

GENOA CHARTER TOWNSHIP BOARD
Regular Meeting
March 5, 2018
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 19, 2018

Approval of Regular Agenda:

3. Request to approve the proposal from BS&A Software to purchase the Building Department.NET application to be used for project management and tracking, permitting, enforcement, and planning and zoning processes at a cost not to exceed \$33,465.00 plus annual service fees of \$3,570.00 which may be increased by no more than the yearly CPI.
4. Discussion regarding Latson Road water and sewer funding options.

Correspondence
Member Discussion
Adjournment

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

CHECK REGISTERS FOR TOWNSHIP BOARD MEETING

DATE: March 5, 2018

TOWNSHIP GENERAL EXPENSES: Thru March 5, 2018	\$2,372.54
February 23, 2018 Bi Weekly Payroll	\$86,744.16
OPERATING EXPENSES: Thru March 5, 2018	<u>\$429,482.53</u>
TOTAL:	<u>\$518,599.23</u>

ser: Angie
B: Genoa Township

CHECK NUMBERS 34258 - 34300

check Date	Check	Vendor Name	Amount
Bank FNBCK CHECKING ACCOUNT			
2/21/2018	34258	JOHN BERKAW	400.00
2/21/2018	34259	PRINTING SYSTEMS	186.60
2/21/2018	34260	STATE OF MICHIGAN	10.00
2/26/2018	34261	MICHAEL ARCHINAL	500.00
2/26/2018	34262	MICHIGAN ELECTION RESOURCES	374.29
2/26/2018	34263	POSTMASTER	314.19
2/26/2018	34264	WALMART COMMUNITY	390.12
2/27/2018	34265	MASTER MEDIA SUPPLY	197.34

FNBCK TOTALS:

Total of 8 Checks:	2,372.54
Less 0 Void Checks:	0.00
Total of 8 Disbursements:	<u>2,372.54</u>

02/27/2018 04:27 PM
User: Angie
DB: Genoa Township

CHECK REGISTER FOR GENOA TOWNSHIP

CHECK NUMBERS 4227 - 4400

Check Date	Check	Vendor Name	Amount
Bank 503FN DPW-UTILITIES #503			
02/06/2018	4227	PORT CITY COMMUNICATIONS, INC.	146.00
02/07/2018	4228	ADVANCE AUTO PARTS	62.98
02/07/2018	4229	BLACKBURN MFG. CO.	168.38
02/07/2018	4230	CRUISERS	160.00
02/07/2018	4231	GFG INSTRUMENTATION	246.61
02/07/2018	4232	MWEA	270.00
02/07/2018	4233	OHM ENGINEERING ADVISORS	3,149.50
02/07/2018	4234	TRACTOR SUPPLY CO.	458.52
02/07/2018	4235	VICTORY LANE QUICK OIL CHANGE	142.95
02/07/2018	4236	WEX BANK	2,967.68
02/12/2018	4237	LOWE'S	967.93
02/12/2018	4238	STAPLES CREDIT PLAN	429.97
02/12/2018	4239	WINDSTREAM	41.91
02/14/2018	4240	CHASE CARD SERVICES	1,805.77
02/14/2018	4241	U.S. POSTMASTER	309.12
02/19/2018	4242	ADVANCE AUTO PARTS	102.94
02/19/2018	4243	VERIZON WIRELESS	611.03
02/26/2018	4244	GREG TATARA	500.00
02/26/2018	4245	TESHA HUMPHRISS	250.00
02/27/2018	4246	GENOA TOWNSHIP	300,000.00

503FN TOTALS:

Total of 20 Checks:	312,791.29
Less 0 Void Checks:	0.00
Total of 20 Disbursements:	<u>312,791.29</u>

Check Register Report For Genoa Charter Township
 For Check Dates 02/23/2018 to 02/23/2018

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
02/23/2018	FNBCK	12621	KRENCICKI, MARY E	760.00	628.46	0.00	Open
02/23/2018	FNBCK	12622	MCMANUS, JOHN	168.00	155.14	0.00	Open
02/23/2018	FNBCK	EFT197	FLEX SPENDING (TASC)	1,449.96	1,449.96	0.00	Open
02/23/2018	FNBCK	EFT198	INTERNAL REVENUE SERVICE	19,540.69	19,540.69	0.00	Open
02/23/2018	FNBCK	EFT199	PRINCIPAL FINANCIAL	2,701.00	2,701.00	0.00	Open
02/23/2018	FNBCK	EFT200	PRINCIPAL FINANCIAL	629.72	629.72	0.00	Open

Totals: Number of Checks: 006 25,249.37 25,104.97 0.00

Total Physical Checks: 2
 Total Check Stubs: 4

Dir. Dep.
61,639.19
 # 86,744.16

User: Angie

CHECK NUMBERS 4197 - 4400

IB: Genoa Township

check Date	Check	Vendor Name	Amount
Bank 592FN OAK POINTE OPERATING FUND #592			
12/19/2018	4197	AMERICAN AQUA	185.16
12/19/2018	4198	AT&T	459.92
12/19/2018	4199	BULLSEYE TELECOM	227.38
12/19/2018	4200	COOPER'S TURF MANAGEMENT LLC	924.00
12/27/2018	4201	AT&T LONG DISTANCE	49.46
12/27/2018	4202	GENOA TWP OAK POINTE SEWER BOND	104,460.33

592FN TOTALS:

Total of 6 Checks:	106,306.25
Less 0 Void Checks:	0.00
Total of 6 Disbursements:	106,306.25

User: Angie

CHECK NUMBERS 3337 - 4300

IB: Genoa Township

check Date	Check	Vendor Name	Amount
Bank 593FN LAKE EDGEWOOD OPERATING FUND #593			
2/19/2018	3337	BULLSEYE TELECOM	224.38
2/19/2018	3338	HOWELL TRUE VALUE HARDWARE	16.61
2/26/2018	3339	BRIGHTON ANALYTICAL , L.L.C.	144.00

593FN TOTALS:

Total of 3 Checks:	384.99
Less 0 Void Checks:	0.00
Total of 3 Disbursements:	384.99

User: Angie

CHECK NUMBERS 2195 - 2200

IB: Genoa Township

check Date	Check	Vendor Name	Amount
Bank 595FN PINE CREEK OPERATING FUND #595			
1/26/2018	2195	CITY OF BRIGHTON	10,000.00

595FN TOTALS:

Total of 1 Checks:	10,000.00
Less 0 Void Checks:	0.00
Total of 1 Disbursements:	10,000.00

GENOA CHARTER TOWNSHIP BOARD

Regular Meeting
February 19, 2018

MINUTES

Supervisor Rogers called the regular meeting of the Genoa Charter Township Board to order at 6:30 p.m., with the Pledge of Allegiance. The following members were present constituting a quorum for the transaction of business: Bill Rogers, Paulette Skolarus, Robin Hunt, Jim Mortensen, Terry Croft, Diana Lowe and Jean Ledford. Also present were Township Manager, Michael Archinal; DPW Director Greg Tatara; and eight persons in the audience.

A Call to the Public was made with the following response: Holly Ward Lamb introduced herself as the new Howell Carnegie District Library Director.

Approval of Consent Agenda:

Moved by Ledford and supported by Croft to approve all items listed under the Consent Agenda, moving the *Plumbing and Grant* requests to the regular agenda for discussion. The motion carried unanimously.

1. Payment of Bills.

2. Request to Approve Minutes: February 5, 2018

3. Request for approval of salary increases of 2.5 percent for all Boards and Commissions, staff [both hourly and contractual], as previously discussed during the last two regular meetings of the Township Board.

Approval of Regular Agenda:

Moved by Croft and supported by Ledford to approve for action all items listed under the Regular Agenda, including those from the consent agenda. The motion carried unanimously.

4. Request to approve a proposal from Northern Plumbing for the purchase and installation of new bathroom fixtures at a cost not to exceed \$4,600.00.

Moved by Lowe and supported by Mortensen to approve the expenditure with a final review by the administrative committee with regard to color. The motion carried unanimously.

5. Consider approval of a contribution agreement with Livingston County for Phase I funding of a Land and Water Conservation Grant in the amount of \$3,000.00.

Moved by Mortensen and supported by Croft to approve the contribution agreement and funding as requested. The motion carried unanimously.

6. Request for approval of a resolution 180219A to increase the Supervisor's salary for FY 2018/2019 by 2.5%.

Moved by Skolarus and supported by Ledford to approve the increase as requested. The motion carried by roll call vote as follows: Ledford, Croft, Hunt, Lowe, Mortensen, Skolarus and Rogers. Nays – None. Absent – None.

7. Request for approval of a resolution 180219B to increase the Treasurer’s salary for FY 2018/2019 by 2.5%.

Moved by Lowe and supported by Skolarus to approve the increase as requested. The motion carried by roll call vote as follows: Ledford, Croft, Hunt, Lowe, Mortensen, Skolarus and Rogers. Nays – None. Absent – None.

8. Request for approval of a resolution 180219C to increase the Clerk’s salary for FY 2018/2019 by 2.5%.

Moved by Ledford and supported by Croft to approve the increase as requested. The motion carried by roll call vote as follows: Ledford, Croft, Hunt, Lowe, Mortensen, Skolarus and Rogers. Nays – None. Absent – None.

9. Request to approve the 2018/2019 System Labor and Equipment Percentage Allocation and the DPW Budget for the Fiscal Year ending March 31, 2019.

DPW Director Greg Tatara addressed the board providing an overview of the operation. Moved by Hunt and supported by Mortensen to approve 2018/19 System Labor & Equipment Percentage allocation and the DPW Budget for the fiscal year ending March 31, 2019 as requested by Dr. Tatara. The motion carried unanimously.

10. Request to amend the Fiscal Year 2018 and approve the Fiscal Year 2019 Operating Budgets for the Lake Edgewood Sewer System, the Oak Pointe Sewer System and the Oak Pointe Water System.

Moved by Skolarus and supported by Lowe to approve amend the Fiscal Year 2018 and approve the Fiscal Year 2019 Operating Budgets for the Lake Edgewood Sewer System, the Oak Pointe Sewer System and the Oak Pointe Water System as recommended by Dr. Tatara. The motion carried unanimously.

11. Request to increase the Lake Edgewood flat rate sewer charges from \$130.00 per quarter to \$133.90 per quarter.

Moved by Ledford and supported by Skolarus to increase the Lake Edgewood flat rate sewer charges from \$130.00 per quarter to \$133.00 per quarter as recommended by Dr. Tatara. The motion carried unanimously.

12. Request to increase the Oak Pointe metered water charges from \$3.52 per 1,000 gallons to \$3.62 per 1,000 gallons.

Moved by Hunt and supported by Ledford to increase the Oak Pointe metered water charges from \$3.52 per 1,000 gallons to \$3.62 per 1000 gallons as recommended by Dr. Tatara. The motion carried unanimously.

13. Consideration of a request for approval of a special use, environmental impact assessment, and sketch plan for a proposed Four Seasons Veterinary Services veterinary clinic. The property in question is located at 6936 Grand River Avenue, Brighton, 48114. The request is petitioned by Dr. Michelle Bradford, DVM.

Dr. Michelle Bradford addressed the board and provided an overview of her general practice. She reiterated that no overnight boarding or grooming would be allowed within her facility.

A. Disposition of Special Use Application.

Moved by Hunt and supported by Lowe to approve the Special Land Use permit because it has been found that the requested use meets the requirements of Sections 19.03 and 7.02.02(x) of the Township Ordinance with the following conditions:

1. Six deciduous greenbelt trees shall be planted along Grand River Avenue in compliance with Section 12.02 before June 1, 2018.
2. A hedgerow to screen the dog walk area shall be installed before June 1, 2018. The hedgerow shall be reviewed and approved by Township staff prior to installation.
3. The lawn and landscaping in the dog walk area shall be maintained to keep the vegetation alive.
4. All requirements of the Brighton Area Fire Authority’s letter of February 1, 2018 shall be met.
5. No overnight boarding and/or grooming will be permitted.

The motion carried unanimously.

B. Disposition of Environmental Impact Assessment (01/22/18).

Moved by Ledford and supported by Croft to approve the Environmental Impact Assessment dated January 22, 2018 as submitted with the understanding that no overnight boarding or grooming will be allowed. The motion carried unanimously.

C. Disposition of Sketch Plan.

Moved by Hunt and supported by Lowe to approve the sketch plan with the following conditions:

1. Six deciduous greenbelt trees shall be planted along Grand River Avenue in compliance with Section 12.02 before June 1, 2018.
2. A hedgerow to screen the dog walk area shall be installed before June 1, 2018. The hedgerow shall be reviewed and approved by Township staff prior to installation.
3. The lawn and landscaping in the dog walk area shall be maintained to keep the vegetation alive.
4. No overnight boarding and/or grooming will be permitted.

The motion carried unanimously.

14. Consideration of a request for approval of environmental impact assessment, preliminary and final site condominium approval for a proposed 6 unit site condominium. The property in question is located on the east side of the Latson Road and Grand Oaks Drive intersection, Howell 48843. The request is petitioned by St. John Providence.

A. Disposition of Environmental Impact Assessment (01/04/18).

Moved by Skolarus and supported by Ledford to approve the Environmental Impact Assessment dated January 4, 2018 for a six-unit site condominium for St. John Providence located at the east

side of the Latson Road and Grand Oaks Drive intersection, Howell 48843. The motion carried unanimously.

B. Disposition of Preliminary site condominium.

Moved by Lowe and supported by Croft to grant preliminary approval for a six-unit site condominium for St. John Providence located at the east side of the Latson Road and Grand Oaks Drive intersection, Howell 48843 with the following conditions:

1. Approval of the Master Deed by the Township Attorney.
2. Acknowledgement by the petitioner that the Master Deed for St. John Providence Site Condominium does not supersede the Planned Unit Development or the Genoa Township Zoning Ordinance.

C. Disposition of Final site condominium.

Moved by Ledford and supported by Croft to grant final approval for a six-unit site condominium for St. John Providence located at the east side of the Latson Road and Grand Oaks Drive intersection, Howell 48843 with the following conditions:

1. Approval of the Master Deed by the Township Attorney.
2. Acknowledgement by the petitioner that the Master Deed for St. John Providence Site Condominium does not supersede the Planned Unit Development or the Genoa Township Zoning.

The motion carried unanimously.

Archinal was asked to consult with the township attorney concerning the necessity of approving a solicitor license for churches and other enterprises approved by the Federal Government.

The regular meeting of the Genoa Charter Township Board was adjourned at 7:30 p.m.



Paulette A. Skolarus, Clerk
Genoa Charter Township Board



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

Memorandum

TO: Honorable Board of Trustees
FROM: Kelly VanMarter, Assistant Township Manager
DATE: March 1, 2018
RE: BS&A – Building.NET Software Purchase

Managers Review: _____

Attached please find a proposal and request for approval to purchase and maintain BS&A Community Development Software. The software purchase and implementation costs total \$33,465 and the annual fees are \$3,570. Purchase of this software was included in both the 2017/2018 and 2018/2019 budget cycles. This software will be used to provide the following services and benefits:

1. Create Land Use Permit Process that provides:
 - a. Workflow and efficiency tools to automate and streamline procedures for improved customer service.
 - b. Online Land Use Permit application, fee collection, & permit issuance.
 - c. Online access to permit information.
 - d. Coordination with the Livingston County Building Department.
 - e. Coordinated document management and integration with existing BS&A software.
 - f. Paperless process and simplified reporting.
2. Create Planning and Zoning process that provides:
 - a. Workflow and efficiency tools to automate and streamline procedures for utilization of existing administrative staff and for improved customer service.
 - b. Coordinated document management and integration with existing BS&A software.
 - c. Online application, fee collection and process submittals.
 - d. Online access to project information.
 - e. Paperless process and simplified reporting.
3. Create enforcement processes that provide violation tracking, document management, improved workflow and efficiency.

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

4. Eliminate existing document management service for a savings of \$6,000 annually once data transfer is complete.
 - a. This step will entail using temporary help or interns to convert and transfer existing data to the new system.

I've provided links to the BS&A website for more information. I've also contacted multiple municipalities currently using this software and have received overwhelmingly positive feedback. Implementation of this software will improve our existing process and will provide enhanced customer service, better time management, and full integration of software solutions among departments.

<http://bsasoftware.com/highlights>

<http://bsasoftware.com/Solutions/Community-Development/Building-Department>

<http://www.bsasoftware.com/Learning-Center/Community-Development/Planning-Zoning-and-Engineering>

Please don't hesitate to contact me if you have any questions or concerns this this regard. Please consider the following supportive action:

Moved by _____, Supported by _____ to approve the proposal from BS&A Software to purchase the Building Department.NET application to be used for project management and tracking, permitting, enforcement, and planning and zoning processes at a cost not to exceed \$33,465.00 plus annual service fees of \$3,570.00 which may be increased by no more than the yearly CPI.

Sincerely,

Proposal for Software and Services, Presented to...

Genoa Charter Township Livingston County MI

January 23, 2018

Quoted by: Dan J. Burns, CPA



Thank you for the opportunity to quote our software and services.

At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy... it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.

*We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to **listen**. Delivering unparalleled customer service is the foundation of our company.*

BS&A Software
14965 Abbey Lane Bath MI 48808
(855) BSA-SOFT / fax (517) 641-8960
bsasoftware.com

Contents

Please return all pages, retaining a copy for your records.

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Attachments

Please retain for your records.

Hardware Requirements
SQL Server Pricing



Cost Summary

Application and Annual Service Fee prices based on an approximate parcel count of 8,892 and population of 15,901. Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing.

Prices subject to change if the actual count is significantly different than the estimated count.

Applications, New Purchase

Building Department .NET	\$11,150
AccessMyGov – Building Department	\$6,690
Please select the features you would like to use. All of the features can be included without impacting the Annual Service Fee or Project Management and Implementation Planning Fee.	
<input checked="" type="checkbox"/> View My Activity (always enabled): Enables contractors and the general public to easily access inspections and permits they have requested.	
<input type="checkbox"/> Inspection Scheduling: Enables contractors and the general public to submit requests for inspections online.	
<input type="checkbox"/> Building Department Search: Performs a search by any record number, including addresses, permits, and certificates.	
<input type="checkbox"/> Rental Property Search: Enables users to search for addresses that are flagged as rental properties.	
<input type="checkbox"/> Permit Applications. Enables contractors and the general public to submit permit applications online (see "Application Fee," below). This feature requires the Payment of Fees feature.	
<input type="checkbox"/> Payment of Fees: Enables contractors and the general public to pay for permit and other fees online (see "Payment Processing Requirements," below).	
Application Fee	\$2/application
This fee is for permit application submission only. Fees are accumulated and billed to the municipality.	
Subtotal	\$17,840

Database Setup

Building Department (database setup)	\$3,000
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Project Management and Implementation Planning

Services include:

- Analyzing customer processes to ensure all critical components are addressed.
- Creating and managing the project schedule in accordance with the customer's existing processes and needs.
- Planning and scheduling training around any planned process changes included in the project plan.
- Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.
- Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.
- Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.
- Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).

\$4,000

Implementation and Training

- \$1,000/day
- Days quoted are estimates; you are billed for actual days used

Services include:

- Setting up users and user security rights for each application
- Performing final process and procedure review
- Configuring custom settings in each application to fit the needs of the customer
- Setting up application integration and workflow methods
- Onsite verification of converted data for balancing and auditing purposes
- Training and Go-Live

Software Setup	Days: 1	\$1,000
Building Department .NET	Days: 5	\$5,000
AMG-Building Department	Days: 2	\$2,000
	Total: 8	Subtotal \$8,000

Cost Totals

Not including Annual Service Fees

Applications	\$17,840
Data Conversions	\$3,000
Project Management and Implementation Planning	\$4,000
Implementation and Training	\$8,000

Total Proposed **\$32,840**

Travel Expenses **\$625**

Grand Total (with Travel Expenses) **\$33,465**



Payment Schedule

- 1st Payment: **\$7,000** to be invoiced upon execution of this agreement.
- 2nd Payment: **\$17,840** to be invoiced at start of training.
- 3rd Payment: **\$8,625** to be invoiced upon completion of training.

Annual Service Fees, New Purchases

Unlimited service and support during your first year with the program are included in your purchase price. Thereafter, Service Fees are billed annually. BS&A Software reserves the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index (CPI).

Building Department .NET	\$2,230
AccessMyGov – Building Department	\$1,340
Subtotal	\$3,570



Optional Item(s)

Program Customization

BS&A strives to provide a flexible solution that can be tailored to each municipality's needs. However, in some cases, custom work may be required. Typical examples include:

- ˘ custom payment import/lock box import
- ˘ custom OCR scan-line
- ˘ custom journal export to an outside accounting system
- ˘ custom reports

If you require any custom work, please let us know so that we can better understand the scope of your request and include that in a separate proposal.

Additional Training - Building Department Report Designer

Most of our Building Department customers heavily use our Report Designer, which is included free with the program. Report Designer Training is not included in the training quoted on this proposal and is highly recommended. You may attend a class at our office in Bath Township, or we can train at your location. Report Designer Training is typically completed in one day.

Please check the option you are interested in. Report Designer Training will be scheduled after successful implementation and training of your Building Department software.

- Classroom training, \$205/person/day
- On-site training (unlimited attendees), \$1,000/day, travel not included

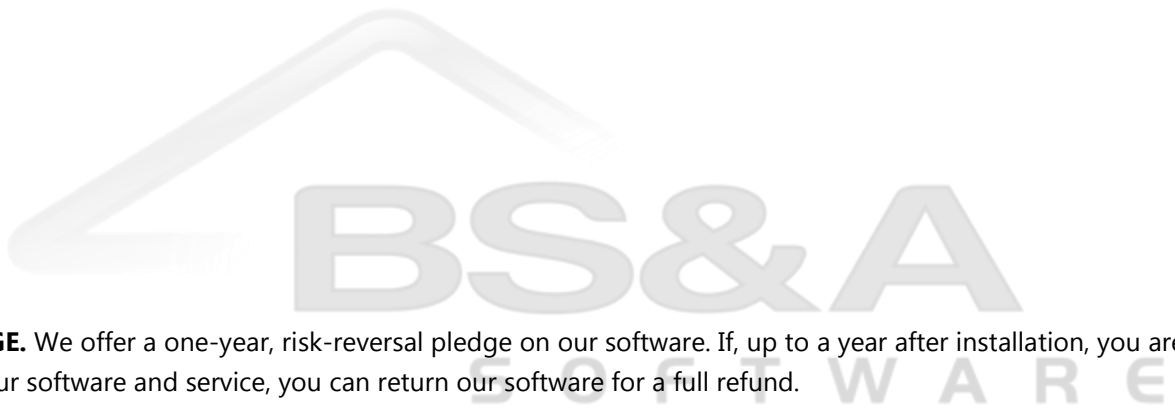
Acceptance

Signature constitutes...

1. An order for products and services as quoted
Quoted prices do not include Program Customization or training beyond the estimated number of days
2. Agreement with the proposed Annual Service Fees
3. Acceptance of BS&A's hardware recommendations required to efficiently run the .NET applications

Signature

Date



BS&A PLEDGE. We offer a one-year, risk-reversal pledge on our software. If, up to a year after installation, you are not happy with our software and service, you can return our software for a full refund.

Returning Accepted Proposal to BS&A

Please return the entire proposal, with signature/date (this page) and contact information (next page) filled out, by any of these methods:

Mail: BS&A Software
14965 Abbey Lane
Bath, MI 48808

Fax: (517) 641-8960

Email: dburns@bsasoftware.com

Once your proposal is received, a BS&A representative will contact you to begin the scheduling process.

Contact Information

If any mailing addresses are PO Boxes, please also provide a Street Address for UPS/Overnight mail.

If additional contacts need to be submitted, please make a copy of this page.

Key Contact for Implementation and Project Management

Name _____ Title _____

Phone/Fax _____ Email _____

Mailing Address _____

City, State, Zip _____

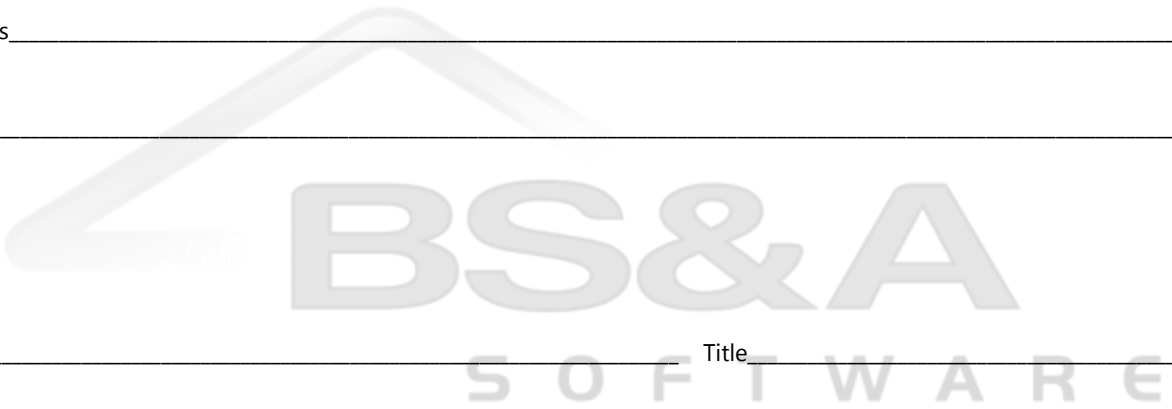
IT Contact

Name _____ Title _____

Phone/Fax _____ Email _____


Mailing Address _____

City, State, Zip _____



MEMORANDUM

TO: Township Board

FROM: Michael Archinal 

DATE: 3/1/2018

RE: Latson Road Water and Sewer Funding Model

Attached you will find information regarding funding options related to the extension of water and sewer to the properties on Latson Road south of I-96. Development of the area is inherently contingent on municipal services. Before we move forward with zoning ordinance changes to accommodate future development it is appropriate that the Township Board consider the scenario we are recommending for providing water and sewer.

To accommodate existing demands as well as future needs the Genoa-Oceola WW plant will undergo a large (approximately \$8M funded by the G-O sewer authority) expansion. This expansion is scheduled to begin this June and will take approximately one year to complete. That said I believe it is important that you are comfortable with the concepts we are proffering for a future special assessment district. This item is before you for discussion only at this time. Ordinance changes and future development all hinge on water and sewer. Special assessments and bonding involve the full faith and credit of the Township which is something we must all take very seriously especially after 2008. Even though formal action on an SAD will not occur for several months I am looking for your input at this time.

Dr. Tatara will be in attendance on Monday to discuss the attached information. The scenario proposed requires that the developer front 50% of the cash up front. Exposure for the Township's full faith and credit is approximately \$1.5M. Given the developer's investment, the value of the land and relatively limited exposure to the Township I believe the proposed SAD is extremely conservative. The numbers are confusing without an explanation. We look forward to explaining the proposed SAD in more detail and answering your questions Monday evening.



Summary of Per REU Costs

Assuming 50% Prepayment

Water		
	Assessment:	\$1,843
	Utilization Fee: ¹	\$1,270
	Tap Fee: ²	\$3,500
		<hr/>
		\$6,613
Sewer		
	Assessment:	\$3,222
	Utilization Fee: ³	\$3,810
	Expansion Fee: ⁴	\$1,137
		<hr/>
		\$8,169
Estimated Total Per REU:		<hr/> <hr/> \$14,781

¹ MHOG Water System Capacity Utilization Fee = \$1,270

² MHOG System Wide Tap Fee = \$3,500

³ MHOG WWTP Capacity Utilization Fee = \$3,810

⁴ GO Plant Expansion = \$1,137



\$1,685,000
GENOA TOWNSHIP
COUNTY OF LIVINGSTON, STATE OF MICHIGAN
SPECIAL ASSESSMENT BONDS, SERIES 2018
(GENERAL OBLIGATION LIMITED TAX)

ESTIMATE OF COST - 50% PREPAYMENT BY DEVELOPER*

		<u>Water</u>	<u>Sewer</u>	<u>Total</u>
Project Cost:				
Construction		\$776,000	\$1,524,000	\$2,300,000
Construction contingency	15.00%	117,000	229,000	346,000
Construction engineering / testing		78,000	154,000	232,000
Design engineering		78,000	154,000	232,000
Easements		0	40,000	40,000
Attorney/ Special Assessment Proceedings		3,344	6,656	10,000
Bond Issuance Costs:				
Bond Attorney	Est.			\$25,000
Financial Consultant				16,885
MAC Fee				400
Credit Rating (1)				12,500
Official Statement Printing & Mailing				3,500
Treasury Filing				337
Bond Discount	1.00%			16,850
Legal publishing / contingency				<u>3,790</u>
Total Estimated Bond Issuance Costs		28,842	50,420	79,262
Estimated Capitalized Interest (12 months)	@ 4.00%	24,526	42,874	67,400
TOTAL PROJECT COSTS		<u>\$1,105,712</u>	<u>\$2,200,950</u>	<u>\$3,306,662</u>
Less: Township funds on hand (oversizing)			(268,000)	(268,000)
TOTAL PROJECT COST TO BE ASSESSED		<u>\$1,105,712</u>	<u>\$1,932,950</u>	<u>\$3,038,662</u>
Less: Prepaid Assessments (50% of Developer Assessment)		(492,572)	(861,090)	(1,353,662)
AMOUNT OF BOND ISSUE		<u><u>\$613,140</u></u>	<u><u>\$1,071,860</u></u>	<u><u>\$1,685,000</u></u>

* Assumes first assessment installment December 2019, and public bond sale.

mt/KB
 11/27/17



GENOA TOWNSHIP
South Latson Road Water Project
Water Assessment Options

Total Project Cost to be Assessed: \$1,105,712

Total Est. # of Acres:	210.38	Assessment Per Acre:	\$5,255.78
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Parcel Number	Name	Assesed Value	Acres	Parcel Assessment (based on acreage)
11-08-400-004	Latson Partners LLC	94,000	4.79	\$25,175
11-08-400-006	Latson Partners LLC	110,700	5.18	\$27,225
11-08-400-012	Latson Partners LLC	30,400	2.29	\$12,036
11-08-400-013	Latson Partners LLC	27,200	1.87	\$9,828
11-08-400-014	Latson Partners LLC	27,200	1.87	\$9,828
11-08-400-015	Latson Partners LLC	27,200	1.87	\$9,828
11-08-400-020	Latson Partners LLC	158,300	18.82	\$98,914
11-08-300-031	Latson Partners LLC	117,300	10.45	\$54,923
11-08-200-008	Latson Farms LLC	840,000	140.3	\$737,387
Developer Parcels:		1,432,300	187.44	\$985,144
11-08-400-025	Latson, Charles & Lois	42,500	4.65	\$24,439
11-08-400-031	Latson, Charles & Lois	127,500	18.29	\$96,128
Total:		1,602,300	210.38	\$1,105,712

Additional Cost Per REU (in addition to Assessment):

MHOG Water System Capacity Utilization Fee	\$1,270
MHOG System Wide Tap Fee	\$3,500
Total Additional Tap Fee	\$4,770



GENOA TOWNSHIP
South Latson Road Sewer Project
Sewer Assessment Options

Total Project Cost to be Assessed: \$1,932,950

Total Est. # of Acres:	210.38	Assessment Per Acre:	\$9,187.90
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Parcel Number	Name	Assesed Value	Acres	Parcel Assessment (based on acreage)
11-08-400-004	Latson Partners LLC	94,000	4.79	\$44,010
11-08-400-006	Latson Partners LLC	110,700	5.18	\$47,593
11-08-400-012	Latson Partners LLC	30,400	2.29	\$21,040
11-08-400-013	Latson Partners LLC	27,200	1.87	\$17,181
11-08-400-014	Latson Partners LLC	27,200	1.87	\$17,181
11-08-400-015	Latson Partners LLC	27,200	1.87	\$17,181
11-08-400-020	Latson Partners LLC	158,300	18.82	\$172,916
11-08-300-031	Latson Partners LLC	117,300	10.45	\$96,014
11-08-200-008	Latson Farms LLC	840,000	140.3	\$1,289,062
Developer Parcels:		1,432,300	187.44	\$1,722,180
11-08-400-025	Latson, Charles & Lois	42,500	4.65	\$42,724
11-08-400-031	Latson, Charles & Lois	127,500	18.29	\$168,047
Total:		1,602,300	210.38	\$1,932,950

Additional Cost Per REU (in addition to Assessment):

MHOG WWTP Capacity Utilization Fee	\$3,810
GO Plant Expansion	\$1,137
Total Additional Tap Fee	\$4,947



\$1,685,000
GENOA TOWNSHIP
COUNTY OF LIVINGSTON, STATE OF MICHIGAN
SPECIAL ASSESSMENT BONDS, SERIES 2018
(GENERAL OBLIGATION LIMITED TAX)

ESTIMATED CASH FLOW SCHEDULE - 20 YEARS

Billing/ Levy Year 1-Dec	\$1,685,000 Int. from: 12/1/2018 Spec. Assess. Revenues due Dec 1			\$1,685,000 Est. Dated Date: 12/1/2018								
	Principal Due 1-Dec	Interest @ 5.00%	Total Due 1-Dec	Principal Payment Year	Interest Due 1-Dec	Interest Rates*	Principal Due 1-Jun	Interest Due 1-Jun	Total Payment	Less: Capitalized Interest	Annual Surplus / (Deficit)	Cumulative Balance
2017	0	0	0	2018	0	0.000%	0	0	0	0	0	0
2018	0	0	0	2019	0	0.000%	0	\$33,700	\$33,700	(33,700)	0	0
2019	\$84,250	84,250	168,500	2020	\$33,700	4.000%	\$60,000	33,700	127,400	(33,700)	\$74,800	\$74,800
2020	84,250	80,038	164,288	2021	32,500	4.000%	90,000	32,500	155,000		9,288	84,088
2021	84,250	75,825	160,075	2022	30,700	4.000%	90,000	30,700	151,400		8,675	92,763
2022	84,250	71,613	155,863	2023	28,900	4.000%	90,000	28,900	147,800		8,063	100,825
2023	84,250	67,400	151,650	2024	27,100	4.000%	85,000	27,100	139,200		12,450	113,275
2024	84,250	63,188	147,438	2025	25,400	4.000%	85,000	25,400	135,800		11,638	124,913
2025	84,250	58,975	143,225	2026	23,700	4.000%	85,000	23,700	132,400		10,825	135,738
2026	84,250	54,763	139,013	2027	22,000	4.000%	85,000	22,000	129,000		10,013	145,750
2027	84,250	50,550	134,800	2028	20,300	4.000%	85,000	20,300	125,600		9,200	154,950
2028	84,250	46,338	130,588	2029	18,600	4.000%	85,000	18,600	122,200		8,388	163,338
2029	84,250	42,125	126,375	2030	16,900	4.000%	85,000	16,900	118,800		7,575	170,913
2030	84,250	37,913	122,163	2031	15,200	4.000%	85,000	15,200	115,400		6,763	177,675
2031	84,250	33,700	117,950	2032	13,500	4.000%	85,000	13,500	112,000		5,950	183,625
2032	84,250	29,488	113,738	2033	11,800	4.000%	85,000	11,800	108,600		5,138	188,763
2033	84,250	25,275	109,525	2034	10,100	4.000%	85,000	10,100	105,200		4,325	193,088
2034	84,250	21,063	105,313	2035	8,400	4.000%	85,000	8,400	101,800		3,513	196,600
2035	84,250	16,850	101,100	2036	6,700	4.000%	85,000	6,700	98,400		2,700	199,300
2036	84,250	12,638	96,888	2037	5,000	4.000%	85,000	5,000	95,000		1,888	201,188
2037	84,250	8,425	92,675	2038	3,300	4.000%	85,000	3,300	91,600		1,075	202,263
2038	84,250	4,213	88,463	2039	1,600	4.000%	80,000	1,600	83,200		5,262	207,525
2039	0	0	0	2040	0	0.000%	0	0	0		0	207,525
	<u>\$1,685,000</u>	<u>\$884,625</u>	<u>\$2,569,625</u>		<u>\$355,400</u>		<u>\$1,685,000</u>	<u>\$389,100</u>	<u>\$2,429,500</u>	<u>(\$67,400)</u>	<u>\$207,525</u>	

*Interest rates are a current estimate and are subject to change based on market conditions.



GENOA TOWNSHIP

SAMPLE SPECIAL ASSESSMENT INSTALLMENTS

Total Assessment for Developer			
	<u>Assessment</u>	<u>Prepay (50%)</u>	<u>Balance</u>
Water	\$985,144	(\$492,572)	\$492,572
Sewer	\$1,722,180	(\$861,090)	\$861,090
Total	\$2,707,324	(\$1,353,662)	\$1,353,662

Number of years for installments:	20
Estimated Year Installment begins:	2019
Date Installment Due Annually:	1-Dec
Estimated Interest to Accrue from:	12/01/18
Estimated Assessment Interest Rate:	5.000%

Projected Annual Installments*

Installment Due 1-Dec	Principal	Interest* @ 5.000%	Total Payment	Special Assessment Balance After Payment
2019	\$67,683.10	\$67,683.10	\$135,366.20	\$1,285,978.86
2020	67,683.10	64,298.94	131,982.04	1,218,295.77
2021	67,683.10	60,914.79	128,597.89	1,150,612.67
2022	67,683.10	57,530.63	125,213.73	1,082,929.57
2023	67,683.10	54,146.48	121,829.58	1,015,246.47
2024	67,683.10	50,762.32	118,445.42	947,563.37
2025	67,683.10	47,378.17	115,061.27	879,880.27
2026	67,683.10	43,994.01	111,677.11	812,197.18
2027	67,683.10	40,609.86	108,292.96	744,514.08
2028	67,683.10	37,225.70	104,908.80	676,830.98
2029	67,683.10	33,841.55	101,524.65	609,147.88
2030	67,683.10	30,457.39	98,140.49	541,464.78
2031	67,683.10	27,073.24	94,756.34	473,781.69
2032	67,683.10	23,689.08	91,372.18	406,098.59
2033	67,683.10	20,304.93	87,988.03	338,415.49
2034	67,683.10	16,920.77	84,603.87	270,732.39
2035	67,683.10	13,536.62	81,219.72	203,049.29
2036	67,683.10	10,152.46	77,835.56	135,366.20
2037	67,683.10	6,768.31	74,451.41	67,683.10
2038	67,683.10	3,384.15	71,067.25	0.00
2039	0.00	0.00	0.00	0.00
	\$1,353,661.96	\$710,672.53	\$2,064,334.49	

Est. Average Annual Installment: \$103,216.72

*Interest rate is a current estimate and is subject to change based on market conditions.



GENOA TOWNSHIP

SAMPLE SPECIAL ASSESSMENT INSTALLMENTS

Assessment for Charles and Lois Latson, Parcel 11-08-400-025			
	<u>Assessment</u>	<u>Prepay (50%)</u>	<u>Balance</u>
Water	\$24,439	(\$12,220)	\$12,220
Sewer	\$42,724	(\$21,362)	\$21,362
Total	\$67,163	(\$33,582)	\$33,582
Number of years for installments: 20			
Estimated Year Installment begins: 2019			
Date Installment Due Annually: 1-Dec			
Estimated Interest to Accrue from: 12/01/18			
Estimated Assessment Interest Rate: 5.000%			

Projected Annual Installments*

Installment Due 1-Dec	Principal	Interest* @ 5.000%	Total Payment	Special Assessment Balance After Payment
2019	\$1,679.08	\$1,679.08	\$3,358.16	\$31,902.48
2020	1,679.08	1,595.12	3,274.20	30,223.41
2021	1,679.08	1,511.17	3,190.25	28,544.33
2022	1,679.08	1,427.22	3,106.29	26,865.25
2023	1,679.08	1,343.26	3,022.34	25,186.17
2024	1,679.08	1,259.31	2,938.39	23,507.09
2025	1,679.08	1,175.35	2,854.43	21,828.02
2026	1,679.08	1,091.40	2,770.48	20,148.94
2027	1,679.08	1,007.45	2,686.53	18,469.86
2028	1,679.08	923.49	2,602.57	16,790.78
2029	1,679.08	839.54	2,518.62	15,111.70
2030	1,679.08	755.59	2,434.66	13,432.63
2031	1,679.08	671.63	2,350.71	11,753.55
2032	1,679.08	587.68	2,266.76	10,074.47
2033	1,679.08	503.72	2,182.80	8,395.39
2034	1,679.08	419.77	2,098.85	6,716.31
2035	1,679.08	335.82	2,014.89	5,037.23
2036	1,679.08	251.86	1,930.94	3,358.16
2037	1,679.08	167.91	1,846.99	1,679.08
2038	1,679.08	83.95	1,763.03	0.00
2039	0.00	0.00	0.00	0.00
	\$33,581.56	\$17,630.32	\$51,211.88	

Est. Average Annual Installment: \$2,560.59

*Interest rate is a current estimate and is subject to change based on market conditions.



GENOA TOWNSHIP

SAMPLE SPECIAL ASSESSMENT INSTALLMENTS

Assessment for Charles and Lois Latson, Parcel 11-08-400-031			
	<u>Assessment</u>	<u>Prepay (50%)</u>	<u>Balance</u>
Water	\$96,128	(\$48,064)	\$48,064
Sewer	\$168,047	(\$84,023)	\$84,023
Total	\$264,175	(\$132,087)	\$132,087

Number of years for installments:	20
Estimated Year Installment begins:	2019
Date Installment Due Annually:	1-Dec
Estimated Interest to Accrue from:	12/01/18
Estimated Assessment Interest Rate:	5.000%

Projected Annual Installments*

Installment Due 1-Dec	Principal	Interest* @ 5.000%	Total Payment	Special Assessment Balance After Payment
2019	\$6,604.37	\$6,604.37	\$13,208.75	\$125,483.11
2020	6,604.37	6,274.16	12,878.53	118,878.73
2021	6,604.37	5,943.94	12,548.31	112,274.36
2022	6,604.37	5,613.72	12,218.09	105,669.98
2023	6,604.37	5,283.50	11,887.87	99,065.61
2024	6,604.37	4,953.28	11,557.65	92,461.24
2025	6,604.37	4,623.06	11,227.44	85,856.86
2026	6,604.37	4,292.84	10,897.22	79,252.49
2027	6,604.37	3,962.62	10,567.00	72,648.11
2028	6,604.37	3,632.41	10,236.78	66,043.74
2029	6,604.37	3,302.19	9,906.56	59,439.37
2030	6,604.37	2,971.97	9,576.34	52,834.99
2031	6,604.37	2,641.75	9,246.12	46,230.62
2032	6,604.37	2,311.53	8,915.90	39,626.24
2033	6,604.37	1,981.31	8,585.69	33,021.87
2034	6,604.37	1,651.09	8,255.47	26,417.50
2035	6,604.37	1,320.87	7,925.25	19,813.12
2036	6,604.37	990.66	7,595.03	13,208.75
2037	6,604.37	660.44	7,264.81	6,604.37
2038	6,604.37	330.22	6,934.59	0.00
2039	0.00	0.00	0.00	0.00
	\$132,087.48	\$69,345.93	\$201,433.41	

Est. Average Annual Installment: \$10,071.67

*Interest rate is a current estimate and is subject to change based on market conditions.

Board Correspondence

To Board 3/5/18



System Name: Comcast of the South, Inc.
 Email: Chad_Mackey@cable.comcast.com
 Phone: 610-665-2941

Vendor ID:	113672
Contract Name:	Genoa Township MI
Statement Period:	Oct - Dec, 2017
Payment Amount:	\$74,865.71
Statement Number:	452224
CUID:	MI0244
System ID:	8529-1000-2290, 9588-22

GENOA TOWNSHIP
 2911 DORR RD

 BRIGHTON, MI, 48116

This statement represents your payment for the period listed above.

Revenue Category	Amount
Expanded Basic Video Service	\$389,736.43
Limited Basic Video Service	\$247,422.61
Digital Video Service	\$386,497.14
Pay	\$168,900.27
PPV / VOD	\$45,490.04
Digital Video Equipment	\$69,337.07
Video Installation / Activation	\$13,095.20
Franchise Fees	\$60,561.60
PEG Fees	\$2,548.65
Other	\$12,103.03
Late Fees	\$11,107.79
Write-offs / Recoveries	(\$12,080.86)
Ad Sales	\$113,626.34
Home Shopping Commissions	\$8,987.02
Total	\$1,497,312.33
Franchise Fee %	5.00 %
Franchise Fee	\$74,865.71

To Board 3/5/18



February 15, 2018

Ms. 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 some changes to the channel lineup. Customers are being notified of these changes via bill message.

Beginning March 28, 2018, Oxygen will move from channel 123 to channel 68 on Digital Starter.

Also, beginning April 10, 2018, Great American Country (GAC) will no longer be available on Digital Starter it will now be available on the Digital Preferred Tier. MAV TV will no longer be available as part of our channel lineup.

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 W. Mazurek".

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



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF ENVIRONMENTAL QUALITY
LANSING



C. HEIDI GREETHER
DIRECTOR

February 28, 2018

VIA E-MAIL and U.S. MAIL

Mr. Greg Tartara
2911 Dorr Road
Brighton, Michigan 48116

WSSN: 01002
County: Livingston
Oak Pointe

Dear Mr. Tartara:

SUBJECT: Lead and Copper Monitoring - Action Level (AL) Exceedance

Thank you for completing the additional drinking water tap sampling required in the letter sent January 25, 2018. From the ten lead and copper sample results received, Oak Pointe exceeded the AL for copper during the most recent round of lead and copper monitoring from July 1 to December 31, 2017, as summarized below.

Contaminant	AL	MCLG*	90 th Percentile Value	Number of Samples Above AL	Typical Source of Contaminant
Lead	15 parts per billion (ppb)	0	1	0	Corrosion of household plumbing systems; Service lines that may contain lead; Erosion of natural deposits
Copper	1.3 parts per million (ppm)	1.3	1.5	2	Corrosion of household plumbing systems; Erosion of natural deposits

*MCLG: Maximum contaminant level goal means the level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.

An AL exceedance is not a violation, but it triggers other requirements under the administrative rules promulgated under the Michigan Safe Drinking Water Act, 1976 PA 399, as amended. Requirements include water quality parameter (WQP) monitoring, source water monitoring, and corrosion control treatment.

Deliver Customer Notice of Lead Result

You have already completed this requirement. Thank you for submitting the Lead and Copper Report form and distributing your Consumer Notice of Lead Results forms timely.

Conduct WQP Monitoring

From the date of this letter, not later than March 15, 2018, collect one WQP sample from the entry point to the distribution system every two weeks.

By June 30, 2018, collect two WQP samples at least 24 hours apart from two different locations in the distribution system for a total of four samples. The WQP samples shall be analyzed for pH, alkalinity, calcium, conductivity, orthophosphate chloride, sulfate, and temperature.

Temperature and pH are field tests and should be completed at the time of sample collection. Continue sampling for WQP during each lead and copper monitoring period, or every six months, until at least 90 percent of lead and copper tap results meet both ALs.

If you use the DEQ laboratory, order bottles by calling 517-335-8184 or downloading the form EQP 2301 *Bottle Order Form* from <http://michigan.gov/deqlab>. Click on Drinking Water. The

tests are analyzed from one sample bottle per location. Request the analyses using the following test codes:

Test Code	Cost	Bottle Number	Test Description
CORR	\$51.00	33	Conductivity, Alkalinity, Phosphate, and Calcium
CPH	\$13.00	33	pH Determination
R	\$18.00	32,33	Chloride, Sulfate

Conduct Source Water Monitoring

By June 30, 2018, collect one sample for lead and copper at each entry point to the distribution system. Repeat every third year until both lead and copper ALs are met during the entire three-year period.

Correct the Problem

Minimize lead and copper in drinking water by reducing corrosion of water pipes and household plumbing that contain lead and copper. You currently feed a phosphate inhibitor for corrosion control. You must propose an adjustment to your current corrosion control treatment plan or propose to perform a corrosion control study of your current treatment by June 30, 2018. If additional treatment is found to be necessary, it must be installed and samples collected to ensure the lead and copper ALs are consistently met. Contact us for guidance on corrosion control options.

Lead and Copper Monitoring

To show the ALs can be met, collect a lead and copper sample from 20 sites between January 1 and June 30, 2018, and again between July 1 and December 31, 2018. You may discontinue the corrosion control study and installation of treatment if the ALs are met during future rounds of monitoring.

When selecting new sites, choose the highest Tier criteria available within the distribution system, giving Tier 1 sites first priority. Please see the enclosed tiering criteria to help inform your site selection process. Within 30 days of learning of results, provide individual lead tap results to people who receive water from sites that were sampled, even if lead was not detected. All monitoring, reporting, consumer notification, and DEQ certification requirements remain in effect.

Consumer Confidence Report (CCR)

Include this AL exceedance in your CCR, which is due to our office, your customers, and the local health department by July 1, 2018. You may use the table format from the first page of this letter.

Also, because the copper AL was exceeded, include the following health effects language:

Copper is an essential nutrient, but some people who drink water containing copper in excess of the action level over a relatively short amount of time could experience gastrointestinal distress. Some people who drink water containing copper in excess of the action level over many years could suffer liver or kidney damage. People with Wilson's disease should consult their personal doctor.

What Happens Next?

If you can show that both lead and copper ALs are met in two consecutive six-month periods, then many of the requirements outlined in this letter will no longer apply. However, in the meantime, you must propose an adjustment to your current corrosion control treatment plan or propose to perform a corrosion control study of your current treatment. If additional treatment is found to be necessary, it must be installed. We will work with you to complete these corrosion control steps to optimize your corrosion control treatment.

Timetable of Upcoming Requirements

Complete By	Requirement	Comments
Right away	Collect WQP samples (entry point to the distribution system).	Collect one sample every two weeks from the entry point to the distribution system pH, alkalinity, calcium, conductivity, orthophosphate, chloride, sulfate, and temperature.
Between January 1 and June 30, 2018	Collect 20 samples from the distribution system and have them analyzed for lead and copper.	Report the results to the DEQ and deliver the customer notice of individual lead results using the downloadable <i>Lead and Copper Report and Consumer Notice of Lead Result Certificate</i> . Report due July 10, 2018.
Between January 1 and June 30, 2018	Collect WQP samples.	Collect two samples at least 24 hours apart from two locations in the distribution system pH, alkalinity, calcium, conductivity, orthophosphate, chloride, sulfate, and temperature. Repeat each lead and copper monitoring period until both ALs are met.
March 31, 2018 (COMPLETED)	Send us certification of customer notice of lead result compliance along with a sample copy of the notice delivered.	Download <i>Lead and Copper Report and Consumer Notice of Lead Result Certificate</i> in Microsoft Word or PDF format from http://michigan.gov/deq . Click on Water, Drinking Water, Community Water Supply, and Reporting Forms.
June 30, 2018	Collect one lead and copper sample from each entry point to the distribution system.	Repeat every third year until both ALs are met for the whole three-year period.
June 30, 2018	Submit a proposal for optimal corrosion control treatment or a corrosion control study.	Contact us for guidance on corrosion control options. Corrosion control study and treatment installation may cease if both ALs are met during two consecutive six-month monitoring periods.
Between July 1 and December 31, 2018	Collect 20 samples from the distribution system and have them analyzed for lead and copper.	Report the results to the DEQ and deliver the customer notice of individual lead results using the downloadable <i>Lead and Copper Report and Consumer Notice of Lead Result Certificate</i> . Report due January 10, 2019.
Between July 1 and December 31, 2018	Collect WQP samples.	Collect two samples at least 24 hours apart from two locations in the distribution system pH, alkalinity, calcium, conductivity, orthophosphate, chloride, sulfate, and temperature. Repeat each lead and copper monitoring period until both ALs are met.
July 1, 2018	Report the 2017 AL exceedance in the CCR.	Specific copper health effects language must be included.
September 28, 2018	Send us certification of customer notice of lead result compliance along with a sample copy of the notice delivered.	Download <i>Lead and Copper Report and Consumer Notice of Lead Result Certificate</i> in Word or PDF format from http://michigan.gov/deq . Click on Water, Drinking Water, Community Water Supply, and Reporting Forms.
March 31, 2019	Send us certification of customer notice of lead result compliance along with a sample copy of the notice delivered.	Download <i>Lead and Copper Report and Consumer Notice of Lead Result Certificate</i> in Word or PDF format from http://michigan.gov/deq . Click on Water, Drinking Water, Community Water Supply, and Reporting Forms.

Mr. Greg Tartara
February 28, 2018
Page 4

We recognize that the Lead and Copper Rule is complex and may be confusing. We will continue to offer assistance in implementing these regulations. If you have any questions, please contact us at hendersons8@michigan.gov; boltj@michigan.gov; or at the phone numbers provided below.

Sincerely,



Shannon Henderson
Area Engineer
Jackson District Office
Drinking Water and Municipal
Assistance Division
517-539-1687



Jeni Bolt
Environmental Quality Specialist
Technical Support Unit
Drinking Water and Municipal
Assistance Division
517-284-6515

Enclosures (DHHS Copper sheet, WQP report form, Tier criteria)
cc/enc: Mr. Alex Chimpouras, MHOG Water Authority
Mr. David Estrada, Operator
Ms. Taryn Johnson, District Analyst, DEQ

Mike Archinal

From: Joe Seward <jseward@sph-llc.com>
Sent: Tuesday, February 20, 2018 5:01 PM
To: Mike Archinal

Mike, I am responding to your inquiry about signing notices that a solicitor will be in the Township conducting solicitations. The Township does not face civil liability if the notices are or are not signed. Additionally signing the notice does not imply or grant the solicitor permission to go door to door. If there are other concerns please let me know, thanks

Joe



T. Joseph Seward | Attorney
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