

GENOA CHARTER TOWNSHIP BOARD
Regular Meeting
September 17, 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: September 4, 2018
3. Request for approval of a proposal from Bray Electric for installation of the sled hill lighting at a cost not to exceed \$4,485.00.
4. Request for approval of a contract with Election Source in the amount of \$3,570.00 for set up of the precinct tabulators and Touchwriter ADA Systems for the November 2018 General Election as requested by the Clerk.
5. Request Board approval to remove Parcel #4711-27-101-021 from the East/West Crooked Lake Weed Assessment roll and to correct the 2018 Summer tax roll as submitted by the Township Treasurer.

Approval of Regular Agenda:

6. Review of the audit for the Fiscal Year ending March 31, 2018 related to all Township funds.
 - A. Presentation by Ken Palka of Pfeffer, Hanniford and Palka
 - B. Request to receive the audit.
7. Request for approval of an Eagle Scout project for benches to be used by the players on the Township soccer fields.
8. Discussion of a policy with regard to the establishment of special assessment districts through petitions for road projects within the Township.

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: September 17, 2018

TOWNSHIP GENERAL EXPENSES: Thru September 17, 2018	\$120,550.54
September 7, 2018 Bi Weekly Payroll	\$93,252.51
OPERATING EXPENSES: Thru September 17, 2018	\$235,930.56
TOTAL:	<u>\$449,733.61</u>

Check Date	Check	Vendor Name	Amount
Bank FNBCK CHECKING ACCOUNT			
08/29/2018	34682	MICHAEL ARCHINAL	500.00
08/29/2018	34683	DTE ENERGY	46.98
08/29/2018	34684	NETWORK SERVICES GROUP, L.L.C.	50.00
09/04/2018	34685	DYKEMA GOSSETT, PLLC	3,422.00
09/04/2018	34686	ETNA SUPPLY COMPANY	20,590.00
09/04/2018	34687	MASTER MEDIA SUPPLY	263.86
09/04/2018	34688	PERFECT MAINTENANCE CLEANING	565.00
09/06/2018	34689	AMWAY GRAND PLAZA HOTEL	365.72
09/06/2018	34690	AMWAY GRAND PLAZA HOTEL	365.72
09/06/2018	34691	AMWAY GRAND PLAZA HOTEL	365.72
09/06/2018	34692	AMWAY GRAND PLAZA HOTEL	365.72
09/06/2018	34693	AMWAY GRAND PLAZA HOTEL	365.72
09/06/2018	34694	AMWAY GRAND PLAZA HOTEL	365.72
09/06/2018	34695	AMWAY GRAND PLAZA HOTEL	365.72
09/06/2018	34696	AMWAY GRAND PLAZA HOTEL	365.72
09/06/2018	34697	AMWAY GRAND PLAZA HOTEL	365.72
09/06/2018	34698	COOPER'S TURF MANAGEMENT LLC	3,772.50
09/06/2018	34699	GFL ENVIRONMENTAL USA INC.	85,952.40
09/06/2018	34700	TAMMY LINDBERG	171.41
09/06/2018	34701	MASTER MEDIA SUPPLY	73.31
09/06/2018	34702	MICHIGAN.COM	320.00
09/06/2018	34703	TETRA TECH INC	480.00
09/06/2018	34704	KELLY VANMARTER	58.28
09/07/2018	34705	AMERICAN AQUA	121.75
09/07/2018	34706	CONTINENTAL LINEN SERVICE	120.87
09/07/2018	34707	DTE ENERGY	147.42
09/07/2018	34708	GORDON FOOD SERVICE	573.28
09/07/2018	34709	LIVINGSTON COUNTY REGISTER OF DEEDS	30.00

FNBCK TOTALS:

Total of 28 Checks:	120,550.54
Less 0 Void Checks:	0.00
Total of 28 Disbursements:	<u>120,550.54</u>

Check Register Report For Genoa Charter Township
 For Check Dates 09/07/2018 to 09/07/2018

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
09/07/2018	FNBCK	12746	CHIMPOURAS, ALEX A	3,112.93	2,271.64	0.00	Open
09/07/2018	FNBCK	EFT259	FLEX SPENDING (TASC)	1,495.77	1,495.77	0.00	Cleared
09/07/2018	FNBCK	EFT260	INTERNAL REVENUE SERVICE	21,475.16	21,475.16	0.00	Open
09/07/2018	FNBCK	EFT261	PRINCIPAL FINANCIAL	3,361.00	3,361.00	0.00	Cleared
09/07/2018	FNBCK	EFT262	PRINCIPAL FINANCIAL	1,423.24	1,423.24	0.00	Cleared
Totals:				30,868.10	30,026.81	0.00	
			Number of Checks:	005			
			Total Physical Checks:	1		Dir. Dep.	
			Total Check Stubs:	4		<u>53,225.70</u>	
						\$ 93,252.51	

Check Date	Check	Vendor Name	Amount
Bank 593FN LAKE EDGEWOOD OPERATING FUND #593			
09/04/2018	3448	BRIGHTON ANALYTICAL , L.L.C.	1,198.00
09/04/2018	3449	CONSUMERS ENERGY	26.05
09/04/2018	3450	COOPER'S TURF MANAGEMENT LLC	517.00
09/04/2018	3451	GENOA TOWNSHIP D.P.W. FUND	10,781.00
09/04/2018	3452	GENOA OCEOLA SEWER AUTHORITY	41.46
09/04/2018	3453	MICHIGAN CAT	1,135.00
09/04/2018	3454	DTE ENERGY	3,082.75
593FN TOTALS:			
Total of 7 Checks:			16,781.26
Less 0 Void Checks:			0.00
Total of 7 Disbursements:			16,781.26

Check Date	Check	Vendor Name	Amount
Bank 503FN DPW-UTILITIES #503			
08/29/2018	4411	GREG TATARA	700.00
08/29/2018	4412	TESHA HUMPHRISS	250.00
09/05/2018	4413	ADVANCE AUTO PARTS	75.47
09/05/2018	4414	AUTO-LAB OF LIVINGSTON	25.26
09/05/2018	4415	BLACKBURN MFG. CO.	508.41
09/05/2018	4416	JACK DOHENY COMPANIES, INC	3,984.36
09/05/2018	4417	M & T WELDING & FABRICATION, INC	1,815.00
09/05/2018	4418	NETWORK SERVICES GROUP, L.L.C.	499.00
09/05/2018	4419	ROYS AUTOWORKS CORP	115.17
09/05/2018	4420	VIC BOND SALES	12.50
09/06/2018	4421	NETWORK SERVICES GROUP, L.L.C.	400.00
09/06/2018	4422	NETWORK SERVICES GROUP, L.L.C.	300.00
09/07/2018	4423	TRACTOR SUPPLY CO.	56.97
503FN TOTALS:			
Total of 13 Checks:			8,742.14
Less 0 Void Checks:			0.00
Total of 13 Disbursements:			8,742.14

Check Date	Check	Vendor Name	Amount
Bank 592FN OAK POINTE OPERATING FUND #592			
08/29/2018	4355	GENOA TWP OAK POINTE SEWER BOND	106,012.76
09/05/2018	4356	DTE ENERGY	1,940.82
09/06/2018	4357	ADVANCE AUTO PARTS	393.98
09/06/2018	4358	AT&T LONG DISTANCE	55.63
09/06/2018	4359	BRIGHTON ANALYTICAL , L.L.C.	185.00
09/06/2018	4360	BYRUM ACE HARDWARE	28.49
09/06/2018	4361	CONSUMERS ENERGY	65.56
09/06/2018	4362	COOPER'S TURF MANAGEMENT LLC	408.00
09/06/2018	4363	DEBOTTIS DEVELOP&ASPHALT SEAL COATI	385.00
09/06/2018	4364	DTE ENERGY	4,017.73
09/06/2018	4365	DUBOIS-COOPER	37,200.00
09/06/2018	4366	EJ USA, INC.	868.07
09/06/2018	4367	GENOA OCEOLA SEWER	319.36
09/06/2018	4368	GENOA TOWNSHIP D.P.W. FUND	18,040.08
09/06/2018	4369	GENOA TOWNSHIP DPW FUND	20,838.08
09/06/2018	4370	HACH COMPANY	296.38
09/06/2018	4371	HARTLAND SEPTIC SERVICE, INC.	225.00
09/06/2018	4372	HAVILAND PRODUCTS COMPANY	5,401.87
09/06/2018	4373	K & J ELECTRIC, INC.	495.00
09/06/2018	4374	LIVINGSTON ENGINEERING, LLC	700.00
09/06/2018	4375	NCL OF WISCONSIN	1,054.10
09/06/2018	4376	STATE OF MICHIGAN	258.00
09/06/2018	4377	TETRA TECH INC	4,496.76
09/06/2018	4378	TLS CONSTRUCTION	3,560.75
09/06/2018	4379	USA BLUEBOOK	1,240.74
09/06/2018	4380	WATER SOLUTIONS UNLIMITED, INC	1,920.00
592FN TOTALS:			
Total of 26 Checks:			210,407.16
Less 0 Void Checks:			0.00
Total of 26 Disbursements:			<u>210,407.16</u>

GENOA CHARTER TOWNSHIP BOARD
Regular Meeting
September 4, 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; Township Attorney, Joe Seward; and approximately eight persons in the audience.

Call to the Public was made with the following response: Eagle Scout Daniel Kehn addressed the board with an update on the benches for the soccer field.

Approval of Consent Agenda:

Moved by Lowe and supported by Mortensen to approve all items under the consent agenda as requested. The motion carried unanimously.

1. Payment of Bills.

2. Request to Approve Minutes: Aug. 20, 2018

3. Request for post-approval adjustment to August 6, 2018 minutes showing roll call vote for Item #16, Chestnut Springs Rezoning (Z-18-03).

4. Request for approval of a \$10 increase for refuse collection to be placed on the 2018 Winter Tax Bill as discussed during this Fiscal Year's budget approval.

Approval of Regular Agenda:

Moved by Ledford and supported by Croft to approve for action all items listed under the Regular agenda as requested. The motion carried unanimously.

5. Presentation by Erin MacGregor, Superintendent of Howell Schools, concerning the sinking fund millage proposal to be included on the Nov. 6, 2018 ballot.

Superintendent MacGregor – the Debt Millage rate is 6.30 and will expire 2029. The sinking fund request for .5 mills will allow the Howell School District to maintain and upgrade the existing facilities without paying additional interest. No formal action was taken by the board.

6. Request for approval of Resolution 5-A [amending the special assessment roll] for Timberview Road Improvement Project. Amendment for project cost reduction of \$37,551.21.

Moved by Lowe and supported by Skolarus to approve Resolution 5-A as requested. The motion carried by roll call vote as follows: Ledford, Croft, Hunt, Lowe, Mortensen, Skolarus and Rogers. Nays – None. Absent – None.

7. Conduct second reading and consider for adoption Ordinance #Z-18-04 to amend Article 10 entitled “Planned Unit Development Districts” and Article 25 entitled “Definitions” to

add standards and definitions related to “Interchange Commercial PUD” and “Interchange Campus PUD”.

Kelly VanMarter addressed the board with an overview of the Ordinance. Moved by Skolarus and supported by Lowe to approve and adopt Ordinance No. Z-18-04 entitled “An ordinance to amend Articles 10 and 25 of the Zoning Ordinance of Genoa Charter Township in regard to Interchange Campus and Interchange Commercial Planned Unit Development Districts”. The motion carried by roll call vote as follows: Ledford, Croft, Hunt, Lowe, Mortensen, Skolarus and Rogers. Nays – None. Absent – None.


8. Review for the printing of the October newsletter concerning refuse collection and disposal and the November General Election.

The newsletter was reviewed with suggestions for clarification. No formal action taken by the board.

Member Discussion:

Township Manager Archinal noted that Family Farm and Home corrected a drainage problem affecting the Rolling Ridge Subdivision. He expressed his appreciation for their effort on behalf of homeowners.

The regular meeting of the board was adjourned at 7:25 p.m.



Paulette A. Skolarus, Clerk
Genoa Township Clerk



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

MEMORANDUM

TO: Honorable Board of Trustees
FROM: Adam VanTassell
DATE: September 17, 2018
RE: Proposed Township Sled Hill Lighting repair

Manager's Review: 

This matter was originally heard at the July 16, 2018 Board Meeting. However, the Board-approved solution was ultimately found not to be a fit for what is needed to address the sled hill lights issue.

This new proposal is for a new sled hill light to be placed at the top of the sled hill. This solution is more cost effective and removes the issues of repairing the existing lights (extreme height, difficult grade and proximity to DTE power lines).

Recommended Motion

Moved by _____, Supported by _____ to approve the proposal from Bray Electric for the installation of the sled hill lighting for \$4, 485.00.

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

Bray Electric

9817 Lovejoy Rd
Byron, MI 48418

Estimate

Date	Estimate #
9/3/2018	144

Name / Address
Bill Rogers EBI Inc 10454 Grand River Ave Brighton Mi 48116

Project

Description	Qty	Rate	Total
GENOA TOWNSHIP HALL SLED LIGHT POLE	1	1,750.00	1,750.00
POLE,BULL HORN, FIXTURE HEADS(CUSTOMER TO BUY)	1	375.00	375.00
CONCRETE	1	165.00	165.00
CONDUIT AND FITTINGS	1	160.00	160.00
WIRE	1	400.00	400.00
TRENCHER	1	35.00	35.00
GROUND ROD,WIRE NUTS	1	1,600.00	1,600.00
LABOR	1		
		Total	\$4,485.00

Bray Electric

9817 Lovejoy Rd
Byron, MI 48418

Estimate

Date	Estimate #
9/3/2018	144

Name / Address
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CONDUIT AND FITTINGS	1	160.00	160.00
WIRE	1	400.00	400.00
TRENCHER	1	35.00	35.00
GROUND ROD,WIRE NUTS	1	1,600.00	1,600.00
LABOR	1		
		Total	\$4,485.00

ElectionSource

ElectionSource 4615 Danvers Dr SE Grand Rapids, MI 49512 Phone: 888-742-8037 Fax: 616-464-0926		Quote #:
Polly Skolarus Genoa Charter Township 2911 Dorr Road Brighton, MI 48116	Phone: 810-227-5225 Fax: 810-227-3420 Email: polly@genoa.org PO #	Date: 9/10/2018 Rep.: Amy Burns aburns@electionsource.com

Qty	Item #	Name	Price	Total
12	TESTING	Touchwriter ADA System: Additional Ballot Style.	\$105.00	\$1,260.00
1	TESTING	Touchwriter ADA System: First Ballot Style	\$155.00	\$155.00
12	TESTING	Verity: Additional Precinct	\$155.00	\$1,860.00
1	TESTING	Verity: First Ballot Style	\$295.00	\$295.00
Sub Total				\$3,570.00
Shipping & Handling				
Taxes			0.000%	\$.00
TOTAL				\$3,570.00

Comments:	Office Use Only:
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Thank you for your business.

By signing you accept the terms of this quote

Signature _____ Title _____ Date _____

This quote is valid for 90 days. Shipping & Handling prices are estimated are subject to change. Unless otherwise quoted freight is FOB Grand Rapids, MI. Taxes may also be additional dependent upon your state laws.

**Genoa Charter Township
2911 Dorr Road
Brighton, MI 48116
810-227-5225**

Memo

To: Genoa Township Board
From: Robin L. Hunt, Township Treasurer
Date: 9/10/2018
Re: Correction to Special Assessment Roll X4411 & 2018 Summer Tax Roll

It has been brought to our attention that the following parcel, which is tax exempt, was levied the East/West Crooked Lake Weed Assessment in error. This is a park parcel located on Anchor Lane and all of the surrounding parcels received the weed assessment individually.

I am requesting Board Approval to remove the amount levied against special assessment code #X4411--East/West Crooked Lake Weed Control, and to also remove the amount levied on the 2018 Summer tax bill with the corresponding administration fees as follows:

Parcel #4711-27-101-021-- Remove East/West Crooked Lake Weed Control

Reduction to Special Assessment District X4411 - \$223.00

Parcel #4711-27-101-021 -- Remove from 2018 Summer Tax Roll

Reduction to Tax Roll: X4411 - \$44.60

Please let me know if you have any questions. Thank you for your consideration.

Special Assessment.....: X4411 (E/W Crooked Lk Weed 2018)
Special Assessment Desc .: E/W Crooked Lake Weed Summer '18
APR Interest Rate.....: 0.0000000
Interest Calculation.....: Declining Balance
Number of Years.....: 5
Start Year.....: 2018
Special Assessment Status: Active
Parcel Number.....: 4711-27-101-021

Owner.....: CHATAQUA SILVER ANCHOR
Address.....: 4103 ANCHOR LANE, BRIGHTON, MI 48116
Assessment Amount.....: 223.00 —
Total Principal Paid.....: 44.60
Total Interest Paid.....: 0.00
Total Penalty Paid.....: 0.00
Total Addtl Penlty Paid..: 0.00
Total Penalties/Interest.: 0.00
Total Unpaid Balance.....: 178.40

** Current Installment Information **

Current Installment.....: 44.60
Principal Amount.....: 44.60
Interest Amount.....: 0.00
Penalty Amount.....: 0.00
Addtl Penlty Amount....: 0.00
Payment Date.....: 06/13/2018
Payment Amount.....: 44.60

Pay this tax to:
 GENOA TOWNSHIP
 2911 DORR RD.
 BRIGHTON, MI 48116
 (810)227-5225

PLEASE RETURN THIS PORTION WITH PAYMENT. THANK YOU.

This tax is due by: **09/14/2018**

After 09/14/2018 additional interest and fees apply

2018 Summer Tax for Prop #: 4711-27-101-021

TAXPAYER NOTE: Are your name & mailing address correct? If not, please make corrections below. Thank You.

Make Check Payable To: GENOA TOWNSHIP

Property Addr: VACANT

TOTAL AMOUNT DUE: 45.04

4711-27-101-021
 To: CHATAQUA SILVER ANCHOR
 ROBERT ZOPPA
 4103 ANCHOR LANE
 BRIGHTON MI 48116

Amount Remitted: _____

IMPORTANT TAX PAYER INFORMATION ON BACK OF BILL

If paying in person please bring entire bill with you for a stamped paid receipt

GENOA TOWNSHIP 2018 Summer

<p style="text-align: center;">MESSAGE TO TAXPAYER</p> <p>THE 2018 SUMMER TAXES ARE DUE SEPT. 14, 2018. POSTMARKS ARE NOT ACCEPTED. THE TOWNSHIP OFFICES ARE LOCATED AT 2911 DORR RD., BRIGHTON, MI 48116. OFFICE HOURS ARE MONDAY-FRIDAY 9:00-5:00. IF YOU HAVE ANY QUESTIONS PLEASE CONTACT THE TREASURER'S OFFICE AT 810-227-5225 OR VISIT OUR WEBSITE AT www.genoa.org FOR MORE INFORMATION. ROBIN L. HUNT, TREASURER</p>	<p style="text-align: center;">PAYMENT INFORMATION</p> <p>TAX PAYMENTS CAN BE MADE ONLINE WITH A CREDIT CARD OR ELECTRONIC CHECK, BY MAIL WITH A CHECK OR AT THE TOWNSHIP OFFICES BY CASH OR CHECK. FOR YOUR CONVENIENCE THERE ARE TWO DROP BOXES LOCATED AT THE TOWNSHIP FOR AFTER HOUR PAYMENTS. ALL PAYMENTS PAID BY MAIL OR DROP BOX WILL BE MAILED A PAID RECEIPT. CREDIT CARD PAYMENTS CAN BE MADE ONLINE ONLY AND CANNOT BE MADE AT THE TOWNSHIP OFFICES.</p>																															
<p style="text-align: center;">PROPERTY INFORMATION</p> <p>Property Assessed To: CHATAQUA SILVER ANCHOR 4103 ANCHOR LANE BRIGHTON, MI 48116</p> <p style="text-align: right;">BRIGHTON</p> <p>Prop #: 4711-27-101-021 School: 47010</p> <p>Prop Addr: VACANT</p> <p>Legal Description: SEC 22/27 T2N R5E CHATAQUA COLONY SILVER ANCHOR PARK</p>	<p style="text-align: center;">TAX DETAIL</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Taxable Value:</td> <td style="width: 10%; text-align: right;">0</td> <td style="width: 20%;">705-EXEMPT OTHER R</td> </tr> <tr> <td>State Equalized Value:</td> <td style="text-align: right;">0</td> <td>Class: 705</td> </tr> <tr> <td>Homestead %:</td> <td style="text-align: right;">0.0000</td> <td></td> </tr> </table> <p>Princ. Residence Exemption Has Reduced Bill By: \$ 0.00</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p style="text-align: center;">Taxes are based upon Taxable Value. 1 mill equals \$1.00 per \$1000 of Taxable Value. Amounts with no millage are either Special Assessments or other charges added to this bill.</p> </div> <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="text-align: left;">DESCRIPTION</th> <th style="text-align: right;">MILLAGE</th> <th style="text-align: right;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td>BR SCHOOL OPER</td> <td style="text-align: right;">18.00000</td> <td style="text-align: right;">EXEMPT</td> </tr> <tr> <td>E/W Crooked Lk W</td> <td></td> <td style="text-align: right;">44.60</td> </tr> </tbody> </table>	Taxable Value:	0	705-EXEMPT OTHER R	State Equalized Value:	0	Class: 705	Homestead %:	0.0000		DESCRIPTION	MILLAGE	AMOUNT	BR SCHOOL OPER	18.00000	EXEMPT	E/W Crooked Lk W		44.60													
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<p style="text-align: center;">OPERATING FISCAL YEARS</p> <p>The taxes on bill will be used for governmental operations for the following fiscal year(s):</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">County:</td> <td style="width: 15%;">01-01-18</td> <td style="width: 15%;">-</td> <td style="width: 15%;">12-31-18</td> </tr> <tr> <td>Twn/Cty:</td> <td>04-01-18</td> <td>-</td> <td>03-31-19</td> </tr> <tr> <td>School:</td> <td>07-01-18</td> <td>-</td> <td>06-30-19</td> </tr> <tr> <td>State:</td> <td>10-01-18</td> <td>-</td> <td>09-30-19</td> </tr> </table> <p>Does NOT affect when the tax is due or its amount</p>	County:	01-01-18	-	12-31-18	Twn/Cty:	04-01-18	-	03-31-19	School:	07-01-18	-	06-30-19	State:	10-01-18	-	09-30-19	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Total Tax</td> <td style="width: 20%; text-align: right;">18.00000</td> <td style="width: 20%; text-align: right;">44.60</td> </tr> <tr> <td>Administration Fee</td> <td></td> <td style="text-align: right;">0.44</td> </tr> <tr> <td>TOTAL AMOUNT DUE</td> <td></td> <td style="text-align: right;">45.04</td> </tr> <tr> <td>PREV. PAYMENTS</td> <td></td> <td></td> </tr> <tr> <td>BALANCE DUE</td> <td></td> <td style="text-align: right;">45.04</td> </tr> </table>	Total Tax	18.00000	44.60	Administration Fee		0.44	TOTAL AMOUNT DUE		45.04	PREV. PAYMENTS			BALANCE DUE		45.04
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Approval Date: _____

Policy with regard to the establishment of special assessment districts through petitions for road projects:

- The Township may provide a funding mechanism for public and private road special assessment districts within the township under Michigan Act 188 (based upon a benefit).
- The Township, under law, cannot financially support the private road projects from the General Fund.
- The Township may financially support the public road special assessment districts up to 25% of the total project or \$1,000.00 per residence whichever is less from the General Fund.
- Under no circumstance will the Township extend more than \$1,000.00 per parcel over a 15 year period.
- The maximum expended each year from the Road Advances Fund #264 shall be determined by the township board upon review of the available balance within the fund and the necessity of the project.
- The L.C.R.C. will be asked for an estimate of cost prior to petitions being generated.
- Petitions received after April 1, 2019 will be charged 2% interest.
- All petitions considered for funding must contain signatures from more than 50% of the owners or parcels within the district.
- All petitions must include the names of all owners as a matter of record with the Township Assessing Department.
- An informational meeting will be held for every project.

Policy - Terms of s.a.d. road improvement/ps

Genoa Charter Township



Procedure to Establish a Special Assessment District Road Improvements Resident Based Petition

Public Improvements Act 188 allows the Township to assess the cost of the road improvements against the properties benefited. Road improvement projects are often funded by a resident petitioned Special Assessment District (SAD), which requires property owners to sign a petition requesting the Township Board to levy the assessment. Below is a summary of the major steps involved with this process:

1. Preliminary Road Evaluation – Manager

The initial step for Township staff is to complete a site visit and review any historic files associated with the area. The Township Consulting Engineer will rate the road per the current PASER manual and make recommendations for proposed improvements. The Township will update the interested property owner(s) with the recommendations and a ball park cost estimate to gauge if there is interest in moving forward with the project.

2. Identify Project Limits – Manager & Assessor

Typically for road improvements projects each parcel adjacent to the road is included in the assessment district as an equal participator. For instance, if 20 parcels are adjacent to the road proposed for improvements than each property owner would pay 1/20th of the project cost. For larger neighborhoods and/or multiple roads the Township will make recommendation for the parcels to be included in the proposed district based on the preliminary road evaluation.

3. Conceptual Cost Estimate Prepared -Manager

The Township Consulting Engineer will complete a site visit, attend a meeting with the Road Commission (if necessary and the road is public), assign the road a current PASER rating, make recommended improvements, prepare a conceptual opinion of probable construction cost, and summarize the findings in a Memorandum.

4. Informational/Instructional Meeting – Clerk & Manager

Following a request from property owner(s) the Township may host an informational meeting with the interested parties to explain the steps involved in establishment of a special assessment district. A second option would be to write a letter providing pertinent information to all homeowners within the district. The response to this initial request will aid the Township in determining whether or not the project moves forward with the next step of the process.

5. Generate Petition for Circulation - Clerk

A petition form for circulation will be generated by the Clerk's office. The petition will state the name of the road to be improved and the estimated project cost based on the engineer's opinion of probable construction cost. The Township Assessing office will generate a proposed assessment roll which will include a list of properties to be included in the special assessment district.

6. Property Owner's Circulate Petition - Clerk

The resident based petition process depends on property owners circulating the petition within the district. The property owners shall circulate the petition and submit it to Township when the appropriate number of signatures has been obtained. The individual that is responsible for circulating the petition should be familiar with the following:

Should the Township Host a Public Meeting or send informational letter?

If the proposed district is large, and/or there is a need, the Township may hold a public informational meeting. A letter explaining the project may be sent in lieu of a Township Meeting,

How many signatures are required?

A minimum of 51% must be obtained. Ideally, a super majority of property owners (65%) will sign in support of the proposed SAD.

Does the Township contribute any funds to the project?

The Township maintains a revolving fund for use by our residents to pay for road improvement projects. The interest rate for the loan, if any, will be determined by the Township Board. A loan from the Township can be used for public or private roads within the Township.

Michigan law prohibits the expenditure of public funds for private roads. If the proposed road for improvement is public and 66% of the property owners sign the

petition the Township Board has the option of funding up to 25% of the project cost, or \$1,000/parcel, whichever is less.

How many years is the district spread over?

Typically the Township spreads road improvement projects over a 2 – 5 year period.

Who Approves the District?

The Township Board has final say on approval of the district and the time period, even if the appropriate number of signatures is obtained.

What are the requirements for signatures on the petition?

The signatures on the petition shall match the proposed roll exactly. For instance, if two people are listed as the property owners on the proposed roll, then two signatures must be obtained for that property. Also, if one person owns more than one parcel they should sign the petition for each parcel owned. Only property owners can sign the petition.

7. Assessor Verifies Roll - Assessor

The Township Assessing Office verifies that the signatures on the petition match the proposed roll. The Township Assessor will prepare a Memorandum documenting the percentage of people in support of the proposed special assessment district based on the number of acceptable signatures.

8. Prepare Resolutions for Township Board – Clerk

The Township's Clerks office will prepare the resolutions necessary to establish the special assessment district. In total, five resolutions must be approved by the Township Board. In addition, the Township Board will have two public hearings during a regularly scheduled Township Board meeting. The first public hearing will review the proposed special assessment district and the second public hearing will establish the special assessment roll. The Township Board generally meets on the 1st and 3rd Monday's of each month, and everyone within the proposed district will be notified of the public hearings and will have a chance to voice their support and/or concerns during the public hearing.

9. Levy Assessment onto Taxes - Treasurer

The Treasurer's office will levy the cost of the assessment district plus mailings, publication, or other fees onto the taxes of those parties included in the district. If the approved project included 20 parcels over a 3 year time frame the conceptual cost of the project would be divided by 20 parcels and 3 years and placed onto either the summer or winter taxes of each parcel within the district. Ultimately, the property owners will pay for the actual cost of the project. If the project comes in under the conceptual opinion of cost the property owners will get a discount at the end of the project. The total cost assessed to the property owners cannot exceed 10% of the conceptual opinion of cost or the process must begin over again.

10. Project Implementation - Manager

Once the above steps are completed the design and construction of the project can begin. Depending on the size of the project and the proposed improvements full design plans may be necessary. If the road is public a permit from the Road Commission will be necessary. Bids will be obtained and construction can begin. Depending on the complexity of the project design, permitting, and bidding can take as little as 2 months and as much as a year before construction can begin.

(Policy/road SAD procedure)

Board Correspondence

Draft 1

To: DEQ, State of Michigan

From: Crooked Lake Aquatic Management Group (CLAM)

Reference:

Site: 47-4501 Oak Pointe Drive-Brighton-Perri Island

Submission Number: HND-6SQQ-1BCY6

Subject: Comments for the Public Hearing for a NREPA Application

CLAM is an organization of (approximately) 450 riparian property owners on East and West Crooked Island created several years ago for the purpose of protecting and improving the quality of the water in East and West Crooked Lake, Brighton, Michigan.

We attend today to voice our opposition to the proposed alterations to the Southern-most Island in West Crooked Lake. The proposed alterations far exceed the needs of a low density small single family residential property, which is how the property is zoned.

History: West Crooked Lake developed like most Southern Michigan inland lakes as small family cottages with limited lot size, undersized and under-engineered septic "systems", and narrow lake access. The lake quality suffered as these "systems" failed, especially as dwellings designed for summer use began being used year round, or otherwise experienced more intense use. Improvement of lake quality and dwelling upgrades in this area became feasible only when the developers of the surrounding Oak Pointe community agreed to extend their new sewer system to the balance of West Crooked Lake.

Importantly, this did not include "Perri" Island, which has a single family independent system of unknown quality. Certainly there is no record of improvements or upgrades at the Livingston County Health Department.

The island sits just upstream from outlet of the lake into the Huron River system, so any problems there will affect both West Crooked Lake and the Huron River System.

Request: Pursuant to Wetlands Protection Permits (Part 303.D.1 Of the NREPA) we urge denial of the issuance of these permits based on:

- The permit would not be in the public interest as usage beyond the low impact single family the property is capable of sustaining would be harmful to the water system and a nuisance to surrounding neighbors as recently demonstrated and video evidenced, and a safety hazard in both the limited easement property and the lake itself.
- The permit would facilitate unlawful use of the property based on the allowed activities with the existing zoning for the property in question. We believe the request for sand exceeds that approved originally for the Oak Pointe beach.

- The permit is not necessary to realize the benefits of single family use, as existing beach and dock more than meets the needs and permitted dockage within the Genoa Township Zoning Ordinance for Low Density Residential (LDR) Section 3.02 of that document.

Summary: Allowing creation of a beach and marina on such an environmentally sensitive island that cannot legally support such activity seems not in the best interest of the citizens of this state (NREPA Section 324.30101a) and we respectfully request denial of this application.

Draft September 12, 2018

To: Genoa Township

From: A group of Concerned Citizens Representing Approximately 1200 Genoa Township Residences

(Includes Oak Pointe Community Association, OP Homeowners Association, OP Marina owners, Members of Crooked Lake Aquatic Management Group (CLAM)).

Subject: Concerns about current and proposed use of an island on West Crooked Lake, currently known as Perri Island.

Thank you for your time. Collectively we have prepared this statement to summarize the issues related to this matter.

Our Request: We ask that the Board and staff of Genoa Township be aware of the potential impact of the significant changes being planned for this environmentally, and zoning use sensitive, property.

We want to thank the Township staff for their accessibility and diligence in gaining a working knowledge of this complicated situation.

Property at Issue: Southernmost island in West Crooked Lake, currently owned by Joseph Perri. The is is a small island zoned LRR and accessed via boat thru a small easement in the middle of the Oak Pointe Community, which is in turn accessed via the private roads with the Oak Pointe Development.

It contains a single home serviced by a private individual septic system of unknown design.

Issue at Hand: The current owner has shown, based on his usage this summer, that he intends a more intense use for the property than allowed in a LRR zoned property. Also since purchase of the property in 2016 significant alterations have been made to both the house and the property. The DEQ that same year issued a violation notice and order to restore. Reference DEQ letter dated May 3, 2016.

The owner appears to have launched a party/special event destination business on the property. For example, during the most recent Labor Day weekend, the owner hosted, or allowed, and/or profited from a large party that involved congested, unsafe and, arguably, illegal parking on Oak Pointe private roads, operation of unlicensed commercial marine shuttle services, and stressing the very limited sanitary system. We have video evidence of part of the large group and their unsafe boating practices to share.

Beyond the DEQ and zoning issues, this has created a clear nuisance and safety situation for both Oak Pointe residents and Crooked Lake users.

Next Steps:

- There is a public hearing before the DEQ to be held here at the Genoa Township Hall on September 26, 2018 to consider an application from the current owner to add docks and beachfront to the island footprint. This, in our collective opinion, is not only contrary to Township Zoning limitation of a single dock for each riparian, but an announcement by the owner that he has every intention to violate the existing LRR zoning regulations going forward.

We ask that the Township monitor these proceedings as background for future zoning/land use issues as well as input to the DEQ to assist them in their deliberations.

- In anticipation of future develop requests by the owner, we draw the attention of the Board now to the following concerns, using the Genoa Township Zoning Ordinance, Section 3.01.02. In order:
 - **(b) Encourage the construction and continued use of single family dwellings.** Expanding the use of this environmentally sensitive property beyond that envisioned and planned for LRR zoning would be contrary to this goal.
 - **(c) Discourage continuance of existing, nonconforming uses which detract from the long term viability of residential properties.** Current owner's high impact utilization of this sensitive property has already detracted from the surrounding community's long term viability, attractiveness and value. Children have had to be pulled from the water to avoid island specific boat traffic, for example.
 - **(e) Discourage any use of land which may overburden public infrastructure and services, and the areas of natural resources.** Experience to date demonstrates that intended uses, beyond those allowed in an LRR zoned property, violates both the spirit and letter of this regulation. Roads have been partially blocked with personal vehicles, and the sensitive natural resources of the access area, adjacent to a critical Huron River tributary control point, and the island itself have been put at risk.
 - **(g) Discourage land use which would generate excessive traffic on residential streets.** There is simply no place on either East or West Crooked Lake that could accommodate the parking spaces needed to meet the Township requirement for parking for the number of people likely to attend any large event, such as a wedding or graduation party. The recent Labor Day weekend party held at this property resulted in traffic congestion on the private roads of Oak Pointe, and created unsafe conditions for the various types of transportation there, including golf carts transiting the adjacent course and road side cart paths.
 - **(h) Encourage wise use and development of lake shoreline in recognition of the existing small lot development patterns and the sensitive environmental ecosystem surrounding the lakes.** The very fact that this statement made it into the Genoa Township Zoning Ordinance indicates an institutional appreciation for the need to be very careful and conservative in approving, or denying, land uses that put such valuable resources at risk. There is arguably no more environmentally fragile piece of property in the Township, so the utmost consideration is due.
 - **(i) Prohibit any land use that would substantially interfere with the development, utilization or continuation of single family dwellings in the District.** Based on the negative impact on the surrounding residents of the commercial-type activities conducted on this island property in question recently, both the spirit and letter of this section of the Ordinance had been and would continue to be violated.

In summary, we ask that the Township be prepared to meet any proposal or independent action by the current owner of this island property with skepticism and proactivity. He is a real estate "professional" who knows the rules and has, we fear, every intention of flaunting them. We trust that this body, and the various State and County bodies that are or will be involved, will appreciate that and act accordingly.