

**GENOA CHARTER TOWNSHIP BOARD**  
**Regular Meeting/Public Hearing**  
**March 1, 2021**  
**6:30 p.m.**

Due to Michigan Department of Health and Human Services requirements, this meeting will be virtual. The public may participate in the meeting/public hearing through Zoom access by computer and smart phone. A link will be posted at [genoa.org](http://genoa.org). Please email [info@genoa.org](mailto:info@genoa.org) or call (810) 227-5225 if you have questions.

**AGENDA**

Call to Order:

Pledge of Allegiance:

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

**Consent Agenda:**

Request for approval of the consent agenda:

1. Payment of Bills.
2. Request to Approve Minutes: February 15, 2021
3. Request to approval a proposal from Network Services Group for the purchase of 50 licenses for Microsoft Office Standard 2019 for an amount not to exceed \$15,950.00
4. Request to approve the proposal from Security Lock Service for the purchase of an IP Camera System for an amount not to exceed \$13,701.15.

**Regular Agenda:**

Request for approval of the regular agenda:

5. Request for approval of 2021/2026 Intergovernmental Operation Contract, Allocation Percentage, Fiscal Year 2021 Amended Budget, and Fiscal Year 2022 Operating Budget for the Utilities Department:
  - A. Approve the FY 2022 Allocation Percentage.
  - B. Approve the FY 2021 Amended DPW Operation Budget.
  - C. Approve the FY 2022 Proposed DPW Operation Budget.
  - D. Approve the 2021 – 2026 Amended and Restated the Utility Service Agreement

6. Request for approval of the Lake Edgewood Sewer, Oak Pointe Water and Oak Pointe Sanitary Sewer budgets and rates:

- A. Amend the FY 2021 and approve the FY 2022 Operating Budgets for the Lake Edgewood Sewer System, the Oak Pointe Sewer System and the Oak Pointe Water System.
- B. Increase the Lake Edgewood Sewer metered charges from \$6.82/1,000 gallons to \$6.95/1,000 gallons and the flat rate sewer charge from \$133.90/quarter to \$136 / quarter.
- C. Increase the Oak Pointe metered water charges from \$3.90/1,000 gallons to \$3.95/1,000 gallons.
- D. Decrease the Base Oak Pointe Sewer Debt Metered charge from \$64/quarter to \$54/quarter, and to decrease the flat rate debt sewer charge from \$76/quarter to \$66 quarter, per REU.
- E. Increase the Oak Pointe Sewer Metered charge from 6.25/1,000 gallons to \$6.75/1,000 gallons; to increase the flat rate sewer charge from \$95/quarter for Operations and Maintenance to \$105/quarter, and to increase the Grinder Pump Maintenance and Replacement Charge from \$45/quarter to \$50/Quarter, for a total charge of \$155/quarter.

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 1, 2021

TOWNSHIP GENERAL EXPENSES: Thru March 1, 2021	\$176,661.68
February 19, 2021 Bi Weekly Payroll	\$97,103.18
OPERATING EXPENSES: Thru March 1, 2021	\$219,374.88
TOTAL:	<u>\$493,139.74</u>

Check Date	Check	Vendor Name	Amount
Bank FNBACK CHECKING ACCOUNT			
02/10/2021	36637	AMERICAN AQUA	85.00
02/10/2021	36638	COMCAST	723.77
02/10/2021	36639	FEDERAL EXPRESS	26.95
02/10/2021	36640	GORDON FOOD SERVICE	383.68
02/10/2021	36641	MASTER MEDIA SUPPLY	76.77
02/10/2021	36642	MICHIGAN OFFICE SOLUTIONS	1,198.68
02/10/2021	36643	PACKERLAND RECORDS MANAGEMENT	25.00
02/10/2021	36644	WELLNESS IQ	147.60
02/11/2021	36645	SAFEBUILT STUDIO	720.00
02/11/2021	36646	US BANK EQUIPMENT FINANCE	1,971.97
02/17/2021	36647	IMAGE 360	382.03
02/17/2021	36648	ADVANCED DISPOSAL SERVICES-VR	93,210.33
02/17/2021	36649	BLUE CROSS & BLUE SHIELD OF MI	45,585.20
02/17/2021	36650	COMCAST	637.20
02/17/2021	36651	EHIM, INC	3,941.14
02/17/2021	36652	ETNA SUPPLY COMPANY	22,825.00 V
		Void Reason: WRONG AMOUNT DIDN'T TAKE CREDIT	
02/17/2021	36653	GENOA TOWNSHIP D.P.W. FUND	238.50
02/17/2021	36654	GENOA TOWNSHIP D.P.W. FUND	545.44
02/17/2021	36655	LIVINGSTON PRESS & ARGUS	350.00
02/17/2021	36656	PFM FINANCIAL ADVISORS LLC	1,100.00
02/17/2021	36657	TETRA TECH INC	585.00
02/17/2021	36658	VERIZON WIRELESS	433.47
02/17/2021	36659	WELLNESS IQ	1,448.25
02/17/2021	36660	ETNA SUPPLY COMPANY	22,000.00
02/22/2021	36661	MICHAEL ARCHINAL	500.00
02/22/2021	36662	MASTER MEDIA SUPPLY	30.70
02/22/2021	36663	KELLY VANMARTER	315.00
FNBACK TOTALS:			
Total of 27 Checks:			199,486.68
Less 1 Void Checks:			22,825.00
Total of 26 Disbursements:			176,661.68

Check Register Report For Genoa Charter Township  
 For Check Dates 02/19/2021 to 02/19/2021

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
02/19/2021	FNBCK	EFT541	FLEX SPENDING (TASC)	814.86	814.86	0.00	Open
02/19/2021	FNBCK	EFT542	INTERNAL REVENUE SERVICE	22,681.66	22,681.66	0.00	Open
02/19/2021	FNBCK	EFT543	PRINCIPAL FINANCIAL	3,156.00	3,156.00	0.00	Open
02/19/2021	FNBCK	EFT544	PRINCIPAL FINANCIAL	2,131.73	2,131.73	0.00	Open
<b>Totals:</b>				<b>28,784.25</b>	<b>28,784.25</b>	<b>0.00</b>	
Total Physical Checks:					Dir. Dep.		
Total Check Stubs:				4	68,318.93		
					<b>\$97,103.18</b>		

Check Date	Check	Vendor Name	Amount
Bank 503FN DPW-UTILITIES #503			
02/09/2021	5180	WEX BANK	3,135.56
02/10/2021	5181	WINDSTREAM	42.47
02/10/2021	5182	UNITED STATES POSTAL SERVICE	282.43
02/11/2021	5183	MWEA	280.00
02/11/2021	5184	PORT CITY COMMUNICATIONS, INC.	177.91
02/15/2021	5185	ADVANTAGE MARKETING	2,432.21
02/15/2021	5186	AUTO-LAB OF LIVINGSTON	61.45
02/15/2021	5187	BLACKBURN MFG. CO	443.64
02/15/2021	5188	CORRIGAN TOWING	125.00
02/15/2021	5189	D&G EQUIPMENT, INC.	36.95
02/15/2021	5190	GIFFELS WEBSTER	780.00
02/15/2021	5191	MWEA	300.00
02/15/2021	5192	RED WING BUSINESS ADVANTAGE ACCOUNT	174.24
02/15/2021	5193	STATE OF MICHIGAN	70.00
02/15/2021	5194	STATE OF MICHIGAN	70.00
02/15/2021	5195	TETRA TECH INC	4,872.00
02/22/2021	5196	AUTO-LAB OF LIVINGSTON	1,647.57
02/22/2021	5197	CHASE CARD SERVICES	6,079.58
02/22/2021	5198	HOME DEPOT CREDIT SERVICES	999.71
02/22/2021	5199	VERIZON WIRELESS	702.49

503FN TOTALS:

Total of 20 Checks:	22,713.21
Less 0 Void Checks:	0.00
Total of 20 Disbursements:	<u>22,713.21</u>

Check Date	Check	Vendor Name	Amount
Bank 592FN OAK POINTE OPERATING FUND #592			
02/10/2021	5149	AT&T LONG DISTANCE	77.06
02/17/2021	5150	AMERICAN AQUA	123.64
02/17/2021	5151	AT&T	210.46
02/17/2021	5152	BRIGHTON ANALYTICAL LLC	200.00
02/17/2021	5153	CONSUMERS ENERGY	296.37
02/17/2021	5154	GENOA TOWNSHIP D.P.W. FUND	632.98
02/17/2021	5155	GENOA TOWNSHIP D.P.W. FUND	23,224.65
02/17/2021	5156	GENOA TWP DPW FUND	19,795.22
02/17/2021	5157	HUBBELL, ROTH & CLARK, INC	2,561.16
02/17/2021	5158	HYDROCORP	225.00
02/17/2021	5159	K/E ELECTRIC SUPPLY CORP	35.34
02/17/2021	5160	KISM, LLC	5,040.00
02/17/2021	5161	LUCY'S LANDSCAPE SUPPLY LLC	343.50
02/17/2021	5162	M & K JETTING AND TELEVISIONING LLC	8,467.50
02/17/2021	5163	MASTER MEDIA SUPPLY	99.08
02/17/2021	5164	PRECISON CLIMATE SERVICES INC.	538.23
02/17/2021	5165	UIS SCADA	10,039.50
02/17/2021	5166	COMPLETE BATTERY SOURCE	254.52
02/17/2021	5167	GENOA TOWNSHIP D.P.W. FUND	200.05
02/19/2021	5168	GENOA TWP OAK POINTE SEWER BOND	104,300.03

592FN TOTALS:

Total of 20 Checks:	176,664.29
Less 0 Void Checks:	0.00
Total of 20 Disbursements:	<u>176,664.29</u>

Check Date	Check	Vendor Name	Amount
Bank 593FN LAKE EDGEWOOD OPERATING FUND #593			
02/10/2021	3906	BRIGHTON ANALYTICAL LLC	67.00
02/10/2021	3907	CONSUMERS ENERGY	406.70
02/15/2021	3908	COMPLETE BATTERY SOURCE	106.05
02/15/2021	3909	GENOA TOWNSHIP D.P.W. FUND	11,940.41
02/15/2021	3910	GENOA TOWNSHIP D.P.W. FUND	104.22
02/15/2021	3911	KISM, LLC	3,087.00
02/15/2021	3912	STATE OF MICHIGAN	3,650.00
02/15/2021	3913	UIS SCADA	1,176.00

593FN TOTALS:

Total of 8 Checks:	20,537.38
Less 0 Void Checks:	0.00
Total of 8 Disbursements:	<u>20,537.38</u>

22,173.21+  
 176,664.29+  
 20,537.38+  
 219,374.88\*\*+



Manage your account online at : [www.chase.com/cardhelp](http://www.chase.com/cardhelp)

Customer Service: 1-800-945-2028

Mobile: Download the Chase Mobile® app today

March 2021						
S	M	T	W	T	F	S
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

New Balance  
**\$1,822.79**

Minimum Payment Due  
**\$603.00**

Payment Due Date  
**03/10/21**

**Late Payment Warning:** If we do not receive your minimum payment by the due date, you may have to pay a late fee, and existing and new balances may become subject to the Default APR.

**Minimum Payment Warning:** Enroll in Auto-Pay and avoid missing a payment. To enroll, go to [www.chase.com](http://www.chase.com)

## ACCOUNT SUMMARY

Account Number: 4246 3152 4060 3223

Previous Balance	\$1,198.51
Payment, Credits	\$0.00
Purchases	+\$567.74
Cash Advances	\$0.00
Balance Transfers	\$0.00
Fees Charged	+\$39.00
Interest Charged	+\$17.54
<b>New Balance</b>	<b>\$1,822.79</b>

Opening/Closing Date	01/17/21 - 02/16/21
Credit Limit	\$20,000
Available Credit	\$0
Cash Access Line	\$1,000
Available for Cash	\$0

<b>Past Due Amount</b>	<b>\$239.00</b>
<b>Balance over the Credit Limit</b>	<b>\$0.00</b>

VOIDED check#  
#36607 Newer  
Received

101-265-775-000 192.77  
R+M 367.54  

---

560.31

101-284-727-000 431.51  
OFFICE Supplies

101-284-958-000 305.97  
Meeting Fees Misc Expense.

101-284-957-000 525.00  
DUES





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Customer Service: 1-800-945-2028

Mobile: Download the Chase Mobile® app today

## ACCOUNT ACTIVITY

Date of Transaction	Merchant Name or Transaction Description	\$ Amount
01/26	TRACTOR-SUPPLY-CO #0316 HOWELL MI	79.44 <i>Retn</i>
01/26	FAMILY FARM & HOME #62 HOWELL MI	63.54 <i>Retn</i>
01/28	Amazon.com*NW36W5833 Amzn.com/bill WA	31.99 <i>Retn</i>
01/30	Amazon.com*EH6239SM3 Amzn.com/bill WA <i>3 Logitech webcams</i>	374.97 <i>OE</i>
02/06	NEOPOST 800-636-7678 CT	17.80 <i>Retn</i>
02/11	LATE FEE	39.00 <i>OE</i>
02/16	PURCHASE INTEREST CHARGE MICHAEL C ARCHINAL TRANSACTIONS THIS CYCLE (CARD 3223) \$624.28 INCLUDING PAYMENTS RECEIVED	17.54 <i>OE</i>

2021 Totals Year-to-Date	
Total fees charged in 2021	\$39.00
Total interest charged in 2021	\$17.54

Year-to-date totals do not reflect any fee or interest refunds you may have received.

## INTEREST CHARGES

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

Balance Type	Annual Percentage Rate (APR)	Balance Subject To Interest Rate	Interest Charges
<b>PURCHASES</b>			
Purchases	13.24%(v)(d)	\$1,559.90	\$17.54
<b>CASH ADVANCES</b>			
Cash Advances	19.24%(v)(d)	- 0 -	- 0 -
<b>BALANCE TRANSFERS</b>			
Balance Transfer	13.24%(v)(d)	- 0 -	- 0 -

31 Days in Billing Period

(v) = Variable Rate

(d) = Daily Balance Method (including new transactions)

(a) = Average Daily Balance Method (including new transactions)

Please see Information About Your Account section for the Calculation of Balance Subject to Interest Rate, Annual Renewal Notice, How to Avoid Interest on Purchases, and other important information, as applicable.

\*Includes interest charges on Late or Return Payment fees.

\*\*This My Chase Loan has expired. Interest will continue to accrue on this My Chase Loan balance until it is paid in full.

*Office Expense 431.51 101-284-727-000*  
*Repair + MAINT 192.77 101-265-775-000*



Manage your account online at : [www.chase.com/cardhelp](http://www.chase.com/cardhelp)

Customer Service: 1-800-945-2028

Mobile: Download the Chase Mobile® app today

March 2021						
S	M	T	W	T	F	S
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

New Balance  
**\$6,079.58**  
 Minimum Payment Due  
**\$60.00**  
 Payment Due Date  
**03/01/21**

### INK CASH(SM) POINT SUMMARY

Previous points balance	9,005
+ 1 Point per \$1 earned on all purchases	6,080
+ 2Pts/\$1 gas stns, reprints, ofo sply, hm Impr	182
<b>Total points available for redemption</b>	<b>15,267</b>

**Late Payment Warning:** If we do not receive your minimum payment by the due date, you may have to pay a late fee, and existing and new balances may become subject to the Default APR.

**Minimum Payment Warning:** Enroll in Auto-Pay and avoid missing a payment. To enroll, go to [www.chase.com](http://www.chase.com)

### ACCOUNT SUMMARY

Account Number: 4798 6091 0244 9747

Previous Balance	\$3,190.13
Payment, Credits	-\$3,190.13
Purchases	+\$6,079.58
Cash Advances	\$0.00
Balance Transfers	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
<b>New Balance</b>	<b>\$6,079.58</b>
Opening/Closing Date	01/08/21 - 02/07/21
Credit Limit	\$20,000
Available Credit	\$13,920
Cash Access Line	\$1,000
Available for Cash	\$1,000
<b>Past Due Amount</b>	<b>\$0.00</b>
<b>Balance over the Credit Limit</b>	<b>\$0.00</b>

ENTERED FEB 22 2021

ENTERED FEB 22 2021

ALL SYS - 503-000-084-000  
UTILITY DEPT.

FEB 16 2021

RECEIVED

02-21-21



Manage your account online at : [www.chase.com/cardhelp](http://www.chase.com/cardhelp)

Customer Service: 1-800-945-2028

Mobile: Download the Chase Mobile® app today

## ACCOUNT ACTIVITY

Date of Transaction	Merchant Name or Transaction Description	\$ Amount
01/08	SUNCOAST LEARNING SYSTEMS 706-2190077 GA <i>prof dev</i>	265.00 ✓
01/12	SUNCOAST LEARNING SYSTEMS 706-2190077 GA <i>prof dev.</i>	500.00 ✓
01/14	EGLE DW TRAIN AND CERT 517-7533850 MI <i>prof dev.</i> DAVE ESTRADA TRANSACTIONS THIS CYCLE (CARD 4124) \$860.00	95.00 ✓
01/11	WAL-MART #1754 HOWELL MI	28.70 ✓
01/11	STAPLES 00107730 BRIGHTON MI <i>MHOG</i>	90.91 ✓
01/29	DUNHAMS 051 HOWELL MI <i>MHOG</i>	116.59 ✓
02/06	AMZN Mktp US*V890J5F73 Amzn.com/bill WA <i>OPW</i> ALEX CHIMPOURAS TRANSACTIONS THIS CYCLE (CARD 2501) \$273.18	36.98 ✓
01/07	TECHNICAL LEARNING CONSUL 928-4680665 AZ <i>prof dev.</i>	100.00 ✓
01/13	CPI*COLEPARMERINSTRUMT 800-323-4340 IL <i>G.O</i>	283.63 ✓
01/20	Amazon.com*0D8VL8LV3 Amzn.com/bill WA <i>G.O</i>	23.99 ✓
01/28	AUTOMATIONDIRECT.COM 770-889-7588 GA <i>G.O 1570.50</i> JAMES AULETTE <i>OPS 523.50</i> TRANSACTIONS THIS CYCLE (CARD 7653) \$2501.62	2,094.00 ✓
01/22	Payment ThankYou Image Check	-3,190.13
01/10	DMI* DELL HLTHCR/REL 800-274-1550 TX <i>MHOG computer</i>	876.15 ✓
01/09	AMZN Mktp US*MD15O0RT3 Amzn.com/bill WA <i>G.O</i>	253.49 ✓
01/18	LAFONTAINE CDJR OF LANSI LANSING MI <i>DPW</i>	500.00 ✓
02/02	IN *LOREA TOPSOIL & AGGRE 517-2929204 MI <i>G.O</i>	597.00 ✓
02/04	RINGCENTRAL, INC 650-4724100 CA <i>phone</i>	66.14 ✓
02/05	WEF MAIN 703-684-2400 VA <i>DPW-</i> GREG TATARA TRANSACTIONS THIS CYCLE (CARD 9747) \$745.35- INCLUDING PAYMENTS RECEIVED	152.00 ✓

2021 Totals Year-to-Date	
Total fees charged in 2021	\$0.00
Total interest charged in 2021	\$0.00

Year-to-date totals do not reflect any fee or interest refunds you may have received.

## INTEREST CHARGES

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

Balance Type	Annual Percentage Rate (APR)	Balance Subject To Interest Rate	Interest Charges
<b>PURCHASES</b>			
Purchases	13.24%(v)(d)	- 0 -	- 0 -
<b>CASH ADVANCES</b>			
Cash Advances	24.99%(v)(d)	- 0 -	- 0 -
<b>BALANCE TRANSFERS</b>			
Balance Transfer	13.24%(v)(d)	- 0 -	- 0 -

**GENOA CHARTER TOWNSHIP BOARD**  
**Regular Meeting/Public Hearing**  
**February 15, 2021**

*Due to Michigan Department of Health and Human Services requirements, this meeting will be virtual. The public may participate in the meeting/public hearing through Zoom access by computer and smart phone. A link will be posted at [genoa.org](http://genoa.org). Please email [info@genoa.org](mailto:info@genoa.org) or call (810) 227-5225 if you have questions.*

**MINUTES**

Supervisor Rogers called the Virtual and Regular Meeting of the Genoa Charter Township Board to order at 6:30 p.m. through a virtual meeting with some members at the Township Hall and others joining the meeting from home. The Pledge of Allegiance was then said. The following members were present for a roll call meeting of the board constituting a quorum for the transaction of business: Bill Rogers, Paulette Skolarus, Robin Hunt, Jean Ledford, Terry Croft, Jim Mortensen and Diana Lowe. Also present were Township Manager Michael Archinal and no persons in the audience.

A Call to the Public was open for the duration of the meeting with no response.

**Request for approval of the Consent Agenda:**

Moved by Lowe and supported by Mortensen to approve the payment of bills and move the Minutes to the Regular Agenda for further discussion. The motion carried unanimously.

**1. Payment of Bills.**

**Request for approval of the Regular Agenda:**

Moved by Hunt and supported by Lowe to approve for action all items listed under the Regular Agenda, with the addition of the Minutes of Feb. 1, 2021. The motion carried unanimously.

**2. Request to Approve Minutes: February 1, 2021**

Moved by Mortensen and supported by Lowe to approve the Minutes of the February 1, 2021 meeting of the board correcting Page 3 under the comment from Mortensen to read "There is enough money in the budget to accommodate an increase to refuse collection and disposal." The amended Minutes were voted and approved unanimously.

**3. Request to approve Resolution 210215 establishing the 2021 instructions for poverty exemption, guidelines for poverty exemption, poverty**

**exemption application, and poverty exemption worksheet as submitted by the assessor.**

Moved by Lowe and supported by Croft to approve Resolution 210215 as requested. The motion carried by roll call vote as follows: Ayes – Ledford, Croft, Hunt, Lowe, Mortensen, Skolarus and Rogers Nays – None.

**4. Review of the 2021/2022 Fiscal Year Budget for Fund 101 related to Township expenditures and revenues as previously discussed during budget reviews.**

A Call to the Public was made with no response. The board discussed the pros and cons of providing recycling every week. Lowe – We are receiving too many complaints from our residents. Hunt – We should switch to every week. Skolarus - We should ask our residents if they would choose every week and the additional cost for weekly recycling before changing our policy. Moved by Ledford and supported by Mortensen to approve the change to weekly recycling as soon as possible. Archinal will contact Nadeem and set the program in place. The motion carried by roll call vote as follows: Ayes – Ledford, Croft, Hunt, Lowe, Mortensen, and Rogers. Nay – Skolarus.

**Correspondence**

- The Big Red Barrel collection of needles and old prescriptions is scheduled for Feb. 27, 2021
- A response to a letter from Mr. Bill Galvin to his concern about a small chapel being located in Country Estate

**Member Discussion**

Lowe – A new facility in Oceola Township has been completed and Howell Area Parks and Recreation will relocate their headquarters to that facility.

Archinal – Bike/walk paths were open until the most recent storm hit. It is now impossible to clean them as there is no place to move the snow. Also, refuse may be delayed a day because of the storm.

Moved by Mortensen and supported by Lowe to adjourn the Regular Meeting of the Genoa Charter Township Board at 7:02 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:** Adam VanTassell  
**DATE:** March 1, 2021  
**RE:** Proposed Microsoft Office Software Upgrade

Manager's Review: \_\_\_\_\_

The Township Staff has been utilizing Microsoft Office 2010 for many years now for word processing, spread sheets and email. While the software has performed well, it is now over 10 years old and its beginning to show its age with respect to patches and workarounds needed to use this software with our newer Township Server software.

Township Staff feels that an upgrade to an on-premise Office software suite for Word, Excel, Outlook, etc is more viable at this time than switching to an online-only software suite such as Office 365. Therefore, Staff recommends the upgrade to the 2019 Office Standard software suite.

### Recommended Motion

Moved by \_\_\_\_\_, Supported by \_\_\_\_\_ to approve the proposal from Network Services Group for the purchase of 50 Licenses for Microsoft Office Standard 2019 \$15, 950.00.

#### 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



# Network Services Group, LLC

P.O. Box 7646 • Ann Arbor, MI 48107 • Voice/Fax (877) 815-6974 • Web <http://www.nsgroupllc.com>

*Proposal Prepared Exclusively For*

***Genoa Township***

Monday, February 08, 2021

Thank you for taking the time to review this proposal. We are pleased to have an opportunity to present this proposal for your review.

**Microsoft Office Standard 2019 Volume License**

This proposal contains pricing for 50 Microsoft Office 2019 Standard volume licenses (government pricing). This pricing is for the software licenses only and does not include installation or support services. Software assurance is not included.

**MS Office**

Qty	Desc	Unit	Ext
50	Microsoft Office Standard 2019 Volume License Government Pricing	\$ 319.00	\$ 15,950.00
	<b>Total</b>		<b>\$ 15,950.00</b>

**Order Acknowledgement:**

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Name (Print)	Company	Title
--------------	---------	-------

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Signature	Date
-----------	------

*By signing above I authorize Network Services Group to proceed with the project described within this proposal and to order any required parts and materials that are required to do so. I also agree to provide a non-refundable deposit before work begins with the balance due upon completion. NSG will put forth a good faith effort to honor the pricing contained in this proposal for as long as possible, but cannot be held responsible for availability constraints or pricing increases by the manufacturer or distributor. If there is a discrepancy in the pricing at the time the order is placed you will be notified and may proceed or cancel the order at your option. All pricing and availability information is current as of the date on the proposal. Prices do not include sales tax. Invoice amounts over 30 days past due will accrue interest at the rate of 7% per annum. You will be responsible for all costs involved in collecting past due amounts, including interest, fees, and actual attorney fees.*



2911 Dorr Road  
Brighton, MI 48116  
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genoa.org

## MEMORANDUM

**TO:** Honorable Board of Trustees

**FROM:** Adam VanTassell

**DATE:** March 1, 2021

**RE:** Proposed Security Camera System Upgrade

Manager's Review: \_\_\_\_\_

The current Genoa Township Security Camera System was originally installed when the Township Hall was built in 1998. Three additional cameras were added in 2010 to cover the Pavilion area. Since then the system has remained the same excepting a few camera and DVR replacements over the years, the last in 2014.

As public use of the Township park and facilities has increased over the years, the camera system has struggled to keep up. Staff is recommending upgrading the entire system from the CCTV to an IP style camera system. An IP camera system will allow much better camera imagery and greatly expand the capabilities such as adding future cameras and video storage. In addition, this system will allow us to add a camera to the Township Sled hill.

### Recommended Motion

**Moved by \_\_\_\_\_, Supported by \_\_\_\_\_ to approve the proposal from Security Lock Service for the purchase of an IP Camera System for \$13,701.15.**

#### 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





## Summary

This MEGAPIX® IVA+™ IP camera is your gateway to powerful video analytics features. It is NDAA/TAA compliant and provides 5MP resolution at real-time 30fps. The MEGAPIX IVA+ cameras have a powerful engine to detect and classify people, vehicles and objects in real-time with support for logical rules. This camera includes a 6-50mm long range vari-focal auto-focus lens with motorized zoom, simultaneous H.265/H.264/MJPEG codec support and Star-Light Plus™ color in near-total darkness technology for quality video in any lighting condition, all in an IP66-rated weather resistant bullet housing. All MEGAPIX® cameras are ONVIF conformant, assuring their successful integration with any open platform solution on the market.

## Features

- 5MP 1/2.8" image sensor at real-time 30fps
- Star-Light Plus™ color in near-total darkness technology
- Intelligent Video Analytics (IVA) with Video Content Analysis (IVA+)
- 6-50mm vari-focal p-iris lens with motorized zoom and auto-focus
- True Wide Dynamic Range (WDR)
- Triple codecs (H.265, H.264, MJPEG) with simultaneous streaming
- Cold Start -40°F (-40°C)
- 140' Smart IR™ with intelligent camera sync
- Smart DNR™ 3D digital noise reduction
- True day/night with mechanical IR cut filter
- Programmable privacy zones
- Auto gain control (AGC)
- Backlight compensation (BLC)
- Auto white balance (AWB)
- Motion detection
- Two-way audio
- Micro SD/SDHC/SDXC class 10 card slot (card not included)
- Alarm sensor input and relay output
- Web server built-in
- PoE class 3 and DC12V
- ONVIF conformant, profile S
- NDAA/TAA compliant
- IP66 environmental-rated dust-tight and water-resistant
- IK 9-rated impact-resistant
- 5 year warranty

## Accessories (optional)



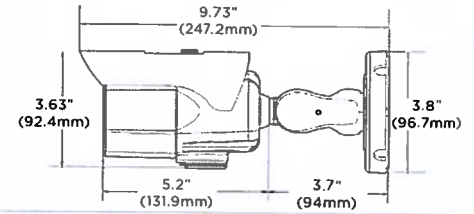
DWC-BLJUNC  
Junction box



DWC-PMB-BU  
Pole mount bracket

## Dimensions

Unit: Inch (mm)



## Specifications

<b>IMAGE</b>	
Image sensor	5MP 1/2.8" CMOS
Total pixels	2592 (H) X 1944 (V)
Minimum scene illumination	0.08 lux (color) 0.0 lux (B/W)
Video output	Local video output CVBS 1.0V p-p (75Ω), 4.3 aspect ratio
<b>LENS</b>	
Focal length	6-50mm, F1.6
Lens type	Vari-focal p-iris lens with motorized zoom and auto-focus
HFOV / VFOV	40.8° - 6.9° / 30.2° - 5.2°
IR distance	140ft range
Optical zoom / digital zoom	x8 optical zoom
<b>I/O</b>	
Audio in/out	1/1
Audio compression	G.711
Alarm in/out	1/1
<b>OPERATIONAL</b>	
Intelligent Video Analytics	IVA license: intrusion, line crossing, counting line, loitering, enter, exit, tamper IVA+ license: object removed, tailgating, direction, stopped, appear, disappear, object left
Shutter mode	Auto, manual, anti-flicker, slow shutter
Shutter speed	1/15 - 1/32000
Slow shutter	1/2, 1/3, 1/5, 1/6, 1/7.5, 1/10
Auto gain control	Auto
Day and night	Auto, day (color), night (B/W)
Smart DNR™ 3D digital noise reduction	3D-DNR
Wide Dynamic Range (WDR)	True WDR, 120dB
Privacy zone	16 programmable privacy masks
Backlight Compensation (BLC)	Yes
Mirror and flip	Yes
Alarm notifications	Notifications via e-mail notifications, FTP, alarm output and SD card recording
Memory slot	Micro SD / SDHC / SDXC (card not included)
<b>NETWORK</b>	
LAN	10/100 Base-T
Video compression type	H.265, H.264, MJPEG
Resolution	H.265: 2592x1944, 2304x1296, 2.1MP/1080p, 720p, VGA, D1, CIF H.264: 2592x1944, 2304x1296, 2.1MP/1080p, 720p, VGA, D1, CIF MJPEG: 2.1MP/1080p, 720p, 800x600, VGA, 768x432, D1, CIF
Frame rate	Up to 30fps at all resolutions
Video bitrate	H.264 / H.265: 32Kbps - 14Mbps MJPEG: 1Mbps - 40Mbps
Bitrate control	H.265 dual-stream or simultaneous H.265 / H.264 / MJPEG
Streaming capability	Dual-stream at different rates and resolutions
IP	IPv4, IPv6
Protocol	TCP/IP, UDP, AutoIP, RTP (UDP/TCP), RTSP, NTP, HTTP, HTTPS, SSL, DNS, DDNS, DHCP, FTP, SMTP, ICMP, SNMPv1/v2/v3 (MIB-2), ONVIF
Security	HTTPS (TLS), IP filtering, 802.1x, digest authentication(ID/PW)
ONVIF conformance	Yes
Web viewer	OS: Windows®, Mac® OS, Linux® Browser: Internet Explorer®, Google Chrome®, Mozilla Firefox®, Safari®
Video management software	DW Spectrum® IPVMS
<b>ENVIRONMENTAL</b>	
Operating temperature	-40°F - 122°F (-40°C - 50°C)
Operating humidity	10-90% RH (non-condensing)
IP rating	IP66-rated
IK rating	IK09 impact-resistant
Other certifications	CE, FCC, RoHS
<b>ELECTRICAL</b>	
Power requirement	DC 12V, PoE (IEEE 802.3af Class3). (Adapter not included)
Power consumption	DC12V: max 9W, PoE: max 10.5W
<b>MECHANICAL</b>	
Material	Aluminum bullet housing
Dimensions	9.73" x 3.8" (247.2 x 96.7mm) *Based on the position of the sun shield cover
Weight	1.98 lbs (0.9kg)
Warranty	5 year warranty

# FLEXIDOME IP 3000i IR

www.boschsecurity.com



**BOSCH**  
Invented for life



- ▶ 1080p and 5MP resolutions
- ▶ Built-in Essential Video Analytics to trigger relevant alerts and quickly retrieve data
- ▶ Fully configurable H.265 multi-streaming
- ▶ Easy to install with zoom/focus lens
- ▶ Built-in IR illuminator with 30 m (98 ft) viewing distance

The FLEXIDOME IP 3000i IR is built for high quality, 24/7 performance, with a range of reliable surveillance features, including Essential Video Analytics, and is designed for easy installation.

The compact and minimalist design provides high installation flexibility and offers various mounting options.

## Functions

### Essential Video Analytics

The built-in video analysis reinforces the Intelligence-at-the-Edge concept and now delivers even more powerful features. Essential Video Analytics is ideal for use in controlled environments with limited detection ranges.

The system reliably detects, tracks, and analyzes objects, and alerts you when predefined alarms are triggered. A smart set of alarm rules makes complex tasks easy and reduces false alarms to a minimum. Metadata is attached to your video to add sense and structure. This enables you to quickly retrieve the relevant images from hours of stored video. Metadata can also be used to deliver irrefutable forensic evidence or to optimize business processes based on people counting or crowd density information.

### High Dynamic Range

The high dynamic range mode is based on a multiple-exposure process that captures more details in the highlights and in the shadows even in the same scene. The result is that you can easily distinguish objects and features, for example, faces with bright backlight. The actual dynamic range of the camera is measured using Opto-Electronic Conversion Function (OECF) analysis according to IEC 62676 Part 5.

### Intelligent streaming

Smart encoding capabilities, together with Intelligent Dynamic Noise Reduction technology and analytics, reduce the bandwidth consumption to extremely low levels. Only relevant information in the scene, like motion, or objects found with the analytics, need to be encoded.

The camera is capable of triple streaming which allows the camera to deliver independent, configurable streams for live viewing, recording, or remote monitoring via constrained bandwidths.

Each of these streams can be adapted independently to deliver high quality video, perfectly tailored to purpose, while reducing bit rate by up to 90% compared to a standard camera.



### H.265 high-efficiency video encoding

The camera is designed on the most efficient and powerful H.264 and H.265/HEVC encoding platform. The camera is capable of delivering high-quality and high-resolution video with very low network load. With a doubling of encoding efficiency, H.265 is the new compression standard of choice for IP video surveillance systems.

### Recording and storage management

Recording management can be controlled by the Bosch Video Recording Manager application, or the camera can use local storage and iSCSI targets directly without any recording software.

Local storage can be used for recording "at the edge" or for Automatic Network Replenishment (ANR) technology to improve the overall recording reliability. Pre-alarm recording in RAM reduces bandwidth consumption on the network and extends the effective life of the memory card.

### Edge recording

Insert a memory card into the card slot to store up to 2 TB of local alarm recording. Pre-alarm recording in RAM reduces recording bandwidth on the network, and extends the effective life of the memory card. It has advanced edge recording providing a reliable storage solution possible due to the combination of these functions:

- Industrial SD card support allows for extreme lifetime
- Health monitoring of industrial SD cards provide early service indications.

### DORI coverage

DORI (Detect, Observe, Recognize, Identify) is a standard system (EN-62676-4) for defining the ability of a camera to distinguish persons or objects within a covered area. The maximum distance at which a camera/lens combination can meet these criteria is shown below:

#### 1080p camera with 3.2 mm to 10 mm lens

DORI	DORI definition	Distance 3.2 mm/10 mm	Horizontal width
Detect	25 px/m (8 px/ft)	30 m/75 m (98 ft/246 ft)	77 m (253 ft)
Observe	63 px/m (19 px/ft)	12 m/30 m (39 ft/98 ft)	30 m (98 ft)
Recognize	125 px/m (38 px/ft)	6 m/15 m (20 ft/49 ft)	15 m (49 ft)
Identify	250 px/m (76 px/ft)	3 m/8 m (10 ft/25 ft)	8 m (25 ft)

#### 5.3MP camera with 3.2 mm to 10 mm lens

DORI	DORI definition	Distance 3.2 mm/10 mm	Horizontal width
Detect	25 px/m (8 px/ft)	63 m/141 m (207 ft/463 ft)	123 m (404 ft)
Observe	63 px/m (19 px/ft)	25 m/56 m (82 ft/184 ft)	49 m (161 ft)
Recognize	125 px/m (38 px/ft)	13 m/28 m (43 ft/92 ft)	25 m (82 ft)
Identify	250 px/m (76 px/ft)	6 m/14 m (20 ft/46 ft)	12 m (39 ft)

### Easy installation

Power for the camera can be supplied via a Power-over-Ethernet compliant network cable connection. With this configuration, only a single cable connection is required to view, power, and control the camera. Using PoE makes installation easier and more cost-effective, as cameras do not require a local power source.

The camera can also be supplied with power from +12 VDC power supplies.

For trouble-free network cabling, the camera supports Auto-MDIX which allows the use of straight or cross-over cables.

### True day/night switching

The camera incorporates mechanical filter technology for vivid daytime color and exceptional night-time imaging while maintaining sharp focus under all lighting conditions.

### Tamper and motion detection

A wide range of configuration options is available for alarms signaling camera tampering. A built-in algorithm for detecting movement in the video can also be used for alarm signaling.

### Two-way audio and audio alarm

Two-way audio allows the operator to communicate with visitors or intruders via an external audio line input and output. Audio detection can be used to generate an alarm if needed.

### Data security

Special measures have been put in place to ensure the highest level of security for device access and data transport. The three-level password protection with security recommendations allows users to customize device access. Web browser access can be protected using HTTPS and firmware updates can also be protected with authenticated secure uploads. The on-board Trusted Platform Module (TPM) and Public Key Infrastructure (PKI) support, guarantee superior protection from malicious attacks. The 802.1x

network authentication with EAP/TLS, supports TLS 1.2 with updated cipher suites including AES 256 encryption.

The advanced certificate handling offers:

- Self-signed unique certificates automatically created when required
- Client and server certificates for authentication
- Client certificates for proof of authenticity
- Certificates with encrypted private keys

**System integration and ONVIF conformance**

The camera conforms to the ONVIF Profile S, ONVIF Profile G and ONVIF Profile T specifications. For H.265 configuration, the camera supports Media Service 2, which is part of ONVIF Profile T. Compliance with these standards guarantees interoperability between network video products regardless of manufacturer. Third-party integrators can easily access the internal feature set of the camera for integration into large projects. Visit the Bosch Integration Partner Program (IPP) website ([ipp.boschsecurity.com](http://ipp.boschsecurity.com)) for more information.

**Universal accessories**

A full line of universal accessories are available that allow a consistent design across different platforms and a wide range of installation possibilities. Several dedicated accessories are available that seamlessly fit to the camera and expand the different installation options over previous generations.

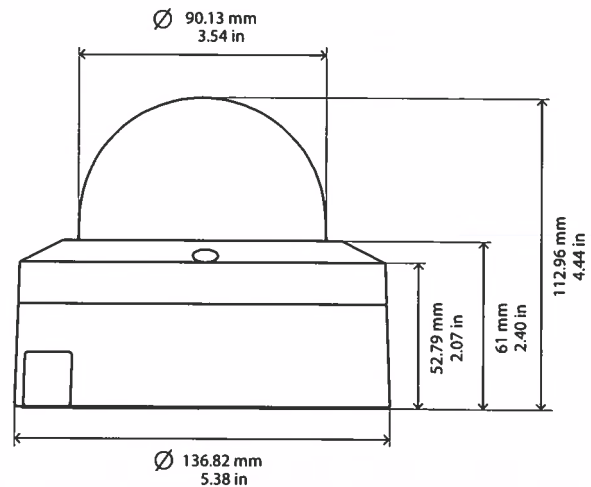
**Certifications and approvals**

Standard	Type
Emission	EN 55032 CFR 47 FCC part 15, Class B AS/NZS CISPR 32
Immunity	EN 50130-4 EN 50121-4
Environmental	EN 50130-5 (Class IV); EN 60068-2-1, EN 60068-2-2, EN 60068-2-6, EN 60068-2-18, EN 60068-2-27, EN 60068-2-30, EN 60068-2-52, EN 60068-2-75, EN 60068-2-78, EN 60068-2-5
Safety	EN 60950-1 EN 60950-22 UL 60950-1 UL 60950-22 IEC 62471 CAN/CSA-C22.2 No. 60950-1 CAN/CSA-C22.2 No. 60950-22-07
Image performance	IEC 62676-5
HD	SMPTE 296M-2001 (Resolution: 1280x720) SMPTE 274M-2008 (Resolution: 1920x1080)
Color representation	ITU-R BT.709-6

Standard	Type
ONVIF conformance	EN 50132-5-2 EN 62676-2
Impact protection	EN 62262 (IK10)
Water/dust protection	EN 60529 (IP66)
Environmental	EN 50581 (RoHS)
Marks	FCC, cULus, WEEE, RCM, VCCI, CMIM, EAC, KCC, BIS

Region	Regulatory compliance/quality marks
Europe	CE FLEXIDOME IP 3000i IR   FLEXIDOME IP micro 3000i   FLEXIDOME IP turret 3000i IR   DINION IP 3000i IR

**Installation/configuration notes**



**Technical specifications**

Power	
Input voltage	POE IEEE 802.3af / 802.3 at Type 1, Class 3 12 VDC ±30%
Power consumption (typical / maximum)	PoE: 3.5 W / 10.5 W 12 VDC: 3.1 W / 9.5 W
Sensor - 2 MP	
Sensor type	1/2.8 inch CMOS
Effective pixels	1920 (H) x 1080 (V)
Sensor - 5.3 MP	
Sensor type	1/2.9 inch CMOS
Effective pixels	3072 (H) x 1728 (V)



**Video performance - Sensitivity****2 MP**

Measured according to IEC 62676 Part 5 (1/30, F1.6)

• Color	0.06 lx
• Mono	0.02 lx
• With IR	0.0 lx

**5.3 MP**

Measured according to IEC 62676 Part 5 (1/30, F1.6)

• Color	0.379 lx
• Mono	0.042 lx
• With IR	0.0 lx

**Video performance - Dynamic range**

High Dynamic Range 120 dB WDR

Measured according to IEC 62676 Part 5

2 MP 103 dB

5.3 MP 101 dB

**Optical**

Lens type	3.2 to 10 mm, F1.6
Adjustment	Motorized zoom/focus
Iris control	DC iris control
Day/Night	Switchable IR-cut filter

## Field of view

2 MP	Wide: 104° x 54° (H x V) Tele: 33° x 19° (H x V)
5.3 MP	Wide: 89° x 47° (H x V) Tele: 30° x 17° (H x V)

**Night vision**

Distance	30 m (98 ft)
LED	3 LEDs, 850 nm
IR intensity	Adjustable

**Video streaming**

Video compression H.265; H.264; M-JPEG

## Sensor modes

2 MP	30 fps, HDR, 1920 x 1080 25 fps, HDR, 1920 x 1080
5.3 MP	20 fps, HDR, 3072 x 1728 (5.3 MP) 25 fps, HDR, 2720 x 1530 (4.1 MP)

**Video streaming**

Streaming Multiple configurable streams in H.264 or H.265 and M-JPEG, configurable frame rate and bandwidth. Regions of Interest (ROI)

GOP structure IP

## Encoding interval

2 MP	1 to 30 fps
5.3 MP	1 to 20 fps (5.3 MP) 1 to 25 fps (4.1 MP)

Signal-to-noise ratio (SNR) &gt;55 dB

**Video resolution****2 MP**

1080p HD	1920 x 1080
720p HD	1280 x 720
SD	768 x 432
D1	720 x 480
VGA	640 x 480

**5.3 MP**

5.3 MP	3072 x 1728
4.1 MP	2720 x 1530
3 MP	2304 x 1296
1080p	1920 x 1080
720p	1280 x 720
SD	768 x 432
D1	720 x 480
VGA	640 x 480

**Camera installation**

Mirror image	On / Off
Rotation	0° / 90° upright / 180° / 270° upright
Camera LED	Enable / Disable
Camera view wizard	Zoom, autofocus

**Video functions - color**

Adjustable picture settings	Contrast, Saturation, Brightness
White Balance	2500 to 10000K, 4 automatic modes (Basic, Standard, Sodium lamp, Dominant color), Manual mode and Hold mode

**Video functions - ALC**

Shutter	Automatic Electronic Shutter (AES); Fixed (1/25[30] to 1/15000) selectable; Default shutter
Day/Night	Auto (adjustable switch points), Color, Monochrome

**Video functions - enhance**

Sharpness	Sharpness enhancement level selectable
Backlight compensation	On/off
Contrast enhancement	On/off
Noise reduction	Intelligent Dynamic Noise Reduction with separate temporal and spatial adjustments
Intelligent defog	Intelligent Defog automatically adjusts parameters for best picture in foggy or misty scenes (switchable)

**Video content analysis**

Analysis type	Essential Video Analytics
Features	Rule based alarms and tracking, Line crossing, Enter / leave field, Follow route, Loitering, Idle / removed object, People counting, Crowd density estimation, 3D tracking

**Additional functions**

Privacy Masking	Eight independent areas, fully programmable
Display stamping	Name, Logo, Time; Alarm message
Pixel counter	Selectable area

**Local storage**

Internal RAM	up to 5 s pre-alarm recording
Memory card slot	microSDHC / microSDXC SD card slot
Industrial SD cards	Extreme lifetime and health monitoring support that provides early service indication

**Input/output**

Analog video out	CVBS: 1.0 Vp-p / 75Ω composite, 720x480(N), 720x576(P) for installation
Audio line in	10 kOhm typical; max input 1 Vrms
Audio line out	16 Ohm typical; output 0.875 Vrms
Alarm input	Short or DC 5 V activation
Alarm output	Maximum load: 12 VDC / 50 mA
Ethernet	RJ45 connector

**Audio streaming**

Standard	G.711, 8 kHz sampling rate L16, 16 kHz sampling rate AAC-LC, 48 kbps at 16 kHz sampling rate AAC-LC, 80 kbps at 16 kHz sampling rate
Signal-to-Noise Ratio	>50 dB
Audio Streaming	Full-duplex / half duplex

**Network**

Protocols	IPv4, IPv6, UDP, TCP, HTTP, HTTPS, RTP/RTCP, IGMP V2/V3, ICMP, ICMPv6, RTSP, FTP, ARP, DHCP, APIPA (Auto-IP, link local address), NTP (SNTP), SNMP (V1, V3, MIB-II), 802.1x, DNS, DNSv6, DDNS (DynDNS.org, selfHOST.de, no-ip.com), SMTP, iSCSI, UPnP (SSDP), DiffServ (QoS), LLDP, SOAP, Dropbox™, CHAP, digest authentication
Encryption	TLS1.0/1.2, AES128, AES256
Ethernet	10/100 Base-T
Interoperability	ONVIF Profile S; ONVIF Profile G; ONVIF Profile T: GB/T 28181

**Mechanical**

Dimensions (Ø x H)	137 x 113 mm (5.4 x 4.4 in.)
Weight (approx.)	760 g (1.68 lbs)
Mounting	Surface mount
Color	White (RAL9003)
3-axis adjustment (pan/tilt/rotation)	Pan: 0° to 355° Tilt: 0° to 85° Roll: 0° to 355°
Dome bubble	Polycarbonate, clear with anti-scratch coating

**Environmental**

Operating temperature (continuous)	-30 °C to +50 °C (-22 °F to +122 °F)
Storage temperature	-30 °C to +70 °C (-22 °F to +158 °F)
Humidity	5% to 100% relative humidity (condensing) 5% to 93% relative humidity (non condensing)
Storage humidity	Up to 98% relative humidity
Impact resistance	IK10
Water/dust protection	IP66

### Ordering information

#### **NDE-3502-AL Fixed dome 2MP HDR 3.2-10mm IP66 IK10 IR**

Fixed dome camera 2MP resolution; Essential Video Analytics; 3.2-10 mm lens; outdoor vandal resistant; integrated IR illuminator  
Order number **NDE-3502-AL**

#### **EWE-3000IO -IW 12mths wrty ext 3000i series outdoor**

12 months warranty extension  
Order number **EWE-3000IO -IW**

#### **NDE-3503-AL Fixed dome 5MP HDR 3.2-10mm IP66 IK10 IR**

Fixed dome camera 5MP resolution; Essential Video Analytics; 3.2-10 mm lens; outdoor vandal resistant; integrated IR illuminator  
Order number **NDE-3503-AL**

#### **EWE-3000IO -IW 12mths wrty ext 3000i series outdoor**

12 months warranty extension  
Order number **EWE-3000IO -IW**

#### **Accessories**

#### **NDA-3080-CND Conduit adapter 3000i outdoor camera M20**

Conduit adapter for NDE-3000 outdoor camera  
Order number **NDA-3080-CND**

#### **NDA-3080-PIP Pendant interface plate NDE-3000**

Pendant interface plate for NDE-3000 dome  
Order number **NDA-3080-PIP**

#### **NDA-3080-4S 4S adapter plate NDE-3000**

4S adapter plate for NDE-3000 dome camera  
Order number **NDA-3080-4S**

#### **NDA-U-CMT Corner mount adapter**

Corner mount adapter  
Order number **NDA-U-CMT**

#### **NDA-U-PMAL Pole mount adapter large**

Universal pole mount adapter, white; large  
Order number **NDA-U-PMAL**

#### **NDA-U-PMAS Pole mount adapter small**

Pole mount adapter small  
Universal pole mount adapter, white; small.  
Order number **NDA-U-PMAS**

#### **NDA-U-PMT Pendant pipe mount, 12" (31cm)**

Universal pipe mount for dome cameras, 31 cm, white  
Order number **NDA-U-PMT**

#### **NDA-U-PMTE Pendant pipe extension, 20" (50cm)**

Extension for universal pipe mount, 50 cm, white  
Order number **NDA-U-PMTE**

#### **NDA-U-WMP Wall mount plate**

Back plate for universal wall mount, corner mount and pole mount, white, IP66  
Order number **NDA-U-WMP**

#### **NDA-U-WMT Pendant wall mount**

Universal wall mount for dome cameras, white  
Order number **NDA-U-WMT**

#### **NDA-U-PMTG Pendant pipe mount, gang box**

Universal pipe mount, compatible with gang box installation for fixed dome cameras only, white  
Order number **NDA-U-PMTG**

#### **NDA-U-WMTG Pendant wall mount, gang box**

Universal wall mount, compatible with gang box installation for fixed dome cameras only, white  
Order number **NDA-U-WMTG**

#### **NDA-U-PSMB Pendant wall/ceiling mount SMB**

Surface mount box (SMB) for wall mount or pipe mount.  
Order number **NDA-U-PSMB**

#### **NPD-5001-POE Midspan, 15W, single port, AC in**

Power-over-Ethernet midspan injector for use with PoE enabled cameras; 15.4 W, 1-port  
Weight: 200 g (0.44 lb)  
Order number **NPD-5001-POE**

#### **NPD-5004-POE Midspan, 4 port x 15W, AC in**

Power-over-Ethernet midspan injector for use with PoE enabled cameras; 15.4 W, 4-ports  
Weight: 620 g (1.4 lb)  
Order number **NPD-5004-POE**

#### **UPA-1220-50 Power supply, 220VAC 50Hz, 12VDC 1A out**

Power supply for camera. 110-240 VAC, 50/60 Hz In; 12 VDC, 1 A Out; regulated.  
Input connector: 2-prong, European Europlug standard (4 mm / 19 mm).  
Order number **UPA-1220-50**

#### **UPA-1220-60 Power supply, 120VAC 60Hz, 12VDC 1A out**

Power supply for camera. 100-240 VAC, 50/60 Hz In; 12 VDC, 1 A Out; regulated.  
Input connector: 2-prong, North American standard (non-polarized).  
Order number **UPA-1220-60**



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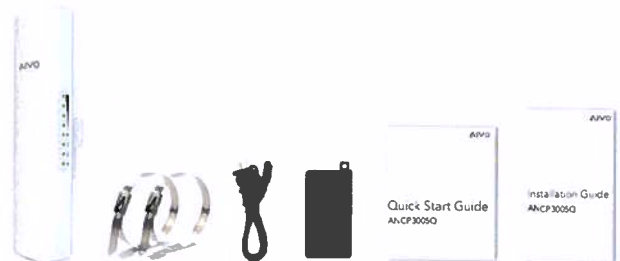


# ANCP3005Q

## PROFESSIONAL Wi-Fi CPE NETWORK BRIDGE



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- CPE
- Stainless Cable tie
- PoE Power Adapter
- Power Cord
- Installation Guide
- Quick Start Guide

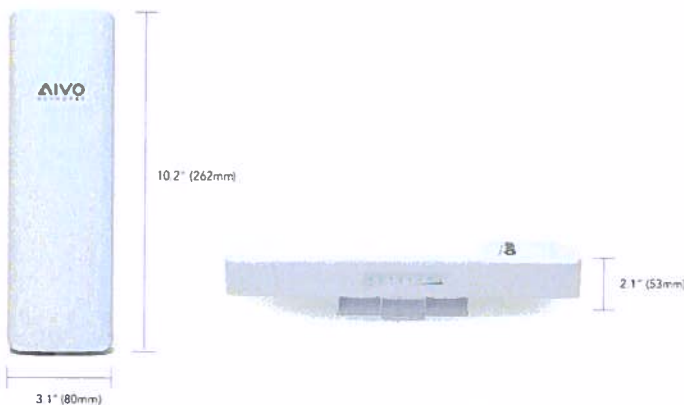
### FEATURES

- High Power Indoor/Outdoor CPE with Qualcomm® Atheros Chipset
  - Range up to 6 miles away with line of sight
- Can be used to connect remote IP cameras to existing NVR's / DVR's
  - Supports up to 300Mbps
- Utilizes the 5.8Ghz Wi-Fi frequency, avoiding the congested 2.4Ghz bandwidth in use on most Wi-Fi today.
- Dual 14dBi antennas
- Supports the following operation modes:
  - Bridge, Access Point, Router and Repeater
- Supports providing PoE power to a single IP camera attached to CPE
- Includes 48V PoE power injector which allows for powering CPE from up to 330ft. away
- LEDs provide information about system status and signal strength for alignment in Bridge mode
- Hardware Reset button
- Outdoor Rated down to -40°F
- Supports Pole, Wall or Rack Mounting

### SPECIFICATION

ANCP3005Q	
CPU	Qualcomm AR9344 560Mhz CPU SE2576L PA Chipset - 64MB DDR2 / 16MB SPI
Antenna	Integrated Dual 14dBi Antennas
Wi-Fi Standards	IEEE802.11a/n
RF Output Power	200mW (23dBm)
RF Sensitivity	-96dBm
RF Frequency	802.11a/n: 5.180Ghz - 5.825Ghz
Bandwidth	300 Mbps
Physical Ports	1 x 10/100 Mbps WAN Ethernet Port 1 x 10/100 Mbps LAN Ethernet Port 1 x Toggle switch for PoE output for IPC 1 x Reset Button
LED Indicators	Power / WAN / LAN / Wi-Fi Level Signal Strength
Power	PoE 802.3at/af Adapter: 48V PoE Power Adapter
Power Consumption	<8W
Installation Methods	Pole Mounting, Wall Mounting or Rack Mounting
Product Dimensions	10.2" x 3.1" x 2.1" (262mm x 80mm x 53mm)
Net Weight	0.7lbs
Working Environment	-40°F ~ 131°F / 10% ~ 90% RH, Non-condensing
Storage Environment	-58°F ~ 167°F / 5% ~ 90% RH, Non-condensing

### DIMENSIONS



**Security Lock Service, Inc.**



**Estimate**

401 Washington St.  
Brighton, MI 48116

Date	Estimate #
1/22/2021	E1853

**Prepared For:**

Genoa Township  
2911 Dorr Road  
Brighton, MI 48116

**Ship To**

Township Hall  
2911 Dorr Rd  
Brighton, MI 48116

Prices valid for 30 days from date shown on this Estimate

P.O. No.	Terms
----------	-------

	Net 15
--	--------

Description	Qty	Rate	Total
<b>PURPOSE: UPGRADE EXISTING CAMERAS, ADD NEW CAMERAS</b>			
Dell i5 8gb 6TB IP Camera Server with 3 year onsite manufacturer service, Digital Watchdog	1	960.00	960.00
Spectrum IP video management software			
Trendnet 16 port PoE Network switch	1	313.95	313.95
Labor: install and configure camera server and network switch. Provide support and training on DW	1	388.00	388.00
Spectrum software for managing, viewing, playback of cameras			
<b>SERVER SUBTOTAL:</b>			1,661.95
Convert 6 existing cameras to Bosch 5MP IP cameras	6	978.25	5,869.50
- Bosch 3000i Flexidome IR camera, NDAA compliant			
- IP over coax converter			
- Labor to install and configure cameras			
<b>CONVERT 6 CAMERAS SUBTOTAL:</b>			5,869.50
Add 2 interior cameras in main hallway. Provide coverage of vestibule doors and lobby area, Provide coverage of hallway leading to township service desk area	2	978.25	1,956.50
- Bosch 3000i Flexidome IR camera			
- Labor to install and configure camera, run cable back to server			
<b>ADD 2 INTERIOR CAMERAS SUBTOTAL:</b>			1,956.50
LIGHT POLE CAMERAS (requires 110VAC connection by electrician and constant power)			
Add 2 cameras on light pole at sledding hill. Provide coverage of parking lot, provide coverage of sledding hill area	2	942.50	1,885.00
- DW 5-50mm zoom camera with IVA+			
- NDAA compliant			
- 5 year warranty			
- Includes outdoor rated junction boxes, pole mount kit			

Please sign and return to indicate approval

**Total**

Phone #	Fax #	E-mail
810-227-5153	810-299-5121	joel@securitylock.biz

Signature

**Security Lock Service, Inc.**



**Estimate**

401 Washington St.  
Brighton, MI 48116

Date	Estimate #
1/22/2021	E1853

**Prepared For:**

Genoa Township  
2911 Dorr Road  
Brighton, MI 48116

**Ship To**

Township Hall  
2911 Dorr Rd  
Brighton, MI 48116

Prices valid for 30 days from date shown on this Estimate

P.O. No.	Terms
----------	-------

	Net 15
--	--------

Description	Qty	Rate	Total
Outdoor rated power supply with PoE+ switch and point to point wifi bridge	1	928.20	928.20
Labor: mount cameras on light pole at sledding hill. Mount power supply and configure point to point wifi bridge.	1	1,400.00	1,400.00
<b>LIGHT POLE CAMERAS SUBTOTAL:</b>			<b>4,213.20</b>

Please sign and return to indicate approval

**Total** \$13,701.15

Phone #	Fax #	E-mail
810-227-5153	810-299-5121	joel@securitylock.biz

\_\_\_\_\_  
Signature



# MEMORANDUM

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

**FROM:** Greg Tatara, Utility Director

**DATE:** February 23, 2021

**RE:** 2021 - 2026 Intergovernmental Operations Contract, Allocation Percentage, Fiscal Year 2021 Amended Budget, and Fiscal Year 2022 Operating Budget

**MANAGER REVIEW:** 

.....

Ten years ago, Genoa Charter Township (Township), the Marion, Howell, Oceola, and Genoa Sewer and Water Authority (MHOG), and the Genoa-Oceola Sewer and Water Authority (G-O) modified their sewer and water operations by shifting from the historic contract model with outside consultants to in-house operations. The change to in-house operations experienced some growing pains in the early years, but now we are pleased to operate quality water and sewer utility systems that are recognized industry wide. Some of the highlights we have experienced over the past 10 years include:

- Expanding the Genoa-Oceola WWTP from a 1.6MGD to 3.2 MGD Facility and having the plant be a feature in the Spring 2021 Issue of MWEA Matter's Magazine.
- Constructing system wide MHOG Water Utility Improvements.
- Consolidating the Oak Pointe and Genoa-Oceola WWTPs, alleviating a source of groundwater contamination and improving the operation and quality of effluent from the Genoa-Oceola WWTP.
- Fully integrating the existing and new installed utilities into GIS and using GIS applications for Manhole Inspections, Valve Exercising, Hydrant Flushing, and Air Release Maintenance Programs.
- Developing electronic data collection for all plant, distribution, and collection system operations, including implementation of a work order database.
- Fully installing SCADA systems on the water and wastewater distribution, collection, and plant systems allowing for rapid data communication to staff, improved alarm monitoring, reduced overtime, and improved reliability.
- Having our staff recognized by the Michigan Water Environment Association as Utility Administrator of the Year and Operator of the Year and also having the American Water

Works Association reward our water treatment plant operator with the Operator Meritorious award.

- Improved the quality of new infrastructure installed by implementing a connection manual, project closeout, inspection, and standards to assure that the infrastructure lasts and is not a burden to existing rate payers.
- Serving as the lead in developing a licensing program for collection system operations.
- Returning over \$776,000 to the utility systems by remaining under budget for all 10 contract years (*Attachment 1*).

### **New Operations Agreement**

March 31, 2021 is the end date for the current intergovernmental operations contract between the Township, MHOG, and G-O. Due to the minimal number of changes that have been implemented over the past five years, was have created and Amended and Restated Agreement. In summary, the changes include:

- Removal of the full time engineer position and utilizing a contract engineer position.
- Increasing the available fund balance to \$75,000 from \$60,000.
- Updated the reference to the Department of Environment, Great Lakes, and Energy (EGLE), which was previously the Department of Environmental Quality.
- Updating of our vehicles to reflect the current fleet.

A redline copy of the agreement showing all amended changes is provided in *Attachment 2*. We are seeking approval and adoption of this amended and restated agreement, which will cover operations of the various sewer and water utilities beginning April 1, 2021 through March 31, 2026.

### **Allocation Percentage and FY 2022 Budget**

*Exhibit 6* and *Exhibit 7* presented in the Amended and Restated Utility Services Agreement includes the Fiscal Year (FY) 2021 DPW Amended Budget, the FY 2022 Proposed Budget and the FY2022 Allocation Percentage. First, we are looking for approval of the FY 2022 Allocation Percentage. The allocation percentage calculation form has been updated by the current number of accounts in each system, current budgets, current miles of pipe, and current appurtenances. The biggest change in the percentage was an increase to the MHOG and G-O Systems and a decrease in Oak Pointe and Lake Edgewood Systems, primarily related to the increase in connections, pipe quantities, and budgets for MHOG and G-O. Upon approval, this document will become part of the new operations contract.

Also presented for review is the amended FY 2021 DPW Budget and the proposed FY2022 Budget. Following is a highlight of some of the key budget considerations:

1. First is the DPW fund 9-month budget to actual. This has been an unusual year for the budget, as some expenses were reduced and some were increased from what we anticipated due to the COVID Pandemic. However, the good news is that we are currently \$80,000 under budget. We have seen a reduction due to people using health care less, thus lowering our self-insured EHIM costs. Other expenses, such as workers taking trucks home more frequently, raised fuel and maintenance costs.
2. For FY 2022, we have performed a vehicle assessment. Vehicles, after personnel costs, are one of our greater expenses. We aim to have an effective and professional looking fleet where staff can efficiently carry the tools and equipment with them to perform most jobs. As a result, we have gone to more service body vehicles rather than just regular bed pickup trucks. This year, we have added two vehicles, a truck for summer help for performing mowing and maintenance activities and an additional service body on the wastewater side so that diesel fuel and plowing can be done by a shared vehicle stored at the plant. This allows whoever is on call or works the weekend to plow or fill generators in the event of a power outage.
3. This year, we are slated to replace the 2011 crane truck that is used on the water side for lifting hydrants, valves, and sections of pipe during repairs. In the last couple of years, we have had to spend thousands on repairs as the truck would just quit while driving down the road. In addition, we are getting some significant rusting of the truck body. We have included the purchase of this truck in the amended budget.
4. For FY2022, we want to add an independent accounting firm to perform monthly budget to actual reports, perform a 5 year rate study, and improve our invoicing methods and rates. In talking with Ken Palka, he stated that he may have difficulty, due to accounting standards, performing this work plus the Audit. Therefore, we are discussing ways that we can have additional accounting needs met as well as satisfy the requirements for a truly independent Audit.
5. The second significant change is we are looking to increase the fund balance carry over from year to year to \$75,000 from the current \$60,000.
6. For the FY 2022 Budget, we are looking to keep things relatively the same in terms of staffing, and with proposed increases as well as health insurance changes, we are looking at a 2.97% increase from the original FY 2021 budget.

### **Recommendations**

We are looking forward to continuing to improve our service to the residents of the various sewer and water utilities. We appreciate the support and investment that the Township and Authority Boards have made in the utility systems and the efforts taken to adequately fund the

operation, maintenance, and capital improvements. Through adequate investment and improvement, we can be assured that these systems will protect the health, safety, and welfare of our residents for years to come.

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 the FY 2022 Allocation Percentage.
- Moved by \_\_\_\_\_, supported by \_\_\_\_\_ to Approve the FY 2021 Amended DPW Operation Budget.
- Moved by \_\_\_\_\_, supported by \_\_\_\_\_ to Approve the FY 2022 Proposed DPW Operation Budget.
- Moved by \_\_\_\_\_, supported by \_\_\_\_\_ to Approve the 2021 – 2026 Amended and Restated the Utility Service Agreement.



**Genoa Township DPW Budget  
Fund Balance Returns**

<b>System</b>	<b>FY 2020 Allocation Percentage</b>	<b>Allocation Back to Each System</b>
MHOG	45.57%	\$69,516
Genoa-Oceola	29.24%	\$44,605
Oak Pointe Sewer	10.77%	\$16,429
Oak Pointe Water	9.04%	\$13,790
Lake Edgewood	5.38%	\$8,207
<b>Total</b>	<b>100.00%</b>	<b>\$152,547</b>

<b>Overage from Fund Balance FY 2020</b>	<b>\$152,547</b>
Overage from Fund Balance FY 2019	\$92,572
Overage from Fund Balance FY 2018	\$32,537
Overage from Fund Balance FY 2017	\$84,625
Overage from Fund Balance FY 2016	\$67,039
Overage from Fund Balance FY 2015	\$97,573
Overage from Fund Balance FY 2014	\$2,947
Overage from Fund Balance FY 2013	\$103,962
Overage from Fund Balance FY 2012	\$142,627
<b>Total Given Back to Systems</b>	<b>\$776,429</b>

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



**AMENDED AND RESTATED**  
**UTILITY SERVICES AGREEMENT**

THIS AGREEMENT is made as of February 19~~th~~, ~~2016~~2021, by the Marion, Howell, Oceola and Genoa Sewer and Water Authority (“MHOG”), whose principal office is located at 1577 N. Latson Road, Howell, Michigan 48843, the Genoa-Oceola Sewer and Water Authority whose principal office is located at 2911 Dorr Road, Brighton, MI 48116 (“G-O”), and Genoa Charter Township (“Township”), whose principal office is located at 2911 Dorr Road, Brighton, Michigan 48116.

**ARTICLE I - RECITALS**

WHEREAS, MHOG, G-O and the Township entered into ~~the~~ an Amended and Restated Utility Services Agreement on February 22~~19~~, ~~2014~~2016 (the “Agreement”), the parties now wish to amend the Agreement and for the sake of clarity agree to restate the Agreement;

WHEREAS, the Township owns and operates (i) the Oak Pointe Sanitary Sewer System, (ii) the Oak Pointe Water Supply System, and (iii) the Lake Edgewood Sanitary Sewer System; and

WHEREAS, the Townships of Marion, Howell, Oceola, and Genoa have organized MHOG pursuant to the provisions of Act 233, Michigan Public Acts of 1955, as amended for the purpose of acquiring, owning, managing, and operating a water supply system; and

WHEREAS, the Townships of Genoa and Oceola have organized the G-O pursuant to the provisions of Act 233, Michigan Public Acts of 1955, as amended for the purpose of acquiring, owning, managing, and operating a sanitary sewer collection and treatment system; and

WHEREAS, (i) the Township’s Oak Pointe Sanitary Sewer System, (ii) the Township’s Oak Pointe Water System, (iii) the Township’s Lake Edgewood Sanitary Sewer System, (iv) the water production and distribution system operated by MHOG, and (v) the sanitary sewer collection and treatment system operated by the G-O shall, for the purpose of this Agreement, collectively be referred to as the “Systems”; and

WHEREAS, the Township, MHOG and G-O have concluded that the operation of Systems is needed to promote and improve the health and welfare of the residents of the users of such Systems; and

WHEREAS, the Township, MHOG and G-O have concluded that combined operational services which share administrative, billing, operational staff and equipment over the five Systems will result in improved operation, efficiency, and cost savings for the residents served by the Systems; and

WHEREAS, the Township operates a Utility Department with a separate DPW Fund (the “DPW Fund”) that provides utility services to the Systems, the staff of the Utility Department is referred to herein as the “Utilities Staff” and while the Utility Department is often referred to as the “MHOG Utility Department” in conducting its business, for the purposes of this Agreement it shall be referred to as the “Utility Department”;

NOW, THEREFORE, in consideration of the promises below and other valuable consideration the receipt of which is hereby acknowledged, the Agreement is hereby amended and restated as follows:

## **ARTICLE II - OPERATION OF THE SYSTEMS**

Beginning on the Commencement Date (as defined below) and during the term of the Agreement, the Township agrees to provide, through the Utility Department, the staff, vehicles, supplies and materials needed to operate the Systems. The ~~Utility Department~~ agrees to operate the Systems in accordance with the terms and conditions of this Agreement, applicable law, and the permits, licenses, manufacturer's protocols, and specifications applicable to the operation and maintenance of the Systems. The Utilities Staff shall take direction from the governing board of each respective System with respect to the specific operation of each such System, and the ultimate responsibility for the operation of each such System shall remain with the governing body of each respective System. Each party hereby agrees that it will cooperate in good faith with the other and its agents, employees, representatives, officers, contractors, and subcontractors to facilitate the performance of the mutual obligations set forth in this Agreement.

## **ARTICLE III - SCOPE OF SERVICES**

When performing services pursuant to this Agreement for the Systems, the Township personnel described below shall report to and be subject to direction of the appropriate governing ~~board~~ Board of the respective System, although such personnel shall remain employees of the Township and not of the Systems. As described above, the ultimate responsibility for the operation of each such System shall remain with the governing body of each respective System.

### **Section 3.1 - Administrative and Support Services**

Administrative staff to be employed by the ~~Utility Department~~ and assigned to the Systems shall consist of a Utility Director, a Deputy Utility Director - Water, a Deputy Utility Director - Wastewater, ~~and an Engineer~~ and such other personnel as shall be necessary to perform the utility services described in this Agreement. A description of the duties to be carried out by the administrative staff is set forth in **Exhibit 1**.

### **Section 3.2 - Operation and Maintenance Services**

Operation and maintenance staff to be employed by the ~~Utility Department~~ and assigned to the Systems shall consist of the necessary plant, collection and distribution system personnel. A description of the duties to be carried out by the operation and maintenance staff with regard to water systems is set forth in **Exhibit 2a** and with regard to sanitary sewer systems is set forth in **Exhibit 2b**.

### **Section 3.3 - Meter Service, Reading, Billing and Receipting Services**

Meter reading, billing, and receipting staff to be employed by the ~~Utility Department~~ and assigned to the Systems shall consist of the necessary staff to bill, read, and receipt water and sanitary sewer service. A description of the duties to be carried out by the billing services staff is in set forth in **Exhibit 3**.

### **Section 3.4 - Staffing Levels**

The proposed staffing level to conduct and maintain the various services described in this Agreement is presented in Utility Department Organization Chart shown in **Exhibit 4**. The parties to this Agreement acknowledge that during the term of this Agreement, staffing levels will vary pending the season, level of effort required, attenuation, termination, disability, or other circumstances. The parties acknowledge that the ~~Utility Department~~ shall have the right to modify staffing levels to provide the appropriate level of service to the Systems subject to the following conditions: (i) any modifications that do not result in an increase of the DPW Fund Budget can be made by the Utility Department, (ii) any modifications that result in an increase of the overall DPW Fund Budget by 5% or less on an annual basis may be made by the Utility Department with prior notification to the governing boards of the Systems, and (iii) any modifications that result in an increase of the overall DPW Fund Budget by more than 5% on an annual basis may be made only with the prior written approval of the governing boards of each of the Systems except, that modifications in staffing levels made pursuant to the inclusion of additional systems pursuant to Section 5.7 shall not require additional approvals.

### **Section 3.5 - Vehicle, Supply, and Material Levels**

During the term of this Agreement, the ~~Utility Department~~ agrees to provide vehicles, supplies, equipment and materials necessary to perform the essential duties outlined in this Agreement. A summary of the vehicles, supplies, and materials initially to be provided is set forth in **Exhibit 5**. The parties to this Agreement acknowledge that during the term of this Agreement vehicle, supply, and material levels will vary pending changes in scope of services, staffing levels, and regulations. The parties acknowledge that the Utility Department shall have the right to modify these levels to provide the appropriate level of service to the Systems subject to the following conditions: (i) any modifications that do not result in an increase of the DPW Fund Budget can be made by the Utility Department, (ii) any modifications that result in an increase of the overall DPW Fund Budget by 5% or less on an annual basis may be made by the Utility Department with prior notification to the governing boards of the Systems, and (iii) any modifications that result in an increase of the overall DPW Fund Budget by more than 5% on an annual basis may be made by only with the prior written approval of the governing boards of each of the Systems except, that modifications made pursuant to the inclusion of additional systems pursuant to Section 5.7 shall not require additional approvals.

## **ARTICLE IV - CAPITAL PROJECTS**

The ~~Utilities-Utility~~ Staff may propose capital improvements in order to comply with changes in law, to reduce costs, to increase energy efficiency, to meet System demands, or to improve the Systems operations. The ~~Utility Department~~ will not be relieved of its responsibilities to perform under this Agreement, if the recommendations of the ~~Utilities-Utility~~ Staff are not implemented by the System's governing boards, unless the failure by such governing boards to implement such recommendations prevents the ~~Utility Department~~ from complying with its obligations hereunder or under applicable law.

## **ARTICLE V - PAYMENT FOR SERVICES**

The Utility Department shall receive compensation for providing staff, vehicles, supplies and material necessary to provide the administrative, operational, maintenance and billing services contemplated by this Agreement, and the Systems shall be billed monthly based on the methodology presented below.

### **Section 5.1 - DPW Fund Budget**

During the term of this Agreement, the Township shall maintain a separate DPW Fund Budget (the "DPW Fund Budget") to track revenues and expenses associated with the staff, vehicles, supplies and materials and other expenses required to perform the administrative, operational, maintenance and billing services outlined in this Agreement. The fiscal operating year for the Utility Department is April 1 through March 31<sup>st</sup>. The ~~20162021-2017-2022~~ DPW Fund Budget is presented in **Exhibit 6**. The DPW Fund Budget shall be established annually and shall balance.

The ~~Township auditor~~Utility Department Accountants shall prepare, at a minimum, quarterly budget to actual reports for presentation to System's governing boards ~~on a quarterly basis~~. Failure to present reports less than semi-annually shall constitute a default of this Agreement.

#### **Section 5.1.1 - Revenue**

Revenue to the DPW Fund shall include: (i) receipted funds from the Systems for providing administrative, operational, and billing services, (ii) receipted funds collected from the billing of systems for which full operational services are not performed (iii) charges to Developers for new development costs, (iv) interest income and other miscellaneous revenue streams not otherwise described, and (v) charges for vector truck services provided to the various systems. **Exhibit 6** contains a proforma breakdown of the various revenues for the fiscal year ending March 31, ~~20172022~~.

#### **Section 5.1.2 - Expenses**

Expenses to the DPW Fund shall include the payments made from the fund for labor costs for Utility Department employees (direct costs, benefits and indirect costs), insurance, taxes, fuel, repairs, vehicle purchases, ~~employee vehicle use~~, outside consultants, computers, software, equipment, tools, vector services, and other items required to properly provide the services described in this Agreement, as well as any legal services and accounting services related to employees of the Utility Department or services provided by the Utility Department to the Systems pursuant to this Agreement. Budgeted expenses for the fiscal year ending March 31, ~~2017-2022~~ are listed in **Exhibit 6**.

### **Section 5.2 - Calculation of Labor and Equipment Compensation**

The parties agree that for the fiscal year ~~20162021-20172022~~, the operational costs for the Systems shall be allocated based on the ~~20162021/17-22~~ allocation percentages presented in



**Exhibit 7.** Beginning on April 1, ~~2017~~2021, and in each subsequent year, the allocation percentage calculation shall be based on the formula presented in **Exhibit 7**. In ~~November~~ January of each year, the Utilities Staff will re-evaluate the System allocations based on changes in the number of customers, piping, pump stations, consolidation of systems, as illustrated in the formula. The Utilities Staff will then present the revised allocation to the governing boards of the Systems in January or February of each year and such revised allocation shall be considered for approval by the governing board of each System prior to the end of ~~January~~ February of each year. The governing boards of the System shall use their best efforts to approve any proposed revised allocation, shall promptly state the basis for any rejection of any such allocation, and shall bargain in good faith to ensure that a fair allocation is agreed upon no later than February 1st of each year. In the event that the revised allocation is not approved by the governing board of each System as set forth above, then the then current allocation shall remain in effect for the fiscal year beginning on the following April 1. Set forth in **Exhibit 8** is a calendar illustrating the timing for the determination of the DPW's annual budget and annual allocation of costs to the Systems.

### **Section 5.3 - Base Payment for Services**

The- Utility Department shall invoice the Systems monthly for services provided by the approved allocation percentage of the annual DPW Fund Budget, minus the fixed billing revenue. **Exhibit 6** documents how fiscal year ~~2016~~2021-~~2017~~2022 will be invoiced. Each subsequent year shall be invoiced in a similar manner. All such invoices for services shall be paid within 45 days after the invoice has been sent.

### **Section 5.4 - Surpluses and Shortfalls**

As the annual monthly payments are based on the total anticipated expenses of the DPW Fund Budget, surpluses and deficits may result at the end of the budget year for things such as employee departure, insurance adjustments, fuel prices, mechanical failures, utility service interruption or acts of nature. This adjustment will occur in August of each calendar year of this Agreement following completion of the annual audit of the DPW Fund. Surpluses or deficits will be adjusted back to each System based on the allocation percentage unless one or more Systems causes a substantial or disproportionate change in the DPW Fund Budget, in which case such System shall bear the resulting change in cost. An example of an event that might cause a disproportionate change includes, but is not limited to, serious mechanical failures of a system, power outages, system failures, or acts of God (lightning, fire, flood, etc) that cause the- Utility Department to incur significant additional cost to keep such system operational.

### **Section 5.5 - Annual Budget Adjustment**

Based on the allocation percentages described above, annual budget adjustments will be presented to the System's governing boards in February for each effective year of this Agreement. The Utility Department will make reasonable attempts to maintain and reduce operational costs for the Systems. Comments will be received from the System's governing boards, and a final budget will be presented in March of each year. Set forth in **Exhibit 8** is a calendar illustrating the timing for the determination of the annual budget for the DPW Fund.

## **Section 5.6 - Additional Payments by the Governing Boards**

The parties acknowledge that the governing boards of the Systems shall each pay directly for services and products not covered by this Agreement including: utilities (gas, electric, and ~~phone~~other utilities), chemicals, repair parts, outside contractor services, licenses fees and permits, laboratory testing, MXU radio read units and SCADA systems, and specialized tools and supplies for each system. Additionally, specialized tools and materials required for the operation of a specific System will be the responsibility of that respective System.

## **Section 5.7 - Procedures for the DPW Providing Services to Additional Systems**

During the term of this Agreement, the- Utility Department may be requested to provide services to additional utility systems or governing bodies. Providing services to additional systems may result in improved operation, efficiency, and cost savings for the residents served by the Systems. As a result, the following procedures will be utilized to evaluate requests by third parties to receive utility services from the- Utility Department:

### **Section 5.7.1 - Notification of Request**

The Utility Staff shall provide notice to each party to this Agreement of a request from an outside party to have the- Utility Department provide utility services to such outside party.

### **Section 5.7.2 - Preliminary Staffing and Financial Assessment**

Following the request notification, the Utilities Staff shall perform a preliminary evaluation of the potential staffing and financial impacts to the existing DPW Fund Budget. If improved operation and cost savings for the existing DPW Fund are not projected with the preliminary evaluation, then utility services will not be provided to the outside party.

### **Section 5.7.3 - Approval by Governing Boards**

A preliminary staffing and financial evaluation that projects improved operation and cost savings will be presented to each governing board of the Systems. Prior to providing such utility services to the requesting third party, the governing board of each System will need to approve by resolution the services that will be performed, the costs that will be charged to such third party and the manner in which the staff and legal costs associated with providing utility services to such third party will be paid. Additionally, the governing board of each System will also be required to approve any revision to the DPW Fund Budget that exceeds by 5% the then current DPW Fund Budget and any revisions to the allocation of costs provided by Section 5.2 of this Agreement.

### **Section 5.7.4 - Billing Only Duties**

Should the services requested by the third party consist only of performing billing duties that do not significantly impact staffing levels or costs, the Utilities Staff can perform such billing duties without the staffing and financial assessment described above.

## Section 5.8 – Reserve Funds

### Section 5.8.1 – Fund Balance

The target fund balance in the DPW Fund at the end of each fiscal year during the Term of this Agreement shall be \$~~6075~~,000 following the annual audit of the DPW Fund, with the exception of the vehicle reserve fund, which shall be maintained as described in Section 5.8.2. To the extent that the DPW Fund has a balance of more than \$~~7075~~,000 following the annual audit of the DPW Fund, then the amount exceeding \$~~7075~~,000 shall be returned to the parties hereto based on the same allocations on which such funds were paid to the DPW Fund. In the event that the DPW Fund balance falls below \$~~3050~~,000 at the end of any fiscal year following the annual audit of the DPW Fund, the Township may adjust the budget for the following year to replenish the DPW Fund Budget to the target fund amount. ~~For fiscal year 2016-2017 and thereafter, the fund balance in the DPW Fund Budget shall have a target amount of 3.0% of the total budgeted revenue for the then current Township DPW Fund Budget.~~

### Section 5.8.2 – Vehicle Reserve Fund

As part of the DPW Budget, the Township shall maintain a segregated DPW vehicle reserve fund. This fund shall be used for replacement of the vehicle fleet as the fleet ages and repair costs and safety concerns warrant replacement of the vehicles. For fiscal year ~~2016~~2021-2017-2022 and thereafter, the fund balance in the vehicle reserve fund shall not exceed \$~~250~~150,000.

## ARTICLE VI - TERM AND TERMINATION

### Section 6.1 - Term

This Agreement began on April 1, 2011-2016 (the “Commencement Date”) and the initial term ran through March 31, 2016~~2021~~. The parties hereby renew this Agreement for an additional five (5) year term which term shall expire on March 31, ~~2021~~2026. Thereafter, this Agreement will automatically renew for successive five (5) year terms each, unless written notice of termination is provided by a party to this Agreement to the other parties not more than 180 days and not less than 90 days prior to the end of the then current term. In such event this Agreement shall only terminate as to the terminating party(ies) provided that the remaining parties can agree on an amended budget under Section 5.1 above and new allocation percentages under Section 5.2 above. In the event that a party elects to terminate this Agreement without cause, and that party creates employment positions (or third party contractor positions) to operate its Systems, that party shall provide first preference for any such positions to any Utilities Staff that are, or will be, displaced (or laid off) as a result of that party's election to terminate. In the event that any Utilities Staff are laid off as a result of a party terminating this Agreement without cause and said Utilities Staff are not hired by the terminating party, then the terminating party shall, on a quarterly basis, reimburse the Township for all unemployment costs incurred by the Township as a result of said layoff(s) for a period of one (1) year from the effective date of said termination.

## **Section 6.2 - Events of Default and Remedies**

The failure of any party to comply with any material term of this Agreement shall constitute a default. Upon default by a party, the complaining party shall send written Notice of Default to the defaulting party with a copy to the other parties. Such notice shall clearly specify the nature of the default and provide the defaulting party sixty (60) days to cure the default. If the default is capable of being cured within sixty (60) days, but is not cured within the sixty (60) days, the Agreement shall, at the option of the non-defaulting party(ies), terminate at midnight of the sixtieth (60<sup>th</sup>) day following receipt of the Notice of Default. In the case of default that cannot be cured within sixty (60) days, the Agreement shall not terminate so long as the defaulting party has given written notice of the extension to the other parties and the defaulting party has commenced and is diligently pursuing a remedy, provided, however, that if the defaulting party has failed to give notice or failed to commence or pursue a remedy, the termination of this Agreement as to the defaulting party shall be at the option of the non-defaulting party(ies). Evidence of such remedy and its diligent pursuit shall be provided from the party determined to be in default to the satisfaction of the non-defaulting party(ies), and in any event such extension may not extend for more than one hundred eighty (180) days. Any termination under this paragraph shall only be effective as to the defaulting party and this Agreement shall remain in full force and effect as to the non-defaulting parties, provided that the non-defaulting parties can agree on an amended budget under Section 5.1 above and new allocation percentages under Section 5.2 above.

In the event of the termination of this Agreement under the terms outlined above, the defaulting party shall pay the Township for the services provided and invoiced up to the effective date of termination. Payment shall be made within thirty (30) days of the date of termination. Additionally, the non-breaching party or parties shall retain and may pursue all other remedies that may be available under applicable law.

## **Section 6.3 - Additional Option to Terminate as a Result of the Annual DPW Fund Budget**

In addition to the other termination options under this Agreement, the parties to this Agreement shall have the right to terminate this Agreement in the event that the annual budget presented by the Utility Department in March of each year, pursuant to Section 5.5 of this Agreement, exceeds by more than 10% the DPW Fund Budget for the then current fiscal year. Any modifications previously approved by the governing boards of the Systems (including, but not limited to, modifications approved under Sections 3.4, 3.5 and 5.7.3 of this Agreement) shall be excluded from the calculation of whether the 10% threshold has been exceeded. In order for a party to terminate this Agreement pursuant to this Section, such party must provide written notice to the other parties to this Agreement no later than April 15 following the presentation of the annual budget and in such case, the then current DPW Fund Budget shall remain in place and this Agreement shall terminate on the following June 30.



## **ARTICLE VII - INSURANCE**

### **Section 7.1 - Insurance Provided by Genoa Township**

The Township shall provide and maintain the following levels of insurance coverage at all times during the term of this Agreement:

- (1) General Liability and Vehicle Liability Insurance with a combined single limit in the amount of \$5,000,000.
- (2) Worker's Compensation Insurance in compliance with the laws of the State of Michigan, covering Township employees engaged in the performance of services, to the required statutory amount.
- (3) Sewer Backup Coverage in the amount of \$250,000.

### **Section 7.2 - MHOG Insurance**

MHOG shall provide and maintain the following levels of insurance coverage at all times during the term of this Agreement:

- (1) General Liability Insurance with a combined single limit in the amount of \$5,000,000.
- (2) Property insurance in amounts sufficient to cover real property owned by MHOG.

### **Section 7.3 - G-O Insurance**

G-O shall provide and maintain the following levels of insurance coverage at all times during the term of this Agreement:

- (1) General Liability Insurance with a combined single limit in the amount of \$5,000,000.
- (2) Property insurance in amounts sufficient to cover real property owned by G-O.
- (3) Sewer Backup Coverage in the amount of \$250,000.

## **ARTICLE VIII - DISPUTE RESOLUTION**

### **Section 8.1 - Appointment of Panel**

The parties agree that any and all claims, controversies or actions arising out of the terms, provisions or subject matter of this Agreement shall be referred to a panel (the "Panel") consisting of three (3) representatives (the "Representatives"). The ~~Utilities~~-Utility Staff shall appoint one representative to the Panel, the governing bodies of the Systems shall collectively appoint one representative to the Panel and the two representatives shall mutually agree on a

third representative for the Panel. Such appointments shall be made by the parties within fifteen (15) days of written notice of a dispute or claim.

### **Section 8.2 - Additional Remedies and Arbitration**

Notwithstanding the provisions of Section 8.1, if the claim or dispute is not resolved by the good faith negotiations of the Representatives within sixty (60) days of appointment, any of the parties to this Agreement, subject to the following, may seek any remedies available at law and/or in equity to resolve the dispute. Additionally, the parties to this Agreement may, if they mutually agree in writing, submit any claims, disputes or other matters in question arising out of or relating to this Agreement or breach thereof to arbitration in accordance with the Arbitration Rules of the American Arbitration Association currently in effect, or such other rules of arbitration to which they may mutually agree. The arbitration shall be conducted in a location selected by mutual agreement of the parties. The costs of the arbitrator shall be shared equally by the parties. Each party shall be responsible for the costs of its own legal counsel, witnesses and documents it submits to the arbitrator. The arbitrator shall have no authority to change any provision of this Agreement, and the arbitrator's sole authority shall be to interpret or apply the provisions of this Agreement in accordance with the laws of the State of Michigan. If the parties mutually agree to settle a claim, dispute or other matters in question between them by arbitration, the award rendered by the arbitrator(s) shall be final and judgment may be entered upon it in accordance with the applicable law and any court having jurisdiction thereof. Any and all awards shall be in writing and shall give the arbitrator's supporting reasons for the award. It is expressly understood and agreed that any agreement to submit a particular claim, dispute or matter to arbitration shall apply only to that claim, dispute or matter and shall not be binding upon any other claims, disputes or matters which may arise between the parties.

### **Section 8.3 - Covenant to Continue Work**

During resolution of any dispute under this Article, the Township and the System's governing boards shall each continue to perform their respective obligations under this Agreement without interruption or delay.

## **ARTICLE IX - MISCELLANEOUS**

### **Section 9.1 - Assignment**

This Agreement is binding on the parties hereto, and their permitted successors and assigns. The parties agree not to transfer or assign their respective interests in this Agreement without the written consent of the other parties hereto.

### **Section 9.2 - Choice of Law and Forum**

This Agreement shall be subject to and governed by the laws of the State of Michigan. The parties agree that the venue for the bringing of any legal or equitable action under this Agreement shall be established in accordance with the statutes of the State of Michigan and/or Michigan Court Rules. In the event that any action is brought under this Agreement in Federal Court, the venue for such action shall be the Federal Judicial District of Michigan, Eastern District, Southern Division.

**Section 9.3 - Entire Agreement**

This Agreement and the attached exhibits represent the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior representations, negotiations or agreements whether written or oral.

**Section 9.4 - Notices**

All notices shall be in writing and shall be deemed given when mailed by first class mail or delivered in person. Notices to be given to Genoa Charter Township will be addressed to:

Genoa Charter Township  
2911 Dorr Road  
Brighton, MI 48116  
Attention: Supervisor

Notices to be given to MHOG will be addressed to:

MHOG Sewer and Water Authority  
1577 N. Latson Road  
Howell, MI 48843  
Attention: Secretary

Notices to be Genoa-Oceola will be addressed to:

Genoa-Oceola Sewer and Water Authority  
2911 Dorr Road  
Brighton, MI 48116  
Attention: Secretary

**Section 9.5 - Severability**

Should any part of this Agreement for any reason be declared invalid or void, such declaration will not affect the remaining parts of this Agreement, which will remain in full force and effect as if the Agreement had been executed with the invalid portion eliminated.

**Section 9.6 - Amendment or Modification of Agreement**

No change in or modification, termination or discharge of this Agreement, in any form whatsoever, shall be valid or enforceable unless it is in writing and signed by the party to be charged therewith or its duly Authorized Representative.

**Section 9.7 - Third Party Beneficiaries**

Except as expressly provided herein, this Agreement does not create, and is not intended to create, by implication or otherwise, any direct or indirect obligation, duty, promise, benefit, or any other right in favor of any person other than the parties.

**Section 9.8 - Counterparts**

This Agreement may be executed in several counterparts each of which shall be deemed one and the same agreement. It shall be binding upon and inure the benefit of the parties to it and their respective successors and assigns.

**Section 9.9 - Required Taxes, Insurances, Fees and Documents**

The Township agrees that it will operate legally and pay all federal, state, local, social security, Medicare and unemployment taxes, liability and workers' compensation insurance premiums, and license or permit fees necessary to conduct business.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed and delivered, by their respective duly authorized officers, all as the day and year first above written.

MARION, HOWELL, OCEOLA AND GENOA  
SEWER AND WATER AUTHORITY

Date: \_\_\_\_\_

By: ~~William J. Bamber~~ Bob Hanvey  
~~Secretary~~ Chairman

GENOA-OCEOLA SEWER AND WATER  
AUTHORITY

Date: \_\_\_\_\_

By: ~~Lance Schuhmacher~~ William J. Bamber  
~~Secretary~~ Chairman

GENOA CHARTER TOWNSHIP

Date: \_\_\_\_\_

By: ~~Gary McCrie~~ Bill Rogers  
Its: Supervisor

~~Approved as to form for the Marion, Howell, Ocoola and Genoa Sewer and Water Authority and for the Genoa-Ocoola Sewer and Water Authority by Jim Kiefer of Dykema on February 10, 2016.~~

~~Approved as to form for Genoa Charter Township by Frank Mancuso of Mancuso & Cameron, PC on February 10, 2016.~~

## Exhibit 1

### Utility Department Support Services Division Statement of Duties

The Utility Department Support Services Division (SSD) shall perform such duties and responsibilities as directed from time to time by the System Boards. The following duties and responsibilities shall be performed by the SSD Staff, unless otherwise directed by the System Board:

Attend all System Board and Committee meetings. Currently the MHOG and GO Boards meet once per month and the Oak Pointe and Lake Edgewood ~~committee's meet~~ systems are reviewed as necessary.

Approve chemical and supply orders from the plant and facilities operator.

Approve all invoices associated with operation of the System and allocate the expense to the appropriate line item within the System O&M Fund or the DPW Fund.

Oversee compliance of the DPW Operation and Maintenance Staff with the contract conditions (i.e. assure fire hydrants are pumped out on time, perform spot inspections, upkeep of plant maintenance, pump stations are checked in).

Oversee compliance of the Meter Service, Reading, Billing, and Receipting Staff with the contract conditions (ie. Meters maintained and read, bills sent out).

Bid subcontracted maintenance items such as lawn mowing and make recommendations to the System Board or Committee.

Make recommendations to the System Board(s) or Committee(s) considering capital improvements required to meet demand or flow conditions within the System or to provide improved monitoring, pressure modifications, or improved reliability and/or redundancy.

Make recommendations to the System Board(s) or Committee(s) regarding proposed capital improvements proposed by developers and townships.

Work with the accountant and consulting engineer on capital improvement plans.

Serve as a liaison between the System and the MDEQ Michigan Department of Environment Great Lakes and Energy (EGLE). Address regulatory inquiries, inspections, violations and compliance.

Provide the System Board or Committee with staff recommendations on consulting engineering

proposals.

Serve as a liaison with the public and press in the event of a system failure, water main break, sanitary sewer overflow, etc. Complete correspondence with the [MDEQ-EGLE](#) for system failure events as necessary.

Provide a status report at the System Board or Committee Meetings.

Provide annual estimated budget expenses for each line item in the System's Operation and Maintenance Fund.

Oversee the operation of the Systems.

Hire operations personnel as necessary to complete the services outlined in **Exhibits 2 and 3**.

Oversee the general welfare of the Systems.

Coordinate and oversee the review of construction plans prepared by consulting engineers.

Review reports and plans prepared by consulting engineers and make recommendations to the System Board or Committee.

Recommend annual maintenance activities to the System Boards and Committees.

Oversee the submittal of construction plans to [the MDEQ-EGLE](#) for permits.

Oversee the maintenance of electronic copies of conforming to construction record drawings.

Maintain and update ~~truck books~~ [GIS System](#) for the DPW showing the System's distribution and collection lines, including water hydrants and valves and sanitary sewer structures.

Oversee the maintenance of an up to date model of the MHOG water distribution system.

Provide recommendations to the System Board(s) or Committee(s) on distribution system or collection system improvements.

Oversee the development of a system wide database and management of the system data, including conforming to construction record drawings, water system production and distribution data, sanitary system treatment and collection system data, and customers connected to the Systems.

Host, Maintain, and Update the MHOG.org website with customer information for the MHOG ~~system~~ [System](#), Genoa-Oceola System, and Genoa Township Systems.

Serve as a host for maintenance tracking software to document inventory, work orders, and system components.

Oversee new development so that it is constructed in conformance with the approved Design Standards and Connection Manual.

Host and maintain a GIS database of utility system components.

Serve as a liason with the public, press, and media.



## **Exhibit 2a**

### **Water Division Statement of Duties**

#### **Overview**

The duties described are of a professional nature and shall be performed in accordance with the degree of skill and care ordinarily exercised by member of the Operator's Profession. Qualified, and where required, certified staff shall be provided.

#### **Plant Operation**

Operate the Water Treatment Plant in conformance with State Laws and Regulations including but not limited to:

- Staffing to meet production demand
- Maintenance of equipment including routine cleaning and lubrication
- Equipment Inspections and Adjustments
- Laboratory Analysis and Testing
- Data management and record keeping
- Preparation and prompt delivery of all applicable and required filings including monthly MRO Reports, NPDES Reports, Consumer Confidence Report, & Backflow and Cross Connection Reports to regulatory agencies and consumers as required by law
- Maintenance of wells and well houses including recommended preventative maintenance and emergency power service
- Maintenance of controls and instrumentation
- Coordination of Lime residual removal
- Maintain Buildings and Grounds including:
  - Recommending necessary painting projects to Authority Board
  - Bidding and hiring of lawn and snow removal services
  - Coordinating waste disposal services
- Performing other duties as necessary to maintain quality service

#### **Distribution System**

Operate the Water Distribution System in conformance with State Laws and Regulations including but not limited to:

Maintenance of water towers including altitude valves, emergency communication, temperature and level sensors, cathodic protection, periodic paint and coating inspections, and recommendations for painting and maintenance projects.

Utilize the computer and SCADA monitoring system and coordinate repairs as necessary.

Maintenance of pressure reducing valves including checking operation, verify operation and coordination of repairs.

Maintenance of Fire Hydrants including annual flushing, repairs as necessary, painting as necessary, and tracking in a GIS System.

Coordinate the repair of valve boxes, curb stops, and valves as necessary.

Performing and/or coordinating emergency repairs of water distribution components and lines

Conducting regulatory and public notifications, advisories, and recommended course of actions regarding interruption in service or boil water notices.

Conduct record management and maintenance of treatment and flow data.

Record management of work orders for meter service and customer repairs.

Coordinate with local and state agencies on right-of-way projects impacting the water Systems, including protection, relocation, and interruption of service.

Perform MISS DIG services

Performing other duties as necessary to maintain quality service

Staff will ensure permits remain in effect and will address regulatory inquiries, inspections, and violations.

Administrative and operations staff will serve as Authority liaisons with the public, presenting a professional image of the Authority. Administrative staff will address public concerns regarding employee presentation and service.

Staff will perform its best effort with regard security of the facilities by locking facilities, utilizing alarm systems, tracking of keys, and tracking facility access by outside personnel. Staff will also make recommendations to the Governing Board regarding the implementation of security improvements.

Staff will make every effort to reduce energy usage in the facilities through use of energy saving devices and utilization of energy best management practices.

Staff serving the system will be encouraged to obtain training and obtain certifications to improve operational knowledge which will result in improved service to customers.

A 24 hour 1-800 emergency call center will be provided to answer customer and system after hour emergencies and dispatch of on-call personnel.

## **Exhibit 2b**

### **Utilities Staff Waste Water Division Statement of Duties**

#### **Overview**

The duties described are of a professional nature and shall be performed in accordance with the degree of skill and care ordinarily exercised by member of the Operator's Profession. Qualified, and where required, certified staff shall be provided.

#### **Plant Operation**

Operate the Wastewater Treatment Plant in conformance with State Laws and Regulations including but not limited to:

- Staffing to meet daily treatment demand
- Maintenance of equipment including routine cleaning and lubrication
- Equipment Inspections and Adjustments
- Laboratory Analysis and Testing
- Data management and record keeping
- Preparation and prompt delivery of all applicable and required filings including monthly MRO Reports, CMR Reports, DMR Reports to regulatory agencies as required by law
- Maintenance of controls and instrumentation
- Coordination of Biosolids residual removal
- Maintain Buildings and Grounds including:
  - Recommending necessary painting projects to Authority Board
  - Bidding and hiring of lawn and snow removal services
  - Coordinating waste disposal services
- Performing other duties as necessary to maintain quality service

#### **Collection System**

Operate the Wastewater Collections System in conformance with State Laws and Regulations including but not limited to:

Maintenance of pump stations including grinder pumps.

Maintenance and repair of air release valves.

Repair of valve boxes, curb stops, and valves as necessary. Performing and/or coordinating emergency repairs of wastewater collection components and lines

Conducting regulatory and public notifications, advisories, and SSO Events

Conduct record management and maintenance of treatment and flow data.

Record management of work orders for grinder and other repairs.

Coordinate with local and state agencies on right-of-way projects impacting Utilities including protection, relocation, and interruption of service.

Coordinate annual sewer cleaning activities

Perform MISS DIG services

Performing other duties as necessary to maintain quality service

### **Miscellaneous Services**

Staff will ensure permits remain in effect and will address regulatory inquiries, inspections, and violations.

Administrative and operations staff will serve as Authority liaisons with the public, presenting a professional image of the Authority. Administrative staff will address public concerns regarding employee presentation and service.

Staff will perform its best effort with regard security of the facilities by locking facilities, utilizing alarm systems, tracking of keys, and tracking facility access by outside personnel. Staff will also make recommendations to the Governing Board regarding the implementation of security improvements.

Staff will make every effort to reduce energy usage in the facilities through use of energy saving devices and utilization of energy best management practices.

Staff serving the system will be encouraged to obtain training and obtain certifications to improve operational knowledge which will result in improved service to customers.

A 24 hour 1-800 emergency call center will be provided to answer customer and system after hour emergencies and dispatch of on-call personnel.

## **Exhibit 3**

### **Meter Service, Reading, Billing and Receipting Services Under Support Services Division Statement of Duties**

#### **Meter Installation - Permanent**

Receive and File Meter Sales Forms

- Schedule with Customers Order and Pick-up of Specialty Meters (>1-inch)

Maintain inventory of meters

Schedule appointments with customers for meter installations

Perform Meter Installs

- Obtain Backflow Certificate

- Install Meter and Reading Device

- GPS Location for Vehicle Based Reading Unit

- Complete Work Order with Meter and Head Numbers for Input into Billing Software

Utilize Work Order to Set-Up a New Customer Account or Update for Irrigation Install

- For commercial account, select hazard classification and add to Hydrocorp Inc. list for Backflow and Cross Connection Inspection

- Input GPS Points

- Input Backflow Control Device for residential and irrigation accounts

- File Installation Paperwork

- Locating curb stops for builders and homeowners.

#### **Meter Installation – Seasonal**

Schedule Spring Installation for Water Only Seasonal Irrigation or Recreational Meters (~50 Meters Total)

- Send out notification letters to each account

- Require backflow device test during installation

Install meters at scheduled times

- Turn on water services

- Test radio read device

- Obtain Backflow Certificate

Schedule Fall Removal for Water Only Seasonal Irrigation or Recreational Meters (~50 Meters Total)

- Send out notification letters to each account of winterization responsibilities

- Remove meters

- Obtain final reads on each account

- Shut down water services

## **Meter Reading & Billing**

R-Type MXU accounts are loaded into vehicle based reading route

M-Type MXU accounts are loaded into handheld reading unit and /or future vehicle based unit

Radio reads are obtained in the field

Audit of non-reads by MXU units are added to manual read accounts

Each non-read manual is visited to obtain a read

Non reads are added to repair list and letters are sent to customer requesting appointments.

Each read is audited by:

- Verifying of account information

- Each read is compared to previous quarter

- Contact made with each customer with read outside normal range, accounts are noted when a homeowner is gone during the winter months.

- Research reads that show no usage.

- Identify if there is a leak. If leak is found, determine if sewer or water only.

- Adjust accounts as necessary

- Identify Repairs and Perform Site Visits, including but not limited to:

- Assisting Homeowners with identifying leaks

- Change out of meter heads

- Researching as to why a home or business may not have irrigation usage over summer. (Irrigation System may have bypass installed).

Following of Audit, meter reads are posted to accounts

Following posting of accounts, bills are printed

Printed bills are separated and sorted for post office

Bills are placed in batches for apartment complexes, condos, etc... to save on postage

Postage is calculated, and payment and delivery of bills is made to post office.

Copy of Howell Township's meter reads are forwarded to Howell Township along with all supporting documents.

## **Post Meter Reading and Billing**

As referenced above, between billing cycles:

- Non-reads are scheduled for maintenance which may include:

- Installation of an external MXU

- Re-wiring from reading unit to meter

- Change out of faulty or clogged meter

- Change out of meter head

- Frequently, the above task require preparation of mailings to customers to obtain home access

- Record any account or equipment changes in Billing Software.

- Transfer of Delinquent balances to Place on Tax Rolls

Handling of All Bankruptcy Accounts which includes:

Chapter 7 – If is debt discharged balances are written off

Chapter 13 – Balance that is owed at time of filling is transferred to an additional account with payments being applied from Trustee only.

All bankruptcy amounts must be broken down into water and sewer dollars.

Obtaining Final Reads and Preparation Final Bills from Property Sales

Final bills are printed once a month, however, the majority of final bills are faxed directly to the title company that is holding escrow, this is done daily.

Answering of customer account changes and complaints, questions on bills and scheduling of inspections for leaks.

Provide assistance to customers accessing & making Payments using MHOG's on-line bill paying web site by taking verbal Credit or Debit card payments from customers over the Phone.

### **Miscellaneous Services**

Tracking and service shut-off of foreclosures

Cross Connection Program and Consumer Confidence Reports

Software Upgrades & Annual Maintenance & Software Support Fees

Response to Township request for usage history

Preparation of billing reports for commercial account audits

Preparing Billing Summaries & Account Receivable Reports by District & Township

Entering any adjustments on customer accounts, example: NSF Checks, removing payment.

Keeping track of all meters installed for each subdivision or complex. Any meters not installed yet are checked to make sure lot is still vacant.

Maintaining list of all paid and unpaid meter packages, always checked before meter package is installed in new home.

### **Bill Collection**

#### Opening mail

- Matching check to payment stub
- No stub included – look up information and write ticket
- From closing companies - looking up to make sure new owner is set up on system

#### Posting payments

#### Balancing posting

- Add checks and cash to balance to posting amount
- Write out deposit ticket
- Run posting reports
- Commit batch after balancing

- Put reports into Utility Receipts binders

### Deposit to bank

### Customer relations

- Taking payments over the counter
- Taking phone calls from customer
- Solving problems for customers
- Collect NSF's

### Payments on line

- Retrieve via Email from Billing Software total amount submitted the day before
- Run posting reports
- Next day verify monies in bank match on line payment total
- Commit batch
- Put reports into Utility Receipts binders

### Delinquents to Tax Rolls

- Work with Billing Specialist to transfer delinquents to tax rolls
- Special handling of paid delinquents from Sept – Nov
- Disburse delinquent amounts paid to individual townships so they can mark their tax roll accordingly

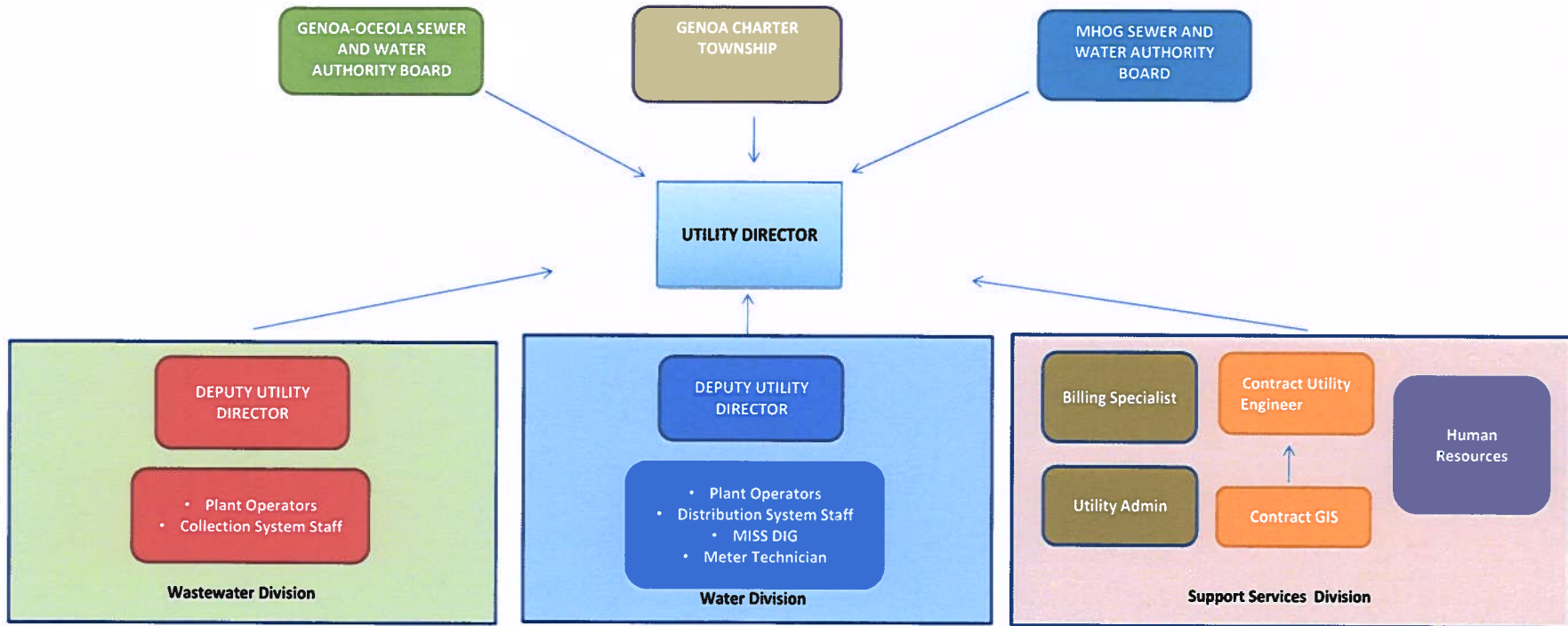
### Balancing Account and Distributing Funds

- Make Excel Sheets from G/L Distribution Daily Reports, to give breakdown of sewer & water by district
- Using spreadsheet enter Deposit totals into Quick Books
- Enter any fees (Merchant Fees) etc
- Do Journal Entries - Non Sufficient Fund's (NSF's)
  - adjustments to statement
- Any refunds made on finals throughout the month
- Do checks for distribution
- Once Chart of Account Balances, print and distribute checks to each district
- Reconcile Account for the month

Close communication is required between the persons billing (finals), receipting (NSF's) and balancing throughout the month to insure balancing at the end of the month.



**Exhibit 4  
MHOG Utility Department  
Organizational Structure**



## Exhibit 5

### Vehicle, Supply, and Material Levels

#### Vehicles

A total minimum of ~~20~~24 vehicles will be provided to service the systems. Specialized vehicles will include:

One Ton Crane Truck - (1)

Plow Truck - (2)

Truck with 80 Gallon Fuel Tank and Transfer Pump - (~~1~~2)

Vacuum Extraction Van (Grinder Van) – (1)

Vactor Truck – (1)

F-750 (or Equivalent) Crane Truck (1)

#### Supplies and Materials

Safety equipment including:

- Confined space entrance equipment including gas detectors,
- Individual PPE
- Traffic safety vests
- Eye protection
- Other job specific safety requirements

Paper and Office supplies

Computers and Software

Uniform Shirts

Meter Reading Equipment

Billing Software

GIS Software

Map Work Order Management System (LucityCentral Square<sup>®</sup> Software)

E-mail for Staff

Mobile Phone Systems

MISS DIG Accounts and Marking Equipment

MHOG Website

ACCOUNT#	ACCOUNT DESCRIPTION	ACTUAL FOR 9 MONTHS ENDING 12/31/2020	ORIGINAL BUDGET FOR YEAR ENDING 3/31/2021	AMENDED BUDGET FOR YEAR ENDING 3/31/2021	PROPOSED BUDGET FOR YEAR ENDING 3/31/2022	NOTES
<b>REVENUES</b>						
000-400-000	FEES - EXCLUDING OPER LABOR					
000-402-000	MARION SEWER (BILLING ONLY)	16,691	21,000	22,255	22,500	Additional Customers with Development
000-404-000	LAKE EDGEWOOD WATER (BILLING ONLY)	3,079	4,150	4,105	4,150	Hold
000-405-000	PINE CREEK WATER/SEWER (BILLING ONLY)	7,206	14,000	9,608	-	Pine Creek Billing to City of Brighton
	<b>SUBTOTAL - FEES EXCLUDING OPER LABOR</b>	<b>26,976</b>	<b>39,150</b>	<b>35,968</b>	<b>26,650</b>	<b>-31.93%</b>
000-410-000	FEES - INCLUDING OPER LABOR					
000-410-999	OAK POINTE WATER	178,157	237,543	237,543	238,200	
000-411-000	OAK POINTE SEWER	209,022	278,696	278,696	280,919	
000-412-000	MHOG WATER	888,050	1,184,067	1,184,067	1,241,561	
000-413-000	LAKE EDGEWOOD SEWER	107,441	143,255	143,255	145,732	
000-415-000	GENOA/OCEOLA SEWER	570,806	761,074	761,075	797,605	
	<b>SUBTOTAL - FEES INCLUDING OPER LABOR</b>	<b>1,953,476</b>	<b>2,604,635</b>	<b>2,604,635</b>	<b>2,704,017</b>	<b>3.82%</b>
000-418-000	VACTOR TRUCK					
000-418-001	OAK POINTE WATER	1,097	1,604	1,463	1,604	
000-418-002	OAK POINTE SEWER	9,952	14,546	13,269	14,546	
000-418-003	MHOG WATER	9,016	13,178	12,021	13,178	
000-418-004	LAKE EDGEWOOD SEWER	2,880	4,209	3,840	4,209	
000-418-005	GENOA/OCEOLA SEWER	20,418	29,844	27,225	29,844	
000-418-006	HOWELL TOWNSHIP	1,424	2,082	1,424	2,082	
	<b>SUBTOTAL - VACTOR TRUCK REVENUE</b>	<b>44,787</b>	<b>65,462</b>	<b>59,241</b>	<b>65,462</b>	<b>0.00%</b>
000-420-000	OTHER INCOME	1,004	5,000	1,000	5,000	
000-431-000	CONSTRUCTION FEES	2,543	20,000	30,000	8,000	
000-664-000	INTEREST INCOME	-	50	50	50	
000-419-000	HOWELL TOWNSHIP	19,561	15,000	24,000	20,000	
	<b>SUBTOTAL - OTHER INCOME</b>	<b>23,108</b>	<b>40,050</b>	<b>55,050</b>	<b>33,050</b>	<b>-17.48%</b>
	<b>TOTAL REVENUE</b>	<b>2,048,347</b>	<b>2,749,297</b>	<b>2,754,894</b>	<b>2,829,179</b>	<b>2.91%</b>
<b>EXPENDITURES</b>						
600-750-500	ACCOUNTING					
600-750-501	AUDIT SERVICES	4,500	7,000	7,000	3,000	Reduce to just the audit
600-750-502	ACCOUNTING SERVICES	-	-	-	6,000	Add accounting firm, more frequent B to A reports, segregation of duties
	<b>TOTAL ACCOUNTING EXPENSES</b>	<b>4,500</b>	<b>7,000</b>	<b>7,000</b>	<b>9,000</b>	<b>28.57%</b>
601-700-600	AUTO/TRUCK EXPENSES					
601-700-602	FUEL	29,825	37,000	39,767	41,738	Increase due to larger fleet, larger vehicles in the fleet, higher fuel prices
601-700-603	LOAN PAYBACK	33,750	45,000	45,000	40,000	Reduce, pay of vehicle loan in FYE 2023
601-700-604	ROUTINE MAINTENANCE	17,923	35,000	23,897	25,831	Newer vehicles, antipated tires and major repairs
601-700-605	DUCTIBLE/BODY DAMAGE REPAIR	500	2,000	-	2,000	Hold for next fiscal year
601-700-606	AUTO INSURANCE	12,750	16,990	17,000	20,048	About \$865 per year for vehicle insurance
601-700-607	VEHICLE PURCHASES	-	-	48,693	-	Purchase Replacement 2011 Crane Truck in FY 2021
	<b>TOTAL AUTO/TRUCK EXPENSES</b>	<b>94,748</b>	<b>135,990</b>	<b>174,357</b>	<b>129,617</b>	<b>-4.69%</b>
602-700-620	ADMINISTRATIVE EXPENSES					
602-700-621	RECEIPTING	24,394	32,525	32,525	32,525	Hold
602-700-622	OFFICE RENT & SUPPLY	19,252	25,670	25,669	25,670	Hold
	<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>43,646</b>	<b>58,195</b>	<b>58,195</b>	<b>58,195</b>	<b>0.00%</b>
603-700-630	COMPUTER/SW EXPENSES					
603-700-631	COMPUTER HARDWARE EXPENSES	5,584	2,000	6,000	1,000	New Monitor
603-700-632	COMPUTER SOFTWARE EXPENSES	-	2,200	-	10,000	Team Viewer and New Microsoft Licenses
603-700-653	AIR CARDS/JETPACKS	5,884	7,000	7,845	7,000	Wireless for Rounds Check Ins
	<b>TOTAL COMPUTER/SW EXPENSES</b>	<b>11,468</b>	<b>11,200</b>	<b>13,845</b>	<b>18,000</b>	<b>60.71%</b>
604-700-640	PROFESSIONAL DEVELOPMENT					
604-700-641	EMPLOYEE	4,182	13,125	5,576	12,600	Not all employees use their allowance
604-700-642	INTERNAL TRAINING	1,631	4,000	2,175	4,000	First Aid, CPR and Internet Safety Training
	<b>TOTAL PROFESSIONAL DEVELOPMENT</b>	<b>5,813</b>	<b>17,125</b>	<b>7,751</b>	<b>16,600</b>	<b>-3.07%</b>
606-700-660	CONTINGENCY	-	-	-	-	Simple Place Holder
608-700-680	EMPLOYER'S PAYROLL TAXES	87,246	112,655	116,328	118,075	Boost Slightly for Next Year based on Pay Increases <b>4.81%</b>
609-700-690	GIS					
609-700-692	ANNUAL LUCITY DUES	11,250	11,250	11,250	11,250	Keep the Same
609-700-693	ARC GIS ON-LINE LICENSES	-	9,600	9,600	9,600	Keep the Same
609-700-694	ROUTINE GIS MAINTENANCE	11,910	29,000	15,880	20,000	Less new items to input, less new development in FY 2022
609-700-697	HARDWARE (TABLETS)	-	1,500	500	1,500	May need to replace a few tablets this year
	<b>TOTAL GIS</b>	<b>23,160</b>	<b>51,350</b>	<b>37,230</b>	<b>42,350</b>	<b>-17.53%</b>
612-700-700	INSURANCE					
612-700-701	BC/BS MICHIGAN	187,491	282,767	249,988	308,801	Increase for next year based on percent increase
612-700-702	EHIM	47,266	82,233	63,021	82,233	Based on Percent Used This Year, hold for next year
612-700-706	WELLNESS PROGRAM	2,386	9,510	3,181	7,260	Many people turning in at end of year, next year based on 75% usage
612-700-703	LIFE/DISABILITY	10,090	11,681	13,453	11,681	Reduced due to changing companies
612-700-704	WORKERS COMPENSATION	27,348	39,982	36,464	30,772	Based on Audit and Exposure and Current Industry Rates
612-700-705	PROPERTY/LIABILITY INSURANCE	38,863	28,970	38,863	38,918	Based on This Years Expense
612-700-706	DENTAL INSURANCE	20,683	27,211	27,577	27,211	Hold
	<b>TOTAL INSURANCE</b>	<b>334,127</b>	<b>482,354</b>	<b>432,548</b>	<b>506,876</b>	<b>5.08%</b>
613-700-730	LEGAL FEES	-	1,500	-	1,500	Advice on employee issues
615-700-730	CREDIT CARD FEES	15,836	15,000	21,115	23,000	Increase Based on Customer Usage
616-700-740	EMPLOYEE RECRUITING					
616-700-741	ADVERTISING	-	1,000	2,200	1,000	Hold for next year
616-700-742	BACKGROUND CHECK	-	500	200	500	Hold for next year



**DRAFT GENOA TOWNSHIP - DPW FUND #503**  
**ORIGINAL BUDGET FOR THE YEAR ENDING 3/31/21**  
**COMPARED TO ACTUAL FOR 9 MONTHS ENDING 12/31/20**  
**PROPOSED AMMENDED BUDGET FY 2021**  
**PROPOSED BUDGET FY 2022**

ACCOUNT#	ACCOUNT DESCRIPTION	ACTUAL FOR 9 MONTHS ENDING 12/31/2020	ORIGINAL BUDGET FOR YEAR ENDING 3/31/2021	AMENDED BUDGET FOR YEAR ENDING 3/31/2021	PROPOSED BUDGET FOR YEAR ENDING 3/31/2022	NOTES
616-700-743	PRE-EMPLOYMENT PHYSICALS/DRUG SCREEN	30	1,000	300	1,000	Increase slightly for next year, depends on retainage
616-700-744	CDL PHYSICALS AND DRUG TESTING	570	650	760	650	Have one operator by April to take physical
	<b>TOTAL EMPLOYEE RECRUITING</b>	<b>600</b>	<b>3,150</b>	<b>3,460</b>	<b>3,150</b>	0.00%
617-700-751	OFFICE EXPENSES					
617-700-752	FURNITURE/CAPITAL	-	5,000	-	-	No Expenses Projected
617-700-753	SUPPLIES	1,841	7,500	2,455	3,500	Using less bills, don't anticipate large supply purchase
617-700-754	POSTAGE & SHIPPING	5,794	12,000	7,725	10,000	More E-bills, less postage
	<b>TOTAL OFFICE</b>	<b>7,635</b>	<b>24,500</b>	<b>10,180</b>	<b>13,500</b>	<b>-44.90%</b>
618-700-770	OTHER EXPENSES	-	-	-	-	
630-700-800	SALARIES					
627-700-790	RETIREMENT	109,069	145,382	145,425	148,131	Increase slightly for next year due to employee raises
630-700-801	STRAIGHT TIME	991,622	1,325,000	1,322,163	1,389,123	Incl. Longevity and Personal/Vacation payout, summer engineering intern
630-700-806	OVERTIME	78,138	123,420	104,184	112,806	Reduced based on 2020 Time
630-700-810	CONTRACT ENGINEER	43,718	72,384	58,291	79,040	Updated, based on Tt Proposal
	<b>TOTAL SALARIES</b>	<b>1,222,547</b>	<b>1,666,186</b>	<b>1,630,063</b>	<b>1,729,099</b>	<b>3.78%</b>
640-700-820	SUPPLIES & TOOLS	3,478	3,500	4,637	1,500	Reduce, meter tools and supplies stocked
651-700-830	TELEPHONE					
651-700-832	ANSWERING SERVICE	2,026	4,000	2,701	3,500	Reduced Based on Call Outs
651-700-833	CELL PHONE ALLOWANCE	17,182	21,930	22,909	23,460	Cost of Cell Phone Reimbursement
651-700-834	CELL PHONES	1,413	2,000	1,884	2,000	Hold
651-700-836	CUSTOMER LINE	607	550	809	550	Based on actual customer calls
	<b>TOTAL TELEPHONE</b>	<b>21,228</b>	<b>28,480</b>	<b>28,304</b>	<b>29,510</b>	<b>3.62%</b>
699-700-861	TRANSFERS TO EQUIPMENT RESERVES	30,000	40,000	40,000	40,000	Hold for next year
699-700-862	TRANSFERS TO PERSONNEL RESERVES	750	1,000	1,000	1,000	Hold for next year
705-700-870	UNIFORMS & PROTECTIVE CLOTHING					
705-700-871	UNIFORMS	8,891	6,500	9,000	8,625	MHOG Logo Clothing
705-700-872	PANT/BOOT ALLOWANCE/SAFETY CLOTH	6,980	18,150	9,307	13,850	Safety Clothing
	<b>TOTAL UNIFORMS &amp; PROTECTIVE CLOTH.</b>	<b>15,871</b>	<b>24,650</b>	<b>18,307</b>	<b>22,475</b>	<b>-8.82%</b>
706-700-875	VACTOR TRUCK					
706-700-876	VT - FUEL	2,003	4,000	2,671	3,500	Increase, higher fuel prices in FY 2021
706-700-877	VT - EQUIPMENT/TOOLS	796	1,000	1,061	1,000	Replacement hose, hydro-tips, etc.
706-700-878	VT - ANNUAL LOAN PAYMENT	38,221	50,962	50,961	50,962	Purchased, June 2016, amount each year
706-700-879	VT - REPAIRS	3,767	7,500	5,023	10,000	Annual maintenance
	<b>TOTAL VACTOR TRUCK</b>	<b>44,787</b>	<b>63,462</b>	<b>59,716</b>	<b>65,462</b>	<b>3.15%</b>
	<b>TOTAL EXPENDITURES</b>	<b>1,967,440</b>	<b>2,747,297</b>	<b>2,664,035</b>	<b>2,828,909</b>	<b>2.97%</b>
	CHANGE IN FUND BALANCE	80,907	2,000	90,858	270	
	BEGINNING FUND BALANCE	212,548	212,548	62,001	75,000	
	REFUNDS TO W/S DISTRICTS	(152,547)	(152,547)	(77,859)	-	
	ENDING FUND BALANCE	140,908	62,001	75,000	75,271	
		12/30/2020	3/31/2021	3/31/2021	3/31/22	

**Exhibit 7**  
**FY 2022 System Labor Equipment Percentage Calculation**  
**DRAFT - PROPOSED**

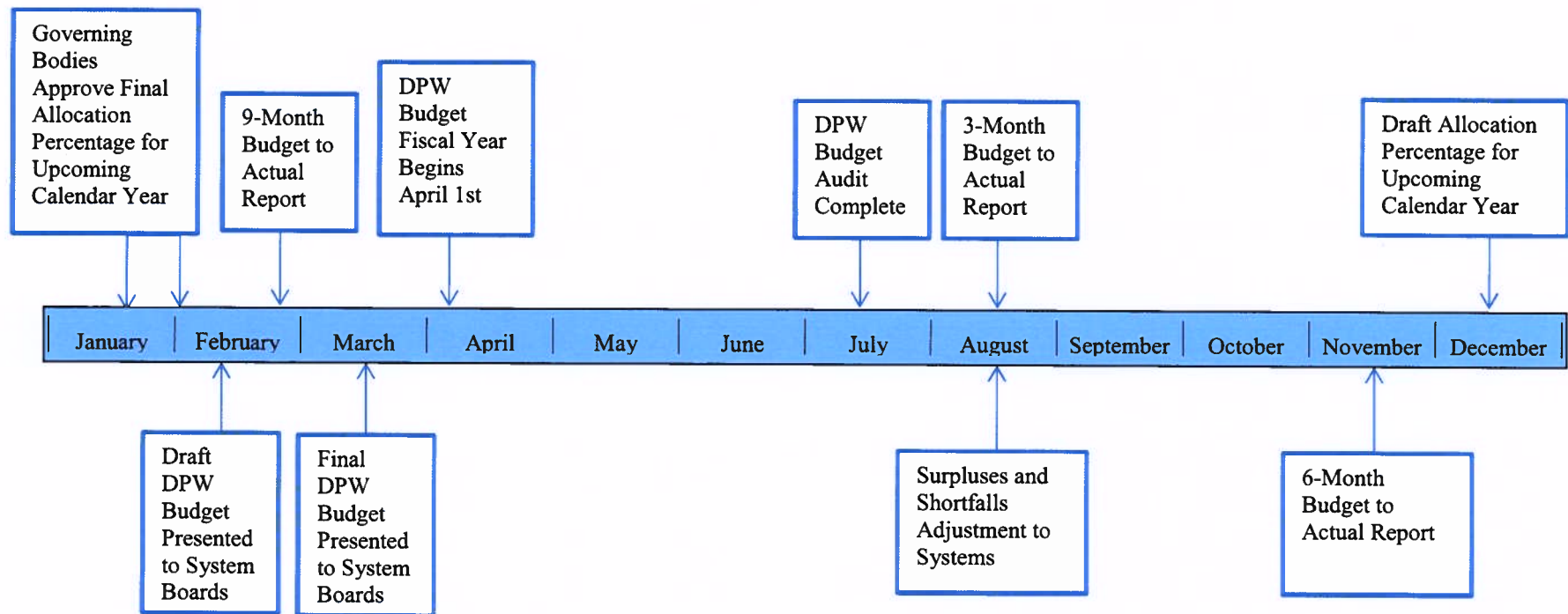
System	Billed Connections	%	Mile of Pipe	%	Avg. Daily Flow (2020)	%	Storage / Pump Station with Daily Checks	%	Full Time Staff Equivalents to Operate	%	Annual Budget	%	Grinder Pumps or Hydrants	%	Total Avg.
MHOG	5,829	43.22%	143.42	49.42%	1,784,000	50.00%	8	38.28%	8	32.00%	\$2,814,425	40.38%	1,638	68.14%	45.92%
Genoa-Oceola	4,841	35.89%	92.35	31.83%	1,333,000	37.36%	6.9	33.01%	8	32.00%	\$2,248,811	32.26%	99	4.12%	29.50%
Oak Pointe Sewer	1,365	10.12%	27.8	9.58%	0	0.00%	2	9.57%	2.5	10.00%	\$1,067,501	15.32%	436	18.14%	10.39%
Oak Pointe Water	937	6.95%	15.43	5.32%	326,000	9.14%	3	14.35%	3.3	13.20%	\$468,050	6.71%	144	5.99%	8.81%
Lake Edgewood	515	3.82%	11.18	3.85%	125,000	3.50%	1	4.78%	3.2	12.80%	\$371,452	5.33%	87	3.62%	5.39%
<b>Total</b>	<b>13,487</b>	<b>100.00%</b>	<b>290.18</b>	<b>100.00%</b>	<b>3,568,000</b>	<b>100.00%</b>	<b>20.9</b>	<b>100.00%</b>	<b>25</b>	<b>100.00%</b>	<b>\$6,970,239</b>	<b>100.00%</b>	<b>2,404</b>	<b>100.00%</b>	<b>100.00%</b>

System	Existing Allocation %	Proposed Percentage	Difference
MHOG	45.57%	45.92%	0.35%
Genoa-Oceola	29.24%	29.50%	0.26%
Oak Pointe Sewer	10.77%	10.39%	-0.38%
Oak Pointe Water	9.04%	8.81%	-0.23%
Lake Edgewood	5.38%	5.39%	0.01%

Note: Maintain Current Staff Level at End of FY 2022

# Exhibit 8

## Annual Budget Timeline Requirements





# MEMO

**TO:** Honorable Members of the Genoa Charter Township Board  
**FROM:** Greg Tatara, Utility Director  
**DATE:** February 24, 2021  
**RE:** Lake Edgewood Sewer, Oak Pointe Water, and Oak Pointe Sanitary Sewer Budget and Rate 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 Water System, and the Oak Pointe Sanitary Sewer 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 2021 Budget, the proposed FY 2022 Operating Budget, utility rate change recommendations, and historic financial summary tables.

## **Lake Edgewood Sewer System**

Presented in *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 surplus of \$6,640. Through 9-months, we are pleased to report that our revenues have exceeded expenditures by \$47,423. The largest expenses to Lake Edgewood this year have been labor, plant equipment repairs and maintenance, and utilities as shown in *Attachment 1B*. Utilizing our 9-month to actual data, we have developed an amended budget that results in a planned surplus of \$52,111 for the year. This includes higher than projected costs for plant equipment repairs and maintenance, sewer line repairs and maintenance, and insurance. This year we completed upgrading the plant SCADA system to include a new PLC as well as direct radio, rather than cell phone transmission, to our main headquarters at the Genoa-Oceola WWTP.

Presented in *Attachment 1C* is a rate, flow, and financial summary for the Lake Edgewood Sewer System. 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 8 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. We are recommending a 2% rate increase to Lake Edgewood Sewer Customers for



FY 2022. In FY 2022, we plan to perform plant upgrades including installation of new actuators, cleaning of SBR1 and installing new diffuser sleeves on the air headers, repair to one of the blowers at the plant, and installation of a new pump in the drain pump station. With many of these expenses being one time, we are comfortable for next year budgeting a small loss and using the fund balance to cover these expenses.

### **Oak Pointe Water System**

Presented as *Attachment 2A* 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 \$1,114. Through 9-months our revenues have exceeded expenditures by \$60,599. With expenses planned for the final quarter of this fiscal year, we are anticipating a small surplus of \$2,346 for the fiscal year ending March 31, 2021. A summary of where expenditures occurred for the FY 2021 Fiscal Year are presented in *Attachment 2B*.

For FY 2022, we are requesting a 1.3% rate adjustment to metered water customers. Regarding the line items in FY2022 budget; labor and equipment was increased based on the DPW Budget projection, and the approved allocation percentage. Using an average production value from the past three years, we are projecting that usage will be slightly higher than 2021, and we are projecting a surplus of \$12,790 with the small rate increase, although this is highly demand dependent based on the weather we receive this summer.

Presented in *Attachment 2C* is a rate, flow, and financial summary for the Oak Pointe Water System from 2001 until present day. 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.

### **Oak Pointe Sewer System**

Presented as *Attachment 3A* is the budget summary sheet for the Oak Pointe Sewer System. This is the sixth year we are operating the system following the conversion of the Oak Pointe Wastewater Plant to an equalization pump station to transport flows to the Genoa – Ocoola WWTP.

We budgeted a small deficit this year for the Oak Pointe Sewer System, and through 9 months, expenses are exceeding our budget projections with an operating deficit of \$17,584. Unfortunately, this year, we are projected to end the year with a loss of \$47,476, primarily due to increases in repair and maintenance costs on grinder pumps and sewer lines. This year, cleaning and televising 19,000 feet of gravity sewer lines that are now over 30 years old has greatly impacted our costs. Further, next year we will have a number of repairs to separated joints and other items discovered in the survey. In addition, we had a number of breaks and leaks to repair with fittings failing on some older grinder cans where they connect to the low pressure force mains. A copy of the summary of expenses is presented in *Attachment 3B*.



Due to the Bond Refinancing, for FY 2022, we are lowering the based rate for the debt service charge by \$10 per quarter for both metered and flat rate customers. However, we are proposing to increase the metered sewer rate from \$6.25/1,000 gallons to \$6.75/1,000, an 8% increase. For an average customer who uses 20,000 gallons per quarter, this will result in a \$10 per quarter increase. Therefore, with the decrease in the debt charge, metered customers will essentially see no net increase. For flat rate customers, they also will only see a net zero increase due to the lowering of the debt service charge. The only net increase residents will see is to the quarterly grinder pump rate, which will increase \$5 per quarter (\$50/Quarter) in keeping with our goal to eventually cover the true cost of grinder pump, which we estimate at \$60 per quarter per grinder pump.

Presented in *Attachment 3C* is a rate, flow, and financial summary for the Oak Pointe Sewer System.

### Capital Improvements

For the Oak Pointe System, we have completed many capital improvements over the past several years for both the water and wastewater systems. Currently, we have approximately \$840,000 remaining in our reserve funds. With two projects already approved, the WTP valve replacements and lining of the equalization tanks on the wastewater side, we plan to perform a couple of more improvements prior to the end of this fiscal year. In the near future, we are looking at replacing the standby power generator at the water treatment plant. The current generator was purchased used in 2005 and is a portable diesel generator converted to a in place standby generator. We are looking to upgrade to possibly a natural gas fueled standby generator to improve reliability of standby power at the WTP, as the current generator is becoming expensive to maintain and is also burning coolant during operation. Presented in *Attachment 4* is summary of the in progress and proposed capital improvement projects relative to the reserve funds.

### 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 2021 and approve the FY 2022 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 Sewer metered charges from \$6.82/1,000 gallons to \$6.95/1,000 gallons and the flat rate sewer charge from \$133.90/quarter to \$136/quarter.

Moved by \_\_\_\_\_, supported by \_\_\_\_\_ to increase the Oak Pointe metered water charges from \$3.90/1,000 gallons to \$3.95/1,000 gallons.

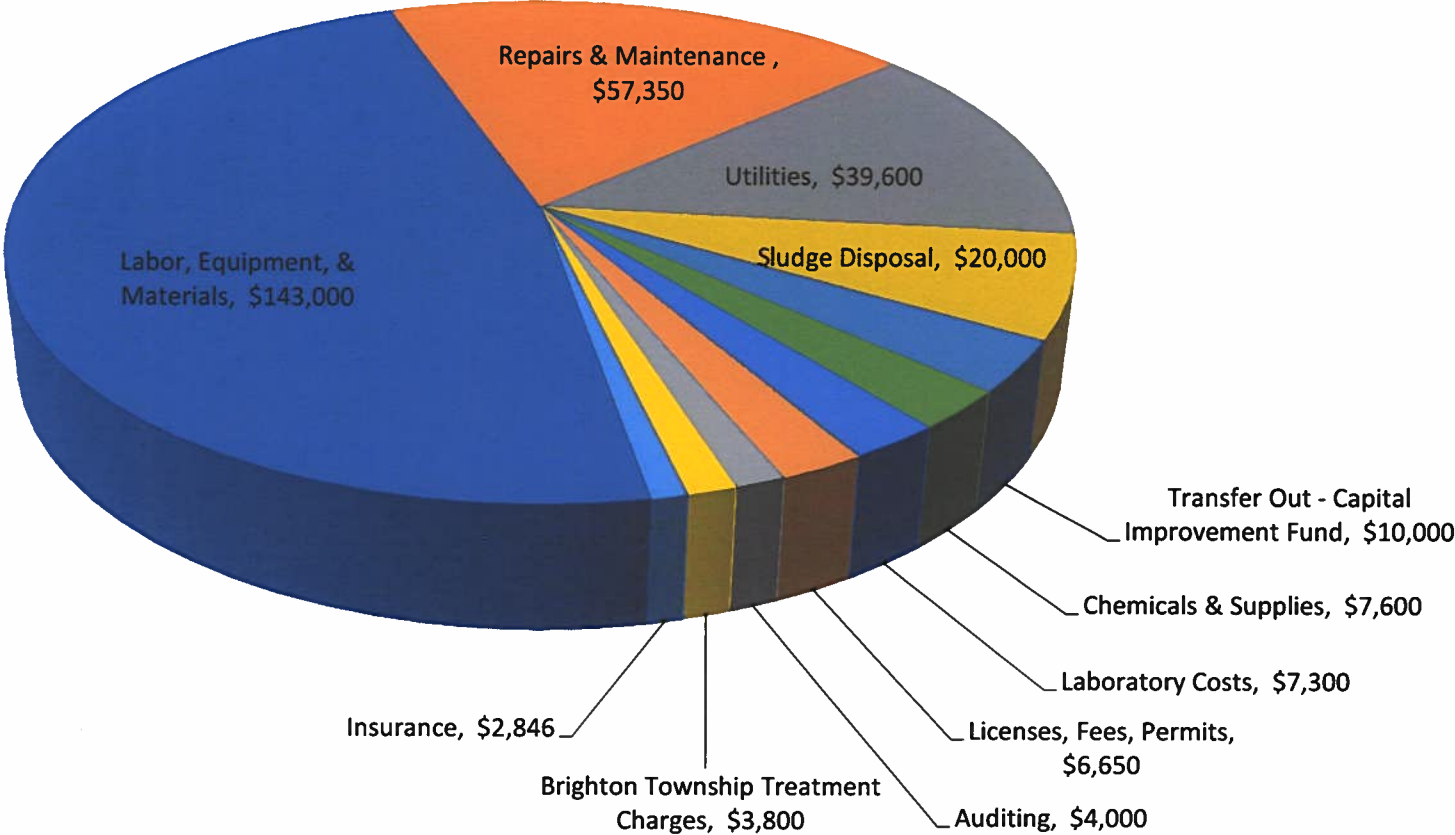
Moved by \_\_\_\_\_, supported by \_\_\_\_\_ to decrease the Base Oak Pointe Sewer Debt Metered charge from \$64/quarter to \$54/quarter, and to decrease the flat rate debt sewer charge from \$76/quarter to \$66 quarter, per REU.

Moved by \_\_\_\_\_, supported by \_\_\_\_\_ to increase the Oak Pointe Sewer Metered charge from 6.25/1,000 gallons to \$6.75/1,000 gallons; to increase the flat rate sewer charge from \$95/quarter for Operations and Maintenance to \$105/quarter, and to increase the Grinder Pump Maintenance and Replacement Charge from \$45/quarter to \$50/Quarter, for a total charge of \$155/quarter.

**CHARTER TOWNSHIP OF GENOA**  
**LAKE EDGEWOOD SEWER SYSTEM**  
**1 YEAR BUDGET ENDING 3/31/21 COMPARED**  
**TO ACTUAL FOR 9 MONTHS ENDING 12/31/20**  
**Budget Worksheet Amended 3-31-21**  
**Budget Worksheet Original 3-31-22**

ACCT #	DESCRIPTION	SEWER BUDGET FOR THE YEAR ENDING 3/31/21	SEWER ACTUAL FOR THE 9 MONTHS ENDING 12/31/2020	VARIANCE	SEWER PROPOSED REVISIONS FOR YEAR ENDING 3/31/21	SEWER PROPOSED AMOUNTS FOR YEAR ENDING 3/31/22	NOTES
<b>REVENUES</b>							
000-400-002	Billings - operations	372,592	250,180	(122,412)	340,830	357,927	Increase metered from \$6.82 to \$6.95/1,000 gallons; Increase flats from \$133.90 to \$136/qtr.
000-407-002	Contributions - other	-	-	-	-	-	
000-420-002	Income - other	500	5,220	4,720	5,220	500	Estimate
000-499-002	Trans - in DPW # 503	5,000	8,207	3,207	8,207	5,000	Estimate
	<b>TOTAL INCOME</b>	<b>378,092</b>	<b>263,607</b>	<b>(114,485)</b>	<b>354,257</b>	<b>363,427</b>	
<b>EXPENSES</b>							
500-600-002	Accounting/auditing	6,000	1,860	4,140	4,000	9,000	Additional accounting next year
500-609-002	Chemicals	6,500	4,167	2,333	6,000	6,500	Hold Budget for Next Year
500-627-002	Engineering - general	-	-	-	-	-	Placeholder
500-630-002	Engineering - separate projects	-	-	-	-	-	Placeholder
500-639-002	Insurance	2,500	2,846	(346)	2,846	3,000	Lake Edgewood Portion of Genoa Insurance
500-642-002	Labor, Equipment, & Materials	143,000	107,441	35,559	143,000	146,000	Next year's portion of DPW Budget
500-648-002	Laboratory costs	8,000	5,445	2,555	7,300	8,000	Outside analytical for Nitrate, Nitrite, sodium and chloride
500-654-002	Legal fees	500	-	500	-	500	Hold
500-657-002	Licenses, Fees, Permits	6,650	-	6,650	6,650	6,650	Annual State of Michigan groundwater permit discharge fee
500-660-002	Miss Dig	750	-	750	-	750	LE Year to Pay in 2022
500-663-002	Office expenses	500	80	420	100	500	Hold
500-669-002	Refunds & adjustments	100	-	100	-	-	Placeholder
500-673-002	R & M - Building	1,000	182	818	250	1,000	Hold
500-675-002	R & M - Grounds	500	-	500	-	500	Landscaping around pump stations, gravel, etc
500-676-002	R & M - Scada Web Maint. & Cell	39,000	2,926	36,074	6,500	6,500	SCADA for plant, plus KISM for lift stations
500-677-002	R & M - Plant equipment	15,000	20,983	(5,983)	25,000	60,000	New Aerator Sleeves, Actuators, Recycle Pump, Blower Repair
500-678-002	R & M - Grinder pumps	7,800	2,823	4,977	5,000	7,500	Repair of LE grinders, reimburse OP for parts and labor
500-679-002	R & M - Lines	2,500	3,464	(964)	3,500	3,500	Leaking Grinder Line repair in Hidden Ponds, MH's
500-681-002	R & M - Pump stations	25,000	2,161	22,839	5,000	25,000	May need a new pump in FY 22
500-682-002	R & M - Snowplowing/mowing	5,000	3,557	1,443	3,600	3,600	Cost to mow plant in summer
500-684-002	R & M - Generators	7,500	5,981	1,519	6,000	7,500	Maintenance of Generators
500-686-002	R & M - Sewer line cleaning	2,500	-	2,500	2,500	2,500	LE Portion of Grinder Pump
500-687-002	R & M - Other	1	-	1	-	-	None
500-688-002	R & M - Backups	1	-	1	-	-	None
500-690-002	Sludge disposal	30,000	12,869	17,131	20,000	25,000	Hartland Septic for Hauling and Reimburse G-O for processing and disposal
500-696-002	Tools & supplies	750	-	750	-	500	Reduce
500-698-002	Tools & supplies - all systems	3,000	847	2,153	1,500	1,500	Lake Edgewood Portion of Common Tools or Purchases on Account
500-700-002	Trans out - Capital Impr. Repl. Reserve	10,000	7,500	2,500	10,000	10,000	Build up reserves
500-702-002	Utilities - electric	40,000	26,432	13,568	36,000	38,000	Lake Edgewood Electrical, primarily blowers for SBR
500-703-002	Utilities - water	100	65	35	100	100	MHOG Water
500-704-002	Utilities - gas	3,500	1,757	1,743	3,500	3,500	Hold
500-707-002	Utilities - sewer BTS (Davita)	3,800	2,798	1,002	3,800	4,000	Brighton Township Rates
	<b>Total expenses</b>	<b>371,452</b>	<b>216,184</b>	<b>155,268</b>	<b>302,146</b>	<b>381,100</b>	
	<b>Net revenues/expenses</b>	<b>6,640</b>	<b>47,423</b>	<b>40,783</b>	<b>52,111</b>	<b>(17,673)</b>	
	<b>Beginning fund equity (deficit)</b>	<b>623,558</b>	<b>623,558</b>	<b>-</b>	<b>623,558</b>	<b>675,669</b>	
	<b>Ending fund equity (deficit)</b>	<b>630,198</b>	<b>670,981</b>	<b>40,783</b>	<b>675,669</b>	<b>657,996</b>	

## Lake Edgewood Sewer Expenditures by Category For the Year Ending March 31, 2021

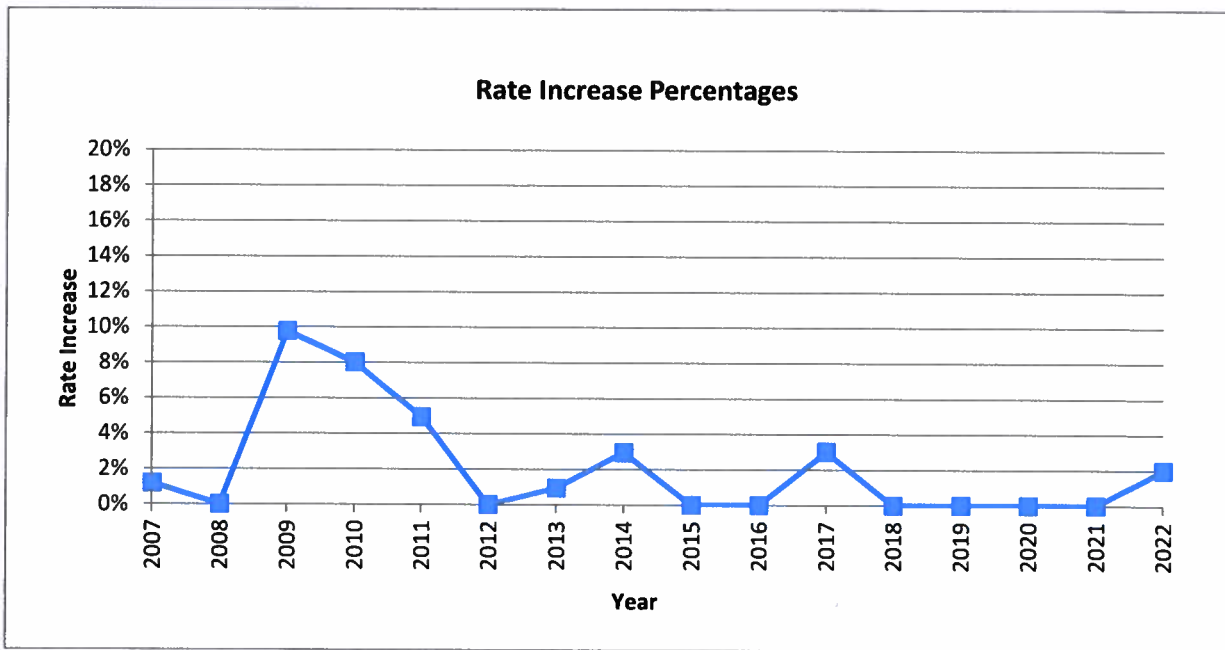
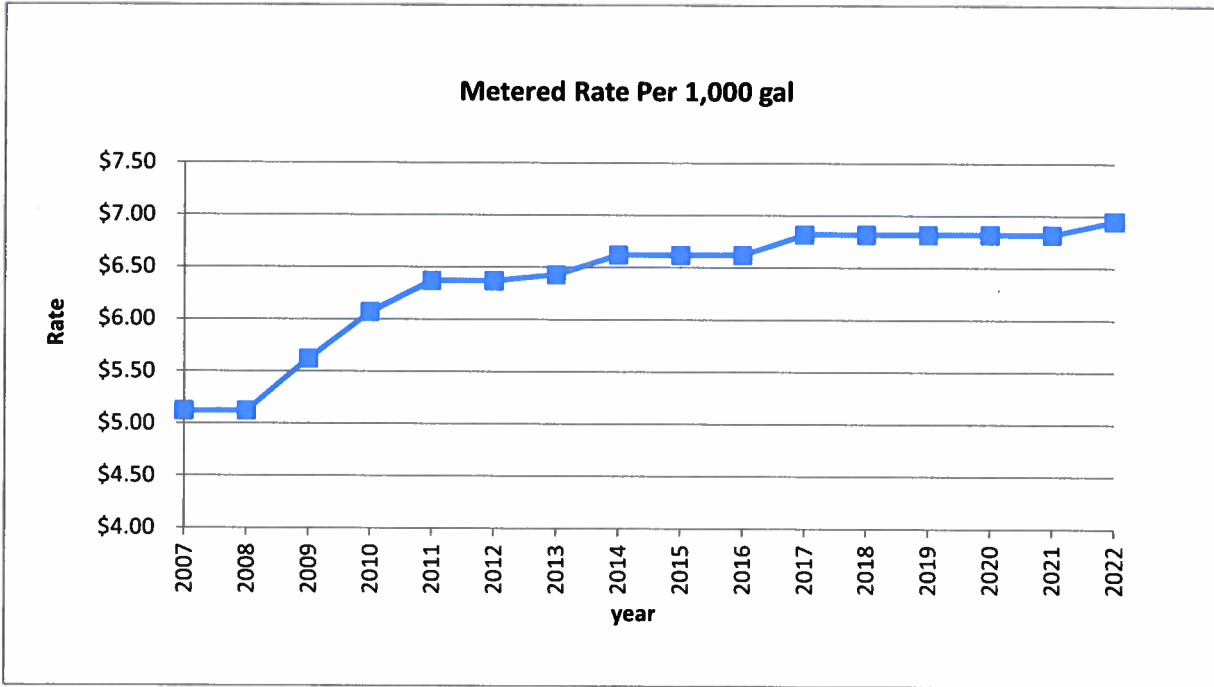


**Total Expenditures: \$302,146**

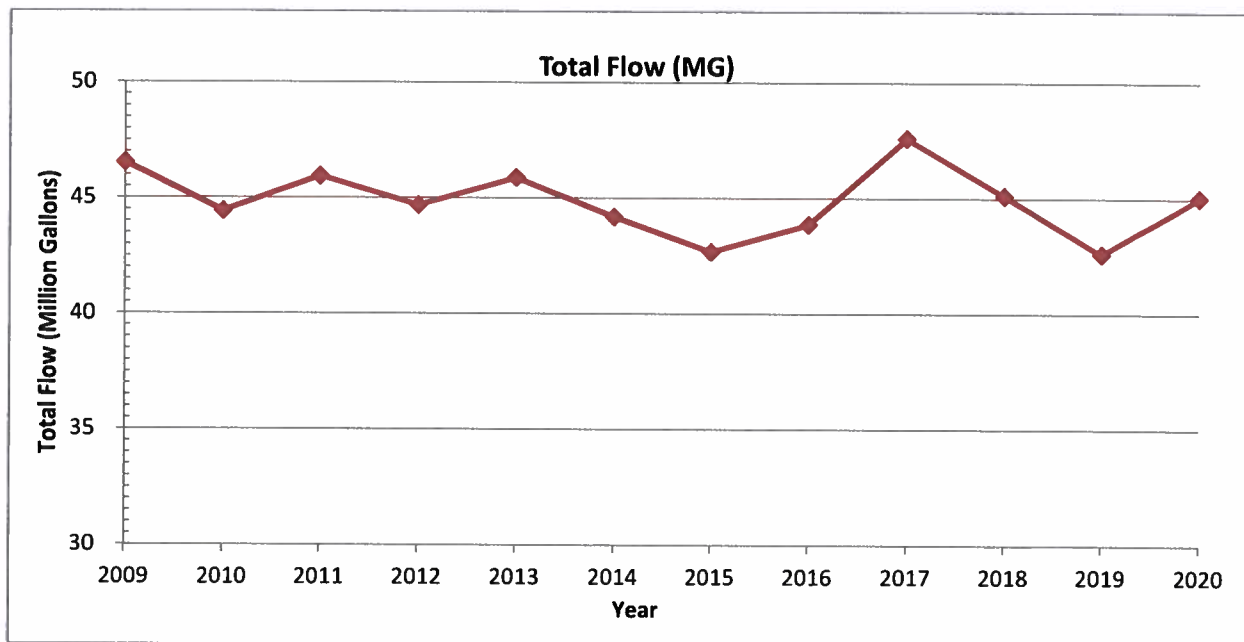
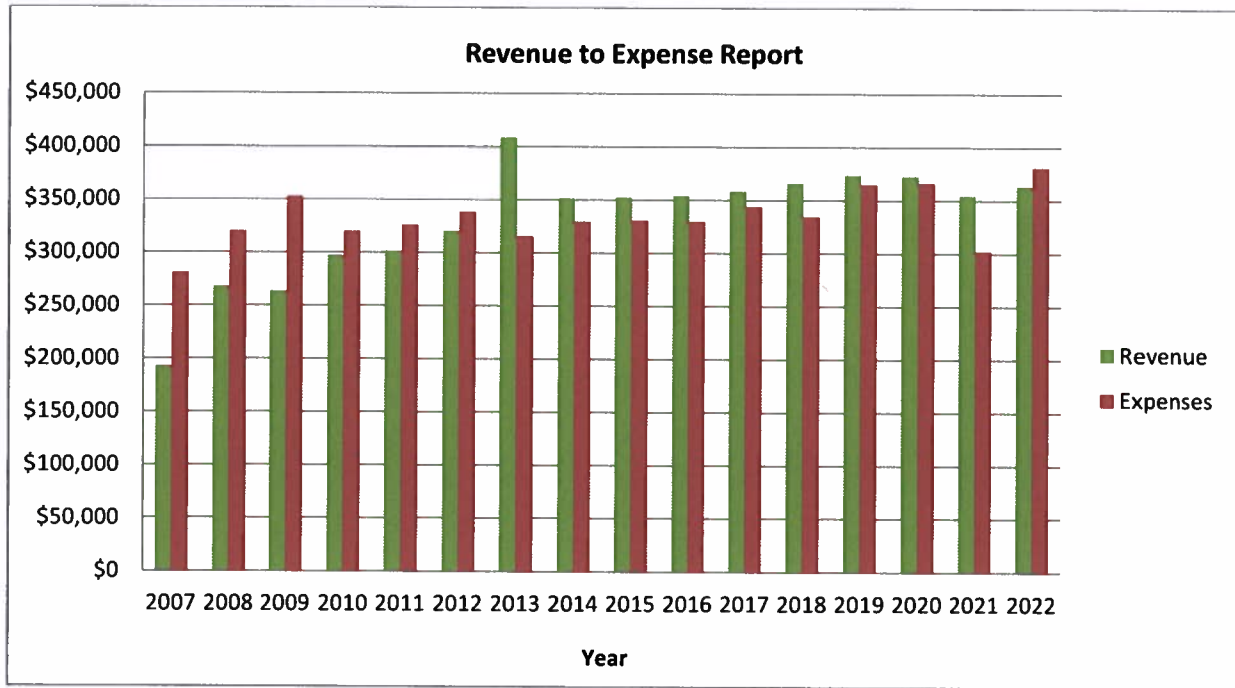
# Lake Edgewood Sewer

1C

## Rate, Flow and Financial Summary



# Lake Edgewood Sewer





## Lake Edgewood Sewer

FY Year	Revenue	Expenses
2007	\$192,979	\$280,863
2008	\$267,853	\$319,958
2009	\$263,330	\$352,917
2010	\$297,287	\$320,069
2011	\$301,461	\$326,159
2012	\$320,334	\$338,494
2013	\$408,246	\$315,550
2014	\$351,308	\$329,758
2015	\$352,209	\$330,941
2016	\$353,960	\$329,877
2017	\$358,264	\$344,101
2018	\$365,805	\$334,678
2019	\$373,527	\$365,118
2020	\$372,626	\$366,282
2021	\$354,257	\$302,146
2022	\$363,427	\$381,100

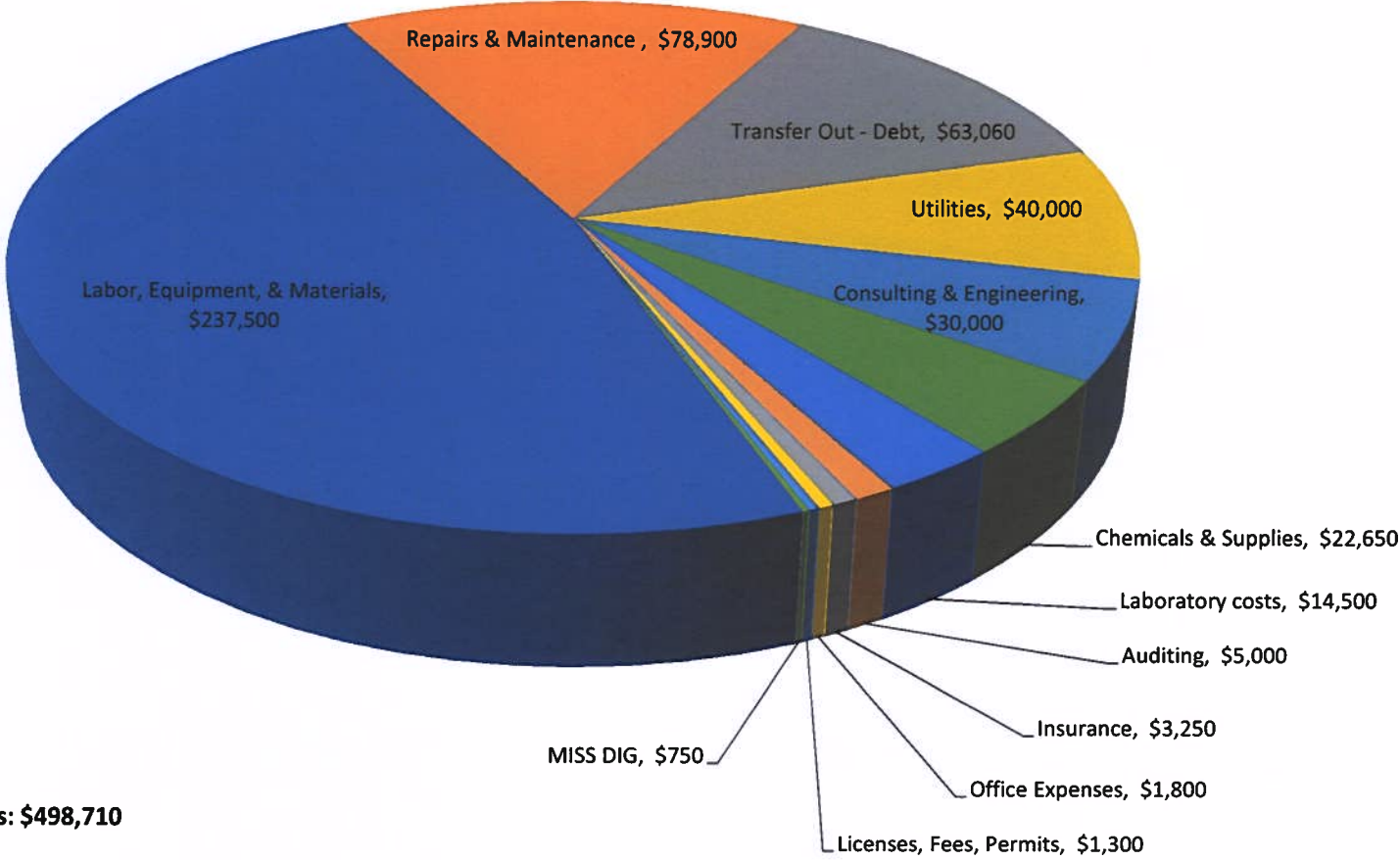
Year	Metered Rate	% Rate Increase
2001	\$5.06	
2002	\$5.06	0%
2003	\$5.06	0%
2004	\$5.06	0%
2005	\$5.06	0%
2006	\$5.06	0%
2007	\$5.12	1%
2008	\$5.12	0%
2009	\$5.62	10%
2010	\$6.07	8%
2011	\$6.37	5%
2012	\$6.37	0%
2013	\$6.43	1%
2014	\$6.62	3%
2015	\$6.62	0%
2016	\$6.62	0%
2017	\$6.82	3%
2018	\$6.82	0%
2019	\$6.82	0%
2020	\$6.82	0.00%
2021	\$6.82	0%
2022	\$6.95	2%

Year	Total Flow (MG)	% Change
2008	47.45	
2009	46.53	-2%
2010	44.43	-5%
2011	45.94	3%
2012	44.70	-3%
2013	45.88	3%
2014	44.2	-4%
2015	42.69	-3%
2016	43.87	3%
2017	47.6	9%
2018	45.13	-5%
2019	42.61	-6%
2020	45.05	6%

**CHARTER TOWNSHIP OF GENOA**  
**OAK POINTE WATER SYSTEM**  
**1 YEAR BUDGET ENDING 3/31/21 COMPARED**  
**TO ACTUAL FOR 9 MONTHS ENDING 12/31/20**  
**Budget Worksheet Amended 3-31-21**  
**Budget Worksheet Original 3-31-22**

ACCT #	DESCRIPTION	BUDGET FOR THE YEAR ENDING 3/31/21	ACTUAL FOR THE 9 MONTHS ENDING 12/31/2020	VARIANCE	PROPOSED REVISIONS FOR YEAR ENDING 3/31/2021	PROPOSED AMOUNTS FOR YEAR ENDING 3/31/2022	NOTES
<b>REVENUES</b>							
400	Billings - operations	396,604	350,648	(45,956)	394,956	409,660	Increase from \$3.90 to \$3.95 per 1,000gal; RTS remains same at \$9.97
420	Income - other	500	7,170	6,670	7,170	1,000	Estimate
423	Income - capital charge (Debt)	63,060	47,115	(15,945)	63,060	63,060	Rate remains at \$15/qtr per reu
424	Income - Cell tower rent	-	11,040	11,040	22,080	22,080	2 phone co's \$11,040 each annually
499	Trans in from DPW #503	9,000	13,790	4,790	13,790	6,000	Estimate
	<b>TOTAL INCOME</b>	<b>469,164</b>	<b>429,763</b>	<b>(39,401)</b>	<b>501,056</b>	<b>501,800</b>	
<b>EXPENSES</b>							
600	Accounting/auditing	5,000	1,560	3,440	5,000	9,000	Additional accounting in FY 22
609	Chemicals	27,000	12,582	14,418	20,000	20,000	Phosphate, Sodium Hypochlorite, Potassium Permanganate - various purchases throughout year
627	Engineering - general	-	-	-	-	-	Hold
630	Engineering - separate projects	5,000	25,918	(20,918)	30,000	10,000	Iron filter valve replacement project
639	Insurance	2,800	3,221	(421)	3,250	3,250	Portion of Genoa Insurance to OP Water
642	Labor, Equipment, & Materials	237,000	178,157	58,843	237,500	238,200	Based on DPW Budget
648	Laboratory costs	11,000	6,169	4,831	14,500	12,000	Bi-monthly WQPs, annual Lead and Copper, PFAS - new requirement FY2021
654	Legal fees	500	-	500	-	-	Placeholder
657	Licenses, Fees, Permits	1,500	1,300	200	1,300	1,300	Annual Drinking Water Permit
660	Miss Dig Expenses	350	733	(383)	750	-	Annual MISS DIG Membership Fee, pay of out LE next year
662	Meters & Supplies	3,000	1,265	1,735	2,000	2,500	Meter change outs of obsolete or broken meters
663	Office expenses	1,000	1,783	(783)	1,800	2,000	Annual consumer confidence publication, computer, etc.
669	Refunds & adjustments	500	-	500	-	-	Placeholder
673	R & M - Building	5,000	19,996	(14,996)	20,000	5,000	Installed new doors for security this year
674	R & M - Hydrants	2,000	8	1,992	100	2,500	New hydrant or hydrant repairs
675	R & M - Grounds	500	-	500	-	1,000	Seal parking lot and drive for water tower
676	R & M - SCADA	5,000	2,258	2,742	12,000	5,000	Check on UIS - new radios
677	R & M - Plant equipment	30,000	22,881	7,119	25,000	20,000	Repaired well no 3 this year, next year televise well 3 screen
679	R & M - Lines	10,000	2,299	7,701	5,000	10,000	Water main or service line repairs, repaired two leaks this year
680	R & M - Booster Pump stations	10,000	-	10,000	2,500	14,000	New PLC In Booster Station
684	R & M - Generators	2,500	6,556	(4,056)	7,500	2,000	Significant repairs to plant generator, becoming maintenance problem, looking at new generator
685	R & M - Towers	7,500	6,780	720	6,800	25,000	Cleaned ground storage tank last year, this year ladder on ground storage and new required vents
687	R & M - Other	500	-	500	-	-	Placeholder
692	Telephone / Internet	1,500	2,290	(790)	3,500	3,500	Internet for SCADA
694	Tools & supplies	500	-	500	-	500	Hold
695	Tools & supplies - all systems	800	458	342	650	700	Shared maintenance equipment - valve keys, hydrant wrenches, diverters, etc.
700	Transfer out - Capital impr Repl. Reserve	-	-	-	-	-	Build up O & M equity
702	Utilities - electric	29,000	24,199	4,801	33,000	35,000	Price of electric
704	Utilities - gas	5,000	1,051	3,949	3,500	3,500	Heat for Building
800	Transfer out - Debt	63,600	47,700	15,900	63,060	63,060	Trans same as income
	<b>Total expenses</b>	<b>468,050</b>	<b>369,164</b>	<b>98,886</b>	<b>498,710</b>	<b>489,010</b>	
	<b>Net revenues/expenses</b>	<b>1,114</b>	<b>60,599</b>	<b>59,485</b>	<b>2,346</b>	<b>12,790</b>	
	<b>Beginning fund equity</b>	<b>44,183</b>	<b>44,183</b>	<b>-</b>	<b>44,183</b>	<b>46,529</b>	
	<b>Ending fund equity</b>	<b>45,297</b>	<b>104,782</b>	<b>59,485</b>	<b>46,529</b>	<b>59,319</b>	

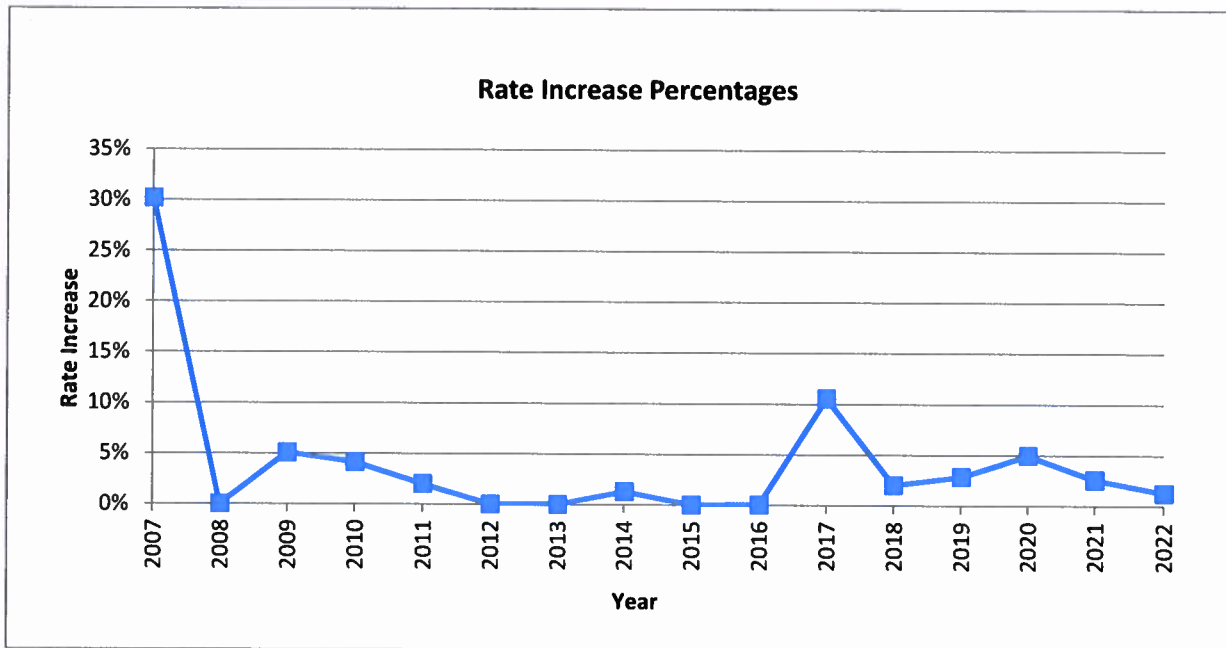
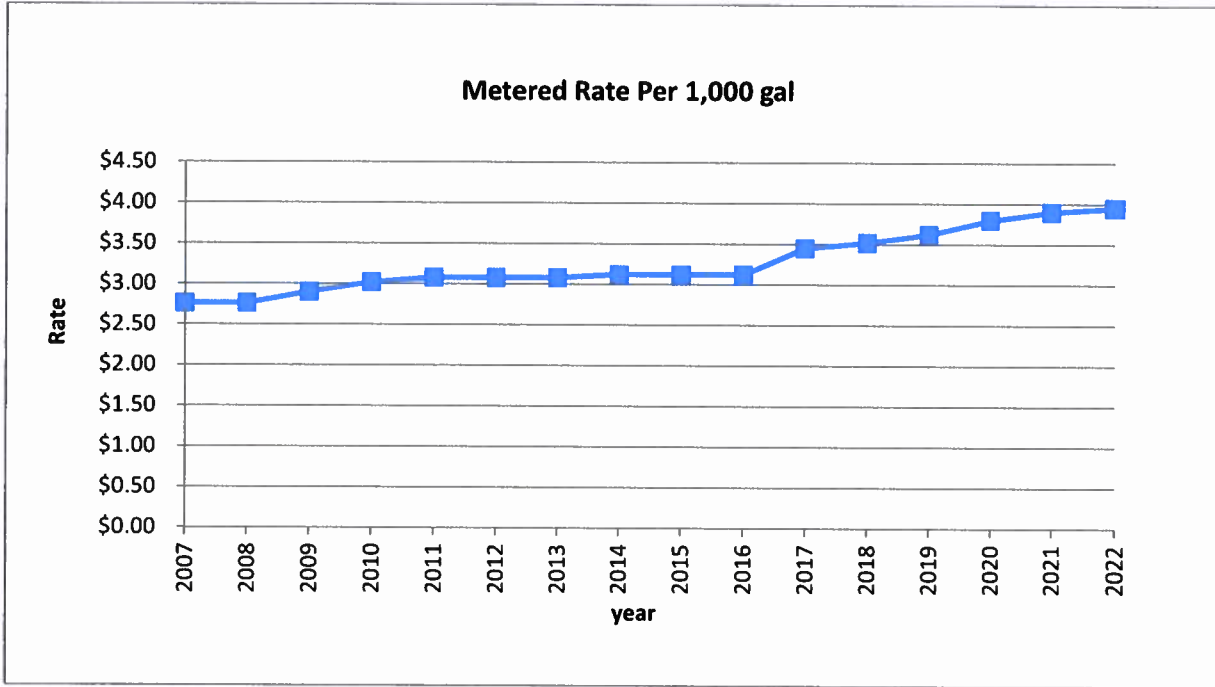
### Oak Pointe Water Expenditures by Category For the Year Ending March 31, 2021



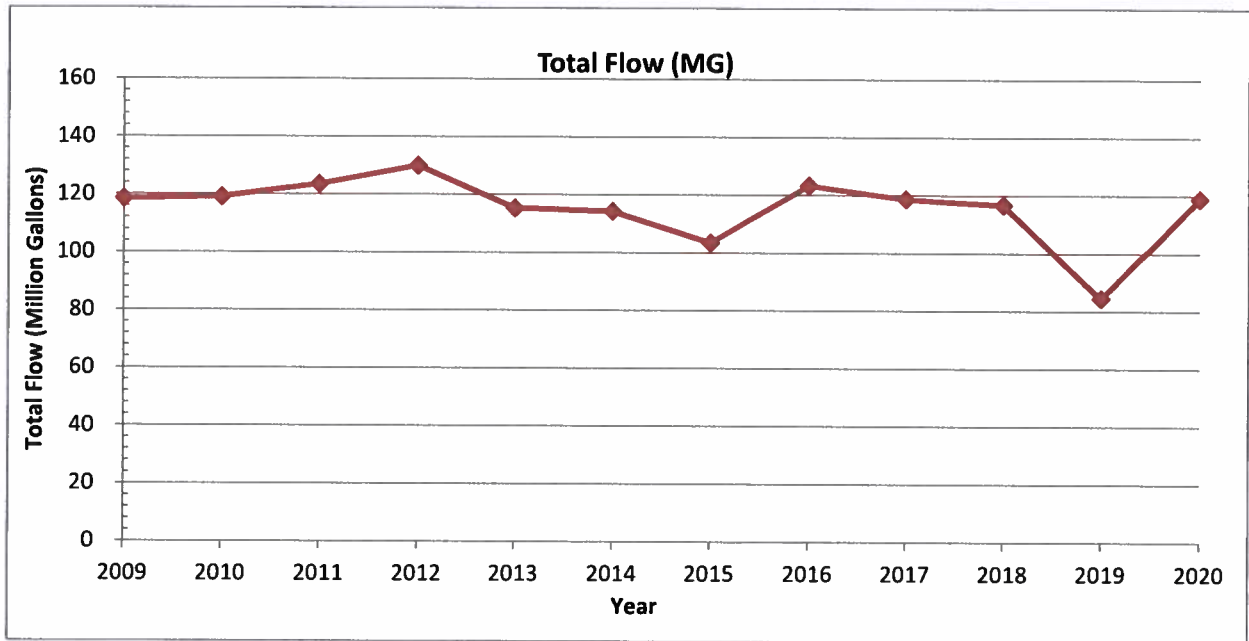
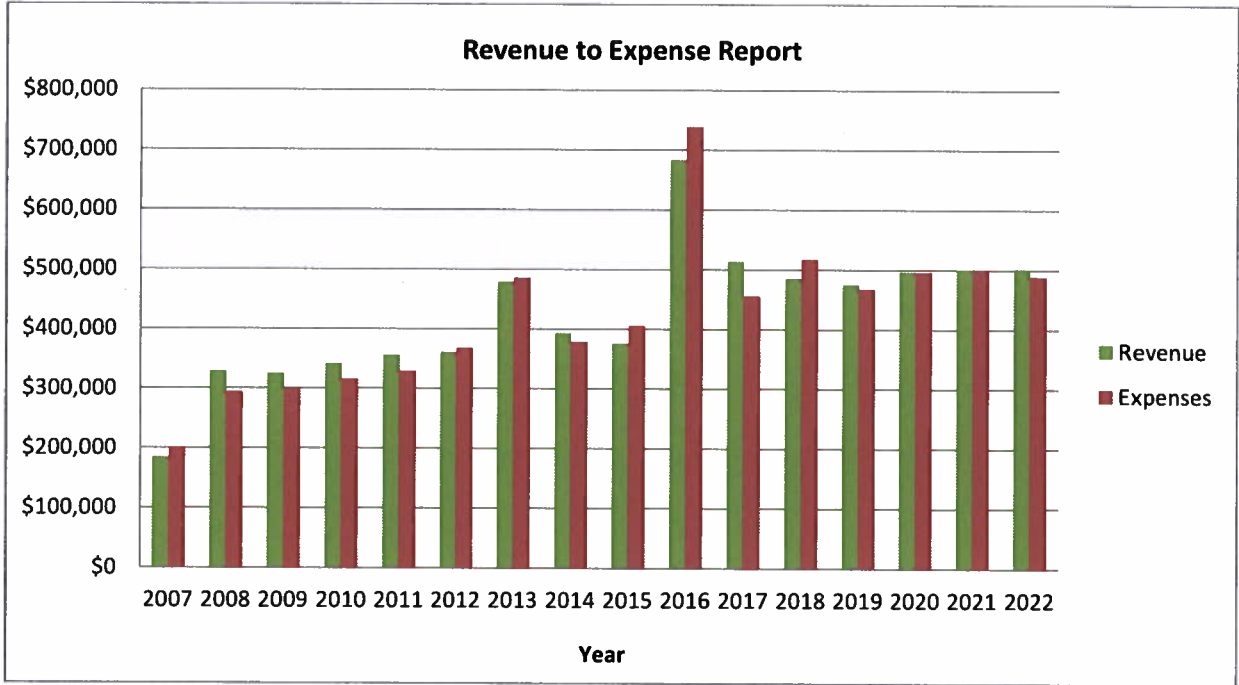
**Total Expenditures: \$498,710**

# Oak Pointe Water

## Rate, Flow and Financial Summary



# Oak Pointe Water



## Oak Pointe Water

FY Year	Revenue	Expenses
2007	\$184,646	\$201,317
2008	\$329,030	\$294,254
2009	\$325,338	\$300,032
2010	\$341,733	\$316,051
2011	\$355,884	\$329,390
2012	\$361,034	\$367,885
2013	\$479,124	\$485,961
2014	\$393,070	\$379,267
2015	\$376,249	\$405,562
2016	\$683,622	\$739,442
2017	\$513,888	\$456,016
2018	\$485,410	\$517,420
2019	\$475,327	\$468,100
2020	\$497,527	\$497,260
2021	\$501,056	\$498,710
2022	\$501,800	\$489,010

Year	Metered Rate	% Rate Increase
2001	\$1.64	
2002	\$1.64	0.0%
2003	\$1.64	0.0%
2004	\$1.64	0.0%
2005	\$2.12	29.3%
2006	\$2.12	0.0%
2007	\$2.76	30.2%
2008	\$2.76	0.0%
2009	\$2.90	5.1%
2010	\$3.02	4.1%
2011	\$3.08	2.0%
2012	\$3.08	0.0%
2013	\$3.08	0.0%
2014	\$3.12	1.3%
2015	\$3.12	0.0%
2016	\$3.12	0.0%
2017	\$3.45	10.5%
2018	\$3.52	2.0%
2019	\$3.62	2.8%
2020	\$3.80	5.0%
2021	\$3.90	2.6%
2022	\$3.95	1.3%

Year	Total Flow (MG)	% Change
2007	147.70	
2008	128.99	-13%
2009	118.48	-8%
2010	119.18	1%
2011	123.53	4%
2012	129.998	5%
2013	115.362	-11%
2014	114.313	-1%
2015	103.5	-9%
2016	123.394	19%
2017	118.734	-4%
2018	116.724	-2%
2019	84.492	-28%
2020	119.071	41%

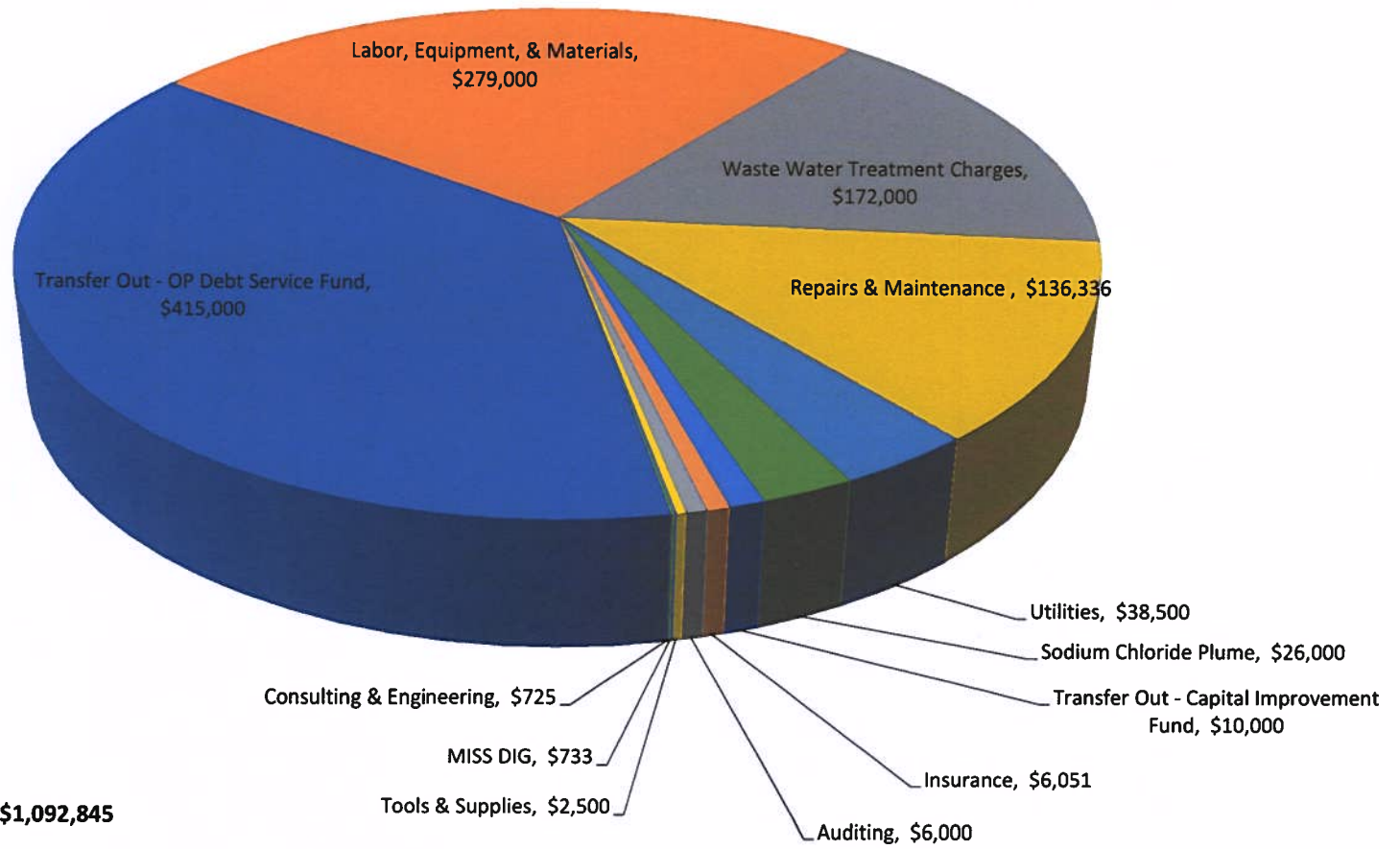


**CHARTER TOWNSHIP OF GENOA**  
**OAK POINTE SEWER SYSTEM**  
**1 YEAR BUDGET ENDING 3/31/21 COMPARED**  
**TO ACTUAL FOR 9 MONTHS ENDING 12/31/20**  
 Budget Worksheet Amended 3-31-21  
 Budget Worksheet Original 3-31-22

ACCT #	DESCRIPTION	BUDGET FOR THE YEAR ENDING 3/31/2021	ACTUAL FOR 9 MONTHS ENDING 12/31/2020	VARIANCE	PROPOSED REVISIONS FOR YEAR ENDING 3/31/21	PROPOSED AMOUNTS FOR YEAR ENDING 3/31/22	NOTES
<b>REVENUES</b>							
400	Billings - operations	614,096	439,424	(174,672)	586,502	662,506	Metered rate increase from \$6.25 to \$6.75/1,000 gal; No Change Min.\$60/qr; Flat rate increase from \$95 to \$105; Grin pmt rate increase from \$45 to \$50/qr
420	Income - other	500	12,830	12,330	12,830	5,000	Estimate
422	Income - Grinder pump reimbursement	20,000	14,646	(5,354)	14,646	10,000	Estimate
499	Trans in from DPW #503	10,000	16,429	6,429	16,429	7,500	Estimate
599	Billings - Debt (OP & GO)	415,000	311,962	(103,038)	414,962	361,480	Decrease metered from \$64 to \$54/qr & Flat from \$76 to \$66/qr Overage remains same \$1.70/1k gal over 10,000 gal
		-	-	-	-	-	
	<b>TOTAL INCOME</b>	<b>1,059,596</b>	<b>795,291</b>	<b>(264,305)</b>	<b>1,045,369</b>	<b>1,046,486</b>	
<b>EXPENSES</b>							
600	Accounting/auditing	6,000	2,060	3,940	6,000	9,000	Additional Accounting
609	Chemicals	-	-	-	-	-	
615	Consent order - groundh20 sodium	20,000	24,630	(4,630)	26,000	20,000	Reduced scope in FY22, only residential sampling
616	RO System Maint. & Replacement	5,000	-	5,000	-	4,000	Track RO costs separately
627	Engineering - general	500	-	500	500	500	Hold
630	Engineering - separate projects	500	225	275	225	500	Hold
639	Insurance	7,000	6,051	949	6,051	6,500	Slight increase for FY 22
642	Labor, Equipment, & Materials	278,000	209,022	68,978	279,000	281,000	
654	Legal fees	-	-	-	-	-	
657	Licenses, Fees, Permits	-	-	-	-	-	Delete
660	Miss - Dig Expenses	400	733	(333)	733	800	Miss Dig Fees, Increase Each Year
663	Office expenses	-	-	-	-	-	Dlete
669	Refunds & adjustments	100	-	100	-	-	Placeholder
673	R & M - Building	8,000	47	7,953	500	5,000	Reduce
675	R & M - Grounds	1,500	299	1,201	500	5,000	Parking Lot Improvements Needed
676	R & M - Scada Web Maint. & Cell	10,000	1,361	8,639	6,000	8,000	KISM, UIS at Station 1
678	R & M - Grinder pump repairs	35,000	36,392	(1,392)	40,000	40,000	Parts and Repairs, Reiburse Partially by other systems
679	R & M - Lines	6,000	17,224	(11,224)	35,000	-	Repairs to Forcemain, Televising Sewer, Air Releases, etc.
679.1	R&M - Sewer Televising	-	-	-	-	5,000	Televising old sewers, this year we did 19,000 feet of sewer over 30 yrs old
679.2	R&M - Force Main Repairs	-	-	-	-	10,000	Breaks at grinder pumps and service connections
679.3	R&M - Air Releases-Flushing Connections	-	-	-	-	7,500	Repairs to Air Release Stucutures
679.4	R&M - Gravity Main Repairs	-	-	-	-	7,500	Pipe patch repairs discovered during televising
679.5	R&M - Manholes	-	-	-	-	5,000	Manhole Lining, adjustments, and repairs
680	R & M - Pump stations	35,000	27,882	7,118	35,000	30,000	Electrical, Pumps, Piping,check valves other repairs at pump stations
682	R & M - Snowplowing/mowing	2,800	3,336	(536)	3,336	3,500	Mowing at the pump station 1 (Old Oak Pointe Plant)
684	R & M - Generators	6,500	2,984	3,516	3,000	5,000	Repairs and Preventative Maintenance on Generators
686	R & M - Sewer line cleaning	15,000	9,952	5,048	13,000	13,000	Oak Pointe Portion of Vactor Truck based on Time in Oak Pointe System
687	R & M - Other	-	-	-	-	-	Placeholder
688	R & M - Sewer backups	1	-	1	-	-	Placeholder
694	Tools & supplies	1,000	-	1,000	-	-	
695	Tools & supplies - all systems	2,700	1,575	1,125	2,500	2,500	All system shared expenses
700	Trans out - Capital Improv. Repl. Reserves	10,000	-	10,000	10,000	10,000	Hold
701	Trans out - OP Debt Service Fund (OP & GO)	415,000	311,969	103,031	415,000	361,480	Reduce due to bond savings
702	Utilities - electric	32,000	25,258	6,742	34,000	34,000	Increase slightly based on rates
704	Utilities - gas	4,500	3,332	1,168	4,500	4,500	Hold
706	Utilities - sewer treatment charges - GO	165,000	128,543	36,457	172,000	175,000	Debt fee increase at G-O
	<b>Total expenses</b>	<b>1,067,501</b>	<b>812,875</b>	<b>254,626</b>	<b>1,092,845</b>	<b>1,054,280</b>	
	<b>Net revenues/expenses</b>	<b>(7,905)</b>	<b>(17,584)</b>	<b>(9,679)</b>	<b>(47,476)</b>	<b>(7,794)</b>	
	<b>Beginning fund equity (deficit)</b>	<b>770,288</b>	<b>770,288</b>	<b>-</b>	<b>770,288</b>	<b>722,812</b>	
	<b>Ending fund equity (deficit)</b>	<b>762,383</b>	<b>752,704</b>	<b>(9,679)</b>	<b>722,812</b>	<b>715,018</b>	



## Oak Pointe Sewer Expenditures by Category For the Year Ending March 31, 2021

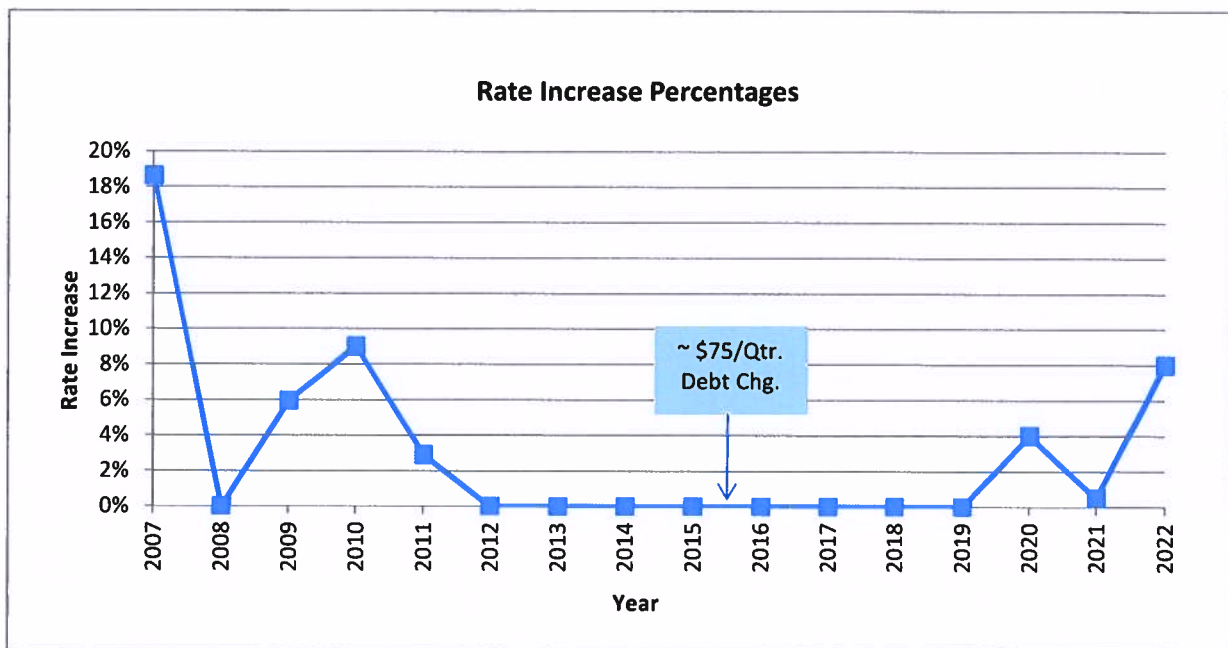
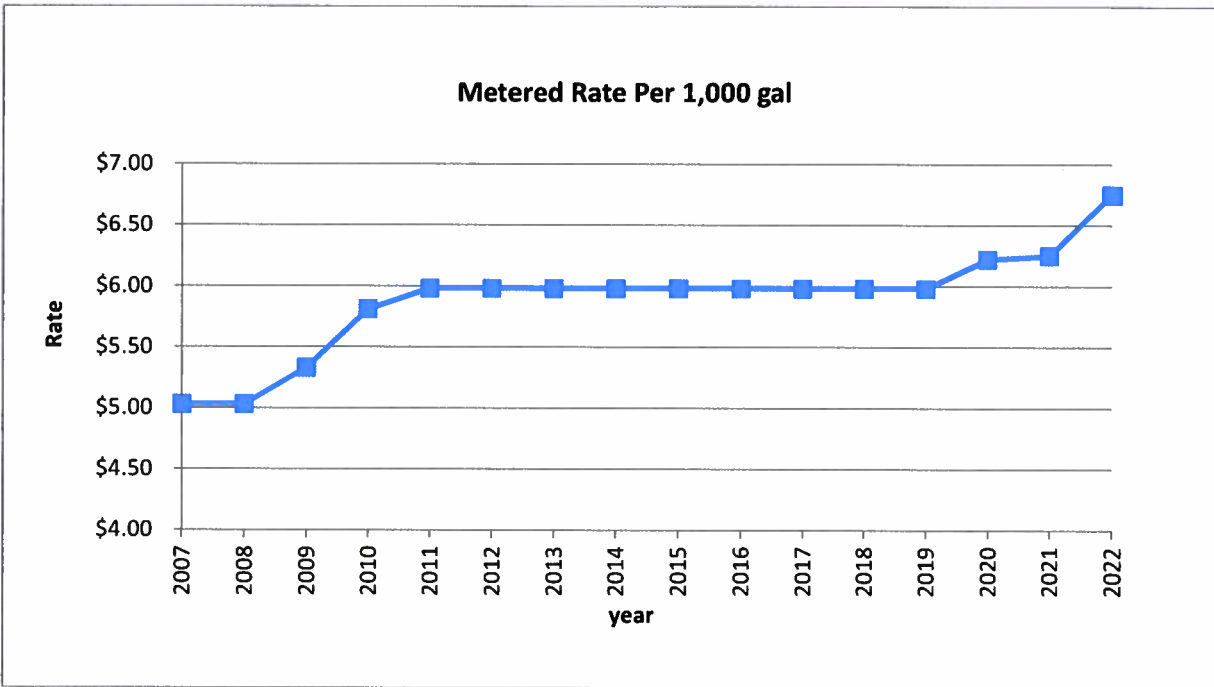


**Total Expenditures: \$1,092,845**

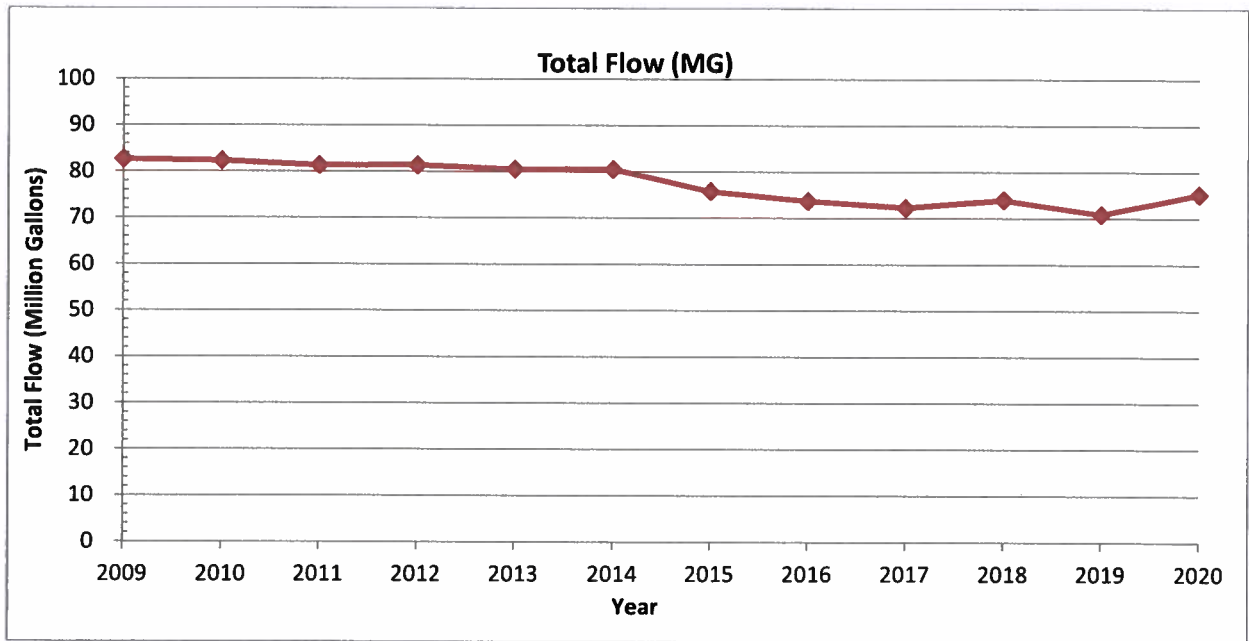
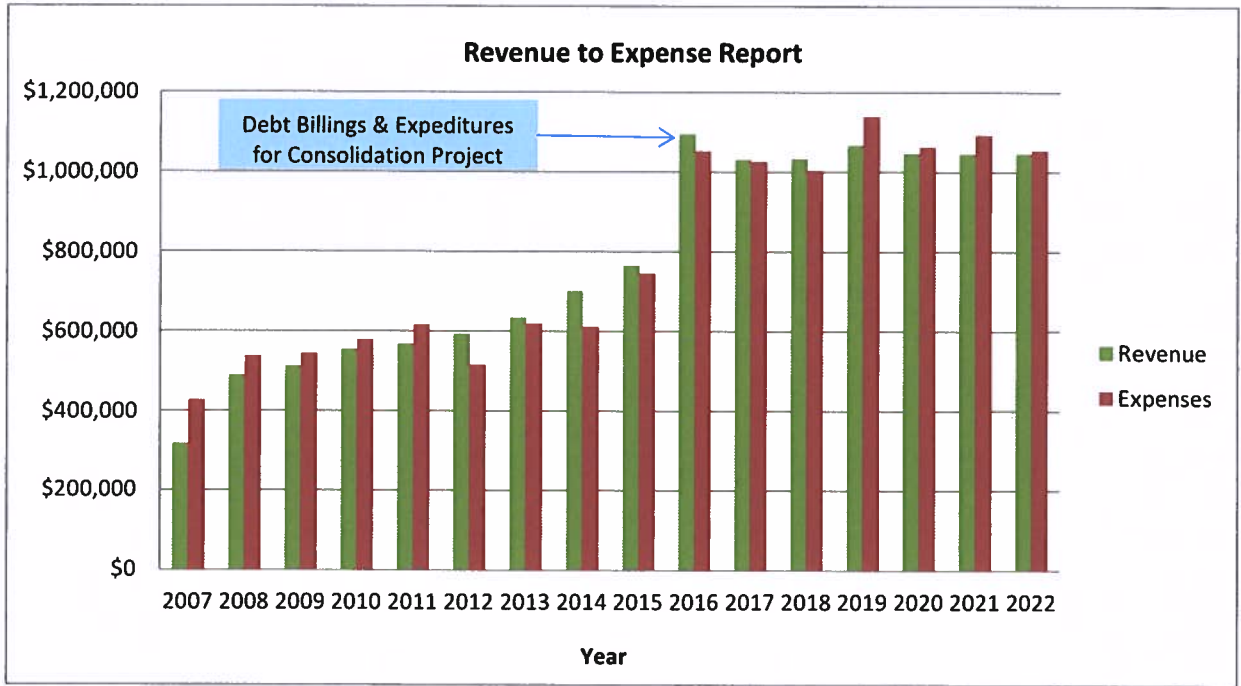
# Oak Pointe Sewer

3C

## Rate, Flow and Financial Summary



# Oak Pointe Sewer



## Oak Pointe Sewer

FY Year	Revenue	Expenses
2007	\$317,651	\$427,169
2008	\$488,371	\$538,030
2009	\$512,064	\$544,025
2010	\$553,936	\$579,055
2011	\$568,449	\$616,196
2012	\$592,807	\$516,451
2013	\$634,553	\$619,042
2014	\$700,450	\$611,072
2015	\$764,828	\$745,830
2016	\$1,094,943	\$1,051,690
2017	\$1,031,229	\$1,025,372
2018	\$1,033,754	\$1,003,689
2019	\$1,067,379	\$1,139,624
2020	\$1,046,096	\$1,062,616
2021	\$1,045,369	\$1,092,845
2022	\$1,046,486	\$1,054,280

Year	Metered Rate	% Rate Increase
2001	\$4.18	
2002	\$4.18	0.0%
2003	\$4.18	0.0%
2004	\$4.18	0.0%
2005	\$4.24	1.4%
2006	\$4.24	0.0%
2007	\$5.03	18.6%
2008	\$5.03	0.0%
2009	\$5.33	6.0%
2010	\$5.81	9.0%
2011	\$5.98	2.9%
2012	\$5.98	0.0%
2013	\$5.98	0.0%
2014	\$5.98	0.0%
2015	\$5.98	0.0%
2016	\$5.98	0.0%
2017	\$5.98	0.0%
2018	\$5.98	0.0%
2019	\$5.98	0.0%
2020	\$6.22	4.0%
2021	\$6.25	0.5%
2022	\$6.75	8.0%

Year	Total Flow (MG)	% Change
2008	86.52	
2009	82.66	-4%
2010	82.31	0%
2011	81.33	-1%
2012	81.36	0%
2013	80.499	-1%
2014	80.55	0%
2015	75.8	-6%
2016	73.77	-3%
2017	72.29	-2%
2018	74.011	2%
2019	70.905	-4%
2020	75.272	6%

**Oak Pointe Sewer and Water Capital Improvement Projects**

<b>Category</b>	<b>System</b>	<b>Estimated Cost</b>
OP CIP Fund Balance - FY 2021	Combined	\$840,000
Iron Removal System Backwash and Rinse Valve and Piping Replacement	Water	-\$185,950
Corrosion Control Lining of Equalization Tanks	Sewer	-\$50,000
Generator at WTP	Water	-\$100,000
<i>Ending Balance</i>		\$504,050

# **Board Correspondence**

Cromaine District Library  
Regular Board Meeting  
Thursday, January 21, 2021

APPROVED

Trustees Present Virtually: Mary Cafmeyer, Kate DeRosier, Rebecca Fedewa, Nancy Lewis, Holly Naylor, Doug Sargent, Don Thompson

Members Absent: None

Staff Present Virtually: Mallorie DeVilbiss, Barbara Berlin, Glenn Fisher, Pam Holtz, Winnie Tripp, Stefanie Furge, Heidi Pratt

Public Present Virtually: Ceci Marlow

I. The Library Director called the virtual meeting to order at 7:03 p.m. Call to Order

**Organizational Matters**

II. **Election of Officers:**

The Director asked for nominations for President. Vice President DeRosier was nominated by Trustee Thompson, Trustee Fedewa seconding with unanimous approval. President DeRosier then asked for nominations for Vice President. Trustee Naylor was nominated by Secretary Cafmeyer, Trustee Lewis seconding with unanimous approval. President DeRosier then asked for nominations for Secretary. Current Secretary Cafmeyer was nominated by Trustee Lewis, Trustee Fedewa seconding with unanimous approval. President DeRosier then asked for nominations for Treasurer. Trustee Sargent was nominated by Trustee Thompson, Trustee Lewis seconding with unanimous approval.

Organizational Matters

The slate of officers for 2021 are:

President: Kate DeRosier. Vice-President: Holly Naylor. Treasurer: Doug Sargent. Secretary: Mary Cafmeyer. President DeRosier conducted the rest of the meeting.

III. **Approval of Agenda**

President DeRosier entertained a motion for approval of the agenda. Trustee Thompson moved to approve the agenda, seconded by Treasurer Sargent. Passed unanimously.

Agenda Approval

IV. **Approval of Consent Agenda**

Treasurer Sargent requested an addition to the 12/10/20 minutes under Discussion Item VI.G. Finance Committee Policy Review regarding revised Policy 6007, Investment Charter. First National Bank was added to UBS in the policy to identify all our financial partners for full transparency.

Consent Agenda Approval

Trustee Thompson moved to approve the consent agenda as amended, seconded by Trustee Fedewa. Passed unanimously.

- A. Approval of regular meeting minutes, 12/10/20 & special meeting minutes 1/6/2021.
- B. Acknowledge receipt of the December Financial Reports and payment of December invoices totaling \$53,509.79 and payroll obligations totaling \$91,575.21.



- C. Director's Report
- D. Committee Reports
  - Community Relations January 5
  - Finance January 14
  - Personnel January 7
  - Planning January 13

Trustee Lewis questioned whether the \$17,763 reported in the Finance Committee minutes was half of the cost of the main floor reconfiguration this year. If so that puts us over budget this fiscal year. *Yes, it is half, and the remaining half will be budgeted in the 2021-2022 budget.*

V. **Call to the Public** – No public comments. Call to the Public

VI. **Director's Report – Update and Comments from the Community** Director's Update

- As of today, all staff have been cleared by their doctors and are back to work.
- Page John Van Huis has resigned to focus on his schoolwork. Former circulation assistant Annie Klein will be returning to Cromaine in his place. This leaves us still with one open Page position which will not be filled until circulation increases.
- The family of Thomas Hallam, avid reader, and library supporter suggested memorial donations in his name be given to the Library for literacy programs. To date we have received nearly \$1,000. We will have a discussion with the family for how they would like the donations to be used. President DeRosier will send a card to the family from the Board.

**Questions/Comments from the Board:**

Secretary Cafmeyer asked how the opening of the Library on Monday was advertised. *The Director replied it was on Facebook and our website. It will be in this Sunday's weekly email blast and a press release is going out to the media.* Trustee Thompson asked if there will still be restrictions. *Yes, masks and social distancing required and a limit of 30% capacity in the building at one time with no meeting rooms or study rooms available.*

Trustee Sargent likes the Hartland Home & Garden idea of a brick pathway at the Library with engraved bricks available for a donation.

VII. **Discussion** Strategic Plan

**A. Strategic Plan 2018-2022**

It has been a slow time. What has been accomplished is good.

**B. Board Self-evaluations**

The President is still waiting on a few evaluations before completing her summary. She would like them returned to her by Friday, January 29. The summary will be included in the February Board packet.

Board Self-Evaluations

**C. Review of 2<sup>nd</sup> Quarter Statistics**

Review of 2<sup>nd</sup>  
Quarter Statistics

Treasurer Sargent commented that we are holding up well. President DeRosier suggested that we compare our recent statistics with those of other nearby libraries. Perhaps our cooperative would have statistics from other libraries. *The Director will check with TLN.* For the next fiscal year’s statistics, we will use three years of data; 2019-20, 2020-21 & the current year, 2021-22.

**D. Bank Signers**

Bank Signers

The Director indicated that new signature cards are required for First National Bank and UBS. Signatures are required from the President, Treasurer, and Secretary. They will be available for your signature at the Library.

**E. 2021 Meeting Calendar**

2021 Meeting  
Calendar

Fine as is.

**F. Millage Renewal**

Millage Renewal

Discussion continued that began at the December Board meeting. President DeRosier reiterated that it was recommended by consultant Shirley Bruursema to go out for renewal in August of whatever year the Board chooses. The Planning Committee recommends to the Board that we go out for the renewal at the August 2022 primary election. Reasons being: 1) a broader electorate will participate at a scheduled election, 2) COVID restrictions this year would hamper our efforts executing a millage campaign, 3) a special election would be costly. If the renewal failed, we still have the general election in November. The Director pointed out that November would be too late to levy taxes for 2023 and we would have to wait until the fall of 2023 to submit to levy taxes for 2024. Trustee Fedewa asked if we would have enough funds to tide us over. Treasurer Sargent said yes, we have one and a half years of revenue in reserve. Trustee Fedewa commented that we will need to hit it hard regardless. Trustee Thompson asked if we must decide tonight. The President said we have had discussion at two meetings, and we need to go forward with our plans. The Board agreed to decide under Discussion Item VIII.D.

**G. Proposal to Amend Article VI, Section 1 of the Trustee Bylaws**

Proposal to  
Amend Bylaws

President DeRosier said the goal of this change is to lighten the load of too many meetings on Trustees. Also, the focus of the Community Relations and Planning Committees overlap so they would be combined. Trustee Thompson asked the number of members to be on the newly formed committee. President DeRosier: 3 Trustees, the Director, Pam Holtz, community members, i.e., Dick Krueger.

**H. Director’s Compensation**

Director’s  
Compensation

The Director request a closed session for this agenda item. Trustee Thompson, seconded by Trustee Fedewa, moved to go into a closed session to discuss personnel compensation. Passed unanimously.

Trustee Thompson, seconded by Secretary Cafmeyer, moved to come out of closed session and return to the regular meeting agenda. Passed unanimously.

Outcome to be decided under Discussion Item VIII.E.

**I. Anne Crimmins memorial**

Anne Crimmins was the co-chair of the Hartland Home & Garden Club and passed away in December. Her family asked for memorial donations to be made to the HH&GC in her name to be used for the Library's gardens. The Director is not sure how much has been donated to date. Trustee Thompson asked who decides what form the memorial will take. The Director responded that it will be decided with a discussion between us and the HH&GC. President DeRosier said it is a beautiful way to honor someone. The Director will keep the President apprised on the planning.

Anne Crimmins  
Memorial

**J. Staff Sick Pay due to COVID**

The Director explained that the Families First Coronavirus Response Act expired on December 31, 2020. She is requesting similar benefits to be paid to Library staff if needed through June 30, 2021. President DeRosier agreed that we do not want a lapse of benefits for those who need it. Trustee Fedewa suggested that it be extended to December 31, 2021 considering that younger staff will not be able to get the vaccine until later in the summer most likely. President DeRosier responded that it could be revisited after June 30, 2021. That is also what the Director had thought. The President appreciates how staff is taking care of themselves and their families and keeping them safe.

Staff Sick Pay  
due to COVID

**K. Finance Policy Review: 6020 – Purchasing; 6025 – Library Credit Card; 6026 – Electronic Financial Transactions**

Treasurer Sargent said there are no changes to policies as they stand.

Finance/Planning  
Policies Review

**VIII. Decision**

**A. Resolution 2021-1, Designating Officers and Named Persons Authorized to Act for the Library in its Business with its Banks**

President DeRosier and Treasurer Sargent, along with Library Director DeVilbiss, are so authorized. Treasurer Sargent moved to approve Resolution 2021-1, Designating Officers and Named Persons Authorized to Act for the Library in its Business with its Banks, Trustee Lewis seconded. A roll call vote was taken for approval of the resolution.

Ayes: Cafmeyer, DeRosier, Fedewa, Lewis, Naylor, Sargent, Thompson  
Nays: None  
APPROVED

Resolution  
2021-1

**B. Resolution 2021-2, Establishing Regular Meeting Dates for 2021**

Trustee Lewis moved to approve Resolution 2021-2, Establishing Regular Meeting Dates for 2021; Vice President Naylor seconded. A roll call vote was taken for approval of the resolution.

Ayes: Cafmeyer, DeRosier, Fedewa, Lewis, Naylor, Sargent, Thompson  
Nays: None  
APPROVED

Resolution  
2021-2

**C. Motion to amend the Board Bylaws**

Vice President Naylor moved to amend Article VI, Section 1. of the Board By-laws to read, “The following shall be the standing committees of the Board: Finance & Property, Personnel, and Community Relations and Strategic Planning”, seconded by Trustee Fedewa. Passed Unanimously

Amending the Board Bylaws

**D. Decision on Date for Millage Proposal**

Trustee Thompson moved to go out for a millage renewal at the August 2022 primary election, seconded by Secretary Cafmeyer. Yes: Cafmeyer, DeRosier, Fedewa, Naylor, Sargent, Thompson No: Lewis Passed

Date for Millage Proposal

**E. Director’s Compensation**

Treasurer Sargent moved that the President and Director meet to discuss compensation agreed to in the closed session as tied to the Director’s recent evaluation and retroactive to January 1, 2021, seconded by Secretary Cafmeyer. Passed Unanimously.

Director’s Compensation

**IX. Information**

Upcoming meeting dates include: (Committees will decide after the Board meeting.)

Upcoming Meeting Dates

	Community Relations
Feb 4	Personnel Committee, 7:00 pm
	Planning Committee
Feb 11	Finance Committee, 2:00 pm
Feb 18	Board of Trustees meeting, 7:00 pm

**Standing Committees for 2021:**

Finance: DeRosier, Sargent (Chair), Thompson, Director  
Personnel: DeRosier (Chair), Lewis, Naylor, Director, Admin Asst  
Community Relations & Strategic Planning: Cafmeyer (Chair), Fedewa, Sargent, Director, Community Relations Manager, Dick Krueger

Standing Committees

Trustee Fedewa has volunteered to be the Board liaison to the Friends.

**X. Agenda Items for Next Meeting**

- Strategic Plan 2018-2022
- Report of Board Self-Evaluation
- Ad hoc millage committee
- Employee Handbook

Items for next meeting

**XI. Call to the Public – No public comments.**

Public Call

**XII. Adjournment:**

Motion by Trustee Thompson, seconded by Vice President Naylor to adjourn at

Adjournment

9:04 pm

MARY CAFMEYER, SECRETARY  
Cromaine District Library Board

Barbara Berlin, Recording Secretary  
Cromaine District Library Board

Documents distributed to the Board for/at this meeting:

- 12/10/20 Proposed Regular Meeting Minutes
- 1/6/21 Proposed Special Meeting Minutes
- December 2020 Financial Reports & Checks Issued Totals
- December 2020 CDL Investment Performance Report
- Director's Report 1/21/2021 w/December 2020 Patron Comments
- CDL Statistics for December 2020 & updated CDL 4-year Circulation Graph
- Community Relations Committee Minutes, 1/5/2021
- Finance Committee Meeting Minutes, 1/14/2021 w/bid proposal & sketch from Library Design Associates, Inc. for purchases of new furniture, computer workstations & new reference desk for the first floor.
- Personnel Committee Minutes, 1/7/2021
- Planning Committee Meeting Minutes, 1/13/2021
- Strategic Plan 2018-2022 Progress Report, 12/1/2020 through January 12, 2021
- 2<sup>nd</sup> Quarter Statistics
- Draft 2021 Board Meeting Schedule
- Proposed Amendment to Bylaws
- Resolution 2021-1, Designating Officers and Named Persons Authorized to Act for the Library in its Business with its Banks
- Resolution 2020-2: Establishing Regular Meeting Dates for 2019
- Motion to Amend Board Bylaws w/revised version attached
- 2021 Hartland Chamber Directory ads for CDL & the Music Hall
- CDL Policies Table of Contents yearly update
- CDL Resolutions Table of Contents update for 2020
- Revised policy 6007
- *Board & Administrator*, January 2021