

GENOA CHARTER TOWNSHIP BOARD

**Regular Meeting
September 19, 2022
6:30 p.m.**

AGENDA

Call to Order:

Pledge of Allegiance:

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

Consent Agenda:

1. Payment of Bills: August 15, 2022
2. Request to approve Minutes: August 15, 2022 and August 22, 2022
3. Request to amend FY 2022/2023 budget as recommended by the Election Commission.
4. Request to amend the Assessing Department's Board of Review Publications Budget (101-247-791-000) from \$500.00 to \$750.00.
5. Request to accept a proposal from Concrete Construction for sidewalk and curb repair at a cost not to exceed \$7,239.86.
6. Request to approve an increase from \$300.00 to \$500.00 for the Life Insurance Allowance for four contracted employees.

Regular Agenda:

7. Request to formally accept the resignation of Township Manager Michael Archinal with his last day in the office as October 14, 2022.
8. Request to approve the promotion of Kelly VanMarter to Township Manager per the attached employment contract.
9. Request to approve the promotion of Amy Ruthig to Planning Director per the attached employment contract.
10. Consideration of amendments to the Fiscal Year 2022/2023 Budget to increase Fund 208 Parks and Recreation, Line Item 208-751-934-010 for basketball area ADA compliant benches, picnic tables and associated concrete work from \$17,000 to \$44,200.
11. Consideration of amendments to the Fiscal Year 2022/2023 Budget to increase Fund 249 Building and Grounds, Line Item 249-265-981-002 for Township Hall parking lot lighting replacement from \$55,000 to \$155,000.

12. Request to modify the Township's participation in the subdivision roads special assessments from 25% or \$1,000 per home (whichever is less) to 25% or \$1,500 per home.

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.

BOARD PACKET

CHECK REGISTERS FOR TOWNSHIP BOARD MEETING

MEETING DATE: September 19, 2022

All information below through September 14, 2022

TOWNSHIP GENERAL EXPENSES	\$	934,199.10
August 2, 2022 Election Payroll	\$	41,812.22
August 2, 2022 Election Payroll - Clean up	\$	1,695.00
August 3, 2022 Election Payroll	\$	2,510.03
August 19, 2022 Bi Weekly Payroll	\$	121,647.13
September 2, 2022 Bi Weekly Payroll	\$	114,207.87
September 16, 2022 Bi Weekly Payroll	\$	114,246.61
OPERATING EXPENSES DPW	\$	1,037,244.85
OPERATING EXPENSES Oak Pointe	\$	160,291.64
OPERATING EXPENSES Lake Edgewood	\$	38,649.70
TOTAL	\$	2,566,504.15

Check Date	Check	Vendor Name	Amount
Bank FNBCK CHECKING ACCOUNT			
08/11/2022	37647	BLUE CROSS & BLUE SHIELD OF MI	46,779.56
08/11/2022	37648	FAHEY SCHULTZ BURZYCH RHODES PLC	1,097.00
08/11/2022	37649	MARY KRENCICKI	103.12
08/11/2022	37650	PAULETTE SKOLARUS	41.25
08/11/2022	37651	ETNA SUPPLY COMPANY	9,491.35
08/11/2022	37652	GENOA TOWNSHIP D.P.W. FUND	367.81
08/19/2022	37653	AMERICAN AQUA	124.50
08/19/2022	37654	COMCAST	637.20
08/19/2022	37655	CONSUMERS ENERGY	107.71
08/19/2022	37656	EHIM, INC	4,889.98
08/19/2022	37657	ELECTION SOURCE	2,820.00
08/19/2022	37658	FEDERAL EXPRESS CORP	58.84
08/19/2022	37659	LIVINGSTON COUNTY TREASURER	474.20
08/19/2022	37660	NETWORK SERVICES GROUP, L.L.C.	400.00
08/19/2022	37661	TETRA TECH INC	1,190.00
08/19/2022	37662	UTILITY ESCROW FUND #103	2,412.98
08/19/2022	37663	VERIZON WIRELESS	1,122.04
08/19/2022	37664	US BANK EQUIPMENT FINANCE	2,412.98
08/22/2022	37665	AMERICAN AQUA	282.50
08/22/2022	37666	CHASE CARD SERVICES	10,264.72
08/22/2022	37667	COMCAST	249.48
08/22/2022	37668	MICHIGAN OFFICE SOLUTIONS	100.40
08/22/2022	37669	MICHIGAN OFFICE SOLUTIONS	180.40
08/22/2022	37670	PFEFFER, HANNIFORD, PALKA	4,400.00
08/22/2022	37671	SAFEBUILT STUDIO	1,566.18
08/22/2022	37672	SMART BUSINESS SOURCE	467.14
08/22/2022	37673	TRI COUNTY SUPPLY, INC.	731.65
08/22/2022	37674	WASTE MANAGEMENT CORP, SERVICES	114,696.54
08/22/2022	37675	WASTE MANAGEMENT CORP, SERVICES	70.07
08/23/2022	37676	DYKEMA GOSSETT, PLLC	615.00
08/23/2022	37677	O'DONNELL ELECTRIC LLC	782.91
08/23/2022	37678	SECURE TECH GROUP	181.25
08/25/2022	37679	CAPITAL ONE	273.28
08/25/2022	37680	DELTA DENTAL	3,740.67
08/25/2022	37681	MUTUAL OF OMAHA	2,372.85
08/25/2022	37682	PRINTING SYSTEMS	73.06
08/30/2022	37683	AMERICAN AQUA	36.00
08/30/2022	37684	BUSINESS IMAGING GROUP	52.66
08/30/2022	37685	DTE ENERGY	27.36
08/30/2022	37686	LIVINGSTON PRESS & ARGUS	680.00
		Void Reason: PRINTED ON WRONG CK #	
08/30/2022	37687	LIVINGSTON COUNTY CLERK	4,339.09
		Void Reason: PRINTED ON WRONG #	
08/30/2022	37688	MEI TOTAL ELEVATOR SOLUTIONS	1,978.18
		Void Reason: PRINTED ON WRONG #	
08/30/2022	37689	PERFECT MAINTENANCE CLEANING	565.00
		Void Reason: PRINTED ON WRONG CK #	
08/30/2022	37690		0.00
		Void Reason: PRINTED WRONG	
08/30/2022	37691		0.00
		Void Reason: PRINTED WRONG	
08/30/2022	37692		0.00
		Void Reason: PRINTED WRONG	
08/30/2022	37693	LIVINGSTON PRESS & ARGUS	680.00
08/30/2022	37694	LIVINGSTON COUNTY CLERK	4,339.09
08/30/2022	37695	MEI TOTAL ELEVATOR SOLUTIONS	1,978.18
08/30/2022	37696	PERFECT MAINTENANCE CLEANING	565.00
09/01/2022	37697	DTE ENERGY	962.69
09/01/2022	37698	GENOA TWP FUTURE ROADS #261	500,000.00
09/06/2022	37699	MHOG UTILITIES	442.00
09/06/2022	37700	NETWORK SERVICES GROUP, L.L.C.	100.00
09/06/2022	37701	OFFICE EXPRESS INC.	315.52
09/06/2022	37702	COOPER'S TURF MANAGEMENT LLC	1,435.04
09/07/2022	37703	DTE ENERGY	63.33
09/07/2022	37704	DTE ENERGY	210.37
09/07/2022	37705	GORDON FOOD SERVICE	98.94
09/07/2022	37706	WASTE MANAGEMENT CORP, SERVICES	114,744.45
09/07/2022	37707	WASTE MANAGEMENT CORP, SERVICES	70.07
09/07/2022	37708	HR PERFORMANCE SOLUTIONS	4,305.00
09/07/2022	37709	PACKERLAND RECORDS MANAGEMENT	30.00
09/08/2022	37710	CONTINENTAL LINEN SERVICE	265.91
09/08/2022	37711	EHIM, INC	8,353.86
09/08/2022	37712	FEDERAL EXPRESS CORP	104.49
09/08/2022	37713	TETRA TECH INC	1,830.00
09/09/2022	37714	AMERICAN AQUA	23.16
09/09/2022	37715	FAHEY SCHULTZ BURZYCH RHODES PLC	18,742.50

Check Date	Check	Vendor Name	Amount
09/12/2022	37716	OMNI TECH SPACES	9,400.00
09/12/2022	37717	SHINE THROUGH WINDOW CLEANING	485.00
09/12/2022	37718	TETRA TECH INC	620.00
09/13/2022	37719	BLUE CROSS & BLUE SHIELD OF MI	46,779.56
09/13/2022	37720	COMCAST	637.20
09/13/2022	37721	COMCAST	718.26
09/13/2022	37722	CONSUMERS ENERGY	204.84

FNBCK TOTALS:

Total of 76 Checks:	941,761.37
Less 7 Void Checks:	7,562.27
Total of 69 Disbursements:	934,199.10

Election Payroll 8/2/2022

09/14/2022 11:29 AM

PAYROLL REGISTER REPORT FOR GENOA CHARTER TOWNSHIP
Payroll ID: 216

Page 26 of 26

* YTD values reflect values AS OF the check date based on all current adjustments, checks, void checks
Pay Period End Date: 08/02/2022 Check Post Date: 08/02/2022 Bank ID: FNBCK

Grand Totals for Payroll:

Pay Code Id	Hours	OT Hours	Cur. Amnt.	YTD Amnt.*	Ded/Exp Id	Cur. Amnt.	YTD Amnt.*
BOARD MIN	0.00	0.00	0.00	0.00	FIW	185.32	672.27
COVID-19	0.00	0.00	0.00	0.00	MEDICARE_EE	20.27	1,127.36
EL TAXED	4.00	0.00	1,200.00	1,676.00	SIW	586.23	4,324.54
ELEC TAX OT	0.00	0.00	0.00	0.00	SOCSEC_EE	86.64	4,820.38
ELECTION COMMIS	0.00	0.00	0.00	150.00			
ELECTION MEETIN	78.00	0.00	2,730.00	2,730.00			
ELECTION NO TAX	65.00	0.00	17,400.00	17,400.00			
FLOATER HOLIDAY	0.00	0.00	0.00	153.92			
FUNERAL LEAVE	0.00	0.00	0.00	1,120.00			
HOLIDAY PAY	0.00	0.00	0.00	3,896.32			
LONGEVITY	0.00	0.00	0.00	0.00			
OVERTIME	0.00	0.00	0.00	497.05			
PERSONAL TIME	0.00	0.00	0.00	4,435.54			
PP PER DIEM	0.00	0.00	0.00	387.52			
REGULAR PAY	17.00	0.00	255.00	62,759.57			
TRUSTEE - DIEM	0.00	0.00	0.00	6,862.10			
VACATION PAY	0.00	0.00	0.00	3,161.85			
WELL IQ	0.00	0.00	0.00	335.69			
ZBA PER DIEM	0.00	0.00	0.00	941.11			
Gross Pay This Period					Gross Pay YTD		
21,585.00					106,506.67		
Deduction Refund					Dir. Dep.		
0.00					0.00		
Ded. This Period			878.46		Net Pay This Period		
					20,706.54		

09/14/2022 11:31 AM

Check Register Report For Genoa Charter Township
For Check Dates 08/02/2022 to 08/02/2022

Page 3 of 3

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
08/02/2022	FNBCK	13597	STUBER, ROBERT G	285.00	272.89	0.00	Cleared
08/02/2022	FNBCK	13598	THARP, DAVID D	335.00	335.00	0.00	Cleared
08/02/2022	FNBCK	13599	THORNTON, DENISE D	285.00	276.97	0.00	Cleared
08/02/2022	FNBCK	13600	TOUSIGNANT, BRENDA L	285.00	276.97	0.00	Cleared
08/02/2022	FNBCK	13601	TYLER, CAROLINE L	335.00	324.62	0.00	Cleared
08/02/2022	FNBCK	13602	VANDERHOVEL, COLLEEN K	285.00	285.00	0.00	Cleared
08/02/2022	FNBCK	13603	VETTRAINO, JOHN T	335.00	335.00	0.00	Cleared
08/02/2022	FNBCK	13604	WALLBANK, JOHN W	335.00	307.98	0.00	Cleared
08/02/2022	FNBCK	13605	WATSON, VICTOR L	285.00	285.00	0.00	Cleared
08/02/2022	FNBCK	13606	WISMAN, CHARLES D	285.00	285.00	0.00	Cleared
08/02/2022	FNBCK	13607	WITHORN, MARGARET M	35.00	35.00	0.00	Cleared
08/02/2022	FNBCK	13608	WOLSCHON, DANIEL J	285.00	269.29	0.00	Cleared
08/02/2022	FNBCK	13609	WRIGHT, KAREN K	285.00	272.89	0.00	Cleared
08/02/2022	FNBCK	13610	WYLIE, ANGELA	335.00	320.76	0.00	Cleared
08/02/2022	FNBCK	13611	ZACHMANN, SARAH	335.00	312.26	0.00	Cleared
08/02/2022	FNBCK	13612	ZURKE, ROBERT A	35.00	33.51	0.00	Cleared
08/02/2022	FNBCK	EFT708	INTERNAL REVENUE SERVICE	399.14	399.14	0.00	Cleared

Totals:		Number of Checks:	077	21,984.14	21,105.68	0.00
Total Physical Checks:			76			
Total Check Stubs:			1			

Election Payroll 8/2/2022	
Net Pay This Period	\$20,706.54
Physical Check Amt	\$21,105.68
Total	\$41,812.22

Election Payroll 8/2/2022 (Cleanup)

09/14/2022 11:40 AM

PAYROLL REGISTER REPORT FOR GENOA CHARTER TOWNSHIP
Payroll ID: 219

Page

Pay Period End Date: 08/02/2022 Check Post Date: 08/22/2022 Bank ID: FNECK

* YTD values reflect values AS OF the check date based on all current adjustments, checks, void checks

Grand Totals for Payroll:

Pay Code Id	Hours	OT Hours	Cur. Amt.	YTD Amt.*	Ded/Exp Id	Cur. Amt.	YTD
BOARD MIN	0.00	0.00	0.00	0.00	FITW	43.10	
BONUS	0.00	0.00	0.00	0.00	MEDICARE_EE	24.07	
COVID-19	0.00	0.00	0.00	0.00	SITW	93.39	
DEPUTY CLERK	0.00	0.00	0.00	22,148.12	SOCSEC_EE	102.89	
EL_TAXED	6.50	0.00	1,528.13	3,204.13			
ELEC TAX OT	0.00	0.00	0.00	0.00			
ELECT SET-CLEAN	0.00	0.00	0.00	60.00			
ELECTION COMMIS	0.00	0.00	0.00	150.00			
ELECTION MEETIN	7.00	0.00	131.26	726.26			
ELECTION NO TAX	16.00	0.00	300.03	4,150.03			
FLOATER HOLIDAY	0.00	0.00	0.00	475.84			
FUNERAL LEAVE	0.00	0.00	0.00	2,288.80			
HOLIDAY PAY	0.00	0.00	0.00	5,333.35			
LONGEVITY	0.00	0.00	0.00	0.00			
OVERTIME	0.00	0.00	0.00	1,562.57			
PERSONAL TIME	0.00	0.00	0.00	4,722.74			
PP PER DIEM	0.00	0.00	0.00	581.28			
REGULAR PAY	0.00	0.00	0.00	89,019.41			
TRUSTEE - DIEM	0.00	0.00	0.00	7,539.71			
TWP MED REIMBUR	0.00	0.00	0.00	0.00			
VACATION NONTAX	0.00	0.00	0.00	0.00			
VACATION PAY	0.00	0.00	0.00	2,952.59			
VACATION PTIME	0.00	0.00	0.00	2,005.12			
WELL IQ	0.00	0.00	0.00	628.04			
Gross Pay This Period					Gross Pay YTD		
1,959.42	Deduction Refund	Ded. This Period	Net Pay This Period		147,547.99	Dir. Dep.	
	0.00	263.45	1,695.97			0.00	

Election Payroll 8/3/2022

Net Pay This Period \$1,695.97

Physical Check Amt \$0

Total \$1,695

Physical Check Amount for this payroll is included in the prior 8/2/22 payroll. DMS

Election Payroll 8/3/2022

09/14/2022 11:36 AM

PAYROLL REGISTER REPORT FOR GENOA CHARTER TOWNSHIP
Payroll ID: 217

Page 8 of 8

Pay Period End Date: 08/03/2022 Check Post Date: 08/03/2022 Bank ID: FNBCK

* YTD values reflect values AS OF the check date based on all current adjustments, checks, void checks

Grand Totals for Payroll:

Pay Code Id	Hours	OT Hours	Cur. Amnt.	YTD Amnt.*	Ded/Exp Id	Cur. Amnt.	YTD Amnt.*
BONUS	0.00	0.00	0.00	0.00	FITW	13.27	2,388.25
CELL PHONE REIM	0.00	0.00	0.00	588.45	MEDICARE_EE	10.15	1,054.67
COVID-19	0.00	0.00	0.00	0.00	SITW	43.35	2,835.62
EL TAXED	1.00	0.00	300.00	300.00	SOCSEC_EE	43.40	4,509.62
ELEC RECV BOARD	0.00	0.00	400.00	400.00			
ELEC TAX OT	0.00	0.00	0.00	0.00			
ELECTION MEETIN	3.00	0.00	105.00	105.00			
ELECTION NO TAX	2.00	0.00	500.00	500.00			
FLOATER 2-2018	0.00	0.00	0.00	0.00			
FLOATER HOLIDAY	0.00	0.00	0.00	312.80			
FUNERAL LEAVE	0.00	0.00	0.00	342.00			
G1	0.00	0.00	0.00	22,819.50			
HOLIDAY PAY	0.00	0.00	0.00	3,867.36			
LONGEVITY	0.00	0.00	0.00	0.00			
OVERTIME	0.00	0.00	0.00	128.25			
PERSONAL PAYOUT	0.00	0.00	0.00	302.50			
PERSONAL TIME	0.00	0.00	0.00	4,001.42			
REGULAR PAY	0.00	0.00	0.00	38,561.63			
VAC COVID 19	0.00	0.00	0.00	0.00			
VACATION NONTAX	0.00	0.00	0.00	0.00			
VACATION PAY	0.00	0.00	0.00	4,456.92			
WELL IQ	0.00	0.00	0.00	1,069.62			
ZBA MINUTES	0.00	0.00	0.00	0.00			
Gross Pay This Period							
1,305.00	Deduction Refund	Ded. This Period	Net Pay This Period	Gross Pay YTD	Dir. Dep.		
	0.00	110.17	1,194.83	77,755.45	0.00		

09/14/2022 11:37 AM

Check Register Report For Genoa Charter Township
For Check Dates 08/03/2022 to 08/03/2022

Page 1 of 1

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
08/03/2022	FNBCK	13637	ADAMSKI, JANET R	285.00	272.89	0.00	Cleared
08/03/2022	FNBCK	13638	BUTTERMORE, JESSICA	300.00	251.03	0.00	Cleared
08/03/2022	FNBCK	13639	FRASHESKI, KENNETH P	285.00	285.00	0.00	Cleared
08/03/2022	FNBCK	13640	KERN, JENIFER A	200.00	176.20	0.00	Cleared
08/03/2022	FNBCK	13641	LADWIG, TERRI L	35.00	33.51	0.00	Cleared
08/03/2022	FNBCK	13642	MURPHY, KATHLEEN R	200.00	176.20	0.00	Cleared
08/03/2022	FNBCK	EFT709	INTERNAL REVENUE SERVICE	120.37	120.37	0.00	Cleared

Totals:	Number of Checks:	007	1,425.37	1,315.20	0.00		
Total Physical Checks:		6					
Total Check Stubs:		1					

Election Payroll 8/3/2022	
Net Pay This Period	\$1,194.83
Physical Check Amt	\$1,315.20
Total	\$2,510.03

09/14/2022 11:15 AM

PAYROLL REGISTER REPORT FOR GENOA CHARTER TOWNSHIP
Payroll ID: 218

Pay Period End Date: 08/12/2022 Check Post Date: 08/19/2022 Bank ID: FNBCK

* YTD values reflect values AS OF the check date based on all current adjustments, checks, void checks

VAC COVID 19	0.00	0.00	0.00	0.00
VACATION NONTAX	0.00	0.00	0.00	0.00
VACATION PAY	239.50	0.00	6,744.80	88,400.13
VACATION PTIME	0.00	0.00	0.00	4,782.15
WELL IQ	0.00	0.00	0.00	2,818.09
ZBA CHAIR	0.00	0.00	0.00	0.00
ZBA MINUTES	0.00	0.00	0.00	1,013.28
ZBA MINUTES OT	0.00	0.00	0.00	0.00
ZBA PER DIEM	0.00	0.00	0.00	4,274.84

Gross Pay This Period	Deduction Refund	Ded. This Period	Net Pay This Period	Gross Pay YTD	Dir. Dep.
120,086.84	0.00	35,350.88	84,735.96	1,832,724.52	84,508.04

09/14/2022 11:20 AM

Check Register Report For Genoa Charter Township
For Check Dates 08/19/2022 to 08/19/2022

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
08/19/2022	FNBCK	13643	SEBASTIAN, PAUL J	60.00	40.42	0.00	Cleared
08/19/2022	FNBCK	13644	WATSON, VICTOR L	187.50	187.50	0.00	Cleared
08/19/2022	FNBCK	EFT710	FLEX SPENDING (TASC)	807.30	807.30	0.00	Cleared
08/19/2022	FNBCK	EFT711	INTERNAL REVENUE SERVICE	29,544.31	29,544.31	0.00	Cleared
08/19/2022	FNBCK	EFT712	PRINCIPAL FINANCIAL	3,976.00	3,976.00	0.00	Cleared
08/19/2022	FNBCK	EFT713	PRINCIPAL FINANCIAL	2,355.64	2,355.64	0.00	Cleared

Totals:		Number of Checks:	006	36,930.75	36,911.17	0.00	
Total Physical Checks:			2				
Total Check Stubs:			4				

8/19/2022	Net Pay This Period	\$84,735.96
	Physical Check Amt	<u>\$36,911.17</u>
	Total	\$121,647.13

09/14/2022 11:21 AM

PAYROLL REGISTER REPORT FOR GENOA CHARTER TOWNSHIP
Payroll ID: 220

Pay Period End Date: 08/26/2022 Check Post Date: 09/02/2022 Bank ID: FNBCK

* YTD values reflect values AS OF the check date based on all current adjustments, checks, void checks

VACATION PTIME	0.00	0.00	0.00	4,782.15		
WELL IQ	0.00	0.00	0.00	2,818.09		
ZBA CHAIR	1.00	0.00	205.30	1,407.76		
ZBA MINUTES	1.00	0.00	173.00	1,186.28		
ZBA MINUTES OT	0.00	0.00	0.00	0.00		
ZBA PER DIEM	4.00	0.00	775.04	4,856.12		
Gross Pay This Period					Gross Pay YTD	Dir. Dep.
113,144.85					1,932,241.56	79,375.09
Deduction Refund	0.00					
		Ded. This Period	Net Pay This Period			
		33,769.76	79,375.09			

09/14/2022 11:22 AM

Check Register Report For Genoa Charter Township
For Check Dates 09/02/2022 to 09/02/2022

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
09/02/2022	FNBCK	EFT716	FLEX SPENDING (TASC)	807.30	807.30	0.00	Open
09/02/2022	FNBCK	EFT717	INTERNAL REVENUE SERVICE	27,693.84	27,693.84	0.00	Open
09/02/2022	FNBCK	EFT718	PRINCIPAL FINANCIAL	3,976.00	3,976.00	0.00	Open
09/02/2022	FNBCK	EFT719	PRINCIPAL FINANCIAL	2,355.64	2,355.64	0.00	Open
Totals:			Number of Checks: 004	34,832.78	34,832.78	0.00	
Total Physical Checks:							
Total Check Stubs:			4				

8/19/2022	Net Pay This Period	\$79,735.09
	Physical Check Amt	\$34,832.78
	Total	\$114,207.87

09/14/2022 11:23 AM		PAYROLL REGISTER REPORT FOR GENOA CHARTER TOWNSHIP				Page 31 of 31	
		Payroll ID: 221					
		Pay Period End Date: 09/09/2022				Check Post Date: 09/16/2022 Bank ID: FNBCK	
* YTD values reflect values AS OF the check date based on all current adjustments, checks, void checks							
ZBA MINUTES	0.00	0.00	0.00	0.00	0.00		
ZBA PER DIEM	0.00	0.00	0.00	0.00	2,392.62		
Gross Pay This Period		Deduction Refund		Ded. This Period	Net Pay This Period	Gross Pay YTD	Dir. Dep.
113,198.94		0.00		34,251.54	78,947.40	2,017,624.69	78,947.40

09/14/2022 11:24 AM		Check Register Report For Genoa Charter Township				Page 1 of 1	
		For Check Dates 09/16/2022 to 09/16/2022					
Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
09/16/2022	FNBCK	EFT720	FLEX SPENDING (TASC)	807.30	807.30	0.00	Open
09/16/2022	FNBCK	EFT721	INTERNAL REVENUE SERVICE	28,160.27	28,160.27	0.00	Open
09/16/2022	FNBCK	EFT722	PRINCIPAL FINANCIAL	3,976.00	3,976.00	0.00	Open
09/16/2022	FNBCK	EFT723	PRINCIPAL FINANCIAL	2,355.64	2,355.64	0.00	Open
Totals:		Number of Checks: 004		35,299.21	35,299.21	0.00	
Total Physical Checks:							
Total Check Stubs:		4					

8/19/2022	Net Pay This Period	\$78,947.40
	Physical Check Amt	<u>\$35,299.21</u>
	Total	\$114,246.61

09/14/2022 12:29 PM
 User: denise
 DB: Genoa Township

CHECK REGISTER FOR GENOA TOWNSHIP
 CHECK NUMBERS 5605 - 6000

Page: 1/1

Check Date	Check	Vendor Name	Amount
Bank 503FN DPW-UTILITIES #233			
08/11/2022	5605	ADVANCE AUTO PARTS	254.78
08/11/2022	5606	ADVANTAGE MARKETING	329.02
08/11/2022	5607	AUTO-LAB OF LIVINGSTON	232.04
08/11/2022	5608	GIFFELS WEBSTER	2,280.00
08/11/2022	5609	JACK DOHENY COMPANIES, INC	798.09
08/11/2022	5610	MICHIGAN OFFICE SOLUTIONS	100.40
08/11/2022	5611	NETWORK SERVICES GROUP, L.L.C.	499.00
08/11/2022	5612	PORT CITY COMMUNICATIONS, INC.	259.86
08/11/2022	5613	RED WING BUSINESS ADVANTAGE ACCOUNT	225.00
08/11/2022	5614	TETRA TECH INC	4,125.00
08/11/2022	5615	WINDSTREAM	47.22
08/12/2022	5616	UNITED STATES POSTAL SERVICE	339.64
08/12/2022	5617	WEK BANK	8,044.86
08/18/2022	5618	CHASE CARD SERVICES	4,841.45
08/18/2022	5619	VERIZON WIRELESS	702.74
08/23/2022	5620	HOME DEPOT CREDIT SERVICES	2,055.43
08/23/2022	5621	ASCENSION MI. EMPLOYER SOLUTIONS	130.00
08/29/2022	5622	GENOA TOWNSHIP	1,000,000.00
09/07/2022	5623	STATE OF MICHIGAN	70.00
09/07/2022	5624	STATE OF MICHIGAN	70.00
09/08/2022	5625	TRACTOR SUPPLY CO.	645.91
09/13/2022	5626	MWEA	80.00
09/13/2022	5627	WEK BANK	9,440.74
09/13/2022	5628	CHASE CARD SERVICES	1,591.46
09/14/2022	5629	UNITED STATES POSTAL SERVICE	82.21

503FN TOTALS:

Total of 25 Checks:	1,037,244.85
Less 0 Void Checks:	0.00
Total of 25 Disbursements:	1,037,244.85

09/14/2022 12:31 PM
 User: denise
 DB: Genoa Township

CHECK REGISTER FOR GENOA TOWNSHIP
 CHECK NUMBERS 5596 - 6000

Page: 1/1

Check Date	Check	Vendor Name	Amount
Bank 592FN OAK POINTE OPERATING FUND #592			
08/18/2022	5596	AMERICAN AQUA	586.96
08/18/2022	5597	AT&T	152.32
08/18/2022	5598	BRIGHTON ANALYTICAL LLC	440.00
08/18/2022	5599	CONSUMERS ENERGY	105.04
08/18/2022	5600	COOPER'S TURF MANAGEMENT LLC	718.20
08/18/2022	5601	GENOA TOWNSHIP D.P.W. FUND	22,396.18
08/18/2022	5602	GENOA TOWNSHIP D.P.W. FUND	215.39
08/18/2022	5603	GENOA TOWNSHIP D.P.W. FUND	24,772.12
08/18/2022	5604	GENOA TOWNSHIP DPW FUND	460.77
08/18/2022	5605	HAVILAND PRODUCTS COMPANY	5,284.35
08/18/2022	5606	HYDROCORP	226.87
08/18/2022	5607	LANG PLUMBING, INC.	150.00
08/18/2022	5608	MICHIGAN CAT	2,899.73
08/18/2022	5609	UIS SCADA	360.00
08/23/2022	5610	AT&T LONG DISTANCE	61.65
08/23/2022	5611	CONSUMERS ENERGY	91.63
08/23/2022	5612	ENVIRONMENTAL SALES, INC	7,244.80
08/24/2022	5613	GENOA TWP OAK POINTE SEWER BOND	90,413.62
09/06/2022	5614	DTE ENERGY	1,004.90
09/07/2022	5615	AT&T LONG DISTANCE	56.51
09/07/2022	5616	DTE ENERGY	2,212.83
09/08/2022	5617	DTE ENERGY	128.75
09/13/2022	5618	AT&T	217.39
09/13/2022	5619	CONSUMERS ENERGY	91.63

592FN TOTALS:

Total of 24 Checks:	160,291.64
Less 0 Void Checks:	0.00
Total of 24 Disbursements:	160,291.64

09/14/2022 12:34 PM
User: denise
DB: Genoa Township

CHECK REGISTER FOR GENOA TOWNSHIP
CHECK NUMBERS 4164 - 5000

Page: 1/1

Check Date	Check	Vendor Name	Amount
Bank 593FN LAKE EDGEWOOD OPERATING FUND #590			
08/11/2022	4164	CONSUMERS ENERGY	91.63
08/12/2022	4165	BRIGHTON ANALYTICAL LLC	630.00
08/12/2022	4166	COMPLETE BATTERY SOURCE	221.92
08/12/2022	4167	COOPER'S TURF MANAGEMENT LLC	711.72
08/12/2022	4168	GENOA TOWNSHIP D.P.W. FUND	13,501.97
08/12/2022	4169	GENOA OCEOLA SWR & WTR AUTHORI	5,205.78
08/12/2022	4170	HARTLAND SEPTIC SERVICE, INC.	6,300.00
08/12/2022	4171	K & J ELECTRIC, INC.	1,100.00
08/12/2022	4172	LANG PLUMBING, INC.	75.00
08/12/2022	4173	OAK POINTE OPERATING S/W	885.00
08/12/2022	4174	FVS NOLWOOD CHEMICALS, INC	1,248.40
08/12/2022	4175	UIS SCADA	2,686.48
08/18/2022	4176	AQUA- AEROBICS SYSTEMS, INC.	2,650.61
08/18/2022	4177	CONSUMERS ENERGY	15.00
09/07/2022	4178	DTE ENERGY	3,227.01
09/12/2022	4179	CONSUMERS ENERGY	99.18

593FN TOTALS:

Total of 16 Checks:	38,649.70
Less 0 Void Checks:	0.00
Total of 16 Disbursements:	38,649.70

503FN \$1,037,244.85
592FN \$160,291.64
593FN \$38,649.70
TOTAL \$1,236,186.19



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TWP.

September 2022						
S	M	T	W	T	F	S
28	29	30	31	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	1
2	3	4	5	6	7	8

New Balance
\$10,264.72
 Minimum Payment Due
\$2,052.00
 Payment Due Date
09/10/22

MAILED
 8-22-22

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

ACCOUNT SUMMARY

Account Number: [REDACTED]

Previous Balance	\$3,749.05
Payment, Credits	-\$3,749.05
Purchases	+\$10,264.72
Cash Advances	\$0.00
Balance Transfers	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
New Balance	\$10,264.72
Opening/Closing Date	07/17/22 - 08/16/22
Credit Limit	\$20,000
Available Credit	\$9,735
Cash Access Line	\$1,000
Available for Cash	\$1,000
Past Due Amount	\$0.00
Balance over the Credit Limit	\$0.00

OK
 [Signature]
 8/22/2022

ENTERED AUG 22 2022

YOUR ACCOUNT MESSAGES

Fraud and scams can happen to anyone. Protect yourself and older loved ones by learning the warning signs and other helpful tips. For more information, visit www.chase.com/financialabuse



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ACCOUNT ACTIVITY

Date of Transaction	Merchant Name or Transaction Description	\$ Amount
07/24	Payment ThankYou - Image Check	-3,749.05
07/15	AMZN Mktp US*7795A4723 Amzn.com/bill WA 101-265-934-060	184.00 ✓
07/14	Grayek MICHIGAN ASSOCIATION OF P 734-9132000 MI 101-761-910-000	435.00 ✓
07/17	Amazon.com*MH4CP81L3 Amzn.com/bill WA 101-265-934-060	49.49 ✓
07/20	AMZN Mktp US*RR09W7KC3 Amzn.com/bill WA 101-261-751-000	339.95 ✓
07/19	McBrazy MICHIGAN ASSOCIATION OF P 734-9132000 MI 101-761-910-000	435.00 ✓
07/22	DMI* DELL K-12/GOVT 800-981-3355 TX 101-261-751-000	5,159.25 ✓
07/29	DMI* DELL K-12/GOVT 800-981-3355 TX 101-261-751-000	3,289.16 ✓
08/06	QUADIENT INC ORACLE 800-636-7678 CT 101-261-750-000	334.40 ✓
08/09	AMZN Mktp US*KK0MR1N33 Amzn.com/bill WA 101-265-934-060 MICHAEL C ARCHINAL TRANSACTIONS THIS CYCLE (CARD 3223) \$6515.67 INCLUDING PAYMENTS RECEIVED	38.47 ✓

2022 Totals Year-to-Date

Total fees charged in 2022	\$39.00
Total interest charged in 2022	\$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
PURCHASES			
Purchases	15.49%(v)(d)	- 0 -	- 0 -
CASH ADVANCES			
Cash Advances	21.49%(v)(d)	- 0 -	- 0 -
BALANCE TRANSFERS			
Balance Transfer	15.49%(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.

101-265-934-060 271.96

101-761-910-000 870.00

101-261-751-000 8788.36

101-261-750-000 234.40



ink.



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D.P.W.

September 2022						
S	M	T	W	T	F	S
28	29	30	31	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	1
2	3	4	5	6	7	8

New Balance
\$5,342.33
Minimum Payment Due
\$53.00
Payment Due Date
09/01/22

INK CASH(SM) POINT SUMMARY

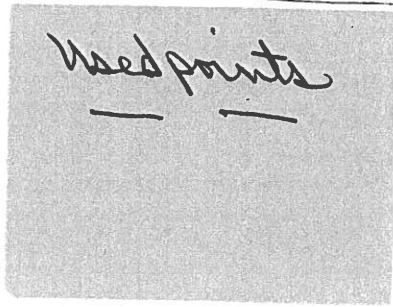
Previous points balance	42,685
+ 1 Point per \$1 earned on all purchases	5,343
+ 2Pts/\$1 gas stns, rstnts, ofc sply, hrm impr	2,060

Total points available for redemption 50,088

500,88 8/15/22

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



ACCOUNT SUMMARY

Account Number: [REDACTED]

Previous Balance	\$6,716.03
Payment, Credits	-\$6,991.61
Purchases	+\$5,617.91
Cash Advances	\$0.00
Balance Transfers	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
New Balance	\$5,342.33
Opening/Closing Date	07/08/22 - 08/07/22
Credit Limit	\$36,500
Available Credit	\$31,157
Cash Access Line	\$1,825
Available for Cash	\$1,825
Past Due Amount	\$0.00
Balance over the Credit Limit	\$0.00

233-000-084-990

ALL SYS
UTILITY DEPT.

AUG 12 2022

RECEIVED

[Signature]
8-16-22

YOUR ACCOUNT MESSAGES

Fraud and scams can happen to anyone. Protect yourself and older loved ones by learning the warning signs and other helpful www.chase.com/financialabuse

0.0
5,342.33
500.88
4,841.45



ACCOUNT ACTIVITY

Date of Transaction	Merchant Name or Transaction Description	\$ Amount
07/07	ZORO TOOLS INC 855-2899676 IL <i>mhog</i>	223.58 ✓
07/09	Whitepages 800-9529005 WA	4.99 ?
07/28	SMEDE - SON STEEL - BRIG 813-6379696 MI <i>mhog</i> ALEX CHIMPOURAS TRANSACTIONS THIS CYCLE (CARD 2501) \$1311.09	1,082.52 ✓
07/22	THE HOME DEPOT 2751 HOWELL MI <i>4.0</i>	-275.58 ✓
07/08	GRAND TRAV RESORT 2315346050 MI <i>Conf/ dnee</i>	37.19
07/26	MAXIVOLT CORPORATION I 800-583-4773 TX <i>Howell Twp?</i>	2,124.14 ✓
07/31	IR INDUSTRIAL 704-896-4504 NC <i>Howell Twp.</i>	659.00
08/05	ULINE *SHIP SUPPLIES 800-295-5510 WI <i>DPW gloves</i> JAMES AULETTE TRANSACTIONS THIS CYCLE (CARD 7653) \$2773.96	229.21 ✓
07/13	JIMMY JOHNS - 2175 HOWELL MI <i>DPW prof dev.</i> KIMBERLY LANE TRANSACTIONS THIS CYCLE (CARD 4797) \$222.58	222.58 ✓
07/27	Payment ThankYou - Image Check	-6,716.03
07/10	GoToCom*GoToConnect goto.com MA <i>MHOG</i>	250.35 ✓
07/28	AMZN Mktp US*Q24PB6CO3 Amzn.com/bill WA <i>Howell Twp.</i>	459.99 ✓
07/29	AMZN Mktp US*173ZA7H63 Amzn.com/bill WA <i>24.99 mhog, go, Genoa & Howell Twp</i>	99.96 ✓
07/31	AMZN Mktp US*9B0W08LK3 Amzn.com/bill WA <i>Howell Twp.</i>	158.48 ✓
08/04	RINGCENTRAL INC. 888-898-4591 CA <i>DPW phone</i> GREG TATARA TRANSACTIONS THIS CYCLE (CARD 9747) \$5681.33- INCLUDING PAYMENTS RECEIVED	65.92 -

2022 Totals Year-to-Date	
Total fees charged in 2022	\$0.00
Total interest charged in 2022	\$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
PURCHASES			
Purchases	15.49%(v)(d)	- 0 -	- 0 -
CASH ADVANCES			
Cash Advances	27.24%(v)(d)	- 0 -	- 0 -
BALANCE TRANSFERS			
Balance Transfer	15.49%(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.



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DPW

October 2022						
S	M	T	W	T	F	S
25	26	27	28	29	30	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

New Balance
\$1,591.46
 Minimum Payment Due
\$40.00
 Payment Due Date
10/01/22

INK CASH(SM) POINT SUMMARY

Previous points balance	50,088
+ 1 Point per \$1 earned on all purchases	1,592
+ 2Pts/\$1 gas stns, rstnts, ofc sply, hm impr	870
- Points redeemed this statement period	50,088
Total points available for redemption	2,462

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

ACCOUNT SUMMARY

Account Number: [REDACTED]

Previous Balance	\$5,342.33
Payment, Credits	-\$5,357.30
Purchases	+\$1,606.43
Cash Advances	\$0.00
Balance Transfers	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
New Balance	\$1,591.46
Opening/Closing Date	08/08/22 - 09/07/22
Credit Limit	\$36,500
Available Credit	\$34,908
Cash Access Line	\$1,825
Available for Cash	\$1,825
Past Due Amount	\$0.00
Balance over the Credit Limit	\$0.00

5

233-000-
 ALL SYS-084-999
 UTILITY DEPT.

YOUR ACCOUNT MESSAGES

Transactions designated with an & have been transferred from lost / stolen account.

SEP 12 2022

RECEIVED

[Signature]
 9/13/22

ACCOUNT ACTIVITY

Date of Transaction	Merchant Name or Transaction Description	\$ Amount
08/18	HARBOR FREIGHT TOOLS 630 HOWELL MI <i>DPW - tools</i> DAVE ESTRADA TRANSACTIONS THIS CYCLE (CARD 4124) \$208.06	208.06 ✓
08/16	FLINT NEW HOLLAND INC BURTON MI <i>L/E tractor</i>	430.34 ✓
08/25	DAVES HOT CHICKEN 1054 HOWELL MI <i>DPW prof dev.</i>	56.59 ✓
09/02	CKE*Jonas Market Br ECOM 810-2296845 MI <i>DPW training</i> JAMES AULETTE TRANSACTIONS THIS CYCLE (CARD 7653) \$543.58	56.65 ✓
08/15	IN *MICHIGAN RURAL WATER 517-6572601 MI <i>DPW prof dev</i> KIMBERLY LANE TRANSACTIONS THIS CYCLE (CARD 4797) \$420.00	420.00 ✓
08/15	REDEMPTION CREDIT	-500.88
08/20	Payment ThankYou Image Check	-4,841.45
08/10	& GoToCom*GoToConnect goto.com MA <i>MHOG</i>	250.31 ✓
09/04	RINGCENTRAL INC. 888-898-4591 CA <i>DPW phone</i> GREG TATARA TRANSACTIONS THIS CYCLE (CARD 9747) \$5026.10- INCLUDING PAYMENTS RECEIVED	65.92 -
06/09	Whitepages 800-9529005 WA	-4.99
07/09	Whitepages 800-9529005 WA	-4.99
08/09	Whitepages 800-9529005 WA	-4.99
08/09	& Whitepages 800-9529005 WA	-4.99
09/01	LOWES #00779* HOWELL MI <i>mhog</i> ALEX CHIMPOURAS TRANSACTIONS THIS CYCLE (CARD 3767) \$103.59	113.57 ✓

2022 Totals Year-to-Date	
Total fees charged in 2022	\$0.00
Total interest charged in 2022	\$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
PURCHASES			
Purchases	15.49%(v)(d)	- 0 -	- 0 -
CASH ADVANCES			
Cash Advances	27.24%(v)(d)	- 0 -	- 0 -
BALANCE TRANSFERS			
Balance Transfer	15.49%(v)(d)	- 0 -	- 0 -

(v) = Variable Rate
(d) = Daily Balance Method (including new transactions)

31 Days in Billing Period

**GENOA CHARTER TOWNSHIP BOARD
Regular Meeting and Public Hearing
August 15, 2022**

MINUTES

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

The Pledge of Allegiance was recited.

A call to the public was made at 6:31 pm with no response.

Consent Agenda

Moved by Mortensen, supported by Skolarus, to approve the Consent Agenda as presented. **The motion carried unanimously.**

1. Payment of Bills: August 15, 2022
2. Request to approve Minutes: August 1, 2022

Regular Agenda:

Moved by Ledford, seconded by Lowe, to approve the Regular Agenda as presented. **The motion carried unanimously.**

3. Review Quarterly budget to Actual Report as provided by Ken Palka, C.P.A.

Mr. Mortensen questioned some items that are already over budget and they are not in the adjustments that are being made in Item #4. He would like to see all of the adjustments in one document provided at the next meeting. Supervisor Rogers stated this is the first one of these reports that the Board has received, and will continue to receive them.

4. Consideration of amendments to the fiscal year 2022-2023 budget as follows:

Ms. Hunt stated these changes were requested by the auditors. They would like each of these items listed separately in the budget.

- A. Adjust Fund 202 - Special Assessment District as follows:
 1. Create a budget for Homestead principle revenue line item number 202-478-628-005 in the amount of \$14,968
 2. Create a budget for Homestead interest revenue line item number 202-478-665-001 in the amount of \$2,993

Genoa Charter Township Board Meeting
August 15, 2022
Unapproved Minutes

3. Create a budget for Homestead project expenses line item number 202-478-801-075 in the amount of \$90,000
4. Create a budget for Timberview project expenses line item number 202-476-801-075 in the amount of \$40,000

Moved by Lowe, seconded Mortensen, to adjust Fund 202 - Special Assessment District as follows:

1. Create a budget for Homestead principle revenue line item number 202-478-628-005 in the amount of \$14,968
2. Create a budget for Homestead interest revenue line item number 202-478-665-001 in the amount of \$2,993
3. Create a budget for Homestead project expenses line item number 202-478-801-075 in the amount of \$90,000
4. Create a budget for Timberview project expenses line item number 202-476-801-075 in the amount of \$40,000

The motion carried unanimously.

B. Adjust Fund 208 - Parks and Recreation as follows:

1. Create a budget for Senior Survivor Park revenue line item number 208-000-668-001 in the amount of \$462,069
2. Increase the Senior Survivor Park Project expenses line item number 208-751-934-001 from \$139,000 to \$601,369

Moved by Skolarus, seconded Hunt, to adjust Fund 208 - Parks and Recreation as follows:

1. Create a budget for Senior Survivor Park revenue line item number 208-000-668-001 in the amount of \$462,069
2. Increase the Senior Survivor Park Project expenses line item number 208-751-934-001 from \$139,000 to \$601,369

The motion carried unanimously.

C. Adjust Fund 101 - Dept 171- Township Supervisor as follows:

1. Change the budget on Township Supervisor Salary expense line item 101-171-702-014 from \$63,478 to \$62,740 due to a miscalculation.

Moved by Skolarus, seconded Lowe, to change the budget on Township Supervisor Salary expense line item 101-171-702-014 from \$63,478 to \$62,740 due to a miscalculation. **The motion carried unanimously.**

5. Request to amend FY 2022/2023 budget as recommended by the Election Commission.

Supervisor Rogers stated there was no backup information in the packet for this item. Also, there are no meeting minutes on the website for the Election Commission meeting, and there was no public posting of the meeting. He requested that this be tabled this evening.

Ms. Lowe stated the meeting was held in Ms. Skolarus' office with the door open.

Mr. Seward stated it is an illegal meeting if there was no notice made to the public that the meeting was being held. The meeting should be in a place where it is accessible to the public.

Genoa Charter Township Board Meeting
August 15, 2022
Unapproved Minutes

Supervisor Rogers stated another Election Commission meeting will need to be held, a notice will need to be posted on the door and on the website, and minutes will need to be taken.

Moved by Hunt, seconded by Lowe, to table Agenda Item #5. **The motion carried unanimously.**

Correspondence

The correspondence this evening was a letter from Mr. Archinal advising his retirement. He thanked the Board for the opportunity to participate in all of the great accomplishments that have been made at Genoa Township during his tenure.

Board Members thanked Mr. Archinal for all of the work he has done.

Supervisor Rogers stated that he will be placing the consideration of promoting Ms. VanMarter as the new Township Manager on the next meeting agenda. Ms. Skolarus stated a new planner will need to be hired.

Ms. Hunt agrees that Kelly is the perfect candidate. Ms. Lowe agrees.

Member Discussion

Ms. Lowe stated the next meeting of the Livingston County Chapter of the MTA is on August 31 at 6:00 pm at the Marion Township Hall. The topic is code enforcement.

Mr. Archinal stated that Crooked Lake is open to traffic. He spoke to the Road Commission about additional speed limit signs.

He will be meeting with three associations regarding SAD's for road improvements.

Ms. Skolarus asked Mr. Seward if he attended tonight's meeting only for the Election Commission budget adjustment item. Mr. Seward said no. Supervisor Rogers stated that the attorney has been at Board Meetings for the past several months.

Adjournment

Moved by Mortensen, supported by Ledford, to adjourn the meeting at 7:05 pm. **The motion carried unanimously.**

Respectfully Submitted,

Patty Thomas
Recording Secretary

Approved:

Paulette Skolarus, Clerk
Genoa Charter Township

Bill Rogers, Supervisor
Genoa Charter Township

GENOA TOWNSHIP ELECTION COMMISSION

Special Meeting

Monday, Aug. 22, 2022

9:00 a.m.

MINUTES

A Special Meeting of the Election Commission was called to order by Clerk Skolarus at 9:10 a.m. The following members were present for the transaction of business: Paulette Skolarus, Diana Lowe and Jean Ledford. No other persons were present.

1. Request for approval of Agenda. Moved by Lowe supported by Ledford to approve the Agenda with an addition of a list of poll workers scheduled to work the Nov. 8, 2022 General Election. The motion carried unanimously.
2. Request for approval of the Minutes from the June 30, 2022. Moved by Lowe and supported by Ledford to approve the Minutes of June 30, 2022 – adding that five persons were present in the audience. The motion carried unanimously.
3. Request to approve sign in sheet for election officials. Moved by Skolarus and supported by Ledford to approve payment for all persons who worked additional hours relative to the August Primary. The motion carried unanimously.
4. Request for approval of an amended budget for the 2022 election season with a recommendation to the Township Board. Moved by Ledford and supported by Lowe to approve the recommendation to the Township Board. The motion carried unanimously.
5. Request to approve a list of poll workers scheduled to work the Nov. 8, 2022 General Election. Moved by Lowe and supported by Ledford to approve the list of poll workers as scheduled. The motion carried unanimously.

The meeting was adjourned at 9:27 a.m.



Paulette Skolarus, Clerk
Genoa Charter Township

08/30/2022

BUDGET REPORT FOR GENOA TOWNSHIP
Election Commission

GL NUMBER	DESCRIPTION	2022-23 APPROVED BUDGET	2022-23 ACTIVITY	BUDGET AMENDMENT Sept. 19, 2022
APPROPRIATIONS				
101-262-703-001	WAGES- PART TIME OFFICE WORKERS Temp office \$15.00 new & \$17.00 exp	25,000	12,984	26,000
101-262-703-002	Scanners, Chairpersons and Poll Workers Per Diem: \$350.00, \$320.00, \$270.00	43,000	21,317	43,000
101-262-703-004	TRAINING PER DIEM \$45.00	3,000	2,966	4,000
101-262-703-005	WAGES - RECEIVING BOARD	1,200	400	1,200
101-262-751-001	ELECTION OFFICE SUPPLIES	7,500	5,853	7,500
101-262-791-000	ELECTION PUBLICATIONS	1,000	160	1,000
101-262-802-001	ELECTION MEETING FEES	1,400	750	1,500
101-262-802-002	BALLOT TESTING	12,000	2,912	10,000
101-262-802-003	LIVINGSTON COUNTY CLERK	9,600	4,339	9,600
101-262-802-004	CHURCH/SCHOOL CLEANUP/SETUP/TAKE DOWN \$300.00 POLLING PLACES \$20.00 HR. WORKERS	4,200	2,535	5,000
101-262-802-005	ELECTION BREAKFAST / DINNER	1,700	668	1,700
101-262-861-001	ELECTION MILEAGE & TRAVEL	400	249	450
101-262-901-001	POSTAGE FOR APPLICATIONS	4,850	3,033	4,850
101-262-901-002	POSTAGE FOR MAILING BALLOTS	9,300	970	3,000
101-262-901-003	POSTAGE FOR MAILING NEW I.D. CARDS	9,500	4,311	4,500
101-262-955-000	ELECTION MISCELLANEOUS	1,000	619	1,000
TOTAL APPROPRIATIONS		134,650	64,066	124,300

Memo

To: GENOA TOWNSHIP TRUSTEES

From: DEBRA ROJEWSKI 


Date: 9/15/2022

Re: AMENDMENT TO THE ASSESSING DEPARTMENT BUDGET

I would like to request a change to the Assessing Departments Board of Review Publications in Dept 247 Board of Review (#101-247-791-000) budget amount. Previously, we had a budget for \$500.00. We now have a closer idea to the expense for these publications. We need to change this from \$500.00 to \$750.00.

IF YOU HAVE ANY FURTHER QUESTIONS OR COMMENTS,
PLEASE FEEL FREE TO CONTACT ME.

MEMORANDUM

TO: Township Board
FROM: Michael Archinal 
DATE: 9/15/2022
RE: Snowden/Latson Sidewalk Repair

Please see attached a picture showing settling and failure of a section of sidewalk at Snowden and Latson. The failure was caused by an irrigation leak that has since been repaired. Concrete Construction has provided a quote for repair in the amount of \$7,239.86. This includes repairing the failed curb shown in the picture. Please consider the following action:

Moved by _____, supported by _____, to approve the proposal from Concrete Construction for sidewalk and curb repair in the amount of \$7,239.86.

CONCRETE CONSTRUCTION, INC.

Proposal

CONCRETE CONSTRUCTION, INC.
P.O. BOX 256
HOWELL MI 48844
517-223-7594
517-223-8422 fax

08/12/2022
 Mike Archinal
 Genoa Township
 Brighton
 Good For: 30 Days
PROJECT
 Snowden and Latson

Mike Archinal

We propose to furnish all material and perform all labor necessary to complete the construction of the following listed items and quantities:

		QUANT.	UNIT PRICE	PRICE
CONCRETE MEZZANINE	SQ. FT.	0	\$0.00	\$0.00
4" CONCRETE FLOORS	SQ. FT.	0	\$0.00	\$0.00
6" CONCRETE FLOORS	SQ. FT.	0	\$0.00	\$0.00
8" CONCRETE FLOORS	SQ. FT.	0	\$0.00	\$0.00
4" NON REINFORCED SIDEWALK	SQ. FT.	315	\$11.64	\$3,667.64
4" CONCRETE S/W & CURB	SQ. FT.	0	\$0.00	\$0.00
SUBGRADE MATERIAL	C/YD	6	\$45.00	\$270.00
CB AND CURB REPAIR	LN. FT.	24	\$137.59	\$3,302.22
B-2 CURB AND GUTTER	LN. FT.	0	\$0.00	\$0.00
M-OPENING	LN. FT.	0	\$0.00	\$0.00
TRUCK WELL	SQ. FT.	0	\$0.00	\$0.00
			Total	\$7,239.86

PLEASE READ SCOPE OF WORK AND ALL EXCLUSIONS TO ENSURE EVERYTHING IS INCLUDED IF SOMETHING IS MISSED OR NOT INCLUDED PLEASE ADVISE IMMEDIATELY ANY CONTRACT WILL HAVE TO INCLUDE THIS SCOPE

Included

- Saw cut and remove concrete
- Form and place sidewalk and curb and gutter
- One coat of curing compound
- Broom finish all exterior concrete
- Traffic Control
- Barricades
- Sub grade material

Excluded

- Permits and or testing
- Repairs of any unforeseen circumstance hidden under existing

We propose to furnish material and labor, complete in accordance with above specifications, for the sum of..... \$0.00 Dollars
 Payments to be made as follows: NET, TENTH OF THE MONTH FOLLOWING COMPLETED WORK (PARTIAL OR FULL) RETENTION'S HELD OVER 60 DAYS FROM COMPLETED WORK WILL BE SUBJECT TO A FINANCE CHARGE OF 12% ANNUAL INTEREST RATE AND THE AMOUNT SHALL BECOME A PART OF THIS AGREEMENT.

Contractor's signature: _____

Date:

Work shall not commence without a signed agreement and copy of Notice Of Commencement.

Acceptance of proposal - The above price, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Owner's signature: _____

Date:





MEMO

TO: Members of the Genoa Charter Township Board
FROM: Kim Lane, Human Resources
DATE: September 19, 2022
RE: Increase of Life Insurance Allowance for Contract Employees

Dear Members of the Board:

Genoa Township currently has four positions which include an employment contract. Those positions are Township Manager, Planning Director, Assessor, and Deputy Assessor. As a part of those contracts, the individuals in these positions are currently given a \$300 annual allowance for the purchase of an individual term life policy.

These original policies were set for 20-year terms. As they begin to hit their 20 years, the annual payment balloons and the individuals will need to purchase a new term life policy. Due to being 20 years older, a new policy will carry a higher premium. In most cases, depending on the terms of the new policy, premiums will jump from approximately \$300 annually to \$500 or more.

I am proposing an increase in allowance from \$300 annually to an amount up to \$500 annually to subsidize these term policies since it has been 20 years since the policies and allowance were established. If the premium for the employee's life policy is less than \$500, they will be reimbursed for the exact amount of the life premium. If the premium is more than \$500, the employee will be reimbursed \$500 and will be responsible for anything in excess.

I respectfully request approval as follows:

Action Item: Approval of Increase for Life Insurance Allowance

Approve a Life Insurance Allowance of up to \$500 annually as a reimbursement for an individual term life policy.

Moved by _____, supported by _____ to approve the Life Insurance allowance of up to \$500 annually for the four contracted positions.



MEMO

TO: Members of the Genoa Charter Township Board

FROM: Kim Lane, Human Resources

DATE: September 19, 2022

RE: Confirmation of Manager Resignation and Resulting Internal Promotions

.....

Dear Members of the Board:

As you are aware, Mike Archinal has submitted his resignation as Township Manager. Mr. Archinal’s last day in the office will be October 14, 2022, and, utilizing his accrued Vacation and Personal Time, his last day on the Genoa Township payroll will be December 31, 2022. As an action item on this memo, I am asking that you formally confirm his resignation.

As a result of Mr. Archinal’s resignation, I am proposing two internal promotions. I propose Kelly VanMarter be promoted from Assistant Township Manager to Township Manager, and Amy Ruthig from Zoning Official to Planning Director. Both of these individuals are highly competent in their abilities to assume the responsibilities of these positions.

In preparation for these promotions, I have reviewed the appropriate salary ranges for these positions using the Compease program we established earlier this year. In addition, I contacted local municipalities to obtain the current salaries of their Township Managers. For 2022, the salary ranges for these positions are as follows:

<u>Title</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Township Manager	\$105,726	\$140,967	\$176,210
Planning Director	\$ 63,244	\$ 79,055	\$ 94,865

For the Township Manager position, I am recommending a new salary of \$134,000, the car allowance will remain at the current Manager level of \$9,000 annually, and all other benefits will remain consistent with current Township practices with regard to health, dental, vision and retirement. The promotion for Kelly VanMarter will be effective October 17, 2022. Attached is the proposed employment contract for your review.

For the Planning Director position, I am recommending a new salary of \$73,000, the car allowance will remain at the current Planning Director level of \$5,400 annually, and all other benefits will remain consistent with current Township practices with regard to health, dental, vision and retirement. The promotion for Amy Ruthig will be effective October 17, 2022. Attached is the proposed employment contract for your review.

I respectfully request approval for these actions as follows:

Action 1: Confirmation of Resignation of Mike Archinal

Confirm the resignation of Mike Archinal with a last day in office of October 14, 2022 and a final day on payroll of December 31, 2022.

Moved by _____, supported by _____ to confirm the resignation of the Township Manager

Action 2: Promotion of Kelly VanMarter

Approve the promotion of Kelly VanMarter to Township Manager per the attached employment contract.

Moved by _____, supported by _____ to approve the Promotion of Kelly VanMarter.

Action 3: Promotion of Amy Ruthig

Approve the promotion of Amy Ruthig to Planning Director per the attached employment contract.

Moved by _____, supported by _____ to approve the Promotion of Amy Ruthig.

**GENOA CHARTER TOWNSHIP
TOWNSHIP MANAGER**

THIS AGREEMENT is made by and between, GENOA CHARTER TOWNSHIP, with offices at 2911 Dorr Road, Brighton, Michigan 48116, hereinafter referred to as “Employer” and Kelly VanMarter, hereinafter referred to as “Manager”.

WHEREAS, the parties desire to define the terms of employment by detailing the duties of the parties, and;

WHEREAS, the Township desires Kelly VanMarter, as Manager, to undertake the requirements and duties of this position;

NOW THEREFORE, for valuable consideration, it is agreed as follows:

1. Employer hereby employs Manager and Manager hereby accepts employment subject to the terms of this Agreement as hereinafter set forth.
2. The term of this Agreement begins on October 17, 2022 and will continue unless terminated by either party for any reason.
 - i. If the Township desires to terminate for misfeasance or malfeasance the termination shall be effective on the date written notice is delivered to Manager and Manager shall not be entitled to severance pay.
 - ii. If the Township desires to terminate Manager for any reason other than misfeasance or malfeasance, the Employer shall give Manager written notice of its intention to do so. In such event, the Employer shall pay to Manager a lump sum severance pay equal to two (2) week’s salary for each year of service, less the usual, normal and lawful sums withheld from Manager’s salary for compliance with State and Federal laws, to a maximum of 25 years of service. The severance shall be paid within 10 days after termination date on Form 1099.
 - iii. If the Manager desires to resign and terminate her employment, she shall give the Employer a minimum of sixty (60) days written notice of her intention to do so. The Township shall have no obligation to give the Manager severance pay.
3. The duties of the Manager shall include such work as may be required by Employer. The Manager shall work full time in accordance with the Genoa Township Personnel and Policy Manual and, in addition, shall attend all Township Board meetings, unless expressly excused from attendance by the Supervisor.

4. Manager shall devote her entire time and attention and her best energies and abilities to the performance of such duties as may be assigned to her by Employer, and shall serve Employer faithfully and diligently and use her utmost endeavors to promote the interests of Employer.
5. Employer agrees to pay Manager and Manager agrees to accept as compensation, the gross annual salary of \$134,000 at the onset of this agreement. She will be eligible for future salary adjustments in conjunction with annual budget recommendations as approved by the board. The sums shall be paid to Manager in accordance with regular payroll practice at the Township.
6. Manager shall have all other benefits as described in the Genoa Township Personnel and Policy Manual as may be modified from time to time by Employer.
7. Employer agrees to pay Manager a car allowance of \$9,000 per year paid in equal bi-weekly payments and may be modified by Employer.
8. Employer agrees to pay Manager a life insurance allowance of up to \$500 per year paid annually upon proof of life insurance premium liability. Manager should submit proof of payment of her annual life insurance invoice to Accounts Payable. Annual premium up to \$500 will be as a reimbursement to Manager. Manager will retain the responsibility for payment of insurance premium.
9. Employer agrees to pay for travel and subsistence expenses for the Manager to attend any appropriate conferences and meetings provided they occur in the continental United States.
10. The Agreement shall be binding upon and inure to the benefit of the Manager and her heirs and assigns and personal representatives and the Township of Genoa, a general law Township.
11. The Employer and the Manager shall submit any and all disputes, controversies, or claims between the Manager and the Employer regarding any state or federal statute (including discrimination/civil rights claims), Michigan common-law doctrine, or any tort or breach of contract arising from the Manager's employment with the Employer, or termination of that employment relationship, for settlement by final and conclusive arbitration in the State of Michigan, as provided by the Michigan Uniform Arbitration Act and as follows:

The Manager must provide written notification to Employer within a reasonable period of time but in no event later than one year from the date the Manager should reasonably have been aware of the circumstances giving rise to the dispute, controversy, or claim. If the dispute involves a federal statutory claim, notice shall be given within the applicable statutory period of limitations.

Each party may elect to be represented by an attorney or other representative of their choice. Each party shall have the right to prehearing discovery in the time and manner provided by the then-applicable Michigan Court Rules. Each party shall also have the right to subpoena witnesses and documents for the arbitration hearing.

The parties shall mutually select a neutral arbitrator who is licensed to practice law in the State of Michigan. The arbitrator's decision will be final and conclusive. The arbitrator shall apply the substantive law of the State of Michigan, and the Michigan Court Rules shall apply.

Either party, at its expense, may arrange for and pay the cost of a court reporter to provide a stenographic record of proceedings. Either party, on request at the close of the hearing, shall be allowed to file a post-hearing brief, with the filing date being set by the arbitrator.

This arbitration procedure does not waive or limit, in any way, any statutory damages to which a party claims it, or she is entitled. The Employer will pay the fees of the arbitrator. Each party shall pay for its, or her own costs and attorney fees, if any. However, if any party prevails on a statutory claim that entitles the prevailing party to attorney fees or if there is a written agreement providing for fees, the arbitrator may award reasonable fees to the prevailing party in accordance with the statute or agreement.

An arbitrator's award pursuant to this agreement shall be final and conclusive on the parties. The arbitrator's decision may be confirmed, vacated, or appealed only as provided in the Michigan Uniform Arbitration Act.

IN WITNESS WHEREOF, the Township, the Manager, through its Supervisor and Clerk, have executed this Agreement after grant of Authority to do so by the Genoa Township Board on 09/19/2022 and Kelly VanMarter, the Manager, has set his hand and seal, on the date indicated.

WITNESSETH:

GENOA TOWNSHIP – EMPLOYER

By: _____
William Rogers
Its Supervisor
Dated: _____

By: _____
Paulette Skolarus
Its Clerk
Dated: _____

MANAGER

Kelly VanMarter
Dated: _____

**GENOA CHARTER TOWNSHIP
PLANNING DIRECTOR**

THIS AGREEMENT is made by and between, GENOA CHARTER TOWNSHIP, with offices at 2911 Dorr Road, Brighton, Michigan 48116, hereinafter referred to as "Employer" and Amy Ruthig, hereinafter referred to as "Planning Director".

WHEREAS, the parties desire to define the terms of employment by detailing the duties of the parties, and;

WHEREAS, the Township desires Amy Ruthig, as Planning Director, to undertake the requirements and duties of their position;

NOW THEREFORE, for valuable consideration, it is agreed as follows:

1. Employer hereby employs Planning Director and Planning Director hereby accepts employment subject to the terms of this Agreement as hereinafter set forth.
2. The term of this Agreement begins on October 17, 2022 and will continue unless terminated by either party for any reason.
 - i. If the Township desires to terminate for misfeasance or malfeasance the termination shall be effective on the date written notice is delivered to Planning Director.
 - ii. This Agreement may be terminated with or without cause by the Township upon giving a thirty (30) day notice to the Planning Director. Likewise, the Planning Director may terminate the agreement for any reason and agrees to give a thirty (30) day notice to the Township.
3. The duties of the Planning Director shall include such work as may be required by Employer. The Planning Director shall work full time in accordance with the Genoa Township Personnel and Policy Manual and, shall regularly attend Township Zoning Board of Appeals meetings and attend Township Planning Commission and Board meetings as directed by the Manager.
4. Planning Director shall devote her entire time and attention and her best energies and abilities to the performance of such duties as may be assigned to him by Employer, and shall serve Employer faithfully and diligently and use her utmost endeavors to promote the interests of Employer.
5. Employer agrees to pay Planning Director and Planning Director agrees to accept as compensation, the gross annual salary of \$73,000 at the onset of this agreement. She will be eligible for future salary adjustments in conjunction with annual budget recommendations as approved by the board. The sums shall be paid to Planning Director in accordance with regular payroll practice at the Township.
6. Planning Director shall have all other benefits as described in the Genoa Township Personnel and Policy Manual as may be modified from time to time by Employer.

7. Employer agrees to pay Planning Director a car allowance of \$5,400 per year paid in equal bi-weekly payment and may be modified by Employer.
8. Employer agrees to pay Planning Director a life insurance allowance of up to \$500 per year paid annually upon proof of life insurance premium liability. Planning Director should submit proof of payment of her annual life insurance invoice to Accounts Payable. Annual premium up to \$500 will be as a reimbursement to Planning Director. Planning Director will retain the responsibility for payment of insurance premium.
9. Employer agrees to pay for travel and subsistence expenses for the Planning Director to attend any appropriate conferences and meetings provided they occur in the continental United States.
10. The Agreement shall be binding upon and inure to the benefit of the Planning Director and her heirs and assigns and personal representatives and the Township of Genoa, a general law Township.
11. The Employer and the Planning Director shall submit any and all disputes, controversies, or claims between the Planning Director and the Employer regarding any state or federal statute (including discrimination/civil rights claims), Michigan common-law doctrine, or any tort or breach of contract arising from the Manager's employment with the Employer, or termination of that employment relationship, for settlement by final and conclusive arbitration in the State of Michigan, as provided by the Michigan Uniform Arbitration Act and as follows:

The Planning Director must provide written notification to Employer within a reasonable period of time but in no event later than one year from the date the Planning Director should reasonably have been aware of the circumstances giving rise to the dispute, controversy, or claim. If the dispute involves a federal statutory claim, notice shall be given within the applicable statutory period of limitations.

Each party may elect to be represented by an attorney or other representative of their choice. Each party shall have the right to prehearing discovery in the time and manner provided by the then-applicable Michigan Court Rules. Each party shall also have the right to subpoena witnesses and documents for the arbitration hearing.

The parties shall mutually select a neutral arbitrator who is licensed to practice law in the State of Michigan. The arbitrator's decision will be final and conclusive. The arbitrator shall apply the substantive law of the State of Michigan, and the Michigan Court Rules shall apply.

Either party, at its expense, may arrange for and pay the cost of a court reporter to provide a stenographic record of proceedings. Either party, on request at the close of the hearing, shall be allowed to file a post-hearing brief, with the filing date being set by the arbitrator.

This arbitration procedure does not waive or limit, in any way, any statutory damages to which a party claims it, or she is entitled. The Employer will pay the fees of the arbitrator. Each party shall pay for its, or her own costs and attorney fees, if any. However, if any party prevails on a statutory claim that entitles the prevailing party to attorney fees or if there is a written agreement providing for fees, the arbitrator may award reasonable fees to the prevailing party in accordance with the statute or agreement.

An arbitrator's award pursuant to this agreement shall be final and conclusive on the parties. The arbitrator's decision may be confirmed, vacated, or appealed only as provided in the Michigan Uniform Arbitration Act.

IN WITNESS WHEREOF, the Township, the Planning Director, through its Supervisor and Clerk, have executed this Agreement after grant of Authority to do so by the Genoa Township Board on 02/19/2022 and Amy Ruthig, the Planning Director, has set her hand and seal, on the date indicated.

WITNESSETH:

GENOA TOWNSHIP – EMPLOYER

By: _____

William Rogers
Its Supervisor

Dated: _____

By: _____

Paulette Skolarus
Its Clerk

Dated: _____

PLANNING DIRECTOR

Amy Ruthig

Dated: _____



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

MEMORANDUM

TO: Honorable Board of Trustees
FROM: Kelly VanMarter, Assistant Township Manager
DATE: September 14, 2022
RE: Fund 208 Park/Recreation Budget Adjustments

The approved budget for the purchase and installation of benches and picnic tables near the basketball courts and under the basketball area pavilion was \$17,000. The actual cost for the tables and benches came in at \$24,413. This amount did not include assembly or installation.

The proposed solar charging table cost is \$6,495 which includes installation. I've attached in the following pages the estimate for the solar table with specifications and I've provided an image below of the concept:



The original budget was calculated over 12 months ago and did not include adequate costs for design, assembly and installation. Design cost is estimated at \$800. The plans showing the design locations for the tables and benches is attached for your reference. The project requires a significant amount of concrete work to facilitate placement of the benches and solar charging table. The estimate for the concrete as well as assembly and installation of the picnic tables and benches is \$12,460. The following tables represent the updated reflection of actual cost for the project as well as the impact on the budget.

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

TOTAL UPDATED PROJECT COSTS	
Picnic Tables and Benches	\$24,413
Solar Table	\$6,495
Architectural Services	\$800
Assembly and Installation	\$12,460
TOTAL PROJECT COST	\$44,168

BUDGET IMPACT - Fund 208, Dept. 751 - Parks and Recreation					
Fund Type	Fund Number	Description	Existing Budget	Change	New Budget
Appropriation	208-751-934-010	B-Ball Benches Picnic Table Chargers	\$17,000	+ \$27,168	\$44,200

In response the cost increases discussed above the following motion is presented for your consideration:

Recommended Motion:

Moved by _____, Supported by _____ to amend the Fiscal Year 2022/2023 Budget for Fund 208 Parks and Recreation, Line Item 208-751-934-010 to increase from \$17,000 to \$44,200.

Please let me know if you have any questions or comments.

Sincerely,

Assistant Township Manager/Community Development Director

Attachments:

- 1.) Design Plans for picnic tables and benches, 2.) Solar Charging table estimate and specs; 3.) Assembly and installation cost estimate from Cooper Turf Management.

08/10/2022

BUDGET REPORT FOR GENOA TOWNSHIP

Looking for Approval

2022-23

APPROVED

GL NUMBER DESCRIPTION BUDGET

Fund 208 - PARK/RECREATION FUND

ESTIMATED REVENUES

Dept 000 - REVENUE

208-000-665-001	INTEREST	600
208-000-668-001	SENIOR SURVIVOR PARK	462,069
208-000-699-101	TRANSFER IN FROM GF #101 OPERATING	850,000
208-000-699-249	DNR ACQUISITION /MATCH	300,000
Totals for dept 000 - REVENUE		1,150,000

TOTAL ESTIMATED REVENUES 1,150,000

APPROPRIATIONS

Dept 223 - AUDIT

208-223-801-000	AUDIT	500
Totals for dept 223 - AUDIT		500

Dept 536

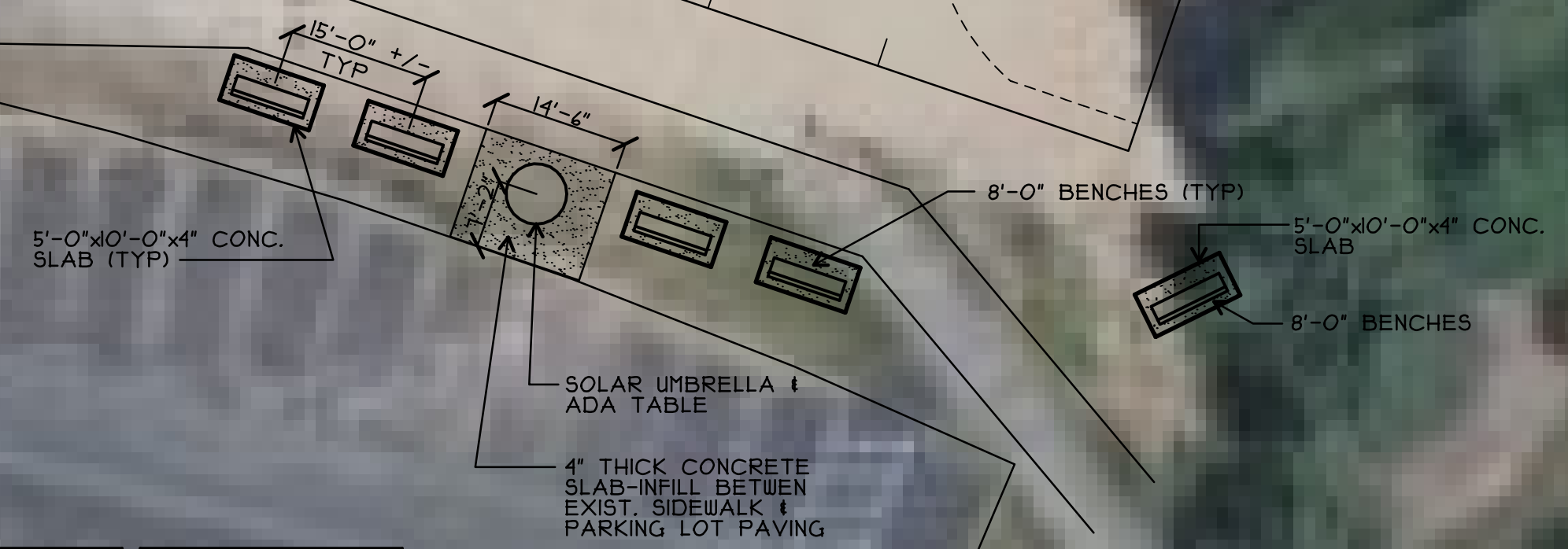
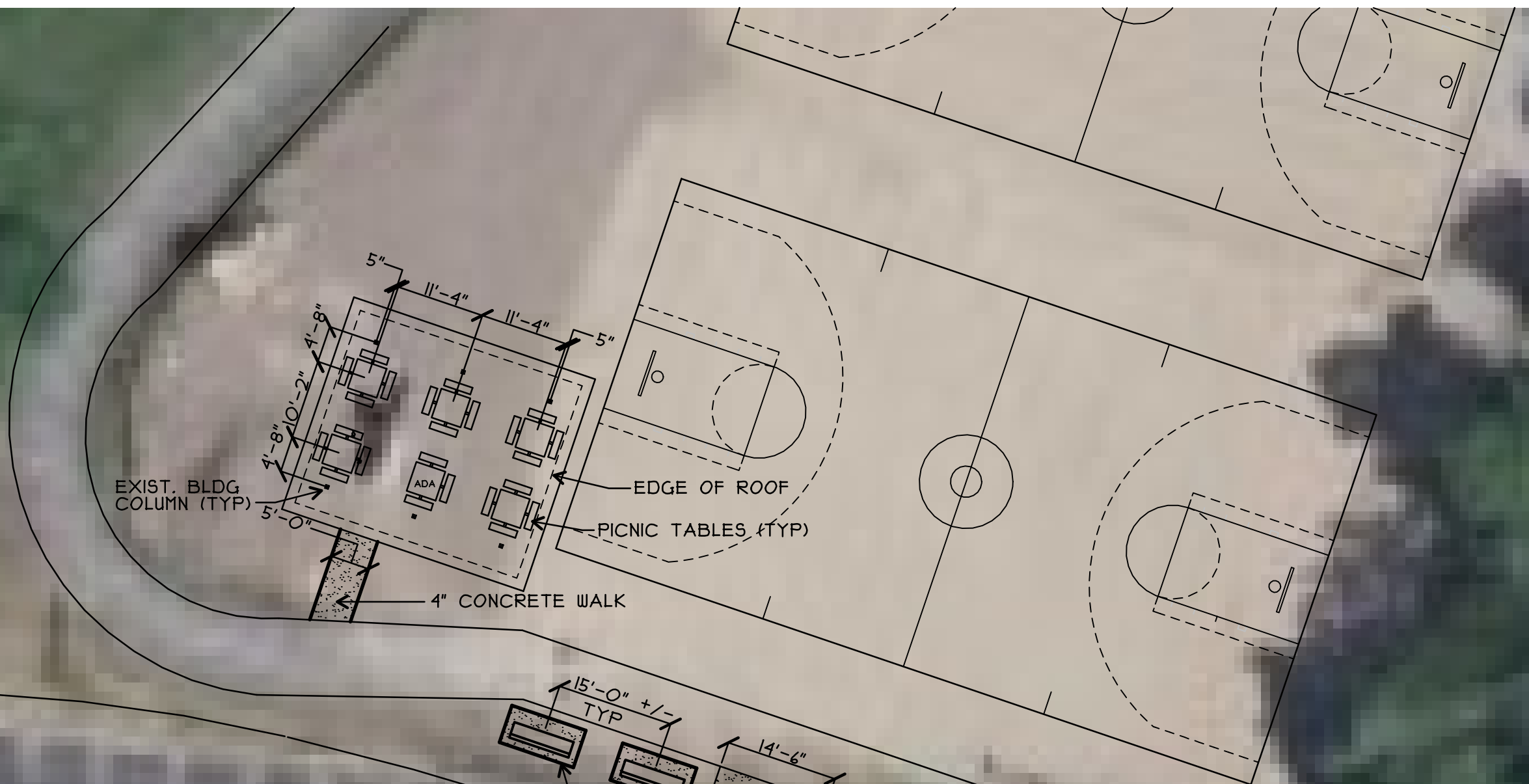
208-536-972-100	LAND FOR RECREATION	600,000
Totals for dept 536 -		600,000

Dept 751 - PARKS & RECREATION

208-751-934-001	SENIOR SURVIVOR PARK PROJECT	601,369
208-751-934-003	PEDESTRIAN XING GR @ SPEEDWAY	55,000
208-751-934-006	PARK MASTER PLAN	10,000
208-751-934-007	HARPA	107,500
208-751-934-009	PEDESTRIAN XING GR @ GOLF CLUB	55,000
208-751-934-010	B-BALL BENCHES PICNIC TABLE CHARGERS	44,200
208-751-934-011	BAUER ROAD BOARDWALK REPLACEMENT	101,170
208-751-934-060	PATH / PARK MAINTENANCE	100,000
Totals for dept 751 - PARKS & RECREATION		1,074,239

TOTAL APPROPRIATIONS 1,674,739

NET OF REVENUES/APPROPRIATIONS - FUND 208 (524,739)



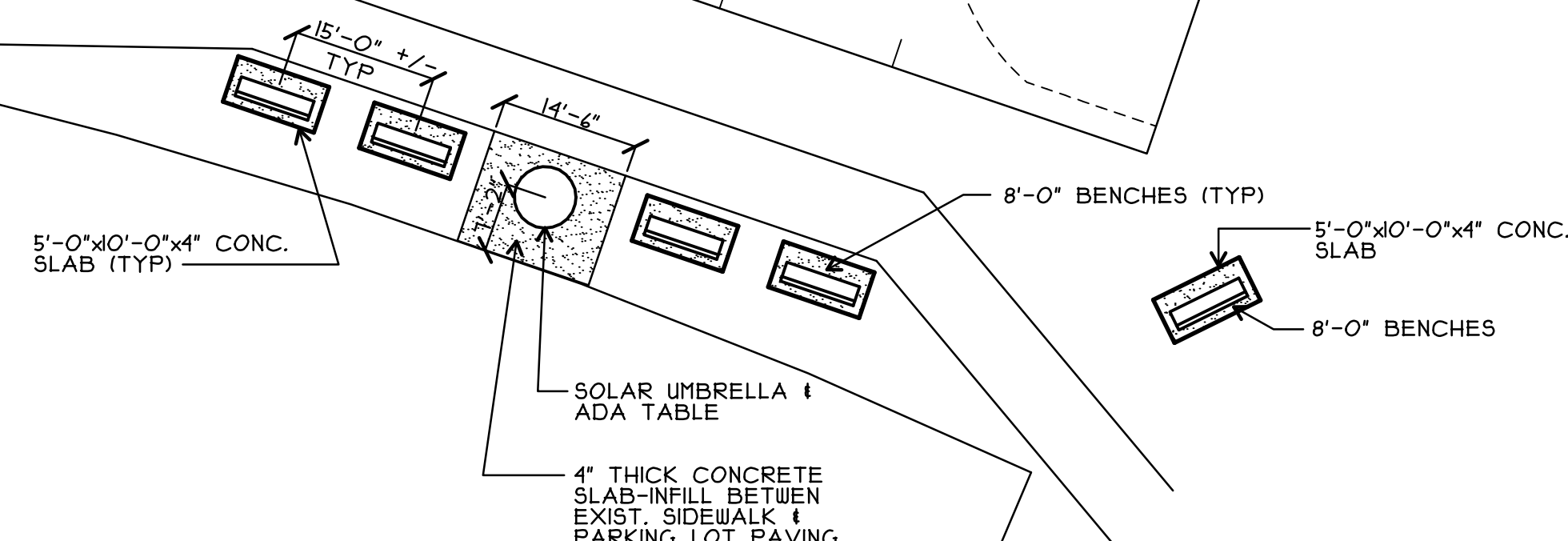
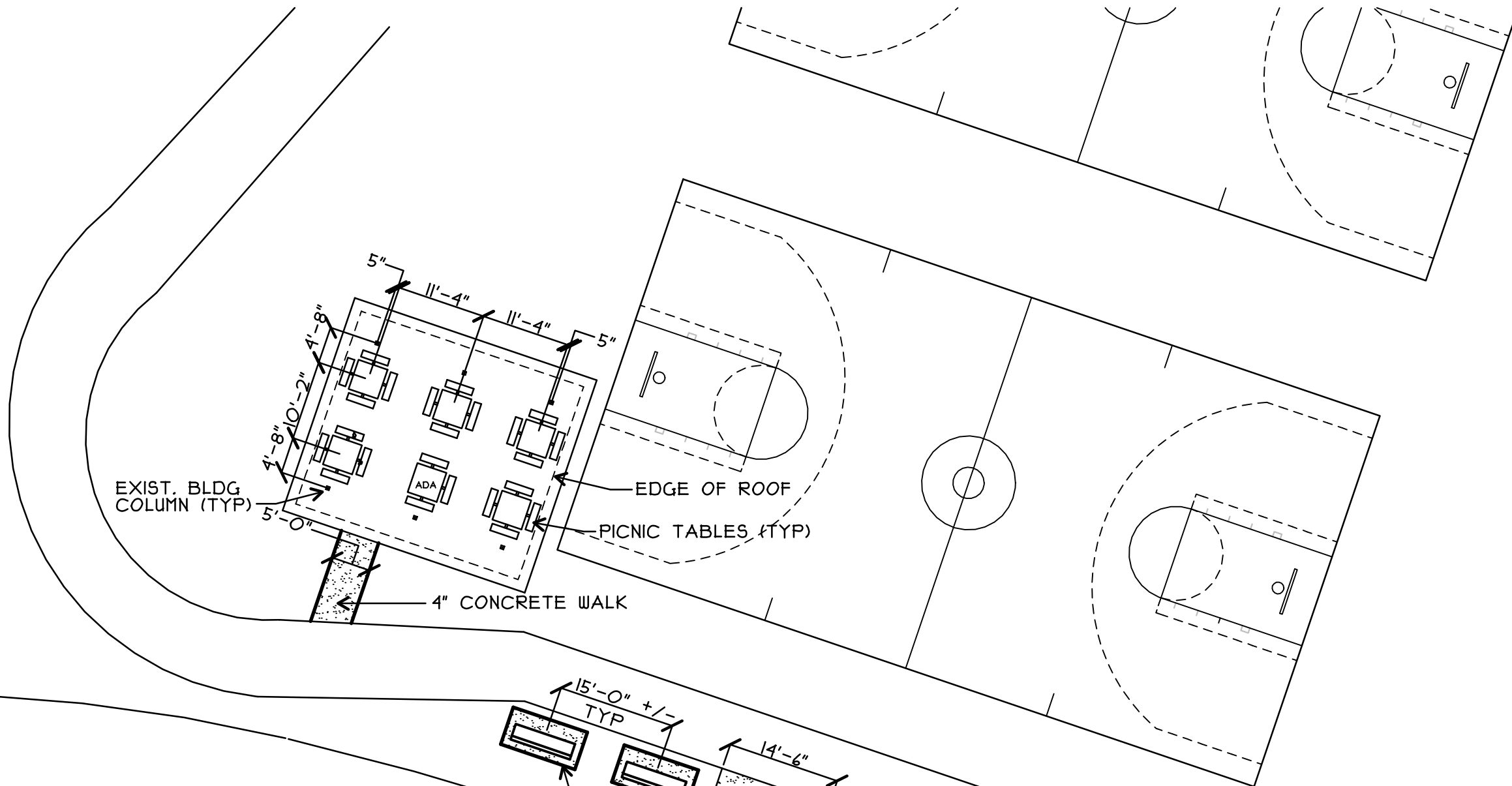
Lindhout Associates architects aia pc
 10485 citation drive, brighton, MI 48116-9510
 www.lindhout.com (810)227-5688 fax (810)227-5655

CONSTRUCTION	9-13-22	dr: a.jo
Issued for	date	

SCALE: 1/16" = 1'-0"

0' 8' 16' 24'

project no. **22046**



Lindhout Associates architects via pc
 10485 citation drive, brighton, MI 48116-9510
 www.lindhout.com (810)227-5688 fax (810)227-5855

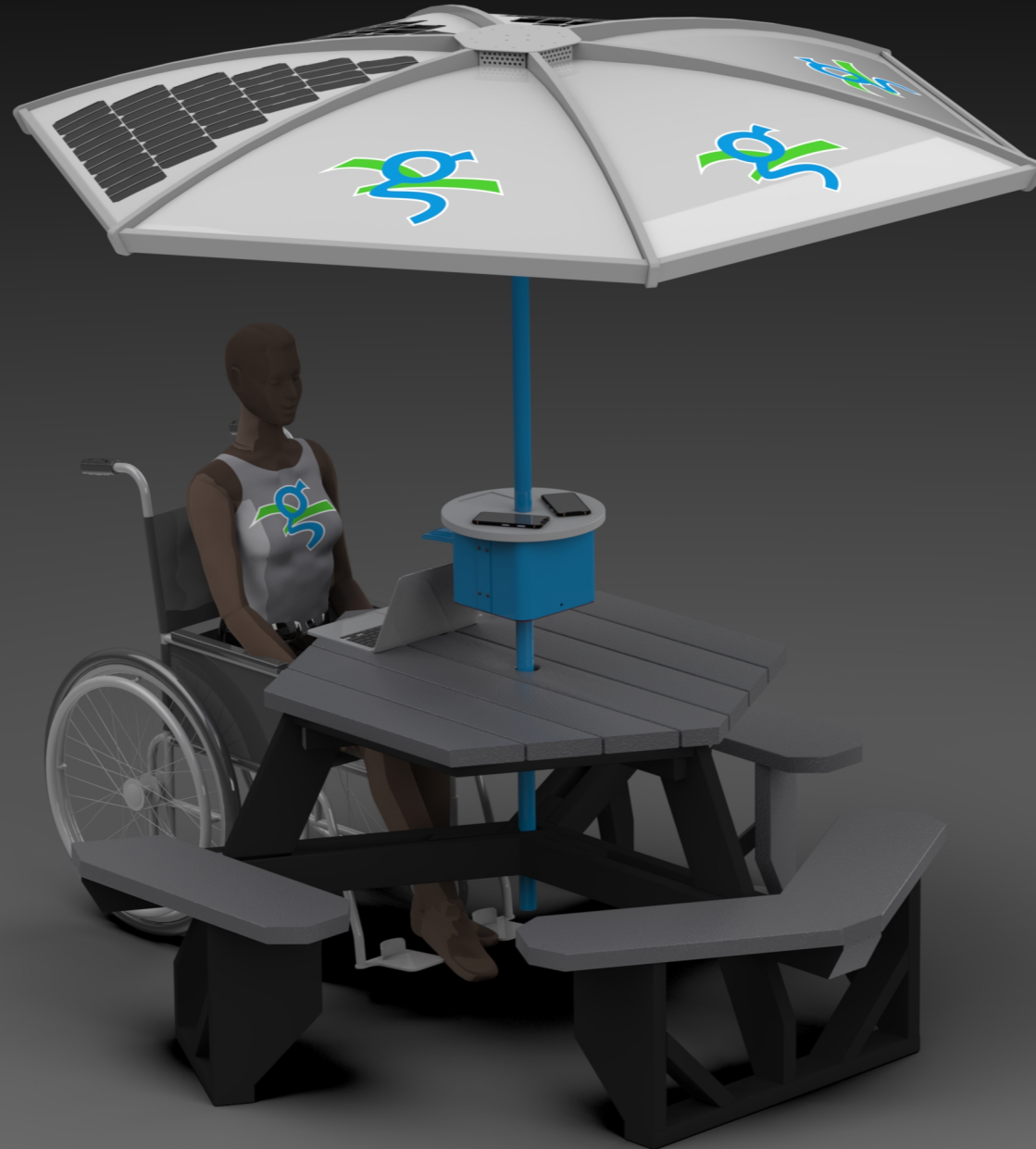
CONSTRUCTION	9-13-22	dr: mjo
Issued for	date	

SCALE: 1/16" = 1'-0"

0' 8' 16' 24'

project no. **22046**

The table will be cedar colored as shown in the following page.

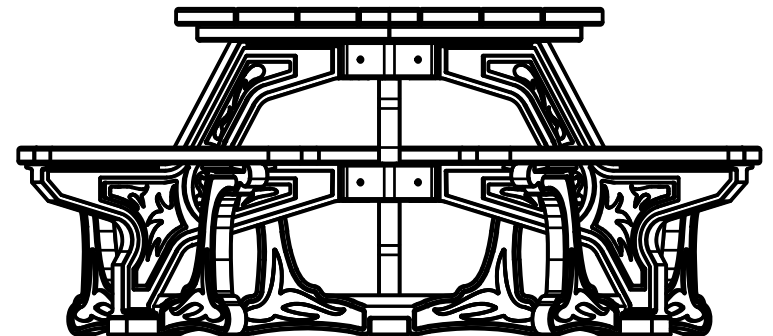
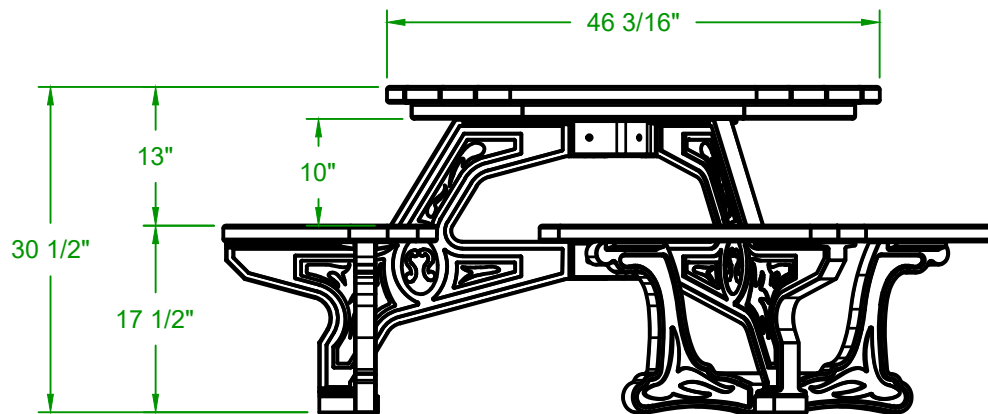
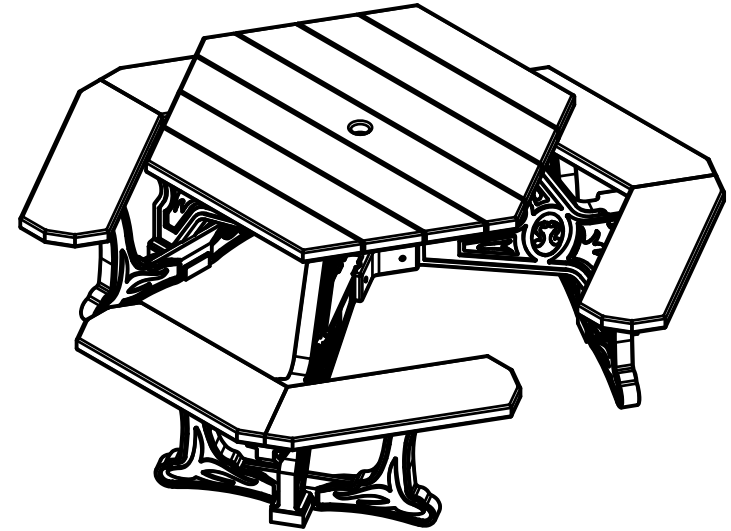
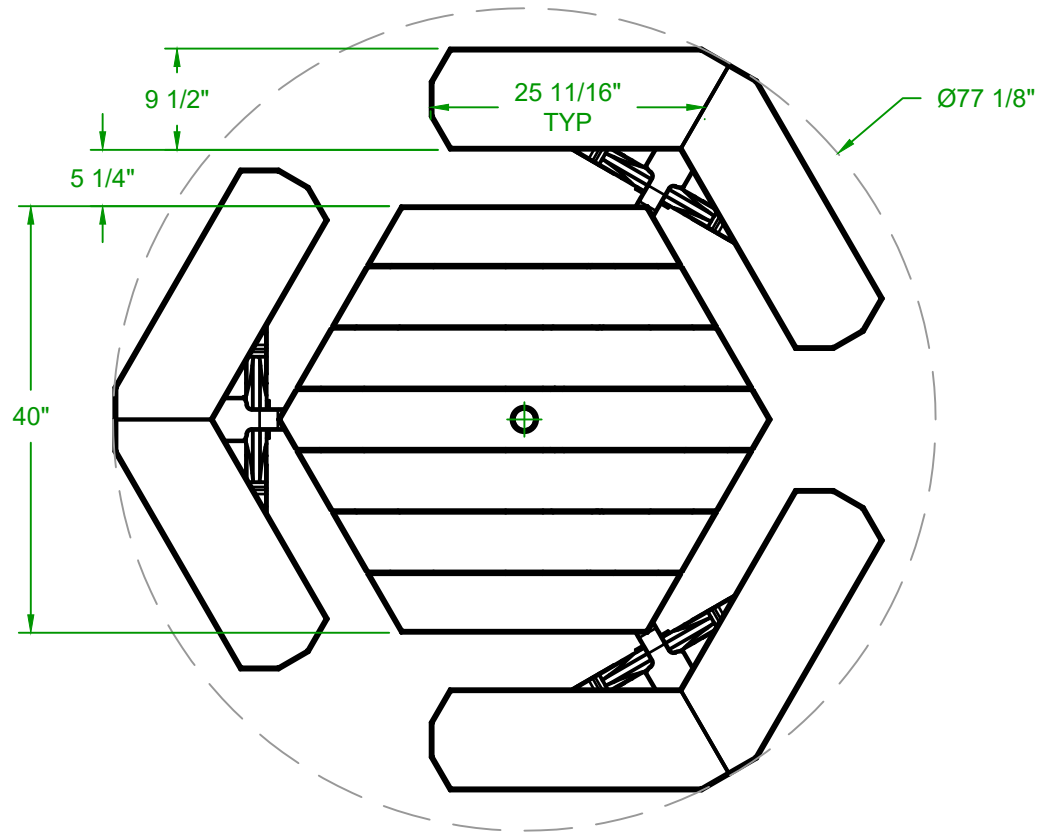




45

Cedar

ASM-PZT



ESTIMATE

EnerFusion Inc.
1601 Hults Dr.
Eaton Rapids MI 48827 US

DATE	EXPIRATION	ESTIMATE #
8/22/2022	9/30/2022	1235

BILL TO
Mike Archinal
Genoa Township
2911 Dorr Rd.
Brighton, MI 48116

SHIP TO
Mike Archinal
Genoa Township
2911 Dorr Rd.
Brighton, MI 48116

DESCRIPTION	QTY	RATE	AMOUNT
-------------	-----	------	--------

AU-SC-AO-PRO

Features of the "Aurora-Solar":

- Fits many different picnic table models equipped with a 1-1/2" diameter umbrella hole in table top.
- Includes (1) ground mounting base.
- Generates and stores electricity for use day or night for true "Off the Grid" GREEN power!
- Provides (4) Type "A" USB power outlets.
- Provides (2) USB Type "C" power outlets.

Dual-Port High-Speed 85 Watt USB-C Charger Ports

- * (1) 65W USB C Output: 5V □ 3.0 A / 9V □ 3A / 12V - 3A / 15V □ 3A / 20V □ 3.25A
- * (1) 20W USB C Output: 5V □ 3A / 9V □ 2.2A / 12V □ 1.67A

Use a USB-C to Lightning cable for Lightning devices with PowerIQ 3.0 fast charging, and use a USB-C to USB-C cable to

charge your USB-C laptops.

- Provides (2) Qi enabled "Wireless" charging location conveniently located on the mini-table top surface.
- (6) Ambient LED lighting system operated automatically at dusk with configurable digital timer to allow for adjustments to "on" and "off" times.
- (3) 70 Watt Solar Panels, 210 watts power generation.
- Solar charge controller with digital readouts and bluetooth connectivity with mobile app to (IOS and Android) monitor system information.
- 20 Ah robust capacity LiFePo4 battery bank.
- Structural components constructed from Aluminum, thus preventing any potential for rusting of the structure as seen with other outdoor furnishings on the market.
- Stainless steel fasteners utilized for long lasting and rust-free securing of components.
- Easy to clean surfaces.
- Each product is fully customizable with many color choices available for table surfaces and structural aluminum components.

1.00	5,785.00	5,785.00
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ESTIMATE

EnerFusion Inc.
1601 Hults Dr.
Eaton Rapids MI 48827 US

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BILL TO
Mike Archinal
Genoa Township
2911 Dorr Rd.
Brighton, MI 48116

SHIP TO
Mike Archinal
Genoa Township
2911 Dorr Rd.
Brighton, MI 48116

DESCRIPTION	QTY	RATE	AMOUNT
- The "Aurora-Solar" is Made in America!			
Plaza Picnic Table			
Traditional hexagon design Eco-friendly recycled plastic Color: CEDAR	1.00	710.00	710.00

SUBTOTAL 6,495.00

50% Deposit required to begin production, unless prior negotiations have been made in writing

TOTAL USD **6,495.00**

Delivery 18-20 weeks from receipt of purchase order and 50% down payment



Cooper's Turf Management

PO Box 501
 Howell, MI 48844-0501
 +1 5175486653
 info@coopersturf.com
 www.coopersturf.com

Estimate

ADDRESS
 GENOA TOWNSHIP-LAWN
 ATTN: Adam VanTassell
 2911 DORR ROAD
 BRIGHTON, MI 48116

ESTIMATE 1081
 DATE 09/14/2022

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	MISC	Assemble and install benches and tables allowance	1	3,795.00	3,795.00
	Sales	Prep and install up to 525 sq. ft of concrete (4" thick). Haul away spoils from installation. Regrade, topsoil and seed existing lawn scape around affected concrete areas allowance	1	8,665.00	8,665.00

This proposal is valid for 7 days. If you would like to sign, please do so below and email back to us. Invoices/Statements will be mailed monthly and are due upon receipt. Payments not received by the next billing cycle are subject to fiance charges of 18% annually (1.5% monthly). We accept credit cards with a 3.5% convenience fee. A fuel surcharge may apply if significant increases in market rates occur.

TOTAL **\$12,460.00**

Accepted By

Accepted Date



MEMORANDUM

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

TO: Honorable Board of Trustees
FROM: Kelly VanMarter, Assistant Township Manager
DATE: September 14, 2022
RE: Fund 249 Building and Grounds Budget Adjustments

The approved budget for this fiscal year included much needed upgrades to the exterior site and parking lot lighting for the Township Hall/Park facility. Staff has been working with Lindhout Associates to determine an appropriate scope for the project. We have established an energy efficient plan for LED lighting upgrades that will improve visibility and safety while minimizing glare to reduce light trespass and skyglow. The project is also planned to include replacement of the flag pole lighting and upgrades to conduit and lighting for the existing and future planned Township Hall entryway signage.

I have attached a copy of the draft lighting improvement plan and specifications for the proposed fixtures. Also attached please find an estimate of probable costs prepared by the Architect. It has been over a year since the original budget estimate was prepared and costs have increased substantially. The new estimated project cost is \$134,264.00 with a recommended 15% contingency of \$20,139.60 for a total probable cost of \$154,403.60. This is considerably higher than the current budget amount of \$55,000. Since this project is imperative to improving safety and security at the Township Hall and Park property staff recommends the following budget amendment.

BUDGET IMPACT - Fund 249, Dept. 265 – Building and Grounds Fund					
Fund Type	Fund Number	Description	Existing Budget	Change	New Budget
Appropriation	249-265-981-002	TWP HALL/PARKING LIGHT REPLACEMENT	\$55,000	+ \$100,000	\$155,000

Recommended Motion:

Moved by _____, Supported by _____ to amend the Fiscal Year 2022/2023 Budget for Fund 249 Building and Grounds, Line Item 249-265-981-002 to increase from \$55,000 to \$155,000.

Please let me know if you have any questions or comments.

Sincerely,

Assistant Township Manager/Community Development Director

Attachments: 1.) Lighting Design Plans and fixture specifications, 2.) Probable Cost Statement

SUPERVISOR

Bill Rogers

CLERK

Paulette A. Skolarus

TREASURER

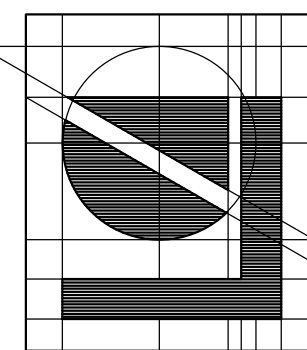
Robin L. Hunt

TRUSTEES

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

MANAGER

Michael C. Archinal



Lindhout Associates
architects aia pc
10465 citation drive, brighton, michigan 48116-9510
www.lindhout.com (810)227-5688 fax:(810)227-5855



dr: _____ date: 08/17/2022
ck'd: _____
app'd: _____
PERMITS & BIDS
issued for

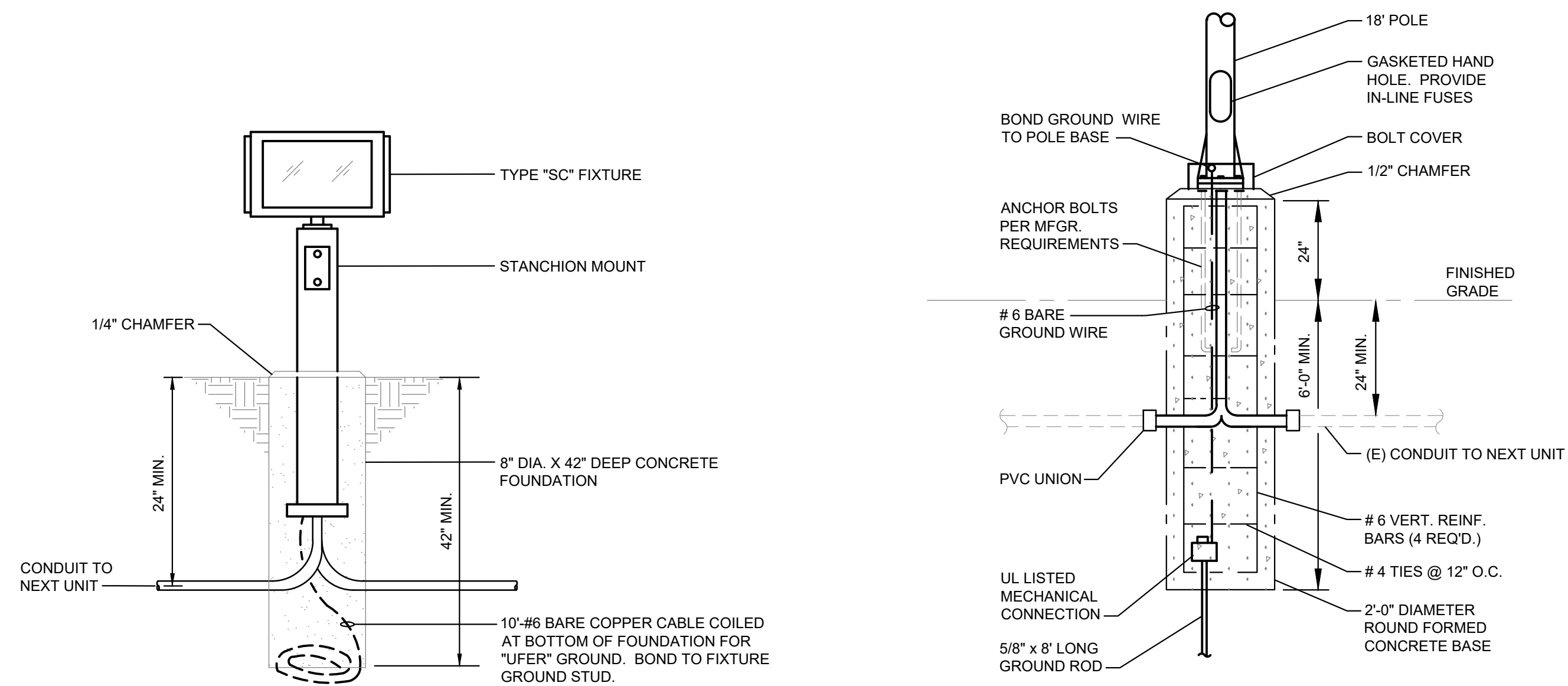
LIGHTING REPLACEMENT for:
GENOA TOWNSHIP
GENOA TOWNSHIP, MICHIGAN
SITE PLAN - LIGHTING

E1.0
22046

SITE LIGHTING FIXTURE SCHEDULE							
LABEL	QTY	MANUFACTURER	CATALOG NUMBER	DESCRIPTION	LUMENS PER	WATTAGE	NOTE
SA	9	LITHONIA LIGHTING	RADPT P5 40K ASY 208 PT4 PIRH POLE: RSS 18 4B PT	RADEAN POST-TOP WITH P5 4000K ASYMMETRIC DISTRIBUTION	15,436	123	FIXTURE TO BE MOUNTED AT 20' AFG. FIXTURE TO INCLUDE BI-LEVEL MOTION/AMBIENT SENSOR
SB	7	LITHONIA LIGHTING	RADPT P5 40K SYM 208 PT4 PIRH POLE: RSS 18 4B PT	RADEAN POST-TOP WITH P5 4000K SYMMETRIC DISTRIBUTION	16,293	123	FIXTURE TO BE MOUNTED AT 20' AFG. FIXTURE TO INCLUDE BI-LEVEL MOTION/AMBIENT SENSOR
SC	1	LITHONIA LIGHTING	DSXF3 LED 6 P2 40K 70CRI NSP MVOLT IS PE DB AFSTM	D-SERIES FLOODLIGHT SIZE 3 WITH 6 COBS P2 LUMEN PACKAGE 4000CCT 70CRI TYPE	15,917	169	NARROW SPOT WITH INTEGRAL PHOTOCELL AND STANCHION MOUNT
SD	1	LITHONIA LIGHTING	DSXF3 LED 6 P2 40K 70CRI NSP MVOLT YKC62 DB	D-SERIES FLOODLIGHT SIZE 3 WITH 6 COBS P2 LUMEN PACKAGE 4000CCT 70CRI TYPE	15,917	169	NARROW SPOT WITH YOKE MOUNT.
SE	2	LITHONIA LIGHTING	DSXF1 LED P2 40K HMF MVOLT PE DB YKC62	D-SERIES FLOODLIGHT SIZE 1 P2 LUMEN PACKAGE 4000CCT 70CRI TYPE	4,245	42	HORIZONTAL MEDIUM FLOOD YOKE MOUNT.

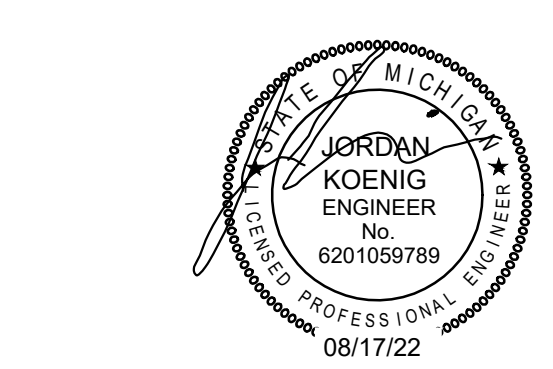
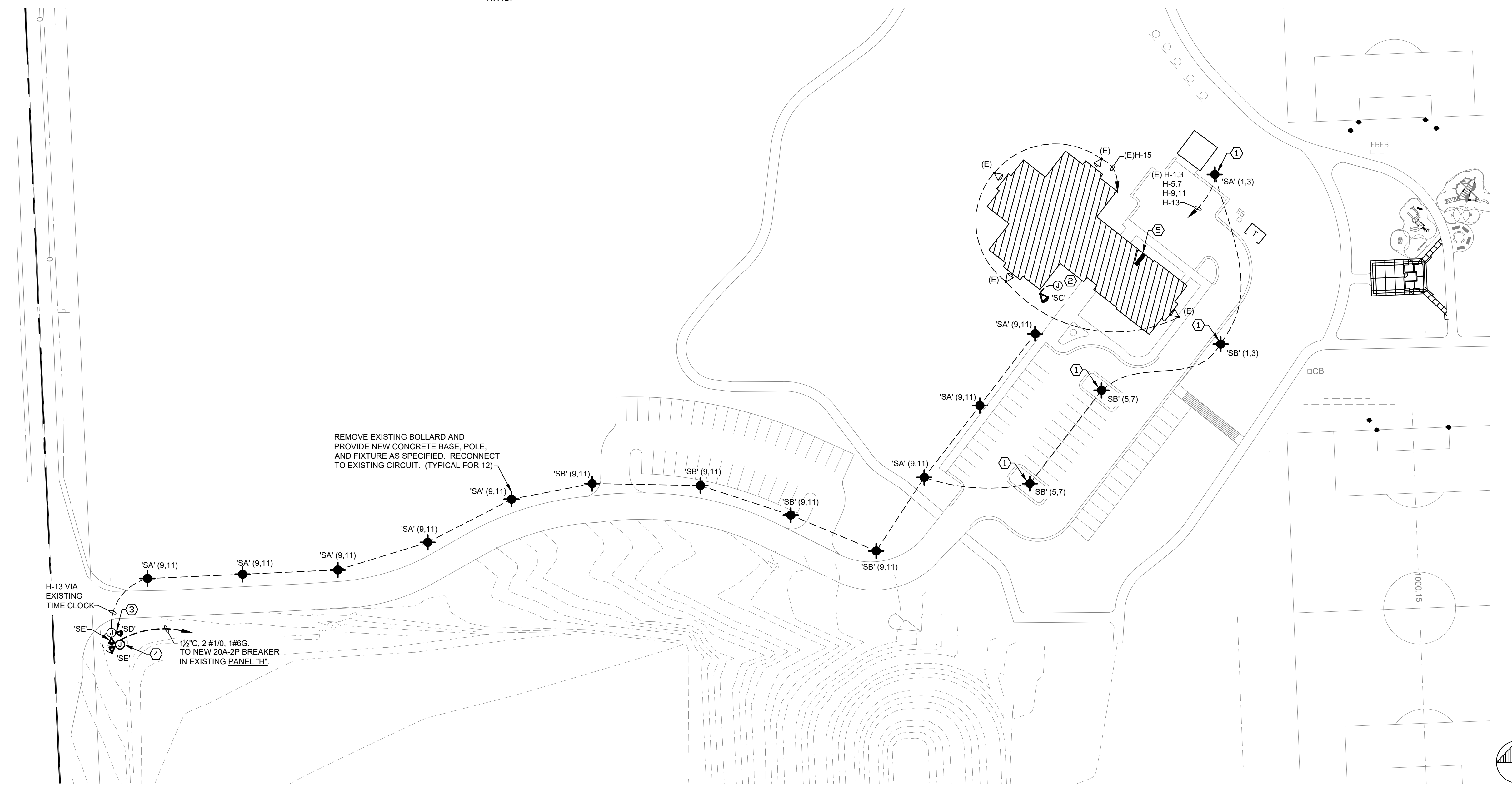
- GENERAL NOTES:**
- REMOVE EXISTING SITE LIGHTING POLE CIRCUITS FROM THE TIME SWITCH CONTROLS (H-1.3, H-5.7, AND H-9.11). ALL NEW POLE MOUNTED FIXTURES TO BE CONTROLLED VIA INTEGRAL PHOTOCELL AND OCCUPANCY SENSORS FOR BI-LEVEL DIMMING.
 - ALL FLOOD LIGHTING TO REMAIN ON EXISTING TIME CLOCK CONTROLS (H-13 AND H-15).

- SHEET KEY NOTES:**
- EXISTING CONCRETE BASE TO REMAIN. REPLACE POLE AND FIXTURE AS SPECIFIED. RECONNECT TO EXISTING CIRCUIT.
 - REMOVE EXISTING FLOOD LIGHT, AND EXTEND EXISTING CIRCUIT TO NEW FLOOD LIGHT LOCATION AS INDICATED. PROVIDE AND INSTALL NEW FIXTURE AS SPECIFIED.
 - REPLACE EXISTING FLOOD LIGHTS, WITH NEW FIXTURES AS SPECIFIED, AT SAME LOCATION ON EXISTING CONCRETE FOUNDATION. RECONNECT TO EXISTING CIRCUIT.
 - NEW WP GROUND MOUNTED J-BOX FOR CONNECTION TO NEW INTERNALLY LIT SIGN. COORDINATE EXACT LOCATION WITH SIGN SUPPLIER PRIOR TO INSTALLATION.
 - APPROXIMATE LOCATION OF EXISTING PANEL "H", LOCATED IN BASEMENT UTILITY ROOM.



TYPE "SC" BASE MOUNTING DETAIL
N.T.S.

LIGHT POLE CONCRETE BASE DETAIL
N.T.S.



THIS DRAWING IS DIAGRAMMATIC AND SHOULD BE USED TO VERIFY ALL WORK AND SHALL NOTIFY THE ARCHITECT IMMEDIATELY OF ANY DISCREPANCIES IN THE DOCUMENTS BEFORE PROCEEDING. FAILURE TO DO SO WILL RESULT IN THE CONTRACTOR TAKING FULL RESPONSIBILITY AND LIABILITY FOR SAID DISCREPANCIES. NOTICE: THIS DRAWING AND THE DESIGN ARE THE PROPERTY OF MECHANICAL ELECTRICAL ENGINEERING CONSULTANTS, PC AND NO ALTERATIONS AND/OR TRANSFERS OF WORK ARE PERMITTED UNLESS WRITTEN APPROVAL IS GRANTED BY MECHANICAL ELECTRICAL ENGINEERING CONSULTANTS, PC.



Introducing the
RADEAN Family from
Lithonia Lighting

Captivating Aesthetics - Day or Night

"I will love the light for it
shows me the way, yet I
will endure the darkness
for it shows me the stars."

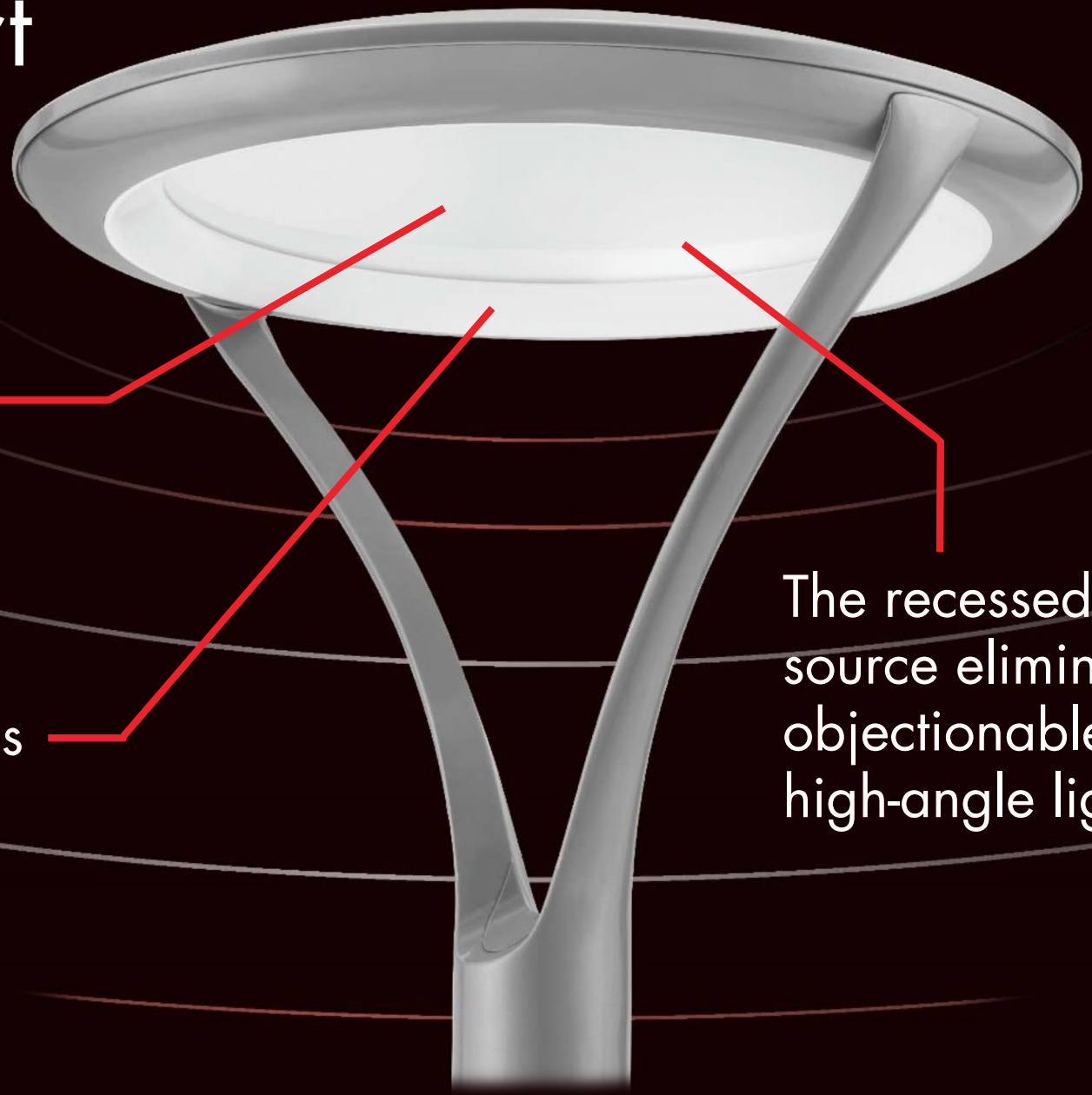
—Og Mandino

Visual Comfort

The uniformly luminous waveguide has low surface brightness

The transition zone creates an intermediate luminous surface to reduce contrast

The recessed source eliminates objectionable high-angle light





RADEAN

Pedestrian-Friendly Lighting

PROBABLE COST STATEMENT

Lindhout Associates architects aia pc

www.lindhout.com

10465 citation drive, brighton, mi 48116

810-227-5668 (fax) 810-227-5855



Genoa Township - Lighting Replacement

COMM. NO. 22046

PRELIMINARY STATEMENT OF PROBABLE CONSTRUCTION COSTS

8/19/2022

COMPONENT DESCRIPTION	UNITS	UNIT COST	TOTAL
Lighting Replacement			
Parking Lot Lights	16 EA	6200	\$99,200.00
Flag Pole Light	1 EA	2100	\$2,100.00
Sign Lights & Flag Pole Light	3 EA	600	\$1,800.00
New Circuit for Future Sign at Dorr	1 LS	26000	\$26,000.00
Bonding & Insurance	4 %	129100	\$5,164.00
		SUBSECTION TOTAL	\$134,264.00
Recommended Contingency	15%	\$134,264.00	\$20,139.60
		PROJECT TOTAL	\$154,403.60

Dorr Road
boring, conduit, wire

MEMORANDUM

TO: Township Board
FROM: Michael Archinal *MA*
DATE: 9/15/2022
RE: Subdivision Road SAD Participation

Please find attached minutes from the 10/4/2004 Township Board meeting. At this meeting the Township Board established a policy of 25% of project cost or \$1,000 per home for Township participation in public road SAD's. This policy has been very popular but should be reviewed.

With the dramatic increase in construction costs the limiting parameter is almost always \$1,000 per home. Since this amount has been static for almost 18 years I am asking the Board to consider increasing the per home amount to \$1,500. The Township has ample fund balance to absorb this increase. Please consider the following action:

Moved by _____, supported by _____, to increase Township participation in public subdivision road special assessments from 25% or \$1,000 per home to 25% or \$1,500 per home.

August 31, 2022

Township Board of Trustees
Genoa Charter Township
2911 Dorr Road
Brighton, MI 48114

Re: Request for Township Financial Contribution to the Pine Creek Road Repaving Project

Dear Honorable Board Members,

Over the past several months a group of Pine Creek home owners have formed a Committee and with the help of Mike Archinal is developing a plan for repaving the public roads in the Pine Creek Ridge community.

The Residents Committee is writing today to ask for your financial contribution to the project. Specifically, we would like you to contribute \$1500 per parcel versus the \$1,000 as described in the Property Owner's Guide to Special Assessment Districts published by Genoa Township in January 2019. We ask that you consider this increased contribution to partially offset significantly higher costs since the original amount was established in 2005.

Thank you for your consideration of this matter.

Sincerely,

Residents Committee for the Repaving of Pine Creek Roads

Bob Lee	5714 Lake Ridge Dr.	248-705-6523
JB Beaton	5571 Arbor Bay Dr	810-225-6040
Jamie Dougherty	5361 Wyndam Lane	248-345-1630
Jeff Jollay	5536 Arbor Bay Ct	248-378-3232
Eric Parrell	7280 Forest Way	810-923-0942

Board Correspondence

To Board 9/19/22



STATE OF MICHIGAN

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

GRETCHEN WHITMER
GOVERNOR

ORLENE HAWKS
DIRECTOR

Memorandum

DATE: August 17, 2022

TO: Local Governmental Units

FROM: Pam Hamilton, Director of Finance
Michigan Liquor Control Commission (MLCC)

SUBJECT: Local Liquor Law Enforcement Grant Payments

Please be advised that your allocation of the quarterly Michigan Liquor Control Commission (MLCC) payment for liquor law enforcement grants is being redistributed by the Michigan Department of Treasury.

On or about August 8, 2022, the current quarterly liquor law grant payment was processed; however, the MLCC was unable to disburse the full payment due to insufficient spending authority. This year, the MLCC saw record receipts on sales, which in turn resulted in a higher than usual funding distribution to local law enforcement throughout the state. Unfortunately, the amount to be disbursed to local governments under this grant program exceeded the budget authority set in state law.

The Michigan Department of Licensing and Regulatory Affairs is working on a legislative remedy for this situation. In the meantime, the MLCC, through Treasury, will be allocating payments within the current budgeted amount for this grant program. If more spending authority is granted, the MLCC will initiate additional payments through Treasury at that time.

We apologize for any inconvenience this may have caused. The MLCC is committed to ensuring that this does not happen again in the future. Thank you for your patience regarding this matter.

If you have any questions, please direct them to Pam Hamilton, Director of Finance, hamiltonp1@michigan.gov or Kerry Krone, Business Manager, at kronek@michigan.gov.