

GENOA CHARTER TOWNSHIP BOARD
Regular Meeting
June 19, 2023
6:30 p.m.

AGENDA

Call to Order:

Pledge of Allegiance:

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

Approval of Consent Agenda:

1. Payment of Bills: June 19, 2023
2. Request to approve June 5, 2023 regular meeting minutes.

Approval of Regular Agenda:

3. Request for approval of a fireworks display on Lake Chemung on July 1, 2023 as submitted by Chris Bonk.
4. Request to approve the Lake Edgewood Consolidation Project and amend the Fiscal Year 2023-2024 Budget for General Fund 101 and American Rescue Plan Act (ARPA) Fund 464 as follows:
 - A. Fund 464 - Eliminate the allocation for “Additional Recycling Expenses”, Line Item 464-521-802-000 and to dedicate all remaining unallocated ARPA funds which is currently projected to be \$531,621 to the Lake Edgewood Consolidation project new line item 464-261-803-001.
 - B. Fund 101 - Amend the General Fund 101 budget to eliminate the revenue for Line Item 101-000-699-464 “transfer in from ARPA Fund #464”.
 - C. Approve the Lake Edgewood Conversion Engineering Design & Permitting Phase Proposal from Tetra Tech dated June 14, 2023 with costs not to exceed \$64,000.
5. Request to approve water rate adjustments in response to the City of Brighton’s revised fee schedule effective July 1, 2023 as recommended by the accountants and Utility Director as follows:
 - A. Increase the Lake Edgewood North Star (Conference Center Drive) Quarterly Water Fee to \$7.66 / 1,000 gallons from \$7.06 / 1,000 gallons;
 - B. Increase the Lake Edgewood Other Quarterly water fee to \$7.34 / 1,000 gallons from \$6.76 / 1,000 gallons;

- C. Hold the applicable Brighton City water connection fee at \$2,802 per REU and the sewer connection at \$7,198 per REU.
6. Request to approve the proposal with BS&A Software dated June 5, 2023 for Software and Services associated with BSA Cloud Upgrade as budgeted in Fund 101-261-751-000.
 7. Request to approve a professional services proposal from Lindhout Associates architects dated June 1, 2023 for architectural and planning services related to security upgrades to the Boardroom at the Township Hall for an amount not to exceed \$5,750 from Fund 249-265-981-008.
 8. Request to approve a professional services proposal from Lindhout Associates architects dated June 1, 2023 for architectural and planning services related to park planning and parking lot expansion options at the Township Hall for an amount not to exceed \$3,680 from Fund 208-751-934-006.

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: June 19, 2023

All information below through June 14, 2023

TOWNSHIP GENERAL EXPENSES	\$	161,542.42
June 9, 2023 Bi Weekly Payroll	\$	120,391.59
OPERATING EXPENSES DPW (503 FN)	\$	23,479.53
OPERATING EXPENSES Oak Pointe (592FN)	\$	91,977.01
OPERATING EXPENSES Lake Edgewood (593FN)	\$	4,096.49
TOTAL	\$	401,487.04

FNBCK Check Register

Check Date	Check	Vendor Name	Amount
Bank FNBCK CHECKING ACCOUNT			
06/01/2023	38241	MICHIGAN SOLAR SOLUTIONS	1,037.00
06/05/2023	38242	AMERICAN AQUA	73.80
06/05/2023	38243	DTE ENERGY	786.50
06/05/2023	38244	DTE ENERGY	256.47
06/05/2023	38245	ECON DEV. COUNCIL OF LIVINGSTON CO	23,283.09
06/05/2023	38246	NETWORK SERVICES GROUP, L.L.C.	50.00
06/05/2023	38247	PETTY CASH	121.32
06/07/2023	38248	COOPER'S TURF MANAGEMENT LLC	1,465.00
06/07/2023	38249	FEDERAL EXPRESS CORP	45.22
06/07/2023	38250	SAFEBUILT LLC	4,396.33
06/09/2023	38251	CONTINENTAL LINEN SERVICE	140.45
06/09/2023	38252	EHIM, INC	5,664.48
06/09/2023	38253	MICHIGAN CAT	564.65
06/09/2023	38254	TRI COUNTY SUPPLY, INC.	644.75
06/09/2023	38255	WASTE MANAGEMENT CORP, SERVICES	118,505.80
06/09/2023	38256	WASTE MANAGEMENT CORP, SERVICES	72.87
06/12/2023	38257	COMCAST	637.20
06/12/2023	38258	COMCAST	714.50
06/12/2023	38259	PRINTING SYSTEMS	42.50
06/12/2023	38260	US BANK EQUIPMENT FINANCE	2,110.70
06/13/2023	38261	BRIGHTON GARAGE DOOR	150.00
06/13/2023	38262	FEDERAL EXPRESS CORP	157.08
06/13/2023	38263	LIVINGSTON COUNTY TREASURER	92.50
06/13/2023	38264	LIVINGSTON PRESS & ARGUS	80.00
06/13/2023	38265	SMART BUSINESS SOURCE	450.21
FNBCK TOTALS:			
Total of 25 Checks:			161,542.42
Less 0 Void Checks:			0.00
Total of 25 Disbursements:			161,542.42

June 9, 2023 Bi-Weekly Payroll

Gross Pay This Period	Deduction Refund	Ded. This Period	Net Pay This Period	Gross Pay YTD	Dir. Dep.
118,064.22	0.00	35,951.24	82,112.98	1,309,033.07	80,913.13
* = Check Adjustment					

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
06/09/2023	FNBCK	13848	MILTON, ANDREW	1,297.62	1,199.85	0.00	Open
06/09/2023	FNBCK	EFT812	FLEX SPENDING (TASC)	840.38	840.38	0.00	Open
06/09/2023	FNBCK	EFT813	INTERNAL REVENUE SERVICE	28,812.35	28,812.35	0.00	Open
06/09/2023	FNBCK	EFT814	PRINCIPAL FINANCIAL	4,826.00	4,826.00	0.00	Open
06/09/2023	FNBCK	EFT815	PRINCIPAL FINANCIAL	2,600.03	2,600.03	0.00	Open
Totals:				38,376.38	38,278.61	0.00	
Total Physical Checks:		Number of Checks: 005					
Total Check Stubs:		4					

Net Pay This Period \$82,112.98
 Physical Check Amount \$38,278.61
TOTAL \$120,391.59

503FN Check Register

Check Date	Check	Vendor Name	Amount
Bank 503FN DPW-UTILITIES #233			
06/05/2023	5831	SPIRIT OF LIVINGSTON	5,794.08
06/05/2023	5832	TRACTOR SUPPLY CO.	956.75
06/12/2023	5833	OCCUPATIONAL HEALTH CENTERS OF MI	225.00
06/12/2023	5834	STATE OF MICHIGAN	95.00
06/13/2023	5835	WEX BANK	6,039.56
06/13/2023	5836	VERIZON WIRELESS	689.50
06/13/2023	5837	CHASE CARD SERVICES	9,679.64
503FN TOTALS:			
Total of 7 Checks:			23,479.53
Less 0 Void Checks:			0.00
Total of 7 Disbursements:			23,479.53

592FN Check Register

Check Date	Check	Vendor Name	Amount
Bank 592FN OAK POINTE OPERATING FUND #592			
06/01/2023	5821	GENOA TWP OAK POINTE SEWER BOND	88,301.66
06/06/2023	5822	DTE ENERGY	1,774.94
06/06/2023	5823	DTE ENERGY	1,818.20
06/12/2023	5824	AT&T LONG DISTANCE	82.21
592FN TOTALS:			
Total of 4 Checks:			91,977.01
Less 0 Void Checks:			0.00
Total of 4 Disbursements:			91,977.01

593FN Check Register

Check Date	Check	Vendor Name	Amount
Bank 593FN LAKE EDGEWOOD OPERATING FUND #590			
06/06/2023	4288	DTE ENERGY Void Reason: WRONG AMOUNTS PAID ON CHECK	3,912.19 V
06/06/2023	4289	DTE ENERGY	4,096.49
593FN TOTALS:			
Total of 2 Checks:			8,008.68
Less 1 Void Checks:			3,912.19
Total of 1 Disbursements:			4,096.49



Manage your account online at : www.chase.com/cardhelp

Customer Service: 1-800-945-2028

July 2023						
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
\$9,679.64
 Minimum Payment Due
\$96.00
 Payment Due Date
07/01/23

INK CASH(SM) POINT ST

Previous points balance	
+ 1 Point per \$1 earned on all purchases	
+ 2Pts/\$1 gas stns, rstnts, ofc sply, hm impr	
- Points redeemed this statement period	50,959
Total points available for redemption	10,201

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	\$6,820.62
Payment, Credits	-\$6,820.62
Purchases	+\$9,679.64
Cash Advances	\$0.00
Balance Transfers	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
New Balance	\$9,679.64
Opening/Closing Date	05/08/23 - 06/07/23
Credit Limit	\$45,500
Available Credit	\$35,820
Cash Access Line	\$2,275
Available for Cash	\$2,275
Past Due Amount	\$0.00
Balance over the Credit Limit	\$0.00

ALL SYS 233-000-084-990
 UTILITY DEPT.

JUN 12 2023

RECEIVED

[Handwritten Signature]

000001 FIS33339 C 1
 0309

N Z 07 23/06/07

Page 1 of 2

05686 MA DA 27598

15810000010452759801



P.O. BOX 15123
 WILMINGTON, DE 19850-5123
 For Undeliverable Mail Only

Make your payment at
[chase.com/paycard](https://www.chase.com/paycard)

Payment Due Date: 07/01/23
 New Balance: \$9,679.64
 Minimum Payment Due: \$96.00

Account number: [REDACTED]

\$ _____ Amount Enclosed
 Make/Mail to Chase Card Services at the address below:

27598 BEX Z 15823 C
 GREG TATARA
 MHOG SEWER & WATER AUTH
 2911 DORR RD
 BRIGHTON MI 48116-9436



CARDMEMBER SERVICE
 PO BOX 6294
 CAROL STREAM IL 60197-6294



⑆ 5000 160 281 9869 10 2449 74 78 ⑈



ACCOUNT ACTIVITY

Date of Transaction	Merchant Name or Transaction Description	\$ Amount
06/01	SUNCOASTLEARNING.COM 800-269-1181 GA <i>DPW prof dev.</i> DAVE ESTRADA TRANSACTIONS THIS CYCLE (CARD [REDACTED]) \$385.00	385.00 ✓
05/12	RHINO SEED BRIGHTON 810-6325640 MI <i>Howell Twp.</i>	98.43
05/22	SP AAA TRAILER - HOWEL 173-4494400 MI <i>DPW trailer</i>	3,425.00 ✓
05/24	IN *AAA TRAILERS 734-4494400 MI <i>DPW trailer</i>	90.00 ✓
05/16	PHENOVA, INC. 303-9400033 CO <i>no lab testing</i> JAMES AULETTE TRANSACTIONS THIS CYCLE (CARD [REDACTED]) \$4057.33	443.90
05/16	REDEMPTION CREDIT	-509.59
05/21	Payment ThankYou Image Check	-6,311.03
05/10	GoToCom*GoToConnect goto.com MA <i>mhog</i>	248.29 ✓
05/22	Teamviewer.com 800-9514573 FL <i>DPW</i>	3,375.54 ✓
06/04	RINGCENTRAL INC. 888-898-4591 CA GREG TATARA TRANSACTIONS THIS CYCLE (CARD [REDACTED]) \$3131.06- INCLUDING PAYMENTS RECEIVED	65.73 -
05/08	MEIJER # 172 877-363-4537 MI <i>mhog</i>	20.13 ✓
05/12	AMERICAN WATER WORKS ASSO 012-345-6789 CO <i>DPW annual dues</i>	87.00 -
05/19	STAPLES 00107730 BRIGHTON MI <i>mhog</i>	233.19 ✓
05/24	AMZN Mktp US*XU7GQ7G73 Amzn.com/bill WA <i>mhog</i>	15.89 ✓
05/26	BEST BUY 00008417 BRIGHTON MI <i>DPW - tablet</i>	180.19 ✓
05/28	AMZN Mktp US*BU0602O63 Amzn.com/bill WA <i>DPW tools</i>	85.63 ✓
06/01	Amazon.com*UB20152O3 Amzn.com/bill WA <i>mhog</i> ALEX CHIMPOURAS TRANSACTIONS THIS CYCLE (CARD [REDACTED]) \$747.09	125.06 ✓
05/15	AMZN Mktp US*KO4KB7SP3 Amzn.com/bill WA <i>101-261-751-000</i>	189.98
05/19	AMZN Mktp US*5J74606A3 Amzn.com/bill WA <i>101-261-751-000</i>	220.17
05/21	AMZN Mktp US*3J69N8B03 Amzn.com/bill WA <i>101-261-751-000</i>	17.80
05/24	IN *MICHIGAN SOLAR SOLUTI 248-3975527 MI <i>101-265-934-060</i>	114.75
05/25	AMZN Mktp US*WC3XK7E23 Amzn.com/bill WA <i>101-261-751-000</i>	29.98
06/05	REALCOMP II LTD 248-553-3003 MI <i>101-257-910-000</i>	201.00
06/05	X STAMPER SHACHIHATA 800-8512686 CA <i>101-261-750-000</i> KELLY VANMARTER TRANSACTIONS THIS CYCLE (CARD [REDACTED]) \$800.66	26.98

2023 Totals Year-to-Date	
Total fees charged in 2023	\$0.00
Total interest charged in 2023	\$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	18.24%(v)(d)	- 0 -	- 0 -
CASH ADVANCES			
Cash Advances	29.99%(v)(d)	- 0 -	- 0 -
BALANCE TRANSFERS			
Balance Transfer	18.24%(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.

**GENOA CHARTER TOWNSHIP BOARD
Regular Meeting
June 5, 2023**

MINUTES

Supervisor Rogers called the regular meeting of the Genoa Charter Township Board to order at 6:30 pm at the Township Hall. The following members were present constituting a quorum for the transaction of business: Bill Rogers, Jean Ledford, Terry Croft, Diana Lowe, Robin Hunt, and Paulette Skolarus. Absent was Jim Mortensen. Also present were Township Manager Kelly VanMarter and two people in the audience.

The Pledge of Allegiance was recited.

The call to the public was opened at 6:31 pm with no response.

Approval of Consent Agenda:

Ms. Hunt requested to have Item #2 moved to the Regular Agenda.

Moved by Hunt, supported by Lowe, to approve the Consent Agenda as amended. **The motion carried unanimously.**

1. Payment of Bills: June 5, 2023

Regular Agenda

Moved by Ledford, supported by Croft, to approve the Regular Agenda as amended. **The motion carried unanimously.**

2. **Request to approve May 15, 2023 regular meeting minutes.**

Ms. Hunt stated the sentence on Page 2, for Item #4 should read "It would become a lien on the property and would have to be paid upon sale of the property".

Moved by Hunt, supported by Lowe, to approve the May 15, 2023 regular meeting minutes as amended. **The motion carried unanimously.**

3. **Request for approval of a fireworks display located at Lake Trust Stadium on June 15, 2023 as submitted by Cleary University.**

Ms. Hunt noted that the Brighton Area Fire Authority has reviewed this; however, she would like to add a stipulation that they evaluate the dry weather conditions prior to the event.

Moved by Hunt, supported by Lowe, to approve the Public Fireworks Display permit located at Lake Trust Stadium for Cleary University on June 15, 2023 provided that all requirements of the Brighton Area Fire Authority are met, including their evaluation of the dry weather conditions prior to the event. **The motion carried unanimously.**

4. Request for approval of a fireworks display on West Crooked Lake for Oak Pointe Country Club on July 3, 2023 as submitted by Michael Freeland of Ace Pyro LLC.

Ms. Hunt does not believe that the stipulation regarding the dry weather needs to be included in this motion due to its being held over the lake.

Moved by Skolarus, supported by Ledford, to approve the Public Fireworks Display permit for Michael Freeland and Oak Pointe Country Club located at a floating platform in West Crooked Lake on July 3, 2023 provided that all requirements of the Brighton Area Fire Authority are met. **The motion carried unanimously.**

Ms. Skolarus noted that each of these applications show different amounts of insurance. Cleary is providing \$2 million, and Oak Pointe is providing \$5 million. Ms. VanMarter stated that she and the Township Supervisor reviewed the insurance policies that were submitted in prior years and the lowest was \$1 million. They determined that \$1 million would be the minimum required for general liability and \$1 million for general aggregate. This was shared with each of the applicants, and they have chosen to provide more insurance.

5. Request to approve a project agreement with the Livingston County Road Commission to reconstruct 0.2 miles of Stillriver Drive from the cul-de-sac to Natanna Trail within the Ravines of Rolling Ridge Subdivision with the Township's cost not to exceed \$125,000.

Moved by Skolarus, supported by Croft, to approve the Project Agreement with the Livingston County Road Commission to reconstruct 0.2 miles of Stillriver Drive from the cul-de-sac to Natanna Trail within the Ravines of Rolling Ridge Subdivision with the Township's cost not to exceed \$125,000. **The motion carried unanimously.**

6. Request to approve Quote Number 442015400003856055 with Softline Solutions to replace the poured-in-place rubber surfacing and to convert the soccer kick wall turf to a rubber surface at the Genoa Township Park at a cost not to exceed \$132,000 and to amend budget line item 208- 751-934-015 from \$100,000 to \$132,000.

Mr. Rogers stated that a five-year warranty is included in this quote; however, this evening, Ms. VanMarter provided the Board with additional quotes that include seven and ten-year warranties.

Ms. VanMarter stated \$100,000 is budgeted to replace the poured-in-place rubber surfacing and to convert the soccer kick wall turf to a rubber surface. She displayed photographs showing the current condition of the existing material. The company who will be on site to install the same rubber surface in the Senior Survivor Park provided a quote to have this replaced as well as change the turf at the soccer wall. She is requesting a budget transfer of \$32,000 to cover the quoted price. If this work is completed at one time, instead of waiting until next fiscal year, it should save the Township approximately \$15,000-\$18,000. The life cycle of the poured-in-place rubber is approximately 10 years, so she recommends purchasing a five-year warranty.

Ms. Skolarus asked when this was installed. Ms. VanMarter stated the swing area was installed in 2012, the fitness area was installed in 2013, the toddler area and soccer wall area were installed in 2011. Ms. Skolarus noted this is a lot of money and suggested installing wood chips.

Ms. VanMarter stated the Township has a beautiful playground area and this surface material is one of the reasons. This is a much safer material. Installing wood chips would be a step down in the quality of the park.

Moved by Hunt, support by Croft, to approve Quote Number 4420154000003856055 with Softline Solutions to replace the poured-in-place rubber surfacing and to convert the soccer kick wall turf to a rubber surface at the Genoa Township Park at a cost not to exceed \$132,000 and to amend budget line item 208-751-934-015 from \$100,000 to \$132,000. **The motion carried unanimously.**

7. Discussion regarding renewal of the community cooperative contract with the Livingston County Sheriff.

Supervisor Rogers noted the cost will increase from \$35 per hour to \$70 per hour / \$25,000 a year to \$35,000 per year. Additionally, Howell Schools has decided to have one officer from the Sheriff's Department dedicated only to their schools. He has requested data from Sheriff Murphy detailing the number and nature of the emergency calls that have been made in Genoa Township. He will provide this information to the Board when it is received.

Ms. Hunt would like to see what service was provided for the money that was spent.

Ms. Ledford does not recommend increasing the amount of funding the Township currently pays for their contract with the Livingston County Sheriff.

Ms. Lowe would like to see the details of the contract.

Ms. VanMarter stated currently there is one deputy who oversees the Howell Schools as well as the four townships. Howell Schools is proposing to have one officer dedicated to their schools and then the other one would cover the four Townships, and that is what is causing the increase.

Ms. Skolarus does not see the benefit to one officer covering all four townships. She would like to have coverage for the elections. Mr. Rogers stated that the deputy assigned to the townships can be requested to provide coverage for elections.

Member Discussion

Ms. Skolarus stated that some of the flowers and plants that were put at the cemetery were stolen.

Ms. Lowe stated she will be appointed Chairperson of the Howell Area Parks and Recreation Authority at their next meeting. Supervisor Rogers stated that he and Ms. Lowe met with the surrounding township supervisors to begin the discussion of how the townships can work together to provide recreation in the county.

Adjournment

Moved by Hunt, supported by Croft, to adjourn the meeting at 7:10 pm. **The motion carried unanimously.**

Respectfully Submitted,

Patty Thomas
Recording Secretary

Approved:

Paulette Skolarus, Clerk
Genoa Charter Township

Bill Rogers, Supervisor
Genoa Charter Township



MEMORANDUM

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

TO: Honorable Board of Trustees
FROM: Kelly VanMarter, Township Manager
DATE: June 14, 2023
RE: Fireworks Application – Lake Chemung/Chris Bonk

On May 30, 2023 Township staff received a Fireworks Display permit application for Lake Chemung. This display is scheduled for Saturday, July 1st, 2023 from a floating platform in the lake. The applicant is Chris Bonk. Staff has reviewed the application and supplemental materials for compliance with the requirements of the State of Michigan and has deemed the application complete with the exception of the required Certificate of Liability Insurance. The applicant has indicated that he will be securing \$6,105,000 in insurance from Ryder, Rosacker, McCue & Husten Insurance however the certificate must be provided and must name Genoa Township as additional insured prior to the event.

As part of our review, we have also received approval from the Brighton Area Fire Authority. The fire authority requested that measures are implemented to ensure that the viewing public is no closer than 500' to the launch site. The Fire Department will also visit and inspect the set up on the day of the event.

For your consideration, I offer the following motion for conditional approval of the permit:

Moved by _____ and supported by _____ to conditionally approve the Public Fireworks Display permit for Chris Bonk located on a floating platform in Lake Chemung on July 1, 2023. The permit for the event shall not be issued until Township staff has received and approved the Certificate of Liability Insurance in the amount of \$6,105,000 which shall name Genoa Township as additional insured. In addition, the applicant shall ensure that all requirements of the Brighton Area Fire Authority are met.

SUPERVISOR

Bill Rogers

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

TRUSTEES

Jean W. Ledford

H. James Mortensen

Terry Croft

Diana Lowe

MANAGER

Kelly VanMarter



BRIGHTON AREA FIRE AUTHORITY

615 W. Grand River Ave.
Brighton, MI 48116
o: 810-229-6640 f: 810-229-1619

June 2, 2023

Kelly VanMarter/Amy Ruthig
Genoa Township
2911 Dorr Road
Brighton, MI 48116

RE: Approval for Public Fireworks Display
Lake Chemung Fireworks
Chris Bonk
5755 Long Pointe Dr.
Saturday, July 1, 2023
Mark Popovich (Superior Pyro)

Kelly/Amy,

The Brighton Area Fire Authority has reviewed the request to provide a public fireworks display scheduled for July Saturday July 1, 2023 on Lake Chemung sponsored by Lake Chemung Homeowners (represented by Chris Bonk).

We understand that Genoa has received the application on to approve the Display Fireworks Permit as of May 30th and that the largest shell will be 6" in diameter. The application included a site map that shows a 500' separation from the launch site to the shoreline. This separation exceeds the requirements of NFPA 1123, Code for Fireworks Display, and it will be sufficient as long as there is a means provided to maintain the viewing public this distance away from the launch site. It is recommended that some form of visual and physical barrier be provided to assist with crowd control along with responsible staff to monitor.

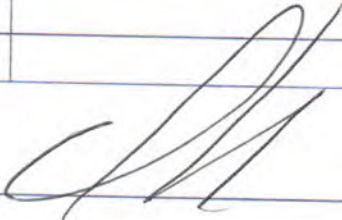
The fire authority will visit and inspect the display set-up prior to the scheduled launch time while you are setting it up. We will also review the safety & emergency plan at this time.

Please feel free to contact me to discuss any questions or concerns that you may have, (810)229-6640.

Cordially,

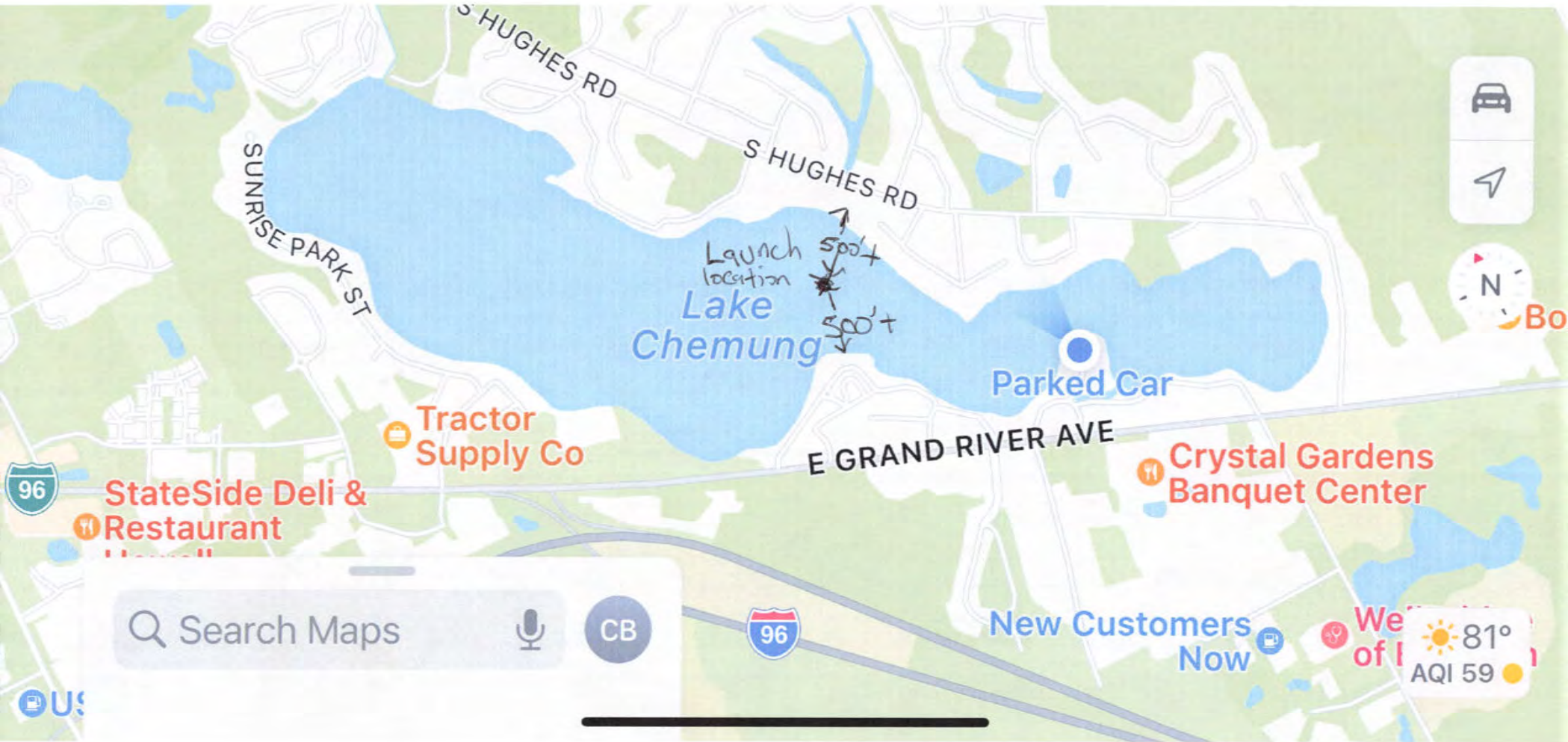
A handwritten signature in black ink, appearing to read "R. Boisvert".

Rick Boisvert, CFPS
Fire Marshal

TYPE OF PERMIT(S) (Select all applicable boxes)		
<input type="checkbox"/> Agncultural or Wildlife Fireworks	<input type="checkbox"/> Articles Pyrotechnic	<input checked="" type="checkbox"/> Display Fireworks
<input type="checkbox"/> Public Display	<input type="checkbox"/> Private Display	
<input type="checkbox"/> Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes		
NAME OF APPLICANT CHRIS BONE		ADDRESS OF APPLICANT 5755 LONG POINTE DR., HOWELL, MI
NAME OF PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER		AGE OF APPLICANT 18 YEARS OR OLDER <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
IF A NON-RESIDENT APPLICANT (LIST NAME OF MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT)		ADDRESS PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER
NAME OF PYROTECHNIC OPERATOR DARYL COXON		ADDRESS OF PYROTECHNIC OPERATOR 23067 REMICK DR. W CHATHAM TWP, MI 48036
NO. YEARS EXPERIENCE 15	NO. DISPLAYS 100+	AGE OF PYROTECHNIC OPERATOR 18 YEARS OR OLDER <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
NAME OF ASSISTANT OWNER MARK POPOVICH		WHERE SE MICHIGAN
NAME OF OTHER ASSISTANT		ADDRESS OF ASSISTANT SEVERVILLE, TN 901 HIDDEN HARBOR LN
		AGE OF ASSISTANT 18 YEARS OR OLDER <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
		AGE OF OTHER ASSISTANT 18 YEARS OR OLDER <input type="checkbox"/> YES <input type="checkbox"/> NO
EXACT LOCATION OF PROPOSED DISPLAY LAKE CHEWUNG, HOWELL, MI (5755 LONG POINTE DR., HOWELL, MI)		
DATE OF PROPOSED DISPLAY 7/1/2023		TIME OF PROPOSED DISPLAY 10:00 PM
MANNER AND PLACE OF STORAGE. SUBJECT TO APPROVAL OF LOCAL FIRE AUTHORITIES, IN ACCORDANCE WITH NFPA 1123, 1124 & 1126 AND OTHER STATE OR FEDERAL REGULATIONS PROVIDE PROOF OF PROPER LICENSING OR PERMITTING BY STATE OR FEDERAL GOVERNMENT PRODUCT DELIVERED 7/1/2023 - WOLVERINE DISPLAY FIREWORKS CO. - NO ONSITE REQ'D		
AMOUNT OF BOND OR INSURANCE (TO BE SET BY LOCAL GOVERNMENT) \$6,105,000.00		NAME OF BONDING CORPORATION OR INSURANCE COMPANY RYDER, ROSACKER, MCWEE & HUSTON
ADDRESS OF BONDING CORPORATION OR INSURANCE COMPANY 509 W. KOENIG ST., GRAND ISLAND, NE 68801		
NUMBER OF FIREWORKS	KIND OF FIREWORKS TO BE DISPLAYED (Please provide additional pages as needed)	
	SEE SEPARATE DOCUMENT	
SIGNATURE OF APPLICANT 		DATE 5/30/2023

Chris Bonk - Lake Chemung Fireworks - July 1, 2023 10:00PM

CAKES	Manufacturer	Part #	Description	Quantity
	VULCAN	VUL-ZRF0606-260	260 Shot Tourbillions & Blue B	2
	VULCAN	VUL-TRF0601-300	300 Shot Super Trident	1
	VULCAN	VUL-PRF0621-270	270 Shot Rain of Pixie Dust	2
	SUNNY	SUN-B32551	25 Shot 3" Red, White & Blue Gli	2
	SUNNY	SUN-B253694	36 Shot 2.5" Super Kamuro	2
	SUNNY	SUN-B1210032-100	100 Shot 1.2" Super Yellow Stro	2
	PANDA	PAN-PC55	136 Shot Different Shapes	2
	PANDA	PAN-PC107	25 shot 3" Assorted Strobe	2
	LIDU	LID-LDD333	25 Shot 3" Mixed Pattern Shells	1
	LIDU	LID-LDD306-16	16 Shot 3" Fanned Assorted Col	1
	LIDU	LID-LDD261	36 Shot 2.5" White Strobe	2
	LIDU	LID-LDD205	24 Shot 2.5" Ring Shells Fan-S	2
	LIDU	LID-LDD110	50 Shot 2" Finale Multi-Color	2
	LIDU	LID-LDC154-36	36 Shot 2.5" Assorted Chrys.w/	2
	LIDU	LID-LDA281G	48 Shot Water Cake, Golden Cra	4
	LIDU	LID-LD111GB	36 Shot 2.5" Gold Coco Tree w/	1
	FLOWER KING	HUS-FK600AA	600 Shot Skypainter	1
-	FLOWER KING	HUS-FK2.5MIX	36 Shot, 2.5" Mix Effects Cake	2
-	FLOWER KING	HUS-FK100CC	100 Shot Color Crossette 1/1	2
	FLOWER KING	HUS-FK1000B	1000 Shot Whistling Dragon	1
	HEK	HEK-CMD15	100 Shot Color Palm	1
	GALASTAR	GAL-NC346F	130 Shot Fan-Shape Silver Stro	1
	FLOWER BASKET	FLB-UP25B008	25 Shot 2" Special Brocade	2
			Cake Total	40
SHELLS				
	GALASTAR	GAL-3-NS323B	3" shell	0
	GALASTAR	GAL-3-NS331A	3" shell	0
	GALASTAR	GAL-4-NS424A	4" shell	144
	GALASTAR	GAL-4-NS431A	4" shell	144
	GALASTAR	GAL-5-NS525B	5" shell	72
	GALASTAR	GAL-5-NS532A	5" shell	72
	GALASTAR	GAL-6-NS612A	6" shell	36
	GALASTAR	GAL-6-NS631A	6" shell	36
	GALASTAR	GAL-6-NS632A	6" shell	36
	SIR	SIR-6-101RO	6" shell - White strobe	24
	LIDU	LID-3-S10-RWB-QUICK	3" Chain	36
	GALASTAR	GAL-3-NS-FCS3001	3" salute chains	10
	FLOWER KING	HUS-3-9244-FINALE	3" Chain	12
	LITTLE BIG SHOTS	LBS-5-SALUTE	5" LBS Salute	10
			Shells	
			Loose	574
			Chained	696
			Total Shells	1270



In accordance with the provisions of Title XI, Organized Crime Control Act of 1970, and the regulations issued thereunder (27 CFR Part 555), you may engage in the activity specified in this license or permit within the limitations of Chapter 40, Title 18, United States Code and the regulations issued thereunder, until the expiration date shown. **THIS LICENSE IS NOT TRANSFERABLE UNDER 27 CFR 555.53.** See "WARNINGS" and "NOTICES" on reverse.

Direct ATF Correspondence To ATF - Chief, FELC 244 Needy Road Martinsburg, WV 25405-9431	License/Permit Number 4-MI-099-54-5G-01274
Chief, Federal Explosives Licensing Center (FELC) <i>Mama Howard</i>	Expiration Date July 1, 2025

Name
COHOON, DARYL P

Premises Address (Changes? Notify the FELC at least 10 days before the move.)

**23067 REMICK DR
CLINTON TOWNSHIP, MI 48036-**

Type of License or Permit

54-USER OF EXPLOSIVES

Purchasing Certification Statement

The licensee or permittee named above shall use a copy of this license or permit to assist a transferor of explosives to verify the identity and the licensed status of the licensee or permittee as provided by 27 CFR Part 555. The signature on each copy must be an original signature. A faxed, scanned or e-mailed copy of the license or permit with a signature intended to be an original signature is acceptable. The signature must be that of the Federal Explosives Licensee (FEL) or a responsible person of the FEL. I certify that this is a true copy of a license or permit issued to the licensee or permittee named above to engage in the business or operations specified above under "Type of License or Permit."

Mailing Address (Changes? Notify the FELC of any changes.)

COHOON, DARYL P
23067 REMICK DR
CLINTON TOWNSHIP, MI 48036-

Daryl P. Cohoon
Licensee/Permittee Responsible Person Signature

Operator
Position Title

Daryl P. Cohoon
Printed Name

6-7-2022
Date

Previous Edition is Obsolete COHOON, DARYL P. 23067 REMICK DR 48036-4 MI-099-54-5G-01274 July 1, 2025 54-USER OF EXPLOSIVES

ATF Form 5400.14/5400.15 Part 1
Revised September 2011

Federal Explosives License (FEL) Customer Service Information

Federal Explosives Licensing Center (FELC)
244 Needy Road
Martinsburg, WV 25405-9431

Toll-free Telephone Number: (877) 283-3352
Fax Number: (304) 616-4401
E-mail: FELC@atf.gov

ATF Homepage: www.atf.gov

Change of Address (27 CFR 555.54(a)(1)). Licensees or permittees may during the term of their current license or permit remove their business or operations to a new location at which they intend regularly to carry on such business or operations. The licensee or permittee is required to give notification of the new location of the business or operations not less than 10 days prior to such removal with the Chief, Federal Explosives Licensing Center. The license or permit will be valid for the remainder of the term of the original license or permit. **(The Chief, FELC, shall, if the licensee or permittee is not qualified, refer the request for amended license or permit to the Director of Industry Operations for denial in accordance with § 555.54.)**

Right of Succession (27 CFR 555.59). (a) Certain persons other than the licensee or permittee may secure the right to carry on the same explosive materials business or operations at the same address shown on, and for the remainder of the term of, a current license or permit. Such persons are: (1) The surviving spouse or child, or executor, administrator, or other legal representative of a deceased licensee or permittee; and (2) A receiver or trustee in bankruptcy, or an assignee for benefit of creditors. (b) In order to secure the right provided by this section, the person or persons continuing the business or operations shall furnish the license or permit for that business or operations for endorsement of such succession to the Chief, FELC, within 30 days from the date on which the successor begins to carry on the business or operations.

Cut Here ✂

(Continued on reverse side)

Federal Explosives License/Permit (FEL) Information Card

License/Permit Name: **COHOON, DARYL P**

Business Name:

License/Permit Number: **4-MI-099-54-5G-01274**

License/Permit Type: **54-USER OF EXPLOSIVES**

Expiration: **July 1, 2025**

Please Note: Not Valid for the Sale or Other Disposition of Explosives.



MARINE SPECIAL EVENT APPLICATION AND PERMIT

Issued under authority of Part 801, Marine, Part 811 ORV and Part 821 Snowmobile, of the Natural Resource and Environmental Protection Act, Act 451, P. A. of 1994, as amended. Failure to comply with the provisions of this Act is a misdemeanor and may result in fines and/or imprisonment.

DNR USE ONLY
Permit Number MSE23-08

APPLICANT: This completed and signed application must be received by the appropriate DNR office at least 30 days prior to the event, or the permit may not be authorized. Locations and addresses on next page.

Form with fields for Name of Applicant, Sponsoring Organization, Street Address, City, State, ZIP, Email Address, Business Telephone, Home Telephone, Event Date(s), Event Starting and Finishing Times, Type of Event, Location of Event, Estimated Number of Vehicles, and Do conditions require special law enforcement patrols?

APPLICANT: Read all pages and attachments before certification and signature.

CERTIFICATION section with signature line and date field.

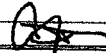
APPLICANT: Submit completed and signed application to appropriate DNR office at least 30 days prior to event or permit may not be authorized. Locations and addresses on next page.

FOR DNR USE ONLY section containing Investigation Findings & Recommendations, AUTHORIZATION checkboxes, and Investigating Officer information.

Lt. Andrew Turner

District Law/Permit Supervisor (Please print)

Signature



4-6-23

Date

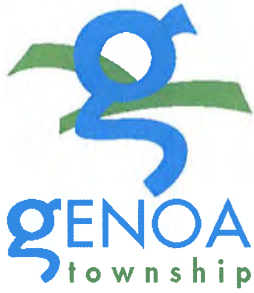
**This permit addresses exclusive use of a portion of the body of water and does not address firework safety. Firework safety is addressed via the permitting process with the local unit of government.

This permit is subject to the following conditions and requirements as indicated by the numbers checked in the "authorization" section.

1. Post a bond of sufficient amount to cover anticipated clean-up costs, in addition to other such penalties as may be stipulated by Part 89, Licensing, of Act 451, P. A. 1994, as amended.
2. Permittee must have proof of current American Power Boat Association membership in possession when launching watercraft.
3. All participants must have American Power Boat Association approved personal flotation device or Coast Guard approved personal flotation device.
4. Markers (buoys, trail markers, etc.) for intended event(s) must be placed on the day of event(s) and removed as soon after the completion of the scheduled event(s) as is practicable, except in cases where the State or Coast Guard buoy permit has been issued authorizing permanent establishments of buoys.
5. Any litter resulting from this event shall be cleaned up immediately after the event by the Permittee.
6. All craft participating in the event must have identification attached and the sponsor shall be responsible to have all craft removed from the area after the event.
7. All fishing laws, rules and Director's Orders of the Michigan Department of Natural Resources, when applicable with this sanction, must be complied with.
8. Sponsor of the event(s) shall publish in the local paper a Notice To Boaters that a hazardous condition will exist in the area during the fireworks display or other authorized event.
9. If another organization requests the use of these waters on one or more of the sanctioned dates, this authorization will be subject to review and possible cancellation for that date or dates.
10. No registration or license is required for ORVs and snowmobiles participating in a special event under authority of this permit.
11. This event and vessels participating in this event SHALL NOT impede commercial shipping and must yield the right of way to any commercial ship.
12. This permit does not authorize any special privileges regarding use of state owned public access sites. Special Use Permits for public access sites must be obtained from the Michigan DNR, Parks and Recreation Division at 517-373-9900. Hours of operation and site rules will not be altered.
13. This sanction is valid only if a resolution is obtained to waive the Special Watercraft ordinance on said body of water, and resolution must accompany this permit at time of application.
14. **LIABILITY** - Grantee hereby releases, waives, discharges and covenants not to sue the State of Michigan, its departments, officers, employees and agents, from any and all liability to Grantee, its officers, employees and agents, for all losses, injury, death or damage, and any claims or demands thereon, on account of injury to person or property, or resulting in death of Grantee, its officers, employees or agents, in reference to the activities authorized by this permit.
15. **INDEMNIFICATION** - Grantee hereby covenants and agrees to indemnify and save harmless, the State of Michigan, its departments, officers, employees and agents, from any and all claims and demands, for all loss, injury, death or damage, that any person or entity may have or make, in any manner, arising out of any occurrence related to (1) issuance of this permit; (2) the activities authorized by this permit; and (3) the use or occupancy of the premises which are the subject of this permit by the Grantee, its employees, contractors, or its authorized representatives.
16. **PENALTY** - The Michigan Department of Natural Resources reserves the right to cancel this permit at any time if conditions and requirements are not adhered to.

Michigan Department of Natural Resources District Offices, and the Counties under District jurisdiction

COUNTIES		DISTRICTS	COUNTIES		DISTRICTS
Baraga Dickinson Gogebic Houghton Iron	Keweenaw Marquette Menominee Ontonagon	DISTRICT 1 LAW ENFORCEMENT MARQUETTE CUSTOMER SERVICE CENTER MICHIGAN DEPARTMENT OF NATURAL RESOURCES 1990 US-41 SOUTH MARQUETTE MI 49855 TELEPHONE (906) 228-6561	Bay Grioli Huron Isabella Midland	Montcalm Saginaw Sanilac Tuscola	DISTRICT 6 LAW ENFORCEMENT BAY CITY CUSTOMER SERVICE CENTER MICHIGAN DEPARTMENT OF NATURAL RESOURCES 3580 STATE PARK DRIVE BAY CITY MI 48706 TELEPHONE (989) 684-9141
Alger Chippewa Delta	Lucas Mackinac Schoolcraft	DISTRICT 2 LAW ENFORCEMENT NEWBERRY CUSTOMER SERVICE CENTER MICHIGAN DEPARTMENT OF NATURAL RESOURCES 5100 STATE HWY M-123 NEWBERRY MI 49868 TELEPHONE (906) 293-5131	Allegan Barry Berrien Cass Ionia Kalamazoo	Kent Muskegon Ottawa St. Joseph Van Buren	DISTRICT 7 LAW ENFORCEMENT PLAINWELL CUSTOMER SERVICE CENTER MICHIGAN DEPARTMENT OF NATURAL RESOURCES 621 NORTH 10th STREET PLAINWELL MI 49069 TELEPHONE (269) 685-6851
Alcona Antrim Charlevoix Cheboygan	Emmet Montmorency Otsego Presque Isle	DISTRICT 3 LAW ENFORCEMENT GAYLORD CUSTOMER SERVICE CENTER MICHIGAN DEPARTMENT OF NATURAL RESOURCES 1732 WEST M-32 GAYLORD MI 49735 TELEPHONE (989) 732-3511	Branch Calhoun Clinton Eaton Hillsdale Ingham	Lenawee Livingston Jackson Shiawassee Washtenaw	DISTRICT 8 LAW ENFORCEMENT LANSING CUSTOMER SERVICE CENTER MICHIGAN DEPARTMENT OF NATURAL RESOURCES 4166 LEGACY PARKWAY LANSING MI 48911 TELEPHONE (517) 281-4720
Benzie Grand Traverse Lake Leelanau Manistee	Mason Mecosta Newaygo Oshtemo Oscoda Wexford	DISTRICT 4 LAW ENFORCEMENT CADILLAC CUSTOMER SERVICE CENTER MICHIGAN DEPARTMENT OF NATURAL RESOURCES 8015 MACKINAW TRAIL CADILLAC MI 49601 TELEPHONE (231) 775-9127	Genesee Lapeer Macomb Monroe	Oakland St. Clair Wayno	DISTRICT 9 LAW ENFORCEMENT METRO DETROIT CUSTOMER SERVICE CENTER MICHIGAN DEPARTMENT OF NATURAL RESOURCES 1801 ATWATER DETROIT MI 48207 TELEPHONE (313) 396-6800
Alcona Arenac Clare Crawford Gladwin Iosco	Kalkaska Missaukee Ogemaw Oscoda Roscommon	DISTRICT 5 LAW ENFORCEMENT ROSCOMMON CUSTOMER SERVICE CENTER MICHIGAN DEPARTMENT OF NATURAL RESOURCES 8117 NORTH ROSCOMMON ROAD ROSCOMMON MI 48653 TELEPHONE (989) 275-5151	MICHIGAN DNR WEBSITE: www.michigan.gov/dnr		



MEMO

2911 Dorr Road
Brighton, MI 48116
(810) 227-5225
(810) 227-3420 fax
genoa.org

TO: Genoa Charter Township Board
FROM: Greg Tatara, Utility Director
DATE: June 14, 2023
SUBJECT: Project Approval, Dedication of American Rescue Plan Act (ARPA) Funds, and Engineer Design Proposal Approval for the Lake Edgewood to Genoa-Oceola WWTP Consolidation Project

.....
For consideration at the June 19, 2023 Board Meeting is approval of the Lake Edgewood Wastewater Treatment Consolidation Project with the Genoa-Oceola Wastewater Treatment Plant (WWTP), the Dedication of American Rescue Plan Act (ARPA) Funds to this Consolidaiton, and approval of the Engineer Design Proposal for the Lake Edgewood to Genoa-Oceola WWTP Consolidation Project.

Lake Edgewood History

The initial phase of the Lake Edgewood WWTP was originally constructed in 1989 as a ground water discharge plant to serve the Lake Edgewood Condominiums. The original plant was financed and constructed by the developer of the condominium project. As a result of growth and meeting its capacity, in 2002, a new plant was constructed on the site by Genoa Township. As with the original plant, Sequencing Batch Reactor (SBR) technology was selected to accommodate the discharge of treated water to the groundwater. The SBR process uses alternating aerobic and anaerobic treatment to oxidize ammonia to nitrogen gas so that nitrate is not discharged to ground water, where it can be hazardous to drinking water. An overview of the existing plant and rapid infiltration basins is presented as *Attachment 1*. In 2018, the old SBR tanks were modified to be equalization tanks, which allows operators to operate only one SBR tank to meet treatment goals, while saving chemical, electrical, and maintenance costs.

Consolidation Justification

Our staff does an excellent job operating the Lake Edgewood WWTP, and the plant generally remains in compliance with its discharge permit limits. However, a look into future: 1) State of Michigan Regulations, 2) Financial Sustainability, 3) Staff Challenges, and 4) Success of Previous Oak Pointe WWTP Consolidation, indicates that now is a great opportunity to convert the Lake Edgewood WWTP to a pump station and consolidate treatment of the wastewater with the Genoa-Oceola WWTP. To provide justification, let's look at each of these categories in more detail:

SUPERVISOR

Bill Rogers

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

TRUSTEES

Jean W. Ledford

H. James Mortensen

Terry Croft

Diana Lowe

MANAGER

Kelly VanMarter

1) Regulations

The Lake Edgewood WWTP operates under ground water permit number GW1810103, issued by the State of Michigan. The current permit was issued on November 1, 2016 and had an expiration date of November 1, 2019. As required by the permit, Genoa Township submitted a complete renewal application package on May 5, 2019. However, as of the drafting of this memorandum, we have not received any correspondence from the State regarding this application. The State did perform a compliance inspection and split samples with the Lake Edgewood WWTP on May 5, of 2021. However, we are still operating under the permit from 2016, and as a result of historic regulatory problems with groundwater discharges (Sodium and Chloride) and anticipate future challenges with PFAS and PFOA, we think the State is reluctant to issue a new permit. As staff, we feel it is not an issue of “if” the State will ban ground water discharges, but more a matter of “when”. Therefore, there is a strong regulatory reason to stop ground water discharge from this site and consolidate to a single township surface water discharge at the Genoa Ocoela WWTP, as was done for the Oak Pointe System in 2015.

2) Financial Sustainability

Of the five utility systems operated by our department, the Lake Edgewood System is the smallest, with an annual O&M Budget of approximately \$380,000. Also, the O&M Rates, due to the small number of customers (516) are the highest of all systems at \$7.45 per 1,000 gallons and \$146.66 per quarter for flat rate. In addition, the plant is now over 20 years old and will likely require costly upgrades to items such as blowers, aerators, mixers, and valve actuators. These items could significantly impact the operating budget and rates which would be financially burdensome to its customers. As a result of converting the Lake Edgewood WWTP to a pump station, and no longer treating wastewater at Lake Edgewood, the likelihood of substantial repairs and upgrades is greatly reduced, which will help ensure the long-term financial viability of the system.

In addition, as shown in *Attachment 2*, we have evaluated the impact on the budget if Lake Edgewood paid a wholesale treatment rate to G-O. By consolidating treatment, we estimate that the O&M Budget would decrease by approximately \$7,000 annually, which can be used replenish funds used in this capital project.

3) Staffing

Currently, our wastewater treatment staff of four operators are responsible for the operation and maintenance of three wastewater treatment plants. The staff does an exceptional job maintaining these facilities and keeping them in compliance with their permits. However, if the staff could be devoted to operating only two plants, it would reduce drive time, reduce lab sample load, and allow for more time to perform in-house

repairs and preventative maintenance. Finally, this consolidation will reduce compliance reporting, data entry, and regulatory interaction. This will further increase the positivity of our working environment, helping us to retain and engage our current staff.

4) Previous Oak Pointe Consolidation Success

In 2015, the Oak Pointe groundwater discharge plant was converted to an equalization pump station with flows treated at the Genoa-Oceola WWTP. This project, in which Oak Pointe remains a wholesale customer to G-O, as would be the case with Lake Edgewood, has worked beneficially for both plants. At G-O, our biological treatment is improved by having Oak Pointe flows pumped to G-O at night to provide the microbes with food source during low flow times. In addition, we were able to terminate the ground water discharge at Oak Pointe, reducing significant staff time in operating another WWTP. As a result of this success, we are confident the Lake Edgewood project will work out equally as beneficial.

Project Scope

Prior to asking the Township Board to approve the project and dedicate funds, we wanted to perform conceptual design to evaluate the feasibility of the project. Presented in *Attachment 3* is a map summarizing the key elements of the project, which includes approximately 8,000 feet of force main along Grand River and tying into an existing gravity manhole on Grand River west of Kellogg Road. At the plant, we will convert one of the existing sludge storage tanks to a larger equalization tank (greater than 1 day of flow volume or ~165,000 gallons), and convert of the existing decant chamber for the sludge tanks to a pump station.

Project Cost & Timing

Presented in *Attachment 4* is a project cost estimate prepared by Tetra Tech. This cost is preliminary, but it is based on conversations with contractors regarding price. In addition, it contains 25% contingency at this point. Presented in *Attachment 5* is a financing plan for the project utilizing ARPA Funds, existing Lake Edgewood reserve funds, and a loan from an internal water reserve fund. We are confident the project can be accomplished with this funding.

Presented as *Attachment 6* is a design proposal from Tetra Tech for the project. Our goal would be to complete design and permitting by December of 2023, with construction scheduled for early spring/summer of 2024.

Board Action

Based on the information presented above and in the attached documents, we are respectfully asking the Genoa Charter Township Board to:

- 1) Approve the Project and Dedicate the \$531,621 in available ARPA funds to the Lake Edgewood to Genoa-Oceola Consolidation Project
- 2) Approve the Engineering Design Proposal dated June 14, 2023 from Tetra Tech for \$64,000.

Thank you for your consideration.

Site Overview

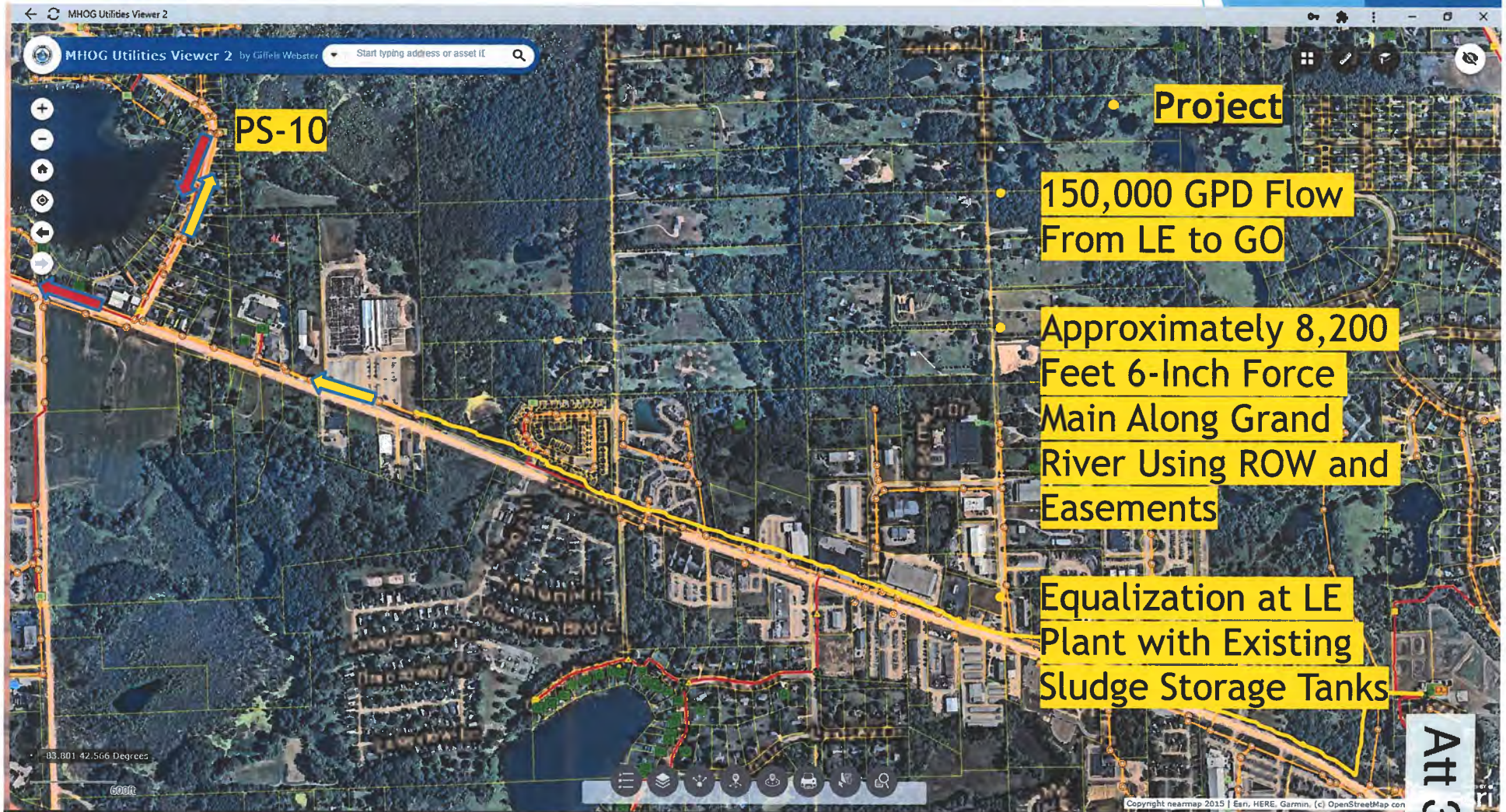
Existing LE WWTP Site



**GENOA CHARTER TOWNSHIP
LAKE EDGEWOOD SEWER SYSTEM
BUDGET EVALUATION FOR GENOA OCEOLA CONSOLIDATION
UPDATED JUNE 14, 2023**

ACCT #	DESCRIPTION	SEWER ADOPTED AMOUNTS FOR YEAR ENDING 3/31/2024	COST WITH GOING TO G-O WHOLESALE
REVENUES			
000-400-002	Billings - operations	378,576	378,576
000-665-001	Interest income	1,600	1,600
000-672-003	Income - other	500	500
000-699-234	Trans - in DPW # 503	4,000	4,000
	TOTAL INCOME	384,676	384,676
EXPENSES			
500-801-002	Accounting/auditing	7,500	7,500
500-753-002	Chemicals	8,500	-
500-946-002	Engineering - general	-	-
500-946-004	Engineering - separate projects	5,000	5,000
500-840-002	Insurance	4,000	4,000
500-725-002	Labor, Equipment, & Materials	148,000	115,000
500-725-004	Laboratory costs	12,000	-
500-802-002	Legal fees	-	-
500-808-002	Licenses, Fees, Permits	3,650	-
500-805-002	Miss Dig	500	500
500-751-002	Office expenses	500	500
500-687-002	Refunds & adjustments	-	-
500-931-003	R & M - Building	2,500	2,500
500-931-007	R & M - Grounds	3,000	3,000
500-931-009	R & M - Scada Web Maint. & Cell	2,000	2,000
500-931-011	R & M - Plant equipment	25,000	-
500-931-012	R & M - Grinder pumps	10,000	10,000
500-931-015	R & M - Lines	7,500	7,500
500-931-023	R & M - Pump stations	25,000	25,000
500-931-025	R & M - mowing	5,500	5,500
500-931-029	R & M - Generators	10,000	10,000
500-931-032	R & M - Sewer line cleaning	2,500	2,500
500-931-035	R & M - Other	-	-
500-931-038	R & M - Backups	-	-
500-864-001	Sludge disposal	35,000	-
500-762-007	Tools & supplies	250	250
500-762-010	Parts & supplies paid with credit card	1,500	1,500
500-700-002	Trans out - Capital Impr. Repl. Reserve	10,000	10,000
500-920-002	Utilities - electric	42,500	25,000
000-917-001	Utilities - water	250	250
500-921-002	Utilities - gas	4,200	4,200
500-924-001	Utilities - sewer BTS (Davita)	4,300	4,300
	G-O Treatment Charges		127,500
	Total expenses	380,650	373,500
	Net revenues/expenses	4,026	11,176
	Beginning fund equity (deficit)	766,786	770,812
	Ending fund equity (deficit)	770,812	781,988

Consolidate Lake Edgewood WWTP to G-O WWTP



**OPINION OF PROBABLE CONSTRUCTION COST
TETRA TECH**

3497 Coolidge Road, East Lansing, MI 48823

Telephone: (517) 316.3930 FAX: (517) 484.8140

PROJECT: Lake Edgewood WWTP Decommissioning & Transmission to Genoa-Oceola Collection System

DATE: 6/13/2023

LOCATION: Genoa Township

PROJECT NO.: 200-12736-23010

BASIS FOR ESTIMATE: CONCEPTUAL PRELIMINARY FINAL

ESTIMATOR: S.Byrne

WORK: Conversion of Existing WWTP to Equalization

CHECKED BY: G. Markstrom

Including 7,500 LF of Force Main Between Lake Edgewood and GO Collection

CURRENT ENR: 13288

ITEM NO.	DESCRIPTION	QUANT.	UNIT	UNIT AMOUNT	TOTAL AMOUNT
1	Mobilization (5% of Construction Cost, Max \$50,000)	1	LS		\$45,000.00
2	Traffic Control (3% of Construction Cost)	1	LS		\$27,000.00
3	Audio Visual	1	LS		\$4,000.00
4	Soil Erosion/Sedimentation Control	1	LS		\$5,000.00
5	Utility Allowance (2% of Construction Cost)	1	LS		\$18,000.00
6	General Conditions (2% of Construction Cost)	1	LS		\$17,900.00
7					
8	Lake Edgewood Pump Station Modifications				
9	Demolition (Existing Pump and Piping)	1	LS	\$5,000.00	\$5,000.00
10	Centrifugal Raw Sewage Pumps (83 TDH, 200 GPM)	2	EA	\$20,000.00	\$40,000.00
11	Variable Frequency Drives (15 hp)	2	EA	\$25,000.00	\$50,000.00
12	Level Indicator	2	EA	\$2,000.00	\$4,000.00
13	4" DI (connect 4" SPD to 4" WAS)	20	LF	\$150.00	\$3,000.00
14	6" DI (connect 4" WAS to 6" PI and 4" Pebble Creek FM to 12" PI)	100	LF	\$180.00	\$18,000.00
15	12" DI (12" Effluent to Sludge Storage Tanks)	100	LF	\$200.00	\$20,000.00
16	12" Plug Valve w/ Box	1	EA	\$5,000.00	\$5,000.00
17	Connect to existing force main	5	EA	\$2,000.00	\$10,000.00
18	Connect 12" Influent to 12" Effluent (12" DI) - Inside SBR Building	1	LS	\$10,000.00	\$10,000.00
19	Programming	1	LS	\$25,000.00	\$25,000.00
20					
21					
22	Pipe Construction Cost				
23	Force Main, 6" HDPE, Directionally Drilled	7,500	FT	\$85.00	\$637,500.00
24	Air Release Structure, 48" Dia.	3	EA	\$10,000.00	\$30,000.00
25	6" Plug Valve w/ Box	1	EA	\$1,500.00	\$1,500.00
26	Force Main, Connect to Existing Manhole	1	EA	\$2,500.00	\$2,500.00
27	Force Main, Connect to PS 43 Discharge	1	EA	\$5,000.00	\$5,000.00
28	Force Main, Connect PS 67 FM to PS 43 Influent	1	EA	\$5,000.00	\$5,000.00
29	Site Restoration	1	LS	\$20,000.00	\$20,000.00
	Subtotal				\$1,008,400.00
	Construction Contingencies (20% Construction Cost)	1	LS		\$202,000.00
	Design and Construction Engineering (15%)	1	LS		\$152,000.00
	ASSUMPTIONS				
	1. The Utility Allowance line item allows for any unforeseen utility conflicts and repairs.				
	2. Open cut force main const consists of excavation, pipe, compacted sand backfill above pipe, job excavated backfill to top of trench.				
	3. Directionally drilled force main includes HDPE to DIP connection and fused HDPE fittings.				
	TOTAL CONSTRUCTION COST				\$1,362,400.00

**LE to GO Consolidation Project
June 12, 2023
Funding Plan**

Fund	Current Balance	Portion To Retain	Portion for Project	Category
ARPA Funds	\$531,621	\$0	\$531,621	Cash
LE Reserve/New User	\$339,321	\$125,000	\$214,321	Cash
LE O&M Fund	\$667,000	\$250,000	\$417,000	Cash
Total Cash Available			\$1,162,942	
MHOG Water Reserve/New User	\$1,008,083	\$800,000	\$208,083	Loan
Total Project Budget			\$1,371,025	



June 14, 2023

Mr. Greg Tatara, Utilities Director
Genoa Township
2911 Dorr Road
Brighton, MI 48116

**Re: Lake Edgewood WWTP Conversion to Equalization
Proposal for Design and Permitting Phases**

Dear Mr. Tatara:

Genoa Township has recently approved the expansion of an existing hospital in the Lake Edgewood WWTP service area. Lake Edgewood is a groundwater discharge plant and the Township is concerned about the potential for future permit violations from the increased flow from the expanding hospital. Rerouting Lake Edgewood WWTP to the Genoa Oceola WWTP would eliminate these permitting concerns and upgrade the outdated facility. Lake Edgewood would then serve as an equalization and pumping facility, with a new force main constructed to connect Lake Edgewood to the GO WWTP.

Tetra Tech is pleased to submit this professional services proposal for design and permitting for proposed improvements to the Lake Edgewood WWTP. An understanding of the project requirements and our proposal to perform the engineering services follows:

PROJECT APPROACH

Our project manager and engineering team will work with the Township to develop the project requirements to meet the goals for the proposed wastewater infrastructure improvements. Tetra Tech will perform the final design development such that the Lake Edgewood WWTP and force main improvements may be advanced to construction upon concurrence by the Township. An outline of our proposed approach follows:

Project Administration

- Coordinate and attend a project kick-off meeting with the design team, Township staff, and operators to review project basis of design and details of individual improvements.
- Prepare a revised Basis of Design Report for the proposed improvements inclusive of comments and design parameters discussed in the kickoff meeting.
- Prepare an opinion of probable cost for all improvements at the review stages of 60% and 90% completion.
- Coordinate, attend, and document project progress meetings with Owner approximately every two weeks for the estimated 6-month design and permitting schedule.
- Prepare monthly Project Status Communications for distribution at monthly Township and Genoa Oceola Authority meetings. The PSC will include schedule and cost updates.

Tetra Tech

3497 Coolidge Road, East Lansing, MI 48823
Tel 517.316.3930 Fax 517.484.8140 www.tetrattech.com

Design Services

Lake Edgewood WWTP Modifications

- Finalize hydraulics and generate proposed pump curves and duty points.
- Prepare yard piping plan including site piping.
- Prepare interior piping plan and cross sections, and pump plan.
- Prepare electrical power design and plans for VFD pump supply power, power one lines, and details.
- Prepare instrumentation and controls plan and control schematics, SCADA screen design; design to tie into existing controls system at Genoa Oceola WWTP (programming to be included in construction phase).
- Prepare a list of materials and equipment specifications to permit quoting the work from local contractors.
- Review plans and specifications with Owner at 60% and 90% stage of completion.
- Prepare Soil Erosion and Sedimentation Control permit and submit to LCDC for approval.
- Prepare and submit application for EGLE construction permit.

Force Main Improvements

- Finalize route based on minimizing utility conflicts.
- Prepare connection point details at gravity manhole on north side of Grand River Avenue and at Pump Station 43.
- Prepare plan and profile of proposed force main (7,500 linear feet).
- Prepare soil erosion and sedimentation control plan with details.
- Submit SESC plans to LCDC for review and approval.
- Provide notes on the plans for materials and equipment necessary to complete the work. MHOG specifications will be referenced on the drawings.
- Review plans and specifications with Owner at 60% and 90% stage of completion.
- Submit plans to LCRC for construction permit review and incorporate comments into final plans.
- Prepare quantity take-off for unit price bid form.
- Prepare and submit application for EGLE construction permit.

The following assumptions are included in the design phase services:

- For each review, provide documents electronically in 24" by 36" format.
- Permit fees, if applicable, to be paid directly by Owner.

SERVICES NOT INCLUDED

- SCADA programming services have not been included as part of this proposal. The development of programmable logic, operator interface with graphic programs, telemetry radio communication, factory testing and start-up services will be included in the budget for construction phase services.
- Construction phase services will be included in a separate proposal.

SCHEDULE

Our project team is available and ready to start immediately upon authorization. We anticipate a project start date of June 26, 2023.

60% Design	August 9, 2023
Final Design	September 13, 2023
Permitting	September 2023 – October 2023

Mr. Greg Tatara
Lake Edgewood WWTP Conversion to Equalization
Proposal for Design and Permitting Services
June 14, 2023
Page 3

COMPENSATION

Compensation for our personnel directly engaged in the work of this proposal will be based on our hourly billable rates plus subcontracted services and outside invoices multiplied by 1.15. We propose a budget of \$64,000 for the proposed work. Attached are our Standard Terms and Conditions which are part of this proposal. If this proposal is acceptable, please sign in the space provided and return a copy for our authorization to proceed.

We appreciate the opportunity to be of continued service to Genoa Township. If you have any questions or would like to discuss any details of this proposal further, please call.

Sincerely,



Gary J. Markstrom, P.E.
Unit Vice President

cc: Kelly VanMarter, Genoa Township
Amy Ruthig, Genoa Township

PROPOSAL ACCEPTED BY GENOA TOWNSHIP:

BY: _____

TITLE: _____

DATE: _____



MEMORANDUM

TO: Honorable Board of Trustees

FROM: Kelly VanMarter, Township Manager

DATE: June 14, 2023

RE: Fund 464 & Fund 101 Budget Amendments – Lake Edgewood Consolidation Project

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

In the preceding pages you have reviewed a report from Utility Director, Greg Tatara asking for a dedication of American Rescue Plan Act (ARPA) funds to support a project that would take the Lake Edgewood Waste Water Treatment Plant offline. I am a strong proponent of this project as it will eliminate the risk of future regulatory restrictions, improve operational efficiency, and reduce costs.

To fund this project, we are proposing a re-allocation of ARPA money. Currently, the ARPA budget includes a \$224,000 dedication to additional recycling expenses and there is an unallocated balance of \$305,576. You may recall that the Township went from bi-weekly to weekly recycling as a result of need from our residents associated with the increase in shipping and packaging cardboard from the COVID pandemic. Through the use of ARPA funds this expanded service has been provided at no additional costs to the residents. To support the Lake Edgewood project, we propose to maintain the weekly recycling service but to transfer the costs of this additional service from the ARPA fund to the general fund. In anticipation of this additional expense, we did increase the refuse collection and disposal rate by \$3.00 per household in this year’s budget. In addition to the \$3.00 increase, we are currently negotiating with Waste Management on the renewal terms of our contract which may necessitate additional increase in the refuse collection and disposal rate later this summer.

Reallocation of the recycling funds and dedication of the remaining balance will provide necessary funding of \$531,621 for the Lake Edgewood Consolidation project. In support of this project and in consideration of future discussions regarding the costs for refuse collection and disposal the following amendments are requested to the Fiscal Year 2023 – 2024 Budget. To see the full impact of these amendments, I’ve included budget reports for both funds on the following pages.

PROPOSED BUDGET AMENDMENTS – LAKE EDGEWOOD CONSOLIDATION				
Fund	Fund Number	Description	Current Budget	Proposed Budget
Fund 464 - ARPA	464-261-803-001 (new)	Lake Edgewood Consolidation	NA	\$531,621
Fund 464 - ARPA	464-521-802-000	Additional Recycling Expenses	\$224,000	\$0
Fund 101 - Revenue	101-000-699-464	Transfer in from ARPA #464	\$224,000	\$0

SUPERVISOR

Bill Rogers

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

TRUSTEES

Jean W. Ledford

H. James Mortensen

Terry Croft

Diana Lowe

MANAGER

Kelly VanMarter

For your consideration, I have provided the following motions:

#4, Item A.

Moved by _____ and supported by _____ to amend Fund 464 to eliminate the allocation for "Additional Recycling Expenses", Line Item 464-521-802-000 and to dedicate all remaining unallocated ARPA funds which is currently projected to be \$531,621 to the Lake Edgewood Consolidation project new line item 464-261-803-001.

#4., Item B.

Moved by _____ and supported by _____ to amend the General Fund 101 budget to eliminate the revenue for Line Item 101-000-699-464 "transfer in from ARPA Fund #464".

#4., Item C.

Moved by _____ and supported by _____ to approve the Lake Edgewood Conversion Project and the Engineering Design & Permitting Phase Proposal from Tetra Tech dated June 14, 2023 with costs not to exceed \$64,000.

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

Sincerely,



Township Manager

06/14/2023

BUDGET REPORT FOR GENOA TOWNSHIP

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2023-24 APPROVED BUDGET	2023-24 AMENDMENT REQUEST
Fund 464 - GENOA TOWNSHIP ARPA				
ESTIMATED REVENUES				
Dept 000 - REVENUE				
464-000-665-001	INTEREST	5,435	8,250	8,250
Totals for dept 000 - REVENUE		5,435	8,250	8,250
TOTAL ESTIMATED REVENUES		5,435	8,250	8,250
APPROPRIATIONS				
Dept 261 - UNALLOCATED				
464-261-803-001	LAKE EDGEWOOD CONSOLIDATION	0	0	531,621
Totals for dept 261 - UNALLOCATED		0	0	531,621
Dept 262 - ELECTIONS				
464-262-803-000	ELECTION MACHINE	36,495	36,495	36,495
Totals for dept 262 - ELECTIONS		36,495	36,495	36,495
Dept 521 - REFUSE COLLECTION				
464-521-802-000	ADDITIONAL RECYCLING EXPENSES	0	224,000	0
Totals for dept 521 - REFUSE COLLECTION		0	224,000	0
Dept 900 - CAPITAL OUTLAY FUNCTION				
464-900-977-001	BROADBAND	0	112,500	112,500
Totals for dept 900 - CAPITAL OUTLAY FUNCTION		0	112,500	112,500
Dept 906				
464-906-956-000	MISC EXPENSE	100	300	300
Totals for dept 906 -		100	300	300
TOTAL APPROPRIATIONS		36,595	373,295	680,916
NET OF REVENUES/APPROPRIATIONS - FUND 464		(31,160)	(365,045)	(672,666)
BEGINNING FUND BALANCE			672,666	672,666
ENDING FUND BALANCE			307,621	0

BUDGET REPORT FOR GENOA TOWNSHIP

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2023-24 APPROVED BUDGET	2023-24 AMENDMENT REQUEST
Fund 101 - GENERAL FUND				
ESTIMATED REVENUES				
Dept 000 - REVENUE				
101-000-402-001	CURRENT REAL PROP TAX	0	1,200,000	1,200,000
101-000-411-001	DELINQ TAX - PERSONAL & REAL	0	1,000	1,000
101-000-434-002	TRAILER FEES	618	4,000	4,000
101-000-448-001	COLLECT FEES/EXCESS OF ROLL	0	400,000	400,000
101-000-448-002	COLLECTION FEE - SCHOOLS	0	25,000	25,000
101-000-451-024	ADMIN FEE/UTILITY-OPERATING	0	59,359	59,359
101-000-452-001	INTEREST-SPECIAL ASSESSMENTS	0	7,263	7,263
101-000-476-001	CABLE FRANCHISE	94,213	410,000	410,000
101-000-476-002	LICENSE & PERMITS	4,790	20,000	20,000
101-000-567-001	CEMETERY REVENUE	400	800	800
101-000-572-001	METRO ACT REVENUE	0	15,500	15,500
101-000-573-001	LCSA-PPT REIMBURSEMENT	0	25,500	25,500
101-000-574-002	STATE SHARED REVENUE	343,702	2,210,292	2,210,292
101-000-608-000	CHARGES FOR SERV-APPL FEES	7,638	60,000	60,000
101-000-609-000	CHARGES FOR SERVICES- FOIA/PRINTING	0	500	500
101-000-626-032	ADM FEE LIQUOR LAW	0	3,500	3,500
101-000-631-000	REFUSE COLLECTION FEES	467	1,175,000	1,175,000
101-000-657-001	ORDINANCE FINES	0	1,000	1,000
101-000-665-001	INTEREST	15,318	10,000	10,000
101-000-671-000	OTHER REVENUE	0	1,000	1,000
101-000-672-000	TAXES ON LAND TRANSFER	0	149,000	149,000
101-000-699-249	MMRMA REIMBURSEMENT	0	10,000	10,000
101-000-699-464	TRANSFER IN FROM ARPA FUND #464		224,000	0
Totals for dept 000 - REVENUE		467,146	6,012,714	5,788,714
TOTAL ESTIMATED REVENUES		467,146	6,012,714	5,788,714
APPROPRIATIONS				
Dept 101 - TOWNSHIP BOARD				
101-101-702-014	TRUSTEES/SECRETARY WAGES & SALARIES	7,570	37,575	37,575
101-101-861-000	TRUSTEES MILEAGE & TRAVEL EXPENSE	749	3,800	3,800
101-101-910-000	TRUSTEES PRO DEV/CONFERENCE/DUES	9,873	15,000	15,000
101-101-955-000	TRUSTEES MISCELLANEOUS	0	100	100
Totals for dept 101 - TOWNSHIP BOARD		18,192	56,475	56,475

BUDGET REPORT FOR GENOA TOWNSHIP

GL NUMBER	DECREASE DESCRIPTION	2023-24 ACTIVITY	2023-24 APPROVED BUDGET	2023-24 AMENDMENT REQUEST
Dept 171 - TOWNSHIP SUPERVISOR				
101-171-702-014	TWP SUPERVISOR SALARY	12,608	65,877	65,877
101-171-861-000	SUPERVISOR MILEAGE & TRAVEL EXPENSE	41	500	500
101-171-910-000	SUPERVISOR PRO DEV/CONFERENCE/DUES	60	1,000	1,000
101-171-955-000	SUPERVISOR MISCELLANEOUS	0	1,000	1,000
Totals for dept 171 - TOWNSHIP SUPERVISOR		12,709	68,377	68,377
Dept 172 - TOWNSHIP MANAGER				
101-172-702-014	TWP MANAGER SALARY	28,625	151,500	151,500
101-172-703-000	MANAGER DEPT WAGES & SALARIES	8,688	45,460	45,460
101-172-861-000	MANAGER DEPT MILEAGE & TRAVEL EXPENSE	0	1,000	1,000
101-172-910-000	MANAGER DEPT PRO DEV/CONFERENCE/DUES	0	4,000	4,000
101-172-955-000	MANAGER DEPT MISCELLANEOUS	0	1,000	1,000
Totals for dept 172 - TOWNSHIP MANAGER		37,313	202,960	202,960
Dept 191 - ACCOUNTING & FINANCE				
101-191-703-000	ACCT DEPT WAGES & SALARIES	15,205	85,458	85,458
101-191-801-000	ACCOUNTING CONSULTANT (PHP)	0	30,000	30,000
101-191-801-001	FINANCIAL CONSULTING (PFM)	0	1,200	1,200
101-191-861-000	ACCT DEPT MILEAGE & TRAVEL EXPENSE	0	100	100
101-191-910-000	ACCT DEPT PRO DEV/CONFERENCE/DUES	0	500	500
101-191-955-000	ACCT DEPT MISCELLANEOUS	0	1,000	1,000
Totals for dept 191 - ACCOUNTING & FINANCE		15,205	118,258	118,258
Dept 215 - TOWNSHIP CLERK				
101-215-702-014	TWP CLERK SALARY	11,059	58,755	58,755
101-215-703-000	CLERKS DEPT WAGES & SALARIES	7,526	44,000	44,000
101-215-861-000	CLERKS DEPT MILEAGE & TRAVEL EXPENSE	0	200	200
101-215-910-000	CLERKS DEPT PRO DEV/CONFERENCE/DUES	0	100	100
101-215-955-000	CLERKS DEPT MISCELLANEOUS	0	100	100
Totals for dept 215 - TOWNSHIP CLERK		18,585	103,155	103,155
Dept 223 - AUDIT				
101-223-801-000	AUDIT SERVICES (MANOR COSTERISAN)	0	30,900	30,900
Totals for dept 223 - AUDIT		0	30,900	30,900
Dept 228 - INFORMATION TECHNOLOGY				
101-228-703-000	IT DEPT WAGES & SALARIES	14,144	77,000	77,000
101-228-861-000	IT DEPT MILEAGE & TRAVEL EXPENSE	0	500	500
101-228-910-000	IT DEPT PRO DEV/CONFERENCE/DUES	0	200	200
101-228-955-000	IT DEPT MISCELLANEOUS	0	1,000	1,000
Totals for dept 228 - INFORMATION TECHNOLOGY		14,144	78,700	78,700

BUDGET REPORT FOR GENOA TOWNSHIP

GL NUMBER	DECREASE DESCRIPTION	2023-24 ACTIVITY	2023-24 APPROVED BUDGET	2023-24 AMENDMENT REQUEST
Dept 247 - BOARD OF REVIEW				
101-247-702-014	BOARD OF REVIEW SALARIES	0	4,410	4,410
101-247-791-000	BD OF REV PUBLICATIONS	0	1,000	1,000
101-247-861-000	BD OF REV MILEAGE & TRAVEL EXPENSE	0	100	100
101-247-910-000	BD OF REV PRO DEV/CONFERENCE/DUES	0	540	540
101-247-955-000	BD OF REV MISCELLANEOUS	0	500	500
101-247-964-000	REFUNDS & CHARGEBACKS	213	5,000	5,000
Totals for dept 247 - BOARD OF REVIEW		213	11,550	11,550
Dept 253 - TOWNSHIP TREASURER				
101-253-702-014	TREASURER SALARY	12,377	65,918	65,918
101-253-703-000	TREASURERS DEPT WAGES & SALARIES	19,491	101,004	101,004
101-253-861-000	TREASURERS DEPT MILEAGE & TRAVEL EXPENSE	0	1,000	1,000
101-253-910-000	TREASURERS DEPT PRO DEV/CONFERENCE/DUES	99	500	500
101-253-955-000	TREASURERS DEPT MISCELLANEOUS	0	1,000	1,000
Totals for dept 253 - TOWNSHIP TREASURER		31,967	169,422	169,422
Dept 257 - ASSESSING DEPARTMENT				
101-257-702-014	ASSESSING SALARIES	46,745	253,458	253,458
101-257-703-000	ASSESSING WAGES & SALARIES INTERN	0	10,000	10,000
101-257-803-000	ASSESSING LEGAL	0	15,000	15,000
101-257-861-000	ASSESSING MILEAGE & TRAVEL EXPENSE	0	500	500
101-257-910-000	ASSESSING PRO DEV/CONFER/DUES/SUB	72	5,000	5,000
101-257-955-000	ASSESSING MISCELLANEOUS	0	1,000	1,000
Totals for dept 257 - ASSESSING DEPARTMENT		46,817	284,958	284,958

BUDGET REPORT FOR GENOA TOWNSHIP

GL NUMBER	DECREASE DESCRIPTION	2023-24 ACTIVITY	2023-24 APPROVED BUDGET	2023-24 AMENDMENT REQUEST
Dept 261 - UNALLOCATED				
101-261-703-000	UNALLOCATED WAGES & SALARIES	0	2,000	2,000
101-261-709-000	EMPLOYER'S SHARE SS & MEDICARE	14,908	110,000	110,000
101-261-709-001	CELLPHONE REIMBURSEMENT	593	4,000	4,000
101-261-709-002	WORKERS COMP	0	11,000	11,000
101-261-718-001	RETIREMENT	79,528	201,456	201,456
101-261-718-002	HEALTH/LIFE INSURANCE	51,543	225,000	225,000
101-261-718-003	WELLNESS	827	8,000	8,000
101-261-718-004	EHIM RESERVE	0	50,000	50,000
101-261-750-000	SUPPLIES	3,818	27,000	27,000
101-261-750-001	POSTAGE	0	33,000	33,000
101-261-751-000	EQUIP / SOFTWARE / SOFTWARE MAINTENANCE	16,449	200,000	200,000
101-261-791-000	SUBSCRI/PUBLICATIONS/MEMBERS	0	6,000	6,000
101-261-802-000	CONTRACTUAL SERVICES / CONSULTING	5,880	35,000	35,000
101-261-802-001	TWP VEHICLE EXPENSES	0	2,000	2,000
101-261-861-000	UNALLOCATED MILEAGE & TRAVEL EXPENSE	0	100	100
101-261-941-000	CONTINGENCY	0	50,000	50,000
101-261-955-000	UNALLOCATED MISCELLANEOUS	296	1,000	1,000
Totals for dept 261 - UNALLOCATED		173,842	965,556	965,556
Dept 262 - ELECTIONS				
101-262-703-001	WAGES- PART TIME OFFICE WORKERS	1,765	50,000	50,000
101-262-703-002	SCANNERS, CHAIRPERSON & POLL WORKERS	1,180	45,000	45,000
101-262-703-004	TRAINING: \$45<4 HRS - \$90>4 HRS	0	5,000	5,000
101-262-703-005	WAGES - RECEIVING BOARD- \$200 PER DIEM	200	800	800
101-262-751-001	ELECTION OFFICE SUPPLIES/EQUIPMENT	(101)	7,950	7,950
101-262-791-000	ELECTION PUBLICATIONS	0	1,500	1,500
101-262-802-001	ELECTION MEETING FEES	150	1,500	1,500
101-262-802-002	BALLOT TESTING	500	10,000	10,000
101-262-802-003	LIVINGSTON COUNTY CLERK	0	9,000	9,000
101-262-802-004	CHURCH / SCHOOL CLEANUP/SETUP/ TAKE DOWN	(300)	5,425	5,425
101-262-802-005	ELECTION BREAKFAST / DINNER	167	1,700	1,700
101-262-861-001	ELECTION MILEAGE & TRAVEL	71	575	575
101-262-901-001	POSTAGE FOR APPLICATIONS	290	4,650	4,650
101-262-901-002	POSTAGE FOR MAILING BALLOTS	0	4,650	4,650
101-262-901-003	POSTAGE FOR MAILING NEW I.D. CARDS	0	200	200
101-262-955-000	ELECTION MISCELLANEOUS	0	1,500	1,500
Totals for dept 262 - ELECTIONS		3,922	149,450	149,450

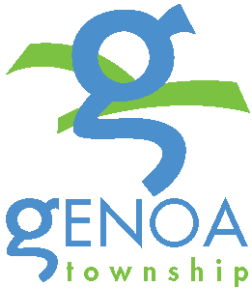
06/14/2023

BUDGET REPORT FOR GENOA TOWNSHIP

GL NUMBER	DECREASE DESCRIPTION	2023-24 ACTIVITY	2023-24 APPROVED BUDGET	2023-24 AMENDMENT REQUEST
Dept 265 - BUILDING & GROUNDS				
101-265-740-000	INSURANCE - PROP LIAB/VEHICLE	0	54,510	54,510
101-265-802-000	BUILDING & GROUNDS CONTRACTUAL SERVICES	0	1,000	1,000
101-265-850-000	PHONE/INTERNT/CABLE/ALARM	5,177	30,000	30,000
101-265-920-001	UTIL:ELECTRICITY & NAT.GAS	3,534	25,000	25,000
101-265-934-060	REPAIRS & MAINTENANCE	17,252	150,000	150,000
101-265-955-000	BUILDING & GROUNDS MISCELLANEOUS	0	5,000	5,000
Totals for dept 265 - BUILDING & GROUNDS		25,963	265,510	265,510
Dept 266 - LEGAL SERVICES				
101-266-803-000	GENERAL TOWNSHIP LEGAL FEES	798	75,000	75,000
101-266-803-001	LITIGATION LEGAL FEES	1,600	100,000	100,000
Totals for dept 266 - LEGAL SERVICES		2,398	175,000	175,000
Dept 270 - HUMAN RESOURCES				
101-270-703-000	HR WAGES & SALARIES	3,740	19,286	19,286
101-270-802-000	HR CONTRACTUAL SERVICES	0	2,500	2,500
101-270-861-000	HR MILEAGE & TRAVEL EXPENSE	0	100	100
101-270-910-000	HR PRO DEV/CONFERENCE/DUES	0	500	500
101-270-955-000	HR MISCELLANEOUS	0	1,000	1,000
Totals for dept 270 - HUMAN RESOURCES		3,740	23,386	23,386
Dept 445 - DRAINS AT LARGE				
101-445-802-000	CONTRACTUAL SERVICES - LIVINGSTON COUNTY	0	30,000	30,000
Totals for dept 445 - DRAINS AT LARGE		0	30,000	30,000
Dept 521 - REFUSE COLLECTION				
101-521-802-000	REFUSE CONTRACTUAL SERVICES	237,092	1,422,000	1,422,000
Totals for dept 521 - REFUSE COLLECTION		237,092	1,422,000	1,422,000
Dept 567 - CEMETERY				
101-567-703-001	CEMETERY PURCHASE			
101-567-703-002	CEMETERY MAINTENANCE	400	10,000	10,000
Totals for dept 567 - CEMETERY		400	10,000	10,000

BUDGET REPORT FOR GENOA TOWNSHIP

GL NUMBER	DECREASE DESCRIPTION	2023-24 ACTIVITY	2023-24 APPROVED BUDGET	2023-24 AMENDMENT REQUEST
Dept 701 - PLANNING & ZONING				
101-701-702-014	PLANNING COMMISSION SALARIES	3,408	26,250	26,250
101-701-702-015	ZONING BOARD WAGES	2,422	15,750	15,750
101-701-703-000	PLANNING & ZONING WAGES & SALARIES	26,560	242,000	242,000
101-701-791-000	PLANNING & ZONING PUBLICATIONS	270	3,000	3,000
101-701-802-000	PLANNING & ZONING CONTRACTUAL SERVICES	6,101	50,000	50,000
101-701-861-000	PLANNING & ZONING MILEAGE & TRAVEL EXP	0	2,500	2,500
101-701-910-000	PLANNING & ZONING PRO DEV/CONFERENCE/DUE	600	10,000	10,000
101-701-946-001	REVIEW SERVICES - PLANNING	7,162	35,000	35,000
101-701-946-002	REVIEW SERVICES - ENGINEERING	4,735	40,000	40,000
101-701-946-003	REVIEW SERVICES - PUBLICATIONS/POSTAGE	80	3,000	3,000
101-701-946-004	REVIEW SERVICES - ROUTING	152	2,000	2,000
101-701-946-005	REVIEW SERVICES - LEGAL/RECORDING FEES	1,786	10,000	10,000
101-701-955-000	PLANNING & ZONING MISCELLANEOUS	0	1,000	1,000
Totals for dept 701 - PLANNING & ZONING		53,276	440,500	440,500
Dept 728 - ECONOMIC DEVELOPMENT				
101-728-880-000	COMMUNITY PROMOTION - CONTRIBUTION	23,283	26,960	26,960
Totals for dept 728 - ECONOMIC DEVELOPMENT		23,283	26,960	26,960
Dept 900 - CAPITAL OUTLAY FUNCTION				
101-900-970-000	CAPITAL OUTLAY > \$5,000	0	150,000	150,000
101-900-975-000	CAPITAL OUTLAY < \$5,000	0	15,000	15,000
Totals for dept 900 - CAPITAL OUTLAY FUNCTION		0	165,000	165,000
Dept 965 - TRANSFERS OUT & OTHER FINANCING USES				
101-965-995-208	TRANSFER OUT- FUND #208 - PARKS & REC	0	850,000	850,000
101-965-995-249	TRANSFER OUT- FUND #249 - BLDG RESERVE	0	300,000	300,000
101-965-995-401	TRANSFER OUT- FUND #401 - ROAD IMPROVE	0	640,000	640,000
Totals for dept 965 - TRANSFERS OUT & OTHER FINANCING USES		0	1,790,000	1,790,000
TOTAL APPROPRIATIONS		719,061	6,588,117	6,588,117
NET OF REVENUES/APPROPRIATIONS - FUND 101		(251,915)	(575,403)	(799,403)
BEGINNING FUND BALANCE		3,330,999	3,330,999	3,330,999
ENDING FUND BALANCE		3,079,084	2,755,596	2,531,596



MEMO

2911 Dorr Road
Brighton, MI 48116
(810) 227-5225
(810) 227-3420 fax
genoa.org

TO: Genoa Charter Township Board
FROM: Greg Tatara, Utility Director
DATE: June 12, 2023
SUBJECT: Annual Rate Adjustments for the Lake Edgewood Water System Customers served by the City of Brighton

.....
For consideration at the June 19, 2023 Board Meeting is the proposed annual rate adjustments for the Lake Edgewood Water System Customers serviced by the City of Brighton Water System.

Please find attached a letter dated May 5, 2023 from the City of Brighton regarding their adopted 2023 - 2024 fee schedule for water use, as well as connection fees. Correspondingly, please find attached a June 12th letter from Pfeffer, Hanniford, and Palka, which recommends the adjusted rates for these fees. These rates include the \$0.20 per 1,000-gallon administrative charge from Genoa Charter Township to cover meter reading, meter replacement, billing, postage, collection, and other fees. As staff, we concur with the proposed adjustments, and we recommend that the effective date of the changes be July 1st, 2023. This date corresponds with a new billing cycle for Lake Edgewood Water Customers.

Based on the above explanation and the attached documents, please consider the following motion:

Moved by _____, supported by _____ that at the June 19, 2023 Genoa Charter Township Board Meeting, the following water rate adjustments are established:

- Increase the Lake Edgewood North Star (Conference Center Drive) Quarterly Water Fee to \$7.66 / 1,000 gallons from \$7.06/1,000 gallons;
- Increase the Lake Edgewood Other Quarterly water fee to \$7.34 / 1,000 gallons from \$6.76/1,000 per 1,000 gallons;
- Hold the applicable Brighton City water connection fee at \$2,802 per REU and the sewer connection at \$7,198 per REU.

SUPERVISOR

Bill Rogers

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

TRUSTEES

Jean W. Ledford

H. James Mortensen

Terry Croft

Diana Lowe

MANAGER

Kelly VanMarter



PFEFFER ■ HANNIFORD ■ PALKA
Certified Public Accountants

John M. Pfeffer, C.P.A.
Patrick M. Hanniford, C.P.A.
Kenneth J. Palka, C.P.A.

Members:
AICPA Private Practice Companies Section
MACPA

225 E. Grand River - Suite 104
Brighton, Michigan 48116-1575
(810) 229-5550
FAX (810) 229-5578

June 12, 2023

Dr. Gregory Tatara
Genoa Township
2911 Dorr Road
Brighton, Michigan 48116

Dear Greg:

As you have requested we have reviewed the City of Brighton's revised fee schedule effective July 1, 2023 for Lake Edgewood Water.

Based on our review we recommend the following rate changes be implemented by Genoa Township.

1. Lake Edgewood - Conference Center Quarterly Usage Fee - Water
The water fee should increase to \$7.66 per 1,000 gallons from \$7.06 per 1,000 gallons.
(It should be noted the City's rates increased from \$6.91 to \$7.46)

2. Lake Edgewood - Other Quarterly Usage Fee - Water
The water fee should increase to \$7.34 per 1,000 gallons from \$6.76 per 1,000 gallons.
(It should be noted the City's rates increased from \$6.61 to \$7.14)

We recommend the increase be started in the next billing cycle.

If you should have any questions please call.

Sincerely,

PFEFFER, HANNIFORD & PALKA
Certified Public Accountants

Kenneth J. Palka

CC: Ms. Kelly VanMarter



May 5, 2023

Kelly VanMarter, Manager
Genoa Township
2911 Dorr Road
Brighton, MI 48116

Ms. VanMarter:

The City of Brighton’s adopted FY 2023-2024 Fee Schedule for Sewer and Water user and connection fees, as they relate to Genoa Township, are listed below. These rates are effective July 1, 2023.

	<u>Dillon</u>	<u>Northstar</u>	<u>Lake Edgewood</u>
Water:			
Commodity (1,000 gal.)-	\$7.14	\$7.46	\$7.14
PILOT (bi-monthly)	\$16.66		

Connection Fees (Per REU):	
Water	\$2,802
Sewer	\$7,198

Please contact me if you have any questions at 810.225.9283.

Sincerely,

Elizabeth Gaines
Finance Director

Cc: Corey Brooks, Deputy DPS Director
File

200 N. First St. Brighton, MI 48116
(810) 227-1911
www.brightoncity.org

**Proposal for:
Genoa Charter Township, Livingston County MI**

June 5, 2023

Quoted by: Keegan Nixon

Software and Services for BS&A Cloud Upgrade



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

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

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

Cost Summary

Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing. Prices subject to change if the actual count is significantly different than the estimated count.

Upgrade - Cloud Modules

Financial Management

General Ledger	\$5,625
Accounts Payable	\$4,790
Cash Receipting	\$4,790
Utility Billing (approximately 10,000 utility accounts as part of the MHOG Water Authority)	\$9,000

Personnel Management

Payroll	\$7,730
Timesheets	\$3,440

Community Development

Building Department	\$7,380
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Property

Assessing	\$4,320
Tax	\$3,725
Special Assessment	\$2,140

BS&A Online

Community Development <i>Permit Application Feature - Enables contractors and the general public to submit permit applications online (A fee of \$3/application is accumulated and billed to the municipality).</i>	\$0
Public Records Search + Online Bill Pay <i>With use of integrated Credit Card Processor</i>	\$0

Subtotal **\$52,940**



Project Management and Implementation Planning

Services include:

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

\$17,875

Implementation and Training

- \$1,100/day
- Days quoted are estimates; you are billed for actual days used

Services include:

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

Software Setup	Days:	7		\$7,700
Financial Management Modules	Days:	8		\$8,800
Personnel Management Modules	Days:	4		\$4,400
Community Development Modules	Days:	14		\$15,400
Property Modules	Days:	4		\$4,400
	Total:	37	Subtotal	\$40,700

Cost Totals

Not including Annual Service Fees

Modules	\$52,940
Project Management and Implementation Planning	\$17,875
Implementation and Training	\$40,700

Total Proposed	\$111,515
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<i>Travel Expenses</i>	<i>\$3,425</i>
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<i>Hosting Fees</i>	<i>\$11,600</i>
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Payment Schedule

1st Payment: **\$17,875** to be invoiced upon execution of this agreement.

2nd Payment: **\$64,540** to be invoiced at activation of customer's site.

3rd Payment: **\$44,125** to be invoiced upon completion of training.

Cloud Annual Service Fees

Unlimited support is included in your Annual Service Fee. Service Fees are billed annually. After two (2) years, BS&A Software reserves the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index for All Urban Consumers U.S. city average (CPI-U)."

Financial Management	
General Ledger	\$5,625
Accounts Payable	\$4,790
Cash Receipting	\$4,790
Utility Billing	\$9,000
Personnel Management	
Payroll	\$7,730
Timesheets	\$3,440
Community Development	
Building Department	\$7,380
Property	
Assessing	\$4,320
Tax	\$3,725
Special Assessment	\$2,140
BS&A Online	
Community Development	\$4,430
Public Records Search	\$6,750
Total Annual Service Fees	\$64,120

Hosting Fees

Fees relating to the hosting and storage of data through Microsoft Azure are to be billed annually, for all modules included above.

\$11,600



Additional Information

Program Customization

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

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

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

Cash Receipting Hardware

		Quantity		Cost
Epson THM-6000V Series Receipt Printer*	\$925	x	_____	= \$_____
APG Series 100Cash Drawer**	\$250	x	_____	= \$_____
Honeywell Hyperion 1300g Linear-Imaging Scanner	\$250	x	_____	= \$_____
Credit Card Reader (if using Invoice Cloud)	\$75	x	_____	= \$_____

This will add \$_____ to the Total Proposed.

**IMPORTANT. The receipt printer must be plugged into the USB port on one workstation (not your server). This printer is not to be shared with other workstations. If more than one workstation will be used for receipting, please consider purchasing more than one receipt printer.*

Please provide the number of cash drawers that will be hooked up to the printer_____

Note: The availability, model numbers, and pricing for all third party hardware listed above is subject to availability from the manufacturers. In the event that the listed hardware is no longer available at the time of purchase, a comparable replacement will be available, at the then current cost. Returns require pre-approval, and all purchased equipment must be shipped back to BS&A in its original packaging. Returns are subject to a re-stocking fee of \$50.00.

Additional Training - Building Department Report Designer

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

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

Classroom training, \$205/person/day

On-site training (unlimited attendees), \$1,100/day, travel not included



BS&A Online

Connection Requirements

BS&A Cloud modules require a high-speed internet connection (cable modem or DSL).

Payment Processing Requirements

Acceptance of online payments requires a contract with one of BS&A's approved Online Credit Card Processing companies. Please visit <https://www.bsasoftware.com/solutions/bsonline/public-records-search/> for information.





MEMORANDUM

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

TO: Honorable Board of Trustees
FROM: Kelly VanMarter, Township Manager
DATE: June 14, 2023
RE: Township Hall Boardroom Security Upgrades

Please find attached a proposal from Lindhout Associates architects for professional design and planning services associated with security upgrades for the Township Hall. Of particular focus will be improvements to the Board room to allow for safe and secure emergency exit for staff and officials during Board meetings. This design will also take into consideration future needs for upgrades to the audio, video and technical capabilities. We will also explore solutions for a more secure employee parking lot and review general security upgrade options within and around the Township Hall.

Funding for this project is budgeted in Fund 249, Building and Grounds, Line Item 249-265-981-008 and includes \$100,000 for the design and implementation.

In this regard, I offer the following motion for your consideration:

Moved by _____ and supported by _____ to approve the professional services proposal from Lindhout Associates architects dated June 1, 2023 for architectural and planning services related to security upgrades to the Boardroom at the Township Hall for an amount not to exceed \$5,750 from Fund 249-265-981-008.

SUPERVISOR

Bill Rogers

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

TRUSTEES

Jean W. Ledford

H. James Mortensen

Terry Croft

Diana Lowe

MANAGER

Kelly VanMarter



June 1, 2023

Genoa Charter Township
2911 Dorr Road
Brighton, MI 48116
Attn: Kelly VanMarter, Township Manager

Re: Professional Services - Architecture and Planning – **Security Improvements**

Our Mission

Integrity
in architecture and design
in client relationships
in employee relationships
in community relationships

advancement
in all these efforts

Dear Kelly,

It is our pleasure to quote our costs for the professional design and planning services for the security upgrades and possible reconfiguration of the Township’s Boardroom in the Township Hall. We have a good deal of experience with similar facilities and can offer you quality professional services within reasonable budgetary considerations.

The basis for this proposal is our understanding of your project as we discussed at your office on May 24, 2023. The Township is looking to provide security measures in the Township’s boardroom and the possible upgrade of the security system inside and outside the building. The Township would also like to explore solutions for a more secure staff parking lot. We are pleased to offer you the following service proposal to assist you in your efforts:

PROPOSED PROFESSIONAL SERVICES

Concept Design Phase:

- We will visit the building and verify the dimensions of the existing Boardroom based on the existing drawings we have in our office.
- We will input the existing plan into our cad system.
- We will prepare a floor plan rotating the existing layout of the boardroom 180 degrees.
- Using the existing floor plan and the revised floor plan we will meet with you and your security consultant Secure Tech to explore the best possible solution for a safer boardroom. There will be the need to include the I.T. consultant for the Township as well.
- With the information provided at the meeting we will provide a floor plan drawing documenting the solution discussed at the meeting. Along with the proposed floor plan of the boardroom we will provide solutions for the security staff parking.
- We will meet with you to review the designs and make adjustments as requested.
- After your approval of the concept sketches, we will prepare a construction cost estimate for your use in the financial review of the project. We may need to bring in a construction manager to assist with the estimate.

william p. lindhout	piet w. lindhout	robert j. king	michael j. kennedy	david a. richardson	michael j. o'leary
bradley m. alvord	john w. eckstein	d. jason mcintyre	holly a. osterhout	joshua l. henderson	heather m. teeling

PROPOSED FEE

We are proposing to work on an hourly basis. At this time, we expect the project will take 50 hours to complete.

Our hourly rates are as follows:

CEO / President	\$160.00 per hour
Partner	\$135.00 per hour
Principal	\$125.00 per hour
Project Manager	\$115.00 per hour
Senior Project Architect	\$105.00 per hour
Project Architect	\$98.00 per hour
Planner / Designer	\$98.00 per hour
Intern Architect III	\$93.00 per hour
Intern Architect II	\$83.00 per hour
Intern Architect I	\$72.00 per hour
Sr. Staff	\$57.00 per hour

At an average rate of \$115.00 per hour, a fee of \$5,750.00 will be earned. We will bill for only those hours worked. We will not bill beyond the estimated hours without your approval.

We appreciate this chance to work with you. Please let us know if there is any clarification we can make to this proposal. If it is acceptable, please sign below and return it to our office.

Respectfully Submitted,

Approval to Proceed:



Michael J. O'Leary, Project Manager
Lindhout Associates architects aia pc

Kelly VanMarter, Township Manager

Date



John Eckstein, President
Lindhout Associates architects aia pc





MEMORANDUM

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

TO: Honorable Board of Trustees
FROM: Kelly VanMarter, Township Manager
DATE: June 14, 2023
RE: Township Park Planning and Parking lot Expansion

Please find attached a proposal from Lindhout Associates architects for professional design and planning services associated with park planning and adding parking spaces to the Township Park. As you know, we have added many amenities in recent years that continue to make the Genoa park a destination for families and outdoor enthusiasts across the county. With the growing popularity of the park and in anticipation of the demands for the Survivor playground we need to analyze options for additional on-site parking. We have also asked for the proposal to review options for providing Pickleball courts since this is the single most requested park use we receive. The proposal will also help ensure that future projects consider the acquisition of the additional park land and that all projects are harmonious with future development needs and consider the safety concerns of the Dorr Road and Crooked Lake intersection.

Funding for this project is budgeted in Fund 208, Parks and Recreation, Line Item 208-751-934-006 which includes \$30,000 for planning and design.

In this regard, I offer the following motion for your consideration:

Moved by _____ and supported by _____ to approve the professional services proposal from Lindhout Associates architects dated June 1, 2023 for architectural and planning services related to park planning and parking lot expansion options for the Genoa Township Park for an amount not to exceed \$3,680 from Fund 208-751-934-006.

SUPERVISOR

Bill Rogers

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

TRUSTEES

Jean W. Ledford

H. James Mortensen

Terry Croft

Diana Lowe

MANAGER

Kelly VanMarter



June 1, 2023

Genoa Charter Township
2911 Dorr Road
Brighton, MI 48116
Attn: Kelly VanMarter, Township Manager

Re: Professional Services - Architecture and Planning – **Parking Lot Design**

Our Mission

Integrity
in architecture and design
in client relationships
in employee relationships
in community relationships

advancement
in all these efforts

Dear Kelly,

It is our pleasure to quote our costs for the professional design and planning services for parking lot expansion designs at the Township Hall's site. We have a good deal of experience with similar projects and can offer you quality professional services within reasonable budgetary considerations.

The basis for this proposal is our understanding of your project as we discussed at your office on May 24, 2023. The Township is looking to provide more onsite parking due to the upcoming completion of the Survivor Park project. As discussed, the parking lot(s) will be located in the southeast corner of the site and will be integrated into the upcoming master planning for the future park & recreation area located southeast of the Township's property. Along with the parking lot design we will include pickleball courts in the proposed layouts. We are pleased to offer you the following service proposal to assist you in your efforts:

PROPOSED PROFESSIONAL SERVICES

Concept Design Phase:

- We will use the site plans and topographic cad files we have obtained from the Township and their consultants. We will also use the recently completed survey work by MEGA in regard to the future park and recreation area.
- Our basic schematic design includes an analysis of the project site and existing conditions.
- A review of the Township's zoning ordinance will be made relative to your proposed project.
- We will use the above information to sketch potential parking lot locations and layouts.
- We will then meet with you to review the design sketches.
- We will then refine our design based on our discussion and provide a final solution for review.
- We will meet with you to review the design and discuss engineering requirements and make adjustments as requested.
- After your approval of the concept sketches, we will work with a construction manager to prepare a construction cost estimate for your use in the financial review of the project.

PROPOSED FEE

We are proposing to work on an hourly basis. At this time, we expect the project will take 32 hours to complete.

Our hourly rates are as follows:

CEO / President	\$160.00 per hour
Partner	\$135.00 per hour
Principal	\$125.00 per hour
Project Manager	\$115.00 per hour
Senior Project Architect	\$105.00 per hour
Project Architect	\$98.00 per hour
Planner / Designer	\$98.00 per hour
Intern Architect III	\$93.00 per hour
Intern Architect II	\$83.00 per hour
Intern Architect I	\$72.00 per hour
Sr. Staff	\$57.00 per hour

At an average rate of \$115.00 per hour, a fee of \$3,680.00 will be earned. We will bill for only those hours worked. We will not bill beyond the estimated hours without your approval. This fee does not include the services of a civil engineer.

We appreciate this chance to work with you. Please let us know if there is any clarification we can make to this proposal. If it is acceptable, please sign below and return it to our office.

Respectfully Submitted,

Approval to Proceed:



Michael J. O'Leary, Project Manager
Lindhout Associates architects aia pc

Kelly VanMarter, Township Manager

Date



John Eckstein, President
Lindhout Associates architects aia pc

