

GENOA CHARTER TOWNSHIP BOARD
Regular Meeting
December 18, 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: December 18, 2023
2. Request to approve December 4, 2023 regular meeting minutes.

Approval of Regular Agenda:

3. Presentation of the Mortensen Report in regard to Fiscal Year 2024-2025 draft budget.
4. Consideration of a request to amend the Fiscal Year 2023/2024 Budget for Fund 464 – American Rescue Plan Act (ARPA) to increase Department 261 – General Government, “Lake Edgewood Consolidation” Line Item 464-261-803-001 from \$531,621 to \$631,621 and to decrease Department 900 – Capital Outlay Function, “Broadband” Line Item 464-900-977-001 from \$112,500 to 0 (zero).
5. Consideration of a request for approval of a proposal from JTM Cleaning & General Contracting, LLC for carpet, tile and grout cleaning at the Township Hall in an amount not to exceed \$5,131.00 from Building and Grounds, repairs and maintenance fund #101-265-934-060.
6. Consideration of a request for approval of a proposal from Pitney Bowes to replace the auto mailing postage and the mail folder inserter machines with the SendPro C mailing system and the Relay 3500 inserting solution in an amount not to exceed \$13,335.87 from Capital Outlay fund #101-900-970-000.

Correspondence
Member Discussion
Adjournment

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

BOARD PACKET

CHECK REGISTERS FOR TOWNSHIP BOARD MEETING

MEETING DATE: December 18, 2023

All information below through December 13, 2023

TOWNSHIP GENERAL EXPENSES	\$	175,545.36
December 5, 2023 DPW Bonus Checks	\$	15,562.74
December 8, 2023 Bi Weekly Payroll	\$	120,709.51
OPERATING EXPENSES DPW (503 FN)	\$	15,378.55
OPERATING EXPENSES Oak Pointe (592FN)	\$	7,097.84
OPERATING EXPENSES Lake Edgewood (593FN)	\$	5,244.47
TOTAL	\$	339,538.47

FNBCK Check Register

Check Date	Check	Vendor Name	Amount
Bank FNBCK CHECKING ACCOUNT			
12/04/2023	38560	AMERICAN AQUA	33.00
12/04/2023	38561	BRIGHTON AREA CHAMBER OF COMM	200.00
12/04/2023	38562	MHOG UTILITIES	446.00
12/04/2023	38563	NETWORK SERVICES GROUP, L.L.C.	50.00
12/04/2023	38564	OFFICE EXPRESS INC.	273.90
12/04/2023	38565	PACKERLAND RECORDS MANAGEMENT	30.00
12/04/2023	38566	PERFECT MAINTENANCE CLEANING	565.00
12/04/2023	38567	PRINTING SYSTEMS	33.41
12/04/2023	38568	STAPLES	233.87
12/04/2023	38569	TOTAL ADMINISTRATIVE SERVICES	1,907.20
12/04/2023	38570	WILLIAM ROGERS	25.00
12/06/2023	38571	BUSINESS IMAGING GROUP	1,008.36
12/06/2023	38572	COOPER'S TURF MANAGEMENT LLC	1,202.50
12/06/2023	38573	DTE ENERGY	1,042.30
12/06/2023	38574	DTE ENERGY	291.00
12/06/2023	38575	DYKEMA GOSSETT PLLC	650.00
12/06/2023	38576	SAFEBUILT LLC	5,171.33
12/06/2023	38577	TERRY CROFT	87.88
12/06/2023	38578	TETRA TECH INC	3,680.00
12/07/2023	38579	LIVINGSTON COUNTY CLERKS ASSOC	46.00
12/12/2023	38580	APEX SOFTWARE	780.00
12/12/2023	38581	COMCAST	646.76
12/12/2023	38582	CONTINENTAL LINEN SERVICE	147.52
12/12/2023	38583	DIANA LOWE	25.00
12/12/2023	38584	DYKEMA GOSSETT PLLC	3,055.00
12/12/2023	38585	ELECTION SOURCE	1,380.50
12/12/2023	38586	OFFICE EXPRESS INC.	22.17
12/12/2023	38587	PM TECHNOLOGIES	686.17
12/12/2023	38588	SPECTRUM PRINTERS, INC	5,870.40
12/12/2023	38589	WASTE MANAGEMENT CORP, SERVICES	129,798.00
12/12/2023	38590	CAPITAL ONE	396.76
12/12/2023	38591	MRRMA	12,542.85
12/13/2023	38592	EHIM, INC	2,964.99
12/13/2023	38593	FEDERAL EXPRESS CORP	52.49
12/13/2023	38594	LAKESIDE SERVICE COMPANY, INC.	200.00

FNBCK TOTALS:			
Total of 35 Checks:			175,545.36
Less 0 Void Checks:			0.00
Total of 35 Disbursements:			175,545.36

November 20, 2023 DPW Bonus Checks

Pay Period End Date: 12/01/2023 Check Post Date: 12/05/2023 Bank ID: FNBCK

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

Department: DPW

HOWELL-G2	0.00	0.00	0.00	0.00
LONGEVITY	0.00	0.00	0.00	500.00
ON CALL	0.00	0.00	0.00	23,415.41
PERSONAL PAYOUT	0.00	0.00	0.00	1,486.50
PERSONAL TIME	0.00	0.00	0.00	14,609.13
TRAINING	0.00	0.00	0.00	0.00
UNIFORM ALLOW	0.00	0.00	0.00	2,025.00
VAC COVID 19	0.00	0.00	0.00	0.00
VACATION PAY	0.00	0.00	0.00	23,957.00
WELL IQ	0.00	0.00	0.00	2,249.23

Gross Pay This Period	Deduction Refund	Ded. This Period	Net Pay This Period	Gross Pay YTD	Dir. Dep.
14,965.61	0.00	2,798.87	12,166.74	516,886.17	0.00

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
12/05/2023	FNBCK	13930	BRIGHAM JR, DONALD W	567.54	500.00	0.00	Open
12/05/2023	FNBCK	13931	CIACIUCH, CAMERON M	1,490.14	1,166.69	0.00	Open
12/05/2023	FNBCK	13932	CZUPRENSKI, BRIAN	2,617.08	2,000.00	0.00	Open
12/05/2023	FNBCK	13933	DANIEL, WYATT	572.00	500.00	0.00	Open
12/05/2023	FNBCK	13934	IGNATOWSKI, MARK	1,809.81	1,500.00	0.00	Open
12/05/2023	FNBCK	13935	LOWE, SCOTT E	1,356.01	1,166.69	0.00	Open
12/05/2023	FNBCK	13936	MITCHELL, JACOB G	2,403.09	2,000.00	0.00	Open
12/05/2023	FNBCK	13937	OTT, BRITON	1,709.16	1,333.36	0.00	Open
12/05/2023	FNBCK	13938	SZURAN, DAVID	2,440.78	2,000.00	0.00	Open
12/05/2023	FNBCK	EFT872	INTERNAL REVENUE SERVICE	3,396.00	3,396.00	0.00	Open
Totals:				Number of Checks: 010	18,361.61	15,562.74	0.00
Total Physical Checks:				9			
Total Check Stubs:				1			

Direct Deposit \$0
 Physical Check Amount \$15,562.74
 TOTAL \$15,562.74

December 8, 2023 Bi Weekly Payroll

PAYROLL REGISTER REPORT FOR GENOA CHARTER TOWNSHIP						Page 33 of 33
Payroll ID: 265						
Pay Period End Date: 12/01/2023 Check Post Date: 12/08/2023 Bank ID: FNBCK						
* YTD values reflect values AS OF the check date based on all current adjustments, checks, void checks						
VACATION PAY	149.00	0.00	5,180.73	159,758.41		
VACATION PTIME	0.00	0.00	0.00	2,701.81		
WELL IQ	0.00	0.00	1,109.91	8,472.99		
ZBA CHAIR	1.00	0.00	215.57	1,057.31		
ZBA MINUTES	1.00	0.00	181.65	1,972.20		
ZBA MINUTES OT	0.00	0.00	0.00	75.00		
ZBA PER DIEM	5.00	0.00	1,017.25	10,027.15		
Gross Pay This Period	119,474.65	Deduction Refund 0.00	Ded. This Period 35,684.25	Net Pay This Period 83,790.40	Gross Pay YTD 2,794,996.18	Dir. Dep. 81,720.13

Check Register Report For Genoa Charter Township						Page 1 of 1	
For Check Dates 12/08/2023 to 12/08/2023							
Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
12/08/2023	FNBCK	13939	KERN, JENIFER A	378.99	350.00	0.00	Open
12/08/2023	FNBCK	13940	NEIBAUER, KEITH	2,057.98	1,720.27	0.00	Open
12/08/2023	FNBCK	EFT873	FLEX SPENDING (TASC)	840.38	840.38	0.00	Open
12/08/2023	FNBCK	EFT874	INTERNAL REVENUE SERVICE	28,583.52	28,583.52	0.00	Open
12/08/2023	FNBCK	EFT875	PRINCIPAL FINANCIAL	5,111.00	5,111.00	0.00	Open
12/08/2023	FNBCK	EFT876	PRINCIPAL FINANCIAL	2,384.21	2,384.21	0.00	Open
Totals:				Number of Checks: 006	39,356.08	38,989.38	0.00
Total Physical Checks:				2			
Total Check Stubs:				4			

Direct Deposit \$81,720.13
 Physical Check Amount \$38,989.38
 TOTAL \$120,709.51

503FN Check Register

Check Date	Check	Vendor Name	Amount
12/13/2023 11:54 AM User: denise DB: Genoa Township			
		CHECK REGISTER FOR GENOA TOWNSHIP	Page: 1/1
		CHECK NUMBERS 5970 - 6500	
Bank 503FN DPW-UTILITIES #233			
12/06/2023	5970	BUSINESS IMAGING GROUP	78.76
12/06/2023	5971	SPIRIT OF LIVINGSTON	77.00
12/06/2023	5972	TRACTOR SUPPLY CO.	436.31
12/11/2023	5973	MMRMA	11,668.40
12/12/2023	5974	WEX BANK	3,118.08
503FN TOTALS:			
Total of 5 Checks:			15,378.55
Less 0 Void Checks:			0.00
Total of 5 Disbursements:			15,378.55

592FN Check Register

Check Date	Check	Vendor Name	Amount
12/13/2023 11:55 AM User: denise DB: Genoa Township			
		CHECK REGISTER FOR GENOA TOWNSHIP	Page: 1/1
		CHECK NUMBERS 5985 - 6500	
Bank 592FN OAK POINTE OPERATING FUND #592			
12/06/2023	5985	DTE ENERGY	1,272.59
12/06/2023	5986	UIS SCADA	972.00
12/11/2023	5987	DTE ENERGY	2,227.09
12/11/2023	5988	MMRMA	1,289.00
12/11/2023	5989	MMRMA	1,213.64
12/12/2023	5990	AT&T LONG DISTANCE	123.52
592FN TOTALS:			
Total of 6 Checks:			7,097.84
Less 0 Void Checks:			0.00
Total of 6 Disbursements:			7,097.84

593FN Check Register

Check Date	Check	Vendor Name	Amount
12/13/2023 11:57 AM User: denise DB: Genoa Township			
		CHECK REGISTER FOR GENOA TOWNSHIP	Page: 1/1
		CHECK NUMBERS 4374 - 5000	
Bank 593FN LAKE EDGEWOOD OPERATING FUND #590			
12/11/2023	4374	DTE ENERGY	3,922.83
12/11/2023	4375	MMRMA	1,049.36
12/12/2023	4376	CONSUMERS ENERGY	272.28
593FN TOTALS:			
Total of 3 Checks:			5,244.47
Less 0 Void Checks:			0.00
Total of 3 Disbursements:			5,244.47

GENOA CHARTER TOWNSHIP BOARD
Regular Meeting
December 4, 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, Robin Hunt, Jean Ledford, Terry Croft, Diana Lowe, Paulette Skolarus and Jeff Dhaenens. Also present were Township Manager Kelly VanMarter, Township Attorney Joe Seward, and nine people in the audience.

The Pledge of Allegiance was recited.

A Moment of Silence was held in honor of Jim Mortensen.

The call to the public was opened at 6:32 pm.

Mr. Ben Tasich of 3492 Lakewood Shores Drive was present representing the Livingston County Transportation Coalition. He invited all members of the board to the third annual celebration of Transit Equity Day on February 2, 2024 at Cleary University at 8 am to honor transportation workers. Also, Michigan Flyer will now be providing bus service every hour from Lansing to Howell, Brighton, Ann Arbor, Detroit, the airport, etc. You can check the routes on their website.

Ms. Debbie McCormick spoke regarding the additional employee being requested in the Clerk's Office. She questioned where the money would come from and why the position is needed.

Mr. Dan Wholihan of 6259 Cunningham Lake Road stated he will be moving out of the Township. He has lived in Livingston County for his entire life. It is a rural community and it should be kept that way. He does not want to see it become Novi. Mr. Mortensen will be missed.

The call to the public was closed at 6:40 pm.

Approval of Consent Agenda:

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

1. Payment of Bills: December 4, 2023.
2. Request to approve November 20, 2023 regular meeting minutes.

Approval of Regular Agenda:

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

Genoa Charter Township Board Meeting

December 4, 2023

Unapproved Minutes

3. Consideration of a recommendation for approval and adoption of rezoning ordinance number Z-23-04, rezoning application and environmental impact assessment to rezone property at 4675 Grand River Avenue from Neighborhood Service District (NSD) to General Commercial District (GCD). The property consists of two contiguous parcels (4711-09-200-006 and 008) located on the north side of Grand River Avenue, west of Boulevard Drive. The request is petitioned by Desine, Inc.
 - A. Disposition of Rezoning Ordinance Z-23-04. (roll call)
 - B. Disposition of Environmental Impact Assessment dated July 31, 2023.

Mr. Wayne Perry of Desine, Inc. stated they are requesting a rezoning of two parcels. If the request is approved, they will be combining them. They anticipate developing this site to be used by AAA Trailer.

Moved by Lowe, supported by Dhaenens, to approve and adopt Ordinance No. Z-23-04. **The motion carried unanimously with a roll call vote (Ledford - yes, Croft - yes, Hunt - yes, Lowe - yes, Dhaenens - yes, Skolarus - yes, and Rogers - yes).**

Moved by Hunt, supported by Croft, to approve the Environmental Impact Assessment dated July 31, 2023 (dated September 20, 2023 PC recommendation) for two contiguous parcels (4711-09-200-006 and 008) at 4675 Grand River Avenue as submitted. **The motion carried unanimously.**

4. Consideration of a recommendation for approval of an environmental impact assessment dated October 16, 2023 for additional parking at the Woodland Village Senior Community located at 7533 Grand River Avenue, Brighton located on the north side of Grand River Avenue, west of Bendix Road. The request is petitioned by Trinity Continuing Care Services d/b/a/ Woodland Village.

Mr. Luke Smith, the Environmental Services Manager of Woodland Village, provided a review of the proposal. They are installing 27 new parking spaces. They have met all of the outstanding issues from the township's consultants.

Moved by Dhaenens, supported by Lowe, to approve the Environmental Impact Assessment dated October 16, 2023 corresponding to the proposed parking lot expansion to allow for additional parking spaces for the Woodland Village Senior Community located at 7533 Grand River Avenue with the condition that site plan conditions must be met as requested by the Planning Commission. **The motion carried unanimously.**

5. Request for approval of Resolution 231204 establishing the 2024 instructions for poverty exemption, guidelines for poverty exemption, poverty exemption application, and poverty exemption worksheet as submitted by Assessor Debra Rojewski. (roll call)

Moved by Lowe, supported by Hunt, to approve Resolution 231204 establishing the 2024 instructions for poverty exemption, guidelines for poverty exemption, poverty exemption application, and poverty exemption worksheet as submitted by Assessor Debra Rojewski. **The motion carried unanimously with a roll call vote (Ledford - yes, Croft - yes, Hunt - yes, Lowe - yes, Dhaenens - yes, Skolarus - yes, and Rogers - yes).**

6. Consideration of a request from the Township Clerk to add a permanent part-time position for an Election Coordinator.

Ms. Skolarus stated she is requesting to add a permanent election coordinator in her department to allow for coverage for her office five days per week. This employee will perform the same duties as the deputy clerk, with the exception of acting on the Clerk's behalf when she is not in the office. She has provided all of the tasks of the election coordinator and a spreadsheet listing the population, and the number of full time clerk department employees and their salaries of comparable surrounding communities.

Ms. Lowe questioned what duties this employee will perform when there are no elections. Ms. Skolarus stated they would register voters, update the Qualified Voter File, maintain the precinct records, and other duties performed by the Deputy Clerk.

Supervisor Rogers stated the comparables provided are not relative to the position that is being requested. Ms. Skolarus stated she now has one employee in her office who works 24 hours a week and she has always had more. She would like the employee to start after the February 27, 2024 election.

Ms. Hunt noted that there is also a temporary, part-time employee currently in the Clerk's Office. Ms. Skolarus agreed. Ms. Hunt agrees that assistance is needed during the elections, but the Board asked for the comparables to be provided by the township's consulting company, Compease, for this position, and they were not. She would also like to see a job description. Mr. Dhaenens agrees.

Ms. VanMarter stated the job description would be provided to Compease and that will determine the pay range for this employee and that will then determine the budget impact. She suggested Ms. Skolarus provides a schedule of when she, her Deputy Clerk, and this employee will be working in the office.

Ms. Skolarus stated she will provide the requested information in the next board meeting packet.

Moved by Skolarus, supported by Lowe, to postpone the request from the Township Clerk to add a permanent part-time position for an Election Coordinator. **The motion carried unanimously.**

Member Discussion

Ms. Skolarus provided each of the board members with the filing requirements for re-election and the radon levels in Genoa Township and Livingston County.

Ms. Dhaenens appreciated hearing so many great stories about Jim Mortensen and seeing so many people attending his service. It was definitely a celebration of life.

Adjournment

Moved by Hunt, supported by Lowe, to adjourn the meeting at 7:27 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: December 13, 2023
RE: Mortensen Report – Fiscal Year 2024/2025 Draft Budget

Please recall that the first draft of the Fiscal Year 2024/2025 Budget was delivered to you at the November 20th, 2023 Township Board meeting. At that meeting, I had verbally indicated that I was preparing the memorandum of budget assumptions and significant changes and planned to present that document to you via e-mail following the Thanksgiving holiday. Since that meeting I have been working through an unusual amount of FOIA activity which has delayed delivery of the report. Also since that meeting, we have experienced the tremendous loss of our dear friend and long time colleague Jim Mortensen. In Jim's honor and to recognize in a small way his many fiscally responsible contributions to the Township, I present to you in the following pages the "Mortensen Report". This report presents a summary of the assumptions and significant changes that were included in the current draft 2024-2025 fiscal year budget.

I hope you find this report helpful and please let me know if you have any questions or concerns.

Sincerley,

Kelly VanMarter
Township Manager

SUPERVISOR

Bill Rogers

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

TRUSTEES

Jean W. Ledford

Terry Croft

Diana Lowe

Jeff Dhaenens

MANAGER

Kelly VanMarter

MORTENSEN REPORT*

2024-2025 FISCAL YEAR BUDGET - ASSUMPTIONS AND SIGNIFICANT EXPENSES

FUND 101 GENERAL FUND

General Assumptions:

Salary Increases for Elected and Appointed – generally assuming a 5% increase unless otherwise restricted.

Salary Increases for Township Employees – generally assuming a 5% increase. All salaries should be within their intended range due to the salary audit performed in 2022 and increases over the last several years. Due to this, we anticipate a 5% increase to salaries.

Notable Line Item Changes:

Dept. 000 - REVENUE

101-000-452-001	The number of SAD projects increased which increases the amount of interest transferred to the general fund.
101-000-631-000	Increase of Collection Fees annually \$15.00 per home to reduce the gap of township expenses per home.
101-000-665-001	Increased Interest Rates are generating more revenue.
101-000-699-464	Revenue from ARPA for additional recycling expenses and interest earned to close our Fund 464.

Dept. 215 – Township Clerk

101-215-703-000	The Clerk's department wages and salaries. The 10% increase is to cover the additional time worked by the Deputy Clerk due to the elections in 2024.
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Dept. 223 – Audit

101-223-801-000	Increase per contract in addition to Manor Costerisan submitting forms E65 and 5572 to the Treasury.
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Dept. 247 - Board of Review

101-247-702-014	Decrease on Board of Review Salaries as the prior year budget figure was not reached.
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Dept. 261 - Unallocated

101-261-718-001	Reduction of \$46,456 due to one-time payoff of former manager retirement liability.
101-261-750-000	Decreased supplies by \$2,000 due to less needed for office supplies and better pricing.
101-261-750-001	Decrease of Postage by \$3,000 as this was a new line item in 23/24 and was combined with supplies previously but not all funds spent.
101-261-752-000	New line item for 24/25 to update the Genoa Township Website.

MORTENSEN REPORT*

2024-2025 FISCAL YEAR BUDGET - ASSUMPTIONS AND SIGNIFICANT EXPENSES

101-261-802-000 Decreased Unallocated Contractual Services by \$25,000 due to unused 23/24 expenses. Most contractual services are department specific with their own GL Number.

101-261-941-000 Contingency was reduced \$20,000 due to unused funds in 23/24.

101-261-955-000 Unallocated Miscellaneous was increased \$2,000 due to additional bank fees due to higher interest rates on return.

Dept. 262 - Elections

101-262-703-002 Increase by \$15,000 for scanners, chairperson & poll worker wages

101-262-802-004 Decrease Church/School Setup and Take Down by \$2,925

101-262-901-001 Decrease postage for applications from \$8,000 to \$1,000

Dept. 266 – Legal Services

101-266-803-000 General Township Legal Fees reduced by \$25,000 due to reduced activity this year

Dept. 445 – Drains at Large

101-445-802-000 Reduced Drains at Large by \$5,000

Dept. 567- Cemetery

101-567-703-002 Cemetery Maintenance reduced by \$2,000 due to 23/24 expenses.

Dept. 728 – Economic Development

101-728-880-000 Reduced \$3,676 due to 23/24 expenses with no expectation of increase.

Dept. 900 - Capital Outlay

101-900-970-000 Reduced Capital Outlay> \$5,000 \$100,000 as funds were unused 23/24.

101-900-975-000 Reduced Capital Outlay<\$5,000 \$5,000 as funds were unused 23/24.

Dept. 965 – Transfers Out

101-965-995-249 Increased Transfer out by \$250,000 to Fund 249 – Building Reserve for: Asphalt Replacement and Repairs, Planned Security Updates, Twp Cubicle and Carpet Design, Herbst Home Office Renovation and Wayfinding Signs.

101-965-995-401 Increase Transfer out by \$160,000 to Fund 401 – Road Improvement for: Challis/Bauer Roundabout, and Chilson Road – Beck to Grand River.

MORTENSEN REPORT*

2024-2025 FISCAL YEAR BUDGET - ASSUMPTIONS AND SIGNIFICANT EXPENSES

FUND 202 SAD ROADS AND LAKES

New Projected Road projects for 2024-2025: Crystal Valley Revenue

FUND 208 PARKS AND RECREATION

208-751-934-011	Boardwalk Improvements increased \$15,000 to replace with composite existing wooden guard rails and hand rails along Brighton Road and Bauer Road pathway.
208-751-934-011	Grand River Sidewalk Infill not completed in 23/24, moving project to 24/25.
208-751-934-013	Security Upgrades not completed 23/24, moving project to 24/25.
208-751-934-015	10% Retainer for Rubber Replacement Contract.
208-751-934-016	NEW PROJECT - Township Pavilion Restroom Expansion/Addition.
208-751-934-017	NEW PROJECT - North Soccer Field Drainage Repair
208-751-934-018	NEW PROJECT - Parking Expansion/Pickleball.
208-751-934-019	NEW PROJECT - Install and improve park wayfinding signage.

FUND 249 BUILDING AND GROUNDS FUND

249-000-699-000	Increase Transfer in from General Fund by \$250,000 to fund new projects
249-265-981-007	Increased \$40,000 Asphalt Replacement, Repairs & Resealing for the park/sled hill lot.
249-265-981-008	Security Updates for Building and Parking Lot Project \$100,000 not completed in 23/24.
249-265-981-012	NEW PROJECT - Township Board Room Upgrades Project for \$50,000 working with a designer to create a better layout.
249-265-981-013	NEW PROJECT - Township Hall Cubicle/Carpet Design \$10,000 working with a designer to create a better use of space for the Township Hall.
249-265-981-014	NEW PROJECT - Herbst Home Office Renovations \$400,000 to make repairs to the house for office use.
249-265-981-015	NEW PROJECT - Wayfinding Signs for \$3,000 directional signs to help residents identify where to go, park, and any further instructions.

MORTENSEN REPORT*

2024-2025 FISCAL YEAR BUDGET - ASSUMPTIONS AND SIGNIFICANT EXPENSES

FUND 401 ROAD IMPROVEMENT FUND

401-000-699-000	Increase transfer in by \$160,000 to fund Challis Road and Chilson Road Projects
401-446-812-006	Township contribution of \$500,000 to the Challis/Bauer Roundabout Project
401-446-812-007	Pavement Preservation Program Match (50%) with the Road Commission to repave Chilson Road from Beck Road to Grand River.

FUND 464 ARPA

464-906-956-000	Broadband project not completed in 23/24, moving funds of \$112,500 to 24/25.
464-521-802-000	The FY 24/25 Budget will be the last ARPA fund contribution to weekly recycling service.
464-965-995-101	In order to close the APRA fund 464, the remaining amount of \$42,683 will be transferred to the general fund as interest earned.

11/14/2023

BUDGET REPORT FOR GENOA TOWNSHIP

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 ACTIVITY	2023-24 AMENDED BUDGET	2024-25 REQUESTED BUDGET
		As of 11/14/23			
Fund 101 - GENERAL FUND					
ESTIMATED REVENUES					
Dept 000 - REVENUE					
101-000-402-001	CURRENT REAL PROP TAX	1,065,143	35,138	1,200,000	1,220,000
101-000-411-001	DELINQ TAX - PERSONAL & REAL	0	3,099	1,000	1,000
101-000-434-002	TRAILER FEES	3,731	2,174	4,000	3,600
101-000-448-001	COLLECT FEES/EXCESS OF ROLL	382,914	283,714	400,000	430,000
101-000-448-002	COLLECTION FEE - SCHOOLS	24,801	24,573	25,000	25,000
101-000-448-003	SET FEES COLLECTED	949	0	0	0
101-000-451-024	ADMIN FEE/UTILITY-OPERATING	59,359	29,680	59,359	59,359
101-000-452-001	INTEREST-SPECIAL ASSESSMENTS	4,436	0	7,263	15,494
101-000-476-001	CABLE FRANCHISE	385,589	270,923	410,000	390,000
101-000-476-002	LICENSE & PERMITS	21,096	14,510	20,000	20,000
101-000-567-001	CEMETERY REVENUE	0	400	800	400
101-000-572-001	METRO ACT REVENUE	15,084	21,636	15,500	21,700
101-000-573-001	LCSA-PPT REIMBURSEMENT	23,049	19,250	25,500	20,200
101-000-574-002	STATE SHARED REVENUE	2,348,930	1,511,061	2,210,292	2,346,759
101-000-608-000	CHARGES FOR SERV-APPL FEES	75,645	49,778	60,000	60,000
101-000-609-000	CHARGES FOR SERVICES- FOIA/PRINTING	356	332	500	500
101-000-626-032	ADM FEE LIQUOR LAW	3,605	1,803	3,500	3,790
101-000-631-000	REFUSE COLLECTION FEES	1,127,791	40,549	1,270,000	1,348,457
101-000-657-001	ORDINANCE FINES	1,500	700	1,000	1,500
101-000-665-001	INTEREST	67,141	54,400	10,000	70,000
101-000-671-000	OTHER REVENUE	5,745	6,763	1,000	1,000
101-000-672-000	TAXES ON LAND TRANSFER	139,240	143,380	149,000	145,000
101-000-682-000	ELECTION REIMBURSEMENTS	0	8,303	0	0
101-000-698-202	TRANSFER IN - SAD RESIDUAL BALANCE	47,553	0	0	500
101-000-699-249	MMRMA REIMBURSEMENT	9,445	11,327	10,000	10,000
101-000-699-464	TRANSFER IN FROM ARPA FUND #464	223,436	0	0	266,683
Totals for dept 000 - REVENUE		6,036,538	2,533,493	5,883,714	6,460,942
TOTAL ESTIMATED REVENUES		6,036,538	2,533,493	5,883,714	6,460,942

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BUDGET REPORT FOR GENOA TOWNSHIP

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY As of 11/14/23	2023-24 ACTIVITY	2023-24 AMENDED BUDGET	2024-25 REQUESTED BUDGET
APPROPRIATIONS					
Dept 101 - TOWNSHIP BOARD					
101-101-702-014	TRUSTEES/SECRETARY WAGES & SALARIES	34,330	20,937	37,575	40,000
101-101-861-000	TRUSTEES MILEAGE & TRAVEL EXPENSE	1,288	1,249	3,800	3,000
101-101-910-000	TRUSTEES PRO DEV/CONFERENCE/DUES	11,797	10,783	15,000	15,000
101-101-955-000	TRUSTEES MISCELLANEOUS	0	0	100	100
Totals for dept 101 - TOWNSHIP BOARD		47,415	32,969	56,475	58,100
Dept 171 - TOWNSHIP SUPERVISOR					
101-171-702-014	TWP SUPERVISOR SALARY	63,901	40,479	65,877	70,000
101-171-861-000	SUPERVISOR MILEAGE & TRAVEL EXPENSE	169	41	500	500
101-171-910-000	SUPERVISOR PRO DEV/CONFERENCE/DUES	280	60	1,000	500
101-171-955-000	SUPERVISOR MISCELLANEOUS	0	0	1,000	500
Totals for dept 171 - TOWNSHIP SUPERVISOR		64,350	40,580	68,377	71,500
Dept 172 - TOWNSHIP MANAGER					
101-172-702-014	TWP MANAGER SALARY	175,114	91,875	151,500	160,000
101-172-703-000	MANAGER DEPT WAGES & SALARIES	41,571	28,004	45,460	48,500
101-172-861-000	MANAGER DEPT MILEAGE & TRAVEL EXPENSE	30	0	1,000	1,000
101-172-910-000	MANAGER DEPT PRO DEV/CONFERENCE/DUES	1,637	2,105	4,000	4,000
101-172-955-000	MANAGER DEPT MISCELLANEOUS	0	0	1,000	1,000
Totals for dept 172 - TOWNSHIP MANAGER		218,352	121,984	202,960	214,500
Dept 191 - ACCOUNTING & FINANCE					
101-191-703-000	ACCT DEPT WAGES & SALARIES	75,489	48,002	85,458	86,000
101-191-801-000	ACCOUNTING CONSULTANT (PHP)	21,150	5,903	30,000	30,000
101-191-801-001	FINANCIAL CONSULTING (PFM)	0	1,000	1,200	1,200
101-191-861-000	ACCT DEPT MILEAGE & TRAVEL EXPENSE	48	0	100	100
101-191-910-000	ACCT DEPT PRO DEV/CONFERENCE/DUES	0	0	500	100
101-191-955-000	ACCT DEPT MISCELLANEOUS	1,000	0	1,000	500
Totals for dept 191 - ACCOUNTING & FINANCE		97,687	54,905	118,258	117,900
Dept 215 - TOWNSHIP CLERK					
101-215-702-014	TWP CLERK SALARY	59,861	35,388	58,755	58,755
101-215-703-000	CLERKS DEPT WAGES & SALARIES	43,526	14,258	44,000	54,000
101-215-861-000	CLERKS DEPT MILEAGE & TRAVEL EXPENSE	107	0	200	200
101-215-910-000	CLERKS DEPT PRO DEV/CONFERENCE/DUES	40	0	100	100
101-215-955-000	CLERKS DEPT MISCELLANEOUS	44	0	100	100
Totals for dept 215 - TOWNSHIP CLERK		103,578	49,646	103,155	113,155
Dept 223 - AUDIT					
101-223-801-000	AUDIT SERVICES (MANOR COSTERISAN)	26,400	30,900	30,900	34,000
Totals for dept 223 - AUDIT		26,400	30,900	30,900	34,000

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GL NUMBER	DESCRIPTION	2022-23 ACTIVITY As of 11/14/23	2023-24 ACTIVITY	2023-24 AMENDED BUDGET	2024-25 REQUESTED BUDGET
Dept 228 - INFORMATION TECHNOLOGY					
101-228-703-000	IT DEPT WAGES & SALARIES	71,176	45,663	77,000	81,000
101-228-861-000	IT DEPT MILEAGE & TRAVEL EXPENSE	0	0	500	500
101-228-910-000	IT DEPT PRO DEV/CONFERENCE/DUES	0	0	200	200
101-228-955-000	IT DEPT MISCELLANEOUS	0	0	1,000	500
Totals for dept 228 - INFORMATION TECHNOLOGY		71,176	45,663	78,700	82,200
Dept 247 - BOARD OF REVIEW					
101-247-702-014	BOARD OF REVIEW SALARIES	2,785	258	4,410	3,000
101-247-791-000	BD OF REV PUBLICATIONS	840	240	1,000	1,100
101-247-861-000	BD OF REV MILEAGE & TRAVEL EXPENSE	0	0	100	100
101-247-910-000	BD OF REV PRO DEV/CONFERENCE/DUES	101	0	540	540
101-247-955-000	BD OF REV MISCELLANEOUS	168	110	500	500
101-247-964-000	REFUNDS & CHARGEBACKS	386	429	5,000	5,000
Totals for dept 247 - BOARD OF REVIEW		4,280	1,037	11,550	10,240
Dept 253 - TOWNSHIP TREASURER					
101-253-702-014	TREASURER SALARY	63,977	39,736	65,918	69,000
101-253-703-000	TREASURERS DEPT WAGES & SALARIES	93,436	62,976	101,004	109,000
101-253-861-000	TREASURERS DEPT MILEAGE & TRAVEL EXPENSE	687	362	1,000	750
101-253-910-000	TREASURERS DEPT PRO DEV/CONFERENCE/DUES	30	183	500	500
101-253-955-000	TREASURERS DEPT MISCELLANEOUS	81		1,000	500
Totals for dept 253 - TOWNSHIP TREASURER		158,211	103,257	169,422	179,750
Dept 257 - ASSESSING DEPARTMENT					
101-257-702-014	ASSESSING SALARIES	235,026	150,371	253,458	266,000
101-257-703-000	ASSESSING WAGES & SALARIES INTERN	2,400	0	10,000	10,000
101-257-803-000	ASSESSING LEGAL	5,105	0	15,000	15,000
101-257-861-000	ASSESSING MILEAGE & TRAVEL EXPENSE	0	12	500	500
101-257-910-000	ASSESSING PRO DEV/CONFER/DUES/SUB	2,468	904	5,000	5,000
101-257-955-000	ASSESSING MISCELLANEOUS	102	0	1,000	500
Totals for dept 257 - ASSESSING DEPARTMENT		245,101	151,287	284,958	297,000

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BUDGET REPORT FOR GENOA TOWNSHIP

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 ACTIVITY	2023-24 AMENDED BUDGET	2024-25 REQUESTED BUDGET
		As of 11/14/23			
Dept 261 - UNALLOCATED					
101-261-703-000	UNALLOCATED WAGES & SALARIES	3,480	0	2,000	2,000
101-261-709-000	EMPLOYER'S SHARE SS & MEDICARE	84,133	47,467	110,000	110,000
101-261-709-001	CELLPHONE REIMBURSEMENT	2,771	1,898	4,000	5,800
101-261-709-002	WORKERS COMP	7,908	7,151	11,000	11,000
101-261-718-001	RETIREMENT	137,937	131,059	201,456	155,000
101-261-718-002	HEALTH/LIFE INSURANCE	304,583	168,971	225,000	225,000
101-261-718-003	WELLNESS	4,261	1,472	8,000	8,000
101-261-718-004	EHIM RESERVE	0	0	50,000	50,000
101-261-750-000	SUPPLIES	56,561	11,749	27,000	25,000
101-261-750-001	POSTAGE	0	10,010	33,000	30,000
101-261-751-000	EQUIP / SOFTWARE / SOFTWARE MAINTENANCE	92,992	77,607	200,000	200,000
101-261-752-000	WEBSITE MAINTENANCE	0	0	0	20,000
101-261-791-000	SUBSCRI/PUBLICATIONS/MEMBERS	1,402	1,729	6,000	6,000
101-261-802-000	CONTRACTUAL SERVICES / CONSULTING	25,300	5,880	35,000	10,000
101-261-802-001	TWP VEHICLE EXPENSES	877	307	2,000	2,000
101-261-861-000	UNALLOCATED MILEAGE & TRAVEL EXPENSE	0	0	100	100
101-261-941-000	CONTINGENCY	0	0	50,000	30,000
101-261-955-000	UNALLOCATED MISCELLANEOUS	2,962	925	1,000	3,000
Totals for dept 261 - UNALLOCATED		725,167	466,225	965,556	892,900
Dept 262 - ELECTIONS					
101-262-703-001	WAGES- PART TIME OFFICE WORKERS	26,061	13,279	50,000	50,000
101-262-703-002	SCANNERS, CHAIRPERSON & POLL WORKERS	44,187	1,180	45,000	60,000
101-262-703-004	TRAINING: \$45<4 HRS - \$90>4 HRS	4,519	0	5,000	4,000
101-262-703-005	WAGES - RECEIVING BOARD- \$200 PER DIEM	1,200	9,830	800	1,600
101-262-751-001	ELECTION OFFICE SUPPLIES/EQUIPMENT	8,249	11,081	15,000	15,000
101-262-791-000	ELECTION PUBLICATIONS	579	0	1,500	1,500
101-262-802-001	ELECTION MEETING FEES	1,350	900	1,500	1,000
101-262-802-002	BALLOT TESTING	6,757	500	10,000	13,000
101-262-802-003	LIVINGSTON COUNTY CLERK	8,539	0	9,000	9,000
101-262-802-004	CHURCH / SCHOOL CLEANUP/SETUP/ TAKE DOWN	5,545	1,200	5,425	2,500
101-262-802-005	ELECTION BREAKFAST / DINNER	1,445	167	1,700	1,700
101-262-861-001	ELECTION MILEAGE & TRAVEL	552	139	575	500
101-262-901-001	POSTAGE FOR APPLICATIONS	3,190	4,523	8,000	1,000
101-262-901-002	POSTAGE FOR MAILING BALLOTS	1,868	2,472	6,000	6,500
101-262-901-003	POSTAGE FOR MAILING NEW I.D. CARDS	4,311	0	200	200
101-262-955-000	ELECTION MISCELLANEOUS	675	25	1,500	1,500
Totals for dept 262 - ELECTIONS		119,027	45,296	161,200	169,000

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GL NUMBER	DESCRIPTION	2022-23 ACTIVITY As of 11/14/23	2023-24 ACTIVITY	2023-24 AMENDED BUDGET	2024-25 REQUESTED BUDGET
Dept 265 - BUILDING & GROUNDS					
101-265-740-000	INSURANCE - PROP LIAB/VEHICLE	51,738	37,629	54,510	53,000
101-265-802-000	BUILDING & GROUNDS CONTRACTUAL SERVICES	0	0	1,000	1,000
101-265-850-000	PHONE/INTERNT/CABLE/ALARM	25,779	14,729	30,000	30,000
101-265-920-001	UTIL:ELECTRICITY & NAT.GAS	20,784	11,057	25,000	23,000
101-265-934-060	REPAIRS & MAINTENANCE	53,604	38,798	150,000	150,000
101-265-955-000	BUILDING & GROUNDS MISCELLANEOUS	0	0	5,000	5,000
Totals for dept 265 - BUILDING & GROUNDS		151,905	102,213	265,510	262,000
Dept 266 - LEGAL SERVICES					
101-266-803-000	GENERAL TOWNSHIP LEGAL FEES	75,604	6,688	75,000	50,000
101-266-803-001	LITIGATION LEGAL FEES	26,383	38,632	100,000	100,000
Totals for dept 266 - LEGAL SERVICES		101,987	45,320	175,000	150,000
Dept 270 - HUMAN RESOURCES					
101-270-703-000	HR WAGES & SALARIES	18,097	12,045	19,286	20,500
101-270-802-000	HR CONTRACTUAL SERVICES	0	0	2,500	1,500
101-270-861-000	HR MILEAGE & TRAVEL EXPENSE	0	0	100	100
101-270-910-000	HR PRO DEV/CONFERENCE/DUES	0	0	500	500
101-270-955-000	HR MISCELLANEOUS	0	0	1,000	500
Totals for dept 270 - HUMAN RESOURCES		18,097	12,045	23,386	23,100
Dept 445 - DRAINS AT LARGE					
101-445-802-000	CONTRACTUAL SERVICES - LIVINGSTON COUNTY	27,857	0	30,000	25,000
Totals for dept 445 - DRAINS AT LARGE		27,857	0	30,000	25,000
Dept 521 - REFUSE COLLECTION					
101-521-802-000	REFUSE CONTRACTUAL SERVICES	1,399,142	830,297	1,422,000	1,557,576
Totals for dept 521 - REFUSE COLLECTION		1,399,142	830,297	1,422,000	1,557,576
Dept 567 - CEMETERY					
101-567-703-001	CEMETERY PURCHASE	200	0	0	0
101-567-703-002	CEMETERY MAINTENANCE	6,175	6,095	10,000	8,000
Totals for dept 567 - CEMETERY		6,375	6,095	10,000	8,000

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GL NUMBER	DESCRIPTION	2022-23 ACTIVITY As of 11/14/23	2023-24 ACTIVITY	2023-24 AMENDED BUDGET	2024-25 REQUESTED BUDGET
Dept 701 - PLANNING & ZONING					
101-701-702-014	PLANNING COMMISSION SALARIES	19,798	13,221	26,250	27,563
101-701-702-015	ZONING BOARD WAGES	13,025	7,523	15,750	16,538
101-701-703-000	PLANNING & ZONING WAGES & SALARIES	171,269	80,686	242,000	254,100
101-701-791-000	PLANNING & ZONING PUBLICATIONS	1,265	1,035	3,000	3,000
101-701-802-000	PLANNING & ZONING CONTRACTUAL SERVICES	15,460	17,583	50,000	50,000
101-701-861-000	PLANNING & ZONING MILEAGE & TRAVEL EXP	1,110	1,233	2,500	2,500
101-701-910-000	PLANNING & ZONING PRO DEV/CONFERENCE/DUPE	5,337	5,163	10,000	10,000
101-701-946-001	REVIEW SERVICES - PLANNING	34,418	20,873	35,000	35,000
101-701-946-002	REVIEW SERVICES - ENGINEERING	24,311	21,410	40,000	40,000
101-701-946-003	REVIEW SERVICES - PUBLICATIONS/POSTAGE	3,710	945	3,000	3,000
101-701-946-004	REVIEW SERVICES - ROUTING	1,358	747	2,000	2,000
101-701-946-005	REVIEW SERVICES - LEGAL/RECORDING FEES	3,585	5,985	10,000	10,000
101-701-955-000	PLANNING & ZONING MISCELLANEOUS	0	838	1,000	10,000
Totals for dept 701 - PLANNING & ZONING		294,646	177,242	440,500	463,701
Dept 728 - ECONOMIC DEVELOPMENT					
101-728-880-000	COMMUNITY PROMOTION - CONTRIBUTION	23,283	23,283	26,960	23,284
Totals for dept 728 - ECONOMIC DEVELOPMENT		23,283	23,283	26,960	23,284
Dept 900 - CAPITAL OUTLAY FUNCTION					
101-900-970-000	CAPITAL OUTLAY > \$5,000	12,114	10,000	150,000	50,000
101-900-975-000	CAPITAL OUTLAY < \$5,000	6,374	2,120	15,000	10,000
Totals for dept 900 - CAPITAL OUTLAY FUNCTION		18,488	12,120	165,000	60,000
Dept 965 - TRANSFERS OUT & OTHER FINANCING USES					
101-965-995-208	TRANSFER OUT- FUND #208 - PARKS & REC	850,000	425,000	850,000	850,000
101-965-995-249	TRANSFER OUT- FUND #249 - BLDG RESERVE	150,000	0	300,000	550,000
101-965-995-401	TRANSFER OUT- FUND #401 - ROAD IMPROVE	1,000,000	0	640,000	800,000
Totals for dept 965 - TRANSFERS OUT & OTHER FINANCING USES		2,000,000	425,000	1,790,000	2,200,000
TOTAL APPROPRIATIONS		5,922,524	2,777,364	6,599,867	7,012,906
NET OF REVENUES/APPROPRIATIONS - FUND 101		114,014	(243,871)	(716,153)	(551,964)
BEGINNING FUND BALANCE		3,474,244	3,588,259	3,588,259	2,872,106
ENDING FUND BALANCE		3,588,258	3,344,388	2,872,106	2,320,142

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GL NUMBER	DESCRIPTION	2022-23 ACTIVITY As of 11/14/23	2023-24 ACTIVITY	2023-24 AMENDED BUDGET	2024-25 REQUESTED BUDGET
Fund 202 - SAD ROADS AND LAKES					
ESTIMATED REVENUES					
Dept 000 - REVENUE					
202-000-452-001	INTEREST	37,786	54,268	15,000	45,000
Totals for dept 000 - REVENUE		37,786	54,268	15,000	45,000
Dept 448 - STREETLIGHTS					
202-448-628-005	WHITE PINES LIGHTING -SAD PRINCIPAL	770	36	735	795
Totals for dept 448 - STREETLIGHTS		770	36	735	795
Dept 470					
202-470-628-005	FENDT DR (W18-22) -SAD PRINCIPAL	87,485	0	87,485	0
Totals for dept 470 -		87,485	0	87,485	0
Dept 472					
202-472-628-005	RED OAKS (W13-22) -SAD PRINCIPAL	52,897	7,847	52,155	0
Totals for dept 472 -		52,897	7,847	52,155	0
Dept 476					
202-476-628-005	TIMBERVIEW (W17-22) -SAD PRINCIPAL	32,534	0	0	0
Totals for dept 476 -		32,534	0	0	0
Dept 478					
202-478-628-005	HOMESTEAD (S22-31) -SAD PRINCIPAL	23,801	294	14,967	13,986
202-478-665-001	HOMESTEAD (S22-31) -INTEREST	3,085	0	2,993	2,238
Totals for dept 478 -		26,886	294	17,960	16,224
Dept 484					
202-484-628-005	EARL LAKE (W18-25) -SAD PRINCIPAL	20,223	710	18,803	18,803
Totals for dept 484 -		20,223	710	18,803	18,803
Dept 485					
202-485-628-005	NOVEL ESTATES (W18-25) -SAD PRINCIPAL	12,217	0	10,964	10,964
Totals for dept 485 -		12,217	0	10,964	10,964
Dept 487					
202-487-628-005	EDWIN DR (S19-23) -SAD PRINCIPAL	3,545	253	3,554	0
Totals for dept 487 -		3,545	253	3,554	0
Dept 489					
202-489-628-005	BLACK OAKS (W21-30) -SAD PRINCIPAL	7,517	0	916	922
202-489-665-001	BLACK OAKS (W21-30) -INTEREST	231	0	165	129
Totals for dept 489 -		7,748	0	1,081	1,051

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BUDGET REPORT FOR GENOA TOWNSHIP

GL NUMBER	DESCRIPTION	2022-23	2023-24	2023-24	2024-25
		ACTIVITY	ACTIVITY	AMENDED	REQUESTED
		As of 11/14/23		BUDGET	BUDGET
Dept 490					
202-490-628-005	DARLENE DR (W21-30) -SAD PRINCIPAL	2,867	0	2,867	2,867
202-490-665-001	DARLENE DR (W21-30) -INTEREST	516	376	516	402
Totals for dept 490 -		3,383	376	3,383	3,269
Dept 491					
202-491-628-005	ELMHURST (S20-26) -SAD PRINCIPAL	7,613	0	7,612	7,612
202-491-665-001	ELMHURST (S20-26) -INTEREST	761	523	761	457
Totals for dept 491 -		8,374	523	8,373	8,069
Dept 492					
202-492-628-005	MCNAMARA (S23-32) -SAD PRINCIPAL	0	2,772	14,139	13,947
202-492-665-001	MCNAMARA (S23-32) -INTEREST	0	0	2,828	2,546
Totals for dept 492 -		0	2,772	16,967	16,493
Dept 494					
202-494-628-005	STILLRIVER (S23-32) -SAD PRINCIPAL	0	3,192	9,575	9,220
202-494-665-001	STILLRIVER (S23-32) -INTEREST	0	0	1,915	1,659
Totals for dept 494 -		0	3,192	11,490	10,879
Dept 495					
202-495-628-005	TIMBERVIEW PRIV (W23-32)-SAD PRINCIPLE	0	0	3,795	3,795
202-495-665-001	TIMBERVIEW PRIV (W23-32)-INTEREST	0	0	759	683
Totals for dept 495 -		0	0	4,554	4,478
Dept 496					
202-496-628-005	CRYSTAL VALLEY (S24-33) - SAD PRINCIPLE	0	0	0	36,900
202-496-665-001	CRYSTAL VALLEY (S24-33) - INTEREST	0	0	0	7,380
Totals for dept 496 -		0	0	0	44,280
Dept 570 - LAKE IMPROVEMENTS					
202-570-628-005	LK CHEMUNG (W23-27) -SAD PRINCIPAL	0	3,028	46,300	48,222
Totals for dept 570 - LAKE IMPROVEMENTS		0	3,028	46,300	48,222
Dept 571					
202-571-628-005	PARDEE LK (W21-25) -SAD PRINCIPAL	22,396	2,604	22,396	22,396
Totals for dept 571 -		22,396	2,604	22,396	22,396
Dept 572					
202-572-628-005	GRAND BEACH (W21-25) -SAD PRINCIPAL	14,125	0	14,125	14,125
Totals for dept 572 -		14,125	0	14,125	14,125
Dept 573					
202-573-628-005	E/W CROOKED LK (S23-27) -SAD PRINCIPAL	18,821	619	18,050	18,414
Totals for dept 573 -		18,821	619	18,050	18,414

11/14/2023

BUDGET REPORT FOR GENOA TOWNSHIP

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY As of 11/14/23	2023-24 ACTIVITY	2023-24 AMENDED BUDGET	2024-25 REQUESTED BUDGET
Dept 575					
202-575-628-005	BAETCKE LK (S23-27) -SAD PRINCIPAL	0	0	7,600	7,600
Totals for dept 575 -		0	0	7,600	7,600
TOTAL ESTIMATED REVENUES		349,190	76,522	360,975	291,062
APPROPRIATIONS					
Dept 223 - AUDIT					
202-223-801-000	AUDIT	0	2,000	5,000	5,000
Totals for dept 223 - AUDIT		0	2,000	5,000	5,000
Dept 448 - STREETLIGHTS					
202-448-801-075	WHITE PINES LIGHTING -PROJECT EXPENSE	770	487	800	895
Totals for dept 448 - STREETLIGHTS		770	487	800	895
Dept 476					
202-476-801-075	TIMBERVIEW (W17-22) -PROJECT EXP	37,955	0	0	0
Totals for dept 476 -		37,955	0	0	0
Dept 478					
202-478-801-075	HOMESTEAD (S22-31) -PROJECT EXPENSE	88,593	0	0	0
202-478-802-000	HOMESTEAD (S22-31) -ANNUAL MAINT. EXP	5,400	13,508	13,508	3,100
Totals for dept 478 -		93,993	13,508	13,508	3,100
Dept 487					
202-487-801-075	EDWIN DR (S19-23) -PROJECT EXPENSE	1,551	4,065	1,500	4,700
Totals for dept 487 -		1,551	4,065	1,500	4,700
Dept 492					
202-492-801-075	MCNAMARA (S23-32) -PROJECT EXPENSE	1,695	192,685	192,685	0
Totals for dept 492 -		1,695	192,685	192,685	0
Dept 493					
202-493-801-075	PINE CREEK -ADMINISTRATIVE FEES	1,320	570	2,000	0
Totals for dept 493 -		1,320	570	2,000	0
Dept 494					
202-494-801-075	STILLRIVER (S23-32) -PROJECT EXPENSE	0	121,548	127,000	0
Totals for dept 494 -		0	121,548	127,000	0

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BUDGET REPORT FOR GENOA TOWNSHIP

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY As of 11/14/23	2023-24 ACTIVITY	2023-24 AMENDED BUDGET	2024-25 REQUESTED BUDGET
Dept 496					
202-496-801-075	CRYSTAL VALLEY (S24-33) - PROJECT EXP	0	1,205	369,000	0
Totals for dept 496 -		0	1,205	369,000	0
Dept 570 - LAKE IMPROVEMENTS					
202-570-801-075	LK CHEMUNG (W23-27) -PROJECT EXPENSE	49,695	38,099	55,000	55,000
Totals for dept 570 - LAKE IMPROVEMENTS		49,695	38,099	55,000	55,000
Dept 571					
202-571-801-075	PARDEE LK (W21-25) -PROJECT EXPENSE	30,459	20,449	30,000	22,700
Totals for dept 571 -		30,459	20,449	30,000	22,700
Dept 572					
202-572-801-075	GRAND BEACH (W21-25) -PROJECT EXPENSE	11,418	12,390	11,000	13,508
Totals for dept 572 -		11,418	12,390	11,000	13,508
Dept 573					
202-573-801-075	E/W CROOKED LK (S23-27) -PROJECT EXPENSE	18,316	15,586	15,000	15,000
Totals for dept 573 -		18,316	15,586	15,000	15,000
Dept 575					
202-575-801-075	BAETCKE LK (S23-27) -PROJECT EXPENSE	1,680	7,000	7,000	7,000
Totals for dept 575 -		1,680	7,000	7,000	7,000
Dept 852 - TRANSFER TO OTHER FUNDS					
202-852-995-101	SAD INTEREST TRANSFER OUT TO 101	4,436	0	7,263	8,000
202-852-999-101	TRANSFER OUT TO GENERAL FUND	0	0	0	0
Totals for dept 852 - TRANSFER TO OTHER FUNDS		4,436	0	7,263	8,000
Dept 853 - CAPITAL OUTLAY					
202-853-995-101	SAD RESIDUAL BALANCE TRANS OUT TO 101	47,553	0	0	0
Totals for dept 853 - CAPITAL OUTLAY		47,553	0	0	0
Dept 906					
202-906-956-000	MISC EXPENSE	6,100	350	600	600
Totals for dept 906 -		6,100	350	600	600
TOTAL APPROPRIATIONS		306,941	429,942	837,356	135,503
NET OF REVENUES/APPROPRIATIONS - FUND 202		42,249	(353,420)	(476,381)	155,559
BEGINNING FUND BALANCE		2,750,198	2,792,450	2,792,450	2,316,069
ENDING FUND BALANCE		2,792,447	2,439,030	2,316,069	2,471,628

11/14/2023

BUDGET REPORT FOR GENOA TOWNSHIP

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY As of 11/14/23	2023-24 ACTIVITY	2023-24 AMENDED BUDGET	2024-25 REQUESTED BUDGET
Fund 208 - PARK/RECREATION FUND					
ESTIMATED REVENUES					
Dept 000 - REVENUE					
208-000-665-001	INTEREST	21,849	32,246	6,000	6,000
208-000-668-001	SENIOR SURVIVOR PARK	462,920	0	0	0
208-000-699-101	TRANSFER IN FROM GF #101 OPERATING	850,000	425,000	850,000	850,000
208-000-699-249	DNR ACQUISITION /MATCH	0	0	138,000	0
Totals for dept 000 - REVENUE		1,334,769	457,246	994,000	856,000
TOTAL ESTIMATED REVENUES		1,334,769	457,246	994,000	856,000
APPROPRIATIONS					
Dept 223 - AUDIT					
208-223-801-000	AUDIT	500	200	500	500
Totals for dept 223 - AUDIT		500	200	500	500
Dept 536					
208-536-972-100	LAND FOR RECREATION	0	1,055,108	681,000	0
Totals for dept 536 -		0	1,055,108	681,000	0
Dept 751 - PARKS & RECREATION					
208-751-934-001	SENIOR SURVIVOR PARK PROJECT	0	796,090	814,000	0
208-751-934-006	PARK MASTER PLAN	18,515	1,393	30,000	30,000
208-751-934-007	HAPRA	115,125	90,000	120,000	124,500
208-751-934-010	B-BALL BENCHES PICNIC TABLE CHARGERS	24,963	6,790	19,200	0
208-751-934-011	BOARDWALK IMPROVEMENTS	116,148	0	15,000	30,000
208-751-934-012	GRAND RIVER SIDEWALK INFILL	23,654	0	31,000	31,000
208-751-934-013	SECURITY UPGRADES	0	0	50,000	50,000
208-751-934-015	REPAIR/REPLACE RUBBER- POUR IN PLACE	0	118,061	132,000	13,200
208-751-934-016	TWP PAVILION RESTROOM EXPANSION/ADDITION	0	0	0	200,000
208-751-934-017	NORTH SOCCER FIELD DRAINAGE REPAIR	0	0	0	60,000
208-751-934-018	PARKING EXPANSION/PICKLEBALL	0	0	0	500,000
208-751-934-019	WAYFINDING SIGNAGE	0	0	0	2,000
208-751-934-060	PATH / PARK MAINTENANCE	128,479	82,199	130,000	136,500
Totals for dept 751 - PARKS & RECREATION		426,884	1,094,533	1,341,200	1,177,200
Dept 906					
208-906-956-000	MISC EXPENSE	979	572	600	1,000
Totals for dept 906 -		979	572	600	1,000
TOTAL APPROPRIATIONS		428,363	2,150,413	2,023,300	1,178,700
NET OF REVENUES/APPROPRIATIONS - FUND 208		906,406	(1,693,167)	(1,029,300)	(322,700)
BEGINNING FUND BALANCE		1,153,329	2,059,735	2,059,735	1,030,435
ENDING FUND BALANCE		2,059,735	366,568	1,030,435	707,735

11/14/2023

BUDGET REPORT FOR GENOA TOWNSHIP

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY As of 11/14/23	2023-24 ACTIVITY	2023-24 AMENDED BUDGET	2024-25 REQUESTED BUDGET
Fund 212 - LIQUOR LAW ENFORCEMENT					
ESTIMATED REVENUES					
Dept 000 - REVENUE					
212-000-574-001	STATE SHARED REV LIQUOR LAW	16,688	16,817	16,700	16,700
212-000-665-001	INTEREST	27	19	10	20
Totals for dept 000 - REVENUE		16,715	16,836	16,710	16,720
TOTAL ESTIMATED REVENUES		16,715	16,836	16,710	16,720
APPROPRIATIONS					
Dept 330 - LIQUOR LAW ENFORCEMENT					
212-330-702-013	LIQUOR LAW ENF WAGES	9,336	4,668	9,336	9,336
212-330-709-009	EMPLOYER'S SHARE FICA	724	362	724	724
212-330-715-002	RETIREMENT	933	467	933	933
212-330-750-000	SUPPLIES	129	0	0	0
212-330-801-070	AUDITING EXPENSE	500	200	500	500
212-330-803-070	LIQUOR LAW ADM FEE/GENOA TWP.	3,605	1,803	3,605	3,605
212-330-860-070	VEHICLE EXPENSE	1,545	206	1,545	1,545
Totals for dept 330 - LIQUOR LAW ENFORCEMENT		16,772	7,706	16,643	16,643
TOTAL APPROPRIATIONS		16,772	7,706	16,643	16,643
NET OF REVENUES/APPROPRIATIONS - FUND 212		(57)	9,130	67	77
BEGINNING FUND BALANCE		3,894	3,836	3,836	3,903
ENDING FUND BALANCE		3,837	12,966	3,903	3,980

11/14/2023

BUDGET REPORT FOR GENOA TOWNSHIP

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY As of 11/14/23	2023-24 ACTIVITY	2023-24 AMENDED BUDGET	2024-25 REQUESTED BUDGET
Fund 249 - BUILDING AND GROUNDS FUND					
ESTIMATED REVENUES					
Dept 000 - REVENUE					
249-000-665-001	INTEREST	268	888	90	1,440
249-000-699-000	OPERATING TRANSFER IN #101	150,000	0	300,000	550,000
Totals for dept 000 - REVENUE		150,268	888	300,090	551,440
TOTAL ESTIMATED REVENUES		150,268	888	300,090	551,440
APPROPRIATIONS					
Dept 265 - BUILDING & GROUNDS					
249-265-801-000	AUDIT	0	0	250	250
249-265-955-000	MISCELLANEOUS EXP	244	0	0	0
249-265-981-001	TWP HALL CONCRETE REPLACEMENT	45,986	0	0	0
249-265-981-002	TWP HALL DR/PARKING LIGHT REPLACEMENT	122,973	3,945	10,000	0
249-265-981-003	DORR ROAD LED SIGN	2,695	0	0	0
249-265-981-006	TOWNSHIP INTERIOR LIGHTING	14,671	0	0	0
249-265-981-007	ASPHALT REPLACE, REPAIRS & RESEALING	21,290	1,425	10,000	50,000
249-265-981-008	SECURITY UPGRADES	0	1,913	100,000	100,000
249-265-981-009	MISTER REPLACEMENT	0	0	15,000	0
249-265-981-012	TWP BOARD ROOM UPGRADES	0	0	0	50,000
249-265-981-013	TWP HALL CUBICLE/CARPET DESIGN	0	0	0	10,000
249-265-981-014	HERBST HOME OFFICE RENOVATION	0	0	0	400,000
249-265-981-015	WAYFINDING SIGNS	0	0	0	3,000
Totals for dept 265 - BUILDING & GROUNDS		207,859	7,283	135,250	613,250
TOTAL APPROPRIATIONS		207,859	7,283	135,250	613,250
NET OF REVENUES/APPROPRIATIONS - FUND 249		(57,591)	(6,395)	164,840	(61,810)
BEGINNING FUND BALANCE		246,027	188,436	188,436	353,276
ENDING FUND BALANCE		188,436	182,041	353,276	291,466

11/14/2023

BUDGET REPORT FOR GENOA TOWNSHIP

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY As of 11/14/23	2023-24 ACTIVITY	2023-24 AMENDED BUDGET	2024-25 REQUESTED BUDGET
Fund 401 - ROAD IMPROVEMENT FUND					
ESTIMATED REVENUES					
Dept 000 - REVENUE					
401-000-665-001	INTEREST	9,525	14,351	6,000	22,800
401-000-699-000	OPERATING TRANSFER IN	1,000,000	0	640,000	800,000
Totals for dept 000 - REVENUE		1,009,525	14,351	646,000	822,800
TOTAL ESTIMATED REVENUES		1,009,525	14,351	646,000	822,800
APPROPRIATIONS					
Dept 223 - AUDIT					
401-223-801-000	AUDIT	0	200	500	500
Totals for dept 223 - AUDIT		0	200	500	500
Dept 446 - ROAD PROJECTS					
401-446-804-000	DUST CONTROL/CHLORIDE	83,803	89,204	90,000	95,000
401-446-812-000	HACKER REPACE CLARK LK TO GC	309,085	0	0	0
401-446-812-001	CHILSON RD - HAMBURG TO BRIGHTON	0	0	320,000	0
401-446-812-002	KELLOGG - LIMESTONE G.C. TO MCCLEMENS	0	0	0	130,000
401-446-812-003	KELLOGG - GRAVEL G.R. TO MCCLEMENS	0	0	0	110,000
401-446-812-004	EULER GRAVEL	0	0	0	95,000
401-446-812-005	MCCLEMENS GRAVEL	0	0	0	132,000
401-446-812-006	CHALLIS/BAUER ROUNDABOUT	0	0	0	500,000
401-446-812-007	CHILSON ROAD-BECK TO GRAND RIVER	0	0	0	350,000
401-446-814-000	KING LIMESTONE SCHAFFER TO BRIGHTON	140,000	0	0	0
401-446-826-000	CROOKED LAKE ROAD PAVING	1,500,000	0	0	0
401-446-832-000	CROOKED LAKE	218,273	0	0	0
Totals for dept 446 - ROAD PROJECTS		2,251,161	89,204	410,000	1,412,000
Dept 906					
401-906-956-000	MISC EXPENSE	1,100	350	600	600
Totals for dept 906 -		1,100	350	600	600
TOTAL APPROPRIATIONS		2,252,261	89,754	411,100	1,413,100
NET OF REVENUES/APPROPRIATIONS - FUND 401		(1,242,736)	(75,403)	234,900	(590,300)
BEGINNING FUND BALANCE		1,964,760	722,024	722,024	956,924
ENDING FUND BALANCE		722,024	646,621	956,924	366,624

11/14/2023

BUDGET REPORT FOR GENOA TOWNSHIP

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 ACTIVITY As of 11/14/23	2023-24 AMENDED BUDGET	2024-25 REQUESTED BUDGET
Fund 402 - PINE CREEK CONSTRUCTION FUND					
ESTIMATED REVENUES					
Dept 000 - REVENUE					
402-000-665-001	INTEREST	0	887	0	700
402-000-671-000	OTHER REVENUE	0	43,949	0	0
Totals for dept 000 - REVENUE		0	44,836	0	700
TOTAL ESTIMATED REVENUES					
		0	44,836	0	700
APPROPRIATIONS					
Dept 906					
402-906-956-000	MISC EXPENSE	0	0	0	0
Totals for dept 906 -		0	0	0	0
TOTAL APPROPRIATIONS					
		0	0	0	0
NET OF REVENUES/APPROPRIATIONS - FUND 402					
		0	44,836	0	700
BEGINNING FUND BALANCE					44,836
ENDING FUND BALANCE		0	44,836	0	45,536

11/14/2023

BUDGET REPORT FOR GENOA TOWNSHIP

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY As of 11/14/23	2023-24 ACTIVITY	2023-24 AMENDED BUDGET	2024-25 REQUESTED BUDGET
Fund 464 - GENOA TOWNSHIP ARPA					
ESTIMATED REVENUES					
Dept 000 - REVENUE					
464-000-501-001	MI DEPT OF TREASURY	433,443	0	0	0
464-000-665-001	INTEREST	18,732	20,661	8,250	1,000
Totals for dept 000 - REVENUE		452,175	20,661	8,250	1,000
TOTAL ESTIMATED REVENUES		452,175	20,661	8,250	1,000
APPROPRIATIONS					
Dept 261 - UNALLOCATED					
464-261-803-001	LAKE EDGEWOOD CONSOLIDATION	0	0	631,621	0
Totals for dept 261 - UNALLOCATED		0	0	631,621	0
Dept 262 - ELECTIONS					
464-262-803-000	ELECTION MACHINE	97,020	36,495	36,495	0
Totals for dept 262 - ELECTIONS		97,020	36,495	36,495	0
Dept 521 - REFUSE COLLECTION					
464-521-802-000	ADDITIONAL RECYCLING EXPENSES	0	0	0	224,000
Totals for dept 521 - REFUSE COLLECTION		0	0	0	224,000
Dept 900 - CAPITAL OUTLAY FUNCTION					
464-900-977-001	BROADBAND	112,500	0	0	112,500
Totals for dept 900 - CAPITAL OUTLAY FUNCTION		112,500	0	0	112,500
Dept 906					
464-906-956-000	MISC EXPENSE	487	350	300	600
Totals for dept 906 -		487	350	300	600
Dept 965 - TRANSFERS OUT & OTHER FINANCING USES					
464-965-995-101	TRANSFER OUT - FUND #101 - GENERAL FUND	223,436	0	0	42,683
Totals for dept 965 - TRANSFERS OUT & OTHER FINANCING US		223,436	0	0	42,683
TOTAL APPROPRIATIONS		433,443	36,845	668,416	379,783
NET OF REVENUES/APPROPRIATIONS - FUND 464		18,732	(16,184)	(660,166)	(378,783)
Bank Balance as of 10/31/2023				1,010,354	
Remaining Expenses for 2023-24				(631,571)	
Remaining Balance for 2024-25 to Close out the Fund				378,783	



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

MEMORANDUM

TO: Honorable Board of Trustees
FROM: Kelly VanMarter, Township Manager
DATE: December 13, 2023
RE: FY 23/24 Budget Adjustments – Fund 464

This memo requests approval of two budget amendments for the American Rescue Plan Act (ARPA) Fund number 464. These changes involve moving the expenditure of broadband funds to next fiscal year and adding an additional \$100,000 to the Lake Edgewood wastewater treatment consolidation project. An explanation of each amendment including a budget impact table and a corresponding motion are presented below.

Dept. 261 – General Government

With ARPA funds, revenue is not recognized until it is spent so although the budget shows a balance of \$18,978 there is an additional amount of ARPA unearned revenue that is available to allocate to the Lake Edgewood project. Based on existing liability for unearned revenue from our accountants, we are proposing to increase our contribution to the Lake Edgewood project by an additional \$100,000.

BUDGET IMPACT - Dept. 261 – General Government					
Fund Type	Fund Number	Description	Existing Budget	Change	New Budget
Appropriation	464-261-803-001	Lake Edgewood Consolidation	\$531,621	+\$100,000	\$631,621

Dept. 900 – Capital Outlay Function

Due to delays with permit authorization from DTE, payment for completion of the Broadband installation is being moved into the budget for the next fiscal year.

BUDGET IMPACT - Fund 900 – Capital Outlay Function					
Fund Type	Fund Number	Description	Existing Budget	Change	New Budget
Appropriation	464-900-977-001	Broadband	\$112,500	-\$112,500	\$0

Moved by _____, Supported by _____ to amend the Fiscal Year 2023/2024 Budget for Fund 464 – American Rescue Plan Act (ARPA) to increase Department 261 – General Government, “Lake Edgewood Consolidation” Line Item 464-261-803-001 from \$531,621 to \$631,621 and to decrease Department 900 – Capital Outlay Function, “Broadband” Line Item 464-900-977-001 from \$112,500 to 0 (zero).

SUPERVISOR

Bill Rogers

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

TRUSTEES

Jean W. Ledford

Terry Croft

Diana Lowe

Jeff Dhaenens

MANAGER

Kelly VanMarter

11/15/2023

BUDGET REPORT FOR GENOA TOWNSHIP

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY THRU 11/15/23	2023-24 AMENDED BUDGET	2023-24 REQUESTED BUDGET
Fund 464 - GENOA TOWNSHIP ARPA				
ESTIMATED REVENUES				
Dept 000 - REVENUE				
464-000-501-000	FEDERAL GRANT INCOME			
464-000-501-001	MI DEPT OF TREASURY			
464-000-665-001	INTEREST	20,661	8,250	8,250
Totals for dept 000 - REVENUE		20,661	8,250	8,250
TOTAL ESTIMATED REVENUES		20,661	8,250	8,250
APPROPRIATIONS				
Dept 261 - GENERAL GOVERNMENT				
464-261-803-001	LAKE EDGEWOOD CONSOLIDATION	0	531,621	631,621
Totals for dept 261 - GENERAL GOVERNMENT		0	531,621	631,621
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 900 - CAPITAL OUTLAY FUNCTION				
464-900-977-001	BROADBAND	0	112,500	0
Totals for dept 900 - CAPITAL OUTLAY FUNCTION		0	112,500	0
Dept 906				
464-906-956-000	MISC EXPENSE	350	300	300
Totals for dept 906 -		350	300	300
TOTAL APPROPRIATIONS		36,845	680,916	668,416
NET OF REVENUES/APPROPRIATIONS - FUND 464		(16,184)	(672,666)	(660,166)
BEGINNING FUND BALANCE		18,979	18,979	18,979
ENDING FUND BALANCE		2,795	(653,687)	(641,187)



2911 Dorr Road
Brighton, MI 48116
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MEMORANDUM

TO: Honorable Board of Trustees

FROM: Adam VanTassell

DATE: December 18th, 2023

RE: Township Hall Deep Clean

The Township Hall periodically requires a deeper cleaning that goes beyond the regular weekly maintenance. The last such cleaning was done in 2014. Staff has received a quote from JTM Cleaning who has recently done exemplary work for MHOG and GO buildings.

Recommended Motion

- A. Moved by _____, Supported by _____ to approve the proposal from JTM Cleaning for \$5, 131.00.

SUPERVISOR

Bill Rogers

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

TRUSTEES

Jean W. Ledford

Terry Croft

Diana Lowe

Jeff Dhaenens

MANAGER

Kelly VanMarter

**JTM Cleaning & General Contracting,
LLC**
PO Box 1290
Fowlerville, MI 48836
(734) 255-8581

ADDRESS
Adam
GenoaTownship Hall
2911 Dorr Rd
Brightgon, MI 48116 USA

SHIP TO
Adam
GenoaTownship Hall
2911 Dorr Rd
Brightgon, MI 48116 USA

Estimate 1232

DATE 12/09/2023

ACTIVITY	QTY	RATE	AMOUNT
Carpet Cleaning All Carpeted Areas: Carpet Cleaning Service * Vacuum all carpet surfaces including uses vacuum tool for corners and edges * Pre-spray areas of carpet that are heavy soiled as needed * Extract dirt using hot water carpet machine	1	1,680.00	1,680.00
Tile And Grout Cleaning Tile Floor and Grout Cleaning Service * Applied cleaning solution onto tile and grout let it soak into grout between 5-7 min. * Scrub in corners and edges using grout brush * Use auto scrubber with turf pad to clean tile and grout * Use wet vac to remove dirty solution grout and tile floor * Wet mop tile floor with hot rinse water ** Customer will be responsible for removal & replacement of cords, loose items on floor ** Any tile imbedded with dirt cannot be guaranteed it will come clean ** Estimate valid for 30 days ** Credit card payments have additional 3.5% charge ** Net terms 15 days	1	3,451.00	3,451.00

SUBTOTAL 5,131.00

TAX 0.00

TOTAL \$5,131.00

Accepted By

Accepted Date



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

MEMORANDUM

TO: Honorable Board of Trustees

FROM: Adam VanTassell

DATE: December 18th, 2023

RE: Township Hall Postage Meter and Folder/Inserter purchase

The Township purchased the current Postage Meter and Folder/Inserter in 2015. Both machines are beginning to break down more often. In addition, the Post Office is requiring a different format for postage in June 2024 that the current machine cannot meet. The new machine will meet this new postal requirement. The proposed folder/inserter matches the features of the current machine which will meet the needs of Staff. The proposed annual maintenance costs are comparable with current rates.

Recommended Motion

- A. Moved by _____, Supported by _____ to approve the proposal from Pitney Bowes for \$3, 181.87 for the SendPro C Automailing Postage Machine and \$10, 154.40 for the Relay 3500 Folder/Inserter.

SUPERVISOR

Bill Rogers

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

TRUSTEES

Jean W. Ledford

Terry Croft

Diana Lowe

Jeff Dhaenens

MANAGER

Kelly VanMarter



Proposal for:

gENOA township

2911 Dorr Road, Brighton, Michigan 48116

Prepared by: Lorie Warner
December 4, 2023

SendPro® C Auto mailing system



Key features

Streamline your mailing process with the highly efficient, easy-to-use SendPro® C Auto.

<ul style="list-style-type: none"> • Improve productivity by automatically processing mail batches up to 120 letters per minute and up to 5/16" thick. 	<ul style="list-style-type: none"> • The 7" color touchscreen display makes selecting sending options quick and easy.
<ul style="list-style-type: none"> • Weigh mail and packages up to 5 pounds with integrated weighing platform. 	<ul style="list-style-type: none"> • Optional Cost accounting options track postage spend across departments for precise mailing and USPS shipping history.
<ul style="list-style-type: none"> • Add multi-carrier shipping to easily compare rates across multiple carriers — USPS®, UPS® and FedEx® 	<ul style="list-style-type: none"> • Includes access SendPro Online from any PC, so you can mail and ship via USPS® anytime, anywhere.
<ul style="list-style-type: none"> • Save on First Class Packages, Priority Mail and Priority Mail Express by printing IMpb labels from included SendPro Online account. 	<ul style="list-style-type: none"> • Get automatic rate change updates with built-in internet connectivity.
<ul style="list-style-type: none"> • Add USPS special services, including optional Electronic Return Receipt for Certified mail. 	<ul style="list-style-type: none"> • Complies with all current USPS® regulations including Intelligent Mail Indicia® (IMI), Dimensional Weighing® (DIM) and Intelligent Mail Package Barcode® (IMpb) when using compliant trackable label.

Relay® 3500 inserting solution



Key features

Eliminate the time-consuming task of folding and inserting your mail with the Relay 3500 folder inserter. Our simple user experience is designed on a tried and proven platform that enables you to finish up to 20,000 mail pieces per month.

<ul style="list-style-type: none"> • Improve productivity with cycle speeds of up to 3000 per hour. 	<ul style="list-style-type: none"> • Proven, reliable design handles up to 20,000 finished envelopes per month.
<ul style="list-style-type: none"> • Increased flexibility and productivity with the additional sheet feed tray. 	<ul style="list-style-type: none"> • 325 sheet feeder capacity provides greater productivity.
<ul style="list-style-type: none"> • Touch screen user interface provides ease of use and convenience with up to 20 programmable jobs. 	<ul style="list-style-type: none"> • Increased flexibility and productivity with the additional sheet feed tray.
<ul style="list-style-type: none"> • Insert nesting allows additional inserts to nested inside folded document to ensure all contents are being viewed. 	<ul style="list-style-type: none"> • Manual feed mode provides increased productivity by allowing clients to manually feed stapled or unique sets.
<ul style="list-style-type: none"> • Handle multiple fold types, page sizes and outer envelope sizes, including #10 and 6" x 9.5" envelopes. 	<ul style="list-style-type: none"> • Automate variable page documents with optional 2D barcode scanning that also adds security by ensuring that only the correct pages are inserted into the envelope.

Financial Overview

Recommended solutions

Quote valid until: 1/31/2024

Solution 1: SendPro® C Auto mailing system



Lease Summary

36 Months	48 Months	60 Months
\$170.59	\$151.54	\$140.36

Purchase Summary

Price	Meter Rental	Maintenance
\$3,181.87	\$135.75/qtr.	\$333.60/yr.

Solution 2: Relay® 3500 inserting solution



Lease Summary

36 Months	48 Months	60 Months
\$399.48	\$338.61	\$302.89

Purchase Summary

Price	Maintenance
\$10,154.40	\$1,056.00/yr.

Solution 3: Relay® 5000 inserting solution w/ Table



Purchase Summary

Price	Maintenance
\$21,147.00	\$2,041.00/yr.

Lease Summary

36 Months	36 Months	36 Months
\$822.18	\$694.19	\$619.08

- All pricing includes Delivery, installation, and training. Maintenance includes travel, parts, labor and preventative maintenance calls.
- Pricing does not include applicable sales tax
- Pricing is valid until 1/30/24
- Pricing provided is State of Michigan NASPO Contract/MiDeal pricing – Contract # 220000000858
- Contract link - <https://www.pitneybowes.com/content/dam/pitneybowes/us/en/states/michigan/220000000858-pitney-bowes-signed.pdf>



2024 MTA Capital Conference

January 23 | Lansing Center

Register online at www.michigantownships.org

Be here.

The 2023 legislative session was exceedingly busy, with the change in control of both the Michigan House and Senate—and important legislation impacting townships. **Your experiences and your voice are critical** as lawmakers create, debate and pass laws that affect your role as a local leader and how you serve your community.

At MTA’s **2024 Capital Conference**, you’ll hear details on what happened in 2023—and what’s to come in the year ahead. Numerous key issues are still up for debate in 2024 (which is also an election year), such as passage of the revenue sharing trust fund and the ongoing debate over aggregate mining operations. Our Capital Conference gives you **a direct line to lawmakers**, state departments and MTA policy experts to allow you to learn more, ask questions and gain insights into changes impacting you, your township—and your residents.

Here’s what we’ve got planned

2023 saw many new laws and changes impacting townships—and the 2024 legislative session is expected to be the same. Our expert speakers and panelists will

Be heard.

share **the latest on the issues that matter to you**—including local government priorities and issues anticipated, updates and insights on the presidential primary (with a new, earlier date and new early voting requirements being implemented for the first time) and what the controversial utility-scale renewable energy siting law means for townships. Breakout sessions will further **highlight important topics**, such as what you need to know about the new solid waste planning requirements, engagement in statewide broadband efforts and more.

You’ll also have the opportunity to **meet with and discuss township issues with your lawmakers**. Upon registration, your state representative and senator will be invited to join us during a networking luncheon—an important opportunity for you to continue to building your vitally important relationship with those who represent your community in Lansing.

Don’t miss this important day.

Join MTA, township leaders, legislators and local government experts
Jan. 23 in downtown Lansing.

Be engaged.

Agenda

- 7:30 a.m.
Registration & Continental Breakfast
- 8 a.m.
Welcome & Keynote Speaker
- 8:45 a.m.
Local Government Panel
- 9:45 a.m.
Election Changes—You Need to Know
- 10:45 a.m.
Capitol Update
- 11:45 a.m.
Lunch with Legislators
- 12:45 p.m.
Renewable Energy Siting—What’s Next
- 1:45 p.m.
General Session
- 2:30 p.m.
State Department Expo
- 3:15 p.m.
Breakout sessions
- 4 p.m.
Breakout sessions

**schedule subject to change, based on speaker availability*

2024 Capital Conference Registration Form

Township & County _____

Name & Title _____ Email _____

Name & Title _____ Email _____

Name & Title _____ Email _____

Payment must accompany form in order to be processed.

Check enclosed (payable to MTA) Charge to: (circle one) MasterCard VISA

Card # _____ Expires _____

Print Card Holder’s Name _____ CSV 3-digit _____ Signature _____

DISCOUNTED rate: \$85 For paid registrations received **by** Dec. 31.

REGULAR rate: \$105 For paid registrations received **after** Dec. 31.

ON-SITE rate: \$125 For paid registrations received **after** Jan. 15.

# of Persons	Registration Fee	Total
_____	x _____	= _____

Find driving directions, parking and overnight lodging information at www.michigantownships.org/advocacy/capital-conf/

Cancellations & Substitutions

Written cancellation requests received at the MTA office by Jan. 15 will receive a full refund. No refunds will be issued thereafter. You may substitute another individual from your township for your registration at any time without incurring a charge; please notify MTA of the change.