

GENOA CHARTER TOWNSHIP BOARD
Regular Meeting
February 19, 2024
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: February 19, 2024
2. Request to approve February 5, 2024 regular meeting minutes.

Approval of Regular Agenda:

3. Request for approval of amendments to the Fiscal Year 2024 Operating Budgets, approval of the Fiscal Year 2025 Operating Budgets and rate adjustments for the Oak Pointe Sewer System and the Oak Pointe Water System.
 - A. Consider amendments to the FY 2024 Operating Budget and approval of the 2025 Operating Budget for the Oak Pointe Water System.
 - B. Consider amendments to the FY 2024 Operating Budget and approval of the 2025 Operating Budget for the Oak Pointe Sewer System.
 - C. Consider approval of an increase for the Oak Pointe metered water charge from \$4.19 per 1,000 gallons to \$4.40 per 1,000 gallons; to increase for the Oak Pointe Sewer System metered sewer charge from \$6.89 per 1,000 gallons to \$7.58 per 1,000 gallons, increase the flat rate sewer charge from \$107.00 per quarter to \$117.70 per quarter, increase the grinder rate from \$50.00 per quarter to \$55.00 per quarter and set the minimum sewer bill from \$62.01 to \$68.22 for usage of 9,000 gallons per quarter or less. (roll call)
4. Request for approval of amendments to the Fiscal Year 2024 Operating Budget, approval of the Fiscal Year 2025 Operating Budget and rate adjustments for the Lake Edgewood Sewer System.
 - A. Consider amendments to the FY 2024 Operating Budget and approval of the FY 2025 Operating Budget for the Lake Edgewood Sewer System.
 - B. Consider approval of rate increases for the Lake Edgewood Sewer system to increase the metered sewer charge from \$7.45 per 1,000 gallons to \$7.60 per 1,000 gallons, to increase the flat rate sewer charge from \$145.66 per quarter to \$148.57 per quarter, and to set the minimum sewer bill from \$67.05 to \$68.40 for usage of 9,000 gallons per quarter or less. (roll call)

5. Request for approval of per diem rates for the calendar year ending Dec. 31, 2024 as recommended by the Election Commission.
6. Request for approval of a permanent part-time Election Coordinator at an hourly rate of \$25.00 as requested by the Township Clerk.
7. Review of Fiscal Year 2023-2024 Third Quarter Budget to Actual Report.

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: February 19, 2024

All information below through February 15, 2024

TOWNSHIP GENERAL EXPENSES	\$	178,365.60
February 16, 2023 Bi Weekly Payroll	\$	122,150.52
OPERATING EXPENSES DPW (503 FN)	\$	5,562.53
OPERATING EXPENSES Oak Pointe (592FN)	\$	63,234.78
OPERATING EXPENSES Lake Edgewood (593FN)	\$	5,622.27
TOTAL	\$	<u>374,935.70</u>

FNBCK Check Register

Check Date	Check	Vendor Name	Amount
Bank FNBCK CHECKING ACCOUNT			
02/02/2024	38682	DIANA LOWE	62.98
02/02/2024	38683	DTE ENERGY	1,545.61
02/02/2024	38684	FEDERAL EXPRESS CORP	104.36
02/02/2024	38685	KELLY VANMARTER	315.00
02/02/2024	38686	NETWORK SERVICES GROUP, L.L.C.	50.00
02/02/2024	38687	PERFECT MAINTENANCE CLEANING	565.00
02/02/2024	38688	PRINTING SYSTEMS	256.37
02/05/2024	38689	CONTINENTAL LINEN SERVICE	147.52
02/05/2024	38690	DTE ENERGY	66.93
02/05/2024	38691	DTE ENERGY	333.81
02/05/2024	38692	FEDERAL EXPRESS CORP	59.10
02/05/2024	38693	OFFICE EXPRESS INC.	22.17
02/05/2024	38694	PRINTING SYSTEMS	1,184.47
02/05/2024	38695	SEWARD HENDERSON PLLC	4,484.00
02/05/2024	38696	STAPLES	489.97
02/06/2024	38697	MARIANNE MCCREARY	223.68
02/08/2024	38698	EHIM, INC	5,084.45
02/08/2024	38699	MARIANNE MCCREARY	25.00
02/08/2024	38700	MEI TOTAL ELEVATOR SOLUTIONS	2,925.19
02/08/2024	38701	WASTE MANAGEMENT CORP. SERVICES	129,834.00
02/12/2024	38702	AMERICAN AQUA	133.80
02/12/2024	38703	OCEOLA TOWNSHIP	144.00
02/13/2024	38704	BUSINESS IMAGING GROUP	477.55
02/13/2024	38705	COOPER'S TURF MANAGEMENT LLC	16,589.00
02/13/2024	38706	PM TECHNOLOGIES	415.00
02/13/2024	38707	SAFEBUILT LLC	6,160.24
02/13/2024	38708	TETRA TECH INC	3,690.00
02/13/2024	38709	US BANK EQUIPMENT FINANCE	2,213.31
02/13/2024	38710	VERIZON WIRELESS	406.90
02/14/2024	38711	CONSUMERS ENERGY	644.19
FNBCK TOTALS:			
Total of 30 Checks:			178,653.60
Less 0 Void Checks:			0.00
Total of 30 Disbursements:			178,653.60

February 16, 2023 Bi Weekly Payroll

Gross Pay This Period	Deduction Refund	Ded. This Period	Net Pay This Period	Gross Pay YTD	Dir. Dep.
121,192.87	0.00	35,916.40	85,276.47	499,343.43	84,415.67

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
02/16/2024	FNBCK	13961	MULLALLY-HENNE, MARGARET A	1,070.00	860.80	0.00	Open
02/16/2024	FNBCK	EFT898	FLEX SPENDING (TASC)	1,013.06	1,013.06	0.00	Open
02/16/2024	FNBCK	EFT899	INTERNAL REVENUE SERVICE	28,265.78	28,265.78	0.00	Open
02/16/2024	FNBCK	EFT900	PRINCIPAL FINANCIAL	5,211.00	5,211.00	0.00	Open
02/16/2024	FNBCK	EFT901	PRINCIPAL FINANCIAL	2,384.21	2,384.21	0.00	Open
Totals:							
				Number of Checks: 005	37,944.05	37,734.85	0.00
Total Physical Checks:				1			
Total Check Stubs:				4			

Direct Deposit \$84,415.67
 Physical Check Amount \$37,734.85
TOTAL \$122,150.52

503FN Check Register

Check Date	Check	Vendor Name	Amount
Bank 503FN DPW-UTILITIES #233			
02/08/2024	6014	MWEA	95.00
02/08/2024	6015	TRACTOR SUPPLY CO.	254.97
02/12/2024	6016	WEX BANK	4,206.16
02/13/2024	6017	VERIZON WIRELESS	689.79
02/14/2024	6018	UNITED STATES POSTAL SERVICE	316.61
503FN TOTALS:			
Total of 5 Checks:			5,562.53
Less 0 Void Checks:			0.00
Total of 5 Disbursements:			5,562.53

592FN Check Register

Check Date	Check	Vendor Name	Amount
Bank 592FN OAK POINTE OPERATING FUND #592			
02/06/2024	6028	DTE ENERGY	2,078.09
02/06/2024	6029	DTE ENERGY	3,222.65
02/06/2024	6030	MHOG UTILITIES	57,193.10
02/08/2024	6031	AT&T LONG DISTANCE	133.54
02/13/2024	6032	LIVINGSTON CO. REGISTER OF DEEDS	30.00
02/14/2024	6033	AT&T	182.25
02/14/2024	6034	CONSUMERS ENERGY	395.15
592FN TOTALS:			
Total of 7 Checks:			63,234.78
Less 0 Void Checks:			0.00
Total of 7 Disbursements:			63,234.78

593FN Check Register

Check Date	Check	Vendor Name	Amount
Bank 593FN LAKE EDGEWOOD OPERATING FUND #590			
02/06/2024	4397	DTE ENERGY	5,177.79
02/06/2024	4398	MHOG UTILITIES	20.00
02/12/2024	4400	CONSUMERS ENERGY	408.48
02/14/2024	4401	CONSUMERS ENERGY	16.00
593FN TOTALS:			
Total of 4 Checks:			5,622.27
Less 0 Void Checks:			0.00
Total of 4 Disbursements:			5,622.27

GENOA CHARTER TOWNSHIP BOARD
Regular Meeting
February 05, 2024

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, and Paulette Skolarus. Absent was Jeff Dhaenens. Also present were Township Manager Kelly VanMarter and 12 people in the audience.

The Pledge of Allegiance was recited.

The call to the public was opened at 6:31 pm.

Paulette Skolarus requested that the Board allow her friend Peggy to address the Board for 3 and a half minutes because they have allowed that in the past. Supervisor Rogers responded that he notified her that she could provide the statement to be included in the packet correspondence and it was not provided. He indicated that they have not allowed over 3 minutes for as long as he has been on the Board. Paulette stated it was at the meeting 2 months ago. Robin suggested that sending the email and providing a brief statement was the perfect solution.

Peggy Hodgson at 5566 Cider Berry Drive continued her statement about Paulette Skolarus giving her credit for creating firsts in election procedures which have led to statewide mandates, she completed the mid-decade census generating \$650,000, she advocated for road projects and refuse collection, she maintained general ledger, budgets, payroll, accounts payable, served 14 years on Zoning Board, past president of Livingston County Clerks Association, nominated as Clerk of the Year and petitioned for walkways to connect people and places, the website was created in 1999. Thank you Polly, love you.

Susan Nichols at 4943 Fairways Drive thanked Diana, Paulette and Jean for allowing her to be election inspectors. Genoa Township received 6.5 million in grant money for the S. Latson project. The funding is for water infrastructure south of the interchange. She is seeking a copy of the application from Marcia with Ann Arbor SPARK. She is disappointed in the Board of Trustees and the Planning Commission for an Industrial Park. The citizens do not want this. You have ignored the will of the people. I know you work hard but you know this is something that the citizens do not want.

The call to the public was closed at 6:37 p.m.

Approval of Consent Agenda:

Moved by Robin Hunt, supported by Diana Lowe, to approve the Consent Agenda moving item #2 regarding approval of the minutes to the regular agenda. **The motion carried unanimously.**

1. Payment of Bills: February 5, 2024

Approval of Regular Agenda:

Kelly VanMarter indicated that the request for accessory fuel storage for Agenda Item #5 was eliminated by the applicant therefore she requests an amendment to the language for that agenda item to remove the reference to accessory fuel storage.

Moved by Diana Lowe, supported by Robin Hunt, to approve the Regular Agenda with the addition of item #2 regarding approval of the minutes and a correction to remove the accessory fuel storage from item #5. **The motion carried unanimously.**

2. Request to approve January 22, 2024 regular meeting minutes

Robin Hunt requests a correction on page 3 to change Ms. Seward to Mr. Seward. She also noted that for item #4 during discussion the Clerk left and returned and she believes that should be reflected in the minutes. Kelly VanMarter checked her notes and she wrote down that the Clerk left the meeting at 6:48pm and returned at 6:55pm. Paulette Skolarus wants the Supervisor, Clerk, and Treasurer listed as those present first followed by the Trustees from left to right the way to do roll call. Supervisor Rogers indicates that it is incorrect to call the roll the same way each time. Kelly VanMarter states that this is not a correction of the minutes, the minutes are correct. Supervisor Rogers stated we can ask the recording secretary to consider that change in future minutes.

Moved by Robin Hunt, supported by Jean Ledford, to approve the January 22, 2024 Minutes with the corrections noted. **The motion carried unanimously.**

3. Public hearing and review of Fiscal Year 2024/2025 Budgets for funds 101, 202, 208, 212, 249, 401, and 464

A. Call to the Public.

A call to the public was made at 6:41 with no response.

The call to the public was closed at 6:42 pm.

B. Board Discussion.

Paulette Skolarus stated that she has a 2-minute presentation. She was appointed in 1986 and was re-elected 9 times. In January of 2017 she was accused of paying herself and Gary McCririe in advance. This resulted in a letter asking for repayment from Gary McCririe and she was not paid in March 2017. Supervisor Rogers indicated that this issue has been addressed. There was an outside organization hired and this is the same issue. There was a major study that cost \$50,000 that proved that what you are saying is wrong and this issue was not to be brought up again. Paulette Skolarus continued that in March of 2021 she was accused by the Livingston County Prosecutor and was found not guilty by a jury of her peers. Bill Rogers and Kelly VanMarter recently stated that they believed that she was guilty. In 2022, the Township hired Chad Karsten for \$50,000 to investigate. His 30-page analysis stated that there was not a duplicate payment. Kelly VanMarter stated that she cannot release contents of the report because it was confidential. Supervisor Rogers stated that she cannot discuss this and Paulette responded that she could. Robin Hunt states that she cannot disclose documents with attorney-client privilege. Paulette continued that the FOIA request she submitted to the Township was never answered by Ken Palka who advised Kelly VanMarter that he would not respond under the advice of his attorney. As a result of the false accusation, the Township removed all the

statutory duties from her office and stated that she would not get an increase in pay. She has been subject to verbal abuse, threats of recall and age discrimination. After reviewing the budget her salary remains at \$58,755 with the Manager set to receive \$70,000 and the Treasurer set to receive \$69,000. The work of the Clerk's office is the most important in any municipality. The Township carries a 10-million-dollar insurance policy and she would like to meet with that company to settle this matter amicably and with just compensation. Supervisor Rogers stated that she just violated the law again and this is done. Paulette Skolarus states that is asking to meet with the insurance carrier of this Township who carries a 10-million-dollar policy. She has not been given a raise since 2021 after she completed 5 elections. Robin Hunt stated that this Board made a motion in November of 2022 that stated that no more Township funds or time was to spent on this matter and you are asking for exactly that to use Township funds and time to investigate a matter that has been resolved.

Supervisor Rogers reviewed the Mortensen report. Diana Lowe states that Jim would appreciate the report and she is glad that it is named after him. Kelly VanMarter indicated that she will continue to update the report as the budget changes.

4. Consideration of a recommendation for approval for a special use application, environmental impact assessment and site plan to allow for a contractor's yard with outdoor storage, wetland buffer encroachment and accessory fuel storage located at 855 Victory Drive, east side of Victory Drive, south of Grand River Avenue. The request is petitioned by Michigan Recreation Construction, Inc.

Brent LaVanway with Boss Engineering and Craig Sheffer, the owner of Michigan Recreation was present on behalf of the petitioner. Brent LaVanway reviewed the project and stated that the site is located on Victory Drive and the 2 lots will be combined. This project entails additional paved parking and contractor storage. They will construct a berm and obscuring fence along the storage area. Expanding a storm basin and adding an additional basin.

Robin Hunt states that there are compliance issues with the existing site and she hopes that this will help with those issues. Craig Sheffer indicates that this will address all the existing issues and that is the reason they are doing this. They hope to be an example for other projects.

Paulette Skolarus is pleased that they are protecting the wetlands. Craig Sheffer said the wetlands are an important and functional feature they hope to protect. She asked what they are doing to the other facility. Mr. Sheffer responded that the future use of that property has not yet been determined. They do not plan to sell.

Robin Hunt referenced the requirement for the 500-gallon storage tanks and asked what they would do if a variance was not granted. Mr. Sheffer said they would likely switch to smaller tanks or use a local gas station to refuel their trucks and equipment which would be a challenge. Having the tanks will reduce the amount of traffic to fill their equipment. They understand that requirement and intend to comply.

Paulette Skolarus asked how many times they would fill the two 500-gallon tanks. Craig Sheffer said once a week or every other week during their busy months. Off road diesel is cheaper than automobile diesel. Paulette Skolarus asked how much area a 500-gallon tank would occupy. They are similar to the size of a standard household propane tank.

Robin Hunt asked if they are prepared to combine the property. Mr. Sheffer responded yes.

A. Disposition of Special Use Application

Moved by Paulette Skolarus, supported by Robin Hunt to approve the Special Use Permit to allow for a contractor's yard with outdoor storage, wetland buffer encroachment and accessory fuel storage located at 855 Victory Drive and parcel #4711-05-303-026. It is found that the requested use meets the standards of Section 19.03, 13.07 and 8.02.02(b) with the following condition:

1. Applicant must receive a variance from the Zoning Board of Appeals to allow for two 500-gallon fuel storage tanks.
2. The two parcels must be combined into one parcel.

The motion carried unanimously.

B. Disposition of Environmental Impact Assessment (1-15-24)

Moved by Diana Lowe, supported by Terry Croft to approve the Environmental Impact Assessment dated 1-15-24 for a contractor's yard with outdoor storage located at 855 Victory Drive. **The motion carried unanimously.**

C. Disposition of Site Plan (1-26-24)

Moved by Jean Ledford, supported by Diana Lowe to approve the site plan dated 1-26-24 to allow for a contractor's office with outdoor storage yard at 855 Victory Drive, with the following conditions:

1. The two parcels must be combined into one parcel.
2. The wetland crossing shall be approved by EGLE and approval shall be submitted to the Township prior to land use permit issuance.
3. Applicant must receive a variance from the Zoning Board of Appeals to allow for two 500-gallon fuel storage tanks.

The motion carried unanimously.

5. Consideration of a recommendation for approval of a special use application, preliminary site plan and environmental impact assessment for a 2-unit non-residential site condominium with contractor's offices and yards with outdoor storage. The property is located at 2025 Euler Road, east side of Euler Road, north of Grand River Avenue. The request is petitioned by Desine, Inc.

Wayne Perry, Design, Inc., Cathy Reisterer, and Brian Misaras are present on behalf of the petitioner. Wayne Perry reviewed the project and stated that the project will create two industrial sites on Euler Road with a common entrance. Each building will have 20,000 square feet building with municipal water and sanitary sewer. The existing buildings on the site will be demolished and stormwater management will be constructed with a basin on the east side of the property.

Robin Hunt asked if the area between the building will only be used for maneuvering into the bays. Wayne Perry responded yes.

Paulette Skolarus loves the plan and has questions about the storage yard. She wants to see fencing across the front between the two buildings. She suggested they consider something similar to the WalMart store which has a stone or brick wall with wrought iron fence on the top to screen. Wayne Perry asked if her goal was to block the view from Euler Road. Ms. Skolarus responded yes and stated that it doesn't have to be opaque, just something to stop your eye.

Wayne Perry stated that there is a 50-foot-wide landscape buffer along the residential property line with landscaping that exceeds the ordinance requirements. Between the buildings is not storage and that area will be used as a truck turning area. The ability to see the storage area will be very diminished because it will be at least 410 feet off of Euler Road at a minimum. You will be able to see it but it will be 400-600 feet off of Euler Road.

A resident spoke up in concern for the large excavators which will be located right against the back of the building which is very near her home.

Cathy Riesterer responded that the property is zoned Industrial and she purchased her home in 2021. The Township ordinances requires buffering and screening. There is very limited to no Industrial land in Genoa Township to develop. The applicant has gone above and beyond to add landscaping and to make the building attractive.

Paulette Skolarus really appreciated the letter in the packet from the resident and thinks she should work at the Township. She wants to help this person by adding a fence between the two buildings to make it more attractive.

Robin Hunt is less concerned about the Euler Road view but is more concerned with the impacts to the abutting residential. She asked if any of the equipment that will be stored would be over 10 feet tall. Mr. Perry responded that nothing will be stored above that height.

Wayne Perry offered to add trees to the 50 feet buffer and said they could look to add height to the berm provided it is within the side slopes of the engineering standards.

Paulette Skolarus said on the picture you have all these beautiful green trees. Wayne Perry states that those trees along the lakeside will remain.

A. Disposition of Special Use Application

Moved by Robin Hunt, supported by Diana Lowe to approve the Special Use Permit for a two-unit non-residential site condominium with contractor's offices and yards with outdoor storage at 2025 Euler Road. It is found that the requested use meets the standards of Section 19.03, 13.07 and 8.02.02(b). This approval is conditioned upon the following:

1. High quality building architecture and enhanced landscaping have been provided to ensure compatibility with the research and development future land use category. The final building architecture shall be reviewed by the Planning Commission to ensure that it meets the intent of the Master Plan and conveys a high-quality image.
2. The height of all material and equipment stored in an outdoor storage area shall not exceed the height of any landscape screening, wall or fence. Storage of materials up to the height of the adjacent building wall may be permitted in the rear yard of the south condominium unit if it is illustrated on the site plan because the rear yard does not abut a residential

district or face an expressway, provided such storage is confined to within twenty (20) feet of the building.

3. The applicant shall address any comments provided in the January 3rd, 2024 letter from the Township Engineer.
4. The applicant shall address any comments provided in the December 26, 2023 letter from the Brighton Area Fire Authority.
5. Additional landscaping trees shall be added to the north property line and if possible additional berm height shall be added.

The motion carried unanimously.

B. Disposition of Environmental Impact Assessment. (1-26-24)

Moved by Robin Hunt, supported by Jean Ledford to APPROVE the Environmental Impact Assessment dated 1-26-24 for a two-unit non-residential site condominium with contractor's offices and yards with outdoor storage at 2025 Euler Road. **The motion carried unanimously.**

C. Disposition of Site Plan (dated 1-26-24)

Moved by Jean Ledford, supported by Terry Croft to approve the site plan dated 1-26-24 to allow for a two-unit non-residential site condominium with contractor's offices and yards with outdoor storage at 2025 Euler Road, with the following conditions:

1. The applicant is to review the tones and textures of the building and their ability to improve upon the landscaping as discussed.
2. The building materials do not meet the Zoning Ordinance. Building materials and colors will be reviewed at Final Site Plan submittal.
3. The Master Deed and Bylaws shall be amended per the comments provided by the Township Attorney and staff and exhibit B shall be provided for review at Final Site Plan submittal.
4. Site plan shall be revised to show storage of materials up to the height of building in an area 20 feet behind the building on south condominium unit.
5. Additional landscaping trees shall be added to the north property line and if possible, additional berm height shall be added.

The motion carried unanimously.

6. Request for approval of Resolution #5C, the third amendment to Resolution #5 for the Pine Creek Ridge Road Improvement Special Assessment District to extend the interest free pre-payment period from March 1, 2024 to June 1, 2024. (Roll Call)

Kelly VanMarter indicated the hearing before the Michigan Tax Tribunal is tomorrow and she hopes to have an answer by June 1st which will allow the project to move forward. This will change the no interest pre-payment date from March 1, 2024 to June 1, 2024.

Paulette Skolarus asked if there were time periods for the bids for this project. Kelly VanMarter responded that her cover letter in the packet addressed this issue. The County Road Commission has indicated that they will honor the pricing.

Moved by Diana Lowe, supported by Paulette Skolarus to approve Resolution #5C, the third amendment to Resolution #5 for the Pine Creek Ridge Road Improvement Special Assessment District to extend the interest free pre-payment period from March 1, 2024 to June 1, 2024. **The**

motion carried with a roll call vote as follows: Jean Ledford - yes, Terry Croft - yes, Robin Hunt - yes, Diana Lowe - yes, Paulette Skolarus - yes, and Bill Rogers - yes. (Trustee Dhaenens - Absent).

7. Request for approval of a proposal from Adams Well Drilling & Water Treatment, Inc. to replace and improve the water treatment system at the Township Hall to include an upgraded water softener and iron removal system with associated plumbing at a cost not to exceed \$8,355.00 from Capital Outlay fund 101-900-970-000.

Kelly VanMarter reviewed the proposal and indicated that staff recommends the contract from Adams.

Moved by Diana Lowe, supported by Terry Croft to approve the proposal from Adams Well Drilling & Water Treatment, Inc. to replace and improve the water treatment system at the Township Hall to include an upgraded water softener and iron removal system with associated plumbing at a cost not to exceed \$8,355.00 from Capital Outlay fund 101-900-970-000. **The motion carried unanimously.**

8. Request for approval of a proposal from Amistee Air Duct Cleaning and Insulation to clean the 6 Township Hall furnaces and associated ductwork, diffusers and vents at a cost not to exceed \$6,200.00 from Building and Grounds Maintenance fund 101-265-934-060.

Kelly VanMarter reviewed the proposal. The duct work at the Township Hall has not been cleaned since the building was constructed. Bill Rogers wants to be sure that a reminder to have this done be added to a calendar so that it occurs at a routine interval. Paulette Skolarus asked if video would be provided of the before and after. Robin Hunt indicated that the proposal includes before and after photographs.

Moved by Jean Ledford, supported by Terry Croft to approve the proposal from Amistee Air Duct Cleaning and Insulation to clean the 6 Township Hall furnaces and associated ductwork, diffusers and vents at a cost not to exceed \$6,200.00 from Building and Grounds Maintenance fund 101-265-934-060. **The motion carried unanimously.**

Correspondence

The Challis Road and Bauer Road roundabout construction plans are presented and discussed. The Board is glad to see the project.

Member Discussion

Kelly VanMarter stated that she would like to record to reflect that none of the statements made by the Clerk in regard to her were not accurate.

Robin Hunt asked about the Clerk getting the election wages on the next agenda. There is one more meeting before the election. Ms. Skolarus responded that there are 2 meetings and Diana Lowe stated there is only one. Paulette Skolarus asked if there was nothing in March or February. Ms. Hunt responded that this is February and Diana Lowe clarified that there is only one more meeting in February before the election. Robin Hunt is concerned that the Election Commission met a week ago Friday and approved minutes from the prior Election Commission

Genoa Charter Township Board Meeting
February 5, 2024
Unapproved Minutes

meeting. She is concerned that approved minutes must be posted within 5 business days and they are not which means they are in violation of the Open Meetings Act. Paulette Skolarus stated that she and Diana would correct that. Diana Lowe stated that she will not be posting anything on the website. Robin Hunt is concerned they once again violate the Open Meetings Act by not being posted within 5 days. Diana Lowe asked where the minutes are posted on the website and Kelly VanMarter showed her where the page is located. Diana Lowe asked Ms. Skolarus to get the approved minutes posted. Robin Hunt asked if changes were made when they approved the minutes. Diana Lowe stated that no changes were made to the draft minutes that were posted to the website and that the draft minutes on the website were not the same minutes that were in the last packet.

Adjournment

Moved by Diane Lowe, supported by Terry Croft to adjourn the meeting at 7:45 pm. **The motion carried unanimously.**

Respectfully Submitted,

Kelly VanMarter
Recording Secretary

Approved: Paulette Skolarus, Clerk
Genoa Charter Township

Bill Rogers, Supervisor
Genoa Charter Township



MEMO

TO: Honorable Genoa Charter Township Board of Trustees
FROM: Greg Tatara, Utility Director
DATE: February 14, 2024
RE: Oak Pointe Water and Oak Pointe Sanitary Sewer Budget and Rate Approvals

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For consideration at tonight's Board Meeting are budget and rate approvals for the Oak Pointe Water System, and Sanitary Sewer System. We have worked with Pfeffer, Hanniford & Palka CPA's to develop the information and rate recommendations for tonight's meeting. In the following sections, we present the current fiscal year budget, the 9-Month Budget to Actual Reports, an amended FY 2024 Budget, the proposed FY 2025 Operating Budget, utility rate change recommendations, and historic financial summary information.

Oak Pointe Water System

Presented as *Attachment 1A* is the budget summary sheet for the Oak Pointe Water System. One year ago, we proposed an original budget for the Oak Pointe Water system that was predicted to finish with a small surplus of \$3,629. We are pleased to report, as a result of increased water production this year, that through 9-months our revenues have exceeded expenditures by \$68,789. With expenses planned for the final quarter of this fiscal year, and lower water usage during winter months, we are anticipating finishing with a surplus of \$28,229 for the fiscal year ending March 31, 2024. A summary of expenditures, by category, for the FY 2023 Fiscal Year are presented in *Attachment 1A*.

For FY 2025, we are requesting a 5% rate adjustment to metered water customers. Regarding the line items in FY2023 budget; we have several items for which increased expenditures are anticipated in FY 2025. We anticipate a 5% labor and equipment increase based on the DPW Budget projection covering labor, vehicles, and insurance. We need to install new chemical feed pumps as an approximate \$15,000 project for plant equipment line item. We are also anticipating increased costs for chemicals, internet service for SCADA alarms, and aging meter change outs. Using an average production value from the past three years, we are projecting a small deficit of \$10,549 even with the proposed 5% rate increase. It should be noted that this projection is highly demand dependent based on the weather we receive this upcoming summer.

Presented in *Attachment 1B* is a rate, flow, and financial summary for the Oak Pointe Water System from 2007 until present day. Oak Pointe Water is a challenging water system to budget and plan for as the system is small. It receives approximately \$500,000 in annual income, has only 814 customers, and sometimes as much as a 40MG per year fluctuation in production due to

varying irrigation demands. Despite these challenges, we are pleased that over time, revenues and expenses are generally balanced each year. With the exception of 2017, where a large increase was instituted, for the most part Oak Pointe Water has seen a steady increase in rates based on cost of living adjustments. As a result, we recommend for FY 2025 a 5% rate increase to keep pace with increasing expenses in the system.

Oak Pointe Sewer System

Presented as *Attachment 2A* is the budget summary sheet for the Oak Pointe Sewer Collection System. As a reminder, flows are collected at the former WWTP SBR tanks and pumped at night to the Genoa-Oceola WWTP for treatment (GO).

For the Fiscal Year ending March 31, 2024, we budgeted a small deficit of \$18,234. However, as a result of the Michigan Department of Environment, Great Lakes and Energy (EGLE) requiring residential home PFAS sampling and GO having to increase their treatment rates from sludge disposal costs doubling, our expenses have exceeded revenues by \$110,770 through 9 months.

We initially budgeted for \$22,000 to cover the anticipated PFAS sampling requirements. However, as a result of impacts, we had to greatly expand the sampling, additional costs for sampling, public meetings, and RO unit installation resulting in total ground water costs exceeding budgeted amounts by approximately \$10,000. Presented in *Attachment 2B* is a summary of the PFAS sampling effort, and detections above and below residential clean-up criteria. In the coming year, we have to continue to expand our PFAS sampling efforts; however, we are hopeful to receive an EGLE grant to cover those costs for this year.

Another area that increased our costs were grinder pump repairs, replacements, and purchase of new pumps due to aging out of the 2000 Series Pumps that were in the system. A big reason for the increase in grinder expenses was the multi-day power outage in August of this year. After 5 days without power, all pumps turned on simultaneously in the system. This over pressured the force main and resulted in breaks that had to be repaired. Additionally, by having to work against high head for an extended period of time, we had multiple pump failures in the immediate days after power was restored. In addition, we have seen the price for new pumps and repair parts increase approximately 14% this year. In aggregate, grinder pump exceeded the budgeted amount by \$55,000.

Finally, as a result of the sludge disposal costs at the G-O WWTP increasing by more than double in the past three years from \$100,000 to \$225,000, GO was forced to increase the wholesale treatment rate for Oak Pointe. This resulted in treatment costs increasing by approximately \$30,000 over what was budgeted.

Presented in *Attachment 2C* is a rate, flow, and financial summary for the Oak Pointe Sewer System. As a result of the increase of rates to cover the debt service on the bond issued to convert Oak Pointe over to G-O in 2015, rate increases on sanitary sewer service did not increase between 2012 and 2019. Unfortunately, as a result of large cost increases that have occurred

since 2020, we have had to implement true inflationary rate increases since that time. For the coming year, we are still projecting a loss \$35,000, but we are hopeful with a grant to cover PFAS sampling we can make up that difference. Unfortunately, with increased costs for treatment anticipated this year, we must recommend a rate increase of 10% for the coming year. We carefully looked at the budget, and cannot identify other areas to cut to reduce the impact. Fortunately, Oak Pointe does have a reserve fund to cushion these overages and reduce the need to increase rates beyond what is being recommended at this time.

Budget Recommendations

Based on the above explanation and the attached documents, please consider the following motions to adopt the budget and rate recommendations:

Moved by _____, supported by _____ to amend the FY 2024 Operating Budget and approve the FY 2025 Operating Budget for the Oak Pointe Water System.

Moved by _____, supported by _____ to amend the FY 2024 Operating Budget and approve the FY 2025 Operating Budget for the Oak Pointe Sewer System.

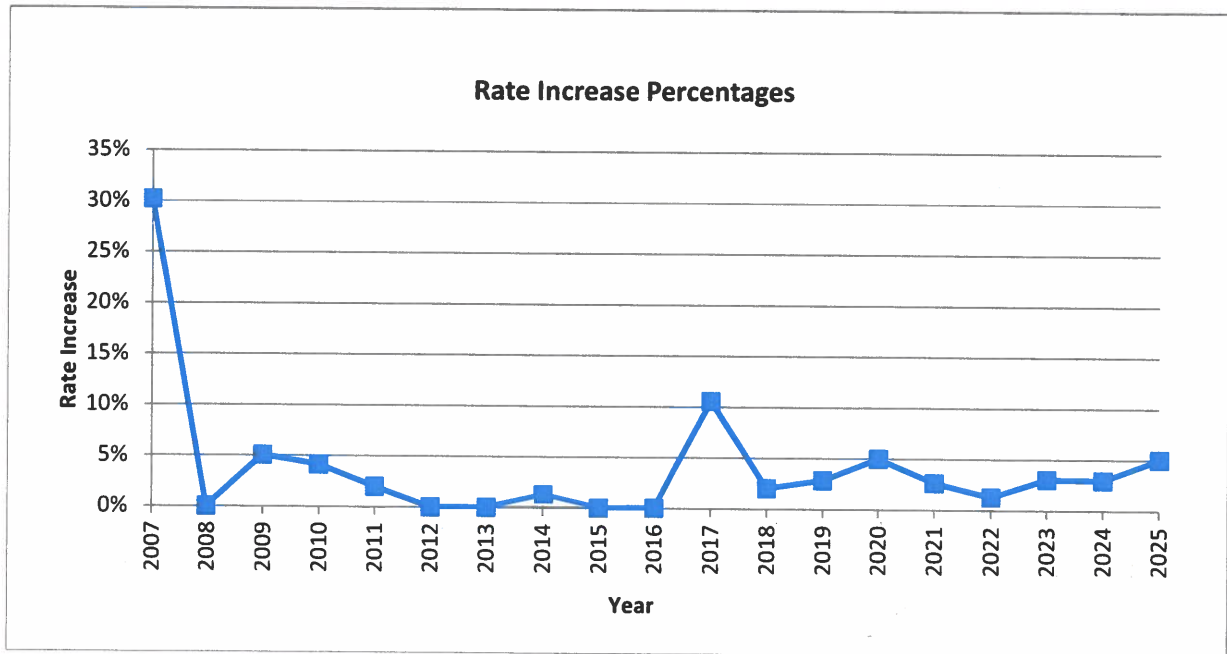
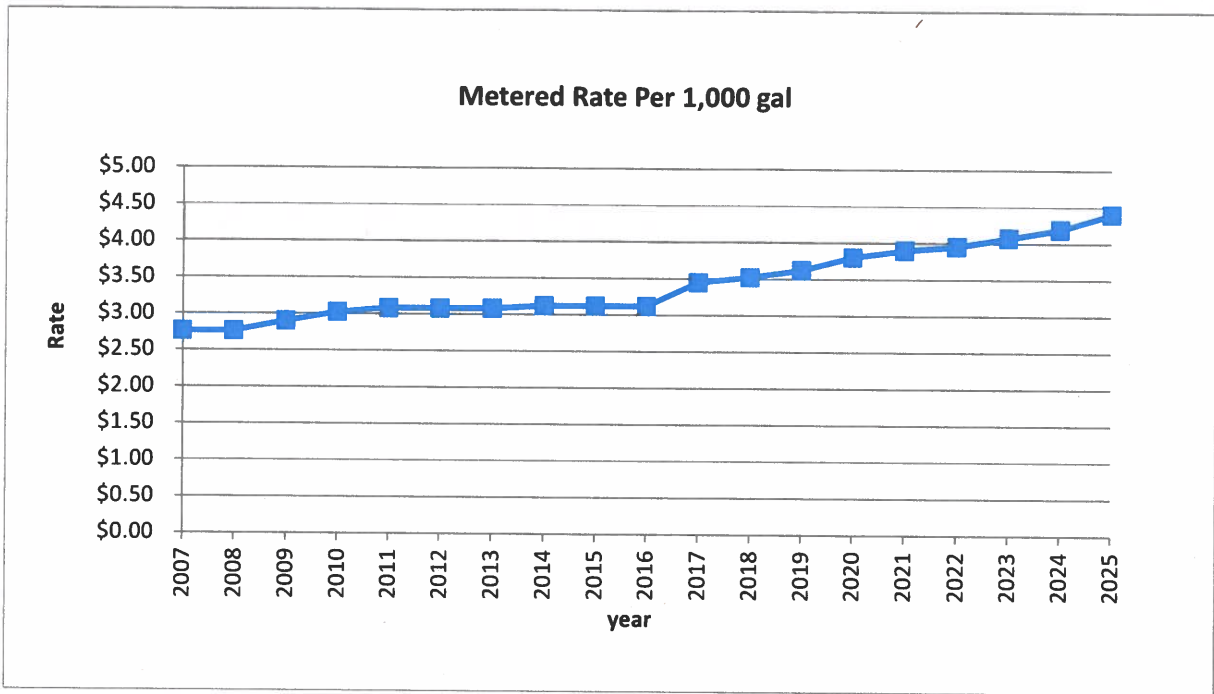
Moved by _____, supported by _____ to increase the Oak Pointe metered water charge from \$4.19 / 1,000 gallons to \$4.40 /1,000 gallons; to increase the Oak Pointe Sewer System metered sewer charge from \$6.89/1,000 gallons to \$7.58 /1,000 gallons; increase the flat rate sewer charge from \$107.00 / quarter to \$117.70 / quarter; increase the grinder rate from \$50.00 / quarter to \$55.00 per quarter; and, set the minimum sewer bill from \$62.01 to \$68.22 for usage of 9,000 gallons per quarter or less.

CHARTER TOWNSHIP OF GENOA
 OAK POINTE WATER SYSTEM
 BUDGET FOR THE YEAR ENDING 3/31/24 COMPARED
 TO ACTUAL FOR 9 MONTHS ENDING 12/31/23
 Budget Worksheet Amended 3-31-24
 Budget Worksheet Original 3-31-25

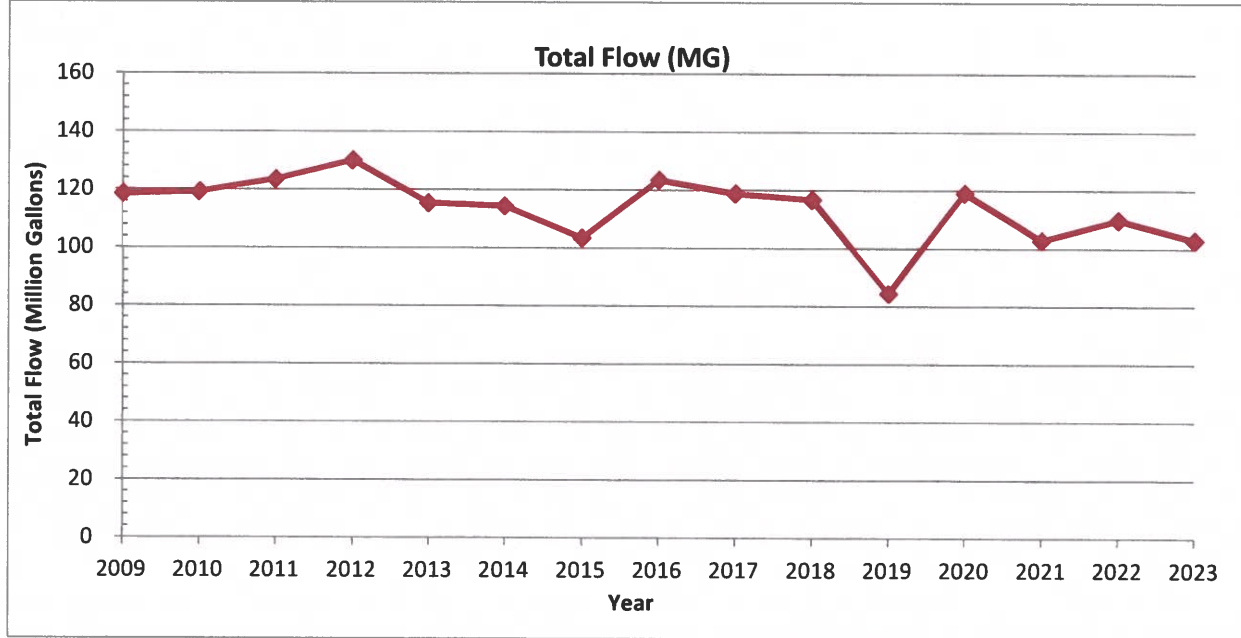
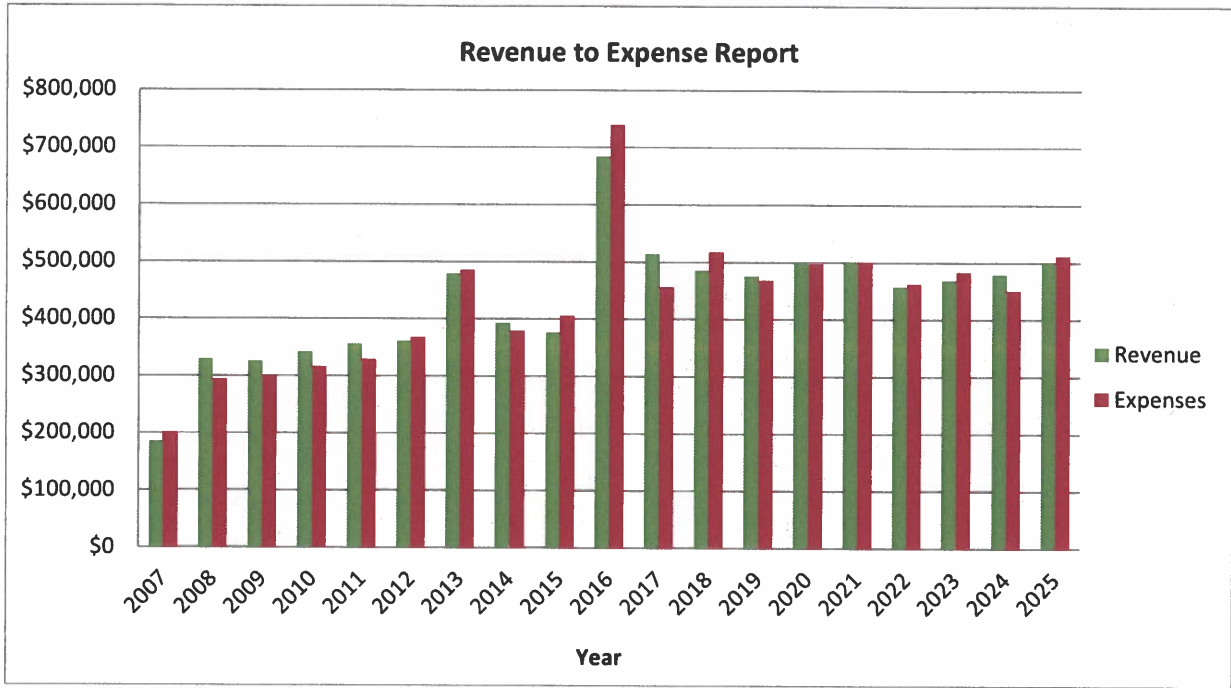
ACCT #	DESCRIPTION	BUDGET FOR THE YEAR ENDING 3/31/24	ACTUAL FOR THE 9 MONTHS ENDING 12/31/23	VARIANCE	PROPOSED REVISIONS FOR YEAR ENDING 3/31/2024	PROPOSED AMOUNTS FOR YEAR ENDING 3/31/2025	NOTES
REVENUES							
592-000-400-001	Billings - operations	398,447	335,182	(63,265)	378,688	412,902	Metered rate from \$4.19 to \$4.40 (5% increase)
592-000-672-002	Income - other	1,000	708	(292)	1,000	1,000	Estimate
592-000-626-023	Income - capital charge Water (Debt)	63,060	47,146	(15,914)	63,060	63,060	\$15 per water REU
592-000-667-001	Income - Cell tower rent	22,080	12,696	(9,384)	22,080	22,080	No Change
592-000-084-491	Trans in - OP new user	-	-	-	-	-	None needed
592-000-665-001	Interest Income	400	1,611	1,211	1,750	1,750	Estimate
592-000-628-004	Meter Sales	-	-	-	-	-	No additional meters
592-000-699-233	Trans in from DPW #503	8,000	12,369	4,369	12,369	-	Actual for 2024 and wait for 2025 amount
	TOTAL INCOME	492,987	409,712	(83,275)	478,947	500,792	
EXPENSES							
592-500-801-001	Accounting/auditing	5,000	1,625	3,375	5,000	5,000	Hold for 2025
592-500-753-001	Chemicals	34,000	21,899	12,101	29,198	34,000	Keep Original Budget - Last Quarter was usually low production
592-500-750-001	Backflow and Cross Connection Control Program	2,800	2,104	-	3,100	3,591	New Contract Price
592-500-946-001	Engineering - general	-	-	-	-	-	None anticipated
592-500-946-003	Engineering - separate projects	500	1,335	(835)	1,500	1,500	Annual Asset Management Update to EGLE
592-500-840-001	Insurance	5,000	5,156	(156)	5,156	5,500	Insurance Cost Increases
592-500-725-001	Labor, Equipment, & Materials	264,408	195,344	69,064	261,000	274,000	5% Increase in DPW Expenses for Coming Year
592-500-725-003	Laboratory costs	12,500	8,536	3,964	11,500	12,500	Hold original budget for next year
592-500-802-001	Legal fees	-	-	-	-	-	Shouldn't be any
592-500-808-001	Licenses, Fees, Permits	1,600	1,618	(18)	1,618	1,750	Expect EGLE to raise WSSN Permit Fees
592-500-805-001	Miss Dig Expenses	500	-	500	500	500	OPW Share of Participation in MISS DIG
592-500-752-001	Meters & Supplies	2,500	1,917	583	2,500	3,500	Cost to change out meters, increase in cost of meters for 2025
592-500-751-001	Office expenses	1,800	-	1,800	950	1,500	New Computer in FY2024,
592-500-687-001	Refunds & adjustments	-	-	-	-	-	Placeholder
592-500-931-002	R & M - Building	2,000	59	1,941	100	2,000	Hold Budget to Potential Building Item
592-500-931-005	R & M - Hydrants	2,500	-	2,500	-	2,500	Cost of One Hydrant Repair
592-500-931-006	R & M - Grounds	1,000	-	1,000	-	1,000	Hold Budget for Potential Grounds Repair
592-500-931-008	R & M - SCADA	7,500	-	7,500	-	7,500	Hold Budget for SCADA Repair
592-500-931-010	R & M - Plant equipment	10,000	3,309	6,691	-	20,000	New Chemical Feed Pumps Needed
592-500-931-014	R & M - Lines	10,000	18,418	(8,418)	23,000	15,000	Water Service Repairs, Main Break Repairs
592-500-931-020	R & M - Booster Pump stations	15,000	-	15,000	-	10,000	Hold Original Budget for Potential Repair to Booster Station
592-500-931-028	R & M - Generators	1,500	2,157	(657)	2,200	2,500	Generator Preventative and Corrective Maintenance
592-500-931-030	R & M - Towers	7,500	10,196	(2,696)	10,196	5,000	Cleaning was completed this year of ground storage, next year normal maintenance
592-500-931-034	R & M - Other	-	-	-	-	-	Placeholder
592-500-850-001	Telephone/Internet	1,750	2,508	(758)	3,500	3,500	Increase Budget for Internet
592-500-762-001	Tools & supplies	500	7	493	100	500	Hold Original Budget for Next Year
592-500-762-004	Parts & Supplies paid with CC	2,000	314	1,686	500	1,000	Reduce next year based on this years expenses
592-500-995-990	Transfer out - Capital Impr Repl. Reserve	-	-	-	-	-	None contemplated
592-500-920-001	Utilities - electric	30,000	15,135	14,865	22,000	30,000	Keep original budget, this year was lower water production
592-500-921-001	Utilities - gas	3,900	1,586	2,314	3,500	3,900	Keep original budget
592-500-804-001	Transfer out - Debt	63,600	47,700	15,900	63,600	63,600	Based on \$15 per quarter, hold for next year
	Total expenses	489,358	340,923	148,435	450,718	511,341	Note: May pay for well #1 repairs from O&M rather than reserves (\$31,107)
	Net revenues/expenses	3,629	68,789	65,160	28,229	(10,549)	
	Beginning fund equity	135,996	135,996	-	135,996	164,225	
	Ending fund equity	139,625	204,785	65,160	164,225	153,676	

Oak Pointe Water

Rate, Flow and Financial Summary



Oak Pointe Water



Oak Pointe Water

FY Year	Revenue	Expenses
2007	\$184,646	\$201,317
2008	\$329,030	\$294,254
2009	\$325,338	\$300,032
2010	\$341,733	\$316,051
2011	\$355,884	\$329,390
2012	\$361,034	\$367,885
2013	\$479,124	\$485,961
2014	\$393,070	\$379,267
2015	\$376,249	\$405,562
2016	\$683,622	\$739,442
2017	\$513,888	\$456,016
2018	\$485,410	\$517,420
2019	\$475,327	\$468,100
2020	\$497,527	\$497,260
2021	\$501,056	\$498,710
2022	\$457,656	\$462,958
2023	\$468,859	\$483,560
2024	\$478,947	\$450,708
2025	\$500,792	\$511,341

Year	Metered Rate	% Rate Increase
2001	\$1.64	
2002	\$1.64	0%
2003	\$1.64	0%
2004	\$1.64	0%
2005	\$2.12	29%
2006	\$2.12	0%
2007	\$2.76	30%
2008	\$2.76	0%
2009	\$2.90	5%
2010	\$3.02	4%
2011	\$3.08	2%
2012	\$3.08	0%
2013	\$3.08	0%
2014	\$3.12	1%
2015	\$3.12	0%
2016	\$3.12	0%
2017	\$3.45	11%
2018	\$3.52	2%
2019	\$3.62	3%
2020	\$3.80	5%
2021	\$3.90	3%
2022	\$3.95	1%
2023	\$4.07	3%
2024	\$4.19	3%
2025	\$4.40	5%

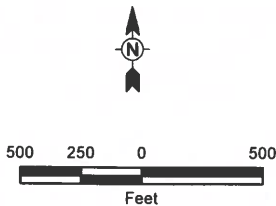
Year	Total Flow (MG)	% Change
2007	147.70	
2008	128.99	-13%
2009	118.48	-8%
2010	119.18	1%
2011	123.53	4%
2012	129.998	5%
2013	115.362	-11%
2014	114.313	-1%
2015	103.5	-9%
2016	123.394	19%
2017	118.734	-4%
2018	116.724	-2%
2019	84.492	-28%
2020	119.071	41%
2021	102.836	-14%
2022	109.86	7%
2023	102.93	-6%

CHARTER TOWNSHIP OF GENOA
 OAK POINTE SEWER SYSTEM
 BUDGET FOR 1 YEAR ENDING 3/31/24 COMPARED
 TO ACTUAL FOR 9 MONTHS ENDING 12/31/23
 Budget Worksheet Amended 3-31-24
 Budget Worksheet Original 3-31-25

ACCT #	DESCRIPTION	ORIGINAL BUDGET FOR THE YEAR ENDING 3/31/2024	ACTUAL FOR 9 MONTHS ENDING 12/31/2023	VARIANCE	PROPOSED REVISIONS FOR YEAR ENDING 3/31/2024	PROPOSED AMOUNTS FOR YEAR ENDING 3/31/2025	NOTES
REVENUES							
592-000-400-002	Billings - operations	661,134	501,468	(159,666)	651,405	714,604	Metered rate from \$6.89/1,000gal to \$7.58 & Flat rate from \$107/qtr to \$117.70
					-	62,000	Grinder rate from \$50/qtr to \$55; (10% increase) Minimum is \$68.22 up to 9,000 gallons
592-000-672-003	Income - other	2,500	1,606	(894)	1,700	1,000	Grant for PFAS (70% -75% chance will obtain to offset PFAS costs)
592-000-676-001	Income - Grinder pump reimbursement	15,000	10,845	(4,155)	15,000	15,000	Estimate
592-000-665-001	Income - interest	400	1,612	1,212	1,750	1,750	Estimate
592-000-699-234	Trans in from DPW #503	10,000	14,535	4,535	14,535	-	Actual for 2024 wait for 2025
592-000-626-025	Billings - Debt (OP & GO)	357,418	270,203	(87,215)	359,248	359,247	Metered \$54/1,000 gal & Flats \$66/qtr; Overage 10,000 gal is \$1.70 per 1,000 gal
	TOTAL INCOME	1,046,452	800,269	(246,183)	1,043,638	1,153,601	
EXPENSES							
592-500-801-002	Accounting/auditing	5,000	2,875	2,125	5,000	5,000	Hold for Next Year
592-500-753-002	Chemicals	-	-	-	-	-	Keep as a place holder for odor control
592-500-965-001	Consent order - groundh20 sodium	18,000	5,216	12,784	5,216	12,000	Next year is monitor well sampling, not just residential
592-500-973-001	RO System Maint. & Replacement	4,500	7,280	(2,780)	7,500	7,500	Increase cost due to PFAS and change of units to be certified per EGLE
592-500-974-002	PFAS Sampling	22,000	41,169	(19,169)	41,169	50,000	Will sample all homes, plus wells this year
592-500-946-002	Engineering - general	-	-	-	-	-	Do not anticipate any general engineering services
592-500-946-004	Engineering - separate projects	5,000	-	5,000	-	-	Do not anticipate any engineering design projects
592-500-840-002	Insurance	5,000	4,854	146	4,854	5,500	Increase in insurance cost anticipated for FY2025
592-500-725-002	Labor, Equipment, & Materials	313,768	231,811	81,957	310,000	325,000	5% Increase in Labor, Equipment, and Materials Charges for FY 2025
592-500-802-002	Legal fees	-	57	(57)	57	-	Small cost for PFAS question to attorney in FY 2024
592-500-805-002	Miss - Dig Expenses	500	-	500	500	500	Portion of MISS Dig Genoa Participation
592-500-931-003	R & M - Building	2,500	75	2,425	75	2,500	Hold original budget amount for FY 2025
592-500-931-007	R & M - Grounds	1,500	12,859	(11,359)	12,859	1,500	Trees at Station 54, Wind Damage at Plant, Fence Repair at Plant, Back to Orig.
592-500-931-009	R & M - Scada Web Maint. & Cell	5,000	760	4,240	5,000	5,000	Lower for next year
592-500-931-012	R & M - Grinder Pumps	45,000	63,943	(18,943)	64,000	45,000	Large increase in repair costs
592-500-931-013	R & M - New Grinder pumps	-	36,000	(36,000)	36,000	12,000	New pumps for change outs
592-500-934-006	R & M - Sewer Televising	-	-	-	-	-	No amounts anticipated for these years
592-500-931-016	R & M - Force Main Repairs	10,000	27,988	(17,988)	28,000	20,000	Cost for valve repairs, leaks.
592-500-934-007	R & M - Air Release - Flushing Connections	2,500	560	1,940	560	2,500	Repairs to air releases and structures - hold original
592-500-931-017	R & M - Gravity Main Repairs	2,500	-	2,500	-	2,500	Gravity Sewer Repair and Televising - hold original
592-500-931-018	R & M - Manholes	2,500	-	2,500	-	2,500	Hold original for manhole repairs
592-500-931-021	R & M - Pump stations	35,000	6,850	28,150	7,500	35,000	Hold original for next year, cost of one pump repair
592-500-931-025	R & M - mowing	5,500	3,075	2,425	3,075	4,500	Mowing of plant
592-500-931-029	R & M - Generators	5,000	5,994	(994)	6,000	6,500	Generator repairs
592-500-931-032	R & M - Sewer line cleaning	-	-	-	-	-	Placeholder
592-500-931-033	R & M - Vactor Truck Expenses	5,000	13,472	(8,472)	18,000	18,000	Vactor costs, hold for next year
592-500-931-035	R & M - Other	-	190	(190)	200	-	Hold original budget
592-500-931-038	R & M - Sewer backups	-	-	-	-	-	Keep as a place holder
592-500-850-002	Internet for scada system	3,000	1,275	1,725	2,000	2,500	Cost for internet for SCADA system
592-500-762-007	Tools & supplies	500	188	312	250	500	Hold for next year
592-500-762-010	Parts & Supplies paid by CC	3,500	1,452	2,048	2,000	2,000	All system shared maintenance, drop for next year
592-500-699-991	Trans out - Capital Improv. Repl. Reserves	-	-	-	-	-	None for now, can not afford to make any transfers
592-500-999-055	Trans out - OP Debt Service Fund (OP & GO)	357,418	270,203	87,215	359,248	359,247	Hold, calculated debt service amount
592-500-920-002	Utilities - electric	30,000	22,500	7,500	30,000	32,000	Budget for increase for next year based on electric rates
592-500-921-002	Utilities - gas	4,500	2,017	2,483	4,500	4,500	Hold
592-500-854-002	Utilities - sewer treatment charges - GO	170,000	148,383	21,617	200,000	225,000	G-O Rate Increase for sewer, go up again next year is anticipated
	Total expenses	1,064,686	911,046	153,640	1,153,563	1,188,747	
	Net revenues/expenses	(18,234)	(110,777)	(92,543)	(109,925)	(35,146)	
	Beginning fund equity (deficit)	834,650	834,650	-	834,650	724,725	
	Ending fund equity (deficit)	816,416	723,873	(92,543)	724,725	689,579	



- Monitoring Well
- Residential Well
- PFOA detected above Part 201 Criteria
- PFAS detected below Part 201 Criteria
- PFAS not detected



Notes
 Per- and polyfluoroalkyl substances (PFAS) sampling conducted in 2022 and 2023.
 PFOS was detected above Part 201 Criteria in a sample collected at MW-4.
 PFOA = Perfluorooctanoic acid
 PFOS = Perfluorooctane sulfonic acid

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1136 OAK VALLEY DRIVE, SUITE 100
 ANN ARBOR, MI 48108
 PHONE: 734.665.6000

EMERGING POLLUTANTS SECTION GRANT APPLICATION

OAK POINTE WASTEWATER TREATMENT PLANT
 GENOA TOWNSHIP, MICHIGAN

**2023 PRIVATE WATER SUPPLY
 PFAS ASSESSMENTSAMPLING PLAN**

Project No: 117-1045044

Date: 2/8/2024

Designed by: MC

FIGURE

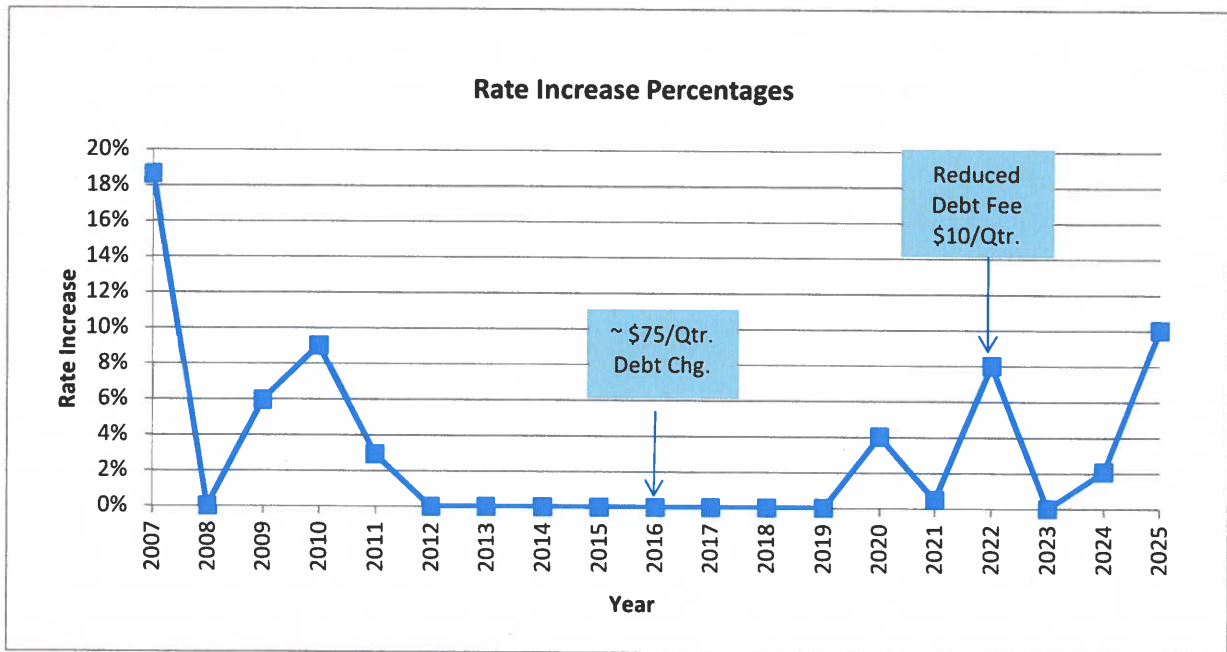
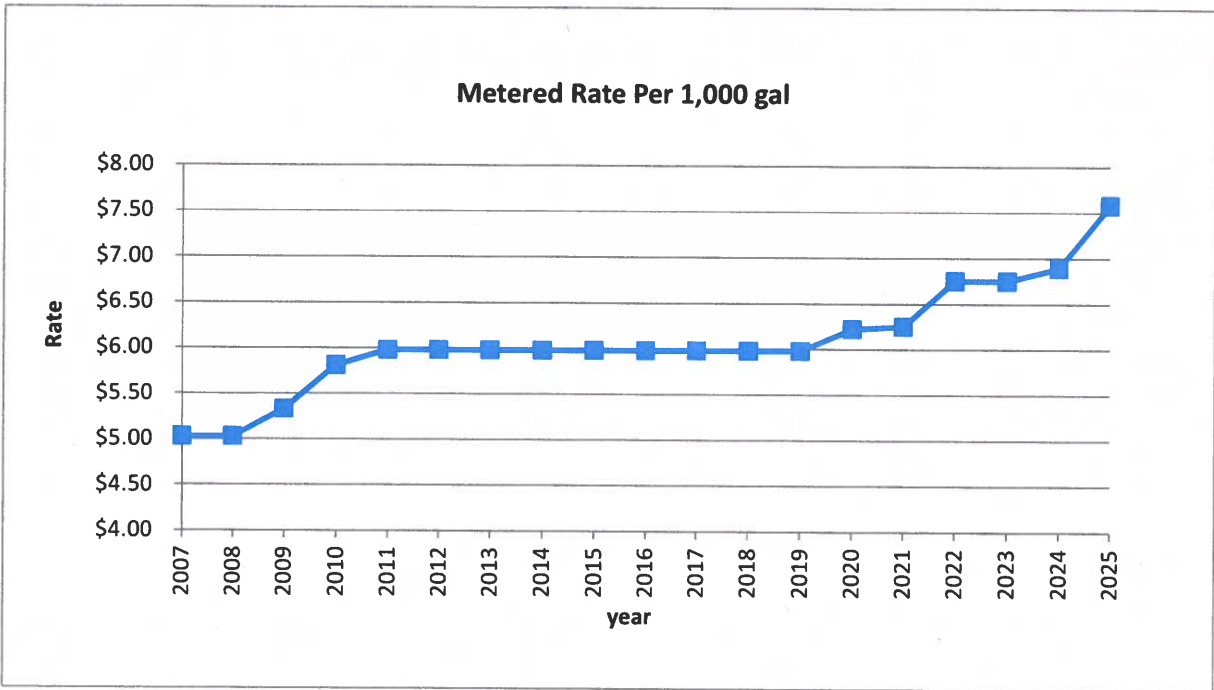
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Bar Measures 1 inch

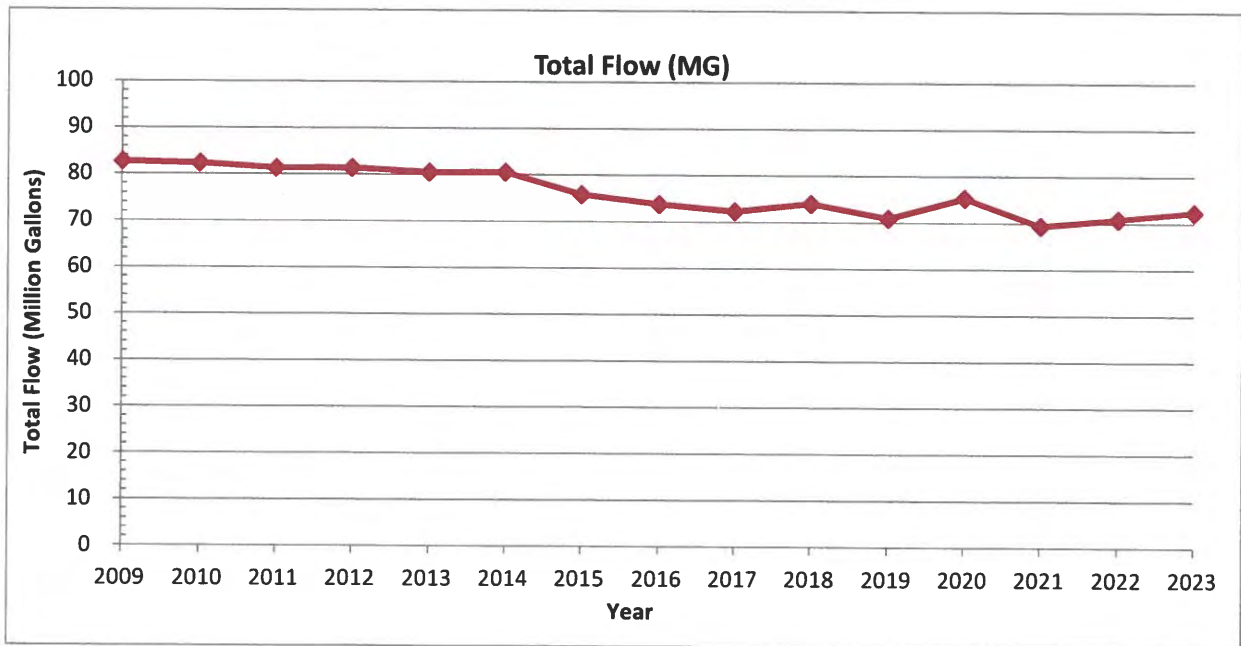
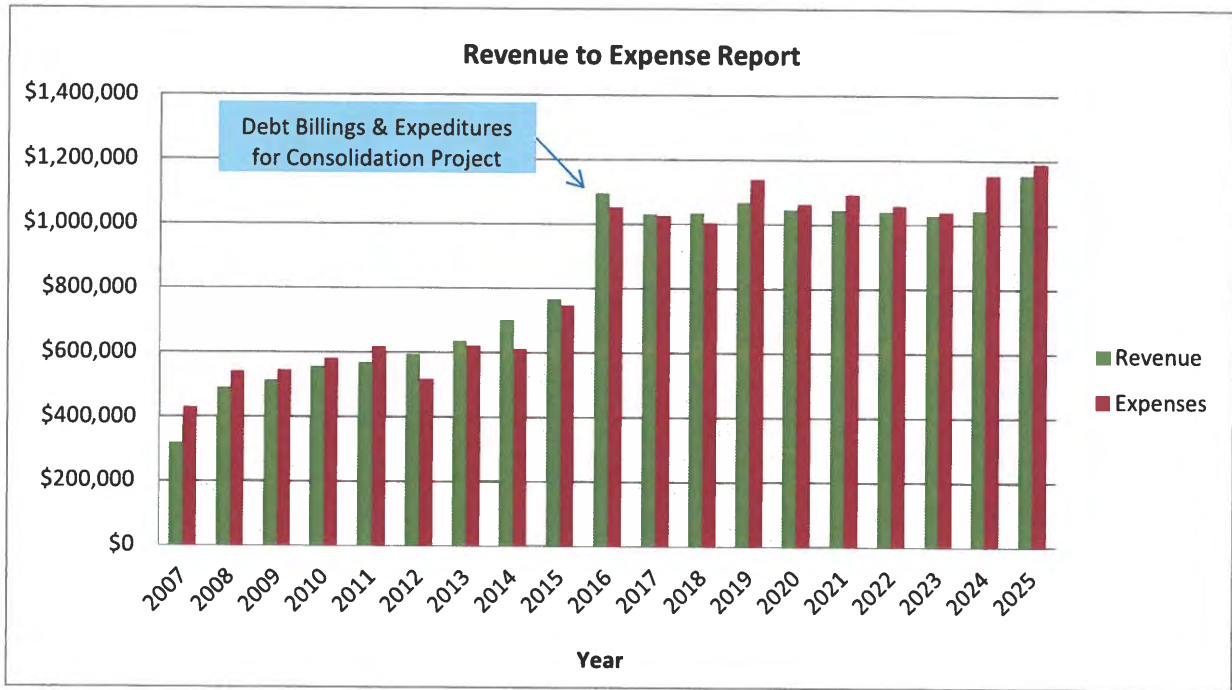
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Oak Pointe Sewer

Rate, Flow and Financial Summary



Oak Pointe Sewer



Oak Pointe Sewer

FY Year	Revenue	Expenses
2007	\$317,651	\$427,169
2008	\$488,371	\$538,030
2009	\$512,064	\$544,025
2010	\$553,936	\$579,055
2011	\$568,449	\$616,196
2012	\$592,807	\$516,451
2013	\$634,553	\$619,042
2014	\$700,450	\$611,072
2015	\$764,828	\$745,830
2016	\$1,094,943	\$1,051,690
2017	\$1,031,229	\$1,025,372
2018	\$1,033,754	\$1,003,689
2019	\$1,067,379	\$1,139,624
2020	\$1,046,096	\$1,062,616
2021	\$1,045,369	\$1,092,845
2022	\$1,039,471	\$1,057,245
2023	\$1,027,285	\$1,038,904
2024	\$1,043,638	\$1,153,653
2025	\$1,153,601	\$1,188,747

Year	Metered Rate	% Rate Increase
2001	\$4.18	
2002	\$4.18	0%
2003	\$4.18	0%
2004	\$4.18	0%
2005	\$4.24	1%
2006	\$4.24	0%
2007	\$5.03	19%
2008	\$5.03	0%
2009	\$5.33	6%
2010	\$5.81	9%
2011	\$5.98	3%
2012	\$5.98	0%
2013	\$5.98	0%
2014	\$5.98	0%
2015	\$5.98	0%
2016	\$5.98	0%
2017	\$5.98	0%
2018	\$5.98	0%
2019	\$5.98	0%
2020	\$6.22	4%
2021	\$6.25	0%
2022	\$6.75	8%
2023	\$6.75	0%
2024	\$6.89	2%
2025	\$7.58	10%

Year	Total Flow (MG)	% Change
2008	86.52	
2009	82.66	-4%
2010	82.31	0%
2011	81.33	-1%
2012	81.36	0%
2013	80.499	-1%
2014	80.55	0%
2015	75.8	-6%
2016	73.77	-3%
2017	72.29	-2%
2018	74.011	2%
2019	70.905	-4%
2020	75.272	6%
2021	69.336	-8%
2022	70.82	2%
2023	72.301	2%



MEMO

TO: Honorable Genoa Charter Township Board of Trustees
FROM: Greg Tatara, Utility Director
DATE: February 13, 2024
RE: Lake Edgewood Sanitary Sewer Budget and Rate Approvals

.....

For consideration at tonight's Board Meeting are budget and rate approvals for the Lake Edgewood Sanitary Sewer System. We have worked with Pfeffer, Hanniford & Palka CPA's to develop the information and rate recommendations for tonight's meeting. In the following sections, we present the current fiscal year budget, the 9-Month Budget to Actual Report, an amended FY 2024 Budget, the proposed FY 2025 Operating Budget, utility rate change recommendations, and historic financial summary tables.

Lake Edgewood Sewer System

Back on November 20, 2023, the Genoa Township Board of Trustees awarded the force main construction contract and dedicated American Rescue Plan Act Funds to consolidate the Lake Edgewood System with the larger Genoa-Oceola Sanitary Sewer System. Physical onstruction on this project commenced in February of 2024, and to date, approximately 3,500 feet of force main has been installed. In addition, we are wrapping up plans for plant modifications and pump station construction. As a result, budgeting for FY 2025 is a bit of an estimation, as we are not sure exactly when flows to the Genoa-Oceola System will commence. We assume due to lead times for pumps and materials, it will be in September of 2024. However, the timing of completion of this project will greatly affect line item expenditures.

Presented in *Attachment 1A*, is the budget summary sheet for the Lake Edgewood Sewer System, showing the original budget proposed last February, the revenues and expenditures through 9 months, the proposed FY 2024 amended budget, and the proposed budget for fiscal year ending March 31, 2025. Presented below are some budget highlights:

- 1) Revenues are up in the amended budget by approximately \$40,000. We attribute this to increased water usage in the sewer district, likely due to the businesses and medical facilities being full.
- 2) In general, expenses in the amended budget came in below that originally budgeted. It should be noted that a new line item (500-925-001) was added to utilize some of the overage for paying construction related expenses. In the original financing proposal for the construction, we estimated that \$417,000 of the fund balance in Lake Edgewood would be utilized to help finance the construction. However, by utilizing our fortuitous income over expenditure surplus this year, we can reduce the impact to

- the fund balance for Lake Edgewood, thus holding more money in reserve for financial security of the system.
- 3) As stated above, developing a budget for FY 2025 is somewhat difficult due to plant going off line in the coming fiscal year. As a result, some expenses will go down substantially such as chemicals, electricity, and plant repairs. However, treatment charges from Genoa-Oceola will present new expenses. Not knowing the exact time that the plant will be fully off line, as well as some increased expenditures with cleaning and mothballing portions of the existing plant, create some budget uncertainty. As a result, we have assumed that for 6 months of this fiscal year, the plant will continue to be in operation.

Prior to establishing rates, we also think it is important to look at historical increases, trends in flow, and financial performance over time. Presented as *Attachment 1B* are rate, flow, and financial summary graphs for the Lake Edgewood Sewer System. For the past 12 years, rates in the Lake Edgewood system have remained fairly steady, especially given the large increases in costs we have seen in the past several years due to inflationary pressure on personnel costs, chemicals, and utilities. In addition, flows have also remained consistent, indicating the limited growth that has occurred in this sanitary district. Fortunately, we have been able to either hold rates, or implement modest inflationary rate increases over the past 12 years. In looking at the revenue to expense report graph, this has resulted in nearly balanced budgets, with revenues slightly exceeding expenditures.

Based on the above budgeted expenses and history of Lake Edgewood, we propose a 2% rate increase to match increased inflationary costs as well as address the potential uncertainty associated with the plant decommissioning and conversion to a pump station with wholesale treatment costs from the Genoa-Oceola Plant.

Budget Recommendations

Based on the above explanation and the attached documents, please consider the following motions to adopt the budget and rate recommendations:

Moved by _____, supported by _____ to amend the FY 2024 Operating Budget and approve the FY 2025 Operating Budget for the Lake Edgewood Sewer System.

Moved by _____, supported by _____ to increase the Lake Edgewood metered sewer charge from \$7.45/1,000 gallons to \$7.60 /1,000 gallons, increase the flat rate sewer charge from \$145.66 / quarter to \$148.57 / quarter, and set the minimum sewer bill from \$67.05 to \$68.40 for usage of 9,000 gallons per quarter or less.

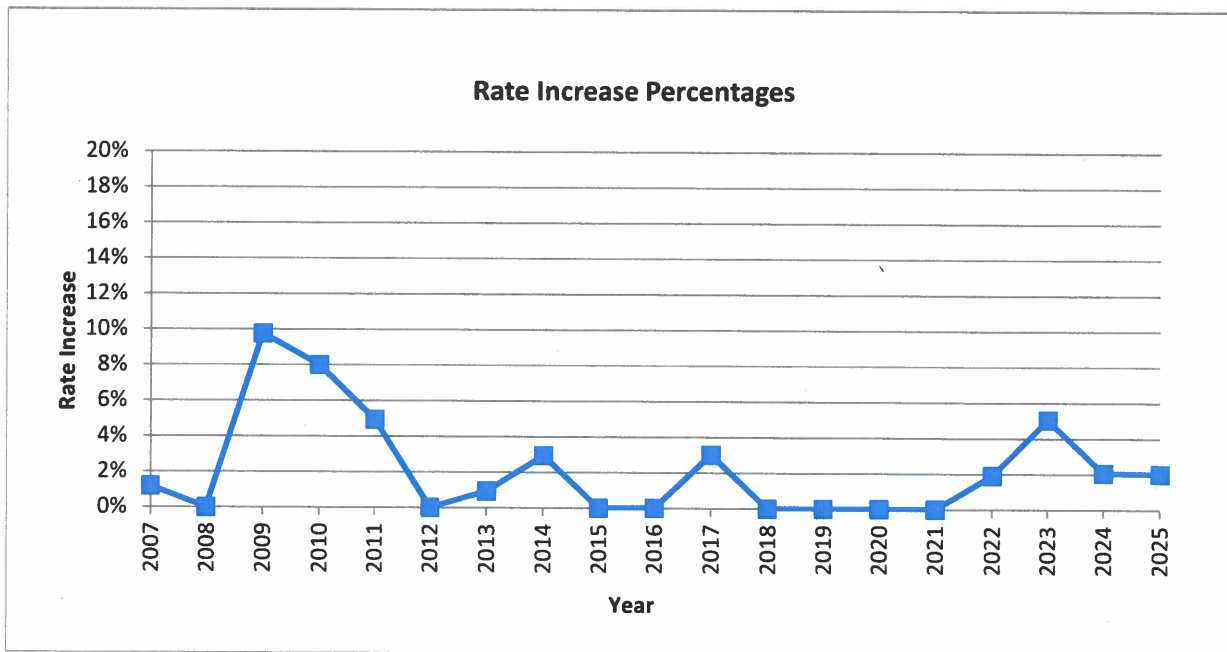
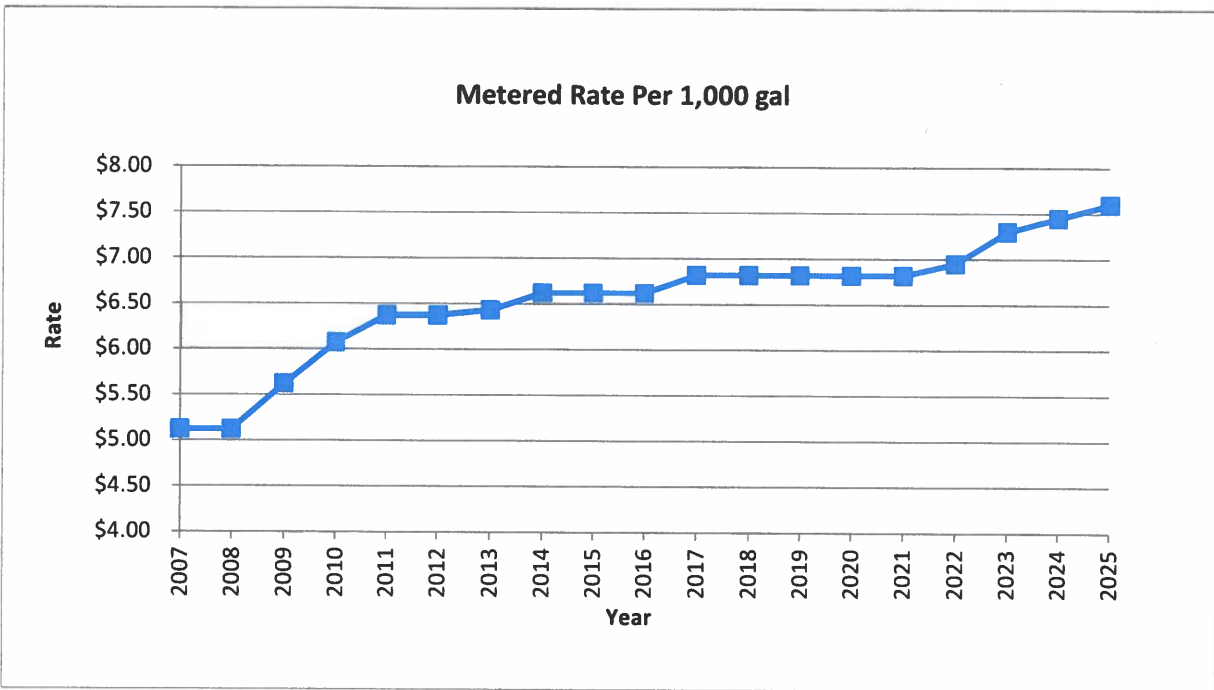
CHARTER TOWNSHIP OF GENOA
 LAKE EDGEWOOD SEWER SYSTEM
 BUDGET FOR 1 YEAR ENDING 3/31/23 COMPARED
 TO ACTUAL FOR 9 MONTHS ENDING 12/31/22
 BUDGET WORKSHEET AMENDED 3-31-24
 BUDGET WORKSHEET ORIGINAL 3-31-25

ACCT #	DESCRIPTION	SEWER BUDGET FOR THE YEAR ENDING 3/31/24	SEWER ACTUAL FOR THE 9 MONTHS ENDING 12/31/2023	VARIANCE	SEWER PROPOSED REVISIONS FOR YEAR ENDING 3/31/2024	SEWER PROPOSED AMOUNTS FOR YEAR ENDING 3/31/2025	NOTES
REVENUES							
000-400-002	Billings - operations	378,576	313,922	(64,654)	410,877	404,423	Metered rate from \$7.45 1,000 gal to \$7.60 & Flat rate from \$145.66 per qtr. To \$148.57 (2% increase) Minimum \$68.40 for 9,000 gallons or less.
000-665-001	Interest income	1,600	6,527	4,927	7,000	7,000	Estimate
000-672-003	Income - other	500	2,621	2,121	2,621	500	Estimate
000-699-234	Trans - in DPW # 503	4,000	7,550	3,550	7,550	-	Actual for 2024 and wait for 2025
	TOTAL INCOME	384,676	330,620	(54,056)	428,048	411,923	
EXPENSES							
500-801-002	Accounting/auditing	7,500	3,250	4,250	7,500	7,500	Hold
500-753-002	Chemicals	8,500	6,463	2,037	8,700	4,400	Plant Going Off Line in 6 Mos - Reduce
500-946-002	Engineering - general	-	-	-	-	-	None planned
500-946-004	Engineering - separate projects	5,000	-	5,000	-	5,000	Closure Plan to State for Plant
500-840-002	Insurance	4,000	4,197	(197)	4,200	4,500	Expect small insurance increase next year
500-725-002	Labor, Equipment, & Materials	148,000	107,107	40,893	143,000	150,000	5% Increase of this year
500-725-004	Laboratory costs	12,000	7,208	4,792	10,000	5,000	Plant off line in 6- mo
500-802-002	Legal fees	-	95	(95)	100	-	Question to attorney
500-808-002	Licenses, Fees, Permits	3,650	-	3,650	3,650	3,650	EGLE Permit for ground water discharge
500-805-002	Miss Dig	500	-	500	500	500	LE Share of MISS DIG Cost
500-751-002	Office expenses	500	443	57	450	500	Hold
500-687-002	Refunds & adjustments	-	-	-	-	-	Placeholder
500-931-003	R & M - Building	2,500	519	1,981	1,000	2,500	Building repairs
500-931-007	R & M - Grounds	3,000	6,043	(3,043)	6,043	7,500	RIB Abandonment
500-931-009	R & M - Scada Web Maint. & Cell	2,000	-	2,000	2,000	2,000	SCADA costs
500-931-011	R & M - Plant equipment	25,000	5,400	19,600	7,500	7,500	Change to PS Maintenance after 6 Mos
500-931-012	R & M - Grinder pumps	10,000	6,419	3,581	7,500	7,500	Cost for Grinder Repairs
500-931-015	R & M - Lines	7,500	4,917	2,583	7,000	7,500	Line Excavation and Repair, hold for next year
500-931-023	R & M - Pump stations	25,000	1,691	23,309	2,500	25,000	Hold for next year
500-931-025	R & M - mowing (not snow plowing)	5,500	5,130	370	5,500	6,000	Mowing will continue
500-931-029	R & M - Generators	10,000	19,923	(9,923)	25,000	15,000	Repairs to plant generator, PS43 transfer switch, etc.
500-931-032	R & M - Sewer line cleaning	-	-	-	-	-	Placeholder
500-931-034	R & M - Vactor Truck exp	2,500	7,698	(5,198)	8,000	8,000	Only Vactor Truck Expenses
500-931-035	R & M - Other	-	-	-	-	-	Placeholder
500-931-038	R & M - Backups	-	-	-	-	-	Placeholder
500-864-001	Sludge disposal	35,000	28,172	6,828	36,000	15,000	Will go away, cost for cleaning out of sludge tanks
500-762-007	Tools & supplies	250	844	(594)	1,000	1,000	Increase to this year amount
500-762-010	Parts & supplies paid with credit card	1,500	1,637	(137)	2,000	1,500	Increase, all system shared maintenance costs
500-700-002	Trans out - Capital Impr. Repl. Reserve	10,000	-	10,000	10,000	-	Hold for 2025 since going over to GO
500-920-002	Utilities - electric	42,500	33,692	8,808	45,000	30,000	Reduce, plant off line. Still be pump station costs, will drop due to no blowers
000-917-001	Utilities - water	250	60	190	250	250	Water use at plant
500-921-002	Utilities - gas	4,200	3,402	798	4,500	4,500	Cost to heat buildings
500-924-001	Utilities - sewer BTS (Davita)	4,300	1,988	2,312	2,650	2,650	Greg did not have anything in here???
500-925-001	Utility - GO Sewer Charges/new line- contr to go conv trans to le reserve for conversion	-	-	-	60,000	80,000	New cost for G-O Wholesale treatment
	Total expenses	380,650	256,298	124,352	411,543	404,450	
	Net revenues/expenses	4,026	74,322	70,296	16,505	7,473	
	Beginning fund equity (deficit)	771,318	738,458	(32,860)	771,318	787,823	
	Ending fund equity (deficit)	775,344	812,780	37,436	787,823	795,296	

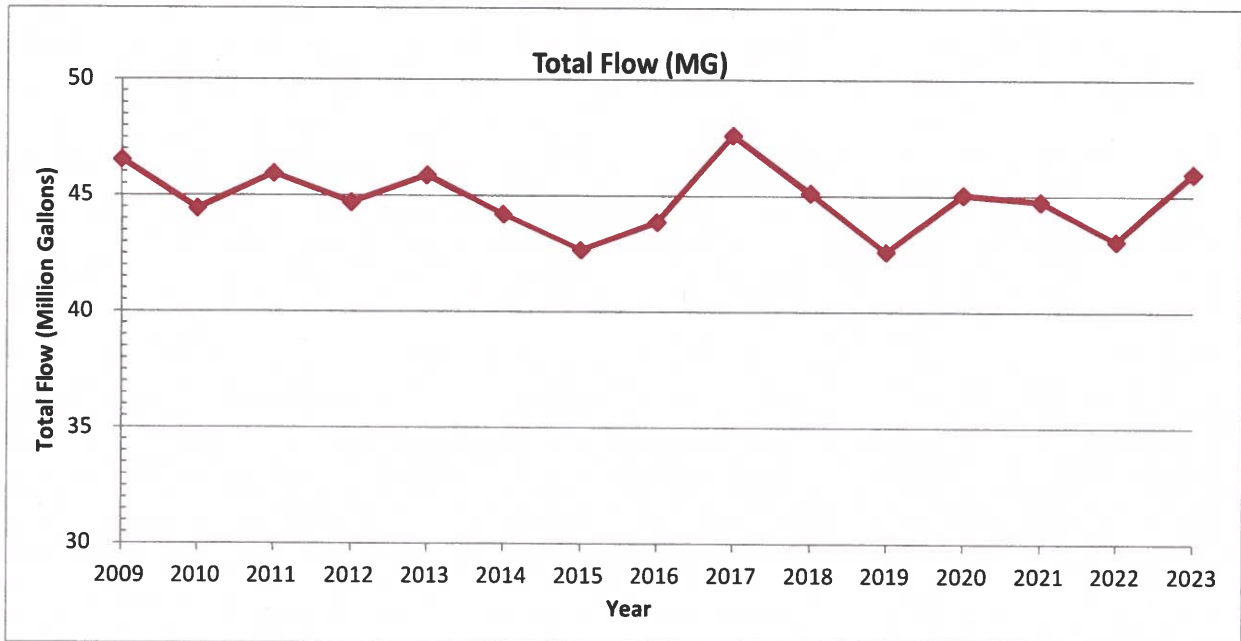
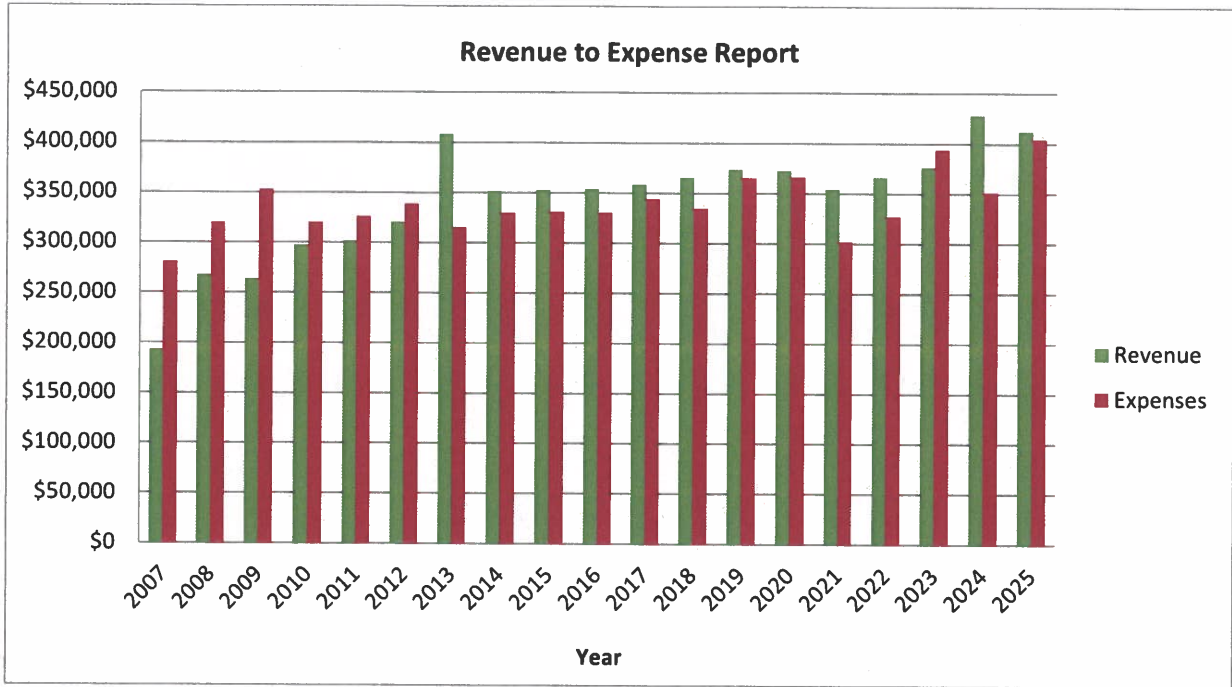
Lake Edgewood Sewer

1B

Rate, Flow and Financial Summary



Lake Edgewood Sewer



Lake Edgewood Sewer

FY Year	Revenue	Expenses
2007	\$192,979	\$280,863
2008	\$267,853	\$319,958
2009	\$263,330	\$352,917
2010	\$297,287	\$320,069
2011	\$301,461	\$326,159
2012	\$320,334	\$338,494
2013	\$408,246	\$315,550
2014	\$351,308	\$329,758
2015	\$352,209	\$330,941
2016	\$353,960	\$329,877
2017	\$358,264	\$344,101
2018	\$365,805	\$334,678
2019	\$373,527	\$365,118
2020	\$372,626	\$366,282
2021	\$354,257	\$302,146
2022	\$366,197	\$327,438
2023	\$376,583	\$393,590
2024	\$428,048	\$351,543
2025	\$411,923	\$404,450

Year	Metered Rate	% Rate Increase
2001	\$5.06	
2002	\$5.06	0%
2003	\$5.06	0%
2004	\$5.06	0%
2005	\$5.06	0%
2006	\$5.06	0%
2007	\$5.12	1%
2008	\$5.12	0%
2009	\$5.62	10%
2010	\$6.07	8%
2011	\$6.37	5%
2012	\$6.37	0%
2013	\$6.43	1%
2014	\$6.62	3%
2015	\$6.62	0%
2016	\$6.62	0%
2017	\$6.82	3%
2018	\$6.82	0%
2019	\$6.82	0%
2020	\$6.82	0%
2021	\$6.82	0%
2022	\$6.95	2%
2023	\$7.30	5%
2024	\$7.45	2%
2025	\$7.60	2%

Year	Total Flow (MG)	% Change
2008	47.45	
2009	46.53	-2%
2010	44.43	-5%
2011	45.94	3%
2012	44.70	-3%
2013	45.88	3%
2014	44.2	-4%
2015	42.69	-3%
2016	43.87	3%
2017	47.6	9%
2018	45.13	-5%
2019	42.61	-6%
2020	45.05	6%
2021	44.77	-1%
2022	43.07	-4%
2023	45.99	7%

To: Genoa Charter Township Board
From: Polly Skolarus, Clerk

Request No. A

This board recently approved poll workers for early voting @\$250.00 per diem which was created in conjunction with the county Clerk's office. The problem is that our election officials who work on election day receive a \$285.00 per diem for a 16-hour day while early voting poll workers were going to be paid \$250.00 per diem for a 9-hour day. I felt that the per diems needed to be adjusted for fairness thus reducing poll workers from \$250.00 to \$200.00 for early voting. The process then needed a small change for poll workers on election day by raising them from \$285.00 to \$300.00 per diem thus equalizing the work load.

Poll workers for early voting \$200.00 per diem – decrease of \$50.00 per diem
Chair-persons for early voting \$250.00 per diem – no change
Regular Poll workers \$300.00 per diem – increase of \$15.00 per diem
Chair-persons working the polls \$350.00 per diem – increase of \$15.00 per diem
Scanners working the A.V. \$375.00 – increase of \$15.00 per diem
Setup of Precincts @ \$20.00 per hour – no change
Election Commission meetings \$150.00 per diem – no change
Office Assistants \$20.00 per hour – no change
First time Assistants \$18.00 per hour – no change

New Office assistants with knowledge of the election process are paid \$18.00 for the first time they work in the office.

Office assistants who have worked previously in the office are paid \$20.00 per hour.

Duties include but are not limited to the following:

- Registering voters
- mailing (applications, ballots and voter identification cards)
- receiving applications and ballots
- verifying signatures on the Qualified Voter File
- processing the mailings on the QVF
- filing voted ballots and voter master cards
- delivering mail to the post-office
- telephoning voters with ballot issues
- servicing customers at the counter
- issuing absent voter ballots at the counter
- setting up and removing voting equipment from the polling locations
- putting together election supplies and other materials for early voting and election day
- ordering food - picking it up and delivering to the polls

Request No. B

I am asking for a permanent Part-time Election Coordinator to allow coverage from Monday through Friday of each week in my office. The Election Coordinator was hired at \$25.00 per hour. This position is a job grade 10 and the mid-point salary for this person is \$24.69. It would not be a huge step to add an additional 31 cents to maintain the existing hourly salary. The election coordinator would work an average of 24 hours a week in between elections and approximately 40 hours per week plus some overtime approximately 75 days prior to each election

The following Duties are the responsibility of an Election Coordinator:

- Greets individuals in person and over the phone, providing information relative to elections, etc.
- QVF Specialist performing tasks in support of the Township's Voter Registration process. Duties include, but are not limited to, daily maintenance & updating of voter registration records on the Michigan State Qualified Voter File (QVF) & in Clerk files. Includes processing of voter registration master cards & I.D. cards. Maintains active and in-active voter registration files. Tracks state and school election expenses for reimbursement.
- Assist with the maintenance of the departments filing system for a variety of records, reports and general correspondence relating to the Clerk's Office, including maintenance and retrieval of Township archives.
- Assist in the processing, invoicing and distribution of all Township Freedom of Information Act requests related to elections.
- Performs other duties as assigned by the Clerk.
- Performs a variety of tasks in support of the Township's Voter Registration process. Duties include, but are not limited to, processes and verifies voter registrations, tracks protected voters and permanent absentee voter lists; prepares, sends receives, and validates absentee applications and ballots. Also including processing of voter registration master cards and I.D. cards, cancellations, change of address and deceased.
- Provides Military ballots for service men and women serving our country through the armed forces along with civilians living overseas.
- Track's state and school election expenses for reimbursement.
- Liaison with a variety of outside agencies concerning voter registrations, such as: Livingston County Clerk's office, and other community Clerk's offices, Secretary of State offices, School District offices (Pinckney, Brighton, Howell and Hartland) and polling places.

- Performs a variety of tasks in support of the Township elections process. Duties include but not limited to, distribution & processing of absentee ballots, assisting on Election Day, updating QVF computerized election history, provides voter education and performs other related tasks.
- Assists other office staff members, temporary help or new employees in operations within the Clerk/Elections Department. Assists with candidate filings and verification and certification of petitions and proposals.
- Establishes and maintains an efficient filing system for a variety of records, reports and general correspondence relating to Elections.
- Maintains standard operating procedures for QVF relative to the Clerk's office.
- Monitors regulatory activity to maintain compliance of records in accordance with State record retention requirements for all Clerk and Election documents.
- Scheduling Polling Places and updating contracts, setup and take down of election equipment.
- Reviewing certifications and assisting in the training of all poll workers and assignments.
Hiring of additional poll workers

Clerk Share/Deputy Clerk and Election Coordinator



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: February 14, 2024
RE: Compensation Analysis – Election Coordinator

Please find attached an email from Human Resources Manager, Kim Lane in regard to the Clerk's request for a new part-time position for an Election Coordinator. This email presents the Compease compensation analysis findings and provides her professional recommendation for your consideration.

Sincerely,

Kelly VanMarter

SUPERVISOR

Bill Rogers

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

TRUSTEES

Jean W. Ledford

Terry Croft

Diana Lowe

Jeff Dhaenens

MANAGER

Kelly VanMarter

From: [Kim Lane](#)
To: [Polly](#)
Cc: [Robin Hunt](#); [Bill Rogers](#); [Kelly VanMarter](#)
Subject: Compease for Election Coordinator
Date: Wednesday, January 17, 2024 11:18:54 AM
Attachments: [image001.png](#)

Good Morning Polly –

I'm copying Robin, Bill and Kelly on this email so that you are all are aware of where the Compease analysis came out for the Election Coordinator position.

I benchmarked the position in the system as well as compared recent ads for Elections Coordinators. This position, with the Compensable Factors that you indicated, fell at a job grade 10. This is the same grade level as Cindy and Denise. The Salary Range for this job grade is as follows:

Minimum: \$19.75

Mid-point: \$24.69

Maximum: \$29.62

As you know, we have worked hard over the last couple of years to get our compa-ratios to a minimum of 95% of mid-point. This would put this position at an hourly rate of \$23.45. This rate would be appropriate for a starting Election Coordinator rate at Genoa Township and would not create any internal equity issues.

My thoughts:

If we are to hire Tabitha on as a part-time permanent employee, I would recommend her rate to be \$23.45/hour.

However, in light of the fact that this is a heavy year for elections but next year holds a lot of unknowns, I don't believe it is wise to make this position permanent for calendar year 2024. I believe we can retain Tabitha at her current rate of \$25.00/hour and keep her on as a temporary employee. Once we get to the end of the year and elections are over for our Elected Officials, I think we can re-visit whether this position should be permanent.

Thank you,

Kim

Kim Lane
Human Resources Manager
[Genoa Township](#)
[2911 Dorr Rd.](#)
[Brighton, MI 48116](#)
Phone: 810.224.5839
Fax: 810.227-3420
kim@mhog.org





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: February 14, 2024
RE: Q2 Budget to Actual Reports

Attached please find the third quarter budget to actual reports prepared by Township staff. The third quarter report represents the first 9 months of the fiscal year from April 1st through December 31, 2023. If you have questions prior to Monday night's meeting please let me know.

Sincerely,



Kelly VanMarter

SUPERVISOR

Bill Rogers

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

TRUSTEES

Jean W. Ledford

Terry Croft

Diana Lowe

Jeff Dhaenens

MANAGER

Kelly VanMarter

PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD BALANCE 12/31/2023	AVAILABLE BALANCE	% BDGT REMAIN
Fund 101 - GENERAL FUND						
Revenues						
Dept 000 - REVENUE						
101-000-402-001	CURRENT REAL PROP TAX	1,200,000.00	1,200,000.00	130,936.60	1,069,063.40	89.09
101-000-411-001	DELINQ TAX - PERSONAL & REAL	1,000.00	1,000.00	3,098.72	(2,098.72)	(209.87)
101-000-434-002	TRAILER FEES	4,000.00	4,000.00	2,797.00	1,203.00	30.08
101-000-448-001	COLLECT FEES/EXCESS OF ROLL	400,000.00	400,000.00	295,065.67	104,934.33	26.23
101-000-448-002	COLLECTION FEE - SCHOOLS	25,000.00	25,000.00	24,573.00	427.00	1.71
101-000-451-024	ADMIN FEE/UTILITY-OPERATING	59,359.00	59,359.00	44,519.25	14,839.75	25.00
101-000-452-001	INTEREST-SPECIAL ASSESSMENTS	7,263.00	7,263.00	0.00	7,263.00	100.00
101-000-476-001	CABLE FRANCHISE	410,000.00	410,000.00	278,980.66	131,019.34	31.96
101-000-476-002	LICENSE & PERMITS	20,000.00	20,000.00	16,742.50	3,257.50	16.29
101-000-567-001	CEMETERY REVENUE	800.00	800.00	400.00	400.00	50.00
101-000-572-001	METRO ACT REVENUE	15,500.00	15,500.00	21,635.84	(6,135.84)	(39.59)
101-000-573-001	LCSA-PPT REIMBURSEMENT	25,500.00	25,500.00	19,250.21	6,249.79	24.51
101-000-574-002	STATE SHARED REVENUE	2,210,292.00	2,210,292.00	1,930,449.00	279,843.00	12.66
101-000-608-000	CHARGES FOR SERV-APPL FEES	60,000.00	60,000.00	71,453.15	(11,453.15)	(19.09)
101-000-609-000	CHARGES FOR SERVICES- FOIA/PRINTING	500.00	500.00	332.00	168.00	33.60
101-000-626-032	ADM FEE LIQUOR LAW	3,500.00	3,500.00	2,704.00	796.00	22.74
101-000-631-000	REFUSE COLLECTION FEES	1,175,000.00	1,270,000.00	40,723.55	1,229,276.45	96.79
101-000-657-001	ORDINANCE FINES	1,000.00	1,000.00	900.00	100.00	10.00
101-000-665-001	INTEREST	10,000.00	10,000.00	65,867.96	(55,867.96)	(558.68)
101-000-671-000	OTHER REVENUE	1,000.00	1,000.00	6,763.00	(5,763.00)	(576.30)
101-000-672-000	TAXES ON LAND TRANSFER	149,000.00	149,000.00	143,379.75	5,620.25	3.77
101-000-682-000	ELECTION REIMBURSEMENTS	0.00	0.00	8,302.62	(8,302.62)	0.00
101-000-699-249	MRRMA REIMBURSEMENT	10,000.00	10,000.00	11,327.04	(1,327.04)	(13.27)
101-000-699-464	TRANSFER IN FROM ARPA FUND #464	224,000.00	0.00	0.00	0.00	100.00
Total Dept 000 - REVENUE		6,012,714.00	5,883,714.00	3,120,201.52	2,763,512.48	46.97
TOTAL REVENUES		6,012,714.00	5,883,714.00	3,120,201.52	2,763,512.48	46.97
Expenditures						
Dept 101 - TOWNSHIP BOARD						
101-101-702-014	TRUSTEES/SECRETARY WAGES & SALARIES	37,575.00	37,575.00	26,343.81	11,231.19	29.89
101-101-861-000	TRUSTEES MILEAGE & TRAVEL EXPENSE	3,800.00	3,800.00	1,312.15	2,487.85	65.47
101-101-910-000	TRUSTEES PRO DEV/CONFERENCE/DUES	15,000.00	15,000.00	10,893.16	4,106.84	27.38
101-101-955-000	TRUSTEES MISCELLANEOUS	100.00	100.00	0.00	100.00	100.00
Total Dept 101 - TOWNSHIP BOARD		56,475.00	56,475.00	38,549.12	17,925.88	31.74
Dept 171 - TOWNSHIP SUPERVISOR						
101-171-702-014	TWP SUPERVISOR SALARY	65,877.00	65,877.00	48,080.54	17,796.46	27.01
101-171-861-000	SUPERVISOR MILEAGE & TRAVEL EXPENSE	500.00	500.00	40.61	459.39	91.88
101-171-910-000	SUPERVISOR PRO DEV/CONFERENCE/DUES	1,000.00	1,000.00	85.00	915.00	91.50
101-171-955-000	SUPERVISOR MISCELLANEOUS	1,000.00	1,000.00	0.00	1,000.00	100.00
Total Dept 171 - TOWNSHIP SUPERVISOR		68,377.00	68,377.00	48,206.15	20,170.85	29.50
Dept 172 - TOWNSHIP MANAGER						
101-172-702-014	TWP MANAGER SALARY	151,500.00	151,500.00	110,124.99	41,375.01	27.31
101-172-703-000	MANAGER DEPT WAGES & SALARIES	45,460.00	45,460.00	33,772.00	11,688.00	25.71
101-172-861-000	MANAGER DEPT MILEAGE & TRAVEL EXPENSE	1,000.00	1,000.00	0.00	1,000.00	100.00
101-172-910-000	MANAGER DEPT PRO DEV/CONFERENCE/DUES	4,000.00	4,000.00	2,105.00	1,895.00	47.38
101-172-955-000	MANAGER DEPT MISCELLANEOUS	1,000.00	1,000.00	0.00	1,000.00	100.00

PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD BALANCE 12/31/2023	AVAILABLE BALANCE	% BDGT REMAIN
Fund 101 - GENERAL FUND						
Expenditures						
Total Dept 172 - TOWNSHIP MANAGER		202,960.00	202,960.00	146,001.99	56,958.01	28.06
Dept 191 - ACCOUNTING & FINANCE						
101-191-703-000	ACCT DEPT WAGES & SALARIES	85,458.00	85,458.00	57,681.95	27,776.05	32.50
101-191-801-000	ACCOUNTING CONSULTANT (PHP)	30,000.00	30,000.00	9,702.50	20,297.50	67.66
101-191-801-001	FINANCIAL CONSULTING (PFM)	1,200.00	1,200.00	1,000.00	200.00	16.67
101-191-861-000	ACCT DEPT MILEAGE & TRAVEL EXPENSE	100.00	100.00	0.00	100.00	100.00
101-191-910-000	ACCT DEPT PRO DEV/CONFERENCE/DUES	500.00	500.00	0.00	500.00	100.00
101-191-955-000	ACCT DEPT MISCELLANEOUS	1,000.00	1,000.00	0.00	1,000.00	100.00
Total Dept 191 - ACCOUNTING & FINANCE		118,258.00	118,258.00	68,384.45	49,873.55	42.17
Dept 215 - TOWNSHIP CLERK						
101-215-702-014	TWP CLERK SALARY	58,755.00	58,755.00	43,272.87	15,482.13	26.35
101-215-703-000	CLERKS DEPT WAGES & SALARIES	44,000.00	44,000.00	22,043.22	21,956.78	49.90
101-215-861-000	CLERKS DEPT MILEAGE & TRAVEL EXPENSE	200.00	200.00	0.00	200.00	100.00
101-215-910-000	CLERKS DEPT PRO DEV/CONFERENCE/DUES	100.00	100.00	46.00	54.00	54.00
101-215-955-000	CLERKS DEPT MISCELLANEOUS	100.00	100.00	0.00	100.00	100.00
Total Dept 215 - TOWNSHIP CLERK		103,155.00	103,155.00	65,362.09	37,792.91	36.64
Dept 223 - AUDIT						
101-223-801-000	AUDIT SERVICES (MANOR COSTERISAN)	30,900.00	30,900.00	27,400.00	3,500.00	11.33
Total Dept 223 - AUDIT		30,900.00	30,900.00	27,400.00	3,500.00	11.33
Dept 228 - INFORMATION TECHNOLOGY						
101-228-703-000	IT DEPT WAGES & SALARIES	77,000.00	77,000.00	55,509.15	21,490.85	27.91
101-228-861-000	IT DEPT MILEAGE & TRAVEL EXPENSE	500.00	500.00	0.00	500.00	100.00
101-228-910-000	IT DEPT PRO DEV/CONFERENCE/DUES	200.00	200.00	0.00	200.00	100.00
101-228-955-000	IT DEPT MISCELLANEOUS	1,000.00	1,000.00	0.00	1,000.00	100.00
Total Dept 228 - INFORMATION TECHNOLOGY		78,700.00	78,700.00	55,509.15	23,190.85	29.47
Dept 247 - BOARD OF REVIEW						
101-247-702-014	BOARD OF REVIEW SALARIES	4,410.00	4,410.00	516.06	3,893.94	88.30
101-247-791-000	BD OF REV PUBLICATIONS	1,000.00	1,000.00	400.00	600.00	60.00
101-247-861-000	BD OF REV MILEAGE & TRAVEL EXPENSE	100.00	100.00	0.00	100.00	100.00
101-247-910-000	BD OF REV PRO DEV/CONFERENCE/DUES	540.00	540.00	0.00	540.00	100.00
101-247-955-000	BD OF REV MISCELLANEOUS	500.00	500.00	110.35	389.65	77.93
101-247-964-000	REFUNDS & CHARGEBACKS	5,000.00	5,000.00	429.07	4,570.93	91.42
Total Dept 247 - BOARD OF REVIEW		11,550.00	11,550.00	1,455.48	10,094.52	87.40
Dept 253 - TOWNSHIP TREASURER						
101-253-702-014	TREASURER SALARY	65,918.00	65,918.00	48,447.40	17,470.60	26.50
101-253-703-000	TREASURERS DEPT WAGES & SALARIES	101,004.00	101,004.00	76,510.36	24,493.64	24.25
101-253-861-000	TREASURERS DEPT MILEAGE & TRAVEL EXPENSE	1,000.00	1,000.00	362.21	637.79	63.78
101-253-910-000	TREASURERS DEPT PRO DEV/CONFERENCE/DUES	500.00	500.00	183.00	317.00	63.40
101-253-955-000	TREASURERS DEPT MISCELLANEOUS	1,000.00	1,000.00	0.00	1,000.00	100.00

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PERIOD ENDING 12/31/2023

DB: Genoa Township

GL NUMBER	DESCRIPTION	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD BALANCE 12/31/2023	AVAILABLE BALANCE	% BDGT REMAIN
Fund 101 - GENERAL FUND						
Expenditures						
Total Dept 253 - TOWNSHIP TREASURER		169,422.00	169,422.00	125,502.97	43,919.03	25.92
Dept 257 - ASSESSING DEPARTMENT						
101-257-702-014	ASSESSING SALARIES	253,458.00	253,458.00	180,839.53	72,618.47	28.65
101-257-703-000	ASSESSING WAGES & SALARIES INTERN	10,000.00	10,000.00	0.00	10,000.00	100.00
101-257-803-000	ASSESSING LEGAL	15,000.00	15,000.00	650.00	14,350.00	95.67
101-257-861-000	ASSESSING MILEAGE & TRAVEL EXPENSE	500.00	500.00	0.00	500.00	100.00
101-257-910-000	ASSESSING PRO DEV/CONFER/DUES/SUB	5,000.00	5,000.00	2,435.65	2,564.35	51.29
101-257-955-000	ASSESSING MISCELLANEOUS	1,000.00	1,000.00	0.00	1,000.00	100.00
Total Dept 257 - ASSESSING DEPARTMENT		284,958.00	284,958.00	183,925.18	101,032.82	35.46
Dept 261 - GENERAL GOVERNMENT						
101-261-703-000	UNALLOCATED WAGES & SALARIES	2,000.00	2,000.00	0.00	2,000.00	100.00
101-261-709-000	EMPLOYER'S SHARE SS & MEDICARE	110,000.00	110,000.00	57,878.23	52,121.77	47.38
101-261-709-001	CELLPHONE REIMBURSEMENT	4,000.00	4,000.00	2,254.16	1,745.84	43.65
101-261-709-002	WORKERS COMP	11,000.00	11,000.00	8,062.41	2,937.59	26.71
101-261-718-001	RETIREMENT	201,456.00	201,456.00	195,242.96	6,213.04	3.08
101-261-718-002	HEALTH/LIFE INSURANCE	225,000.00	225,000.00	215,210.95	9,789.05	4.35
101-261-718-003	WELLNESS	8,000.00	8,000.00	3,367.16	4,632.84	57.91
101-261-718-004	EHIM RESERVE	50,000.00	50,000.00	0.00	50,000.00	100.00
101-261-750-000	SUPPLIES	27,000.00	27,000.00	15,774.93	11,225.07	41.57
101-261-750-001	POSTAGE	33,000.00	33,000.00	10,010.00	22,990.00	69.67
101-261-751-000	EQUIP / SOFTWARE / SOFTWARE MAINTENANCE	200,000.00	200,000.00	89,062.36	110,937.64	55.47
101-261-791-000	SUBSCRI/PUBLICATIONS/MEMBERS	6,000.00	6,000.00	1,968.85	4,031.15	67.19
101-261-802-000	CONTRACTUAL SERVICES / CONSULTING	35,000.00	35,000.00	5,880.00	29,120.00	83.20
101-261-802-001	TWP VEHICLE EXPENSES	2,000.00	2,000.00	506.09	1,493.91	74.70
101-261-861-000	UNALLOCATED MILEAGE & TRAVEL EXPENSE	100.00	100.00	0.00	100.00	100.00
101-261-941-000	CONTINGENCY	50,000.00	50,000.00	0.00	50,000.00	100.00
101-261-955-000	UNALLOCATED MISCELLANEOUS	1,000.00	1,000.00	1,265.65	(265.65)	(26.57)
Total Dept 261 - GENERAL GOVERNMENT		965,556.00	965,556.00	606,483.75	359,072.25	37.19
Dept 262 - ELECTIONS						
101-262-703-001	WAGES- PART TIME OFFICE WORKERS	50,000.00	50,000.00	15,097.53	34,902.47	69.80
101-262-703-002	SCANNERS, CHAIRPERSON & POLL WORKERS	45,000.00	45,000.00	10,410.00	34,590.00	76.87
101-262-703-004	TRAINING: \$45<4 HRS - \$90>4 HRS	5,000.00	5,000.00	0.00	5,000.00	100.00
101-262-703-005	WAGES - RECEIVING BOARD- \$200 PER DIEM	800.00	800.00	600.00	200.00	25.00
101-262-751-001	ELECTION OFFICE SUPPLIES/EQUIPMENT	7,950.00	15,000.00	13,163.39	1,836.61	12.24
101-262-791-000	ELECTION PUBLICATIONS	1,500.00	1,500.00	160.00	1,340.00	89.33
101-262-802-001	ELECTION MEETING FEES	1,500.00	1,500.00	900.00	600.00	40.00
101-262-802-002	BALLOT TESTING	10,000.00	10,000.00	1,880.50	8,119.50	81.20
101-262-802-003	LIVINGSTON COUNTY CLERK	9,000.00	9,000.00	0.00	9,000.00	100.00
101-262-802-004	CHURCH / SCHOOL CLEANUP/SETUP/ TAKE DOWN	5,425.00	5,425.00	1,430.00	3,995.00	73.64
101-262-802-005	ELECTION BREAKFAST / DINNER	1,700.00	1,700.00	167.22	1,532.78	90.16
101-262-861-001	ELECTION MILEAGE & TRAVEL	575.00	575.00	172.53	402.47	69.99
101-262-901-001	POSTAGE FOR APPLICATIONS	4,650.00	8,000.00	10,693.81	(2,693.81)	(33.67)
101-262-901-002	POSTAGE FOR MAILING BALLOTS	4,650.00	6,000.00	2,471.92	3,528.08	58.80
101-262-901-003	POSTAGE FOR MAILING NEW I.D. CARDS	200.00	200.00	0.00	200.00	100.00
101-262-955-000	ELECTION MISCELLANEOUS	1,500.00	1,500.00	25.00	1,475.00	98.33
Total Dept 262 - ELECTIONS		149,450.00	161,200.00	57,171.90	104,028.10	64.53

REVENUE AND EXPENDITURE REPORT FOR GENOA TOWNSHIP
PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD BALANCE 12/31/2023	AVAILABLE BALANCE	% BDGT REMAIN
Fund 101 - GENERAL FUND						
Expenditures						
Dept 265 - BUILDING & GROUNDS						
101-265-740-000	INSURANCE - PROP LIAB/VEHICLE	54,510.00	54,510.00	50,171.40	4,338.60	7.96
101-265-802-000	BUILDING & GROUNDS CONTRACTUAL SERVICES	1,000.00	1,000.00	0.00	1,000.00	100.00
101-265-850-000	PHONE/INTERNT/CABLE/ALARM	30,000.00	30,000.00	19,458.27	10,541.73	35.14
101-265-920-001	UTIL:ELECTRICITY & NAT.GAS	25,000.00	25,000.00	15,117.29	9,882.71	39.53
101-265-934-060	REPAIRS & MAINTENANCE	150,000.00	150,000.00	44,989.57	105,010.43	70.01
101-265-955-000	BUILDING & GROUNDS MISCELLANEOUS	5,000.00	5,000.00	0.00	5,000.00	100.00
Total Dept 265 - BUILDING & GROUNDS		265,510.00	265,510.00	129,736.53	135,773.47	51.14
Dept 266 - LEGAL SERVICES						
101-266-803-000	GENERAL TOWNSHIP LEGAL FEES	75,000.00	75,000.00	17,157.00	57,843.00	77.12
101-266-803-001	LITIGATION LEGAL FEES	100,000.00	100,000.00	45,107.38	54,892.62	54.89
Total Dept 266 - LEGAL SERVICES		175,000.00	175,000.00	62,264.38	112,735.62	64.42
Dept 270 - HUMAN RESOURCES						
101-270-703-000	HR WAGES & SALARIES	19,286.00	19,286.00	14,411.66	4,874.34	25.27
101-270-802-000	HR CONTRACTUAL SERVICES	2,500.00	2,500.00	0.00	2,500.00	100.00
101-270-861-000	HR MILEAGE & TRAVEL EXPENSE	100.00	100.00	0.00	100.00	100.00
101-270-910-000	HR PRO DEV/CONFERENCE/DUES	500.00	500.00	0.00	500.00	100.00
101-270-955-000	HR MISCELLANEOUS	1,000.00	1,000.00	0.00	1,000.00	100.00
Total Dept 270 - HUMAN RESOURCES		23,386.00	23,386.00	14,411.66	8,974.34	38.37
Dept 445 - DRAINS AT LARGE						
101-445-802-000	CONTRACTUAL SERVICES - LIVINGSTON COUNTY	30,000.00	30,000.00	0.00	30,000.00	100.00
Total Dept 445 - DRAINS AT LARGE		30,000.00	30,000.00	0.00	30,000.00	100.00
Dept 521 - REFUSE COLLECTION						
101-521-802-000	REFUSE CONTRACTUAL SERVICES	1,422,000.00	1,422,000.00	960,095.44	461,904.56	32.48
Total Dept 521 - REFUSE COLLECTION		1,422,000.00	1,422,000.00	960,095.44	461,904.56	32.48
Dept 567 - CEMETERY						
101-567-703-002	CEMETERY MAINTENANCE	10,000.00	10,000.00	6,095.00	3,905.00	39.05
Total Dept 567 - CEMETERY		10,000.00	10,000.00	6,095.00	3,905.00	39.05
Dept 701 - PLANNING & ZONING						
101-701-702-014	PLANNING COMMISSION SALARIES	26,250.00	26,250.00	19,030.36	7,219.64	27.50
101-701-702-015	ZONING BOARD WAGES	15,750.00	15,750.00	8,733.79	7,016.21	44.55
101-701-703-000	PLANNING & ZONING WAGES & SALARIES	242,000.00	242,000.00	95,617.87	146,382.13	60.49
101-701-791-000	PLANNING & ZONING PUBLICATIONS	3,000.00	3,000.00	1,275.00	1,725.00	57.50
101-701-802-000	PLANNING & ZONING CONTRACTUAL SERVICES	50,000.00	50,000.00	21,802.67	28,197.33	56.39
101-701-861-000	PLANNING & ZONING MILEAGE & TRAVEL EXP	2,500.00	2,500.00	1,517.75	982.25	39.29
101-701-910-000	PLANNING & ZONING PRO DEV/CONFERENCE/DUE	10,000.00	10,000.00	6,090.40	3,909.60	39.10
101-701-946-001	REVIEW SERVICES - PLANNING	35,000.00	35,000.00	35,094.79	(94.79)	(0.27)
101-701-946-002	REVIEW SERVICES - ENGINEERING	40,000.00	40,000.00	25,090.00	14,910.00	37.28
101-701-946-003	REVIEW SERVICES - PUBLICATIONS/POSTAGE	3,000.00	3,000.00	1,400.00	1,600.00	53.33

PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD BALANCE 12/31/2023	AVAILABLE BALANCE	% BDGT REMAIN
Fund 101 - GENERAL FUND						
Expenditures						
101-701-946-004	REVIEW SERVICES - ROUTING	2,000.00	2,000.00	1,051.45	948.55	47.43
101-701-946-005	REVIEW SERVICES - LEGAL/RECORDING FEES	10,000.00	10,000.00	6,745.00	3,255.00	32.55
101-701-955-000	PLANNING & ZONING MISCELLANEOUS	1,000.00	1,000.00	838.00	162.00	16.20
Total Dept 701 - PLANNING & ZONING		440,500.00	440,500.00	224,287.08	216,212.92	49.08
Dept 728 - ECONOMIC DEVELOPMENT						
101-728-880-000	COMMUNITY PROMOTION - CONTRIBUTION	26,960.00	26,960.00	23,283.09	3,676.91	13.64
Total Dept 728 - ECONOMIC DEVELOPMENT		26,960.00	26,960.00	23,283.09	3,676.91	13.64
Dept 900 - CAPITAL OUTLAY FUNCTION						
101-900-970-000	CAPITAL OUTLAY > \$5,000	150,000.00	150,000.00	10,000.00	140,000.00	93.33
101-900-975-000	CAPITAL OUTLAY < \$5,000	15,000.00	15,000.00	2,119.98	12,880.02	85.87
Total Dept 900 - CAPITAL OUTLAY FUNCTION		165,000.00	165,000.00	12,119.98	152,880.02	92.65
Dept 965 - TRANSFERS OUT & OTHER FINANCING USES						
101-965-995-208	TRANSFER OUT- FUND #208 - PARKS & REC	850,000.00	850,000.00	425,000.00	425,000.00	50.00
101-965-995-249	TRANSFER OUT- FUND #249 - BLDG RESERVE	300,000.00	300,000.00	0.00	300,000.00	100.00
101-965-995-401	TRANSFER OUT- FUND #401 - ROAD IMPROVE	640,000.00	640,000.00	0.00	640,000.00	100.00
Total Dept 965 - TRANSFERS OUT & OTHER FINANCING USES		1,790,000.00	1,790,000.00	425,000.00	1,365,000.00	76.26
TOTAL EXPENDITURES		6,588,117.00	6,599,867.00	3,281,245.39	3,318,621.61	50.28
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		6,012,714.00	5,883,714.00	3,120,201.52	2,763,512.48	46.97
TOTAL EXPENDITURES		6,588,117.00	6,599,867.00	3,281,245.39	3,318,621.61	50.28
NET OF REVENUES & EXPENDITURES		(575,403.00)	(716,153.00)	(161,043.87)	(555,109.13)	77.51

REVENUE AND EXPENDITURE REPORT FOR GENOA TOWNSHIP
 PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD BALANCE 12/31/2023	AVAILABLE BALANCE	% BDGT REMAIN
Fund 202 - SAD ROADS AND LAKES						
Revenues						
Dept 000 - REVENUE						
202-000-452-001	INTEREST	15,000.00	15,000.00	69,742.01	(54,742.01)	(364.95)
Total Dept 000 - REVENUE		15,000.00	15,000.00	69,742.01	(54,742.01)	(364.95)
Dept 448 - STREETLIGHTS						
202-448-628-005	WHITE PINES LIGHTING -SAD PRINCIPAL	735.00	735.00	35.82	699.18	95.13
Total Dept 448 - STREETLIGHTS		735.00	735.00	35.82	699.18	95.13
Dept 470						
202-470-628-005	FENDT DR (W18-22) -SAD PRINCIPAL	87,485.00	87,485.00	0.00	87,485.00	100.00
Total Dept 470		87,485.00	87,485.00	0.00	87,485.00	100.00
Dept 472						
202-472-628-005	RED OAKS (W13-22) -SAD PRINCIPAL	52,155.00	52,155.00	7,846.52	44,308.48	84.96
Total Dept 472		52,155.00	52,155.00	7,846.52	44,308.48	84.96
Dept 476						
202-476-628-005	TIMBERVIEW (W17-22) -SAD PRINCIPAL	32,534.00	0.00	0.00	0.00	100.00
Total Dept 476		32,534.00	0.00	0.00	0.00	100.00
Dept 478						
202-478-628-005	HOMESTEAD (S22-31) -SAD PRINCIPAL	14,967.00	14,967.00	294.44	14,672.56	98.03
202-478-665-001	HOMESTEAD (S22-31) -INTEREST	2,993.00	2,993.00	0.00	2,993.00	100.00
Total Dept 478		17,960.00	17,960.00	294.44	17,665.56	98.36
Dept 484						
202-484-628-005	EARL LAKE (W18-25) -SAD PRINCIPAL	18,803.00	18,803.00	709.58	18,093.42	96.23
Total Dept 484		18,803.00	18,803.00	709.58	18,093.42	96.23
Dept 485						
202-485-628-005	NOVEL ESTATES (W18-25) -SAD PRINCIPAL	10,964.00	10,964.00	0.00	10,964.00	100.00
Total Dept 485		10,964.00	10,964.00	0.00	10,964.00	100.00
Dept 487						
202-487-628-005	EDWIN DR (S19-23) -SAD PRINCIPAL	3,554.00	3,554.00	253.18	3,300.82	92.88
Total Dept 487		3,554.00	3,554.00	253.18	3,300.82	92.88
Dept 489						
202-489-628-005	BLACK OAKS (W21-30) -SAD PRINCIPAL	916.00	916.00	0.00	916.00	100.00

REVENUE AND EXPENDITURE REPORT FOR GENOA TOWNSHIP
 PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD BALANCE 12/31/2023	AVAILABLE BALANCE	% BDGT REMAIN
Fund 202 - SAD ROADS AND LAKES						
Revenues						
202-489-665-001	BLACK OAKS (W21-30) -INTEREST	165.00	165.00	0.00	165.00	100.00
Total Dept 489		1,081.00	1,081.00	0.00	1,081.00	100.00
Dept 490						
202-490-628-005	DARLENE DR (W21-30) -SAD PRINCIPAL	2,867.00	2,867.00	0.00	2,867.00	100.00
202-490-665-001	DARLENE DR (W21-30) -INTEREST	516.00	516.00	375.96	140.04	27.14
Total Dept 490		3,383.00	3,383.00	375.96	3,007.04	88.89
Dept 491						
202-491-628-005	ELMHURST (S20-26) -SAD PRINCIPAL	7,612.00	7,612.00	0.00	7,612.00	100.00
202-491-665-001	ELMHURST (S20-26) -INTEREST	761.00	761.00	523.37	237.63	31.23
Total Dept 491		8,373.00	8,373.00	523.37	7,849.63	93.75
Dept 492						
202-492-628-005	MCNAMARA (S23-32) -SAD PRINCIPAL	14,139.00	14,139.00	2,772.30	11,366.70	80.39
202-492-665-001	MCNAMARA (S23-32) -INTEREST	2,828.00	2,828.00	0.00	2,828.00	100.00
Total Dept 492		16,967.00	16,967.00	2,772.30	14,194.70	83.66
Dept 494						
202-494-628-005	STILLRIVER (S23-32) -SAD PRINCIPAL	0.00	9,575.00	3,191.67	6,383.33	66.67
202-494-665-001	STILLRIVER (S23-32) -INTEREST	0.00	1,915.00	0.00	1,915.00	100.00
Total Dept 494		0.00	11,490.00	3,191.67	8,298.33	72.22
Dept 495						
202-495-628-005	TIMBERVIEW PRIV (W23-32)-SAD PRINCIPLE	0.00	3,795.00	0.00	3,795.00	100.00
202-495-665-001	TIMBERVIEW PRIV (W23-32)-INTEREST	0.00	759.00	0.00	759.00	100.00
Total Dept 495		0.00	4,554.00	0.00	4,554.00	100.00
Dept 570 - LAKE IMPROVEMENTS						
202-570-628-005	LK CHEMUNG (W23-27) -SAD PRINCIPAL	46,300.00	46,300.00	3,028.19	43,271.81	93.46
Total Dept 570 - LAKE IMPROVEMENTS		46,300.00	46,300.00	3,028.19	43,271.81	93.46
Dept 571						
202-571-628-005	PARDEE LK (W21-25) -SAD PRINCIPAL	22,396.00	22,396.00	2,604.20	19,791.80	88.37
Total Dept 571		22,396.00	22,396.00	2,604.20	19,791.80	88.37
Dept 572						
202-572-628-005	GRAND BEACH (W21-25) -SAD PRINCIPAL	14,125.00	14,125.00	0.00	14,125.00	100.00
Total Dept 572		14,125.00	14,125.00	0.00	14,125.00	100.00

REVENUE AND EXPENDITURE REPORT FOR GENOA TOWNSHIP
PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD BALANCE 12/31/2023	AVAILABLE BALANCE	% BDGT REMAIN
Fund 202 - SAD ROADS AND LAKES						
Revenues						
Dept 573						
202-573-628-005	E/W CROOKED LK (S23-27) -SAD PRINCIPAL	18,050.00	18,050.00	619.44	17,430.56	96.57
Total Dept 573		18,050.00	18,050.00	619.44	17,430.56	96.57
Dept 575						
202-575-628-005	BAETCKE LK (S23-27) -SAD PRINCIPAL	7,600.00	7,600.00	0.00	7,600.00	100.00
Total Dept 575		7,600.00	7,600.00	0.00	7,600.00	100.00
TOTAL REVENUES		377,465.00	360,975.00	91,996.68	268,978.32	74.51
Expenditures						
Dept 223 - AUDIT						
202-223-801-000	AUDIT	5,000.00	5,000.00	2,000.00	3,000.00	60.00
Total Dept 223 - AUDIT		5,000.00	5,000.00	2,000.00	3,000.00	60.00
Dept 448 - STREETLIGHTS						
202-448-801-075	WHITE PINES LIGHTING -PROJECT EXPENSE	800.00	800.00	558.36	241.64	30.21
Total Dept 448 - STREETLIGHTS		800.00	800.00	558.36	241.64	30.21
Dept 478						
202-478-802-000	HOMESTEAD (S22-31) -ANNUAL MAINT. EXP	6,100.00	13,508.00	13,508.00	0.00	0.00
Total Dept 478		6,100.00	13,508.00	13,508.00	0.00	0.00
Dept 487						
202-487-801-075	EDWIN DR (S19-23) -PROJECT EXPENSE	1,500.00	1,500.00	4,065.00	(2,565.00)	(171.00)
Total Dept 487		1,500.00	1,500.00	4,065.00	(2,565.00)	(171.00)
Dept 492						
202-492-801-075	MCNAMARA (S23-32) -PROJECT EXPENSE	185,850.00	192,685.00	192,685.00	0.00	0.00
Total Dept 492		185,850.00	192,685.00	192,685.00	0.00	0.00
Dept 493						
202-493-801-075	PINE CREEK -ADMINISTRATIVE FEES	2,000.00	2,000.00	570.00	1,430.00	71.50
Total Dept 493		2,000.00	2,000.00	570.00	1,430.00	71.50
Dept 494						
202-494-801-075	STILLRIVER (S23-32) -PROJECT EXPENSE	0.00	127,000.00	121,548.47	5,451.53	4.29
Total Dept 494		0.00	127,000.00	121,548.47	5,451.53	4.29

REVENUE AND EXPENDITURE REPORT FOR GENOA TOWNSHIP
 PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD BALANCE 12/31/2023	AVAILABLE BALANCE	% BDGT REMAIN
Fund 202 - SAD ROADS AND LAKES						
Expenditures						
Dept 496						
202-496-801-075	CRYSTAL VALLEY (S24-33) - PROJECT EXP	0.00	369,000.00	1,205.00	367,795.00	99.67
Total Dept 496		0.00	369,000.00	1,205.00	367,795.00	99.67
Dept 570 - LAKE IMPROVEMENTS						
202-570-801-075	LK CHEMUNG (W23-27) -PROJECT EXPENSE	55,000.00	55,000.00	39,723.71	15,276.29	27.78
Total Dept 570 - LAKE IMPROVEMENTS		55,000.00	55,000.00	39,723.71	15,276.29	27.78
Dept 571						
202-571-801-075	PARDEE LK (W21-25) -PROJECT EXPENSE	30,000.00	30,000.00	20,448.50	9,551.50	31.84
Total Dept 571		30,000.00	30,000.00	20,448.50	9,551.50	31.84
Dept 572						
202-572-801-075	GRAND BEACH (W21-25) -PROJECT EXPENSE	11,000.00	11,000.00	12,390.35	(1,390.35)	(12.64)
Total Dept 572		11,000.00	11,000.00	12,390.35	(1,390.35)	(12.64)
Dept 573						
202-573-801-075	E/W CROOKED LK (S23-27) -PROJECT EXPENSE	15,000.00	15,000.00	17,336.05	(2,336.05)	(15.57)
Total Dept 573		15,000.00	15,000.00	17,336.05	(2,336.05)	(15.57)
Dept 575						
202-575-801-075	BAETCKE LK (S23-27) -PROJECT EXPENSE	7,000.00	7,000.00	7,000.00	0.00	0.00
Total Dept 575		7,000.00	7,000.00	7,000.00	0.00	0.00
Dept 852 - TRANSFER TO OTHER FUNDS						
202-852-995-101	SAD INTEREST TRANSFER OUT TO 101	7,263.00	7,263.00	0.00	7,263.00	100.00
Total Dept 852 - TRANSFER TO OTHER FUNDS		7,263.00	7,263.00	0.00	7,263.00	100.00
Dept 906						
202-906-956-000	MISC EXPENSE	600.00	600.00	814.26	(214.26)	(35.71)
Total Dept 906		600.00	600.00	814.26	(214.26)	(35.71)
TOTAL EXPENDITURES		327,113.00	837,356.00	433,852.70	403,503.30	48.19
Fund 202 - SAD ROADS AND LAKES:						
TOTAL REVENUES		377,465.00	360,975.00	91,996.68	268,978.32	74.51
TOTAL EXPENDITURES		327,113.00	837,356.00	433,852.70	403,503.30	48.19
NET OF REVENUES & EXPENDITURES		50,352.00	(476,381.00)	(341,856.02)	(134,524.98)	28.24

PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD BALANCE 12/31/2023	AVAILABLE BALANCE	% BDGT REMAIN
Fund 208 - PARK/RECREATION FUND						
Revenues						
Dept 000 - REVENUE						
208-000-665-001	INTEREST	6,000.00	6,000.00	34,643.35	(28,643.35)	(477.39)
208-000-699-101	TRANSFER IN FROM GF #101 OPERATING	850,000.00	850,000.00	425,000.00	425,000.00	50.00
208-000-699-249	DNR ACQUISITION /MATCH	300,000.00	138,000.00	0.00	138,000.00	100.00
Total Dept 000 - REVENUE		1,156,000.00	994,000.00	459,643.35	534,356.65	53.76
TOTAL REVENUES		1,156,000.00	994,000.00	459,643.35	534,356.65	53.76
Expenditures						
Dept 223 - AUDIT						
208-223-801-000	AUDIT	500.00	500.00	200.00	300.00	60.00
Total Dept 223 - AUDIT		500.00	500.00	200.00	300.00	60.00
Dept 536						
208-536-972-100	LAND FOR RECREATION	600,000.00	1,055,018.00	1,055,107.87	(89.87)	(0.01)
Total Dept 536		600,000.00	1,055,018.00	1,055,107.87	(89.87)	(0.01)
Dept 751 - PARKS & RECREATION						
208-751-934-001	SENIOR SURVIVOR PARK PROJECT	814,000.00	814,000.00	814,000.00	0.00	0.00
208-751-934-006	PARK MASTER PLAN	30,000.00	30,000.00	1,392.50	28,607.50	95.36
208-751-934-007	HAPRA	120,000.00	120,000.00	90,000.00	30,000.00	25.00
208-751-934-010	B-BALL BENCHES PICNIC TABLE CHARGERS	19,200.00	19,200.00	6,790.00	12,410.00	64.64
208-751-934-011	BOARDWALK IMPROVEMENTS	15,000.00	15,000.00	0.00	15,000.00	100.00
208-751-934-012	GRAND RIVER SIDEWALK INFILL	31,000.00	31,000.00	0.00	31,000.00	100.00
208-751-934-013	SECURITY UPGRADES	50,000.00	50,000.00	0.00	50,000.00	100.00
208-751-934-015	REPAIR/REPLACE RUBBER- POUR IN PLACE	100,000.00	132,000.00	118,060.88	13,939.12	10.56
208-751-934-060	PATH / PARK MAINTENANCE	130,000.00	130,000.00	87,807.55	42,192.45	32.46
Total Dept 751 - PARKS & RECREATION		1,309,200.00	1,341,200.00	1,118,050.93	223,149.07	16.64
Dept 906						
208-906-956-000	MISC EXPENSE	600.00	600.00	975.13	(375.13)	(62.52)
Total Dept 906		600.00	600.00	975.13	(375.13)	(62.52)
TOTAL EXPENDITURES		1,910,300.00	2,397,318.00	2,174,333.93	222,984.07	9.30
Fund 208 - PARK/RECREATION FUND:						
TOTAL REVENUES		1,156,000.00	994,000.00	459,643.35	534,356.65	53.76
TOTAL EXPENDITURES		1,910,300.00	2,397,318.00	2,174,333.93	222,984.07	9.30
NET OF REVENUES & EXPENDITURES		(754,300.00)	(1,403,318.00)	(1,714,690.58)	311,372.58	(22.19)

PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD BALANCE 12/31/2023	AVAILABLE BALANCE	% BDGT REMAIN
Fund 212 - LIQUOR LAW ENFORCEMENT						
Revenues						
Dept 000 - REVENUE						
212-000-574-001	STATE SHARED REV LIQUOR LAW	16,700.00	16,700.00	16,830.55	(130.55)	(0.78)
212-000-665-001	INTEREST	10.00	10.00	36.72	(26.72)	(267.20)
Total Dept 000 - REVENUE		16,710.00	16,710.00	16,867.27	(157.27)	(0.94)
TOTAL REVENUES		16,710.00	16,710.00	16,867.27	(157.27)	(0.94)
Expenditures						
Dept 330 - LIQUOR LAW ENFORCEMENT						
212-330-702-013	LIQUOR LAW ENF WAGES	9,336.00	9,336.00	7,002.00	2,334.00	25.00
212-330-709-009	EMPLOYER'S SHARE FICA	724.00	724.00	543.00	181.00	25.00
212-330-715-002	RETIREMENT	933.00	933.00	701.00	232.00	24.87
212-330-801-070	AUDITING EXPENSE	500.00	500.00	200.00	300.00	60.00
212-330-803-070	LIQUOR LAW ADM FEE/GENOA TWP.	3,605.00	3,605.00	2,704.00	901.00	24.99
212-330-860-070	VEHICLE EXPENSE	1,545.00	1,545.00	206.00	1,339.00	86.67
Total Dept 330 - LIQUOR LAW ENFORCEMENT		16,643.00	16,643.00	11,356.00	5,287.00	31.77
TOTAL EXPENDITURES		16,643.00	16,643.00	11,356.00	5,287.00	31.77
Fund 212 - LIQUOR LAW ENFORCEMENT:						
TOTAL REVENUES		16,710.00	16,710.00	16,867.27	(157.27)	(0.94)
TOTAL EXPENDITURES		16,643.00	16,643.00	11,356.00	5,287.00	31.77
NET OF REVENUES & EXPENDITURES		67.00	67.00	5,511.27	(5,444.27)	(8,125.78)

PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD BALANCE 12/31/2023	AVAILABLE BALANCE	% BDGT REMAIN
Fund 249 - BUILDING AND GROUNDS FUND						
Revenues						
Dept 000 - REVENUE						
249-000-665-001	INTEREST	90.00	90.00	1,141.17	(1,051.17)	1,167.97
249-000-699-000	OPERATING TRANSFER IN #101	300,000.00	300,000.00	0.00	300,000.00	100.00
Total Dept 000 - REVENUE		300,090.00	300,090.00	1,141.17	298,948.83	99.62
TOTAL REVENUES		300,090.00	300,090.00	1,141.17	298,948.83	99.62
Expenditures						
Dept 265 - BUILDING & GROUNDS						
249-265-801-000	AUDIT	250.00	250.00	0.00	250.00	100.00
249-265-981-002	TWP HALL DR/PARKING LIGHT REPLACEMENT	10,000.00	10,000.00	3,945.00	6,055.00	60.55
249-265-981-007	ASPHALT REPLACE, REPAIRS & RESEALING	10,000.00	10,000.00	1,425.00	8,575.00	85.75
249-265-981-008	SECURITY UPGRADES	100,000.00	100,000.00	2,487.50	97,512.50	97.51
249-265-981-009	MISTER REPLACEMENT	15,000.00	15,000.00	0.00	15,000.00	100.00
Total Dept 265 - BUILDING & GROUNDS		135,250.00	135,250.00	7,857.50	127,392.50	94.19
TOTAL EXPENDITURES		135,250.00	135,250.00	7,857.50	127,392.50	94.19
Fund 249 - BUILDING AND GROUNDS FUND:						
TOTAL REVENUES		300,090.00	300,090.00	1,141.17	298,948.83	99.62
TOTAL EXPENDITURES		135,250.00	135,250.00	7,857.50	127,392.50	94.19
NET OF REVENUES & EXPENDITURES		164,840.00	164,840.00	(6,716.33)	171,556.33	95.93

PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD BALANCE 12/31/2023	AVAILABLE BALANCE	% BDGT REMAIN
Fund 401 - ROAD IMPROVEMENT FUND						
Revenues						
Dept 000 - REVENUE						
401-000-665-001	INTEREST	6,000.00	6,000.00	17,439.26	(11,439.26)	(190.65)
401-000-699-000	OPERATING TRANSFER IN	640,000.00	640,000.00	0.00	640,000.00	100.00
Total Dept 000 - REVENUE		646,000.00	646,000.00	17,439.26	628,560.74	97.30
TOTAL REVENUES		646,000.00	646,000.00	17,439.26	628,560.74	97.30
Expenditures						
Dept 223 - AUDIT						
401-223-801-000	AUDIT	500.00	500.00	200.00	300.00	60.00
Total Dept 223 - AUDIT		500.00	500.00	200.00	300.00	60.00
Dept 446 - ROAD PROJECTS						
401-446-804-000	DUST CONTROL/CHLORIDE	90,000.00	90,000.00	89,203.99	796.01	0.88
401-446-812-001	CHILSON RD - HAMBURG TO BRIGHTON	320,000.00	320,000.00	299,409.06	20,590.94	6.43
401-446-812-002	KELLOGG - LIMESTONE G.C. TO MCCLEMENS	125,000.00	0.00	0.00	0.00	100.00
401-446-812-003	KELLOGG - GRAVEL G.R. TO MCCLEMENS	105,000.00	0.00	0.00	0.00	100.00
401-446-812-004	EULER GRAVEL	90,000.00	0.00	0.00	0.00	100.00
401-446-812-005	MCCLEMENS LIMESTONE	127,000.00	0.00	0.00	0.00	100.00
Total Dept 446 - ROAD PROJECTS		857,000.00	410,000.00	388,613.05	21,386.95	5.22
Dept 906						
401-906-956-000	MISC EXPENSE	600.00	600.00	450.00	150.00	25.00
Total Dept 906		600.00	600.00	450.00	150.00	25.00
TOTAL EXPENDITURES		858,100.00	411,100.00	389,263.05	21,836.95	5.31
Fund 401 - ROAD IMPROVEMENT FUND:						
TOTAL REVENUES		646,000.00	646,000.00	17,439.26	628,560.74	97.30
TOTAL EXPENDITURES		858,100.00	411,100.00	389,263.05	21,836.95	5.31
NET OF REVENUES & EXPENDITURES		(212,100.00)	234,900.00	(371,823.79)	606,723.79	(58.29)

REVENUE AND EXPENDITURE REPORT FOR GENOA TOWNSHIP
 PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD BALANCE 12/31/2023	AVAILABLE BALANCE	% BDGT REMAIN
Fund 464 - GENOA TOWNSHIP ARPA						
Revenues						
Dept 000 - REVENUE						
464-000-665-001	INTEREST	8,250.00	8,250.00	27,097.18	(18,847.18)	(228.45)
Total Dept 000 - REVENUE		8,250.00	8,250.00	27,097.18	(18,847.18)	(228.45)
TOTAL REVENUES		8,250.00	8,250.00	27,097.18	(18,847.18)	(228.45)
Expenditures						
Dept 261 - GENERAL GOVERNMENT						
464-261-803-001	LAKE EDGEWOOD CONSOLIDATION	0.00	631,621.00	0.00	631,621.00	100.00
Total Dept 261 - GENERAL GOVERNMENT		0.00	631,621.00	0.00	631,621.00	100.00
Dept 262 - ELECTIONS						
464-262-803-000	ELECTION MACHINE	36,495.00	36,495.00	36,495.00	0.00	0.00
Total Dept 262 - ELECTIONS		36,495.00	36,495.00	36,495.00	0.00	0.00
Dept 521 - REFUSE COLLECTION						
464-521-802-000	ADDITIONAL RECYCLING EXPENSES	224,000.00	0.00	0.00	0.00	100.00
Total Dept 521 - REFUSE COLLECTION		224,000.00	0.00	0.00	0.00	100.00
Dept 900 - CAPITAL OUTLAY FUNCTION						
464-900-977-001	BROADBAND	112,500.00	0.00	0.00	0.00	100.00
Total Dept 900 - CAPITAL OUTLAY FUNCTION		112,500.00	0.00	0.00	0.00	100.00
Dept 906						
464-906-956-000	MISC EXPENSE	300.00	300.00	450.00	(150.00)	(50.00)
Total Dept 906		300.00	300.00	450.00	(150.00)	(50.00)
TOTAL EXPENDITURES		373,295.00	668,416.00	36,945.00	631,471.00	94.47
Fund 464 - GENOA TOWNSHIP ARPA:						
TOTAL REVENUES		8,250.00	8,250.00	27,097.18	(18,847.18)	(228.45)
TOTAL EXPENDITURES		373,295.00	668,416.00	36,945.00	631,471.00	94.47
NET OF REVENUES & EXPENDITURES		(365,045.00)	(660,166.00)	(9,847.82)	(650,318.18)	98.51
TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS		8,517,229.00	8,209,739.00	3,734,386.43	4,475,352.57	54.51
NET OF REVENUES & EXPENDITURES		10,208,818.00	11,065,950.00	6,334,853.57	4,731,096.43	42.75
NET OF REVENUES & EXPENDITURES		(1,691,589.00)	(2,856,211.00)	(2,600,467.14)	(255,743.86)	8.95

Board Correspondence

From: [Adam VanTassell](#)
To: [Kelly VanMarter](#)
Subject: FW: Letter from Township Clerk
Date: Thursday, February 15, 2024 12:12:39 PM

I received this email from a resident. The resident would like it to go to the Township Board and the Township Clerk.

From: Gordon Witte <wittegr@gmail.com>
Sent: Thursday, February 15, 2024 12:07 PM
To: Adam VanTassell <Adam@genoa.org>
Subject: Re: Letter from Township Clerk

Yes, please do. With both of the above. I had wanted to send it to her and her immediate supervisor. The Township Board would be great. I thought it a bit odd that the website had your contact information only, unless I was in the wrong spot.

Thanks very much for your courteous response.

On Thu, Feb 15, 2024 at 9:11 AM Adam VanTassell <Adam@genoa.org> wrote:

Good morning,

Thank you for your email. Would you like me to share this with the Township Clerk or with the Township Board?

From: Gordon Witte <wittegr@gmail.com>
Sent: Thursday, February 15, 2024 8:53 AM
To: Adam VanTassell <Adam@genoa.org>
Subject: Letter from Township Clerk

I appreciated getting the letter regarding permanent ballot application from our township clerk.

I was DISGUSTED by the clearly political rant in the last paragraph. It was completely unnecessary and inappropriate. I do vote every election, and as suggested, wanted to make my voice heard regarding her unpaid political announcement, using tax dollars to do so.

--

Gordon Witte
7601 Brookview Dr

--

Gordon



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

February 8, 2024

Lakewood Knoll Subdivision Property Owner

**RE: Road Improvement Meeting
 Tuesday, March 5th, 2024 at 6:00pm
 Genoa Township Hall, 2911 Dorr Road, 48116**

Dear resident,

Genoa Township has been contacted by your neighbors to consider helping to finance a paving project in your neighborhood. The roads in the Lakewood Knoll subdivision are under the jurisdiction of the Livingston County Road Commission. An estimate from the Road Commission has been provided to the Township for the rehabilitation of approximately 1.22 miles of roadway with an average width of roughly 29 feet. The estimated cost is **\$1,010,000**. This includes milling the existing asphalt, proof rolling and repairing soft and yielding areas, and performing necessary subgrade undercutting and drainage improvements prior to placing two lifts of hot mix asphalt totaling 4.5” to meet the grade of the existing curb and gutter. The project would also include televising the existing storm sewer which may result in increased project costs if storm sewer pipes need replacement. A copy of the estimate is attached to this letter for your review.

Public Act 188 of 1954 allows for the Township, through the special assessment process, to assist residents by providing funding and financing for the cost of the improvement, and then levying and collecting the special assessment to pay off the debt. The Township’s role in the project is strictly financial support and the Board has full discretion over whether or not to fund the project. For road projects improving public roads, the Township Board has established a policy to help support projects by contributing 25% of the project costs or \$1,500 per parcel, whichever is less. For this project, the Township contribution would be \$1,500 per parcel or \$144,000.

If the Board chooses to support the project, the assessments are spread over a period of time. Although the Township Board ultimately determines the length of the term, staff has contemplated a 10-year payback. The Township currently charges 2% interest. Based on the information discussed above and the following assumptions, the Township estimates declining annual assessment costs of \$1,087.50 in year one and \$924.37 in year ten. The spreadsheet showing cost allocation and a map of the project area are also attached for your reference.

Lakewood Knoll Road Improvement District Assumptions:

- 96 Parcels
- Construction cost estimate of \$1,010,000
- Township Contribution of \$144,000 (\$1500 per parcel)
- 10-year payback with 2% interest
- Statutory notice and publication cost of \$4,000

SUPERVISOR

Bill Rogers

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

TRUSTEES

Jean W. Ledford

Terry Croft

Diana Lowe

Jeff Dhaenens

MANAGER

Kelly VanMarter

February 8, 2024

Lakewood Knoll Road Rehabilitation Special Assessment

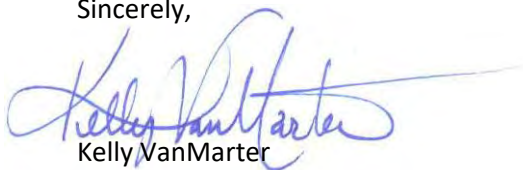
Page 2 of 2

To formally present this information to the neighborhood, you are invited to attend an informational meeting on **Tuesday, March 5th at 6:00 PM at the Genoa Township Hall** located at 2911 Dorr Road, Brighton, Michigan. The purpose of the meeting is to review the special assessment process and answer any questions you may have.

For the project to move forward at least 51% of the property owners must file a petition supporting the project. If there is support for the project at the informational meeting, petitions will be created and distributed by your neighbors. The petitions have very specific language required by state statute. All owners of a property who are listed on the deed must sign the petition for it to be valid for each parcel. For a trust, the Township will need documentation from the trust to verify that the person signing the petition is authorized by the trust to do so.

If you are unable to attend or if you have any questions please feel free to contact me at (810) 227-5225 or via email kelly@genoa.org.

Sincerely,



Kelly VanMarter
Manager

Cc: Township Board Correspondence
Lakewood Knoll Road SAD Project File
Garrett Olson, Construction Engineer, Livingston County Road Commission

Attachments (3): Estimate from Livingston County Road Commission dated 8/02/23
Cost allocation spreadsheet and project area map

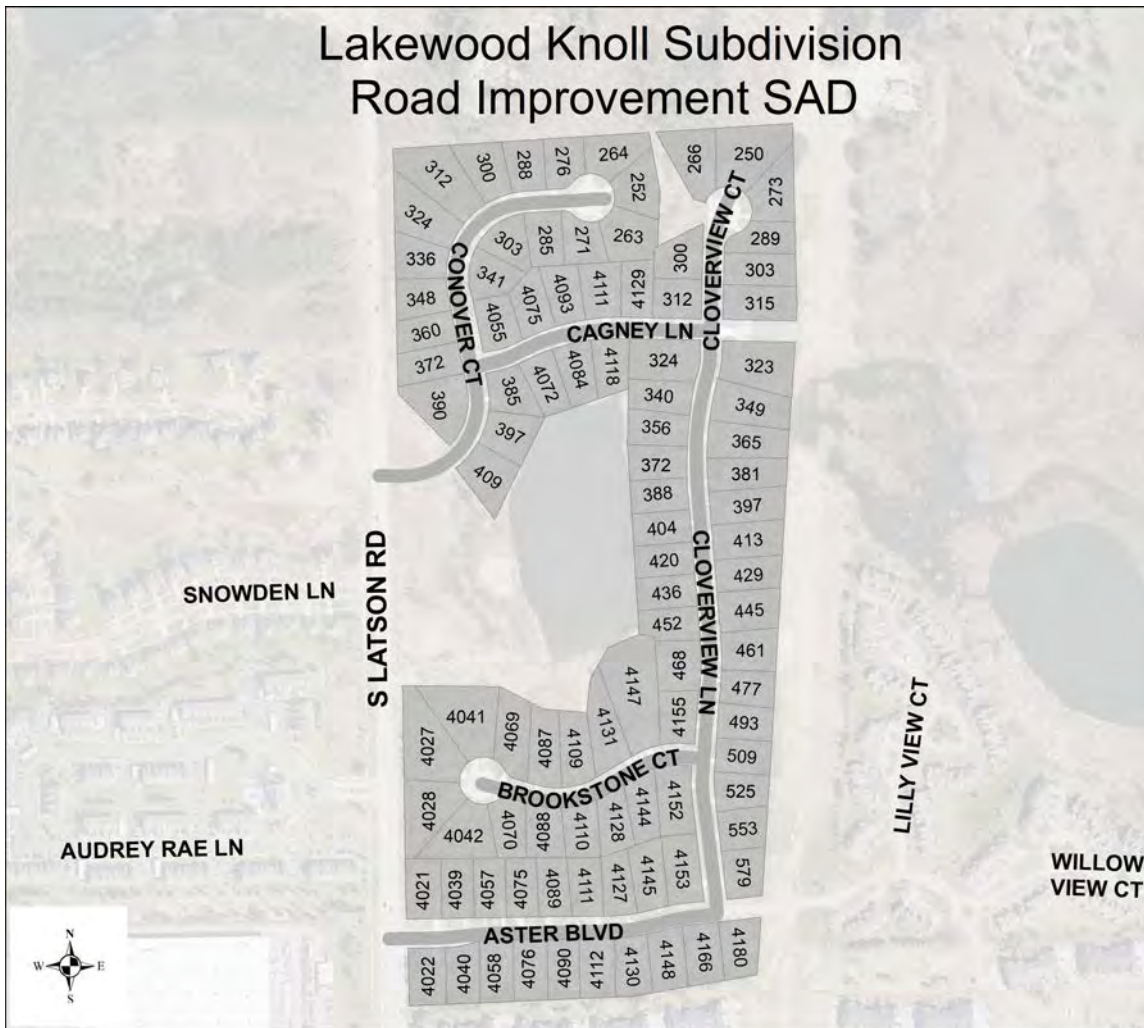
Lakewood Knoll Road Improvement Project

PROJECT COST	\$	1,010,000.00
ADMINISTRATIVE COSTS	\$	4,000.00
TOWNSHIP CONTRIBUTION *	\$	(144,000.00) *
TOTAL	\$	870,000.00
INTEREST %		2
NUMBER OF PROPERTIES		96

TOTAL PER PARCEL	\$	9,062.50
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YEAR	PAYMENT	TO INTEREST	TO PRINCIPAL	OUTSTANDING	
1	2024 \$	1,087.50	\$ 181.25	\$ 906.25	\$ 8,156.24
2	2025 \$	1,069.38	\$ 163.13	\$ 906.25	\$ 7,249.99
3	2026 \$	1,051.25	\$ 145.00	\$ 906.25	\$ 6,343.75
4	2027 \$	1,033.13	\$ 126.88	\$ 906.25	\$ 5,437.50
5	2028 \$	1,015.00	\$ 108.75	\$ 906.25	\$ 4,531.25
6	2029 \$	996.88	\$ 90.63	\$ 906.25	\$ 3,625.00
7	2030 \$	978.75	\$ 72.50	\$ 906.25	\$ 2,718.75
8	2031 \$	960.62	\$ 54.38	\$ 906.25	\$ 1,812.50
9	2032 \$	942.50	\$ 36.25	\$ 906.25	\$ 906.25
10	2033 \$	924.37	\$ 18.13	\$ 906.25	\$ -
	\$	10,059.36	\$ 996.87	\$ 9,062.49	

* \$1500 PER PARCEL



DRAFT 080423

Livingston County Road Commission

3535 Grand Oaks Drive • Howell, Michigan 48843-8575
Telephone: (517) 546-4250 • Facsimile: (517) 546-9628
Internet Address: www.livingstonroads.org

August 2, 2023

Ms. Kelly VanMarter
Genoa Charter Township
2911 Dorr Rd
Brighton, MI 48116

Re: Lakewood Knoll Rehabilitation Estimate

Dear Ms. VanMarter,

The following is a road rehabilitation estimate that was requested for the above mentioned subdivision in Genoa Township.

Lakewood Knoll Subdivision

The project is approximately 1.22 miles long, and the existing pavement is in poor condition. The roads in Lakewood Knoll Subdivision average roughly 29 feet in width, which is wider than most county subdivision streets. This contributes to a higher than usual cost per mile to rehabilitate the roadway. The existing asphalt pavement should be milled, and the roads proof rolled to identify any soft and yielding areas to be addressed prior to placing asphalt pavement. Staff recommends two lifts of hot mix asphalt totaling 4.5" to meet the grade of the existing curb and gutter. Any subgrade undercutting and drainage improvements will be performed as necessary. The estimate for this work is **\$1,010,000**.

The above estimate is based on visual inspection. Included in the estimate is the cost to televise the existing storm sewer. If existing pipes are found to be in poor condition, a revised estimate may be necessary to include sewer replacement as needed. Staff recommends pavement cores be performed to determine the existing conditions and determine the proposed section. The above price is based on estimated contract prices for our 2023 Pavement Preservation Program (PPP) and is subject to change.

If you have any questions or concerns, please contact me.

Sincerely,



Garrett Olson, P.E.
Construction Engineer

LIVINGSTON AND WASHTENAW COUNTIES RECEIVE \$7.1 MILLION TO HELP CREATE INVESTMENT-READY SITES

📅 January 30, 2024 📁 Regional Updates (<https://annarborusa.org/news/category/regional-updates/>)

SHARE

MICHIGAN ECONOMIC DEVELOPMENT CORPORATION

18 Projects Across Michigan Awarded with SSRP Grants

- Hancock Business & Technology Park
- Oscoda-Wurtsmith Airport Authority Small/Medium Hangar Infrastructure
- Muskegon Heights Industrial Parks- West & East*
- 3 Mile and Wilder Road*
- Flint Commerce Center*
- Corunna - Parmenter Rd
- Lansing RACER Trust Plant 6 Site*
- Delhi College Road Site*
- Southwest Michigan Commerce Park*
- Hartford Industrial Site*
- AICP - Lot 14*
- LAC Site
- 440 Acres in Van Buren Township (Ecorse and Belleville Roads)*
- Covenant Business Park
- Latson Innovation Interchange Technology & Industrial Park
- Benton Harbor Data and Tech Park; a partnership between Cornerstone Alliance (EDO) and Franklin Partners (Developer)*
- Pleasant Valley Development*
- DET Crosswind Runway*

● *Indicates Brownfield Site

THE INVESTMENT WAS PART OF \$87.5 MILLION IN GRANT FUNDING ACROSS THE STATE OF MICHIGAN

LANSING, Mich. – Governor Gretchen Whitmer joined the Michigan Economic Development Corporation (MEDC) today in announcing approval of \$87.5 million in grant funding for 18 projects across the state of Michigan — \$7.1 million designated for three projects in Livingston and Washtenaw counties — through the [Strategic Site Readiness Program](#) Packet Page 55

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to support the state's efforts to compete for and win transformative projects.

"Strategically prepared sites invite growth, innovation, and economic prosperity for a community," said Ann Arbor SPARK's Marcia Gebarowski, director of business development in Livingston County. "We appreciate the state of Michigan supporting these opportunities that will help attract new research and development, manufacturing, and other opportunities to our region. We are pleased to partner with our local communities to support these projects."

LIVINGSTON COUNTY

- [Latson Innovation Interchange Technology & Industrial Park](https://annarborusa.org/wp-content/uploads/2024/02/Latson-application-docs.pdf) (<https://annarborusa.org/wp-content/uploads/2024/02/Latson-application-docs.pdf>), Genoa Township and Ann Arbor SPARK: \$6,500,000
- Pleasant Valley Development, Brighton Township (brownfield site): \$604,000

WASHTENAW COUNTY

- AICP – Lot 14, City of Saline: \$15,350

Through this funding for strategic site readiness and collaboration with local, regional, and energy partners, communities across Michigan will experience increased economic development opportunities to support in their business development efforts. Both Livingston projects have received additional site readiness resources through the [Verified Industrial Properties Program](https://verifiedindustrialproperties.com/) (<https://verifiedindustrialproperties.com/>).

"These grants will fund 18 projects across Michigan, preparing us to win more manufacturing projects creating thousands of good-paying jobs," said Governor Whitmer. "Together, with a strong, bipartisan economic development toolkit, we are competing with other states and nations to bring home supply chains of cars, chips, and clean energy. We will get it done while making communities across Michigan—from big cities to small towns—better places to live, work, and invest. Let's move some dirt!"

Grant applications were accepted from September 18 to October 30, 2023. The MEDC received over 70 applications totaling \$420 million in requested funding – more than four times the SSRP allocation – further demonstrating the significant need for advancing site readiness in the state of Michigan. Funding was awarded in nine of the state's 10 prosperity regions, representing at least one grant for every region that submitted applications.

Of the 18 awardees, 10 are brownfield sites that will be receiving 49 percent of the award funding; the remaining awardees are greenfield sites throughout the state. Creating a robust inventory of investment-ready sites of all sizes will provide Michigan with increased opportunities for business attraction and expansion projects across the state.

The remaining funds of the full \$100 million SSRP allocation will support applications requiring more time and evaluation, additional needs that may come up later in the year and to have funds available to support sites that enter the site readiness certification program, which is scheduled to be launched this fiscal year.

Due to high demand on the limited funds, the MEDC has submitted a list of applications that self-identified as brownfields to the Michigan Department of Environment, Great Lakes, and Energy to review for potential assistance.

Established in December 2021, SSRP provides financial incentives to eligible applicants to conduct eligible activities on, or related to, strategic and large-scale sites in Michigan to attract and promote investment in the state.

The SSRP was among the several initiatives in [the economic development bills signed into law](#)

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Gov. Whitmer in December 2021. Public Act 194 of 2022 authorized additional SSRP funding and directed it at specific SSRP categories, including a \$100 million allocation for strategic sites where an end-user is unknown. Legislative approval of the transfer of those dollars from the Strategic Outreach and Attraction Reserve fund to the Michigan Strategic Fund was made in June 2023.

“On behalf of the MEDC, it is exciting to be able to support local communities in their business development efforts as they bring forth sites of all sizes to prepare for economic development opportunities in their region,” said Terri Fitzpatrick, MEDC Executive Vice President and Chief Real Estate and Global Attraction Officer. “Thanks to Governor Whitmer and the Michigan legislature’s continued efforts to attract business developments and grow the state’s economy, these site readiness projects across Michigan will create meaningful impact throughout our state. While this is a good start, the demand remains substantial and will require continued funding for years to come.”

[Read the complete MEDC press release.](https://www.michiganbusiness.org/press-releases/2024/01/ssrp/) (<https://www.michiganbusiness.org/press-releases/2024/01/ssrp/>)



Ann Arbor SPARK

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401 S. WASHINGTON SQUARE, SUITE 100
LANSING, MICHIGAN 48933
PHONE: (517) 316-3930

www.tetratech.com



PROJECT LOCATION:
MARION TOWNSHIP, MICHIGAN

CLIENT INFORMATION:
MARION, HOWELL, OCEOLA, GENOA
SEWER & WATER AUTHORITY

Tt PROJECT No.:
200-12719-17002

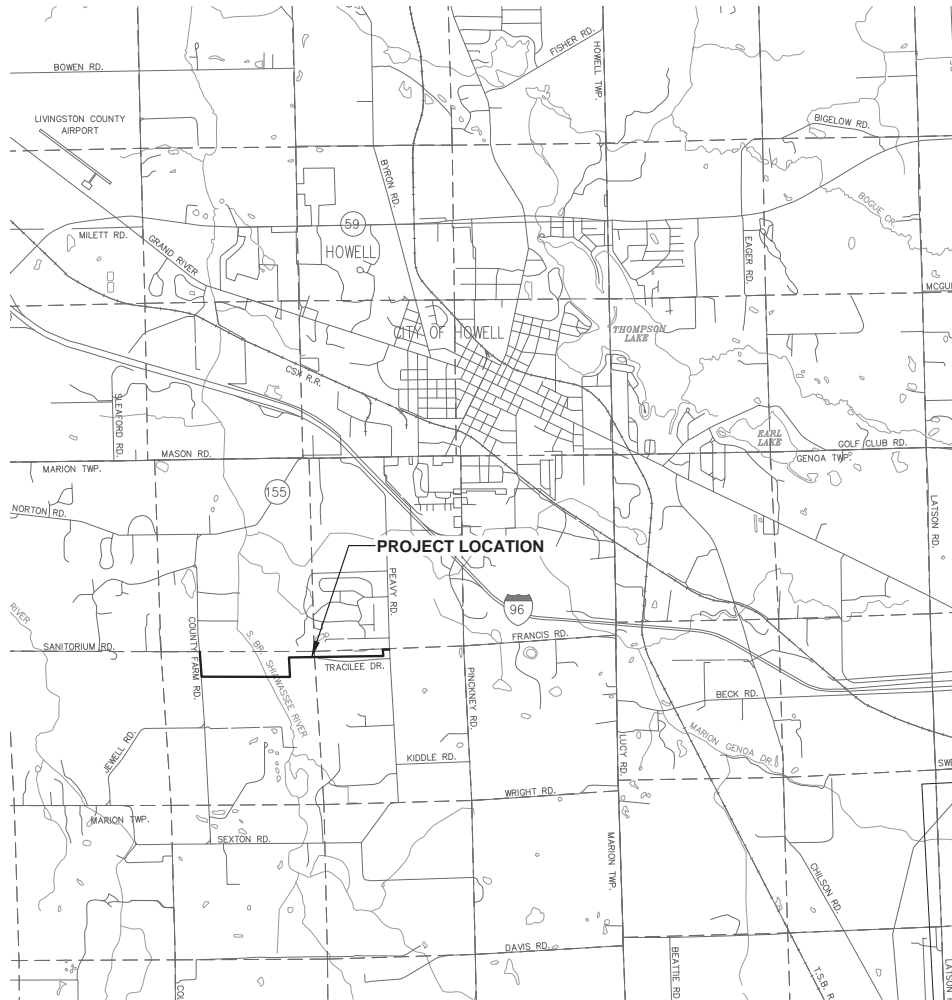
CLIENT PROJECT No.:

PROJECT DESCRIPTION / NOTES:
THE WORK CONSISTS OF CONSTRUCTING APPROXIMATELY 8,144 LINEAL FEET OF 20-INCH WATER MAIN VIA OPEN EXCAVATION AS WELL AS DIRECTIONAL-DRILLING METHODS UNDER WETLANDS, THE SHIAWASSEE RIVER, AND COUNTY FARM ROAD.

ISSUED:

ISSUED FOR BID - 5/2/2022

VICINITY MAP:



LOCATION MAP
SCALE: 1"=2000'



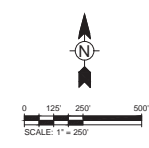
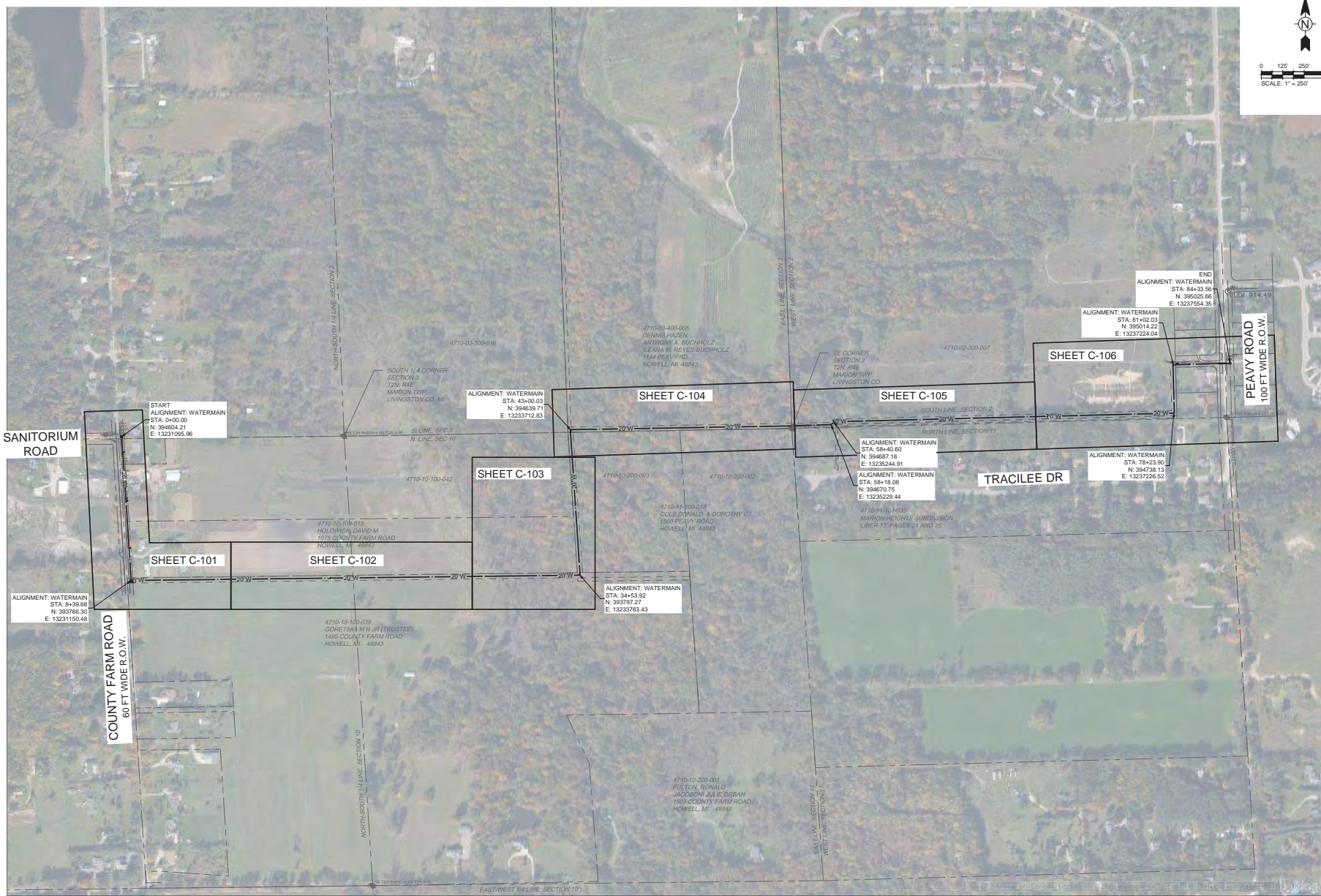
SHEET INDEX

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| G-001 | COVER |
| C-001 | LEGEND AND NOTES |
| C-002 | STANDARD DETAILS WATER MAIN |
| C-003 | STANDARD DETAILS WATER MAIN |
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| C-104 | WATER MAIN PLAN AND PROFILE STA 42+00 TO 56+00 |
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MARION, HOWELL, OCEOLA, GENOA SEWER & WATER AUTHORITY - HEAVY ROAD WATER MAIN PHASE 2 - 2019.12719-17002-15-2

4/20/2023 8:43:23 AM - C:\PROJECTS\LANENGINEER\12719200\12719-7002\CAD\SHSHEET\ESC-100.DWG - HOLLENBECK, TODD



401 SOUTH WASHINGTON SQUARE, SUITE 101
LAFAYETTE, LA 70503
PHONE: (504) 316-9300

MARK	DATE	DESCRIPTION
	02/20/22	ISSUED FOR BID

MHC6 WATER AUTHORITY
GROSS COUNTRY TRANSMISSION MAIN
**WATER MAIN OVERALL PLAN
AND SHEET INDEX**

Project No.: 200-12719-7002
Designed By: G. MARKSTROM
Drawn By: T. HOLLENBECK
Checked By: G. MARKSTROM

C-100

Bar Measures 1 inch



May 18, 2022

Mr. Bob Hanvey, Chairman
Marion Howell Oceola Genoa SWATH
1577 North Latson Road
Howell, MI 48843

**Re: MHOG Cross Country Water Main
Contract 200-12719-17002
Bid Results and Recommendation**

Dear Mr. Hanvey:

On behalf of the MHOG SWATH, bids were requested from invited contractors for the subject project. The proposed work would construct 8,114 feet of 20-inch transmission water main between County Farm Road and Peavy Road to increase the conveyance of flow from Sanitorium Road Booster Station to the Hometown Village Tank in Marion Township.

On May 13, 2022, one bid was received from Dunigan Brothers for \$6,316,467.90. Dunigan Brothers also provided their pipe material quote as part of their bid, which totaled \$1,146,280.40. A portion of the bid form and the pipe material quote has been attached for your information.

Our Engineer's Opinion of Probable Cost for the project, including the contingency amount, was \$2,303,000. The single bid received is well above our opinion of probable cost prepared as part of the design phase and to our knowledge is well beyond the available funding of the Authority. The highest cost in the received bid was the cost of directional drilling the proposed 24-inch water main through the wetland. In discussing the prices with the contractor, it was noted there was significant cost to create a work platform and gain access to the water main route within the wetlands.

After consulting with staff and reviewing the bid received it is our recommendation that the bid be rejected. We will regroup with the operators and utility director to determine how to proceed with either a revised scope of the project or delay until construction conditions are more favorable. At this time, there is a significant volume of work in the area that appears to be affecting prices and contractor availability.

We look forward to working with the Authority to determine the next steps in implementing a solution for the growing water needs in the Authority's service area.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Gary J. Markstrom'.

Gary J. Markstrom, P.E.
Vice President

Attachments

copy: Greg Tatara



NOTICE OF ASSESSMENT MODIFICATION

PINE CREEK RIDGE ROAD IMPROVEMENT PROJECT SPECIAL ASSESSMENT DISTRICT

NO INTEREST PRE-PAYMENT PERIOD FOR \$14,649.63 EXTENDED TO JUNE 1, 2024

On April 17, 2023 Genoa Charter Township confirmed the special assessment roll for the Pine Creek Ridge Road Improvement Project. The project description and district are shown on the back of this page. After confirmation of the district, there were appeals filed by twelve (12) property owners with the Michigan Tax Tribunal. This left the Township with no choice but to delay the project since the assessments are the main security pledged for the Township to sell bonds for the project. Although we were concerned with cost increases resulting from the delay I am pleased to inform you that the County Road Commission has negotiated for a carry-over of the project cost provided that we let them know by June 1st if the project is able to be constructed this year. Since the contractor was already holding 2022 prices in their original quote this is exceptionally good news and will put us in an excellent position to fix the roads this summer provided we obtain a favorable ruling by the Tax Tribunal.

Of the original twelve (12) appeals, there were seven (7) remaining property owners who were found to have made valid filings and these appeals were heard by the Michigan Tax Tribunal on February 6, 2024. As stated earlier, a decision by the Tax Tribunal is necessary to move forward with bonding for the project. The Township requested a prompt response during the hearings, however recent experience with the Tribunal does not support an expedient decision-making process. For this reason, on Monday, February 5th, 2024 the Township Board adopted a Resolution to again extend the deadline for pre-payments without interest. This Resolution extended the deadline from March 1, 2024 to June 1, 2024. The Township is hopeful we will have a favorable ruling from the Tribunal prior to that date. Please see official notice in the shaded box below:

RESOLUTION #5C - THIRD AMENDMENT TO PINE CREEK RIDGE ROAD IMPROVEMENT SPECIAL ASSESSMENT DISTRICT

PRE-PAYMENT WITHOUT INTEREST: THE SPECIAL ASSESSMENT AMOUNT OF \$14,649.63 MAY BE PAID IN FULL UP TO JUNE 1, 2024 WITHOUT INTEREST. THEREAFTER, UNLESS FURTHER AMENDED, ALL UNPAID INSTALLMENTS SHALL BEAR INTEREST, PAYABLE ANNUALLY ON EACH INSTALLMENT DUE DATE, AT A RATE OF ONE PERCENT (1%) ABOVE THE HIGHEST RATE OF INTEREST BORNE BY THE BONDS THAT ARE BEING ISSUED TO FINANCE THE PROJECT. PREPAID INSTALLMENTS SHALL NOT BEAR INTEREST WHILE HELD BY THE TOWNSHIP.

This notice is given by the Genoa Charter Township Board.

Dated: February 5, 2024



Kelly VanMarter

Genoa Charter Township Manager
2911 Dorr Road, Brighton, MI 48116
Phone: 810-227-5225
Email: kelly@genoa.org

PINE CREEK RIDGE ROAD IMPROVEMENT PROJECT (SUMMER TAX 2024)

DESCRIPTION OF PROJECT

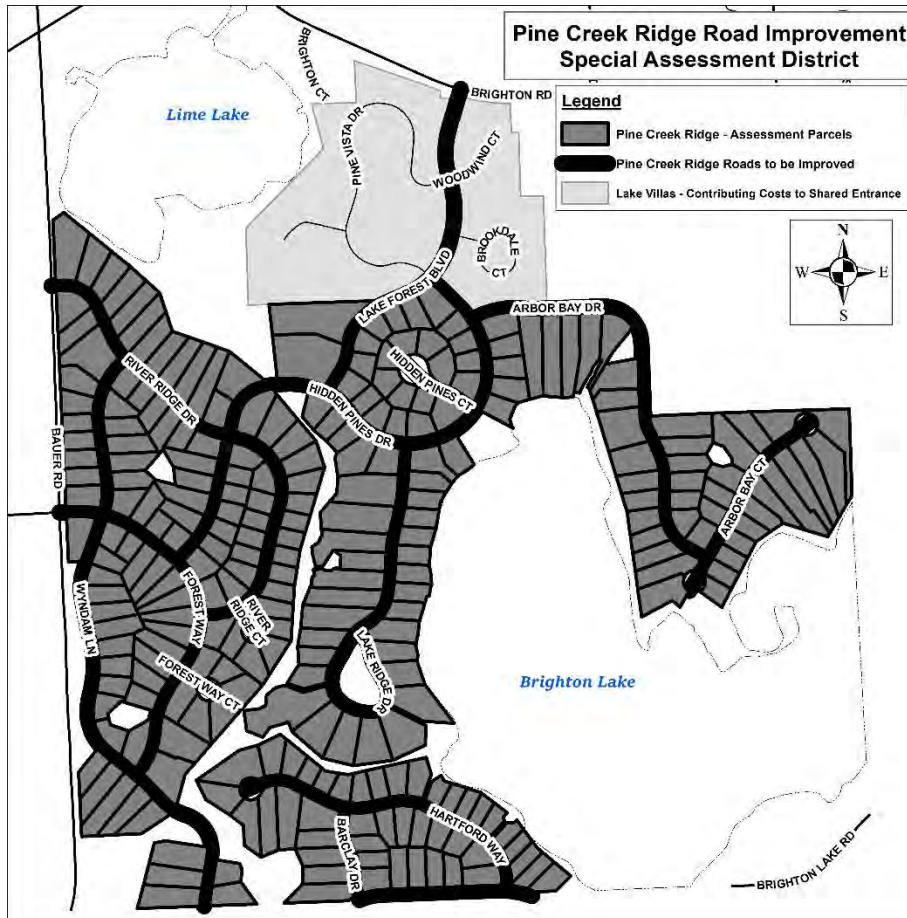
A FIFTEEN-YEAR SPECIAL ASSESSMENT DISTRICT WITH PROJECTED COSTS AS FOLLOWS:

- Total construction cost of the project: \$4,210,000.00
- Total number of parcels: 266
- Homeowners representing over 50% of property and frontage have signed petitions.
- The Lake Villas of Pine Creek are contributing \$58,197.67 which includes a contribution from the Township of \$14,549.52 which is 25% of the project cost to the Lake Villas in accordance with Township policy.
- The Township is contributing \$399,000 to the project which is \$1,500 per parcel in Pine Creek Ridge since this project will improve a public roadway in accordance with established policy.
- The Township will need to sell bonds to finance the project. The estimated interest for the district is 5.5% and the administrative cost is \$144,000.
- Project Cost:

<i>Construction Cost</i>	\$ 4,210,000.00
<i>Administration and Bonding Costs</i>	\$ 144,000.00
TOTAL PROJECT COST	\$ 4,354,000.00
<i>Township Contribution to Pine Creek Ridge (\$1,500 per parcel)</i>	\$ (399,000.00)
<i>Villas contribution including Township portion</i>	\$ (58,197.67)
NET PROJECT COST	\$ 3,896,802.33

- Total Principle Cost per Parcel is \$14,649.63.
- The annual principle payment is \$976.64 with 5.5% interest applied to the outstanding balance.
- The project will consist of Minor curb repair in areas that impede drainage as needed; drainage system cleaning and repair as necessary; reseal drainage structures in curblines from the inside and replace any loose or missing brick; removal of existing asphalt; proof roll the base to identify any soft and yielding areas to be addressed prior to placement of the asphalt pavement; and paving of 4.5 inches of 13A hot mix asphalt installed in 2 lifts with one lift of 2.5" and one of 2".

• District Map:



**Genoa Charter Township
Livingston County, Michigan**

RESOLUTION 221121

At a regular meeting of the Board of Trustees of Genoa Charter Township, Livingston County, Michigan, (the "Township") held at 6:30pm at the Township Hall on Monday, November 21, 2022 there were:

PRESENT: Jean Ledford, Terry Croft, Robin Hunt, Bill Rogers, Paulette Skolarus, Jim Mortensen, Diana Lowe

ABSENT: none

The Following preamble and resolution were offered by Jean Ledford and seconded by Terry Croft.

**RESOLUTION CENSURING AND REPRIMANDING TOWNSHIP CLERK
PAULETTE A. SKOLARUS**

WHEREAS, Paulette Skolarus is the duly-elected Clerk of the Charter Township of Genoa; and

WHEREAS, as Clerk Paulette Skolarus is charged with a fiduciary duty to exercise sound judgment for the good of the public and to protect, advance and promote public interests and not their own; and

WHEREAS, the expectation of the Board of Trustees is that the Clerk will be competent to serve the residents of the community and exercise care, diligence, integrity, fidelity and sound judgment in keeping with the law and established Township practices; and

WHEREAS, during her term of office it has been brought to the attention of the Township Board that there have been purportedly serious indiscretions attributable to the Township Clerk and as a result, the Township Board has found it necessary to take action; and

WHEREAS, at the regularly scheduled Township Board meeting of June 6, 2022, the Board of Trustees approved a proposal to perform an Independent Investigation and Report regarding various issues related to the Township Clerk; and

WHEREAS, at a special meeting of the Township Board held on October 26, 2022, the results of the Independent Investigation and Report were presented to the Board of Trustees; and

WHEREAS, following an independent legal investigation authorized by this Board, the conduct of Paulette Skolarus is found to be beneath the dignity of the office of Clerk with needlessly confrontational and demeaning behavior, lack of decorum and on several occasions a complete disregard of State Law and of Township's procedures, norms and rules; and

WHEREAS, at the October 26th, 2022 special meeting, the Township Board passed a motion that prohibited future township funds or resources to be used to review the 2016/2017 personal payroll issue. Furthermore, a second motion was passed requesting the resignation of the Township Clerk at or before the November 7th, 2022 regular meeting with direction given to staff and the Township Attorney to prepare a censure resolution for the November 21, 2022 Board meeting to protect the Township and its employees in the absence of her resignation; and

WHEREAS, the Township Clerk failed to submit her resignation; and

WHEREAS, as set forth below, it is the belief and opinion of the Township Board that the Clerk's conduct rises to the level of official misconduct and willful neglect of duty; and

WHEREAS, while the Township Board recognizes the office of the Clerk is an elected position and respects the election process, the Board has statutory and fiduciary duties to ensure that the Clerk's conduct is appropriate and lawful.

NOW, THEREFORE, BE IT RESOLVED that the Township Board of the Charter Township of Genoa hereby censures its Clerk, Paulette Skolarus, for her official misconduct in office consisting of the following facts, to wit:

1. Repeatedly holding Election Committee meetings without posting notice of the meeting as required by the Open Meetings Act; and
2. Repeatedly failing to post Election Committee meeting minutes in the manner and in the time frame as required by the Open Meetings Act; and
3. Repeatedly holding Election Committee meetings in a place not available to the general public as required by the Open Meetings Act; and

4. Continually devoting a substantial amount of time on a personal issue, that she had paid herself in advance, instead of devoting her time to Township issues, particularly when the payment of wages issue had occurred over five years ago; and
5. Demanding that a Township employee stop devoting her time to Township-related work, but instead assist in finding documents related to a personal issue of the Clerk; and
6. Utilizing an Election employee to devote time for the Clerk's personal benefit instead of the election duties they were hired to perform; and
7. Intimidating a Township employee, impliedly threatening to terminate that Township employee's employment for her refusal to abandon her job duties and assist in a personal issue of the Clerk; and
8. Putting inordinate pressure on employees and encouraging them to do things her way, rather than follow protocol and then furthermore instructing them not to raise concerns with appropriate members of staff and management thus causing the Township to relocate and/or reorganize employee positions outside of the Clerk's Department for the protection of the employees; and
9. Using her position as Township Clerk to pressure Township staff to circumvent the rules and restrictions for her personal advantage; and
10. Using her status as Clerk to evade the procedural requirements for a variance by personally contacting the newspaper to notice her personal request for a variance; and
11. Representing herself before the Zoning Board of Appeals thus presenting a conflict of interest in violation of her fiduciary duties to the Township; and
12. Making public threats to sue the Township to multiple members of Township staff; and
13. Providing compensation to herself by applying her annual pay increases in advance dating back to at least 2003, which may be a violation of The Michigan Penal Code (MCL 750.490); and
14. Committing an unauthorized release of the confidential information contained within the independent legal investigation authorized by the Township Board; and
15. Knowingly and deliberately violating the motion of the Township Board on October 26, 2022 by continuing to use and misuse Township resources to investigate a personal issue.

BE IT FURTHER RESOLVED that the Township Board of Charter Township of Genoa hereby reprimands its Clerk, Paulette Skolarus, for her official misconduct in office by removing all non-statutory duties and employees from her office. Furthermore, to protect the employees of the Township, in performance of her statutory duties the Clerk shall only communicate with management and employees in writing or if verbally, the employee and their supervisor or another member of Township staff selected by the employee shall be present.

BE IT FURTHER RESOLVED that the Clerk is instructed to lodge this Resolution in the official records of the Township and that this Resolution shall be in full force and effect from and after its passage and approval.

A roll call vote on the foregoing resolution was taken and was as follows:

AYES: Jean Ledford, Terry Croft, Robin Hunt, Diana Lowe, Jim Mortensen, Bill Rogers

NAYS: none

ABSTAIN: Paulette Skolarus

ABSENT: none

The resolution was declared ADOPTED.

CERTIFICATION OF CLERK

The undersigned, being the duly elected Clerk of the Township, hereby certifies that (1) the foregoing is a true and complete copy of a resolution duly adopted by the Township Board at a meeting of the Township Board, at which meeting a quorum was present and remained throughout; (2) the original thereof is on file in the records of my office; (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended); and (4) minutes of such meeting were kept and will be or have been made available as required thereby.



Paulette A. Skolarus, Genoa Charter Township Clerk

Dated: November 21, 2022