

GENOA CHARTER TOWNSHIP BOARD

Regular Meeting

August 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: August 19, 2024
2. Request to approve the August 5, 2024 regular meeting minutes.

Approval of Regular Agenda:

3. Consideration of a request to approve the continuation of financial support to ensure the operation of Howell Area Parks and Recreation Authority programs and services.
4. Presentation and request to receive and place on file the Fiscal Year April 1, 2023 – March 31, 2024 Township Audit as presented by Maner Costerisan.
5. Public Hearing on the proposed Special Assessment Roll for the **Earl Lake Aquatic Weed Control** Special Assessment Project (Winter 2024).
 - A. Call to the Property Owners
 - B. Call to the Public
6. Request for approval of **Resolution #5** Confirming the Special Assessment Roll for the proposed **Earl Lake Aquatic Weed Control** Special Assessment Project (Winter 2024).
(Roll Call)
7. Public Hearing on the proposed Special Assessment Roll for the **Milroy Lane and Mystic Lake Drive Subdivision Road Rehabilitation** Special Assessment Project (Winter 2024).
 - C. Call to the Property Owners
 - D. Call to the Public

8. Request for approval of **Resolution #5** Confirming the Special Assessment Roll for the proposed **Milroy Lane and Mystic Lake Drive Subdivision Road Rehabilitation** Special Assessment Project (Winter 2024). (Roll Call)
9. Request for approval of an environmental impact assessment (dated 7/17/24) related to a site plan for a proposed 56-space parking lot addition for Community Bible Church. The property is located at 7372 Grand River Avenue at the southwest corner of Grand River and Harte Drive. The request is petitioned by Tower Group.
10. Request for approval of proposed Ordinance number **Z-24-01** regarding text amendments to Article 7, Commercial and Service Districts, Table 7.02 to allow Laundromats as a special land use in the OSD District. (Roll Call)
11. Request for the introduction of proposed Ordinance number **Z-24-02** regarding text amendments to Article 16, Sign Standards involving incidental/informational Signs, pole signs, and minor revisions and to set the meeting date for considering the proposed ordinance for adoption before the Township Board on Monday, September 16, 2024.
12. Request for the introduction of proposed Ordinance number **Z-24-03** regarding text amendments to Article 10, Planned Unit Development, Section 10.02.05 and 10.03.01 and to set the meeting date for considering the proposed ordinance for adoption before the Township Board on Monday, September 16, 2024.
13. Request for approval to appoint Matthew Hurley as the alternate to the Zoning Board of Appeals with a term ending June 30, 2025 as recommended by the Township Supervisor.
14. Consideration of a request from Cooper's Turf Management to repair and improve drainage on the north soccer field (Field 2) to address issues with standing water at a cost not to exceed \$59,375 from Parks and Recreation Fund #208-751-934-017 for North Soccer Field Drainage Repair.
15. Consideration of a request for approval of a proposal from American Video Transfer to upgrade the audio in the Board room at a cost not to exceed \$5,580 from Building and Grounds Fund Line Item #249-265-981-012.

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: August 19, 2024

All information below through August 12, 2024

| | | |
|--|----|-------------------|
| TOWNSHIP GENERAL EXPENSES | \$ | 22,739.28 |
| August 16, 2024 Bi Weekly Payroll | \$ | 140,489.96 |
| OPERATING EXPENSES DPW (503 FN) | \$ | 5,995.12 |
| OPERATING EXPENSES Oak Pointe (592FN) | \$ | 3,436.19 |
| OPERATING EXPENSES Lake Edgewood (593FN) | \$ | 29,008.32 |
| TOTAL | \$ | <u>201,668.87</u> |

FNBCK Check Register

| Check Date | Check | Vendor Name | Amount |
|-----------------------------|-------|--------------------------------|------------------|
| Bank FNBCK CHECKING ACCOUNT | | | |
| 08/12/2024 | 39052 | CONTINENTAL LINEN SERVICE | 301.06 |
| 08/12/2024 | 39053 | COOPER'S TURF MANAGEMENT LLC | 1,720.00 |
| 08/12/2024 | 39054 | DTE ENERGY | 283.60 |
| 08/12/2024 | 39055 | DTE ENERGY | 1,139.94 |
| 08/12/2024 | 39056 | DYKEMA GOSSETT PLLC | 1,608.00 |
| 08/12/2024 | 39057 | EVOLVING TECHNOLOGIES INC | 547.80 |
| 08/12/2024 | 39058 | GORDON FOOD SERVICE | 50.46 |
| 08/12/2024 | 39059 | HART INTERCIVIC, INC. | 9,444.00 |
| 08/12/2024 | 39060 | MICHIGAN OFFICE SOLUTIONS | 51.47 |
| 08/12/2024 | 39061 | NETWORK SERVICES GROUP, L.L.C. | 50.00 |
| 08/12/2024 | 39062 | ROCKET ENTERPRISE INC | 2,240.00 |
| 08/12/2024 | 39063 | SAFEBUILT LLC | 3,777.62 |
| 08/12/2024 | 39064 | SECURE TECH GROUP | 410.69 |
| 08/12/2024 | 39065 | STAPLES | 140.35 |
| 08/12/2024 | 39066 | TAMMY LINDBERG | 259.29 |
| 08/12/2024 | 39067 | TETRA TECH INC | 715.00 |
| FNBCK TOTALS: | | | |
| Total of 16 Checks: | | | 22,739.28 |
| Less 0 Void Checks: | | | 0.00 |
| Total of 16 Disbursements: | | | 22,739.28 |

August 16, 2024 Bi Weekly Payroll

| PAYROLL REGISTER REPORT FOR GENOA CHARTER TOWNSHIP | | | | | Page 36 of 36 |
|--|-------------------------|-------------------------|----------------------------|----------------------|------------------|
| Payroll ID: 287 | | | | | |
| Pay Period End Date: 08/09/2024 Check Post Date: 08/16/2024 Bank ID: FNBCK | | | | | |
| * YTD values reflect values AS OF the check date based on all current adjustments, checks, void checks | | | | | |
| WELL IQ | 0.00 | 0.00 | 297.78 | 3,453.07 | |
| ZBA CHAIR | 0.00 | 0.00 | 0.00 | 0.00 | |
| ZBA MINUTES | 0.00 | 0.00 | 0.00 | 1,482.24 | |
| ZBA MINUTES OT | 0.00 | 0.00 | 0.00 | 0.00 | |
| ZBA PER DIEM | 0.00 | 0.00 | 0.00 | 3,523.69 | |
| ZO | 79.00 | 0.00 | 2,468.75 | 12,468.75 | |
| Gross Pay This Period | Deduction Refund | Ded. This Period | Net Pay This Period | Gross Pay YTD | Dir. Dep. |
| 139,102.60 | 0.00 | 41,033.06 | 98,069.54 | 2,144,835.31 | 98,069.54 |

| Check Register Report For Genoa Charter Township | | | | | | | | Page 1 of 1 |
|--|-------|--------------|--------------------------|------------------------------|-----------------------|------------------|-------------|-------------|
| For Check Dates 08/16/2024 to 08/16/2024 | | | | | | | | |
| Check Date | Bank | Check Number | Name | Check Gross | Physical Check Amount | Direct Deposit | Status | |
| 08/16/2024 | FNBCK | EFT956 | FLEX SPENDING (TASC) | 1,013.09 | 1,013.09 | 0.00 | Open | |
| 08/16/2024 | FNBCK | EFT957 | INTERNAL REVENUE SERVICE | 33,601.01 | 33,601.01 | 0.00 | Open | |
| 08/16/2024 | FNBCK | EFT958 | PRINCIPAL FINANCIAL | 5,721.00 | 5,721.00 | 0.00 | Open | |
| 08/16/2024 | FNBCK | EFT959 | PRINCIPAL FINANCIAL | 2,085.32 | 2,085.32 | 0.00 | Open | |
| Totals: | | | | Number of Checks: 004 | 42,420.42 | 42,420.42 | 0.00 | |
| Total Physical Checks: | | | | | | | | |
| Total Check Stubs: | | | | 4 | | | | |

Direct Deposit \$98,069.54
 Physical Check Amount \$42,420.42
TOTAL \$140,489.96

503FN Check Register

| Check Date | Check | Vendor Name | Amount |
|-------------------------------|-------|------------------------------|----------|
| Bank 503FN DPW-UTILITIES #233 | | | |
| 08/12/2024 | 6139 | MWEA | 95.00 |
| 08/12/2024 | 6140 | UNITED STATES POSTAL SERVICE | 335.16 |
| 08/12/2024 | 6141 | WEX BANK | 5,564.96 |
| 503FN TOTALS: | | | |
| Total of 3 Checks: | | | 5,995.12 |
| Less 0 Void Checks: | | | 0.00 |
| Total of 3 Disbursements: | | | 5,995.12 |

592FN Check Register

| Check Date | Check | Vendor Name | Amount |
|---|-------|--------------------|----------|
| Bank 592FN OAK POINTE OPERATING FUND #592 | | | |
| 08/12/2024 | 6154 | AT&T LONG DISTANCE | 123.50 |
| 08/12/2024 | 6155 | DTE ENERGY | 1,745.49 |
| 08/12/2024 | 6156 | DTE ENERGY | 1,567.20 |
| 592FN TOTALS: | | | |
| Total of 3 Checks: | | | 3,436.19 |
| Less 0 Void Checks: | | | 0.00 |
| Total of 3 Disbursements: | | | 3,436.19 |

593FN Check Register

| Check Date | Check | Vendor Name | Amount |
|--|-------|-----------------------------|-----------|
| Bank 593FN LAKE EDGEWOOD OPERATING FUND #590 | | | |
| 08/12/2024 | 4496 | CONSUMERS ENERGY | 138.00 |
| 08/12/2024 | 4497 | DTE ENERGY | 3,875.02 |
| 08/12/2024 | 4498 | LOREA TOPSOIL & AGGREGATE | 608.80 |
| 08/12/2024 | 4499 | PIPELINE MANAGEMENT CO. LLC | 24,062.50 |
| 08/12/2024 | 4500 | UIS SCADA | 324.00 |
| 593FN TOTALS: | | | |
| Total of 5 Checks: | | | 29,008.32 |
| Less 0 Void Checks: | | | 0.00 |
| Total of 5 Disbursements: | | | 29,008.32 |

GENOA CHARTER TOWNSHIP BOARD
Regular Meeting
August 5, 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, Paulette Skolarus, Jean Ledford, Terry Croft, Diana Lowe and Jeff Dhaenens. Absent was Robin Hunt. Also present was Township Manager Kelly VanMarter, Township Attorney Joe Seward, and 19 people in the audience.

The Pledge of Allegiance was recited.

A moment of silence was held in memory of Gary Markstrom, who served as the township's engineer for many years.

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

Ms. Skolarus stated that she has been the Township Clerk for 40 years. She spoke about how she was accused of making duplicate payments to her and Gary McCreary and getting paid in advance. She did nothing wrong. The Township hired an independent attorney to convict her. There is more to tell, but she is only allowed two minutes so she will continue her story at the next Township Board meeting.

The call to the public was closed at 6:34 pm.

Approval of Consent Agenda:

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

- 1. Payment of Bills: August 5, 2024**
- 2. Request to approve the July 15, 2024 regular meeting minutes.**

Approval of Regular Agenda:

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

- 3. Public Hearing on the proposed Milroy Lane and Mystic Lake Drive Road Rehabilitation Special Assessment Project (Winter 2024).**
 - A. Call to the Property Owners**
 - B. Call to the Public**

The call to the property owners was opened at 6:34 pm.

Ms. Suzie Robertson of 5300 Mystic Lake Drive stated that the road project is unnecessary. She walks these roads multiple times per week and these roads are not in need of repair. If they were, the Road Commission would assess them and make the repair. A portion of Mountain Road was repaired in July and that was needed. Mystic Lake has no potholes. This is a public road, and not a private road. She pays to repair roads with her taxes. Yes, 52.4 percent of the residents agreed to the repairs, but 47.8 percent of the residents voted to not repair them. Almost half do not want the repair. She referenced photos that she submitted with her letter.

Mr. Keith Larson of 5488 Mystic Lake Drive is the neighbor who visited the residents and provided the information regarding the road repairs. He is in favor of it. He was only able to obtain 52.4 percent of the residents to sign the petition; however, there are many more who want this road rehabilitation. He disagrees with the resident who spoke this evening. There are portions of the roads that are hazardous. Is there any responsibility of the County or is it only the responsibility of the Township and the residents.

Mr. Bob Assenmacher of 5439 Mystic Lake Drive has lived there since 1990. There are sections of curbing on the roads that are missing. The roads have to be replaced.

The call to the property owners was closed at 6:45 pm.

The call to the public was opened at 6:45 pm with no response.

Mr. Garrett Olsen of the Livingston County Road Commission (LCRC) stated that Milroy and Mystic Lake are past their serviceable lives. They are rated as 1 out of 10, which is the lowest score. He explained how and why the LCRC approved the repair of Mountain Drive in July.

Mr. Dhaenens asked Mr. Olsen what the neighbors should do if the curbs are damaged. Mr. Olsen said that the new style of curbs they would install do not usually get broken by the snow plows. If it does happen, the residents should contact the LCRC.

Ms. Skolarus stated the cost of this project is \$615,000 and the Township is contributing \$63,000 toward it. The Township keeps \$100 per year of the taxes that residents pay. The rest of the taxes go to the schools, the library, etc.

Supervisor Rogers stated that Genoa Township does not have a road millage.

4. Request for approval of Resolution #3 Approving the Project Cost Estimates, Special Assessment District and causing the Special Assessment Roll to be prepared for the Milroy Lane and Mystic Lake Drive Road Rehabilitation Special Assessment Project (Winter 2024). (Roll Call)

Moved by Skolarus, supported by Dhaenens, to approve Resolution #3 approving the Project Cost Estimates, Special Assessment District and causing the Special Assessment Roll to be prepared for the Milroy Lane and Mystic Lake Drive Road Rehabilitation Special Assessment

Project (Winter 2024). **The motion carried with a roll call vote (Ledford - yes, Croft - yes, Lowe - yes, Dhaenens - yes, Skolarus - yes, and Rogers - yes; Hunt - absent).**

5. Request for approval of Resolution #4 Acknowledging the filing of the Special Assessment Roll, Scheduling the Second Hearing for August 19, 2024, and Directing the Issuance of Statutory Notices for the Milroy Lane and Mystic Lake Drive Road Rehabilitation Special Assessment Project (Winter 2024). (Roll Call)

Ms. Skolarus asked Ms. VanMarter to explain the \$4,000 administrative cost. She stated the cost is for the two publications in the newspaper, postage for mailings, and staff time. She noted that after all of the expenses are made for the SAD, if there is more than 5 percent left over, there is an adjustment done and the residents' balances are lowered or refunds are given.

Moved by Ledford, supported by Lowe, to approve Resolution #4 Acknowledging the filing of the Special Assessment Roll, Scheduling the Second Hearing for August 19, 2024, and Directing the Issuance of Statutory Notices for the Milroy Lane and Mystic Lake Drive Road Rehabilitation Special Assessment Project (Winter 2024). **The motion carried with a roll call vote (Ledford - yes, Croft - yes, Lowe - yes, Dhaenens - yes, Skolarus - yes, and Rogers - yes; Hunt - absent).**

6. Public Hearing on the proposed Earl Lake Aquatic Weed Control Special Assessment Project (Winter 2024).
A. Call to the Property Owners
B. Call to the Public

The call to the property owners was opened at 6:54 pm with no response.

The call to the public was opened at 6:54 pm.

Ms. Shawn Bonine of 3216 Golf Club Road stated the residents want to treat the lake for weeds. They have hired a company. There are 45 lake residents who live in Oceola Township and 8 in Genoa. Almost 70 percent of the homeowners in Oceola and five of the residents in Genoa have signed the petition. There is a lot of support for this project from the residents.

The call to the public was closed at 6:56 pm.

7. Request for approval of Resolution #3 Approving the Project Cost Estimates, Special Assessment District and causing the Special Assessment Roll to be prepared for the Earl Lake Aquatic Weed Control Special Assessment Project (Winter 2024). (Roll Call)

Moved by Lowe, supported by Ledford, to approve Resolution #3 approving the Project Cost Estimates, Special Assessment District and causing the Special Assessment Roll to be

prepared for the Earl Lake Aquatic Weed Control Special Assessment Project (Winter 2024).

The motion carried with a roll call vote (Ledford - yes, Croft - yes, Lowe - yes, Dhaenens - yes, Skolarus - yes, and Rogers - yes; Hunt - absent).

8. Request for approval of Resolution #4 Acknowledging the filing of the Special Assessment Roll, Scheduling the Second Hearing for August 19, 2024, and Directing the Issuance of Statutory Notices for the Earl Lake Aquatic Weed Control Special Assessment Project (Winter 2024). (Roll Call)

Moved by Ledford, supported by Lowe, to approve Resolution #4 acknowledging the filing of the Special Assessment Roll, Scheduling the Second Hearing for August 19, 2024, and Directing the Issuance of Statutory Notices for the Earl Lake Aquatic Weed Control Special Assessment Project (Winter 2024). **The motion carried with a roll call vote (Ledford - yes, Croft - yes, Lowe - yes, Dhaenens - yes, Skolarus - yes, and Rogers - yes; Hunt - absent).**

9. Consideration of a request to approve Emergency Management Resolution 240805A for the Support Emergency Operations Plan used in concurrence with the County Emergency Operations Plan. (Roll Call)

Supervisor Rogers stated this plan has been in place for a long time and must come before the Township Board each year for review and approval. There has been some additional cyber security information added to this year's plan.

Mr. Dhaenens asked if the water and wastewater treatment plants are to be repaired first. Ms. VanMarter stated, "yes", but she will confirm and report back to the Board.

Moved by Skolarus, supported by Lowe, to approve Emergency Management Resolution 240805A for the Support Emergency Operations Plan used in concurrence with the County Emergency Operations Plan, adding spaces for signatures and how each member of the Board voted. **The motion carried with a roll call vote (Ledford - yes, Croft - yes, Lowe - yes, Dhaenens - yes, Skolarus - yes, and Rogers - yes; Hunt - absent).**

10. Request for introduction of proposed Ordinance number Z-24-01 regarding text amendments to Article 7, Commercial and Service Districts, Table 7.02 to allow Laundromats as a special land use in the OSD District and to set the meeting date for the purpose of considering the proposed ordinance for adoption before the Township Board on August 19, 2024.

Ms. VanMarter stated this was initiated by Township Staff and the Planning Commission to allow laundromats in the Office Service District (OSD). She quoted part of the OSD ordinance stating that uses in this district can include services that assist residents in the area. Because there are concerns with parking, traffic, and noise with this type of use, it is being proposed to

be allowed as a special use, which will require that each one receive approval from the Township.

Mr. Dhaenens noted that the Livingston County Planning Commission recommended denying the request. Ms. VanMarter stated that they had the same concerns as her and staff, which is why they are requiring it to receive special use approval. She noted the County Planner recommended approval.

Mr. Dhaenens stated the Planning Commission reviewed this and agreed that it makes sense and should require special use approval .

Moved by Dhaenens, supported by Croft, to introduce proposed ordinance number Z-24-01 and to set the meeting date to consider adoption before the Township Board on Monday, August 19, 2024 for the purpose of considering the proposed zoning text amendment. **The motion carried unanimously.**

11. Consideration of a request to approve Resolution 240805B to approve Ballot Language for a voter petition-initiated Marijuana proposal for the November 5, 2024 General Election. (Roll Call)

Ms. VanMarter stated this was submitted last week. There were sufficient signatures in support of a voter petition-initiated proposal to be placed on the ballot to allow for two marijuana establishments. Five percent of the voters in the township must sign the petition. The clerk's office certified the signatures. She has prepared ballot language, which has been reviewed by the township attorney. The Livingston County Clerk's office also approved the language. Previously, the Township Board decided this is not something that was wanted in the township; however, the residents want this on the ballot.

Moved by Skolarus, supported by Lowe, to approve Resolution 240805B to approve Ballot Language for a voter petition-initiated Marijuana proposal for the November 5, 2024 General Election. **The motion carried with a roll call vote (Ledford - yes, Croft - yes, Lowe - yes, Dhaenens - yes, Skolarus - yes, and Rogers - yes; Hunt - absent).**

Member Discussion

Ms. Skolarus stated that there were nine days of early voting and 198 people voted. There are 17,000 registered voters in the township. The cost was \$49.43 per voter. Absent voter ballots costs \$.63. Early voting was approved by the voters several years ago. It is a large expense for the township residents.

Ms. VanMarter asked if the County's office can hold a combined election for all of the precincts. Ms. Skolarus stated she can speak to the county clerks at their monthly meeting.

Genoa Charter Township Board Meeting
July 5, 2024
Unapproved Minutes

Mr. Dhaenens stated that the primary election is tomorrow. If he is not elected he wants all of the trustees to know that it has been an honor to serve on the board with them.

Adjournment

Moved by Lowe, supported by Ledford, to adjourn the meeting at 7:14 pm. **The motion carried unanimously.**

Respectfully Submitted,

Patty Thomas
Recording Secretary

Approved: Paulette Skolarus, Clerk
Genoa Charter Township

Bill Rogers, Supervisor
Genoa Charter Township



Dear Genoa Township Board of Trustee,

I hope this letter finds you well. I am writing to you today on behalf of the Howell Area Parks and Recreation Authority to address a matter of significant importance to our community. As you are aware, the millage attempt for Howell Recreation on August 6th did not pass. Though the majority of voters collectively voted “YES” the State of Michigan Recreation Authority Act states that the millage must pass in each participating member of the recreation Authority. According to our bylaws, this unfortunate outcome means that Howell Recreation will officially disband in 90 days unless we receive a two-thirds vote of approval from our participating municipalities to continue our operations.

The failure of the millage presents a critical juncture for our community. Howell Recreation has been an essential part of our community, providing diverse and inclusive programs that foster community engagement, promote health and wellness, and enhance the overall quality of life for our residents. The impact of disbanding this organization would be profoundly felt by all.

Over the years, Howell Recreation has made significant contributions to our community by:

1. **Offering a Wide Range of Programs:** From youth sports and summer camps to adult fitness classes and senior activities, Howell Recreation has catered to the needs and interests of residents of all ages.
2. **Promoting Health and Wellness:** Our programs have encouraged healthy lifestyles, physical activity, and social interaction, contributing to the well-being of our community members.
3. **Fostering Community Engagement:** Through events like Melon Festival and activities Legend of Sleepy Howell, Howell Recreation has brought people together, creating a sense of community and belonging.
4. **Supporting Economic Impact:** Our programs and events attract participants from outside the area, supporting local businesses and boosting the local economy.

The dissolution of Howell Recreation would result in the loss of these valuable services and opportunities. It is imperative that we find a way to continue our operations for the benefit of our community.

I am writing to request that Genoa Township Board would continue to support the relationship with Howell Recreation. We need your vote to secure the necessary approval to keep our organization running and to continue providing the services that our community relies on. Your support will ensure that Howell Recreation can continue to be a cornerstone of our community, promoting health, wellness, and community engagement.

We understand the financial challenges and constraints that municipalities face, but we firmly believe that the benefits of supporting Howell Recreation far outweigh the costs. The value that we bring to the community is immeasurable, and with your support, we can continue to make Howell a vibrant, healthy, and connected community.

Thank you for your time and consideration. We look forward to your positive response and continued partnership.

Sincerely,

Tim Church
Executive Director



Dear Howell Recreation Community,

We wanted to take a moment to update you on the recent millage vote. While the majority of voters did cast a supporting “YES” vote, according to the State Recreation Authority Act, we did need to have the millage successfully pass in each of the 5 municipalities. We were not successful in Marion Township by less than 200 votes. As we are disappointed to report that the millage did not pass, we are deeply encouraged by the support and engagement we received from the community. It’s clear that many of you share our vision for enhancing Howell Recreation, and we are committed to trying again on November 6th.

We understand that there may have been some confusion about what the Howell Recreation Millage supports. We want to clarify a few key points to ensure that everyone has the correct information moving forward:

1. **Howell Recreation Millage vs. 2023 School Bond:** The Howell Recreation Millage is entirely separate from the 2023 School Bond. The funds from this millage are dedicated solely to supporting and expanding our recreation programs and facilities.
2. **Racetrack Projects:** This is a private business venture, the millage will not be used for any projects related to the racetrack being built off D-19. Our focus remains on recreational opportunities and community engagement within Howell.
3. **Scofield Park Passes:** While we understand the frustration regarding park passes to Scofield Park, the millage will not impact this situation. The City of Howell regulates and operates Scofield Park, including the distribution of park passes. To learn more about the City of Howell’s Park Pass policy, [click here](#).

Our goal is to improve communication and ensure that everyone understands the true purpose and benefits of the Howell Recreation Millage. We are dedicated to addressing any misunderstandings and providing clear, accurate information to our community.

We appreciate your continued support and believe that together, we can make Howell an even better place to live, work, and play. Please stay engaged and informed as we move toward the November 6th vote. Your voice and your vote are crucial in shaping the future of Howell Recreation.

Thank you for your support and dedication to our community.

Best Wishes

Tim Church

Executive Director

Genoa Charter Township Year Ended March 31, 2024

Tyler P. Baker, CPA



Auditor's Report



Statement of Net Position



Pension Information



**General Fund Balance Sheet &
Statement of Revenues,
Expenditures, and Changes in
Fund Balances**



Graphs



Agenda

Auditors Report

- Audit Objective
 - The objective, or purpose, of an audit is to express opinions on the financial statements
 - The purpose is not to detect fraud or express an opinion on your internal controls
- Opinions (p. 1)
 - In our opinion, the financial statements...present fairly, in all material respect...
 - Our opinion on your financial statements
 - Unmodified opinion
- Responsibilities of Management for the Financial Statement (p. 2)
 - Preparation and fair presentation of the financial statements in accordance with GAAP
 - Including the design, implementation, and maintenance of internal controls
 - Also responsible for fraud detection, deterrence, and prevention
- Auditor's Responsibility (p. 2)
 - Express opinions on the financial statements based on our audit

GENOA CHARTER TOWNSHIP
STATEMENT OF NET POSITION
MARCH 31, 2024

| | Primary Government | | Total |
|--|----------------------------|-----------------------------|----------------------|
| | Governmental Activities | Business-type Activities | |
| ASSETS | | | |
| Cash and cash equivalents | \$ 12,641,630 | \$ 1,321,100 | \$ 13,962,730 |
| Cash and cash equivalents - restricted | - | 1,189,022 | 1,189,022 |
| Receivables | | | |
| Taxes | 87,424 | - | 87,424 |
| Accounts | - | 448,871 | 448,871 |
| Leases | - | 359,686 | 359,686 |
| Special assessments - restricted | 5,024,371 | 32,417 | 5,056,788 |
| Inventory | 237,668 | 241,380 | 479,048 |
| Due from other governments | 710,903 | - | 710,903 |
| Prepaid expenses | 91,663 | - | 91,663 |
| Interfunds balances | 29,314 | (29,314) | - |
| Capital assets | | | |
| Non-depreciable | 2,672,880 | 1,539,119 | 4,211,999 |
| Depreciable, net of accumulated depreciation | 5,284,020 | 15,072,259 | 20,356,279 |
| Interfund advances | 621,168 | (621,168) | - |
| Investment in joint venture | 32,753,398 | - | 32,753,398 |
| | 60,154,439 | 19,553,372 | 79,707,811 |
| DEFERRED OUTFLOWS OF RESOURCES | | | |
| Pension related activities | 154,884 | - | 154,884 |
| LIABILITIES | | | |
| Accounts payable | 267,710 | 332,201 | 599,911 |
| Accrued expenditures | 64,143 | - | 64,143 |
| Due to others | 257,063 | - | 257,063 |
| Unearned revenues | 1,447,131 | - | 1,447,131 |
| Net pension liability | 216,413 | - | 216,413 |
| Long-term obligations | | | |
| Current | 237,492 | 337,963 | 575,455 |
| Non-current | 78,835 | 4,082,587 | 4,161,422 |
| | 2,568,787 | 4,752,751 | 7,321,538 |
| DEFERRED INFLOWS OF RESOURCES | | | |
| Deferred gain on refunding | - | 50,940 | 50,940 |
| Unavailable revenue - leases | - | 345,467 | 345,467 |
| Pension related activities | 9,016 | - | 9,016 |
| | 9,016 | 396,407 | 405,423 |
| NET POSITION | | | |
| Net investment in capital assets | 7,956,900 | 12,190,828 | 20,147,728 |
| Restricted | | | |
| Public works - water/sewer | - | 1,221,439 | 1,221,439 |
| Road improvement | 2,446,247 | - | 2,446,247 |
| Unrestricted | 47,328,373 | 991,947 | 48,320,320 |
| | \$ 57,731,520 | \$ 14,404,214 | \$ 72,135,734 |

See notes to financial statements.

GENOA CHARTER TOWNSHIP
DEFINED BENEFIT PENSION PLAN
SCHEDULE OF CHANGES IN EMPLOYER'S NET PENSION LIABILITY AND RELATED RATIOS
LAST NINE FISCAL YEARS (ULTIMATELY TEN YEARS WILL BE DISPLAYED)
(AMOUNTS WERE DETERMINED AS OF 12/31 EACH YEAR)

| | <u>2023</u> | <u>2022</u> | <u>2021</u> | <u>2020</u> | <u>2019</u> | <u>2018</u> | <u>2017</u> | <u>2016</u> | <u>2015</u> |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Total Pension Liability | | | | | | | | | |
| Service cost | \$ 14,608 | \$ 12,825 | \$ 21,556 | \$ 20,681 | \$ 19,846 | \$ 19,377 | \$ 18,799 | \$ 19,422 | \$ 17,922 |
| Interest | 61,358 | 53,131 | 47,313 | 40,867 | 35,598 | 33,177 | 31,216 | 26,674 | 22,556 |
| Difference in experience | 47,365 | 63,842 | 9,035 | 1,085 | (3,422) | 889 | (25,787) | 10,986 | 5,769 |
| Change of assumptions | 7,787 | - | 36,771 | 21,735 | 15,022 | - | - | - | 13,026 |
| Benefit payments | (34,415) | - | - | - | - | - | - | - | - |
| Other changes | - | - | - | 1 | 1,873 | - | - | - | - |
| Net Change in Total Pension Liability | 96,703 | 129,798 | 114,675 | 84,369 | 68,917 | 53,443 | 24,228 | 57,082 | 59,273 |
| Total Pension Liability, beginning | 856,228 | 726,430 | 611,755 | 527,386 | 458,469 | 405,026 | 380,798 | 323,716 | 264,443 |
| Total Pension Liability, ending | \$ 952,931 | \$ 856,228 | \$ 726,430 | \$ 611,755 | \$ 527,386 | \$ 458,469 | \$ 405,026 | \$ 380,798 | \$ 323,716 |
| Plan Fiduciary Net Position | | | | | | | | | |
| Contributions - employer | \$ 99,012 | \$ 33,068 | \$ 29,892 | \$ 26,156 | \$ 24,466 | \$ 24,298 | \$ 22,354 | \$ 22,061 | \$ 19,836 |
| Net investment income (loss) | 71,555 | (66,187) | 77,158 | 61,945 | 51,786 | (15,273) | 41,044 | 29,531 | (3,802) |
| Benefit payments | (34,415) | - | - | - | - | - | - | - | - |
| Administrative expenses | (1,531) | (1,213) | (885) | (927) | (893) | (725) | (646) | (580) | (533) |
| Net Change in Plan Fiduciary Net Position | 134,621 | (34,332) | 106,165 | 87,174 | 75,359 | 8,300 | 62,752 | 51,012 | 15,501 |
| Plan Fiduciary Net Position, beginning | 601,897 | 636,229 | 530,064 | 442,890 | 367,531 | 359,231 | 296,479 | 245,467 | 229,966 |
| Plan Fiduciary Net Position, ending | \$ 736,518 | \$ 601,897 | \$ 636,229 | \$ 530,064 | \$ 442,890 | \$ 367,531 | \$ 359,231 | \$ 296,479 | \$ 245,467 |
| Employer's Net Pension Liability | \$ 216,413 | \$ 254,331 | \$ 90,201 | \$ 81,691 | \$ 84,496 | \$ 90,938 | \$ 45,795 | \$ 84,319 | \$ 78,249 |
| Plan Fiduciary Net Position as a percentage of the Total Pension Liability | 77.29% | 70.30% | 87.58% | 86.65% | 83.98% | 80.16% | 88.69% | 66.00% | 75.83% |
| Covered payroll | \$ 142,520 | \$ 125,118 | \$ 251,427 | \$ 240,881 | \$ 234,022 | \$ 228,343 | \$ 221,282 | \$ 222,122 | \$ 215,419 |
| Employer's net pension liability as a percentage of covered payroll | 152% | 203% | 36% | 34% | 36% | 40% | 21% | 38% | 36% |

This schedule is presented to illustrate the requirement to show information for ten years. However, until a full ten-year trend is compiled, reporting units should present information for those years for which information is available.

GENOA CHARTER TOWNSHIP
GENERAL FUND
BUDGETARY COMPARISON SCHEDULE (NON-GAAP BASIS)
YEAR ENDED MARCH 31, 2024

| | Budgeted Amounts | | Actual | Variance with Final Budget Positive (Negative) |
|---|---------------------|--------------------|--------------------|--|
| | Original | Final | | |
| REVENUES | | | | |
| Taxes | \$ 1,630,000 | \$ 1,632,099 | \$ 1,580,941 | \$ (51,158) |
| Licenses and permits | 490,000 | 522,000 | 486,940 | (35,060) |
| Intergovernmental | 2,252,092 | 2,365,885 | 2,381,155 | 15,270 |
| Charges for services | 1,388,359 | 1,489,122 | 1,380,357 | (108,765) |
| Interest and rents | 10,000 | 78,000 | 188,223 | 110,223 |
| Other | 11,000 | 243,827 | 46,393 | (197,434) |
| TOTAL REVENUES | 5,781,451 | 6,330,933 | 6,064,009 | (266,924) |
| EXPENDITURES | | | | |
| Current | | | | |
| General government | | | | |
| Township trustees | 56,475 | 56,475 | 49,795 | 6,680 |
| Supervisor | 68,377 | 68,377 | 64,961 | 3,416 |
| Township manager | 202,960 | 202,960 | 200,226 | 2,734 |
| Accounting and finance | 118,258 | 118,258 | 102,740 | 15,518 |
| Township clerk | 103,155 | 113,555 | 91,963 | 21,592 |
| Information and technology | 78,700 | 78,700 | 75,750 | 2,950 |
| Board of review | 11,550 | 11,550 | 4,459 | 7,091 |
| Township treasurer | 169,422 | 173,418 | 171,057 | 2,361 |
| Assessing department | 284,958 | 264,958 | 251,633 | 13,325 |
| Elections | 149,450 | 161,650 | 153,564 | 8,086 |
| Building and grounds | 265,510 | 245,510 | 213,305 | 32,205 |
| Professional fees | 205,900 | 140,900 | 124,879 | 16,021 |
| Human resources | 23,386 | 26,100 | 20,850 | 5,250 |
| Unallocated | 965,556 | 903,556 | 753,425 | 150,131 |
| Total general government | <u>2,703,657</u> | <u>2,565,967</u> | <u>2,278,607</u> | <u>287,360</u> |
| Public works | | | | |
| Drains | 30,000 | 30,000 | 21,980 | 8,020 |
| Refuse collection | 1,422,000 | 1,422,000 | 1,479,449 | (57,449) |
| Cemetery | 10,000 | 10,000 | 6,095 | 3,905 |
| Total public works | <u>1,462,000</u> | <u>1,462,000</u> | <u>1,507,524</u> | <u>(45,524)</u> |
| Community and economic development | | | | |
| Planning and zoning | 440,500 | 374,250 | 303,352 | 70,898 |
| Economic development | 26,960 | 26,960 | 23,283 | 3,677 |
| Total community and economic development | <u>467,460</u> | <u>401,210</u> | <u>326,635</u> | <u>74,575</u> |
| Capital outlay | 165,000 | 55,000 | 33,811 | 21,189 |
| TOTAL EXPENDITURES | 4,798,117 | 4,484,177 | 4,146,577 | 337,600 |
| EXCESS OF REVENUES OVER EXPENDITURES | <u>983,334</u> | <u>1,846,756</u> | <u>1,917,432</u> | <u>70,676</u> |
| OTHER FINANCING SOURCES (USES) | | | | |
| Transfers in | 231,263 | 7,263 | - | (7,263) |
| Transfers out | (1,790,000) | (1,790,000) | (1,790,000) | - |
| TOTAL OTHER FINANCING SOURCES (USES) | <u>(1,558,737)</u> | <u>(1,782,737)</u> | <u>(1,790,000)</u> | <u>(7,263)</u> |
| Net change in fund balance (Budgetary basis) | \$ (575,403) | \$ 64,019 | 127,432 | \$ 63,413 |
| Budgetary perspective difference | | | 292,134 | |
| Net change in fund balance (GAAP basis) | | | <u>\$ 419,566</u> | |

GENOA CHARTER TOWNSHIP
GOVERNMENTAL FUNDS
BALANCE SHEET
MARCH 31, 2024

| | General Fund | Special Revenue | | | Capital Projects | | Totals |
|---|---------------------|----------------------------|---------------------|---|----------------------------------|---------------------|----------------------|
| | | Reimbursable Projects Fund | Utilities/DPW Fund | Future Development Parks, Paths and Recreation Fund | Genoa Ocoola Sewer New User Fund | Nonmajor Funds | |
| ASSETS | | | | | | | |
| Cash and cash equivalents | \$ 4,307,123 | \$ 2,439,687 | \$ 861,745 | \$ 816,548 | \$ 1,432,453 | \$ 2,784,074 | \$ 12,641,630 |
| Receivables | | | | | | | |
| Special assessments | - | 5,024,371 | - | - | - | - | 5,024,371 |
| Taxes | 87,424 | - | - | - | - | - | 87,424 |
| Due from other funds | 690,950 | - | 79,346 | - | - | 59,525 | 829,821 |
| Due from other governments | 545,871 | 6,633 | 158,399 | - | - | - | 710,903 |
| Advances to other funds | - | - | - | - | 621,168 | - | 621,168 |
| Inventory | 233,168 | - | 4,500 | - | - | - | 237,668 |
| Prepaid expenditures | 22,512 | - | 32,656 | - | - | 36,495 | 91,663 |
| TOTAL ASSETS | \$ 5,887,048 | \$ 7,470,691 | \$ 1,136,646 | \$ 816,548 | \$ 2,053,621 | \$ 2,880,094 | \$ 20,244,648 |
| LIABILITIES | | | | | | | |
| Accounts payable | \$ 245,422 | \$ 73 | \$ 19,571 | \$ 2,644 | \$ - | \$ - | \$ 267,710 |
| Accrued expenditures | 21,032 | - | 43,111 | - | - | - | 64,143 |
| Accrued compensated absences | 12,109 | - | 27,473 | - | - | - | 39,582 |
| Unearned revenue | 1,103,878 | - | - | - | - | 343,253 | 1,447,131 |
| Due to other funds | 55,726 | - | 744,781 | - | - | - | 800,507 |
| Due to others | 252,618 | - | 4,445 | - | - | - | 257,063 |
| TOTAL LIABILITIES | 1,690,785 | 73 | 839,381 | 2,644 | - | 343,253 | 2,876,136 |
| DEFERRED INFLOWS OF RESOURCES | | | | | | | |
| Unavailable revenue | - | 5,024,371 | - | - | - | - | 5,024,371 |
| FUND BALANCES | | | | | | | |
| Nonspendable | | | | | | | |
| Prepaid expenditures | 22,512 | - | 32,656 | - | - | 36,495 | 91,663 |
| Inventory | 233,168 | - | 4,500 | - | - | - | 237,668 |
| Advances to other funds | - | - | - | - | 621,168 | - | 621,168 |
| Restricted for: | | | | | | | |
| Road improvement | - | 2,446,247 | - | - | - | - | 2,446,247 |
| Committed for: | | | | | | | |
| Broadband expansion | - | - | - | - | - | 52,323 | 52,323 |
| Capital improvement | 480,571 | - | - | - | 1,432,453 | 1,157,213 | 3,070,237 |
| Public safety | - | - | - | - | - | 5,064 | 5,064 |
| Public works | - | - | 260,109 | - | - | 1,285,746 | 1,545,855 |
| Recreation | - | - | - | 813,904 | - | - | 813,904 |
| Assigned for subsequent years expenditures | 730,980 | - | - | - | - | - | 730,980 |
| Unassigned | 2,729,032 | - | - | - | - | - | 2,729,032 |
| TOTAL FUND BALANCE | 4,196,263 | 2,446,247 | 297,265 | 813,904 | 2,053,621 | 2,536,841 | 12,344,141 |
| TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCE | \$ 5,887,048 | \$ 7,470,691 | \$ 1,136,646 | \$ 816,548 | \$ 2,053,621 | \$ 2,880,094 | \$ 20,244,648 |

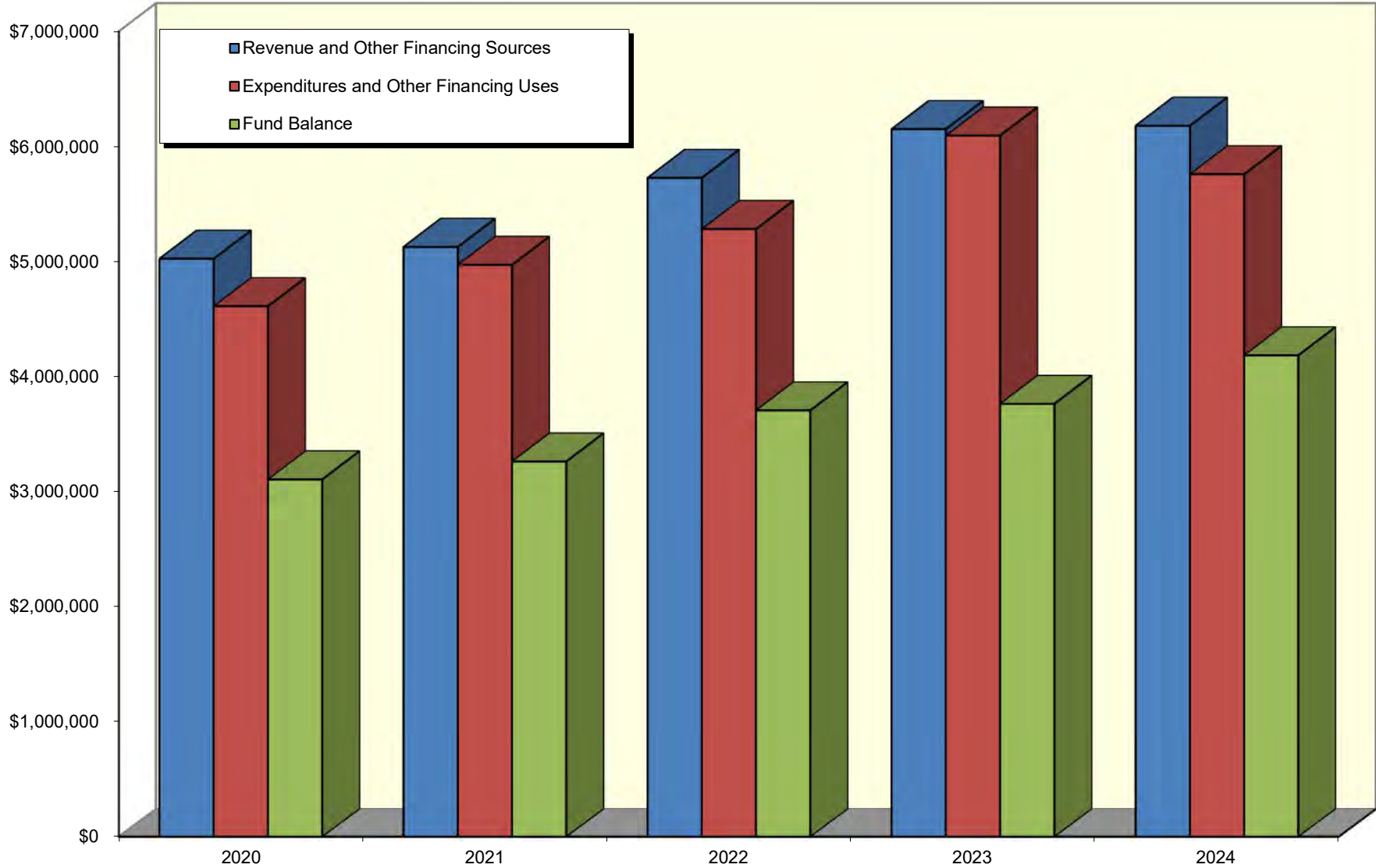
See notes to financial statements.

GENOA CHARTER TOWNSHIP
GOVERNMENTAL FUNDS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
YEAR ENDED MARCH 31, 2024

| | General | Special Revenue Funds | | | Capital Projects | | Total |
|---|--------------------|----------------------------|--------------------|--|-----------------------|------------------|-------------------|
| | | Reimbursable Projects Fund | Utilities/DPW Fund | Future Development Parks, Paths and Recreation | Genoa Sewer User Fund | Oceola New Funds | |
| REVENUES | | | | | | | |
| Property taxes | \$ 1,580,941 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,580,941 |
| Intergovernmental | 2,381,155 | - | - | - | - | 668,666 | 3,049,821 |
| Special assessments - principal | - | 222,205 | - | - | 9,891 | - | 232,096 |
| Special assessments - interest | - | 9,173 | - | - | 495 | - | 9,668 |
| Licenses and permits | 486,940 | - | - | - | - | 16,872 | 503,812 |
| Charges for services | 1,380,357 | - | 3,571,241 | - | 283,024 | 19,730 | 5,254,352 |
| Interest | 189,844 | 92,471 | - | 39,935 | 43,097 | 69,450 | 434,797 |
| Other | 164,393 | - | 25,875 | 139,261 | - | 43,949 | 373,478 |
| TOTAL REVENUES | 6,183,630 | 323,849 | 3,597,116 | 179,196 | 336,507 | 818,667 | 11,438,965 |
| EXPENDITURES | | | | | | | |
| Current | | | | | | | |
| General government | 2,406,094 | - | - | - | - | - | 2,406,094 |
| Public safety | - | - | - | - | - | 15,708 | 15,708 |
| Community and economic development | 326,635 | - | - | - | - | - | 326,635 |
| Public works | 1,507,524 | 670,052 | 3,251,914 | - | 4,550 | 1,025,734 | 6,459,774 |
| Parks and recreation | - | - | - | 2,275,027 | - | - | 2,275,027 |
| Capital outlay | 33,811 | - | - | - | - | 69,935 | 103,746 |
| TOTAL EXPENDITURES | 4,274,064 | 670,052 | 3,251,914 | 2,275,027 | 4,550 | 1,111,377 | 11,586,984 |
| EXCESS OF REVENUES OVER (UNDER) EXPENDITURES | 1,909,566 | (346,203) | 345,202 | (2,095,831) | 331,957 | (292,710) | (148,019) |
| OTHER FINANCING SOURCES (USES) | | | | | | | |
| Transfers in | - | - | - | 850,000 | - | 881,000 | 1,731,000 |
| Transfers out | (1,490,000) | - | (275,454) | - | - | - | (1,765,454) |
| TOTAL OTHER FINANCING SOURCES (USES) | (1,490,000) | - | (275,454) | 850,000 | - | 881,000 | (34,454) |
| NET CHANGE IN FUND BALANCES | 419,566 | (346,203) | 69,748 | (1,245,831) | 331,957 | 588,290 | (182,473) |
| Fund balance, beginning of year | 3,776,697 | 2,792,450 | 227,517 | 2,059,735 | 1,721,664 | 1,948,551 | 12,526,614 |
| Fund balance, end of year | \$ 4,196,263 | \$ 2,446,247 | \$ 297,265 | \$ 813,904 | \$ 2,053,621 | \$ 2,536,841 | \$ 12,344,141 |

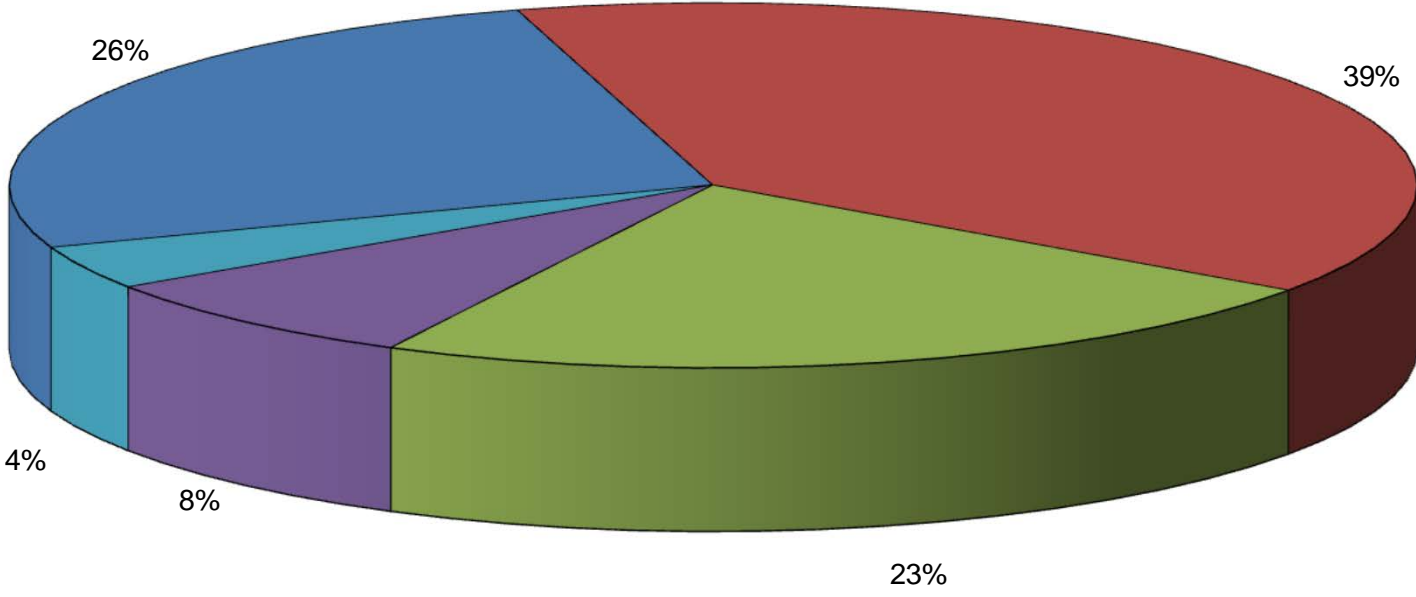
See notes to financial statements.

**Genoa Charter Township
General Fund Revenues, Expenditures, and Fund Balance**

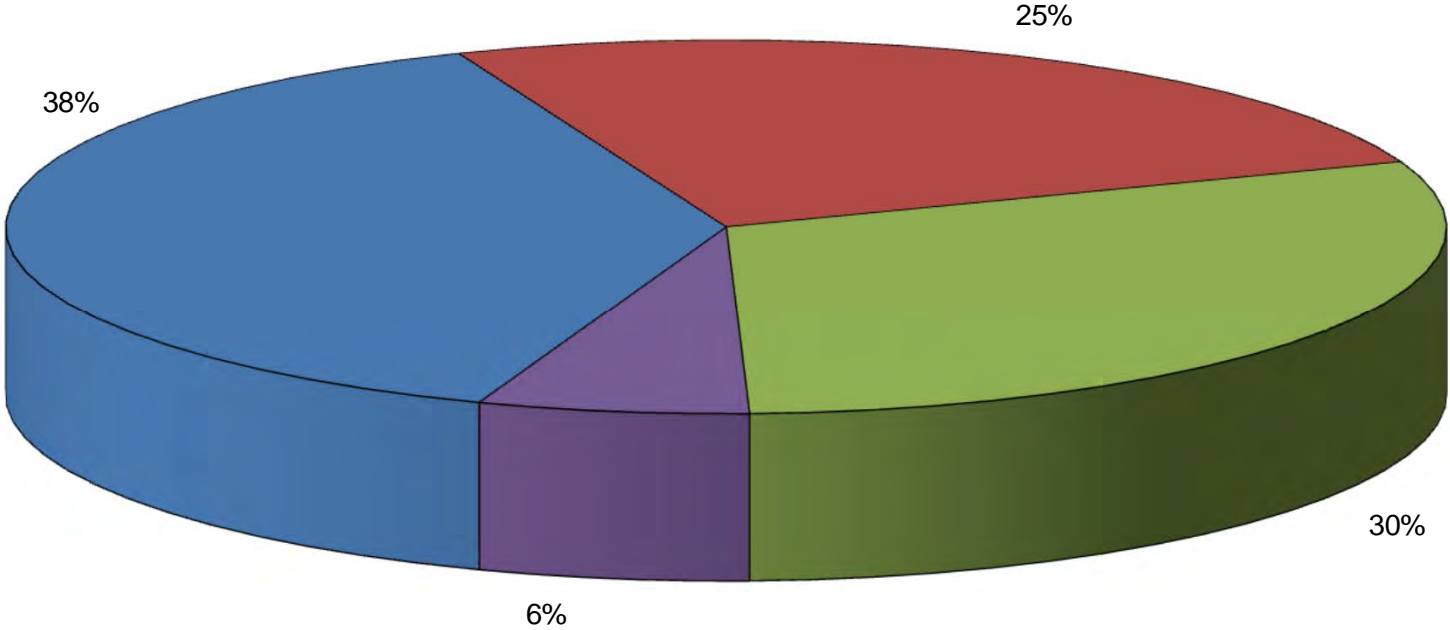
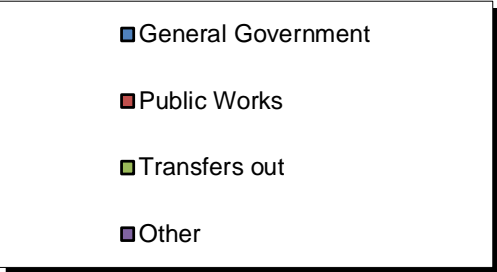


**Genoa Charter Township
General Fund Revenue and Other Financing Sources Detail
2024**

- Taxes
- Intergovernmental
- Charges for Services
- Licenses and Permits
- Other Revenue



**Genoa Charter Township
General Fund Expenditure and Other Financing Uses Detail
2024**



Questions?

Thank you for your time.

Tyler P. Baker, CPA

Senior Manager

Maner Costerisan

Certified Public Accountants

Business & Technology Advisors

517-886-9590

tbaker@manercpa.com



GENOA CHARTER TOWNSHIP
REPORT ON FINANCIAL STATEMENTS
**(with required and other
supplementary information)**
YEAR ENDED MARCH 31, 2024



GENOA CHARTER TOWNSHIP

TOWNSHIP OFFICIALS

Supervisor - Bill Rogers
Clerk - Paulette Skolarus
Treasurer - Robin Hunt

BOARD OF TRUSTEES

Bill Rogers
Paulette Skolarus
Robin Hunt
Jean Ledford
Jeff Dhaenens
Terry Croft
Diana Lowe

MANAGER

Kelly Van Marter

TOWNSHIP ATTORNEYS

Seward Henderson PLLC

TOWNSHIP AUDITORS

Maner Costerisan
Certified Public Accountants

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INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees of
Genoa Charter Township
Brighton, Michigan

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Genoa Charter Township, as of and for the year ended March 31, 2024, and the related notes to the financial statements, which collectively comprise Genoa Charter Township's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Genoa Charter Township, as of March 31, 2024, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

We did not audit the financial statements of Brighton Area Fire Authority, which represent 12%, 12%, and 5%, respectively, of the assets, net position, and revenues of the governmental activities as of March 31, 2024, and the respective changes in financial position. Those statements were audited by other auditors whose report has been furnished to us, and our opinion, insofar as it relates to the amounts included for Brighton Area Fire Authority, is based solely on the report of the other auditors.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Genoa Charter Township and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Genoa Charter Township's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions.

Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Genoa Charter Township's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Genoa Charter Township's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, and pension related schedules, as identified in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Genoa Charter Township's basic financial statements. The other supplementary information, as listed in the table of contents, is presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the other supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Maney Costeiran PC

August 6, 2024

GENOA CHARTER TOWNSHIP MANAGEMENT'S DISCUSSION AND ANALYSIS

Within this section of the Genoa Charter Township's annual financial report, the Township's management is providing a narrative discussion and analysis of the financial activities of the Township for the year ended March 31, 2024. This narrative discusses and analyzes the activity within the context of the accompanying financial statements and disclosures following this section. The discussion focuses on the Township's primary government and, unless otherwise noted, component units reported separately from the primary government are not included.

Overview of the Financial Statements

Management's Discussion and Analysis introduces the Township's basic financial statements. The basic financial statements include government-wide financial statements, fund financial statements, and notes to the financial statements. The Township also includes in this report additional information to supplement the basic financial statements.

Government-wide Financial Statements

The Township's annual reports include two government-wide financial statements. These statements provide both long-term and short-term information about the Township's overall status. Financial reporting at this level uses a perspective similar to that found in the private sector with its basis in full accrual accounting and elimination or reclassification of internal activities.

The first of these government-wide statements is the Statement of Net Position. This is the Township-wide statement of position presenting information that includes all the Township's assets, deferred outflows of resources, liabilities, and deferred inflows of resources, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Township as a whole is improving or deteriorating. Evaluation of the overall health of the Township may extend to various non-financial factors as well.

The second government-wide statement is the Statement of Activities which reports how the Township's net positions changed during the current fiscal period. The design of this statement is to show the financial reliance of the Township's distinct activities or functions on the revenues generated by the Township.

Both government-wide financial statements distinguish governmental activities of the Township that are principally supported by taxes and revenue sharing from the business-type activities that are intended to recover all or a significant portion of their costs through user fees and charges. Governmental activities include such activities as general government, public safety, and planning and zoning departments. Business-type activities include water & sewer system operations. Fiduciary activities such as tax collection are not included in the government-wide statements since these assets are not available to fund Township programs.

The Township's financial reporting includes all the funds of the Township (primary government) and, additionally, organizations for which the Township is accountable (component units). The Township has no component units.

Fund Financial Statements

A fund is an accountability unit used to maintain control over resources segregated for specific activities or objectives. The Township uses funds to ensure and demonstrate compliance with finance-related laws and regulations. Within the basic financial statements, fund financial statements focus on the Township's most significant funds rather than the Township as a whole. Major funds are separately reported while all others are combined into a single, aggregated presentation. Individual fund data for nonmajor funds is provided in the combining statements and individual fund statements later in this report.

GENOA CHARTER TOWNSHIP MANAGEMENT'S DISCUSSION AND ANALYSIS

The Township has three kinds of funds:

Governmental Funds are reported in the financial statements and encompass essentially the same functions as governmental activities in the government-wide financial statements except with a different focus on the financial activity. These statements report short-term fiscal accountability focusing on the use of spendable resources and balances of these resources available at the end of the period. They are useful in evaluating annual financing requirements of governmental programs and the commitment of spendable resources for the near-term. Since the focus of the government-wide financial statements includes a long-term view, a reconciliation of these fund balances has been completed to detail its relation to net positions.

Proprietary Funds are reported in the fund financial statements and are used to account for operations (a) that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

Fiduciary Funds are reported in the fiduciary fund financial statements but are excluded from the government-wide statements. Fiduciary fund financial statements report resources that are not available to fund Township activities.

Notes To The Financial statements

The accompanying notes to the financial statements provide information essential to a full understanding of both the government-wide and fund financial statements.

Other Information

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information. Other supplementary information includes detail by fund for receivables, payables, transfers, and payments within the reporting entity.

Major funds are reported in the basic financial statements as discussed. Combining and individual statements and schedules for nonmajor funds are presented in a subsequent section of this report.

Financial Analysis of the Township as a Whole

The Township's overall net position at the end of the fiscal year was \$72,135,734. This is a \$7,591,235 increase compared to the net position of \$64,544,499 as of March 31, 2023.

**GENOA CHARTER TOWNSHIP
MANAGEMENT'S DISCUSSION AND ANALYSIS**

The following tables provide a summary of the Township's financial activities and changes in net position:

Summary of Net Position

| | Governmental Activities | | Business-type Activities | | Total Primary Government | |
|---|----------------------------|----------------------|-----------------------------|----------------------|-----------------------------|----------------------|
| | 2024 | 2023 | 2024 | 2023 | 2024 | 2023 |
| ASSETS | | | | | | |
| Current and other assets | \$ 19,444,141 | \$ 16,142,162 | \$ 2,941,994 | \$ 2,840,415 | \$ 22,386,135 | \$ 18,982,577 |
| Capital assets and investment in joint ventures | 40,710,298 | 37,485,050 | 16,611,378 | 16,418,639 | 57,321,676 | 53,903,689 |
| TOTAL ASSETS | 60,154,439 | 53,627,212 | 19,553,372 | 19,259,054 | 79,707,811 | 72,886,266 |
| DEFERRED OUTFLOWS OF RESOURCES | 154,884 | 171,727 | - | - | 154,884 | 171,727 |
| LIABILITIES | | | | | | |
| Current liabilities | 2,489,952 | 2,873,013 | 670,164 | 506,553 | 3,160,116 | 3,379,566 |
| Long-term liabilities | 78,835 | 275,100 | 4,082,587 | 4,420,551 | 4,161,422 | 4,695,651 |
| TOTAL LIABILITIES | 2,568,787 | 3,148,113 | 4,752,751 | 4,927,104 | 7,321,538 | 8,075,217 |
| DEFERRED INFLOWS OF RESOURCES | 9,016 | 12,023 | 396,407 | 426,254 | 405,423 | 438,277 |
| NET POSITION | | | | | | |
| Investment in capital assets, net of related debt | 7,956,900 | 6,536,084 | 12,190,828 | 11,670,126 | 20,147,728 | 18,206,210 |
| Restricted | 2,446,247 | 2,792,450 | 1,221,439 | 1,271,481 | 3,667,686 | 4,063,931 |
| Unrestricted | 47,328,373 | 41,310,269 | 991,947 | 964,089 | 48,320,320 | 42,274,358 |
| TOTAL NET POSITION | \$ 57,731,520 | \$ 50,638,803 | \$ 14,404,214 | \$ 13,905,696 | \$ 72,135,734 | \$ 64,544,499 |

**GENOA CHARTER TOWNSHIP
MANAGEMENT'S DISCUSSION AND ANALYSIS**

Summary of Changes in Net Position

| | Governmental Activities | | Business-type Activities | | Total | |
|---|----------------------------|----------------------|-----------------------------|----------------------|----------------------|----------------------|
| | 2024 | 2023 | 2024 | 2023 | 2024 | 2023 |
| REVENUE | | | | | | |
| Program Revenue | | | | | | |
| Charges for service | \$ 10,499,807 | \$ 6,715,606 | \$ 2,058,021 | \$ 2,026,726 | \$ 12,557,828 | \$ 8,742,332 |
| Operating grants and capital contributions | - | 433,443 | - | - | - | 433,443 |
| Capital grants and capital contributions | 668,666 | 462,920 | 631,621 | - | 1,300,287 | 462,920 |
| General Revenue | | | | | | |
| Intergovernmental | 2,379,955 | 2,387,062 | - | - | 2,379,955 | 2,387,062 |
| Property taxes | 1,143,933 | 1,065,143 | - | - | 1,143,933 | 1,065,143 |
| Interest income | 434,797 | 173,028 | 59,348 | 21,302 | 494,145 | 194,330 |
| Other | 339,312 | 35,578 | 233,285 | 99,357 | 572,597 | 134,935 |
| Transfers | (34,454) | (25,822) | 34,454 | 25,822 | - | - |
| TOTAL REVENUE | 15,432,016 | 11,246,958 | 3,016,729 | 2,173,207 | 18,448,745 | 13,420,165 |
| PROGRAM EXPENSES | | | | | | |
| General government | 2,550,343 | 1,740,222 | - | - | 2,550,343 | 1,740,222 |
| Community and economic development | 325,672 | 337,971 | - | - | 325,672 | 337,971 |
| Public safety | 645,426 | 16,855 | - | - | 645,426 | 16,855 |
| Parks and recreation | 683,205 | 491,979 | - | - | 683,205 | 491,979 |
| Public works | 4,134,653 | 7,820,694 | - | - | 4,134,653 | 7,820,694 |
| Water and sewer systems | - | - | 2,518,211 | 2,425,417 | 2,518,211 | 2,425,417 |
| TOTAL PROGRAM EXPENSES | 8,339,299 | 10,407,721 | 2,518,211 | 2,425,417 | 10,857,510 | 12,833,138 |
| Change in net position | 7,092,717 | 839,237 | 498,518 | (252,210) | 7,591,235 | 587,027 |
| Beginning net position | 50,638,803 | 49,799,566 | 13,905,696 | 14,157,906 | 64,544,499 | 63,957,472 |
| Ending net position | <u>\$ 57,731,520</u> | <u>\$ 50,638,803</u> | <u>\$ 14,404,214</u> | <u>\$ 13,905,696</u> | <u>\$ 72,135,734</u> | <u>\$ 64,544,499</u> |

GENOA CHARTER TOWNSHIP MANAGEMENT'S DISCUSSION AND ANALYSIS

The Township's net position of governmental activities increased \$7,092,717 which is a much larger increase than the prior year of \$839,237. This was due to revenues increasing by almost \$3.8 million which was caused by a new special assessment for road repairs and replacement in the Pine Creek Subdivision. Overall expenditures decreased by \$2.2 million which was caused by public work expenses decreasing significantly. In the prior year the Township paid for repairs to Hacker and Crooked Lake Roads which were sizable.

Financial Analysis of the Township's Funds

The Township's General Fund had revenues over expenditures totaling \$1,909,566 before other financing sources and uses (transfers in and transfers out) of \$1,490,000. Thus, the Township's fund balance increased by \$419,566 for the year ended March 31, 2024. Transfers were made to the Future Development Parks, Paths and Recreation Fund for \$850,000 and the Road Improvement Fund for \$640,000 to finance expansions and improvements.

The Township had six (5) major governmental funds besides the General Fund which were the Reimbursable Projects Fund, Utilities/DPW fund, Genoa Ocoola Sewer New User Fund, and Future Development Parks, Paths and Recreation Fund.

The Reimbursable Projects Fund had revenues and other financing sources were less than expenditures and other financing uses by \$346,203 due to timing differences between assessments (revenues) coming in for various projects versus costs being paid out for various projects. Thus, the fund balance decreased from \$2,792,450 to \$2,446,247.

The Utilities/DPW Fund had revenues and other financing sources were more than expenditures and other financing uses by \$69,748. This fund's surplus each year is returned to the various water & sewer districts which the DPW of Genoa Township serves. This year's increase in fund balance was due to additional revenues over the prior year from Charges from Services. Thus, the fund balance increased from \$227,517 to \$297,265

The Future Development, Parks, Paths and Recreation Fund had revenues and other financing sources were less than expenditures and other financing uses by \$1,245,831 due to land being purchased for more than \$1m which will be used for a future recreation site. The Township also spent over \$800k for its Senior Survivor Park Project. Thus, the fund balance decreased from \$2,059,735 to \$813,904

The Genoa Ocoola Sewer New User Fund had revenues and other financing sources were more than expenditures and other financing uses by \$331,957 due to tap fees (new user revenue) with insignificant offsetting expenditures. The Township will be using the surplus for various infrastructure sewer projects in upcoming years. Thus, the fund balance increased from \$1,721,664 to \$2,053,621.

The Township's two major business-type funds, Oak Pointe and Lake Edgewood, each had operating losses slightly higher than the prior year due mostly to sizable repairs and maintenance costs because of aging infrastructure.

General Fund Budgetary Highlights

The General Fund adopted its budget prior to the fiscal period in accordance with Public Act 493 of 2000. The budget was amended during the year to account for economic reality. Final amended budget for revenues increased to \$6,330,933 from the original budget of \$5,781,451. The overall difference was from various revenue line item changes which were immaterial. Final amended budget for expenditures decreased to \$4,484,177 from original budget of \$4,798,117. The overall decrease was \$313,940, or 6.5%. The changes by expenditure category was negligible. Total actual expenditures were \$4,146,577 compared to the final budget for expenditures of \$4,484,177 giving a positive variance of \$337,600.

**GENOA CHARTER TOWNSHIP
MANAGEMENT'S DISCUSSION AND ANALYSIS**

Capital Asset and Debt Administration

The governmental activities of the Township acquired \$2,032,479 of new capital assets. Included in these acquisitions was a land purchase in excess of \$1m for a future parks and recreation site, \$800k for its Senior Survivor Park as well as vehicles for the DPW department, voting equipment for the clerk's department, and various Township building improvements.

The Township's business-type activities acquired new fixed assets for the water and sewer systems in the amount of \$910,867.

For the year ended March 31, 2024, the business-type activity, Oak Pointe, had \$320,000 of principal paid leaving an outstanding balance of \$4,325,000 as of March 31, 2024

Economic Conditions and Future Activities

The Township continues to benefit from its location in Livingston County with the Grand River Corridor between Brighton and Howell as well as the Latson - I96 interchange. These areas will provide the Township with a solid tax base as well as the industry needed to provide employment for residents of the area. The Township's tax base continues to steadily increase 4 to 5% annually. Water & Sewer have also played a key role in the Township's economy. There are currently four water and sewer districts in the Township which are Lake Edgewood, Oak Pointe, Genoa-Oceola Sewer Authority (Township is a 50% member with Oceola Township as the other 50% member) and the Marion-Howell-Oceola-Genoa Water Authority (Township is a 25% member with Oceola, Marion and Howell Townships as the other 75% members). Genoa's DPW department handles all water and sewer operations for these districts as well as the Howell Township Sewer District.

The Township has decided to use its ARPA funds in the areas of internet services (Broadband), election equipment, recycling disposal activities and infrastructure for water & sewer.

The Township Board has made Parks & Recreation a priority in providing resources to the Township residents. These resources include sidewalks, walking trails, soccer fields, basketball courts, a sledding hill, and a playground for all children.

The Township Board knows their #1 mission is to provide quality services to its residents. In order to do this, proper financial planning is taken very seriously. The Township is in good financial condition and hopes to stay that way for years to come.

Contacting the Township's Financial Management

This report is designed to provide a general overview of the Township's financial position and comply with finance-related regulations. If you have any further questions about this report or request additional information please contact the Genoa Charter Township at 2911 Dorr Road, Brighton, MI 48116.

BASIC FINANCIAL STATEMENTS

**GENOA CHARTER TOWNSHIP
STATEMENT OF NET POSITION
MARCH 31, 2024**

| | Primary Government | | Total |
|--|----------------------------|-----------------------------|----------------------|
| | Governmental Activities | Business-type Activities | |
| ASSETS | | | |
| Cash and cash equivalents | \$ 12,641,630 | \$ 1,321,100 | \$ 13,962,730 |
| Cash and cash equivalents - restricted | - | 1,189,022 | 1,189,022 |
| Receivables | | | |
| Taxes | 87,424 | - | 87,424 |
| Accounts | - | 448,871 | 448,871 |
| Leases | - | 359,686 | 359,686 |
| Special assessments - restricted | 5,024,371 | 32,417 | 5,056,788 |
| Inventory | 237,668 | 241,380 | 479,048 |
| Due from other governments | 710,903 | - | 710,903 |
| Prepaid expenses | 91,663 | - | 91,663 |
| Interfunds balances | 29,314 | (29,314) | - |
| Capital assets | | | |
| Non-depreciable | 2,672,880 | 1,539,119 | 4,211,999 |
| Depreciable, net of accumulated depreciation | 5,284,020 | 15,072,259 | 20,356,279 |
| Interfund advances | 621,168 | (621,168) | - |
| Investment in joint venture | 32,753,398 | - | 32,753,398 |
| TOTAL ASSETS | 60,154,439 | 19,553,372 | 79,707,811 |
| DEFERRED OUTFLOWS OF RESOURCES | | | |
| Pension related activities | 154,884 | - | 154,884 |
| LIABILITIES | | | |
| Accounts payable | 267,710 | 332,201 | 599,911 |
| Accrued expenditures | 64,143 | - | 64,143 |
| Due to others | 257,063 | - | 257,063 |
| Unearned revenues | 1,447,131 | - | 1,447,131 |
| Net pension liability | 216,413 | - | 216,413 |
| Long-term obligations | | | |
| Current | 237,492 | 337,963 | 575,455 |
| Non-current | 78,835 | 4,082,587 | 4,161,422 |
| TOTAL LIABILITIES | 2,568,787 | 4,752,751 | 7,321,538 |
| DEFERRED INFLOWS OF RESOURCES | | | |
| Deferred gain on refunding | - | 50,940 | 50,940 |
| Unavailable revenue - leases | - | 345,467 | 345,467 |
| Pension related activities | 9,016 | - | 9,016 |
| TOTAL DEFERRED INFLOWS OF RESOURCES | 9,016 | 396,407 | 405,423 |
| NET POSITION | | | |
| Net investment in capital assets | 7,956,900 | 12,190,828 | 20,147,728 |
| Restricted | | | |
| Public works - water/sewer | - | 1,221,439 | 1,221,439 |
| Road improvement | 2,446,247 | - | 2,446,247 |
| Unrestricted | 47,328,373 | 991,947 | 48,320,320 |
| TOTAL NET POSITION | \$ 57,731,520 | \$ 14,404,214 | \$ 72,135,734 |

See notes to financial statements.

**GENOA CHARTER TOWNSHIP
STATEMENT OF ACTIVITIES
YEAR ENDED MARCH 31, 2024**

| Functions/Programs | Expenses | Program Revenues | | Net (Expense) Revenue and Changes in Net Position | | |
|--------------------------------------|----------------------|----------------------|----------------------------------|---|--------------------------|----------------------|
| | | Charges for Services | Capital Grants and Contributions | Primary Government | | Total |
| | | | | Governmental Activities | Business-type Activities | |
| Governmental activities | | | | | | |
| General government | \$ 2,550,343 | \$ 2,154,285 | \$ - | \$ (396,058) | \$ - | \$ (396,058) |
| Community and economic development | 325,672 | - | - | (325,672) | - | (325,672) |
| Public works | 4,134,653 | 8,345,522 | 668,666 | 4,879,535 | - | 4,879,535 |
| Public safety | 645,426 | - | - | (645,426) | - | (645,426) |
| Parks and recreation | 683,205 | - | - | (683,205) | - | (683,205) |
| Total governmental activities | <u>8,339,299</u> | <u>10,499,807</u> | <u>668,666</u> | <u>2,829,174</u> | <u>-</u> | <u>2,829,174</u> |
| Business-type activities | | | | | | |
| Water and sewer system | <u>2,518,211</u> | <u>2,058,021</u> | <u>631,621</u> | <u>-</u> | <u>171,431</u> | <u>171,431</u> |
| Total | <u>\$ 10,857,510</u> | <u>\$ 12,557,828</u> | <u>\$ 1,300,287</u> | <u>2,829,174</u> | <u>171,431</u> | <u>3,000,605</u> |
| General revenues | | | | | | |
| Property taxes | | | | 1,143,933 | - | 1,143,933 |
| Intergovernmental | | | | 2,379,955 | - | 2,379,955 |
| Investment earnings | | | | 434,797 | 59,348 | 494,145 |
| Miscellaneous | | | | 339,312 | 233,285 | 572,597 |
| Transfers | | | | (34,454) | 34,454 | - |
| Total general revenues and transfers | | | | <u>4,263,543</u> | <u>327,087</u> | <u>4,590,630</u> |
| Changes in net position | | | | 7,092,717 | 498,518 | 7,591,235 |
| Net position, beginning of year | | | | <u>50,638,803</u> | <u>13,905,696</u> | <u>64,544,499</u> |
| Net position, end of year | | | | <u>\$ 57,731,520</u> | <u>\$ 14,404,214</u> | <u>\$ 72,135,734</u> |

See notes to financial statements.

**GENOA CHARTER TOWNSHIP
GOVERNMENTAL FUNDS
BALANCE SHEET
MARCH 31, 2024**

| | Special Revenue | | | | Capital Projects | | Totals |
|---|---------------------|-------------------------------|-----------------------|---|--|---------------------|----------------------|
| | General Fund | Reimbursable Projects Fund | Utilities/DPW Fund | Future Development Parks, Paths and Recreation Fund | Genoa Ocoola Sewer New User Fund | Nonmajor Funds | |
| ASSETS | | | | | | | |
| Cash and cash equivalents | \$ 4,307,123 | \$ 2,439,687 | \$ 861,745 | \$ 816,548 | \$ 1,432,453 | \$ 2,784,074 | \$ 12,641,630 |
| Receivables | | | | | | | |
| Special assessments | - | 5,024,371 | - | - | - | - | 5,024,371 |
| Taxes | 87,424 | - | - | - | - | - | 87,424 |
| Due from other funds | 690,950 | - | 79,346 | - | - | 59,525 | 829,821 |
| Due from other governments | 545,871 | 6,633 | 158,399 | - | - | - | 710,903 |
| Advances to other funds | - | - | - | - | 621,168 | - | 621,168 |
| Inventory | 233,168 | - | 4,500 | - | - | - | 237,668 |
| Prepaid expenditures | 22,512 | - | 32,656 | - | - | 36,495 | 91,663 |
| TOTAL ASSETS | \$ 5,887,048 | \$ 7,470,691 | \$ 1,136,646 | \$ 816,548 | \$ 2,053,621 | \$ 2,880,094 | \$ 20,244,648 |
| LIABILITIES | | | | | | | |
| Accounts payable | \$ 245,422 | \$ 73 | \$ 19,571 | \$ 2,644 | \$ - | \$ - | \$ 267,710 |
| Accrued expenditures | 21,032 | - | 43,111 | - | - | - | 64,143 |
| Accrued compensated absences | 12,109 | - | 27,473 | - | - | - | 39,582 |
| Unearned revenue | 1,103,878 | - | - | - | - | 343,253 | 1,447,131 |
| Due to other funds | 55,726 | - | 744,781 | - | - | - | 800,507 |
| Due to others | 252,618 | - | 4,445 | - | - | - | 257,063 |
| TOTAL LIABILITIES | 1,690,785 | 73 | 839,381 | 2,644 | - | 343,253 | 2,876,136 |
| DEFERRED INFLOWS OF RESOURCES | | | | | | | |
| Unavailable revenue | - | 5,024,371 | - | - | - | - | 5,024,371 |
| FUND BALANCES | | | | | | | |
| Nonspendable | | | | | | | |
| Prepaid expenditures | 22,512 | - | 32,656 | - | - | 36,495 | 91,663 |
| Inventory | 233,168 | - | 4,500 | - | - | - | 237,668 |
| Advances to other funds | - | - | - | - | 621,168 | - | 621,168 |
| Restricted for: | | | | | | | |
| Road improvement | - | 2,446,247 | - | - | - | - | 2,446,247 |
| Committed for: | | | | | | | |
| Broadband expansion | - | - | - | - | - | 52,323 | 52,323 |
| Capital improvement | 480,571 | - | - | - | 1,432,453 | 1,157,213 | 3,070,237 |
| Public safety | - | - | - | - | - | 5,064 | 5,064 |
| Public works | - | - | 260,109 | - | - | 1,285,746 | 1,545,855 |
| Recreation | - | - | - | 813,904 | - | - | 813,904 |
| Assigned for subsequent years expenditures | 730,980 | - | - | - | - | - | 730,980 |
| Unassigned | 2,729,032 | - | - | - | - | - | 2,729,032 |
| TOTAL FUND BALANCE | 4,196,263 | 2,446,247 | 297,265 | 813,904 | 2,053,621 | 2,536,841 | 12,344,141 |
| TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCE | \$ 5,887,048 | \$ 7,470,691 | \$ 1,136,646 | \$ 816,548 | \$ 2,053,621 | \$ 2,880,094 | \$ 20,244,648 |

See notes to financial statements.

**GENOA CHARTER TOWNSHIP
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE
SHEET TO THE STATEMENT OF NET POSITION
MARCH 31, 2024**

Total fund balance per balance sheet \$ 12,344,141

Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and therefore, are not reported as assets in the governmental funds.

| | | |
|-------------------------------|---------------|------------------|
| The cost of capital assets is | \$ 13,522,586 | |
| Accumulated depreciation is | (5,565,686) | <u>7,956,900</u> |

| | | |
|---------------------|--|-----------|
| Capital assets, net | | 7,956,900 |
|---------------------|--|-----------|

Investment in joint ventures are not current financial resources, and therefore, are not reported in governmental funds. 32,753,398

Unavailable revenues were fully recognized as revenue in the government-wide statements at the time the original assessment was initiated. Assessments are income as they are assessed annually for governmental funds. 5,024,371

Governmental funds report actual pension expenditures for the fiscal year, whereas the governmental activities will recognize the net pension liability as of the measurement date. Pension contributions subsequent to the measurement date will be deferred in the statement of net position. In addition, resources related to changes of assumptions, differences between expected and actual experience, and differences between projected and actual pension plan investment earnings will be deferred over time in the government-wide financial statements. These amounts consist of: resources and, therefore, are reported as deferred outflow of resources in the Statement of Net Position.

| | | |
|---|---------|----------------|
| Deferred outflows of resources related to pension | 154,884 | |
| Deferred inflows of resources related to pension | (9,016) | <u>145,868</u> |

145,868

Long-term liabilities are not due and payable in the current period and therefore are not reported in the Governmental Funds Balance Sheet. Long-term liabilities at year-end consist of:

| | | |
|-----------------------|-----------|------------------|
| Compensated absences | (276,745) | |
| Net pension liability | (216,413) | <u>(493,158)</u> |

(493,158)

Net Position of Governmental Activities

\$ 57,731,520

See notes to financial statements.

**GENOA CHARTER TOWNSHIP
GOVERNMENTAL FUNDS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
YEAR ENDED MARCH 31, 2024**

| | Special Revenue Funds | | | | Capital Projects | | Total |
|---|-----------------------|-------------------------------|-----------------------|---|--|---------------------|----------------------|
| | General | Reimbursable Projects Fund | Utilities/DPW Fund | Future Development Parks, Paths and Recreation | Genoa Oceola Sewer New User Fund | Nonmajor Funds | |
| REVENUES | | | | | | | |
| Property taxes | \$ 1,580,941 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,580,941 |
| Intergovernmental | 2,381,155 | - | - | - | - | 668,666 | 3,049,821 |
| Special assessments - principal | - | 222,205 | - | - | 9,891 | - | 232,096 |
| Special assessments - interest | - | 9,173 | - | - | 495 | - | 9,668 |
| Licenses and permits | 486,940 | - | - | - | - | 16,872 | 503,812 |
| Charges for services | 1,380,357 | - | 3,571,241 | - | 283,024 | 19,730 | 5,254,352 |
| Interest | 189,844 | 92,471 | - | 39,935 | 43,097 | 69,450 | 434,797 |
| Other | 164,393 | - | 25,875 | 139,261 | - | 43,949 | 373,478 |
| TOTAL REVENUES | 6,183,630 | 323,849 | 3,597,116 | 179,196 | 336,507 | 818,667 | 11,438,965 |
| EXPENDITURES | | | | | | | |
| Current | | | | | | | |
| General government | 2,406,094 | - | - | - | - | - | 2,406,094 |
| Public safety | - | - | - | - | - | 15,708 | 15,708 |
| Community and economic development | 326,635 | - | - | - | - | - | 326,635 |
| Public works | 1,507,524 | 670,052 | 3,251,914 | - | 4,550 | 1,025,734 | 6,459,774 |
| Parks and recreation | - | - | - | 2,275,027 | - | - | 2,275,027 |
| Capital outlay | 33,811 | - | - | - | - | 69,935 | 103,746 |
| TOTAL EXPENDITURES | 4,274,064 | 670,052 | 3,251,914 | 2,275,027 | 4,550 | 1,111,377 | 11,586,984 |
| EXCESS OF REVENUES OVER (UNDER) EXPENDITURES | 1,909,566 | (346,203) | 345,202 | (2,095,831) | 331,957 | (292,710) | (148,019) |
| OTHER FINANCING SOURCES (USES) | | | | | | | |
| Transfers in | - | - | - | 850,000 | - | 881,000 | 1,731,000 |
| Transfers out | (1,490,000) | - | (275,454) | - | - | - | (1,765,454) |
| TOTAL OTHER FINANCING SOURCES (USES) | (1,490,000) | - | (275,454) | 850,000 | - | 881,000 | (34,454) |
| NET CHANGE IN FUND BALANCES | 419,566 | (346,203) | 69,748 | (1,245,831) | 331,957 | 588,290 | (182,473) |
| Fund balance, beginning of year | 3,776,697 | 2,792,450 | 227,517 | 2,059,735 | 1,721,664 | 1,948,551 | 12,526,614 |
| Fund balance, end of year | \$ 4,196,263 | \$ 2,446,247 | \$ 297,265 | \$ 813,904 | \$ 2,053,621 | \$ 2,536,841 | \$ 12,344,141 |

See notes to financial statements.

**GENOA CHARTER TOWNSHIP
RECONCILIATION OF STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
YEAR ENDED MARCH 31, 2024**

Net Change in Fund Balances - Total Governmental Funds \$ (182,473)

Amounts reported for governmental activities in the statement of activities are different because:

Capital outlays are reported as expenditures in governmental funds. However, in the statement of activities the cost of those assets are allocated over their useful lives as depreciation expense. In the current period, these amounts are:

| | | |
|-----------------------------------|--------------|--|
| Capital outlay | \$ 2,032,479 | |
| Depreciation expense | (599,699) | |
| Loss on disposal of capital asset | (11,964) | |
| | | |

| | | |
|---|--|-----------|
| Excess of capital outlay over depreciation expense and loss on disposal of capital assets | | 1,420,816 |
|---|--|-----------|

| | | |
|--|--|-----------|
| Investments in joint ventures used in governmental activities are not current financial resources, and therefore are not reported in the governmental funds: | | 1,804,432 |
|--|--|-----------|

Principal received on special assessments are income as they are received annually for governmental funds, but they are income when they are originally levied for the statement of activities. In the current year, these amounts consist of:

| | | |
|-------------------------------|--|-----------|
| Change in unavailable revenue | | 4,027,505 |
|-------------------------------|--|-----------|

Some items reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds. These activities consist of:

| | | |
|--|----------|--------|
| Change in compensated absences | (1,645) | |
| Change in net pension liability | 37,918 | |
| Change in deferred outflows of resources - pension | (16,843) | |
| Change in deferred inflows of resources - pension | 3,007 | |
| | | |
| | | 22,437 |

| | | |
|--|--|---------------------|
| Change in Net Position of Governmental Activities | | \$ 7,092,717 |
|--|--|---------------------|

**GENOA CHARTER TOWNSHIP
PROPRIETARY FUNDS
STATEMENT OF NET POSITION
MARCH 31, 2024**

| | Oak Pointe Water and Sewer Systems Fund | Lake Edgewood Water and Sewer Systems Fund | Total |
|---|--|---|----------------------|
| ASSETS | | | |
| Current assets | | | |
| Cash and cash equivalents | \$ 550,340 | \$ 770,760 | \$ 1,321,100 |
| Accounts receivable | 280,922 | 167,949 | 448,871 |
| Leases receivable | 359,686 | - | 359,686 |
| Inventory | 231,680 | 9,700 | 241,380 |
| Total current assets | <u>1,422,628</u> | <u>948,409</u> | <u>2,371,037</u> |
| Restricted assets | | | |
| Cash and cash equivalents | 860,653 | 328,369 | 1,189,022 |
| Special assessment receivable | - | 32,417 | 32,417 |
| Total restricted assets | <u>860,653</u> | <u>360,786</u> | <u>1,221,439</u> |
| Capital assets | | | |
| Non-depreciable | 358,855 | 1,180,264 | 1,539,119 |
| Depreciable, net of accumulated depreciation | <u>10,868,932</u> | <u>4,203,327</u> | <u>15,072,259</u> |
| Capital assets, net | <u>11,227,787</u> | <u>5,383,591</u> | <u>16,611,378</u> |
| TOTAL ASSETS | <u>13,511,068</u> | <u>6,692,786</u> | <u>20,203,854</u> |
| LIABILITIES | | | |
| Current liabilities | | | |
| Accounts payable | 55,221 | 276,980 | 332,201 |
| Due to other funds | <u>17,837</u> | <u>11,477</u> | <u>29,314</u> |
| Total current liabilities | <u>73,058</u> | <u>288,457</u> | <u>361,515</u> |
| Current liabilities (from restricted assets) | | | |
| Current portion of long-term obligations | <u>337,963</u> | - | <u>337,963</u> |
| Long-term liabilities (from non-restricted assets) | | | |
| Noncurrent portion of long-term obligations | 4,082,587 | - | 4,082,587 |
| Advance from other funds | <u>621,168</u> | - | <u>621,168</u> |
| Total long-term liabilities (from non-restricted assets) | <u>4,703,755</u> | - | <u>4,703,755</u> |
| TOTAL LIABILITIES | <u>5,114,776</u> | <u>288,457</u> | <u>5,403,233</u> |
| DEFERRED INFLOWS OF RESOURCES | | | |
| Deferred gain on refunding | 50,940 | - | 50,940 |
| Unavailable revenue - leases | <u>345,467</u> | - | <u>345,467</u> |
| TOTAL DEFERRED INFLOWS OF RESOURCES | <u>396,407</u> | - | <u>396,407</u> |
| NET POSITION | | | |
| Net investment in capital assets | 6,807,237 | 5,383,591 | 12,190,828 |
| Restricted | 860,653 | 360,786 | 1,221,439 |
| Unrestricted | <u>331,995</u> | <u>659,952</u> | <u>991,947</u> |
| TOTAL NET POSITION | <u>\$ 7,999,885</u> | <u>\$ 6,404,329</u> | <u>\$ 14,404,214</u> |

See notes to financial statements.

**GENOA CHARTER TOWNSHIP
 PROPRIETARY FUNDS
 STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
 YEAR ENDED MARCH 31, 2024**

| | Oak Pointe Water and Sewer Systems Fund | Lake Edgewood Water and Sewer System Fund | Total |
|---|---|---|------------------|
| OPERATING REVENUES | | | |
| User charges | \$ 1,472,472 | \$ 585,549 | \$ 2,058,021 |
| OPERATING EXPENSES | | | |
| Audit, consulting and legal | 7,907 | 8,996 | 16,903 |
| Administration | - | 4,117 | 4,117 |
| Capital projects | 48,715 | - | 48,715 |
| Chemicals | 26,452 | 6,463 | 32,915 |
| Depreciation expense | 518,760 | 199,368 | 718,128 |
| Engineering | 1,335 | - | 1,335 |
| Groundwater exceedance expenses | 5,216 | - | 5,216 |
| Insurance | 11,629 | 4,197 | 15,826 |
| Labor, equipment and materials | 569,541 | 137,409 | 706,950 |
| Laboratory costs | 14,917 | 8,066 | 22,983 |
| License, fees, permits | - | 7,500 | 7,500 |
| Meters | 1,917 | - | 1,917 |
| Miss Dig | 1,188 | 594 | 1,782 |
| Office | 2,063 | 523 | 2,586 |
| Repairs and maintenance | 273,085 | 60,867 | 333,952 |
| Sewer treatment - G/O plant | 189,372 | - | 189,372 |
| Sludge disposal | - | 33,094 | 33,094 |
| Telephone | 5,164 | - | 5,164 |
| Tools and supplies | 4,109 | 2,491 | 6,600 |
| Water purchases | - | 178,703 | 178,703 |
| Utilities | 51,643 | 54,290 | 105,933 |
| TOTAL OPERATING EXPENSES | 1,733,013 | 706,678 | 2,439,691 |
| Operating (loss) | (260,541) | (121,129) | (381,670) |
| NONOPERATING REVENUES (EXPENSES) | | | |
| Grinder pump reimbursement | 12,736 | - | 12,736 |
| Connection fees | 47,326 | 20,515 | 67,841 |
| Interest income - special assessments | - | 16,856 | 16,856 |
| Interest income (loss) - reserves | 29,224 | 13,268 | 42,492 |
| Interest expense - bonds | (78,520) | - | (78,520) |
| Rental income | 31,526 | - | 31,526 |
| Gain on sale of capital assets | - | 8,367 | 8,367 |
| Other revenue (expense), net | 101,008 | 11,807 | 112,815 |
| TOTAL NONOPERATING REVENUES (EXPENSES) | 143,300 | 70,813 | 214,113 |
| Income (loss) before transfers and capital grants | (117,241) | (50,316) | (167,557) |
| Capital grants | - | 631,621 | 631,621 |
| Transfer in | 26,904 | 7,550 | 34,454 |
| Change in net position | (90,337) | 588,855 | 498,518 |
| Net position, beginning of year | 8,090,222 | 5,815,474 | 13,905,696 |
| Net position, end of year | \$ 7,999,885 | \$ 6,404,329 | \$ 14,404,214 |

See notes to financial statements.

**GENOA CHARTER TOWNSHIP
PROPRIETARY FUNDS
STATEMENT OF CASH FLOWS
YEAR ENDED MARCH 31, 2024**

| | Major Funds | | Total |
|--|--|---|---------------------|
| | Oak Pointe Water and Sewer Systems Fund | Lake Edgewood Water and Sewer Systems Fund | |
| CASH FLOW FROM (USED IN) OPERATING ACTIVITIES | | | |
| Receipts from customers | \$ 1,473,038 | \$ 589,493 | \$ 2,062,531 |
| Payments to vendors | <u>(1,310,190)</u> | <u>(317,686)</u> | <u>(1,627,876)</u> |
| Net cash from operating activities | <u>162,848</u> | <u>271,807</u> | <u>434,655</u> |
| CASH FLOW FROM (USED IN) CAPITAL AND RELATED FINANCING ACTIVITIES | | | |
| Capital asset acquisitions | - | (910,867) | (910,867) |
| Capital grants | - | 631,621 | 631,621 |
| Connection fee | 47,326 | 20,515 | 67,841 |
| Repayment of principal on bonds | (320,000) | - | (320,000) |
| Interest expense | (126,931) | - | (126,931) |
| Gain on sale of capital assets | - | 8,367 | 8,367 |
| Net cash used in capital and related financing activities | <u>(399,605)</u> | <u>(250,364)</u> | <u>(649,969)</u> |
| CASH FLOW FROM (USED IN) NONCAPITAL FINANCING ACTIVITIES | | | |
| Grinder pump reimbursement | 12,736 | - | 12,736 |
| Rental income | 25,392 | - | 25,392 |
| Interest received from special assessments | - | 16,856 | 16,856 |
| Interest received on reserved accounts | 29,224 | 13,268 | 42,492 |
| Other revenue (expense) | 101,008 | 11,807 | 112,815 |
| Payment of advance from other funds | (63,600) | - | (63,600) |
| Interfunds | <u>29,058</u> | <u>11,144</u> | <u>40,202</u> |
| Net cash from noncapital financing activities | <u>133,818</u> | <u>53,075</u> | <u>186,893</u> |
| Net increase (decrease) in cash and cash equivalents | (102,939) | 74,518 | (28,421) |
| CASH AND CASH EQUIVALENTS, beginning of year | <u>1,513,932</u> | <u>1,024,611</u> | <u>2,538,543</u> |
| CASH AND CASH EQUIVALENTS, end of year | <u>\$ 1,410,993</u> | <u>\$ 1,099,129</u> | <u>\$ 2,510,122</u> |
| RECONCILIATION OF OPERATING (LOSS) TO NET CASH FROM OPERATING ACTIVITIES | | | |
| Operating (loss) | \$ (260,541) | \$ (121,129) | \$ (381,670) |
| Adjustments to reconcile operating (loss) to net cash from (used in) operating activities | | | |
| Depreciation expense | 518,760 | 199,368 | 718,128 |
| Changes in assets and liabilities | | | |
| Accounts receivable | 566 | 3,944 | 4,510 |
| Inventory | (94,626) | (1,500) | (96,126) |
| Accounts payable | <u>(1,311)</u> | <u>191,124</u> | <u>189,813</u> |
| Net cash from operating activities | <u>\$ 162,848</u> | <u>\$ 271,807</u> | <u>\$ 434,655</u> |

See notes to financial statements.

**GENOA CHARTER TOWNSHIP
FIDUCIARY FUNDS
STATEMENT OF FIDUCIARY NET POSITION
MARCH 31, 2024**

| | Custodial Funds |
|---------------------------|--------------------|
| ASSETS | |
| Cash and cash equivalents | \$ 106,972 |
| Accounts receivable | 6 |
| TOTAL ASSETS | \$ 106,978 |
| LIABILITIES | |
| Due to others | \$ 106,978 |

**GENOA CHARTER TOWNSHIP
FIDUCIARY FUNDS
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
YEAR ENDED MARCH 31, 2024**

| | <u>Custodial Funds</u> |
|--|----------------------------|
| ADDITIONS | |
| Taxes collected for other entities | \$ 39,435,032 |
| Utility charges for other entities | <u>8,069,202</u> |
| TOTAL ADDITIONS | <u>47,504,234</u> |
| DEDUCTIONS | |
| Taxes paid to other entities | 39,435,032 |
| Utility charges paid to other entities | <u>8,069,202</u> |
| TOTAL DEDUCTIONS | <u>47,504,234</u> |
| Net change in net position | - |
| Net position, beginning of year | <u>-</u> |
| Net position, end of year | <u><u>\$ -</u></u> |

NOTES TO FINANCIAL STATEMENTS

**Genoa Charter Township
NOTES TO FINANCIAL STATEMENTS**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Township have been prepared in accordance with accounting principles generally accepted in the United States of America (GAAP) as applied to township governments. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The Township's more significant accounting policies are described below.

Reporting Entity

As required by accounting principles generally accepted in the United States of America, these financial statements present the financial activities of the Genoa Charter Township. The Township has no activities that would be classified as component units.

The inclusion of the activities of various agencies is based on the manifestation of oversight criteria, relying on such guidelines as the selection of the governing authority, the designation of management, the ability to exert significant influence on operations, and the accountability for fiscal matters. The accountability for fiscal matters considers the possession of the budgetary authority, the responsibility for surplus or deficit, the controlling of fiscal management, and the revenue characteristics, whether a levy or a charge. Consideration is also given to the scope of public service. The scope of public service considers whether the activity is for the benefit of the reporting entity and/or its residents and is within the geographic boundaries of the reporting entity and generally available to its citizens.

Based upon the application of these criteria, the financial statements of the Township contain all the funds controlled by the Township Board.

The inclusion of the activities of various agencies is based on the manifestation of oversight criteria.

Joint Ventures

Marion, Howell, Oceola, Genoa Joint Sewer and Water Authority

The Township is a member of the Marion, Howell, Oceola, Genoa Joint Sewer and Water Authority (hereinafter "MHOG"). As the name implies MHOG was incorporated by the Townships of Marion, Howell, Oceola and Genoa. MHOG was formed to operate and maintain a joint water system that serves residents in each member township. Genoa Charter Township holds a 25% share of the equity in this joint venture which amounted to \$11,475,065. Such amount is recorded in the government-wide statement of net position as total investments in joint ventures.

The Township is unaware of any circumstances that would cause additional benefit or burden to the participating governments of the joint venture in the foreseeable future. Complete financial statements of MHOG can be obtained from the administrative offices of MHOG at 2911 Dorr Road, Brighton, Michigan. Selected financial information of MHOG as of and for the fiscal year ended September 30, 2023, (the date financial information was last available) was as follows:

| | |
|--|---------------|
| Total assets | \$ 49,219,132 |
| Total liabilities and deferred inflow of resources | 3,318,873 |
| Total net position | 45,900,259 |
| Total revenues | 6,707,580 |
| Total expenses | 4,431,907 |

**Genoa Charter Township
NOTES TO FINANCIAL STATEMENTS**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Brighton Area Fire Authority

The Township is a member of the Brighton Area Fire Authority (hereinafter "Fire Authority"). The Fire Authority was incorporated by the City of Brighton and the Townships of Brighton and Genoa. The Fire Authority was formed for the purpose of providing fire protection and safety services to the residents of its incorporating members. The Fire Authority operations are funded through a voter approved millage. Genoa Township holds a 33.33% share of the equity in this joint venture which amounted to \$6,829,749. Such amount is recorded in the government-wide statement of net position as total investments in joint ventures.

The Township is unaware of any circumstances that would cause additional benefit or burden to the participating governments of the joint venture in the foreseeable future. Complete financial statements for the Fire Authority can be obtained from the administrative offices of the Authority at 615 W Grand River Ave, Brighton, Michigan. Selected financial information of the Fire Authority as of and for the fiscal year ended June 30, 2023, (the date financial information was last available) was as follows:

| | | |
|--|----|------------|
| Total assets and deferred outflow of resources | \$ | 21,228,015 |
| Total liabilities and deferred inflow of resources | | 738,767 |
| Total net position | | 20,489,248 |
| Total revenues | | 8,088,163 |
| Total expenses | | 5,909,852 |

Genoa-Oceola Sewer and Water Authority

The Township is a member of the Genoa-Oceola Sewer and Water Authority (hereinafter "G/O S&W"). G/O S&W was established by the Livingston County Drain Commission and Townships of Genoa and Oceola. G/O S&W was formed to acquire, own, improve, enlarge, extend, operate, maintain, manage and administer sewage disposal systems, water supply systems, or both. Genoa Township holds a 50% share of the equity in this joint venture which amounted to \$14,448,584. Such amount is recorded in the government-wide statement of net position as total investments in joint ventures.

The Township is unaware of any circumstances that would cause additional benefit or burden to the participating governments of the joint venture in the foreseeable future. Complete financial statements for G/O S&W can be obtained from the administrative offices of the Authority at 2911 Dorr Road, Brighton, Michigan. Selected financial information of G/O S&W as of and for the fiscal year ended September 30, 2023, (the date financial information was last available) was as follows:

| | | |
|--------------------|----|------------|
| Total assets | \$ | 31,166,904 |
| Total liabilities | | 2,269,737 |
| Total net position | | 28,897,167 |
| Total revenues | | 4,408,252 |
| Total expenses | | 3,389,430 |

Genoa Charter Township
NOTES TO FINANCIAL STATEMENTS

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Basis of Presentation

GOVERNMENT-WIDE FINANCIAL STATEMENTS

The statement of net position and the statement of activities (the government-wide financial statements) present information for the primary government and its component units as a whole. All nonfiduciary activities of the primary government are included (i.e., fiduciary fund activities are not included in the government-wide financial statements). For the most part, interfund activity has been eliminated in the preparation of these statements. Interfund services provided and used are not eliminated in the process of consolidation. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The statement of activities presents the direct functional expenses of the primary government and its component units and the program revenues that support them, demonstrating how governmental functions are either self-financing or supported by general revenues. Direct expenses are specifically associated with a service, program, or department and are therefore clearly identifiable to a particular function. Program revenues are associated with specific functions and include charges to recipients of goods or services and grants and contributions that are restricted to meeting the operational or capital requirements of that function. General revenues include all taxes, interest, unrestricted State revenue sharing payments, and other revenues that are not required to be presented as program revenues.

FUND FINANCIAL STATEMENTS

The fund financial statements present the Township's individual major funds and aggregated nonmajor funds. Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

The Township reports the following *Major Governmental Funds*:

- a. The *General Fund* is the Township's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.
- b. The *Utilities/DPW Special Revenue Fund* accounts for Township sewer/water utility activities.
- c. The *Reimbursable Projects Fund* accounts for the activity of township construction and maintenance projects in which the costs are partially or fully reimbursed by the residents benefitting.
- d. The *Future Development Parks, Paths, and Recreation Fund* accounts for the activity of township construction and maintenance projects related to parks, paths, and recreation, in which funds are provided by transfers in from the General Fund or contributions.
- e. The *Genoa Oceola Sewer New User Fund* accounts for the Township's collection of connection fees, special assessments and payments to an area utility district, which is called G/O Sewer Authority.

Genoa Charter Township
NOTES TO FINANCIAL STATEMENTS

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

The Township reports the following *Major Enterprise Funds*:

- a. *Oak Pointe Water and Sewer System Fund* accounts for the activity associated with operating the utility system at the Oak Pointe development.
- b. *The Lake Edgewood Water and Sewer System Fund* accounts for the activities associated with operating the utility system at the Lake Edgewood development.

Measurement Focus

The government-wide, proprietary fund, and fiduciary fund financial statements are presented using the economic resources measurement focus, similar to that used by business enterprises or not-for-profit organizations. Because another measurement focus is used in the governmental fund financial statements, reconciliations to the government-wide financial statements are provided that explain the differences in detail.

All governmental funds are presented using the current financial resources measurement focus. With this measurement focus, only current assets, deferred outflows of resources, current liabilities, and deferred inflows of resources generally are included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net fund balance.

Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurement made, regardless of the measurement focus applied.

All governmental funds are accounted for using the modified accrual basis of accounting. Under this method, revenues are recognized when they become susceptible to accrual (when they become both “measurable” and “available to finance expenditures of the current period”). The length of time used for “available” for purposes of revenue recognition in the governmental fund financial statements is 60 days. Revenues that are considered measurable but not available are recorded as a receivable and unavailable revenue. Significant revenues susceptible to accrual are special assessments and certain intergovernmental revenues. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred, except for interest on long-term debt which is recorded when due.

All proprietary funds are accounted for using the accrual basis of accounting. Their revenues are recognized when they are earned, and their expenses are recognized when they are incurred.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund’s principal ongoing operations. The principal operating revenues of the Enterprise Funds are charges to customers for sales and services. Operating expenses for enterprise funds include the costs of sales and services, administrative expenses, and other costs of running the activity. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

Genoa Charter Township
NOTES TO FINANCIAL STATEMENTS

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Basis of Accounting (continued)

The fiduciary funds financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, except for the recognition of certain liabilities to the beneficiaries of a fiduciary activity. Liabilities to beneficiaries are recognized when an event has occurred that compels the Township to disburse fiduciary resources.

If/when both restricted and unrestricted resources are available for use, it is the Township's policy to use restricted resources first, then unrestricted resources as they are needed.

Budgets and Budgetary Accounting

The General and Special Revenue Funds budgets shown as required supplementary information were prepared on the same modified accrual basis used to reflect actual results. This basis is consistent with accounting principles generally accepted in the United States of America. The Township employs the following procedures in establishing the budgetary data reflected in the financial statements.

- a. On the Township Board meeting date near the end of the fiscal year, the Township Manager submits to Township Board the proposed operating budgets for the fiscal year commencing the following April 1. The operating budgets include proposed expenditures and resources to finance them.
- b. A Public Hearing is conducted to obtain taxpayers' comments.
- c. Prior to the final regular Township Board meeting in March, the budget is legally enacted through passage of a resolution.
- d. The budget is legally adopted at the department level for the General Fund and Special Revenue Funds; however, they are maintained at the account level for control purposes. Violations, if any, in the general fund and major special revenue funds are noted in the required supplementary information section.
- e. The Township does not employ encumbrance accounting as an extension of formal budgetary integration in the governmental funds. Appropriations unused at March 31 are not carried forward to the following fiscal year.
- f. Budgeted amounts are reported as originally adopted or amended by the Township Board during the year. Individual amendments were appropriately approved by the Township Board as required.

Cash and Cash Equivalents

Cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition. Investments are reported at fair value.

State statutes authorize the government to deposit in the accounts of federally insured banks, credit unions, and savings and loan associations, and to invest in obligations of the U.S. Treasury, certain commercial paper, repurchase agreements, bankers' acceptances, and mutual funds composed of otherwise legal investments.

Genoa Charter Township
NOTES TO FINANCIAL STATEMENTS

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Cash and Cash Equivalents (continued)

In accordance with Michigan Compiled Laws, the Township is authorized to invest in the following investment vehicles:

- a. Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
- b. Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a bank which is a member of the Federal Deposit Insurance Corporation (FDIC) or a savings and loan association which is a member of the Federal Savings and Loan Insurance Corporation (FSLIC) or a credit union which is insured by the National Credit Union Administration (NCUA), but only if the bank, savings and loan association, or credit union is eligible to be a depository of surplus funds belonging to the State under section 5 or 6 of Act No. 105 of the Public Acts of 1855, as amended, being Section 21.145 and 21.146 of the Michigan Compiled Laws.
- c. Commercial paper rated at the time of purchase within the three (3) highest classifications established by not less than two (2) standard rating services and which matures not more than 270 days after the date of purchase.
- d. The United States government or federal agency obligations repurchase agreements.
- e. Bankers acceptances of United States banks.
- f. Mutual funds composed of investment vehicles, which are legal for direct investment by local units of government in Michigan.
- g. Section 5 or 6 of Act No. 105 of the Public Acts of 1855, as amended, being Section 21.145 and 21.146 of the Michigan Compiled Laws.

Michigan Compiled Laws allow for collateralization of government deposits, if the assets for pledging are acceptable to the State Treasurer under Section 3 of 1855 PA 105, MCL 21.143, to secure deposits of State surplus funds, securities issued by the Federal Loan Mortgage Corporation, Federal National Mortgage Association, or Government National Mortgage Association.

Capital Assets

Under GASB standards, all capital assets, whether owned by governmental activities or business-type activities are recorded and depreciated in the government-wide financial statements. No capital assets or depreciation are shown in the governmental funds financial statements.

Capital assets, including public domain infrastructure (e.g., roads, bridges, sidewalks and other assets that are immovable and of value only to the Township) are defined as assets with an initial, individual cost of more than \$5,000 and an estimated useful life greater than one year. Capital assets are recorded at cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at the estimated fair market value at the date of donation. Real property is considered capital assets regardless of initial cost.

**Genoa Charter Township
NOTES TO FINANCIAL STATEMENTS**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Capital Assets (continued)

The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Major improvements are capitalized and depreciated over the remaining useful lives of the related capital assets.

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

| | |
|---------------------------------------|----------------|
| Buildings | 5 to 50 years |
| Parks | 15 to 30 years |
| Equipment | 2 to 40 years |
| Vehicles | 5 years |
| Water & sewer system - infrastructure | 5 to 50 years |

Capital assets transferred between activities are transferred at their net book value (cost less accumulated depreciation), as of the date of the transfer.

Property Taxes

The Township’s property taxes are levied and become a lien on December 1st based on the taxable valuation of property located in the Township as of the preceding December 31st. These taxes are due on February 14th, with the final collection date of February 28th before they are added to the county delinquent tax rolls.

For the year ended March 31, 2024, the Township recognized the property taxes levied December 1, 2023, as revenue.

| | |
|------------------------|------------------|
| Taxable Value: | \$ 1,474,997,099 |
| Township Millage Rate: | 0.7774 |

Receivables

Receivables consist of amounts due from various individuals, governments and businesses related to charges for services, amounts owed to the Township from special assessments, grants and taxes levied that have not been collected.

Prepays

Prepaid expenditures in the governmental funds, such as insurance premiums, which are expected to be written off within the next fiscal year, are included in current assets. Reported prepaid expenditures are equally offset by nonspendable fund balance, which indicates they do not constitute “available spendable resources” even though they are a component of fund balance.

Inventory

Inventory consists primarily of small items and supplies purchased to be held on hand for use in future maintenance needs. Some items of inventory include meters held to be sold to replace meters or install new meters for properties connecting to the Township sewer and water systems.

Genoa Charter Township
NOTES TO FINANCIAL STATEMENTS

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Interfund Transactions

During the course of normal operations, the Township has numerous transactions between funds, including expenditure and transfers of resources to provide services, construct assets and service debt. The accompanying financial statements generally reflect such transactions as operating transfers. Transfers between governmental and proprietary funds, if any, are netted as part of the reconciliation to the government-wide financial statements.

The General Fund records administrative charges to various funds as revenue. These funds record payments as operating expenditures/expenses.

Unearned Revenue

Unearned revenue consists of grant funds received but not yet earned as well as refuse collection fees received in advance of the services to be provided.

Compensated Absences

Township employees are granted personal and vacation leave in varying amounts. Employees who have accrued more than 240 hours of personal leave are paid out 50% of hours above 240 hours at calendar year end. Personal time will be paid out at a rate of 50% of accrued hours at time of termination unless termination is due to gross misconduct. Employees may accrue up to 180 hours of vacation pay, of which unused pay will be paid out at time of termination for any reason.

Long-Term Obligations

Long-term debt and other long-term obligations are recognized as a liability in the government-wide financial statements and proprietary fund types when incurred. The portion of those liabilities expected to be paid within the next year is a current liability, with the remaining amounts shown as noncurrent liabilities.

Long-term debt is recognized as a liability of a governmental fund when due or when resources have been accumulated for payment early in the following year. For other long-term obligations, only that portion expected to be financed from expendable available financial resources is reported as a fund liability of a governmental fund.

Pension

The Township only offers to continue a defined benefit pension plan to employees hired from other municipalities covered under a defined benefit plan. The Township records a net pension liability for the difference between the total pension liability calculated by the actuary and the pension plan's fiduciary net position. For the purpose of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the pension plan and additions to/deductions from the pension plan's fiduciary net position have been determined on the same basis as they are reported by the pension plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

**Genoa Charter Township
NOTES TO FINANCIAL STATEMENTS**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Leases

Lessor: The Township is a lessor for noncancelable leases of a cell tower. The Township recognizes a lease receivable and a deferred inflow of resources in the government-wide and governmental fund financial statements.

At the commencement of a lease, the Township initially measures the lease receivable at the present value of payments expected to be received during the lease term. Subsequently, the lease receivable is reduced by the principal portion of lease payments received. The deferred inflow of resources is initially measured as the initial amount of the lease receivable, adjusted for lease payment received at or before the lease commencement date. Subsequently, the deferred inflow of resources is recognized as revenue over the life of the lease term.

Key estimates and judgements include how the Township determines (1) the discount rate is used to discount the expected lease receipts to present value, (2) lease term, and (3) lease receipts.

- The Township uses its estimated incremental borrowing rate as the discount rate for leases.
- The lease term includes the noncancellable period of the lease. Lease receipts included in the measurement of the lease receivable is composed of fixed payments from the lessee.

The Township monitors changes in circumstances that would require a remeasurement of this lease and will remeasure the lease receivable and deferred inflows of resources if certain changes occur that are expected to significantly affect the amount of the lease receivable.

Fund Balance Classifications

Fund balance classifications are comprised of a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds. The following are the five fund balance classifications:

Nonspendable - assets that are not available in a spendable form such as inventory, prepaid expenditures, and long term receivables not expected to be converted to cash in the near term. It also includes funds that are legally or contractually required to be maintained intact such as the corpus of a permanent fund or foundation.

Restricted - amounts that are required by external parties to be used for a specific purpose. Constraints are externally imposed by creditors, grantors, contributors or laws, regulations or enabling legislation.

Committed - amounts constrained on use imposed by formal action of the government's highest level of decision-making authority (i.e. Board, etc).

Assigned - amounts intended to be used for specific purposes expressed by the Township Board; or Supervisor, Clerk, and Treasurer; who are authorized by policy approved by the Township Board to make assignments. All current year assignments have been made by the Township Board.

Unassigned - all other resources; the remaining fund balance after nonspendable, restrictions, commitments, and assignments. This class only occurs in the General Fund, except for cases of negative fund balances. Negative fund balances are always reported as unassigned, no matter which fund the deficit occurs in.

Genoa Charter Township
NOTES TO FINANCIAL STATEMENTS

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Fund Balance Classification Policies and Procedures

For committed fund balance, the Township's highest level of decision-making authority is the Township Board. Formal action that is required to be taken to establish a fund balance commitment is a resolution of the Township Board.

For assigned fund balance, the Township has not approved a policy indicating who is authorized to assign amounts to a specific purpose. As a result, this authority is retained with the Township Board.

The Township has not adopted a policy that defines the order of usage for fund balance amounts classified as restricted, committed, assigned, or unassigned, therefore restricted resources will be used first, then unrestricted resources if they are needed.

Restricted Net Position

Restrictions of net position shown in the government-wide financial statements indicate restrictions imposed by the funding source or some other outside source, which precludes their use for unrestricted purposes.

Deferred Outflow and Deferred Inflow

In addition to assets and liabilities, the statement of financial position or balance sheet will, when applicable, report separate sections for deferred outflows of resources and deferred inflows of resources. *Deferred outflows of resources*, a separate financial statement element, represents a consumption of net position or fund balance, respectively, that applies to a future period and so will not be recognized as an outflow of resources (expense/expenditure) until that time. *Deferred inflows of resources*, a separate financial statement element, represents an acquisition of net position or fund balance, respectively, that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time. The Township has several items that qualify for reporting in these categories and are reported in the government-wide financial statement of net position, the governmental funds, or proprietary funds balance sheet/statement of net position.

The Township reports deferred amounts which correspond to the Township's pension benefits and are related to differences between expected and actual experience, changes in assumptions, differences between projected and actual pension plan investment earnings, and contributions made subsequent to the measurement date. These amounts are deferred in the government-wide financial statements and are recognized as an outflow or inflow of resources in the period to which they apply.

Additionally, the Township records special assessment receivables generally collected over a 20-year period as deferred inflow of resources. Since the revenues are unavailable (not collectable within 60 days of the end of the year) until a future period they are considered a deferred inflow of resources on the governmental funds balance sheets.

The Township also reports unavailable revenues from leases. These amounts are recognized as revenue over the term of the lease agreements.

Tax Abatements

The Township's tax revenues have been reduced by tax abatements throughout the Township. Management has determined these amounts to be immaterial to the financial statements.

Genoa Charter Township
NOTES TO FINANCIAL STATEMENTS

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

NOTE 2 - DEPOSITS AND INVESTMENTS

As of March 31, 2024, the Township had deposits and investments subject to the following risks:

Custodial Credit Risk of Bank Deposits

Custodial credit risk is the risk that in the event of a bank failure, the Township's deposits may not be returned to it. As of March 31, 2024, the Township had \$7,781,902 of bank deposits (certificates of deposit, check, and savings accounts) that were FDIC insured; \$5,167,329 of bank deposits that were uninsured and collateralized and \$2,380,918 of bank deposits and cash equivalents that were uninsured and uncollateralized. The Township believes that due to the dollar amounts of cash deposits and the limits of FDIC insurance, it is impractical to insure all deposits. As a result, the Township evaluates each financial institution with which it deposits funds and assesses the level of risk of each institution. Only those institutions with an acceptable estimated risk level are used as depositories. The Township's deposit or investment policy does not address this risk.

Custodial Credit Risk of Investments

Custodial credit risk is the risk that, in the event of failure of the counterparty, the Township will not be able to recover the value of its investments or collateral securities that are in possession of an outside party. The Township does not have a policy for custodial credit risk of investments.

Concentration of Credit Risk

Concentration of credit risk is the risk of loss attributed to the magnitude of a government's investment in a single issuer. The Township's investment policy requires diversification with a primary focus on safety. However, the policy does not place a fixed percentage limit for any one issuer. As of March 31, 2024, the Township did not have any concentration of credit risk as all amounts were invested in external investment pools and money market type funds.

Foreign Currency Risk

The Township is not authorized to invest in investments which have this type of risk.

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair values of investments. The Township's investment policy does not limit investment maturities as a means of managing its exposure to losses in fair value resulting from a rise in interest rates. As of March 31, 2024, the weighted average maturity of the underlying investments in the external investment pool and money market type funds were less than 60 days. As a result, management does not believe the Township is significantly exposed to interest rate risk.

**Genoa Charter Township
NOTES TO FINANCIAL STATEMENTS**

NOTE 2 - DEPOSITS AND INVESTMENTS (continued)

Credit Risk

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The Township has no policy regarding credit risk. As of March 31, 2024, the Township's investment pool was exposed to credit risk as follows:

| Investment Type | Fair Value | Weighted Average Maturity (years) | Standard & Poor's Rating |
|--------------------------------|------------|-----------------------------------|--------------------------|
| Primary government | | | |
| Michigan CLASS Investment Pool | \$ 341,159 | 0.0999 | AAAm |

Investments in Entities that Calculate Net Asset Value per Share

The Township holds shares or interest in the Michigan CLASS Investment pool where the fair value of the investments is measured on a recurring basis using net asset value per share (or its equivalent) of the investment companies as a practical expedient.

The Michigan CLASS investment pool invests in U.S. Treasury obligations, federal agency obligations of the U.S. government, high-grade commercial paper (rated "A1" or better), collateralized bank deposits, repurchase agreements (collateralized at 102 percent by treasuries and agencies) and approved money market funds. The program is designed to meet the needs of Michigan public sector investors. It purchases securities that are legally permissible under state statutes and are available for investment by Michigan counties, cities, townships, school districts, authorities, and other public agencies.

At the year ended March 31, 2024, the fair value, unfunded commitments and redemption rules of those investments are as follows:

| | Fair Value | Unfunded Commitments | Redemption Frequency if Eligible | Redemption Notice Period |
|--------------------------------|------------|----------------------|----------------------------------|--------------------------|
| Michigan CLASS Investment Pool | \$ 341,159 | \$ - | No restrictions | None |

The deposits and investments referred to above have been reported as either the cash and cash equivalents or investments captions on the basic financial statements, based upon criteria disclosed in Note 1. The following summarizes the categorization of these amounts as of March 31, 2024.

| | Primary Government | Fiduciary Funds | Total |
|--|----------------------|-------------------|----------------------|
| Cash and cash equivalents | \$ 13,962,730 | \$ 106,972 | \$ 14,069,702 |
| Cash and cash equivalents - restricted | 1,189,022 | - | 1,189,022 |
| | <u>\$ 15,151,752</u> | <u>\$ 106,972</u> | <u>\$ 15,258,724</u> |

The primary government 's cash and cash equivalents caption on the basic financial statements include \$300 of imprest cash.

**Genoa Charter Township
NOTES TO FINANCIAL STATEMENTS**

NOTE 3 - CAPITAL ASSETS

Capital asset activity for the year ended March 31, 2024, was as follows:

| | Balance 4/1/2023 | Reclassifications/ Additions | Reclassifications/ Deletions | Balance 3/31/2024 |
|--|---------------------|---------------------------------|---------------------------------|----------------------|
| Governmental Activities | | | | |
| Capital assets not being depreciated | | | | |
| Land | \$ 1,577,513 | \$ 1,064,633 | \$ - | \$ 2,642,146 |
| Construction in progress | 197,185 | - | (166,451) | 30,734 |
| | <u>1,774,698</u> | <u>1,064,633</u> | <u>(166,451)</u> | <u>2,672,880</u> |
| Total capital assets not being depreciated | | | | |
| Capital assets being depreciated | | | | |
| Buildings - Township | 2,220,863 | 126,918 | - | 2,347,781 |
| Parks | 4,655,516 | 864,268 | - | 5,519,784 |
| Equipment/vehicles - DPW | 1,706,780 | 121,420 | (201,036) | 1,627,164 |
| Equipment - Township | 1,340,367 | 21,691 | (32,392) | 1,329,666 |
| Vehicles - Township | 25,311 | - | - | 25,311 |
| | <u>9,948,837</u> | <u>1,134,297</u> | <u>(233,428)</u> | <u>10,849,706</u> |
| Total capital assets being depreciated | | | | |
| Accumulated depreciation | | | | |
| Buildings - Township | (1,127,089) | (65,043) | - | (1,192,132) |
| Parks | (2,283,244) | (285,600) | - | (2,568,844) |
| Equipment/vehicles - DPW | (1,235,315) | (177,653) | 201,036 | (1,211,932) |
| Equipment - Township | (521,977) | (66,341) | 20,428 | (567,890) |
| Vehicles - Township | (19,826) | (5,062) | - | (24,888) |
| | <u>(5,187,451)</u> | <u>(599,699)</u> | <u>221,464</u> | <u>(5,565,686)</u> |
| Total accumulated depreciation | | | | |
| Net capital assets being depreciated | <u>4,761,386</u> | <u>534,598</u> | <u>(11,964)</u> | <u>5,284,020</u> |
| Capital assets, net | <u>\$ 6,536,084</u> | <u>\$ 1,599,231</u> | <u>\$ (178,415)</u> | <u>\$ 7,956,900</u> |

Depreciation expense was allocated to the following governmental activities:

| | |
|----------------------|-------------------|
| General Government | \$ 136,446 |
| Public Works/Roads | 177,653 |
| Parks and Recreation | <u>285,600</u> |
| | <u>\$ 599,699</u> |

**Genoa Charter Township
NOTES TO FINANCIAL STATEMENTS**

NOTE 3 - CAPITAL ASSETS (continued)

| | Balance 4/1/2023 | Additions | Reclassification/ Deletions | Balance 3/31/2024 |
|--|----------------------|---------------------|--------------------------------|----------------------|
| Business-type Activities | | | | |
| Oak pointe water and sewer systems | | | | |
| Capital assets not being depreciated | | | | |
| Land | \$ 358,855 | \$ - | \$ - | \$ 358,855 |
| Capital assets being depreciated | | | | |
| Water system | 5,516,696 | - | 183,610 | 5,700,306 |
| Sewer system | 15,789,364 | - | (183,610) | 15,605,754 |
| Total capital assets being depreciated | 21,306,060 | - | - | 21,306,060 |
| Less | | | | |
| Accumulated depreciation | (9,918,368) | (518,760) | - | (10,437,128) |
| Net capital assets being depreciated | 11,387,692 | (518,760) | - | 10,868,932 |
| Capital assets, net | <u>\$ 11,746,547</u> | <u>\$ (518,760)</u> | <u>\$ -</u> | <u>\$ 11,227,787</u> |
| | | | | |
| | Balance 4/1/2023 | Additions | Deletions | Balance 3/31/2024 |
| Business-type Activities | | | | |
| Lake edgewood sewer system | | | | |
| Capital assets not being depreciated | | | | |
| Land | \$ 260,009 | \$ - | \$ - | \$ 260,009 |
| Construction in process | 23,155 | 897,100 | - | 920,255 |
| Total capital assets not being depreciated | 283,164 | 897,100 | - | 1,180,264 |
| Capital assets being depreciated | | | | |
| Sewer system | 8,563,064 | 14,900 | (11,925) | 8,566,039 |
| Less | | | | |
| Accumulated depreciation | (4,174,136) | (199,368) | 10,792 | (4,362,712) |
| Net capital assets being depreciated | 4,388,928 | (184,468) | (1,133) | 4,203,327 |
| Capital assets, net | <u>\$ 4,672,092</u> | <u>\$ 712,632</u> | <u>\$ (1,133)</u> | <u>\$ 5,383,591</u> |

**Genoa Charter Township
NOTES TO FINANCIAL STATEMENTS**

NOTE 4 - LONG-TERM OBLIGATIONS

The following is a summary of the Township's long-term obligations categorized for governmental and business-type activities for the year ended March 31, 2024:

| | Balance 4/1/2023 | Additions | Deletions | Balance 3/31/2024 | Current Portion |
|--------------------------------|---------------------|------------|--------------|----------------------|--------------------|
| Governmental Activities | | | | | |
| Compensated absences | \$ 311,716 | \$ 242,103 | \$ (237,492) | \$ 316,327 | \$ 237,492 |
| Business-Type Activities | | | | | |
| Other long-term obligations | | | | | |
| Revenue bonds payable | \$ 4,645,000 | \$ - | \$ (320,000) | \$ 4,325,000 | \$ 330,000 |
| Unamortized bond premium | 103,513 | - | (7,963) | 95,550 | 7,963 |
| Total Business-type Activities | \$ 4,748,513 | \$ - | \$ (327,963) | \$ 4,420,550 | \$ 337,963 |

Significant details regarding outstanding long-term obligations (including current portions) are presented below:

Revenue Bonds

Payable to US Bank, Oak Pointe Sewer System Project, Series 2020. Principal is payable in annual installments of \$295,000 to \$380,000 through November 1, 2036, interest is charged from 1.3% to 2.05% annually.

\$ 4,325,000

The Charter Township has issued revenue bonds where the income derived from the debt service charges paid by users of the Charter Township's Oak Pointe wastewater system. In the event that the revenue from the debt service charges is not sufficient, the Charter Township intends to use the reserve funds and/or the operation and maintenance funds from the Charter Township's Oak Pointe wastewater system to pay the debt service on the revenue bonds. Additionally, the Charter Township has pledged its limited faith and credits as additional security for the payment of the principal of, and interest on, the bonds.

Proceeds from the bonds provided financing for the construction of various wastewater infrastructure projects.

The annual requirements to pay the debt principal and interest outstanding for the long-term debt are as follows:

| Year Ending March 31, | Business-type Activities | |
|--------------------------|--------------------------|-------------------|
| | Principal | Interest |
| 2025 | \$ 330,000 | \$ 77,988 |
| 2026 | 340,000 | 71,388 |
| 2027 | 345,000 | 64,588 |
| 2028 | 355,000 | 57,688 |
| 2029 | 365,000 | 50,588 |
| 2030-2034 | 1,655,000 | 166,293 |
| 2035-2037 | 935,000 | 37,300 |
| Total | <u>\$ 4,325,000</u> | <u>\$ 525,833</u> |

**Genoa Charter Township
NOTES TO FINANCIAL STATEMENTS**

NOTE 4 - LONG-TERM OBLIGATIONS (continued)

Compensated Absences

In accordance with Township personnel policies and/or contracts negotiated, individual employees have vested rights upon termination of employment to receive payment for unused vacation and sick leave under formulas and conditions specified in their respective personnel policies and/or contracts.

NOTE 5 - INTERFUND RECEIVABLES, PAYABLES, AND TRANSFERS

Interfund receivables and payables at March 31, 2024, represent short-term borrowings and amounts owed for reimbursements between other funds.

| | Due from Other Funds | | | Total |
|--|----------------------|---------------------|-----------------------------|-------------------|
| | Governmental | | | |
| | General Fund | Utilities/ DPW Fund | Nonmajor Governmental Funds | |
| Due to other funds: | | | | |
| Governmental | | | | |
| General fund | \$ - | \$ 50,032 | \$ 5,694 | \$ 55,726 |
| Utilities/DPW fund | 690,950 | - | 53,831 | 744,781 |
| Business-type | | | | |
| Oak pointe water and sewer systems fund | - | 17,837 | - | 17,837 |
| Lake edgewood water and sewer systems fund | - | 11,477 | - | 11,477 |
| Total | \$ 690,950 | \$ 79,346 | \$ 59,525 | \$ 829,821 |

Interfund transfers for the year ended March 31, 2024 were as follows:

| | Transfers in: | | | | Total |
|--------------------|---|-----------------------------|--|---|---------------------|
| | Governmental | | Business-type | | |
| | Future Development Parks, Paths and Recreation Fund | Nonmajor Governmental Funds | Lake Edgewood Water and Sewer Systems Fund | Oak Pointe Water and Sewer Systems Fund | |
| Transfers out: | | | | | |
| Governmental | | | | | |
| General fund | \$ 850,000 | \$ 640,000 | \$ - | \$ - | \$ 1,490,000 |
| Utilities/DPW fund | - | 241,000 | 7,550 | 26,904 | 275,454 |
| Total | \$ 850,000 | \$ 881,000 | \$ 7,550 | \$ 26,904 | \$ 1,765,454 |

**Genoa Charter Township
NOTES TO FINANCIAL STATEMENTS**

NOTE 6 - ADVANCES TO OTHER FUNDS

Advances for the year ended March 31, 2024, were as follows:

| Governmental Fund advances to Proprietary Fund | Balance 4/1/2023 | Additions | Deletions | Balance 3/31/2024 | Current Portion |
|---|---------------------|-----------|-------------|----------------------|--------------------|
| GO Sewer New User fund advance to Oak Pointe Water and Sewer System fund. Original advance of \$1,207,468 was made in fiscal year 2016, and payable in annual installments of \$63,600. | \$ 684,768 | \$ - | \$ (63,600) | \$ 621,168 | \$ 63,600 |

Repayment of the advance will be payable as follows:

| Fiscal Years Ending | Amount |
|------------------------|------------|
| 2025 | \$ 63,600 |
| 2026 | 63,600 |
| 2027 | 63,600 |
| 2028 | 63,600 |
| 2029 | 63,600 |
| 2030 - 2034 | 303,168 |
| Total | \$ 621,168 |

NOTE 7 - DEFINED CONTRIBUTION PENSION PLAN

The Genoa Charter Township has adopted the Principal Financial Group Money Purchase Pension Plan, a defined contribution plan with an effective date of July 1, 1991. The Township is making contributions to the plan on behalf of all eligible employees. Eligible employees are employees who have been employed for one year with a minimum of 1,000 hours of service. The Township contributed \$201,902 to the plan.

A defined contribution pension plan provides pension benefits in return for services rendered, provides an individual account for each participant, and specifies how contributions to the individual's account are to be determined instead of specifying the amount of benefits the individual is to receive. Under a defined contribution pension plan, the benefits a participant will receive depend solely on the amount contributed to the participant's account, the returns earned on investments of those contributions, and forfeitures of other participants' benefits that may be allocated to such participants account. Contributions, required solely by the Township, vest fully after four years of service. An employee who leaves the employment of the Township for reasons other than death, total disability or normal retirement is entitled to the Township's contributions if vesting requirements are satisfied. The Township is required to contribute an amount equal to 10% of the employee's annual compensation.

**Genoa Charter Township
NOTES TO FINANCIAL STATEMENTS**

NOTE 8 - DEFINED BENEFIT PENSION PLAN

Plan Description

The Township’s defined benefit pension plan provides certain retirement, disability and death benefits to plan members and beneficiaries. The Township participates in the Municipal Employees’ Retirement System (MERS) of Michigan. MERS is an agent multiple-employer, statewide public employee pension plan established by the Michigan’s Legislature under Public Act 135 of 1945 and administered by a nine-member Retirement Board. MERS issues a publicly available financial report that includes financial statements and required supplementary information. This report may be obtained accessing MERS website at www.mersofmich.com.

Summary of Significant Accounting Policies

For the purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Municipal Employees’ Retirement System (MERS) of Michigan and additions to/deductions from MERS’ fiduciary net position have been determined on the same basis as they are reported by MERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Benefits Provided

The defined benefit plan is comprised of two divisions. Division 01 is for the Township Manager while Division 10 is for the Utility Director.

Benefits provided include plans with multipliers ranging from 1.30% (Division 01) to 2.00% (Division 10).

Vesting period of 10 years.

Normal retirement age is 60. Early retirement is available with normal benefits at age 55 with 25 years of service for Division 01. Early retirement is available with reduced benefit at age 50 with 25 years of service or age 55 with 15 years of service for both divisions.

Final average compensation is calculated based on five years. There are no member contributions.

Benefit terms, within the parameters established by MERS, are generally established and amended by authority of the Township Board, generally after negotiations of these terms with the affected unions. Benefit terms may be subject to binding arbitration in certain circumstances.

At the December 31, 2023, valuation date, the following employees were covered by the benefit terms:

| | Division 01 | Division 10 |
|---|-------------|-------------|
| Inactive employees or beneficiaries receiving benefits | 1 | - |
| Inactive employees entitled to but not yet receiving benefits | - | - |
| Active employees | - | 1 |
| | 1 | 1 |

**Genoa Charter Township
NOTES TO FINANCIAL STATEMENTS**

NOTE 8 - DEFINED BENEFIT PENSION PLAN (continued)

Contributions

Article 9, Section 24 of the State of Michigan constitution requires that financial benefits arising on account of employee service rendered in each year be funded during that year. Accordingly, MERS retains an independent actuary to determine the annual contribution. The employer is required to contribute amounts at least equal to the actuarially determined rate, as established by the MERS retirement board. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by plan members during the year, with an additional amount to finance any unfunded accrued liability. The employer may establish contribution rates to be paid by its covered employees.

The actuarially determined rates for the fiscal year ended March 31, 2024, were 0% of eligible wages for Division 01, and 17.06% of eligible wages for Division 10. The Township does not require employees to contribute to the plan.

Payable to the Pension Plan

At March 31, 2024, there were no amounts outstanding by the Township for contributions to the pension plan required for the year ended March 31, 2024.

Net Pension Liability

The Township's net pension liability was measured as of December 31, 2023, and the total pension liability used to calculate the net pension liability was determined by an annual actuarial valuation as of that date.

Actuarial Assumptions

The total pension liability in the December 31, 2023, annual actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation: 2.50%

Salary increases: 3.00% plus merit and longevity, 3.00% in the long-term.

Investment rate of return: 7.18%, net of investment and administrative expense including inflation.

Although no specific price inflation assumptions are needed for the valuation, the 3.00% long-term wage inflation assumption would be consistent with a price inflation of 3.00 - 4.00%.

Mortality rates used were based on a version of Pub-2010 and fully generational MP-2019.

The actuarial assumptions used in valuation were based on the results of the most recent actuarial experience study of 2014-2018.

Projected Cash Flows

Based on these assumptions, the pension plan's fiduciary net position was projected to be available to pay all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

**Genoa Charter Township
NOTES TO FINANCIAL STATEMENTS**

NOTE 8 - DEFINED BENEFIT PENSION PLAN (continued)

Projected Cash Flows (continued)

The long-term expected rate of return on pension plan investments was determined using a model method in which the best-estimate ranges of expected future real rates of return (expected returns, net of investment and administrative expenses and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

The target allocation and best estimates of geographic real rates of return for each major asset class are summarized in the following table:

| <u>Asset Class</u> | <u>Target Allocation</u> | <u>Target Allocation Gross Rate of Return</u> | <u>Long-Term Expected Real Rate of Return</u> |
|-------------------------------------|--------------------------|---|---|
| Global Equity | 60.00% | 7.00% | 2.63% |
| Global Fixed Income | 20.00% | 4.50% | 0.40% |
| Private Investments | 20.00% | 9.50% | 1.40% |
| Totals | <u>100.00%</u> | | 4.43% |
| Inflation | | | 2.50% |
| Administrative expense netted above | | | <u>0.25%</u> |
| Investment rate of return | | | <u>7.18%</u> |

Discount Rate

The discount rate used to measure the total pension liability is 7.18%. The current discount rate shown for GASB 68 purposes is higher than the MERS assumed rate of return. This is because, for GASB 68 purposes, the discount rate must be gross of administrative expenses, whereas for funding purposes, it is net of administrative expenses. The projection of cash flows used to determine the discount rate assumes that employer and employee contributions will be made at the rates agreed upon for employees and the actuarially determined rates for employers. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to pay all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

**Genoa Charter Township
NOTES TO FINANCIAL STATEMENTS**

NOTE 8 - DEFINED BENEFIT PENSION PLAN (continued)

Calculating the Net Pension Liability

Changes in the net pension liability during the measurement year were as follows:

| <u>Changes in Net Pension Liability</u> | <u>Increase (Decrease)</u> | | |
|---|--|--|--|
| | <u>Total Pension Liability</u> <u>(a)</u> | <u>Plan Fiduciary Net Position</u> <u>(b)</u> | <u>Net Pension Liability</u> <u>(a)-(b)</u> |
| Balance at 12/31/2022 | \$ 856,228 | \$ 601,897 | \$ 254,331 |
| Changes for the year | | | |
| Service cost | 14,608 | - | 14,608 |
| Interest on total pension liability | 61,358 | - | 61,358 |
| Difference between expected and actual experience | 47,365 | - | 47,365 |
| Changes in assumptions | 7,787 | - | 7,787 |
| Employer contributions | - | 99,012 | (99,012) |
| Net investment income | - | 71,555 | (71,555) |
| Benefit payments, including employee refunds | (34,415) | (34,415) | - |
| Administrative expense | - | (1,531) | 1,531 |
| Net changes | <u>96,703</u> | <u>134,621</u> | <u>(37,918)</u> |
| Balance at 12/31/2023 | <u>\$ 952,931</u> | <u>\$ 736,518</u> | <u>\$ 216,413</u> |

Sensitivity of the Net Pension Liability to Changes in the Discount Rate

The following presents the Net Pension Liability of the employer, calculated using the discount rate of 7.18%, as well as what the employer's Net Pension Liability would be using a discount rate that is 1% point lower (6.18%) or 1% higher (8.18%) than the current rate.

| | <u>1% Decrease</u> | <u>Current Discount Rate</u> | <u>1% Increase</u> |
|-----------------------------------|--------------------|------------------------------|--------------------|
| Net pension liability at 12/31/23 | <u>\$ 338,615</u> | <u>\$ 216,413</u> | <u>\$ 113,474</u> |

**Genoa Charter Township
NOTES TO FINANCIAL STATEMENTS**

NOTE 8 - DEFINED BENEFIT PENSION PLAN (continued)

Pension Expenses and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

For the year ended March 31, 2024, the Township recognized pension expense of \$72,827. The Township reported deferred outflows and inflows of resources related to pensions from the following sources:

| | Deferred Outflows of Resources | Deferred Inflows of Resources |
|--|--------------------------------------|-------------------------------------|
| Differences in experience | \$ 76,689 | \$ 9,016 |
| Differences in assumptions | 45,723 | - |
| Net difference between projected and actual earnings on pension plan investments | 26,684 | - |
| Contributions subsequent to the measurement date* | 5,788 | - |
| Total | \$ 154,884 | \$ 9,016 |

* The amount reported as deferred outflows of resources resulting from contributions subsequent to the measurement date will be recognized as an addition in the net pension liability for the year ending March 31, 2025.

Amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

| Year Ending March 31, | Pension Expense |
|--------------------------|--------------------|
| 2025 | \$ 45,402 |
| 2026 | 50,868 |
| 2027 | 39,635 |
| 2028 | 4,175 |
| | \$ 140,080 |

Changes in Assumptions

Change in discount rate from 7.25% to 7.18%.

Changes in Benefits

There were no changes of benefit terms during plan year 2023.

**Genoa Charter Township
NOTES TO FINANCIAL STATEMENTS**

NOTE 9 - CONTINGENT LIABILITIES

Wastewater Treatment System - Lake Edgewood

The Township entered into a Consent Order with the Michigan Department of Environmental Great Lakes & Energy (EGLE) to complete an investigation of the sodium and chloride plume leaving the Wastewater Treatment Plant (WWTP) and to evaluate remedial measures.

In January 2016, the Township submitted a No Further Action Report to the EGLE which summarized remedial actions completed by the Township to reduce the sodium and chloride concentrations in the local aquifer. The EGLE approved the No Further Action Report and termination of the annual groundwater sampling in an April 29, 2016 correspondence.

In the year ending March 31, 2024, the Township had no expenditures relating to the annual groundwater sampling. The amount of additional costs for April 1, 2024 - March 31, 2025 is estimated to be minimal. At this time, the state has requested the Township not to abandon any onsite wells. Future expenditures associated with these sites will include well abandonment.

Wastewater Treatment System - Oak Pointe

The Township entered into a Consent Order with the Michigan Department of Environmental Great Lakes & Energy (EGLE) to complete an investigation of the sodium and chloride plume leaving the Wastewater Treatment Plant (WWTP) and to evaluate remedial measures. The Consent Order requires a discharge from the plant's effluent of 150 mg/l for sodium and 250 mg/l for chlorides. The plant has not met this limit since 2002. In January 2015, the plant was taken offline, permanently eliminating the source of sodium and chloride at this site.

The EGLE approved Interim Response Activities Designed to Meet Criteria Report (IRDC) in 2005 which requires annual groundwater monitoring and corrective action activities to protect drinking water sources. The Township completed a baseline sampling event in 2015 to document site conditions when the source was eliminated.

The 2015 and 2016 sampling events demonstrated decreasing concentrations at the site. Therefore, in 2017, the Township petitioned the EGLE to reduce to biennial sampling of the monitoring wells. The residential wells are sampled annually to protect drinking water sources.

In the year ending March 31, 2024, the Township spent approximately \$12,762 to complete groundwater and residential sampling events, and to provide and maintain reverse osmosis systems. The Township also spent an additional \$41,168 for PFAS sampling. The amount of additional costs for April 1, 2024 - March 31, 2025 for all sampling is estimated to be \$20,000 for sodium and chloride and \$50,000 for PFAS. This cost includes annual monitoring and corrective action activities.

NOTE 10 - RISK MANAGEMENT

The Township is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Township maintains commercial insurance coverage covering each of those risks of loss. Management believes such coverage is sufficient to preclude any significant uninsured losses to the Township. Settled claims have not exceeded this commercial coverage in any of the past three fiscal years.

Genoa Charter Township
NOTES TO FINANCIAL STATEMENTS

NOTE 11 - CHANGE IN ACCOUNTING PRINCIPLE

For the year ended March 31, 2024, the Township implemented the following new pronouncement: GASB Statement No. 96, *Subscription-based IT Arrangements*.

Summary:

Governmental Accounting Standards Board (GASB) Statement No. 96, *Subscription-based Information Technology Arrangements* was issued in May 2020. This Statement provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users (governments). This Statement (1) defines a SBITA; (2) establishes that a SBITA results in a right-to-use subscription asset - an intangible asset - and a corresponding subscription liability; (3) provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and (4) requires note disclosures regarding a SBITA. To the extent relevant, the standards for SBITAs are based on the standards established in Statement No. 87, *Leases*, as amended.

There was no material impact on the Township's financial statement after the adoption of GASB Statement 96.

NOTE 12 - LEASE RECEIVABLES

During the current fiscal year, the Township leased a portion of their cell tower, included in the Oak Pointe water-sewer district, to a third-party. The lease is for 5 automatic renewals of 5 year leases and the Township will receive annual payments ranging from \$9,600 to \$16,790. The District recognized \$9,812 in lease revenue and \$2,884 in interest revenue during the current fiscal year related to this lease. As of March 31, 2024, the Township's receivable for lease payments was \$174,937. Also, the Township has deferred inflow of resources associated with this lease that will be recognized as revenue over the lease term. As of March 31, 2024, the balance of the deferred inflow of resources was \$168,485.

During the current fiscal year, the Township leased another portion of the same cell tower to another third-party. The lease is for 5 automatic renewals of 5 year leases and the Township will receive annual payments ranging from \$9,600 to \$16,790. The District recognized \$9,656 in lease revenue and \$3,040 in interest revenue during the current fiscal year related to this lease. As of March 31, 2024, the Township's receivable for lease payments was \$184,749. Also, the Township has deferred inflow of resources associated with this lease that will be recognized as revenue over the lease term. As of March 31, 2024, the balance of the deferred inflow of resources was \$176,982.

NOTE 13 - UPCOMING ACCOUNTING PRONOUNCEMENTS

In June 2022, the GASB issued Statement No. 100, *Accounting Changes and Error Corrections - an amendment of GASB Statement No. 62*. This Statement prescribes the accounting and financial reporting for (1) each type of accounting change and (2) error corrections. This Statement requires that (a) changes in accounting principles and error corrections be reported retroactively by restating prior periods, (b) changes to or within the financial reporting entity be reported by adjusting beginning balances of the current period, and (c) changes in accounting estimates be reported prospectively by recognizing the change in the current period. The Township is currently evaluating the impact this standard will have on the financial statements when adopted during the 2025 fiscal year.

Genoa Charter Township
NOTES TO FINANCIAL STATEMENTS

NOTE 13 - UPCOMING ACCOUNTING PRONOUNCEMENTS (continued)

In June 2022, the GASB issued Statement No. 101, *Compensated Absences*. This Statement requires that liabilities for compensated absences be recognized for (1) leave that has not been used and (2) leave that has been used but not yet paid in cash or settled through noncash means. A liability should be recognized for leave that has not been used if (a) the leave is attributable to services already rendered, (b) the leave accumulates, and (c) the leave is more likely than not to be used for time off or otherwise paid in cash or settled through noncash means. This Statement also establishes guidance for measuring a liability for leave that has not been used, generally using an employee's pay rate as of the date of the financial statements. The Township is currently evaluating the impact this standard will have on the financial statements when adopted during the 2025 fiscal year.

In December 2023, the GASB issued Statement No. 102, *Certain Risk Disclosures*. This Statement requires a government to assess whether a concentration or constraint makes the government vulnerable to the risk of a substantial impact. Additionally, this Statement requires a government to assess whether an event or events associated with a concentration or constraint that could cause the substantial impact have occurred, have begun to occur, or are more likely than not to begin to occur within 12 months of the date the financial statements are issued. If a government determines that those criteria for disclosure have been met for a concentration or constraint, it should disclose information in notes to financial statements in sufficient detail to enable users of financial statements to understand the nature of circumstances disclosed and the government's vulnerability to the risk of substantial impact. The Township is currently evaluating the impact this standard will have on the financial statements when adopted during the 2026 fiscal year.

In April 2024, the GASB issued Statement No. 103, *Financial Reporting Model Improvements*. This Statement establishes new accounting and financial reporting requirements - or modifies existing requirements - related to the following:

- a. Management's discussion and analysis (MD&A);
 - i. Requires that the information presented in MD&A be limited to the related topics discussed in five specific sections:
 - 1) Overview of the Financial Statements,
 - 2) Financial Summary,
 - 3) Detailed Analyses,
 - 4) Significant Capital Asset and Long-Term Financing Activity,
 - 5) Currently Known Facts, Decisions, or Conditions;
 - ii. Stresses detailed analyses should explain why balances and results of operations changed rather than simply presenting the amounts or percentages by which they changed;
 - iii. Removes the requirement for discussion of significant variations between original and final budget amounts and between final budget amounts and actual results;
- b. Unusual or infrequent items;
- c. Presentation of the proprietary fund statement of revenues, expenses, and changes in fund net position;
 - i. Requires that the proprietary fund statement of revenues, expenses, and changes in fund net position continue to distinguish between operating and nonoperating revenues and expenses and clarifies the definition of operating and nonoperating revenues and expenses;
 - ii. Requires that a subtotal for *operating income (loss) and noncapital subsidies* be presented before reporting other nonoperating revenues and expenses and defines subsidies;

**Genoa Charter Township
NOTES TO FINANCIAL STATEMENTS**

NOTE 13 - UPCOMING ACCOUNTING PRONOUNCEMENTS (concluded)

- d. Information about major component units in basic financial statements should be presented separately in the statement of net position and statement of activities unless it reduces the readability of the statements in which case combining statements of should be presented after the fund financial statements;
- e. Budgetary comparison information should include variances between original and final budget amounts and variances between final budget and actual amounts with explanations of significant variances required to be presented in the notes to RSI.

The Township is currently evaluating the impact this standard will have on the financial statements when adopted during the 2027 fiscal year.

NOTE 14 - SUBSEQUENT EVENT

Subsequent to year end, the Township issued Special Assessment Bonds, Series 2024 on July 22, 2024 in the amount of \$2,795,000.

REQUIRED SUPPLEMENTARY INFORMATION

**GENOA CHARTER TOWNSHIP
GENERAL FUND
BUDGETARY COMPARISON SCHEDULE (NON-GAAP BASIS)
YEAR ENDED MARCH 31, 2024**

| | Budgeted Amounts | | Actual | Variance with |
|---|---------------------|--------------------|--------------------|---------------------|
| | Original | Final | | Final Budget |
| | | | | Positive (Negative) |
| REVENUES | | | | |
| Taxes | \$ 1,630,000 | \$ 1,632,099 | \$ 1,580,941 | \$ (51,158) |
| Licenses and permits | 490,000 | 522,000 | 486,940 | (35,060) |
| Intergovernmental | 2,252,092 | 2,365,885 | 2,381,155 | 15,270 |
| Charges for services | 1,388,359 | 1,489,122 | 1,380,357 | (108,765) |
| Interest and rents | 10,000 | 78,000 | 188,223 | 110,223 |
| Other | 11,000 | 243,827 | 46,393 | (197,434) |
| TOTAL REVENUES | 5,781,451 | 6,330,933 | 6,064,009 | (266,924) |
| EXPENDITURES | | | | |
| Current | | | | |
| General government | | | | |
| Township trustees | 56,475 | 56,475 | 49,795 | 6,680 |
| Supervisor | 68,377 | 68,377 | 64,961 | 3,416 |
| Township manager | 202,960 | 202,960 | 200,226 | 2,734 |
| Accounting and finance | 118,258 | 118,258 | 102,740 | 15,518 |
| Township clerk | 103,155 | 113,555 | 91,963 | 21,592 |
| Information and technology | 78,700 | 78,700 | 75,750 | 2,950 |
| Board of review | 11,550 | 11,550 | 4,459 | 7,091 |
| Township treasurer | 169,422 | 173,418 | 171,057 | 2,361 |
| Assessing department | 284,958 | 264,958 | 251,633 | 13,325 |
| Elections | 149,450 | 161,650 | 153,564 | 8,086 |
| Building and grounds | 265,510 | 245,510 | 213,305 | 32,205 |
| Professional fees | 205,900 | 140,900 | 124,879 | 16,021 |
| Human resources | 23,386 | 26,100 | 20,850 | 5,250 |
| Unallocated | 965,556 | 903,556 | 753,425 | 150,131 |
| Total general government | 2,703,657 | 2,565,967 | 2,278,607 | 287,360 |
| Public works | | | | |
| Drains | 30,000 | 30,000 | 21,980 | 8,020 |
| Refuse collection | 1,422,000 | 1,422,000 | 1,479,449 | (57,449) |
| Cemetery | 10,000 | 10,000 | 6,095 | 3,905 |
| Total public works | 1,462,000 | 1,462,000 | 1,507,524 | (45,524) |
| Community and economic development | | | | |
| Planning and zoning | 440,500 | 374,250 | 303,352 | 70,898 |
| Economic development | 26,960 | 26,960 | 23,283 | 3,677 |
| Total community and economic development | 467,460 | 401,210 | 326,635 | 74,575 |
| Capital outlay | 165,000 | 55,000 | 33,811 | 21,189 |
| TOTAL EXPENDITURES | 4,798,117 | 4,484,177 | 4,146,577 | 337,600 |
| EXCESS OF REVENUES OVER EXPENDITURES | 983,334 | 1,846,756 | 1,917,432 | 70,676 |
| OTHER FINANCING SOURCES (USES) | | | | |
| Transfers in | 231,263 | 7,263 | - | (7,263) |
| Transfers out | (1,790,000) | (1,790,000) | (1,790,000) | - |
| TOTAL OTHER FINANCING SOURCES (USES) | (1,558,737) | (1,782,737) | (1,790,000) | (7,263) |
| Net change in fund balance (Budgetary basis) | \$ (575,403) | \$ 64,019 | 127,432 | \$ 63,413 |
| Budgetary perspective difference | | | 292,134 | |
| Net change in fund balance (GAAP basis) | | | \$ 419,566 | |

**GENOA CHARTER TOWNSHIP
REIMBURSABLE PROJECTS FUND
BUDGETARY COMPARISON SCHEDULE
YEAR ENDED MARCH 31, 2024**

| | Budgeted Amounts | | Actual | Variance Favorable (Unfavorable) |
|---|---------------------|---------------------|---------------------|--|
| | Original | Final | | |
| REVENUES | | | | |
| Special assessments | \$ 355,202 | \$ 219,158 | \$ 222,205 | \$ 3,047 |
| Special assessments - interest | 7,263 | 9,937 | 9,173 | (764) |
| Interest | 15,000 | 85,100 | 92,471 | 7,371 |
| TOTAL REVENUES | 377,465 | 314,195 | 323,849 | 9,654 |
| EXPENDITURES | | | | |
| Current | | | | |
| Public works | | | | |
| Road, lake, and utility projects | | | | |
| Lake Chemung weed | 55,000 | 55,000 | 39,724 | 15,276 |
| Pardee Lake weed | 30,000 | 30,000 | 21,341 | 8,659 |
| Grand Beach weed | 11,000 | 12,849 | 12,849 | - |
| East West Crooked Lake weed | 15,000 | 17,336 | 17,336 | - |
| White Pines streetlights | 800 | 800 | 852 | (52) |
| Edwin Dr road project | 1,500 | 5,000 | 4,445 | 555 |
| Homestead | 6,100 | 13,508 | 13,508 | - |
| Mcnamara | 185,850 | 192,685 | 192,685 | - |
| Pine creek | 2,000 | 2,000 | 570 | 1,430 |
| Baetcke lake | 7,000 | 7,000 | 7,000 | - |
| Still River | - | 127,000 | 121,548 | 5,452 |
| Crystal Valley | - | 369,000 | 234,080 | 134,920 |
| Other | 5,600 | 5,914 | 4,114 | 1,800 |
| TOTAL EXPENDITURES | 319,850 | 838,092 | 670,052 | 168,040 |
| EXCESS OF REVENUES OVER (UNDER) EXPENDITURES | 57,615 | (523,897) | (346,203) | 177,694 |
| OTHER FINANCING (USES) | | | | |
| Transfers out | (7,263) | (7,263) | - | 7,263 |
| NET CHANGE IN FUND BALANCE | 50,352 | (531,160) | (346,203) | 184,957 |
| Fund balance, beginning of year | 2,792,450 | 2,792,450 | 2,792,450 | - |
| Fund balance, end of year | <u>\$ 2,842,802</u> | <u>\$ 2,261,290</u> | <u>\$ 2,446,247</u> | <u>\$ 184,957</u> |

**GENOA CHARTER TOWNSHIP
UTILITIES/DPW FUND
BUDGETARY COMPARISON SCHEDULE
YEAR ENDED MARCH 31, 2024**

| | <u>Budgeted Amounts</u> | | <u>Actual</u> | <u>Variance with Final Budget Positive (Negative)</u> |
|---|-------------------------|-------------------|-------------------|---|
| | <u>Original</u> | <u>Final</u> | | |
| REVENUES | | | | |
| Charges for services | \$ 3,552,394 | \$ 3,568,019 | \$ 3,571,241 | \$ 3,222 |
| Other | 5,050 | 22,000 | 25,875 | 3,875 |
| TOTAL REVENUES | <u>3,557,444</u> | <u>3,590,019</u> | <u>3,597,116</u> | <u>7,097</u> |
| EXPENDITURES | | | | |
| Current | | | | |
| Public works | <u>3,316,444</u> | <u>3,186,919</u> | <u>3,251,914</u> | <u>(64,995)</u> |
| EXCESS OF REVENUES OVER EXPENDITURES | <u>241,000</u> | <u>403,100</u> | <u>345,202</u> | <u>(57,898)</u> |
| OTHER FINANCING (USES) | | | | |
| Transfers out | <u>(241,000)</u> | <u>(241,000)</u> | <u>(275,454)</u> | <u>(34,454)</u> |
| NET CHANGE IN FUND BALANCE | <u>-</u> | <u>162,100</u> | <u>69,748</u> | <u>(92,352)</u> |
| Fund balance, beginning of year | <u>227,517</u> | <u>227,517</u> | <u>227,517</u> | <u>-</u> |
| Fund balance, end of year | <u>\$ 227,517</u> | <u>\$ 389,617</u> | <u>\$ 297,265</u> | <u>\$ (92,352)</u> |

**GENOA CHARTER TOWNSHIP
FUTURE DEVELOPMENT PARKS, PATHS, AND RECREATION FUND
BUDGETARY COMPARISON SCHEDULE
YEAR ENDED MARCH 31, 2024**

| | <u>Budgeted Amounts</u> | | | Variance with Final Budget Positive (Negative) |
|--|-------------------------|--------------------|--------------------|---|
| | <u>Original</u> | <u>Final</u> | <u>Actual</u> | |
| REVENUES | | | | |
| Interest | \$ 6,000 | \$ 37,572 | \$ 39,935 | \$ 2,363 |
| Other Contribution | <u>300,000</u> | <u>138,000</u> | <u>139,261</u> | <u>1,261</u> |
| TOTAL REVENUES | <u>306,000</u> | <u>175,572</u> | <u>179,196</u> | <u>3,624</u> |
| EXPENDITURES | | | | |
| Current | | | | |
| Parks and recreation | <u>1,910,300</u> | <u>2,284,308</u> | <u>2,275,027</u> | <u>9,281</u> |
| EXCESS OF REVENUES (UNDER) EXPENDITURES | <u>(1,604,300)</u> | <u>(2,108,736)</u> | <u>(2,095,831)</u> | <u>12,905</u> |
| OTHER FINANCING SOURCES | | | | |
| Transfer in | <u>850,000</u> | <u>850,000</u> | <u>850,000</u> | <u>-</u> |
| NET CHANGE IN FUND BALANCE | <u>(754,300)</u> | <u>(1,258,736)</u> | <u>(1,245,831)</u> | <u>12,905</u> |
| Fund balance, beginning of year | <u>2,059,735</u> | <u>2,059,735</u> | <u>2,059,735</u> | <u>-</u> |
| Fund balance, end of year | <u>\$ 1,305,435</u> | <u>\$ 800,999</u> | <u>\$ 813,904</u> | <u>\$ 12,905</u> |

**GENOA CHARTER TOWNSHIP
DEFINED BENEFIT PENSION PLAN
SCHEDULE OF CHANGES IN EMPLOYER'S NET PENSION LIABILITY AND RELATED RATIOS
LAST NINE FISCAL YEARS (ULTIMATELY TEN YEARS WILL BE DISPLAYED)
(AMOUNTS WERE DETERMINED AS OF 12/31 EACH YEAR)**

| | 2023 | 2022 | 2021 | 2020 | 2019 | 2018 | 2017 | 2016 | 2015 |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Total Pension Liability | | | | | | | | | |
| Service cost | \$ 14,608 | \$ 12,825 | \$ 21,556 | \$ 20,681 | \$ 19,846 | \$ 19,377 | \$ 18,799 | \$ 19,422 | \$ 17,922 |
| Interest | 61,358 | 53,131 | 47,313 | 40,867 | 35,598 | 33,177 | 31,216 | 26,674 | 22,556 |
| Difference in experience | 47,365 | 63,842 | 9,035 | 1,085 | (3,422) | 889 | (25,787) | 10,986 | 5,769 |
| Change of assumptions | 7,787 | - | 36,771 | 21,735 | 15,022 | - | - | - | 13,026 |
| Benefit payments | (34,415) | - | - | - | - | - | - | - | - |
| Other changes | - | - | - | 1 | 1,873 | - | - | - | - |
| Net Change in Total Pension Liability | 96,703 | 129,798 | 114,675 | 84,369 | 68,917 | 53,443 | 24,228 | 57,082 | 59,273 |
| Total Pension Liability, beginning | 856,228 | 726,430 | 611,755 | 527,386 | 458,469 | 405,026 | 380,798 | 323,716 | 264,443 |
| Total Pension Liability, ending | <u>\$ 952,931</u> | <u>\$ 856,228</u> | <u>\$ 726,430</u> | <u>\$ 611,755</u> | <u>\$ 527,386</u> | <u>\$ 458,469</u> | <u>\$ 405,026</u> | <u>\$ 380,798</u> | <u>\$ 323,716</u> |
| Plan Fiduciary Net Position | | | | | | | | | |
| Contributions - employer | \$ 99,012 | \$ 33,068 | \$ 29,892 | \$ 26,156 | \$ 24,466 | \$ 24,298 | \$ 22,354 | \$ 22,061 | \$ 19,836 |
| Net investment income (loss) | 71,555 | (66,187) | 77,158 | 61,945 | 51,786 | (15,273) | 41,044 | 29,531 | (3,802) |
| Benefit payments | (34,415) | - | - | - | - | - | - | - | - |
| Administrative expenses | (1,531) | (1,213) | (885) | (927) | (893) | (725) | (646) | (580) | (533) |
| Net Change in Plan Fiduciary Net Position | 134,621 | (34,332) | 106,165 | 87,174 | 75,359 | 8,300 | 62,752 | 51,012 | 15,501 |
| Plan Fiduciary Net Position, beginning | 601,897 | 636,229 | 530,064 | 442,890 | 367,531 | 359,231 | 296,479 | 245,467 | 229,966 |
| Plan Fiduciary Net Position, ending | <u>\$ 736,518</u> | <u>\$ 601,897</u> | <u>\$ 636,229</u> | <u>\$ 530,064</u> | <u>\$ 442,890</u> | <u>\$ 367,531</u> | <u>\$ 359,231</u> | <u>\$ 296,479</u> | <u>\$ 245,467</u> |
| Employer's Net Pension Liability | <u>\$ 216,413</u> | <u>\$ 254,331</u> | <u>\$ 90,201</u> | <u>\$ 81,691</u> | <u>\$ 84,496</u> | <u>\$ 90,938</u> | <u>\$ 45,795</u> | <u>\$ 84,319</u> | <u>\$ 78,249</u> |
| Plan Fiduciary Net Position as a percentage of the Total Pension Liability | 77.29% | 70.30% | 87.58% | 86.65% | 83.98% | 80.16% | 88.69% | 66.00% | 75.83% |
| Covered payroll | \$ 142,520 | \$ 125,118 | \$ 251,427 | \$ 240,881 | \$ 234,022 | \$ 228,343 | \$ 221,282 | \$ 222,122 | \$ 215,419 |
| Employer's net pension liability as a percentage of covered payroll | 152% | 203% | 36% | 34% | 36% | 40% | 21% | 38% | 36% |

This schedule is presented to illustrate the requirement to show information for ten years. However, until a full ten-year trend is compiled, reporting units should present information for those years for which information is available.

**GENOA CHARTER TOWNSHIP
DEFINED BENEFIT PENSION PLAN
SCHEDULE OF EMPLOYER CONTRIBUTIONS
LAST NINE FISCAL YEARS (ULTIMATELY TEN YEARS WILL BE DISPLAYED)
(AMOUNTS WERE DETERMINED AS OF 3/31 EACH YEAR)**

| | <u>2024</u> | <u>2023</u> | <u>2022</u> | <u>2021</u> | <u>2020</u> | <u>2019</u> | <u>2018</u> | <u>2017</u> | <u>2016</u> |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Actuarial determined contributions | \$ 96,909 | \$ 34,810 | \$ 29,892 | \$ 26,156 | \$ 24,465 | \$ 24,298 | \$ 22,354 | \$ 22,061 | \$ 19,836 |
| Contributions in relation to the actuarial determined contribution | <u>96,909</u> | <u>34,810</u> | <u>29,892</u> | <u>26,156</u> | <u>24,465</u> | <u>24,298</u> | <u>22,354</u> | <u>22,061</u> | <u>19,836</u> |
| Contribution (deficiency) excess | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |
| Covered payroll | <u>\$ 142,520</u> | <u>\$ 125,118</u> | <u>\$ 251,427</u> | <u>\$ 240,881</u> | <u>\$ 234,022</u> | <u>\$ 228,343</u> | <u>\$ 221,282</u> | <u>\$ 222,122</u> | <u>\$ 215,419</u> |
| Contributions as a percentage of covered payroll | 68.00% | 27.82% | 11.89% | 10.86% | 10.45% | 10.64% | 10.10% | 9.93% | 9.21% |

This schedule is presented to illustrate the requirement to show information for ten years. However, until a full ten-year trend is compiled, reporting units should present information for those years for which information is available.

**GENOA CHARTER TOWNSHIP
NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION**

NOTE 1 - DEFINED BENEFIT PENSION PLAN

Methods and assumptions used to determine contribution rates:

| | |
|--------------------------------|---|
| Actuarial cost method: | Entry age |
| Amortization method: | Level percentage of payroll, open |
| Remaining amortization period: | 2 |
| Asset valuation method: | 5 year smoothing |
| Inflation: | 2.50% |
| Salary increases: | 3.00% plus merit & longevity. 3% in the long-term |
| Investment rate of return: | 7.18%, net of investment and administrative expense including inflation |
| Normal retirement age: | 60 |
| Mortality: | Rates used were based on a version of Pub-2010 and fully generational MP-2019 |

The actuary assumptions used in valuation were based on the results of the most recent actuarial experience study of 2014-2018.

Changes in Assumptions

Change in discount rate from 7.25% to 7.18%.

Changes in Benefits

There were no changes of benefit terms during plan year 2023.

NOTE 2 - BUDGET/GAAP RECONCILIATION

The Township budgets the activities of the Buildings & Grounds Reserve, Deposit Trust Fund, and Trust and Agency Fund separately from the General Fund. For financial reporting purposes and the GAAP-basis basic financial statements, however, the activities of the above-mentioned fund is combined with the General Fund as required by GASB Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions. The budgetary perspective difference shown on the General Fund Budgetary Comparison Schedule (Non-GAAP budgetary basis) reconciles the change in fund balance to the GAAP-basis basic financial statements and the detail related to these amounts are as follows:

| | |
|--|------------|
| Net change in fund balance (budgetary basis) | \$ 127,432 |
| Net change in fund balance related to: | |
| Buildings & Grounds Reserve | 292,134 |
| Net actual change in fund balance (GAAP basis) | \$ 419,566 |

**GENOA CHARTER TOWNSHIP
NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION**

NOTE 3 - EXCESS OF EXPENDITURES OVER APPROPRIATIONS

The Township’s budgeted expenditures in the General and major Special Revenue Funds have been shown at the functional classification level. The approved budgets of the Township have been adopted at the department level for the General Fund and Special Revenue Funds.

During the year ended March 31, 2024, the Township incurred expenditures in various General Fund and Special Revenue Fund departments in excess of the amounts appropriated as follows:

| | <u>Amount Appropriated</u> | <u>Amount Expended</u> | <u>Variance</u> |
|--------------------|--------------------------------|----------------------------|-----------------|
| General Fund | | | |
| Current | | | |
| Public works | \$ 1,462,000 | \$ 1,507,524 | \$ 45,524 |
| Utilities/DPW Fund | | | |
| Current | | | |
| Public works | 3,186,919 | 3,251,914 | 64,995 |
| Transfer out | 241,000 | 275,454 | 34,454 |

OTHER SUPPLEMENTARY INFORMATION

**GENOA CHARTER TOWNSHIP
GENERAL FUND
COMBINING BALANCE SHEET
MARCH 31, 2024**

| | General Fund | Buildings & Grounds Reserve | Deposit Trust Fund | Trust and Agency Fund | Eliminations | Total General Fund |
|--|----------------------------|-----------------------------------|--------------------------|--------------------------|------------------------|----------------------------|
| ASSETS | | | | | | |
| Cash and investments | \$ 3,646,242 | \$ 480,858 | \$ 179,751 | \$ 272 | \$ - | \$ 4,307,123 |
| Taxes receivable | 87,424 | - | - | - | - | 87,424 |
| Due from other governments | 545,871 | - | - | - | - | 545,871 |
| Inventory | 233,168 | - | - | - | - | 233,168 |
| Prepaid expenditures | 22,512 | - | - | - | - | 22,512 |
| Due from other funds | 690,950 | - | - | 157 | (157) | 690,950 |
| TOTAL ASSETS | <u>\$ 5,226,167</u> | <u>\$ 480,858</u> | <u>\$ 179,751</u> | <u>\$ 429</u> | <u>\$ (157)</u> | <u>\$ 5,887,048</u> |
| LIABILITIES | | | | | | |
| Accounts payable | \$ 245,135 | \$ 287 | \$ - | \$ - | \$ - | \$ 245,422 |
| Accrued payroll | 21,032 | - | - | - | - | 21,032 |
| Accrued compensated absences | 12,109 | - | - | - | - | 12,109 |
| Unearned revenues | 1,103,878 | - | - | - | - | 1,103,878 |
| Due to other governments | 72,438 | - | 179,751 | 429 | - | 252,618 |
| Due to other funds | 55,883 | - | - | - | (157) | 55,726 |
| TOTAL LIABILITIES | <u>1,510,475</u> | <u>287</u> | <u>179,751</u> | <u>429</u> | <u>(157)</u> | <u>1,690,785</u> |
| FUND BALANCES | | | | | | |
| Nonspendable | | | | | | |
| Prepaid expenditures | 22,512 | - | - | - | - | 22,512 |
| Inventory | 233,168 | - | - | - | - | 233,168 |
| Committed - Buildings and grounds | - | 480,571 | - | - | - | 480,571 |
| Assigned for subsequent years expenditures | 730,980 | - | - | - | - | 730,980 |
| Unassigned | 2,729,032 | - | - | - | - | 2,729,032 |
| TOTAL FUND BALANCE | <u>3,715,692</u> | <u>480,571</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>4,196,263</u> |
| TOTAL LIABILITIES AND FUND BALANCES | <u>\$ 5,226,167</u> | <u>\$ 480,858</u> | <u>\$ 179,751</u> | <u>\$ 429</u> | <u>\$ (157)</u> | <u>\$ 5,887,048</u> |

**GENOA CHARTER TOWNSHIP
GENERAL FUND
COMBINING SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
YEAR ENED MARCH 31, 2024**

| | General Fund | Buildings & Grounds Reserve | Deposit Trust Fund | Trust and Agency Fund | Eliminations | Total General Fund |
|---|---------------------|-----------------------------------|-----------------------|--------------------------|--------------|-----------------------|
| REVENUES | | | | | | |
| Taxes | \$ 1,580,941 | \$ - | \$ - | \$ - | \$ - | \$ 1,580,941 |
| Intergovernmental | 2,381,155 | - | - | - | - | 2,381,155 |
| Licenses and permits | 486,940 | - | - | - | - | 486,940 |
| Charges for services | 1,380,357 | - | - | - | - | 1,380,357 |
| Interest and rents | 188,223 | 1,621 | - | - | - | 189,844 |
| Miscellaneous | 46,393 | - | 118,000 | - | - | 164,393 |
| TOTAL REVENUES | 6,064,009 | 1,621 | 118,000 | - | - | 6,183,630 |
| EXPENDITURES | | | | | | |
| Current | | | | | | |
| General government | 2,278,607 | 9,487 | 118,000 | - | - | 2,406,094 |
| Public works | 1,507,524 | - | - | - | - | 1,507,524 |
| Community and economic development | 326,635 | - | - | - | - | 326,635 |
| Capital outlay | 33,811 | - | - | - | - | 33,811 |
| TOTAL EXPENDITURES | 4,146,577 | 9,487 | 118,000 | - | - | 4,274,064 |
| EXCESS OF REVENUES OVER (UNDER) EXPENDITURES | 1,917,432 | (7,866) | - | - | - | 1,909,566 |
| OTHER FINANCING SOURCES (USES) | | | | | | |
| Transfers in | - | 300,000 | - | - | (300,000) | - |
| Transfers out | (1,790,000) | - | - | - | 300,000 | (1,490,000) |
| TOTAL OTHER FINANCING SOURCES (USES) | (1,790,000) | 300,000 | - | - | - | (1,490,000) |
| NET CHANGE IN FUND BALANCES | 127,432 | 292,134 | - | - | - | 419,566 |
| Fund balances, beginning of year | 3,588,260 | 188,437 | - | - | - | 3,776,697 |
| Fund balances, end of year | \$ 3,715,692 | \$ 480,571 | \$ - | \$ - | \$ - | \$ 4,196,263 |

**GENOA CHARTER TOWNSHIP
NONMAJOR GOVERNMENTAL FUNDS
COMBINING BALANCE SHEET
MARCH 31, 2024**

| | Special Revenue Funds | | | Capital Project Funds | | | Totals |
|---|-----------------------------------|-----------------------------|--------------------|------------------------------|---|-------------------------------|---------------------|
| | Liquor Law Enforcement Fund | Road Improvement Fund | ARPA Grant Fund | Grand River New User Fund | Pine Creek Ridge Road Improvement | Utilities/DPW Reserve Fund | |
| ASSETS | | | | | | | |
| Cash and cash equivalents | \$ 3,729 | \$ 996,973 | \$ 391,217 | \$ 1,111,662 | \$ 45,551 | \$ 234,942 | \$ 2,784,074 |
| Due from other funds | 1,335 | - | 4,359 | - | - | 53,831 | 59,525 |
| Prepaid expenditures | - | - | 36,495 | - | - | - | 36,495 |
| TOTAL ASSETS | <u>\$ 5,064</u> | <u>\$ 996,973</u> | <u>\$ 432,071</u> | <u>\$ 1,111,662</u> | <u>\$ 45,551</u> | <u>\$ 288,773</u> | <u>\$ 2,880,094</u> |
| LIABILITIES | | | | | | | |
| Unearned revenue | - | - | 343,253 | - | - | - | 343,253 |
| FUND BALANCE | | | | | | | |
| Nonspendable | | | | | | | |
| Prepaid expenditures | - | - | 36,495 | - | - | - | 36,495 |
| Committed | | | | | | | |
| Broadband expansion | - | - | 52,323 | - | - | - | 52,323 |
| Capital improvement | - | - | - | 1,111,662 | 45,551 | - | 1,157,213 |
| Public safety | 5,064 | - | - | - | - | - | 5,064 |
| Public works | - | 996,973 | - | - | - | 288,773 | 1,285,746 |
| TOTAL FUND BALANCE | <u>5,064</u> | <u>996,973</u> | <u>88,818</u> | <u>1,111,662</u> | <u>45,551</u> | <u>288,773</u> | <u>2,536,841</u> |
| TOTAL LIABILITIES AND FUND BALANCE | <u>\$ 5,064</u> | <u>\$ 996,973</u> | <u>\$ 432,071</u> | <u>\$ 1,111,662</u> | <u>\$ 45,551</u> | <u>\$ 288,773</u> | <u>\$ 2,880,094</u> |

**GENOA CHARTER TOWNSHIP
NONMAJOR GOVERNMENTAL FUNDS
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
YEAR ENDED MARCH 31, 2024**

| | Special Revenue Fund | | | Capital Project Funds | | | Totals |
|---|-----------------------------------|-----------------------------|--------------------|------------------------------|---|-------------------------------|---------------------|
| | Liquor Law Enforcement Fund | Road Improvement Fund | ARPA Grant Fund | Grand River New User Fund | Pine Creek Ridge Road Improvement | Utilities/DPW Reserve Fund | |
| REVENUES | | | | | | | |
| Intergovernmental | \$ - | \$ - | \$ 668,666 | \$ - | \$ - | \$ - | \$ 668,666 |
| Charges for services | - | - | - | 19,730 | - | - | 19,730 |
| Licenses and permits | 16,872 | - | - | - | - | - | 16,872 |
| Interest and rents | 64 | 24,510 | 33,345 | 8,471 | 1,602 | 1,458 | 69,450 |
| Miscellaneous | - | - | - | - | 43,949 | - | 43,949 |
| TOTAL REVENUES | 16,936 | 24,510 | 702,011 | 28,201 | 45,551 | 1,458 | 818,667 |
| EXPENDITURES | | | | | | | |
| Current | | | | | | | |
| Public safety | 15,708 | - | - | - | - | - | 15,708 |
| Public works | - | 389,563 | 632,171 | 4,000 | - | - | 1,025,734 |
| Capital outlay | - | - | - | - | - | 69,935 | 69,935 |
| TOTAL EXPENDITURES | 15,708 | 389,563 | 632,171 | 4,000 | - | 69,935 | 1,111,377 |
| EXCESS OF REVENUES OVER (UNDER) EXPENDITURES | 1,228 | (365,053) | 69,840 | 24,201 | 45,551 | (68,477) | (292,710) |
| OTHER FINANCING SOURCES | | | | | | | |
| Transfers in | - | 640,000 | - | 80,000 | - | 161,000 | 881,000 |
| NET CHANGES IN FUND BALANCES | 1,228 | 274,947 | 69,840 | 104,201 | 45,551 | 92,523 | 588,290 |
| Fund balances, beginning of year | 3,836 | 722,026 | 18,978 | 1,007,461 | - | 196,250 | 1,948,551 |
| Fund balances, end of year | \$ 5,064 | \$ 996,973 | \$ 88,818 | \$ 1,111,662 | \$ 45,551 | \$ 288,773 | \$ 2,536,841 |

**GENOA CHARTER TOWNSHIP
FIDUCIARY FUNDS
COMBINING STATEMENT OF FIDUCIARY NET POSITION
MARCH 31, 2024**

| | <u>Custodial Funds</u> | | <u>Total</u> |
|---------------------------|--------------------------------|-----------------------------|-------------------|
| | <u>Utility Escrow Fund</u> | <u>Current Tax Fund</u> | |
| ASSETS | | | |
| Cash and cash equivalents | \$ 78,595 | \$ 28,377 | \$ 106,972 |
| Accounts receivable | <u>6</u> | <u>-</u> | <u>6</u> |
| TOTAL ASSETS | <u>\$ 78,601</u> | <u>\$ 28,377</u> | <u>\$ 106,978</u> |
| LIABILITIES | | | |
| Due to Others | <u>\$ 78,601</u> | <u>\$ 28,377</u> | <u>\$ 106,978</u> |

**GENOA CHARTER TOWNSHIP
FIDUCIARY FUNDS
COMBINING STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
YEAR ENDED MARCH 31, 2024**

| | Custodial Funds | | Total |
|--|------------------------|---------------------|-------------------|
| | Utility Escrow Fund | Current Tax Fund | |
| ADDITIONS | | | |
| Taxes collected for other entities | \$ - | \$ 39,435,032 | \$ 39,435,032 |
| Utility charges for other entities | 8,069,202 | - | 8,069,202 |
| TOTAL ADDITIONS | 8,069,202 | 39,435,032 | 47,504,234 |
| DEDUCTIONS | | | |
| Taxes paid to other entities | - | 39,435,032 | 39,435,032 |
| Utility charges paid to other entities | 8,069,202 | - | 8,069,202 |
| TOTAL DEDUCTIONS | 8,069,202 | 39,435,032 | 47,504,234 |
| Net change in net position | - | - | - |
| Net position, beginning of year | - | - | - |
| Net position, end of year | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |

**Resolution No. 5
Earl Lake Aquatic Weed Control
Special Assessment Project (Winter Tax 2024)**

GENOA CHARTER TOWNSHIP

At a regular meeting of the Township Board of the Genoa Charter Township, Livingston County, Michigan, (the “Township”) held at the Township Hall on August 19, 2024 at 6:30 p.m., there were

PRESENT:

ABSENT:

The following preamble and resolution were offered by _____ and seconded by _____:

Resolution Confirming Special Assessment Roll

WHEREAS, the Board of Trustees of the Township has determined to proceed with the Earl Lake Aquatic Weed Control Special Assessment Project (Winter Tax 2024) within the Township as described in Exhibit A (the “Project”) and in accordance with Act No. 188, Michigan Public Acts of 1954, as amended;

WHEREAS, the Board of Trustees of the Township has determined to advance the costs of the Project from Township funds and to use special assessments to raise the money necessary to reimburse the Township for the advance of such funds;

WHEREAS, the Township Supervisor has prepared the Special Assessment Roll entitled Special Assessment Roll for the Earl Lake Aquatic Weed Control Special Assessment Project (Winter Tax 2024) (the “Proposed Roll”) and has filed the Proposed Roll with the Township Manager and Township Clerk;

WHEREAS, the Township Board has scheduled a public hearing on the Proposed Roll and notice of the hearing has been properly provided;

WHEREAS, the Township Board conducted the public hearing on the Proposed Roll on August 19, 2024.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Roll Confirmed. In accordance with Act No. 188, Michigan Public Acts of 1954, as amended, and the laws of the State of Michigan, the Township Board hereby confirms the Special Assessment Roll for the Earl Lake Aquatic Weed Control Special Assessment Project (Winter Tax 2024) (the “Roll”) (Exhibit B). The estimated cost of the Project is subject to quarterly periodic redetermination of costs, without further notice, pursuant to MCL 41.724(4).

2. Future Installments - Principal. The Township Board determines that each special assessment may be paid in five (5) equal installments. The first installment shall be due December 1,

2024. Each subsequent installment shall be due at intervals 12 months from the due date of the first installment.

3. Future Installments - Interest. All unpaid installments shall not bear interest.

4. Warrant. The Township Clerk is hereby directed to attach a warrant (in the form of Exhibit C to this resolution) to the Roll and to deliver such warrant and the Roll to the Township Treasurer, who shall thereupon collect the special assessments in accordance with the terms of this resolution, the Clerk’s warrant and the statutes of the State of Michigan.

5. Inconsistent Prior Resolutions. All previously adopted resolutions that are in conflict with this resolution are repealed to the extent of such conflict.

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

YES:

NO:

ABSENT:

RESOLUTION DECLARED _____.

CLERK’S CERTIFICATE

The undersigned, being the duly qualified and acting 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 the August 19, 2024 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 in the Township Manager’s 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

EXHIBIT A – THE PROJECT

EARL LAKE AQUATIC WEED CONTROL PROJECT (Winter Tax 2024)

DESCRIPTION OF PROJECT

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

- A special assessment district for the purpose of aquatic weed control for a 5-year treatment focusing on management of Eurasian Watermilfoil, Curlyleaf Pondweed, Starry Stonewort, Lily Pads. and other nuisance species in Earl Lake which is situated in Genoa Charter Township and Oceola Township. The management program proposes use of restrictive products such as Diquat, Aquathol K, Hydrothol 191, & Renovate as well as nonrestrictive products such as copper sulfate & chelated copper product. The aquatic weeds will be controlled during the course of the summer months using primarily contact herbicides and also algaecides applied out of airboats or flat-bottom skiffs. The management program includes EGLE permits, water quality program sampling and reporting, lake surveying, weed harvesting as needed and bathymetric mapping. The project also includes the services of a limnologist for updating residents on the status of the lake, documenting algae and macrophyte communities, sampling for water quality and zooplankton, and investigating and sampling inflow sources.
- This project involves a total of fifty-three (53) riparian properties in both Oceola Township and Genoa Charter Township. There are 45 shares in Oceola Township and 8 parcels in Genoa Charter Township.
- 5-year project with the following per year allocation:

| | Year 1 (2025) | Year 2 (2026) | Year 3 (2027) | Year 4 (2028) | Year 5 (2029) | TOTAL |
|-------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------|
| PLM | \$ 13,500.00 | \$ 13,500.00 | \$ 14,175.00 | \$ 14,875.00 | \$ 15,600.00 | \$ 71,650.00 |
| Freshwater Physicians | \$ 1,500.00 | \$ 1,500.00 | \$ 1,500.00 | \$ 1,500.00 | \$ 1,500.00 | \$ 7,500.00 |
| TOTAL | \$ 15,000.00 | \$ 15,000.00 | \$ 15,675.00 | \$ 16,375.00 | \$ 17,100.00 | \$ 79,150.00 |
| Cost Per Share (53 shares) | \$ 283.02 | \$ 283.02 | \$ 295.75 | \$ 308.96 | \$ 322.64 | |
| Cost for Genoa Shares (8/53) | \$ 2,264.15 | \$ 2,264.15 | \$ 2,366.04 | \$ 2,471.70 | \$ 2,581.13 | \$ 11,947.17 |
| Oceola Portion (45/53) | \$ 12,735.85 | \$ 12,735.85 | \$ 13,308.96 | \$ 13,903.30 | \$ 14,518.87 | \$ 67,202.83 |

- Homeowners representing over 62% of property have signed petitions.
- The assessment is being considered for the Winter 2024 tax roll.
- Total Project Cost for Genoa Parcels is:

| | |
|----------------------------|--------------------|
| PROJECT COST - GENOA | \$11,947.17 |
| ADMINISTRATION FEES | \$2,000 |
| TOTAL PROJECT COST: | \$13,947.17 |

- Total Cost Per Parcel: \$1,743.40 with an annual payment of \$348.68

**EXHIBIT B – THE ROLL
EARL LAKE AQUATIC WEED CONTROL PROJECT
(WINTER TAX 2024)**

08/02/2024
09:57 AM

Tentative Special Assessment Listing for GENOA TOWNSHIP
Population: Special Assessment District (X071524b)

Page: 1/1
DB: Genoa

| PARCEL | ASSESSMENT NAME | ASSESSMENT | OWNER ADDRESS |
|-----------------|-----------------------|------------|--|
| 4711-05-100-030 | X071524b, Earl Lake W | 1,743.40 | MARY NO. 1 LLC 3150 BEACH LAKE DR W |
| 4711-05-100-031 | X071524b, Earl Lake W | 1,743.40 | REEVE MICHAEL & CAROL ANN 3127 CHARANN DR |
| 4711-05-100-034 | X071524b, Earl Lake W | 1,743.40 | KELLEY, THOMAS & TONI 3438 GOLF CLUB RD |
| 4711-06-200-049 | X071524b, Earl Lake W | 1,743.40 | AMARO DARCY & JUDITH 3033 CHARANN DR |
| 4711-06-200-050 | X071524b, Earl Lake W | 1,743.40 | GONCALVES PAULO & ZUPELARI MARIAN 2999 CHARANN DR |
| 4711-06-200-051 | X071524b, Earl Lake W | 1,743.40 | COLOMA RICARDO & NANCY 2920 CHAR ANN |
| 4711-06-200-114 | X071524b, Earl Lake W | 1,743.40 | KIM, DONG-SOO M.D. 3101 CHARANN DR |
| 4711-06-200-115 | X071524b, Earl Lake W | 1,743.40 | KIM, DONG-SOO M.D. 3101 CHARANN DR |
| # OF PARCELS: 8 | TOTALS: | 13,947.20 | |

EXHIBIT C

WARRANT

TO: Esteemed Treasurer
Genoa Township
Livingston County, Michigan

I certify that attached to this Warrant is a true copy of the special assessment roll for the Earl Lake Aquatic Weed Control Special Assessment Project (Winter Tax 2024) (the "Roll") confirmed by the Township Board on August 19, 2024 (the "Confirming Resolution"). You are hereby directed to proceed to collect the amounts due on such Roll in accordance with this Warrant, the Confirming Resolution and the statutes of the State of Michigan.

Paulette A. Skolarus
Genoa Charter Township Clerk

Resolution No. 5
Milroy Lane and Mystic Lake Drive Road Rehabilitation
Special Assessment Project (Winter Tax 2024)

GENOA CHARTER TOWNSHIP

At a regular meeting of the Township Board of the Genoa Charter Township, Livingston County, Michigan, (the "Township") held at the Township Hall on August 19, 2024 at 6:30 p.m., there were

PRESENT:

ABSENT:

The following preamble and resolution were offered by _____ and seconded by _____:

Resolution Confirming Special Assessment Roll

WHEREAS, the Board of Trustees of the Township has determined to proceed with the Milroy Lane and Mystic Lake Drive Road Rehabilitation Special Assessment Project (Winter Tax 2024) within the Township as described in Exhibit A (the "Project") and in accordance with Act No. 188, Michigan Public Acts of 1954, as amended;

WHEREAS, the Board of Trustees of the Township has determined to advance the costs of the Project from Township funds and to use special assessments to raise the money necessary to reimburse the Township for the advance of such funds;

WHEREAS, the Township Supervisor has prepared the Special Assessment Roll entitled Special Assessment Roll for the Milroy Lane and Mystic Lake Drive Road Rehabilitation Special Assessment Project (Winter Tax 2024) (the "Proposed Roll") and has filed the Proposed Roll with the Township Manager and Township Clerk;

WHEREAS, the Township Board has scheduled a public hearing on the Proposed Roll and notice of the hearing has been properly provided;

WHEREAS, the Township Board conducted the public hearing on the Proposed Roll on August 19, 2024.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Roll Confirmed. In accordance with Act No. 188, Michigan Public Acts of 1954, as amended, and the laws of the State of Michigan, the Township Board hereby confirms the Special Assessment Roll for the Milroy Lane and Mystic Lake Drive Road Rehabilitation Special Assessment Project (Winter Tax 2024) (the "Roll") (Exhibit B). The estimated cost of the Project is subject to quarterly periodic redetermination of costs, without further notice, pursuant to MCL 41.724(4).

2. Future Installments - Principal. The Township Board determines that each special assessment may be paid in ten (10) equal installments. The first installment shall be due December 1,

2024. Each subsequent installment shall be due at intervals 12 months from the due date of the first installment.

3. Future Installments - Interest. All unpaid installments shall bear interest, payable annually on each installment due date, at a rate of two percent (2%).

4. Warrant. The Township Clerk is hereby directed to attach a warrant (in the form of Exhibit C to this resolution) to the Roll and to deliver such warrant and the Roll to the Township Treasurer, who shall thereupon collect the special assessments in accordance with the terms of this resolution, the Clerk's warrant and the statutes of the State of Michigan.

5. Inconsistent Prior Resolutions. All previously adopted resolutions that are in conflict with this resolution are repealed to the extent of such conflict.

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

YES:

NO:

ABSENT:

CLERK'S CERTIFICATE

The undersigned, being the duly qualified and acting 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 the August 19, 2024 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 in the Township Manager's 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

EXHIBIT A – THE PROJECT

**MILROY LANE AND MYSTIC LAKE DRIVE ROAD REHABILITATION PROJECT
(WINTER TAX 2024)**

**DESCRIPTION OF PROJECT
A TEN-YEAR SPECIAL ASSESSMENT DISTRICT
WITH PROJECTED COSTS AS FOLLOWS:**

This public road improvement project (the “Project”) involves rehabilitating Milroy Lane and Mystic Lake Drive which is located on the south side of Brighton Road in Section 34 in Genoa Charter Township. The project includes milling the existing asphalt and performing any necessary subgrade undercutting and drainage structure rehabilitation before resurfacing with hot mix asphalt totaling 4” with an asphalt wing curb. This project benefits the property owners of the lots in the Mystic Creek Subdivision, Lots 2-13 of the Mystic Lake Hills Subdivision and metes and bounds parcels 11-34-100-003, 11-34-100-015, 11-34-100-027, 11-34-100-028, 11-34-100-030 and 11-34-200-005.

The total construction cost of the project is \$615,000. There are 42 parcels which front on these sections of road. A majority of homeowners representing over 52% of property have signed petitions. The Township is contributing \$63,000 to the project which is \$1,500 per parcel since this project will improve a public roadway in accordance with established policy. The estimated interest for the district is 2% and the administrative cost is \$4,000. The total principle cost per parcel is \$13,238.10. The annual principle payment per parcel is \$1,323.81 with 2% interest applied to the outstanding balance.

EXHIBIT B – THE ROLL
MILROY LANE AND MYSTIC LAKE DRIVE ROAD REHABILITATION PROJECT

08/02/2024
 10:04 AM

Tentative Special Assessment Listing for GENOA TOWNSHIP
 Population: Special Assessment District (X071524)

Page: 1/2
 DB: Genoa

| PARCEL | ASSESSMENT NAME | ASSESSMENT | OWNER ADDRESS |
|-----------------|-----------------------|------------|---|
| 4711-34-100-003 | X071524, Milroy/Mysti | 13,238.10 | WAGGONER LAWRENCE & LYNNE 1904 BOULDER DR |
| 4711-34-100-028 | X071524, Milroy/Mysti | 13,238.10 | SHIPOSH, DUSAN & DEBORAH H. 5394 BRIGHTON RD |
| 4711-34-100-030 | X071524, Milroy/Mysti | 13,238.10 | AGNETTI FAMILY LIVING TRUST 5100 MILROY LN |
| 4711-34-103-001 | X071524, Milroy/Mysti | 13,238.10 | WARD-ELLERHOLZ TINA M 5412 MYSTIC LAKE DR |
| 4711-34-103-002 | X071524, Milroy/Mysti | 13,238.10 | MONTGOMERY DREW & AMANDA 5277 MILROY LN |
| 4711-34-103-003 | X071524, Milroy/Mysti | 13,238.10 | CHESNEY, DAVID R. & JEAN O. 5245 MILROY LN |
| 4711-34-103-004 | X071524, Milroy/Mysti | 13,238.10 | NIELSEN, NEAL D. 5227 MILROY LN |
| 4711-34-103-005 | X071524, Milroy/Mysti | 13,238.10 | COVINGTON JR JAMES & LESLIE 5181 MILROY LN |
| 4711-34-103-006 | X071524, Milroy/Mysti | 13,238.10 | HILL MICHAEL & KRISTI 5139 MILROY LN |
| 4711-34-103-008 | X071524, Milroy/Mysti | 13,238.10 | BOWMAN STEPHEN & MELISSA 5152 MILROY LN |
| 4711-34-103-009 | X071524, Milroy/Mysti | 13,238.10 | KUJANSUU JEFFREY & ANDREA 5184 MILROY LN |
| 4711-34-103-010 | X071524, Milroy/Mysti | 13,238.10 | WOJITALA, GERALD & KATHLEEN 5216 MILROY LN |
| 4711-34-103-011 | X071524, Milroy/Mysti | 13,238.10 | LINN BURGHARD & KATHLEEN LTS 9.3 5248 MILROY LN |
| 4711-34-103-012 | X071524, Milroy/Mysti | 13,238.10 | MCDONALD KEVIN & HILLARY 5452 MYSTIC LAKE DR |
| 4711-34-103-013 | X071524, Milroy/Mysti | 13,238.10 | MYERS ROGER L & KELLY A 5464 MYSTIC LAKE DR |
| 4711-34-103-014 | X071524, Milroy/Mysti | 13,238.10 | MORENKO BRAD & LAUREN 5476 MYSTIC LAKE DR |
| 4711-34-103-015 | X071524, Milroy/Mysti | 13,238.10 | LARSON KEITH & SANDRA 5488 MYSTIC LAKE DR |
| 4711-34-103-016 | X071524, Milroy/Mysti | 13,238.10 | STOVER, B. THOMAS 5499 MYSTIC LAKE DR |
| 4711-34-103-017 | X071524, Milroy/Mysti | 13,238.10 | WATSON, VICTOR L. & DIANNE J 5487 MYSTIC LAKE DR |
| 4711-34-103-018 | X071524, Milroy/Mysti | 13,238.10 | KOENDERS MATTHEW & LAUER LISA 5475 MYSTIC LAKE DR |
| 4711-34-103-019 | X071524, Milroy/Mysti | 13,238.10 | SIENKIEWICZ, KENNETH & AIMEE M. 5463 MYSTIC LAKE DR |
| 4711-34-103-020 | X071524, Milroy/Mysti | 13,238.10 | ALLEN DAVID & AUTUMN 5451 MYSTIC LAKE DR |
| 4711-34-103-021 | X071524, Milroy/Mysti | 13,238.10 | ASSENMACHER ROBERT & DIANE LTS 9.3 5439 MYSTIC LAKE DR |
| 4711-34-103-022 | X071524, Milroy/Mysti | 13,238.10 | MCPEEK, MARK & ARLA 5427 MYSTIC LAKE DR |
| 4711-34-103-023 | X071524, Milroy/Mysti | 13,238.10 | RICHARDS ROBERT & SHERRI 5415 MYSTIC LAKE DR |
| 4711-34-103-024 | X071524, Milroy/Mysti | 13,238.10 | KIRKNER, STEPHEN L. 4091 VROOMAN RD |
| 4711-34-103-025 | X071524, Milroy/Mysti | 13,238.10 | CARAH TREVOR & JACQUE 5120 MILROY LN |

08/02/2024
10:04 AM

Tentative Special Assessment Listing for GENOA TOWNSHIP

Page: 2/2

Population: Special Assessment District (X071524)

DB: Genoa

| PARCEL | ASSESSMENT NAME | ASSESSMENT | OWNER ADDRESS |
|------------------|-----------------------|------------|---|
| 4711-34-200-005 | X071524, Milroy/Mysti | 13,238.10 | BETTENS GERALD & CARLA 10358 GREENBRIER |
| 4711-34-201-002 | X071524, Milroy/Mysti | 13,238.10 | MITTE, JAMES E. & LINDA M. 5190 MYSTIC LAKE DR |
| 4711-34-201-003 | X071524, Milroy/Mysti | 13,238.10 | GAULROPP STEFANIE 5230 MYSTIC LAKE DR |
| 4711-34-201-004 | X071524, Milroy/Mysti | 13,238.10 | GILES LIVING TRUST 5268 MYSTIC LAKE DR |
| 4711-34-201-005 | X071524, Milroy/Mysti | 13,238.10 | ROBERTSON SUSAN 5300 MYSTIC LAKE DR |
| 4711-34-201-006 | X071524, Milroy/Mysti | 13,238.10 | GESTRO ERIC & LINDSAY 5330 MYSTIC LAKE DR |
| 4711-34-201-007 | X071524, Milroy/Mysti | 13,238.10 | MUNOZ, JOSE & MAURA 5380 MYSTIC LAKE DR |
| 4711-34-201-008 | X071524, Milroy/Mysti | 13,238.10 | MORRISON TIMOTHY & MEGAN 5381 MYSTIC LAKE DR |
| 4711-34-201-009 | X071524, Milroy/Mysti | 13,238.10 | BUDA BRIAN S & COLLEEN M 5325 MYSTIC LAKE DR |
| 4711-34-201-010 | X071524, Milroy/Mysti | 13,238.10 | BARTON, BRUCE 5265 MYSTIC LAKE DR |
| 4711-34-201-011 | X071524, Milroy/Mysti | 13,238.10 | JOHNSON LIVING TRUST 5221 MYSTIC LAKE DR |
| 4711-34-201-012 | X071524, Milroy/Mysti | 13,238.10 | LUCK LIVING TRUST 5161 MYSTIC LAKE DR |
| 4711-34-201-013 | X071524, Milroy/Mysti | 13,238.10 | HODDE PETER 5101 MYSTIC LAKE DR |
| 4711-34-100-015 | X071524, Milroy/Mysti | 13,238.10 | COUCH JEFFREY & STEPHANIE 5362 BRIGHTON RD |
| 4711-34-100-027 | X071524, Milroy/Mysti | 13,238.10 | SMARCH STEPHEN & DANIELLE 5101 MILROY LN |
| # OF PARCELS: 42 | TOTALS: | 556,000.20 | |

EXHIBIT C

WARRANT

TO: Esteemed Treasurer
Genoa Township
Livingston County, Michigan

I certify that attached to this Warrant is a true copy of the special assessment roll for the Milroy Lane and Mystic Lake Drive Road Rehabilitation Special Assessment Project (Winter Tax 2024) (the "Roll") confirmed by the Township Board on August 19, 2024 (the "Confirming Resolution"). You are hereby directed to proceed to collect the amounts due on such Roll in accordance with this Warrant, the Confirming Resolution and the statutes of the State of Michigan.

Paulette A. Skolarus
Genoa Charter Township Clerk



MEMORANDUM

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

TO: Honorable Board of Trustees
FROM: Amy Ruthig, Planning Director
DATE: August 14, 2024
RE: Community Bible Parking Lot improvement
Environment Impact Assessment

Please find attached the project case file for a proposed 56-space parking lot addition to the existing Community Bible Church. The project is located at 7372 Grand River Avenue, southwest corner of Grand River Avenue and Harte Drive. The property is zoned General Commercial District.



SUPERVISOR

Bill Rogers

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

TRUSTEES

Jean W. Ledford

Terry Croft

Diana Lowe

Jeff Dhaenens

MANAGER

Kelly VanMarter

Procedurally, the Planning Commission has review and approval authority over the site plan, and the Township Board has the final approval authority over the Environmental Impact Assessment. The Environmental Impact Assessment was recommended for approval to the Township Board and the site plan was approved by the Planning Commission on August 12, 2024. Based on the Planning Commission's recommendation, I offer the following for your consideration:

ENVIRONMENTAL IMPACT ASSESSMENT

Moved by _____, Supported by _____ to **APPROVE** the Environmental Impact Assessment dated July 17, 2024 for Community Bible Church for a proposed 56-space parking lot addition. The property is located at 7372 Grand River Avenue, southwest corner of Grand River Avenue and Harte Drive. The approval is based on the following conditions:

1. The applicant will seek ZBA approval for a 10-foot setback from Harte Drive.
2. The applicant shall comply with an additional four ADA parking spaces.
3. The landscaping needs to meet the requirements of a Buffer Zone C per the zoning ordinance.
4. The applicant will comply with the conditions on the engineer and fire department letters.
5. The applicant is encouraged to work with the adjacent property owner to legitimize the use of their parking lot.

If you should have any questions, please feel free to contact me.

Best Regards,



Amy Ruthig, Planning Director



GENOA CHARTER TOWNSHIP
Application for Site Plan Review

TO THE GENOA TOWNSHIP PLANNING COMMISSION AND TOWNSHIP BOARD:

APPLICANT NAME & ADDRESS: Tower Group, 804 E Grand River Ave, Howell, MI 48334
If applicant is not the owner, a letter of Authorization from Property Owner is needed.

OWNER'S NAME & ADDRESS: Community Bible Church, 7372 Grand River Ave, Brighton, MI 48114

SITE ADDRESS: 7372 Grand River Ave, Brighton, MI 48114 PARCEL #(s): 4711-13-300-055

APPLICANT PHONE: (313) 410-2700 OWNER PHONE: (810) 227-2255

OWNER EMAIL: eric@communitybible.net

LOCATION AND BRIEF DESCRIPTION OF SITE: This is the site of Community Bible Church which is on the south side of Grand River Avenue between Euler Rd and Genoa Business Park.

BRIEF STATEMENT OF PROPOSED USE: Site will continue to function as Community Bible Church. Project proposes a parking lot expansion to accommodate church growth.

THE FOLLOWING BUILDINGS ARE PROPOSED: No buildings are proposed as part of this project.

I HEREBY CERTIFY THAT ALL INFORMATION AND DATA ATTACHED TO AND MADE PART OF THIS APPLICATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

BY: Brian R Townsley

ADDRESS: 804 E Grand River Ave, Howell, MI 48334

Contact Information - Review Letters and Correspondence shall be forwarded to the following:

1.) Scott Tousignant, P.E. of Boss Engineering at scottt@bosseng.com
Name Business Affiliation E-mail Address

FEE EXCEEDANCE AGREEMENT

As stated on the site plan review fee schedule, all site plans are allocated two (2) consultant reviews and one (1) Planning Commission meeting. If additional reviews or meetings are necessary, the applicant will be required to pay the actual incurred costs for the additional reviews. If applicable, additional review fee payment will be required concurrent with submittal to the Township Board. By signing below, applicant indicates agreement and full understanding of this policy.

SIGNATURE: Brian Townsley Digitally signed by Brian Townsley
Date: 2024.07.16 11:34:08 -04'00' DATE: _____
PRINT NAME: Brian Townsley, Tower Group PHONE: 313-410-2700
ADDRESS: 804 E Grand River Ave, Howell, MI 48334

Ms. Catherine Riesterer, representing Chestnut Development, stated they have worked with the homeowner's association on outstanding issues and there are some errors in the documents that need to be corrected, and she will make those before they are finalized.

Mr. Borden reviewed his letter dated August 6, 2024.

1. The applicant must address any remaining comments provided by the Township Attorney or staff with respect to the amended Master Deed.
2. The applicant must address any remaining comments provided by the Township Engineer or Brighton Area Fire Authority.

Ms. Byrne's letter dated July 25, 2025 states that the applicant has addressed all of her previous concerns.

The Brighton Area Fire Authority Fire Marshal's letter dated June 11, 2024 states the applicant has addressed his previous concern.

Commissioner Rauch noted that there is only one misspelling in the documents and the Township attorney's comments and changes are in the agreement.

The call to the public was made at 6:38 pm with no response.

Moved by Rauch, supported by Dhaenens, to recommend to the Township Board approval of the amendment to the PUD Agreement for Timber Green with the plans dated July 22, 2024.

The motion carried unanimously.

NEW BUSINESS

OPEN PUBLIC HEARING #2... Consideration of an environmental impact assessment and site plan for a proposed 56-space parking lot addition for Community Bible Church. The property is located at 7372 Grand River Avenue, southwest corner of Grand River and Harte Drive. The request is petitioned by Tower Group.

A. Recommendation of Environmental Impact Assessment (7-17-24)

B. Disposition of Site Plan (7-17-24)

Mr. Scott Tousignant of Boss Engineering and Mr. Brian Townsley of Tower Group were present. Mr. Tousignant provided a history of the development of this site. This evening's request is to expand the parking lot by 56 spaces.

The church requires this amount of parking because there are approximately 60-70 volunteers that are not in the sanctuary during the time of services. He reviewed how the parking requirements and needs are calculated based on the ordinance. Currently, the adjacent property owner allows the church to use their gravel parking lot for the overflow parking.

With regard to Mr. Borden's concern regarding the Harte Drive parking lot setback and landscaping requirements not meeting the ordinance, he has done research and there is documentation stating this is a private road and not a public street so those requirements are not required.

He does agree that they are deficient by four barrier-free parking spaces because the township ordinance is stricter than the federal requirements. He would like to discuss this. They would need to remove a space to accommodate them. He also agrees that the parking lot landscaping is deficient and will meet the ordinance requirements.

Mr. Borden reviewed his letter dated August 6, 2024.

1. The Harte Drive parking lot setback is deficient by 10 feet. The ordinance requires a 20 foot setback because it is in the front yard. If Harte Drive was a driveway and not a roadway, then a 10-foot setback would be required.

Commissioner Rauch stated that when this project was originally planned, Harte Drive was considered a driveway. Ms. Ruthig stated that changes have been made. Harte development is now a PUD and Harte Drive is now a private road and not a driveway.

Commissioner Rauch would like to have the four additional handicap parking spaces installed.

Mr. Tousignant stated that all documents, except for the Livingston County Road Commission map, show that this is a private road. Moving ten feet would eliminate parking spaces.

Commissioner Rauch knows that the ordinance needs to be followed, but in this case it makes sense to allow the 10-foot setback. Mr. Borden stated that in his 2018 review of the expansion, this was treated as a side yard. Commissioner Dhaenens agrees that it should be considered a private road and a side yard.

Ms. Ruthig advised that the PUD documents state it is a private road. Mr. Borden stated since this is a private road and a front yard and not a side yard, then the church was made non-conforming because of the PUD.

Commissioner Rauch believes that the amount of parking that is being requested is needed. Mr. Tousignant agrees stating that at the 10 am service every week, all of the parking spaces in the adjacent parking lot are used. Commissioner Rauch recommended approval of the 10-foot setback be requested by the Zoning Board of Appeals. Mr. Borden stated that the Planning Commission can modify the landscape requirements that are noted as deficient in his letter.

2. The excess parking proposed requires Planning Commission approval in accordance with Section 14.02.06. The applicant must provide evidence supporting the need for excess parking.
3. The site plan is deficient by 4 barrier-free parking spaces.
4. The Harte Drive greenbelt is deficient in width and a hedgerow/masonry wall.
5. The parking lot landscaping is deficient in plantings and landscaped area.
6. If any existing plantings are in poor condition, they should be removed and replaced as part of this project.
7. The applicant must address any comments provided by the Township's engineering consultant and/or the Brighton Area Fire Authority.

Ms. Byrne's letter dated August 6, 2024 states that she has no engineering related concerns.

The Brighton Area Fire Authority Fire Marshal's letter dated August 6, 2024 states the following:

1. Two-way emergency vehicle access roads shall be a minimum of 26-feet wide. One-way emergency vehicle access roads shall be a minimum of 20-feet wide. Access roads to the site shall be provided and maintained during construction. Access roads shall be constructed to be capable of supporting the imposed load of fire apparatus weighing at least 84,000 pounds.
2. Emergency vehicle circulation throughout the parking lot shall provide emergency vehicles with a turning radius of 50-feet outside and 30-feet inside. Vehicle circulation shall account for non-emergency traffic and maintain the vehicle within the boundary of lanes of travel.

Mr. Tousignant will comply with the requirement that the road must be built to support the imposed load of fire apparatus weighing at least 84,000 pounds. This parking lot expansion does not change the existing turning radii, which are currently compliant.

Commissioner Chouinard questioned what the future expansion will be and if it is built, how would that affect the parking. Mr. Tousignant stated there would be additional classroom spaces adjacent to the gymnasium and an extension of that entryway. It would remove approximately 12 spaces. Mr. Borden noted that the change to Harte Drive will affect the future addition as well.

The call to the public was made at 7:23 pm.

Mr. Bill Reiber of 3154 Stillriver Drive questioned if Mr. Harte would be willing to give land to the church.

The call to the public was closed at 7:25 pm.

Mr. Tousignant questioned the process if they are denied by the ZBA and must meet the 20-foot setback from Harte Drive. This would require them to decrease the number of parking spaces.

Commissioner Rauch stated the applicant would need to come before the Planning Commission again for approval. Mr. Borden stated the next ZBA meeting is September 17.

Moved by Dhaenens, supported by Chouinard, to recommend to the Township Board approval of the Environmental Impact Assessment dated July 17, 2024 for a proposed 56-space parking lot addition for Community Bible Church. at 7372 Grand River Avenue. **The motion carried unanimously.**

Moved by Dhaenens, supported by Rauch, to approve of the Site Plan dated July 17, 2024 for a proposed 56-space parking lot addition for Community Bible Church at 7372 Grand River Avenue for a proposed 56-space parking lot addition for Community Bible Church at 7372 Grand River Avenue with the following conditions:

- The applicant will seek ZBA approval for a 10-foot setback from Harte Drive.
- The applicant shall comply with an additional four ADA parking spaces.
- The landscaping needs to meet the requirements of a Buffer Zone C per the zoning ordinance.
- The applicant will comply with the conditions on the engineer and fire department letters.
- This Commission finds that the need for 170 percent of the required parking is necessary for the operations of the facility as evidence presented this evening.
- The applicant is encouraged to work with the adjacent property owner to legitimize the use of their parking lot.

The motion carried (Chouinard - yes; Rauch - yes; McCreary - no; Grajek - yes; Rassel - yes; Dhaenens - yes).

ADMINISTRATIVE BUSINESS:

Staff Report

Ms. Ruthig stated Mr. Wyatt has submitted for rezoning the property that he owns south of 96, east of Latson. An alternate venue will need to be secured for the public hearing so she is unsure of the date.

The Township Hall is closed on Tuesday and Wednesday, August 13 and 14, for a large electrical repair.

Approval of the July 8, 2024 Planning Commission meeting minutes

Moved by Commissioner McCreary, seconded by Commissioner Chouinard, to approve the minutes of the July 8, 2024 Planning Commission Meeting as presented. **The motion carried unanimously.**



August 6, 2024

Planning Commission
Genoa Township
2911 Dorr Road
Brighton, Michigan 48116

| | |
|-------------------|---|
| Attention: | Amy Ruthig, Planning Director |
| Subject: | Community Bible Church – Site Plan Review #1 |
| Location: | 7372 Grand River Avenue – southwest corner of Grand River and Harte Drive |
| Zoning: | GCD General Commercial District |

Dear Commissioners:

At the Township’s request, we have reviewed the site plan review submittal from Community Bible Church for a parking lot expansion (plans dated 7/17/24).

A. Summary

1. The Harte Drive parking lot setback is deficient by 10 feet.
2. The excess parking proposed requires Planning Commission approval in accordance with Section 14.02.06. The applicant must provide evidence supporting the need for excess parking.
3. The site plan is deficient by 4 barrier-free parking spaces.
4. The Harte Drive greenbelt is deficient in width and a hedgerow/masonry wall.
5. The parking lot landscaping is deficient in plantings and landscaped area.
6. If any existing plantings are in poor condition, they should be removed and replaced as part of this project.
7. The applicant must address any comments provided by the Township’s engineering consultant and/or the Brighton Area Fire Authority.

B. Proposal/Process

The applicant proposes construction of a new 56-space parking lot on the east side of the site.

The proposed parking lot expansion is identified on the site plan as “Lot C” and includes vehicular connection to the existing parking lot and main drive aisles, as well as new lighting and landscaping.

Per Section 18.02, parking lot expansions with more than 5 new spaces require site plan review by the Planning Commission.

As such, the Planning Commission has approval authority over the site plan; however, a recommendation to the Township Board is needed for the Environmental Impact Assessment.



Aerial view of site and surroundings (looking north; prior to 2019 remodel/expansion)

C. Site Plan Review

- 1. Dimensional Requirements.** The only GCD dimensional requirements that apply are parking lot setbacks and impervious surface lot coverage.

The site plan provides a 10-foot setback along Harte Drive; however, a minimum of 20 feet is required.

Calculations on Sheet C3 identify an impervious surface ratio of 34.5%, which is within the 75% maximum allowed.

- 2. Vehicular Circulation.** The proposed expansion area provides drive aisles widths sufficient for two-way travel. Access is provided via the existing curb cut to/from Harte Drive.

The applicant must address any comments provided by the Township’s engineering consultant or the Brighton Area Fire Authority with respect to vehicular circulation.

- 3. Parking.** The parking lot has been reviewed for compliance with the standards of Article 14, as follows:

| | Required | Proposed | Comments |
|--|---|--|--|
| Parking Spaces Churches and similar places of worship (1 space for each 3 seats in the main unit of worship) | 201 | 285 existing 56 proposed 341 total | 14.02.06 requires PC approval for parking above 120% of the minimum requirement. Proposal entails 170%. Applicant must submit evidence demonstrating the need for excess parking. |
| Barrier Free Spaces | 12 | 8 existing | Deficient by 4 spaces |
| Dimensions Spaces (75 to 90-degree) Drive aisle width (two-way) | 9’ x 18’ 9’ x 16’ (2’ overhang) 24’ | 9’ x 18’ 9’ x 16’ (2’ overhang) 24’ | In compliance In compliance In compliance |
| Construction | Looped striping Curbing on all sides | Looped striping Curbing around proposed lot | In compliance In compliance |

- 4. Exterior Lighting.** The lighting plan identifies 2 existing light poles, 2 existing wall mounted fixtures, 1 new light pole and 1 new wall mounted fixture.

Fixture specifications identify downward directed/cut-off LED fixtures and the photometric plan demonstrates compliance with allowable light intensities.

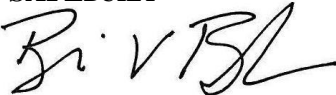
- 5. Landscaping.** The landscape plan has been reviewed for compliance with the standards of Section 12.02, as shown in the following table:

| Standard | Required | Proposed | Notes |
|------------------------------|--|--|---|
| Greenbelt (Harte Drive) | 20' width 11 canopy trees 2' hedgerow OR 3' masonry wall | 10' width 11 existing trees | Deficient by 10' of width and hedgerow/wall |
| Parking lot (expansion area) | 6 canopy trees 560 SF landscaped area | 4 canopy trees 300 SF landscaped area | Deficient by 2 canopy trees and approximately 260 SF of landscaped area |

Lastly, if any existing plantings are in poor condition, they should be removed and replaced as part of this project (if approved).

Should you have any questions concerning this matter, please do not hesitate to contact our office.

Respectfully,
SAFE BUILT


 Brian V. Borden, AICP
 Michigan Planning Manager



August 6, 2024

Ms. Amy Ruthig
Genoa Township
2911 Dorr Road
Brighton, MI 48116

**Re: Community Bible Church Parking Lot
Site Plan Review No. 1**

Dear Ms. Ruthig:

Tetra Tech has conducted a review of the Community Church Parking Lot site plan last dated July 17, 2024. The site plan documents were prepared by Boss Engineering on behalf of Community Bible Church. The site is located on three parcels equating 9.24 acres to the south of the intersection of Grand River Ave and Euler Rd. The petitioner is proposing the addition of a new parking lot.

The proposed parking lot meets Township standards and the existing detention basin and storm sewer on site were designed for full build out of the site, including future building additions and parking. Although the proposed parking lot is larger than shown on the original site plan of the site, it overlaps with the area originally shown as a future building addition, and ultimately results in less total impervious surface than what the existing detention basin was designed for. Therefore, we have no engineering related concern to the proposed parking expansion. The site plan should be signed and sealed by a professional engineer prior to final Township approval.

Please call or email if you have any questions.

Sincerely,

A handwritten signature in black ink that reads 'Sydney Streveler'.

Sydney Streveler, EIT
Civil Engineering Group

A handwritten signature in blue ink that reads 'Shelby Byrne'.

Shelby Byrne, P.E.
Project Engineer

Tetra Tech

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



BRIGHTON AREA FIRE AUTHORITY

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

August 6, 2024

Sharon Stone
Genoa Township
2911 Dorr Road
Brighton, MI 48116

RE: Community Bible Church Parking Lot
7372 W. Grand River
Genoa Twp., MI

Dear Amy,

The Brighton Area Fire Department has reviewed the above-mentioned site plan. The plans were received for review on July 23, 2024 and the drawings are dated July 17, 2024. The project is for the proposed transitions of a currently grass covered area on the southeast corner of the property to a paved parking area. The plan review is based on the requirements of the International Fire Code (IFC) 2021 edition.

1. Two-way emergency vehicle access roads shall be a minimum of 26-feet wide. One-way emergency vehicle access roads shall be a minimum of 20-feet wide. Access roads to the site shall be provided and maintained during construction. Access roads shall be constructed to be capable of supporting the imposed load of fire apparatus weighing at least 84,000 pounds.

IFC D 103.6
IFC D 103.1
IFC D 102.1
IFC D 103.3

2. Emergency vehicle circulation throughout the parking lot shall provide emergency vehicles with a turning radius of 50-feet outside and 30-feet inside. Vehicle circulation shall account for non-emergency traffic and maintain the vehicle within the boundary of lanes of travel.

IFC 503.2.4

Additional comments will be given during the building plan review process (specific to the building plans and occupancy). The applicant is reminded that the fire authority must review the fire protection systems submittals (sprinkler & alarm) prior to permit issuance by the Building Department and that the authority will also review the building plans for life safety requirements in conjunction with the Building Department.

If you have any questions about the comments on this plan review please contact me at 810-229-6640.

Cordially,

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

Rick Boisvert, CFPS
Fire Marshal

cc: Sharon Stone sharon@genoa.org

**IMPACT ASSESSMENT
FOR
SITE PLAN PETITION
"COMMUNITY BIBLE CHURCH – PARKING LOT EXPANSION"
GENOA TOWNSHIP, LIVINGSTON COUNTY
MICHIGAN**

Prepared for:

**COMMUNITY BIBLE CHURCH
7372 GRAND RIVER
BRIGHTON, MICHIGAN 48114
(810) 227-2255**

Prepared by:

**BOSS ENGINEERING COMPANY
3121 E. GRAND RIVER
HOWELL, MI 48843
(517) 546-4836**

July 17th, 2024

24-253 EIA

INTRODUCTION

The purpose of this Impact Assessment (IA) report is to show the effect that this proposed development may have on various factors in the general vicinity of the project. The format used for presentation of this report conforms to the *Submittal Requirements For Impact Assessment* guidelines in accordance with Section 18.07 of the published Zoning Ordinance for Genoa Township, Livingston County, Michigan.

DISCUSSION ITEMS

A. Name(s) and address(es) of person(s) responsible for preparation of the impact assessment and a brief statement of their qualifications.

Prepared By :
Scott Tousignant, P.E.
BOSS ENGINEERING COMPANY
Civil Engineers, Land Surveyors, Landscape Architects and Planners
3121 E. Grand River
Howell, MI 48843
(517) 546-4836

Prepared For :
Community Bible Church
7372 Grand River
Brighton, MI 48114
(810) 227-2255

B. Map(s) and written description / analysis of the project site including all existing structures, manmade facilities, and natural features. The analysis shall also include information for areas within 10 feet of the property. An aerial photograph or drawing may be used to delineate these areas.

The 9.24 acre site is located on the south side of Grand River immediately west of Harte Dr and across from Euler Rd. The subject property is currently the Community Bible Church Facility. There is the existing Church building, paved parking lots, and detention basin. The south end of the property contains a natural area with shrub/scrub vegetation and a wetland. There is an established tree row along Harte Dr just off of the east side of the subject property.

C. Impact on natural features: A written description of the environmental characteristics of the site prior to development and following development, i.e., topography, soils, wildlife, woodlands, mature trees (eight inch caliper or greater), wetlands, drainage, lakes, streams, creeks or ponds. Documentation by a qualified wetland specialist shall be required wherever the Township determines that there is a potential regulated wetland. Reduced copies of the Existing Conditions Map(s) or aerial photographs may accompany written material.

Resources utilized to study the natural features of the site included an on-site visit, aerial photos from Google Earth, a web soil survey prepared by the USDA, Wetlands Inventory Maps prepared by the MDEQ as well as resources prepared by the Huron River Watershed Council and other Livingston County Natural resources agencies.

The entire northern portion of the property is the recently constructed church facility with all associated parking, sidewalks, and utility infrastructure. The developed site slopes north to south and is served by a stormwater sewer system and detention basin that was constructed as part of the church expansion in 2020.

The soils on site consist of loam, loamy sand and muck. The soils shown on the USDA map are consistent with the field assessment of the upland and low land areas found on site. The land cover identified in the field is also consistent with the soils which consist of impervious surface, compacted lawn area, wetland and wooded shrub scrub areas. Given that the site has already been developed to accommodate the future parking that is now proposed, there will not be any tree removal nor any natural features disturbance. Stormwater for all future impervious surfaces had been accounted for in the design and construction of the storm water management system.

D. Impact on storm water management: Description of measures to control soil erosion and sedimentation during grading and construction operations and until a permanent ground cover is established. Recommendations for such measures may be obtained from County Soil Conservation Service.

Topography on the site ranges from a low of 961.81 at the wetland edge to a high of 992.54 at the north central portion of the property near Grand River Avenue. The property is undulating, but largely drains from the north to the south toward a wetland system that extends off the property.

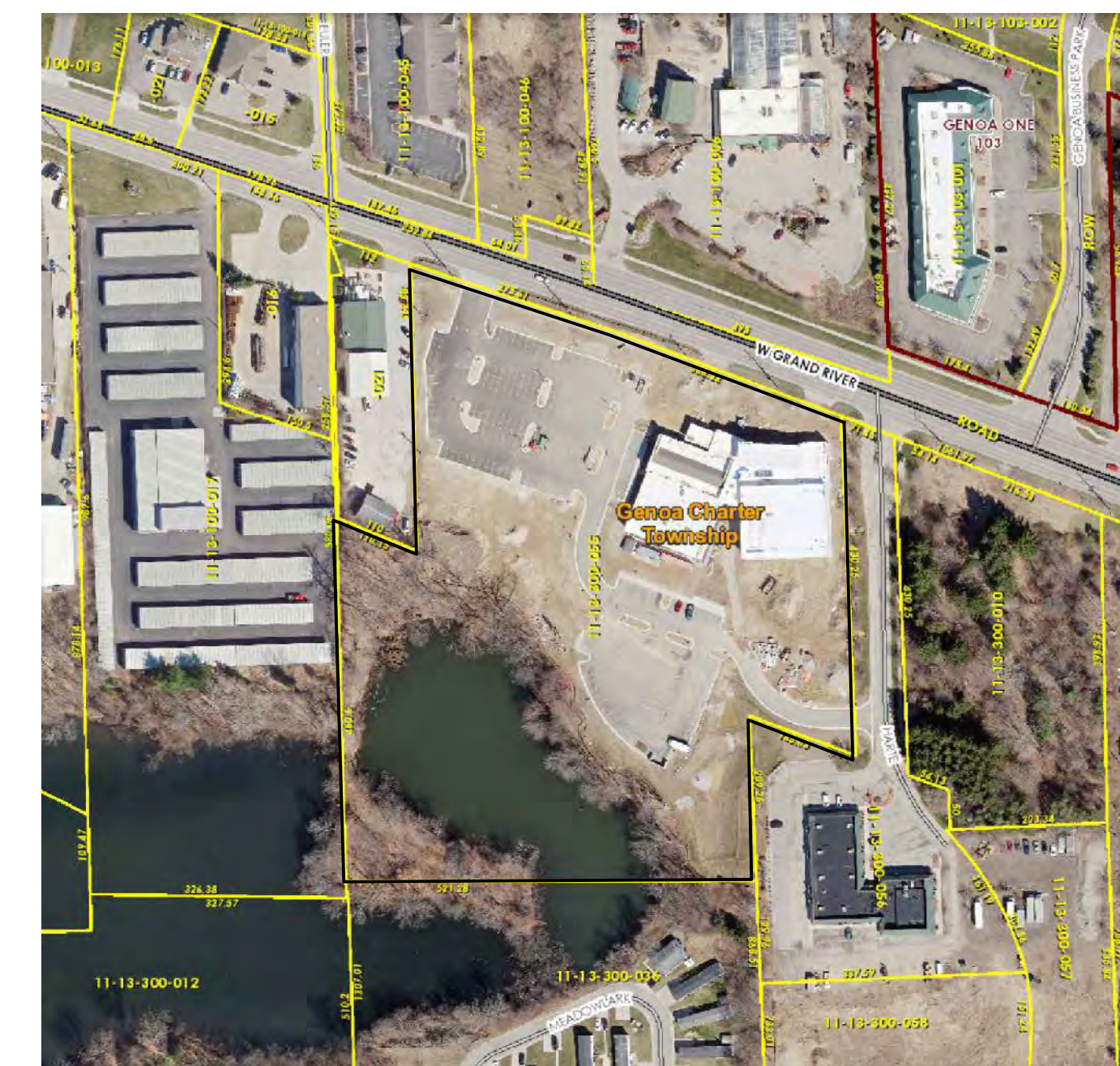
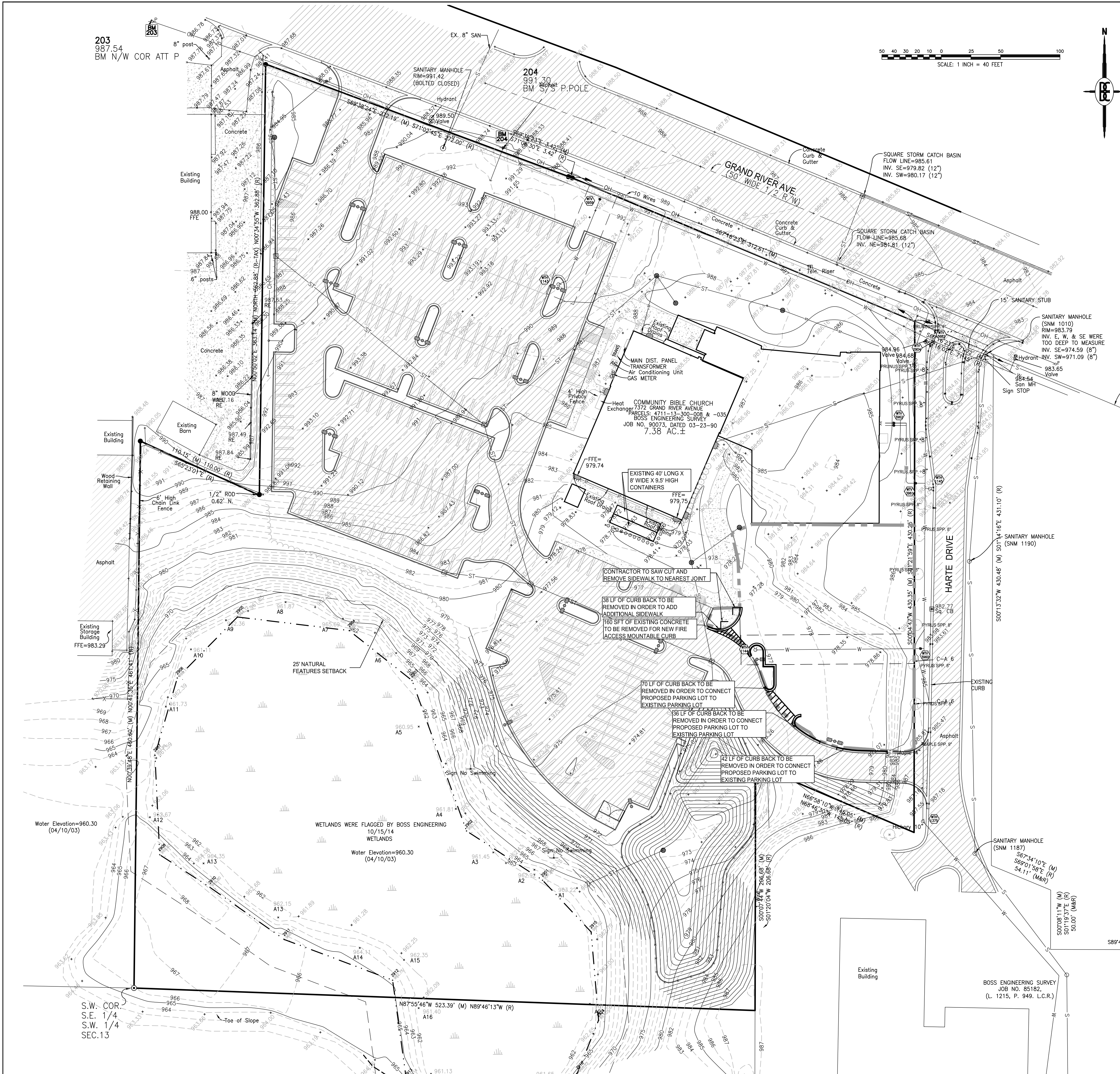
The land cover found in the field consisted of three different types; impervious surface (parking lot, building), wetland, wooded/lawn area including shrub scrub.

The existing storm system has been designed to accommodate the church facility that was constructed in 2020 as well all future parking lot and building expansions that were anticipated. The proposed parking lot was one of the indicated future impervious surfaces and thus has been accommodated in the stormwater calculations.

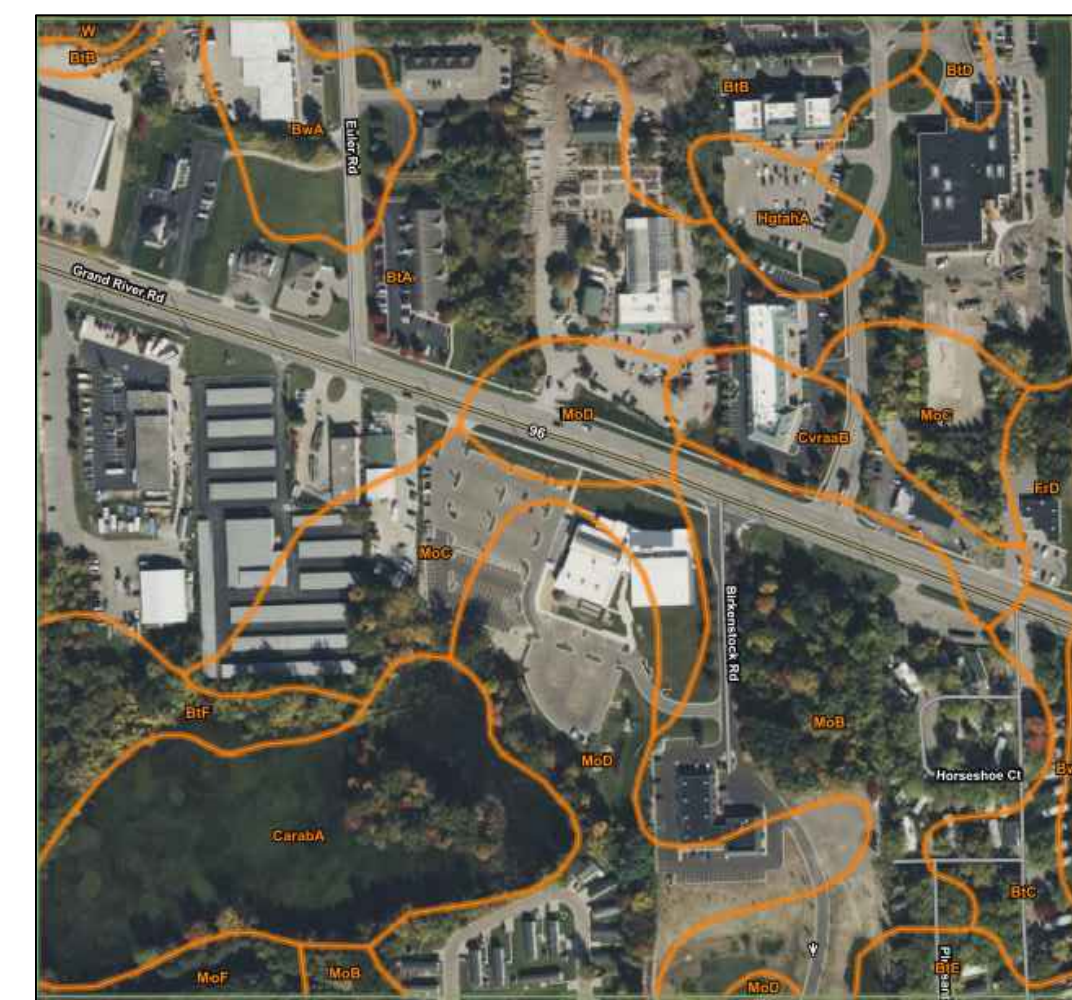
Soil erosion measures will be utilized throughout the construction process to reduce the risk of erosion and sedimentation. This will be accomplished through the use of silt sacks placed in catch basins, and silt fence installed along the perimeter of the disturbed area.

E. Impact on surrounding land use: Description of the types of proposed uses and other man made facilities, including any project phasing, and an indication of how the proposed use conforms or conflicts with existing and potential development patterns. A description shall be provided of any increases of light, noise or air pollution which could negatively impact adjacent properties.

As previously stated the site is the current home of Community Bible Church. The use of the site conforms with development patterns of the surrounding area and will feature an expansion of the existing parking lot.



SITE AERIAL



SOIL MAP (WEB SOIL SURVEY)
NO SCALE

LEGEND

- 900 — CONTOUR
- SPOT ELEVATION
- P — WETLAND SYMBOL
- P — POWER POLE
- H — HYDRANT
- G — GATE VALVE
- S — SANITARY SEWER
- W — WATERMAIN
- ST — STORM SEWER
- G — GAS MAIN
- E — ELECTRIC
- T — TELEPHONE
- OH — OVERHEAD WIRES
- F — FENCE
- S — SIGN
- S — SQUARE STORM CATCH BASIN
- B — BEEHIVE STORM CATCH BASIN
- O — SANITARY MANHOLE
- P — POST
- BM — BENCHMARK
- FFE — FINISHED FLOOR ELEVATION
- D — DECIDUOUS TREE
- C — CONIFEROUS TREE
- M — MAILBOX
- G — GAS METER
- R — TELEPHONE RISER
- E — ELECTRIC METER
- A — AIR CONDITIONING UNIT

SOILS INFORMATION:
 MIAMI LOAM (M) 2% TO 6% SLOPES
 -EASTERN EDGE OF SITE ALONG HARTE DRIVE
 MIAMI LOAM (M) 6% TO 12% SLOPES
 -NORTHERN AND WESTERN EDGES OF SITE
 MIAMI LOAM (M) 12% TO 18% SLOPES
 -ACCOUNTS FOR ENTIRE CENTRAL PORTION OF SITE
 CARLISLE MUCK (C)
 -WETLAND AREA IN SOUTHWEST CORNER OF SITE
 BOYER-OSHITEMO LOAMY SAND (B) 0 TO 2 SLOPES
 -NORTHEAST CORNER OF SITE

BENCHMARKS:
 BENCHMARKS ARE BASED OFF GENOA TOWNSHIP BENCH MARKS BY MCNAMEE, PORTER & SEELEY (#197 & #198) (NGVD29 DATUM)
 BENCHMARK #203
 NW COR. TELEPHONE PAD, S/S GRAND RIVER AVE. BETWEEN HANDI-RENTAL AND SMEDE & SON. ELEVATION = 987.54
 BENCHMARK #204
 BOSS TAG/NAIL SET S/S P. POLE IN FRONT OF HOUSE #7356. ELEVATION = 991.30
 BENCHMARK #207
 BOSS TAG/NAIL SET NW/S P. POLE IN GRAVEL PARKING LOT, 170'± SOUTH OF CHURCH BUILDING. ELEVATION = 977.33

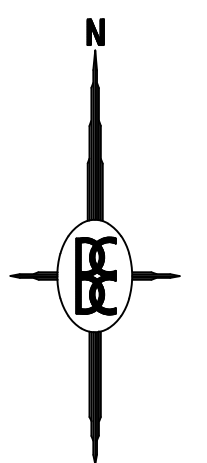
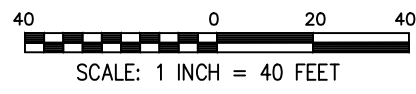
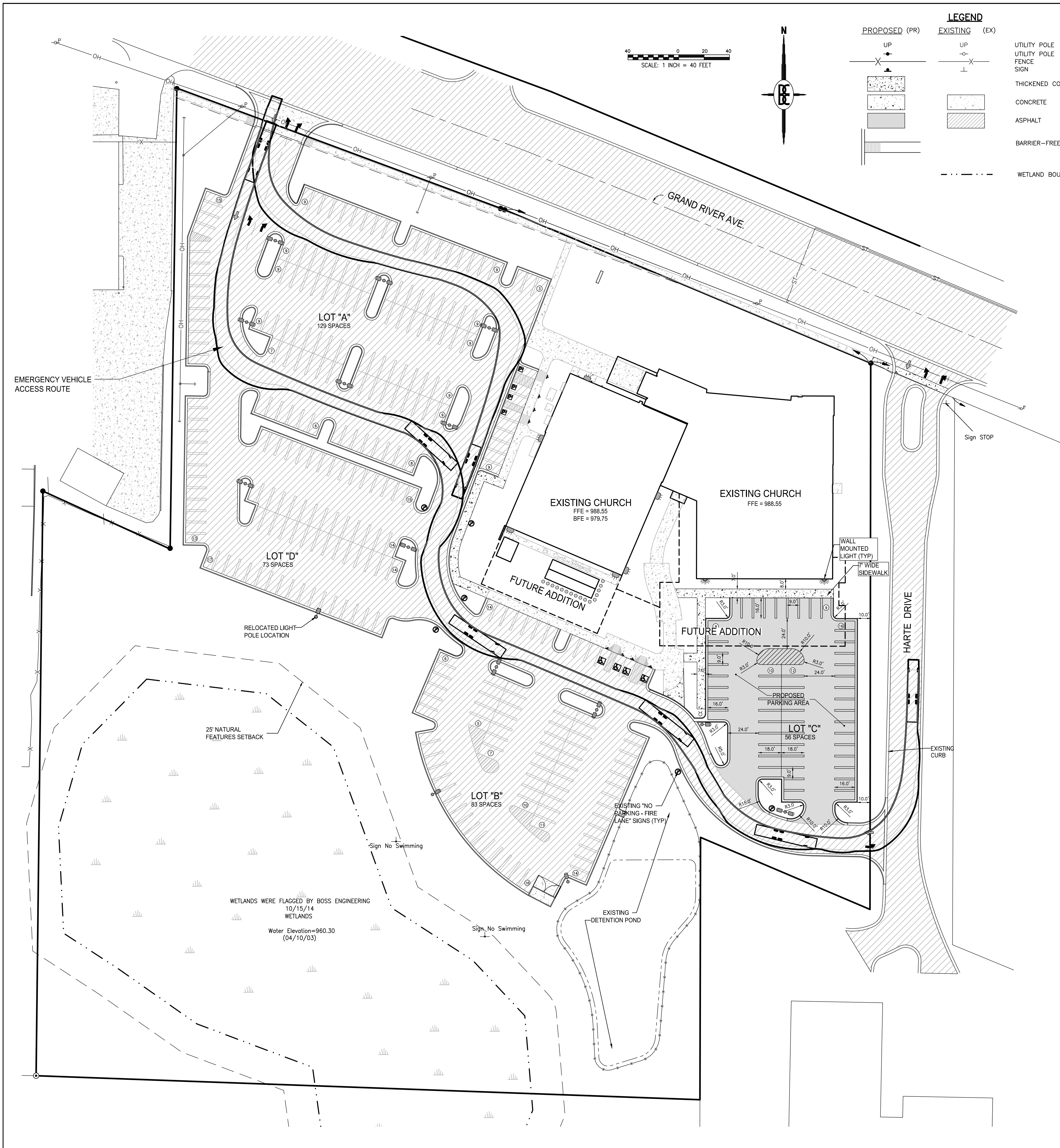
BEBOSS Engineering
 Engineers Surveyors Planners Landscape Architects
 3121 E. GRAND RIVER AVE.
 HOWELL, MI. 48843
 517.546.4836 FAX 517.548.1670

COMMUNITY BIBLE CHURCH PARKING LOT
 COMMUNITY BIBLE CHURCH
 7372 GRAND RIVER AVENUE
 BRIGHTON, MI. 48114
 810-227-2255

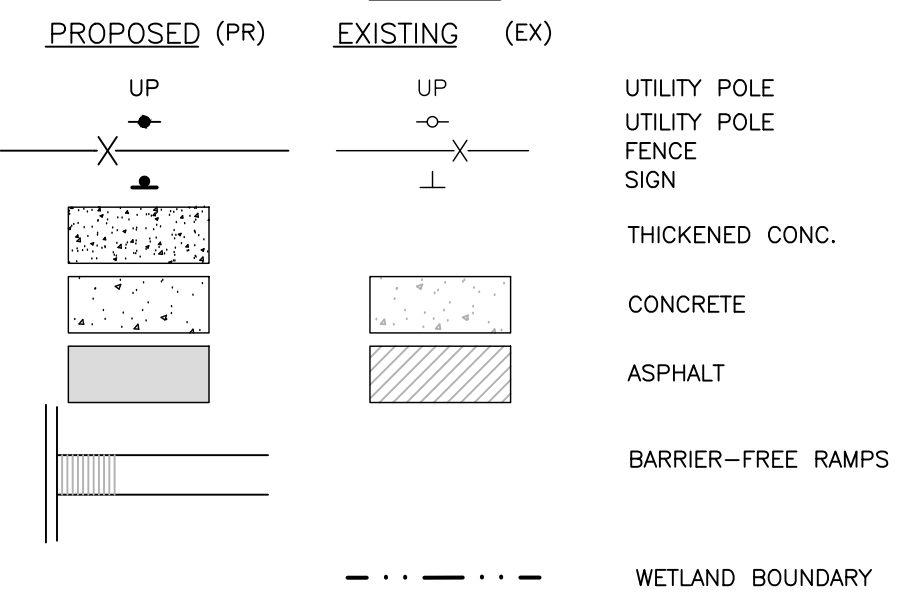
EXISTING CONDITIONS & DEMO PLAN

| NO | BY | REVISION | PER | DATE |
|----|----|----------|-----|------|
| | | | | |
| | | | | |
| | | | | |

DESIGNED BY: ST
 DRAWN BY: ST
 CHECKED BY:
 SCALE: 1" = 40'
 JOB NO. 24-253
 DATE: 07/17/24
 SHEET NO. **C2**



LEGEND



SITE/BUILDING DATA

| | |
|---------------------------|--|
| PARCEL SIZE: | 9.24 AC. |
| EXISTING ZONING: | GENERAL COMMERCIAL DISTRICT |
| PROPOSED USE: | CHURCH |
| REQUIRED FRONT SETBACK: | 70 FT. (35 FT IF NO PARKING IN FRONT YARD) |
| PROPOSED FRONT SETBACK: | EXISTING - 35.06 FT. |
| REQUIRED SIDE SETBACK: | 15 FT. |
| PROPOSED SIDE SETBACK: | EXISTING - 28.80 FT. |
| REQUIRED REAR SETBACK: | 50 FT. |
| PROPOSED REAR SETBACK: | EXISTING - 203.84 FT. |
| PARKING LOT SETBACK: | 20.00 FT., 10.00 FT.(SIDE/REAR) |
| PROPOSED PARKING SETBACK: | 10.00 FT. (SIDE) |
| MAX. LOT COVERAGE: | 35% BUILDING 75% IMPERVIOUS |
| BUILDING FOOTPRINT: | |
| EXISTING CHURCH: | 31,212 S.F.(7.75%) |
| IMPERVIOUS COVERAGE: | |
| CHURCH BUILDING: | 31,212 S.F. |
| EXISTING PAVING: | 119,901 S.F. |
| PROPOSED PAVING: | 18,800 S.F. |
| TOTAL: | 138,701 S.F. (34.50%) |
| TOTAL (W/ FUTURE PAVING): | 178,759 S.F. (44.41%) (TOTAL SITE BUILD-OUT) |

PARKING DATA

| | |
|-------------------|---|
| PARKING REQUIRED: | 1 SPACE FOR EACH 3 SEATS IN MAIN WORSHIP AREA 601 SEATS / 3 SEATS PER SPACE = 201 SPACES 201-300 SPACES REQUIRES 7 BARRIER-FREE SPACES 301-400 SPACES REQUIRES 8 BARRIER-FREE SPACES |
| EXISTING PARKING: | 285 SPACES (INCLUDING 8 BARRIER-FREE SPACES) |
| PROPOSED PARKING: | 56 SPACES |
| TOTAL PARKING: | 341 SPACES |

GENERAL NOTES

- ALL OUTDOOR LIGHTS SHALL BE SHIELDED TO REDUCE GLARE AND SHALL BE ARRANGED TO NOT INTERFERE WITH THE VISION OF PERSONS ON ADJACENT ROADWAYS OR ADJACENT PROPERTY.
- ALL SIGNS SHALL MEET LOCAL MUNICIPALITY ORDINANCE REQUIREMENTS.
- ACCESS ROADS TO THE SITE SHALL BE PROVIDED AND MAINTAINED DURING CONSTRUCTION. ACCESS ROADS SHALL BE CONSTRUCTED TO BE CAPABLE OF SUPPORTING THE IMPOSED LOAD OF FIRE APPARATUS WEIGHING AT LEAST 84,000 POUNDS.
- DELIVERIES SHALL NOT OCCUR ON SUNDAYS DURING SERVICE TIMES TO AVOID TRAFFIC CONFLICTS.

THE DESIGN AND CONSTRUCTION OF THIS PROJECT SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL BUILDING CODES AND ALL APPLICABLE LOCAL ORDINANCES. THE CONTRACTOR SHALL VERIFY THE EXISTING UTILITIES, THE LOCATION AND DEPTH OF ANY UTILITIES, AND THE LOCATION AND DEPTH OF ANY CONDUITS FROM THE PLANS.

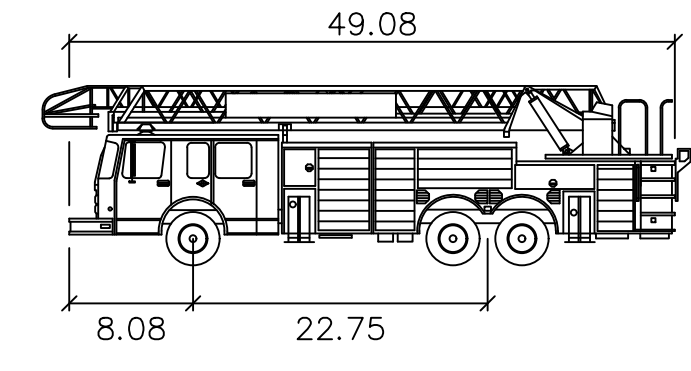
BEFORE YOU DIG
CALL MISS DIG
1-800-4-A-SAFE

BEBOSS
Engineering
Engineers Surveyors Planners Landscape Architects
3121 E. GRAND RIVER AVE.
HOWELL, MI. 48843
517.546.4836 FAX 517.548.1670

PROJECT: COMMUNITY BIBLE CHURCH PARKING LOT
PREPARED FOR: COMMUNITY BIBLE CHURCH
7372 GRAND RIVER AVENUE
BRIGHTON, MI. 48114
810-227-2255
TITLE: SITE PLAN

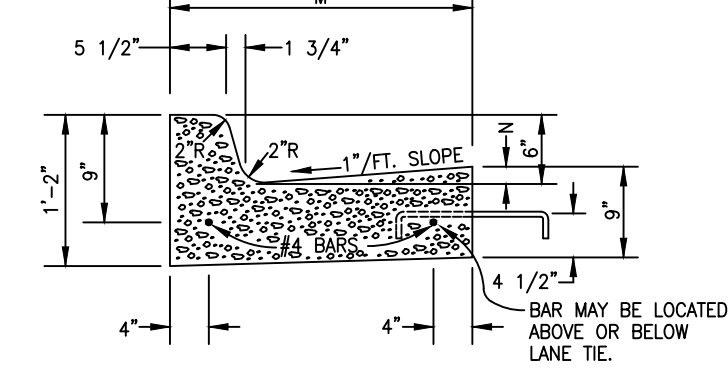
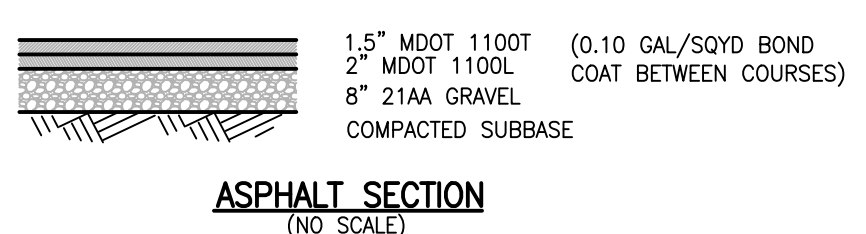
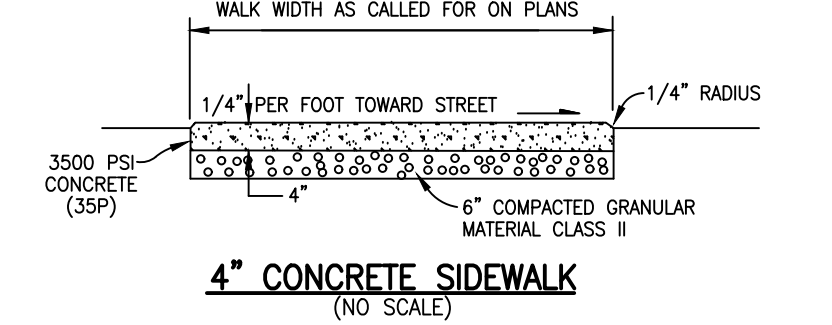
| NO. | BY | REVISION | PER | DATE |
|-----|----|----------|-----|------|
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DESIGNED BY: ST
DRAWN BY: ST
CHECKED BY:
SCALE: 1" = 40'
JOB NO. 24-253
DATE: 07/17/24
SHEET NO. C3

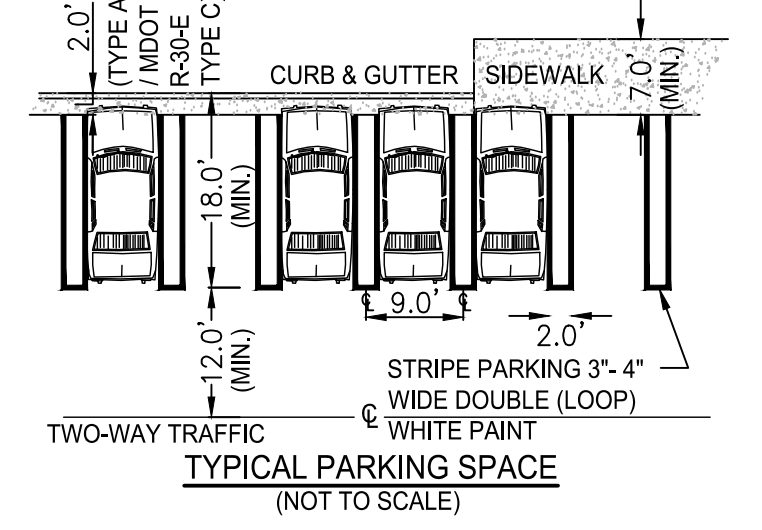
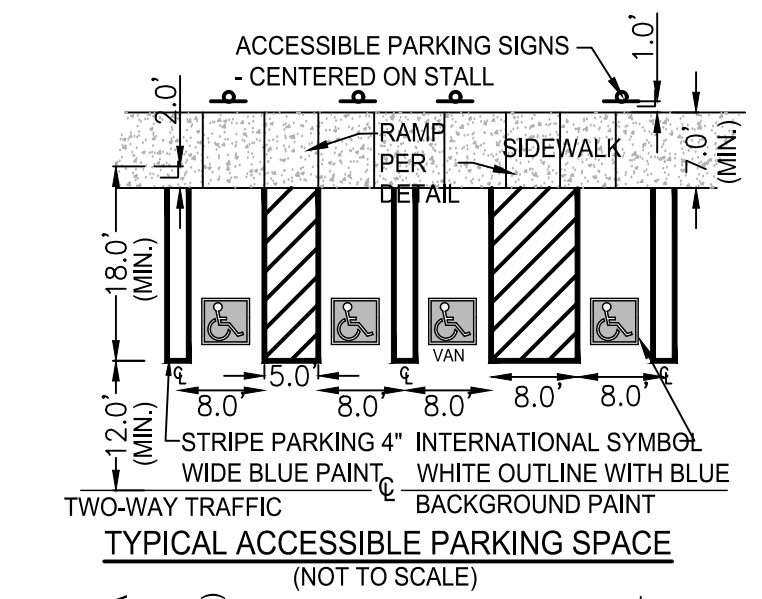
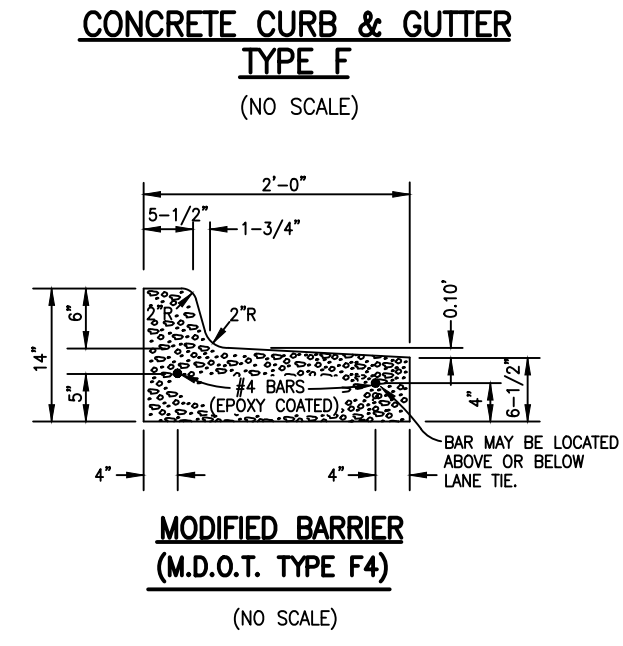


Genoa Fire Truck feet

| | |
|-------------------|---------|
| Width | : 8.25 |
| Track | : 8.25 |
| Lock to Lock Time | : 6.00 |
| Steering Angle | : 32.00 |



| DETAIL | DIMENSIONS | LANE TIES | CONCRETE CURE/LIN.F.T. |
|--------|------------|-----------------|------------------------|
| F1 | 1'-8" | 7/8" AS SHOWN | 0.0484 |
| F2 | 1'-8" | 7/8" OMITTED | 0.0484 |
| F3 | 2'-0" | 1 3/8" AS SHOWN | 0.0610 |
| F4 | 2'-0" | 1 3/8" OMITTED | 0.0610 |
| F5 | 2'-8" | 1 3/8" AS SHOWN | 0.0717 |
| F6 | 2'-8" | 1 3/8" OMITTED | 0.0717 |



| Symbol | Label | QTY | Manufacturer | Catalog | Description | Lamp Output | LLF | Input Power |
|--------|----------------------|-----|-------------------|------------------------------|---|-------------|-----|-------------|
| | P1 (Existing) | 1 | Lithonia Lighting | DSX0 LED P3 40K 80CRI T4M HS | D-Series Size 0 Area Luminaire P3 Performance Package 4000K CCT 80 CRI Type 4 Medium Houseside Shield | 7046 | 0.9 | 68.95 |
| | P2 (Existing) | 1 | Lithonia Lighting | DSX0 LED P2 40K 80CRI TFTM | D-Series Size 0 Area Luminaire P2 Performance Package 4000K CCT 80 CRI Forward Throw | 5795 | 0.9 | 90.28 |
| | P3 | 1 | Lithonia Lighting | DSX0 LED P3 40K 80CRI BLC4 | D-Series Size 0 Area Luminaire P3 Performance Package 4000K CCT 80 CRI Type 4 Extreme Backlight Control | 6063 | 0.9 | 68.95 |
| | W1 (Existing) | 2 | Lithonia Lighting | WST LED P3 40K VF MVOLT | WST LED, Performance package 3, 4000 K, visual comfort forward throw, MVOLT | 6609 | 0.9 | 50 |
| | W1 (New) | 1 | Lithonia Lighting | WST LED P3 40K VF MVOLT | WST LED, Performance package 3, 4000 K, visual comfort forward throw, MVOLT | 6609 | 0.9 | 50 |

| Description | Symbol | Avg | Max | Min | Max/Min | Avg/Min |
|-----------------------|--------|--------|--------|--------|---------|---------|
| Parking & Drive Lanes | | 1.0 fc | 2.5 fc | 0.5 fc | 5.0:1 | 2.0:1 |
| Property Line | | 0.2 fc | 0.5 fc | 0.0 fc | N/A | N/A |
| Overall/Grade | | 0.4 fc | 4.2 fc | 0.0 fc | N/A | N/A |

WST LED Architectural Wall Sconce

Specifications

Luminaire: 8.1/2" (21.5mm)

Width: 1.7" (43mm)

Depth: 10.3/4" (264mm)

Weight: 20 lbs (9.1kg)

Introduction

The WST LED is designed with the specifier in mind. The traditional, trapezoidal shape offers a soft, non-polluted light source for end-user visual comfort. For emergency egress lighting, the WST LED offers six battery options, including remote. For additional code compliance and energy savings, there is also a Bi-level motion sensor option. With so many standard and optional features, three lumen packages, and high LPW, the WST LED is your "go to" luminaire for most any application.

D-Series Size 0 LED Area Luminaire

Specifications

EPA: 0.44 ft (0.14m)

Length: 26.18" (665mm)

Width: 14.06" (357mm)

Height H1: 2.28" (58mm)

Height H2: 7.26" (184mm)

Weight: 23 lbs (10.4kg)

Introduction

The modern styling of the D-Series features a highly refined aesthetic that blends seamlessly with its environment. The D-Series offers the benefits of the latest in LED technology into a high performance, high efficacy, long-life luminaire.

The photometric performance results in sites with excellent uniformity, greater pole spacing and lower power density. D-Series outstanding photometry aids in reducing the number of poles required in area lighting applications, with typical energy savings of 70% and expected service life of over 100,000 hours.

Ordering Information EXAMPLE: WST LED P1 40K VF MVOLT DDBTXD

| Name | Part Number | Label | Quantity | Notes |
|---------|-------------|----------------|----------|--------------------------------|
| WST LED | P1 | 1300 Luminaire | 270 | WST LED P1 40K VF MVOLT DDBTXD |
| | P2 | 1300 Luminaire | 147 | WST LED P2 40K VF MVOLT DDBTXD |
| | P3 | 1300 Luminaire | 482 | WST LED P3 40K VF MVOLT DDBTXD |

Notes:

- WST LED P1: 1300 Luminaire
- WST LED P2: 1300 Luminaire
- WST LED P3: 1300 Luminaire

Shipped included:

- WST LED P1: 1300 Luminaire
- WST LED P2: 1300 Luminaire
- WST LED P3: 1300 Luminaire

Ordering Information EXAMPLE: DSX0 LED P4 40K 70CRI T3M MVOLT SPA NLAIR2 PIRHN DDBXD

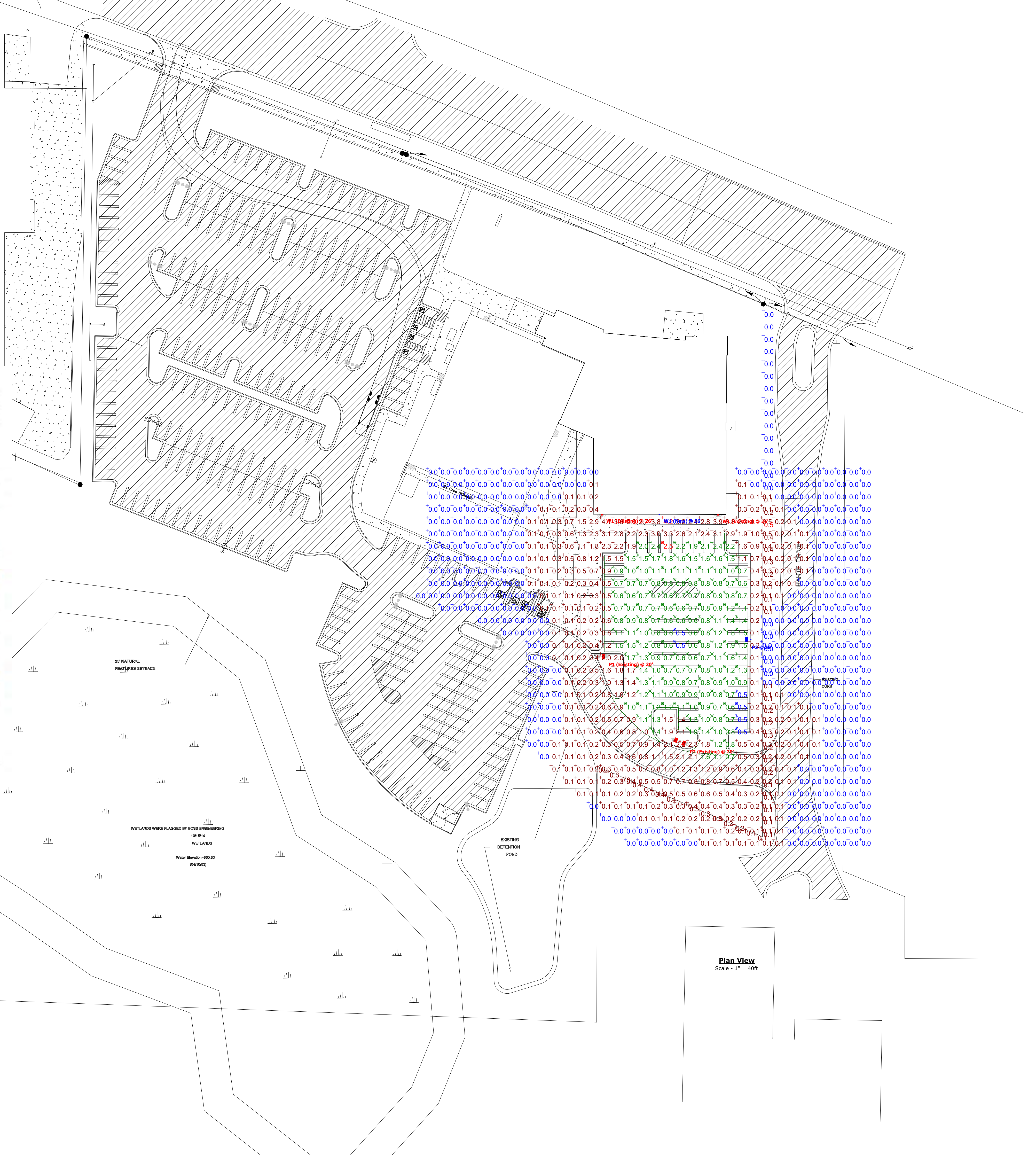
| Name | Part Number | Label | Quantity | Notes |
|----------|-------------|----------------|----------|--|
| DSX0 LED | P4 | 1300 Luminaire | 700 | DSX0 LED P4 40K 70CRI T3M MVOLT SPA NLAIR2 PIRHN DDBXD |
| | P5 | 1300 Luminaire | 300 | DSX0 LED P5 40K 70CRI T3M MVOLT SPA NLAIR2 PIRHN DDBXD |
| | P6 | 1300 Luminaire | 300 | DSX0 LED P6 40K 70CRI T3M MVOLT SPA NLAIR2 PIRHN DDBXD |

Notes:

- DSX0 LED P4: 1300 Luminaire
- DSX0 LED P5: 1300 Luminaire
- DSX0 LED P6: 1300 Luminaire

Shipped included:

- DSX0 LED P4: 1300 Luminaire
- DSX0 LED P5: 1300 Luminaire
- DSX0 LED P6: 1300 Luminaire



General Note

- SEE SCHEDULE FOR LUMINAIRE MOUNTING HEIGHT.
- SEE LUMINAIRE SCHEDULE FOR LIGHT LOSS FACTOR.
- CALCULATIONS ARE SHOWN IN FOOTCANDLES AT: GRADE

THE ENGINEER AND/OR ARCHITECT MUST DETERMINE APPLICABILITY OF THE LAYOUT TO EXISTING / FUTURE FIELD CONDITIONS. THIS LIGHTING LAYOUT REPRESENTS ILLUMINATION LEVELS CALCULATED FROM LABORATORY DATA TAKEN UNDER CONTROLLED CONDITIONS IN ACCORDANCE WITH ILLUMINATING ENGINEERING SOCIETY APPROVED METHODS. ACTUAL PERFORMANCE OF ANY MANUFACTURER'S LUMINAIRE MAY VARY DUE TO VARIATION IN ELECTRICAL VOLTAGE, TOLERANCE IN LAMPS, AND OTHER VARIABLE FIELD CONDITIONS. MOUNTING HEIGHTS INDICATED ARE FROM GRADE AND/OR FLOOR UP.

THESE LIGHTING CALCULATIONS ARE NOT A SUBSTITUTE FOR INDEPENDENT ENGINEERING ANALYSIS OF LIGHTING SYSTEM SUITABILITY AND SAFETY. THE ENGINEER AND/OR ARCHITECT IS RESPONSIBLE TO REVIEW FOR MICHIGAN ENERGY CODE AND LIGHTING QUALITY COMPLIANCE.

UNLESS EXEMPT, PROJECT MUST COMPLY WITH LIGHTING CONTROLS REQUIREMENTS DEFINED IN ASHRAE 90.1 2013. FOR SPECIFIC INFORMATION CONTACT GBA CONTROLS GROUP AT ASG@GASSERBUSH.COM OR 734-266-6705.

Alternates Note

THE USE OF FIXTURE ALTERNATES MUST BE SUBMITTED TO THE CITY FOR APPROVAL.

Ordering Note

FOR INQUIRIES CONTACT GASSER BUSH AT QUOTES@GASSERBUSH.COM OR 734-266-6705.

Drawing Note

THIS DRAWING WAS GENERATED FROM AN ELECTRONIC IMAGE FOR ESTIMATION PURPOSE ONLY. LAYOUT TO BE VERIFIED IN FIELD BY OTHERS.

Mounting Height Note

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

MEMORANDUM

TO: Honorable Board of Trustees
FROM: Amy Ruthig, Planning Director
DATE: August 14, 2024
RE: **Art. 7 Commercial and Services District Ordinance No. Z-24-01**

In consideration of the recommendation by the Township Planning Commission on June 10, 2024 and the review by the Livingston County Planning Commission on July 17, 2024, please find attached a proposed zoning text amendment ordinance for your review. The proposed zoning text amendment is to amend Art. 7, Commercial and Service Districts, Table 7.02 to allow laundromats as a special land use in the Office Service District (OSD).

As required pursuant to the Zoning Ordinance, the Michigan Zoning Enabling Act (Act 110 of 2006) and Charter Township Act (Act 359 of 1947) the Board has introduced and staff has published notice of the proposed zoning text amendment. Consideration for adoption is therefore requested. If the Board is in support of the proposed ordinance I offer the following motion for your consideration: **Please note a roll call vote is required.**

Moved by _____, supported by _____ to approve and adopt Ordinance Z 24-01 to amend Zoning Ordinance Section 7.02 Permitted and Special Land Uses within Article 7 entitled Commercial and Service districts.

Should you have any questions concerning this matter, please do not hesitate to contact me.

Sincerely,

Amy Ruthig
Planning Director

SUPERVISOR

Bill Rogers

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

TRUSTEES

Jean W. Ledford

Terry Croft

Diana Lowe

Jeff Dhaenens

MANAGER

Kelly VanMarter

ORDINANCE #Z-24-01

AN ORDINANCE TO AMEND ZONING ORDINANCE SECTION 7.02 PERMITTED AND SPECIAL LAND USES WITHIN ARTICLE 7 ENTITLED COMMERCIAL AND SERVICE DISTRICTS

THE TOWNSHIP OF GENOA ORDAINS:

SECTION 1: SHORT TITLE: This Ordinance shall be known as the “**2024 Amendment to Zoning Ordinance Article 7 entitled Commercial and Service Districts**”.

SECTION 2: SUMMARY OF ORDINANCE: Pursuant to the Michigan Zoning Enabling Act (P.A. 110 of 2006), notice is hereby given that an ordinance to amend the Zoning Ordinance regulating the development and use of land in Genoa Charter Township has been adopted by the Township Board on _____, 2024. The Board conducted the second reading and approved Ordinance #Z-24-01 to adopt the ordinance and amend the Zoning Ordinance of the Charter Township of Genoa by amending Article 7 Commercial and Service Districts. The following provides a summary of the regulatory effect of the ordinance.

ARTICLE 7 OF THE ZONING ORDINANCE, ENTITLED COMMERCIAL AND SERVICE DISTRICTS, SECTION 7.02 PERMITTED AND SPECIAL LAND USES IS HEREBY AMENDED AS FOLLOWS:

TABLE 7.02 SCHEDULE OF COMMERCIAL USES is amended in relation to Service Land Uses *to allow laundromats as a special land use in the Office Service District (OSD).*

SECTION 3: REPEALOR: All ordinances or parts of Ordinances in conflict herewith are repealed.

SECTION 4: SEVERABILITY: Should any section, subsection, paragraph, sentence, clause, or word of this Ordinance be held invalid for any reason, such decisions shall not affect the validity of the remaining portions of the Ordinance.

SECTION 5: SAVINGS: This amendatory ordinance shall not affect violations of the Zoning Ordinance or any other ordinance existing prior to the effective date of this Ordinance and such violation shall be governed and shall continue to be separate punishable to the full extent of the law under the provisions of such ordinance at the time the violation was committed.

SECTION 6: EFFECTIVE DATE: These ordinance amendments were adopted by the Genoa Charter Township Board of Trustees at the regular meeting held _____, 2024 and ordered to be given publication in the manner required by law. This ordinance shall be effective seven days after publication.

On the question: “SHALL THIS ORDINANCE NOW PASS” the following vote was recorded:

Ayes:

Nays:

Absent:

I hereby approve the adoption of the foregoing Ordinance this _____ day of _____, 2024.

Paulette Skolarus
Township Clerk

Bill Rogers
Township Supervisor

| | |
|---|------------------------------|
| Township Board First Reading: | August 5, 2024 |
| Date of Posting of Proposed Ordinance: | August 6, 2024 |
| Date of Publication of Proposed Ordinance: | August 11, 2024 |
| Township Board Second Reading and Adoption: | August 19, 2024 (Proposed) |
| Date of Publication of Ordinance Adoption: | August 25, 2024 (Proposed) |
| Effective Date: | September 1, 2024 (Proposed) |

| Table 7.02 Schedule of Commercial Uses | | | | | | |
|---|---|-----|-----|-----|-------------|------------|
| | OSD | NSD | GCD | RCD | Req. | |
| Bed and breakfast inns, hotels and motels with no more than 25 rooms not including accessory convention/meeting facilities or restaurants These uses may include the residence for the owner/manger's family | -- | P | P | P | | |
| Hotels and motels with more than 25 rooms including accessory convention/meeting facilities and restaurants | -- | -- | P | P | | |
| Laundromats | S- | S | P | -- | | |
| Personal and business service establishments, performing services on the premises, including: dry cleaning drop-off stations (without on site processing), photographic studios, copy centers, mailing centers, data processing centers, dressmakers and tailors, shoe repair shops, tanning salons, beauty parlors, barber shops, and similar establishments | P | P | P | P | | |
| Dry cleaning drop-off stations with drive-through service | S | S | S | S | 7.02.02(b) | |
| Restaurants, taverns, bars, delicatessen, food carryout, coffee shops, and similar establishments serving food or beverages | Standard restaurants and coffee shops, except as provided below | S | P | P | P | |
| | Restaurants and bars serving alcoholic beverages | S | S | P | P | |
| | Bars providing dancing and live music | -- | -- | P | P | |
| | Restaurants with open front windows | -- | S | S | S | 7.02.02(i) |
| | Restaurants with outdoor seating | -- | P | P | P | 7.02.02(i) |
| | Drive-through restaurants | -- | -- | -- | S | 7.02.02(j) |
| | Drive- in restaurants | -- | -- | S | S | 7.02.02(j) |
| | Carry-out restaurants | -- | P | P | P | |
| | Coffee Shop with drive-through | -- | -- | S | S | 7.02.02(j) |
| | Brewpub | -- | -- | P | P | |
| Micro-brewery, small distillery and small winery | -- | -- | S | S | 7.02.02(y) | |
| Studios of photographers and artists | P | P | P | P | | |
| Tattoo parlors | -- | -- | P | P | | |
| Tool and equipment rental, excluding vehicles | -- | -- | P | P | | |
| Kennel, commercial | | | S | S | 7.02.02(h) | |
| Pet day care center | | | S | S | 7.02.02 (w) | |
| Climate-controlled indoor commercial storage | -- | -- | S | S | 7.02.02(z) | |
| Auto Service Uses | | | | | | |
| Minor auto repair establishment | -- | -- | S | S | 7.02.02(k) | |
| Auto/gasoline service station | -- | -- | -- | S | 7.02.02(k) | |
| Automobile wash, automatic or self serve | -- | -- | S | S | 7.02.02(l) | |
| Leasing and rental of automobiles, trucks and trailers | -- | -- | S | -- | | |

prepared for the Earl Lake Aquatic Weed Control Special Assessment Project (Winter 2024).

The motion carried with a roll call vote (Ledford - yes, Croft - yes, Lowe - yes, Dhaenens - yes, Skolarus - yes, and Rogers - yes; Hunt - absent).

8. Request for approval of Resolution #4 Acknowledging the filing of the Special Assessment Roll, Scheduling the Second Hearing for August 19, 2024, and Directing the Issuance of Statutory Notices for the Earl Lake Aquatic Weed Control Special Assessment Project (Winter 2024). (Roll Call)

Moved by Ledford, supported by Lowe, to approve Resolution #4 acknowledging the filing of the Special Assessment Roll, Scheduling the Second Hearing for August 19, 2024, and Directing the Issuance of Statutory Notices for the Earl Lake Aquatic Weed Control Special Assessment Project (Winter 2024). **The motion carried with a roll call vote (Ledford - yes, Croft - yes, Lowe - yes, Dhaenens - yes, Skolarus - yes, and Rogers - yes; Hunt - absent).**

9. Consideration of a request to approve Emergency Management Resolution 240805A for the Support Emergency Operations Plan used in concurrence with the County Emergency Operations Plan. (Roll Call)

Supervisor Rogers stated this plan has been in place for a long time and must come before the Township Board each year for review and approval. There has been some additional cyber security information added to this year's plan.

Mr. Dhaenens asked if the water and wastewater treatment plants are to be repaired first. Ms. VanMarter stated, "yes", but she will confirm and report back to the Board.

Moved by Skolarus, supported by Lowe, to approve Emergency Management Resolution 240805A for the Support Emergency Operations Plan used in concurrence with the County Emergency Operations Plan, adding spaces for signatures and how each member of the Board voted. **The motion carried with a roll call vote (Ledford - yes, Croft - yes, Lowe - yes, Dhaenens - yes, Skolarus - yes, and Rogers - yes; Hunt - absent).**

10. Request for introduction of proposed Ordinance number Z-24-01 regarding text amendments to Article 7, Commercial and Service Districts, Table 7.02 to allow Laundromats as a special land use in the OSD District and to set the meeting date for the purpose of considering the proposed ordinance for adoption before the Township Board on August 19, 2024.

Ms. VanMarter stated this was initiated by Township Staff and the Planning Commission to allow laundromats in the Office Service District (OSD). She quoted part of the OSD ordinance stating that uses in this district can include services that assist residents in the area. Because there are concerns with parking, traffic, and noise with this type of use, it is being proposed to

be allowed as a special use, which will require that each one receive approval from the Township.

Mr. Dhaenens noted that the Livingston County Planning Commission recommended denying the request. Ms. VanMarter stated that they had the same concerns as her and staff, which is why they are requiring it to receive special use approval. She noted the County Planner recommended approval.

Mr. Dhaenens stated the Planning Commission reviewed this and agreed that it makes sense and should require special use approval .

Moved by Dhaenens, supported by Croft, to introduce proposed ordinance number Z-24-01 and to set the meeting date to consider adoption before the Township Board on Monday, August 19, 2024 for the purpose of considering the proposed zoning text amendment. **The motion carried unanimously.**

11. Consideration of a request to approve Resolution 240805B to approve Ballot Language for a voter petition-initiated Marijuana proposal for the November 5, 2024 General Election. (Roll Call)

Ms. VanMarter stated this was submitted last week. There were sufficient signatures in support of a voter petition-initiated proposal to be placed on the ballot to allow for two marijuana establishments. Five percent of the voters in the township must sign the petition. The clerk's office certified the signatures. She has prepared ballot language, which has been reviewed by the township attorney. The Livingston County Clerk's office also approved the language. Previously, the Township Board decided this is not something that was wanted in the township; however, the residents want this on the ballot.

Moved by Skolarus, supported by Lowe, to approve Resolution 240805B to approve Ballot Language for a voter petition-initiated Marijuana proposal for the November 5, 2024 General Election. **The motion carried with a roll call vote (Ledford - yes, Croft - yes, Lowe - yes, Dhaenens - yes, Skolarus - yes, and Rogers - yes; Hunt - absent).**

Member Discussion

Ms. Skolarus stated that there were nine days of early voting and 198 people voted. There are 17,000 registered voters in the township. The cost was \$49.43 per voter. Absent voter ballots costs \$.63. Early voting was approved by the voters several years ago. It is a large expense for the township residents.

Ms. VanMarter asked if the County's office can hold a combined election for all of the precincts. Ms. Skolarus stated she can speak to the county clerks at their monthly meeting.

- The Planning Commission finds the gravel to be an allowable surface
- The buffer zones are found to be sufficient.

The motion carried unanimously.

Moved by Commissioner McCreary, supported by Commissioner Rauch, to recommend to the Township Board approval of the Environmental Impact Assessment dated May 20, 2024 for the sale of new and used trailers AAA Trailer Sales located at 4675 Grand River Avenue.

The motion carried unanimously.

Moved by Commissioner McCreary, supported by Commissioner Dhaenens, to recommend to the Township Board approval of the Site Plan dated May 20, 2024 for the sale of new and used trailers AAA Trailer Sales located at 4675 Grand River Avenue, with the following conditions:

- The applicant shall meet the engineer and fire authority's requirements.
- The agreement to landscape the additional area noted on the northwest side for buffer purposes is approved.
- A trailer display pod in lieu of an automobile display pod for one trailer only is permitted.
- The existing pole sign is allowed to continue to stay as is.

The motion carried unanimously.

NEW BUSINESS:

OPEN PUBLIC HEARING #3...Consideration of a Zoning Ordinance Text amendment to Article 7 of the Zoning Ordinance, entitled "Commercial and Service Districts".

A. Recommendation of Zoning Ordinance Amendment to Article 7 entitled "Commercial and Service Districts".

Ms. Ruthig stated that the township has received a rezoning request to rezone a property that would result in a spot zoning, so staff is recommending that the use be added as a special use in that zoning district.

Commissioner McCreary agrees that this type of use should be allowed in this specific area; however, she is not sure if it should be allowed in all Office Service zoned areas of the township.

Mr. Borden stated this is a text amendment. Nothing is being approved this evening. This amendment would allow an applicant to apply for a special use and then all of the criteria would be evaluated each time an applicant comes before the Planning Commission for a special land use.

Commissioner Rauch understands it is a special use in the district, but a laundromat is not appropriate in an office service district. Mr. Borden stated that the Office Service District Zoning states "offices and services".

Genoa Township Planning Commission

June 10, 2024

Approved Minutes

Commissioner Dhaenens stated there is a lot of empty office space in the township and if it can be occupied, it would be worth the conversation.

The call to the public was made at 7:51 pm.

Ms. Barbara Tonkovich of 472 Newton has lived here since 1979. She has seen a lot of changes. There used to be a medical office building in Brighton and that building is really nice with a nice parking lot so that it can be used as an office. Commissioner Rauch advised that the way that building was built only allows it to be used as a medical building and cannot be renovated to offices.

Ms. Melanie Johnson of 3990 Chilson Road asked if the site that is being discussed this evening would be a mixed use in the future based on what the Master Plan shows.

The call to the public was closed at 7:56 pm.

Moved by Commissioner Dhaenens, seconded by Commissioner Rauch, to approve a Zoning Ordinance Text amendment to Article 7 of the Zoning Ordinance, entitled "Commercial and Service Districts". **The motion carried unanimously.**

ADMINISTRATIVE BUSINESS:

Staff Report

Ms. Ruthig stated there will be four items on the July meeting, including a sign ordinance amendment.

Approval of the May 13, 2024 Planning Commission meeting minutes

One change was noted.

Moved by Commissioner McCreary, seconded by Commissioner Chouinard, to approve the minutes of the May 13, 2024 Planning Commission Meeting as amended. **The motion carried unanimously.**

Member Discussion

Commissioner Chouinard asked about the signage at the party store next to Sunrise Park. Ms. Ruthig stated they have sent them two notices and the next step will be to issue tickets.

Commissioner Dhaenens stated that he, Commissioner McCreary and Supervisor Rogers went to the Livingston County Master Plan open house. It was interesting speaking to people from other townships and the issues that they face.

He also attended a lunch and learn last week where he learned about the life cycle of a building.

Township Recommendation: Approval. The Green Oak Charter Township Planning Commission held a Public Hearing June 06, 2024, for the proposed amendments. There were no public comments. The Township Planning Commission recommended approval of the proposed amendments at their June 20, 2024, meeting.

Staff Recommendation: Approval. The proposed ordinance amendments have been thoroughly reviewed and clearly outline the requirements for minimum square footage per dwelling. The amendments are appropriate and will strengthen the existing zoning ordinance language.

Commission Discussion: Commissioner Funk inquired as to the impetus for this proposed amendment (1 vs. 3 choices or drive down residential prices). Commissioner Call stated that this proposed amendment mirrors very closely a similar type of requirement in Handy Township.

Public Comment: None.

Commission Action

Commissioner Action: IT WAS MOVED BY COMMISSIONER CALL TO RECOMMEND APPROVAL, SECONDED BY COMMISSIONER BURKHOLDER.

Motion passed: 6-0

E. Z-19-24: GENOA CHARTER TOWNSHIP, AMENDMENTS TO ZONING ORDINANCE ARTICLES – AMENDMENT TO ADD LAUNDROMAT AS SPECIAL USE IN OSD DISTRICT.

The Genoa Charter Township Planning Commission is proposing to amend the Zoning Ordinance to add Laundromats as special use to the Office Service District (OSD).

Township Recommendation: Approval. The Genoa Charter Township Planning Commission held a public hearing on June 10, 2024. Public comments included: inquiring about building types and mixed uses in the Master Plan. Following the public hearing the Genoa Charter Township Planning Commission recommended approval to add laundromats as a special use in the Office Service District.

Staff Recommendation: Approval. The proposed ordinance amendment has been thoroughly reviewed, the addition of laundromats as a permitted special use in the Office Service District would be compatible with surrounding zoning districts and their associated uses.

Commission Discussion: Commissioner Ikle stated, as a business owner with a business in the office service district, he would not want a laundromat located next to his business and believes that a laundromat as a special use is problematic in the office district for a variety of reasons (noise, necessary parking, traffic volumes). This is more of a commercial/retail-oriented use rather than office district use, due to the types of associated business taking place elsewhere within an office building setting. Commissioner Bowdoin also believes that the use in office districts is inappropriate and that the proposed use of a laundromat should be limited to commercial or industrial areas with similar retail uses. Commissioner Bowdoin stated that a laundromat could require more parking and would experience much higher intensity traffic patterns than an office building setting. Commissioners Call and Anderson thought that the amendments should be recommended as “Take No Action, Encourage Further Review” instead of Disapproval”, in order to have the township perhaps revisit the proposed amendments and incorporate PC and Staff comments into a possible revision. Commissioner Call provided a real-time example of a laundromat in an office setting he was aware of. Commissioner Funk stated that a laundromat would require more fire suppression and would cost more than that necessary for an office use setting. Principal Planner Haglund stated that the amendments as proposed are recommended by the township planner, as they would rather allow the use as a special use in the office zone rather than undertaking a rezoning for the use.

Public Comment: None.

Commission Action

Commissioner Action: IT WAS MOVED BY COMMISSIONER IKLE TO RECOMMEND DISAPPROVAL, SECONDED BY COMMISSIONER BOWDOIN.

Motion passed: 4-2 (Anderson, Call opposed)

8. **OLD BUSINESS:** None.

9. **NEW BUSINESS:**

A. Commissioner terms expiring October 2024: Bill Call, Dennis Bowdoin, Jason Schrock.

10. **REPORTS:** None.

11. **COMMISSIONERS HEARD AND CALL TO THE PUBLIC:**

12. **ADJOURNMENT:**

Commissioner Action: IT WAS MOVED BY COMMISSIONER CALL TO ADJOURN THE MEETING AT 7:25 PM, SECONDED BY COMMISSIONER IKLE.

Motion passed: 6-0



Livingston County Department of Planning

MEMORANDUM

TO: Livingston County Planning Commission and the Genoa Township Board of Trustees

Scott Barb
AICP, PEM
Director

FROM: Martha Haglund, Principal Planner

DATE: July 5, 2024

Robert A. Stanford
AICP
Principal Planner

SUBJECT: **Z-19-24. Amendment to add Laundromat as Special Use in OSD District**

Martha Haglund
AICP Candidate
Principal Planner

The Genoa Township Planning Commission is proposing to amend the Zoning Ordinance to add Laundromats as special use to the Office Service District (OSD). Staff has reviewed the proposed amendments for accuracy and compatibility with the existing ordinance language and offers the following summary for your review. Staff comments are written in *italics* with additions and changes to the Ordinance written in *red*.

GENOA TOWNSHIP ZONING ORDINANCE

**Table 7.02
Schedule of Commercial Uses**

| | OSD | NSD | GCD | RCD | Req. |
|---|---|-----|-----|-----|------------|
| Bed and breakfast inns, hotels and motels with no more than 25 rooms not including accessory convention meeting facilities or restaurants. These uses may include the residence for the owner/manger's family | -- | P | P | P | |
| Hotels and motels with more than 25 rooms including accessory convention meeting facilities and restaurants | -- | -- | P | P | |
| Laundromats | S | S | P | -- | |
| Personal and business service establishments, performing services on the premises, including: dry cleaning drop-off stations (without on site processing), photographic studios, copy centers, mailing centers, data processing centers, dressmakers and tailors, shoe repair shops, tanning salons, beauty parlors, barber shops, and similar establishments | P | P | P | P | |
| Dry cleaning drop-off stations with drive-through service | S | S | S | S | 7.02.02(b) |
| Restaurants, taverns, bars, delicatessen, food carryout, coffee shops, and similar | Standard restaurants and coffee shops, except as provided below | | P | P | |
| | Restaurants and bars serving alcoholic beverages | | S | P | |

Department Information

Administration Building
304 E. Grand River Avenue
Suite 206
Howell, MI 48843-2323

(517) 546-7555
Fax (517) 552-2347

Web Site
www.milivcounty.gov/planning



Z-19-24: Green Oak Charter Township
Amendment to Article 7: Commercial and Service Districts

Staff comments: *Laundromats are a permitted special use in both the Neighborhood Service District (NS) and General Commercial District (GC). The GC, NSC, and OSD are located along Grand River Ave. The addition of the special use would be consistent with current land uses. Further, the Master Plan notes areas along Grand River as mixed-use with the goal to utilize existing infrastructure.*

TOWNSHIP PLANNING COMMISSION RECOMMENDATION: APPROVAL. The Genoa Township Planning Commission held a public hearing on June 10, 2024. Public comments included: inquiring about building types and mixed uses in the Master Plan. Following the public hearing the Genoa Township Planning Commission recommended approval to add laundromats as a special use in the Office Service District.

RECOMMENDATION: APPROVAL. The proposed ordinance amendment has been thoroughly reviewed, the addition of laundromats as a permitted special use in the Office Service District would be compatible with surrounding zoning districts and their associated uses.



Livingston County Department of Planning

July 18, 2024

Genoa Charter Township Board of Trustees
c/o Polly Skolarus, Clerk
2911 Dorr Rd.
Brighton, MI 48116

Scott Barb
AICP, PEM
Director

Robert A. Stanford
AICP, PEM
Principal Planner

Martha Haglund
AICP Candidate
Principal Planner

**Re: Z-19-24: Planning Commission Review of Text Amendment to allow
Laundromat as a Special Use in Office Service District**

Dear Board Members:

The Livingston County Planning Commission met on Wednesday, July 17, 2024, to review the above text amendment. The County Planning Commissioners made the following recommendation:

Z-19-24 Disapproval. The Planning Commission determined that laundromats are an incompatible, special use within the Office Service District. The Commissioners referenced noise, parking, and utility requirements for laundromats not being appropriate in an office district but more appropriate in a retail location.

Copies of the staff review and Livingston County Planning Commission meeting minutes are enclosed. Please do not hesitate to contact our office should you have any questions regarding county action.

Sincerely,

Martha Haglund

Department Information

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304 E. Grand River Avenue
Suite 206
Howell, MI 48843-2323

(517) 546-7555
Fax (517) 552-2347

Web Site
milivcounty.com/planning

Enclosures

c: Chris Grajek, Chair, Planning Commission
Amy Ruthig, Planning Director

Meeting minutes and agendas are available at:
<https://milivcounty.gov/planning/commission/>



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Brighton, MI 48116
810.227.5225
810.227.3420 fax
genoa.org

MEMORANDUM

TO: Honorable Board of Trustees
FROM: Amy Ruthig, Planning Director
DATE: August 14, 2024
RE: **Art. 16 Sign Ordinance Text Amendments
Ordinance No. Z-24-02**

In consideration of the recommendation by the Township Planning Commission on July 8th, 2024, please find attached a proposed zoning ordinance text amendment for your review. The proposed zoning text amendment is to amend Art. 16, Sign Standards. The amendments are clarifications and changes that have been identified by staff as appropriate to improve the ordinance and meet the needs of the community as well as minor corrections.

This item is scheduled to be heard at the August 21st, 2024 Livingston County Planning Commission meeting.

As required pursuant to the Charter Township Act (Act 359 of 1947) the Board is being asked to introduce and conduct the first reading of the proposed zoning ordinance text amendment. Staff is requesting the second reading and consideration for adoption be set for the Monday, September 16th, 2024 regularly scheduled meeting. A draft publication as required by law is also attached.

As such please consider the following action:

Moved by _____, supported by _____ to introduce proposed ordinance number Z-24-02 and to set the meeting date to consider adoption before the Township Board on Monday, September 16th, 2024 for the purpose of considering the proposed zoning ordinance text amendment to Article 16 Sign Standards.

Should you have any questions concerning this matter, please do not hesitate to contact me.

Sincerely,

Amy Ruthig
Planning Director

SUPERVISOR

Bill Rogers

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

TRUSTEES

Jean W. Ledford

Terry Croft

Diana Lowe

Jeff Dhaenens

MANAGER

Kelly VanMarter

ORDINANCE #Z-24-02

AN ORDINANCE TO AMEND ZONING ORDINANCE ARTICLE 16 ENTITLED “SIGN STANDARDS”

THE TOWNSHIP OF GENOA ORDAINS:

SECTION 1: SHORT TITLE: This Ordinance shall be known as the “Amendment to Zoning Ordinance Article 16 entitled “Sign Standards””.

SECTION 2: SUMMARY OF ORDINANCE: Pursuant to the Michigan Zoning Enabling Act (P.A. 110 of 2006), notice is hereby given that an ordinance to amend the Zoning Ordinance regulating the development and use of land in Genoa Charter Township has been adopted by the Township Board on _____, 2024. The Board conducted the second reading and approved Ordinance #Z-24-02 to adopt the ordinance and amend the Zoning Ordinance of the Charter Township of Genoa by amending Article 16 Sign Standards. The following provides a summary of the regulatory effect of the ordinance.

ARTICLE 16 OF THE ZONING ORDINANCE, ENTITLED “SIGN STANDARDS”, IS HEREBY AMENDED AS FOLLOWS:

Section 16.02 DEFINITIONS is amended as follows:

- **16.02.11** is amended as follows: **Incidental/Informational sign:** a permanent sign which is incidental, accessory and subordinate to a permitted use which is located upon the building site on which said sign is erected or maintained and is intended to provide only noncommercial, site-specific pedestrian, environmental, educational or interpretive information. Examples include but are not limited to a building entrance/exit sign, open/closed sign, days/hours of operation sign, restroom sign, establishment affiliation signs, trail marker, educational plaques and gas station pump island signs.
- **16.02.15** is amended to clarify the typical construction of a parking lot sign.

Section 16.03 APPLICATION OF STANDARDS is amended as follows:

- **16.03.02(h)** is amended as follows: **Incidental/Informational signs:** Incidental/informational signs are permitted within the non-residential districts, but are subject to the setbacks applicable to principal buildings for the zoning district and shall not exceed four (4) square feet in size with a maximum height of six (6) feet.

Section 16.04 PROHIBITED SIGNS is amended as follows:

- **16.04.04** related to **Pole Signs** is deleted and related subsection items below it are re-numbered as appropriate.
- **16.04.13** is amended as follows: **Vacant land.** Signs on vacant land shall be prohibited except for temporary signs as provided in Section 16.03.02(f).

Section 16.07 SPECIFIC SIGN STANDARDS is amended as follows:

- **16.07.06** is amended to allow the inclusion of the following: **Incidental/Informational signs:** Incidental/informational signs are permitted within the nonresidential districts, but are subject to the setbacks applicable to principal buildings for the zoning district and shall not exceed four (4) square feet in size with a maximum height of six (6) feet and related subsection items below it are re-numbered as appropriate.
- **16.07.08 Municipal and non-profit organization signs** is amended to include wall and/or monument signs.
- **16.07.09 is amended to include the following:** Pole signs are permitted subject to the sign standards contained herein provided that the signs are subject to the setbacks applicable to principal buildings for the zoning district in which they are located and shall not exceed four (4) square feet in size with a maximum height of six (6) feet.
- **Table 16.1 Sign Dimensional Standards and Regulations** is amended as follows:
 - Footnote (6) (b) is corrected to 16.12 for residential identification signs.

REPEALOR: All ordinances or parts of Ordinances in conflict herewith are repealed.

SEVERABILITY: Should any section, subsection, paragraph, sentence, clause, or word of this Ordinance be held invalid for any reason, such decisions shall not affect the validity of the remaining portions of the Ordinance.

SAVINGS: This amendatory ordinance shall not affect violations of the Zoning Ordinance or any other ordinance existing prior to the effective date of this Ordinance and such violation shall be governed and shall continue to be separate punishable to the full extent of the law under the provisions of such ordinance at the time the violation was committed.

EFFECTIVE DATE: These ordinance amendments were adopted by the Genoa Charter Township Board of Trustees at the regular meeting held on _____, 2024 and ordered to be given publication in the manner required by law. This ordinance shall be effective seven days after publication.

On the question: “SHALL THIS ORDINANCE NOW PASS” the following vote was recorded:

Ayes:

Nays:

Absent:

Township Board First Reading: 08/19/24

Proposed Date of Posting of Proposed Ordinance: 08/20/24

Proposed Date of Publication of Proposed Ordinance: 08/25/24

Proposed Township Board Second Reading and Adoption: 09/16/24

Proposed Date of Publication of Ordinance Adoption: 09/22/24

Proposed Effective Date: 09/29/24

DRAFT

**BOARD OF TRUSTEES
GENOA CHARTER TOWNSHIP, LIVINGSTON COUNTY, MICHIGAN**

**NOTICE OF PROPOSED ZONING TEXT AMENDMENT
SEPTEMBER 16, 2024**

ORDINANCE #Z-24-02

AN ORDINANCE TO AMEND ZONING ORDINANCE ARTICLE 16 ENTITLED SIGN STANDARDS

Pursuant to Michigan Public Act 110 of 2006, (the Zoning Enabling Act) and Michigan Public Act 359 of 1947, (the Charter Township Act), notice is hereby given that the Genoa Charter Township Board of Trustees has conducted the first reading and will be performing the second reading and considering an ordinance addressing amendments to Zoning Ordinance Article 16 Sign Standards. Consideration of said amendment is scheduled for the Board meeting on Monday, September 16th, 2024 at 6:30 p.m. The meeting is planned to be held at the Township Hall located at 2911 Dorr Road, Brighton, Michigan 48116.

The complete text of the proposed ordinance is available on the website or at the Township Office during regular business hours.

Genoa Charter Township will provide necessary reasonable auxiliary aids and services to individuals with disabilities at the meeting/hearing upon seven (7) days' notice to the Township. Individuals with disabilities requiring auxiliary aids or services should contact the Township in writing or by calling at (810) 227-5225.

Paulette A. Skolarus
Township Clerk

Ordinance posted: 08/20/24
Press/Argus Publication: 08/25/24

make the correction if needed. She will also add language to limit the access to the adjacent property.

After a discussion, it was decided that the Planning Commission will require approval of the changes by the HOA before it will be recommended for approval to the Township Board.

Mr. Borden reviewed his letter dated June 25, 2024.

1. The applicant must address any comments provided by the Township Attorney or staff with respect to the amended Master Deed.
2. The applicant should provide documentation of the Association's approval in writing.
3. Sheet 5 of Exhibit B does not depict the entirety of Parcel #11-29-200-037.
4. The applicant must address any comments provided by the Township Engineer or Brighton Area Fire Authority.
5. The Fire Authority may wish to require a gate and sign at the terminus of Timber Green Court since it will only be for secondary emergency access to the withdrawal property. Ms. Riesterer stated the Brighton Area Fire Authority has approved the turning radius.

Ms. Byrne reviewed the outstanding issues from her letter dated June 28, 2024.

1. The survey plan needs the signature and seal of the professional surveyor.
2. The final plan set should include a final revision date.
3. The storm facilities within the parcels being removed from the condominium have been put in an easement. The easement should include where the culvert crosses the access road.

The Brighton Area Fire Authority Fire Marshal's letter dated June 11, 2024 states his previous concern has been addressed.

Moved by Commissioner Rauch, supported by Commissioner Rassel, to table Open Public Hear #1 for the withdrawal of Units 10, 11, and 12 of the Timber Green PUD to allow the applicant to address the issues between the HOA and the owner and the comments from the planner and engineer. **The motion carried unanimously.**

OPEN PUBLIC HEARING #2...Consideration of a Zoning Ordinance Text Amendments of Article 16 "Sign Standards" of the Zoning Ordinance.

A. Recommendation of Zoning Ordinance Amendment to Article 16 entitled "Sign Ordinance".

Ms. Ruthig stated the sign amendments are being made to be in compliance with what types of signs are currently being allowed. The current ordinance does not allow for pole signs; however, incidental and information type signs, etc. will be allowed. They have put strict height and setback requirements for these types of signs.

Commissioner Rauch asked for clarification on Section 16.02.11 on the difference between incidental / information signs and a directional sign within a commercial property. Mr. Borden

reviewed the ordinance language, stating that directional signage has its own definition and regulations in the ordinance.

The call to the public was made at 7:19 pm with no response.

Moved by Commissioner Rassel, supported by Commissioner Dhaenens, to recommend to the Township Board approval of a Zoning Ordinance Text Amendments of Article 16 “Sign Standards” of the Zoning Ordinance. **The motion carried unanimously.**

OPEN PUBLIC HEARING #3...Consideration of a Zoning Ordinance Text amendment to Article 10 of the Zoning Ordinance, entitled “Planned Unit Development”.

A. Recommendation of Zoning Ordinance Amendment to Article 10 entitled “Planned Unit Development”.

Mr. Borden stated this amendment is related to residential PUD’s. The change addresses the minimum lot size allowed for properties that do not have access to water and sewer and offers a cluster option to allow for that minimum. Ms. Ruthig stated this will allow for fewer lots, larger lots, and more protection for the wetlands.

Commissioner Rauch noted that the cluster option allows for more preservation of natural features in the Township. He is in favor of these changes.

There was a discussion regarding the utility requirements. This ordinance is more restrictive than what the Livingston County Health Department requires; however, it was noted that a PUD allows for flexibility.

The call to the public was made at 7:40 pm with no response.

Moved by Commissioner Dhaenens, supported by Commissioner Chouinard, to recommend to the Township Board approval of a Zoning Ordinance Text Amendments to Article 10 of the Zoning Ordinance, entitled “Planned Unit Development”. **The motion carried (McBain - yes; Chouinard - yes; Rauch - yes; Grajek - yes; Rassel - no; Dhaenens - yes).**

ADMINISTRATIVE BUSINESS:

Staff Report

Ms. Ruthig stated there are no new items for the August meeting.



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

MEMORANDUM

TO: Honorable Board of Trustees
FROM: Amy Ruthig, Planning Director
DATE: August 14, 2024
RE: **Art. 10 Planned Unit Development Text Amendments
Ordinance No. Z-24-03**

In consideration of the recommendation by the Township Planning Commission on July 8th, 2024, please find attached a proposed zoning ordinance text amendment for your review. The proposed zoning text amendment is to amend Art. 10, Planned Unit Development. The amendments are revisions to section 10.02.05 Sewer and Water and section 10.03.01 Residential PUD. This item is scheduled to be heard at the August 21st, 2024 Livingston County Planning Commission meeting.

As required pursuant to the Charter Township Act (Act 359 of 1947) the Board is being asked to introduce and conduct the first reading of the proposed zoning ordinance text amendment. Staff is requesting the second reading and consideration for adoption be set for the Monday, September 16th, 2024 regularly scheduled meeting. A draft publication as required by law is also attached.

As such please consider the following action:

Moved by _____, supported by _____ to introduce proposed ordinance number Z-24-03 and to set the meeting date to consider adoption before the Township Board on Monday, September 16th, 2024 for the purpose of considering the proposed zoning ordinance text amendment to Article 10 Planned Unit Development.

Should you have any questions concerning this matter, please do not hesitate to contact me.

Sincerely,

Amy Ruthig
Planning Director

SUPERVISOR

Bill Rogers

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

TRUSTEES

Jean W. Ledford

Terry Croft

Diana Lowe

Jeff Dhaenens

MANAGER

Kelly VanMarter

ORDINANCE #Z-24-03

AN ORDINANCE TO AMEND ZONING ORDINANCE ARTICLE 10 ENTITLED “PLANNED UNIT DEVELOPMENT”

THE TOWNSHIP OF GENOA ORDAINS:

SECTION 1: SHORT TITLE: This Ordinance shall be known as the “Amendment to Zoning Ordinance Article 10 entitled “Planned Unit Development””.

SECTION 2: SUMMARY OF ORDINANCE: Pursuant to the Michigan Zoning Enabling Act (P.A. 110 of 2006), notice is hereby given that an ordinance to amend the Zoning Ordinance regulating the development and use of land in Genoa Charter Township has been adopted by the Township Board on _____, 2024. The Board conducted the second reading and approved Ordinance #Z-24-03 to adopt the ordinance and amend the Zoning Ordinance of the Charter Township of Genoa by amending Article 10 Planned Unit Development. The following provides a summary of the regulatory effect of the ordinance.

ARTICLE 10 OF THE ZONING ORDINANCE, ENTITLED “PLANNED UNIT DEVELOPMENT”, IS HEREBY AMENDED AS FOLLOWS:

Section 10.02.05 SEWER AND WATER is amended as follows:

- **Sewer and Water.** *The site shall be served by public sewer and public water. The Township may approve a residential PUD that is not served by public sewer or water, provided all lots shall be at least one (1) acre in area unless approved by the Township in accordance with the requirements provided in Section 10.03.01(d).*

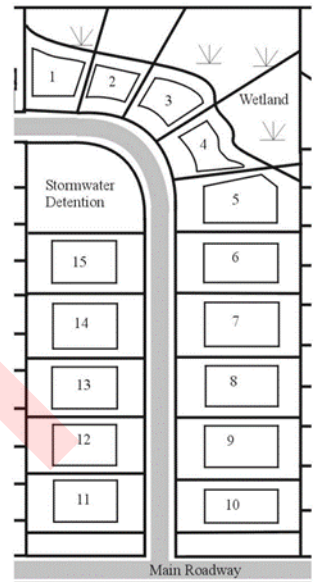
Section 10.03.01 RESIDENTIAL PUD is amended as follows:

- (b) **Dimension Standards:** *is amended with the deletion of “the Planning Commission may approve a RPUD without public water and sewer provided all lots shall be at least one (1) acre in area and the requirements of the County Health Department are met.*
- (d) **Cluster Option:** *The Planning Commission may approve an RPUD cluster housing project without public water or sewer to allow not more than a twenty-five percent (25%) reduction in the one (1) acre lot size requirement where it meets each of the following:*
 1. *The overall density is not less than one (1) dwelling unit per acre of land in the RPUD and that any reduction in lot size below one (1) acre shall be off-set with an equal corresponding amount of preserved upland open space to be included in accordance Section 10.03.01(d)(5).*
 2. *There are existing suitable soil conditions without restrictions for a conventional onsite system for both an active and reserve field that meet the requirements of the County Health Department.*
 3. *An open space cluster development shall result in a recognizable and substantial benefit, both to the residents of the property and to the overall quality of life in the Township. The benefits can be provided through site design elements in excess of the requirements of this Ordinance, such as extensive landscaping, unique site design features, preservation of woodlands and open space, particularly along major thoroughfares or lakes, buffering development from wetlands and shorelines, and provision of buffers from adjacent residential.*
 4. *The site shall preserve significant natural features such as woodlands, significant views, natural drainage ways, regulated or non-regulated wetlands, or natural corridors that connect quality wildlife habitats which would be in the best interest of the Township to preserve and which might be negatively impacted by conventional residential development.*
 5. *The proposed development shall be designed to create a cohesive neighborhood through a network of spaces such as parks and common open space areas for recreation and resident interaction. All open space areas shall be equally available to all residents of the development.*
 6. *The site shall be under single ownership or control, such that there is a single person or entity having proprietary*

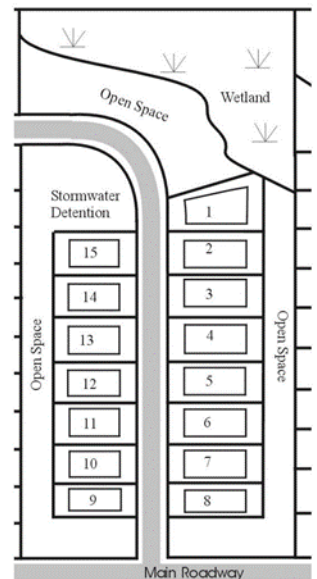
responsibility for the full completion of the project. The applicant shall provide sufficient documentation of ownership or control in the form of agreements, contracts, covenants, and/or deed restrictions that indicate that the development will be completed in its entirety as proposed.

7. A minimum of 50% of the total site area shall be preserved as open space for recreation or conservation and shall be exclusive of road rights-of-way or other improvements. Such open space shall be arranged on the site to meet all of the following requirements, provided the Planning Commission may modify these standards where it is demonstrated that additional natural features will be preserved elsewhere on the site:
 - a) A one hundred (100) foot deep open space area shall be preserved along road frontages bordering the open space cluster development and adjacent to existing residential lots.
 - b) All wetlands and areas within fifty (50) feet of a wetland or shoreline shall be preserved as open space with signs provided to demarcate the location of the natural features setback. Lakes and ponds shall not be included in open space area calculations.
 - c) Open space shall be located to minimize removal of woodlands.
 - d) Open space may include recreational trails, picnic areas, parks and greenways. The Planning Commission may permit recreational structures within the open space.
8. The dedicated open space shall be set aside by the developer through an irrevocable conveyance that is found acceptable to the Township, such as: recorded deed restrictions, covenants that run in perpetuity with the land, or conservation easements. Such conveyance shall assure that the open space will be protected from all forms of development and shall never be changed to another use. Where deed restrictions are utilized for the protection of open space, the Township shall be made a party to the deed restrictions and such restrictions applicable to the open space shall not be amended. Building permits for home construction shall not be granted until such deed restrictions are recorded with the County Register of Deeds and copies are filed with the Township. The developer may dedicate the open space to a conservation organization or the Township, provided such dedication shall be subject to approval by the Township Board.
9. A preservation and maintenance plan for the open space shall be submitted with the final preliminary plat or final site condominium plan and shall include mechanisms for the long-term funding of open space preservation. The Township may require bonds or other funding mechanisms to ensure long term maintenance of open space.
10. Reasonable conditions may be required with approval of an open space cluster development for the purpose of ensuring that public services and facilities affected by a proposed land use or activity will be capable of accommodating increased service and facility loads caused by the land use or activity, protecting the natural environment and conserving natural resources, ensuring compatibility with adjacent uses of land, promoting the use of land in a socially and economically desirable manner, and further the implementation of the Township Master Plan.

Parallel Plan
Showing Conventional Subdivision



Clustered Open Space Plan



REPEALOR: All ordinances or parts of Ordinances in conflict herewith are repealed.

SEVERABILITY: Should any section, subsection, paragraph, sentence, clause, or word of this Ordinance be held invalid for any reason, such decisions shall not affect the validity of the remaining portions of the Ordinance.

SAVINGS: This amendatory ordinance shall not affect violations of the Zoning Ordinance or any other ordinance existing prior to the effective date of this Ordinance and such violation shall be governed and shall continue to be separate punishable to the full extent of the law under the provisions of such ordinance at the time the violation was committed.

EFFECTIVE DATE: These ordinance amendments were adopted by the Genoa Charter Township

Board of Trustees at the regular meeting held on _____, 2024 and ordered to be given publication in the manner required by law. This ordinance shall be effective seven days after publication.

On the question: "SHALL THIS ORDINANCE NOW PASS" the following vote was recorded:

Ayes:

Nays:

Absent:

Township Board First Reading: 08/19/24

Proposed Date of Posting of Proposed Ordinance: 08/20/24

Proposed Date of Publication of Proposed Ordinance: 08/25/24

Proposed Township Board Second Reading and Adoption: 09/16/24

Proposed Date of Publication of Ordinance Adoption: 09/22/24

Proposed Effective Date: 09/29/24

DRAFT

**BOARD OF TRUSTEES
GENOA CHARTER TOWNSHIP, LIVINGSTON COUNTY, MICHIGAN**

**NOTICE OF PROPOSED ZONING TEXT AMENDMENT
SEPTEMBER 16, 2024**

ORDINANCE #Z-24-03

**AN ORDINANCE TO AMEND ZONING ORDINANCE ARTICLE 10 ENTITLED PLANNED UNIT
DEVELOPMENT**

Pursuant to Michigan Public Act 110 of 2006, (the Zoning Enabling Act) and Michigan Public Act 359 of 1947, (the Charter Township Act), notice is hereby given that the Genoa Charter Township Board of Trustees has conducted the first reading and will be performing the second reading and considering ordinance Z 24-03 addressing amendments to Zoning Ordinance Article 10 Planned Unit Development. Consideration of said amendment is scheduled for the Board meeting on Monday, September 16th, 2024 at 6:30 p.m. The meeting is planned to be held at the Township Hall located at 2911 Dorr Road, Brighton, Michigan 48116.

The complete text of the proposed ordinance is available on the website or at the Township Office during regular business hours.

Genoa Charter Township will provide necessary reasonable auxiliary aids and services to individuals with disabilities at the meeting/hearing upon seven (7) days' notice to the Township. Individuals with disabilities requiring auxiliary aids or services should contact the Township in writing or by calling at (810) 227-5225.

Ordinance posted: 08/20/24
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reviewed the ordinance language, stating that directional signage has its own definition and regulations in the ordinance.

The call to the public was made at 7:19 pm with no response.

Moved by Commissioner Rassel, supported by Commissioner Dhaenens, to recommend to the Township Board approval of a Zoning Ordinance Text Amendments of Article 16 “Sign Standards” of the Zoning Ordinance. **The motion carried unanimously.**

OPEN PUBLIC HEARING #3...Consideration of a Zoning Ordinance Text amendment to Article 10 of the Zoning Ordinance, entitled “Planned Unit Development”.

A. Recommendation of Zoning Ordinance Amendment to Article 10 entitled “Planned Unit Development”.

Mr. Borden stated this amendment is related to residential PUD’s. The change addresses the minimum lot size allowed for properties that do not have access to water and sewer and offers a cluster option to allow for that minimum. Ms. Ruthig stated this will allow for fewer lots, larger lots, and more protection for the wetlands.

Commissioner Rauch noted that the cluster option allows for more preservation of natural features in the Township. He is in favor of these changes.

There was a discussion regarding the utility requirements. This ordinance is more restrictive than what the Livingston County Health Department requires; however, it was noted that a PUD allows for flexibility.

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Moved by Commissioner Dhaenens, supported by Commissioner Chouinard, to recommend to the Township Board approval of a Zoning Ordinance Text Amendments to Article 10 of the Zoning Ordinance, entitled “Planned Unit Development”. **The motion carried (McBain - yes; Chouinard - yes; Rauch - yes; Grajek - yes; Rassel - no; Dhaenens - yes).**

ADMINISTRATIVE BUSINESS:

Staff Report

Ms. Ruthig stated there are no new items for the August meeting.

**ARTICLE 10
PLANNED UNIT DEVELOPMENT**

Sec. 10.01 PURPOSE

- 10.01.01 **Purpose.** The purpose of this Section is to permit the coordinated development on larger sites, protect significant natural features present which the property owner and Township wish to preserve, to provide the opportunity to mix compatible uses or residential types, or allow clustering of residential units to preserve common open space and natural features.
- 10.01.02 **Innovation in Land Use.** The PUD standards are provided as a design option to permit flexibility in the regulation of land development; to encourage innovation in land use, form of ownership and variety in design, layout, and type of structures constructed; to preserve significant natural features and open space; to promote efficient provision of public services and utilities; to minimize adverse traffic impacts; to provide adequate housing and employment; to encourage development of convenient recreational facilities; and to encourage the use and improvement of existing sites when the uniform regulations contained in other zoning districts alone do not provide adequate protection and safeguards for the site or its surrounding areas. The PUD standards are not intended to avoid the imposition of standards and requirements of other zoning classifications rather than to achieve the stated purposes herein set forth.
- 10.01.03 **Flexibility in Design.** For properties approved for PUD designation, these PUD standards provide the developer with flexibility in design and permit variation of the specific bulk, area, and in some specified situations the density requirements of this Ordinance on the basis of the total PUD plan, subject to the approval of the PUD plan by the Planning Commission and Township Board in accordance with the requirements as herein set forth.
- 10.01.04 **Types of PUD's.** This article provides for seven (7) types of PUD: a residential overlay, a planned industrial/corporate district, a mixed-use PUD district, a redevelopment PUD, a non-residential PUD District, and two separate PUD Districts for the S. Latson Road interchange area. The residential PUD, planned industrial PUD and redevelopment PUD are overlay districts that include supplementary standards, which apply simultaneously, or replace, standards of the underlying residential zoning district. The mixed-use PUD, non-residential PUD, and two interchange PUDs are separate zoning districts.

(as amended 12/31/06 and 09/04/18)

Sec. 10.02 QUALIFYING CONDITIONS

The following provisions shall apply to all planned unit developments:

- 10.02.01 **Single Ownership.** The planned unit development site shall be under the control of one owner or group of owners and shall be capable of being planned and developed as one integral unit.
- 10.02.02 **Initiated by Petition.** A PUD zoning classification may be initiated only by a petition.
- 10.02.03 **Minimum Site Area.** The site shall have a minimum area of twenty (20) acres of contiguous land, provided such minimum may be reduced by the Township Board as follows:
- (a) The minimum area requirement may be reduced to five (5) acres for sites served by both public water and sanitary sewer.
 - (b) The minimum lot area may be waived for sites zoned for commercial use (NSD, GCD or RCD) where the site is occupied by a nonconforming commercial, office or industrial building, all buildings on the site are proposed to be removed or rehabilitated and a use permitted within the underlying zoning district is proposed. The Township Board shall only permit the PUD on the smaller site where it finds that the flexibility in dimensional standards is necessary to allow for innovative design in redeveloping the site and an existing blighted situation will be eliminated. (as amended 12/31/06)
 - (c) Interchange Commercial and Campus PUDs: the Township Board may waive the minimum lot area where the design elements of a proposed development are integrated into and consistent with the broader Master Plan Latson Road Subarea Plans with compatible land uses (as amended 09/04/18)
- 10.02.04 **Benefits.** The PUD site plan shall provide one or more of the following benefits not possible under the standards of another zoning district, as determined by the Planning Commission:
- (a) preservation of significant natural or historic features;
 - (b) a complementary mixture of uses or a variety of housing types;
 - (c) common open space for passive or active recreational use;
 - (d) mitigation to offset impacts; or,
 - (e) redevelopment of a nonconforming site where creative design can address unique site constraints. (as amended 12/31/06)
- 10.02.05 **Sewer and Water.** The site shall be served by public sewer and public water. The Township may approve a residential PUD that is not served by public sewer or water, provided all lots shall be at least one (1) acre in area unless approved by the Township in accordance with the requirements provided in Section 10.03.01(d) and the requirements of the County Health Department shall be met.

Sec. 10.03 TYPES OF PUD ZONING DESIGNATION

A property meeting the qualifying conditions may be rezoned to an appropriate PUD District, based on the standards shown in the following table and appropriate standards contained elsewhere in this Zoning Ordinance. The rezoning shall be concurrent with the approval of a PUD Conceptual Plan. The PUD designation shall be noted in the application, and on the Official Zoning Map upon approval.

| District Name | Type of District | Permitted Uses | Special Land Uses | Additional Provisions |
|---|--|--|--|-----------------------|
| Residential Planned Unit Development (RPUD) | Overlay of a residential district | Open space or cluster housing projects with one or more types of residential uses | Same as underlying residential district | Sec. 10.03.01 |
| Planned Industrial Parks (PID) | Overlay district of an Industrial District | Uses permitted in the Industrial and Office-Service Districts | Special land uses of the Industrial and Office-Service District | Sec. 10.03.02 |
| Mixed Use Planned Unit Development (MU-PUD) | Separate zoning district | A mixture of public, residential, commercial, recreational or open space uses. | Special land uses of the zoning districts applicable to each PUD component. | Sec. 10.03.03 |
| Redevelopment Planned Unit Development (RDPUD) | Overlay of a commercial district | Same as underlying district | Same as underlying district | Sec. 10.03.04 |
| Non-residential Planned Unit Development (NR-PUD) | Separate zoning district | A mixture of public, office, commercial, light industrial, recreational and open space uses. See Sec. 10.03.05(c). | Special land uses of the zoning districts applicable to each PUD component. | Sec. 10.03.05 |
| Interchange Commercial PUD (ICPUD) | Separate zoning district | See Sec. 10.03.06 c | Special land uses of the General Commercial or Regional Commercial District, as may be approved by the Township, except those specifically listed in Sec. 10.03.06 c | Sec. 10.03.06 |
| Interchange Campus PUD (CAPUD) | Separate zoning district | See Sec. 10.03.06 c | See Sec. 10.03.06 c | Sec. 10.03.06 |

(as amended 12/31/06 and 09/04/18)

10.03.01 Residential PUD

- (a) **Density:** Residential density shall be determined by a parallel plan that illustrates how the site could be developed as a conventional subdivision or site plan, meeting all applicable township and county zoning and subdivision requirements. The Township shall review the design and determine the number of buildable lots that could be feasibly constructed, taking into consideration any wetlands or other non-buildable land. This number shall be the maximum number of dwelling units allowable for the RPUD. Where the underlying zoning is multiple family, density shall be determined based upon the underlying zoning district and the definition of density. Where the Township Master Plan recommends a different zoning district than the current zoning, a rezoning of the underlying zoning district consistent with the Master Plan may be considered concurrently with the Residential PUD overlay.
- (b) **Dimensional Standards:** The dimensional standards of the underlying zoning district shall be complied with, provided the lot area, lot width and setback requirements may be reduced with the resultant area preserved as open space. A table shall be provided

on the site plan indicating the cumulative reduction in lot areas and the corresponding amount of open space being preserved. Wetland setbacks may not be reduced.

~~The Planning Commission may approve an RPUD without public water and sewer provided all lots shall be at least one (1) acre in area and the requirements of the County Health Department are met.~~

(c) **Open Space:** All land within an RPUD that is not devoted to a residential unit, roadway or other improvement shall be set aside as common open space for recreation or conservation. The amount of open space shall be at least equal to the total area that proposed lots are reduced below the underlying zoning's minimum lot area; provided a minimum of twenty five percent (25%) of the site shall be open space. Common open space shall be planned in locations that are visible and accessible. The open space shall contain some form of active recreational facility such as a play-area. The common open space shall be located to preserve significant natural features, central to the residents of the development, along the county road frontage, adjacent to adjoining residential or to connect open spaces throughout the development. The open space along the exterior public roads shall generally have a depth of at least one hundred (100) feet, either landscaped or preserved in a natural wooded condition. The PUD agreement shall set forth open space protection measures as provided for in section 10.05.04.

~~(d) **Cluster Option:** The Planning Commission may approve an RPUD cluster housing project without public water or sewer to allow not more than a twenty-five percent (25%) reduction in the one (1) acre lot size requirement where it meets each of the following:~~

~~(1) The overall density is not less than one (1) dwelling unit per acre of land in the RPUD and that any reduction in lot size below one (1) acre shall be off-set with an equal corresponding amount of preserved upland open space to be included in accordance Section 10.03.01(d)(5).~~

~~(2) There are existing suitable soil conditions without restrictions for a conventional onsite system for both an active and reserve field that meet the requirements of the County Health Department.~~

~~(3) An open space cluster development shall result in a recognizable and substantial benefit, both to the residents of the property and to the overall quality of life in the Township. The benefits can be provided through site design elements in excess of the requirements of this Ordinance, such as extensive landscaping, unique site design features, preservation of woodlands and open space, particularly along major thoroughfares or lakes, buffering development from wetlands and shorelines, and provision of buffers from adjacent residential.~~

~~(4) The site shall preserve significant natural features such as woodlands, significant views, natural drainage ways, regulated or non-regulated wetlands, or natural corridors that connect quality wildlife habitats which would be in the best interest of the Township to preserve and which might be negatively impacted by conventional residential development.~~

(5) The proposed development shall be designed to create a cohesive neighborhood through a network of spaces such as parks and common open space areas for recreation and resident interaction. All open space areas shall be equally available to all residents of the development.

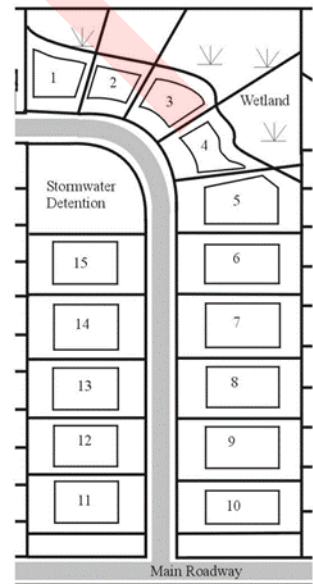
(6) The site shall be under single ownership or control, such that there is a single person or entity having proprietary responsibility for the full completion of the project. The applicant shall provide sufficient documentation of ownership or control in the form of agreements, contracts, covenants, and/or deed restrictions that indicate that the development will be completed in its entirety as proposed.

(7) A minimum of 50% of the total site area shall be preserved as ~~common~~ open space for recreation or conservation and shall be exclusive of ~~residential lots, road rights-of-way or other improvements.~~ Such open space shall be arranged on the site to meet all of the following requirements, provided the Planning Commission may modify these standards where it is demonstrated that additional natural features will be preserved elsewhere on the site:

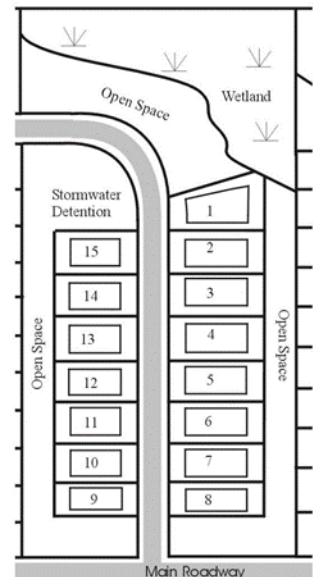
- a. A one hundred (100) foot deep open space area shall be preserved along road frontages bordering the open space cluster development and adjacent to existing residential lots.
- b. All wetlands and areas within fifty (50) feet of a wetland or shoreline shall be preserved as open space with signs provided to demarcate the location of the natural features setback. Lakes and ponds shall not be included in open space area calculations.
- c. Open space shall be located to minimize removal of woodlands.
- d. Open space may include recreational trails, picnic areas, parks and greenways. The Planning Commission may permit recreational structures within the open space.

(8) The dedicated open space shall be set aside by the developer through an irrevocable conveyance that is found acceptable to the Township, such as: recorded deed restrictions, covenants that run in perpetuity with the land, or conservation easements. Such conveyance shall assure that the open space will be protected from all forms of development and shall never be changed to another use. Where deed restrictions are utilized for the protection of open space, the

Parallel Plan
Showing Conventional Subdivision



Clustered Open Space Plan



Township shall be made a party to the deed restrictions and such restrictions applicable to the open space shall not be amended. Building permits for home construction shall not be granted until such deed restrictions are recorded with the County Register of Deeds and copies are filed with the Township. The developer may dedicate the open space to a conservation organization or the Township, provided such dedication shall be subject to approval by the Township Board.

(9) A preservation and maintenance plan for the open space shall be submitted with the final preliminary plat or final site condominium plan and shall include mechanisms for the long-term funding of open space preservation. The Township may require bonds or other funding mechanisms to ensure long term maintenance of open space.

(10) Reasonable conditions may be required with approval of an open space cluster development for the purpose of ensuring that public services and facilities affected by a proposed land use or activity will be capable of accommodating increased service and facility loads caused by the land use or activity, protecting the natural environment and conserving natural resources, ensuring compatibility with adjacent uses of land, promoting the use of land in a socially and economically desirable manner, and further the implementation of the Township Master Plan.

10.03.02 **Planned Industrial District (PID)**

- (a) Dimensional Standards: All buildings, structures, accessory structures and parking areas shall meet the minimum setback standards of the Industrial District, as specified in the Table of Dimensional Standards, along the exterior boundaries of the PID site. Internal setbacks shall be determined by the Planning Commission during review of the PID concept plan. Maximum building height shall be consistent with the standards for the Industrial District.
- (b) Lot Areas: Minimum lot area shall be two (2) acres except up to twenty five percent (25%) of the total number of lots may be between one and one-half (1-1/2) and two (2) acres in area.
- (c) Design Standards: Buildings shall utilize high quality architecture and landscaping that create a research and office-park environment with primary use of masonry material, such as brick, stone or split face block, and glass on buildings and landscaping along internal roadways and around the perimeter of the PID. Metal paneling and plain concrete masonry units shall constitute no more than twenty-five percent (25%) of the facades of buildings visible from the internal roadway or any adjoining public roadway. (as amended 12/31/06)

10.03.03 **Mixed Use PUD**

- (a) Uses: A mixed use PUD shall include a mixture of uses that are considered by the Planning Commission to be consistent with the Master Plan. A concept plan shall be prepared for the PUD that divides the PUD into components for various uses. Each component of the PUD shall be designated as a specific zoning district (e.g. Medium Density Residential or Office-Service). Areas devoted to each type of use shall be

designated on the PUD Concept Plan. The concept plan may provide for vertical mixture of uses, such as office or residential above commercial. The mixed-use PUD can be a mixture of housing types such as single family and multiple family or a mixture of uses such as residential and non-residential. The Planning Commission shall determine the appropriate mixture of uses and how much of the PUD land area shall be occupied by residential uses, nonresidential uses, recreational area, or open space. The Planning Commission shall make this determination based upon the concept plan's ability to provide an integrated mixture of uses, maintain compatibility with surrounding uses, and meet the standards of section 10.07. The list of permitted uses shall be established by the Planning Commission in the PUD agreement. Not more than fifty percent (50%) of the PUD acreage shall be devoted to commercial, office or industrial and not less than fifty percent (50%) of the PUD acreage shall be devoted to open space, preserved natural features or residential use.

- (b) **Open Space:** A minimum twenty five percent (25%) of the site shall be open space. Such open space shall be dispersed throughout the site and linked through greenway or pedestrian corridors or located along road frontages. A minimum of 50% of the required open space shall be usable upland area.
- (c) **Dimensional Requirements:** All area and bulk dimensional standards shall comply with the dimensional standards for the associated zoning district designated on the PUD concept plan. To encourage flexibility and creativity consistent with the intent of the PUD, the Township may permit specific departures from the requirements of the Zoning Ordinance as a part of the approval process. Any regulatory modification shall be approved through a finding by the Township that the deviation shall result in a higher quality of development than would be possible using conventional zoning standards. Residential portions of a PUD shall comply with section 10.03.01.
- (d) **Parking.** To encourage a true integration of mixed uses and improved efficiency in land use, the Planning Commission may permit the overlap in parking requirements between uses that have alternating peak-parking demands or where the mixture of uses on a site would result in multi-purpose trips. Approval for the parking reduction shall be based upon documentation submitted by the applicant indicating the types of uses, intensity and characteristics of the parking demands for such uses.

10.03.04 Redevelopment PUD

- (a) A redevelopment PUD overlay shall only be applied to sites that have been previously developed for the purpose of a commercial, office, or industrial use, where redevelopment of the site will be an enhancement to the site and surrounding area, where all buildings on the site are proposed to be removed or renovated and a use permitted within the underlying zoning district is proposed. The redevelopment PUD shall only be applied to a site where the Township determines that flexibility in dimensional standards is necessary to allow for innovative design in redeveloping a site with constraints and where a clear public benefit is being derived.
- (b) To encourage flexibility and creativity consistent with the intent of the PUD, the Township may permit specific departures from the requirements of the Zoning Ordinance as a part of the approval process. Any regulatory modification shall be approved through a finding by the Township that the deviation shall result in a higher quality of development than would be possible using conventional zoning standards. A parallel plan shall be provided showing how the site could be redeveloped without

the use of the PUD to allow the Planning Commission to evaluate whether the modifications to dimensional standards are the minimum necessary to allow redevelopment of the site, while still meeting the spirit and intent of the ordinance.

- (c) A table shall be provided on the site plan that specifically details all deviations from the zoning regulations. This specification should include ordinance provisions from which deviations are sought, the reasons the deviations are necessary and mechanisms to be utilized to mitigate any impacts. Only those deviations consistent with the intent of this ordinance shall be considered. As a condition of approving such deviations, the Township may attach such additional conditions deemed necessary for the protection of the public health, safety, and welfare in lieu of the regulations. (as amended 12/31/06)

10.03.05 Non-residential Planned Unit Developments

- (a) Size of Uses:
 - (1) A maximum sixty percent (60%) of the site, exclusive of public rights of way shall contain retail commercial uses such as shopping centers or freestanding retail/department stores including areas required for storm water, setbacks, parking and landscaping associated with such uses. The remainder of the site shall include open space, manufacturing, research and development, office, lodging, restaurants and/or entertainment related uses.
 - (2) No more than two retail uses shall have an individual floor area of 100,000 square feet or more, and no other individual commercial use shall have a floor area over 60,000 square feet.
- (b) A minimum twenty five percent (25%) of the site shall be open space. Such open space shall be dispersed throughout the site and linked through greenway or pedestrian corridors. Open space is defined as undisturbed areas of key natural features, landscaped open space or pedestrian plaza areas, which commonly include outdoor seating and gathering areas. Detention areas shall comprise no more than 50% of the required open space and if visible from the roadway, parking lot, residential dwellings, primary entrances to buildings or other predominant views shall only be counted toward this requirement if designed to provide a natural appearance as described below.
- (c) Permitted Uses: All uses permitted by right or by special land use approval in the Commercial, Office and Public and Recreational Facilities Districts (NSD, OS, GCD, RCD and PRF) are permitted by right or special use under the PUD. Permitted uses shall also include Manufacturing Research or Research and Development Uses, defined as low intensity industrial uses that include a large office or laboratory component and that manufacture, package, assemble or treat finished or semi-finished products from previously prepared material but do not process raw materials. The following are exceptions to the list of permitted uses:
 - (1) Auto sales, new and used
 - (2) Auto/gasoline service stations of any type, principal or accessory
 - (3) Auto maintenance or repair establishment of any type

- (4) Automobile wash, automatic or self-serve
 - (5) Banquet halls, assembly halls, dance halls, private clubs, fraternal order halls, lodge halls or similar places of assembly except where accessory to a permitted office or lodging use
 - (6) Carnivals, fairs, commercial cider mills and amusement parks
 - (7) Churches
 - (8) Convenience stores with gasoline sales
 - (9) Permanent or temporary dome structures
 - (10) Fruit stands (outdoor sales of fruit and nursery goods) except when accessory to a permitted use
 - (11) Kennels, of any kind
 - (12) Laundromats
 - (13) Leasing or sales or display of trucks, trailers, boats, recreational vehicles, construction equipment and similar vehicles
 - (14) Mini storage warehouses
 - (15) Outdoor commercial display, sales, storage or temporary staging of items as a principal or accessory use, unless screened from public view
 - (16) Outdoor private recreation facilities such as, but not limited to, miniature golf, driving ranges, batting cages, go cart tracks, and in line skating rinks
 - (17) Restaurants with drive through facilities, except Township Board may approve up to one upon determination that the project shall be integrated into the design concept for the overall PUD
 - (18) Educational establishments including public schools, parochial schools, vocational trade schools, colleges, universities and commercial schools such as dance academies or martial arts studios
 - (19) Industrial uses, except for a research and development uses, and micro-breweries associated with a restaurant
 - (20) Any other use not specifically authorized under the appropriate zoning district
- (d) Traffic Circulation, Operations and Access
- (1) A traffic impact study shall be provided as described in Article 18. Such study shall evaluate the impact of the project at each access point and existing major intersections where volumes from the PUD are projected increase daily or hourly volumes by 5% or more. The traffic study shall include methods to

mitigate impacts, and describe timing and responsibility for funding such improvements.

- (2) Access shall be limited to one major entrance along any arterial, excluding an entrance designed solely for truck traffic. Additional access points shall only be considered if spaced at least 500 feet apart and a traffic impact study demonstrates overall traffic operations and safety will be improved.
 - (3) Access points shall be at least 600 feet from the intersection of arterial roadways or interchange ramps provided the spacing may modified by the Township, with input from road agency staff, to minimize conflicts with traffic operations at intersections or existing access points, or to meet signal spacing standards if it is determined the access may require signalization.
 - (4) Main access points shall be spaced from existing signalized intersections to ensure proper spacing and progression if the main access point is signalized in the future. The site design shall direct traffic flow to use the main access points.
 - (5) Interior drives shall provide circulation between uses.
 - (6) Stacking or queuing depth at site access points shall be sufficient to accommodate expected peak hour volumes without conflict to inbound or internal circulation.
 - (7) Additional right of way shall be provided to accommodate improvements to the existing arterial roadway system that are planned or required to mitigate traffic associated with the PUD.
 - (8) A pedestrian circulation system shall be provided throughout the site and along existing arterials.
- (e) Site Design. The following site elements shall be provided:
- (1) An extensively landscaped greenbelt shall be provided along existing public streets. Said greenbelt shall include closely spaced street trees and hedge rows to screen the parking lot. Low, undulating (horizontal and vertical) berms or an architectural feature (decorative stone or brick wall, wrought iron fencing, or combination) may be permitted.
 - (2) Site design and landscaping shall diminish the prominence of parking lots as viewed from public streets
 - (3) A Township entranceway landmark shall be provided near the intersection of any arterial streets or expressway ramps. The type and design of said landmark shall be determined as part of the conceptual plan approval.
 - (4) Pedestrian gathering and seating plazas, greenways and tree lined drives shall be within parking lots and throughout the site to provide an inviting pedestrian environment, protection of the pedestrian from vehicular circulation for improve traffic operations and views.

- (5) One parking lot tree shall be provided for each 2000 square feet of paved parking, including aisles, service areas, driveways and drives. At least 1/2 of the parking lot trees shall be within the parking lot inside islands or medians. A majority of the islands shall be a minimum 18 feet wide. Landscape areas shall be irrigated.
 - (6) Ornamental lighting shall be provided along arterials and throughout major circulation drive within the site.
 - (7) Other site amenities to create a pedestrian scale environment shall be provided such as bike racks, benches, information kiosks, art, planters or streetscape elements to separate mainline buildings from the parking lots.
 - (8) Any detention areas visible from the roadway, parking lot, residential dwellings, primary entrances to buildings or other predominant views shall have a maximum 6:1 slope and be designed to have a natural appearance, such as variable shape, natural arrangement of landscape materials, aerated fountains, and use of boulder accent walls or other similar design features.
 - (9) Unless otherwise provided in the PUD agreement, Signs shall comply with the standards of Article 16, provided sign types and materials shall be consistent with the overall architectural design of the PUD, and all freestanding signs shall be monument type with a base to match the building materials and landscaping around the sign integrated into the overall landscape plan. Wall and monument signs shall be channel cut letters on non-illuminated background panels. Temporary window signs shall be prohibited.
- (f) Architecture. Information on architecture and building design (elevations or perspectives, materials and description of design standards) shall be submitted with the concept plan and comply with the following:
- (1) Architecture throughout the development shall be compatible based on a design theme established with the Concept Plan and described in the PUD Agreement.
 - (2) Buildings shall utilize high quality architecture with variable building lines, peaked roofs, architectural accents, and brick facades. Peaked roof lines shall not be designed to create false, parapet style facades.
 - (3) The depth of the front building line shall be varied to break up the building massing.
 - (4) The predominant material utilized on facades that are visible from a public right of way or parking lots shall be brick. Other materials may be used for architectural accents, provided such materials shall have the appearance of wood or cut or cast stone.
 - (5) A building or buildings shall face (front facade or side elevation with appearance of a front facade) the intersection of existing arterial streets. The building(s) shall have distinct architecture that creates a prominent landmark at the intersection, with no loading or utility areas that face the intersection.

There shall be a landscaped plaza in front of the building or between buildings. Parking shall be behind this building where practical.

- (g) Utilities. The Concept Plan shall include a Utility Master Plan, based on guidelines provided by the Township Engineer. The Utility Master Plan shall show connection points to existing utilities, and concepts for the layout, size and phasing of utilities.

10.03.06 Interchange Planned Unit Developments (Commercial and Campus)

- (a) Intent. The intent of the Interchange PUDs is to promote comprehensive and long-term planning of appropriate land uses, innovative architectural design, high quality building materials, and a walkable environment for pedestrians.
- (b) Master Plan and Subarea Plans. All Interchange PUD proposals shall demonstrate conformance to the land use, site design, and access management strategies and recommendations contained within the Genoa Township Master Plan and Subarea Plans.
- (c) Land Use.

- (1) ICPUD: permitted land uses include restaurants (fast food, sit-down, and take out), auto/gasoline service stations, retail/service, hotels, entertainment (movie theaters, indoor commercial recreation, etc.), conference centers, financial institutions, and offices. The Township may permit additional compatible uses as part of the approval process. The list of permitted uses proposed for a development shall be included in the PUD Agreement for review and approval by the Township. All proposed uses shall comply with the conditions of Section 7.02.02.

- (2) CAPUD: The intent of the CAPUD district is to provide locations in the Township to accommodate offices, laboratories, and related "high tech" uses, involved in such activities as engineering, design, research and development, robotics research, prototype development, demonstration and display laboratories, testing laboratories, and other research and high technology activities of similar character and intensity. On a limited basis, complementary uses are permitted, such as restaurants that primarily serve employees in the immediate area.

It is intended that such uses be located in attractive buildings on amply landscaped, carefully planned sites, and preserving significant natural features. The activities of such uses do not generate offensive external impacts and operations that generate high levels of noise, heat or glare, air pollution, odors, wastewater, or truck traffic, are not considered appropriate in this district. The list of permitted uses proposed for a development shall be included in the PUD Agreement for review and approval by the Township.

- a. Principal permitted uses include:
 - i. Research and development facilities.
 - ii. Research and support laboratories.
 - iii. Offices for the following occupations: executive, medical, dental, administrative, and professional, including architecture, planning, engineering and engineering sales.

- iv. Hospitals, clinics and medical research facilities.
 - v. Colleges, universities, and other institutions of higher learning.
 - vi. Corporate and technical education and training facilities.
 - vii. Multimedia production facilities.
 - viii. Microbrewer or small distiller.
 - ix. Data processing and computer centers, including computer programming and software development, training, and service of electronic data processing equipment.
 - x. Essential public services and structures, not including buildings and storage yards.
 - xi. Accessory uses, buildings, and structures customarily incidental to any of the above. Examples include security work, administration offices, and storage and distribution incidental to the primary use of the site.
- b. Special land uses include:
- i. Any permitted use over 40,000 square feet.
 - ii. Prototype manufacturing facilities for engineering, laboratory, scientific, electronic, and research instruments and equipment.
 - iii. Light industrial uses where activities involve high technology research and development type uses.
 - iv. Indoor commercial recreation or fitness centers (excluding dome structures).
 - v. Arenas, stadiums, and skating rinks.
 - vi. Accessory restaurants, personal and business service uses that are intended to primarily serve the occupants and patrons of the principal use; provided that, any such uses shall be an incidental use. Permitted accessory restaurant and service uses shall be limited to the following:
 - 1. Personal and business service establishments as identified in Table 7.02 that are intended to serve workers and visitors in the district, such as dry-cleaning establishments, travel agencies, tailor shops, and similar establishments.
 - 2. Restaurants, cafeterias, and other places serving food and beverages which are permitted by right in the NSD.

- c. Compatible Uses: A land use which is not cited by name as a permitted or special land use may be permitted upon determination by the Township Board, following a recommendation by the Planning Commission that such use is clearly similar in nature and has the same character and intensity as those uses listed in this district as either principal permitted uses or special land uses. In making such a determination, all of the following shall be considered:
 - i. Specific characteristics of the use in question shall be compared with the characteristics of the uses which are permitted. Such characteristics shall include, but are not limited to, truck and vehicular traffic generation, types of services offered, types of goods produced, methods of operation, impacts from noise, air contaminants, odor, heat, fire hazards, and water contaminants, and building and site characteristics.
 - ii. The proposed use shall be compatible and in accordance with the goals, objectives and policies of the Genoa Township Master Plan and promote the intent of the development agreement and Section 10.03.06.
 - iii. The land use shall not impair the use and development of other nearby properties.
 - iv. If a proposed use is determined to be similar to and compatible with uses in the district the Planning Commission shall decide whether the proposed use shall be permitted by right, as a special land use, or as a permitted accessory use. The Planning Commission shall have the authority to establish additional standards and conditions under which a use may be permitted in the district.
 - d. Required conditions. Except as otherwise noted, buildings and uses in the CAPUD shall comply with the following requirements:
 - i. All uses and business activities shall comply with the use conditions of 7.02.02, 8.02.02, and the performance standards in article 13.05.
 - ii. All business activity shall be conducted within a completely enclosed building, unless otherwise specified. Outdoor storage shall be prohibited.
 - iii. Any indoor storage must be clearly accessory to the principal permitted use.
 - iv. Notwithstanding the limitations on outside storage, commercially used or licensed vehicles used in the normal operation of a permitted use may be parked on the site in the rear only.
- (d) Dimensional Standards: All buildings, structures, accessory structures and parking areas shall meet the minimum setback standards of the Industrial District, Section 8.03.01 for the CAPUD and the Regional Commercial District, Section 7.03.01 for the ICPUD as specified in the Table of Dimensional Standards, along the exterior boundaries of the site. Internal setbacks and maximum building height shall be determined by the Planning Commission

during review of the PUD concept plan. To encourage flexibility and creativity consistent with the intent of the PUD, the Township may permit specific departures from the dimensional requirements of the Zoning Ordinance as a part of the approval process. Any regulatory modification shall be approved through a finding by the Township that the deviation shall result in a higher quality of development than would be possible using conventional zoning standards.

(e) Site Design. All Interchange PUD proposals shall comply with the standards of Section 10.03.05 e above.

(f) Architecture. All Interchange PUD proposals shall comply with the standards of Section 10.03.05 f above. The Planning Commission may allow for alternative innovative high quality exterior façade materials such as fiber cement and metal panels for buildings in the CAPUD district to create a research and office-park environment provided that the materials proposed to be used are found by the Planning Commission to be in keeping with the intent and purpose of this Section, in consideration of the character of surrounding uses and the design recommendations of the master plan.

(g) Access Management and Connectivity.

(1) ICPUD:

- a. No access points other than Beck Road are permitted along South Latson Road between the interchange and the rail line.
- b. Development shall incorporate shared access points to limit the number of driveways along Beck Road and shall comply with Section 15.06 Access Management.
- c. Acceptable road levels of service (LOS) shall be maintained by careful access management strategies and road improvements.
- d. Sites shall be designed to incorporate cross-access easements and connectivity for vehicular, bicycle, and foot traffic.

(2) CAPUD:

- a. The primary access to the area west of South Latson Road, south of the railroad, shall be aligned with Sweet Road.
- b. Secondary access points shall be limited and/or restricted. Restricted driveways shall be designed to be intuitive with minimal signage. All access points shall be aligned with access points across the road and shall be separated from other intersections and access points on the same side of the road by at least 500 feet.
- c. Sites shall be designed to incorporate frontage roads, service roads, and cross-access easements to allow connectivity for vehicular, bicycle, and foot traffic. The use of landscaped boulevards is encouraged.

(h) Utilities. The Concept Plan shall include a Utility Master Plan, based on guidelines provided by the Township Engineer. The Utility Master Plan shall show connection points

to existing utilities, and adjacent properties where appropriate and concepts for the layout, size, and phasing of utilities, which shall include water, sanitary sewer and stormwater controls.

- (i) Future Transition Area. Appropriately timed incremental southward expansion of the CAPUD is anticipated. Evaluation factors for expansion include the following considerations:
- (1) The amount and capacity of undeveloped land remaining within the growth framework areas shall be analyzed and a determination shall be made that additional land area is needed to justify expanding boundaries.
 - (2) Projected population growth within the Township and demand for additional land areas for development.
 - (3) Present and planned sanitary sewer capacity.
 - (4) The capacity and condition of the road system.
 - (5) The ability of the Township, County and other public agencies to provide necessary services to the new growth areas and the additional resulting population.
 - (6) Impact on public health, safety and welfare.
 - (7) Changes to conditions considered at the time of the subarea plan.
 - (8) Inclusion of integrated open space for active and passive recreation.
 - (9) Environmental constraints and sensitivity.
 - (10) Adverse impact to adjacent or nearby property.
 - (11) Sensitive transitions to residential and agricultural land can be achieved.
 - (12) Other relevant criteria deemed appropriate by the Township.

(as amended 09/04/18)

Sec. 10.04 APPLICATION AND REVIEW PROCEDURE

10.04.01 Process for rezoning to appropriate PUD designation, Conceptual PUD Plan, Environmental Impact Statement and PUD Agreement.

- (a) An optional pre-application workshop with the Planning Commission may be requested by the applicant to discuss the appropriateness of a PUD concept, solicit feedback and receive requests for additional materials supporting the proposal. An applicant desiring such a workshop shall request placement on the Planning Commission agenda.
- (b) The applicant shall prepare and submit to the Zoning Administrator a request for rezoning to the appropriate PUD designation. The application shall include all Conceptual Submittal items listed in Section 10.05 and shall be submitted in

accordance with the procedures and requirements set by resolution of the Township Board.

- (c) The Planning Commission shall review the rezoning request, the Conceptual PUD Site Plan, the Impact Statement and PUD Agreement, conduct a public hearing, and make a recommendation to the Township Board and Livingston County Planning Commission based on the review standards of Section 10.07. Notice of public hearing shall be provided for in accordance with section 21.05.
- (d) Within thirty (30) days following receipt of a recommendation from the Planning Commission, the Livingston County Planning Commission shall conduct a public hearing on the requested PUD rezoning and make a recommendation for approval or denial to the Township Board.
- (e) The applicant shall make any revisions to incorporate conditions noted by the Planning Commission and submit the required copies to the Zoning Administrator to provide sufficient time for review prior to the Township Board meeting.
- (f) Within ninety (90) days following receipt of a recommendation from the Planning Commission and Livingston County, the Township Board shall conduct a public hearing on the requested PUD rezoning, Conceptual PUD Site Plan and PUD Agreement and either approve, deny or approve with a list of conditions made part of the approval. Notice of public hearing shall be provided for in accordance with section 21.05. The Township Board may require a resubmittal of the application reflecting the conditions for approval by the Zoning Administrator, and Township consultants if appropriate. (as amended 12/31/06)

10.04.02 **Expiration:** Approval of the Conceptual PUD Site Plan by the Township Board shall confer upon the owner the right to proceed through the subsequent planning phase for a period not to exceed two (2) years from date of approval. If application for Final PUD Site Plan approval is not requested within this time period, resubmittal of a new PUD concept plan and application shall be required. The Township Board may extend the period up to an additional two (2) years, if requested in writing by the applicant prior to the expiration date.

10.04.03 **Process for Final PUD Site Plan(s)**

- (a) The applicant shall submit the required copies of all necessary information meeting the requirements of Section 10.06 of this ordinance to the Zoning Administrator at least thirty (30) days prior to the Planning Commission meeting at which the Planning Commission shall first review the request. If the PUD involves a platted subdivision, the Final Site Plan may be processed concurrently as a Preliminary Plat.
- (b) Upon submission of all required materials and fees, the Planning Commission shall review the Final PUD Plan, the Impact Statement, and PUD Agreement and make a recommendation to the Township Board based on the review standards of Section 10.08.
- (c) The applicant shall make any revisions to incorporate conditions noted by the Planning Commission and submit the required copies to the Zoning Administrator to provide sufficient time for review prior to the Township Board meeting.

- (d) Within ninety (90) days following receipt of a recommendation from the Planning Commission, the Township Board shall conduct a public hearing on the requested Final PUD Plan, the Environmental Impact Statement, and PUD Agreement and either approve, deny or approve with a list of conditions made part of the approval. The Township Board may require a resubmittal of the application reflecting the conditions for approval by the Zoning Administrator, and Township consultants if appropriate. (as amended 3/5/10)
- (e) If the Final PUD Site Plan was approved with conditions, the applicant shall submit a revised site plan to the Zoning Administrator for approval prior to the issuance of any building permits.

Sec 10.05 CONCEPTUAL SUBMITTAL REQUIREMENTS

The purpose of the conceptual review is to provide a mechanism whereby the applicant can obtain a substantial review of the proposed project in order to prepare final site engineering and architecture plans, and to execute necessary agreements between the applicant and the Township. The required number of copies of each of the following items shall be submitted by the applicant or as required by the Township:

- 10.05.01 Current proof of ownership of the land to be utilized or evidence of a contractual ability to acquire such land, such as an option or purchase agreement.
- 10.05.02 A completed application form, supplied by the Zoning Administrator, and an application fee. A separate escrow deposit may be required for administrative charges to review the PUD submittal.
- 10.05.03 An Impact Assessment meeting the requirements of Article 18. A traffic impact study may be required at the discretion of the Township or as otherwise stated in this ordinance which meets the requirements of Article 18.
- 10.05.04 A complete PUD Agreement for review which shall:
 - (a) Set forth the conditions upon which the approval is based, with reference to the approved Site Plan or Plat Plan and Impact Statement and a description of all deviations from Township regulations that have been requested and approved.
 - (b) When open space or common areas are indicated in the PUD plan for use by the residents, the open space or common areas shall be conveyed in fee, placed under a conservation easement or otherwise committed by dedication to an association of the residents, and the use shall be irrevocably dedicated in perpetuity and retained as open space for park, recreation, conservation or other common uses.
 - (c) Set forth a program and financing for maintaining common areas and features, such as walkways, signs, lighting and landscaping.
 - (d) Assure that trees and woodlands will be preserved as shown on the site plan, or replaced on a caliper for caliper basis.
 - (e) Assure the construction, improvement and maintenance of all streets and necessary utilities (including public water, wastewater collection and treatment) to mitigate the impacts of the PUD project through construction by the developer, bonds or other

satisfactory means, for any and all phases of the PUD. In the case of phased PUD's this requirement shall be reviewed at the time of any final site plan approval.

- (f) Address any other concerns of the Township regarding construction and maintenance.
- 10.05.05 Sheet size of submitted drawings shall be at least 24-inches by 36 inches, with graphics at an engineer's scale.
- 10.05.06 Cover Sheet providing:
- (a) the applicant's name;
 - (b) the name of the development;
 - (c) the preparer's name and professional seal of architect, engineer, surveyor or landscape architect indicating license in the State of Michigan;
 - (d) date of preparation and any revisions;
 - (e) north arrow;
 - (f) property lines and dimensions;
 - (g) complete and current legal description and size of property in acres;
 - (h) small location sketch of the subject site and area within one-half mile; and scale;
 - (i) zoning and current land use of applicant's property and all abutting properties and of properties across any public or private street from the PUD site;
 - (j) lot lines and all structures on the property and within one-hundred (100) feet of the PUD property lines;
 - (k) location of any access points on both sides of the street within one-hundred (100) feet of the PUD site along streets where access to the PUD is proposed.
- 10.05.07 A Plan Sheet(s) labeled Existing Site Conditions, including the location of existing buildings and structures, rights-of-way and easements, significant natural and historical features, existing drainage patterns (by arrow), surface water bodies, floodplain areas, wetlands over two acres in size, the limits of major stands of trees and a tree survey indicating the location, species and caliper of all trees with a caliper over eight (8) inches, measured four feet above grade. This sheet shall also illustrate existing topography of the entire site at two (2) foot contour intervals and a general description of grades within one-hundred (100) feet of the site. A reduced copy of this sheet may be included in the Impact Statement.
- 10.05.08 For projects with a residential component, a concept plan that illustrates how the site could be practically developed under current zoning standards. This drawing may be used to determine the base density of the project.
- 10.05.09 A Conceptual PUD Site Plan Sheet including:

- (a) Conceptual layout of proposed land use, acreage allotted to each use, residential density overall and by underlying zoning district (calculations shall be provided for both overall and useable acreage), building footprints, structures, roadways, parking areas, drives, driveways, pedestrian paths, gathering areas and identification signs. Calculations of the size of uses to confirm compliance with Section 10.03.04 for the Non-residential PUD option.

Note: Useable area is total area less public road rights-of-way, year-round surface water bodies, and MDNR regulated wetlands.

- (b) Building setbacks and spacing.
- (c) General location and type of landscaping proposed (evergreen, deciduous, berm, etc.) noting existing trees over eight inches in caliper to be retained, and any woodlands that will be designated as “areas not to be disturbed” in development of the PUD.
- (d) A preliminary layout of contemplated storm water drainage, detention pond location, water supply and wastewater disposal systems, any public or private easements, and a note of any utility lines to be removed.
- (e) Calculations to demonstrate compliance with minimum open space requirements shall be provided.
- (f) Preliminary architectural design information shall be provided to the satisfaction of the Township.
- (g) If a multi-phase Planned Unit Development is proposed, identification of the areas included in each phase. For residential uses identify the number, type, and density proposed by phase.
- (h) A Utility Master Plan shall be required based on guidelines provided by the Township Engineer. The Utility Master Plan shall show connection points to existing utilities, and concepts for layout, size and phasing of utilities.

Sec. 10.06 FINAL PUD SITE PLAN SUBMITTAL REQUIREMENTS

The final submittal shall include the required number of copies of each of the following items:

- (a) All materials required by Article 18, Site Plan Review, including an Impact Statement and Traffic Impact Statement as required.
- (b) A hydrologic impact assessment describing the existing ground and surface water resources including, but not limited to, a description of the water table, direction of groundwater flow, recharge and discharge areas, lake levels, surface drainage, floodplains, and water quality as well as the projected impact of the proposed development on such resources, in particular impacts associated with water supply development, wastewater disposal, and storm water management.
- (c) A final copy of the approved PUD Agreement that meets the requirements outlined in Section 10.05.04.

- (d) Non-Residential Projects: Additional information required for a complete review under the standards of Section 10.03.04.
- (e) Any other additional information deemed appropriate by the Township.

Sec. 10.07 STANDARDS FOR APPROVAL OF CONCEPTUAL PUD SITE PLAN

10.07.01 **Standards for Approval.** Based upon the following standards, the Planning Commission may recommend denial, approval, or approval with conditions, and the Township Board may deny, approve, or approve with conditions the proposed planned unit development.

- (a) The planned unit development meets the qualification requirements.
- (b) The uses proposed shall have a beneficial effect, in terms of public health, safety, welfare, or convenience, on present and future potential surrounding land uses. The uses proposed will not adversely affect the public utility and circulation system, surrounding properties, or the environment. The public benefit shall be one which could not be achieved under the regulations of the underlying district alone, or that of any other zoning district.
- (c) The planned unit development is generally consistent with the goals, objectives and land use map of the Master Plan.
- (d) Judicious effort has been used to preserve significant natural and historical features, surface and underground water bodies and the integrity of the land.
- (e) Public water and sewer facilities are available or shall be provided for by the developer as part of the site development. The Planning Commission may approve an RPUD without public water and sewer, provided all lots shall be at least one (1) acre in area and the requirements of the County Health Department are met.
- (f) Safe, convenient, uncongested, and well-defined vehicular and pedestrian circulation within and to the site is provided. Roads and driveways shall comply with the Township Subdivision Control Ordinance, Livingston County Road Commission standards and the private road regulations of Article 15, as applicable. Drives, streets and other elements shall be designed to discourage through traffic, while promoting safe and efficient traffic operations within the site and at its access points. The site shall provide for inter-connection of roads and the future integration of circulation between adjacent sites.
- (g) Common open space shall be provided including natural areas, community greens, plazas and recreation areas. The open space and all other elements shall be in an appropriate location, suitably related to each other, the site and surrounding lands. The common open space may either be centrally located along the road frontage of the development, located to preserve significant natural features, or located to connect open spaces throughout the development. Connections with adjacent open space, public land or existing or planned pedestrian/bike paths may be required by the Township. Grading in the open space shall be minimal, with the intent to preserve existing significant topographic features, where such resources exist.
- (h) Any deviations from the applicable zoning regulations are reasonable and meet the intent of this Article.

10.07.02 **Conditions.** The Township Board may impose additional reasonable conditions to: 1) insure that public services and facilities affected by a Planned Unit Development will be capable of accommodating increased service and facility loads caused by the Planned Unit Development, 2) protect the natural environment and conserve natural resources and energy, 3) insure compatibility with adjacent uses of land, and 4) promote the use of land in a socially and economically desirable manner.

Sec. 10.08 FINAL PUD SITE PLAN APPROVAL STANDARDS

Based upon the following standards, the Planning Commission may recommend denial, recommend approval, or approval with conditions, and the Township Board may deny, approve with conditions the proposed planned unit development.

10.08.01 **Consistency with Preliminary PUD.** The Final PUD Plan and associated documents shall be reviewed for consistency with the approved Conceptual PUD Plan, PUD Agreement and associated documents and any conditions required by the Township.

10.08.02 **Final Site Plan Review.** The Final PUD Plan and associated documents shall be reviewed in accordance with Article 18 Site Plan Review, Township Subdivision Regulations, Township Condominium Ordinance and any other applicable regulatory document.

10.08.03 **Non-residential.** Non-residential PUD projects shall be reviewed for compliance with the standards set forth in Section 10.03.04.

10.08.04 **Conditions.** The Township may impose additional reasonable conditions to: 1) insure that public services and facilities affected by a Planned Unit Development will be capable of accommodating increased service and facility loads caused by the Planned Unit Development, 2) protect the natural environment and conserve natural resources and energy, 3) insure compatibility with adjacent uses of land, and 4) to promote the use of land in a socially and economically desirable manner.

10.08.05 **Phases.** For a PUD that is being developed in phases, final site plan approval for each phase shall be conditioned upon continued compliance of all phases with the Conceptual PUD Plan and PUD Agreement, as may be amended by the Township. The Township Board may postpone the approval of any final site plan for subsequent phases until previously approved phases of the PUD are brought into compliance with the requirements of the Conceptual PUD Plan and PUD Agreement.

Sec. 10.09 SCHEDULE OF CONSTRUCTION

10.09.02 **Construction.** Final site plan approval of a PUD, PUD phase or a building within a PUD shall be effective for a period of three (3) years. Further submittals under the PUD procedures shall be accepted for review upon a showing of substantial progress in development of previously approved phases, or upon a showing of good cause for not having made such progress.

10.09.04 **Residential Phasing.** In the development of a PUD, the percentage of one-family dwelling units under construction, or lots sold, shall be at least in the same proportion to the percentage of multiple family dwelling units under construction at any one time, provided that this Section shall be applied only if one-family dwelling units comprise twenty-five (25%) percent or more of the total housing stock proposed for the PUD. Non-residential structures designed to serve the PUD residents shall not be built until the PUD has enough dwelling units built to support

such non-residential use. The Planning Commission may modify this requirement in their conceptual or final submittal review process.

Sec. 10.10 APPEALS AND VIOLATIONS

10.10.01 **Zoning Board of Appeals:** The Zoning Board of Appeals shall have the authority to hear and decide appeal requests by individual lot owners for variances from the Genoa Township Zoning Ordinance following final approval of the PUD. However, the Zoning Board of Appeals shall not have the authority to reverse the decision of the Township Board on a PUD concept, or final site plan, change any conditions placed by the Planning Commission, or Township Board or grant variances to the PUD site plan, written PUD agreement or the requirements of this article.

10.10.02 **Violations:** A violation of the PUD plan or agreement shall be considered a violation of this Ordinance.

Sec. 10.11 AMENDMENTS AND DEVIATIONS FROM APPROVED FINAL PUD SITE PLAN

10.11.01 **Deviations following approval:** Deviations following approval of the Final PUD Site Plan may occur only when an applicant or property owner who was granted Final PUD Site Plan approval notifies the Zoning Administrator of the proposed amendment to such approved site plan in writing, accompanied by a site plan illustrating the proposed change. The request shall be received prior to initiation of any construction in conflict with the approved Final PUD Site Plan.

10.11.02 **Procedure:** Within fourteen (14) days of receipt of a request to amend the Final PUD Site Plan, the Zoning Administrator shall determine whether the change is major, warranting review by the Planning Commission, or minor, allowing administrative approval, as noted below.

10.11.03 **Minor changes:** The Zoning Administrator may approve the proposed revision upon finding the change would not alter the basic design nor any conditions imposed upon the original plan approval by the Planning Commission. The Zoning Administrator shall inform the Planning Commission of such approval in writing. The Zoning Administrator shall consider the following when determining a change to be minor.

- (a) For residential buildings, the size of structures may be reduced; or increased by five percent (5%), provided the overall density of units does not increase and the minimum square footage requirements are met.
- (b) Gross floor area of non-residential buildings may be decreased; or increased by up to five percent (5%) or 10,000 square feet, whichever is smaller.
- (c) Floor plans may be changed if consistent with the character of the use.
- (d) Horizontal and/or vertical elevations may be altered by up to five percent (5%).
- (e) Relocation of a building by up to five (5) feet, if consistent with required setbacks and other standards.
- (f) Designated "Areas not to be disturbed" may be increased.

- (g) Plantings approved in the Final PUD Landscape Plan may be replaced by similar types of landscaping on a one-to-one or greater basis. Any trees to be preserved which are lost during construction may be replaced by at least two (2) trees of the same or similar species.
- (h) Improvements or slight relocation of site access or circulation, such as inclusion of deceleration lanes, boulevards, curbing, pedestrian/bicycle paths, etc.
- (i) Changes of building materials to another of higher quality, as determined by the Zoning Administrator.
- (j) Slight modification of sign placement or reduction of size.
- (k) Internal rearrangement of parking lot which does not affect the number of parking spaces or alter access locations or design.
- (l) Changes required or requested by the Township, County or state for safety reasons.

10.11.04 **Major Changes:** Where the Zoning Administrator determines the requested amendment to the approved Final PUD Site Plan is major, resubmittal to the Planning Commission shall be required. Should the Planning Commission determine that the modifications to the Final PUD Site Plan significantly alter the intent of the Conceptual PUD Site Plan, a revised conceptual PUD Site Plan shall be submitted according to the procedures outlined in Section 10.04 illustrating the modification shall be required.



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: August 14, 2024
RE: Zoning Board of Appeals Alternate Appointment

The Township Supervisor is recommending to the Township Board, appointment of Matthew Hurley to fill the vacant position serving as the alternate on the Zoning Board of Appeals. Mr. Hurley lives in the Lakewood Knoll subdivision and has been a resident for over 25 years. He is currently a co-chair for Precinct 7 and assists in the office during elections. He has provided the attached resume for your consideration.

If approved, Mr. Hurley's term would expire on June 30, 2025. Attached please find the proposed changes to the appointments.

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

Moved by _____ and **supported** by _____ to appoint Matthew Hurley as the alternate to the Zoning Board of Appeals for a term ending on June 30, 2025 as recommended by the Township Supervisor.

If you have questions prior to Monday night's meeting please let me know.

Sincerely,

Township Manager

SUPERVISOR

Bill Rogers

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

TRUSTEES

Jean W. Ledford

Terry Croft

Diana Lowe

Jeff Dhaenens

MANAGER

Kelly VanMarter

Genoa Township Officials
Amended: ~~August 19~~ **April 15**, 2024

PLANNING COMMISSION (3-year term)

| | |
|-----------------------------|----------|
| Chris Grajek | 06/30/26 |
| Marianne McCreary | 06/30/27 |
| Tim Chouinard | 06/30/26 |
| Greg Rassel | 06/30/25 |
| Jeff Dhaenens (1-year term) | 11/20/24 |
| Glynis McBain | 06/30/27 |
| Eric Rauch | 06/30/25 |

ZONING BOARD OF APPEALS (3-year term)

| | |
|---------------------------------------|----------|
| Bill Rockwell | 06/30/27 |
| Marianne McCreary | 06/30/27 |
| Craig Fons | 06/30/25 |
| Jean Ledford (1-year term) | 11/20/24 |
| Michele Kreutzberg | 06/30/26 |
| Matt Hurley vacant (alternate) | 06/30/25 |

BOARD OF REVIEW (2-year term)

| | |
|----------------------------|----------|
| Chris Grajek | 12/31/24 |
| Ron Matkin | 12/31/24 |
| Marianne McCreary | 12/31/24 |
| Joann Fellwock (alternate) | 12/31/24 |

SEMCOG (4-year term)

| | |
|------------------------|----------|
| Terry Croft | 11/20/24 |
| Diana Lowe (alternate) | 11/20/24 |

GENOA/OCEOLA SEWER AND WATER AUTHORITY (4-year term)

| | |
|-------------|----------|
| Robin Hunt | 11/20/24 |
| Bill Rogers | 11/20/24 |

HOWELL PARKS AND RECREATION (4-year term)

| | |
|-------------------------|----------|
| Diana Lowe | 11/20/24 |
| Terry Croft (alternate) | 11/20/24 |

MHOG (Marion, Howell, Oceola and Genoa) (4-year term)

| | |
|-------------|----------|
| Robin Hunt | 11/20/24 |
| Bill Rogers | 11/20/24 |

FOIA COORDINATOR (4-year term)

| | |
|-----------------|----------|
| Kelly VanMarter | 11/20/24 |
|-----------------|----------|

BRIGHTON FIRE AUTHORITY (4-year term)

| | |
|-------------|----------|
| Bill Rogers | 11/20/24 |
| Terry Croft | 11/20/24 |

ELECTION COMMISSION (4-year term)

| | |
|--------------|----------|
| Diana Lowe | 11/20/24 |
| Jean Ledford | 11/20/24 |

[REDACTED]

MATTHEW A. HURLEY

4070 BROOKSTONE CT
HOWELL MI 48843
[REDACTED]
[REDACTED]

Objective

- Become a member of the Genoa Zoning Board of Appeals with future potential to become member of the Genoa Township Planning Commission
- Work with Genoa Township Boards on improving the lives of its residents

Overall

- Retired from General Motors Corporation since 2019 after 35 years
- Lived in Genoa Township for over 27 years
- Currently Co-Chair for Genoa Elections precinct 7
- Worked with Genoa Township Clerk and team on Election poll set up and tear down
- Raised two boys in Genoa/Howell Schools from grade school through high school (During those years was involved in sports programs involving my boys)
- I am a detail person and a quick learner

Professional Profile

- Worked on global cross functional teams including program management, manufacturing, engineering and sales on solutions to complex problems during vehicle launches and product improvements
- Managed many cross functional teams on problem solving and problem resolution
- Supervised and empowered my direct reports
- Executed GM Global vehicle launches across the world
- Managed overall costs and budgets for my team to meet overall cost targets

Education

- MS degree from Oakland University in Applied Statistics
- BS degree from Michigan State University in Mechanical Engineering

Name of Employer

- GENERAL MOTORS 1984-2019
 - Global Quality Manager Future and Current Infotainment systems
 - Global Quality Manager Future and Current Vehicle Product Launches
 - Managed vehicle programs from cradle to grave
- [REDACTED]



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Brighton, MI 48116
810.227.5225
810.227.3420 fax
genoa.org

MEMORANDUM

TO: Honorable Board of Trustees
FROM: Adam VanTassell
DATE: August 19, 2024
RE: Township Soccer Field Drainage repair

This issue was before the June 17th Township Board meeting and was tabled to allow for additional quotes for the requested repairs.

The North Soccer Field has had ongoing issues with standing water for many years. This drainage issue has worsened to the point where the field is unusable for soccer at times. Given recent discussions regarding possible repurposing of the South Soccer Field, it is important to ensure the North Soccer Field is in playable condition to continue the success of the soccer programming by Howell Parks and Recreation.

Staff has received two additional quotes. Staff from Howell Parks and Recreation worked with the contractors to submit proposals that would be the most effective at addressing the drainage issue.

Recommended Motion

- A. Moved by _____, Supported by _____ to approve the proposal from Coopers Turf Management for \$59,375.00 for repairs to the North Soccer Field (Field #2).

SUPERVISOR

Bill Rogers

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

TRUSTEES

Jean W. Ledford

Terry Croft

Diana Lowe

Jeff Dhaenens

MANAGER

Kelly VanMarter



Cooper's Turf Management

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

Estimate

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

ESTIMATE 1116
 DATE 10/01/2023

| DATE | ACTIVITY | DESCRIPTION | QTY | RATE | AMOUNT |
|------|----------------|--|-------|----------|-----------|
| | MISC-LANDSCAPE | North Soccer Field (field 2) from Midfield to North end of field-- Install 9 rows of 4" perforated drain tile-16 feet apart approx 265' long. Includes sod cutting areas for drain tile installation and rolling of distrubed areas. | 2,500 | 21.75 | 54,375.00 |
| | MISC-SPRINKLER | Sprinkler repair allowance for drain tile installation | 1 | 5,000.00 | 5,000.00 |

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

TOTAL

\$59,375.00

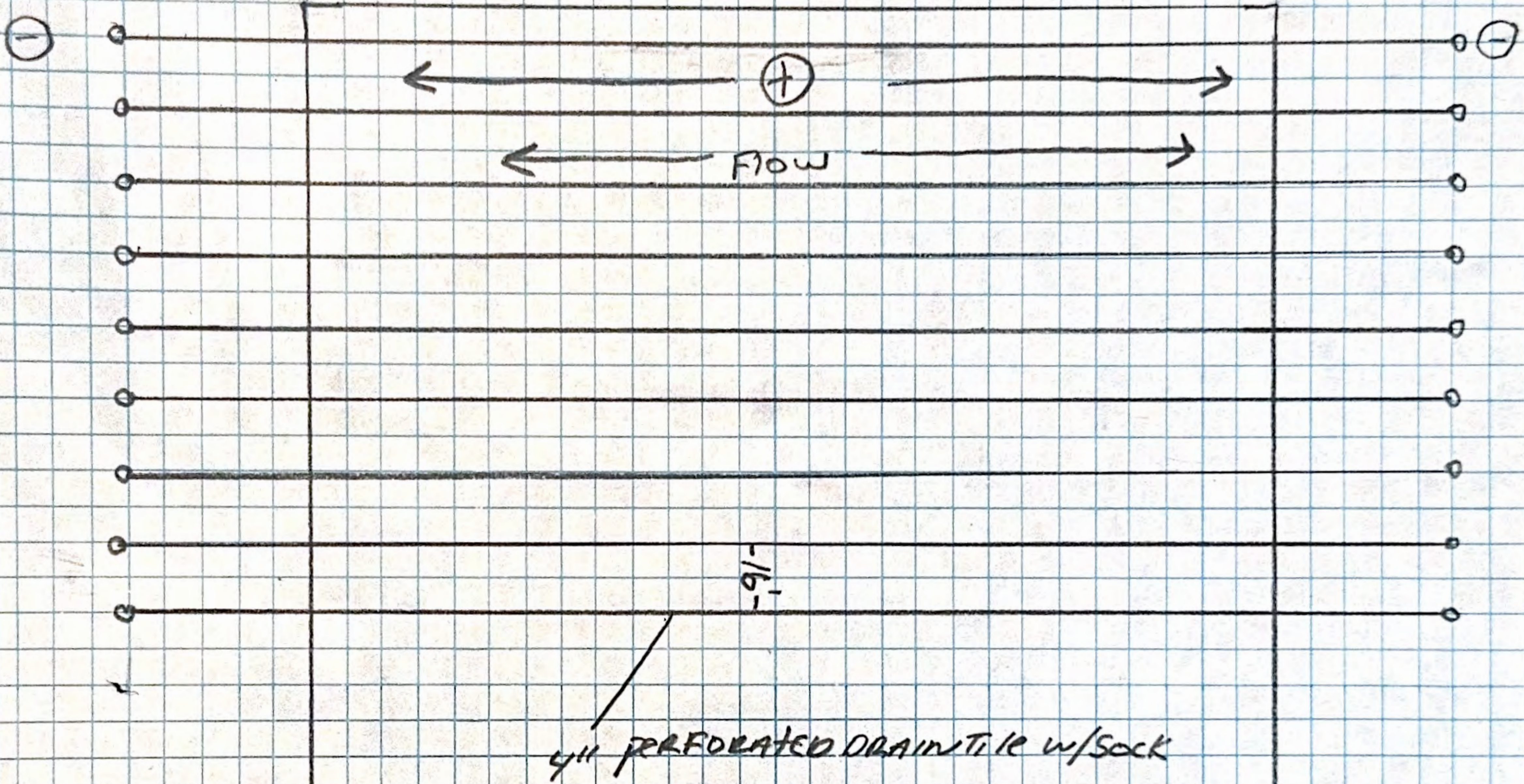
Accepted By

Accepted Date

N
W + E
S

SAFETY
NET

GENDA
5/6N



Landscape Bid Form



Owner Information

Contractor Information

Name Genoa Township
Address 2911 Dorr Road
City, State ZIP Brighton, MI 48116
Phone (810) 227-5225
Email Adam@genoa.org
Project name Soccer Field Drainage Project

Company Bowman Turfgrass Professionals
Submitted By Aaron Golowesky
Address 920 W. Marr Road
City, State ZIP Howell, MI 48855
Phone (810) 599-8794
Email aaron@bowmanturfgrass.com

Scope of Work

Proposal Date: Updated 7/22/2024

Soccer Fields Drainage Project:

- * Install drainage system to relieve field of drainage issues that impact the quality and use of the upper north half of the field
- * All drain lines will be dug out systematically using a mini excavator with a 1' trenching bucket. This will allow us to achieve the proper trench depth and pitch for the drain tile.
- * Average trench depth will be 2 feet.
- * Sod will be carefully removed using a sod cutter, so it can be laid back down at the completion of each trench.
- * Sod will be cut at a thickness of 1" to prevent it from drying out and allowing it to heal in quickly
- * All overburden soils/clay from the trenches will be hauled away and removed from the site.
- * All Trenches will be backfilled with pea stone to approx. 6" from top of sod.
- * A 6" layer of top soil will be placed on top of the pea stone to provide a healthy environment for the sod to take root.
- * Install approx. 1,600 feet of 4" perf. drain tile
- * Install approx. 225' of 6" socked/perf tile to act as the main truck line for the drain system
- * Trunk line will discharge to daylight on the north/east berm and drain into the wood line
- * Restore travel lane and staging area with seed, starter fertilizer and top soil

NOTE

This project will take approx. 8 Days to complete from start to final restoration. The entire project will be a slow and surgical process. When the project is finished the field will be ready to use in the spring. The sod will take root over the winter and early spring and you won't have to wait for seed or new sod that doesn't have root mass to establish.

Terms and Conditions

All material is guaranteed to be as specified. All work to be completed in a workman like manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation insurance. **We are not responsible for damage to any sprinkler lines, invisible fences or any other lines on the property. Repairs will be completed at an hourly rate of \$95.00/ Man Hour + parts above and beyond the bid.** It is the property owners' responsibility to ensure private utilities are marked and located prior to us beginning work. We will contact Miss Dig to mark all major utilities that can interfere with work. This proposal may be withdrawn by us if not accepted within 30 days.

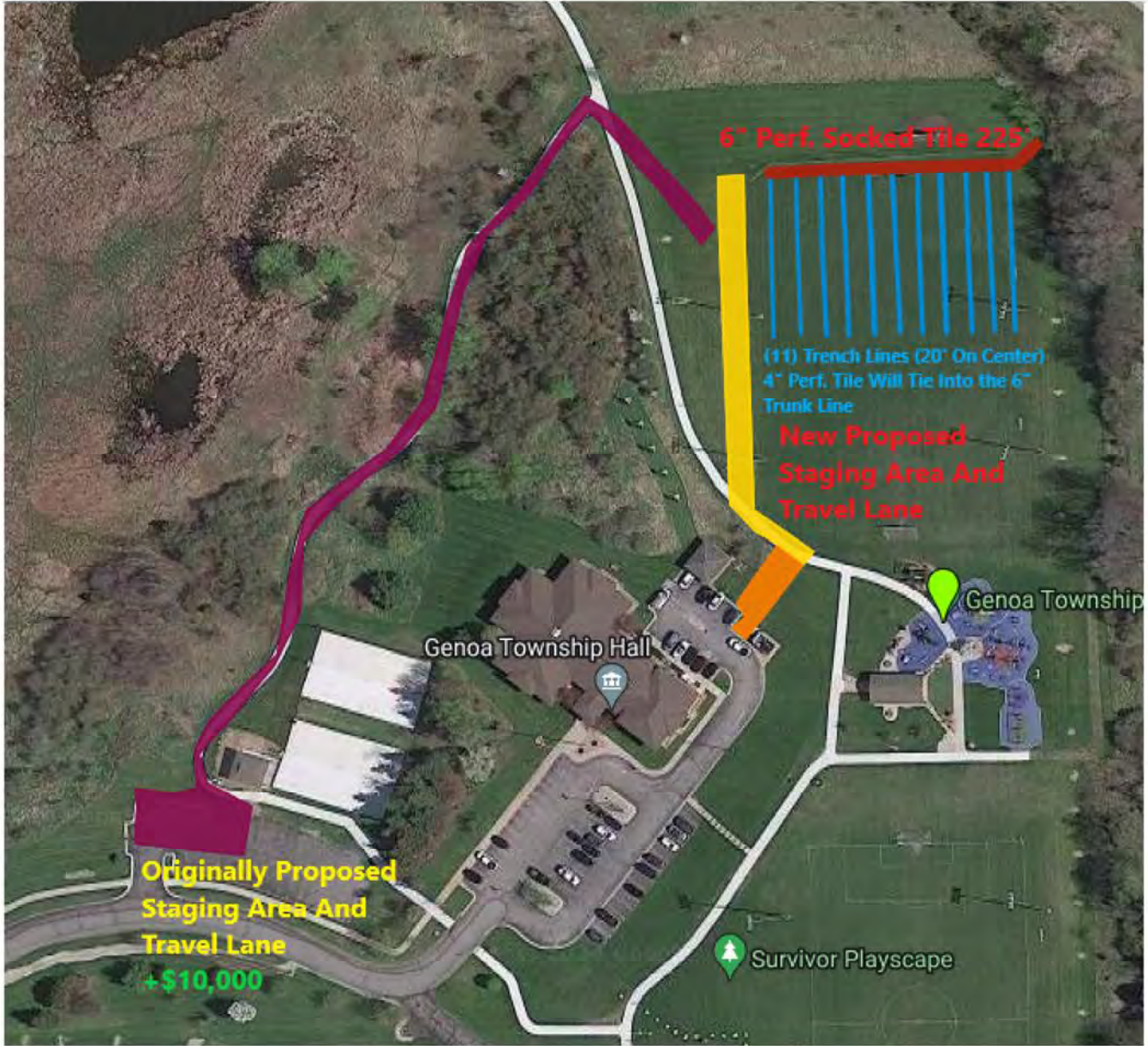
Owner Acceptance

Total Project Cost: \$75,000 (1/2 down to begin project \$37,500 and the remainder due at completion \$37,500)

To accept this proposal including; the terms, conditions, cost and scope of work, please sign here and return. Prices are only valid for 30 days from proposal date.

Submitted by (home owner or authorized representative)

Date



From: [Lee Carlson](#)
To: [Kyle Tokan](#)
Cc: [Adam VanTassell](#); [Kelly VanMarter](#)
Subject: Re: Genoa township Draiage Project
Date: Monday, July 22, 2024 2:32:30 PM

Hi Kyle,

Late fall or next spring would be no problem.

For the french drain installation within approximately half of a 250' x 350' 11v 11 field, with the lines running east and west within the northern half of the field at roughly 20' spacing, we would have 9 lines x 250' each = 2250 linear feet of french drain line. The discharge line could be solid 4" triple wall pvc and run 175' + 35' to the north = 210 linear feet.

1) 2250 linear feet of 4" corrugated, perforated drain pipe within an approximate 12" x 12" trench with pea stone lined with filter fabric, sod cut and relay the drain line trajectory (or rake and broadcast seed) at \$63.00 per linear foot would be

\$141,750.00.

2) 210 linear feet of 4" solid triple wall pvc discharge pipe, sod cut and relay pipe trajectory (or rake and seed) at \$33.41 per linear foot would be **\$7016.10**

Please let me know if you have an idea of exact linear footage needed and the desired orientation of lines, and I would be pleased to quote based on your measurements.

Thank you
Lee

On Thu, Jul 18, 2024 at 11:07 AM Kyle Tokan <ktokan@howellrecreation.org> wrote:

Hi Lee,

The township pushed decision till the Aug 5 meeting. Just ran out of time to review quotes the week we meet on site.

After reviewing yours and others, we are trying to compare them apples to apples. I know on site and proposal Todd's is planned to do is a dry well system. Are you willing to quote out again with tile throughput that half of the field with trunk line for drainage? I have done drain tile with other municipalities for fields and it has worked well. We would rather dig into the field once instead of possibly needing to go in again and add more drain lines with dry well system if we do not capture all water we want to.

With proposal, can you please add map of work on field and your plan for staging in parking lot and getting materials back and forth from field to parking lot? Just trying to give the board as much information as possible so they can understand full scope of project.

Timeline wise, you had no issues for late fall or waiting till next spring at this point correct.

Thank you,

Kyle Tokan
Operations Manager
Howell Recreation
Office: 517-579-2865
Cell: 517-294-8898

--



Lee Carlson, Landscape Designer

Todd's Services, Inc.

810 533-8765 Direct Cell

810 231-2778 Hamburg MI Office

231 486-5505 Kingsley MI Office

231 238-3600 Indian River MI Office

3 Locations Serving Northern and Southern Michigan

www.toddsservices.com

[Todd's Services Videos](#)



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

MEMORANDUM

TO: Honorable Board of Trustees

FROM: Adam VanTassell

DATE: August 19, 2024

RE: Township Boardroom Audio upgrade

The audio system for the Township Boardroom has been experiencing issues due to its age. Staff solicited three proposals to address these issues but only received two quotes. The proposed upgrades are designed to work with the existing microphone system and will not involve running more cables to the Board table.

Recommended Motion

- A. Moved by _____, Supported by _____ to approve the proposal from American Video for \$5,580.00 for upgrades to the Township Boardroom audio system.

SUPERVISOR

Bill Rogers

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

TRUSTEES

Jean W. Ledford

Terry Croft

Diana Lowe

Jeff Dhaenens

MANAGER

Kelly VanMarter

Quote 1



American Video Transfer Inc

~ Estb. 1988 ~

Prepared by Matt Eckman
American Video Transfer Inc.
Brighton, MI 48116

| | |
|------------------|------------|
| Customer: | Genoa Twp |
| Quote # | 7480 |
| Date: | 07/07/2024 |
| Expire | 60 Days |

Council Room Audio System Improvements

| Description | QTY | Brandold | Model | Price | Total |
|--|-----|----------------|------------|-------------|-------------|
| AUDIO - Digital Mixer - Rack Mount, 8 analog Channels | 1 | Allen & Heath | AHM-16 | \$ 1,199.00 | \$ 1,199.00 |
| AUDIO - Digital S-link card insert | 1 | Allen & Heath | SQ-Slink-A | \$ 299.00 | \$ 299.00 |
| AUDIO - Analog expansion modular - adds 8 more analog channels | 1 | Allen & Heath | AR2-84-BLK | \$ 1,099.00 | \$ 1,099.00 |
| AUDIO - Microphone bases with switches | 9 | Audio Technica | AT8615RS | \$ 79.00 | \$ 711.00 |
| AUDIO - mic cables | 9 | Audio Technica | AT8615RS | \$ 8.00 | \$ 72.00 |
| LABOR - project management, install, test, balance system, build software GUI for remote operations*, Attending first public meeting. Includes on year onsite service. | | | | | \$ 2,200.00 |
| Onsite Service Contract - 1 yr | 1 | | | | Included |

System Price **\$ 5,580.00**

*Note: Township to provide any PCs or tables on network to control mixer

Project Objective

This project proposed to replace the existing Sure analog automixers with a digital mixer. This mixer and expansion board allows for 16 microphone/audio inputs. It also allows for 16 outputs for feeding the audio to room PA, or other needs. The digital mixer allows for more extensive audio processing such as pass filters, parabolic EQ, delays, and other tools that can help reduce feedback. The units also employs a auto-mixer which effectively tuns off each mic unless it is being used (i.e. audio is over a set threshold). This allows for us to use existing amplification to higher levels without feedback. This unit is IP-based and allows control from Windows, Mac or Android devices. We build a custom GUI that resides inside the digital mixer, and is accessed with a laptop, tablet or phone on the same network. This GUI allows for controlling individual audio levels of each mic, as well as a master volume control. Existing dais PC could be used for this purpose. A wireless tablet could also be purchased for this application. Also includes upgrading to desktop mounts to allow mics to be closer to subjects

Future Additions

If we complete the digital mixer upgrade, and more amplification is needed, additional speakers and a larger amplifier can be employed.

**Digital Mixer with
Custom Control via
Network Devices**

- Windows
- Android / IOS
- Mac

AHM Digital Mixer



AHM 16 Sound Processing



Processing

- Automatic Mic Mixer
- ANC (Ambient Noise Compensation)
- Priority Ducking
- 8-band PEQ, dynamics and delay on every input and zone
- Speaker processing with x-over filter, delay, limiter and PEQ

Custom Control



The design of the app interface is via Custom Control editor software. Access to all levels, mutes and sends is provided, together with preset recall, source selection and metering. Tabs can be configured for easy access to multiple control pages or zones. A library of control designs is provided, with the option to add custom graphics to match the venue. dLive MixRack, ready for deployment.



AHM-16

Technical Datasheet

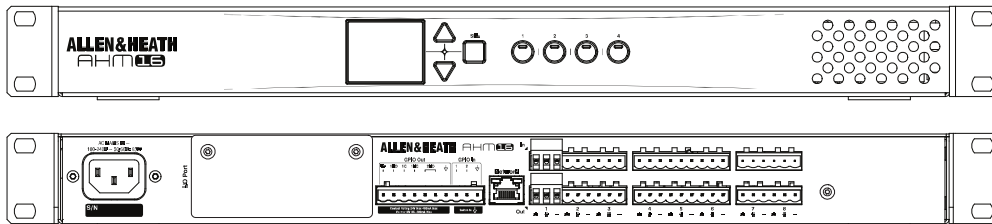
AHM-16 is an audio matrix processor for sound management and installation. It is designed for audio distribution, paging, conferencing and speaker processing in a multitude of environments including corporate, hospitality, education, event and multi-purpose venues, retail, theatres, cruise ships and sports venues.

The AHM-16 processor is complemented by an extended ecosystem of remote audio expanders, remote controllers, interfaces, apps and software.

A family of portable, rack-mountable or wall-mount audio expanders is available with a choice

of proprietary point-to-point Layer-2 or Dante transport protocols.

A range of IP remote controllers is available for volume control, music source selection, preset recall and more. AHM can also integrate with third party devices over GPIO, TCP/IP, or industry standard control systems. The Custom Control editor and app from Allen & Heath offer more control options and tailored user interfaces for multiple users and device types, with kiosk and BYOD capability.



Features

- ξ 16x16 processing matrix
- ξ 8x8 local analogue I/O
- ξ I/O Port for expansion or audio networking, up to 128x128
- ξ Dante 96kHz optional cards (AES67 and DDM ready)
- ξ 16 configurable processing outputs – up to 16 mono / 8 stereo zones
- ξ Sound management tools
 - Automatic Mic Mixer
 - ANC (Ambient Noise Compensation)
 - Priority ducking
 - 8-band PEQ, dynamics and delay on every input and zone
 - Speaker processing with x-over filter, delay, limiter and PEQ
- ξ 96kHz FPGA core with ultra-low latency
- ξ Compatible with Allen & Heath IP1, IP6, IP8 remote controllers
- ξ 2x2 local GPIO plus networkable GPIO interface
- ξ Front panel screen and 4x programmable SoftKeys
- ξ 4 user profiles
- ξ Event scheduler
- ξ Internal stereo playback

AT8615RS

accessories

Microphone Desk Stand with Switch



Features

- Quick-mount plug-in desk stand for 3-pin XLRM-type output
- Silent electronic mute circuit for phantom powered microphones; also works with dynamic mics
- Rugged mechanical switch provides push-on/push-off operation
- Operates on 11V to 52V phantom power
- 3-pin XLR-type connector for microphone input and output
- Heavy die-cast construction
- Low-profile design with low-reflectance black finish for minimum visibility

Description

The AT8615RS desk stand features an internal electronic mute circuit designed to work with phantom-powered microphones. A rugged mechanical on/off switch providing push-on/push-off operation controls the mute circuit. The sturdy metal base is equipped with three-pin XLRF-type input and 3-pin XLRM-type output connectors. It is designed to fit any phantom-powered gooseneck microphone with a three-pin XLRM-type output. The unit's heavy die-cast construction and rubber feet help minimize coupling of surface vibration while the low profile design with low-reflectance black finish provide minimum visibility.

Architect's and Engineer's Specifications

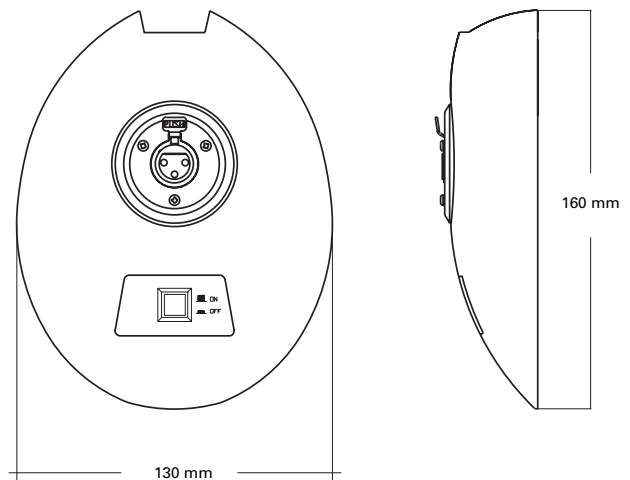
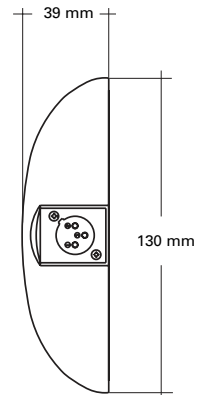
The heavy desk stand base shall be designed to work with any dynamic gooseneck or phantom powered condenser gooseneck microphone with an integral 3-pin XLRM-type output connector. The base shall incorporate a rugged mechanical switch controlling an electronic mute circuit designed to operate with phantom-powered condenser microphones. The switch shall provide positive mechanical action and position indication to show on or off operation. It shall operate from an external 11V to 52V DC phantom power source. The unit shall offer a 3-pin XLRF-type input connector and a 3-pin XLRM-type connector for audio output. The unit shall offer a low-reflectance black finish. The unit's dimensions shall be: 160.0 mm (6.29") maximum length, 130.0 mm (5.11") maximum width, 39.0 mm (1.53") maximum height.

The Audio-Technica AT8615RS is specified.

Specifications

| | |
|----------------------------|---|
| Input connectors | 3-pin XLRF-type connector |
| Mute function | Silent mute circuit designed to work with condenser (powered) microphones |
| Switch | Mechanical push-on/push-off |
| Input connector | 3-pin XLRF-type |
| Output connector | 3-pin XLRM-type |
| Off (mute) attenuation | 44 dB minimum |
| Phantom power Requirements | 11-52V DC, 2 mA typical |
| Mounting | Table-top with rubber feet |
| Dimensions | 160.0 mm (6.29") maximum length, 130.0 mm (5.11") maximum width, 39.0 mm (1.53") maximum height |

In the interest of standards development, A.T.U.S. offers full details on its test methods to other industry professionals on request. Specifications are subject to change without notice.



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0001-0243-01

QUOTE



Quote 2

Date: Jul 23, 2024
Quote #: QU-17-03-2956
Expiration Date: Aug 22, 2024
Reference: Microphone System

Omni Tech Spaces
PLEASE NOTE NEW ADDRESS:
28243 Beck Rd Ste B13
WIXOM MI 48393
(248) 533-0805
info@omnitechspaces.com

To: Genoa Township Hall
Attention: Adam Vantassell
2911 Dorr Rd
BRIGHTON MI 48116
USA

Table with 5 columns: LINE, DESCRIPTION, QTY, UNIT PRICE, LINE TOTAL. It lists three items: Shure SCM810 8-Channel Automatic Mixer (2 units, \$3376.00), RKC800 XLR Connector Kit (2 units, \$580.00), and Shure Dual Wireless System (2 units, \$2736.00).

| | | | | |
|---|--|------|----------|----------|
| | Batteries are not included.) Frequency Band: G58 SLXD24D/SM58 | | | |
| 4 | Lithium-ion battery for SLX-D Wireless Transmitters SB903 | 4.00 | \$44.00 | \$176.00 |
| 5 | Shure SBC203-US Dual Docking Recharging Station for SB903 Lithium-Ion Batteries Each docking station can charge 2 batteries at a time. SBC203 | 2.00 | \$125.00 | \$250.00 |
| 6 | RTI AD-4x Distributed Audio System Allows for Speaker Volume Control from existing Touchscreen. 10-210497-24 | 1.00 | \$885.00 | \$885.00 |
| 7 | Installation, Configuration, and Programming for Volume Control of Speakers using existing Touchscreen | 1.00 | \$983.00 | \$983.00 |
| 8 | Quote assumes existing equipment rack, table microphones/cabling, audio amplifier, and speakers/cabling will be used. Quote also assumes that there is a data port available for the audio system that is on the same network as the existing touchscreen control system. | | | |

| | |
|------------------|------------------|
| Subtotal: | \$8986.00 |
| MI 6% Sales Tax: | \$0.00 |
| Total: | \$8986.00 |

TERMS & CONDITIONS

100% down payment of equipment/materials is due prior to commencement of work. Installation will be invoiced after completion of work.

1. **ACCEPTANCE:** These terms and conditions constitute an offer by Omni Cabling, LLC. and may only be accepted on the exact terms set forth and no other terms and conditions shall be controlling. These terms and conditions supersede the terms and conditions of any proposal, bid, or acknowledgement form, if any. Either shipment of goods, commencement of work or written acknowledgment hereof shall constitute an acceptance by THE CUSTOMER of the terms and conditions of this order.

2. **HOURS OF WORK:** This proposal assumes access to the work site(s) at any time of day to perform our work. Restrictions to access to be discussed prior to commencement of work.

3. **CHANGES IN THE WORK:** Omni Cabling, LLC. may be ordered in writing by THE CUSTOMER, without invalidating this contract, to make changes in the work within the general scope of the contract consisting of additions or other revisions, the contract sum and the contract time being adjusted accordingly. Omni Cabling, LLC., prior to the commencement of such change or revised work, shall submit promptly to THE CUSTOMER written copies of any claim for adjustment to the contract sum and contact time for such revised work, as THE CUSTOMER may require.

4. **WARRANTIES:** Omni Cabling, LLC. warrants that the materials, goods, and products to be supplied and the work to be performed under this contract are fit and sufficient for the purpose intended; that the goods and workmanship are of good quality and free from defects, whether patent or latent, in material or workmanship; that the products and materials furnished hereunder and work performed shall be in strict accordance with the contract documents and that Omni Cabling, LLC. will bear all costs of rework and replacing any items or articles which are found to be defective, non-conforming, or of poor workmanship. This warranty shall exist for a period of one (1) year.

5. **LAWS, PERMITS, FEES, AND NOTICES:** THE CUSTOMER shall give all notices and comply with all federal, state and local laws, ordinances, rules, regulations, and orders of any public authority bearing on the performance of the work under this contract and shall secure and pay for all permits and governmental fee's licenses, inspections and all required safety programs necessary for the proper execution and completion of the work.

6. **CLAIMS OR CONTROVERSIES BETWEEN THE CUSTOMER AND OMNI CABLING, LLC.:** Any controversy or claim arising out of or relating to this agreement, or the breach thereof, shall be settled either by arbitration and regardless of the amount of the controversy or claim, the controversy or claim shall be submitted to a single arbitrator of a court in the state of Michigan. In the event of court action, the parties agree that any such claims or disputes shall be within the exclusive jurisdiction of the Michigan Courts.

7. **PAYMENT:** Final payment of invoice balance is due within 15 days of final invoice receipt. In the event of a failure of a customer to make timely payment, Omni Cabling, LLC. is entitled to recover any collection cost, including 18% annual interest and attorney fees.

THE CUSTOMER:

I, _____, agree to the terms and conditions of this quote and authorize Omni Cabling LLC to commence the work outlined in the quote.

Signature: _____ Date: _____

Title: _____