

**GENOA CHARTER TOWNSHIP BOARD**  
**Regular Meeting**  
**February 17, 2025**  
**6:30 p.m.**

**AGENDA**

Call to Order:

Invocation:

Pledge of Allegiance:

Roll Call:

Call to the Public (Public comment must be addressed to the Chairperson and will be limited to three minutes per person) \*:

**Approval of Consent Agenda:**

1. Payment of Bills: February 17, 2025.
2. Request to approve the February 3, 2025 regular meeting minutes.

**Approval of Regular Agenda:**

3. Presentation by Huron River Watershed Council.
4. Consideration of a request to approve the Fiscal Year 2026 System Labor and Equipment Percentage Allocation, the amended DPW Fund Budget for Fiscal Year ending March 31, 2025 and the proposed DPW Fund Budget for Fiscal Year ending March 31, 2026.
5. Consideration of a request for approval of amendments to the Fiscal Year 2025 and approval of the Fiscal Year 2026 Operating Budget and for the Lake Edgewood Sewer System.
6. Consideration of a request for approval to increase the Lake Edgewood metered sewer charge from \$7.60 per 1,000 gallons to \$7.83 per 1,000 gallons, increase the flat rate sewer charge from \$148.57 per quarter to \$153.03 per quarter, and to set the minimum sewer bill from \$68.40 to \$70.47 for usage of 9,000 gallons per quarter or less effective April 1, 2025.
7. Consideration of a request for approval of amendments to the Fiscal Year 2025 and approval of the Fiscal Year 2026 Operating Budget for the Oak Pointe Water System.
8. Consideration of a request for approval to increase the Oak Pointe Water metered charge from \$4.40 per 1,000 gallons to \$4.53 per 1,000 gallons effective April 1, 2025.

9. Consideration of a request for approval of amendments to the Fiscal Year 2025 and approval of the Fiscal Year 2026 Operating Budget for the Oak Pointe Sewer System.
10. Consideration of a request to add a \$1.00 per 1,000 gallon or \$13 per quarter per flat rate customer charge for environmental contamination fee and to keep the O&M and Grinder Pump Fee rates and charges unchanged in the Fiscal Year 2026 Budget for the Oak Pointe Sewer System effective April 1, 2025.
11. Consideration of a request for approval to appoint Trustee Bill Reiber as the alternate representative to the Brighton Area Fire Authority Board with a term ending November 20, 2028 as requested by the Township Supervisor.
12. Consideration of a request for approval of a proposal from GoGov to establish a citizen notification and alert system “MyGenoa” app with an annual subscription cost not to exceed \$4,800 commencing on April 1, 2025 as requested by Trustee Walker.
13. Consideration of a request for approval of amendments to the Agenda Management and Minutes Policy.

**Items for Discussion:**

14. Delivery of the Trustee/Appointed Official Compensation Policy as approved by the Township Board on February 3, 2025.
15. Update regarding public outreach component of the Township Master Plan Update.

Correspondence

Board Comments

Adjournment

<p>*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 <i>may</i> be offered by the Chairman as they are presented.</p>
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BOARD PACKET

CHECK REGISTERS FOR TOWNSHIP BOARD MEETING
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MEETING DATE: February 17, 2025

All information below through February 12, 2025

February 14, 2025 Bi Weekly Payroll	\$	122,106.13
TOWNSHIP GENERAL EXPENSES	\$	14,749.60
OPERATING EXPENSES DPW (503 FN)	\$	505,162.68
OPERATING EXPENSES Oak Pointe (592FN)	\$	54,004.43
OPERATING EXPENSES Lake Edgewood (593FN)	\$	40,481.68
TOTAL	\$	736,504.52

## February 14, 2025 Bi Weekly Payroll

02/11/2025 10:43 AM

PAYROLL REGISTER REPORT FOR GENOA CHARTER TOWNSHIP

Page 30 of 30

Payroll ID: 308

Pay Period End Date: 02/07/2025 Check Post Date: 02/14/2025 Bank ID: FNBCK

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

Gross Pay This Period	Deduction Refund	Ded. This Period	Net Pay This Period	Gross Pay YTD	Dir. Dep.
121,500.52	0.00	35,149.40	86,351.12	510,139.52	86,351.12

02/11/2025 10:45 AM

Check Register Report For Genoa Charter Township  
For Check Dates 02/14/2025 to 02/14/2025

Page 1 of 1

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
02/14/2025	FNBCK	EFT1020	FLEX SPENDING (TASC)	1,124.37	1,124.37	0.00	Open
02/14/2025	FNBCK	EFT1021	INTERNAL REVENUE SERVICE	28,019.80	28,019.80	0.00	Open
02/14/2025	FNBCK	EFT1022	PRINCIPAL FINANCIAL	4,661.00	4,661.00	0.00	Open
02/14/2025	FNBCK	EFT1023	PRINCIPAL FINANCIAL	1,949.84	1,949.84	0.00	Open
Totals:				35,755.01	35,755.01	0.00	
Total Physical Checks:							
Total Check Stubs:				4			

Direct Deposit           \$86,351.12  
Physical Check        \$35,755.01  
TOTAL                   \$122,106.13

### FNBCK Check Register

02/12/2025 10:21 AM

CHECK REGISTER FOR GENOA TOWNSHIP

Page: 1/1

User: denise

CHECK NUMBERS 39403 - 40000

DB: Genoa Township

Check Date	Check	Vendor Name	Amount
Bank FNBCK CHECKING ACCOUNT			
01/29/2025	39403	LIVINGSTON COUNTY TREASURER ASSOC	10.00
01/29/2025	39404	MICHIGAN TOWNSHIP ASSOCIATION	1,629.00
01/29/2025	39405	TAMMY LINDBERG	297.49
02/05/2025	39406	AMERICAN VIDEO TRANSFER INC	3,035.99
02/05/2025	39407	BAER LAWN CARE SERVICES	620.00
02/05/2025	39408	DTE ENERGY	228.87
02/05/2025	39409	DTE ENERGY	1,477.66
02/05/2025	39410	HURON RIVER WATERSHED COUNCIL	1,124.17
02/05/2025	39411	NETWORK SERVICES GROUP. L.L.C.	50.00
02/05/2025	39412	PERFECT MAINTENANCE CLEANING	1,100.00
02/10/2025	39413	CONTINENTAL LINEN SERVICE	150.53
02/10/2025	39414	DTE ENERGY	343.30
02/10/2025	39415	DTE ENERGY	32.28
02/10/2025	39416	FEDERAL EXPRESS CORP	89.90
02/10/2025	39417	SAFEUILT LLC	4,530.41
02/10/2025	39418	WASHTENAW ASSESSOR ASSOCIATION	30.00

FNBCK TOTALS:

Total of 16 Checks:	14,749.60
Less 0 Void Checks:	0.00
Total of 16 Disbursements:	<u>14,749.60</u>



## 503FN Check Register

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## 592FN Check Register

02/12/2025 10:23 AM		CHECK REGISTER FOR GENOA TOWNSHIP	Page: 1/1
User: denise		CHECK NUMBERS 6278 - 7000	
DB: Genoa Township			
Check Date	Check	Vendor Name	Amount
Bank 592FN OAK POINTE OPERATING FUND #592			
02/04/2025	6278	DTE ENERGY	2,437.69
02/04/2025	6279	DTE ENERGY	2,489.32
02/04/2025	6280	MHOG UTILITIES	49,077.42
592FN TOTALS:			
Total of 3 Checks:			54,004.43
Less 0 Void Checks:			0.00
Total of 3 Disbursements:			54,004.43

## 593FN Check Register

02/12/2025 10:24 AM		CHECK REGISTER FOR GENOA TOWNSHIP	Page: 1/1
User: denise		CHECK NUMBERS 4580 - 5000	
DB: Genoa Township			
Check Date	Check	Vendor Name	Amount
Bank 593FN LAKE EDGEWOOD OPERATING FUND #590			
02/04/2025	4580	DTE ENERGY	2,506.34
02/04/2025	4581	K/E ELECTRIC SUPPLY CORP	125.00 V
		Void Reason: WRONG VENDOR	
02/04/2025	4582	MHOG UTILITIES	42.00
02/04/2025	4583	MHOG UTILITIES	37,313.28
02/07/2025	4584	K & J ELECTRIC, INC.	125.00
02/11/2025	4585	CONSUMERS ENERGY	495.06
593FN TOTALS:			
Total of 6 Checks:			40,606.68
Less 1 Void Checks:			125.00
Total of 5 Disbursements:			40,481.68

## **GENOA CHARTER TOWNSHIP BOARD**

### **Regular Meeting**

**February 3, 2025**

### **MINUTES**

<https://www.youtube.com/watch?v=JnIdyEfP3ac>

#### **Call to Order**

Supervisor Spicher called the regular meeting of the Genoa Charter Township Board to order at 6:30 pm at the Township Hall.

#### **Invocation**

Supervisor Spicher led the invocation for the Board and the members of the public.

#### **Pledge of Allegiance**

The Pledge of Allegiance was recited.

#### **Roll Call**

The following members were present constituting a quorum for the transaction of business: Todd Walker, Bill Reiber, Robin Hunt, Kevin Spicher, Janene Deaton, Rick Soucy, Candie Hovarter.

Also present was Township Manager Kelly VanMarter, Township Attorney Joseph Seward and 20 people in the audience.

#### **Call to the Public**

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

Deb Beattie – 3109 Pineview Tr. – Wanted to discuss the printer issue discussed at the last meeting. Having the Genoa resident here to discuss the Sharp Printers was beneficial and very knowledgeable and was not looked at by the board. That discussion ended with a board member having questions that were not answered. Immediately moved and seconded and voted on. If I am reading correctly Roberts Rules of Order say that if the board wants to end a discussion, they need to have a vote on that and that did not happen. There is a couple times this rule has not been followed and she thinks it can be done better.

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Therese Cremona and Kristie Wahoski – Livingston County Emergency Management – Came to introduce themselves to the newly elected board as a resource to help the board with their emergency plan. A couple of proposals are going to come forward and they are here to help local jurisdiction with their required emergency site plan if you have over 10,000 residents which is required according to The Act 390 of 1976 (The Michigan Emergency Management Act). We have 20,575 people for the last census. Our plan is current and good for 4 years. When there is a change of leadership it needs to be adopted and signed.

Linda Byer - 2627 Chilson rd. I am addressing once again property on Latson (7 acres) and in question to be rezoned. Turn down no gas station, convenience store or restaurant.

Denise Pollicella - 4200 Sweet Rd. Thank you to the current Township Board for communication outreach and the meetings being available in video. Please have more town hall meetings. The plan only shows the Latson area, would like the proposal for the master plan to go beyond Latson rd. to include the entire Township. A mailed community survey would be a waste as you only get a 6 percent response on that investment. The introduction for the zoning ordinance amendment Section 22, I am a little confused on 2 parts of that. 1. Rezoning of a parcel (brought to the Planning Commission in December and denied) and the other is an amendment to the official Township zoning map of the township. Both of those are separate things and each requires a public hearing in front of the planning commission. The Planning Commission has never heard an application for an ordinance to amend the official zoning map of the Township for this parcel that I could find. Not sure why the Township would consider an amendment to the official Zoning Map when it has not been adopted by the County Commission.

Tracy Pardiak – 4312 Rurik Dr. Speaking of the Latson Rd. PUD. Mr. Wyatt was turned down with the same application in September. Here we are again hearing him at the Dec 9<sup>th</sup> planning Commission meeting to push it through again. Planning Commissioner Raush after hearing comments and concerns of the other Planning Commission members and residents, it took 4 separate motions to deny the request. Part of that denial was because of ordinance violations such as this property only being 7.7 acres instead of the required minimum 20 acres. The proposed property use is not compatible with the surrounding zoning and land influences. The requirement that the use is to be complimentary to and not in competition with local businesses. There has been no evidence of a demonstrated need for the proposed uses. The fact that the I96 corridor has always intersected the community, commercial being North and residential being South , , so much so there are only 2 commercial properties South of 96. And the belief that, quoting Mr. Rousch “There is significant work to be done in redevelopment and attention to be done North of 96 to make sure we are putting our best foot forward in the community with the properties we already have”. At the Planning Commission meeting on December 9<sup>th</sup>, the argument was made by Wyatt and Planning Commission meeting that he has spent a lot of money on architects and other things so his plans should be approved. Spending a ton of money on non-compliant plans does not justify approving those plans. Why have we even

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entertained this request. As far as I can tell there have been zero changes to Mr. Wyatt's plans since December, unless that land tripled in size for starters.

Janine Iyer – 2396 Brighton Rd. I am voicing opposition to the rezoning of East Latson. Just as the previous 3 speakers have to put my vote in. They have already given a lot of good reasons.

Colleen Quinn – 4042 Brookstone Ct. I just wanted to reiterate what the previous speakers have said and urge you to vote against the rezoning from Country Estates to the ICPUD. I have spoken at several meetings. I am still Interested to know what the legal findings where and if this PUD is still valid. I would encourage you to vote no.

The call to the public was closed at 6:35 pm.

**Approval of Consent Agenda:**

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

- 1. Payment of Bills: February 3, 2025**
- 2. Request to approve the January 21, 2025 regular meeting minutes.**

**Approval of Regular Agenda:**

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

- 3. Consideration of a request for approval of a proposal from Giffels Webster to update the Township Master Plan with a special study of the S. Latson Road area including public outreach website, community survey and open house event at a cost not to exceed \$29,600 from General Fund, Planning & Zoning, Contractual Services Fund #101-701-802-000.**

Jill with Giffels Webster was present to answer any of the Township board's questions – Communities that do Zoning are required to have a master plan.

**Board Discussion**

The Michigan act for planning has to have a review of their master plan every 5 years our last one was in 2021. The Planning Commission is the entity that is responsible for preparing and

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adopting that. The Township Board is the Legislative body that does the legal framework of adopting it.

Board discussed having Townhall meetings in lieu of open houses by Giffels Webster. Removal of full quote to selection of services.

**Moved** by Soucy, supported by Hovarter, to update the Master Plan with a base rate of \$18,400 paid to Giffels Webster, with the engagement options to be decided at a later date. **The motion carried unanimously with a roll call vote (Walker – yes; Reiber – yes; Hunt – yes; Deaton – yes; Soucy – yes; Hovarter – yes; Spicher – yes)**

**4. Request for the introduction of proposed Ordinance Number Z-25-03 and to set the meeting date for considering the proposed ordinance for adoption before the Township Board on Monday, March 3, 2025. The request for zoning map amendment involves parcel number 4711-09-300-046 consisting of 7.44 acres located on the east side of Latson Road, between Beck Road and the CSX Rail line. The property is requested to be rezoned from Country Estates (CE) to ICPUD (Interchange Commercial Planned Unit Development). Set the date for 3<sup>rd</sup> of march**

**Mr. Spicher- This is a separate piece of PUD on Latson Rd. Same owner different Lot.**

**Ms. Hunt - Tonight is strictly to set he hearing not vote on the approval.**

**Moved** by Reiber, supported by Deaton, to set a date for the 2<sup>nd</sup> hearing to the board of Trustees for March 3, 2025. **The motion carried unanimously.**

**5. Consideration of a request to ratify approval of a revised proposal from Toshiba to return existing copier/printer equipment in accordance with current lease and purchase new copiers/printers at a decreased cost not to exceed \$37,600 with a 36-month fixed rate monthly maintenance service fee of \$576.96 from General Fund, General Government, Equipment/Software/Software Maintenance Fund #101-261-751-000.**

**Moved** by Hunt, supported by Soucy, to ratify the approval of the revised proposal from Toshiba. **The motion carried unanimously.**

**6. Consideration of approval for elected official participation in the Michigan Township Association Annual Conference occurring in Grand Rapids, Michigan from March 31st through April 3rd, 2025.**

Ms. VanMarter said it is held this year in Grand Rapids and in the past the Township always encourages elected officials to attend and processes the per diems for them to go.

**Moved** by Walker, supported by Reiber, to approve per diem for Elected Officials participation in the Michigan Township Association Annual Conference in Grand Rapids, Michigan from March 31<sup>st</sup> through April 3<sup>rd</sup>, 2025. **The motion carried unanimously.**

**7. Request for review and consideration for approval to repeal the existing Per Diem Policy (amended 5/18/20) and to approve the new Trustee/Appointed Official Compensation Policy. -**

**Moved** by Soucy, supported by Reiber, to approve the official Trustee Compensation policy as of February 3, 2025, with the stipend for drive time added for anything outside Livingston Ciounty, MI. **The motion carried unanimously.**

**Items for Discussion**

**8. Discussion regarding infrastructure improvements to the Township server.**

**Ms. VanMarter stated that we are running out of storage and need to do an upgrade to our infrastructure.**

Discussion regarding feedback received during the January 22nd Town Hall Open House meeting.

**9. Mr. Spicher gave us feedback on the January 22<sup>nd</sup> Town Hall Open House meeting. 50 attended and exceeded any expectations. I would like to do them every 6 weeks depending on the demand for Open Houses from the citizens.**

Mr. Walker mentioned bullet point number 6 to have a pull system instead of a push system. Talking to the developer of Brighton and Howells app is \$5,400.00 for the app per year, asked them to come up with a better price and they came back with \$4,800.00. This



could be additional means and opportunities for communication when doing the Master Plan.

Mr. Reiber stated he used the app and received notifications in seconds.

### **Board Comments**

Ms. Deaton asked if there are any updates from the other boards anyone is sitting on?

Reiber - There will be a special additional Planning Commission meeting for 2 development projects but wanted to keep them separate.

Ms. Hovarter said Howell Parks hired a Deputy Director and they are still looking at their FLMA policy. They received money.

Mr. Walker mentioned Attorney Joe Seward is on planning commission of White Lake Twp. and wishes they had a township app when they did their Master Plan.

Mr. Reiber asked if we have heard from Foster Swift about the validity of the Latson Rd PUD.

Ms. VanMarter said she got an email with an attachment before she stepped into the meeting but has not reviewed it yet.

Mr. Reiber asked the question, If the County Commission has already rejected it why is it here at this board. It has been rejected twice what do we say what are we going to do?

Ms. Vanmarter makes a recommendation for you to consider as part of your final decision on that request and is not finished until the Township Board makes their final decision. There has been times that the Planning Commission has not made a recommendation and the board decided to approved it and vice versa. It is not final till this board makes a decision.

### **Adjournment**

**Moved** by Deaton, supported by Soucy, to adjourn the meeting at 7:53 pm. **The motion carried unanimously.**

Respectfully Submitted,

Tabitha Dolan  
Recording Secretary

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Approved: Janene Deaton  
Genoa Charter Township

Kevin Spicher, Supervisor  
Genoa Charter Township





# MEMO

**TO:** Genoa Charter Township Board

**FROM:** Greg Tatara, Utility Director

**DATE:** February 12, 2025

**RE:** Approval of Utility Department Amended Budget for FY Ending March 31, 2025 and Proposed Budget for FY Ending March 31, 2026

.....

For consideration at tonight's Board Meeting, is the approval of the shared system allocation percentage for Fiscal Year (FY) 2025 as well as the DPW FY25 Amended Budget and the proposed DPW Budget for FY 2026.

The DPW Budget covers the expenses associated with Genoa Township personnel, who jointly work to operate the two Genoa Utility Systems of Oak Pointe and Lake Edgewood, the Howell Township Sanitary System, as well as the Genoa -Oceola (G-O) Sewer and Water Authority Sanitary System and the Marion, Howell, Oceola, and Genoa (MHOG) Sewer and Water Authority Water system.

Presented in **Attachment 1**, is a summary of the operational conditions we used to estimate the overall percentage of time and equipment in each system. Typically, there is not much change from year to year, but this year Lake Edgewood Wastewater plant (WWTP) was taken off line, which lowered the efforts on Lake Edgewood and increased slightly the allocation for the two remaining wastewater plants of Genoa-Oceola and Howell Township. Given the work load over the past year, we agree that these two systems required some additional effort.

The amended DPW Budget for FY 2025 and the proposed FY 2026 budget is presented as **Attachment 2**. It should be noted that the MHOG, G-O, and Howell Township systems have to approve the budget as well. For tonight's meeting, we would like to highlight some of the key changes for the DPW Budgets.

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**FY 2025 Amended Budget**

1. For the amended budget, we are once again looking to finish under budget and provide money back to each system. The primary reason for finishing under budget was lower costs associated with numerous line items. For example, with lower gas prices, our fuel expenditures were less than anticipated. Also, labor costs are coming in lower than anticipated, with overtime being down this year. Correspondingly, this also lowers our retirement contribution. Finally, phone expenses, uniform and PPE costs, and Vactor Truck repairs were also down this year.
2. We also are anticipating revenues to come in about \$70,000 over what was projected. This is due primarily to all the new development in the system and these developments reimbursing our DPW Fund to cover staff time for inspecting them.
3. Unfortunately, we also had some expenditure categories come in above what was originally budgeted. Most of our expense categories finished near the initial projections when drafting the budget. The exceptions that were under the original budget amounts were computer maintenance expenses (+\$5,542 – software costs), GIS and Work Orders (+\$34,000 due to Board Approved Re-investment in our Work Order Software and more consultant time to have GIS as the backbone of the work order software and to input all of the new development infrastructure), and insurance (+\$20,769 due to BCBS changes from single to family).
4. Overall, we are projected in the amended budget to have revenue exceed expenditures by \$175,073. If everything holds as projected, we will once again be able to provide refunds to the sewer and water districts.

**FY 2026 Proposed Budget**

1. For the proposed budget, we are recommending an overall budget increase of 4.36%. A primary reason for the increase is the addition of an Administrative Assistant I position for the utility department. We have two employees retiring within the next two years who are responsible for billing all 15,000 accounts, schedule all meter installation, maintenance and repair, tracking new development, and performing customer interaction. With only three administrative billing personnel, the future retirement will leave us with shortfall that the one remaining staff person would be unable to train as well as handle the duties. Therefore, we want to hire a person now to have ample training and education time on a complex job to continue to seamlessly serve our customers.
2. It should be noted that we are working hard to control all other expenditures. If we did not have the additional position, our budget would of only increased 2.69%.

I will be happy to answer any budget questions and we are asking the board to approve the Amended FY-2025 DPW Budget and the proposed FY 2026 Budget. Based on the above explanation and attached budget document, we respectfully ask the board to consider the motion presented below:

*Moved by \_\_\_\_\_, supported by \_\_\_\_\_ to approve the FY 2026 System Labor and Equipment Percentage Allocation, the Amended DPW Fund Budget for FY ending March 31, 2025, and the proposed DP Fund Budget for the FY Ending March 31, 2026.*



**PROPOSED**  
FY 2026 System Labor Equipment Percentage Calculation

System	Billed Connections	%	Miles of Pipe	%	Avg. Daily Flow (2024)	%	Storage / Pump Station with Daily Checks	%	Full Time Staff Equivalents to Operate	%	Annual Budget	%	Grinder Pumps or Hydrants	%	Total Avg.
MHOG	6,290	42.11%	153.34	45.51%	1,750,684	46.61%	8	33.47%	8	30.19%	\$3,363,237	32.16%	1,744	69.26%	42.76%
Genoa-Oceola	4,864	32.57%	93.79	27.83%	1,330,000	35.41%	6.9	28.87%	8.5	32.08%	\$2,922,713	27.95%	103	4.09%	26.97%
Oak Pointe Sewer	1,347	9.02%	31.73	9.42%	0	0.00%	2	8.37%	2.5	9.43%	\$1,215,285	11.62%	439	17.43%	9.33%
Oak Pointe Water	933	6.25%	15.46	4.59%	257,186	6.85%	3	12.55%	3	11.32%	\$533,250	5.10%	144	5.72%	7.48%
Lake Edgewood	519	3.47%	12.75	3.78%	60,000	1.60%	1	4.18%	1	3.77%	\$445,125	4.26%	88	3.49%	3.51%
Howell Township	983	6.58%	29.90	8.87%	358,000	9.53%	3	12.55%	3.5	13.21%	\$1,977,000	18.91%	0	0.00%	9.95%
<b>Total</b>	<b>14,936</b>	<b>100.00%</b>	<b>337</b>	<b>100.00%</b>	<b>3,755,870</b>	<b>100.00%</b>	<b>24</b>	<b>100.00%</b>	<b>26.5</b>	<b>100.00%</b>	<b>10,456,610</b>	<b>100.00%</b>	<b>2,518</b>	<b>100.00%</b>	<b>100.00%</b>

System	Existing Allocation %	Proposed Percentage	Difference
MHOG	42.92%	42.76%	-0.16%
Genoa-Oceola	26.54%	26.97%	0.43%
Oak Pointe Sewer	9.34%	9.33%	-0.01%
Oak Pointe Water	7.54%	7.48%	-0.06%
Lake Edgewood	4.17%	3.51%	-0.66%
Howell Township	9.49%	9.95%	0.46%

WITH ADMIN POSITION ADDED FOR 6-MO

ACCOUNT#	ACCOUNT DESCRIPTION	APPROVED BUDGET FOR YEAR ENDING 3/31/25	ACTUAL FOR 9 MOS ENDING 12/31/24	%	PROPOSED AMENDED BUDGET FOR THE YEAR ENDING 3/31/25	PROPOSED BUDGET FOR YEAR ENDING 3/31/2026	INCREASE (DECREASE)	NOTES
<b>REVENUES</b>								
233-000-400-000	FEES - EXCLUDING OPER LABOR							
233-000-626-005	MARION SEWER (BILLING ONLY)	27,576	21,420	77.68%	28,560	28,000	424	
233-000-626-008	LAKE EDGEWOOD WATER (BILLING ONLY)	4,150	3,079	74.19%	4,105	4,105	(45)	
233-000-626-002	HOWELL-TOWNSHIP-BILLING							Delete Line Item
	<b>SUBTOTAL - FEES EXCLUDING OPER LABOR</b>	<b>31,726</b>	<b>24,499</b>	<b>77.22%</b>	<b>32,665</b>	<b>32,105</b>	<b>379</b>	
233-000-626-010	FEES - INCLUDING OPER LABOR							
233-000-626-012	OAK POINTE WATER	268,734	201,220	74.88%	268,734	278,941	10,207	
233-000-626-011	OAK POINTE SEWER	332,888	249,447	74.93%	332,888	347,930	15,042	
233-000-626-013	MHOG WATER	1,529,715	1,145,785	74.90%	1,529,715	1,594,588	64,873	
233-000-626-014	LAKE EDGEWOOD SEWER	148,623	111,438	74.98%	148,623	130,893	(17,730)	
233-000-626-015	GENOA/OCEOLA SEWER	945,914	708,393	74.89%	945,914	1,005,754	59,840	
233-000-626-007	HOWELL TOWNSHIP	338,234	253,218	74.86%	338,234	371,051	32,817	
	<b>SUBTOTAL - FEES INCLUDING OPER LABOR</b>	<b>3,564,108</b>	<b>2,669,501</b>	<b>74.90%</b>	<b>3,564,108</b>	<b>3,729,158</b>	<b>165,050</b>	
233-000-626-016	VACTOR TRUCK							
233-000-626-017	OAK POINTE WATER	9,350	6,015	64.33%	9,350	9,350	-	
233-000-626-018	OAK POINTE SEWER	11,100	7,137	64.30%	11,100	11,100	-	
233-000-626-019	MHOG WATER	52,450	33,732	64.31%	52,450	51,450	(1,000)	
233-000-626-020	LAKE EDGEWOOD SEWER	5,130	3,298	64.29%	5,130	5,130	-	
233-000-626-021	GENOA/OCEOLA SEWER	32,550	20,933	64.31%	32,550	32,550	-	
233-000-626-022	HOWELL TOWNSHIP	11,420	7,404	64.83%	11,420	11,420	-	
	<b>SUBTOTAL - VACTOR TRUCK REVENUE</b>	<b>122,000</b>	<b>78,519</b>	<b>64.36%</b>	<b>122,000</b>	<b>121,000</b>	<b>(1,000)</b>	
233-000-672-001	OTHER INCOME							
233-000-628-003	MISCELLANEOUS	9,000	8,276	91.96%	10,000	9,000	-	
233-000-665-001	CONSTRUCTION FEES	8,000	70,204	877.55%	75,000	20,000	12,000	
	INTEREST INCOME	13,000	14,350	110.38%	19,100	12,000	(1,000)	
	<b>SUBTOTAL - OTHER INCOME</b>	<b>30,000</b>	<b>92,830</b>	<b>309.43%</b>	<b>104,100</b>	<b>29,000</b>	<b>(1,000)</b>	
	<b>TOTAL REVENUE</b>	<b>3,747,834</b>	<b>2,865,349</b>	<b>76.45%</b>	<b>3,822,873</b>	<b>3,911,263</b>	<b>163,429</b>	
<b>EXPENDITURES</b>								
233-600-801-071	ACCOUNTING							
233-600-801-072	AUDIT SERVICES	4,000	4,000	100.00%	4,000	4,500	500	Slight Increase for Next Year
233-600-801-073	ACCOUNTING SERVICES	8,250	5,980	72.48%	8,250	8,500	250	Slight Increase for Next Year
	<b>TOTAL ACCOUNTING EXPENSES</b>	<b>12,250</b>	<b>9,980</b>	<b>81.47%</b>	<b>12,250</b>	<b>13,000</b>	<b>750</b>	
233-601-860-001	AUTO/TRUCK EXPENSES							
233-601-862-001	FUEL	77,913	44,928	57.66%	60,000	72,174	(5,739)	Reduce based on FY 2025 Fuel Consumption
233-601-991-009	LOAN PAYBACK	100,000	75,000	75.00%	100,000	100,000	-	Hold
233-601-936-001	KUULINE MAINTENANCE	34,375	16,992	49.43%	23,000	34,250	(125)	Newer fleet vehicles, reduce
233-601-936-001	DEDUCTIBLE/BODY DAMAGE REPAIR	2,000	6,837	341.85%	7,000	2,000	-	Multiple Trucks, Trees & Hail Damage
233-601-936-002	AUTO INSURANCE	24,500	24,318	99.26%	24,318	27,000	2,500	
233-601-981-001	VEHICLE PURCHASES							Delete Line Item, Vehicle Purchase Out of Reserves
	<b>TOTAL AUTO/TRUCK EXPENSES</b>	<b>238,788</b>	<b>168,075</b>	<b>70.39%</b>	<b>214,318</b>	<b>235,424</b>	<b>(3,364)</b>	
233-602-803-009	ADMINISTRATIVE EXPENSES							
233-602-801-004	RECEIPTING	33,176	24,882	75.00%	33,176	34,000	824	~3% Increase to Genoa
233-602-940-001	OFFICE RENT & SUPPLY	26,183	19,638	75.00%	26,183	27,000	817	~3% Increase to Genoa
	HERBST BARN RENTAL					16,000		New Line Item - 10 Year Lease
	<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>59,359</b>	<b>44,520</b>	<b>75.00%</b>	<b>59,359</b>	<b>61,000</b>	<b>1,641</b>	
233-603-948-001	COMPUTER/SW EXPENSES							
233-603-948-002	COMPUTER HARDWARE EXPENSES	2,800	-	0.00%	-	2,800	-	Hold amount,
233-603-948-003	COMPUTER SOFTWARE EXPENSES	-	-	-	-	-	-	
233-603-948-005	BSA Utility Billing Module	5,000	7,143	142.86%	7,143	7,500	2,500	Not sure with potential for cloud
233-603-948-004	Web Site Maintenance	2,500	2,649	105.96%	2,649	2,750	250	Increase, web site modifications
233-603-948-006	Other (Adobe Upgrades, etc)	1,000	6,493	649.30%	6,500	1,000	-	
	Security Cameras at Barns & Internet					1,200	1,200	Cost for monthly Comcast Fee
233-603-950-001	AIR CARDS/ITPACKS	7,500	6,022	80.29%	8,050	8,250	750	
	<b>TOTAL COMPUTER/SW EXPENSES</b>	<b>18,800</b>	<b>22,307</b>	<b>118.65%</b>	<b>24,342</b>	<b>23,500</b>	<b>4,700</b>	
233-604-910-001	PROFESSIONAL DEVELOPMENT							
233-604-910-002	EMPLOYEE	13,650	4,229	30.98%	6,000	7,500	(6,150)	Utilization down on professional development
233-604-910-003	INTERNAL TRAINING	7,800	1,070	13.72%	2,500	2,500	(5,300)	Safety training
	<b>TOTAL PROFESSIONAL DEVELOPMENT</b>	<b>21,450</b>	<b>5,299</b>	<b>24.70%</b>	<b>8,500</b>	<b>10,000</b>	<b>(11,450)</b>	
233-606-959-001	CONTINGENCY	-	-	-	-	-	-	
233-608-709-001	EMPLOYER'S PAYROLL TAXES	155,571	114,267	73.45%	152,356	162,962	7,391	
233-609-977-003	GIS & WORK ORDERS							
233-609-977-005	ANNUAL CENTRAL SQUARE DUES	12,500	25,790	206.32%	30,000	12,728	228	High this year due to reinvestment, lower next year
	MAINTENANCE OF LUCITY		-	-	-	2,500	2,500	Monthly check ins, changes to maintain functionality
233-609-977-006	ARC GIS ON-LINE LICENSES	9,000	8,936	99.29%	9,000	12,000	3,000	Expect price increase next year
233-609-977-008	Near Map License	4,500	4,950	110.00%	5,000	5,000	500	Annual license
233-609-977-007	KUULINE GIS MAINTENANCE	19,000	32,338	170.20%	35,000	25,000	6,000	Higher due to large number of new development
233-609-948-005	HARDWARE (TABLETS)	-	-	-	-	-	-	
	<b>TOTAL GIS</b>	<b>45,000</b>	<b>72,014</b>	<b>160.03%</b>	<b>79,000</b>	<b>57,228</b>	<b>12,228</b>	
233-612-840-005	INSURANCE							
233-612-840-006	BC/BS MICHIGAN	390,190	304,166	77.95%	405,554	432,728	42,538	Includes 8% increase for last quarter, new family plan for new Admin
233-612-840-007	EHIM	88,725	33,520	37.78%	45,000	95,550	6,825	
233-612-836-001	EHIM RESERVE	-	-	-	40,000	-	-	
233-612-836-001	WELLNESS PROGRAM	7,865	-	0.00%	6,225	7,865	-	Budget for FY 2026 assumes full utilization
233-612-844-001	LIFE/DISABILITY	22,000	18,167	82.58%	24,222	19,966	(2,034)	
233-612-844-002	WORKERS COMPENSATION	37,787	24,240	64.15%	32,320	39,253	1,466	
233-612-936-003	PROPERTY/LIABILITY INSURANCE	35,000	24,366	69.62%	48,000	48,685	13,685	
233-612-844-003	DENTAL INSURANCE	31,985	24,814	77.58%	33,000	32,735	750	
	<b>TOTAL INSURANCE</b>	<b>613,552</b>	<b>429,273</b>	<b>69.97%</b>	<b>634,321</b>	<b>676,782</b>	<b>63,230</b>	
233-613-804-001	LEGAL FEES	1,500	800	53.33%	-	-	(1,500)	Review of Personnel Manual Updates
233-615-742-001	CREDIT CARD FEES	18,000	13,571	75.39%	19,250	9,000	(9,000)	Customers begin paying after 6-Mo
233-616-742-001	EMPLOYEE RECRUITING							
233-616-742-003	ADVERTISING	2,500	-	0.00%	-	2,500	-	No One Left in FY 2025 - Hold Line Item
233-616-742-004	BACKGROUND CHECK	500	-	0.00%	-	500	-	No One Left in FY 2025 - Hold Line Item
233-616-742-005	PRE-EMPLOYMENT PHYSICALS/DRUG SCREEN	1,000	-	0.00%	-	1,000	-	No One Left in FY 2025 - Hold Line Item
233-616-742-006	CDL PHYSICALS AND DRUG TESTING	2,000	445	22.25%	500	1,000	(1,000)	No One Left in FY 2025 - Hold Line Item
	<b>TOTAL EMPLOYEE RECRUITING</b>	<b>6,000</b>	<b>445</b>	<b>7.42%</b>	<b>500</b>	<b>5,000</b>	<b>(1,000)</b>	
233-617-751-008	OFFICE EXPENSES							
233-617-934-001	FURNITURE/CAPITAL	-	-	0.00%	-	-	-	Budget Place Holder
233-617-750-099	SUPPLIES	7,500	5,617	74.89%	7,500	7,500	-	Hold
233-617-851-001	POSTAGE & SHIPPING	12,000	6,757	56.31%	9,000	10,000	(2,000)	Reduce, more e-bills
	<b>TOTAL OFFICE</b>	<b>19,500</b>	<b>12,374</b>	<b>63.46%</b>	<b>16,500</b>	<b>17,500</b>	<b>(2,000)</b>	
233-618-965-001	OTHER EXPENSES	-	-	-	-	-	-	Budget Place Holder

GENOA TOWNSHIP - DPW FUND #233  
BUDGET TO ACTUAL REPORT FOR YEAR ENDING 3/31/25 COMPARED TO  
ACTUAL REVENUES AND EXPENSES FOR 9-MOS ENDING 12/31/24  
AMENDED BUDGET WORKSHEET FOR YEAR ENDING 3/31/25  
PROPOSED BUDGET FOR FY ENDING 3/31/26

WITH ADMIN POSITION ADDED FOR 6-MO

ACCOUNT#	ACCOUNT DESCRIPTION	APPROVED BUDGET FOR YEAR ENDING 3/31/25	ACTUAL FOR 9 MOS ENDING 12/31/24	%	PROPOSED AMENDED BUDGET FOR THE YEAR ENDING 3/31/25	PROPOSED BUDGET FOR YEAR ENDING 3/31/2026	INCREASE  (DECREASE)	NOTES
233-630-702-001	SALARIES							
233-627-715-001	RETIREMENT	204,198	148,040	72.50%	198,000	215,649	11,451	
233-630-702-002	STRAIGHT TIME	1,846,959	1,340,375	72.57%	1,788,000	1,923,320	76,361	New Admin for 6 Mos.
233-630-702-007	OVERTIME	161,807	107,292	66.31%	143,056	165,064	3,257	
233-630-702-011	CONTRACT ENGINEER	58,000	43,068	74.26%	58,000	68,000	10,000	
	COMPENSATION CALCULATION	2,100	2,596	123.62%	2,596	10,000	7,900	Need to wage study
	TOTAL SALARIES	2,273,064	1,641,371	72.21%	2,189,652	2,382,032	108,968	4.79%
233-640-753-001	SUPPLIES & TOOLS	7,500	4,371	58.28%	5,828	7,500	-	
233-651-853-001	TELEPHONE							
233-651-853-003	ANSWERING SERVICE	3,750	2,069	55.17%	2,800	3,500	(250)	Based on number of calls we receive
233-651-853-004	CELL PHONE ALLOWANCE	25,500	18,509	72.58%	24,678	26,010	510	
233-651-853-005	CELL PHONES	1,500	946	63.07%	946	500	(1,000)	Only department provided floater/emergency phone
233-651-853-007	CUSTOMER LINE	1,750	836	47.77%	1,000	1,200	(550)	800 Number for Customers
	TOTAL TELEPHONE	32,500	22,160	68.18%	25,624	26,510	(5,990)	
233-699-995-861	TRANSFERS TO EQUIPMENT RESERVES	80,000	60,000	75.00%	80,000	80,000	-	
233-699-995-862	TRANSFERS TO PERSONNEL RESERVES	1,000	750	75.00%	1,000	1,000	-	
233-705-767-001	UNIFORMS & PROTECTIVE CLOTHING							
233-705-767-002	UNIFORMS/Pants/Boots/Safety Clothing	22,000	11,248	51.13%	15,000	21,825	(175)	
	TOTAL UNIFORMS & PROTECTIVE CLOTH.	22,000	11,248	51.13%	15,000	21,825	(175)	
233-706-767-006	VACTOR TRUCK							
233-706-932-050	VT - FUEL	4,500	1,850	41.11%	2,500	3,500	(1,000)	Diesel Fuel was less this year
233-706-932-051	VT - EQUIPMENT/TOOLS	2,500	-	0.00%	-	2,500	-	Special equipment, jet heads, hoses
233-706-932-052	VT - ANNUAL TRANS TO RESERVES	100,000	75,000	75.00%	100,000	100,000	-	New Truck Savings - Current 2016
233-706-934-040	VT - REPAIRS	15,000	1,670	11.13%	7,500	15,000	-	Keep amount, truck is aging, repairs are expensive
	TOTAL VACTOR TRUCK	122,000	78,520	64.36%	110,000	121,000	(1,000)	
	TOTAL EXPENDITURES	3,747,834	2,711,345	72.34%	3,647,800	3,911,263	163,429	4.36% Increase with Admin Position / Current Staff would have been 2.69%
	CHANGE IN FUND BALANCE	-	154,004		175,073	-	-	4.36%
	BEGINNING FUND BALANCE	302,509	302,509		302,509	250,073		
	LOAN REPAYMENT - ADDITIONAL	(125,000)	(125,000)		(125,000)			
	REFUNDS TO W/S DISTRICTS	(102,509)	(102,509)		(102,509)	(101,117)		
	ENDING FUND BALANCE	75,000	229,004		250,073	148,956		
		3/31/2023 OK/KP	12/31/2022 OK/KP		3/31/2023 OK/KP	3/31/2024 OK/KP		





# MEMO

**TO:** Genoa Charter Township Board

**FROM:** Greg Tatara, Utility Director

**DATE:** February 11, 2025

**RE:** Lake Edgewood Sanitary Sewer Budget and Rate Approvals

.....

For consideration at tonight's Board Meeting are budget and rate approvals for the Lake Edgewood Sanitary Sewer System. We have worked with Pfeffer, Hanniford & Palka CPA's to develop the information and rate recommendations for tonight's meeting. In the following sections, we present the approved current fiscal year budget, the 9-Month Budget to Actual Report, an amended FY 2025 Budget, the proposed FY 2026 Operating Budget, utility rate change recommendations, and historic financial summary tables.

## **Lake Edgewood Sewer System History**

In 1989, Genoa Township began operating a small Sequencing Batch Reactor Treatment Plant with a ground water discharge. This plant was constructed to serve the Lake Edgewood Condominiums. In 2000, Genoa Township expanded the Lake Edgewood WWTP to accommodate growth in the area, and primarily the Grand River Corridor and specifically the Woodland Medical Facility, Genoa Business Park Drive, and other residential and commercial developments. The plant was sized to treat 0.5MGD of wastewater flow. Also in 2000, the Michigan DNR (Currently EGLE) required the Township to sample for Sodium and Chloride (NaCl) due to exceedances at the WWTP discharge due to water softener use. This sodium and chloride contaminated the local ground water, which resulted in the Township entering into a consent judgement with the State to investigate and delineate the sodium and chloride plume and to provide RO systems to affected residential properties. Annual sampling, reporting and maintenance occurred until 2016, when the Township was able to close the sodium and chloride plume site with the State due to efforts to reduce sodium and chloride below limits. In addition to the sodium and chloride, the plant historically struggled to meet permit limits due to its size as growth never materialized and flows were less than 25% of capacity at only 0.1 to 0.15 MGD. As a result, in 2018, the Township constructed an equalization system at the plant to improve treatment and reduce energy and chemical usage. In 2023, Trinity began construction of a hospital to connect to the Woodland Medical Building. With the Lake Edgewood WWTP being ground water discharge, and concern about the potential for future waste products, the Township on November 20, 2023, awarded the force main construction contract and dedicated American Rescue Plan Act Funds, Reserve Funds, and O&M Funds to consolidate the Lake Edgewood System with the larger Genoa-Oceola Sanitary Sewer System (G-O). Physical construction on this project commenced in February of 2024, and on June 15, 2024 waste from Lake Edgewood



was pumped to the gravity sewer for the Genoa-Oceola WWTP. Unfortunately, odor complaints followed this connection, and the Township worked to correct these problems with some minor design changes to the sewer as well as add odor control chemicals to the waste stream at the former Lake Edgewood WWTP. The plant still has to go through formal closure with EGLE.

### **Rates, Flow and Financial Summary**

Prior to establishing rates, we think it is important to look at historical increases, trends in flow, and financial performance over time. Presented as *Attachment 1* are rate, flow, and financial summary graphs for the Lake Edgewood Sewer System. Rates in Lake Edgewood were initially low for the small size of the system (~500 customers). The initial operating budget was only around \$250,000 annually. This made Lake Edgewood difficult to budget for and operate as a single pump failure could cost \$50,000, which was 25% of the annual budget. As a result, from 2008-2011 large increases were necessary to bring revenues above expenditures. Since that initial correction, in looking at Lake Edgewood Rates, they generally were below the inflation rate, and we managed with steady increases and operation changes to keep revenues at or above expenditures. Despite efforts, and due primarily to its small size, Lake Edgewood has relatively high sewer rates, so we always remain diligent about increases. Also, in Lake Edgewood, when looking at the flows received, there has been no real increase in over 15 years, making rates the only avenue to absorb increased expenses rather than having additional flow revenue to provide an offset.

### **Amended and Proposed Budget**

The original budget for Lake Edgewood assumed 6-months of flows being treated at the G-O WWTP at a wholesale rate of \$2.95/1,000 gallons. However, as stated previously, flows were treated at G-O for nearly 9 months. This resulted in some changes to proposed amended budget as summarized:

- 1) Chemical costs were expected to drop to zero with the termination of the plant as Aluminum Sulfate would not be required for Phosphorous removal. However, with the odor problems, we had to begin adding Calcium Nitrate, at a cost of around \$58/day.
- 2) The sewer line budget was increased due to work to adjust the drop structure into the gravity manhole to cut down on turbulence of the sewage which releases hydrogen sulfide gas, which causes odors.
- 3) Sludge Disposal was increased as sludge had to be trucked to G-O to cut down on odors rather than pumping to G-O, which was originally planned.
- 4) Finally, with the longer time frame, we increased the treatment charges to G-O, due to the higher volume of flow that was treated due to a longer discharge timeframe.
- 5) On the revenue side, a reserve transfer was suggested to offset the costs associated with the construction of the force main and connection to G-O. This is in addition to the transfers shown for the original construction on the bottom of the budget.

The connection to G-O, although resulting in some higher and unforeseen costs this year, provides a longterm treatment solution that greatly reduces the current and future potential



liability associated with ground water discharges. Due to the direct use of ground water for drinking water, these types of discharges are generally no longer designed or permitted.

The proposed FY2026 budget is based on the first full year that flows will be treated at the Genoa-Oceola WWTP. For the coming year, we were able to lower expenses for labor and equipment as there is no longer a plant to operate. We removed any expenditures for sludge disposal. We reduced sewer line repair costs estimates due to last year being a single modification due to odor, and we increased the wholesale treatment charges to Genoa Oceola. Overall, we are projected expenditures nearly identical to this year's amended budget and having a small loss in the system of \$8,924.

Based on the above budgeted expenses and history of Lake Edgewood, we propose a 3% rate increase to match increased inflationary costs as well as address the anticipated repairs and maintenance associated with the system.

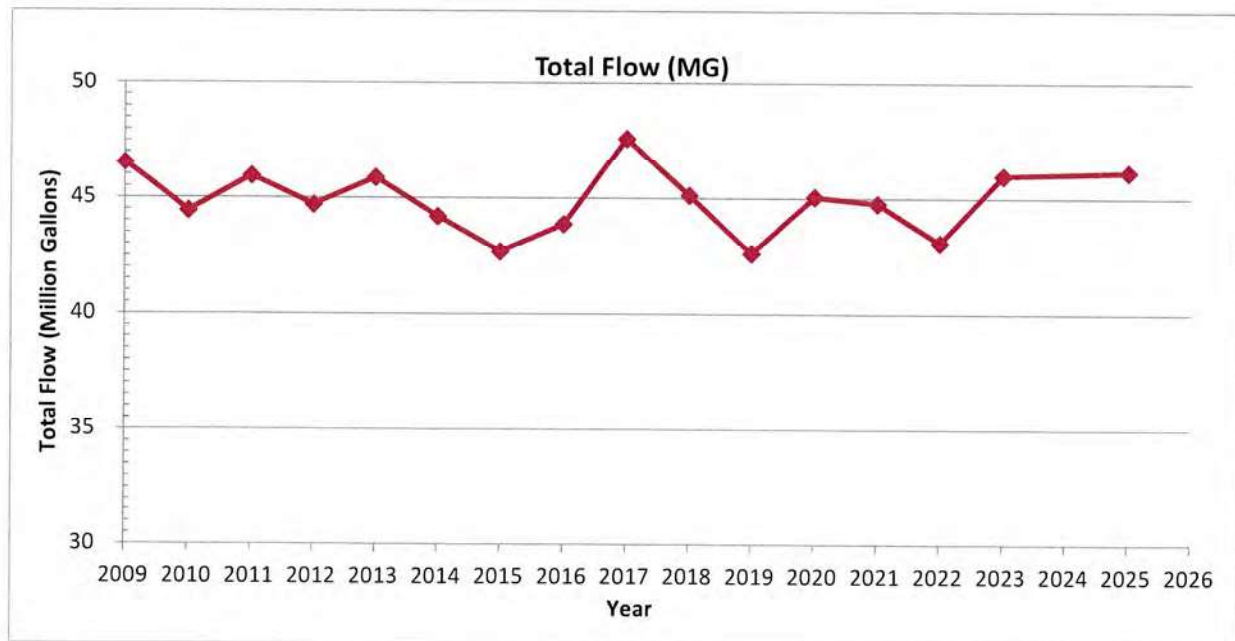
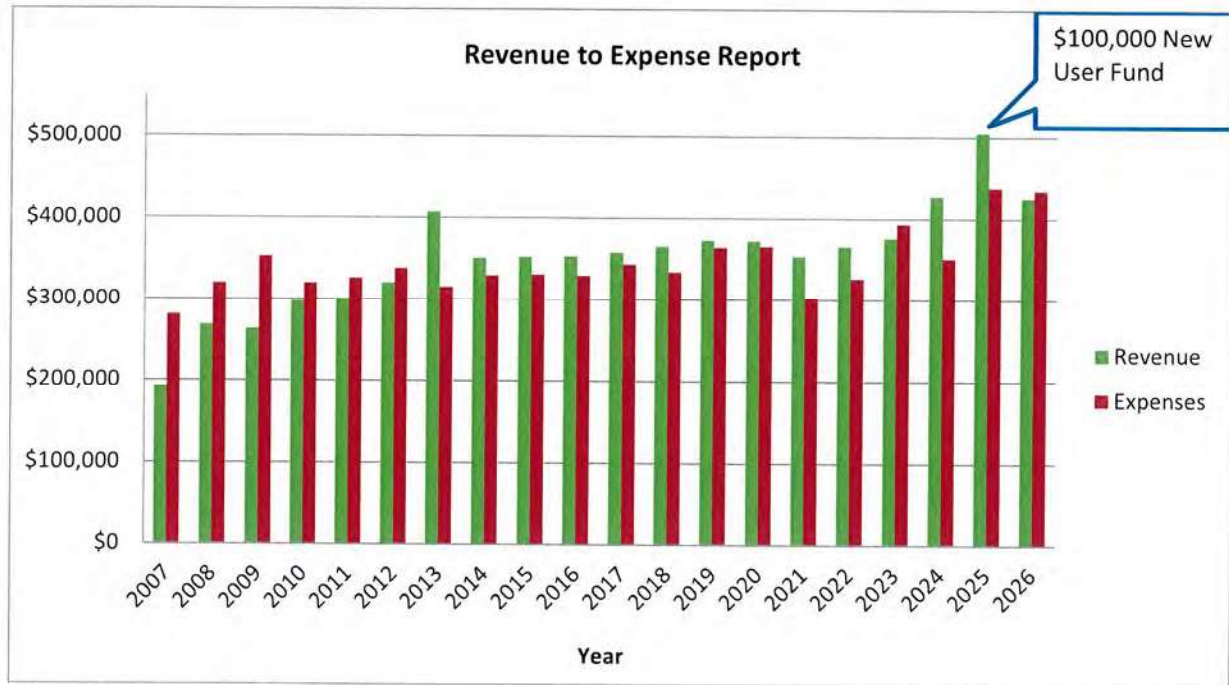
### **Budget Recommendations**

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

Moved by\_\_\_\_\_, supported by\_\_\_\_\_ to amend the FY 2025 Operating Budget for the Lake Edgewood Sewer System and to approve the FY 2026 Operating Budget for the Lake Edgewood Sewer System.

Moved by\_\_\_\_\_, supported by\_\_\_\_\_ to increase the Lake Edgewood metered sewer charge from \$7.60/1,000 gallons to \$7.83 /1,000 gallons, increase the flat rate sewer charge from \$148.57 / quarter to \$153.03 / quarter, and set the minimum sewer bill from \$68.40 to \$70.47 for usage of 9,000 gallons per quarter or less.

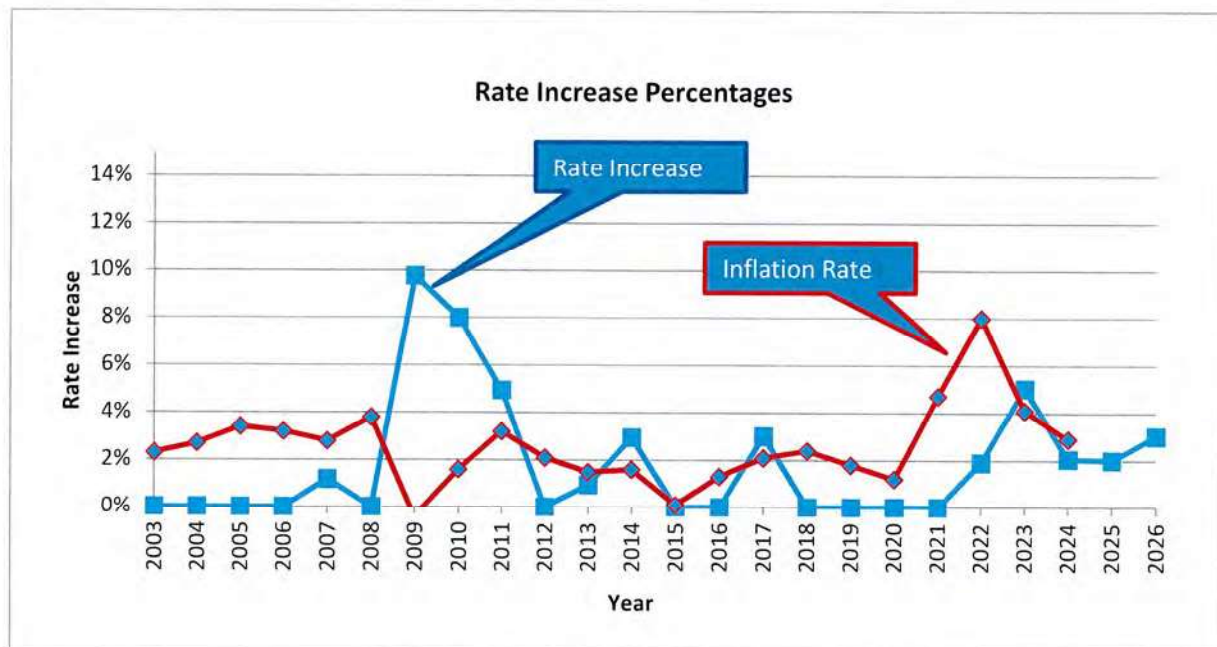
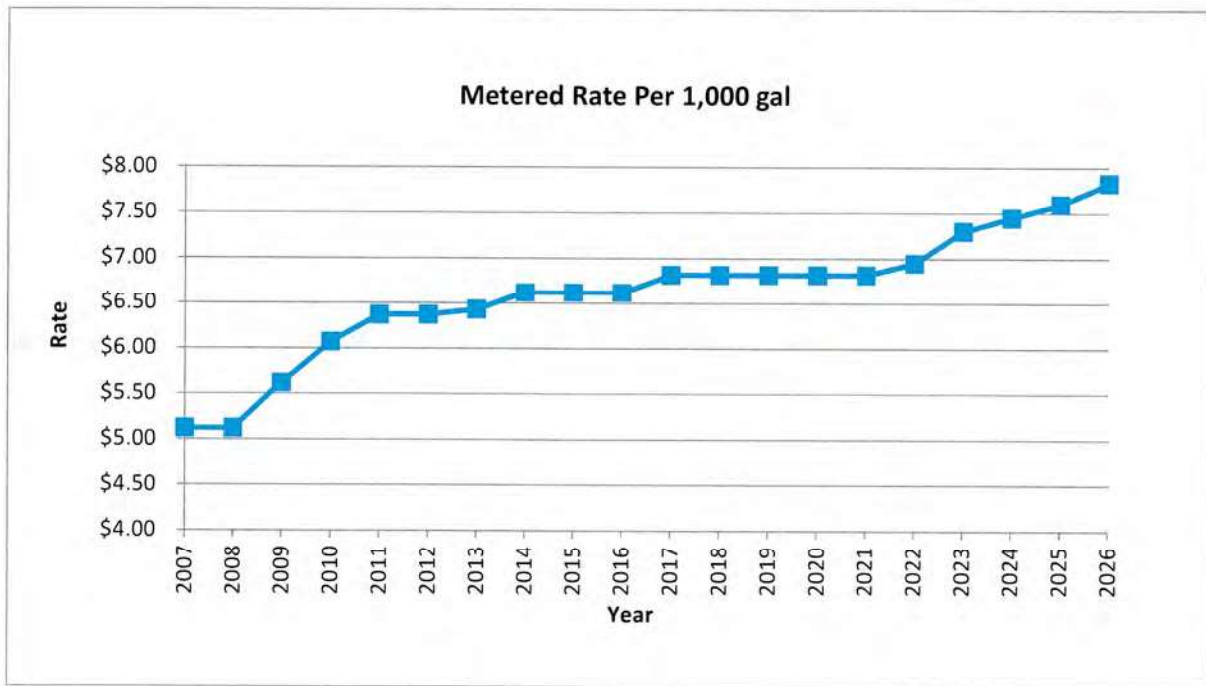
## Lake Edgewood Sewer



Note: \$100,000 new user transfer put into LE Operating in FY 2025 to offset increase in expenses from construction

# Lake Edgewood Sewer

Rate, Flow and Financial Summary



*Inflation Rate Data Source: U.S. Bureau of Labor Statistics, US City Average, not seasonally adjusted*

## Lake Edgewood Sewer

FY Year	Revenue	Expenses
2007	\$192,979	\$280,863
2008	\$267,853	\$319,958
2009	\$263,330	\$352,917
2010	\$297,287	\$320,069
2011	\$301,461	\$326,159
2012	\$320,334	\$338,494
2013	\$408,246	\$315,550
2014	\$351,308	\$329,758
2015	\$352,209	\$330,941
2016	\$353,960	\$329,877
2017	\$358,264	\$344,101
2018	\$365,805	\$334,678
2019	\$373,527	\$365,118
2020	\$372,626	\$366,282
2021	\$354,257	\$302,146
2022	\$366,197	\$327,438
2023	\$376,583	\$393,590
2024	\$428,048	\$351,543
2025	\$505,365	\$438,531
2026	\$426,201	\$435,125

Year	Metered Rate	% Rate Increase	Inflation Rate
2001	\$5.06		2.8
2002	\$5.06	0%	2%
2003	\$5.06	0%	2%
2004	\$5.06	0%	3%
2005	\$5.06	0%	3%
2006	\$5.06	0%	3%
2007	\$5.12	1%	2.8%
2008	\$5.12	0%	3.8%
2009	\$5.62	10%	-0.4%
2010	\$6.07	8%	1.6%
2011	\$6.37	5%	3.2%
2012	\$6.37	0%	2.1%
2013	\$6.43	1%	1.5%
2014	\$6.62	3%	1.6%
2015	\$6.62	0%	0.1%
2016	\$6.62	0%	1.3%
2017	\$6.82	3%	2.1%
2018	\$6.82	0%	2.4%
2019	\$6.82	0%	1.8%
2020	\$6.82	0%	1.2%
2021	\$6.82	0%	4.7%
2022	\$6.95	2%	8.0%
2023	\$7.30	5%	4.1%
2024	\$7.45	2%	2.9%
2025	\$7.60	2%	
2026	\$7.83	3%	

Year	Total Flow (MG)	% Change
2008	47.45	
2009	46.53	-2%
2010	44.43	-5%
2011	45.94	3%
2012	44.70	-3%
2013	45.88	3%
2014	44.2	-4%
2015	42.69	-3%
2016	43.87	3%
2017	47.6	9%
2018	45.13	-5%
2019	42.61	-6%
2020	45.05	6%
2021	44.77	-1%
2022	43.07	-4%
2023	45.99	7%
2025	46.15	0%



CHARTER TOWNSHIP OF GENOA  
LAKE EDGEWOOD SEWER SYSTEM  
BUDGET FOR 1 YEAR ENDING 3/31/25 COMPARED  
TO ACTUAL FOR 9 MONTHS ENDING 12/31/24  
BUDGET WORKSHEET AMENDED 3-31-25  
BUDGET WORKSHEET ORIGINAL 3-31-26

ACCT #	DESCRIPTION	ORIGINAL SEWER BUDGET FOR THE YEAR ENDING 3/31/25	SEWER ACTUAL FOR THE 9 MONTHS ENDING 12/31/2024	VARIANCE	SEWER PROPOSED REVISIONS FOR YEAR ENDING 3/31/2025	SEWER PROPOSED AMOUNTS FOR YEAR ENDING 3/31/2026	NOTES
000-400-002	Revenues	404,423	300,371	(104,052)	391,633	412,701	
000-465-001	Billing - operations	7,000	2,567	(4,433)	3,500	4,000	
000-572-003	Interest income	500	897	397	897	500	
000-699-234	Income - other	-	9,335	9,335	9,335	9,000	
	Trans - in DPW # 503	-	-	-	100,000	-	
	Trans - in Reserves	-	-	-	-	-	
	TOTAL INCOME	411,923	313,170	(98,753)	505,365	426,201	
000-801-002	Expenses	7,500	4,840	2,660	7,500	7,725	
500-753-002	Accounting/auditing	4,400	6,709	(2,309)	11,800	21,100	Small increase
500-946-002	Chemicals	-	-	-	-	-	CanOS for odor is \$5.79/gal. Use 10gal/day. Per day, \$57.80
500-946-004	Engineering - general	5,000	-	5,000	-	5,000	Not planning on utilizing general engineering budget
500-946-004	Insurance - separate projects	4,500	4,405	95	4,500	4,750	Odor control assistance and possible study
500-940-002	Laboratory costs	150,000	111,438	38,562	148,584	130,000	Lake Edgewood Portion of Genoa Policy
500-725-002	Laboratory costs	5,000	3,075	1,925	3,075	2,500	Reduce slightly, less work at LE, allocation % decline
500-902-002	Legal fees	-	-	-	-	-	Lower, putting money aside in case EGLE forces closure of site
500-808-002	Licenses, Fees, Permits	3,650	-	3,650	3,650	3,650	Placeholder
500-805-002	Miss Dig	500	-	500	500	500	Groundwater discharge permit annual fee
500-751-002	Office expenses	500	-	500	500	500	Annual Miss Dig Membership Fee
500-687-002	Refunds & adjustments	500	-	500	-	-	Budget placeholder
500-931-003	R & M - Building	2,500	3,407	(907)	3,500	3,500	Demo Old Plant, or Fix Up, may go one more year, fix up LE Condo Bld
500-931-007	R & M - Grounds	7,500	86	7,414	100	1,000	Driveaway gravel
500-931-009	R & M - Scada Web Maint. & Cell	2,000	1,280	720	1,280	1,500	Annual KISM for 5 Pump Station and UIS for main pumping station
500-931-011	R & M - Plant equipment	7,500	148	7,352	-	-	Will delete, no longer needed with plant conversion to GO
500-931-012	R & M - Grinder pumps	7,500	4,940	2,560	7,000	7,000	Repairs & Replacements for grinder pumps
500-931-015	R & M - Lines	7,500	15,221	(7,721)	17,000	7,500	Reduce, was repair costs assoc with moving lines due to odor problems
500-931-023	R & M - Pump stations	25,000	23,164	1,836	25,000	25,000	Cost of new pumps, pump station repair
500-931-025	R & M - Generators	6,000	4,732	1,268	4,732	3,000	Reduce this coming year, mowing less at former plant site
500-931-029	R & M - Sewer line cleaning	15,000	9,025	5,975	9,025	7,500	Repairs to generators in LE system
500-931-032	R & M - Sewer line cleaning	-	-	-	-	-	Covered under Vector Truck costs
500-931-034	R & M - Vector Truck exp	8,000	3,298	4,702	3,500	7,000	LE portion of Vector costs - more frequent Grand River Cleaning
500-931-035	R & M - Other	-	-	-	-	-	Budget placeholder
500-931-038	R & M - Backups	-	-	-	-	-	Budget placeholder
500-864-001	Sludge disposal	15,000	29,629	(14,629)	29,629	-	No longer needed with conversion to GO plant
500-762-007	Tools & supplies	1,000	14	986	100	-	Budget placeholder
500-762-007	Parts & supplies paid with credit card	1,500	582	918	750	1,000	Reimburse CC and account purchases
500-702-010	Trans out - Capital Impr. Repl. Reserve	-	-	-	-	-	It a surplus, make a transfer
500-931-002	Utilities - electric	30,000	20,563	9,437	28,000	28,000	Slight reduction, but peak service rates are higher
500-917-001	Utilities - water	250	-	250	250	250	Minimal water usage
500-921-002	Utilities - gas	4,500	3,226	1,274	5,000	5,000	Still have to keep buildings heated
500-924-001	Utility - sewer BTS (Davita)	2,650	1,988	662	2,650	2,650	Need to remove, go back to LE gravity
500-925-001	Utility - GO Sewer Charges/new line- contr to go conv	80,000	83,406	(3,406)	121,406	160,000	G-O sewer charges
	Trans to LE reserve for conversion	-	-	-	-	-	
	TOTAL EXPENSES	404,450	335,196	69,254	438,531	435,125	
	Net revenues/expenses	7,473	(25,026)	(29,499)	66,834	(8,924)	
	Beginning fund equity (deficit)	687,123	687,123	-	687,123	234,052	
	Ending fund equity (deficit) before adj for LE	694,596	665,097	(29,499)	753,957	225,128	
	GO consolidation costs paid by O & M	-	-	-	-	-	
	GO consolidation costs paid by LE O & M	(519,905)	(519,905)	-	(519,905)	-	
	Ending fund equity (deficit) after adj for LE	174,691	145,192	(29,499)	234,052	225,128	
	GO consolidation costs paid by O & M	-	-	-	-	-	



# MEMO

**TO:** Genoa Charter Township Board  
**FROM:** Greg Tatara, Utility Director  
**DATE:** February 12, 2025  
**RE:** Oak Pointe Water System Budget and Rate Approvals

.....

For consideration at tonight's Board Meeting are budget and rate approvals for the Oak Pointe Water System. We have worked with Pfeffer, Hanniford & Palka CPA's to develop the information and rate recommendations for tonight's meeting. In the following sections, we present the current fiscal year budget, the 9-Month Budget to Actual Reports, an amended FY 2025 Budget, the proposed FY 2026 Operating Budget, utility rate change recommendations, and historic financial summary information.

## **History of Oak Pointe Water System**

The Oak Pointe Water System was originally constructed by Burrough's Farms Associates in 1985, and consisted of Two Wells and a hydro-pneumatic pressure tank. In 1989, the Township took over operation. In 1994, with the addition of more homes in the Oak Pointe area, the plant was upgraded to include an additional well and iron removal. In 1996 the elevated storage tank was completed to provide pressure to expanding the Oak Pointe System. In 1999, with the addition of the Northshore Community, a wellhouse was constructed in Northshore. However, with poor water quality and the ability to only add 89gpm of flow, the well house was taken out of service in 2012. In 2005, with the growth in Oak Pointe and Northshore and resultant high irrigation usage and peak demands, a 500,000 gallon ground storage was added on the site of the Oak Pointe WWTP. Since 2007, the Township Utility Department has performed numerous capital improvements to the Oak Pointe Water System including:

- Replacement of Iron Removal Filter Media
- Painting of Elevated Storage Tank
- Replacement of Booster Station Pumps
- Replacement of Operation Control Valve
- Connection of Oak Pointe Booster Station to a Generator
- New 250 kW Generator Installation at Water Treatment Plant
- Painting of Interior of Water Treatment Plant
- New Chlorine Addition System and Bulk Storage
- Phosphate System Addition for Corrosion Control Addition
- Installation of Radio Based SCADA Communication and Operation Controls



Presented as **Attachment 1** are rate, flow, and financial summary and history graphs for the Oak Pointe Water System. In 2006, rates were \$2.12 /1,000 gallons; however, at this time the Oak Pointe System was regularly losing money. In 2007, Genoa Township passed a large percentage rate increase to bring the rates to \$2.76/1000 gallons. In addition, at this time a capital improvement charge was implemented to pay for the numerous improvements that were required to bring the water system up to current standards. Since that time, rate increases have ranged from 0, to a maximum of 11% in 2017. In general, rate increases generally trended with inflation as shown on the water rate increases percentage draft. Concurrent with rate increases, it is important to note that the Oak Pointe Water System has seen generally low usage and sales over time. This is primarily due to water saver appliances in homes, weather changes, and no growth on the Oak Pointe Water System since the early 2000s.

### **Amended and Proposed Budget**

The budget report, amended budget, and proposed budget for FY 2026 are presented in **Attachment 2**. The original budget for the Oak Pointe Water System assumed a small loss of \$10,549. However, 9 months through the budget year, we are showing a surplus of just over \$76,000. This surplus is pretty typical for nine months through the budget year as water usage billing is very seasonal and drops significantly in the winter months. Currently, all expenditures are in budget with the exception of meter change outs on failed meters. In the amended budget, despite reduced revenues due to lower water sales this year, we are predicting a small surplus of \$16,855. This is primarily due to reductions in chemical costs, lower DPW LEM charges, and reduced electrical usage from lower water sales, as well as receiving \$17,000 in refunds from the DPW fund.

In the proposed budget for FY 2026, we are estimating a small loss of \$10,652. The increased expenditures assume normal production, an increase in chemicals, a need to replace the chemical feed pumps at the plant, cleaning of the elevated storage tank, and a slight increase in DPW costs. Ultimately, water sales and weather for FY 2026 will determine the revenue received and whether any unforeseen major repairs occur in the system. For budgeting purposes, we assumed an average production of the past 3 years. We are proposing a 3% rate increase to keep pace with inflation and other increases in the system expenditures. Finally, our fund equity is sufficient to cover any potential major expenditure due to a pump or main failure.

It should be noted that with a 3% increase, the Oak Pointe Water Rates will remain very competitive with surrounding area rates:

- **Oak Pointe Proposed Rate:** \$4.53/1,000 gal.
- MHOG Current Rate: \$4.83 / 1,000 gal.
- Brighton Current Rate for Genoa: \$7.48/1,000 gal.
- Northville Township: \$6.33 / 1,000 gal.
- Fowlerville: \$6.30 / 1,000 gal.
- Fenton: \$6.20/1,000 gal.

*Note: The communities chosen for Comparison were similar billing structure to Oak Pointe. Some Communities use large flat costs based on meter size and lower commodity charges.*

### **Budget and Rate Approval Recommendations**

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

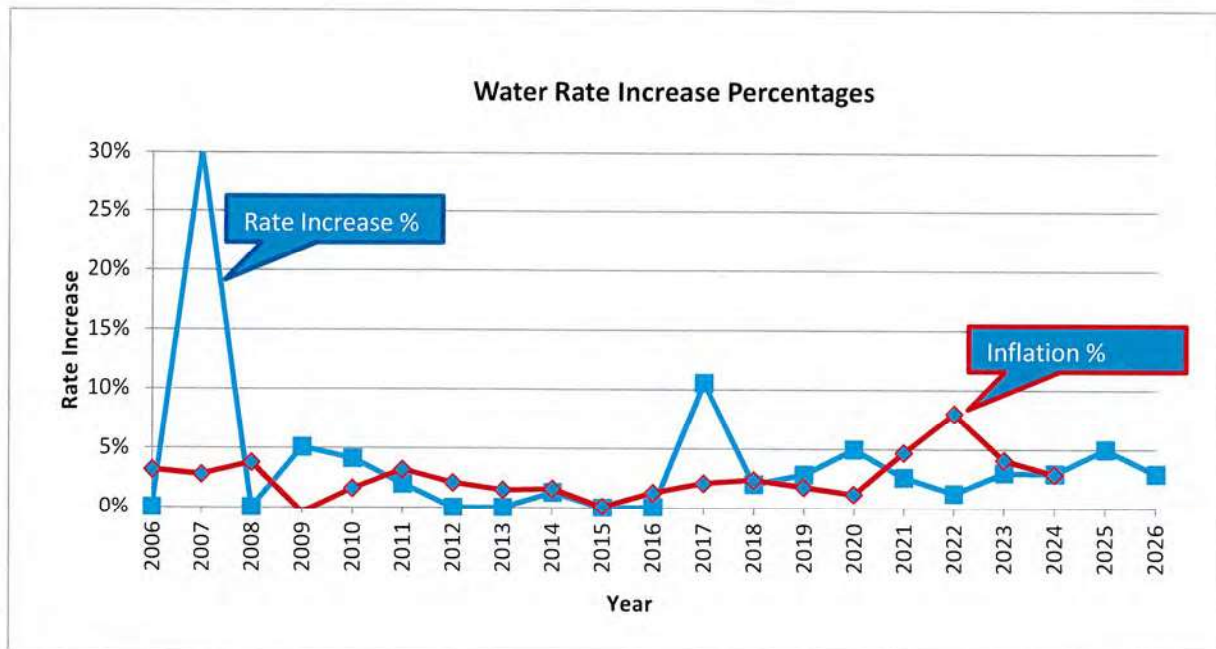
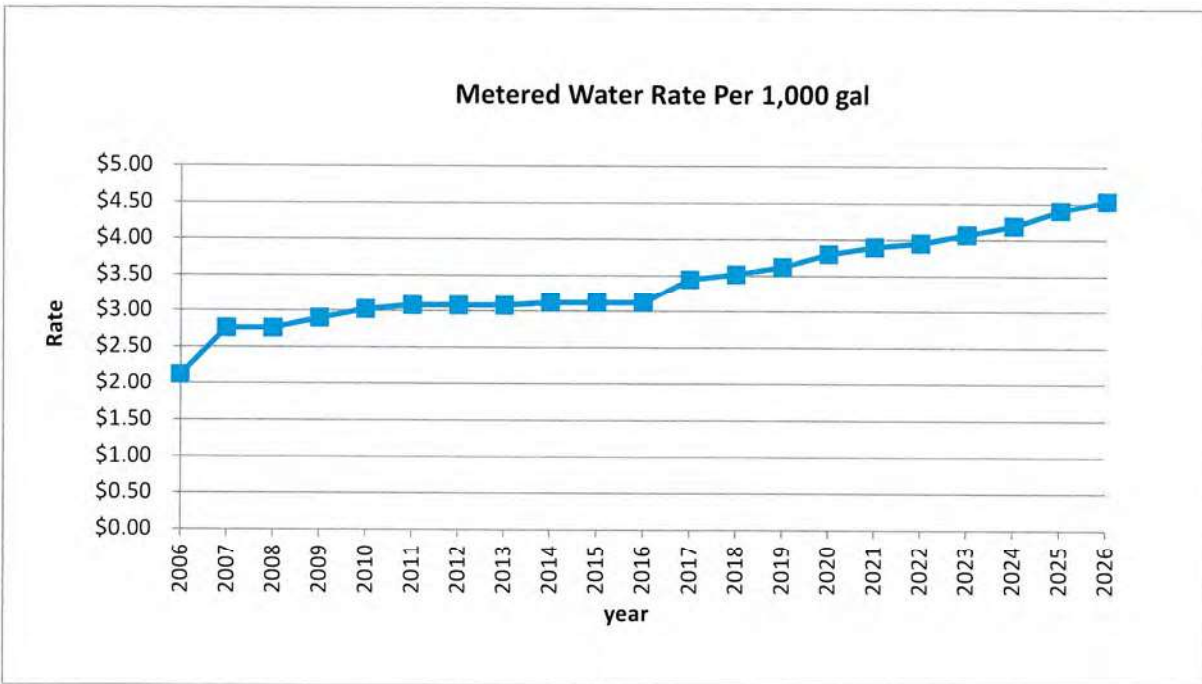
Moved by\_\_\_\_\_, supported by\_\_\_\_\_ to amend the FY 2025 Operating Budget for the Oak Pointe Water System and to approve the FY 2026 Operating Budget for the Oak Pointe Water System.

Moved by\_\_\_\_\_, supported by\_\_\_\_\_ to increase the Oak Pointe Water metered charge from \$4.40/1,000 gallons to \$4.53 /1,000 gallons for FY 2026

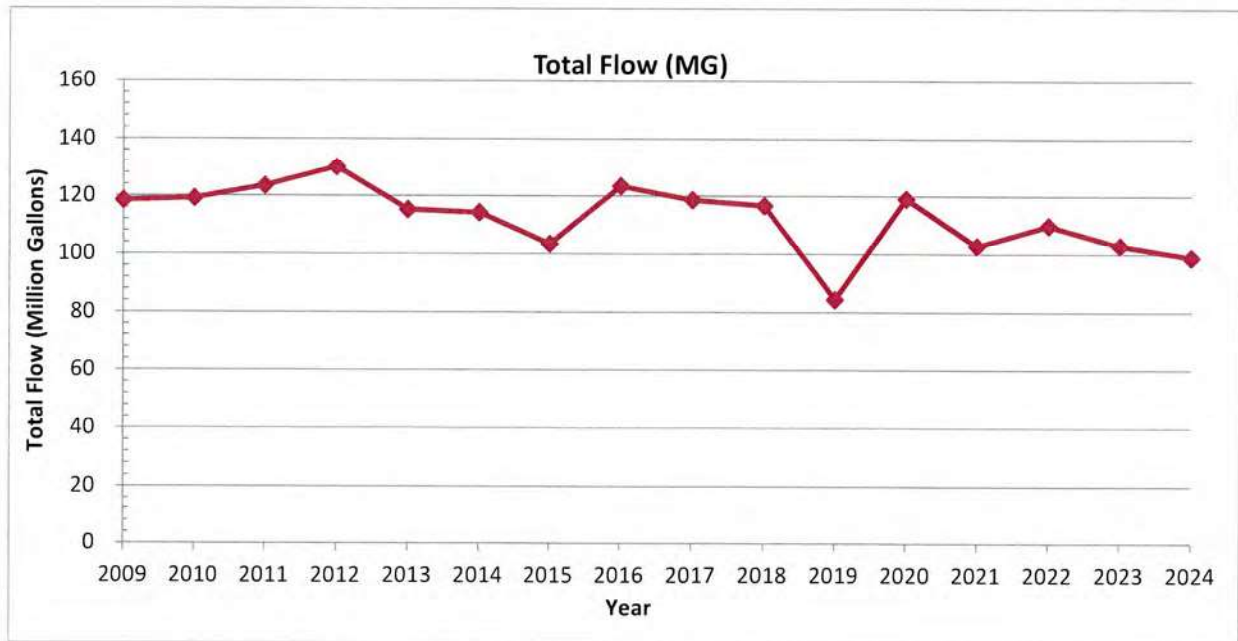
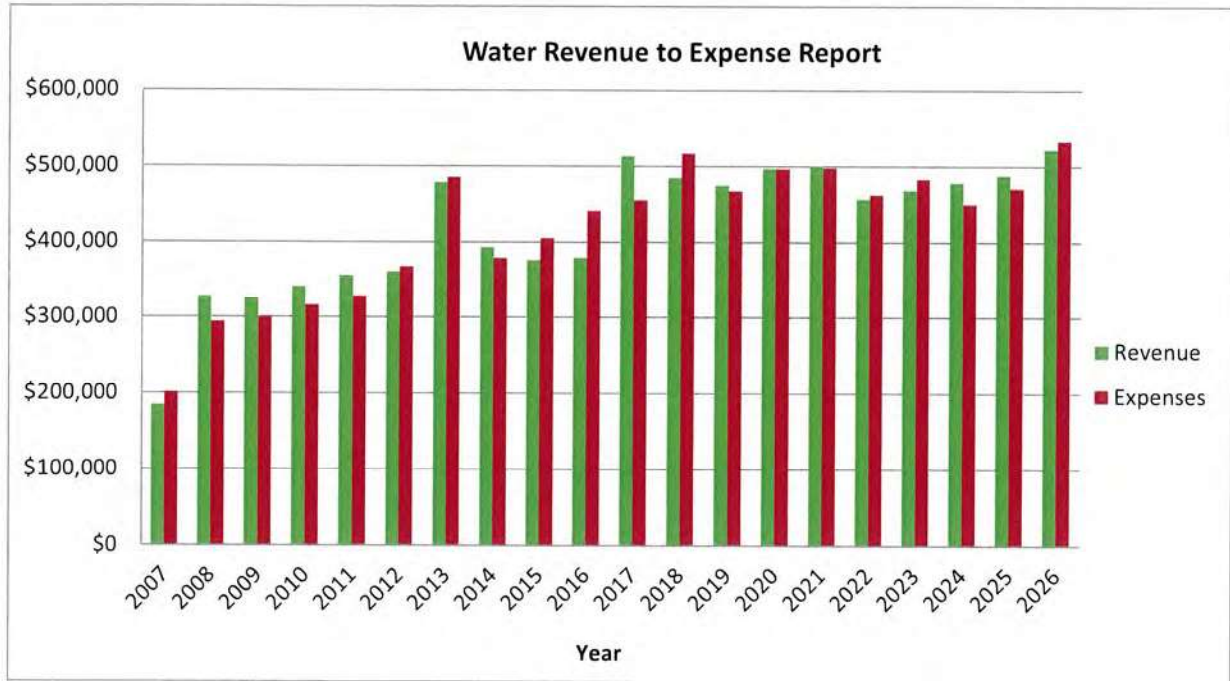


# Oak Pointe Water

Rate, Flow and Financial Summary



# Oak Pointe Water



## Oak Pointe Water

FY Year	Revenue	Expenses
2007	\$184,646	\$201,317
2008	\$329,030	\$294,254
2009	\$325,338	\$300,032
2010	\$341,733	\$316,051
2011	\$355,884	\$329,390
2012	\$361,034	\$367,885
2013	\$479,124	\$485,961
2014	\$393,070	\$379,267
2015	\$376,249	\$405,562
2016	\$379,832	\$442,364
2017	\$513,888	\$456,016
2018	\$485,410	\$517,420
2019	\$475,327	\$468,100
2020	\$497,527	\$497,260
2021	\$501,056	\$498,710
2022	\$457,656	\$462,958
2023	\$468,859	\$483,560
2024	\$478,947	\$450,708
2025	\$488,446	\$471,591
2026	\$522,598	\$533,250

Year	Metered Rate	% Rate Increase	Inflation Rate
2001	\$1.64		2.8
2002	\$1.64	0%	2%
2003	\$1.64	0%	2%
2004	\$1.64	0%	3%
2005	\$2.12	29%	3%
2006	\$2.12	0%	3%
2007	\$2.76	30%	2.8%
2008	\$2.76	0%	3.8%
2009	\$2.90	5%	-0.4%
2010	\$3.02	4%	1.6%
2011	\$3.08	2%	3.2%
2012	\$3.08	0%	2.1%
2013	\$3.08	0%	1.5%
2014	\$3.12	1%	1.6%
2015	\$3.12	0%	0.1%
2016	\$3.12	0%	1.3%
2017	\$3.45	11%	2.1%
2018	\$3.52	2%	2.4%
2019	\$3.62	3%	1.8%
2020	\$3.80	5%	1.2%
2021	\$3.90	3%	4.7%
2022	\$3.95	1%	8.0%
2023	\$4.07	3%	4.1%
2024	\$4.19	3%	2.9%
2025	\$4.40	5%	
2026	\$4.53	3%	

Year	Total Flow (MG)	% Change
2007	147.70	
2008	128.99	-13%
2009	118.48	-8%
2010	119.18	1%
2011	123.53	4%
2012	129.998	5%
2013	115.362	-11%
2014	114.313	-1%
2015	103.5	-9%
2016	123.394	19%
2017	118.734	-4%
2018	116.724	-2%
2019	84.492	-28%
2020	119.071	41%
2021	102.836	-14%
2022	109.86	7%
2023	102.93	-6%
2024	98.88	-4%







# MEMO

**TO:** Genoa Charter Township Board  
**FROM:** Greg Tatara, Utility Director  
**DATE:** February 12, 2025  
**RE:** Oak Pointe Sewer System Budget and Rate Approvals

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For consideration at tonight's Board Meeting are budget and rate approvals for the Oak Pointe Sewer System. We have worked with Pfeffer, Hanniford & Palka CPA's to develop the information and rate recommendations for tonight's meeting. In the following sections, we present the history of Oak Pointe Sewer System, the current fiscal year budget, the 9-Month Budget to Actual Reports, an amended FY 2025 Budget, and a proposed FY 2026 Operating Budget. Also included is utility rate change recommendations and historic financial summary information.

## **History of Oak Pointe Sewer System**

The Oak Point Sewer System was originally constructed by Burrough's Farms Associates in 1985, and consisted of a small Sequencing Batch Reactor Plant that discharged to two rapid infiltration basins. In 1988, with the addition of more homes in the Oak Pointe area, the plant was upgraded to include three large SBR tanks with an approximate 300,000 gallons/day treatment capacity. The Rapid Infiltration Basins were improved to allow for more rapid infiltration. In 1991, an additional SBR tank was added to increase the capacity to 400,000 gallons/day in order to serve the tri-lakes area with sewer. When Northshore was added in 1999, additional capacity was not added to the plant. It should be noted that the original plant design had a pump and storage system to use the plant effluent water for golf course irrigation. However, due to uneven nutrient loading and sodium in the water, the irrigation system was utilized only briefly. In 2000, the Michigan DEQ, which is currently the Michigan Department of Environment, Great Lakes, and Energy (EGLE), required Genoa Township to sample downgradient homes for sodium and chloride due to high concentrations in plant effluent samples. This sodium and chloride came from water softener discharges to the sanitary system. As a result of high levels of sodium in residential wells, the Township entered into a consent judgement with the State to install monitor wells and delineate the sodium and chloride plume and also provide point of use filtration to all affected downstream residents. This consent judgement is still in place today.

In 2014, in an effort to achieve compliance with sodium and chloride as well as staff concern over the potential for emerging contaminants, we formed a citizen's advisory panel to discuss with residents the idea of converting to the existing plant to a equalization pump station, and



installing a 6-mile force main from Oak Pointe to the Genoa-Oceola WWTP north of I-96 on Chilson Road. Based on the meetings with the committee we then held multiple information meetings for Oak Pointe residents. Ultimately, the \$6 million project was funded with Township backed Capital Improvement Bonds, and costs to the residents were offset by no longer being required to purchase potassium chloride for their water softeners. In addition, to accommodate Oak Pointe flows at the Genoa-Oceola system, Oak Pointe funded a sludge press for biosolids management improvements at the Authority's WWTP. The project was fully completed in January 2016, and the Oak Pointe WWTP was closed. However, with the consent order in place, Genoa Township had to continue to perform annual residential and monitor well sampling.

In 2022, EGLE, as part of their emerging contaminants investigation, required the Genoa Township to sample monitor wells downstream of the former WWTP. With Oak Pointe never having industrial or commercial flows, PFAS was not expected in high concentrations. Unfortunately, PFAS was detected in the monitor wells above drinking water standards. As a result, in 2023, we sampled residential wells for PFAS and found it in 6 homes above drinking water standards. Fortunately, these homes were protected by point of use RO units, which reduced the PFAS concentrations to non-detectable levels. However, this resulted in Genoa Township sampling all homes on Glenway and Brighton Roads, and working with the Michigan Department of Health and Human Services to make sure all homes had certified point of use treatment units for PFAS removal. In total, 9 homes were found to have PFAS above drinking water standards. In 2024, we applied for a grant through EGLE to offset some of our increased annual sampling costs and to perform aquifer modeling to identify a non-impacted source of drinking water for residents. This is necessary as the point of use filters are only an interim treatment method. Unfortunately, we were not awarded a grant, so we had to spend just under \$60,000 for sampling, continued sodium and chloride monitoring, and maintenance of RO Units. Also, without the grant, we did not have funds to perform the drinking water alternative analysis. To date, the PFAS investigation and remediation efforts have costed Oak Pointe nearly \$150,000, not including all the money the sodium and chloride investigations and continued monitoring expended. Likely, these costs are nearly \$1,000,000. It should be noted that PFAS sampling is very expensive. Each sample costs approximately \$400 to analyze at the laboratory. This year, we are once again applying for an EGLE grant to perform modeling to determine if an alternate source of drinking water can be identified in the area.

Presented as *Attachment 1* are rate, flow, and financial summary and history graphs for the Oak Pointe Sewer System. After some initial substantial rate increases in 2007 – 2010, we worked hard to keep rates consistent, due to the costs associated with the large capital improvement project to take the plant off-line. However, in 2022, with the costs for PFAS added, we had to increase rates to cover those costs and keep the O&M as low as possible. In addition, as with the other small systems, we are seeing steadily reduced flows.

Another significant expenditure we are seeing with the aging system is the continued need to replace grinder pumps, that are in some cases 30 years old. These pumps can no longer be rebuilt as parts from the manufacturer are obsolete. We have also had to upgrade several of the pump stations in the Oak Pointe system and purchase additional portable generators and none of

the 10 pump stations came with stand by generator systems to provide some reliability during storm events.

### **Amended and Proposed Budget**

The budget report, 2025 amended budget, and proposed budget for FY 2026 are presented in **Attachment 2**. The original budget for the Oak Pointe Water System assumed a loss of \$35,146. However, 9 months through the budget year, we are showing a smaller loss of \$9,120, primarily due to pending PFAS sampling costs. For the amended budget, we are anticipating a loss of \$45,090. This is due to PFAS, as well as having to purchase new grinder pump chambers and pumps to cover homes that are being rebuilt as well as obsolete pumps. For the homes being rebuilt, we recover that money from the homeowner as shown in the escrow parts reimbursement line item in revenue section. We also charge the Lake Edgewood and G-O systems for any grinders that are rebuilt in those systems. Also, this year we had to install a new heater in the pump station building, as the original 1988 boiler system could no longer be repaired.

For the 2026 Budget, we are projecting a small surplus of \$15,075. We are assuming we will not get a grant, so we are budgeting to cover our required contamination monitoring responsibilities. However, as a result of not being able to absorb the PFAS and other environmental sampling costs in the Operation and Maintenance budget, we are proposing a \$1 per 1,000 gal and \$13 per flat rate per quarter environmental contamination fee on the utility bills. We feel this provides transparency to customers to know where their rate payments are going to. We will hold the O&M rate and the grinder pump fee at their current levels in this fiscal year budget. If we are successful in a grant, then any surplus should be set aside in a reserve fund for future years or for future long-term solutions such as municipal water.

### **Budget and Rate Approval Recommendations**

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

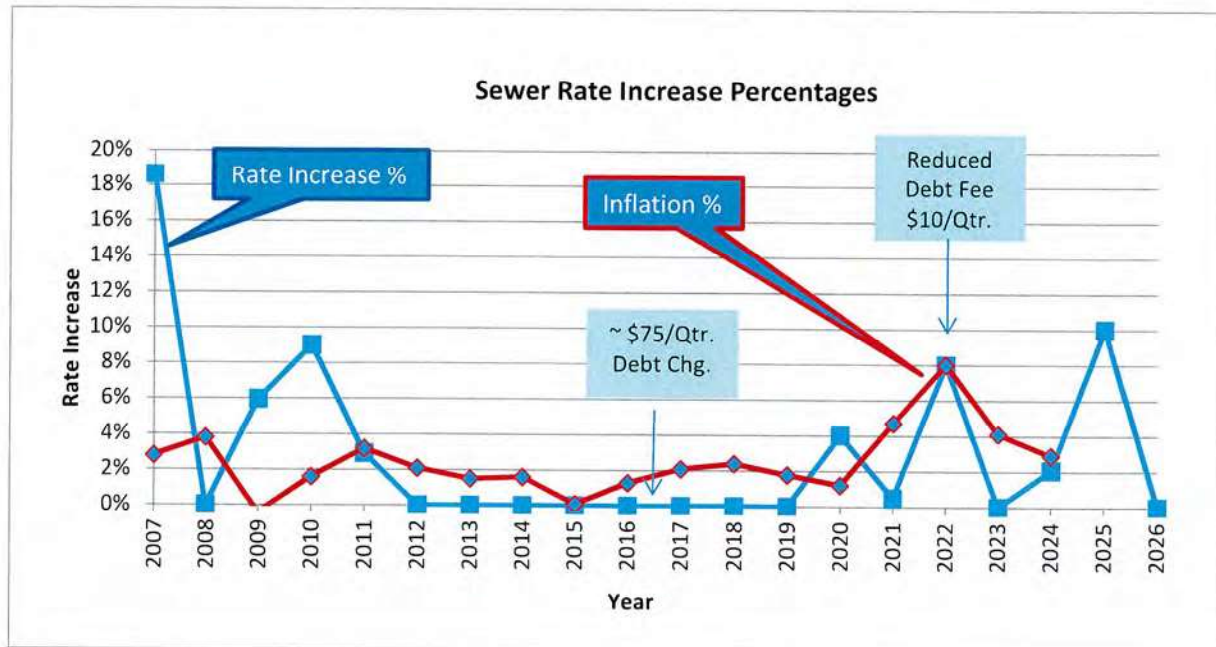
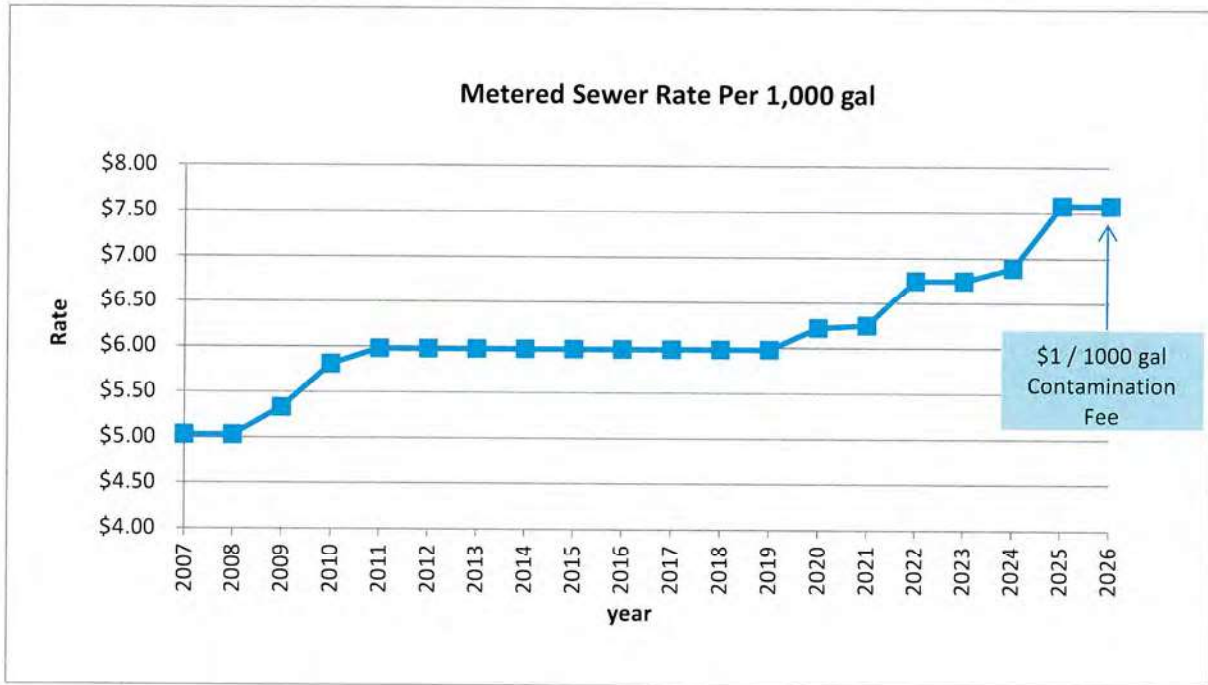
Moved by\_\_\_\_\_, supported by\_\_\_\_\_ to amend the FY 2025 Operating Budget for the Oak Pointe Sewer System and to approve the FY 2026 Operating Budget for the Oak Pointe Sewer System.

Moved by\_\_\_\_\_, supported by\_\_\_\_\_ to add a \$1/1,000 gallon or \$13/quarter per flat rate customer charge for environmental contamination fee and to keep the O&M and Grinder Pump Fee rates and charges unchanged in the FY 2026 Budget.



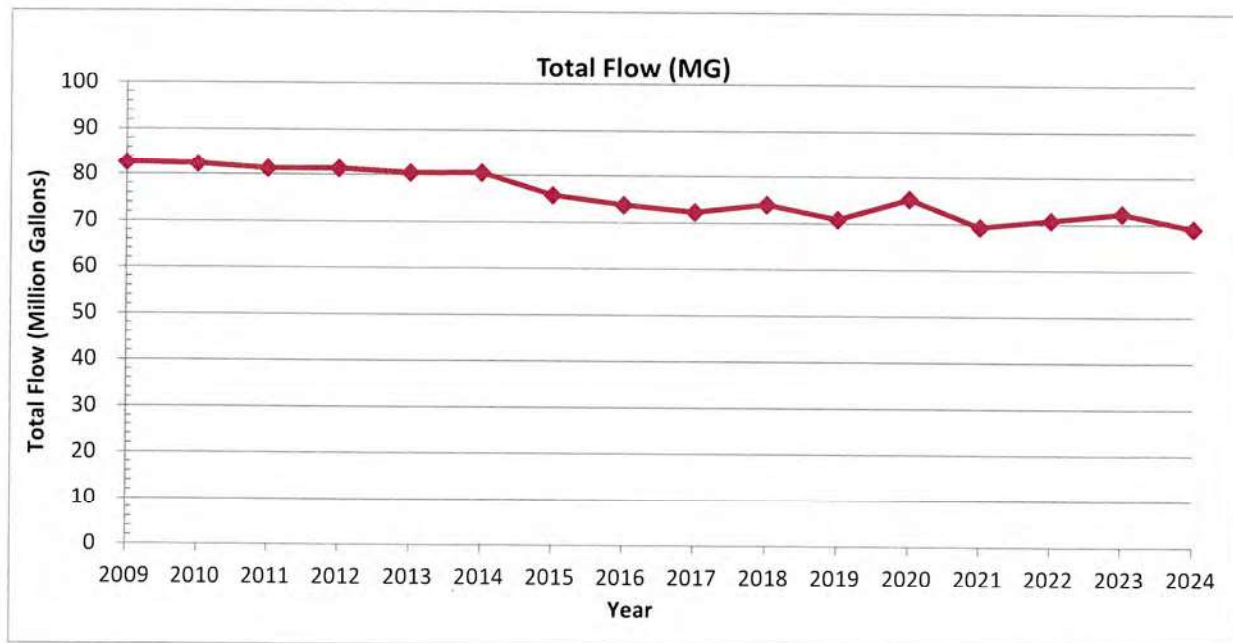
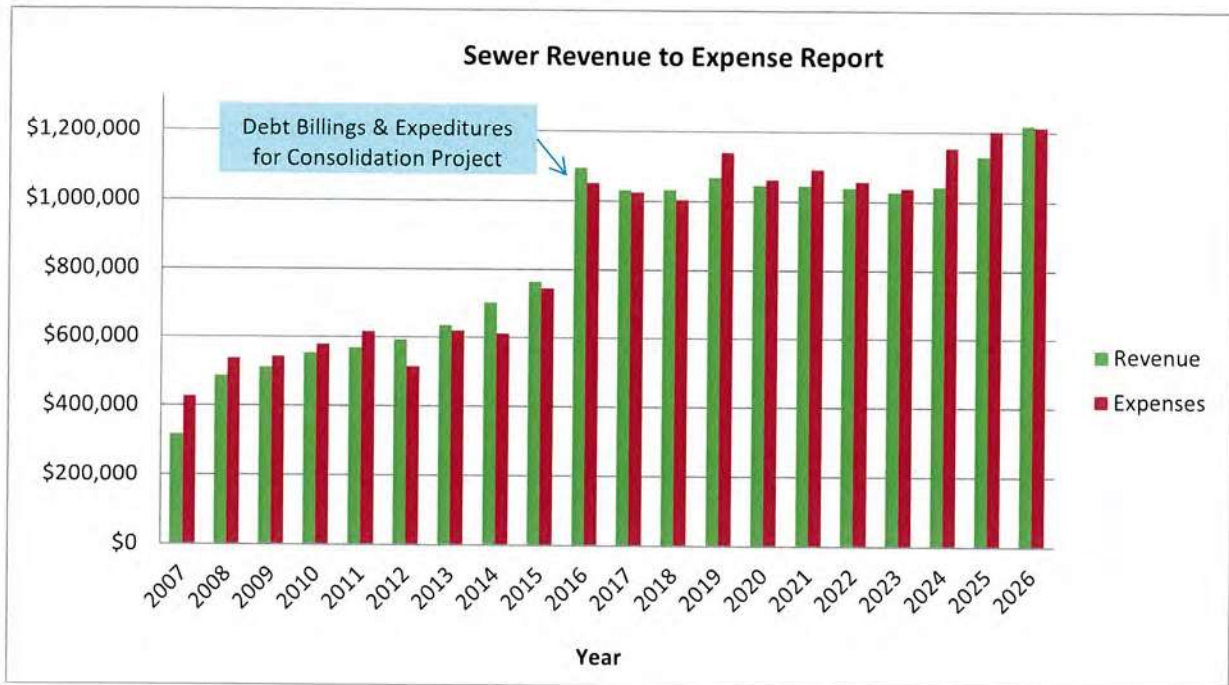
# Oak Pointe Sewer

Rate, Flow and Financial Summary





# Oak Pointe Sewer



## Oak Pointe Sewer

FY Year	Revenue	Expenses
2007	\$317,651	\$427,169
2008	\$488,371	\$538,030
2009	\$512,064	\$544,025
2010	\$553,936	\$579,055
2011	\$568,449	\$616,196
2012	\$592,807	\$516,451
2013	\$634,553	\$619,042
2014	\$700,450	\$611,072
2015	\$764,828	\$745,830
2016	\$1,094,943	\$1,051,690
2017	\$1,031,229	\$1,025,372
2018	\$1,033,754	\$1,003,689
2019	\$1,067,379	\$1,139,624
2020	\$1,046,096	\$1,062,616
2021	\$1,045,369	\$1,092,845
2022	\$1,039,471	\$1,057,245
2023	\$1,027,285	\$1,038,904
2024	\$1,043,638	\$1,153,653
2025	\$1,130,665	\$1,202,385
2026	\$1,219,360	\$1,214,285

Year	Metered Rate	% Rate Increase	Inflation Rate
2001	\$4.18		2.8
2002	\$4.18	0%	2%
2003	\$4.18	0%	2%
2004	\$4.18	0%	3%
2005	\$4.24	1%	3%
2006	\$4.24	0%	3%
2007	\$5.03	19%	2.8%
2008	\$5.03	0%	3.8%
2009	\$5.33	6%	-0.4%
2010	\$5.81	9%	1.6%
2011	\$5.98	3%	3.2%
2012	\$5.98	0%	2.1%
2013	\$5.98	0%	1.5%
2014	\$5.98	0%	1.6%
2015	\$5.98	0%	0.1%
2016	\$5.98	0%	1.3%
2017	\$5.98	0%	2.1%
2018	\$5.98	0%	2.4%
2019	\$5.98	0%	1.8%
2020	\$6.22	4%	1.2%
2021	\$6.25	0%	4.7%
2022	\$6.75	8%	8.0%
2023	\$6.75	0%	4.1%
2024	\$6.89	2%	2.9%
2025	\$7.58	10%	
2026	\$7.58	0%	

Year	Total Flow (MG)	% Change
2008	86.52	
2009	82.66	-4%
2010	82.31	0%
2011	81.33	-1%
2012	81.36	0%
2013	80.499	-1%
2014	80.55	0%
2015	75.8	-6%
2016	73.77	-3%
2017	72.29	-2%
2018	74.011	2%
2019	70.905	-4%
2020	75.272	6%
2021	69.336	-8%
2022	70.82	2%
2023	72.301	2%
2024	69.065	-4%

CHARTER TOWNSHIP OF GENOA  
OAK POINTE SEWER SYSTEM  
BUDGET FOR 1 YEAR ENDING 3/31/25 COMPARED  
TO ACTUAL FOR 9 MONTHS ENDING 12/31/24  
Budget Worksheet Amended 3-31-25  
Budget Worksheet Original 3-31-26

ACCT #	DESCRIPTION	ORIGINAL BUDGET FOR THE YEAR ENDING 3/31/2025	ACTUAL FOR 9 MONTHS ENDING 12/31/2024	VARIANCE	PROPOSED REVISIONS FOR YEAR ENDING 3/31/2025	PROPOSED AMOUNTS FOR YEAR ENDING 3/31/2026	NOTES
REVENUES							
592-500-801-002	Billing - operations	714,604	539,846	(174,758)	596,981	614,829	Keep Current metered rate \$7.58 & flat rate \$117.70
592-500-400-001	Billing - Capital Improv. Fee	-	-	-	-	54,864	Keep operating rates same
592-500-400-003	Billing - Environmental Fee	-	-	-	-	50,000	Current rate \$55 per grinder. Keep rate same
592-500-400-004	Grant - PFAS Sampling	62,000	-	(62,000)	-	50,000	For PFAS Sampling Requirements. Metered \$7 and flat \$13
592-500-672-003	Income - other	1,000	1,273	273	1,273	1,000	Estimate (50% chance of receiving)
592-500-676-001	Income - Grinder pump reimbursement	15,000	36,576	21,576	36,576	15,000	Estimate
592-500-726-003	Income Escrow Parts Reimbursement	-	-	-	26,630	10,000	Estimate
592-500-699-003	Income - interest	1,750	1,845	(105)	2,193	2,000	Trans from reserves to offset deficit, will also need for 2026 if no grant
592-500-699-234	Trans in from OP Reserves	-	20,204	20,204	20,204	13,000	Amount of grant for 2025
592-500-626-025	Billing - Debt (OP & GO)	359,247	271,166	(88,081)	359,838	358,835	Metered \$54.0 to 9,999 gal & Flats \$66/gal. Overage 10,000 gal is \$1.70 per 1,000 gal
	<b>TOTAL INCOME</b>	<b>1,153,601</b>	<b>870,710</b>	<b>(282,891)</b>	<b>1,157,295</b>	<b>1,229,360</b>	
EXPENSES							
592-500-801-002	Accounting/auditing	5,000	4,350	650	5,000	5,200	Small increase for FY 2026
592-500-753-002	Chemicals	-	-	-	-	-	Small increase for FY 2026
592-500-965-001	Consent order - ground20 sodium	12,000	-	12,000	12,000	12,000	Annual Sampling Requirements for home and monitor wells
592-500-973-001	RO System Maint. & Replacement	7,500	2,842	4,658	4,500	6,000	Annual Sampling Requirements for home and monitor wells
592-500-974-002	PFAS Sampling	50,000	-	50,000	43,330	50,000	Annual Sampling Requirements for home and monitor wells, applying for grant in 2026
592-500-946-002	Engineering - general	-	-	-	-	-	Budget place holder
592-500-946-002	Engineering - separate projects	-	-	-	-	-	Evaluate drinking water to Glenway homes impacted with PFAS
592-500-940-002	Engineering - separate projects	5,500	5,265	235	5,265	5,000	Same as FY 2025
592-500-725-002	Labor, Equipment, & Materials	325,000	249,446	75,554	332,599	348,000	Annual PFAS based on allocation percentage
592-500-802-002	Legal fees	-	-	-	-	-	Budget place holder
592-500-805-002	Misc - Dig Expenses	500	-	500	500	500	Annual membership dues
592-500-931-003	R & M - Building	2,500	9,842	(7,342)	10,000	2,500	New heater this year, replaced old boiler with GUH
592-500-931-007	R & M - Grounds	1,500	48	1,452	1,000	-	Driveway needs some improvements made
592-500-931-010	R & M - Sewer Main Maint. & Cell	1,500	8,100	(6,600)	1,000	-	Billed for 2 years of SCADA for KISM
592-500-931-012	R & M - Grinder Pumps	45,000	30,890	14,110	5,000	5,000	Plans for pump rebuilds
592-500-931-013	R & M - New Grinder pumps	12,000	67,203	(55,203)	25,000	25,000	Manholes replaced this year, make sure reimbursed by builders, also incr in cost
592-500-934-008	R & M - Sewer Televising	-	-	-	-	-	No Sewer televising planned
592-500-931-016	R & M - Force Main Repairs	20,000	-	20,000	15,000	15,000	Potential for low pressure sewer repair
592-500-934-007	R & M - Air Release - Flushing Connections	2,500	-	2,500	2,500	2,500	Hold original budget for FY 2026
592-500-931-017	R & M - Gravity Main Repairs	2,500	-	2,500	2,500	2,500	Hold original budget for FY 2026
592-500-931-018	R & M - Pump Stations	2,500	-	2,500	2,500	2,500	Hold original budget for FY 2026
592-500-931-021	R & M - Pump stations	35,000	28,114	6,886	35,000	40,000	New pump for Station 57 this year, next Y new pump for station 57
592-500-931-025	R & M - moving	4,500	4,470	30	4,470	6,000	Same as FY 2025
592-500-931-029	R & M - Generators	6,500	3,749	2,751	3,749	6,000	Reduced base on actual generator repairs
592-500-931-032	R & M - Sewer line cleaning	-	-	-	-	-	No outside cleaning, in house with Vector Truck Expenses
592-500-931-033	R & M - Vector Truck Expenses	18,000	7,137	10,863	7,137	12,000	Actual percent usage
592-500-931-038	R & M - Other	-	-	-	-	-	Budget place holder
592-500-931-038	R & M - Other backlogs	2,500	867	1,633	1,000	1,250	Budget for computer
592-500-850-002	Internet for scada system	500	-	500	500	500	Grinder pump cost
592-500-762-010	Tools & supplies	2,000	1,348	652	1,900	2,000	Hold original budget for FY 2026
592-500-762-017	Parts & Supplies paid by CC	-	-	-	-	-	If surplus, make transfer
592-500-699-991	Trans out - Capital Improv. Repl. Reserves	359,247	271,166	88,081	359,835	358,835	Transfer to debt fund based on usage (same as revenue amount)
592-500-999-055	Trans out - OP Debt Service Fund (OP & GO)	32,000	22,327	9,673	31,000	4,500	Corrected all bills, adjusted per billing address
592-500-920-002	Utilities - electric	225,000	159,496	65,504	215,000	230,000	Hold original budget for FY 2026
592-500-920-002	Utilities - gas	-	-	-	-	-	GO increased rates for OP starting 10/1/24 and additional increase on 10/1/25
592-500-854-002	Utilities - sewer treatment charges - GO	-	-	-	-	-	
	<b>Total Expenses</b>	<b>1,188,747</b>	<b>879,830</b>	<b>308,917</b>	<b>1,202,385</b>	<b>1,214,285</b>	
	Net revenues/expenses	(85,146)	(9,120)	26,026	(45,090)	15,075	
	Beginning fund equity (deficit)	791,153	791,153	-	791,153	746,063	
	Ending fund equity (deficit)	755,007	782,033	26,026	746,063	751,138	



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

## MEMORANDUM

**TO:** Board of Trustees

**FROM:** Kevin Spicher, Supervisor

**DATE:** 2/11/25

**RE:** **Appointment of BAFA Alternate for Genoa Township**

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Pursuant to Article 4 of the Amended and Restated Articles of Incorporation of the Brighton Area Fire Authority, adopted 12/12/2024, Genoa Township must appoint an alternate representative to the BAFA Board in the event that either of the current appointees, Supervisor Kevin T. Spicher, or Trustee Todd Walker, are unable to attend a meeting.

I nominate Trustee Bill Reiber to fill the Genoa Township Alternate position on the BAFA board for the term ending 11/20/2028.

### **SUPERVISOR**

Kevin Spicher

### **CLERK**

Janene Deaton

### **TREASURER**

Robin L. Hunt

### **TRUSTEES**

Rick Soucy

Bill Reiber

Candie Hovarter

Todd Walker

### **MANAGER**

Kelly VanMarter



## Genoa Township Officials

Amended: ~~December 16, 2024~~ February 17, 2025

### **PLANNING COMMISSION (3-year term)** Generally meets the 2<sup>nd</sup> Monday of each month.

Chris Grajek	06/30/26
Marianne McCreary	06/30/27
Tim Chouinard	06/30/26
Greg Rassel	06/30/25
Bill Reiber (4-year term)	11/20/28
Glynis McBain	06/30/27
Eric Rauch	06/30/25

### **ZONING BOARD OF APPEALS (3-year term)** Generally meets the 3<sup>rd</sup> Tuesday of each month.

Bill Rockwell	06/30/27
Marianne McCreary	06/30/27
Craig Fons	06/30/25
Rick Soucy (4-year term)	11/20/28
Michele Kreutzberg	06/30/26
Matt Hurley (alternate)	06/30/25

### **BOARD OF REVIEW (2-year term)** – Generally meets the Tuesday following the 1<sup>st</sup> Monday in March, the 2<sup>nd</sup> Monday and Tuesday in March, the Tuesday after the 3<sup>rd</sup> Monday in July and the Tuesday following the 2<sup>nd</sup> Monday in December.

Chris Grajek	12/31/26
Ron Matkin	12/31/26
Lori Merians	12/31/26
Eric Graetzel (alternate)	12/31/26

### **SEMCOG (4-year term)** – General Assembly Committee meets 3 times each year (March, June, October) at various locations.

Todd Walker	11/20/28
Rick Soucy (alternate)	11/20/28

### **GENOA/OCEOLA SEWER AND WATER AUTHORITY (4-year term)** – Generally meets 3<sup>rd</sup> Wednesday of each month at Oceola Township Hall at 4:00pm.

Robin Hunt	11/20/28
Kevin Spicher	11/20/28

### **HOWELL PARKS AND RECREATION (4-year term)** – Generally meets 3<sup>rd</sup> Tuesday of each month at 6:30pm at Oceola Community Center.

Candie Hovarter	11/20/28
Todd Walker (alternate)	11/20/28

### **MHOG (Marion, Howell, Oceola and Genoa) (4-year term)** - Generally meets 3<sup>rd</sup> Wednesday of each month at Oceola Township Hall at 5:00pm.

Robin Hunt	11/20/28
Kevin Spicher	11/20/28

### **FOIA COORDINATOR (4-year term)**

Kelly VanMarter	11/20/28
-----------------	----------

### **BRIGHTON FIRE AUTHORITY (4-year term)** – Generally meets 2<sup>nd</sup> Thursday of each month at 8:00am.

Kevin Spicher	11/20/28
Todd Walker	11/20/28
<u>Bill Reiber (alternate)</u>	<u>11/20/28</u>

### **ELECTION COMMISSION (4-year term)** – Meets at least once no less than 21 days and no more than 40 days before an election.

Rick Soucy	11/20/28
Candie Hovarter	11/20/28





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

## MEMORANDUM

**TO:** Genoa Board of Trustees

**FROM:** Trustee Todd Walker

**DATE:** 12 February 2025

**RE:** "My Genoa Township" App

---

Our Township is about to be affected by several projects that will impact our constituents daily lives. We are an all new Board, save for Robin Hunt, our Treasurer. Our campaign promises are fresh in our minds as well as the minds of the voters who supported us. During our new Boards campaign, we promised, among other things, to be fiscally responsible, and to improve transparency and Community involvement. In honoring those promises, we have started to livestream our meetings, post more actively on Facebook and Nextdoor, and hold town hall events. We have also moved to revisit our Master Plan. We NEED our constituents to be informed and involved in our processes, so THEY can determine the trajectory of our beautiful, rural Genoa Township.

One constant that we hear from our constituents is that they desire a way for us to push information out to them, rather than them having to reach in and pull out information for themselves. Having personally used the City of Brighton and City of Howell apps for a period of time, and after hearing direct positive feedback from our legal counsel regarding his experiences with his White Lake Township app, I feel that an app would honor the wishes of our constituents, and would help us live up to some of our campaign promises.

I move that we engage with the same app developer that the aforementioned governments use for their apps to develop a "My Genoa Township" app.

The app developer has sent us a written quote which I have negotiated down from \$5,400.00 to \$4,800.00 per year, along with examples of what the development process would involve. The price includes marketing material to make our constituents aware that an app is available. The process for us to push info out on the app would be a similar process to what we already use to post info on Facebook. In fact, posts/pushes made to the app can be linked to automatically post on Facebook. That being said, there won't be any additional workload placed on anyone. I feel that it's time to move from discussing this topic to voting on this topic. Thanks for your consideration.

In Liberty,  
Todd Walker

### SUPERVISOR

Kevin Spicher

### CLERK

Janene Deaton

### TREASURER

Robin L. Hunt

### TRUSTEES

Rick Soucy

Bill Reiber

Candie Hovarter

Todd Walker

### MANAGER

Kelly VanMarter

# Genoa Township, MI

## Citizen Notifications & Alerts

February 11, 2025

**Prepared By:**

Kevin Strauss

(631) 861-5812

[Kevin@gogovapps.com](mailto:Kevin@gogovapps.com)

**Prepared For:**

Todd Walker

Trustee

[toddwforgenoa@gmail.com](mailto:toddwforgenoa@gmail.com)

## Subscriptions &amp; Services

Description	Amount
<b>GONotify</b> Citizen Notifications & Alerts (Notify) - Unlimited Subscription	<b>\$4,800</b> /year
Services: \$0      Annually: \$4,800	

## Order Detail

Primary Contact			
Contact Name:		Phone:	
Title:		Email:	

Billing Information			
Contact Name:		Phone:	
PO #: (Optional)		Email:	

Contract Term Information	
Initial Subscription Period:	12 months starting:



## Terms & Conditions

The following terms are the latest version of the GOGov Master Terms & Conditions that is maintained and updated. No part of these terms may be modified other than the “Special Terms & Exceptions” section.

1. **Ownership & License:** GOGov, Inc. (dba “GOGov”) owns all intellectual property in the software products listed in the Subscription and Services section (collectively “Software” or “Subscription Services”) in the Order Form. Customer shall not modify, adapt, translate, rent, lease or otherwise attempt to discover the Software source code. The following terms and conditions (this “Agreement”) will be effective as of the date of last signature of the Order Form (“Effective Date”) and will be governed by the laws in force in the State of New York.
2. **Software License.** The Software subscription and the accompanying files, software updates, lists and documentation are licensed, not sold, to you. You may use the Software if you maintain your annual subscription.
3. **Continued Services**
  - 3.1 **Hosting.** GOGov agrees to maintain Customer data in a secure datacenter and is committed to providing 99.5% uptime and availability. GOGov will perform nightly backups of your hosted data to an alternate physical location.
  - 3.2 **Ownership of Data.** All hosted data specific to Customer is owned by the Customer. Within thirty (30) calendar days following termination of this Agreement, the Customer can request and GOGov will provide a complete copy of Customer’s data without additional charge through a downloadable zip file provided the customer is current on payments.
4. **Payment Terms & Fees**
  - 4.1 **Subscription Term and Termination.** The initial Subscription Term of this Agreement begins on Effective Date (last signature) and will continue to the end of the Initial Subscription Period listed in the Order Form. At the end of the initial Subscription Term, Customer’s subscription and this Agreement will renew for an additional twelve (12) month term and for subsequent twelve (12) month periods thereafter. Quotes for budgeting purposes will be sent 6 months prior to subscription renewal. Invoices are sent approximately 60 days prior to subscription renewal. To cancel this agreement, Customer should submit written notice to GOGov at [Billing@GOGovApps.com](mailto:Billing@GOGovApps.com) not less than sixty (60) calendar days prior to the end of the then-current Term. GOGov reserves the right to increase the annual fees by 7% on the anniversary date of each annual term.
  - 4.2 **Payment Terms.** Initial payment is due at the beginning of the subscription term. Each subsequent annual billing will be due on the anniversary date of the initial term. Payment Terms are **NET 30** Days from the invoice date.
  - 4.3 **Taxes & Obligations.** Customer agrees to pay the amounts specified in the Order, which are non-cancelable and non-refundable, based on services purchased, not usage. Fees do not include any applicable taxes (e.g. sales, VAT, or withholding). For non-tax-exempt customers, Customer is responsible for paying all Taxes associated with its purchases hereunder and may be invoices separately by GOGov.
  - 4.4 **Convenience Fees.** For GOGov products that manage credit card processing, GOGov will add a Convenience Fee of \$3.00 plus 3% per transaction to offset the costs of online processing.
  - 4.5 **Voice & SMS.** For customers using Voice and SMS services only. Customer must purchase a minimum of 10,000 credits per year to keep the Voice & SMS subscription active. Credits are non-refundable but will carry forward as long as the subscription remains active. Each SMS message uses 1-credit for each segment (160 characters) sent or received. Voice services use 1-credit per minute of outbound or inbound calls, except for calls to Alaska (907 area code) which cost 7-credits per minute (credit costs are subject to change). Upon cancellation of the Voice & SMS subscription any unused credits are forfeit and the leased Phone Number will be released and no longer available. Customer must abide by all federal and state laws and regulations for SMS & Voice calling usage including following a proper opt-in process ([gogovapps.com/terms#sms](http://gogovapps.com/terms#sms)).
5. **Limitation of Liability.** GOGov will, at all times during the Agreement, maintain appropriate insurance coverage. In no event will GOGov’s cumulative liability for any general, incidental, special, compensatory, or punitive damages whatsoever suffered by Customer or any other person or entity exceed 50% of the annual contract value at the point in time when the circumstances came about to such claim(s) of liability, even if GOGov or its agents have been advised of the possibility of such damages.

6. **Updating of Terms.** Upon each renewal of this Agreement, the latest Master Terms & Conditions that GOGov has published within the software ninety (90) days prior to the renewal date shall replace these terms. Any Special Terms & Exceptions listed in the original document shall carryover to the renewal terms. We reserve the right to change our Master Terms & Conditions at any time. If the changes are material, GOGov will advise the Customer by email or posting a notice on the site before changes go into effect. If the Customer does not agree to the new terms, Customer may contact [Support@GOGovApps.com](mailto:Support@GOGovApps.com) to have objections considered.
7. **Other Provisions**
- 7.1 *Other Public Agency Orders.* Other public agencies may utilize the terms and conditions established by this Agreement if agreeable to all parties. Customer does not accept any responsibility or involvement in the purchase orders or contracts issues by other public agencies.
- 7.2 *Alternate Terms Disclaimed.* The parties expressly disclaim any alternate terms and conditions accompanying drafts and/or purchase orders issued by Customer.
8. **Special Terms & Exceptions.** None.

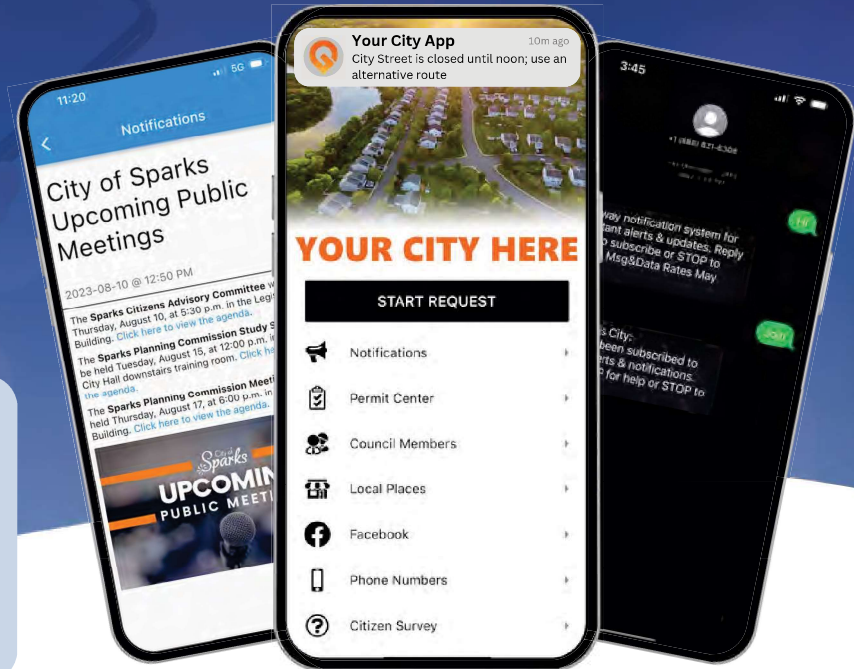
This Order Form is entered into between Customer and GOGov. Customer accepts and agrees to adhere to the Terms and Conditions with this order form, will be referenced as the "Agreement." This Agreement between Customer and GOGov, which Customer hereby acknowledges and accepts, constitutes the entire agreement between GOGov and Customer governing the Services referenced above. Customer represents that its signatory below has the authority to bind Customer to the terms of this Agreement.

**GOGov, Inc.****Genoa Township, MI****Sign:****Name:** Daryl Blowes**Title:** CEO**Date:****Sign:****Name:****Title:****Date:***Additional Customer Signatures (Optional)***Sign:****Name:****Title:****Date:****Sign:****Name:****Title:****Date:**



# Citizen Notifications

**450+** customers  
**2m+** citizens engaged  
**7m+** issues resolved



## Benefits for Citizen Notifications



### Send Targeted Content

Setup subscription groups which allows citizens to subscribe to content.



### Branded Mobile App

Provide your citizens with a mobile front door to government services.



### Multi-Channel Communication

Mobile app, Email, SMS/texting, voice and social media.

## All of Your Communication In One Spot

Event Updates

Election Information

Weather Updates

Road Closures

Holiday Reminders

Meeting Information

Job Openings

Facility Closures

And More...



**Get Started Today!**



[www.GOGovApps.com](http://www.GOGovApps.com) | [Sales@GOGovApps.com](mailto:Sales@GOGovApps.com) | (888) 464-6811



## Citizen Benefits

### Branded Mobile App

One place to access all notifications and important information directly from your local municipality.

### Subscription Lists

Citizens can subscribe to the types of notifications that they want to receive.

### Direct Notifications

Citizens rest assured that they won't miss important communications because they are delivered directly to their phones.

## Manager Benefits

### Efficient Communication

Quickly share important updates to residents for improved responsiveness across multiple communication channels.

### Enhanced Citizen Engagement

Engage residents more effectively by providing timely and relevant information.

### Streamlined Operations

Foster community involvement with timely notifications and updates.

## Staff Benefits

### Message Editor

Create detailed and stylish communications with our user-friendly editor by including pictures, formatting and links.

### Multi-Channel

Push content to all important channels such as email, mobile push notifications, SMS/texting, voice and social media with just a few clicks.

### Marketing Support Included

Benefit from GOGov's continuous marketing support to keep the community engaged with the app, ensuring ongoing awareness and utilization of the platform.

## Support & Training

### All-Inclusive Training & Support

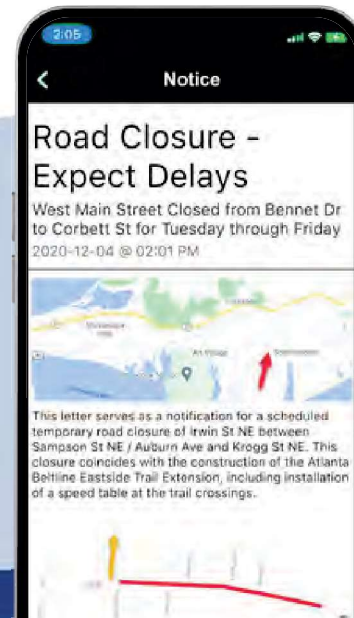
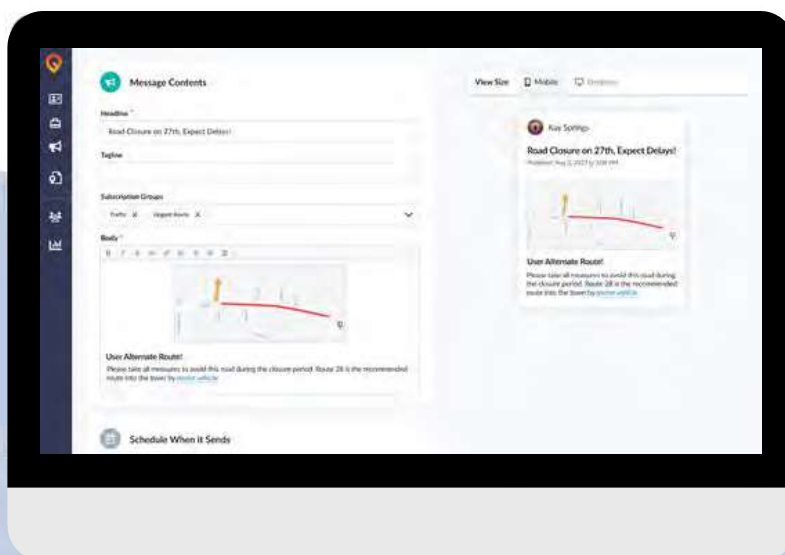
We provide unlimited access to a dedicated trainer as well as unlimited access to our support team via phone, web and email.

### Ongoing Training & Support

Continuous assistance to adapt to changes, train new staff, and maintain performance.

### Performance & Reliability

Dependable products with world-class infrastructure for uninterrupted service availability.



# My Brighton MI Launch Kit

GOGov's best practices for launching a new app



# App Launch Goals

---

- 01** Promote your new app with resources from GOGov
- 02** Marketing channels you can use to promote your app
- 03** Best practices other municipalities just like yours have used in the past to successfully promote the app





# Print Marketing Flyer

## FLYER

These flyers are 8.5 x 11 making it easy to print on standard paper. These flyers can be given out at events or displayed at town hall.



# Print Marketing — Mail Insert

## MAIL INSERT

Mail inserts are a useful form of print marketing, especially with a QR code to make the process of downloading the app much faster.



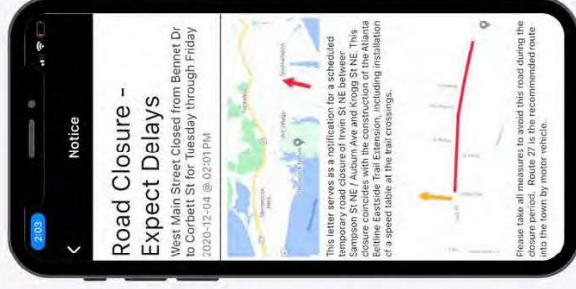
Download  
My Brighton MI

- Receive Notifications
- Access Information
- View Latest Updates
- And more....

SCAN TO DOWNLOAD



Powered by GOGov



# Print Marketing — Postcard



## POSTCARD

Use a mailing list based on your town to let locals know that the app has launched.

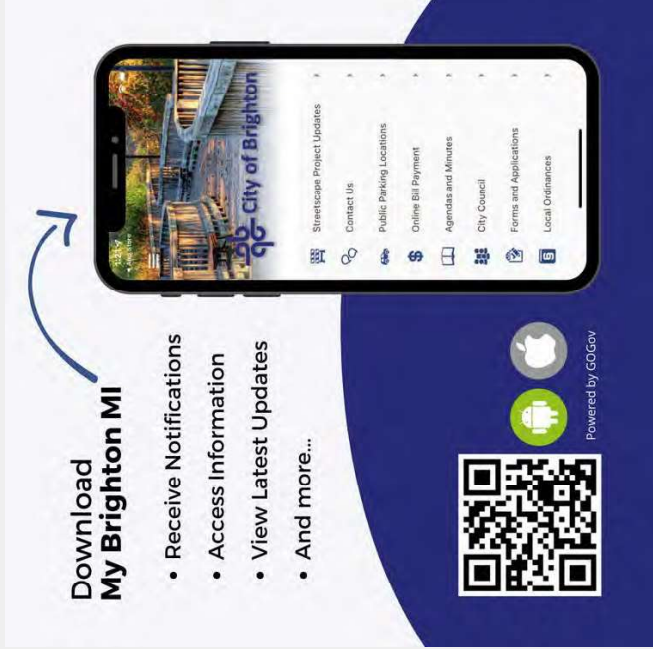
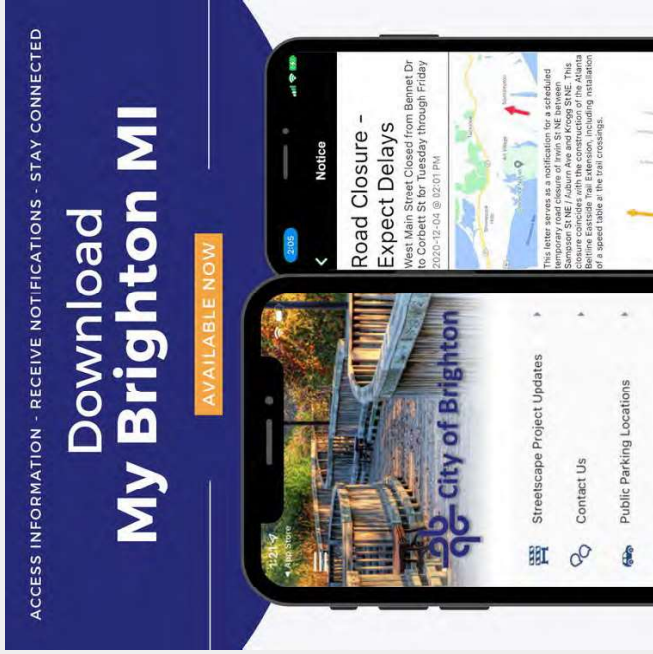


FRONT



BACK

# Social Media Posts



## SOCIAL MEDIA POSTS

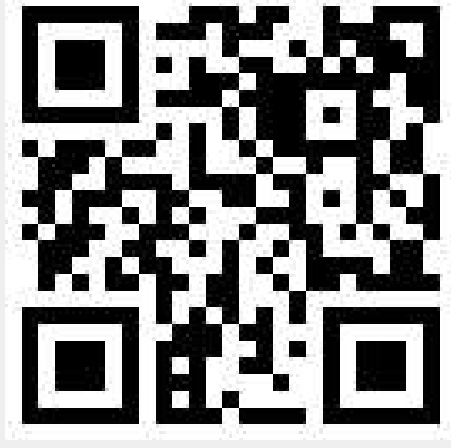
Social media is the most common way to promote a new app launch to a community. Eye-catching graphics and a strong caption will help get downloads.





# QR Code

Use smart your phone camera to scan this code and be instantly directed to the Apple App store to download app



<https://onelink.to/mybrightonmi>

Click on Logos to be sent  
to "contact us" page of  
media website



# Facebook Community Groups



- 01** Posting in Facebook community groups can inform citizens about new app
- 02** This method can increase word of mouth awareness
- 03** Posting in a FB group will allow the community members to interact & ask questions directly on the post



Click on Logos to be sent  
to "contact us" page of  
media website

# Media Outlets



Livingston Daily



LOCAL 4

FOX 2  
DETROIT

01 Contacting local media sources will help gain awareness in the community

02 A Local news website is a perfect way to spread the word out if the community uses that platform daily



# Press Release



## FOR IMMEDIATE RELEASE

For more information:

Name  
Phone  
Email

### The City of Brighton Launches New Citizen Engagement Mobile App

The City of Brighton, MI is excited to launch *My Brighton MI*, a new mobile citizen engagement application powered by [GOGov](#). This application puts the power of city hall in the palm in your hand.

The app is a great source of information for city news, events, service interruptions and updates and important links to the city website. And city staff can streamline important community communications and information to citizens in more efficient ways.

To download the free app, go to the Apple App Store or Google Play Store and search “*My Brighton MI*” to find the app.

#### About Brighton, MI

Brighton is a city in the Detroit metropolitan area in southeastern Livingston County, Michigan, United States. As of the 2010 census, the city population was 7,444. Brighton forms part of the South Lyon-Howell-Brighton Urban Area.

#### About GOGov

GOGov is a leader in providing proving software and apps to local governments of all sizes. GOGov specializes in providing CRM, Code Enforcement, Citizen Notifications and Mobile software. We built our software from the ground up working with the departments and staff that now use our products every single day. Learn more at [www.gogovapps.com](http://www.gogovapps.com)





# Blog Post



## City of Brighton, MI launches "My Brighton MI" citizen engagement mobile app

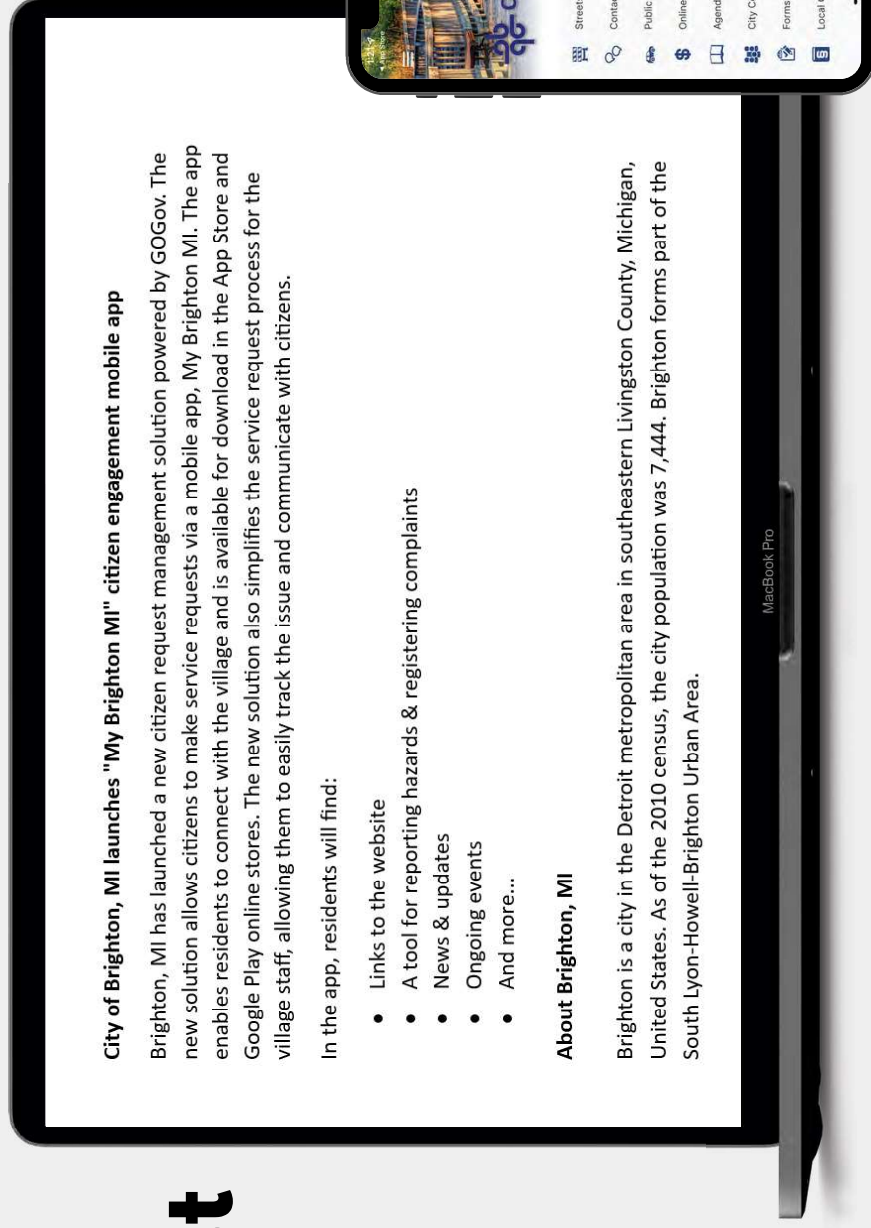
Brighton, MI has launched a new citizen request management solution powered by GOGov. The new solution allows citizens to make service requests via a mobile app, My Brighton MI. The app enables residents to connect with the village and is available for download in the App Store and Google Play online stores. The new solution also simplifies the service request process for the village staff, allowing them to easily track the issue and communicate with citizens.

In the app, residents will find:



- Links to the website
- A tool for reporting hazards & registering complaints
- News & updates
- Ongoing events
- And more...

### About Brighton, MI



Brighton is a city in the Detroit metropolitan area in southeastern Livingston County, Michigan, United States. As of the 2010 census, the city population was 7,444. Brighton forms part of the South Lyon-Howell-Brighton Urban Area.



# Social Media Ideas

When everyone around you is getting important notifications from the City of Howell, but you're not, because you didn't download our free app: **MY HOWELL MI**

**THE CITY OF HOWELL  
WATCHING YOU ENJOY OUR  
NEW APP, MY HOWELL MI.**

**Stay in the know with all things Howell Michigan**

The City of Howell wants you to sign up for this **FREE** app, to help keep our residents, visitors and the greater community members informed on all things **HOWELL!!**



Use this QR code with your smart phone or download directly from your app store by searching: **MY HOWELL MI**



**NOTIFICATIONS WILL START ON MONDAY!! DON'T MISS OUT!**



The mySantaAna mobile app puts the power of the Santa Ana city government in the palm of your hand! The free app allows residents to quickly and easily report issues to the City, access City services, and find news and events.

Download the App:

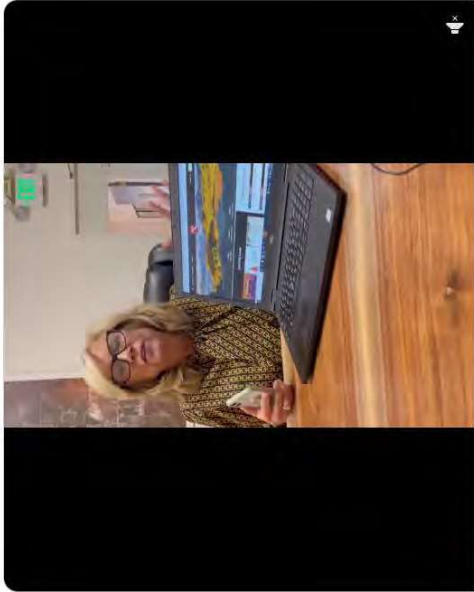



[Click here](#) to report an issue directly from the City website.

ADD LINKS TO EMAIL SIGNATURES ↩ ↲

**GOGov**  
November 14 · 🌐

Check out the new "My Midway City UT" mobile app from Midway City powered by GOGov! And a special shoutout to Mayor Celeste Johnson for putting together this great video! #citizenengagement #midwayutah



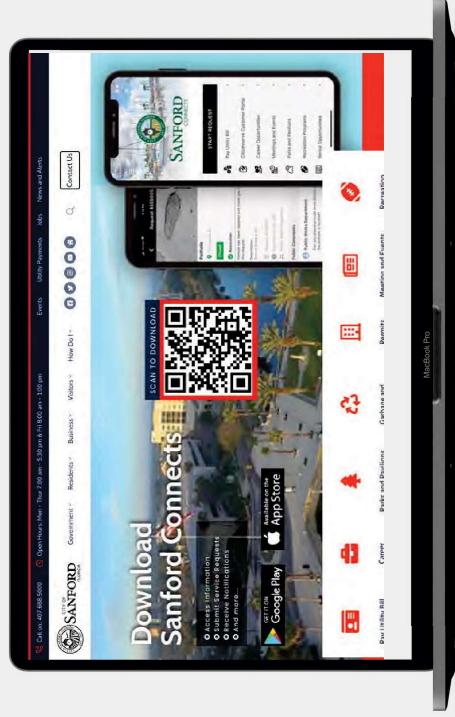
Midway City  
October 19 · 🌐

Midway Mayor's Message!

Midway Mayor's Message!

SHORT VIDEOS ↩ ↲

# Examples and ideas



## Other areas to promote the app

- Events
- Parades
- Meetings
- Local Parks
- Promotion material
- Facebook Advertising
- Newspaper Advertising
- Podcasts
- Message from the mayor



# Social Media Campaign Schedule



**Here's how you can get your residents engaged with your app!**

**Take charge of your organization's existing social media followings to spread the word about your app using this example campaign.**

**Use this as a guide & make appropriate changes specific to your town! And continue to promote the app regularly across all your marketing channels.**





# Social Media Campaign Schedule



## WEEK 1

Did you know that you can use “**app name**” to receive push notifications on your iPhone or android from **city**? Scan our QR code to be in the loop!

01

02

03

## WEEK 2

Want to receive updates **city**? Download our new app “**app name**” to your smartphone to receive real-time updates issues directly from **city**! Scan here to download.

## WEEK 3

**City** name has teamed up with GOGov to create an app that makes citizen communication simple! Download “**app name**” to receive push notifications about significant weather and road conditions in **City**. [Link to app store.](#)

## WEEK 4

Help keep **City** connected by downloading **app name**! Receive push notifications today on iPhone or Android by scanning our QR code.

04

05

06

## WEEK 5

Want to be aware of road closings, weather updates, and events in **city**? We have an app for that! Download **app name** now! (QR Code)

## WEEK 6

City uses GOGov’s GONotify citizen notifications tool to send out updates for issues around City. Check it out on our website Link.



#### Week 1

- **Social media post:** Did you know that you can use "*app name*" to receive push notifications on your iPhone or android from *city*? Scan our QR code to be in the loop!
- Contact Local news station- ask to announce new app and its functions for the town
- Announcement on website
- Introduce QR code
- Post in Facebook Community groups blog post
- **Social media post:** Want to receive updates *city*? Download our new app "*app name*" to your smartphone to receive real-time updates issues directly from *city*! Scan here to download.

#### Week 2

- **Social media post- town name** has teamed up with GOGov to create an app that makes citizen communication simple! Download "*app name*" to receive push notifications about significant weather and road conditions in town name *Link to app store*.
- Announce new app at town meeting
- Print out postcards as flyers for the town
- Press release on website & social media
- **Social media post- City name** has teamed up with GOGov to create an app that makes citizen communication simple! Download "*app name*" to receive push notifications about significant weather and road conditions in *City. Link to app store*.

#### Week 3

- **Social media post:** Help keep *City* connected by downloading *app name*! Receive push notifications today on iPhone or Android by scanning our QR code.
- Newsletter/Eblast sent out to community
- Contact local newspapers
- City influencer on social media
- Update town email signatures- add them with links
- Create a video explaining easy and convenient use of the app

#### Week 4:

- **Social media post:** Want to be aware of road closings, weather updates, and events in *city*? We have an app for that! Download *app name* now! (QR Code)
- Post in Facebook Community Groups
- Incorporate mail inserts to promote the app with QR code
- Create signs/ banners/posters & place in popular spots in the town
- Facebook Ads
- Promote at any town events or meetings
- **Social media post- City** uses GOGov's GONotify citizen notifications tool to send out updates for issues around *City*. Check it out on our website *Link*.

#### Social Media Campaign Schedule- GONotify

Here's how you can get your residents engaged with "*app name*"! Take charge of your organization's existing social media followings to spread the word about "*app name*" using this example campaign. Use this as a guide & make appropriate changes specific to your city!

#### WEEK 1

Did you know that you can use "*app name*" to receive push notifications on your iPhone or android from *city*? Scan our QR code to be in the loop!

#### WEEK 2

Want to receive updates *city*? Download our new app "*app name*" to your smartphone to receive real-time updates issues directly from *city*! Scan here to download.

#### WEEK 3

*City name* has teamed up with GOGov to create an app that makes citizen communication simple! Download "*app name*" to receive push notifications about significant weather and road conditions in *City. Link to app store*.

#### WEEK 4

Help keep *City* connected by downloading *app name*! Receive push notifications today on iPhone or Android by scanning our QR code.

#### WEEK 5

Want to be aware of road closings, weather updates, and events in *city*? We have an app for that! Download *app name* now! (QR Code)

#### WEEK 6

*City* uses GOGov's GONotify citizen notifications tool to send out updates for issues around *City*. Check it out on our website *Link*.

#### Additional Ideas

- Create specific campaigns for current seasons. For example, dangerous winter weather may be a great way to promote the product & bring awareness to the app.
- Successful feedback from citizens
- Examples of important notifications that have been sent out
- Announce app at town meetings & ask citizens and small businesses to spread awareness (word of mouth)

# **Social Media Campaign Schedule:**

## **Additional Ideas**

- **Create specific campaigns for current seasons. For example, dangerous winter weather may be a great way to promote the product & bring awareness to the app.**
- **Successful feedback from citizens**
- **Examples of important notifications that have been sent out**
- **Announce app at town meetings & ask citizens and small businesses to spread awareness (word of mouth)**

# Follow Up Meetings

## 30 DAY CHECK IN

Around 30 days after app launch, we can meet again to analyze app downloads & the results of these marketing tactics

## 90 DAY CHECK IN

Repeat of last meeting- check in to analyze and discuss downloads/ if we need more graphics or any other marketing coaching in general.

## 6 MONTH CHECK IN

OPTIONAL





# Thank You

Contact us for any  
questions



**KYLE ACKERMAN**  
Marketing Manager  
Direct: (262) 894-1037  
Support: (925) 456-4926  
[kyle@gogovapps.com](mailto:kyle@gogovapps.com)

**IZZY CARUSO**  
Marketing Coordinator  
Direct: (631) 861-5853  
[isabelle.caruso@gogovapps.com](mailto:isabelle.caruso@gogovapps.com)



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

## MEMORANDUM

**TO:** Honorable Board of Trustees

**FROM:** Kelly VanMarter, Manager

**DATE:** February 13, 2025

**RE:** **Amendments to the Agenda Management and Minutes Policy**

---

The Agenda Management and Minutes Policy was adopted in January 2023. This policy was created to establish standards to ensure compliance with regulatory requirements, improve efficiency and bring uniformity to operations. The Township Clerk has requested amendments to this policy as it relates to the responsible party for the minutes and I have included a few amendments to match practice and provide clarification. The attached draft amendments include a redline version of the changes for your review. I have also attached a copy of an informational handbook created by the Michigan Township Association regarding minutes for your information.

To assist in your review, the proposed amendments are summarized below with a brief explanation.

- 1.) Agenda and Packet Management Section 1.01 Responsible Party: Extend time for agenda/packet distribution from 4:00pm to 10:00pm for compatibility with current practice.
- 2.) Agenda and Packet Management Section 1.02 Agenda Placement Procedures: Amend to allow emails for agenda items to be sent to either the Supervisor or the Manager for compatibility with current practice.
- 3.) Agenda and Packet Management Section 1.03 Correspondence Placement Procedures: Amend to allow emails for correspondence items to be sent to either the Supervisor or the Manager for compatibility with current practice.
- 4.) Minutes Section 2.01 Responsible Party:
  - a. Amend to allow the Township Clerk or her designee to serve as recording secretary in the event the recording secretary is absent.
  - b. Amend due to the fact that the meetings are currently being recorded. Clarify that a recording strictly for the purpose of creating the minutes is allowed but must be destroyed after the minutes are approved.
- 5.) Minutes Section 2.02 Contents:
  - a. Item (2) - Amend to add roll call of members present compatible with current practice.
  - b. Item (7) - Clarify that comments and discussions shall be summarized.
  - c. Item (8) - Clarify that public hearing comments shall be a summary.
- 6.) Minutes Section 2.03 Draft Minutes: Amend this entire section to replace the Manager with the Township Clerk as the responsible party.

### SUPERVISOR

Kevin Spicher

### CLERK

Janene Deaton

### TREASURER

Robin L. Hunt

### TRUSTEES

Rick Soucy

Bill Reiber

Candie Hovarter

Todd Walker

### MANAGER

Kelly VanMarter

- 7.) Minutes Section 2.04 Correcting and Approving Minutes: Amend to allow corrections to content errors and to clarify that corrections should not be used to change what was said as recommended by the Township Attorney.
- 8.) Minutes Section 2.05 Approved Minutes: Amend to replace the Township Manager with the Township Clerk as the responsible party.
- 9.) Minutes Section 2.07 Publication: Amend to replace the Township Manager with the Township Clerk as the responsible party.

I look forward to your discussion on these changes at Monday's meeting. In the event the Board wishes to approve these amendments, I offer the following motions for your consideration:

To approve as submitted:

**Moved by** \_\_\_\_\_, **supported by** \_\_\_\_\_ to approve the amendments to the Agenda Management and Minutes Policy as submitted.

**OR**

To approve with changes:

**Moved by** \_\_\_\_\_, **supported by** \_\_\_\_\_ to approve the amendments to the Agenda Management and Minutes Policy subject to the following changes:  
\_\_\_\_\_.



# Agenda Management and Minutes Policy

Adopted by the Township Board on January 23, 2023

[Proposed Amendment February 17, 2025](#)



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

**AGENDA MANAGEMENT AND MINUTES RECORDS POLICY**

**Considered: January 23, 2023**

**Adopted: January 23, 2023**

**Amended: February 17, 2025**

The Genoa Charter Township Board of Trustees (the “Board”) have prepared this policy to provide guidance and ensure compliance with state law in regard to managing agendas, preparing packets and formulating and approving the minutes of Board meetings. This policy is intended to create consistency for processes associated with agenda placement and meeting packet preparation by establishing required criteria and deadlines not only for preparation of the meeting agenda and packet but also for making it available to the Trustees and the public.

As required by the Open Meetings Act, Public Act 267 of 1976, MCL 15.269 the Township Board must keep minutes of each meeting to establish a record of actions taken by the Board. The minutes belong to the Board and this policy determines the Board’s preference for the format and style of the minutes.

## Article I. AGENDA AND PACKET MANAGEMENT

### Section 1.01 RESPONSIBLE PARTY

The Township Supervisor or the Supervisor’s designee shall prepare the agenda of business, including correspondence, for all Township Board meetings. The Supervisor or the Supervisor’s designee shall ensure that the agenda and all supporting documentation is generally available for distribution and posted to the Township website no later than 104:00 p.m. four (4) days prior to the Board meeting. If a delay occurs or additional time is needed, the Supervisor or the Township Manager will notify all members of the Board and post a notice on the website indicated when the agenda and or packet will be available which may not be less than 24 hours before the scheduled meeting.

### Section 1.02 AGENDA PLACEMENT PROCEDURES

All Officers, Trustees or staff members who desire to have any business placed on the Agenda shall notify the Township Supervisor orand the Township Manager via Township email by 1:00 p.m. at least five (5) days prior to the Township Board meeting. The email shall include the agenda language requested, a cover memo addressed to the Board explaining the request with a digital pdf copy of any supporting documentation included in the request. Requests for additional time beyond the deadline or deviations to this policy must be explicitly approved in advance by the Township Supervisor. Items not submitted in a complete and timely fashion with a cover memo and supporting documentation will not be considered at the Board meeting unless determined by the Supervisor to be of an urgent nature.

### Section 1.03 CORRESPONDENCE PLACEMENT PROCEDURES

All Officers, Trustees or staff members who wish to place correspondence in the Board Packet are required to submit the item via Township email to the Township Supervisor ~~or~~ Manager by 1:00 p.m. at least five (5) days prior to the Township Board meeting. The Township Supervisor has full discretion over the items included as correspondence and will generally exclude items that were previously communicated separately but received by all members of the Board.

### Section 1.04 EXCLUDED MATERIALS

Material that is deemed Confidential due to state law, federal law or attorney-client privilege will not be included in the Board packet but will be submitted to the Board members as a separate set of documents.

## Article II. MINUTES RECORDS

### Section 2.01 RESPONSIBLE PARTY

The minutes belong to the Township Board and the Board shall appoint an individual to serve as Secretary to prepare minutes for all meetings. In the absence of a secretary, the Township Clerk or the Clerk's designee ~~Board~~ shall ~~appoint 1 of its members to~~ serve as temporary secretary for that meeting. A recording of the meeting for the purpose of creating the minutes shall ~~only~~ be allowed ~~for the purpose of creating the minutes~~ and the recording must be destroyed the day after the meeting minutes are approved unless they are subject to a Freedom of Information Act request, a discovery request or court order.

### Section 2.02 CONTENTS

The minutes should be a record of the actions taken by the Board and must contain the following:

- (1) The date, time, and location of the meeting.
- (2) Members present, and members absent by roll call.
- (3) Any motions and resolutions made, supported and the results of the motion and any action taken by the Board made at a meeting open to the public.
- (4) The minutes shall include all roll call votes taken at the meeting.
- (5) Corrected minutes shall show both the original entry and the correction.
- (6) Corrected minutes must be signed by the Supervisor and the Clerk.
- (7) Comments and discussions shall be summarized. Personal statements and verbatim deliberations or comments should be avoided.
- (8) Comments made during a public hearing shall include the name and address of the person speaking as well as include a summary of the comments and arguments made.
- (9) CLOSED SESSIONS: (see Section 2.04 Closed Session for more information)
  - a. May only be called during open meetings.
  - b. The minutes must record the purpose of the closed session and identify each element of the specific Open Meetings Act permissible purpose.
  - c. The minutes must also include the vote taken to enter into closed session including the roll call of a two-thirds roll call vote.
  - d. The time the closed session is entered.

- e. Those present for the closed session.
- f. The time the closed session is ended.

### Section 2.03 DRAFT MINUTES

#### (a) Open Session

The recording secretary shall prepare a working copy of the minutes for review by the Township ~~Clerk~~Manager. The Township ~~Manager~~Clerk will review the working copy of the minutes for spelling and typographical errors and also to ensure compliance with the Open Meetings Act and this policy. Once the working copy has been finalized, the final “Draft Minutes” shall be transmitted to the Township ~~Manager~~Clerk no later than 7 business days after the meeting occurred. The ~~Manager~~Clerk shall post the draft minutes to the Township website and shall make them available for public inspection within eight business days after the meeting as required by law. There shall be no changes to the draft minutes once they have been finalized and made available to the public. Changes can only occur at the next meeting during approval of the minutes. The draft minutes shall be included in the Board packet for their approval at their next regular meeting.

#### (b) Closed Session

The recording secretary shall prepare a working copy of the closed session minutes for review by the Township ~~Manager~~Clerk. The Township ~~Manager~~Clerk will review the working copy of the closed session minutes for spelling and typographical errors and also to ensure compliance with the Open Meetings Act and this policy. Once the working copy has been finalized, the final “Draft Minutes” shall be transmitted to the Township ~~Manager~~Clerk no later than 7 business days after the meeting occurred. The ~~Manager~~Clerk shall then seal within a security envelope, individual copies of the draft closed session minutes for each member of the Board to be reviewed and approved at the next regularly scheduled Board meeting.

Only a member of the Board who was absent at the closed session may see the minutes for the purposes of approving them prior to the meeting at which the minutes are to be approved. The absent member must schedule a time to review the closed session draft minutes with the Township ~~Manager~~Clerk and the ~~Manager~~Clerk shall document the time, location and duration of the absent members review of the draft minutes. The member must also sign and date the outside of the security envelope to indicate that it was opened and reviewed.

NOTE: ANY PUBLIC OFFICIAL WHO DISCLOSES CLOSED SESSION MINUTES RISKS CRIMINAL PROSECUTION AND CIVIL PENALTIES.

### Section 2.04 CORRECTING AND APPROVING MINUTES

Any corrections to the draft minutes shall occur at the next regularly scheduled meeting after the meeting to which the minutes refer. Changes to the draft minutes is limited to correcting content errors, fixing typos or clarifying ambiguities. Corrections shall not include re-wording mis-statements or making clarifications that did not occur. Corrected minutes must show both the original entry and the correction in a red line format.

The Board shall vote to approve the prior meeting minutes as part of its meeting agenda. Once the Board has voted to approve the minutes, with or without corrections, they are approved and can no longer be changed.

#### Section 2.05 APPROVED MINUTES

The recording secretary shall provide a copy of the approved minutes to the ~~Township Manager and the~~ Township Clerk within four (4) business days after the meeting at which the minutes were approved. The ~~Clerk Manager~~ shall post the approved minutes to the Township website and make them available for public inspection within five business days after the meeting as required by law. The Township Clerk shall maintain custody of the approved minutes and shall ensure that the minutes are kept in a journal of proceedings signed by the Supervisor and the Clerk.

#### Section 2.06 RETENTION

The approved minutes must be retained permanently by the Township Clerk. The original minutes should be preserved in a minute's book or file in chronological order. Handwritten notes or recordings of a meeting made for the purpose of creating the minutes must be retained until the day after the meeting at which the minutes are approved at which time they shall be destroyed, unless they are subject to a Freedom of Information Act request, a discovery request or a court order.

#### Section 2.07 PUBLICATION

The Township ~~Clerk Manager~~ shall publish a recurring notice in the local newspaper once per month indicating that the minutes of the Township Board have been posted at the Township Hall and on the Township website (MCL 42.8).

### Article III. REPEALOR

All policies or parts of policies in conflict herewith are repealed.

### Article IV. SEVERABILITY

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



## **Michigan Townships Association**



# **Taking Township Minutes**

**Michigan Townships  
Association**

**P.O. Box 80078  
Lansing, MI 48908-0078  
[www.michigantownships.org](http://www.michigantownships.org)**

# Taking Township Minutes

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# Legal Requirements for Township Minutes

## 1. Open Meetings Act (Public Act 267 of 1976, MCL 15.261, et seq.)

**MCL 15.269:** (1) Each public body shall keep minutes of each meeting showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is held. The minutes shall include all roll call votes taken at the meeting. The public body shall make any corrections in the minutes at the next meeting after the meeting to which the minutes refer. The public body shall make corrected minutes available at or before the next subsequent meeting after correction. The corrected minutes shall show both the original entry and the correction.

(2) Minutes are public records open to public inspection, and a public body shall make the minutes available at the address designated on posted public notices pursuant to section 4. The public body shall make copies of the minutes available to the public at the reasonable estimated cost for printing and copying.

(3) A public body shall make **proposed minutes** available for public inspection **within 8 business days** after the meeting to which the minutes refer. The public body shall make **approved minutes** available for public inspection **within 5 business days** after the meeting at which the minutes are approved by the public body.

(4) A public body shall not include in or with its minutes any personally identifiable information that, if released, would prevent the public body from complying with section 444 of subpart 4 of part C of the general education provisions act, 20 USC 1232g, commonly referred to as the family educational rights and privacy act of 1974.

**MCL 15.267:** (1) A 2/3 roll call vote of members elected or appointed and serving is required to call a closed session, except for the closed sessions permitted under section 8(a), (b), (c), (g), (i), and (j). The roll call vote and the purpose or purposes for calling the closed session shall be entered into the minutes of the meeting at which the vote is taken.

(2) A separate set of minutes shall be taken by the clerk or the designated secretary of the public body at the closed session. These minutes shall be retained by the clerk of the public body, are not available to the public, and shall only be disclosed if required by a civil action filed under section 10, 11, or 13. These minutes may be destroyed 1 year and 1 day after approval of the minutes of the regular meeting at which the closed session was approved.

## 2. General Law Township Minutes

**MCL 41.66:** The township clerk shall transcribe, in the book of records of the township, the minutes of the proceedings of each township meeting held in the township, and shall enter in the book, each order, direction, or rule made by the township meeting. The book and any other writing prepared, owned, used, in the possession of, or retained by the township clerk in the performance of an official function shall be made available to the public in compliance with Act No. 442 of the Public Acts of 1976.

## 3. Charter Township Minutes

**MCL 42.7:** [Excerpt] \* \* \* (6) The township board \* \* \* shall keep a journal of its proceedings in the English language. The journal shall be signed by the supervisor and the township clerk. The vote upon the passage of an ordinance, and upon the adoption of a resolution and ordinance shall be taken by yes and no votes and shall be entered upon the record, except that if the vote is unanimous, it shall only be necessary to record that fact. \*  
\* \*

(7) A writing prepared, owned, used, in the possession of, or retained by the board in the performance of an official function shall be made available to the public in compliance with the freedom of information act, Act No. 442 of the Public Acts of 1976, being sections 15.231 to 15.246 of the Michigan Compiled Laws.

## 4. Publishing Board Minutes

### **General Law Township--MCL 41.72a:**

(5) Subject to subsection (6), if a township has a taxable value, as calculated under section 27a of the general property tax act, 1893 PA 206, MCL 211.27A, of \$50,000,000.00 or more, the township board, not more than 21 days after a meeting of the board, shall publish the proceedings of the meeting in a newspaper of general circulation in the township. The publication of a synopsis of the proceedings, prepared by the township clerk and approved by the supervisor, showing the substance of each separate proceeding of the board is a sufficient compliance with the requirements of this subsection.

**This threshold amount is annually indexed to inflation. The threshold is \$114 million for 2025.**

### **42.8 Charter township board; monthly publication of proceedings; notices and ordinances; posting.**

(1) The proceedings of the township board shall be published at least once each month. A publication of a synopsis of the proceedings, prepared by the township clerk and approved by the supervisor, showing the substance of each separate proceeding of the board is in compliance with this section.

(2) The board shall determine the method of publication of all notices, ordinances, and proceedings for which the method of publication is not prescribed by law.

(3) In making a determination under subsection (2), the board shall require 1 or both of the following:

(a) That publication be made in a newspaper published and circulated in the township or, if no such newspaper exists, then in one published in the county in which the township is located.

(b) That publication be made by posting in the office of the clerk and in 5 other public places in the township or by posting in the office of the clerk and on the township's website.

(4) If publication is made by posting under subsection (3)(b), a notice of the posting describing the purpose or nature of the notice, ordinance, or proceeding posted and the location of the places where posted shall be published at least once in a newspaper as required under subsection (3)(a) within 7 days of the posting.

## **Q. What newspapers qualify for publishing?**

**MCL 691.1051:** The term "newspaper" as used in any statute of this state, except the revised judicature act of 1961 relative to the publication of a notice of any kind, shall be construed to refer only to a newspaper published in the English language for the dissemination of local or transmitted news and intelligence of a general character or for the dissemination of legal news, which

(a) has a bona fide list of paying subscribers or has been published at not less than weekly intervals in the same community without interruption for at least 2 years, and

(b) has been published and of general circulation at not less than weekly intervals without interruption for at least 1 year in the county, township, city, village or district where the notice is required to be published. A newspaper shall not lose eligibility for interruption of continuous publication because of acts of God, labor disputes or because of military service of the publisher for a period of not to exceed 2 years and provided publication is resumed within 6 months following the termination of such military service,

(c) annually averages at least 25% news and editorial content per issue. The term "news and editorial content" for the purpose of this section means any printed matter other than advertising.

If no newspaper so qualifies in the county where the court is situated, the term "newspaper" shall include any newspaper in an adjoining county which by this act is qualified to publish notice of actions commenced therein.



# Charter Township Publishing

## Q. What is publishing?

For a charter township, “publishing” has a different meaning. It means having the township board minutes (or synopsis) printed in a newspaper **OR** “posting” plus notice printed in the newspaper.

**ALL** charter townships must publish the board minutes (or synopsis) at least once a month.


**Minutes**  


or


**Synopsis**  





  
**PUBLISHED in newspaper**

**OR**

**Minutes**  


or


**Synopsis**  




**POSTED**  **PLUS**  **PLUS**   
**POSTED in clerk's office AND 5 public places AND notice published in newspaper identifying where minutes are posted within 7 days of posting.**

**OR**

**Minutes**  


or

**Synopsis**  


**POSTED**  **PLUS**  **PLUS**   
**POSTED in clerk's office AND on TOWNSHIP WEB SITE AND notice published in newspaper identifying where minutes are posted within 7 days of posting.**

# Taking Minutes

## Q. What information is required to be included in the minutes?

Minutes are basically a record of actions taken by the township board. They are not meant to be a word-for-word record of the meeting. The basic statutory requirements for minutes are outlined in the [Open Meetings Act](#) (OMA), Public Act 267 of 1976 (MCL 15.261, *et seq.*).

"Each public body shall keep minutes of each meeting showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is held. The minutes shall include all roll call votes taken at the meeting. The public body shall make any corrections in the minutes at the next meeting after the meeting to which the minutes refer. The public body shall make corrected minutes available at or before the next subsequent meeting after correction. The corrected minutes shall show both the original entry and the correction." (MCL 15.269)

The township board determines the format of its minutes, which are the record of the actions taken by the board, and the clerk is responsible for seeing that the township board minutes are prepared (MCL 41.66). Information over and above the requirements of the OMA and other statutes may be included in the format of the minutes, at the discretion of the township board.

According to MTA Legal Counsel, "[Meeting] minutes must, at a minimum, indicate the body which is meeting (e.g. township board, zoning board of appeals, planning commission, etc.); the date, time and location of the meeting; motions and resolutions made, supported and results of the motion; and any action taken by the body which is not specifically indicated in motions or resolutions. When a public body conducts a public hearing (always within a public meeting), the minutes should include the comments and arguments of those promoting or opposing a particular matter which is the subject of the public hearing and the fact that an opportunity to be heard was given to those present."

One example of this is a hearing held to confirm a special assessment roll. MCL 41.726 requires a person objecting to the roll to file his or her objection in writing with the township clerk, but it is also important for the township to record in the minutes who appeared to protest so the township can demonstrate at any State Tax Commission proceedings that it provided the person an opportunity to be heard. Another example is noting in the March Board of Review meeting minutes when a taxpayer has appeared to appeal his or her assessment.

According to MTA Legal Counsel, "Although the minutes do not have to include a verbatim recitation of all statements made at the meeting, a record of the topics or issues addressed during a meeting and any motions made (whether carried or not) provides a complete description of the proceedings of the meeting. We also note that if the township board has adopted a policy of following the provisions of Robert's Rules of Order, it requires the recordation of all motions (whether passed or not) in the meeting minutes. Finally, we note that an accurate record of all motions offered, and their disposition, can avoid future disagreements or questions concerning those motions."

**Tip:** Boards should adopt the habit of writing motions down before voting on them. This ensures that the board members all know what the motion says when they are voting, and it gives the clerk an accurate record of the motion for the minutes. The extra minute taken to clarify the motion will save hours of discussion on confusing votes later.

## **Q How should township board minutes be corrected?**

All board members must have an opportunity to review minutes before voting to approve them—and each board member should take his or her responsibility to review and approve the minutes seriously.

Any board member may propose corrections to the minutes, but the township board must vote to approve any corrections. The corrections can correct typographic errors and add omitted information, but they cannot change the results of, amend or “undo” actions taken by the township board.

The corrected minutes must show both the original language of the proposed minutes submitted to the township board for approval and the final, corrected language of those minutes as proposed by the township board.

The minutes may be corrected in handwriting by inserting new text in the original minutes with a “^” and drawing a line through deleted text, as long as it is still visible. If the minutes are produced on a computer or typewriter, the corrections should be shown using ALL CAPS for added text and strikethrough for deleted text. (*See sample minutes that follow for examples.*)

## **Q As clerk, I tape record our board meetings. Do we have to keep all the tapes?**

If the tape was made for the purpose of transcribing the official minutes of the meeting, the tape must be retained until the minutes of that meeting are approved. At that time, the tape may be erased, taped over or destroyed, unless a Freedom of Information Act (FOIA), Public Act 442 of 1976 (MCL 15.231, et seq.) request has been received for a copy of the tape. Recordings made for the purpose of transcribing the official minutes are subject to disclosure under the FOIA. Recordings made by board members or the public for a purpose other than transcribing the official minutes are not subject to FOIA disclosure. Once the FOIA request has been completed, the tape may be destroyed.

The exception to this rule is when a tape is made of a closed session held during a public meeting. Although it is questionable whether it is appropriate to make a tape of a closed session (since the minutes of a closed session are limited to the time closed session begins and ends, a list of who is present, and the purpose of the session), if a tape is made, it must be sealed with the minutes of the closed session and retained for one year and a day after the meeting at which the minutes are approved. After that it may be destroyed, along with the closed session minutes.

## **Q Don't zoning decisions require more information in the minutes?**

If the township board or other public body is making a decision based on the zoning ordinance or master plan, it may also be required by statute to include more information in the minutes about its decision than it normally would for non-zoning township business.

It is important to look at the act that controls the decision being made to see what standards have to be considered to make the decision. Then it is important to ensure that those standards and the body's decisions and reasons are included in the minutes.

For example, let's say the planning commission is the body designated in the township's ordinance to decide special land use permit applications. The Michigan Zoning Enabling Act (MZEA) is the statute that controls decisions on special land uses.

The MZEA says in part: "(4) The body or official designated to review and approve special land uses may deny, approve, or approve with conditions a request for special land use approval. The decision on a special land use shall be incorporated in a statement of findings and conclusions relative to the special land use which specifies the basis for the decision and any conditions imposed." (MCL 125.3502)

The word "statement" here means the minutes. So the minutes of the planning commission (or whichever body decides special land uses according to your township ordinance) must include the conclusions of the planning commission on the permit (whether it was approved, denied, or approved with conditions), and the minutes must specify the basis of the decision—why the planning commission made the decision it did. The same section of the MZEA describes what requirements and standards the planning commission can consider when it is deciding a special use permit and stipulates that those requirements and standards must be included in the township's zoning ordinance. The minutes must list each requirement and standard for making a special land use decision, and then indicate why the applicant met or did not meet each one.

This form of recording a public body's conclusions is often referred to as a "finding of fact." Findings of fact are adopted as a formal resolution or they are included in the minutes (if a resolution is not used). The findings are not official until adopted by the approving body.

It is important for the minutes to include proper findings of fact in case the decision is ultimately appealed to a court. The court may look specifically to see if the body's decision is reasonable in light of the record (minutes) and the standards for making the approval. If the body voted the application down simply because they didn't like the applicant or too many people complained at the meeting—and the record does not reflect that the body considered the proper standards—then the decision to deny is not reasonable. However, if the record shows that the body considered all of the standards for approval and found that the application did not meet those standards, then the court may find that the decision to deny is reasonable and valid.

# The Blind Men and the Elephant

John Godfrey Saxe's (1816-1887) version of the famous Indian legend

It was six men of Indostan  
To learning much inclined,  
Who went to see the Elephant  
(Though all of them were blind),  
That each by observation  
Might satisfy his mind.

The First approached the Elephant,  
And happening to fall  
Against his broad and sturdy side,  
At once began to bawl:  
"God bless me! but the Elephant  
Is very like a wall!"

The Second, feeling of the tusk  
Cried, "Ho! what have we here,  
So very round and smooth and sharp?  
To me 'tis mighty clear  
This wonder of an Elephant  
Is very like a spear!"

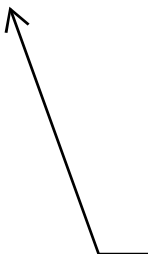
The Third approached the animal,  
And happening to take  
The squirming trunk within his hands,  
Thus boldly up he spake:  
"I see," quoth he, "the Elephant  
Is very like a snake!"

The Fourth reached out an eager hand,  
And felt about the knee:  
"What most this wondrous beast is like  
Is mighty plain," quoth he;  
"'Tis clear enough the Elephant  
Is very like a tree!"

The Fifth, who chanced to touch the ear,  
Said: "E'en the blindest man  
Can tell what this resembles most;  
Deny the fact who can,  
This marvel of an Elephant  
Is very like a fan!"

The Sixth no sooner had begun  
About the beast to grope,  
Than, seizing on the swinging tail  
That fell within his scope.  
"I see," quoth he, "the Elephant  
Is very like a rope!"

And so these men of Indostan  
Disputed loud and long,  
Each in his own opinion  
Exceeding stiff and strong,  
Though each was partly in the right,  
And all were in the wrong!



Just a reminder that people don't always see or remember things the same way, and their statements may not provide a complete or accurate record of what happened.

The minutes of a public meeting should provide a factual, concise record of the actions taken by the public body, not a verbatim report of comments made.



# What NOT to Do!

## Happy Township Board

### Minutes

Jan. 7, 2016

[Excerpt]

#### Elephant Committee Report

Avoid including verbatim comments from discussion.

Break up run-on sentences and paragraphs for easier reading.

Hendricks reports that the committee members went to a plant inspection. Thanks to Jim at the Elephant Manufacturing Company for the very nice tour! The committee is making recommendations for the purchase of an elephant for the department. John Headley said that he wanted to say a few words about the recommendation since he doesn't feel that we need to purchase anything as big as an elephant at this time, with state and county cutbacks. Hendricks said that John is just mad because the other members of the committee do not agree that an elephant is like a wall, but that it's more like a spear. John H. replied that in all his years on the board, he has never seen an elephant shaped like a spear, and it wasn't going to happen in this township while he's on the board. Mary Stewart said Headly is right except that it's more like a tree and she remembers back when we had more trees at the park on M-12 but that isn't like it used to be anymore now that they expanded the transfer station. Besides, we need more trees. And S. Bartlett asked for the floor and said they were all wrong—an elephant is like a snake and we didn't get elected to buy snakes with public money. Then Mike Hendricks called for order and asked the rest of the committee to give their recommendations. Sam Bartlett asked let's hear what the police chief has to say about what is needed in an elephant, since they are going to use the elephant. Chief Bob Franks got up and talked about how many times they've needed a new elephant since its hard to get parts for the old elephant and there are more meth labs everyday, especially out on the north side of the county. You probably all heard about the explosion at the Shady Acres trailer park—well, if they had had been able to get back there with an elephant then, it might have been different. Hendricks thanked Bob and asked the other two committee members Amy and Kurt what they had to say. Miller said she wanted to know what the residents wanted whether they wanted a new elephant and maybe we should put it on the ballot for the people to decide, especially since an elephant is like a fan and we shouldn't jump into something until we have more information. Kurt Wheeler said he had never heard anything so stupid in all his years and since he didn't get any of the materials for the meeting until right at the meeting, even though he checked his box everyday so he knows nothing was in it this morning. He said an elephant is like a rope, which is bad because if you give them an inch, they'll take a mile. Hendricks thanked the committee members and asked for a vote. Mary Stewart moved and Mike Hendricks supported buying an elephant.

Ayes: 3      Naves: 2      Passed.

This does not clearly state a complete motion.

## Happy Township Board Regular Meeting

Monday, January 7, 2016, 7:30 p.m.  
Happy Township Hall  
5555 Pleasant Valley Lane, Happy, Michigan 41234

### AGENDA

An agenda should be developed in advance and sent to board members so they can be prepared for the meeting. However, the agenda should be approved by the board early in the meeting, and items may be added or deleted by the board at that time. (If it's a special meeting of the township board and any member is not in attendance, the special meeting notice becomes the "agenda," and no business may be added.)

#### I. Call to Order / Pledge / Invocation

#### II. Roll Call

#### III. Public Comment

#### IV. Consent Agenda

Routine, undisputed items may be placed on a consent agenda to be approved with one vote. But any item must be removed from the agenda if a board member asks for it to be addressed separately.

Checks may be approved on a consent agenda or individually, but board members must always have opportunity to review the original documentation and should be provided with a "check list" (of the vouchers) including the information shown here in numerical check number order.

##### 1. Accounts Payable

A. Voucher 2251: Icy-Hot LP Gas, Inc. – Hall LP gas (heat) bill for November 3, 2015, through January 3, 2016 – \$456.27

B. Voucher 2252: We-Plow Snow Plowing – Hall parking lot plowing for December 2015 – \$ 150.00

##### 2. Payroll (voucher list attached)

#### V. Approve Minutes of December 20, 2015, Township Board Meeting

#### VI. Correspondence

Board members should review minutes before voting to approve them.

#### VII. Committee Reports

Park Committee – Ari Haroun, Planner  
Elephant Committee – Mike Hendricks, Chair

#### VIII. Unfinished Business

#### IX. New Business

#### X. Adjourn

Any person may speak for up to 3 minutes during the public comment period. Groups of 10 or more have the option of selecting a spokesperson, who may speak for up to 20 minutes.

Any person may make a video or audio recording of the meeting. Standing equipment or cords must be located in the front three rows on the right side of the hall.

Happy Township Board Meeting, Monday, January 7, 2016	<b>DRAFT MINUTES</b> Page 1
<div data-bbox="94 210 328 296">Try this suggested format and style of minutes!</div> <div data-bbox="407 226 764 300"><b>Happy Township Board Regular Meeting</b></div> <div data-bbox="204 338 967 447"><b>Monday, January 7, 2016, 7:30 p.m. Happy Township Hall 5555 Pleasant Valley Lane, Happy, Michigan 41234</b></div> <div data-bbox="513 485 659 516"><b>MINUTES</b></div>	<div data-bbox="1130 239 1442 365">Draft minutes must be available to the public within 8 business days after the meeting. MCL 15.269</div>
<p>Supervisor Hendricks called the meeting to order at 7:30 p.m.</p> <p><b>Members present:</b> Supervisor Mike Hendricks, Clerk Mary Stewart, Treasurer Amy Miller, Trustee Sam Bartlett, Trustee Kurt Wheeler.</p> <p><b>Staff present:</b> Police Chief Bob Franks, Planner Ari Haroun, Attorney Michelle Jackson.</p>	<p><b>CALL TO ORDER</b></p> <p><b>ROLL CALL</b></p>
<p>Public comment began at 7:40 p.m. Comments were received from three persons. Ended 7:50 p.m.</p>	<p><b>PUBLIC COMMENT</b></p>
<p>Hendricks brought consent agenda to the floor for approval:</p> <p><b>1. Accounts Payable</b>  <b>A. <u>Voucher 2251</u>:</b> Icy-Hot LP Gas, Inc. – Hall LP gas (heat) bill for November 3, 2015, through January 3, 2016 – \$456.27  <b>B. <u>Voucher 2252</u>:</b> We-Plow Snow Plowing – Hall parking lot plowing for December 2015 – \$ 150.00</p> <p><b>2. Payroll</b> (voucher list attached)</p> <p><b>Moved by Bartlett, seconded by Wheeler, to approve the consent agenda, with Item 1.B. removed for individual consideration. CARRIED</b></p> <p><b>Moved by Bartlett, seconded by Wheeler, to approve the agenda as presented. CARRIED</b></p>	<p><b>CONSENT AGENDA</b></p> <p>ACCOUNTS PAYABLE</p> <p>PAYROLL</p> <p>CONSENT AGENDA APPROVED</p> <p><b>AGENDA APPROVED</b></p>
<p><b>Moved by Hendricks, seconded by Miller, to approve minutes of December 20, 2015, Township Board meeting, with no corrections. CARRIED</b></p>	<p><b>MINUTES APPROVED</b> December 20, 2015</p>
<p>County 9-1-1 report, Spring Clean-up invitation, and County HAZMAT Response Committee report received and filed.</p>	<p><b>CORRESPONDENCE</b></p>

Happy Township Board Meeting, Monday, January 7, 2016	<b>DRAFT MINUTES</b> Page 2
Planner Haroun reported that the Park Committee did not meet due to the ice storm on December 26, 2015, but the committee planned to finalize its recommendations on the park land purchase before the next township board meeting.	<b>COMMITTEE REPORTS</b> <b>Park Committee</b>
<p>At the December 20, 2015, meeting, the Township Board asked the Elephant Committee to prepare a recommendation on whether to purchase a new elephant for the Happy Township Police Department. The committee members are Supervisor Hendricks, Trustee Wheeler, resident Shirley Smith, and Chief Franks.</p> <p>Committee Chair Hendricks reported that the committee toured the Elephant Manufacturing Company plant on January 4.</p> <p>The committee recommended that the township board purchase a new elephant because used elephants usually have so much wear and tear on the engine that it is not cost-effective. The elephant should be massive, like a wall, equipped with four legs like tree trunks (plus a spare), two tusks like spears (with adjustable points), two ears like fans, a tail like a rope, and emergency lights and siren. The 2016 Police Interceptor Elephant is available with those specifications for \$48,752, title, decals, taxes, and delivery included. Chief Gtsnka confirmed that those specifications met the department's needs, but that the cost was higher than the \$45,500 the board had budgeted for the purchase.</p> <p>The board discussed the committee's recommendation. Wheeler asked if the Police Department Activity Center had enough to pay for the more expensive elephant. Stewart reported that there were no additional unallocated monies in that center, but that the Building and Grounds Activity Center did have at least \$4,000 in unallocated monies.</p> <p><b>Moved by Stewart, seconded by Wheeler, to purchase a 2016 Police Interceptor Elephant for \$48,752 from the Elephant Manufacturing Company. CARRIED</b></p>	<p><b>Elephant Committee</b> (Report on file in clerk's office)</p> <p><b>MOTION TO PURCHASE NEW ELEPHANT</b></p>

Happy Township Board Meeting, Monday, January 7, 2016	<b>DRAFT MINUTES</b> Page 3
<b>Moved by Hendricks, seconded by Wheeler, to:</b>  <b>Increase Account 101-301-XXX Police Department by \$4,000, and</b> <b>Decrease Account 101-265-XXX Building and Grounds by \$40,000.</b>  <b>AYE: Stewart, Hendricks, Wheeler, Miller</b> <b>NO: Bartlett</b> <b>CARRIED</b>	<b>MOTION TO AMEND BUDGET</b>
The board discussed whether to renew snowplowing contract with We-Plow or to purchase plow for township truck and do plowing in-house.  <b>Moved by Bartlett, seconded by Miller, to purchase plow for township truck and allow contract with We-Plow to expire.</b> <b>FAILED</b>  <b>Moved by Stewart, seconded by Wheeler, to approve Item 1.B. Voucher 2252</b> <b>CARRIED</b>	<b>ITEM 1.B. VOUCHER 2252 REMOVED FROM CONSENT AGENDA</b>   VOUCHER 2252 APPROVED
No unfinished business was brought to the board.	<b>UNFINISHED BUSINESS</b>
No new business was brought to the board.	<b>NEW BUSINESS</b>
The meeting was adjourned at 8:26 p.m.	<b>ADJOURNED</b>
_____ Mary Stewart, Township Clerk                      Date _____  _____ Mike Hendricks, Township Supervisor                      Date _____	Minutes prepared by Iva Zielinski, Deputy Clerk



January 14, 2016

**NEWSPAPER--Please publish the following copy once no later than January 28, 2016:**

**Happy Township Board  
5555 Pleasant Valley Lane, Happy, Michigan 41234  
(517) 555-1234**

**SYNOPSIS OF MEETING MINUTES**

**January 7, 2016, Regular Meeting**

Meeting called to order at 7:30 p.m. All members present.

Items approved:

1. Accounts Payable
  - A. Voucher 2251: Icy-Hot LP Gas, Inc.
  - B. Voucher 2252: We-Plow Snow Plowing
2. Payroll
3. Minutes of December 20, 2015, Township Board Meeting
4. Purchase of 2016 Police Interceptor Elephant for Police Department.
5. Amendment to budget.

Meeting adjourned at 8:26 p.m.

Prepared by Clerk Mary Stewart. Approved by Supervisor Mike Hendricks.

Copies of meeting minutes are available upon request from the Township Clerk. Office hours are 9 a.m. to Noon, Monday, Wednesday, and Friday.

**-- END --**

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Mary Stewart, Township Clerk

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Mike Hendricks, Township Supervisor

Happy Township Board Meeting, Monday, January 7, 2016	<b>APPROVED MINUTES</b> Page 1
<p align="center"><b>Happy Township Board Regular Meeting</b></p> <p align="center"><b>Monday, January 7, 2016, 7:30 p.m.</b></p> <p align="center"><b>Happy Township Hall</b></p> <p align="center"><b>5555 Pleasant Valley Lane, Happy, Michigan 41234</b></p> <p align="center"><b>MINUTES</b></p>	<p>Approved minutes must be available to the public within 5 business days after the meeting at which they are approved. (MCL 15.269) When correcting minutes by hand, simply cross out "Draft" and write "Approved."</p>
<p>Supervisor Hendricks called the meeting to order at 7:30 p.m.</p> <p><b>Members present:</b> Supervisor Mike Hendricks, Clerk Mary Stewart, Treasurer Amy Miller, Trustee Sam Bartlett, Trustee Kurt Wheeler.</p> <p><b>Staff present:</b> Police Chief Bob Franks, Planner Ari Haroun, Attorney Michelle Jackson.</p>	<p><b>CALL TO ORDER</b></p> <p><b>ROLL CALL</b></p>
<p>Public comment began at 7:40 p.m. Comments were received from three persons. Ended 7:50 p.m.</p>	<b>PUBLIC COMMENT</b>
<p>Hendricks brought consent agenda to the floor for approval:</p> <p><b>1. Accounts Payable</b></p> <p><b>A. <u>Voucher 2251:</u></b> Icy-Hot LP Gas, Inc. – Hall LP gas (heat) bill for November 3, 2015, through January 3, 2016 – \$456.27</p> <p><b>B. <u>Voucher 2252:</u></b> We-Plow Snow Plowing – Hall parking lot plowing for December 2016 – \$ 150.00</p> <p><b>2. Payroll</b> (voucher list attached)</p> <p><b>Moved by Bartlett, seconded by Wheeler, to approve the consent agenda, with Item 1.B. removed for individual consideration. CARRIED</b></p> <p><b>Moved by Bartlett, seconded by Wheeler, to approve the agenda as presented. CARRIED</b></p>	<p><b>CONSENT AGENDA</b></p> <p>ACCOUNTS PAYABLE</p> <p>PAYROLL</p> <p>CONSENT AGENDA APPROVED</p> <p><b>AGENDA APPROVED</b></p>
<p><b>Moved by Hendricks, seconded by Miller, to approve minutes of December 20, 2015, Township Board meeting, with no corrections. CARRIED</b></p>	<p><b>MINUTES APPROVED</b> December 20, 2015</p>
<p>County 9-1-1 report, Spring Clean-up invitation, and County HAZMAT Response Committee report received and filed.</p>	<b>CORRESPONDENCE</b>

Happy Township Board Meeting, Monday, January 7, 2016	<b>APPROVED MINUTES</b> Page 2
Planner Haroun reported that the Park Committee did not meet due to the ice storm on December 26, 2015, but the committee planned to finalize its recommendations on the park land purchase before the next township board meeting.	<b>COMMITTEE REPORTS</b> <b>Park Committee</b>
<p>At the December 20, 2015, meeting, the Township Board asked the Elephant Committee to prepare a recommendation on whether to purchase a new elephant for the Happy Township Police Department. The committee members are Supervisor Hendricks, Trustee Wheeler, resident Shirley Smith, and Chief Franks.</p> <p>Committee Chair Hendricks reported that the committee toured the Elephant Manufacturing Company plant on January 4.</p> <p>The committee recommended that the township board purchase a new elephant because used elephants usually have so much wear and tear on the engine that it is not cost-effective. The elephant should be massive, like a wall, equipped with four legs like tree trunks (plus a spare), two tusks like spears (with adjustable points), two ears like fans, a tail like a rope, and emergency lights and siren. The 2016 Police Interceptor Elephant is available with those specifications for \$48,752, title, decals, taxes, and delivery included. Chief <del>Gtsnka</del> <b>FRANKS</b> confirmed that those specifications met the department's needs, but that the cost was higher than the \$45,500 the board had budgeted for the purchase.</p> <p>The board discussed the committee's recommendation. Wheeler asked if the Police Department Activity Center had enough to pay for the more expensive elephant. Stewart reported that there were no additional unallocated monies in that center, but that the Building and Grounds Activity Center did have at least \$4,000 in unallocated monies.</p> <p><b>Moved by Stewart, seconded by Wheeler, to purchase a 2016 Police Interceptor Elephant for \$48,752 from the Elephant Manufacturing Company. CARRIED</b></p>	<p><b>Elephant Committee</b> (Report on file in clerk's office)</p> <p>The corrected minutes must show both the original language of the draft minutes and the final, corrected language of the approved minutes. MCL 15.269</p> <p><b>MOTION TO PURCHASE NEW ELEPHANT</b></p>

Happy Township Board Meeting, Monday, January 7, 2016	<b>APPROVED MINUTES</b> Page 3
<b>Moved by Hendricks, seconded by Wheeler, to:</b>  <b>Increase Account 101-301-XXX Police Department by \$4,000, and</b> <b>Decrease Account 101-265-XXX Building and Grounds by <del>\$40,000</del> \$4,000.</b> ←	<b>MOTION TO AMEND BUDGET</b>  <div style="border: 1px solid black; padding: 5px; background-color: yellow;">           The corrected minutes must show both the original language of the draft minutes and the final, corrected language of the approved minutes. MCL 15.269         </div>
<b>AYE: Stewart, Hendricks, Wheeler, Miller</b> <b>NO: Bartlett</b>	<b>CARRIED</b>
The board discussed whether to renew snowplowing contract with We-Plow or to purchase plow for township truck and do plowing in-house.  <b>Moved by Bartlett, seconded by Miller, to purchase plow for township truck and allow contract with We-Plow to expire.</b>	<b>ITEM 1.B. VOUCHER 2252 REMOVED FROM CONSENT AGENDA</b>
<b>Moved by Stewart, seconded by Wheeler, to approve Item 1.B. Voucher 2252</b>	<b>FAILED</b>  <b>CARRIED</b>  VOUCHER 2252 APPROVED
No unfinished business was brought to the board.	<b>UNFINISHED BUSINESS</b>
No new business was brought to the board.	<b>NEW BUSINESS</b>
The meeting was adjourned at 8:26 p.m.	<b>ADJOURNED</b>
<div style="display: flex; justify-content: space-between; margin-bottom: 20px;"> <div>_____</div> <div>_____</div> </div> Mary Stewart, Township Clerk      Date <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>_____</div> <div>_____</div> </div> Mike Hendricks, Township Supervisor      Date	Minutes prepared by Iva Zielinski, Deputy Clerk



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

## MEMORANDUM

**TO:** Honorable Board of Trustees

**FROM:** Kelly VanMarter, Manager

**DATE:** February 13, 2025

**RE:** **Trustee/Appointed Official Compensation Policy**

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Please find attached a redline and final version of the Trustee/Appointed Official Compensation Policy. The document was revised to include travel time outside Livingston County for the stipend pay calculation. I also made minor non-substantive clarifications to the descriptions of stipend pay eligible events. I believe this final document complies with the direction of the Board and I am including it as a discussion item to formalize your receipt of the final document.

### **SUPERVISOR**

Kevin Spicher

### **CLERK**

Janene Deaton

### **TREASURER**

Robin L. Hunt

### **TRUSTEES**

Rick Soucy

Bill Reiber

Candie Hovarter

Todd Walker

### **MANAGER**

Kelly VanMarter





# Trustee/Appointed Official Compensation Policy

~~Adopted by the Township Board on February \_\_\_\_, 2025~~ Adopted by the  
Township Board on February 3, 2025

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

**TRUSTEE/APPOINTED OFFICIAL COMPENSATION POLICY**

~~Considered~~**Adopted: February 3, 2025**  
**Adopted: \_\_\_\_\_, 2025**

The Genoa Charter Township Board of Trustees (the “Board”) have prepared this policy for the purpose of controlling costs and providing specific parameters and uniformity as to the compensation allowance for elected trustee and appointed official attendance at various meetings, conferences, training, special events and other activities authorized by the Township.

Elected and appointed officials are encouraged to participate in educational activities and programs that are relevant to Genoa Charter Township and will benefit the Township by improving knowledge of local government and providing important networking opportunities.

## Article I. AUTHORITY

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### Section 1.01 LEGAL AUTHORITY

The Charter Township Act provides that a Trustee may receive a sum per meeting as established by the Township Board (MCL 42.6). The Michigan Planning Enabling Act states, “Members of a planning commission may be compensated for their services as provided by the legislative body” (MCL 125.3823). The Michigan Zoning Enabling Act states, "A member of the zoning board of appeals may be paid a reasonable per diem and reimbursed for expenses actually incurred in the discharge of his or her duties" (MCL 125.3601).

### Section 1.02 BUDGET

The Genoa Charter Township annual budget shall recognize compensation and professional development costs for currently elected Trustees and appointed Commissioners and Board of Appeals members in allowable circumstances consistent with this policy each year.

## Article II. DEFINITIONS

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### Section 2.01 PER DIEM

A per diem is a once per day amount of money set forth by resolution of the Board to pay an elected trustee or appointed official for attendance as a member at a single regularly scheduled or special meeting of the Township Board, Planning Commission and/or Zoning Board of Appeals. The per diem definition also includes once per day payment to elected trustee or appointed officials for attendance as an appointed voting representative at a scheduled meeting of a government body or public authority affiliated with the Township unless compensation is provided by the other government body or public authority.

## Section 2.02 STIPEND

A stipend is a fixed amount of money authorized by the Township Board to be paid to a trustee or appointed official for daily attendance at conventions, conferences, meetings, trainings, classes or other special events in accordance with this policy. The stipend amount is not limited per day. The formula for calculating the stipend amount shall be calculated by time spent using the basis of the per diem amount for the specific board or commission that the member is representing. Stipend amounts shall be allocated based on the **total** amount of time ~~in attendance at~~spent to attend the event ~~(not including drive time)~~traveling to and from the event when located outside Livingston County in accordance with the following:

<i>Length of Event</i> <i>(including travel time*)</i>	Less than 2 hours	2 to 4 hours	Over 4 hours
<b>Stipend Amount</b>	<b>¼ of per diem value</b>	<b>½ of per diem value</b>	<b>1 full per diem value</b>

\*Only travel time outside of Livingston County shall be included in the stipend pay calculation.

## Article III. PER DIEM PAY APPLICATION

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### Section 3.01 REGULAR OR SPECIAL MEETINGS

An elected Trustee or appointed member of the Planning Commission or Zoning Board of Appeals shall receive a per diem as allocated by the Township Board for attendance at each single meeting as a voting member. The per diem amount shall be based on the amount approved for the specific board or commission that is the purpose of the meeting.

### Section 3.02 JOINT MEETINGS

An elected Trustee or appointed member of the Planning Commission or Zoning Board of Appeals shall receive a per diem as allocated by the Township Board for attendance at a joint meeting called by the Township Board. The per diem amount shall be based on the amount approved for the specific board or commission that the official is representing during the meeting.

### Section 3.03 APPOINTED BOARDS, COMMISSIONS, AND COMMITTEES

For attendance of an elected Trustee or appointed member of the Planning Commission or Zoning Board of Appeals at any meeting of a government body or public authority board, committee, commission, council or other agency affiliated with the Township, to which an official is currently appointed by the Township Board, the official shall receive a per diem for attendance at a single meeting as a voting member. Officials appointed as alternates shall only be eligible for a per diem in the event that the primary appointee is unable to attend.

## Article IV. STIPEND PAY APPLICATION

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### Section 4.01 ATTENDANCE AT CLASSES, TRAININGS, CONFERENCES AND SEMINARS

Elected and appointed officials are encouraged to attend in state training and conferences hosted by the Michigan Municipal League (MML), Michigan Township Association (MTA), Michigan Association of Planning (MAP), Michigan State University Extension (MSUE), and the South East Michigan Council of Governments (SEMCOG). An elected Trustee or appointed member of the Planning Commission or Zoning Board of Appeals shall receive a stipend ~~commensurate with the amount of time spent attending the event for~~attendance at classes, training, conferences and seminars in accordance with Section 2.02 above. The stipend amount shall be based on the amount approved for the specific board or commission that the official is representing.

## Section 4.02 PRE-APPLICATION MEETINGS OR FORMAL STAFF MEETINGS

An elected trustee or appointed member of the Planning Commission or Zoning Board of Appeals shall receive a stipend in accordance with Section 2.02 above for pre-application or formal meetings requested by the Township Manager, Planning Director, Supervisor, Clerk or Treasurer. The stipend amount shall be based on the amount approved for the specific board or commission that the official is representing during the meeting.

## Section 4.03 WORKSHOPS, OPEN HOUSES, CITIZEN ENGAGEMENT SESSIONS

An elected trustee or appointed member of the Planning Commission or Zoning Board of Appeals shall receive a stipend commensurate with the amount of time spent attending the workshop, open house, or citizen engagement in accordance with Section 2.02 above ~~for meetings requested by the Township Manager, Planning Director, Supervisor, Clerk or Treasurer.~~ The stipend amount shall be based on the amount approved for the specific board or commission that the official is representing.

## Section 4.04 CONFERENCE TRAVEL DAYS

An elected trustee or appointed member of the Planning Commission or Zoning Board of Appeals shall receive a stipend commensurate with the amount of time spent traveling in accordance with Section 2.02 above for necessary travel days prior to or following attendance at an approved conference or educational event. Travel day stipend pay shall only be allowed for the day before or after when it is necessary to prevent morning leave time prior to 7:00 a.m. or evening return time after 9:00 p.m. Exceptions to this will be made for individuals needing reasonable accommodations for a disability. The stipend amount shall be based on the amount approved for the specific board or commission that the official is representing.

# Article V. PRE-AUTHORIZATION

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## Section 5.01 Per Diem Pay Authorization

Events eligible for per diem pay do not require pre-approval.

## Section 5.02 Stipend Pay Authorization

With the exception of pre-application or formal staff meetings, all other events eligible for stipend pay must be pre-approved by any two elected members of the non-attending administrative committee. Requests for pre-authorization should be sent to the Township Clerk at least 10 days prior to the event. Multi-day events must be approved by the Township Board and requests must be submitted to the Township Clerk at least three weeks prior to the event. All reasonable efforts shall be made to avoid a quorum at events eligible for stipend pay.

# Article VI. ADMINISTRATION

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## Section 6.01 LIMITATIONS

The per diem payment is one per day. There shall not be two per diems for any single day regardless of the number of per diem eligible meetings on that day. There can be a per diem and stipend(s) on a single day if eligible in accordance with this policy. No official can accept two per diem or stipend payments for attendance at a single meeting. Where a government body or public authority board, committee, commission, council or other agency affiliated with the Township pays an allowance to an official for attendance at that bodies meeting, the Township shall not also provide an allowance for attendance.

## Section 6.02 APPOINTED ALTERNATES

Where there is a primary member and an alternate member, the alternate shall not be entitled to a per diem or stipend unless the primary representative is unable to attend.

## Section 6.03 INELIGIBLE EVENTS

An elected Trustee or appointed member of the Planning Commission or Zoning Board of appeals shall not be eligible for per diem or stipend pay compensation for any of the following:

- a.) Attendance at other governmental meetings.
- b.) Attendance at any citizen group or political party meetings.
- c.) Attendance by choice of a dinner, breakfast, luncheon, dedication, celebration, funeral, “opening”, ribbon cutting, and/or other such community event.
- d.) Optional attendance at meetings with Township staff or consultants for personal, educational or informative purposes.
- e.) Appointed official attendance as a non-voting member at any meeting of a government body or public authority board, committee, commission, council or other agency affiliated with the Township.

## Section 6.04 EXCEPTIONS

If warranted by unusual circumstances or conditions, exceptions to the foregoing standards and rules may be allowed upon the approval of the Township Board. More restrictive standards and rules may be imposed by the Board, on a temporary basis, in response to fiscal circumstances.

## Section 6.05 INTERPRETATIONS

Any meeting, event, or other activity not recognized within this policy otherwise attended by the choice of the public official shall not receive a per diem or stipend unless reviewed and approved by the administrative committee and/or the Township Board.

## Article VII. PAYMENT REQUESTS

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Per diem pay associated with attendance at regular or special meetings of the Township Board, Planning Commission and Zoning Board of Appeals shall be authorized by completing the sign in sheet provided by staff at the meeting. All other request for per diem or stipend pay in accordance with this policy shall be submitted using a request form provided by Township staff. This request form must be submitted timely and in no case shall be provided more than thirty (30) days from the date of the event that is eligible for an allowance.

Approval of the request by the official and Township Clerk constitutes certification to the accuracy and propriety of all allowances listed as actually necessary in the performance of official Township business and in conformity with this policy.

## Article VIII. REPEALOR

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All policies or parts of policies in conflict herewith are repealed.

## Article IX. SEVERABILITY

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





# Trustee/Appointed Official Compensation Policy

Adopted by the Township Board on February 3, 2025

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

**TRUSTEE/APPOINTED OFFICIAL COMPENSATION POLICY**

**Adopted: February 3, 2025**

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## **Article II. DEFINITIONS**

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<i>Length of Event (including travel time*)</i>	Less than 2 hours	2 to 4 hours	Over 4 hours
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## Article III. PER DIEM PAY APPLICATION

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An elected Trustee or appointed member of the Planning Commission or Zoning Board of Appeals shall receive a per diem as allocated by the Township Board for attendance at each single meeting as a voting member. The per diem amount shall be based on the amount approved for the specific board or commission that is the purpose of the meeting.

### Section 3.02 JOINT MEETINGS

An elected Trustee or appointed member of the Planning Commission or Zoning Board of Appeals shall receive a per diem as allocated by the Township Board for attendance at a joint meeting called by the Township Board. The per diem amount shall be based on the amount approved for the specific board or commission that the official is representing during the meeting.

### Section 3.03 APPOINTED BOARDS, COMMISSIONS, AND COMMITTEES

For attendance of an elected Trustee or appointed member of the Planning Commission or Zoning Board of Appeals at any meeting of a government body or public authority board, committee, commission, council or other agency affiliated with the Township, to which an official is currently appointed by the Township Board, the official shall receive a per diem for attendance at a single meeting as a voting member. Officials appointed as alternates shall only be eligible for a per diem in the event that the primary appointee is unable to attend.

## Article IV. STIPEND PAY APPLICATION

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### Section 4.01 ATTENDANCE AT CLASSES, TRAININGS, CONFERENCES AND SEMINARS

Elected and appointed officials are encouraged to attend in state training and conferences hosted by the Michigan Municipal League (MML), Michigan Township Association (MTA), Michigan Association of Planning (MAP), Michigan State University Extension (MSUE), and the South East Michigan Council of Governments (SEMCOG). An elected Trustee or appointed member of the Planning Commission or Zoning Board of Appeals shall receive a stipend for attendance at classes, training, conferences and seminars in accordance with Section 2.02 above. The stipend amount shall be based on the amount approved for the specific board or commission that the official is representing.

#### Section 4.02 PRE-APPLICATION MEETINGS OR FORMAL STAFF MEETINGS

An elected trustee or appointed member of the Planning Commission or Zoning Board of Appeals shall receive a stipend in accordance with Section 2.02 above for pre-application or formal meetings requested by the Township Manager, Planning Director, Supervisor, Clerk or Treasurer. The stipend amount shall be based on the amount approved for the specific board or commission that the official is representing during the meeting.

#### Section 4.03 WORKSHOPS, OPEN HOUSES, CITIZEN ENGAGEMENT SESSIONS

An elected trustee or appointed member of the Planning Commission or Zoning Board of Appeals shall receive a stipend commensurate with the amount of time spent attending the workshop, open house, or citizen engagement in accordance with Section 2.02 above. The stipend amount shall be based on the amount approved for the specific board or commission that the official is representing.

#### Section 4.04 CONFERENCE TRAVEL DAYS

An elected trustee or appointed member of the Planning Commission or Zoning Board of Appeals shall receive a stipend commensurate with the amount of time spent traveling in accordance with Section 2.02 above for necessary travel days prior to or following attendance at an approved conference or educational event. Travel day stipend pay shall only be allowed for the day before or after when it is necessary to prevent morning leave time prior to 7:00 a.m. or evening return time after 9:00 p.m. Exceptions to this will be made for individuals needing reasonable accommodations for a disability. The stipend amount shall be based on the amount approved for the specific board or commission that the official is representing.

### Article V. PRE-AUTHORIZATION

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#### Section 5.01 Per Diem Pay Authorization

Events eligible for per diem pay do not require pre-approval.

#### Section 5.02 Stipend Pay Authorization

With the exception of pre-application or formal staff meetings, all other events eligible for stipend pay must be pre-approved by any two elected members of the non-attending administrative committee. Requests for pre-authorization should be sent to the Township Clerk at least 10 days prior to the event. Multi-day events must be approved by the Township Board and requests must be submitted to the Township Clerk at least three weeks prior to the event. All reasonable efforts shall be made to avoid a quorum at events eligible for stipend pay.

### Article VI. ADMINISTRATION

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#### Section 6.01 LIMITATIONS

The per diem payment is one per day. There shall not be two per diems for any single day regardless of the number of per diem eligible meetings on that day. There can be a per diem and stipend(s) on a single day if eligible in accordance with this policy. No official can accept two per diem or stipend payments for attendance at a single meeting. Where a government body or public authority board, committee, commission, council or other agency affiliated with the Township pays an allowance to an official for attendance at that bodies meeting, the Township shall not also provide an allowance for attendance.

## Section 6.02 APPOINTED ALTERNATES

Where there is a primary member and an alternate member, the alternate shall not be entitled to a per diem or stipend unless the primary representative is unable to attend.

## Section 6.03 INELIGIBLE EVENTS

An elected Trustee or appointed member of the Planning Commission or Zoning Board of appeals shall not be eligible for per diem or stipend pay compensation for any of the following:

- a.) Attendance at other governmental meetings.
- b.) Attendance at any citizen group or political party meetings.
- c.) Attendance by choice of a dinner, breakfast, luncheon, dedication, celebration, funeral, "opening", ribbon cutting, and/or other such community event.
- d.) Optional attendance at meetings with Township staff or consultants for personal, educational or informative purposes.
- e.) Appointed official attendance as a non-voting member at any meeting of a government body or public authority board, committee, commission, council or other agency affiliated with the Township.

## Section 6.04 EXCEPTIONS

If warranted by unusual circumstances or conditions, exceptions to the foregoing standards and rules may be allowed upon the approval of the Township Board. More restrictive standards and rules may be imposed by the Board, on a temporary basis, in response to fiscal circumstances.

## Section 6.05 INTERPRETATIONS

Any meeting, event, or other activity not recognized within this policy otherwise attended by the choice of the public official shall not receive a per diem or stipend unless reviewed and approved by the administrative committee and/or the Township Board.

## Article VII. PAYMENT REQUESTS

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Per diem pay associated with attendance at regular or special meetings of the Township Board, Planning Commission and Zoning Board of Appeals shall be authorized by completing the sign in sheet provided by staff at the meeting. All other request for per diem or stipend pay in accordance with this policy shall be submitted using a request form provided by Township staff. This request form must be submitted timely and in no case shall be provided more than thirty (30) days from the date of the event that is eligible for an allowance.

Approval of the request by the official and Township Clerk constitutes certification to the accuracy and propriety of all allowances listed as actually necessary in the performance of official Township business and in conformity with this policy.

## Article VIII. REPEALOR

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All policies or parts of policies in conflict herewith are repealed.

## Article IX. SEVERABILITY

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





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## MEMORANDUM

**TO:** Honorable Board of Trustees  
**FROM:** Kelly VanMarter, Manager  
**DATE:** February 12, 2025  
**RE:** **Master Plan Update – Public Outreach**

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At the last meeting, the Township Board approved a baseline amount related to initiating a Master Plan update. One of the discussion items regarding the update was the cost and methodology for the public engagement portion of the plan update. In response to your feedback, Giffels Webster has prepared a revised proposal which is attached in the following pages. They have also created and published the project website which is available at the following link:

<https://engage.giffelswebster.com/genoa-township-master-plan-update>

Although funding and final adoption of the Master Plan is the responsibility of the Board in our Township, the law requires that the Planning Commission prepare and adopt the plan which includes obtaining public input. (MCL 125.3831) Given that the plan is their responsibility and because the project will require considerable time and effort, it is critical that the Planning Commission feels supported during the update process with access to resources necessary to generate a plan that reflects the desires of the community. For these reasons, I recommend that the Board request a review and comment by the Planning Commission as it relates to the scope of the plan update and public engagement options prior to making a final decision on the proposal. This information can be included in the March 10<sup>th</sup> Planning Commission packet for their review and comment and then will be returned to the Board for additional deliberation and/or adoption.

I look forward to discussing this with you on Monday. Please don't hesitate to contact me with any questions.

### **SUPERVISOR**

Kevin Spicher

### **CLERK**

Janene Deaton

### **TREASURER**

Robin L. Hunt

### **TRUSTEES**

Rick Soucy

Bill Reiber

Candie Hovarter

Todd Walker

### **MANAGER**

Kelly VanMarter

# Genoa Township 2025 Master Plan Update

## Proposed Scope of Services

Genoa Township updated its Master Plan in 2023. The Plan addressed housing, commercial corridors, natural features, and transportation. It included a 2013 Plan for South Latson Road by reference. The Township is finding the current Master Plan may need revision/refinement to better align with community interest today. The Township desires to undertake an update of the Master Plan to review land use issues, gain public input, and refine the course for future planning and zoning decisions. To accomplish this, we propose the following scope of work.

1. **Background Research and Summary of Existing Conditions.** Update the 2023 Plan's analysis and observations of existing land use, current master plan designation, demographic trends and conditions, traffic conditions, and other influences. A limited market assessment, which will be prepared by our partner, the Chesapeake Group, will provide an update of the potential market for a variety of uses, including office, retail, and multiple family residential. This limited market assessment will also include a consumer spending survey. This information will be used to understand the changes in local consumer demand and need for a variety of uses in the Township. Within this task we will create the online platform for community engagement and information related to the planning process. **This platform is available here: <https://engage.giffelswebster.com/genoa-township-master-plan-update>** We recommend the Township provide a link to this platform from its home page.

Task Cost: \$4,200

2. **Assessment of Master Plan Goals, Objectives, and Implementation.** We will review the current goals, objectives, and implementation strategies by category (e.g., housing, transportation, etc.) to evaluate gaps that should be addressed within the Master Plan Amendment. Review with Planning Commission to discuss concerns and opportunities to update the plan.

Task Cost: \$1,200

Meetings: One

3. **Public input.** We propose the following options for input, which we can refine with the Township, based on the level of engagement desired. At a minimum, we recommend the online website, which allows us to post a variety of opportunities for community feedback. We note that Planning Commission meetings are open to the public and we can publicize those based on the topics for in-person participation by the community in a structured manner. Those meetings are already included in the scope.
  - *Online Project Website & Survey.* Our team will develop an online platform (during Task 1) that allows community members to read and respond to plan sections, proposed projects, and offer feedback. This option, which runs throughout the project, is \$3,100.
  - *Open House/Meeting Toolkits.* Open houses and other group meetings are great opportunities for informal discussion by providing opportunities for participants discuss planning goals and objectives and provide input. The Township Board is interested in lowering the cost for this option and facilitating the open house with staff/officials, and potentially facilitating more than one. We propose to create a meeting toolkit, which will include:

- *A short powerpoint slideshow about the purpose of a master plan and zoning ordinance. This will be a looping set of slides that can run through an open house event.*
- *Large (36" x 48") maps of the Township – an overall Future Land Use Map and aerial – with supplies (markers, sticky notes) to allow participants the opportunity to add comments and draw on the maps. Two sets of maps will be provided with additional sets available as needed.*
- *Informational display posters that summarize the 2023 Master Plan: One 24" x 36" poster for each of the five Master Plan goals and objectives. One or two posters for the Future Land Use descriptions. These will be arranged to allow for participants to place dots to indicate their support for each of the goals and objectives.*
- *QR Code link to the project platform where people can share additional comments and get more information.*
- *Notepads/collection cards for facilitators to jot down notes to be shared with our project team.*
- *This option is \$625 to create the meeting materials*
  - *plus 2 hours to summarize each event at a rate of \$240 for each event*
  - *optional: for two members of our team to participate and help facilitate the event, the fee is an \$850 for each event (assumes 3 hours for the event).*
  - *In other words: For one open house event with our participation, the fee is \$1,715. For each additional open house event with our participation, the fee would be \$1,090.*
- *Survey. Using our online platform, we propose to pose a series of questions over a longer timeframe on topics related to each of the Master Plan goals (Housing, Economic Development, Transportation, Natural Resources, and Public Facilities). We propose small handouts with QR codes to be shared at community events and local businesses to advise the community of this opportunity. Paper-based questions will be available at additional charge. This option is \$2,400.*

#### 4. **Plan Preparation:**

A. **Master Plan.** The Master Plan will include the following:

1. **Goals & Objectives.** Based on the existing conditions overview and public input received through the planning process, our team will assist the Planning Commission in updating the Master Plan goals, policies, and objectives.
2. **S. Latson Road Area Plan:** Based on the existing conditions overview, market analysis, and public input, we will assist the township with a development strategy and action items to provide policy direction on land use.
3. **Future Land Use Plan Map** and supporting recommendations based on the existing conditions analysis, public input, and goals and objectives. A narrative of the intent of each land use category will be provided in tabular form. The Thoroughfare Plan will be updated as necessary. Graphics and implementation details illustrating specific proposals will be included as appropriate.
4. **Implementation Strategies.** The Master Plan should be a living document, one that provides guidance and direction for short and mid-term action plans. Realization of the community's

vision, as identified in the Master Plan will only come to fruition through decisive actions that result from an implementation strategy.

- a. Action Items Summary Table: an easy-to-use checklist for prioritizing implementation strategies. Identify a Champion and Partners for each specific action item to ensure implementation success.
- b. Zoning Plan: Prepare a Zoning Plan to guide short-range zoning decisions. Relate current and new districts to each land use category as necessary. Provide direction for zoning changes needed as a result of the Master Plan.

Task Cost: \$9,500

Meetings: Three

## 5. Public Hearing & Adoption

- A. Assist in preparing for the distribution of the draft plan to surrounding communities and designated agencies and utilities.
- B. Prepare notice of public hearing in accordance with the Michigan Planning Enabling Act.
- C. Present draft Plan at the public hearing. Prepare Resolutions of Adoption. Refine pla(s) as needed.
- D. Assist Planning Commission and Township Board with final adoption procedures
- E. Transmit Adopted Plan: Print Master Plan for final distribution as hard copy and an electronic document in PDF format. Coordinate with township staff to ensure the adopted Plan is distributed in accordance with State law.

Meetings: Two - One public hearing for the Master Plan (Planning Commission) and presentation to the Township Board

Task Cost: \$3,500

**Timeline and Budget:** \$18,400 + engagement options

**Contingencies:** 20% of the budget noted above (before engagement options) or \$3,680. This scope of work reflects the Township's interest in exploring some of the 2023 Master Plan's long-range policies, objectives, and action items; refinements in some areas may be desired. If, through this update process, the Plan requires significant changes, we will have a contingency amount to cover any unanticipated work. We will review these items, if they arise, before billing the Township this amount.

Some of the above noted elements may be conducted concurrently. We estimate the above scope of work to take approximately 12-13 months, depending on the Township's meeting schedule and availability, as well as on the required public hearing timetables. We will work with Genoa Township to refine the work program to meet the needs of the Township in the most cost-effective manner possible, while still providing a high quality, easy to read working document.

# **Board Correspondence**





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#### **SUPERVISOR**

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#### **CLERK**

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#### **TRUSTEES**

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Candie Hovarter

Todd Walker

#### **MANAGER**

Kelly VanMarter

## **Summary**

**TO:** Board of Trustees  
**FROM:** Kevin Spicher, Supervisor  
**DATE:** 2-13-2025  
**RE:** Town Hall #2

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On the heels of a successful 1<sup>st</sup> Town Hall meeting, #2 is scheduled!

Date: **Wednesday, March 12, 2025**

Time: **6:00 P.M. – 8:00 P.M.**

Location: **Genoa Township Hall Boardroom**

**2911 Dorr Road, Brighton, MI 48116**

Officials Present: **Supervisor Kevin T. Spicher**

**Clerk Janene Deaton**

**Trustee Bill Reiber**

Just like the first one, this will be an informal discussion driven by you, the residents of Genoa. There is no sign in, nothing will be recorded or broadcast – this is your chance to speak freely or ask questions about what is happening in Genoa Township.

For planning purposes, it's great if you can RSVP to [supervisor@genoa.org](mailto:supervisor@genoa.org), or call 810-227-5225, but most importantly we want you to participate, so please join us even if you forget to RSVP.

Janene has also scheduled The Big Red Barrel to be there, so please bring those unused prescription drugs for safe collection and disposal, even if you don't want to attend the Town Hall.