

GENOA CHARTER TOWNSHIP BOARD

Regular Meeting
November 1, 2021

MINUTES

Supervisor Rogers called the Regular Meeting of the Genoa Charter Township Board to order at 6:30 p.m. at the Township Hall with the Pledge of Allegiance. The following members were present constituting a quorum for the transaction of business: Bill Rogers, Paulette Skolarus, Jean Ledford, Terry Croft, Jim Mortensen and Diana Lowe. Also present were: Township Manager Michael Archinal; Township Attorney Joe Seward; and ten persons in the audience. Hunt was absent.

A Call to the Public was made with the following response: Theresa Coloske – I am opposed to the gravel pit on the DNR property. I will be here at every meeting until this can be voted on.

Consent Agenda:

Moved by Lowe and supported by Mortensen to approve the payment of bills as requested. The motion carried unanimously.

1. Payment of Bills: November 1, 2021

Regular Agenda:

Moved by Ledford and supported by Croft to approve for action all items listed under the regular agenda. The motion carried unanimously.

2. Request to Approve Minutes: October 18, 2021

Moved by Ledford and supported by Lowe to approve the Minutes of October 18, 2021 and move ~~review~~ the October 25, 2021 comments from the Clerk to be reviewed with Item 7 on this evening's Agenda. The motion carried unanimously.

3. Request for approval of the proposed 2022 Howell Area Parks and Recreation Authority budget presented by Tim Church, HAPRA Director.

Tim Church was introduced to the Board. He provided an update on the Budget for Howell Area Parks and Recreation Authority expenditures and revenue for the fiscal year. 714 township residents participate in the Recreation Programs. Moved by Lowe and supported by Mortensen to approve the increase of financial participation for Genoa Township from \$110,000.00 to \$115,000.00. The motion carried unanimously.

4. Request for approval of a contract with MiSignal Inc. for broadband services for unserved and underserved areas in the Township.

Josh Rowe presented his proposed agreement for the Fiber Optic Broadband Project to the board. This service will provide certain areas of the Township that are either unserved or underserved with high speed broadband services. Funds from the American Rescue Plan are specifically made available to local units of government to accelerate deployment of broadband services. The first phase will be from Grand River and Chilson Road to Brighton Road.

Seward – The Township will not be the facility owners and video services are provided by F.C.C.

Skolarus - The Township will invest \$750,000.00 from the ARP funds toward this project and have MiSignal build and install the high-speed broadband facilities.

Mortensen asked for clarification of the net effect. Josh Rowe - MiSignal will provide this service with symmetrical upload and download speeds of 100 Gbps. Rogers commended Skolarus, Archinal and Seward for working through the process.

Moved by Skolarus and supported by Lowe to approve the amendments to the agreement as discussed adding “Charter” to the agreement with reference to Genoa Township in the first paragraph. The motion carried unanimously.

5. Request for approval of a METRO Act permit application for access and ongoing use of public ways by MiSignal.

Moved by Ledford and supported by Lowe to approve the Metro Act permit application with consistent signatures on the agreement and a modification to paragraph 2.6 with “MiSignal will be responsible for maintaining the facilities in the Public Ways.” The amended application was voted and carried unanimously.

6. Request for approval of proposed 2022 employee benefits as presented by Human Resources Manager Kim Lane.

Kim Lane addressed the board with a review and recommendations for 2022 Benefit Year. The increase in cost is expected to be 5.5% with Blue Cross Blue Shield renewal with Delta Dental renewing coverage at the same rate as last year. Blue Cross has a high individual deductible and low co-pays. As a result, the Township offers EHIM to all employees.

Moved by Ledford and supported by Croft to accept the recommendation for the proposed employee benefits. The motion carried unanimously.

7. Discussion regarding Board of Trustees minutes.

Rogers – A copy of MTA was provided [as a guide regarding the Minutes](#). It states the clerk or an outside source can take the minutes. Skolarus – My comments erroneously attached to the Minutes should have been attached to Item 7 for discussion. I would like the board to set parameters with reference to Calls to the Public. The Clerks from the Livingston County Clerks Association thought it wasn’t necessary to name all of the people that spoke at the public meeting but to provide an overview of what was presented. ~~Croft~~ Lowe – Why would we ask their names if we don’t put them in the Minutes? Skolarus – That is my question to the Board. Comment Cards could be an option.

Mortensen stated he is not sure their name and address needs to be recorded but you might want to know how many are citizens and how many are not. Rogers – Every Board I sat on it asks for a name and address. The address doesn’t need to be a part of the minutes but the names should be there as they have presented their case and would like to be recognized. ~~Croft~~ Lowe - We do follow Roberts Rules of Order.

Archinal – If someone takes time from their busy schedules to come and say something to us, it is customer service to show on the records their information, not necessarily the address but at least

the name and a brief discussion. Skolarus - We could have cards made asking their name and address should they wish to speak. The DNR asked that anyone who wished to speak provide a card with their name and their concern. Rogers – I have no problem asking the residents to fill out the card if it makes everything easier to record. Mortensen - We want them to fill out the cards and take more time. Ledford - A sign-in sheet with their name, address and purpose. Archinal – With smaller meetings cards may not be necessary, but larger issues like the swans or gravel pits something should be done. It is best to make it clear that it isn't a prerequisite to attending. Lowe – The QVF is a good tool for it as verification of name. Ledford - Put “optional” by the request for address. Skolarus - I will make up cards for the audience to fill out if they wish to speak and have them available. Mortensen - Show them to the board before ordering. Rogers – A decision can be made at specific meetings, if the cards are necessary.

Skolarus - I can understand the concerns of the board but I felt that there was only one change to the minutes of the previous meeting. With regard to Hunt's response – I apologize if I offended anyone, but I felt my voice needed to be heard. There was between 75-100 people at the meeting and I felt the objections raised when discussing the minutes were uncalled for.

Rogers – I am concerned when you sent the minutes to all of the board members and that is against the Open Meetings Act. We are supposed to correct the meeting minutes at the table. Skolarus – That won't happen again and I explained why I sent that memo. Rogers – does anyone have any comments regarding the response from the 25th meeting? Mortensen - I have a suggestion, Robin or another board member who have corrections should pencil mark the meeting minutes and the rest of the board can take a look at them. It takes a long time at a meeting just debating them, that person should pencil markup the meeting minutes and the board can look at the hand-written corrections. If it was a sentence, handle verbally, if extensive they should mark up the minutes and bring to the meeting and there will be discussion. It will be a lot less contentious.

Archinal - My honesty and professionalism were questioned before this and I wrote up the comments. This board approved minutes that included none of this discussion regarding my responses to what was written. The discussion happened and it needs to be recorded whether we like the discussion or not. This job is to make sure there is an accurate accounting for what happened in this room whether we like it or not. You ~~can~~ cannot edit or alter minutes to serve a purpose and that is what occurred.

Ledford - I wanted to check to see how many times we amended the minutes. Every time since July 6th up until now we altered every set of minutes before approval. Skolarus - That is the responsibility of this board and that is what is supposed to happen at a Board Meeting. They are reviewed and the board makes changes based on their recollection of the meeting. Ledford - I hate to see the board have to correct the minutes every time. It is your responsibility to record an [audio](#) accurate interpretation of the meeting into the minutes. Does the board want this recorded because we will have to come back and revisit it? Skolarus - It is the responsibility of this board to suggest the changes. Ledford - She is not taking the minutes right now as she assumes the board does not

want to record this. *Note: When this discussion began I started recording the conversation because I wanted to make sure my minutes were accurate.*

Mortensen- Let's find out the legal requirements of what should be in the minutes. Skolarus - let's ask the attorney. Seward - The Clerk shall keep a full record of all of the proceedings of the township board. So, I read this as, "Should it be verbatim absolutely not, but we have to have a summary of the discussions, absolutely yes." Those discussions need to be in the minutes. If [there is audio](#) anyone goes back to review, they will know what is done. Skolarus – so I can record the minutes but I only have to put the general idea of it and we would have the recording for one year so we can check it. Rogers – not one year, only until the next meeting after the minutes are approved – two weeks. Closed session minutes must be kept for a year. Skolarus- Rogers has asked me for the minutes for the last two meetings of the closed sessions. I take the notes on the minutes but in a couple of instances you provided me with a detail that was returned to Seward so I don't know if I needed to get your detail back and use that as part of the records since that was your presentation or only what I take notes on. Should closed session be recorded? Seward - Your minutes should include the general idea of what is presented to the board but to say if you should only record that, no if there is other discussion or information exchanged then it does need to be recorded.

Skolarus - Should the whole meeting be recorded? Rogers - The closed sessions should not be recorded. It is easy to get interrupted. Not verbatim. If you need to stop someone and ask them to give their information again. Skolarus - I will tape all meetings. Delete the tape once they are approved by the board.

Seward - The minutes should reflect the discussion that took place and any changes made at the meeting. Skolarus- the meeting minutes are on the website usually within 24 hours. Rogers- It should be revised only at the meeting, not before. Seward - Make sure you have the draft and the approved version so people can see what was changed. Editing tools in document "redlining" would be a good way to do the edits.

Rogers - Is everyone comfortable with that? Croft- Would you have notes on the first page with corrections or would you have to read through? Seward - It is a good way to track the changes. Croft- should we address the concerns the comments Mike made. Archinal - You already acted, so you are done. ~~Croft~~ [Lowe](#) -We could discuss at the next meeting. Archinal - Can't go back to revise the minutes. Seward - Unless someone who voted yes comes back with a motion for reconsideration. Archinal - If you want to record them for actual interpretation that is good. I do not want to discuss them without the Treasurer.

Correspondence:

- A letter from Theresa Coloske with 18 attached pages of petitions objecting to the gravel and sand mining of the DNR properties.

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- Two letters from the Livingston County Clerk concerning the County Commissioner Districts.
- An approval letter from the State of Michigan with approval of the American Rescue Plan for Genoa Township with a distribution of \$2,165,592.00.
- A letter from Charter Communications adding a Tennis Channel.
- A letter from AT&T concerning the Uniform Video Service Local Franchise Agreement
- Treasurer Hunt responded to Skolarus' letter with regard to the Minutes from the Meeting of Oct. 4, 2021.
- Archinal provided a copy of his hand-written memo to the board.

Moved by Mortensen and supported by Ledford to adjourn the Regular Meeting of the Board at 7:52 p.m.

Paulette A. Skolarus, Clerk
Genoa Charter Township Board

Bill Rogers, Supervisor
Genoa Charter Township Board