

GENOA CHARTER TOWNSHIP BOARD

Regular Meeting

February 21, 2022

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, Robin Hunt, Jean Ledford, Terry Croft, Jim Mortensen and Diana Lowe. Also present were Township Manager Michael Archinal and ten persons in the audience.

A Call to the Public was made with no response.

Consent Agenda:

Moved by Skolarus and supported by Ledford to approve Item 1 and move the approval of the Minutes to the Regular Agenda for discussion. The motion carried unanimously.

1. Payment of Bills: February 21, 2022

Regular Agenda:

Moved by Ledford and supported by Lowe to approve the Agenda with the addition of the Minutes as requested. The motion carried unanimously.

2. Request to approve Minutes: February 7, 2022

Moved by Skolarus and supported by Lowe to approve the Minutes of the February 7, 2022 Regular Meeting of the Board with the following corrections: Pg. 8, para. 4 to change "Planned Unit Development Agreement" to "Environmental Impact Assessment"; Pg. 8, para. 5 to change "Planned Unit Development Agreement" to "Planned Unit Development Site Plan"; Agenda Item 5 should be changed from Net

“Least” to Net “Lease”; Pg. 3, para. The last comment by Lowe should read “Nov. 15 2021 Board Meeting” and not “October 2021 Planning Commission”. She cannot support “this” project. The motion carried unanimously

3. Consideration of a recommendation for approval of a Special Land Use application, environmental impact assessment and site plan for a commercial stable located at 7318 Herbst Road, south side of Herbst Road, east of Hubert Road. The request is petitioned by the Nancy Merlo, Brighton Equestrian Club.

A. Disposition of Special Use Application

Moved by Moved by Ledford and supported by Croft to approve with conditions the Special Land Use permit because it has been found that the requested use meets the requirements of Sections 19.03 and 3.02.02(h) of the Township Ordinance with the following conditions:

1. Staff edits on the marked-up version of the Environmental Impact Assessment dated January 21, 2022 and included in the Board packet shall be made and the final document provided to the Township prior to issuance of the Special Land use permit.
2. The Affidavit of Nancy Merlo dated December 13, 2021 shall be made part of the official record.
3. Any site plan fee exceedances associated with the additional meetings and consultant reviews as indicated on the site plan and special land use applications shall be paid prior to issuance of the special land use permit.
4. The GAAMP certification from the Michigan Department of Rural Development and Agriculture shall be provided prior to issuance of the special land use permit.
5. A revised site plan showing the location of manure management (spread) areas shall be provided prior to issuance of the special land use permit.
6. All conditions of approval related to the impact assessment and site plan shall be complied with prior to issuance of the Special Use Permit.
7. Only vehicles and equipment associated with the Equestrian Center use shall be allowed. The property shall not be used to store, stage or park unrelated vehicles or equipment.

The motion carried unanimously.

B. Disposition of Environmental Impact Assessment (1-21-22)

Moved by Hunt and supported by Lowe to approve the Environmental Impact Assessment dated January 21, 2022 with a condition that staff edits on the marked-up version included in the packet be made and the final document shall be provided to the Township prior to issuance of the Special Land Use permit, conditioned on staff editing of the marked-up version. The motion carried unanimously.

C. Disposition of Site Plan (11-5-21)

Moved by Skolarus and supported Hunt to approve the site plan dated November 5, 2021 with the following conditions:

1. Revised plans be submitted to Township staff prior to issuance of the special use permit showing the location of manure management (spread) areas.
2. Written approval from the Fire Authority and Building Department shall be provided in compliance with the Tetra Tech engineering review letter dated December 8, 2021.
3. Written approval from the Fire Authority shall be provided indicating compliance with their review letter dated November 30, 2021.

The motion carried unanimously.

4. Consideration of a request for approval of the audit services proposal from Maner Costerisan on November 12, 2021 for Fiscal Years ending March 31, 2022 through 2026.

Moved by Lowe and supported by Hunt to approve the request at a cost of \$29,900.00 for the first year with a maximum increase of \$1,000.00 for each year until the end of the contract March 31, 2026. The motion carried unanimously.

5. Consideration of Human Resources request for approval of new salary ranges and compensation strategy for Fiscal Year 2022/2023 as presented by the Human Resources manager.

Human Resource Manager Kim Lane asked for a market adjustment with a proposed 10% salary budget increase to spread among employees to get everyone to at least

90% of midpoint. Employees may receive varying percentages that achieve this goal. In 2023 a proposal for a second market adjustment will be made to move wages to 95%-100% of market as applicable. Employees are our most valuable asset and we need to retain our current staff. A compensation analysis and market adjustment brochure were provided with additional details.

A. Consider approval of Salary Ranges.

Moved by Skolarus and supported by Mortensen to approve the salary ranges as presented and based on the research and market analysis provided by Compease. The motion carried unanimously.

B. Consider approval of the 2022/2023 Compensation Strategy.

Moved by Lowe and supported by Croft to approve the 2022 compensation strategy as presented by Kim Lane. The motion carried unanimously.

6. Consideration of DPW Department request for approval of Allocation Percentage, Resolution 220221 approving sanitary sewer operations of the Howell Township Wastewater System, Fiscal Year 2021/2022 Amended Budget and Fiscal Year 2022/2023 Operating Budget.

Greg Tatara addressed the board asking for agreement with the compensation analysis, an amended budget for the fiscal year concluding March 31, 2022, a resolution to include Howell Township in the Genoa Utility Departments joint operations contract, as well as a new allocation percentage to share costs amongst all utility systems and budget recommendations for the next fiscal year and increases to users.

Reasons as to why to add Howell include: 1. We have been assisting Howell Township for several years and providing guidance. 2. They are running lab tests and we are running lab tests. 3. Persons working for Howell Township are contractual so we will need additional operators. 4. We would manage their facility, do the meter reading, etc. It would be a win situation for both of us.

A. Consider approval of the 2022/2023 Allocation Percentage for the Fiscal Year ending March 31, 2023.

Moved by Hunt and supported by Skolarus to approve the allocation percentages as requested by Greg Tatara. The motion carried unanimously.

B. Consider approval of Resolution 220221 approving sanitary sewer operations of the Howell Township Wastewater System. (Roll Call)

Moved by Lowe and supported by Mortensen to approve Resolution 220221 as requested. The motion carried by roll call vote as follows: Ayes – Ledford, Croft, Hunt, Lowe, Mortensen, Skolarus and Rogers. Nays – None.

C. Consider approval of the amended 2021/2022 DPW Department Budget for the Fiscal Year ending March 31, 2022 and Consider approval of the 2022/2023 DPW Department Budget for the Fiscal Year ending March 31, 2023.

Moved by Hunt and supported by Croft to approve the above requested budgets as requested. The motion carried unanimously.

7. Consideration of DPW Department request for approval of budget and rate approvals for the Lake Edgewood Sanitary Sewer System, the Oak Pointe Water System, and the Oak Pointe Sanitary Sewer System.

A. Consider approval of amendment to the Fiscal Year 2022 Budgets and approve the Fiscal Year 2023 Operating Budgets for the Lake Edgewood Sewer System, the Oak Pointe Sewer System and the Oak Pointe Water System.

A-1 Moved by Hunt and supported by Lowe to approve the amendment to the Lake Edgewood Sewer System for the year ending March 31, 2022. The motion carried unanimously.

A-2 Moved by Skolarus and supported by Lowe to approve the amendment to the Oak Pointe Sewer System for the year ending March 31, 2022. The motion carried unanimously.

A-3 Moved by Lowe and supported by Ledford to approve the amendment to the Oak Pointe Water System for the year ending March 31, 2022. The motion carried unanimously.

B. Consider approval of an increase to the Lake Edgewood Sewer metered charges from \$6.95/1,000 gallons to \$7.30 / 1,000 gallons and the flat rate sewer charge from \$136 / quarter to \$142.80 / quarter, and to also set the minimum sewer bill at the current metered rate multiplied by 9,000 gallons for usage equal to or under 9,000 gallons. All other rates and charges will remain the same

Moved by Hunt and supported by Croft to approve the increase to the Lake Edgewood Sewer rates as requested by Tatara. The motion carried unanimously.

C. Consider approval of an increase to the Oak Pointe metered water charges from \$3.95/1,000 gallons to \$4.07 /1,000 gallons. All other rates and charges will remain the same.

Moved by Skolarus and supported by Ledford to approve the metered water changes for Oak Pointe. The motion carried unanimously.

D. Consider approval to set the Oak Pointe minimum sewer bill at the current metered rate multiplied by 9,000 gallons for any usage equal to or under 9,000 gallons for a quarter. All other rates and charges will remain the same.

Moved by Lowe and supported by Mortensen to approve the request by Tatara setting the minimum sewer bill. The motion carried unanimously.

E. Request for approval of budgets for the fiscal year ending 2023 for Oak Point Sewer, Oak Pointe Water and Lake Edgewood Sewer.

Moved by Ledford and supported by Croft to approve the fiscal year operational budget Oak Pointe Sewer, Oak Pointe Water and Lake Edgewood Sewer as requested. The motion carried unanimously

A tour of the water and sewer facility was offered to the board members by Tatara.

8. Presentation of 2022-2027 Capital Improvement Plan by the Township Manager.

Township Manager Archinal presented the five-year Capital Improvement Plan to the board. Fund 249 (271 prior) - included upgrades at the Township Hall; Fund 401 (261 prior) - included work on Crooked Lake, Hacker and Schafer. Fund 208 (270 prior) included Bauer Road Boardwalk Replacement, a senior survivor park project, benches, picnic tables, and pedestrian crossings. Fund 101 included boardroom security upgrades and computer rotation. Most budget included maintenance and miscellaneous expenditures. No formal action was taken by the board.

9. First draft review of the General Fund Budget (Fund 101) related to the Fiscal Year beginning April 1, 2022 through March 31, 2023.

The first draft of the budget was reviewed with no formal action taken by the board. A second draft will be included in the March 7th meeting and a final decision will be made on March 21st.

Correspondence:

- A letter from the Livingston County Drain Commissioner concerning a hearing for the Marion No. 3 County Drain to be held Feb. 28, 2022 at the Marion Township Hall
- A program advisory from Comcast
- An email from Rob McCall concerning an update on MiSignal
- 15 letters were received from residents thanking the board for opposing the Asphalt Plant

Member Discussion:

- Board members expressed their opinion that e-mails sent to all board members should not be included in correspondence. Members of the audience joined in the discussion.
- Skolarus asked that Terry Croft be appointed to the Election Commission to replace Jean Ledford who expressed her opinion that she was embarrassed uncomfortable to be a part of that Commission.
- Skolarus asked that ARPA funds be considered for the purchase a high-speed tabulator for the Absent Voter Counting Board at a cost of \$115,000.00. According to MTA publication this purchase is allowed under the use of ARPA funds and is endorsed by the County Clerk due to the increasing number of persons voting absent voter ballots.
- Hunt – The last day to pay taxes is Feb. 28, 2022.

Moved by Lowe and supported by Croft to adjourn the meeting at 9:10 p.m.

Paulette A. Skolarus, Clerk
Genoa Charter Township Board

Bill Rogers, Supervisor
Genoa Charter Township Board