

**GENOA CHARTER TOWNSHIP BOARD  
Regular Meeting  
November 20, 2023**

**MINUTES**

Supervisor Rogers called the regular meeting of the Genoa Charter Township Board to order at 6:30 pm at the Township Hall. The following members were present constituting a quorum for the transaction of business: Bill Rogers, Robin Hunt, Jean Ledford, Terry Croft, Diana Lowe, Paulette Skolarus and Jeff Dhaenens. Also present were Township Manager Kelly VanMarter, Utilities Director Greg Tatara, and one person in the audience.

The Pledge of Allegiance was recited.

The call to the public was opened at 6:31 pm with no response.

**Approval of Consent Agenda:**

Ms. Lowe noted that the minutes from the November 6, 2023 meeting needed a correction.

**Moved** by Hunt, supported by Lowe, to approve the Consent Agenda as presented, with the change to the minutes noted. **The motion carried unanimously.**

1. Payment of Bills: November 20, 2023.
2. Request to approve November 6, 2023 regular meeting minutes.
3. Request to continue the use of the 242 Church as a polling place for Precinct 8.

**Approval of Regular Agenda:**

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

4. Consideration of a request to approve the bid and authorize the Supervisor to sign the contract documents with D'Angelo Brothers Construction, Inc. for the force main installation associated with the Lake Edgewood to Genoa-Oceola Wastewater Treatment Plant Consolidation project as recommended by the Utility Director.

Dr. Tatara provided a detailed review of the project. He showed the engineering and construction costs, noting that it will be within the budget estimate proposed.

He noted that the Lake Edgewood plant was built in 2003, so taking it off line will save operational and maintenance costs.

**Moved** by Dhaenens, supported by Lowe, to approve the Bid for Force Main Installation prepared by D'Angelo Brothers Construction, Inc. of Farmington Hills, MI and authorize the

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Supervisor to sign the contract documents prepared by the engineer, including contractor bonds and insurance for the Lake Edgewood to Genoa-Oceola Wastewater Treatment Plant Consolidation project. **The motion carried unanimously.**

5. Consideration of a recommendation for approval of an environmental impact assessment related to the sketch plan for proposed bike trails located at the Fillmore Park. The park is located at 7075 McClements, northwest corner of McClements and Kellogg Roads. The request is petitioned by the Livingston County Planning Department.

Ms. Martha Haglund, Principal Planner with the Livingston County Planning Department, stated they would like to use the western portion of Fillmore Park to install mountain bike trails. This will be done by volunteers so she estimates the project to be completed over several years.

Ms. VanMarter stated that staff can approve 2 one-year extensions; however, If they need additional time, they will need to receive approval from the Planning Commission.

**Moved** by Hunt, supported by Dhaenens, to approve the Environmental Impact Assessment dated October 25, 2023 corresponding to proposed bike trails for the existing Fillmore Park located at 7075 McClements Road with the condition that site plan conditions must be met as requested by the Planning Commission. **The motion carried unanimously.**

6. Request for introduction of the proposed rezoning ordinance number Z-23-04 and to set the meeting date to consider adoption before the Township Board on Monday, December 4, 2023. The request is to rezone property at 4675 Grand River Avenue from Neighborhood Service District (NSD) to General Commercial District (GCD) to allow for trailer sales and storage. The property consists of two contiguous parcels (4711-09-200-006 and 008) located on the north side of Grand River Avenue, west of Boulevard Drive. The request is petitioned by Desine, Inc.

**Moved** by Lowe, supported by Skolarus, to introduce proposed Ordinance Number Z-23-04 and to set the meeting date to consider adoption before the Township Board on Monday, December 4, 2023 for the purpose of considering the proposed zoning map amendment. **The motion carried unanimously.**

7. Request for approval of the Professional Services Agreement with SAFEbuilt Michigan, LLC for ongoing Planning and Zoning consultant support services.

Ms. VanMarter stated the township has had a relationship with this planner for many years; however, she is unable to locate an agreement with them. Brian Borden, specifically, has worked with the township and he is a valuable resource as he is very knowledgeable of the township. This agreement shows a rate as well as annual increases consistent with the rate of inflation, but not more than four percent.

**Moved** by Ledford, supported by Dhaenens, to approve the Professional Services Agreement with SAFEbuilt Michigan, LLC for ongoing Planning and Zoning consultant support services conditioned upon Attorney review. **The motion carried unanimously.**

8. Consideration of amendments to the Fiscal Year 2023/2024 Budget as follows:
  - A. Increase Parks and Recreation Fund 208, Department 536 – “Land for Recreation” Line Item 208-536-972-100 from \$681,000 to \$1,055,018.
  - B. Decrease Road Improvement Fund 401, Department 446 – “Road Projects” to zero (\$0) the gravel and limestone road projects for Kellogg, Euler and McClements Roads (401-446-812-002, 003, 004 & 005).

Ms. VanMarter stated the increase to the Parks and Recreation Fund is for the closing costs for the recent property purchases. The Road Improvement Fund decrease is to move the funds for these projects from the current fiscal year to next fiscal year because they were not completed this season.

**Moved** by Lowe, supported by Hunt, to amend the Fiscal Year 2023/2024 Budget to Increase Parks and Recreation Fund 208, Department 536 – “Land for Recreation” Line Item 208-536-972-100 from \$681,000 to \$1,055,018 and to Decrease Road Improvement Fund 401, Department 446 – “Road Projects” to zero (\$0) the gravel and limestone road projects for Kellogg, Euler and McClements Roads (401-446-812-002, 003, 004 & 005). **The motion carried unanimously.**

9. Delivery of the first draft of the 2024/2025 Budget as required by MCL 42.24 as provided by the Township Supervisor. (packet was delivered on 11/16/23)

Ms. VanMarter stated she is working on the assumptions and a summary sheet of the significant changes to the upcoming budget. She hopes to provide this to the Board next week.

Ms. Skolarus advised that there will be \$43,000 received from the Howell Public Schools for the most recent election.

### **Member Discussion**

Ms. Skolarus advised she will be proposing to add an additional part-time employee in her office to help with the 2024 elections.

Ms. Hunt stated the tax bills will be mailed on November 30.

Ms. VanMarter stated that the Senior Survivor Park Grand Opening is this Wednesday at 1:00 pm.

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**Adjournment**

**Moved** by Lowe, supported by Dhaenens, to adjourn the meeting at 7:15 pm. **The motion carried unanimously.**

Respectfully Submitted,

Patty Thomas  
Recording Secretary

Approved: Paulette Skolarus, Clerk  
Genoa Charter Township

Bill Rogers, Supervisor  
Genoa Charter Township