

**GENOA CHARTER TOWNSHIP BOARD**  
**Regular Meeting**  
**March 4, 2024**

**MINUTES**

Supervisor Rogers called the regular meeting of the Genoa Charter Township Board to order at 6:30 pm at the Township Hall. The following members were present constituting a quorum for the transaction of business: Bill Rogers, Paulette Skolarus, Robin Hunt, Jean Ledford, Terry Croft, Diana Lowe, and Jeff Dhaenens. Also present was Township Manager Kelly VanMarter, and 26 people in the audience.

The Pledge of Allegiance was recited.

The call to the public was opened at 6:31 pm.

Ms. Susan Nickels of 4935 Fairways Drive spoke regarding the renewal of the contract with the Economic Development Council (EDC). She congratulated the township for the grant received that will be used for the water main in the interchange campus area. She and other community members are not in favor of the development in this area. She requested that the \$23,000 spent each year be spent on something else. We don't need corporate welfare here.

Ms. Tracey Pardiac stated the township pays \$23,000 a year of taxpayers money so the land near them can be sold to developers. The developer is benefiting from this and not the community.

Ms. Kristi Hale of 3148 Beck Road moved here in April of 2019 for the country living. She did not move here for the land to be developed into a distribution center. It will increase noise and traffic and it lessens the flora and fauna of the township. She wants to see and hear the wildlife. She asked the Township not to proceed with the Latson Road PUD.

Ms. Elaine Samson of 6280 Sundance Trail has lived in the township for almost 50 years. She agrees with everything that Ms. Hale said. The township does not need industry. It is a beautiful area.

Ms. Karen Wilbanks of 2914 Russell Drive is opposed to the PUD. Large industry is not a good idea in a rural community. She asked the township to consider what the people want, which is to keep it rural.

The call to the public was closed at 6:39 pm.

**Approval of Consent Agenda:**

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

**1. Payment of Bills: March 4, 2024**

**2. Request to approve February 19, 2024 regular meeting minutes.**

**Approval of Regular Agenda:**

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

**3. Request for approval of the DPW Department Fiscal Year 2025 System Labor and Equipment Percentage Allocation, the Amended Utility Department Budget for Fiscal Year ending March 31, 2024, and the proposed Utility Department Budget for the Fiscal Year Ending March 31, 2025.**

Dr. Greg Tatara provided a review of how the DPW budget is funded, explained how the allocations are calculated, and reviewed the budget's expenses for both the FY 2024 and 2025 budgets. They will be finishing FY 2024 under budget. The remaining funds are returned to each contributing system. He is requesting the Board approve his FY 2025 budget, the amended FY 2024 budget, and the FY 2025 allocation.

**Moved** by Dhaenens, supported Skolarus, to approve the FY 2025 System Labor and Equipment Percentage Allocation, the Amended Utility Department Budget for FY ending March 31, 2024, and the proposed Utility Department Budget for the FY Ending March 31, 2025. **The motion carried unanimously.**

**4. Consideration of a recommendation for approval of the special land use application, environmental impact assessment and site plan to use the existing building at 2464 Dorr Road (formerly occupied by Humane Society) as a philanthropic or non-profit center to assist individuals with social needs. The property is located on the west side of Dorr Road, north of I-96 on parcel #4711-15-200-019 and the request is petitioned by The Salvation Army of Livingston County.**

- A. Disposition of Special Use Application**
- B. Disposition of Environmental Impact Assessment (12-11-23)**
- C. Disposition of Site Plan (dated 1-19-24, revised 02-20-24)**

Mr. David Barbour the attorney for the Salvation Army, Major Andrew Shields, Lieutenants Roberts and Leach, who would be the core commanders at this location, and Ms. Kelly Wirebaugh, Divisional Property Manager, were present.

Mr. Barbour provided a review of their project. The Township Planning Commission recommended approval at their meeting, with conditions. They will meet all of those conditions. They have a pending purchase agreement which will be completed after they receive approval from the Board. They will also be requesting a variance from the ZBA.

Ms. Hunt noted that the plans and the documents say it is on private well and septic, but it is on the public sewer system. Ms. Wirebaugh stated they will make the correction. She is concerned with the location of the driveway and the site distance but noted it has been approved by the Livingston County Road Commission.

Mr. Dhaenens noted that the Planning Commission discussed that if the needs of the site determine that additional parking is needed, the applicant will install that parking.

Ms. VanMarter stated that the Planning Commission recommended that the applicant install the walking path along the front of the property; however, she is recommending the Board consider allowing the termination of the path at the site driveway and then connecting a sidewalk from the building/parking lot to give pedestrian access. Ms. Hunt agrees that this makes sense.

**Moved** by Dhaenens, supported by Lowe, to approve the Special Use Application to use the existing building at 2464 Dorr Road (formerly occupied by Humane Society) as a philanthropic or nonprofit center to assist individuals with social needs for the Salvation Army of Livingston County because it is found that the Special Land Use standards of Zoning Ordinance Section 19.03 have been met subject to the following conditions:

- The applicant will address any concerns of the township engineer and Brighton Area Fire Authority prior to issuance to any Land Use Permit.
- The applicant shall obtain a variance from the ZBA for the lack of 500-foot spacing from residential zoning prior to issuance of a Land Use Permit.
- The project materials shall be updated to reflect that the property is currently connected to the public sanitary sewer system.
- The existing septic tank shall be removed and backfilled.

**The motion carried unanimously.**

**Moved** by Hunt, supported by Lowe, to approve the Environmental Impact Assessment dated December 11, 2023 to use the existing building at 2464 Dorr Road (formerly occupied by Humane Society) as a philanthropic or nonprofit center to assist individuals with social needs for the Salvation Army of Livingston County, with the following condition:

- The project materials shall be updated to reflect that the property is currently connected to the public sanitary sewer system.
- The existing septic tank shall be removed and backfilled.

**The motion carried unanimously.**

**Moved** by Ledford, supported by Croft, to approve the Site Plan dated January 19, 2024 to use the existing building at 2464 Dorr Road (formerly occupied by Humane Society) as a philanthropic or nonprofit center to assist individuals with social needs for the Salvation Army of Livingston County, with the following conditions:

- All conditions of the special land use permit shall be satisfied.
- The parking spaces will be loop striped to comply with the Township ordinance associated with any parking lot improvements.
- The revision date on the site plan shall be updated to reflect the date that the redline changes were made following the Planning Commission meeting.
- All of the existing structures shall be removed, with the exception of the garage.
- The location of the proposed bike path along Dorr Road shall be finalized with Township staff with consideration given to terminating the path at the site driveway and then connecting a sidewalk from the building/parking lot to give pedestrian access. Additionally, cross section details of the proposed sidewalk shall be provided for the township engineer's review and approval.
- The project materials shall be updated to reflect that the property is currently connected to the public sanitary sewer system.

- The existing septic tank shall be removed and backfilled.

**The motion carried unanimously.**

**5. Consideration of a recommendation for approval of the environmental impact assessment and site plan for a proposed car wash with 2 automatic bays, 4 self-service bays and 5 vacuum stations located within the existing Genoa Outlots PUD. The property is located on a vacant 1.39-acre site (parcel#4711-09-200-028), southwest corner of Grand River Avenue and Lawson Drive. The request is petitioned by Springborn Properties.**

**A. Disposition of Environmental Impact Assessment (1-23-24)**

**B. Disposition of Site Plan (2-26-24)**

Mr. Patrick Cleary of Boss Engineering was present to answer questions from the Board.

Ms. Hunt thanked Mr. Cleary for accommodating the Planning Commission's request to rotate the building to alleviate the stacking issue.

Ms. VanMarter noted that she added two conditions to the site plan approval. The Planning Commission had noted that they did not want any blue color on the site, but it was not in the conditions of their recommendation. She is recommending the details of Sheet A0 be revised to show that the vacuum caps and posts are black, and not blue. There is also a condition regarding the photometric analysis be done to ensure all lighting complies with the township ordinance. Mr. Cleary will comply with those conditions.

**Moved** by Lowe, supported by Croft, to approve the Environmental Impact Assessment dated January 23, 2024 for a proposed car wash with two automatic bays, four self-service bays and five vacuum stations located on a vacant 1.39-acre site (Parcel#4711-09-200-028). **The motion carried unanimously.**

**Moved** by Dhaenens, supported by Lowe, to approve the Site Plan dated February 26, 2024 for a proposed car wash with 2 automatic bays, 4 self-service bays and 5 vacuum stations located on a vacant 1.39-acre site (parcel#4711-09-200-028) with the following conditions:

- The vacuum details on sheet A0 shall be revised to reflect that the vacuum unit caps and posts shall also be black rather than the blue as currently depicted.
- A photometric analysis shall be provided in regard to the vacuum canopy lighting to ensure that the light source on the vacuum canopies comply with the Township ordinance. This must be provided prior to issuance of a land use permit.
- All site plan review overage fees must be paid prior to issuance of a land use permit.

**The motion carried unanimously.**

**6. Consideration of a recommendation for approval of the environmental impact assessment dated November 29, 2023 corresponding to the site plan for reconstruction of the Faulkwood Shores Clubhouse building located at 300 S. Hughes Road, west side of S. Hughes Road, north of Arrow Drive. The request is petitioned by Singh Development, LLC.**

Mr. Matt DeLapp, with Singh Development and Jason Fleis of The Umlor Group, the engineer for the project, were present. Mr. DeLapp provided a history of the golf course, the site's natural

features, the fire at the clubhouse, and the proposed new clubhouse, including the floor plan, building materials and other site improvements. They received a recommendation for approval from the Planning Commission and they have met all of their conditions.

**Moved** by Skolarus, supported by Hunt, to approve the Environmental Impact Assessment dated November 29, 2023 for reconstruction of the Faulkwood Shores Clubhouse building and related site improvements located at 300 S. Hughes Road with the condition that all requirements of the site plan approval by the Planning Commission be met prior to issuance of a land use permit. **The motion carried unanimously.**

**7. Consideration of a recommendation for approval of the environmental impact assessment dated December 13, 2023 corresponding to the site plan for an expansion, remodel and exterior site improvements for the existing Arby's Restaurant located at 3639 E. Grand River Avenue, between Grand Oaks Drive and Cleary Drive. The request is petitioned Chew Inc., dba Arby's.**

Ms. Cheryl Ball, the architect, and Mr. Joe Crawford, the owner, were present.

Ms. Ball provided a review of the proposed site and building improvements. They are required to make these improvements and upgrades by Arby's Corporate. Sample building materials and colored renderings were shown. They have received a recommendation of approval from the Planning Commission and a variance from the ZBA.

Ms. VanMarter noted that the site plan shows a door as red; however, the spec details show it as gray. The petitioner agrees to make the change. The door will be gray.

**Moved** by Lowe, supported by Dhaenens, to approve the Environmental Impact Assessment dated December 13, 2023 for an expansion, remodel and exterior site improvements for the existing Arby's Restaurant located at 3639 E. Grand River Avenue. with the following conditions:

- All requirements of the site plan approval by the Planning Commission be met.
- The color of the service door on the new addition facing Grand River shown on elevation rendering site plan sheet A2.1 shall be revised to reflect the label color which is Functional Gray and not the red color shown.
- All site plan review overage fees be paid prior to issuance of a land use permit.

**The motion carried unanimously.**

**8. Consider approval of a contract extension between Economic Development Council of Livingston County and Genoa Charter Township.**

Ms. Marsha Gebarowski, the Director of Business Development for Ann Arbor Spark in Livingston County was present.

Ms. Skolarus asked Ms. Gebarowski to provide information on a project that was done recently in the Township. She stated that the EDC has assisted with Pop Daddy relocating to the township on Sterling Drive. That business has also expanded since it moved there. Ms. Skolarus also questioned her opinion regarding what was stated at tonight's call to the public.

Ms. Gebarowski stated that the Township has a master plan and the Latson Road area was rezoned when the interchange went through. They support property development consistent with the Townships Master Plan and zoning for this area on behalf of the Township.

Ms. Hunt stated that the water main installation is very important in order to complete a loop line that services residents in the area and assists when there is high usage demand as well as any future development in the area.

Supervisor Rogers thanked Ms. Gebarowski and SPARK for their work, not only in Genoa Township, but in all of Livingston County. The Township would not be able to assist all of the businesses on their own. The cost of the agreement is worth the economic development work that is done by them.

**Moved** by Dhaenens, supported by Croft, to approve a contract extension between Economic Development Council of Livingston County and Genoa Charter Township for the three years stated in the contract. **The motion carried unanimously.**

**9. Review and approval of general appropriation of funds for the fiscal year beginning April 1, 2024 and ending March 31, 2025 for budget fund numbers: 101, 202, 208, 212, 249, 401, 464 and 532.**

Ms. VanMarter presented the final review of the Mortensen Report for the 2024/2025 budget.

Ms. Skolarus stated that 212 people voted by early voting in the February election. This was a personnel cost of \$12,845. The Absent Voter Counting Board cost \$3,550 and the election day precinct voting cost \$15,000. [The Absent Voter Counting Board may process ballots prior to election day under state law.](#)

Ms. VanMarter suggested revisiting the option of having the County Clerk's Office manage the early voting for the municipalities in Livingston County.

**Moved** by Lowe, supported by Dhaenens, to approve general appropriation of funds for the fiscal year beginning April 1, 2024 and ending March 31, 2025 for budget fund numbers: 101, 202, 208, 212, 249, 401, 464 and 532. **The motion carried unanimously.**

**10. Request for approval of Resolution 240304A - 2024-2025 General Appropriations Act Budget for the Fiscal Year beginning April 1, 2024 and ending March 31, 2025. (Roll Call)**

**Moved** by Lowe, supported by Skolarus, to approve Resolution 240304A - 2024-2025 General Appropriations Act Budget for the Fiscal Year beginning April 1, 2024 and ending March 31, 2025. **The motion carried unanimously with a roll call vote (Ledford - yes, Croft - yes, Hunt - yes, Lowe - yes, Dhaenens - yes, Skolarus - yes, and Rogers - yes).**

**11. Request for approval of Resolution 240304B - Wages and Salaries for Appointed Officials. (Roll Call)**

**Moved** by Lowe, supported by Ledford, to approve Resolution 240304B - Wages and Salaries

for Appointed Officials. **The motion carried unanimously with a roll call vote (Ledford - yes, Croft - yes, Hunt - yes, Lowe - yes, Dhaenens - yes, Skolarus - yes, and Rogers - yes).**

**12. Request for approval of Resolution 240304C - Salaries for Elected Officials. (Roll Call)**

**Moved** by Ledford, supported by Croft, to approve Resolution 240304B - Wages and Salaries for Appointed Officials. **The motion carried with a roll call vote (Ledford - yes, Croft - yes, Hunt - yes, Lowe - yes, Dhaenens - yes, Skolarus - no, and Rogers - yes).**

**13. Request to approve project agreements with the Livingston County Road Commission for gravel and limestone road resurfacing projects from Road Improvement Fund#401-446-812-004 as follows:**

- A. Euler Road: Improve approximately 4,900 feet of Euler Road from the end of the payment to McClements Road for gravel resurfacing with limited drainage and necessary related work with the Township's cost not to exceed \$90,000.**
- B. Kellogg Road: Improve approximately 5,370 feet of Kellogg Road from Golf Club Road to McClements Road for limestone resurfacing with limited drainage and necessary related work with the Township's cost not to exceed \$125,000.**
- C. Kellogg Road: Improve approximately 6,065 feet of Kellogg Road from Grand River Avenue to McClements Road for gravel resurfacing with limited drainage and necessary related work with the Township's cost not to exceed \$105,000.**
- D. McClements Road: Improve approximately 5,472 feet of McClements Road from Kellogg Road to Hacker Road for limestone resurfacing with limited drainage and necessary related work with the Township's cost not to exceed \$127,000 from Road Improvement Fund # 401-446-812-005.**

**Moved** by Skolarus, supported by Lowe, to approve a project agreement with the Livingston County Road Commission to improve approximately 4,900 feet of Euler Road from the end of the payment to McClements Road with the Township's cost not to exceed \$90,000, to improve approximately 5,370 feet of Kellogg Road from Golf Club Road to McClements Road with the Township's cost not to exceed \$125,000, to improve approximately 6,065 feet of Kellogg Road from Grand River Avenue to McClements Road with the Township's cost not to exceed \$105,000, and to improve approximately 5,472 feet of McClements Road from Kellogg Road to Hacker Road for limestone resurfacing with limited drainage and necessary related work with the Township's cost not to exceed \$127,000 from Road Improvement Fund # 401-446-812-005. **The motion carried unanimously.**

**14. Request for approval of three proposals from Spruce Homes and Hardscapes to remove the existing wood handrails and replace them with Trex composite handrails for the Brighton Road and Bauer Road bike paths at a cost not to exceed \$26,000 from Parks and Recreation, Boardwalk/Railing Improvement Fund #208-751-934-011.**

**Moved** by Hunt, supported by Lowe, to approve three proposals from Spruce Homes and Hardscapes to remove the existing wood handrails and replace them with Trex composite handrails for the Brighton Road and Bauer Road bike paths at a cost not to exceed \$26,000 from Parks and Recreation, Boardwalk/Railing Improvement Fund #208-751-934-011. **The motion carried unanimously.**

**15. Request for approval of a proposal from Wingman Pest Control to perform pest management treatment and prevention at the Township Hall at a cost not to exceed \$12,446.50 from General Fund, Building and Grounds, Repairs and Maintenance Fund #101-265-934-060.**

**Moved** by Lowe, supported by Hunt, to approve the proposal from Wingman Pest Control for \$12,446.50. **The motion carried unanimously.**

**Member Discussion**

Ms. Hunt stated the latest tax season ended on February 29, 2024 with excellent collection rates.

Ms. VanMarter stated that the ducts in the township hall building were cleaned this weekend. Employees noted that they can tell the difference in the odor of the building.

She has received fliers advising that Surf Internet is coming to the area.

Mr. Dhaenens commended township staff on their assistance with a resident. They were very quick to answer their questions and provide them the information they needed.

**Adjournment**

**Moved** by Hunt, supported by Skolarus, to adjourn the meeting at 8:03 pm. **The motion carried unanimously.**

Respectfully Submitted,

Patty Thomas  
Recording Secretary

Approved: Paulette Skolarus, Clerk  
Genoa Charter Township

Bill Rogers, Supervisor  
Genoa Charter Township