

GENOA CHARTER TOWNSHIP BOARD
Regular Meeting
February 21, 2022
6:30 p.m.

AGENDA

Call to Order:

Pledge of Allegiance:

Call to the Public (Public comment will be limited to two minutes per person) *:

Consent Agenda:

1. Payment of Bills: February 21, 2022
2. Request to approve Minutes: February 7, 2022

Regular Agenda:

3. Consideration of a recommendation for approval of a special 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
 - B. Disposition of Environmental Impact Assessment (1-21-22)
 - C. Disposition of Site Plan (11-5-21)
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.
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.
 - A. Consider approval of Salary Ranges.
 - B. Consider approval of the 2022/2023 Compensation Strategy.
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.
 - A. Consider approval of the 2022/2023 Allocation Percentage for the Fiscal Year ending March 31, 2023.
 - B. Consider approval of Resolution 220221 approving sanitary sewer operations of the Howell Township Wastewater System. (Roll Call)
 - C. Consider approval of the amended 2021/2022 DPW Department Budget for the Fiscal Year ending March 31, 2022
 - D. Consider approval of the 2022/2023 DPW Department Budget for the Fiscal Year ending March 31, 2023.

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.
- 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
- 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.
- 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.

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

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

Correspondence
Member Discussion
Adjournment

*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 may be offered by the Chairman as they are presented.

CHECK REGISTERS FOR TOWNSHIP BOARD MEETING

MEETING DATE: February 21, 2022

All information below through February 16, 2022

TOWNSHIP GENERAL EXPENSES	\$ 237,853.75
February 4, 2022 Bi Weekly Payroll	\$ 96,432.50
February 18, 2022 Bi Weekly Payroll	\$ 103,952.92
OPERATING EXPENSES DPW	\$ 320,491.02
OPERATING EXPENSES Oak Pointe	\$ 96,215.56
OPERATING EXPENSES Lake Edgewood	\$ 17,003.44
TOTAL	<u>\$ 871,949.19</u>

Check Date	Check	Vendor Name	Amount
Bank FNBCK CHECKING ACCOUNT			
02/02/2022	37256	NETWORK SERVICES GROUP, L.L.C.	150.00
02/02/2022	37257	OFFICE EXPRESS INC.	178.91
02/02/2022	37258	PERFECT MAINTENANCE CLEANING	565.00
02/08/2022	37259	JESSICA BUTTERMORE	11.52
02/08/2022	37260	CONTINENTAL LINEN SERVICE	86.45
02/08/2022	37261	COOPER'S TURF MANAGEMENT LLC	6,022.00
02/08/2022	37262	DTE ENERGY	59.32
02/08/2022	37263	DTE ENERGY	238.35
02/08/2022	37264	ELECTION SOURCE	291.04
02/08/2022	37265	FEDERAL EXPRESS CORP	102.66
02/08/2022	37266	LIVINGSTON PRESS & ARGUS	240.00
02/08/2022	37267	SAFEBUILT STUDIO	1,056.16
02/08/2022	37268	WASTE MANAGEMENT CORP SERVICES, INC	228,722.34
02/08/2022	37269	WASTE MANAGEMENT CORP SERVICES, INC	130.00

FNBCK TOTALS:

Total of 14 Checks:	237,853.75
Less 0 Void Checks:	0.00
Total of 14 Disbursements:	237,853.75

Check Register Report For Genoa Charter Township
For Check Dates 02/04/2022 to 02/04/2022

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
02/04/2022	FNBCK	EFT644	FLEX SPENDING (TASC)	807.30	807.30	0.00	Open
02/04/2022	FNBCK	EFT645	INTERNAL REVENUE SERVICE	22,708.61	22,708.61	0.00	Open
02/04/2022	FNBCK	EFT646	PRINCIPAL FINANCIAL	3,526.00	3,526.00	0.00	Open
02/04/2022	FNBCK	EFT647	PRINCIPAL FINANCIAL	1,659.66	1,659.66	0.00	Open
Totals:			Number of Checks: 004	28,701.57	28,701.57 *	0.00	
Total Physical Checks:							
Total Check Stubs:			4				

28,701.57+
67,730.93+
96,432.50+

Check Register Report For Genoa Charter Township
 For Check Dates 02/18/2022 to 02/18/2022

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
02/18/2022	FNBCK	13521	STATE OF MICHIGAN	7,816.34	7,816.34	0.00	Open
02/18/2022	FNBCK	EFT648	FLEX SPENDING (TASC)	807.30	807.30	0.00	Open
02/18/2022	FNBCK	EFT649	INTERNAL REVENUE SERVICE	22,630.11	22,630.11	0.00	Open
02/18/2022	FNBCK	EFT650	PRINCIPAL FINANCIAL	3,526.00	3,526.00	0.00	Open
02/18/2022	FNBCK	EFT651	PRINCIPAL FINANCIAL	1,584.59	1,584.59	0.00	Open

Totals: Number of Checks: 005 36,364.34 ✱ 36,364.34 0.00

Total Physical Checks: 1

Total Check Stubs: 4

36,364.34+
 67,588.58+

 103,952.92**

ck Date	Check	Vendor Name	Amount
k 503FN DPW-UTILITIES #233			
08/2022	5459	GENOA TOWNSHIP	300,000.00
08/2022	5460	PORT CITY COMMUNICATIONS, INC.	209.60
14/2022	5461	CHASE CARD SERVICES	1,830.18
14/2022	5462	TRACTOR SUPPLY CO.	155.92
14/2022	5463	WINDSTREAM	47.48
14/2022	5464	AUTO-LAB OF LIVINGSTON	1,901.18
14/2022	5465	GIFFELS WEBSTER	570.00
14/2022	5466	JACK DOHENY COMPANIES, INC	7,029.35
14/2022	5467	TETRA TECH INC	1,947.50
14/2022	5468	USABLUEBOOK	430.92
14/2022	5469	PFEFFER, HANNIFORD, PALKA	1,250.00
14/2022	5470	U.S. POSTMASTER	315.24
14/2022	5471	VERIZON WIRELESS	702.55
15/2022	5472	WEX BANK	4,101.10

FN TOTALS:

al of 14 Checks: 320,491.02
s 0 Void Checks: 0.00
al of 14 Disbursements: 320,491.02

16/2022 11:46 AM CHECK REGISTER FOR GENOA TOWNSHIP Page: 1/1
r: denise CHECK NUMBERS 5465 - 6000
Genoa Township

ck Date	Check	Vendor Name	Amount
k 592FN OAK POINTE OPERATING FUND #592			
02/2022	5465	DTE ENERGY	2,409.64
02/2022	5466	MHOG UTILITIES	40,871.44
04/2022	5467	DTE ENERGY	3,231.14
08/2022	5468	AT&T LONG DISTANCE	56.51
08/2022	5469	DTE ENERGY	107.54
16/2022	5470	AT&T	144.62
16/2022	5471	BRIGHTON ANALYTICAL LLC	220.00
16/2022	5472	CONSUMERS ENERGY	986.17
16/2022	5473	GENOA TOWNSHIP D.P.W. FUND	683.51
16/2022	5474	GENOA TWP DPW FUND	19,850.01
16/2022	5475	GENOA TWP DPW FUND	23,409.94
16/2022	5476	GENOA TWP DPW FUND	257.44
16/2022	5477	HARTLAND SEPTIC SERVICE, INC.	205.00
16/2022	5478	HYDROCORP	226.87
16/2022	5479	NORTHWEST PIPE & SUPPLY CO.	155.73
16/2022	5480	PFEFFER, HANNIFORD, PALKA	3,400.00

FN TOTALS:

al of 16 Checks: 96,215.56
s 0 Void Checks: 0.00
al of 16 Disbursements: 96,215.56

16/2022 11:47 AM CHECK REGISTER FOR GENOA TOWNSHIP Page: 1/1
r: denise CHECK NUMBERS 4084 - 4500
Genoa Township

ck Date	Check	Vendor Name	Amount
k 593FN LAKE EDGEWOOD OPERATING FUND #590			
02/2022	4084	BRIGHTON ANALYTICAL LLC	67.00
02/2022	4085	MHOG UTILITIES	20.00
04/2022	4086	BRIGHTON ANALYTICAL LLC	67.00
04/2022	4087	DTE ENERGY	3,758.58
14/2022	4088	BRIGHTON ANALYTICAL LLC	67.00
14/2022	4089	CONSUMERS ENERGY	536.78
14/2022	4090	FOUR SEASONS COOLING AND HEATING	239.18
14/2022	4091	GENOA TWP DPW FUND	12,144.33
14/2022	4092	PFEFFER, HANNIFORD, PALKA	16.95
14/2022	4093	PFEFFER, HANNIFORD, PALKA	86.62

FN TOTALS:

al of 10 Checks: 17,003.44
s 0 Void Checks: 0.00
al of 10 Disbursements: 17,003.44

GENOA CHARTER TOWNSHIP BOARD
Regular Meeting
Community Bible Church
7372 Grand River, Brighton, MI 48114
February 7, 2022
6:30 p.m.

MINUTES

Supervisor Rogers called the Regular Meeting of the Genoa Charter Township Board to order at 6:30 p.m. at the Community Bible Church. The following members of the Board 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; Kelly VanMarter, Community Development Director/Assistant Township Manager; Joe Seward, Township Attorney; and Amy Ruthig, Zoning Official.

The Pledge of Allegiance was recited.

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

Mr. Jeff Dhaenens of 5494 Sharp Drive has confidence that the Board will make a decision that is best for the private and commercial residents of the Township. He is concerned with the safety and welfare of all people. We are lucky to have the opportunity to state our point and state it with passion. The candidates that are elected and citizens who serve are all citizens of the Township and are all in this together. He learned that the previous meeting became slightly unruly, with vulgarity being spoken and the environment being hostile. No one should ever feel concerned for their safety or be harassed. No one should be threatened or feel unsafe. He hopes all concerns are stated with passion and facts.

The call to the public was closed at 6:36 pm.

Consent Agenda

Board Member Lowe noted Item #2 should be changed to "Request to approve Minutes: November 15, 2021 and **December 6, 2021**".

Moved by Board Member Lowe, seconded by Board Member Hunt, to approve the consent agenda as amended. **The motion carried unanimously.**

1. Payment of Bills: December 6, 2021, January 3, 2022 and February 7, 2022
2. Request to approve Minutes: November 15, 2021 and December 6, 2021.
3. Request to approve the attached schedule of meetings and holidays for 2022.

4. Request approval to enter into agreements to collect 2022 summer property taxes for the Brighton Area Schools, Hartland Consolidated Schools, Howell Public Schools, and the Livingston Educational Service Agency as submitted by the Township Treasurer.

Regular Agenda

Moved by Board Member Hunt, supported by Board Member Lowe, to approve for action all items under the Regular Agenda as present. **The motion carried unanimously.**

5. **Consideration of a recommendation for approval of a rezoning (adoption of Ordinance Z-22-01) from Industrial (IND) to Planned Industrial District (PID), Planned Unit Development Agreement, Environmental Impact Assessment and Conceptual Planned Unit Development site plan for a proposed asphalt plant at 3080 Toddiem Drive, located at Victory Drive and Toddiem Drive intersection. The rezoning includes the following parcels: 4711-08-100-009 and 4711-05-303-015. The request is petitioned by Net Least Associates North and South, LLC.**
 - A. Request for approval and adoption of Ordinance Z-22-01 to rezone parcels 4711-08-100-009 and 4711-05-303-015 from IND to IND/PID (requires roll call vote)
 - B. Disposition of Planned Unit Development Agreement dated December 1, 2021
 - C. Disposition of Environmental Impact Assessment dated November 24, 2021
 - D. Disposition of Conceptual Planned Unit Development Site Plan revised on September 21, 2021

Mr. Jerry Kyckelhahn has been asked by the applicant to speak this evening. He has read all 600 pages of the packet and every comment by the public that has been submitted to the Township. This plant is in compliance with the current zoning and will have a minimal impact on the community. It does not have a dangerous impact. He has over 30 years of experience in designing concrete and asphalt plants and in three cases, those plants have won environmental plants of the year awards. Capital Asphalt wants to make sure they are a good neighbor and does not want to harm anyone.

The site is currently zoned industrial and as zoned, would allow for an asphalt plant, so there is no need for a PID. The PID is being used to make the plant a better neighbor for everyone. The reason for it is positive; not negative. The future land use is industrial and it does not border on a single piece of residential or commercial property. It is surrounded by railroad tracks and industrial zoning. The property rights of all individuals must be protected. They must be able to invest in their property.

He wants to address the concerns of the public.

Air pollution - The plant must meet the requirements of Michigan's Department of Environmental Great Lakes and Energy (EGLE), which is one of the foremost environmental agencies he has worked with. He works all over the country. They pay attention to detail. They will not approve this plant until it meets their standards. Air quality and stormwater prevention permits must be obtained from EGLE. These approvals are not what is being discussed this evening. This will

come after this meeting. Tonight, the Township is voting on allowing an asphalt plant on this site.

Height variance. The ordinance allows plants to be built on industrial properties and because there is a height restriction, a variance would be required. There are no asphalt or concrete plants that would meet the height requirements in the ordinance. He acknowledged that it will be seen from the expressway.

This rezoning has been recommended by the Planning Commission because it is within the zoning and allowed to be developed on this site.

Mr. Wayne Perry of Desine, Inc. reviewed the site plan, detailing the paving plan, building locations, material storage, site access, and the process and operations of the asphalt plant. The property is a total of approximately 16 acres and the site will be paved. The developer will improve Toddiem Drive from a two-track to a full roadway.

Ms. Katherine Gunkle, an environmental engineer consultant for Capital Asphalt, was present. She has approximately 40 years' experience working with asphalt plants. In 2002 the US EPA determined that an asphalt plant will never be a source of hazardous air pollutants and EGLE will not permit an air pollution source that will negatively impact public health or the environment. She has seen the asphalt plant industry address environmental and employee safety issues throughout her time working in the industry.

Board Member Hunt stated that a PUD is an exchange for high quality development while allowing flexibility for the developer. The applicant is requesting an 86-foot- high stack and the maximum allowed is 30 feet; they are requesting to store 1,000, 2,000 and 1,504,000 gallons of liquids and 300 gallons are allowed; they are requesting to reduce the landscape buffer, they are below the required lot size, and they are proposing to manipulate the existing wetlands for stormwater management. In exchange for all of these variances, the Township will get a 66-foot-wide connection road, which does not meet the Township's requirements, a water connection, and they will be cleaning up of the existing site. Based on this, she cannot support this PID.

Board Member Skolarus stated that the Township received 435 letters objecting to this petition moving forward. She has been elected by the residents to be the Township Clerk for 37 years and she cannot support this project. She would not want it in her backyard. It will not make the lives of the residents any better. They are requesting an 86-foot-high tower, which exceeds the 30-foot maximum, and this project will affect the water aquifer. She is not prepared to approve this and would be willing to make a motion to deny the request.

Board Member Lowe stated there was no opposition to this until after the October 2021 Planning Commission meeting. Since that time, the Township Board has received hundreds of emails stating that this is not what the residents want. She received only three emails in support. She cannot support his project.

Board Member Ledford agreed with her fellow Board Members and cannot support this project.

Supervisor Rogers feels that less than 1 percent of the Township is industrial zoning. There are 23,040 acres in the Township and 306.95 of them are zoned industrial. This is the only corridor as industrial and that zoning is not changing. He appreciates the comments from the public; however, the zoning on this site is appropriate to allow both concrete and asphalt plants. The petitioner's existing site in Lansing currently holds the plant and is near a metal scrap yard, a residence, and a Township park with ball parks.

Mr. Chris Smith, a senior project manager for Capital Asphalt stated they have never received a single complaint. He stated that they take the health of their employees very seriously. He is not aware of any health issues with his employees.

Supervisor Rogers stated that the Township Manager reached out to Delta Township to ask if they have received any complaints regarding smell, noise, traffic, etc. due to Capital Asphalt. They stated they have not received any complaints regarding that facility from their neighbors.

Board Member Mortensen, who is also on the Planning Commission, noted that they made a recommendation to approve this, which was in October of 2021, and since that time, there have been specific documented concerns by the residents. He stated that the Township Community Develop Director / Assistant Township Manager is recommending that if this goes forward, a pollution prevention plan shall be provided and at the time of final site plan approval, the impact assessment shall provide an analysis by an air quality expert of the Township's choosing, including any mitigation measures necessary. If this is not done, then he is not in favor of approving this request.

The call to the public was made at 7:16 pm.

Dr. Donna Kashian of 6385 Grand Circle Drive is a scientist and provided her professional degrees and work history. She gave a detailed description of the operations of an asphalt plant and their negative impacts to the environment. She is opposed to the asphalt plant due to these impacts.

Ms. Beth Book of 2877 Coldwater Drive asked if the Board has considered if putting an asphalt plant next to a low-income apartment complex is environmental justice. The plant will emit fumes that cause many health issues. There will also be noise and vibrations. She asked the Board to deny the request.

Mr. Diab Rizk of 426 Natanna Drive, which is ½ mile from the site, noted that Genoa Township is not the same as Delta Township and it cannot be compared to Capital's other plant. He is concerned about property values, health impact to residents, odors, and traffic. The request does not meet the standards due to the size of the site. There are many reasons why this is bad for the Township. He appreciates how the Township Board keeps the Genoa Township residents safe. He provided a summary of why this request should be denied.

Mr. Craig Lesley of 5680 Griffith Drive is a former member of the Genoa Township Planning Commission. He is opposed to the rezoning and petition. His reasons why this should be denied are: The proposal is in direct conflict with the Master Plan; the applicant only listed close neighbors in their application, which are industrial uses, but did not note the several nearby residential neighborhoods, Cleary University, and the daycare center; and the proposal does not

meet the standards of the zoning ordinance. He asked what is next and if they will be voting today?

Mr. John Palmer of 560 Black Oaks Trail stated that five of the members of the Board have expressed that they are not in favor of the proposal.

Ms. Sheila Balogh of 4770 Chestnut Springs Drive stated she and her husband are new to Genoa Township and were concerned about a gravel pit being put on the edge of her property now she is concerned about asphalt fumes. This Township is beautiful and the residents want to keep it beautiful. She asked the Board to deny this request.

Tom Reder of 3478 Snowden has contacted Delta Township and they have no problems with the asphalt plant. It is next door to the Detroit Edison power station. Spartan Asphalt in Lansing is next to the Grainger recycling facility. He has neighbors who live next to the Grainger facility and they can smell the asphalt plant.

Ms. Dawn Condon of 3466 Pineridge Lane agrees with what the other residents have said.

Ms. Sue Kelly lives in Brighton Township and is on the Conservation Committee of the Sierra Club. They have submitted letters to the Township. She is relieved that the Board Members have looked through the materials and saw the concerns about the toxins. The residents of Genoa Township have worked very hard to bring accurate information and their concerns to the Board.

Ms. Dianne Musch of 3500 Pineridge Lane spoke on behalf of Donnie Bettes who is a doctor and a property owner in the Township. She read a letter written by Dr. Bettes, which listed the human and animal carcinogens that are emitted by an asphalt plant.

Mr. Wyatt Gregory of 960 Victory Drive owns High Flyers Gymnastics on Victory Drive and his family has been in the community since 1836. He has 348 athletes in his facility and is concerned this asphalt plant will negatively affect his enrollment. They are on well water. There is a lot of runoff in the spring on Victory Drive.

Ms. Ilene Berger of 3497 Dewdrop Lane agrees with what the other residents have said.

Mr. Gary Revenaugh of 404 Cloverview Lane agrees with what the other residents have said.

Ms. Jeanine Iyer of 2396 Brighton Road lives within five miles of the proposed site. The residents do not want an asphalt plant in the community. She thanked the board members who have stated they are against this project. She asked the Board to vote down the proposal. She is a Cancer survivor, her husband has asthma, and she has neighbors who have COPD. They do not need the toxins from the asphalt plant. If the plant is allowed, she will move.

Ms. Susanne Cunningham of 3413 Dewdrop Lane stated she moved to Genoa Township two weeks ago to be near her grandchildren. If this is approved, she will move and knows that many of her neighbors will do the same. Asphalt plants cause harm to people who live near them. They should be moved far away from residences.

Mr. Andrew Barrett of 388 Cloverview Lane is an attorney and a father of two boys. He has lived in 11 places in his life and Genoa Township is his favorite. He is concerned with the health implications. The regulations of EGLE do not keep up with science. He quoted information regarding the dangers of silica dust.

Mr. Bob Musch of 3500 Pineridge Lane agrees with what the other residents have said.

Ms. Linda Fish of 3711 Stratton Lane agrees with what the other residents have said.

Mr. Charles Langolf of 4985 Oak Bluff Court is concerned with the health effects of the asphalt plant on his children. The improvements that the applicant is proposing are not sufficient.

Mr. Roy Bailey of 1333 W Grand River, Apt D-1 stated he will not allow his two granddaughters to visit him and breathe in the smoke from the plant.

Ms. Kathleen Rodriguez of 2964 Atwood Drive lives 1/2 mile from the plant. She thanked the Board Members who stated they are against the proposal. She agrees with the statements made by her neighbors.

Mr. Joe Johnson of 3842 Sugarbush Drive stated the community character and to protect natural resources is in the Master Plan and this proposal will destroy both of these.

Ms. Suzanne Kowlaski of 5341 E. Grand River Avenue agrees with what the other residents have said.

Dr. Carly Nowicki of 2909 Clivedon is a toxicologist and works in oncology. She provided her work history and studies she has completed. The main concern of the asphalt plant is the dust particles. These types of contaminants cause lung cancer. She knows what this plant will do to her children. If this is approved, she will move.

Ms. Jennifer Krueger of 3133 Stillriver Drive is vehemently opposed to this proposal. She asked the Board to deny this request. She thanked the board members who spoke and would like to hear from the others.

Ms. Theresa Coloske of 5195 Glenway is speaking for herself and her partner, Mr. Michael Marko. She stated her daughter is working on a study of the links between asphalt plants and unborn babies and cancer. She is disappointed that the residents have to fight against this proposal, just as they did with the gravel pit. She noted that EGLE's regulations are only in place for the employees and not the residents. There are places that are more suitable for an asphalt plant. She asked if the Township Board is for the residents or for businesses.

Ms. Stephanie Miklos who lives in the City of Howell noted that the applicant's environmental expert cited a report from 2002. She would like to know what the positive benefits are for the community. If this passes, there will be a lot of questions to be answered. She asked the Board to listen to the residents.

Mr. Carmen Billier of 3305 Dewdrop Lane lives 1/2 mile from this site and he agrees with what the others have said. As time goes on, it has been proven that what science has said was fine, we later find out that it is not. This is the future of the property values and the environment and the Board is in charge of that. He asked if there are any benefits to the Township.

Mr. Bill Reiber of 3154 Stillriver Drive agrees with what that other residents have said.

Ms. Leah Dubac-Muega of 3052 Atwood Drive has three children and they are outside all of the time. She grew up down the road from where she lives now. She has lived in Tokyo and England and moved back to her hometown of Genoa Township. There are low income and elderly residents in the apartment complex near this site. The wetlands by her home have already been compromised that caused issues with her property. The wetlands cannot handle any more development.

Ms. Anna-Marie Pelizzari of 8209 Robins Drive asked the residents present to stand to show the Board who are against the plant. A majority of the members of the public stood.

Ms. Anne-Elise Patterson of 1789 S. Hughes Road is a real estate professional. The people who are concerned about their property values are correct. The Board members are elected and they work for the residents. They should abide by the Federal and State Constitutions and those are above the codes and ordinances of the Township.

Ms. Paula Murphy of 320 S. Hughes Road found information online that stated in Michigan only 11 pollution permits have been denied and 1,700 pollution permits have been approved in the same time period. She is concerned about the water and the wildlife.

Mr. Dave DeBoer of 2344 Chilson Meadows moved here four months ago from Lyon Township because of the growth, the asphalt trucks, and Amazon trucks there. The residents do not want this plant.

Mr. Brain Lagler of 5490 Timber Bend Drive lives in the Township and recently purchased a building near to this site to house his business. He is concerned that he and his employees will be able to smell the fumes from the plant.

Mr. Leroy Shepherd of 3859 Snowden Lane has lived here for 18 years. He is an engineer and agrees with the toxicologist. Silica is a heavy metal that is a carcinogen. It gets into the water and air and poisons animals and humans. He is thankful for the members of the Board who spoke against this proposal.

Mr. Mark Surel of 3333 Pineridge asked if anyone here has an ownership stake in Capital Asphalt and no one answered. In his previous emails to the Board, he asked how this benefits the Township. One answer was 30 jobs and the second is the improvement of the current site. It is the responsibility of the Township and the owner to have the site cleaned up. It shouldn't have been that bad in the first place. Is 30 jobs worth this? Have other projects been approved with the number of variances being requested for this project? What are the benefits? The hydrants and the roadways? Those are not for the residents; they are for the property owner. He asked the Board members who have not already spoken up to speak.

Ms. Stacy Carroll of 6418 Challis Road wanted it to be noted that the property owner of the site is Elizabeth Hundley and one member of the Board has been seen on Facebook with her. She asked how this would benefit the township. She thanked the five members who spoke.

Mr. Akram Namou of 24775 Greenfield Road, Southfield, MI is building a hotel off of Latson Road that will bring 40 jobs to the community. He has made a significant investment here. The visitors he is bringing here will see trucks and smell the odor from the asphalt plant.

Ms. Janene Spencer of 699 Sunrise Park has been a realtor with Remax Platinum for 20 years and stated that if this is passed, the tax revenue will decrease because any homeowner that lists their home for sale will have to disclose that there will be an asphalt plant being built and that will affect sales. She recommends that this be denied.

The call to the public was closed at 8:56 pm.

Board Member Hunt is concerned that many residents are not aware of the process. If someone applies to develop their property, by law, the Board has to hear their request. She did not pick this project. She finds it unfortunate that people attacked her regarding this proposal and they are now aware of the process.

Board Member Croft stated that he didn't speak in the beginning; however, he asked that he not be judged because of this. The public knows how he feels. He is definitely against this proposal.

Board Member Skolarus stated that whoever owns property in this community and wants to develop it, has a right to come to the Township and ask. The Planning Commission did not hear from anyone at all expressing any negative comments when this item was before them. She appreciates the comments this evening and thanked the public for being respectful. The Board is here for the residents.

Moved by Board Member Hunt, seconded by Board Member Ledford, to deny the rezoning request and adoption of Ordinance Z-22-01 to rezone parcels 4711-08-100-009 and 4711-05-303-015 from IND to IND/PID due to the proposed PID not complying with the qualifying conditions of Sections 10.03.02 and 10.07.01 and it fails to satisfy the requirements of 22.04 of the Township Ordinance. The construction and paving of Toddiem Drive, the extension of municipal water, and the removal of the outdoor scrap metal and trailer storage does not give enough direct benefit to the Township for the request to exceed the maximum building height, not meet the high-quality architecture and design standards, and not meet the minimum lot size. Additionally, Township Staff shall enforce the cleanup of the existing site. **The motion carried with a roll call vote (Ledford - yes; Croft - yes; Hunt - yes; Mortensen; yes; Lowe - yes; Skolarus - yes; Rogers - no)**

Moved by Board Member Hunt, seconded by Board Member Lowe, to deny the Planned Unit Development Agreement dated December 1, 2021 due to the proposed PID not complying with the qualifying conditions of Sections 10.03.02 and 10.07.01 and it fails to satisfy the requirements of 22.04 of the Township Ordinance. The construction and paving of Toddiem Drive, the extension of municipal water, and the removal of the outdoor scrap metal and trailer storage does not give enough direct benefit to the Township for the request to exceed the maximum building height, not meet the high-quality architecture and design standards, and not meet the minimum lot size. Additionally, Township Staff shall enforce the cleanup of the existing site. **The motion carried with a roll call vote (Ledford - yes; Croft - yes; Hunt - yes; Mortensen; yes; Lowe - yes; Skolarus - yes; Rogers - no)**

Moved by Board Member Hunt, seconded by Board Member Skolarus, to deny the Planned Unit Development Agreement dated December 1, 2021 due to the proposed PID not complying with the qualifying conditions of Sections 10.03.02 and 10.07.01 and it fails to satisfy the requirements of 22.04 of the Township Ordinance. The construction and paving of Toddiem Drive, the extension of municipal water, and the removal of the outdoor scrap metal and trailer storage does not give enough direct benefit to the Township for the request to exceed the maximum building height, not meet the high-quality architecture and design standards, and not meet the minimum lot size. Additionally, Township Staff shall enforce the cleanup of the existing site. **The motion carried with a roll call vote (Ledford - yes; Croft - yes; Hunt - yes; Mortensen; yes; Lowe - yes; Skolarus - yes; Rogers - no)**

Moved by Board Member Hunt, seconded by Board Member Skolarus, to deny the Planned Unit Development Agreement dated December 1, 2021 due to the proposed PID not complying with the qualifying conditions of Sections 10.03.02 and 10.07.01 and it fails to satisfy the requirements of 22.04 of the Township Ordinance. The construction and paving of Toddiem Drive, the extension of municipal water, and the removal of the outdoor scrap metal and trailer storage does not give enough direct benefit to the Township for the request to exceed the maximum building height, not meet the high-quality architecture and design standards, and not meet the minimum lot size. Additionally, Township Staff shall enforce the cleanup of the existing site. **The motion carried with a roll call vote (Ledford - yes; Croft - yes; Hunt - yes; Mortensen; yes; Lowe - yes; Skolarus - yes; Rogers - no)**

- 6. Consideration of a recommendation for approval of an environmental impact assessment (11/22/21) for a proposed 73-space parking lot on the west side of the site located at 7372 Grand River, Brighton for Community Bible Church. The request is petitioned by Community Bible Church.**

Mr. Brent LaVanway of Boss Engineering provided a review of their proposal.

Moved by Board Member Ledford, seconded by Board Member Croft, to approve the Environmental Impact Assessment dated November 22, 2021 for a proposed 73-space parking lot on the west side of the site located at 7372 Grand River, Brighton for Community Bible Church. **The motion carried unanimously.**

- 7. Request for approval of Resolution 5A (amending the Special Assessment Roll) for the Darlene Drive Road Improvement Project Amendment for a project cost reduction of \$30,558.49. Roll call vote.**

Mr. Archinal stated that the estimate assumed that base improvements would be necessary; however, they found the road base was in decent shape. The problems with the road were due to poor drainage.

Moved by Board Member Lowe, seconded by Board Member Skolarus, to approve Resolution 5A (amending the Special Assessment Roll) for the Darlene Drive Road Improvement Project Amendment for a project cost reduction of \$30,558.49. **The motion carried unanimously with a roll call vote (Ledford - yes; Croft - yes; Hunt - yes; Mortensen; yes; Lowe - yes; Skolarus- yes; Rogers - yes)**

- 8. Request for approval of an intergovernmental agreement for cooperative paid assessment intern, mentoring and training. Roll call vote.**

Moved by Board Member Lowe, seconded by Board member Hunt, to approve the Intergovernmental Agreement for Cooperative Paid Assessment intern, mentoring, and training. **The motion carried unanimously with a roll call vote (Ledford - yes; Croft - yes; Hunt - yes; Mortensen; yes; Lowe - yes; Skolarus- yes; Rogers - yes)**

- 9. Request by the Township Assessor to approve Resolution 220207 establishing guidelines for granting Poverty Exemptions from property taxes pursuant to MCL.211.7U and establishing beginning date for the Board of Review. Roll call vote.**

Moved by Board Member Skolarus, seconded by Board Member Hunt, to approve Resolution 220207 establishing guidelines for granting Poverty Exemptions from property taxes pursuant to MCL.211.7U and establishing beginning date for the Board of Review. **The motion carried unanimously with a roll call vote (Ledford - yes; Croft - yes; Hunt - yes; Mortensen; yes; Lowe - yes; Skolarus- yes; Rogers - yes)**

Correspondence

Correspondence was received from Charter Communications and Comcast.

A copy of the CVTRS report, that is required by the State of Michigan annually, was provided by Pfeffer, Hanniford and Palka CPA's, PC. to the Board members.

The 2022 Livingston County Planning Commission meeting schedule was included in the packet for all Board Members.

Member Discussion

Board Member Skolarus stated that the State of Michigan now requires a 20-page review of the Township polling locations with regard to ADA requirements. Mr. Jim Rowell from the Livingston County Building Department has offered to perform this work as he is a resident of the Township. She wanted to thank him publicly for his commitment to the community.

Adjournment

Moved by Board Member Lowe, seconded by Board Member Mortensen, to adjourn the meeting at 9:13 pm. **The motion carried unanimously.**

Respectfully submitted,

Patty Thomas
Recording Secretary

DRAFT



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

MEMORANDUM

TO: Honorable Board of Trustees

FROM: Kelly VanMarter, Assistant Manager/Community Development Director

DATE: February 15, 2022

RE: Brighton Equestrian Center - Special Land Use, Impact Assessment, and Site Plan

Attached please find the project case file for a proposed special land use permit authorizing a commercial stable for the existing Brighton Equestrian Center located at 7318 Herbst Road, Brighton. The property has a split zoning of Agricultural (AG) and Low Density Residential (LDR). The equestrian use is primarily located within the AG zoning with a wooded area in the southeast corner of the property under the LDR zoning. The property has been operating as a commercial stable and this application is before you to eliminate the non-conforming aspects of the operation.

Procedurally, commercial stables are allowed with special land use, impact assessment and site plan approval by the Township Board following a recommendation by the Planning Commission. After being tabled at the September and October Planning Commission meetings, the Commission recommended conditional approval of the Special Land Use, Impact Assessment and Site Plan at their December 13, 2021 meeting. An updated environmental impact assessment was provided in response to the conditions of the Planning Commission. My review of the updated document is incorporated into the request for Board consideration included below.

SPECIAL USE PERMIT

Moved by _____, Supported by _____ 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.**

SUPERVISOR

Bill Rogers

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

TRUSTEES

Jean W. Ledford
 H. James Mortensen
 Terry Croft
 Diana Lowe

MANAGER

Michael C. Archinal

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.

ENVIRONMENTAL IMPACT ASSESSMENT

Moved by _____, Supported by _____ 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.

SITE PLAN

Moved by _____, Supported by _____, to APPROVE the site plan dated November 5, 2021 with the following conditions:

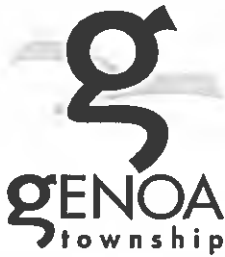
1. Revised plans be submitted to Township staff prior to issuance of the special use permit showing the location of manure management (spread) areas.
2. Written approval from the Fire Authority and Building Department shall be provided in compliance with the Tetra Tech engineering review letter dated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

***Please note that Section 19.02.04(h) of the Ordinance gives the applicant 60 days from the date of conditional approval to demonstrate compliance with the conditional approval or the submission is considered null and void.*

Should you have any questions concerning this matter, please do not hesitate to contact me.

Sincerely,


Kelly VanMarter



GENOA CHARTER TOWNSHIP
Application for Site Plan Review

GENOA TOWNSHIP

MAY - 1 2019

RECEIVED

TO THE GENOA TOWNSHIP PLANNING COMMISSION AND TOWNSHIP BOARD:

APPLICANT NAME & ADDRESS: Nancy Merlo, Brighton Equestrian Club, 7318 Herbst Road
If applicant is not the owner, a letter of Authorization from Property Owner is needed.

OWNER'S NAME & ADDRESS: Nancy Merlo, 7318 Herbst Road, Genoa Twp

SITE ADDRESS: 7318 Herbst Road PARCEL #(s): 4711-24-100-014

APPLICANT PHONE: (248)866-1142 OWNER PHONE: (248) 866-1142

OWNER EMAIL: nancy@clubBEC.com

LOCATION AND BRIEF DESCRIPTION OF SITE: Brighton Equestrian Club ("BEC") is located on 97
acres of the former Herbst farm on Herbst road adjacent to I-96.

BRIEF STATEMENT OF PROPOSED USE: BEC's use is currently authorized by the Right
to Farm Act. BEC's use includes use as a commercial stable for academies, rearing
and housing of horses and related uses as described in section 3.03.02(h).

Such use may also include horse shows and other horse related member and guest events in the
clubhouse.

THE FOLLOWING BUILDINGS ARE PROPOSED: No new buildings are proposed.

**I HEREBY CERTIFY THAT ALL INFORMATION AND DATA ATTACHED TO AND MADE
PART OF THIS APPLICATION IS TRUE AND ACCURATE TO THE BEST OF MY
KNOWLEDGE AND BELIEF.**

BY: Nancy L. Merlo

ADDRESS: 7318 Herbst Rd, Genoa Twp.

Contact Information - Review Letters and Correspondence shall be forwarded to the following:

1.) Nancy Merlo of Brighton Equestrian Club at nancy@clubBEC.com
Name Business Affiliation E-mail Address

FEE EXCEEDANCE AGREEMENT

As stated on the site plan review fee schedule, all site plans are allocated two (2) consultant reviews and one (1) Planning Commission meeting. If additional reviews or meetings are necessary, the applicant will be required to pay the actual incurred costs for the additional reviews. If applicable, additional review fee payment will be required concurrent with submittal to the Township Board. By signing below, applicant indicates agreement and full understanding of this policy.

SIGNATURE: Nancy Merlo DATE: April 29, 2019
PRINT NAME: Nancy Merlo PHONE: 248-866-1142
ADDRESS: 7318 Herbst Rd, Genoa Twp



**GENOA CHARTER TOWNSHIP
Special Land Use Application**

This application must be accompanied by a site plan review application and the associated submittal requirements. (The Zoning Official may allow a less detailed sketch plan for a change in use.)

APPLICANT NAME & ADDRESS: Nancy Merlo - Brighton Equestrian Club, 7318 Herbst Rd

Submit a letter of Authorization from Property Owner if application is signed by Acting Agent.

APPLICANT PHONE: (248) 866-1142 EMAIL: nancy@clubBEC.com

OWNER NAME & ADDRESS: Nancy Merlo, 7318 Herbst Rd

SITE ADDRESS: 7318 Herbst Rd PARCEL #(s): 4711-24-100-014

OWNER PHONE: 248) 866-1142 EMAIL: nancy@clubBEC.com

Location and brief description of site and surroundings:

Brighton Equestrian Club is located on 97 acres of the former Herbst farm. Surrounding area includes mobile home development, single family rural residential and other agricultural uses.

Proposed Use:

Brighton Equestrian Club ("BEC") is currently authorized by the Right to Farm Act. BEC's use includes use as a commercial stable for academies, rearing and housing of horses and related uses as described in section 3.03.02(h). Such use may also include horse shows, and other horse related member and guest events in the clubhouse.

Describe how your request meets the Zoning Ordinance General Review Standards (section 19.03):

- a. Describe how the use will be compatible and in accordance with the goals, objectives, and policies of the Genoa Township Comprehensive Plan and subarea plans, and will promote the Statement of Purpose of the zoning district in which the use is proposed.

BEC's use promotes the AG statement of purpose by maintaining the irreplaceable agricultural soils and farmland from turning into yet another residential subdivision. The facility is well served by public facilities and will not over tax the roads and infrastructure. Further, all uses are in strict compliance with the right to farm act to minimize any potential nuisance to neighbors.

- b. Describe how the use will be designed, constructed, operated, and maintained to be compatible with, and not significantly alter, the existing or intended character of the general vicinity.

BEC contains stables, clubhouse and pastures. The pastures front all roads and neighboring properties. The stables and clubhouse were designed with an appealing facade in keeping with agricultural buildings of a similar nature.

- c. How will the use be served adequately by essential public facilities and services such as highways, streets, police and fire protection, drainage structures, water and sewage facilities, refuse disposal and schools?

The property is currently served by Herbst road which offers more than adequate access for all purposes. Drainage, water and sewer has not been altered from the original Herbst farm so does not put any additional tax on that system.

d. Will the use involve any uses, activities, processes, or materials potentially detrimental to the natural environment, public health, safety, or welfare by reason of excessive production of traffic, noise, vibration, smoke, fumes, odors, glare, or other such nuisance? If so, how will the impacts be mitigated?

All farming uses are in strict compliance with the Right to Farm Act which pays close attention to proper noise and odor management through proper planning and maintenance. Guests, members, riders and employees at BEC will not cause a noticeable impact on traffic as it will be spread out throughout the day.

e. Does the use have specific criteria as listed in the Zoning Ordinance (sections 3.03.02, 7.02.02, & 8.02.02)? If so, describe how the criteria are met.

3.03.02(h) permits Commercial Stables as a special land use. All criteria contained in that ordinance section are being complied with including numbers of animals, distance from dwellings, fencing and nuisance management.

I HEREBY CERTIFY THAT ALL INFORMATION AND DATA ATTACHED TO AND MADE PART OF THIS APPLICATION ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I AGREE TO DESIGN, CONSTRUCT AND OPERATE, AND MAINTAIN THESE PREMISES AND THE BUILDINGS, STRUCTURES, AND FACILITIES WHICH ARE GOVERNED BY THIS PERMIT IN ACCORDANCE WITH THE STATED REQUIREMENTS OF THE GENOA TOWNSHIP ZONING ORDINANCE, AND SUCH ADDITIONAL LIMITS AND SAFEGUARDS AS MAY BE MADE A PART OF THIS PERMIT.

THE UNDERSIGNED Nancy Merlo STATES THAT THEY ARE THE FREE OWNER OF THE PROPERTY OF PROPERTIES DESCRIBED ABOVE AND MAKES APPLICATION FOR THIS SPECIAL LAND USE PERMIT.

BY: *Nancy Merlo*

ADDRESS: 7318 Herbst Road, Genoa Township

Contact Information - Review Letters and Correspondence shall be forwarded to the following:

Nancy Merlo of Brighton Equestrian Club at nancy@clubBEC.com
Name Business Affiliation Email

FEE EXCEEDANCE AGREEMENT

As stated on the site plan review fee schedule, all site plans are allocated two (2) consultant reviews and one (1) Planning Commission meeting. If additional reviews or meetings are necessary, the applicant will be required to pay the actual incurred costs for the additional reviews. If applicable, additional review fee payment will be required concurrent with submittal to the Township Board. By signing below, applicant indicates agreement and full understanding of this policy.

SIGNATURE: *Nancy Merlo* DATE: 5/29/18

PRINT NAME: Nancy Merlo PHONE: 248-866-1142

Mr. Robert Beigas of 1950 Genoa Circle questioned the special zoning for the industrial area if it is an industrial property with an industrial use. Mr. Borden stated that this type of use is a special use in the industrial zoning, not a permitted use. The PID allows for flexibility of aspects of the project for both the Township and the developer.

Mr. Danve Dixon of 836 Pathway Drive asked if there is a representative of the asphalt company in attendance this evening.

Ms. Lexi Jones of 3553 Westphal Road asked to have a vote on hybrid meetings due to COVID added to the agenda.

Ms. Stacia Kroeir of 4688 Brighton Road stated she did not know what was going on next to her property when it was clear cut for the gravel pit. This is the same situation with the asphalt plant. The Township needs to make people aware of these types of projects. Chairman Grajek stated the entire meeting packets are placed on the website. Ms. VanMarter stated there is a way for residents to sign up for monthly emails.

The call to the public was closed at 7:07 pm.

OPEN PUBLIC HEARING # 1...Review of a special 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. Recommendation of Special Use Application
- B. Recommendation of Environmental Impact Assessment (11-5-21)
- C. Recommendation of Site Plan (11-5-21)

Mr. Dan LeClair of Green Tech Engineering, and Mr. and Mrs. Merlo were present.

Mr. LeClair reviewed the changes that they have made to the plans, and they believe they have met the prior concerns of the Planning Commission.

Mr. Borden reviewed his letter of December 8, 2021.

- The special land use standards of Section 19.03 of the Zoning Ordinance are generally met, although the current zoning (AG) and future land use (LDR) do not align. Furthermore, he is requesting the applicant confirm that any events conducted will be related to the commercial stable operation. The Impact Assessment states, "The types of events held in the clubhouse include but are not limited to the following". He is concerned with "but are not limited to".
- Any comments provided by the Township Engineer and/or Brighton Area Fire Authority must be addressed as part of the special land use and site plan review.
- The revised submittal demonstrates compliance with the use conditions of Section 3.03.02(h).
- The existing parking spaces, drive aisles, and driveway are surfaced with gravel; however, hard surfacing is required by Ordinance. If gravel is allowed to remain in place, the applicant must apply dust control measures, which they have noted they will do in their revised submittal.

Ms. Byrne reviewed her letter dated December 8, 2021.

- The proposed use should be reviewed and approved by the Fire Authority to ensure there is adequate fire protection and site access for hosting 150 people in the existing building. Written approval from the Fire Authority should be provided to the Township. Mr. LeClear provided this document this evening.
- The use must be approved by the building department. Written approval from the Livingston County Building Department should be provided to the Township.
- Genoa Township Standards require that parking lots be paved with curb and gutter. Storm drainage facilities will also need to be incorporated into the parking lot improvements. The Petitioner does note proposed curb and gutter behind some of the proposed parking, but it does not appear that paving is proposed. The Planning Commission may choose to consider an aggregate parking lot as a Low Impact Development Alternative to the zoning requirements.
- Increasing the number of guests in the facility will increase the loading on the existing septic system; however, approval by the Livingston County Health Department has been provided to the Township via email.

The Fire Marshal's letter dated November 30, 2021 states all his concerns have been addressed.

The call to the public was made at 7:19 pm.

Mr. Mark Faulkner of 2496 Spring Grove is concerned with the placement of the manure. He has had a conversation with the applicant, and it has been relocated away from his property line and well, but he would like assurance that it will remain in that location as well as away from the lake.

Ms. Deborah Jones of 3553 Westphal questioned if Mr. Faulkner's concerns have been addressed.

The call to the public was closed at 7:21 pm.

Mr. LeClair advised that the Environmental Impact Assessment addresses the handling and placement of the manure. Mr. Merlo stated the manure is now 1,400 feet from Mr. Faulkner's property and it will remain there. He noted that it was never put by the lake. He added that his property is well maintained and there is not a lot of traffic or activity.

Commissioner Mortensen is requesting that the manure pile location be shown on the site plan.

Mr. Cliff Wineman is the farmer on this site. The manure is not a pile. It is spread out and then it is spread onto the cornfields.

Commissioner McCreary questioned if the applicant had a Generally Accepted Agricultural Management Practices (GAAMP) inspection performed. Ms. Merlo stated she had this done. The inspector is happy with how they handle their procedures, and they are waiting for the report and certification.

Commissioner Rauch would like the Impact Assessment to provide more of a robust operations plan for the handling of the manure, such as a specific location and a certain distance from neighboring properties. Mr. LeClear stated that the Merlos have been operating this farm for over five years and have addressed neighbors' concerns without the need for the Township to

tell them to or give citations. He will add that information to the Impact Assessment; however, he would like to be able to have this addition completed before it goes before the Board and not have their item tabled this evening.

Commissioner Rauch referenced the types of events outlined in the Impact Assessment. Based on what is described, he is concerned that this site could become an event venue instead of a commercial riding stable. Mr. LeClair stated he and the Merlos have discussed this issue, which is why they added “but are not limited to...” so they would not be limited in the case they wanted to have their own family reunion or large party, which is done by other property owners. The Impact Assessment and an affidavit signed by Mrs. Merlo states there will not be more than 99 people at an event. Commissioner Rauch asked if the applicant would be willing to limit the number of times of year these types of large events can be held because this is in agricultural zoning. Mr. LeClair would like to limit the number of participants in an event and not the number of events.

Commissioner Rauch would like the Impact Assessment to specifically state that the fundraising event of 80-99 people will be held twice a year and all other events would stay within the 4-20 participants capacity. Mr. Merlo does not want to agree to having only two events with 80-99 people.

Chairman Grajek noted that this request is for a special use in the agricultural zoning for a commercial equestrian center and not an event center. The Township is working with the applicant to allow them to continue to do what they have been doing. Mr. LeClair suggested that the number of events with up to 99 people be limited to 12 events per year. Commissioner Rauch stated that number of events with that many people is too many for this zoning.

Commissioner McBain suggested a capacity number in between the 4-20 and 80-99 for a certain number of events per year.

Mr. LeClair suggested that the clubhouse section have a third bullet number stating, “Up to 6 events annually with a maximum number of 60 guests”. Mrs. Merlo described many of the events that are held are related to the horses. She would agree to have it state that the events are equestrian related.

Commissioner McCreary agrees to allow the gravel because walking on asphalt is not good for the horses. Mrs. Merlo agrees.

Moved by Commissioner Rauch, seconded by Commissioner Mortensen, to recommend approval of the Special Use Application for the Brighton Equestrian club at 7318 Herbst Road, south side of Herbst Road, conditioned upon the following:

- The events mentioned on Page 3 of the Environmental Impact Assessment shall be updated with hours of operation to end at 9 pm.
- The “Types of Events” shall include a “Definition” Section to state, “related specifically to commercial stable use” and the “Types of Events” shall be:
 - BCC club training and meeting events: Typically, 4-20 people, events are typically 2 hours in duration anytime between 9 am and 9 pm.
 - Louie R Merlo Foundation fundraising events: Typically, 80 – 99 people, held no more than twice per year between 5 and 11 PM.
 - No more than six equestrian related events shall be held annually with a maximum of 60 guests ending at 11 pm.

- The petitioner agrees that the operations of the spreading of manure be offset from the boundaries of the property 100 feet to diminish the potential negative impacts on adjacent property owners.
- The GAAMP Certification shall be submitted to the Township.
- The Planning Commission recognizes the affidavit dated 12/13/21 from Nancy Merlo for the limit of 99 participants at an event.

The motion carried unanimously.

Moved by Commissioner Rauch, seconded by Commissioner McCreary, to recommend approval of the Environmental Impact Assessment for the Brighton Equestrian club at 7318 Herbst Road, south side of Herbst Road, conditioned upon the following:

- The events mentioned on Page 3 of the Environmental Impact Assessment shall be updated with hours of operation to end at 9 pm.
- The “Types of Events” shall include a “Definition” Section to state, “related specifically to commercial stable use” and the “Types of Events” shall be:
 - BCC club training and meeting events: Typically, 4-20 people, events are typically 2 hours in duration anytime between 9 am and 9 pm.
 - Louie R Merlo Foundation fundraising events: Typically, 80 – 99 people, held no more than twice per year between 5 and 11 PM.
 - No more than six equestrian related events shall be held annually with a maximum of 60 guests ending at 11 pm.
- The petitioner agrees that the operations of the spreading of manure be offset from the boundaries of the property 100 feet to diminish the potential negative impacts on adjacent property owners.
- The GAAMP Certification shall be submitted to the Township.
- The Planning Commission recognizes the affidavit dated 12/13/21 from Nancy Merlo for the limit of 99 participants at an event.

The motion carried unanimously.

Moved by Commissioner Rauch, seconded by Commissioner McBain, to recommend approval of the Site Plan dated November 5, 2021 for the Brighton Equestrian club at 7318 Herbst Road, south side of Herbst Road, conditioned upon the following:

- The gravel driveway is acceptable to the Planning Commission as it is safer for the horses, zoned for agricultural and because appropriate dust control measures have been included in the impact assessment.
- The petitioner agrees that the operations of the spreading of manure be offset from the boundaries of the property 100 feet to diminish the potential negative impacts on adjacent property owners. The site plan shall be revised to show the 100’ setback for manure management locations.
- Any comments within Tetra Tech letter December 8, 2021 and the Brighton Area Fire Authority’s letter dated November 30, 2021 be addressed

The motion carried unanimously.

**GENOA CHARTER TOWNSHIP
PLANNING COMMISSION
PUBLIC HEARING
OCTOBER 12, 2021
6:30 P.M.
MINUTES**

CALL TO ORDER: Chairman Grajek called the meeting of the Genoa Charter Township Planning Commission to order at 6:30 p.m. Present were Chris Grajek, Jeff Dhaenens, Jim Mortensen, Marianne McCreary, Eric Rauch and Glynis McBain. Also present were Michael Archinal, Township Manager; Brian Borden of SafeBuilt Studio; and Gary Markstrom of Tetra Tech.

PLEDGE OF ALLEGIANCE: The pledge of allegiance was recited.

APPROVAL OF AGENDA:

Moved by Commissioner Dhaenens, seconded by Commissioner Mortensen, to approve the agenda as presented. **The motion carried unanimously.**

DECLARATION OF CONFLICT OF INTEREST: None

CALL TO THE PUBLIC: The call to the public was made at 6:31 pm with no response.

PRESENTATION BY LIVINGSTON COUNTY PLANNING COMMISSION

Ms. Kathleen Klein-Hudson, the Director of the Livingston County Planning Department, and Mr. Dennis Bowdoin, who is on the County Planning Commission, were present. Ms. Klein-Hudson provided an update of the Planning Department, including changes to their submission deadlines, specific projects they are working on, and a current Board vacancy. She also stated that the new Filmore park has been very busy throughout the pandemic and they are gathering data on trail usage and vehicle traffic.

OPEN PUBLIC HEARING # 1...Review of a special 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. Recommendation of Special Use Application
- B. Recommendation of Environmental Impact Assessment (5-1-19)
- C. Recommendation of Site Plan (7-16-21)

Ms. Nancy Merlo, Mr. Clay Thomas, and Daniel LeClair of Greentech Engineering were present.

Mr. Thomas stated that their requested use complies with the Township Ordinance and the Right To Farm Act. This is a very beautiful facility and it is a great use of the site, keeping with the agricultural zoning. They have received the review letters. They would like to discuss these this evening. They will be meeting with the Fire Department regarding the comments in their letter. They will meet all of their requirements.

While the ordinance speaks to a hard surface, the ordinance allows for the Planning Commission to waive this requirement. They would like to keep the existing gravel surfaces instead of asphalt. The gravel is more environmentally friendly. There was a comment regarding cleaning up equipment stored on the site. The site is very neat and orderly. The equipment is stored inside or neat and orderly on the site if outside. They are not seeking to expand the site or its use or add additional buildings, etc.

Mr. Borden reviewed his letter dated September 8, 2021.

- The special land use standards of Section 19.03 are generally met, though the current zoning (AG) and future land use (LDR) do not align. Furthermore, we request the applicant provide additional information regarding the frequency of events.
- Any comments provided by the Township Engineer and Brighton Area Fire Authority must be addressed as part of the special land use and site plan review.
- The revised submittal demonstrates compliance with the use conditions of Section 3.03.02(h).
- The existing parking spaces, drive aisles, and driveway are surfaced with gravel, though hard surfacing is required by Ordinance; however, the Planning Commission can allow the gravel to remain as an alternative paving material. If gravel is allowed to remain in place, the applicant must apply dust control measures (as noted in the revised submittal).
- An internal drive aisle does not provide sufficient width for two-way travel. It must either be widened to 24' or signed for one-way travel only.
- The applicant should confirm that the "curb carts" are sufficient to handle the refuse generated by the number of people anticipated (maximum occupancy of 150 noted).
- Township Staff has requested that the applicant be required to clean up equipment stored on the site as part of this project/review process.
- There are new(er) structures visible on aerial photos that are not depicted on the site plan (pasture areas, a barn, and a pavilion).

Mr. Markstrom reviewed his letter dated September 2, 2021

- The proposed use should be approved by the Fire Authority to ensure there is adequate fire protection and site access for hosting 150 people in the existing building. Written approval from the Fire Authority should be provided to the Township.
- The use must be approved by the building department. Written approval from the Livingston County Building Department should be provided to the Township.

- The aerial of the property shows a second building at the back of the site to the east, but this building is not shown on the provided site plan. The site plan should depict the current site accurately.
- The petitioner provided calculations on the size of the existing pond on the site but did not provide any calculations on how the proposed improvements would impact onsite drainage. If additional impervious surface is proposed, onsite detention will be required to handle the additional drainage.
- Genoa Township Standards require that parking lots be paved with curb and gutter. Storm drainage facilities will also need to be incorporated into the parking lot improvements. The Petitioner does not propose curb and gutter behind some of the proposed parking, but it is unclear if paving is proposed. The site plan should clearly show paving limits if any are proposed. The Planning Commission may choose to consider an aggregate parking lot as a Low Impact Development Alternative to the zoning requirements.
- Increasing the number of guests in the facility will increase the loading on the existing septic system. Approval by the Livingston County Health Department has been provided to the Township via email.

Commissioner McCreary asked if this is a members' only club. Ms. Merlo said there is no membership to use her facility. Commissioner McCreary also asked if there are other events that are held there that were not provided in the application. Ms. Merlo stated it is also used as an equine therapy program.

Commissioner McCreary asked where the participants come from. Ms. Merlo stated the riding program is mostly students from Brighton Area Schools. They are local residents. She has 30 students.

Commissioner Rauch stated the Impact Assessment noted there are occasional events of up to 150 people held on this site. He asked how frequent they are held and is there any sound amplification. Mr. Thomas stated they are no more than twice per year and there is no outdoor amplification. They are around the barn and do not use the entire property. Ms. Merlo said she does not have events with alcohol and she does not host weddings. Commissioner Rauch would like the details of these events to be included in the Impact Assessment. He noted that Mr. Borden and Mr. Markstrom's concerns must be met.

Commissioner Rauch asked if there is any production of commercial farm products? Mr. Thomas said they grow corn and hay.

Commissioner Dhaenens noted there is a clubhouse that is rented to outside organizations and the applicant does not monitor what events they have. He has been on Herbst Road when there were cars parked there for an event. He noted that the neighbors are concerned with the pond and how the horse manure would affect that. Mr. Thomas stated the manure is now away from

the neighbors' property lines or the pond so this should no longer be a concern. It was addressed. He agrees with the comment regarding the rentals and there should be clear rules.

Chairman Grajek asked the applicant if they would be able to meet the requirements of the Brighton Area Fire Marshal. Mr. Thomas stated they will meet with the Fire Marshal and work to meet his concerns.

Commissioner Mortensen asked what is being changed for this application. Mr. Thomas stated the use is not changing. They are trying to "clean up this use". It has been used in this way for approximately five years.

The call to the public was made at 7:09 pm.

Mr. Kenneth Stahl of 2846 Spring Grove Drive stated he would like to leave the gravel surface instead of installing a hard surface. There was manure being spread within 50 feet of the pond so he is concerned that it could continue. He is also concerned that if there are a lot of people at a gathering on this site, the lake could be a liability. He is concerned with the label of "Commercial Stable".

Mr. Mark Faulkner of 2496 Spring Grove stated his property is to the east of the barn and for several years, they were spreading manure up to his boundary, approximately 100 feet from their well. He spoke to Nancy and it was relocated and he appreciated that. He would like assurance that it won't be moved back near his property and near the pond.

Ms. Heather McCaig 7617 Herbst stated she lives across from the western edge of the property. All interactions of the owner and the staff here have always been positive. They appear to work with the neighbors to be good neighbors.

Ms. Mary Faulkner of 2496 Spring Grove stated the view from their home looks at where the equipment is stored. She has spoken to Ms. Merlo and asked to have some screening placed around it.

Mr. Robert Johnson 2624 Spring Grove stated this is a kettle pond so there is no entrance or exit but it collects what is put in it.

Mr. Bill Kapelanski of 2636 Spring Grove Drive is concerned with the constant gun fire that occurs on this site.

The call to the public was closed at 7:19 pm.

Mr. Thomas stated the pond is not used. It is in the back of the property. The manure is now being spread approximately 1,000 feet from the pond and there is no intention of moving it from its current location.

Mr. LeClair showed the site plan explaining that there is approximately 600 feet of separation between the barn and the neighboring properties. He noted that this area is master planned for residential one-acre lots.

Commissioner McCreary asked if a GAMP inspection had been done. Ms. Merlo stated it was done in 2017 and they approved their operations. Commissioner McCreary asked if the applicant would be open to having another one done. Ms. Merlo agreed to having another inspection done.

Chairman Grajek noted that a number of residents have submitted correspondence and they were all shared with the Planning Commission.

Commissioner Rauch is not concerned with the daily activities; however, it is the other events that have 150 or more people. Is it a commercial stable or an event rental space? He would like more clarification on these events and would not be comfortable moving this request forward until that information is provided.

Commissioner Dhaenens agrees. He is concerned with the clubhouse rentals and would like to see more detailed information as noted by Commissioner Rauch.

Commissioner McBain agrees with wanting to see more information regarding the rental space and the approvals from the Fire Authority. She would like the neighbors' concerns to be addressed.

Chairman Rauch questioned the construction equipment being stored on the site. Mr. Thomas stated there is no longer any of this equipment being stored on the property.

Commissioner Mortensen stated the Impact Assessment and the site plan do not include all of the existing buildings. The applicant should submit revised documents. He would like to know the detail of where the manure pile be placed as well as where it is being spread.

The Planning Commission and petitioner agreed that this item should be postponed this evening.

Moved by Commissioner Dhaenens, seconded by Commissioner Mortensen, to postpone, per the petitioner's request, the recommendation for the Special Use Application, Environmental Impact Assessment, and the Site Plan for a commercial stable located at 7318 Herbst Road, south side of Herbst Road, east of Hubert Road until the November 8, 2021 Planning

Commission meeting to allow the applicant to address the comments made by the Planning Commission this evening. **The motion carried unanimously.**

OPEN PUBLIC HEARING #2... A request of a rezoning from Industrial (IND) to Planned Industrial District (PID), Planned Industrial Development Agreement, Environmental Impact Assessment and Conceptual PID site plan for a proposed asphalt plant at 3080 Toddiem Drive, located at Victory Drive and Toddiem Drive intersection. The rezoning includes the following parcels: 4711-08-100-009 and 4711- 05-303-015. The request is petitioned by Net Least Associates South, LLC.

- A. Recommendation of Rezoning and PUD Application
- B. Recommendation of PID Agreement
- C. Recommendation of Impact Assessment (9-1-2021)
- D. Recommendation of Conceptual PUD Plan (9-21-2021)

Ms. Abby Cooper, the attorney for the applicant, Mr. Wayne Perry, the engineer, Mr. Daren Zimmerman and Mr. Chris Smith, representing the applicant, Ms. Kathleen Gunkle, an environmental engineer, and the sellers of the abutting properties were present.

Ms. Cooper stated they are proposing to develop a state-of-the art asphalt plant on this site. The applicant runs an asphalt plant in Lansing and would like to operate one here in Livingston County. She noted that the use and the project are compatible with the surrounding neighborhood. The applicant will be bringing Toddiem Drive up to Livingston County Road Commission standards. Municipal water and a new stormwater management system will be installed and the existing outdoor storage of metal scrap will be removed as part of this project.

Mr. Perry reviewed the site plan, detailing the paving plan, building locations, site access, and the process and operations of the asphalt plant. He explained where the material is brought in and through the site to the stockpile locations. They are requesting that the Buffer Zones B requirement be waived for three sides of the property. They will meet the requirements along Toddiem Drive. Due to the existing topography, existing foliage and surrounding uses, additional plantings would be unnecessary. They are also requesting approval to store liquids on the site.

Commissioner McCreary asked if there will be a maintenance agreement for Toddiem Drive after it is paved. Mr. Perry stated it is a private drive so a maintenance agreement would need to be made between all four of the adjacent property owners.

Mr. Zimmerman showed a photograph of his existing plant. They pave the site so that they can use dust control measures. It is also swept multiple times per day. He explained the environmental requirements they must follow with the State of Michigan.

Commissioner Rauch stated that this site is the best one in the Township for this type of use. While the residential areas are not in the near vicinity to this site, he asked what the impact is on

OPEN PUBLIC HEARING # 1...Review of a special 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. Recommendation of Special Use Application
- B. Recommendation of Environmental Impact Assessment (5-1-19)
- C. Recommendation of Site Plan (7-16-21)

Chairman Grajek stated the applicant requested to have this item tabled this evening; however, a call to the public will be made.

The call to the public was made at 8:32 pm.

Mr. Bill Kapelanski of 2636 Spring Grove Drive does not understand the commercial aspect of this being requested now because they have been in business for over three years. Ms. VanMarter stated that the applicant was building a private stable for her own horses; however, after the building was completed they started having non-equestrian events at the location, such as parties, baby showers, etc. so this makes it a commercial instead of a private use.

Mr. Kapelanski stated he and his neighbors have always thought it was a commercial use. He is concerned with the horse manure seeping into the community kettle pond that they share, hearing gunshots from the property, and the traffic that is on Herbst Road.

Mr. Hugh Rowe of 2550 Spring Grove Drive stated what was built there is not compatible with the surrounding neighbors in the area. If this will be expanded and used for more events, he will be concerned.

Mr. Mark Faulkner of 2496 Spring Grove Drive has approximately ¼ mile of shared property with the applicant. The applicant is spreading manure 10 feet from their property line and their well is also in that area. He is concerned with the quality of the water in the shared kettle pond, the construction equipment that the applicant stores on her property for their cement business, and the traffic on Herbst Road.

Mr. James Rohrer of 7442 Herbst Road objects to this proposal due to the traffic, the construction equipment traffic and its storage on their property. There has been a police response at one of the weddings, and the use of holding weddings where there will be alcohol is not appropriate for the middle of a subdivision. The applicant has contacted a neighbor to request to purchase her property and expand her business.

Ms. VanMarter stated she has received all of the public letters and has forwarded them to the Commission. She has another one from another neighbor and she will be shared with the Commission in the next meeting packet.

The call to the public was closed at 8:47 pm.

Moved by Commissioner Dhaenens, seconded by Commissioner McCreary, to table the review of a Special Land Use, Environmental Impact Assessment and Site Plan for commercial stable located at 7318 Herbst Road until the Tuesday, October 12, 2021 Planning Commission meeting per the applicant's request. **The motion carried unanimously.**

OPEN PUBLIC HEARING #2...Review of a sketch plan for a proposed trash compactor inside the existing Salvation Army building and removal of the existing dumpster enclosure located at 7000 Grand River, Brighton. The request is petitioned by The Salvation Army Southeast Michigan ARC.

A. Disposition of Sketch Plan

Ms. Courtney Rauch of the Salvation Army stated they would like to install a compactor inside the warehouse portion of the store. This would reduce truck traffic and would remove the existing dumpster enclosure. They would like to keep the parking spaces that are located in front of the proposed door for the compactor because the compactor will be changed prior to business hours. The property owner has advised they will improve the landscape as requested by the Township.

Mr. Borden reviewed his letter dated September 8, 2021.

- The only external modification is the inclusion of a new overhead door on the westerly façade.
- We suggest the space in front of the overhead door be signed/striped as no parking. He is not concerned with the parking space remaining per the reasoning noted by the applicant this evening.
- If any existing site landscaping is in poor condition, such plantings should be replaced as part of this project.

Ms. Byrne stated they have no engineering related concerns with this proposal.

Fire Marshal Rick Boisvert's letter dated September 2, 2021 stated that the fire code permits the installation of the compactor and associated dumpster to be installed within the structure as it is protected throughout with an automatic sprinkler system. The existing fire lane markings shall be maintained and evaluated at time of inspection. The fire lanes shall not be obstructed by construction materials, dumpsters, or vehicles. Signs shall be maintained to be legible and unobstructed by vegetation.

Commissioner McCreary asked what items will be put in the compactor and how it will be used. She is concerned about safety. Ms. Envoy Jaqueline stated it is a 16-yard compactor that will be used for everything that cannot be used or sold, with the exception of cloth goods, as well as

trash that is generated by the business. She advised she can provide the Township with the specifications for the compactor. This will significantly decrease their amount of trash truck traffic.

The call to the public was made at 8:58 pm with no response.

Moved by Commissioner McCreary, seconded by Commissioner Dhaenens, to approve the sketch plan for The Salvation Army located at 7000 Grand River Avenue for the installation of a new trash compactor and removal of the existing waste receptacle enclosure, conditioned upon the following:

- The parking space located at the door will remain available for use
- The overhead door shall remain closed when the compactor is not being serviced.
- The requirements of the Brighton Area Fire Authority's letter dated September 2, 2021 shall be met.

The motion carried unanimously.

OPEN PUBLIC HEARING #3...Review of an amendment to a site plan in regard to landscaping for the previously approved Birkenstock Planned Industrial Development agreement for a climate control self-storage building located at 2600 Harte Drive, Brighton. The request is petitioned by James Harte.

A. Recommendation of Site Plan Amendment.

Mr. James Harte stated that landscaping supplies are difficult to obtain right now because of COVID and he is not going to be able to get those required by the approval. He is requesting that the number and size of the plantings be reduced so that they can be installed this season. He noted that the trees on the adjacent property are overgrown and block their view of his property.

Mr. Borden reviewed his letter dated September 8, 2021.

- The proposed landscape plan reduces the quantity and size of plantings required for the east, west, and south buffer zones, as well as both detention ponds.
- The proposed plan entails an overall reduction of 402 shrubs from the approved plan.
- All of the required canopy/deciduous trees are to be reduced in size from 2.5" (required) to 1.75"-2".
- The Planning Commission has the authority to waive or modify landscaping requirements, per Ordinance Section 12.02.13.

Mr. Borden noted that 290 of the 402 shrubs are around the detention ponds.

Commissioner Mortensen noted that the landscaping around the detention ponds are only able to be seen by people accessing the site and not the abutting neighbors. Commissioner McCreary agrees.

Kelly VanMarter

From: MARK FAULKNER <mdfaulkner@comcast.net>
Sent: Tuesday, September 14, 2021 5:55 PM
To: Kelly VanMarter
Subject: BEC Special Use Permit

To Genoa Township Planning Board;
Thoughts on Brighton Equestrian Center request for special permit;

We have submitted a list of our concerns to the Board previously and after attending meeting I have additional thoughts.

I have had a conversation with MDARD regarding the spreading of manure on property. After explaining the practices I have witnessed, they indicated that is not the proper way of disposal. I would suggest a call to MDARD to set up an instructional session with BEC to clarify best practices to appropriate employees. This may address the odor and pollution concerns.

All businesses are subject to landscape requirements as part of a construction process, it would seem that a thoughtful application of evergreens would soften the visual, noise and odor concerns reported.

We would like to see a Greenspace required East of the buildings to help with runoff into lake, downwind odors, visual aspect, and noise reduction.

I have spoke with Nancy Merlot on several occasions, initially as a good neighbor and other times regarding concerns of activities. I find her to be very passionate about her vision for BEC.

We too are very passionate about our home and are continuously maintaining and improving our property. We purchased our property with the vision of this being our retirement home. We were aware of zoning requirements, building codes and HOA restrictions when we purchased it and built our home. We have now lived here 27 years and have abided by the rules, have not done anything to endanger or offend any of our neighbors.

I'm sure BEC was aware of property restrictions when they made their property purchase. I don't feel we should make concessions because her vision has changed from when she originally purchased the property to now BEC becoming a commercial entity.

I expect the board to consider concerns from all interested parties and make a decision that is equitable to all. We have heard from the board that this request has been going on for a year and a half and I trust that persistence won't be a part of the final decision.

Thank You for your time,

Mark & Mary Faulkner

2496 Spring Grove

Kelly VanMarter

From: MARK FAULKNER <mdfaulkner@comcast.net>
Sent: Sunday, September 12, 2021 6:48 PM
To: Kelly VanMarter
Subject: Brighton Equestrian Club Public Hearing

We live east of the horse farm on 5 acres at 2496 Spring Grove Dr. and the entire length of our property is alongside the horse farm

Our concerns with the rezoning of their property to commercial are as follows:

- The smell of manure would come into our home when our windows were open or when we were just outside. Our grandkids would not go outside because of the smell. They have stopped spreading the manure by our property line but with the increased activity it will eventually increase the smell.
- Boarding of animals and spreading their waste and the potential effect of contamination to the lake and we have been told the lake is part of the Brighton water supply aquifer
- The potential risk of contaminating our drinking water because our well is located 10 feet from their property
- The lake is small and does rezoning allow them to be able to host camps and put boats, rafts, etc on the lake? The lake is too small to allow any increased activity with the current homes on the lake
- They store their equipment and other businesses equipment on this property. They have put up a storage unit but not all the large equipment is put in that unit and this is our view from our home
- If the property is zoned commercial could any type of commercial business be put on the property that would not be appropriate for residential homes on the lake
- The increased traffic on Herbst road is becoming very dangerous when they host functions. Guests leaving their property have no regard for speed limits and it is becoming very unsafe when trying to pull out of our road.
- We have paid to stock the lake with fish. Everyone that lives on the lake only fishes as a catch and release. The employees of the horse farm have taken all the fish out of the lake.
- Could a green space be set between the east end of the property to protect our property, and also run-off into the lake
- Could a screen of large evergreens be put up to shield their business activities such as spreading manure, parties, etc.

Mark and Mary Faulkner
2496 Spring Grove Dr.
Brighton MI 48114
734-216-7805

Kelly VanMarter

From: Greg Rusnica <grusnicaus@gmail.com>
Sent: Monday, September 13, 2021 3:19 PM
To: Kelly VanMarter
Subject: Brighton Equestrian Club, and Bar, Partyville, construction Company ETC.

Brighton Equestrian Club, Hello my name is Greg Rusnica my wife and I live directly across the street from the BEC. The concerns I have are the party after hours and people driving in and out of there while they have parties going on. We're very tired of the person(s) leaving and driving down the road like they have the need for speed, kicking up dirt, reckless driving. The biggest concern is with the truck's coming and going all hours of the day, sometime late at night, I can't believe that Ray Merlo just decided a while back over 6 months to start running his company from there also, it's a horse stable and not a construction company. Why is he using that facility to park his 18 wheelers and other equipment there, he doesn't pay taxes for Merlo Construction in Genoa Township. Ever since they have opened there has been nothing but traffic galore, and the road is getting ruined by those larger vehicles. When are the Merlo's going to be stopped at doing what they want to do. It used to be very quiet until they decided to DO WHAT THEY WANT, basically for \$50 a crack!!!! Because of the business can't the speed limit be dropped to 25 MPH in that area? It seems like it's a law, I could be wrong. Thank you

Kelly VanMarter

From: ronda golip <rondagolip@hotmail.com>
Sent: Monday, September 13, 2021 12:09 PM
To: Kelly VanMarter
Subject: Brighton Equestrian Club

Good Evening MS. VanMarter,

We are unable to attend this meeting. We do however have some concerns. The traffic that comes in and out of the BEC is ridiculous. We along with a neighbor counted 33 Merlo trucks in one day and on a sperate day there was 36. We realize we live on a dirty road and the speed limit is 50. However, we have clocked the traffic exiting the BEC at higher speeds then that. We have voiced our concerns as well as our neighbors to the police, township and road commission. We have signed several petitions that have been brought by our house from residents of the road. We have a hearing-impaired daughter and have had signs placed up by the road commission. We cannot let her ride her bike in front of our house or get our mail anymore. Our grandson hates coming over because of the smell in the air from the barn. The traffic that flies down the road passed our home and turns into the BEC is more then we all bargained for. You can't go outside of your home and enjoy the day without being choked out by the road dusted coming from the BEC traffic of Merlo trucks. I can't tell you how many times we have had people stop at our house regarding the BEC smell and traffic that also live on this road. Allowing this commercial stable permit would cause an already busy road to get worse. Mrs. Merlo will tell you we don't like her. She would be correct, however, personal feeling aside. This was a quiet neighborhood . The BEC has taken that from us all. We have our property for sale. We have had prospective buyers at our home and they have commented on the amount of traffic that the barn has with large equipment. Herbst road has a high amount of traffic on a daily bases. With a lot of the traffic exceeding the speed limit. We are not saying it is all the BEC fault but their traffic and large trucks don't help the problem at all. Serval of us have tried to reach out to Mrs. Merlo about the traffic and noise and we have all yet to get a call back. We as neighbors all show each other neighborly respect. Mrs. Merlo should show the same respect to her neighbors. She touted when she bought the property that it was for personal use. She should be held to that.

Bill and Ronda Golip

Kelly VanMarter

From: Bill <billpkap@gmail.com>
Sent: Monday, September 13, 2021 8:14 AM
To: Kelly VanMarter
Subject: Brighton Equestrian Club public hearing

Good morning,

I have a few questions for the meeting tonight:

My understanding is that the Brighton Equestrian Club is already a commercial stable. What changes would take place if the special land use permit is approved?

What would be the impact on Herbst Road? On the body of water that borders the BEC property (and the property of other homeowners)?

Is something going to be done about the disposal of horse manure? How is that impacting the water quality right now? I understand that BEC is putting the horse waste against the property line adjacent to a homeowner. I hope this has changed but as of earlier this summer they were still dumping waste there.

Thank you for taking my questions. I look forward to the meeting tonight.

Sincerely,

Bill Kapelanski



**NOTICE OF PUBLIC HEARING – DECEMBER 13, 2021
(SPECIAL USE)**

November 24, 2021

To Whom It May Concern:

Please be advised that the Planning Commission of Genoa Charter Township will conduct a public hearing on **Monday, December 13, 2021 commencing at 6:30 p.m.** As required by state law, you are receiving this notice because you have been identified as an owner or occupant of real property within 300 feet of the subject parcels.

The property in question is located at 7318 Herbst Road on the south side of Herbst Road, east of Hubert Road on parcel #4711-24-100-014. **The applicant is requesting a special land use permit to allow a commercial stable at the Brighton Equestrian Club. The request is petitioned by Nancy Merlo, Brighton Equestrian Club.**

You are invited to attend this hearing. Members of the public will be able to speak during the public hearing portions of the meeting. If, prior to the meeting, members of the public have certain questions or wish to provide input on any business that will be addressed at the meeting then such persons may contact the Planning Commissioners through Kelly VanMarter, Township Community Development Director by email to Kelly@genoa.org, or by mail at 2911 Dorr Road, Brighton, Michigan 48116.

Genoa Charter Township will provide necessary reasonable auxiliary aids and services to individuals with disabilities at the meeting/hearing upon seven (7) days' notice to the Township. Individuals with disabilities requiring auxiliary aids or services should contact the Township in writing or by calling at (810) 227-5225.

Sincerely,

Kelly VanMarter,
Assistant Township Manager / Community Development Director

SUPERVISOR

Bill Rogers

CLERK

Paulette A. Skolarus

TREASURER

Robin L. Hunt

TRUSTEES

Jean W. Ledford

H. James Mortensen

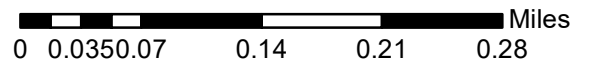
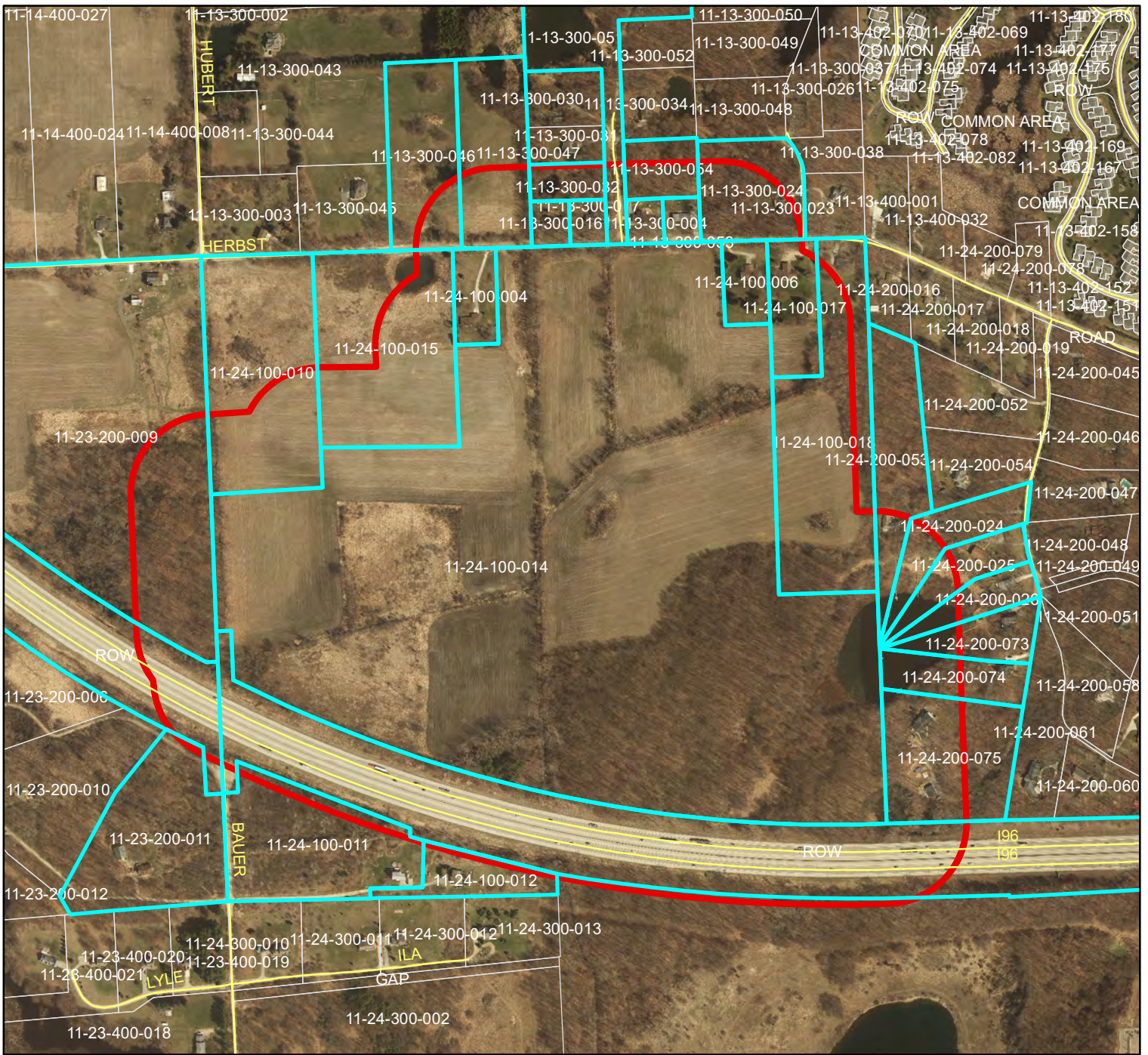
Terry Croft

Diana Lowe

MANAGER

Michael C. Archinal

300 Foot Buffer for Noticing



Special Use Application: BEC

Address: 7318 Herbst Road

Parcel: 4711-24-100-014

Meeting Date: December 13, 2021



November 22, 2021

December 8, 2021

Planning Commission
Genoa Township
2911 Dorr Road
Brighton, Michigan 48116

Attention:	Kelly Van Marter, AICP Planning Director and Assistant Township Manager
Subject:	Brighton Equestrian Club – Special Land Use and Site Plan Review #2
Location:	7318 Herbst Road – south side of Herbst, east of Huber Road
Zoning:	AG Agricultural District

Dear Commissioners:

At the Township’s request, we have reviewed the revised submittal from Brighton Equestrian Club, including the original special land use application (dated 5/29/18) and the revised site plan (dated 11/5/21).

A. Summary

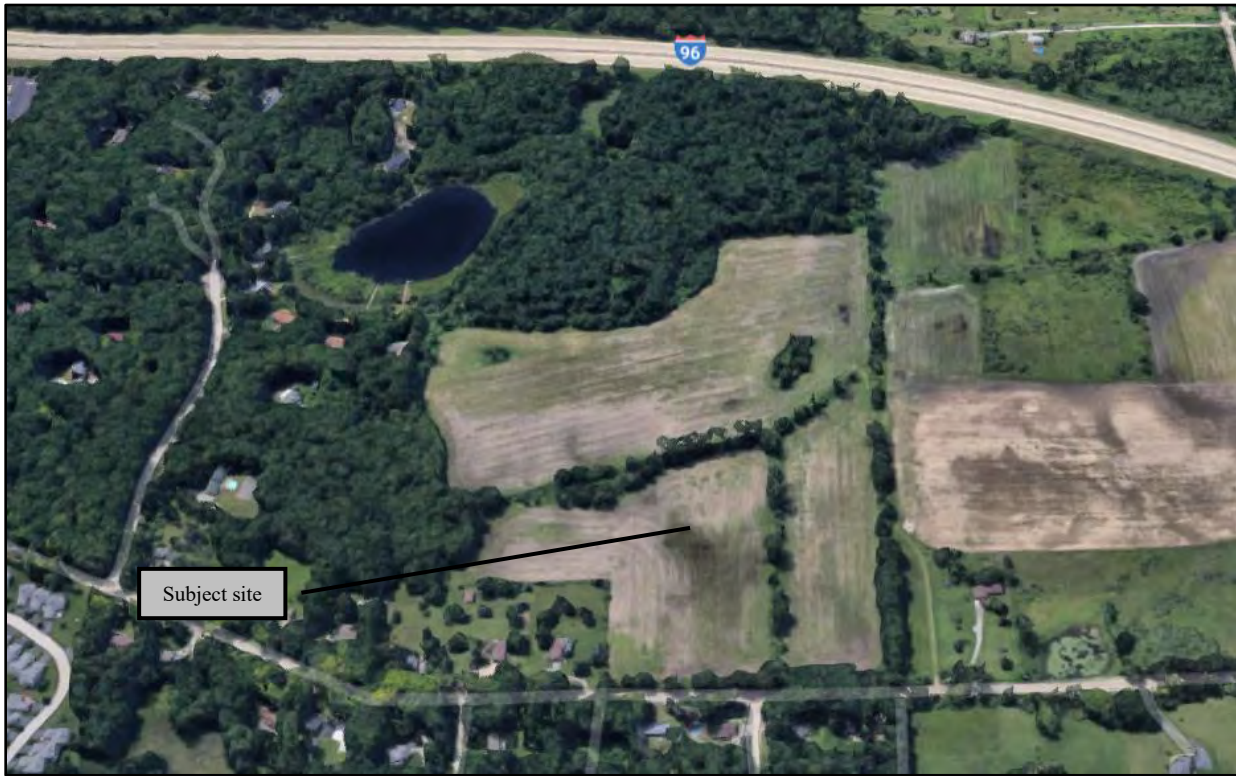
1. The special land use standards of Section 19.03 are generally met, though the current zoning (AG) and future land use (LDR) do not align. Furthermore, we request the applicant confirm that any events conducted will be related to the commercial stable operation. This should be included in a revised Impact Assessment.
2. Any comments provided by the Township Engineer and/or Brighton Area Fire Authority must be addressed as part of the special land use and site plan review.
3. The revised submittal demonstrates compliance with the use conditions of Section 3.03.02(h).
4. The existing parking spaces, drive aisles, and driveway are surfaced with gravel, though hard surfacing is required by Ordinance. If gravel is allowed to remain in place, the applicant must apply dust control measures (as noted in the revised submittal).

B. Proposal/Process

The applicant proposes a commercial stable, which requires special land use approval in accordance with Table 3.03 of the Township Zoning Ordinance. The use conditions of Section 3.03.02(h) also apply to the request.

Procedurally, the Planning Commission is to review the special land use, site plan, and Environmental Impact Assessment, and put forth a recommendation on each to the Township Board following a public hearing.

The request was presented and discussed at the September Planning Commission meeting, though action was postponed due to the need for additional information.



Aerial view of site and surroundings (looking south)

C. Special Land Use Review

Section 19.03 of the Zoning Ordinance identifies the review criteria for Special Land Use applications as follows:

- 1. Master Plan.** The Township Master Plan identifies the subject site as Low Density Residential, which is intended for single-family residential uses on lots with at least 1-acre of area.

In this instance, the current zoning (AG) and Master Plan (LDR) designations do not align. The proposed use of a commercial stable would not be permitted in LDR zoning, though they may be appropriate in areas zoned AG or CE.

As such, the proposed use would not be deemed compatible with the Future Land Use Map; however, this is due more to an inconsistency between the Zoning Ordinance and Master Plan than the use itself.

Additionally, the Plan includes a goal to “accommodate a variety of land uses that are located in a logical pattern and complement community goals, the surrounding land uses, environment, capacity of roads and the sanitary sewer, and public water system capabilities.” The proposal appears compatible with this goal.

The case can be made that the proposal is consistent with this overarching goal of the Master Plan. So, while not entirely consistent with the Master Plan, there are elements that can be viewed as compatible.

- 2. Compatibility.** The subject area is sparsely developed with a mix of agricultural and single-family residential uses.

Given the overall size of the subject site and the fact that the proposed use is generally confined to a central portion of the property with large setbacks, we are generally of the opinion that the proposed use will be compatible with the surrounding area.

The revised submittal identifies two types of events that will be held in relation to the commercial stable: club training and meetings (4-20 people), and fundraisers (80-99 people; 2 times per year).

Our only concern with the detail on events is that the Impact Assessment states that they include, but are not limited to those noted above.

Based on discussion at the September Planning Commission meeting, any events proposed must be related to the commercial stable itself. Accordingly, we request the applicant confirm that this will be the case. The Assessment should also be revised accordingly.

- 3. Public Facilities and Services.** The subject area is within the Secondary Growth Boundary and, as such, we do not believe the site currently has access to public water or sanitary sewer. Given the nature of the use, we do not believe public utilities are necessary.

With that being said, we defer to the Township Engineer and Brighton Area Fire Authority for any comments they have under this criterion.

- 4. Impacts.** The use conditions of Section 3.03.02(h) are intended to limit impacts of the proposal upon the site and surrounding properties. Provided these conditions are met, surrounding properties are not expected to be adversely impacted by the proposal.
- 5. Mitigation.** If further concerns arise as part of the review process, the Township may require additional efforts to mitigate potential adverse impacts.

D. Use Conditions

Commercial stables are subject to the use conditions of Section 3.03.02(h), as follows:

- 1. The number of permitted animals shall not exceed the limits in (g)(2) above.**

The Impact Assessment states that the site contains approximately 95 acres of land. As such, the Ordinance limit on the number of horses or other equine is 95. The revised submittal notes that 34 horses are kept on site.

This standard is met.

- 2. All buildings wherein animals are kept shall not be less than one hundred (100) feet from any occupied dwelling or to any adjacent building used by the public.**

The revised submittal notes that the nearest building is approximately 900 feet from the existing building where animals are kept.

As such, this standard is met.

- 3. When animals are fed hay and oats or other feed outside of a building, the feeding area shall be located not less than one hundred (100) feet from any occupied dwelling or any adjacent building used by the public. Corrals where animals graze only shall not be considered feeding areas.**

Similar to the comments above, this standard is met.

- 4. Stables shall be enclosed by a suitable fence, and shall be maintained so that odor, dust, noise or water drainage impact to adjoining premises shall be minimized in accordance with accepted agricultural management practices.**

The revised submittal notes that “all stables and riding areas are well kept and cleaned regularly.” Additionally, deodorizing and fly sprays are used in the stables.

Photographs included on Sheet 3 identify the existing wood fencing.

Based on the revised submittal, this standard is met

E. Site Plan Review

- 1. Dimensional Requirements.** The stable/arena building is located well outside of required AG setbacks.

The revised submittal also demonstrates compliance with the maximum building height (35’ allowed; 27’ provided to the peak).

- 2. Building Materials and Design.** The building design and material requirements of Section 12.01 do not apply to this project.

- 3. Parking.** Article 14 of the Township Zoning Ordinance does not provide a specific parking calculation for a commercial stable.

The revised submittal notes a maximum occupancy of 150 people, while the site plan depicts 51 parking spaces. The resulting ratio of 1 space for each 3 people of maximum occupancy is consistent with the requirement for a church or similar place of worship, which seems to be an apt comparison.

The parking spaces, drive aisles, and driveway are surfaced with gravel, though hard surfacing is required by Section 14.06.01.

This section allows the Commission to allow the use of low impact alternatives (permeable/grass pavers are noted) upon recommendation of the Township Engineer.

Pending input from the Township Engineer, the Commission could allow the gravel to remain as an existing condition.

The revised submittal materials note that dust control measures will be applied twice per year.

- 4. Vehicular Circulation.** The revised plan depicts compliant driveway and drive aisle widths sufficient for two-way travel.
- 5. Waste Receptacle and Enclosure.** The revised submittal states that “waste collection from the existing building is via curb carts that are pulled to the site entrance on trash day.”
- 6. Landscaping.** The site contains relatively large natural areas with mature trees that will not be altered. No additional landscaping is proposed as part of this project.
- 7. Exterior Lighting.** Site lighting is limited to existing wall mounted fixtures on the building, which are depicted in the photographs on Sheet 3. The submittal also notes that no new lighting is proposed.

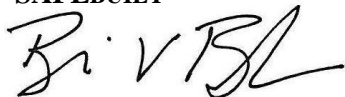
8. Additional Considerations. The revised submittal notes that the equipment previously stored on site has been removed, and depicts the structures not previously shown.

9. Impact Assessment. The submittal includes a revised Impact Assessment dated November 5, 2021.

In general, the revised Assessment states that the project is not expected to have an adverse impact upon natural features, stormwater, surrounding land, public services/utilities, or traffic and pedestrians.

Should you have any questions concerning this matter, please do not hesitate to contact our office.

Respectfully,
SAFE BUILT

A handwritten signature in black ink, appearing to read "B. V. Borden". The signature is stylized and written in a cursive-like font.

Brian V. Borden, AICP
Michigan Planning Manager

December 8, 2021

Mrs. Kelly Van Marter
Genoa Township
2911 Dorr Road
Brighton, MI 48116

**Re: Brighton Equestrian Club
Site Plan Review No. 3**

Dear Mrs. Van Marter:

Tetra Tech conducted a third review of the Brighton Equestrian Club site plan and application resubmitted on November 15, 2021. The plans were completed by Greentech Engineering on behalf Brighton Equestrian Club. The development includes 97 acres at 7318 Herbst Road with an existing 7,040 square foot stable and arena building and an additional smaller building to the east of the larger barn. The petitioner is requesting to use their existing building as a commercial barn with events. We offer the following comments:

After reviewing the site and impact assessment we offer the following:

GENERAL NOTES

1. The proposed use should be reviewed and approved by the Fire Authority to ensure there is adequate fire protection and site access for hosting 150 people in the existing building. Written approval from the Fire Authority should be provided to the Township.
2. The use must be approved by the building department. Written approval from the Livingston County Building Department should be provided to the Township.

TRAFFIC AND PAVEMENT

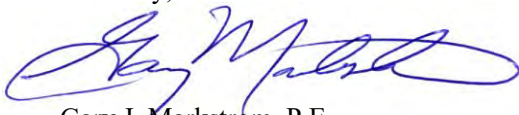
1. Genoa Township Standards require that parking lots be paved with curb and gutter. Storm drainage facilities will also need to be incorporated into the parking lot improvements. The Petitioner does note proposed curb and gutter behind some of the proposed parking, but it does not appear that paving is proposed. The Planning Commission may choose to consider an aggregate parking lot as a Low Impact Development Alternative to the zoning requirements.

SANITARY AND WATER SERVICES

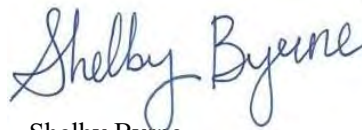
1. Increasing the number of guests in the facility will increase the loading on the existing septic system. Approval by the Livingston County Health Department has been provided to the Township via email.

We recommend the petitioner address the above comments prior to approval. Please call or email if you have any questions.

Sincerely,



Gary J. Markstrom, P.E.
Vice President



Shelby Byrne
Project Engineer



BRIGHTON AREA FIRE AUTHORITY

615 W. Grand River Ave.
Brighton, MI 48116
o: 810-229-6640 f: 810-229-1619

November 30, 2021

Kelly VanMarter
Genoa Township
2911 Dorr Road
Brighton, MI 48116

RE: Brighton Equestrian Club - Special Use
7318 Herbst Road
Genoa Twp., MI

Dear Kelly:

The Brighton Area Fire Department has reviewed the above-mentioned site plan. The plans were received for review on November 17, 2021 and the drawings are dated July 16, 2021 with latest revisions dated November 5, 2021. The project is based on an existing 42,106 square foot, separated mixed-use A-4/B of Type-VB construction. The owner/applicant is seeking a revision of their existing use permit from private use to allow for larger public events to be held at the facility. The plan review is based on the requirements of the International Fire Code (IFC) 2021 edition.

1. Under the previous reviews for occupancy the occupant load of the facility for assembly gatherings is limited to the main clubhouse portion of the structure and shall not take place in the arena. **(The applicant has noted and agrees that events will be limited to the clubhouse area ONLY.)**
2. The occupant load is limited to 99 people in the clubhouse if food and drinks are provided as this would constitute a change of use from a B to an A-2 and occupant loads 100 or greater would require automatic sprinklers. **(This has been noted on Sheet 3, however, the fire authority would like a notarized affidavit from the applicant placed on file acknowledging the occupant load limitation.)**
3. The pond is shown to be provided with a dry hydrant as originally requested for the project. The pond shall be provided with a means to maintain its water level if provided as the fire suppression water source. Suction pipe shall be no closer than 2-feet from the bottom and maintained with a minimum of 4-feet of water cover. Provide revised pond volume calculations that account for the minimum cover and depth of suction. **(The detail of the dry hydrant has been revised for compliance with the installation requirements. The revised volume has been provided and is in compliance with the required capacity. Additional details must be provided detailing the means of volume maintenance.)**
4. The suction pipe shall be a 6-inch diameter PVC pipe and provided with a 6-inch National Hose (NH) female-thread connection and provided with a threaded male cap. **(It is noted that the connections will be provided as required.)**
5. The fire flow calculation factor is inaccurate at 1,500 gallons per minute for 2-hours. The fire flow rate should be 3,500 gallons per minute for 3-hours. **(Re-calculation of the structure as two separate structures by area and materials, due to the presence of the fire wall. The capacity of the pond meets the flow rate and duration as required.)**



November 30, 2021

Page 2

Brighton Equestrian Club Special Use

7318 Herbst Road

Site Plan Review

6. Two-way emergency vehicle access roads shall be a minimum clear width of 26-feet wide. With a width of 26-feet, one side (building side) of the drive shall be marked as a fire lane. With proposed parking revising, the North drive is reduced in clear width to 24-feet and shall be revised to 26-feet. With parking along the building, the non-building side of the drive shall be maintained as a fire lane. **(Access drive widths around the pond and the north side of the barn have been revised to meet the required widths.)**

IFC D 103.6

IFC D 103.1

IFC D 102.1

IFC D 103.3

Additional comments will be given during the building plan review process (specific to the building plans and occupancy). The applicant is reminded that the fire authority must review the fire protection systems submittals (sprinkler & alarm) prior to permit issuance by the Building Department and that the authority will also review the building plans for life safety requirements in conjunction with the Building Department.

If you have any questions about the comments on this plan review please contact me at 810-229-6640.

Cordially,

A handwritten signature in black ink, appearing to read "R. Boisvert".

Rick Boisvert, FM, CFPS
Fire Marshal

cc: Amy Ruthig amy@genoa.org

From: [Matt Bolang](#)
To: [Amy Ruthig](#)
Cc: [Aaron Aumock](#)
Subject: RE: Brighton Equestrian Club Special Use Submittal
Date: Tuesday, August 10, 2021 4:35:58 PM
Attachments: [image002.png](#)
[image003.png](#)
[image006.png](#)
[image005.png](#)

Hi Amy,

No issues on our end. New well and septic system installed in 2018. Should be adequate for normal use and small to medium sized gatherings. The owner should consider the use of portable toilets if larger events are planned. Routine sampling of the well for bacteria, nitrates and arsenic would be recommended going forward, but not a requirement.

-Matt

Matt Bolang, MSA, REHS
Deputy Health Officer
Director of Environmental Health
Livingston County Health Department
2300 East Grand River
Howell, MI 48843

517-552-6870 | www.lchd.org



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From: Amy Ruthig <amy@genoa.org>
Sent: Tuesday, August 10, 2021 3:52 PM
To: Matt Bolang <MBolang@livgov.com>
Subject: [EXT] Brighton Equestrian Club Special Use Submittal

"The e-mail below is from an external source. Please do not open attachments or click links from an unknown or suspicious origin."

Good Afternoon,

I have attached the following for your review in regards to the Brighton Equestrian



7318 HERBST RD., BRIGHTON, MI 48114 ~ (810)772-7612 ~ WWW.CLUBBEC.COM

AFFIDAVIT

December 13, 2021

Raymond J. Merlo
Nancy A. Merlo
8505 Terra Bella Rd.
Northville, MI 48168

Re: Brighton Equestrian Club Special Land Use Permit Application
7318 Herbst Rd.
Brighton, MI 48114

Upon the approval of Special Land Use Permit, owners Raymond and Nancy Merlo agree to carry out the following to the best of their ability:

- 1.) Events to be held in the clubhouse/outdoor pavilion only.
- 2.) Occupant load not to exceed 99 people.
- 3.) Events will be related to the stable itself.

Nancy A. Merlo
Owner

12/13/21

Date

Notary

12/13/2021

Date

TINA A. MAHN
NOTARY PUBLIC, STATE OF MI
COUNTY OF OAKLAND
MY COMMISSION EXPIRES Dec 31, 2024
ACTING IN COUNTY OF *oakland*



Impact Assessment for

BRIGHTON EQUESTRIAN CLUB

7318 Herbst Road

Brighton, MI 48116

Prepared by:



Date:

April 2019

Revised January 21, 2022

Brighton Equestrian Club
Impact Assessment Statement

Preparer (18.07.01)

This Impact Assessment was prepared by :

Nancy Merlo, Brighton Equestrian Club, 7318 Herbst Road, Genoa Township, with the help of GreenTech Engineering.

Location (18.07.02)

The site is located along the southerly side of Herbst Road between Grand River Avenue and Dorr Road. The parcel identification number is 11-24-100-014. The site is approximately 95 Acres in size. The existing Brighton Equestrian Club is located on the property including the main building that includes a Clubhouse and indoor arena, stalls, along with a second accessory barn and a pavilion with several outdoor corrals. The remaining portion of the property is predominately farm area with a woodlot located near the southeast corner of the property. An aerial drawing is attached on Exhibit A. ~~The Brighton Equestrian Club has been operated as a commercial riding stable since it's inception and will continue to be utilized as it is today.~~

This sentence was added after the Planning Commission meeting. It was not reviewed or requested by the Planning Commission so I suggest that it be deleted.

Impact on natural features (18.07.03)

Natural features on the site range from a woodlot near the southeasterly corner of the site approximately 13 Acres in size, to rolling terrain throughout the northern and central portion of the site. The southwesterly portion of the site is lower and relatively flat. The wooded area in the southeasterly portion of the site is rather steep falling to the east to the existing lake. There is also a creek that runs through the central portion of the site as indicated on the site plan.

The soils on the site are generally sandy to sandy loams with the exception of the southwesterly portion of the site which lower and comprised of more seasonably mucky soils. The aerial map of the site indicates darker areas where the more wet soils are located.

The southeasterly portion of the site includes a woodlot of approximately 13 acres of wooded area consisting of predominately, oaks, maple and hickory. There are also a few tree rows throughout the site along the field borders. The remainder of the non-developed site is currently farm fields.

The vast majority of the site is either farm land or wood lot. The existing building along with the associated gravel parking lot and accessory buildings take up approximately 3.5 acres (3.5%) of the 95 Acre site.

Since there are no new improvements proposed with this application, we do not anticipate any changes to the existing site natural features as part of this application.

Impact on stormwater management (18.07.04)

Currently the rainfall runoff that leaves the site does so by flowing toward the existing ditch that traverses the central portion of the site. The southeasterly portion of the subject property drains in an easterly direction to the existing lake. The area immediately surrounding the existing clubhouse and arena building drain toward the existing pond located adjacent to the existing driveway along the westerly side of the existing building. No new stormwater management facilities are proposed as there are no proposed activities taking place.

The site is currently stabilized, therefore no new erosion control measures are proposed.

Impact on surrounding land uses (18.07.05)

Conformance with the master plan: The surrounding land uses consist of larger acreage farmland and acreage homesites to the west, and Interstate highway I-96 to the south. The townships future land use map designates the subject parcel and all surrounding parcels as minimum one acre lots. The minimum setback requirements for the LDR (1 Acre minimum lot) are 50 feet front yard, 30 feet side yard and 60 feet rear yard. The main building is over 630 feet to the neighboring residence to the east.

Hours of Operation: The horse boarding portion of the site is a continuous operation, but the clubhouse portion of the site generally operates between 8 am and 8 pm with the occasional event ending around 10 pm. **9pm or as otherwise indicated below in "Type of Events".**

Phasing: There are no proposed changes to the site as it currently exists, therefore there no phasing is anticipated. **and are directly related to the commercial stable/equestrian use.**

Types of Events: The types of events held in the clubhouse currently include the following:

- BCC club training and meeting events: Typically, 4-20 people, events are typically 2 hours in duration anytime between 9 am and 9 pm.
- Louie R Merlo Foundation fundraising events: Typically, 80 – 99 people, held no more than twice per year between 5 and 11 PM.
- No more than six equestrian related events shall be held annually with a maximum of 50 guests ending at 11 PM.

It should be noted that the above described use and event list has been taking place for the last couple years.

Light & Noise Pollution: The subject is currently lit with building mounted lights that are down lit. With the main building being over 630 feet away, none of the ambient light from the existing building reaches the neighboring residences. The operations of the subject property include the use of mowers, tractors, equipment and vehicles as part of the normal operations for a horse farm operation. Any activities associated with the clubhouse portion of the building are held indoors, therefore there is very little ambient noise at the neighboring properties as a result of the current use.

Air Pollution: Manure from the horse barn is loaded onto a trailer inside the barn and spread evenly across certain portions of the property as explained below. The manure is then tilled into the ground regularly in areas where there is no crop growth, and spread and tilled during times of no crop growth (fall – spring). Manure is not stored in piles on the property. Upon the initial

opening of the BCC, the applicant did receive requests from one neighbor to maintain a little more distance from the neighboring properties to the manure spreading areas. Since that time, the farm spreads the manure in the area immediately northwest of the barn area (approximately 450 feet from the nearest neighboring property) and in the open field area in the western portion of the property which is approximately 700 feet from the nearest neighboring property. No manure shall be spread any closer than 100 feet from any neighboring property line.

Dust: The applicant currently applies dust control to the driveway areas twice per year. The applicant is also willing to apply additional dust control on an as needed basis in the event of higher dust levels from extended dry periods.

In summary, the clubhouse and horse boarding/arena operations have been in operation for several years as described herein, and with no proposed change in use and/or activities, it is not anticipated that the impact on the surrounding uses will be noticed going forward.

Impact on public facilities and services (18.07.06)

This facility and its use, is not expected to have any impact on schools, police or fire. We expect on average 5-10 employees and 10-20 guests per day. We will occasionally have larger events where up to 90 guests can be expected. Parking for such events will be entirely contained on site. Furthermore, coming and going of guests will be spread out throughout the day causing unnoticeable impact on the surrounding roads.

Impact on public utilities (18.07.07)

Since the building is currently serviced by a private well and septic system, there is no impact to the townships water and/or waste water systems. The current site has received well and septic permits from the Livingston County Health Department and a Certificate of Occupancy from the Livingston County

There is currently a pond on the subject property that handles the storm runoff from the existing building and parking area. The pond was part of the original site plan approval for the project.

Storage and handling of hazardous materials (18.07.08)

No hazardous materials will be stored or handled. There are no known underground tanks on the subject property.

Traffic Impact Study (18.07.09)

Based on review of the institute of Transportation Engineers Trip Generation Manual and related studies and reports, a detailed traffic impact study is not warranted. Typical days, as noted above, will generate

fewer than 30 visitors throughout the course of the day, falling far below the 100 directional trips during the peak hour of traffic. Furthermore, on days where events of up to 150 guests are held, the peak hour of traffic would be fewer than 50 vehicle trips, as the events will be spread out throughout the day.

Historic and Cultural Resources (18.07.10)

This proposal does not involve the alteration or demolition of any structures that are 50 years old, or older.

Special Provision (18.07.11)

There are no deed restrictions, protective covenants, master deed or association bylaws encumbering the subject property.

List of Sources (18.07.12)

The sources utilized in preparing report include personal knowledge of the subject property by the applicant/owner, aerial photography and partial topographic survey as prepared by GreenTech Engineering, and the Genoa Township ordinance.

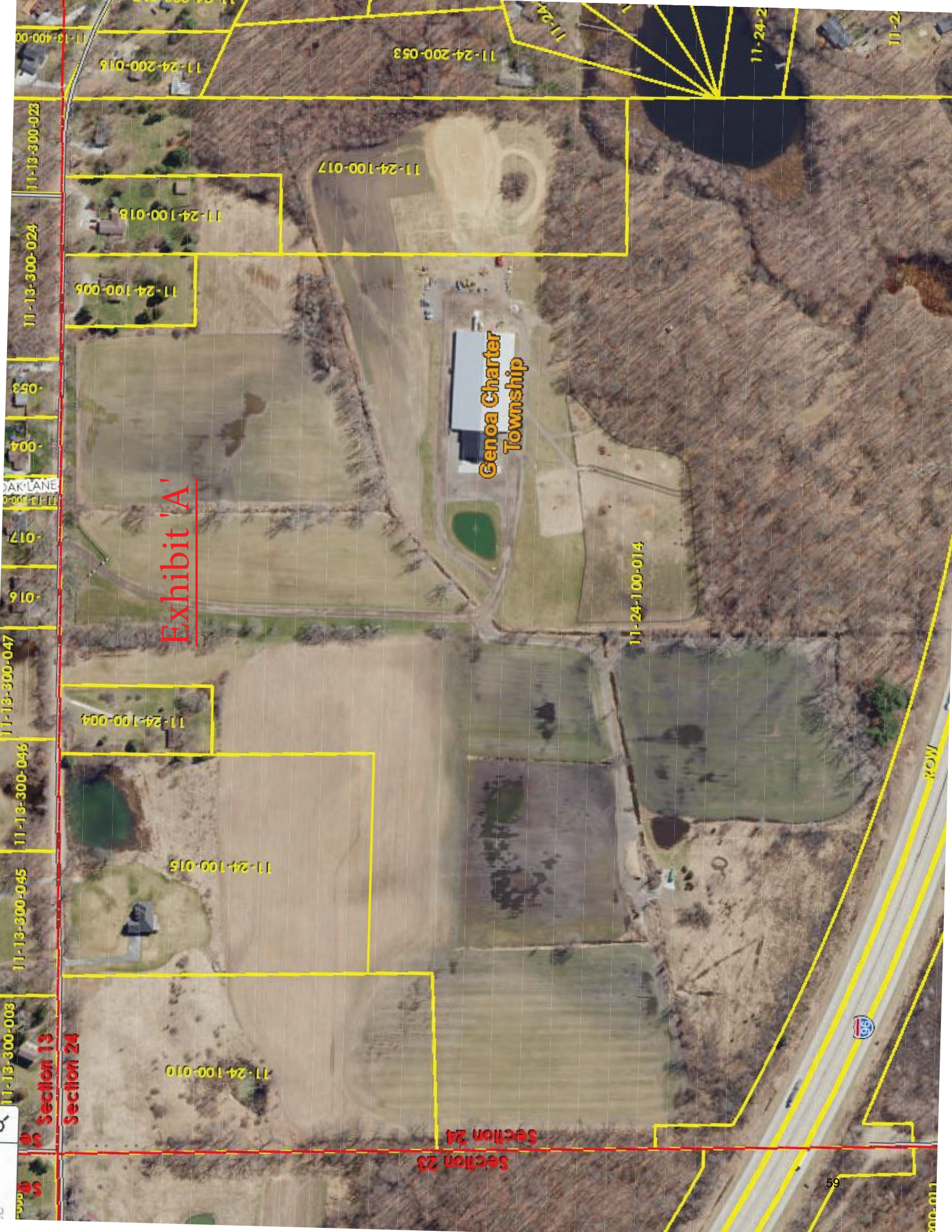


Exhibit 'A'

Genoa Charter
Township

DARK LANE

ROW

96

Section 23
Section 24

Section 13
Section 24

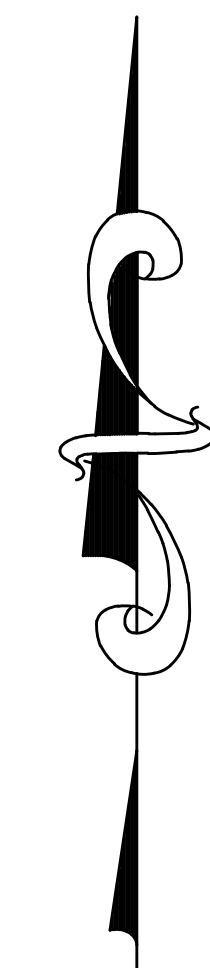
CONSTRUCTION PLANS

for

BRIGHTON EQUESTRIAN CLUB

7318 HERBST ROAD

GENOA TOWNSHIP, LIVINGSTON COUNTY, MICHIGAN



SHEET INDEX:

- 1 COVER SHEET
- 2 EXISTING CONDITIONS PLAN
- 3 SITE PLAN

ZONING DATA:

CURRENT ZONING: AG-AGRICULTURAL
 FUTURE LAND USE: LOW DENSITY RESIDENTIAL

SPECIAL LAND USE NARRATIVE:

THIS IS A REQUEST FOR SPECIAL LAND USE OF THE BRIGHTON EQUESTRIAN CLUB WITH CURRENT AG ZONING. THE APPLICANT SEEKS APPROVAL FOR FUTURE LAND USE ZONED AS LDR IN ORDER TO HOST EVENTS THAT CATER TO LARGE AUDIENCES. THE DESIGN OF THE SEPTIC TANK AND DRAIN FIELD CAN ACCOMMODATE A MAXIMUM OCCUPANCY OF 150 PEOPLE. THERE IS ADEQUATE PARKING ON SITE FOR EVENTS AT MAXIMUM CAPACITY.

THE HORSES ON SITE ARE KEPT IN A SEPARATE ADJOINING BUILDING IN FULLY ENCLOSED STABLES WITH 12 FOOT HIGH WALLS AND A CENTRAL SPRAY SYSTEM FOR FLY CONTROL AND ODOR CONTROL MEASURES ELIMINATING ODOR, DUST, NOISE, AND WATER DRAINAGE IMPACTS TO THE ADJACENT BUILDING. THERE ARE NO OCCUPIED DWELLINGS WITHIN 100 FEET OF THE STABLES OR OUTDOOR CORRALS.

THE PRIMARY USE OF THIS SITE REMAINS AS A FACILITY FOR BOARDING AND RIDING HORSES. TYPICAL DAILY OPERATIONS INVOLVE RIDING HORSES THROUGHOUT THE FACILITY, INCLUDING THE ACCESS DRIVE AND PARKING LOT. THE APPLICANT IS REQUESTING A WAIVER FROM ZONING ORDINANCE 14.06.01 REQUIRING PARKING LOTS AND DRIVEWAYS TO BE PAVED ALLOWING THE EXISTING GRAVEL TO REMAIN FOR THE SAFETY OF THE ANIMALS THAT WILL BE WALKING ON IT. A CHLORIDE SPRAY IS APPLIED TWICE A YEAR TO THE GRAVEL DRIVE AS A DUST CONTROL MEASURE TO PREVENT OFFSITE IMPACTS OF DUST DUE TO INCREASED TRAFFIC FROM LARGE EVENTS.

NOTE:

THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY AS DISCLOSED BY AVAILABLE UTILITY COMPANY RECORDS AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE COMPANY. NO GUARANTEE IS EITHER EXPRESSED OR IMPLIED AS TO THE COMPLETENESS OR ACCURACY THEREOF. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK, AND AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES. THE CONTRACTOR SHALL NOTIFY THE DESIGN ENGINEER IMMEDIATELY IF A CONFLICT IS APPARENT.

RESIDENTIAL
 Subdivisions
 Single-Family
 Multi-Family
 COMMERCIAL
 Site Planning
 Site Preparation
 Industrial
 Institutional
 Land Surveying
 SURVEYING
 Boundary Surveys
 Topographic Surveys
 Precipitation Surveys
 Construction Staking

GREENTECH
 ENGINEERING, INC.
 CIVIL ENGINEERS & LAND SURVEYORS

51147 Pontiac Trail, Wixom, MI 48393
 Phone: (248) 668-0700 Fax: (248) 668-0701

CLIENT: BRIGHTON EQUESTRIAN CLUB

COVER SHEET

SECTION: 24
 TOWNSHIP 2 N
 GENOA TOWNSHIP
 LIVINGSTON COUNTY
 MICHIGAN

RANGE: 5 E.

REVISED
2021-11-5 PER REVIEW

SEAL

STATE OF MICHIGAN
 DANIEL LECLAIR
 ENGINEER
 No. 10473
 PROFESSIONAL REGISTERED

DATE: 7-16-2021

DRAWN BY: RMS

CHECKED BY: DJL

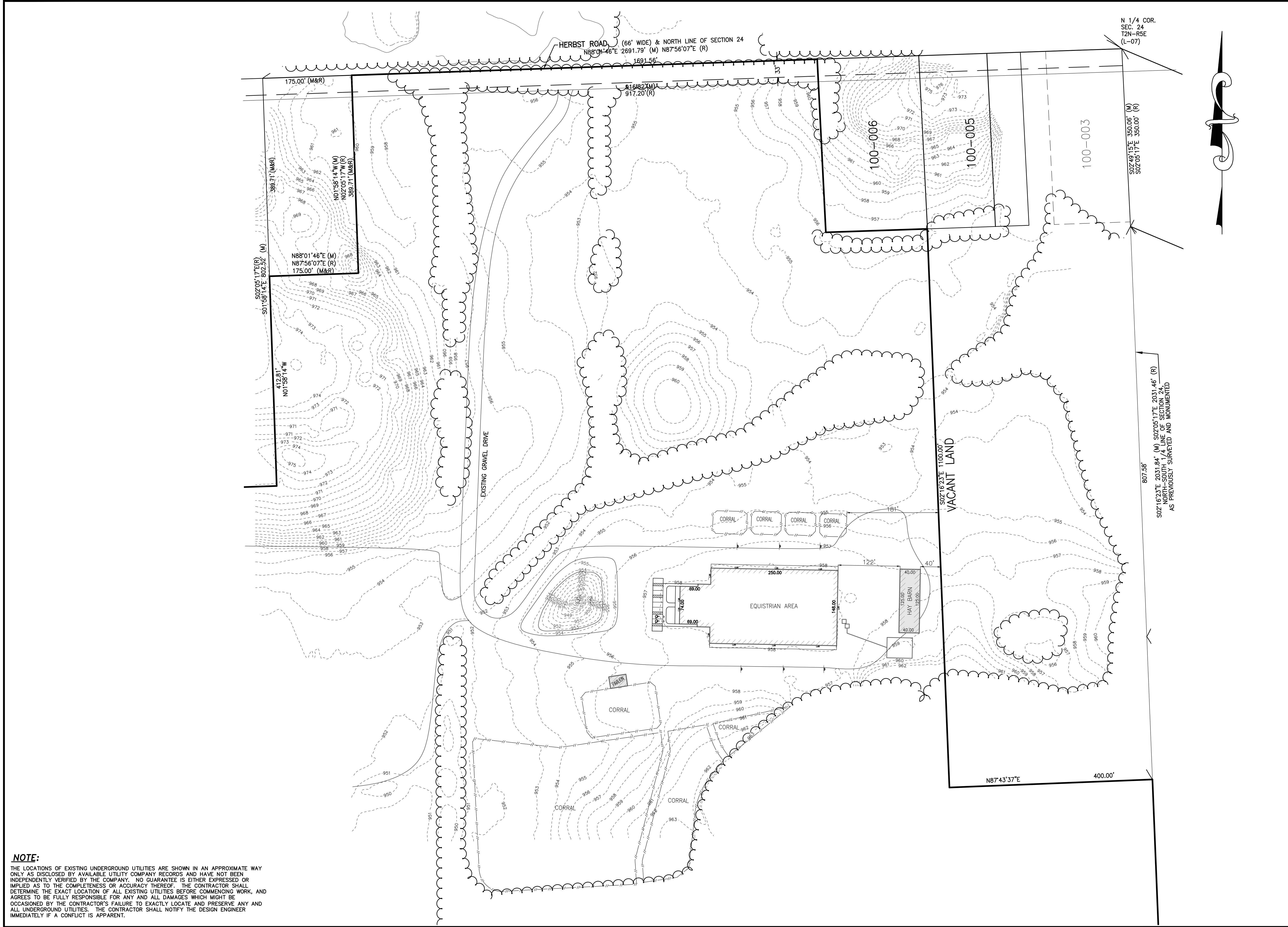
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CHF: MM

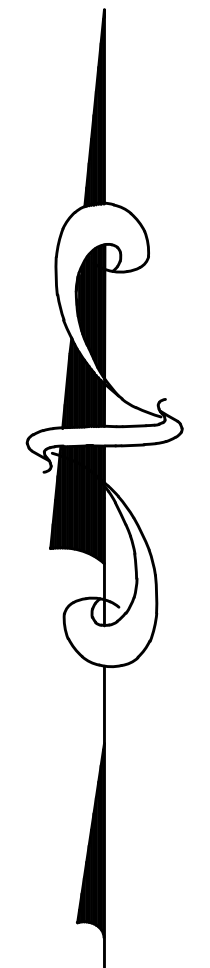
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 VER 1" = -- FT.

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16-265



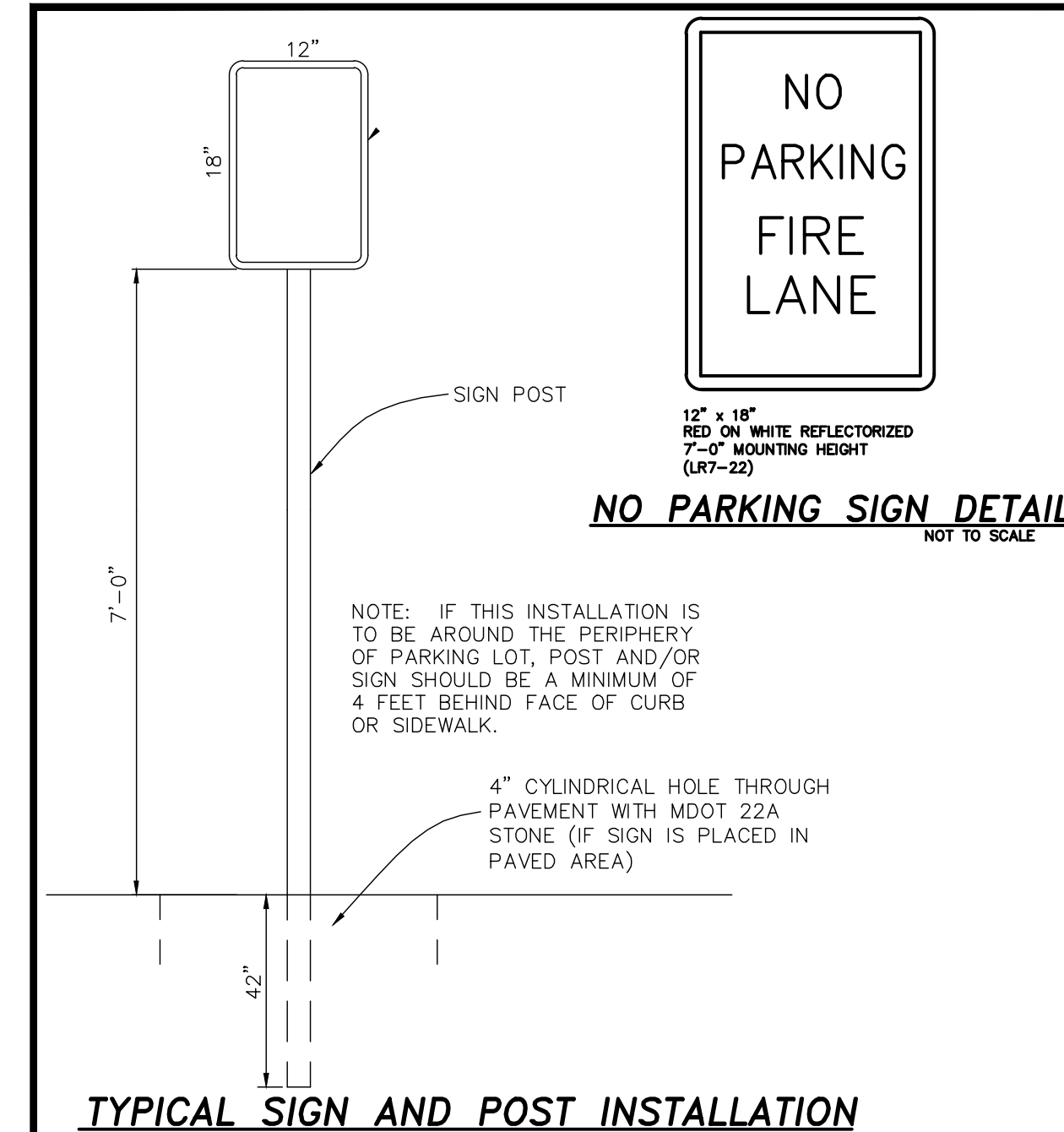
N 1/4 COR.
SEC. 24
T2N-R5E
(L-07)



807.56'
S02°16'23"E 2031.84' (M) S02°05'17"E 2031.46' (R)
NORTH-SOUTH 1/4 LINE OF SECTION 24,
AS PREVIOUSLY SURVEYED AND MONUMENTED

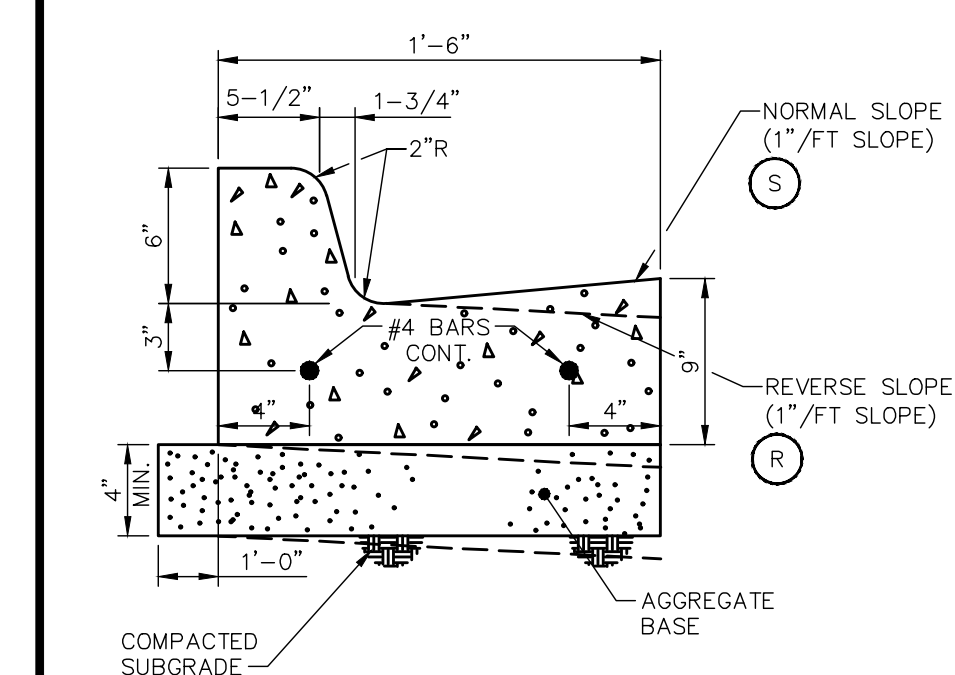
NOTE:
THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY AS DISCLOSED BY AVAILABLE UTILITY COMPANY RECORDS AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE COMPANY. NO GUARANTEE IS EITHER EXPRESSED OR IMPLIED AS TO THE COMPLETENESS OR ACCURACY THEREOF. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK, AND AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES. THE CONTRACTOR SHALL NOTIFY THE DESIGN ENGINEER IMMEDIATELY IF A CONFLICT IS APPARENT.

<p>RESIDENTIAL Subdivisions Multi-Family Single-Family</p> <p>COMMERCIAL Site Planning Industrial Land Surveying</p> <p>SURVEYING Boundary Surveys Topographic Surveys Project Surveys Construction Staking</p>	<p>GREENTECH ENGINEERING, INC. CIVIL ENGINEERS & LAND SURVEYORS 51147 Pontiac Trail, Wixom, MI 48393 Phone: (248) 668-0700 Fax: (248) 668-0701</p>
<p>Know what's below Call before you dig.</p>	
<p>EXISTING CONDITIONS PLAN</p>	
<p>CLIENT: BRIGHTON EQUESTRIAN CLUB</p>	<p>RANGE: 5 E.</p>
<p>SECTION: 24 73118 HERBST ROAD TOWNSHIP 2 N GENEO TOWNSHIP LIVINGSTON COUNTY MICHIGAN</p>	
<p>REVISED 2021-11-5 PER REVIEW</p>	
<p>DATE: 7-16-2021</p>	
<p>DRAWN BY: RMS</p>	
<p>CHECKED BY: DJL</p>	
<p>FBK: -</p> <p>CHF: MM</p> <p>SCALE: HOR 1"=80 FT. VER 1"= FT.</p>	<p>2</p> <p>16-265</p>



SIGNING & STRIPING NOTES:

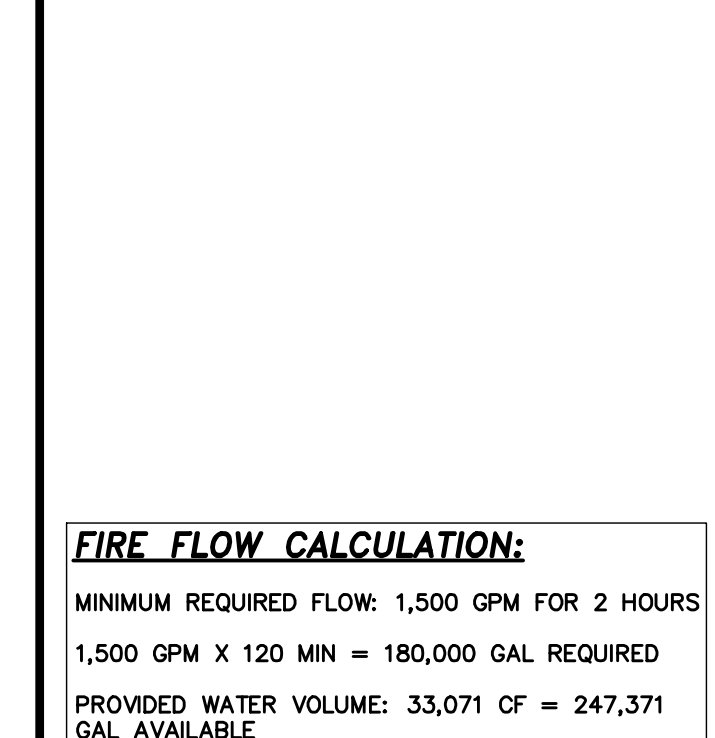
1. ALL SIGNS SHALL COMPLY WITH THE LATEST STANDARDS OF THE MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES (MMUTCD).
2. SINGLE SIGNS WITH NOMINAL DIMENSIONS OF 12"x18" OR SMALLER SHALL BE MOUNTED ON A GALVANIZED 2 LB. U-CHANNEL POST. MULTIPLE SIGNS AND/OR SIGNS WITH NOMINAL DIMENSIONS GREATER THAN 12"x18" SHALL BE MOUNTED ON A GALVANIZED 3 LB OR GREATER U-CHANNEL POST AS DIRECTED BY THE WEIGHT OF THE PROPOSED SIGNS.
3. ALL SIGNS SHALL BE INSTALLED WITH A BOTTOM OF SIGN HEIGHT BEING 7' FROM FINAL GRADE.
4. ALL SIGNING SHALL BE PLACED 2' FROM THE FACE OF THE CURB OR EDGE OF THE NEAREST SIDEWALK TO THE NEAR EDGE OF THE SIGN.
5. TRAFFIC CONTROL SIGNS SHALL USE THE FHWA STANDARD ALPHABET SERIES.
6. TRAFFIC CONTROL SIGNS SHALL HAVE HIGH INTENSITY PRISMATIC (HIP) SHEETING TO MEET FHWA RETROREFLECTIVITY REQUIREMENTS.



POND VOLUME

ELEVATION	AREA	AVG. AREA	HEIGHT	VOLUME	CUM. VOLUME
944	1,454	1,811	1.0	1,811	1,811
945	2,167	2,586	1.0	2,586	4,396
946	3,004	3,483	1.0	3,483	7,879
947	3,961	4,497	1.0	4,497	12,376
948	5,033	5,626	1.0	5,626	18,002
949	6,219	6,864	1.0	6,864	24,866
950	7,509	8,205	1.0	8,205	33,071
951	8,901				

NOTE:
POND VOLUME DETERMINED BY BATHOMETRIC SURVEY COMPLETED 10/26/2021 BY GREENTECH ENGINEERING, INC.



MAXIMUM OCCUPANCY:

OVERALL SITE AREA: 97 ACRES

MAIN BUILDING AREA: ARENA/INDOOR STABLE: 37,000 SF
CLUBHOUSE: 4,852 SF
TOTAL BUILDING AREA: 42,100 SF

BUILDING USE GROUP: B

MAXIMUM CLUBHOUSE CAPACITY: 99 PEOPLE

ACCESS ROAD NOTE:

ACCESS ROAD AND PARKING LOT WERE WERE LOAD TESTED WITH A SEMI-TRUCK LOADED WITH GRAVEL TOTALING 97,840 LBS. IT WAS OBSERVED THAT THE DRIVING SURFACE WAS STABLE AND CAPABLE OF SUPPORTING A FIRE TRUCK. REFER TO HASTINGS TESTING ENGINEERS AND ENVIRONMENTAL INC. LETTER DATED FEB. 8, 2020.

DRY HYDRANT NOTE:

DRY HYDRANT ASSEMBLY TO BE INSTALLED PER GENOA TOWNSHIP STANDARDS AND SPECIFICATIONS. A BARREL HYDRANT SHALL BE INSTALLED INSTEAD OF A STEAMER HOSE CONNECTION OR AS DIRECTED BY THE GENOA TOWNSHIP FIRE DEPARTMENT OR ENGINEER.

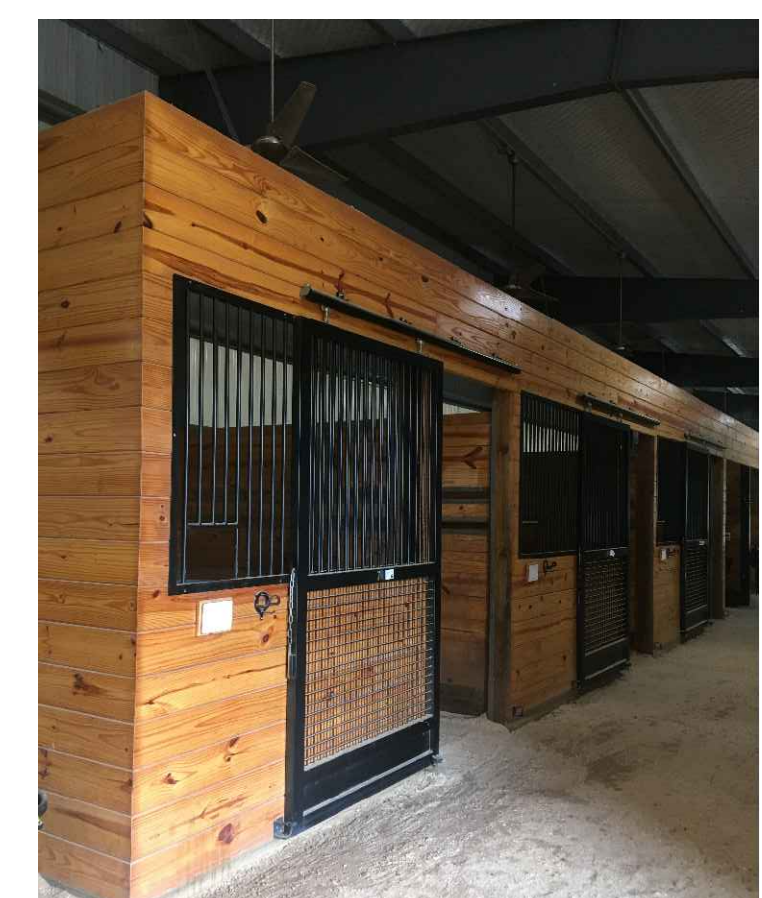
THE SUCTION PIPE SHALL BE NO CLOSER THAN 2 FEET FROM THE BOTTOM AND MAINTAIN A MINIMUM OF 4 FEET OF WATER COVER.

THE SUCTION PIPE SHALL BE A 6 INCH DIAMETER PVC PIPE AND PROVIDED WITH A 6 INCH NATIONAL HOSE (NH) FEMALE-THREAD CONNECTION AND PROVIDED WITH A THREADED MALE CAP.



LIGHTING NOTE:
NO ADDITIONAL LIGHTING IS PROPOSED.

LANDSCAPING NOTE:
NO ADDITIONAL LANDSCAPING IS PROPOSED.



HORSE STABLE:
HORSE STABLES ARE FULLY ENCLOSED WITH 12 FT HIGH WALLS AND SLIDING GATE. PROPOSED MAXIMUM CAPACITY: 99 PEOPLE

SEPTIC SYSTEM CAPACITY:
EXISTING SEPTIC TANK SIZE: 1500 GAL
EXISTING DRAIN-FIELD SIZE: 2000 SF

EXISTING SEPTIC TANK SEAT CAPACITY:
SEWAGE FLOW: 5 GAL/SEAT
1500 GAL / 5 GAL/SEAT = 300 SEATS CAPACITY

EXISTING DRAIN FIELD CAPACITY:
SOIL TYPES IN DRAIN-FIELD: FINE SAND/LOAMY SAND
MAX ACCEPTABLE APPLICATION RATE: 0.50 GAL/SF
2000 SF X 0.5 GAL/SF X 0.75 SAFETY FACTOR = 750 GAL
750 GAL / 5 GAL/SEAT = 150 SEATS

MAXIMUM ALLOWABLE SEPTIC CAPACITY= 150 PEOPLE

PARKING DATA:

PROPOSED PARKING REQUIRED:
ONE (1) SPACE FOR EACH THREE (3) PERSONS
MAXIMUM OCCUPANCY = 99 PEOPLE
1 SPACE X 99 PEOPLE / 3 = 33 SPACES REQUIRED

TOTAL PARKING REQUIRED: 33 SPACES, 2 BARRIER-FREE
TOTAL PARKING PROVIDED: 51 SPACES, 2 BARRIER-FREE

- GENERAL NOTES:**
1. THERE ARE 34 HORSES KEPT ON SITE. 95 HORSES ARE ALLOWED PER ORDINANCE.
 2. THE MAIN BUILDING IS 27 FEET AT THE HIGHEST POINT. MAXIMUM BUILDING HEIGHT ALLOWED IS 35 FEET.
 3. REFUSE IS HAND CARTED TO THE STREET FOR PICKUP USING A MAXIMUM OF 4 CURB CARTS. MANURE IS SPREAD ACCORDING TO M.D.A.R.D.
 4. THERE ARE NO OCCUPIED DWELLINGS ON THIS SITE.
 5. A CHLORIDE SPRAY IS USED ON GRAVEL TWICE A YEAR FOR DUST CONTROL.
 6. DEODORIZING SPRAY SYSTEM AND FLY SPRAY ARE USED IN THE HORSE STABLE AREA AND DISPERSED BY FAN THROUGHOUT THE STABLES.



RESIDENTIAL: Subdivisions, Single-Family, Multi-Family, Condominiums

COMMERCIAL: Site Planning, Industrial, Highways, Land Surveying

SURVEYING: Boundary Surveys, Topographic Surveys, Construction Staking

GREENTECH ENGINEERING, INC.

CIVIL ENGINEERS & LAND SURVEYORS

51147 Pontiac Trail, Wixom, MI 48393
Phone: (248) 668-0700 Fax: (248) 668-0701

811

Know what's below
Call before you dig.

CLIENT: BRIGHTON EQUESTRIAN CLUB

SITE PLAN

7318 HERBST ROAD
TOWNSHIP 2 N
GENOA TOWNSHIP
LIVINGSTON COUNTY
MICHIGAN

SECTION: 24

RANGE: 5 E.

REVISED
2021-11-5 PER REVIEW

DATE: 7-16-2021

DRAWN BY: RMS

CHECKED BY: DJL

SCALE: FOR 1"=80 FT.
VER 1"= FT.

3

16-265

**Proposal to Provide
Professional Audit Services for**

gENOA township
2911 Dorr Road, Brighton, Michigan 48116

**Fiscal Years Ending
March 31, 2022 through 2026**

Submitted by:



Lansing Location:
2425 E. Grand River Avenue, Suite 1
Lansing, Michigan 48912

Grand Rapids Location:
2851 Charlevoix Drive, Suite 330
Grand Rapids, MI 49546

Contact Person:
William I. Tucker IV, CPA
Principal
(517) 999-5808
Email: btucker@manercpa.com

Date Submitted:
November 12, 2021
Effective for 90 Days After Opening

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November 11, 2021

Genoa Charter Township
Michael Archinal, Township Manager
2911 Dorr Road
Brighton, MI 48116

Dear Mr. Archinal:

We are very excited about the opportunity to provide you with a proposal for professional auditing services for Genoa Charter Township for the fiscal years ending March 31, 2022 through 2026. Our services will include a financial audit of the Charter Township's financial statements, along with a Federal Compliance (Single) Audit and other requested services. Our firm will provide timely audit services and a "big picture" report to the Township Board reviewing operations, audit conclusions, and recommendations.

We understand the audit(s) will be performed in accordance with generally accepted auditing standards (GAAS) as contained in the Statement on Auditing Standards of AICPA, *Government Auditing Standards*, and the Uniform Guidance. We will plan our audit(s) assuming the Charter Township's financial statements will be prepared in accordance with U.S. generally accepted accounting principles. We will meet the time frames outlined in the request for proposal, assuming the Charter Township provides the required trial balances and schedules by the necessary dates.

Maner Costerisan is extremely interested in providing audit services for Genoa Charter Township. The following individuals are authorized to make representations for the firm and to bind the firm to a contract with the Charter Township for the services described above:

William I. Tucker IV, CPA, Principal 2425 E. Grand River Ave., Suite 1, Lansing, MI 48912 (517) 999-5808
Aaron M. Stevens, CPA, Principal 2425 E. Grand River Ave., Suite 1, Lansing, MI 48912 (517) 886-9594

Why We Believe We Are the Best Qualified

- The engagement principal assigned to your audit has more than 20 years of experience in governmental auditing and accounting, including extensive experience with GASB 34 financial statements.
- Maner Costerisan's experience includes auditing more than 250 governmental entities including cities, villages, counties, townships, school districts, libraries, health departments, road commissions, other local authorities and agencies, and various departments of the State of Michigan.

- The engagement principal previously served on the Michigan Committee on Governmental Accounting and Auditing. This committee provides guidance that local units of government may use in complying with accounting and auditing requirements in the State of Michigan. As a result, a considerable amount of time is spent working with representatives of the State Treasury Department, Municipal Finance Commission, and the Department of Transportation.
- Our firm is a member of the Governmental Audit Quality Center (GAQC), established by the American Institute of CPA's (AICPA).

We understand the importance of conducting an engagement in a manner that will cause the least disruption to your office. All our efforts are directed toward achieving the completion of these projects with the highest degree of quality. We have included our most recent peer review report. We again received a "pass" report.

The accompanying proposal is a firm and irrevocable offer for the audit of fiscal years 2022 through 2026 for Genoa Charter Township. This proposal is effective for 90 days. We pride ourselves on completing our audits in a timely fashion and will perform the audit of Genoa Charter Township's financial statements within applicable deadlines. Our proposal is a written expression of our plan of services and qualifications, but it cannot completely convey the enthusiasm with which Maner Costerisan approaches this opportunity.

Sincerely,



William I. Tucker IV, CPA
Principal

Firm Profile

Overview of Firm

Maner Costerisan was founded in the early 1900s. Since that time, we have grown into the largest local accounting firm in mid-Michigan and we are recognized as a leader in conducting traditional and non-traditional services in the region. Maner Costerisan's main office is located at 2425 E. Grand River Avenue, Suite 1, Lansing, Michigan 48912. The immediate access to our experts and engagement team results in increased efficiencies and faster completion times for our engagements. In addition, our affiliation with BDO Alliance USA provides us easy access to additional professional and technical resources.

The firm consists of approximately 150 individuals, including 26 shareholders (principals), and more than 40 professionals providing audit services to governmental entities. Most staff join our firm immediately after college through a very selective recruitment program. Our professional staff is highly trained to provide services to governmental and nonprofit organizations and related entities in areas of accounting, taxation, and consulting. Professional training is maintained by staff members through participation in and presentation of educational programs conducted both in-house by our firm and sponsored by national, state, and local professional societies and associations.

Our firm participates in the AICPA Peer Review Program of the National Peer Review Committee (NPRC). We have received a "pass" peer review during every review since the inception of the program, including the most recent review in June 2020. We have received approval as a registered firm under the Public Company Accounting Oversight Board (PCAOB) and are a charter member of the AICPA Government Audit Quality Center. Please refer to page 27 for our most recent peer review letter. Our most recent peer review included a review of specific governmental engagements.

We have specific governmental experience and have served as the audit firm for local governments for 30 years. The importance of the institutional knowledge we have gained over the years cannot be overemphasized. We have a long history of working with organizations like yours and believe we are the best firm to service your needs. Our clients have come to expect diversity of services and personal attention, our strength stems from a highly professional and dynamic staff.

Our clients have shown us that they want the resources of a large accounting organization, yet prefer to maintain the close, personal interaction only possible with an independent CPA firm. To expand our services, Maner Costerisan participates in BDO Alliance USA. As an independent member of BDO Alliance USA, Maner Costerisan has access to tools that help us better serve our clients with greater flexibility, efficiency and cost effectiveness.

Firm Profile (continued)

Overview of Firm (continued)

We are an independent member of the BDO Alliance USA, a nationwide association of independently owned local and regional accounting, consulting and service firms with similar client service goals. By supplementing our services, the BDO Alliance USA allows us to:

- Enhance our client services and broaden our capabilities overall
- Expand our domestic and international coverage
- Gain greater technical knowledge in specialty areas
- Utilize professionals with experience in a wide range of industries
- Access the most up-to-date technical information
- Participate in the latest training programs
- Provide our clients with key contacts and sophisticated professionals throughout the U.S.

The BDO Alliance USA brings us the necessary tools to help us better serve our clients with greater flexibility, efficiency and cost effectiveness.

The BDO Alliance USA is a subsidiary of BDO USA, LLP, a Delaware limited liability partnership. For more than 100 years, BDO has provided quality service through the active involvement of experienced and committed professionals. The firm serves clients through more than 65 offices and over 750 independent alliance firm locations nationwide. As an independent Member Firm of BDO International Limited, BDO serves multi-national clients through a global network of more than 91,000 people working out of more than 1,600 offices across 167 countries.

BDO USA, LLP, a Delaware limited liability partnership, is the U.S. member of BDO International Limited, a UK company limited by guarantee, and forms part of the international BDO network of independent member firms. BDO is the brand name for the BDO network and for each of the BDO Member Firms.



Single Audits

The "Single Audit" is required to be performed for governmental units that expend \$750,000 or more in federal financial assistance in a fiscal year. This type of audit covers compliance with grant regulations and contract provisions, along with financial areas.

We have attained extensive experience with governmental units related to grant funded programs, either by performing Single Audits or providing monitoring and technical assistance services. We have performed Single Audits for numerous governmental units and nonprofit organizations, and currently perform more than 150 Single Audits annually. All team members assigned to the Genoa Charter Township engagement have experience auditing federal programs. This experience would prove beneficial to Genoa Charter Township in assisting in applying for and auditing of grants.

Mandatory Criteria

License to Practice in Michigan

Maner Costerisan is properly licensed in the State of Michigan.



Independence

Maner Costerisan is independent with regard to Genoa Charter Township. We meet all the independence requirements of Generally Accepted Auditing Standards and *Government Auditing Standards* in relation to Genoa Charter Township.

We affirm that we will follow the AICPA Interpretations of 501-3.

The firm will give the Charter Township's management written notice of any professional relationships entered into during the period of this agreement which would impact the independence of, or relationship with, Genoa Charter Township.

Summary of Qualifications

Your Audit Team

Choosing the right professionals to serve you is a critical element of success. In selecting your service team, we carefully reviewed our understanding of your needs, as well as your plans, and identified the people whose credentials are ideal for you. The individuals we have selected, have a demonstrated track record with governmental clients, strong technical backgrounds, and outstanding leadership and communication skills.

Client service and satisfaction are among our prime considerations. One of the most important services we provide our clients is monitoring their needs on a continual basis. This begins at the staff level and progresses all the way to the shareholder-in-charge of your account. We believe it is important that our clients have several resources to help them rather than just one. We have found this type of teamwork facilitates the identification of issues in advance and enables us to plan for them accordingly.

We currently have approximately 150 full time staff members, including 75 full time audit staff members and 24 full time tax staff members located in our Lansing office. The key professionals you will work with are indicated in the chart below.

	<u>Member (*)</u>	<u>Relevant Experience</u>	<u>Position</u>
William I. Tucker IV, CPA	1,2,3	20 years	Engagement Principal
Aaron M. Stevens, CPA	1,2,3	27 years	Independent Review Principal
Tyler P. Baker, CPA	2,3	7 years	Manager

(*) 1) Member of Michigan GFOA 2) American Institute of CPAs 3) Michigan Association of CPAs

The audit team assigned to your engagement has significant experience in governmental accounting and auditing and provides services to governmental units year-round. Our firm and all of our personnel are committed to providing the highest quality of service. We have not had any complaints leveled against the firm or the individuals listed in this proposal by the AICPA, the State Board of Accountancy or any other regulatory authority. Please see pages 24-26 for the resumes of the assigned audit team. In addition, upon being selected, an appropriate number of staff would be assigned once detailed schedules of dates have been determined. It is in the best interest of Genoa Charter Township as well as Maner Costerisan to maintain continuity of staff on every engagement from year to year and we make every effort to make that possible.

All audit team members obtain continuing professional education through the AICPA and MICPA as required, including the area of governmental accounting and auditing. In addition, we demonstrate our commitment to the governmental industry by participating in the following associations and organizations:

- American Institute of Certified Public Accountants
- Government Finance Officers Association
- Michigan Association of Certified Public Accountants
- Association of Government Accountants
- Michigan Government Finance Officers Association
- Michigan Municipal Executives
- Michigan Municipal Treasurers Association
- Michigan Townships Association
- Michigan Committee on Governmental Accounting and Auditing
- Michigan Association of Counties
- Michigan School Business Officials
- Michigan Public Transit Association
- Michigan Association of Transportation Systems
- County Road Association of Michigan

Summary of Qualifications (continued)

Profile Summaries



William I. Tucker, CPA
Engagement Principal

Bill will be the individual responsible for independent review of all reporting requirements. Bill is a member of the governmental and nonprofit niches of our firm and has worked exclusively with those clients for 20 years. Bill serves as the firm's governmental accounting and auditing niche leader.

Bill graduated from Michigan State University with a Bachelor of Arts degree, major in accounting in 2001. Bill is a member of the MGFOA Accounting Standards Committee; this committee supports the advancement of governmental accounting and financial reporting through active participation in the review and analysis of proposed pronouncements from authoritative accounting standard-setting bodies. He is a member of the American Institute for Certified Public Accountants, the Michigan Association of Certified Public Accountants, and the Michigan Government Finance Officers Association. Along with these memberships Bill is also an Associate Member of many governmental associations in the State of Michigan, including the Michigan Association of Transportation Systems, the Michigan Public Transit Association, the Michigan Association of Counties, and the Michigan Local Government Management Association.

Bill has obtained the advance single audit certificate from the AICPA by demonstrating his commitment to performing the highest quality audits for this very specialized area of practice. Having a deep knowledge helps Bill provide the best possible insight for his clients and uphold his role of protecting the public interest.



Aaron M. Stevens, CPA
Independent Review Principal

Aaron has 27 years of governmental and nonprofit accounting and auditing experience. Aaron is member of the governmental and nonprofit niches of our firm and has worked exclusively in governmental and nonprofit accounting and auditing for the past 27 years, including employment as City Treasurer for 2 years. Aaron served as a principal responsible for the governmental accounting and auditing practice since January 1, 2003. Aaron is a graduate of Grand Valley State University with a Bachelor of Business Administration in accounting. He is also a member of the American Institute for Certified Public Accountants, the Michigan Association of Certified Public Accountants, and the Michigan Government Finance Officers Association. Along with these memberships Aaron is also an Associate Member of many governmental associations in the State of Michigan, including the Michigan Municipal Treasurers Association, the Michigan Association of Transportation Systems, the Michigan Public Transit Association, and the County Road Association of Michigan.

Summary of Qualifications (continued)

Profile Summaries (continued)



Tyler P. Baker, CPA
Manager, Audit Department

Tyler began his career at Maner Costerisan in 2015. He is a manager in the Audit Department and has over six years of experience auditing governmental organizations. Tyler graduated from Spring Arbor University with a bachelor's degree in accounting. He is a member of the American Institute of Certified Public Accountants and the Michigan Association of Certified Public Accountants. He is also a volunteer with the Sparrow Foundation.

Similar Engagements with Other Governmental Entities

The following lists some of the governmental clients we are currently serving, have served, or have recently been appointed to serve:

Cities

City of Albion
City of Corunna
City of DeWitt
City of Eaton Rapids
City of Ferndale
City of Hart
City of Hudsonville
City of Kalamazoo
City of Mason
City of Marshall

City of Niles
City of Pleasant Ridge
City of Portland
City of Springfield
City of St. Clair
City of St. Joseph
Village of Grosse Pointe Shores, a Michigan City
City of Watervliet
City of Huntington Woods
City of Lansing

Villages

Village of Baroda
Village of Fowler
Village of Oxford
Village of Westphalia

Village of Decatur
Village of Fowlerville
Village of Perrinton
Village of Vicksburg

Summary of Qualifications (continued)

Similar Engagements with Other Governmental Entities (continued)

Counties

Branch County
 Ionia County
 Lake County
 Charlevoix County
 Huron County

Clinton County
 Isabella County
 Shiawassee County
 Van Buren County
 Benzie County

Townships

Bath Charter Township
 Bingham Township
 Carmel Township
 Chippewa Township
 Delhi Charter Township
 DeWitt Charter Township
 Eagle Township
 Essex Township
 Handy Township
 Locke Township
 Ovid Township
 Sodus Township
 Williamstown Township
 Woodhull Township

Bengal Township
 Bruce Township
 Chester Township
 Dallas Township
 Delta Charter Township
 Duplain Township
 East Bay Charter Township
 Fulton Township
 Lansing Charter Township
 North Plains Township
 Pipestone Township
 Westphalia Township
 Williams Charter Township

Road Commissions

Clinton County Road Commission
 Lenawee County Road Commission
 Sanilac County Road Commission

Eaton County Road Commission
 Oceana County Road Commission
 Shiawassee County Road Commission

Libraries

Albion District Library
 Capital Area District Library
 Cromaine District Library
 DeWitt District Library
 Grand Ledge Area District Library
 Flat River Community Library
 Lenawee District Library
 Orion Township Public Library

Brighton District Library
 Charlotte Community Library
 Delta Township District Library
 Detroit Public Library
 Ferndale Area District Library
 Kent District Library
 Ovid Public Library
 Tecumseh District Library

Summary of Qualifications (continued)

Similar Engagements with Other Governmental Entities (continued)

Transportation Authorities and Agencies

Bay Metropolitan Transportation Authority	Central County Transportation Authority
Clinton Area Transit System	City of Niles Dial-A-Ride
Saginaw Transit Authority Regional Services	Jackson Area Transportation Authority
Isabella County Transportation Commission	Kalamazoo County Transportation Authority
Shiawassee Area Transportation Agency	

Health Departments

Branch-Hillsdale-St. Joseph Community Health Agency	Central Michigan District Health Department
Ionia County Health Department	Shiawassee County Health Department
Van Buren-Cass County District Health Department	

Other Public Authorities and Agencies

Clinton Area Ambulance Authority	DeWitt Area Emergency Services Authority
DeWitt Area Recreation Authority	Fowlerville Area Fire Authority
Kalamazoo Area Transportation Study	Mid-Michigan Water Authority
Ovid-Middlebury Emergency Services Authority	Tri-County Regional Planning Commission
Southern Clinton County Municipal Utilities Authority	Tri-County Aging Consortium (Office on Aging)
CMH of Clinton, Eaton and Ingham Counties	

School Districts

Allegan Area Educational Services Agency	Allegan Public Schools
Allendale Public Schools	Bad Axe Public School District
Bangor Township School #8	Bath Public Schools
Benton Harbor Charter School Academy	Berrien Springs Public Schools
Blended Learning Academies	Brighton Area Schools
Cass City Public Schools	Central Montcalm Public School
Cole Academy	Commonwealth Community Development
Coopersville Area Public Schools	Coor Intermediate School District
Covert Public Schools	Dansville Public Schools
Decatur Public Schools	Dowagiac Union Schools
East Grand Rapids Public Schools	East Lansing Public Schools
Eaton Regional Education Service Agency	Eaton Academy
Eaton Rapids Public Schools	El Hajj Malik El Shabazz Academy
Elkton Pigeon Bayport Lake Schools	Escuela Avancemos Academy
Essexville-Hampton Public Schools	Fennville Public Schools
Flat River Academy	Forest Hills Public Schools
Fowlerville Community Schools	Friendship Public Charter School
Gateway to Success Academy	Glenn School District
Godwin Heights Public Schools	Grand Ledge Public Schools
Grand Rapids Public Schools	Grandville Public Schools
Great Lakes Christian College	The Greenspire School
Greenville Public Schools	Grosse Pointe Public Schools

Summary of Qualifications (continued)

Similar Engagements with Other Governmental Entities (continued)

School Districts (continued)

Hamilton Academy	Hamilton Community Schools
Haslett Public Schools	Highpoint Virtual Academy of Michigan
Homer Community Schools	Hope Academy
Hopkins Public Schools	Houghton Lake Public Schools
Hudsonville Public Schools	Icademy Global
Ingham Intermediate School District	Innocademy
Innocademy Allegan Campus	Island City Academy
Kent Intermediate School District	Lake Superior Academy
Lansing School District	Leelanau Montessori
Leslie Public Schools	LifeTech Academy
Livingston Educational Service Agency	Martin Public Schools
Mecosta-Osceola Intermediate School District	Mendon Community Schools
Michigan School for the Arts	Mid-Michigan Leadership Academy
Montabella Community Schools	Montcalm Intermediate School District
Montessori Children's Center Allen Park	Morenci Area Schools
Multicultural Academy	Muskegon Montessori
New Branches Charter Academy	North Huron School District
Oak Park School District	Okemos Public Schools
Olivet College	Olivet Community Schools
Oneida District #3 Strange School	Ottawa Area Intermediate School
District Outlook Academy	Owosso Public Schools
Pontiac Academy for Excellence	Relevant Academy of Eaton County
Saugatuck Public Schools	South Haven Public Schools
Spring Lake Public Schools	Thornapple Kellogg School District
Three Oaks Public School Academy	Traverse City Area Public Schools
Tuscola Intermediate Schools District	Ubly Community Schools
Van Buren Intermediate School District	Webberville Public Schools
West Michigan Academy of Environmental Science	Bullock Creek School District
Whitmore Lake Public School	Wyoming Public Schools

Summary of Qualifications (continued)

References

Listed below are five references of local governmental clients which Maner Costerisan is currently serving. We invite you to contact any of these governmental units for their comments. If additional references are necessary, we would be happy to provide those for you.

Governmental Entity: Delta Charter Township
 Scope of Work: Financial and Single Audit (when applicable)
 Engagement Partner: Jeffrey L. Staley, CPA
 Courtney Nicholls, Finance Director/Deputy
 Principal Contact: Treasurer
 Phone Number: (517) 323-8500

Governmental Entity: Williams Charter Township
 Scope of Work: Financial and Single Audit (when applicable)
 Engagement Partner: William I. Tucker IV, CPA
 Principal Contact: Jerry Putt, Clerk
 Phone Number: (989) 662-4408

Governmental Entity: Delhi Charter Township
 Scope of Work: Outsourced Accounting
 Engagement Partner: Steven R. Kirinovic, CPA
 Principal Contact: Gail Meredith, Township Accountant
 Phone Number: (517) 699-3858

Governmental Entity: Charter Township of Lansing
 Scope of Work: Financial Audit
 Engagement Partner: Aaron M. Stevens, CPA
 Principal Contact: Dion'trae Hayes, Supervisor
 Phone Number: (517) 485-4063

Governmental Entity: East Bay Township
 Scope of Work: Financial Audit, Outsourced Accounting
 Engagement Partner: Steven R. Kirinovic, CPA
 Principal Contact: Beth Friend, Township Supervisor
 Phone Number: (231) 947-8719

Our expectation is to deliver value to Genoa Charter Township that exceeds your expectations. We take great pride in our client service and attribute that client service to the significant growth in the governmental industry we have enjoyed over the years. We are confident the references listed above will attest to our exceptional client service. We look forward to the opportunity to serve you and bringing our exceptional client service to Genoa Charter Township.

Specific Audit Approach

Understanding of Work to be Performed

- The audits will be performed for the years ending March 31, 2022 through 2026 in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and *Uniform Guidance*, when applicable. We will audit Genoa Charter Township's basic financial statements and supplementary information and will issue auditor's reports and perform other requested duties as follows:
 1. Annual audit of Genoa Charter Township's basic financial statements in accordance with accounting standards generally accepted in the United States of America.
 2. Single Audit report of Genoa Charter Township's federal financial assistance and preparation of related reports and schedules, when applicable.
 3. Report on internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts and agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
 4. Report on internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and *Uniform Guidance*, when applicable.
 5. Communication to management and those charged with governance regarding the planned scope and timing of the audit, internal controls, and other matters, including the schedule of passed adjustments (if applicable).
 6. An exit conference with management to review the audit results, report on internal control, and recommendations for improvement.
 7. An oral presentation to the Township Board highlighting key areas of the audited financial statements and related reports.
- The primary purpose of the audit is to express opinions on the financial statements. An audit is subject to the inherent risk that errors or irregularities may not be detected. If conditions are discovered that lead to the belief that material errors, defalcations, or other irregularities exist, or if any other circumstances are encountered that require extended services, we will promptly advise the Charter Township. No extended services will be performed unless they are authorized in the contractual agreement, in an amendment to the agreement, or a separate contractual agreement.

Specific Audit Approach (continued)

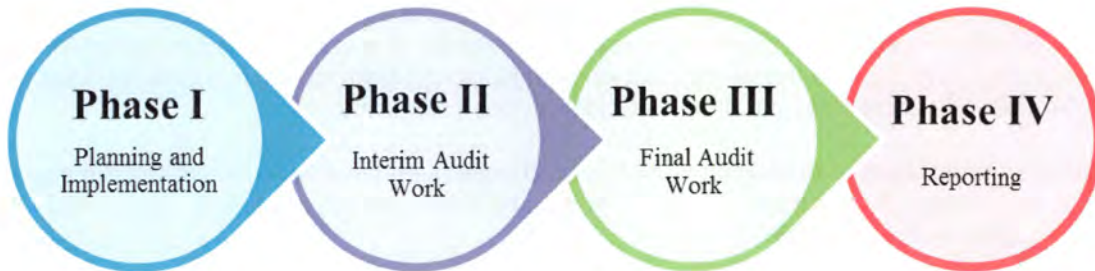
The Foundation of Our Service

We pride ourselves on understanding our clients and their needs. Based on this, we will assess needs and risk and design an approach that best fits the circumstances of Genoa Charter Township.

Standardizing for efficiency can be a profitable strategy. However, in today's competitive business world, rigid uniformity for its own sake stalls efficiency and creativity. At Maner Costerisan we have adopted a forward-thinking approach encouraging flexibility according to the needs of an organization. By no means will uniformity shadow the continuous critical thinking of our professionals. They will innovate and prepare effective and efficient approaches which are specific to Genoa Charter Township.

Timing is everything. We schedule our work to minimize the impact on your staff while maximizing the effectiveness of our engagement team and work process. We will meet tight time schedules and deliver our reports on a timely basis.

Audit Engagement Approach



Specific Audit Approach (continued)

Key Components

Along with effective communication, the use of technology and creative analytical tools, we will serve your needs through the following key components of our audit process:

Planning - The amount of time and effort that goes into the planning stage of an audit has increased significantly as a result of recent professional standards. We will spend a significant amount of time in this stage of the audit developing an understanding of your organization and the environment in which it operates. This additional time in the planning process should lead to the remainder of the audit being performed in a more effective and efficient manner.

Scheduling - The staffing of your audit will be scheduled at a mutually agreed upon time that will allow us to meet the timeline you have noted in your request for proposal. We will make sure you are introduced to our staff as soon as possible. Unlike many national firms, at Maner Costerisan we strive to balance our staff development with the efficiencies gained by allowing our staff to work on an engagement for a number of years. Consequently, we believe you will see a lower level of staff turnover on your engagement when compared to the typical national or regional firm. This generally results in a more efficient audit, minimizes the risk of engagement problems and causes less frustration. In addition, our low manager-to-staff ratio allows management access to our principals and assures close supervision of your engagement team. Our principals are regularly accessible for timely services and decisions.

Fieldwork and Wrap-up - We will schedule our fieldwork with you well in advance and do our best to stick to the schedule. We will utilize your staff to help create efficiencies and control the cost of your audit.

Progress Meetings - At the outset of our engagement, we will schedule an interim progress meeting with the appropriate personnel from your organization. This meeting will be used to discuss open items and any challenges we may face in completing the audit. We will also schedule meetings, as needed, to review the representations we will ask management to make as well as any other communications we will be required to have with the management and those charged with the governance of Genoa Charter Township.

Interaction with, and Utilization of Your Staff - We will interact with your staff in a professional manner, respecting their time and recognizing their responsibilities beyond helping with our audit. We anticipate using your staff to help document your systems, prepare confirmations and other correspondence, and gather source documents we may need to examine as part of our audit.

Strictly Kept Deadlines - Meeting all deadlines is a top priority. Absent events beyond our control, we will meet deadlines established with you in the planning stage of our audit.

Specific Audit Approach (continued)

Sample Sizes and Extent of Statistical Sampling

Our utilization of sampling in auditing generally centers on compliance and controls testing, rather than substantive testing of account balances. We use quality control materials from PPC in all our audit engagements. These forms guide our staff through a logical process of assessing inherent risk, control risk, and combined audit risk, followed by an assessment of appropriate sample size for testing the following areas:

- Controls over expenditures
- Michigan legal compliance
- Federal compliance under the uniform guidance, as applicable

Sample sizes obtained via the PPC guidance system fall into categories of 25, 40, or 60, depending on circumstances. The most common scenario would be a selection of 40 transactions in the first year of our engagement, followed by a sample size of 25 in subsequent years, assuming no significant problems are discovered in the first year. We are usually able to cover a substantial portion of the two categories of testing with one sample, resulting in a very efficient transaction testing phase.

Use of EDP Software in the Engagement

We utilize ProSystem fx Engagement (Engagement) software to manage a paperless audit process. All year-end account analysis schedules as prepared by Genoa Charter Township's financial staff in Excel are easily imported into ProSystem fx. Additionally, the individual laptop computers of our entire audit team are electronically linked via a wireless network and each audit team is equipped with a portable scanner for audit evidence that is not in an Excel/Word format. This approach maximizes efficiency for our audit team and Genoa Charter Township's financial staff.

Analytical Review

In accordance with accounting standards generally accepted in the United States of America, analytical review will be utilized in the planning process and during the final review stage of the audit. Our analytical procedures consist of five components: expectation development, explanation generation, information search and explanation evaluation, decision making and documentation. Specific procedures would include comparison of actual results to prior years and to adopted documentation. Specific procedures would also include comparison of actual results to prior years and to adopted budget (as amended), comparison of expected revenue to actual revenue recognized, and a reasonableness test for return on investments. Other substantive procedures may be supplemented by analytical procedures, depending on our audit risk assessments process.

Specific Audit Approach (continued)

Understanding of Internal Control

Statements on auditing standards require us to gain an understanding of the control environment and to assess control risk in planning our audit. In order to accomplish this, we will utilize PPC's "government organization planning forms", and by discussion with appropriate Genoa Charter Township staff, we will document significant internal control points in the cash and investments, revenue expenditures and expenses, general ledger, payroll, accounts payable, and purchasing systems.

Approach to Containing Costs

To be competitive in any business activity, it is imperative that an organization perform in the most efficient and effective manner. Cost containment will be accomplished through significant planning and coordination of activities to maximize the effectiveness of audit procedures. In addition, we utilize the latest in paperless audit procedures and advanced electronic audit software.

Client Service Approach

Maner Costerisan's approach to client service rests on the principle that successful professional relationships are built on close communication. Equally important is the participation of service team members who know your business. These two factors - communication and expertise - will ensure the timely delivery of efficient professional services.

Responsiveness, Accessibility, Communication

Our service-oriented approach is structured to help you achieve your goals and objectives and strengthen your management processes. As our client, you will experience this philosophy through all aspects of our service.

Open, candid communications and an intimate knowledge of your concerns will enable us to offer proactive advice and counsel. We promptly address issues and report back to you, which will be critical given the timely nature of your reporting deadlines.

You will have access to each member of your service team at all times. As a result, you will benefit from shareholder-level experience and creativity at the early stages of discussing an issue when you are in a position to take advantage of the alternatives before you.

We encourage regular meetings to ensure that we contribute meaningful ideas, strategies, and plans to address your financial challenges. Such substantive and frequent contact makes it possible to define and prioritize goals, define timetables, and designate responsibility to appropriate individuals.

In addition, we provide an annual newsletter highlighting changes and offering reminders for the upcoming audit season.

Specific Audit Approach (continued)

Looking Forward: The Management Advisory Letter

Maner Costerisan will prepare a management letter outlining any material weaknesses or significant deficiencies noted in your system of internal controls. The report on the study and evaluation of internal control systems will identify and evaluate the significant internal accounting controls used to safeguard assets and to provide accurate and timely financial information. In addition, any significant opportunities to improve internal controls and accounting procedures, budgeting and financial projection processes, and financial reporting styles, which will increase the reliability of accounting records and financial statements, will be discussed. We consider the management letter to be an integral part of the audit process. Our policy is to discuss issues as they arise with the appropriate management personnel. We will prepare a management letter in draft form for management to ensure accuracy of the items identified. We will revise the draft management letter after appropriate discussions with management and will present this to the governing body, if requested.

Entrance, Exit, and Status Conferences

We understand the importance of communicating relevant information on a timely basis. All our personnel are good communicators. We also understand that your staff has schedules and other matters to deal with, and that organizations must conduct business with minimum disruption. Accordingly, it is our policy to schedule meetings in advance to keep management informed of the progress being made on the audit.

By identifying and resolving audit issues on a continuing basis, we help address issues before they develop into problems or “surprises” to management and the board. Also, our deployment of Maner Costerisan’s process of quality control will be accomplished without causing you surprises; our review members are involved throughout the auditing process.

The audit entrance, exit, and status conferences will include applicable Genoa Charter Township representatives and Bill Tucker or Tyler Baker, from your audit team. The audited financial statements and other required communications will be presented to the Township Board, at your direction.

Quality Control

Quality control in a firm such as Maner Costerisan is dependent upon an organizational structure which is inherently sound, and which clearly defines the responsibilities of the various levels of management.

Maner Costerisan is dedicated to excellence in our accounting and auditing practice. Our quality control procedures include the following:

- *Assignment and Training of People* - We schedule professionals only to engagements for which they have the necessary background and training. Those without the necessary background are trained before an assignment.
- *Supervision* - Our engagement teams are subject to a “chain of supervision” over all the work performed. All audit workpapers are reviewed by the person supervising the preparer of the workpapers. The reviewers write review comments, as appropriate, for the preparers to clear. The reviewers have to agree with the manner in which such comments are cleared.
- *Engagement Manager and Partner Review* - Managers and shareholders assigned to engagements review the audit workpapers and reports. Specifically, the managers and engagement shareholders review all workpapers supporting our reports.

Specific Audit Approach (continued)

Quality Control (continued)

- *Pre-Issuance Review* - All reports on audited financial statements are reviewed before issuance by an independent shareholder who, along with the engagement shareholder, has significant experience in the industry. This provides assurance that our audit reports conform to the latest developments in professional standards.
- *Client Management Review* - Our engagement shareholder and/or manager review all draft reports with client management before finalizing the reports.

These quality control procedures have served us well on all of our engagements and we intend to use the same should we become the successful awardee.

Client Satisfaction

Your engagement team is committed to not only meeting your expectations but exceeding your expectations. To ensure we have achieved this goal we communicate with you throughout the year. We want to hear any issues you may have with our services and commit to satisfying your requests. Maner Costerisan is actively involved with monitoring and improving our client service through Net Promoter Score (NPS) which is currently an 87! The NPS is a calculation (ranging from a -100 to 100) which scores an organization using the answer to a single question: "How likely is it that you would recommend Maner Costerisan to a friend or colleague?" This question is the basis for all quality as it is based on the concept that if an organization is performing at such a high standard a client would become a promoter of the organization. Although we are proud of our rating, we continually look for ways to improve.

Timeline

We propose the following tentative timetable for the audit of the 2022 fiscal year:

Audit Approach		Timeline
<ul style="list-style-type: none"> ➤ Planning and preliminary fieldwork <ul style="list-style-type: none"> ✓ Discuss current year audit with management. Assess risk, write/tailor audit programs, test controls, document understanding of transaction cycles, perform SAS 99 procedures, perform preliminary analytical review, prepare confirmations, review minutes, review permanent file information, prepare list of audit schedules to be prepared by client personnel, complete planning. ✓ Formal planning meeting with client. ✓ Consider changes needed due to recent technical pronouncements and management's desire. ✓ Document understanding of internal compliance processes and perform system walkthroughs. 	July	
<ul style="list-style-type: none"> ➤ Year-end fieldwork and compliance work <ul style="list-style-type: none"> ✓ Perform audit testwork including analytical procedures, compliance testing, and other substantive procedures. ✓ Meet with management to discuss adjustments and management letter comments. ✓ Conduct exit conference with client. ✓ Review draft financial statements and finalize changes with client. 	July	
<ul style="list-style-type: none"> ➤ Issue deliverables (draft to finalization) <ul style="list-style-type: none"> ✓ Receive and insert component unit audited financial statements ✓ Charter Township audit reports ✓ Management advisory letters ✓ Correspondence with those charged with governance 	August	
<ul style="list-style-type: none"> ➤ Audit summary presented to Township Board based on available open dates. 	August	

This timeline was established based on our understanding of the Charter Township's preparedness for the fieldwork to commence. The dates may easily be revised if necessary.

Total All-Inclusive Maximum Price

The estimated hours and fees for services 2022 are as follows:

2022		
Hours	Hourly Rate	Total
Partners (2)	28	\$ 350
Senior Manager	0	220
Manager	60	200
Associate	110	150
Administrative	4	100
Hours/Fee	202	\$ 38,700
Out of Pocket Expenses - no charge		N/A
Less: Discount		\$ (8,800)
Total Financial Audit		\$ 29,900

The estimated fees by type of service are as follows:

Year Ending March 31	Financial Audit	Single Audit (if required)
2022	\$ 29,900	\$ 4,000
2023	30,900	4,200
2024	31,900	4,400
2025	32,900	4,600
2026	33,900	4,800

The fees quoted are based on anticipated levels of client assistance and expertise. Should any of these levels of assistance or expertise change significantly during the period of our engagement, we will need to discuss this situation with the Township to determine a plan of action for the remainder of the agreement. If circumstances are encountered (i.e., unrecorded accruals, unbalanced records, significant audit journal entries, inadequate staff assistance, etc.), that cause us to spend additional time that was not planned we will discuss the situation with you prior to performing any additional services.

Total All-Inclusive Maximum Price (continued)

For purposes of pricing the Single Audit, the fee quoted assumes the Township will have no more than one major federal program. If additional major federal programs are required to be audited under the Single Audit Act in any given year, there will be an additional charge of \$2,500 per additional major federal program audited.

The cost of the audit is based on the amount of time it takes to perform the audit of the Genoa Charter Township. Our charges for audit or management services are based on the level of team member necessary to perform the services. The hourly governmental audit billing rates are as follows:

Principal	\$ 275 - 350
Senior Manager	225 - 275
Manager	185 - 225
Senior Associate	165 - 185
Associate	115 - 165
Technology	160 - 240
Administrative	107 - 114

These billing rates would also apply to any management services assistance or other services the Township may request that are not covered by the scope of the audit. Examples of such services include assistance with the preparation of year-end reporting required by the Michigan Department of Treasury (i.e., F-65, Qualifying Statement, and Form 5572).

Our proposal is to provide the Genoa Charter Township with auditing services (attest services), rather than accounting services (non-attest services). The cost schedule detailed above assumes that extensive journal entries to adjust the accounting records (i.e., bookkeeping) and the creation of required schedules (i.e., Schedule of Expenditures of Federal Awards) will not be required as part of the audit process.

If certain circumstances are encountered, such as significant areas not being ready for audit that delay or disrupt field work or those issues listed above, we will discuss them with you and negotiate additional billings. While we do not expect that there will be additional billings in any audit year because of the discounted fee that is being proposed, it is important that the Township adhere to the agreed-upon audit schedule - allowing us to conduct the audit as efficiently as possible.

If additional procedures are necessary to assist with the implementation of new accounting standards (such as GASB Statement No. 87, *Leases*; GASB Statement No. 96, *Subscription-Based Information Technology Arrangements*; or any other new accounting standard impacting the Township's financial statements), such assistance is considered outside the scope of the audit and our fees will be based on the services rendered at our standard hourly rates.

Additional Data

Assistance Throughout the Year

One of our firm's strengths is our ability to provide continual management assistance during the audit and throughout the year. Because our on-site audit team has considerable governmental experience, they are easily accessible to assist you with any issue that may arise. We are also available throughout the year for questions as needed. **We do not charge additional fees for these services unless extensive research or services are needed.**

Additional Data (continued)

Additional Services

Management Advisory Services

We regularly provide advisory services to our clients ranging from simple to complex management issues. Typical engagements include accounting system design and installation, cost accounting systems, business process improvement studies, internal control improvement studies, feasibility studies, budgets, organizational studies and recommendations, staffing, cost reduction programs, acquisition, and financing programs.

Accounting and Outsourced Solutions

Specialized staff in the Accounting and Outsourced Solutions department prepare monthly financial statements and various required governmental reports for organizations not large enough to staff an internal accounting department. The specially trained staff can complete forms such as a computerized general ledger, financial statements, employee earnings records, payroll tax reports, bank reconciliations and other services.

Risk Assessment Services

Maner Costerisan has extensive experience in forensic engagements and fraud investigations as well as other litigation support services. At Maner Costerisan, we will work with you and evaluate your procedures to assess and reduce your risk of fraud while gaining efficiencies in the processes. We help you identify the warning signs of fraud and guide you through implementation of efficient procedures to improve your organization. Our team of professionals offer tailored fraud prevention and detection services to organizations of all sizes and across all industries.

Business Solutions and Technology Consulting

We have extensive experience in computer consulting with an in-house department to provide support for your current software and hardware or in selecting and implementing a new system. We can also assist with e-business solutions. We are a Microsoft Certified Gold Partner and Sage Intacct Partner with individuals on staff who have obtained various technical credentials. We have extensive experience with Microsoft Dynamics GP and Sage Intacct Accounting. Our experienced IT professionals can assist you with cyber security issues and help maintain your computer systems. Additionally, we can serve as your Information Technology Department or assist your in-house technology staff.

Wealth Management

Wealth management is at the core of a solid financial plan but building wealth alone will not secure financial freedom. At Maner Wealth, we take a broad and holistic approach to creating a customized financial plan tailored to your unique situation and long-term goals. Our approach seamlessly integrates a variety of planning components into your comprehensive financial plan. By considering the impact of your financial decisions across your life, we aim to remove any unnecessary risk, prevent costly mistakes, and help you efficiently get to where you want to be. Key elements we focus on when developing a wealth management investment plan include retirement income planning, investment planning, and risk management planning.

Professional Resumes



William I. Tucker IV, CPA
Principal, Audit Department

Joining the firm in 2019, Bill graduated from Michigan State University with a Bachelor of Arts degree, major in accounting in 2001. Bill is a member of the MGFOA Accounting Standards Committee; this committee supports the advancement of governmental accounting and financial reporting through active participation in the review and analysis of proposed pronouncements from authoritative accounting standard-setting bodies. He is a member of the American Institute for Certified Public Accountants (AICPA), the Michigan Association of Certified Public Accountants, and the Michigan

Government Finance Officers Association. Along with these memberships, Bill is also an Associate Member of many governmental associations in the State of Michigan, including the Michigan Association of Transportation Systems, the Michigan Public Transit Association, the Michigan Association of Counties, and the Michigan Local Government Management Association.

Education & Certifications

- Michigan State University, Bachelor of Arts, Accounting (2001)
- Certified Public Accountant
- AICPA Single Audit - Advanced Certificate

Government Experience

- Engagement principal for the Cities of Albion, Eaton Rapids, Mason, Niles and St. Clair; Chippewa Township, Dallas Township, Fulton Township, Williams Charter Township, Williamstown Township; Ionia County; Villages of Fowler, Perrinton, Westphalia; and several other governmental engagements, including Lenawee County Road Commission, Oceana County Road Commission, Shiawassee County Road Commission, Albion District Library and Tecumseh District Library

Government-Related Continuing Education

- 2001-2021 AICPA Governmental and Not-for-Profit Training Program
- 2006-2021 Governmental Audit Quality Center Annual Update Webcasts
- 2001-2021 MICPA Governmental Accounting & Auditing Conferences
- 2002-2021 Single Audit Seminars
- 2001-2021 In-house Governmental and Single Audit Seminars

Memberships

- American Institute of Certified Public Accountants (AICPA)
- Michigan Association of Certified Public Accountants (MICPA)
- Michigan Government Finance Officers Association - Accounting Standards Committee
- Association of Government Accountants (Lansing Chapter)
- Michigan Public Transit Association
- Michigan Association of Transportation Systems
- Michigan Association of Counties
- Michigan Government Finance Officers Association

Professional Resumes (continued)



Aaron M. Stevens, CPA
Independent Review Principal

Aaron will be the individual responsible independent review of your Annual Financial Statements. Aaron has over three years of accounting experience with a large banking institution and 27 years of governmental and nonprofit accounting and auditing experience. Aaron is a full-time member of the governmental and nonprofit niches of our firm and has worked exclusively in governmental and nonprofit accounting and auditing for the past 27 years, including employment as City Treasurer for two years.

Aaron has served as a principal responsible for governmental accounting and auditing engagements since January 1, 2003.

Education & Certifications

- Grand Valley State University, Bachelor of Business Administration, Accounting (1991)
- Certified Public Accountant

Government Experience

- Specialized in governmental and not-for-profit industries for 27 years
- Engagement principal for the City of Kalamazoo, Van Buren County, City of St. Joseph, City of Ferndale, Branch County, Village of Grosse Pointe Shores, Village of Fowlerville, City of Pleasant Ridge, Michigan Supreme Court, and several other governmental entities
- Provided bond consent letters for the Village of Grosse Pointe Shores, a Michigan City, Montabella Community Schools, and the City of DeWitt
- Auditor of governmental entities and not-for-profit organizations for 27 years

Government-Related Continuing Education

- 2000-2021 AICPA Governmental and Not-for-Profit Training Program
- 2006-2021 Governmental Audit Quality Center Annual Update Webcasts
- 2000-2021 MICPA Governmental Accounting & Auditing Conferences
- 2002-2021 Single Audit Seminars
- 1994-2021 In-house Governmental and Single Audit Seminars

Memberships

- Michigan Association of Certified Public Accountants
- American Institute of Certified Public Accountants
- Michigan Municipal Treasurer's Association
- Michigan Government Finance Officers Association
- Michigan Committee on Governmental Accounting and Auditing (past member)
- Michigan Association of Transportation Systems
- Michigan Public Transit Association

Professional Resumes (continued)



Tyler P. Baker, CPA
Manager, Audit Department

Tyler began his career at Maner Costerisan in 2015. He is a manager in the Audit Department and has over six years of experience auditing governmental organizations. Tyler graduated from Spring Arbor University with a bachelor's degree in accounting. He is a member of the American Institute of Certified Public Accountants and the Michigan Association of Certified Public Accountants. He is also a volunteer with the Sparrow Foundation.

Education & Certification

- Spring Arbor University with a bachelor's degree in Accounting (2015)
- Certified Public Accountant

Government Experience

- Engagement manager for City of Lansing, City of Albion, Ionia County, Lake County, Branch County, Carmel Township, Allegan Area Educational Service Agency, Glenn Public Schools, Mecosta-Osceola Intermediate School District, West Ottawa Public Schools, Ingham Intermediate School District, Montcalm Intermediate School District, Dowagiac Union Schools, Homer Community Schools, Lansing Promise Zone Authority

Government-Related Continuing Education

2015-2021	MICPA Spring Governmental Accounting and Auditing Conference
2015-2021	MSBO School District Seminar
2015-2021	Single Audit Seminars
2015-2021	Maner Costerisan Governmental and Single Audit Seminars

Memberships

- American Institute of Certified Public Accountants (AICPA)
- Michigan Association of Certified Public Accountants (MICPA)



Report on the Firm's System of Quality Control

July 30, 2020

To the Partners of Maner Costerisan PC and
the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Maner Costerisan PC (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended March 31, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; audits of employee benefit plans, and an audit of a broker-dealer.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Maner Costerisan PC applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended March 31, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Maner Costerisan PC has received a peer review rating of *pass*.

Reilly, Penner & Benton LLP

Reilly, Penner & Benton LLP

1233 N. Mayfair Road Suite #302 • Milwaukee, WI 53226-3255 • 414-271-7800

www.rpb.biz



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/21/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Professional Concepts Insurance Agency, Inc. 1127 South Old US Highway 23 Brighton MI 48114-9861	CONTACT NAME: certs@pcisonline.com PHONE (A/C No, Ext): (800) 969-4041 FAX (A/C, No): (800) 969-4001 E-MAIL ADDRESS: certs@pcisonline.com														
INSURED Maner, Costerisan & Ellis PC, DBA: Maner Costerisan 2425 E. Grand River Avenue Suite 1 Lansing MI 48912-3291	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A: Hanover Insurance Company</td> <td style="text-align: center;">22292</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Hanover Insurance Company	22292	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES CERTIFICATE NUMBER: 21-22 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/OP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability			LMB-D129541-04	1/1/2021	1/1/2022	Per Claim \$5,000,000 Aggregate \$5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES: (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER FOR INFORMATIONAL PURPOSES ONLY	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Mike Cosgrove/ASEA <i>Michael Cosgrove</i>
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TO: Members of the Genoa Charter Township Board
FROM: Kim Lane, Human Resources
DATE: February 21, 2022
RE: Approval of New Salary Ranges and Compensation Strategy for 2022

Dear Members of the Board:

Due to recent trends and observations regarding rising wages and also an associated lack of ability to find quality candidates for open positions over the past year, the Township began a compensation analysis study to update our salary ranges, which have been in place since last evaluated in 2016.

In October 2021, we engaged the help of a company called HR Performance Solutions (HRP) and purchased access to their program called Compease[®]. The process started by evaluating all of our job descriptions and assigning a grade level based on several compensable factors. The compensable factors include such things as knowledge and skills required, managerial responsibility, amount of independent judgement, educational requirement, complexity of the role, and physical and environmental demands. Based on these factors, each position is then assigned a grade level.

Through the Compease[®] program, each grade level has an assigned salary range based on benchmarked positions. HRP has access to several salary sources as well as local information and salary surveys we provided. Compease[®] also track wage movement year over year and annually updates those ranges. This will ensure our ranges will remain current.

Overall, the results show that for the most part, our employee salaries are below market. Salary ranges have moved significantly from 2016 to 2021 (an average of 31.4%) and our salary increases based on the 2016 wage table have not kept up with the market. Typically, employees such as ours, with long tenure, who are well-trained and equipped with the skills necessary to do their jobs efficiently would be paid a wage that is about 95-103% of the mid-point of the range. This percentage is called a Compa-Ratio. Our current wages fall significantly below that mark. It will be essential for us to do a market adjustment for 2022 and consider a second adjustment in 2023.

Employees are our most valuable asset and would be difficult to replace given the current job market. Considering labor market shortages and rising wages, we need to retain our current staff as well as adjust our starting salaries to market in order to attract candidates for any new positions.

With this in mind, we respectfully request your approval to adjust salaries according to the attached chart and adopt the Compease[®] program to keep our ranges current going forward. In addition, we request your approval for a budget increase of 10% to address market adjustments to move staff salaries to a minimum of 90% of the mid-point of the new ranges.

<u>Grade Level</u>	2021 WAGE RANGE DATA			90 % of Midpoint
	Minimum	Midpoint	Maximum	
SALARY POSITIONS				
20	\$100,691	\$134,255	\$167,819	\$120,830
19	\$91,537	\$122,050	\$152,562	\$109,845
18	\$88,764	\$110,955	\$133,146	\$99,860
17	\$77,195	\$96,493	\$115,792	\$86,844
16	\$68,917	\$86,146	\$103,375	\$77,531
15	\$61,873	\$77,341	\$92,809	\$69,607
14	\$55,874	\$69,842	\$83,811	\$62,858
13	\$50,749	\$63,437	\$76,124	\$57,093
12	\$46,361	\$57,952	\$69,542	\$52,157
HOURLY POSITIONS				
13	\$24.40	\$30.50	\$36.60	\$27.45
12	\$22.29	\$27.86	\$33.43	\$25.07
11	\$20.43	\$25.53	\$30.64	\$22.98
10	\$18.77	\$23.46	\$28.16	\$21.11
9	\$17.30	\$21.63	\$25.96	\$19.47
8	\$16.00	\$20.00	\$24.00	\$18.00
7	\$14.84	\$18.55	\$22.26	\$16.70

Action 1: Salary Ranges

Approve the new salary ranges based on the research provided by HR Performance Solutions and adjust them annually through the Compease® program.

Moved by _____, supported by _____ to approve the Salary Ranges as presented by the Human Resources Manager.

Action 2: Compensation Strategy for 2022

Approve the request for a budget increase of 10% for employee salaries to spread among employees to bring their compa-ratio to a minimum of 90% of mid-point.

Moved by _____, supported by _____ to approve the 2022 Compensation Strategy as presented by the Human Resources Manager.

TO: Genoa Charter Township Board
FROM: Greg Tatara, Utility Director
DATE: February 15, 2022
RE: Approval of Allocation Percentage and Resolution Approving of Operations of Howell Township Wastewater System and the Utility Department Amended Budget for FY Ending March 31, 2022 and Proposed Budget for FY Ending March 31, 2023

.....

For consideration at tonight’s Board Meeting is the approval of 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. This resolution subsequently also approves the Fiscal Year 2023 Department Budget as well as the amended budget for FY 2022.

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, as well as the G-O and MHOG systems. Since 2017, we have been assisting Howell Township with their wastewater plant and collection system by advising during committee meetings, overseeing capital improvement projects, and troubleshooting problems. Their current contract for operations is expiring July 1, 2022 and they have asked if our department can operate their system. Given discussion with staff and current work load, we feel Howell Township can be operated by adding two more operators to the staff. One would focus on wastewater treatment, and one would focus on wastewater collections. We feel we can add Howell Township and maintain the level of service we have for the original systems. Additionally, due to increases in salaries, fuel, and other expenses, by adding Howell Township, the net increase to the other systems is reduced as Howell will share in these other costs, as shown in the revenue section of the attached DPW Budget (*Exhibit B to Resolution*).

Following, we would like to highlight some of the key changes for the DPW Budget for the coming year:

1. With the use of ARPA funds, the Township is now required to perform a single audit. Therefore, we have broken the accounting line item, into both accounting and audit

services, as they must be segregated duties. With Howell Township, we anticipate higher accounting costs, as there will be more areas for the auditors to account for and the audit line item accounts for the DPW Portion of the audit.

2. We are anticipating higher vehicle operations costs. Fuel costs have risen significantly, and with additional vehicles in the fleet, we also anticipate higher maintenance and insurance costs as well.
3. Due simply to having 2 additional staff, as well as salary increases to existing staff, we anticipate higher costs for employee professional development, payroll taxes, health and life insurances, salaries, overtime, retirement, cell phone allowances, pant and clothing allowances, and safety equipment.
4. We increased GIS Maintenance due to growth in the systems as well as a larger maintenance area.
5. We increased employee recruiting and testing as we have employees to recruit plus a retirement this year to replace staffing.
6. With the exception of the above listed significant changes, the remainder of the budgeted expenses are close to the previous year's expenditures.

We will be happy to answer any budget questions and we are asking the board to approve the FY-2023 DPW Budget. Based on the above explanation and attached resolution and budget document, we respectfully ask the board to consider the resolution presented tonight in *Attachment 1*.

In addition to the DPW Budget, the contract between Genoa Township, the Marion, Howell, Oceola, and Genoa (MHOG) Sewer and Water Authority, and the Genoa-Oceola (G-O) Sewer and Water Authority requires that each board approve the annual proposed allocation percentages for the upcoming fiscal year as well as the DPW Budget. A copy of the proposed allocation percentage for the coming year, as compared to last year, with Howell Township included, is presented in *Attachment 2*.

Attachment 1
Resolution Approving Operations

**RESOLUTION #220221
GENOA CHARTER TOWNSHIP
COUNTY OF LIVINGSTON, MICHIGAN**

**RESOLUTION APPROVING SANITARY SEWER OPERATIONS OF THE HOWELL
TOWNSHIP WASTEWATER SYSTEM**

Resolution made and adopted at a regular meeting of the Board of Trustees of Genoa Charter Township, Livingston County, Michigan held at the Township Hall on February 21, 2022 at 6:30 p.m. local time, there were:

PRESENT: _____

ABSENT: _____

WHEREAS, the Genoa Charter Township Board adopted and entered into an Amended and Restated Utility Services Agreement with the MHOG Sewer and Water Authority and the Genoa-Oceola Sewer and Water Authority on March 1, 2021 (Agreement); and,

WHEREAS, Howell Township has requested the Utility Department of Genoa Charter Township to Provide Operational Services for their Wastewater Collection and Treatment System; and,

WHEREAS, the Genoa Charter Township is the governing body for the Oak Pointe Sewer and Water Systems and the Lake Edgewood Sewer System; and,

WHEREAS, Section 5.7.3 of the Agreement States that prior to providing such utility services to the requesting third party, “the governing board of each system will need to approve by resolution the services that will be performed, the costs that will be charged to such third party and the manner in which the staff and legal costs associated with providing utility services to such third party will be paid”; and,

WHEREAS, in accordance with the attached scope of work, operation of the Howell Township Wastewater System will commence July 1, 2022; and,

WHEREAS, revenue from Howell Township will off-set costs per the current allocation percentage to each of the participating sewer and/or water systems.

NOW, THEREFORE, BE IT RESOLVED BY THE AUTHORITY AS FOLLOWS:

1. The Scope of Work Presented in Schedule A is approved.
2. The Proposed DPW Budget Including Howell Township Operation in Schedule B is approved.

3. All actions taken to date by the Township's Offices in the name of and on behalf of the Township in connection with the foregoing resolution, are authorized, approved, ratified and confirmed in all respects.

A vote on the foregoing resolution was taken and was as follows:

Yes: _____
No: _____
Abstain: _____

RESOLUTION DECLARED ADOPTED

Paulette A. Skolarus, Clerk

CLERK'S CERTIFICATE

The undersigned, being the duly qualified and acting Clerk of the Township, hereby certifies that (1) the foregoing is a true and complete copy of the February 21, 2022 resolution duly adopted by the Township Board at a meeting of the Genoa Charter Township Board, at which a quorum was present and remained throughout, (2) the original thereof is on file in the records of in my office, (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan 1976, as amended) and (4) minutes of such meeting were kept and will be or have been made available as required thereby.

Paulette A. Skolarus, Clerk

Date: Feb. 21, 2022

Exhibit A

Howell Township Scope of Work and DPW Budget

**Howell Township Operations
Waste Water Division
Statement of Duties**

Overview

The duties described are of a professional nature and shall be performed in accordance with the degree of skill and care ordinarily exercised by a member of the Operator's Profession. Qualified, and where required, certified staff shall be provided.

Plant Operation

Operate the Wastewater Treatment Plant in conformance with State Laws and Regulations including but not limited to:

- Staffing to meet daily treatment NPDES Permit Requirements
- Maintenance of treatment equipment including routine cleaning and lubrication
- Equipment inspections and adjustments
- Laboratory analysis and testing
- Data management and record keeping
- Preparation and prompt delivery of all applicable and required filings including monthly MRO Reports, CMR Reports, DMR Reports to regulatory agencies as required by law
- Maintenance of controls and instrumentation
- Coordination of Biosolids residual removal
- Maintain Buildings and Grounds including:
 - Recommending necessary projects to Township Board
 - Snow Removal
- Performing other duties as necessary to maintain quality service

Collection System

Operate the Wastewater Collections System in conformance with State Laws and Regulations including but not limited to:

- Maintenance of pump stations
- Recommendations to Township Board on pump replacements, upgrades, and repairs
- Maintenance and repair of air release valves.
- Repair of valve boxes, and valves as necessary. Performing and/or coordinating emergency repairs of wastewater collection components and lines
- Conducting regulatory and public notifications, advisories, and SSO Events

- Conduct record management and maintenance of pump station flow and runtime data.
- Coordinate with local and state agencies on right-of-way projects impacting Utilities including protection, relocation, and interruption of service.
- Coordinate annual sewer and pump station cleaning activities
- Perform MISS DIG services
- Performing other duties as necessary to maintain quality service

Miscellaneous Services

Assist Township with annual wastewater system budget creation.

Develop 5-year capital improvement plan for the Howell Township Wastewater System.

Staff will comply with permit renewal deadlines and will address regulatory inquiries, inspections, and violations.

Administrative and operations staff will serve as Township liaisons with the public, presenting a professional image of the Authority. Administrative staff will address public concerns regarding employee presentation and service.

Staff will perform its best effort with regard security of the facilities by locking facilities, tracking of keys, and tracking facility access by outside personnel. Staff will also make recommendations to the Township Board regarding the implementation of security improvements.

Staff will make every effort to reduce energy usage in the facilities through use of energy saving devices and utilization of energy best management practices.

Staff serving the system will be encouraged to obtain training and obtain certifications to improve operational knowledge which will result in improved service to customers.

A 24- hour 1-800 emergency call center will be provided to answer customer and system after hour emergencies and dispatch of on-call personnel.

Exhibit B

GENOA TOWNSHIP DPW FUND 233

PROPOSED FY 2023 BUDGET – HOWELL TOWNSHIP OPERATIONS

DRAFT GENOA TOWNSHIP - DPW FUND #233
BUDGET TO ACTUAL REPORT FOR 9-MOS ENDING 12/31/21
PROPOSED AMMENDED BUDGET FOR FY ENDING 3/31/22
PROPOSED BUDGET FOR FY ENDING 3/31/23 - HOWELL TOWNSHIP

ACCOUNT#	ACCOUNT DESCRIPTION	APPROVED BUDGET FOR YEAR ENDING 3/31/22	ACTUAL FOR 9 MOS ENDING 12/31/21	PROPOSED AMENDED BUDGET FOR THE YEAR ENDING 3/31/22	CURRENT PROPOSED BUDGET FOR YEAR ENDING 3/31/2023	HOWELL PROPOSED BUDGET FOR YEAR ENDING 3/31/2023	NOTES
REVENUES							
233-000-400-000	FEES - EXCLUDING OPER LABOR						
233-000-626-005	MARION SEWER (BILLING ONLY)	22,500	17,769	23,692	23,000	23,000	Additional Customers with Development
233-000-626-008	LAKE EDGEWOOD WATER (BILLING ONLY)	4,150	3,059	4,078	4,150	4,150	Hold
233-000-626-009	HOWELL TOWNSHIP BILLING	-	-	-	-	-	
	SUBTOTAL - FEES EXCLUDING OPER LABOR	26,650	20,828	27,770	27,150	27,150	
233-000-626-010	FEES - INCLUDING OPER LABOR						
233-000-626-012	OAK POINTE WATER	238,200	178,650	238,200	260,455	257,979	Increase W/O Howell Twp. \$22,255 Increase W Howell Twp. \$19,779 Diff. (\$2,476) Mo. Fee April - May \$ 23,345.25 Monthly Fee June - Mar \$ 21,128.82
233-000-626-011	OAK POINTE SEWER	280,919	210,689	280,919	307,178	303,034	\$26,259 \$22,115 (\$4,144) \$ 27,533.20 \$ 24,796.75
233-000-626-013	MHOG WATER	1,241,561	931,171	1,241,561	1,357,745	1,360,853	\$116,184 \$119,292 \$3,108 \$ 121,698.28 \$ 111,745.64
233-000-626-014	LAKE EDGEWOOD SEWER	145,732	109,299	145,732	159,276	157,296	\$13,544 \$11,564 (\$1,980) \$ 14,276.35 \$ 12,874.33
233-000-626-015	GENOA/OCEOLA SEWER	797,605	598,204	797,605	872,148	862,044	\$74,543 \$64,439 (\$10,105) \$ 78,172.95 \$ 70,569.76
233-000-626-###	HOWELL TOWNSHIP	-	-	-	-	239,107	\$0 \$239,107 \$239,107 \$ - \$ 23,910.73
	SUBTOTAL - FEES INCLUDING OPER LABOR	2,704,017	2,028,013	2,704,017	2,956,803	3,180,312	
233-000-626-016	VACTOR TRUCK						Estimated Percentages
233-000-626-017	OAK POINTE WATER	1,604	989	1,604	1,604	1,964	3%
233-000-626-018	OAK POINTE SEWER	14,546	8,971	14,546	14,546	9,165	14%
233-000-626-019	MHOG WATER	13,178	8,127	13,178	13,178	4,582	7%
233-000-626-020	LAKE EDGEWOOD SEWER	4,209	2,596	4,209	4,209	5,237	8%
233-000-626-021	GENOA/OCEOLA SEWER	29,844	18,405	29,844	29,844	26,185	40%
233-000-626-022	HOWELL TOWNSHIP	2,082	1,284	2,082	2,082	18,329	28%
	SUBTOTAL - VACTOR TRUCK REVENUE	65,462	40,372	65,462	65,462	65,462	100%
233-000-672-001	OTHER INCOME	5,000	17,218	17,218	5,000	5,000	
233-000-628-003	CONSTRUCTION FEES	8,000	43,163	45,000	8,000	8,000	New Development and Growth MHOG Fees
233-000-665-001	INTEREST INCOME	50	-	-	50	50	
233-000-581-001	HOWELL TOWNSHIP	20,000	22,376	30,000	20,000	5,000	Become part of normal operation
	SUBTOTAL - OTHER INCOME	33,050	82,757	92,218	33,050	18,050	
	TOTAL REVENUE	2,829,179	2,171,970	2,889,467	3,082,465	3,290,974	
EXPENDITURES							
233-600-801-071	ACCOUNTING						
233-600-801-072	AUDIT SERVICES	3,000	3,000	3,000	3,500	3,500	2023 Possible Price Increase
233-600-801-073	ACCOUNTING SERVICES	6,000	5,060	7,500	7,000	8,000	2023 Possible Price Increase Plus Addn. Monitoring with Addn. System
	TOTAL ACCOUNTING EXPENSES	9,000	8,060	10,500	10,500	11,500	
233-601-860-001	AUTO/TRUCK EXPENSES						
233-601-862-001	FUEL	41,738	46,242	55,000	55,650	64,999	Two addn. vehicles plus increased fuel prices, plus emergency fuel tanks
233-601-991-009	LOAN PAYBACK	40,000	30,000	40,000	60,000	60,000	Increase to complet full loan payback by 2025
233-601-932-001	ROUTINE MAINTENANCE	25,831	19,823	26,500	28,425	29,375	Additional Vehicles to maintain
233-601-936-001	DEDUCTIBLE/BODY DAMAGE REPAIR	2,000	3,028	3,028	2,000	2,000	Deductable for vehicle damage
233-601-981-002	AUTO INSURANCE	20,048	15,036	21,000	20,144	21,800	Additional Vehicles
233-601-981-001	VEHICLE PURCHASES	-	-	-	-	-	Pay for trucks from loan and reserves
	TOTAL AUTO/TRUCK EXPENSES	129,617	114,129	145,528	166,219	178,174	
233-602-803-009	ADMINISTRATIVE EXPENSES						
233-602-801-004	RECEIPTING	32,525	24,394	32,525	33,176	33,176	2% Increase for 2022
233-602-940-001	OFFICE RENT & SUPPLY	25,670	19,253	25,670	26,183	26,183	2% Increase for 2022
	TOTAL ADMINISTRATIVE EXPENSES	58,195	43,647	58,195	59,359	59,359	
233-603-948-001	COMPUTER/SW EXPENSES						
233-603-948-002	COMPUTER HARDWARE EXPENSES	1,000	2,000	2,000	2,000	2,000	New computers
233-603-948-003	COMPUTER SOFTWARE EXPENSES	10,000	7,944	7,900	10,000	10,000	Ongoing BSA, NearMap& Other Software Licenses
233-603-950-001	AIR CARDS/JETPACKS	7,000	5,672	7,000	7,000	7,000	Mobile Wireless Technology for Data Recording
	TOTAL COMPUTER/SW EXPENSES	18,000	15,616	16,900	19,000	19,000	
233-604-910-001	PROFESSIONAL DEVELOPMENT						
233-604-910-002	EMPLOYEE	12,600	2,369	4,000	12,600	13,650	Additional Staff- assume 100% utilization
233-604-910-003	INTERNAL TRAINING	4,000	3,320	3,500	4,000	4,000	Safety Training Program
	TOTAL PROFESSIONAL DEVELOPMENT	16,600	5,689	7,500	16,600	17,650	
233-606-959-001	CONTINGENCY	-	-	-	-	-	
233-608-709-001	EMPLOYER'S PAYROLL TAXES	118,075	91,075	121,433	130,000	138,000	Additional Staff
233-609-977-003	GIS						
233-609-977-005	ANNUAL LUCITY DUES	11,250	11,531	11,531	11,500	11,500	Annual software license
233-609-977-006	ARC GIS ON-LINE LICENSES	9,600	-	9,600	9,600	9,600	Annual GIS License
233-609-977-007	ROUTINE GIS MAINTENANCE	20,000	14,663	17,000	20,000	24,000	Add in Howell Township Updates
233-609-948-005	HARDWARE (TABLETS)	1,500	-	200	1,500	2,000	Additional Tablet
	TOTAL GIS	42,350	26,194	38,331	42,600	47,100	
233-612-840-005	INSURANCE						
233-612-840-006	BC/BS MICHIGAN	308,801	226,827	302,436	325,907	358,138	Additional Staff Plus Increases
233-612-840-007	EHIM	82,233	46,591	62,121	86,678	95,568	Additional Staff Plus Increases
233-612-836-001	WELLNESS PROGRAM	7,260	1,533	3,000	7,260	7,865	Additional Staff Plus Increases
233-612-844-001	LIFE/DISABILITY	11,681	11,706	15,608	11,681	12,749	Additional Staff Plus Increases
233-612-844-002	WORKERS COMPENSATION	30,772	24,686	32,914	33,617	35,805	Additional Staff Plus Increases
233-612-936-003	PROPERTY/LIABILITY INSURANCE	38,918	40,559	40,559	40,559	42,000	Additional Staff Plus Increases
233-612-844-003	DENTAL INSURANCE	27,211	19,475	26,000	29,101	32,880	Additional Staff Plus Increases
	TOTAL INSURANCE	506,876	371,377	482,638	534,802	585,004	
233-613-804-001	LEGAL FEES	1,500	209	209	1,500	1,500	Hold
233-615-742-001	CREDIT CARD FEES	23,000	12,841	17,200	20,000	20,000	Lower, more ACH Payments
233-616-742-001	EMPLOYEE RECRUITING						
233-616-742-003	ADVERTISING	1,000	-	2,500	1,000	2,500	Annual Hire Mojo Membership
233-616-742-004	BACKGROUND CHECK	500	-	-	500	500	New Staff in 2023
233-616-742-005	PRE-EMPLOYMENT PHYSICALS/DRUG SCREEN	1,000	-	-	1,000	1,500	Additional Staff
233-616-742-006	CDL PHYSICALS AND DRUG TESTING	650	440	650	650	900	Ongoing Expense
	TOTAL EMPLOYEE RECRUITING	3,150	440	3,150	3,150	5,400	
233-617-751-008	OFFICE EXPENSES						
233-617-934-001	FURNITURE/CAPITAL	-	-	-	-	-	None Planned
233-617-750-099	SUPPLIES	3,500	2,623	3,500	3,500	3,500	Printing Bills
233-617-851-001	POSTAGE & SHIPPING	10,000	5,953	8,000	10,000	10,000	Postage for Mailing Bills
	TOTAL OFFICE	13,500	8,576	11,500	13,500	13,500	
233-618-965-001	OTHER EXPENSES	-	-	-	-	-	

DRAFT GENOA TOWNSHIP - DPW FUND #233
BUDGET TO ACTUAL REPORT FOR 9-MOS ENDING 12/31/21
PROPOSED AMMENDED BUDGET FOR FY ENDING 3/31/22
PROPOSED BUDGET FOR FY ENDING 3/31/23 - HOWELL TOWNSHIP

ACCOUNT#	ACCOUNT DESCRIPTION	APPROVED BUDGET FOR YEAR ENDING 3/31/22	ACTUAL FOR 9 MOS ENDING 12/31/21	PROPOSED AMENDED BUDGET FOR THE YEAR ENDING 3/31/22	CURRENT PROPOSED BUDGET FOR YEAR ENDING 3/31/2023	HOWELL PROPOSED BUDGET FOR YEAR ENDING 3/31/2023	NOTES
233-630-702-001	SALARIES						
233-627-715-001	RETIREMENT	148,131	112,617	152,000	163,515	174,479	Additional Staff
233-630-702-002	STRAIGHT TIME	1,389,123	1,013,375	1,351,166	1,532,468	1,611,102	Additional Staff
233-630-702-007	OVERTIME	112,806	88,876	118,501	123,884	154,598	Additional Staff
233-630-702-011	CONTRACT ENGINEER	79,040	34,936	46,581	81,411	81,411	Additional Staff
	TOTAL SALARIES	1,729,099	1,249,804	1,668,248	1,901,278	2,021,590	
233-640-753-001	SUPPLIES & TOOLS	1,500	6,662	8,000	5,000	5,000	Meter reading equipment
233-651-853-001	TELEPHONE						
233-651-853-003	ANSWERING SERVICE	3,500	3,117	4,200	3,500	3,750	Based on # of calls
233-651-853-004	CELL PHONE ALLOWANCE	23,460	17,320	23,100	23,970	26,010	Additional Staff
233-651-853-005	CELL PHONES	2,000	1,251	1,668	2,000	2,000	Staff phones
233-651-853-007	CUSTOMER LINE	550	977	1,300	550	550	1-800 number for customers
	TOTAL TELEPHONE	29,510	22,665	30,268	30,020	32,310	
233-699-995-861	TRANSFERS TO EQUIPMENT RESERVES	40,000	30,000	40,000	40,000	45,000	Additional Vehicles
233-699-995-862	TRANSFERS TO PERSONNEL RESERVES	1,000	750	1,000	1,000	1,000	Hole
233-705-767-001	UNIFORMS & PROTECTIVE CLOTHING						
233-705-767-002	UNIFORMS	8,625	6,780	8,500	8,625	9,275	Increase costs for logos, clothing
233-705-767-003	PANT/BOOT ALLOWANCE/SAFETY CLOTH	13,850	6,138	8,184	13,850	15,150	Additional Staff
	TOTAL UNIFORMS & PROTECTIVE CLOTH.	22,475	12,918	16,684	22,475	24,425	
233-706-767-006	VECTOR TRUCK						
233-706-932-050	VT - FUEL	3,500	1,890	2,900	3,500	3,500	Fuel for Truck
233-706-932-051	VT - EQUIPMENT/TOOLS	1,000	259	259	1,000	1,000	Nozzles, Clamps, Etc.
233-706-932-052	VT - ANNUAL LOAN PAYMENT	50,962	38,222	50,962	50,962	50,962	Payback to GO New User
233-706-934-040	VT - REPAIRS	10,000	-	8,000	10,000	10,000	Repairs to Truck, 6 Yrs Old
	TOTAL VECTOR TRUCK	65,462	40,371	62,121	65,462	65,462	
	TOTAL EXPENDITURES	2,828,909	2,061,023	2,739,405	3,082,465	3,290,974	
	CHANGE IN FUND BALANCE	270	110,947	150,062	-	-	
	BEGINNING FUND BALANCE	202,691	202,691	202,691	225,063	225,063	
	REFUNDS TO W/S DISTRICTS	(127,690)	(127,690)	(127,690)	(150,063)	(150,063)	
	ENDING FUND BALANCE	75,271	185,948	225,063	75,000	75,000	

Attachment 2
Allocation Percentage

DRAFT
FY 2022 System Labor Equipment Percentage Calculation
Including Howell Twp.

System	Billed Connections	%	Mile of Pipe	%	Avg. Daily Flow (2020)	%	Storage / Pump Station with Daily Checks	%	Full Time Staff Equivalents to Operate	%	Annual Budget	%	Grinder Pumps or Hydrants	%	Total Avg.
MHOG	5,829	40.66%	143.42	44.88%	1,784,000	46.42%	8	33.47%	8	29.09%	\$2,932,824	32.49%	1,638	68.14%	42.16%
Genoa-Oceola	4,841	33.77%	92.35	28.90%	1,333,000	34.69%	6.9	28.87%	8	29.09%	\$2,433,861	26.96%	99	4.12%	26.63%
Oak Pointe Sewer	1,365	9.52%	27.8	8.70%	0	0.00%	2	8.37%	2.5	9.09%	\$1,054,280	11.68%	436	18.14%	9.36%
Oak Pointe Water	937	6.54%	15.43	4.83%	326,000	8.48%	3	12.55%	3.3	12.00%	\$489,010	5.42%	144	5.99%	7.97%
Lake Edgewood	515	3.59%	11.18	3.50%	125,000	3.25%	1	4.18%	3.2	11.64%	\$381,100	4.22%	87	3.62%	4.86%
Howell Township	848	5.92%	29.40	9.20%	275,000	7.16%	3	12.55%	2.5	9.09%	\$1,737,000	19.24%	0	0.00%	9.02%
Total	14,335	100.00%	320	100.00%	3,843,000	100.00%	24	100.00%	27.5	100.00%	9,028,075	100.00%	2,404	100.00%	100.00%

System	Existing Allocation %	Proposed Percentage	Difference
MHOG	45.57%	42.16%	-3.41%
Genoa-Oceola	29.24%	26.63%	-2.61%
Oak Pointe Sewer	10.77%	9.36%	-1.41%
Oak Pointe Water	9.04%	7.97%	-1.07%
Lake Edgewood	5.38%	4.86%	-0.52%
Howell Township	0.00%	9.02%	9.02%

TO: Township Board for the Genoa Charter Township
FROM: Greg Tatara, Utility Director
DATE: February 16, 2022
RE: Lake Edgewood Sewer, Oak Pointe Water, and Oak Pointe 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, the Oak Pointe Water System, and the Oak Pointe 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 current fiscal year budget, the 9-Month Budget to Actual Report, an amended FY 2022 Budget, the proposed FY 2023 Operating Budget, utility rate change recommendations, and historic financial summary tables.

Lake Edgewood Sewer System

Presented in *Attachment IA*, is the budget summary sheet for the Lake Edgewood Sewer System. One year ago, we proposed an original budget for Lake Edgewood that was predicted to finish with a loss of \$17,673. Through 9-months, we are pleased to report that our revenues have exceeded expenditures by \$42,881. The largest expenses to Lake Edgewood this year have been labor, plant equipment repairs and maintenance, grinder pumps and utilities as shown in *Attachment IB*. Utilizing our 9-month to actual data, we have developed an amended budget that results in a planned surplus of \$38,759 for the year. This includes higher than projected costs for plant equipment repairs and maintenance, grinder repairs and maintenance, and sewer line repairs. This year we completed installing new electric actuators and cleaning of the EQ tank.

Presented in *Attachment IC* is a rate, flow, and financial summary for the Lake Edgewood Sewer System. We are recommending a 5% rate increase to Lake Edgewood Sewer Customers for FY 2023. In FY 2023, we plan to perform plant upgrades including installation of mixers, which we have already purchased, into the EQ tank. In addition, we plan to install new diffuser sleeves on the air headers in the SBR tanks, and obtain a newer, more energy efficient blower as the existing blowers are original to the year 2000 upgrade. With many of these expenses being one time, we are comfortable for next year budgeting a small loss and using the fund balance to cover these expenses.

Oak Pointe Water System

Presented as *Attachment 2A* is the budget summary sheet for the Oak Pointe Water System. One year ago, we proposed an original budget for the Oak Pointe Water system that was predicted to finish with a small surplus of \$12,790. Through 9-months our revenues have exceeded expenditures by \$49,059. With expenses planned for the final quarter of this fiscal year, and low water usage during winter months, we are anticipating a small loss of \$5,282 for the fiscal year ending March 31, 2022. A summary of where expenditures, by category, for the FY 2022 Fiscal Year are presented in *Attachment 2B*.

For FY 2022, we are requesting a 3 % rate adjustment to metered water customers. Regarding the line items in FY2023 budget; labor and equipment was increased based on the DPW Budget projection, and the approved allocation percentage. Using an average production value from the past three years, we are projecting that usage will be slightly lower, and we are projecting a surplus of \$14,701 with the small rate increase, although this is highly demand dependent based on the weather we receive this summer. In addition, inflation and economic impacts on chemicals will also influence the budget.

It should also be noted the number of significant improvements we have made over the past 5 years to the Oak Pointe Water System. In 2016, a phosphate feed system was added to Oak Pointe to improve corrosion protection of the water. Since this improvement, our lead and copper numbers have been excellent. In 2020, we completed painting of the interior of the water plant. In 2021, the iron removal backwash and reconditioning system was redesigned and reconstructed. Due to the inability to obtain parts for the original system, which was constructed in 1994, we had to retrofit the filters with new actuators, flow meters, and control valves. Operators are now able to control backwash rates and obtain total backwash volumes.

Presented in *Attachment 2C* is a rate, flow, and financial summary for the Oak Pointe Water System from 2007 until present day. Despite the variability of weather and resulting demand, we are pleased that rates have stabilized over historic numbers and that we have been able to have revenues exceed or fall just slightly below expenses.

Oak Pointe Sewer System

Presented as *Attachment 3A* is the budget summary sheet for the Oak Pointe Sewer System. This is the seventh year we are operating the system following the conversion of the Oak Pointe Wastewater Plant to an equalization pump station to transport flows to the Genoa – Ocoola WWTP.

We budgeted a small deficit this year for the Oak Pointe Sewer System, and through 9 months, expenses are exceeding our budget projections with an operating deficit of \$28,996. Unfortunately, this year, we are projected to end the year with a loss of \$17,774, primarily due to replacing three pump station submersible pumps, repairing gravity main due to defects observed during televising, and costs to rebuild and replace grinder pumps.. In addition, we had a number of breaks and leaks to repair with fittings failing on some older grinder cans where they connect

to the low-pressure force mains. A copy of the summary of expenses by category is presented in *Attachment 3B*.

For fiscal year 2023, we are budgeting a loss of \$11,619. However, due to our substantial fund balance, we are not recommending increasing rates this year. The only change we want to make to rates is to specify that rather than the minimum sewer bill being set to \$60.00 per quarter, the minimum rate will be the metered rate multiplied by 9 thousand gallons, for any usage equal to or under 9,000 gallons for a quarter. In this manner, the minimum volume will not continue to go down as the metered rate changes.

Presented in *Attachment 3C* is a rate, flow, and financial summary for the Oak Pointe Sewer 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 2022 and approve the FY 2023 Operating Budgets for the Lake Edgewood Sewer System, the Oak Pointe Sewer System and the Oak Pointe Water System.

Moved by _____, supported by _____ to increase 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 per quarter. All other rates and charges will remain the same.

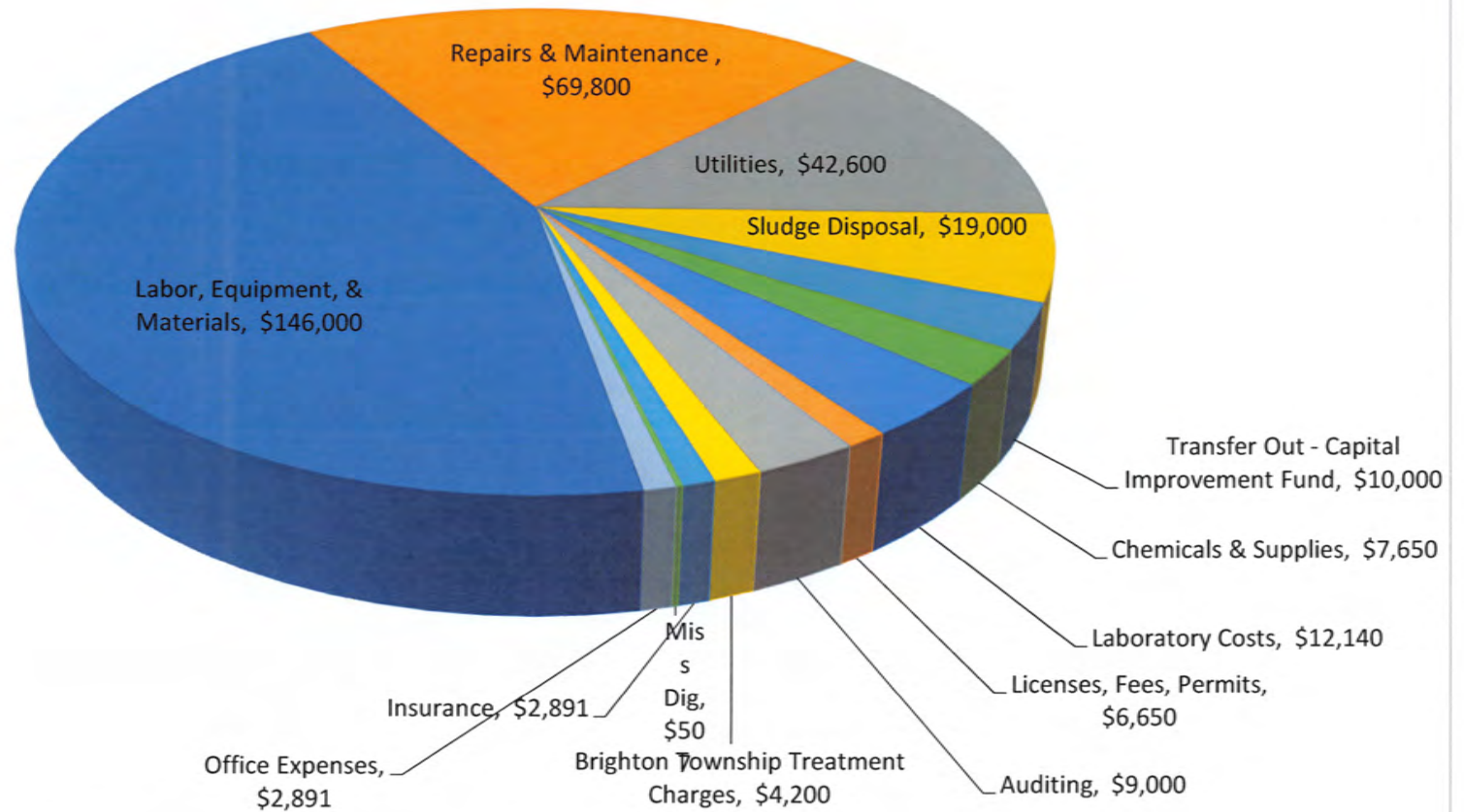
Moved by _____, supported by _____ to increase the Oak Pointe metered water charges from \$3.95/1,000 gallons to \$4.07 /1,000 gallons. All other rates and charges will remain the same.

Moved by _____, supported by _____ 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.

CHARTER TOWNSHIP OF GENOA
 LAKE EDGEWOOD SEWER SYSTEM
 BUDGET FOR 1 YEAR ENDING 3/31/22 COMPARED
 TO ACTUAL FOR 9 MONTHS ENDING 12/31/21
 BUDGET WORKSHEET AMENDED 3-31-22
 BUDGET WORKSHEET ORIGINAL 3-31-23

ACCT #	DESCRIPTION	SEWER BUDGET FOR THE YEAR ENDING 3/31/22	SEWER ACTUAL FOR THE 9 MONTHS ENDING 12/31/2021	VARIANCE	SEWER PROPOSED REVISIONS FOR YEAR ENDING 3/31/2022	SEWER PROPOSED AMOUNTS FOR YEAR ENDING 3/31/2023	NOTES
REVENUES							
000-400-002	Billings - operations	357,927	274,266	(83,661)	358,055	376,083	Increase metered from \$6.95 to \$7.30 per 1,000 gal & flat from \$136 to \$142.80 per qtr.(5% increase). Min. \$65.70 up to 9k gal
000-672-003	Income - other	500	1,119	619	1,119	500	Misc
000-699-234	Trans - in DPW # 503	5,000	7,023	2,023	7,023	-	Amount from DPW Fund for overage of fund balance.
	TOTAL INCOME	363,427	282,408	(81,019)	366,197	376,583	
EXPENSES							
500-801-002	Accounting/auditing	9,000	5,250	3,750	9,000	9,000	Hold
500-753-002	Chemicals	6,500	4,146	2,354	6,000	7,000	Increase for next year, due to expected chemical cost increases
500-946-002	Engineering - general	-	-	-	-	-	Place Holder
500-946-004	Engineering - separate projects	-	-	-	-	5,000	Asset Mgmt Report
500-840-002	Insurance	3,000	2,891	109	2,891	3,000	Hold
500-725-002	Labor, Equipment, & Materials	146,000	109,299	36,701	146,000	155,000	Increase for increased DPW Costs
500-725-004	Laboratory costs	8,000	5,542	2,458	12,140	12,140	Actual costs as shown by analysis.
500-802-002	Legal fees	500	-	500	-	100	Place Holder
500-808-002	Licenses, Fees, Permits	6,650	3,650	3,000	3,650	3,650	One permit per year.
500-805-002	Miss Dig	750	507	243	507	600	Annual MISS DIG Fee
500-751-002	Office expenses	500	150	350	150	500	Miscellaneous Office Items
500-687-002	Refunds & adjustments	-	-	-	-	-	Place Holder
500-931-003	R & M - Building	1,000	12	988	100	1,000	No building repairs due for next year or two.
500-931-007	R & M - Grounds	500	390	110	390	2,500	May need to bring in some more gravel for drive
500-931-009	R & M - Scada Web Maint. & Cell	6,500	3,087	3,413	3,200	3,200	Annual SCADA cost, KISM
500-931-011	R & M - Plant equipment	60,000	13,745	46,255	20,000	40,000	Did not complete all projects last year, carry over to this year
500-931-012	R & M - Grinder pumps	7,500	20,180	(12,680)	23,000	23,000	Repairs to grinder pumps
500-931-015	R & M - Lines	3,500	5,779	(2,279)	7,500	3,500	Repairs to force main this year, hold for next year
500-931-023	R & M - Pump stations	25,000	2,572	22,428	5,000	25,000	Cost of a new pump potentially, station cleaning
500-931-025	R & M - mowing	3,600	4,110	(510)	4,110	4,500	Lawn mowing
500-931-029	R & M - Generators	7,500	4,428	3,072	4,500	7,500	Generator Preventative Maintenance, historic costs
500-931-032	R & M - Sewer line cleaning	2,500	-	2,500	2,000	2,500	Vactor Cost
500-931-035	R & M - Other	-	-	-	-	-	Place Holder
500-931-038	R & M - Backups	-	-	-	-	-	Place Holder
500-864-001	Sludge disposal	25,000	18,817	6,183	19,000	25,000	Haul Sludge One More Time Prior to Frost Laws
500-762-007	Tools & supplies	500	-	500	-	500	Hold
500-762-010	Tools & supplies - all systems	1,500	821	679	1,500	1,500	Hold
500-700-002	Trans out - Capital Impr. Repl. Reserve	10,000	-	10,000	10,000	10,000	Hold
500-920-002	Utilities - electric	38,000	29,202	8,798	39,000	40,000	Slightly higher electrical costs for next year
000-917-001	Utilities - water	100	75	25	100	100	Hold
500-921-002	Utilities - gas	3,500	1,811	1,689	3,500	3,500	Hold
500-924-001	Utilities - sewer BTS (Davita)	4,000	3,063	937	4,200	4,300	Anticipate Brighton Township Increase
	Total expenses	381,100	239,527	141,573	327,438	393,590	
	Net revenues/expenses	(17,673)	42,881	60,554	38,759	(17,007)	
	Beginning fund equity (deficit)	694,088	694,088	-	694,088	732,847	
	Ending fund equity (deficit)	676,415	736,969	60,554	732,847	715,840	

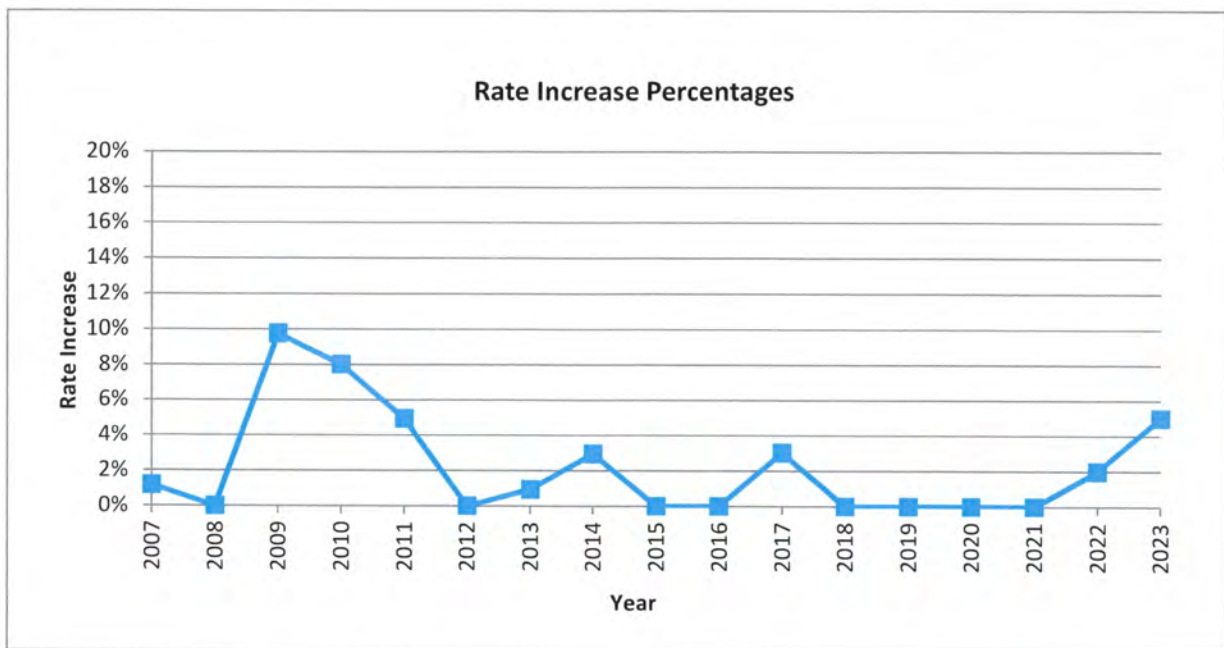
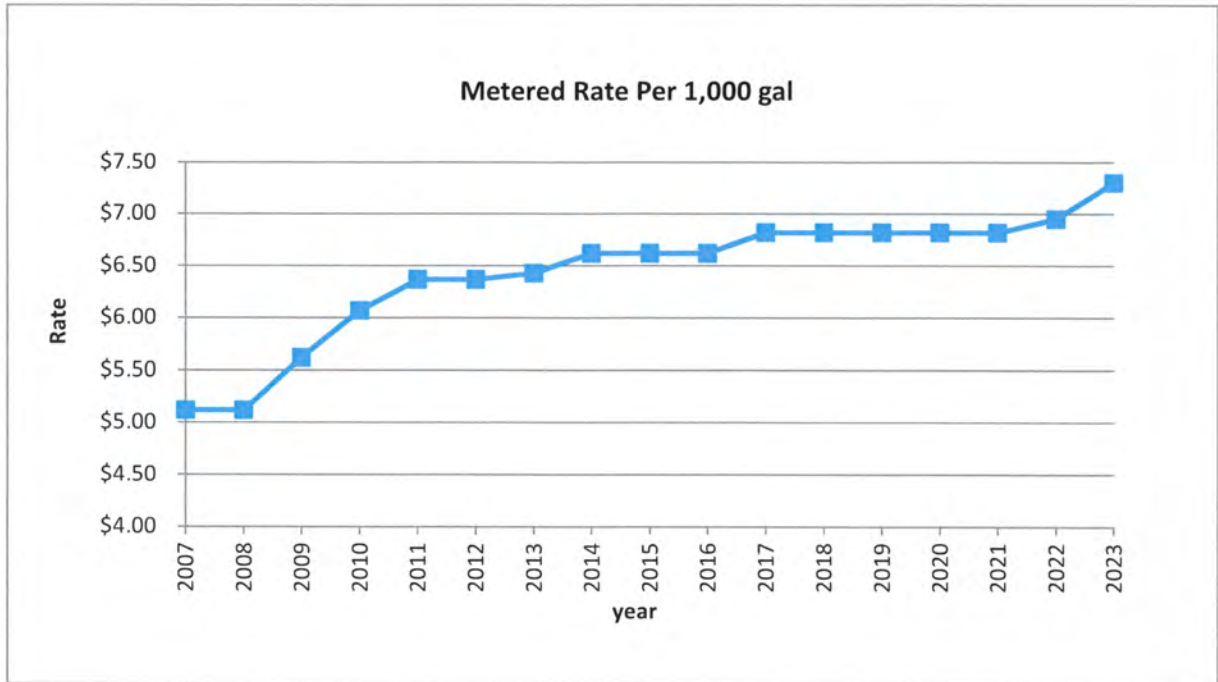
Lake Edgewood Sewer Expenditures by Category For the Year Ending March 31, 2022



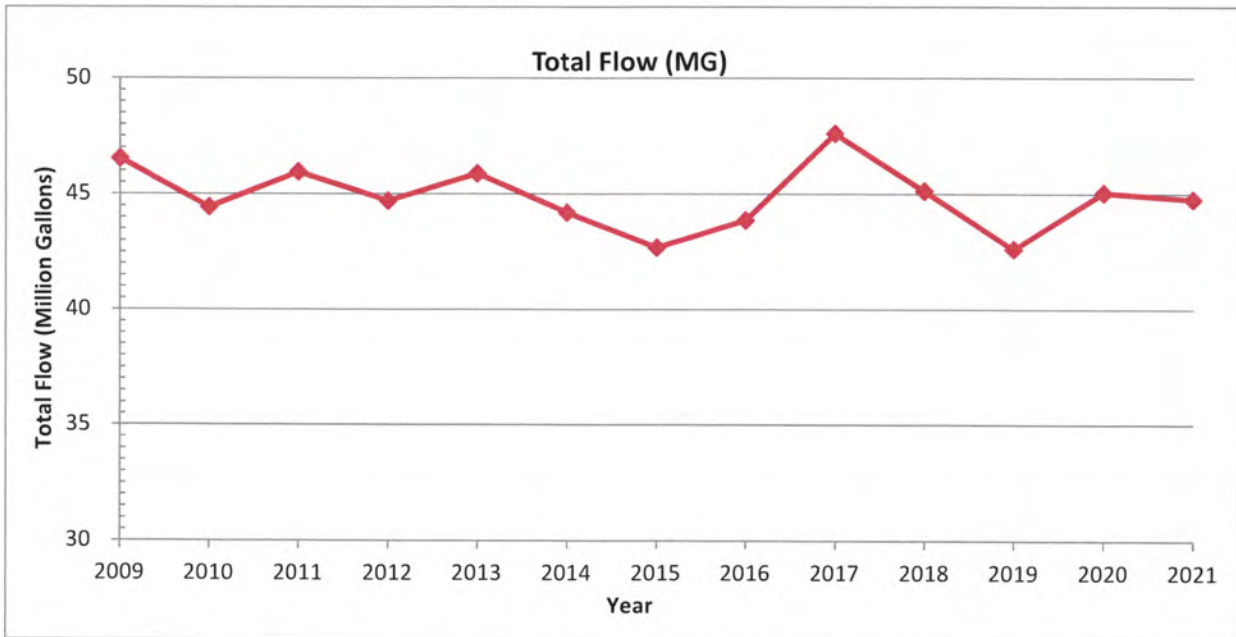
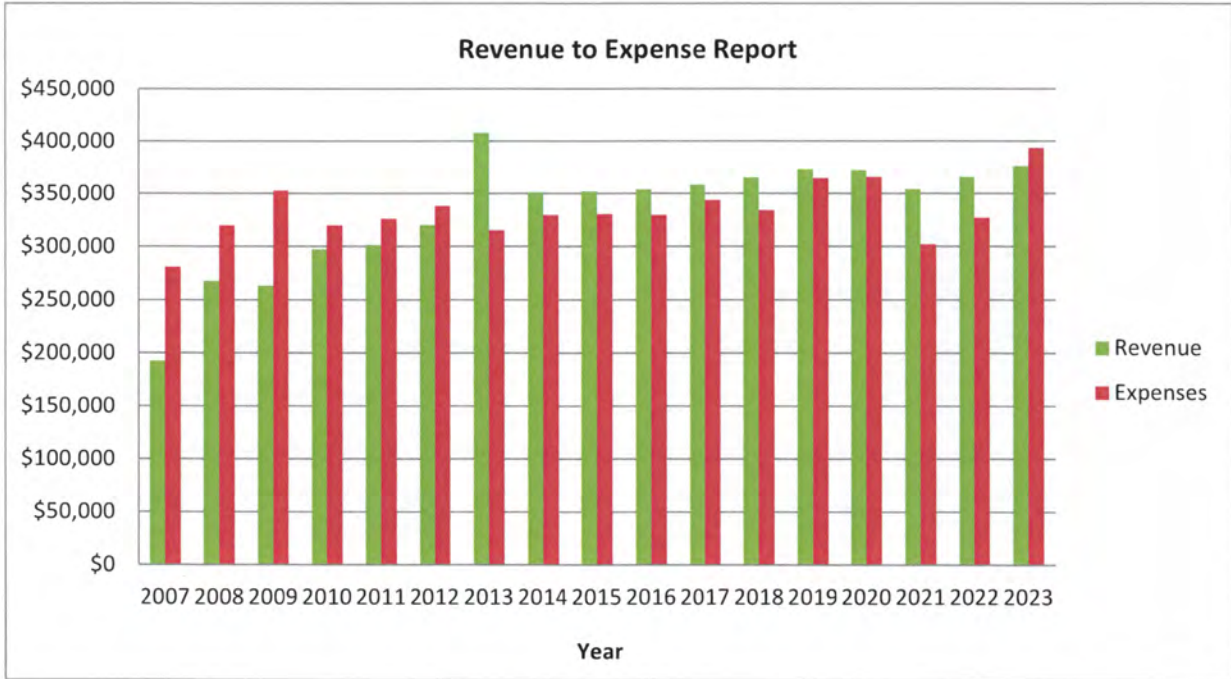
Total Expenditures: \$327,438

Lake Edgewood Sewer

Rate, Flow and Financial Summary



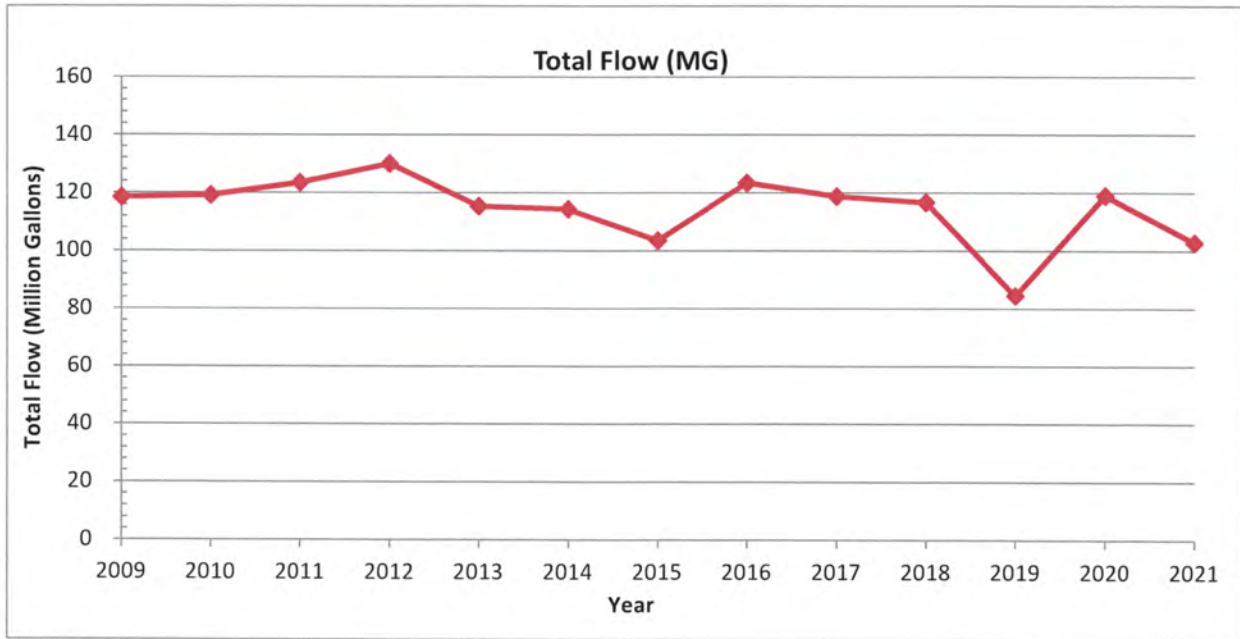
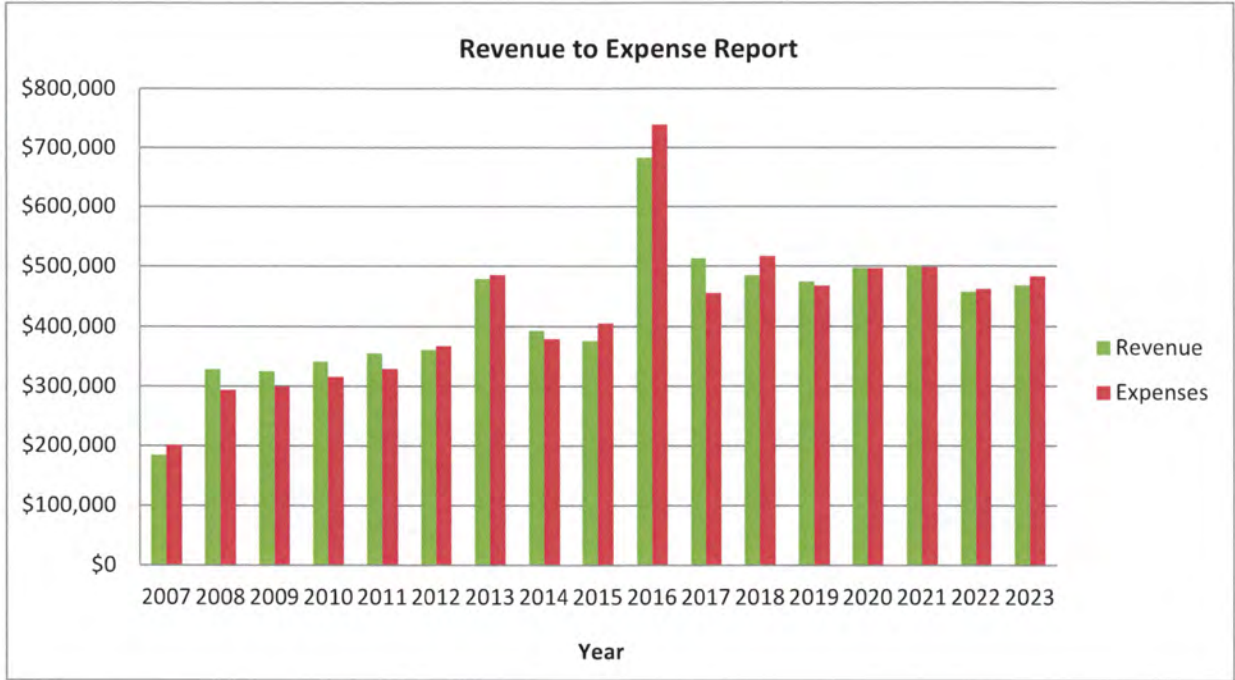
Lake Edgewood Sewer



CHARTER TOWNSHIP OF GENOA
 OAK POINTE WATER SYSTEM
 BUDGET FOR THE YEAR ENDING 3/31/22 COMPARED
 TO ACTUAL FOR 9 MONTHS ENDING 12/31/21
 Budget Worksheet Amended 3-31-22
 Budget Worksheet Original 3-31-23

ACCT #	DESCRIPTION	BUDGET FOR THE YEAR ENDING 3/31/22	ACTUAL FOR THE 9 MONTHS ENDING 12/31/21	VARIANCE	PROPOSED REVISIONS FOR YEAR ENDING 3/31/2022	PROPOSED AMOUNTS FOR YEAR ENDING 3/31/2023	NOTES
REVENUES							
592-000-400-001	Billings - operations	409,660	311,701	(97,959)	357,025	382,719	Increase from \$3.95 to \$4.07 per 1,000 gal; RTS stays same \$9.97 (3% increase)
592-000-672-002	Income - other	1,000	3,866	2,866	3,866	1,000	Misc items
592-000-626-023	Income - capital charge (Debt)	63,060	47,093	(15,967)	63,060	63,060	Rate remains same, \$15/qtr per REU
592-000-667-001	Income - Cell tower rent	22,080	11,040	(11,040)	22,080	22,080	No Changes
592-000-084-491	Trans in - OP new user	-	-	-	-	-	Place Holder
592-000-665-001	Interest Income	-	-	-	-	-	Place Holder
592-000-628-004	Meter Sales	-	-	-	-	-	Place Holder
592-000-699-233	Trans in from DPW #503	6,000	11,645	5,645	11,645	-	Amount from DPW fund for overage of fund balance.
	TOTAL INCOME	501,800	385,345	(116,455)	457,676	468,859	
EXPENSES							
592-500-801-001	Accounting/auditing	9,000	5,400	3,600	9,000	9,000	Hold
592-500-753-001	Chemicals	20,000	14,405	5,595	19,000	22,000	Chemical cost increases, possible demand increases
592-500-750-001	Backflow and Cross Connection Control Program	-	-	-	-	2,800	New Line Item - Backflow and Cross Connection Program
592-500-946-001	Engineering - general	-	-	-	-	-	Nothing for 2023
592-500-946-003	Engineering - separate projects	10,000	7,850	2,150	8,600	-	Design of Backwash System - Includes Backflow
592-500-840-001	Insurance	3,250	3,295	(45)	3,295	3,900	Possible Higher Insurance Costs
592-500-725-001	Labor, Equipment, & Materials	238,200	178,650	59,550	238,200	254,000	Increase in salaries for staff, plus other DPW costs per budget
592-500-725-003	Laboratory costs	12,000	8,546	3,454	11,500	12,500	Based on State Requirements and Performance Testing
592-500-802-001	Legal fees	-	-	-	-	-	Place Holder
592-500-808-001	Licenses, Fees, Permits	1,300	-	1,300	1,300	1,300	State of Michigan Drinking Water License
592-500-805-001	Miss Dig Expenses	-	507	(507)	507	600	Annual MISS DIG membership fee
592-500-752-001	Meters & Supplies	2,500	740	1,760	750	2,500	Meter change outs as necessary
592-500-751-001	Office expenses	2,000	1,110	890	1,110	2,000	Office expenses for water treatment plant
592-500-687-001	Refunds & adjustments	-	-	-	-	-	Place Holder
592-500-931-002	R & M - Building	5,000	-	5,000	100	2,000	No major building expenses planned, contingency for misc items
592-500-931-005	R & M - Hydrants	2,500	3,086	(586)	3,086	3,500	Hydrant change out
592-500-931-006	R & M - Grounds	1,000	220	780	250	1,000	Upkeep around elevated tower
592-500-931-008	R & M - SCADA	5,000	10,883	(5,883)	11,000	5,000	Required filter PLC Upgrades this year
592-500-931-010	R & M - Plant equipment	20,000	13,634	6,366	17,000	20,000	Plant and well repairs
592-500-931-014	R & M - Lines	10,000	8,039	1,961	10,000	10,000	Repairs to water services and mains
592-500-931-020	R & M - Booster Pump stations	14,000	-	14,000	-	15,000	New PLC at Booster Station (Final Cost from UIS)
592-500-931-028	R & M - Generators	2,000	2,235	(235)	2,900	3,000	Service to plant generator, fuel, etc.
592-500-931-030	R & M - Towers	25,000	1,325	23,675	20,000	5,000	Vent Repairs This Year, 5 year elevated inspection due in 2022
592-500-931-034	R & M - Other	-	-	-	-	-	Place Holder
592-500-850-001	Telephone/Internet	3,500	949	2,551	1,300	1,500	Reduction from previous Year.
592-500-762-001	Tools & supplies	500	-	500	-	500	Specific to OP Water
592-500-762-004	Tools & supplies - all systems	700	1,874	(1,174)	2,500	2,500	Shared maintenance expenses
592-500-995-990	Transfer out - Capital impr Repl. Reserve	-	-	-	-	-	Hold on trans to build up equity
592-500-920-001	Utilities - electric	35,000	24,520	10,480	35,000	37,000	Higher Energy Costs
592-500-921-001	Utilities - gas	3,500	1,318	2,182	3,500	3,900	Higher Energy Costs
592-500-804-001	Transfer out - Debt	63,060	47,700	15,360	63,060	63,060	Hold
	Total expenses	489,010	336,286	152,724	462,958	483,560	
	Net revenues/expenses	12,790	49,059	36,269	(5,282)	(14,701)	
	Beginning fund equity	73,318	73,318	-	73,318	68,036	
	Ending fund equity	86,108	122,377	36,269	68,036	53,335	

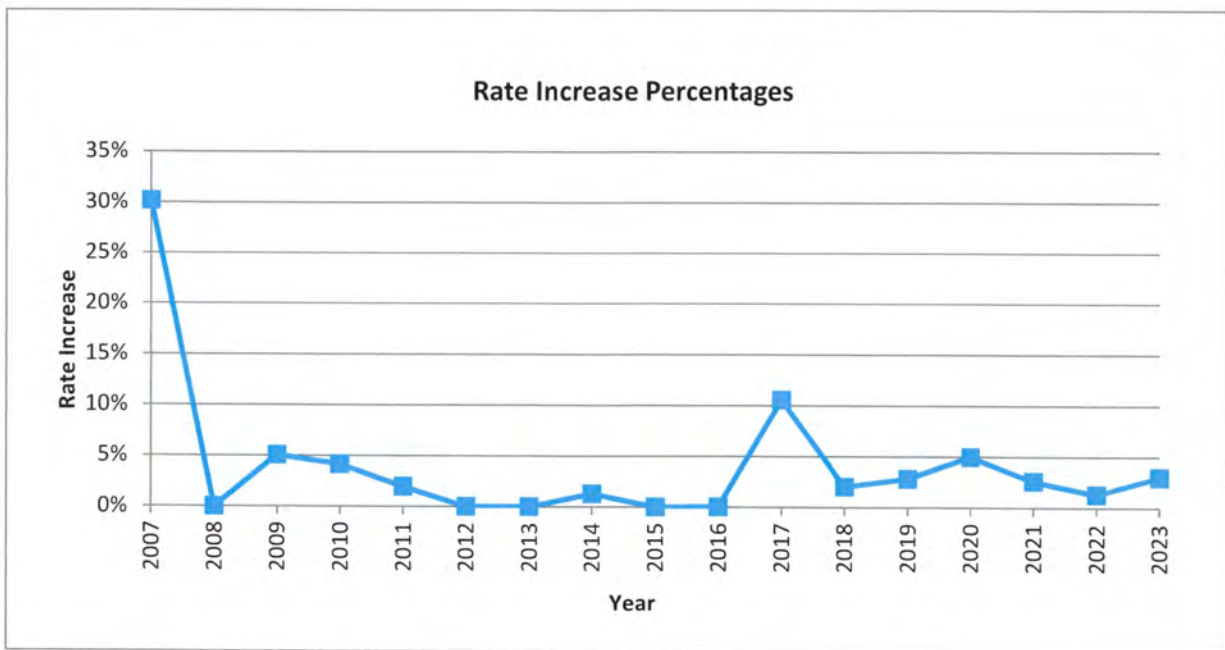
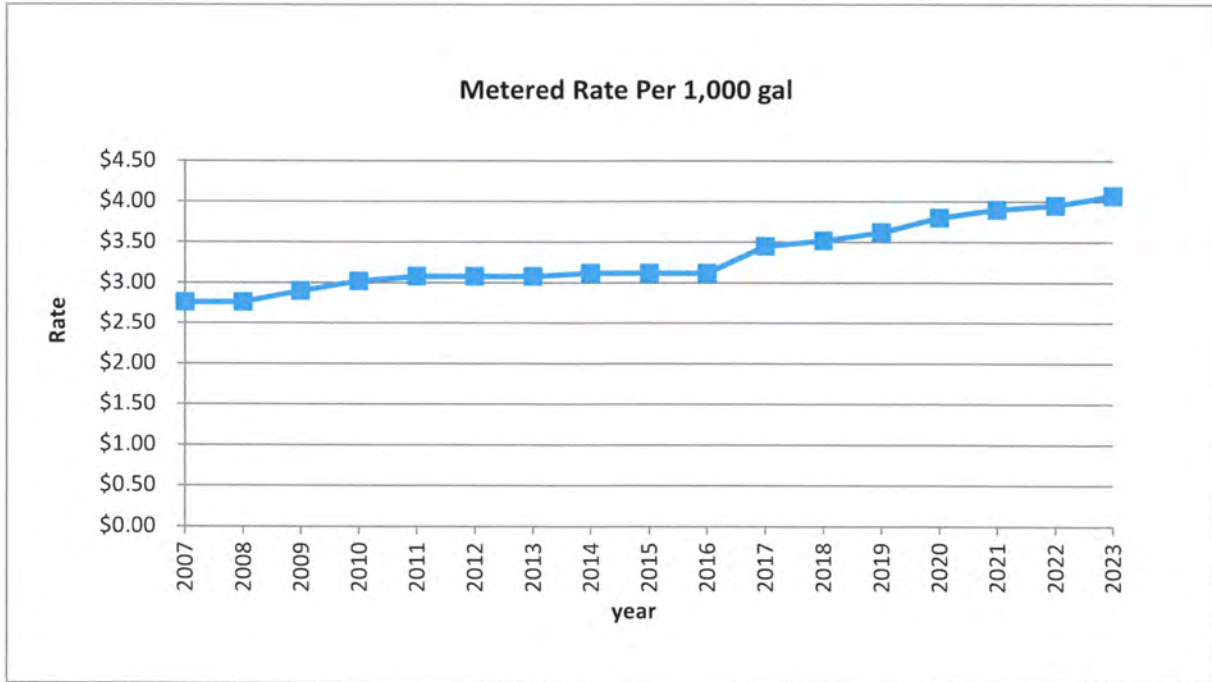
Oak Pointe Water



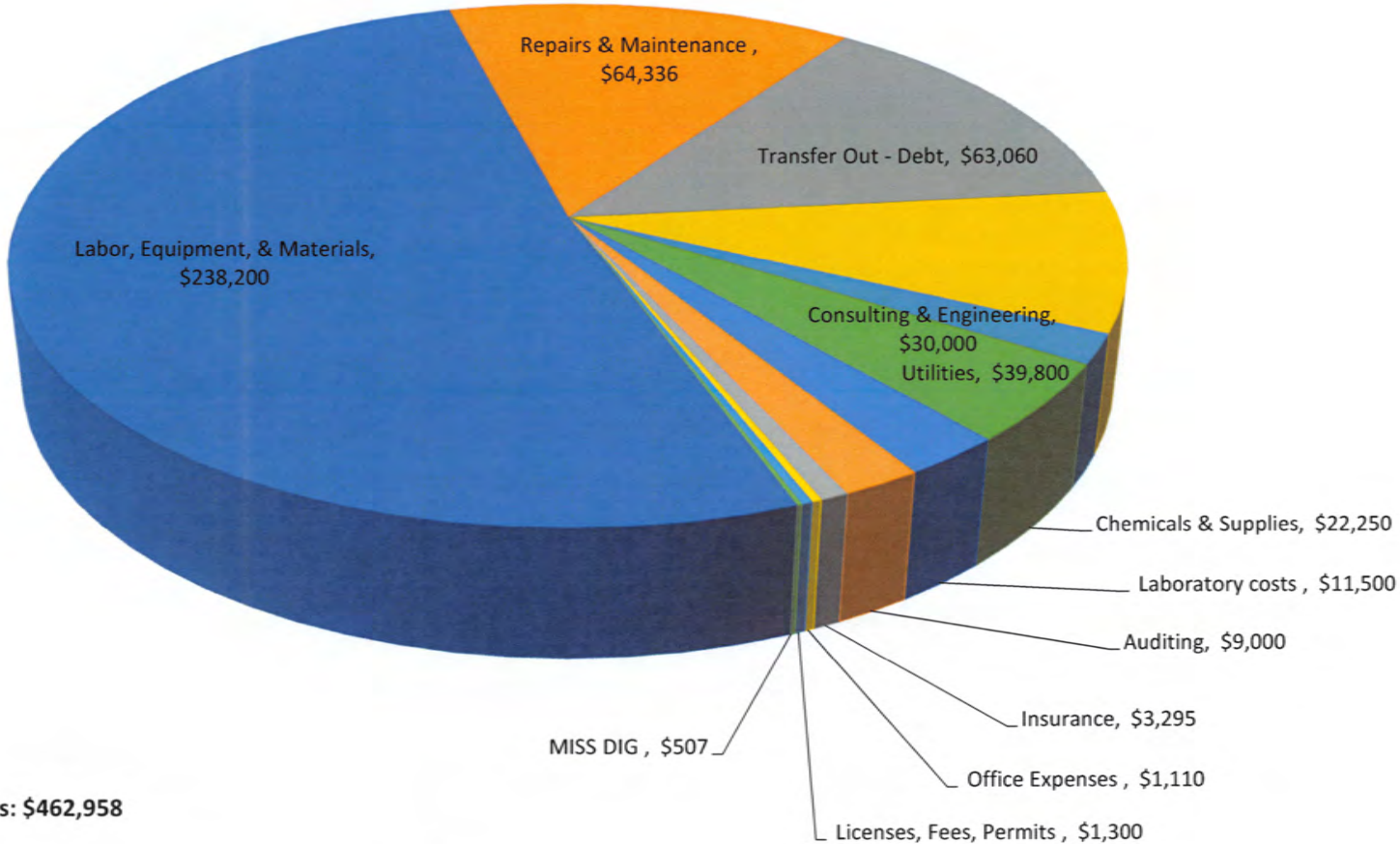
Oak Pointe Water

2B

Rate, Flow and Financial Summary



Oak Pointe Water Expenditures by Category For the Year Ending March 31, 2022

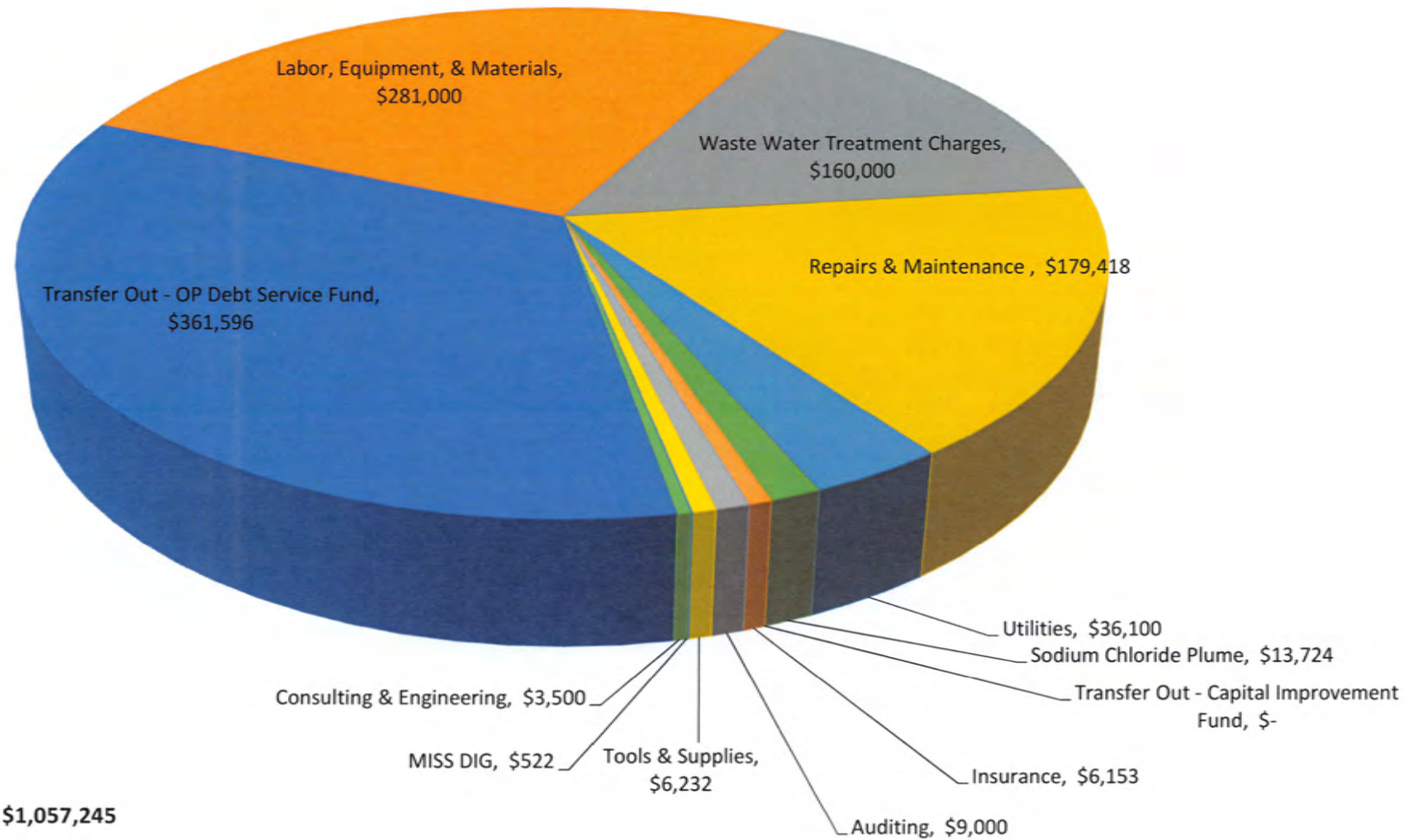


Total Expenditures: \$462,958

CHARTER TOWNSHIP OF GENOA
 OAK POINTE SEWER SYSTEM
 BUDGET FOR 1 YEAR ENDING 3/31/22 COMPARED
 TO ACTUAL FOR 9 MONTHS ENDING 12/31/21
 Budget Worksheet Amended 3-31-22
 Budget Worksheet Original 3-31-23

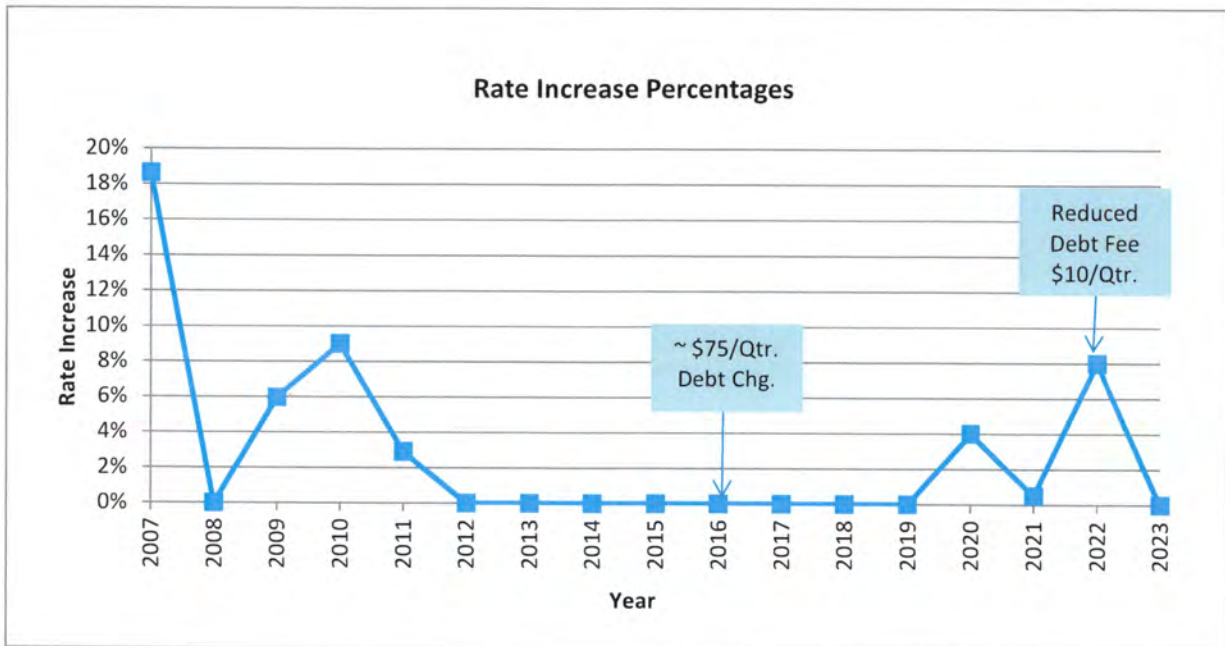
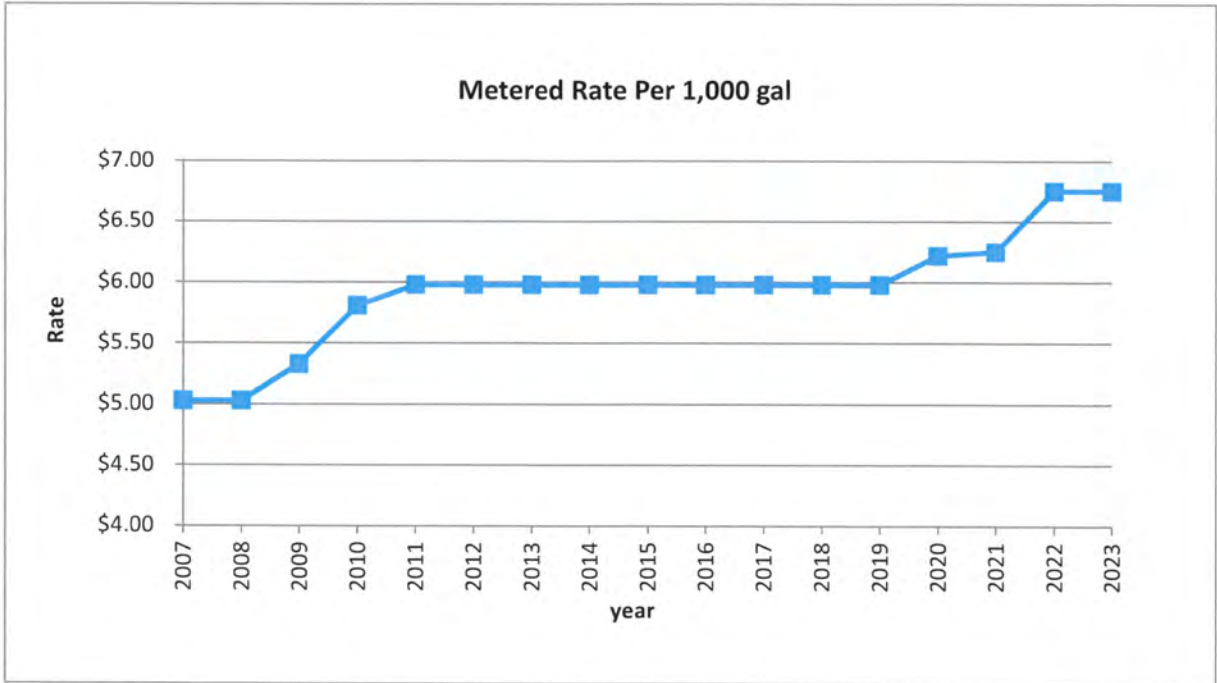
ACCT #	DESCRIPTION	BUDGET FOR THE YEAR ENDING 3/31/2022	ACTUAL FOR 9 MONTHS ENDING 12/31/2021	VARIANCE	PROPOSED REVISIONS FOR YEAR ENDING 3/31/2022	PROPOSED AMOUNTS FOR YEAR ENDING 3/31/2023	NOTES
REVENUES							
592-000-400-002	Billings - operations	662,506	486,848	(175,658)	637,114	656,931	Keep metered rate same @6.75 per 1,000 gal. Flat rate same @ \$105/qr; Grinder rate remains same @ \$50/qr; Minimum \$60.75 up to 9,000 gal for metered.
592-000-672-003	Income - other	5,000	3,690	(1,310)	3,690	2,500	Misc items
592-000-676-001	Income - Grinder pump reimbursement	10,000	23,408	13,408	23,408	10,000	Reimb from LE/GO for purchases of Grinder pumps
592-000-665-001	Income - interest	-	-	-	-	-	Place Holder
592-000-699-234	Trans in from DPW #503	7,500	13,663	6,163	13,663	-	Amount from DPW fund for overage of fund balance.
592-000-626-025	Billings - Debt (OP & GO)	361,480	282,596	(78,884)	361,596	357,854	DS metered rate is \$54 up to 10kgal & \$1.70 for gal over; flat is \$66 per qtr.
	TOTAL INCOME	1,046,486	810,205	(236,281)	1,039,471	1,027,285	
EXPENSES							
592-500-801-002	Accounting/auditing	9,000	5,400	3,600	9,000	9,000	Hold
592-500-753-002	Chemicals	-	-	-	-	-	Place Holder in event odor control chemical required
592-500-965-001	Consent order - groundh20 sodium	20,000	10,724	9,276	10,724	18,000	Next year, monitor well sampling in addition to homes
592-500-973-001	RO System Maint. & Replacement	4,000	2,786	1,214	3,000	4,000	Residential Sampling Annual RO Maintenance Costs
592-500-946-002	Engineering - general	500	-	500	-	-	Place Holder
592-500-946-004	Engineering - separate projects	500	-	500	3,500	4,500	HRC Odor Control Study
592-500-840-002	Insurance	6,500	6,153	347	6,153	6,500	Budget small increase in insurance
592-500-725-002	Labor, Equipment, & Materials	281,000	210,689	70,311	281,000	299,000	Increase in salary, insurance, fuel, etc. for DPW expenses
592-500-802-002	Legal fees	-	-	-	-	-	Place Holder
592-500-805-002	Miss - Dig Expenses	800	522	278	522	700	Annual MISS DIG membership fee
592-500-687-002	Refunds & adjustments	-	-	-	-	-	Place Holder
592-500-931-003	R & M - Building	5,000	70	4,930	100	5,000	Need to get rid of really old boiler, install gas unit heater
592-500-931-007	R & M - Grounds	5,000	3,722	1,278	3,800	1,500	No planned landscape improvements, 2022 was roadway
592-500-931-009	R & M - Scada Web Maint. & Cell	8,000	8,999	(999)	9,000	6,500	KISM and UIS expenses
592-500-931-012	R & M - Grinder Pumps	40,000	50,477	(10,477)	50,477	45,000	Repair Parts for grinder rebuilds
592-500-931-013	R & M - New Grinder pumps	-	-	-	-	-	Place Holder
592-500-934-006	R & M - Sewer Televising	5,000	-	5,000	-	-	No Planned Televising This Year
592-500-931-016	R & M - Force Main Repairs	10,000	21,561	(11,561)	21,561	10,000	Had large repairs to gravity sewer from televising
592-500-934-007	R & M - Air Release - Flushing Connections	7,500	-	7,500	-	2,500	New Air Release Valves and Change Outs
592-500-931-017	R & M - Gravity Main Repairs	7,500	25,715	(18,215)	25,715	5,000	Repairs from Televising, repair parts stock
592-500-931-018	R & M - Manholes	5,000	289	4,711	289	2,500	Manholes in good shape due to repairs
592-500-931-021	R & M - Pump stations	30,000	44,726	(14,726)	44,726	37,000	New Pumps for Stations 54 & 61 this year
592-500-931-025	R & M - mowing	3,500	3,750	(250)	3,750	4,250	Increased cost for mowing
592-500-931-029	R & M - Generators	5,000	7,674	(2,674)	10,000	7,500	Preventative Maintenance on Generators
592-500-931-032	R & M - Sewer line cleaning	13,000	8,971	4,029	10,000	10,000	Vector costs for system
592-500-931-035	R & M - Other	-	-	-	-	-	Place Holder
592-500-931-038	R & M - Sewer backups	-	-	-	-	-	Place Holder
592-500-850-002	Internet	-	1,946	(1,946)	2,600	2,600	Internet at OP WW
592-500-762-007	Tools & supplies	-	407	(407)	407	500	OP Specific Parts
592-500-762-010	Tools & supplies - all systems	2,500	4,369	(1,869)	5,825	5,000	OP Shared System Costs
592-500-699-991	Trans out - Capital Improv. Repl. Reserves	10,000	-	10,000	-	-	Based on Budget - no trans to build up equity
592-500-999-055	Trans out - OP Debt Service Fund (OP & GO)	361,480	281,333	80,147	361,596	357,854	Lower Cost for Refinance/Same as revenue
592-500-920-002	Utilities - electric	34,000	21,130	12,870	29,000	30,000	Electrical Costs
592-500-921-002	Utilities - gas	4,500	1,793	2,707	4,500	4,500	Heating Cost - Hold
592-500-854-002	Utilities - sewer treatment charges - GO	175,000	115,995	59,005	160,000	160,000	Based on Flow
	Total expenses	1,054,280	839,201	215,079	1,057,245	1,038,904	
	Net revenues/expenses	(7,794)	(28,996)	(21,202)	(17,774)	(11,619)	
	Beginning fund equity (deficit)	792,144	792,144	-	792,144	774,370	
	Ending fund equity (deficit)	784,350	763,148	(21,202)	774,370	762,751	

Oak Pointe Sewer Expenditures by Category For the Year Ending March 31, 2022

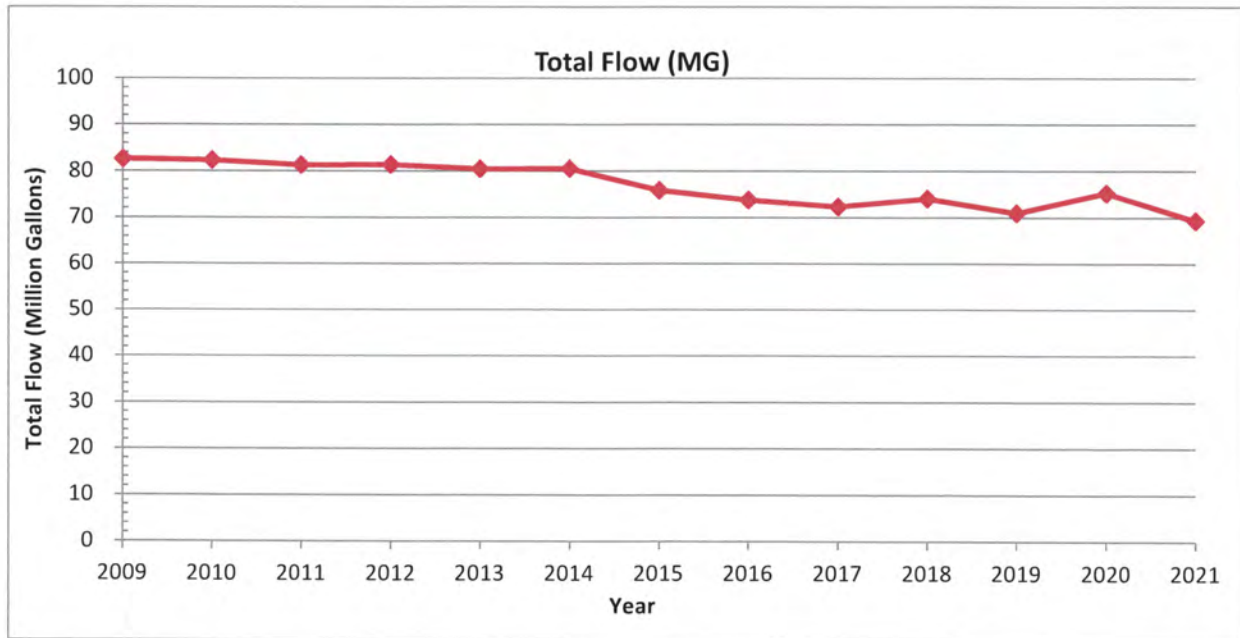
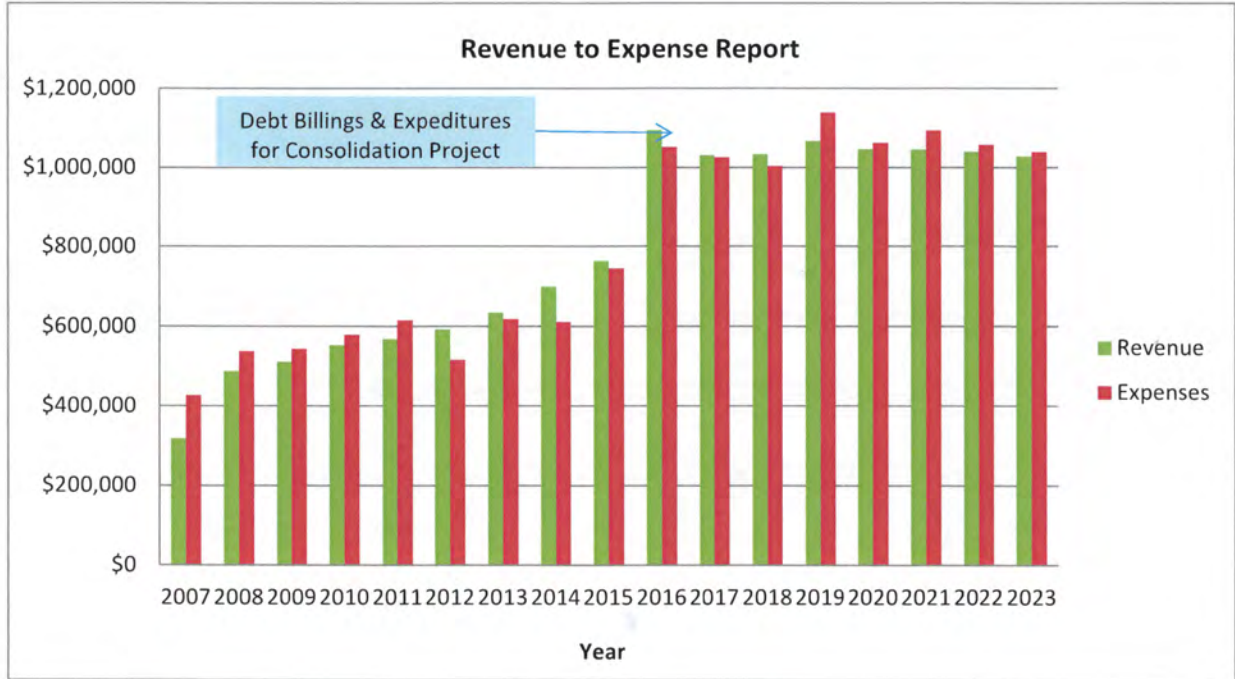


Oak Pointe Sewer

Rate, Flow and Financial Summary



Oak Pointe Sewer





GENOA CHARTER TOWNSHIP CAPITAL IMPROVEMENT PLANNING

2022-2027

ROAD IMPROVEMENT FUND

FUND 401

(FORMERLY FUND 261)

2022 CROOKED LAKE PAVE/REPAVE



2022 HACKER ROAD RE-PAVE



2022 KING ROAD – LIMESTONE



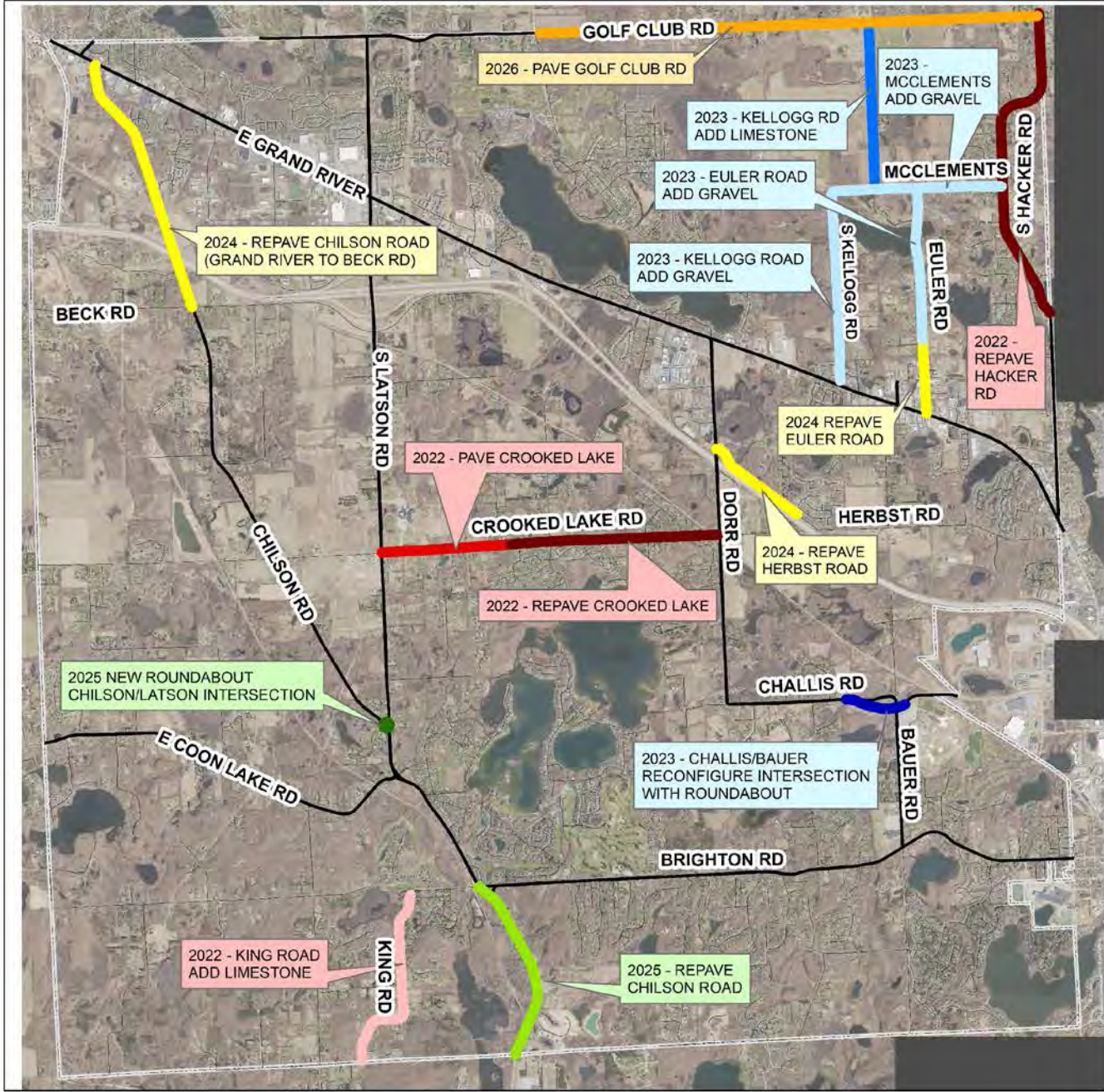
2023 CHALLIS/BAUER RECONFIGURE



2022-2027 CAPITAL IMPROVEMENT ROAD PROJECTS FUND 401 (formerly 261)

2022-2027 ROAD PROJECTS

- 2022, Limestone
- 2022, Pave
- 2022, Re-pave
- 2023, Gravel
- 2023, Limestone
- 2023, Reconfigure/Roundabout
- 2024, Re-pave
- 2025, Re-pave
- 2025, Roundabout
- 2026, Pave



PARKS AND RECREATION

FUND 208

(FORMERLY FUND 270)

2022 BAUER ROAD BOADWALK UPGRADE



2022 - PEDESTRIAN IMPROVEMENT GRAND RIVER AND GOLF CLUB ROAD



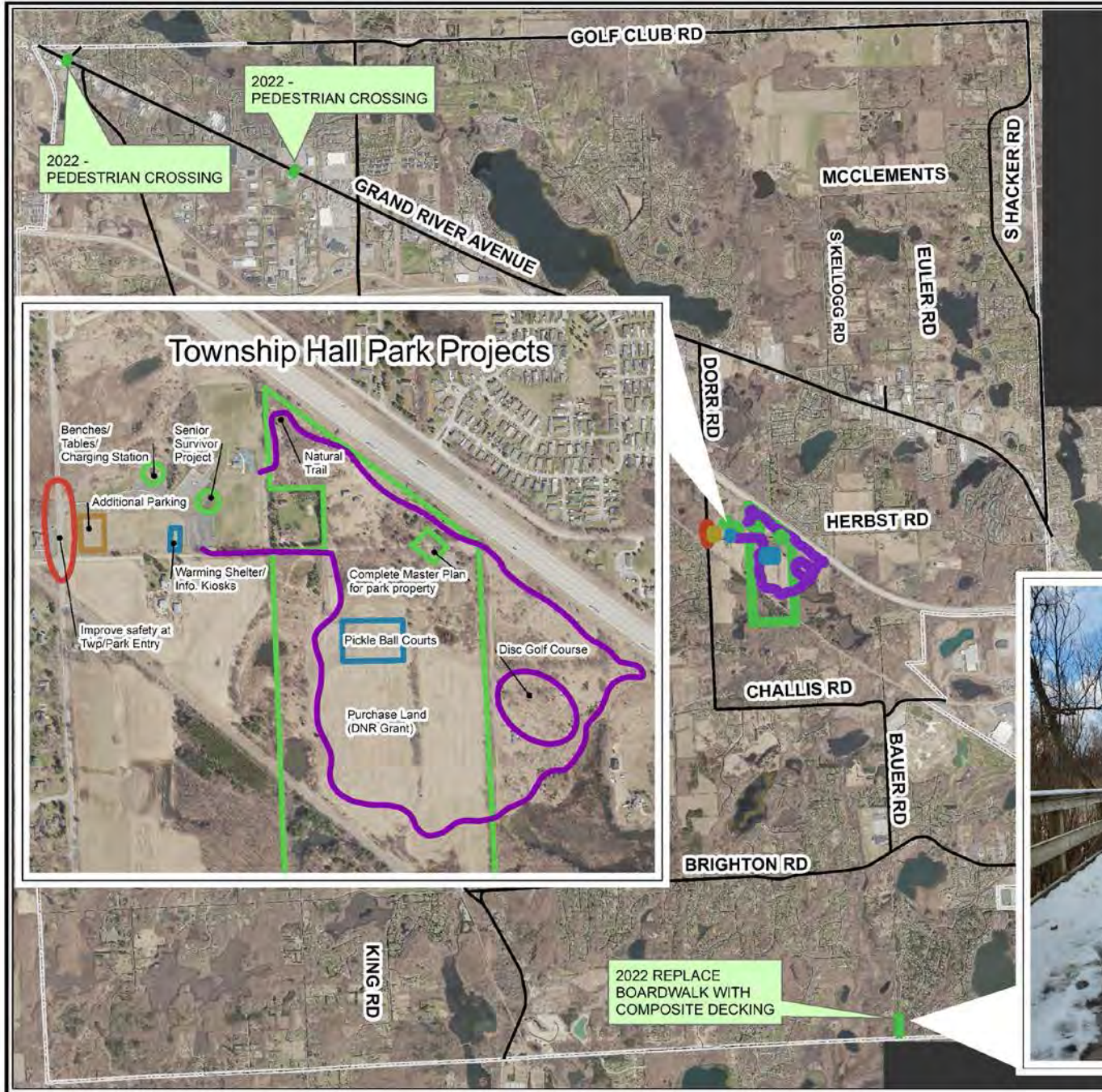
2022 - PEDESTRIAN IMPROVEMENT GRAND RIVER AT CLEARY UNIVERSITY



2022-2027 CAPITAL IMPROVEMENT
PARKS AND RECREATION PROJECTS
FUND 208
(formerly 270)

**2022-2027 PARKS AND
RECREATION PROJECTS**

- 2022
- 2023
- 2024
- 2025
- 2026



BUILDINGS/GROUNDS AND CAPITAL OUTLAY

Building and Grounds – Fund 249 (formerly 271)

Capital Outlay – Fund 101-900 (formerly 101-853)

2022 TOWNSHIP HALL - CONCRETE REPLACEMENT



2022

TOWNSHIP HALL – LIGHTING UPGRADES



BUDGET REPORT FOR GENOA TOWNSHIP

Fund 101 - GENERAL FUND
 Printed 2/16/2022

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 ACTIVITY	2021-22 ACTIVITY Through 02/2/2022	2021-22 BUDGET	2022-23 RECOMMENDED BUDGET
ESTIMATED REVENUES								
101-000-402-001	CURRENT REAL PROP TAX/INTEREST	884,853	918,863	960,519	995,848	616,218	925,000	1,085,000
101-000-411-001	DELINQ TAX - PERSONAL & REAL	2,030	904	524				1,000
101-000-434-002	TRAILER FEES	3,577	2,734	3,049	4,271	3,080	3,700	4,000
101-000-445-000	PENALTIES & INTEREST ON TAXES			10				-
101-000-448-001	COLLECT FEES/EXCESS OF ROLL	331,536	343,808	343,644	355,860	319,636	350,000	370,000
101-000-448-002	COLLECTION FEE - SCHOOLS	24,945	25,167	24,900	24,561	24,834	25,000	25,000
101-000-448-003	SET FEES COLLECTED	163		165	255			-
101-000-451-024	ADMIN FEE/UTILITY-OPERATING	55,185	56,587	57,720	58,195	29,098	58,800	59,359
101-000-452-001	INTEREST-SPECIAL ASSESSMENTS							-
101-000-476-002	LICENSE & PERMIT FEES	36,652	22,278	20,397	19,522	17,601		20,000
101-000-476-003	CABLE FRANCHISE FEES	372,630	382,313	380,005	376,236	299,567		430,000
101-000-572-001	METRO ACT REVENUE		13,459	13,918	15,166	14,787	14,787	15,000
101-000-573-001	LCSA-PPT REIMBURSEMENT	18,565	7,067	14,622	15,928	11,297	11,296	15,000
101-000-574-002	STATE SHARED REVENUE	1,687,235	1,764,024	1,836,843	1,855,458	1,747,343	1,875,000	1,906,283
101-000-579-000	OTHER STATE REVENUES				18,158			300,000
101-000-608-000	APPLICATION FEES							40,000
101-000-609-000	CHARGES FOR SERVICES-PRINTING/FOIA							500
101-000-626-032	ADM FEE LIQUOR LAW	3,500	3,500	3,500	3,500	1,750	3,500	3,500
101-000-631-000	REFUSE COLLECTION		929,975	937,699	1,030,660		1,050,000	1,150,000
101-000-657-001	ORDINANCE FINES					100		3,000
101-000-665-001	INTEREST	8,253	5,326	11,507	25,046	3,906	6,000	4,850
101-000-671-000	OTHER REVENUE							1,000
101-000-671-212	CEMETERY REVENUES							1,600
101-000-672-000	TAXES ON LAND TRANSFER		128,538	139,362	149,569		150,000	145,000
101-000-673-001	GAIN/LOSS ON DISPOSAL OF ASSET			8,250				-
101-000-682-000	ELECTION REIMBURSEMENTS							-
101-000-682-001	GRANT FOR ELECTIONS				6,276	2,400		-
101-000-699-249	MMRMA REIMBURSEMENT	17,305	14,770	26,695	30,819	18,851	18,851	20,000
Totals for dept 000		3,446,429	4,619,313	4,783,329	4,985,328	3,110,469	4,491,934	5,600,092
TOTAL ESTIMATED REVENUES		3,446,429	4,619,313	4,783,329	4,985,328	3,110,469	4,491,934	5,600,092

BUDGET REPORT FOR GENOA TOWNSHIP

Fund 101 - GENERAL FUND

Printed 2/16/2022

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 ACTIVITY	2021-22 ACTIVITY Through 02/2/2022	2021-22 BUDGET	2022-23 RECOMMENDED BUDGET
Dept 101 - TOWNSHIP TRUSTEES								
101-101-702-014	SALARIES/TRUSTEES	29,180	31,187	31,122	26,671	24,063	35,000	31,500
101-101-861-000	MILEAGE & TRAVEL							3,800
101-101-910-000	PROF DEV/CONFERENCE/DUES							1,500
101-101-955-000	MISCELLANEOUS							100
Totals for dept 101 - TOWNSHIP TRUSTEES		29,180	31,187	31,122	26,671	24,063	35,000	36,900
Dept 171 - TOWNSHIP SUPERVISOR								
101-171-702-014	SALARIES/TWP SUPERVISOR	54,400	55,760	56,875	58,568	52,800	59,752	62,270
101-171-861-000	MILEAGE & TRAVEL							1,500
101-171-910-000	PROF DEV/CONFERENCE/DUES							2,000
101-171-955-000	MISCELLANEOUS							1,000
Totals for dept 171 - TOWNSHIP SUPERVISOR		54,400	55,760	56,875	58,568	52,800	59,752	66,770
Dept 172 - TOWNSHIP MANAGER								
101-172-702-014	SALARY/TWP MANAGER							139,513
101-172-703-000	WAGES & SALARIES							41,140
101-172-861-000	MILEAGE & TRAVEL							1,500
101-172-910-000	PROF DEV/CONFERENCE/DUES							3,000
101-172-955-000	MISCELLANEOUS							2,000
Totals for dept 172 - TOWNSHIP MANAGER		0	0	0	0	0	0	187,153
Dept 191 - ACCOUNTING & FINANCE								
101-191-703-000	WAGES & SALARIES							80,245
101-191-801-000	ACCOUNTING CONSULTANT (PHP)							25,000
101-191-861-000	MILEAGE & TRAVEL							100
101-191-910-000	PROF DEV/CONFERENCE/DUES							500
101-191-955-000	MISCELLANEOUS							1,000
Totals for dept 191 - ACCOUNTING & FINANCE		0	0	0	0	0	0	106,845

BUDGET REPORT FOR GENOA TOWNSHIP

Fund 101 - GENERAL FUND		2017-18	2018-19	2019-20	2020-21	2021-22	2021-22	2022-23
Printed 2/16/2022		ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	BUDGET	RECOMMENDED
GL NUMBER	DESCRIPTION						Through 02/2/2022	BUDGET
Dept 215 - TOWNSHIP CLERK								
101-215-702-014	SALARIES/TWP CLERK	53,400	54,735	55,830	57,492	50,870	57,505	58,755
101-215-703-000	WAGES & SALARIES DEPUTY CLERK							37,555
101-215-861-000	MILEAGE & TRAVEL							200
101-215-910-000	PROF DEV/CONFERENCE/DUES							100
101-215-955-000	MISCELLANEOUS							1,000
Totals for dept 215 - TOWNSHIP CLERK		53,400	54,735	55,830	57,492	50,870	57,505	97,610
Dept 228 - INFORMATION TECHNOLOGY								
101-228-703-000	WAGES & SALARIES							65,975
101-228-861-000	MILEAGE & TRAVEL							500
101-228-910-000	PROF DEV/CONFERENCE/DUES							200
101-228-955-000	MISCELLANEOUS							1,000
Totals for dept 228 - INFORMATION TECHNOLOGY		0	0	0	0	0	0	67,675
Dept 247 - BOARD OF REVIEW								
101-247-703-000	WAGES & SALARIES							4,000
101-247-861-000	MILEAGE & TRAVEL							100
101-247-910-000	PROF DEV/CONFERENCE/DUES							540
101-247-955-000	MISCELLANEOUS							500
101-247-915-000	PUBLICATIONS							500
101-247-964-000	REFUNDS & CHARGEBACKS							2,000
Totals for dept 247 - BOARD OF REVIEW		0	0	0	0	0	0	7,640
Dept 253 - TOWNSHIP TREASURER								
101-253-702-014	SALARIES/TWP TREASURER	53,400	54,735	55,830	57,492	51,830	58,655	61,665
101-253-703-000	WAGES & SALARIES							92,805
101-253-861-000	MILEAGE & TRAVEL							1,500
101-253-910-000	PROF DEV/CONFERENCE/DUES							500
101-253-955-000	MISCELLANEOUS							1,000
Totals for dept 253 - TOWNSHIP TREASURER		53,400	54,735	55,830	57,492	51,830	58,655	157,470

BUDGET REPORT FOR GENOA TOWNSHIP

Fund 101 - GENERAL FUND

Printed 2/16/2022

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 ACTIVITY	2021-22 ACTIVITY Through 02/2/2022	2021-22 BUDGET	2022-23 RECOMMENDED BUDGET
Dept 257 - ASSESSING DEPARTMENT								
101-257-703-000	WAGES & SALARIES							229,437
101-257-703-001	WAGES & SALARIES - INTERN							10,000
101-257-861-000	MILEAGE & TRAVEL							500
101-257-910-000	PROF DEV/CONFERENCE/DUES							10,000
101-257-955-000	MISCELLANEOUS							1,000
101-257-803-000	ASSESSING LEGAL							15,000
Totals for dept 257 - ASSESSING DEPARTMENT		0	0	0	0	0	0	265,937
Dept 261 - UNALLOCATED								
101-261-703-000	WAGES & SALARIES							5,000
101-261-709-000	EMPLOYER'S SHARE SOCIAL SEC & MEDICARE							81,675
101-261-709-001	CELLPHONE REIMBURSE							3,100
101-261-709-002	WORKERS COMP							9,000
101-261-718-001	RETIREMENT							121,000
101-261-718-002	HEALTH INSURANCE							327,500
101-261-718-003	WELLNESS							8,000
101-261-750-000	SUPPLIES							40,000
101-261-751-000	EQUIPMENT/SOFTWARE							140,000
101-261-791-000	SUBSCRIPTIONS & PUBLICATIONS							4,000
101-261-801-000	AUDIT SERVICES							29,900
101-261-802-000	CONTRACTUAL SERVICES/CONSULTING							1,000
101-261-861-000	MILEAGE & TRAVEL							100
101-261-941-000	CONTINGENCY							60,000
101-261-955-000	MISCELLANEOUS							1,000
Totals for dept 261 - UNALLOCATED		0	0	0	0	0	0	831,275

BUDGET REPORT FOR GENOA TOWNSHIP

Fund 101 - GENERAL FUND

Printed 2/16/2022

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 ACTIVITY	2021-22 ACTIVITY Through 02/2/2022	2021-22 BUDGET	2022-23 RECOMMENDED BUDGET
Dept 262 - ELECTIONS								
101-262-703-001	WAGES - PART TIME OFFICE WORKERS							25,000
101-262-703-002	WAGES - CHAIR PERSON							16,800
101-262-703-003	WAGES - POLL WORKERS							25,000
101-262-703-004	TRAINING PER DIEM							3,000
101-262-703-005	WAGES - RECEIVING BOARD							1,200
101-262-751-001	ELECTION OFFICE SUPPLIES					3,201		7,500
101-262-802-001	ELECTION MEETING FEES							1,200
101-262-802-002	BALLOT TESTING							12,000
101-262-802-003	LIVINGSTON COUNTY CLERK							9,600
101-262-802-004	CHURCH / SCHOOL CLEANUP							4,200
101-262-802-005	ELECTION BREAKFAST / DINNER							1,700
101-262-802-006	ELECTION PUBLICATIONS							1,000
101-262-861-001	ELECTION MILEAGE							400
101-262-901-001	POSTAGE FOR APPLICATIONS							4,850
101-262-901-002	POSTAGE FOR MAILING BALLOTS							9,300
101-262-901-003	POSTAGE FOR MAILING NEW I.D. CARDS							9,500
101-262-955-000	ELECTION MISCELLANEOUS							1,000
Totals for dept 262 - ELECTIONS		0	0	0	0	3,201	0	133,250
Dept 265 - BUILDING & GROUNDS								
101-265-920-001	UTIL:ELECTRICITY & NAT.GAS	21,773	15,352	19,230	17,215	14,743	22,000	20,000
101-265-934-060	REPAIRS & MAINTENANCE	147,150	151,803	154,003	161,804	119,753	160,000	150,000
101-265-802-000	CONTRACTUAL SERVICES							1,000
101-265-840-000	INSURANCE - PROP LIAB/VEHICLE							50,700
101-265-850-000	TELEPHONE							29,000
101-265-955-000	MISCELLANEOUS							20,000
Totals for dept 265 - BUILDING & GROUNDS		168,923	167,155	173,233	179,019	134,496	182,000	270,700
Dept 266 - LEGAL SERVICES								
101-266-803-000	GENERAL TOWNSHIP LEGAL FEES							25,000
101-266-804-000	LITIGATION LEGAL FEES							100,000
Totals for dept 266 - LEGAL SERVICES		0	0	0	0	0	0	125,000

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BUDGET REPORT FOR GENOA TOWNSHIP

Fund 101 - GENERAL FUND

Printed 2/16/2022

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 ACTIVITY	2021-22 ACTIVITY Through 02/2/2022	2021-22 BUDGET	2022-23 RECOMMENDED BUDGET
Dept 270 - HUMAN RESOURCES								
101-270-703-000	WAGES & SALARIES							17,500
101-270-802-000	CONTRACTUAL SERVICES							2,500
101-270-861-000	MILEAGE & TRAVEL							100
101-270-910-000	PROF DEV/CONFERENCE/DUES							500
101-270-955-000	MISCELLANEOUS							1,000
Total for dept 270 - HUMAN RESOURCES		0	0	0	0	0	0	21,600
Dept 445 - DRAINS AT LARGE								
101-445-802-000	CONTRACTUAL SERVICES - LIV COUNTY							50,000
Totals for dept 445 - DRAINS AT LARGE		0	0	0	0	0	0	50,000
Dept 521 - REFUSE COLLECTION								
101-521-802-000	CONTRACTUAL SERVICES							1,422,000
Totals for dept 521 - REFUSE COLLECTION		0	0	0	0	0	0	1,422,000
Dept 701 - PLANNING & ZONING								
101-701-702-014	WAGES - PLANNING COMMISSION							25,000
101-701-702-015	WAGES - ZONING BOARD							15,000
101-701-703-000	WAGES & SALARIES STAFF							218,760
101-701-802-000	CONTRACTUAL SERVICES							75,000
101-701-861-000	MILEAGE & TRAVEL							1,000
101-701-910-000	PROF DEV/CONFERENCE/DUES							8,000
101-701-915-000	PUBLICATIONS/POSTAGE							5,000
101-701-946-001	REVIEW SERVICES - PLANNING							30,000
101-701-946-002	REVIEW SERVICES - ENGINEERING							20,000
101-701-946-003	REVIEW SERVICES - PUBLICATIONS/POSTAGE							5,000
101-701-946-004	REVIEW SERVICES - ROUTING							2,000
101-701-946-005	REVIEW SERVICES - LEGAL							15,000
101-701-955-000	MISCELLANEOUS							2,000
Totals for dept 701 - PLANNING & ZONING		0	0	0	0	0	0	421,760

BUDGET REPORT FOR GENOA TOWNSHIP

Fund 101 - GENERAL FUND		2017-18	2018-19	2019-20	2020-21	2021-22	2021-22	2022-23
Printed 2/16/2022		ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	BUDGET	RECOMMENDED
GL NUMBER	DESCRIPTION						Through 02/2/2022	BUDGET
Dept 728 - ECONOMIC DEVELOPMENT								
101-728-880-000	COMMUNITY PROMOTION - CONTRIBUTION							27,000
Totals for dept 728 - ECONOMIC DEVELOPMENT		0	0	0	0	0	0	27,000
Dept 900 - CAPITAL OUTLAY								
101-900-970-000	CAPITAL OUTLAY > \$5,000							110,000
101-900-975-000	CAPITAL OUTLAY < \$5,000							7,000
Totals for dept 900 - CAPITAL OUTLAY		0	0	0	0	0	0	117,000
Dept 905 - DEBT SERVICE								
101-905-991-000	DEBT SERVICE - PRINCIPLE							-
101-905-992-000	DEBT SERVICE - INTEREST							-
101-905-993-000	DEBT SERVICE - AGENT FEES							-
Totals for dept 905 - DEBT SERVICE		0	0	0	0	0	0	-
Dept 930 - TRANSFERS IN & OTHER FINANCING SOURCES								
101-930-696-000	BOND PROCEEDS							-
101-930-697-000	LOAN PROCEEDS							-
101-930-699-XXX	TRANSFERS IN FROM FUND# XXX							-
Totals for dept 930 - TRANSFERS IN & OTHER FINANCING SOURCES		0	0	0	0	0	0	-
Dept 965 - TRANSFERS OUT & OTHER FINANCING USES								
101-965-995-202	TRANSFERS OUT - FUND #202 - REIMB PROJECTS							-
101-965-995-208	TRANSFERS OUT - FUND #208 - PARKS & REC							850,000
101-965-995-249	TRANSFERS OUT - FUND #249 - BLDG RESERVE							150,000
101-965-995-401	TRANSFERS OUT - FUND #401 - ROAD IMPROVEMENT							1,000,000
Totals for dept 965 - TRANSFERS OUT & OTHER FINANCING USES		0	0	0	0	0	0	2,000,000
TOTAL APPROPRIATIONS								6,413,585
TOTAL REVENUES								5,600,092
NET OF REVENUES/APPROPRIATIONS - FUND 101								(813,493)
BEGINNING FUND BALANCE								3,520,836
FUND BALANCE ADJUSTMENTS								
ENDING FUND BALANCE								2,707,343

Prior year budget numbers may differ due to GL changes required by the State of Michigan.

Board Correspondence

To Board 2/21/22



Brian Jonckheere

Livingston County Drain Commissioner

2300 E. Grand River Ave., Ste. 105

Howell, MI 48843-7581

Phone: 517-546-0040 FAX: 517-545-9658

Website: www.livgov.com/drain Email: drain@livgov.com

February 11, 2022

Dear Landowner:

The Michigan Drain Code sets the requirements for county drains. Part of these requirements is that the Drain Commissioner's office hosts a hearing to determine the necessity to establish and construct a proposed drain. The law further requires all parties in the proposed special assessment district be notified by first class mail of the required Board of Determination hearing.

The Livingston County Drain Commissioner received a petition on October 7, 2021, requesting the maintenance and improvement of the **Marion No. 3 County Drain**. Enclosed you will find the Notice of the Board of Determination meeting. The attached notice is part of our legal notification requirement, pursuant to Chapter 8 of Public Act 40 of 1956, as amended. As a landowner within the proposed special assessment district for the drain, you are invited to attend this meeting to offer public comment regarding the requested drainage improvements.

The Board of Determination Hearing for the **MARION NO. 3 County Drain** will be:

7:00 P.M. on Monday, February 28, 2022

Marion Township Hall, 2877 W Coon Lake Road, Howell, MI 48843

If you attend this meeting, you will have an opportunity to express your opinion regarding the potential establishment and construction of this proposed drain. However, no vote of the public will be taken at the meeting. Pursuant to the Drain Code, a three person board consisting of disinterested landowners will hear testimony from residents. The engineer retained to evaluate potential improvements will also make a presentation.

If you have further questions or concerns please contact me or Shelly Messing of this office.

Sincerely,

Kenneth E. Recker, II, P.E.

Chief Deputy Drain Commissioner

Enclosures: Notice, Boundary Exhibit

cc: Marion Township Supervisor, Robert Hanvey; Marion Township Clerk, Tammy Beal

Genoa Township Supervisor, Bill Rogers; Genoa Township Clerk, Paulette Skolarus

Brian Cenci, GEI Consultants

Board members: Athena Bacalis, Dan Delmerico, John Mills, Nancy VanGilder (Alternate)

County Board of Commissioners, and Steve Wasytk, Managing Director

County Clerk, Elizabeth Hundley

Boundary Exhibit on Back of this Page



LIVINGSTON COUNTY DRAIN COMMISSIONER

MARION NO. 3 COUNTY DRAIN

NOTICE OF MEETING OF BOARD OF DETERMINATION

DATE: Monday, February 28, 2022

TIME: 7:00 p.m.

LOCATION: Marion Township Hall
2877 W Coon Lake Road
Howell, MI 48843

QUESTIONS: (517) 546-0040

Notice Is Hereby Given to persons owning lands liable for an assessment or a public corporation subject to assessment, that the Board of Determination composed of Athena Bacalis, Dan Delmerico, and John Mills (Alternate Nancy VanGilder), will meet at the above date, time and location to hear all interested persons, receive evidence, and determine whether the maintenance and improvements as asked for by the petition dated October 7, 2021, for the maintenance and improvement of the Marion No. 3 Drain, subject to assessment pursuant to Act 40 of the Public Acts of 1956, as amended, is necessary and conducive to the public health, convenience or welfare, and whether said Drain is necessary for the protection of the public health of Marion Township and Genoa Township, in accordance with Section 72 of Act No. 40, P.A. 1956, as amended, and to further determine whether the addition and/or deletion of lands as recommended by a licensed engineer or surveyor will more accurately define the boundaries of the land benefitted by the Drain, and whether such addition and/or deletion of lands is just and equitable pursuant to Section 197 of Act No. 40, P.A. 1956, as amended.

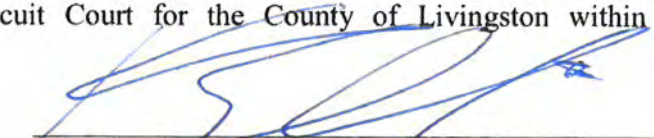
Marion No. 3 Drain Drainage District is described as follows:

A part of Sections 13, 14, 23, 24, 25, 26 and 36 of T2N-R4E, Marion Township and a part of sections 19, 29, 30 and 31 of T2N-R5E, Genoa Township, Livingston County, Michigan.

A presentation will be made to the Board of Determination outlining a brief history of the Drainage District, and describing the roles, responsibilities and decisions made by a Board of Determination. The presentation is to provide background for landowners and municipalities in the drainage district and to facilitate the dissemination of information and the receipt of testimony of landowners in the Drainage District. The Board of Determination will make decisions at the end of the meeting.

Proceedings conducted at this public meeting will be subject to the provisions of the Michigan Open Meetings Act. Information regarding this meeting may be obtained from the Livingston County Drain Commissioner's Office located at 2300 E. Grand River Ave., Suite 105, Howell, MI 48843. Persons with disabilities needing accommodations for effective participation in the meeting should contact the Drain Commissioner at the number listed above or through the Michigan Relay Center at 7-1-1 (TDD) at least 24 hours in advance of the meeting to request mobility, visual, hearing or other assistance.

You Are Further Notified, that persons aggrieved by the decisions of the Board of Determination may seek judicial review in the Circuit Court for the County of Livingston within ten (10) days of the determinations.



Brian Jonckheere, Livingston County Drain Commissioner
Or on behalf by: Ken Recker, Chief Deputy

8NOT-BOD

1st Board 2/24/22

Polly

From: Comcast Heartland <Comcast_Heartland@comcast.com>
Sent: Monday, February 14, 2022 10:44 AM
Cc: Mazurek, Kyle
Subject: Comcast Programming Advisory

Good morning,

We are commitment to keep you and our customers informed about changes to Xfinity TV services. Accordingly, please note the following changes:

Effective March 22, 2022, Kids Street and Afro will only be available in HD; Kids Street HD will be added to Digital Starter & Popular TV/Kids & Family ch 1722; and Afro HD ch 1623 will move from Digital Preferred & Ultimate TV to Digital Starter & Popular TV/Entertainment.

An X1 TV box and HD programming (not included, additional charges may apply) are required to view these channels. A limited number of customers may still have older devices that do not support these channels and will not be able to view them until the devices are replaced.

Also, effective March 31, 2022, Fox Life (Latino Tier) will cease operations.

Please feel free to contact me at 734-359-2308 if you have any questions.

Sincerely,

Kyle V. Mazurek
Manager of External Affairs
Comcast, Heartland Region
41112 Concept Drive
Plymouth, MI 48170

Polly

From: Polly
Sent: Tuesday, February 8, 2022 1:11 PM
To: 'Rob McColl'
Subject: RE: misignal expanding to other townships...

Yeah. I will copy your letter to the board. I am sure they would like an update. Polly

Paulette Skolarus, Clerk



Genoa Charter Township
2911 Dorr Rd
Brighton, MI 48116
(810)227-5225

polly@genoa.org
www.genoa.org

From: Rob McColl <rob.mccoll.1964@gmail.com>
Sent: Tuesday, February 8, 2022 12:50 PM
To: Polly <pskolarus@genoa.org>
Subject: RE: misignal expanding to other townships...

Short answer is not connected yet.

Longer answer...

Josh said there would be 3 phases to buildout (according to November board minutes)

1. Edison replace/repair poles (appears done)
2. Support wire installed (started since seeing trucks around and support wire going up)
3. Fiber backbone run followed by FTP (fiber to premise)

At this point phase 1 looks done and have been seeing misignal trucks doing phase 2 and running support wires down Chilson Meadows and Chilson currently. So I am not connected yet but certainly things have been progressing. His website says May1st is the target completion for chilson meadows HW42 zone.

Thanks again for all your help and support.

Regards,

rob

Sent from [Mail](#) for Windows

From: Polly
Sent: Tuesday, February 8, 2022 11:22 AM
To: Rob McColl
Subject: RE: misignal expanding to other townships...

Thanks, Rob. Do you have service as yet? Haven't talked to Josh in a long time. Polly

Paulette Skolarus, Clerk



Genoa Charter Township
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(810)227-5225

polly@genoa.org
www.genoa.org

From: Rob McColl <rob.mccoll.1964@gmail.com>
Sent: Tuesday, February 8, 2022 10:56 AM
To: Polly <pskolarus@genoa.org>
Subject: misignal expanding to other townships...

Seeing Howell and Marion township agendas misignal is getting agreements now with them. Howell township reads like it is already done.

Glad to see. Hope all is well.

Regards,

rob

Sent from [Mail](#) for Windows

Polly

From: Polly
Sent: Thursday, February 10, 2022 10:41 AM
To: 'Nick Haller'
Subject: RE: Asphalt Plant - Continued Concern after Vote

Nick, Thank you for your response. This new email will be provided to the board at the next meeting. Polly

Paulette Skolarus, Clerk



Genoa Charter Township
2911 Dorr Rd
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(810)227-5225

polly@genoa.org
www.genoa.org

From: Nick Haller <halle1jn@gmail.com>
Sent: Wednesday, February 9, 2022 1:25 PM
To: Robin Hunt <Robin@genoa.org>; Polly <pskolarus@genoa.org>
Subject: Re: Asphalt Plant - Continued Concern after Vote

Robin and Polly,

Thank you both very much for the response. And I'd like to also say that your words during the hearing and several of your colleagues reflected our major concerns and we can't thank you enough for your vote.

My constituents and I have been working to understand the recall process better and to make sure we can take in this heavy task and we truly believe his recall is necessary given the way he treated his community's own citizens.

That being said, Mr. Rogers advised that this is just step 10/19. So we are under the impression that the boards 'No' vote was simply only one piece to the puzzle. Is this not accurate? Does Monday night's meeting constitute a finality to this mess? As in, can we confidently say the matter is closed and there will be no asphalt plant at the proposed site?

Thank you!

Nick Haller

On Wed, Feb 9, 2022 at 1:06 PM Robin Hunt <Robin@genoa.org> wrote:

Nick,

To answer your question on how to remove Mr. Rogers from office, this can be done by a recall election and the process would start with the Livingston County Clerk's office. You would need to contact them directly, 517-546-0500, for more details. I would however like to clarify that there are no more steps for the current asphalt plant application. Since the project was denied Monday night this application process is closed.

Robin Lynn Hunt

Genoa Township Treasurer

810-227-5225

robin@genoa.org

From: Nick Haller <halle1jn@gmail.com>

Sent: Tuesday, February 8, 2022 2:21 AM

To: Kelly VanMarter <Kelly@genoa.org>; Bill Rogers <Bill@genoa.org>; Diana Lowe <diana@genoa.org>; Jean Ledford <Jean@genoa.org>; Jim Mortensen <Jim@genoa.org>; Polly <pskolarus@genoa.org>; Robin Hunt <Robin@genoa.org>; Terry Croft <Terry@genoa.org>

Subject: Asphalt Plant - Continued Concern after Vote

Good morning,

Thank you all (besides Bill) for your close attentiveness to our concerns. As for Mr. Rogers. You displayed an incredible amount of disregard for your community. Your reaction to community members comments and the unbelievably leading and arrogant questions you asked of your buddies from Capital was all we needed to see.

I would like some information on how we can start the process of removing Bill from office. Our community has seen enough and tonight's meetings only put a spotlight and how Bill plans to vote in the future. He does not represent the community, but instead represents his own pockets. His refusal to recuse himself from the vote was step "10 of 19" in us walking him out of the township doors, as he so pointed out regarding our current VICTORY.

Are any of you able to provide any information on a formal impeachments or process to begin a motion to remove Mr. Rogers from the board? Frankly, his actions disgust this community and I'm not sure I can tell you one single person in this community that would support him...besides the Hundleys of course.

Thank your for your attention to this serious matter. We will fight hard and with numbers for this matter to remove him just as we will continue to fight against Mr. Rogers' pockets in the next 9 steps for the plant.

Mr. Rogers - your days representing this community are over. You made it very clear to us in several ways that we are your enemy and NO public official should ever make any constituent feel that way.

Thank you,

Nick Haller

Polly

From: Polly
Sent: Thursday, February 10, 2022 10:33 AM
To: 'jfrussell2@comcast.net'
Subject: RE: Asphalt Plant - Vote

Jeff, Thank you. I will place your email in the next board packet. Polly

Paulette Skolarus, Clerk



Genoa Charter Township
2911 Dorr Rd
Brighton, MI 48116
(810)227-5225

polly@genoa.org
www.genoa.org

From: Jeff Russell <jfrussell2@comcast.net>
Sent: Wednesday, February 9, 2022 1:41 PM
To: Bill Rogers <Bill@genoa.org>; Polly <pskolarus@genoa.org>; Robin Hunt <Robin@genoa.org>; Jean Ledford <Jean@genoa.org>; Jim Mortensen <Jim@genoa.org>; Terry Croft <Terry@genoa.org>; Diana Lowe <diana@genoa.org>; Kelly VanMarter <Kelly@genoa.org>
Cc: Jeff Russell <jfrussell2@comcast.net>
Subject: Asphalt Plant - Vote
Importance: High

To All that voted against the Asphalt plant, I thank you for your support.

Bill as the only supporting vote apparently you were not listening to the Genoa Tax Payers Monday night, can you explain why you voted in favor of the plant?

Jeff Russell



Virus-free. www.avast.com

Polly

From: Polly
Sent: Thursday, February 10, 2022 10:43 AM
To: 'Eda Biegas'
Subject: RE:

Eda and Robert, Thank you for your email. I will provide a copy to the board at the next meeting. Polly

Paulette Skolarus, Clerk



Genoa Charter Township
2911 Dorr Rd
Brighton, MI 48116
(810)227-5225

polly@genoa.org
www.genoa.org

From: Eda Biegas <ebiegas@gmail.com>
Sent: Tuesday, February 8, 2022 11:18 PM
To: Polly <pskolarus@genoa.org>; Robin Hunt <Robin@genoa.org>; Jean Ledford <Jean@genoa.org>; Jim Mortensen <Jim@genoa.org>; Terry Croft <Terry@genoa.org>; Diana Lowe <diana@genoa.org>; Kelly VanMarter <Kelly@genoa.org>
Subject:

To the board of trustees

I want to personally thank each of you for standing with your neighbors and community members on Monday night. It is greatly appreciated and will not be forgotten.

Thank you again!

Eda and Robert Biegas
1950 Genoa Cir, Howell, MI 48843

Polly

From: Polly
Sent: Thursday, February 10, 2022 10:36 AM
To: 'Dawn'
Cc: Kelly VanMarter
Subject: RE: BOT meeting 2/7

Dawn, I am forwarding your question to our Planner Kelly VanMarter. She will be able to answer your concerns. Polly
Paulette Skolarus, Clerk

Genoa Charter Township
2911 Dorr Rd
Brighton, MI 48116
(810)227-5225

polly@genoa.org
www.genoa.org

-----Original Message-----

From: Dawn <dcondon@comcast.net>
Sent: Tuesday, February 8, 2022 1:10 PM
To: Polly <pskolarus@genoa.org>
Subject: Re: BOT meeting 2/7

One question in response to your ordinance point. How do we modify the applications under the ordinance that states light industrial. It's obviously a clear conflict of statement as asphalt and concrete haven't been defined as light industrial for probably half a century.

The core group that helped coordinate all this on our end would like to help that move forward if there's anything we can do.

Thank you for your time.

Dawn

> On Feb 8, 2022, at 12:16 PM, Polly <pskolarus@genoa.org> wrote:

>

> Dawn, Thank you for your response. Our township has a very strong zoning ordinance to protect our community. We, too, want to retain the health and beauty of this beautiful place. I will include your correspondence in the packet for our next meeting. Polly

>

> Paulette Skolarus, Clerk

>

>

>

> Genoa Charter Township
> 2911 Dorr Rd
> Brighton, MI 48116
> (810)227-5225

>
> polly@genoa.org
> www.genoa.org

>
> -----Original Message-----

> From: Dawn <dcondon@comcast.net>
> Sent: Tuesday, February 8, 2022 8:39 AM
> To: Polly <pskolarus@genoa.org>
> Subject: BOT meeting 2/7

>
> Good morning Mam,

>
> Hopefully you were able to get some rest last night, I know these last few weeks couldn't have been easy. If we've lived and breathed asphalt the past several weeks, I know you've done the same.

>
> I know the information provided by Net Lease wasn't easy to decipher. I have to admit I know more about the process than I ever wanted, and in turn my husband and kids. Our group was extremely lucky to have some extremely knowledgeable professionals to explain many of the hazards/repercussions. I highly recommend the Planning Commission and Board of Trustees keep their contact information on hand to aid in future proposals. The residents are here to help as we realize it takes a village.

>
> Many thanks again for representing the residents, we greatly appreciate your service. Best of luck with your legal battle, I truly hope it is resolved quickly and fairly for you.

>
> Dawn Condon

To Board 2/21/22

Polly

From: Polly
Sent: Tuesday, February 8, 2022 12:24 PM
To: 'John Palmer'
Subject: RE: Trustee meeting 2-7-2022

John, Thank you for your letter. I will copy it for the board for their review at the next meeting. I cannot answer for anyone else on the board but am pleased with last evening's results. Too many places on this earth have been contaminated with pollution and we don't need that here. Polly

Paulette Skolarus, Clerk



Genoa Charter Township
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(810)227-5225

polly@genoa.org
www.genoa.org

From: John Palmer <johnpalmer1955@yahoo.com>
Sent: Tuesday, February 8, 2022 7:26 AM
To: Polly <pskolarus@genoa.org>; Polly <pskolarus@genoa.org>; tcroft <terrycroft@att.net>; Terry Croft <Terry@genoa.org>; Robin Hunt <Robin@genoa.org>; Jean Ledford <Jean@genoa.org>; JeanLedford <jeanledford@att.net>; Jim Mortensen <Jim@genoa.org>; Jim Mortensen <hjm2@sbcglobal.net>; Diana Lowe <diana@genoa.org>; diann@genoa.org; Suzanne La Rotonda <suzanneelarotonda@gmail.com>; Dawn Condon <dcondon@comcast.net>
Subject: Trustee meeting 2-7-2022

I would like to begin by thanking you six brave Trustees that stood up to those in support of the asphalt plant proposed to come into our community. Your leadership and dedication to this community is very much respected by the hundreds of residents in attendance last night. I am especially proud that you not only rejected this project, but also motioned that the current site be cleaned up by the property owners! They have taken advantage of our neighborhood long enough.

I do have two questions / concerns that I hope you can help me understand. **One, why would one loan individual support this project when to accomodate it would have required numerous variances?**

Secondly, a comment was made last night that has residents nervous. **It was stated that "this is step 10 in a 19 step process." Will you please explain what that means, or was it just an arrogant outburst of defiance?**

In closing, you six deserve all the applause and accolades your residents gave you last night. I know there was a tremendous amount of raw emotion in that room and some speakers made assumptions that were baseless. I am proud that you stood your ground and proved to the voters that you do have the integrity and fortitude your position requires.

To Board 2/21/22

Polly

From: Polly
Sent: Tuesday, February 8, 2022 12:17 PM
To: 'Dawn'
Subject: RE: BOT meeting 2/7

Dawn, Thank you for your response. Our township has a very strong zoning ordinance to protect our community. We, too, want to retain the health and beauty of this beautiful place. I will include your correspondence in the packet for our next meeting. Polly

Paulette Skolarus, Clerk

Genoa Charter Township
2911 Dorr Rd
Brighton, MI 48116
(810)227-5225

polly@genoa.org
www.genoa.org

-----Original Message-----

From: Dawn <dcondon@comcast.net>
Sent: Tuesday, February 8, 2022 8:39 AM
To: Polly <pskolarus@genoa.org>
Subject: BOT meeting 2/7

Good morning Mam,

Hopefully you were able to get some rest last night, I know these last few weeks couldn't have been easy. If we've lived and breathed asphalt the past several weeks, I know you've done the same.

I know the information provided by Net Lease wasn't easy to decipher. I have to admit I know more about the process than I ever wanted, and in turn my husband and kids. Our group was extremely lucky to have some extremely knowledgeable professionals to explain many of the hazards/repercussions. I highly recommend the Planning Commission and Board of Trustees keep their contact information on hand to aid in future proposals. The residents are here to help as we realize it takes a village.

Many thanks again for representing the residents, we greatly appreciate your service. Best of luck with your legal battle, I truly hope it is resolved quickly and fairly for you.

Dawn Condon

Polly

To: Kimberly Schroeder
Subject: RE: Thank you

Kim, Thank you for your kind words. I will provide a copy of your e-mail to the board of trustees at the next meeting.
Polly

Paulette Skolarus, Clerk

Genoa Charter Township
2911 Dorr Rd
Brighton, MI 48116
(810)227-5225

polly@genoa.org
www.genoa.org

-----Original Message-----

From: Kimberly Schroeder <kmsrn12@hotmail.com>

Sent: Tuesday, February 8, 2022 8:52 AM

To: Robin Hunt <Robin@genoa.org>; Polly <pskolarus@genoa.org>; Diana Lowe <diana@genoa.org>; Jean Ledford <Jean@genoa.org>; Terry Croft <Terry@genoa.org>; Jim Mortensen <Jim@genoa.org>

Subject: Thank you

Good Morning,

I want to express my sincere thanks to each of you for representing our community well last night by voting in opposition to the rezoning for the asphalt plant. I especially applaud you Robin, for your bravery in speaking out first and bringing specific attention to the chemical storage request.

Polly, Diana, and Jean, thank you for your words as well. I'm so happy to have such wonderful women on our board. We appreciated the opportunity to have our voices heard and will remember how you stood with us!

Thank you,
Kim Schroeder

1 -> Board 2/21/22

Polly

From: Polly
Sent: Tuesday, February 8, 2022 12:28 PM
To: 'Beth'
Subject: RE: Last nights meeting

Thank you, Elizabeth. I will provide a copy of your correspondence to our board for our next meeting. Polly

Paulette Skolarus, Clerk

Genoa Charter Township
2911 Dorr Rd
Brighton, MI 48116
(810)227-5225

polly@genoa.org
www.genoa.org

-----Original Message-----

From: Beth <bethodea17@gmail.com>
Sent: Tuesday, February 8, 2022 7:15 AM
To: Bill Rogers <Bill@genoa.org>; Polly <pskolarus@genoa.org>; Robin Hunt <Robin@genoa.org>; Jean Ledford <Jean@genoa.org>; Jim Mortensen <Jim@genoa.org>; Terry Croft <Terry@genoa.org>; Diana Lowe <diana@genoa.org>; Kelly VanMarter <Kelly@genoa.org>
Subject: Last nights meeting

I wanted to take a minute to thank you all for your time last night. For allowing residents to speak their concerns both factual and personal for not wanting this asphalt plant. Lastly I'd like to thank you for standing with the people and voting against this. As stated many times last night, there just are no real benefits to our community by allowing this asphalt plant to move forward.

Thank you,
Elizabeth O'Dea

Sent from my iPhone

Polly

From: Polly
Sent: Tuesday, February 8, 2022 12:30 PM
To: 'Stacy Carroll'
Subject: RE: Thank you

Thanks, Stacy. It was good to hear from you last evening. Polly

Paulette Skolarus, Clerk

Genoa Charter Township
2911 Dorr Rd
Brighton, MI 48116
(810)227-5225

polly@genoa.org
www.genoa.org

-----Original Message-----

From: Stacy Carroll <stacyfass@gmail.com>
Sent: Tuesday, February 8, 2022 7:05 AM
To: Polly <pskolarus@genoa.org>; Robin Hunt <Robin@genoa.org>; Jean Ledford <Jean@genoa.org>; Jim Mortensen <Jim@genoa.org>; Terry Croft <Terry@genoa.org>; Diana Lowe <diana@genoa.org>; Kelly VanMarter <Kelly@genoa.org>
Subject: Thank you

Good morning,

I want to personally thank each of you for standing with your neighbors and community members last night. You put on a brave face and showed great respect as our townships' residents shared both the facts and the feelings about this proposal. We appreciated the opportunity to have our voices heard and will not forget this important moment in Genoa history when we rose up and spoke out.

Stacy Carroll

> On Feb 7, 2022, at 4:16 PM, Stacy Carroll <stacyfass@gmail.com> wrote:

>
>

> In lieu of being able to speak at tonight's meeting, I want to express my strong opposition to any rezoning of Bruce's junkyard property in order to accommodate an asphalt plant. This type of industry has no business in our community and goes against every inch of the intention for what was Genoa's master community plan. Bruce's interest to cash out his retirement at the risk of our community's health, property values, and overall vision is not aligned with the interest of Genoa as a whole.

>

> I urge you to stay the course and keep our zoning as is - as it was always intended to ensure entities such as this asphalt plant do not set up shop here. I have no interest in seeing and breathing smokestacks from my backyard and I would imagine, as residents here too, you wouldn't either.

10 Board 2/21/22

Polly

From: Polly
Sent: Tuesday, February 8, 2022 12:35 PM
To: 'Nick Haller'
Subject: RE: Asphalt Plant - Continued Concern after Vote

Thank you, Mr. Haller, for your correspondence. I will provide a copy to our board members at the next regular meeting. The county should be able to provide you with information you are asking concerning a recall. Polly

Paulette Skolarus, Clerk



Genoa Charter Township
2911 Dorr Rd
Brighton, MI 48116
(810)227-5225

polly@genoa.org
www.genoa.org

From: Nick Haller <haller1jn@gmail.com>
Sent: Tuesday, February 8, 2022 2:21 AM
To: Kelly VanMarter <Kelly@genoa.org>; Bill Rogers <Bill@genoa.org>; Diana Lowe <diana@genoa.org>; Jean Ledford <Jean@genoa.org>; Jim Mortensen <Jim@genoa.org>; Polly <pskolarus@genoa.org>; Robin Hunt <Robin@genoa.org>; Terry Croft <Terry@genoa.org>
Subject: Asphalt Plant - Continued Concern after Vote

Good morning,

Thank you all (besides Bill) for your close attentiveness to our concerns. As for Mr. Rogers. You displayed an incredible amount of disregard for your community. Your reaction to community members comments and the unbelievably leading and arrogant questions you asked of your buddies from Capital was all we needed to see.

I would like some information on how we can start the process of removing Bill from office. Our community has seen enough and tonight's meetings only put a spotlight and how Bill plans to vote in the future. He does not represent the community, but instead represents his own pockets. His refusal to recuse himself from the vote was step "10 of 19" in us walking him out of the township doors, as he so pointed out regarding our current VICTORY.

Are any of you able to provide any information on a formal impeachments or process to begin a motion to remove Mr. Rogers from the board? Frankly, his actions disgust this community and I'm not sure I can tell you one single person in this community that would support him...besides the Hundleys of course.

Thank you for your attention to this serious matter. We will fight hard and with numbers for this matter to remove him just as we will continue to fight against Mr. Rogers' pockets in the next 9 steps for the plant.

Mr. Rogers - your days representing this community are over. You made it very clear to us in several ways that we are your enemy and NO public official should ever make any constituent feel that way.

Thank you,

Nick Haller

Polly

From: Polly
Sent: Monday, February 14, 2022 9:52 AM
To: 'mike lucas'
Cc: Kelly VanMarter
Subject: RE: Denial of Asphalt Plant

Thank you Mike for your email. I will provide a copy to the Board at the next regular meeting. I am copying Kelly with your kind words. Thank you, Polly

Paulette Skolarus, Clerk



Genoa Charter Township
2911 Dorr Rd
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(810)227-5225

polly@genoa.org
www.genoa.org

From: mike lucas <mhallucas@yahoo.com>
Sent: Friday, February 11, 2022 1:28 PM
To: Bill Rogers <Bill@genoa.org>; Polly <pskolarus@genoa.org>; Robin Hunt <Robin@genoa.org>; Jean Ledford <Jean@genoa.org>; Jim Mortensen <Jim@genoa.org>; Terry Croft <Terry@genoa.org>; Diana Lowe <diana@genoa.org>; Kelly VanMarter <Kelly@genoa.org>
Subject: Denial of Asphalt Plant

Good Afternoon -

I would just like to take a minute and commend you all for voting for what is right for the people of Genoa Township and denying the application from Capital Asphalt. Given the amount of people and energy there, I think you, as a board, did a fantastic job in ensuring that the meeting went as smoothly as possible and we were certainly appreciative of your efforts. It is clear that the majority of township people, that are aware of the application, do not want such a thing in our community and again I applaud you for listening to the residents, doing your research, raising concerns, and reaching your own conclusion that the application did not meet the established criteria for the area. While I disagree with Supervisor Rogers and his support for this project, I do respect the democratic process of each individual trustee voting their conscience and recognize the outcome that results.

I think another real good thing has happened here. A lot more people, us included, now realize that we must get more educated and involved about our community and how it is shaped. A lot of things are taken for granted, including the beauty of this township, and that needs to change. If we like how it is, we have to do more to keep it this way.

Lastly, I specifically want to thank Kelly. I realize there were copious amounts of emails and other correspondence that needed to be curated and the effort it takes to do so....especially with such an emotionally charged issue as this. It could not have been easy to get them all, but you did a phenomenal job and it is appreciated.

Thank you again,
Michael and Heather Lucas

Polly

From: Polly
Sent: Thursday, February 10, 2022 10:56 AM
To: 'beth book'
Subject: RE: Thank you

You are welcome, Beth.

Paulette Skolarus, Clerk

Genoa Charter Township
2911 Dorr Rd
Brighton, MI 48116
(810)227-5225

polly@genoa.org
www.genoa.org

-----Original Message-----

From: beth book <ht1956@aol.com>
Sent: Tuesday, February 8, 2022 3:52 PM
To: Polly <pskolarus@genoa.org>
Subject: Thank you

Hi Polly,
I want you thank your patience to listen to our concerns last evening and voting in the best interest of community.
I hope to one day thank you in person.

Respectfully,
Beth Book

Sent from my iPhone

Polly

From: Polly
Sent: Thursday, February 10, 2022 10:54 AM
To: 'Ryan Zucal'
Subject: RE: Thank You

Ryan, Thank you for your kind words. I will provide a copy of your correspondence to the board at the next meeting. Polly

Paulette Skolarus, Clerk



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polly@genoa.org
www.genoa.org

From: Ryan Zucal <ryanzucal@gmail.com>
Sent: Tuesday, February 8, 2022 4:31 PM
To: Polly <pskolarus@genoa.org>; Robin Hunt <Robin@genoa.org>; Jean Ledford <Jean@genoa.org>; Jim Mortensen <Jim@genoa.org>; Terry Croft <Terry@genoa.org>; Diana Lowe <diana@genoa.org>; Kelly VanMarter <Kelly@genoa.org>; Mike Archinal <Mike@genoa.org>
Subject: Thank You

I want to commend you for your bravery last night in doing what was right!

I was quite offended when Jerry made comments such as "it has to be in someone's backyard"... "I'm probably the only one that read all 600 pages"... "it's like an HOA stopping you from buying a truck". We aren't buying a truck Mr. Jerry - you're trying to put a plant in our backyard. The downplaying of the situation by Capital's representation was despicable. If their representation is going to treat us like that, how will the plant itself treat us?

I am so happy to have thoughtful, intelligent folks that have our back. As a father of two, I have responsibilities to protect my children financially, physically and environmentally. The Plant threatens all three. I once again thank you for being strong pillars of the community and standing up for what is right.

10 Board 2/21/22

Polly

From: Polly
Sent: Thursday, February 10, 2022 10:50 AM
To: 'Tracy Eckel'
Subject: RE: Opposed to Capital Asphalt Plant

Tracy, Thank you for your email. I will share a copy with the board at the next meeting. Sincerely, Polly

Paulette Skolarus, Clerk



Genoa Charter Township
2911 Dorr Rd
Brighton, MI 48116
(810)227-5225

polly@genoa.org
www.genoa.org

From: Tracy Eckel <tracy.eckel@gmail.com>
Sent: Tuesday, February 8, 2022 7:57 PM
To: Bill Rogers <Bill@genoa.org>; Polly <pskolarus@genoa.org>; Robin Hunt <Robin@genoa.org>; Jean Ledford <Jean@genoa.org>; Jim Mortensen <Jim@genoa.org>; Terry Croft <Terry@genoa.org>; Diana Lowe <diana@genoa.org>; Kelly VanMarter <Kelly@genoa.org>
Subject: Re: Opposed to Capital Asphalt Plant

I wanted to take a moment to thank the Trustees for coordinating the larger venue and voting to oppose the zoning changes which would allow for the Asphalt plant to move forward.

My family just moved to the area and it was encouraging to see the community rally together and for the majority of the Trustees defend the interests of the residents.

Sincerely,

Tracy Eckel
5982 Oak Bend Ct

On Wed, Dec 22, 2021, 5:31 PM Tracy Eckel <tracy.eckel@gmail.com> wrote:

Dear Trustees,

Thank you for taking the time to read my email regarding the proposed asphalt plant in Genoa Township. I know that you have received many similar letters from residents in the area, but I still felt it was important to participate in the discussion.

I respectfully request the Zoning Board and the Trustees to not approve the zoning requests and special land use permits for the Capital Asphalt Plant. Outlined below are a few items to consider when making your decision.

All asphalt plants, even those that are functioning perfectly and in compliance with state regulations, result in air pollution and negative health effects.

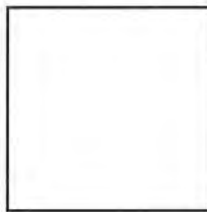
Outlined below is a summary of the air pollution caused by Capital Asphalt in Lansing, Michigan based off their own reporting. The EPA provides health effect information at <https://www.epa.gov/haps/health-effects-notebook-hazardous-air-pollutants>. For your convenience, I attached PDF copies of many of the chemicals listed on this report as well as separate study titled "An Analysis of Asphalt Plant Pollution Impacts on Public Health and Agriculture in Umatilla County, Oregon".

- CAP - stands for Criteria Air Pollutants
- HAP - stands for Hazardous Air Pollutants
- VOC - stands for Volatile Organic Carbon



Program	Pollutant	Units	Trend	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
NEI	Total CAPs	Pounds	Total CAPs, 2014 27316.37 Pounds				27,316.37			46,808.65			
NEI	Total HAPs	Pounds	Total HAPs, 2014 307.35 Pounds				307.35			403.86			
NEI	Total VOCs	Pounds	Total VOCs, 2017 3055.05 Pounds				2,276.30			3,055.05			

Emissions Data



Program	Pollutant Type	Pollutant	Units	Trend	2011	2012	2013	2014	2015	2016	2017
NEI	HAP	1,1,1-Trichloroethane	Pounds					2.61			3.51
NEI	HAP/VOC	2,2,4-Trimethylpentane	Pounds					2.17			2.92