

**GENOA CHARTER TOWNSHIP BOARD**

**Regular Meeting**

**January 23, 2023**

**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) \*:

**Approval of Consent Agenda:**

1. Payment of Bills: January 23, 2023
2. Request to approve December 5, 2022 regular meeting minutes
3. Request to appoint Joann Fellwock as an alternate to the Board of Review for a term ending December 31, 2024.
4. Request approval to enter into agreements to collect 2023 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.

**Approval of Regular Agenda:**

5. Request for approval of Resolution #1 (to proceed with the project and direct preparation of the plans and cost estimates) for the McNamara Subdivision Road Improvement Project. (Roll Call)
6. Request for approval of Resolution #2 (to approve the project, schedule the first hearing, and direct issuance of statutory notices) for the McNamara Subdivision Road Improvement Project. (Roll Call)
7. Consideration of a recommendation for approval of special use application, environmental impact assessment and site plan for the storage of hazardous materials for Bottcher Systems located at 1349 Grand Oaks Drive, south of Grand River Avenue and North of I-96 on the east side of Grand Oaks. The request is petitioned by Bottcher America.
  - A. Disposition of Special Use Application.
  - B. Disposition of Environmental Impact Assessment (dated 1-11-23)
  - C. Disposition of Site Plan (dated 8-1-22)
8. Consider request to modify the March 15, 2012 Settlement Agreement between the Township and Paul Lalewicz for Case No. 11-26089-CEW as requested by Paul Lalewicz.
9. Consideration of a request to approve an addendum to the Agreement with Howell Public Schools for the construction of the Senior Survivor Park, to increase the contribution from the Township from \$139,300 to \$351,080.14 and to amend the FY 22/23 budget.

- A. Approval of the “Addendum to Agreement for Construction of Survivor Park” which has a fiscal impact of increasing the Township’s contribution to the project from \$139,300 to \$351,080.14 to be reflected in the fiscal year 2023/2024 budget.
- B. Increase the 2022/2023 Fiscal Year budget for the “Senior Survivor Park Project” revenue line item 208-000-668-001 in Fund 208, Dept. 000 Parks and Recreation Revenue from \$462,069.00 to \$462,919.86.

10. Consideration of amendments to the Fiscal Year 2022/2023 Budget as follows:

- A. Add new line item number 101-261-802-001 to Fund 101, Department 261 – Unallocated, for “Twp. Vehicle Expenses” with a budget amount of \$2,000.
- B. Add new line item number 202-478-802-000 to Fund 202, Department 478 – SAD Roads and Lakes for the Homestead Road Project, “Annual Maintenance Expenses” with a budget amount of \$6,100.
- C. Increase “Engineering Review Services” line item 101-701-946-002 in Fund 101, Department 701 – Planning and Zoning from \$20,000 to \$28,000.

11. Consideration of a request to rescind Resolution 221121 related to the censure of the Clerk as requested by Paulette Skolarus. (Roll Call)

12. Request for review and consideration for approval of Agenda Management and Minutes Policy and Travel and Mileage Expenses Policy.

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.

BOARD PACKET

CHECK REGISTERS FOR TOWNSHIP BOARD MEETING

MEETING DATE: January 23, 2023

All information below through January 18, 2023

TOWNSHIP GENERAL EXPENSES	\$	534,451.40
December 9, 2022 Bi Weekly Payroll	\$	112,746.05
December 23, 2022 Bi Weekly Payroll	\$	117,071.27
January 6, 2023 Bi Weekly Payroll	\$	120,379.80
January 9, 2023 Personal Payout Payroll	\$	20,764.52
January 20, 2023 Bi Weekly Payroll	\$	110,308.32
OPERATING EXPENSES DPW	\$	62,194.86
OPERATING EXPENSES Oak Pointe	\$	186,388.08
OPERATING EXPENSES Lake Edgewood	\$	96,923.14
TOTAL	\$	<u>1,361,227.44</u>

Check Date	Check	Vendor Name	Amount
Bank FNBCK CHECKING ACCOUNT			
11/28/2022	37890	DYKEMA	1,230.00
11/28/2022	37891	TAMMY LINDBERG	402.72
11/28/2022	37892	MUTUAL OF OMAHA	2,368.10
11/28/2022	37893	QUADIENT FINANCE USA, INC	2,500.00
11/28/2022	37894	TERRY CROFT	30.00
11/29/2022	37895	BUSINESS IMAGING GROUP	49.39
11/29/2022	37896	FAHEY SCHULTA BURZYCH RHODES PLC	16,959.50
11/29/2022	37897	PERFECT MAINTENANCE CLEANING	565.00
11/29/2022	37898	SMART BUSINESS SOURCE	445.12
11/29/2022	37899	ELLEN KLETZKA	728.00
12/01/2022	37900	LIVINGSTON PRESS & ARGUS	410.00
12/01/2022	37901	GORDON FOOD SERVICE	87.01
12/01/2022	37902	MHOG UTILITIES	442.00
12/01/2022	37903	NETWORK SERVICES GROUP, L.L.C.	50.00
12/01/2022	37904	PFEFFER, HANNIFORD, PALKA	3,800.00
12/01/2022	37905	DTE ENERGY	27.36
12/06/2022	37906	AMERICAN AQUA	30.00
12/06/2022	37907	CONTINENTAL LINEN SERVICE	141.63
12/06/2022	37908	COOPER'S TURF MANAGEMENT LLC	2,124.50
12/06/2022	37909	DELUXE	915.20
12/06/2022	37910	DTE ENERGY	898.65
12/06/2022	37911	DTE ENERGY	244.59
12/06/2022	37912	LIVINGSTON COUNTY CLERK, ELECTIONS	4,711.56
12/06/2022	37913	MRRMA	12,934.53
12/06/2022	37914	PRINTING SYSTEMS	41.96
12/06/2022	37915	SMART BUSINESS SOURCE	438.57
12/06/2022	37916	TERRY CROFT	60.00
12/07/2022	37917	ACCIDENT FUND	4,772.00
12/07/2022	37918	ETNA SUPPLY COMPANY	24,550.00
12/07/2022	37919	FEDERAL EXPRESS CORP	50.80
12/07/2022	37920	LCAA	37.00
12/09/2022	37921	APEX SOFTWARE	930.00
12/09/2022	37922	DTE ENERGY	49.83
12/09/2022	37923	DYKEMA	922.50
12/09/2022	37924	EHIM, INC	5,649.91
12/09/2022	37925	FAHEY SCHULTZ BURZYCH RHODES PLC	209.00
12/09/2022	37926	CINDY OVERBY	62.77
12/12/2022	37927	BLUE CROSS & BLUE SHIELD OF MI	53,407.43
12/12/2022	37928	LIVINGSTON COUNTY TREASURER	36.80
12/12/2022	37929	SAFEBUILT LLC	3,293.75
12/12/2022	37930	SEWARD HENDERSON PLLC	9,842.00
12/12/2022	37931	S.E.C.M.A.A.	60.00
12/12/2022	37932	WASTE MANAGEMENT CORP, SERVICES	118,341.30
12/12/2022	37933	WASTE MANAGEMENT CORP, SERVICES	70.07
12/15/2022	37934	COMCAST	1,350.35
12/15/2022	37935	CONSUMERS ENERGY	642.06
12/15/2022	37936	LIVINGSTON PRESS & ARGUS	340.00
12/15/2022	37937	SMART BUSINESS SOURCE	38.48
12/15/2022	37938	TRI COUNTY SUPPLY, INC.	723.84
12/15/2022	37939	US BANK EQUIPMENT FINANCE	2,110.70
12/15/2022	37940	VERIZON WIRELESS	341.59
12/20/2022	37941	AMERICAN AQUA	36.00
12/20/2022	37942	CSM MECHANICAL, LLC	1,056.47
12/20/2022	37943	ETNA SUPPLY COMPANY	27,975.00
12/20/2022	37944	SUSAN EPP	17.50
12/20/2022	37945	TETRA TECH INC	1,705.00
12/22/2022	37946	COMCAST	259.28
12/22/2022	37947	DELTA DENTAL	3,834.87
12/22/2022	37948	MUTUAL OF OMAHA	2,368.10
01/05/2023	37949	ALLSTAR ALARM LLC	345.00
01/05/2023	37950	AMERICAN VIDEO TRANSFER INC	347.50
01/05/2023	37951	AMERICAN AQUA	24.00
01/05/2023	37952	BUSINESS IMAGING GROUP	203.55
01/05/2023	37953	CAPITAL ONE	384.65
01/05/2023	37954	COOPER'S TURF MANAGEMENT LLC	2,691.50
01/05/2023	37955	DTE ENERGY	1,089.72
01/05/2023	37956	TAMMY LINDBERG	146.56
01/05/2023	37957	NETWORK SERVICES GROUP, L.L.C.	50.00
01/05/2023	37958	PERFECT MAINTENANCE CLEANING	565.00
01/05/2023	37959	QUADIENT FINANCE USA, INC	5,010.00
01/05/2023	37960	SECURE TECH GROUP	217.50
01/05/2023	37961	MEI TOTAL ELEVATOR SOLUTIONS	139.89
01/05/2023	37962	MICHIGAN OFFICE SOLUTIONS	223.39
01/06/2023	37963	ETNA SUPPLY COMPANY	7,620.00
01/11/2023	37964	AMERICAN AQUA	102.72
01/11/2023	37965	COMCAST	716.16
01/11/2023	37966	CONTINENTAL LINEN SERVICE	141.63
01/11/2023	37967	DTE ENERGY	

Check Date	Check	Vendor Name	Amount
01/11/2023	37968	DTE ENERGY	281.86
01/11/2023	37969	OK FIRE EQUIPMENT CO	124.00
01/11/2023	37970	PFEFFER, HANNIFORD, PALKA	4,500.00
01/11/2023	37971	SAFEBUILT LLC	2,357.75
01/11/2023	37972	PAULETTE SKOLARUS	46.87
01/11/2023	37973	SMART BUSINESS SOURCE	291.68
01/11/2023	37974	TOTAL ADMINISTRATIVE SERVICES	2,020.00
01/12/2023	37975	HOWELL AREA CHAMBER OF COMMERCE	545.00
01/12/2023	37976	IMAGE 360	382.03
01/12/2023	37977	SBS GROUP, LLC	4,200.00
01/12/2023	37978	WASTE MANAGEMENT CORP, SERVICES	70.07
01/12/2023	37979	WASTE MANAGEMENT CORP, SERVICES	118,341.30
01/18/2023	37980	AMERICAN AQUA	16.00
01/18/2023	37981	BLUE CROSS & BLUE SHIELD OF MI	51,347.37
01/18/2023	37982	CONSUMERS ENERGY	831.60
01/18/2023	37983	ETNA SUPPLY COMPANY	3,160.00
01/18/2023	37984	GENOA TOWNSHIP D.P.W. FUND	1,058.55
01/18/2023	37985	SEWARD HENDERSON PLLC	3,591.50
01/18/2023	37986	TETRA TECH INC	900.00
01/18/2023	37987	US BANK EQUIPMENT FINANCE	2,208.10
01/18/2023	37988	VERIZON WIRELESS	379.98

FNBCK TOTALS:

Total of 99 Checks:	534,451.40
Less 0 Void Checks:	0.00
Total of 99 Disbursements:	<u>534,451.40</u>

12/9/2022

01/09/2023 04:17 PM PAYROLL REGISTER REPORT FOR GENOA CHARTER TOWNSHIP Page 34 of 34  
 Payroll ID: 231  
 Pay Period End Date: 12/02/2022 Check Post Date: 12/09/2022 Bank ID: FNBCK  
 \* YTD values reflect values AS OF the check date based on all current adjustments, checks, void checks

VACATION PAY	103.50	0.00	3,376.23	126,316.58		
VACATION PTIME	0.00	0.00	0.00	4,782.15		
WELL IQ	0.00	0.00	705.80	4,560.67		
ZBA MINUTES	0.00	0.00	0.00	1,705.28		
ZBA MINUTES OT	0.00	0.00	0.00	0.00		
ZBA PER DIEM	0.00	0.00	0.00	3,167.66		
<b>Gross Pay This Period</b>	<b>111,354.84</b>	<b>Deduction Refund 0.00</b>	<b>Ded. This Period 33,778.96</b>	<b>Net Pay This Period 77,575.88</b>	<b>Gross Pay YTD 2,652,504.08</b>	<b>Dir. Dep. 77,316.68</b>

01/09/2023 04:18 PM Check Register Report For Genoa Charter Township Page 1 of 1  
 For Check Dates 12/09/2022 to 12/09/2022

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
12/09/2022	FNBCK	13819	KEELEY, MEGHAN R	300.00	259.20	0.00	Open
12/09/2022	FNBCK	EFT750	FLEX SPENDING (TASC)	807.30	807.30	0.00	Open
12/09/2022	FNBCK	EFT751	INTERNAL REVENUE SERVICE	27,272.03	27,272.03	0.00	Open
12/09/2022	FNBCK	EFT752	PRINCIPAL FINANCIAL	4,476.00	4,476.00	0.00	Open
12/09/2022	FNBCK	EFT753	PRINCIPAL FINANCIAL	2,355.64	2,355.64	0.00	Open
<b>Totals:</b>			<b>Number of Checks: 005</b>	<b>35,210.97</b>	<b>35,170.17</b>	<b>0.00</b>	
Total Physical Checks:		1					
Total Check Stubs:		4					

Net Pay This Period \$77,575.88  
 Physical Check Amt \$35,170.17  
 TOTAL \$112,746.05

12/23/2022

01/09/2023 04:20 PM PAYROLL REGISTER REPORT FOR GENOA CHARTER TOWNSHIP Page 40 of 40  
 Payroll ID: 232  
 Pay Period End Date: 12/16/2022 Check Post Date: 12/23/2022 Bank ID: FNBCK  
 \* YTD values reflect values AS OF the check date based on all current adjustments, checks, void checks

VAC COVID 19	0.00	0.00	0.00	0.00		
VACATION NONTAX	0.00	0.00	0.00	0.00		
VACATION PAY	250.00	0.00	9,548.54	135,865.12		
VACATION PTIME	0.00	0.00	0.00	4,782.15		
WELL IQ	0.00	0.00	1,674.35	6,235.02		
ZBA CHAIR	1.00	0.00	205.30	2,228.96		
ZBA MINUTES	1.00	0.00	173.00	1,878.28		
ZBA MINUTES OT	0.00	0.00	0.00	0.00		
ZBA PER DIEM	5.00	0.00	968.80	8,343.80		
<b>Gross Pay This Period</b>	<b>115,781.24</b>	<b>Deduction Refund 0.00</b>	<b>Ded. This Period 34,641.10</b>	<b>Net Pay This Period 81,140.14</b>	<b>Gross Pay YTD 2,794,680.02</b>	<b>Dir. Dep. 81,140.14</b>

01/09/2023 04:20 PM Check Register Report For Genoa Charter Township Page 1 of 1  
 For Check Dates 12/23/2022 to 12/23/2022

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
12/23/2022	FNBCK	EFT754	FLEX SPENDING (TASC)	807.30	807.30	0.00	Open
12/23/2022	FNBCK	EFT755	INTERNAL REVENUE SERVICE	28,292.19	28,292.19	0.00	Open
12/23/2022	FNBCK	EFT756	PRINCIPAL FINANCIAL	4,476.00	4,476.00	0.00	Open
12/23/2022	FNBCK	EFT757	PRINCIPAL FINANCIAL	2,355.64	2,355.64	0.00	Open
<b>Totals:</b>			<b>Number of Checks: 004</b>	<b>35,931.13</b>	<b>35,931.13</b>	<b>0.00</b>	
Total Physical Checks:		4					
Total Check Stubs:		4					

Net Pay This Period \$81,140.14  
 Physical Check Amt \$35,931.13  
 TOTAL \$117,071.27

1/6/2023

01/09/2023 04:22 PM

PAYROLL REGISTER REPORT FOR GENOA CHARTER TOWNSHIP

Page 33 of 33

Payroll ID: 233

Pay Period End Date: 12/30/2022 Check Post Date: 01/06/2023 Bank ID: FNBACK

\* YTD values reflect values AS OF the check date based on all current adjustments, checks, void checks

ZBA MINUTES	0.00	0.00	0.00	0.00		
ZBA PER DIEM	0.00	0.00	0.00	0.00		
<b>Gross Pay This Period</b>	<b>114,451.57</b>	<b>Deduction Refund 0.00</b>	<b>Ded. This Period 34,553.13</b>	<b>Net Pay This Period 79,898.44</b>	<b>Gross Pay YTD 117,153.38</b>	<b>Dir. Dep. 79,898.44</b>

01/09/2023 04:30 PM

PAYROLL REGISTER REPORT FOR GENOA CHARTER TOWNSHIP

Page 3 of 3

Payroll ID: 234

Pay Period End Date: 01/06/2023 Check Post Date: 01/06/2023 Bank ID: FNBACK

\* YTD values reflect values AS OF the check date based on all current adjustments, checks, void checks

Grand Totals for Payroll:

Pay Code Id	Hours	OT Hours	Cur. Amnt.	YTD Amnt.*	Ded/Exp Id	Cur. Amnt.	YTD Amnt.*
COVID-19	0.00	0.00	0.00	0.00	FITW	219.14	337.72
DEPUTY CLERK	0.00	0.00	0.00	555.36	MEDICARE_EE	39.18	69.01
EL TAXED	0.00	0.00	0.00	0.00	SITW	114.83	193.76
ELEC TAX OT	0.00	0.00	0.00	0.00	SOCSEC_EE	167.51	295.07
ELECTION MEETIN	0.00	0.00	0.00	0.00			
FLOATER HOLIDAY	0.00	0.00	0.00	0.00			
HOLIDAY PAY	0.00	0.00	0.00	612.66			
LONGEVITY	0.00	0.00	0.00	0.00			
OVERTIME	0.00	0.00	0.00	0.00			
REGULAR PAY	0.00	0.00	0.00	848.00			
TWP MED REIMBUR	0.00	0.00	0.00	41.35			
VACATION PTIME	121.31	0.00	2,701.81	2,701.81			
WELL IQ	0.00	0.00	0.00	0.00			
<b>Gross Pay This Period</b>	<b>2,701.81</b>	<b>Deduction Refund 0.00</b>	<b>Ded. This Period 540.66</b>	<b>Net Pay This Period 2,161.15</b>	<b>Gross Pay YTD 4,759.18</b>	<b>Dir. Dep. 0.00</b>	

01/09/2023 04:23 PM

Check Register Report For Genoa Charter Township

Page 1 of 1

For Check Dates 01/06/2023 to 01/06/2023

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
01/06/2023	FNBACK	13820	KRENCICKI, MARY E	1,551.07	1,213.04	0.00	Open
01/06/2023	FNBACK	13821	SCHNIERS, DENISE	1,150.74	948.11	0.00	Open
01/06/2023	FNBACK	EFT758	FLEX SPENDING (TASC)	840.38	840.38	0.00	Open
01/06/2023	FNBACK	EFT759	INTERNAL REVENUE SERVICE	27,854.52	27,854.52	0.00	Open
01/06/2023	FNBACK	EFT760	PRINCIPAL FINANCIAL	4,476.00	4,476.00	0.00	Open
01/06/2023	FNBACK	EFT761	PRINCIPAL FINANCIAL	2,355.64	2,355.64	0.00	Open
01/06/2023	FNBACK	EFT762	INTERNAL REVENUE SERVICE	632.52	632.52	0.00	Open
<b>Totals:</b>			<b>Number of Checks: 007</b>	<b>38,860.87</b>	<b>38,320.21</b>	<b>0.00</b>	
			<b>Total Physical Checks: 2</b>				
			<b>Total Check Stubs: 5</b>				

Net Pay This Period \$79,898.44  
 Net Pay This Period \$2,161.15 Special Pay  
 Physical Check Amt \$38,320.21  
**TOTAL \$120,379.80**

1/9/2023

01/09/2023 04:25 PM		Check Register Report For Genoa Charter Township				Page 1 of 1	
For Check Dates 01/09/2023 to 01/09/2023							
Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
01/09/2023	FNBCK	13822	AULEITE, JAMES B	2,011.85	1,616.26	0.00	Open
01/09/2023	FNBCK	13823	CHIMPOURAS, ALEX A	2,131.85	1,767.11	0.00	Open
01/09/2023	FNBCK	13824	CZUPRENSKI, BRIAN	576.00	494.76	0.00	Open
01/09/2023	FNBCK	13825	DUHON, JAY H	457.06	402.66	0.00	Open
01/09/2023	FNBCK	13826	HANUS, CAROL A	353.19	311.16	0.00	Open
01/09/2023	FNBCK	13827	LOWE, SCOTT E	569.75	518.30	0.00	Open
01/09/2023	FNBCK	13828	MEYERS, JEFFREY W	1,111.69	898.53	0.00	Open
01/09/2023	FNBCK	13829	OTT, BRITON	340.75	286.32	0.00	Open
01/09/2023	FNBCK	13830	SCHLACK, DANIEL R	883.16	794.40	0.00	Open
01/09/2023	FNBCK	13831	TATARA, GREGORY	1,652.89	1,367.59	0.00	Open
01/09/2023	FNBCK	13832	VANMARTER, KELLY K	966.35	811.64	0.00	Open
01/09/2023	FNBCK	EFT763	INTERNAL REVENUE SERVICE	2,227.06	2,227.06	0.00	Open
<b>Totals:</b>		Number of Checks: 012		13,281.60	11,495.79	0.00	
Total Physical Checks:		11					
Total Check Stubs:		1					

01/09/2023 04:29 PM		PAYROLL REGISTER REPORT FOR GENOA CHARTER TOWNSHIP				Page 9 of 9	
Payroll ID: 235							
Pay Period End Date: 01/09/2023 Check Post Date: 01/09/2023 Bank ID: FNBCK							
* YTD values reflect values AS OF the check date based on all current adjustments, checks, void checks							
Grand Totals for Payroll:							
Pay Code Id	Hours	OT Hours	Cur. Amnt.	YTD Amnt.*	Ded/Exp Id	Cur. Amnt.	YTD Amnt.*
CAR ALLOWANCE	0.00	0.00	0.00	346.15	FITW	535.68	3,333.54
CELL PHONE REIM	0.00	0.00	0.00	313.84	MEDICARE_EE	160.29	655.65
COVID-19	0.00	0.00	0.00	0.00	SITW	404.44	1,770.77
DPW MED REIM	0.00	0.00	0.00	164.62	SOCSEC_EE	685.40	2,803.46
ESSENTIAL SERVI	0.00	0.00	0.00	0.00			
FLOATER HOLIDAY	0.00	0.00	0.00	0.00			
FUNERAL LEAVE	0.00	0.00	0.00	0.00			
G1	0.00	0.00	0.00	5,249.50			
G2	0.00	0.00	0.00	1,490.44			
HOLIDAY PAY	0.00	0.00	0.00	9,715.02			
HOWELL-G1	0.00	0.00	0.00	0.00			
HOWELL-G2	0.00	0.00	0.00	0.00			
LONGEVITY	0.00	0.00	0.00	0.00			
ON CALL	0.00	0.00	0.00	769.13			
PERSONAL PAYOUT	581.75	0.00	11,054.54	11,054.54			
PERSONAL TIME	0.00	0.00	0.00	471.44			
SALARY	0.00	0.00	0.00	11,625.78			
TRAINING	0.00	0.00	0.00	0.00			
UNIFORM ALLOW	0.00	0.00	0.00	0.00			
VAC COVID 19	0.00	0.00	0.00	0.00			
VACATION PAY	0.00	0.00	0.00	5,321.69			
WELL IQ	0.00	0.00	0.00	0.00			
<b>Gross Pay This Period</b>	<b>Deduction Refund</b>	<b>Ded. This Period</b>	<b>Net Pay This Period</b>	<b>Gross Pay YTD</b>	<b>Dir. Dep.</b>		
11,054.54	0.00	1,785.81	9,268.73	46,522.15	0.00		

Net Pay This Period \$11,495.79  
 Physical Check Amt \$9,268.73  
 TOTAL \$20,764.52



1/20/23

Payroll ID: 236

Pay Period End Date: 01/13/2023 Check Post Date: 01/20/2023 Bank ID: FNBCK

\* YTD values reflect values AS OF the check date based on all current adjustments, checks, void checks

VAC COVID 19	0.00	0.00	0.00	0.00		
VACATION NONTAX	0.00	0.00	0.00	0.00		
VACATION PAY	186.50	0.00	7,059.20	20,531.86		
VACATION PTIME	0.00	0.00	0.00	2,701.81		
WELL IQ	0.00	0.00	2,956.78	4,067.43		
ZBA CHAIR	0.00	0.00	0.00	0.00		
ZBA MINUTES	0.00	0.00	0.00	0.00		
ZBA MINUTES OT	0.00	0.00	0.00	0.00		
ZBA PER DIEM	0.00	0.00	0.00	0.00		
<b>Gross Pay This Period</b>					<b>Gross Pay YTD</b>	<b>Dir. Dep.</b>
109,320.90	Deduction Refund	32,290.17	<b>77,030.73</b>	232,502.24	77,030.73	

For Check Dates 01/20/2023 to 01/20/2023

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
01/20/2023	FNBCK	EFT764	FLEX SPENDING (TASC)	840.38	840.38	0.00	Open
01/20/2023	FNBCK	EFT765	INTERNAL REVENUE SERVICE	25,640.12	25,640.12	0.00	Open
01/20/2023	FNBCK	EFT766	PRINCIPAL FINANCIAL	4,426.00	4,426.00	0.00	Open
01/20/2023	FNBCK	EFT767	PRINCIPAL FINANCIAL	2,371.09	2,371.09	0.00	Open
<b>Totals:</b>				33,277.59	<b>33,277.59</b>	0.00	
Total Physical Checks:		Number of Checks: 004					
Total Check Stubs:		4					

Net Pay This Period \$77,030.73  
 Physical Check Amt \$33,277.59  
 TOTAL \$110,308.32

Check Date	Check	Vendor Name	Amount
Bank 503FN DPW-UTILITIES #233			
11/30/2022	5691	CHASE CARD SERVICES	3,000.00
12/01/2022	5692	UNITED STATES POSTAL SERVICE	50.00
12/05/2022	5693	MMRMA	11,565.72
12/05/2022	5694	PORT CITY COMMUNICATIONS, INC.	282.95
12/07/2022	5695	WEX BANK	6,025.78
12/07/2022	5696	TRACTOR SUPPLY CO.	1,103.61
12/12/2022	5697	WINDSTREAM	47.76
12/14/2022	5698	CHASE CARD SERVICES	3,046.26
12/14/2022	5699	UNITED STATES POSTAL SERVICE	82.21
12/19/2022	5700	AUTO-LAB OF LIVINGSTON	2,919.82
12/19/2022	5701	BOB'S TIRE & AUTO SERVICE, INC	2,589.27
12/19/2022	5702	GIFFELS WEBSTER	3,720.00
12/19/2022	5703	JACK DOHENY COMPANIES, INC	74.02
12/19/2022	5704	MWEA	95.00
12/19/2022	5705	RED WING BUSINESS ADVANTAGE ACCOUNT	450.00
12/19/2022	5706	TETRA TECH INC	5,900.00
12/19/2022	5707	VERIZON WIRELESS	677.21
12/19/2022	5708	VICTORY LANE QUICK OIL CHANGE	170.94
12/20/2022	5709		0.00 V
Void Reason: PRINTED ON CHECK BY MISTAKE			
12/20/2022	5710	HOME DEPOT CREDIT SERVICES	1,492.51
01/05/2023	5711	TRACTOR SUPPLY CO.	853.20
01/06/2023	5712	ADVANCE AUTO PARTS	61.98
01/06/2023	5713	AUTO-LAB OF LIVINGSTON	140.64
01/06/2023	5714	PORT CITY COMMUNICATIONS, INC.	223.55
01/06/2023	5715	STANDARD ELECTRIC	41.99
01/09/2023	5716	PFEFFER, HANNIFORD, PALKA	500.00
01/09/2023	5717	WEX BANK	5,448.93
01/09/2023	5718	WINDSTREAM	48.12
01/12/2023	5719	CHASE CARD SERVICES	1,555.50
01/12/2023	5720	MWEA	375.00
01/12/2023	5721	DAVE ESTRADA	211.99
01/17/2023	5722	UNITED STATES POSTAL SERVICE	1,785.23
01/17/2023	5723	VERIZON WIRELESS	764.25
01/18/2023	5724	ADVANCE AUTO PARTS	111.26
01/18/2023	5725	AUTO-LAB OF LIVINGSTON	97.86
01/18/2023	5726	CHAMPION CHRYLER JEEP DODGE RAM BR	1,282.30
01/18/2023	5727	TETRA TECH INC	5,400.00
503FN TOTALS:			
Total of 37 Checks:			62,194.86
Less 1 Void Checks:			0.00
Total of 36 Disbursements:			62,194.86

Check Date	Check	Vendor Name	Amount
Bank <b>592FN</b> OAK POINTE OPERATING FUND #592			
12/06/2022	5693	DTE ENERGY	1,237.65
12/06/2022	5694	MMRMA	1,148.50
12/06/2022	5695	MMRMA	1,130.14
12/08/2022	5696		0.00 V
Void Reason: PRINTED ON CHECK BY ACCIDENT			
12/08/2022	5697	AT&T LONG DISTANCE	66.79
12/08/2022	5698	DTE ENERGY	2,707.81
12/12/2022	5699	SEWARD HENDERSON PLLC	285.00
12/15/2022	5700	AT&T	288.01
12/15/2022	5701	CONSUMERS ENERGY	408.14
12/19/2022	5702	BRIGHTON ANALYTICAL LLC	1,045.00
12/19/2022	5703	BYRUM ACE HARDWARE	103.32
12/19/2022	5704	COMPLETE BATTERY SOURCE	400.01
12/19/2022	5705	CONSUMERS ENERGY	517.51
12/19/2022	5706	DUBOIS-COOPER	3,805.00
12/19/2022	5707	FERGUSON WATERWORKS #3386	578.32
12/19/2022	5708	G/O SEWER AUTHORITY	39.14
12/19/2022	5709	GENOA TOWNSHIP D.P.W. FUND	24,772.12
12/19/2022	5710	GENOA TOWNSHIP	21,107.83 V
Void Reason: WRONG VENDOR			
12/19/2022	5711	HOWELL HARDWARE	43.48
12/19/2022	5712	HUBBELL, ROTH & CLARK, INC	4,332.21
12/19/2022	5713	HYDROCORP	226.87
12/19/2022	5714	LIEDEL EXCAVATING CONTRACTORS LLC	3,500.00
12/19/2022	5715	TETRA TECH, INC.	18,081.13
12/19/2022	5716	TETRA TECH INC	120.00
12/19/2022	5717	UIS SCADA	1,804.63
12/19/2022	5718	USA BLUEBOOK	1,386.90
12/19/2022	5719	GENOA TOWNSHIP D.P.W. FUND	21,107.83
12/22/2022	5720	AT&T LONG DISTANCE	61.65
01/06/2023	5721	COMPLETE BATTERY SOURCE	239.90
01/06/2023	5722	GENOA TOWNSHIP D.P.W. FUND	24,772.12
01/06/2023	5723	STANDARD ELECTRIC	4.68
01/06/2023	5724	UIS SCADA	156.00
01/06/2023	5725	GENOA TOWNSHIP D.P.W. FUND	21,107.83
01/06/2023	5726	HYDROCORP	226.87
01/06/2023	5727	NORTHWEST PIPE & SUPPLY CO.	334.17
01/06/2023	5728	UIS SCADA	2,143.20
01/10/2023	5729	AT&T LONG DISTANCE	66.79
01/10/2023	5730	DTE ENERGY	1,632.88
01/10/2023	5731	DTE ENERGY	2,446.23
01/10/2023	5732	PFEFFER, HANNIFORD, PALKA	200.00
01/18/2023	5733	AT&T	289.30
01/18/2023	5734	BRIGHTON ANALYTICAL LLC	440.00
01/18/2023	5735	CONSUMERS ENERGY	1,123.49
01/18/2023	5736	CORRPRO COMPANIES INC.	760.00
01/18/2023	5737	GENOA TOWNSHIP D.P.W. FUND	505.06
01/18/2023	5738	K & J ELECTRIC, INC.	4,213.00
01/18/2023	5739	TETRA TECH INC	2,075.00
01/18/2023	5740	AMERICAN AQUA	372.43
01/18/2023	5741	DUBOIS-COOPER	17,021.00
01/18/2023	5742	GENOA TOWNSHIP D.P.W. FUND	416.97
01/18/2023	5743	GENOA TOWNSHIP G/O NEW USER FUND	15,900.00
01/18/2023	5744	UIS SCADA	744.00
592FN TOTALS:			
Total of 52 Checks:			207,495.91
Less 2 Void Checks:			21,107.83
Total of 50 Disbursements:			<b>186,388.08</b>

Check Date	Check	Vendor Name	Amount
Bank 593FN LAKE EDGEWOOD OPERATING FUND #590			
12/06/2022	4216	MMRMA	959.36
12/09/2022	4217	DTE ENERGY	3,855.36
12/15/2022	4218	CONSUMERS ENERGY	618.57
12/19/2022	4219	BRIGHTON ANALYTICAL LLC	1,099.00
12/19/2022	4220	GENOA TOWNSHIP D.P.W. FUND	12,861.55
12/19/2022	4221	BYRUM ACE HARDWARE	103.33
12/19/2022	4222	COMPLETE BATTERY SOURCE	127.30
12/19/2022	4223	GENOA OCEOLA SEWER	289.62
12/19/2022	4224	LIVINGSTON PRESS & ARGUS	110.00
12/19/2022	4225	GENOA OCEOLA SWR & WTR AUTHORI	153.03
12/19/2022	4226	HARTLAND SEPTIC SERVICE, INC.	6,300.00
12/19/2022	4227	PVS NOLWOOD CHEMICALS, INC	2,014.00
12/19/2022	4228	UIS SCADA	4,196.73
01/06/2023	4229	BRIGHTON ANALYTICAL LLC	134.00
01/06/2023	4230	GENOA TOWNSHIP D.P.W. FUND	12,861.55
01/06/2023	4231	GENOA OCEOLA SWR & WTR AUTHORI	4,446.80
01/06/2023	4232	OAK POINTE OPERATING S/W	2,044.62
01/09/2023	4233	BRIGHTON TOWNSHIP	662.50
01/09/2023	4234	DTE ENERGY	3,661.71
01/09/2023	4235	PFEFFER, HANNIFORD, PALKA	200.00
01/11/2023	4236	CITY OF BRIGHTON	39,215.02
01/11/2023	4237	CONSUMERS ENERGY	654.00
01/18/2023	4238	BRIGHTON ANALYTICAL LLC	134.00
01/18/2023	4239	CONSUMERS ENERGY	16.00
01/18/2023	4240	GENOA TOWNSHIP D.P.W. FUND	199.96
01/18/2023	4241	GENOA TOWNSHIP D.P.W. FUND	5.13

593FN TOTALS:

Total of 26 Checks:	96,923.14
Less 0 Void Checks:	0.00
Total of 26 Disbursements:	<u>96,923.14</u>



Manage your account online at :  
www.chase.com/cardhelp



Customer Service:  
1-800-945-2028



Mobile: Download the  
Chase Mobile® app today

## ACCOUNT ACTIVITY

Date of Transaction	Merchant Name or Transaction Description	\$ Amount
12/09	STAPLES 00107730 BRIGHTON MI JAMES AULETTE TRANSACTIONS THIS CYCLE (CARD 7653) \$143.04	143.04
12/18	Payment ThankYou Image Check	-3,046.26
12/10	GoToCom*GoToConnect goto.com MA mhog	248.27 ✓
12/14	BRIGHTON AUTOMOTIVE, INC BRIGHTON MI DPW-truck	311.85 ✓
12/29	AMZN Mktp US*2V8OV42Q3 Amzn.com/bill WA DPW-truck	176.40 ✓
01/04	MICHIGAN WATER ENVIORNMEN 517-641-7377 MI DPW conf	375.00 ✓
01/04	RINGCENTRAL INC. 888-898-4591 CA DPW-phone GREG TATARA TRANSACTIONS THIS CYCLE (CARD 9747) \$1868.72- INCLUDING PAYMENTS RECEIVED	66.02 -
12/21	AMZN Mktp US*MN10F1N23 Amzn.com/bill WA mhog ALEX CHIMPOURAS TRANSACTIONS THIS CYCLE (CARD 3767) \$20.32	20.32 ✓
12/08	PROPET DISTRIBUTORS 866-3644768 FL Genoa Twp. KELLY VANMARTER TRANSACTIONS THIS CYCLE (CARD 4456) \$214.60	214.60

### 2023 Totals Year-to-Date

Total fees charged in 2023	\$0.00
Total interest charged in 2023	\$0.00

Year-to-date totals do not reflect any fee or interest refunds you may have received.

## INTEREST CHARGES

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

Balance Type	Annual Percentage Rate (APR)	Balance Subject To Interest Rate	Interest Charges
<b>PURCHASES</b>			
Purchases	17.49%(v)(d)	- 0 -	- 0 -
<b>CASH ADVANCES</b>			
Cash Advances	29.24%(v)(d)	- 0 -	- 0 -
<b>BALANCE TRANSFERS</b>			
Balance Transfer	17.49%(v)(d)	- 0 -	- 0 -

31 Days in Billing Period

(v) = Variable Rate

(d) = Daily Balance Method (including new transactions)

(a) = Average Daily Balance Method (including new transactions)

Please see Information About Your Account section for the Calculation of Balance Subject to Interest Rate, Annual Renewal Notice, How to Avoid Interest on Purchases, and other important information, as applicable.



Manage your account online at : [www.chase.com/cardhelp](http://www.chase.com/cardhelp)

Customer Service: 1-800-945-2028

Mobile: Download the Chase Mobile® app today

February 2023						
S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	1	2	3	4
5	6	7	8	9	10	11

New Balance  
**\$1,555.50**  
 Minimum Payment Due  
**\$40.00**  
 Payment Due Date  
**02/01/23**

**INK CASH(SM) POINT SUMMARY**

Previous points balance	16,161
+ 1 Point per \$1 earned on all purchases	1,556
+ 2Pts/\$1 gas stns, rstnts, ofc sply, hm impr	287
<b>Total points available for redemption</b>	<b>18,004</b>

**Late Payment Warning:** If we do not receive your minimum payment by the due date, you may have to pay a late fee, and existing and new balances may become subject to the Default APR.

**Minimum Payment Warning:** Enroll in Auto-Pay and avoid missing a payment. To enroll, go to [www.chase.com](http://www.chase.com)

## ACCOUNT SUMMARY

Account Number: 4798 6091 0244 9747

Previous Balance	\$3,046.26
Payment, Credits	-\$3,046.26
Purchases	+\$1,555.50
Cash Advances	\$0.00
Balance Transfers	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
<b>New Balance</b>	<b>\$1,555.50</b>
Opening/Closing Date	12/08/22 - 01/07/23
Credit Limit	\$36,500
Available Credit	\$34,944
Cash Access Line	\$1,825
Available for Cash	\$1,825
<b>Past Due Amount</b>	<b>\$0.00</b>
<b>Balance over the Credit Limit</b>	<b>\$0.00</b>

ALL SYS-233-000-084-990  
 UTILITY DEPT.

JAN 12 2023

RECEIVED

*JTC*  
 01-12-23

**GENOA PWP P.D.P.W. FUND CARD SERVICES**

Vendor No: CARDM

Invoice Number

12/8/22 17/23

Date

01/07/23

Description/Distribution

ALL SYSTEMS

Check Date:

01/12/2023

Check Amount:

1,555.50

5719

Invoice Amount

1,555.50

PRODUCT SSLT103

USE WITH 81663 ENVELOPE

Deluxe Corporation 1-800-328-0304 or [www.deluxe.com/shop](http://www.deluxe.com/shop)



3461044700  
B8EE5D CHIKOK05 05/11/2020 15:34 -284-

BRIGHTON AUTOMOTIVE, I  
 9827 E GRAND RIVER AVE  
 BRIGHTON, MI 48116

12/14/2022 09:22:26

CREDIT CARD  
 VISA SALE



CHRYSLER JEEP DODGE RAM OF BRIGHTON

9827 E. Grand River Ave.  
 BRIGHTON, MI 48116  
 Phone: (810) 229-4100

Card # XXXXXXXXXXXXX9747  
 Chip Card: CHASE VISA  
 AID: A000000031010  
 SEQ #: 3  
 Batch #: 113  
 INVOICE 162090  
 Approval Code: 06800G  
 Entry Method: Chip Read  
 Mode: Issuer  
 Tax Amount: \$0.00

STATE REG. NO. F169575

ALL RETURNS AND RETURNED GOODS MUST BE ACCOMPANIED BY THIS INVOICE.  
 NO RETURNS ON ELECTRICAL OR SPECIAL ORDER PARTS.  
 RETURNS AFTER 15 DAYS. 20% RE-STOCK CHARGE ON ALL RETURNED PARTS.

DISCLAIMER OF WARRANTIES

re those made by the manufacturer. The seller hereby expressly disclaims all warranties, either express or implied, including  
 ness for a particular purpose, and the seller neither assumes nor authorizes any other person to assume for it any liability in

SALE AMOUNT

\$311.85

DATE SHIPPED	INVOICE DATE	INVOICE NUMBER	
14 DEC 22		162090	09:22

CUSTOMER COPY

NO. 20

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PAGE 1 OF 1

MI 48110

SHIP VIA	SLSM.	B/L NO.	TERMS	F.O.B. POINT		
	GARRET		CASH WHSL	BRIGHTON MI		
QTY	UNIT	QTY	DESCRIPTION	LIST	NET	AMOUNT
1		0	68381772AD MIRROR-OUTSIDE	485.10	311.85	311.85
<b><u>PAID</u></b>						
NO RETURNS WITHOUT THIS INVOICE				PARTS	311.85	
NO RETURNS AFTER 30 DAYS				SUBLET		
NO RETURNS ON ELECTRICAL PARTS				FREIGHT	0.00	
NO RETURNS ON SPECIAL ORDERS				SALES TAX	0.00	
20% RESTOCKING FEE ON ALL RETURNS				TOTAL	311.85	
CUSTOMER'S SIGNATURE						
X						





# INVOICE

GoTo Communications, Inc.  
PO BOX 412252  
BOSTON, MA 02241-2252

Invoice Date 12/01/2022  
Invoice # IN7101619338  
PO #  
Customer ID CN-1442935-2103  
Terms **AutoPay Scheduled**  
Due Date 12/16/2022  
Currency US Dollar

### Bill To

MHOG - GENOA TOWNSHIP  
2911 DORR RD  
BRIGHTON MI 48116  
UNITED STATES

**INVOICE Total:\$248.27**

Billing Group	Description	Quantity	Rate	Amount
Primary	GoToConnect - Monthly Service Charge 12/01/2022 - 12/31/2022	9	23.95	\$215.55
Primary	Standard Phone Numbers (DID) 12/01/2022 - 12/31/2022	2	2	\$4.00
Primary	Included minutes in plan 11/01/2022 - 11/30/2022	146.2	0	\$0.00
Primary	State and Local Regulatory Recovery Fee	1	10.55	\$10.55
Primary	Universal Service Fee (USF)	1	6.36	\$6.36
Primary	Regulatory Recovery Fee	1	11.81	\$11.81

**Total \$248.27**

Your automatic payment is scheduled to be processed around the 10th of the month

View and Pay your invoices online: <https://my.jive.com/billing>  
Billing Support: <https://support.goto.com/connect/billing-user-guide>

Please note that we are retiring the LogMeIn name and all future invoices, billing statements, or other correspondence will come from a GoTo branded entity. This change is for brand consistency and will have no impact on your contract details, core service functionality, Tax IDs, bank account numbers, or any other aspect of how you transact with us or any of our subsidiaries.

More information is available at <https://goto.com/GoToPressRelease2022> or by consulting our contracting entities table containing a complete list of updated entity names [here](#).



Details for Order #114-5754685-5821022

GREG'S TRUCK

**Paid By:** Genoa Charter Township

**Placed By:** Lindsay Bugeja

**Order Placed:** December 28, 2022

**Amazon.com order number:** 114-5754685-5821022

**Order Total:** \$176.40

**Not Yet Shipped**

Items Ordered	Price
4 of: Mopar 6PG02SZ0AB 2019-2020 RAM 2500-3500 Center Wheel CAPS (Codes -00,WBH,WMJ) Sold by: Auto Parts Wholesale ( <a href="#">seller profile</a> ) Condition: New	\$44.10

<b>Shipping Address:</b> LINDSAY BUJEJA 2911 DORR RD BRIGHTON, MI 48116-9436 United States
<b>Shipping Speed:</b> Standard Shipping

**Payment information**

<b>Payment Method:</b> Visa   Last digits: 9747	Item(s) Subtotal: \$176.40 Shipping & Handling: \$0.00 ----- Total before tax: \$176.40 <b>Estimated Tax:</b> \$0.00 ----- <b>Grand Total: \$176.40</b>
----------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------

To view the status of your order, return to [Order Summary](#) .

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MWEA  
 5815 Executive Drive  
 Lansing, MI 48911  
 517-641-7377



# Receipt of Payment

Sold To: Greg Tatara  
 MHOG Sewer and Water Utilities  
 2911 Dorr Rd  
 Brighton, MI 48116-9498

Date Recorded	Amount of Payment
1/4/2023 (credit card)	375.00

Purchase Description	Amounts
Event Registration: 2023 Wastewater Administrators Conference ATTENDEE, 1/19/2023 - 1/20/2023  Tatara, Greg Package: MWEA / WEF Member Price (regular rate - 12.13.22 - 1.13.23)	375.00
Purchase Total, Invoice #E31434: Amount Due:	375.00 0.00

MHOG WTP CC



Details for Order #114-5328823-1618661

Order Placed: December 19, 2022  
PO number : ALEX12192022  
Amazon.com order number: 114-5328823-1618661  
Order Total: \$20.32

Not Yet Shipped	
<b>Items Ordered</b>	<b>Price</b>
1 of: Dawn Direct Foam Dishwashing Foam Refill, Fresh Rapids. 30.9 oz-2 pack Sold by: RGM GROUP ( <a href="#">seller profile</a> ) Condition: New	\$20.32
<b>Shipping Address:</b> MHOG Water Treatment Plant 4288 NORTON RD HOWELL, MI 48843-9506 United States	
<b>Shipping Speed:</b> FREE Prime Delivery	

Payment information	
<b>Payment Method:</b> Visa   Last digits: 3767	Item(s) Subtotal: \$20.32 Shipping & Handling: \$0.00 -----
<b>Billing address</b> Alex Chimpouras 2911 Dorr Road Brighton, Mi 48116 United States	Total before tax: \$20.32 <b>Estimated Tax:</b> \$0.00 ----- <b>Grand Total: \$20.32</b>

To view the status of your order, return to [Order Summary](#) .

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**GENOA CHARTER TOWNSHIP BOARD  
Regular Meeting  
December 5, 2022**

**MINUTES**

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

The Pledge of Allegiance was recited.

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

Mr. Dan Wholihan thanked the Board for holding the Township Clerk accountable. He hopes there is a good replacement in 2024.

Mr. Ben Tasich is a 25-year resident of the North Shore Subdivision. He thanked the Board for making Genoa Township one of the best ones of the county. He would like to see more affordable public transportation. LETS is a service that partners with nearby communities to provide additional transportation services and he would like to see this in Genoa Township.

He would like to see these meetings via Zoom for people who are immunocompromised.

The call to the public was closed at 6:34 pm.

**Consent Agenda**

Ms. Hunt asked to move agenda item #2 to the regular agenda.

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

1. Payment of Bills: December 5, 2022

**Regular Agenda**

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

2. Request to approve November 21, 2022 regular meeting minutes

Ms. Hunt stated there is an error on Agenda Item #3. The parcel number listed as “#4711- 26-300-04” should be changed to “#4711-23-200-013”.

**Moved** by Hunt, seconded by Lowe to approve the November 21, 2022 regular meeting minutes as amended. **The motion carried unanimously.**

3. Review Second Quarter Budget to Actual Report as provided by Ken Palka C.P.A.

Mr. Palka provided a summary of revenue and expenses of the Second Quarter Budget to Actual Report, noting that expenses will come within budget. There are some amendments that will need to be made and he has spoken to Ms. VanMarter about them.

4. Consideration of amendments to the Fiscal Year 2022/2023 Budget as follows:
- a. Increase General Fund 101, Department 266 – Legal Services, “General Township Legal Fees” Line Item 101-266-803-000 from \$25,000 to \$75,000.
  - b. Increase Parks and Recreation Fund 208, Department 751 – Parks and Recreation, “HAPRA” Line Item 208-751-934-007 from \$107,500 to \$120,000.

**Moved** by Hunt, supported by Lowe, to amend the Fiscal Year 2022/2023 Budget for Fund 101, Department 266 – Legal Services, “General Township Legal Fees” Line Item 101-266-803-000 from \$25,000 to \$75,000. **The motion carried (Ledford - yes, Croft - yes, Hunt - yes, Lowe - yes, Mortensen - yes, Skolarus - no, and Rogers - yes).**

**Moved** by Hunt, supported by Lowe, to amend the Fiscal Year 2022/2023 Budget for Fund 208, Department 751 – Parks and Recreation, “HAPRA” Line Item 208-751-934-007 from \$107,500 to \$120,000. **The motion carried unanimously.**

5. Request for approval of Resolution 221205A establishing the 2023 instructions for poverty exemption, guidelines for poverty exemption, poverty exemption application, and poverty exemption worksheet as submitted by Assessor Debra Rojewski. (roll call)

**Moved** by Lowe, supported by Skolarus, to approve Resolution 221205A establishing the 2023 instructions for poverty exemption, guidelines for poverty exemption, poverty exemption application, and poverty exemption worksheet as submitted by Assessor Debra Rojewski. **The motion carried unanimously with a roll call vote (Ledford - yes, Croft - yes, Hunt - yes, Lowe - yes, Mortensen - yes, Skolarus - yes, and Rogers - yes).**

6. Request for approval of the 2023 Township Meeting and Holiday Schedule.
- a. Request for approval of Resolution 221205B to establish the 2023 Regular Meeting Dates for the Board of Trustees. (roll call)

- b. Request for approval of the 2023 schedule of meetings and holidays.

**Moved** by Lowe, supported by Skolarus, to approve Resolution 221205B to establish the 2023 Regular Meeting Dates for the Board of Trustees. **The motion carried unanimously with a roll call vote (Ledford - yes, Croft - yes, Hunt - yes, Lowe - yes, Mortensen - yes, Skolarus - yes, and Rogers - yes).**

**Moved** by Hunt, supported by Ledford, to approve the 2023 schedule of meetings and holidays. **The motion carried unanimously.**

7. Delivery of the first draft of the 2023/2024 Budget as required by MCL 42.24 as provided by the Township Supervisor. (packet was delivered on 12/01/22)

Mr. Rogers noted that the draft budget was delivered to all Board Members on December 1, 2022. He advised the Board to direct any questions to him.

Commissioner Mortensen would like to have assumptions and detailed reasons provided for large changes in specific line items. Supervisor Rogers advised this request can be accommodated.

8. Presentation by the Township Clerk in regard to documents handed out at the last meeting

Ms. Skolarus stated that she has been falsely accused of wrongdoing and has the right to defend herself and clear her name. She stated that Mr. Palka has stated that the Clerk and the Supervisor were paid in advance; however, when she asked him for proof of this, he was not able to provide it. She questioned why a forensic audit was not done to find her innocent.

She requested to show invoices from the Township Attorney; however, Mr. Seward stated they cannot be displayed in public as it is confidential. It would be the Board's decision to waive the attorney client privilege.

She provided to the Board general ledger documents from 1984 to 2002, which shows that the Supervisor, the Treasurer, and the Clerk were not paid in advance and were not overpaid. In 2003, the check dates changed from the first of the month to the last day of the previous month, and this continued through 2016. She showed the budget report from 2017, where she only received 11 payments as she was not paid in March. She provided documentation showing that on August 31, 2016, there were extra payments to the Treasurer and the Assessor and then the payments were reversed. There is also a payment to the Supervisor on this day, but it was not reversed, a check was voided on November 1. She showed documents where a payment to the Supervisor was missed in September of 2016; however, there were two payments made on the pay ending in November, so he did not get a duplicate payment.



She continued by noting that she has been relieved of all her statutory duties and removed from committees. She is not invited to any meetings and is not allowed to talk to any Township Staff without another person present. She has been asked to do all of her communicating through email. She has been the Clerk for 36 years and has brought in a lot of money to the Township. She has been treated badly by Township Staff for the past five years.

She was not aware that she was not allowed to represent herself in front of the Zoning Board of Appeals as a resident of the Township.

She responded to each of the items in the censure that she stated are incorrect.

She would like Ken Palka to review what she has prepared.

After the presentation was complete, Ms. Hunt expressed regret that it has come to this. She stated she did not want to debate the issue but questioned if Ms. Skolarus states she wasn't paid in advance, why did she apply her raises in advance. Ms. Skolarus stated she was never paid in advance.

Ms. Skolarus reiterated that she is not allowed to speak to employees without someone else present. Mr. Rogers stated that two employees requested to be removed from her supervision because of the way they were treated so those employees were moved.

Ms. Skolarus stated she has been the duly elected Clerk for 35 years and would like her duties to be reinstated. She requested to have the censure resolution reversed and asked to play a 45-minute audio recording between her and Mr. Archinal and Ms. Hunt at the next meeting.

### **Correspondence**

Ms. VanMarter provided a revised list of possible restrictions associated with the Settlement Agreement with Mr. Lalewicz. Supervisor Rogers stated if the Board agrees with these changes, he will present the conditions to Mr. Lalewicz and then he would file a motion with the court to open the settlement. The Board requested Supervisor Rogers provide additional information on the property; however, he can show Ms. Lalewicz the draft conditions.

A letter was received from Comcast noting that prices for certain services and fees will be increased effective December 18, 2022.

### **Member Discussion**

Ms. Skolarus requested that the Board rescind the censure resolution. As the Clerk of the Township, she should be able to speak with anyone in the office and she is not able to do that now. She would like the removal of her duties to be reviewed. There are legal duties that she should be doing.

Ms. VanMarter stated the contractor will start working on the parking lot lighting on December 12. There may be a long lead time for the actual lights, but the base work can begin.

She and Ms. Ruthig spoke with SEMCOG regarding grants. There is a Spark Grant available; however, there is not enough time to submit it this round; however, she will continue to investigate other grants.

**Adjournment**

**Moved** by Ledford, supported by Mortensen, to adjourn the meeting at 8:19 pm. **The motion carried unanimously.**

Respectfully Submitted,

Patty Thomas  
Recording Secretary

Approved:

Paulette Skolarus, Clerk  
Genoa Charter Township

Bill Rogers, Supervisor  
Genoa Charter Township

DRAFT

# Memo

To: Genoa Township Trustees  
From: Duffy Rojewski, Township Assessor  
Date: 1/10/2023  
Re: Board of Review Member

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OUR ALTERNATE LINDSAY MACFARLANE RESIGNED FROM THE BOARD OF REVIEW TO PURSUE A FULL TIME CAREER AND WE WOULD LIKE TO APPOINT JOANN FELLWOCK TO REPLACE HER AS AN ALTERNATE WITH TERMS ENDING 12/31/24.

THANK YOU!

**From:** Joann Fellwock  
**Sent:** Wednesday, December 14, 2022 3:01 PM  
**To:** Laura Gambino <[Laura@genoa.org](mailto:Laura@genoa.org)>  
**Subject:** Resume

To: Whom it may concern

Hello, my name is Joann Fellwock. I am writing this for consideration of the Genoa Township Board of Review.

In 1992 my husband started an electrical contracting company. I ran all business aspects of this company until 2007 at which time I took a job with Bank of America as a teller.

In 2008 I was promoted by B of A to a banker and in 2009 I took a job at JPMorgan as a federally licensed security's banker holding my 6, 63, Variable Annuities and life insurance licenses.

My husband suddenly passed away in 2011. I took a 1 year leave and returned in 2012 to JPMorgan as a mortgage officer. I worked there until 2014 at which time I became a Realtor.

I retired in October of 2022.

Thank you for your consideration.

Joann Fellwock  
517-404-0792

**Genoa Township Officials**  
**Amended: November 7, 2022**

**PLANNING COMMISSION (3-year term)**

Chris Grajek	06/30/23
Marianne McCreary	06/30/24
Tim Chouinard	06/30/23
Jeff Dhaenens	06/30/25
Diana Lowe (1-year term)	11/20/23
Glynis McBain	06/30/24
Eric Rauch	06/30/25

**ZONING BOARD OF APPEALS (3-year term)**

Bill Rockwell	06/30/24
Marianne McCreary	06/30/24
Greg Rassel	06/30/25
Jean Ledford (1-year term)	11/20/23
Michele Kreuzberg	06/30/23
Craig Fons (alternate)	06/30/25

**BOARD OF REVIEW (2-year term)**

Chris Grajek	12/31/24
Ron Matkin	12/31/24
Marianne McCreary	12/31/24
<b>Lindsay MacFarlane</b> Joann Fellwock (alternate)	12/31/24

**SEMCOG (4-year term)**

Terry Croft	11/20/24
Diana Lowe (alternate)	11/20/24

**GENOA/OCEOLA SEWER AND WATER AUTHORITY (4-year term)**

Robin Hunt	11/20/24
Bill Rogers	11/20/24

**HOWELL PARKS AND RECREATION (4-year term)**

Diana Lowe	11/20/24
Terry Croft (alternate)	11/20/24

**MHOG (Marion, Howell, Oceola and Genoa) (4-year term)**

Robin Hunt	11/20/24
Bill Rogers	11/20/24

**FOIA COORDINATOR (4-year term)**

Kelly VanMarter	11/20/24
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**BRIGHTON FIRE AUTHORITY (4-year term)**

Bill Rogers	11/20/24
Terry Croft	11/20/24

**ELECTION COMMISSION (4-year term)**

Diana Lowe	11/20/24
Jean Ledford	11/20/24

# Memo

To: Genoa Township Board

From: Robin Hunt, Treasurer

Date: 1/18/23

I have placed on the Consent Agenda the following item for your consideration:

- Request for approval to enter into agreements to collect 2023 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.

As in the past several years, the agreement with the Hartland and Brighton School Districts will be to collect the Operating (Non-Homestead) Levy of their School Tax on the Summer Tax Bill. The agreement with Howell Schools is to collect the Operating (Non-Homestead) Levy as well as half of their Debt Levy to all parcels on the Summer roll. Pinckney Schools does not levy any school tax on the Summer tax roll. Livingston Educational Services Agency (LESA) will collect their full levy for Brighton, Hartland & Howell on the Summer bill and their full levy on the Winter bill for Pinckney Schools.

The agreements, as in the past, will be at a fee of \$3.00 per parcel for this collection.

Please let me know if you have any questions. Thank you!

AGREEMENT FOR COLLECTION OF SUMMER SCHOOL PROPERTY TAXES

AGREEMENT made this 14th day of November 2022 by and between Hartland Consolidated Schools, with offices located at 9525 E. Highland Road, Howell MI 48843 (hereinafter "School District") and Genoa Township, with offices located at 2911 Dorr Road, Brighton, MI 48114 (hereinafter "Township"), pursuant to 1976 PA 451, as amended for the purposes of providing for the collection by the Township of a Summer levy of School District property taxes for the year 2023.

The parties agree as follows:

1. The Township agrees to collect 100% of the total school non-homestead property taxes as certified by the School District for levy on July 1, 2023, on property located within the Township. Interest earned on said taxes will be retained by the township.
2. The School District agrees to pay Township costs of assessment and collection as follows:

\$ 3.00 per parcel
3. No later than June 15, 2023, the School District shall certify to the Township Supervisor the school millage to be levied on property for summer collection in 2023.
4. Summer Tax collection shall be paid to the School District within ten (10) business days from the 1<sup>st</sup> and 15<sup>th</sup> of each month, except in October, November, December, January, and March.

Signature authorized by Board  
of Education Resolution of  
November 14, 2022

School District



\_\_\_\_\_  
Rachel Bois, Chief Financial Officer,  
Designee

Signature authorized by Board  
of Trustees Resolution of  
\_\_\_\_\_, 2022

Township

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Clerk

AGREEMENT FOR COLLECTION OF SUMMER SCHOOL PROPERTY TAXES

AGREEMENT made this 15<sup>th</sup> day of November 2022 by and between Brighton Area Schools, with offices located at 125 S. Church St., Brighton, MI 48116 (hereinafter "School District") and Genoa Township with offices located at 2911 Deer Rd., Brighton, MI (hereinafter "Township"), pursuant to 1976 PA 451, as amended, for the purposes of providing for the collection by the Township of a Summer levy of School District property taxes for the year 2023.

The parties agree as follows:

1. The Township agrees to collect 100% of the total school non-homestead operating property taxes as certified by the School District for levy on July 1, 2023 on property located within the Township. Interest earned on said taxes will be retained by the township.
2. The School District agrees to pay Township costs of assessment and collection as follows:

\$ 3.00 per parcel

It is understood that the tax rate as spread by the Township would also reflect the sum of 100% of the taxes of the Livingston Education Service Agency.

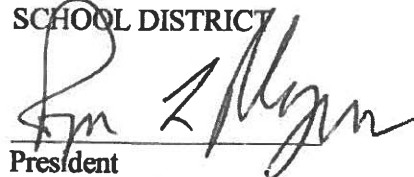
3. No later than May 31, 2023 the School District shall certify to the Township Supervisor the school millage to be levied on property for summer collection in 2023.
4. The Township Treasurer shall account for and deliver summer school tax collections as follows:
  - a. Summer Tax collections shall be paid to the School District within ten (10) business days from the 1st and 15th of each month via electronic transfer (wire transfer, ACH, etc.)

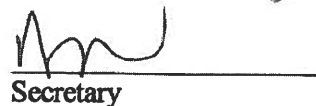
Signature authorized by Board  
of Education Resolution of  
November 14, 2022

Signature authorized by Board  
of Trustees Resolution of

\_\_\_\_\_

SCHOOL DISTRICT

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Treasurer



AGREEMENT FOR COLLECTION OF SUMMER SCHOOL PROPERTY TAXES

AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between Howell Public Schools, with offices located at 411 N. Highlander Way, Howell, MI 48843 (hereinafter "School District") and Genoa Township with offices located at 2911 Dorr Road Brighton, MI 48116 (hereinafter "Township"), pursuant to 1976 PA 451, as amended, for the purposes of providing for the collection by the Township of a Summer levy of School District property taxes for the year 2023.

The parties agree as follows:

1. The Township agrees to collect 100% of the total school non-homestead property taxes and 50% of the school debt property taxes as certified by the School District for levy on July 1, 2023 on property located within the Township. Interest earned on said taxes will be retained by the township.
2. The School District agrees to pay Township costs of assessment and collection as follows:

\$ 3.00 per parcel

It is understood that the tax rate as spread by the Township would also reflect the sum of 100% of the taxes of the Livingston Education Service Agency.

3. No later than June 15, 2023 the School District shall certify to the Township Supervisor the school millage to be levied on property for summer collection in 2023.
4. The Township Treasurer shall account for and deliver summer school tax collections as follows:
  - a. Summer Tax collections shall be paid to the School District within ten (10) business days from the 1st and 15th of each month. At your discretion, you may elect to discontinue summer tax disbursements to Howell Public Schools in November, December, January, and March.

SCHOOL DISTRICT

Signature authorized by Board  
of Education Resolution of  
\_\_\_\_\_ (date)

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

TOWNSHIP

Signature authorized by Board  
of Trustees Resolution of  
\_\_\_\_\_ (date)

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Clerk

## SUMMER TAX COLLECTION AGREEMENT

The Township of Genoa with offices located at 2911 Dorr Rd., Brighton, Michigan (the "township") pursuant to 1976 PA 451, as amended, for the purposes of providing for the collection by the Township of a summer levy of Livingston Educational Service Agency, Michigan (the "Agency") property taxes for the year 2023 and hereafter as provided below:

The Agency and the Township agree as follows:

1. The Township agrees to collect 100% of the total school millage in the summer as certified by the Agency for levy on all taxable property in addition to and not within the K-12 school district summer tax collection, including principal residence and other exempt property not subject to the 18 mill levy within the Brighton Area Schools, Hartland Consolidated Schools and Howell Public School districts.
2. All interest and penalties, other than collection fees, that are imposed prior to the date the taxes are returned delinquent and that are attributable to school taxes, shall belong to the Agency.
3. The Agency agrees to pay the Township costs of assessment and collection at \$3.00 per parcel which represents reasonable expenses incurred by the Township in assessing and collecting Agency taxes, to the extent that the expenses are in addition to the expenses of assessing and collecting other taxes at the same time.
4. The Agency shall certify to the Township Treasurer the school millage to be levied on property for summer collection to the Township via a signed L-4029 within 3 weeks of Livingston County Equalization delivering their tax roll information to the Agency, or by June 15, whichever is earlier.
5. The Township Treasurer shall account for and deliver summer school tax collections to the Agency within ten (10) business days from the 1<sup>st</sup> and 15<sup>th</sup> of each month via electronic transfer, if and when possible.
6. In the event that state law is amended necessitating changes to this Agreement, the parties agree to negotiate changes to the Agreement in good faith to conform the Agreement to state law. Collection of summer taxes and payment for said collection shall not be disrupted or delayed due to the negotiation of or revision to this Agreement.
7. By execution of this Agreement, both parties certify and represent that the Agreement is authorized by the laws of the State of Michigan, that the individuals responsible for collecting the Agency taxes are and will be in compliance with all laws pertaining to their duties and responsibilities as a tax collecting agent, and that the signors are authorized by their respective governing bodies to execute this Agreement.
8. This Agreement is effective on the date of its execution and shall expire twelve months from the effective date.

IN WITNESS WHEREOF, the parties have executed this Agreement on the respective dates indicated below.

**LIVINGSTON EDUCATIONAL SERVICE AGENCY, MICHIGAN**

By **Stephanie Weese** Digitally signed by Stephanie Weese  
Date: 2022.11.10 11:34:50 -05'00'  
Stephanie L. Weese

Its: Assistant Superintendent for Administrative Services

Dated: November 9, 2022

**TOWNSHIP OF GENOA:** \_\_\_\_\_

By \_\_\_\_\_

Its \_\_\_\_\_

Dated \_\_\_\_\_

**Resolution #1 – McNamara Subdivision Road Improvement  
Special Assessment Project (Summer 2023)**

**GENOA CHARTER TOWNSHIP**

At a regular meeting of the Township Board of the Genoa Charter Township, Livingston County, Michigan, (the “Township”) held at the Township Hall on January 23, 2023, at 6:30 p.m., there were

PRESENT:

ABSENT:

The following preamble and resolution were offered by \_\_\_\_\_ and seconded by \_\_\_\_\_.

**Resolution to Proceed with the  
Project and Direct  
Preparation of the Plans and Cost Estimates**

WHEREAS, the Township Manager reported that petitions have been filed for the McNamara Subdivision Road Improvement Project (the "Project") under the authority of Act No 188, Michigan Public Acts of 1954, as amended;

WHEREAS, the Supervisor reported that the Assessor has checked the signatures on the petitions by record owners of land within the Township contained within the district described above and had prepared and filed a report setting forth the percentage of record owners of lands by frontage within the district who signed the petitions which amounted to more than fifty percent (50%); and

WHEREAS, the creation of a Special Assessment District for the McNamara Subdivision Road Improvement Project is appropriate pursuant to Section 2 of Act No. 188, Michigan Public Acts of 1954.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. In accordance with Act No. 188, Michigan Public Acts of 1954, as amended, and the laws of the State of Michigan, the Township Supervisor is directed to have plans prepared illustrating the Project, the location of the Project, and an estimate of the cost of the Project.

2. The plans and estimates identified in paragraph 1, when prepared, shall be filed with the Township Manager.

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

YES:

NO:

ABSENT:

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 a resolution duly adopted by the Township Board at a meeting of the Township Board on January 23, 2023, at which meeting a quorum was present and remained throughout; (2) the original thereof is on file in the records 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  
Genoa Charter Township

**Resolution #2 – McNamara Subdivision Road Improvement  
Special Assessment Project (Summer 2023)**

**GENOA CHARTER TOWNSHIP**

At a regular meeting of the Township Board of Genoa Charter Township of Livingston County, Michigan (the “Township”) held at the Township Hall on January 23, 2023 at 6:30 p.m. there were

PRESENT:

ABSENT:

The following preamble and resolution were offered by \_\_\_\_\_ and seconded by \_\_\_\_\_.

**Resolution to Approve the Project,  
Scheduling the First Hearing  
And Directing the Issuance of Statutory Notices**

WHEREAS, the Board of Trustees of the Township has approved the McNamara Subdivision Road Improvement Project (Summer 2023) within the Township as described in Exhibit A (the “Project”);

WHEREAS, preliminary plans and cost estimates for the Project have been filed with the Township Manager;

WHEREAS, the Board of Trustees of the Township has determined to proceed with the Project in accordance with Act No. 188, Michigan Public Acts of 1954, as amended;

WHEREAS, the Board of Trustees of the Township has determined to advance the costs of the Project from Township funds and to use special assessments to raise the money necessary to reimburse the Township in advance of such funds;

WHEREAS, the special assessment district for the Project has been tentatively determined by the Township Manager and is described in Exhibit B;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board of Trustees of the Township hereby tentatively declares its intention to proceed with the Project.
2. The Board of Trustees of the Township hereby declares its intention to make the improvement and tentatively designates the special assessment district against which the cost of the improvement and maintenance is to be assessed as described in Exhibit B.
3. In accordance with Act No. 188, Michigan Public Acts of 1954, as amended, and the laws of the State of Michigan, there shall be a public hearing on the Project and the proposed Special Assessment District for the Project which is known as the “McNamara Subdivision Road Improvement Special Assessment District (Summer 2023).”

4. The public hearing will be held on February 6, 2023 at 6:30 p.m., at the offices of Genoa Charter Township, Livingston County, Michigan.
5. The Township Manager is directed to mail, by first class mail, a notice of the public hearing to each owner of or party in interest in property to be assessed, whose name appears upon the last Township tax assessment records. The last Township tax assessment records means the last assessment roll for ad valorem tax purposes which has been reviewed by the Township Board of Review, as supplemented by any subsequent changes in the names or addresses of such owners or parties listed thereon. The notice to be mailed by the Township Manager shall be similar to the notice attached as Exhibit C and shall be mailed by first class mail on or before January 24, 2023. Following the mailing of the notices, the Township Manager shall complete an affidavit of mailing similar to the affidavit set forth in Exhibit D.
6. The Township Manager is directed to publish a notice of the public hearing in the Livingston County Daily Press & Argus, a newspaper of general circulation within the Township. The notice shall be published twice, once on or before January 27, 2023 and once on or before February 3, 2023. The notice shall be in a form substantially similar to the notice attached as Exhibit C.

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

YES:

NO:

ABSENT:

#### CLERK'S CERTIFICATE

The Undersigned, being duly qualified and acting Clerk of the Township, hereby certifies that (1) the foregoing is a true and complete copy of a resolution duly adopted by the Board of Trustees at a meeting of the Township Board (January 23, 2023), at which meeting a quorum was present and remained throughout; (2) the original thereof is on file in the records of 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.

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Paulette A Skolarus  
Genoa Charter Township Clerk

**EXHIBIT A**

**MCNAMARA SUBDIVISION ROAD IMPROVEMENT PROJECT (SUMMER 2023)**

**DESCRIPTION OF PROJECT  
A TEN-YEAR SPECIAL ASSESSMENT DISTRICT  
WITH PROJECTED COSTS AS FOLLOWS:**

- Total construction cost of the project: \$185,850
- Total number of parcels: 51
- Homeowners representing over 50% of property have signed petitions.
- The Township is contributing \$51,000 which is 25% of the project cost since this project will improve a public roadway in accordance with established policy.
- The interest charged for the district is 2% and the administrative cost is \$2,000.
- Total Project Cost:

<b>McNAMARA ROADS 2023</b>	
PROJECT COST	\$185,850
ADMINISTRATION FEES	\$2,000
TOWNSHIP 25% CONTRIBUTION	-( <b>\$51,000</b> )
<b>TOTAL PROJECT COST:</b>	<b>\$136,850</b>

- Total Cost Per Parcel:

	YEAR	ANNUAL PAYMENT	TO INTEREST	TO PRINCIPAL	OUTSTANDING BALANCE
1	2023	\$322.00	\$53.67	\$268.33	\$2,415.00
2	2024	\$316.63	\$48.30	\$268.33	\$2,146.67
3	2025	\$311.27	\$42.93	\$268.33	\$1,878.33
4	2026	\$305.90	\$37.57	\$268.33	\$1,610.00
5	2027	\$300.53	\$32.20	\$268.33	\$1,341.67
6	2028	\$295.17	\$26.83	\$268.33	\$1,073.33
7	2029	\$289.80	\$21.47	\$268.33	\$805.00
8	2030	\$284.43	\$16.10	\$268.33	\$536.67
9	2031	\$279.07	\$10.73	\$268.33	\$268.33
10	2032	\$273.70	\$5.37	\$268.33	\$0.00
		\$2,978.50	\$295.17	\$2,683.33	

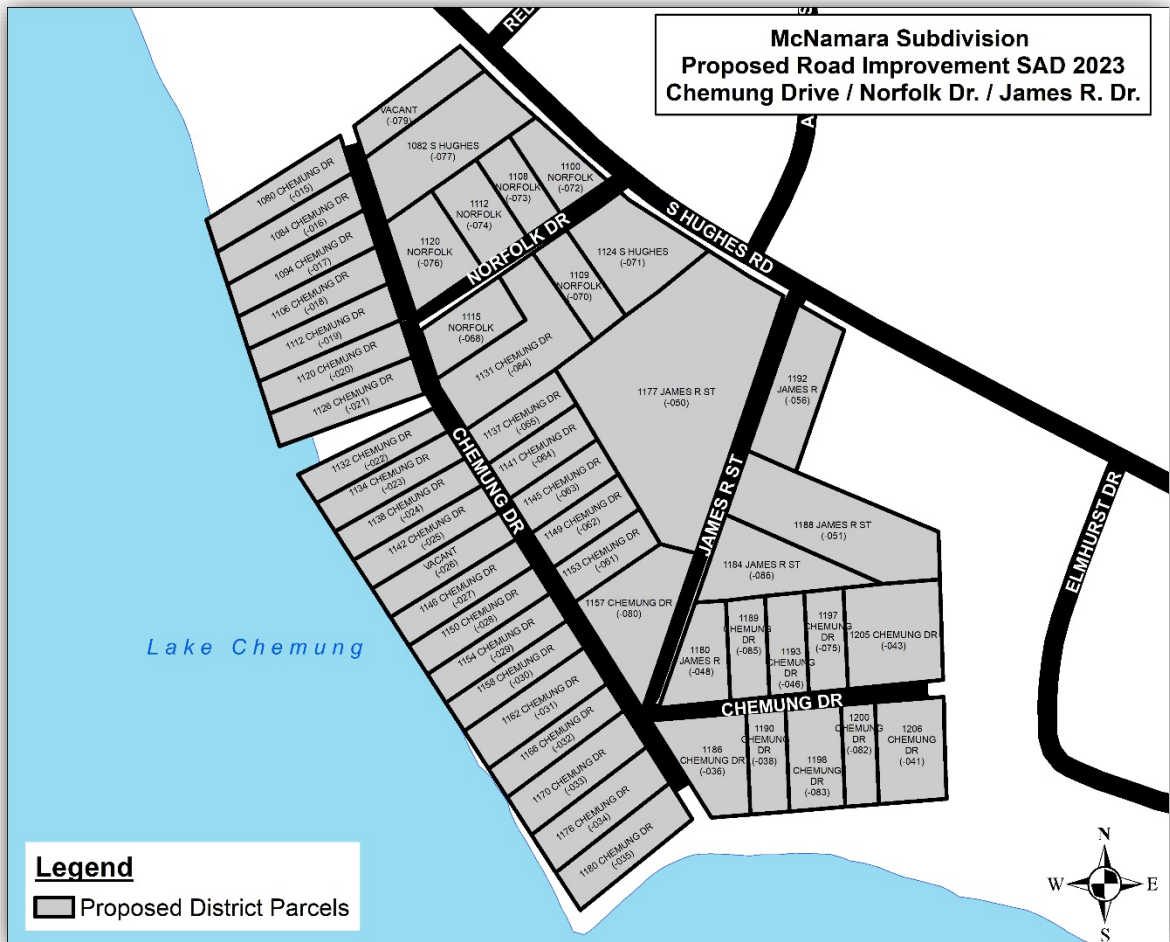
- The project (the “Project”) will consist of:
  - Milling of existing 3” to 4” depth asphalt, haul off and disposal of millings
  - Fine grade and compact existing aggregate base
  - Install 2” 4E1 leveling course asphalt and compact, apply a tack of coat for adhesion
  - Install 1.5” 5E1 wearing course asphalt and compact



**EXHIBIT B**

The Project (McNamara Subdivision Road Improvement Summer 2023) is being designed to serve the properties in the Special Assessment District, which district is illustrated on the map (included) and includes the specific properties that are identified by the following permanent parcel numbers:

11-10-201-015	11-10-201-016	11-10-201-017	11-10-201-018
11-10-201-019	11-10-201-020	11-10-201-021	11-10-201-022
11-10-201-023	11-10-201-024	11-10-201-025	11-10-201-026
11-10-201-027	11-10-201-028	11-10-201-029	11-10-201-030
11-10-201-031	11-10-201-032	11-10-201-033	11-10-201-034
11-10-201-035	11-10-201-036	11-10-201-038	11-10-201-041
11-10-201-043	11-10-201-046	11-10-201-048	11-10-201-050
11-10-201-051	11-10-201-056	11-10-201-061	11-10-201-062
11-10-201-063	11-10-201-064	11-10-201-065	11-10-201-068
11-10-201-070	11-10-201-071	11-10-201-072	11-10-201-073
11-10-201-074	11-10-201-075	11-10-201-076	11-10-201-077
11-10-201-079	11-10-201-080	11-10-201-082	11-10-201-083
11-10-201-084	11-10-201-085	11-10-201-086	



**EXHIBIT C**

**GENOA CHARTER TOWNSHIP, LIVINGSTON COUNTY, MICHIGAN  
NOTICE OF PUBLIC HEARING  
UPON A PROPOSED MCNAMARA SUBDIVISION ROAD IMPROVEMENT PROJECT  
AND SPECIAL ASSESSMENT DISTRICT (Summer 2023)**

NOTICE IS HEREBY GIVEN:

- (1) The Township Board of Genoa Charter Township, Livingston County, Michigan, in accordance with the laws of the State of Michigan, will hold a Public Hearing on February 6, 2023 at 6:30 p.m., at the Genoa Charter Township Offices, 2911 Dorr Road, Brighton, Michigan 48116, to review the following proposed special assessment district and to hear any objections thereto and to the proposed project.

GENOA CHARTER TOWNSHIP – MCNAMARA SUBDIVISION ROAD IMPROVEMENT PROJECT  
AND SPECIAL ASSESSMENT DISTRICT (Summer 2023)  
(A ten-year program with costs as follows)

- Total construction cost of the project: \$185,850
- Total number of parcels: 51
- Homeowners representing over 50% of property have signed petitions.
- The Township is contributing \$51,000 which is 25% of the project cost since this project will improve a public roadway in accordance with established policy.
- The interest charged for the district is 2% and the administrative cost is \$2,000.
- Total Project Cost:

<b>McNAMARA ROADS 2023</b>	
PROJECT COST	\$185,850
ADMINISTRATION FEES	\$2,000
TOWNSHIP 25% CONTRIBUTION	-( <b>\$51,000</b> )
<b>TOTAL PROJECT COST:</b>	<b>\$136,850</b>

- Total Cost Per Parcel:

	YEAR	ANNUAL PAYMENT	TO INTEREST	TO PRINCIPAL	OUTSTANDING BALANCE
1	2023	\$322.00	\$53.67	\$268.33	\$2,415.00
2	2024	\$316.63	\$48.30	\$268.33	\$2,146.67
3	2025	\$311.27	\$42.93	\$268.33	\$1,878.33
4	2026	\$305.90	\$37.57	\$268.33	\$1,610.00
5	2027	\$300.53	\$32.20	\$268.33	\$1,341.67
6	2028	\$295.17	\$26.83	\$268.33	\$1,073.33
7	2029	\$289.80	\$21.47	\$268.33	\$805.00
8	2030	\$284.43	\$16.10	\$268.33	\$536.67
9	2031	\$279.07	\$10.73	\$268.33	\$268.33
10	2032	\$273.70	\$5.37	\$268.33	\$0.00
		\$2,978.50	\$295.17	\$2,683.33	



- (3) The Township plans to impose special assessments on the properties located in the Special Assessment District to pay for the costs of the Project.
  
- (4) The preliminary plans and cost estimates for the proposed project and the boundaries of the Special Assessment District are now on file in the office of the Township Manager and Township Clerk for public inspection. The Township Board has received petitions signed by more than 50 percent of property owners within the proposed district. Pursuant to the provisions of Public Act 188 of 1954, record owners of land have the right to file written objections to the Project with the Township Board. Any person objecting to the proposed Project or the proposed Special Assessment District shall appear and protest at the hearing or shall file an objection in writing with the Township Manager before the close of the February 6<sup>th</sup>, 2023 hearing or within such further times as the Township Board may grant.

This notice is given by order of the Genoa Charter Township Board.

Dated: January 23, 2023

Kelly VanMarter  
Genoa Charter Township Manager

(Press/Argus 1/27/23-2/3/2023)

**EXHIBIT D**

**AFFIDAVIT OF MAILING**

STATE OF MICHIGAN )

COUNTY OF LIVINGSTON )

Kelly VanMarter, being first duly sworn, deposes and says that she personally prepared for mailing, and did on January 24, 2023, send by first-class mail, the notice of hearing, a true copy of which is attached hereto, to each record owner of or party in interest in all property to be assessed for the improvement described therein, as shown on the last local tax assessment records of the Township of Genoa; that she personally compared the address on each envelope against the list of property owners as shown on the current tax assessment rolls of the Township; that each envelope contained therein such notice and was securely sealed with postage fully prepaid for first-class mail delivery and plainly addressed; and that she personally placed all of such envelopes in a United States Post Office receptacle on the above date.

\_\_\_\_\_  
Kelly VanMarter  
Genoa Charter Township Manager



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

## MEMORANDUM

**TO:** Honorable Board of Trustees  
**FROM:** Amy Ruthig, Planning Director  
**DATE:** January 17, 2023  
**RE:** Bottcher Systems  
Special Land Use, Site Plan and Impact Assessment

Please find attached the project case file for a special land use and site plan review project for Bottcher Systems located at 1349 Grand Oaks Drive, east side of Grand oaks, south of Cleary Drive. The applicant is proposing a new use for an existing 14,314 sq. ft. industrial building that includes chemical compounding and specialty blending of printing aids for the printing and packaging industry which requires special use permit approval for storage of hazardous materials. The property is zoned Industrial.



### SUPERVISOR

Bill Rogers

### CLERK

Paulette A. Skolarus

### TREASURER

Robin L. Hunt

### TRUSTEES

Jean W. Ledford

H. James Mortensen

Terry Croft

Diana Lowe

### MANAGER

Kelly VanMarter

Procedurally, the Planning Commission is to review the special land use, site plan and environmental impact assessment, and put forth recommendations to the Township Board following a public hearing. The project was heard before the Planning Commission on November 14, 2022 and the Commission recommended approval. Based on that recommendation I offer the following for your consideration:

### SPECIAL USE PERMIT

Moved by \_\_\_\_\_, Supported by \_\_\_\_\_ to APPROVE the Special Land Use permit for the storage of hazardous materials for Bottcher Systems located at 1349 Grand Oaks

Drive. The use is found to be compatible with the Industrial category of the Master Plan and is also found to comply with Section 19.03 of the Zoning Ordinance.

**ENVIRONMENTAL IMPACT ASSESSMENT**

Moved by \_\_\_\_\_, Supported by \_\_\_\_\_ to APPROVE the Environmental Impact Assessment dated January 11, 2023 (received) for the storage of hazardous materials for Bottcher Systems located at 1349 Grand Oaks Drive. This approval is conditioned upon the following:

- The applicant must obtain and maintain any outside permits necessary and required for this type of operation.

**SITE PLAN**

Moved by \_\_\_\_\_, Supported by \_\_\_\_\_ to APPROVE the site plan dated August 1, 2022 with the following conditions:

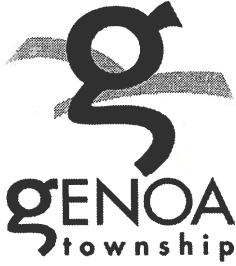
- The petitioner shall update the landscaping, specifically the front yard greenbelt to provide additional trees as stated in the Planner’s review letter dated November 10, 2022.
- The petitioner shall upgrade the lighting with wall mounted lighting fixtures.
- All repairs to impervious surfaces shall be made to the satisfaction of Township Staff, including parking space striping and correct number of barrier free spaces.

If you should have any questions, please feel free to contact me.

Best Regards,



Amy Ruthig



**GENOA CHARTER TOWNSHIP**  
**Application for Site Plan Review**

**TO THE GENOA TOWNSHIP PLANNING COMMISSION AND TOWNSHIP BOARD:**

APPLICANT NAME & ADDRESS: Bottcher America Corporation  
*If applicant is not the owner, a letter of Authorization from Property Owner is needed.*

OWNER'S NAME & ADDRESS: 4600 Mercedes Drive Belcamp MD 21017

SITE ADDRESS: 1349 Grand Oaks Drive Howell MI 48843 PARCEL #(s): 11-08-101-008

APPLICANT PHONE: (734) 649-3488 OWNER PHONE: (248) 343-2058

OWNER EMAIL: sshaya@shayalawfirm.com

LOCATION AND BRIEF DESCRIPTION OF SITE: \_\_\_\_\_

14,314 square foot building located at 1349 Grand Oaks Drive Howell MI 48843 zoned industrial class C , built 1997 with fire suppression

BRIEF STATEMENT OF PROPOSED USE: \_\_\_\_\_

Private Label Compounding / Specialty Blending of Fountain Solutions & Printing Aids 1 shift production product for use in the Printing & Packaging Industry

Short Term storage and Distribution with all products stored inside following the NFPA regulations and standard

THE FOLLOWING BUILDINGS ARE PROPOSED: No proposed construction.  
Leasing current building.

**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: Steve Gibson Logistics Manager Bottcher America Corp

ADDRESS: 4600 Mercedes Drive Belcamp MD 21017



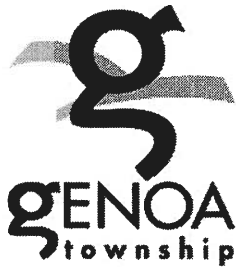
**Contact Information** - Review Letters and Correspondence shall be forwarded to the following:

1.) Nikki Calloway of Bottcher America at Nikki.calloway@boettcher-systems.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: Steve Gibson DATE: 06-01-2022  
PRINT NAME: Steve Gibson PHONE: 410 306 7219 cell 410 422 5822  
ADDRESS: 4600 Mercedes Drive Belcamp MD 21017



# 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: Bottcher America 4600 Mercedes Drive Belcamp MD 21017  
*Submit a letter of Authorization from Property Owner if application is signed by Acting Agent.*

APPLICANT PHONE: ( 734 649 3488 ) EMAIL: nikki.calloway@boettcher-system.com

OWNER NAME & ADDRESS: ND Industries 1000 North Crooks Rd Clawson, MI 48017

SITE ADDRESS: 1349 Grand Oaks Drive Howell MI 48843 PARCEL #(s): 11-08-101-008

OWNER PHONE: 248-343-2058 EMAIL: sshaya@shayalawfirm.com

**Location and brief description of site and surroundings:**

14,314 square foot building located at 1349 Grand Oaks Drive Howell MI 48843 zoned industrial class C , built 1997 with fire suppression

**Proposed Use:**

Private Label Compounding / Specialty Blending of Fountain Solutions & Printing Aids 1 shift production product for use in the Printing & Packaging Industry  
Short Term storage and Distribution with all products stored inside following the NFPA regulations and standard

**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.

Authorization and acceptance of our proposed use of this property will improve the community as

Bottcher Systems is a leader in their industry and will bring recognition to the location

- 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.

This building site has been on the market for 203 + days and Bottcher Systems will agree to a multi year lease with renewable options

Building was previously operated as a industrial site and there sholud be no significat differences

Building will be improved from a cosmetic and functionality perspective.

- 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?

Should not be any negative impacts on the community as this is a single shift operation. The transportation volume woul dper daybe 2 to 3 trucks per day inbound and 3 to 4 out bound Less than Truck Load Carriers ( XPO , R&L, Holland, Pitt Ohio ) that will deliver product to the end user

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?

There will be products that are considered hazardous by ingredient when stored. All products would be stored following the Safety Data Sheet & NFPA and Local authorities regulations. Bottcher Systems maintains a contract with Chem Trec, and 3 E emergency response

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.

This location is zoned Industrial, discussions with the Fire Marshal on intended use did not show any issues for our intended use. Bottcher America uses the proper spill containment, ppe, and maintains a contract with Chem Trec, 3 E emergency response service providers, and all employees are Haz Mat Trained and certified

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

BY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

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

Nikki Calloway of Bottcher America at nikki.calloway@boettcher-systems.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: Steve Gibson DATE: 06-01-2022

PRINT NAME: Steve Gibson ( steve.gibson@boettcher-systems.com PHONE: 410-306-7219

**GENOA CHARTER TOWNSHIP  
PLANNING COMMISSION  
PUBLIC HEARING  
November 14, 2022  
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, Eric Rauch, Tim Chouinard, Diana Lowe, Marianne McCreary and Glynis McBain. Also present was Township Manager Kelly VanMarter, Planning Director Amy Ruthig, Brian Borden of Safebuilt, and Shelby Byrne of Tetra Tech.

PLEDGE OF ALLEGIANCE: The pledge of allegiance was recited.

APPROVAL OF AGENDA:

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

DECLARATION OF CONFLICT OF INTEREST:

Commissioner McBain stated her company manages the Hampton Ridge Condominiums. Chairman Grajek does not believe this would be considered a conflict of interest. All commissioners agree.

CALL TO THE PUBLIC:

The call to the public was opened at 6:33 pm with no response.

**OPEN PUBLIC HEARING #1...Consideration of a special use application, environmental impact assessment and sketch plan for the storage of hazardous materials for Bottcher Systems located at 1349 Grand Oaks Drive, south of Grand River Avenue and North of I-96 on the east side of Grand Oaks. The request is petitioned by Bottcher America.**

- A. Recommendation of Special Use Application.
- B. Recommendation of Environmental Impact Assessment (dated 10-18-22)
- C. Recommendation of Sketch Plan (dated 8-1-22)

Ms. Nikki Calloway of Bottcher Systems provided a review of their company. They are requesting a Special Land Use to store chemicals that they use in their business.

Mr. Borden reviewed his letter dated November 10, 2022.

1. Section 19.03 General Special Land Use Standards:
  - A. In order to make favorable findings related to compatibility and impacts, the conditions of Section 13.07 need to be met to the Commission's satisfaction. He has determined that these conditions have been met.
  - B. The applicant must address any comments provided by the Township Engineer or Brighton Area Fire Authority regarding public facilities and services.
  
2. Section 13.07 Conditions:
  - A. The applicant needs to demonstrate compliance with the requirement for secondary containment. He did not find anything in the submittal demonstrating this.
  - B. The applicant must obtain any outside permits necessary for the proposed operation.
  
3. Site Plan Review:
  - A. The request for a new special land use on a developed site provides the Township with an opportunity to require improvements that bring the site into, or closer to, compliance with current standards.
  - B. We suggest that improvements and/or further information/discussion are warranted for the following:
    - i. Landscaping – front yard greenbelt trees, which would be the additional of two to three trees in front of the building, though the Ordinance requires five canopy trees for the front yard greenbelt
    - ii. Lighting – upgrade wall-mounted fixtures. He suggests the applicant provide an indication of the fixture type, and the Township require upgrades, if needed.
    - iii. Impervious surface – patch or repair blacktop areas, as needed
    - iv. Parking lot – provide striping and barrier-free parking, per Ordinance requirements. The plan notes that the parking lot is not currently striped. He suggests that the plan be revised to include parking lot striping in accordance with the requirements of Sections 14.05 and 14.06. This includes minimum dimensional requirements for spaces and drive aisles, looped (or double) striping, and the required number of barrier-free spaces.
    - v. Miscellaneous – other improvements suggested by Township staff or the Township Engineer

Ms. Byrne reviewed her letter dated November 9, 2022.

She has no engineering related concern to the proposed special use. Since no site improvements are proposed, the existing storm management and utilities will not be impacted. In the future, if any site improvements are required for the proposed use, they will need to be included on a proposed site plan to be approved by the Township.

The existing building is connected to public water and sanitary sewer and some of the products being stored are considered hazardous materials. The petitioner has already coordinated with Genoa-Oceola Sewer and Water Authority to ensure all of their requirements are met. They

should submit written documentation of their on-site hazardous materials management program to the Sewer and Water Authority for their records.

The Brighton Area Fire Authority Fire Marshal's letter dated October 25, 2022 states there are no outstanding issues.

Ms. Calloway is aware of all of the comments made by the consultants.

Commissioner Rauch asked how the hazardous materials are handled on the outside as well as on the inside of the building. He also asked for clarification on the secondary containment process. Ms. Calloway provided their secondary containment and SDS processes. She added that the products they purchase are flammable so they have equipment that funnels the bulk material into smaller one- or five-gallon containers with specific types of caps for each of those containers. She confirmed that they have a containment measure to ensure that the chemicals do not enter into the stormwater system. All of their mixing is done within the building; there are no chemicals mixed outside.

Commissioner McCreary asked the applicant if she is familiar with the previous owner of the building. Ms. Calloway stated the chemicals they used were different from what her company uses. Their materials were very corrosive and hers are not. Commissioner McCreary asked if any PPE is required by employees. Ms. Calloway stated they wear goggles and gloves, but no masks are required.

Commissioner Dhaenens questioned if the site plan improvements noted by Mr. Borden will be addressed. Ms. Calloway stated she will be making all of those improvements.

Chairman Grajek asked who oversees their chemical storage and use. Ms. Calloway stated they are overseen by the State of Michigan and must provide their reports to them. She also noted that they do not use underground or above ground storage tanks.

The call to the public was opened at 7:00 pm.

Mr. Keith Burrison, the owner of CenTech at 1325 Grand Oaks Drive, is concerned about the safety of his employees. He wants to ensure that the chemical smell will not make its way to his building, there will be nothing leaching into the ground, and there is a process for a spill.

Ms. Janeen Musselman, who lives in Hampton Ridge, sent an email expressing her opposition to this plan. She does not want hazardous waste brought into their backyard. It will negatively impact the residents and animals.

The call to the public was closed at 7:05 pm

Commissioner McCreary questioned how vapors or odors from the chemicals will be contained so they are not toxic to the neighbors. Ms. Calloway stated most of their chemicals are completely odorless. They have 24/7 ventilation. They will be using the same system that was used by the previous building owner. Also, they are not regulated by the EPA because of the type of chemicals they use.

**Moved** by Commissioner Rauch, seconded by Commissioner Dhaenens, to recommend to the Township Board approval of the Special Use Application for the storage of hazardous materials for Bottcher Systems located at 1349 Grand Oaks Drive as this Commission finds that the conditions in Sections 19.03 and 19.07 of the zoning ordinance have been met. This recommendation is conditioned on the following:

- All concerns from the Township Engineer and Brighton Area Fire Marshal regarding facilities and services must be met to their satisfaction.

**The motion carried unanimously.**

**Moved** by Commissioner Rauch, seconded by Commissioner Lowe, to recommend to the Township Board approve of the Environmental Impact Assessment dated October 18, 2022, for the storage of hazardous materials for Bottcher Systems located at 1349 Grand Oaks Drive, as the applicant has demonstrated their compliance with the requirement for secondary containment. This recommendation is conditioned upon the following:

- The applicant must obtain any outside permits necessary and required for this type of operation.

**The motion carried unanimously.**

**Moved** by Commissioner Rauch, seconded by Commissioner Dhaenens, to recommend to the Township Board approval of the Sketch Plan dated August 1, 2022 for the storage of hazardous materials for Bottcher Systems located at 1349 Grand Oaks Drive, conditioned upon the following:

- The petitioner shall update the landscaping, specifically the front yard greenbelt
- The petitioner shall upgrade the lighting with wall mounted lighting fixtures.
- All repairs to impervious surfaces shall be made to the satisfaction of Township Staff, including parking space striping and correct number of barrier free spaces.
- The petitioner shall make any other miscellaneous improvements as determined by Township Staff

**The motion carried unanimously.**

**OPEN PUBLIC HEARING # 2...**Consideration of an amendment to the Summerfield Pointe Planned Unit Development Agreement, preliminary condominium site plan and environmental impact assessment to reduce the project from 140 attached condominiums to 102 single family detached homes and 12 attached condominiums. The project is located on Lawson Drive, North of Grand River Avenue. The request is petitioned by Healy Homes of Summerfield, LLC.

A. Recommendation of PUD Agreement Amendment

B. Recommendation of Environmental Impact Assessment (9-26-22)



January 11, 2023

Genoa Township Board,

Thank you for the opportunity to present and answer questions regarding our Land Use submission for the upcoming 1/23 meeting. Please find below a list of property improvements to upgrade the site to current standards, environmental/regulatory updates, and current infrastructure investments for 1349 Grand Oaks Drive.

**Property Improvements to Upgrade the Site to Current Standards**

1. Landscaping: **In Process - Awaiting Spring Landscaping Season**  
 Status: Soliciting bids for greenbelt landscaping frontage to meet Ordinance 12.02.  
 Current: Todd's Services, awaiting bid. Powell & Sons, awaiting bid.
2. Lighting: Complete  
 (6) Exterior wall mounted LED lights for the North and South sides, pictures attached
3. Parking Lot Surface & Striping: **In Process - Awaiting Spring Season**  
 Status: Soliciting bids for the lots repair/replacement in the spring due to pending freeze/thaw conditions and the impact of snow plows during snow removal. Striping per Ordinance 14.05 will be included. Working with the building owner to negotiate financial details.  
 Current: Alan's Asphalt Maintenance, Inc, received bid, attached.

**Environmental Reporting / Registrations / Certifications**

	<u>Due Date</u>	<u>Completion Date</u>	<u>Reg/Cert Complete</u>
1. Sara Title III Tier 2	3/1/23	1/11/23	NA
2. MIOSHA Form 300	2/1/23	1/4/23	NA
3. EGLE SQG Registration	---	---	11/3/22
4. PIPP	---	---	Yes
5. 49 CFR (Compliance Trg)	Every 3 YRS	Varies by Employee	Yes
6. ChemTrec / 3E	---	---	Yes

**Current Infrastructure Investments / Improvements**

1. HVAC: Complete  
 Local supplier, Trusted Heating & Cooling, installed 6 - high end HVAC units. Investment: \$76,000
2. Plumbing/Electrical: Complete  
 Goyette Mechanical, plumbing and electrical repairs and upgrades. Investment: \$40,000
3. New Safety Equipment: **In Process - Awaiting parts for install**  
 New Automated Filler. Investment: \$30,000. Purchased, waiting for install.

Thanks,  
 Nikki Calloway  
 Böttcher America  
 Chemical Manufacturing Division  
 Plant Manager





# PROPOSAL

**ALAN'S ASPHALT  
MAINTENANCE, INC.**



P.O. Box 354  
Hamburg, MI 48139

(810) 231-1867

Fax (810) 220-2825

E-mail: info@alansasphalt.com

Website: www.alansasphalt.com


SERVICE **BEYOND** the SURFACE

DATE 9/15/22 EST. BY Chuck

NAME Boettcher America

C/O Jill Bonifer

ADDRESS 1349 Grand Oaks Dr  
Howell, MI 48843

 (C.) 810-923-1671 Jill (W.)

EMAIL jill.bonifer@boettcher-systems.com

DIRECTIONS \_\_\_\_\_

We hereby submit specifications and estimates for:

REMOVE + REPLACE lot

- REMOVE EXISTING ASPHALT
- INSTALL 100 tons 21AA CRUSHED CONCRETE BASE
- GRADE + COMPACT BASE
- PAVE 2" COMPACTED 1100 L ASPHALT
- Apply Bond coat
- PAVE 2" COMPACTED 5 E 1 ASPHALT (4" total)
- STRIPE lot
- Approx 30,200 sq. ft.

\$ 158,550.<sup>00</sup>

\*If required, additional crushed concrete to be installed at \$40.<sup>00</sup> / ton;

To remove unstable soil and replace with crushed concrete at \$65.<sup>00</sup> / ton.

Irrigation, invisible fence, concrete, or brick paver repairs, landscape restoration and permits to be done by others.

Payment to be made as follows: 1/2 DOWN BALANCE UPON COMPLETION

Estimator's Signature: Chuck Chambers

Note: This proposal may be withdrawn by Alan's Asphalt Maintenance, Inc. if not accepted within 30 days.

**Acceptance of Proposal**

Date \_\_\_\_\_

The price and specifications are hereby accepted. Alan's Asphalt Maintenance is authorized to perform the work as specified. Payment for services rendered will be made upon completion of work. 1.5% per month (18% per annum) will be charged on all over due invoices. I have read and accept the general conditions on the back side of this form.

## General Conditions

All agreements contingent upon strikes, accidents, weather or delays beyond our control. Workers compensation and liability coverage provided by Alan's Asphalt Maintenance. Any deviation from specification by owner shall become an extra charge above and beyond the estimate. All work shall be carried out in a workmanlike manner. All materials guaranteed to be specified. Guarantee for residential driveways is (3) years against alligatoring and three (3) years against pot holes (not at edges). Guarantee does not cover gas or oil spills, kick stand or tire marks, cracks, tree root cracks, reflective cracks, small water depressions and settling.

### Approval:

This proposal will not be binding upon the Contractor until the Purchaser's signed acceptance has been received and countersigned by an officer of Contractor.

### Cessation of Performance:

If Purchaser does not abide by the payment terms set forth herein, Contractor reserves the right to stop or suspend work until proper payment is received. Contractor shall provide Purchaser with seven (7) days written notice of its intention to stop or suspend work. Contractor shall return to work upon receipt of proper payment, but Purchaser shall, nevertheless, be responsible for all costs of shut-down, delay, and start-up.

### Permits:

Purchaser shall obtain and pay for any and all permits or assessments required for the performance of the designated work.

### Property Lines:

The Purchaser shall be responsible for establishing, designating, marking and staking all property lines. In the event Contractor's work results in a trespass or damage to the property of an adjoining landowner, Purchaser shall nevertheless remain obligated to pay Contractor for the work performed. Purchaser agrees to indemnify, defend and hold Contractor harmless for any damage to the property of an adjoining landowner occasioned by Purchaser's incorrect designation of property lines.

### Underground Structures:

The Purchaser shall be responsible for providing Contractor with actual notice of the existence and location of all underground structures as well as utility, phone and irrigation lines, etc., which might be encountered by Contractor in the performance of its work. Contractor shall be deemed to have actual notice of the existence of only those structures and their corresponding locations as specifically identified in this proposal. If Contractor subsequently determines that the identity or location of an underground structure identified in this Contract varies from that identified by Purchaser, any extra cost occasioned thereby in moving, protecting or covering the same, or otherwise, shall be borne by the Purchaser. Purchaser agrees to indemnify, defend and hold Contractor harmless for any damage to an underground structure, and any consequential damages arising therefrom, occasioned by Purchaser's failure to so identify said underground structure.

### Soil conditions:

If Contractor encounters any unusual soil conditions not specifically referred to in this proposal, those extra costs incurred by Contractor in the performance of the work occasioned by such conditions shall be paid by Purchaser.

### Site Conditions:

Purchaser shall be responsible for any environmental problems encountered during the course of, or as a result of, the performance of this contract. In the event Contractor encounters material known by the Contractor to be hazardous, Purchaser shall be notified promptly and work shall be halted. Purchaser is responsible for providing Contractor with all site information, and Contractor shall rely on this information as being accurate when performing its work. Purchaser shall indemnify, defend and hold Contractor harmless for any claims or damages arising out of the release or disposal of any hazardous materials or waste associated with the performance of the Contract.

### Tree Roots:

Contractor shall not be responsible for damage to trees occasioned by removal of tree roots in preparing the road bed, nor shall Contractor be responsible for removing damaged or destroyed trees.

### Hidden Objects:

Contractor shall not be responsible for removing hidden objects encountered during the performance of its work. Any costs associated with the removal and disposal of such hidden objects shall be borne solely by the Purchaser.

### Zoning Requirements:

Contractor shall not be responsible for determining whether Purchaser has the legal right or authority to pave the property which is the subject of this contract. In the event it is determined that Contractor's work violates an ordinance, zoning regulation or other law, the Purchaser shall, nevertheless, be obligated to pay for the work performed hereunder.

### Subgrade Conditions:

No materials will be placed on a wet, unstable or frozen subgrade. A suitable subgrade is a condition precedent to the requirement of performance of this contract.

### Minimum Grade:

Contractor reserves the right to refuse to construct a pavement unless minimum grades of 1% are possible for surface drainage. Purchaser acknowledges that waterponding may occur if pavement is not constructed with a minimum grade of 1%. Purchaser acknowledges that if it directs construction of a pavement with less than a minimum grade of 1%, no warranty attaches to the work as to satisfactory surface drainage. Depressions in excess of 1/4 inch will be filled.

### Estimated Quantities:

Purchaser acknowledges that quantities and area referred to in this proposal are approximate and were arrived at for estimating purposes only. Purchaser will be invoiced, and payment is to be made, on the actual quantities of work completed and actual areas covered unless otherwise indicated.

### Material Storage:

Contractor shall complete the work within a reasonable time period but shall not be liable for delays beyond the control of the Contractor.

### Entire Agreement:

The Contract constitutes the entire agreement between Purchaser and Contractor; any prior understanding, representation, terms conditions or undertakings of any kind preceding the date of this Contract shall not be binding on either party except to the extent incorporated in this Contract.

### Severability:

It is understood and agreed by the parties that if any part, term or provision of this Contract is held by a court to be illegal or in conflict with any law of the state where made, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular part, term, or provision held to be invalid.

### No Waiver:

The failure of either party to this agreement to insist on the performance of any of the terms and conditions of this agreement, or the waiver of any breach of any of the terms and conditions of this agreement, shall not be construed as thereafter waiving any terms and conditions, but the same shall continue to remain in full force and effect as if no such forbearance or waiver had occurred.

### Governing Law:

It is mutually understood and agreed that this Contract shall be governed by the laws of the State of Michigan, both as to interpretation and performance.

# Tier II Emergency and Hazardous Chemical Inventory

Reporting Period From January 1, 2022 to December 31, 2022

Annual     Update     Revised     Facility Information has changed from the last submission

<b>Facility Identification</b>				<b>Owner/Operator Details</b>	
MI SARA ID:	LEPC:	LIVINGSTON COUNTY LEPC		Name:	Bottcher Systems
Facility Name:	Lat/Long:	42.5816/-83.8842		Address:	1349 Grand Oaks Drive
Company Name:	Maximum Occupants:	7		Howell, MI 48843, United States	
Physical Location:	Nature of Business:	Pressroom Print Chemical Manufacturer		Phone:	800-521-4042 x 100    Email: david.dinsmore@boettcher-systems.com
County:	NAICS Code:	423830		<b>Parent Company Details</b>	
Fire Department:	SIC Code:	5040		Name:	Bottcher Systems
Phone:	Dun and Brad No:	3075470		Dun and Brad No:	3075470
<input checked="" type="checkbox"/> Manned <input type="checkbox"/> Unmanned			Address:		4600 Mercedes Drive
Email:	nikki.calloway@boettcher-systems.com		Phone:		800-637-8120    Email: david.dinsmore@boettcher-systems.com
Facility ID:			24750		

Subject to EPCRA Section 312 (Annual Inventory)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Subject to Emergency Planning under Section 302 of EPCRA (40 CFR part 355)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Subject to Section 112r of Clean Air Act (CAA)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No RMP Facility ID: Subject to EPCRA Section 313 (Toxic Release Inventory - TRI)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No TRI Facility ID:	<b>Tier II Information Contact</b> Name: Nikki Calloway Title: Plant Manager Phone: 800-521-4042 x 100    24 Hr.Phone: 800-521-4042 x 100 Email: nikki.calloway@boettcher-systems.com
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>Mailing Address</b>				<b>Facility Emergency Planning Coordinator</b>	
Company Name:	Bottcher Systems		Name:		
Attention:	Nikki Calloway		Title:		
Street Address 1:	1349 Grand Oaks Drive		Phone:	24 Hr.Phone:	
Street Address 2:			Email:		
City:	Howell	State:	MI		
Zip:	48843	Phone:	800-521-4042 x 100		
Country:	United States				

Emergency Contacts				
Name	Title	Phone	24 Hr.Phone	Email
Nikki Calloway	Plant Manager	800-521-4042 x 100	800-521-4042 x 100	nikki.calloway@boettcher-systems.com
Jill Bonifer	Purchasing Manager	800-521-4042 x 101	800-521-4042 x 101	jill.bonifer@boettcher-systems.com

Certification: I certify under penalty of law that I have personally examined and am familiar with the information submitted in pages one through 3, and that based on my inquiry of those individuals responsible for obtaining the information, I believe that the submitted information is true, accurate and complete. Nikki Calloway, Plant Manager Name and official title of owner/operator or authorized representative			1/11/2023 1:13:14 PM Date Signed	800-521-4042 x 100 Telephone Number	Nikki Calloway Signature	<b>Optional Attachments</b> <input type="checkbox"/> Site Plan <input type="checkbox"/> Site Coordinate Abbreviations <input type="checkbox"/> Other Safeguard measures <input type="checkbox"/> Facility Emergency Response Plan
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# Tier II Emergency and Hazardous Chemical Inventory

Facility/Site Name: **Bottcher Systems** MI SARA ID:

Reporting Period From January 1, 2022 to December 31, 2022


Chemical Description	Physical Hazards	Health Hazards					
Chemical ID: 780493 Check if Chemical Information is changed from the last submission: <input checked="" type="checkbox"/> CAS #: N/A Trade Secret: <input type="checkbox"/> Chemical Name: Lead Acid Batteries EHS: <input type="checkbox"/> Contains EHS: <input checked="" type="checkbox"/> Exceeds TPQ: <input type="checkbox"/> EHS Name: <input type="checkbox"/> Pure <input checked="" type="checkbox"/> Mix <input checked="" type="checkbox"/> Solid <input type="checkbox"/> Liquid <input type="checkbox"/> Gas Chemical Added On: 08/10/2022 Check if the chemical is below reporting threshold: <input type="checkbox"/>	<input type="checkbox"/> Combustible dust <input type="checkbox"/> Corrosive to metal <input checked="" type="checkbox"/> Explosive <input type="checkbox"/> Flammable (gases, aerosols, liquids, or solids) <input type="checkbox"/> Gas under pressure <input checked="" type="checkbox"/> Hazard Not Otherwise Classified (HNOC) <input type="checkbox"/> In contact with water emits flammable gas <input type="checkbox"/> Organic peroxide <input type="checkbox"/> Oxidizer (liquid, solid or gas) <input type="checkbox"/> Pyrophoric (liquid or solid) <input type="checkbox"/> Pyrophoric gas <input type="checkbox"/> Self-heating <input type="checkbox"/> Self-reactive	<input checked="" type="checkbox"/> Acute toxicity (any route of exposure) <input type="checkbox"/> Aspiration hazard <input checked="" type="checkbox"/> Carcinogenicity <input type="checkbox"/> Germ cell mutagenicity <input type="checkbox"/> Hazard Not Otherwise Classified (HNOC) <input checked="" type="checkbox"/> Reproductive toxicity <input type="checkbox"/> Respiratory or skin sensitization <input checked="" type="checkbox"/> Serious eye damage or eye irritation <input type="checkbox"/> Simple asphyxiant <input checked="" type="checkbox"/> Skin corrosion or irritation <input checked="" type="checkbox"/> Specific target organ toxicity (single or repeated exposure)					
Inventory	Storage Codes & Location						
Max Daily Amt (lbs): 5434 Max Daily Amt Code: 05 Avg Daily Amt (lbs): 5434 Avg Daily Amt Code: 05 Max Amt in Largest Container (lbs): No of days onsite: 365	Container Type	Pressure	Temperature	Storage Location	Description	Is Confidential	Max Amt At Location(lbs)
	[R]Other Desc: Forklift contained battery	[1]Ambient pressure	[4]Ambient temperature	Production Room 1			
MIXTURE COMPONENTS							
Chemical Name	%	CAS #	EHS	EHS Name	Max Daily Amount (lbs)	Max Daily Amount Code	
Lead	66	7439-92-1	<input type="checkbox"/>		3586.44	04	
Sulfuric Acid	11	7664-93-9	<input checked="" type="checkbox"/>	Sulfuric acid (aerosol forms only)	597.74	03	

**Tier II Emergency and Hazardous Chemical Inventory**Facility/Site Name: **Bottcher Systems** MI SARA ID:

Reporting Period From January 1, 2022 to December 31, 2022

Chemical Amount Range Code & Description		
#	Code	Amount Range
1	01	[01] 0-99
2	02	[02] 100-499
3	03	[03] 500-999
4	04	[04] 1,000-4,999
5	05	[05] 5,000-9,999
6	06	[06] 10,000-24,999
7	07	[07] 25,000-49,999
8	08	[08] 50,000-74,999
9	09	[09] 75,000-99,999
10	10	[10] 100,000-499,999
11	11	[11] 500,000-999,999
12	12	[12] 1,000,000-9,999,999
13	13	[13] 10,000,000- Greater than 10 million

# OSHA's Form 300A (Rev. 01/2004) Summary of Work-Related Injuries and Illnesses

Year 2022  
  
**U.S. Department of Labor**  
 Occupational Safety and Health Administration  
 Form approved OMB no. 1218-0176

All establishments

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the log. If you had no cases, write "0."

Employees former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR 1904.35, in OSHA's Recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases			
Total number of	Total number of	Total number of cases with	Total number of
0	0	0	0
(G)	(H)	(I)	(J)

Number of Days	
Total number of days	Total number of days of job
0	0
(K)	(L)

Injury and illness			
Total number of... (M)			
(1) Injury	0	(4) Poisoning	0
(2) Skin Disorder	0	(5) Hearing Loss	0
(3) Respiratory Condition	0	(6) All Other Illnesses	0

Post this Summary page by February 1 of the year following the year covered by the form

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave, NW, Washington, DC 20210. Do not send the completed forms to this office.

**Establishment information**

Your establishment name Botcher America

Street 1349 Grand Oaks Drive

City Howell State Michigan Zip 48843

Industry description (e.g., Manufacture of motor truck trailers)  
Chemical Manufacturing

Standard Industrial Classification (SIC), if known (e.g., SIC 3715)  
2 8 9 9  
 OR North American Industrial Classification (NAICS), if known (e.g., 336212)  
3 2 5 9 0 0

**Employment information**

Annual average number of employees 7

Total hours worked by all employees last year 10,375

**Sign here**

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Nikki Calloway Plant Manager  
 Company executive Title

800-521-4042 1/4/23  
 Phone Date



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF  
ENVIRONMENT, GREAT LAKES, AND ENERGY  
LANSING



LIESL EICHLER CLARK  
DIRECTOR

November 3, 2022

VIA E-MAIL

Nikki Calloway  
Bottcher America  
1349 Grand Oaks Dr  
Howell, MI 48843-8579

Dear Nikki:

SUBJECT: Application Submitted to Obtain a Site Identification (ID) Number  
Hazardous Waste Generator Status: **SQG**

This letter confirms that the Michigan Department of Environment, Great Lakes, and Energy (EGLE) received the information you submitted on an EQP5150 (Site Identification (ID) form) to obtain a Site ID number issued under Part 111, Hazardous Waste Management, or Part 121, Liquid Industrial By-Products, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended.

The Site ID number **MIK193411503** has been issued for the site located at: **1349 Grand Oaks Dr, Howell, MI 48843**. Please note you may be contacted for additional information.

If you wish to review the information on record regarding this site, you can log onto the EGLE Web site at <http://www.michigan.gov/egle>. Click on "WASTE", then under "Quick Picks" click on "Waste Data System (WDS)". Enter the Site ID number in the "Quick Search" and click the binoculars symbol. This will bring up all the information for this site under the Hazardous Waste or Liquid Industrial By-Products Programs.

If you need to make any corrections, changes, or additions to the site data, or change the site contact information, please do so on the Site ID Form and fax, e-mail, or mail it to EGLE. If you need to obtain a new Site ID number because the business moved to another location (Site ID number is assigned to the physical location), please go to the Waste Data System, as noted above, and follow the instructions on the first page to print a Site ID form and pay on-line with a credit card. Then fax your completed Site ID form and credit card receipt to 517-373-4797.

If you do not have access to the Internet, you can obtain a blank copy of the form by contacting EGLE at 517-284-6597 to request that a paper copy of the Site ID form be sent or faxed to you.



If you have any questions, feel free to contact Jack Lapeer, Contractor, Engineering and Program Support Unit, Hazardous Waste Section, at 517-643-5336 or [lapeerj@michigan.gov](mailto:lapeerj@michigan.gov).

Sincerely,

A handwritten signature in black ink, consisting of several overlapping, sweeping strokes that form the name of the sender.

Richard A. Conforti, Jr., P.E., Supervisor  
Engineering and Program Support Unit  
Hazardous Waste Section  
Materials Management Division

cc: Lansing District Office

**From:** [Keith Burrison](#)  
**To:** [Amy Ruthig](#)  
**Cc:** "[cathy.burrison](#)"  
**Subject:** storage of Hazardous materials for Bottcher America  
**Date:** Tuesday, November 8, 2022 11:23:23 PM

---

Hello Amy

My name is Keith Burrison owner of Centech Inc at 1325 Grand oaks dr. my facility is next to 1349 building.

A letter was sent to me regarding the storage of hazardous materials for Bottcher systems at 1349 Grand Oaks dr.

I have questions.

#1 I would like to know what hazardous materials Bottcher want to store at their facility?

#2 Is there a MSDS on the materials? Is it a carcinogen?

#3 will the hazardous materials be stored inside or outside?

#4 what odor/vapers will Centech Inc be subject to?

#5 what are the dangers to Centech Inc employees and property in case of a leak?

#6 will OSHA be at the meeting?

I am sure I will have more questions however these are my concerns I trust you will help get them answered.

I look forward to your reply and feel free to call me if necessary.

Best regards  
C# (248) 249-6898

**Keith Burrison**  
*President*

**CenTech, Inc.**  
1325 Grand Oaks Drive  
Howell, MI 48843  
517-546-9185  
517-546-9184 fax  
<http://centechinc.us>

**\*\*\* note new email address\*\*\***

[centech@centechinc.us](mailto:centech@centechinc.us)

**Please note email address has changed for all CenTech, Inc. employees.**



November 10, 2022

Planning Commission  
Genoa Township  
2911 Dorr Road  
Brighton, Michigan 48116

<b>Attention:</b>	Kelly Van Marter, AICP Planning Director and Assistant Township Manager
<b>Subject:</b>	Bottcher America – Special Land Use and Site Plan Review #1
<b>Location:</b>	1349 Grand Oaks – east side of Grand Oaks, south of Cleary Drive
<b>Zoning:</b>	IND Industrial District

Dear Commissioners:

At the Township’s request, we have reviewed the request for special land use and site plan review for a proposed chemical compounding and blending facility within the existing building at 1390 Grand Oaks (plan dated 8/1/22).

**A. Summary**

**1. Section 19.03 General Special Land Use Standards:**

- a. In order to make favorable findings related to compatibility and impacts, the conditions of Section 13.07 need to be met to the Commission’s satisfaction.
- b. The applicant must address any comments provided by the Township Engineer or Brighton Area Fire Authority regarding public facilities and services.

**2. Section 13.07 Conditions:**

- a. The applicant needs to demonstrate compliance with the requirement for secondary containment.
- b. The applicant must obtain any outside permits necessary for the proposed operation.

**3. Site Plan Review:**

- a. The request for a new special land use on a developed site provides the Township with an opportunity to require improvements that bring the site into (or closer to) compliance with current standards.
- b. We suggest that improvements and/or further information/discussion are warranted for the following:
  - i. Landscaping – front yard greenbelt trees
  - ii. Lighting – upgrade wall-mounted fixtures
  - iii. Impervious surface – patch or repair blacktop areas, as needed
  - iv. Parking lot – provide striping and barrier-free parking, per Ordinance requirements
  - v. Miscellaneous – other improvements suggested by Township staff or the Township Engineer



*Aerial view of site and surroundings (looking north)*

## **B. Proposal/Process**

The applicant proposes a new use for the existing 14,314 square foot industrial building at 1390 Grand Oaks. Per the application form, the proposal entails chemical compounding and specialty blending of printing aids for the printing and packaging industry.

Table 8.02 lists chemical compounding as a special land use within the IND. Such uses are also subject to the conditions of Section 13.07 for the storage of hazardous substances.

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.

## **C. Special Land Use Review**

Section 19.03 identifies the general review criteria for Special Land Use applications as follows:

- 1. Master Plan.** The Township Master Plan identifies the subject site and the surrounding area as Industrial, which is described as follows:

*The intent is to develop industrial uses such as research, wholesale and warehouse activities and light industrial operations which manufacture, compounding, process, package, assemble and/or treat finished or semi-finished products from previously prepared material.*

The proposal for a chemical compounding operation generally aligns with this category.

- 2. Compatibility.** Grand Oaks is within the primary area for industrial development in the Township, and contains a variety of industrial uses, including others with storage of hazardous substances.

In fact, the previous business at this site was also involved in chemical products.

The conditions of Section 13.07 are intended to help ensure compatibility with and protection of surrounding properties.

Provided these conditions are met to the Commission's satisfaction, the proposal is expected to be compatible with the surrounding area.

- 3. Public Facilities and Services.** Given that the site is already developed within an established industrial area, we anticipate that necessary public facilities and services are in place.

However, the applicant must address any comments provided by the Township Engineer and/or Brighton Area Fire Authority related to this criterion.

- 4. Impacts.** Similar to the comment under “compatibility” above, the conditions of Section 13.07 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 any additional concerns arise as part of the review process, the Township may require further efforts to mitigate potential adverse impacts.

#### **D. Conditions**

Use/storage of hazardous materials is subject to the conditions of Section 13.07, as follows:

- 1. Above ground storage tanks.** The submittal does not identify any proposed above ground storage tanks.

The Impact Assessment notes that 2 large storage tanks used by the previous business have been removed.

- 2. Below ground fuel storage tanks.** The submittal does not identify any proposed below ground fuel storage tanks.

- 3. Secondary containment.** The Impact Assessment references storage methods, though we were unable to locate a description of secondary containment. The applicant should demonstrate to the Township that this standard is met.

- 4. Pollution Incident Prevention Plan.** The submittal includes the required PIP Plan.

- 5. Permits.** The applicant must obtain any outside permits (Federal, State or County) necessary for the proposed use.

#### **E. Site Plan Review**

The site plan included with the submittal identifies existing conditions, but does not depict any exterior site improvements to the building or property.

The request for a new special land use on a developed site provides the Township with an opportunity to require improvements to bring the site into (or closer to) compliance with current standards.

We suggest the applicant be required to provide the required number of tree plantings for the front yard greenbelt. Based on review of aerial photos, the site appears to provide 2 to 3 trees in front of the building, though the Ordinance requires 5 canopy trees for the front yard greenbelt.

Aerial photos do not depict any pole mounted light fixtures, though there are some wall-mounted fixtures on the south side of the building. We suggest the applicant provide an indication of the fixture type, and that the Township require upgrades, if needed.

The plan contains a note stating that the blacktop surface is in fair condition. Any areas in need of patching or repair should be improved.

Additionally, the plan notes that the parking lot is not currently striped. We suggest that the plan be revised to include parking lot striping in accordance with the requirements of Sections 14.05 and 14.06.

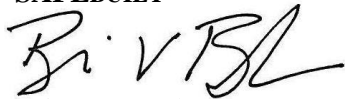
This includes minimum dimensional requirements for spaces and drive aisles, looped (or double) striping, and the required number of barrier-free spaces.

The Commission should consider any other improvements suggested by staff or the Township Engineer as part of this review process.

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 "Bri V Borden". The signature is stylized and written in a cursive-like font.

Brian V. Borden, AICP  
Michigan Planning Manager



November 9, 2022

Ms. Amy Ruthig  
Genoa Township  
2911 Dorr Road  
Brighton, MI 48116

**Re: Bottcher Systems Special Use  
Site Plan Review No. 1**

Dear Ms. Ruthig:

Tetra Tech conducted a review of the proposed Bottcher Systems Special Use site plan last dated July 25, 2022. The provided plan includes a survey completed by CHN Surveying, LLC on behalf of 1349 Grand Oaks LLC. The site is located on the east side of Grand Oaks Drive. The Petitioner is proposing to use the existing building for short term storage and distribution, and no site improvements are proposed.

We have no engineering related concern to the proposed special use. Since no site improvements are proposed, the existing storm management and utilities will not be impacted. In the future, if any site improvements are required for the proposed use, they will need to be included on a proposed site plan to be approved by the Township.

The existing building is connected to public water and sanitary sewer and some of the products being stored are considered hazardous materials. The Petitioner has already coordinated with Genoa-Oceola Sewer and Water Authority to ensure all of their requirements are met. The Petitioner should submit written documentation of their on-site hazardous materials management program to the Sewer and Water Authority for their records.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Gary Markstrom'.

Gary J. Markstrom, P.E.  
Vice President

A handwritten signature in blue ink, appearing to read 'Shelby Byrne'.

Shelby Byrne, P.E.  
Project Engineer



# BRIGHTON AREA FIRE AUTHORITY

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

October 25, 2022

Kelly VanMarter  
Genoa Township  
2911 Dorr Road  
Brighton, MI 48116

RE: Bottcher Systems - Special Use  
1349 Grand Oaks Drive  
Genoa Twp., MI

Dear Kelly:

The Brighton Area Fire Department has reviewed the above-mentioned site plan. The plans were received for review on October 19, 2022 and the drawings are dated July 25, 2022. The project is based on the re-occupancy of an existing 13,725 square foot building with a new tenant. The tenant will operate as non-separated mixed-use B/F-2/S-1 occupancy. They will process and distribute custom inks and release agents for the printing industry. The plan review is based on the requirements of the International Fire Code (IFC) 2021 edition.

**The fire authority has been in communication with the proposed tenant. All of the fire authority requirements related to the re-occupancy have been addressed.**

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, CFPS  
Fire Marshal

cc: Amy Ruthig [amy@genoa.org](mailto:amy@genoa.org)



JAN 11 2023

RECEIVED

**Impact Assessment:****Bottcher America Corporation (BAC): 1349 Grand Oaks Dr  
Howell, MI 48843**

- a. **Name(s) and address(es) of person(s) responsible for preparation of the impact assessment and a brief statement of their qualifications.**

**Michigan Consulting & Environmental**

1669 S. Isabella Rd, Mt Pleasant, MI 48858

132 E. Grand River Ave, Brighton, MI 48116

2748 Garfield Rd N., Suite 10, Traverse City, MI 49686

2800 S. 11th St., Suite 2, Kalamazoo, MI 49009

Michigan Consulting & Environmental prepares Phase I Environmental Site Assessments in accordance with the American Society for Testing and Materials (ASTM) Standard E1527-21. Jenna MacDonald and Raymond Brege are noted as the environmental professionals for Michigan Consulting. "We declare that, to the best of our professional knowledge and belief, we meet the definition of *Environmental Professional* as defined in 312.10 of 40 CFR 312. We have the specific qualifications based on education, training, and experience to assess a property of the nature, history, and setting of the property. We have developed and performed all the appropriate inquiries in conformance with the standards and practices set forth in 40 CFR Part 312 and ASTM E1527-21. Qualifications statements have been provided in Appendix F." <sup>1</sup>

Raymond Brege qualifications: "He has over 10 years of experience related to environmental consulting, including conducting Phase I through III site investigations, environmental due diligence, utilizing Federal and State Brownfield programs for investigation and redevelopment of blighted sites and assisting investigation and remediation of underground storage tank (UST) releases and UST removal. He has a broad knowledge of regulatory requirements, sampling techniques, project planning, applying Risk Based Corrective Action (RBCA) and technical reporting. He also has experience in asbestos building and bridge surveys and lead based paint surveys and holds an Asbestos Building Inspectors (BI) License through the State of Michigan." <sup>2</sup>

<sup>1</sup> Phase 1 ESA, August 26, 2022, Project #51803, Page 30, Michigan Consulting & Environmental

<sup>2</sup> Phase 1 ESA, August 26, 2022, Project #51803, Appendix F, Michigan Consulting & Environmental

ND Industries, the owner of 1349 Grand Oaks Dr Howell, MI 48843, hired Michigan Consulting & Environmental for the ESA at this site.

a. **Continued**

**Name(s) and address(es) of person(s) responsible for preparation of the impact assessment and a brief statement of their qualifications.**

**Bottcher America Corporation (BAC)**

1349 Grand Oaks Drive Howell, MI 48843

BAC produces solvents, fountain solutions, and print aids for the packaging and commercial printing industries. BAC began own production of chemistry in July of 2009. Nikki Calloway is the Plant Manager for BAC's chemical manufacturing facility and the preparer of this report's specific use data for BAC. She has been in chemical manufacturing for the print industry since 1994 and involved with BAC's chemical production since its inception.

For the basis of this Impact Assessment, the Phase 1 Report prepared by Michigan Consulting & Environmental will be used. Any business and operational use differences will be included as an addendum in blue. Information will be gathered from BAC's historical chemical use and provided by Nikki Calloway. Any additional information gathered will supply sources via footnotes.



1669 S. Isabella Rd., Mt. Pleasant MI 48858  
132 E. Grand River Ave., Brighton MI 48116  
2748 Garfield Rd. N., Suite #10, Traverse City MI 49686  
2800 S. 11th St., Suite #2, Kalamazoo, MI 49009

August 26, 2022

Attn: Mr. Shannon Shaya

ND Industries  
1000 North Crooks Road  
Clawson, Michigan 48017

**Re: Phase I Environmental Site Assessment  
Former Chemco Products, Inc.  
1349 Grand Oaks Drive, Howell, Michigan 48843**

Dear Mr. Shaya,

Michigan Consulting & Environmental (MCE) has completed a Phase I Environmental Site Assessment (ESA) of the referenced Property. The enclosed document contains the project specifications and inspection results, including field observations and research. The work was conducted in accordance with the guidance of American Society for Testing and Materials (ASTM) E1527-21 Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process.

In the professional opinion of MCE, All Appropriate Inquiry has been made into the previous ownership and uses of the Property consistent with residential use. This assessment has revealed evidence of the following recognized environmental condition (REC) associated with the Property.

- The presence of sumps located in the interior of the Property building which may have historically been connected to a now unused septic system is a REC.

One de minimis condition was identified on the Property.

- The historical listing of a petroleum spill which was cleaned and inspected by the MDEQ is a de minimis condition.

Following the guidance of ASTM Standard E1527-21, it is the opinion of MCE that further investigation into the environmental condition of the Property is **warranted**. If you have any questions or comments, please call MCE at (989) 772-2441.

Sincerely,  
**Michigan Consulting & Environmental**

Jenna MacDonald  
Staff Scientist

## 11.0 ADDITIONAL SERVICES

Additional services were not provided as part of the Phase I Environmental Site Assessment.

## 12.0 SIGNATURES OF ENVIRONMENTAL PROFESSIONALS

We declare that, to the best of our professional knowledge and belief, we meet the definition of *Environmental Professional* as defined in 312.10 of 40 CFR 312.

We have the specific qualifications based on education, training, and experience to assess a property of the nature, history, and setting of the property. We have developed and performed the all appropriate inquires in conformance with the standards and practices set forth in 40 CFR Part 312 and ASTM E1527-21. Qualifications statements have been provided in Appendix F.

Prepared By:



Jenna MacDonald  
Staff Scientist

Reviewed By:



Raymond Brege  
Staff Scientist

## **Impact Assessment:**

### **Bottcher America Corporation (BAC): 1349 Grand Oaks Dr Howell, MI 48843**

- b. Map(s) and written description/analysis of the project site** including all existing structures, manmade facilities, and natural features. The analysis shall also include information for areas within 10 feet of the property. An aerial photograph or drawing may be used to delineate these areas.

Maps: Please note pages 32 - 39 in Phase 1 ESA's "Figures" on page 30 for all Maps.

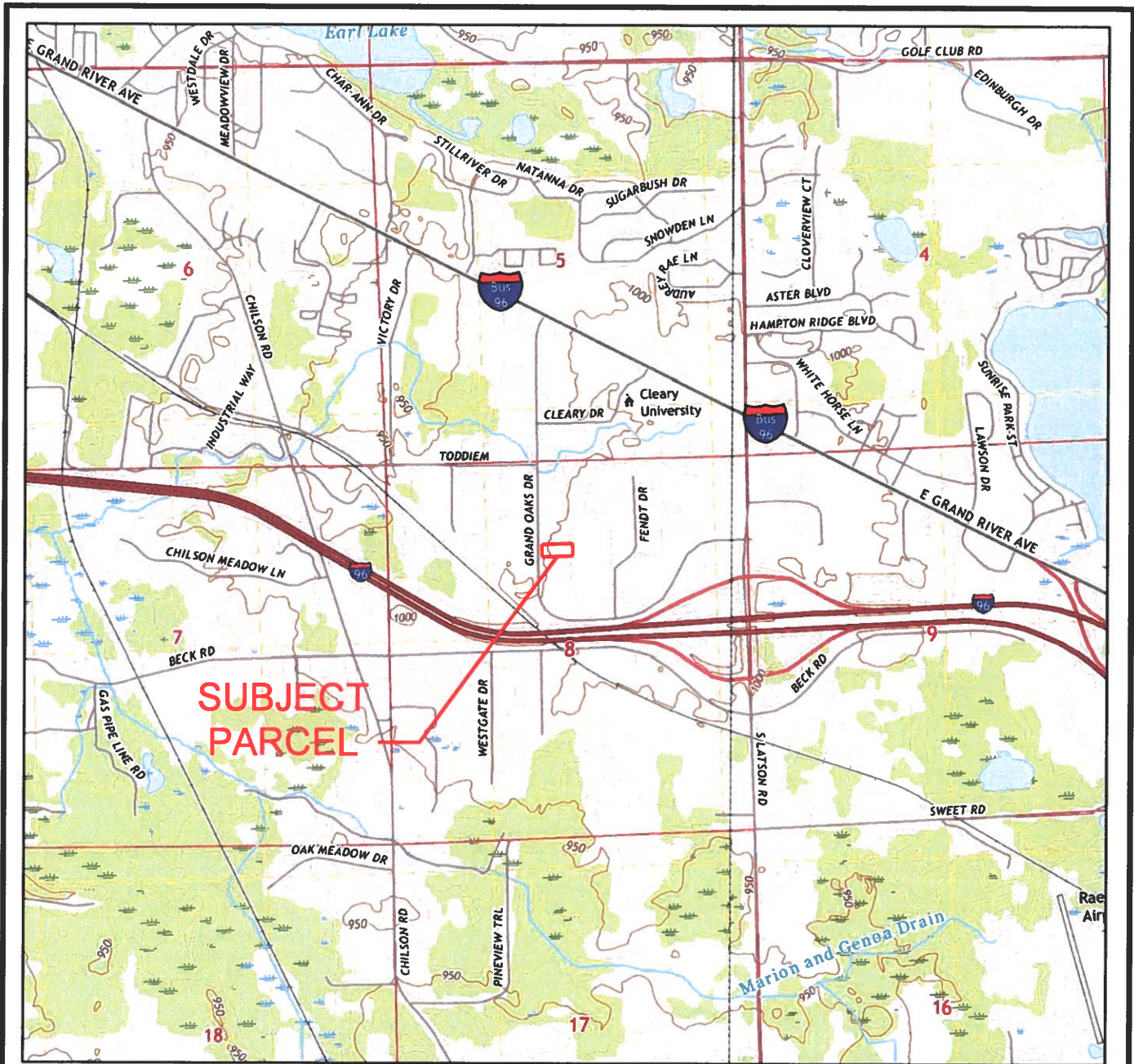
Written Description/Analysis: Please note Phase 1 ESA 2.0 Property Description, sections 2.1, 2.2<sup>1</sup>, 2.3, and 2.4<sup>2</sup> (pages 9 - 11).

<sup>1</sup> Note: The property currently consists of one light industrial building (recently acquired by ND Industries from whom BAC is leasing).

<sup>2</sup> Note: AST/UST Information: All prior Chemco AST's noted in the Phase 1 ESA were removed by BAC after move in. Those included: Two 2,500 gallon ASTs stored inside on the concrete floor and two AST's and one tote from the exterior, left outside.

## Figures

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### Site Location Map

Title: 1349 Grand Oak Drive	U.S.G.S. 7.5 Minute Series Topographic Map
Address: 1349 Grand Oak Drive Howell, MI 48843	Howell, MI Quadrangle - 2019
City / Town / Village of: Howell	Section 8
Township: Genoa	Township 2 North
County: Livingston	Range 5 East

Project Number: 51803
Project Manager: JD
Drawing: 51803-1-1
Date: 8-9-22

Figure #1



BRIGHTON KALAMAZOO MOUNT PLEASANT TRAVERSE CITY



**Note:**  
Adapted from Google Earth aerial imagery dated 3/20/21.

	Location:
	1349 Grand Oak Drive Howell, MI 48843
<b>Figure #2</b>   Approximate scale in feet	Drawing Date: 8-9-22
	Project Number: 51803
	Project Manager: JD
	CAD File: 51803-2-1
	Drawn by: BAP, Updated by: RJB

**Site Map**

BRIGHTON KALAMAZOO MOUNT PLEASANT TRAVERSE CITY



**Appendix A**

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**Assessment, Zoning, County & Municipal Records**

**1349 GRAND OAKS DR** Howell, MI 48843 (Property Address)

Parcel Number: 4711-08-101-008



Item 1 of 2 1 Image / 1 Sketch

**Property Owner:** CHEMCO PROPERTY HOLDINGS INC

**Summary Information**

- > Commercial/Industrial Building Summary
- Yr Built: N/A      - # of Buildings: 1
- Total Sq.Ft.: 13,644
- > Assessed Value: \$385,900 | Taxable Value: \$323,505
- > Property Tax information found
- > 3 Special Assessments found
- > Building Department information found

**Important Message**

Attention FireFox Users

**Owner and Taxpayer Information**

<b>Owner</b>	CHEMCO PROPERTY HOLDINGS INC 3630 E KEMPER RD CINCINNATI, OH 45241	<b>Taxpayer</b>	SEE OWNER INFORMATION
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**General Information for Tax Year 2022**

<b>Property Class</b>	301 INDUSTRIAL-IMPROVED	<b>Unit</b>	4711 GENOA CHARTER TOWNSHIP
<b>School District</b>	HOWELL PUBLIC SCHOOLS	<b>Assessed Value</b>	\$385,900
<b>MAP #</b>	WORKROLL	<b>Taxable Value</b>	\$323,505
<b>USER NUM IDX</b>	216	<b>State Equalized Value</b>	\$385,900
<b>USER ALPHA 1</b>	Not Available	<b>Date of Last Name Change</b>	03/30/2022
<b>USER ALPHA 3</b>	Not Available	<b>Notes</b>	Not Available
<b>Historical District</b>	Not Available	<b>Census Block Group</b>	Not Available
<b>USER ALPHA 2</b>	Not Available	<b>Exemption</b>	No Data to Display

**Principal Residence Exemption Information**

**Homestead Date** No Data to Display

Principal Residence Exemption	June 1st	Final
2022	0.0000 %	0.0000 %

**Previous Year Information**

Year	MBOR Assessed	Final SEV	Final Taxable
2021	\$393,500	\$393,500	\$313,171
2020	\$339,800	\$339,800	\$308,848
2019	\$334,900	\$334,900	\$303,090
2018	\$321,100	\$321,100	\$295,987
2017	\$289,900	\$289,900	\$289,900
2016	\$273,300	\$273,300	\$200,587
2015	\$212,200	\$212,200	\$199,988
2014	\$208,500	\$208,500	\$196,839
2013	\$216,900	\$216,900	\$193,740
2012	\$189,200	\$189,200	\$189,200
2011	\$194,300	\$194,300	\$194,300
2010	\$270,800	\$270,800	\$211,537
2009	\$310,100	\$310,100	\$212,174
2008	\$310,100	\$310,100	\$203,232
2007	\$352,400	\$352,400	\$198,663

Year	MBOR Assessed	Final SEV	Final Taxable
2006	\$353,400	\$353,400	\$191,575
2005	\$361,900	\$361,900	\$185,455
2004	\$357,100	\$357,100	\$181,286
2003	\$355,500	\$355,500	\$177,211

Land Information

<b>Zoning Code</b>	IND	<b>Total Acres</b>	1.525
<b>Land Value</b>	\$86,400	<b>Land Improvements</b>	\$60,640
<b>Renaissance Zone</b>	No	<b>Renaissance Zone Expiration Date</b>	No Data to Display
<b>ECF Neighborhood</b>	3000 IND. BLDGS UNDER 25,000 SQ FT	<b>Mortgage Code</b>	00000
<b>Lot Dimensions/Comments</b>	No Data to Display	<b>Neighborhood Enterprise Zone</b>	No

Lot(s)	Frontage	Depth
No lots found.		
<b>Total Frontage: 0.00 ft</b>		<b>Average Depth: 0.00 ft</b>

Legal Description

SEC 8 T2N R5E GRAND OAKS INDUSTRIAL PARK, LOT 8

Land Division Act Information

<b>Date of Last Split/Combine</b>	No Data to Display	<b>Number of Splits Left</b>	0
<b>Date Form Filed</b>	No Data to Display	<b>Unallocated Div.s of Parent</b>	0
<b>Date Created</b>	01/01/0001	<b>Unallocated Div.s Transferred</b>	0
<b>Acreeage of Parent</b>	0.00	<b>Rights Were Transferred</b>	Not Available
<b>Split Number</b>	0	<b>Courtesy Split</b>	Not Available
<b>Parent Parcel</b>	No Data to Display		

Sale History

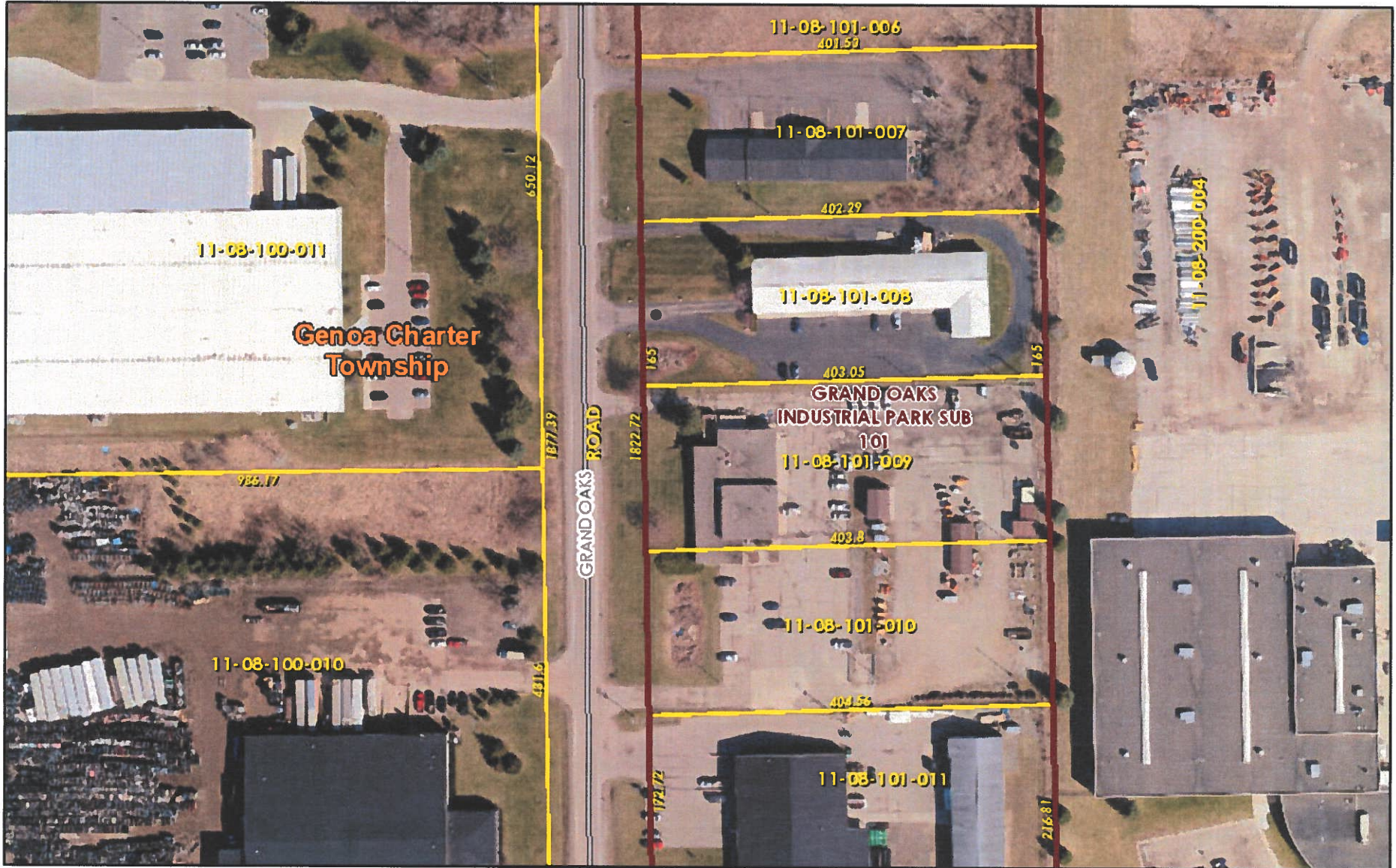
Sale Date	Sale Price	Instrument	Grantor	Grantee	Terms of Sale	Liber/Page
02/26/2016	\$100,000.00	WD	HALL JAMES & SHEILA LTS 9.3	CHEMCO PROPERTY HOLDINGS INC	03-ARM'S LENGTH	2016R-006417
03/05/2014	\$0.00	QC	HALL, JAMES W. & SHEILA A. TRUST	HALL JAMES & SHEILA LTS 9.3	21-NOT USED/OTHER	2014R-008715
10/08/1997	\$100.00	QC	HALL TRUST	HALL TRUST - HALF INTER. EACH	21-NOT USED/OTHER	2262-0345

Building Information - 13644 sq ft Industrial - Light Manufacturing (Commercial)

<b>Floor Area</b>	13,644 sq ft	<b>Estimated TCV</b>	\$719,311
<b>Occupancy</b>	Industrial - Light Manufacturing	<b>Class</b>	D,Pole
<b>Stories Above Ground</b>	1	<b>Average Story Height</b>	16 ft
<b>Basement Wall Height</b>	Not Available	<b>Identical Units</b>	Not Available
<b>Year Built</b>	No Data to Display	<b>Year Remodeled</b>	No Data to Display
<b>Percent Complete</b>	100%	<b>Heat</b>	Space Heaters, Gas with Fan
<b>Physical Percent Good</b>	68%	<b>Functional Percent Good</b>	100%
<b>Economic Percent Good</b>	100%	<b>Effective Age</b>	26 yrs

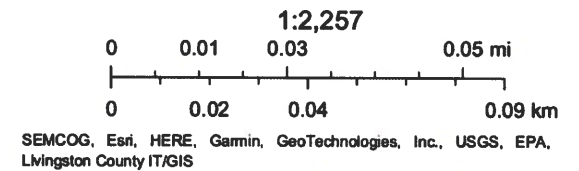
**\*\*Disclaimer:** BS&A Software provides BS&A Online as a way for municipalities to display information online and is not responsible for the content or accuracy of the data herein. This data is provided for reference only and WITHOUT WARRANTY of any kind, expressed or inferred. Please contact your local municipality if you believe there are errors in the data.

# Livingston County GIS Map



7/18/2022, 4:52:47 PM

- |                           |                    |             |              |
|---------------------------|--------------------|-------------|--------------|
| Tax Parcel                | Roads              | State Route | PLSS Section |
| Parcel Dimensions         | Interstate Highway | Major Road  | Municipality |
| Subdivision / Condominium | U.S. Highway       | Minor Road  |              |



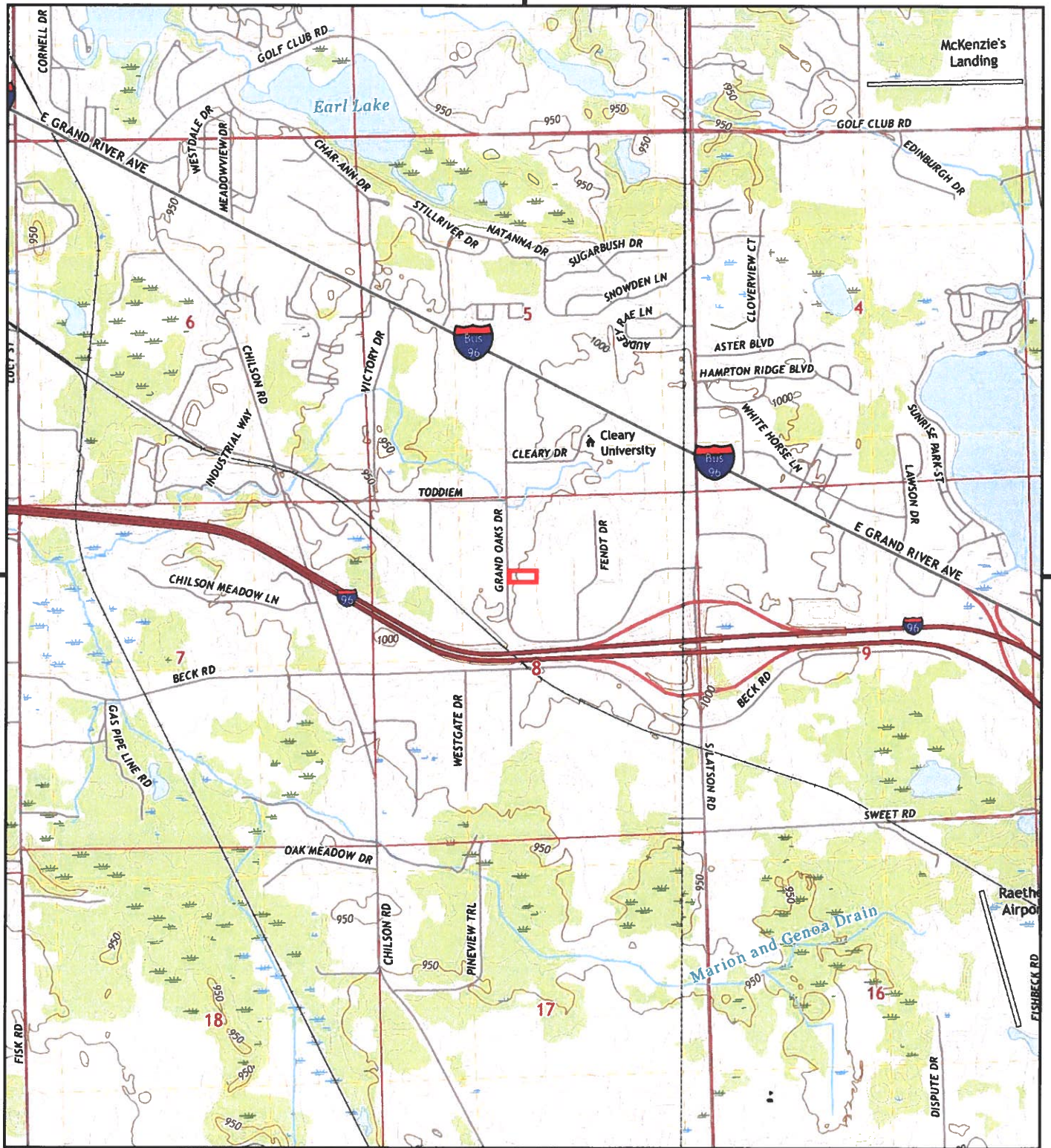


INQUIRY #: 7042715.8

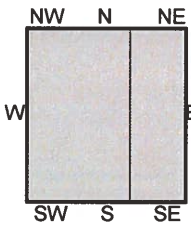
YEAR: 2016

— = 500'





This report includes information from the following map sheet(s).



TP, Howell, 2019, 7.5-minute  
E, Brighton, 2019, 7.5-minute

**SITE NAME:** 1349 Grand Oak Drive  
**ADDRESS:** 1349 Grand Oak Drive  
Howell, MI 48843  
**CLIENT:** Michigan Consulting & Env.



## 2.0 PROPERTY DESCRIPTION

### 2.1 Location and Legal Description

The Property is located in the Northwest ¼ of the Northeast ¼ of Section 8 Genoa Township, Livingston County within the Genoa township limits, State of Michigan. The Property is commonly known as 1349 Grand Oaks Drive, Howell, Michigan 48879. The PPN is 47-11-08-101-008. A Property Location Map, **Figure 1**, is included in Figures.

Copies of the assessing records which include the legal description of the Property are included as **Appendix A**.

### 2.2 Current Use of the Property

The Property currently consists of one light industrial building with no current tenant or business operations being conducted.

### 2.3 Property and Vicinity General Characteristics

The Property is located in an industrial area in Genoa Township, Michigan. The Property building is a light industrial building, with an asphalt paved parking lot located south of the building and an asphalt circle drive surrounding the building. The Property is located on the east side of Grand Oaks Drive, south of Toddiem, and west of Fendt Drive. Pertinent physical setting and utility information for the Property is summarized in the Tables below.

Property Characteristics and Utility Information		
Conditions	Information Source	Description
<b>Table 1: Site Characteristics and Physical Setting Sources</b>		
<b>Elevation (above mean sea level) and Physical Setting</b>	USGS topographic map (Howell, MI, 2019); Google Earth	(T2N, R5E) Howell Quadrangle: The site elevation varies from approximately 993 feet above mean sea level along the west Property boundary to approximately 1,009 feet along the east Property boundary.
<b>Topographic Gradient</b>	USGS topographic map; Visual observations	The site slopes from east to west, towards Grand Oaks Drive. An elevation difference of approximately 20 feet exists between the eastern and western Property boundaries.
<b>Surface Water Runoff</b>	Visual observations; Facility personnel	Percolates into the ground surface at unpaved areas located around the Property, or drains via sheet flow to the south. A storm catch basin is located on the southwest corner of the Property.

<b>Property Characteristics and Utility Information</b>		
<b>Conditions</b>	<b>Information Source</b>	<b>Description</b>
<b>Nearest Surface Water Body to the Site</b>	USGS topographic map; Visual observations	A tributary of the Marion and Genoa Drain is located approximately 1,000 feet north of the Property.
<b>Presumed Direction of Shallow Groundwater Flow</b>	USGS topographic map; Zoning Department records	Based on nearby surface water (Marion and Genoa Drain) and the general topography of the area, shallow groundwater flow is estimated to be to the northwest.
<b>Depth to Groundwater</b>	Well records	Groundwater data in the area indicates that groundwater has been encountered at approximately 45 feet bgs. However, this could vary depending on which aquifer the well was screened in.
<b>On-site Wells</b>	Facility personnel; Visual observations	One Type III water supply well is located north of the building and was installed in 1985. The Property was connected to municipally supplied water in December 2016.
<b>Nearest Groundwater Supply Wells</b>	EDR database report	According to the EDR records search, ten water supply well is located within a ¼ mile radius of the site. A majority of these wells are no longer active – See the EDR database report for further details.
<b>Geologic Conditions</b>	EDR database report	The native site soils consist of layers of loam and silty clay.
<b>Table 2: Utility Information</b>		
<b>Heating</b>	Facility personnel	A natural gas fired heating unit supplies building heat.
<b>Electricity Supplier</b>	Facility personnel; Visual Observations	Overhead electric provided by DTE.
<b>Natural Gas Supplier</b>	Facility personnel	Consumers Energy.
<b>Use of Fuel Oil</b>	Genoa Township Assessor's Office records	No known past use of fuel oil at the Property.
<b>Water Supplier</b>	Facility personnel	Municipal water is provided by the MHOG Utility Department since December 2016.



Property Characteristics and Utility Information		
Conditions	Information Source	Description
<b>Sanitary Sewer</b>	Facility personnel	Sanitary sewer service is provided by the MHOG Utility Department since December 2016.
<b>Septic Systems</b>	Livingston County Health Department	A historic septic field is present at the Property along Grand Oaks Drive and was installed in 1985. The Property is now connected to municipal sewer.
Notes: * Source was provided in the EDR database report.		

#### 2.4 Description of the Property

The table below contains information regarding the site features located on the Property. See **Figure 2** for a diagram depicting the location of the Property relative to site features and adjoining parcels in **Figures**.

Table 3: Description of the Property		
Feature	Location	Description
<b>Building Information</b>		
<b>Light Industrial Building</b>	Central portion of the Property	An approximately 13,600 square foot building is present and is currently vacant. The building has historically been utilized for manufacturing chemicals used in industrial wastewater and residential drinking water applications.
<b>AST/UST Information</b>		
<b>ASTs</b>	Northwestern portion of the building, Exterior north side	Two empty 2,500-gallons ASTs are present inside the building sitting raised above a concrete floor. Additionally, two empty ASTs and one tote were located on the exterior north side of the building.
<b>USTs</b>	NA	No evidence of USTs was observed on the Property.
<b>Additional Observed Features</b>		
<b>Detention Pond</b>	Southwest portion of the Property	An approximately 1,700 square feet retention pond is present near the southwest corner of the Property.

**Impact Assessment:**

**Bottcher America Corporation (BAC): 1349 Grand Oaks Dr  
Howell, MI 48843**

- c. Impact on natural features** A written description of the environmental characteristics of the site prior to development and following development, i.e., topography, soils, wildlife, woodlands, mature trees (eight-inch caliper or greater), wetlands, drainage, lakes, streams, creeks or ponds. Documentation by a qualified wetland specialist shall be required wherever the Township determines that there is a potential regulated wetland. Reduced copies of the Existing Condition Map(s) or aerial photographs may accompany written material.

Please note Phase 1 ESA, Property and Vicinity General Characteristics, Section 2.3, pages 9 - 10.

Please note Phase 1 ESA, Historical Use Information, Section 4.3.1, pages 17 - 18.

Please note Phase 1 ESA, Appendix D, EDR Historical Topo Map Report with topographical maps on pages 5 - 12.

## 2.0 PROPERTY DESCRIPTION

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<b>Surface Water Runoff</b>	Visual observations; Facility personnel	Percolates into the ground surface at unpaved areas located around the Property, or drains via sheet flow to the south. A storm catch basin is located on the southwest corner of the Property.

<b>Property Characteristics and Utility Information</b>		
<b>Conditions</b>	<b>Information Source</b>	<b>Description</b>
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<b>Presumed Direction of Shallow Groundwater Flow</b>	USGS topographic map; Zoning Department records	Based on nearby surface water (Marion and Genoa Drain) and the general topography of the area, shallow groundwater flow is estimated to be to the northwest.
<b>Depth to Groundwater</b>	Well records	Groundwater data in the area indicates that groundwater has been encountered at approximately 45 feet bgs. However, this could vary depending on which aquifer the well was screened in.
<b>On-site Wells</b>	Facility personnel; Visual observations	One Type III water supply well is located north of the building and was installed in 1985. The Property was connected to municipally supplied water in December 2016.
<b>Nearest Groundwater Supply Wells</b>	EDR database report	According to the EDR records search, ten water supply well is located within a ¼ mile radius of the site. A majority of these wells are no longer active – See the EDR database report for further details.
<b>Geologic Conditions</b>	EDR database report	The native site soils consist of layers of loam and silty clay.

**Table 2: Utility Information**

<b>Heating</b>	Facility personnel	A natural gas fired heating unit supplies building heat.
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<b>Natural Gas Supplier</b>	Facility personnel	Consumers Energy.
<b>Use of Fuel Oil</b>	Genoa Township Assessor's Office records	No known past use of fuel oil at the Property.
<b>Water Supplier</b>	Facility personnel	Municipal water is provided by the MHOG Utility Department since December 2016.

### 4.3 Sanborn Fire Insurance Maps

The complete holding of the Sanborn Map Library, LLC was searched by EDR, and fire insurance maps covering the Property. The report, which certifies the Sanborn search, and a complete holding of Sanborn Maps is in **Appendix D**. This Property is unmapped, and no Sanborn Fire Insurance Maps were found.

Table 7: Sanborn Fire Insurance Maps		
Year(s)	Property Description/Use	Adjacent Parcels Description/Use
N/A	N/A	N/A

N/A- Not Available

#### 4.3.1 Aerial Photographs

Aerial photographs were provided by EDR service in approximately 5 to 10-year intervals from 1937 through 2016. The observations discussed on the below table may be limited by the scale and resolution of some photographs.

Table 8: Aerial Photographs		
Year(s)	Property Description/Use	Adjacent Parcels Description/Use
1937, 1949, 1955	The Property is developed as agricultural land with no structures. A railroad is located approximately 1,000 feet southwest of the Property.	<p><b>North:</b> Vacant <b>South:</b> Vacant <b>East:</b> Agricultural row cropland with no structures present <b>West:</b> Agricultural row cropland with no structures present</p>
1967, 1975	The Property and surrounding properties are still agricultural land. The railroad is still present. Addition of Highway I-96 approximately 1,200 feet south of Property.	<p><b>North:</b> Agricultural row cropland with no structures present <b>South:</b> Agricultural row cropland with no structures present <b>East:</b> Agricultural row cropland with no structures present <b>West:</b> Agricultural row cropland with no structures present</p>
1983	Agricultural use appears to have ceased and the Property is now vacant. The surrounding area appears to have changed zoning and is being redeveloped.	<p><b>North:</b> A small building is in place near the west side of the parcel <b>South:</b> Vacant <b>East:</b> Agricultural row cropland with no structures present <b>West:</b> Agricultural row cropland with no structures present</p>
1987	New construction of current building present in the central portion of the Property.	<b>North:</b> Paved parking has been extended further east of the building, no other changes are apparent

		<p><b>South:</b> A building is present on the west portion of the parcel with paved parking to the east</p> <p><b>East:</b> Agricultural row cropland with no structures present</p> <p><b>West:</b> Agricultural row cropland with no structures present</p>
1992	An addition appears on the east side of the Property building.	<p><b>North:</b> The small building is no longer present, and a larger building has been constructed on the south portion of the parcel</p> <p><b>South:</b> Commercial property</p> <p><b>East:</b> A large building is present on the southwest portion of the parcel, with paved parking to the south and two structures located northwest of the building</p> <p><b>West:</b> Vacant</p>
1998, 2006, 2009, 2012, 2016	No changes are apparent on the Property.	<p><b>North:</b> No apparent changes</p> <p><b>South:</b> No apparent changes</p> <p><b>East:</b> No apparent changes</p> <p><b>West:</b> A large building is now present on the south portion of the parcel</p>

Concerning the use of the Property as agricultural lands, MCE is of the opinion that sufficient time has passed since this property use that certain pesticides, if used appropriately, would have degraded to the point where they are no longer detectable. Additionally, based on a review of the aerial photographs, the majority of the Property was redeveloped in the mid-1980s removing and/or mixing surficial soils which would have likely removed or diluted any concentrations remaining, and therefore is not a REC.

The complete collection of aerial photography obtained from EDR is included in **Appendix D**.

#### 4.4 Historical City Directory

The EDR search resulted in the recovery of city directories in approximately 5-year intervals from 1983 through 2017 of parcels north, south, east, and west of the Property along Grand Oaks Drive. The complete city directory report is included in **Appendix D**.

Table 9: City Directory Listings		
1349 Grand Oaks Drive		
Year Searched	Subject Property Occupant	Adjacent Parcel Occupants
2017	Chemco Products, Inc.	<p><b>North</b> 1325 Grand Oaks Dr.: Centech, Inc</p> <p><b>West</b> 1326 Grand Oaks Dr.: Not listed</p> <p><b>South</b> 1391 Grand Oaks Dr.: Not listed</p>

**1349 Grand Oak Drive**

1349 Grand Oak Drive

Howell, MI 48843

Inquiry Number: 7042715.8

July 07, 2022

## The EDR Aerial Photo Decade Package



6 Armstrong Road, 4th floor  
Shelton, CT 06484  
Toll Free: 800.352.0050  
[www.edrnet.com](http://www.edrnet.com)

# EDR Aerial Photo Decade Package

07/07/22

**Site Name:**

1349 Grand Oak Drive  
1349 Grand Oak Drive  
Howell, MI 48843  
EDR Inquiry # 7042715.8

**Client Name:**

Michigan Consulting & Env.  
1669 South Isabella Road  
Mount Pleasant, MI 48858  
Contact: Jana Beumel



Environmental Data Resources, Inc. (EDR) Aerial Photo Decade Package is a screening tool designed to assist environmental professionals in evaluating potential liability on a target property resulting from past activities. EDR's professional researchers provide digitally reproduced historical aerial photographs, and when available, provide one photo per decade.

**Search Results:**

<u>Year</u>	<u>Scale</u>	<u>Details</u>	<u>Source</u>
2016	1"=500'	Flight Year: 2016	USDA/NAIP
2012	1"=500'	Flight Year: 2012	USDA/NAIP
2009	1"=500'	Flight Year: 2009	USDA/NAIP
2006	1"=500'	Flight Year: 2006	USDA/NAIP
1998	1"=500'	Acquisition Date: January 01, 1998	USGS/DOQQ
1992	1"=500'	Acquisition Date: April 28, 1992	USGS/DOQQ
1987	1"=500'	Flight Date: June 05, 1987	USDA
1983	1"=500'	Flight Date: May 10, 1983	USDA
1975	1"=500'	Flight Date: October 01, 1975	USGS
1967	1"=500'	Flight Date: April 01, 1967	USGS
1955	1"=500'	Flight Date: August 11, 1955	USDA
1949	1"=500'	Flight Date: October 28, 1949	USDA
1937	1"=500'	Flight Date: July 29, 1937	USDA

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INQUIRY #: 7042715.8

YEAR: 2016

— = 500'





INQUIRY #: 7042715.8

YEAR: 2012

\_\_\_\_\_ = 500'





INQUIRY #: 7042715.8

YEAR: 2009

— = 500'



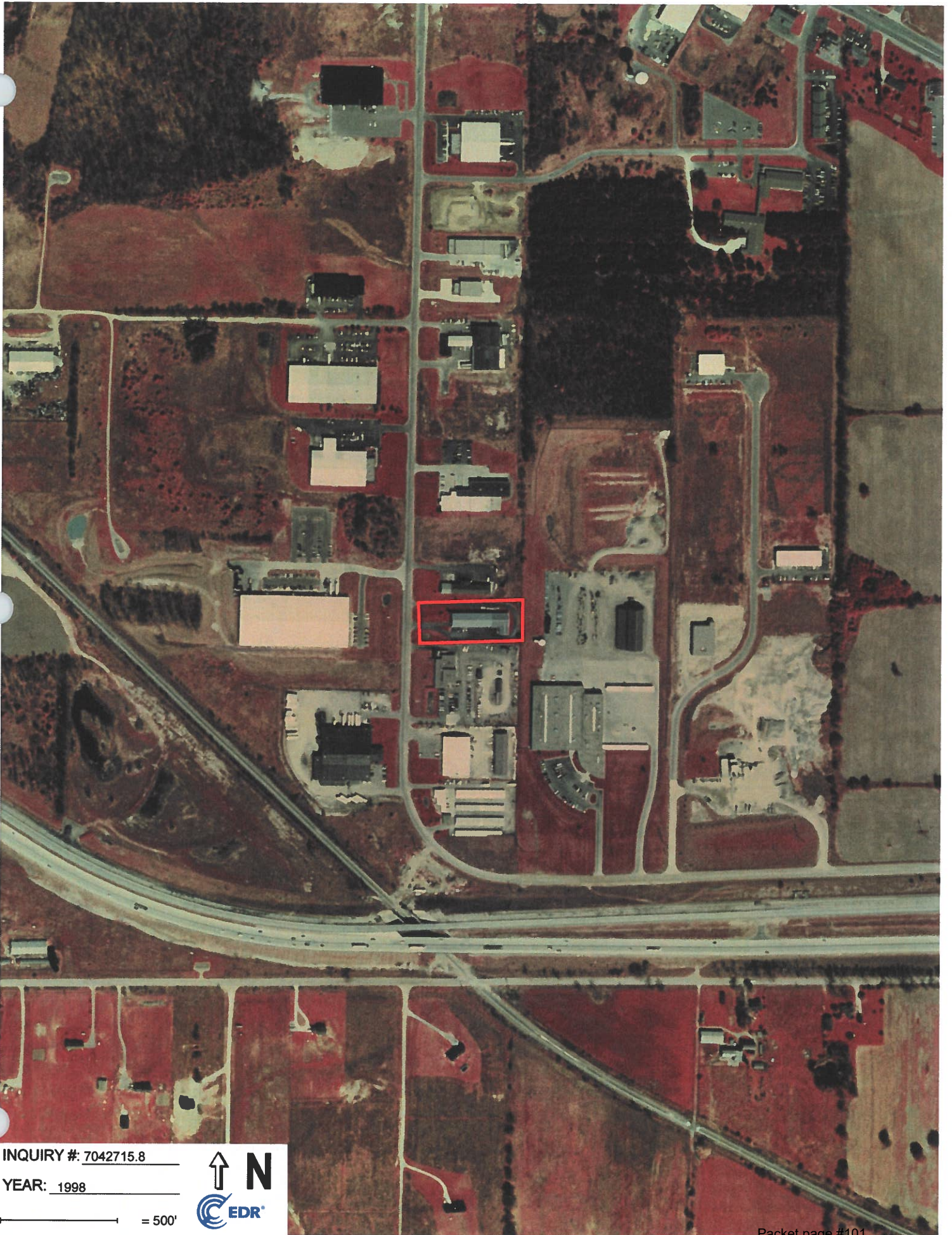


INQUIRY #: 7042715.8

YEAR: 2006

\_\_\_\_\_ = 500'



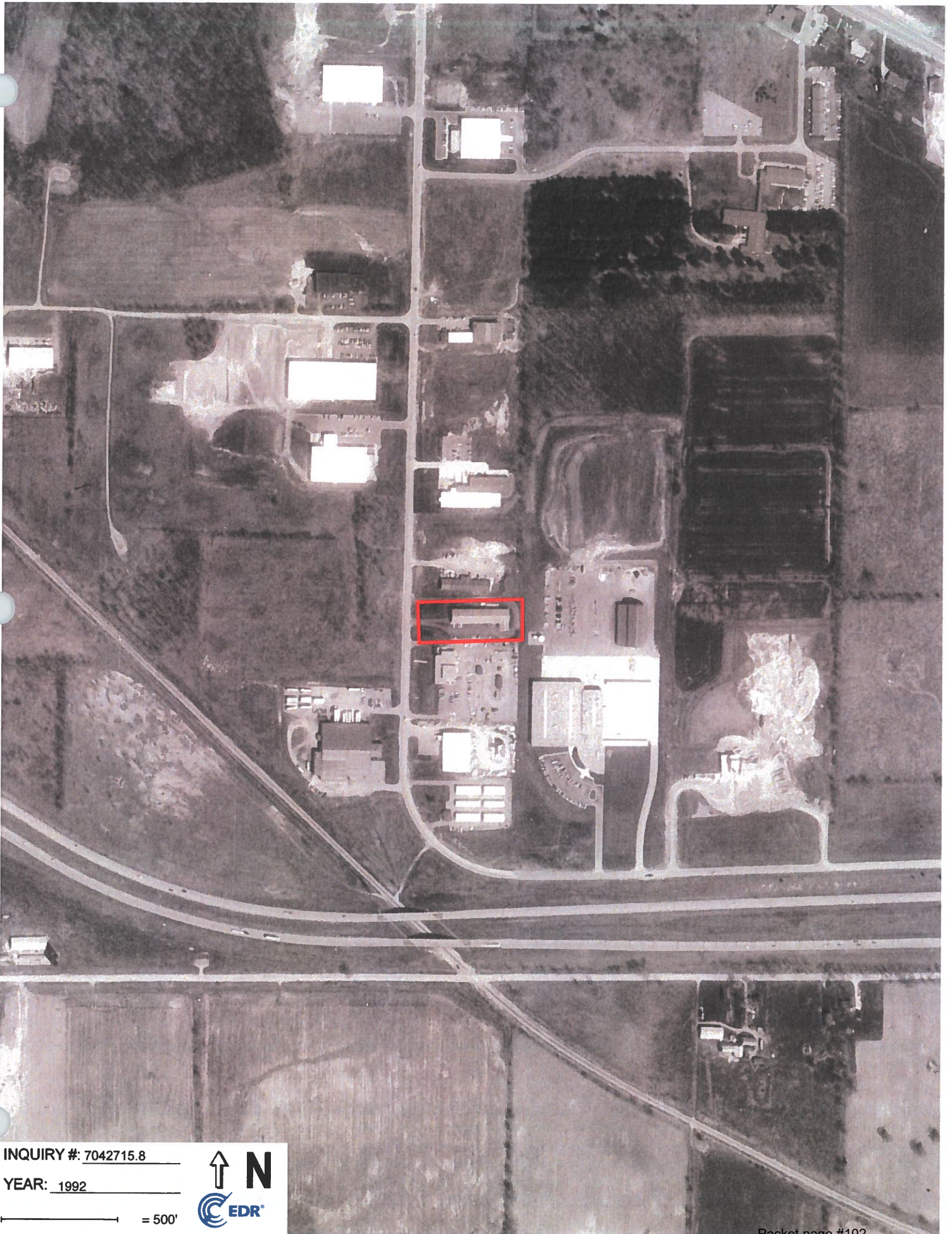


INQUIRY #: 7042715.8

YEAR: 1998

— = 500'





INQUIRY #: 7042715.8

YEAR: 1992

\_\_\_\_\_ = 500'





INQUIRY #: 7042715.8

YEAR: 1987

\_\_\_\_\_ = 500'





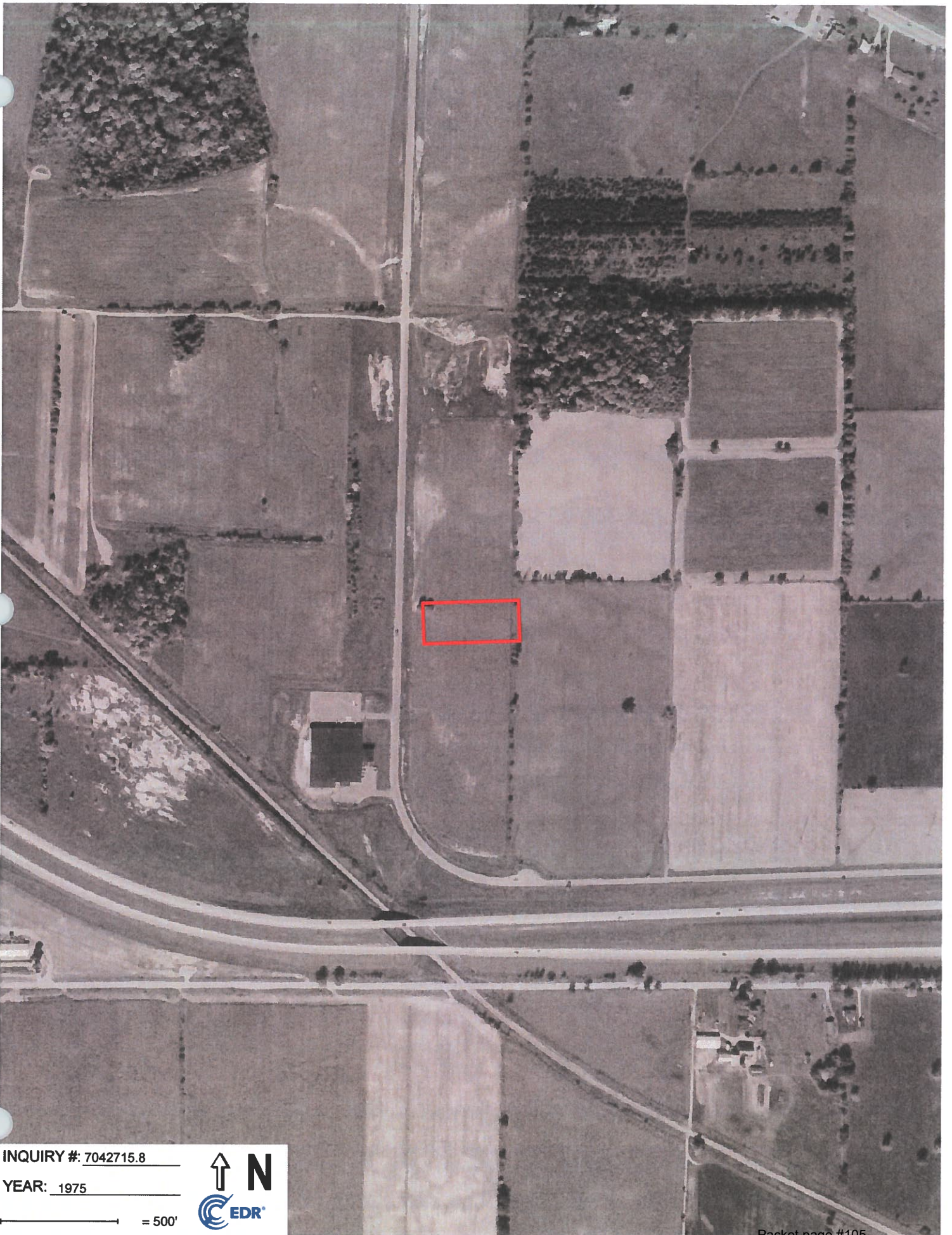
INQUIRY #: 7042715.8

YEAR: 1983

\_\_\_\_\_ = 500'







INQUIRY #: 7042715.8

YEAR: 1975

\_\_\_\_\_ = 500'





INQUIRY #: 7042715.8

YEAR: 1967

\_\_\_\_\_ = 500'



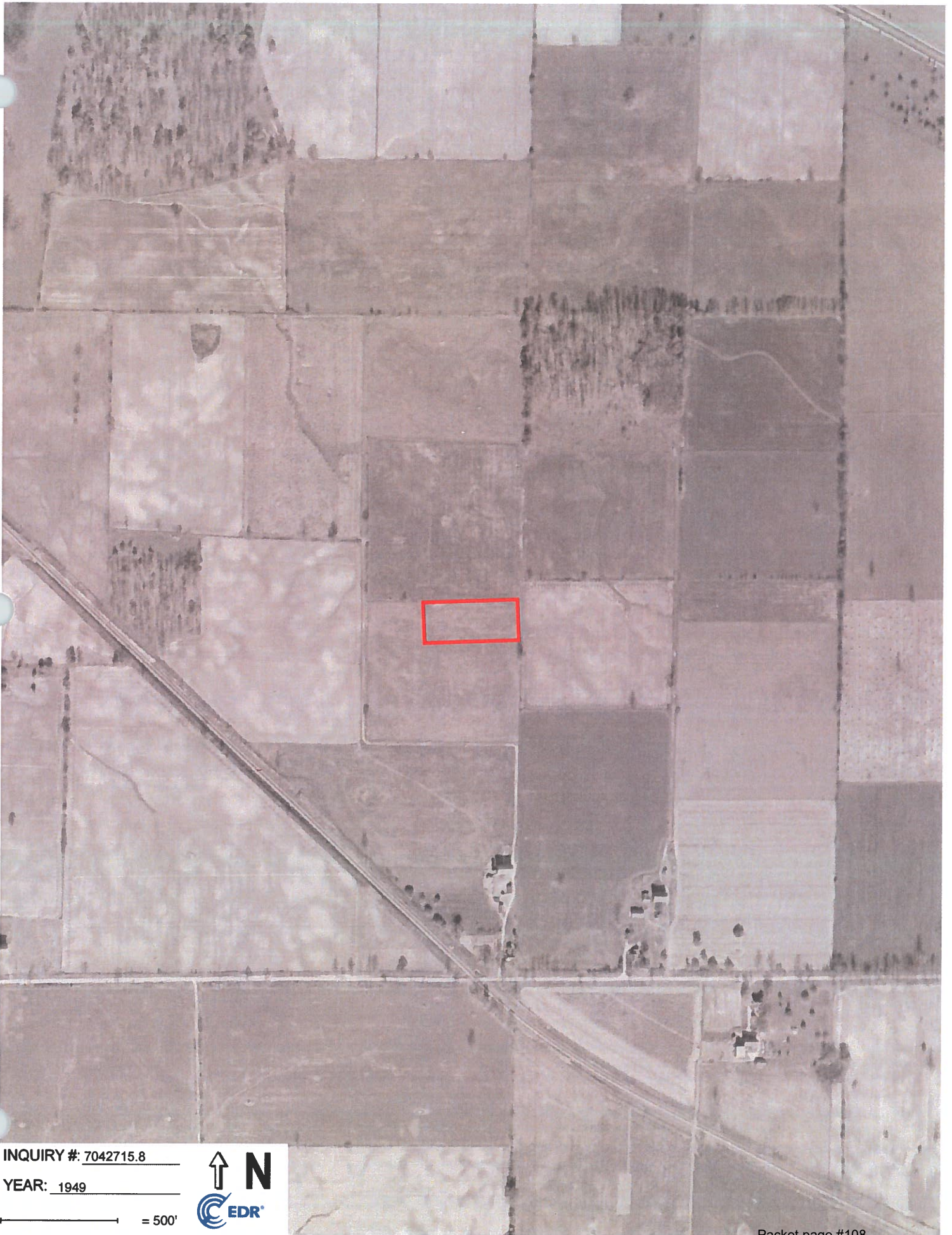


INQUIRY #: 7042715.8

YEAR: 1955

\_\_\_\_\_ = 500'





INQUIRY #: 7042715.8

YEAR: 1949

\_\_\_\_\_ = 500'





INQUIRY #: 7042715.8

YEAR: 1937

\_\_\_\_\_ = 500'



**Impact Assessment:**

**Bottcher America Corporation (BAC): 1349 Grand Oaks Dr  
Howell, MI 48843**

- d. Impact on stormwater management** Description of measures to control soil erosion and sedimentation during grading and construction operations and until a permanent ground cover is established. Recommendations for such measures may be obtained from the Livingston County Drain Commission at (517) 546-0040.

Permanent grading and ground cover is established.

Please note Phase 1 ESA, Exterior Observations, Section 5.1, pages 22 - 23.

Please note Phase 1 ESA, Exterior Observations, Section 5.1, Drainage and Waste Collection Systems, page 23.

been visually and physically observable. Items that typically represent the potential for environmental impairment include, but are not limited to, flammable substances, spills, leaks, ground discoloration and disturbances, unusual odors, dead or dying foliage and electrical equipment that uses polychlorinated biphenyls (PCBs) containing oil. The adjacent parcels were also visually inspected from the Property at the time of the reconnaissance. The Property reconnaissance was accomplished by a systematic walking of the Property, and photographic documentation of the site visit is included in **Appendix E**. A map showing the general location of the Property and surrounding features is included as **Figure 1**. An aerial site map, obtained from an online source, showing the Property, observed RECs, and adjacent parcel features is included as **Figure 2**.

### 5.1 Exterior Observations

One one-story warehouse structure with a partial mezzanine is located on the east portion of the Property. Access to the Property is from Grand Oaks Drive to the west. The area south of the building is paved asphalt, and an asphalt drive surrounds the building. The remainder of the Property is covered with grass. The Property layout and site features can be seen on **Figure 2**.

The following table summarizes the Property exterior observations which may be cause for environmental concern. Items that were observed on the Property are discussed further below **Table 12**.

Table 12: Exterior Observations		
Category	Item	Item Observed
<b>Above Ground Hazardous Substance/Petroleum Product Storage</b>	Drums, barrels, or containers ≥5 gallons in connection with identified uses	No
	Drums, barrels, or containers ≥5 gallons not in connection with identified uses	No
	General Substance Containers (Labeled)	No
	Unidentified Substance Containers	No
	Aboveground Storage Tanks (ASTs)	Yes
<b>Underground Hazardous Substance/Petroleum Product Storage</b>	Underground Storage Tanks (USTs), including fill ports and/or vent pipes	No
	Fuel dispensers	No
	Natural gas or petroleum pipelines/wells	No
<b>Basic &amp; Specialized Systems</b>	Pole-mounted or pad-mounted transformers	Yes
	Hydraulic equipment	No
	Water wells	Yes
<b>Indications of Releases or Potential Releases</b>	Stained soil or pavement	No
	Stressed vegetation	No
	Pools of liquid	No
	Strong or pungent odors	No

	Filled land/soil piles/mounding	No
	Unregulated/unauthorized waste disposal	No
	Dumpsters with staining	No
	Monitoring wells	No
<b>Drainage &amp; Waste Collection Systems</b>	Pits	No
	Ponds	No
	Lagoons	No
	Sumps/oil-water separators	No
	Stormwater collection basins	<b>Yes</b>
	Dry wells/crocks/cisterns	No
<b>Other Notable Items</b>	None observed	No

Items noted as not observed do not fully warrant that these items are not present on the Property as some items may not have been readily observable. Please refer to Section 1.4 for a list of limitations present.

### **Above Ground Hazardous Substance/Petroleum Product Storage**

Two plastic polyethylene ASTs and one plastic tote were observed in the north side of the building. These ASTs and containers were empty, no staining was observed, and they were being stored on concrete. These would not be considered RECs.

### **Basic & Specialized Systems**

A pole-mounted transformer is located on the northern property boundary. Because the Property was not developed until between 1987 and 1992, it is unlikely that this transformer contains PCBs. In addition, no staining or stressed vegetation was observed by MCE, and the transformer appeared in good condition. Therefore, the presence of a pole-mounted transformer is not considered a REC.

A water well is present on the north side of the building. According to the well records, the potable well was installed in September 1985. The Property was connected to municipal water and sewer through the MHOG Utility Department in December 2016, and it is assumed that the water well was no longer used after this point.

The historical septic system was inspected at the time of the site walk. No indication of the system was apparent nor was there any indication of stressed vegetation in the area of the drain field.

### **Drainage & Waste Collection Systems**

A stormwater collection basin is located on the southwest corner of the Property. No stressed vegetation or staining was observed, and the basin was empty during MCE's site reconnaissance. Therefore, the presence of a stormwater collection basin is not considered a REC.

### **Adjacent Parcels**

At the time of the reconnaissance, the adjacent parcels were also inspected from the Property. No RECs could be identified from the exterior observations of adjacent parcels.



**Impact Assessment:**

**Bottcher America Corporation (BAC): 1349 Grand Oaks Dr  
Howell, MI 48843**

- e. Impact on surrounding land used:** Description of the types of proposed uses and other man-made facilities, including any project phasing, and an indication of how the proposed use conforms or conflicts with existing and potential development patterns. A description shall be provided by any increases of light, noise, or air pollution which could negatively impact adjacent properties.

BAC's proposed use is private label compounding and specialty blending of fountain solutions, washes, and print aids on a 1-shift production cycle for use in the printing and packaging industry. We follow a JIT system of short term storage and distribution with all products manufactured and stored. There will be no significant differences in proposed use that could cause or have a negative impact on adjacent properties or in the community in general. The current building conforms to our current needs and we have no plans to expand at this time.

**Impact Assessment:**

**Bottcher America Corporation (BAC): 1349 Grand Oaks Dr  
Howell, MI 48843**

- f. Impact on public facilities and services:** Describe the number of expected residents, employees, visitors, or patrons, and the anticipated impact on public schools, police protection and fire protection. Letter from the appropriate agencies may be provided, as appropriate.

BAC will have a low level of impact regarding the number of people visiting or working on-site. We do not have a retail operation. We are a wholesale manufacturer that has a small number of employees, minimal vendor visits, and transportation deliveries on a daily basis. At this time, we have three staff members on site preparing the building. We have hired three additional staff members to start in the next month bringing our total to six. At high capacity, we operate at nine employees.

## **Impact Assessment:**

### **Bottcher America Corporation (BAC): 1349 Grand Oaks Dr Howell, MI 48843**

- g. Impact on public utilities:** Describe the method to be used to service the development with water and sanitary sewer facilities, the method to be used to control drainage on the site and from the site, including runoff control during periods of construction. For sites serviced with sanitary sewer, calculations for pre- and post- development flows shall be provided in comparison with sewer line capacity. Expected sewage rates shall be provided in equivalents to a single family home. Where septic systems are proposed, documentation or permits from the Livingston County Health Department shall be provided.

This location will be used as a light manufacturing facility that will distribute finished goods to the end user in the printing and packaging industries. The plant will operate in a single shift capacity with a headcount of 6 to 9 employees working 5 days a week Monday through Friday. During operation, there is no intended waste discharge that would impact the neighboring community.

- Water consumption in 2021 was between 14,000 to 21,000 gallons where we were previously located. 2022 was not used as we were not fully operational and the figures would have been underestimated.
- Sewer was averaged at 4,000 gallons per month

## Impact Assessment:

### **Bottcher America Corporation (BAC): 1349 Grand Oaks Dr Howell, MI 48843**

- h. Storage and handling of any hazardous materials:** A description of any hazardous substances expected to be used, stored, or disposed of on the site. The information shall describe the type of materials, location with the site and method of containment. Documentation of compliance with federal and state requirements, and a Pollution Prevention Plan (PIPP) shall be submitted, as appropriate.

BAC's (Bottcher America Corp) intended use of the property is to manufacture, store, and distribute products for the packaging and commercial printing industries. Manufactured products will be blended in a designated area within the facility. Storage of own manufactured products as well as products purchased for resale will take place in a separate area.

BAC blends ingredients using an open-use mix system from raw materials received in totes, drums, pails, cans, and bags. Manufactured product is packaged in totes, drums, pails, and cans. A gravity fed system for downpouring into drums, pails, and bags is also used.

BAC is not classified as a heavy chemical industry producer. Instead, we are a light industry mix / blend facility that uses open system mix tanks, like companies making cleaning compounds or detergents. In this setup, we add component A, Component B, Component C, etc. to a stainless steel mix tote, mix and blend the components together to make a mixture that still has Component A, B, C... in the mix. BAC has approximately 125 raw materials & 100 various finished goods. While BAC continues to develop greener chemistry formulations, there are still pressroom requirements for hazardous chemicals. The following chemical breakdown reflects historical on-site daily averages:

Class 1B & 1C Flammables: 200 Gallons  
Class II Combustible: 500 Gallons  
Class IIIA Combustible: 1,000 Gallons  
Class IIIB Combustible: 200 Gallons  
Class 3 Oxidizer: 20 Gallons  
Non-Regulated Liquid Industrial: 9,000 Gallons

All flammables, combustibles, and oxidizers will be stored in the lowered rack areas of the sprinklered sections on-site (Reference Rooms 1, 2, 3) and will be limited to 8' per Fire Department requirements. Storage consists of closed head containers, sealed raw materials, and finished goods in UN approved packaging.

BAC employs a JIT product management system to minimize inventory stored on site. Finished goods will be shipped directly to customers as well as to BAC owned and 3<sup>rd</sup> party warehouses located in Maryland, Indiana, Georgia, North Carolina, Wisconsin, California, Texas, Oregon, Canada, and Mexico.

We have always followed all federal, state, and county regulations for reporting (Sara Title Tier II, PPP, MI Stormwater, MI Waste and MIOSHA) and will continue to generate the appropriate reports required for Livingston County.

BAC does not generate waste from our manufacturing process as we downpour 100% of all mixed / purchased products (with no chemical by-products formed). The minimal amount of waste that is generated is from products that have exceeded shelf life and that cannot be remixed into new finished goods. Products that exceed shelf life are disposed of through US Ecology as a SQG. Once a new site ID is obtained, we will continue disposal through US Ecology as a SQG.

BAC partners with ChemTrec and 3E Emergency Response service providers.

Attached H1: 2021 Sara Title Tier II

Attached H2: 2022 PIPP (Updated for 1349 Grand Oaks Dr, Howell Location)

# Tier II Emergency and Hazardous Chemical Inventory

Reporting Period From January 1, 2021 to December 31, 2021

Annual    Update    Revised    Facility Information has changed from the last submission

<b>Facility Identification</b> MI SARA ID: 22576      LEPC: WASHTENAW COUNTY LEPC Facility Name: Bottcher Systems      Lat/Long: 42.33735/-83.8719 Company Name: Bottcher Systems      Maximum Occupants: 7 Physical Location: 7200 Huron River Drive, Dexter, MI 48130      Nature of Business: Pressroom Chemical Manufacturer County: WASHTENAW      NAICS Code: 423830 Fire Department: Dexter Area FD      SIC Code: 5040 Phone: 734-426-4646 x 327      Dun and Brad No: 003075470 <input checked="" type="checkbox"/> Manned <input type="checkbox"/> Unmanned Email: nikki.calloway@boettcher-systems.com      Facility ID: 23589				<b>Owner/Operator Details</b> Name: Bottcher Systems Address: 7200 Huron River Drive Dexter, MI 48130, United States Phone: 734-426-4646 x 327      Email: nikki.calloway@boettcher-systems.com																
Subject to EPCRA Section 312 (Annual Inventory)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Subject to Emergency Planning under Section 302 of EPCRA (40 CFR part 355)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Subject to Section 112r of Clean Air Act (CAA)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No RMP Facility ID: Subject to EPCRA Section 313 (Toxic Release Inventory - TRI)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No TRI Facility ID:				<b>Parent Company Details</b> Name: Bottcher Systems Dun and Brad No: 003075470 Address: 4600 Mercedes Drive Belcamp, MD 21017, United States Phone: 800-637-8120      Email: david.dinsmore@boettcher-systems.com																
<b>Mailing Address</b> Company Name: Bottcher Systems Attention: Street Address 1: 7200 Huron River Drive Street Address 2: City: Dexter      State: MI Zip: 48130      Phone: 800-521-4042 x 327 Country: United States				<b>Tier II Information Contact</b> Name: Nikki Calloway Title: Plant Manager Phone: 734-426-4646 x 327      24 Hr. Phone: 800-521-4042 x 327 Email: nikki.calloway@boettcher-systems.com																
<b>Emergency Contacts</b> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Name</th> <th>Title</th> <th>Phone</th> <th>24 Hr. Phone</th> <th>Email</th> </tr> </thead> <tbody> <tr> <td>David Dinsmore</td> <td>President</td> <td>800-637-8120</td> <td>800-637-8120</td> <td>david.dinsmore@boettcher-systems.com</td> </tr> <tr> <td>Jeff Hoover</td> <td>VP of Manufacturing</td> <td>800-637-8120</td> <td>800-637-8120</td> <td>jeff.hoover@boettcher-systems.com</td> </tr> </tbody> </table>				Name	Title	Phone	24 Hr. Phone	Email	David Dinsmore	President	800-637-8120	800-637-8120	david.dinsmore@boettcher-systems.com	Jeff Hoover	VP of Manufacturing	800-637-8120	800-637-8120	jeff.hoover@boettcher-systems.com	<b>Facility Emergency Planning Coordinator</b> Name: Nikki Calloway Title: Plant Manager Phone: 734-426-4646 x 327      24 Hr. Phone: 800-521-4042 x 327 Email: nikki.calloway@boettcher-systems.com	
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David Dinsmore	President	800-637-8120	800-637-8120	david.dinsmore@boettcher-systems.com																
Jeff Hoover	VP of Manufacturing	800-637-8120	800-637-8120	jeff.hoover@boettcher-systems.com																
Certification: I certify under penalty of law that I have personally examined and am familiar with the information submitted in pages one through 3, and that based on my inquiry of those individuals responsible for obtaining the information, I believe that the submitted information is true, accurate and complete. Nikki Calloway, Plant Manager      2/10/2022 1:30:17 PM      734-426-4646 x 327      Nikki Calloway Name and official title of owner/operator or authorized representative      Date Signed      Telephone Number      Signature				<b>Optional Attachments</b> <input checked="" type="checkbox"/> <a href="#">Site Plan</a> <input type="checkbox"/> Site Coordinate Abbreviations <input type="checkbox"/> Other Safeguard measures <input type="checkbox"/> Facility Emergency Response Plan																

# Tier II Emergency and Hazardous Chemical Inventory

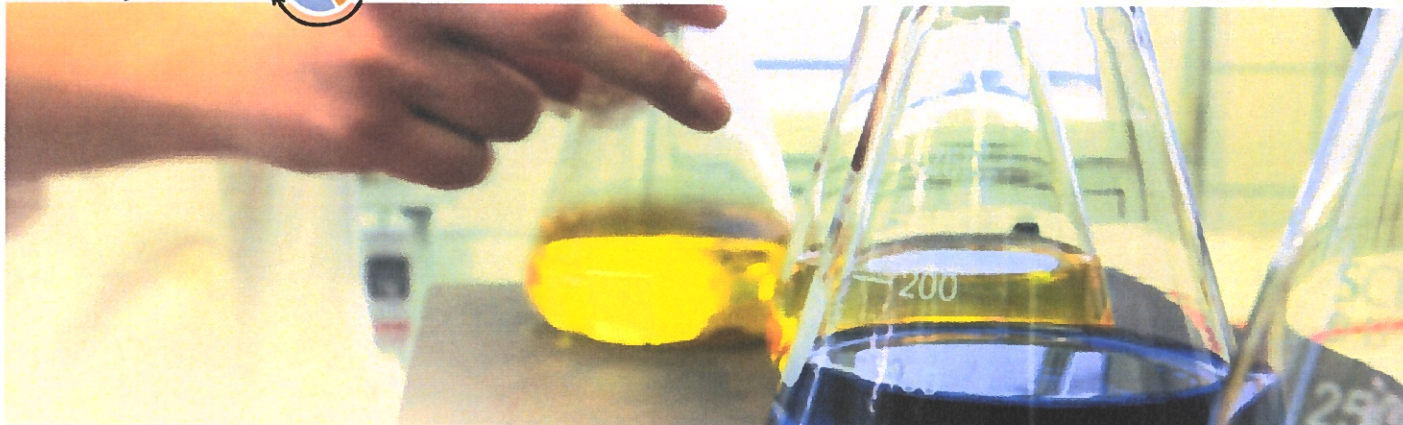
Facility/Site Name: **Bottcher Systems** MI SARA ID: **22576**  
 Reporting Period From January 1, 2021 to December 31, 2021

Chemical Description	Physical Hazards	Health Hazards					
Chemical ID: 742589 Check if Chemical Information is changed from the last submission: <input checked="" type="checkbox"/> CAS #: N/A Trade Secret: <input type="checkbox"/> <b>Chemical Name:</b> <b>Lead Acid Batteries</b> EHS: <input type="checkbox"/> Contains EHS: <input checked="" type="checkbox"/> Exceeds TPQ: <input type="checkbox"/> EHS Name: <input type="checkbox"/> Pure <input checked="" type="checkbox"/> Mix <input checked="" type="checkbox"/> Solid <input type="checkbox"/> Liquid <input type="checkbox"/> Gas Chemical Added On: Check if the chemical is below reporting threshold: <input type="checkbox"/>	<input type="checkbox"/> Combustible dust <input type="checkbox"/> Corrosive to metal <input checked="" type="checkbox"/> Explosive <input type="checkbox"/> Flammable (gases, aerosols, liquids, or solids) <input type="checkbox"/> Gas under pressure <input checked="" type="checkbox"/> Hazard Not Otherwise Classified (HNOC) <input type="checkbox"/> In contact with water emits flammable gas <input type="checkbox"/> Organic peroxide <input type="checkbox"/> Oxidizer (liquid, solid or gas) <input type="checkbox"/> Pyrophoric (liquid or solid) <input type="checkbox"/> Pyrophoric gas <input type="checkbox"/> Self-heating <input type="checkbox"/> Self-reactive	<input checked="" type="checkbox"/> Acute toxicity (any route of exposure) <input type="checkbox"/> Aspiration hazard <input checked="" type="checkbox"/> Carcinogenicity <input type="checkbox"/> Germ cell mutagenicity <input type="checkbox"/> Hazard Not Otherwise Classified (HNOC) <input checked="" type="checkbox"/> Reproductive toxicity <input type="checkbox"/> Respiratory or skin sensitization <input checked="" type="checkbox"/> Serious eye damage or eye irritation <input type="checkbox"/> Simple asphyxiant <input checked="" type="checkbox"/> Skin corrosion or irritation <input checked="" type="checkbox"/> Specific target organ toxicity (single or repeated exposure)					
Inventory	Storage Codes & Location						
Max Daily Amt (lbs): 5434 Max Daily Amt Code: 05 Avg Daily Amt (lbs): 5434 Avg Daily Amt Code: 05 Max Amt in Largest Container (lbs): No of days onsite: 365	<b>Container Type</b>	<b>Pressure</b>	<b>Temperature</b>	<b>Storage Location</b>	<b>Description</b>	<b>Is Confidential</b>	<b>Max Amt At Location (lbs)</b>
	[R]Other Desc:	[1]Ambient pressure	[4]Ambient temperature	Production			
	[R]Other Desc:	[1]Ambient pressure	[4]Ambient temperature	Warehouse			
	[R]Other Desc:	[1]Ambient pressure	[4]Ambient temperature	Warehouse			
MIXTURE COMPONENTS							
Chemical Name	%	CAS #	EHS	EHS Name	Max Daily Amount (lbs)	Max Daily Amount Code	
Sulfuric Acid	11	7664-93-9	<input checked="" type="checkbox"/>	Sulfuric acid (aerosol forms only)	597.74	03	
Lead	66	7439-92-1	<input type="checkbox"/>		3586.44	04	

**Tier II Emergency and Hazardous Chemical Inventory**Facility/Site Name: **Bottcher Systems** MI SARA ID: **22576**Reporting Period From **January 1, 2021** to **December 31, 2021**

Chemical Amount Range Code & Description		
#	Code	Amount Range
1	01	[01] 0-99
2	02	[02] 100-499
3	03	[03] 500-999
4	04	[04] 1,000-4,999
5	05	[05] 5,000-9,999
6	06	[06] 10,000-24,999
7	07	[07] 25,000-49,999
8	08	[08] 50,000-74,999
9	09	[09] 75,000-99,999
10	10	[10] 100,000-499,999
11	11	[11] 500,000-999,999
12	12	[12] 1,000,000-9,999,999
13	13	[13] 10,000,000- Greater than 10 million





## Pollution Incident Prevention Plan & Spill Response Plan

It is the policy of Bottcher America (Howell, Michigan Plant) to train employees in the handling of hazardous chemicals. All new hires are trained in the procedures that are to be followed in case of a chemical spill. Existing employees are re-trained on an annual basis.

Bottcher America (Howell Plant) has an established plan for the necessary steps to be taken in the case of a liquid chemical spill. The largest liquid container transported at the facility is a 330 gallon tote. Spills are most likely to occur during the handling of these materials.

Since all chemical handling is during operational hours, all spills that might occur would be under the supervision of plant personnel. Plant personnel are trained upon employment on how to properly handle chemicals and what to do in case of a spill. The procedure to follow is below:

1. Observe the spill (contain immediately if small)
2. Call for assistance (Production: X104, Shipping: X103, Office: X100, X101, X102)
3. Ventilate. Locate and stop the source of the spill
4. Initiate clean up and treatment (jobcards and SDS contain specific details)
5. Complete clean up and repair any damage
6. Report

1. **Observe the spill:** Determine what chemical was spilled to further determine what protective equipment is needed.

2. **Call for assistance:** After immediate action has been taken to stop the spill or if the spill is beyond your capacity to stop the spill, get assistance from another employee(s) in the facility. The company will call for external assistance as dictated by the spill.

## Cont.'

### Emergency Spill Notification List

In the case of an emergency, Bottcher America (Howell Plant) will follow an internal notification procedure. The following Spill Team members and employees will be notified immediately in order:

1. Nikki Calloway, Ext. 100
2. Production, Ext. 103
3. Shipping, Ext. 104
4. Jill Bonifer, Ext. 101
5. Dillon Harper, Ext. 102

The following agencies will also be notified as needed by the Plant Manager.

1. Michigan Dept. of Environmental Quality: 517-788-9598  
Jackson District Office, 4th Floor State Office Building, 301 E. Louis Glick Hwy., Jackson, MI 49201  
PEAS Hotline (After Hours): 800-292-4706
2. Livingston County Environmental Response: 517-540-7926 <https://www.livgov.com/emergencymanagement>
3. Brighton Area Fire Department: 911
4. Livingston County Sheriff: 911
5. Genoa Township M.H.O.G. Water & Sewer: 1-888-481-0439 <https://www.genoa.org/departments/utilities>
6. Livingston County LEPC - Kristi Wahoski: 517-540-7926 <https://www.livgov.com/emergencymanagement/about-us>
7. Poison Control: 313-745-5711
8. Emergency Spill Contractor: 800-839-3975  
Environmental Quality, Inc., 3650 Carpenter Rd., Ypsilanti, MI 48197  
EPA ID: XXX

3. **Locate and stop the source of the spill:** The greatest potential for a spill is during handling of the chemical. Upon observing the spill, rupture, or leak - orient the container to minimize the spill. A puncture should cause a minimal spill if it is immediately rotated so the puncture is facing up. If the spill is a tote, immediately move the tote, if not already, inside the contained mixing room for containment. Position the tote to minimize the spill.

- If the spill is a drum, orient the drum to minimize the spill. Get assistance and use a drum pump to transfer material to another container

- If the spill is in the mix area, it could involve a much larger volume. As much as 330 gallons could be involved, although secondary containment would not permit contamination outside of the building. Efforts should be taken to minimize the spill by shutting off the valve preceding the spill location. If there is no valve between the spill and the source tank, begin immediate liquid transfer to another tank with the portable pump. Get assistance.

## Cont.’

**4. Initiate clean up and treatment:** In the case of a liquid chemical spill: do not allow spills to enter drains or waterways. Dike and contain spill. Take personal protective measures based on the type of chemical spilled. Contain and absorb spillage with non-combustible materials (i.e. sand, earth, vermiculite). Thoroughly clean the area to remove all traces of contamination. Use good personal hygiene practices. Wash hands before eating, drinking, smoking, or using the toilet. Promptly remove soiled clothing and wash thoroughly before reuse.

**5. Complete clean up and repair any damage:** Inspect the spill site and determine what caused the spill, inspect the clean up, and ensure that all repairs are made to the facility and equipment. Determine any changes in procedure or process that could have been made to reduce the potential for reoccurrence. Resume operations after any repair to the facilities or equipment is completed in order to ensure safe operations. Include into the log of spilled materials.

**6. Report to appropriate agency:** In all cases where hazardous substances reach the air, land, or waters of the state, the Department of Environmental Quality must be contacted immediately with written notification sent within 10 days. For other spills, management will contact the appropriate agency depending on the the type and magnitude of the spill.

As described in the above procedures, there are several materials available to employees in case of a chemical spill. For liquid spills, there are several mop buckets in the production and loading dock areas. There are also three liquid spill kits in the mixing room, warehouse, and in shipping. Once recovered, chemicals are either used or are sent to the appropriate disposal agency. The Plant Manager will make that decision. All manifests for material sent off site are kept by the company in a waste disposal log.

**2023 Spill Response Training:** \_\_\_\_\_

Nikki Calloway	_____
Rick Cross	_____
Jill Bonifer	_____
Dillon Harper	_____
Jeremy Tuholski	_____
Dan Kiefer	_____

## Cont.’

**Physical Description of the Facility:** Attached is the map for Bottcher Systems located at 1349 Grand Oaks Drive, also provided to Livingston County, Brighton Fire, LEPC, and Howell Hospital. It contains all information for utility shutoffs, spill centers, drain locations, spill kit locations, exits, and orientation on-site.

1349 Grand Oaks Drive uses Howell City water as a fresh water source and are connected to the Genoa sanitary sewer systems. Floor drains in Production (Room 1) outlet into the sump. A cap is being installed to block entry into the sump and the floor drain will then solely be used as secondary containment.

This site is hard-wired for smoke and security detection by All-Star Alarms.

**Emergency Equipment:** 1349 Grand Oaks Drive is maintained and operated to minimize the possibility of a fire, explosion, or release of polluting materials. The following communications, fire protection, spill control, and clean up equipment are available on-site in case of an emergency. This equipment will be inspected and maintained as necessary to assure its proper operation if a pollution incident should occur.

Description	Testing / Maintenance / Replacement
Telephone / Paging System	Daily / Annual
Portable Fire Extinguishers	Annual Certification
Water Hose	
Absorbent Materials	Spill Stations, As Needed
Hand Shovels	
Pumping Equipment	Monthly, As Needed
Eye Wash Stations	Monthly, As Needed
Booms / Solvent Socks	Monthly, As Needed
Pumping Equipment	Monthly, As Needed
Containment Barrels	As Needed
Vacuums, Brooms, Mops	As Needed
Goggles, Masks, Gloves, Aprons,	As Needed
Dust Masks, Tyvek Suits	

**Materials Stored or Used At This Facility:** A complete inventory of the raw materials used in this building is contained in the annual PPP report.

## Cont.'

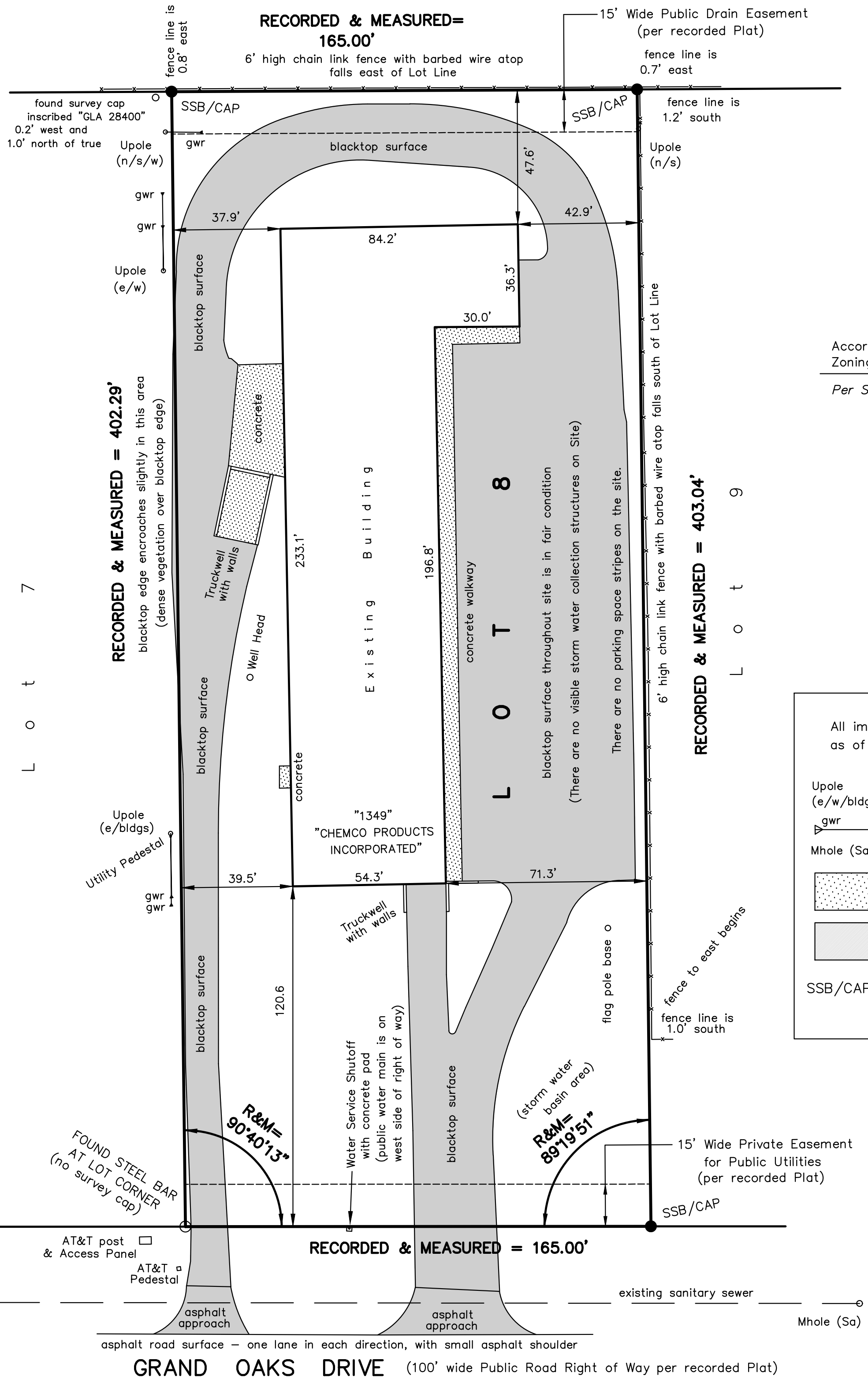
**Pollution Incident Preventative Measures:** Secondary containment is available in the Production (Room 1) mix area by a drain system in the floor. Absorbent materials and booms are also available in this area. Storage and equipment are inspected weekly for signs of leaks. Grounding rods are being installed in the Production (Room 1) mix area of this area. Absorbent booms and spill equipment stations are located in Rooms 1, 2, 3, and 4. The docks will be sealed and their basins can act as a cement containment area if necessary.

### **Emergency Response Actions:**

1. Quickly assess the situation
2. Call emergency response agencies and/or evacuate if necessary
3. Notify the Emergency Facility Coordinator, Nikki Calloway, Ext. 100

### **Evacuation Plan:**

1. Employees will be given notification either verbally or by intercom
2. All employees will be evacuated to the grass area at the front drive and 1349 Grand Oaks Drive
3. Jill Bonifer will count employees and keep out unauthorized persons



**LEGAL DESCRIPTION**  
**Parcel No. 4711-08-101-008**  
**#1349 Grand Oaks Drive**

Lot 8, "Grand Oaks Industrial Park",  
 A part of the NW 1/4, Sec. 8, T.2N. - R.5E., Genoa Township, Livingston County, Michigan.  
 As Recorded in Liber 21 of Plats, on Pages 18, 19, 20, and 21, Livingston County Records.  
 Said Lot contains 66,438 square feet or 1.53 Acres.

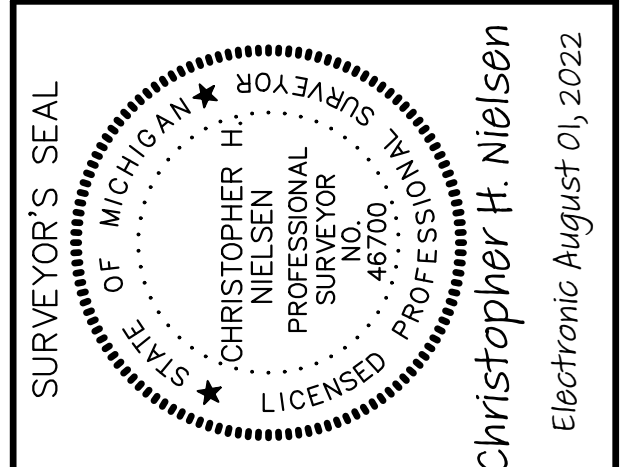
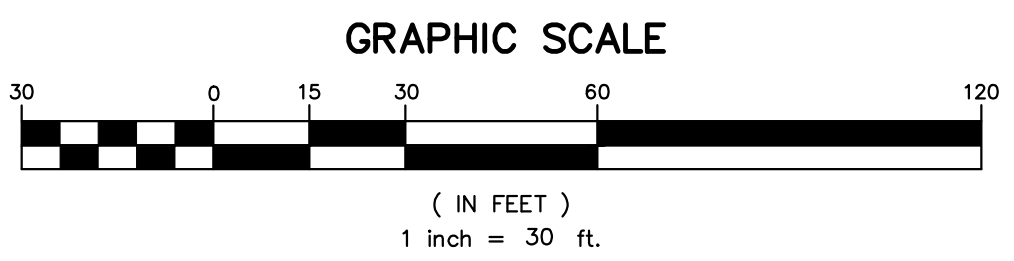
Data shown hereon is consistent with Schedule B, Part II Exceptions,  
 as shown on Chicago Title Insurance Company Commitment No. 471179707CML,  
 Commitment Date: May 25, 2022.

According to the Genoa Township Zoning Map, the Zoning District of Subject Property is "IND, Industrial District".  
 Per Sec. 8.03.01 "Dimensional Standards - Industrial District":  
 Minimum Lot Area = 1 Acre, and Minimum Lot Width = 150 feet  
 [Lot 8 is in compliance with both]  
 "Minimum Yard Setbacks";  
 Required Front Yard = 50 feet (if no parking in front yard);  
 [Site is in compliance]  
 Required Side Yard = 25 feet;  
 [Site is in compliance]  
 Required Rear Yards = 40 feet;  
 [Site is in compliance]  
 Parking Lot = 20 feet and 10 feet side and rear;  
 [Site is not in compliance with 10' requirement]

**SURVEY LEGEND**

All improvements shown hereon are field measured as of the "field date" shown in the Title Block.

- Upole (e/w/bldg) ○ = Utility Pole, and direction(s) of overhead wires on pole.
- gwr ○ = guy wire(s) to Utility Pole.
- Mhole (Sa) ○ = existing sanitary sewer manhole
- [Dotted pattern] = existing concrete walk / pavement
- [Grey pattern] = existing asphalt / blacktop pavement
- SSB/CAP ● = Indicates a set steel bar with an orange cap inscribed "CHN 46700" (with pink & blue flagging)



Client: 1349 Grand Oaks LLC  
 ISSUE DATE August 01, 2022

**CERTIFICATE OF SURVEY**  
 IN THE NORTHWEST 1/4 SECTION 8, TOWN 2 NORTH, RANGE 5 EAST,  
 GENOA TOWNSHIP, LIVINGSTON COUNTY, MICHIGAN

SCALE: 1"=30'  
 SHEET: 1 of 1  
 FIELD DATE: 07/25/22  
 FILE: OVERALL  
 JOB: GRANDOAKS

**CHN SURVEYING, LLC**  
 15030 Finch Avenue, Plymouth, Michigan, 48170  
 Phone (734) 231-3510 \ Email: CHNSurveying@aol.com

WORK PREPARED IN ASSOCIATION WITH:  
**LAND-TEC CONSULTANTS, PLYMOUTH**  
 Land Planning, Civil Engineering and  
 Land Surveying Consultants  
 15030 Finch Avenue, Plymouth, Michigan, 48170  
 Phone (734) 231-3510 \ Email: dbernet@aol.com

I, CHRISTOPHER H. NIELSEN, being a Surveyor Licensed in the State of Michigan, hereby certify to Chicago Title of Michigan, Inc., and, 1349 Grand Oaks LLC, and, First Community Bank that I have surveyed and mapped the above parcel of land, that the improvements shown hereon reflect field conditions as of the "field date" shown within the Title Block, and that I have complied with regulations of P.A. 132 of 1970 as amended.

**GRAND OAKS DRIVE** (100' wide Public Road Right of Way per recorded Plat)

## CODE ANALYSIS

### CODE ANALYSIS: FULLY-SPRINKLERED BUILDING

1. OCCUPANCY :  
2015 MICHIGAN BUILDING CODE TYPE Table 508.4 : Required Occupancy Separation

A. SECTION 304.1 Industrial - F-2/S-1/B None required - nonseparated mixed use

2. CONSTRUCTION TYPE / FIREPROOFING:  
2015 MICHIGAN BUILDING CODE TYPE

A. TABLE 601 / 602 - Fire-Resistance Rating Requirements 5-B (sprinklered)

BUILDING ELEMENT	FIRE RESISTANCE (* Refer to Table 601 / 602 for conditional requirements)
Primary Structural Frame	0 HR
Bearing Walls - Exterior	0 HR
Bearing Walls - Interior	0 HR
Non-Bearing Walls - Exterior	0 HR (≥10ft; <30ft)
Non-Bearing Walls - Interior	0 HR*
Floor Construction & Secondary Members	0 HR
Roof Construction & Secondary Members	0 HR* / Class C (Table 1505.1)
Corridors	0 HR

### 3. GENERAL BUILDING HEIGHT AND AREAS: 2015 MICHIGAN BUILDING CODE

A. TABLE 503 - Allowable Height and Building Areas

GROUP	TYPE OF CONSTRUCTION	ALLOWABLE BLDG HT / AREA
S-1 (most stringent)	V-B (sprinklered)	2 Stories (60 ft) / 36,000 sf total

B. ACTUAL BUILDING AREAS

Building Use	Ground Floor	Total Area
F-2/S-1/B	13,725 gsf	13,725 gsf

### 4. OCCUPANCY / EGRESS WIDTH / EXIT QUANTITY: 2015 MICHIGAN BUILDING CODE

A. TABLE 1004.1.2 - Maximum Floor Area Allowance

OCCUPANCY	SF / OCCUPANT	SF	OCCUPANCY
Ground Floor	100 gross	13,725 gsf	138
Mezzanine	100 gross	1,500 gsf	15
TOTAL:			153

SECTION 1005 - Egress Width Per Occupant Served

OCCUPANCY / Building	STAIRWAY FACTOR	OTHER COMPONENT	REQUIRED STAIR WIDTH	REQUIRED OTHER WIDTH
Ground Floor = 153	0.3	0.2	n/a	30.6 inches

- Corridors shall not be less than 44 inches (Table 1020.2)  
- Actual Exit Width provided: 170 inches

B. TRAVEL DISTANCES

TABLE / SECTION	ITEM	DISTANCE ALLOWED
Section 1006.3.2	Common Path of Travel	F-2/S-1/B = 100 ft
Table 1017.2	Exit Access Travel Distance	S-1 (most stringent) = 250 ft
Section 1020.4	Dead End Corridor Length	F-2/S-1/B = 50 ft

### 5. FIRE ALARM & FIRE EXTINGUISHING SYSTEMS

- A. SECTION 903 - Automatic Sprinkler System - N/A  
1. 903.2.4.1 - Automatic Sprinkler System is required in group S-1 when the fire area exceeds 12,000 s.f.
- B. SECTION 907 - Fire Alarm and Detection Systems  
907.2.4 - Group F: (Exception) A manual fire alarm system is not required throughout, provided the building is not two or more stories and does not have an occupant load greater than 500.

### 6. PLUMBING FIXTURE COUNT 2018 MICHIGAN PLUMBING CODE - TABLE 403.1

A. OCCUPANCY: MEN 77 WOMEN 77 TOTALS 153

B. FIXTURE RATIO - Business (most stringent)

WC	URINALS**	LAV	WC	LAV	DRINKING FOUNTAINS	SERVICE SINKS
1:25 first 50 1:50 over 50	≤ 67% of WC's 1:40 first 80 1:80 over 80	1:25 first 80 1:40 first 80 1:80 over 80	1:100	1 service sink		
FACTORED: 2+1 = 3	2 allowed	2	2+1 = 3	2	2	1
ACTUAL FIXTURES EXISTING: 2	0	2	2	2	1	2

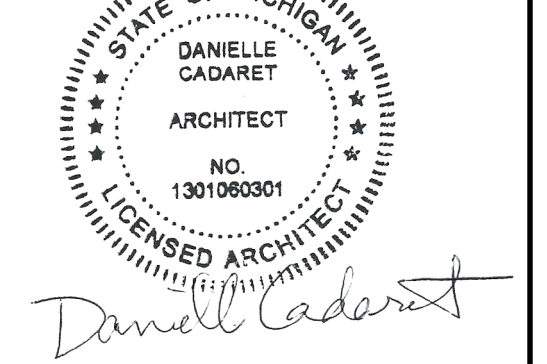
\*Plus additional (1) unisex toilet room.  
NOTE: BUILDING USER MAY PROVIDE AFFIDAVIT FOR ACTUAL OCCUPANT LOAD.

C. TRAVEL DISTANCE TO TOILET ROOMS = ≤ 500 ft

### GENERAL PROJECT NOTES:

- PREVIOUS TENANT - CHEMCO PRODUCTS, MADE CHEMISTRY FOR WASTE WATER TREATMENT. THEY WERE STORING CORROSIVES AND FLAMMABLES ONSITE. EXISTING TANKS USED FOR SUCH STORAGE HAVE BEEN DEMOLISHED AND REMOVED FROM THE SITE.
- NEW TENANT, BOTTCHEER SYSTEMS MANUFACTURES WATER-BASED FOUNTAIN SOLUTIONS, CLEANERS AND WASHES FOR THE NEWSPAPER PRINTING AND PACKAGING INDUSTRIES.
- BOTTCHEER SYSTEMS OPERATES WITH 6-9 EMPLOYEES WORKING 5 DAYS A WEEK, MONDAY THROUGH FRIDAY.
- NO FLAMMABLE STORAGE IS INCLUDED AS PART OF THIS SCOPE.
- SCOPE OF WORK FOR RE-OCCUPANCY INCLUDED ALL ITEMS AS REQUIRED BY THE LOCAL FIRE MARSHAL. WORK INCLUDED, BUT WAS NOT LIMITED TO REPLACING/ADDING EXIT AND EMERGENCY LIGHTING, REPLACING CORRODED ELECTRICAL BOXES, DAMAGED CONDUITS, OUTDATED WIRING.
- OTHER THAN ELECTRICAL UPGRADES AND OFFICE FINISHES, NO NEW CONSTRUCTION WORK WAS PERFORMED AS PART OF THE SCOPE OF THIS RE-OCCUPANCY.

SEAL:



PROJECT:

BOTTCHEER SYSTEMS  
1349 GRAND OAKS DR  
HOWELL, MI 48843

ISSUE:  
RE-OCCUPANCY PERMIT  
11.09.2022

SHEET TITLE:

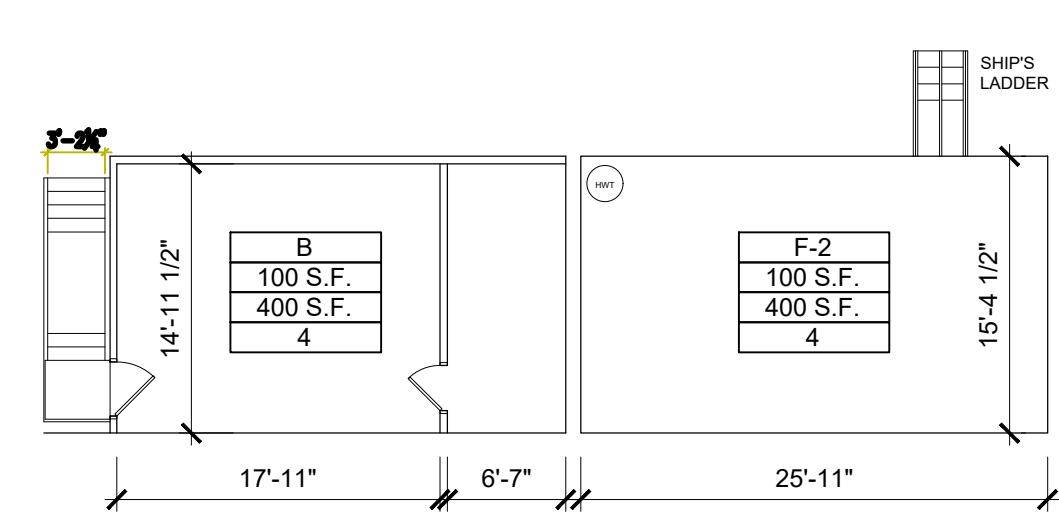
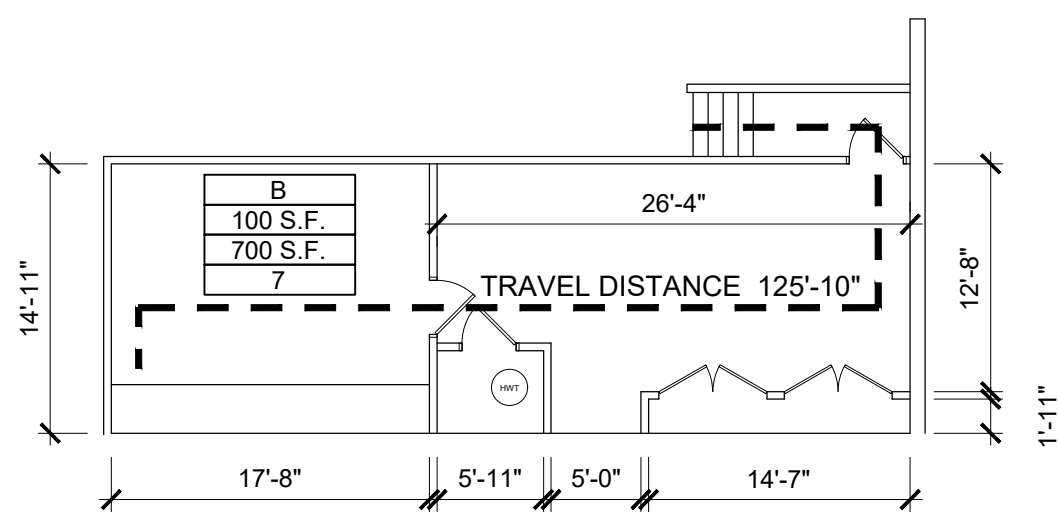
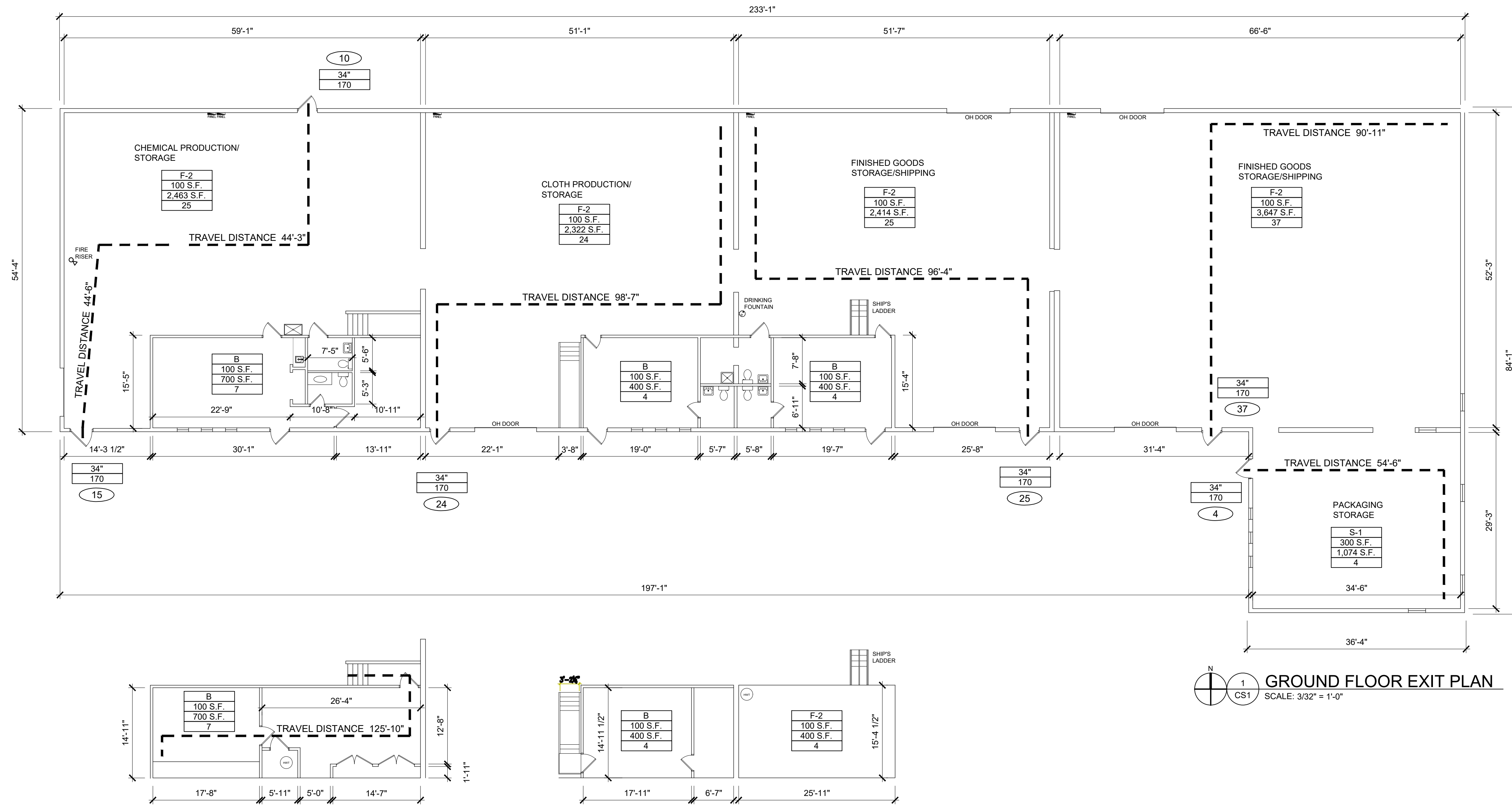
CODE SUMMARY

SHEET NUMBER:

**CS1**

### LEGEND

- XXXX - EXIT WIDTH PROVIDED
- XXXX - ALLOWABLE OCCUPANTS
- XXXX - OCCUPANCY
- XXXX - FLOOR AREA PER OCCUPANT
- XXXX - FLOOR AREA
- XXXX - OCCUPANT LOAD
- (X) - TOTAL EXIT LOAD
- - EGRESS PATH - DISTANCE TO EXIT



**MEZZ. A EXIT PLAN**  
SCALE: 3/32" = 1'-0"

**MEZZ. B EXIT PLAN**  
SCALE: 3/32" = 1'-0"

**GROUND FLOOR EXIT PLAN**  
SCALE: 3/32" = 1'-0"



## MEMORANDUM

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

**TO:** Honorable Board of Trustees  
**FROM:** Kelly VanMarter, Township Manager  
**DATE:** January 18, 2023  
**RE:** Lalewicz Settlement Agreement Renegotiation

---

Please recall that we have discussed the request by Mr. Paul Lalewicz to re-negotiate the terms of the 2012 Settlement Agreement at the December 5, November 21 and November 7<sup>th</sup>, 2022 meetings. I've attached the minutes and related packet materials from those meetings for your reference. At the last meeting it was requested that staff prepare additional information regarding the owner's ability to use the property for a permitted land use. Staff has prepared and included with this memo an aerial photo overlay of the parcel showing that it may be feasible to accommodate a suitable building site on the southeast corner of the property.

Also, since the last meeting, Mr. Lalewicz has provided a letter dated December 9, 2022 objecting to items 2, 3, 8, 9, 10 and 11 on the list of potential restrictions that Township staff and counsel were recommending for your consideration. Mr. Lalewicz's letter is included in the following pages for your review. Given the lack of mutual agreement between the parties it is the advice of staff and counsel that the existing Consent Order and Settlement Agreement remain in effect as ordered and agreed upon. Mr. Lalewicz is not prohibited from enjoying his property or seeking remedy in conformance with Township Ordinances therefore the following motion is presented for your consideration:

**Moved by \_\_\_\_\_, Supported by \_\_\_\_\_ to maintain the existing Consent Order and Settlement Agreement for Case 11-26-089-CEW involving Paul Lalewicz.**

**SUPERVISOR**

Bill Rogers

**CLERK**

Paulette A. Skolarus

**TREASURER**

Robin L. Hunt

**TRUSTEES**

Jean W. Ledford

H. James Mortensen

Terry Croft

Diana Lowe

**MANAGER**

Kelly VanMarter





# 4222 Pardee Lake Road

Parcel lines are approximate.  
Not intended for survey purposes.

Packet page #129



This map shows a potential 50'x120' building envelope in the southeast corner of the site. Please note this is based on aerial photo interpretation and does not consider soil limitations or other items that may restrict building. This shows that a suitable building envelope is possible based strictly on required setbacks.



---

**From:** Paul Lalewicz <paullalewicz@gmail.com>

**Sent:** Friday, December 9, 2022 8:21 AM

**To:** Bill Rogers

**Subject:** Reply to your email of December 7th - settlement agreement

Hello Bill,

Please find attached a reply letter and two single page attachments. Let me know that these can be included in the packet for the next meeting.

Regarding your other comments: The DNR permit does not mention overnight stays, nor does it prohibit them. I believe the completed project photos as required by the DNR showed the dock, gate, and building in place. These were sent in 1994, you may contact them if you wish.

Regarding setbacks on the accessory building, the property is about 9 acres total in size, I believe each side setback is about 450 feet.

Thank you

Paul Lalewicz

Paul

Lalewicz

PO Box 827

Howell, MI 48844

517) 546-2022

December 9, 2022

Genoa Township

Mr. Bill Rogers - Supervisor

2911 Dorr Road

Brighton, MI 48116

Re: settlement agreement 4222 Pardee Lake Road, Howell

Dear Bill,

In response to your email of 12/ 07/2022 I would like to address the township board with this letter and attachments and ask that they be included in the packet for presentation at the next board meeting where my request to modify our existing settlement agreement is discussed.

My first item to review concerns my existing legal rights and freedoms enjoyed at this property due to the following reasons:

The rights and freedoms of any citizen who is a tax paying property owner to enjoy their property.

The issuance of permit 92-11-0342 dated February 2nd 1993 from the Michigan Department of Resources to construct improvements for enjoyment and water access to this lakefront parcel for my private recreational purposes. The scope to this completed project included fill material, a parking area, a dock, a gate, and an accessory building with electric service. These improvements are now over 30 years old and have been well maintained.

The 30 year history of the recreational use of this land by my family and I. We have used this land for swimming, boating, fishing, camping, campfires, having friends over, and generally enjoying this peaceful beautiful spot at the lake. A recreational vehicle has also been on the property many times over the years. We truly enjoy using this property and plan to continue this use for many years to come.

The current matter before the board regards an existing settlement agreement that solely concerns the legal right to parking of a recreation vehicle on this property subject to certain conditions. This court order is narrow in scope and does not address any other details such as property usage, non conforming status, or rights and freedoms to use this property as described above. The court order does not have an end date and remains in force indefinitely subject to certain noted conditions.

There has been a well documented history of legal actions against me concerning this property by previous township officials and township attorneys. These actions have included multiple citations, lawsuits, and unsubstantiated claims of violation of the settlement agreement resulting in a show cause hearing that was dismissed by the honorable Judge Hatty. Attached are two pages from my transcript of that court case with some of excerpts of the judge's decision concerning the case.

1 of 2

As a result of these court actions, Genoa Township and myself (Paul Lalewicz) thru our attorneys did enter into a settlement conference and subsequent court ordered settlement agreement which I believe is not highly beneficial to either party. As stated above, this agreement only concerns parking of a recreational vehicle and its use and occupancy on the property. There is no specified end date to this agreement.

I have suggested modifying the agreement to the benefit of both parties. Quite simply to remove the # 2 provision concerning the midnight to dawn occupancy clause in exchange for inserting the #1 restriction suggested which provides an end date to the parking of the recreational vehicle on the property.

The suggested change would remove the hardship I have in using the property occasionally in the recreational vehicle. The change would also benefit the township in establishing a end date for legal parking of a recreational vehicle on the property.

In addition to the acceptance of restriction #1, I would also accept restrictions that are numbered 4, 5, 6, and 7 on the revised list dated December 1, 2022. These restrictions

concern the recreational vehicle use only. No other restrictions on the land or it's use will be included.

It is my belief that the other possible restrictions listed, numbered as 2, 3, 8, 9, 10, and 11 are unreasonable, not relevant to the defined subject of the existing settlement agreement, and/or a infringement of my existing legal rights and freedoms as described above.

Number 12 is factually incorrect. I support noise ordinances, this is a very quiet peaceful place. However, since this property has grandfathered non conforming features, it cannot comply with all other ordinances.

I urge the current board members to accept this proposal as a reasonable solution to this issue.

Sincerely,

Paul Lalewicz

This letter has 2 single page attachments.

2 of 2

*Handwritten notes:*  
11. 11.04.01  
12. 12.04.01  
24.02.01 No noise =

*Handwritten notes:*  
9. 24.06.01  
10. 11.11.04.01  
13. 02.04

*Handwritten notes:*  
what is the noise  
also see in (6/15/01)

1  
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STATE OF MICHIGAN

FORTY-FOURTH JUDICIAL CIRCUIT COURT LIVINGSTON COUNTY

GENOA CHARTER TOWNSHIP,

Plaintiff,

v

File No. 11-026089-CE  
VIDEOTAPED

PAUL LALEWICZ,

Defendant.

EXCERPT OF JUDGE'S DECISION

BEFORE CIRCUIT COURT JUDGE, MICHAEL HATTY

Howell, Michigan - Friday, August 30, 2013

APPEARANCES:

For the Plaintiff:

MR. FRANK MANCUSO (P49470)  
722 E. Grand River Avenue  
Brighton, Michigan 48116  
(810) 225-3300

For Defendant:

MR. THOMAS HALM (P36748)  
2130 W. Grand River Avenue  
P.O. Box 686  
Howell, Michigan 48844  
(517) 548-5310

TRANSCRIBED BY:

Andrea Featherstone (7069)  
Certified Electronic Recorder

1 neighbor, but a neighbor's not a law enforcement officer. A  
2 zoning official can -- or the -- the -- the Township enforcing  
3 officer can go there. Nobody ought to be goin' in that house  
4 on a misdemeanor without a search warrant signed by a -- by a  
5 magistrate. I want to make sure of that. That there should  
6 be no breakin' of any doors without a proper search warrant.  
7 But the enforce -- code enforcement officer can knock on the  
8 door if he -- if he wishes to make inquiry. That's perfectly  
9 fine.

10 And all that being said, I'm -- I'm gonna urge these  
11 parties to remember that this is a forum for peaceful  
12 resolution of lawful disputes. And I will sit here and I will  
13 listen to those. But as far as if -- if a gentleman -- any  
14 citizen in this country owns real estate, is lawfully using  
15 that real estate, pays taxes on that real estate, I expect 'em  
16 to be able to use that without the government targeting  
17 or -- or unnecessarily surveying. If there's a lawful  
18 complaint that's being made by a citizen of the Township,  
19 naturally I would expect the Township to do their -- their  
20 statutory duty; investigate the violation of the ordinance by  
21 a investigator and report back to the Township attorney. And  
22 if there's a complaint bring it to court and we'll hear  
23 test -- evidence and I'll -- I'll decide. But I do not find  
24 that by a preponderance of the evidence that -- that a  
25 violation of the settlement agreement by this -- by this



She continued by noting that she has been relieved of all her statutory duties and removed from committees. She is not invited to any meetings and is not allowed to talk to any Township Staff without another person present. She has been asked to do all of her communicating through email. She has been the Clerk for 36 years and has brought in a lot of money to the Township. She has been treated badly by Township Staff for the past five years.

She was not aware that she was not allowed to represent herself in front of the Zoning Board of Appeals as a resident of the Township.

She responded to each of the items in the censure that she stated are incorrect.

She would like Ken Palka to review what she has prepared.

After the presentation was complete, Ms. Hunt expressed regret that it has come to this. She stated she did not want to debate the issue but questioned if Ms. Skolarus states she wasn't paid in advance, why did she apply her raises in advance. Ms. Skolarus stated she was never paid in advance.

Ms. Skolarus reiterated that she is not allowed to speak to employees without someone else present. Mr. Rogers stated that two employees requested to be removed from her supervision because of the way they were treated so those employees were moved.

Ms. Skolarus stated she has been the duly elected Clerk for 35 years and would like her duties to be reinstated. She requested to have the censure resolution reversed and asked to play a 45-minute audio recording between her and Mr. Archinal and Ms. Hunt at the next meeting.

### **Correspondence**

Ms. VanMarter provided a revised list of possible restrictions associated with the Settlement Agreement with Mr. Lalewicz. Supervisor Rogers stated if the Board agrees with these changes, he will present the conditions to Mr. Lalewicz and then he would file a motion with the court to open the settlement. The Board requested Supervisor Rogers provide additional information on the property; however, he can show Ms. Lalewicz the draft conditions.

A letter was received from Comcast noting that prices for certain services and fees will be increased effective December 18, 2022.

### **Member Discussion**

Ms. Skolarus requested that the Board rescind the censure resolution. As the Clerk of the Township, she should be able to speak with anyone in the office and she is not able to do that now. She would like the removal of her duties to be reviewed. There are legal duties that she should be doing.



# MEMORANDUM

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

**TO:** Honorable Board of Trustees  
**FROM:** Kelly VanMarter, Township Manager  
**DATE:** December 1, 2022  
**RE:** Lalewicz Settlement Agreement Renegotiation

---

As a result of feedback received after the last meeting, Township staff has revised the list of possible restrictions associated with re-negotiation of the Settlement Agreement with Mr. Lalewicz. I have marked up the list that was presented at the last meeting below so you can see the proposed changes.

1. The Settlement Agreement shall not run with the land, only to him, and does not pass through to his estate/family or anyone else;
2. The property cannot be transferred or sold unless, prior to sale, the Agreement is extinguished and the non-conforming structures must be removed, the electrical service disconnected, and any outdoor storage or site improvement is eliminated;
3. If he does not use the property in 12 consecutive months, he loses the right to stay overnight; the agreement automatically dissolves and he must remove the non-conforming structures on the property, disconnect electrical service and eliminate any outdoor storage or site improvement;
4. Only he can stay overnight accompanied by not more than 3 guests, no renting or allowing others to use RV to stay overnight;
5. The overnight stays by him accompanied by not more than 3 guests ~~alone~~ shall only beper allowed on the dates currently allowed in the Settlement Agreement. in June, July and August;
6. Mr. Lalewicz must continue to abide by all other provisions of the order, i.e. maintaining access to another campground to dump waste;
7. The RV must be 40' or less and must be licensed, operable and drivable. The vehicle shall not be a fifth wheel and cannot be set up so it is semi-permanent;
8. Use of the existing fire pit is allowed provided it complies with Township ordinance ~~and is extinguished by 10:00pm.~~
9. Mr. Lalewicz must agree that this is a non-conforming use which may not be expanded; no additional revisions can be requested and the first violation will result in termination of the order immediately. No exceptions.
10. No construction of any kind unless he obtains a land use permit. No other structures or improvements are allowed. No further clearing of property.
11. Order will be filed with Register of Deeds.
12. Use of the land must comply with the Township noise ordinance and all other ordinances.

## SUPERVISOR

Bill Rogers

## CLERK

Paulette A. Skolarus

## TREASURER

Robin L. Hunt

## TRUSTEES

Jean W. Ledford

H. James Mortensen

Terry Croft

Diana Lowe

## MANAGER

Kelly VanMarter

Genoa Charter Township Board Meeting

November 21, 2022

Approved Minutes

Ms. VanMarter sent a memo to the Board outlining a list of conditions that Staff and the Township Attorney developed regarding re-negotiating the Settlement Agreement with Mr. Lalewicz as discussed at the last meeting. Supervisor Rogers stated that Mr. Lalewicz responded today where he crossed out many of the conditions stating they were not acceptable. He will provide that response to the Board.

**Member Discussion**

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

Ms. VanMarter stated the first and third Mondays of January 2023 are holidays. Both of the meetings cannot be canceled. She suggested moving the 16th meeting to Tuesday or Wednesday, the 17th or 18th.

**Adjournment**

**Moved** by Hunt, supported by Ledford, to adjourn the meeting at 7:53 pm. **The motion carried unanimously.**

Respectfully Submitted,

Patty Thomas  
Recording Secretary

Approved:

Paulette Skolarus, Clerk  
Genoa Charter Township

Bill Rogers, Supervisor  
Genoa Charter Township



## MEMORANDUM

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

**TO:** Honorable Board of Trustees  
**FROM:** Kelly VanMarter, Township Manager  
**DATE:** November 17, 2022  
**RE:** Lalewicz Settlement Agreement Renegotiation

---

Township staff has been working with the Township attorney to generate a list of possible restrictions associated with re-negotiation of the Settlement Agreement with Mr. Lalewicz as discussed at the last meeting. The following represents the items currently under consideration:

1. The Settlement Agreement shall not run with the land, only to him, and does not pass through to his estate/family or anyone else;
2. The property cannot be transferred or sold unless, prior to sale, the Agreement is extinguished and the non-conforming structures must be removed, the electrical service disconnected, and any outdoor storage or site improvement is eliminated;
3. If he does not use the property in 12 consecutive months, he loses the right to stay overnight; the agreement automatically dissolves and he must remove the non-conforming structures on the property, disconnect electrical service and eliminate any outdoor storage or site improvement;
4. Only he can stay overnight, no renting or allowing others to use RV to stay overnight;
5. The overnight stays by him alone shall only per allowed in June, July and August;
6. Mr. Lalewicz must continue to abide by all other provisions of the order, i.e. maintaining access to another campground to dump waste;
7. The RV must be 40' or less and must be licensed, operable and drivable. The vehicle shall not be a fifth wheel and cannot be set up so it is semi-permanent;
8. Use of the existing fire pit is allowed provided it complies with Township ordinance and is extinguished by 10:00pm.
9. Mr. Lalewicz must agree that this is a non-conforming use which may not be expanded; no additional revisions can be requested and the first violation will result in termination of the order immediately. No exceptions.
10. No construction of any kind unless he obtains a land use permit. No other structures or improvements are allowed. No further clearing of property.
11. Order will be filed with Register of Deeds.
12. Use of the land must comply with the Township noise ordinance and all other ordinances.

### SUPERVISOR

Bill Rogers

### CLERK

Paulette A. Skolarus

### TREASURER

Robin L. Hunt

### TRUSTEES

Jean W. Ledford

H. James Mortensen

Terry Croft

Diana Lowe

### MANAGER

Kelly VanMarter

Sincerely,

Kelly VanMarter

10. Request for discussion regarding re-negotiating the Settlement Agreement associated with a Consent Order for Case No. II-26089-CE, Genoa Charter Township vs Paul Lalewicz.

Supervisor Rogers stated this case involves Mr. Lalewicz who owns property in the Township that is unbuildable. His neighbor sued him because he was living in his RV on the property; however, that neighbor has moved. Mr. Lalewicz would like to be allowed to leave his motor home on the property long term. Supervisor Rogers suggested that Mr. Lalewicz be allowed to leave it there in the summer months, but if he sells the property, it would not be allowed by the new owner.

Ms. Hunt stated the Township would be approving something that is against the ordinance.

Mr. Seward stated the court order can be made with certain stipulations negotiated between the Township and Mr. Lalewicz. The judge could either approve or deny it.

Ms. Ledford stated this could set a precedent for other properties on lakes in the Township.

Mr. Mortensen stated that if this is approved, he would like to have other stipulations placed on it, such as it shall remain on tires, it shall not become a permanent building, it only applies to Mr. Lalewicz, etc. It can be defended against other property owners making the same request because there is a court order to allow it.

Ms. Skolarus does not have an objection to allowing Mr. Lalewicz to stay in his RV overnight.

The Board agreed to bring this item back for further discussion and request for approval with specific restrictions. Ms. VanMarter suggested that Mr. Lalewicz and his attorney draft the agreement and present it to the Township. Mr. Seward suggested some other restrictions could be the size of the RV, if the RV is sold and not replaced within a certain period of time, then the agreement would not be valid, etc.

11. Request for discussion regarding Township contributions to the Senior Survivor playground project.

Ms. VanMarter stated that the overall project costs for the full Senior Survivor Park have been received, leaving a shortfall of \$212,613. She presented two options to the Board; one is to increase the Township's contribution to \$351,931 to meet the shortfall and build all aspects of the proposed park or to remove the picnic plaza area and increase the Township's contribution by \$119,731 for a \$259,031 total contribution.

Mr. Seward stated that the total project cost in the agreement is \$750,000. Ms. VanMarter provided the minutes from the meeting where Mr. Archinal stated that if the costs come in higher, then changes would be made to the project.



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

## MEMORANDUM

**TO:** Honorable Board of Trustees  
**FROM:** Amy Ruthig, Planning Director  
**DATE:** November 2, 2022  
**RE:** Settlement Agreement – Consent Order  
4222 Pardee Lake Road, Paul Lalewicz

The Township Supervisor received the attached letter on September 28, 2022 from Mr. Paul Lalewicz, 4222 Pardee Lake Road, requesting an amendment to a Settlement Agreement that he entered into with the Township on March 15, 2012. The issue was the illegal use of a recreational vehicle for temporary seasonal housing in violation of the Township Zoning Ordinance. This use violates Sections 3.03, 11.02, 11.02.06, 11.03, and 11.03.03 of the ordinance.

Mr. Lalewicz is requesting the Board amend the agreement to allow for him to stay overnight during the months he is allowed to keep a recreational vehicle at the site. To aid in your discussion, I have provided a quick history of the property below with supplemental information in the following pages:

- In June of 2009, notice was sent to the property owner in regards to violation of the Township Zoning Ordinance.
- In July of 2009 and June of 2010, the property owner was cited for the continued violation of the Township Zoning Ordinance.
- In October of 2010, the property owner applied for and was denied by the Zoning Board of Appeals to allow a recreational vehicle for temporary living purposes on a vacant lot. (See attached).
- In June of 2011, the Township filed a complaint with the Circuit Court as the property owner continued to violate the Township Zoning Ordinance.
- In March of 2012, the Township Board and the property owner entered into a Settlement Agreement – Consent Order. (See attached)
- In June of 2013, a notice of violation of the Settlement Agreement was sent to the property owner. (See attached)

Any modifications to the agreement would need to be approved by the Township Board and agreed to by Judge Hatty. If you have any questions, please feel free to contact me.

Best Regards,

Amy Ruthig

### SUPERVISOR

Bill Rogers

### CLERK

Paulette A. Skolarus

### TREASURER

Robin L. Hunt

### TRUSTEES

Jean W. Ledford

H. James Mortensen

Terry Croft

Diana Lowe

### MANAGER

Kelly VanMarter

**GENOA TOWNSHIP**

SEP 28 2022

**RECEIVED**

Paul Lalewicz  
PO Box 827  
Howell, MI 48844  
(517) 546-2022

September 24, 2022

Genoa Township  
Mr. Bill Rogers – Supervisor  
2911 Dorr Road  
Brighton, MI 48116

re: settlement agreement 4222 Pardee Lake Road, Howell

Dear Bill,

Thank you for your expressed interest in helping me resolve a hardship I have concerning my Genoa Township property.

This lake property has been owned by me for 30 years and my current use is subject to a settlement agreement between the township and me dated March 15, 2003.

This agreement allows me to park my recreational vehicle at the property from May 1<sup>st</sup> to September 30<sup>th</sup> of each year, but that I will not sleep in or occupy the recreational vehicle between midnight and dawn.

My travel is with my recreational vehicle and I now come to Michigan during the summer time. The existing agreement does not allow me to visit, stay, and enjoy my property.

The purpose of this letter is to respectfully request that we modify the existing agreement to remove the midnight to dawn occupancy provision. This would remove the hardship and allow my use and enjoyment of my property for recreational use.

If we can modify the existing agreement to this effect, I would accept your recommendation that the new agreement would specify that the agreed use is for my private personal use and that the agreement would not convey to any future owners of this property.

Your consideration of this matter is greatly appreciated.

Sincerely,

  
Paul Lalewicz

**GENOA CHARTER TOWNSHIP  
ZONING BOARD OF APPEALS  
PUBLIC HEARING  
OCTOBER 19, 2010  
6:30 P.M.  
MINUTES**

Chairman Mike Howell called the regular meeting of the Zoning Board of Appeals to order at 6:30 p.m. at the Genoa Township Hall. The Pledge of Allegiance was then said. The following board members were present constituting a quorum for transaction of business: Mike Howell, Barbara Figurski, Marianne McCreary, Steve Wildman and Jeff Dhaenens. Also present was Township staff member Adam VanTassell and 32 persons in the audience.

**Moved** by Figurski, supported by McCreary to approve the agenda as presented. **Motion carried unanimously.**

**10-20...A request by Paul Lalewicz, Section 30, Vacant Pardee Lake Road, for a variance to allow a recreation vehicle for temporary living purposes on a vacant parcel.**

Paul Lalewicz and Brian Lavan, attorney 7990 W. Grand River, Brighton, was present for the petitioner. Mr. Lavan stated that Mr. Lalewicz obtained a permit from the Michigan Department of Natural Resources in 1993 for the purposes that he is requesting a variance for tonight. Mr. Lalewicz goes to Bishop Lake State Campground to dispose of the waste from the RV. He keeps the lot nicely kept and is there from May to November, then he heads out west for the remainder of the year.

A call to the public was made with the following response: Cheri MacCarrell- 2050 E. Coon Lake Road, read the following letter: "Our property is located on the north side of a small lake called Gale Lake. We spoke briefly concerning our reservations about the request that Mr. Lalewicz has made to allow his RV to stay on his parcel on Gale Lake. It is our concern that in allowing Mr. Lalewicz to park on Gale Lake for extended periods of time, that the wildlife on and around Gale Lake will suffer. We have personally watched the Red Winged Black birds, crane, swans, geese and heron fly away and circle repeatedly without being able to return to their nests. The repeated circling of their pontoon boat pulling kids tubing around the lake causes waves and noise for extended periods of time. When we first purchased our land, we were told that no motor boats were allowed on this lake and that it was a "no wake" lake. For several weekends the loud circling of the lake created waves and noise that scared the birds away. Please understand that we love to see children enjoying the lake, but not at the expense of causing the wildlife to abandon their habitat.

Another of our concerns is for the proper disposal of the waste from the RV. We are not accusing the owners of anything inappropriate, but we would like some assurances that Gale Lake and the surrounding wetlands are not polluted. Will they have regular trash removal as the rest of the home owners must pay for? We wonder, in allowing this land to be designated as "temporary living", whether this also allows the building of other structures, permanent/portable bathrooms, fuel storage, or the clearing of more wetland. The RV is already parked on the property for quite extended periods of time. By allowing this variance, just how long will the "temporary living" be and whose job will it be to police and enforce the new ordinance? Thank you for your kind consideration."



Tom and Linda Plane, 4095 Pardee Lake Road, stated "A vacant lot is not a camp site. This is a residential area with houses, not RVs and trailers or mobile homes. Living on a vacant lot and not being taxed for a dwelling is not fair for others who pay higher taxes to live on their land. This will lower other property values. This will open the door for others to temporarily live in RVs, trailers, or any other kind of junk on any vacant lot. People will be letting other people to temporarily live or camp out on their vacant lots. People bring in run down RVs, trailers and campers. Ones that leak fluids, have things falling off them or just look bad. This could cause problems with other residents with partying, running generators, or just making noise late into the night when other residents in the area have to get up early to go to work. This would cause a hardship on the Township in regards to making sure they don't stay too long. Would that require Adam having to go out every day to make sure that they are within the 21 days a year of staying, making sure toilet waste is not dumped on vacant lots and making sure contaminants are not leaking on soils or lakes such as engine oils, coolants, fuels, or other things. This would also be a loss of tax money for people living on vacant lots with no dwellings. There would be RVs, trailers, and campers being abandoned or being parked or left there for months or years. I contacted several other townships and cities and they all said no."

Joyce Trudel, 2093 Webster Park Drive, asked "If you are not allowed to do something on your property should that be in your deed? Does the title insurance cover that? Mr. Lalewicz keeps the site well maintained.

Sharon Hoerle, 2066 Webster Park Drive, I lived here for 54 years. I live on Pardee Lake which is the feeder lake for Gale Lake. I was president of the lake association. I see nothing that Mr. Lalewicz is doing to be an inconvenience to anyone.

Debra Loveday, 2223 Webster Park Drive, stated "Mr. Lalewicz does keep it looking nice however I am against it. We bought in a residential district and would like to keep it like that.

Dan Novak, 2061 Webster Park Drive, stated "I pass this lot every day and have lived there for 8 years. It is a beautiful piece of property. There are other vacant lots in the area. I am going to be purchasing one and I don't intend to put a trailer on it. I have seen no parties.

Jim French, 2191 Webster Park Drive, stated "I have lived here for 30 years. I remember when Paul bought the land. Paul has taken a 30 foot strip of land and put in a small storage shed and a nice dock for his little boat. He is not disturbing the wildlife.

Jack Loveday, 2223 Webster Park Drive, stated "Mr. Lalewicz is a nice guy, always smiling and waving. I don't believe this should be a popularity contest. How can we allow this? As for the other campers on the lake, they adhere to the 21 day rule. There are several other pieces of property that some could do the same thing on. I have seen it on other lakes. The zebra mussels would become a problem with more people coming and going on the lake.

John Liss, 2292 Webster Park Drive, stated "Mr. Lalewicz has been there for several years. I don't think that there is someone else asking for this. I don't see a reason to deny him. The water by his dock is clearer than Pardee Lake.

Mr. Butcher, 4285 N. Gale Drive, stated "Mr. Lalewicz is not the only one with a boat on the lake. The wildlife has remained that same and nothing has changed.

Chairman Howell requested that the following letter be inserted into the record: Cheryl Powell, 4088 Pardee Lake Road, "This letter is in regards to the variance request for Paul Lalewicz on Pardee Lake Road. I have several questions regarding this matter. Water is considered temporary if allowed to park trailer on property? I understand it is 21 days. Is someone supposed to monitor this? Where is sewer discharged if they have no septic field? If this variance passes, will it open the windows for trailers to park everywhere on vacant land? Will having these trailers parked on vacant land decrease our property values?"

The following letter was received from Marsha Noble, 2187 Webster Park Drive, "I would like to voice my support for Paul Lalewicz in allowing a recreational vehicle be used as temporary living purposes. He poses no threat to our environment; in fact he has made the area much nicer than it was previously. The motorhome is not a permanent fixture and I do not find it offensive. Paul is a respected member in our community and I would like to see him continue to live and enjoy his property."

The call to the public was closed. There was a brief board member discussion.

**Moved** by Wildman, Supported by Figurski, to deny case# 10-20 located on Pardee Lake Road due to no practical difficulty associated with the property. **Motion approved unanimously.**

**10-21...A request by Matt Wilson, Sec. 25, 4761 Bauer Road, for a variance to allow a detached accessory structure in the front yard.**

A call to the public was made with no response.

**Moved** by Wildman, supported by Dhaenens, to approve case#10-21 located at 4761 Bauer Road, to allow a detached accessory structure to remain in the front yard upon its removal by July 1, 2011. **Motion approved unanimously.**

**10-22...A request by Barbara Lewis, Sec. 14, 6860 Mahinske, for a side and front yard variance to construct an addition.**

A call to the public was made with the following response: Mark Lasagna, 6854 Mahinske, stated that he supports that variance.

**Moved** by Figurski, supported by Wildman, to table case #10-22 located at 6854 Mahinske, per the petitioner's request. **Motion carried unanimously.**

**10-23...A request by Genoa Township, Sec. 14, 2911 Dorr Road, for a lighting variance at the Genoa Township Athletic fields.**

Ms. Kelly VanMarter, Genoa Township Planning Director, was present for the petitioner. Ms. VanMarter gave a brief presentation on the specifications for the variance.

Moved by Wildman, supported by McCreary, to approve case# 10-23, 2911 Dorr Road, for a property line light level variance of .2 foot-candles, a maximum light level variance of 23.8 foot-candles, a light fixture variance to allow for floodlight and a light fixture height variance of 40 feet. The finding of fact is location of the athletic fields due to the placement of wetlands on the property. Conditioned upon the

**STATE OF MICHIGAN**

**IN THE CIRCUIT COURT FOR THE COUNTY OF LIVINGSTON**

Genoa Charter Township,  
a Michigan municipal corporation,

Plaintiff,

vs

Case No. 11-26089-CE  
Hon. Michael P. Hatty

Paul Lalewicz, an individual,

Defendant.

Mancuso & Cameron, P.C.  
By: Frank J. Mancuso, Jr. (P-49470)  
Attorney for Plaintiff  
722 E. Grand River  
Brighton, Michigan 48116  
(810) 225-3300

Halm & Prine, P.C.  
By: Thomas A. Halm (P-36748)  
Attorney for Defendant  
2130 W. Grand River  
P.O. Box 686  
Howell, Michigan 48844-0686  
(517) 548-5310

LIVINGSTON COUNTY CLERK  
2012 MAR 16 PM 4:31  
*[Signature]*

**CONSENT ORDER**

At a session of said Court held in the Courtroom,  
City of Howell, County of Livingston, and State of  
Michigan, on the 16 day of March, 2012.

PRESENT: THE HONORABLE MICHAEL P. HATTY, CIRCUIT COURT JUDGE

THIS MATTER having come before this Court upon stipulation and agreement of the parties for entry of this Order pursuant to the settlement agreement reached during the course of Mediation, and the Court being otherwise duly advised in the premises;

IT IS HEREBY ORDERED that this matter is dismissed with prejudice pursuant to the parties' Settlement Agreement entered herein, as attached hereto, without costs or fees assessed to either party.

IT IS FURTHER ORDERED that this matter may be reopened solely for the purpose of enforcing the terms set forth in said Settlement Agreement.

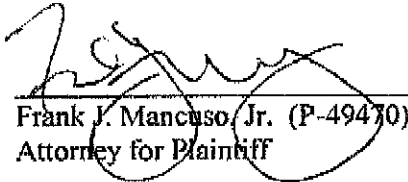
**HALM &  
PRINE, P.C.**  
2130 W. Grand River  
P.O. Box 686  
Howell, MI 48844-0686  
Phone: (517) 548-5310  
Fax: (517) 548-5650

This is a final Order and closes this case.

---

Honorable Michael P. Hatty  
Circuit Court Judge

Approved for entry:

 3-14-2012  

---

Frank J. Mancuso, Jr. (P-49470)  
Attorney for Plaintiff

---

Thomas A. Halm (P-36748)  
Attorney for Defendant

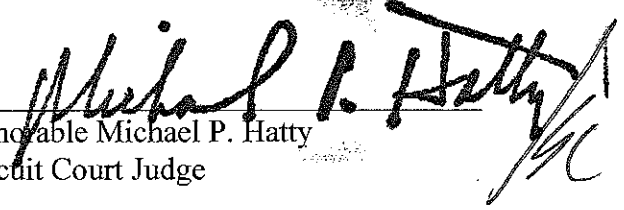
TAH/lml/c6922order

**HALM &  
PRINE, P.C.**

2130 W. Grand River  
P.O. Box 626  
Howell, MI 48844-0626

Phone: (517) 546-5310  
Fax: (517) 546-5460

This is a final Order and closes this case.

  
Honorable Michael P. Hatty  
Circuit Court Judge

Approved for entry:

S/ see attached  
Frank J. Mancuso, Jr. (P-49470)  
Attorney for Plaintiff

Thomas A. Halm 3-14-12  
Thomas A. Halm (P-36748)  
Attorney for Defendant

TAH/lml/c6922order

**HALM &  
PRINE, P.C.**

2130 W. Grand River  
P.O. Box 686  
Howell, MI 48844-0686

Phone: (517) 548-5310  
Fax: (517) 548-5650

**STATE OF MICHIGAN**

**IN THE CIRCUIT COURT FOR THE COUNTY OF LIVINGSTON**

Genoa Charter Township,  
a Michigan municipal corporation.

Plaintiff.

vs

Case No. 11-26089-CE  
Hon. Michael P. Hatty

Paul Lalewicz, an individual.

Defendant.

Mancuso & Cameron, P.C.  
By: Frank J. Mancuso, Jr. (P-49470)  
Attorney for Plaintiff  
722 E. Grand River  
Brighton, Michigan 48116  
(810) 225-3300

Halm & Prine, P.C.  
By: Thomas A. Halm (P-36748)  
Attorney for Defendant  
2130 W. Grand River  
P.O. Box 686  
Howell, Michigan 48844-0686  
(517) 548-5310

**SETTLEMENT AGREEMENT**

THIS MATTER having come before the Court on the Complaint of Plaintiff, Defendant having answered the Complaint, and the parties having amicably resolved the issues before the Court through Mediation, this Settlement Agreement is hereby made as follows:

1. Defendant may park his recreational vehicle on the driveway of his property located at 4222 Pardee Lake Road, Howell, Michigan (the "Property") from May 1st to September 30th of each year provided that the recreational vehicle is not parked closer than 25 feet to the shoreline of Gale Lake and otherwise conforms to the Genoa Township Ordinances.
2. Defendant shall not use or permit others to use his recreational vehicle for living purposes and shall not sleep in or occupy the recreational vehicle from 12:00 midnight until dawn on days that the recreational vehicle is parked or located on the Property.
3. Defendant shall maintain a Michigan Campground permit at all times Defendant utilizes a State of Michigan campground for disposal of waste from said recreational vehicle.

**HALM &  
PRINE, P.C.**


2130 W. Grand River  
P.O. Box 686  
Howell, MI 48844-0686

Phone: (517) 548-5310  
Fax: (517) 548-5650


4. An Order of Dismissal with prejudice shall be filed with this Settlement Agreement as a Final Order, without costs or fees assessed to either party.

5. This Case No. 11-26089-CE may be reopened solely for the purpose of enforcement of this Settlement Agreement.

Dated: March 14, 2012

  
\_\_\_\_\_  
Frank J. Mancuso, Jr. (P-49470)  
Attorney for Plaintiff

Dated: March 15, 202012

  
\_\_\_\_\_  
Paul Latewicz, Defendant

TAH/lml/Cc6922settlement agreement

**HALM &  
PRINE, P.C.**

2130 W. Grand River  
P.O. Box 686  
Howell, MI 48844-0686

Phone: (517) 548-5310  
Fax: (517) 548-5650

# MANCUSO & CAMERON, P.C.

ATTORNEYS AND COUNSELORS

---

FRANK J. MANCUSO, JR.

DOUGLAS D. CAMERON

VICTORIA L. LESNER

---

June 12, 2013

Mr. Paul Lalewicz  
P.O. Box 827  
4222 Pardee Lake Road  
Howell, MI 48844-0827

RE: NOTICE OF VIOLATION OF SETTLEMENT AGREEMENT  
Livingston County Circuit Court Case No. 11-26089-CE

Dear Mr. Lalewicz:

On March 15, 2012 you entered into a Settlement Agreement with Genoa Township in the above referenced lawsuit. The Settlement Agreement provided in part:

1. Defendant [Paul Lalewicz] may park his recreational vehicle on the driveway of his property located at 4222 Pardee Lake Road, Howell, MI (the "Property") from May 1st to September 30th of each year . . ."

2. Defendant shall not use or permit others to use his recreational vehicle for living purposes and shall not sleep in or occupy the recreational vehicle from 12:00 midnight until dawn on days that the recreational vehicle is parked or located on the Property.

3. Defendant shall maintain a Michigan Campground permit at all times Defendant utilizes a State of Michigan campground for disposal of waste from said recreational vehicle.

The Township has received complaints that you have been occupying your RV overnight on several occasions this year. The township has had an opportunity to verify the complaints. Pursuant to the requirements of the Settlement Agreement, I am requesting that you provide me with a copy of your 2013 Michigan Campground Permit.

I am also providing you notice that the above mentioned activities are a violation of the Settlement Agreement and if you continue to violate the terms of the Settlement Agreement, the Township will take enforcement action against you in the Livingston



Paul Lalewicz  
June 12, 2013  
Page 2

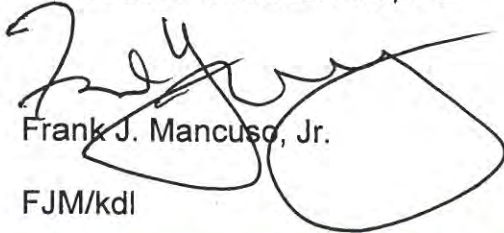
MANCUSO & CAMERON, PC

County Circuit Court and request that the Court find you in contempt and sanction you according to the contempt powers of the Circuit Court.

Thank you for your prompt attention to this matter. If you should have any questions please let me know.

Sincerely,

MANCUSO & CAMERON, PC



Frank J. Mancuso, Jr.

FJM/kdl

copy: Ron Akers, Genoa Township, Code Enforcement Officer

STATE OF MICHIGAN  
DEPARTMENT OF NATURAL RESOURCES  
PERMIT

MODIFIED

34

I  
S Paul Lalewicz  
S T 2929 East Coon Lake Road  
U O Howell MI 48843  
E  
D

Permit No. 92-11-0342

Issued Feb 2 93  
Extended  
Revised  
Expires Dec 31 94

This permit is granted under the provisions of:  
The Inland Lakes and Streams Act, 1972 PA 346, as amended.  
The Goemaere-Anderson Wetland Protection Act, 1979 PA 203.

Permitted Activity

Place (2) two 12-inch diameter CMP culverts and approximately 150 cubic yards of clean, inert fill in a 100 foot by 16 foot and 32 foot by 25 foot area for lake access. Place approximately 4 cubic yards of clean washed beach sand in a 10 foot by 20 foot area with a maximum blanket depth of 6 inches. Construct an open pile dock to extend 20 feet waterward of the ordinary high water mark of Gale Lake all as shown on the attached plans.

Water Course Affected: Gale Lake  
County: Livingston Town: 02N Range: 05E Sections: 30  
Subdivision: Lot:

Authority granted by this permit is subject to the following limitations:

- A. Initiation of any work on the permitted project confirms the permittee's acceptance and agreement to comply with all terms and conditions of this permit.
- B. The permittee in exercising the authority granted by this permit shall not cause unlawful pollution as defined by Act 245 of the Public Acts of 1929, as amended.
- C. This permit shall be kept at the site of the work and available for inspection at all times during the duration of the project or until its date of expiration.
- D. All work shall be completed in accordance with the plans and the specifications submitted with the application and/or plans and specifications attached hereto.
- E. No attempt shall be made by the permittee to forbid the full and free use by the public of public waters at or adjacent to the structure or work approved herein.
- F. It is made a requirement of this permit that the permittee give notice to public utilities in accordance with Act 53 of the Public Act of 1974 and comply with each of the requirements of that act.
- G. This permit does not convey property rights in either real estate or material, nor does it authorize any injury to private property or invasion of public or private rights nor does it waive the necessity of seeking federal assent, all local permits or complying with other state statutes.
- H. This permit does not prejudice or limit the right of a riparian owner or other person to institute proceedings in any circuit court of this state when necessary to protect his rights.
- I. Permittee shall notify the Department of Natural Resources within one week after the completion of the activity authorized by this permit, by completing and forwarding the attached, preaddressed post card to the office addressed thereon.
- J. This permit shall not be assigned or transferred without the written approval of the Department of Natural Resources.
- K. Failure to comply with conditions of this permit may subject the permittee to revocation of permit and criminal and/or civil action as cited by the specific State Act, Federal Act and/or Rule under which this permit is granted.
- L. Work to be done under authority of this permit is further subject to the following special instructions and specifications:

**NOTICE!!! THIS IS A  
MODIFIED PERMIT  
WHICH WILL BE CONSTRUCTED AS SPECIFIED  
UNDER THE FOLLOWING CONDITIONS**

MODIFIED

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Paul Lalewicz  
2929 East Coon Lake Road  
Howell MI 48843

Permit No. 92-11-0342	
Issued	Feb 2 93
Extended	
Revised	
Expires	Dec 31 94

PERMIT LIMITATIONS, continued

All work shall be completed in accordance with the attached, revised/modified plans.

No additional access or development shall be authorized for this property.

Authority granted by this permit does not waive permit requirements under the Soil Erosion and Sedimentation Control Act, Public Act 347, or the need to acquire applicable permits from the County Drain Commission.

Fill shall consist of inert materials which will not cause siltation nor contain soluble chemicals or organic matter which is biodegradable. All fill shall be contained in such a manner as not to erode into any watercourse. All raw banks shall be stabilized with sod, seed, and mulched or riprapped as necessary to prevent erosion.

All sand (and/or pea gravel) shall be clean beach sand. Sand shall not exceed 6 inches in depth. The location of the existing shoreline contour shall not be altered. Sand shall not extend below the four foot underwater contour line.

IDENTIFICATION OF NON-WORK AREAS

Prior to the start of construction, all non-work wetland areas shall be bounded by filter fabric fence to prevent erosion into wetland and to prohibit construction personnel from entering or performing work in these areas. Fence shall be maintained throughout the construction process.

This permit authorizes construction of pier(s) for private, non-commercial, recreational use by residents or individuals residing at:

2929 E. Coon Lake Rd.

If at any time the pier(s) are used for commercial purposes or to provide a service to the public or members of a marina, a Marina Operating Permit will be required under provisions of the Inland Lakes and Streams Act (1972 P.A. 346, as amended).

In issuing this permit, the Department of Natural Resources has relied on the information and data which permittee has provided in connection with the permit application. If, subsequent to the issuance of this permit, such information and data prove to be false, incomplete, or inaccurate, the Department may modify, revoke, or suspend the permit, in whole or in part, in accordance with the new information.

MODIFIED

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D

Paul Lalewicz  
2929 East Coon Lake Road  
Howell MI 48843

Permit No. 92-11-0342	
Issued	Feb 2 93
Extended	
Revised	
Expires	Dec 31 94

PERMIT LIMITATIONS, continued

The authority to conduct the activity as authorized by this permit is granted solely under provisions of the governing act as identified above. This permit does not convey, provide, or otherwise imply approval of any other governing act, ordinance, or regulation, nor does it waive the permittee's obligation to acquire any local, county, or federal approval or authorizations necessary to conduct the activity.


Upon completion of your project, you must complete and return the enclosed card and send a picture or pictures of our completed project showing the as-built condition of your project. Staff will use such pictures for monitoring your compliance with your proposed project as authorized by this permit.

Permittee covenants not to sue the State of Michigan, or any of its departments, boards, commissions, officers, employees, or agents for any claim, whether legal or equitable, arising under or in any manner related to the privileges granted in this Permit. Permittee hereby releases, waives, and discharges the State of Michigan and all of its departments, boards, commissions, officers, employees, and agents from any and all liability to permittee arising under or in any manner related to the privileges granted under this permit.

Permittee agrees to indemnify the State of Michigan and all of its departments, agencies, boards, commissions, officers, employees, and agents from any and all liability arising under or in any manner related to the issuance of the Permit or the privileges granted under this Permit.

cc: LWMD, Lansing  
Livingston CEA  
Livingston Health Dept.  
Environmental  
Genoa Twp.

Roland Harmes, Director  
Department of Natural Resources

by:   
Thomas Kolhoff  
District Representative  
Land and Water Management Division

STATE OF MICHIGAN



NATURAL RESOURCES COMMISSION

LARRY DEVUYST  
PAUL EISELE  
GORDON E. GUYER  
JAMES P. HILL  
DAVID HOLLI  
O. STEWART MYERS  
JOEY M. SPANO

JOHN ENGLER, Governor

DEPARTMENT OF NATURAL RESOURCES

ROLAND HARMES, Director

10650 Bennett Dr.  
Morrice, MI 48857-9792

September 14, 1993

Paul Lalewicz  
2929 E. Coon Lake  
Howell, MI 48843

Dear Mr. Lalewicz:

Re: DNR Permit No. 92-11-0342  
Livingston County, T2N, R5E

We have received your letter dated July 29, 1993, requesting a minor revision for work authorized by Department of Natural Resources Permit No. 92-11-0342.

This letter authorizes revision of Department of Natural Resources Permit No. 92-11-0342 to construct an open pile dock to extend approximately 40 feet waterward of the existing water's edge or to the waterward edge of the the floating emergent vegetation, whichever is shortest.

You are reminded that all conditions as set forth in the original permit remain in full force, and that this letter must be made part of your permit to be kept at the site of the work and available for inspection at all times during the duration of the project or until the date of expiration. This revision does not obviate the need for other federal, state, and/or local permits as may be required by law.

Should you have any further questions, please feel free to contact this office at the above address or telephone (517) 625-4600.

Sincerely,

LAND AND WATER MANAGEMENT DIVISION

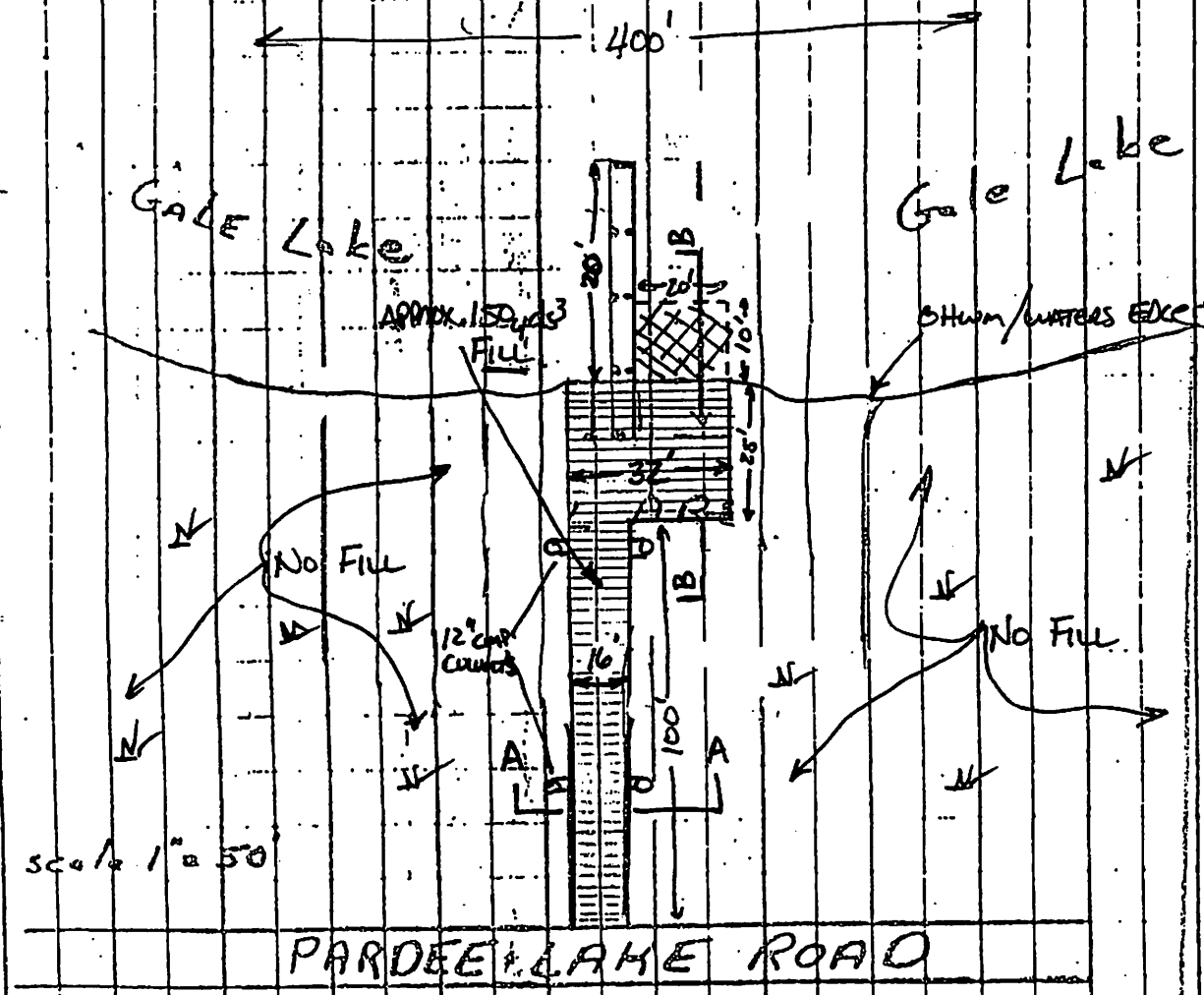
  
Thomas Kolhoff  
District Representative

TK:plt

cc: LWMD, Lansing  
Livingston CEA  
Livingston Co Health Dept,  
Environmental  
Genoa Township

RE# File 92-11-342

Paul Lalewicz  
2929 E. Coon Lake  
Howell, MI 48843  
(517) 546-2212



SECTION A - Proposed Fill Area

Notes

- 1) 3' depth at road tapering to 6" at water side
- 2) Perimeter sloped to 45°

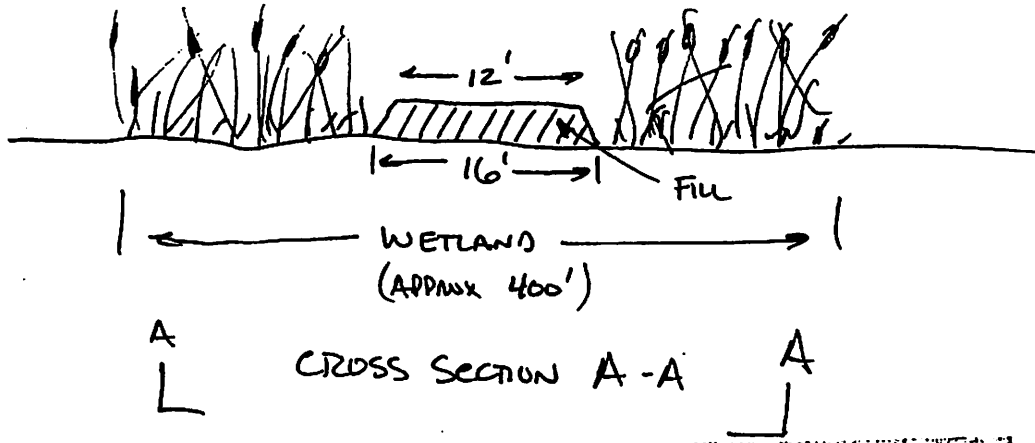
VALID ONLY IF CONSTRUCTED AS SPECIFIED  
REFER TO PERMIT CONDITIONS  
VIOLATION SUBJECT TO PROSECUTION

**MODIFIED PERMIT**

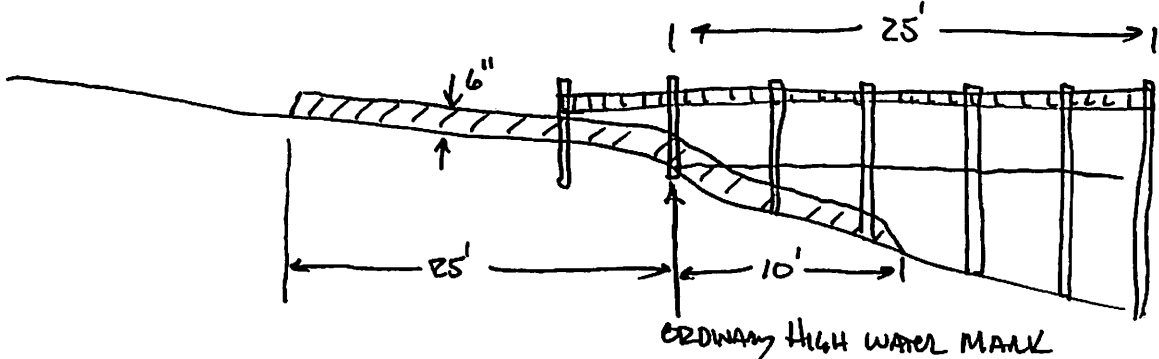
**NOTICE THIS IS A**

Revised/Modified

AP: \_\_\_\_\_  
FI: \_\_\_\_\_  
PR: \_\_\_\_\_  
G: \_\_\_\_\_



**NOTICE** THIS IS A  
**UNIDENTIFIED** NO SCALE  
 DRAWING ONLY IF CONSTRUCTED AS DESIGNED  
 REFER TO PERMIT CONDITIONS  
 VIOLATION SUBJECT TO PROSECUTION



B CROSS SECTION B-B B

DEPARTMENT OF NATURAL RESOURCES

Land and Water Management Division  
715 South Cedar Street

*- Tom -*  
10650 South Bennett Dr  
Monroe MI 48857

Imlay City, Michigan 48444  
~~313-724-2015~~ 517-625-4600

File No. 92-11-342

Date October 15, 1992

**PUBLIC NOTICE**

Paul Lalewicz, 2929 East Coon Lake Road, Howell, Michigan 48843, has applied to this office for a permit under authority of Act 346, Public Act of 1972, as amended, to construct a 3 foot wide by 40 foot long dock with a 8 by 8 foot platform over Gale Lake, construct a 10 foot by 3 foot wide dock over adjacent low area to gain lake access and fill a low area contiguous to Gale Lake 50 feet wide by 100 feet and 16 feet wide by 50 feet long with approximately 280 cubic yards of fill material to gain access to the lake. Project location is T2N, R5E, Section 30, Genoa Township, Livingston County, Michigan, in accordance with plans attached to this notice.

**THIS NOTICE IS NOT A PERMIT**

When an application is received for a permit to authorize work in or over inland waters of the State of Michigan, the INLAND LAKES AND STREAMS ACT provides that the Department shall submit copies for review to the Director of Public Health, the City, Village and Township, and the County where the project is to be located, the local Soil Conservation District, the local Watershed Council organized under Act No. 253 of the Public Acts of 1964, if any, the local port commission, if any. Additionally, notification is provided certain persons as provided by statute or determined by the Department.

Those persons wishing to make comments on the proposed project shall furnish this office with their comments in writing no later than 20 days from the date of submission for review of this notice. Unless a written request is filed with the Department within 20 days after the submission of this notice, the Department may grant the application without a public hearing. The determination as to whether a permit will be issued or a public hearing held will be based on an evaluation of all relevant factors including the effect of the proposed work on the public trust or interest, including navigation, fish and wildlife, pollution, and the general public interest. Written comments on these factors will be made part of the file and will be considered in determining if it is in the public interest to grant a permit. Objections must be factual and specific and fully describe the reasons upon which any objection is founded.

cc: LWMD, Region III  
Dist. 13 Fisheries  
County Health Department  
Soil Conservation Dist.  
Livingston County Clerk  
MI United Cons. Clubs  
C. Casiani  
R. Davis

LWMD, Floodplains  
Dist. 13 Wildlife  
History Division  
Livingston County Drain Comm.  
Genoa Township Clerk  
Paul Lalewicz, applicant  
H. Daszkiewicz  
City of Howell, Clerk



# JOINT APPLICATION FOR PERMIT

## OFFICIAL USE ONLY

Corps of Engineers Department of Army	Corps Process Number	State of Michigan MDNR Land & Water Management Division	DNR file number <b>92-11-342</b> MOP file number
Fee received <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES \$ <u>25</u> .....			

### READ INSTRUCTIONS BEFORE FILLING OUT APPLICATION (Type or Use Black or Blue Ink)

<b>1</b> Applicants name <b>PAUL LALEWICZ</b>			Agent/Contractor (Firm name if known) <b>None</b>		
Address <b>2929 E. Coon Lake Road</b>			Address		
City <b>Howell</b>	State <b>Mi.</b>	ZIP Code <b>48843</b>	City	State	ZIP Code
Day telephone number <b>(517) 546-2212</b>		Soc. Sec. No./Fed. ID No. <b>368-54-0843</b>		Telephone number	
				Soc. Sec. No./Fed. I.D. No.	

<b>2</b> Is applicant property owner? <input checked="" type="checkbox"/> Yes (Skip to No. 3) <input type="checkbox"/> NO <input type="checkbox"/>			If No, provide owners name, address and letter signed by property owner or a copy of easements or right-of-ways, giving authorization for proposed project.  <div style="text-align: center; font-weight: bold; font-size: 1.2em;">RECEIVED</div>		
Name					
Address					
City	State	ZIP Code			
			Telephone number		
			SEP 03 1992		

**3 READ CAREFULLY BEFORE SIGNING** NATURAL RESOURCES LAND & WATER MANAGEMENT

Application is hereby made for permit or permits to authorize the activities described herein and I hereby certify that I am the owner of the property with the information contained in the application, and to the best of my knowledge believe such information is true and accurate. By signing this application, I agree to allow representatives to enter upon said property in order to inspect the proposed project. I understand that the granting of other permits by local, county, state, or federal agencies does not release me from the requirements of obtaining the permit requested hereon before commencing the project. I understand that the payment of fee does not guarantee the permit.

**SUBMIT LETTER OF AUTHORIZATION FROM APPLICANT IF AGENT SIGNS APPLICATION**

Print name and title, <b>Paul Lalewicz - owner</b>	<input checked="" type="checkbox"/> Applicant's <input type="checkbox"/> Agent's	Signature <i>Paul Lalewicz</i>	Date <b>Sept 2, 1992</b>
-------------------------------------------------------	----------------------------------------------------------------------------------	-----------------------------------	-----------------------------

<b>4</b> Project Location		County <b>LIVINGSTON</b>	Township <b>GENOA</b>	Town <b>2N</b>	Range <b>5E</b>
Address <b>4200 Pardee Lake Road</b>		Section(s) <b>30</b>	Property tax number <b>11-30-100-028</b>		
City/Village <b>Howell</b>	Subdivision/Plot		Lot number <b>Vacant</b>	Private claim	Fire number

**5** Narrative description of proposed project (Include estimated cost)  
**Project to bring in 280 yards of clean fill to raise elevation to provide access. Additionally a dock to be constructed to bridge area between fill and open water.**

**6** The proposed project will be in (check all applicable items)

<input type="checkbox"/> A Great Lake (Lake Erie, Huron, Michigan, Superior, or Lake St. Clair)	<input type="checkbox"/> A Channel/Canal	<input checked="" type="checkbox"/> Wetland	<input type="checkbox"/> Within 500' of Existing Water Body
<input type="checkbox"/> A River	<input type="checkbox"/> A Ditch/Drain	<input checked="" type="checkbox"/> An Inland Lake	<input type="checkbox"/> Within 100 year Flood Plain
<input type="checkbox"/> A Stream			<input type="checkbox"/> A Pond (less than 5 acres)

Name of waterbody <b>Gale Lake</b>	\$25.00
---------------------------------------	---------

7 Explain why project is being proposed  
**Project proposed to allow owners access to lake for swimming, boating, fishing, and vehicle parking**

Project Type is:  Private  Public/Government  Commercial

8 Are Federal funds being used to finance any portion of the proposed project?  NO  YES If YES, please identify source.

9 Does project cross boundaries of two or more political jurisdictions (City - Township, Township - Township, County - County)  NO  YES If YES, list jurisdiction names

10 Describe other prudent & feasible alternatives which you've considered.  
**The owner knows of no other alternative to fill to provide access as requested. Proposal will utilize less than 25% of parcels lake frontage.**

11 Date activity will commence if a permit is issued. Oct 130 192 Proposed completion date Oct. 30, 93

Is any portion of project completed?  NO  YES If YES, identify completed portion on drawings & give completion date

Was it completed under D.N.R. permit?  NO (See note)  YES If YES, list D.N.R. permit number

**NOTE: Applications for projects where the Michigan Department of Natural Resources (MDNR) or the U.S. Army Corps of Engineers (Corps) has determined a violation exists, and has asked for a restoration of the site, will be considered incomplete until the violation has been taken care of to the satisfaction of the MDNR and/or the Corps.**

12 Is there any present litigation involving the property?  NO  YES If YES, explain.

13 Will Project Site have new or expanded On-Site Sewage Disposal Systems (Septic Tank)  NO  YES

If YES, has application been made to Health Department for a permit?  NO  YES

If YES, has permit been Issued?  NO  YES

14 Will any temporary or permanent In-stream Sediment Basins be constructed?  NO  YES

If YES, show structures on site plan & include specific section plans & all dimensions in overall project plans.

Describe how they will be maintained, how often, and how long. Where will spoils be disposed?

**RECEIVED**

15 List all other federal, state, or local governmental permits or certifications required for proposed project. Specify permits received.

Agency	Type Approval	I.D. Number	Date Applied	Date Approved

NATURAL RESOURCES  
 LAND & WATER MGMT.

State reasons if permits were denied.

# PROJECT LOCATION INFORMATION AND VICINITY MAP

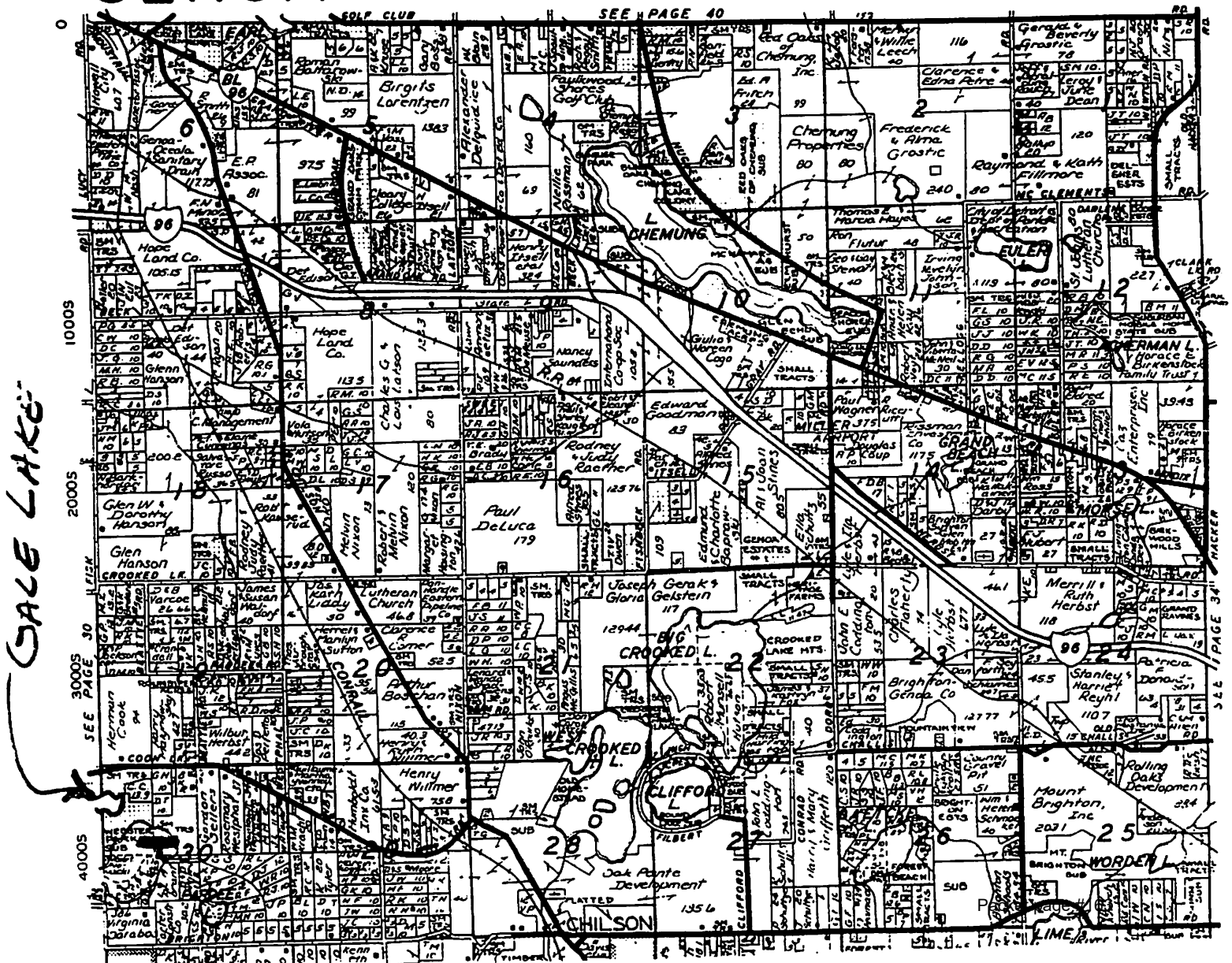
**16** Provide any of the information listed below that will help staff in locating your project site. You may use the grid below to draw a map which staff can use to locate your project site.

Is there an access road to the project? <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES	Type of road: <input type="checkbox"/> Private <input checked="" type="checkbox"/> Public <input checked="" type="checkbox"/> Gravel <input type="checkbox"/> Paved
Name of roads at closest intersection: <u>Pardee Lk Rd and E. Coan Lake Rd</u>	Is there a house or other building visible from the road? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES
Where is address visible? <input type="checkbox"/> House <input type="checkbox"/> Garage <input type="checkbox"/> Mailbox <input checked="" type="checkbox"/> Sign	Type/Style of house or other building: <input type="checkbox"/> Ranch <input type="checkbox"/> 2-Story <input type="checkbox"/> Cape Cod <input type="checkbox"/> Bi-Level <input type="checkbox"/> Cottage/Cabin <input type="checkbox"/> Pole
House number: _____ Firelane number: _____	Other (describe): _____
Street name: <u>4200 Pardee Lake Road</u>	Color of adjacent property house and/or buildings: _____
Describe the best and nearest visible landmark to the project site: <u>Take Pardee Lake Rd past first house on right. Property is on right side and is cut and staked. Address sign is posted</u>	

32

## GENOA

## T. 2 N.-R. 5 E.



SEE PAGE 30  
SEE PAGE 31  
SEE PAGE 32  
SEE PAGE 33  
SEE PAGE 34  
SEE PAGE 35

**NOTE:** Calculate cubic yards (cu. yd.) by multiplying length times width times depth in feet, then divide by 27.  
 IGLD = International Great Lakes Datum or NGVD = National Geodetic Vertical Datum.

**LAKES AND STREAMS SHORE PROTECTION PROJECTS**

**17** Check box(es) applicable for your project & provide the requested information.  
**PUBLIC NOTIFICATION:** Provide names & mailing address of adjacent riparian property owners to your parcel in which project is located. In addition, if project is located on a water course (i.e. drain, stream, river) include riparians directly opposite your activity. Use item #28 for public notification. See sample drawings numbers 1-4.

**SEAWALL/BULKHEAD/REVTMENT**

Length _____ Ft.	Volume of dredging _____ Cu. Yd.	Type of construction material _____
Return wall length _____ Ft.	Volume of backfill _____ Cu. Yd.	Distance lakeward of waters edge _____ Ft.
Will filter cloth be used? <input type="checkbox"/> NO <input type="checkbox"/> YES		Will structure tie into existing walls? <input type="checkbox"/> NO <input type="checkbox"/> YES
Are there existing similar structures on either side? <input type="checkbox"/> NONE <input type="checkbox"/> ONE <input type="checkbox"/> BOTH		Waters edge elevation _____ Datum on ...../...../..... Date

**DREDGE PROJECTS** (i.e. Swim areas, past dredge area, enlargements etc.)

Volume of dredging _____ Cu. Yd.	Dredge area dimensions (L X W X D) _____ X _____ X _____ Ft.	Disposal area for material _____
Has this same area been previously dredged? <input type="checkbox"/> NO <input type="checkbox"/> YES		

**FILL PROJECTS** (i.e. Swim areas, graded areas around existing structures etc.)

Volume of fill <u>280</u> Cu. Yd.	Dimensions of fill (L X W X D) <u>see map 100 X 50 X 1-3</u> Ft.	Type of fill <u>Clean sand / Gravel</u>
Source of fill <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> On-Site <input checked="" type="checkbox"/>	If on-site, show source on site plan _____	
Will filter fabric be used? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES	Depth of fill at waterward edge of fill <u>6"</u> Ft.	
Distance of waterward edge of fill from shoreline <u>10'</u> Ft.	Depth of water at edge of fill <u>16"</u> Ft.	

**DOCKS/PIERS/PILES**

Fill volume _____ Cu. Yd.	Type <input checked="" type="checkbox"/> OPEN <input type="checkbox"/> FILLED	Seasonal structure? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES
Dimensions (L X W X D) <u>50' X 3'</u> X _____ Ft.	Type of fill _____	
Distance to nearest property line <u>220</u> Ft.	Length of nearest adjacent docks <u>30</u> Ft. <u>30</u> Ft.	Water's edge elevation _____ Datum on ...../...../..... Date
Type of construction material <u>Cedar / And on Treated wood</u>		

**RIP RAP (Armor Stone)**

Type of rip rap _____	Depth and width of rip rap _____ X _____ Ft.	
Length of rip rap _____ Ft.	Volume of rip rap _____ Cu. Yd.	Volume of backfill _____ Cu. Yd.
Will filter fabric be used? <input type="checkbox"/> NO <input type="checkbox"/> YES	Water's edge elevation _____ Datum on ...../...../..... Date	

**GROINS**

Number of groins _____	Type of groin. (Patent name if applicable) _____	
Volume of dredging _____ Cu. Yd.	Volume of backfill _____ Cu. Yd.	Length of each groin _____ Ft. _____ Ft. _____ Ft. _____ Ft.
Distance of groins from property lines _____ Ft. _____ Ft.	Water's edge elevation _____ Datum on ...../...../..... Date	

**SAND TRAP WALL**

Length of wall _____ Ft.	Height of wall above water surface _____ In.	
Volume of dredging _____ Cu. Yd.	Volume of backfill _____ Cu. Yd.	Water's edge elevation _____ Datum on <u>11.7.1992</u> Date
Distance of wall lakeward of waters edge _____ Ft.		

**RECEIVED**

NATIONAL RESOURCES LAND & WATER INSTITUTE

## MARINA CONSTRUCTION & OPERATING PERMIT INFORMATION

**27 PUBLIC NOTIFICATION:** Provide names and mailing addresses of each riparian property owner to the parcel where the project is located. Use item #28 for public notification.

Marina owner			Marina name		
Mailing address			Location address		
City	State	ZIP Code	City	State	ZIP Code
Daytime phone number			Daytime phone number		
<b>Check the Reasons for Submitting this Application.</b> <input type="checkbox"/> Construction of a new marina <input type="checkbox"/> Issuance of a new Marina Operating Permit <input type="checkbox"/> Expansion/ modification on an existing marina			Current Marina Operating Permit number _____ Marina Operating Permit expiration date ____/____/____		

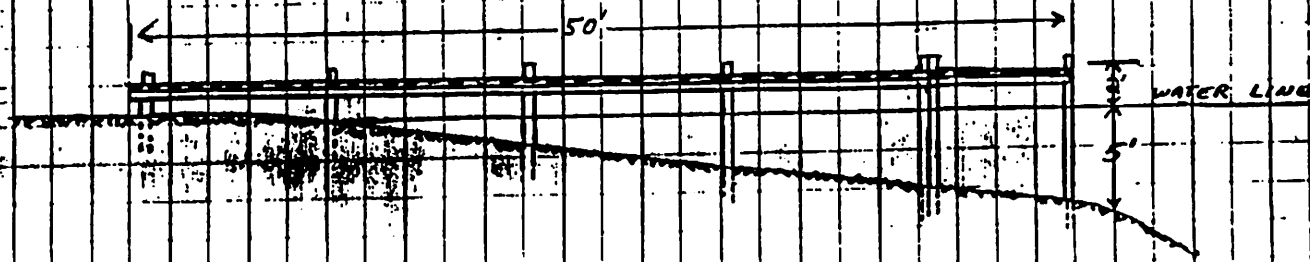
Please provide the total footage of riparian frontage this parcel has. \_\_\_\_\_ Ft.

	EXISTING	PROPOSED		EXISTING	PROPOSED
Number of Docks			Number of parking spaces		
No. of Boat Slips/Wells			Number of gas pumps		
No. of Launch Ramps/Lanes			Number of mix pumps		
Number of Mooring Buoys			Number of diesel pumps		
Lineal Feet of Broadside Dock			Number of hoists		
Are sanitary pump out facilities available?	<input type="checkbox"/> NO <input type="checkbox"/> YES	<input type="checkbox"/> NO <input type="checkbox"/> YES	Marina Insurance Company		

**NOTE:** If you have a current pumpout agreement with another Marina facility please enclose a copy.

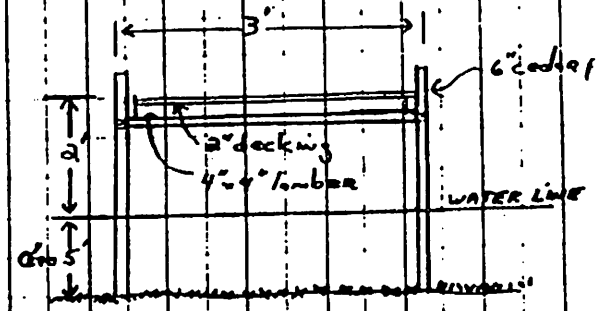
### PUBLIC NOTIFICATION

28 NAME	ADDRESS	CITY	STATE	ZIP CODE
Adjacent Owner #1 <i>Carmen Casiani</i>	<i>4197 Pardee Lake</i>	<i>Howell</i>	<i>MI.</i>	<i>48843</i>
Adjacent Owner #2 <i>Heleen Bell Daszkievicz</i>	<i>5436 Orchard</i>	<i>Dearborn</i>	<i>MI</i>	<i>48126</i>
Upstream Owner #1 <i>Robert Davis</i>	<i>4100 Pardee Lake</i>	<i>Howell</i>	<i>MI.</i>	<i>48843</i>
Upstream Owner #2				
Downstream Owner #1				
Downstream Owner #2				
Opposite Owner #1				
Opposite Owner #2				
Main Local Lake Assoc. <i>None ?</i>				
Established Lake Board <i>None ?</i>				



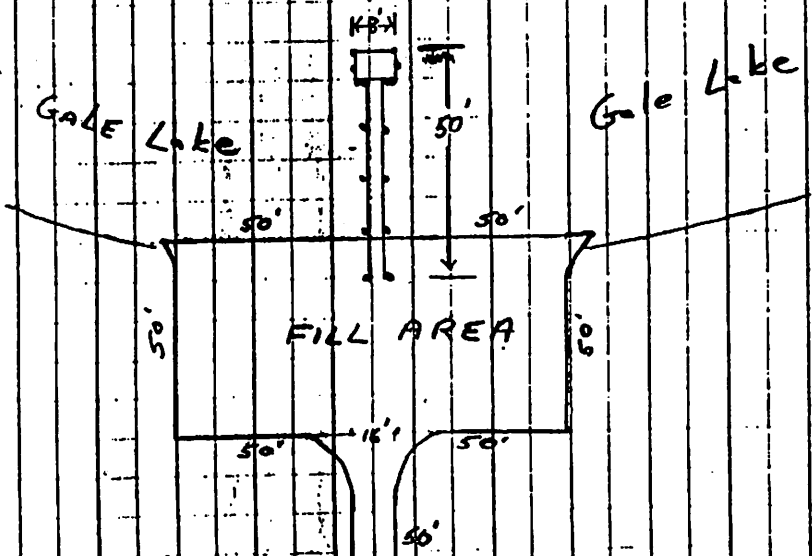
SECTION B - Dock-side view

Scale 1" = 10'



SECTION C - Dock-cut away view  
Typical

Scale 1" = 4'



Scale 1" = 50'

PARDEE LAKE ROAD

SECTION A - Proposed fill area

NOTES

- 1) 3' depth at road tapering to 6" at water side
- 2) PERIMETER sloped to 45°

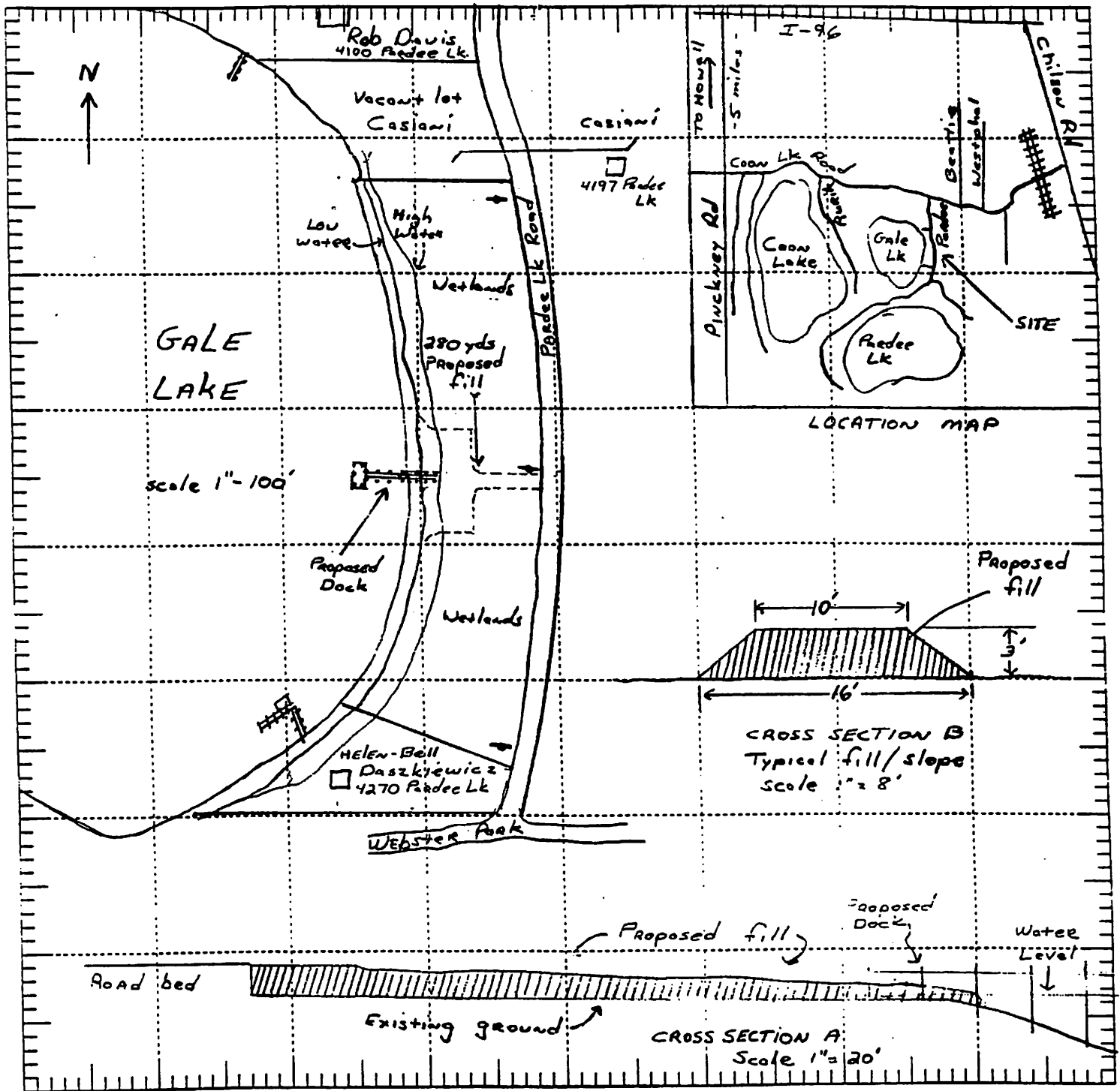
DOCK AND FILL DIMENSIONS

APPLICANT: PAUL LALEWICZ

FILE NO: 92-11-342

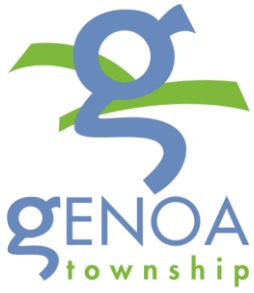
PROJECT SITE: GALE LAKE

Genoa Twp Sec 30 Livingston Co



**SITE PLAN/SECTION DRAWINGS**

APPLICANT: PAUL LALEWICZ	PROJECT: Fill / Dock
COUNTY: Livingston	WATERBODY: Gale Lake
TOWNSHIP: GENOA SECTION: 30	SCALE: AS NOTED
CITY/VILLAGE: Howell	SHEET: 1 / OF 1
STATE: Michigan	DATE: September 2, 1992



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

# Memorandum

**To:** Honorable Board of Trustees  
**From:** Kelly VanMarter, Township Manager  
**Date:** January 18, 2023  
**Re:** Senior Survivor Project Contribution

Please recall that the Board discussed an increased contribution to the Howell Public Schools Senior Survivor park project at the November 7, 2022 meeting. I've attached the minutes for your reference. Following the meeting, I worked with Michigan Recreational Construction, Inc. to validate and update project cost estimates. Please see attached updated quote which I have been assured is an accurate projection of all project costs.

I have also been working with Howell Public Schools on an addendum to the project agreement to update project costs and include provisions to protect the Township. The addendum is included in your packet and includes changes recommended by the Township Attorney highlighted in yellow. The addendum reflects an additional contribution from Howell Public Schools in the amount of \$850.92. This is the final payment from the School and reflects the remaining balance after all the School's administrative costs were paid.

The Township contribution is being requested to increase from \$139,300 to \$351,080.14. This represents an increase of \$211,780.14. If approved, this expanded contribution will fully fund the Senior Survivor park. The table below is provided to depict the original and proposed contributing amounts and responsible parties:

<b>TOTAL PROJECT COST</b>		<b>\$814,000.00</b>	
SCHOOLS CONTRIBUTION - 1st payment	\$462,069.14	<b>\$462,919.86</b>	<b>Total from School</b>
SCHOOLS CONTRIBUTION - final payment	\$850.72		
ORIGINAL TOWNSHIP CONTRIBUTION	\$139,300.00	<b>\$351,080.14</b>	<b>Total from Township</b>
ADDITIONAL TOWNSHIP CONTRIBUTION	\$211,780.14		
SHORTFALL/SURPLUS	\$0.00		

Based on the feedback received at the November meeting I have provided motions below to approve the Addendum to the Agreement and make the necessary budget amendments to facilitate the project. The revenue budget will need to be increased because the additional funds from Howell Public Schools will be received this fiscal year. For the expenditures, the additional approved funds will be reflected in the draft 2023-2024 Budget since the project is not expected to start construction until April of this year.

**SUPERVISOR**

Bill Rogers

**CLERK**

Paulette A. Skolarus

**TREASURER**

Robin L. Hunt

**TRUSTEES**

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

**MANAGER**

Kelly VanMarter




**Motions for consideration:**

- A. Moved by \_\_\_\_\_, Supported by \_\_\_\_\_ to approve the “Addendum to Agreement for Construction of Survivor Park” including the language recommended by the Township Attorney which has a fiscal impact of increasing the Township’s contribution to the project from \$139,300 to \$351,080.14 to be reflected in the fiscal year 2023/2024 budget.**
- B. Moved by \_\_\_\_\_, Supported by \_\_\_\_\_ to amend the Fiscal Year 2022/2023 Budget for Fund 208 Parks and Recreation, Department 000 –Revenue to increase the “Senior Survivor Park Project” line item 208-000-668-001 from \$462,069.00 to \$462,919.86.**

I look forward to discussing this with you at Monday’s meeting. Please let me know if you have any questions.

Sincerely,



Kelly VanMarter  
Township Manager

10. Request for discussion regarding re-negotiating the Settlement Agreement associated with a Consent Order for Case No. II-26089-CE, Genoa Charter Township vs Paul Lalewicz.

Supervisor Rogers stated this case involves Mr. Lalewicz who owns property in the Township that is unbuildable. His neighbor sued him because he was living in his RV on the property; however, that neighbor has moved. Mr. Lalewicz would like to be allowed to leave his motor home on the property long term. Supervisor Rogers suggested that Mr. Lalewicz be allowed to leave it there in the summer months, but if he sells the property, it would not be allowed by the new owner.

Ms. Hunt stated the Township would be approving something that is against the ordinance.

Mr. Seward stated the court order can be made with certain stipulations negotiated between the Township and Mr. Lalewicz. The judge could either approve or deny it.

Ms. Ledford stated this could set a precedent for other properties on lakes in the Township.

Mr. Mortensen stated that if this is approved, he would like to have other stipulations placed on it, such as it shall remain on tires, it shall not become a permanent building, it only applies to Mr. Lalewicz, etc. It can be defended against other property owners making the same request because there is a court order to allow it.

Ms. Skolarus does not have an objection to allowing Mr. Lalewicz to stay in his RV overnight.

The Board agreed to bring this item back for further discussion and request for approval with specific restrictions. Ms. VanMarter suggested that Mr. Lalewicz and his attorney draft the agreement and present it to the Township. Mr. Seward suggested some other restrictions could be the size of the RV, if the RV is sold and not replaced within a certain period of time, then the agreement would not be valid, etc.

11. Request for discussion regarding Township contributions to the Senior Survivor playground project.

Ms. VanMarter stated that the overall project costs for the full Senior Survivor Park have been received, leaving a shortfall of \$212,613. She presented two options to the Board; one is to increase the Township's contribution to \$351,931 to meet the shortfall and build all aspects of the proposed park or to remove the picnic plaza area and increase the Township's contribution by \$119,731 for a \$259,031 total contribution.

Mr. Seward stated that the total project cost in the agreement is \$750,000. Ms. VanMarter provided the minutes from the meeting where Mr. Archinal stated that if the costs come in higher, then changes would be made to the project.

Ms. Lowe stated this is a lot of money, although it will be a great benefit to the community. Ms. Hunt stated there is \$1 million in the fund that would be used to pay for the park.

Ms. VanMarter noted that there maybe a need to increase parking when this park is installed.

Mr. Mortensen is in favor of moving forward with the additional funding; however, he would like to know the final total costs. Ms. Lowe and Ms. Hunt agree. Supervisor Rogers stated he and Staff will provide additional information to the Board at a future meeting.

12. Request for approval of the closed session minutes from October 26, 2022.

Ms. VanMarter distributed a sealed copy of the minutes to each Board Member for review. After the members reviewed the minutes, typographical errors were noted.

**Moved** by Lowe, seconded by Ledford, to approve the closed session minutes from the October 26, 2022 Board Meeting as amended. **The motion carried unanimously.**

Ms. Skolarus requested to go into closed session to discuss aspects of the investigative report that she read. Mr. Seward stated the only item that can be discussed in tonight's closed session are the minutes. Discussing the report would need to be placed on a future meeting agenda. Ms. Skolarus asked to have this placed on a meeting agenda. Supervisor Rogers requested that she send the request to him with the language as required before the next meeting.

### **Correspondence**

Ms. VanMarter provided letters that have been sent to residents of two subdivisions regarding Special Assessment Districts for road improvements.

Ms. Skolarus provided a letter from the State of Michigan Department of Licensing And Regulatory affairs asking for participation in a survey regarding video service competition in Michigan,

### **Member Discussion**

Ms. Skolarus stated they have received approximately 6,000 AV ballots for tomorrow's election.

Ms. VanMarter is working on the possibility of closing the Township Hall on the day of large elections. There is a large amount of activity in the building on election day and it may be best to dedicate the building to the Election on those days.

Supervisor Rogers stated that per the meeting on October 26, he has not received the resignation from the Township Clerk, so he is requesting the Township Attorney and Staff put together a censure for the next Board meeting.



# PROPOSAL

No: 222086A R2

**Date of Estimate:** 12/1/2022  
**Quote Valid Until:** 1/1/2023  
**Payment Terms:** Net 30  
**Estimator:** Bradley Sheffer  
**Email:** brad@buildingfun.com

**Bill To:** Genoa Twp  
 2911 Dorr Rd  
 Brighton, MI 48114

**Project Name:** Survivor Playground at Genoa Park  
**Organization:** Genoa Twp.  
**Address:** 2911 Dorr Rd, Brighton, MI 48114  
**Contact:** Kelly VanMartar - Twp. Manager  
**Phone:** 810.227.5225  
**Email:** [Kelly@genoa.org](mailto:Kelly@genoa.org)

Qty	Item	Item Description	Price Each	Total
	Site Prep	Work to be performed includes: ~ Provide orange snow fencing around the perimeter of the work site. ~ Lay-out, stake and excavate the playground area as needed to prep for construction. ~ Provide fill sand to construct the mound area. ~ Provide geotextile fabric as needed.		\$88,100.00
	Aggregate Pathway	Work to be performed includes: ~ Construct the 1,637 SF aggregate pathway as shown on the master plan.		\$4,400.00
	Concrete Flat Work East of Picnic Area	Work to be performed includes: ~ Provide 300 SF of 4"-thick concrete around the Information Hut. ~ Provide 160 SF of 4"-thick concrete dub downs at (3) locations shown on master plan.		\$4,350.00
	Picnic Plaza	Work to be performed includes: ~ Lay-out, stake and excavate the picnic plaza area as needed to prep for construction. ~ Provide 1,480 SF of 4"-thick concrete with concrete steps as shown on the master plan. ~ Provide the boulder retention wall as shown on the master plan. Includes drainage system with 4" perforated pipe.		\$58,500.00
	Site Furnishings	Work to be performed includes: ~ Furnish and install (6) MyTcoat 46" round picnic tables, (6) MyTcoat 6' benches with backs and (3) MyTcoat trash receptacles.		\$39,800.00
			<b>Sub - Total:</b>	<b>Continued...</b>

Proposal does not include supply of product, site preparation, drainage, restoration, removing existing structures, safety surface, permits or prevailing wage unless specified in quote.

Accepted by Customer: \_\_\_\_\_

Date: \_\_\_\_\_



# PROPOSAL

No: 222086A R2

**Date of Estimate:** 12/1/2022  
**Quote Valid Until:** 1/1/2023  
**Payment Terms:** Net 30  
**Estimator:** Bradley Sheffer  
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**Bill To:** Genoa Twp  
 2911 Dorr Rd  
 Brighton, MI 48114

**Project Name:** Survivor Playground at Genoa Park  
**Organization:** Genoa Twp.  
**Address:** 2911 Dorr Rd, Brighton, MI 48114  
**Contact:** Kelly VanMartar - Twp. Manager  
**Phone:** 810.227.5225  
**Email:** [Kelly@genoa.org](mailto:Kelly@genoa.org)

Qty	Item	Item Description	Price Each	Total
	Concrete Sluice	Work to be performed includes: ~ Provide 180 SF of 6"-thick concrete sluice with cobble stones as shown on the master plan. ~ Provide (1) Bison Pump-n-Play Jr and (2) Pump-n-Play Pumps. Includes providing water service to the pumps. ~ Provide 160 LF of drain pipe from sluice drain inlet to the catch basin that is located at the curb of the existing road.		\$49,700.00
	Poured-in-Place Rubber Surface	Work to be performed includes: ~ Provide 630 SF of PIP at a depth of 5" to meet 9' fall height over 4" stone base. Colors: 30% Black / 40% Vine Green / 30% Mineral Blue ~ Provide 215 SF of PIP at a depth of 2.5" to meet 4' fall height over 4" stone base. Colors: 30% Black / 40% Vine Green / 30% Mineral Blue		\$32,500.00
	Engineered Wood Fiber	Work to be performed includes: ~ Provide 3,366 SF of EWF at a depth of 12".		\$6,800.00
	All Ledge Rock Formations	Work to be performed includes: ~ Provide all ledge rock formations over stone base at locations shown on the master plan.		\$58,700.00
	Boulders	Work to be performed includes: ~ Provide boulder retention wall located near Zip Line. ~ Provide all boulders as shown throughout the playground area.		\$9,200.00
<b>Sub - Total:</b>				Continued...

Proposal does not include supply of product, site preparation, drainage, restoration, removing existing structures, safety surface, permits or prevailing wage unless specified in quote.

Accepted by Customer: \_\_\_\_\_

Date: \_\_\_\_\_

Michigan Recreational Construction, Inc.  
 18631 Conant St., Detroit MI 48234 OR 1091 Victory Dr., Howell 48834  
 Detroit Office: 313.551.0565      Howell Office: 517.545.7122

Packet page #173



# PROPOSAL

No: 222086A R2

**Date of Estimate:** 12/1/2022  
**Quote Valid Until:** 1/1/2023  
**Payment Terms:** Net 30  
**Estimator:** Bradley Sheffer  
**Email:** brad@buildingfun.com

**Bill To:** Genoa Twp  
 2911 Dorr Rd  
 Brighton, MI 48114

**Project Name:** Survivor Playground at Genoa Park  
**Organization:** Genoa Twp.  
**Address:** 2911 Dorr Rd, Brighton, MI 48114  
**Contact:** Kelly VanMartar - Twp. Manager  
**Phone:** 810.227.5225  
**Email:** [Kelly@genoa.org](mailto:Kelly@genoa.org)

Qty	Item	Item Description	Price Each	Total
	Custom Natural Logs	Work to be performed includes: ~ Provide all logs as shown on the master plan. Includes (2) Log Clamber Piles, (14) log steps, (3) log benches, (43) stump steppers and (1) fallen tree.		\$44,800.00
	Information Hut	Work to be performed includes: ~ Construct the Information Hut as shown on the master plan. ~ Provide 200 SF of paver area over stone base.		\$39,750.00
	Custom Net Climb Structure	Work to be performed includes: ~ Construct the custom Net Climb Structure as shown on the master plan. Includes netting lashed in place to galvanized steel cable and hardware support grid attached to Robinia frame posts. Includes vertical log climbing wall and cluster of (10) stump steppers.		\$121,500.00
	Independent Play Equipment	Work to be performed includes: ~ Provide (1) KOMPAN 10' stainless steel embankment tunnel slide, (1) KOMPAN 5' stainless embankment slide and (1) KOMPAN Zipline. ~ Provide (1) Elephant Play Spinneround. ~ Provide (1) PlayWorld Unity Swing ~ Provide (1) Freenotes Harmony Park Calypso, (1) Pagoda Bells and 1-set of (5) Tuned Drums. ~ Provide (1) 20' x 36"-dia corrugated plastic underground tunnel. ~ Provide (1) In-Up-Out Vertical Tunnel w/ handholds attached to interior wall. ~ Provide (1) custom Twig Hut ~ Provide (1) custom Tipi.		\$173,700.00
			<b>Total:</b>	Continued...

Proposal does not include supply of product, site preparation, drainage, restoration, removing existing structures, safety surface, permits or prevailing wage unless specified in quote.

Accepted by Customer: \_\_\_\_\_

Date: \_\_\_\_\_

Michigan Recreational Construction, Inc.  
 18631 Conant St., Detroit MI 48234 OR 1091 Victory Dr., Howell 48834  
 Detroit Office: 313.551.0565      Howell Office: 517.545.7122

Packet page #174



# PROPOSAL

No: 222086A R2

**Date of Estimate:** 12/1/2022  
**Quote Valid Until:** 1/1/2023  
**Payment Terms:** Net 30  
**Estimator:** Bradley Sheffer  
**Email:** brad@buildingfun.com

**Bill To:** Genoa Twp  
 2911 Dorr Rd  
 Brighton, MI 48114

**Project Name:** Survivor Playground at Genoa Park  
**Organization:** Genoa Twp.  
**Address:** 2911 Dorr Rd, Brighton, MI 48114  
**Contact:** Kelly VanMartar - Twp. Manager  
**Phone:** 810.227.5225  
**Email:** [Kelly@genoa.org](mailto:Kelly@genoa.org)

Qty	Item	Item Description	Price Each	Total
	Fencing	Work to be performed includes: ~ Provide PVC fencing in playground and plaza areas.		\$11,600.00
	Irrigation System	Work to be performed includes: ~ Provide an underground irrigation system to water plants, trees and turf. Includes upgrading existing controller that is currently used on to water the soccer fields. System will primarily use 155-165 pop-up sprays with as well as 9 to 16 rotors.		\$12,700.00
	Landscaping	Work to be performed includes: ~ Provide (28) 2.5" caliper deciduous trees, (15) Evergreen trees ((5) at 5'-tall, (6) at 7'-tall and (4) at 10'-tall). Includes hardwood mulch. ~ Provide (347) ornamental grasses. ~ Provide 9,000 SF of Tall Type Fescue Sod over 2" screened topsoil throughout playground area.		\$58,200.00
	Clean-up / Site Restoration	Work to be performed includes: ~ Clean-up and restore all areas disturbed due to construction		\$14,700.00
	MRC Contribution	MRC's contribution to the construction of the playground. Note: MRC will continue to provide all design services throughout the duration of the project at no charge.		-\$15,000.00
<b>Total:</b>				<b>\$814,000.00</b>

Proposal does not include supply of product, site preparation, drainage, restoration, removing existing structures, safety surface, permits or prevailing wage unless specified in quote.

Accepted by Customer: \_\_\_\_\_

Date: \_\_\_\_\_

Michigan Recreational Construction, Inc.  
 18631 Conant St., Detroit MI 48234 OR 1091 Victory Dr., Howell 48834  
 Detroit Office: 313.551.0565      Howell Office: 517.545.7122

**Addendum to Agreement for Construction of Survivor Park**

THIS ADDENDUM is made the \_\_\_\_ day of \_\_\_\_\_, 2023, by the Genoa Charter Township (“Genoa”) and the Howell Public Schools (“Howell”).

**RECITALS**

WHEREAS, Genoa and Howell entered into an agreement for the construction of Survivor Park on June 17, 2022;

WHEREAS, students from Howell have engaged in fundraising efforts in order to help build what will be called the Senior Survivor Park at the Genoa Township Park;

THAT as of May 26, 2022, the students from Howell have raised \$482,290.33 towards the construction cost of the Senior Survivor Park;

THAT after paying final fundraising expenditures, Howell had \$462,919.86 towards the construction cost of the Senior Survivor Park;

**THAT the anticipated cost of constructing the Senior Survivor Park is \$814,000.00;**

**THAT Genoa’s contribution to the Senior Survivor Park is \$351,080.14;**

**THAT the parties recognize that the construction costs for the currently designed Senior Survivor Park may exceed the budgeted amount of \$814,000.00;**

AND WHEREAS, by June 22, 2022, Howell transferred \$462,069.14 towards the Senior Survivor Park to Genoa;

**AGREEMENT**

THE PARTIES FURTHER AGREE that within 20 days of the date of this agreement, Howell will transfer the final monies of \$850.72 received towards the Senior Survivor Park to Genoa;

THAT Genoa shall deposit these monies into its construction account for this project;



AND THAT in the event the construction costs for the Senior Survivor Park as currently designed totals more than \$814,000.00, the parties will discuss what changes are to be made to keep the construction costs to \$814,000.00, and will make their respective best efforts to resolve any changes to the satisfaction of each party, but if an agreement cannot be made, Genoa has the discretion to make the changes so as to keep the construction to the budgeted amount of \$814,000.00.

**GENOA CHARTER TOWNSHIP**

By:

Its: Supervisor

Dated:

Printed Name:

By:

Its: Clerk

Dated:

Printed Name:

**HOWELL PUBLIC SCHOOLS**

By:

Its: Superintendent

Dated:

Printed Name: Erin J. McGregor

## **Agreement for Construction of Survivor Park**

THIS AGREEMENT is made the 17<sup>th</sup> day of June, 2022, by the Genoa Charter Township ("Genoa"), a Michigan charter township, whose address is 2911 Dorr Road, Brighton, MI, 48116, and the Howell Public Schools ("Howell"), a Michigan public school system, whose address is 411 N Highlander Way, Howell, MI, 48843.

### **RECITALS**

WHEREAS, Genoa owns and operates a park at its location on Dorr Road;

WHEREAS, students from Howell have engaged in fundraising efforts in order to help build what will be called the Senior Survivor Park at the Genoa Township Park;

THAT the Senior Survivor Park is an all-inclusive, nature-inspired playground;

THAT as of May 26, 2022, the students from Howell have raised \$482,290.33 towards the construction cost of the Senior Survivor Park;

WHEREAS, the Township is entering into a contract for the construction of the Survivor Park with an anticipated cost of over \$750,000.00;

AND WHEREAS, the parties wish to efficiently manage the construction of, and the payment for, the Senior Survivor Park;

### **AGREEMENT**

THE PARTIES AGREE that Genoa shall enter into a contract for the construction of, and manage payment for, the construction of the Senior Survivor Park;

THE PARTIES FURTHER AGREE that within 20 days of the date of this agreement, Howell will transfer the monies received towards the Senior Survivor Park to Genoa;

THE PARTIES FURTHER AGREE that Howell will transfer the monies received from any future donations for the Senior Survivor Park to Genoa;

THAT Genoa shall deposit these monies into its construction account for this project;

THAT Genoa shall make appropriate and timely payments pursuant to an agreement that will be entered into for the construction of the Senior Survivor Park;

THAT Genoa shall provide to Howell periodic updates, at least every quarter, as to the status of the construction of the Senior Survivor Park and monies paid to the contractors for the construction of the Senior Survivor Park;

AND THAT Howell shall have no further obligation for the payment of contractors or construction for the Senior Survivor Park.

**GENOA CHARTER TOWNSHIP**

By: Bill Rogers

Its: Supervisor

Printed Name: Bill Rogers

Dated: \_\_\_\_\_

By: Paulette Skolarus

Its: Clerk

Printed Name: Paulette Skolarus

Dated: \_\_\_\_\_

**HOWELL PUBLIC SCHOOLS**

By: Erin J. McGregor

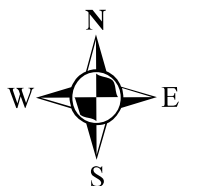
Its: Superintendent

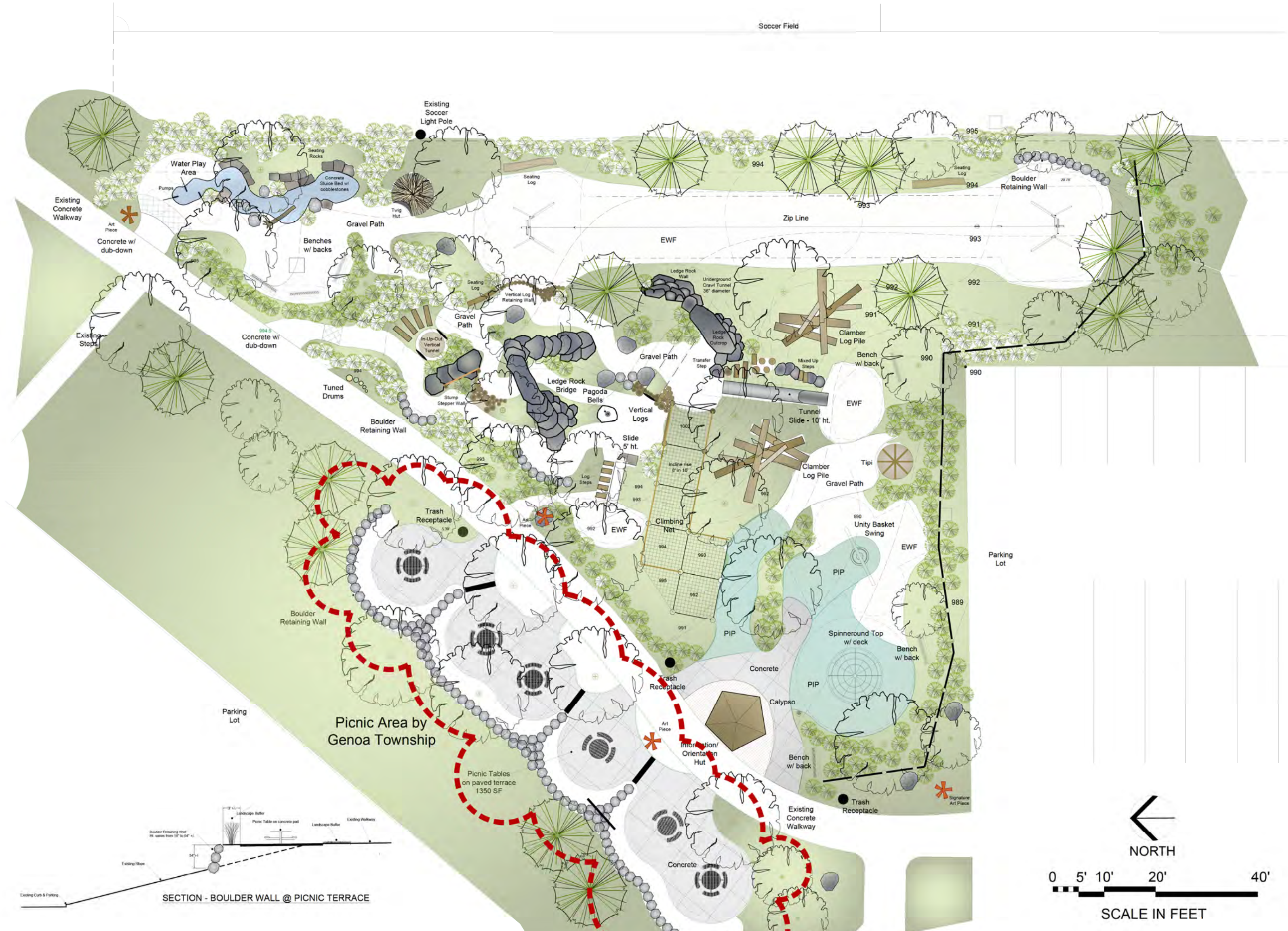
Printed Name: Erin J. McGregor

Dated: 06/17/22



**Survivor Park - Proposed Location**  
Genoa Township Park  
2911 Dorr Road, Brighton, MI 48116





Soccer Field



**SURVIVOR PARK**  
 @ Genoa Township Park  
 2911 DORR ROAD, GENOA TOWNSHIP, MI

client  
 HHS STUDIO  
 1200 W. Grand River Ave.  
 Howell, MI 48843  
 517.540.8300

issue + revision	date
REVIEW	01.12.21
REVIEW	07.02.21
REVIEW	02.17.22
REVIEW	05.10.22
PROPOSAL	10.11.22
REVISIONS	10.31.22

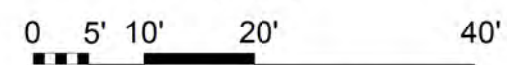
date  
**OCT.31.2022**

project number  
 222086A

sheet name  
 MASTER PLAN

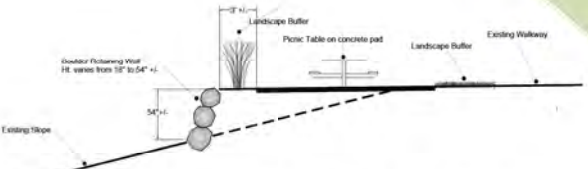
sheet number  
 1 of 1

Packet page #181



SCALE IN FEET

SECTION - BOULDER WALL @ PICNIC TERRACE



# Senior Survivor Playground

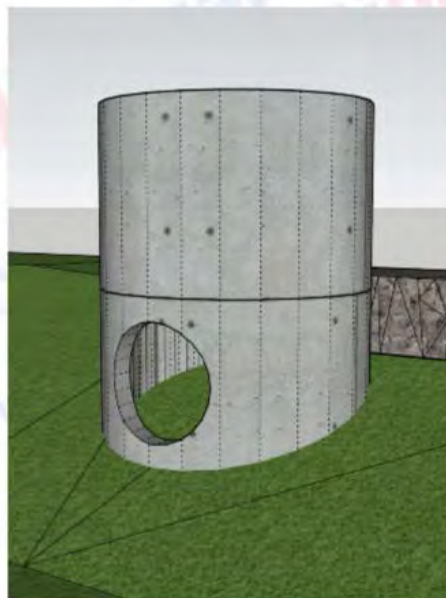


# Safety Surfacing



- **Engineered Wood Fiber - EWF**
- **Poured-In-Place Rubber - PIP**

# In-Up-Out Vertical Tunnel



# Zip Line



# Water Play Area





# Clamber Log Pile



# Spinneround Top



# Net Climber



# Unity Basket Swing



# Musical Play



# Stump Climber



# Twig Hut



# Tunnel Hill Slide, 10'





# MEMORANDUM

**TO:** Honorable Board of Trustees

**FROM:** Kelly VanMarter, Township Manager

**DATE:** January 18, 2023

**RE:** FY 22/23 Budget Adjustments

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

This memo requests approval of three budget amendments. An explanation of each amendment including a budget impact table and a corresponding motion are presented below for your consideration:

**General Fund 101, Dept. 261 – Unallocated**

A recent repair to the windshield of the Township truck brought to our attention the lack of a budget line item for expenses related to vehicle maintenance and fuel costs. The auditors have recommended that we add a new line item to unallocated expenses to more accurately track these costs. I am asking for your consideration to add a new line item for vehicle expenses #101-261-802-001 as follows:

BUDGET IMPACT - Fund 101, Dept. 261 – Unallocated					
Fund Type	<b>NEW</b> Fund Number	Description	Existing Budget	Change	New Budget
Appropriation	101-261-802-001	Twp Vehicle Expenses	NA	+\$2,000	\$2,000

Moved by \_\_\_\_\_, Supported by \_\_\_\_\_ to amend the Fiscal Year 2022/2023 Budget for Fund 101, Department 261 – Unallocated, to add a new line item for “Twp. Vehicle Expenses” Line Item 101-261-802-001 with a budget amount of \$2,500.

**SAD Roads and Lakes Fund 202, Dept. 478 – Homestead Road Project**

The Homestead Road Special Assessment District was created last April. When the budget was amended to add the project in August 2022, we inadvertently left out the line item for maintenance since this project includes an annual maintenance component. Please consider adding a new line item for Homestead Annual Maintenance #202-478-802-000 in the amount of \$6,100.

BUDGET IMPACT - Fund 202, Dept. 478 – Homestead Road SAD					
Fund Type	<b>NEW</b> Fund Number	Description	Existing Budget	Change	New Budget
Appropriation	202-478-802-000	Homestead-Annual Maint. Exp.	NA	+\$6,100	\$6,100

**SUPERVISOR**

Bill Rogers

**CLERK**

Paulette A. Skolarus

**TREASURER**

Robin L. Hunt

**TRUSTEES**

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

**MANAGER**

Kelly VanMarter

Moved by \_\_\_\_\_, Supported by \_\_\_\_\_ to amend the Fiscal Year 2022/2023 Budget for Fund 202, Department 478 – SAD Roads and Lakes for the Homestead Road Project, “Annual Maintenance Expenses” Line Item 202-478-802-000 with a budget amount of \$6,100.

**General Fund 101, Dept. 701 – Planning and Zoning**

Due to a busy project year involving site plan review of large developments at the Planning Commission, the actual costs for engineering consulting services has exceeded our estimated expenses. Please consider an increase in the engineering services budget as follows:

<b>BUDGET IMPACT - Fund 101, Dept. 701 – Planning and Zoning</b>					
<b>Fund Type</b>	<b>Fund Number</b>	<b>Description</b>	<b>Existing Budget</b>	<b>Change</b>	<b>New Budget</b>
Appropriation	101-701-946-002	Review Services - Engineering	\$ 20,000	+\$8,000	\$28,000

Moved by \_\_\_\_\_, Supported by \_\_\_\_\_ to amend the Fiscal Year 2022/2023 Budget for Fund 101, Department 701 – Planning and Zoning to increase the engineering review services line item 101-701-946-002 from \$20,000 to \$28,000.



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

## MEMORANDUM

**TO:** Board of Trustees  
**FROM:** Bill Rogers, Supervisor  
**DATE:** January 18, 2023  
**RE:** Clerk's Materials

---

The materials for Agenda Item #6 were not provided in accordance with the Board policy adopted on April 18, 2022. Digital file copies of the materials were not provided in a timely manner and no resolution was provided in support of the request. Despite the Township Clerk's continuous disregard for board policy I have authorized this item to be placed on the agenda because I believe members of the Board desire a final resolution of this matter.

### **SUPERVISOR**

Bill Rogers

### **CLERK**

Paulette A. Skolarus

### **TREASURER**

Robin L. Hunt

### **TRUSTEES**

Jean W. Ledford

H. James Mortensen

Terry Croft

Diana Lowe

### **MANAGER**

Kelly VanMarter

**From:** [Polly](#)  
**To:** [Bill Rogers](#); [Robin Hunt](#); [Kelly VanMarter](#)  
**Date:** Tuesday, January 10, 2023 11:43:30 AM  
**Attachments:** [image001.png](#)

---

Bill, I placed the paperwork for this request on your desk.

Request to rescind Resolution 221121 related to the censure of the Clerk based on the data provided at the meeting of Dec. 5, 2022 concerning auditors Bredernitz & Wagner and Pfeffer Hanniford & Palka, specifically that Palka provided no evidence that the Clerk and Supervisor were ever paid in advance

[Paulette Skolarus, Clerk](#)



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

[polly@genoa.org](mailto:polly@genoa.org)  
[www.genoa.org](http://www.genoa.org)



To: Genoa Charter Township Board

From: Polly Skolarus

On Dec. 5, 2022 I provided an overview of payments to the Supervisor and Clerk beginning in Nov. 1984 and ending March 31, 2017 covering 33 years. With the provision of those documents there is no evidence of the Clerk or Supervisor being paid in advance. To simplify the previous presentation, I am attaching just a few pages specifically related to a letter that was sent to Gary McCririe at the request of Auditor Ken Palka where he claims that McCririe was paid twice for the month of November 2016.

- The first page is a tabulator tape with payments to attorneys Seward Henderson and Fahey Schultz Burzych Rhodes totaling \$57,525.00.
- The second page is the authority approved by Ken Palka that Gary McCririe was paid twice for the month of November 2016.
- The third page is a general Ledger Report that includes a reversal of the Nov. 1, 2016 payment that is marked Void Check.
- The next four pages are payroll errors related to the time-frame of the payments
- Note there is no reversal of the duplicate payments dated August 31, 2016 for either the Clerk or the Supervisor while all other payroll reports for the township employees related to that date are reversed.
- Please note that the Clerk was not paid her full pay in that fiscal year as a result of the failure by Palka to reverse the August 31, 2022 duplicate entries.

The Township has paid \$57,525.00 just in the last few months, not to mention the last six years of expense, in an effort to find me guilty all because of a false accusation by Auditor Palka in January of 2017. I have repeatedly over the years provided pages of data to this board and to Ken Palka asking for corrections to the Audit from March 31, 2017 - all with not a single response. Today, I am requesting the following:

- I am asking for the reversal of the Censure Resolution related to the Clerk since there was no proof from the Attorney review from Fahey Schultz Burzych Rhodes other than Hear-Say.
- I am asking for the bookkeeper and payroll clerk be returned to my office since the 38-page Attorney Report contained [REDACTED].
- I am asking for payment of lost wages and salary increases.
- I am asking that the \$6,000.00 I paid to my criminal attorney be refunded since I was found Not Guilty in a court of law and was only doing my duty as required by law.
- I am asking that my request for a variance of six feet for the construction of a two-car garage on the home I am building for my daughter and Grandson that was denied.
- I am asking that a letter of apology be sent to Gary McCririe regarding the false accusation by Palka.

I am hopeful that this board agrees that a travesty of justice occurred in 2017 commencing with the false accusation by Ken Palka that the Clerk and Supervisor were always paid in advance when no proof has ever been provided by Pfeffer Hanniford & Palka. This is a small price to pay in comparison to the \$57,525 paid to attorneys. Please remember that Palka has served as auditor from 1994 until 2022 and never once made that accusation in any audit report to the board for all those years.

Portions redacted to eliminate violation of attorney client privilege

Hear/Say expense  
from Fahey, Schultz  
Burzych Rhodes  
No proof of payment  
in advance

005

0\*\*  
1,097.+  
2,100.5+  
16,959.5+  
12,431.5+  
18,742.5+

51,331.\*

0\*\*

0\*\*

0\*\*

Seward Henderson  
Censure cost - not  
counting Kelly's time

76.+  
209.+  
190.+  
209.+  
627.+  
19.+  
342.+  
133.+  
95.+  
646.+  
209.+  
570.+  
133.+  
741.+

014

4,199.\*

0\*\*

002

4,199.+  
51,331.+

55,530.\*

+ 1995 - Dec B. H. Seward

Henderson

\$57,525

Total

62-B

GENOA TWP  
A/R OTHER  
3/31/17

Prepared by - Ken Palka  
Date - 6/12/17  
Reviewed by - \_\_\_\_\_  
Date Reviewed - \_\_\_\_\_

Township mistakenly overpaid previous supervisor who left office 11/20/16 as follows:

Net payroll check - actual amount supervisor received (paid twice in error)	2,133.18
Amount withheld for pension loan repayment (add back since Genoa pd on supervisor's behalf)	394.21
Pension contribution into supervisor's retirement account (add back since Genoa pd on supervisor's behalf)	<u>445.00</u>
<u>Total amount owed back to Twp by prior supervisor</u>	<u>2,972.39</u>

Payroll check

	Employee	Employer share	Fed Taxes Owed to Twp	State Taxes Owed to Twp
Gross payroll check	4,450.00		-	-
Cell phone reimbursement	58.50			
Fica withheld	(273.24)	(273.24)	546.48	-
Medicare withheld	(63.90)	(63.90)	127.80	-
Federal Income Tax withheld	(1,002.50)		1,002.50	-
State Income Tax withheld	(312.30)		-	312.30
Pension Loan repayment	(394.21)		-	-
Phone withholding	(286.25)		-	-
Insurance withholding	(42.92)		-	-
<u>Net Check</u>	<u>2,133.18</u>		<u>1,676.78</u>	<u>312.30</u>

10/27/2022 09:49 AM

User: polly  
DB: Genoa Township

GL ACTIVITY REPORT FOR GENOA TOWNSHIP  
FROM 101-171-702-014 TO 101-171-702-014  
TRANSACTIONS FROM 04/01/2016 TO 03/31/2017

1958

1/1

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 101 GENERAL FUND							
04/01/2016			<b>101-171-702-014 TWP SUPERVISOR SALARY</b>		BEG. BALANCE		0.00
04/30/2016	PR	IMPT	Computer Batch 2016 04 601	3	4,449.91		4,449.91
05/31/2016	PR	IMPT	Computer Batch 2016 05 602	1	4,449.91		8,899.82
06/30/2016	PR	IMPT	Computer Batch 2016 06 601	1	4,449.91		13,349.73
07/31/2016	PR	IMPT	Computer Batch 2016 07 602	4	4,449.91		17,799.64
08/31/2016	PR	IMPT	Computer Batch 2016 08 601	1	4,449.91		22,249.55
08/31/2016	PR	CHK	SUMMARY PR 08/31/2016		4,450.00		26,699.55
10/03/2016	PR	CHK	SUMMARY PR 10/03/2016		4,450.00		31,149.55
11/01/2016	PR	CHK	SUMMARY PR 11/01/2016		4,450.00		35,599.55
11/01/2016	PRV	CHK	SUMMARY PRV 11/01/2016	DD211		4,450.00	31,149.55
11/30/2016	PR	CHK	SUMMARY PR 11/30/2016		2,966.60		34,116.15
12/16/2016	PR	CHK	SUMMARY PR 12/16/2016		3,537.10		37,653.25
12/30/2016	PR	CHK	SUMMARY PR 12/30/2016		2,053.80		39,707.05
01/13/2017	PR	CHK	SUMMARY PR 01/13/2017		2,053.80		41,760.85
01/27/2017	PR	CHK	SUMMARY PR 01/27/2017		1,597.40		43,358.25
02/10/2017	PR	CHK	SUMMARY PR 02/10/2017		2,053.80		45,412.05
02/24/2017	PR	CHK	SUMMARY PR 02/24/2017		2,053.80		47,465.85
03/10/2017	PR	CHK	SUMMARY PR 03/10/2017		2,053.80		49,519.65
03/24/2017	PR	CHK	SUMMARY PR 03/24/2017		2,053.80		51,573.45
03/31/2017	GJ	JE	AJE 8 FOR 03/31/2017	2323	1,826.55		53,400.00
03/31/2017			101-171-702-014	END BALANCE	57,850.00	4,450.00	53,400.00

*VOID check*

*Gas & Bill*

05/06/2022 11:47 AM  
User: polly  
DB: Genoa Township

# Payroll Details for Genoa Township

Pg 60

Payroll Details for General Ledger Number: 101-171-702-014

Payroll Number: 2  
Description: MONTHLY PAYROLL AUGUST 2016  
Description 2:

Bank Code: FNBCK  
Post Date: 08/31/2016  
Period End: 08/31/2016

Check Number	Check Date	Pay Period	Employee Name	Gross	Net	Net Activity
DD42	08/31/2016	08/31/2016	GARY MCCRIE	4,508.50	2,073.08	4,450.00
Totals:				4,508.50	2,073.08	4,450.00

05/06/2022 11:48 AM  
User: polly  
DB: Genoa Township

### Payroll Details for Genoa Township

Page: 1/1

Payroll Details for General Ledger Number: 101-171-702-014

*Pg 61*

Payroll Number: 6  
Description: MONTHLY PAYROLL OCT 2016  
Description 2:

Bank Code: FNBCK  
Post Date: 10/03/2016  
Period End: 10/31/2016

Check Number	Check Date	Pay Period	Employee Name	Gross	Net	Net Activity
DD128	10/03/2016	10/31/2016	GARY MCCRIE	4,508.50	2,103.47	4,450.00
Totals:				4,508.50	2,103.47	4,450.00

05/06/2022 11:48 AM  
User: polly  
DB: Genoa Township

### Payroll Details for Genoa Township

Page: 1/1

Payroll Details for General Ledger Number: 101-171-702-014

62

Payroll Number: 9  
Description: MONTHLY PAYROLL-NOVEMBER  
Description 2:

Bank Code: FNBCK  
Post Date: 11/01/2016  
Period End: 11/30/2016

Check Number	Check Date	Pay Period	Employee Name	Gross	Net	Net Activity
DD211	11/01/2016	11/30/2016	GARY MCCRIE	4,508.50	2,133.18	4,450.00
Totals:				4,508.50	2,133.18	4,450.00



05/06/2022 11:53 AM  
User: polly  
DB: Genoa Township

### Payroll Details for Genoa Township

Payroll Details for General Ledger Number: 101-171-702-014

Page: 1/1

Pg 63

Payroll Number: 14  
Description: MONTHLY 11-30-2016  
Description 2:

Bank Code: FNBCK  
Post Date: 11/30/2016  
Period End: 11/30/2016

Check Number	Check Date	Pay Period	Employee Name	Gross	Net	Net Activity
DD336	11/30/2016	11/30/2016	GARY MCCRIE	3,005.60	1,674.38	2,966.60
Totals:				3,005.60	1,674.38	2,966.60

11/14/2022 10:29 AM  
 User: polly  
 DB: Genoa Township

GL ACTIVITY REPORT FOR GENOA TOWNSHIP  
 FROM 101-215-702-014 TO 101-215-702-014  
 TRANSACTIONS FROM 04/01/2016 TO 03/31/2017

Pg 59 12.

1/1

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 101 GENERAL FUND							
04/01/2016			101-215-702-014 TWP <del>CLEER SALARY</del>		BEG. BALANCE		0.00
04/30/2016	PR	IMPT	Computer Batch 2016 04 601	3	4,366.57		4,366.57
05/31/2016	PR	IMPT	Computer Batch 2016 05 602	1	4,366.57		8,733.14
06/30/2016	PR	IMPT	Computer Batch 2016 06 601	1	4,366.57		13,099.71
07/31/2016	PR	IMPT	Computer Batch 2016 07 602	4	4,366.57		17,466.28
08/31/2016	PR	IMPT	Computer Batch 2016 08 601	1	<del>4,366.57</del>		21,832.85
08/31/2016	PR	CHK	SUMMARY PR 08/31/2016		<del>4,366.66</del>		26,199.51
10/03/2016	PR	CHK	SUMMARY PR 10/03/2016		4,366.66		30,566.17
10/21/2016	PR	CHK	SUMMARY PR 10/21/2016		1,224.00		31,790.17
11/01/2016	PR	CHK	SUMMARY PR 11/01/2016		4,366.66		36,156.83
11/04/2016	PR	CHK	SUMMARY PR 11/04/2016		1,360.00		37,516.83
11/18/2016	PR	CHK	SUMMARY PR 11/18/2016		1,360.00		38,876.83
11/30/2016	PR	CHK	SUMMARY PR 11/30/2016		4,366.66		43,243.49
12/02/2016	PR	CHK	SUMMARY PR 12/02/2016		606.56		43,850.05
12/16/2016	PR	CHK	SUMMARY PR 12/16/2016		216.00		44,666.05
12/30/2016	PR	CHK	SUMMARY PR 12/30/2016		4,366.66		49,032.71
12/30/2016	PR	CHK	SUMMARY PR 12/30/2016		728.28		49,760.99
01/13/2017	PR	CHK	SUMMARY PR 01/13/2017		1,466.93		51,227.92
01/27/2017	PR	CHK	SUMMARY PR 01/27/2017		937.21		52,165.13
02/01/2017	PR	CHK	SUMMARY PR 02/01/2017		4,366.66		56,531.79
02/10/2017	PR	CHK	SUMMARY PR 02/10/2017		816.00		57,347.79
02/15/2017	GJ	JE	CORRECTION TO POLLY'S CHARGE ACCT	2162		9,314.98	48,032.81
02/24/2017	PR	CHK	SUMMARY PR 02/24/2017		901.00		48,933.81
02/24/2017	GJ	JE	REVERSE PER POLLY 03/06/2017 TARA	2223		901.00	48,032.81
03/01/2017	PR	CHK	SUMMARY PR 03/01/2017		4,366.66		52,399.47
03/31/2017	GJ	JE	AJE 8 FOR 03/31/2017	2323	0.53		52,400.00
03/31/2017			101-215-702-014	END BALANCE	62,615.96	10,215.98	52,400.00

No Reversal

**Genoa Charter Township  
Livingston County, Michigan**

**RESOLUTION 221121**

At a regular meeting of the Board of Trustees of Genoa Charter Township, Livingston County, Michigan, (the "Township") held at 6:30pm at the Township Hall on Monday, November 21, 2022 there were:

**PRESENT:** Jean Ledford, Terry Croft, Robin Hunt, Bill Rogers, Paulette Skolarus, Jim Mortensen, Diana Lowe

**ABSENT:** none

The Following preamble and resolution were offered by Jean Ledford and seconded by Terry Croft.

**RESOLUTION CENSURING AND REPRIMANDING TOWNSHIP CLERK  
PAULETTE A. SKOLARUS**

**WHEREAS,** Paulette Skolarus is the duly-elected Clerk of the Charter Township of Genoa; and

**WHEREAS,** as Clerk Paulette Skolarus is charged with a fiduciary duty to exercise sound judgment for the good of the public and to protect, advance and promote public interests and not their own; and

**WHEREAS,** the expectation of the Board of Trustees is that the Clerk will be competent to serve the residents of the community and exercise care, diligence, integrity, fidelity and sound judgment in keeping with the law and established Township practices; and

**WHEREAS,** during her term of office it has been brought to the attention of the Township Board that there have been purportedly serious indiscretions attributable to the Township Clerk and as a result, the Township Board has found it necessary to take action; and

**WHEREAS,** at the regularly scheduled Township Board meeting of June 6, 2022, the Board of Trustees approved a proposal to perform an Independent Investigation and Report regarding various issues related to the Township Clerk; and

**WHEREAS**, at a special meeting of the Township Board held on October 26, 2022, the results of the Independent Investigation and Report were presented to the Board of Trustees; and

**WHEREAS**, following an independent legal investigation authorized by this Board, the conduct of Paulette Skolarus is found to be beneath the dignity of the office of Clerk with needlessly confrontational and demeaning behavior, lack of decorum and on several occasions a complete disregard of State Law and of Township's procedures, norms and rules; and

**WHEREAS**, at the October 26<sup>th</sup>, 2022 special meeting, the Township Board passed a motion that prohibited future township funds or resources to be used to review the 2016/2017 personal payroll issue. Furthermore, a second motion was passed requesting the resignation of the Township Clerk at or before the November 7<sup>th</sup>, 2022 regular meeting with direction given to staff and the Township Attorney to prepare a censure resolution for the November 21, 2022 Board meeting to protect the Township and its employees in the absence of her resignation; and

**WHEREAS**, the Township Clerk failed to submit her resignation; and

**WHEREAS**, as set forth below, it is the belief and opinion of the Township Board that the Clerk's conduct rises to the level of official misconduct and willful neglect of duty; and

**WHEREAS**, while the Township Board recognizes the office of the Clerk is an elected position and respects the election process, the Board has statutory and fiduciary duties to ensure that the Clerk's conduct is appropriate and lawful.

**NOW, THEREFORE, BE IT RESOLVED** that the Township Board of the Charter Township of Genoa hereby censures its Clerk, Paulette Skolarus, for her official misconduct in office consisting of the following facts, to wit:

1. Repeatedly holding Election Committee meetings without posting notice of the meeting as required by the Open Meetings Act; and
2. Repeatedly failing to post Election Committee meeting minutes in the manner and in the time frame as required by the Open Meetings Act; and
3. Repeatedly holding Election Committee meetings in a place not available to the general public as required by the Open Meetings Act; and

4. Continually devoting a substantial amount of time on a personal issue, that she had paid herself in advance, instead of devoting her time to Township issues, particularly when the payment of wages issue had occurred over five years ago; and
5. Demanding that a Township employee stop devoting her time to Township-related work, but instead assist in finding documents related to a personal issue of the Clerk; and
6. Utilizing an Election employee to devote time for the Clerk's personal benefit instead of the election duties they were hired to perform; and
7. Intimidating a Township employee, impliedly threatening to terminate that Township employee's employment for her refusal to abandon her job duties and assist in a personal issue of the Clerk; and
8. Putting inordinate pressure on employees and encouraging them to do things her way, rather than follow protocol and then furthermore instructing them not to raise concerns with appropriate members of staff and management thus causing the Township to relocate and/or reorganize employee positions outside of the Clerk's Department for the protection of the employees; and
9. Using her position as Township Clerk to pressure Township staff to circumvent the rules and restrictions for her personal advantage; and
10. Using her status as Clerk to evade the procedural requirements for a variance by personally contacting the newspaper to notice her personal request for a variance; and
11. Representing herself before the Zoning Board of Appeals thus presenting a conflict of interest in violation of her fiduciary duties to the Township; and
12. Making public threats to sue the Township to multiple members of Township staff; and
13. Providing compensation to herself by applying her annual pay increases in advance dating back to at least 2003, which may be a violation of The Michigan Penal Code (MCL 750.490); and
14. Committing an unauthorized release of the confidential information contained within the independent legal investigation authorized by the Township Board; and
15. Knowingly and deliberately violating the motion of the Township Board on October 26, 2022 by continuing to use and misuse Township resources to investigate a personal issue.

**BE IT FURTHER RESOLVED** that the Township Board of Charter Township of Genoa hereby reprimands its Clerk, Paulette Skolarus, for her official misconduct in office by removing all non-statutory duties and employees from her office. Furthermore, to protect the employees of the Township, in performance of her statutory duties the Clerk shall only communicate with management and employees in writing or if verbally, the employee and their supervisor or another member of Township staff selected by the employee shall be present.

**BE IT FURTHER RESOLVED** that the Clerk is instructed to lodge this Resolution in the official records of the Township and that this Resolution shall be in full force and effect from and after its passage and approval.

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

AYES: Jean Ledford, Terry Croft, Robin Hunt, Diana Lowe, Jim Mortensen, Bill Rogers

NAYS: none

ABSTAIN: Paulette Skolarus

ABSENT: none

The resolution was declared ADOPTED.

#### **CERTIFICATION OF CLERK**

The undersigned, being the duly elected Clerk of the Township, hereby certifies that (1) the foregoing is a true and complete copy of a resolution duly adopted by the Township Board at a meeting of the Township Board, at which meeting a quorum was present and remained throughout; (2) the original thereof is on file in the records of 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, Genoa Charter Township Clerk

Dated: November 21, 2022



# MEMORANDUM

**TO:** Honorable Board of Trustees  
**FROM:** Kelly VanMarter, Township Manager  
**DATE:** January 18, 2023  
**RE:** Policy Documents

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

To improve efficiency and bring uniformity to operations, Township staff has been working on creating policies and procedure documents in a standardized format. Over the years, the Board has adopted many policies and there has not been an organized approach to maintaining and/or updating policies for officials and employees to follow. In the upcoming months, we will be presenting new and updated policy and procedure documents to the Board. These documents have been created in an attempt to establish standards to ensure compliance with regulatory requirements and to help guide expectations and employee operations.

The first two policies presented under this initiative involve 1.) agenda management and minutes and 2.) Travel and mileage expenses. The agenda management and minutes records policy expands upon the existing agenda policy adopted by the Board on April 18, 2022. The minutes portion of the policy was recommended to be included by the Michigan Township Association to formally document the requirements for compliance with state law and to specify the Board's preference for non-statutory items. The policy as written reflects the standards by which staff is currently operating and will establish clear expectations.

The second policy is in regard to travel expenses and mileage. This policy reflects current practices and procedures utilized to reimburse employee and officials for their travel and mileage expenses. It also incorporates past policies adopted by the Board as it relates to mileage reimbursement for employees who receive a car allowance. This policy will set expectations and provide clarity and guidance for reimbursement of travel expenses.

I look forward to discussing these policies with you on Monday. If you have questions please let me. If there is support for the policies, I have provided the following motion for your consideration:

**Moved by \_\_\_\_\_, Supported by \_\_\_\_\_ to approve the policies for Agenda Management and Minutes and Travel and Mileage Expenses.**

**SUPERVISOR**

Bill Rogers

**CLERK**

Paulette A. Skolarus

**TREASURER**

Robin L. Hunt

**TRUSTEES**

Jean W. Ledford

H. James Mortensen

Terry Croft

Diana Lowe

**MANAGER**

Kelly VanMarter



# Agenda Management and Minutes Policy

Adopted by the Township Board on \_\_\_\_\_



**GENOA CHARTER TOWNSHIP  
LIVINGSTON COUNTY, MICHIGAN  
BOARD OF TRUSTEES**

**AGENDA MANAGEMENT AND MINUTES RECORDS POLICY**

**Considered: January 23, 2023**

**Adopted: \_\_\_\_\_**

The Genoa Charter Township Board of Trustees (the “Board”) have prepared this policy to provide guidance and ensure compliance with state law in regard to managing agendas, preparing packets and formulating and approving the minutes of Board meetings. This policy is intended to create consistency for processes associated with agenda placement and meeting packet preparation by establishing required criteria and deadlines not only for preparation of the meeting agenda and packet but also for making it available to the Trustees and the public.

As required by the Open Meetings Act, Public Act 267 of 1976, MCL 15.269 the Township Board must keep minutes of each meeting to establish a record of actions taken by the Board. The minutes belong to the Board and this policy determines the Board’s preference for the format and style of the minutes.

## Article I. AGENDA AND PACKET MANAGEMENT

### Section 1.01 RESPONSIBLE PARTY

The Township Supervisor or the Supervisor’s designee shall prepare the agenda of business, including correspondence, for all Township Board meetings. The Supervisor or the Supervisor’s designee shall ensure that the agenda and all supporting documentation is generally available for distribution and posted to the Township website no later than 4:00 p.m. four (4) days prior to the Board meeting. If a delay occurs or additional time is needed, the Supervisor or the Township Manager will notify all members of the Board and post a notice on the website indicated when the agenda and or packet will be available which may not be less than 24 hours before the scheduled meeting.

### Section 1.02 AGENDA PLACEMENT PROCEDURES

All Officers, Trustees or staff members who desire to have any business placed on the Agenda shall notify the Township Supervisor and the Township Manager via Township email by 1:00 p.m. at least five (5) days prior to the Township Board meeting. The email shall include the agenda language requested, a cover memo addressed to the Board explaining the request with a digital pdf copy of any supporting documentation included in the request. Requests for additional time beyond the deadline or deviations to this policy must be explicitly approved in advance by the Township Supervisor. Items not submitted in a complete and timely fashion with a cover memo and supporting documentation will not be considered at the Board meeting unless determined by the Supervisor to be of an urgent nature.

### Section 1.03 CORRESPONDENCE PLACEMENT PROCEDURES

All Officers, Trustees or staff members who wish to place correspondence in the Board Packet are required to submit the item via Township email to the Township Supervisor and Manager by 1:00 p.m. at least five (5) days prior to the Township Board meeting. The Township Supervisor has full discretion over the items included as correspondence and will generally exclude items that were previously communicated separately but received by all members of the Board.

### Section 1.04 EXCLUDED MATERIALS

Material that is deemed Confidential due to state law, federal law or attorney-client privilege will not be included in the Board packet but will be submitted to the Board members as a separate set of documents.

## Article II. MINUTES RECORDS

### Section 2.01 RESPONSIBLE PARTY

The minutes belong to the Township Board and the Board shall appoint an individual to serve as Secretary to prepare minutes for all meetings. In the absence of a secretary, the Board shall appoint 1 of its members as temporary secretary for that meeting. A recording of the meeting shall only be allowed for the purpose of creating the minutes and the recording must be destroyed the day after the meeting minutes are approved unless they are subject to a Freedom of Information Act request, a discovery request or court order.

### Section 2.02 CONTENTS

The minutes should be a record of the actions taken by the Board and must contain the following:

- (1) The date, time, and location of the meeting.
- (2) Members present, and members absent.
- (3) Any motions and resolutions made, supported and the results of the motion and any action taken by the Board made at a meeting open to the public.
- (4) The minutes shall include all roll call votes taken at the meeting.
- (5) Corrected minutes shall show both the original entry and the correction.
- (6) Corrected minutes must be signed by the Supervisor and the Clerk.
- (7) Personal statements and verbatim deliberations or comments should be avoided.
- (8) Comments made during a public hearing shall include the name and address of the person speaking as well as include the comments and arguments made.
- (9) CLOSED SESSIONS: (see Section 2.04 Closed Session for more information)
  - a. May only be called during open meetings.
  - b. The minutes must record the purpose of the closed session and identify each element of the specific Open Meetings Act permissible purpose.
  - c. The minutes must also include the vote taken to enter into closed session including the roll call of a two-thirds roll call vote.
  - d. The time the closed session is entered.
  - e. Those present for the closed session.
  - f. The time the closed session is ended.

## Section 2.03 DRAFT MINUTES

### (a) Open Session

The recording secretary shall prepare a working copy of the minutes for review by the Township Manager. The Township Manager will review the working copy of the minutes for spelling and typographical errors and also to ensure compliance with the Open Meetings Act and this policy. Once the working copy has been finalized, the final “Draft Minutes” shall be transmitted to the Township Manager no later than 7 business days after the meeting occurred. The Manager shall post the draft minutes to the Township website and shall make them available for public inspection within eight business days after the meeting as required by law. There shall be no changes to the draft minutes once they have been finalized and made available to the public. Changes can only occur at the next meeting during approval of the minutes. The draft minutes shall be included in the Board packet for their approval at their next regular meeting.

### (b) Closed Session

The recording secretary shall prepare a working copy of the closed session minutes for review by the Township Manager. The Township Manager will review the working copy of the closed session minutes for spelling and typographical errors and also to ensure compliance with the Open Meetings Act and this policy. Once the working copy has been finalized, the final “Draft Minutes” shall be transmitted to the Township Manager no later than 7 business days after the meeting occurred. The Manager shall then seal within a security envelope, individual copies of the draft closed session minutes for each member of the Board to be reviewed and approved at the next regularly scheduled Board meeting.

Only a member of the Board who was absent at the closed session may see the minutes for the purposes of approving them prior to the meeting at which the minutes are to be approved. The absent member must schedule a time to review the closed session draft minutes with the Township Manager and the Manager shall document the time, location and duration of the absent members review of the draft minutes. The member must also sign and date the outside of the security envelope to indicate that it was opened and reviewed.

**NOTE: ANY PUBLIC OFFICIAL WHO DISCLOSES CLOSED SESSION MINUTES RISKS CRIMINAL PROSECUTION AND CIVIL PENALTIES.**

## Section 2.04 CORRECTING AND APPROVING MINUTES

Any corrections to the draft minutes shall occur at the next regularly scheduled meeting after the meeting to which the minutes refer. Changes to the draft minutes is limited to correcting typos or clarifying ambiguities. Corrected minutes must show both the original entry and the correction in a red line format.

The Board shall vote to approve the prior meeting minutes as part of its meeting agenda. Once the Board has voted to approve the minutes, with or without corrections, they are approved and can no longer be changed.

#### Section 2.05 APPROVED MINUTES

The recording secretary shall provide a copy of the approved minutes to the Township Manager and the Township Clerk within four (4) business days after the meeting at which the minutes were approved. The Manager shall post the approved minutes to the Township website and make them available for public inspection within five business days after the meeting as required by law. The Township Clerk shall maintain custody of the approved minutes and shall ensure that the minutes are kept in a journal of proceedings signed by the Supervisor and the Clerk.

#### Section 2.06 RETENTION

The approved minutes must be retained permanently by the Township Clerk. The original minutes should be preserved in a minute's book or file in chronological order. Handwritten notes or recordings of a meeting made for the purpose of creating the minutes must be retained until the day after the meeting at which the minutes are approved at which time they shall be destroyed, unless they are subject to a Freedom of Information Act request, a discovery request or a court order.

#### Section 2.07 PUBLICATION

The Township Manager shall publish a recurring notice in the local newspaper once per month indicating that the minutes of the Township Board have been posted at the Township Hall and on the Township website (MCL 42.8).

#### Article III. REPEALOR

All policies or parts of policies in conflict herewith are repealed.

#### Article IV. SEVERABILITY

Should any section, subsection, paragraph, sentence, clause, or word of this Policy be held invalid for any reason, such decisions shall not affect the validity of the remaining portions of the policy.



# Travel – Mileage Policy

Adopted by the Township Board on \_\_\_\_\_, 2023

**GENOA CHARTER TOWNSHIP**  
**LIVINGSTON COUNTY, MICHIGAN**  
**BOARD OF TRUSTEES**  
**TRAVEL and MILEAGE REIMBURSEMENT POLICY**

**Considered:** \_\_\_\_\_

**Adopted:** \_\_\_\_\_

The Genoa Charter Township enables Elected officials, appointed officials and Township employees to be reimbursed for attendance at pre-approved conferences, seminars or when conducting official Township business for expenses.

Persons who travel on Township business are encouraged to incur the lowest practical and reasonable expense while still traveling in an efficient and timely manner. Those traveling are expected to avoid impropriety, or the appearance of impropriety, in any travel expense. They must conduct Township business with integrity, in compliance with applicable laws, and in a manner that excludes consideration of personal advantage.

Reimbursement shall be made for allowable expenses. In general, allowable expenses are defined as conference or seminar fees, transportation, accommodations, and meals. Any deviations from these allowable expenses require the approval of the Township Board of Trustees.

**Article I. RESPONSIBILITY OF AUTHORIZED SIGNER**

Approval of the travel expense report by the employee and direct supervisor or official and manager constitutes certification to the accuracy and propriety of all expenses and allowances listed as actually necessary in the performance of official Township business and in conformity with Township travel policy and procedures.

Employees and officials must show all prepaid travel costs on the final travel expense report that is prepared and signed. There is a separate prepaid section in which to enter these costs.

When submitting for reimbursement, receipts must accompany the travel expense report. The Township is not responsible for lost receipts. When a receipt is lost and cannot be replaced, it is at personal expense.

**Article II. AUTOMOBILE USE AND REIMBURSEMENT**

**Section 2.01 PERSONAL AUTOMOBILE USE**

Persons utilizing a personal vehicle for travel or conducting official Township business, will be reimbursed at the IRS Federal rate for the use of privately owned/leased automobiles. Mileage reimbursements for persons who choose to drive rather than fly should not exceed the lowest round trip coach airfare available at the time travel was authorized. Employees and officials must supply documentation to support what the airfare would have been at that time if it is believed that airfare may be less. It is the responsibility of the owner of the vehicle being used for business to carry adequate insurance coverage (no reimbursement can be made without proper

insurance). The insurance on the vehicle is considered primary at all times. It is the responsibility of the vehicle owner to maintain insurance in an amount sufficient to pay for any loss. Documentation must be attached to the travel expense report showing the correct mileage such as a print out from MapQuest, etc. indicating the starting address as indicated in section 2.02 below.

Employees receiving a car allowance will be compensated 35 percent of the prevailing IRS mileage rate for eligible expenses beginning with a one-way trip of 50 miles or more.

Salaried officials and appointed officials will be reimbursed mileage for travel outside of Livingston County in accordance with this policy.

When two or more persons travel in the same vehicle, mileage reimbursement shall only be paid to one person. Reimbursable mileage does not include any mileage incurred for personal reasons.

Expenses for the maintenance and repair of privately-owned/leased vehicles used for Township business are the responsibility of the official or employee.

Mileage is reimbursable to only one of two or more employees traveling on the same trip and in the same vehicle. The names of all persons traveling together on the same trip and in the same vehicle must be listed on the Travel Expense Report.

#### Section 2.02 TRAVEL POINTS

Mileage will be paid from the Township Hall office, if arriving or leaving from home or an alternate location. Least amount shall be used.

#### Section 2.03 MUNICIPAL VEHICLES

Municipal vehicles should be viewed as belonging to citizens and are assigned solely for the purpose consistent with providing services to those citizens. Municipal vehicles are not personal vehicles and are not for personal use. Any official or employee utilizing a municipal vehicle must adhere to the Municipal Vehicle Use Policy and Safe Drive Policy per the Genoa Charter Township Employee Handbook.

#### Section 2.04 PARKING

In general, parking fees are reimbursable, however employees should make the most cost-conscious decision for the Township based on the availability and cost (i.e., self-parking versus valet parking).

#### Section 2.05 RENTAL CAR REQUIREMENTS

If a rental car is required, the type and size of vehicle is to be selected with due consideration of cost to the Township and the specifics of travel. Persons should accept collision damage waiver and personal accident insurance offered by car rental agencies. The insurance policy provided by the Township covers only excess liability insurance on an official's or employee's personal vehicle or a rented vehicle. Before reserving a rental car, consideration should be given to the practical and relative cost of using alternative transportation. Officials and employees may rent a vehicle for business travel when deemed necessary and cost efficient.

## Article III. MEALS

### Section 3.01 PERSONAL MEALS

Personal meals are individual, everyday meals consumed during business travel. Meal reimbursement is authorized for meals including tips while the employee is in authorized travel status. Receipts are required.

If an official or employee is attending a one-day training session out of the office that does not include the noon or evening meal, employee will be reimbursed for the meal with receipts presented.

No liquor or alcoholic beverages of any kind can be reimbursed from Township funds.

### Section 3.02 PER DIEM RATES

For partial days of travel, preceding or following an overnight stay, and for one day travel, travel day personal meal reimbursement eligibility shall be based on the following travel time frames:

- Breakfast: travel beginning prior to 7 a.m. and continuing until after 9 a.m.
- Lunch: travel beginning prior to 11 a.m. and continuing until after 1 p.m.
- Dinner: travel beginning prior to 5 p.m. and continuing until after 8 p.m.

### Section 3.03 CONFERENCE MEALS

Reimbursement may be made for meals when such meals are an integral part of the conference or seminar and are listed separately on the registration materials or are included in the cost of the conference or seminar. Supporting documentation such as the registration receipt or printed material showing which meal(s) are covered is required. Conference meals will be reimbursed regardless of the overnight stay requirement.

## Article IV. LODGING REIMBURSEMENTS

Persons may stay in standard, single occupancy room (unless traveling with other Governmental employee) at a non-luxury hotel (unless it is the location of a conference or seminar) that is 30 miles or more from the official's or employee's residence or work location. Officials or employees are not required to room together and may have their own room. Unless shared with another employee, if a double room or upgraded room is desired, the official or employee is responsible for the difference in rates. The department supervisor or manager will determine the reasonableness of the hotel. Lodging will be paid in advance whenever possible.

Detailed receipts for accommodations are required for reimbursement if the accommodations have not been paid in advance. Personal expenses such as in-room movies, beverage or snack bars, childcare, recreational activities, and other similar expenses will not be reimbursed. Room service is acceptable in accordance with section 3.01 of this Policy.



Lodging shall only be allowed for the night before or night after when it is necessary to prevent morning leave time prior to 7: 00 a.m. or evening return time after 9:00 p.m. Exceptions to this will be made for individuals needing reasonable accommodations for a disability.

#### Article V MISCELLANEOUS REIMBURSABLE EXPENSES

##### Section 5.01 CONFERENCE/SEMINAR FEES

Conference/seminar fees must be pre-approved and included in the department's adopted budget. Conference/seminar fees will be paid in advance whenever possible. If a person must pay for conference add-ons during the conference, the expense must be supported by a receipt.

##### Section 5.02 PERSONAL EXPENSES

Expenses incurred for alcoholic beverages are not reimbursable. Cost of travel, lodging, or food for members of the person's family or an acquaintance is not reimbursable. In the event a member of a person's family or acquaintance accompanies them and no evidence is furnished indicating the room rate for single occupancy, the employee will be reimbursed at no more than 75% of the double occupancy lodging charges.

#### Article VI REPEALOR

All policies or parts of policies in conflict herewith are repealed.

#### Article VII SEVERABILITY

Should any section, subsection, paragraph, sentence, clause, or word of this Policy be held invalid for any reason, such decisions shall not affect the validity of the remaining portions of the Policy.



# Board Correspondence

## Rosa Parks Transit Equity Day- February 4, 2023

On February 4, 2023, LETS, the Livingston County Transportation Coalition and other community organizations will host Rosa Parks Transit Equity Day. The goal of this event is to increase awareness of the importance of safe, reliable, equitable and sustainable transportation for all segments of our community. This is particularly important for those citizens who are unable to drive or do not have access to a car.

A fully functioning and widely available public transportation system is a benefit to all segments of our society and to the health of our citizens.

- More public options mean fewer cars, safer roads and less congestion.
- More public options mean less need for expanded parking lots.
- More public transportation means less pollution and healthier air to breathe.
- Widely available public transportation will provide mobility to underserved segments of our community:
  - The elderly
  - The young
  - Health impaired
  - Physically disabled
  - Those without licenses
- Widely available public transportation will allow more people to participate in our local economy.
- Widely available public transportation will allow people to get to medical providers.
- Widely available public transportation will allow more citizens to age in place.
- Widely available public transportation will ease the burden of those who do have cars.

We call upon all units of government to support Rosa Parks Transit Equity Day and the goals of this event: to create and maintain a public transportation system that allows all residents to participate as fully as possible in our society.



# 2<sup>nd</sup> Annual Livingston County Rosa Parks Transit Equity Day Pancake Breakfast & Community Recognition

**SAVE THE DATE!! Feb 3, 2023 – 8-9:30am**

**Torch 180, 131 Mill St, Fowlerville, MI 48836**



The Livingston County Transportation Coalition, LETS, Church & Society Committee of First UMC Brighton and Torch 180 have collaborated to promote transit equity in Livingston County. We will be having a pancake breakfast, with coffee and juice, featuring Rosa Parks' recipe.

<<<<<<< Donations are encouraged for breakfast >>>>>>>

Alongside breakfast there will be a short presentation that includes a community recognition of locations around Livingston County that actively work toward achieving increased transportation access for transit dependent people in their respective communities.

<<<<<<<<< *TRANSPORTATION FOR EVERYONE* >>>>>>>>

<<<<<< RSVP: Appreciated at the link below >>>>>>

<https://forms.office.com/r/hMcUhCfe6j>

Questions can be directed to Mark Hymes –

[markhymes@gmail.com](mailto:markhymes@gmail.com) – 734-904-0530

More information on National Transit Equity Day

<https://www.labor4sustainability.org/transit-equity-2023/>



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