

**GENOA CHARTER TOWNSHIP BOARD**

**Regular Meeting**

**January 22, 2024**

**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 22, 2024
2. Request to approve December 18, 2023 regular meeting minutes.
3. Request approval to enter into agreements to collect 2024 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:**

4. Consideration of a recommendation for approval of a special land use application, environmental impact assessment and site plan for a commercial stable located at 7318 Herbst Road, east of Hubert Road. The request is petitioned by Nancy Merlo, Brighton Equestrian Club.
  - A. Disposition of Special Use Application.
  - B. Disposition of Environmental Impact Assessment (dated 4-22-22)
  - C. Disposition of Site Plan (dated 10-31-23)
5. Request for approval of poll workers and per diems for the February 27, 2024 Presidential Primary as recommended by the Election Commission and submitted by the Township Clerk.
6. Request for review and consideration for approval of amendments to the Travel and Mileage Expenses Policy.
7. Request from AT&T for the Metro Act Right of Way Permit Extension to end December 31, 2028.
8. Request for consideration of a Proclamation in Appreciation and recognition of February 4<sup>th</sup> as Rosa Parks Transit Equity Day.

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 22, 2024

All information below through January 17, 2024

TOWNSHIP GENERAL EXPENSES	\$	287,063.04
December 22, 2023 Bi Weekly Payroll	\$	120,362.25
January 5, 2024 Bi Weekly Payroll	\$	120,446.28
January 10, 2024 Personal Payout Payroll	\$	13,014.84
January 12, 2024 Part Time Vacation Payroll	\$	2,602.36
January 15, 2024 DPW Hanus Personal Payout Payroll	\$	1,154.31
January 19, 2024 Bi Weekly Payroll	\$	125,466.74
OPERATING EXPENSES DPW (503 FN)	\$	29,294.75
OPERATING EXPENSES Oak Pointe (592FN)	\$	167,790.23
OPERATING EXPENSES Lake Edgewood (593FN)	\$	103,048.07
TOTAL	\$	970,242.87

FNBCK Check Register

Check Date	Check	Vendor Name	Amount
Bank FNBCK CHECKING ACCOUNT			
12/13/2023	38595	UNITED STATES POSTAL SERVICE	300.00
12/21/2023	38596	AMERICAN AQUA	140.20
12/21/2023	38597	BLUE CROSS & BLUE SHIELD OF MI	54,122.71
12/21/2023	38598	COMCAST	264.47
12/21/2023	38599	COMCAST	732.55
12/21/2023	38600	CONSUMERS ENERGY	569.84
12/21/2023	38601	DELTA DENTAL	4,041.28
12/21/2023	38602	ETNA SUPPLY COMPANY	1,545.00
12/21/2023	38603	JEFFREY DHAENENS	997.13
12/21/2023	38604	LAKESIDE SERVICE COMPANY, INC.	196.00
12/21/2023	38605	LAURA GAMBINO	22.25
12/21/2023	38606	MUTUAL OF OMAHA	3,230.91
12/21/2023	38607	NORTHERN PLUMBING, INC.	635.00
12/21/2023	38608	PRINTING SYSTEMS	1,368.07
12/21/2023	38609	S ESTRN CHAP MI ASSRS ASSN	60.00
12/21/2023	38610	SAFEBUILT LLC	6,936.59
12/21/2023	38611	SEWARD HENDERSON PLLC	2,261.00
12/21/2023	38612	US BANK EQUIPMENT FINANCE	2,299.22
12/21/2023	38613	VERIZON WIRELESS	406.84
12/27/2023	38614	CAPITAL ONE	439.35
12/27/2023	38615	DTE ENERGY	29.59
12/27/2023	38616	QUADIENT FINANCE USA, INC	5,010.00
01/04/2024	38617	2/42 COMMUNITY CHURCH	300.00
01/04/2024	38618	AMERICAN AQUA	54.00
01/04/2024	38619	DOUGLAS ELECTRIC COMPANY	380.00
01/04/2024	38620	DTE ENERGY	1,241.40
01/04/2024	38621	FEDERAL EXPRESS CORP	194.24
01/04/2024	38622	GENOA TWP GENERAL FUND	4,477.27
01/04/2024	38623	LIVINGSTON PRESS & ARGUS	480.00
01/04/2024	38624	NETWORK SERVICES GROUPE, L.L.C.	50.00
01/05/2024	38625	ALLSTAR ALARM LLC	345.00
01/05/2024	38626	GORDON FOOD SERVICE	664.02
01/05/2024	38627	MEI TOTAL ELEVATOR SOLUTIONS	167.87
01/05/2024	38628	MICHIGAN OFFICE SOLUTIONS	230.26
01/05/2024	38629	PERFECT MAINTENANCE CLEANING	565.00
01/05/2024	38630	PRINTING SYSTEMS	557.46
01/05/2024	38631	SAFEBUILT LLC	6,333.83
01/05/2024	38632	STAPLES	342.60
01/10/2024	38633	COOPER'S TURF MANAGEMENT LLC	2,095.00
01/10/2024	38634	DTE ENERGY	51.07
01/10/2024	38635	MICHIGAN OFFICE SOLUTIONS	68.41
01/10/2024	38636	PRINTING SYSTEMS	1,294.22
01/10/2024	38637	PRINTING SYSTEMS	225.00
01/16/2024	38638	UNITED STATES POSTAL SERVICE	5,000.00
01/16/2024	38639	PITNEY BOWIES, INC	13,336.27
01/17/2024	38640	CONTINENTAL LINEN SERVICE	147.52
01/17/2024	38641	EHIM, INC	2,528.52
01/17/2024	38642	ETNA SUPPLY COMPANY	17,850.00
01/17/2024	38643	GENOA TOWNSHIP DPW FUND	86.59
01/17/2024	38644	HOWELL AREA CHAMBER OF COMMERCE	545.00
01/17/2024	38645	LAURA GAMBINO	40.00
01/17/2024	38646	MARY KRENCICKI	18.65
01/17/2024	38647	OK FIRE EQUIPMENT CO	131.00
01/17/2024	38648	SPECTRUM PRINTERS, INC	643.01
01/17/2024	38649	STAPLES	152.32
01/17/2024	38650	TETRA TECH INC	640.00
01/17/2024	38651	TRI COUNTY SUPPLY, INC.	685.29
01/17/2024	38652	US BANK EQUIPMENT FINANCE	2,213.31
01/17/2024	38653	WASTE MANAGEMENT CORP, SERVICES	129,816.00
01/17/2024	38654	DTE ENERGY	304.91
01/17/2024	38655	PFEFFER, HANNIFORD, PALKA	7,200.00
FNBCK TOTALS:			
Total of 61 Checks:			287,063.04
Less 0 Void Checks:			0.00
Total of 61 Disbursements:			287,063.04

December 22, 2023 Bi Weekly Payroll

01/16/2024 11:36 AM		PAYROLL REGISTER REPORT FOR GENOA CHARTER TOWNSHIP				Page 37 of 37
		Payroll ID: 266				
		Pay Period End Date: 12/15/2023		Check Post Date: 12/22/2023		Bank ID: FNBCK
* YTD values reflect values AS OF the check date based on all current adjustments, checks, void checks						
VACATION PAY	127.00	0.00	4,853.05	164,611.46		
VACATION PTIME	0.00	0.00	0.00	2,701.81		
WELL IQ	0.00	0.00	1,486.57	9,959.56		
ZBA CHAIR	0.00	0.00	0.00	2,124.89		
ZBA MINUTES	0.00	0.00	0.00	1,972.20		
ZBA MINUTES OT	0.00	0.00	0.00	75.00		
ZBA PER DIEM	0.00	0.00	0.00	5,221.87		
Gross Pay This Period		Deduction Refund	Ded. This Period	Net Pay This Period	Gross Pay YTD	Dir. Dep.
119,132.32		0.00	35,229.67	83,902.65	2,934,566.26	83,498.22

01/16/2024 11:37 AM		Check Register Report For Genoa Charter Township				Page 1 of 1
		For Check Dates 12/22/2023 to 12/22/2023				
Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit Status
12/22/2023	FNBCK	13941	MATKIN, RONALD	86.01	79.43	0.00 Open
12/22/2023	FNBCK	13942	OVERBY, CYNTHIA R	351.92	325.00	0.00 Cleared
12/22/2023	FNBCK	EFT878	FLEX SPENDING (TASC)	840.38	840.38	0.00 Cleared
12/22/2023	FNBCK	EFT879	INTERNAL REVENUE SERVICE	28,124.01	28,124.01	0.00 Cleared
12/22/2023	FNBCK	EFT880	PRINCIPAL FINANCIAL	5,111.00	5,111.00	0.00 Cleared
12/22/2023	FNBCK	EFT881	PRINCIPAL FINANCIAL	2,384.21	2,384.21	0.00 Cleared
Totals:		Number of Checks: 006		36,897.53	36,864.03	0.00
Total Physical Checks:		2				
Total Check Stubs:		4				

Direct Deposit           \$83,498.22  
 Physical Check Amount \$36,864.03  
 TOTAL                   \$120,362.25

January 5, 2024 Bi Weekly Payroll

01/16/2024 11:40 AM		PAYROLL REGISTER REPORT FOR GENOA CHARTER TOWNSHIP				Page 35 of 35
		Payroll ID: 267				
		Pay Period End Date: 12/29/2023		Check Post Date: 01/05/2024		Bank ID: FNBCK
* YTD values reflect values AS OF the check date based on all current adjustments, checks, void checks						
VACATION PTIME	0.00	0.00	0.00	0.00		
WELL IQ	0.00	0.00	976.28	976.28		
ZBA MINUTES	1.00	0.00	181.65	181.65		
ZBA MINUTES OT	0.00	0.00	0.00	0.00		
ZBA PER DIEM	4.00	0.00	813.80	813.80		
Gross Pay This Period		Deduction Refund	Ded. This Period	Net Pay This Period	Gross Pay YTD	Dir. Dep.
119,471.38		0.00	36,178.78	83,292.60	119,471.38	83,165.74

01/16/2024 12:48 PM		Check Register Report For Genoa Charter Township				Page 1 of 1
		For Check Dates 01/05/2024 to 01/05/2024				
Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit Status
01/05/2024	FNBCK	13943	MULLALLY-HENNE, MARGARET A	144.00	126.86	0.00 Open
01/05/2024	FNBCK	EFT882	FLEX SPENDING (TASC)	1,013.06	1,013.06	0.00 Open
01/05/2024	FNBCK	EFT883	INTERNAL REVENUE SERVICE	28,545.41	28,545.41	0.00 Open
01/05/2024	FNBCK	EFT884	PRINCIPAL FINANCIAL	5,211.00	5,211.00	0.00 Open
01/05/2024	FNBCK	EFT885	PRINCIPAL FINANCIAL	2,384.21	2,384.21	0.00 Open
Totals:		Number of Checks: 005		37,297.68	37,280.54	0.00
Total Physical Checks:		1				
Total Check Stubs:		4				

Direct Deposit           \$83,165.74  
 Physical Check Amount \$37,280.54  
 TOTAL                   \$120,446.28



January 10, 2024 Personal Payout Payroll

01/16/2024 12:33 PM		PAYROLL REGISTER REPORT FOR GENOA CHARTER TOWNSHIP					Page 9 of 9	
		Payroll ID: 268						
		Pay Period End Date: 01/10/2024 Check Post Date: 01/10/2024 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.*	
BONUSES CDL	0.00	0.00	0.00	0.00	FIW	925.71	3,410.32	
CAR ALLOWANCE	0.00	0.00	0.00	553.85	MEDICARE_EE	181.85	735.11	
CELL PHONE REIM	0.00	0.00	0.00	313.84	SITW	488.54	1,922.15	
COVID-19	0.00	0.00	0.00	0.00	SOCSEC_EE	777.72	3,143.31	
DPW MED REIM	0.00	0.00	0.00	164.62				
EL TAXED	0.00	0.00	0.00	0.00				
ELEC RECV BOARD	0.00	0.00	0.00	0.00				
ELEC TAX OT	0.00	0.00	0.00	0.00				
ESSENTIAL SERVI	0.00	0.00	0.00	0.00				
FLOATER HOLIDAY	0.00	0.00	0.00	0.00				
G1	0.00	0.00	0.00	9,088.00				
G2	0.00	0.00	0.00	1,489.50				
HOLIDAY PAY	0.00	0.00	0.00	7,141.08				
HOWELL-G1	0.00	0.00	0.00	0.00				
HOWELL-G2	0.00	0.00	0.00	0.00				
IN LIEU MED INS	0.00	0.00	0.00	164.62				
LONGEVITY	0.00	0.00	0.00	0.00				
ON CALL	0.00	0.00	0.00	900.38				
PERSONAL PAYOUT	594.00	0.00	12,543.81	12,543.81				
PERSONAL TIME	0.00	0.00	0.00	1,390.72				
SALARY	0.00	0.00	0.00	14,579.69				
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	3,505.89				
WELL IQ	0.00	0.00	0.00	344.59				
<b>Gross Pay This Period</b>					<b>Gross Pay YTD</b>			
12,543.81	<b>Deduction Refund</b>		<b>Ded. This Period</b>	<b>Net Pay This Period</b>	52,180.59	<b>Dir. Dep.</b>		
	0.00		2,373.82	10,169.99		0.00		

01/16/2024 12:35 PM		Check Register Report For Genoa Charter Township					Page 1 of 1	
		For Check Dates 01/10/2024 to 01/10/2024						
Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status	
01/10/2024	FNBCK	13944	AULETTE, JAMES B	2,261.54	1,814.11	0.00	Open	
01/10/2024	FNBCK	13945	CHIMPOURAS, ALEX A	2,307.70	1,908.77	0.00	Open	
01/10/2024	FNBCK	13946	CZUPRENSKI, BRIAN	1,196.00	975.77	0.00	Open	
01/10/2024	FNBCK	13947	DUHON, JAY H	462.00	407.02	0.00	Open	
01/10/2024	FNBCK	13948	KERN, JENIFER A	101.25	89.21	0.00	Open	
01/10/2024	FNBCK	13949	LOWE, SCOTT E	187.31	172.98	0.00	Open	
01/10/2024	FNBCK	13950	MEYERS, JEFFREY W	1,512.00	1,207.09	0.00	Open	
01/10/2024	FNBCK	13951	OTT, BRITON	624.00	510.43	0.00	Open	
01/10/2024	FNBCK	13952	ROJEWSKI, DEBRA L	94.23	83.02	0.00	Open	
01/10/2024	FNBCK	13953	TATARA, GREGORY	3,206.73	2,480.87	0.00	Open	
01/10/2024	FNBCK	13954	VANMARTER, KELLY K	591.05	520.72	0.00	Open	
01/10/2024	FNBCK	EFT886	INTERNAL REVENUE SERVICE	2,844.85	2,844.85	0.00	Open	
<b>Totals:</b>								
			Number of Checks:	012	15,388.66	13,014.84	0.00	
Total Physical Checks:				11				
Total Check Stubs:				1				

Direct Deposit \$0  
 Physical Check Amount \$13,014.84  
 TOTAL \$13,014.84

January 12, 2024 Part Time Vacation Payroll

01/16/2024 12:36 PM		PAYROLL REGISTER REPORT FOR GENOA CHARTER TOWNSHIP					Page 3 of 3		
		Payroll ID: 269							
		Pay Period End Date: 01/11/2024 Check Post Date: 01/12/2024 Bank ID: FNBSCK							
* 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.*		
DEPUTY CLERK	0.00	0.00	0.00	1,236.00	FIW	189.09	347.49		
EL_TAXED	0.00	0.00	0.00	0.00	MEDICARE_EE	36.49	71.66		
ELEC TAX OT	0.00	0.00	0.00	0.00	SITW	106.97	197.31		
ELECTION MEETIN	0.00	0.00	0.00	0.00	SOCSEC_EE	156.04	306.42		
HOLIDAY PAY	0.00	0.00	0.00	620.71					
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	568.80					
VACATION PTIME	101.44	0.00	2,516.80	2,516.80					
WELL IQ	0.00	0.00	0.00	0.00					
Gross Pay This Period	2,516.80	Deduction Refund	0.00	Ded. This Period	488.59	Net Pay This Period	2,028.21	Gross Pay YTD	4,942.31
								Dir. Dep.	0.00

01/16/2024 12:38 PM		Check Register Report For Genoa Charter Township					Page 1 of 1	
		For Check Dates 01/12/2024 to 01/12/2024						
Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status	
01/12/2024	FNBSCK	13956	KRENCICKI, MARY E	1,415.22	1,113.60	0.00	Open	
01/12/2024	FNBSCK	13957	SCHNIERS, DENISE	1,101.58	914.61	0.00	Open	
01/12/2024	FNBSCK	EFT897	INTERNAL REVENUE SERVICE	574.15	574.15	0.00	Open	
Totals:		Number of Checks: 003		3,090.95	2,602.36	0.00		
Total Physical Checks:		2						
Total Check Stubs:		1						

Direct Deposit \$0  
 Physical Check Amount \$2,602.36  
 TOTAL \$2,602.36

January 15, 2024 DPW Hanus Personal Payout Payroll

01/16/2024 12:41 PM		PAYROLL REGISTER REPORT FOR GENOA CHARTER TOWNSHIP					Page 2 of 2		
		Payroll ID: 271							
		Pay Period End Date: 01/12/2024 Check Post Date: 01/15/2024 Bank ID: FNBSCK							
* 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	FIW	48.94	247.15		
FLOATER HOLIDAY	0.00	0.00	0.00	0.00	MEDICARE_EE	16.19	51.22		
HOLIDAY PAY	0.00	0.00	0.00	496.15	SITW	47.44	147.83		
HOWELL-G1	0.00	0.00	0.00	0.00	SOCSEC_EE	69.21	219.01		
LONGEVITY	0.00	0.00	0.00	0.00					
PERSONAL PAYOUT	72.00	0.00	1,116.35	1,116.35					
PERSONAL TIME	0.00	0.00	0.00	31.01					
SALARY	0.00	0.00	0.00	1,705.53					
VAC COVID 19	0.00	0.00	0.00	0.00					
VACATION PAY	0.00	0.00	0.00	248.08					
WELL IQ	0.00	0.00	0.00	54.13					
Gross Pay This Period	1,116.35	Deduction Refund	0.00	Ded. This Period	181.78	Net Pay This Period	934.57	Gross Pay YTD	3,651.25
								Dir. Dep.	0.00

01/16/2024 12:43 PM		Check Register Report For Genoa Charter Township					Page 1 of 1	
		For Check Dates 01/15/2024 to 01/15/2024						
Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status	
01/15/2024	FNBSCK	13959	HANUS, CAROL A	1,116.35	934.57	0.00	Open	
01/15/2024	FNBSCK	EFT892	INTERNAL REVENUE SERVICE	219.74	219.74	0.00	Open	
Totals:		Number of Checks: 002		1,336.09	1,154.31	0.00		
Total Physical Checks:		1						
Total Check Stubs:		1						

Direct Deposit \$0  
 Physical Check Amount \$1,154.31  
 TOTAL \$1,154.31

January 19, 2024 Bi Weekly Payroll

01/16/2024 12:45 PM		PAYROLL REGISTER REPORT FOR GENOA CHARTER TOWNSHIP				Page 39 of 39	
		Payroll ID: 270					
		Pay Period End Date: 01/12/2024		Check Post Date: 01/19/2024		Bank ID: FNBCK	
* YTD values reflect values AS OF the check date based on all current adjustments, checks, void checks							
VACATION NONTAX	0.00	0.00	0.00	0.00			
VACATION PAY	105.00	0.00	4,064.15	16,041.41			
VACATION PTIME	0.00	0.00	0.00	2,516.80			
WELL IQ	0.00	0.00	1,389.56	2,365.84			
ZBA CHAIR	0.00	0.00	0.00	0.00			
ZBA MINUTES	1.00	0.00	181.65	363.30			
ZBA MINUTES OT	0.00	0.00	0.00	0.00			
ZBA PER DIEM	0.00	0.00	0.00	203.45			
Gross Pay This Period	124,290.43	Deduction Refund	0.00	Ded. This Period	36,324.83	Net Pay This Period	87,965.60
						Gross Pay YTD	259,328.42
						Dir. Dep.	87,309.49

01/16/2024 12:46 PM		Check Register Report For Genoa Charter Township				Page 1 of 1	
		For Check Dates 01/19/2024 to 01/19/2024					
Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
01/19/2024	FNBCK	13958	MULLALLY-HENNE, MARGARET A	801.00	656.11	0.00	Open
01/19/2024	FNBCK	EFT888	FLEX SPENDING (TASC)	1,013.06	1,013.06	0.00	Open
01/19/2024	FNBCK	EFT889	INTERNAL REVENUE SERVICE	28,892.87	28,892.87	0.00	Open
01/19/2024	FNBCK	EFT890	PRINCIPAL FINANCIAL	5,211.00	5,211.00	0.00	Open
01/19/2024	FNBCK	EFT891	PRINCIPAL FINANCIAL	2,384.21	2,384.21	0.00	Open
Totals:		Number of Checks: 005		38,302.14	38,157.25	0.00	
Total Physical Checks:		1					
Total Check Stubs:		4					

Direct Deposit           \$87,309.49  
 Physical Check Amount \$38,157.25  
 TOTAL                   \$125,466.74

503FN Check Register

01/17/2024 03:28 PM		CHECK REGISTER FOR GENOA TOWNSHIP		Page: 1/1	
User: denise		CHECK NUMBERS 5975 - 6100			
DB: Genoa Township					
Check Date	Check	Vendor Name	Amount		
Bank 503FN DPW-UTILITIES #233					
12/13/2023	5975	CHASE CARD SERVICES	1,925.12		
12/14/2023	5976	UNITED STATES POSTAL SERVICE	78.56		
12/20/2023	5977	ADVANCE AUTO PARTS	244.02		
12/20/2023	5978	BOB'S TIRE & AUTO SERVICE, INC	1,233.95		
12/20/2023	5979	CORRIGAN OIL COMPANY, NO.II	969.44		
12/20/2023	5980	GIFFELS WEBSTER	1,332.50		
12/20/2023	5981	HOME DEPOT CREDIT SERVICES	545.64		
12/20/2023	5982	JACK DOHENY COMPANIES, INC	729.06		
12/20/2023	5983	MWEA	95.00		
12/20/2023	5984	MYERS AUTOMOTIVE	317.87		
12/20/2023	5985	PORT CITY COMMUNICATIONS, INC.	269.87		
12/20/2023	5986	RANDY'S SERVICE STATION	160.00		
12/20/2023	5987	RED WING BUSINESS ADVANTAGE ACCOUNT	407.98		
12/20/2023	5988	TETRA TECH INC	4,180.00		
12/20/2023	5989	VERIZON WIRELESS	689.76		
12/20/2023	5990	WINDSTREAM	54.00		
01/03/2024	5991	MWEA	95.00		
01/03/2024	5992	OCCUPATIONAL HEALTH CENTERS OF MI	208.00		
01/04/2024	5993	ABE'S AUTO GLASS, INC.	585.00		
01/10/2024	5994	WEX BANK	4,002.37		
01/16/2024	5995	ADVANCE AUTO PARTS	48.58		
01/16/2024	5996	BOB'S TIRE & AUTO SERVICE, INC	1,083.28		
01/16/2024	5997	FIRE PROTECTION PLUS INC	557.50		
01/16/2024	5998	GIFFELS WEBSTER	2,307.50		
01/16/2024	5999	MWEA	300.00		
01/16/2024	6000	MYERS AUTOMOTIVE	62.67		
01/16/2024	6001	PORT CITY COMMUNICATIONS, INC.	241.83		
01/16/2024	6002	RED WING BUSINESS ADVANTAGE ACCOUNT	424.74		
01/16/2024	6003	TETRA TECH INC	3,630.00		
01/16/2024	6004	TRACTOR SUPPLY CO.	719.70		
01/16/2024	6005	WINDSTREAM	108.19		
01/16/2024	6006	UNITED STATES POSTAL SERVICE	1,687.62		
503FN TOTALS:					
Total of 32 Checks:			29,294.75		
Less 0 Void Checks:			0.00		
Total of 32 Disbursements:			29,294.75		



592FN Check Register

01/17/2024 03:31 PM CHECK REGISTER FOR GENOA TOWNSHIP Page: 1/1  
 User: denise CHECK NUMBERS 5991 - 6100  
 DB: Genoa Township

Check Date	Check	Vendor Name	Amount
Bank 592FN OAK POINTE OPERATING FUND #592			
12/20/2023	5991	AMERICAN AQUA	420.84
12/20/2023	5992	AT&T	182.24
12/20/2023	5993	CONSUMERS ENERGY	777.44
12/20/2023	5994	DUBOIS-COOPER	25,320.00
12/20/2023	5995	ETNA SUPPLY COMPANY	1,317.50
12/20/2023	5996	FERGUSON WATERWORKS #3386	1,412.58
12/20/2023	5997	GENOA TOWNSHIP DPW FUND	25,756.83
12/20/2023	5998	NORTHWEST PIPE & SUPPLY CO.	268.93
12/20/2023	5999	TETRA TECH, INC.	5,215.75
12/21/2023	6000	BREHOB CORPORATION	1,805.50
12/21/2023	6001	BRIGHTON ANALYTICAL LLC	220.00
12/21/2023	6002	GENOA TOWNSHIP DPW FUND	21,704.92
12/21/2023	6003	HAVILAND PRODUCTS COMPANY	3,289.00
12/21/2023	6004	HYDROCORP	299.25
12/21/2023	6005	LIEDEL EXCAVATING CONTRACTORS LLC	3,500.00
12/21/2023	6006	UIS SCADA	3,029.50
12/27/2023	6007	AT&T LONG DISTANCE	87.34
01/10/2024	6008	DTE ENERGY	2,564.26
01/17/2024	6009	AMERICAN AQUA	265.58
01/17/2024	6010	AT&T LONG DISTANCE	123.52
01/17/2024	6011	BRIGHTON ANALYTICAL LLC	1,100.00
01/17/2024	6012	DTE ENERGY	1,245.25
01/17/2024	6013	GENOA TOWNSHIP DPW FUND	47,461.75
01/17/2024	6014	GENOA TOWNSHIP G/O NEW USER FUND	15,900.00
01/17/2024	6015	HYDROCORP	299.25
01/17/2024	6016	LUCY'S LANDSCAPE SUPPLY LLC	53.00
01/17/2024	6017	TETRA TECH INC	1,335.00
01/17/2024	6018	UIS SCADA	500.00
01/17/2024	6019	WATER SOLUTIONS UNLIMITED, INC	2,335.00
592FN TOTALS:			
Total of 29 Checks:			167,790.23
Less 0 Void Checks:			0.00
Total of 29 Disbursements:			167,790.23

593FN Check Register

01/17/2024 03:33 PM CHECK REGISTER FOR GENOA TOWNSHIP Page: 1/1  
 User: denise CHECK NUMBERS 4377 - 5000  
 DB: Genoa Township

Check Date	Check	Vendor Name	Amount
Bank 593FN LAKE EDGEWOOD OPERATING FUND #590			
12/20/2023	4377	BRIGHTON ANALYTICAL LLC	670.00
12/20/2023	4378	BYRUM ACE HARDWARE	15.98
12/20/2023	4379	CONSUMERS ENERGY	16.00
12/20/2023	4380	GENOA OCEOLA SEWER	5,236.89
12/20/2023	4381	GENOA OCEOLA SWR & WTR AUTHORI	2,050.87
12/20/2023	4382	GENOA TOWNSHIP DPW FUND	12,928.77
12/20/2023	4383	MICHIGAN CAT	8,261.88
12/20/2023	4384	TETRA TECH INC	8,035.00
12/20/2023	4385	VEGA AMERICAS, INC	1,118.85
01/04/2024	4386	LIVINGSTON COUNTY DRAIN COMM OFFICE	530.00
01/05/2024	4387	CITY OF BRIGHTON	9,474.20
01/05/2024	4388	CITY OF BRIGHTON	37,563.54
01/10/2024	4389	DTE ENERGY	3,811.47
01/17/2024	4390	BRIGHTON ANALYTICAL LLC	469.00
01/17/2024	4391	BRIGHTON TOWNSHIP	662.50
01/17/2024	4392	CONSUMERS ENERGY	302.29
01/17/2024	4393	GENOA TOWNSHIP DPW FUND	11,900.83
593FN TOTALS:			
Total of 17 Checks:			103,048.07
Less 0 Void Checks:			0.00
Total of 17 Disbursements:			103,048.07



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

January 2024						
S	M	T	W	T	F	S
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	29	30	31	1	2	3
4	5	6	7	8	9	10

New Balance  
**\$1,925.12**  
 Minimum Payment Due  
**\$40.00**  
 Payment Due Date  
**01/01/24**

**INK CASH(SM) POINT SUMMARY**

Previous points balance	36,926
+ 1 Point per \$1 earned on all purchases	1,407
+ 2Pts/\$1 gas stns, retns, o/c aply, hm impr	392
<b>Total points available for redemption</b>	<b>38,725</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:** [REDACTED]

Previous Balance	\$5,885.90
Payment, Credits	-\$5,885.90
Purchases	+\$1,925.12
Cash Advances	\$0.00
Balance Transfers	\$0.00
Fees Charged	\$0.00
Interest Charged	<u>\$0.00</u>
<b>New Balance</b>	<b>\$1,925.12</b>

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Opening/Closing Date	11/08/23 - 12/07/23
Credit Limit	\$45,500
Available Credit	\$43,574
Cash Access Line	\$2,275
Available for Cash	\$2,275

<b>Past Due Amount</b>	<b>\$0.00</b>
<b>Balance over the Credit Limit</b>	<b>\$0.00</b>

ALLSys - 233-000-085-990  
 UTILITY DEPT.  
 DEC 13 2023 *jit*  
 RECEIVED 12-13-23

0000001 FI633308 C 1 0309

N Z 07 23-12-07

Page 1 of 2

05886 MA DA 27883 34110000010452766301



P.O. BOX 15123  
 WILMINGTON, DE 19850-5123  
 For Undeliverable Mail Only

Make your payment at  
[chase.com/paycard](http://chase.com/paycard)

**Payment Due Date:** 01/01/24  
**New Balance:** \$1,925.12  
**Minimum Payment Due:** \$40.00

Account number:

\$ \_\_\_\_\_ Amount Enclosed  
 Make/Mail to Chase Card Services at the address below:



27883 8EX Z 34123 C  
 GREG TATARA  
 MIHOJ SEWER & WATER AUTH  
 2911 DOPPEL RD  
 BRIGHTON MI 48116-9436

CARDMEMBER SERVICE  
 PO BOX 6294  
 CAROL STREAM IL 60197-6294



⑆ 5000 160 28⑆ 9869 10 244974 78⑆





## ACCOUNT ACTIVITY

Date of Transaction	Merchant Name or Transaction Description	\$ Amount
11/21	AMZN Mktp US*CV3JL1TE3 Amzn.com/bill WA <i>G/O</i>	18.98 ✓
11/20	STAPLES 00107730 BRIGHTON MI <i>4/9/10</i>	81.07 ✓
11/25	AMZN Mktp US*H79162023 Amzn.com/bill WA <i>4/9/10</i>	65.70 ✓
11/30	AMZN Mktp US*UI6PL1803 Amzn.com/bill WA <i>4/9/10</i>	34.95 ✓
12/04	STAPLES 00107730 BRIGHTON MI <i>4/9/10</i>	42.69 ✓
12/06	HARBOR FREIGHT TOOLS 630 HOWELL MI <i>0/PS</i> JAMES AULETTE TRANSACTIONS THIS CYCLE (CARD ) \$315.46	72.07 ✓
11/24	Payment ThankYou Image Check	-5,366.80
11/10	GoToCom*GoToConnect goto.com MA <i>MHO6</i>	249.66 ✓
12/04	RINGCENTRAL INC. 888-898-4591 CA <i>DPW phone</i> GREG TATARA TRANSACTIONS THIS CYCLE (CARD ) \$5051.01- INCLUDING PAYMENTS RECEIVED	66.13 -
11/21	EGLD DW TRAIN AND CERT 517-7533850 MI <i>DPW prof dev.</i>	95.00 ✓
12/01	GALCO- MOTO MADISON HEIGH MI <i>MHO6</i>	15.83 ✓
12/01	GALCO- MOTO MADISON HEIGH MI <i>MHO6</i> ALEX CHIMPOURAS TRANSACTIONS THIS CYCLE (CARD ) \$645.45	534.82 ✓
11/22	GRAND TRAV RESORT 2315346050 MI	-819.10
11/07	Amazon.com*E8XY2Y43 Amzn.com/bill WA <i>101-261-751-000</i>	38.19
11/17	AMZN Mktp US*FR96U2MP3 Amzn.com/bill WA <i>101-261-751-000</i>	31.87
11/18	AMZN Mktp US*RB7ZD2123 Amzn.com/bill WA <i>101-261-751-000</i>	142.56
11/29	SQ *ART IN BLOOM FLORAL S Pinckney MI <i>101-261-750-000</i>	150.00
11/29	MICHIGAN TOWNSHIPS ASS LANSING MI <i>101-101-910-800</i>	85.00
12/01	REALCOMP II LTD 248-553-3003 MI <i>101-257-910-000</i> KELLY VANMARTER TRANSACTIONS THIS CYCLE (CARD ) \$129.32	201.00

648.42

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	18.49%(v)(d)	- 0 -	- 0 -
<b>CASH ADVANCES</b>			
Cash Advances	29.99%(v)(d)	- 0 -	- 0 -
<b>BALANCE TRANSFERS</b>			
Balance Transfers	18.49%(v)(d)	- 0 -	- 0 -

30 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.

*101-257-910-000 - 201.00*  
*101-261-751-000 212.42*  
*101-261-750-000 150.00*  
*101-101-910-000 85.00*

## IMPORTANT NEWS

Your account is a business account, to be used only for business transactions. It is not intended for personal, family or household purposes.

**GENOA CHARTER TOWNSHIP BOARD**  
**Regular Meeting**  
**December 18, 2023**

**MINUTES**

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

The Pledge of Allegiance was recited.

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

**Approval of Consent Agenda:**

Mr. Dhaenens noted one change needed in the minutes.

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

1. Payment of Bills: December 18, 2023.
2. Request to approve December 4, 2023 regular meeting minutes.

**Approval of Regular Agenda:**

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

3. Presentation of the Mortensen Report in regard to Fiscal Year 2024-2025 draft budget.

Ms. VanMarter stated there is a five percent increase assumption for the salaries in the next fiscal year. They are waiting for the information back from Compese.

She reviewed new projects for next fiscal year, which include the expansion of the township pavilion and outdoor restrooms, repairing draining issues on the north side of the soccer field, updates to the parking lot, grounds and building signage, the addition of pickleball courts, upgrades and security for the board room, township hall cubicle upgrades, and work on the Lyle Herbst home. Road projects proposed are the roundabout at Challis and Baurer and finishing the reconstructing Chilson Road from Beck to Grand River.

Supervisor Rogers noted that the roundabout will be completed prior to the I-96 and Grand River reconstruction project beginning as that will be one of the main detour routes. He agreed

that there will be improvements needed to the township hall grounds with regard to parking, bathroom facilities, etc.

Ms. Lowe questioned the timeline for the expansion for the playground into the additional property recently acquired by the Township. Ms. VanMarter stated that design work is included in the park master plan project, which will begin early next year

4. Consideration of a request to amend the Fiscal Year 2023/2024 Budget for Fund 464 – American Rescue Plan Act (ARPA) to increase Department 261 – General Government, “Lake Edgewood Consolidation” Line Item 464-261-803-001 from \$531,621 to \$631,621 and to decrease Department 900 – Capital Outlay Function, “Broadband” Line Item 464- 900-977-001 from \$112,500 to 0 (zero).

Ms. VanMarter noted that while it appears that the Board is approving money that has not been budgeted, the way the ARPA money is shown in governmental budgeting is that it is not reflected in the budget until it is spent. Additionally, the “Broadband” Line Item will be adjusted to \$0 this year. Because of permit delays the contractor is experiencing, those funds will be spent in the next fiscal year.

**Moved** by Lowe, supported by Dhaenens, to amend the Fiscal Year 2023/2024 Budget for Fund 464 – American Rescue Plan Act (ARPA) to increase Department 261 – General Government, “Lake Edgewood Consolidation” Line Item 464-261-803-001 from \$531,621 to \$631,621 and to decrease Department 900 – Capital Outlay Function, “Broadband” Line Item 464-900-977-001 from \$112,500 to \$0 (zero). **The motion carried unanimously.**

5. Consideration of a request for approval of a proposal from JTM Cleaning & General Contracting, LLC for carpet, tile and grout cleaning at the Township Hall in an amount not to exceed \$5,131.00 from Building and Grounds, repairs and maintenance fund #101- 265-934-060.

**Moved** by Lowe, supported by Dhaenens, to approve the proposal from JTM Cleaning for \$5,131.00. **The motion carried unanimously.**

6. Consideration of a request for approval of a proposal from Pitney Bowes to replace the auto mailing postage and the mail folder inserter machines with the SendPro C mailing system and the Relay 3500 inserting solution in an amount not to exceed \$13,335.87 from Capital Outlay fund #101-900-970-000.

Ms. Hunt noted that the Township’s current machine does not perform all of the functions that are needed by staff.

**Moved** by Dhaenens, supported by Hunt, to approve the proposal from Pitney Bowes for \$3,181.87 for the SendPro C Automailing Postage Machine and \$10, 154.40 for the Relay 3500 Folder/Inserter. **The motion carried unanimously.**

**Correspondence**

Information on the 2024 MTA Capital Conference was in tonight's packet. The conference is on January 23 at the Lansing Center.

**Member Discussion**

Ms. Lowe asked if the Clerk's position request will be on the next meeting's agenda. Supervisor Rogers stated the Board has not received any information for that item at this time.

Ms. Hunt stated that the tax bills were sent out on November 30; however, many residents are calling to say that they have not received theirs. Residents can look up their tax amount on the website or call the Township hall.

There was a discussion regarding reviewing and possibly amending the per diem reimbursement policy.

Ms. VanMarter stated there is a court hearing for the Pine Creek Road Project on February 7, 2024. Also, the contractor has agreed to hold their quoted price from when the project was originally approved.

Staff will be placing an order for logo clothing so if any trustees are interested in purchasing any clothing, please let staff know.

Due to the New Year and Martin Luther King holidays, the next Board of Trustees meeting will be on Monday, January 22, 2024.

**Adjournment**

**Moved** by Lowe, supported by Hunt, to adjourn the meeting at 7:06 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 Board

From: Robin Hunt, Treasurer

Date: 1/17/24

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

- Request for approval to enter into agreements to collect 2024 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.

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 15<sup>th</sup> day of November, 2023 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 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 2024.

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, 2024 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.

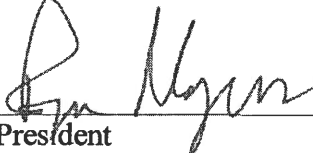
3. No later than May 31, 2024 the School District shall certify to the Township Supervisor the school millage to be levied on property for summer collection in 2024.
4. The Township Treasurer shall account for and deliver summer school tax collections as follows:
  - a. Summer Tax collections shall be 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.)

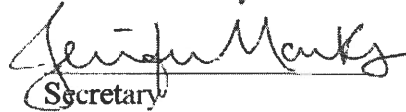
Signature authorized by Board  
of Education Resolution of  
October 23, 2023

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 2024.

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, 2024 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, 2024 the School District shall certify to the Township Supervisor the school millage to be levied on property for summer collection in 2024.
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.

Signature authorized by Board  
of Education Resolution of  
\_\_\_\_\_ 10/9/2023 (date)

SCHOOL DISTRICT

Stacy R Pasum  
President

Brent T. Egan  
Secretary

TOWNSHIP

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

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Clerk

AGREEMENT FOR COLLECTION OF SUMMER SCHOOL PROPERTY TAXES

AGREEMENT made this 17th day of November 2023 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 2024.

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, 2024, 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, 2024, the School District shall certify to the Township Supervisor the school millage to be levied on property for summer collection in 2024.
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 13, 2023

School District

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

Signature authorized by Board  
of Trustees Resolution of  
\_\_\_\_\_, 2023

Township

\_\_\_\_\_  
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 2024 and hereafter as provided below:

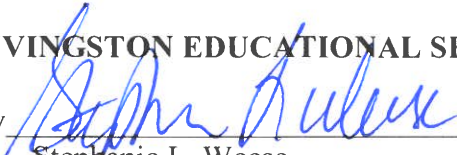
The Agency and the Township agree as follows:

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 L. Weese

Its: Assistant Superintendent for Administrative Services

Dated: November 10, 2023

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

By \_\_\_\_\_

Its \_\_\_\_\_

Dated \_\_\_\_\_



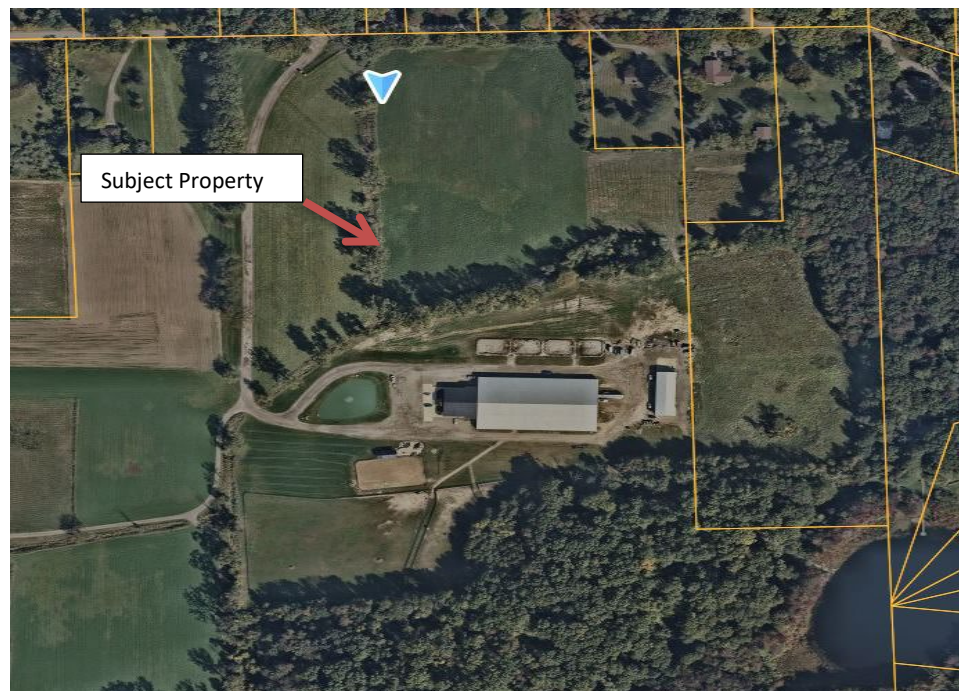
2911 Dorr Road  
Brighton, MI 48116  
810.227.5225  
810.227.3420 fax  
genoa.org

## MEMORANDUM

**TO:** Honorable Board of Trustees  
**FROM:** Amy Ruthig, Planning Director  
**DATE:** January 16, 2024  
**RE:** Brighton Equestrian Center  
Special Land Use, Site Plan and Impact Assessment

In February of 2022, the applicant was granted conditional special use approval for a commercial stable. As part of that approval, there were several conditions placed on the special use permit. The applicant had 60 days from date of Township Board approval to demonstrate compliance with the conditions. The applicant did not show compliance within the 60 days and the approval was considered void.

Since the previous submittal was considered void, the applicant was required to submit a new application. Please find attached the project case file for a proposed special land use permit authorizing a commercial stable for the existing Brighton Equestrian Center located at 7318 Herbst Road, Brighton. The property has a split zoning of Agricultural (AG) and Low Density Residential (LDR). The equestrian use is primarily located within the AG zoning.



### SUPERVISOR

Bill Rogers

### CLERK

Paulette A. Skolarus

### TREASURER

Robin L. Hunt

### TRUSTEES

Jean W. Ledford

Terry Croft

Diana Lowe

Jeff Dhaenens

### 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 December 11, 2023 and the Commission recommended approval. Based on the recommendation from the Planning Commission I offer the following for your consideration:

**SPECIAL USE PERMIT**

Moved by \_\_\_\_\_, Supported by \_\_\_\_\_ to approve the Special Use Permit because it is found that the requested use meets the standards of Section 19.03 and 3.02.02(h) and is compatible with the goals of the Master Plan.

**ENVIRONMENTAL IMPACT ASSESSMENT**

Moved by \_\_\_\_\_, Supported by \_\_\_\_\_ to APPROVE the Environmental Impact Assessment dated April 22, 2022 for 7318 Herbst Road with the condition that the title be corrected.

**SITE PLAN**

Moved by \_\_\_\_\_, Supported by \_\_\_\_\_ to APPROVE the site plan dated October 31, 2023 to allow for a commercial stable at 7318 Herbst Road, with the following conditions:

- The petitioner agrees that the operations of the spreading of manure be offset from the boundaries of the property 100 feet to diminish the potential negative impacts on adjacent property owners. The site plan shall be revised to show the 100' setback for manure management locations.
- Any comments within Tetra Tech's and the Brighton Area Fire Authority's letters shall be addressed.

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: Nancy Merlo- Brighton Equestrian Club, 7318 Herbst Rd.  
*If applicant is not the owner, a letter of Authorization from Property Owner is needed.*

OWNER'S NAME & ADDRESS: Nancy Merlo, 7318 Herbst Rd. Brighton, MI 48116

SITE ADDRESS: 7318 Herbst Rd. Brighton, MI 48116 PARCEL #(s): 4711-24-100-014

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

OWNER EMAIL: nancy@clubBEC.com

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

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

**BRIEF STATEMENT OF PROPOSED USE:** Brighton Equestrian Club ("BEC") is currently authorized by  
the Right to Farm Act. BEC's use includes use as a commercial stable for academies, rearing and housing of horses  
and related uses as described in section 3. 302(h). Such use may include other horse related member events in  
the clubhouse.

**THE FOLLOWING BUILDINGS ARE PROPOSED:** BEC will use the current buildings on the premises,  
including stable and barn.

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

BY: Nancy Merlo

ADDRESS: 7318 Herbst Road, Brighton, MI 48116

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

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

**FEE EXCEEDANCE AGREEMENT**

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

SIGNATURE: Nancy Merlo DATE: 10-26-23  
PRINT NAME: Nancy Merlo PHONE: 248-866-1142  
ADDRESS: 7318 Herbst Rd. Brighton, MI 48116





# GENOA CHARTER TOWNSHIP

## Special Land Use Application

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

APPLICANT NAME & ADDRESS: Nancy Merlo - Brighton Equestrian Club, 7318 Herbst Rd  
*Submit a letter of Authorization from Property Owner if application is signed by Acting Agent.*

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

OWNER NAME & ADDRESS: Nancy Merlo, 7318 Herbst Rd

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

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

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

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

**Proposed Use:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

BY: Nancy Merlo

ADDRESS: 7318 Herbst Road, Genoa Township

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

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

**FEE EXCEEDANCE AGREEMENT**

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

SIGNATURE: Nancy Merlo DATE: 10/27/23

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



**NOTICE OF PUBLIC HEARING – DECEMBER 11, 2023  
(SPECIAL USE)**

November 22, 2023

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

To Whom It May Concern:

Please be advised that the Planning Commission of Genoa Charter Township will conduct a public hearing on **Monday, December 11, 2023 commencing at 6:30 p.m.** As required by state law, you are receiving this notice because you have been identified as an owner or occupant of real property within 300 feet of the subject parcels.

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

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

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

Sincerely,

Amy Ruthig  
Planning Director

**SUPERVISOR**

Bill Rogers

**CLERK**

Paulette A. Skolarus

**TREASURER**

Robin L. Hunt

**TRUSTEES**

Jean W. Ledford

Terry Croft

Diana Lowe

Jeff Dhaenens

**MANAGER**

Kelly VanMarter

The call to the public was made at 6:33 pm.

Mr. Dan Hassett of 2955 Turning Leaf stated 40-50 trees were removed. He showed and submitted pictures of the tree density before and after the trees were removed. He is hoping that a berm and pine trees can be planted.

The call to the public was closed at 6:35 pm

**Moved** by Commissioner Rauch, supported by Commissioner Rassel, to postpone Agenda Item #1 for Parcel #4711-06-200-101 until the March 11, 2024 Planning Commission Meeting per the applicant's request. **The motion carried unanimously.**

NEW BUSINESS:

**OPEN PUBLIC HEARING # 2...** Consideration of a special use application, environmental Impact assessment and site plan for a commercial stable located at 7318 Herbst Road, south Side of Herbst Road, east of Hubert Road. The request is petitioned by the Nancy Merlo, Brighton Equestrian Club.

- A. Recommendation of Special Use Application
- B. Recommendation of Environmental Impact Assessment (4-22-22)
- C. Recommendation of Site Plan (4-21-22)

Ms. Kathy Riesterer, who represents the applicant, and Mr. Ray Merlo were present. Ms. ~~Riesterer Rister~~ stated this was approved in 2022 with certain conditions but those conditions were not met, so the prior approval lapsed. They are requesting the same approval, and they have now completed the conditions of the previous approval.

She noted allowing the gravel was approved previously, instead of asphalt, as gravel is more advantageous for horses. The applicant agrees to limit the equipment to equestrian use. Mr. Merlo runs a construction company and he stores his equipment and trucks at a property near this site, but it is not stored there. Neighbors have noted that these trucks are on the site. She stated this is true; however, they are there to make deliveries or for construction purposes for the equestrian center or if Mr. Merlo visits the site in one of his work vehicles. They would like to reinstitute the fundraisers.

Mr. Borden reviewed his letter dated November 13, 2023:

- 1. Special Land Uses (Section 19.03):
  - a. The special land use standards of Section 19.03 are generally met.
  - b. Though the Zoning Map (AG) and Future Land Use Map (Low Density Residential) do not align, the proposal is compatible with the goals of the Master Plan.
  - c. In order to make favorable findings related to compatibility and impacts, the use conditions of Section 3.03.02(h) must be met to the Commission's satisfaction.
- 2. Commercial Stable Use Conditions (Section 3.03.02(h)):
  - a. The submittal demonstrates compliance with the applicable use conditions.

3. Site Plan Review:

- a. He confirmed that the Commission allowed gravel surfacing to remain for the drives and parking areas, provided dust control measures are applied.
- b. He recommends the Commission include conditions regarding storage of vehicles and equipment, similar to the 2022 conditional approval.

Also, the applicant must address any comments provided by the Township Engineer or Brighton Area Fire Authority regarding public facilities and services.

Ms. Byrne reviewed her letter dated November 13, 2023:

1. The provided site plan has been updated to include manure spreading locations, which was a condition of the previous approval.
2. Genoa Township Standards require that parking lots be paved with curb and gutter. Storm drainage facilities will also need to be incorporated into the parking lot improvements. The Petitioner does note proposed curb and gutter behind some of the proposed parking, but it does not appear that paving is proposed. The Planning Commission may choose to consider an aggregate parking lot as a Low Impact Development Alternative to the zoning requirements.

The Brighton Area Fire Marshal has no comments.

The call to the public was made at 6:49 pm.

Mr. Joe Cavanaugh of 2919 Hubert Road stated that he is the one who had cars parked on the vacant property to the north on July 22. The field is owned by Mike and Judy Daniels who let him use it for his son's graduation party.

Mr. Paul Cavanaugh is building a home at 6970 Herbst Road. He has had gravel trains running up and down Herbst so much of that truck traffic is from him. His property has been restored to a working farm and Mr. Merlo lent him his equipment. Mr. and Mrs. Merlo are very kind and helpful neighbors.

The call to the public was closed at 6:52 pm.

Commissioner McCreary noted there were several letters from neighbors regarding event parking. Ms. Reister and Mr. Merlo have seen the letters. He stated that what is said in those letters is egregious. They have never parked vehicles across from the property.

Commissioner McCreary noted that the heading on Page 2 is incorrect. She asked Mr. Merlo to confirm that they have not used the property for any uses other than what was approved. Mr. Merlo said they have not held the two foundation fundraiser events that they usually do because they were requested not to by the Township until the Special Use was approved. He stated that his company trucks and equipment are on the site to do work for the property and to make deliveries.



**Moved** by Commissioner Rauch, supported by Commissioner Chouinard, to approve the Special Use Application for 7318 Herbst Road as this Commission finds that the land use standards of Section 19.03 of the zoning ordinance are generally met, the use is compatible with the goals of the Master Plan, and it is compatible with the use conditions of Section 3.03.02(h). **The motion carried unanimously.**

**Moved** by Commissioner Rauch, supported by Commissioner McCreary, to approve the Environmental Impact Assessment dated April 22, 2022 for 7318 Herbst Road with the condition that the title be corrected. **The motion carried unanimously.**

**Moved** by Commissioner Rauch, supported by Commissioner Chouinard, to approve the Site Plan dated April 21, 2022 for 7318 Herbst Road with the following notes:

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

**The motion carried unanimously.**

**OPEN PUBLIC HEARING #3...** Consideration of a sketch plan amendment to the previously approved design for Innovation Highway sign as part of the Versa Development (Latson Road) PUD. The proposed sign is located on vacant land (4711-09-300-043) on the east side of Latson Road and on the south side of I-96 at mile marker 140.2. The request is petitioned by Todd Wyett.

A. Disposition of Sketch Plan Amendment (1-27-22)

Mr. Todd Wyett was present and showed a colored rendering of the proposed sign, noting the changes that have been made.

Mr. Borden reviewed his letter dated December 7, 2023:

1. Per Paragraph 7 of the PUD Agreement, a project gateway sign is allowed north of Beck Road in the North Area of the development.
2. The Agreement further states that "the final Project gateway sign shall be subject to Planning Commission review and shall be approved if it contains the same quality and nature of materials and contains the Genoa Township gateway messaging in the same general character and design shown in Exhibit 7." Accordingly, Exhibit 7 of the Agreement includes a graphic depiction of the intended sign design and materials.

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

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

#### A. Disposition of Special Use Application

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

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

The motion carried unanimously.

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

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

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

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

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

The motion carried unanimously.

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

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

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

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

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

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

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

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

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

**OPEN PUBLIC HEARING # 1...Review of a special use application, environmental impact assessment and site plan for a commercial stable located at 7318 Herbst Road, south side of Herbst Road, east of Hubert Road. The request is petitioned by the Nancy Merlo, Brighton Equestrian Club.**

- A. Recommendation of Special Use Application
- B. Recommendation of Environmental Impact Assessment (11-5-21)
- C. Recommendation of Site Plan (11-5-21)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

**The motion carried unanimously.**

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

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

**The motion carried unanimously.**

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

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

**The motion carried unanimously.**

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

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

PLEDGE OF ALLEGIANCE: The pledge of allegiance was recited.

APPROVAL OF AGENDA:

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

DECLARATION OF CONFLICT OF INTEREST: None

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

**PRESENTATION BY LIVINGSTON COUNTY PLANNING COMMISSION**

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

**OPEN PUBLIC HEARING # 1...Review of a special use application, environmental impact assessment and site plan for a commercial stable located at 7318 Herbst Road, south side of Herbst Road, east of Hubert Road. The request is petitioned by the Nancy Merlo, Brighton Equestrian Club.**

- A. Recommendation of Special Use Application
- B. Recommendation of Environmental Impact Assessment (5-1-19)
- C. Recommendation of Site Plan (7-16-21)

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

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

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

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

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

Mr. Markstrom reviewed his letter dated September 2, 2021

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**OPEN PUBLIC HEARING # 1...**Review of a special use application, environmental impact assessment and site plan for a commercial stable located at 7318 Herbst Road, south side of Herbst Road, east of Hubert Road. The request is petitioned by the Nancy Merlo, Brighton Equestrian Club.

- A. Recommendation of Special Use Application
- B. Recommendation of Environmental Impact Assessment (5-1-19)
- C. Recommendation of Site Plan (7-16-21)

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

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

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

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

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

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

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

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

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

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

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

A. Disposition of Sketch Plan

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

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

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

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

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

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

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

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

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

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

**The motion carried unanimously.**

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

A. Recommendation of Site Plan Amendment.

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

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

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

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

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



November 13, 2023

Planning Commission  
Genoa Township  
2911 Dorr Road  
Brighton, Michigan 48116

<b>Attention:</b>	Amy Ruthig, Planning Director
<b>Subject:</b>	Brighton Equestrian Club – Special Land Use and Site Plan Review #1
<b>Location:</b>	7318 Herbst Road – south side of Herbst, east of Huber Road
<b>Zoning:</b>	AG Agricultural District

Dear Commissioners:

At the Township’s request, we have reviewed the submittal from Brighton Equestrian Club seeking special land and site plan review/approval (site plan dated 4/21/22) for a commercial stable operation.

**A. Summary**

**1. Special Land Uses (Section 19.03):**

- a. The special land use standards of Section 19.03 are generally met.
- b. Though the Zoning Map (AG) and Future Land Use Map (Low Density Residential) do not align, the proposal is compatible with the goals of the Master Plan.
- c. In order to make favorable findings related to compatibility and impacts, the use conditions of Section 3.03.02(h) must be met to the Commission’s satisfaction.
- d. The applicant must address any comments provided by the Township Engineer or Brighton Area Fire Authority regarding public facilities and services.

**2. Commercial Stable Use Conditions (Section 3.03.02(h)):**

- a. The submittal demonstrates compliance with the applicable use conditions.

**3. Site Plan Review:**

- a. The Commission may allow gravel surfacing to remain for the drives and parking areas, provided dust control measures are applied (as noted in the submittal).
- b. The Commission may wish to include conditions regarding storage of vehicles and equipment, similar to the 2022 conditional approval.

**B. Proposal/Process**

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

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

The request before the Planning Commission was previously heard (in December of 2021) and ultimately approved by the Township Board on February 21, 2022 (with conditions).

However, the conditions of said approval were not addressed in the timeframe allowed by Ordinance, so the special use permit was not issued and the previous approval is no longer valid.



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

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

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

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

In this instance, the current zoning (AG) and Master Plan (LDR) designations do not align. As such, the proposed use would not be deemed compatible with the Future Land Use Map; however, this is due more to an inconsistency between the Zoning Ordinance and Master Plan than the use itself.

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

So, while not entirely consistent with the Master Plan, there are elements that can be viewed as compatible.

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

Given the overall size of the subject site (95 acres) and the fact that the proposed use is generally confined to a central portion of the property with large setbacks, we are generally of the opinion that the proposed use will be compatible with the surrounding area.

As discussed during the previous review, the submittal identifies the following events:

- Club training and meeting events – 4-20 people; 2 hours in duration between 9AM and 9PM; directly related to the commercial stable/equestrian use;
- Louie R Merlo Foundation fundraising events – 80-99 people; no more than twice per year; between 5PM and 11PM; and
- Equestrian related events – no more than 50 guests; up to 6 events per year; ending by 11PM.

The events described above are consistent with the conditional approval granted by the Township Board in February of 2022.

3. **Public Facilities and Services.** The site is served by a private well and septic system, though the Commission should consider any comments provided by the Township engineering consultant and/or Brighton Area Fire Authority.
4. **Impacts.** The use conditions of Section 3.03.02(h) are intended to limit impacts of the proposal upon the site and surrounding properties.  
  
Provided these conditions are met, surrounding properties are not expected to be adversely impacted by the proposal.
5. **Mitigation.** If further concerns arise as part of the review process, the Township may require additional efforts to mitigate potential adverse impacts.

**D. Use Conditions**

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

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

Based on the size of the property (95 acres), the Ordinance limit on the number of horses is 95. The submittal notes that 34 horses are kept on property.

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

The submittal states that the main building is more than 630 feet from the neighboring residence to the east.

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

Based on the submittal materials, this standard is met.

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

Based on the submittal materials, this standard is met.

**E. Site Plan Review**

1. **Dimensional Requirements.** The site plan demonstrates compliance with the dimensional standards of the AG District (including setbacks and building heights).
2. **Building Materials and Design.** The project is exempt from the building requirements of Section 12.01.
3. **Parking.** The plan notes a maximum occupancy of 99 people and depicts a total of 51 parking spaces.

The resulting ratio of nearly 1 space per 2 people of maximum occupancy is well within the 1:3 requirement for a place of worship, which is a reasonable comparison since Article 14 does not provide a parking calculation for a commercial stable.

(This is the same conclusion made during the 2022 review.)

The parking spaces, drive aisles, and driveway are surfaced with gravel. Section 14.06.01 requires hard surfacing; however, the applicant requests to retain the existing gravel surfacing.

Gravel was allowed to remain as part of the 2022 approval so long as appropriate dust control measures were in place.

The submittal materials note that dust control measures will be applied twice per year, and more if needed.

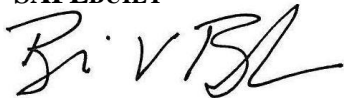
4. **Vehicular Circulation.** The site plan depicts driveway and drive aisle widths sufficient for two-way travel.
5. **Waste Receptacle and Enclosure.** The site plan states that “refuse is hand carted to the street for pickup.”
6. **Landscaping.** The site contains relatively large natural areas with mature trees that will not be altered. No additional landscaping is proposed.
7. **Exterior Lighting.** Site lighting is limited to existing wall mounted fixtures on the building, which are depicted in the photographs on Sheet 3. The plan also states that no new lighting is proposed.
8. **Additional Considerations.** The Township Board approval in 2022 included the following conditions (not already addressed above):
  - Only vehicles and equipment associated with the Equestrian Center use shall be allowed.
  - The property shall not be used to store, stage or park unrelated vehicles or equipment.

The Commission may wish to include these conditions if a favorable recommendation is considered.

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

Respectfully,

**SAFEBUILT**



Brian V. Borden, AICP  
Michigan Planning Manager



November 13, 2023

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

**Re: Brighton Equestrian Club  
Special Use Review No. 1**

Dear Ms. Ruthig:

Tetra Tech conducted a review of the Brighton Equestrian Club special use application submitted on November 1, 2023. The plans by Greentech Engineering on behalf Brighton Equestrian Club. The development includes 97 acres at 7318 Herbst Road with an existing 7,040 square foot stable and arena building and an additional smaller building to the east of the larger barn. The petitioner is requesting to use their existing building for horse related member events. The application was previously approved with conditions April 22, 2022, and has been resubmitted to demonstrate compliance with those conditions. We offer the following comments for your consideration:

**GENERAL**

1. The provided site plan has been updated to include manure spreading locations, which was a condition of the previous approval.

**TRAFFIC AND PAVEMENT**

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

We recommend the above comments be addressed by the Petitioner to the Township's satisfaction prior to approval. Please call or email if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads 'Shelby Byrne'.

Shelby Byrne, P.E.  
Project Engineer

## Owner Affidavit: Brighton Equestrian Club - "East Building Only"

Affidavit Attesting that the East Building "Horse Stables and Horseback Riding Arena" on the Qualified Agricultural Property Shall be restricted as follows:

Activities in the east building are restricted to the sheltering of horses and horseback riding, retail trade in any manner is not permitted. Access to the east building will be restricted to Brighton Equestrian Club staff, horse boarders/riders, riding instructors. Access by the general public to the east building is not permitted and signage will be posted at the exterior of the east building and interior of the west building noting such restriction. Potential horse boarders/riders requiring a tour of the east building must be guided by Brighton Equestrian Club staff. Furthermore, the owner acknowledges that events similar to a horse show, horse competition, barn wedding etc. are not permitted in the east agricultural building.

7318 Herbst Rd. Brighton, MI 48116 Livingston County, Genoa Township, Nancy Merlo, Property ID Number 4711-24-100-014, Legal Description (attached)

CERTIFICATION & NOTARIZATION (Notarization necessary for recording with Register of Deeds)  
I certify that the information above is true and complete to the best of my knowledge. I further certify that the property noted on this affidavit currently is, and will remain, qualified agricultural property. Must be signed by owner, partner, corporate officer, or a duly authorized agent.

Dated: October 26, 2023 Signed

Nancy A. Merlo

Name Nancy A. Merlo

Title owner

Must be signed by owner, partner, corporate officer, or a duly authorized agent.

STATE OF MICHIGAN COUNTY OF Livingston. On this 26th day of October, 2023, the above-named person, Nancy Merlo, personally appeared before me, acknowledging that the persons' execution of this affidavit was that person's free act and deed and affirmed that the contents of this affidavit are true to the best of that person's information, knowledge and belief.

Mollie Barnard

Mollie Barnard, NOTARY PUBLIC, Oakland County, Michigan  
Acting in Livingston County. My commission expires: 11/11/2029  
Drafter's Name: Catherine A. Riesterer  
Drafter's Address: 7900 Grand River Rd., Brighton, MI 48114



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF AGRICULTURE  
AND RURAL DEVELOPMENT

GARY MCDOWELL  
DIRECTOR

May 20, 2022

Nancy Merlo  
Brighton Equestrian Club  
7318 Herbst Road  
Brighton, MI 48114

**RE: GAAMPs Review**

Dear Mrs. Merlo,

On April 22, 2022, I met with you to review the Generally Accepted Agricultural and Management Practices (GAAMPs) followed at your equine facility in Livingston County. This review was conducted by the Michigan Department of Agriculture and Rural Development (MDARD) in response to your proactive request for a GAAMPs review.

Based upon my review of the farm operation located at 7318 Herbst Road, Brighton, MI, I have concluded that.

- Your application indicated that you have 22 horses and 3 chickens, which is less than 50 Animal Units (AU). Also, your livestock facilities are more than 250' from non-farm residences and there are less than 13 non-farm residences within 1/8 Mile. Therefore, this is a category 3 site which is an acceptable location for keeping less than 50 AU of livestock.
- You submitted a manure plan with recent soil samples, manure production estimates and expected crop yields.
- You indicated that pesticides, fertilizers other than manure, and irrigation water are not used or stored at this location.
- Finally, you do not offer farm produced goods for sale at a farm market.

Based on submitted documents, discussion at the time of review and your application, MDARD has determined that at this time your farm operation appears to conform to all applicable GAAMPs.

As required by the Right to Farm Act a copy of this letter is being sent to Genoa Township and Livingston County in which the facility is located.

Thank you again for taking the time to meet with me to review your agricultural management practices, and for your efforts and commitment to maintain the positive image of Michigan agriculture. Please contact me at 517-285-1918 if you have any further questions.



Sincerely,

A handwritten signature in black ink, appearing to read 'Jay Korson', written in a cursive style.

Jay Korson  
Right to Farm Program

JK:ot

cc: Livingston County  
Genoa Township

I do not think that the  
BEC should be able to make  
her barn into Commercial  
because she does not follow  
the rules that are in place  
now. Nancy has parties at the  
BEC but parks cars in field  
across the street as well as  
there is heavy Merlo Construction  
traffic. Nancy is not welcome  
in our neighborhood.

- Anonymous  
Neighbor

**GENOA TOWNSHIP**

**DEC - 1 2023**

**RECEIVED**

DEC - 1 2023

NW  
Dec 29 2023

Genoa Township Board -

RECEIVED

Please make this stop. The barn and its owner Nancy have not been good for our neighborhood. She came in preaching the word of God and personal barn. WHEN she knew all along she wasn't being honest. She said it to all the neighbors so we wouldn't try and stop the build. Merlo trucks everyday hauling equipment that has nothing to do with farming. Thought that wasn't allowed?

Nancy knows she is limited in her parties so being the shiftie person she is. She hides vehicles in a lot across from the little pond on Herbst and uses Mules to haul the guests in. Several of the neighbors called the police. They in turn told us to call the Township and report her.

I wouldn't use the barn for any reason or give her a dime. She has very few neighbors that support her and her barn. She has ruined our quiet road and on a windy day ruined the area quality for those around her. Please stop the insanity ~~very~~ put in place very strict rules for the barn and please do surprise visits

you may final see what the neighbors  
have all been complaining about.

Save our road. Save our air and save  
our pond. All of which BEC and Lancy  
ruined.

Herbst Road (side)  
neighbor.



Dec 11 2023

RECEIVED

as a concerned neighbor I do not believe the BEC should be allowed any more changes. all of the neighbors have seen her have parties and park cars across in the field and use the trail road to get them to the barn.

The merv to traffic on our road is worse than ever we were told the weren't allowed wancy and the BEC had denied our road

Thank for your  
time

Concerned neighbor

# Impact Assessment for

**BRIGHTON EQUESTRIAN CLUB**

**7318 Herbst Road**

**Brighton, MI 48116**

**Prepared by:**



Date:

**April 2019**

**Revised April 22, 2022**

**Grand River Self Storage**  
**Impact Assessment Statement**

**Preparer (18.07.01)**

This Impact Assessment was prepared by :

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

**Location (18.07.02)**

The site is located along the southerly side of Herbst Road between Grand River Avenue and Dorr Road. The parcel identification number is 11-24-100-014. The site is approximately 95 Acres in size. The existing Brighton Equestrian Club is located on the property including the main building that includes a Clubhouse and indoor arena, stalls, along with a second accessory barn and a pavilion with several outdoor corrals. The remaining portion of the property is predominately farm area with a woodlot located near the southeast corner of the property. An aerial drawing is attached on Exhibit A.

**Impact on natural features (18.07.03)**

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

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

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

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

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

**Impact on stormwater management (18.07.04)**

Currently the rainfall runoff that leaves the site does so by flowing toward the existing ditch that traverses the central portion of the site. The southeasterly portion of the subject property drains in an



easterly direction to the existing lake. The area immediately surrounding the existing clubhouse and arena building drain toward the existing pond located adjacent to the existing driveway along the westerly side of the existing building. No new stormwater management facilities are proposed as there are no proposed activities taking place.

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

**Impact on surrounding land uses (18.07.05)**

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

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

*Phasing:* There are no proposed changes to the site as it currently exists, therefore there no phasing is anticipated.

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

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

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

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

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

more distance from the neighboring properties to the manure spreading areas. Since that time, the farm spreads the manure in the area immediately northwest of the barn area (approximately 450 feet from the nearest easterly residential neighbors) and in the open field area in the western portion of the property which is approximately 700 feet from the easterly residential neighbors. No manure shall be spread any closer than 100 feet from any neighboring property line.

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

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

#### **Impact on public facilities and services (18.07.06)**

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

#### **Impact on public utilities (18.07.07)**

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

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

#### **Storage and handling of hazardous materials (18.07.08)**

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

#### **Traffic Impact Study (18.07.09)**

Based on review of the institute of Transportation Engineers Trip Generation Manual and related studies and reports, a detailed traffic impact study is not warranted. Typical days, as noted above, will generate fewer than 30 visitors throughout the course of the day, falling far below the 100 directional trips during

the peak hour of traffic. Furthermore, on days where events of up to 150 guests are held, the peak hour of traffic would be fewer than 50 vehicle trips, as the events will be spread out throughout the day.

**Historic and Cultural Resources (18.07.10)**

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

**Special Provision (18.07.11)**

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

**List of Sources (18.07.12)**

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



# CONSTRUCTION PLANS

for

# BRIGHTON EQUESTRIAN CLUB

## 7318 HERBST ROAD

GENOA TOWNSHIP, LIVINGSTON COUNTY, MICHIGAN



**SPECIAL LAND USE NARRATIVE:**

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

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

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

**NOTE:**

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

**SHEET INDEX:**

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

**ZONING DATA:**

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

RESIDENTIAL  
 Subdivisions  
 Multi-Family  
 COMMERCIAL  
 Site Planning  
 Site Engineering  
 Land Surveying  
 SURVEYING  
 Boundary Surveys  
 Topographic Surveys  
 Construction Staking

## GREENTECH

ENGINEERING, INC.  
 CIVIL ENGINEERS & LAND SURVEYORS  
 51147 Pontiac Trail, Wixom, MI 48393  
 Phone: (248) 668-0700 Fax: (248) 668-0701

BRIGHTON EQUESTRIAN CLUB

### COVER SHEET

7318 HERBST ROAD  
 GENOA TOWNSHIP  
 LIVINGSTON COUNTY  
 MICHIGAN

SECTION: 24  
 RANGE: 5 E.

REVISED
2021-11-5 PER REVIEW
2022-4-21 UPDATE PLAN PER TWP

SEAL

STATE OF MICHIGAN

DANIEL J. LECLAIR  
 ENGINEER  
 No. 10473  
 PROFESSIONAL EXP.

DATE: 7-16-2021  
 DRAWN BY: RMS  
 CHECKED BY: DJL

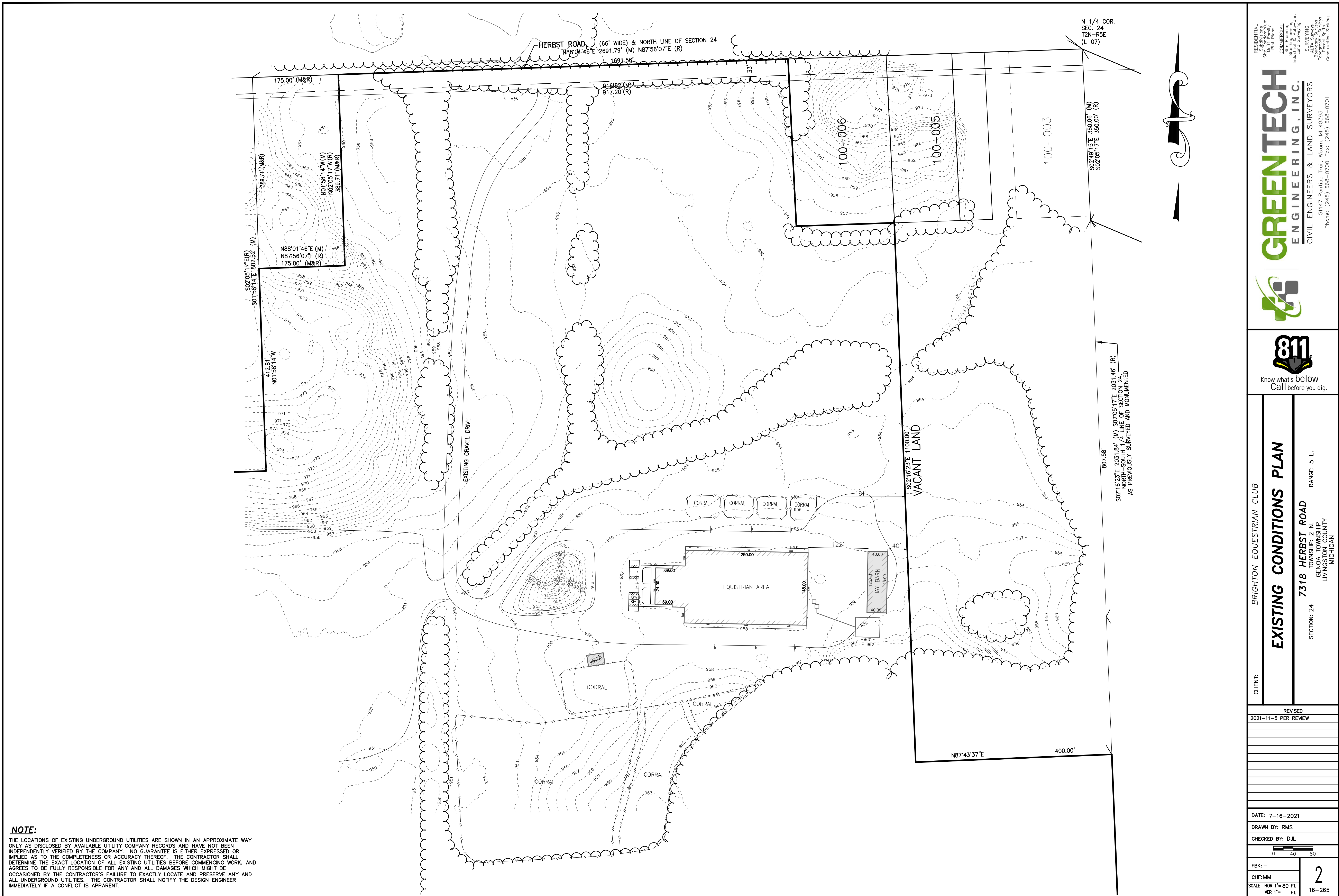
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FBK: --  
 CHF: MM  
 SCALE HOR 1"= 80 FT.  
 VER 1"= -- FT.

1

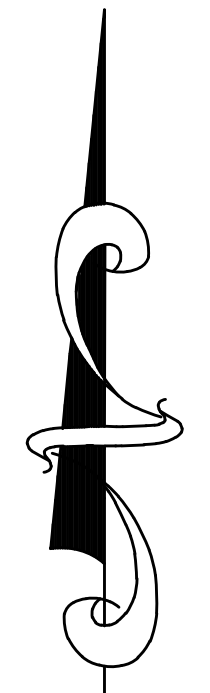
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**NOTE:**  
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N 1/4 COR.  
 SEC. 24  
 T2N-R5E  
 (L-07)



RESIDENTIAL  
 Subdivisions  
 Multi-Family  
 COMMERCIAL  
 Site Planning  
 Industrial/Multi-Unit  
 Land Surveying  
 SURVEYING  
 Boundary Surveys  
 Topographic Surveys  
 Construction Staking

**GREENTECH**  
 ENGINEERING, INC.  
 CIVIL ENGINEERS & LAND SURVEYORS  
 51147 Pontiac Trail, Wixom, MI 48393  
 Phone: (248) 668-0700 Fax: (248) 668-0701

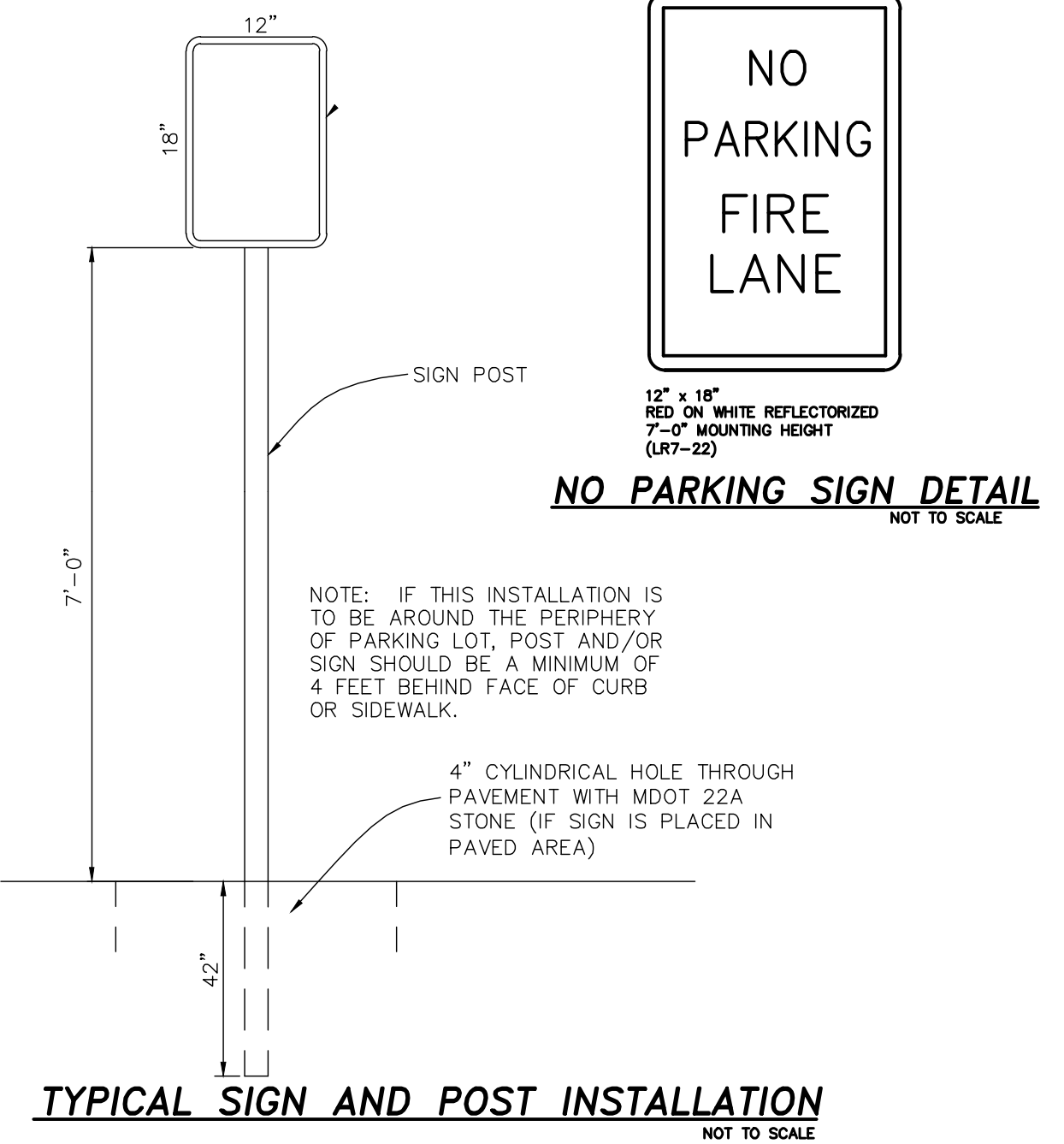


**811**  
 Know what's below  
 Call before you dig.

CLIENT: BRIGHTON EQUESTRIAN CLUB  
**EXISTING CONDITIONS PLAN**  
 SECTION: 24  
 TOWNSHIP 2 N  
 7318 HERBST ROAD  
 GENOA TOWNSHIP  
 LIVINGSTON COUNTY  
 MICHIGAN  
 RANGE: 5 E.

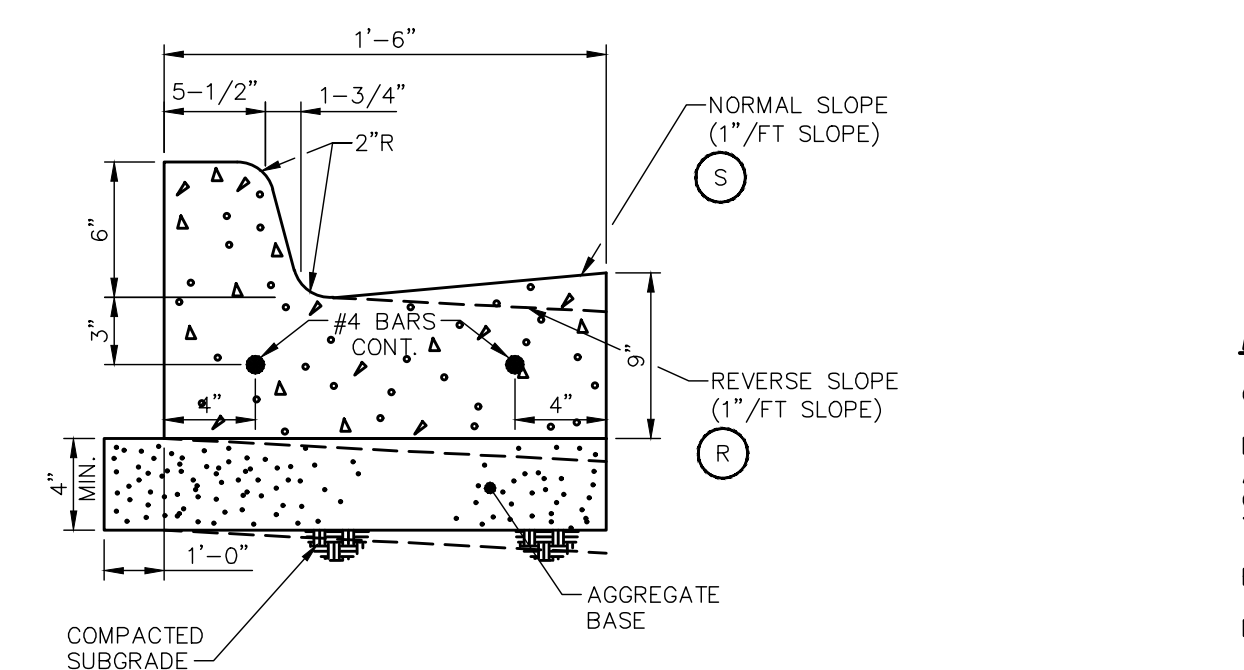
REVISED  
 2021-11-5 PER REVIEW  
 DATE: 7-16-2021  
 DRAWN BY: RMS  
 CHECKED BY: DJL  
 FBK: -  
 CHF: MM  
 SCALE HOR 1"=80 FT.  
 VER 1"= FT.  
**2**  
 16-265





**MANURE DISTRIBUTION NOTE:**  
MANURE SPREADING SHALL TAKE PLACE NO CLOSER THAN 450 FEET FROM THE NORTHERLY AND EASTERLY RESIDENTIAL NEIGHBORS, AND IN ALL CASES NO CLOSER THAN 100 FEET FROM ANY PROPERTY LINE.

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



**POND VOLUME**

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

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

**MAXIMUM OCCUPANCY:**  
OVERALL SITE AREA: 97 ACRES  
MAIN BUILDING AREA: 37,000 SF  
ARENA/INDOOR STABLE: 4,852 SF  
CLUBHOUSE: 42,100 SF  
TOTAL BUILDING AREA: 42,100 SF  
BUILDING USE GROUP: B  
MAXIMUM CLUBHOUSE CAPACITY: 99 PEOPLE

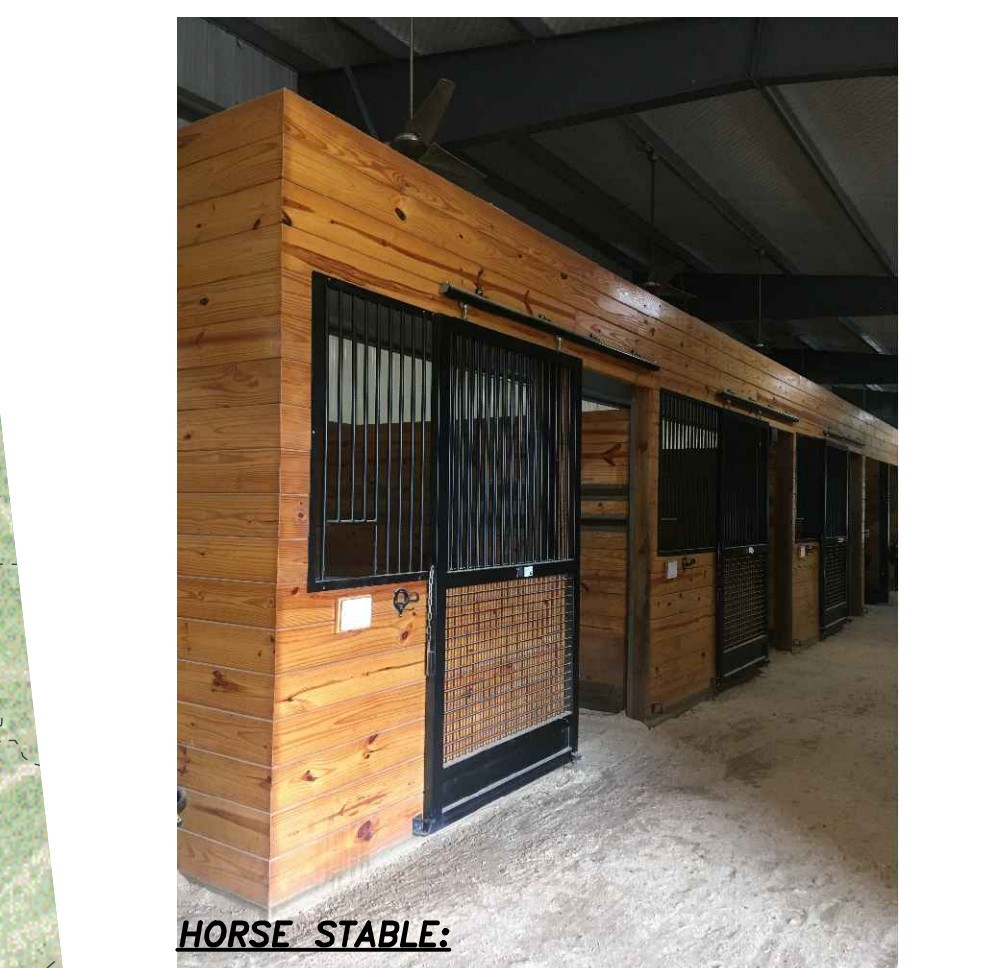
**ACCESS ROAD NOTE:**  
ACCESS ROAD AND PARKING LOT WERE WERE LOAD TESTED WITH A SEMI-TRUCK LOADED WITH GRAVEL TOTALING 97,840 LBS. IT WAS OBSERVED THAT THE DRIVING SURFACE WAS STABLE AND CAPABLE OF SUPPORTING A FIRE TRUCK. REFER TO HASTINGS TESTING ENGINEERS AND ENVIRONMENTAL INC. LETTER DATED FEB 8,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

**DRY HYDRANT NOTE:**  
DRY HYDRANT ASSEMBLY TO BE INSTALLED PER GENOA TOWNSHIP STANDARDS AND SPECIFICATIONS. A BARREL HYDRANT SHALL BE INSTALLED INSTEAD OF A STEAMER HOSE CONNECTION OR AS DIRECTED BY THE GENOA TOWNSHIP FIRE DEPARTMENT OR ENGINEER.  
THE SUCTION PIPE SHALL BE NO CLOSER THAN 2 FEET FROM THE BOTTOM AND MAINTAIN A MINIMUM OF 4 FEET OF WATER COVER.  
THE SUCTION PIPE SHALL BE A 6 INCH DIAMETER PVC PIPE AND PROVIDED WITH A 6 INCH NATIONAL HOSE (NH) FEMALE-THREAD CONNECTION AND PROVIDED WITH A THREADED MALE CAP.



**LIGHTING NOTE:**  
NO ADDITIONAL LIGHTING IS PROPOSED.

**LANDSCAPING NOTE:**  
NO ADDITIONAL LANDSCAPING IS PROPOSED.



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

**SEPTIC SYSTEM CAPACITY:**  
EXISTING SEPTIC TANK SIZE: 1500 GAL  
EXISTING DRAIN-FIELD SIZE: 2000 SF  
EXISTING SEPTIC TANK SEAT CAPACITY:  
SEWAGE FLOW: 5 GAL/SEAT  
1500 GAL / 5 GAL/SEAT = 300 SEATS CAPACITY

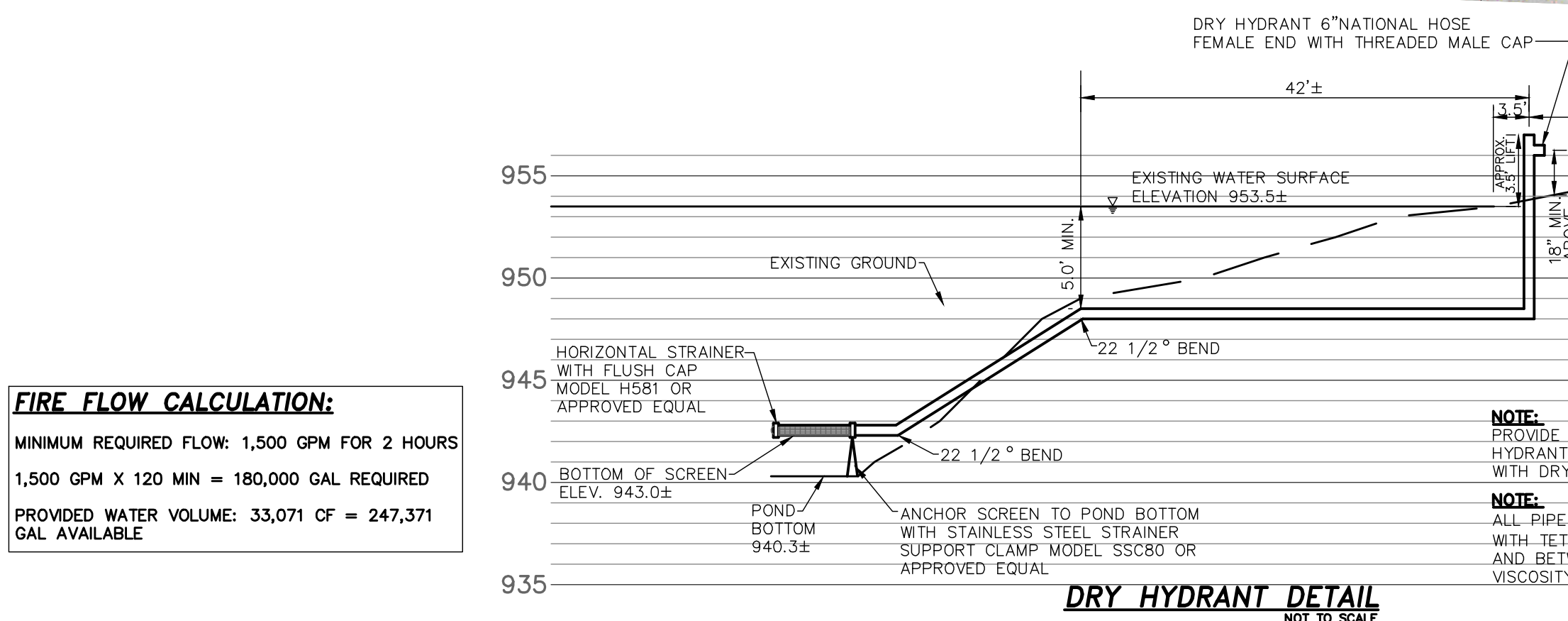
EXISTING DRAIN FIELD CAPACITY:  
SOIL TYPES IN DRAIN-FIELD: FINE SAND/LOAMY SAND  
MAX ACCEPTABLE APPLICATION RATE: 0.50 GAL/SF  
2000 SF X 0.5 GAL/SF X 0.75 SAFETY FACTOR = 750 GAL  
750 GAL / 5 GAL/SEAT = 150 SEATS

MAXIMUM ALLOWABLE SEPTIC CAPACITY= 150 PEOPLE

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

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

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



RESIDENTIAL: Subdivisions, Multi-Family  
COMMERCIAL: Site Planning, Land Surveying  
SURVEYING: Boundary Surveys, Topographic Surveys, Construction Staking

**GREENTECH ENGINEERING, INC.**  
CIVIL ENGINEERS & LAND SURVEYORS

51147 Portico Trail, Wixom, MI 48393  
Phone: (248) 868-0700 Fax: (248) 868-0701

**811**  
Know what's below  
Call before you dig.

CLIENT: BRIGHTON EQUESTRIAN CLUB

**SITE PLAN**

7318 HERBST ROAD  
GENOA TOWNSHIP  
LIVINGSTON COUNTY  
MICHIGAN

SECTION: 24  
RANGE: 5 E.

REVISED  
2021-11-5 PER REVIEW  
2022-4-22 UPDATE PLAN PER TRF

DATE: 7-16-2021  
DRAWN BY: RMS  
CHECKED BY: DJL

FBK: -  
CHF: MM  
SCALE: HOR 1"=80 FT.  
VER 1"=5 FT.

3  
16-265



ELECTION COMMISSION MEETING

Jan. 9, 2024

4:00 a.m.

AGENDA

1. The Special Meeting of the election Commission was called to order by Skolarus at 10:08 a.m.

2. Request for approval of Agenda

Moved by Lowe supported by Skolarus to approve the Agenda as requested. The motion carried unanimously.

3. Request for approval of the Minutes from the Nov. 20, 2023.

Moved by Lowe and supported by Skolarus to approve the Minutes of Nov. 20, 2023 as requested. The motion carried unanimously.

4. Request for approval of poll workers scheduled to work the Feb. 27, 2024 Presidential Primary with a recommendation to the Township Board.

Moved by Lowe and supported by Skolarus to recommend to the Board approval of the poll workers as scheduled. The motion carried unanimously.

5. Request for an adjustment to the 17 hour per diem for poll workers (from \$285.00 to \$300.00) and co-chairpersons (from \$335.00 to \$350.00) with a recommendation to the Township Board for approval.

Moved by Skolarus to recommend the following changes to per diems for all workers relative to the Feb. 27, 2024 Presidential Primary Election:

Poll workers for early voting \$200.00 per diem  
Chair-persons for early voting \$250.00 per diem  
Regular Poll workers \$300.00 per diem  
Chair-persons working the polls \$350.00 per diem  
Scanners working the A.V. \$375.00

6. Observance of the public accuracy test for the presidential primary scheduled Feb. 27, 2024.

Diana Lowe, Mary Krencicki Tabitha Dolan, and Paulette Skolarus observed and signed all documents related to the accuracy testing.

The Special Meeting of the Election Commission was adjourned at 4:30 p.m.

Signed: Paulette Skolarus, Clerk





## MEMORANDUM

**TO:** Honorable Board of Trustees  
**FROM:** Kelly VanMarter, Township Manager  
**DATE:** January 17, 2023  
**RE:** Travel and Mileage Expenses Policy Revisions

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

In response to discussion at our last meeting, please find attached draft amendments to the Travel and Mileage Expenses Policy. The substantive changes to the policy include using the Federal Meals and Incidental Expenses per-diem reimbursement amount instead of requiring submission of receipts for reimbursement of travel meals. This will ensure appropriate spending limitations and will simplify the process for staff and business travelers.

Additionally, an exception was added to the policy that would allow the Township Clerk to be eligible for mileage on the day of an election. As you know, per diems and salaries for elected and appointed officials are inclusive of expected in-county travel, however on the day of an election the Clerk often makes multiple trips to precincts and this amendment would allow for mileage reimbursement on these days.

Language was also added to the policy to require submission for travel expenses (lodging and meals) within 30 days following the last travel day and other minor clarifications were made to improve understanding of the policy. The attachments include a marked up red-line version of the changes as well as a clean version.

I look forward to discussing these policy amendments with you on Monday. If you have questions please let me know. If there is support for the policies, I have provided the following motion for your consideration:

**Moved by \_\_\_\_\_, Supported by \_\_\_\_\_ to approve amendments as submitted for the Travel and Mileage Expense Policy.**

**SUPERVISOR**

Bill Rogers

**CLERK**

Paulette A. Skolarus

**TREASURER**

Robin L. Hunt

**TRUSTEES**

Jean W. Ledford

Terry Croft

Diana Lowe

Jeff Dhaenens

**MANAGER**

Kelly VanMarter



# Travel – Mileage Policy

Adopted by the Township Board on January 23, 2023

[Amended: proposed January 22, 2024](#)

**GENOA CHARTER TOWNSHIP  
LIVINGSTON COUNTY, MICHIGAN  
BOARD OF TRUSTEES  
TRAVEL and MILEAGE REIMBURSEMENT POLICY  
Considered **and Adopted**: January 23, 2023  
~~Amended: proposed~~ ~~adopted~~: January ~~22~~**3**, 202**4****

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

A travel expense report requesting reimbursement in accordance with this policy must be submitted to be eligible for reimbursement. With the exception of routine mileage reimbursement requests from Township staff, this report must be submitted timely and in no case shall be provided more than thirty (30) days from the last travel day. Travel expense reports submitted after thirty (30) days will not be eligible for reimbursement. Routine mileage reimbursement requests by Township staff can be submitted anytime.

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~~ for any trip that exceeds a one-way trip ~~distance~~ of 50 miles or more. One-way trips less than 50 miles are not eligible for reimbursement.

Salaried, elected and appointed officials ~~will~~ are only eligible to be reimbursed mileage for travel outside of Livingston County in accordance with this policy, except for the Township Clerk on the day of an election. On election day, the Township Clerk shall be eligible for mileage reimbursement associated with all election related travel including but not limited to trips to precincts and distribution of necessary election related supplies provided that the required 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.

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.

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.

## 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 AND INCIDENTAL EXPENSES

Personal meals are individual, everyday meals consumed during business travel. Meal ~~reimbursement is~~ allowances are authorized for meals ~~including tips~~ while the employee is in authorized travel status. ~~Receipts are required.~~ Incidental expenses include gratuity and tips.

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

Meals and incidental expenses (M&IE) will be reimbursed at the current federal reimbursement rate (includes tax and gratuities) at the time of travel. This rate can be calculated at the following website: <https://www.gsa.gov/travel>.

A travel expense report requesting reimbursement in accordance with this policy must be submitted to be eligible for the per diem. This report must be submitted timely and in no case shall be provided more than thirty (30) days from the last travel day. Expense reports submitted after thirty (30) days will not be eligible for reimbursement.

If your trip includes meals that are already paid for such as through a registration fee for a conference, you will need to deduct those meals from your expense report per diem reimbursement request as provided by Section 301-11.18 of the Federal Travel Regulations.

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~~for at least 2 hours before 10:30 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~~7 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.

A travel expense report requesting reimbursement in accordance with this policy must be submitted to be eligible for reimbursement. This report must be submitted timely and in no case shall be provided more than thirty (30) days from the last overnight stay. Expense reports submitted after thirty (30) days will not be eligible for reimbursement.

### 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.





# Travel – Mileage Policy

Adopted by the Township Board on January 23, 2023

Amended: January 22, 2024

**GENOA CHARTER TOWNSHIP  
LIVINGSTON COUNTY, MICHIGAN  
BOARD OF TRUSTEES  
TRAVEL and MILEAGE REIMBURSEMENT POLICY  
Considered and Adopted: January 23, 2023  
Amended: January 22, 2024**

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- Dinner: travel beginning prior to 5 p.m. and continuing until after 7 p.m.

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#### 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.



AT&T Michigan Angela Wesson  
METRO Act Administrator  
54 N. Mill Street  
Mailbox #30  
Pontiac, MI 48342

December 21, 2023

Genoa Township Clerk  
2911 Door Rd  
Brighton, MI 48116

**METRO ACT RIGHT OF WAY PERMIT EXTENSION**

Dear Genoa Township Clerk,

This is a letter agreement which extends the existing METRO Act Permit issued by the Genoa Township /Livingston County to Michigan Bell Telephone Company d/b/a AT&T Michigan ("AT&T") which expires on December 31, 2023. The extension is for a term to end on December 31, 2028.

If this is agreeable, please sign both copies of the extension letter agreement in the place provided below and return to AT&T Michigan at the address on this letterhead. Upon receipt AT&T will acknowledge and return one copy for your files.

Additional information regarding this renewal request may be found at <http://www.michigan.gov/mpsc>. Please click on Regulatory Information, Telecommunications, and METRO Act/Right of Way.

We would appreciate return of the signed copies within 30 days of receiving this request. Your cooperation is appreciated.

If you have any questions feel free to contact Ms. Angela Wesson via e-mail, [AD3245@att.com](mailto:AD3245@att.com) or 248-877-9518.

Agreed to by and on behalf of the  
**Genoa Township**

**Michigan Bell Telephone Company d/b/a  
AT&T** acknowledges receipt of this.  
Permit Extension granted by the municipality.

By: \_\_\_\_\_  
Signature

By: \_\_\_\_\_  
Angela Wesson

Its: \_\_\_\_\_

Its: METRO Act Administrator

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**GENOA CHARTER TOWNSHIP  
LIVINGSTON COUNTY, MICHIGAN**

**PROCLAMATION IN APPRECIATION OF  
ROSA PARKS TRANSIT EQUITY DAY**

**WHEREAS;** Transit Equity Day is a national day of action that is held every year on February 4 to commemorate the birthday of the iconic civil rights leader, Rosa Parks, tying her efforts to integrate public transportation systems in the 1950s to the belief that all people should have the right to transit mobility and accessibility; and

**WHEREAS;** protecting the right to transit mobility and accessibility means ensuring that all individuals have access to convenient, affordable, and equitable transit services, and Transit Equity Day recognizes the connection between this idea and Rosa Parks' historic role in reducing barriers to public transportation; and

**WHEREAS;** Livingston County Essential Transportation Service (LETS) does an excellent job providing public transit infrastructure in Genoa Township which is vital to our social and economic livelihood, helping residents get to and from work, school, doctor's appointments, and so much more; and

**WHEREAS;** today, Genoa Charter Township affirms that public transit is an essential service and that all people—regardless of race, ability, age, income status, or identity—have the right to transit mobility and transit accessibility; and

**WHEREAS;** the Township recognizes the efforts of community workgroups and Township residents including Mr. Ben Tasich who strive to make improvements for transportation and active mobility for all in and around Livingston County; and

**NOW, THEREFORE,** Genoa Charter Township, does hereby recognize February 4 as  
**ROSA PARKS TRANSIT EQUITY DAY.**

---

**Bill Rogers, Supervisor  
January 22, 2024**



# Board Correspondence

## Livingston County Road Commission

3535 Grand Oaks Drive • Howell, Michigan 48843-8575  
Telephone: (517) 546-4250 • Facsimile: (517) 546-9628  
Internet Address: [www.livingstonroads.org](http://www.livingstonroads.org)

### MEMORANDUM

**Date:** January 12, 2024  
**To:** All Townships  
**From:** Trevor Bennett, Director of Operations TB  
**Subject:** Brine Applications

New this year, the Road Commission will schedule and fund the first brine (dust control) application of the season. This will give us more flexibility when shaping the roads after the spring thaw. Depending on conditions, we expect this first application to occur sometime in April or May.

Although we will be financing the first application, we recommend that you still budget for three applications. This will allow for a fourth application, if needed, in the fall.

If you have any questions, please don't hesitate to reach out to me at the office or on my cell at 517-375-4976.

# 2023 Planning Commission Annual Report

Meeting Date	Case #	Project Name	Review Type	Action
January 9	22-29	7777 Bendix Road	Rezoning	Approved
	23-01	Town Center Overlay Removal	Rezoning	Approved
		Master Plan Public Hearing		Left Open
February 13	22-27	Wonderland Marine Showroom	Site plan/Special Use	Approved
	23-02	Senior Survivor Park	Sketch Plan	Approved
		Master Plan	Adoption	Approved
March		**Canceled**		
April 10	22-24	Summerfield Pointe Estates	PUD Amend/Prelim Site	Postponed
	23-03	Tait Eye Center	Site Plan	Approved
	23-04	St. Joe's Site Grading	Site Plan	Approved
	23-05	Chestnut Development Grading	Site Plan	Approved
May 8	22-24	Summerfield Pointe Estates	PUD Amend/Prelim Site	Approved
	23-08	Our Lady of Fields Swing/Ropes	Sketch Plan	Approved
June 12	23-09	Collingwood B & B	Sketch Plan/Special Use	Postponed
	22-19	Legacy Apartments Final	Final Site Plan	Approved
	23-06	Solar Ordinance	Discussion Only	Discussion
July 10	23-10	Latson Rd-Versa PUD Rezoning	Rezoning/PUD Amend.	Postponed
	23-06	Solar Ordinance	Ordinance Amendment	Approved
August 14	23-11	Mt. Brighton Special Use	Site plan/Special Use	Postponed
	23-12	Aric's Auto Sales	Sketch Plan/Special Use	Approved
	23-13	VA Parking Site Plan Amendment	Site Plan Amendment	Approved
September 11		**Canceled**		
September 25	23-14	Drip Car Wash Site Plan Amend.	Site Plan Amendment	Approved
	23-15	Pinnacle Wealth Add-Special Use	Site plan/Special Use	Postponed
	23-17	Westbury Ph2 Elevations Rev.	Site Plan Amendment	Approved
October 10	23-11	Collingwood B & B	Sketch Plan/Special Use	Approved
	23-16	AAA Trailer Sales Rezoning	Rezoning	Approved
	23-19	Chestnut Dev. Grading Amend.	Site Plan Amendment	Postponed
October 19	23-10	Latson Rd-Versa PUD Rezoning	Rezoning/PUD Amend.	Denied
November 13	23-18	Fillmore Park Trails	Site Plan	Approved
	23-20	Mister Car Wash	Site plan/Special Use	Postponed
	23-21	S. Latson Commercial Dev.	Site plan/Special Use	Postponed
	23-22	Panda Express Site Plan Amend.	Site Plan Amendment	Part. App.
	23-23	Woodland Village Parking Exp.	Site Plan	Approved
December 11	23-19	Chestnut Grading Amendment	Site Plan Amendment	Postponed
	23-25	Brighton Equestrian Club	Site plan/Special Use	Approved
	23-28	Latson Rd-Versa Sign Amend	Sign Amendment	Approved