

GENOA CHARTER TOWNSHIP BOARD
Regular Meeting
September 19, 2022

MINUTES

Supervisor Rogers called the regular meeting of the Genoa Charter Township Board to order at 6:30 pm at the Township Hall. The following members were present constituting a quorum for the transaction of business: Bill Rogers, Paulette Skolarus, Jean Ledford, Terry Croft, Jim Mortensen, Diana Lowe and Robin Hunt. Also present were Township Manager Michael Archinal, Kelly VanMarter, Planning Director / Asst. Township Manager, Amy Ruthig, Zoning Official, Kim Lane, Human Resources, Township Attorney Joe Seward, and six persons in the audience.

The Pledge of Allegiance was recited.

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

Mr. Kurt Skarjune spoke regarding police coverage in the Township. He is a retired police officer and an 11-year resident of the Township. He posted this topic on the Nextdoor App and has received over 50 responses. Unanimously, people are in agreement that the Township is underfunded in law enforcement. He provided data showing that townships with populations over 50,000 people have police coverage, except for Genoa and Brighton Township. Additional data included police calls and their response times for Genoa Township, officer safety, the increase in crime, and the percentage of calls for Genoa Township for the County and State police. He would like the Township to set up a committee to address this and he is willing to help.

Mr. Jason Wolford, who is running for the 48th District for Michigan State House of Representatives, introduced himself and reviewed the issues that he would like to address in the district.

The call to the public was closed at 6:41 pm.

Consent Agenda

Mr. Mortensen requested to move Item #5 to the regular agenda. Ms. Hunt requested to move Item #2, "August 22, 2022" minutes approval to the regular agenda, and Ms. Ledford requested to move Item #3 to the regular agenda.

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

1. Payment of Bills: August 15, 2022
2. Request to approve Minutes: August 15, 2022 and ~~August 22, 2022~~ (Moved to the regular agenda)

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- ~~3. Request to amend FY 2022/2023 budget as recommended by the Election Commission.
(Moved to the regular agenda)~~
4. Request to amend the Assessing Department's Board of Review Publications Budget (101-247-791-000) from \$500.00 to \$750.00.
- ~~5. Request to accept a proposal from Concrete Construction for sidewalk and curb repair at a cost not to exceed \$7,239.86. (Moved to the regular agenda)~~
6. Request to approve an increase from \$300.00 to \$500.00 for the Life Insurance Allowance for four contracted employees.

Regular Agenda:

Moved by Lowe, seconded by Mortensen, to approve the Regular Agenda as amended. **The motion carried unanimously.**

2. (Moved from consent agenda) Request to approve Minutes: August 22, 2022

Supervisor Rogers stated that these minutes are from the Election Commission, and this is approved by them and should not be on the Township Board's Agenda. Mr. Archinal stated these were put on the agenda in error.

Ms. Hunt stated these are not on the website. Ms. Lowe looked at three different municipalities' websites and could not find Election Commission meeting minutes. Mr. Seward stated that the Open Meetings Act states that draft minutes must be posted within eight business days of the meeting, but it doesn't say they have to be on the website. The Act does specifically say that the agenda has to be placed on the website if the municipality has one.

Supervisor Rogers suggested that all minutes be posted on the website.

Ms. Skolarus invited the Board to come to the meeting where they test the tabulators on September 27 at 2:00 pm.

3. (Moved from consent agenda) Request to amend FY 2022/2023 budget as recommended by the Election Commission.

Moved by Skolarus, seconded by Ledford, to table the request to amend FY 2022/2023 budget as recommended by the Election Commission. **The motion carried unanimously.**

5. (Moved from consent agenda) Request to accept a proposal from Concrete Construction for sidewalk and curb repair at a cost not to exceed \$7,239.86.

Mr. Mortensen asked what irrigation leak caused the damage to the sidewalk. Mr. Archinal stated it was the homeowner's association irrigation system. Mr. Mortensen asked if the Township would like to recoup the money for this repair. Ms. Hunt stated it is a Township sidewalk, it is a public safety issue, and it should be fixed. It is unsure how the leak was caused.

Supervisor Rogers suggested reaching out to the homeowner's association to ask about them providing some funding. The Board Member's agree. Mr. Archinal will contact them

Moved by Mortensen, seconded by Croft, to accept a proposal from Concrete Construction for sidewalk and curb repair at a cost not to exceed \$7,239.86. **The motion carried unanimously.**

7. Request to formally accept the resignation of Township Manager Michael Archinal with his last day in the office as October 14, 2022.

Moved by Mortensen, supported by Ledford, to regretfully accept the resignation of the Township Manager. **The motion carried unanimously.**

8. Request to approve the promotion of Kelly VanMarter to Township Manager per the attached employment contract.

Mr. Archinal stated that Ms. VanMarter will do a great job for the Township. She is the best and brightest in the area. Ms. Hunt does not believe there is a better candidate than Ms. VanMarter. Ms. Lowe agreed.

Ms. Skolarus questioned why travel will be paid for if there is an annual car allowance, why there is a severance package, and why the salary will be \$4,300 more a year than the current manager earns. She also questioned why the Township has employee contracts. She wished that the Board would have been consulted prior to receiving it for the first time in their packet. Mr. Mortensen agreed and stated the car allowance should cover the driving expenses.

Ms. Lane and the Board discussed these issues and agreed that these items should remain as presented in the contract. Ms. Lane stated going forward, she will consult with the Board prior to bringing employee contracts to them.

Mr. Mortensen would like to have the policy for mileage reimbursement reviewed and possibly amended.

Moved by Hunt, supported by Croft, to approve the promotion of Kelly VanMarter to Township Manager. **The motion carried unanimously.**

9. Request to approve the promotion of Amy Ruthig to Planning Director per the attached employment contract.

Ms. VanMarter and the Board discussed the process for filling the position that will be vacated by Ms. Ruthig's promotion.

Moved by Skolarus, supported by Lowe, to approve the promotion of Amy Ruthig to Planning Director. **The motion carried unanimously.**

10. Consideration of amendments to the Fiscal Year 2022/2023 Budget to increase Fund 208 Parks and Recreation, Line Item 208-751-934-010 for basketball area ADA compliant benches, picnic tables, and associated concrete work from \$17,000 to \$44,200.

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Ms. Skolarus questioned the increase in cost. Mr. Archinal stated when the amount was budgeted, it was based on quotes from spring 2021 and prices have increased significantly since that time. Ms. VanMarter stated that the solar tables have not been ordered. Staff was waiting until the budget increase was approved by the Board.

The Board, Ms. VanMarter, and Mr. Archinal discussed the solar picnic table. There were concerns regarding the cost and how secure the umbrella is, questioning if it could be stolen.

Moved by Hunt, supported by Lowe, to amend the Fiscal Year 2022/2023 Budget for Fund 208 Parks and Recreation, Line Item 208-751-934-010 to increase from \$17,000 to \$44,200, with the condition that staff review the security of the umbrella. **The motion carried unanimously.**

11. Consideration of amendments to the Fiscal Year 2022/2023 Budget to increase Fund 249 Building and Grounds, Line Item 249-265-981-002 for Township Hall parking lot lighting replacement from \$55,000 to \$155,000.

Ms. VanMarter stated that like the previous item, costs have increased significantly than what was originally anticipated due to inflation. Ms. Hunt stated lighting has always been an issue on this site. Ms. VanMarter feels it is a safety concern for the public and employees.

Moved by Ledford, supported by Mortensen, to amend the Fiscal Year 2022/2023 Budget for Fund 249 Building and Grounds, Line Item 249-265-981-002 to increase from \$55,000 to \$155,000. **The motion carried unanimously.**

12. Request to modify the Township's participation in the subdivision roads special assessments from 25 percent or \$1,000 per home (whichever is less) to 25 percent or \$1,500 per home.

Ms. Skolarus stated there is no benefit to the Township for this change. Genoa is the only Township that funds subdivision roads. Ms. Archinal stated this has been a Township policy since 2004 and this is a small change. Ms. Hunt stated this is a good program and the reason the road improvement fund was increased.

Mr. Mortensen would like to see what the total cost would be with the projects that are proposed. Staff stated they can provide that information.

Moved by Hunt, supported by Skolarus to table the request to modify the Township's participation in the subdivision roads special assessments from 25 percent or \$1,000 per home (whichever is less) to 25 percent or \$1,500 per home. **The motion carried (Ledford - yes, Croft - yes, Hunt - yes, Lowe - yes, Mortensen - yes, Skolarus - yes, and Rogers - no).**

Correspondence

A letter was received from the State of Michigan Department of Licensing and Regulatory Affairs stating that the Township's allocation of the quarterly Michigan Liquor Control Commission payment for liquor law enforcement grants is being distributed; however, they were unable to

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disburse the full payment due to insufficient spending authority. If more spending authority is granted, additional payments will be distributed.

An email was received today from Josh Rowe at Mi Signal stating that Chilson Rd is fully online and Chilson Meadows has residents online. Golf Club will be finished at the end of next week which will close out Phase 1. He asked if he could pick up the check for \$112,500 for the Phase 1 completion. Ms. Skolarus questioned how much financial support was committed by the Township. Ms. Hunt stated that total amount the Township Committed to was \$750,000

Member Discussion

Supervisor Rogers stated he provided some items to the Board Members this evening. One item is the budget formula correction for one item on tonight's agenda, a reminder that items for the regular and special meeting agendas should be provided to him, and a copy of the Township's Per Diem Policy.

There was a discussion regarding per diem pay when a member attends two meetings on the same day. Supervisor Rogers asked the Board Members to review the policy and provide suggestions for any changes that should be made.

Adjournment

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

Respectfully Submitted,

Patty Thomas
Recording Secretary

Approved:

Paulette Skolarus, Clerk
Genoa Charter Township

Bill Rogers, Supervisor
Genoa Charter Township