

**GENOA CHARTER TOWNSHIP BOARD**  
**Regular Meeting**  
**August 19, 2024**

**MINUTES**

Supervisor Rogers called the regular meeting of the Genoa Charter Township Board to order at 6:30 pm at the Township Hall. The following members were present constituting a quorum for the transaction of business: Bill Rogers, Jean Ledford, Terry Croft, Robin Hunt, Diana Lowe and Jeff Dhaenens. Absent was Paulette Skolarus. Also present was Township Manager Kelly VanMarter, Township Attorney Joe Seward, and 23 people in the audience.

The Pledge of Allegiance was recited.

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

Mr. Mike Panczyk of 9484 Wendover Court received the news about the pot shop proposal that will be on the ballot in November. They were involved in the controversy in the City of Brighton and successfully defeated that proposal. The Board cannot take a side on this proposal but it can educate people. He provided a fact sheet from the City of Rochester that can be used. Citizens can also organize to lobby and campaign against this.

Mr. Ben Tasich of 3492 Lakewood Shores Drive is a 25 year resident of the township and a veteran. He provided a copy of an article about the demonstration about white supremacy in downtown Brighton this Saturday. The County Commissioners and the Township Trustees have not responded to this. He believes in the right to demonstrate peacefully, but he hopes the township will take official action letting these organizations know that our community does not promote this type of violence and hate.

Ms. Theresa Panczyk of 9484 Wendover Court showed a book written by a mother in Colorado about the impact of marijuana on teens. Today's pot is highly concentrated THC.

The call to the public was closed at 6:38 pm.

**Approval of Consent Agenda:**

Ms. Lowe requested to move Item #2 to the regular agenda.

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

**1. Payment of Bills: August 19, 2024**

**~~2. Request to approve the August 5, 2024 regular meeting minutes. (Moved to Regular Agenda)~~**

**Approval of Regular Agenda:**

Ms. Lowe requested to remove Item #3 from the agenda, per the request of the Howell Area Parks and Recreation Authority.

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

**2. Request to approve the August 5, 2024 regular meeting minutes. (Moved from Consent Agenda)**

Ms. Lowe noted three changes needed.

**Moved** by Lowe, supported by Dhaenens, to approve the August 5, 2024 minutes as amended. **The motion carried unanimously.**

~~**3. Consideration of a request to approve the continuation of financial support to ensure the operation of Howell Area Parks and Recreation Authority programs and services.**~~

**4. Presentation and request to receive and place on file the Fiscal Year April 1, 2023 March 31, 2024 Township Audit as presented by Maner Costerisan.**

Mr. Tyler Baker of Maner Costerisan presented the Trustees with the audit report and a copy of tonight's presentation. He thanked Ms. VanMarter and Ms. Hunt and their teams for their assistance during the audit process.

He reviewed the Auditor's Report, which included details of the total assets, total liabilities, pension information, budget vs. actual for revenue and expenses, prior five-year trend, and the breakdown of financial sources and expenditures. The governance letter states that this was a clear audit.

Ms. Hunt thanked Mr. Baker and his team.

Mr. Dhaenens thanked staff and Mr. Baker for their work. He asked if the public works section includes the township's contribution for the road projects that have recently been approved. Ms. VanMarter stated that money would show in the "Transfers Out" section.

**Moved** by Hunt, supported by Lowe, to receive and place on file the Fiscal Year April 1, 2023 March 31, 2024 Township Audit as presented by Maner Costerisan. **The motion carried unanimously.**

**5. Public Hearing on the proposed Special Assessment Roll for the Earl Lake Aquatic Weed Control Special Assessment Project (Winter 2024).**

**A. Call to the Property Owners**

**B. Call to the Public**

The call to the property owners was opened at 6:57 pm with no response.

The call to the public was opened at 6:57 pm with no response.

**6. Request for approval of Resolution #5 Confirming the Special Assessment Roll for the proposed Earl Lake Aquatic Weed Control Special Assessment Project (Winter 2024). (Roll Call)**

**Moved** by Lowe, supported by Dhaenens, to approve Resolution #5 Confirming the Special Assessment Roll for the proposed Earl Lake Aquatic Weed Control Special Assessment Project (Winter 2024). **The motion carried with a roll call vote (Ledford - yes, Croft - yes, Hunt - yes, Lowe - yes, Dhaenens - yes, Skolarus - absent, and Rogers - yes).**

**7. Public Hearing on the proposed Special Assessment Roll for the Milroy Lane and Mystic Lake Drive Subdivision Road Rehabilitation Special Assessment Project (Winter 2024).**

**A. Call to the Property Owners**

**B. Call to the Public**

The call to the property owners was opened at 6:58 pm.

Mr. Pete Hodde of 5101 Mystic Lake spoke to the Road Commission and they said this project has already been approved and given to Allied Asphalt.

Mr. Jim Mitte of 5190 Mystic Lake Drive is comfortable with the project. They have sprinkler heads along the road. Will those be put back? He thanked the Board for their work.

Mr. Vick Watson of 5487 Mystic Lake stated he and his wife Diane have lived there for 39 years. They support the road project. He asked when the project will start and end.

The call to the property owners was closed at 7:01 pm.

The call to the public was opened at 7:01 pm with no response.

Ms. VanMarter stated that the Livingston County Road Commission puts their subdivision paving work out to bid once a year for all of their projects, so they have selected Allied Asphalt this year. She noted that in the past, the contractor does repair damage to any sprinkler systems. In the letter that they will be sending to the residents, they will ask that sprinkler systems be turned off while the project is occurring. She does not have specific dates for the project; however, it is anticipated to start late September or early October.

Mr. Dhaenens asked Ms. VanMarter to explain the SAD process. She stated it is a citizen-initiated process. After the request is made, the Township contacts the Livingston County Road Commission and then they provide an estimate for the work. That information is given to the homeowner who initiated the request so they can share it with their neighbors. There must be

more than 50 percent of the residents who are in favor of it for it to go to the Township Board for approval.

Ms. Hunt stated that if anyone is interested in paying this off to avoid it going on the tax bill, payment would need to be submitted by mid-September. Also, any amount can be paid at any time and the interest would be recalculated based on the remaining balance.

**8. Request for approval of Resolution #5 Confirming the Special Assessment Roll for the proposed Milroy Lane and Mystic Lake Drive Subdivision Road Rehabilitation Special Assessment Project (Winter 2024). (Roll Call)**

**Moved** by Ledford, supported by Lowe, to approve Resolution #5 Confirming the Special Assessment Roll for the proposed Milroy Lane and Mystic Lake Drive Subdivision Road Rehabilitation Special Assessment Project (Winter 2024). **The motion carried with a roll call vote (Ledford - yes, Croft - yes, Hunt - yes, Lowe - yes, Dhaenens - yes, Skolarus - absent, and Rogers - yes).**

**9. Request for approval of an environmental impact assessment (dated 7/17/24) related to a site plan for a proposed 56-space parking lot addition for Community Bible Church. The property is located at 7372 Grand River Avenue at the southwest corner of Grand River and Harte Drive. The request is petitioned by Tower Group.**

Mr. Brian Townsley of Tower Group and Mr. Scott Tousignant of Boss Engineering were present. Mr. Tousignant provided a review of the project. They have approximately 60-70 volunteers that are not in the sanctuary during the time of services so they need additional parking about the maximum allowed. The adjacent property owner, Mr. Harte, allows them to utilize his parking lot during the church services. They would like to increase the parking lot by 56 spaces. This location was shown on the original plans as future parking.

Mr. Dhaenens stated the Planning Commission had a great discussion with the applicant. There was a discrepancy if Harte Drive is a private drive or a public roadway, which would determine the required setback. The Planning Commission is requiring the applicant to receive a variance from the ZBA or revise the plans to meet the 10-foot setback requirement.

Mr. Tousignant stated it was originally a side yard, and now that Harte Drive has become a PUD there is a discrepancy as to the designation of the road and the township believes it is a private road; however, the Livingston County Road Commission believes it is public. They are deciding if they will continue to request the variance or if they will redo the plans and lose parking spaces to comply with the ordinance requirements. They would like to have the improvements completed in this construction season, so that will be a factor on how they continue.

**Moved** by Dhaenens, supported by Lowe, to approve the Environmental Impact Assessment dated July 17, 2024 for Community Bible Church for a proposed 56-space parking lot addition.

The approval is based on the following conditions:

1. The applicant will seek ZBA approval for a 10-foot setback from Harte Drive.
2. The applicant shall add an additional four ADA parking spaces.
3. The landscaping needs to meet the requirements of a Buffer Zone C per the zoning ordinance.
4. The applicant will comply with the conditions in the engineer and fire department letters.
5. The applicant is encouraged to work with the adjacent property owner to legitimize the use of their parking lot.

**The motion carried unanimously.**

**10. Request for approval of proposed Ordinance number Z-24-01 regarding text amendments to Article 7, Commercial and Service Districts, Table 7.02 to allow Laundromats as a special land use in the OSD District. (Roll Call)**

Ms. VanMarter stated this was initiated by Township Staff and the Planning Commission to allow laundromats in the Office Service District (OSD). She noted that part of the OSD ordinance states that uses in this district can include services that serve the neighboring residents. There are concerns with this type of use, so it is being proposed to be allowed as a special use, which will require that each one to receive approval from the Township. She noted that The Livingston County Planning Commission recommended denying it because they had the same concerns as her and staff. She noted the County Planner recommended approval.

Ms. Hunt agrees allowing it as long as it requires special use approval.

**Moved** by Lowe, supported by Dhaenens, to approve and adopt Ordinance Z 24-01 to amend Zoning Ordinance Section 7.02 Permitted and Special Land Uses within Article 7 entitled Commercial and Service districts. **The motion carried with a roll call vote (Ledford - yes, Croft - yes, Hunt - yes, Lowe - yes, Dhaenens - yes, Skolarus - absent, and Rogers - yes).**

**11. Request for the introduction of proposed Ordinance number Z-24-02 regarding text amendments to Article 16, Sign Standards involving incidental/informational Signs, pole signs, and minor revisions and to set the meeting date for considering the proposed ordinance for adoption before the Township Board on Monday, September 16, 2024.**

Ms. VanMarter stated these amendments were initiated by the request for the Story Walk at the Township Hall. The current ordinance does not allow for pole signs. This amendment includes clarifications and changes that have been identified by Staff. The consideration of approval would be at the next meeting.

Supervisor Rogers agrees that the Township must comply with the ordinance the same as other applicants.

**Moved** by Hunt, supported by Ledford, to introduce proposed Ordinance Number Z-24-02 and to set the meeting date to consider adoption before the Township Board on Monday, September 16th, 2024 for the purpose of considering the proposed zoning ordinance text amendment to Article 16 Sign Standards. **The motion carried unanimously.**

**12. Request for the introduction of proposed Ordinance number Z-24-03 regarding text amendments to Article 10, Planned Unit Development, Section 10.02.05 and 10.03.01 and to set the meeting date for considering the proposed ordinance for adoption before the Township Board on Monday, September 16, 2024.**

Ms. VanMarter stated this change is for residential PUD's only. The largest part is a major change to minimum lot size without municipal water and sewer. It changes it from 1-acre lot size to  $\frac{3}{4}$  of an acre. The rationale is to give the Township tools within the PUD to preserve natural and environmental features and protect adjacent residential properties. Tonight is the introduction and first reading for these amendments. They will be at the next meeting for consideration.

Ms. Hunt would not be in favor of this if it was less than  $\frac{3}{4}$  of an acre. Mr. Dhaenens stated it is a win to be able to preserve open space.

**Moved** by Lowe, supported by Hunt, to introduce proposed ordinance number Z-24-03 and to set the meeting date to consider adoption before the Township Board on Monday, September 16th, 2024 for the purpose of considering the proposed zoning ordinance text amendment to Article 10 Planned Unit Development. **The motion carried unanimously.**

**13. Request for approval to appoint Matthew Hurley as the alternate to the Zoning Board of Appeals with a term ending June 30, 2025 as recommended by the Township Supervisor.**

Mr. Hurley stated he has lived in the Township for 27 years. He likes to be involved in the community and being on the Zoning Board of Appeals will be a good introduction for him. Supervisor Rogers thanked Mr. Hurley for stepping up and also for receiving the education for the ZBA position.

**Moved** by Dhaenens, supported by Ledford, to appoint Matthew Hurley as the alternate to the Zoning Board of Appeals for a term ending on June 30, 2025 as recommended by the Township Supervisor. **The motion carried unanimously.**

**14. Consideration of a request from Cooper's Turf Management to repair and improve drainage on the north soccer field (Field 2) to address issues with standing water at a**

**cost not to exceed \$59,375 from Parks and Recreation Fund #208-751-934-017 for North Soccer Field Drainage Repair.**

Ms. Van Marter stated this was on the agenda previously and the Board asked Staff to obtain more bids because it was so high. Two more bids were received and one was for \$75,000 and one for over \$140,000, so the original bid was the most competitive.

Ms. Lowe said it needs to be done.

Ms. Hunt asked when the work would be done. Ms. VanMarter stated it would be done in the spring. Ms. Hunt would like to delay this due to the failure of the Howell Recreation Millage request. If it does not pass when it is put on the ballot again in November, there will be no one to use or manage that field. Supervisor Rogers agrees.

Ms. Ledford noted that the proposal was good for seven days. Ms. VanMarter will contact the contractor to ask for the quote to be extended.

**Moved** by Hunt, supported by Dhaenens, to postpone this project predicated on the Howell Parks and Recreation millage vote on the November election. **The motion carried unanimously.**

**15. Consideration of a request for approval of a proposal from American Video Transfer to upgrade the audio in the Boardroom at a cost not to exceed \$5,580 from Building and Grounds Fund Line Item #249-265-981-012.**

Ms. VanMarter stated that Staff has been planning upgrades to the boardroom, but the quotes were very high. Most of the time the acoustics are good; however, there are other times when members of the audience have difficulty hearing speakers. There are things that can be done to upgrade the sound system.

Supervisor Rogers stated the Township was aware of the audio problems but it was being postponed so it could be done with the room upgrades.

**Moved** by Lowe, supported by Croft, to approve the proposal from American Video for \$5,580.00 for upgrades to the Township Boardroom audio system. **The motion carried unanimously.**

**Member Discussion**

Ms. Lowe asked if anything has been started with renovating the Herbst house. Supervisor Rogers stated they are researching what can be done to upgrade the home for meeting spaces, etc. Ms. VanMarter showed photographs of some of the work that has started on the property per the agreement with MHOG for them to store their materials.

Genoa Charter Township Board Meeting

August 19, 2024

Approved Minutes

Ms. VanMarter stated the electrical repair went as was expected. The building was closed for two days. Adam VanTassel, the IT/Facilities Director and Greg Tatara, the Utilities Director were on site during the project. Carol Hanus, Utility Billing Specialist was also available and helped field calls because the building was closed to the public. The work will prevent water from ever entering the basement of the Township Hall.

**Adjournment**

**Moved** by Ledford, supported by Lowe, to adjourn the meeting at 7:41 pm. **The motion carried unanimously.**

Respectfully Submitted,

Patty Thomas  
Recording Secretary

Approved: Paulette Skolarus, Clerk  
Genoa Charter Township

Bill Rogers, Supervisor  
Genoa Charter Township