

**GENOA CHARTER TOWNSHIP BOARD  
Regular Meeting  
September 16, 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, Paulette Skolarus, Jean Ledford, Terry Croft, Robin Hunt, Diana Lowe and Jeff Dhaenens. Also present was Township Manager Kelly VanMarter, Township, Attorney Joe Seward, and nine people in the audience.

The Pledge of Allegiance was recited.

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

Ms. Colleen Quinn of 4240 Brookstone Court stated she and her husband are unable to attend the Latson Road PUD meeting tomorrow. The developer has an agreement and now he wants to add and make changes to that agreement. They are asking the Board to deny the request. She thanked the board for their help with repairing the roads in Lakewood Knoll.

Ms. Melanie Johnson of 3990 Chilson Road handed out photos from the packet showing what the developer wants to do. It should not be allowed.

Ms. Janene Deaton asked the board to deny the request for the PUD amendment tomorrow evening. The changes make the original plan worse. Ms. Skolarus stated that this Board will not be at tomorrow's meeting.

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

**Approval of Consent Agenda:**

**Moved** by Skolarus, supported by Lowe, to approve the Consent Agenda as presented. **The motion carried with Ms. Skolarus abstaining.**

- 1. Payment of Bills: September 16, 2024**
- 2. Request to approve the August 19, 2024 regular meeting minutes.**

**Approval of Regular Agenda:**

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

**3. Consideration of a request to approve Resolution 240916 related to the continuation of services with the Howell Area Parks and Recreation Authority. (Roll Call)**

Mr. Tim Church, the Executive Director of Howell Recreation, stated the millage request is on the November ballot. It did pass with the popular vote in August, but it did not pass in Marion Township and all municipalities must approve it. Tonight he is requesting the township's contribution through this year. If the millage request fails, they will need to return to the township with a new proposal.

They will be increasing their promotion of Howell Area Parks and Recreation Authority with hopes for it to pass in November.

**Moved** by Hunt, supported by Skolarus, to approve Resolution 240916 related to the continuation of services with the Howell Area Parks and Recreation Authority. **The motion carried unanimously with a roll call vote (Ledford - yes, Croft - yes, Hunt - yes, Lowe - yes, Dhaenens - yes, Skolarus - yes, and Rogers - yes).**

**4. Consideration of a request for approval of the proposed 2025 Employee Benefit Plan as presented by Human Resources Manager, Kim Lane.**

Ms. Kim Lane provided a review of the benefit rates for December 1, 2024 through November 2025. The rates have increased 7.12 percent for medical and 5 percent for dental. There is currently a surplus in the self-insured HRA account so she is recommending this budget be kept the same for the upcoming fiscal year. The life and disability rates are the same because this is the second year of a two-year rate guarantee.

**Moved** by Lowe, supported by Dhaenens, to approve the proposed 2025 Employee Benefit Plan as presented by Human Resources Manager, Kim Lane. **The motion carried unanimously.**

**5. Consideration of a recommendation for approval of the proposed third amendment to the Master Deed of the Timber Green and fourth amendment to the Planned Unit Development. The proposal entails withdrawal of Units 10, 11, and 12 from the condominium. This land area will then be combined with contiguous property under common ownership (residence to the north with access to/from Chilson Road). The amendment will modify the easement rights of the withdrawal area to clarify that access via Timber Green Court will only be for secondary emergency access. The request is petitioned by Chestnut Development, LLC.**

Mr. Brendan Ruehle, representing Timber Green, stated this change was worked on with the township and the president of the association and they have come to this agreement.

**Moved** by Dhaenens, supported by Lowe, to approve the 4th amendment to the PUD agreement for Timber Green with plans dated July 22, 2024 with the following condition:

1. Site plan overages shall be paid prior to amended PUD agreement being signed by the Township.

**The motion carried unanimously**

**6. Request to approve a project agreement with the Livingston County Road Commission for the Mystic Lake Drive and Milroy Lane Road Rehabilitation project with the Township's cost not to exceed \$615,000 from SAD Fund #202-499-801-075.**

**Moved** by Skolarus, supported by Croft, to approve the Project Agreement with the Livingston County Road Commission for the Mystic Lake Drive and Milroy Lane Road Rehabilitation project with the Township's cost not to exceed \$615,000. **The motion carried unanimously.**

**7. Request for approval of Resolution #5A, to amend the Special Assessment Roll for the Grand Ravines (Debora Drive) Road Rehabilitation Special Assessment District to reduce the assessment amount to reflect construction cost savings. (Roll Call)**

Ms. VanMarter stated that the construction costs for this project came in \$168,864 under budget, so the Special Assessment District will be reduced from \$13,000 to approximately \$7,000 per resident.

**Moved** by Skolarus, supported by Dhaenens, to approve Resolution #5A, to amend the Special Assessment Roll for the Grand Ravines (Debora Drive) Road Rehabilitation Special Assessment District to reduce the assessment amount to reflect construction cost savings. **The motion carried unanimously with a roll call vote (Ledford - yes, Croft - yes, Hunt - yes, Lowe - yes, Dhaenens - yes, Skolarus - yes, and Rogers - yes).**

**8. Request for approval of proposed Ordinance number Z-24-02 regarding text amendments to Article 16, Sign Standards involving incidental/informational Signs, pole signs, and minor revisions. (Roll Call)**

Ms. VanMarter stated these amendments were initiated by the request for the StoryWalk at the Township Hall. The current ordinance does not allow for pole signs. This amendment includes clarifications and changes for these types of pole signs.

**Moved** by Dhaenens, supported by Hunt, to approve and adopt Ordinance No. Z-24-02 to amend Zoning Ordinance Article 16 entitled Sign Standards. **The motion carried unanimously with a roll call vote (Ledford - yes, Croft - yes, Hunt - yes, Lowe - yes, Dhaenens - yes, Skolarus - yes, and Rogers - yes).**

**9. Request for approval of proposed Ordinance number Z-24-03 regarding text amendments to Article 10, Planned Unit Development, Section 10.02.05 and 10.03.01. (Roll Call)**

Ms. VanMarter stated these changes are for residential PUD's and allow for a reduction in lot size from 1 acre to 3/4 of an acre if there is well and septic. The amount of the decrease in lot size shall be put into open spaces. Additionally, it will give the Township tools within the PUD to preserve natural and environmental features and protect adjacent residential properties.

**Moved** by Lowe, supported by Skolarus, to approve and adopt Ordinance No. Z-24-03 to amend Zoning Ordinance Article 10 entitled "Planned Unit Development". **The motion carried unanimously with a roll call vote (Ledford - yes, Croft - yes, Hunt - yes, Lowe - yes, Dhaenens - yes, Skolarus - yes, and Rogers - yes).**

**10. Consideration of amendments to the Fiscal Year 2024-2025 budget as follows:**

**A. Fund 202 – "SAD Roads and Lakes" to reduce the revenue and appropriations for the Grand Ravines (Debora Drive) Department #497 as follows:**

- i. Reduce Revenue line item 202-497-628-005 for SAD Principle to \$12,276 and 202-497-665-001 for Interest to \$1,535.
- ii. Reduce project cost appropriation line item 202-497-801-075 to \$223,136

**B. Fund 202 – "SAD Roads and Lakes" to create a new Department #499 for the Mystic Lake Drive and Milroy Lane Road Rehabilitation project with new line items as follows:**

- i. New revenue line items: 202-499-628-005 for SAD Principle in the amount of \$55,600 and 202-499-665-001 for Interest in the amount of \$2,780.
- ii. New appropriation line item 202-499-801-075 in the amount of \$619,000.

**C. Fund 202 – "SAD Roads and Lakes" to create a new Department #576 for the Earl Lake Aquatic Weed Control project with new line items as follows:**

- i. New revenue line items: 202-576-628-005 for SAD Principle in the amount of \$2,789.
- ii. New appropriation line item 202-576-801-075 in the amount of \$2,264.

**D. Fund 249 – "Building and Grounds" to increase the appropriations Department 265, Miscellaneous Expenses line item 249-265-955-000 to \$1,500.**

**Moved** by Ledford, supported by Croft, to approve amendments to Fund 202 – "SAD Roads and Lakes" to reduce the revenue and appropriations for the Grand Ravines (Debora Drive) Department #497 as follows:

- i. Reduce Revenue line item 202-497-628-005 for SAD Principle to \$12,276 and 202-497-665-001 for Interest to \$1,535.
- ii. Reduce project cost appropriation line item 202-497-801-075 to \$223,136

**The motion carried unanimously.**

**Moved** by Lowe, supported by Croft, to approve amendments to Fund 202 – “SAD Roads and Lakes” to create a new Department #499 for the Mystic Lake Drive and Milroy Lane Road Rehabilitation project with new line items as follows:

- i. New revenue line items: 202-499-628-005 for SAD Principle in the amount of \$55,600 and 202-499-665-001 for Interest in the amount of \$2,780.
- ii. New appropriation line item 202-499-801-075 in the amount of \$619,000.

**The motion carried unanimously.**

**Moved** by Ledford, supported by Lowe, to approve amendments to Fund 202 – “SAD Roads and Lakes” to create a new Department #576 for the Earl Lake Aquatic Weed Control project with new line items as follows:

- i. New revenue line items: 202-576-628-005 for SAD Principle in the amount of \$2,789.
- ii. New appropriation line item 202-576-801-075 in the amount of \$2,264.

**The motion carried unanimously.**

**Moved** by Skolarus, supported by Lowe, to approve amendments to Fund 249 – “Building and Grounds” to increase the appropriations Department 265, Miscellaneous Expenses line item 249-265-955-000 to \$1,500. **The motion carried unanimously.**

#### **11. Review of Fiscal Year 2024-2025 First Quarter (April-June) budget to actual report.**

Ms. VanMarter stated this report is later than the quarterly reports are usually presented to the board because it is not finalized until after the audit has been completed. Two funds were over budget. One was due to a miscoding of an invoice, which has been fixed, and the second was due to unexpected bank fees, and that overage was approved earlier this evening.

#### **12. Discussion regarding Clerk’s request to place an order for Township Logo clothing.**

Ms. Skolarus stated she placed an order in July for clothing and it was denied. She stated there is a clothing allowance for each employee.

Ms. Hunt stated the allotment for the purchase is to wear the clothing, but Ms. Skolarus is not going to be an elected official after November’s election.

Ms. VanMarter stated that Staff was uncomfortable authorizing an expenditure for an official who was running for re-election. She agreed with them and did not approve the request. Then when it was requested again, it was after the election, and Ms. Skolarus did not win. Ms. Skolarus stated she would have liked to have been told back in July that her request was denied.

### **Correspondence**

The packet contained photos showing the construction improvements that have been started on the Herbst property. Lyle's daughters are in town this week and will be going through and removing personal items from the home.

A note from the League of Women Voters was addressed to the board which included a personal reference to the Clerk.

### **Member Discussion**

Ms. Hunt stated today was the last day to pay summer taxes. She has not run the report yet, but it is estimated that 80 percent of properties have submitted their payments.

Supervisor Rogers stated that due to the closure of Dorr Road at I-96, the Fire Department has made some changes to their station. They have relocated some staff and equipment because they are not able to get from the station to Grand River directly.

Ms. VanMarter advised there is a special meeting of the Planning Commission tomorrow, September 17, at 6:30 pm at the Brighton Center for the Performing Arts. The developer of the Latson PUD is requesting changes to his proposal. Mr. Dhaenens stated that at the meeting, the Chairperson will explain the process and procedure for this type of request.

Ms. VanMarter stated The Pine Creek paving project is complete, the Milroy/Mystic Lake project is starting this week, and then they will be starting Lakewood Knoll.

Ms. VanMarter stated there was a court of appeals decision on September 3or 4 , 2024 that found that marijuana ballot initiated proposals could not amend a charter; it is for ordinances only. Also, a ballot proposal is not allowed to put any regulations on it. It was only to approve to have marijuana establishments or to not have them. It cannot put regulations, such as where they can go, how to apply , etc. The one that was approved for Genoa Township had other regulations. So the Township filed an action, in light of this decision, to ask the court to remove it from the ballot. If the judge does not grant the motion, Ms. VanMarter is going to work with staff to draft an ordinance so the Township can include the regulations that it would like in case it does pass, such as where they will be allowed, how many, etc.

Mr. Dhaenens switched his internet service to Surf and he is very pleased. Ms. VanMarter stated they have not finished the installation in some areas, but she is working with them.

Ms. Skolarus would like to suggest that the November gubernatorial and presidential elections be township holidays due to the limited parking because of township employees. Ms. Hunt stated that no one votes at the township hall. Ms. Skolarus stated they come here to register to vote and that can take more than 20 minutes per person. Ms. VanMarter stated that the employee handbook allows for a floating holiday and the township board approved using it on July 5 this year. She understands there is a parking problem at the township hall; however, residents come here on election day for other matters and not just to register to vote. It was suggested to have the employees park in the rear of the building or in further away parking spaces.

Genoa Charter Township Board Meeting  
September 16, 2024  
Approved Minutes

**Adjournment**

**Moved** by Croft, supported by Lowe, to adjourn the meeting at 7:44 pm. **The motion carried unanimously.**

Respectfully Submitted,

Patty Thomas  
Recording Secretary

Approved: Paulette Skolarus, Clerk  
Genoa Charter Township

Bill Rogers, Supervisor  
Genoa Charter Township