

**GENOA CHARTER TOWNSHIP BOARD**

**Regular Meeting  
February 16, 2026  
6:30 p.m.**

**AGENDA**

Call to Order:

Invocation:

Pledge of Allegiance:

Roll Call:

Call to the Public (Public comment must be addressed to the Chairperson and will be limited to three minutes per person) \*:

**Approval of Consent Agenda:**

1. Payment of Bills: February 16, 2026
2. Request to approve the January 28, 2026 special meeting minutes.
3. Request to approve the February 2, 2026 special meeting minutes.

**Approval of Regular Agenda:**

4. Public hearing on the proposed Fiscal Year 2026/2027 Budget for funds 101, 202, 208, 212, 249, 250 and 401.
  - A. Call to the Public.
  - B. Board Discussion.
5. Consideration of a recommendation for approval of a special use, site plan and environmental impact assessment for a proposed indoor dog park, coffee shop and bakery. The property is located in the existing Country Corners shopping center, 4060 Grand River Avenue, on the south-east corner of Grand River Avenue and Latson Road.
  - A. Disposition of Special Use Application
  - B. Disposition of Environmental Impact Assessment (12-15-25)
  - C. Disposition of Site Plan (1-19-26)
6. Consideration of a recommendation for approval of a special use, site plan and environmental impact assessment for proposed two (2) two-hundred and fifty (250) gallon above ground fuel storage tanks. The property is located at 2025 Euler Road, east side of Euler Road, north of Grand River Avenue. The request is petitioned by Merlo Construction Company, LLC.
  - A. Disposition of Special Use Application
  - B. Disposition of Environmental Impact Assessment (1-16-26)
  - C. Disposition of Site Plan (1-19-26)
7. Consideration of a recommendation for approval of a special use, site plan and environmental impact assessment for a proposed expansion of outdoor storage for the existing Truck and Trailer. The property is

located on the west side of Grand Oaks Drive, south of Grand River Avenue. The request is petitioned by Truck and Trailer Specialties.

A. Disposition of Special Use Application

B. Disposition of Environmental Impact Assessment (1-20-26)

C. Disposition of Site Plan (1-20-26)

8. Update on the Oak Pointe Water Main Break Preventative Maintenance Plans and Residential Sodium Chloride and PFAS Sampling Efforts as presented by Dr. Greg Tatara.
9. Consideration of a request for approval of amendments to the DPW Budget for the fiscal year ending on March 31, 2026.
10. Consideration of a request to approve the April 1, 2026-September 30, 2031 Utility Services Agreement with the Marion, Howell, Oceola, and Genoa Sewer and Water Authority (MHOG) which includes the allocation percentage and a 6 month operating budget.
11. Consideration of a request to approve the Asset Transfer Agreement transferring personal property from Genoa Charter Township to the Marion, Howell, Oceola, and Genoa Sewer and Water Authority (MHOG) for the purposes outlined in the Utility Services Agreement.
12. Request for approval of the special meeting closed session minutes from January 28, 2026.
  - A. If necessary, consider motion to enter into closed session under the Open Meetings Act, MCL 15.268(1)(h) to consider material exempt from discussion or disclosure by state or federal statute. (Roll Call, requires 2/3 vote)
  - B. Consider motion to adjourn the closed session and reconvene in open session. (Roll Call)

**Items for Discussion:**

13. Discussion regarding adding a second call to the public at the end of the meeting.

Correspondence

Board Comments

Adjournment

<p>*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 <i>may</i> be offered by the Chairman as they are presented.</p>
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BOARD PACKET

CHECK REGISTERS FOR TOWNSHIP BOARD MEETING
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MEETING DATE: February 16, 2026

All information below through February 12, 2026

January 30, 2026 Bi Weekly Payroll	\$	128,094.97
TOWNSHIP GENERAL EXPENSES	\$	203,724.89
OPERATING EXPENSES SAD (264CK)	\$	3,150.04
OPERATING EXPENSES PARKS AND REC (270CK)	\$	14,300.00
OPERATING EXPENSES DPW (503 FN)	\$	22,546.24
OPERATING EXPENSES LAKE EDGEWOOD (593FN)	\$	20,004.93
OPERATING EXPENSES OAK POINTE (592FN)	\$	79,854.63
OPERATING EXPENSES ESCROW (792CK)	\$	143.75
TOTAL	\$	471,819.45

**CASH REQUIREMENTS**

(Prior to Processing)

**CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 01/30/26: \$78,977.31****TRANSACTION SUMMARY**

<b>SUMMARY BY TRANSACTION TYPE -</b>	TOTAL ELECTRONIC FUNDS TRANSFER (EFT)	78,977.31
	CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT	78,977.31
	TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES	7,080.09
	CASH REQUIRED FOR CHECK DATE 01/30/26	86,057.40

**TRANSACTION DETAIL****ELECTRONIC FUNDS TRANSFER** - Your financial institution will initiate transfer to Paychex at or after 12:01 A.M. on transaction date.

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<b>BANK DRAFT AMOUNTS &amp; OTHER TOTALS</b>
01/29/26	BANK OF ANN ARBOR	xxxxxxxxxxxx990	Direct Deposit	Net Pay Allocations	57,368.28	57,368.28
01/29/26	BANK OF ANN ARBOR	xxxxxxxxxxxx990	Taxpay®	Employee Withholdings		
				Social Security	4,799.27	
				Medicare	1,122.39	
				Fed Income Tax	6,752.55	
				MI Income Tax	3,013.12	
				<b>Total Withholdings</b>	<b>15,687.33</b>	
				Employer Liabilities		
				Social Security	4,799.26	
				Medicare	1,122.44	
				<b>Total Liabilities</b>	<b>5,921.70</b>	21,609.03
				<b>EFT FOR 01/29/26</b>		<b>78,977.31</b>
				<b>TOTAL EFT</b>		<b>78,977.31</b>

**REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES** - Unless stated otherwise, Paychex does not remit these funds. You must ensure accurate and timely payment of applicable items.

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<u>TOTAL</u>
01/30/26	Refer to your records for account information.		Payroll	Employee Deductions		
				457 EE Pretax	1,745.00	
				457 EE Roth	730.00	
				FSA Health	439.97	
				Medical	2,288.00	
				Princ Retire Loan 1	1,098.37	
				Princ Retire Loan 2	545.56	
				Vol CH Life	6.37	
				Vol EE Life	171.03	

**CASH REQUIREMENTS**

(Prior to Processing)

**CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 01/30/26: \$49,117.66****TRANSACTION SUMMARY****SUMMARY BY TRANSACTION TYPE -**

TOTAL ELECTRONIC FUNDS TRANSFER (EFT)	49,117.66
CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT	49,117.66
TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES	7,824.38
CASH REQUIRED FOR CHECK DATE 01/30/26	56,942.04

**TRANSACTION DETAIL****ELECTRONIC FUNDS TRANSFER** - Your financial institution will initiate transfer to Paychex at or after 12:01 A.M. on transaction date.

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<b>BANK DRAFT AMOUNTS &amp; OTHER TOTALS</b>
01/29/26	BANK OF ANN ARBOR	xxxxxxxxxxxx130	Direct Deposit	Net Pay Allocations	35,114.88	35,114.88
01/29/26	BANK OF ANN ARBOR	xxxxxxxxxxxx130	Taxpay®	Employee Withholdings		
				Social Security	3,150.71	
				Medicare	736.86	
				Fed Income Tax	4,345.31	
				MI Income Tax	1,882.37	
				<b>Total Withholdings</b>	<b>10,115.25</b>	
				Employer Liabilities		
				Social Security	3,150.67	
				Medicare	736.86	
				<b>Total Liabilities</b>	<b>3,887.53</b>	14,002.78
				<b>EFT FOR 01/29/26</b>		<b>49,117.66</b>
				<b>TOTAL EFT</b>		<b>49,117.66</b>

**REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES** - Unless stated otherwise, Paychex does not remit these funds. You must ensure accurate and timely payment of applicable items.

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<u>TOTAL</u>
01/30/26	Refer to your records for account Information		Payroll	Employee Deductions		
				457 EE Pretax	4,661.00	
				457 EE Roth	170.00	
				EE Medical Contribut	1,620.00	
				FSA Medical Pretax	617.26	
				Prin Retire Loan 1	672.59	
				Vol Life Ch Post Tax	1.82	

## CHECK DISPURSEMENT REPORT 1/28/25 - 2/12/2026

Check Date	Bank	Check #	Invoice	Payee	Description	Amount
01/28/2026	FNBCK	203(E)#	00174912-2	MERS-MICH. EMPLOYEES RETIRE	DUE FROM #233 UTILITY FUND	2,034.34
01/28/2026	FNBCK	203(E)	00174912-2	MERS-MICH. EMPLOYEES RETIRE	RETIREMENT	470.00
01/31/2026	FNBCK	205(E)	74329617	PRINCIPAL FINANCIAL RETIREMENT	RETIREMENT	542.50
02/02/2026	FNBCK	204(E)#	00175554-2	MERS-MICH. EMPLOYEES RETIRE	DUE FROM #233 UTILITY FUND	3,296.69
02/02/2026	FNBCK	204(E)	00175554-2	MERS-MICH. EMPLOYEES RETIRE	RETIREMENT	470.00
02/03/2026	FNBCK	40049	12-23-25 1-23-25	DTE ENERGY	UTIL:ELECTRICITY & NAT.GAS	34.25
02/03/2026	FNBCK	40056#	IN6313671	XEROX BUSINESS SOLUTIONS	DUE FROM #233 UTILITY FUND	151.56
02/03/2026	FNBCK	40056	IN6313671	XEROX BUSINESS SOLUTIONS	SUPPLIES	151.57
02/06/2026	FNBCK	40057	123*1-25 12926	DTE ENERGY	UTIL:ELECTRICITY & NAT.GAS	50.95
02/06/2026	FNBCK	40057	12*31-25 12926	DTE ENERGY	UTIL:ELECTRICITY & NAT.GAS	18.25
02/06/2026	FNBCK	40057	123025 12826	DTE ENERGY	UTIL:ELECTRICITY & NAT.GAS	195.53
02/06/2026	FNBCK	40057	12-30-25 12826	DTE ENERGY	UTIL:ELECTRICITY & NAT.GAS	1,525.18
				LIVINGSTON COUNTY TREASURER		
02/06/2026	FNBCK	40058	2-6-2026	ASSOC	TREASURERS DEPT PRO DEV/CONFERENCE/DUES	10.00
02/06/2026	FNBCK	40059#	02-06-2026	PETTY CASH	SUPPLIES	60.75
02/06/2026	FNBCK	40059	02-06-2026	PETTY CASH	TWP VEHICLE EXPENSES	3.17
02/06/2026	FNBCK	40059	02-06-2026	PETTY CASH	REPAIRS & MAINTENANCE	15.68
02/11/2026	FNBCK	40060	1/1/26-1/31/26	DTE ENERGY	UTIL:ELECTRICITY & NAT.GAS	350.89
02/11/2026	FNBCK	40061#	ADM00035165	EHIM, INC	DUE FROM #233 UTILITY FUND	396.00
02/11/2026	FNBCK	40061	FND00031535	EHIM, INC	DUE FROM #233 UTILITY FUND	6,087.08
02/11/2026	FNBCK	40061	ADM00035165	EHIM, INC	HEALTH/LIFE INSURANCE	234.00
02/11/2026	FNBCK	40061	FND00031535	EHIM, INC	HEALTH/LIFE INSURANCE	2,438.48
02/11/2026	FNBCK	40062	173204168	AMERICAN AQUA	SUPPLIES	75.00
02/11/2026	FNBCK	40063	27805	BLOOM SLUGGETT, PC	GENERAL TOWNSHIP LEGAL FEES	375.00
02/11/2026	FNBCK	40064	294440	BUSINESS IMAGING GROUP	SUPPLIES	334.21
02/11/2026	FNBCK	40065	4401903	CONTINENTAL LINEN SERVICE	REPAIRS & MAINTENANCE	158.43
02/11/2026	FNBCK	40067	3714375	DYKEMA GOSSETT PLLC	ASSESSING LEGAL	1,673.10
02/11/2026	FNBCK	40069	9-156-01277	FEDERAL EXPRESS CORP	REVIEW SERVICES - ROUTING	118.15
02/11/2026	FNBCK	40070#	IN7104917124	GO TO COMMUNICATIONS, INC	DUE FROM #233 UTILITY FUND	175.10
02/11/2026	FNBCK	40070	IN7104917124	GO TO COMMUNICATIONS, INC	PHONE/INTERNT/CABLE/ALARM	745.16
02/11/2026	FNBCK	40071	758241457	GORDON FOOD SERVICE	SUPPLIES	119.68
02/11/2026	FNBCK	40072	1-31-2026	KP ELITE CLEANING LLC	REPAIRS & MAINTENANCE	2,125.00
02/11/2026	FNBCK	40073	7368	MICHIGAN ASSOC. OF PLANNING	MANAGER DEPT PRO DEV/CONFERENCE/DUES	100.00
02/11/2026	FNBCK	40074	488490	MICHIGAN TOWNSHIP ASSOC	SUBSCRI/PUBLICATIONS/MEMBERS	1,750.00
02/11/2026	FNBCK	40075	33776	NETWORK SERVICES GROUP, L.L.C.	EQUIP / SOFTWARE / SOFTWARE MAINTENANCE	777.00
02/11/2026	FNBCK	40075	33716	NETWORK SERVICES GROUP, L.L.C.	EQUIP / SOFTWARE / SOFTWARE MAINTENANCE	55.00
02/11/2026	FNBCK	40075	33715	NETWORK SERVICES GROUP, L.L.C.	EQUIP / SOFTWARE / SOFTWARE MAINTENANCE	2,130.25

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Check Date	Bank	Check #	Invoice	Payee	Description	Amount
02/11/2026	FNBCK	40075	33776	NETWORK SERVICES GROUP, L.L.C.	CONTRACTUAL SERVICES / CONSULTING	187.50
02/11/2026	FNBCK	40076	126601718	PRECISION COMFORT HEATING AND AIR	REPAIRS & MAINTENANCE	488.70
02/11/2026	FNBCK	40077	240008	PRINTING SYSTEMS	ELECTION OFFICE SUPPLIES/EQUIPMENT	3,640.63
02/11/2026	FNBCK	40077	240344	PRINTING SYSTEMS	ELECTION OFFICE SUPPLIES/EQUIPMENT	379.34
02/11/2026	FNBCK	40078	3242001	SAFEBUILT LLC	PLANNING & ZONING CONTRACTUAL SERVICES	558.78
02/11/2026	FNBCK	40078	3242001	SAFEBUILT LLC	REVIEW SERVICES - PLANNING	2,793.88
02/11/2026	FNBCK	40079	7021	SEWARD HENDERSON PLLC	GENERAL TOWNSHIP LEGAL FEES	7,128.00
02/11/2026	FNBCK	40079	7045	SEWARD HENDERSON PLLC	GENERAL TOWNSHIP LEGAL FEES	6,270.00
02/11/2026	FNBCK	40079	7034	SEWARD HENDERSON PLLC	LITIGATION LEGAL FEES	154.00
02/11/2026	FNBCK	40080	6054118337	STAPLES	SUPPLIES	2.60
02/11/2026	FNBCK	40081	52544103	TETRA TECH, INC.	REVIEW SERVICES - ENGINEERING	600.00
02/11/2026	FNBCK	40081	52544105	TETRA TECH, INC.	REVIEW SERVICES - ENGINEERING	700.00
				TOSHIBA AMERICAN BUSINESS		
02/11/2026	FNBCK	40082	6770352	SOLUTIONS	EQUIP / SOFTWARE / SOFTWARE MAINTENANCE	721.31
02/11/2026	FNBCK	40083	0142693-1389-7	WASTE MANAGEMENT CORP, SERVICES	REFUSE CONTRACTUAL SERVICES	136,703.70
02/11/2026	FNBCK	40084#	22954	COOPER'S TURF MANAGEMENT LLC	REPAIRS & MAINTENANCE	11,953.50
02/11/2026	FNBCK	40084	22190	COOPER'S TURF MANAGEMENT LLC	REPAIRS & MAINTENANCE	1,290.00
02/11/2026	FNBCK	40084	22937	COOPER'S TURF MANAGEMENT LLC	CEMETERY MAINTENANCE	830.00
02/12/2026	FNBCK	40085	2026-EDU002	LIVINGSTON COUNTY EMS	COMMUNITY OUTREACH	75.00
<b>Total for fund 101 GENERAL FUND</b>						<b>203,724.89</b>
02/11/2026	FNBCK	40068	S106711769.001	ETNA SUPPLY COMPANY	COSTS OF WATER METERS	3,652.24
02/11/2026	FNBCK	40068	S106691257.001	ETNA SUPPLY COMPANY	COSTS OF WATER METERS	3,389.10
<b>Total for fund 105 METER FUND</b>						<b>7,041.34</b>
02/02/2026	264CK	4597	2026	STATE OF MICHIGAN	LK CHEMUNG (W23-27) -PROJECT EXPENSE	875.00
02/02/2026	264CK	4598	79	QUALITY OUTDOOR SERVICES LLC	HOMESTEAD (S22-31) -ANNUAL MAINT. EXP	1,200.00
02/11/2026	264CK	4599	1/1/26-1/31/26	DTE ENERGY	WHITE PINES LIGHTING -PROJECT EXPENSE	75.04
02/11/2026	264CK	4600	E21756	STATE OF MICHIGAN	ROUND LAKE (S26-30) - PROJECT EXPENSE	1,000.00
<b>Total for fund 202 SAD ROADS AND LAKES</b>						<b>3,150.04</b>
02/11/2026	270CK	5822	22954	COOPER'S TURF MANAGEMENT LLC	PATH / PARK MAINTENANCE	1,000.00
02/11/2026	270CK	5822	22942	COOPER'S TURF MANAGEMENT LLC	PATH / PARK MAINTENANCE	1,975.00
02/11/2026	270CK	5822	22944	COOPER'S TURF MANAGEMENT LLC	PATH / PARK MAINTENANCE	2,575.00
02/11/2026	270CK	5822	22945	COOPER'S TURF MANAGEMENT LLC	PATH / PARK MAINTENANCE	2,025.00
02/11/2026	270CK	5822	22943	COOPER'S TURF MANAGEMENT LLC	PATH / PARK MAINTENANCE	1,975.00
02/11/2026	270CK	5822	22948	COOPER'S TURF MANAGEMENT LLC	PATH / PARK MAINTENANCE	780.00
02/11/2026	270CK	5822	22946	COOPER'S TURF MANAGEMENT LLC	PATH / PARK MAINTENANCE	495.00

## CHECK DISPURSEMENT REPORT 1/28/25 - 2/12/2026

Check Date	Bank	Check #	Invoice	Payee	Description	Amount
02/11/2026	270CK	5822	22941	COOPER'S TURF MANAGEMENT LLC	PATH / PARK MAINTENANCE	1,600.00
02/11/2026	270CK	5822	22947	COOPER'S TURF MANAGEMENT LLC	PATH / PARK MAINTENANCE	1,875.00
<b>Total for fund 208 PARK/RECREATION FUND</b>						<b>14,300.00</b>
01/28/2026	503FN	6555*#	01-28-2026	STATE OF MICHIGAN	ROUTINE MAINTENANCE	26.00
02/11/2026	503FN	6559*#	37076	FAHEY SCHULTZ BURZYCH RHODES PLC	LEGAL FEES	3,009.00
02/11/2026	503FN	6560*#	11-0235354	MARSHALL'S EXPRESS	ROUTINE MAINTENANCE	120.40
02/11/2026	503FN	6561*#	36679	MYERS AUTOMOTIVE	ROUTINE MAINTENANCE	270.29
02/11/2026	503FN	6562*#	33715	NETWORK SERVICES GROUP, L.L.C.	SECURITY CAMERAS AT BARNs & INTERNET	111.00
02/11/2026	503FN	6563*#	5200	RAHMBERG STOVER AND ASSOCIATES	COMPENSATION CALCULATION	1,490.00
02/11/2026	503FN	6563	5189	RAHMBERG STOVER AND ASSOCIATES	COMPENSATION CALCULATION	1,525.00
02/11/2026	503FN	6564*#	1150699	RANDY'S SERVICE STATION	ROUTINE MAINTENANCE	20.00
02/11/2026	503FN	6565*#	75198	RJ AND COMPANY	ROUTINE MAINTENANCE	2,500.00
02/11/2026	503FN	6566	52544108	TETRA TECH, INC.	CONTRACT ENGINEERING	6,980.00
02/11/2026	503FN	6567#	300103620	TRACTOR SUPPLY CO.	DUE FROM G/O	162.97
02/11/2026	503FN	6567	300103620	TRACTOR SUPPLY CO.	SUPPLIES & TOOLS	79.99
02/11/2026	503FN	6568	110345025	WEX BANK	FUEL/WASHING	4,018.70
02/12/2026	503FN	6569#	2/26/26	VISA	DUE FROM G/O	453.12
02/12/2026	503FN	6569	2/26/26	VISA	DUE FROM MHOG	728.93
02/12/2026	503FN	6569	2/26/26	VISA	EMPLOYEE	615.00
02/12/2026	503FN	6569	2/26/26	VISA	EMPLOYEE RECRUITING	99.00
02/12/2026	503FN	6569	2/26/26	VISA	SUPPLIES	228.29
02/12/2026	503FN	6569	2/26/26	VISA	UNIFORMS & PROTECTIVE CLOTHING	108.55
<b>Total for fund 233 DPW UTILITIES</b>						<b>22,546.24</b>
02/06/2026	593FN	4707	123125 01-29/26	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	269.09
02/06/2026	593FN	4707	123125 012926	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	50.39
02/06/2026	593FN	4707	123125 1292-6	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	134.95
02/06/2026	593FN	4707	123125 129-26	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	480.41
02/06/2026	593FN	4707	123125 12/9-26	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	60.26
02/06/2026	593FN	4707	123125 1/29-26	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	1,525.73
02/11/2026	593FN	4708	10/1/25-12/31/25	BRIGHTON TOWNSHIP	UTILITIES - BTS - DAVITA	940.00
02/11/2026	593FN	4709	1/6/26 - 2/2/26	CONSUMERS ENERGY	UTILITIES - GAS - SEWER	524.82
02/11/2026	593FN	4710	2/2/2026	GENOA OCEOLA SEWER	R & M - PUMP STATIONS SEWER	201.72
02/11/2026	593FN	4711#	2/2/2026	GENOA TOWNSHIP DPW FUND	DUE TO DPW FUND # 233	278.84
02/11/2026	593FN	4711	111780	GENOA TOWNSHIP DPW FUND	LABOR, EQUIPMENT & MATERIALS - SEWER	10,907.75
02/11/2026	593FN	4712	828A	K & J ELECTRIC, INC.	R & M - BUILDINGS - SEWER	1,243.00
02/11/2026	593FN	4713	23957240	PVS NOLWOOD CHEMICALS, INC	CHEMICALS - SEWER	3,192.00
02/11/2026	593FN	4714	INV00945965	USA BLUEBOOK	R & M - PUMP STATIONS SEWER	64.82

## CHECK DISPURSEMENT REPORT 1/28/25 - 2/12/2026

Check Date	Bank	Check #	Invoice	Payee	Description	Amount
02/11/2026	593FN	4714	INV00946016	USA BLUEBOOK	R & M - PUMP STATTIONS SEWER	131.15
<b>Total for fund 590 LAKE EDGEWOOD OPERATING</b>						<b>20,004.93</b>
02/04/2026	592FN	6555*#	12-30-25 1-28-26	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	45.86
02/04/2026	592FN	6555	123-0-26 1-28-26	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	92.19
02/04/2026	592FN	6555	1230-25 1-28-26	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	517.42
02/06/2026	592FN	6556*#	123125 012926	DTE ENERGY	UTILITIES - ELECTRIC - WATER	1,028.44
02/06/2026	592FN	6556	123125 012926	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	1,028.45
02/06/2026	592FN	6557*#	12302/5 1-29-26	DTE ENERGY	UTILITIES - ELECTRIC - WATER	718.46
02/06/2026	592FN	6557	123125 1-29-26	DTE ENERGY	UTILITIES - ELECTRIC - WATER	93.69
02/06/2026	592FN	6557	123/0/25 1-28-26	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	290.42
02/06/2026	592FN	6557	1230/25 1-28-26	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	533.90
02/06/2026	592FN	6557	123125 1292/6	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	241.74
02/06/2026	592FN	6558*#	12/30/25 01-28-26	DTE ENERGY	UTILITIES - ELECTRIC - WATER	37.63
02/06/2026	592FN	6558	123125 12/9/26	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	60.03
02/06/2026	592FN	6558	123125 129/26	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	127.91
02/06/2026	592FN	6558	123125 0129/26	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	94.01
02/06/2026	592FN	6558	123125 12926	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	88.65
02/11/2026	592FN	6559*#	1/28/26 - 2/27/26	AT&T LONG DISTANCE	INTERNET - WATER	134.44
02/11/2026	592FN	6560*#	300942	DUBOIS-COOPER	R & M - GRINDER PUMPS - SEWER	18,270.00
02/11/2026	592FN	6561*#	2/2/2026	GENOA TOWNSHIP DPW FUND	DUE TO DPW #233	474.41
02/11/2026	592FN	6561	2/2/2026	GENOA TOWNSHIP DPW FUND	DUE TO DPW #233	123.21
02/11/2026	592FN	6561	111778	GENOA TOWNSHIP DPW FUND	LABOR, EQUIPMENT & MATERIALS - SEWER	28,994.17
02/11/2026	592FN	6561	111777	GENOA TOWNSHIP DPW FUND	LABOR, EQUIPMENT & MATERIALS - SEWER	23,245.08
						BACKFLOW & CROSS CONNECTION CONTROL
02/11/2026	592FN	6562*#	CI-10742B	HYDROCORP LLC	PROG	252.34
						BACKFLOW & CROSS CONNECTION CONTROL
02/11/2026	592FN	6562	CI-10988	HYDROCORP LLC	PROG	740.23
02/11/2026	592FN	6563*#	26-J3232	NORTHERN PUMP & WELL, INC.	R & M - PLANT EQUIP - WATER	750.00
02/11/2026	592FN	6564*#	INV00945965	USA BLUEBOOK	PUMP STATIONS - SEWER	129.66
02/11/2026	592FN	6564	INV00946016	USA BLUEBOOK	PUMP STATIONS - SEWER	262.29
02/11/2026	592FN	6565*#	40301454	WSP MICHIGAN INC	CONSENT ORDER - SEWER	1,480.00
<b>Total for fund 592 OAKPOINTE OPERATING</b>						<b>79,854.63</b>
02/11/2026	792CK	2928	1/1/26-1/31/26	DTE ENERGY	LAKE EDGEWOOD STREET LIGHTING	34.36
02/11/2026	792CK	2928	1/1/26-1/31/26	DTE ENERGY	HIDDEN PONDS HOME OWNRS ASS'N	46.82
02/11/2026	792CK	2928	1/1/26-1/31/26	DTE ENERGY	NORTHSHORE	62.57
<b>Total for fund 705 ESCROW FUND</b>						<b>143.75</b>

**GENOA CHARTER TOWNSHIP BOARD**  
**Special Meeting**  
**January 28, 2026**

**MINUTES**

**Call to Order**

Supervisor Spicher called the special meeting of the Genoa Charter Township Board to order at 6:30 pm at the Township Hall.

**Invocation**

Supervisor Spicher led the invocation for the Board and the members of the public.

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**Roll Call**

The following members were present constituting a quorum for the transaction of business: Kevin Spicher, Candie Hovarter, Robin Hunt, Bill Reiber, Rick Soucy, Jodie Valenti, and Todd Walker.

Also present was Township Manager Kelly VanMarter, Planning Director Amy Ruthig, and four people in the audience.

**Call to the Public**

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

Mr. Jim Carpenter of 4715 Stillmeadow Drive stated he watched the previous meeting online and it was easy to see and hear, one of the baseball diamonds on Latson Road is close to the road so he suggests boulders be placed there to protect the people there, and he understands that there will be development at Latson Road and I-96 but he hopes it is not an Amazon warehouse and would like the board to communicate with the public as to what is being proposed.

Ms. Deb Beattie of 3109 Pineview Trail read a social media post she published outlining the types of businesses that the residents do and do not want to be developed at I-96 and Latson Road, and they do not want Latson Road to be widened.

Mr. Andrew Kimble of 1037 East Davis Road stated this is a rural community and he does not want Latson to look like Telegraph. The board should listen to their constituents.

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



**Approval of Regular Agenda:**

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

1. **Closed session to consult with the Township attorney regarding trial or settlement strategy in connection with Latson Partners et al v. Genoa Charter Township and Latson Beck et al v. Genoa Charter Township pursuant to MCL 15.268(1)(e).**
  - a. **A. Consider motion to enter into closed session to consult with the Township attorney regarding trial or settlement strategy pursuant to MCL 15.268(1)(e). (roll call)**
  - b. **Consider motion to conclude the closed session and return to open session. (roll call)**

**Moved** by Hovarter, supported by Valenti, to enter into a closed session to consult with the Township attorney regarding trial or settlement strategy pursuant to MCL 15.268(1)(e). **The motion carried unanimously with a roll call vote (Reiber – yes; Hunt – yes; Valenti – yes; Hovarter – yes; Walker – yes; Soucy – yes; Spicher – yes).**

The board entered into the closed session at 6:41 pm.

**Moved** by Hunt, supported by Soucy, to conclude the closed session and return to open session. **The motion carried unanimously with a roll call vote (Hovarter – yes; Valenti – yes; Hunt – yes; Reiber – yes; Walker – yes; Soucy – yes; Spicher – yes)**

The closed session ended at 8:53 pm.

**Board Comments**

The CPR class had 28 people signed up and 14 attended. The weather contributed to many of those absences.

Mr. Walker stated he received an email from Deputy Fire Chief Siriani on January 20 advising BAFA was very busy due to the weather conditions, mostly there were vehicle accidents on I-96 and US-23.

**Adjournment**

**Moved** by Walker, supported by Valenti, to adjourn the meeting at 8:56 pm. **The motion carried unanimously.**

Genoa Charter Township Board Meeting  
January 28, 2026  
Unapproved Minutes

Respectfully Submitted,

Patty Thomas  
Recording Secretary

Approved: Rick Soucy, Clerk  
Genoa Charter Township

Kevin Spicher, Supervisor  
Genoa Charter Township

DRAFT

**GENOA CHARTER TOWNSHIP BOARD**  
**Regular Meeting**  
**February 2, 2026**

**MINUTES**

**Call to Order**

Supervisor Spicher called the regular meeting of the Genoa Charter Township Board to order at 6:30 pm at the Township Hall.

**Invocation**

Supervisor Spicher led the invocation for the Board and the members of the public.

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**Roll Call**

The following members were present constituting a quorum for the transaction of business: Kevin Spicher, Candie Hovarter, Robin Hunt, Bill Reiber, Rick Soucy, Jodie Valenti, Todd Walker.

Also present was Township Manager Kelly VanMarter, Township Attorney Joe Seward, and 5 people in the audience.

**Call to the Public**

Mr. Jim Carpenter of 4715 Stillmeadow Drive, spoke in regards to the item for the approval of a proposal from D'Angelo Construction. He stated that they did a great job in the timeframe to fix the break. He noted it is odd that we don't know what is in the infrastructure and suggested that money be put in the budget to conduct a survey to find out where there are other stub pipes. We need to find them and get them fixed before there is another emergency.

The call to the public was closed at 6:33 p.m.

**Approval of Consent Agenda:**

Ms. Valenti requested that the payment of bills be moved to the Regular Agenda.

**Moved** by Valenti, seconded by Walker, to approve the Consent Agenda with the moving of the payment of bills to the Regular Agenda. **The motion carried unanimously.**

**~~1. Payment of Bills: February 2, 2026 (Moved to Regular Agenda).~~**

**2. Request to approve the January 20, 2026, regular meeting minutes.**

Ms. Valenti noted that she believes she should recuse herself from the item, due to a payment to the Brighton Senior Center. She is concerned with a conflict due to her being the Director of the center.

Supervisor Spicher inquired if there is a conflict, since this agreement was approved by the board prior to Ms. Valenti being on the board.

Attorney Seward stated he did not feel it is a conflict, but it is wise to bring forward and let the board decide if she should recuse herself. He noted that this item will need to be looked at in the future.

**Approval of Regular Agenda:**

**Moved** by Hunt, seconded by Soucy, to approve the agenda as modified with the addition of the approval of the bills. **The motion carried unanimously.**

**3. Payment of Bills: February 2, 2026 (Moved from Consent Agenda).**

It was asked since Ms. Valenti works for the center, does she need to recuse herself every time. Mr. Soucy stated that the payment does not directly affect her income and there would be no conflict. Mr. Walker agreed. Ms. Hunt thanked her for pointing it out and noted a key point was that this was approved prior to her being on the board. The consensus of the Board was that there was no conflict, and Ms. Valenti should vote on this item.

**Moved** by Walker, seconded by Soucy, to approve the payment of bills dated February 2, 2026. **The motion carried unanimously.**

**4. Consideration of a request for approval of a proposal from D'Angelo Construction to perform the repairs on the Oak Pointe water system related to the January 18, 2026, water main break at a cost not to exceed \$27,706.25.**

Ms. Hunt stated that Mr. Tatara was going to be here, but we told him he did not need to come after the explanation he provided at the last meeting.

Mr. Soucy noted that this is the amount to be spent in a worst-case scenario, it should come in under. He stated that this is an Oak Pointe issue, not utilities and it would be addressed in some fashion going forward.

Supervisor Spicher stated that they are going to do some camera work to find out what and where it goes and that it is hard to locate the caps if they are deep enough underground. He noted that this is the first one to cause a problem in 30 plus years, since we took over the utilities.

Ms. VanMarter stated that if you compare to infrastructure like Detroit, Genoa's is newer since it was built in the 80's. The township knows where everything is and these are a one off, so it would be difficult to determine if there are enough to do preemptive work.

Mr. Reiber stated this is pop goes the weasel and is 10% of utility budget, and asked if more could be put in budget, in case there are more.

Supervisor Spicher and Ms. VanMarter explained that it would be difficult to budget for, but the Board would be looking at the Oak Pointe budget at the next meeting.

Mr. Walker noted that Mr. Tatara has done a great job managing projects.

Mr. Reiber inquired if there were any other competitive quotes received. Mr. Spicher explained that for this type of work we rely on D'Angelo for the more difficult projects. Mr. Reiber asked if a second quote could be obtained as he believes the policy requires it unless there is a good relationship and Supervisor Spicher stated that this will happen in the spring so there is time, but he doesn't know if they will get anything better. Ms. Hunt stated that D'Angelo was the crew on the emergency so they are familiar with the issue and are the preferred vendor.

It was noted that an additional bid could be obtained; however, the policy does have a clause of using trusted vendors and this vendor is used a lot by MHOG because of the quality of their work. Mr. Reiber stated he believes the policy states anything over \$25,000 might need three (3) quotes. Further discussion pointed out that Oak Pointe pays into the fund for repairs.

**Moved** by Reiber, seconded by Horvarter, to table the decision until such time there are two other quotes. **The motion failed with a roll call vote (Reiber - Yes; Hovarter - Yes; Valenti - Yes; Walker - No; Hunt - No; Soucy- No; Spicher - No).**

Prior to the vote, Ms. Hunt noted that she is familiar with the company and since they were the ones who did the work during the emergency, they already know what is needed to fix it and other vendors will not.

**Moved** by Soucy, seconded by Walker, to approve a proposal from D'Angelo Construction to perform the repairs on the Oak Pointe water system related to the January 18, 2026, water main break at a cost not to exceed \$27,706.25. **The motion carried with a roll call vote (Reiber - No; Walker - yes; Hunt - yes; Valenti - No; Hovarter - No; Soucy- yes; Spicher - yes).**

**5. Consideration of Resolution 260202A to establish a six (6) month temporary Moratorium on the Acceptance and Approval of Applications for Data Centers and Cryptocurrency Mining Facilities within Genoa Charter Township. (Roll Call)**

Ms. VanMarter presented the report, noting that the moratorium would give time to amend the Zoning Ordinance, determine where the centers would best located and determine what mitigation would be needed for them.

Ms. Valenti inquired if the moratorium applies only to new projects and applications, to which Ms. VanMarter replied that there currently are no applications but there is one development agreement that a data center is a permitted use and the attorneys have advised that the moratorium can't apply to such uses within development agreements. Mr. Reiber inquired as to where the development agreement is located and was told it is on Latson Road. After further discussion Attorney Seward, explained that if the PUD is found to be enforceable, the owner would have a vested right for up to a 200,000 square foot building for a data center as a permitted use. If they go above that, they would have to get special land use approval. He also noted they have to go through site plan and environmental approvals prior to building. Supervisor Spicher asked if a moratorium was placed on this one, if the township would most likely be found to be in breach of contract and was told yes. Mr. Reiber inquired if there was anything to prevent them for going longer on the moratorium. Ms. VanMarter explained that you can only go the time it takes to do the research and courts have been very strict on this. She noted that the approved process is six (6) months, with a six (6) month extension. Mr. Walker stated that you cannot put in a moratorium to block a project, only to put reasonable rules in place. Mr. Reiber asked for clarification that in six (6) months the township can extend it and after that we are done and was told yes. Supervisor Spicher stated that something has to be put in the Zoning Ordinance. Mr. Soucy stated that the Planning Commission will need to put something together for the Board to vote on. Ms. VanMarter noted staff is currently doing the research and should meet the deadline. Supervisor Spicher noted that the whole ordinance is being looked at and there would be opportunities to address everything. Ms. Hovarter asked if this is with solar farms and windmills with the State having authority and was told that they are not a utility so they are under local control.

**Moved** by Soucy, seconded by Horvarter, to approve Resolution 260202A to establish a six (6) month temporary Moratorium on the Acceptance and Approval of Applications for Data Centers and Cryptocurrency Mining Facilities within Genoa Charter Township. **(Roll Call) The motion carried unanimously with a roll call vote (Valenti - yes; Hovarter - yes; Reiber - yes; Hunt - yes; Walker - yes; Soucy- yes; Spicher - yes).**

Prior to the vote, Mr. Jeff Dhaenens of 5494 Sharp Drive, stated that he understands the data center, but reality is crypto currency mining is taking place all over.

**6. Consideration of Resolution 260202B honoring the retirement of Cindy Overby. (Roll Call)**

Ms. VanMarter stated that Cindy has been an employee since 2014 and her last day is Friday. She noted that she will be greatly missed. Ms. Hunt noted she has worked with Cindy for many years, that she is a great asset to the township and will be missed. Mr. Soucy noted that he had read the resolution to Cindy this morning and she was deeply touched.

**Moved** by Soucy, seconded by Hunt, to approve Resolution 260202B honoring the retirement of Cindy Overby. **The motion carried unanimously with a roll call vote (Walker – yes; Reiber – yes; Hunt – yes; Valenti – yes; Horvarter – yes; Soucy – yes; Spicher – yes).**

**7. Request for approval of the closed session minutes from January 20, 2026.**

- A) If necessary, consider motion to enter into closed session under the Open Meetings Act, MCL 15.268(1)(h) to consider material exempt from discussion or disclosure by state or federal statute. (Roll Call, requires 2/3 vote)**

Mr. Soucy distributed the minutes to the Board and they were reviewed.

**Moved** by Ms. Hunt, seconded by Mr. Walker, to approve the Closed Session minutes. **The motion carried unanimously with a roll call vote (Reiber – yes; Hunt – yes; Valenti – yes; Horvarter – yes; Walker – yes; Soucy – yes; Spicher – yes)**

- B) Consider motion to adjourn the closed session and reconvene in open session. (Roll Call)**

The Board did not adjourn to Closed Session.

**Items for Discussion:**

**8. Review and discussion of second draft budget for the 2026/2027 Fiscal Year.**

Ms. Valenti announced a possible conflict since the Senior Center funding is in the Parks and Recreation fund. To which Attorney Seward responded that today is discussion only and there is no a conflict as the Board is not approving the budget. Supervisor Spicher asked if there is a recommendation for when it is time to approve the budget. Attorney Seward explained that Fund 208 is where the Senior Center reimbursement is, and that is where there is a potential conflict. The Board would have to decide if there is enough of a conflict to make her recuse herself. The State's position is that amounts over \$25,000 or if there is a direct benefit are generally are considered a conflict. Supervisor Spicher asked if it is determined that there is a conflict, can Fund 208 be separated so that she may vote on rest of budget and was told yes. Mr. Soucy inquired if she gets a bonus or other compensation for how many memberships the center gets. Ms. Valenti responded no, that her entire salary and benefits comes from the Youth Enrichment Program. It was agreed there would be no conflict in light of that information.

Supervisor Spicher asked if everyone is comfortable with the amount that is held in the General Fund. Ms. Hunt asked if the budget would be approved the next time and it was explained that there would be a Public Hearing and then an approval at the following meeting. Ms. Valenti asked if the fund balance was 50% and was told it is a little over that. Supervisor Spicher noted that they did take out the Richardson Road project and there is a \$200,000 election next year. Ms. Hunt stated the road project could be picked up the following year. Ms. Horvarter inquired as to what was being done to the road and was told re-gravel/reconstruction on Richardson from Coon Lake Road to end of the township.

Ms. VanMarter noted that in the Special Assessment Districts fund on page 42, the ending balance is approximately \$356,000 and the township is working with Northshore Commons for a project that would be

\$400,000. Some additional funds would need to be transferred into this fund. The township loans money to complete projects and it is paid back with 2% interest. Ms. Hunt clarified that private road projects cannot be supported by additional Township contribution. Mr. Soucy and Ms. Hunt noted their agreement with transferring money in to support the project. Mr. Reiber inquired as to where the money comes from and Supervisor Spicher replied, the General Fund. He continued that the fund does replenish itself and the balance will be a larger sum in a few years. He mentions that the Road Commission is getting additional funding from the state and moving forward he will be working with them to see if they have more to contribute. He also noted that MTA put out a reduction in State fund revenue sharing and it will be just over \$26,000 this year.

Mr. Reiber questioned on Estimated Revenues on page 29 of the Budget, how do we get revenue from elections. Mr. Soucy stated that the schools pay for their elections and there is some reimbursement from the State. Supervisor Spicher noted that this is only for early voting. Mr. Reiber ask if it is just to offset some of cost for running their election. Mr. Soucy replied yes, and noted that it will probably cost more like \$165,000.

Ms. Horvarter asked if on school elections is there a contract for them to pay us. Mr. Soucy replied that they have to. Ms. Horvarter then stated she was at a previous meeting where it was discussed that Howell was not paying their bill. Ms. Hunt replied that they were disputing the amount as they thought it was too high. Ms. Horvarter asked who does the billing and was told the Clerk.

Supervisor Spicher stated there are potentially two (2) School elections this year. Ms. Hunt asked if they would be in May and was told yes.

Supervisor Spicher noted it was easiest to pull out Richardson from the road projects, but the Board can decide to do Richardson and remove others, when they approve the budget.

Ms. VanMarter noted that in addition to adopting the budget, the board will be looking at amendments to the current budget and you will see some additional fund balance when it is brought back. Supervisor Spicher noted the General Fund will be a little higher. Ms. Hunt noted there will be additional revenue also.

### **Correspondence**

Ms. VanMarter stated they had received the Huron River Watershed Report submitted by Dan Kashian. It was a great report and she thanked him for preparing it. Supervisor Spicher stated that it was a good summary of what is being done.

Ms. VanMarter noted they had received notice that the Wow Franchise Cable agreement, is now with Bandit as they bought Wow out.

Ms. VanMarter noted they had received a Letter of Appreciation for Amy Ruthig for the great service and help she provides. Ms. Hunt gave kudos to Amy.

### **Board Comments**

Mr. Soucy explained that going forward there would not be a separate line item for bills on hold, as all bills are on hold and that it creates extra unnecessary work. That we are streamlining the process. Ms. Hunt noted her agreement.

Mr. Soucy informed that going forward the Absentee Voter Application list is being eliminated at the State level and in Genoa. He noted the cost to manage this list is approximately \$7,000 in postage plus other materials and there are approximately 2,100 people on the list. He then presented the letter that will be mailed to the voters on the list, to the Board. Mr. Reiber inquired if the difference is that they will have to submit every election and was told yes. Ms. Valenti asked if any communication would go out or would they just get a ballot. It was explained

that they would be given instructions on how to get the Absent Voter Ballot and one is that they get on the Permanent Absent Voter list, where they would automatically get a ballot and save over \$7,000. Ms. Valenti then asked if there is a process in place to verify these ballots, to which she was told yes. Supervisor Spicher and Mr. Soucy discussed how many were rejected in last election, approximately 13.

Mr. Reiber and Ms. Hunt asked if a date of the next election could be added and it was explained that if it is the potential school district election it would not apply to all of the 2,100 on the list and would cause confusion.

Mr. Reiber inquired if the survey results are available to which Supervisor Spicher responded that it will be presented at the joint meeting on February 23<sup>rd</sup> with the Planning Commission and the ZBA, and it will be broadcast for the public. Mr. Reiber noted there is a training in the room that day. It was agreed it would be rescheduled to the following day and be publicized.

Mr. Reiber noted page 51 of the board packet, regarding the health of streams bottoming out and inquired as to how the township can help to replenish. Supervisor Spicher explained that SEMCOG is discussing this and will be here to discuss in March where we will find out when it is going to the Watershed Council and if we need to write letters or anything else to support. Ms. VanMarter stated the Planning Commission has been working on water issues and wetland protections that will promote the health of the river. Mr. Reiber asked if the Board can chip in and help, to which Supervisor Spicher noted they would come to all members at the same time, with what needs to be done.

Mr. Jim Carpenter was allowed to speak. He requested that a Call to Public be added to end of the meeting so they can comment on items discussed on the agenda. He continued that he has the impression that the Board thinks the stub cap is a one-off deal, but have no facts and need to find out what the cost would be to find out what is out there as the cost is already at \$77,000. Mr. Soucy noted that Greg is anticipating the cost to be half of what was approved. Mr. Carpenter continued that it is still \$60,000 because it was an emergency fix, and Greg should approach with what can be done proactively.

Mr. Carpenter then stated that Data center moratorium, you are delusional as a lot of data centers will fit in a building of 200,000 square feet. To be careful saying you have a moratorium, because we already have the possibility of one going in. Supervisor Spicher stated that this is the only location. He continued that they should be careful communicating, as the citizens will get upset, look at Fowlerville. Ms. Hunt explained that it is only an allowable use, it would still have to go through all approvals and is not a given. Mr. Carpenter finished by saying they should agree it is not a moratorium on data centers because one option is already out there and those are the ones that bite ya.

Ms. Deb Beattie of 3109 Pineview Trail was allowed to speak. She stated that putting a moratorium is great, but it doesn't address Latson Road and that is why they are pushing hard to fix ordinances that prevent data centers and other things. She stated that this process has been really slow and they have already given you some ordinances to prevent these things.

### **Adjournment**

**Moved** by Walker, seconded by Valenti, to adjourn the meeting at 7:58 p.m. **The motion carried unanimously.**



Genoa Charter Township Board Meeting  
February 2, 2026  
Unapproved Minutes

Respectfully Submitted,

Susan M. Domen  
Clerk's Assistant/Elections Coordinator

Approved: Rick Soucy, Clerk  
Genoa Charter Township

Kevin Spicher, Supervisor  
Genoa Charter Township

DRAFT



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genoa.org

#### **SUPERVISOR**

Kevin Spicher

#### **CLERK**

Rick Soucy

#### **TREASURER**

Robin L. Hunt

#### **TRUSTEES**

Jodie Valenti

Bill Reiber

Candie Hovarter

Todd Walker

#### **MANAGER**

Kelly VanMarter

## **MEMORANDUM**

**TO:** Board of Trustees  
**FROM:** Kevin Spicher, Supervisor  
**DATE:** February 12, 2026  
**RE:** FY 2026-2027 Budget

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Attached is the final budget to be presented for the required public hearing. You will note that we have added a column showing proposed amendments to the current fiscal year budget. This was done to give you a better idea of beginning balance for the next fiscal year. The final amendments to this current year will be presented at the second meeting in March.

On the revenue side, we have worked with MHOG on an increase in cost sharing and the State of Michigan posted a revenue sharing cut for Genoa Township that is over \$125,000 less than previously anticipated – so this budget shows a \$170k bump in revenue for 2026-2027 vs what was previously presented.

A closer review of staff changes and the associated costs has led to an overall reduction of salary related costs across all departments nearing \$60,000 from what was presented 2/06/26.

As discussed, with the postponement of a potential gravel road project, there is a corresponding \$300,000 reduction in the transfer out to the Road Improvement fund. This proposal also includes a \$100,000 transfer in to the SAD fund to cover a project that has been proposed.

The net result of changes proposed in this budget vs. the one presented on 2/6 is a roughly \$500,000 proposed increase in the General Fund balance at the end of the next fiscal year, as opposed to being close to revenue neutral. This balance equates to 62.7% of the proposed appropriations budget for the next fiscal year. It becomes imperative that we decide if that is “too much”, “just right” or “too little” of the people’s money for us to be holding as a safety net.

GL NUMBER	DESCRIPTION	2024-25 ACTIVITY	2025-26 AMENDED BUDGET	2025-26 ACTIVITY THRU 2/11/26	2025-26 PROPOSED AMENDMENTS	2026-27 RECOMMENDED BUDGET	BUDGET NOTES
Fund 101 - GENERAL FUND							Estimated 5% wage increases for budgeting purposes (3% for cost of living adjustment)
ESTIMATED REVENUES							
Dept 000 - REVENUE							
101-000-402-001	CURRENT REAL PROP TAX	1,224,963	1,312,000	695,438	1,312,000	1,400,000	
101-000-411-001	DELINQ TAX - PERSONAL & REAL	0	1,000	4,081	4,500	1,000	
101-000-434-002	TRAILER FEES	3,709	3,600	3,128	3,600	3,600	
101-000-448-001	COLLECT FEES/EXCESS OF ROLL	440,600	451,000	378,325	451,000	465,000	
101-000-448-002	COLLECTION FEE - SCHOOLS	24,498	25,000	24,474	25,000	25,000	
101-000-451-024	ADMIN FEE/UTILITY-OPERATING	59,359	61,171	115,500	61,171	105,400	increased contribution for IT/receipting staff time
101-000-452-001	INTEREST-SPECIAL ASSESSMENTS	34,355	31,647	0	31,647	35,000	
101-000-476-001	CABLE FRANCHISE	322,832	320,000	233,727	320,000	300,000	
101-000-476-002	LICENSE & PERMITS	21,535	20,000	14,591	20,000	20,000	
101-000-476-004	CABLE FRANCHISE PEG FUND	15,006	11,600	49,096	50,000	45,000	New franchise agreements generating more revenue
101-000-567-001	CEMETERY REVENUE	0	400	2,200	2,200	1,600	Assumes sale of 4 lots
101-000-572-001	METRO ACT REVENUE	17,488	21,700	27,846	27,846	25,000	New metro act agreements generating more revenue
101-000-573-001	LCSA-PPT REIMBURSEMENT	25,576	20,400	13,244	20,400	20,400	
101-000-574-002	STATE SHARED REVENUE	2,313,720	2,328,836	1,974,366	2,328,836	2,321,320	\$26,069 decrease in State Funding
101-000-608-000	CHARGES FOR SERV-APPL FEES	76,948	70,000	22,295	40,000	25,000	Slow Planning
101-000-609-000	CHARGES FOR SERVICES- FOIA/PRINTING	752	1,000	481	1,000	1,000	
101-000-626-031	SAD ADMINISTRATIVE FEES	0	0	16,722	16,722	4,000	pardee lake, grand beach, forestview estates and round lake
101-000-626-032	ADM FEE LIQUOR LAW	3,605	3,790	1,802	3,790	3,790	
101-000-631-000	REFUSE COLLECTION FEES	1,276,682	1,370,660	936,016	1,370,660	1,590,820	\$220 per home (\$15 increase)
101-000-657-001	ORDINANCE FINES	0	1,000	600	1,000	1000	
101-000-665-001	INTEREST	163,580	70,000	41,211	70,000	50,000	interest rates are going down
101-000-671-000	OTHER REVENUE	63,186	1,000	8,667	9,000	1,000	
101-000-672-000	TAXES ON LAND TRANSFER	149,905	148,000	149,982	148,000	150,000	
101-000-682-000	ELECTION REIMBURSEMENTS	132,881	0	6,282	6,282	18,000	10,000 schools & 8,000 early voting
101-000-699-249	MMRMA REIMBURSEMENT	10,186	11,000	6,940	6,940	6,000	
101-000-699-464	TRANSFER IN FROM ARPA FUND #464	294,328	0	0	0	0	
Totals for dept 000 - REVENUE		6,675,694	6,284,804	4,727,014	6,331,594	6,618,930	
TOTAL ESTIMATED REVENUES		6,675,694	6,284,804	4,727,014	6,331,594	6,618,930	

GL NUMBER	DESCRIPTION	2024-25 ACTIVITY	2025-26 AMENDED BUDGET	2025-26 ACTIVITY THRU 2/11/26	2025-26 PROPOSED AMENDMENTS	2026-27 RECOMMENDED BUDGET	BUDGET NOTES
APPROPRIATIONS							
Dept 101 - TOWNSHIP BOARD							
101-101-702-014	TRUSTEES/SECRETARY WAGES & SALARIES	38,442	40,000	35,957	40,000	42,000	
101-101-861-000	TRUSTEES MILEAGE & TRAVEL EXPENSE	1,714	3,000	1,665	3,000	3,000	
101-101-910-000	TRUSTEES PRO DEV/CONFERENCE/DUES	15,328	20,000	9,754	20,000	18,000	slight decrease due to less "new official" training
101-101-955-000	TRUSTEES MISCELLANEOUS	46	500	0	500	100	
Totals for dept 101 - TOWNSHIP BOARD		55,530	63,500	47,376	63,500	63,100	
Dept 171 - TOWNSHIP SUPERVISOR							
101-171-702-014	TWP SUPERVISOR SALARY	70,099	68,600	57,972	68,600	72,000	
101-171-861-000	SUPERVISOR MILEAGE & TRAVEL EXPENSE	62	500	0	500	500	
101-171-910-000	SUPERVISOR PRO DEV/CONFERENCE/DUES	894	2,000	856	2,000	2,000	
101-171-955-000	SUPERVISOR MISCELLANEOUS	11	500	245	500	500	
Totals for dept 171 - TOWNSHIP SUPERVISOR		71,066	71,600	59,073	71,600	75,000	
Dept 172 - MANAGER DEPARTMENT							
101-172-702-014	TWP MANAGER WAGES & SALARY	159,787	160,000	133,673	160,000	166,000	
101-172-703-000	MANAGER DEPT WAGES & SALARIES	47,915	50,900	43,044	50,900	54,000	
101-172-861-000	MANAGER DEPT MILEAGE & TRAVEL EXPENSE	0	1,000	0	1,000	800	
101-172-910-000	MANAGER DEPT PRO DEV/CONFERENCE/DUES	2,284	4,000	2,274	4,000	3,000	
101-172-955-000	MANAGER DEPT MISCELLANEOUS	0	1,000	0	1,000	500	
Totals for dept 172 - TOWNSHIP MANAGER		209,986	216,900	178,991	216,900	224,300	
Dept 191 - ACCOUNTING & FINANCE							
101-191-703-000	ACCT DEPT WAGES & SALARIES	82,692	90,700	73,387	85,000	50,000	reduction due to retirement
101-191-801-000	ACCOUNTING CONSULTANT (PHP)	15,920	30,000	16,520	20,000	30,000	
101-191-801-001	FINANCIAL CONSULTING (PFM)	1,200	1,200	1,200	1,200	1,200	
101-191-861-000	ACCT DEPT MILEAGE & TRAVEL EXPENSE	0	100	0	100	100	
101-191-910-000	ACCT DEPT PRO DEV/CONFERENCE/DUES	0	100	0	100	100	
101-191-955-000	ACCT DEPT MISCELLANEOUS	0	500	204	500	500	
Totals for dept 191 - ACCOUNTING & FINANCE		99,812	122,600	91,311	106,900	81,900	
Dept 215 - TOWNSHIP CLERK							
101-215-702-014	TWP CLERK SALARY	62,499	70,479	56,290	70,479	74,000	
101-215-703-000	CLERKS DEPT WAGES & SALARIES	50,614	78,346	59,398	80,000	132,000	Increase for deputy, election coordinator, election overtime
101-215-861-000	CLERKS DEPT MILEAGE & TRAVEL EXPENSE	0	500	0	500	800	
101-215-910-000	CLERKS DEPT PRO DEV/CONFERENCE/DUES	555	3,000	1,792	3,000	3,000	
101-215-955-000	CLERKS DEPT MISCELLANEOUS	0	200	178	200	300	
Totals for dept 215 - TOWNSHIP CLERK		113,668	152,525	117,658	154,179	210,100	
Dept 223 - AUDIT							
101-223-801-000	AUDIT SERVICES (MANER COSTERISAN)	29,600	34,900	35,100	35,100	36,100	Contract \$33,900 and \$2,200 state form F65
Totals for dept 223 - AUDIT		29,600	34,900	35,100	35,100	36,100	

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Dept 228 - INFORMATION TECHNOLOGY							
101-228-703-000	IT DEPT WAGES & SALARIES	78,584	79,000	68,050	79,000	85,000	
101-228-861-000	IT DEPT MILEAGE & TRAVEL EXPENSE	0	500	0	500	500	
101-228-910-000	IT DEPT PRO DEV/CONFERENCE/DUES	0	200	0	200	200	
101-228-955-000	IT DEPT MISCELLANEOUS	0	500	0	500	500	
Totals for dept 228 - INFORMATION TECHNOLOGY		78,584	80,200	68,050	80,200	86,200	
Dept 247 - BOARD OF REVIEW							
101-247-702-014	BOARD OF REVIEW SALARIES	3,160	4,000	537	4,000	4,200	
101-247-791-000	BD OF REV PUBLICATIONS	996	1,500	416	1,500	1,700	
101-247-861-000	BD OF REV MILEAGE & TRAVEL EXPENSE	0	100	0	100	100	
101-247-910-000	BD OF REV PRO DEV/CONFERENCE/DUES	0	540	0	540	540	
101-247-955-000	BD OF REV MISCELLANEOUS	228	500	144	500	500	
101-247-964-000	REFUNDS & CHARGEBACKS	4,009	8,000	1,124	8,000	3,000	
Totals for dept 247 - BOARD OF REVIEW		8,393	14,640	2,221	14,640	10,040	
Dept 253 - TOWNSHIP TREASURER							
101-253-702-014	TREASURER SALARY	68,779	69,000	58,157	69,000	72,000	
101-253-703-000	TREASURERS DEPT WAGES & SALARIES	110,289	113,600	89,572	113,600	119,000	
101-253-861-000	TREASURERS DEPT MILEAGE & TRAVEL EXPENSE	724	500	280	500	500	
101-253-910-000	TREASURERS DEPT PRO DEV/CONFERENCE/DUES	10	500	10	500	500	
101-253-955-000	TREASURERS DEPT MISCELLANEOUS	108	250	11	250	250	
Totals for dept 253 - TOWNSHIP TREASURER		179,910	183,850	148,030	183,850	192,250	
Dept 257 - ASSESSING DEPARTMENT							
101-257-702-014	ASSESSING SALARIES	254,731	270,900	225,186	270,900	262,000	reduction due to retirement
101-257-703-000	ASSESSING WAGES & SALARIES INTERN	3,544	10,000	1,680	10,000	10,500	
101-257-803-000	ASSESSING LEGAL	22,990	20,000	3,912	10,000	20,000	
101-257-861-000	ASSESSING MILEAGE & TRAVEL EXPENSE		500	0	500	500	
101-257-910-000	ASSESSING PRO DEV/CONFER/DUES/SUB	2,535	5,000	2,471	5,000	5,000	
101-257-955-000	ASSESSING MISCELLANEOUS	273	500	0	500	500	
Totals for dept 257 - ASSESSING DEPARTMENT		284,073	306,900	233,249	296,900	298,500	
Dept 260 - TOWNSHIP GENERAL EXPENSES							
101-260-927-001	UNEMPLOYMENT TAXES	0	0	6,878	6,878	0	
Totals for dept 260 - TOWNSHIP GENERAL EXPENSES		0	0	6,878	6,878	0	

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Dept 261 - GENERAL GOVERNMENT							
101-261-703-000	UNALLOCATED WAGES & SALARIES	(7,127)	2,000	0	0	2,000	
101-261-704-001	RECRUITMENT	0	0	0	0	5,000	New Line Item for posting job openings
101-261-709-000	EMPLOYER'S SHARE SS & MEDICARE	95,539	100,000	74,737	95,000	101,000	
101-261-709-001	CELLPHONE REIMBURSEMENT	5,398	10,620	7,274	10,620	8,500	Prior year estimated higher due to tablets
101-261-709-002	WORKERS COMP	11,054	15,000	16,873	16,873	18,000	
101-261-718-001	RETIREMENT	123,659	160,000	98,029	140,000	150,000	reduced due to retirement
101-261-718-002	HEALTH/LIFE INSURANCE	351,247	380,000	343,838	420,000	360,000	Assumes +8% renewal Dec-Mar. Moved EHIM to own line item
101-261-718-003	WELLNESS	2,796	8,000	2,436	2,436	8,000	
101-261-718-004	EHIM/PROCARE RESERVE		50,000	50,000	50,000	50,000	Formerly EHIM
101-261-718-005	EHIM/PROCARE					60,000	new line item
101-261-750-000	SUPPLIES	23,312	25,000	20,209	25,000	25,000	
101-261-750-001	POSTAGE	21,733	28,000	24,200	28,000	33,000	increase 2x usps
101-261-751-000	EQUIP / SOFTWARE / SOFTWARE MAINTENANCE	87,134	120,000	66,480	90,000	200,000	BS&A cloud upgrade \$115,000 & \$8700 Microsoft additional (reduced by current BS&A annual expense of \$26,000)
101-261-752-000	WEBSITE MAINTENANCE/UPGRADES	1,750	20,000	0	0	15,000	STG Quote 4-10k
101-261-791-000	SUBSCRI/PUBLICATIONS/MEMBERS	13,190	8,000	8,161	8,000	15,000	GOGOV \$4,800 new in 25/26
101-261-802-000	CONTRACTUAL SERVICES / CONSULTING	814	8,000	4,787	8,000	17,000	Paychex \$12,000 estimated (includes 3 elections) / N.S.G.
101-261-802-001	TWP VEHICLE EXPENSES	207	2,000	119	2,000	2,000	
101-261-861-000	UNALLOCATED MILEAGE & TRAVEL EXPENSE	0	100	0	100	100	
101-261-941-000	CONTINGENCY	9,692	25,000	0	10,000	10,000	moving some of this to unallocated misc. line item
101-261-955-000	UNALLOCATED MISCELLANEOUS	3,786		3,264	5,000	10,000	adding back in per accountant for misc. expenses
Totals for dept 261 - GENERAL GOVERNMENT		744,184	961,720	720,407	911,029	1,089,600	
Dept 262 - ELECTIONS							
101-262-703-001	WAGES- PART TIME OFFICE WORKERS	60,363	7,500	0	0	60,800	
101-262-703-002	SCANNERS, CHAIRPERSON & POLL WORKERS	59,700	0	0	0	63,900	
101-262-703-004	TRAINING: \$45<4 HRS - \$90>4 HRS	3,690	0	0	0	5,000	
101-262-703-005	WAGES - RECEIVING BOARD- \$200 PER DIEM	1,200	0	0	0	1,200	
101-262-751-001	ELECTION OFFICE SUPPLIES/EQUIPMENT	20,504	3,000	15,935	17,000	22,500	
101-262-791-000	ELECTION PUBLICATIONS	288	0	0	0	800	
101-262-802-001	ELECTION MEETING FEES	750	0	300	700	2,400	
101-262-802-002	BALLOT TESTING	11,723	2,000	0	2,000	12,000	
101-262-802-003	LIVINGSTON COUNTY CLERK	17,899	2,000	0	2,000	18,000	
101-262-802-004	CHURCH / SCHOOL CLEANUP/SETUP/ TAKE DOW	5,100	2,500	0	0	3,400	
101-262-802-005	ELECTION BREAKFAST / DINNER	2,240	0	0	0	2,400	
101-262-861-001	ELECTION MILEAGE & TRAVEL	876	0	0	0	900	
101-262-901-001	POSTAGE FOR APPLICATIONS		500	0	1,650	2,000	
101-262-901-002	POSTAGE FOR MAILING BALLOTS	6,172	500	370	2,500	17,000	
101-262-901-003	POSTAGE FOR MAILING NEW I.D. CARDS	0	0	1,717	1,750	2,600	
101-262-955-000	ELECTION MISCELLANEOUS	3,366	0	0	0	3,000	
Totals for dept 262 - ELECTIONS		193,871	18,000	18,322	27,600	217,900	

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Dept 265 - BUILDING & GROUNDS							
101-265-740-000	INSURANCE - PROP LIAB/VEHICLE	52,614	55,000	56,301	57,000	63,000	Estimate per Cindy & Denise 11/24/25 ~ 25/26 \$56,300 24/25 \$53,000 ish
101-265-802-000	BUILDING & GROUNDS CONTRACTUAL SERVICES		1,000	0	0	0	unused line item - remove from budget
101-265-850-000	PHONE/INTERNT/CABLE/ALARM	30,527	27,500	20,347	27,500	28,500	
101-265-851-001	HERBST HOME UTILITIES		10,000	1,890	3,000	5,000	reduced to reflect actual
101-265-920-001	UTIL:ELECTRICITY & NAT.GAS	26,529	25,000	21,130	25,000	26,000	
101-265-934-060	REPAIRS & MAINTENANCE	74,992	130,000	116,950	100,000	130,000	
101-265-955-000	BUILDING & GROUNDS MISCELLANEOUS	1,389	5,000	337	1,000	3,000	
Totals for dept 265 - BUILDING & GROUNDS		186,051	253,500	216,955	213,500	255,500	
Dept 266 - LEGAL SERVICES							
101-266-803-000	GENERAL TOWNSHIP LEGAL FEES	49,932	50,000	59,881	75,000	75,000	increase for internal investigation
101-266-803-001	LITIGATION LEGAL FEES	48,951	150,000	28,478	50,000	150,000	
Totals for dept 266 - LEGAL SERVICES		98,883	200,000	88,359	125,000	225,000	
Dept 270 - HUMAN RESOURCES							
101-270-703-000	HR WAGES & SALARIES	19,412	20,900	17,733	20,900	22,000	
101-270-802-000	HR CONTRACTUAL SERVICES	0	1,500	0	1,500	1,500	
101-270-861-000	HR MILEAGE & TRAVEL EXPENSE	0	100	0	100	100	
101-270-910-000	HR PRO DEV/CONFERENCE/DUES	0	100	0	100	100	
101-270-955-000	HR MISCELLANEOUS	0	100	0	100	100	
Totals for dept 270 - HUMAN RESOURCES		19,412	22,700	17,733	22,700	23,800	
Dept 445 - DRAINS AT LARGE							
101-445-802-000	CONTRACTUAL SERVICES - LIVINGSTON COUNTY	34,490	34,500	0	34,500	34,500	
Totals for dept 445 - DRAINS AT LARGE		34,490	34,500	0	34,500	34,500	
Dept 521 - REFUSE COLLECTION							
101-521-802-000	REFUSE CONTRACTUAL SERVICES	1,559,268	1,635,000	1,366,319	1,635,000	1,810,000	250.08 per contract
Totals for dept 521 - REFUSE COLLECTION		1,559,268	1,635,000	1,366,319	1,635,000	1,810,000	
Dept 567 - CEMETERY							
101-567-703-002	CEMETERY MAINTENANCE	8,094	10,000	4,415	6,500	8,000	
Totals for dept 567 - CEMETERY		8,094	10,000	4,415	6,500	8,000	

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Dept 701 - PLANNING & ZONING							
101-701-702-014	PLANNING COMMISSION SALARIES	20,075	27,563	8,211	11,000	11,550	
101-701-702-015	ZONING BOARD WAGES	14,213	16,538	9,258	12,500	13,125	
101-701-703-000	PLANNING & ZONING WAGES & SALARIES	190,755	220,100	167,209	202,000	230,000	reduction due to new hire at lower wage
101-701-791-000	PLANNING & ZONING PUBLICATIONS	7,513	10,000	1,688	5,000	8,000	reduce due to lower activity
101-701-802-000	PLANNING & ZONING CONTRACTUAL SERVICES	18,477	75,000	6,294	75,000	65,000	master plan
101-701-861-000	PLANNING & ZONING MILEAGE & TRAVEL EXP	146	2,000	142	2,000	2,000	
101-701-910-000	PLANNING & ZONING PRO DEV/CONFERENCE/DI	3,019	8,000	3,278	8,000	8,000	
101-701-946-001	REVIEW SERVICES - PLANNING	43,083	40,000	13,052	25,000	35,000	reduce due to lower activity
101-701-946-002	REVIEW SERVICES - ENGINEERING	38,931	40,000	14,660	30,000	35,000	reduce due to lower activity
101-701-946-003	REVIEW SERVICES - PUBLICATIONS/POSTAGE	1,795	3,000	1,060	2,000	2,500	reduce due to lower activity
101-701-946-004	REVIEW SERVICES - ROUTING	1,104	2,000	547	1,000	1,500	reduce due to lower activity
101-701-946-005	REVIEW SERVICES - LEGAL/RECORDING FEES	18,857	12,000	3,264	8,000	10,000	reduce due to lower activity
101-701-955-000	PLANNING & ZONING MISCELLANEOUS	20	1,000	99	1,000	1,000	
Totals for dept 701 - PLANNING & ZONING		357,988	457,201	228,762	382,500	422,675	
Dept 728 - COMMUNITY DEVELOPMENT							
101-728-880-000	COMMUNITY PROMOTION - CONTRIBUTION	23,283	24,000		0	10,000	EDCLC reorganization
101-728-880-001	COMMUNITY OUTREACH		30,000	6,935	10,000	10,000	reduce to reflect lower spending
Totals for dept 728 - COMMUNITY DEVELOPMENT		23,283	54,000	6,935	10,000	20,000	
Dept 900 - CAPITAL OUTLAY FUNCTION							
101-900-970-000	CAPITAL OUTLAY > \$5,000	34,422	30,000	0	30,000	30,000	
101-900-975-000	CAPITAL OUTLAY < \$5,000	7,729	10,000	8,346	10,000	10,000	
Totals for dept 900 - CAPITAL OUTLAY FUNCTION		42,151	40,000	8,346	40,000	40,000	
Dept 965 - TRANSFERS OUT & OTHER FINANCING USES							
101-965-995-202	TRANSFER OUT - FUND #202 - SAD					100,000	transfer to support planned projects
101-965-995-208	TRANSFER OUT- FUND #208 - PARKS & REC	850,000	250,000	250,000	250,000	200,000	
101-965-995-249	TRANSFER OUT- FUND #249 - BLDG RESERVE	550,000	200,000	200,000	200,000	100,000	build up building fund balance for reserves
101-965-995-250	TRANSFER OUT- FUND 250	0	250,000	250,000	250,000	0	this was a 1-time transfer
101-965-995-401	TRANSFER OUT- FUND #401 - ROAD IMPROVE	1,000,000	850,000	850,000	850,000	600,000	project support
Totals for dept 965 - TRANSFERS OUT & OTHER FINANCING USES		2,400,000	1,550,000	1,550,000	1,550,000	1,000,000	
TOTAL APPROPRIATIONS		6,798,297	6,484,236	5,214,490	6,188,976	6,424,465	
NET OF REVENUES/APPROPRIATIONS - FUND 101		(122,603)	(199,432)	(487,476)	142,618	194,465	
BEGINNING FUND BALANCE		3,715,692	3,593,093	3,593,093	3,593,093	3,785,711	
FUND BALANCE ADJUSTMENTS			50,000	50,000	50,000	50,000	
ENDING FUND BALANCE		3,593,089	3,443,661	3,155,617	3,785,711	4,030,176	



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Fund 202 - SAD ROADS AND LAKES							
ESTIMATED REVENUES							
Dept 000 - REVENUE							
202-000-452-001	INTEREST	62,856	25,000	12,334	13,000	12,000	
202-000-671-000	MISC REVENUE			156,158	156,158		Pine Creek Cost Reduction Reimbursement
202-000-699-000	TRANSFER IN - FUND # 101			0	0	100,000	Transfer in to support planned projects
Totals for dept 000 - REVENUE		62,856	25,000	168,492	169,158	112,000	
Dept 448 - STREETLIGHTS							
202-448-628-005	WHITE PINES LIGHTING -SAD PRINCIPAL	961	995	73	995	1,000	
Totals for dept 448 - STREETLIGHTS		961	995	73	995	1,000	
Dept 478							
202-478-628-005	HOMESTEAD (S22-31) -SAD PRINCIPAL	13,986	13,986	285	13,986	14,967	
202-478-665-001	HOMESTEAD (S22-31) -INTEREST	2,238	1,958		1,958	1,796	
Totals for dept 478 -		16,224	15,944	285	15,944	16,763	
Dept 484							
202-484-628-005	EARL LAKE (W18-25) -SAD PRINCIPAL	18,804	18,803	710	18,803	0	
Totals for dept 484 -		18,804	18,803	710	18,803	0	
Dept 485							
202-485-628-005	NOVEL ESTATES (W18-25) -SAD PRINCIPAL	10,964	10,964	0	10,964	0	
Totals for dept 485 -		10,964	10,964	0	10,964	0	
Dept 487							
202-487-628-005	EDWIN DR (S25-29) -SAD PRINCIPAL		4,235		4,235	0	
202-487-665-001	EDWIN DR (S25-29) -INTEREST	0	423	0	423	0	
Totals for dept 487 -		0	4,658	0	4,658	0	
Dept 489							
202-489-628-005	BLACK OAKS (W21-30) -SAD PRINCIPAL	922	922	1,152	922	2,200	
202-489-665-001	BLACK OAKS (W21-30) -INTEREST	129	111	0	111	220	
Totals for dept 489 -		1,051	1,033	1,152	1,033	2,420	
Dept 490							
202-490-628-005	DARLENE DR (W21-30) -SAD PRINCIPAL	2,867	2,867	0	2,867	6,900	
202-490-665-001	DARLENE DR (W21-30) -INTEREST	401	344	0	344	690	
Totals for dept 490 -		3,268	3,211	0	3,211	7,590	

GL NUMBER	DESCRIPTION	2024-25 ACTIVITY	2025-26 AMENDED BUDGET	2025-26 ACTIVITY THRU 2/11/26	2025-26 PROPOSED AMENDMENTS	2026-27 RECOMMENDED BUDGET	BUDGET NOTES
Dept 491							
202-491-628-005	ELMHURST (S20-26) -SAD PRINCIPAL	7,613	7,612	809	7,612	8,564	
202-491-665-001	ELMHURST (S20-26) -INTEREST	457	304	3	304	171	
Totals for dept 491 -		8,070	7,916	812	7,916	8,735	
Dept 492							
202-492-628-005	MCNAMARA (S23-32) -SAD PRINCIPAL	16,539	14,132	0	14,132	14,708	
202-492-665-001	MCNAMARA (S23-32) -INTEREST	2,565	2,261	0	2,261	2,059	
Totals for dept 492 -		19,104	16,393	0	16,393	16,767	
Dept 494							
202-494-628-005	STILLRIVER (S23-32) -SAD PRINCIPAL	9,220	9,220	2,901	9,220	9,575	
202-494-665-001	STILLRIVER (S23-32) -INTEREST	1,660	1,475	0	1,475	1,340	
Totals for dept 494 -		10,880	10,695	2,901	10,695	10,915	
Dept 495							
202-495-628-005	TIMBERVIEW PRIV (W23-32)-SAD PRINCIPAL	3,795	3,795	0	3,795	3,514	
202-495-665-001	TIMBERVIEW PRIV (W23-32)-INTEREST	683	607	0	607	492	
Totals for dept 495 -		4,478	4,402	0	4,402	4,006	
Dept 496							
202-496-628-005	CRYSTAL VALLEY (S24-33) - SAD PRINCIPAL	50,708	33,948	0	33,948	36,900	
202-496-665-001	CRYSTAL VALLEY (S24-33) - INTEREST	7,085	6,111	0	6,111	5,904	
Totals for dept 496 -		57,793	40,059	0	40,059	42,804	
Dept 497							
202-497-628-005	GRAND RAVINE (W24-38) -SAD PRINCIPAL	18,886	11,804	531	11,804	12,275	
202-497-665-001	GRAND RAVINE (W24-38) -INTEREST	1,579	3,305	0	3,305	3,191	
Totals for dept 497 -		20,465	15,109	531	15,109	15,466	
Dept 498							
202-498-628-005	LAKEWOOD KNOLL (W24-38) -SAD PRINCIPAL	113,440	36,033	12,328	36,033	35,633	
202-498-665-001	LAKEWOOD KNOLL (W24-38) -INTEREST	5,526	10,089	138	10,089	9,265	
Totals for dept 498 -		118,966	46,122	12,466	46,122	44,898	
Dept 499							
202-499-628-005	MILROY MYSTIC LK (W24-34) - SAD PRINC	67,514	65,608	13,304	65,608	55,600	
202-499-665-001	MILROY MYSTIC LK (W24-34) - INTEREST	2,859	10,008	179	10,008	8,896	
Totals for dept 499 -		70,373	75,616	13,483	75,616	64,496	
Dept 500							
202-500-628-005	GENOA ESTATES 1 (W25-34) -SAD PRINCIPAL		25,000	6,944	25,000	25,000	
202-500-665-001	GENOA ESTATES 1 (W25-34) -INTEREST	0	5,000		5,000	4,500	
Totals for dept 500 -		0	30,000	6,944	30,000	29,500	

GL NUMBER	DESCRIPTION	2024-25 ACTIVITY	2025-26 AMENDED BUDGET	2025-26 ACTIVITY THRU 2/11/26	2025-26 PROPOSED AMENDMENTS	2026-27 RECOMMENDED BUDGET	BUDGET NOTES
Dept 501							
202-501-628-005	TIMBER GREEN (W25-39) - SAD PRINCIPAL		14,054		14,054	14,054	
202-501-665-001	TIMBER GREEN (W25-39) - INTEREST	0	4,216	0	4,216	3,935	
Totals for dept 501 -		0	18,270	0	18,270	17,989	
Dept 502							
202-502-628-005	FOREST VIEW (S26-35) - SAD PRINCIPAL	-	-	-	-	30,250	
202-502-665-001	FOREST VIEW (S26-35) - INTEREST	-	-	-	-	6,050	
Totals for dept 502						36,300	
Dept 570 - LAKE IMPROVEMENTS							
202-570-628-005	LK CHEMUNG (W23-27) -SAD PRINCIPAL	47,834	45,034	3,649	45,034	41,850	
Totals for dept 570 - LAKE IMPROVEMENTS		47,834	45,034	3,649	45,034	41,850	
Dept 571							
202-571-628-005	PARDEE LK (W21-25) -SAD PRINCIPAL	22,397	22,396	2,083	22,396	22,396	Estimated -Due for Renewal 26
Totals for dept 571 -		22,397	22,396	2,083	22,396	22,396	
Dept 572							
202-572-628-005	GRAND BEACH (W21-25) -SAD PRINCIPAL	14,354	14,105	415	14,105	14,105	Estimated -Due for Renewal 26
Totals for dept 572 -		14,354	14,105	415	14,105	14,105	
Dept 573							
202-573-628-005	E/W CROOKED LK (S23-27) -SAD PRINCIPAL	21,041	17,888	688	17,888	18,049	
Totals for dept 573 -		21,041	17,888	688	17,888	18,049	
Dept 575							
202-575-628-005	BAETCKE LK (S23-27) -SAD PRINCIPAL	7,600	7,600	0	7,600	7,600	
Totals for dept 575 -		7,600	7,600	0	7,600	7,600	
Dept 576							
202-576-628-005	EARL LAKE (W24-29) - SAD PRINCIPAL	0	2,789	349	2,789	2,789	
Totals for dept 576 -		0	2,789	349	2,789	2,789	
Dept 577							
202-577-628-005	ROUND LAKE (W26-30) - SAD PRINCIPAL	0	2,789	0	2,789	29,920	
Totals for dept 577 -		0	2,789	0	2,789	29,920	
TOTAL ESTIMATED REVENUES		537,483	455,002	215,033	599,160	568,358	
APPROPRIATIONS							
Dept 223 - AUDIT							
202-223-801-000	AUDIT	2,500	5,000	2,750	5,000	5,000	
Totals for dept 223 - AUDIT		2,500	5,000	2,750	5,000	5,000	

GL NUMBER	DESCRIPTION	2024-25 ACTIVITY	2025-26 AMENDED BUDGET	2025-26 ACTIVITY THRU 2/11/26	2025-26 PROPOSED AMENDMENTS	2026-27 RECOMMENDED BUDGET	BUDGET NOTES
Dept 448 - STREETLIGHTS							
202-448-801-075	WHITE PINES LIGHTING -PROJECT EXPENSE	798	915	807	915	1,000	
Totals for dept 448 - STREETLIGHTS		798	915	807	915	1,000	
Dept 478							
202-478-801-075	HOMESTEAD (S22-31) -PROJECT EXPENSE			80	80		
202-478-802-000	HOMESTEAD (S22-31) -ANNUAL MAINT. EXP	2,900	3,200	7,000	7,000	6,100	
Totals for dept 478 -		2,900	3,200	7,080	7,080	6,100	
Dept 487							
202-487-801-075	EDWIN DR (S25-29) -PROJECT EXPENSE	2,645	3,655	6,788	6,800	0	
Totals for dept 487 -		2,645	3,655	6,788	6,800	0	
Dept 492							
202-492-801-075	MCNAMARA (S23-32) -PROJECT EXPENSE	0	0	305	305	0	
Totals for dept 492 -		0	0	305	305	0	
Dept 494							
202-494-801-075	STILLRIVER (S23-32) -PROJECT EXPENSE	0	0	400	400	0	
Totals for dept 494 -		0	0	400	400	0	
Dept 495							
202-495-801-075	TIMBERVIEW PRIV (W23-32)-PROJECT EXPENSE	0	0	260	260	0	
Totals for dept 495 -		0	0	260	260	0	
Dept 496							
202-496-801-075	CRYSTAL VALLEY (S24-33) - PROJECT EXP	132,920	0	795	795	0	
Totals for dept 496 -		132,920	0	795	795	0	
Dept 497							
202-497-801-075	GRAND RAVINE (W24-38) -PROJECT EXP	223,004	0	131	131	0	
Totals for dept 497 -		223,004	0	131	131	0	
Dept 498							
202-498-700-002	LK SPECIAL ASSESSMENT REFUND	0	16,509	16,509	16,509	0	
202-498-801-075	LAKESWOOD KNOLL (S24-38) -PROJECT EXP	747,460	0	981	981	0	
Totals for dept 498 -		747,460	16,509	17,490	17,490	0	
Dept 499							
202-499-801-075	MILROY MYSTIC LK (W24-34) - PROJECT EXP	615,970	0	3,030	3,030	0	
Totals for dept 499 -		615,970	0	3,030	3,030	0	

GL NUMBER	DESCRIPTION	2024-25 ACTIVITY	2025-26 AMENDED BUDGET	2025-26 ACTIVITY THRU 2/11/26	2025-26 PROPOSED AMENDMENTS	2026-27 RECOMMENDED BUDGET	BUDGET NOTES
Dept 500							
202-500-801-075	GENOA ESTATES 1 (W25-34) -PROJECT EXP	0	304,000	250,363	250,363	0	
Totals for dept 500 -		0	304,000	250,363	250,363	0	
Dept 501							
202-501-801-075	TIMBER GREEN (W25-39) - PROJECT EXPENSE	0	208,804	201,497	208,804	0	
202-501-801-076	TIMBER GREEN (W25-39) - ADMIN EXPENSE	0	2,000	1,416	2,000	0	
Totals for dept 501 -		0	210,804	202,913	210,804	0	
Dept 502							
202-502-801-075	FOREST VIEW (S26-35) - PROJECT EXPENSE	0	0	0	0	375,000	
202-502-801-076	FOREST VIEW (S26-35) - ADMIN EXPENSE	0	0	0	0	4,000	
Totals for dept 502 -		0	0	0	0	379,000	
Dept 570 - LAKE IMPROVEMENTS							
202-570-801-075	LK CHEMUNG (W23-27) -PROJECT EXPENSE	42,057	55,000	48,607	55,000	55,000	
Totals for dept 570 - LAKE IMPROVEMENTS		42,057	55,000	48,607	55,000	55,000	
Dept 571							
202-571-801-075	PARDEE LK -PROJECT EXPENSE	17,466	24,000	21,308	24,000	25,000	
202-571-801-076	PARDEE LK -ADMIN EXPENSE	0	0	0	0	4,000	
Totals for dept 571 -		17,466	24,000	21,308	24,000	29,000	
Dept 572							
202-572-801-075	GRAND BEACH -PROJECT EXPENSE	15,643	14,800	8,506	8,506	14,800	
202-572-801-076	GRAND BEACH -ADMIN EXPENSE	0	0	0	0	4,000	
Totals for dept 572 -		15,643	14,800	8,506	8,506	18,800	
Dept 573							
202-573-801-075	E/W CROOKED LK (S23-27) -PROJECT EXPENSE	17,018	15,500	12,828	15,500	15,910	
Totals for dept 573 -		17,018	15,500	12,828	15,500	15,910	
Dept 575							
202-575-801-075	BAETCKE LK (S23-27) -PROJECT EXPENSE	7,000	7,250	7,570	7,250	7,250	
Totals for dept 575 -		7,000	7,250	7,570	7,250	7,250	
Dept 576							
202-576-801-075	EARL LAKE (W24-29) - PROJECT EXPENSE	1,366	2,265	1,796	2,265	2,264	
Totals for dept 576 -		1,366	2,265	1,796	2,265	2,264	
Dept 577							
202-577-801-075	ROUND LAKE (S26-30) - PROJECT EXPENSE			1,000		28,610	
202-577-801-076	ROUND LAKE (S26-30) - ADMIN EXPENSE	0	0	1,559	0	4,000	
Totals for dept 502 -		0	0	2,559	0	32,610	

GL NUMBER	DESCRIPTION	2024-25 ACTIVITY	2025-26 AMENDED BUDGET	2025-26 ACTIVITY THRU 2/11/26	2025-26 PROPOSED AMENDMENTS	2026-27 RECOMMENDED BUDGET	BUDGET NOTES
Dept 852 - TRANSFER TO OTHER FUNDS							
202-852-995-101	SAD INTEREST TRANSFER OUT TO 101	34,355	0	0	0	35,000	
202-852-999-402	TRANSFER OUT TO PINE CREEK RD IMPROVEMENT	413,550	0	0	0	0	
Totals for dept 852 - TRANSFER TO OTHER FUNDS		447,905	0	0	0	35,000	
Dept 906							
202-906-956-000	MISC EXPENSE	660	1,000	450	1,000	1,000	
Totals for dept 906 -		660	1,000	450	1,000	1,000	
TOTAL APPROPRIATIONS		2,277,312	663,898	596,736	616,894	587,934	
NET OF REVENUES/APPROPRIATIONS - FUND 202		(1,739,829)	(208,896)	(381,703)	(17,734)	(19,576)	
BEGINNING FUND BALANCE		2,446,247	706,420	706,420	706,420	688,686	
ENDING FUND BALANCE		706,418	497,524	324,717	688,686	669,110	Currently pending projects are \$647,200

GL NUMBER	DESCRIPTION	2024-25 ACTIVITY	2025-26 AMENDED BUDGET	2025-26 ACTIVITY THRU 2/11/26	2025-26 PROPOSED AMENDMENTS	2026-27 RECOMMENDED BUDGET	BUDGET NOTES
Fund 208 - PARK/RECREATION FUND							
ESTIMATED REVENUES							
Dept 000 - REVENUE							
208-000-434-001	FARM LEASE REVENUE	2,778	2,800	2,778	2,800	3,500	
208-000-665-001	INTEREST	19,358	12,000	20,369	18,000	12,000	
208-000-699-101	TRANSFER IN FROM GF #101 OPERATING	850,000	250,000	250,000	250,000	200,000	
Totals for dept 000 - REVENUE		872,136	264,800	273,147	270,800	215,500	
TOTAL ESTIMATED REVENUES		872,136	264,800	273,147	270,800	215,500	
APPROPRIATIONS							
Dept 223 - AUDIT							
208-223-801-000	AUDIT	200	500	300	500	500	
Totals for dept 223 - AUDIT		200	500	300	500	500	
Dept 751 - PARKS & RECREATION							
208-751-934-006	PARK PLANNING/ENGINEERING	0	20,000	5,000	20,000	0	no projects planned, budget eliminated
208-751-934-013	SECURITY UPGRADES	12,302	25,000	0	0	10,000	no projects planned, budget amount reduced
208-751-934-015	REPAIR/REPLACE RUBBER- POUR IN PLACE	0	13,200	0	13,200	0	
208-751-934-017	NORTH SOCCER FIELD DRAINAGE REPAIR	0	60,000	59,375	60,000	0	
208-751-934-019	WAYFINDING SIGNAGE	0	2,000	0	2,000	2,000	
208-751-934-020	BRIGHTON ROAD CLEANUP	0	50,000	0	0	50,000	
208-751-934-021	UPPER PARKING LOT REPAIR/REPLACEMENT	0	0	0	0	120,000	new project
208-751-934-022	SENIOR CENTER ADMISSION	0	0	0	0	10,000	
208-751-934-060	PATH / PARK MAINTENANCE	126,148	150,000	106,713	120,000	140,000	
208-751-934-061	EQUIPMENT REPLACEMENT	3,020	5,000		0	5,000	
Totals for dept 751 - PARKS & RECREATION		141,470	325,200	171,088	215,200	337,000	
Dept 906							
208-906-956-000	MISC EXPENSE	1,190	2,000	5,450	4,500	4,500	
Totals for dept 906 -		1,190	2,000	5,450	4,500	4,500	
TOTAL APPROPRIATIONS		142,860	327,700	176,838	220,200	342,000	
NET OF REVENUES/APPROPRIATIONS - FUND 208		729,276	(62,900)	96,309	50,600	(126,500)	
BEGINNING FUND BALANCE		813,904	1,079,648	1,079,648	1,079,648	1,130,248	
ENDING FUND BALANCE		1,543,180	1,016,748	1,175,957	1,130,248	1,003,748	

GL NUMBER	DESCRIPTION	2024-25 ACTIVITY	2025-26 AMENDED BUDGET	2025-26 ACTIVITY THRU 2/11/26	2025-26 PROPOSED AMENDMENTS	2026-27 RECOMMENDED BUDGET	BUDGET NOTES
Fund 212 - LIQUOR LAW ENFORCEMENT							
ESTIMATED REVENUES							
Dept 000 - REVENUE							
212-000-574-001	STATE SHARED REV LIQUOR LAW	17,923	16,700	17,027	16,700	16,700	
212-000-665-001	INTEREST	95	20	233	20	20	
Totals for dept 000 - REVENUE		18,018	16,720	17,260	16,720	16,720	
TOTAL ESTIMATED REVENUES		18,018	16,720	17,260	16,720	16,720	
APPROPRIATIONS							
Dept 330 - LIQUOR LAW ENFORCEMENT							
212-330-702-013	LIQUOR LAW ENF WAGES	9,336	9,336	4,668	9,336	9,336	
212-330-709-009	EMPLOYER'S SHARE FICA	724	724	362	724	724	
212-330-715-002	RETIREMENT	933	933	466	933	933	
212-330-801-070	AUDITING EXPENSE	500	500	300	500	500	
212-330-803-070	LIQUOR LAW ADM FEE/GENOA TWP.	3,605	3,605	1,802	3,605	3,605	
212-330-860-070	VEHICLE EXPENSE	0	1,545	0	1,545	1,545	
Totals for dept 330 - LIQUOR LAW ENFORCEMENT		15,098	16,643	7,598	16,643	16,643	
TOTAL APPROPRIATIONS		15,098	16,643	7,598	16,643	16,643	
NET OF REVENUES/APPROPRIATIONS - FUND 212		2,920	77	9,662	77	77	
BEGINNING FUND BALANCE		5,064	7,984	7,984	7,984	8,061	
ENDING FUND BALANCE		7,984	8,061	17,646	8,061	8,138	



GL NUMBER	DESCRIPTION	2024-25 ACTIVITY	2025-26 AMENDED BUDGET	2025-26 ACTIVITY THRU 2/11/26	2025-26 PROPOSED AMENDMENTS	2026-27 RECOMMENDED BUDGET	BUDGET NOTES
Fund 249 - BUILDING AND GROUNDS FUND							
ESTIMATED REVENUES							
Dept 000 - REVENUE							
249-000-665-001	INTEREST	12,707	2,000	16,537	13,000	8,000	
249-000-699-000	OPERATING TRANSFER IN #101	550,000	200,000	200,000	200,000	100,000	Increase fund balance for reserves
Totals for dept 000 - REVENUE		562,707	202,000	216,537	213,000	108,000	
TOTAL ESTIMATED REVENUES		562,707	202,000	216,537	213,000	108,000	
APPROPRIATIONS							
Dept 265 - BUILDING & GROUNDS							
249-265-801-000	AUDIT	0	250	0	250	250	
249-265-955-000	MISCELLANEOUS EXP	949	1,000	450	1,000	1,000	
249-265-981-007	ASPHALT REPLACE, REPAIRS & RESEALING	0	50,000	0	0	30,000	reduced budget amount for Twp. Hall parking maintenance
249-265-981-008	SECURITY UPGRADES	4,137	20,000	460	20,000	10,000	reduced budget amount - no projects planned
249-265-981-012	TWP BOARD ROOM UPGRADES	5,580	20,000	0	0	0	eliminated project
249-265-981-013	TWP HALL CUBICLE/CARPET DESIGN	0	10,000	0	0	0	eliminated project
249-265-981-014	HERBST HOME OFFICE RENOVATION	148,690	30,000	0	0	0	eliminated project
249-265-981-015	WAYFINDING SIGNS	0	3,000	0	0	0	eliminated project
249-265-981-016	SERVER UPGRADES	0	200,000	63,122	65,000	0	project completed
249-265-981-017	WIRING/FIREWALL UPGRADE	0	0	0	0	25,000	
Totals for dept 265 - BUILDING & GROUNDS		159,356	334,250	64,032	86,250	66,250	
TOTAL APPROPRIATIONS		159,356	334,250	64,032	86,250	66,250	
NET OF REVENUES/APPROPRIATIONS - FUND 249		403,351	(132,250)	152,505	126,750	41,750	
BEGINNING FUND BALANCE		480,571	883,922	883,922	883,922	1,010,672	
ENDING FUND BALANCE		883,922	751,672	1,036,427	1,010,672	1,052,422	

GL NUMBER	DESCRIPTION	2024-25 ACTIVITY	2025-26 AMENDED BUDGET	2025-26 ACTIVITY THRU 2/11/26	2025-26 PROPOSED AMENDMENTS	2026-27 RECOMMENDED BUDGET	BUDGET NOTES
Fund 250 - DISASTER CONTINGENCY FUND							
ESTIMATED REVENUES							
Dept 000 - REVENUE							
250-000-665-001	INTEREST	0	0	1,919	0	1,000	
250-000-699-000	OPERATING TRANSFER IN	0	250,000	250,000	250,000	0	
Totals for dept 000 - REVENUE		0	250,000	251,919	250,000	1,000	
TOTAL ESTIMATED REVENUES		0	250,000	251,919	250,000	1,000	
APPROPRIATIONS							
Dept 900 - CAPITAL OUTLAY FUNCTION							
250-900-975-000	CAPITAL EXPENSES	0	0	0	0	0	
Totals for dept 900 - CAPITAL OUTLAY FUNCTION		0	0	0	0	0	
TOTAL APPROPRIATIONS		0	0	0	0	0	
NET OF REVENUES/APPROPRIATIONS - FUND 250		0	250,000	251,919	250,000	1,000	
BEGINNING FUND BALANCE						250,000	
ENDING FUND BALANCE		0	250,000	251,919	250,000	251,000	

GL NUMBER	DESCRIPTION	2024-25 ACTIVITY	2025-26 AMENDED BUDGET	2025-26 ACTIVITY THRU 2/11/26	2025-26 PROPOSED AMENDMENTS	2026-27 RECOMMENDED BUDGET	BUDGET NOTES
Fund 401 - ROAD IMPROVEMENT FUND							
ESTIMATED REVENUES							
Dept 000 - REVENUE							
401-000-665-001	INTEREST	29,525	10,000	13,361	15,000	10,000	
401-000-699-000	OPERATING TRANSFER IN	1,000,000	850,000	850,000	850,000	600,000	support for projects
Totals for dept 000 - REVENUE		1,029,525	860,000	863,361	865,000	610,000	
TOTAL ESTIMATED REVENUES		1,029,525	860,000	863,361	865,000	610,000	
APPROPRIATIONS							
Dept 223 - AUDIT							
401-223-801-000	AUDIT	200	500	300	500	500	
Totals for dept 223 - AUDIT		200	500	300	500	500	
Dept 446 - ROAD PROJECTS							
401-446-804-000	DUST CONTROL/CHLORIDE	80,034	95,000	36,290	40,000	60,000	reduced to reflect LCRC support for 1st treatment
401-446-812-008	EULER ROAD - REPAVE	0	125,000	79,679	80,000	0	completed
401-446-812-010	BECK RD WEST OF CHILSON-GRAVEL	0	147,000	116,709	117,000	0	completed
401-446-812-011	CROOKED LAKE RD W OF CHILSON-GRAVEL	0	181,000	120,435	121,000	0	completed
401-446-812-013	HERBST RD-REPAVE	0	147,500	116,866	117,000	0	completed
401-446-812-014	CLIFFORD ROAD-BRIGHTON TO FILBERT	0	0	0	0	207,500	PP Program split 50/50 with LCRC
401-446-812-015	CHILSON TO END OF PAVEMENT	0	0	0	0	87,500	PP Program split 50/50 with LCRC
401-446-812-016	BECK RD -LATSON TO CHILSON- GRAVEL	0	0	0	0	165,000	gravel road improvement
401-446-812-017	RICHARDSON RD -COON LK TO SCHAFER RD - GR.	0	0	0	0		cost is \$301,000 move to 27/28
401-446-812-018	HUBERT RD-END OF PAVEMENT TO HERBST - GR.	0	0	0	0	85,000	gravel road improvement
Totals for dept 446 - ROAD PROJECTS		80,034	695,500	469,979	475,000	605,000	
Dept 906							
401-906-956-000	MISC EXPENSE	650	780	450	780	780	
Totals for dept 906 -		650	780	450	780	780	
TOTAL APPROPRIATIONS		80,884	696,780	470,729	476,280	606,280	
NET OF REVENUES/APPROPRIATIONS - FUND 401		948,641	163,220	392,632	388,720	3,720	
BEGINNING FUND BALANCE		996,973	687,730	687,730	687,730	1,076,450	
ENDING FUND BALANCE		1,945,614	850,950	1,080,362	1,076,450	1,080,170	



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

## MEMORANDUM

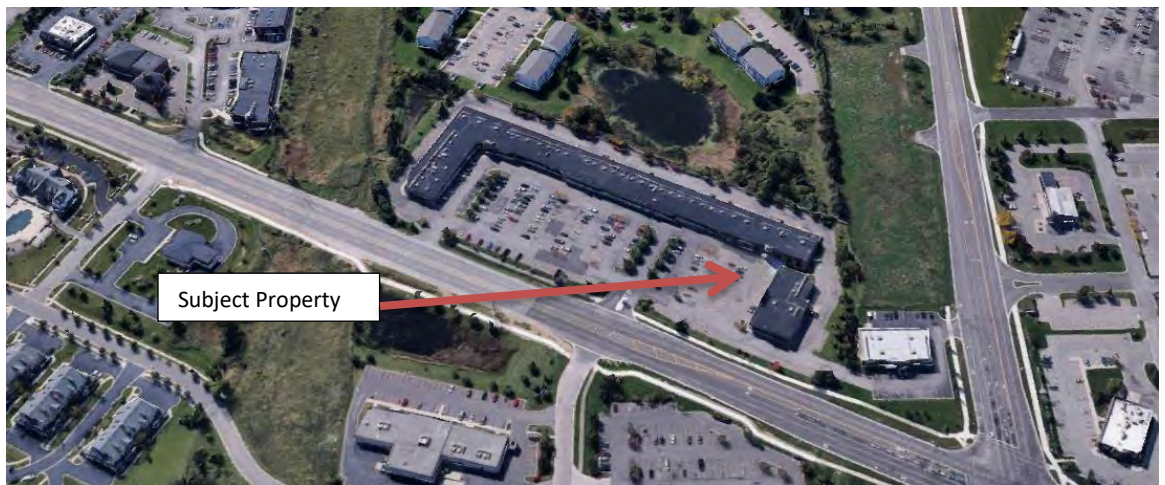
**TO:** Honorable Board of Trustees

**FROM:** Amy Ruthig, Planning Director

**DATE:** February 10, 2026

**RE:** Paw Grounds, 4060 Grand River Avenue, parcel #4711-04-300-010  
Special Land Use, Site Plan and Environmental Impact Assessment

In consideration of the approval recommendation by the Township Planning Commission on February 9, 2026, please find the attached the site plan application, special land use application, site plan and environmental impact assessment for your consideration. The applicant proposes a dog day care with indoor and outdoor spaces for dogs, coffee shop, and bakery. The property is located at 4060 Grand River Avenue, south side of Grand River Avenue, east of Latson Road. The request is petitioned by Stacie Philips. The property is zoned General Commercial District (GCD).



In order to accommodate the proposed project, a Special Land Use is required for pet day care. 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 Township Board is to considered if the special land use approval requirements have been met as stated in Article 19 of the Township Zoning Ordinance.

### SUPERVISOR

Kevin Spicher

### CLERK

Rick Soucy

### TREASURER

Robin L. Hunt

### TRUSTEES

Jodie Valenti

Bill Reiber

Candie Hovarter

Todd Walker

### MANAGER

Kelly VanMarter

The project was heard before the Planning Commission on February 9, 2026 following a public hearing and was recommended for approval. If the Township Board finds that the special land use application meets the approvals requirements and based on the Planning Commission's recommendations, I offer the following for your consideration:

**SPECIAL LAND USE** Moved by \_\_\_\_\_, Supported by \_\_\_\_\_ to APPROVE the Special Land Use for a proposed dog day care with a coffee shop and bakery located at 4060 Grand River Avenue. The requirements of Section 19.03 and 7.02.02 (w) of the Zoning Ordinance are generally met.

**ENVIRONMENTAL IMPACT ASSESSMENT** Moved by \_\_\_\_\_, Supported by \_\_\_\_\_ to APPROVE the Environmental Impact Assessment dated December 15, 2025 for a for a proposed dog day care with a coffee shop and bakery located at 4060 Grand River Avenue.

**SITE PLAN** Moved by \_\_\_\_\_, Supported by \_\_\_\_\_ to APPROVE the Site Plan dated January 19, 2026 for a proposed dog day care with a coffee shop and bakery located at 4060 Grand River Avenue with the following conditions:

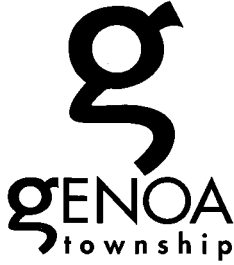
1. The applicant shall receive all outside agency approvals and provide copies to the Township.

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: STACK PHILLIPS - 822 OAK CLUSTER CT. HOWELL  
*If applicant is not the owner, a letter of Authorization from Property Owner is needed.*

OWNER'S NAME & ADDRESS: HOWELL RETAIL CENTER

SITE ADDRESS: SEE ATTACHED PARCEL #(s): \_\_\_\_\_

APPLICANT PHONE: [REDACTED] OWNER PHONE: (\_\_\_\_) \_\_\_\_\_

OWNER EMAIL: \_\_\_\_\_

LOCATION AND BRIEF DESCRIPTION OF SITE: 4060 E. GRAND RIVER,  
5100 SQ FT. BAR/BREWERY.

BRIEF STATEMENT OF PROPOSED USE: INDOOR DOL PARK - COFFEE  
BAR.

THE FOLLOWING BUILDINGS ARE PROPOSED: 4060 E. GRAND RIVER

**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: [Signature]

ADDRESS: 822 OAK CLUSTER CT. HOWELL, MI 48855

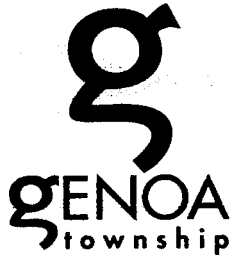
**Contact Information** - Review Letters and Correspondence shall be forwarded to the following:

1.) STACIE PHILLIPS of PAW GROUNDS, LLC at [REDACTED]  
Name Business Affiliation

### 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: [Signature] DATE: 12/16/25  
PRINT NAME: STACIE PHILLIPS PHONE: [REDACTED]  
ADDRESS: 822 OAK CLUSTER CT HOWELL, MI 48855



## 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: Stacie Phillips

*Submit a letter of Authorization from Property Owner if application is signed by Acting Agent.*

APPLICANT PHONE: [REDACTED]

EMAIL: [REDACTED]

OWNER NAME & ADDRESS: Stacie Phillips - 822 Oak Cluster Ct. Howell, MI 48855

SITE ADDRESS: 4060 Grand River

PARCEL #(s):

OWNER PHONE: [REDACTED]

EMAIL: [REDACTED]

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

Brewery at corner of the plaza with a small outdoor area. 5100 sq ft space facing Grand River. Small courtyard in front.

**Proposed Use:**

Paw Grounds - indoor dog park, coffee shop and bakery. Small outdoor area for leashed dogs. Indoors will be unleashed. Plan to obtain

liqueur license within one year. Dog day care provided during business hours. (7:30 am to 5:30 pm) Corporate events, adoption days, social events.

**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.

This is a unique opportunity for Livingston County. A place for people for people and dogs to unwind and socialize. There will be a focus on giving back to the community we work and live in. We would like to partner with animal shelters and small business owners within Livingston County. The community indicated they would like to see more dog parks. This would create a year round opportunity.

- 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.

Outdoor signage and fencing will be the only exterior change. The fencing will be done to help contain noise. Walls inside will be moved to make the best use of the space. Sound proofing will be done inside to ensure the noise is contained.

- 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?

no additional services needed.



- 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?

Noise will be controlled by sound proofing the interior space. Animal waste will be cleaned immediately by dog owners and/or employees.

Waste will be disposed in sealed trash cans.

- 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.

n/a

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

BY: Stacie Phillips

ADDRESS: 822 Oak Cluster Ct. Howell, MI 48855

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

Stacie Phillips	of Paw Grounds	at	[REDACTED]
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: [Signature] DATE: 12/15/25

PRINT NAME: Stacie Phillips PHONE: 517-294-0928

Commissioner Reiber confirmed that the earliest start time will be 7:00 am. Mr. Misaras stated that they will operate within the local ordinance. There will not be construction or noise issues.

The call to the public was opened at 6:51 pm with no response.

It was confirmed that the proposal meets the required buffers. Ms. Ruthig stated that the applicant will be adding more trees than are required by the ordinance.

**Moved** by Commissioner Chouinard, supported by Commissioner Rassel, to recommend to the Township Board approval of the Special Land Use for two each, two-hundred and fifty gallon above ground fuel storage tanks located at 2025 Euler Road conditioned upon the applicant obtaining and submitting to the township all necessary outside permits. **The motion carried unanimously.**

**Moved** by Commissioner Chouinard, supported by Commissioner Rassel, to recommend to the Township Board approval of the Environmental Impact Assessment for two each, two-hundred and fifty gallon above ground fuel storage tanks located at 2025 Euler Road. **The motion carried unanimously.**

**Moved** by Commissioner Chouinard, supported by Commissioner Rassel, to recommend to the Township Board approval of the Site Plan for two each, two-hundred and fifty gallon above ground fuel storage tanks located at 2025 Euler Road. **The motion carried unanimously.**

**OPEN PUBLIC HEARING #3...**Consideration of a special use, site plan and environmental impact assessment for a proposed indoor dog park, coffee shop and bakery. The property is located in the existing Country Corners shopping center, 4060 Grand River Avenue, on the south-east corner of Grand River Avenue and Latson Road.

- A. Recommendation of Special Use Application
- B. Recommendation of Environmental Impact Assessment
- C. Recommendation of Site Plan

Ms. Stacie Phillips, the applicant, and Mr. John Eckstein of Lindhout Associates were present. Mr. Eckstein stated they have provided the information requested for the fence and gate and the turf on the outside will be synthetic.

Mr. Borden reviewed his letter dated February 3, 2026

1. Special Land Uses (Section 19.03):
  - a. In order to make favorable findings related to compatibility and impacts, the conditions of Section 7.02.02(w) must be met to the Commission's satisfaction.
  - b. The applicant must address any comments provided by the Township Engineer or Brighton Area Fire Authority.
2. Pet Day Care Centers (Section 7.02.02w):

- a. He is requesting the applicant identify the fence materials for the Commission's consideration.
- b. If the Township approves the request, the applicant must obtain and submit copies of approvals from outside agencies, as required.
- c. If the Commission determines that additional and/or more detailed information is needed, the applicant must address any such concerns.

Ms. Byrne stated she has no engineering concern with the proposed site plan and special land use.

The Brighton Area Fire Authority Fire Marshal's letter dated January 26, 2026 states the fire authority has no objection to the proposed special use for the existing tenant space. Further review will be required during the tenant construction application for a permit.

When asked what material the fencing will be, Mr. Eckstein stated it will be a PVC product.

Commissioner McCreary asked for confirmation on specific details of the proposal, and all were answered by Ms. Phillips. She is in favor of the business; however, she does not believe this is the right location. She would like to have it as a stand-alone business. Mr. Eckstein stated that Ms. Phillips did a lot of research and this location already had many of the elements that she needed for this type of business.

Commissioner Reiber noted there are requirements from the Fire Marshal in his letter that must be met by the applicant.

The call to the public was opened at 7:03 pm with no response.

**Moved** by Commissioner Rauch, supported by Commissioner Rassel, to recommend to the Township Board approval of the Special Land Use for 4060 Grand River Avenue for an indoor dog park, coffee shop and bakery, as the Planning Commission finds that the requirements of Section 19.03 and Section 7.02.02(w) have been met. **The motion carried with Commissioner McCreary voting no.**

**Moved** by Commissioner Rauch, supported by Commissioner Rassel, to recommend to the Township Board approval of the Environmental Impact Assessment dated January 20, 2026 for an indoor dog park, coffee shop and bakery. **The motion carried with Commissioner McCreary voting no.**

**Moved** by Commissioner Rauch, supported by Commissioner Rassel, to recommend to the Township Board approval of the Site Plan dated January 20, 2026 for an indoor dog park, coffee shop and bakery, conditioned upon the following:

- The fence material is added to the plans and provided to township staff for approval

- The applicant shall receive all outside agency approvals and provide copies to the township.  
**The motion carried with Commissioner McCreary voting no.**

**OPEN PUBLIC HEARING #4** ...Consideration of a special use, site plan and environmental impact assessment for a proposed expansion of outdoor storage for the existing Truck and Trailer. The property is located on the west side of Grand Oaks Drive, south of Grand River Avenue. The request is petitioned by Truck and Trailer Specialties.

- A. Recommendation of Special Use Application
- B. Recommendation of Environmental Impact Assessment
- C. Recommendation of Site Plan

Mr. Jesse Parkinson of The Umlor Group, the applicant's engineer, stated they are requesting to expand their existing storage area in the back of the building. They will be using asphalt millings.

Mr. Borden reviewed his letter dated February 4, 2026.

1. Special Land Use (Section 19.03)
  - a. In order to make favorable findings on the compatibility and impact criteria, the use conditions for outdoor storage must be met to the Commission's satisfaction.
  - b. The Commission should consider any comments provided by the Township Engineer and Brighton Area Fire Department with respect to this standard.
2. Use Conditions (Section 8.02.02(b))
  - a. Pending input from the Township Engineer, the Commission may allow the use of asphalt millings as the surfacing for the outdoor storage area.
  - b. The Commission may allow screen fencing and existing vegetation in lieu of new buffer zone requirements. The applicant is requesting to use screen fencing and there is existing vegetation in the required buffer area.
3. Site Plan Review
  - a. If any of the landscaping from the 2018 approval has died or is in poor condition, the Township should require replacement as part of this project.
  - b. The lighting plan must be revised to eliminate the on-site readings above the 10-footcandle limit.
  - c. The applicant must address any site plan comments provided by the Township Engineer and/or Brighton Area Fire Authority.

Ms. Byrne reviewed her letter dated February 3, 2026.

Genoa Township requires parking lots be hard surface. The proposed storage area addition is using asphalt millings, rather than pavement. Since this area will be used for storage and matches the existing storage area that is also surfaced with asphalt millings, she has no engineering related concern with the proposed addition not being hard surface.

The following will apply if the building is no longer used as a residence and will be used only as a daycare.

8. The drive width will be required to be improved to a clear width of 20'. It will also require an approved turnaround for emergency vehicles.
9. The building will be required to meet the Michigan Building Code.
10. The building will be required to be provided with a means of providing fire flow applicable to the structure use and building type.
11. A minimum vertical clearance of 13½ feet shall be maintained along the length of all apparatus access drives. This includes but is not limited to porte-cochere's, lighting, and large canopy trees.
12. The location of a Knox Box shall be indicated on future submittals. The Knox box shall be located adjacent to the structure's main entrance, in a location coordinated with the fire authority.

Ms. Duncan provided the requirements from the State of Michigan for a day care home.

Ms. Duncan stated she will be residing in the home with her husband so items #8 through #12 of the Fire Marshal's letter do not apply.

The commission discussed the parking requirements, square footage required and location of the play area. Mr. Rauch asked if this submission meets the requirements. Ms. Ruthig stated yes; she has followed the precedents that have been set by other homeowner run daycares.

Mr. Chouinard visited the site and there is not a way for two vehicles to be on the driveway at the same time. Ms. Duncan will have the drop off and pick up times staggered to avoid this.

Ms. McBain confirmed that the resident who sent a letter opposing this request lives on the side of the property that is heavily wooded and the play area will also be on the opposite side of their property.

The call to the public was made at 7:45 pm with no response.

The commission advised Ms. Duncan that a new site plan must be submitted and shall include the fenced in play area and that all of BAFA's requirements are met.

**Moved** by Commissioner McCreary, seconded by Commissioner Chouinard, to table Open Public Hearing #2 until the February 9, 2026 Planning Commission meeting. **The motion carried unanimously.**

**OPEN PUBLIC HEARING #3...**Discussion of a special use, site plan and environmental impact assessment for a proposed indoor dog park, coffee shop and bakery. The property is located in

the existing Country Corners shopping center, 4060 Grand River Avenue, on the south-east corner of Grand River Avenue and Latson Road.

Ms. Stacie Phillips, the applicant, and Mr. John Eckstein of Lindhout Associates were present. Ms. Phillips provided the details of the proposed business.

Mr. Eckstein showed the building floor plan and photos of the outside area to address Mr. Borden's concerns.

The commission and the applicant discussed the outside area. The enclosed area should be shown on the resubmitted plan.

Ms. McBain likes the business idea but is questioning whether this is the best location. She is concerned with the noise and smell for the neighbors. Ms. McCreary agrees. She recommends this be in a stand-alone building. Mr. Rauch believes this is a good location for this business. He likes that an existing building is being used, especially in this strip mall. Mr. Chouinard agrees with the sound proofing that is being proposed.

Mr. Borden reviewed his letter dated January 6, 2025.

1. Special Land Uses (Section 19.03):

- a. In order to make favorable findings related to compatibility and impacts, the conditions of Section 7.02.02(w) must be met to the Commission's satisfaction.
- b. The applicant must address any comments provided by the Township Engineer or Brighton Area Fire Authority.

2. Pet Day Care Centers (Section 7.02.02w):

- a. There is a discrepancy in the hours of operation that must be corrected.
- b. There is a discrepancy in the maximum number of dogs allowed that must be corrected. The ordinance allows for one pet per 100 square feet, but the application shows this limit to be by two. The Planning Commission has the discretion to allow for more dogs.
- c. The outdoor play area is not surrounded by a 6 foot masonry wall, as required. There are references to fencing; however, none is depicted on the site plan. The commission discussed the requirement of masonry and did not believe it was necessary for this use.
- d. Clarification is needed on the surfacing of the outdoor play area. Mr. Rauch stated there is no sun in this area, so he recommends artificial turf.
- e. The submittal does not include approvals from outside agencies, as required.
- f. If the commission determines that additional or more detailed information is needed, the applicant must address any such concern.

Ms. Byrne stated she has no engineering concern with the proposed site plan and special land use.

The Brighton Area Fire Authority Fire Marshal's letter dated December 22, 2025, states the fire authority has no objection to the proposed special use for the existing tenant space. Further review will be required during the tenant construction application for a permit.

The call to the public was made at 8:17 pm.

Ms. Denise Pollicella of 2400 Sweet Road loves this business idea.

Mr. Jeff Dhaenens of 5494 Sharp Drive spoke about a similar business in Stevenson, Michigan. He hopes this is approved. There is no concern about the noise or the odor.

The call to the public was closed at 8:20 pm.

The commission requested that the applicant provide additional signage, what material will be used for the outdoor area, outside organization approvals as required, and proof that the outdoor area is secure, and the proposed material is approved. Mr. Eckstein stated they will reduce the maximum number of dogs allowed to meet the ordinance.

**Moved** by Commissioner McCreary, seconded by Commissioner Chouinard, to table Open Public Hearing #3 until the February 9, 2026 Planning Commission meeting. **The motion carried unanimously.**

The commission took a 10 minute break at 8:25 pm.

**OPEN PUBLIC HEARING #4...**Consideration of an ordinance amendment to Article 13 entitled "Environmental Protection Regulation" related to "Hazardous Materials and Fuel Storage and Wetland Protection Standards"

A. Recommendation of Zoning Ordinance Amendments to Article 13 entitled "Environmental Protection Regulations".

The planning commission and Ms. Ruthig discussed the proposed changes and agreed on additional needed changes.

The call to the public was made at 9:47 pm.

Ms. Denise Pollicella of 4200 Sweet Road thanked the commission for revising this ordinance. She provided additional information on this evening's discussion.

Ms. Deb Beattie of 3109 Pineview Trail suggested having the wetland setback increased to 50 feet.

Ms. Melanie Johnson of 3990 Chilson Road spoke about the wetland setbacks and suggested removing the word "regulated" and have the ordinance apply to all wetlands. She agrees with the signs delineating wetlands.



February 3, 2026

Planning Commission  
Genoa Township  
2911 Dorr Road  
Brighton, Michigan 48116

<b>Attention:</b>	Amy Ruthig, Planning Director
<b>Subject:</b>	Paw Grounds – Special Land Use and Site Plan Review #2
<b>Location:</b>	4060 Grand River Avenue – south side of Grand River, east of Latson Road
<b>Zoning:</b>	GCD General Commercial District

Dear Commissioners:

At the Township's request, we have reviewed the revised submittal materials for Paw Grounds, which is proposed as a dog day care, coffee shop, and bakery in the multi-tenant building at 4060 Grand River Avenue (site plan most recently dated 1/19/26).

**A. Summary**

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

- a. In order to make favorable findings related to compatibility and impacts, the conditions of Section 7.02.02(w) must be met to the Commission's satisfaction.
- b. The applicant must address any comments provided by the Township Engineer or Brighton Area Fire Authority.

**2. Pet Day Care Centers (Section 7.02.02w):**

- a. We request the applicant identify the fence materials for the Commission's consideration.
- b. If the Township approves the request, the applicant must obtain and submit copies of approvals from outside agencies, as required.
- c. If the Commission determines that additional and/or more detailed information is needed, the applicant must address any such concerns.

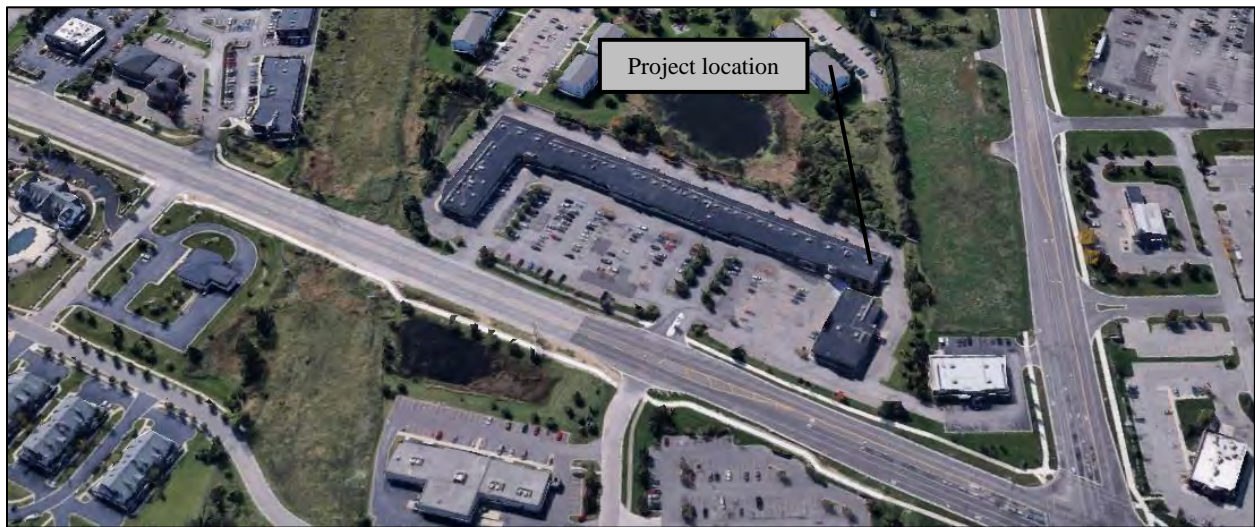
**B. Proposal/Process**

The applicant proposes a new use for a vacant space in a multi-tenant commercial building. More specifically, the submittal materials note that the proposal entails a pet (dog) day care center with both indoor and outdoor spaces for dogs, as well as a coffee shop and bakery.

Table 7.02 lists the coffee shop/bakery component as a permitted use (as a standard restaurant/coffee shop); however, pet day care centers require special land use approval. Pet day care centers are also subject to the use conditions of Section 7.02.02(w).

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.





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

### **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 Mixed Use – West Grand River. With respect to this future land use category, the Plan states the following:

*Currently developed with general commercial and office along Grand River, this area is intended to continue to promote these uses that are supported by area and regional residents as well as pass-by traffic along Grand River Avenue.*

Given this description and the nature of the use, we are of the opinion that the proposal will be compatible with the Township Master Plan and Future Land Use Map.

- 2. Compatibility.** The subject area contains a variety of uses, including office, commercial, service, and multiple-family residential.

The use conditions of Section 7.02.02(w), which include noise and odor management, and setback/spacing requirements, are intended to help mitigate potential off-site impacts.

Provided these conditions are met to the Commission's satisfaction, the proposal may be viewed as compatible with the character of the area.

- 3. Public Facilities and Services.** Given the location and nature of the property, we anticipate that necessary public facilities and services are in place.

With that being said, the applicant must address any comments provided by the Township Engineer and/or Brighton Area Fire Authority with respect to this criterion.

- 4. Impacts.** The use conditions for pet day care centers must be met to the Commission's satisfaction to ensure there are no adverse impacts upon the environment.
- 5. Mitigation.** If additional concerns arise as part of the review process, the Township may require additional efforts to mitigate potential adverse impacts.

**D. Use Conditions (Pet Day Care Center)**

Pet day care centers are subject to the use requirements of Section 7.02.02(w), as follows:

- 1. Hours of operation open to the public are limited to twelve (12) hours per day and shall not extend later than 7 p.m.**

Based on discussion at the previous Planning Commission meeting and notes on the revised plan, the proposed hours of operation are 7AM to 7PM.

- 2. There shall not be individual, outdoor dog runs.**

The site plan does not depict individual, outdoor dog runs. Additionally, the Environmental Impact Assessment and notes on the revised plan state that there will be no individual dog runs.

- 3. Walls, partitions and floor/ceilings assemblies separating dog daycare facilities from adjacent uses shall adequately soundproofed with a sound transmission class over sixty (60) and shall be constructed so that there will be no emission of noise detrimental to surrounding properties. The applicant shall provide a noise impact study performed by a certified acoustical engineer to ensure the noise levels produced by the pet daycare use will not exceed fifty (50) decibels above ambient noise at the outside of an exterior wall or at the opposite side of a common interior wall. The study shall also confirm compliance with the Township Noise Ordinance in regard to noise levels at the property line.**

The submittal includes the required noise impact study (dated 12/15/25). The study concludes that with implementation of the recommendation therein, the project “is expected to meet the sound level requirements of the Genoa Township zoning ordinance specifications and the noise ordinance.”

Additionally, the recommendations noted in the study are all identified on the plan.

- 4. The number of pets cared for at any one time shall not exceed one (1) pet per one hundred (100) square feet of gross floor area, which is subject to discretionary review by the Planning Commission.**

The revised plan includes a note reiterating this requirement and noting a maximum of 23 dogs.

- 5. Overnight boarding of pets shall be an accessory use to the daycare center. The length of stay for boarded animals shall be limited to fourteen (14) consecutive days, and no outdoor boarding shall be permitted.**

The Environmental Impact Assessment and revised plan state that there will be no overnight boarding.

- 6. Adequate odor control measures shall be implemented so that odor from inside or outside the pet daycare center will not be discernible outside the building or unit.**

The submittal materials include a description of day to day cleaning, waste management, and odor control measures.

- 7. Any outdoor play area shall be attached to the center and shall be setback a minimum of three hundred (300) feet from the nearest residential use.**

The site plan notes a separation of 350 feet to the nearest residential building (multi-family to the south).

- 8. The outdoor play area for the pets shall be surrounded with a masonry wall or other material that is aesthetically compatible in terms of material, color and finish with the principal and surrounding buildings. Said wall shall be at least six (6) feet in height and maintained in good condition at all times. Failure to maintain the wall in its original condition shall be considered a violation of the site plan approval.**

The revised plan identifies an outdoor play area/patio on the north side of the building.

The area is enclosed with a combination of existing building walls and privacy fencing. A depiction of the proposed fence is provided, along with a note stating it will be 6 feet in height; however, we request the applicant identify the fence materials for the Commission's consideration.

- 9. Any outdoor play area is for periodic use only, and pets shall not be allowed to access the outdoor play area on their own. Not more than fifteen (15) pets shall be permitted in the outdoor play area at any one time. While in the outdoor play area, dogs shall be escorted and supervised by a dog handler who will be responsible for preventing or quickly suppressing any dog behavior that may adversely impact surrounding uses, including loud or excessive barking.**

The submittal notes that use of the outdoor play area will entail no more than 15 dogs at any given time that are to be on leashes with their owners.

- 10. The applicant shall provide a waste management plan detailing both indoor and outdoor waste management procedures to ensure animal waste is not discharged to surface or storm water. Outdoor animal areas shall be designated on the plan and shall consist of properly maintained lawn, special canine grass or other methods with an appropriate drainage system to control surface run-off. The outdoor area surface shall be approved by the Planning Commission following a recommendation by the Township Engineer. The outdoor play area must be maintained in a clean, sanitary manner, and adequate odor control measures shall be implemented so that odor will not be discernible beyond the area. Solid pet waste in the outdoor play area must be promptly picked up.**

Similar to criterion #6 above, the submittal includes a description of cleaning, waste management, and odor control measures.

Surfacing for the outdoor play area is identified as synthetic turf grass, per the discussion at the previous Planning Commission meeting.

- 11. Any pet and food waste shall be properly and lawfully disposed of to not create a litter, insect, rodent, vermin or offensive odor nuisance. Approval from the Utility Authority, Drain Commissioner and Health Department shall be provided as part of the special use application.**

Similar to previous comments, the submittal includes a description of cleaning, waste management, and odor control measures.

If the Township approves the request, the applicant must obtain and submit copies of approvals from the outside agencies noted.

- 12. The applicant shall demonstrate the proposed drop-off/pick-up pattern and shall provide one (1) parking space for each staff member and one (1) space for each 5 animals permitted at the daycare.**

The submittal materials describe full day (drop off at 7AM) and half day (drop off at 1PM) options for members.

The Environmental Impact Assessment states that required parking will be provided for 4 employees and 20 dogs.

**13. Applicants shall submit, at the time of special land use application, a proposed site plan and floor plan and written operating procedures including waste and noise management methods, such as those recommended by the International Boarding and Pet Services Association (IBPSA). These procedures shall be followed for the duration of the business and shall be designed to prevent or control animal behavior that may adversely impact surrounding uses, including loud or excessive barking.**

In general, the submittal includes the required information. However, if the Commission determines that additional and/or more detailed information is needed, the applicant must address any such concerns.

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

Respectfully,

**SAFEBUILT**

A handwritten signature in black ink, appearing to read "B. V. Borden".

Brian V. Borden, AICP  
Planning Manager



January 30, 2026

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

**Re: Paw Grounds  
Site Plan Review No. 2**

Dear Ms. Ruthig:

Tetra Tech conducted a second review of the proposed Paw Grounds submittal last dated January 19, 2026. The site plan was prepared by Lindhout Associates architects aia pc on behalf of Paw Grounds, LLC. The site is located on the south side of Grand River Avenue, approximately 650 feet east of South Laston Road. The applicant has submitted a site plan application, along with a special land use application to change the existing building into a dog-themed coffee shop, bakery, and bar with an indoor and outdoor “dog park” area.

The proposed site plan does not have any major changes to the existing building. Exterior changes include the addition of synthetic turf in the outdoor dog area and the addition of fencing. Some indoor changes include building footprint improvement such as adding more sound proofing and converting part of the building into an indoor dog park area. Since no significant changes have been made to the engineering design of the site and the proposed change in use generally results in a similar impact on traffic and utilities, we have no engineering concern with the proposed site plan and special land use.

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

**Tetra Tech**

3497 Coolidge Road, East Lansing, MI 48823  
Tel 517.316.3930 Fax 517.484.8140 [www.tetrattech.com](http://www.tetrattech.com)



# BRIGHTON AREA FIRE AUTHORITY

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

January 26, 2026

Bobby Foster  
Genoa Township  
2911 Dorr Road  
Brighton, MI 48116

RE: Paw Grounds  
4060 E Grand River  
Genoa Twp., MI

Dear Bobby,

The Brighton Area Fire Department has reviewed the above-mentioned site plan. The plans were received for review on January 21, 2026, and the drawings are dated January 19, 2026. The project is based on a proposed special use for an existing vacant tenant space. The plan is to renovate the existing 5,100 sq.ft. space into a dog-themed coffee shop, bakery, and bar with an indoor and outdoor "dog park" area. The plan review is based on the requirements of the International Fire Code (IFC) 2024 edition.

**The fire authority has no objection to the proposed special use for the existing tenant space. Access and water supply are unchanged. Further review will be required during the tenant's construction permit application.**

Additional comments will be given during the building plan review process (specific to the building plans and occupancy). The applicant is reminded that the fire authority must review the fire protection systems submittals (sprinkler & alarm) prior to permit issuance by the Building Department and that the authority will also review the building plans for life safety requirements in conjunction with the Building Department.

If you have any questions about the comments on this plan review please contact me at 810-229-6640.

Cordially,

A handwritten signature in black ink, appearing to read "R. Boisvert".

Rick Boisvert, CFPS  
Fire Marshal

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



## Our Mission

### Integrity

in architecture and design  
in client relationships  
in employee relationships  
in community relationships

### advancement

in all these efforts

## Environmental Impact Assessment

4060 Grand River Ave.

12-15-2025

### A. Name and address of persons responsible for the preparation of the statement:

Lindhout Associates architects aia pc, John Eckstein project manager.

10465 Citation Drive, Brighton MI 48116.

Our firm has completed many impact statements and projects in the township.

Stacie Phillips

822 Oak Cluster Ct.

Howell, MI 48855

### B. Maps and written description/analysis of the project site:

A site plan is included as a part of our packet.

### C. Impact on stormwater management:

No change to the existing impervious paving is proposed. Additionally the existing 70,000 sq.ft. building is to remain with no addition.

### D. Impact on natural features:

This is not applicable, as the proposed project is for the buildout of the interior of a leased space in the existing building

### E. Impact on surrounding land use:

Hours of operation shall not extend later than 7:00 p.m.

There are no individual dog runs.

A sound study has been provided by K&S Engineering to confirm compliance with the Township Noise Ordinance.

Maxs 1 pet per 100 sq.ft. Gross Floor Area

There is no overnight boarding

Odor Control Measures: Germ Guardian HEPA Air Purifier and UV C Light.

HHGM 108,000mg/h dual fan ozone machine generator high capacity ozone odor remover

The outdoor play area is 300' from residential uses.

There is an existing masonry screen wall along the south property line.

15 pets max in outdoor area

Waste management: All waste will promptly be removed to a sealed outdoor container behind the facility and emptied at least once daily.

Pet and food waste shall be properly and lawfully disposed of to not create a litter, insect, rodent, vermin or offensive nuisance.

1 parking space per staff and 1 per 5 dog provided.

Operating procedures: There is ample parking at the facility. There will be up to 4 employees working at once and we will be limiting the facility to 20 dogs at one time to ensure safety.

F. Impact on public facilities and services:

The proposed use will be similar to the prior use in terms of needing on-call emergency services for customers and employees.

G. Impacts on public utilities:

The property is presently supplied by municipal sewer and water systems. The construction is limited to the interior of the existing building, so impact on public utilities will be minimal. After construction there will be minimal impact on public utilities from the proposed business

H. Storage and handling of any hazardous materials:

Not applicable

I. Impact on traffic and pedestrians:

The business is located in the site on Grand River Avenue. Access to the site will be through the existing driveway located at the north side of the property. Grand River Avenue at this location is a four lane road with a left turn center lane.

J. Special Provisions:

No special provisions or requirement are currently proposed for this facility

K. A list of all sources:

Lindhout Associates, Architect  
10465 Citation Drive, Brighton, Michigan 48116

Darren Brown, P.E.  
INCE Board Certified  
**K & S Engineers, LLC**  
Wixom, MI 48393  
[www.kandse.com](http://www.kandse.com)  
Office: 248-674-4100  
Cell: 248-330-541





## Business Report: Paw Grounds, LLC

Prepared by: Stacie Phillips

Date: 10/31/25

### **\*\*Executive Summary\*\***

Paw Grounds is an innovative indoor dog park that combines recreational space for dogs and their owners with a coffee shop and a uniquely positioned tavern. The mission of Paw Grounds is to create a vibrant community hub for dog lovers, promoting social interaction while ensuring the safety and welfare of the animals. This report outlines the operational structure, marketing strategies, competitive landscape, and financial projections for Paw Grounds.

### **\*\*Company Description\*\***

Paw Grounds operates on a membership-based model, requiring proof of vaccinations, vet records, and socialization screenings for dogs prior to membership issuance. This rigorous vetting process ensures a safe and enjoyable environment for all patrons.

The facility is divided into three primary areas: one section for large dogs, another for small or mature dogs, and a food and beverage area off-limits to pets. This design prioritizes safety while offering distinct experiences for diverse dog breeds and sizes.

The tavern adds a unique flare to the establishment, providing an exclusive social atmosphere though it is crucial to note that alcohol sales are secondary to the dog park's primary function. Members and member guests will have access to the tavern, maintaining the intimate community focus.

## **\*\*Marketing Strategy\*\***

Incorporating targeted marketing initiatives, Paw Grounds will introduce itself to the community through a soft launch event around Christmas, featuring a photo op and trunk or treat. This event will not only showcase the facility but also offer Christmas themed drinks and treats, membership discounts and branded merchandise.

Subsequent promotional activities will include regular events such as Adoption Days, "Puppies and Pilates," Singles Mingles, Trivia Nights, Food Truck Pop-Ups, and Game Nights, fostering customer engagement and community involvement. These events will enhance visibility and establish Paw Grounds as a key player in the local dog-loving culture.

## **\*\*Competitive Analysis\*\***

Paw Grounds occupies a unique position within the regional market. The closest competitors are an outdoor dog park in Howell City and an indoor facility in Comstock, MI, located approximately two hours away. This distance presents Paw Grounds with an opportunity to capture the local market by providing a specialized indoor space dedicated to dog owners and their pets. There are two Dog Daycare facilities in the area. Both housing 20-40 dogs per day.

## **\*\*Financial Overview\*\***

The membership structure is as follows:

- **\*\*Monthly Memberships:\*\*** \$40 for the primary dog, \$20 for each additional dog.

- **\*\*Annual Memberships:\*\*** \$300 for the primary dog, \$150 for each additional dog.

Additional revenue streams will include merchandise sales, coffee and food sales, alcohol sales, dog day care and special event hosting.

### **\*\*Conclusion\*\***

Paw Grounds is poised to become a cornerstone of the local dog-loving community through its innovative approach, diverse offerings, and commitment to safety and fun. With a sound financial model and strategic marketing plans, it is positioned for long-term success and sustainable growth.

## **MONDAY – FRIDAY SOP's**

**6:30 AM** – Employees arrive and prep bakery and coffee shop for the day. Scan dog area to ensure it is clean and safe. Mop floors with Simple Green. Sterilize toys, and dog beds. Wipe down windows and dog nose art. Hose down outdoor grass area. (Landlord has provided an outdoor hose) Ensure cameras are operating properly.

**7:00 AM** – Dogs will be checked in as they arrive or dropped off by van when available. Members will be with their own dogs, staff will monitor day care dogs, assisting members as needed. Staff will remain in dog area at all times to ensure safety.

Dog food will be stored in airtight containers on a shelf, labeled with dog's name and time for feeding.

Any indoor messes and accidents will be cleaned immediately with Clean Smart Daily Surface Spray. (Safe around food and pets. No harsh fumes)

**9:00 AM** and as needed – Dogs will be taken outside 1-5 at a time. Waste will be picked up immediately and placed in a sealed outdoor bin to be emptied at least once daily.

**1:00** – half day dogs will be picked up (or dropped off by van if available) PM dogs will be dropped off and checked in.

**5:30 PM** – Full day and half day dogs will be picked up. Dogs can remain in play area with owners if members.

**7:00** – closing. Floors will be swept and mopped if needed. Staff will make sure the HEPA filter and UV light are operating correctly. Staff will put food/drink items away. Clean restaurant and kitchen area. Prep food for next day.

\*Every Wednesday – Odor machine will be run (and as needed)

## **SATURDAY AND SUNDAY SOP's**

**6:30 AM** – Employees arrive and prep bakery and coffee shop for the day. Scan dog area to ensure it is clean and safe. Mop floors with Simple Green. Sterilize toys, and dog beds. Wipe down windows and dog nose art. Hose down outdoor grass area. (Landlord has provided an outdoor hose) Ensure cameras are operating properly.

**7:00 AM** – Dogs will be checked in as they arrive. Members will be with their own dogs, staff will monitor as well, assisting members as needed. Staff will remain in dog area at all times to ensure safety.

Any indoor messes and accidents will be cleaned immediately with Clean Smart Daily Surface Spray. (Safe around food and pets. No harsh fumes)

Waste will be picked up immediately and placed in a sealed outdoor bin to be emptied at least once daily. Owners are responsible for their pets but staff will monitor as well. Pet owners will notify staff immediately of indoor messes so the area can be disinfected immediately.

**7:00** – closing. Floors will be swept and mopped if needed. Staff will make sure the HEPA filter and UV light are operating correctly. Staff will put food/drink items away. Clean restaurant and kitchen area. Prep food for next day.

Daycare is not available on weekends.

## **Paw Grounds Indoor Dog Park Waiver, Release of Liability, and Assumption of Risk Agreement**

### **IMPORTANT: READ CAREFULLY BEFORE SIGNING. THIS IS A LEGAL DOCUMENT.**

In consideration for being permitted to use the facilities at Paw Grounds Indoor Dog Park ("Paw Grounds"), I, the undersigned, hereby agree to the following terms:

#### **1. Assumption of Risk**

I understand that participation in off-leash dog activities involves inherent risks, including but not limited to dog bites, scratches, injuries from dog fights, transmission of disease, and property damage. I voluntarily assume all risks associated with my presence and my dog's presence at Paw Grounds.

#### **2. Release of Liability**

I hereby release, waive, and discharge Paw Grounds, its owners, agents, employees, landlords, volunteers, and affiliates from any and all liability, claims, demands, actions, or causes of action arising out of or related to any loss, damage, injury, or death that may be sustained by me, my dog(s), or any person accompanying me while on the premises.

#### **3. Indemnification**

I agree to indemnify and hold harmless Paw Grounds and its property owners from any loss, liability, damage, or costs they may incur due to my or my dog's presence or actions on the premises, whether caused by negligence or otherwise.

#### **4. Health and Behavior Requirements**

I certify that my dog(s) is/are:

- Current on all required vaccinations (Rabies, Distemper/Parvo, Bordetella).
- Free from contagious conditions, fleas, and ticks.
- Not aggressive toward people or other dogs.
- At least four (4) months of age and not in heat.

I understand that Paw Grounds reserves the right to deny access to any dog or person for any reason, including behavior deemed unsafe.

#### **5. Facility Rules**

I agree to abide by all posted rules and staff instructions. I understand that failure to comply may result in removal from the premises without refund.

## **6. Children and Guests**

Children under 13 are not permitted in the off-leash areas. All guests must sign this waiver or be accompanied by someone who has.

## **7. Photography Release**

I grant Paw Grounds permission to use photographs or video taken of me and/or my dog(s) for promotional purposes without compensation.

## **8. Real Estate and Premises Acknowledgment**

I acknowledge that Paw Grounds operates within a leased or owned commercial property and that I will not hold the property owner or landlord liable for any incidents occurring on the premises. I understand that the facility may contain surfaces, equipment, or features that pose additional risks.

**By signing below, I acknowledge that I have read, understood, and voluntarily agree to the terms of this Waiver and Release.**

**Printed Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

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

**Dog(s) Name(s):** \_\_\_\_\_

**Emergency Contact:** \_\_\_\_\_

## **The Paw Ground Rules**

- 1. Handler must be 18+ (or accompanied by a parent/guardian.)**
- 2. One handler per two dogs max. Multiple dogs must be under full control.**
- 3. No outside food or treats allowed. Water is provided.**
- 4. No toys from home. This can cause guarding behavior.**
- 5. Handlers must supervise their dogs at all times.**
- 6. No dogs allowed in the food/beverage areas.**
- 7. Please clean up after your dog immediately. Waste bags and bins are available.**
- 8. No rough play or mounting. Disruptive dogs will be asked to leave.**
- 9. Alcoholic beverages may not be consumed outside of the building or courtyard.**
- 10. No smoking or vaping on the property.**
- 11. All guests must sign a liability waiver prior to entry.**
- 12. Owners are solely responsible for their dog's actions and any injury or damage caused.**
- 13. Paw Ground is not responsible for any injury to dogs or owners including bites, scratches, or slips.**
- 14. Paw Ground reserves the right to refuse entry to any person or dog for health/safety reasons.**
- 15. CCTV is in use for safety and liability documentation.**





**K & S Engineers, LLC**

Consultants in Acoustics, Noise and Vibration

PO BOX 930066

Wixom, MI 48393

248-674-4100

[www.kandse.com](http://www.kandse.com)

**Paw Grounds Sound Isolation and Noise Impact Evaluation**

*A study to determine the sound isolation required for housing a dog daycare facility that meets the requirements of the Genoa Township ordinance.*

Prepared For:

Stacie Phillips  
Paw Grounds, LLC  
822 Oak Cluster Court  
Howell, MI 48855

Prepared By:

Darren J. Brown, P.E.  
INCE Board Certified

Prepared: December 15, 2025

Project No. 2025-046

## 1. PURPOSE

The purpose of this study is to evaluate potential noise impacts associated with the proposed Paw Grounds dog daycare facility in the Country Corners strip mall. The proposed lease space is located at the west end of the main strip building, in the former Eternity Brewing space, and next to the standalone mattress store building. Genoa Township zoning and ordinance requirements include specific standards and review considerations for this use, including criteria related to noise. This study addresses those requirements by evaluating anticipated noise conditions and determining whether the proposed use is expected to comply with applicable standards.

## 2. APPLICABLE NOISE CRITERIA

The Genoa Township Zoning Ordinance addresses pet daycare centers in Section 7.02.02 Use Conditions (w). Paragraph three (3) of this section states:

*Walls, partitions and floor/ceilings assemblies separating dog daycare facilities from adjacent uses shall adequately soundproofed with a sound transmission class over sixty (60) and shall be constructed so that there will be no emission of noise detrimental to surrounding properties. The applicant shall provide a noise impact study performed by a certified acoustical engineer to ensure the noise levels produced by the pet daycare use will not exceed fifty (50) decibels above ambient noise at the outside of an exterior wall or at the opposite side of a common interior wall. The study shall also confirm compliance with the Township Noise Ordinance in regard to noise levels at the property line.*

Additionally, the Genoa Township Noise Ordinance (#011203) further provides property line noise limits in Section 4.0: Decibel Level Prohibitions:

*No person shall conduct or permit any activity, including those specific prohibitions listing in section 3 that produces an OBA at or beyond the property line of the property on which it is conducted which exceeds the levels specified in Table I. Such noise levels shall be measured on the property line or on the adjacent property, which is receiving the noise. Where property is used for both residential and commercial purposes, the limitations set forth below for commercial property shall apply.*

*Table I - Use of Property Producing Sound Use of Property Receiving Sound*

*Residential to Residential:*

*(75 db from 7:00am to 10:00pm and 50 db from 10:00pm to 7:00am.)*

*Commercial to Residential*

*(80 db from 7:00am to 10:00pm and 50 db from 10:00pm to 7:00am.)*

*Residential to Commercial*

*(80 db from 7:00am to 10:00pm and 50 db from 10:00pm to 7:00am.)*

Based on these criteria, the primary noise concern for the proposed Paw Grounds daycare is dog barking from the facility. Barking noise must not exceed ambient sound levels by more than 50 dB at adjacent interior or exterior locations, and must also comply with the 80 dB daytime property line limit at the nearby residential property to the south. In addition, separation walls between the daycare and adjacent commercial tenants are required to achieve a minimum sound transmission class<sup>1</sup> rating of 60.

### 3. DETERMINING AMBIENT SOUND LEVELS

To establish applicable noise limits, sound level measurements were conducted in and around the commercial lease space proposed for the Paw Grounds daycare.

Measurements were performed using a calibrated Brüel & Kjær Model 2270 Environmental Noise Analyzer, equipped with a Brüel & Kjær Model 4189 laboratory precision ½-inch condenser microphone and a Model ZC0032 preamplifier. System calibration was verified before and after the measurement period using a Brüel & Kjær Type 4231 Acoustic Calibrator. The measurement system exceeds the performance requirements for Type 1 (precision-grade) instrumentation as specified in ANSI S1.4.

Measurements were taken on December 12, 2025. Atmospheric conditions at the time included a temperature of 27°F, wind from the west-southwest at 7 MPH, and mostly cloudy skies.

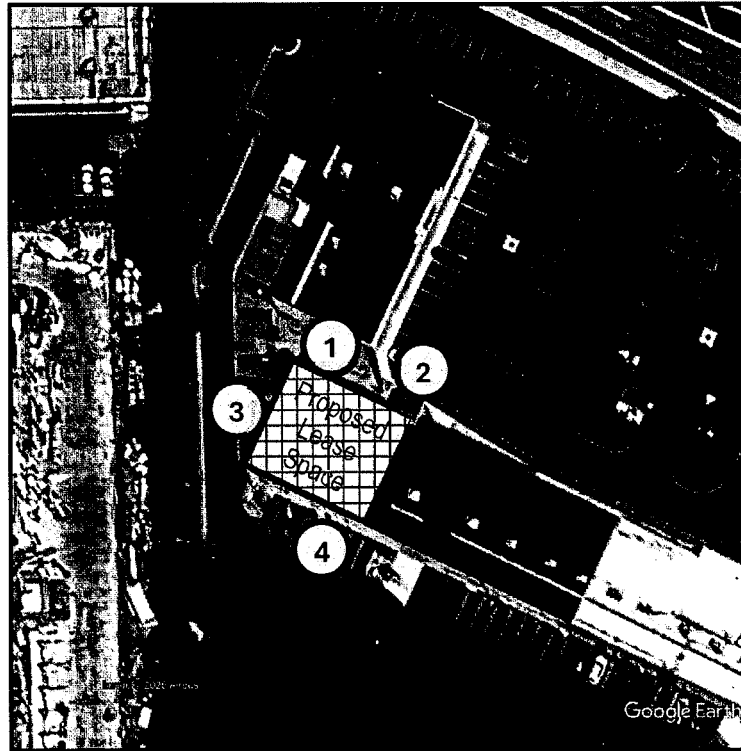
Outdoor measurements were conducted at locations shown in Figure 1. The measured sound levels at these outdoor positions adjacent to the proposed lease space were:

<i><b>Position #</b></i>	<i><b>Location</b></i>	<i><b>Sound Level</b></i>
1	North of Lease Space, between buildings	55-59 dB(A)
2	In parking lot directly north of the main entrance to the lease space	54-59 dB(A)
3	West of the lease space, in the drive adjacent to Mister Car Wash	53-60 dB(A)
4	South of the lease space, in the drive	52-57 dB(A)

---

<sup>1</sup> Sound transmission class is commonly denoted as STC followed by the rating number.

Figure 1 – Outdoor Sound Level Measurement Locations



From the measurements, the lowest outdoor sound was 52 dB(A). Therefore, the noise limit in the outdoor spaces adjacent to the proposed dog daycare facility is 102 dB(A) [52 dB(A) + 50 decibels].

Measurements were also conducted inside various lease spaces to establish typical indoor ambient sound levels for adjacent lease spaces. These sound levels were:

<i>Lease Space</i>	<i>Use</i>	<i>Main Contributors of Sound</i>	<i>Sound Level</i>
American Mattress	Mattress Store	Heating, Ventilation & Air Conditioning (HVAC)	53 dB(A)
Puff Puff	Smoke shop	HVAC & Television	50 dB(A)
YouHealth	Massage	HVAC & light music	40 dB(A)
Lovely Nails	Nail Salon	HVAC & music	54 dB(A)
Great Clips	Hair Salon	Stylist/Customer interactions & HVAC	56 dB(A)
Plymouth	Physical Therapy	HVAC & music	53 dB(A)

The mattress store is located in a separate building north of the proposed dog daycare facility on the same commercial property. While it does not share a common wall with the daycare, it is nearby and could be influenced by outdoor dog noise. Based on measurements taken inside the Pure Sleep store, the applicable noise limit for this space is 103 dB(A) [53 dB(A) + 50 decibels].

The lease space immediately east of the proposed daycare is anticipated to be a fitness gym. Based on measurements in Plymouth Physical Therapy and similar facilities, the minimum ambient sound level is expected to be 45 dB(A). Consequently, the applicable noise limit in this east-adjacent lease space is 95 dB(A) [45 dB(A) + 50 decibels].

#### 4. DOG SOUNDS AND THE ADJACENT TENANTS

Dog barking is expected to be the dominant sound source from the proposed daycare. Barking levels vary with the dog's size, breed, and activity. In our prior studies of other dog kennels and daycares, in an enclosed kennel the majority of dog barking reached a sound level of 98 dB(A) with highest levels of barking reaching 105 dB(A) on a much less frequent basis from larger animals. The associated spectrum of these barking sound levels is provided later in the calculation exhibits.

The zoning ordinance requires *"Walls, partitions and floor/ceilings assemblies separating dog daycare facilities from adjacent uses shall adequately soundproofed with a sound transmission class over sixty (60) and shall be constructed so that there will be no emission of noise detrimental to surrounding properties."*

With in the proposed lease space, the dogs will be located on the west side in a designated "Dog Park Area." As part of the Paw Grounds facility, there will be restaurant buffer space between the Dog Park Area and the adjacent lease space to the east. The combined result of the demising wall between the two lease spaces (having a minimum STC 35 rating) and the Dog Park Area separation wall (specified at STC 45) will have a combined STC 70+ rating for wall constructions between the dogs and the adjacent lease space and will exceed the STC 60 criteria. Section # provides detailed wall construction recommendations for the Dog Park Area separation wall.

Outdoors, it is expected that barking noise will be minimal as a limited number of animals will be outside at any given period of time. Additionally, if the dogs become loud, they will be brought back indoors to further control outdoor noise impact.

For the mattress store to the north, dogs will have outdoor time in a patio area between the buildings (see Figure 2 below). Dog sounds could potentially be audible in the mattress store. The north-facing exterior wall of Pure Sleep is constructed of split-face 8-inch masonry units with an interior gypsum board finish, yielding an STC 62 rating, which exceeds the STC 60 requirement.

## 5. ADJACENT PROPERTIES

### Indoor Dog Park Area Evaluation

Residential properties to the south are also a consideration. The daytime noise limit for commercial activities transmitting to residential properties is 80 dB(A). Sounds from the indoor Dog Park Area will be contained by the exterior façade, and dog sounds transmitted through the walls and roof of the proposed facility are expected to have the following levels within 10 feet of the relevant building elements:

<i><b>Location</b></i>	<i><b>Façade Elements</b></i>	<i><b>Sound Level</b></i>
North (1, 2)	Split face masonry, windows	62 dB(A)
West (3)	Split face masonry, windows, doors	62 dB(A)
South (4)	Split face masonry, door	69 dB(A)
Above Roof	Roof deck, insulation, roof membrane	62 dB(A)

The calculations associated with these sound levels are provided in EXHIBITS 1-4. Based on these calculations, dog barking from within the dog daycare facility will not exceed the zoning ordinance dog daycare adjacency noise limits and will not exceed the ordinance noise limits at the adjacent residential property.

### Outdoor Patio Area Evaluation

While dog barking is expected to be minimal in the outdoor patio area, sounds from dog barking should further be minimized to the adjacent lease space store fronts by restricting the location of the dogs to be west of the mattress store front (away from windows) and further back from adjacent storefront windows to the east. This will keep any potential dog barking sounds adjacent to the higher sound transmission class rated masonry walls and away from the non-dog daycare storefront windows. See the indicated dog patio area in EXHIBIT 5. In the event of dogs barking outdoors, at distances of 50-feet or more, typical dog barking is expected to be 65 dB(A) or less and maximum dog barking is expected to be 72 dB(A), based on standard engineering calculations of geometric divergence of a noise source. These values are below the ordinance noise limit of 80 decibels at the south residential property. At distances greater than 5 feet, any dog barking will be below ambient plus 50 decibel noise limit of 102 dB(A).

## 6. SPECIFIC RECOMMENDATIONS

To help ensure the proposed Paw Grounds dog daycare facilities meets the noise criteria associated with its operation, we recommend the following noise control measure to reduce the effects of dog barking.

### Interior Dog Park Area separation wall

The interior wall separating the Dog Park Area and the Restaurant area should have a minimum isolation rating of STC 45. This can be achieved with the following construction: 5/8" type X gypsum board on either side of 4-inch steel studs with fiberglass insulation in between the studs. See APPENDIX A for an example of this construction.

### Rear Entry Door (south façade)

The door seals for the rear entry door should be inspected to ensure they are functioning to minimize the transmission of sound. Replacement of the door seals may be necessary to ensure gaps are closed and sealed relatively tight. Common aftermarket door seals are available from Pemco and Zero International. On the sides and top of the door, bulb type seals, such as Zero International type 570 or 870, are preferred that compress at the door and jamb. The door bottom can be sealed with a threshold that incorporates a door seal, such as the Zero International type 560 or 566. See APPENDIX B for examples of door seals and thresholds that perform well.

### Sound Absorption in the Dog Park Area

To help reduce the level of indoor barking sounds, sound absorbing materials should be added to the Dog Park Area. The Kinetics Wave Baffles indicated in the plan on EXHIBIT 5 will work well to absorb noise buildup in this space, though a more effective method is to add an acoustic tile ceiling to the space with a Noise Reduction Coefficient (NRC) of 0.7 or higher. An acoustic tile ceiling will provide a broader area of sound absorbing material and may cost less than the Wave Baffles. Ultimately, this will translate to a more comfortable work/play environment and reduce the levels of sound transmitted to adjacent spaces. Ceiling tiles such as USGs Mars High-NRC or Premier Nubby acoustic panels; or Armstrong Ultima or Fine Fissured acoustic tiles would work well.

## 7. CONCLUSIONS

With the proposed recommendations, the proposed Paw Grounds dog daycare facility is expected to meet the sound level requirements of the Genoa Township zoning specifications and the noise ordinance.

EXHIBIT 1  
SOUND TRANSMISSION CALCULATION FROM INSIDE THE DOG PARK AREA  
TO THE LOCATION DIRECTLY OUTSIDE THE FAÇADE

Project Description: Paw Grounds Dog Daycare Facility  
Partition for Calculation: South Façade of Dog Park Area

Façade Specifications   width   height   area  
50 ft.   16 ft.   800 sq.ft.

<i>Sound transmission Loss</i>	<i>63 Hz</i>	<i>125 Hz</i>	<i>250 Hz</i>	<i>500 Hz</i>	<i>1 kHz</i>	<i>2 kHz</i>	<i>4 kHz</i>	<i>8 kHz</i>		<i>Element Area</i>
Split-face 8-inch Masonry Unit	33	35	41	44	50	56	63	66		779 sq.ft.
Steel Door with Seals	10	16	22	24	25	27	30	33	#	21 sq.ft.
Composit Sound Transmission Loss	29	33	38	39	42	46	49	36	#	800 sq.ft.

<i>Linear Octave-band Sound Spectrum</i>									<i>Overall A-weighted Sound Level</i>
	<i>63 Hz</i>	<i>125 Hz</i>	<i>250 Hz</i>	<i>500 Hz</i>	<i>1 kHz</i>	<i>2 kHz</i>	<i>4 kHz</i>	<i>8 kHz</i>	
Maximum Indoor (Dog Park Area) Sound Level	80	85	95	103	103	95	85	80	<b>105</b>
Composite Transmission Loss of South Building Façade	-29	-33	-38	-39	-42	-46	-49	-36	-
Outdoor Free-field Effect (Q2)	-5	-5	-5	-5	-5	-5	-5	-5	-
Sound Level within 10-feet of Exterior Wall	46	46	52	58	56	44	31	39	<b>59.0</b>



EXHIBIT 2  
SOUND TRANSMISSION CALCULATION FROM INSIDE THE DOG PARK AREA  
TO THE LOCATION DIRECTLY OUTSIDE THE FAÇADE

Project Description: Paw Grounds Dog Daycare Facility  
Partition for Calculation: West Façade of Dog Park Area

Façade Specifications    width    height    area  
60 ft.    16 ft.    960 sq.ft.

Sound transmission Loss	63 Hz	125 Hz	250 Hz	500 Hz	1 kHz	2 kHz	4 kHz	8 kHz	#	Element Area
Split-face 8-inch Masonry Unit	33	35	41	44	50	56	63	66		918 sq.ft.
Glass Door with Seals	12	20	22	21	28	40	35	30		42 sq.ft.
Windows	15	23	23	22	32	43	37	35		155.4 sq.ft.
Composit Sound Transmission Loss	20	29	30	29	38	49	44	41		960 sq.ft.

	Linear Octave-band Sound Spectrum								Overall A-weighted Sound Level
	63 Hz	125 Hz	250 Hz	500 Hz	1 kHz	2 kHz	4 kHz	8 kHz	
Maximum Indoor (Dog Park Area) Sound Level	80	85	95	103	103	95	85	80	
Composite Transmission Loss of South Building Façade	-20	-29	-30	-29	-38	-49	-44	-41	
Outdoor Free-field Effect (Q2)	-5	-5	-5	-5	-5	-5	-5	-5	
Sound Level within 10-feet of Exterior Wall	55	51	60	68	60	41	36	34	66.5

EXHIBIT 3  
SOUND TANSMISSION CALCULATION FROM INSIDE THE DOG PARK AREA  
TO THE LOCATION DIRECTLY OUTSIDE THE FAÇADE

Project Description: Paw Grounds Dog Daycare Facility  
Partition for Calculation: North Façade of Dog Park Area

Façade Specifications    width    height    area  
                                 26 ft.    16 ft.    416 sq.ft.

Sound transmission Loss	63 Hz	125 Hz	250 Hz	500 Hz	1 kHz	2 kHz	4 kHz	8 kHz	#	Element Area
Split-face 8-inch Masonry Unit	33	35	41	44	50	56	63	66		395 sq.ft.
Glass Door with Seals	12	20	22	21	28	40	35	30		21 sq.ft.
Windows	15	23	23	22	32	43	37	35		80.2 sq.ft.
Composit Sound Transmission Loss	20	28	29	29	38	48	44	40		416 sq.ft.

	Linear Octave-band Sound Spectrum								Overall A-weighted Sound Level
	63 Hz	125 Hz	250 Hz	500 Hz	1 kHz	2 kHz	4 kHz	8 kHz	
Maximum Indoor (Dog Park Area) Sound Level	80	85	95	103	103	95	85	80	
Composite Transmission Loss of South Building Façade	-20	-28	-29	-29	-38	-48	-44	-40	
Outdoor Free-field Effect (Q4)	-2	-2	-2	-2	-2	-2	-2	-2	
Sound Level within 10-feet of Exterior Wall	58	54	63	72	63	45	39	38	70.1

EXHIBIT 4  
SOUND TRANSMISSION CALCULATION FROM INSIDE THE DOG PARK AREA  
TO THE LOCATION DIRECTLY OUTSIDE THE FAÇADE

Project Description: Paw Grounds Dog Daycare Facility  
Partition for Calculation: Roof Deck

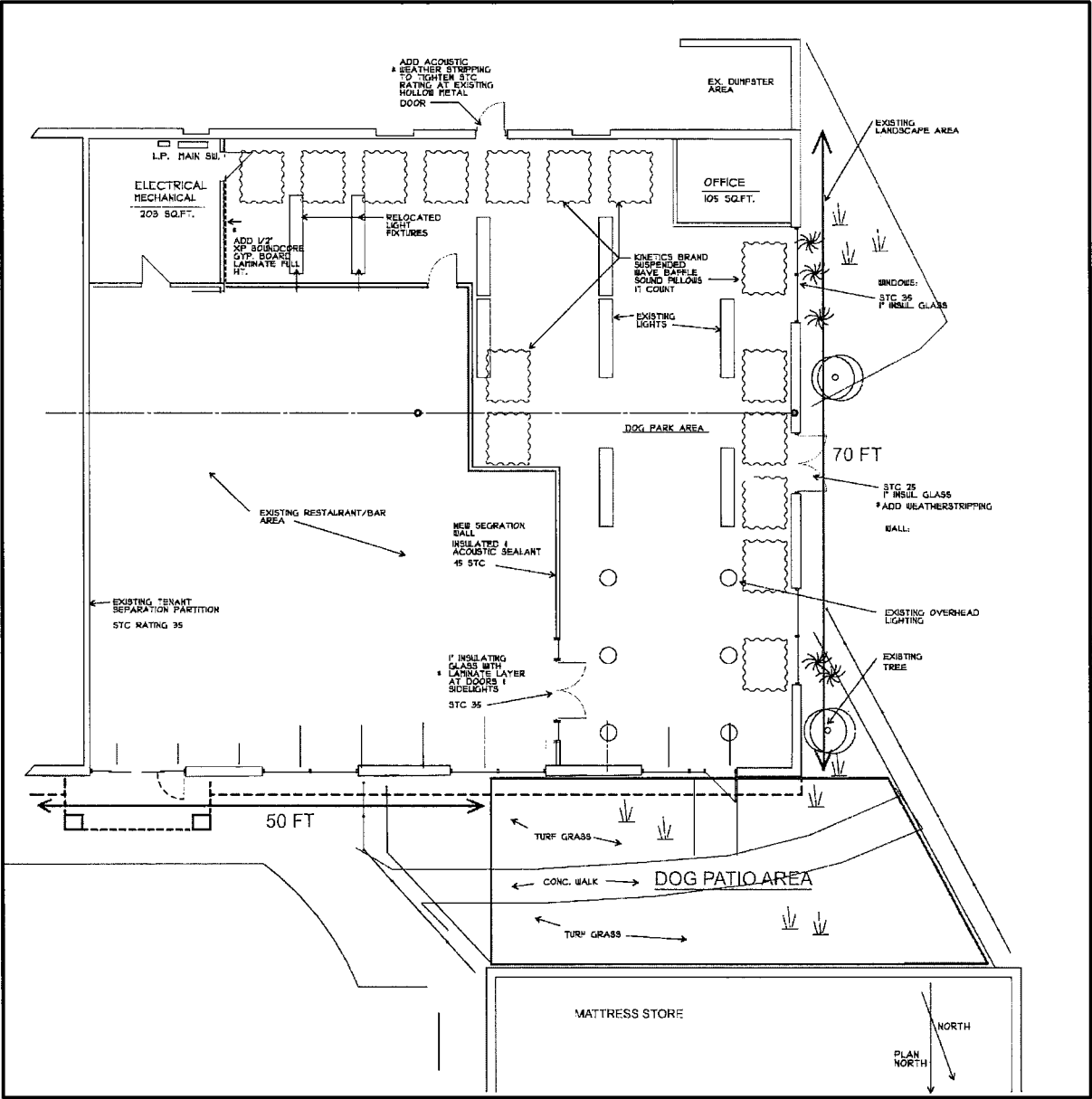
Façade Specifications Total Area Above Dog Park Area  
2683 sq.ft.

Sound transmission Loss	63 Hz	125 Hz	250 Hz	500 Hz	1 kHz	2 kHz	4 kHz	8 kHz	#	Element Area
Roof Deck with Poly-iso Insulation and Membrane	20	25	30	35	35	35	40	45		2683 sq.ft.
Composit Sound Transmission Loss	20	25	30	35	35	35	40	45		2683 sq.ft.

	Linear Octave-band Sound Spectrum								Overall A-weighted Sound Level
	63 Hz	125 Hz	250 Hz	500 Hz	1 kHz	2 kHz	4 kHz	8 kHz	
Maximum Indoor (Dog Park Area) Sound Level	80	85	95	103	103	95	85	80	
Composite Transmission Loss of South Building Façade	-20	-25	-30	-35	-35	-35	-40	-45	
Outdoor Free-field Effect (Q2)	-5	-5	-5	-5	-5	-5	-5	-5	
Sound Level within 10-feet of Exterior Wall	55	55	60	63	63	55	40	30	65.3

EXHIBIT 5

GENERAL PLAN VIEW OF THE PROPOSED PAW GROUNDS DOG DAYCARE FACILITY WITH RECOMMENDED DESIGNATED DOG PATIO AREA





K & S Engineers, LLC  
Consultants in Acoustics,  
Noise, and Vibration

Wixom, MI 48393  
(248) 674-4100

www.kandse.com

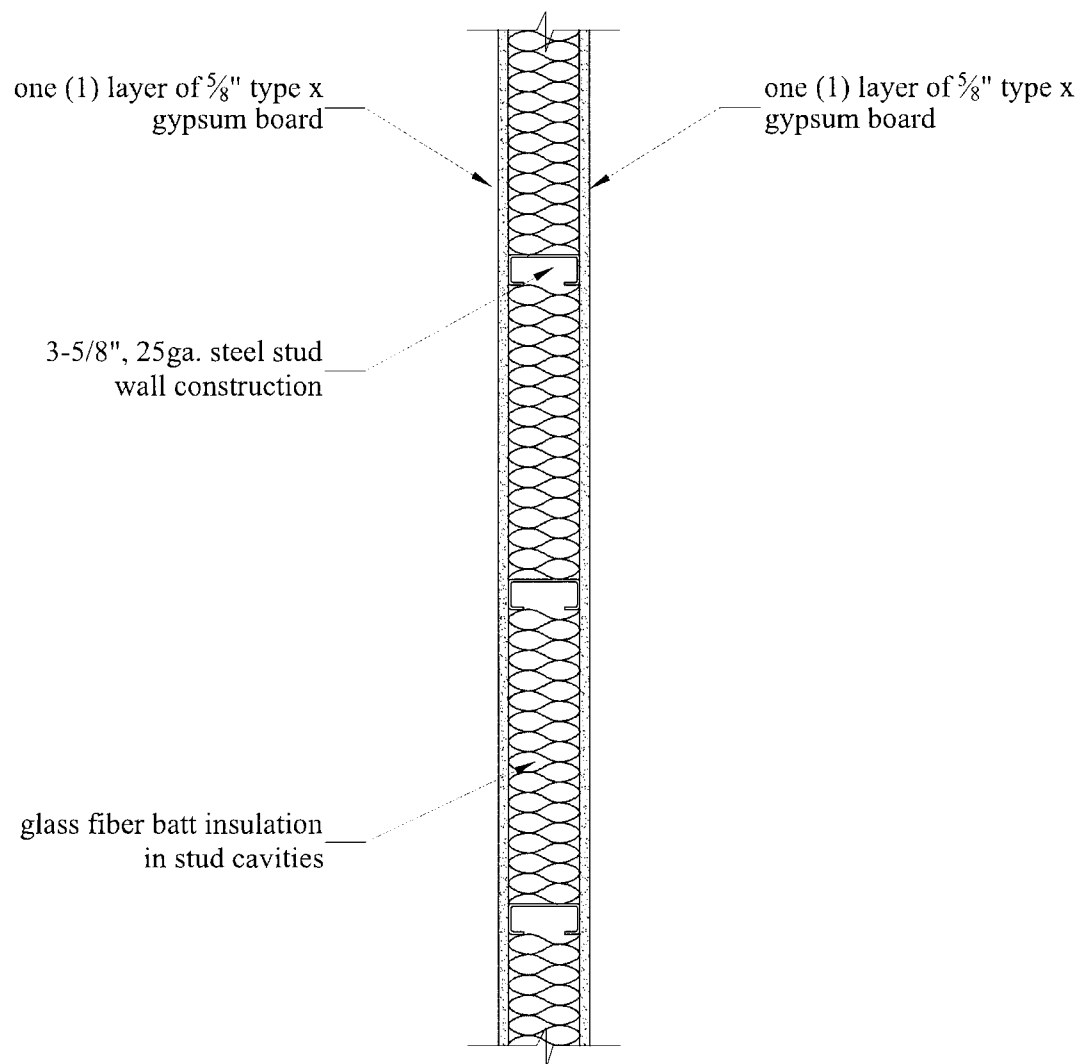
PAW GROUNDS, LLC  
SEPARATION WALL  
GENOA, MI

APPENDIX A

STC 45

PERFORMANCE  
SOUND BARRIER  
WALL

DRAWN	CHECKED	APPROVED
KSE	KSE	KSE
DATE	12/15/25	
PROJECT NO.	2025-061	
SCALE	NO SCALE	
SHEET	KSE-2	



KSE-W2  
SOUND ISOLATION WALL SECTION  
(PLAN VIEW)  
STC-45

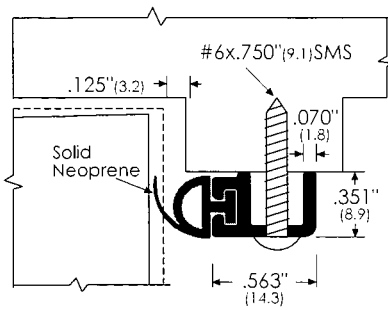
**NOT FOR CONSTRUCTION**

Copyright 2025 K&S Engineers, LLC All rights reserved

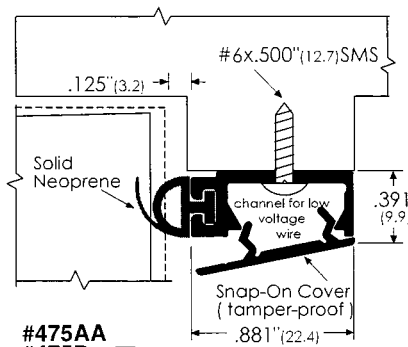
## Head and Jamb Protection



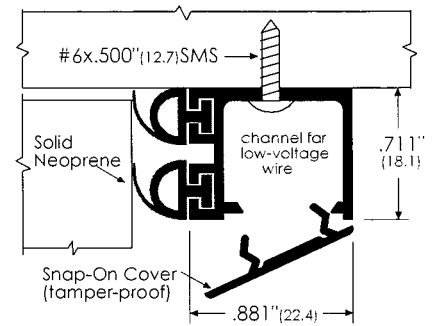
Note: A= Aluminum  
B= Bronze  
G= Gold Anodized  
AA = Clear Anodized  
D = Dark Bronze Anodized  
SP = Steel Primed



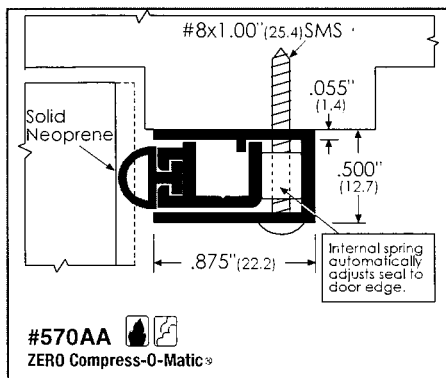
**#485A**  
**#485D**  
**#485G**  
ZERO Compress-O-Matic®



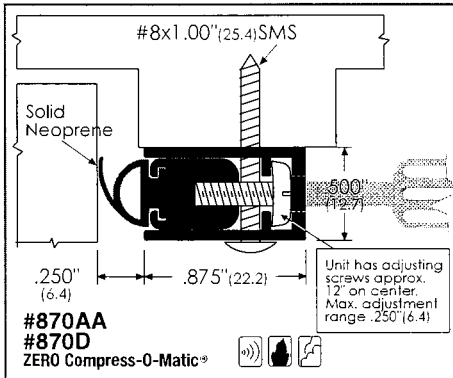
**#475AA**  
**#475D**  
**#475G**  
ZERO Compress-O-Matic®



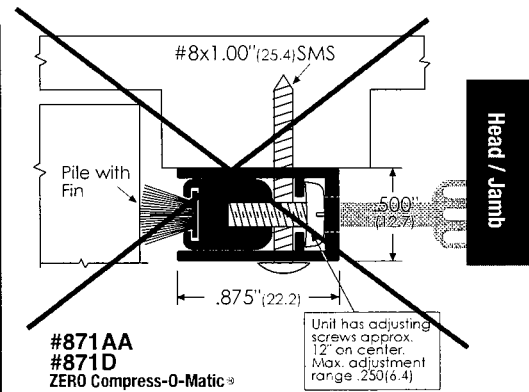
**#478AA**  
**#478D**  
ZERO Compress-O-Matic®



**#570AA**  
ZERO Compress-O-Matic®

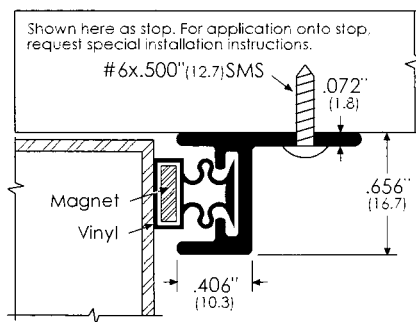


**#870AA**  
**#870D**  
ZERO Compress-O-Matic®

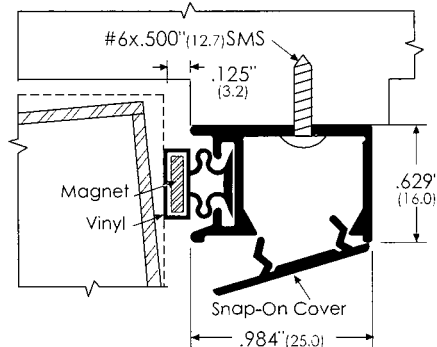


**#871AA**  
**#871D**  
ZERO Compress-O-Matic®

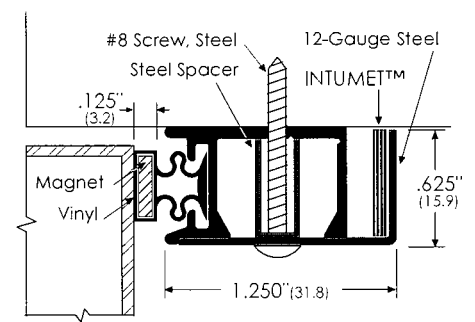
Head / Jamb



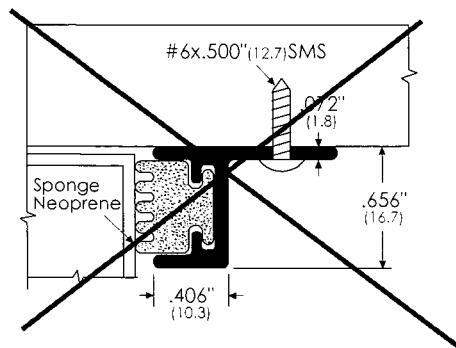
**#370A**  
**#370D**



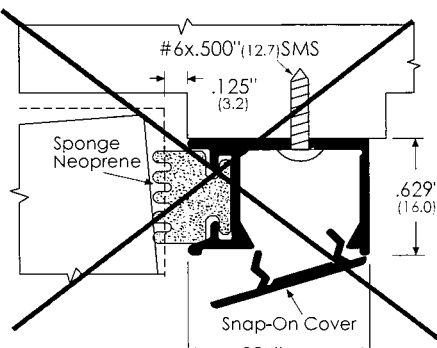
**#375AA**  
**#375D**



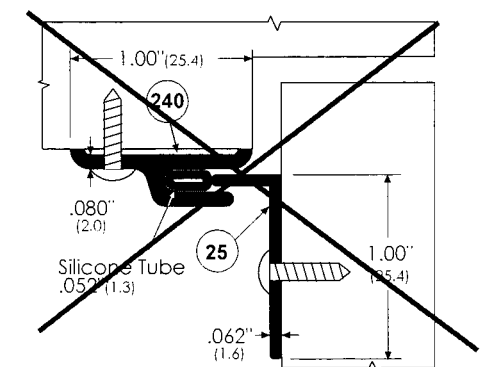
**#837SP**



**#1370A**  
**#1370D**



**#376AA**  
**#376D**

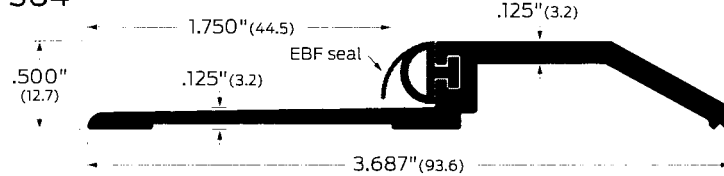


**Series 42** Security seal - when installed with tamper-proof fasteners.



# Rabbeted thresholds

564



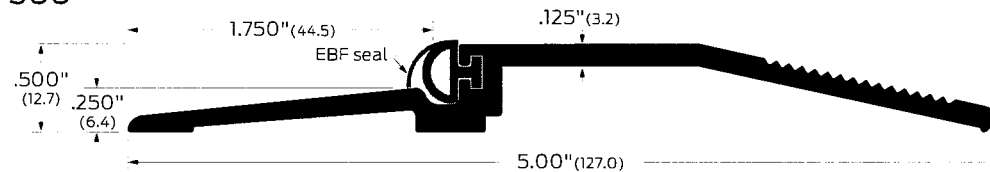
Finishes: A, BK, D, G Options: E, EL, V3, EV3, ELV3 (not available for B-ORB finish)

**BHMA** certified ANSI/BHMA: 564A, 564D, 564G, 564BK, 564A-E, 564D-E, 564G-E, 564BK-E, 564B, 564B-E

J36300 J36400 J16300 J16400

Suitable for sound control applications and OEM use.  
Neoprene extruded bulb/finger for double-sealing protection.

566



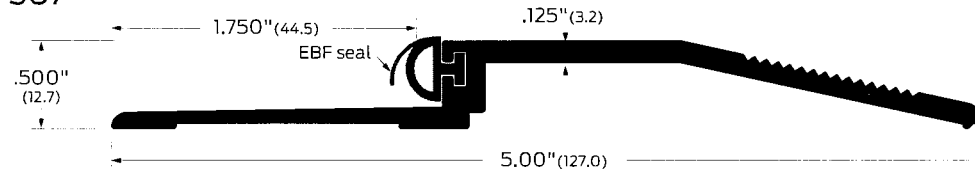
Finishes: A, BK, D, G Options: E, EL, V3, EV3, ELV3

**BHMA** certified ANSI/BHMA: 566A, 566D, 566G, 566A-E, 566D-E, 566G-E, 566BK-E

J36100, J36130 J36200, J36230

Neoprene extruded bulb/finger for double-sealing protection.

567



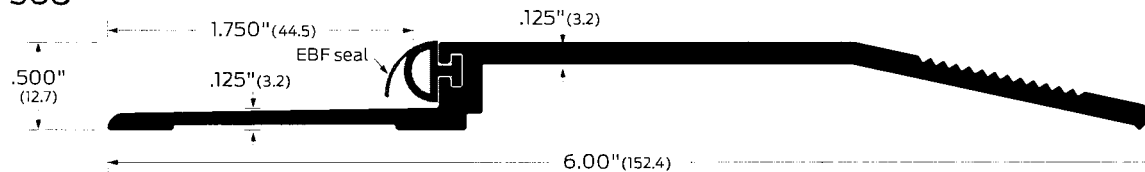
Finishes: B, B-ORB Options: E, EL, V3, EV3, ELV3 (not available for B-ORB finish)

**BHMA** certified ANSI/BHMA: 567B, 567B-E

J16100 J16200

Extruded bulb/finger for double-sealing protection.

568



Finishes: A, BK, D, G Options: E, EL, V3, EV3, ELV3

**BHMA** certified ANSI/BHMA: 568A, 568D, 568G, 568BK, 568A-E, 568D-E, 568G-E, 568BK-E

J36100 J36200

Neoprene extruded bulb/finger for double-sealing protection.

See Thresholds Accessories & options page for details.

## Finishes:

**A** Aluminum mill finish  
**BK** Aluminum black anodized  
**D** Aluminum dark bronze anodized  
**G** Aluminum gold anodized  
**B** Bronze, architectural mill finish  
**B-ORB** Oil-rubbed bronze

## Options:

**E** Epoxy abrasive tread  
**EL** Photoluminescent and abrasive epoxy tread  
**V3** Full body strength fill  
**EV3** Epoxy and full body strength fill  
**ELV3** Photoluminescent and abrasive epoxy tread, full body strength fill

## Note:

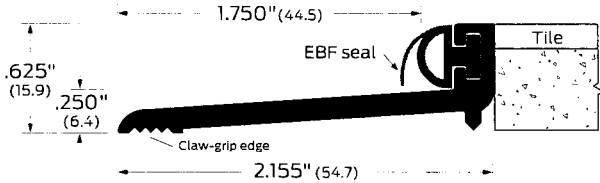
Special anchors available for mounting most thresholds on concrete surfaces.



## Thresholds

## Rabbeted thresholds—standard

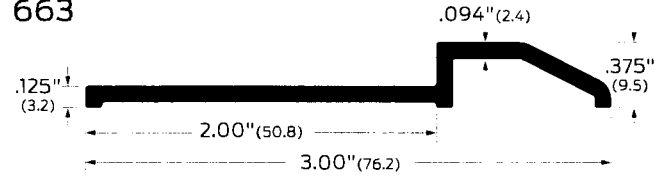
267



Finishes: A, BK, D, G Options: E, EL  
**BHMA** ANSI/BHMA: 267A, 264D, 267G, 267BK J36300  
 267A-E, 267D-E, 267G-E, 267BK-E J36400

Suitable for uneven floors.  
 Neoprene extruded bulb/finger for double-sealing protection.

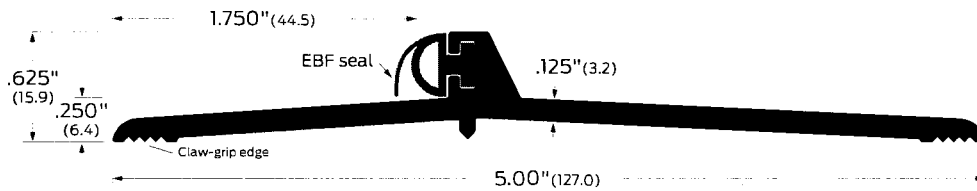
663



Finishes: A, BK, D, G Options: E, EL, V3, EV3, ELV3  
**BHMA** ANSI/BHMA: 663A, 663D, 663G, 663BK J37300, J35300

Rabbeted, butt and transition.  
 Supplied without mounting holes.

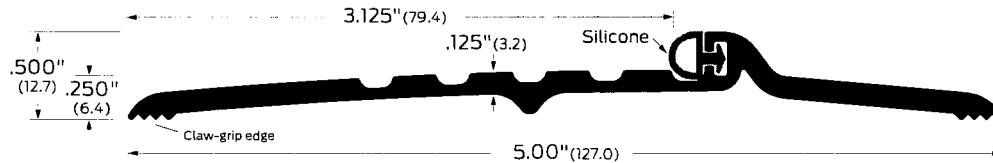
265



Finishes: A, BK, D, G Options: E, EL, V3, EV3, ELV3  
**BHMA** ANSI/BHMA: 265A, 265D, 265G, 265BK J36300  
 265A-E, 265D-E, 265G-E, 265BK-E J36400

For latch track hardware.  
 Neoprene extruded bulb/finger for double-sealing protection.

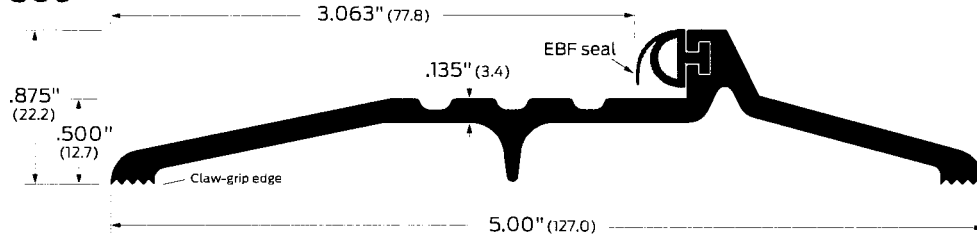
65



Finishes: A, BK, D, G, B, B-ORB Options: E, EL, V3, EV3, ELV3 (not available for ORB finish)  
**BHMA** ANSI/BHMA: 65A, 65D, 65G, 65BK J36100, J36130  
 65A-E, 65D-E, 65G-E, 65BK-E J36200, J36230  
 65B J16100, J16130  
 65B-E J16200, J16230

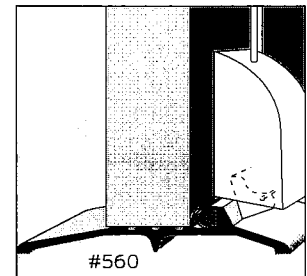
For latch track hardware.

560



Finishes: A, BK, D, G Options: E, EL, V3, EV3, ELV3  
**BHMA** ANSI/BHMA: 560A, 560D, 560G, 560BK J36100  
 560A-E, 560D-E, 560G-E, 560BK-E J36200

For latch track hardware.  
 Neoprene extruded bulb/finger for double-sealing protection.



#560  
 Specially designed for bottom-latching exits and locks.

See Thresholds Accessories & options page for details.

## Finishes:

A Aluminum mill finish  
 BK Aluminum black anodized  
 D Aluminum dark bronze anodized  
 G Aluminum gold anodized  
 B Bronze, architectural mill finish  
 B-ORB Oil-rubbed bronze

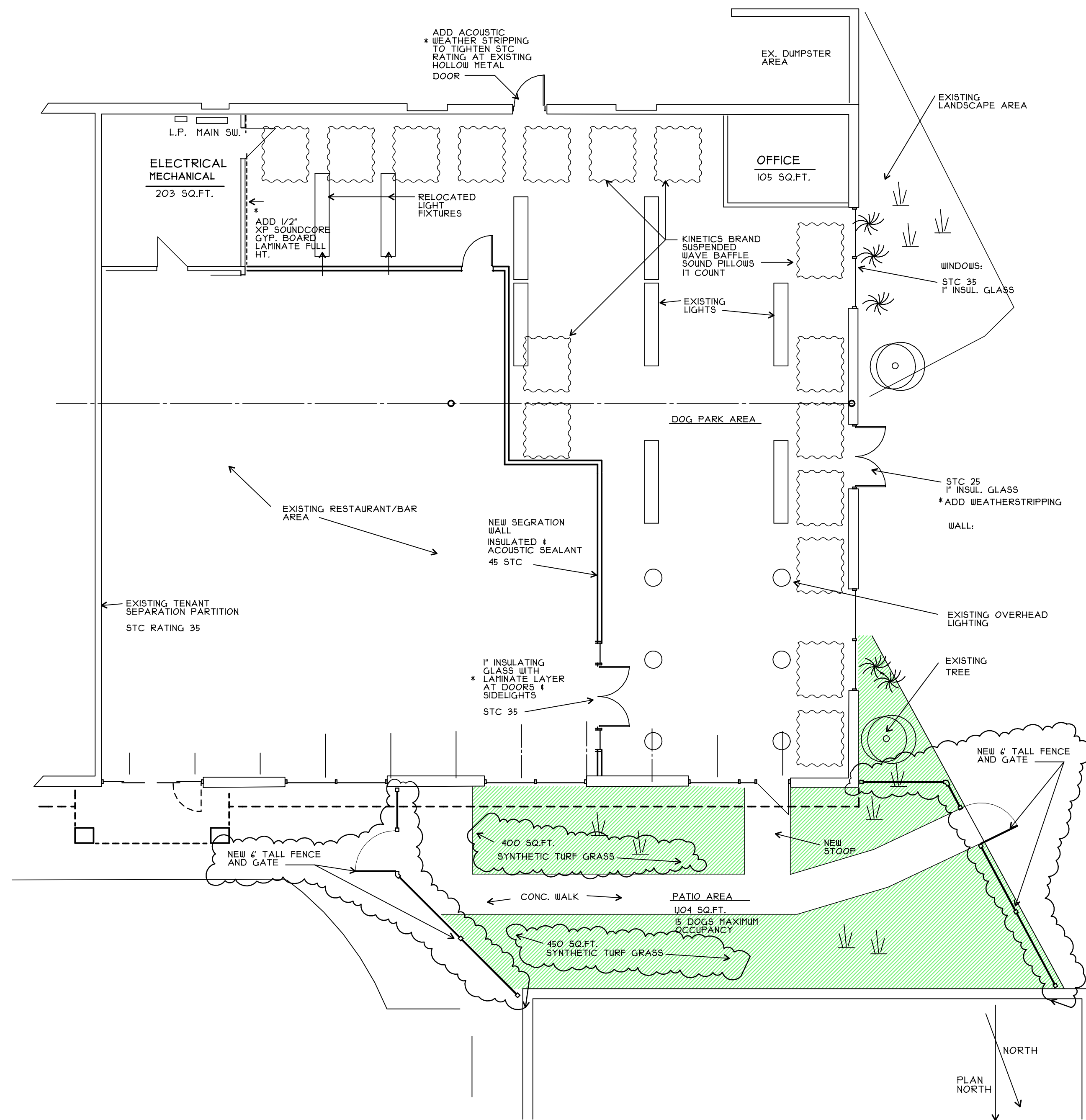
## Options:

E Epoxy abrasive tread  
 EL Photoluminescent and abrasive epoxy tread  
 V3 Full body strength fill  
 EV3 Epoxy and full body strength fill  
 ELV3 Photoluminescent and abrasive epoxy tread, full body strength fill

## Note:

Special anchors available for mounting most thresholds on concrete surfaces.

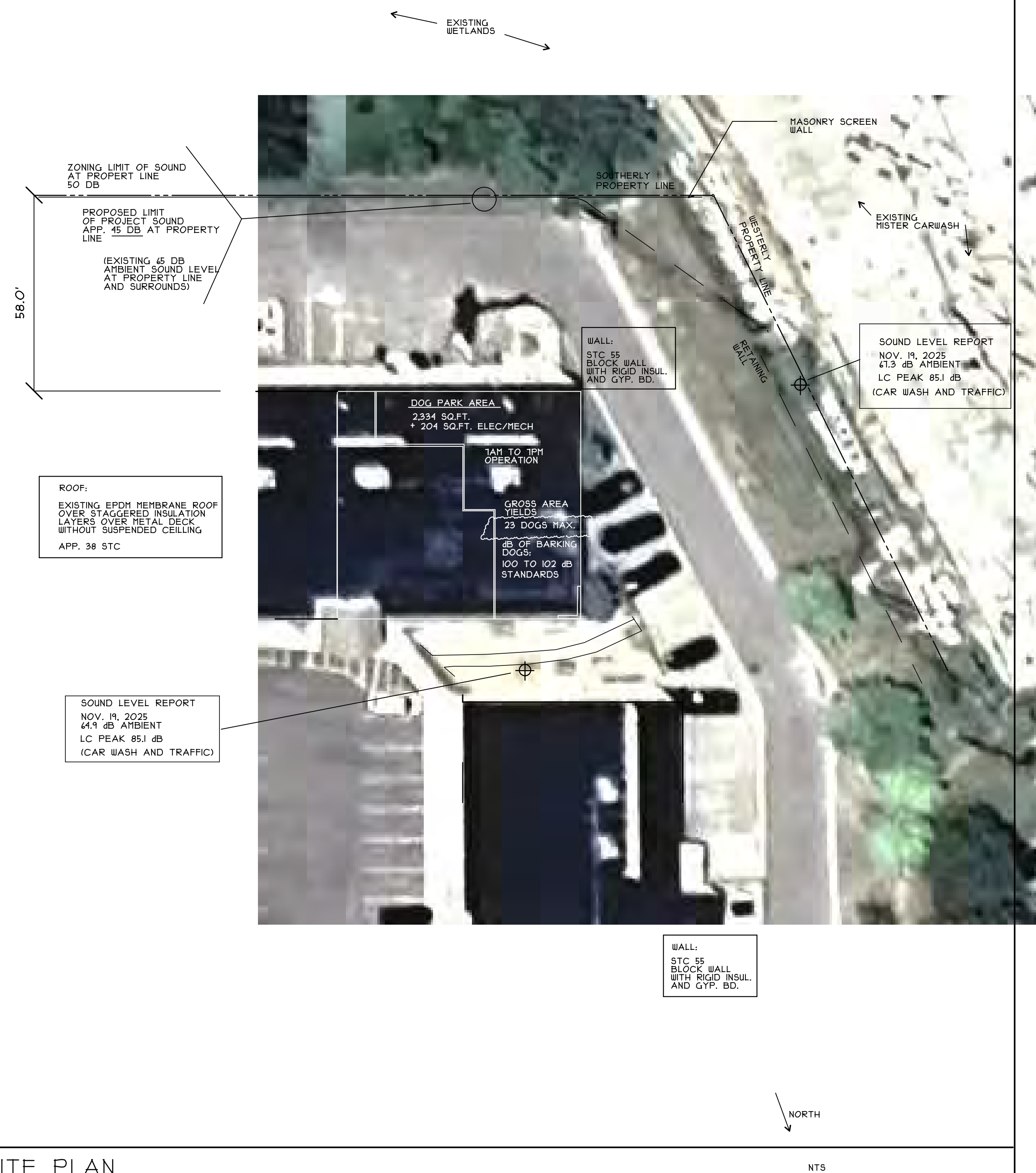
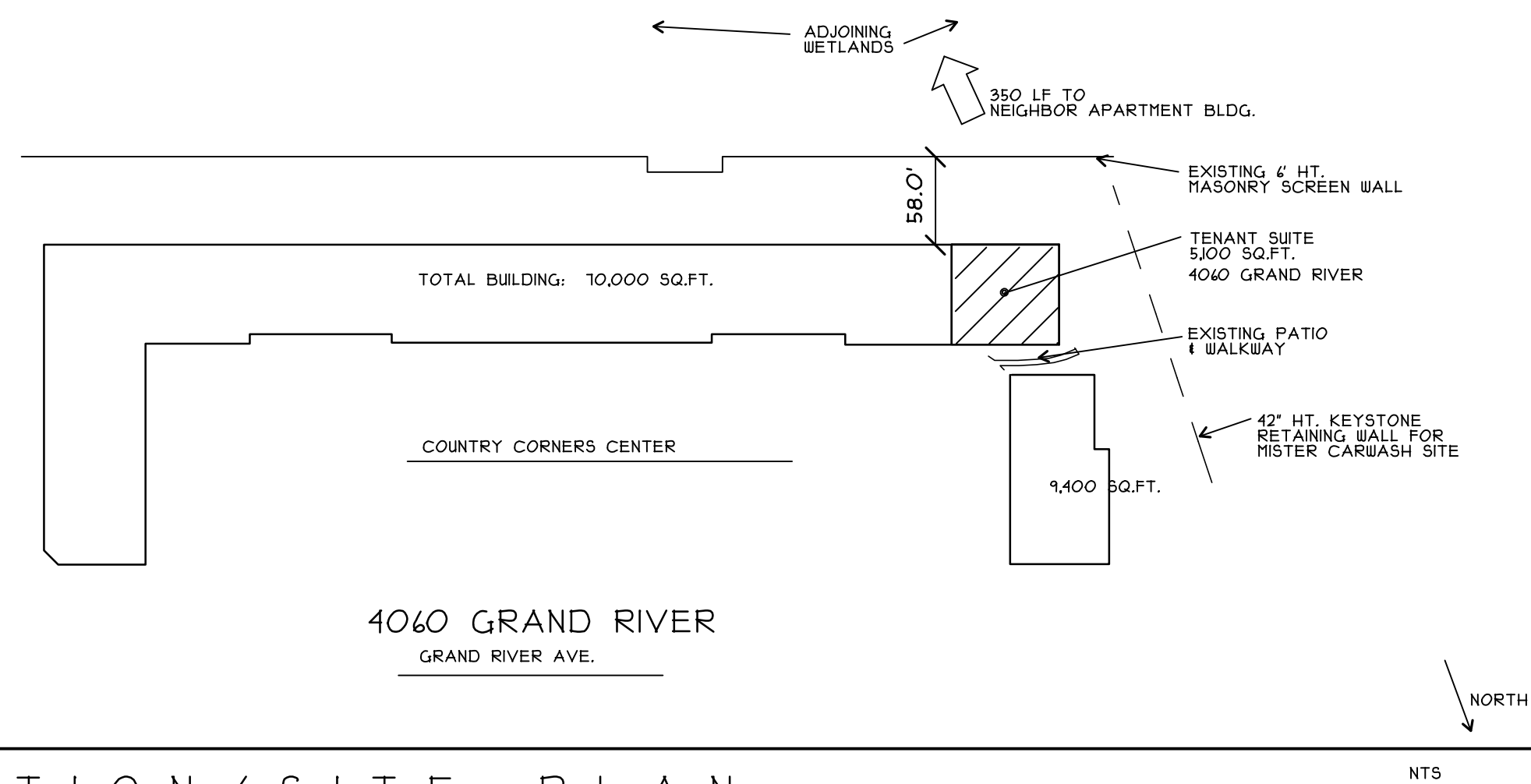




I N T E R I O R      S O U N D   &   P A T I O      P L A N      SCALE 1/8" = 1'-0"



P R O P O S E D F E N C E

SITE PLAN NTS

## LOCATION / SITE PLAN

DATA

BACKGROUND:

A SOUND STUDY HAS BEEN PROVIDED BY KIS ENGINEERING TO CONFIRM COMPLIANCE WITH THE TOWNSHIP NOISE ORDINANCE

ZONING, SPECIAL USE CRITERIA

PER THE ZONING ORDINANCE, PET DAYCARES:

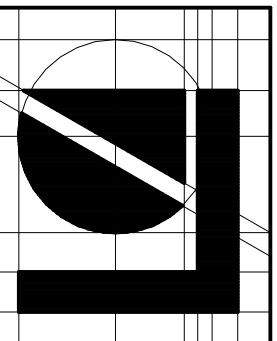
- I. CLOSE BY TPI.
2. NO INDIVIDUAL DOG RUNS.
3. USE STC SOUND BLOCKING DESIGN.
4. MAX. 1 PET PER 100 SQ.FT. GROSS FLOOR AREA.
5. OVERNIGHT BOARDING (NONE PROPOSED FOR PAW GROUNDS)
6. ODOR CONTROL MEASURES (OPS)
7. OUTDOOR PLAY AREA 300' FROM RESIDENTIAL USE.
8. STANDARDS FOR OUTDOOR SCREEN.
9. 15 PETS MAX. IN OUTDOOR AREA.
10. WASTE MANAGEMENT (OPS).
11. RODENT CONTROL (OPS).
12. 1 PARKING SPACE PER STAFF, 1 PER 5 DOGS.
13. OPS PLAN AND PROCEDURES. (OPS)

SOUND NARRATIVE

1. INTERNAL SOUND PILLOWS ADDED TO MITIGATE INTERNAL SOUND ISSUES.

2. THE INTERNAL SOUND LEVEL WILL STILL BE CLOSE TO 100 DB.

3. THE EXISTING WALLS (BLOCK, INSULATION, GYP. BD.) BLOCK APP. 55 DB OF SOUND. THE MEMBRANE ROOF ON STAGGERED INSULATION BOARD ON METAL DECK, CREATES AN APP. 38 STC.



**Lindhout Associates**  
architects aia pc

10465 citation drive, brighton, michigan 48116-9510  
www.lindhout.com (810)227-5968 fax: (810)227-5855

consultant

REVISED SITE PLAN & SPECIAL USE  
SITE PLAN & SPECIAL USE  
EXTERIOR SOUND UPDATES  
AMBIENT SOUND INFO  
TWP PRE-MEETING  
issued for

di.	05	1-19-2026 12-15-2025
ck'd:	DAR	11-24-2025 11-21-2025
app'd:	XXX	11-14-2025 date

TENANT RENOVATION for:  
PAW GROUNDS LLC  
4060 GRAND RIVER AVE., HOWELL MI  
SITE PLAN AND PLAN

SL-1  
25083



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:** February 10, 2026

**RE:** 2025 Euler Road Above Ground Fuel Storage  
Special Land Use, Site Plan and Environmental Impact Assessment

In consideration of the approval recommendation by the Township Planning Commission on February 9, 2026, please find the attached the site plan application, special land use application, site plan and environmental impact assessment for your consideration. The applicant proposes to install two (2) three-hundred (300) gallon above-ground fuel storage tanks. The property is located at 2025 Euler Road, east side of Euler Road, north of Grand River Avenue. The request is petitioned by Merlo Construction Company, Inc. The property is zoned Industrial (IND).



In order to accommodate the proposed project, a Special Land Use is required for accessory above-ground fuel tanks. 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 Township Board is to be considered if the special land use approval requirements have been met as stated in Article 19 of the Township Zoning Ordinance.

### SUPERVISOR

Kevin Spicher

### CLERK

Rick Soucy

### TREASURER

Robin L. Hunt

### TRUSTEES

Jodie Valenti

Bill Reiber

Candie Hovarter

Todd Walker

### MANAGER

Kelly VanMarter



The project was heard before the Planning Commission on February 9, 2026 following a public hearing and was recommended for approval. If the Township Board finds that the special land use application meets the approvals requirements and based on the Planning Commission's recommendations, I offer the following for your consideration:

**SPECIAL LAND USE** Moved by \_\_\_\_\_, Supported by \_\_\_\_\_ to APPROVE the Special Land Use to install 2 three-hundred gallon above-ground fuel tanks for a previously approved contractor's office/outdoor storage yard for property located at 2025 Euler Road. The requirements of Section 19.03 and 13.07 of the Zoning Ordinance are generally met.

**ENVIRONMENTAL IMPACT ASSESSMENT** Moved by \_\_\_\_\_, Supported by \_\_\_\_\_ to APPROVE the Environmental Impact Assessment dated January 16, 2026 to install 2 three-hundred gallon above-ground fuel tanks for a previously approved contractor's office/outdoor storage yard for property located at 2025 Euler Road.

**SITE PLAN** Moved by \_\_\_\_\_, Supported by \_\_\_\_\_ to APPROVE the Site Plan dated January 19, 2026 to install 2 three-hundred gallon above-ground fuel tanks for a previously approved contractor's office/outdoor storage yard for property located at 2025 Euler Road.

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

Best Regards,



Amy Ruthig



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

**GENOA TOWNSHIP**

NOV 24 2025

**RECEIVED**

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

APPLICANT NAME & ADDRESS: MERLO CONSTRUCTION COMPANY, LLC 4964 Technical Drive, Milford 48381

*If applicant is not the owner, a letter of Authorization from Property Owner is needed.*

OWNER'S NAME & ADDRESS: MERLO CONSTRUCTION COMPANY, LLC 4964 Technical Drive, Milford 48381

SITE ADDRESS: 2025 Euler Road, Brighton, MI 48114 PARCEL #(s): 11-13-104-002

APPLICANT PHONE: ( ) OWNER PHONE: ( )

OWNER EMAIL:

LOCATION AND BRIEF DESCRIPTION OF SITE: Unit 2 of the Euler Road Business Park,  
located on the East side of Euler Road, North of Grand River, is being developed for  
use as a contractor's office and storage yard for the Merlo Construction Company in  
accordance with the approved site plan dated January 8, 2025.

BRIEF STATEMENT OF PROPOSED USE: Addition of above ground fuel storage to the  
approved office and maintenance warehouse for Merlo Construction Company.

THE FOLLOWING BUILDINGS ARE PROPOSED: A new 20,000 square foot industrial  
building is under construction on the property in accordance with the approved site plan.

**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: Brian Misaras

ADDRESS: 4964 Technical Drive, Milford, MI 48381

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

1.) Brian Misaras of Merlo Construction a [REDACTED]  
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: [Signature] DATE: 11/24/25

PRINT NAME: Brian Misaras PHONE: [REDACTED]

ADDRESS: 4964 Technical Drive, Milford, MI 48381





**GENOA CHARTER TOWNSHIP**  
**Special Land Use Application**

**GENOA TOWNSHIP**

NOV 24 2025

**RECEIVED**

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: Merlo Construction Company, Inc. Brian Misaras

*Submit a letter of Authorization from Property Owner if application is signed by Acting Agent.*

APPLICANT PHONE: (248) 714-5486

EMAIL: [REDACTED]

OWNER NAME & ADDRESS: Merlo Construction Company, Inc.

SITE ADDRESS: 2025 Euler Rd. Brighton, MI 48114

PARCEL #(s): 11-13-104-002

OWNER PHONE: [REDACTED]

EMAIL: [REDACTED]

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

Unit 2 of the 2025 Euler Road Business Park is being developed for use as a contractor's office and storage yard. Construction is ongoing in accordance with approved site plan dated January 8, 2025. Located on the East side of Euler Road, North of Grand River. Adjacent property to the South and West is industrial, to the North is residential, and East is Planned Development.

**Proposed Use:**

Addition of above ground fuel storage to the approved office and maintenance warehouse for Merlo Construction Company, including an existing Special Use Permit for use as a Contractors yard with outdoor storage.

**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.

Proposed use of the site as a contractor's office and storage yard has been approved by the Township and found to meet the goals and objectives of Township plans and ordinances. Addition of onsite fuel storage will not alter the proposed use of the site and will not negatively impact the surrounding area.

- 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.

Proposed above ground fuel storage will be located in the contractor's storage yard, 250 feet East of the building, 146 feet South of the residential parcel. The storage yard will be screened from adjacent property by the proposed landscape buffers. Addition of fuel storage will not significantly alter the intended character of the site.

- 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?

Addition of above ground fuel storage will conform to requirements of the Fire Marshall and onsite fire protection is provided. No impact on highways, streets, police, drainage, water and sewage facilities, or refuse disposal is anticipated.

- 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?

Proposed fuel storage will meet current Fire Marshall and Township regulations and will not be detrimental to the environment, public health, safety or welfare, will not generate additional traffic, will not create noise, vibration, smoke, fumes, odors, glare or other such nuisance.

- 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.

Proposed above ground fuel storage criteria are provided in Section 13.07.01 of the Zoning Ordinance. Fuel storage tank size is less than 300 gallons, will be located no less than 75 feet from any building and/or property line, and will be mounted on a concrete slab.

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

BY: Brian Misaras

ADDRESS: 4964 Technical Drive, Milford MI. 48381

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

Brian Misaras of Merlo Construction at [REDACTED]  
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: [Signature] DATE: 11-19-25

PRINT NAME: Brian Misaras PHONE: [REDACTED]



**Moved** by Commissioner Rauch, supported by Commissioner Reiber, to recommend to the Township Board approval of the Special Use Application for a family day care home (up to 14 children) located at 554 S. Hughes Road, as the Planning Commission finds that the requirements of Section 19.03 and Section 3.03.02k have been met. **The motion carried unanimously.**

**Moved** by Commissioner Rauch, supported by Commissioner Rassel, to recommend to the Township Board approval of the Environmental Impact Assessment dated January 16, 2026 for a family day care home (up to 14 children) located at 554 S. Hughes Road. **The motion carried unanimously.**

**Moved** by Commissioner Rauch, supported by Commissioner Rassel, to recommend to the Township Board approval of the Site Plan dated January 21, 2026 for a family day care home (up to 14 children) located at 554 S. Hughes Road conditioned upon the applicant obtaining and providing to the township the required state licensing. **The motion carried unanimously.**

**OPEN PUBLIC HEARING # 2...**Consideration of a special use, site plan and environmental impact assessment for proposed two (2) two-hundred and fifty (250) gallon above ground fuel storage tanks. The property is located at 2025 Euler Road, east side of Euler Road, north of Grand River Avenue. The request is petitioned by Merlo Construction Company, LLC.

- A. Recommendation of Special Use Application
- B. Recommendation of Environmental Impact Assessment
- C. Recommendation of Site Plan

Mr. Wayne Perry of Desine Engineering and Mr. Brian Misaras, the applicant, were present. Mr. Perry stated they have relocated the tanks as requested by the Planning Commission.

Mr. Borden reviewed his letter dated February 3, 2026.

1. Special Land Uses (Section 19.03):
  - a. In order to make favorable findings related to compatibility and impacts, the conditions of Section 13.07 need to be met to the Commission's satisfaction.
  - b. The applicant must address any comments provided by the Township Engineer or Brighton Area Fire Authority.
2. Fuel Storage (Section 13.07):
  - b. The applicant must obtain any outside permits required for fuel storage.

Ms. Byrne stated that her outstanding comments have been addressed and she has no further engineering concerns.

The Brighton Area Fire Authority Fire Marshal's letter dated January 26, 2026 stated he has no objection to the proposed fuel storage area as submitted.



Commissioner Reiber confirmed that the earliest start time will be 7:00 am. Mr. Misaras stated that they will operate within the local ordinance. There will not be construction or noise issues.

The call to the public was opened at 6:51 pm with no response.

It was confirmed that the proposal meets the required buffers. Ms. Ruthig stated that the applicant will be adding more trees than are required by the ordinance.

**Moved** by Commissioner Chouinard, supported by Commissioner Rassel, to recommend to the Township Board approval of the Special Land Use for two each, two-hundred and fifty gallon above ground fuel storage tanks located at 2025 Euler Road conditioned upon the applicant obtaining and submitting to the township all necessary outside permits. **The motion carried unanimously.**

**Moved** by Commissioner Chouinard, supported by Commissioner Rassel, to recommend to the Township Board approval of the Environmental Impact Assessment for two each, two-hundred and fifty gallon above ground fuel storage tanks located at 2025 Euler Road. **The motion carried unanimously.**

**Moved** by Commissioner Chouinard, supported by Commissioner Rassel, to recommend to the Township Board approval of the Site Plan for two each, two-hundred and fifty gallon above ground fuel storage tanks located at 2025 Euler Road. **The motion carried unanimously.**

**OPEN PUBLIC HEARING #3**...Consideration of a special use, site plan and environmental impact assessment for a proposed indoor dog park, coffee shop and bakery. The property is located in the existing Country Corners shopping center, 4060 Grand River Avenue, on the south-east corner of Grand River Avenue and Latson Road.

- A. Recommendation of Special Use Application
- B. Recommendation of Environmental Impact Assessment
- C. Recommendation of Site Plan

Ms. Stacie Phillips, the applicant, and Mr. John Eckstein of Lindhout Associates were present. Mr. Eckstein stated they have provided the information requested for the fence and gate and the turf on the outside will be synthetic.

Mr. Borden reviewed his letter dated February 3, 2026

1. Special Land Uses (Section 19.03):
  - a. In order to make favorable findings related to compatibility and impacts, the conditions of Section 7.02.02(w) must be met to the Commission's satisfaction.
  - b. The applicant must address any comments provided by the Township Engineer or Brighton Area Fire Authority.
2. Pet Day Care Centers (Section 7.02.02w):

**GENOA CHARTER TOWNSHIP  
PLANNING COMMISSION  
PUBLIC HEARING  
January 12, 2025**

**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, Tim Chouinard, Glynis McBain, Marianne McCreary, Eric Rauch, and Bill Reiber. Absent was Greg Rassel. Also present were Planning Director Amy Ruthig, Shelby Byrne of Tetra Tech, and Brian Borden of Safebuilt.

PLEDGE OF ALLEGIANCE: The pledge of allegiance was recited.

ELECTION OF OFFICERS:

Ms. Ruthig stated that Chairperson, Vice Chairperson and Secretary need to be elected this evening.

**Moved** by McCreary, supported by Chouinard, to elect Chris Grajek as Chairman, Eric Rauch as Vice-chairman, and Marianne McCreary as Secretary. **The motion carried unanimously.**

APPROVAL OF AGENDA:

**Moved** by Commissioner McCreary, supported by Commissioner Rauch, 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 6:33 pm.

Ms. Denise Policella of 4200 Sweet Road, representing the Genoa Coalition stated they have expanded their mission for the Township. They are having their first meeting of the year on January 29 at 6:30 at Aubrey's and she invited the Planning Commission members to attend.

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

**OPEN PUBLIC HEARING # 1**...Discussion of a special use, site plan and environmental impact assessment for proposed two (2) two-hundred and fifty (250) gallon above ground fuel storage tanks. The property is located at 2025 Euler Road, east side of Euler Road, north of Grand River Avenue. The request is petitioned by Merlo Construction Company, LLC.

Mr. Wayne Perry of Desine Engineering and Mr. Brian Misaras, the applicant, were present. Mr. Perry provided a review of the proposal for two above ground fuel storage tanks.

Mr. Borden reviewed his letter dated December 16, 2025.

1. The applicant must provide an updated Environmental Impact Assessment.
2. Special Land Uses (Section 19.03):
  - a. In order to make favorable findings related to compatibility and impacts, the conditions of Section 13.07 need to be met to the Commission's satisfaction.
  - b. The applicant must address any comments provided by the Township Engineer or Brighton Area Fire Authority.
3. Fuel Storage (Section 13.07):
  - a. The applicant must demonstrate that secondary containment is provided, as required.
  - b. The applicant must obtain any outside permits required for fuel storage.

Mr. Borden noted that the ordinance states a limit of 300 gallons of fuel storage is allowed; however, he interprets this request as being in compliance with the ordinance because the storage tanks are less than 300 gallons each. He recalls the Planning Commission had previously discussed changing the outdoor fuel storage ordinance with regard to number and size of tanks.

Ms. Byrne stated bollard details shall comply with requirements outlined in the review letter from Brighton Area Fire Authority.

The Brighton Area Fire Authority Fire Marshal's letter dated December 22, 2025, states the following:

The outdoor fuel storage complies with all Fire Code requirements, except for the item listed below.

1. Guard posts' details shall be updated to comply with all of the following requirements:
  - a. Constructed of steel not less than 4 inches (102 mm) in diameter and concrete filled.
  - b. Spaced not more than 4 feet (1219 mm) between posts on center.
  - c. Set not less than 3 feet (914 mm) deep in a concrete footing of not less than a 15-inch (381 mm) diameter.
  - d. Set with the top of the posts not less than 3 feet (914 mm) above ground.
  - e. Located not less than 3 feet (914 mm) from the protected object.

Mr. Perry stated he has received BAFA's letter and will comply with their requirements.

Mr. Rauch asked the applicant if they are going to provide the secondary containment details. Mr. Perry stated a double-walled tank meets the standards for secondary containment, and that is what they are proposing.

Mr. Rauch asked what other agencies will need to approve these tanks. Mr. Perry stated the local fire marshal, and the State of Michigan must provide approval. There was a discussion regarding the possible ordinance change for outside fuel tanks and how that will affect how much fuel is allowed and the new setbacks.

Mr. Reiber questioned if when the site was approved, did it meet all of the requirements of the ordinance. Ms. Ruthig stated yes, there were no variances given. Because of the public comment letter in the packet, he would like to have the site inspected for violations. She noted that when the resident who wrote the letter was building their home, the township advised that their property abuts an industrial property. There have not been any complaints filed against this business until January 7, 2026. Mr. Misaras has spoken to the neighbor previously. He addressed her concern and advised her to contact him with any further issues.

Mr. Rauch would like assurances that the wetlands will be protected.

The call to the public was made at 7:12 pm.

Ms. Denise Policella of 4200 Sweet Road does not see a special use for a contractor's yard on this property. She suggested a berm as a buffer instead of vegetation. Ms. Ruthig stated they do have a special use permit that was approved in May 2024.

Ms. Deb Beattie of 3109 Pine View Trail stated the resident's letter and what is being said here this evening are contradictory. This is very close to the wetland, and the site drains toward the wetlands. The buffer does not mitigate any sight, noise or smell from the site to the residential property.

The call to the public was closed at 7:17 pm.

Ms. McBain confirmed with Ms. Ruthig that no complaints were received from the neighbor until January 7, 2026. Mr. Rauch confirmed this is still an active construction site so the activities on this site will not be the normal business operations when the construction is complete. He explained how the petition is controlling the stormwater drainage and it was approved with their plan.

**Moved** by Commissioner Rauch, seconded by Commissioner Reiber, to table Open Public Hearing #1 until the February 9, 2026 Planning Commission meeting. **The motion carried unanimously.**

**OPEN PUBLIC HEARING # 2...**Discussion of a special use, site plan and environmental impact assessment for a proposed family day care home (up to 14 children) located 554 S. Hughes Road on the west side of Hughes Road, south of Golf Club Road. The request is petitioned by Jennifer Duncan.

Ms. Jennifer Duncan and Ms. Elizabeth Stowe were present.



February 3, 2026

Planning Commission  
Genoa Township  
2911 Dorr Road  
Brighton, Michigan 48116

<b>Attention:</b>	Amy Ruthig, Planning Director
<b>Subject:</b>	2025 Euler Road / Unit 2 Fuel Tank – Special Land Use and Site Plan Review #2
<b>Location:</b>	2025 Euler Road – east side of Euler Road, north of Grand River Avenue
<b>Zoning:</b>	IND Industrial District

Dear Commissioners:

At the Township’s request, we have reviewed the revised submittal from Merlo Construction Company, Inc. for special land use and site plan review of an above fuel storage tank for Unit 2 of the industrial development at 2025 Euler Road (site plan dated 1/19/26).

**A. Summary**

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

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

**2. Fuel Storage (Section 13.07):**

- a. The applicant must obtain any outside permits required for fuel storage.

**B. Proposal/Process**

The applicant proposes to install above ground fuel storage tanks in conjunction with a previously approved contractor’s office/outdoor storage yard for Unit 2 of the industrial site condominium development.

Table 8.02 allows accessory fuel storage with special land use approval in the IND. The request is also subject to the use conditions of Section 13.07.

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.



*Aerial view of site and surroundings (looking north; prior to current construction activities)*

### **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 Research and Development, which is intended for development “as a light industrial/R&D/office park.”

The Plan makes no reference to accessory fuel storage, though it is important to note that the Township deemed the contractor’s office/outdoor storage yard compatible with the Master Plan as part of the special land use approval previously granted, and fuel storage has been a relatively common accessory component for such uses in the Township.

- 2. Compatibility.** The subject area contains a variety of uses, including residential, office, commercial, and industrial.

The use conditions of Section 13.07, which include setback/spacing requirements and secondary containment, are intended to help mitigate potential off-site impacts.

Provided these conditions are met to the Commission’s satisfaction, the proposal may be viewed as compatible with the character of the area.

As a side note, the previously approved site plan included a full buffer zone A to help protect the adjacent residential property to the north.

- 3. Public Facilities and Services.** Given the location and nature of the property, as well as the previous development approvals, we anticipate that necessary public facilities and services are in place.

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

- 4. Impacts.** The use conditions for accessory fuel storage (Section 13.07) must be met to the Commission’s satisfaction to ensure there are no adverse impacts upon the environment.

- 5. Mitigation.** If additional concerns arise as part of the review process, the Township may require additional efforts to mitigate potential adverse impacts.

**D. Use Conditions (Fuel Storage)**

Accessory fuel storage is subject to the use requirements of Section 13.07, as follows:

- 1. Above ground storage tanks.** The revised site plan identifies 2 above ground storage tanks in the rear yard of Unit 2.

The proposed location exceeds minimum setback and spacing requirements.

Based on discussion at the previous Planning Commission meeting, the setback from the north side lot line has been increased to 120 feet (75' minimum), while the spacing from the wetland at the rear of the property has been increased to 200 feet (25' minimum).

Each tank has a capacity of 300 gallons, which is maximum size allowed by Ordinance. The tanks are also mounted to a concrete slab with protective bollards, as required.

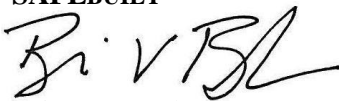
- 2. Below ground fuel storage tanks.** No such tanks are included in this request.
- 3. Secondary containment.** A tank detail has been added, which depicts a double-walled tank providing the required secondary containment.

Additional bollards have also been added around the concrete pad to help further protect the tanks.

- 4. Pollution Incident Prevention (PIP) Plan.** The submittal includes the required PIP Plan.
- 5. Permits.** If Township approval is granted, the applicant must also obtain any outside permits (Federal, State or County) necessary for the proposal and provide copies to the Township once received.

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

Respectfully,  
**SAFEBUILT**



Brian V. Borden, AICP  
Planning Manager



January 30, 2026

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

**Re: Unit 2 2025 Euler Road  
Site Plan Review No. 2**

Dear Ms. Ruthig:

Tetra Tech conducted a second review of the site plan submittal for Unit 2 - 2025 Euler Road last dated January 19, 2026. The site plan was prepared by Desine, Inc. on behalf of 4M Genoa LLC. The site is located on the east side of Euler Road, approximately 0.25 miles north of Grand River Avenue. The improvements include two new above ground 300-gallon fuel storage tanks to the east side of the existing buildings.

Any outstanding comments from our previous letter have been addressed in the revised site plan and we have no further engineering related concerns to the proposed site plan. 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





# BRIGHTON AREA FIRE AUTHORITY

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

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January 26, 2026

Bobby Foster  
Genoa Township  
2911 Dorr Road  
Brighton, MI 48116

RE: Unit 2 Euler Rd  
2025 Euler Rd.  
Genoa Twp., MI

Dear Bobby,

The Brighton Area Fire Department has reviewed the above-mentioned site plan. The plans were received for review on January 21, 2026 and the drawings are dated November 14, 2025, with latest revisions dated January 19, 2026. The project is for the request for an outdoor diesel fuel storage pad. The plan review is based on the requirements of the International Fire Code (IFC) 2024 edition.

**The Fire Authority has reviewed the plan and has no objection to the proposed fuel storage area as submitted.**

If you have any questions about the comments on this plan review please contact me at 810-229-6640.

Cordially,

A handwritten signature in black ink, appearing to read "RBoisvert".

Rick Boisvert, CFPS  
Fire Marshal

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

**To:** Genoa Township Planning Commission  
**Attn:** Amy Ruthig, Planning Director  
**Address:** 2911 Dorr Road, Brighton, MI 48116  
**Date:** January 4, 2026

**RE: Formal Concern/Objection to Proposed Above-Ground Fuel Storage at 2025 Euler Rd.**

Dear Members of the Planning Commission,

I am the owner of the residential property at 1885 Euler Rd. My property directly adjoins the commercial site currently proposing the installation of two 250-gallon above-ground fuel storage tanks. My family relies entirely on a **private water well** for our drinking water and household needs.

While I understand the applicant may seek to meet minimum technical requirements, I am formally presenting concern and objection to this installation based on both possible zoning violations and broader discretionary safety standards.

**1. Compliance with Zoning Ordinance Sec. 13.07.01**

I request that the Planning Department verify the following requirements, which may be at risk:

- **Setback Requirements:** Under Section 13.07.01, these tanks must be located at least **75 feet** from any lot line or occupied building. Given the proximity to my residential property line, I am requesting that the Genoa Township Zoning Administrator verify this measurement on the official site plan.
  - **Please provide me with a copy of the amended site plan showing location of fuel storage tanks.**
- **Capacity and Foundation:** The ordinance limits tanks to 300 gallons each and requires a solid concrete slab.
  - **Please provide confirmation that these tanks are not oversized and that the foundation is engineered to prevent overturning or soil seepage.**

**2. Discretionary Review Standards (Article 19)**

Under the Township's standards for Special Land Use and Site Plan Review, the Commission must ensure that commercial activity is compatible with the surrounding neighborhood. This proposal fails these standards:

- **Environmental Compatibility:** The storage of 500 gallons of fuel adjacent to a residential well is fundamentally incompatible. A single equipment failure or accidental spill would cause irreversible contamination of the only water source. Additionally, nearby ponds and lake could also be impacted.
- **Property Impairment:** Placing 500 gallons of fuel in close proximity to a residential zone increases the fire risk to my home and property. Also, the presence of high-volume fuel storage creates a permanent environmental stigma that diminishes property value and increases personal liability, as residential insurance often excludes coverage for off-site pollution.

**3. Request for Higher Safety Conditions**

Should the Commission consider approval, the following conditions should be mandated to protect the local groundwater and public safety:

- **Double-Walled Containment:** Require the tanks to be double-walled or placed within a secondary containment area capable of holding 110% of the total volume.

- **Baseline Well Testing:** Require the applicant to pay for a professional baseline chemical analysis of my well water **prior** to installation to establish a legal record of water quality.
- **Collision Protection:** Installation of steel-reinforced bollards to prevent vehicle impact.
- **Automated Leak Detection:** Requirement for electronic sensors that provide immediate notification to the Genoa Township Fire Marshal in the event of a leak.
  - **Requesting that in the event of a leak resulting in ground contamination, owner of commercial property will notify us immediately and in writing, pay for our water well testing, any necessary clean up, and any other costs related to such an event.**
  - **Requesting full details on containment, secondary containment, and leak detection measures, ensuring compliance with state/federal standards (EPA SPCC, MI Storage Tank Act).**

#### 4. Environmental Impacts: Air Quality, Odor, and Noise

Beyond groundwater concerns, the proposed installation and the associated delivery/refueling traffic will create significant air and noise nuisances that violate the spirit and letter of Genoa Township performance standards:

- **Odor and Toxic Fumes (Sec. 13.05.03 & .04):** The storage of 500 gallons of fuel, combined with the refueling of commercial vehicles, will release volatile organic compounds (VOCs) and diesel particulate matter. These fumes are not only "obnoxious" under township code but contain known carcinogens like benzene. The prevailing winds will carry these toxic gases directly into our residential living spaces, impairing our comfort and health.
- **Diesel Engine Noise (Noise Ordinance Sec. 4.0):** The operation of these tanks necessitates frequent visits from heavy diesel trucks. Continuous idling and low-frequency engine noise from these vehicles often exceed the 50-decibel nighttime or 80-decibel daytime limits mandated for noise receiving at a residential property line. This creates an "unreasonable disturbance" that is injurious to the peace and quiet of our home.
- **Health and Safety Risks:** Diesel exhaust is classified by the EPA as "likely to be carcinogenic to humans". Short-term exposure can cause nausea, headaches, and respiratory inflammation, while long-term exposure is linked to chronic heart and lung disease. Forcing a residential neighbor to live in the immediate plume of these emissions constitutes a significant impairment of property use and enjoyment.
- **IMPACT ASSESSMENT of May 14, 2024** (found in meeting notes from May 20, 2024 pg 75) states *"The proposed use of the property does not create any significant emissions of smoke, airborne solids, odors, gases, vibrations, noise, or glare discernable and substantially annoying or injurious to person and/or property beyond the lot lines. No significant change in air pollution is anticipated."*

For us, this has **not** been the case. We've watched trucks arrive as early as 5:30am to pick up equipment. With engines idling for half an hour making our house smell of diesel. A near daily occurrence from April through November 2025.

The Planning Commission must prioritize the health and safety of Genoa Township residents and the protection of our shared groundwater. I look forward to working with the Commission on ensuring the petitioners fulfill all commitments they made when getting approval for this project.

Respectfully submitted,

**Marie Parrish**

Owner – 1885 Euler Road

**248-302-9391**

**parrish.marie.e@gmail.com**

**UNIT 2 – Addition of Onsite Fuel Storage  
2025 EULER ROAD BUSINESS PARK  
Genoa Township, Michigan  
Site Plan Amendment**

**IMPACT ASSESSMENT**

**Owner:**

Merlo Construction Company, Inc.  
4964 Technical Drive  
Milford, MI 48381

**Prepared by:**

DESINE INC.  
2183 Pless Drive  
Brighton, Michigan 48114

**A. INTRODUCTION**

This impact assessment has been prepared pursuant to Article 18 – SITE PLAN REVIEW of the Zoning Ordinance for the Township of Genoa, Livingston County, Michigan. This assessment addresses the impact of the proposed addition of onsite fuel storage to the previously approved industrial site plan, on the surrounding community and the economic condition and social environment of the Township.

This Impact Assessment has been prepared under the direction of Wayne Perry, P.E., DESINE INC., 2183 Pless Drive, Brighton, Michigan 48114. Mr. Perry is a licensed Civil Engineer, providing professional engineering services in Livingston County since 1988 with experience in private and municipal development including projects within Genoa Township and Livingston County.

**B. SITE LOCATION / DESCRIPTION**

The site is Unit 2 of the 2025 Euler Road Business Park site condominium, containing 5.14 acres of property. The site condominium is bordered on the North by a single family residence at 1885 Euler Road, a St. Joseph Mercy medical campus on the East, a parcel containing a commercial building and cell phone tower to the South, and Transtar Autobody Technologies, to the West across Euler Road, as shown on Figure 1. The parcel and the neighboring parcel to the south are zoned Industrial (IND). The parcel to the north is zoned Country Estate (CE). The parcel to the west is part of a Planned Industrial Park (PID). The parcel to the east is a Non-residential Planned Unit Development (NRPUD).

Uses adjacent to the site condominium include single family residential to the North, light industrial and commercial business to the West and South, a cell phone tower to the South, and the medical campus for St. Joseph Mercy to the East. The portion of the St. Joseph Mercy parcel that is bordering the subject parcel is almost entirely water along the shared boundary. The nearest structure on the St. Joseph Mercy parcel is approximately 900 feet from the subject parcel.

The property is currently being developed in accordance with the approved site plan. The approved site plan depicts site improvements to be constructed on the parcel. Improvements consist of a paved driveway to Euler Road, parking lots, two commercial buildings, sanitary sewer and water service leads, fenced gravel storage area, and a stormwater management system consisting of runoff collection structures, underground conveyance, and a detention basin. Included in the construction is the installation of landscaping as required by the Township Zoning Ordinance.

Access to the property from is from Euler Road via a single paved access drive along the common Unit line.

**C. IMPACT ON NATURAL FEATURES**

Natural features within the site condominium include various existing trees scattered around the common area with miscellaneous shrubs and vegetation mixed in, in addition

to portions of two water bodies on site; a portion of small pond on the south parcel boundary and a portion of a larger lake at the northeastern corner of the site condominium. Five wetland areas were identified on site by the wetland consulting firm, ASTI Environmental (see Figure 4). Wetland #1 is identified as an emergent wetland in the center of the parcel due to soil conditions. Wetland #2 is comprised of the pond and adjacent areas at the southern parcel boundary. Wetland #3 is comprised of the portion of the small lake and adjacent area at the northeastern corner of the parcel. Wetland #4 is comprised of areas adjacent to the offsite pond near the northern parcel boundary. Wetland #5 was identified in the western third of the parcel due to soil conditions. Wetlands #1 and #5 were identified to be unregulated by the Michigan Department of Environment, Great Lakes, and Energy (EGLE). Wetlands #2, #3, and #4 were identified as being regulated by EGLE.

Existing topography of the site condominium is varied. Unit 2 is highest adjacent to Euler Road and its western boundary at an elevation of approximately 976. The property falls approximately 5 feet within the westerly third of its depth, before becoming mostly flat through its center. The eastern third drops approximately 10 feet moving eastward towards the small lake at the northeastern corner of the parcel.

Existing soils on the property are a mixture Boyer-Oshtemo loamy sand, Brady loamy sand, Fox sandy loam, Fox-Boyer complex, and Carlisle muck. These soils are generally moderately drained, moderately permeable sands and loams, with the exception of the Carlisle muck. Soil classifications were identified in the ASTI Environmental Wetland Delineation and Jurisdictional Assessment. The Soils Map, shown in Figure 3, shows the locations of specific soil types as classified.

Construction of the improvements required filling and grading in the western portion of the property to raise the existing ground elevation to provide positive drainage away from the proposed structures and within parking lots. Excavation was required to construct the storm water conveyance system and the detention basin. Some minor additional excavation work will be performed to construct the fuel storage tank pad.

The limits of disturbance for the project are the property boundaries and the right of way boundary with Euler Road. Grading for this project maintained the general character of the existing site. Development of this project required earthwork to modify site grades with useable materials from the site and import of additional required structural fill material. Elevations and grading of the site meet the existing grades at the property lines.

Landscaping has been provided for the developed portion of the site to reduce the visual impact of the proposed project. All landscaping areas are designed to meet or exceed Township standards and have been designed to improve the aesthetics of the property. Within the developed portion of the site, areas not otherwise covered, shall have lawn or other vegetative surface cover established.

Surface drainage characteristics on the property will not be affected by construction of the proposed fuel storage pad. Construction of the proposed improvement will have no

additional impact on the impermeable area of the property. A storm water conveyance system has been constructed to collect and control the increased surface water runoff from the structures, parking areas and contractor's storage yard. The ultimate outlet of stormwater has not been changed.

Changes and modifications to the surface drainage conditions do not significantly impact local aquifer characteristics or groundwater recharge capacity. All surface water runoff from the improved areas of the site is directed into the stormwater conveyance system and detention basin, with an ultimate outlet of the small lake at the northeastern corner of the parcel. Unimproved areas will maintain their current drainage patterns; which are the small pond at the southern property boundary for its surrounding unimproved area and the small lake at the northeastern property corner for its adjacent unimproved areas. No significant impact to adjacent properties is anticipated from storm water runoff from the site.

Upland wildlife habitats on the property consist of primarily field vegetation and scattered trees, mostly concentrated along the property boundaries. Wildlife supported in this area is generally smaller field animals and birds, but may include medium sized animals and deer due to the rural nature of nearby property. Development and use of the property, the adjoining commercial development to the south, and the proximity of roadways, limits the existing upland habitat.

The project site does not currently support any significant wildlife habitat and the proposed additional construction will not have a significant impact on overall habitat quality. No significant adverse impact to natural features is anticipated due to the proposed fuel storage addition on Unit 2.

#### **D. IMPACT ON STORM WATER MANAGEMENT**

Excavation and grading has been undertaken to construct the stormwater conveyance system and detention basin. The parking lots, and storage yard are sloped to direct storm water flow into the storm water conveyance system. This system will discharge surface water runoff generated on the property to the detention basin at the eastern end of the parcel. A small portion of the storage yard will direct surface runoff to the detention basin via a vegetated swale. No adverse impact to adjoining properties is anticipated due to the construction and grading of the property.

Soil erosion and sedimentation are controlled by the Soil Erosion Control Act No. 347 of the Public Acts of 1972, as amended and is administered by the Livingston County Drain Commissioner. Silt fencing installed around all disturbed areas of the site will be maintained during construction. The Contractor shall comply with all regulations including control during and after construction.

Impact on adjoining properties due to the construction of this site will be minimized by implementing soil erosion control methods. No adverse impact to adjacent properties due to surface water runoff will be created as a result of the proposed improvements.



## **E. IMPACT ON SURROUNDING LAND USES**

Land surrounding the site condominium has a variety of zoning. The parcel to the north is zoned Country Estate (CE). The parcel to the east is zoned as a Non-Residential Planned Unit Development (NR-PUD). The parcel to the south is zoned Industrial (IND). The parcel to the west is zoned as part of a Planned Industrial Park (PID).

A residential home occupies the parcel to the north. The majority of this parcel is vacant vegetated land. The parcel to the east is a large single parcel that contains a St. Joseph Mercy medical campus, with several buildings for various medical and related uses on site. The boundary shared with the subject parcel is mostly occupied by the shore of a small lake. The nearest building on this eastern parcel is approximately 900 feet from the subject parcel boundary. The parcel to the south is occupied by a small commercial structure, a cell phone tower, and miscellaneous vegetation. The parcel to the west is occupied by Transtar Autobody Technologies and is used as an industrial facility.

The Genoa Township Future Land Use Plan designates this property for Research and Development uses. The property to the north is designated as Agriculture/Country Estate. The property to the east is designated as Public/Institutional/Utilities. The properties to the south and west are also designated as Research and Development.

The approved use depicted on the site plan is consistent with existing development in the area and are generally consistent with the long-term planning within the Township.

Ambient noise levels on and around the property are largely generated by Euler Road vehicle traffic. Daily activities within the building are not anticipated to create an increase in the sound level in the area. Some noise may be generated by moving equipment when other equipment or materials are being on and offloaded in the storage yard. Any site generated noise will comply with Genoa Township Ordinances.

All site lighting shall meet the requirements of the Genoa Township Zoning Ordinance. Building mounted fixtures and pole mounted site lighting will be shielded and down directed on the site. General site lighting for other uses, excluding safety and emergency lighting, shall be energized between the times from dusk to 12:01 a.m. and from 5:00 a.m. to dawn.

The proposed addition of onsite fuel storage on the property does not create any significant emissions of smoke, airborne solids, odors, gases, vibrations, noise, or glare discernable and substantially annoying or injurious to person and/or property beyond the lot lines. No significant change in air pollution is anticipated.

The Contractor shall be responsible for initiating and maintaining adequate dust control measures during and after construction until the project site is fully stabilized and a vegetative cover established. Dust control measures used during construction may consist of site watering, mulching of completed areas, installation of windbreak fencing, and



application of chemical dust control materials. The site will comply with the performance standards contained in Section 13.05 of the Township Zoning Ordinance.

#### **F. IMPACT ON PUBLIC FACILITIES AND SERVICES**

The Livingston County Sheriff and Michigan State Police will provide Police protection. Public safety services required to accommodate the proposed use are anticipated to be minor.

The Brighton Area Fire Department as a part of an existing governmental agreement will provide fire protection service. Fire hydrants currently exist on the west side of Euler Road just south of the south property boundary and near the center of the subject parcel. Three fire hydrants have been constructed within the site condominium. Knox Boxes are provided on the building and at the gate entrance. No significant increase in fire protection services are anticipated as a result of the proposed addition of onsite fuel storage.

The property is accessed from Euler Road via a commercial driveway approach providing adequate access for emergency vehicles. The storage yard provides space for emergency vehicle turn arounds.

The proposed onsite fuel storage will not create any direct adverse impact on the public schools.

#### **G. IMPACT ON PUBLIC UTILITIES**

The property is presently within municipal sewer and water districts and the buildings are connected to the municipal utilities.

The site is currently serviced by electric, gas, phone and cable systems located Euler Road.

All solid wastes will be properly disposed of through a licensed disposal firm on a regular basis. A dumpster enclosure for each building is located at the rear of each building. The enclosures will be constructed with materials conforming to the Genoa Township Zoning Ordinance.

Vehicle movement across and around the site will include a wide variety of vehicles; from passenger cars and work trucks to box vans and full size semi-trailers. Construction equipment will also be maneuvered.

#### **H. STORAGE AND HANDLING OF ANY HAZARDOUS MATERIALS**

The proposed onsite fuel storage tanks will be constructed in accordance with Genoa Township regulations, Brighton Area Fire Authority requirements, and State of Michigan, Department of Licensing and Regulatory Affairs, Bureau of Fire Services, Storage Tank Division rules and regulations.

**I. TRAFFIC IMPACT STUDY**

A traffic impact study for the development has not been performed for the site. The proposed onsite fuel storage will not generate an increase in the number of trips per day to the site and will not significantly impact traffic flow around the site.

There is currently no designated pedestrian path to the subject property. No sidewalk exists along Euler Road from the terminus with Grand River Avenue at the south to the terminus with McClements Road to the north. Sidewalks at the front and side of the buildings will provide access to the building and parking areas for most visitors and employees.

No adverse impact on pedestrian traffic in the area is anticipated as a result of developing the proposed project.

**J. HISTORIC AND CULTURAL RESOURCES**

The building on the property does not have any major historic significance on a local, regional or state level.

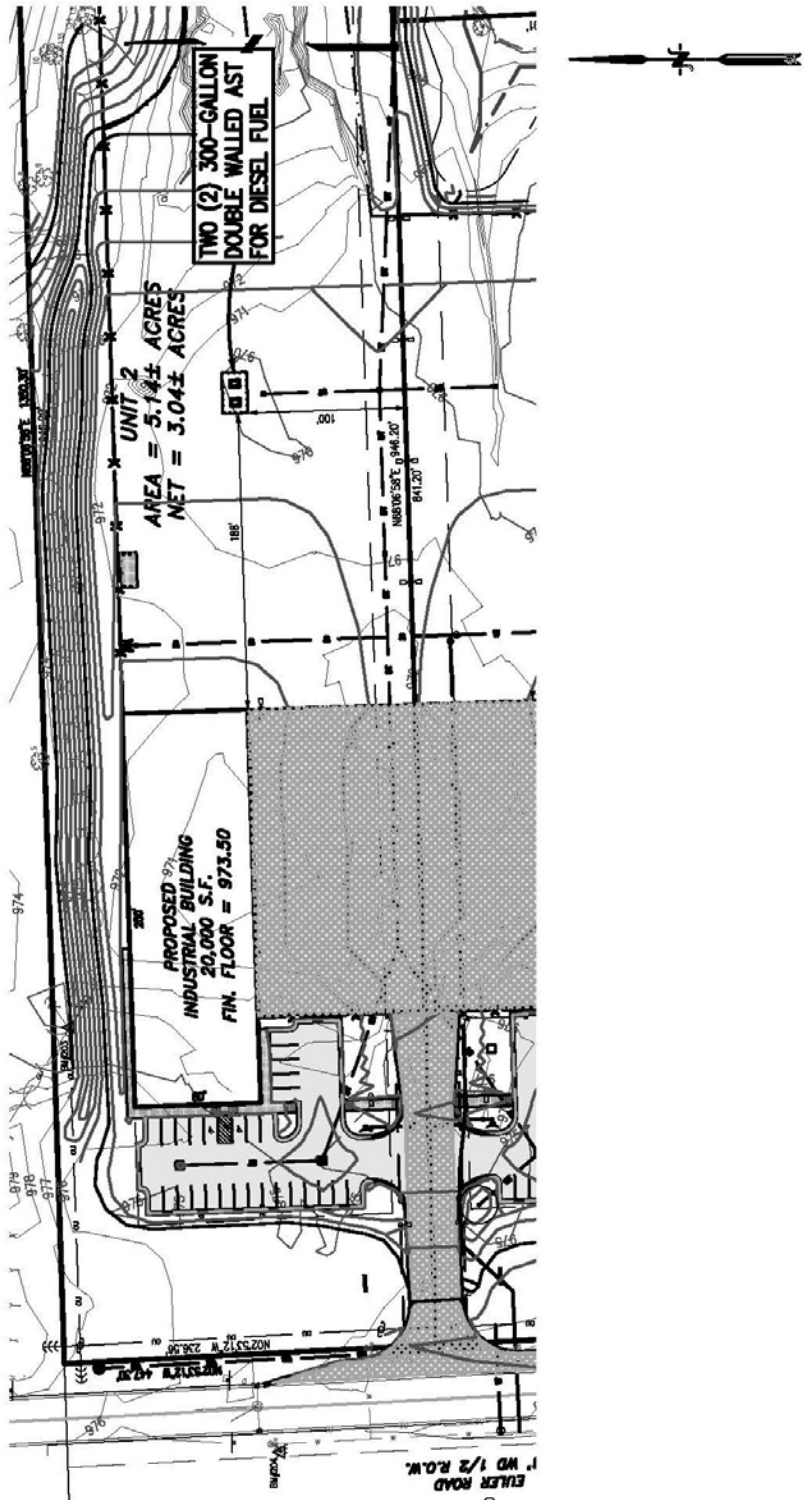
**K. SPECIAL PROVISIONS**

No special provisions or requirements are proposed for this facility.

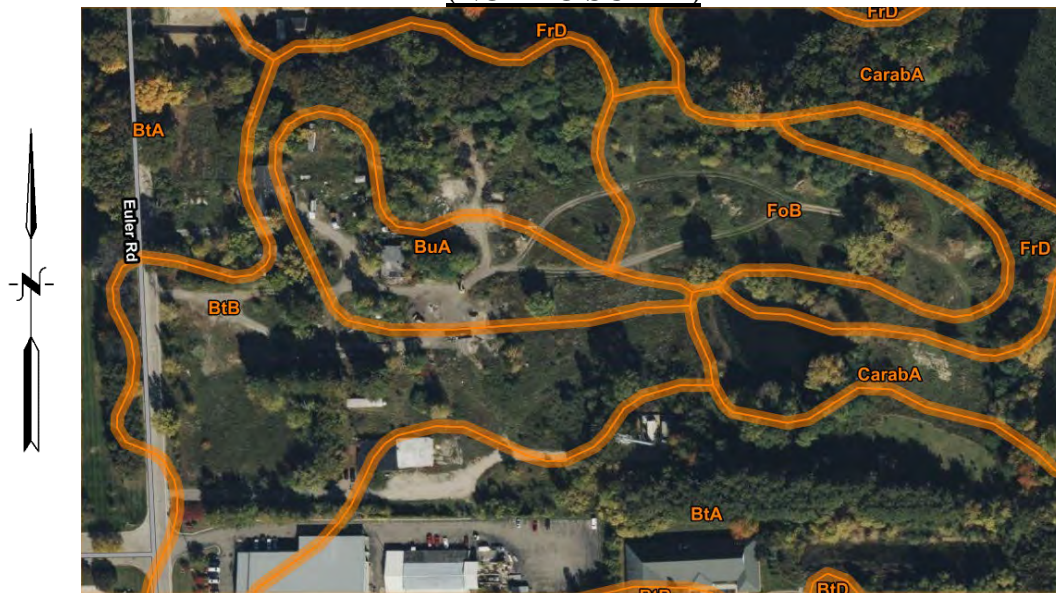
**FIGURE 1**



**FIGURE 2**  
**SITE IMPROVEMENTS PLAN**  
**NOT TO SCALE**



**FIGURE 3**  
**SOILS MAP**  
**(NOT TO SCALE)**



Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
BtA	Boyer-Oshtemo loamy sands, 0 to 2 percent slopes	10.6	33.3%
BtB	Boyer-Oshtemo loamy sands, 2 to 6 percent slopes	8.7	27.3%
BtD	Boyer-Oshtemo loamy sands, 12 to 18 percent slopes	0.0	0.2%
BuA	Brady loamy sand, 0 to 2 percent slopes	2.1	6.7%
CarabA	Carlisle muck, 0 to 2 percent slopes	4.6	14.4%
FoB	Fox sandy loam, 2 to 6 percent slopes	3.0	9.4%
FrD	Fox-Boyer complex, 12 to 18 percent slopes	2.8	8.7%
Totals for Area of Interest		32.0	100.0%



**FIGURE 4**  
**WETLAND MAP**



# **Pollution Incident Prevention Plan (PIPP)**

## UNIT 2

2025 Euler Road Business Park  
Brighton, Michigan

Prepared for:

Merlo Construction Company, Inc.  
4964 Technical Drive  
Milford, Michigan 48381

Dated: January 2026

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FIGURE 1 – FACILITY LOCATION MAP

FIGURE 2A – FACILITY EXTERIOR CHEMICAL STORAGE AREAS

FIGURE 2B – FACILITY INTERIOR CHEMICAL STORAGE AREAS



*1.0 FACILITY IDENTIFICATION INFORMATION [RULE 6(1)(A)]*

*1.1 PURPOSE*

This Pollution Incident Prevention Plan (PIPP) is designed to provide a comprehensive document to comply with the response plan requirements of the applicable regulations. This plan provides spill response procedures and is intended to be a usable tool in the event of a release of polluting materials to air, soil, or surface water at the Merlo Construction Company facility located at 2025 Euler Road, Genoa Township, Livingston County, Michigan. The provisions of this plan must be carried out immediately in the event of a release of polluting materials that could threaten human health or the environment.

*1.2 REGULATORY REQUIREMENTS*

The Merlo Construction Company facility is an “on-land facility” that is subject to the State of Michigan’s Part 5, Spillage of Oil and Polluting Materials administrative rules (Part 5 Rules) promulgated to address release prevention planning, secondary containment, surveillance, and release reporting requirements for the storage of salt, oil, and other regulated polluting materials.

*1.3 FACILITY INFORMATION*

Merlo offers full service residential and commercial construction services, in which diesel fuel and oils are used and stored for commercial purposes.

*TABLE 1 – FACILITY INFORMATION*

<b>Name of Facility</b>	Merlo Construction Company
<b>Facility Address</b>	2025 Euler Road, Brighton, MI 48114
<b>Mailing Address</b>	4964 Technical Drive, Milford, MI 48381
<b>Phone Number</b>	Business Phone: 24-Hr. Phone:
<b>Receiving Waters</b>	Ackerman Lake located at the East end of the property
<b>Type of Facility</b>	Construction contractor
<b>SIC Code</b>	1600
<b>NAICS Code</b>	237990
<b>Name and Address of Owner/Operator</b>	
<b>Designated Person Responsible for Spill Prevention and Control</b>	

## 2.0 NOTIFICATION PROCEDURES TO ENTITIES OUTSIDE OF FACILITY

*[RULE 6(1)(B) AND Part 31 Section]*

If a spill occurs, notify a Spill Prevention and Control Coordinator listed in **Table 2**, who will determine if outside contractors are needed to help clean-up the spill.

The Spill Prevention and Control Coordinator will determine if the spill meets a reportable threshold or is a possible hazard to human health or the environment, by which notification to appropriate governmental agencies will be provided.

*TABLE 2 – EMERGENCY CONTACTS*

<b>Brighton Police and Fire Departments</b>	<b>911</b>
Merlo Construction Company Spill Prevention and Control Coordinators	
Corrigan Oil Co/Technical Environmental Services (TES)	24-Hr. Phone: 800.327.8645
The Michigan Department of Environment, Great Lakes, and Energy (EGLE) Lansing District Office	525 West Allegan (Constitution Hall, 1st Floor, South) P.O. Box 30242, Lansing, MI 48909-7742 Office Phone: 517.284.6651
EGLE 24-hour Pollution Emergency Alert System (PEAS)	Main Phone: 800.292.4706
Trinity Health Livingston Hospital 620 Byron Rd, Howell, MI 48843	Main Phone: 517.545.6000
Livingston County Local Emergency Planning Committee 1911 Tooley Road, Howell, MI 48855	<b>Therese Cremonte</b> <i>Emergency Manager Coordinator</i> <b>Kristi Wahoski</b> <i>Asst. Emergency Manager</i> Main Phone: 517.540.7926
Genoa Township Water and Sewer	Emergency Phone: 855.231.6692
State Emergency Response Commission	24-Hr. Phone: 517.373.8481
National Emergency Response Center	24-Hr. Phone: 800.424.8802
U.S. EPA Region 5 Office 24-hour number	24-Hr. Phone: 213.353.2318

### *3.0 SPILL CONTROL AND CLEANUP PROCEDURES [RULE 6(1)(C)]*

Material storage, spill training, and preventive maintenance practices will be the primary methods used at the Merlo facility to minimize the potential for spills of oil, and other polluting materials.

Merlo staff are trained to clean up small spills or releases in their work areas. In the event of an emergency, a spill contractor is on call to respond to spills and releases at the facility. The waste material will be removed and disposed by a qualified contractor.

Merlo staff works with the local Fire Marshal who reviews the hazardous material storage and handling procedures on a regular basis.

Spill kits are available in the hazardous material storage areas.

### *3.1 GOOD HOUSEKEEPING*

The facility will follow good housekeeping procedures to reduce the possibility of accidental spills and to minimize safety hazards to facility personnel. Housekeeping inspections will occur on a regular basis with deficiencies noted to facility managers and are addressed accordingly.

Pursuant to Part III of 1994 P.A. 451, Rule 809, materials that contain, or are otherwise contaminated with used oil (e.g., waste absorbent materials) are not regulated as “used oil” if the used oil has been sufficiently absorbed, properly drained, or removed to the extent possible so that visible signs of free-flowing oil do not remain. Therefore, if the spilled material is not a hazardous waste, and the solidified absorbent material contains no free liquids, it is regulated as a non-hazardous solid waste and can be disposed of in a dumpster going to a Type II (municipal) solid waste disposal facility.

### *3.2 VISUAL INSPECTIONS AND PREVENTIVE MAINTENANCE*

Routine facility inspections will serve to identify and prevent accidental releases of oil or polluting materials. These inspections will also ensure that good housekeeping procedures are being followed. Visual inspections of oil and chemical containers, and material storage drums/containers are performed prior to each use and on a regular basis by facility personnel.

Inspections will address leaks, spills, housekeeping, staining, corrosion/cracks and other problems with secondary containment. The regular inspections will also be conducted to identify areas that

may require preventive maintenance to minimize the spill of or other polluting materials on site.

ASTs and associated leak detection will be inspected regularly for potential leaks between the double walls. The spill protection equipment available on the ASTs are monitored remotely through a cloud-based software system. The ASTs contains level indicators to prevent overfilling, and a leak detection sensor to alert personnel should a leak develop between the double-walls.

#### *4.0 POLLUTING MATERIAL INVENTORY AND SECONDARY CONTAINMENT [RULE 6(1)(D)]*

Merlo stores and handles diesel and gasoline, propane, used oil, and lubricants for industrial purposes.

<b>Chemical</b>	<b>Container</b>	<b>Location</b>
Diesel	Two 300-gallon AST	East of the building
Propane	2 33.5-gallon containers	Service Area
Used Oil	One 250-gallon totes	Service Area
Lubricants		

Diesel is stored in two double-walled 300-gallon aboveground storage tanks (AST's), located East of the subject building on a concrete pad, which are provided and serviced by Corrigan Oil Co. The spill protection equipment available on the ASTs is monitored remotely through a cloud-based software system. The fueling station contains the appropriately sloping concrete pad and safety barriers in accordance with the local Fire Marshall.

Propane canisters (33.5-gallon) are stored in a Corrigan Propane provided locker outside the warehouse area overhead doors of the subject building, which are utilized for the propane operated forklifts.

Used oil is stored in one 250-gallon tote inside the service area of the warehouse located in the eastern portion of the subject building. The used oil is removed from the subject property by a licensed waste management company approximately 2 to 4 times per year.

Material Safety Data Sheets (MSDSs) are continually tracked and made readily available for review by employees at the facility.

#### *5.0 SITE PLAN (FACILITY MAP) [RULE 6(1)(E), (F), (G), AND (H)]*

The Merlo facility is located at 2025 Euler Road, Brighton, Genoa Township, Livingston County, Michigan (Figure 1). The facility is located in a mixed industrial and commercial area and contains one building with an office area, warehousing, and service area, and fenced in storage exterior storage area.

The building and gates are locked during non-operational hours. Gates remain open until all crews

return. Cellular phones and two-way radios are also used to contact personnel. The facility grounds have adequate lighting for safety and to allow emergency vehicles to access the facility 24-hours per day.

The Property slopes from West to East, toward the Eastern border. An elevation difference of approximately 16 feet exists between the eastern and western Property boundaries.

A surface water drainage system is provided on the property. Stormwater runoff is routed to catch basins, and transported through storm sewer pipes into a detention basin on the property. The detention basin discharges to the adjacent lake at the East end of the property. Erosion potential is very low, as the area is relatively flat with large paved portions.

The Property building consists of a one-story structure on a concrete slab with a truck well. The Westerly portion of the building is utilized as office space. The remaining areas of the building are used for storage or service.

#### *6.0 PLAN PREPARATION, SUBMITTAL, AND UPDATE REQUIREMENTS [RULE 6(2)–(5)]*

This PIPP will be reviewed and updated as needed every three years, or when facility personnel, processes, or procedures identified in the Plan change or as otherwise necessary to maintain compliance with the Part 5 Rules.

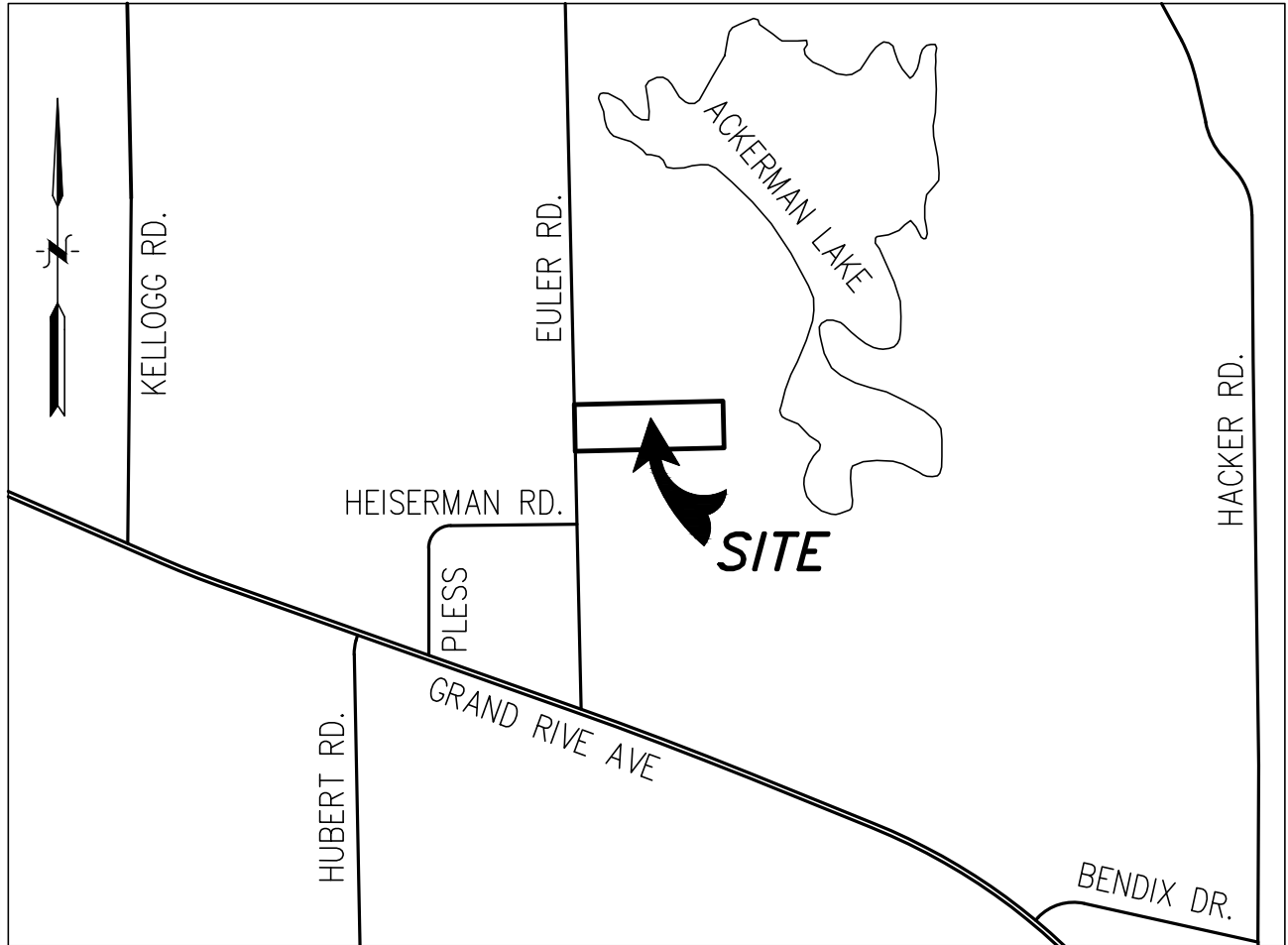
The Spill Prevention and Control Coordinators maintain a copy of this PIPP, which is available to all personnel who are authorized to have access to it.

A letter certifying that the facility is in compliance with Part 5 Rules will be sent to the EGLE-Water Bureau within 30 days of completion or updating of this plan. The LEPC and the Livingston Health Department will also be notified that the plan is complete.

Copies of this plan and future revised/amended plans will be available upon request to the list provided below:

1. US EPA Regional Administrator
2. Brighton Area Fire Department
3. Emergency Response Contractor
4. Livingston County Local Emergency Planning Committee (LEPC)
5. Livingston County Health Department
6. State of Michigan Emergency Response Commission – EGLE Waste Management Division

# FIGURE 1



*Location Map - Not To Scale*

# FIGURE 2A

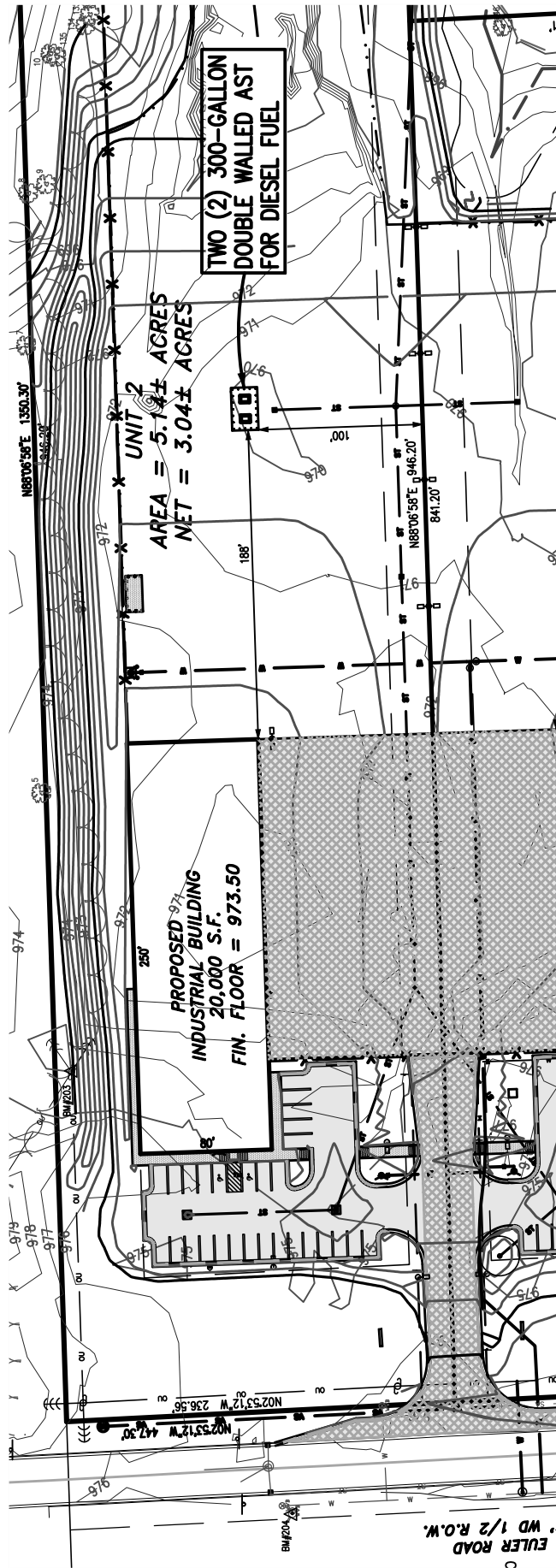
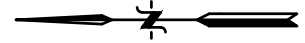
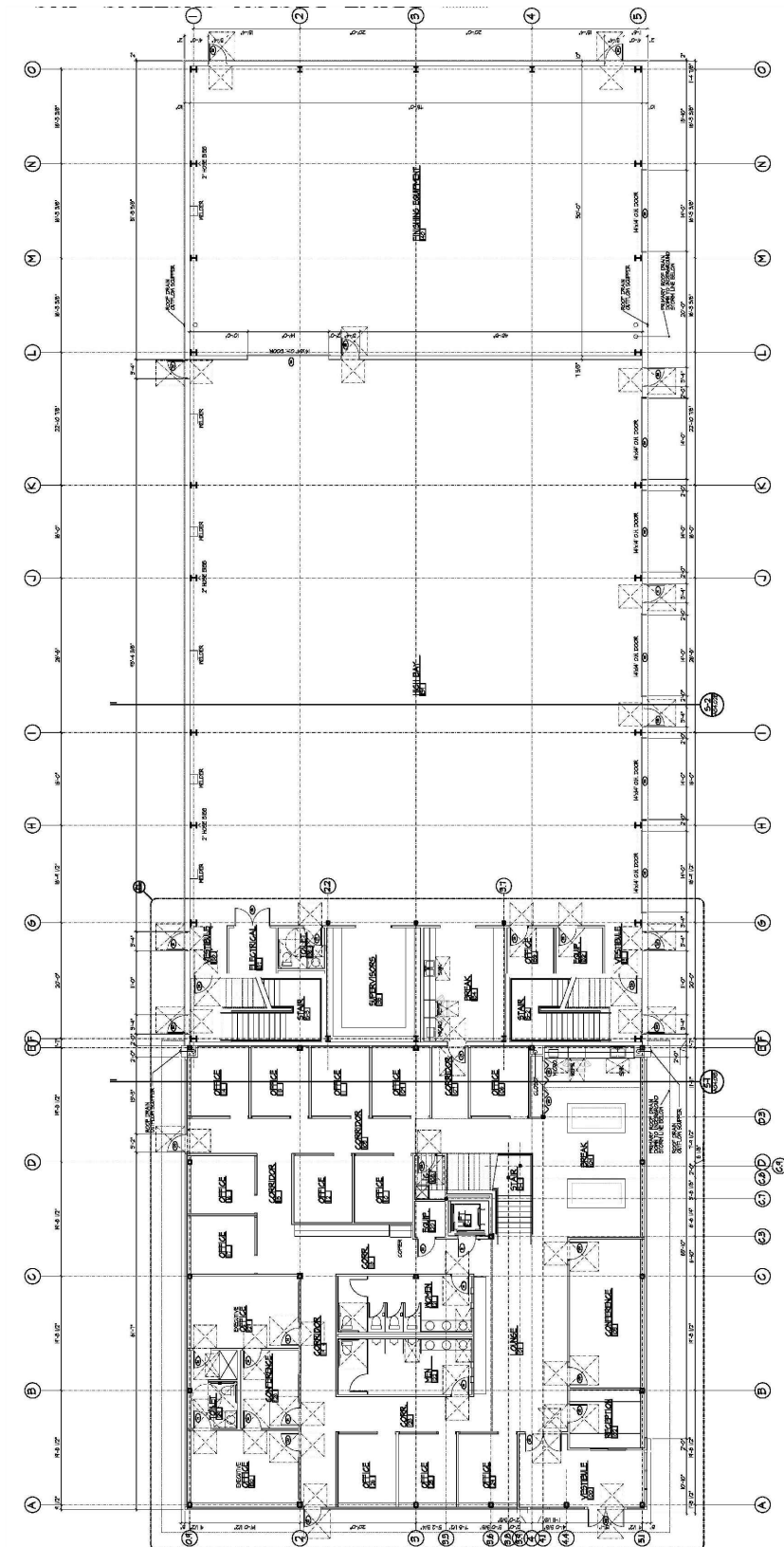


FIGURE 2B



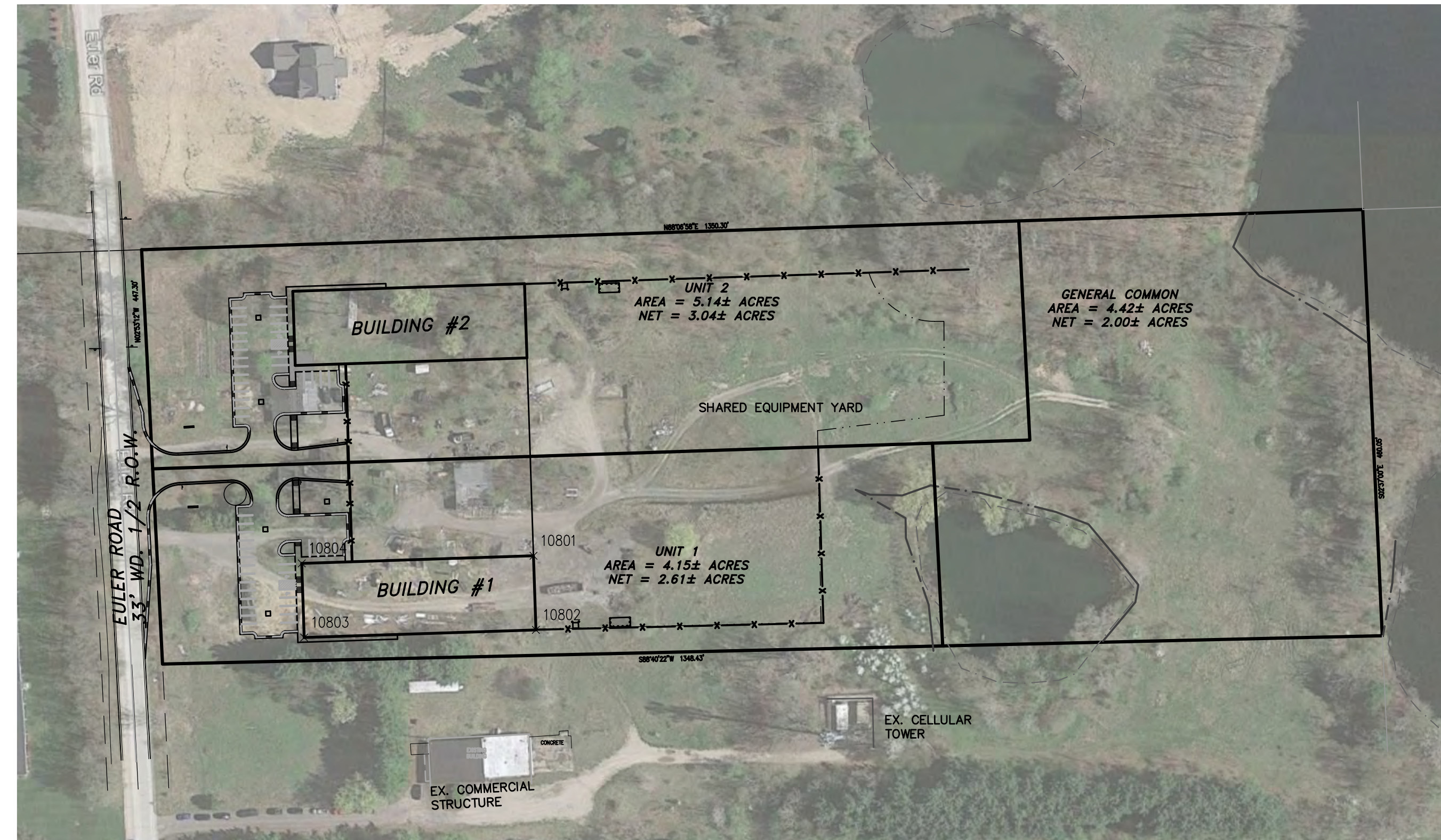


SITE PLAN AMENDMENT FOR  
*UNIT 2*  
*2025 EULER ROAD*

BEING PART OF SECTION 13, T2N,R5E, GENOA TOWNSHIP  
LIVINGSTON COUNTY, MICHIGAN

**LEGAL DESCRIPTION**

UNIT 2, 2025 EULER ROAD BUSINESS PARK CONDOMINIUM



**LOCATION MAP**  
SCALE: 1" = 1000'

**SHEET INDEX**

SP SITE PLAN  
DT3 FENCING NOTES & DETAILS

OWNER/DEVELOPER  
4M GENOA LLC  
2244 EULER ROAD  
BRIGHTON, MICHIGAN 48114

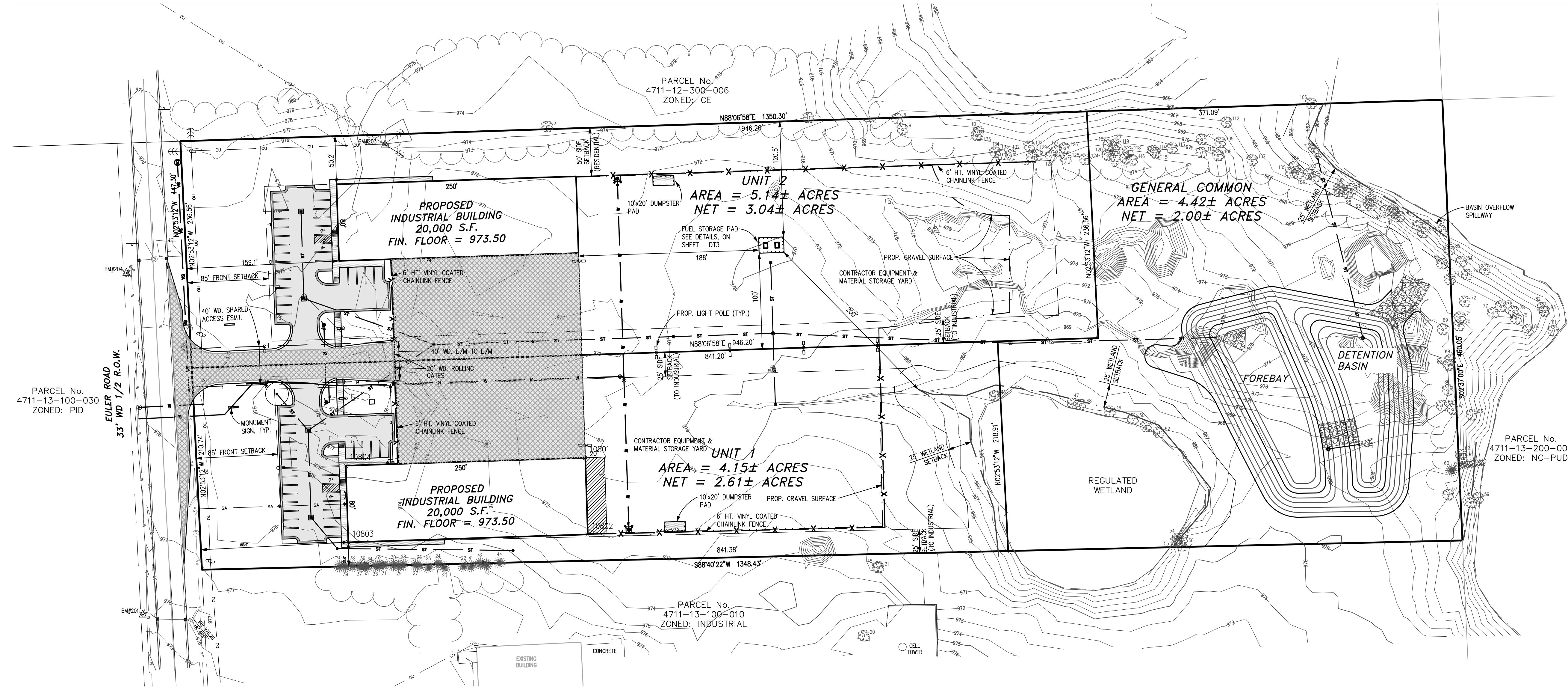
CIVIL ENGINEER / LAND SURVEYOR  
DESINE, INC.  
2183 PLESS DRIVE  
BRIGHTON, MICHIGAN 48114  
810-227-9533



**DESINE INC**  
(810) 227-9533  
CIVIL ENGINEERS  
LAND SURVEYORS  
2183 PLESS DRIVE  
BRIGHTON, MICHIGAN 48114

ISSUED	SCALE: AS NOTED
NOV. 14, 2025	PROJECT No.: 234463
	DWG NAME: 4463 COV
	PRINT: JAN. 19, 2026





GRAPHIC SCALE  
60 0 30 60 120  
( IN FEET )  
1 INCH = 60 FEET

LEGEND

- PARCEL BOUNDARY
- R.O.W. LINE
- BUILDING SETBACK
- EASEMENT LINE
- EXIST. CONC. CURB
- EXIST. EDGE OF GRAVEL
- EXIST. EDGE OF PAVEMENT
- EXIST. BRUSH LINE
- DECIDUOUS TREE
- EVERGREEN TREE
- WETLAND LINE
- EDGE OF WATER
- OVERHEAD UTILITY LINE
- UTILITY POLE
- GUY ANCHOR
- EXIST. STORM SEWER
- CATCHBASIN
- DRAINAGE MANHOLE
- FLARED END SECTION
- EXIST. WATERMAIN
- HYDRANT
- WATER VALVE
- EXIST. SANITARY SEWER
- SANITARY MANHOLE
- U/G GAS LINE
- EXIST. 1' CONTOUR
- EXIST. 5' CONTOUR
- PROP. WATERMAIN
- PROP. HYDRANT
- PROP. VALVE IN WELL
- PROP. FDC
- PROP. STORM SEWER
- PROP. CATCHBASIN
- PROP. DRAINAGE MANHOLE
- PROP. FLARED END SECTION
- PROP. SANITARY SEWER
- PROP. SANITARY MANHOLE
- PROP. CONC. CURB
- PROP. LIGHT POLE
- PROP. CONC. WALK
- PROP. STANDARD DUTY CONCRETE PAVEMENT
- PROP. ACCESS DRIVE CONCRETE PAVEMENT
- AREA OF OUTDOOR STORAGE TO HEIGHT OF THE BUILDING

NOTES:

- ACCESS GATE, WHETHER MANUAL OR AUTOMATIC, SHALL BE PROVIDED WITH AN APPROPRIATE RAPID ACCESS DEVICE; EITHER KNOX PADLOCK ON SECURITY CHAIN OR KNOX KEY SWITCH INTEGRATED INTO ACCESS PAD.
- ACCESS ROADS TO THE SITE SHALL BE PROVIDED AND MAINTAINED DURING CONSTRUCTION.
- ACCESS ROADS SHALL BE CONSTRUCTED TO BE CAPABLE OF SUPPORTING FIRE APPARATUS WITH A MINIMUM LOAD OF 84,000 LBS.
- A MINIMUM VERTICAL CLEARANCE OF 13.5' SHALL BE MAINTAINED ALONG ALL FIRE ACCESS DRIVES.
- BUILDINGS SHALL BE CONSTRUCTED WITH AN AUTOMATIC SPRINKLER SYSTEM IN ACCORDANCE WITH NFPA 13, STANDARD FOR THE INSTALLATION OF AUTOMATIC SPRINKLER SYSTEMS.
- BUILDING SHALL INCLUDE AN ADDRESS SIGN WITH NUMBERS IN CONTRASTING COLORS, AT A MINIMUM HEIGHT OF 6". LOCATION AND SIZE TO BE VERIFIED WITH BRIGHTON AREA FIRE AUTHORITY PRIOR TO INSTALLATION.

REQUIRED PARKING (PER BUILDING)

LIGHT INDUSTRIAL: 1.5 SPACES PER 1,000 S.F. GROSS FLOOR AREA

APPROXIMATE LIGHT INDUSTRIAL FLOOR AREA: 11,490 S.F.

REQUIRED PARKING SPACES: 18 SPACES

WAREHOUSING: 1 SPACE PER 1,500 S.F. GROSS FLOOR AREA

APPROXIMATE WAREHOUSE FLOOR AREA: 13,600 S.F.

REQUIRED PARKING SPACES: 10 SPACES

REQUIRED SPACES PER BUILDING: 28 SPACES

REQUIRED BARRIER FREE SPACES: 2 SPACES

PARKING PROVIDED: 28 SPACES

BARRIER FREE PROVIDED: 2 SPACES

SITE COVERAGE

UNIT 1

TOTAL AREA: 180,684 S.F. (4.15 AC.)

TOTAL BUILDING FOOTPRINT: 20,000 S.F. (0.46 AC.)

BUILDING COVERAGE: 11.1% (40% MAX. ALLOWABLE)

TOTAL PAVEMENT AREA: 38,611 S.F. (0.89 AC.)

TOTAL GRAVEL AREA: 57,673 S.F. (1.32 AC.)

TOTAL IMPERVIOUS AREA: 116,284 S.F. (2.67 AC.)

IMPERVIOUS COVERAGE: 64.4% (85% MAX. ALLOWABLE)

UNIT 2

TOTAL AREA: 223,802 S.F. (5.14 AC.)

TOTAL BUILDING FOOTPRINT: 20,000 S.F. (0.46 AC.)

BUILDING COVERAGE: 8.9% (40% MAX. ALLOWABLE)

TOTAL PAVEMENT AREA: 38,309 S.F. (0.88 AC.)

TOTAL GRAVEL AREA: 85,781 S.F. (1.97 AC.)

TOTAL IMPERVIOUS AREA: 144,090 S.F. (2.85 AC.)

IMPERVIOUS COVERAGE: 64.4% (85% MAX. ALLOWABLE)

BUILDING FLOOR SPACE

APPROXIMATE BLDG. FLOOR SPACE FOR INDUSTRIAL USE: 13,600 S.F. (PER BUILDING)

APPROXIMATE BLDG. FLOOR SPACE FOR OFFICE USE: 12,100 S.F. (PER BUILDING)

SITE CHARACTERISTICS

ZONED:	INDUSTRIAL	PROVIDED
AREA	ALLOWED MIN. 1 ACRE	
WIDTH	150'	
SETBACKS		
FRONT	85'/50' PARKING	153.9' / 85.1' PARKING
SIDE	25'/50' RESID.	25.0' / 50.2'
REAR	40'	437.1'
PARKING	20'/10' SIDE & REAR	
BUILDING HEIGHT	30'	

BENCHMARK

DATUM BASED ON NGS OPUS SOLUTION  
REPORT, DATED APRIL 17, 2023 AT 9:26AM

BENCHMARK #201  
ARROW ON HYDRANT, LOCATED NEAR THE WEST  
SIDE OF EULER ROAD AND 544: FEET SWLY OF  
THE SWLY PARCEL CORNER.  
ELEVATION = 980.62 (NAVD 88)

BENCHMARK #203  
SPK IN THE NELY SIDE OF AN UTILITY POLE,  
LOCATED NEAR THE NORTHERLY PROPERTY LINE  
AND 240± FEET EAST OF EULER ROAD.  
ELEVATION = 976.22 (NAVD 88)

BENCHMARK #204  
STEAMER ON HYDRANT, LOCATED NEAR THE  
WESTERLY SIDE OF EULER ROAD AND 184: FEET  
SWLY OF CATCH BASIN #3.  
ELEVATION = 977.94 (NAVD 88)

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

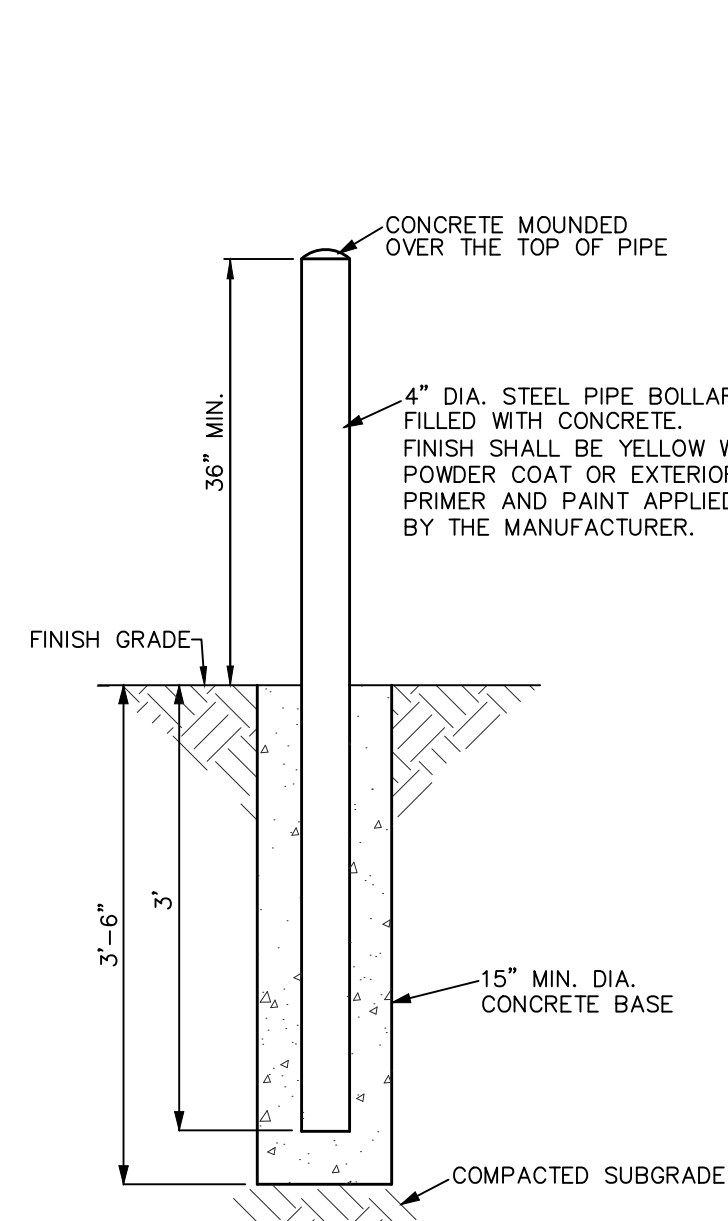
3 WORKING DAYS  
BEFORE YOU DIG  
CALL 811 OR 1-800-482-7171  
(TOLL FREE)  
OR VISIT CALL811.COM

**DESIGN INC.**  
(810) 227-9533  
CIVIL ENGINEERS  
LAND SURVEYORS  
2183 PLESS DRIVE  
BRIGHTON, MICHIGAN 48114

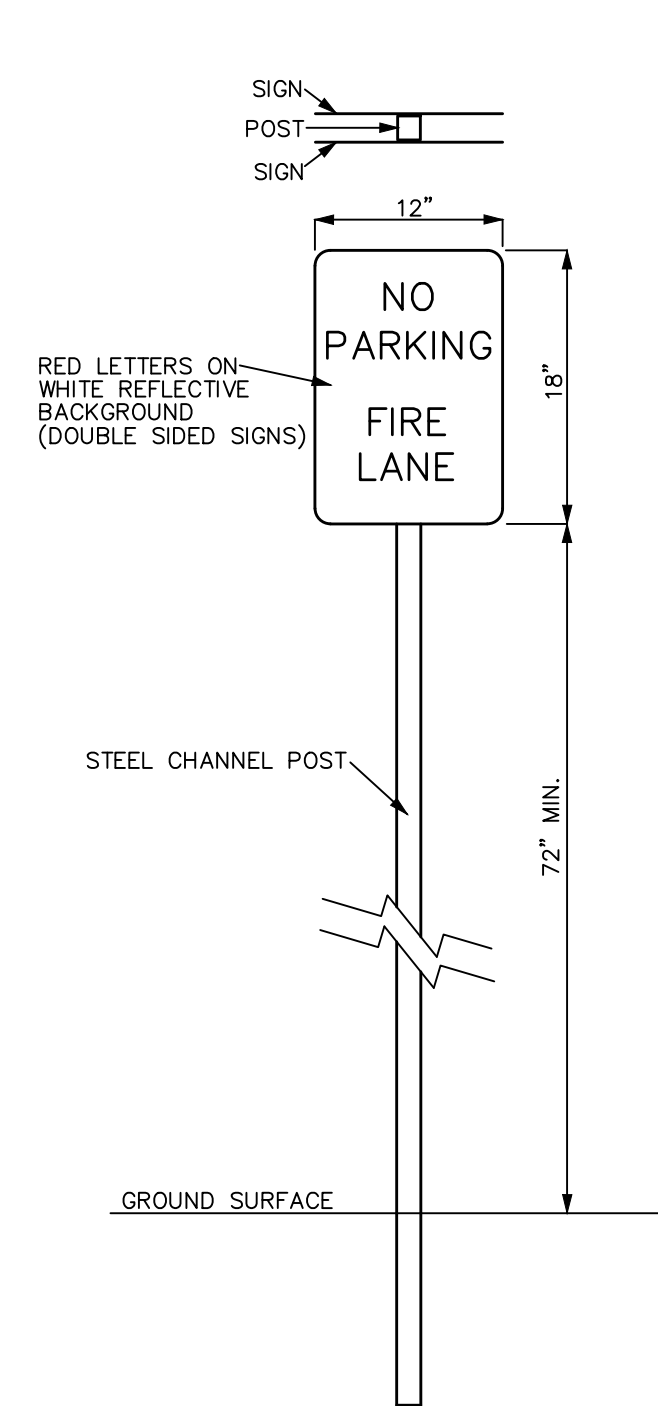
DESIGN: WMP  DRAFT: JHG  CHECK: WMP	REVISION #	DATE	REVISION-DESCRIPTION	REVISION #	DATE	REVISION-DESCRIPTION	2025 EULER ROAD  DEVELOPMENT	SITE PLAN	CLIENT:  4M GENOA LLC 2244 EULER ROAD BRIGHTON, MICHIGAN 48114 810-217-7471	SCALE: 1in. = 60ft.  PROJECT No.: 234463  DWG NAME: 4463 SP FUEL  ISSUED: JAN. 19, 2026	SP
	1	11-24-25	ADDED FUEL STORAGE PAD FOR UNIT 2								
	2	01-19-26	REVISED FUEL STORAGE PAD LOCATION FOR UNIT 2								



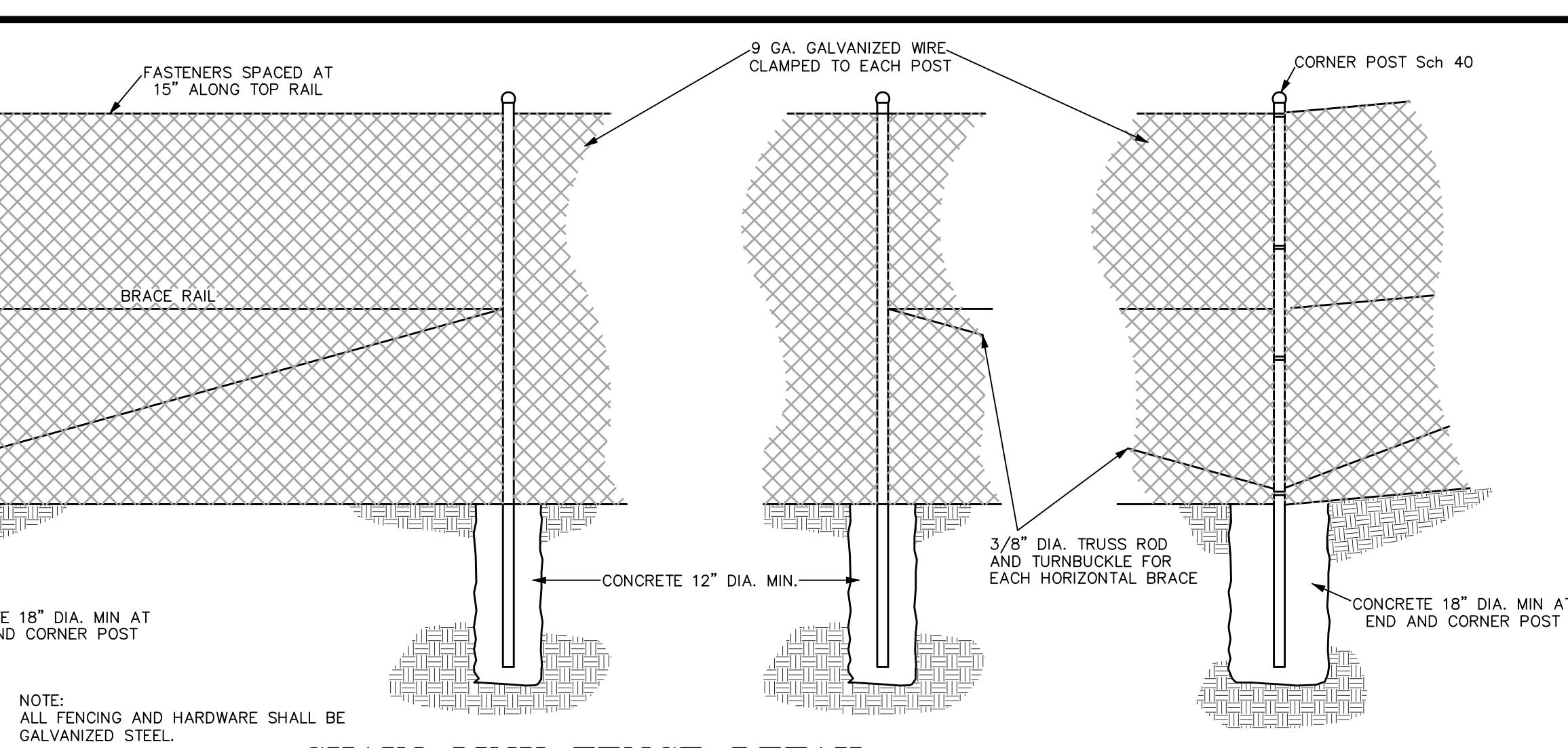
BOLLARD POST DETAIL  
NOT TO SCALE



FIRE LANE SIGN POST DETAIL  
NOT TO SCALE

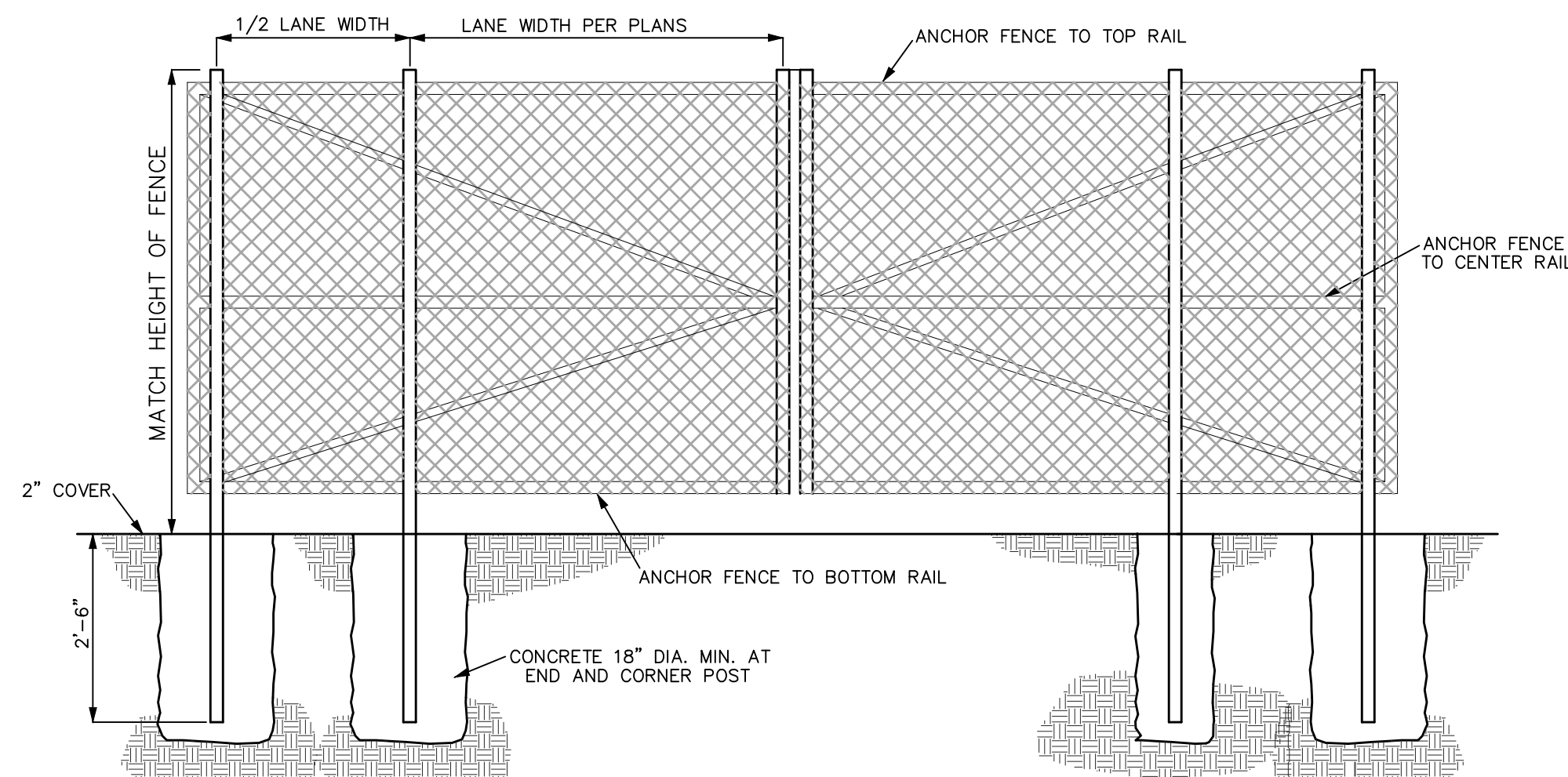


CHAIN LINK FENCE DETAIL  
NOT TO SCALE

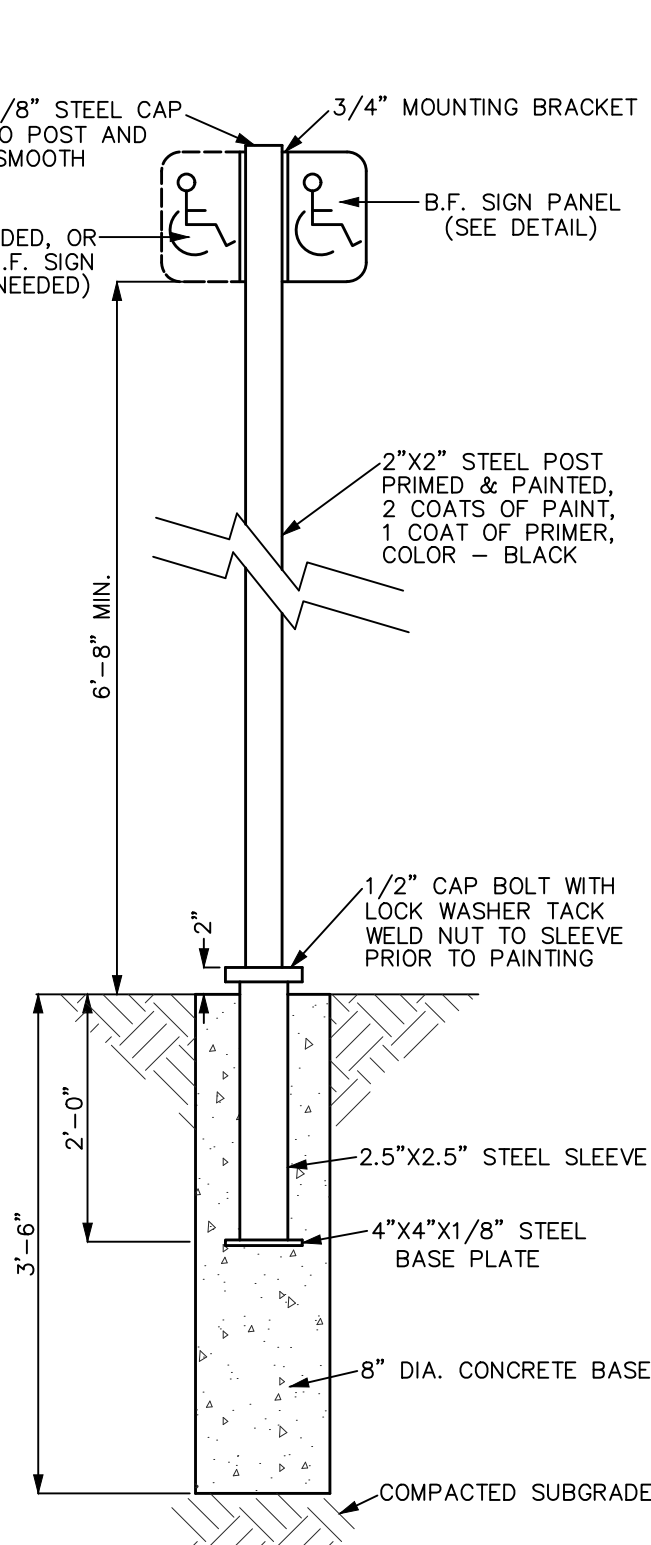


CHAINLINK ROLLING GATE DETAIL  
NOT TO SCALE

NOTE:  
ALL POLES, RAILS AND HARDWARE SHALL BE GALVANIZED STEEL.  
INSTALL A KNOX BOX AND KNOX LOCK PER BAFD.  
PROVIDE APPROPRIATE RAPID ACCESS KNOX DEVISE, WHETHER MANUAL OR AUTOMATED, AS ACCEPTABLE TO B.A.F.A.



SIGN POST DETAIL  
NOT TO SCALE

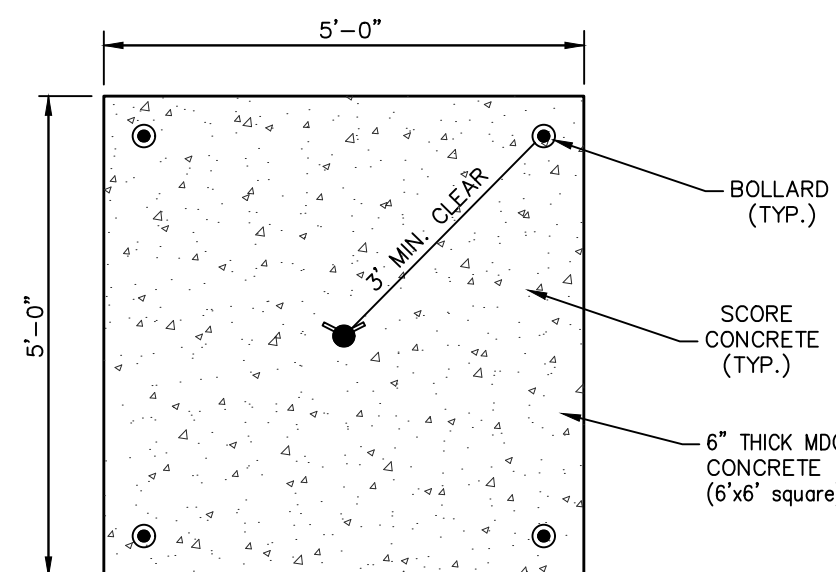


B.F. SIGN PANEL DETAIL  
NOT TO SCALE

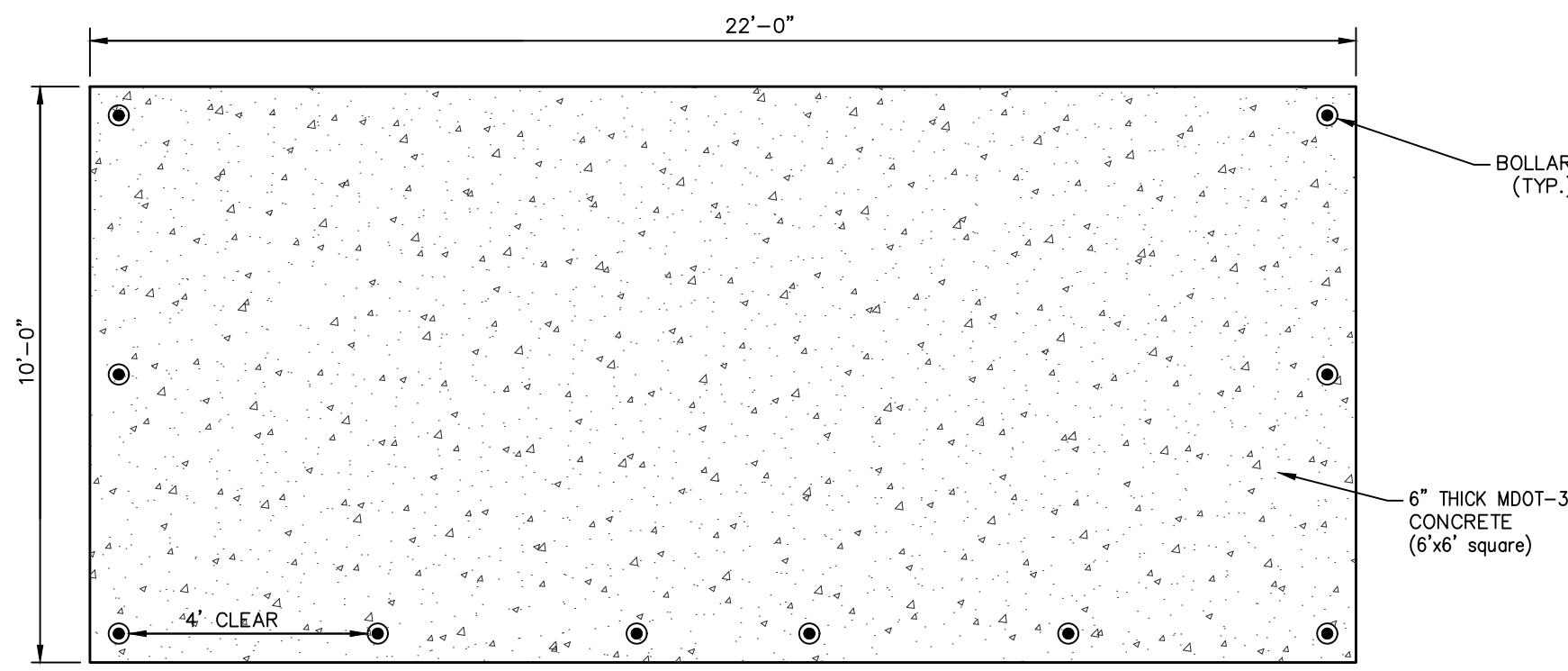
NOTES:  
1. SIGN PANEL TO BE 12"x18" 12 GA. SINGLE FACE MOUNT W/2 1/4" SOCKET HEAD BOLTS AND CEMENT ANCHORS. FIELD: WHITE SCOTCHLITE MTL. (3M) GRAPHIC SYMBOL: BLACK PANEL: BLUE  
2. ALL SIGNS TO BE SHOP FABRICATED, PRIMED AND PAINTED PRIOR TO SHIPMENT. TEXT TYPE FACE TO BE HELVETICA REG. CONDENSED. SIGN PANELS PAINTED WITH 2-PART EPOXY ENAMEL; 2 COATS PAINT 1-COAT PRIMER, COLOR AS INDICATED, FRONT AND BACK PRIOR TO SCOTCHLITE.



HYDRANT PAD  
NOT TO SCALE

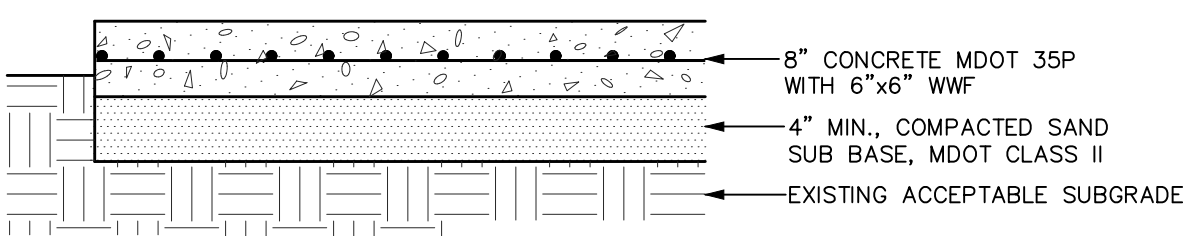


DUMPSTER PAD  
NOT TO SCALE



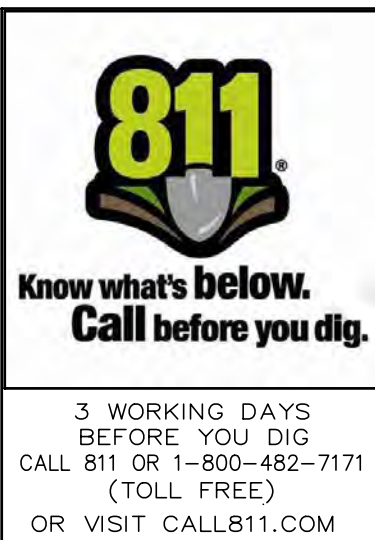
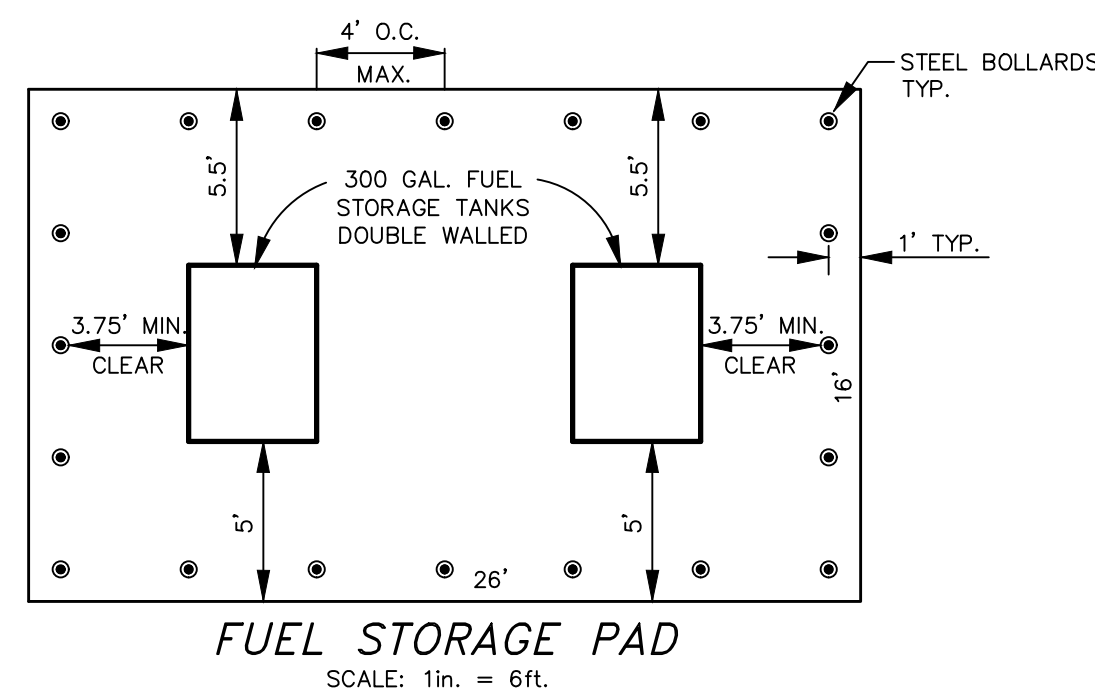
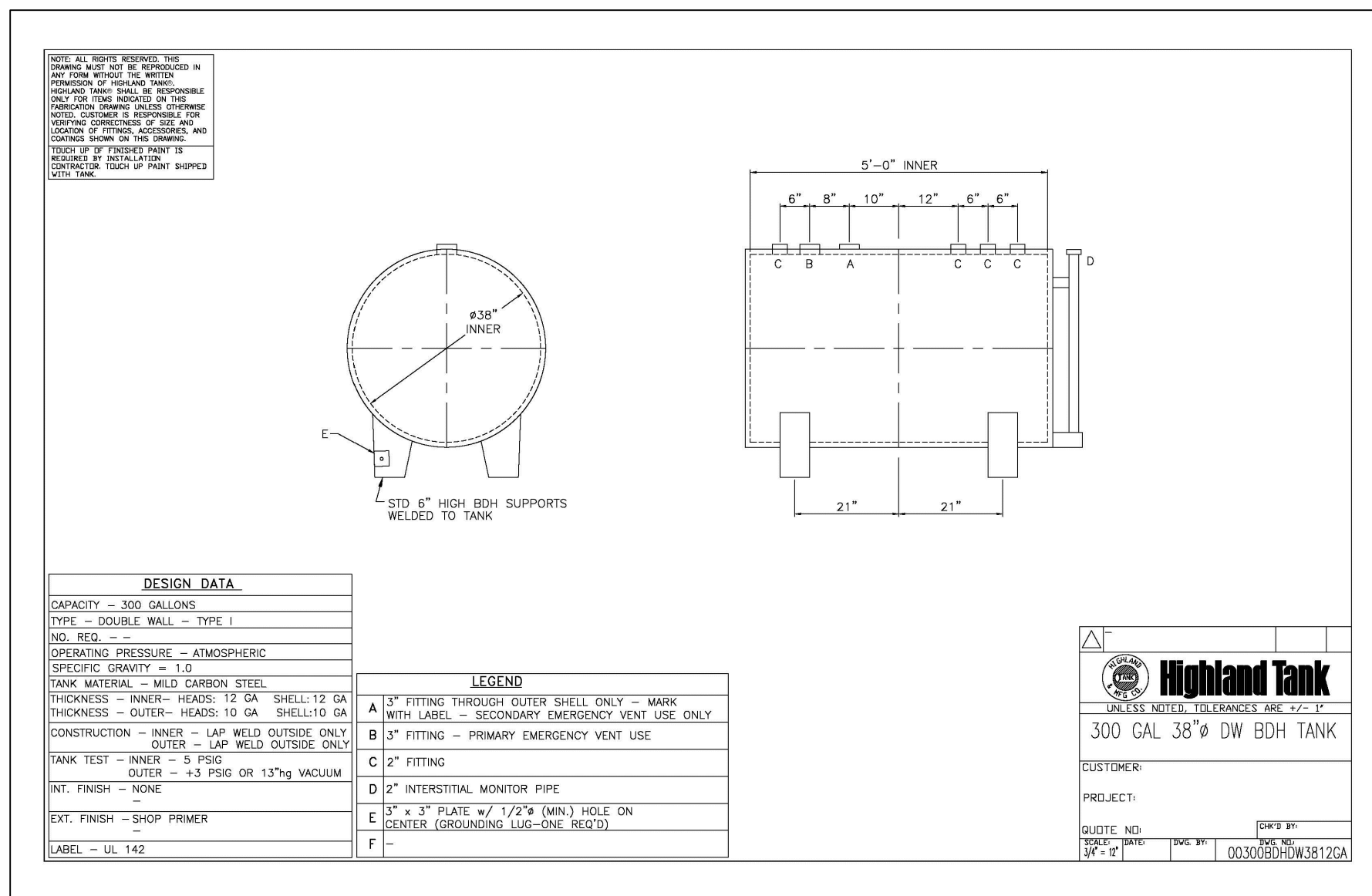
FUEL STORAGE PAD CROSS-SECTION  
NOT TO SCALE

PAVEMENT NOTES:  
1. UNSUITABLE SOILS, SUCH AS MUCK, PEAT, TOPSOIL, MARL, SILT OR OTHER UNSTABLE MATERIALS, SHALL BE UNDERCUT AND REPLACED WITH COMPACTED SAND SUBGRADE FILL WHERE INCIDENTAL TO ROUGH GRADING.  
2. AREAS OF SUBGRADE FILL SHALL BE CONSTRUCTED USING 12" THICK LIFTS OF COMPACTED SAND, MDOT CLASS III OR EQUIVALENT ON-SITE MATERIAL; WHEN INSIDE ROAD INFLUENCE ZONE.



DUMPSTER PAD SLAB CROSS-SECTION  
NOT TO SCALE

PAVEMENT NOTES:  
1. UNSUITABLE SOILS, SUCH AS MUCK, PEAT, TOPSOIL, MARL, SILT OR OTHER UNSTABLE MATERIALS, SHALL BE UNDERCUT AND REPLACED WITH COMPACTED SAND SUBGRADE FILL WHERE INCIDENTAL TO ROUGH GRADING.  
2. AREAS OF SUBGRADE FILL SHALL BE CONSTRUCTED USING 12" THICK LIFTS OF COMPACTED SAND, MDOT CLASS III OR EQUIVALENT ON-SITE MATERIAL; WHEN INSIDE ROAD INFLUENCE ZONE.



DESIGN:WMP	REVISION #	DATE	REVISION-DESCRIPTION	REVISION #	DATE	REVISION-DESCRIPTION
DRAFT: JHG	1	08-06-25	ADDED FUEL STORAGE PAD DETAILS			
CHECK: WMP	2	01-19-26	REVISED FUEL STORAGE PAD DETAILS			

2025 EULER ROAD  
DEVELOPMENT

FENCING  
NOTES AND DETAILS

CLIENT:	SCALE: N/A
4M GENOA LLC 2244 EULER ROAD BRIGHTON, MICHIGAN 48114 810-217-7471	PROJECT No.: 234463 DWG NAME: 4463 DT ISSUED: JAN. 19, 2026

DT3





**TO:** Honorable Board of Trustees

**FROM:** Amy Ruthig, Planning Director

**DATE:** February 11, 2026

**RE:** Truck and Trailer Outdoor Storage Special Use  
900 Grand Oaks Drive  
Special Land Use, Site Plan and Environmental Impact Assessment

In consideration of the approval recommendation by the Township Planning Commission on February 9, 2026, please find the attached the site plan application, special land use application, site plan and environmental impact assessment for your consideration. The applicant proposes to expand their outdoor storage area. The property is located at 900 Grand Oaks Drive, west side of Grand Oaks Drive, south of Grand River Avenue. The request is petitioned by Truck and Trailer Specialties. The property is zoned Industrial (IND).



In order to accommodate the proposed project, a Special Land Use is required for outdoor storage. 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 Township Board is to consider if the special land use approval requirements have been met as stated in Article 19 of the Township Zoning Ordinance.

## Kevin Spicher

Rick Soucy

## Robin L. Hunt

Jodie Valenti

Bill Reiber

Candie Ho

Todd Walker

MANAC

The project was heard before the Planning Commission on February 9, 2026 following a public hearing and was recommended for approval. If the Township Board finds that the special land use application meets the approvals requirements and based on the Planning Commission's recommendations, I offer the following for your consideration:

**SPECIAL LAND USE** Moved by \_\_\_\_\_, Supported by \_\_\_\_\_ to APPROVE the Special Land Use to expand the outdoor storage for the existing Truck and Trailer Specialties located at 900 Grand Oaks Drive. The requirements of Section 19.03 and 8.02.02 (b) of the Zoning Ordinance are generally met.

**ENVIRONMENTAL IMPACT ASSESSMENT** Moved by \_\_\_\_\_, Supported by \_\_\_\_\_ to APPROVE the Environmental Impact Assessment dated January 20, 2026 to expand the outdoor storage for the existing Truck and Trailer Specialties located at 900 Grand Oaks Drive.

**SITE PLAN** Moved by \_\_\_\_\_, Supported by \_\_\_\_\_ to APPROVE the Site Plan dated January 20, 2026 to expand the outdoor storage for the existing Truck and Trailer Specialties located at 900 Grand Oaks Drive with the following conditions:

- The petitioner will add 11 coniferous trees at 6-foot height at the time located at the bottom of the new proposed slope between the disturbance area on the west side.
- Township staff will review the existing landscaping against the approved landscaping plan of seven years ago and if necessary, will be brought back into compliance during an applicable season in 2026.
- The lighting photometrics and plan shall be updated and reviewed by township staff to meet township standards.
- The chain link fence matching the existing chain link fence is acceptable.
- The asphalt millings are acceptable material in this industrial zone.

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

Best Regards,

A handwritten signature in blue ink that reads "Amy Ruthig". The signature is written in a cursive, flowing style.

Amy Ruthig



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

**GENOA TOWNSHIP**

**SEP 25 2025**

**RECEIVED**

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

APPLICANT NAME & ADDRESS: Truck & Trailer Specialties, 900 Grand Oaks Dr., Howell, MI 48843  
*If applicant is not the owner, a letter of Authorization from Property Owner is needed.*

OWNER'S NAME & ADDRESS: Truck & Trailer Specialties, Inc., 900 Grand Oaks Dr., Howell, MI 48843

SITE ADDRESS: 900 Grand Oaks Drive, Howell, MI 48843 PARCEL #(s): 4711-05-300-054

APPLICANT PHONE: [REDACTED] OWNER PHONE: [REDACTED]

OWNER EMAIL: [REDACTED]

**LOCATION AND BRIEF DESCRIPTION OF SITE:**

Site is located ±850 feet south of East Grand River Avenue on the west side of Grand Oaks Drive in Genoa Township, Livingston County, Michigan. The property is approximately 10.03 acres in size and is located in the Genoa Township industrial district. There is an existing 30,142 square foot building with associated driveways and parking lots on the north, east and south sides of the building and loading/unloading and storage areas on the west side of the building. The improved area is around 4 acres. The westerly 6 acres has a gradual slope down from east to west. The stormwater detention pond is near the southwest corner of the property and there is a wooded and wetland area in the northwest corner of the property totalling approximately 3.5 acres. The site has both private and public utilities, including storm sewer, sanitary sewer, and water main.

BRIEF STATEMENT OF PROPOSED USE: No change to existing use.

Full-service truck upfit facility, including body & paint shop, welding & fabrication capabilities, complete line of truck bodies & attachments, and mobile hydraulic system expertise specializing in closed-center systems with load-sense piston pumps.

THE FOLLOWING BUILDINGS ARE PROPOSED: N/A. Storage Lot Addition

**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: Brian Bouwman on behalf of Truck & Trailer Specialties, Inc.

ADDRESS: 900 Grand Oaks Dr., Howell, MI 48843




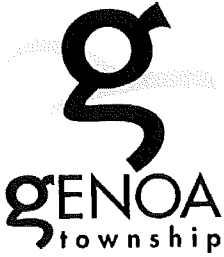
**Contact Information - Review Letters and Correspondence shall be forwarded to the following:**

1.) Jesse Parkinson of The Umlor Group at [REDACTED]  
Name Business Affiliation

**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:  DATE: 9-25-2025  
PRINT NAME: Brian Bouwman on behalf of Truck & Trailer Specialties, Inc. PHONE: [REDACTED]  
ADDRESS: 900 Grand Oaks Dr., Howell, MI 48843



## 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: Truck & Trailer Specialties, Inc

*Submit a letter of Authorization from Property Owner if application is signed by Acting Agent.*

APPLICANT PHONE: [REDACTED] EMAIL: [REDACTED]

OWNER NAME & ADDRESS: Truck & Trailer Specialties, Inc; 900 Grand Oaks Drive, Howell, MI, 48843

SITE ADDRESS: 900 Grand Oaks Drive, Howell, MI48843 PARCEL #(s): 4711-05-300-054

OWNER PHONE: [REDACTED] EMAIL: [REDACTED]

Location and brief description of site and surroundings:

The existing site is an industrial building with outdoor storage surrounded by other industrial parcels. An existing storm sewer and basin  
are present on-site.

Proposed Use:

Additional outdoor storage for the existing business.

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.

The proposed use is an expansion of the current use within the same parcel.

- 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.

The proposed addition will use the same type of pavement and screening, maintaining the character of the storage lot. No basin  
expansion is required, preserving the existing greenery in the rear lot.

- 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 lot expansion will be serviced from the same entrances the existing storage lot uses.



- 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?

No, the proposed use consists of outdoor storage with no loosely packaged materials stored outside.

- 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.

Yes, Section 8.02.02.b is being met. The existing lot is 10.03 acres. There are no loosely packaged materials being stored outside. The pavement will match the existing asphalt millings and act as the durable, dustless surface, and additional storm sewer is being proposed to collect drainage. Office space is located on-site. All loading and truck maneuvering can be accommodated on-site. There are no adjacent residential parcels. All stored materials will be screened behind fencing.

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

BY: [Signature]

ADDRESS: 900 Grand Oaks Drive Howell MI

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

Brian Bouwman of Truck + Trailer Spec. at [Redacted]  
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: [Signature] DATE: 2/4/26  
PRINT NAME: Brian Bouwman PHONE: 517-552-3855

- The applicant shall receive all outside agency approvals and provide copies to the township.  
**The motion carried with Commissioner McCreary voting no.**

**OPEN PUBLIC HEARING #4** ...Consideration of a special use, site plan and environmental impact assessment for a proposed expansion of outdoor storage for the existing Truck and Trailer. The property is located on the west side of Grand Oaks Drive, south of Grand River Avenue. The request is petitioned by Truck and Trailer Specialties.

- A. Recommendation of Special Use Application
- B. Recommendation of Environmental Impact Assessment
- C. Recommendation of Site Plan

Mr. Jesse Parkinson of The Umlor Group, the applicant's engineer, stated they are requesting to expand their existing storage area in the back of the building. They will be using asphalt millings.

Mr. Borden reviewed his letter dated February 4, 2026.

1. Special Land Use (Section 19.03)
  - a. In order to make favorable findings on the compatibility and impact criteria, the use conditions for outdoor storage must be met to the Commission's satisfaction.
  - b. The Commission should consider any comments provided by the Township Engineer and Brighton Area Fire Department with respect to this standard.
2. Use Conditions (Section 8.02.02(b))
  - a. Pending input from the Township Engineer, the Commission may allow the use of asphalt millings as the surfacing for the outdoor storage area.
  - b. The Commission may allow screen fencing and existing vegetation in lieu of new buffer zone requirements. The applicant is requesting to use screen fencing and there is existing vegetation in the required buffer area.
3. Site Plan Review
  - a. If any of the landscaping from the 2018 approval has died or is in poor condition, the Township should require replacement as part of this project.
  - b. The lighting plan must be revised to eliminate the on-site readings above the 10-footcandle limit.
  - c. The applicant must address any site plan comments provided by the Township Engineer and/or Brighton Area Fire Authority.

Ms. Byrne reviewed her letter dated February 3, 2026.

Genoa Township requires parking lots be hard surface. The proposed storage area addition is using asphalt millings, rather than pavement. Since this area will be used for storage and matches the existing storage area that is also surfaced with asphalt millings, she has no engineering related concern with the proposed addition not being hard surface.

The Brighton Area Fire Authority Fire Marshal's letter dated January 26, 2026 states he has no objection to the proposed storage area expansion. The area is already provided with emergency gate access and a fire hydrant accessible from the lot.

Ms. Ruthig stated she received a letter from the neighbor next door to the site right before the start of tonight's meeting, so it was not included in the packet. She provided it to the Commissioners and to the applicant.

Mr. Bouwman was asked what work was done as noted in the letter from the neighbor. Mr. Bouwman stated they tried bringing some free dirt in from an existing project in the township. After he was notified he was not able to do that, he stopped the work and then complied with the Drain Commissioner's requirements. He did not know he needed a permit. The plan submitted for this proposal includes the dirt that was brought onto the site.

Mr. Parkinson reviewed the plans, noting they meet all of the ordinance requirements, including additional elements to ensure the safety of the site. They had a future approval for 7 ½ acres of property so that is why Mr. Bouwman did not think he needed to receive additional approvals for the storage area expansion.

Commissioner Rauch stated that Items #1, 4, and 5 will be addressed with what is being proposed. Regarding the additional traffic on Grand Oaks Drive, this is an industrial roadway and has been designed for this type of traffic. With regard to the air quality, this business has been approved operationally. He appreciates the feedback and input from the adjacent property owner, but the plan tonight addresses the items that the township can have control over.

Commissioner Reiber wanted assurance that they are meeting the requirements for stormwater management. Mr. Parkinson stated they have worked with the township engineer and drain commissioner for the last five months and they have approved what they are proposing.

Commissioner Reiber asked what happens to a business that does work without permits and what typically occurs. Ms. Ruthig stated in this case, when they were notified, they stopped the work and then complied with the drain commissioner to bring it into compliance. Mr. Bouwman stated he received a fine from the Drain Commissioner and did what work was needed to bring that into compliance.

Commissioner Rauch stated they are approving something that has already been started. He reminded the applicant that in the future, before any work is started, all permits and approvals must be obtained.

Commissioner Reiber would like to see additional landscaping to allow a six foot screen wall and fence instead of a full Buffer Zone B. The applicant is proposing the fence than the buffer zone. Mr. stated due to the elevation of their property, the plantings would not be seen.

The call to the public was opened at 7:33 pm.

Ms. Deb Beattie of 3109 Pineview Trail is concerned with the number and types of trees that are being removed. She would like the applicant to keep some of them. She would also like more night sky and bird friendly lighting in the Township. She reminded everyone that oak trees should not be removed from November 1 to March 31 and should not be trimmed between April 15 and July 15.

The call to the public was closed at 7:35 pm.

Commissioner Reiber reiterated that he would prefer trees instead of fencing. Commissioner Chouinard stated the fence is needed for safety and security. Commissioner Rauch suggested allowing the chain link fence with the addition of conifer trees. There is 25 feet of area between the proposed expansion and where the slope begins. If a tree is planted every 30 feet on center, 11 trees can be planted. The applicant agreed.

**Moved** by Commissioner Rauch, supported by Commissioner Rassel, to recommend to the Township Board approval of the Special Land Use for the expansion of outdoor storage for the existing Truck and Trailer located on the west side of Grand Oaks Drive, south of Grand River Avenue as the Planning Commission finds that the conditions of Section 19.03 and Section 8.02.02(b) have generally been met to their satisfaction. **The motion carried unanimously.**

**Moved** by Commissioner Rauch, supported by Commissioner Reiber, to recommend to the Township Board approval of the Environmental Impact Assessment dated January 20, 2026 for the expansion of outdoor storage for the existing Truck and Trailer located on the west side of Grand Oaks Drive, south of Grand River Avenue **The motion carried unanimously.**

**Moved** by Commissioner Rauch, supported by Commissioner Reiber, to recommend to the Township Board approval of the Site Plan for the expansion of outdoor storage for the existing Truck and Trailer located on the west side of Grand Oaks Drive, south of Grand River Avenue., with the following conditions:

- The petitioner will add 11 coniferous trees at 6 foot height at the time located at the bottom of the new proposed slope between the disturbance area on the west side.
- Township staff will review the existing landscaping against the approved landscaping plan of seven years ago and if necessary, will be brought back into compliance during an applicable season in 2026.
- The lighting photometrics and plan shall be updated and reviewed by township staff to meet township standards.
- The chain link fence matching the existing chain link fence is acceptable.
- The asphalt millings are acceptable material in this industrial zone.

**The motion carried unanimously.**



February 4, 2026

Planning Commission  
Genoa Township  
2911 Dorr Road  
Brighton, Michigan 48116

<b>Attention:</b>	Amy Ruthig, Planning Director
<b>Subject:</b>	Truck and Trailer Specialties – Special Land Use and Site Plan Review #2
<b>Location:</b>	900 Grand Oaks Drive – west side of Grand Oaks, south of Grand River Avenue
<b>Zoning:</b>	IND Industrial District

Dear Commissioners:

At the Township's request, we have reviewed the revised submittal from Truck and Trailer Specialties to expand their outdoor storage area (plans dated 1/20/26).

**A. Summary**

**1. Special Land Use (Section 19.03)**

- a. In order to make favorable findings on the compatibility and impact criteria, the use conditions for outdoor storage must be met to the Commission's satisfaction.
- b. The Commission should consider any comments provided by the Township Engineer and Brighton Area Fire Department with respect to this standard.

**2. Use Conditions (Section 8.02.02(b))**

- a. Pending input from the Township Engineer, the Commission may allow the use of asphalt millings as the surfacing for the outdoor storage area.
- b. The Commission may allow screen fencing and existing vegetation in lieu of new buffer zone requirements.

**3. Site Plan Review**

- a. If any of the landscaping from the 2018 approval has died or is in poor condition, the Township should require replacement as part of this project.
- b. The lighting plan must be revised to eliminate the on-site readings above the 10-footcandle limit.
- c. The applicant must address any site plan comments provided by the Township Engineer and/or Brighton Area Fire Authority.



*Aerial view of site and surroundings prior to site development (looking north)*

## **B. Proposal/Process**

The site contains an approximately 30,000 square foot industrial building and an outdoor storage area (special land use and site plan approval obtained in 2018).

At this time, the applicant seeks to expand the outdoor storage area by approximately 53,000 square feet.

Accessory outdoor storage is allowed in the IND with special land use approval. Such uses are also subject to the conditions of Section 8.02.02(b).

Given the extent of the expansion proposed, Section 19.06 defines the project as a major amendment to a previously approved special land use. As such, both special land use and site plan approval are needed for this project.

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

## **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 well as most of the properties along Grand Oaks, as Industrial.

This category is intended for “industrial uses such as research, wholesale and warehouse activities and light industrial operations which manufacture, compound, process, package, assemble and/or treat finished or semi-finished products from previously prepared material.”

Based on the use description and the planned character of this area, we are of the opinion that the proposal is generally consistent with the Master Plan.

- 2. Compatibility.** Properties on Grand Oaks, including the subject site, are primarily developed with light industrial uses. Many of these uses include an accessory outdoor storage component.

Provided the use conditions are met to the Commission’s satisfaction, the proposal is generally expected to be compatible with the existing and planned character of the area.

3. **Public Facilities and Services.** As a previously developed site in an area developed with several industrial uses, we anticipate necessary public facilities and services are in place.

With that being said, the Commission should consider any comments provided by the Township Engineer and Brighton Area Fire Department with respect to this standard.

4. **Impacts.** Similar to comments above, the use conditions for outdoor storage are intended to help limit impacts of the proposal. Provided those standards are met to the Commission's satisfaction, the proposal is not expected to adversely impact adjacent or surrounding properties and/or uses, or environmental conditions.
5. **Mitigation.** If other concerns arise as part of the review process, the Township may require additional efforts to mitigate potential adverse impacts.

**D. Use Conditions**

Accessory outdoor storage is subject to the use conditions of Section 8.02.02(b), as follows:

1. **Minimum lot area shall be one (1) acre.**

Per the notes on Sheet 4, the subject site contains 10.03 acres of lot area.

2. **Any stockpiles of soils, fertilizer or similar loosely packaged materials shall be sufficiently covered or contained to prevent dust or blowing of materials.**

Per the notes on Sheet 4, the project does not include storage/stockpiles of loosely packaged materials.

3. **All outdoor storage areas shall be paved with a permanent, durable and dustless surface and shall be graded and drained to dispose stormwater without negatively impact adjacent property. The Township Board, following a recommendation of the Planning Commission and the Township Engineer, may approve a gravel surface for all or part of the display or storage area for low intensity activities, upon a finding that neighboring properties and the environment will not be negatively impacted.**

The previously approved outdoor storage area includes a mix of asphalt (closer to the building) and asphalt millings (farther from the building). The proposal entails a continuation of the asphalt millings, matching the abutting area.

Pending input from the Township Engineering, the Commission may allow the use of asphalt millings.

4. **No outdoor storage shall be permitted in any required yard (setback) of buildings for the district in which the outdoor display, sales or storage use is located. Any approved outdoor sales or display with a parking lot shall meet the required parking lot setback; provided the Planning Commission may require additional landscaping screening or ornamental fencing.**

The outdoor storage area is located in the rear yard, and meets or exceeds the minimum setback requirements for the IND.

5. **The site shall include a building of at least five hundred (500) feet of gross floor area for office use in conjunction with the use.**

The existing building has a gross floor area of just over 30,000 square feet.

**6. All loading and truck maneuvering shall be accommodated on-site.**

Sheet 8 includes a truck circulation plan, demonstrating compliance with this requirement.

**7. All outdoor storage area property lines adjacent to a residential district shall provide a buffer zone A as described in Section 12.02. A buffer zone B shall be provided on all other sides. The Planning Commission may approve a six (6) foot high screen wall or fence, or a four (4) foot high landscaped berm as an alternative.**

The rear of the property is heavily wooded with mature trees. Sheets 2 and 3 identify the existing trees and the extent of tree removal needed to accommodate the project.

The project does not include additional landscaping, but proposes screen fencing in lieu of new plantings. Sheet 7A includes a detail for a 6-foot tall chain link fence with privacy slats.

The Commission has the discretion to allow 6-foot tall screen fencing in lieu of a buffer zone B.

**8. The height of all material and equipment stored in an outdoor storage area shall not exceed the height of any landscape screening, wall or fence. Boats and recreational vehicles may exceed the height of the fence provided that they are setback from the fence a distance equal to their height. Storage of materials up to the height of the adjacent building wall may be permitted in the rear yard if it is illustrated on the site plan, the rear yard does not abut a residential district or face an expressway, and such storage is confined to within twenty (20) feet of the building.**

Notes on Sheet 4 state that items stored outdoors will not be above the fence. There is a reference to 10-foot tall trucks, which must be located such that they are properly screened by the fencing.

If needed, taller materials/equipment may be located within 20 feet of the rear of the building.

**E. Site Plan Review**

**1. Dimensional Requirements.** No changes to the existing building or parking are proposed. As previously noted, the outdoor storage area complies with IND setback requirements, as required.

The submittal also notes compliance with the impervious surface lot coverage requirement (35.5% provided; 85% maximum allowed).

There are no other impacts to the dimensional requirements of the Zoning Ordinance.

**2. Vehicular Circulation.** No changes are proposed to the existing vehicular circulation pattern; however, the applicant must address any comments provided by the Township Engineer and/or the Brighton Area Fire Authority with respect to vehicular circulation.

**3. Parking.** Sheet 4 includes updated parking calculations demonstrating compliance with Ordinance requirements – 46 spaces required; 49 spaces provided.

**4. Landscaping.** As previously noted, the request does not include new landscaping.

If any of the landscaping from the 2018 approval has died or is in poor condition, the Township should require replacement as part of this project (which the applicant has acknowledged).

**5. Exterior Lighting.** The revised submittal includes a lighting plan proposing 7 new light poles around the outdoor storage area. Fixtures are downward directed, shielded LEDs mounted at a height of 15 feet.



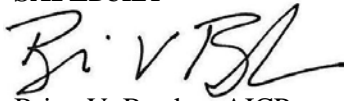
The photometric plan demonstrates compliance with the allowable intensity along non-residential property lines; however, there are several readings on-site that exceed the 10-footcandle limit.

The lighting plan must be revised to comply with this requirement.

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

Respectfully,

**SAFEBUILT**

A handwritten signature in black ink, appearing to read "B. V. Borden", written over the printed name.

Brian V. Borden, AICP  
Planning Manager



February 3, 2026

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

**Re: Truck and Trailer  
Site Plan Review No. 2**

Dear Ms. Ruthig:

Tetra Tech conducted a second review of the site plan submittal for Truck and Trailer last dated January 20, 2026. The site plan was prepared by Umlor Group for Truck and Trailer Specialties, Inc. The site is located on the west side of Grand Oaks Drive, approximately 800 feet south of Grand River Avenue. The improvements include a new storage lot addition on the west side of the existing storage lot. Site improvements include modifications to the existing storm sewer system and stormwater management plan. We offer the following comments:

**SITE PLAN**

1. Genoa Township requires that parking lots be hard surface. The proposed storage area addition is using asphalt millings, rather than pavement. Since this area will be used for storage and matches the existing storage area that is also surfaced with asphalt millings, we have no engineering related concern with the proposed addition not being hard surface.

We recommend the petitioner address the above comments 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



# BRIGHTON AREA FIRE AUTHORITY

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

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January 26, 2026

Bobby Foster, Planner  
Genoa Charter Township  
2911 Dorr Rd.  
Brighton, MI 48116

RE: Truck & Trailer Specialties - Storage Lot Addition  
900 Grand Oaks Dr.  
Site Plan Review

Dear Kelly:

The Brighton Area Fire Department has reviewed the above-mentioned site plan. The plans were received for review on January 21, 2026 and the drawings are dated September 25, 2025 with latest revisions dated January 20, 2026. The project is based on the proposed expansion of an exterior, fenced-in storage area. The plan review is based on the requirements of the International Fire Code (IFC) 2024 edition.

**The Fire Authority has no objection to the proposed storage area expansion. The area is already provided with emergency gate access and a fire hydrant accessible from the lot.**

Additional comments will be given during the building plan review process (specific to the building plans and occupancy). The applicant is reminded that the fire authority must review the fire protection systems submittals (sprinkler & alarm) prior to permit issuance by the Building Department and that the authority will also review the building plans for life safety requirements in conjunction with the Building Department.

If you have any questions about the comments on this plan review please contact me at 810-229-6640.

Cordially,

A handwritten signature in black ink, appearing to read "RB", with a stylized horizontal line extending from the end.

Rick Boisvert, CFPS  
Fire Marshal

cc: Amy Ruthig (amy@genoa.org)



January 20, 2026

## Impact Assessment for Site Plan Approval

### Project:

Storage Lot Addition to Truck & Trailer Specialties, Inc.  
900 Grand Oaks Drive  
Genoa Township, Livingston County, Michigan

### Prepared for:

Brian Bouwman  
Truck & Trailer Specialties, Inc.  
900 Grand Oaks Drive  
Howell, MI 48843  
(517) 552-3855

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

Prepared by:  
The Umlor Group, LLC  
49287 West Road  
Wixom, MI 48393  
(248) 773-7656  
Civil Engineers & Land Surveyors

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

See site plan drawings in the SPA application submission for property description and location.

- a. Site is located  $\pm$ 850 feet south of East Grand River Avenue on the west side of Grand Oaks Drive in Genoa Township, Livingston County, Michigan.
- b. The property is approximately 10.03 acres in size and is located in the Genoa Township industrial district. There is an existing 30,142 square foot building with associated driveways and parking lots on the north, east and south sides of the building and loading/unloading and storage areas on the west side of the building. The improved area is around 4 acres.
- c. The westerly 6 acres has a gradual slope down from east to west. The stormwater detention pond is near the southwest corner of the property and there is a wooded and wetland area in the northwest corner of the property totalling approximately 3.5 acres.
- d. The site has both private and public utilities, including storm sewer, sanitary sewer, and water main.

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

The property size is approximately 10.03 acres which was recently split off of the parent parcel. The site is occupied by the Truck & Trailer Specialties, Inc. business with wooded wetlands areas on the west side of the property.

The existing topography on the site has ground elevations ranging from 945 to 994. The site is lower than Grand Oaks Drive and slopes from east to west with the stormwater sheet flowing overland. The ultimate outlet for the storm water is an existing stormwater pond at the west side and a wetland area per the attached existing conditions plan of the property.

There are 292 existing 8"+ trees in the rear woodland area of which 73 trees (25.0%) are proposed to be removed as part of the proposed storage lot addition. There will be no impact to the existing wetlands as part of this project.

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

Surface runoff during periods of construction will be controlled by proper methods set forth by the Livingston County Drain Commissioner, including silt fences, check dams, tree protection fence, stormwater pond, and a mud mat.

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

The applicant is proposing an addition to the storage lot at the Truck & Trailer Specialties facility. This development has the required parking, lighting and storm water management, environmental impact management associated with this type of development. Applicant has 1 existing entrance to the property via an access drive off of Grand Oaks Drive. The storage lot addition will be hard surface (asphalt millings compacted) for dust control.

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

There is no expected impact on public facilities or services. This project has no impact to the overall development of the immediate and surrounding area and has been anticipated with regards to public services.



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

The development is already serviced by both public water and sanitary sewer that are located at the east property (Grand Oaks Drive).

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

The development has a list of all hazardous substances expected to be used, stored or disposed of on the site. MSDS sheets are kept on each material with the location within the site and the method of containment. A PIPP was already provide at the time of the original development of this site.

- I. Impact on Traffic and Pedestrians:** A description of the traffic volumes to be generated based on national reference documents, such as the most recent edition of the *Institute of Transportation Engineers Trip Generation Manual*, other published studies or actual counts of similar uses in Michigan. A detailed traffic impact study shall be submitted for any site over ten (10) acres in size which would be expected to generate 100 directional vehicle trips (i.e. 100 inbound or 100 outbound trips) during the peak hour of traffic of the generator or on the adjacent streets. The contents of the detailed study shall include:

There are 25 employees and minimal deliveries daily. There will be no additional impact to Grand Oaks Drive as part of this project.

- J. Special Provisions:** General description of any deed restrictions, protective covenants, master deed or association bylaws.

None at this time

- K. A list of all sources shall be provided.**

Genoa Township Submittal Requirements for Impact Assessments  
Genoa Township Zoning Map & Ordinance



**BENCHMARKS:**

**SITE BM #1**  
ARROW ON HYDRANT, 35 FEET  
NORTH OF THE SOUTHEAST CORNER  
OF PARCEL #4711-05-300-054  
ELEVATION: 995.96 N.A.V.D. 88

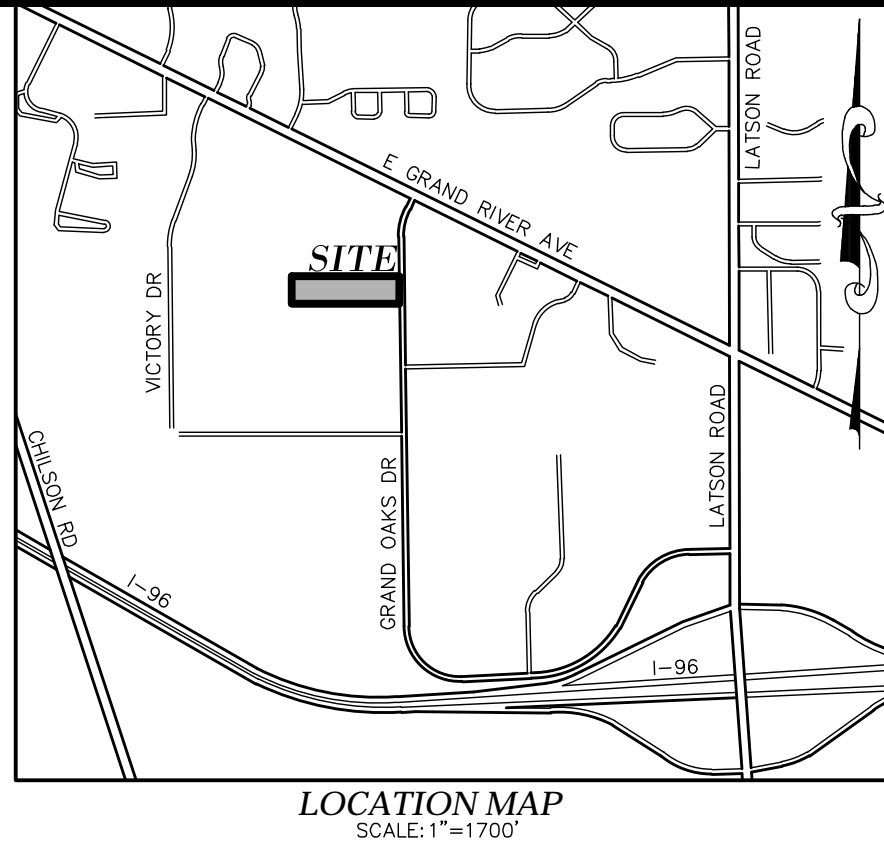
**SITE BM #2**  
ARROW ON HYDRANT, 94 FEET  
NORTH OF THE NORTHEAST CORNER  
OF PARCEL #4711-05-300-054  
ELEVATION: 993.98 N.A.V.D. 88

**SITE PLANS**

for

**STORAGE LOT ADDITION at  
TRUCK & TRAILER SPECIALTIES, INC.**

**900 GRAND OAKS DRIVE  
GENOA TOWNSHIP, LIVINGSTON COUNTY, MICHIGAN**



49287 WEST ROAD  
WIXOM, MI 48393  
TEL 248.773.7659  
FAX 866.690.4307

**UMLOR**  
GROUP



Know what's below  
Call before you dig.

CLIENT: TRUCK & TRAILER SPECIALTIES, INC.

**COVER SHEET**

**900 GRAND OAKS DRIVE - PARCEL NO. 4711-05-300-054**  
SECTION: 5 TOWNSHIP: 2 N. RANGE: 5 E.  
CHARTER TOWNSHIP OF GENOA  
LIVINGSTON COUNTY  
MICHIGAN

REVISED  
01-20-2026 PER TWP

DATE: 09-25-2025

DRAWN BY: RMS

CHECKED BY: JPP/WU

FBK: ---

CHP: RG

SCALE: HOR 1"= 50 FT.  
VER 1"= -- FT.

**1**  
250719

**NOT FOR CONSTRUCTION**

**GENERAL NOTES:**

1. ALL WORKMANSHIP AND MATERIALS SHALL BE IN ACCORDANCE WITH THE CURRENT STANDARDS AND SPECIFICATIONS OF GENOA TOWNSHIP AND/OR LIVINGSTON COUNTY.  
2. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY AND/OR OBTAIN ANY INFORMATION NECESSARY REGARDING THE PRESENCE OF UNDERGROUND UTILITIES WHICH MIGHT AFFECT THIS JOB.  
3. CONTRACTOR TO OBTAIN ALL REQUIRED APPROVALS AND PERMITS PRIOR TO THE START OF CONSTRUCTION.

**NOTICE:**

CONSTRUCTION SITE SAFETY IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR. NEITHER THE OWNER NOR THE ENGINEER SHALL BE EXPECTED TO ASSUME ANY RESPONSIBILITY FOR SAFETY OF THE WORK, OF PERSONS ENGAGED IN THE WORK, OF ANY NEARBY STRUCTURES, OR OF ANY OTHER PERSONS.

**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.

**LEGAL DESCRIPTION OF PARCEL NO. 4711-05-300-054:**

**(PARCEL NO. 4711-05-300-051 PRIOR TO SPLIT)**

PART OF THE SOUTHWEST 1/4 OF SECTION 5, T2N-R5E, GENOA TOWNSHIP, LIVINGSTON COUNTY, MICHIGAN, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTH 1/4 CORNER OF SAID SECTION 5; THENCE ALONG THE SOUTH LINE OF SECTION 5, S 88°01'06" W, 497.04 FEET (RECORDED AS S 87°12'58" W, 496.99 FEET); THENCE ALONG THE WEST RIGHT-OF-WAY LINE OF GRAND OAKS DRIVE (100-FOOT WIDE), N 01°18'58" W, 1025.95 FEET (RECORDED AS N 02°06'23" W, 1026.06 FEET), TO THE POINT OF BEGINNING OF THE PARCEL TO BE DESCRIBED; THENCE S 88°40'50" W, 1320.04 FEET (RECORDED AS S 87°53'37" W, 1320.00 FEET); THENCE ALONG THE EAST LINE OF GRAND OAKS WEST INDUSTRIAL PARK, A SUBDIVISION RECORDED IN LIBER 30 OF PLATS, PAGES 1 THROUGH 5, LIVINGSTON COUNTY RECORDS, N 01°20'08" W, 331.04 FEET (RECORDED AS N 02°06'23" W, 331.00 FEET); THENCE N 88°41'03" E, 1320.15 FEET (RECORDED AS N 87°53'37" E, 1320.00 FEET); THENCE ALONG THE WEST RIGHT-OF-WAY LINE OF GRAND OAKS DRIVE, S 01°18'58" E, 330.96 FEET (RECORDED AS S 02°06'23" E, 331.00 FEET) TO THE POINT OF BEGINNING, CONTAINING 10.03 ACRES, MORE OR LESS, AND INCLUDING THE USE OF GRAND OAKS DRIVE. SUBJECT TO ANY EASEMENTS OR RESTRICTIONS OF RECORD.

**SHEET INDEX:**

- 1 COVER SHEET
- 2 TOPOGRAPHIC SURVEY
- 3 DEMOLITION PLAN
- 4 DIMENSION & PAVING PLAN
- 5 GRADING & SESC PLAN
- 6 UTILITY & STORMWATER MANAGEMENT PLAN
- 7A SITE DETAILS
- 7B SITE DETAILS
- 7C DRAINAGE MAP & SOIL BORINGS
- 8 CIRCULATION PLAN

**ATTACHMENTS**

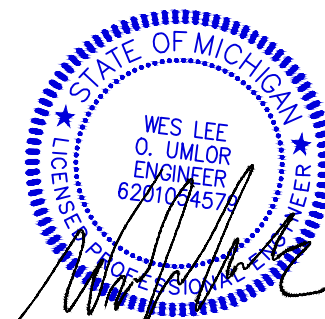
- 1 OF 2 PARKING LOT RETAINING WALL PLAN
- 2 OF 2 PARKING LOT RETAINING WALL PLAN
- L-1 LANDSCAPE PLAN (APPROVED 2018 PLAN)
- L-2 LANDSCAPE DETAILS (APPROVED 2018 PLAN)
- 1 OF 1 PHOTOMETRIC SITE PLAN

**OWNER/APPLICANT:**

TRUCK & TRAILER SPECIALTIES, INC.  
900 GRAND OAKS DRIVE  
HOWELL, MI 48843  
CONTACT: BRIAN BOUWMAN  
PHONE: (517) 552-3855

**SURVEYOR/CIVIL ENGINEER:**

THE UMLOR GROUP  
49287 WEST ROAD  
WIXOM, MI 48393  
PHONE: (248) 773-7656  
FAX: (866) 690-4307  
CONTACT: WES LEE O. UMLOR, P.E., P.S.







**SURVEY LEGEND**

- |  |                       |  |                        |
|--|-----------------------|--|------------------------|
|  | EX. SECTION CORNER    |  | EX. COMMUNICATIONS     |
|  | EX. FIB/FCI/FIP/MON   |  | EX. SANITARY SEWER     |
|  | EX. MAILBOX           |  | EX. GAS LINE           |
|  | EX. SOIL BORE         |  | EX. WATER MAIN         |
|  | EX. SIGN              |  | EX. OVERHEAD UTILITIES |
|  | EX. FIBER MARKER      |  | EX. FENCE              |
|  | EX. SANITARY MANHOLE  |  | EX. SWALE              |
|  | EX. CATCH BASIN       |  | WETLAND BOUNDARY       |
|  | EX. STORM MANHOLE     |  | CONTOUR MAJOR          |
|  | EX. HYDRANT           |  | CONTOUR MINOR          |
|  | EX. GATE VALVE & WELL |  | EX. ZONING             |
|  | EX. WATER SHUT-OFF    |  | EX. TREELINE           |
|  | EX. LIGHT POLE        |  | EX. CONIFEROUS         |
|  | EX. UTILITY POLE      |  | EX. DECIDUOUS          |
|  | EX. PEDISTAL          |  |                        |
|  | EX. HAND HOLE         |  |                        |
|  | EX. UTILITY FLAG      |  |                        |



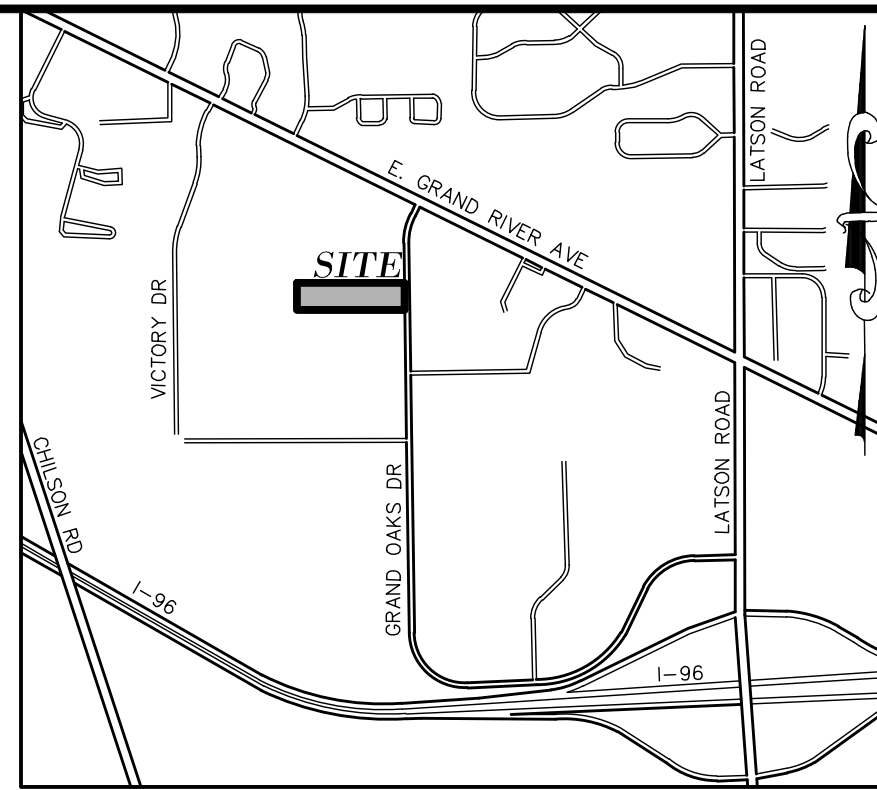
**FLOOD HAZARD STATEMENT:**

THIS PROPERTY IS LOCATED WITHIN A FEMA DESIGNATED ZONE "X" FLOOD HAZARD AREA AS SHOWN ON NATIONAL FLOOD INSURANCE PROGRAM (NFIP) FOR MICHIGAN FLOOD INSURANCE RATE MAP (FIRM) #26093C0309D (COMMUNITY ID NO. 260843 - TOWNSHIP OF GENOA, MI). PROPERTY IS LOCATED ON A PANEL THAT WAS NOT PRINTED. THIS STATEMENT IS BASED ON THE RESULTS OF GRAPHIC PLOTTING ONTO THE ABOVE NAMED MAP AND PANEL, WHICH IS THE CURRENT MAP FOR THE COMMUNITY IN WHICH THE PROPERTY IS LOCATED. ZONE "X" INDICATES AREAS DETERMINED TO BE OUTSIDE OF THE 0.2% ANNUAL CHANCE FLOODPLAIN.

**BENCHMARKS:**

**SITE BM #1**  
ARROW ON HYDRANT, 35 FEET NORTH OF THE SOUTHEAST CORNER OF PARCEL #4711-05-300-054  
ELEVATION: 995.96 N.A.V.D. 88

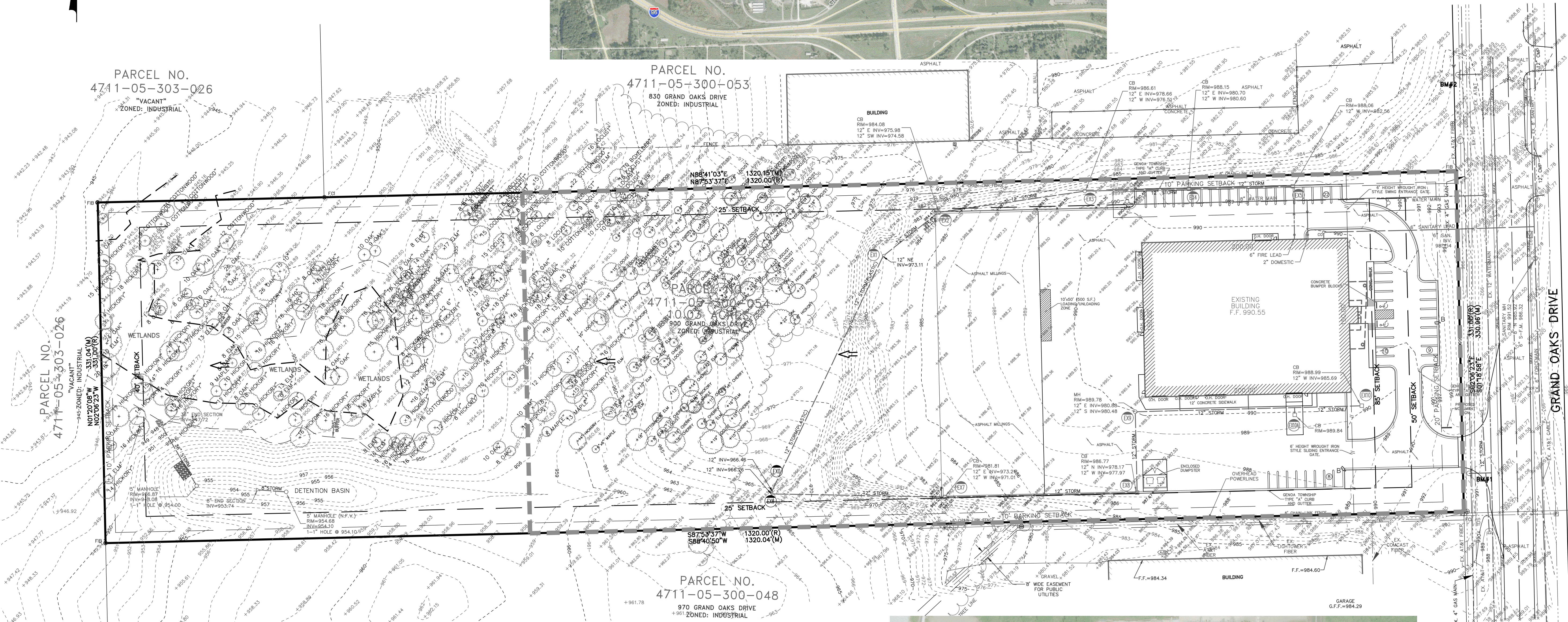
**SITE BM #2**  
ARROW ON HYDRANT, 94 FEET NORTH OF THE NORTHEAST CORNER OF PARCEL #4711-05-300-054  
ELEVATION: 993.98 N.A.V.D. 88



PARCEL NO.  
4711-05-303-026  
"VACANT"  
ZONED: INDUSTRIAL

PARCEL NO.  
4711-05-300-053  
830 GRAND OAKS DRIVE  
ZONED: INDUSTRIAL

PARCEL NO.  
4711-05-300-048  
970 GRAND OAKS DRIVE  
ZONED: INDUSTRIAL



**LEGAL DESCRIPTION OF  
PARCEL NO. 4711-05-300-054:  
(PARCEL NO. 4711-05-300-051 PRIOR TO SPLIT)**

PART OF THE SOUTHWEST 1/4 OF SECTION 5, T2N-R5E, GENOA TOWNSHIP, LIVINGSTON COUNTY, MICHIGAN, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTH 1/4 CORNER OF SAID SECTION 5; THENCE ALONG THE SOUTH LINE OF SECTION 5, S 88°01'06" W, 497.04 FEET (RECORDED AS S 87°12'58" W, 496.99 FEET); THENCE ALONG THE WEST RIGHT-OF-WAY LINE OF GRAND OAKS DRIVE (100-FOOT WIDE), N 01°18'58" W, 1025.95 FEET (RECORDED AS N 02°06'23" W, 1026.06 FEET); TO THE POINT OF BEGINNING OF THE PARCEL TO BE DESCRIBED; THENCE S 88°40'50" W, 1320.04 FEET (RECORDED AS S 87°53'37" W, 1320.00 FEET); THENCE ALONG THE EAST LINE OF GRAND OAKS DRIVE, S 01°18'58" E, 330.96 FEET (RECORDED AS S 02°06'23" E, 331.00 FEET) TO THE POINT OF BEGINNING, CONTAINING 10.03 ACRES, MORE OR LESS, AND INCLUDING THE USE OF GRAND OAKS DRIVE, SUBJECT TO ANY EASEMENTS OR RESTRICTIONS OF RECORD.

**NOTE:**

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**ZONING:**

INDUSTRIAL DISTRICT

**SETBACKS:**

FRONT: 50 OR 85 FEET  
EAST SIDE: 25 FEET  
WEST SIDE: 25 FEET  
REAR: 40 FEET

**SURVEY NOTES:**

- PARTIAL TITLE WORK WAS PROVIDED (BY OWNER). PERTINENT EASEMENTS AS LISTED BELOW.
- BEARINGS ARE BASED ON MICHIGAN STATE PLANE COORDINATE SYSTEM (SOUTH ZONE).
- GROUND WAS SNOW COVERED AT TIME OF SURVEY.

**TITLE COMMITMENT NOTES:**

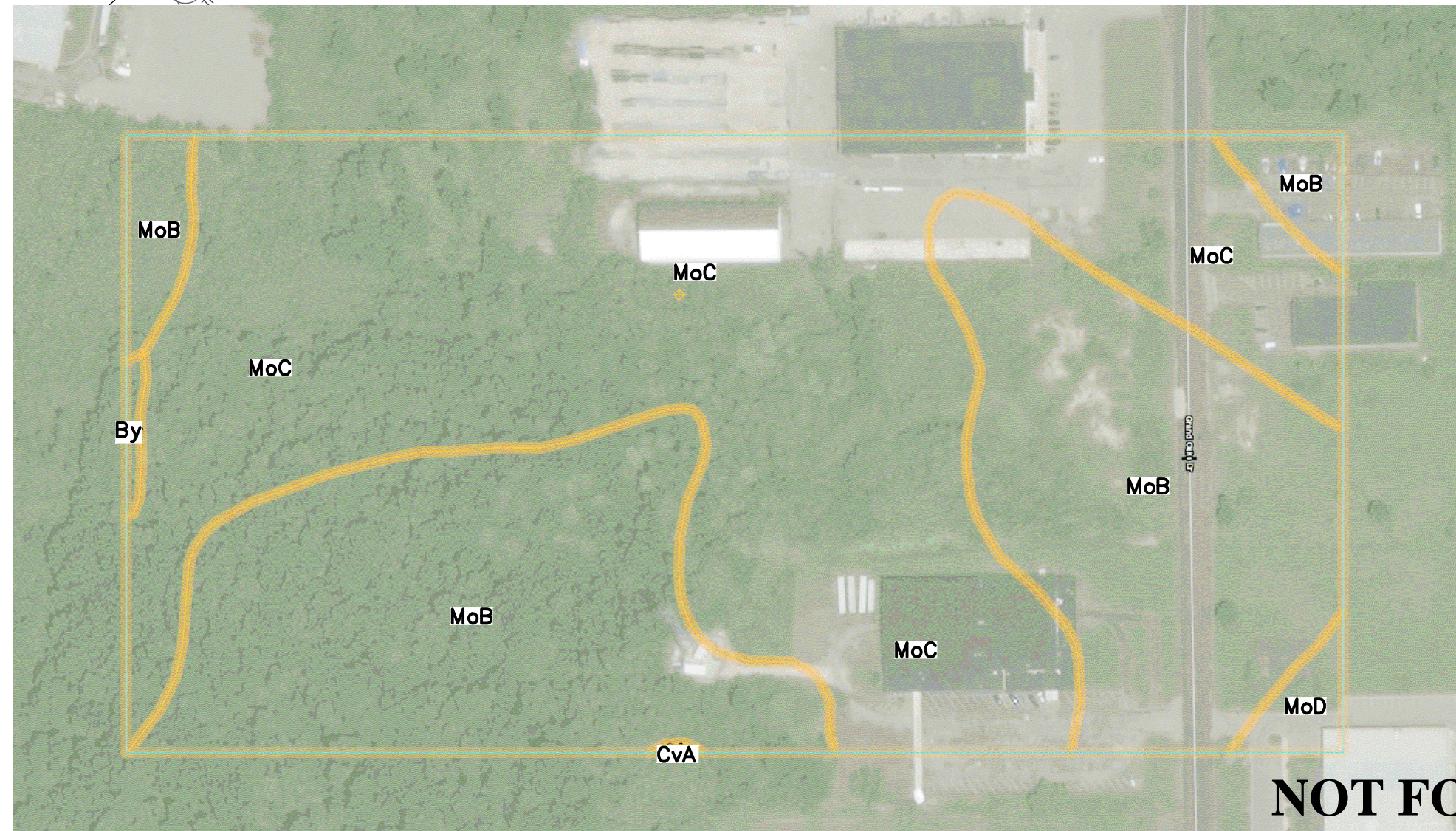
SCHEDULE B II EXCEPTIONS FROM VANGUARD TITLE COMPANY, FILE NUMBER VGL208036.

- OIL, GAS AND/OR MINERAL INTERESTS GRANTED OR RESERVED BY INSTRUMENT RECORDED IN LIBER 778, PAGE 192, LIVINGSTON COUNTY RECORDS AND ANY SUBSEQUENT INSTRUMENTS PERTINENT THERETO. (BLANKET EASEMENT, NOTHING TO PLOT)
- AFFIDAVIT OF PIPE LINE LOCATION BY PANHANDLE EASTERN PIPE LINE COMPANY LIBER 1598, PAGE 437, LIVINGSTON COUNTY RECORDS. (BLANKET EASEMENT, NOTHING TO PLOT)
- GRANT OF RIGHT OF WAY IN FAVOR OF PANHANDLE EASTERN PIPE LINE COMPANY AS DISCLOSED BY INSTRUMENT(S) RECORDED IN LIBER456, PAGE 618, LIVINGSTON COUNTY RECORDS. (BLANKET EASEMENT, NOTHING TO PLOT)

**WETLAND NOTE:**

WETLAND LIMITS WERE DELINEATED MARCH 28, 2018 BY BROOKS WILLIAMSON AND ASSOCIATES (BWA), IN COOPERATION WITH STREAMSIDE ECOLOGICAL SERVICES, INC. (SES). WETLANDS WERE CONFIRMED IN A LETTER DATED APRIL 2, 2018.

Map Unit Legend				
Livingston County, Michigan (M1093)				
Livingston County, Michigan (M1093)				
Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI	
By	Brookston loam, 0 to 2 percent slopes	0.1	0.3%	
CvA	Conover loam, 0 to 2 percent slopes	0.0	0.0%	
MoB	Miami loam, 2 to 6 percent slopes	12.3	43.5%	
MoC	Miami loam, 6 to 12 percent slopes	15.6	55.1%	
MoD	Miami loam, 12 to 18 percent slopes	0.3	1.1%	
Totals for Area of Interest		28.3	100.0%	



SOUTH 1/4 CORNER OF SECTION 5, T. 2N., R. 5E, GENOA TOWNSHIP LIVINGSTON COUNTY

S88°00'06" W 497.04' (M)  
S87°12'58" W 496.99' (R)

**NOT FOR CONSTRUCTION**

49287 WEST ROAD  
WIXOM, MI 48393  
TEL 248.773.7659  
FAX 866.690.4307

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**TOPOGRAPHIC SURVEY**

900 GRAND OAKS DRIVE - PARCEL NO. 4711-05-300-054  
SECTION: 5 TOWNSHIP: 2 N RANGE: 5 E  
CHARTER TOWNSHIP OF GENOA  
LIVINGSTON COUNTY MICHIGAN

REVISED  
01-20-2026 PER TWP

DATE: 9-25-2025

DRAWN BY: RMS

CHECKED BY: JPP/WJU

FBK: --

CHF: RG

SCALE: HOR 1"=50 FT.  
VER 1"=-- FT.

2

250719



**BENCHMARKS:**

**SITE BM #1**  
ARROW ON HYDRANT, 35 FEET  
NORTH OF THE SOUTHEAST CORNER  
OF PARCEL #4711-05-300-054  
ELEVATION: 995.96 N.A.V.D. 88

**SITE BM #2**  
ARROW ON HYDRANT, 94 FEET  
NORTH OF THE NORTHEAST CORNER  
OF PARCEL #4711-05-300-054  
ELEVATION: 993.98 N.A.V.D. 88

**SURVEY LEGEND**

- |  |                       |  |                        |
|--|-----------------------|--|------------------------|
|  | EX. SECTION CORNER    |  | EX. COMMUNICATIONS     |
|  | FIB/FOI/FIP/MON       |  | EX. SANITARY SEWER     |
|  | EX. MAILBOX           |  | EX. GAS LINE           |
|  | EX. SOIL BORE         |  | EX. WATER MAIN         |
|  | EX. SIGN              |  | EX. OVERHEAD UTILITIES |
|  | EX. FIBER MARKER      |  | EX. FENCE              |
|  | EX. SANITARY MANHOLE  |  | EX. SWALE              |
|  | EX. CATCH BASIN       |  | WETLAND BOUNDARY       |
|  | EX. STORM MANHOLE     |  | -590 CONTOUR MAJOR     |
|  | EX. HYDRANT           |  | -591 CONTOUR MINOR     |
|  | EX. GATE VALVE & WELL |  | EX. ZONING             |
|  | EX. WATER SHUT-OFF    |  | EX. TREELINE           |
|  | EX. LIGHT POLE        |  | EX. CONIFEROUS         |
|  | EX. UTILITY POLE      |  | EX. DECIDUOUS          |
|  | EX. PEDISTAL          |  |                        |
|  | EX. HAND HOLE         |  |                        |
|  | EX. UTILITY FLAG      |  |                        |

PARCEL NO.  
4711-05-303-026

PARCEL NO.  
4711-05-300-053  
830 GRAND OAKS DRIVE  
ZONED: INDUSTRIAL

PARCEL NO.  
4711-05-300-048  
970 GRAND OAKS DRIVE  
ZONED: INDUSTRIAL

**DEMOLITION NOTES:**

THESE NOTES APPLY TO ALL CONSTRUCTION ACTIVITIES ON THIS PROJECT:

- ALL MATERIAL TO BE REMOVED, WHETHER SPECIFICALLY NOTED IN THE PLANS OR NOT, SHALL BE REMOVED FROM THE SITE BY THE CONTRACTOR AND DISPOSED OF OFF-SITE IN A LEGAL MANNER. NO ON-SITE BURY OR BURN PITS SHALL BE ALLOWED.
- ALL DEMOLITION WORK SHALL CONFORM TO ALL LOCAL CODES AND ORDINANCES.
- STAGING/PHASING OF DEMOLITION AND CONSTRUCTION IS TO BE COORDINATED WITH THE OWNER AND THE CONTRACTOR PRIOR TO CONSTRUCTION.
- SPECIFIC DEMOLITION ITEMS HAVE BEEN INDICATED ON THE PLANS AS A GUIDE TO THE GENERAL SCOPE OF THE WORK. IT IS THE INTENT THAT THESE ITEMS SHALL BE COMPLETELY REMOVED BY THE CONTRACTOR ABOVE AND BELOW GROUND, UNLESS SPECIFICALLY NOTED OTHERWISE, AND THAT DEMOLITION WILL INCLUDE BUT WILL NOT NECESSARILY BE LIMITED TO THESE ITEMS. CONTRACTOR SHALL VISIT SITE TO VERIFY EXISTING CONDITIONS AND EXTENTS OF THE DEMOLITION THAT WILL BE REQUIRED PRIOR TO SUBMITTING A BID.
- REMOVE ALL STRUCTURES DESIGNATED FOR REMOVAL ACCORDING TO THE DEMOLITION PLAN. THIS INCLUDES FOUNDATIONS, FOOTINGS, FOUNDATION WALLS, FLOOR SLABS, UNDERGROUND UTILITIES, CONCRETE, ASPHALT, TREES, ETC.
- REFER TO LANDSCAPE PLANS FOR TREE PROTECTION DETAILS.
- THE CONTRACTOR SHALL, AS A MINIMUM, PROVIDE TREE PROTECTION FENCING AROUND EXISTING TREES TO BE SAVED THAT ARE WITHIN 15' OF CONSTRUCTION ACTIVITIES AND AS INDICATED IN THE PLANS OR PER LOCAL AGENCY REQUIREMENTS.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR CLEAN UP, NOISE, DUST CONTROL, STREET SWEEPING AND HOURS OF OPERATION IN ACCORDANCE WITH THE LOCAL CODES.
- THE CONTRACTOR SHALL PROVIDE ALL NECESSARY BARRICADES, SIGNAGE, MARKINGS, LIGHTS AND OTHER TRAFFIC CONTROL DEVICES TO PROTECT THE WORK ZONE AND SAFELY MAINTAIN TRAFFIC PER AGENCY REQUIREMENTS AND IN ACCORDANCE WITH THE MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES (MMUTCD) LATEST EDITION.

- THE CONTRACTOR SHALL CONTACT THE APPROPRIATE UTILITY COMPANIES TO CONFIRM THAT UTILITY LEADS HAVE BEEN TAKEN OUT OF SERVICE PRIOR TO DEMOLITION.
- ALL BUILDING GAS LEADS, METERS AND ASSOCIATED EQUIPMENT SHALL BE REMOVED AS SHOWN ON THE PLANS. COORDINATE ALL ASSOCIATED WORK WITH THE APPROPRIATE UTILITY COMPANY.
- REMOVE ALL OVERHEAD AND UNDERGROUND ELECTRICAL LINES WITHIN THE AREA OF CONSTRUCTION AS SHOWN ON THE PLANS. COORDINATE SHUTDOWNS AND REMOVALS WITH DETROIT EDISON OR THE APPROPRIATE UTILITY COMPANY. (NOTE: PHONE AND CABLE T.V. SERVICES MAY ALSO BE LOCATED ON OVERHEAD LINES.)
- THE CONTRACTOR IS RESPONSIBLE FOR THE REMOVAL AND REPLACEMENT OF SIGNS AND SUPPORTS WITHIN THE WORK AREA, AS NECESSARY TO FACILITATE CONSTRUCTION. SIGNS SHALL BE PROTECTED OR STOCKPILED FOR REUSE, AS SPECIFIED IN THE PLANS OR AS REQUIRED BY THE AGENCY OF JURISDICTION. THE CONTRACTOR SHALL REPLACE ANY DAMAGED SIGNS AND SUPPORTS AT NO ADDITIONAL COST TO THE OWNER.
- THE CONTRACTOR SHALL NOTIFY MISS DIG, GENOA TOWNSHIP ENGINEER AND/OR THE AUTHORITY HAVING JURISDICTION 3 BUSINESS DAYS PRIOR TO THE BEGINNING OF CONSTRUCTION.

**TREE INVENTORY:**

TOTAL EXISTING TREES: 292

ALLOWABLE TREES TO BE REMOVED  
25% = 292 x 0.25 = 73 TREES

PROPOSED TREES TO BE REMOVED  
= 73 TREES (25.0%)

**DEMOLITION LEGEND:**

ITEM TO BE REMOVED

ASPHALT TO BE MILLED IN  
PLACE FULL DEPTH. MILLINGS TO  
BE MIXED WITH EXISTING  
SUBBASE MATERIAL

ASPHALT REMOVAL

CONCRETE PAVEMENT AND  
SIDEWALK REMOVAL

UTILITY, FENCE, & CURB REMOVAL

**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.

49287 WEST ROAD  
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TEL 248.773.7659  
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TRUCK & TRAILER SPECIALTIES, INC.

**DEMOLITION PLAN**

900 GRAND OAKS DRIVE - PARCEL NO. 4711-05-300-054

SECTION: 5  
TOWNSHIP: 2 N.  
CHARTER TOWNSHIP OF GENOA  
LIVINGSTON COUNTY  
MICHIGAN  
RANGE: 5 E.

CLIENT:

REVISED  
01-20-2026 PER TWP

DATE: 09-25-2025

DRAWN BY: RMS

CHECKED BY: JPP/WJU

0 25 50

FBK: --

CHP: RG

SCALE: HOR 1"= 50 FT.  
VER 1"= -- FT.

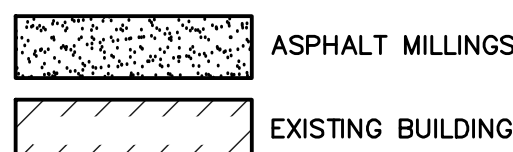
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250719

**NOT FOR CONSTRUCTION**



**SITE BM #2**  
ARROW ON HYDRANT, 94 FEET  
NORTH OF THE NORTHEAST CORNER  
OF PARCEL #4711-05-300-054  
ELEVATION: 993.98 N.A.V.D. 88

- 1) ALL CONSTRUCTION SHALL BE CONFORMING TO THE CURRENT STANDARDS AND SPECIFICATIONS ADOPTED BY GENOA TOWNSHIP AND LIVINGSTON COUNTY.
- 2) ALL SIDEWALKS, CURBS, LANDINGS, AND RAILINGS MUST MEET THE AMERICAN WITH DISABILITIES ACT (ADA) REQUIREMENTS.
- 3) DISPOSE OF ALL TREES TO BE REMOVED, BRUSH AND MISCELLANEOUS DEBRIS LEGALLY OFF SITE.
- 4) THE CONTRACTOR SHALL OBTAIN ANY FOR, OBTAIN AND COMPLY WITH ALL PERMITS NECESSARY FROM PUBLIC AGENCIES INCLUDING BUT NOT LIMITED TO GENOA TOWNSHIP, LIVINGSTON COUNTY, AND THE MICHIGAN DEPARTMENT OF HIGHWAYS.
- 5) ALL DRIVEWAYS, DRIVEWAYS, SHOULDERS, LANDSCAPING, DRAINAGE PIPES, MAILBOXES, SIGNS, ETC. DAMAGED DURING CONSTRUCTION SHALL BE RESTORED BY THE CONTRACTOR TO EQUAL OR BETTER CONDITION.
- 6) ALL EXISTING UTILITIES SHALL BE LOCATED, DEPTH, AND PRESERVED AND PROTECTED, AND RESTORED IF DISTURBED, AT CONTRACTORS EXPENSE.
- 7) DURING THE CONSTRUCTION, THE CONTRACTOR SHALL PROVIDE WARNING SIGNS AND FLAGMEN AS MAY BE REQUIRED FOR THE SAFETY AND CONVENIENCE OF THE PUBLIC. THEY SHALL FURNISH ALL BARRICADES, SIGNS AND LIGHTS NECESSARY TO PROTECT THE PUBLIC. TRAFFIC CONTROL SHALL BE MAINTAINED THROUGHOUT THE TIMES UNLESS OTHERWISE AUTHORIZED BY GENOA TOWNSHIP, OR LIVINGSTON COUNTY. TRAFFIC CONTROL SHALL BE IN ACCORDANCE WITH THE MICHIGAN MANUAL OF UNIFORM TRAFFIC DEVICES, LATEST EDITION, BY THE MICHIGAN DEPARTMENT OF HIGHWAYS.
- 8) THE CONTRACTOR SHALL FIELD VERIFY THE LOCATION AND ELEVATION OF ALL EXISTING UTILITIES, SHOWN OR NOT SHOWN, PRIOR TO CONSTRUCTION.
- 9) IN THE EVENT OF ANY DISCREPANCY OR DUAL STANDARD SET FORTH IN THE SPECIFICATIONS CONTAINED IN THESE PLANS, THE STRICTER SHALL APPLY.
- 10) IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY AND/OR OBTAIN ANY INFORMATION NECESSARY REGARDING THE PRESENCE OF UNDERGROUND UTILITIES WHICH MIGHT AFFECT THIS JOB.
- 11) ALL GROUND, BUILDING, AND ROOF MOUNTED MECHANICAL EQUIPMENT SHALL BE SCREENED FROM PUBLIC VIEW IN A MANNER PRACTICAL OF THE SITE.
- 12) NO SIGNAGE WILL BE APPROVED AS PART OF THIS SITE PLAN AND ALL SIGNAGE AND PERMITS MUST BE OBTAINED PRIOR TO START AND APPROPRIATE SUBMISSIONS SHALL BE MADE TO THE BUILDING DEPARTMENT FOR REVIEW, APPROVAL AND ISSUANCE OF A SIGN PERMIT. ALL SIGNS SHALL CONFORM TO THE TOWNSHIP'S SIGN ORDINANCE.
- 13) STATE REQUIREMENTS FOR BARRIER FREE PARKING SPACES SUPERSEDE ANY TOWNSHIP REQUIREMENTS.
- 14) ALL DIMENSIONS SHOWN ARE TO EDGE OF PAVEMENT, FACE OF SIDEWALK, OUTSIDE OF BUILDING, PROPERTY LINE, CENTER OF MANHOLE/CATCH BASIN OR CENTERLINE OF PIPE UNLESS OTHERWISE NOTED.
- 15) ALL WORK SHALL BE COMPLETED IN ONE PHASE.
- 16) THE ADDRESS OF THE BUILDING WILL BE DISPLAYED ON THE BUILDING AND A MINIMUM OF 6" HIGH LETTERS OF CONTRASTING COLORS AND BE CLEARLY VISIBLE FROM THE STREET. THE LOCATION AND SIZE SHALL BE EVIDENT PRIOR TO INSTALLATION.
- 17) A KNOX BOX SHALL BE INSTALLED AT THE MAIN GATE AND KNOX PADLOCKS AT OTHER ENTRY POINTS SHALL BE INSTALLED PER BRIGHTON AREA FIRE AUTHORITY.
- 18) THE MOUNTING OF ALL APPLICABLE SETBACKS AND SHALL BE APPLIED FOR UNDER A SEPARATE PERMIT.
- 19) ALL LOADING AND UNLOADING SHALL TAKE PLACE DURING TYPICAL BUSINESS HOURS, NO LOADING OR UNLOADING SHALL TAKE PLACE OUTSIDE OF THE HOURS OF THE TOWNSHIP.
- 20) NO LOOSE STORAGE OUTSIDE OF BUILDING, OUTDOOR STORAGE TO BE USED FOR 10' TALL TRUCKS.
- 21) NO STORAGE ABOVE FENCE.
- 22) ALL FENCE SHALL CONTAIN SLATS FOR SCREENING. SEE DETAIL ON SHEET 7A.



THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE MANNER 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 CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGES WHICH MAY 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.

MoB MIAMI LOAM, 2 TO 6% SLOPES  
McC MIAMI LOAM, 6 TO 12% SLOPES

EXISTING LANDSCAPING INSTALLED PER PREVIOUSLY APPROVED LANDSCAPE PLAN (SEE ATTACHED INCLUDED IN PLAN SET). OWNER TO REPLACE ANY DEAD OR DISEASED PLANTINGS TO CONFORM WITH PREVIOUSLY APPROVED LANDSCAPE PLAN.

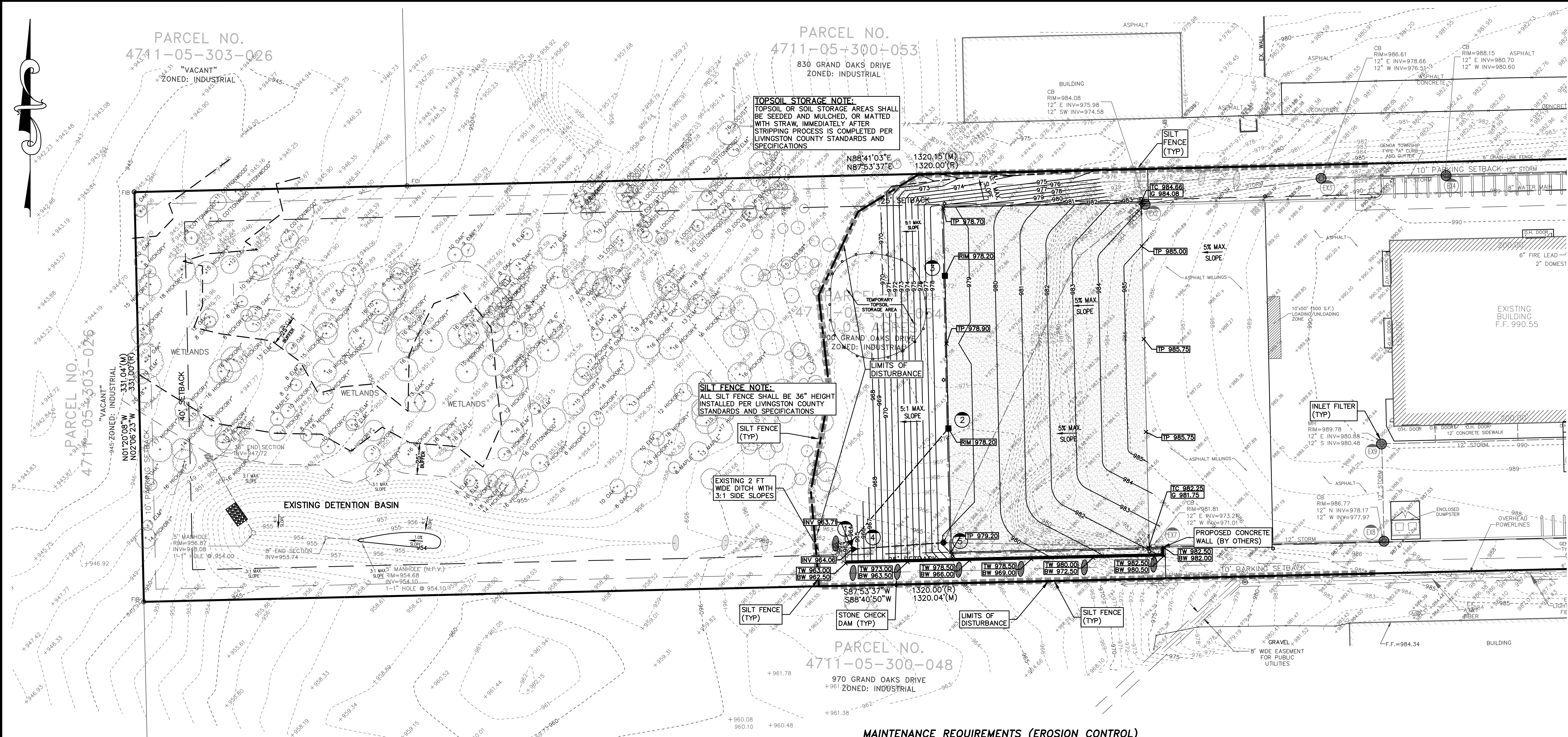
PROPOSED USE EXPANSION: 53.291 SF, 31.8%

TRUCKS WILL BE SUFFICIENTLY SCREENED  
FROM GRAND OAKS DRIVE

VER 1" = -- FT.

**NOT FOR CONSTRUCTION**





**LEGEND**

--- EXISTING STORM	■ PROP. CATCH BASIN
--- EXISTING WATER MAIN	● PROP. MANHOLE
--- EXISTING GAS	● PROP. END SECTION
--- EXISTING SANITARY	○ PROP. SANITARY CLEANOUT
--- FD. IRON PIPE/ROD	--- PROP. ROW
--- UTILITY POLE	--- PROP. STORM SEWER
○ EX. MANHOLE	--- PROP. SANITARY SEWER
□ EX. CATCH BASIN	--- PROP. WATER MAIN
○ EX. CLEAN OUT	--- PROP. GATE VALVE
○ EX. HYDRANT	--- PROP. HYDRANT
○ EX. WATER SHUTOFF	--- DOWNSPOUT CONNECTION
○ EX. LIGHT POLE	--- SURFACE DISCHARGE DOWNSPOUT
○ EX. END SECTION	--- EXISTING RIGHT-OF-WAY
○ EX. SIGN	--- PROPOSED RIGHT-OF-WAY

**GRADING AND DRAINAGE LEGEND:**

TP = TOP OF PAVEMENT  
TW = TOP OF WALK  
TC = TOP OF CURB  
G = GUTTER  
FG = FINISH GRADE  
FF = FINISH FLOOR  
→ = OVERLAND FLOW DIRECTION

**SOIL EROSION LEGEND**

INLET FILTER SILT FENCE/LIMITS OF DISTURBANCE  
STONE CHECK DAM

**GRADING NOTES**

- SUBGRADE PREPARATION FOR PAVEMENT AND UTILITIES SHALL BE MONITORED BY A GEOTECHNICAL ENGINEER.
- ACCEPTABLE MATERIAL FROM UNDERCUTTING MAY BE USED AS ENGINEERED FILL, AS APPROVED BY SOILS ENGINEER.
- CONTRACTOR SHALL TEMPORARILY STOCKPILE TOP SOIL TO BE USED FOR FINAL GRADING.
- REMOVE ANY EXISTING TOPSOIL, ORGANIC SOILS, VEGETATION, TREES AND OTHER DELETERIOUS MATERIALS TO EXPOSE THE SUBGRADE SOIL. TREES SHOULD BE COMPLETELY REMOVED.
- THE TOP 12 INCHES OF THE EXPOSED SUBGRADE AS WELL AS INDIVIDUAL FILL LAYERS SHOULD BE COMPACTED TO ACHIEVE A 95% COMPACTION LEVEL (MODIFIED PROCTOR - ASTM D1557).
- THE FINAL SUBGRADE SHOULD BE THOROUGHLY PROOFROLLED USING A FULLY LOADED TANDEM AXLE TRUCK UNDER THE OBSERVATION OF A GEOTECHNICAL/PAVEMENT ENGINEER. LOOSE OR YIELDING AREAS THAT CAN NOT BE MECHANICALLY STABILIZED SHOULD BE REMOVED AND REPLACED WITH ENGINEERED FILL.
- THE AGGREGATE BASE SHOULD BE COMPACTED TO ACHIEVE A 95 PERCENT COMPACTION LEVEL (MODIFIED PROCTOR - ASTM D1557). THE BASE AND SUBGRADE COMPACTION SHOULD EXTEND A MINIMUM OF 1 FOOT BEYOND THE PAVED EDGE.
- ALL BITUMINOUS MATERIAL SHOULD BE COMPACTED TO A DENSITY OF 97% OF THE MAXIMUM DENSITY AS DETERMINED BY THE MARSHALL METHOD.
- SAWCUT AND REMOVE EXISTING CURBS AND PAVEMENT AS NECESSARY FOR CONSTRUCTION.
- FIELD VERIFY EXISTING PAVEMENT AND CURB ELEVATIONS WHERE PROPOSED PAVEMENT AND CURB MEETS EXISTING PAVEMENT AND CURB PRIOR TO CONSTRUCTION. PAVING CONTRACTOR SHALL TAKE EXTRA CARE TO ENSURE 1% MINIMUM PAVEMENT SLOPE IS ACHIEVED AND SHALL CONTACT DESIGN ENGINEER PRIOR TO CONSTRUCTION IF A CONFLICT IS APPARENT.
- ADJUST ALL MANHOLE COVERS AS REQUIRED TO MATCH FINAL GRADES AND PROVIDE POSITIVE DRAINAGE.

**NOTICE:**

CONSTRUCTION SITE SAFETY IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR. NEITHER THE OWNER NOR THE ENGINEER SHALL BE EXPECTED TO ASSUME ANY RESPONSIBILITY FOR SAFETY OF THE WORK, OF PERSONS ENGAGED IN THE WORK, OF ANY NEARBY STRUCTURES, OR OF ANY OTHER PERSONS.

**EARTHWORK BALANCING NOTE:**

THE CONTRACTOR SHALL BE RESPONSIBLE FOR IMPORTING OR EXPORTING ALL MATERIALS AS REQUIRED TO PROPERLY GRADE THIS PROJECT TO THE FINISHED ELEVATIONS SHOWN ON THE APPROVED PLANS. THE CONTRACTOR SHALL MAKE THEIR OWN DETERMINATION OF CUT AND FILL QUANTITIES AND ALLOW FOR REMOVAL OF EXCESS OR IMPORTATION OF ADDITIONAL MATERIAL AT NO ADDITIONAL COST TO THE OWNER.

**RESTORATION NOTE:**

THE CONTRACTOR SHALL RESTORE AREAS DISTURBED BY HIS CONSTRUCTION OPERATIONS TO THEIR ORIGINAL CONDITION AT NO ADDITIONAL COST TO THE OWNER, AND TO THE SATISFACTION OF THE OWNER. LANDSCAPE AREAS REQUIRING RESTORATION SHALL INCLUDE MIN. 3" TOPSOIL AND SOD. PAVEMENT AREAS SHALL BE RESTORED TO THEIR ORIGINAL CONDITION, WITH THE APPLICABLE CROSS-SECTION TO MATCH EXISTING.

**NOTES:**

- NO GRADING TO TAKE PLACE ON ADJACENT PROPERTIES
- ALL SIDEWALKS TO BE ADA COMPLIANT.
- ALL SPOT GRADES SHOWN ON THIS PLANS ARE PROPOSED TOP OF PAVEMENT UNLESS OTHERWISE NOTED.
- ALL SOIL EROSION AND SEDIMENT CONTROL MEASURES MUST BE SHOWN AND MAINTAINED DURING GRADING AND CONSTRUCTION OPERATIONS OR UNTIL A PERMANENT GROUND COVER IS ESTABLISHED.
- CONSTRUCT THE PROPOSED SIDEWALK WITH 4-INCH NON-REINFORCED CONCRETE WITH 2% MAXIMUM TRAVERSE SLOPE TOWARD THE ROAD OR AS DIRECTED BY THE COUNTY ENGINEER.

**MAINTENANCE REQUIREMENTS (EROSION CONTROL)**

SILT FENCE: SILT FENCES SHOULD BE INSPECTED IMMEDIATELY AFTER EACH RAINFALL AND SEVERAL TIMES DURING PROLONGED RAINFALLS. IF THE FENCE IS SAGGING OR THE SOIL HAS REACHED ONE HALF THE HEIGHT OF THE FABRIC, THE SOIL BEHIND THE FABRIC MUST BE REMOVED AND DISPOSED OF IN A STABLE UPLAND SITE. THE SOIL CAN BE ADDED TO THE SPOIL PILE. IF THE FABRIC IS BEING UNDERCUT (I.E. IF THE WATER IS SEEPING UNDER THE FENCE), THE FENCE SHOULD BE REMOVED AND REINSTALLED FOLLOWING THE GIVEN PROCEDURES. FABRIC WHICH DECOMPOSES OR OTHERWISE BECOMES INEFFECTIVE SHOULD BE REMOVED AND SAVED WITH NEW FILTER FABRIC IMMEDIATELY. FILTER FENCES SHOULD BE REMOVED ONCE VEGETATION IS WELL ESTABLISHED AND THE UP-SLOPE IS FULLY STABILIZED OR UNLESS OTHERWISE DIRECTED BY THE ENGINEER.

ACCESS ROADS (HAUL ROADS): PROPER MAINTENANCE MAY INCLUDE ADDING ADDITIONAL LAYERS OF STONE WHEN THE ORIGINAL STONE BECOMES COVERED WITH MUD. AFTER EACH STORM EVENT, INSPECT THE ROAD FOR EROSION AND MAKE ANY NECESSARY REPAIRS. IT IS ALSO IMPORTANT TO CHECK AND MAINTAIN ANY BMP'S WHICH ARE USED IN CONJUNCTION WITH THIS BMP, ESPECIALLY THOSE FOR DRAINAGE. ALL SEDIMENT DROPPED OR ERODED ONTO PUBLIC RIGHT-OF-WAYS SHOULD BE REMOVED IMMEDIATELY BY SWEEPING.

SEEDING, SODDING & MULCHING: SEED, SODDED OR MULCHED AREAS SHOULD BE CHECKED FOLLOWING EACH RAIN TO ENSURE THE MATERIAL IS STAYING IN PLACE. ADDITIONAL TACKLING MATERIALS OR NETTING MAY NEED TO BE APPLIED TO HOLD THE AFOREMENTIONED MATERIALS IN PLACE. MAINTENANCE PROCEDURES SHOULD ALSO BE FOLLOWED FOR THE BMP'S WHICH WERE IMPLEMENTED TO KEEP ERODED SOIL OR CONCENTRATED RUNOFF AWAY FROM THESE TARGET AREAS.

**SOIL EROSION CONTROL NOTES:**

CONTRACTOR TO PLACE EROSION CONTROL MATS IN ALL DISTURBED AREAS WHICH HAVE A 3 ON 1 SLOPE OR STEEPER.

PERMANENT SOIL EROSION CONTROLS ARE REQUIRED TO BE INSTALLED WITHIN FIVE (5) DAYS AFTER FINAL GRADING OR FINAL EARTH CHANGE.

INTERNAL AND EXTERNAL STREETS SHALL BE CLEANED OF ANY TRACKED MUD IMMEDIATELY FOLLOWING EACH MUD-TRACKING OCCURRENCE.

THIS SITE WILL REQUIRE A NPDES/NOC PERMIT FROM THE STATE OF MICHIGAN, PER THE REQUIREMENTS OF THE NPDES PERMIT. INSPECTIONS WILL BE PERFORMED BY A CERTIFIED MDOE STORMWATER OPERATOR AT LEAST ONCE A WEEK AND IMMEDIATELY FOLLOWING EACH PRECIPITATION EVENT. THE WRITTEN REPORTS MUST BE MAINTAINED ONSITE.

**SEQUENCE CONSTRUCTION:**

- SOIL EROSION AND SEDIMENTATION CONTROL PRE-GRADING MEETING.
- STAKE TREE CLEARING LIMITS AND INSTALL NATURAL FEATURES PROTECTION FENCING.
- REMOVE TREE STEMS (NOT ROOT SYSTEMS).
- INSTALL ALL PERIMETER SOIL EROSION AND SEDIMENTATION CONTROL MEASURES INCLUDING MUD TRACKING SURFACES.
- GRUB (REMOVE TREE ROOT SYSTEMS) AND ROUGH GRADE SITE, STOCKPILE TOPSOIL (INSTALL TEMPORARY EROSION CONTROLS AROUND STOCKPILE PILES), INSTALL SWALE AND/OR CHANNEL EROSION CONTROLS.
- INSTALL DETENTION PONDS WITH INLET AND OUTLET CONTROL STRUCTURES, RIP-RAP, AND REINFORCED OVERFLOW.
- STABILIZE THE ENTIRE DETENTION PONDS INCLUDING THE BOTTOM, SIDE SLOPES, AND BERMS WITH TEMPORARY OR PERMANENT VEGETATION.
- INSTALL ADDITIONAL SOIL EROSION AND SEDIMENTATION CONTROL MEASURES TO PROTECT STABILIZED AREAS FROM SEDIMENTATION.
- INSTALL STORM SEWER SYSTEM WITH INLET FILTER CONTROLS.
- INSTALL WATER MAIN, FIRE HYDRANTS AND OTHER UTILITIES.
- INSTALL CURBING AND SUB-BASE OF AREAS TO BE PAVED, THEN INSTALL WEAR COAT OF ASPHALT.
- BEGIN BUILDING CONSTRUCTION.
- FINAL GRADE SITE AND REDISTRIBUTE TOPSOIL. STABILIZE ALL DISTURBED WITH SOD, HYDROSEED APPLICATION, OR SEEDING UNDER A CRIMPED STRAW MULCH.
- MONITOR AND MAINTAIN ALL EROSION CONTROLS THROUGH CONSTRUCTION SEQUENCE.
- REMOVE AND REPLACE GRAVEL FILTERS SURROUNDING STANDPIPES IN DETENTION AREAS. CLEAN OUT MECHANICAL WATER QUALITY DEVICES. REMOVE ALL TEMPORARY SOIL EROSION AND SEDIMENTATION CONTROLS AFTER VEGETATION HAS ROOTED TO THE POINT OF PERMANENTLY STABILIZING THE SOILS.
- PRIOR TO REQUESTING A CERTIFICATE OF OCCUPANCY, DESIGN ENGINEER TO FURNISH THE TOWNSHIP, IN WRITING VERIFICATION THAT THE PONDS AND ACCOMPANYING STRUCTURES HAVE BEEN BUILT AND WILL FUNCTION PER PLAN.

NOTE: SCHEDULE SUBJECT TO LYON TOWNSHIP APPROVAL AND WEATHER.

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WIXOM, MI 48393  
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FAX 866.690.4307

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GROUP

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Call before you dig.

TRUCK & TRAILER SPECIALTIES, INC.

**GRADING & SESC PLAN**

900 GRAND OAKS DRIVE - PARCEL NO. 4711-05-300-054  
TOWNSHIP: 2 N.  
SECTION: 5  
RANGE: 5 E.  
CHARTER TOWNSHIP OF GENOA  
LIVINGSTON COUNTY  
MICHIGAN

CLIENT: REVISED  
01-20-2026 PER TWP

DATE: 09-25-2025  
DRAWN BY: RMS  
CHECKED BY: JPP/WJU

FBK: --  
CHP: RG  
SCALE: HOR 1"=40 FT.  
VER 1"= -- FT.

5  
250719

**NOT FOR CONSTRUCTION**







MANHOLE FRAME & COVER & CATCH BASIN INLETS

TYPE	LOCATION	MANUFACTURER	QTY	TYPE OF COVER OR INLET	MAXIMUM DRAINAGE AREA (ACRES)
MH	ALL	1040	R-1916 F1	SANITARY-SOLID SELF-SEALING STORM-VENTED	N/A
CB	TYPE A CURB	7000-T1-M1	R-3070	FLAT GRATE WITH VERT. OPEN BACK	0.71
CB	TYPE B CURB	7065-T1-M1	R-3034-B	FLAT GRATE WITH ROLL BACK	0.87
CB	PAVEMENT/SHOULDER	1020-M1	R-2080-D	FLAT GRATE	0.68
CB	OPEN AREA	1020-O1	R-2660-D	BEEHIVE GRATE	0.63
CB	GUTTER	5100	R-3236	CONCAVE INLET	0.98

NOTE: TYPE A-1 EQUAL TO TYPE "A" EXCLUDING 24" SUMP BUT ADD ON BOTTOM CONC. FILLET.

NOTE: TYPE B-1 EQUAL TO TYPE "B" EXCLUDING 24" SUMP BUT ADD ON BOTTOM CONC. FILLET.

Genoa Charter Township

CATCH BASIN

Date: APRIL 2010

R-1

WELD 1/2" BARS AT 3" O.C. AND WELD GRID TO 3"x14" ANGLE. SECURE TO CMP WITH 1/4" STAINLESS STEEL SCREWS. WELDS TO CONFORM TO CURRENT ANS. STANDARDS

BACKFILL WITH 3" WASHED STONE, THEN CHOKE WITH MDOT 6A STONE WRAP STRUCTURE WITH NON WOVEN POLYESTER OR POLYPROPYLENE GEOTEXTILE FABRIC (MDOT 4500 OR 2000 SERIES OR EQUAL)

PLAN VIEW

PROFILE

Genoa Charter Township

OUTLET CONTROL STRUCTURE

Date: APRIL 2010

R-2

NOTES:

1. COMPACTION PRESENTED AS STANDARD PROCTOR VALUES.
2. SOIL TYPES: GRAVEL SANDY (SW), SANDY SILTY (ML), SILTY CLAY (CL)
3. SOIL IN HAUNCH AND LOWER SIDE ZONES OUTSIDE OF DOWEL FROM SPRING LINE SHALL BE COMPACTIONED TO AT LEAST THE SAME COMPACTION AS THE SOIL IN THE OVERFILL ZONE.

ASTHO DESIG. A1, A3, A2, A4, A5, A6, A7

Genoa Charter Township

TRENCH EXCAVATION & BACKFILL

Date: APRIL 2010

R-3

Genoa Charter Township

CONCRETE CURB & GUTTER

Date: APRIL 2010

G-1

Genoa Charter Township

CONCRETE CURB SPILLOUT

Date: APRIL 2010

G-2

Genoa Charter Township

SIDEWALK RAMP

Date: APRIL 2010

G-3

Genoa Charter Township

PARKING LOT CROSS SECTIONS

Date: APRIL 2010

G-6

DETENTION BASIN FOREBAY BERM

VEGETATED SWALE

Genoa Charter Township

PARKING LOT CROSS SECTIONS

Date: APRIL 2010

G-6

ANTI-SEEPAGE COLLAR

UNDERDRAIN DETAIL

Genoa Charter Township

CONCRETE CURB & GUTTER

Date: APRIL 2010

G-1

ASPHALT MILLINGS CROSS SECTION

INTEGRAL SIDEWALK AND CURB

Genoa Charter Township

CONCRETE CURB & GUTTER

Date: APRIL 2010

G-1

Genoa Charter Township

END SECTION WITH FOOTING & RIP-RAP

NOT TO SCALE

Genoa Charter Township

BOLLARD DETAIL

NO SCALE

Genoa Charter Township

SECURITY FENCE PROFILE

NOT TO SCALE

Genoa Charter Township

CHAIN LINK FENCE DETAIL

NOT TO SCALE

49287 WEST ROAD  
WIXOM, MI 48393  
TEL 248.773.7659  
FAX 866.690.4307

811  
Know what's below  
Call before you dig.

TRUCK & TRAILER SPECIALTIES, INC.

SITE DETAILS

900 GRAND OAKS DRIVE - PARCEL NO. 4711-05-300-054  
SECTION: 5  
TOWNSHIP: 2 N.  
CHARTER TOWNSHIP OF GENOA  
LIVINGSTON COUNTY  
MICHIGAN

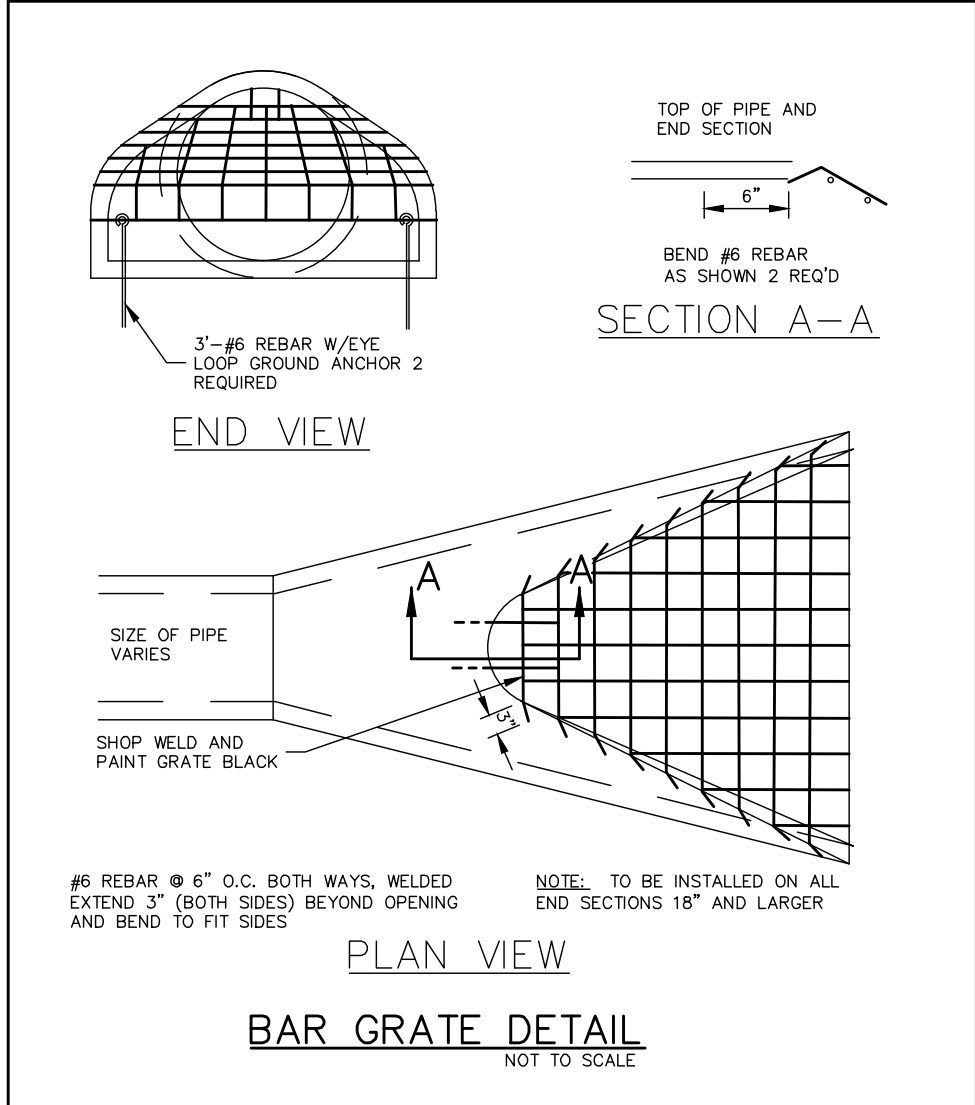
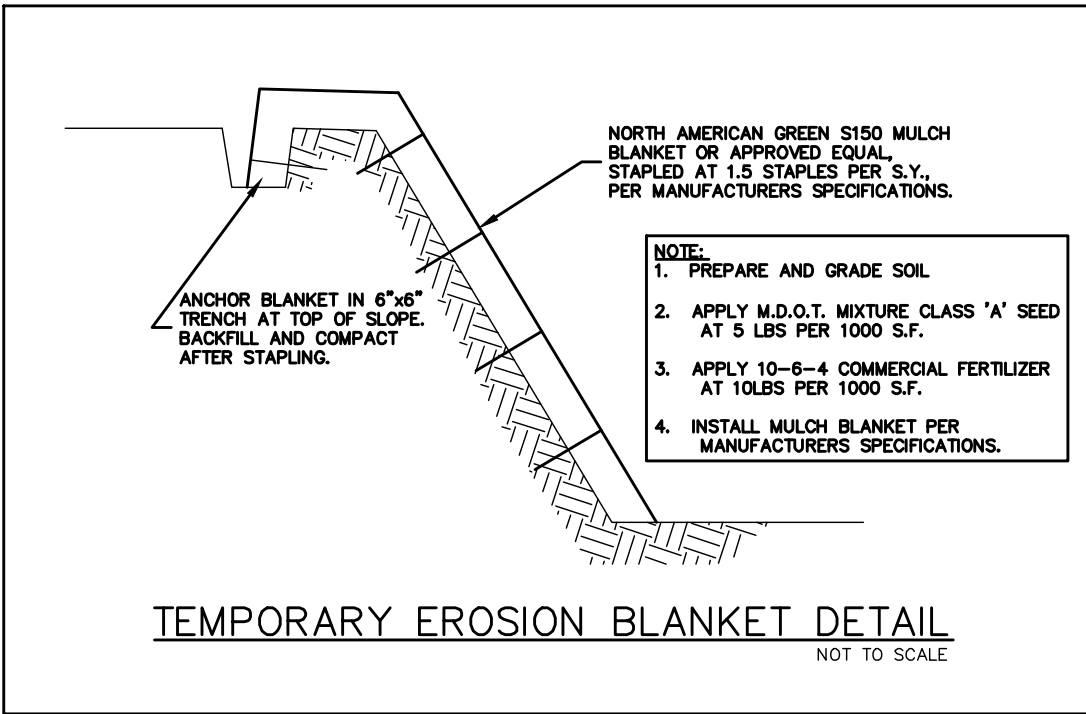
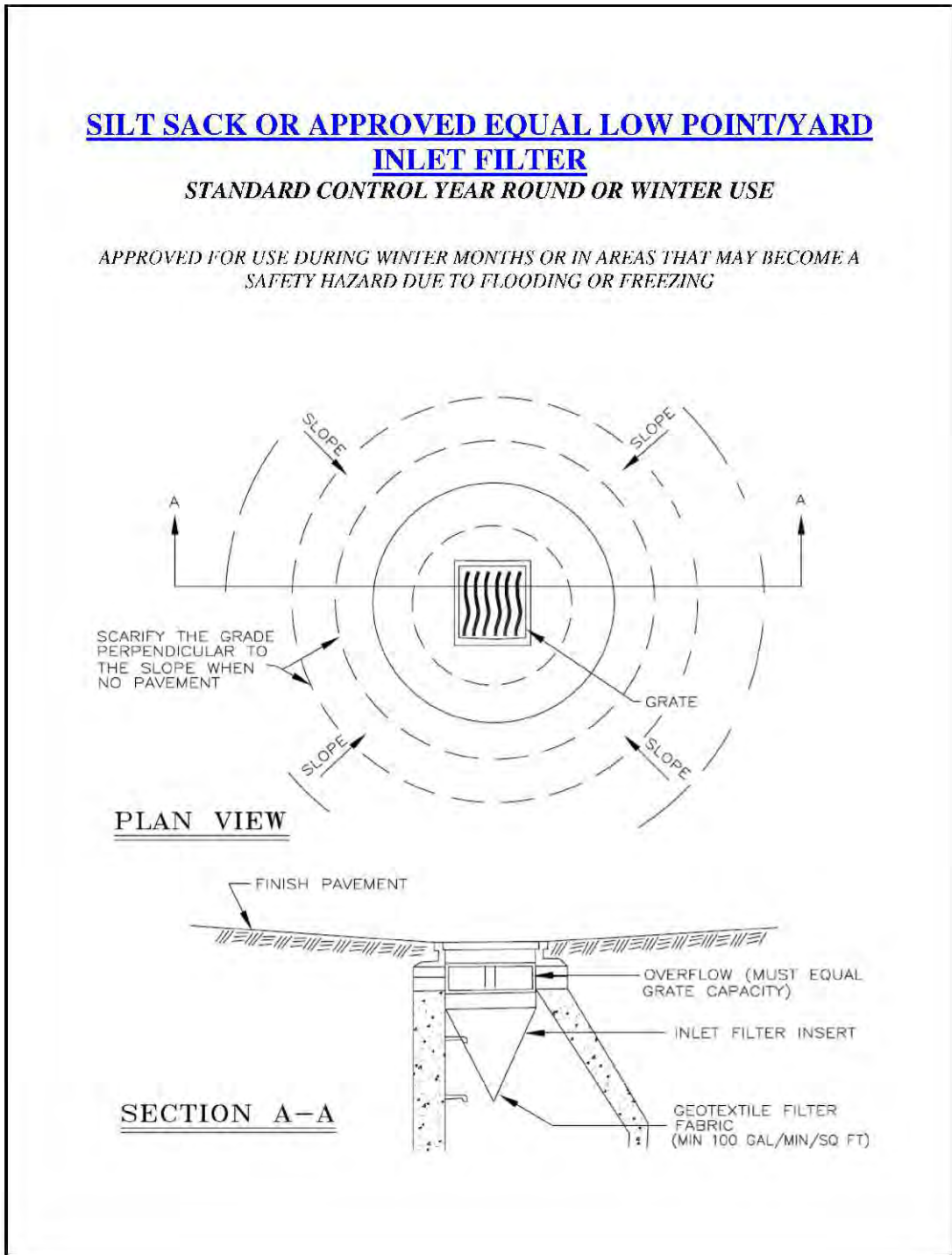
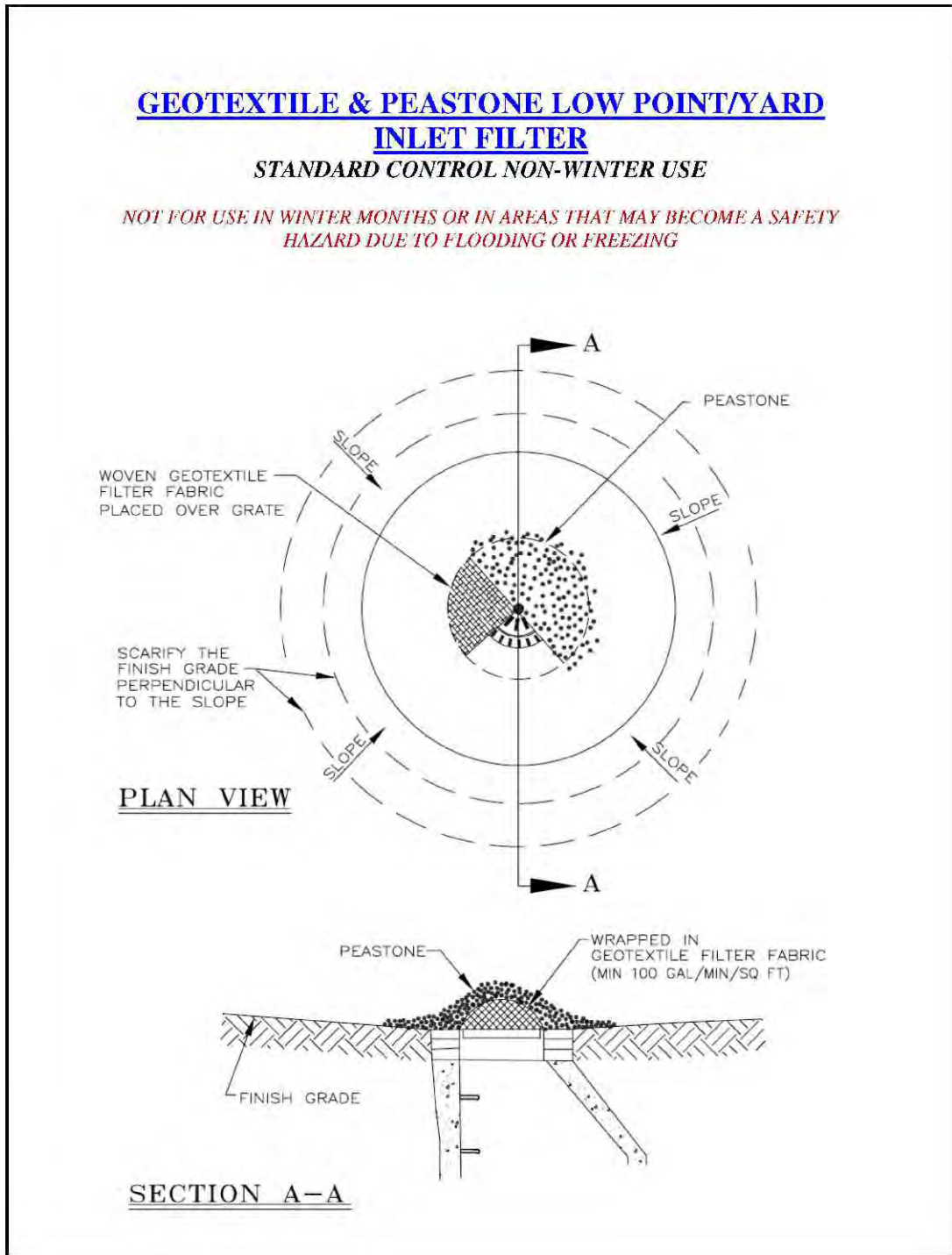
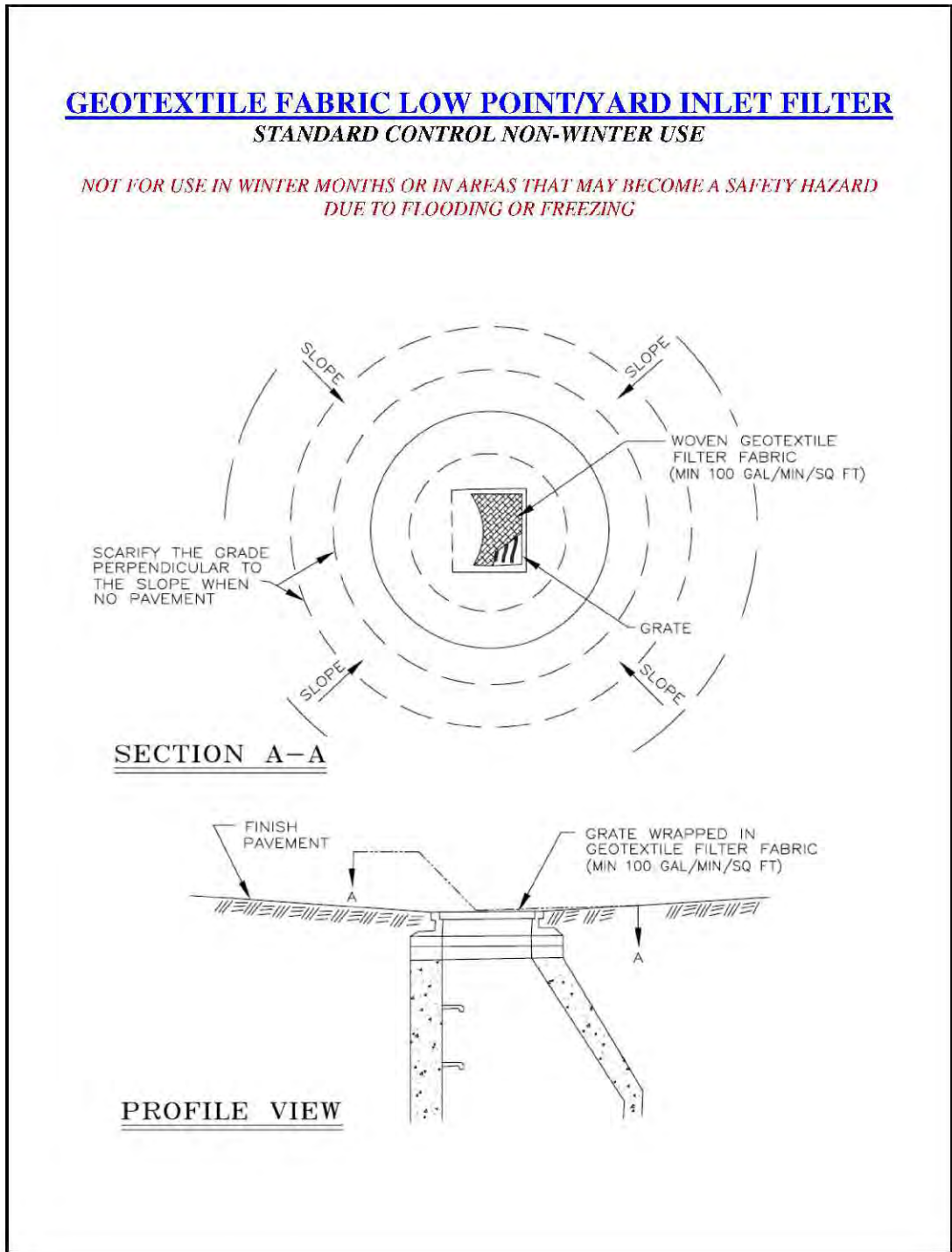
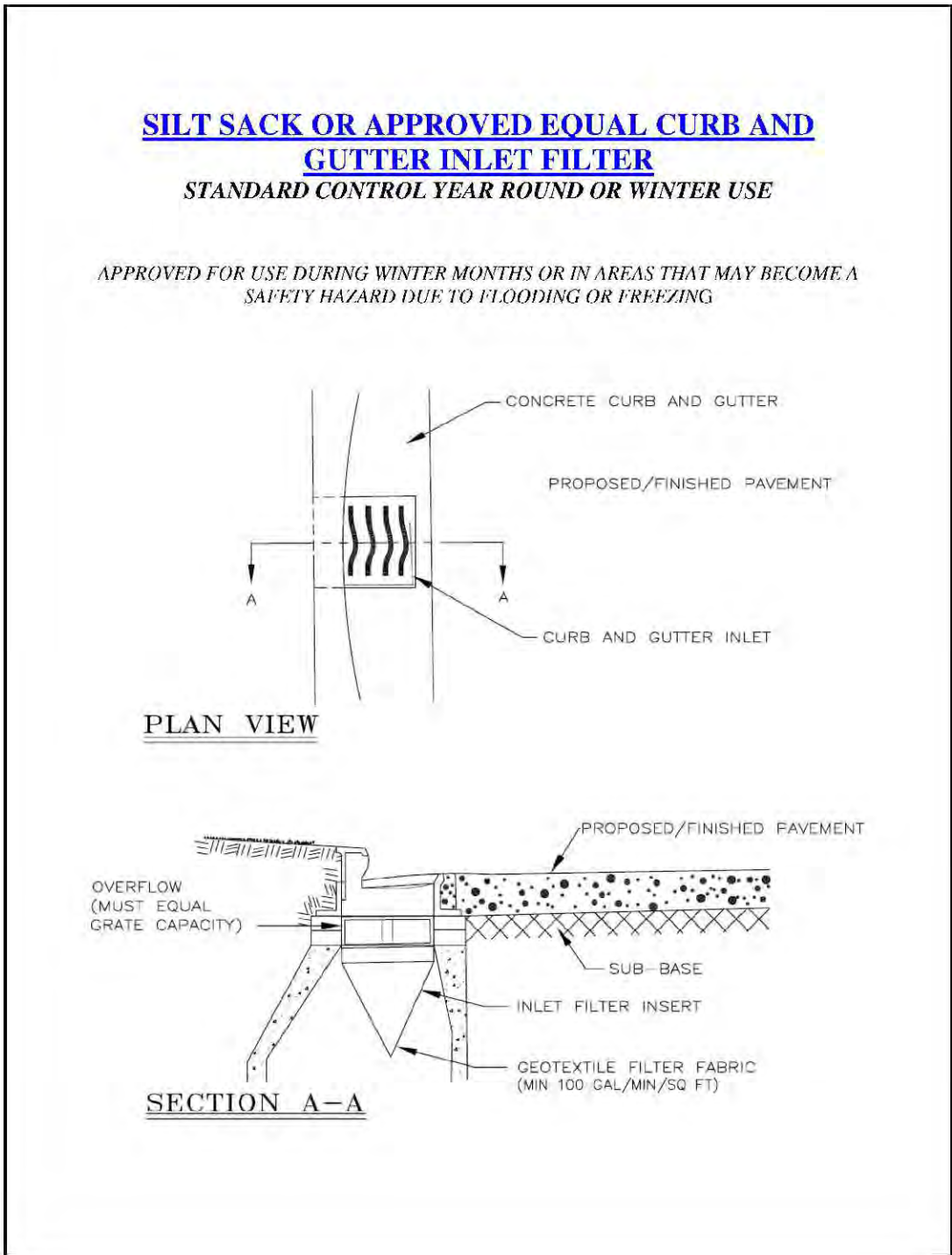
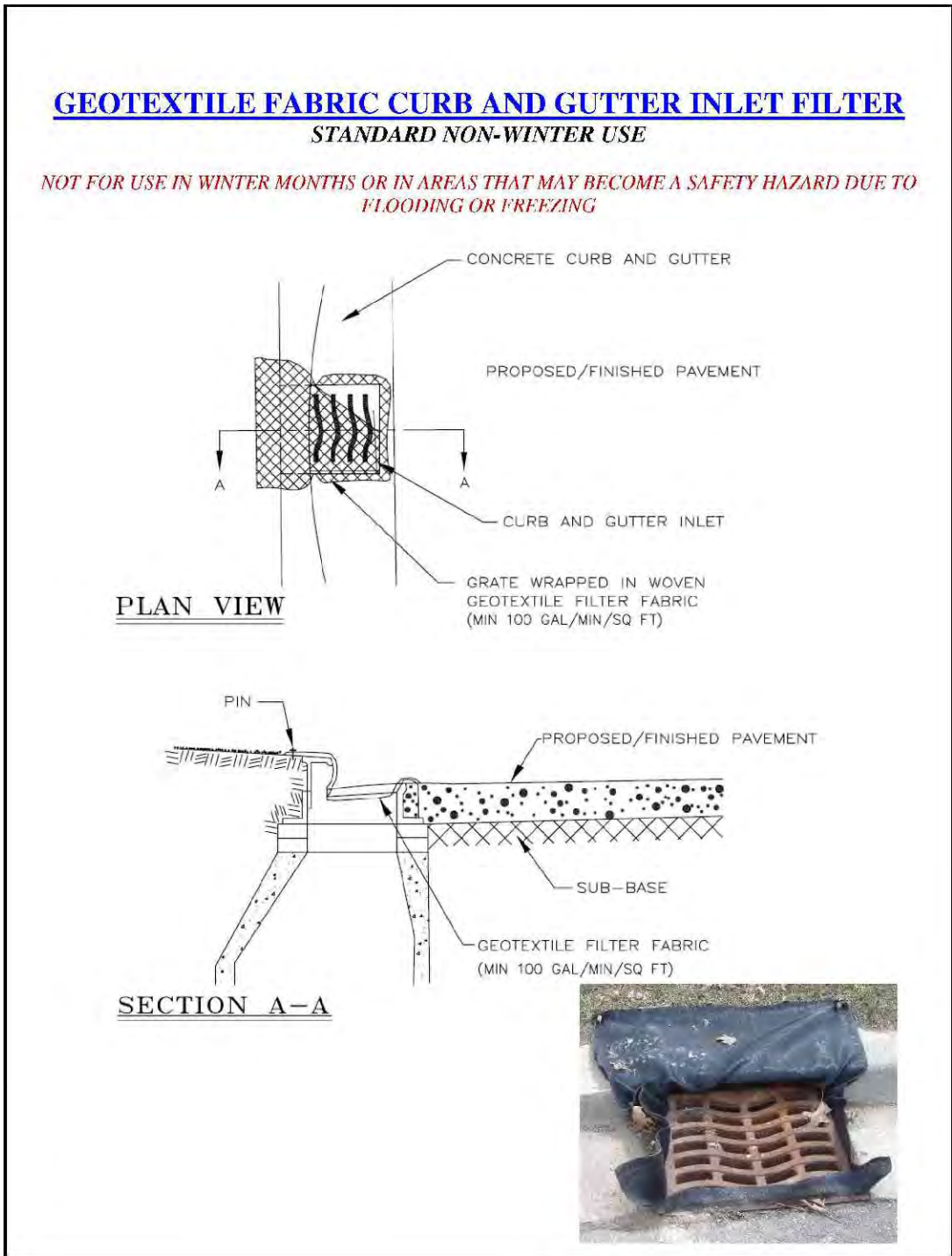
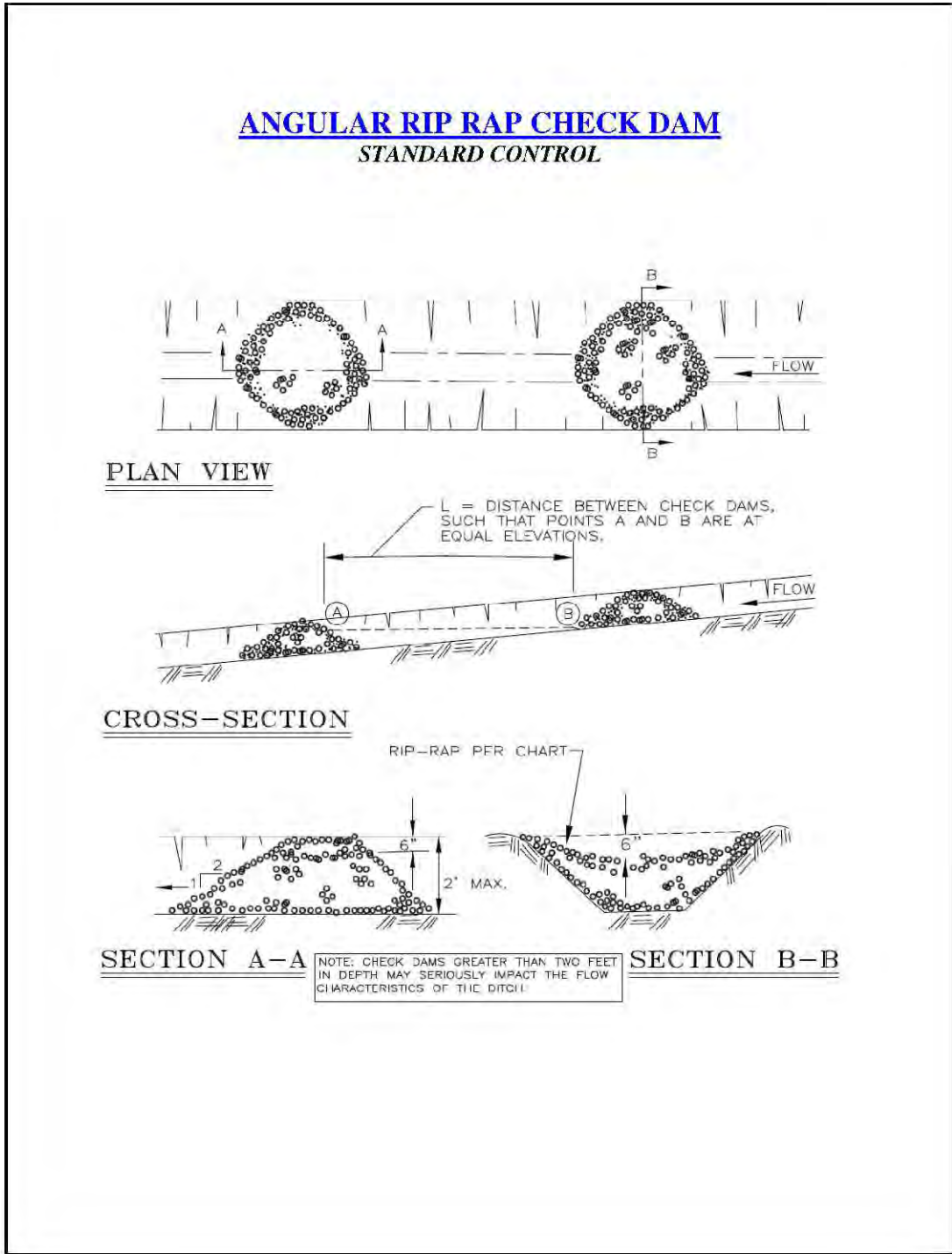
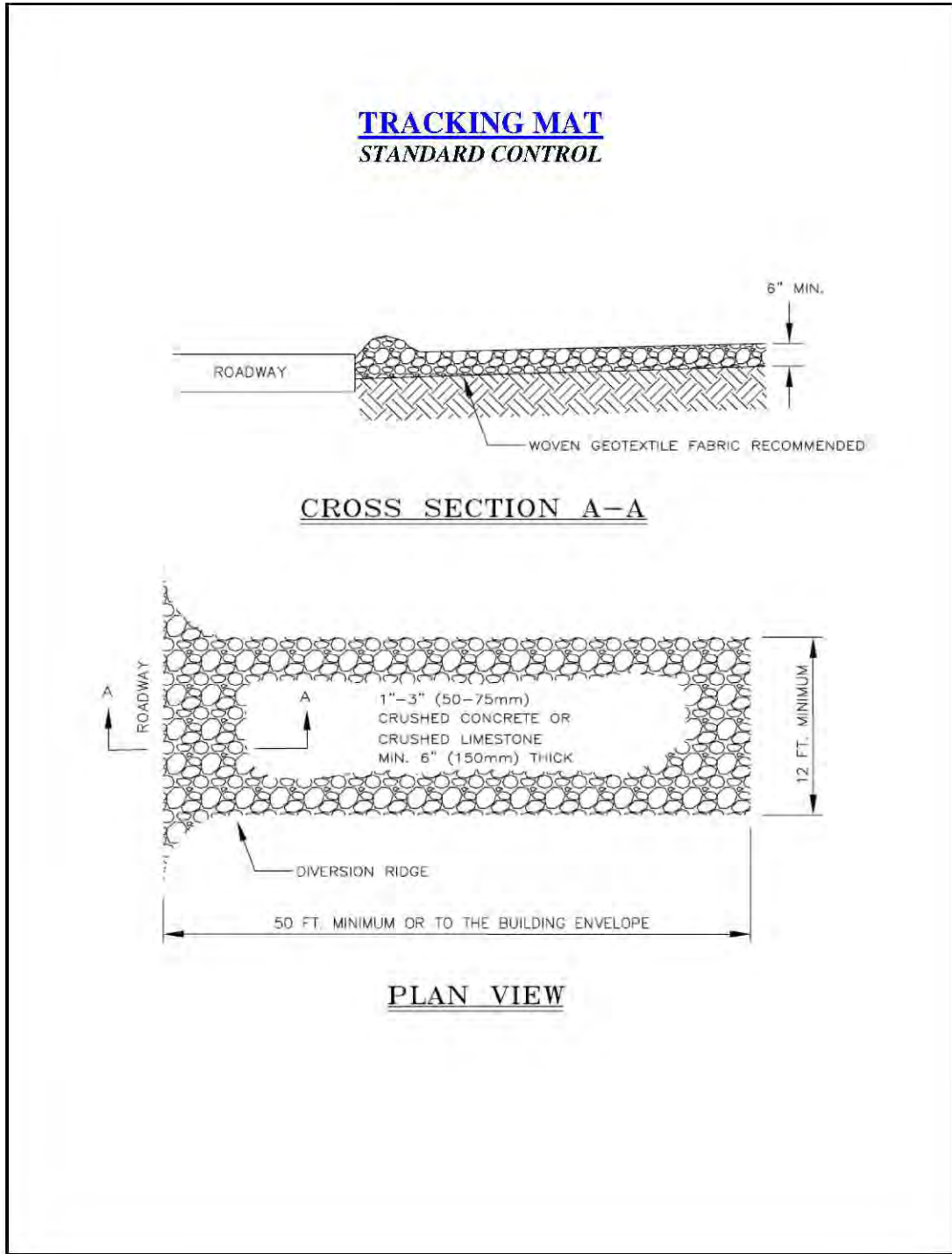
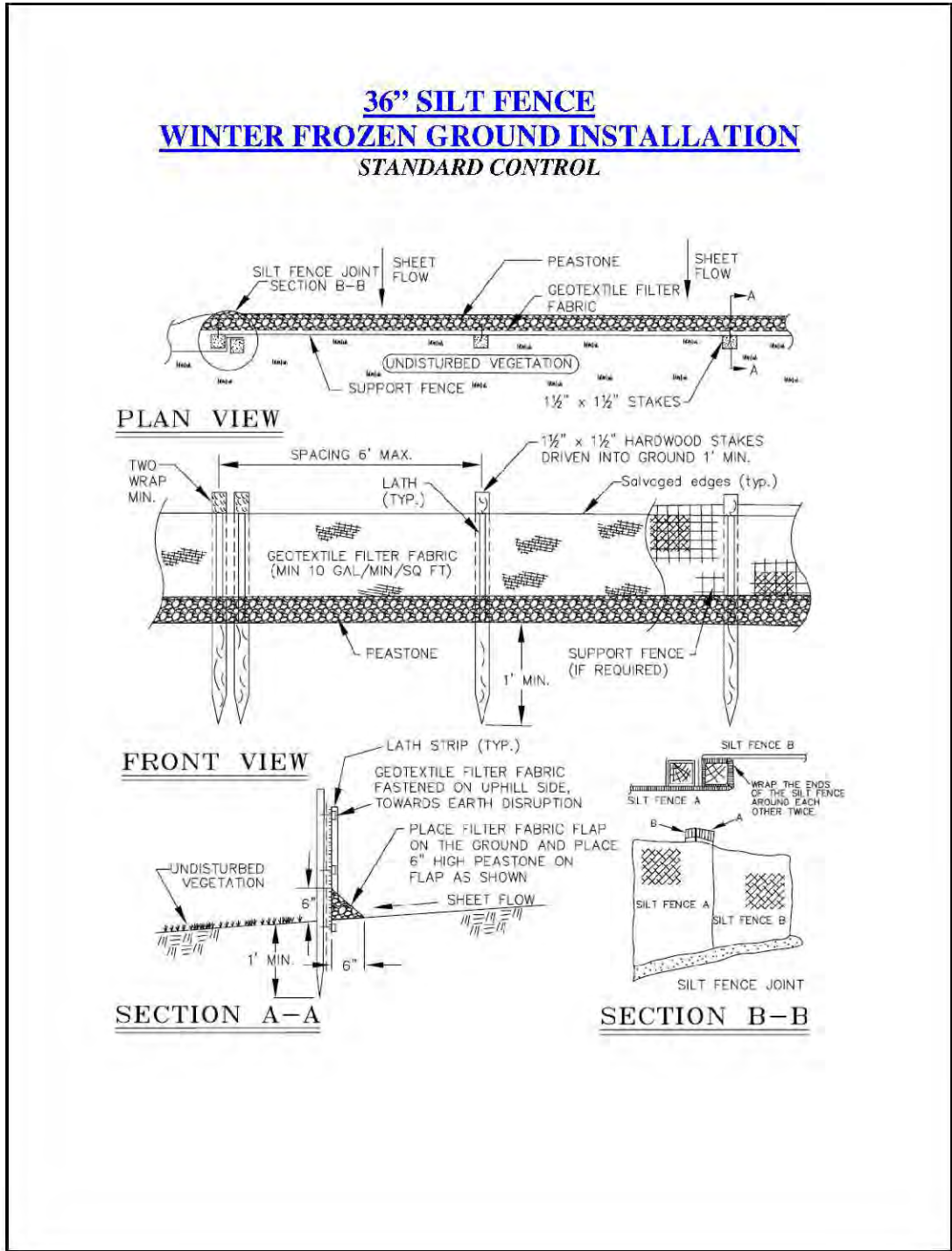
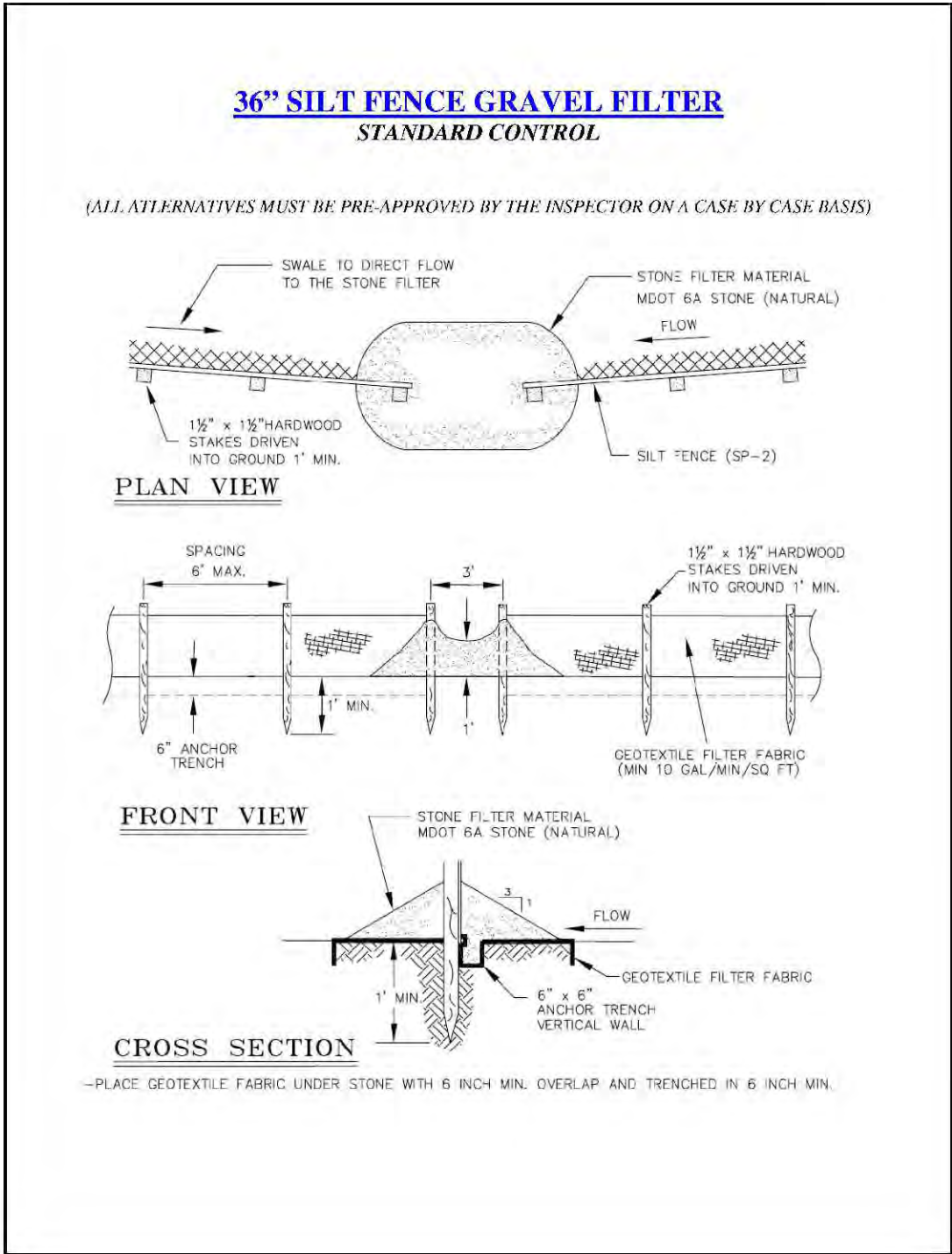
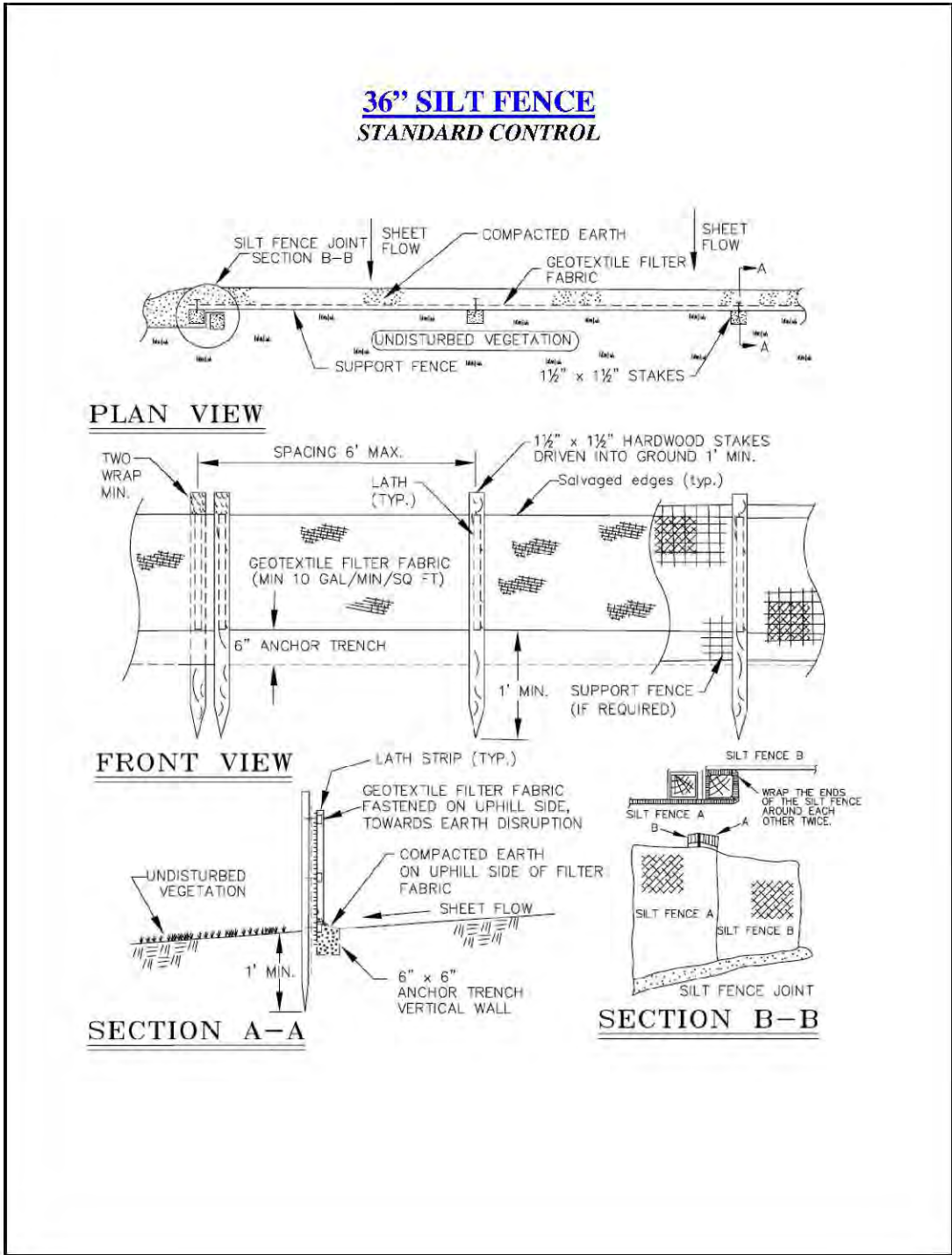
REVISED  
01-20-2026 PER TWP

DATE: 09-25-2025  
DRAWN BY: RMS  
CHECKED BY: JPP/WU

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

7A  
250719





NOT FOR CONSTRUCTION

49287 WEST ROAD  
WIXOM, MI 48393  
TEL 248.773.7659  
FAX 866.690.4307

**JUNIOR**  
CORPORATION

Know what's below  
Call before you dig.

CLIENT: TRUCK & TRAILER SPECIALTIES, INC.

**SITE DETAILS**

900 GRAND OAKS DRIVE - PARCEL NO. 4711-05-300-054  
SECTION: 5  
TOWNSHIP: 2 N.  
CHARTER TOWNSHIP OF GENOA  
LIVINGSTON COUNTY  
MICHIGAN  
RANGE: 5 E.

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CHF: RG  
SCALE: HOR 1"=-- FT.  
VER 1"=-- FT.

7B  
250719



817.546.4121  
FAX 817.546.1476

HASTINGS TESTING ENGINEERS  
AND ENVIRONMENTAL INC.  
"Testing to Keep America on a Firm Foundation"  
4841 GOLF CLUB ROAD • HOWELL, MI 48842

850 Grand Oaks Drive  
Soil Boring Testing Diagram  
Date: 04-21-2018

Proposed  
Retention Pond

#6

#5 #4  
#2 #3 #1

Grand Oaks Drive

817.546.4121  
FAX 817.546.1476

HASTINGS TESTING ENGINEERS  
AND ENVIRONMENTAL INC.  
"Testing to Keep America on a Firm Foundation"  
4841 GOLF CLUB ROAD • HOWELL, MI 48842

REPORT OF SOIL BORING

TESTED FOR: ACS Build  
238525 Beck Rd.  
Suite 118  
Wilson, MI 48393

REPORT # 4227  
CLIENT # 13773  
DATE 04/21/18  
PAGE 03

LOCATION: Soil Boring #2 - See Enclosed Diagram

Soil Description	Depth in Feet	Sample in Feet	Flow Count Type	N #	W #	Natural Moisture % P C F	Unconfined Strength Str. PSF/Fail Strain
14.5	SSS	14	20	6.8			
15.0							
15.5							
16.0							
16.5							
17.0							
17.5							
18.0							
18.5							
19.0							
19.5	SSS	12	23	5.2			
20.0							

Type of Sample: SS - Split Spoon  
SU - Split Spoon With Liner  
ST - Shelby Tube  
Standard Penetration Test - Driving 2" OD  
Sampler 18" with 140 # Hammer, Falling 30"  
Count made at 6" intervals.

DRILLING METHOD: (Trailer Mounted Auger)  
DRILLING FOREMAN: M. Smith  
BACKFILL MATERIAL: Existing Material  
GROUND WATER ENCOUNTERED AT: None  
GROUND WATER AFTER COMPLETION: None  
GROUND WATER AFTER: None

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HASTINGS TESTING ENGINEERS  
AND ENVIRONMENTAL INC.  
"Testing to Keep America on a Firm Foundation"  
4841 GOLF CLUB ROAD • HOWELL, MI 48842

REPORT OF SOIL BORING

TESTED FOR: ACS Build  
238525 Beck Rd.  
Suite 118  
Wilson, MI 48393

REPORT # 4230  
CLIENT # 13773  
DATE 04/21/18  
PAGE 02

LOCATION: Soil Boring #5 - See Enclosed Diagram

Soil Description	Depth in Feet	Sample in Feet	Flow Count Type	N #	W #	Natural Moisture % P C F	Unconfined Strength Str. PSF/Fail Strain
7.5	DCP3	33	10.6	5600			
8.0							
8.5							
9.0							
9.5	DCP4	38	10.6	6000			

Type of Sample: SS - Split Spoon  
SU - Split Spoon With Liner  
ST - Shelby Tube  
Standard Penetration Test - Driving 2" OD  
Sampler 18" with 140 # Hammer, Falling 30"  
Count made at 6" intervals.

DRILLING METHOD: (Hand Auger)  
DRILLING FOREMAN: M. Smith  
BACKFILL MATERIAL: Existing Material  
GROUND WATER ENCOUNTERED AT: None  
GROUND WATER AFTER COMPLETION: None  
GROUND WATER AFTER: None

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HASTINGS TESTING ENGINEERS  
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REPORT OF SOIL BORING

TESTED FOR: ACS Build  
238525 Beck Rd.  
Suite 118  
Wilson, MI 48393

REPORT # 4228  
CLIENT # 13773  
DATE 04/21/18  
PAGE 01

LOCATION: Soil Boring #1 - See Enclosed Diagram

Soil Description	Depth in Feet	Sample in Feet	Flow Count Type	N #	W #	Natural Moisture % P C F	Unconfined Strength Str. PSF/Fail Strain
0.5							
1.0							
1.5							
2.0							
2.5	SS1	6	11	16.3			1000
3.0							
3.5							
4.0							
4.5	SS2	7	13	15.9			1300
5.0							
5.5							
6.0							
6.5							
7.0	SS3	10	18	5.6			

Type of Sample: SS - Split Spoon  
SU - Split Spoon With Liner  
ST - Shelby Tube  
Standard Penetration Test - Driving 2" OD  
Sampler 18" with 140 # Hammer, Falling 30"  
Count made at 6" intervals.

DRILLING METHOD: (Trailer Mounted Auger)  
DRILLING FOREMAN: M. Smith  
BACKFILL MATERIAL: Existing Material  
GROUND WATER ENCOUNTERED AT: None  
GROUND WATER AFTER COMPLETION: None  
GROUND WATER AFTER: None

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HASTINGS TESTING ENGINEERS  
AND ENVIRONMENTAL INC.  
"Testing to Keep America on a Firm Foundation"  
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REPORT OF SOIL BORING

TESTED FOR: ACS Build  
238525 Beck Rd.  
Suite 118  
Wilson, MI 48393

REPORT # 4229  
CLIENT # 13773  
DATE 04/21/18  
PAGE 01

LOCATION: Soil Boring #3 - See Enclosed Diagram

Soil Description	Depth in Feet	Sample in Feet	Flow Count Type	N #	W #	Natural Moisture % P C F	Unconfined Strength Str. PSF/Fail Strain
0.5							
1.0							
1.5							
2.0							
2.5	DCP1	8	18.6				1000
3.0							
3.5							
4.0							
4.5							
5.0	DCP2	22	13.4				3500
5.5							
6.0							
6.5							
7.0							

Type of Sample: SS - Split Spoon  
SU - Split Spoon With Liner  
ST - Shelby Tube  
Standard Penetration Test - Driving 2" OD  
Sampler 18" with 140 # Hammer, Falling 30"  
Count made at 6" intervals.

DRILLING METHOD: (Hand Auger)  
DRILLING FOREMAN: M. Smith  
BACKFILL MATERIAL: Existing Material  
GROUND WATER ENCOUNTERED AT: None  
GROUND WATER AFTER COMPLETION: None  
GROUND WATER AFTER: None

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HASTINGS TESTING ENGINEERS  
AND ENVIRONMENTAL INC.  
"Testing to Keep America on a Firm Foundation"  
4841 GOLF CLUB ROAD • HOWELL, MI 48842

REPORT OF SOIL BORING

TESTED FOR: ACS Build  
238525 Beck Rd.  
Suite 118  
Wilson, MI 48393

REPORT # 4231  
CLIENT # 13773  
DATE 04/21/18  
PAGE 03

LOCATION: Soil Boring #6 - See Enclosed Diagram

Soil Description	Depth in Feet	Sample in Feet	Flow Count Type	N #	W #	Natural Moisture % P C F	Unconfined Strength Str. PSF/Fail Strain
0.5							
1.0							
1.5							
2.0							
2.5	DCP1	15	14.7				2500
3.0							
3.5							
4.0							
4.5							
5.0	DCP2	18	15.9				3000
5.5							
6.0							
6.5							
7.0							

Type of Sample: SS - Split Spoon  
SU - Split Spoon With Liner  
ST - Shelby Tube  
Standard Penetration Test - Driving 2" OD  
Sampler 18" with 140 # Hammer, Falling 30"  
Count made at 6" intervals.

DRILLING METHOD: (Hand Auger)  
DRILLING FOREMAN: M. Smith  
BACKFILL MATERIAL: Existing Material  
GROUND WATER ENCOUNTERED AT: None  
GROUND WATER AFTER COMPLETION: None  
GROUND WATER AFTER: None

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HASTINGS TESTING ENGINEERS  
AND ENVIRONMENTAL INC.  
"Testing to Keep America on a Firm Foundation"  
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REPORT OF SOIL BORING

TESTED FOR: ACS Build  
238525 Beck Rd.  
Suite 118  
Wilson, MI 48393

REPORT # 4226  
CLIENT # 13773  
DATE 04/21/18  
PAGE 02

LOCATION: Soil Boring #1 - See Enclosed Diagram

Soil Description	Depth in Feet	Sample in Feet	Flow Count Type	N #	W #	Natural Moisture % P C F	Unconfined Strength Str. PSF/Fail Strain
7.5							
8.0							
8.5							
9.0							
9.5	SS4	11	18	5.6			
10.0							
10.5							
11.0							
11.5							
12.0							
12.5							
13.0							
13.5							
14.0							

Type of Sample: SS - Split Spoon  
SU - Split Spoon With Liner  
ST - Shelby Tube  
Standard Penetration Test - Driving 2" OD  
Sampler 18" with 140 # Hammer, Falling 30"  
Count made at 6" intervals.

DRILLING METHOD: (Trailer Mounted Auger)  
DRILLING FOREMAN: M. Smith  
BACKFILL MATERIAL: Existing Material  
GROUND WATER ENCOUNTERED AT: None  
GROUND WATER AFTER COMPLETION: None  
GROUND WATER AFTER: None

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HASTINGS TESTING ENGINEERS  
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"Testing to Keep America on a Firm Foundation"  
4841 GOLF CLUB ROAD • HOWELL, MI 48842

REPORT OF SOIL BORING

TESTED FOR: ACS Build  
238525 Beck Rd.  
Suite 118  
Wilson, MI 48393

REPORT # 4230  
CLIENT # 13773  
DATE 04/21/18  
PAGE 01

LOCATION: Soil Boring #3 - See Enclosed Diagram

Soil Description	Depth in Feet	Sample in Feet	Flow Count Type	N #	W #	Natural Moisture % P C F	Unconfined Strength Str. PSF/Fail Strain
7.5	DCP3	24	13.1				5000
8.0							
8.5							
9.0							
9.5							
10.0	DCP4	26	8.4				
10.5							
11.0							
11.5							
12.0	DCP5	31	7.0				

Type of Sample: SS - Split Spoon  
SU - Split Spoon With Liner  
ST - Shelby Tube  
Standard Penetration Test - Driving 2" OD  
Sampler 18" with 140 # Hammer, Falling 30"  
Count made at 6" intervals.

DRILLING METHOD: (Hand Auger)  
DRILLING FOREMAN: M. Smith  
BACKFILL MATERIAL: Existing Material  
GROUND WATER ENCOUNTERED AT: None  
GROUND WATER AFTER COMPLETION: None  
GROUND WATER AFTER: None

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HASTINGS TESTING ENGINEERS  
AND ENVIRONMENTAL INC.  
"Testing to Keep America on a Firm Foundation"  
4841 GOLF CLUB ROAD • HOWELL, MI 48842

REPORT OF SOIL BORING

TESTED FOR: ACS Build  
238525 Beck Rd.  
Suite 118  
Wilson, MI 48393

REPORT # 4231  
CLIENT # 13773  
DATE 04/21/18  
PAGE 03

LOCATION: Soil Boring #6 - See Enclosed Diagram

Soil Description	Depth in Feet	Sample in Feet	Flow Count Type	N #	W #	Natural Moisture % P C F	Unconfined Strength Str. PSF/Fail Strain
7.5	DCP3	25	13.6				3500
8.0							
8.5							
9.0							
9.5							
10.0	DCP4	33	12.0				5000
10.5							
11.0							
11.5							
12.0							
12.5							
13.0							
13.5							
14.0							

Type of Sample: SS - Split Spoon  
SU - Split Spoon With Liner  
ST - Shelby Tube  
Standard Penetration Test - Driving 2" OD  
Sampler 18" with 140 # Hammer, Falling 30"  
Count made at 6" intervals.

DRILLING METHOD: (Hand Auger)  
DRILLING FOREMAN: M. Smith  
BACKFILL MATERIAL: Existing Material  
GROUND WATER ENCOUNTERED AT: None  
GROUND WATER AFTER COMPLETION: None  
GROUND WATER AFTER: None

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HASTINGS TESTING ENGINEERS  
AND ENVIRONMENTAL INC.  
"Testing to Keep America on a Firm Foundation"  
4841 GOLF CLUB ROAD • HOWELL, MI 48842

REPORT OF SOIL BORING

TESTED FOR: ACS Build  
238525 Beck Rd.  
Suite 118  
Wilson, MI 48393

REPORT # 4227  
CLIENT # 13773  
DATE 04/21/18  
PAGE 01

LOCATION: Soil Boring #1 - See Enclosed Diagram

Soil Description	Depth in Feet	Sample in Feet	Flow Count Type	N #	W #	Natural Moisture % P C F	Unconfined Strength Str. PSF/Fail Strain
14.5	SS5	23	18	4.9			
15.0							
15.5							
16.0							
16.5							
17.0							
17.5							
18.0							
18.5							
19.0							
19.5							
20.0							

Type of Sample: SS - Split Spoon  
SU - Split Spoon With Liner  
ST - Shelby Tube  
Standard Penetration Test - Driving 2" OD  
Sampler 18" with 140 # Hammer, Falling 30"  
Count made at 6" intervals.

DRILLING METHOD: (Trailer Mounted Auger)  
DRILLING FOREMAN: M. Smith  
BACKFILL MATERIAL: Existing Material  
GROUND WATER ENCOUNTERED AT: None  
GROUND WATER AFTER COMPLETION: None  
GROUND WATER AFTER: None

817.546.4121  
FAX 817.546.1476

HASTINGS TESTING ENGINEERS  
AND ENVIRONMENTAL INC.  
"Testing to Keep America on a Firm Foundation"  
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REPORT OF SOIL BORING

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REPORT # 4229  
CLIENT # 13773  
DATE 04/21/18  
PAGE 02

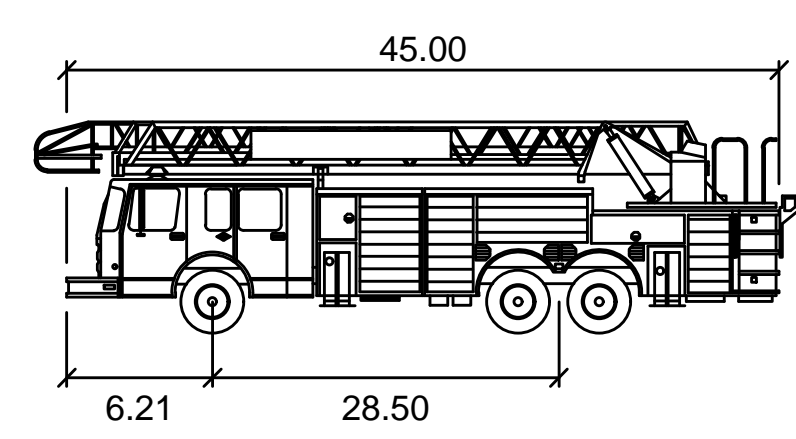
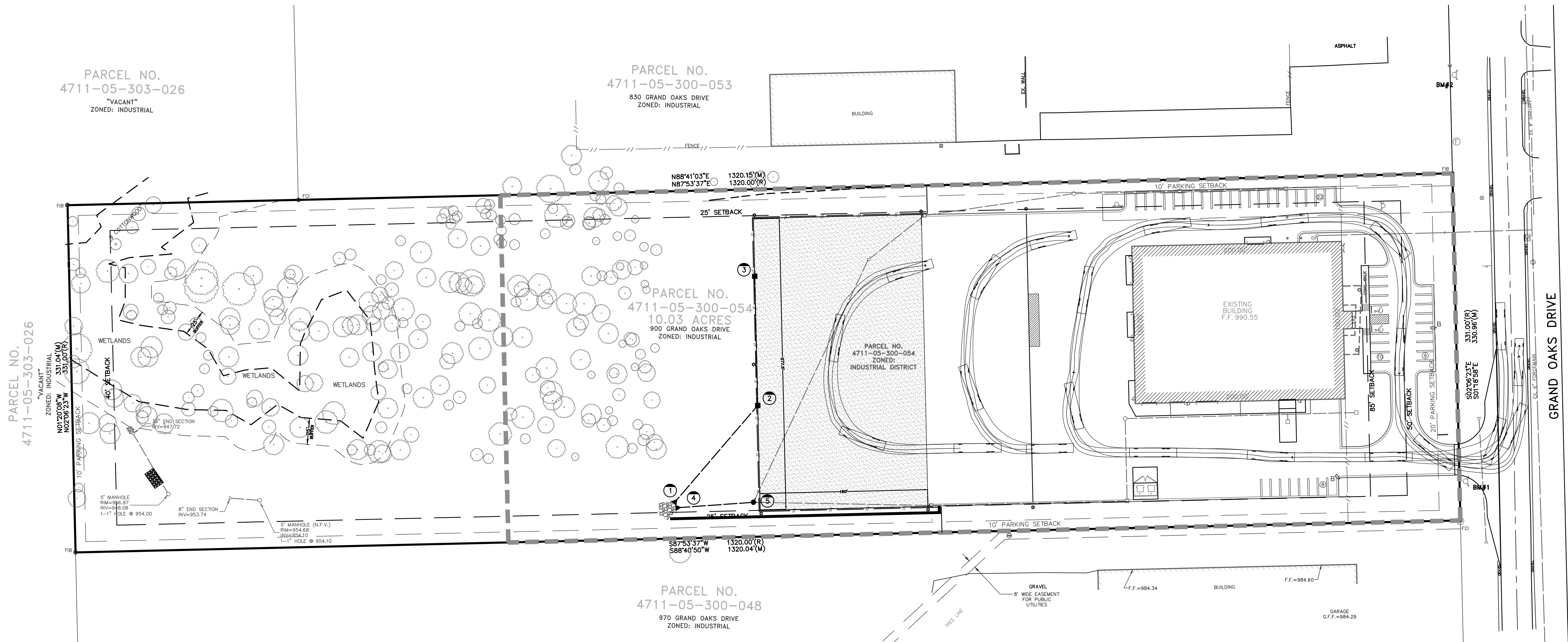
LOCATION: Soil Boring #5 - See Enclosed Diagram

Soil Description	Depth in Feet	Sample in Feet	Flow Count Type	N #	W #	Natural Moisture % P C F	Unconfined Strength Str. PSF/Fail Strain
0.5							
1.0							
1.5							
2.0							
2.5	DCP3	20	11.3				3000
3.0							
3.5							
4.0							
4.5							
5.0	DCP5	26	13.4				3500
5.5							
6.0							
6.5							
7.0							

Type of Sample: SS - Split Spoon  
SU - Split Spoon With Liner  
ST - Shelby Tube  
Standard Penetration Test - Driving 2" OD  
Sampler 18" with 140 # Hammer, Falling 30"  
Count made at 6" intervals.

DRILLING METHOD





FIRE TRUCK		feet
Width	:	8.50
Track	:	8.50
Lock to Lock Time	:	6.00
Steering Angle	:	90.00

FIRE TRUCK DETAIL  
NO SCALE

49287 WEST ROAD  
WIXOM, MI 48393  
TEL 248.773.7659  
FAX 866.690.4307

**JUNIOR**  
GROUP

Know what's below  
Call before you dig.

CLIENT: TRUCK & TRAILER SPECIALTIES, INC.

**CIRCULATION PLAN**

900 GRAND OAKS DRIVE - PARCEL NO. 4711-05-300-054  
SECTION: 5  
TOWNSHIP: 2 N.  
CHARTER TOWNSHIP OF GENOA  
LIVINGSTON COUNTY  
MICHIGAN

REVISED  
01-20-2026 PER TWP

DATE: 09-25-2025  
DRAWN BY: RMS  
CHECKED BY: JPP/WU

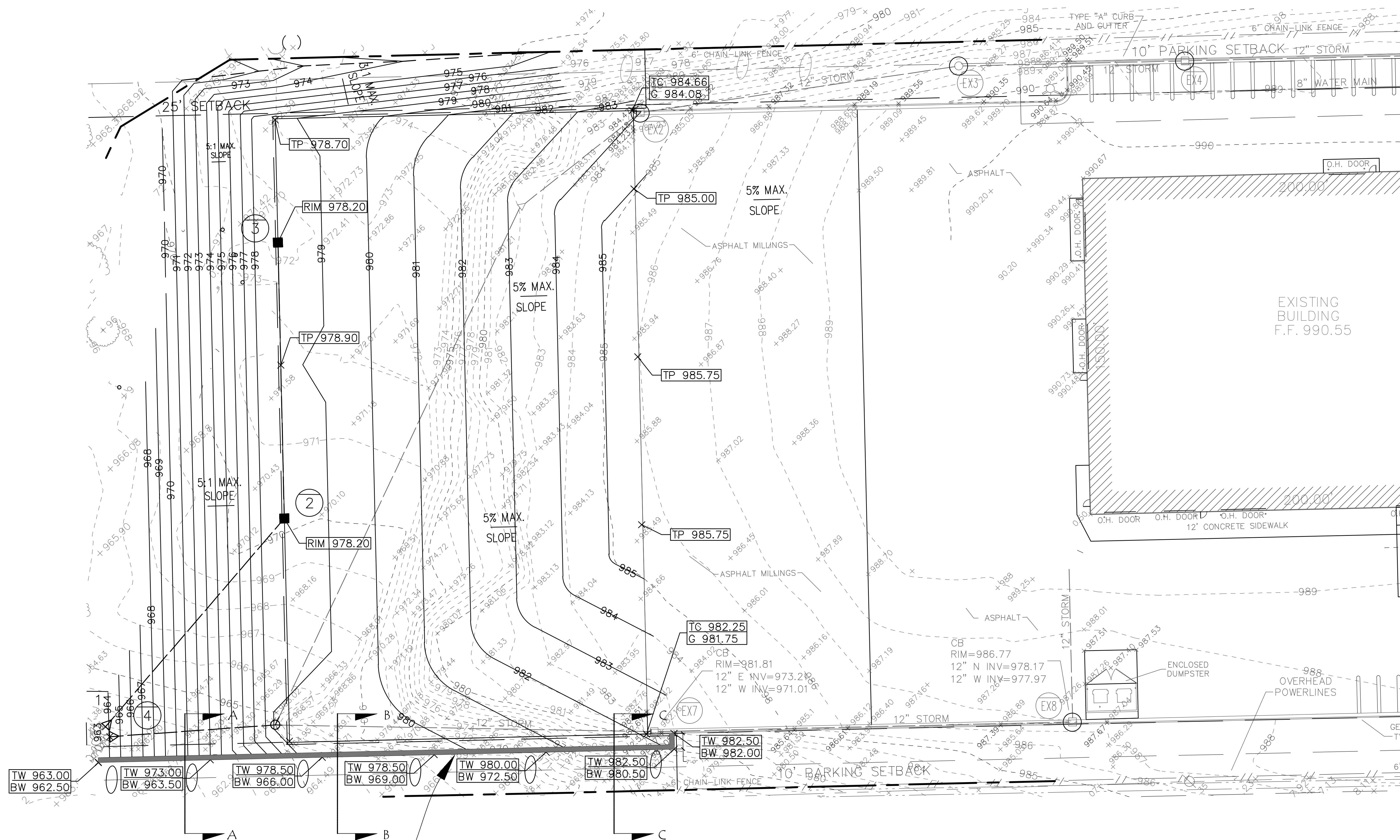
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FBK: --  
CHF: RG  
SCALE: HOR 1" = -- FT.  
VER 1" = -- FT.

8  
250719



NOT FOR CONSTRUCTION



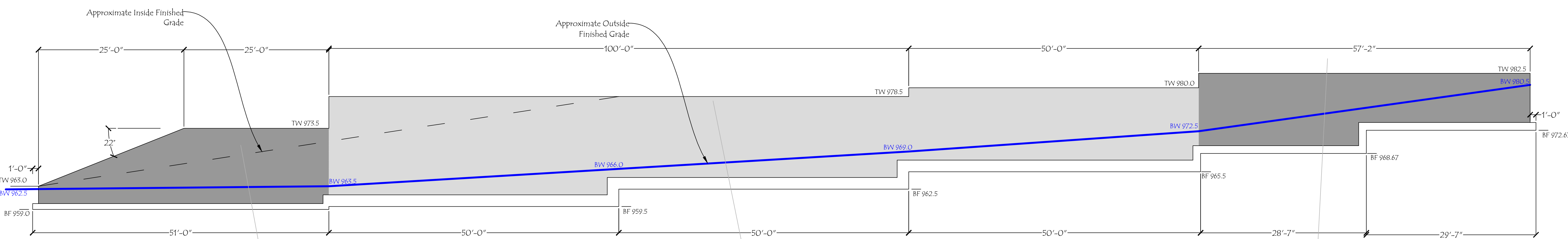


Proposed Retaining  
Wall Location

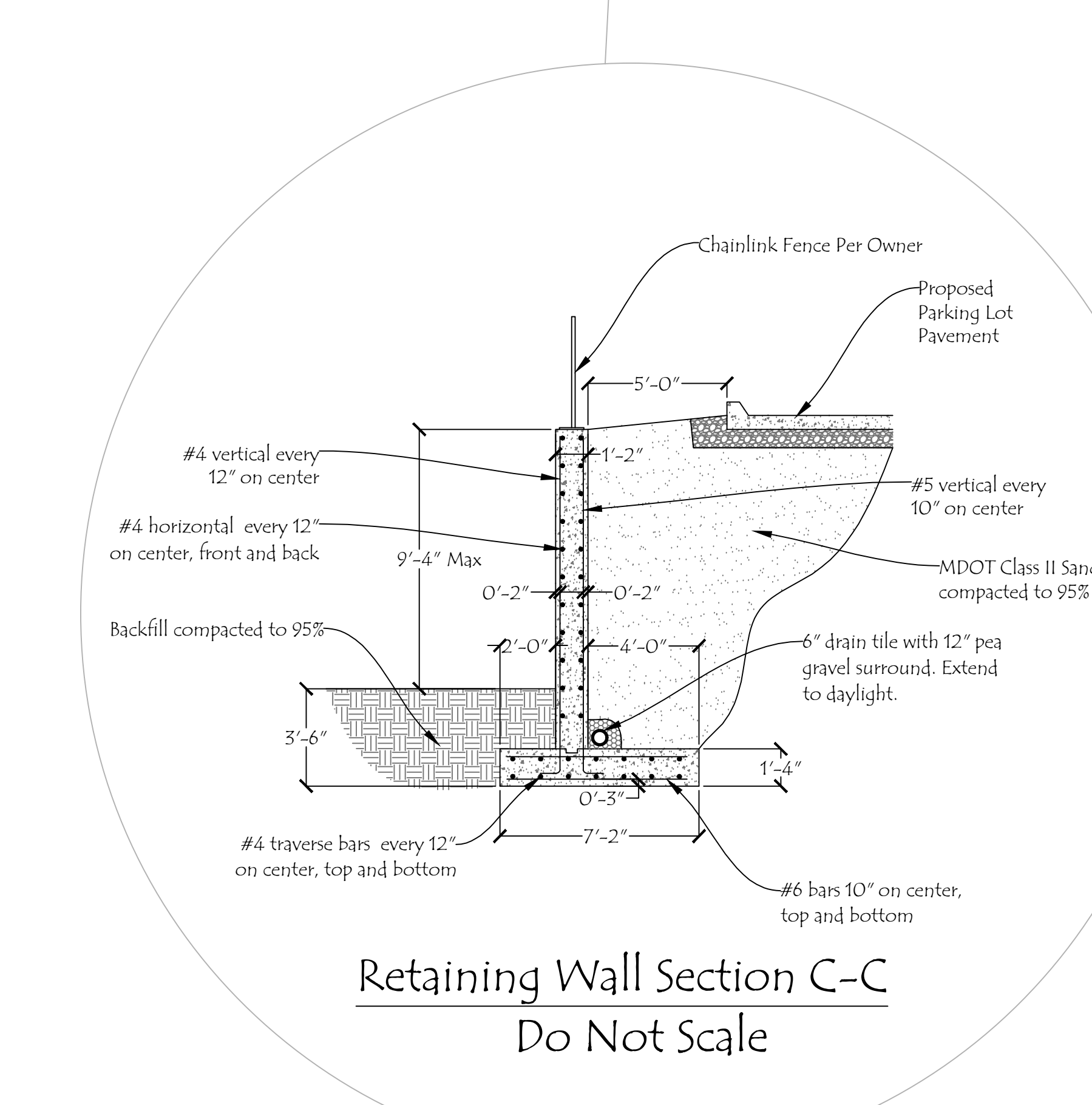
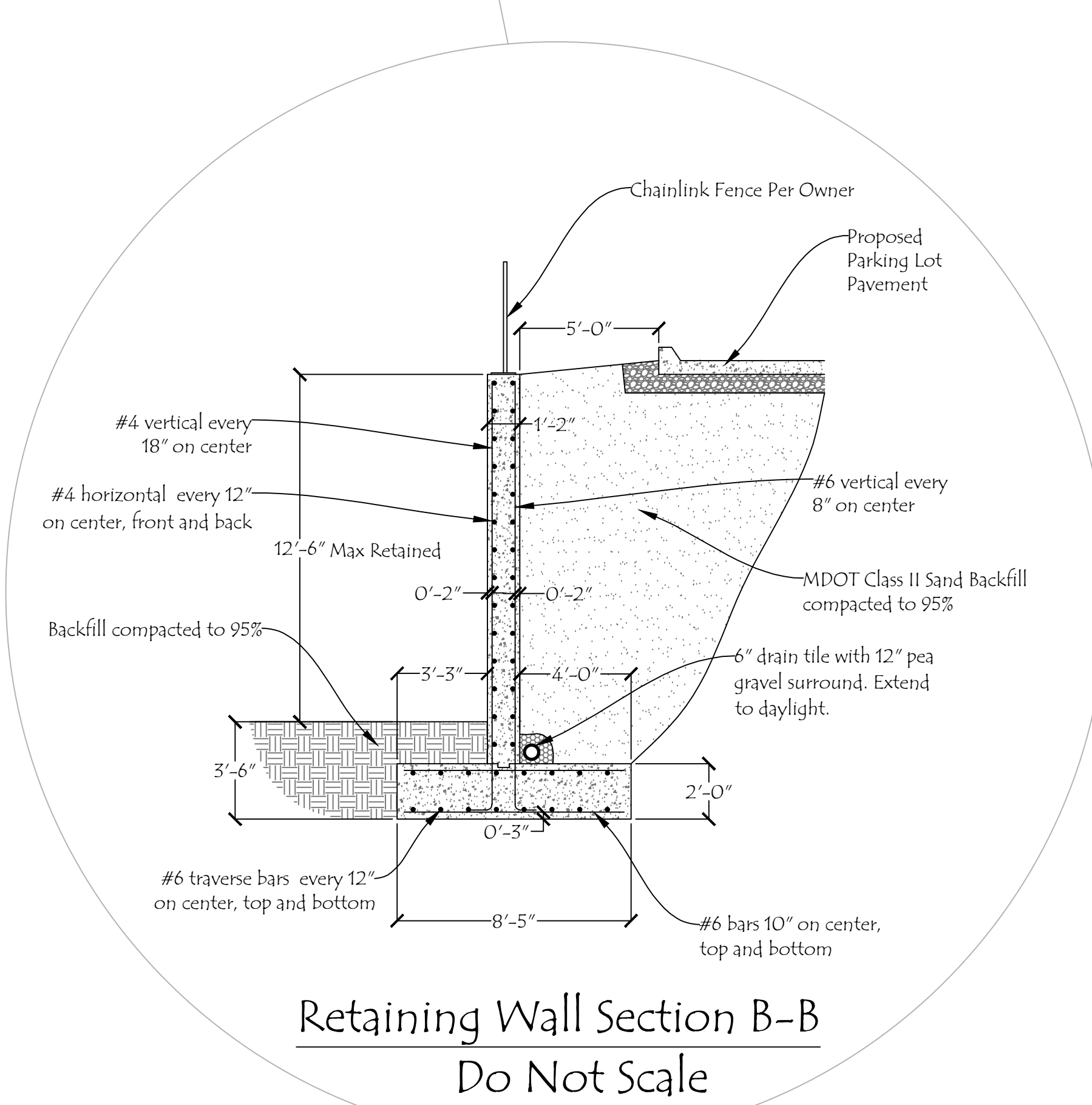
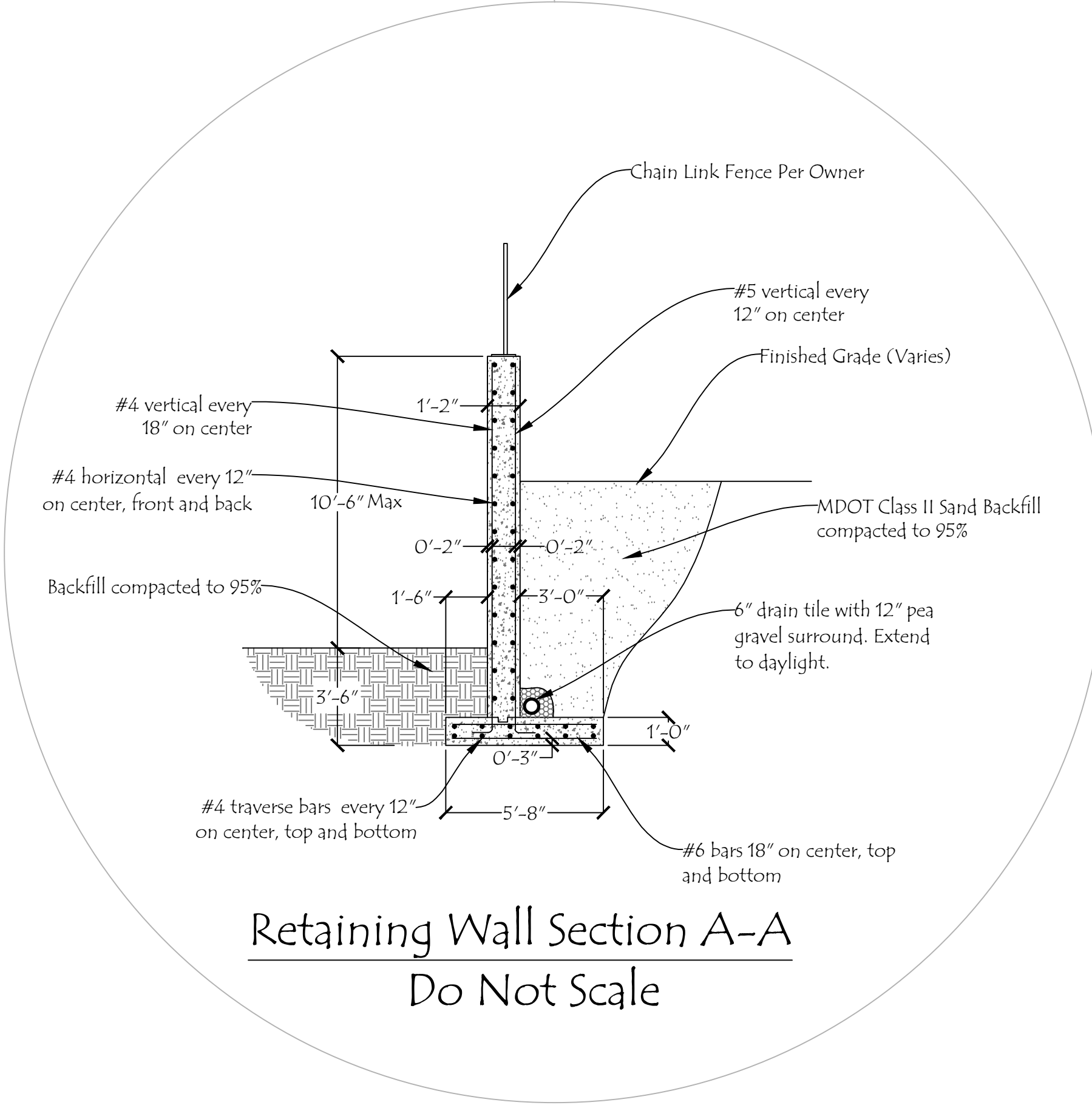
Retaining Wall Placement Plan  
Do Not Scale

<p>PROJECT: Truck and Trailer Specialties Inc. 900 Grand Oaks Drive, Howell, MI Parking Lot Retaining Wall Plan</p>		<p>Page 1 of 2</p>
<p>Drawn By: M.S.      Date: 01/16/2026</p>		
<p>  <b>HASTINGS TESTING ENGINEERS AND ENVIRONMENTAL INC.</b>  <i>"Testing to keep America on a firm foundation"</i>              4841 GOLF CLUB ROAD • HOWELL, MI 48843           </p>		
<p>                STATE OF MICHIGAN              MARC ANDREW WAYNE SMITH              ENGINEER              No. 620106828           </p>		





North Elevation View Retaining Wall  
Do Not Scale



**Detail Notes:**

**Soils**

- Assumed soil bearing capacity 3000 PSF
- All footings shall bear on native sub-grade soils or approved engineered fill material.
- All walls shall be backfilled with MDOT Class II granular material compacted to 95% of the materials maximum unit weight in accordance with ASTM D1557.

**Concrete**

- All concrete shall have a minimum compressive strength of 4000 PSI at 28 days.
- All exposed concrete shall have air entrainment of 6.5% +/- 1.5%.
- Concrete shall be poured at a maximum slump of five inches.
- All footings must be constructed 42" below final grade elevation.
- All concrete work shall conform to the latest ACI codes.

**Reinforcement**

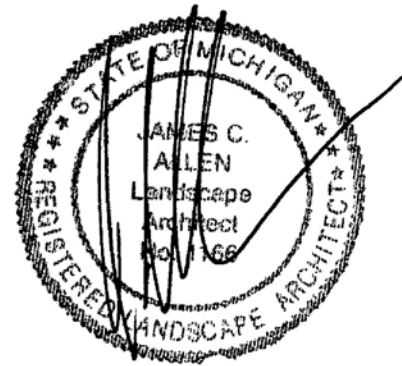
- All reinforcing steel shall be grade 60.
- All reinforcement shall have a minimum of three inches of concrete cover in footing.
- All reinforcement shall have a minimum of two inches of concrete cover in walls.
- Reinforcement shall bend around corners a minimum of two feet.
- All continuous reinforcement shall have two feet of overlap.

**Additional Notes:**

- Hastings Testing Engineers and Environmental Inc., shall be called 24 hours prior to concrete placement to inspect reinforcement and concrete.
- Drawing is for retaining wall footing size and rebar schedule only. Please refer to Architectural drawings for parking lot requirements, fencing details etc.



Seal:



Title:  
Landscape Plan

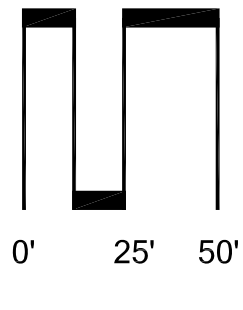
Project:  
Truck & Trailer Specialties  
Genoa Township, Michigan

Prepared for:  
Greentech Engineering, INC  
51147 Pontiac Trail  
Wixom, Michigan 48393  
248.668.0700

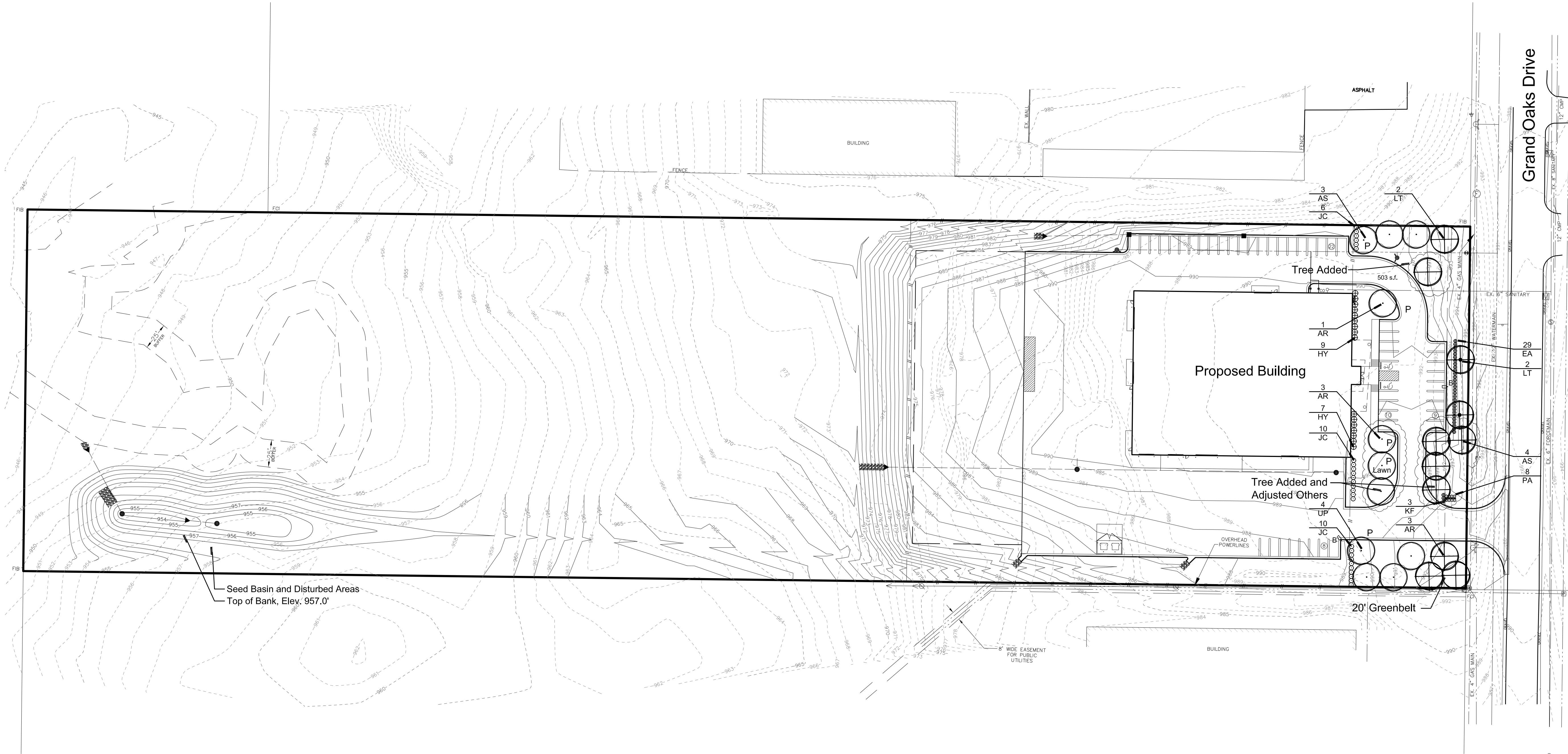
Revision:	Issued:
Submission	April 25, 2018
Revised	May 24, 2018
Revised	July 16, 2018
Added Trees Per Safe Built	July 17, 2018

Job Number:  
18-029

Drawn By: jca  
Checked By: jca



Sheet No.



### Landscape Summary

	Greenbelt	
	Greenbelt Length	331'
	Trees Required	9 Trees (331' / 40')
	Trees Provided	9 Trees
	Parking Lot Landscaping	
	Total Proposed Spaces	49 Spaces
	Landscape Area Required	490 s.f. (49 / 10) x 100
	Landscape Area Proposed	503 s.f.
	Trees Required	5 Trees (49 / 10)
	Trees Provided	5 Trees
	Detention Pond - Plantings Relocated to Front of Building	
	Top of Bank Length	385 l.f.
	Trees Required	8 Trees (1 per 50')
	Trees Provided	8 Trees
	Shrubs Required	77 Shrubs (10 per 50')
	Shrubs Provided	82 Shrubs

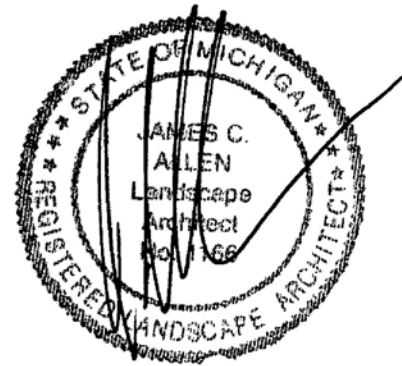
### Plant List

sym.	qty.	botanical name	common name	caliper	spacing	root	height
AR	7	Acer rubrum	Red Maple	2.5"	as shown	B&B	
AS	7	Acer saccharum	Sugar Maple	2.5"	as shown	B&B	
EA	29	Euonymus alata 'Compacta'	Compact Burning Bush		as shown		24"
HY	16	Hydrangea 'Little Quick Fire'	Little Quick Fire Hydrangea		as shown		24"
JC	26	Juniperus c. 'Keteleeri'	Keteleer Juniper		as shown	B&B	5'
KF	3	Calamagrostis x acutiflora 'Karl Foerster'	Karl Foerster Grass		as shown		#2 Cont.
LT	4	Liriodendron tulipifera	Tulip Tree	2.5"	as shown	B&B	
PA	8	Pennisetum a. 'Hameln'	Dwarf Fountain Grass		as shown		#2 Cont.
UP	4	Ulmus 'Pioneer'	Pioneer Elm	2.5"	as shown	B&B	

Notes:  
All Landscaped Areas Shall be Provided with an Automatic Underground Irrigation System



Seal:



Title:  
Landscape Details

Project:

Truck & Trailer Specialties  
Genoa Township, Michigan

Prepared for:

Greentech Engineering, INC  
51147 Pontiac Trail  
Wixom, Michigan 48393  
248.668.0700

Revision: Issued:

Submission	April 25, 2018
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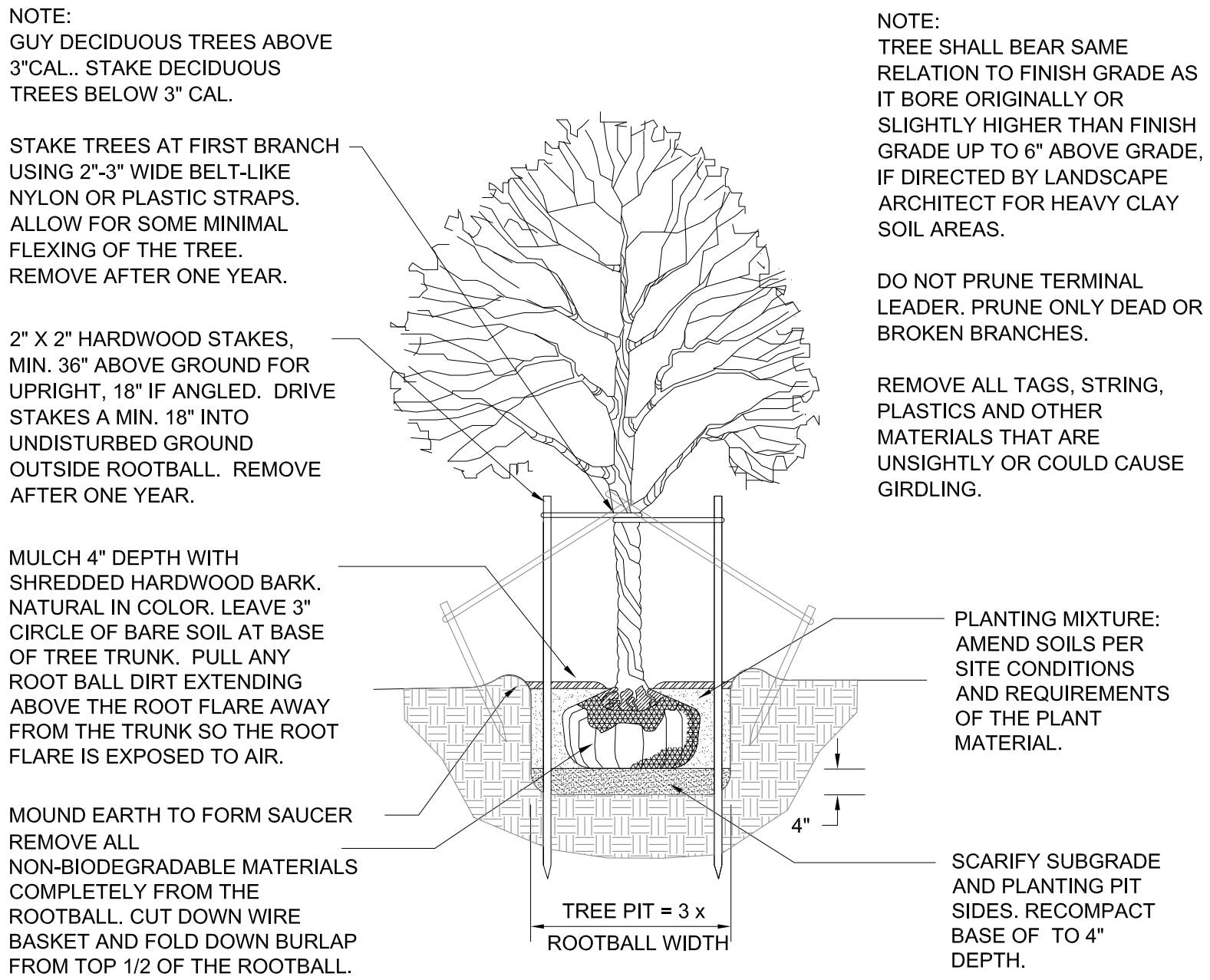
Job Number:

18-029

Drawn By: Checked By:

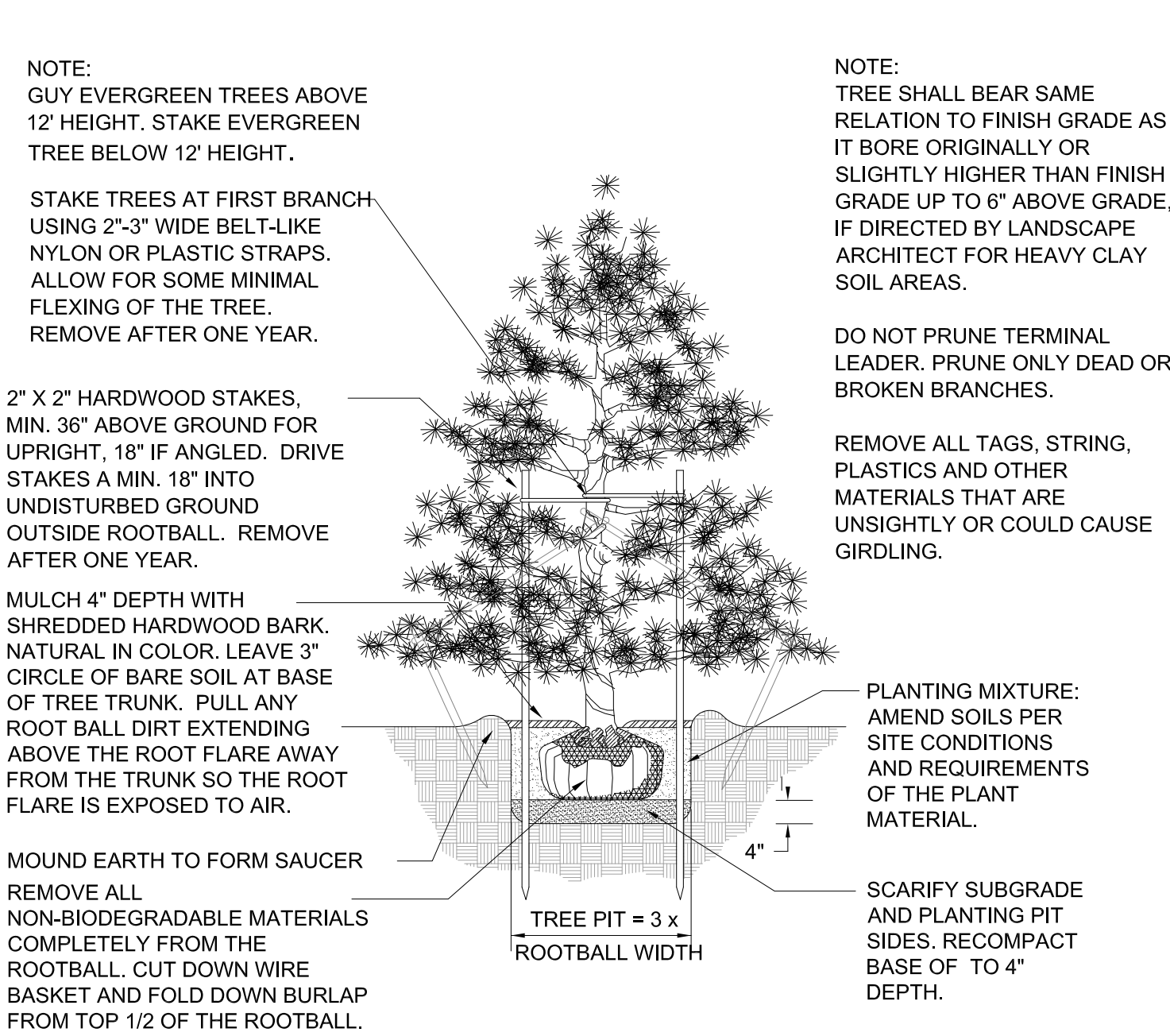
jca jca

Sheet No.



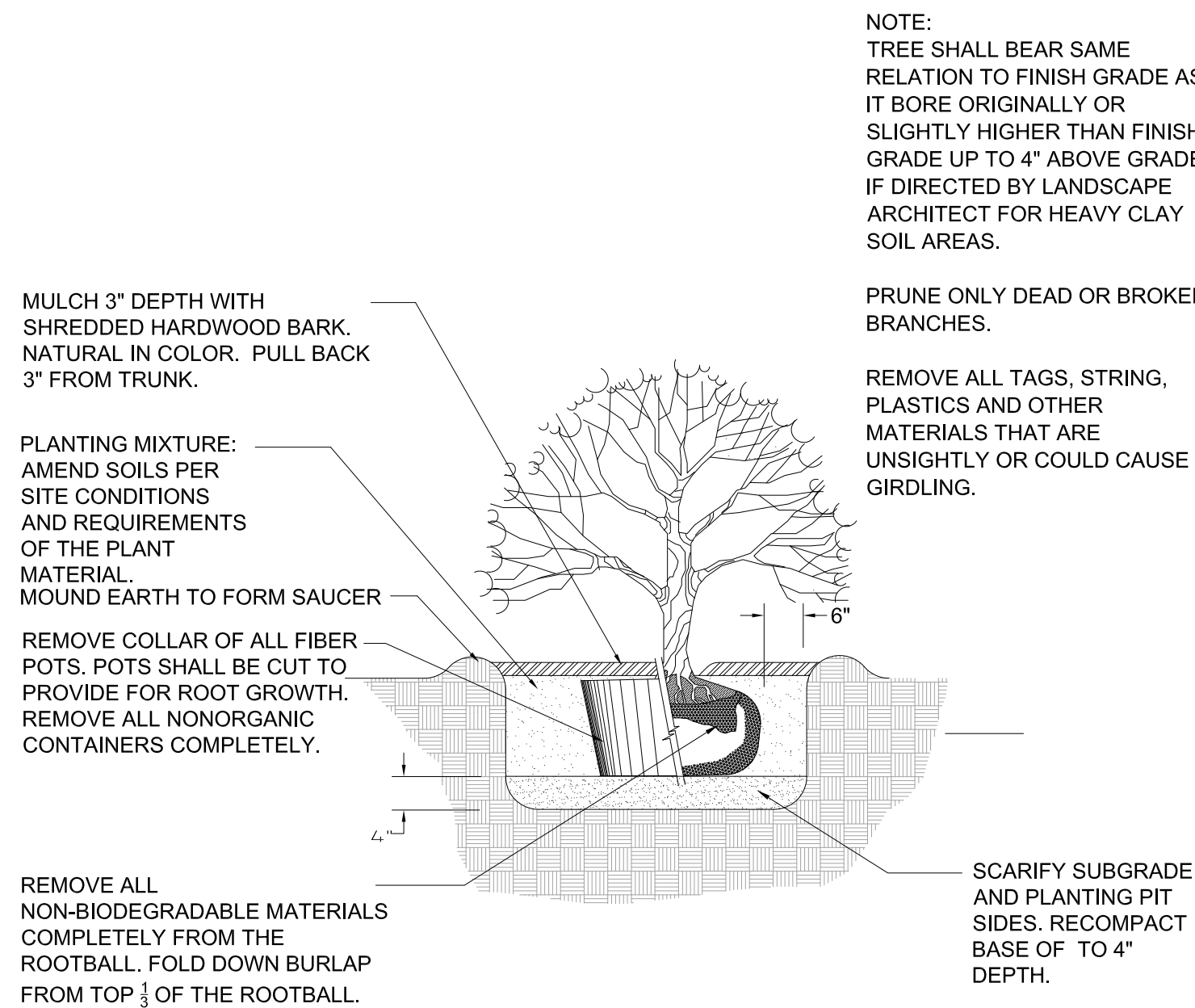
## DECIDUOUS TREE PLANTING DETAIL

NOT TO SCALE



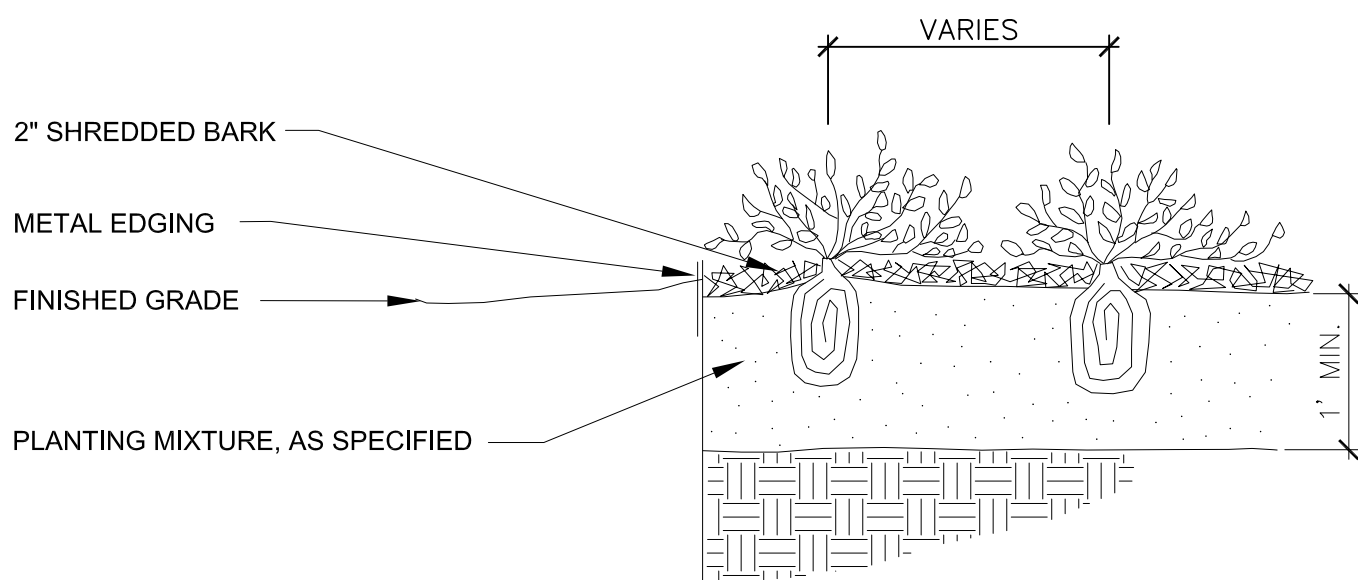
## EVERGREEN TREE PLANTING DETAIL

NOT TO SCALE



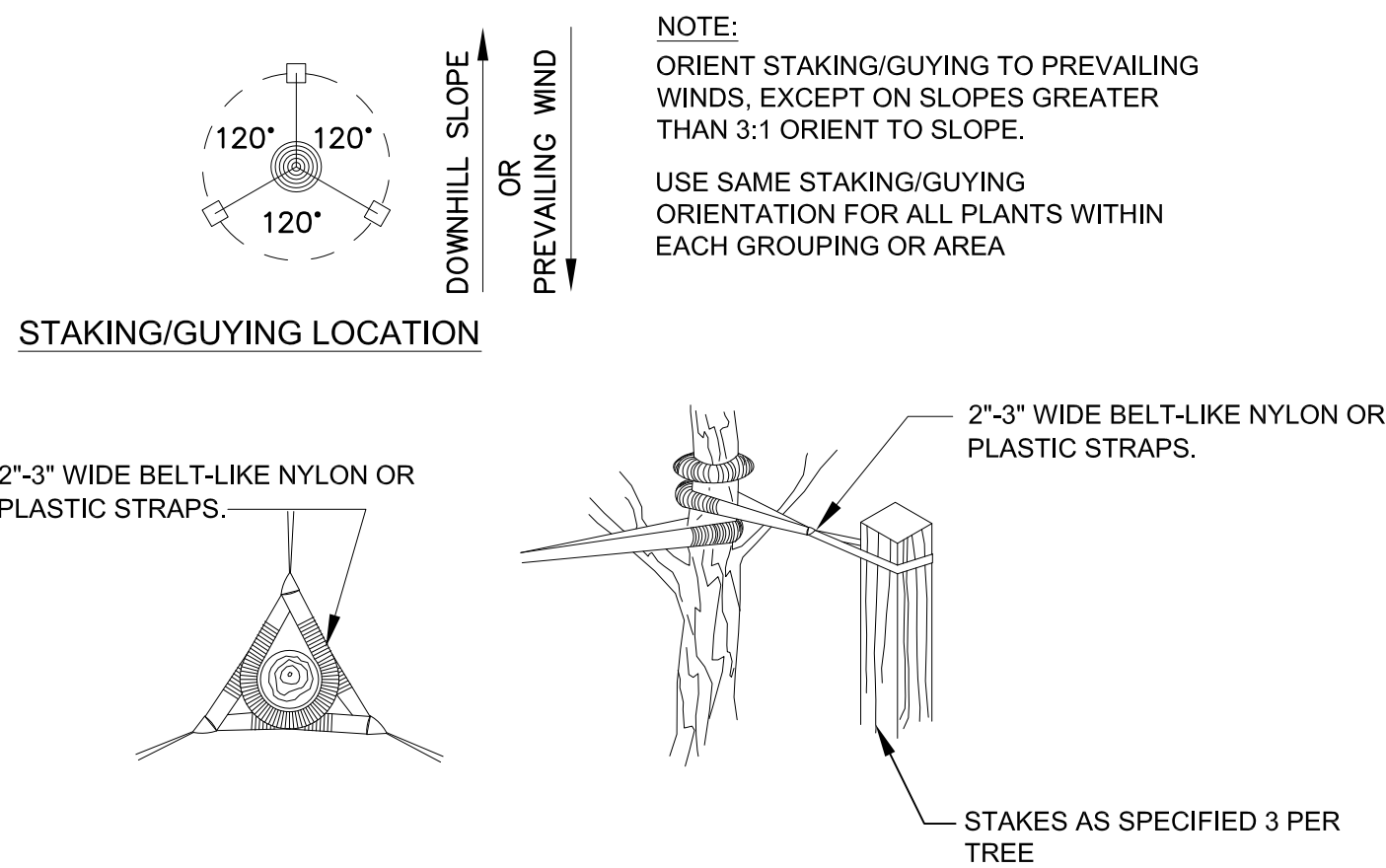
## SHRUB PLANTING DETAIL

NOT TO SCALE



## PERENNIAL PLANTING DETAIL

Not to scale



GUYING DETAIL

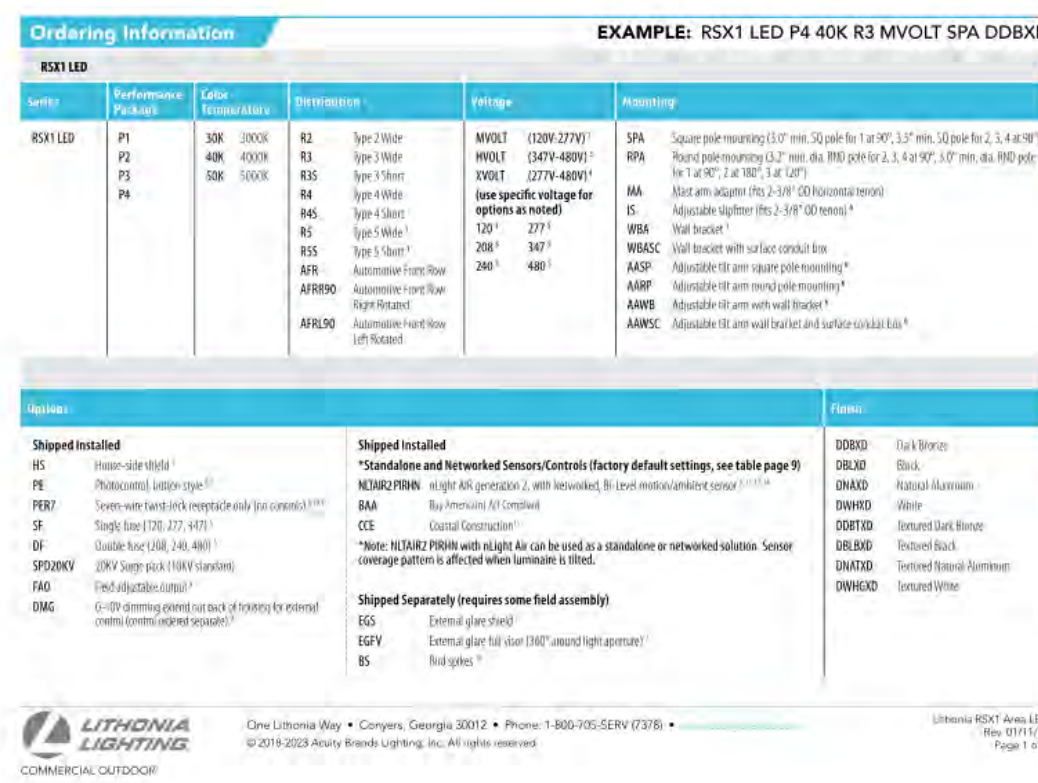
STAKING DETAIL

## TREE STAKING DETAIL

Not to scale







Statistics							
Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min	Avg/Max
PROPERTY LINE	+	0.1 fc	0.8 fc	0.0 fc	N/A	N/A	0.1:1
Calc Zone #1	+	0.5 fc	13.7 fc	0.0 fc	N/A	N/A	0:0.1

**Mounting Height Note**  
MOUNTING HEIGHT IS MEASURED FROM GRADE TO SKY  
SIDE OF FIXTURE. POLE HEIGHT SHOULD BE  
CALCULATED AS THE MOUNTING HEIGHT LESS BASE  
HEIGHT.

THESE LIGHTING CALCULATIONS ARE NOT A SUBSTITUTE FOR INDEPENDENT ENGINEERING ANALYSIS OF LIGHTING SYSTEM SUITABILITY AND SAFETY. THE ENGINEER AND/OR ARCHITECT IS RESPONSIBLE TO REVIEW FOR MICHIGAN ENERGY CODE AND LIGHTING QUALITY COMPLIANCE.

UNLESS EXEMPT, PROJECT MUST COMPLY WITH LIGHTING CONTROLS REQUIREMENTS DEFINED IN ASHRAE 90.1 2013. FOR SPECIFIC INFORMATION CONTACT GBA CONTROLS GROUP AT [CONTROLS@GASSERBUSH.COM](mailto:CONTROLS@GASSERBUSH.COM) OR 734-266-6705.





# MEMO

**TO:** Township Board for Genoa Charter Township

**FROM:** Greg Tatara, Utility Director

**DATE:** February 11, 2026

**RE:** Further Explanation of January 18 2026 Oak Pointe Water Main Break  
Preventative Maintenance Plans and Residential Sodium Chloride and PFAS  
Sampling Efforts.

---

## Water Main Stubs

At the February 2, 2026 Board meeting, it was suggested that Oak Pointe budget for and identify unknown stubs or caps in the water system. As a refresher, the cause of the sudden pressure drop and loss of approximately 300,000 gallons of water in one hour was the release of an 8-inch cap from an unknown stub on a portion of the watermain. From the excavation to repair the main, the cap that was installed was an unrestrained cap (ie. no Megalugs® or concrete thrust block) that had wood post to provide additional stability. We theorize that over time, the wood rotted in the ground and eventually the force of the system pressure against the cap caused it to start leaking, which quickly eroded the supporting soil, and resulted in a catastrophic release.

It is the opinion of staff that it is not in the best financial interest of the rate payers of the Oak Pointe System to try to identify unknown stubs for the following reasons.

- 1) All available and known plans for the Oak Pointe System are incorporated into the GIS System and known stubs have been identified. We are currently looking at know stubs and verifying that they are mechanical joint and restrained. I plan to give the board a demonstration of our GIS system.
- 2) There was no way of knowing that the tee and end cap were there. Attached are plans going back to 1985 for the area where the break occurred. From a review of the plans, there is no indication that a stub was there. In fact, with the exception of the surveyed hydrant behind the club house, there is no plan showing the route of the watermain. I have provided all available plan sheets as an attachment to demonstrate how this was truly an unknown, and the best we can do is update our GIS to show these identified changes from plans when we discover them.
- 3) With water main, which is pressurized and sanitized, there is no way to trace and identify the location and condition of underground mains. Unlike gravity sewer, where we can insert cameras and document pipe material, condition, and location, there is not currently available technology for watermain. Researches are working on smart ball technology, ground penetrating radar, and other means, but none of these are yet capable of providing

accurately the condition and location of underground watermain. Plan sheets, age, and repair history remain the best methods to identify priority areas for repair.

- 4) We have gone through the Oak Pointe available plans and documented and cataloged stubs off of the water main. A copy of this list, along with drawings of each, is attached. Our primary concern is valves that do not have a valve to shut the stub off quickly. We will perform additional field investigation on those.

### **Additional Preventative Maintenance Work Proposal**

In addition, I would like to explain why we did not obtain multiple bids to remove the remaining tee and either install an “InsertaValve®” or find an existing valve. If we have a job in which we can compare contractors in an “apples to apples” comparison, then yes, we agree that bidding is in order. If, for example, we were to have a job to install 100 feet of 8-inch ductile iron watermain, 5.5 feet deep with a tapping valve and sleeve and hydrant, then we can obtain multiple bids. However, when you have a job where we have to dig and remove an unknown amount of pipe, exploratory dig to find location of water main based on approximate location, possibly install an InsertaValve® or find an existing valve; then it is very difficult to review bids. What we wanted to present to the Board was a worst-case scenario given the potential cost. Further, since our contractor answered the phone on a Sunday night of a Holiday weekend and called in crews on a day off and did not charge overtime, then it makes sense to continue with the same contractor for the scheduled work. I have been told in my nearly 25 years of utility work by numerous contractors to please “not just call us for emergencies.” It is our close relationships that allow us to work with them to lower our costs on projects and assure that we get prompt and expedient service no matter the time and place of the repair. In this particular case, I am hopeful that there is an existing valve as the plans have “v” on them at the connection and that we can hydro-excavate prior to the contractor arriving so that we can know exactly where to dig to get the job done in one day and bring the cost in much lower than the presented worst-case scenario.

### **Residential Sodium, Chloride and PFAS Sampling**

Presented are two maps showing this past year’s residential sampling for sodium and chloride. The current drinking water standards are 230 mg/L for sodium and 250 mg/L for chloride. Sodium is a concern to those people on a low salt diet. Chloride is an aesthetic criterion, which means that it can make the water taste somewhat salty. We have been sampling for sodium and chloride for over 25 years. The good news is that with the plant off line since 2015, sodium is no longer affecting residential wells above drinking water standards. In addition, chloride remains persistent, but overall, we are seeing decreasing trends.

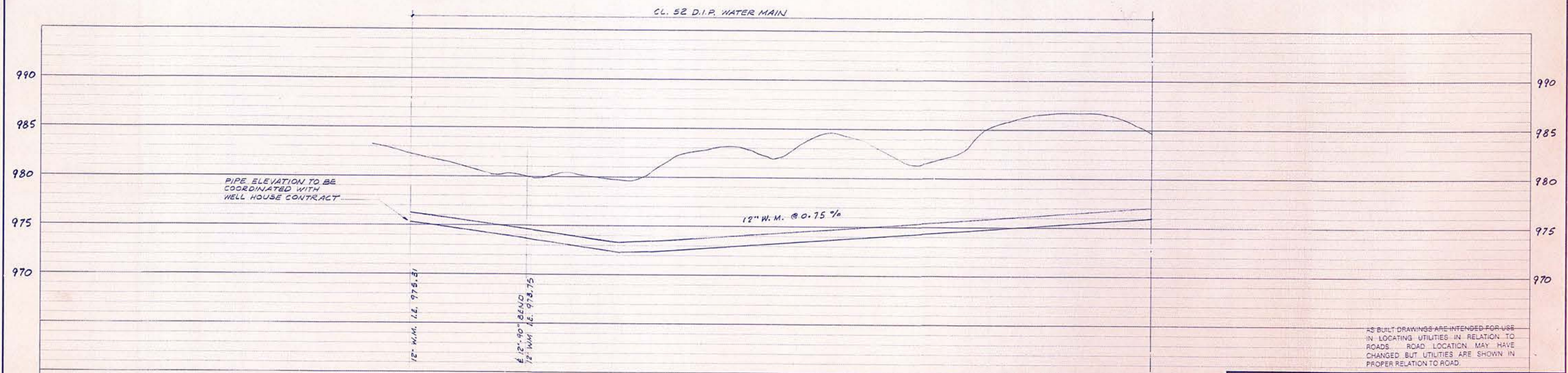
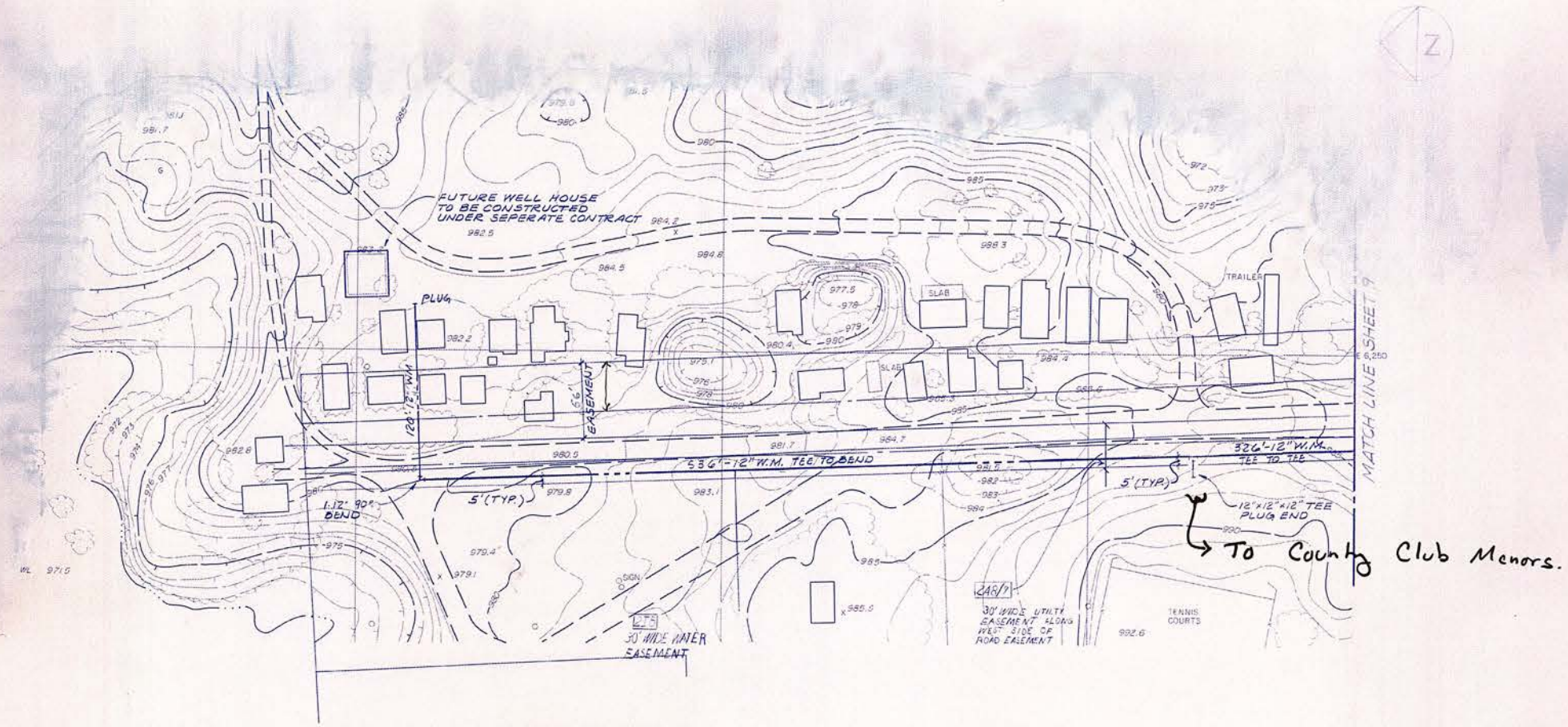
For PFAS, we are also observing a decreasing trend. Last year there were six homes above drinking water standards, and this year that decreased to 4 homes. As part of the grant received to study PFAS, our consultants are using this data, along with drinking water well logs, to map the aquifer and determine if there may be a layer with clean water where potentially wells could be set to have PFAS free water.



In the cases of any PFAS detections as well as chloride we continue to offer residents point of use RO filters to provide safe drinking water as we evaluate the potential for alternate well depths as part of our grant.



# 1985 Burrough's Farm's Plan Sheet



AS BUILT DRAWINGS ARE INTENDED FOR USE  
IN LOCATING UTILITIES IN RELATION TO  
ROADS. ROAD LOCATION MAY HAVE  
CHANGED, BUT UTILITIES ARE SHOWN IN  
PROPER RELATION TO ROAD.

McNAMEE, PORTER AND SEELEY CONSULTING ENGINEERS ANN ARBOR, MICHIGAN			GENOA TOWNSHIP, MICHIGAN BURROUGHS FARMS ASSOCIATES WATER AND WASTEWATER IMPROVEMENTS		
SCALE 1"=50' H 1"=5' V			ISSUED OCT 1985		
DRAWN MRC	TRACED AGS	CHECKED	DATE		
ISSUE	NATURE OF REVISION	DATE			
	CONFORMING TO CONSTRUCTION RECORDS	2/10			
CONTRACT 85-S-1			SHEET 8 OF		



# DRAINAGE AREA PLAN

## 1992 Club House Plan

EXISTING  
DRIVING RANGE

ZONED R-F  
CLUB CORPORATION OF AMERICA  
3030 LBJ FREEWAY  
SUITE 600  
DALLAS, TEXAS 75234

PROPOSED CLUB DRIVE INV 979.00

EXIST, FORCEMAIN

EXIST. END OF ROAD

EXISTING CLUB DRIVE

TEMPORARY COUNTRY CLUB  
MEMBERSHIP SALES OFFICE

0.43 AC.

OAK POINTE DEVELOPMENT CO.  
5541 BRIGHTON ROAD  
BRIGHTON

HONORS GOLF COURSE  
HOLE NO. 1

PROPOSED  
WATERMAIN  
(BY OTHERS)

BENCHMARK  
NAIL AT NORTH SIDE OF  
44" DIA. ELEV. = 968.87

DEVELOPER:  
CLUB CORPORATION OF AMERICA  
3030 L.B.J., SUITE 600  
DALLAS, TEXAS 75234-7395  
(214)243-4030

# C4

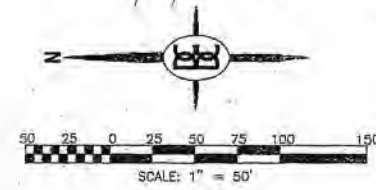
**BOSS ENGINEERING**  
ENGINEERS & SURVEYORS

MAIN OFFICE:  
3121 E. DAVENPORT  
HOVELL, INDIAN 46842  
HOWELL (517) 548-4826  
FAX (517) 548-4870  
BRIGHTON (313) 229-4771  
CHARLEVILLE (616) 547-2872

CLIENT		CLUB DESIGN ASSOCIATES, INC.	
PROJECT		DRAINAGE AREA PLAN OAK POINTE COUNTRY CLUB	
SCALE	1"=50'	JOB NO.	92379
DATE	11-12-92	DESIGNER	BOSS
DRAWN	TRV	CHECKED	BOSS
DATE	10-12-92	DATE PRINTED	

THE LOCATION AND ELEVATION OF EXISTING UNDERGROUND UTILITIES AS SHOWN ON THESE DRAWINGS ARE ONLY APPROXIMATE. NO GUARANTEE IS EITHER EXPRESSED OR IMPLIED AS TO THE COMPLETENESS OR ACCURACY THEREOF. THE CONTRACTOR SHALL BE EXCLUSIVELY RESPONSIBLE FOR DETERMINING THE EXACT LOCATION AND ELEVATION OF EXISTING UTILITIES AND PROPOSED UTILITY CROSSINGS IN THE FIELD PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL NOTIFY THE ENGINEER IF ANY CONFLICTS ARE APPARENT OR IF THE LOCATION OR DEPTH DIFFERS SIGNIFICANTLY FROM THE PLANS.

WEST  
CROOKED  
LAKE  
(WATER ELEV 939.7)



NOTE:  
PROPOSED STORM DRAINAGE = CATCH BASINS & UNDERGROUND CONDUIT.  
(PRIVATE)

PROPOSED	EXISTING	LEGEND
---	---	APPROXIMATE LOCATION OF SOIL BORINGS PER R.T.H. REPORT DATED MARCH 22, 1988
---	---	CONTOURS (2' INTERVAL)
---	---	SPOT ELEVATION
---	---	STORM DRAINAGE FLOW
---	---	STORM SEWER W/CATCH BASIN/MANHOLE
---	---	SANITARY SEWER W/MANHOLE
---	---	WATER MAIN W/WATER VALVE
---	---	PAVEMENT
---	---	TREE TO BE REMOVED
---	---	DRAINAGE AREA BOUNDARY



1992 Club House

NO	BY	CHK	REVISION	DATE

**BOSS ENGINEERING**  
**ENGINEERS & SURVEYORS**

**MAIN OFFICE:**  
3121 E. GRAND RIVER  
HOWELL, MICHIGAN 48843

HOWELL (517) 546-4838  
FAX (517) 548-1670  
BRIGHTON (313) 229-4773  
CHARLEVOIX (616) 547-2872

PROJECT **OAK POINTE COUNTRY CLUB**

SCALE	1" = 50' HORIZ. 5" = 5' VERT.	JOB NO.	DWG. NO.		SHEET 5 OF 7
		92379	92379CS		
DES.	DRAWN	DFT.CK.	ENG.CK.	DATE	DATE PRINTED
NVP	WHN			10-12-92	

C5

THE LOCATION AND ELEVATION OF EXISTING UNDERGROUND UTILITIES AS SHOWN ON THESE DRAWINGS ARE ONLY APPROXIMATE. NO GUARANTEE IS EITHER EXPRESSED OR IMPLIED AS TO THE COMPLETENESS OF ACCURACY THEREOF. THE CONTRACTOR SHALL BE EXCLUSIVELY RESPONSIBLE FOR DETERMINING THE EXACT LOCATION AND ELEVATION OF EXISTING UTILITIES AND PROPOSED UTILITY CROSSINGS IN THE FIELD PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL NOTIFY THE ENGINEER IF ANY CONFLICTS ARE APPARENT OR IF THE LOCATION OR DEPTH DIFFERS SIGNIFICANTLY FROM THE PLANS.



3 WORKING DAYS  
BEFORE YOU DIG  
CALL MISS DIG  
1-800-482-7171  
(CALL FREE)  
FOR THE LOCATION OF UNDEVELOPED UTILITIES

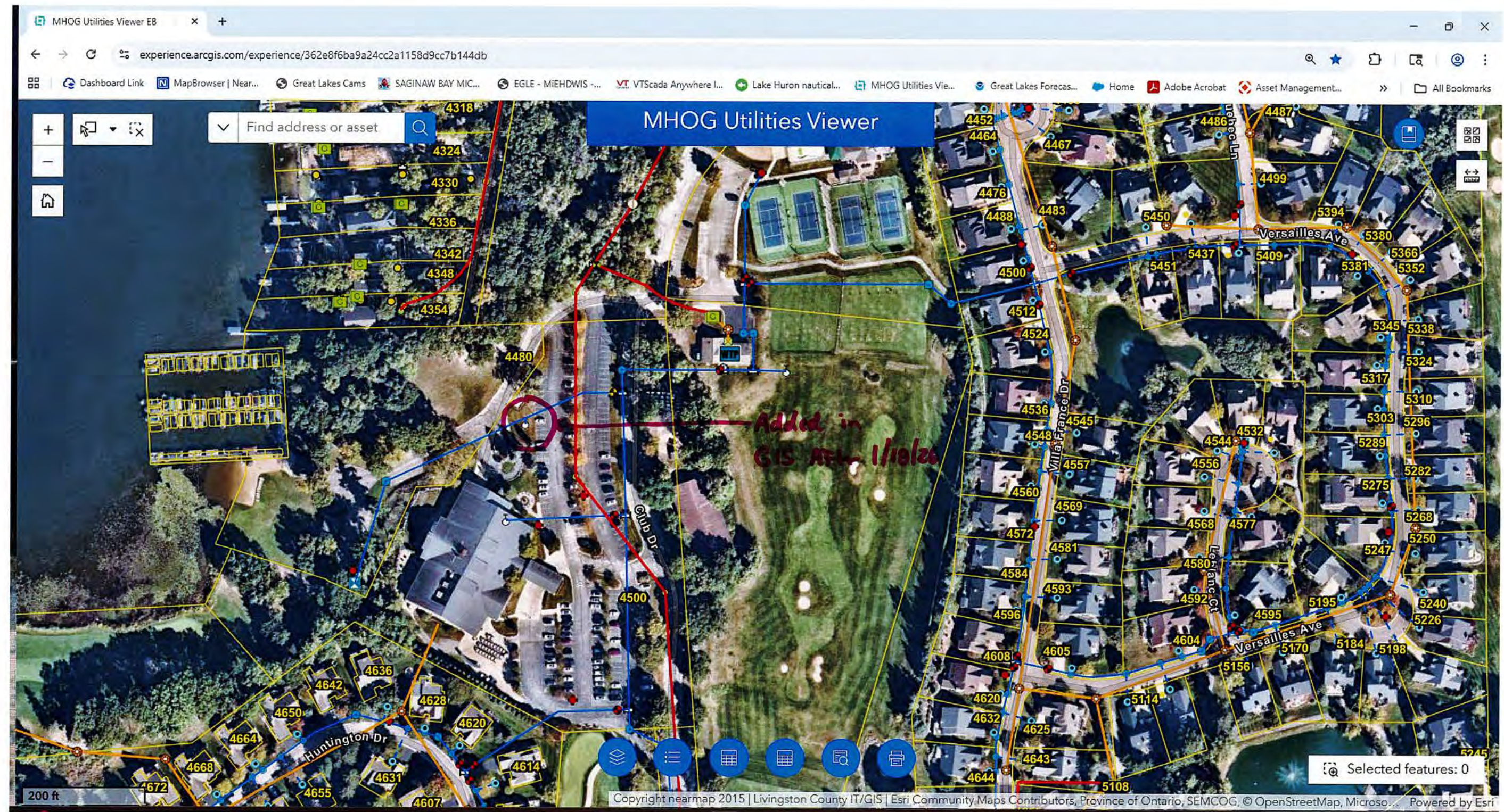


PAVING &amp; STORM SEWER











Oak Pointe Water System  
Identified Watermain Stub Information  
February 2026

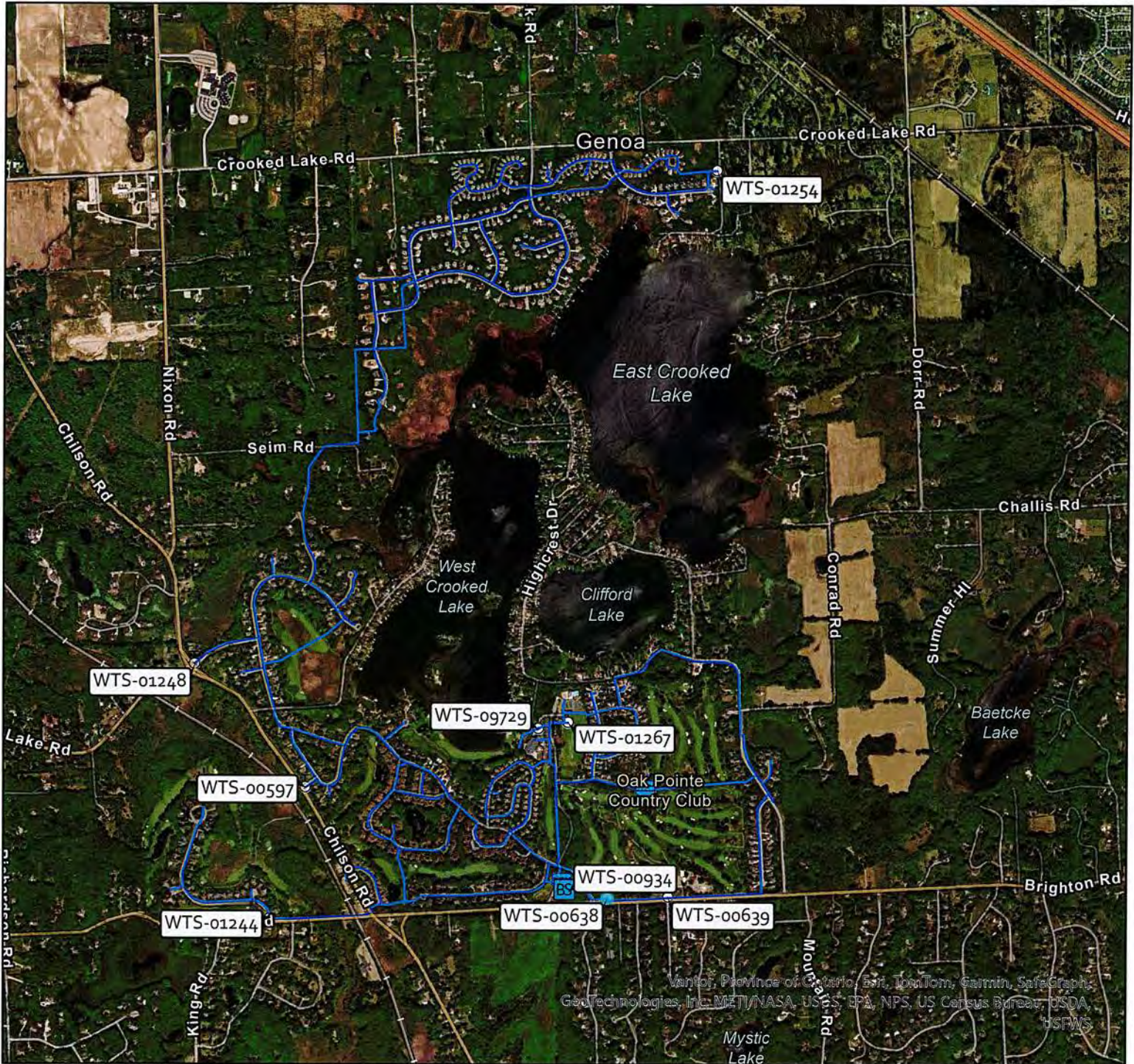
MHOG_ID	Closest Address	Size	Year Built	Closest Valve(s)	Valve on Stub	Services Affected	Notes	Needs Further Eval.
WTS-00597	4372 Oak Pointe Dr	12	1990	WTV-1097	Yes	No		
WTS-00638	5050 Kintyre Ln	8	1997	WTV-1123	Yes	No		
WTS-00639	5311 Brighton Rd	6	1997	WTV-1157	Yes	No		
WTS-00934	4981 Brighton Rd	12	1989	WTV-1024	Yes	No	At Oak Point Booster Station	
WTS-01244	3981 Honors Way	8	1998	WTV-1112, WTV-1166, WTV-1164	No	Yes	Honors Way residential development would lose service. WM is not looped	Yes
WTS-01248	4041 Pinehurst Dr	8	1991	WTV-1071	Yes	No		
WTS-01254	5351 Sharp Drive	12	2001	WTV-1062	Yes	No		
WTS-01267	4500 Club Dr	12	1992	WTV-1035, WTV-1037, WTV-1036	No	Yes	At WTP Wellhouse. Plans say is restrained	Yes
WTS-09729	4500 Club Dr	8	1992	WTV-1034	No	No	Off a dead end main. Closest valve is designated as could not find. Not much info on stub	Yes





# Oak Pointe Stub Locations

MHOG Utilities



**Source:** Data provided by MHOG. MHOG does not warrant the accuracy of the data and/or the map. This document is intended to depict the approximate spatial location of the mapped features within the Community and all use is strictly at the user's own risk.

**Coordinate System:** NAD 1983 2011 StatePlane Michigan South FIPS 2113 Ft Intl

**Map Published:** February 11, 2026

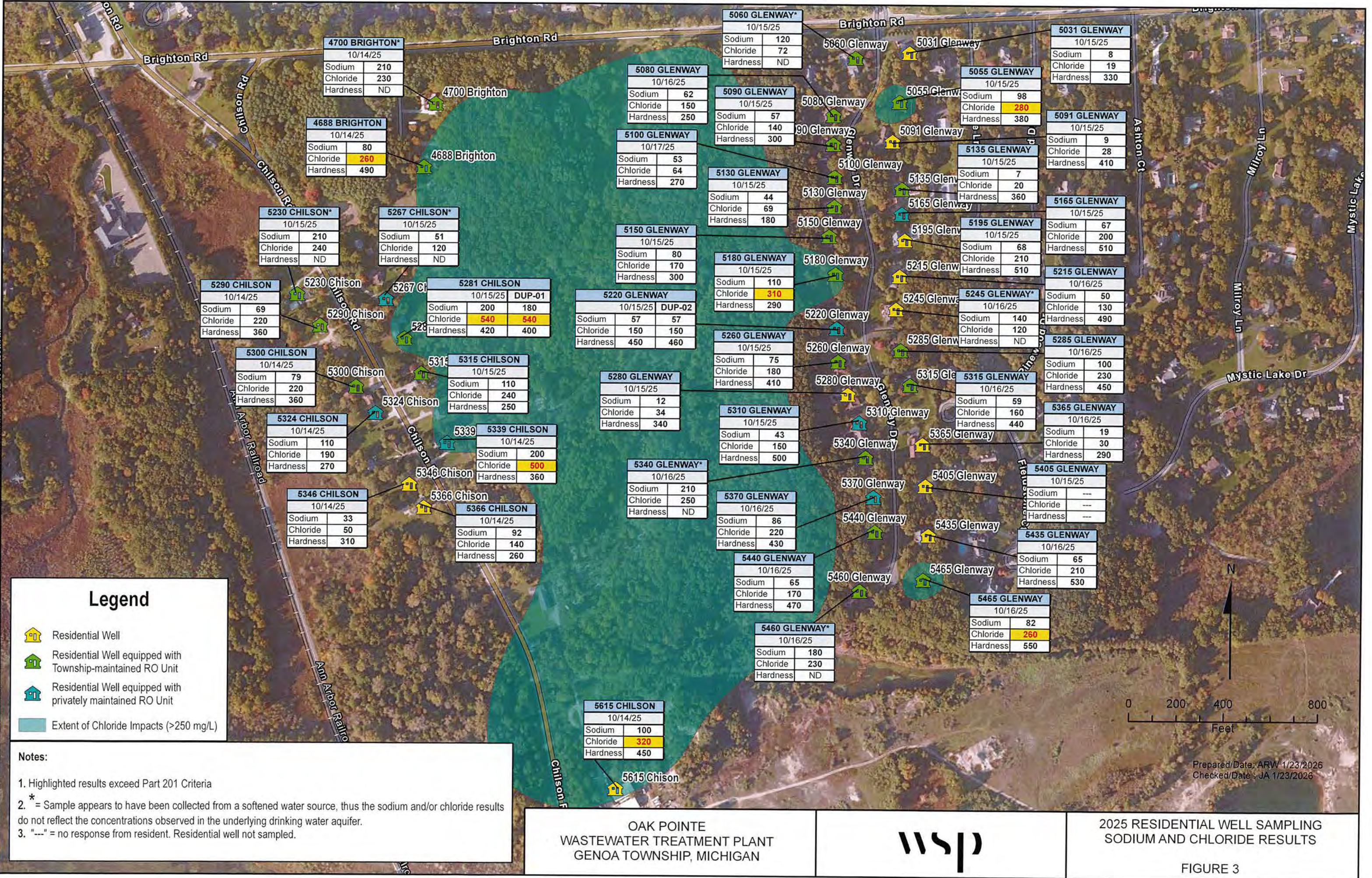
0 1,000 2,000 Feet

- Booster Stations
- Water Tower
- Water Main
- Cap





Document Path: X:\USUSTVC\100-TV\Projects\Novi Projects\Oak Point WWTP\Drawings & Prints\OakPtL GenChemSampleResults\_20260105.aprx



OAK POINT  
WASTEWATER TREATMENT PLANT  
GENOA TOWNSHIP, MICHIGAN



2025 RESIDENTIAL WELL SAMPLING  
SODIUM AND CHLORIDE RESULTS

FIGURE 3



Document Path: X:\USUSTVC100-TV\Projects\Novi Projects\Oak Point WWTP\Drawings & Prints\OakPt PFAS Sample Results\_20251223.aprx



OAK POINTE  
WASTEWATER TREATMENT PLANT  
GENOA TOWNSHIP, MICHIGAN

wsp

2025 RESIDENTIAL WELL SAMPLING  
PFAS RESULTS

FIGURE 4

Prepared/Date: ARW 1/23/2026  
Checked/Date: JA 1/23/2026





# MEMO

**TO:** Genoa Charter Township Board  
**FROM:** Greg Tatara, Utility Director  
**DATE:** February 11, 2026  
**RE:** Approval of Utility Department Amended Budget for FY Ending March 31, 2026

---

For consideration at tonight's Board Meeting, is the approval of the DPW FY26 Amended Budget.

The DPW Budget covers the expenses associated with Genoa Township personnel, who jointly work to operate the two Genoa Utility Systems of Oak Pointe and Lake Edgewood, the Howell Township Sanitary System, as well as the Genoa -Oceola (G-O) Sewer and Water Authority Sanitary System and the Marion, Howell, Oceola, and Genoa (MHOG) Sewer and Water Authority Water system.

1. Overall, for the amended budget, we are once again looking to finish under budget and provide money back to each system. The primary reason for finishing under budget was lower costs associated with numerous line items. For example, with lower gas prices, our fuel expenditures were less than anticipated. Also, labor costs are coming in approximately \$100,000 lower than anticipated, with straight and overtime being down this year.
2. We also are anticipating revenues to come in slightly less than what was budgeted. This is primarily due to less construction inspection revenue for new development projects.
3. The largest overage and unanticipated cost was attorney fees related to drafting the new intergovernmental contracts since the current contract expires on March 31, 2026 as well as a new utility department employee handbook or personnel manual.
4. Overall, we are projected in the amended budget to have revenue exceed expenditures by \$86716. If everything holds as projected, we will once again be able to provide refunds to the sewer and water districts.

I will be happy to answer any budget questions and we are asking the board to approve the Amended FY-2026 DPW Budget.



GENOA TOWNSHIP - DPW FUND #233  
BUDGET FOR YEAR ENDING 3/31/26 COMPARED TO  
ACTUAL REVENUES AND EXPENSES FOR 9-MOS ENDING 12/31/25  
AND PROPOSED AMENDED BUDGET FOR FY2026

		APPROVED 2/17/25				AMENDED BUDGET FOR YEAR ENDING 3/31/26	NOTES
ACCOUNT#	ACCOUNT DESCRIPTION	BUDGET FOR YEAR ENDING 3/31/26	ACTUAL FOR 9 MONTHS ENDING 12/31/25	BUDGET REMAINING	% OF EXPENSES REMAINING		
REVENUES							
233-000-400-000	FEES - EXCLUDING OPER LABOR						
233-000-626-005	MARION SEWER (BILLING ONLY)	28,000	22,208	(5,792)		29,500	
233-000-626-008	LAKE EDGEWOOD WATER (BILLING ONLY)	4,105	3,069	(1,036)		4,092	
	SUBTOTAL - FEES EXCLUDING OPER LABO	32,105	25,277	(6,828)		33,592	
233-000-626-010	FEES - INCLUDING OPER LABOR						
233-000-626-012	OAK POINTE WATER	278,941	209,206	(69,735)		278,941	
233-000-626-011	OAK POINTE SEWER	347,930	260,948	(86,982)		347,930	
233-000-626-013	MHOG WATER	1,594,588	1,195,941	(398,647)		1,594,588	
233-000-626-014	LAKE EDGEWOOD SEWER	130,893	98,170	(32,723)		130,893	
233-000-626-015	GENOA/OCEOLA SEWER	1,005,754	754,315	(251,439)		1,005,754	
233-000-626-007	HOWELL TOWNSHIP	371,051	278,288	(92,763)		371,051	
	SUBTOTAL - FEES INCLUDING OPER LABO	3,729,157	2,796,868	(932,289)		3,729,157	
233-000-626-016	VACTOR TRUCK						
233-000-626-017	OAK POINTE WATER	9,350	-	(9,350)		4,000	
233-000-626-018	OAK POINTE SEWER	11,100	13,973	2,873		21,658	
233-000-626-019	MHOG WATER	51,450	5,939	(45,511)		20,000	
233-000-626-020	LAKE EDGEWOOD SEWER	5,130	11,179	6,049		12,000	
233-000-626-021	GENOA/OCEOLA SEWER	32,550	67,422	34,872		58,000	
233-000-626-022	HOWELL TOWNSHIP	11,420	10,131	(1,289)		18,500	
	SUBTOTAL - VACTOR TRUCK REVENUE	121,000	108,644	(12,356)		134,158	
233-000-672-001	OTHER INCOME						
233-000-628-003	MISCELLANEOUS	9,000	7,230	(1,770)		7,335	
233-000-665-001	CONSTRUCTION FEES	28,702	7,335	(21,367)		10,000	
	INTEREST INCOME	12,000	11,111	(889)		14,000	
	SUBTOTAL - OTHER INCOME	49,702	25,676	(24,026)		31,335	
TOTAL REVENUE		3,931,964	2,956,465	(975,499)		3,928,242	
EXPENDITURES							
233-600-801-071	ACCOUNTING						
233-600-801-072	AUDIT SERVICES	4,500	4,000	500	11.11%	4,000	Audit is complete for this year
233-600-801-073	ACCOUNTING SERVICES	8,500	6,000	2,500	29.41%	8,500	Hold to original budget amount
	TOTAL ACCOUNTING EXPENSES	13,000	10,000	3,000	23.08%	12,500	
233-601-860-001	AUTO/TRUCK EXPENSES						
233-601-862-001	FUEL	72,174	45,062	27,112	37.56%	60,082	Lower Fuel Cost per gallon this year.
233-601-991-009	LOAN PAYBACK	100,000	75,000	25,000	25.00%	100,000	Hold to original budget amount
233-601-932-001	ROUTINE MAINTENANCE	34,250	33,710	540	1.58%	40,000	Little Older Vehicles, Large Repairs on Crane Truck
233-601-936-001	DEDUCTIBLE/BODY DAMAGE REPAIR	2,000	2,486	(486)	-24.30%	2,486	Had tree fall on truck, deer hit on truck
233-601-936-002	AUTO INSURANCE	27,000	23,418	3,582	13.27%	23,418	Final Amount for this fiscal year
	TOTAL AUTO/TRUCK EXPENSES	235,424	179,676	55,748	23.68%	225,986	
233-602-803-009	ADMINISTRATIVE EXPENSES						
233-602-801-004	RECEIPTING	34,000	25,500	8,500	25.00%	34,000	Hold to original budget amounts
233-602-940-001	OFFICE RENT & SUPPLY	27,000	20,250	6,750	25.00%	27,000	Hold to original budget amounts
	HERBST BARN RENTAL	16,000	12,000	4,000	25.00%	16,000	Hold to original budget amounts
	TOTAL ADMINISTRATIVE EXPENSES	77,000	57,750	19,250	25.00%	77,000	
233-603-948-001	COMPUTER/SW EXPENSES						
233-603-948-002	COMPUTER HARDWARE EXPENSES	2,800	2,172	628	22.43%	3,172	Computers
233-603-948-005	BSA UTILITY BILLING MODULE	7,500	6,808	692	9.23%	6,808	Complete for year
233-603-948-004	WEB SITE MAINTENANCE	2,750	1,949	801	29.13%	1,949	Complete for year
233-603-948-006	OTHER HDWARE/SW (ADOBE UPGRADES, ET	1,000	5,531	(4,531)	-453.10%	5,531	Should be done with software for the year
233-603-948-007	SECURITY CAMERAS @ BARNS/INTERNET	1,200	2,056	(856)	-71.33%	2,741	Comcast Internet
233-603-950-001	AIR CARDS/JETPACKS	8,250	5,542	2,708	32.82%	7,389	For mobile data for field recording of readings
	TOTAL COMPUTER/SW EXPENSES	23,500	24,058	(558)	-2.37%	27,590	
233-604-910-001	PROFESSIONAL DEVELOPMENT						
233-604-910-002	EMPLOYEE	7,500	5,616	1,884	25.12%	6,500	Courses and classes for staff
233-604-910-003	INTERNAL TRAINING	2,500	3,826	(1,326)	-53.04%	3,826	Held all staff confined space and other trainings
	TOTAL PROFESSIONAL DEVELOPMENT	10,000	9,442	558	5.58%	10,326	
233-606-959-001	CONTINGENCY	-	-	-	0.00%	0	
233-608-709-001	EMPLOYER'S PAYROLL TAXES	162,962	119,876	43,086	26.44%	159,834	Payroll tax based on salaries
233-609-977-003	GIS & WORK ORDERS						
233-609-977-009	MAINTENANCE OF LUCITY	2,500	1,395	1,105	44.20%	1,395	No planned mainitenence remainder of year
233-609-977-005	ANNUAL CENTRAL SQUARE DUES	12,728	12,728	-	0.00%	12,728	Annual license fee
233-609-977-006	ARC GIS ON-LINE LICENSES	12,000	11,240	760	6.33%	11,240	Paid for this year
233-609-977-008	NEAR MAP LICENSE	5,000	5,396	(396)	-7.92%	5,396	Paid for this year
233-609-977-007	ROUTINE GIS MAINTENANCE	25,000	19,370	5,630	22.52%	25,850	Still need apps for hydrants, manholes, and new addition
	TOTAL GIS	57,228	50,129	7,099	12.40%	56,609	
233-612-840-005	INSURANCE						
233-612-840-006	BC/BS MICHIGAN	432,728	354,045	78,683	18.18%	472,060	Employees were married and had children, added increasing plan price
233-612-840-007	EHIM	95,550	26,490	69,060	72.28%	35,320	Expected utilization based on 9-months
233-612-836-001	EHIM RESERVE		-	-	0.00%	15,000	Should be funded by what is not spent out of EHIM Utilization
233-612-836-001	WELLNESS PROGRAM	7,865	-	7,865	100.00%	3,750	Wellness program dollars paid out
233-612-844-001	LIFE/DISABILITY	19,966	21,120	(1,154)	-5.78%	28,160	Pay Raises Affected
233-612-844-002	WORKERS COMPENSATION	39,253	29,355	9,898	25.22%	39,140	On Target
233-612-936-003	PROPERTY/LIABILITY INSURANCE	48,685	37,654	11,031	22.66%	22,225	Actual cost from MMRMA for Liability
233-612-844-003	DENTAL INSURANCE	32,735	26,706	6,029	18.42%	35,608	Actual cost, added people to plan due to staff changes
	TOTAL INSURANCE	676,782	495,370	181,412	26.81%	651,263	
233-613-804-001	LEGAL FEES	-	25,104	(25,104)	0.00%	35,000	Cost for new contract, personnel manual, transfer agreement
233-615-742-001	CREDIT CARD FEES	9,000	6,130	2,870	31.89%	6,130	Complete, customer pay as of Oct 1
233-616-742-001	EMPLOYEE RECRUITING						
233-616-742-003	ADVERTISING	2,500	-	2,500	100.00%	1,200	Membership fee for hire mojo
233-616-742-004	BACKGROUND CHECK	500	-	500	100.00%	0	
233-616-742-005	PRE-EMPLOYMENT PHYSICALS/DRUG SCREE	1,000	45	955	95.50%	45	
233-616-742-006	CDL PHYSICALS AND DRUG TESTING	1,000	1,340	(340)	-34.00%	1,340	All operators have CDL Physicals Completed
	TOTAL EMPLOYEE RECRUITING	5,000	1,385	3,615	72.30%	2,585	
233-617-751-008	OFFICE EXPENSES						
233-617-934-001	FURNITURE/CAPITAL	-	-	-		0	
233-617-750-099	SUPPLIES	7,500	7,467	33	0.44%	9,956	Paper and other office supplies
233-617-851-001	POSTAGE & SHIPPING	10,000	8,134	1,866	18.66%	10,845	Postage for bills primary expense
	TOTAL OFFICE	17,500	15,601	1,899	10.85%	20,801	
233-618-965-001	OTHER EXPENSES	-	-	-	0.00%	0	
233-630-702-001	SALARIES						
233-627-715-001	RETIREMENT	215,649	159,253	56,396	26.15%	212,500	Approximately 10% of gross wages
233-630-702-002	STRAIGHT TIME	1,923,320	1,355,669	567,651	29.51%	1,850,000	Straight time salaries for all 27 staff + seasonal employees
233-630-702-007	OVERTIME	165,064	113,116	51,948	31.47%	150,821	Overtime for call outs, on call and emergencies
233-630-702-011	CONTRACT ENGINEER	68,000	49,903	18,097	26.61%	66,575	Engineer two days a week
	COMPENSATION CALCULATION	10,000	-	10,000	100.00%	5,000	Salary survey
	TOTAL SALARIES	2,382,033	1,677,941	704,092	29.56%	2,284,896	
233-640-753-001	SUPPLIES & TOOLS	7,500	5,556	1,944	25.92%	7,500	Hold budget number
233-651-853-001	TELEPHONE						
233-651-853-003	ANSWERING SERVICE	3,500	2,762	738	21.09%	3,700	Based on number of calls to answering service
233-651-853-004	CELL PHONE ALLOWANCE	26,010	19,164	6,846	26.32%	25,600	Annual phone allowances for all staff to be on call
233-651-853-005	CELL PHONES	500	445	55	11.00%	445	This is for the extra we have in case someone loses phone
233-651-853-007	CUSTOMER LINE	1,200	603	597	49.75%	603	1 800 number for customers to call
	TOTAL TELEPHONE	31,210	22,974	8,236	26.39%	30,348	
233-699-995-861	TRANSFERS TO EQUIPMENT RESERVES	80,000	60,000	20,000	25.00%	80,000	For future truck purchases
233-699-995-862	TRANSFERS TO PERSONNEL RESERVES	1,000	750	250	25.00%	1,000	For employee issues
233-705-767-001	UNIFORMS & PROTECTIVE CLOTHING	-	-	-	0.00%	0	



		APPROVED 2/17/25				AMENDED BUDGET FOR YEAR ENDING 3/31/26	NOTES
ACCOUNT#	ACCOUNT DESCRIPTION	BUDGET FOR YEAR ENDING 3/31/26	ACTUAL FOR 9 MONTHS ENDING 12/31/25	BUDGET REMAINING	% OF EXPENSES REMAINING		
233-705-767-002	UNIFORMS/Pants/Boots/Safety Clothing	21,825	13,290	8,535	39.11%	18,000	Safety, uniform, boots, weather gear for staff
	TOTAL UNIFORMS & PROTECTIVE CLOTH	21,825	13,290	8,535	39.11%	18,000	
233-706-767-006	VACTOR TRUCK						
233-706-932-050	VT - FUEL	3,500	1,792	1,708	48.80%	2,300	Additional fued purchase
233-706-932-051	VT - EQUIPMENT/TOOLS	2,500	1,794	706	28.24%	1,800	Should not need anything more prior to April
233-706-932-052	VT - ANNUAL TRANS TO RESERVES	100,000	75,000	25,000	25.00%	100,000	Transfer to equipment reserves
233-706-934-040	VT - REPAIRS	15,000	30,058	(15,058)	-100.39%	30,058	Had significant repairs on 10 year old truck, purchasing new truck
	TOTAL VACTOR TRUCK	121,000	108,644	12,356	10.21%	134,158	
	TOTAL EXPENDITURES	3,931,964	2,883,676	1,048,288	26.66%	3,841,526	Amended Budget Expenditures \$90,438 less than original budget or 2.3%
	CHANGE IN FUND BALANCE	-	72,789	72,789		86,716	
	BEGINNING FUND BALANCE	287,101	287,101	-		75,000.00	
	LOAN REPAYMENT - ADDITIONAL	(125,000)	-	125,000		0.00	
	REFUNDS TO W/S DISTRICTS	(87,101)	(87,101)	-		-86,716.00	
	ENDING FUND BALANCE	75,000	272,789	197,789		75,000.00	
		3/31/2026	12/31/2025	12/31/2025		3/31/2026	





# MEMORANDUM

**TO:** Members of the Genoa Charter Township Board

**FROM:** Greg Tatara, Utility Director

**DATE:** February 11, 2026

**RE:** 2026 - 2031 Intergovernmental Operations Contract

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Fifteen years ago (2011), Genoa Charter Township (Township), the Marion, Howell, Oceola, and Genoa Sewer and Water Authority (MHOG), and the Genoa-Oceola Sewer and Water Authority (G-O) modified their sewer and water operations by shifting from the historic contract model with outside consultants to in-house operations. In 2022, the Howell Township Wastewater System was added to the group of Utilities our department operates. The change to in-house operations experienced some growing pains in the early years, but now we are pleased to operate quality water and sewer utility systems that are recognized industry wide. Some of the highlights we have experienced over the past 10 years include:

- Expanding the Genoa-Oceola WWTP from a 1.6MGD to 3.2 MGD Facility and having the plant be a feature in the Spring 2021 Issue of MWEA Matter's Magazine.
- Constructing system wide MHOG Water Utility Improvements including a recent \$10,000,000 24-inch and 20-inch transmission main project in Marion Township.
- Consolidating Genoa Township's Oak Pointe and Genoa-Oceola WWTPs, alleviating a source of groundwater contamination and improving the operation and quality of effluent from the Genoa-Oceola WWTP.
- Consolidating Genoa Township's Lake Edgewood and Genoa-Oceola WWTPs, alleviating a potential source of groundwater contamination and improving the operation of the Lake Edgewood System.
- Fully integrating the existing and newly installed utilities into GIS and using GIS applications for Manhole Inspections, Valve Exercising, Hydrant Flushing, and Air Release Maintenance Programs.
- Developing electronic data collection for all plant, distribution, and collection system operations, including implementation of a work order database.
- Fully installing SCADA systems on the water and wastewater distribution, collection, and plant systems allowing for rapid data communication to staff, improved alarm monitoring, reduced overtime, and improved reliability.
- Having our staff recognized by the Michigan Water Environment Association as Utility Administrator of the Year and Operator of the Year and also having the American Water

Works Association reward our water treatment plant operator with the Operator Meritorious award.

- Improved the quality of new developer infrastructure installed by implementing a connection manual, project closeout, inspection, and standards to assure that the infrastructure lasts and is not a burden to existing rate payers.
- Serving as the lead in developing a licensing program for collection system operations, which is currently in the final stages of the Part 41 Rules Process.
- Returning over \$1,468,000 to the utility systems by remaining under budget for all 15 contract years.

### **New Operations Agreement**

Currently, the MHOG Utility Department serves over 15,000 connections, with an estimated population of 25,000 people, making us the largest municipal sewer and water utility in Livingston County. We have grown to a staff of 27 full-time employees. As a result, as we neared the termination date for the existing contract, we evaluated if it made more sense now that we have matured as a department to fall under MHOG Board Oversight. We feel this change, which essentially keeps the current contract and structure in place, also provides the following further advantages:

- 1) Each township, with two voting members, will have a say in employee matters and overall operation of the department;
- 2) MHOG's whole purpose is providing utilities, therefore, the governing body will be able to focus on that task in a regional cooperative as considerations are made to staffing and equipment;
- 3) Reduce confusion for customers not in Genoa Township about why they are calling Genoa, or why Genoa is calling them on caller ID.
- 4) It removes from one township shouldering the potential liability associated with vehicles and large staff; and,
- 5) Will ensure long term accountability to each participating municipality operating more as a business.

Each Governing Board for the participating municipalities agreed with this assessment, approving a Memorandum of Understanding to convert operations back in October of 2025. Since that time, we have been working with our attorneys and MHOG committees on a new operations agreement.

Presented for approval tonight is the operations agreement for April 1, 2026 through September 30, 2031 as MHOG's fiscal year is October 1 through September 30. Of note, is that by approving the agreement, the allocation percentage and 6-month operating budget will also be approved. For the Genoa Township Systems of Oak Pointe and Lake Edgewood Sewer, the following are the annual labor and equipment changes for the coming year based on the updated allocation percentage and proposed budget.



**Genoa System Increases for New Budget on Annual Basis**

<b>System</b>	<b>Current</b>	<b>Proposed</b>	<b>%</b>
Oak Pointe Water	\$278,941	\$290,541	4.1%
Oak Pointe Sewer	\$347,930	\$360,617	3.6%
Lake Edgewood Sewer	\$130,893	\$126,373	-3.4%

It should be noted that the current budget approved as part of this agreement is only for 6-months due to the change in fiscal year. A new budget will be presented in August of 2026 for each system that participates.

**Continued Shared Resources**

Despite the change in governing structure, we look forward to continued shared resources with Genoa Township. We will continue to rent office space and pay 40% of the IT Professional, \$17 per square foot annually for office space, 75% of the HR Manager, and \$16,000 for the storage barns on Crooked Lake Road. By sharing resources where we can, we offer our customers and tax payers the most efficiency in staff time.

**Conclusion**

MHOG has already approved as to form the agreement. Genoa – Oceola is planning to approve the agreement at their February 18<sup>th</sup> meeting, and Howell Township will be asked to approve at their March 10<sup>th</sup> meeting. We are asking for Genoa Township to approve this evening. Thank you.

## **MHOG UTILITY SERVICES AGREEMENT**

**THIS AGREEMENT** is made as of \_\_\_\_\_, 20\_\_ by the Marion, Howell, Oceola and Genoa Sewer and Water Authority (“MHOG”), whose principal office is located at 1577 N. Latson Road, Howell, Michigan 48843, the Genoa-Oceola Sewer and Water Authority whose principal office is located at 2911 Dorr Road, Brighton, MI 48116 (“G-O”), Howell Township (“Howell”), whose principal office is located at 3525 Byron Road, Howell, MI 48855, and Genoa Charter Township (“Genoa”), whose principal office is located at 2911 Dorr Road, Brighton, Michigan 48116. This MHOG Utility Services Agreement (“Agreement”) shall be effective as of April 1 2026 (the “Effective Date”).

### **ARTICLE I-RECITALS**

**WHEREAS**, Genoa owns and operates (i) the Oak Pointe Sanitary Sewer System, (ii) the Oak Pointe Water Supply System, and (iii) the Lake Edgewood Sanitary Sewer System; and

**WHEREAS**, the Townships of Marion, Howell, Oceola, and Genoa have organized MHOG pursuant to the provisions of Act 233, Michigan Public Acts of 1955, as amended for the purpose of acquiring, owning, managing, and operating a water supply system; and

**WHEREAS**, the Townships of Genoa and Oceola have organized the G-O pursuant to the provisions of Act 233, Michigan Public Acts of 1955, as amended for the purpose of acquiring, owning, managing, and operating a sanitary sewer collection and treatment system; and

**WHEREAS**, Howell owns and operates the Howell Township Sanitary Sewer System; and

**WHEREAS**, (i) Genoa's Oak Pointe Sanitary Sewer collection system, (ii) Genoa's Oak Pointe Water System, (iii) Genoa's Lake Edgewood Sanitary Sewer System, (iv) the water production and distribution system operated by MHOG, and (v) the sanitary sewer collection and treatment system operated by G-O, and (vi) the sanitary sewer collection and treatment system operated by Howell, shall, for the purpose of this Agreement, collectively be referred to as the “Systems”; and

**WHEREAS**, Genoa, MHOG, G-O and Howell have concluded that the operation of the Systems is needed to promote and improve the health and welfare of the residents of the users of such Systems; and

**WHEREAS**, Genoa, MHOG, G-O, and Howell have concluded that combined operational services which share administrative, billing, operational staff and equipment over the six Systems will result in improved operation, efficiency, and cost savings for the residents served by the Systems; and

**WHEREAS**, On October 21, 2025, various parties including Genoa and MHOG entered a memorandum of understanding (“Memorandum of Understanding”) that, among other things, sets forth a process to transfer utility operations currently held by Genoa to MHOG; and

**WHEREAS**, Genoa originally operated a Utility Department with a separate DPW Fund (the

“Utilities Fund”) that provides utility services to the Systems; the staff of the Utility Department is referred to herein as the “Utilities Staff” and while the Utility Department is often referred to as the “MHOG Utility Department” in conducting its business, for the purposes of this Agreement it shall be referred to as the “Utility Department” as the Utility Department will be fully housed and operated by MHOG. Similarly, the DPW Fund previously under the control and jurisdiction of Genoa shall now be under the control of MHOG and referred to as Utilities Fund; and

**WHEREAS**, the intent of this Agreement is to memorialize the transfer of operation of the Utility Department to MHOG, while keeping most substantive terms and operations the same. In other words, MHOG is generally stepping into the shoes of Genoa for all aspects of utility operation.

**NOW, THEREFORE**, in consideration of the promises below and other valuable consideration the receipt of which is hereby acknowledged, the Agreement is hereby amended and restated as follows:

## **ARTICLE II-OPERATION OF THE SYSTEMS**

Beginning on the Commencement Date (as defined below) and during the term of the Agreement, MHOG agrees to provide, through the Utility Department, the staff, vehicles, supplies and materials needed to operate the Systems. Under the Memorandum of Understanding and pursuant to this Agreement, the parties including Genoa shall cooperate reasonably with MHOG to effectuate any other agreements and bills of sale to transfer necessary staff, vehicles, supplies, materials, and other assets to MHOG to operate the Systems.

The Utility Department agrees to operate the Systems in accordance with the terms and conditions of this Agreement, applicable law, and the permits, licenses, manufacturer's protocols, and specifications applicable to the operation and maintenance of the Systems. The Utility Department through its Utilities Director shall take direction from the governing board of each respective System with respect to the specific operation of each such System, and the ultimate responsibility, including any legal liability, for the operation of each such System shall remain with the governing body of each respective System. Each party hereby agrees that it will cooperate in good faith with the other and its agents, employees, representatives, officers, contractors, and subcontractors to facilitate the performance of the mutual obligations set forth in this Agreement.

## **ARTICLE III-SCOPE OF SERVICES**

When performing services pursuant to this Agreement for the Systems, Utility Department personnel through the Utilities Director described below shall report to and be subject to direction of the appropriate governing Board of the respective System, although such personnel shall be employees of MHOG and not of the Systems. As described above, the ultimate responsibility for the operation of each such System shall remain with the governing body of each respective System.

### **Section 3.1 - Administrative and Support Services**

Administrative staff to be employed by the Utility Department and assigned to the Systems shall consist of a Utility Director, a Deputy Utility Director - Water, a Deputy Utility Director - Wastewater,



and such other personnel as shall be necessary to perform the utility services described in this Agreement. A description of the duties to be carried out by the administrative staff is set forth in **Exhibit 1**.

### **Section 3.2 - Operation and Maintenance Services**

Operation and maintenance staff to be employed by the Utility Department and assigned to the Systems shall consist of the necessary plant, collection and distribution system personnel. A description of the duties to be carried out by the operation and maintenance staff with regard to water systems is set forth in **Exhibit 2a** and with regard to sanitary sewer systems is set forth in **Exhibit 2b**.

### **Section 3.3 - Meter Service, Reading, Billing and Receipting Services**

Meter reading, billing, and receipting staff to be employed by the Utility Department and assigned to the Systems shall consist of the necessary staff to bill, read, and receipt water and sanitary sewer service. A description of the duties to be carried out by the billing services staff is set forth in **Exhibit 3**.

### **Section 3.4 - Staffing Levels**

The proposed staffing level to conduct and maintain the various services described in this Agreement is presented in the Utility Department Organization Chart shown in **Exhibit 4**. The parties to this Agreement acknowledge that during the term of this Agreement, staffing levels will vary pending the season, level of effort required, attenuation, termination, disability, availability of employable personnel, or other circumstances. The parties acknowledge that the Utility Department shall have the right to modify staffing levels or staffing management and organizational roles to provide the appropriate level of service to the Systems subject to the following conditions: (i) any modifications that do not result in an increase of the Utilities Fund Budget (see defined below) can be made by the Utility Department, (ii) any modifications that result in an increase of the overall Utilities Fund Budget by 5% or less on an annual basis may be made by the Utility Department with prior notification to the governing boards of the Systems, and (iii) any modifications that result in an increase of the overall Utilities Fund Budget by more than 5% on an annual basis may be made only with the prior written approval of the governing boards of each of the Systems except, that modifications in staffing levels made pursuant to the inclusion of additional systems pursuant to Section 5.7 shall not require additional approvals.

### **Section 3.5 - Vehicle, Supply, and Material Levels**

During the term of this Agreement, the Utility Department agrees to provide vehicles, supplies, equipment and materials necessary to perform the essential duties outlined in this Agreement. A summary of the vehicles, supplies, and materials initially to be provided is set forth in **Exhibit 5**. The parties to this Agreement acknowledge that during the term of this Agreement vehicle, supply, and material levels *will* vary pending changes in scope of services, staffing levels, and regulations. The parties acknowledge that the Utility Department shall have the right to modify these levels to provide the appropriate level of service to the Systems subject to the following conditions: (i) any modifications that do not result in an increase of the Utilities Fund Budget can be made by the Utility Department, (ii) any modifications that result in an increase of the overall Utilities Fund Budget by 5% or less on an

annual basis may be made by the Utility Department with prior notification to the governing boards of the Systems, and (iii) any modifications that result in an increase of the overall Utilities Fund Budget by more than 5% on an annual basis may be made by only with the prior written approval of the governing boards of each of the Systems except, that modifications made pursuant to the inclusion of additional systems pursuant to Section 5.7 shall not require additional approvals.

#### **ARTICLE IV-CAPITAL PROJECTS**

The Utilities Staff may propose capital improvements to comply with changes in law, to reduce costs, to increase energy efficiency, to meet System demands, or to improve the Systems operations. The Utility Department will not be relieved of its responsibilities to perform under this Agreement, if the recommendations of the Utilities Staff are not implemented by the System's governing boards, unless the failure by such governing boards to implement such recommendations prevents the Utility Department from complying with its obligations hereunder or under applicable law.

#### **ARTICLE V-PAYMENT FOR SERVICES**

The Utility Department shall receive compensation for providing staff, vehicles, supplies and material necessary to provide the administrative, operational, maintenance and billing services contemplated by this Agreement, and the Systems shall be billed monthly based on the methodology presented below.

##### **Section 5.1 - Utilities Fund Budget**

During the term of this Agreement, MHOG shall maintain a separate Utilities Fund Budget (the "Utilities Fund Budget") to track revenues and expenses associated with the staff, vehicles, supplies and materials and other expenses required to perform the administrative, operational, maintenance and billing services outlined in this Agreement. The fiscal operating year for the Utility Department is April 1<sup>st</sup> through March 31<sup>st</sup>. The 2025-2026 Utilities Fund Budget is presented in **Exhibit 6**. The Utilities Fund Budget shall be established annually and shall balance. Due to the operation of systems owned by various entities, MHOG shall be authorized to organize the Utilities Fund Budget and Utilities Fund to separate revenues and expenses by system and for proper accounting purposes as it deems fit.

The Utility Department accountants shall prepare, at a minimum, quarterly budget to actual reports for presentation to System's governing boards. Failure to present reports less than semi-annually shall constitute a default of this Agreement.

##### **Section 5.1.1 – Revenue**

Revenue to the Utilities Fund shall include: (i) receipted funds from the Systems for providing administrative, operational, and billing services, (ii) receipted funds collected from the billing of systems for which full operational services are not performed (iii) charges to Developers for new development costs, (iv) interest income and other miscellaneous revenue streams not otherwise described, and (v) charges for vector truck services provided to the various systems. **Exhibit 6** contains a proforma breakdown of the various revenues for the fiscal year

ending March 31, 2026.

### **Section 5.1.2 – Expenses**

Expenses to the Utilities Fund shall include the payments made from the fund for labor costs for Utility Department employees (direct costs, benefits and indirect costs), insurance, taxes, fuel, repairs, vehicle purchases, outside consultants, computers, software, equipment, tools, vactor services, and other items required to properly provide the services described in this Agreement, as well as any legal services and accounting services related to employees of the Utility Department or services provided by the Utility Department to the Systems pursuant to this Agreement. Budgeted expenses for the fiscal year ending March 31, 2026 are listed in **Exhibit 6**.

### **Section 5.2 – Allocation Percentages & Calculation of Labor and Equipment Compensation**

The parties agree that for the fiscal year 2025-2026, the operational costs for the Systems shall be allocated based on the 2025 allocation percentages presented in **Exhibit 7**. Beginning on October 1, 2026, and in each subsequent year, the allocation percentage calculation shall be based on the formula presented in **Exhibit 7** and may change without amendment of this Agreement by following its terms. In January of each year, the Utilities Staff will re-evaluate the System allocations based on changes in the number of customers, piping, pump stations, and consolidation of systems, as illustrated in the formula. The Utilities Staff will then present the revised allocation to the governing boards of the Systems in January or February of each year and such revised allocation shall be considered for approval by the governing board of each System prior to the end of February of each year. The governing boards of the System shall use their best efforts to approve any proposed revised allocation, shall promptly state the basis for any rejection of any such allocation, and shall negotiate in good faith to ensure that a fair allocation is agreed upon no later than February 1st of each year. If the revised allocation is not approved by the governing board of each System as set forth above, the current allocation shall remain in effect for the fiscal year beginning on the following April 1. Set forth in **Exhibit 8** is a calendar illustrating the timing for the determination of the DPW's annual budget and annual allocation of costs to the Systems.

### **Section 5.3 - Base Payment for Services**

The Utility Department shall invoice the Systems monthly for services provided by the approved allocation percentage of the annual Utilities Fund Budget, minus the fixed billing revenue. **Exhibit 6** documents how fiscal year 2025-2026 will be invoiced. Each subsequent year shall be invoiced in a similar manner. All such invoices for services shall be paid within forty-five (45) days after the invoice has been sent.

### **Section 5.4 - Surpluses and Shortfalls**

As the annual monthly payments are based on the total anticipated expenses of the Utilities Fund Budget, surpluses and deficits may result at the end of the budget year for things such as employee departure, insurance adjustments, fuel prices, mechanical failures, utility service interruption or acts of nature. This adjustment will occur in August of each calendar year of this Agreement following



completion of the annual audit of the Utilities Fund. Surpluses or deficits will be adjusted back to each System based on the allocation percentage unless one or more Systems causes a substantial or disproportionate change in the Utilities Fund Budget, in which case such System shall bear the resulting change in cost. An example of an event that might cause a disproportionate change includes, but is not limited to, serious mechanical failures of a system, power outages, system failures, or acts of God (lightning, fire, flood, etc) that cause the Utility Department to incur significant additional costs to keep such system operational.

#### **Section 5.5 - Annual Budget Adjustment**

Based on the allocation percentages described above, annual budget adjustments will be presented to the System's governing boards in February for each effective year of this Agreement. The Utility Department will make reasonable attempts to maintain and reduce operational costs for the Systems. Comments will be received from the System's governing boards, and a final budget will be presented in March of each year. Subject to Section 6.3 below, the final budget for each year shall be binding on each of the parties to this Agreement. Set forth in **Exhibit 8** is a calendar illustrating the timing for the determination of the annual budget for the Utilities Fund.

#### **Section 5.6 - Additional Payments by the Governing Boards**

The parties acknowledge that the governing boards of the Systems shall each pay directly for services and products not covered by this Agreement including: utilities (gas, electric, and other utilities), chemicals, repair parts, outside contractor services, licenses fees and permits, laboratory testing, MXU radio read units and SCADA systems, and specialized tools and supplies for each system. Additionally, specialized tools and materials required for the operation of a specific System will be the responsibility of that respective System.

#### **Section 5.7 - Procedures for Providing Services to Additional Systems**

During the term of this Agreement, the Utility Department may be requested to provide services to additional utility systems or governing bodies. Providing services to additional systems may result in improved operation, efficiency, and cost savings for the residents served by the Systems. As a result, the following procedures will be utilized to evaluate requests by third parties to receive utility services from the Utility Department:

##### **Section 5.7.1 - Notification of Request**

The Utility Staff shall provide notice to each party to this Agreement of a request from an outside party to have the Utility Department provide utility services to such outside party.

##### **Section 5.7.2 - Preliminary Staffing and Financial Assessment**

Following the request notification, the Utilities Staff shall perform a preliminary evaluation of the potential staffing and financial impacts to the existing Utilities Fund Budget. If improved operation and cost savings for the existing Utilities Fund are not projected with the preliminary evaluation, then utility services will not be provided to the outside party.

### **Section 5.7.3 - Approval by Governing Boards**

A preliminary staffing and financial evaluation that projects improved operation and cost savings will be presented to each governing board of the Systems. Prior to providing such utility services to the requesting third party, the governing board of each System will need to approve by resolution the services that will be performed, the costs that will be charged to such third party and the manner in which the staff and legal costs associated with providing utility services to such third party will be paid. Additionally, the governing board of each System will also be required to approve any revision to the Utilities Fund Budget that exceeds by 5% the then current Utilities Fund Budget and any revisions to the allocation of costs provided by Section 5.2 of this Agreement.

### **Section 5.7.4 - Billing Only Duties**

Should the services requested by the third party consist only of performing billing duties that do not significantly impact staffing levels or costs, the Utilities Staff can perform such billing duties without the staffing and financial assessment described above.

## **Section 5.8 - Reserve Funds**

### **Section 5.8.1- Fund Balance & 2/3 Majority Vote for Minimum to Increase**

The target fund balance in the Utilities Fund at the end of each fiscal year during the Term of this Agreement shall be \$100,000 following the annual audit of the Utilities Fund, with the exception of the other reserve funds, which shall be maintained as described in Section 5.8.2. To the extent that the Utilities Fund has a balance greater than the above following the annual audit of the Utilities Fund, then excess amounts shall be returned to the parties hereto based on the same allocations on which such funds were paid to the Utilities Fund. If the Utilities Fund balance falls below three quarters of the amount above at the end of any fiscal year following the annual audit of the Utilities Fund, MHOG may adjust the budget for the following year to replenish the Utilities Fund Budget to the target fund amount. The minimum reserve figure above may be increased under this Agreement upon a 2/3 majority vote of the Directors of MHOG.

### **Section 5.8.2 Other Reserve Funds**

As part of the Utilities Fund Budget, MHOG shall maintain segregated reserve funds for the financial protection of all participating utility systems. The funds shall be maintained as presented below. The numbers presented below may be increased under this Agreement upon a 2/3 majority vote of the Directors of MHOG.

Equipment Reserve Fund: This fund shall be used to replace or add additional vehicles and equipment as needed to serve the utility systems. The fund shall maintain a minimum balance of \$200,000 and a maximum balance of \$600,000.

Personnel Reserve Fund: The fund shall be established to fund employee items such as

unemployment payments, severance pay outs, or defense of employee allegations. The fund shall strive to have a minimum balance of \$50,000 and a maximum amount of \$150,000.

Health Reimbursement Account Reserve: As part of an effort to lower health insurance costs, MHOG shall pay annual health reimbursement account self-insurance. The reserve fund is set to cover any overages to the budgeted utilization of health reimbursement by employees. The fund shall have a minimum balance of \$25,000 and a maximum balance of \$75,000.

## **ARTICLE VI-TERM AND TERMINATION**

### **Section 6.1 - Term**

This Agreement shall be considered to begin on the date of the last signature of a required party (the "Commencement Date") and shall last through an initial term until October 1, 2031. Thereafter, this Agreement will automatically renew for successive five (5) year terms each, unless written notice of termination is provided by a party to this Agreement to the other parties not more than one hundred eighty (180) days and not less than ninety (90) days prior to the end of the then current term. In such event this Agreement shall only terminate as to the terminating party(ies) provided that the remaining parties can agree on an amended budget under Section 5.1 above and new allocation percentages under Section 5.2 above. In the event that a party elects to terminate this Agreement without cause, and that party creates employment positions (or third party contractor positions) to operate its Systems, that party shall provide first preference for any such positions to any Utilities Staff that are, or will be, displaced (or laid off) as a result of that party's election to terminate. In the event that any Utilities Staff are laid off as a result of a party terminating this Agreement without cause and said Utilities Staff are not hired by the terminating party, then the terminating party shall, on a quarterly basis, reimburse MHOG for all unemployment costs incurred by MHOG as a result of said layoff(s) for a period of one (1) year from the effective date of said termination.

### **Section 6.2 - Events of Default and Remedies**

The failure of any party to comply with any material term of this Agreement shall constitute a default. Upon default by a party, the complaining party shall send written Notice of Default to the defaulting party with a copy to the other parties. Such notice shall clearly specify the nature of the default and provide the defaulting party sixty (60) days to cure the default. If the default is capable of being cured within sixty (60) days, but is not cured within the sixty (60) days, the Agreement shall, at the option of the non-defaulting party(ies), terminate at midnight of the sixtieth (60<sup>th</sup>) day following receipt of the Notice of Default. In the case of default that cannot be cured within sixty (60) days, the Agreement shall not terminate so long as the defaulting party has given written notice of the extension to the other parties and the defaulting party has commenced and is diligently pursuing a remedy, provided, however, that if the defaulting party has failed to give notice or failed to commence or pursue a remedy, the termination of this Agreement as to the defaulting party shall be at the option of the non-defaulting party(ies). Evidence of such remedy and its diligent pursuit shall be provided from the party determined to be in default to the satisfaction of the non-defaulting party(ies), and in any event such extension may not extend for more than one hundred eighty (180) days. Any termination under this paragraph shall only be effective as to the defaulting party and this Agreement shall remain in full



force and effect as to the non-defaulting parties, provided that the non-defaulting parties can agree on an amended budget under Section 5.1 above and new allocation percentages under Section 5.2 above.

In the event of the termination of this Agreement under the terms outlined above, the defaulting party shall pay MHOG for the services provided and invoiced up to the effective date of termination. Payment shall be made within thirty (30) days of the date of termination. Additionally, the non-breaching party or parties shall retain and may pursue all other remedies that may be available under applicable law.

### **Section 6.3 - Additional Option to Terminate as a Result of the Annual Utilities Fund Budget**

In addition to the other termination options under this Agreement, the parties to this Agreement shall have the right to terminate this Agreement in the event that the annual budget presented by the Utility Department in March of each year, pursuant to Section 5.5 of this Agreement, exceeds by more than 10% the Utilities Fund Budget for the then current fiscal year. Any modifications previously approved by the governing boards of the Systems (including, but not limited to, modifications approved under Sections 3.4, 3.5 and 5.7.3 of this Agreement) shall be excluded from the calculation of whether the 10% threshold has been exceeded. In order for a party to terminate this Agreement pursuant to this Section, such party must provide written notice to the other parties to this Agreement no later than April 15th following the presentation of the annual budget and in such case, the then current Utilities Fund Budget shall remain in place and this Agreement shall terminate on the following June 30.

## **ARTICLE VII-INSURANCE**

### **Section 7.1 - Insurance Provided by Genoa Township**

Genoa shall provide and maintain the following levels of insurance coverage at all times during the term of this Agreement:

- (1) General Liability and Vehicle Liability Insurance with a combined single limit in the amount of \$5,000,000.
- (2) Sewer Backup Coverage in the amount of \$250,000.

### **Section 7.2 - MHOG Insurance**

MHOG shall provide and maintain the following levels of insurance coverage at all times during the term of this Agreement:

- (1) General Liability Insurance with a combined single limit in the amount of \$5,000,000.
- (2) Property insurance in amounts sufficient to cover real property owned by MHOG.
- (3) Worker's Compensation Insurance in compliance with the laws of the State of Michigan, covering MHOG employees engaged in the performance of services, to the

required statutory amount.

### **Section 7.3 - G-O Insurance**

G-O shall provide and maintain the following levels of insurance coverage at all times during the term of this Agreement:

- (1) General Liability Insurance with a combined single limit in the amount of \$5,000,000.
- (2) Property insurance in amounts sufficient to cover real property owned by G-O.
- (3) Sewer Backup Coverage in the amount of \$250,000.

### **Section 7.4 - Howell Township**

Howell Township shall provide and maintain the following levels of insurance coverage at all times during the term of this Agreement:

- (1) General Liability Insurance with a combined single limit in the amount of \$5,000,000.
- (2) Property insurance in amounts sufficient to cover real property owned by G-O.
- (3) Sewer Backup Coverage in the amount of \$250,000.

## **ARTICLE VIII-DISPUTE RESOLUTION**

### **Section 8.1 - Appointment of Panel**

The parties agree that any and all claims, controversies or actions arising out of the terms, provisions or subject matter of this Agreement shall be referred to a panel (the "Panel") consisting of three (3) representatives (the "Representatives"). The Utility Department shall appoint one (1) representative to the Panel, the governing bodies of the Systems shall collectively appoint one (1) representative to the Panel and the two (2) representatives shall mutually agree on a third representative for the Panel. Such appointments shall be made by the parties within fifteen (15) days of written notice of a dispute or claim.

### **Section 8.2 - Additional Remedies and Arbitration**

Notwithstanding the provisions of Section 8.1, if the claim or dispute is not resolved by the good faith negotiations of the Representatives within sixty (60) days of appointment, any of the parties to this Agreement, subject to the following, may seek any remedies available at law and/or in equity to resolve the dispute. Additionally, the parties to this Agreement may, if they mutually agree in writing, submit any claims, disputes or other matters in question arising out of or relating to this Agreement or breach thereof to arbitration in accordance with the Arbitration Rules of the American Arbitration Association,

currently in effect, or such other rules of arbitration to which they may mutually agree. The arbitration shall be conducted in a location selected by mutual agreement of the parties. The costs of the arbitrator shall be shared equally by the parties. Each party shall be responsible for the costs of its own legal counsel, witnesses and documents it submits to the arbitrator. The arbitrator shall have no authority to change any provision of this Agreement, and the arbitrator's sole authority shall be to interpret or apply the provisions of this Agreement in accordance with the laws of the State of Michigan. If the parties mutually agree to settle a claim, dispute or other matters in question between them by arbitration, the award rendered by the arbitrator(s) shall be final and judgment may be entered upon it in accordance with the applicable law and any court having jurisdiction thereof. Any and all awards shall be in writing and shall give the arbitrator's supporting reasons for the award. It is expressly understood and agreed that any agreement to submit a particular claim, dispute or matter to arbitration shall apply only to that claim, dispute or matter and shall not be binding upon any other claims, disputes or matters which may arise between the parties.

### **Section 8.3 - Covenant to Continue Work**

During resolution of any dispute under this Article, MHOG and the System's governing boards shall each continue to perform their respective obligations under this Agreement without interruption or delay.

## **ARTICLE IX – MISCELLANEOUS**

### **Section 9.1 - Assignment**

This Agreement is binding on the parties hereto, and their permitted successors and assigns. The parties agree not to transfer or assign their respective interests in this Agreement without the written consent of the other parties hereto.

### **Section 9.2 - Choice of Law and Forum**

This Agreement shall be subject to and governed by the laws of the State of Michigan. The parties agree that the venue for the bringing of any legal or equitable action under this Agreement shall be established in accordance with the statutes of the State of Michigan and/or Michigan Court Rules. In the event that any action is brought under this Agreement in Federal Court, the venue for such action shall be the Federal Judicial District of Michigan, Eastern District, Southern Division.

### **Section 9.3 - Entire Agreement**

This Agreement and the attached exhibits represent the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior representations, negotiations or agreements whether written or oral.

### **Section 9.4 – Notices**

All notices shall be in writing and shall be deemed given when mailed by first class mail or delivered in person. Notices to be given to Genoa Charter Township will be addressed to:



Genoa Charter Township  
2911 Dorr Road  
Brighton, MI 48116  
Attention: Supervisor

Notices to be given to MHOG will be addressed to:

MHOG Sewer and Water Authority  
1577 N. Latson Road  
Howell, MI 48843  
Attention: Secretary

Notices to be given to Genoa-Oceola will be addressed to:

Genoa-Oceola Sewer and Water Authority  
2911 Dorr Road  
Brighton, MI 48116  
Attention: Secretary

Notices to be given to Howell Township will be addressed to:

Howell Township  
3525 Byron Road  
Howell, MI 48855  
Attention: Supervisor

#### **Section 9.5 – Severability**

Should any part of this Agreement for any reason be declared invalid or void, such declaration will not affect the remaining parts of this Agreement, which will remain in full force and effect as if the Agreement had been executed with the invalid portion eliminated.

#### **Section 9.6 - Amendment or Modification of Agreement**

No change in or modification, termination or discharge of this Agreement, in any form whatsoever, shall be valid or enforceable unless it is in writing and signed by the party to be charged therewith or its duly Authorized Representative.

#### **Section 9.7 - Third Party Beneficiaries**

Except as expressly provided herein, this Agreement does not create, and is not intended to create, by implication or otherwise, any direct or indirect obligation, duty, promise, benefit, or any other right in favor of any person other than the parties.

### **Section 9.8 – Counterparts**

This Agreement may be executed in several counterparts each of which shall be deemed one and the same agreement. It shall be binding upon and insure the benefit of the parties to it and their respective successors and assigns.

### **Section 9.9 - Required Taxes, Insurances, Fees and Documents**

MHOG agrees that it will operate legally and pay all federal, state, local, social security, Medicare and unemployment taxes, liability and workers' compensation insurance premiums, and license or permit fees necessary to conduct business.

*{signature page follows}*

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be executed and delivered, by their respective duly authorized officers, all as the day and year first above written.

Agreed hereto:

MHOG

Date: \_\_\_\_\_, 2026

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

Its: Chairperson

GENOA-OCEOLA SEWER AND WATER  
AUTHORITY

Date: \_\_\_\_\_, 2026

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

Its: Chairperson

GENOA CHARTER TOWNSHIP

Date: \_\_\_\_\_, 2026

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

Its: Supervisor

HOWELL TOWNSHIP

Date: \_\_\_\_\_, 2026

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

Its: Supervisor



## **Exhibit 1**

### **Utility Department Support Services Division Statement of Duties**

The Utility Department Support Services Division (SSD) shall perform such duties and responsibilities as directed from time to time by the System Boards. The following duties and responsibilities shall be performed by the SSD Staff, unless otherwise directed by the System Board:

Attend all System Board and Committee meetings. Currently the MHOG and GO Boards meet once per month and the Howell Township, Oak Pointe and Lake Edgewood systems are reviewed as necessary.

Approve chemical and supply orders from the plant and facilities operator.

Approve all invoices associated with operation of the System and allocate the expense to the appropriate line item within the System O&M Fund or the Utility Fund.

Oversee compliance of the Utility Operation and Maintenance Staff with the contract conditions (i.e. assure fire hydrants are pumped out on time, perform spot inspections, upkeep of plant maintenance, pump stations are checked in).

Oversee compliance of the Meter Service, Reading, Billing, and Receipting Staff with the contract conditions (ie. Meters maintained and read, bills sent out).

Bid subcontracted maintenance items such as lawn mowing and make recommendations to the System Board or Committee.

Make recommendations to the System Board(s) or Committee(s) considering capital improvements required to meet demand or flow conditions within the System or to provide improved monitoring, pressure modifications, or improved reliability and/or redundancy.

Make recommendations to the System Board(s) or Committee(s) regarding proposed capital improvements proposed by developers and townships.

Work with the accountant and consulting engineer on capital improvement plans.

Serve as a liaison between the System and the Michigan Department of Environment Great Lakes and Energy (EGLE). Address regulatory inquiries, inspections, violations and compliance.

Provide the System Board or Committee with staff recommendations on consulting engineering

proposals.

Serve as a liaison with the public and press in the event of a system failure, water main break, sanitary sewer overflow, etc. Complete correspondence with the EGLE for system failure events as necessary.

Provide a status report at the System Board or Committee Meetings.

Provide annual estimated budget expenses for each line item in the System's Operation and Maintenance Fund.

Oversee the operation of the Systems.

Hire operations personnel as necessary to complete the services outlined in **Exhibits 2 and 3**.

Oversee the general welfare of the Systems.

Coordinate and oversee the review of construction plans prepared by consulting engineers, with the exception of Howell Township Sanitary Sewer.

Review reports and plans prepared by consulting engineers and make recommendations to the System Board or Committee.

Recommend annual maintenance activities to the System Boards and Committees.

Oversee the submittal of construction plans to EGLE for permits.

Oversee the maintenance of electronic copies of conforming to construction record drawings.

Maintain and update GIS System for the Utility Systems showing the System's distribution and collection lines, including water hydrants and valves and sanitary sewer structures.

Oversee the maintenance of an up to date model of the MHOG water distribution system.

Provide recommendations to the System Board(s) or Committee(s) on distribution system or collection system improvements.

Oversee the development of a system wide database and management of the system data, including conforming to construction record drawings, water system production and distribution data, sanitary system treatment and collection system data, and customers connected to the Systems.

Host, Maintain, and Update the MHOG.org website with customer information for the MHOG System, Genoa-Oceola System, Howell Township, and Genoa Township Systems.

Serve as a host for maintenance tracking software to document inventory, work orders, and system components.

Oversee new development so that it is constructed in conformance with the approved Design Standards and Connection Manual.

Serve as a liason with the public, press, and media.



## **Exhibit 2a**

### **Water Division Statement of Duties**

#### **Overview**

The duties described are of a professional nature and shall be performed in accordance with the degree of skill and care ordinarily exercised by member of the Operator's Profession. Qualified, and where required, certified staff shall be provided.

#### **Plant Operation**

Operate the Water Treatment Plants in conformance with State Laws and Regulations including but not limited to:

- Staffing to meet production demand
- Maintenance of equipment including routine cleaning and lubrication
- Equipment Inspections and Adjustments
- Laboratory Analysis and Testing
- Data management and record keeping
- Preparation and prompt delivery of all applicable and required filings including monthly MRO Reports, NPDES Reports, Consumer Confidence Report, & Backflow and Cross Connection Reports to regulatory agencies and consumers as required by law
- Maintenance of wells and well houses including recommended preventative maintenance and emergency power service
- Maintenance of controls and instrumentation
- Coordination of Lime residual removal
- Maintain Buildings and Grounds including:
  - Recommending necessary painting projects to Authority Board
  - Bidding and hiring of lawn and snow removal services
  - Coordinating waste disposal services
- Performing other duties as necessary to maintain quality service

#### **Distribution System**

Operate the Water Distribution System in conformance with State Laws and Regulations including but not limited to:

Maintenance of water towers including altitude valves, emergency communication, temperature and level sensors, cathodic protection, periodic paint and coating inspections, and recommendations for painting and maintenance projects.

Utilize the computer and SCADA monitoring system and coordinate repairs as necessary.

Maintenance of pressure reducing valves including checking operation, verify operation and coordination of repairs.

Maintenance of Fire Hydrants including annual flushing, repairs as necessary, painting as necessary, and tracking in a GIS System.

Coordinate the repair of valve boxes, curb stops, and valves as necessary.

Performing and/or coordinating emergency repairs of water distribution components and lines

Conducting regulatory and public notifications, advisories, and recommended course of actions regarding interruption in service or boil water notices.

Conduct record management and maintenance of treatment and flow data.

Record management of work orders for meter service and customer repairs.

Coordinate with local and state agencies on right-of-way projects impacting the water Systems, including protection, relocation, and interruption of service.

Perform MISS DIG services

Performing other duties as necessary to maintain quality service

Staff will ensure permits remain in effect and will address regulatory inquiries, inspections, and violations.

Administrative and operations staff will serve as Authority liaisons with the public, presenting a professional image of the Authority. Administrative staff will address public concerns regarding employee presentation and service.

Staff will perform its best effort with regard security of the facilities by locking facilities, utilizing alarm systems, tracking of keys, and tracking facility access by outside personnel. Staff will also make recommendations to the Governing Board regarding the implementation of security improvements.

Staff will make every effort to reduce energy usage in the facilities through use of energy saving devices and utilization of energy best management practices.

Staff serving the system will be encouraged to obtain training and obtain certifications to improve operational knowledge which will result in improved service to customers.

A 24 hour 1-800 emergency call center will be provided to answer customer and system after hour emergencies and dispatch of on-call personnel.

## **Exhibit 2b**

### **Utilities Staff Waste Water Division Statement of Duties**

#### **Overview**

The duties described are of a professional nature and shall be performed in accordance with the degree of skill and care ordinarily exercised by member of the Operator's Profession. Qualified, and where required, certified staff shall be provided.

#### **Plant Operation**

Operate the Wastewater Treatment Plants in conformance with State Laws and Regulations including but not limited to:

- Staffing to meet daily treatment demand
- Maintenance of equipment including routine cleaning and lubrication
- Equipment Inspections and Adjustments
- Laboratory Analysis and Testing
- Data management and record keeping
- Preparation and prompt delivery of all applicable and required filings including monthly MRO Reports, CMR Reports, DMR Reports to regulatory agencies as required by law
- Maintenance of controls and instrumentation
- Coordination of Biosolids residual removal
- Maintain Buildings and Grounds including:
  - Recommending necessary painting projects to Authority Board
  - Bidding and hiring of lawn and snow removal services
  - Coordinating waste disposal services
- Performing other duties as necessary to maintain quality service

#### **Collection System**

Operate the Wastewater Collections System in conformance with State Laws and Regulations including but not limited to:

Maintenance of pump stations including grinder pumps.

Maintenance and repair of air release valves.

Repair of valve boxes, curb stops, and valves as necessary. Performing and/or coordinating emergency repairs of wastewater collection components and lines

Conducting regulatory and public notifications, advisories, and SSO Events



Conduct record management and maintenance of treatment and flow data.

Record management of work orders for grinder and other repairs.

Coordinate with local and state agencies on right-of-way projects impacting Utilities including protection, relocation, and interruption of service.

Coordinate annual sewer cleaning activities

Perform MISS DIG services

Performing other duties as necessary to maintain quality service

### **Miscellaneous Services**

Staff will ensure permits remain in effect and will address regulatory inquiries, inspections, and violations.

Administrative and operations staff will serve as Authority liaisons with the public, presenting a professional image of the Authority. Administrative staff will address public concerns regarding employee presentation and service.

Staff will perform its best effort with regard security of the facilities by locking facilities, utilizing alarm systems, tracking of keys, and tracking facility access by outside personnel. Staff will also make recommendations to the Governing Board regarding the implementation of security improvements.

Staff will make every effort to reduce energy usage in the facilities through use of energy saving devices and utilization of energy best management practices.

Staff serving the system will be encouraged to obtain training and obtain certifications to improve operational knowledge which will result in improved service to customers.

A 24 hour 1-800 emergency call center will be provided to answer customer and system after hour emergencies and dispatch of on-call personnel.

## **Exhibit 3**

### **Meter Service, Reading, Billing and Receipting Services Under Support Services Division Statement of Duties**

#### **Meter Installation - Permanent**

Receive and File Meter Sales Forms

Schedule with Customers Order and Pick-up and or Delivery of Specialty Meters  
(>1-inch)

Maintain inventory of meters

Schedule appointments with customers for meter installations

Perform Meter Installs

- Obtain Backflow Certificate

- Install Meter and Reading Device

- GPS Location for Vehicle Based Reading Unit

- Complete Work Order with Meter and Head Numbers for Input into Billing  
Software

Utilize Work Order to Set-Up a New Customer Account or Update for Irrigation Install

- For commercial account, select hazard classification and add to Hydrocorp Inc.

- list for Backflow and Cross Connection Inspection

- Input GPS Points

- Input Backflow Control Device for residential and irrigation accounts

- File Installation Paperwork

- Locating curb stops for builders and homeowners.

#### **Meter Installation – Seasonal**

Schedule Spring Installation for Water Only Seasonal Irrigation or Recreational Meters  
(~50 Meters Total)

- Send out notification letters to each account

- Require backflow device test during installation

Install meters at scheduled times

- Turn on water services

- Test radio read device

- Obtain Backflow Certificate

Schedule Fall Removal for Water Only Seasonal Irrigation or Recreational Meters (~50  
Meters Total)

- Send out notification letters to each account of winterization responsibilities

- Remove meters

- Obtain final reads on each account

- Shut down water services

## **Meter Reading & Billing**

R-Type MXU accounts are loaded into vehicle based reading route

M-Type MXU accounts are loaded into handheld reading unit and /or future vehicle based unit

Radio reads are obtained in the field

Audit of non-reads by MXU units are added to manual read accounts

Each non-read manual is visited to obtain a read

Non reads are added to repair list and letters are sent to customer requesting appointments.

Each read is audited by:

- Verifying of account information

- Each read is compared to previous quarter

- Contact made with each customer with read outside normal range, accounts are noted when a homeowner is gone during the winter months.

- Research reads that show no usage.

- Identify if there is a leak. If leak is found, determine if sewer or water only.

- Adjust accounts as necessary

- Identify Repairs and Perform Site Visits, including but not limited to:

  - Assisting Homeowners with identifying leaks

  - Change out of meter heads

  - Researching as to why a home or business may not have irrigation usage over summer. (Irrigation System may have bypass installed).

Following of Audit, meter reads are posted to accounts

Following posting of accounts, bills are printed

Printed bills are separated and sorted for post office

Bills are placed in batches for apartment complexes, condos, etc... to save on postage

Postage is calculated, and payment and delivery of bills is made to post office.

Copy of Howell Township's meter reads are forwarded to Howell Township along with all supporting documents.

## **Post Meter Reading and Billing**

As referenced above, between billing cycles:

- Non-reads are scheduled for maintenance which may include:

  - Installation of an external MXU

  - Re-wiring from reading unit to meter

  - Change out of faulty or clogged meter

  - Change out of meter head

    - Frequently, the above task require preparation of mailings to customers to obtain home access

- Record any account or equipment changes in Billing Software.

- Transfer of Delinquent balances to Place on Tax Rolls



Handling of All Bankruptcy Accounts which includes:

Chapter 7 – If is debt discharged balances are written off

Chapter 13 – Balance that is owed at time of filling is transferred to an additional account with payments being applied from Trustee only.

All bankruptcy amounts must be broken down into water and sewer dollars.

Obtaining Final Reads and Preparation Final Bills from Property Sales

Final bills are printed once a month, however, the majority of final bills are faxed directly to the title company that is holding escrow, this is done daily.

Answering of customer account changes and complaints, questions on bills and scheduling of inspections for leaks.

Provide assistance to customers accessing & making Payments using MHOG's on-line bill paying web site by taking verbal Credit or Debit card payments from customers over the Phone.

### **Miscellaneous Services**

Tracking and service shut-off of foreclosures

Cross Connection Program and Consumer Confidence Reports

Software Upgrades & Annual Maintenance & Software Support Fees

Response to Township request for usage history

Preparation of billing reports for commercial account audits

Preparing Billing Summaries & Account Receivable Reports by District & Township

Entering any adjustments on customer accounts, example: NSF Checks, removing payment.

Keeping track of all meters installed for each subdivision or complex. Any meters not installed yet are checked to make sure lot is still vacant.

Maintaining list of all paid and unpaid meter packages, always checked before meter package is installed in new home.

### **Bill Collection**

#### Opening mail

- Matching check to payment stub
- No stub included – look up information and write ticket
- From closing companies - looking up to make sure new owner is set up on system

#### Posting payments

#### Balancing posting

- Add checks and cash to balance to posting amount
- Write out deposit ticket
- Run posting reports
- Commit batch after balancing

- Put reports into Utility Receipts binders

#### Deposit to bank

#### Customer relations

- Taking payments over the counter
- Taking phone calls from customer
- Solving problems for customers
- Collect NSF's

#### Payments on line

- Retrieve via Email from Billing Software total amount submitted the day before
- Run posting reports
- Next day verify monies in bank match on line payment total
- Commit batch
- Put reports into Utility Receipts binders

#### Delinquents to Tax Rolls

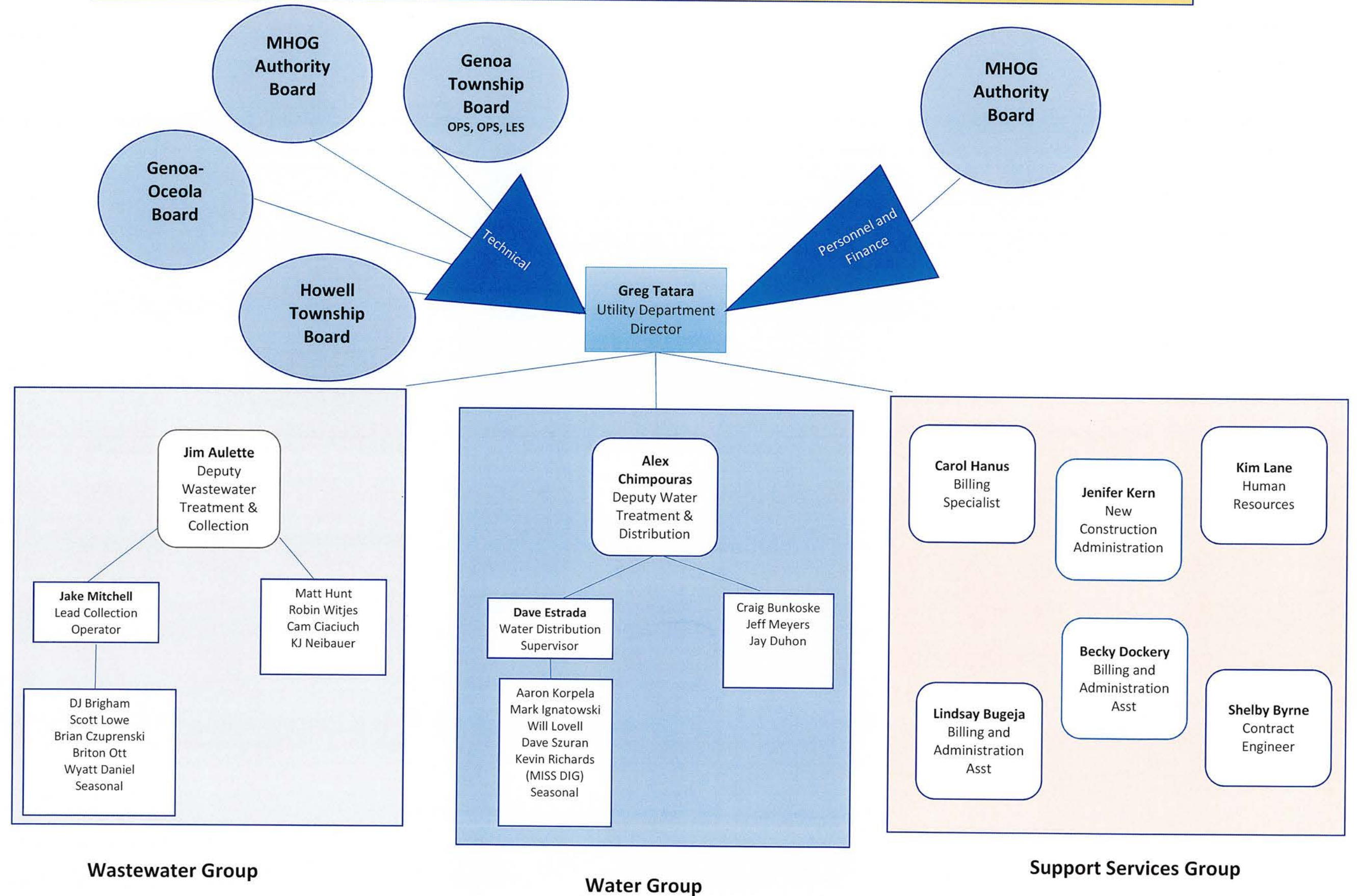
- Work with Billing Specialist to transfer delinquents to tax rolls
- Special handling of paid delinquents from Sept – Nov
- Disburse delinquent amounts paid to individual townships so they can mark their tax roll accordingly

#### Balancing Account and Distributing Funds

- Make Excel Sheets from G/L Distribution Daily Reports, to give breakdown of sewer & water by district
- Using spreadsheet enter Deposit totals into Quick Books
- Enter any fees (Merchant Fees) etc
- Do Journal Entries - Non Sufficient Fund's (NSF's)
  - adjustments to statement
- Any refunds made on finals throughout the month
- Do checks for distribution
- Once Chart of Account Balances, print and distribute checks to each district
- Reconcile Account for the month

Close communication is required between the persons billing (finals), receipting (NSF's) and balancing throughout the month to insure balancing at the end of the month.

## Exhibit 4 - MHOG Utility Department Organization Chart





## **Exhibit 5**

### **Vehicle, Supply, and Material Levels**

#### **Vehicles**

A minimum of 28 vehicles will be provided to service the systems. Specialized vehicles will include:

One Ton Crane Truck - (1)

Plow Truck - (4)

Truck with 80 Gallon Fuel Tank and Transfer Pump - (2)

Vacuum Extraction Van (Grinder Van) – (1)

F-750 (or Equivalent) Crane Truck (1)

#### **Supplies and Materials**

Safety equipment including:

- Confined space entrance equipment including gas detectors,
- Individual PPE
- Traffic safety vests
- Eye protection
- Other job specific safety requirements

Paper and Office supplies

Computers and Software

Uniform Shirts

Meter Reading Equipment

Billing Software

Accounting Software

GIS Software

Map Work Order Management System (Central Square® Software)

E-mail for Staff

Mobile Phone Systems

MISS DIG Accounts and Marking Equipment

MHOG Website



EXHIBIT 6  
MHOG UTILITY DEPARTMENT FUND #233  
BUDGET TO ACTUAL REPORT FOR YEAR ENDING 3/31/26 COMPARED TO  
ACTUAL REVENUES AND EXPENSES FOR 9-MOS ENDING 12/31/25  
PROPOSED 6-MO BUDGET FOR FY ENDING 9/30/26

ACCOUNT#	ACCOUNT DESCRIPTION	AMENDED BUDGET FOR YEAR ENDING 3/31/26	BUDGET FOR YEAR ENDING 3/31/2027	PROPOSED BUDGET FOR 6-MO ENDING 9/30/2026	NOTES
REVENUES					
233-000-400-000	FEES - EXCLUDING OPER LABOR				
233-000-626-005	MARION SEWER (BILLING ONLY)	29,500	28,000	14,000	
233-000-626-008	LAKE EDGEWOOD WATER (BILLING ONLY)	4,092	4,150	2,075	
233-000-626-002	HOWELL TOWNSHIP BILLING-				
	SUBTOTAL - FEES EXCLUDING OPER LABOR	33,592	32,150	16,075	
233-000-626-010	FEES - INCLUDING OPER LABOR				
233-000-626-012	OAK POINTE WATER	278,941	290,541	151,163	
233-000-626-011	OAK POINTE SEWER	347,930	360,617	187,622	
233-000-626-013	MHOG WATER	1,594,588	1,705,844	887,520	
233-000-626-014	LAKE EDGEWOOD SEWER	130,893	126,373	65,750	
233-000-626-015	GENOA/OCEOLA SEWER	1,005,754	1,077,127	560,410	
233-000-626-007	HOWELL TOWNSHIP	371,051	376,364	195,816	
	SUBTOTAL - FEES INCLUDING OPER LABOR	3,729,157	3,936,867	2,048,280	
233-000-626-016	VACTOR TRUCK				
233-000-626-017	OAK POINTE WATER	4,000	-	-	
233-000-626-018	OAK POINTE SEWER	21,658	-	-	
233-000-626-019	MHOG WATER	20,000	-	-	
233-000-626-020	LAKE EDGEWOOD SEWER	12,000	-	-	
233-000-626-021	GENOA/OCEOLA SEWER	58,000	-	-	
233-000-626-022	HOWELL TOWNSHIP	18,500	-	-	
	SUBTOTAL - VACTOR TRUCK REVENUE	134,158	-	-	
233-000-672-001	OTHER INCOME				
233-000-672-001	MISCELLANEOUS	7,335	9,000	4,500	
233-000-628-003	CONSTRUCTION FEES	10,000	15,000	7,500	
233-000-665-001	INTEREST INCOME	14,000	12,000	6,000	
	HUMAN RESOURCES REIMBURSEMENT			34,000	
	SUBTOTAL - OTHER INCOME	31,335	24,000	52,000	
	TOTAL REVENUE	3,928,242	3,993,017	2,116,355	
EXPENDITURES					
233-600-801-071	ACCOUNTING				
233-600-801-072	AUDIT SERVICES	4,000	4,500	4,500	Still have to complete Audit from Previous Year
233-600-801-073	ACCOUNTING OVERSIGHT SERVICES	8,500	8,500	4,500	Oversight of new accountant, audit prep
	CONTRACT ACCOUNTANT		53,000	34,000	\$11K set up fee and \$3,500 per month
	TOTAL ACCOUNTING EXPENSES	12,500	13,000	43,000	
233-601-860-001	AUTO/TRUCK EXPENSES				
233-601-862-001	FUEL	60,082	59,184	30,000	Half of typical year, we budgets \$3 per gallon, we pay \$0.7 per gal under list price
233-601-991-009	LOAN PAYBACK	100,000	-	0	Can We pay off with what we have and go to zero
233-601-932-001	ROUTINE MAINTENANCE	40,000	31,263	20,000	Wil need tires and breaks on several vehicles, usually in summer
233-601-936-001	DEDUCTIBLE/BODY DAMAGE REPAIR	2,486	2,500	1,000	500 per vehicle
233-601-936-002	AUTO INSURANCE	23,418	27,000	20,000	Two more vehicles, plow and new grinder van, \$800 per year
	TOTAL AUTO/TRUCK EXPENSES	225,986	119,946	71,000	
233-602-803-009	ADMINISTRATIVE EXPENSES				
233-602-801-004	RECEIPTING & IT SERVICES	34,000	85,000	42,500	IT is 40% time on MHOG item + 40% receipting person in treasurer's office
233-602-940-001	OFFICE RENT & SUPPLY	27,000	20,400	10,200	1,200 s.f. at \$17 per square foot
	HERBST BARN RENTAL	16,000	16,000	8,000	Same price per year for 10 year lease
	TOTAL ADMINISTRATIVE EXPENSES	77,000	121,400	60,700	
233-603-948-001	COMPUTER/SW EXPENSES				
233-603-948-002	COMPUTER HARDWARE EXPENSES	3,172	2,800	1,400	Potential for one new computer, replaced over 10 in FY 25 and 26
233-603-948-005	BSA Utility Billing Module	6,808	12,500	12,500	\$3,250 for implementation and \$9,000 Annual - May 2026
233-603-948-004	Web Site Maintenance	1,949	2,000	2,000	Hosting of MHOG.org annually
233-603-948-006	Other (Software Upgrades, etc)	5,531	1,500	1,500	Smaller programs such as adobe
	Security Cameras at Barns & internet	2,741	3,000	1,500	Annual comcast internet monthly bill
233-603-950-001	AIR CARDS/JETPACKS	7,389	8,250	4,125	Remote web access for Microsoft Cloud for remote check-ins
	Website Upgrades, ADA Compliance	0	10,000	5,000	Need to upgrade to ADA Readability by April 2027
	Quickbooks		13,200	6,600	New On - Line Quickbooks Accounting Software
	Teamviewer		4,100	4,100	Remote access to SCADA for Operators (usually June)
	E-mail Exchange Server		4,200	2,100	No longer email server based, cloud email
	TOTAL COMPUTER/SW EXPENSES	27,590	61,550	40,825	
233-604-910-001	PROFESSIONAL DEVELOPMENT				
233-604-910-002	EMPLOYEE TRAINING	6,500	7,500	3,750	Each employees training, license continuing ed, exam prep, etc.
233-604-910-003	ALL STAFF INTERNAL TRAINING	3,826	2,500	1,250	CPR& FIRST AID, CONFINED SPACE
	EMPLOYEE ENGAGEMENT		2,000	1,000	Promote employee engagement activities
	TOTAL PROFESSIONAL DEVELOPMENT	10,326	12,000	6,000	
233-606-959-001	CONTINGENCY	0	-	0	
233-608-709-001	EMPLOYER'S PAYROLL TAXES	159,834	170,719	85,359	
233-609-977-003	GIS & WORK ORDERS				
233-609-977-009	MAINTENANCE OF CENTRAL SQUARE	1,395	2,500	1,250	Assitance with problems, new work order set up, GIS integration
233-609-977-005	ANNUAL CENTRAL SQUARE DUES	12,728	13,000	13,000	Annual software licensing - Pay in July
233-609-977-006	ARC GIS ON-LINE LICENSES	11,240	12,000	12,000	Pay in June, annual GIS license fee
233-609-977-008	Near Map License	5,396	5,500	5,500	3x per year aerials for MISS DIG and GIS - Pay in Summer
233-609-977-007	ROUTINE GIS MAINTENANCE	25,850	25,000	12,500	Pay Giffles Webster contract employee to update GIS System
	TOTAL GIS	56,609	58,000	44,250	
233-612-840-005	INSURANCE				
233-612-840-006	BC/BS MICHIGAN	472,060	524,133	262,066	Estimated insurance rates based on current employees, no changes
233-612-840-007	EHIM	35,320	66,885	33,443	Estimate based on anticipated utilization
233-612-836-001	EHIM RESERVE	15,000	-	0	Fund based on non utilized EHIM Self Insurance
233-612-836-001	WELLNESS PROGRAM	3,750	7,865	3,933	
233-612-844-001	LIFE/DISABILITY	28,160	21,358	10,679	
233-612-844-002	WORKERS COMPENSATION	39,140	40,979	20,489	
233-612-936-003	PROPERTY/LIABILITY INSURANCE	22,225	24,224	12,112	
233-612-844-003	DENTAL INSURANCE	35,608	38,249	19,124	
	TOTAL INSURANCE	651,263	723,691	361,846	
233-613-804-001	LEGAL FEES	35,000	5,000	5,000	



MHOG UTILITY DEPARTMENT FUND #233  
BUDGET TO ACTUAL REPORT FOR YEAR ENDING 3/31/26 COMPARED TO  
ACTUAL REVENUES AND EXPENSES FOR 9-MOS ENDING 12/31/25  
PROPOSED 6-MO BUDGET FOR FY ENDING 9/30/26

ACCOUNT#	ACCOUNT DESCRIPTION	AMENDED BUDGET FOR YEAR ENDING 3/31/26	BUDGET FOR YEAR ENDING 3/31/2027	PROPOSED BUDGET FOR 6-MO ENDING 9/30/2026	NOTES
233-615-742-001	CREDIT CARD FEES	6,130	-	0	
233-616-742-001	EMPLOYEE RECRUITING				
233-616-742-003	ADVERTISING	1,200	2,500	1,250	Only if have to hire employee, do have a base membership on hire mojo
233-616-742-004	BACKGROUND CHECK	0	500	250	
233-616-742-005	PRE-EMPLOYMENT PHYSICALS/DRUG SCREEN	45	1,000	500	
233-616-742-006	CDL PHYSICALS AND DRUG TESTING	1,340	1,000	500	
	TOTAL EMPLOYEE RECRUITING	2,585	5,000	2,500	
233-617-751-008	OFFICE EXPENSES				
233-617-934-001	FURNITURE/CAPITAL	0	-	0	
233-617-750-099	SUPPLIES	9,956	10,000	5,000	Paper, chairs, print services for bills, etc. Mailing of bills, postage rates
233-617-851-001	POSTAGE & SHIPPING	10,845	12,000	6,000	
	TOTAL OFFICE	20,801	22,000	11,000	
233-618-965-001	OTHER EXPENSES	0	-	0	
233-630-702-001	SALARIES				
233-627-715-001	RETIREMENT	212,500	225,929	112,964	3% Cost of Living Adjustment, Review and Merit Increase for October
233-630-702-002	STRAIGHT TIME	1,850,000	1,981,555	990,778	
233-630-702-007	OVERTIME	150,821	193,741	96,871	
233-630-702-011	CONTRACT ENGINEER	66,575	68,000	34,000	
	COMPENSATION CALCULATION	5,000	10,000	10,000	Contract with Rahmberg, Stover & Associates, complete in first 6 - mo Cost for contracted monthly payroll service
	Paychex Payroll Service		12,500	6,250	
	TOTAL SALARIES	2,284,896	2,491,725	1,250,863	
233-640-753-001	SUPPLIES & TOOLS	7,500	10,000	5,000	Meter reading equipment and all system tools such as valve wrench's, keys, etc.
233-651-853-001	TELEPHONE				
233-651-853-003	ANSWERING SERVICE	3,700	4,000	2,000	Pay by cost per call, as customer's increase, call volume increases plus increases Cost to all staff to carry cell phone for on call and communication
233-651-853-004	CELL PHONE ALLOWANCE	25,600	26,010	13,050	
233-651-853-005	CELL PHONES	445	500	225	Spare phone we have in case on call operator loses / damages phone 1-800 number for customers
233-651-853-007	CUSTOMER LINE	603	650	325	
	TOTAL TELEPHONE	30,348	31,160	15,600	
233-699-995-861	TRANSFERS TO EQUIPMENT RESERVES	80,000	125,000	97,500	With 30 vehicles, need to budget to replace avg. of 3 per year at \$65K per
233-699-995-862	TRANSFERS TO PERSONNEL RESERVES	1,000	1,000	5,000	Need to increase personnel reserves
233-705-767-001	UNIFORMS & PROTECTIVE CLOTHING				
233-705-767-002	UNIFORMS/Pants/Boots/Safety Clothing	18,000	21,825	10,913	All safety and uniforms for staff
	TOTAL UNIFORMS & PROTECTIVE CLOTH.	18,000	21,825	10,913	
233-706-767-006	VECTOR TRUCK				Vector No Longer in DPW
233-706-932-050	VT - FUEL	2,300			
233-706-932-051	VT - EQUIPMENT/TOOLS	1,800			
233-706-932-052	VT - ANNUAL TRANS TO RESERVES	100,000			
233-706-934-040	VT - REPAIRS	30,058			
	TOTAL VECTOR TRUCK	134,158			
	TOTAL EXPENDITURES	3,841,526	3,993,017	2,116,355	If had full year, budget would increase 3.94%
	CHANGE IN FUND BALANCE	86,716	0	0	
	BEGINNING FUND BALANCE	75,000.00	75,000.00	75,000.00	
	LOAN REPAYMENT - ADDITIONAL	0.00	0.00	0.00	
	REFUNDS TO W/S DISTRICTS	-86,716.00	0.00	0.00	
	ENDING FUND BALANCE	75,000.00	75,000.00	75,000.00	
		3/31/2026	3/31/2027	9/30/2026	



**Exhibit 7**  
**MHOG FY2026 System Labor Equipment Percentage Calculation**

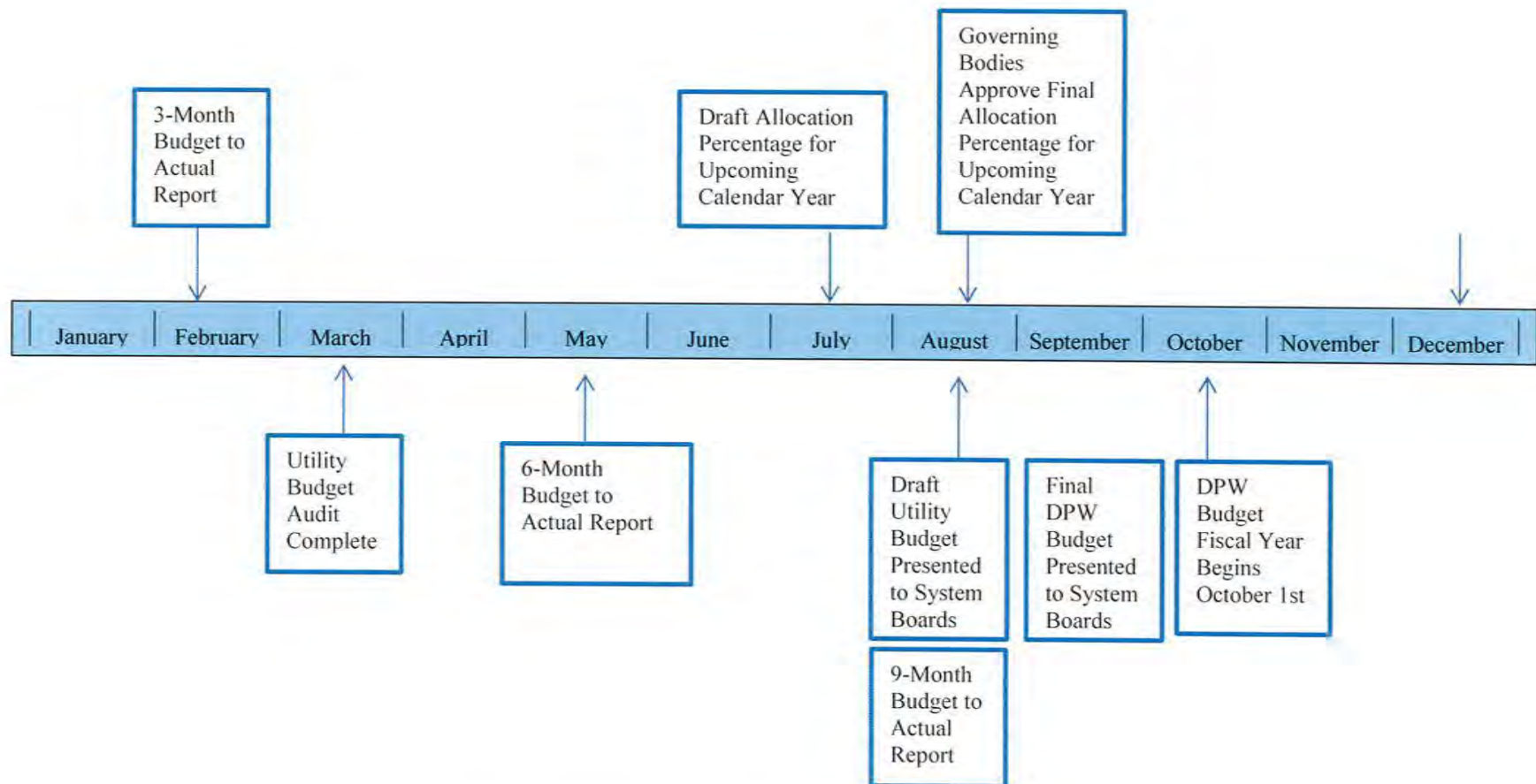
System	Billed Connections	%	Miles of Pipe	%	Avg. Daily Flow (2024)	%	Storage / Pump Station with Daily Checks	%	Full Time Staff Equivalents to Operate	%	Annual Budget	%	Grinder Pumps or Hydrants	%	Total Avg.
MHOG	6,406	42.42%	156.42	45.83%	1,893,000	48.45%	8	32.00%	8.5	31.48%	\$3,537,639	33.63%	1,757	69.47%	43.33%
Genoa-Oceola	4,887	32.36%	94.29	27.63%	1,385,564	35.47%	8	32.00%	8.5	31.48%	\$2,980,177	28.33%	108	4.27%	27.36%
Oak Pointe Sewer	1,349	8.93%	31.73	9.30%	0	0.00%	2	8.00%	2.5	9.26%	\$1,214,285	11.54%	432	17.08%	9.16%
Oak Pointe Water	934	6.19%	15.46	4.53%	276,030	7.07%	3	12.00%	3	11.11%	\$533,250	5.07%	144	5.69%	7.38%
Lake Edgewood	515	3.41%	12.75	3.74%	0	0.00%	1	4.00%	1	3.70%	\$435,125	4.14%	88	3.48%	3.21%
Howell Township	1,009	6.68%	30.64	8.98%	352,144	9.01%	3	12.00%	3.5	12.96%	\$1,817,500	17.28%	0	0.00%	9.56%
<b>Total</b>	<b>15,100</b>	<b>100.00%</b>	<b>341</b>	<b>100.00%</b>	<b>3,906,738</b>	<b>100.00%</b>	<b>25</b>	<b>100.00%</b>	<b>27.0</b>	<b>100.00%</b>	<b>10,517,976</b>	<b>100.00%</b>	<b>2,529</b>	<b>100.00%</b>	<b>100.00%</b>

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System	Existing Allocation %	Proposed Percentage	Difference
MHOG	42.76%	43.33%	0.57%
Genoa-Oceola	26.97%	27.36%	0.39%
Oak Pointe Sewer	9.33%	9.16%	-0.17%
Oak Pointe Water	7.48%	7.38%	-0.10%
Lake Edgewood	3.51%	3.21%	-0.30%
Howell Township	9.95%	9.56%	-0.39%

## Exhibit 8

### Annual Budget Timeline Requirements



Note: Budget Timeline Begins for FY 2027. FY 2026 will be a 6-month budget from April 1, 2026 – September 30 2026, due to transition from fiscal year ending March 31<sup>st</sup>



# MEMO

**TO:** Township Board for Genoa Charter Township

**FROM:** Greg Tatara, Utility Director

**DATE:** February 11, 2026

**RE:** Asset Transfer Agreement

.....

As part of transfer of Utility Operations from the Genoa Charter Township to the MHOG Sewer and Water Authority, a necessary legal step we have to take is to transfer equipment and assets from Genoa Township to MHOG for the purpose of ownership, insurance, repair, and future replacement. The attached agreement and Bill of Sale will transfer these assets from Genoa Township to MHOG. This will allow MHOG to transfer the titles of the vehicles to MHOG, and also register the vehicles with the State of Michigan under MHOG. In addition, once titled, we will be able to transfer the automobile insurance to MHOG as well. We also included smaller, non-titled equipment such as computers, printer, and software licenses to provide further formal definition of ownership in the future. We ask that the Genoa Township Board approve this asset transfer agreement. This agreement will also be before the MHOG Board at their February 18, 2026 meeting.



## ASSET TRANSFER AGREEMENT

**Genoa:** Genoa Charter Township  
2911 Dorr Road  
Brighton, MI 48116

**MHOG:** MHOG Sewer and Water Authority  
1577 N. Latson Road  
Howell, MI 48843

**Date:** \_\_\_\_\_, \_\_\_\_\_, 202\_\_

**Personal Property:** As described in Bill of Sale

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This Asset Transfer Agreement (“Agreement”) is made on \_\_\_\_\_, 202\_\_ between the MHOG Sewer and Water Authority (“MHOG”) and Genoa Charter Township (“Genoa”) (collectively referred to as the “Parties”).

### RECITALS

A. The Townships of Marion, Howell, Oceola, and Genoa have organized MHOG pursuant to the provisions of Act 233, Michigan Public Acts of 1955, as amended for the purpose of acquiring, owning, managing, and operating a water production and distribution system.

B. Genoa has traditionally operated a Utility Department with a separate DPW Fund that provides utility services, staff, vehicles, supplies and materials needed to certain sanitary sewer and water systems pursuant to a 2022 Amended and Restated Utility Services Agreement (“2022 Agreement”).

C. To that note above, Genoa’s operations of a Utility Department involved using various equipment that was paid for such sanitary sewer and water systems.

D. A Memorandum of Understanding made on October 21, 2025 (“MOU”) and attached as **Exhibit A** outlines for organizational efficiencies, among other reasons, that Genoa desires to transfer its utility operations as noted under the 2022 Agreement to MHOG.

E. Accordingly, MHOG and Genoa entered the MHOG Utility Services Agreement (“Utility Services Agreement”) to effectuate the intent of the MOU attached as **Exhibit B**. To accomplish the goals of the MOU and operate under the Utility Services Agreement, Genoa will transfer certain assets to MHOG.

NOW THEREFORE, upon the mutual promises within this Agreement and the mutual consideration of MHOG receiving the Personal Property and Genoa being relieved of obligations to provide utility operations, the Parties hereby agree to the following:

1. Transfer of Assets.

- A. Purpose. The purpose of the below is memorialize transfer of the Personal Property from Genoa to MHOG with the understanding that all property that was transferred is to be solely owned by MHOG for purposes outlined in the Utility Services Agreement.
- B. Personal Property. All Personal Property, that was utilized by Genoa to provide utility operations services as outlined in the Bill of Sale attached as **Exhibit C**, are memorialized as officially transferred from the Genoa to MHOG.
- C. Interim Use of Services and Assets Not to Be Transferred. Genoa and MHOG agree that for an interim transition period to not exceed one year without a subsequent written extension that MHOG will continue to utilize: (1) space at current offices at Genoa; (2) current IT services at Genoa; and (3) Genoa for preparation of bill receipting. The use of such services shall be paid for by MHOG to Genoa at current costs (if any).

D. AS IS, WHERE IS” Condition of Personal Property.

i. MHOG ACKNOWLEDGES AND AGREES THAT IT IS ACCEPTING THE PERSONAL PROPERTY “AS-IS” “WHERE-IS” AND “WITH ALL FAULTS” WITHOUT ANY WARRANTIES, REPRESENTATIONS OR GUARANTEES, EITHER EXPRESS OR IMPLIED, OF ANY KIND, NATURE, OR TYPE WHATSOEVER FROM, OR ON BEHALF OF GENOA. WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, MHOG ACKNOWLEDGES AND AGREES THAT GENOA HEREBY EXPRESSLY DISCLAIMS ANY AND ALL IMPLIED WARRANTIES CONCERNING THE PERSONAL PROPERTY AND ANY PORTIONS THEREOF, INCLUDING, BUT NOT LIMITED TO IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

ii. MHOG ACKNOWLEDGES AND AGREES THAT IT HAS NOT RELIED, AND WILL NOT RELY, UPON ANY REPRESENTATIONS OR WARRANTIES (ORAL OR WRITTEN) MADE BY OR PURPORTEDLY MADE ON BEHALF OF GENOA WITH RESPECT TO THE PHYSICAL CONDITION OF THE PERSONAL PROPERTY, UNLESS SUCH REPRESENTATIONS AND WARRANTIES ARE EXPRESSLY SET FORTH IN THIS AGREEMENT.

iii. MHOG AGREES THAT NO REPRESENTATION BY OR ON BEHALF OF GENOA HAS BEEN MADE TO MHOG AS TO THE PHYSICAL CONDITION OF THE PERSONAL PROPERTY, THE APPLICABILITY OF OR COMPLIANCE WITH ANY GOVERNMENTAL REQUIREMENTS OR THE SUITABILITY OF THE PERSONAL PROPERTY FOR ANY PURPOSE WHATSOEVER.

iv. MHOG is relying strictly upon MHOG's due diligence, investigations and inquiries to make the decision to formalize accepting the Personal Property and to close. Upon execution, MHOG will be deemed to have been fully satisfied with the results of its inspections and investigations regarding the Personal Property.

- D. No Additional Consideration. Genoa agrees that it is entitled to no additional consideration or assets of MHOG other than as set forth in this Agreement.
- E. Possession and Authorization to Title. If not already possessed, MHOG shall receive immediate title to the Personal Property upon execution of this Agreement, and is entitled to retain possession and title so long as there is no default by MHOG in carrying out the terms and conditions of this Agreement. For any vehicles requiring transfer of title from Genoa to MHOG, this Agreement shall be deemed a sufficient transfer to authorize such transfer and Genoa shall assist MHOG with any required forms or documents required by the Michigan Secretary of State or other applicable governmental entity to appropriately transfer title of such vehicles. Should any asset being transferred from Genoa to MHOG to accomplish the goals of the MOU, Utility Services Agreement, operations transfer require some requisite license, permit, or other governmental authority (or if a governmental authorization or permit itself is being transferred), Genoa shall assist MHOG to obtain all necessary authorizations and shall assist MHOG if another governmental unit needs to cooperate assist with obtaining authorizations.
- F. Service of Notices. Any and all notices are sufficient when served by personal service or by first-class mail, addressed to the party at the addresses listed above.
- G. Waiver. The waiver by either party of a breach or violation of any provision of the Agreement shall not operate as, or be construed to be, a waiver of any subsequent breach of the same or other provision hereof.
- H. Authority and Binding Effect. The Parties represent that designated representatives of the Parties have full authority on behalf of each respective entity and their governing bodies to enter into this Agreement and all referenced documents. The covenants and agreements of this Agreement shall bind the heirs, assigns, and successors of the respective Parties.
- I. Entire Agreement. This Agreement supersedes all previous or contemporaneous communications and contracts, and constitutes the entire agreement between the Parties. Neither party shall be entitled to benefits other than those specified herein. No oral statements or prior or contemporaneous written material not specifically incorporated herein shall be of any force and effect, and both Parties specifically acknowledge, in entering into and executing the Agreement, that they rely solely upon the representations and agreements contained in the Agreement and no others.
- J. Governing Law and Severability. The Agreement shall be governed by and interpreted in accordance with the laws of Michigan. If any provision of the Agreement conflicts with any statute or rule of any law in Michigan or is otherwise unenforceable for any reason, then that provision shall be deemed severable from or enforceable to the maximum extent permitted by law, as the case may be, and that provision shall not invalidate any other provision of the Agreement. Venue for any action brought under the Agreement shall lie Livingston County, Michigan.



K. Supplementation of **Exhibit C** and Amendment. If the Parties recognize that they have not transferred a necessary asset after entering into this Agreement, they may attach a new **Exhibit C** reflecting adding additional assets transferred to MHOG as long as the new **Exhibit C** is signed by both parties. Any new **Exhibit C** under this provision shall be incorporated into the Agreement. Otherwise, any other amendments to this Agreement may be made if in writing and signed by both Parties.

The Parties acknowledge receipt of copies of this Agreement and its attachments, agree to its correctness, and authorize and ratify the disbursement and receipt of the Personal Property set forth herein. This Agreement may be executed in counterparts and each such counterpart shall be considered a valid original.

**MHOG**

\_\_\_\_\_  
By:  
Its: Chair

And: \_\_\_\_\_

By:  
Its: Secretary

Dated: \_\_\_\_\_, 202\_\_

**GENOA**

\_\_\_\_\_  
By:  
Its: Supervisor

And: \_\_\_\_\_

By:  
Its: Clerk

Dated: \_\_\_\_\_, 202\_\_

**EXHIBIT A**

*MOU*

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is made as of October 21, 2025 by the Marion, Howell, Oceola, and Genoa Sewer and Water Authority ("MHOG"), whose principal office is located at 1577 N. Latson Road, Howell, Michigan 48843, the Genoa-Oceola Sewer and Water Authority whose principal office is located at 2911 Dorr Road, Brighton, MI 48116 ("G-O"), Howell Township ("Howell"), whose principal office is located at 3525 Byron Road, Howell, MI 48855, and Genoa Charter Township ("Genoa"), whose principal office is located at 2911 Dorr Road, Brighton, Michigan 48116, collectively known as "the parties" or in the singular "the party".

### RECITALS

**WHEREAS**, the Townships of Marion, Howell, Oceola, and Genoa have organized MHOG pursuant to the provisions of Act 233, Michigan Public Acts of 1955, as amended for the purpose of acquiring, owning, managing, and operating a water production and distribution system; and

**WHEREAS**, the Townships of Genoa and Oceola have organized the G-O pursuant to the provisions of Act 233, Michigan Public Acts of 1955, as amended for the purpose of acquiring, owning, managing, and operating a sanitary sewer collection and treatment system; and

**WHEREAS**, Genoa owns and operates (i) the Oak Pointe Sanitary Sewer System, (ii) the Oak Pointe Water Supply System, and (iii) the Lake Edgewood Sanitary Sewer System; and

**WHEREAS**, Howell owns and operates the Howell Township Sanitary Sewer System; and

**WHEREAS**, (i) Genoa's Oak Pointe Sanitary Sewer System, (ii) Genoa's Oak Pointe Water Supply System, (iii) Genoa's Lake Edgewood Sanitary Sewer System, (iv) the water production and distribution system operated by MHOG, (v) the sanitary sewer collection and treatment system operated by G-O, and (vi) the Howell Township Sanitary Sewer System shall, for the purpose of this MOU, collectively be referred to as the "Systems"; and

**WHEREAS**, Genoa operates a Utility Department ("Utility Department") with a separate DPW Fund that provides utility services, staff ("Utilities Staff"), vehicles, supplies and materials needed to operate the Systems; and

**WHEREAS**, Genoa, MHOG, G-O, and Howell have concluded that the operation of the Systems is needed to promote and improve the health and welfare of the residents of the users of such Systems; and

**WHEREAS**, Genoa, MHOG, G-O, and Howell have concluded that combined operational services which share administrative, billing, operational staff and equipment across the six systems will result in improved operation, efficiency, and cost savings for the residents served by the Systems; and

**WHEREAS**, Genoa, MHOG, G-O, and Howell entered into an Amended and Restated Utility Services Agreement on May 18, 2022, (the "Agreement"); and



**WHEREAS**, the term of the Agreement ends on March 31, 2026; and

**WHEREAS**, the term of the Agreement will automatically renew for successive five (5) year terms each, unless written notice of termination is provided by a party to the Agreement to the other parties not more than 180 days and not less than 90 days prior to the end of the then current term; and

**WHEREAS**, Genoa is currently designated to operate the Systems in accordance with the Agreement; and

**WHEREAS**, the parties desire to transfer operations currently held by Genoa to MHOG and consequently form a subsequent contract regarding same;

**WHEREAS**, the parties recognize that transferring operations to MHOG will require coordination of staff transitions, asset transfers, and operational continuity planning; and

**WHEREAS**, the parties desire to ensure continued high-quality utility services to all customers during any transition period;

**NOW, THEREFORE**, the parties hereto execute this Memorandum of Understanding with the following terms and conditions:

1. Genoa, MHOG, G-O, and Howell wish to terminate the Agreement with the understanding that parties will coordinate to transfer operations of the Systems to MHOG.
2. The parties hereby acknowledge their mutual intent and agreement to collaborate in good faith toward negotiating and executing a separate, future agreement governing the operation of the Systems by MHOG ("MHOG Operations Agreement").
3. This MOU constitutes written notice of termination of the Agreement to all parties not more than 180 days and not less than 90 days prior to the end of the current term. Subject to Section 9 below, the current Agreement shall terminate for all parties on March 31, 2026, or upon execution of the MHOG Operations Agreement, whichever is earlier.
4. The parties agree to assist MHOG, to the extent legally permissible, in diligently engaging in the drafting, reviewing, and execution processes of entering the MHOG Operations Agreement or other related contracts, agreements, or memoranda of understanding.
5. Upon reasonable written request, each party agrees to provide information reasonably necessary for preparation of the MHOG Operations Agreement and transfer of Utilities Staff or other assets to MHOG utilized to operate the Systems, within 15 days of such request, unless a different timeframe is mutually agreed upon.
6. The parties agree to diligently work toward having an approved draft MHOG Operations Agreement no later than February 1, 2026, with execution occurring by March 1, 2026, to allow adequate time for operational transition.
7. Upon execution of the MHOG Operations Agreement, the Utility Department shall be known as

the "MHOG Utility Department."

8. During the term of this Memorandum of Understanding, the Utilities Staff shall continue to operate under the terms of the existing Agreement but shall coordinate closely with the MHOG governing board regarding transition planning and shall provide the MHOG governing board with regular updates on System operations. The Utilities Staff shall remain employees of Genoa until the effective date of the MHOG Operations Agreement or other employment transition agreement.
9. If the MHOG Operations Agreement has not been executed by all parties by March 31, 2026, the parties agree that the Agreement shall automatically continue on a month-to-month basis under the same terms and conditions set forth in the Agreement, including but not limited to the cost allocation percentages set forth in Exhibit 7 of the Agreement. During any month-to-month continuation period:
  - a. This Memorandum of Understanding shall remain in effect;
  - b. The parties shall continue to negotiate in good faith toward execution of the MHOG Operations Agreement;
  - c. The Utilities Staff shall continue to operate under Section 8 of this MOU; and
  - d. All other terms of this MOU shall continue to apply.
10. Until the effective date of the MHOG Operations Agreement, costs shall continue to be allocated among the Systems in accordance with the existing Agreement and Exhibit 7 allocation percentages.
11. This MOU may only be amended by written agreement signed by authorized representatives of all parties.
12. Each party represents and warrants that the individual executing this MOU on its behalf has full authority to bind such party to the terms hereof, and that all necessary approvals, resolutions, or authorizations required by such party's governing documents have been obtained.

*(Signature page follows)*

IN WITNESS WHEREOF, this MOU has been executed by duly authorized representatives of the parties as of the effective date.

Agreed hereto:

MARION, HOWELL, OCEOLA, AND GENOA  
SEWER AND WATER AUTHORITY

Date: October 15, 2025

Mike Coddington  
By: Mike Coddington  
Its: Chairperson

GENOA-OCEOLA SEWER AND WATER  
AUTHORITY

Date: October 15, 2025

Sean P. Dunleavy  
By: Sean P. Dunleavy  
Its: Chairperson

GENOA CHARTER TOWNSHIP

Date: October 23, 2025

Tim Zlot  
By: Tim Zlot  
Its: Supervisor

HOWELL TOWNSHIP

Date: October 15, 2025

Mike Coddington  
By: Mike Coddington  
Its: Supervisor



**EXHIBIT B**

*Utility Services Agreement*

**EXHIBIT C**

**BILL OF SALE**

FOR GOOD AND VALUABLE CONSIDERATION, including the undertaking by the MHOG Sewer and Water Authority, 2911 Dorr Road, Brighton, MI 48116 ("MHOG") to take over utility operations from Genoa Charter Township, Genoa Charter Township of 1577 N. Latson Road, Howell, MI 48843 ("Genoa") agrees to transfer the following personal property to MHOG noted in **Attachment 1**.

The undersigned have executed this instrument as of \_\_\_\_\_, 202\_\_

**MHOG**

\_\_\_\_\_  
By:  
Its: Chair

And: \_\_\_\_\_  
By:  
Its: Secretary

Dated: \_\_\_\_\_, 202\_\_

**GENOA**

\_\_\_\_\_  
By:  
Its: Supervisor

And: \_\_\_\_\_  
By:  
Its: Clerk

Dated: \_\_\_\_\_, 202\_\_

### **Attachment 1: Personal Property Transferred to MHOG**

The following assets, vehicles, and other Personal Property are memorialized as having been conveyed by execution of the Bill of Sale, including those more specifically described and listed below. All dollar or “book values” of the items listed below, if listed, do not reflect amounts that MHOG owes Genoa and generally are provided for informational purposes. Moreover, any attached documents to this Bill of Sale with duplicative listings shall be interpreted as memorializing the transfer of single, individual, items (and not multiple items).



<b><u>MHOG Asset List</u></b>	<b>Model</b>
Plotter	KIP860
Copier	TOSHIBA e-STUDIO3525AC
Utility Director computer	Dell Computer
Utility Director monitor	Dell
Utility Director battery backup	APC Back-UPS Pro 1500VA
Engineering Consultant computer	Dell Computer
Engineering Consultant monitor	Dell
Engineering Consultant battery backup	APC Back-UPS Pro 1500VA
Administrative Assistant computer	Dell Computer
Administrative Assistant monitor	Dell
Administrative Assistant battery backup	APC Back-UPS Pro 1500VA
Billing Specialist computer	Dell Computer
Billing Specialist monitor	Dell
Billing Specialist battery backup	APC Back-UPS Pro 1500VA
Utility Administrator computer	Dell Computer
Utility Administrator monitor	Dell
Utility Administrator battery backup	APC Back-UPS Pro 1500VA
Utility Administrator computer	Dell Computer
Utility Administrator monitor	Dell
Utility Administrator battery backup	APC Back-UPS Pro 1500VA
Utility Director laptop	Lenovo
HR laptop	Lenovo
Utility worker jetpacks	Verizon - 13 devices
tablets	
projector	
Goto phones at Plants	
Office 365 email addresses	
Teamviewer	
Nearmap	
ArcGIS and Lucity	
Herbst house cameras and internet	
MHOG domains	
MHOG twitter	
MHOG website	

Utility Department  
January 2026 Truck Trailer Inventory

<u>MHOG</u> <u>TRUCK</u> <u>ID#</u>	<u>DIVISION</u>	<u>PRIMARY DRIVER</u>	<u>MAKE/MODEL</u>	<u>PLATE #</u>	<u>VIN #</u>	<u>TITLE</u> <u>VERIFIED</u> <u>1-28-26</u>	<u>Year</u>
#01	Water	Alex Chimpouras	Silverado 1500 Crew Cab	140 X 087	1GCUYED3NZ206606	<input checked="" type="checkbox"/>	2022
#02	Wastewater	GO Plow Truck	Silverado 2500 Crew Cab	140 X 088	1GC3YLE7XRF165139	<input checked="" type="checkbox"/>	2024
#03	Water	Will Lovell	Ford F-250	140 X 089	1FDBF2B69NEF37489	<input checked="" type="checkbox"/>	2022
#04	Water	Aaron Korpela	F-350 SuperCab	140 X 090	1FT8X3BAXREF44009	<input checked="" type="checkbox"/>	2024
#05	Wastewater	WWTP	Dodge Ram 1500 4x4	140 X 091	3C6JR7AG7KG571084	<input checked="" type="checkbox"/>	2019
#06	Wastewater	Jake Mitchell	Ford F-250	140 X 092	1FDBF2BA3REE09646	<input checked="" type="checkbox"/>	2024
#07	Water	Water Seasonal	Dodge Ram 2500 4x4	140 X 093	3C7WR5AJ9JG101624	<input checked="" type="checkbox"/>	2018
#08	Wastewater	WWTP	Dodge Ram 1500 4x4	140 X 094	3C6JR7AG7KG571085	<input checked="" type="checkbox"/>	2019
#09	Water	MISS DIG - Kevin Richards	Ford F-150	140 X 095	1FTFX1E82PKD11518	<input checked="" type="checkbox"/>	2023
#10	Wastewater	Brian Czaprenski	RAM 2500	140 X 096	3C7WR5AJ8JG314466	<input checked="" type="checkbox"/>	2018
#11	Water	Dave Estrada	Silverado 2500	140 X 097	1GB0YLE73RF173557	<input checked="" type="checkbox"/>	2024
#12	Wastewater	DJ Brigham	FORD 250	140 X 098	1FTBF2B60KEF61552	<input checked="" type="checkbox"/>	2019
#13							
#14	Water	Water	RAM 3500	140 X 099	3C63R3AJ0JG339292	<input checked="" type="checkbox"/>	2018
#15	Water	Mark Ignatowski	Dodge 3500 Crane Truck	140 X 100	3C7WRTAJXLG256111	<input checked="" type="checkbox"/>	2020
#16	Wastewater	Wyatt Daniel	F-250	140 X 101	1FDBF2BA3REE09923	<input checked="" type="checkbox"/>	2024
#17	Water	WTP	Ford -150 Super Crew Cab	140 X 102	1FTEW1EB5NFA46254	<input checked="" type="checkbox"/>	2022
#18	Wastewater	Grinder Van	Ford E350	140 X 103	1FTSE3EL0DD834505	<input checked="" type="checkbox"/>	2013
#19	Genoa	Adam/Sharon	Dodge Ram 1500 4x4	100 X 762	3C6JR7AG8KG569800	<input checked="" type="checkbox"/>	2019
#20	Water	Rounds - Dave Szuran	GMC Sierra 1500	140 X 105	3GTN9AED0NG212686	<input checked="" type="checkbox"/>	2022
#21	Wastewater	Wastewater	Freightliner Vactor 2100	140 X 106	1FVAG3CY2HHHV5495	<input checked="" type="checkbox"/>	2017
#22	Wastewater	Collections	F-750 Crane Truck	140 X 107	3FRXF7FL1FV657237	<input checked="" type="checkbox"/>	2015
#23	Support Svcs.	Greg Tatara	Dodge 2500 Quad Cab	140 X 108	3C6UR5CJ0KG632656	<input checked="" type="checkbox"/>	2019
#24	Wastewater	Scott	Dodge Ram 2500	140 X 109	3C7WR5AJ5LG111411	<input checked="" type="checkbox"/>	2020
#25	Wastewater	Summer Intern	Dodge Ram 1500	140 X 110	3C6JR6DG1LG241626	<input checked="" type="checkbox"/>	2020
#26	Wastewater	Howell Plant	F-250 Plow	140 X 111	1FT7X2B68NED23472	<input checked="" type="checkbox"/>	2022
#27	Wastewater	Jim Aulette	Silverado 1500 Crew Cab	140 X 112	1GCUYEED1NZ232872	<input checked="" type="checkbox"/>	2022
#28	Wastewater	Briton Ott	Silverado 2500 HD	140 X 113	1GC3YNE72NF123585	<input checked="" type="checkbox"/>	2022
#29	Water/Wastewater	Dump Truck	Ford F-350	140 X 114	1FDRF3H6XNEE51796	<input checked="" type="checkbox"/>	2022
#30	Wastewater	Plow Truck	Ford F250	139 X 799	1FTBF2BA1TED09881	<input checked="" type="checkbox"/>	2026
#31	Wastewater	Grinder Van II	GMC Savana 3500 Cargo Van	TBD	1GTZ7HF74S1264471	<input checked="" type="checkbox"/>	2025
na	Wastewater	Collections	Big Tex 2019	E056524	16VEX2024K2087797	<input checked="" type="checkbox"/>	2019



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

## MEMORANDUM

**TO:** Honorable Board of Trustees  
**FROM:** Kelly VanMarter, Township Manager  
**DATE:** February 11, 2026  
**RE:** Closed Session Minutes – Special Meeting

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Sealed envelopes containing individual copies of the draft closed session minutes will be available for Board member review and approval at Monday's meeting. Please note that if changes to the closed session minutes are requested which would disclose the contents of the minutes, a closed session will be required. The agenda includes action items for this if necessary.

Please let me know if you have any questions or comments.

Sincerely,



Township Manager

### SUPERVISOR

Kevin Spicher

### CLERK

Rick Soucy

### TREASURER

Robin L. Hunt

### TRUSTEES

Jodie Valenti

Bill Reiber

Candie Hovarter

Todd Walker

### MANAGER

Kelly VanMarter





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

## MEMORANDUM

**TO:** Honorable Board of Trustees  
**FROM:** Kelly VanMarter, Township Manager  
**DATE:** February 11, 2026  
**RE:** Second Call the Public Discussion

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As you know, a resident requested a second Call to the Public at the end of our last meeting. Given that this change would affect meeting structure, public participation procedures, and overall meeting length and management, I believe it warrants a formal discussion by the full Board before any adjustment is made. This would allow the Board to consider the purpose of the current format, potential benefits of an additional comment period, any legal or procedural considerations, and the overall impact on meeting efficiency and decorum.

I look forward to the Board's direction. Please let me know if you have any questions or comments.

Sincerely,



Township Manager

### **SUPERVISOR**

Kevin Spicher

### **CLERK**

Rick Soucy

### **TREASURER**

Robin L. Hunt

### **TRUSTEES**

Jodie Valenti

Bill Reiber

Candie Hovarter

Todd Walker

### **MANAGER**

Kelly VanMarter

# Board Correspondence

*Brighton Area  
Fire Authority*

# 2025 YEAR IN REVIEW







## Message from Chief Michael O'Brian

Every year, the Brighton Area Fire Authority receives more requests for service than the previous year. Our ability to match our resources to the community's needs remains crucial, and this success is attributed to the talented individuals who serve as our firefighters and EMTs. In 2025, our unwavering dedication to developing the best firefighters and EMTs has been instrumental in our success when someone calls 9-1-1. In 2025, the Brighton Area Fire Authority and its incorporating municipalities recommitted to the Fire Authority through the creation of our restated articles of incorporation. These updated documents serve as the foundation for the Authority and the services we provide.

Our long-term commitment to serving the public continued with the commencement of the reconstruction of our fire station located in the City of Brighton on Grand River Avenue. This project has been a significant milestone for the Authority since 1999, and its successful commencement demonstrates the continued support from the public, the Board, and our firefighters. This project will enable our firefighters to be adequately prepared to serve the community for years to come.

Construction has been a common theme in 2025 and its impact on our organization. Primarily, road construction projects have separated our district and significantly impacted our responders not only in the number of responses, but more importantly, in how we respond through the district. Construction in the community extended beyond roads, as with the rapid expansion of the Trinity Health Brighton campus. Our crews and inspectors have been working diligently in this facility and others. This expansion will have a substantial impact on the organization, greatly enhancing patient care during emergencies.

This report highlights the exceptional work accomplished by the most dedicated staff in the region. Our staff, including our firefighters, work tirelessly to be ready to respond to emergencies. This effort is evidenced by the addition of nine full-time firefighters and fourteen paid on-call firefighters. It requires collective support to ensure that these new staff members exceed the expectations of those who call 9-1-1.

It is truly my honor to present this report and provide a snapshot of the remarkable work our organization does to mitigate the impact of fire and emergency medical services on our communities.

Michael O'Brian, Fire Chief  
Brighton Area Fire Authority



# SENIOR OFFICERS



BRIAN SIRIANI  
DEPUTY CHIEF



RICHARD BOISVERT  
FIRE MARSHAL



ANNE CAMPBELL  
HR DIRECTOR



JAMES TESTER  
ASSISTANT CHIEF



GREGORY MOWBRAY  
CHIEF OF TRAINING

# BOARD MEMBERS



JAMES MUZZIN  
Chairman



MICHAEL CORRIGAN  
Citizen at Large



PATRICK MICHEL  
Brighton Township  
Supervisor



SHAWN PIPOLY  
Treasurer



JOSEPH RIKER  
Brighton Township  
Clerk



KEVIN SPICHER  
Genoa Township  
Supervisor



TODD WALKER  
Vice  
Chairperson



# EMERGENCY RESPONSE

**The Brighton Area Fire Authority** proudly provides emergency services to three municipalities covering a 74-square-mile area. A complement of **94 firefighters**, both part-time (paid-on-call) and full-time respond from five fire stations with 7 Engines, 1 Heavy Rescue truck, 1 Ladder truck, 3 Tanker (Tender) trucks, 2 Squads and 2 Brush trucks to protect the communities comprising the Authority.

The Authority staffs four stations (31, 33, 34, 35), and station 32 is staffed every Monday. The Authority is staffed 24 hours a day, 7 days a week. The additional hiring of nine FPS staff allowed the BAFA to staff Fire Station 35 in 2025. This additional staffing improves our response times to our communities and ensures a rapid initial response to all types of emergencies.

The Authority responded to a record 4643 calls for service in 2025, a 27% increase from 2024.

2025 was a challenging year for emergency response due to the I-96 construction project in Genoa Township and the I-96 and Grand River project in Brighton City and Brighton Township, which impaired our ability to access I-96 throughout Brighton and Genoa Township.

**Response data shows Fire Station 31 as being the busiest station, with 1476 calls occurring within its first due area. Our busiest month was December, with 450 incidents. The busiest time of day continues to be from mid-morning to late evening, which is why the Authority adds additional staffing during these times, paid-on-call personnel are typically unavailable due to their full-time jobs.**

BAFA STATION INCIDENT ACTIVITY - 2025 YTD					
Incident Type	31 - City	32 - Old 23	33 - Weber	34 - Dorr	35 - Chilson
1 - Fire	27	29	30	21	18
2 - Overpressure/Explosion	0	0	1	2	0
3 - EMS	962	386	618	587	515
4 - Hazardous Condition	61	34	51	34	34
5 - Service Call	134	58	91	63	60
6 - Good Intent	127	63	106	57	96
7 - Alarm Activation	161	40	36	66	69
8 - Severe Weather	4	1	0	1	0
9 - Other	0	0	0	0	0
Grand Total	1476	611	933	831	792

EMS events demanded the most significant response activity with 3,068 incidents, or 66% of all calls.

- BAFA transported 7 patients to area hospitals.
- BAFA personnel arrived on the scene of EMS calls prior to the EMS Ambulance 73% of the time.
- Included in the number of EMS runs, there were 436 motor vehicle accidents (MVA).
- There were 125 fires, of which 46 were structure fires.

14 fires located in structures were confined (cooking, trash, chimney), 28 fires were vehicles, and 19 fires were fields, grass, vegetation, or rubbish fires.





## 2025 Top Losses Due to Fire

Incident Number	Date	Community	Property loss	Content Loss	Total Loss
250000953	3/14/25	Brighton Township	\$250,000	\$20,000	\$270,000
250001061	3/24/25	Brighton Township	\$350,000	\$150,000	\$500,000
250001884	5/26/25	Brighton Township	\$500,000	\$350,000	\$850,000
250002915	8/16/25	Genoa Township	\$300,000	\$200,000	\$500,000
250003162	9/6/25	Brighton Township	\$500,000	\$375,000	\$875,000

Total loss by fires in 2025 had a property and contents value of \$55,568,601.00. The total loss of property was 5,433,212.00 for a 90.2% save percentage, which is up from 2024 by 6.4%. The fires that BAFA responded to resulted in 3 civilian injuries, and no fatalities were reported.

BAFA YEAR-TO-DATE INCIDENT TYPES 2025 YTD				
Incident Type	Dec-25	YTD	PYT	Change
1 - Fire	7	125	116	8%
2 - Overpressure/Explosion	0	3	4	-25%
3 - EMS	320	3068	2238	37%
4 - Hazardous Condition	23	214	180	19%
5 - Service Call	36	406	335	21%
6 - Good Intent	45	449	422	6%
7 - Alarm Activation	19	372	392	-5%
8 - Severe Weather	0	6	0	100%
9 - Other	0	0	1	-100%
Grand Total	450	4643	3688	26%



The Fire Authority provided mutual aid 123 times to neighboring fire departments and received mutual aid 36 times. The majority of mutual aid given and received is automatic aid that is built into the initial alarms dispatched to ensure an adequate response.







BAFA 2025 VEHICLE ACCIDENTS	
ACCIDENT TYPE	YTD
Motor Vehicle Accident with Injuries	216
Motor Vehicle/Pedestrian Accident (MV Ped)	3
Motor Vehicle Accident with no Injuries.	210
Extrication of Victim(s) from Vehicle	17
Watercraft Rescue	2
TOTAL	448



BAFA 2025 FRACTAL RESPONSE TIME OF PRIORITY INCIDENTS (FOR FIRST ARRIVING UNIT IN DISTRICT)		
Fractal time is the percentage of time response occurs less than the listed time. Example, for Fire calls the first arriving unit arrives in under 9:29, 90% of the time.		
Percentile	Fire	EMS
90%	0:09:29	0:10:01
80%	0:08:11	0:08:36
70%	0:07:34	0:07:46
60%	0:06:57	0:07:01
50%	0:06:22	0:06:20
40%	0:06:00	0:05:35
30%	0:05:17	0:04:57
20%	0:04:49	0:04:14
10%	0:03:43	0:03:20
0%	0:02:09	0:00:00





# EMS

In 2025, the Brighton Area Fire Authority (BAFA) continued to deliver dependable emergency medical services to our community through focused training, strong operational readiness, and thoughtful investments in lifesaving equipment. Our work remains grounded in service, professionalism, and continuous improvement.

## BLS Transport

BAFA continued to provide Basic Life Support (BLS) transport services throughout 2025. While BAFA is not the primary transport provider for Livingston County, our EMS squads responded as needed when Livingston County EMS required support or their resources were limited. This ensured timely patient care and safe transfer, reinforcing BAFAs commitment to community health and safety.

BAFA 2025 EMS INCIDENTS EXCLUDING MVA	
EMS INCIDENT TYPE	YTD
Medical Assist, Assist EMS Crew	146
EMS Call, Excluding Vehicle Accident	2498
Removal of Victim(s) from Stalled Elevator	2
Extrication of Victim(s) from Machinery	2
Ice Rescue	1
Electrocution	1
Trapped by Power Lines	1
TOTAL	2651

BAFA 2025 YTD EMS DATA	
EMS Data Collection	Percentage of BAFA EMS Incidents
Provide Care Prior to EMS Arrival	73%
BAFA Transports	5
EMS Delayed	9%
BAFA Drive Ambulance	3%
Assist EMS, Lift Assist	4%

## Community Presence and Support

BAFA maintained a visible presence throughout the year by providing medical standby coverage for Brighton High School varsity football games and numerous community events. This coverage supports public safety and reinforces BAFA's readiness to assist when and where the community needs us.





## Investment in Lifesaving AED Technology

In 2025, BAFA purchased and placed into service 12 new Physio-Control LIFEPAK CR2 AED units. These advanced automated external defibrillators represent an important enhancement to our emergency response capabilities.

Each CR2 AED is designed to support trained responders in treatment during cardiac emergencies. These AEDs offer clear spoken and visual prompts that assist BAFA crews throughout the rescue process. The units are equipped with advanced CPR coaching, including feedback on compression rate and depth, helping rescuers provide effective CPR even in high-stress situations. Most notably, the CR2 uses cprINSIGHT technology, which allows continuous chest compressions during heart rhythm analysis—reducing pauses in CPR and improving the chances of successful defibrillation.

These AEDs also feature self-monitoring and wireless connectivity, automatically reporting readiness status and maintenance needs so BAFA personnel can ensure devices are always operational and ready when needed. This investment reflects BAFA's proactive approach to expanding access to early defibrillation—one of the most critical factors in surviving sudden cardiac arrest.



## Cadet Program and EMT Training Success

Cadet training remained a priority in 2025, and BAFA again hosted an EMT class designed to develop skilled, capable emergency medical providers. A total of 28 students completed the training program, and all 28 passed the National Registry of Emergency Medical Technicians (NREMT) exam and obtained their State of Michigan EMT licenses.



# MABAS - MUTUAL AID BOX ALARM SYSTEM-MICHIGAN

**The mission of MABAS** is to coordinate the effective and efficient deployment of fire, EMS, and specialized resources during natural and manmade emergencies and disasters throughout the State of Michigan. There are currently 60 Michigan Counties and nearly 700 Fire Departments active in MI-MABAS. MABAS is also a part of the Emergency Management Assistance Compact that serves as the national mutual aid system and provides disaster assistance throughout the country.

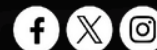
The Brighton Area Fire Authority continues to play a critical role in the Livingston County division (3101) of MABAS-Michigan, which is made up of all 8 fire departments. Our chief officers provide critical leadership to the division as well as throughout the state.

**MI-MABAS** played an active role in the disaster response to the Northern Michigan Ice Storm that impacted 12 counties in the northern lower peninsula. MI-MABAS occupies a seat in the State Emergency Operations Center at the MSP Headquarters in Lansing and is responsible for the organization and coordination of the Michigan Fire Service resources in a disaster.



(See article - next page)



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## Local First Responders Provide Support In Northern Michigan After Historic Ice Storm

April 9, 2025

Jessica Mathews / news@whmi.com

Some local first responders and leaders are in the upper Lower Peninsula assisting with recovery efforts following the area's historic ice storm.

The Livingston County Incident Management Team sent “some of our best first responders” to Grayling, MI to provide support as Northern Michigan continues to recover from the ice storm. Livingston County Emergency Management said they are operating in less than comfortable conditions, but their help is badly needed.

The County offered special thanks to the following:

Chief Adam Carroll, Hartland / Deerfield Fire Authority  
 Fire Marshal Jon Dehanke, Hartland / Deerfield Fire Authority  
 Deputy Chief Tracy Chamberlain, Green Oak Township Fire Department  
 Former Hamburg Fire Chief Nick Miller, Livingston County EMS  
 Battalion Chief Lauren Brookins, Brighton Area Fire Authority  
 Assistant Chief Jim Tester, Brighton Area Fire Authority  
 Operations Chief Jacob Thomas, Hartland / Deerfield Fire Authority (not pictured)

Meanwhile, a new interactive map provides a tool for people to track roads that are now open following the massive ice storm.

All roads on the map were identified as public safety priorities by the State Emergency Operations Center and were cleared of debris by the Michigan Department of Natural Resources (DNR) Incident Management Team, along with the Michigan National





Guard and other cooperators.

Incident Management Team Operations Chief Keith Murphy “Making sure there are clear roads for vehicles in the event of an emergency has been one of our top missions since we got saws, trucks and equipment out in communities hit by these storms. Our crews and cooperators have already cleared more than 630 miles of roadway and we’re not done yet.”

Murphy added, “This map is a tool people can use to find clear routes to their destinations, providing options to keep them and their loved ones safe.”



The information on the map will be updated as more roads are assessed and cleared through state-supported efforts.

Roads included on the map have been cleared by DNR Incident Management Team crews and the efforts of county road commissions, fire departments, and many other cooperators.

Officials advise it is not a comprehensive list of all open roads, only those that have been assigned to DNR Incident Management Team.

Captain Kevin Sweeney, deputy state director of Emergency Management and commander of the Michigan State Police, Emergency Management and Homeland Security Division commented “The progress made by the Department of Natural Resources, the Michigan National Guard, Michigan Task Force 1, the Michigan Department of Transportation, and the county road commissions has been nothing short of remarkable. With hundreds of miles of roads now cleared, communities across mid-Michigan are seeing a return to safety and accessibility. This work supports ongoing emergency response efforts, and helps more schools reopen by ensuring buses can once again travel roads that were left impassable by the ice storm. We’re grateful to all the crews working on the ground and to our residents for their continued patience and cooperation. There is still work to be done. We remain committed to continued support and coordination through our State Emergency Operations Center.”

In addition to clearing roadways, the DNR Incident Management Team and its cooperators ensured access to the state radio communications, including 911, state and local law enforcement, fire departments, hospitals, and other public safety agencies by clearing debris to 34 Michigan Public Safety Communications System towers. All 13 cellular towers assigned to the team have also been cleared.

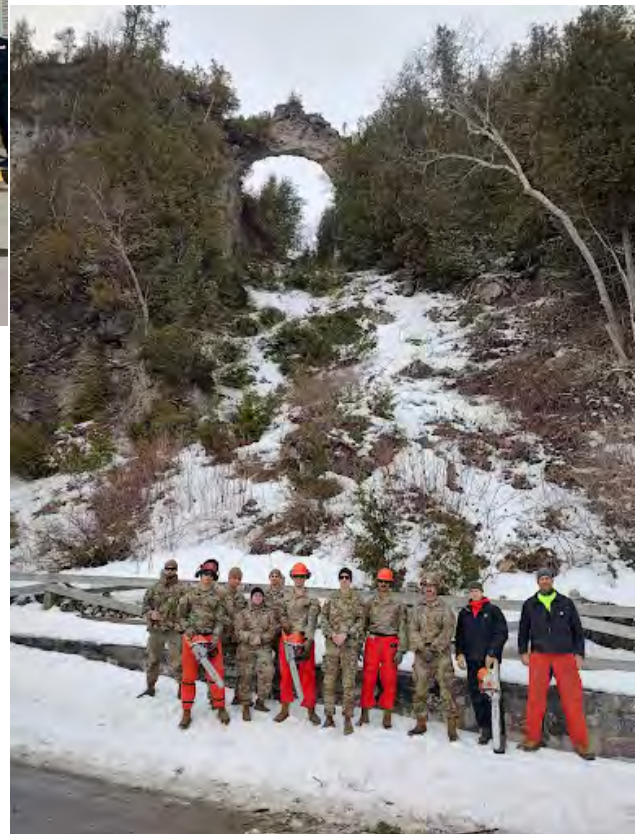
The map and resources for those impacted by the ice storm are available in the provided links.

Web Link:	<a href="https://www.michigan.gov/msp/divisions/emhsd/2025-...">https://www.michigan.gov/msp/divisions/emhsd/2025-...</a>
Web Link:	<a href="https://www.arcgis.com/apps/dashboards/c3b3fb4f6d9...">https://www.arcgis.com/apps/dashboards/c3b3fb4f6d9...</a>
Share:	<a href="#">Share on Facebook</a>

# Michigan Task Force 1 Urban Search & Rescue Team

Michigan Task Force 1 (MI-TF1) is Michigan's only Urban Search and Rescue (USAR) resource capable of responding to any community that is overwhelmed by an emergency. Michigan Task Force 1 (MI-TF1) is a fully credentialed National Incident Management System (NIMS) Type III Urban Search and Rescue (USAR) Task Force and Type I Swiftwater/Flood Rescue Team recognized by the Federal Emergency Management Agency (FEMA). MI-TF1's capability consists of the most highly trained emergency service personnel, coupled with private partners that include structural engineers, physicians, canine handlers, crane operators, capable of self-sustaining response to All-Hazard missions for up to 10 days. MI-TF1 has 134 members from across the state who volunteer or are sponsored by one of 41 fire departments / public safety agencies. **BAFA sponsors three personnel on this elite team.** TJ Smith is a Rescue Squad Officer, Lt. Brian Gramza is a Rescue Specialist and Lt. Kevin VanDerhoof is a Communications Specialist.

**In April, 2025,** In addition to the staff deployed through MABAS-MI as the IMT, MI-F1 was deployed to the catastrophic Ice Storm that impacted 12 counties in northern Michigan to assist the Michigan National Guard with clearing hundreds of miles of roadways that were impassable due to fallen trees. A team of 20 task force personnel including BAFA's Smith and Gramza spent two weeks working alongside the Guardsmen providing sawyer skills to the decimated area that included Mackinac Island and Beaver Island.



# HUMAN RESOURCES

In 2025 Brighton Area Fire Authority's greatest strength continues to be our dedicated staff who serve our communities with skill, passion, and professionalism. Each year, we align our organizational goals with the tradition of excellence that defines Brighton Area Fire Authority. We believe this begins with building a strong foundation for recruitment and retention of our personnel.

By enhancing our ability to remain competitive and attract top talent within the Fire Service, we are establishing a solid framework for future growth. This commitment reinforces a culture that prioritizes professional development, engagement, and long-term retention.

We are very proud to share this comprehensive overview highlighting key Human Resources metrics for 2025. These performance indicators reflect our dedication to the success and continued growth of our personnel and the Fire Authority as a whole.

## Workforce Demographics

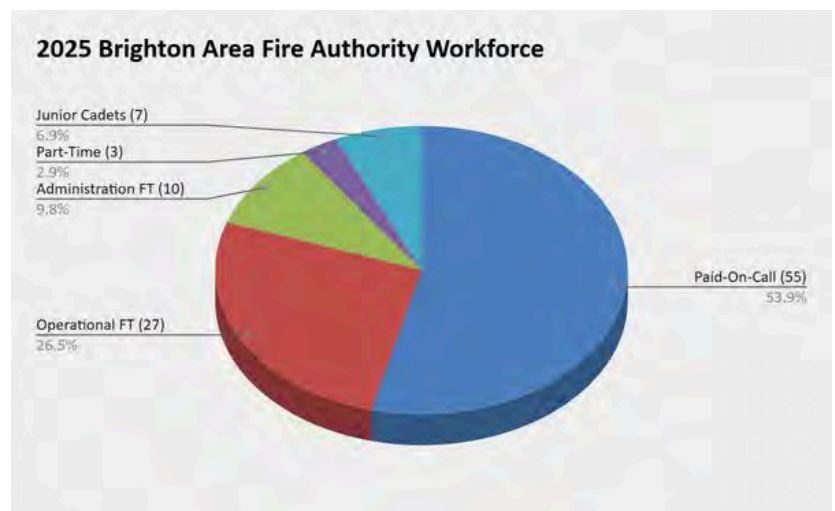
The Brighton Area Fire Authority is a combination fire department made up of full-time, paid-on-call, as well as part-time employees. By the end of 2025, BAFA's workforce consisted of 55 paid-on-call, 37 full-time employees & 3 part-time employees. In total, the organization closed the year with ninety-five (95) total personnel.

In addition to our regular workforce, the Fire Authority continues to support and promote our Junior Cadet volunteer program. As of the end of 2025, the program had 7 active junior cadets, each contributing to community engagement and future workforce development.

As part of our five year strategic plan, we remain committed to building a more diverse and welcoming workforce by creating pathways that educate, empower, and challenge long-standing stereotypes within the fire service.

Programs such as the Howell High School Fire Academy, Brighton First Responder Youth Camp & our Junior Cadet Program, have strengthened our recruitment pipeline and played a pivotal role in inspiring more young women across Livingston County to envision themselves in the fire service. These initiatives are helping shape a future in which our organization reflects the community we serve and where every individual feels supported in pursuing and succeeding in the Fire Service.

The pie graph above illustrates our current workforce with paid on-call firefighters representing the majority of BAFA's overall staffing.





### Key Achievements:

- 10% of Brighton Area Fire Authority's firefighters are female, surpassing the US national average of 9% female firefighters (NFPA).
- 30% of our 2025 Full-Time Fire Protection Specialists Hiring class were female; 30% of our 2025 Paid-on-Call Firefighters hiring were female.
- 5% of our workforce is represented by staff from a variety of minority backgrounds, contributing to a more inclusive and well-rounded organization.

### Recruitment

Fire departments across Michigan continue to face significant recruitment challenges for both full-time and paid-on-call personnel. This statewide shortage requires departments like BAFA to remain agile and proactive, continually evaluating our strategies and pursuing innovative ways to educate, inspire, and recruit community members to serve as paid-on-call firefighters.

At the same time, we are committed to regularly reviewing and enhancing our overall compensation & benefit packages to ensure we remain competitive in attracting and retaining highly qualified full-time personnel.

### Key Achievements:

- Hired 13 Paid-on-call firefighters.
- Welcomed 3 new Junior Cadet Volunteers.
- Hired 9 Full-Time, Fire Protection Specialists, 5 were hired from within our paid-on-call personnel and 4 were hired from outside of BAFA working for other fire departments.



## Retention

Brighton Area Fire Authority as part of our strategic planning has prioritized personnel retention for several key reasons: preserving the experience and expertise of our firefighters, strengthening team cohesion, and ensuring cost efficiency. Our goal is to maintain an overall departmental retention rate of more than 80%.

Retention rates for paid-on-call can vary due to several common factors, including demands from primary employment or family obligations, relocation outside of BAFA's fire jurisdiction, and opportunities for full-time firefighter positions with other organizations.

In 2025, twelve (12) paid-on-call firefighters separated from the Fire Authority. A majority of these departures were due to family obligations or relocation outside of BAFA's jurisdiction followed by some securing full-time firefighter positions at other departments.

### Key Achievements:

- Paid-on-Call retention rate was 79% an increase over 2024's rate of 73%.
- Full-Time retention rate was 100% for 2025.
- The Fire Authority's overall department retention rate was 87%, an increase of 6% over 2024.

The graph below illustrates retention rates for the past five years



## Benefit Enhancements:

Benefit enhancements play a pivotal role in retaining firefighters especially in combination departments like BAFA that rely on both full-time and paid-on-call personnel. Firefighting demands significant personal sacrifice, irregular hours, physical risk, and time away from family so competitive benefits signal that the Brighton Area Fire Authority values that commitment. Strong benefits also help counter the pull of full-time opportunities elsewhere, reducing turnover and preserving the fire experience that is essential for effective emergency response. With the support from the Brighton Area Fire Authority Board in 2025 we offered the following benefit package enhancements:

### Paid-on-Call Personnel

- Retirement match increased from 8% to 10% (FYE 2025)
- Increased Equipment reimbursement. (FYE 2025)

### Full-Time Personnel

- Vacation time added to the first year of employment (FYE 2025)
- Reduced Healthcare waiting period from 90 to 30 days (FYE 2025)
- Increased equipment reimbursement (FYE 2025)
- Multiple Healthcare plan options that allow staff to select the best fit for themselves and their families.

## Staff Achievements:

The past year marked a period of meaningful progress and numerous accomplishments for the Brighton Area Fire Authority. From promotions to professional development milestones, these advances reflect our shared commitment to excellence. The individuals listed below have demonstrated strong performance and commitment to the Fire Authority's values and goals. As we reflect on these successes, we remain focused on building upon this foundation and continuing to serve our community with integrity, dedication, and purpose.

### Promoted to the rank of Lieutenant:



Kevin VanDerhoof  
Station 33



**Engineer:** Responsible for operating and driving fire apparatus, including managing pump operations during emergency incidents

Lucas Calandro, Alexa Lamoreaux, Zachery Mounts, Matt Paulin, Lilly Prescott, Jared Wheeler, Drake Wyman, James Moran

**Firefighters:** Certified Firefighter I & II (State of Michigan); completed BAFA's On the Job Training Program

Jenna Brock, David Dooling, Evan Geist, Michael Griffith, Kevin Hanna, Drew Harbrecht, Brooklyn Hayes, Andrew Kelly, Tanner Krieger, Everette McIntosh, Connor Murphy, Charles Ryan, Mauricio Wallis & Joshua Williams





# STAFF ACHIEVEMENTS







## Brighton First Responder Youth Camp

**Brighton Area Fire Authority and Brighton Police** teamed up once again in 2025 for the First Responder Youth Summer Camp. Working together we were able to bring attention to the need for first responders in our community. This was our 4th summer working together and we are so proud of the success of this camp.

The target group for camp is Livingston County youth ages 14-18 yrs. **In 2025, we welcomed a total of 31 campers** with the overall gender demographics for the camp being 61% male and 39% female.

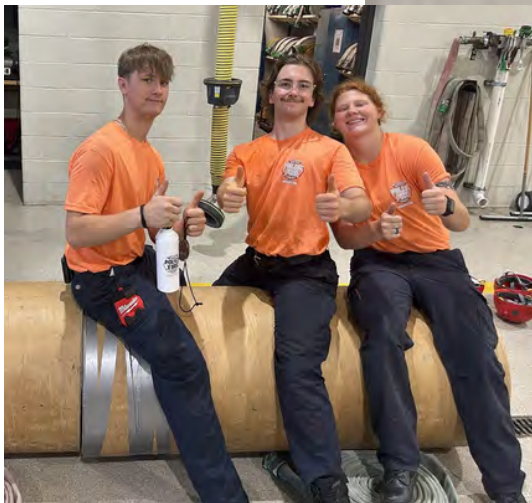
Campers were able to experience wearing firefighting personal protective gear, breathing on self-contained breathing apparatus, learning search and rescue techniques, vehicle extrication, and experienced SWAT and K9 demonstrations and much more. We also focused on important life skills that campers can apply in their day to day lives regardless of their future career choice. These skills include: First Aid, Fire extinguisher training, Self-Defense techniques, and the importance of healthy nutrition & fitness.

At the conclusion of camp, our hope is to have inspired campers to join one of Livingston County's Junior Programs and/or to sign-up to attend the Howell High School Fire Academy hosted by Brighton Area Fire Authority. We had 6 campers sign up for the Howell High School Fire Academy and 2 campers joined the BAFA Junior Cadet Program.

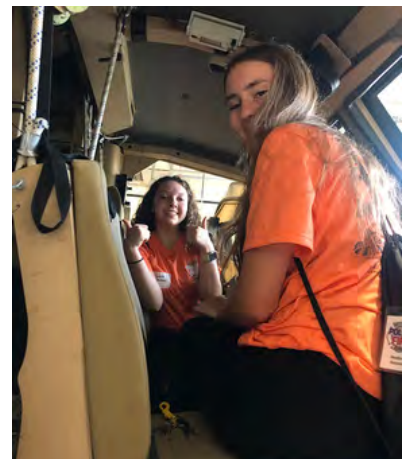
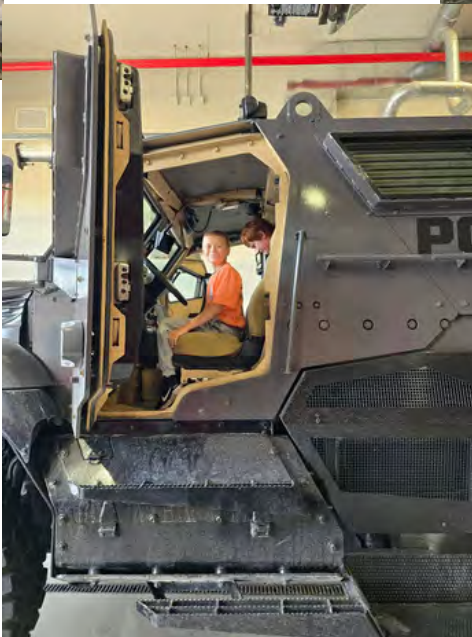


Finally a very special thank you to our 2025 camp sponsors: Corrigan Oil, DTE, VFIS Insurance, NFSA (National Fire Sprinkler Association), Art Ventures, Cedar Design, Ivory Vines, Sidecar Sliders, and Great Harvest Bread. Keeping camp affordable for everyone in our community is a priority for us, and we are grateful to our sponsors whose support helps make it happen.









# FIRE PROTECTION

## Fire Prevention & Community Risk Reduction

In 2025, the Brighton Area Fire Authority continued to advance its Fire Prevention and Community Risk Reduction (CRR) initiatives, focusing on life safety, regulatory compliance, and community engagement.

### Life Safety & Alarm Programs

BAFA continued implementing a grant originally awarded in 2023 to support the replacement and installation of residential smoke alarms. For the first half of 2025, focus remained concentrated on senior condominium communities, where aging alarms were replaced with modern units featuring 10-year sealed batteries. During the year, the grant funding ran dry, and other sources of revenue became difficult to attain. Staff remained focused on providing exceptional service. Although we couldn't provide alarms, they would visit, verify the condition of existing alarms, and return at a later date to install homeowner-purchased alarms.

A total of 650 smoke alarms were installed in 197 homes, significantly reducing ongoing maintenance needs and improving long-term reliability. Additionally, nineteen carbon monoxide alarms were donated by a big-box retailer and installed in homes as needed.

### Public Education & Community Risk Reduction

Public education and CRR activities remained a core function in 2025. BAFA delivered fire safety education to all three local school districts' Pre-K and Kindergarten classes during Fire Prevention Week and conducted outreach at daycare centers and early childhood programs. We visited **19 schools**, reaching nearly **1,500 students** compared to the **1,050 students** reached in 2024. Outreach continued with **4 career day** presentations to elementary, middle, and high school students, encouraging the exploration of firefighting as a potential career path.

Personnel participated in **74 community events**, including station tours, safety presentations, and apparatus demonstrations. The annual open house exceeded prior-year attendance, with engagement involving **more than 500 children and family members**.

BAFA also supported school safety planning by participating in **48 emergency drills** and providing procedural recommendations.

Injury prevention and community preparedness remained a high priority with **16** community CPR classes resulting in **137** people achieving their CPR cards. CRR specialists completed **47 child safety seat installations** and maintained professional certification through continuing education.

### Inspection, Plan Review & Code Enforcement

Fire inspection activity in 2025 increased as a result of improved staffing at Station 35, which enabled greater productivity through workload balancing in Genoa Twp. The carryover of the 2023 data loss in the inspection software was corrected, but it still caused some difficulties and delays in completing inspection activities. Staff ended the year reviewing alternative software programs for documenting inspections. The construction of the new Trinity Health Hospital and Vista at Uptown residential development required exceptional organization and planning from the inspectors. Both projects required multiple specialty inspections covering many hours and multiple dates. This also provided an opportunity for the on-duty crews to assist and to gain valuable insight into the buildings' condition and pre-incident knowledge.





**Nine Fire Protection Specialists and a CRR Specialist** were hired and enrolled in NFPA Fire Inspector I coursework and training across three classes throughout the year. Three individuals completed their certification, with the remainder of them scheduled for the first quarter of 2026.

While site plan review volume declined, the number of new construction, fire protection system, and special event/miscellaneous reviews increased significantly, finishing the year with a **9% increase** over 2024. The complexity and scale of the reviewed projects, including multiple single- and multi-family residential and commercial projects, required multiple reviews of the various stages of development. Staff also supported downtown events through coordinated planning and vendor inspections.

## Fire Investigation

In 2025, the Brighton Area Fire Authority investigated all fire incidents to determine their origins and causes. Routine investigations were conducted by company officers, while complex, criminal, or significant-loss incidents were managed by lead investigators. A total of **16 fires** required investigation during the year, with no fire-related fatalities reported. Notable incidents included a fire in a sixteen-unit condominium complex serving an elderly population, in which five units were rendered uninhabitable, as well as two working residential structure fires that occurred within one hour of each other and are believed to be associated with lightning activity.

## Fire Prevention Division Highlights

- Fire Marshal Boisvert completed the year as President of the Michigan Fire Inspectors Society
- Fire Marshal Boisvert completed his term on the ICC Fire Code Committee for the 2027 International Fire Code.
- Fire Marshal Boisvert also completed his six-year term as the IAFC Great Lakes Division representative for the Fire Service Membership Council.
- Inspector Bunge, Inspector Slavik, and Fire Marshal Boisvert instructed 14 fire inspection and plans examiner certification programs statewide.
- Fire Marshal Boisvert was appointed to the IFSTA Fire Inspector First Responder curriculum and textbook validation committee.
- Melissa Bechtel was hired in September as a part-time CRR Specialist.





## 2025 FIRE PREVENTION ACTIVITY

ACTIVITY	THIS MONTH	CURRENT Y-T-D	PREVIOUS Y-T-D	% CHANGE
<b>INSPECTIONS:</b>				
FIRE SAFETY INSPECTION	98	877	669	31%
COMPLAINT INVESTIGATIONS	0	14	2	700%
C of O INSPECTIONS	6	73	81	-15%
SPECIALTY & MISCELLANEOUS INSP.	15	204	33	518%
RE-INSPECTIONS	21	464	371	25%
NEW CONSTRUCTION INSPECTIONS	9	79	125	-37%
PRE-INCIDENT SURVEY	0	0	40	-100%
<b>GRAND TOTALS:</b>	<b>149</b>	<b>1711</b>	<b>1321</b>	<b>32%</b>
<b>VIOLATIONS CITED</b>				
VIOLATIONS CITED	60	505	441	15%
CITATIONS ISSUED	0	0	0	0%
FIRE INVESTIGATIONS	1	17	19	-11%
<b>PLANS REVIEWED:</b>				
SITE PLANS	0	31	59	-47%
BUILDING PLAN REVIEW	2	47	15	213%
FIRE PROTECTION SYSTEM PLANS	4	54	49	10%
MISCELLANEOUS REVIEWS	0	5	3	66%
<b>GRAND TOTALS:</b>	<b>6</b>	<b>137</b>	<b>126</b>	<b>9%</b>

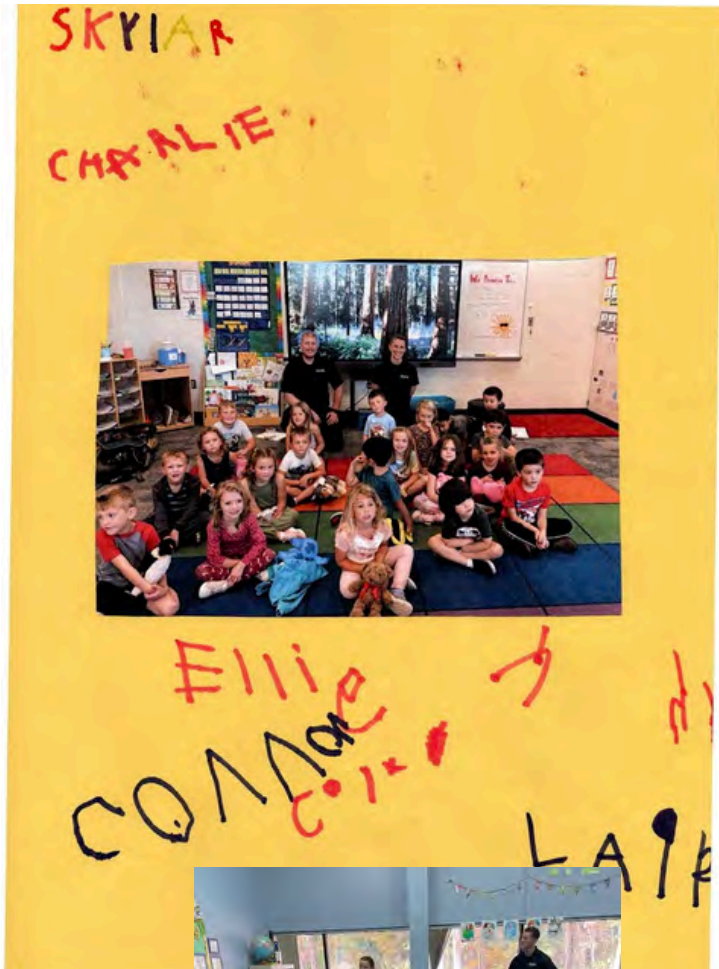
## BAFA 2025 COMMUNITY RISK REDUCTION DETAILS

Sessions	Dec 25	YTD Total
Fire Safety Pub-Ed Presentations	2	94
Community CPR Classes	0	2
School Drills (fire, lock-down, weather)	3	45
Car Seats Installed	8	48
Homes Checked for Smoke Alarms	17	197
Smoke Alarms Installed	46	650
CO Alarms Installed	0	19



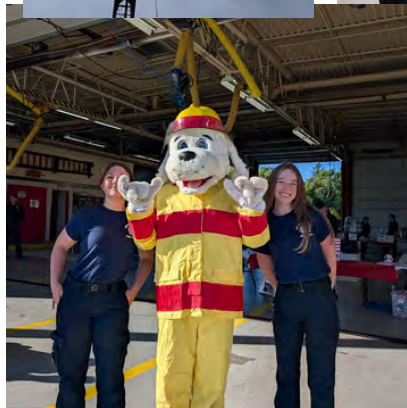


# COMMUNITY EDUCATION



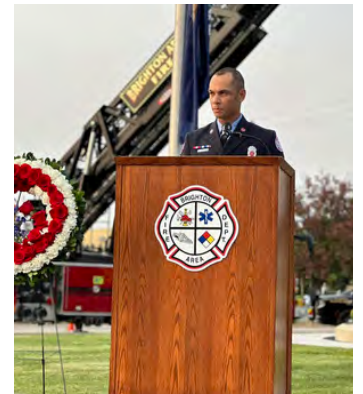


## A tall, black, lattice-structured flagpole stands against a cloudy sky. Near the top of the pole, a person is visible in a yellow and black basket, holding a large American flag. The flag is fully unfurled and waves in the wind. The pole extends from the bottom of the frame towards the top, with a thin cable running alongside it.





# 9/11 MEMORIAL





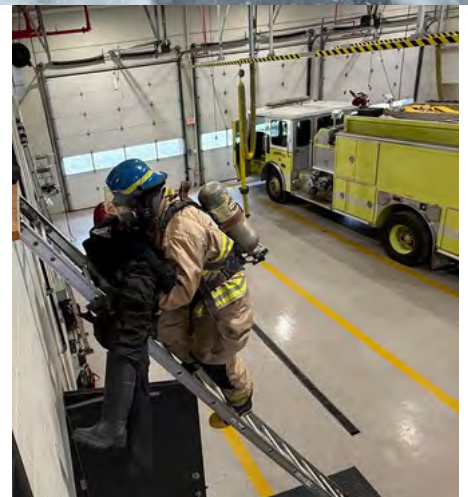
# Training

## Overview

The Brighton Area Fire Authority is proud to have a blended workforce of highly skilled and motivated fulltime and paid-on-call Firefighters who are ready to provide the best quality care and hazard mitigation for our citizens and visitors at a moment's notice. Training has always been one of the core strengths of the Brighton Area Fire Authority, as we continue to recognize the need to always remain vigilant on core skills, as well as high hazard/low frequency events. In 2025 we recorded a record number of service calls, all the while maintaining our training hours.

The Fire Authority continues to invest in its greatest resource, the people that respond to the calls of service. In 2025 the following advanced education programs were completed by a number of our employees:

- 40 hour On-boarding program for 9 new fulltime employees
- 40 hour Apparatus Pump Operator
- Fire Officer I
- Fire Officer II
- Fire Officer III
- Fire Instructor I
- Fire Instructor III
- Fire Inspector I





### January

Station level yearly required training in CPR, Blue Card, Medication Administration and Pediatrics Medical Care.

Yearly ice rescue re-certification with equipment reviews, operational tactics and practical evolutions.



### February

Station level yearly required training in CPR, Blue Card, Medication Administration and Pediatrics Medical Care. Respiratory protection and SCBA timed donning as well as Lock-out/Tagout and Bloodborne pathogens mitigation and protection.



### March

Station level yearly required training in CPR, Incident Command, Medication Administration and Pediatrics Medical Care. Overviews in fire suppression water supply operations in both rural and municipal applications.

A 4-week on-boarding of 9 new fulltime FPS that included an Engineer class and Fire Inspector I certification class.







### April

Final round of station level yearly required training in CPR, Incident Command Medication Administration and Pediatrics Medical Care.

Training in Wildland firefighting and tactics. EMS patient transport refresher. Emergency vehicle operations and drivers competence course.

### May

All drivers completed the Emergency Vehicle Driving refresher including the cone competency course.

Completed our yearly roadway safety overview. Completed Engineer and APO recertifications with a focus on suppression line deployment and water supply.



### June

Station level drills in first arrival, ladder deployment, and victim rescue.

Participated in IAFC safety stand down month and covering this years training topic "Behavioral Health". Through a week long review of heart felt discussions lead by Chief O'Brian, staff completed a "RESET" Recognize, Educate, Strategies, Empower, and Training. Completed an overview and operational skills in fire foam applications.



### July

County wide AMA training with a focus on rural water supply. EMS training in traumatic injuries involving a pedestrian vs vehicle. NFPA 1410 timed evolutions in suppression line deployment.



### August

ASHER training was the main focus this month to refreshing staffs skills in patient triage, patient handling and moving, and trauma mitigation. All of this training was leading up to a county wide ASHER drill.

### September

Staff completed the initial UTV training in preparation for the departments new UTV delivery. Another series of NFPA 1410 suppression line drills were conducted timing staff in deployment.







### October

We focused on vehicle extrication techniques including patient access and stabilization. The organization replaced all the aging AED's on BLS apparatus and staff completed a review in CPR AED usage.

### November

The month started with the first of two of our required hazmat trainings. Focus was on chemical identification and treatment for airway irritation.

EMS training was a focus on altered mental status patients and practical skills in patient assessment and treatment.



### December

Staff completed the second round of hazmat training with a focus on dress out and decon.

The month concluded with our annual Jeopardy competition where staff can showcase their department knowledge.





## Livingston County Firefighter Training Academy - Class 25

The Livingston County Firefighter Training Academy is dedicated to creating a collaborative learning environment based on mutual respect and appreciation for the diversity of life and work experiences that each student brings to the learning environment. Our program is a year long and consists of 450+ hours that challenges the individuals both academically and physically, requiring the candidate to be motivated and responsible for the knowledge that they are presented with. The training program meets the requirements set forth by the Michigan Bureau of Fire Services, as well as NFPA 1001-Standard for Firefighter Professional Qualifications, as well as the Michigan Department of Health and Human Services for EMT-B certification.

This year's graduating class was made up of 30 graduating cadets representing the following departments:

Brighton Area Fire Authority  
Commerce Fire Department  
Dexter Fire Department  
Green Oak Fire Department  
Hamburg Twp Fire Department  
Hartland Deerfield Fire Authority  
Howell Area Fire Department  
Lyon Twp Fire Department  
Northfield Twp Fire Department  
Novi Fire Department  
Putnam Twp Fire Department  
South Lyon Fire Department



## Livingston County Firefighter Training Academy - Class 25



### 2025 Academy Graduation Awards Presented:

FF I & II Academic Excellence – William Kennedy / Northfield Twp Fire Dept  
EMT Academic Excellence – Larry Ward / Hamburg Twp Fire Dept  
Overall Academic Excellence – David Dooling / Brighton Area Fire Authority  
Pipeman Award – Joshua Braun / Novi Fire Department  
Instructors Award – Connor Murphy / Brighton Area Fire Authority  
Bulldog Award – Caitlin Vansteenis / Hamburg Twp Fire Department  
EGH Award – Joshua Williams / Brighton Area Fire Authority  
Star of Life Award - Larry Ward / Hamburg Twp Fire Department  
Top Rung Award – Evan Geist / Brighton Area Fire Authority  
Class of 2025 Top Cadet – Evan Geist / Brighton Area Fire Authority

### 2025 Training Hours

Training is broken down into 10 categories, and captures both the total hours, and percentage over all. A total of **30658.75 hours of training** was conducted:

**Academy** – FF I & II certification, EMR certification

**Annual Required** - Required annual training topics / activities to meet Part 74

**Company Operations / Fire Service** - Training on various fire ground tactics, practical drills

**CRR** – Public education programs, company inspections, fire prevention training

**Development** - Blue Card command training, Classes, Programs and conferences that enrich the personal skill sets

**Driver** - Certification and recertification of department Engineers & Aerial Platform Operators

**EMS Training** - Medical training, CPR , practical EMS skill sets

**Hazmat** – Hazardous response training

**OJT** – On the Job Training, qualification of new hires

**Rescue** - Training on ice / water rescue, technical / trench rescue, FF safety survival, vehicle extrication

#### BAFA TRAINING SUMMARY 2025

Training Category	Dec 25 Hours	YTD Hours
Academy	314.00	3728.38
Community Risk Reduction	14.00	1276.26
Company Operations	653.13	10754.51
Development	349.09	2774.14
Driver	36.16	2618.83
EMS	179.81	2879.67
EMT Class	0.00	3587.41
Hazmat	205.25	573.18
OJT	37.00	1296.79
Rescue	62.50	1169.58
Grand Total	1850.94	30658.75





# HOWELL HIGH SCHOOL FIRE ACADEMY - CLASS 12

**The Howell High School Fire Academy** is a consortium funded educational program offered to local high school juniors and seniors. This in-depth program allows a student to gain knowledge and experience through both classroom and practical instruction.

The program provides over double of the required teaching hours as set by the State of Michigan Firefighting Training Council, producing all the required credentials necessary to become a certified firefighter in the State of Michigan, thus being eligible for employment with local fire departments upon graduation.

The fire cadets are held to a very high standard by daily uniform inspections, weekly physical fitness requirements, and station duties. All these requirements are run in a para-military fashion following a chain of command. The goal of the program is to not only develop the future generation of firefighters, but to instill a strong work ethic, responsibility for oneself, and how to be a better person overall.

The program is hosted at Station 34, the organization's main training facility and more importantly, a real working fire house. The program is for the first two hours of the school day from 7am-9am M-F and one Saturday a month.

**The cadets of Academy 12** are made up of 30 juniors and seniors from the following school districts:

- Howell High School
- Brighton High School
- Cheryl Stockwell Preparatory Academy
- Hartland High School
- Pinckney High School
- South Lyon High School
- South Lyon East
- Fowlerville High School
- Whitmore Lake

Many of these cadets are now current members of local fire departments as part of their Junior Firefighter program including:

- Howell Area Fire Department
- Hartland Deerfield Fire Authority
- Putnam Township Fire Department
- South Lyon Fire Department
- Brighton Area Fire Authority





**Howell Schools Fire Academy 2024 - 2025  
Class 12**



**A New Beginning:  
Howell Schools Fire Academy 2025-2026  
Class 13**



In 2024-2025, the **Health Occupations Students of America (HOSA)** was added to our academy program. HOSA is a student-led organization for middle school, high school, and college students who are interested in healthcare and medical careers, and host a competition to showcase learned skills.

In our first year of being a part of HOSA, eight of our 30 cadets obtained top program scores in their assigned categories and were selected to compete in the regional event. Two of our 8 cadets that participated in regional competition placed in the top five and earned a trip to Traverse City for the State HOSA Competition.

The addition of HOSA to our program does so many things for our cadets. It helps cadets explore careers like medicine, nursing, dentistry, public health, and biomedical science. This program also builds leadership, teamwork, and communication skills and encourages community service, all traits of the fire service.





# JUNIOR CADET PROGRAM

The **Brighton Area Fire Authority** (BAFA) supports and operates one of the longest-standing Junior/Cadet programs in the State of Michigan. **The Junior program originally began during World War II**, was disbanded in the late 1940s, and was successfully re-established in 1951. Since its inception, the program's mission has remained consistent: to encourage volunteerism, develop leadership skills, and provide positive role models for young people in the fire service.

In **2025**, BAFA welcomed three new Junior Cadets, bringing the program's total enrollment to seven active cadets. Junior Cadets participate in monthly group training sessions and also attend department training opportunities when available. Three cadets are currently enrolled in the Howell High School Fire Academy, hosted by the Brighton Area Fire Authority, where they receive education and hands-on training toward becoming fully licensed firefighters. The remaining four cadets have successfully completed all required training and obtained their **Firefighter I and II certifications** and are currently completing their EMT-Basic coursework through the Howell High School program hosted by Livingston County EMS. Three of our JR Cadets have been hired by BAFA as Paid-On-Call firefighters.

Cadets train under the direct supervision of dedicated Cadet Advisors, BAFA firefighters, and assigned On-the-Job Training (OJT) officers. This extensive training commitment is accomplished while cadets continue to participate in school athletics, maintain part-time employment, and remain active in school and community events.

Recognizing the growing interest in the fire service, BAFA expanded the Junior Cadet Program in 2025 to include surrounding communities. As of today, BAFA is actively reviewing six applications from individuals seeking acceptance into the Junior Cadet Program.





# HONOR GUARD

**The Brighton Area Fire Authority Honor Guard** is a five member team, members of the guard include Training Chief Greg Mowbray, Fire Marshal Richard Boisvert, Captain Fire Inspector Derrick Bunge, Lieutenant Jason Hordos, and Lieutenant Fire Inspector Arthur Slavik.

Established in 2012, our goal is to represent all members of the Fire Authority with the highest degree of professionalism, dedication, loyalty, honor, and dignity. We strive to honor firefighters in life, as well as death, and to exhibit the best possible image to the entire community.

In 2025 the Honor Guard had the distinct honor of presenting colors at the 24th anniversary of 9/11 at the Brighton Area Fire Authority ceremony, and the Brighton Area Fire Awards ceremony.

Below, the Honor Guard presenting colors at the Moving Wall ceremony in Hamburg:



# SPECIAL ASSIGNMENT TEAMS

**The Livingston County Technical Rescue Team** continued to improve and build our response capability throughout the 2025 calendar year. Building upon efforts in 2023 and 2024, leadership was able to outfit the response vehicles with improved battery tool options for use during technical incident response. The Team also purchased additional rigging equipment and personal rope rescue gear to improve on rope solo rescue capabilities. Various training events improved area specific risk response centered around tree rescue, heavy vehicle lifting and stabilization, confined space rescue, and technical rescue specific medical treatment. BAFA leadership approved the addition of 1 new member to the Team, congratulations FPS Prescott. Multiple members of the Team were able to complete their initial training courses in both Rope Rescue and Trench Rescue. BAFA membership put in extra training effort throughout the year to continue building the individual skillsets in rescue rigging and on rope skills. Thanks to increased participation from LCEMS, in 2026 the Team will begin issuing medical CE's during each of the planned monthly training events.

## **BAFA HazMat Team Personnel**

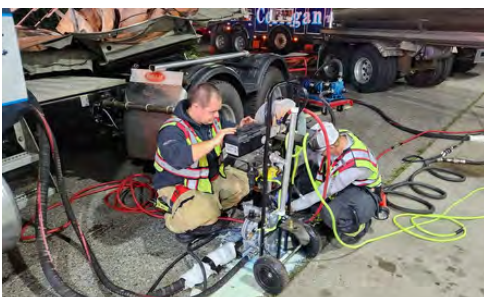
Ryan Caroway  
Ian Griffith, Lead  
Doug King  
Doug Lytwynec  
Brian Siriani  
Kyle Simmons  
Justin Thornton  
Jason Wisby

**Currently**, eight BAFA personnel serve on the **Livingston County Hazardous Material Response Team (HMRT)**, five of whom are certified Hazardous Materials Technicians. Their specialized training in detecting and handling hazardous materials and dangerous goods makes them a valuable asset to both BAFA and the HMRT.

In 2025, the Livingston County HMRT was activated one time, with BAFA HazMat personnel providing critical operational and leadership roles on the incident scene:

August 2025 – Highway Cargo Rollover with active milk leak in Brighton Township

BAFA HazMat personnel continue to demonstrate a strong commitment to training and operational preparedness. Beyond regular participation in monthly team trainings, members exceeded standard requirements by taking part in a joint Isocyanate training with North Oakland County HazMat and attending the Michigan HazMat Responders Conference. Team members also delivered classroom and hands-on instruction for cadets at the Livingston County Firefighter Training Academy and Howell High School Academies, facilitated BAFA's annual HazMat recertification program, and advanced departmental response capabilities.



## 2025 Incident Management Team

BAFA has the following members on the **Livingston County Incident Management Team**:

Deputy Chief Evans (Team Lead)  
Deputy Chief Siriani  
Fire Marshal Bosivert  
Assistant Chief Tester  
Battalion Chief Brookins  
Lieutenant Griffith  
Inspector Slavik

**In April 2025**, three BAFA members were deployed as part of the Livingston County IMT to the Northern Michigan Ice storm. Deputy Chief Evans, Deputy Chief Siriani, Assistant Chief Tester, and Battalion Chief Brookins.

Our members deployed within six hours of the request for assistance. The team was based at Camp Grayling and operated for six days with fourteen to sixteen-hour operational periods each day.

The mission of our Incident Management Team was to coordinate power restoration and cleanup efforts among five power companies that provide electric service to the twelve counties affected by the Ice Storm.

**Luke Bryan concert:** Assistant Chief Tester served as the logistics section Chief for the concert held in Howell Township. This included attending planning meetings and providing on-site assistance the day of the concert, with an operating period of fourteen hours.

**Destination Stars Hollow** (Downtown Brighton): Deputy Chief Evans, Deputy Chief Siriani, Fire Marshal Rick Boisvert, Lieutenant Ian Griffith, and Lieutenant Art Slavik assisted Livingston County Emergency Management and Brighton City Police Department with operational planning and staffing an Emergency Operations Center for the three-day civic event that brought over 40,000 visitors to downtown Brighton.

**Livingston County ASHER training**, several members from BAFA worked for months on planning a large-scale open-air training for response to an active assailant. This type of training has not been completed anywhere in the State of Michigan.

The training was conducted over two days in two time blocks, allowing several groups of public safety officers to attend. This training was attended by police, fire, EMS, and members of Livingston County Central Dispatch.

On both days of the training, Deputy Chief Evans, Deputy Chief Siriani, Assistant Chief Tester, and Fire Inspector Slavik coordinated resources and overall operations with the IMT.

The BAFA members of the Livingston County IMT attended quarterly training and several other sessions to prepare to operate as IMT members.



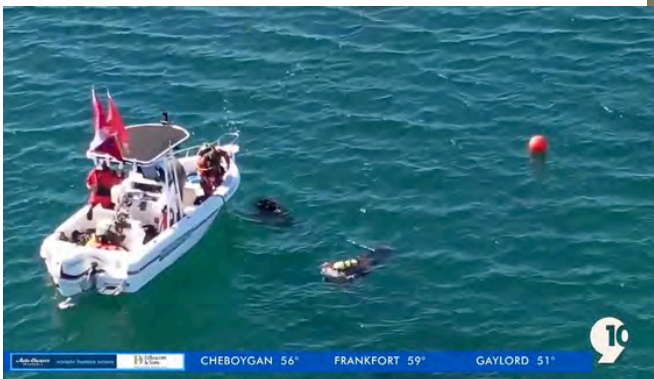


# Dive Team

**Brighton Area Fire** made significant contributions to Livingston County through its Dive Team, demonstrating the value of strategic equipment investments and continued personnel development. BAFA's purchase of new SONAR technology proved instrumental in successful victim recoveries during two out-of-county mutual aid responses. In Oakland County, LCSRT/BAFA personnel effectively followed up on targets identified during Oakland's initial wide area search, confirming the victim's location and supporting a successful recovery. One week later in Genesee County, the team's SONAR and experience located the victim and precise guidance to divers for another successful recovery.

**The Dive Team was activated in-county four times in 2025;** the all-hands ice rescue on Lake Chemung, LCSD searching a pond for a missing person, and two cancellations for boat-related incidents.

Additionally, BAFA continues investing in personnel and their development with one new Dive Team member and one who rejoined. Two BAFA divers are in training, one completing their Open Water certification, with both continuing towards their Public Safety Diver certification through next summer. Monthly training rotated through Livingston County lakes with a focus on underwater search, diver safety and gear maintenance, and the annual swim/water skills test. Additional training included a Floods and Moving Water class, courtroom testimony, visiting Gilboa Quarry in OH, and a SE MI Dive Group aircraft collision joint exercise in St Ignace.



# APPARATUS

## 2025 Highlights:

- Ordered and placed in service three new staff vehicles as part of the 2024/2025 capital replacement program. New Chief Vehicle, New Deputy Fire Chief Vehicle and the First New Vehicle assigned as Battalion 3 which is for our on duty Battalion Chief. The three vehicles that were replaced by this purchase have been repurposed to other roles within the Fire Authority.
- The Apparatus Committee worked to build a specification for a new Engine to replace one of the 2009 Pierce Engines. The committee was able to secure a short build time Engine from Pierce Manufacturing. This short build time will allow us to take delivery of this new Engine in approximately twelve months instead of the normal build time of thirty-six to forty months.
- Worked to acquire a UTV that will fill many roles within the Authorities' response capabilities. This UTV can be used for reaching remote locations for rescues, firefighting operations, personal/equipment transportation and for events in the downtown area.

Additionally, this year we worked with our outside service providers to complete the needed yearly maintenance and testing of our fleet. This includes the following items:

- Yearly DOT inspections and preventive maintenance.
- Yearly testing of all ground ladders and the aerial device on Ladder 31.
- Yearly pump certification testing. We used a new vendor this year that allowed us to complete this testing at Station 33, required less staff involvement in the process and was completed at a lower price than our previous vendor.
- We also worked to complete all needed repairs on the fleet which required us to use several different repair vendors.

Of special note, one of our Authority-owned staff vehicles was struck on the freeway while working at an injury crash, the vehicle was a total loss. A replacement vehicle was located and purchased using the funds provided by the Authorities' insurance carrier.

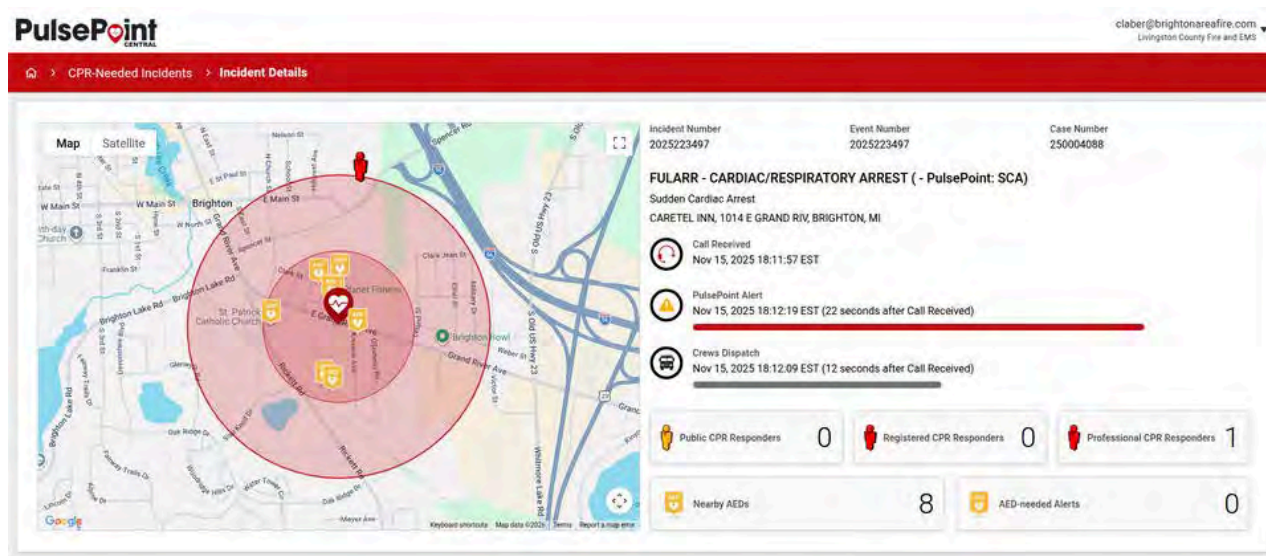




# CPR / PULSE POINT

**As of 2025**, our PulsePoint citizen CPR/AED program continues to expand its public safety footprint and AED accessibility across the community. Our PulsePoint AED inventory now shows 324 approved AEDs in the system, of which 272 are listed as public and 52 private. The AED admin dashboard also flags image/documentation gaps (212 entries without images, 46 images pending approval) and a small number of soon-to-expire components (2 electrodes, 2 batteries) that require follow-up. The mapped distribution demonstrates good geographic coverage across the authority and surrounding corridors, improving the likelihood that a registered responder or 9-1-1 dispatcher can direct a bystander to an AED during an out-of-hospital cardiac arrest.

In 2025, we concentrated on maintenance, data quality, and community engagement to increase bystander intervention. Work this year emphasized AED owner outreach to update images and maintenance status, targeted replacement of expiring supplies, and expanded public PulsePoint awareness so more lay rescuers are registered and available. For 2026, our priorities are completing the outstanding AED verifications, reducing the number of units missing images by 75%, implementing automatic alerts for component expirations, and running two community training/outreach campaigns to further increase responder registration and bystander CPR rates.





# 4th of July Events



# RETIREMENTS

**Lieutenant Jim Boisvert**  
**25 Years of Service**



**Shawn Pipoly, Brighton Area Fire Authority Board Member**

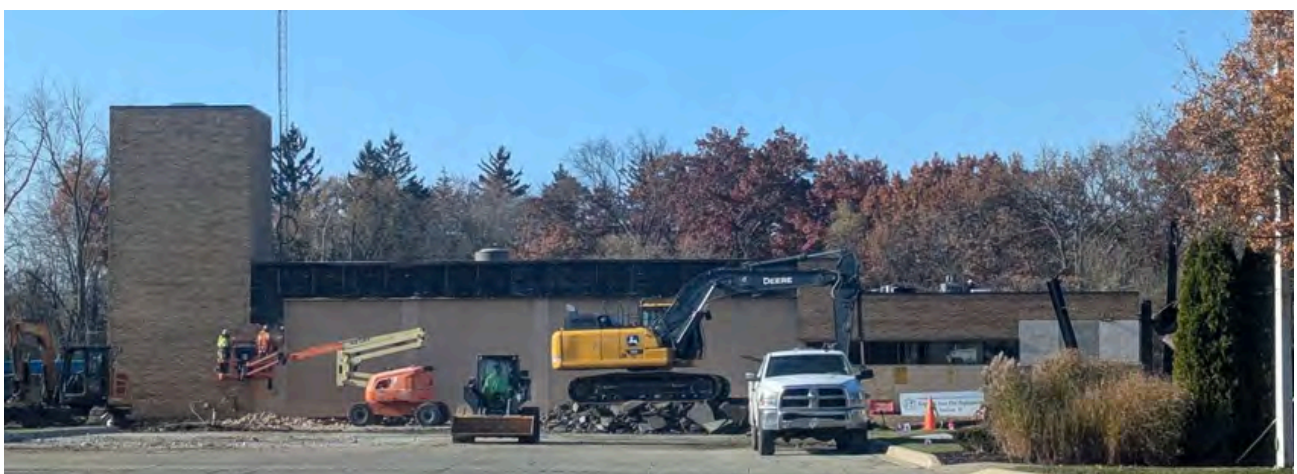
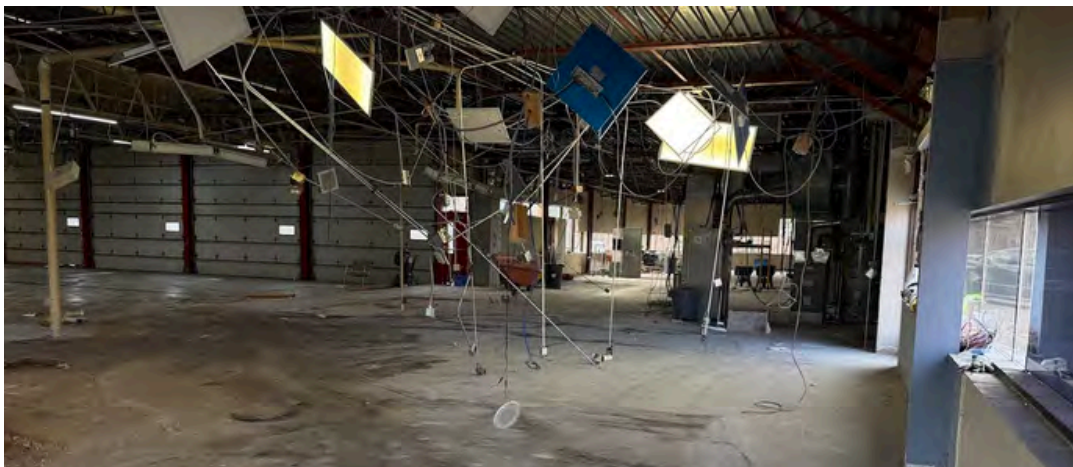
Shawn Pipoly has been a conscientious and dedicated board member throughout his tenure and has earned the friendship, respect, and gratitude of the firefighters, department staff and fellow board members. His actions have had a profound impact on the safety and welfare of our firefighters. Through his unwavering support and actions, Shawn Pipoly has aided the organization in working to reduce the impact of fire on the communities of the Authority and those that surround this great organization.





# STATION 31 RENOVATION

In November of 2025 Station 31 began a long awaited renovation project. 2026 will bring an exciting expansion of the existing station, which will offer bunk rooms for 24 hour staff, and state of the art building for administration staff as well. As the project kicked off, all staff moved out and relocated to other BAFA stations. This project will continue to allow BAFA to meet the growing needs of the community and support our staff in a much needed updated space.







## MEMORANDUM

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

**TO:** Honorable Board of Trustees  
**FROM:** Kelly VanMarter, Township Manager  
**DATE:** February 6, 2026  
**RE:** Resident Appreciation Regarding Winter Maintenance at Township Hall

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I wanted to share a positive comment received from a resident earlier this week.

A resident called to express her appreciation for the recent clearing of the pathway at Township Hall without the use of salt or ice melt. She noted that this has allowed her to safely walk her dog on the Township Hall pathway without concern, as salt and ice melt products can be harmful to pets.

She specifically wanted to thank the Township for being mindful of this and for maintaining a safe, accessible, and pet-friendly walking option during the winter months.

I thought the Board would appreciate hearing this positive feedback regarding our winter maintenance practices.

Please let me know if you have any questions or comments.

Sincerely,



Township Manager

### **SUPERVISOR**

Kevin Spicher

### **CLERK**

Rick Soucy

### **TREASURER**

Robin L. Hunt

### **TRUSTEES**

Jodie Valenti

Bill Reiber

Candie Hovarter

Todd Walker

### **MANAGER**

Kelly VanMarter



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

February 5, 2026

Erin J. MacGregor, Ed.D.  
Superintendent  
Howell Public Schools  
411 N. Highlander Way, Suite A  
Howell, MI 48843

Via Email: [macgrege@howellschools.com](mailto:macgrege@howellschools.com)

**Re: Public Comment Regarding Proximity of New Baseball Fields to Latson Road**

Dr. MacGregor,

I am writing to share a public comment that was received during a recent Genoa Charter Township Board meeting regarding the new baseball fields at Three Fires Elementary.

A resident raised concerns about the proximity of the field on the north side of the school closest to Latson Road and the potential safety risk should a vehicle leave the roadway. As part of his comments, he suggested that protective measures such as the placement of boulders or other barriers be considered to help protect players and spectators. I took a quick measurement from an aerial map which is provided below for your reference.



**SUPERVISOR**

Kevin Spicher

**CLERK**

Rick Soucy

**TREASURER**

Robin L. Hunt

**TRUSTEES**

Jodie Valenti

Bill Reiber

Candie Hovarter

Todd Walker

**MANAGER**

Kelly VanMarter

We wanted to ensure that Howell Public Schools was aware of the concern as the project owner, and to copy the Livingston County Road Commission given its jurisdiction over

February 5, 2026

**Public Comment Regarding Baseball Field Proximity to Latson Road**


Page 2 of 2

Latson Road. At this time, we are simply relaying the public comment for awareness and any review you may deem appropriate.

Please feel free to reach out if additional information from the Township would be helpful.

Thank you for your time and attention.

Sincerely,



Kelly VanMarter  
Manager

Cc: Mike Goryl, Traffic & Safety Engineer, Livingston County Road Commission via email  
(mgoryl@livingstonroads.org)  
Correspondence - Genoa Charter Township Board of Trustees