GENOA CHARTER TOWNSHIP BOARD
Regular Meeting
October 19, 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: October 19, 2026

2) Request to approve the October 5, 2026 meeting minutes

Approval of Regular Agenda:

3) Consideration of a recommendation for approval of an environmental impact assessment related to the site plan for a proposed parking lot expansion for Schultz Outfitters. The property is located at 5776 East Grand River Avenue, south side of Grand River Avenue west of Dorr Road. The request is petitioned by MITTS LLC.

4) Presentation from Rahmberg, Stover and Associates regarding the findings and recommendations of the Township Compensation Study; to approve a motion to receive and file the final report; and to authorize the adoption of the proposed salary ranges, including a framework for annual cost-of-living or market adjustments to be made utilizing ongoing guidance and input from the consulting vendor.

5) Consideration of a request to create a part-time Human Resources Specialist position, including backup support for payroll and shared HR services, and transition planning for human resources coverage.

Items for Discussion:

6) Discussion regarding future road projects.

Correspondence
Member Updates
Board Comments
Adjournment

*Citizen's Comments- In addition to providing the public with an opportunity to address the Township Board at the beginning of the meeting, an opportunity to comment on individual agenda items *may* be offered by the Chairman as they are presented.

CHECK REGISTERS FOR TOWNSHIP BOARD MEETING

MEETING DATE: October 19, 2026

All information below through October 14, 2026

October 9, 2026 Bi Weekly Payroll - GENOA TOWNSHIP ONLY	$	61,641.71
OPERATING EXPENSES ROADS (261C2)	$	2,904.50
OPERATING EXPENSES SAD (264CK)	$	3,428.96
OPERATING EXPENSES PARKS AND REC (270CK)	$	5,039.00
OPERATING EXPENSES OAK POINTE (592FN)	$	5,699.85
OPERATING EXPENSES LAKE EDGEWOOD (593FN)	$	4,983.34
TOWNSHIP GENERAL EXPENSES	$	203,751.96
TOTAL	$	287,449.32

CASH REQUIREMENTS

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 10/09/26: $61,641.71

TRANSACTION SUMMARY

SUMMARY BY TRANSACTION TYPE -

TOTAL ELECTRONIC FUNDS TRANSFER (EFT)	61,641.71
CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT	**61,641.71**
TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES	4,563.93
CASH REQUIRED FOR CHECK DATE 10/09/26	66,205.64

TRANSACTION DETAIL

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

TRANS. DATE	BANK NAME	ACCOUNT NUMBER	PRODUCT	DESCRIPTION		BANK DRAFT AMOUNTS & OTHER TOTALS
10/08/26	BANK OF ANN ARBOR	xxxxxxxxxxxxx130	Direct Deposit	Net Pay Allocations	43,610.98	43,610.98
10/08/26	BANK OF ANN ARBOR	xxxxxxxxxxxxx130	Readychex®	Check Amounts	140.96	140.96
10/08/26	BANK OF ANN ARBOR	xxxxxxxxxxxxx130	Taxpay®	Employee Withholdings		
				Social Security	3,691.06	
				Medicare	863.21	
				Fed Income Tax	5,675.25	
				MI Income Tax	2,355.83	
				Total Withholdings	**12,585.35**	
				Employer Liabilities		
				Social Security	3,691.13	
				Medicare	863.29	
				Total Liabilities	**4,554.42**	17,139.77
10/08/26	BANK OF ANN ARBOR	xxxxxxxxxxxxx130	Paychex Flex® Perks	Employee Deductions	750.00	750.00
				EFT FOR 10/08/26		**61,641.71**
				TOTAL EFT		**61,641.71**

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

TRANS. DATE	BANK NAME	ACCOUNT NUMBER	PRODUCT	DESCRIPTION		TOTAL
10/09/26	Refer to your records for account Information		Payroll	Employee Deductions		
				457 EE Pretax	1,511.00	
				457 EE Roth	170.00	
				EE Medical Contribut	1,500.00	

CHECK REGISTER FOR GENOA TOWNSHIP

CHECK DATE 10/01/2026 - 10/14/2026

BANK CODE: FNBCK, 212CK, 264CK, 270CK, 592FN (5 more)

Check Date	Bank	Check	Vendor Name	Description	Amount
Bank 261C2 ROAD IMPROVEMENT# 401					
10/13/2026	261C2	1097	CHLORIDE SOLUTIONS, LLC	DUST CONTROL 9/28/2026	2,404.50
10/13/2026	261C2	1098	PFEFFER, HANNIFORD, PALKA	SERVICES THROUGH 9/30/26	500.00
261C2 TOTALS:					
Total of 2 Checks:					2,904.50
Less 0 Void Checks:					0.00
Total of 2 Disbursements:					2,904.50
Bank 264CK ROAD PROJECTS & LAKE MAN REIM FUND #202					
10/13/2026	264CK	4646	GENOA TWP GENERAL FUND	REMAINING ADMIN FEE PAID TO GENOA TWP	440.52
				ADMIN FEE FOR GRAND BEACH WEEDS	488.44
					928.96
10/13/2026	264CK	4647	PFEFFER, HANNIFORD, PALKA	SERVICES THROUGH 9/30/26	2,500.00
264CK TOTALS:					
Total of 2 Checks:					3,428.96
Less 0 Void Checks:					0.00
Total of 2 Disbursements:					3,428.96
Bank 270CK FUTURE DEVELOPMENT-PARKS&REC #208					
10/13/2026	270CK	5865	COOPER'S TURF MANAGEMENT LLC	LAWN MAINTENANCE, VEGETATION CONTROL &	4,239.00
10/13/2026	270CK	5866	PFEFFER, HANNIFORD, PALKA	SERVICES THROUGH 9/30/26	800.00
270CK TOTALS:					
Total of 2 Checks:					5,039.00
Less 0 Void Checks:					0.00
Total of 2 Disbursements:					5,039.00
Bank 592FN OAK POINTE OPERATING FUND #592					
10/05/2026	592FN	6714	HYDROCORP LLC	MONTHLY CONTRACT-RESIDENTIAL CROSS CONN	769.84
10/08/2026	592FN	6715	DTE ENERGY	3477 LAKEWOOD SHORES DR ~ ACCT # 9100 0	72.22
				5108 VERSAILLES AVE ~ ACCT # 9100 094 2	102.27
				4335 CROOKED LAKE ~ ACCT # 9100 094 295	74.80
				3508 WOODRIDGE DR ~ ACCT # 9100 160 460	47.22
				4975 BRIGHTON RD ~ ACCT # 9100 154 9059	1,366.81
				4505 OAK POINTE DR ~ ACCT # 9100 128 29	279.58
				5210 MORET WATERTANK ~ ACCT # 9100 094	25.58
				5269 PENTWATER DR ~ ACCT # 9100 172 982	97.01
				5497 SHARPE DR ~ ACCT # 9100 094 2909 3	322.62
				4610 CLIFFORD RD ~ ACCT # 9100 094 2875	549.15
					2,937.26
10/08/2026	592FN	6716	DTE ENERGY	3684 HONORS WAY ~ ACCT # 9100 160 4593	90.59
				5025 OAK POINTE DR ~ ACCT # 9100 128 29	44.33
				4386 FILBERT DR ~ ACCT # 9100 125 9148	43.01
					177.93

Check Date	Bank	Check	Vendor Name	Description	Amount
Bank 592FN OAK POINTE OPERATING FUND #592					
10/08/2026	592FN	6717	DTE ENERGY	4531 BRIGHTON RD ~ ACCT # 9100 128 2889	148.01
10/14/2026	592FN	6718	AT&T LONG DISTANCE	PHONE AND INTERNET	166.81
10/14/2026	592FN	6719	PFEFFER, HANNIFORD, PALKA	SERVICES THROUGH 9/30/26	1,500.00
592FN TOTALS:					
Total of 6 Checks:					5,699.85
Less 0 Void Checks:					0.00
Total of 6 Disbursements:					5,699.85
Bank 593FN LAKE EDGEWOOD OPERATING FUND #590					
10/05/2026	593FN	4794	BRIGHTON TOWNSHIP	Utility Bill	940.00
10/05/2026	593FN	4795	MHOG DPW FUND	JUNE, JULY & AUGUST UTILITY BILLING	1,022.95
10/08/2026	593FN	4796	DTE ENERGY	7801 BENDIX RD ~ ACCT # 9100 149 8836 4	230.57
				2340 ROLLNG ROCK DR ~ ACCT # 9100 164 6	61.01
				7819 BENDIX RD ~ ACCT # 9100 101 4421 0	971.96
				7985 COLLINGWOOD DR ~ ACCT # 9100 101 4	62.58
				2740 BRECKENRIDGE DR ~ ACCT # 9100 101	60.54
					1,386.66
10/14/2026	593FN	4797	CONSUMERS ENERGY	7817 BENDIX RD ~ ACCT # 1000 2508 9382	133.73
10/14/2026	593FN	4798	PFEFFER, HANNIFORD, PALKA	SERVICES THROUGH 9/30/26	1,500.00
593FN TOTALS:					
Total of 5 Checks:					4,983.34
Less 0 Void Checks:					0.00
Total of 5 Disbursements:					4,983.34
Bank FNBCK GENERAL FUND CHECKING ACCT FUND 101					
10/05/2026	FNBCK	40545	KP ELITE CLEANING LLC	TOWNSHIP HALL CLEANING	2,220.50
10/05/2026	FNBCK	40546	ACCIDENT FUND COMPANY	WORKERS COMP/INSURANCE PREMIUM	8,249.25
10/08/2026	FNBCK	40547	DTE ENERGY	6132 CROOKED LAKE RD ~ ACCT # 9200 561	50.01
				2911 DORR RD ~ ACCT # 9100 094 2885 5	1,447.99
				2911 DORR RD # FRONT ACCT # 9100 094 29	119.19
				2911 DORR RD # REAR ~ ACCT # 9100 094 2	35.25
				GF, HP, NS, LE & WP ~ ACCT # 9100 4056	586.79
					2,239.23
10/08/2026	FNBCK	40548	STATE OF MICHIGAN	APPLICATION FOR LEVEL 2 CERT	50.00
10/08/2026	FNBCK	40549	LIVINGSTON CO ASSESSORS ASSOC	LCAA MEMBERSHIP	20.00
10/14/2026	FNBCK	40550	ALLSTAR ALARM LLC	CENTRAL MONITORING 11/1/26 - 1/31/27	373.14
10/14/2026	FNBCK	40551	AMERICAN VIDEO TRANSFER INC	REPAIRS TO AHM MIXER	798.42
10/14/2026	FNBCK	40552	BLUE CROSS & BLUE SHIELD OF M	NOVEMBER MEDICAL INSURANCE	26,227.64
10/14/2026	FNBCK	40553	COMCAST	DEDICATED ETHERNET	677.15
10/14/2026	FNBCK	40554	COOPER'S TURF MANAGEMENT LLC	LAWN MAINTENANCE, VEGETATION CONTROL &	1,135.00
10/14/2026	FNBCK	40555	EHIM, INC	EHIM ADIMINISTRATIVE FEE	535.00
				EHIM SEPTEMBER CLAIMS FUNDING	1,329.79
					1,864.79

Check Date	Bank	Check	Vendor Name	Description	Amount
Bank FNBCK GENERAL FUND CHECKING ACCT FUND 101					
10/14/2026	FNBCK	40556	FEDERAL EXPRESS CORP	EXPRESS PACKAGE	45.14
10/14/2026	FNBCK	40557	FOSTER SWIFT COLLINS & SMITH	LEGAL SERVICES	208.60
10/14/2026	FNBCK	40558	GANNETT MICHIGAN LOCALIQ	PUBLICATIONS	272.67
10/14/2026	FNBCK	40559	GO TO COMMUNICATIONS, INC	MONTHLY PHONE CONTRACT	832.50
10/14/2026	FNBCK	40560	O'BRIAN, LUKE	CLEANUP OF CHILSON HILLS CEMETERY	540.14
10/14/2026	FNBCK	40561	MEI TOTAL ELEVATOR SOLUTIONS	OCT-DEC QUARTERLY SERVICE	194.32
10/14/2026	FNBCK	40562	MICHIGAN.COM	LIVINGSTON DAILY	353.02
10/14/2026	FNBCK	40563	NETWORK SERVICES GROUP, L.L.C	MONTHLY SERVER & WORKSTATION CONTRACT	2,241.25
				REVIEW LINUX SERVER	55.00
					2,296.25
10/14/2026	FNBCK	40564	PFEFFER, HANNIFORD, PALKA	SERVICES THROUGH 9/30/26	4,500.00
10/14/2026	FNBCK	40565	PITNEY BOWES, INC	METER RENTAL 7/9/26 - 10/8/26	135.75
10/14/2026	FNBCK	40566	SAFEBUILT LLC	SITE PLAN REVIEW	3,115.24
10/14/2026	FNBCK	40567	SECURE TECH GROUP	ICT SYSTEM ISSUES	123.75
10/14/2026	FNBCK	40568	STAPLES	OFFICE SUPPLIES	34.99
				OFFICE SUPPLIES	234.28
				ELECTION EQUIPMENT	799.00
					1,068.27
10/14/2026	FNBCK	40569	SUSAN DOMEN	POST OFFICE & FIRE DEPARTMENT BALLOT BO	65.36
				ELECTION TRAVEL	62.40
					127.76
10/14/2026	FNBCK	40570	TETRA TECH, INC.	SITE PLAN REVIEW	300.00
				SITE PLAN REVIEW	600.00
					900.00
10/14/2026	FNBCK	40571	TOSHIBA AMERICAN BUSINESS SOL	PRINTERS	611.96
10/14/2026	FNBCK	40572	VISA	VISA PURCHASES	797.92
10/14/2026	FNBCK	40573	WASTE MANAGEMENT CORP, SERVIC	SEPTEMBER WASTE MANAGEMENT SERVICES	143,773.55
FNBCK TOTALS:					
Total of 29 Checks:					203,751.96
Less 0 Void Checks:					0.00
Total of 29 Disbursements:					203,751.96
REPORT TOTALS:					
Total of 46 Checks:					225,807.61
Less 0 Void Checks:					0.00
Total of 46 Disbursements:					225,807.61

NEW BALANCE	**$797.92**

MINIMUM PAYMENT $797.92

PAYMENT DUE DATE 10/26/2026

Credit Summary

Total Credit Line	$10,000.00
Available Credit Line	$9,202.08
Available Cash	$0.00
Amount Over Credit Line	$0.00
Amount Past Due	$0.00
Disputed Amount	$0.00

NOTE: *Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.*

Important Information About Your Account

STAY CONNECTED AND BE THE FIRST TO HEAR ABOUT EXCLUSIVE CREDIT CARD OFFERS, BONUS REWARDS, AND SPECIAL PROMOTIONS. ENROLL IN TEXT MESSAGING TODAY BY VISITING INFO.TCMBANK.COM/SWEEPS AND COMPLETING THE FORM.

Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount	
09/02	09/04	PBUS01	24435656246210353015806	MSU PAYMENT ONLINE 517-355-5023 MI	$125.00	101-215-910-000
09/17	09/20	PBUS01	24431066261507503672808	STAPLES 0773 BRIGHTON MI	$170.59	~~101-262-751-001~~ 101-262-751-001
09/19	09/20	PBUS01	24692166262404926632604	AMAZON MKTPL*5R6ES79I1 Amzn.com/bill WA	$114.09	101-262-751-001
09/18	09/20	PBUS01	24801976261900501834599	BIG FROG CUSTOM T-SHIRTS 248-782-5501 MI	$334.96	101-262-751-001
09/18	09/20	PBUS01	24137466262001321955205	USPS PO 2512200116 BRIGHTON MI	$3.50	101-262-901-002
09/27	09/28	PBUS01	24137466270501044520608	TST* JONNA'S MARKET - BRI 810-229-6845 MI	$49.78	101-262-802-005

GENOA CHARTER TOWNSHIP BOARD
Regular Meeting
October 5, 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, Jodi Valenti, and Todd Walker.

Also present was Township Manager Kelly VanMarter and five people in the audience.

Call to the Public

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

Mr. Jeff Dhaenens of 5494 Sharp Drive hopes that if the moratorium is approved this evening, there will be an opportunity to allow for a reasonable conversation to happen. There are projects coming up that personally affect him and he cannot do anything until the Master Plan is complete.

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

Approval of Consent Agenda:

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

1. **Payment of Bills: October 5, 2026**

2. **Request to approve the September 21, 2026 regular meeting minutes.**

Approval of Regular Agenda

Moved by Hunt, supported by Valenti, to approve the regular agenda as presented. **The motion carried unanimously.**

3. Consideration of Resolution 261005 for a six-month extension of the Temporary Moratorium on the review and approval of rezoning applications in order to allow for updates to the Master Plan and Future Land Use Map. (Roll Call)

Ms. VanMarter stated the Planning Commission has requested staff to reach out to some of the residents who filled out the survey to ask them for more clarification on how they responded to certain questions.

Mr. Reiber questioned if the people who were going to be contacted were people who did not fill out the survey completely. Ms. VanMarter stated they will be contacting everyone who provided an email address to ask them if they correctly understood the questions regarding the South Latson Area.

Ms. Hunt stated this is an important issue and it is worth adding an additional six months to the moratorium. Mr. Walker stated it is best to get it right.

It was noted this moratorium cannot be extended past these additional six months.

Moved by Soucy, supported by Hovarter, to approve Resolution 261005 for a six-month extension of the Temporary Moratorium on the acceptance, review, processing, and approval of rezoning applications as authorized by Resolution 251006B to provide additional time for public engagement and clarification of the previous community survey results and to complete the updated of the Township Master Plan and future Land Use Map. **The motion carried unanimously with a roll call vote. (Reiber – yes; Hunt – yes; Valenti – yes; Hovarter – yes; Walker – yes; Soucy – yes; Spicher – yes)**

Member Updates

Mr. Reiber asked if there was a pre-planning meeting with Peacemakers. Ms. VanMarter stated it was held last week. Mr. Reiber stated he advised that he was very interested in attending that meeting and he was not sent any documentation or meeting link. Ms. VanMarter will provide information from that meeting to Mr. Reiber.

Mr. Walker stated BAFA will be discussing grants they have been awarded at their next meeting.

Board Comments

Mr. Soucy stated the clerk's office mailed 6,299 absentee ballots.

Mr. Reiber asked on the status of the 77 acre parcel that is owned by the township. Supervisor Spicher stated they have been reviewing and applying for grants.
Mr. Reiber asked when the additional baseline data will be collected for the noise ordinance.

Ms. VanMarter stated staff is working with the township attorney on the contract.

Mr. Reiber asked for an update on the wage study. Ms. VanMarter stated staff has received a draft of the study and she is providing feedback regarding formatting and typographical errors to the contractor. They are gathering and obtaining additional data.

Ms. VanMarter stated the first meeting in November has been canceled due to the election.

Adjournment

Moved by Walker, supported by Valenti, to adjourn the meeting at 6:59 pm. **The motion carried unanimously.**

Respectfully Submitted,

Patty Thomas
Recording Secretary

Approved: Rick Soucy, Clerk
Genoa Charter Township

Kevin Spicher, Supervisor
Genoa Charter Township

DRAFT

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: October 15, 2026

RE: Schultz Outfitters Parking Lot Improvements
5796 E. Grand River Avenue (11-10-400-007)
Environmental Impact Assessment

Please find attached the project case file for Schultz Outfitters. This project involves a new retail business within an existing commercial building including additional parking, waste receptacle/enclosure, and landscaping. The property is located at 5776 E. Grand River, south side of Grand River Avenue, west of Dorr Road. The request is petitioned by Mitts, LLC. The property is zoned General Commercial District (GCD).



The proposed retail business is a permitted use. In order to allow for the new business, additional parking is required per the Zoning Ordinance. In order to proceed, the applicant was required to obtain Zoning Board of Appeals approval for a parking lot side yard setback which was received at the September 15, 2026 meeting. The Planning Commission is to put forth a recommendation to the Township Board on the environmental impact assessment and deposition of the site plan. The project was heard before the Planning Commission on October 13, 2026 and the Commission recommended approval of the environmental impact assessment and approved the site plan. Based on the recommendation from the Planning Commission I offer the following for your consideration:

SUPERVISOR
Kevin Spicher
CLERK
Rick Soucy
TREASURER
Robin L. Hunt
TRUSTEES
Jodie Valenti
Bill Reiber
Candie Hovarter
Todd Walker
MANAGER
Kelly VanMarter

ENVIRONMENTAL IMPACT ASSESSMENT Moved by _____, supported by _____ to APPROVE the Environmental Impact Assessment dated August 19, 2026 for proposed parking lot expansion and site improvements for Schultz Outfitters located at 5776 E. Grand River Avenue with the following conditions:

1. Outdoor storage, sales or displays is prohibited.
2. The entrance and exit signs shall comply with the township's sign ordinance.

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

Best Regards,



Amy Ruthig
Planning Director

GENOA CHARTER TOWNSHIP
Application for Site Plan Review

TO THE GENOA TOWNSHIP PLANNING COMMISSION AND TOWNSHIP BOARD:
(Application must be completed in its entirety)

APPLICANT NAME & ADDRESS: MITTS LLC 5796 E. Grand River Ave Howell, MI 48843
If applicant is not the owner, a letter of Authorization from Property Owner is needed.

OWNER'S NAME & ADDRESS: MITTS LLC 5796 E. Grand River Ave Howell, MI 48843

SITE ADDRESS: 5776 E. Grand River Ave Howell, MI 48843 PARCEL #(s): 4711-10-400-007

LOCATION AND BRIEF DESCRIPTION OF SITE: South side of Grand River Avenue, +/-900' west of Door Road. Existing vacant commercial site with existing single story commercial building and paved parking area.

BRIEF STATEMENT OF PROPOSED USE: Schultz Outfitters fishing fly and tackle shop with in store and on line sales and guided fishing trips. A portion of the existing building will be dedicated warehouse space for the storage of on line sales product, shipping materials and packages ready to ship.

THE FOLLOWING BUILDINGS ARE PROPOSED: No new buildings are proposed. The existing building will be repurposed for the proposed use. 9 additonal parking spaces are proposed as well as 8 banked parking spaces to meet zoning ordinance requirements for parking. A dumpster enclosure is proposed for the southeast corner of the site.

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: Larry E. Mitts L.

ADDRESS: 5796 E. Grand River Howell,MI 48843

APPLICANT INFORMATION:

Applicant Phone: (810) 923-8334 Owner Phone: (810) 923-8334

Owner Email: maggie@wonderlandmarinewest.com

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

1.) Chris Grzenkowicz (Name) of DESINE Inc. (Business Affiliation) at chrisg@desineinc.com (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: Gary E. Mitter DATE: 8-12-26

PRINT NAME: Gary Mitter PHONE: (810) 923-8334

ADDRESS: 5796 E. Grand River Ave Howell, MI 48843

GENOA TOWNSHIP PLANNING COMMISSION
Public Hearing
October 13, 2026

MINUTES

Call to Order

Chairperson McCreary called the meeting of the Genoa Charter Township Planning Commission to order at 6:30 p.m. at the township hall.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call

The following members were present constituting a quorum for the transaction of business: Chairperson Marianne McCreary, Michael Hadjinian, Greg Rassel, Eric Rauch and Bill Reiber. Absent were Tim Chouinard and Glynis McBain.

Also present were Planning Director Amy Ruthig, Brian Borden of Safebuilt, Sydney Streveler from Tetra Tech, and seven people in the audience.

Approval of the Agenda

Moved by Rassel, supported by 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 opened at 6: 31 pm.

Ms. Deborah Beatty of 3109 Pineview Trail asked about the clear cutting on the MHOG property. She looked at the plans and the area where they are cutting is not what is shown on the drawing. She is concerned about the increase in traffic that would be caused by the addition of the new building in front of Meijer. MDOT has already said no. The connecting road to the Family Farm and Fleet site will not help.

The call to the public was closed at 6:34 pm.

OPEN PUBLIC HEARING # 1… Consideration of an environmental impact assessment and site plan for a proposed parking lot expansion for Schultz Outfitters. The property is located at 5776 East Grand River Avenue, south side of Grand River Avenue west of Dorr Road. The request is petitioned by MITTS LLC.
A. Recommendation of Environmental Impact Assessment (8-19-26)

B. Disposition of Site Plan (9-18-26)

Mr. Chris Grzenkowicz, the design engineer, provided a review of the property and the proposed project. Sixty percent of Schultz Outfitters' business is online. The existing nine parking spaces would be sufficient for this site; however, the ordinance requires 23 parking spaces. He reviewed the proposed changes to the parking lot. They are proposing to make one driveway going in only and one going out only and add parking spaces to each of those drives. They are proposing to bank parking spaces.

Mr. Reiber stated this is a great location for this business, noting it is reusing a vacant building. He questioned why so many parking spaces are required. Ms. Ruthig stated that ordinance was written before business changed. This store now does most of its business online. Mr. Borden stated the township's ordinance is very standard. He noted that the applicant is proposing to only construct 18 and bank the remaining five. This will need to be approved by the Planning Commission.

Mr. Borden reviewed his letter dated September 29, 2026.
1. The applicant requests the Planning Commission approval of banked parking based on a high ratio of online business, as opposed to in-person. He believes the proposed number of spaces will be sufficient for this business, but they do have the banked parking spaces if they are determined to be needed.
2. The Planning Commission may allow the proposed evergreen trees in the required greenbelt or may require the use of canopy trees.
3. The Planning Commission may modify landscaping requirements, per Section 12.02.13.
4. The Planning Commission may waive the required setback of the proposed location of the waste receptacle and enclosure, which would result in a one foot setback.
5. The applicant must address any site plan comments provided by the Township Engineer and/or Brighton Area Fire Authority.

Ms. Streveler stated the applicant has addressed all of her previous comments and she has no additional engineering concerns.

The Brighton Area Fire Authority's letter dated October 2, 2026 states that all of their previous comments have been addressed.

Chairperson McCreary was concerned with delivery trucks; however, she read that the Impact Assessment states that they will use small delivery trucks.

Mr. Reiber questioned if the two sided exit sign will obstruct sight distance when exiting the property. Mr. Grzenkowicz stated vehicles will stop to check for pedestrians on the sidewalk, and then they will pull forward past the sign so it will not block their line of sight.

Mr. Reiber asked if the township can require crosswalks across this driveway. Ms. Ruthig stated there is no ordinance requirement for this.

The call to the public was opened at 6:56 pm with no response.

Moved by Rauch, supported by Rassel, to recommend to the Township Board approval of the Environmental Impact Assessment dated August 19, 2026 as presented. **The motion carried unanimously**.

Moved by Rauch, supported by Rassel, to approve the Site Plan dated September 18, 2026 with the following conditions:

- The Planning Commission finds that the banked parking, based on a high ratio of online business, as opposed to in person business is found to be acceptable and therefore, the 18 provided spaces along the 8 banked spaces meets the intent of the ordinance.
- The proposed evergreen trees in the greenbelt in lieu of canopy trees are acceptable. The proposed location of the waste receptable and enclosure with the one-foot side setback is acceptable due to the use of the neighboring property.
- Any requirements from the township engineer and Brighton Area Fire Authority must be addressed prior to the issuance of land use permit.
- The entrance and exit signs shall comply with the township's sign ordinance.

The motion carried unanimously.

OPEN PUBLIC HEARING # 2… Consideration of an environmental impact assessment and site plan for a proposed parking lot expansion and site improvements for Jonna's Market. The property is located at 4986 Chilson Road, northwest corner of Chilson and Brighton Roads. The request is petitioned by Mike Jonna.
A. Disposition of Environmental Impact Assessment (9-15-26)
B. Recommendation of Site Plan (9-15-26)

Mr. Mike Jonna and Mr. Mark Mahajan, the engineer, were present. Mr. Mahajan stated the applicant has purchased the neighboring property, which currently has a house on it. Due to the increase in their business, they need additional parking. They will also be making improvements to the storm management system and relocating the entrance drive off Chilson Road so it is further from the intersection. He noted there is no room in the right-of-way to put the required sidewalk in front of the property. Mr. Jonna noted the sidewalk would not lead to any other sidewalks. He is also proposing to put in a fenced-in patio area on the property to allow people to sit and eat. He stated that he will be expanding his business and currently has 50 employees, so the parking will help. He will also be presenting a façade update to the township.

Mr. Borden reviewed his letter dated October 7, 2026.

1. The proposed cooler addition does not meet the required rear yard setback. They are requesting a 6.1' setback and 40' is required. They will require a variance from the ZBA. A detail of the cooler addition must also be provided.
2. The Planning Commission may accept a performance guarantee in lieu of bike path construction, per Section 12.05.02. Mr. Rauch stated there are no opportunities for sidewalks in the area. This is a drive to destination, so he does not feel a performance guarantee is required. Mr. Borden stated it is required per the Pathways Plan in the Master Plan. It is not able to be constructed now, but changes could be made to the roadway and a pathway would be possible. After a discussion, the Planning Commission agrees to require the performance guarantee as long it does not require the applicant to provide funds.
3. The Planning Commission may allow the excess parking proposed, per Section 14.02.06. Over 120 percent is allowed, but the applicant is proposing almost triple the maximum allowed parking spaces. Based on the existing conditions, it seems to be necessary.

Mr. Michael Prudhomme stated he is requesting a variance due to the topography of his yard. If he was to meet the setbacks, it would require extensive excavation and tree removal and put the structure within 25 feet of his house.

Ms. Kreutzberg asked if a survey has been done. Mr. Prudhomme stated there are markers on the property, but he cannot say that they are exact. He believes if they are not, they are off by inches.

Mr. Rockwell reviewed previous variance requests for accessory structures in this neighborhood. Two of them were withdrawn, one was denied, and two were approved for smaller structures and due to the locations of the well and septics. The request is supposed to be the least amount necessary. The applicant is requesting large variances.

Ms. Aulette stated there are at least five approved variances in this neighborhood.

Mr. Prudhomme stated he cannot meet the rear yard setback. He can move it further toward the front but will still need a variance. This would not disturb the neighbors because there are large pines and this location is lower than the adjacent properties.

Mr. Fons agrees that this is the ideal location on the site to put the structure; however, it does not meet the township's ordinance.

The call to the public was made at 7:15 pm.

Mr. Peter Kula of 3796 Kipling owns the house behind Mr. Prudhomme. He stated there is a lot of property in his backyard. He will see it from his house if it is put where it is being proposed. He is the president of the homeowner's association and their requirements are that the structure must be 12 x 12 minimum and the board has to approve the architecture.

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

Mr. Prudhomme reiterated that moving the structure further toward the front would be very close to his house and at a higher elevation. The location he has proposed is much lower. It would not be an eyesore. Keeping equipment outside would be an eyesore.

Moved by Kreutzberg, supported by Rockwell to table Case #26-15 for Michael Prudhomme until the October 20, 2026 ZBA meeting, at the applicant's request. **The motion carried unanimously**.

3. 26-16…A request by Mitts LLC, 5776 E. Grand River, for a side yard setback variance and any other variances deemed necessary by the Zoning Board of Appeals, for parking lot expansion.

Mr. Chris Grzenkowicz, the design engineer, provided a review of the property and the proposed project. They are requesting an eight-foot side-yard variance. There are nine parking spaces, which is sufficient for this business; however, the ordinance requires 23 spaces for this use. Parking cannot be put in the front of the property due to the setback requirements. They are proposing to make one driveway going in only and one going out only and add parking

spaces to each of those drives. They are proposing to bank parking spaces to avoid taking down trees. They also need to meet the Brighton Fire Authority's requirement for turning radius. He noted that all uses that are permitted, and those that require a special use at this property, would require a variance to meet the parking requirement.

Chairperson McCreary stated that if the fire department agrees with this, then she does also.

Mr. Grzenkowicz stated that 60 percent of their business is online, with only 40 percent at the store.

Mr. Soucy stated the proposed use compliments the other businesses in the area. He does not see any issues with this request. Mr. Fons agrees.

The call to the public was made at 7:42 pm with no response.

Moved by Rockwell, supported by Soucy, to approve Case #26-15 for Mitts, LLC for 5776 East Grand River, for a side yard variance of 8 feet from the required 10 feet for a side yard setback of 2 feet, to allow for additional parking, based on the following findings of fact:

- Strict compliance with the ordinance would prevent the applicant from having enough parking for the use. Granting of the requested variance does provide substantial justice or a substantial property right similar to that possessed by other businesses in this zoning district.
- The subject property possesses an irregular and angled lot configuration, with an existing principal structure occupying a substantial portion of the parcel. The relationship between the existing building, property boundaries, access points, and required vehicle circulation results in a limited usable area for parking. Strict application of the required side-yard setback would substantially reduce the functional parking area and would create practical difficulties in maintaining reasonable access and circulation on the site. These conditions are peculiar to the physical configuration and existing development of the property and are not the result of the applicant's actions. This issue is not self-created.
- The granting of the variance will not impair an adequate supply of light and air to adjacent property or unreasonably increase the congestion in public streets or increase the danger of fire. Further, relocating these spaces out to two feet from the property line creates parking spaces that do not encroach into the Brighton Area Fire Departments clear turning radius.
- The proposed variance would have little or no impact on the appropriate development, continued use or value of adjacent properties and the surrounding neighborhood.

This approval is conditioned upon the following:

1. Applicant must obtain Site Plan Approval through Planning Commission.
2. Applicant must close off connection to the adjacent property at 5796 Grand River.
3. No outside sales or storage in the lot.

The motion carried unanimously.

Administrative Business:

1. Approval of minutes for the August 18, 2026 Zoning Board of Appeals meeting.

Moved by Kreutzberg, supported by Soucy, to approve the minutes of the August 18, 2026 Zoning Board of Appeals meeting as submitted. **The motion carried unanimously.**

September 29, 2026

Planning Commission
Genoa Township
2911 Dorr Road
Brighton, Michigan 48116

Attention:	Amy Ruthig, Planning Director
Subject:	Schultz Outfitters – Site Plan Review #2
Location:	5776 East Grand River Avenue – south side of Grand River Avenue, west of Dorr Road
Zoning:	GCD General Commercial District

Dear Commissioners:

At the Township's request, we have reviewed the revised submittal requesting site plan review and approval for a new retail use in the existing commercial building at 5776 East Grand River Avenue (cover sheet dated 9/18/26).

A. Summary

1. The applicant requests Commission approval of banked parking based on a high ratio of online business (as opposed to in-person).
2. The Commission may allow the proposed evergreen trees in the required greenbelt (or may require the use of canopy trees).
3. The Commission may modify landscaping requirements, per Section 12.02.13.
4. The Commission may allow the proposed location of the waste receptacle and enclosure (rear yard with a 1' side setback).
5. The applicant must address any site plan comments provided by the Township Engineering and/or Brighton Area Fire Authority.

B. Proposal/Process

The applicant requests review and approval of a new retail business within an existing commercial building, as well as site improvements including additional parking, a new waste receptacle/enclosure, and additional landscaping.

Per Table 7.02 of the Township Zoning Ordinance, retail establishments with up to 15,000 square feet of gross floor area are permitted by right in the GCD (with no associated use requirements).

Procedurally, the Planning Commission has review and approval authority over the site plan but must put forth a recommendation to the Township Board on the Environmental Impact Assessment.



Aerial view of site and surroundings (looking south)

C. Site Plan Review

1. **Dimensional Requirements.** As a previously developed site, there are limited impacts on the dimensional requirements of the GCD. However, the project does include new parking spaces and additional impervious surface.

   The proposed parking spaces on the east side of the site do not meet the required 10' setback; however, a variance was recently granted by the ZBA. (The applicant has added a note to Sheet SP1 stating such.)

   Additionally, the slight increase in impervious surface remains compliant with the GCD maximum (75% allowed; 71.2% proposed).

2. **Building Design and Materials.** The applicant has confirmed that no exterior building modifications are proposed at this time.

3. **Pedestrian Circulation.** The site currently has a public sidewalk along Grand River Avenue, as well as a connection to the sidewalk along the front of the building.

4. **Vehicular Circulation.** The site currently has 2 curb cuts, and the proposal entails a one-way circulation pattern (counterclockwise). Drive aisles are of sufficient width for one-way circulation around the property.

   The applicant must address any comments provided by the Township Engineer and/or the Brighton Area Fire Authority with respect to vehicular circulation.

5. **Parking.** Based on the parking calculations included on Sheet SP1, the project requires 23 parking spaces. The site plan provides 18 parking spaces, including 1 barrier-free space.

   The proposal includes banked parking for 8 additional spaces, with a net gain of 5 to bring the site into compliance.

   The applicant requests the use of banked parking in accordance with Section 14.02.05 because 60% of their business is conducted online.

The design and dimensions of parking spaces and drive aisles comply with Ordinance standards. While we do not typically advise the use of parallel parking spaces for commercial uses, the site layout will not allow perpendicular or angled parking on either side.

Lastly, the 2 parallel spaces closest to the rear of the site – 1 banked space on the west side and 1 proposed space on the east side – will be difficult to navigate given how tight the area around the spaces will be (the space on the east side abuts the waste receptacle enclosure). However, these spaces do meet dimensional requirements for parallel parking spaces.

6. **Exterior Lighting.** Our understanding is that no exterior lighting modifications are proposed.

7. **Landscaping.** The landscape plan has been reviewed for compliance with the standards of Section 12.02, as follows:

Standard	Required	Proposed	Comments
Greenbelt	20' width 4 trees	2 existing trees 2 evergreen trees 28 shrubs	In compliance (PC may allow up to 50% evergreen trees)
Buffer Zone C (E)	10' width 11 trees OR 44 shrubs	2' width 2 trees 4 shrubs	ZBA variance mitigates deficient width; PC may modify requirements accordingly, per 12.02.13
Buffer Zone C (W)	10' width 11 trees OR 44 shrubs	10.7' width 11 existing trees 24 shrubs	In compliance
Buffer Zone C (S)	10' width 8 trees OR 32 shrubs	5' width 32 shrubs	Plantings in compliance; width is an existing condition that PC may allow to remain
Parking Lot	180 SF landscaped area 2 trees	261 SF landscaped area 1 existing tree 1 proposed tree	In compliance

8. **Waste Receptacle.** The proposed waste receptacle has been reviewed for compliance with the standards of Section 12.04, as follows:

	Requirement	Proposed	Comments
Location	Rear yard or non-required side yard AND not less than 20' from residential	Rear yard 1' side setback	Yard location is compliant; PC may allow side encroachment, per 12.04.02
Access	Clear access w/ out damaging buildings/vehicles	Sufficient access	Requirement met
Base design	9' x 9' concrete pad (minimum) w/ 6' extension	9' x 15' concrete pad	Requirement met
Enclosure	3-sided enclosure w/ gate Masonry walls 6' height/taller than receptacle	3 sides w/ gate across 4th Masonry walls 6'	Requirements met

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

Respectfully,
SAFEBUILT

Brian V. Borden, AICP
Planning Manager

October 5, 2026

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

Re: Schultz Outfitters
Site Plan Review No. 2

Dear Ms. Ruthig:

Tetra Tech conducted a review of the site plan submittal for Schultz Outfitters last dated September 18, 2026. The site plan was prepared by Desine Inc on behalf of Mitts LLC. The development is located on 0.74 acres south of Grand River Avenue 1,000 feet west of Dorr Road. The Petitioner is proposing a parking lot expansion. The proposed site includes pavement improvements and a new dumpster enclosure.

We have reviewed the revised site plan, and the petitioner has satisfactorily addressed our previous comments. We have no further engineering related concern with the proposed site plan. Please call or email if you have any questions.

Sincerely,

Sydney Streveler, EIT
Civil Engineering Group

Tetra Tech
3497 Coolidge Road, East Lansing, MI 48823
Tel 517.316.3930 Fax 517.484.8140 www.tetratech.com

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

October 2, 2026

Bobby Foster, Planner
Genoa Charter Township
2911 Dorr Rd.
Brighton, MI 48116

RE: Schultz Outfitters
5776 E. Grand River Ave.
Howell, 48843
Site Plan Review

Dear Bobby:

The Brighton Area Fire Department has reviewed the above-mentioned site plan. The plans were received for review on September 22, 2026 and the drawings are dated September 18, 2026. The project is based on proposed re-occupancy of an existing building. The site plan is for additional parking and a new dumpster enclosure. The plan review is based on the requirements of the International Fire Code (IFC) 2024 edition.

All previous comments have been addressed, and the Knox Padlocks have been ordered. BAFA has no further comments on the project.

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

Cordially,

Rick Boisvert, CFPS
Fire Marshal

cc: Amy Ruthig (amy@genoa.org)

Schultz Outfitters
5776 EAST GRAND RIVER
Genoa Township, Michigan
Site Plan Application

IMPACT ASSESSMENT

Property Owner / Applicant:
MITTS, L.L.C.
5796 East Grand River
Howell, Michigan 48843

Prepared by:
DESINE INC.
2183 Pless Drive
Brighton, Michigan 48114

A. INTRODUCTION (Sec. 18.07.01)

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 renovation of the site for use as Schultz Outfitters fishing fly and tackle shop on the surrounding community and the economic condition and social environment of the Township.

This Impact Assessment has been prepared under the direction of Christopher A. Grzenkowicz, P.E., DESINE INC., 2183 Pless Drive, Brighton, Michigan 48114. Mr. Grzenkowicz is a licensed Civil Engineer, providing professional engineering services in Livingston County since 1995 with experience in private and municipal development including projects within Genoa Township and Livingston County.

B. SITE LOCATION / DESCRIPTION (Sec. 18.07.02)

The project site is located on the south side of Grand River Avenue, west of Dorr Road, as shown on Figure 1. The site is an existing parcel containing 0.74 acres of property, bordered on the North by Grand River Avenue, on the East by Wonderland Marine West, with Crystal Gardens banquet center to the South and West. Properties North of Grand River Avenue are zoned "Lakeshore Resort Residential" (LRR) district, to the East, West and South is zoned General Commercial (GCD).

The site is developed and contains an existing 7,124 square foot building with a bituminous driveway and parking area surrounding the building. Schultz Outfitters is proposing to renovate the building for use as a fishing fly and tackle shop. A portion of the building will be utilized as warehouse space for online sales while the remainder of the building will serve as retail space for in person sales. The Site Plan depicts renovation of the site including the addition 9 new parking spaces and 8 banked parking spaces to conform with the Township Zoning Ordinance parking requirements for the proposed use. The proposed parking improvements include relocation of the barrier free parking space closer to the front entrance of the building. Other improvements to the site will include a dumpster enclosure and additional landscaping. Proposed site improvements are depicted on Figure 2.

C. IMPACT ON NATURAL FEATURES (Sec. 18.07.03)

Existing soils on the property are Wawasee loam. These soils are well drained soils found in till plains and moraines, with slopes of 2%-6%. Surface runoff is medium, permeability is moderately low and the soil erosion hazard is light. The Soils Map, shown in Figure 3, shows the locations of specific soil types as classified.

Soil classifications are prepared by the United States Department of Agriculture, Soil Conservation Service, and "Soil Survey of Livingston County". On-site soils consist of the following:

> WAWASEE LOAM (MoB): WAWASEE LOAMS are typically well drained soils found in till plains and moraines, with slopes of 2%-6%. Surface runoff is medium, permeability is moderately low and the soil erosion hazard is light.

The property is currently fully developed and paved. Existing topography of the site is generally flat. Surface water drainage from the site is generally in a Northerly direction.

The proposed site improvements will not require any significant changes in grading of the property to construct the new parking spaces. Existing grades at the property lines will not be modified. The limits of disturbance are depicted as shaded areas on the grading plan.

Surface drainage characteristics on the property will not be significantly impacted by the proposed construction. Construction of the proposed parking spaces will not significantly change the permeable area on the property. The proposed changes and modifications to the surface drainage conditions will not have a negative impact on local aquifer characteristics or groundwater recharge capacity. Surface water runoff from the property will not have a significant impact on adjacent properties due to the proposed renovation.

Landscaping is proposed for the site to reduce the visual impact of the existing building and property. All proposed landscaping areas and plantings 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.

No wildlife habitats currently exist on the property.

D. IMPACT ON STORM WATER MANAGEMENT (Sec. 18.07.04)

The property currently discharges surface water runoff to an existing storm sewer system along Grand River Avenue. Site grades mesh with existing grades on adjoining properties. No adverse impact to adjacent parcels is anticipated due to construction of the proposed parking spaces.

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 will be installed around the portion of the site to be disturbed 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 (Sec. 18.07.05)

No adverse impact to adjacent properties is anticipated due to the renovation of the existing building, parking and site improvements.

Ambient noise levels on and around the property are largely generated by vehicular traffic on Grand River Avenue. Daily activities within the proposed buildings are not anticipated to create an increase in the sound level in the area.

All site lighting is existing building mounted fixtures. 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.

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.

Soil erosion control measures such as silt fence, geotextile silt sack filters and construction track mats will be used during construction to control siltation and sedimentation from entering the storm water system and have an adverse impact on adjacent properties.

F. IMPACT ON PUBLIC FACILITIES AND SERVICES (Sec. 18.07.06)

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. Existing fire hydrants are located along Grand River Avenue. The building address is posted at the front of the existing building. A 20-foot-wide fire lane will be maintained around the entire building. No significant change in fire protection services is anticipated as a result of the proposed renovation of the property.

The proposed plan modifications will not create any direct adverse impact on the public schools.

G. IMPACT ON PUBLIC UTILITIES (Sec 18.07.07)

The property is located within a municipal sewer & water service area. Water service is available along Grand River. Capacity is available within the existing water system to provide adequate service to this site.

Sanitary sewer is located along the eastern property line. Capacity is available within the existing sanitary sewer system to provide adequate service for the site.

The site is currently serviced by electric, gas, phone and cable systems located along Grand River Avenue.

Delivery services are generally limited to parcel trucks, such as UPS, and similar single axle vehicles. These delivery service providers will utilize the loading area at the rear of the building while dropping off deliveries and picking up online sales packages for shipping.

H. STORAGE AND HANDLING OF ANY HAZARDOUS MATERIALS (Sec. 18.07.08)

The proposed use within the existing building will not use, store, generate and/or discharge potentially polluting materials. Small quantities of material such as cleaning products and chemicals may be stored. No adverse effect is expected due to hazardous materials on-site.

I. TRAFFIC IMPACT STUDY (Sec. 18.07.09)

Schultz Outfitters conducts approximately 60% of their sales business online and only about 40% in person and is by default a low traffic generator. No significant increase in vehicle trips is anticipated as a result of the proposed use. The property currently contains 2 existing full movement driveway approaches on Grand River Avenue. The existing driveway approaches and parking drive aisles will be converted to one-way traffic so that all vehicles will enter through the west driveway, traverse counter clock wise around the building and exit through the east driveway. The proposed conversion to one-way traffic is anticipated to have a positive improvement on the traffic patterns for Grand River Avenue. There are existing sidewalks along the Grand River Avenue frontage of this site and a connector walk that provides pedestrian access to the front entrance of the building. No adverse impact on pedestrian traffic in the area is anticipated as a result of developing the proposed project.

J. HISTORIC AND CULTURAL RESOURCES (Sec. 18.07.10)

The existing 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 currently proposed for this facility.

FIGURE 1

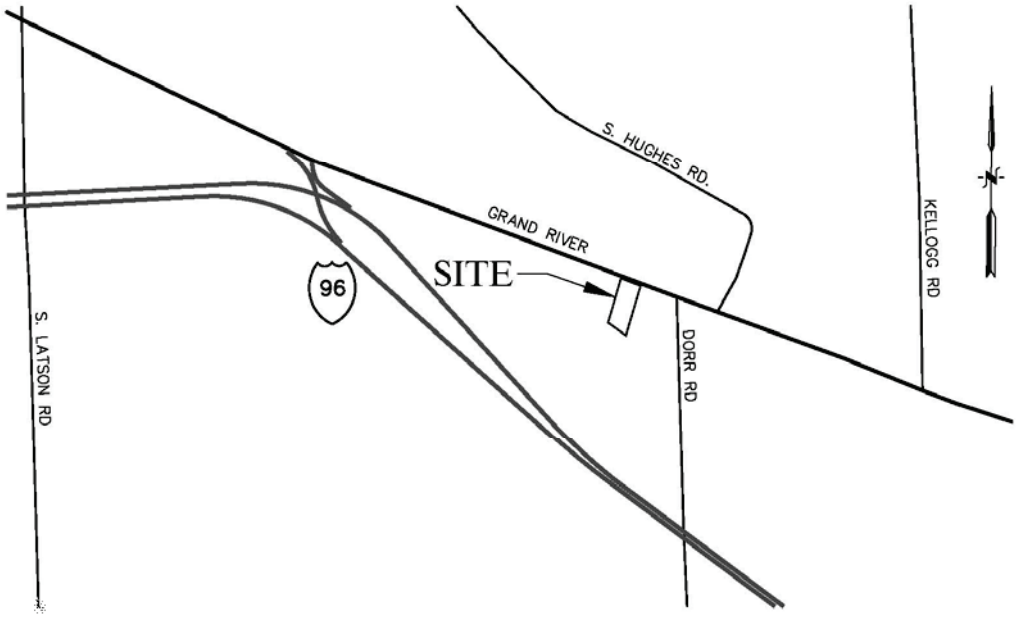
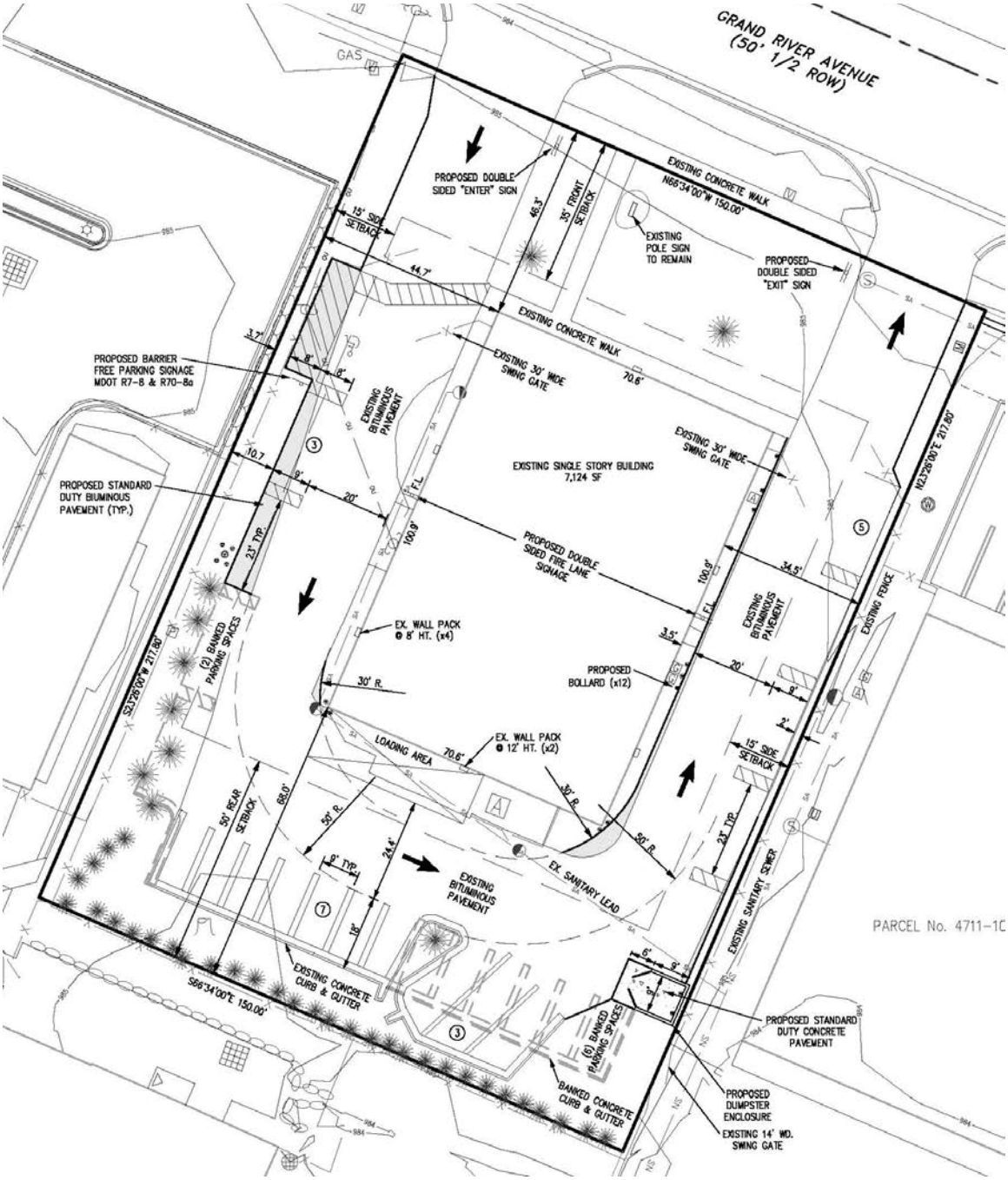

S. HUGHES RD.
GRAND RIVER
SITE
96
S. LATSON RD
DORR RD
KELLOGG RD
N
LOCATION MAP
SCALE: 1in. = 2000ft.

FIGURE 2



SITE IMPROVEMENTS
NOT TO SCALE

FIGURE 3



SOILS MAP
(NOT TO SCALE)

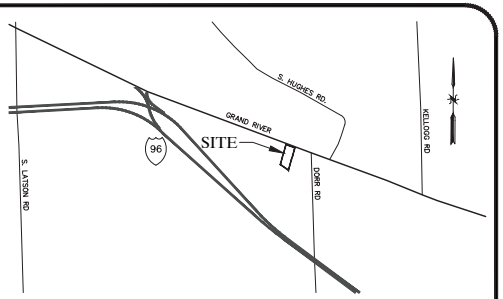
PROPOSED SITE PLAN FOR
SCHULTZ OUTFITTERS
5776 EAST GRAND RIVER AVENUE
HOWELL, MICHIGAN 48843

A PART OF THE SE 1/4 OF SECTION 10, T 2 N, R 5 E, GENOA TOWNSHIP, LIVINGSTON COUNTY, MICHIGAN



AERIAL PHOTOGRAPHY BY: Google maps

Aerial photographic underlay is an unrectified image and is orientated to the engineering line work within reasonable accuracy and precision, and may not accurately depict current site conditions.



LOCATION MAP
SCALE: 1in. = 2000ft.

LEGAL DESCRIPTION

Part of the Southeast 1/4 of Section 10, Town 2 North, Range 5 East, Genoa Township, Livingston County, Michigan, more particularly described as follows:
Commencing at the Southeast Corner of said Section 10;
thence N02°08'E 800 feet;
thence N66°34'W 679 feet to the PLACE OF BEGINNING;
thence N66°34'W 200 feet;
thence S23°26'W 435.6 feet;
thence S66°34'E 200 feet;
thence N23°26'E 435.6 feet to the Place of Beginning.
Subject to and together with all easements and restrictions affecting title to the above described premises.
Tax ID No.: 4711-10-400-019
Also known as: 5796 E. Grand River, Howell, Michigan 48843

Refer to the current policy for title insurance for proof of ownership and all encumbrances affecting title to the described above parcel.

SHEET INDEX

EX1	EXISTING CONDITIONS & DEMOLITION PLAN
SP1	SITE PLAN
GR1	GRADING & PAVING PLAN
SE1	SOIL EROSION & SEDIMENTATION CONTROL PLAN
SE2	SOIL EROSION & SEDIMENTATION CONTROL NOTES & DETAILS
LA1	LANDSCAPE PLAN
LA2	LANDSCAPE NOTES & DETAILS
DT1	SITE & PAVEMENT NOTES & DETAILS
E1	BUILDING EXTERIOR PHOTOGRAPHS
F1	FLOOR PLAN

BENCHMARKS

BENCHMARK

DATUM BASED ON NGS OPUS SOLUTION REPORT, DATED MARCH 28, 2022 AT 11:28 AM. PREVIOUS DATUM FROM MARCH 1999 HAS A DIFFERENCE OF -0.76'.

BENCHMARK @201
ARROW ON HYDRANT, LOCATED ON THE SOUTHERLY SIDE OF GRAND RIVER, NEAR THE NORTHWESTERLY CORNER OF @5796 PARCEL.
ELEVATION = 986.63 (NAVD 88)

BENCHMARK @202
SOUTHEASTERLY CORNER OF CONCRETE PAD, LOCATED ON THE EASTERLY SIDE OF @5796 BUILDING.
ELEVATION = 983.53 (NAVD 88)

OWNER/DEVELOPER
MITTS LLC
5796 E. GRAND RIVER
HOWELL, MICHIGAN 48843
(517) 548-5122

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

STATE OF MICHIGAN — CHRISTOPHER GREGORCZYK — License No. 6201050674 — PROFESSIONAL ENGINEER

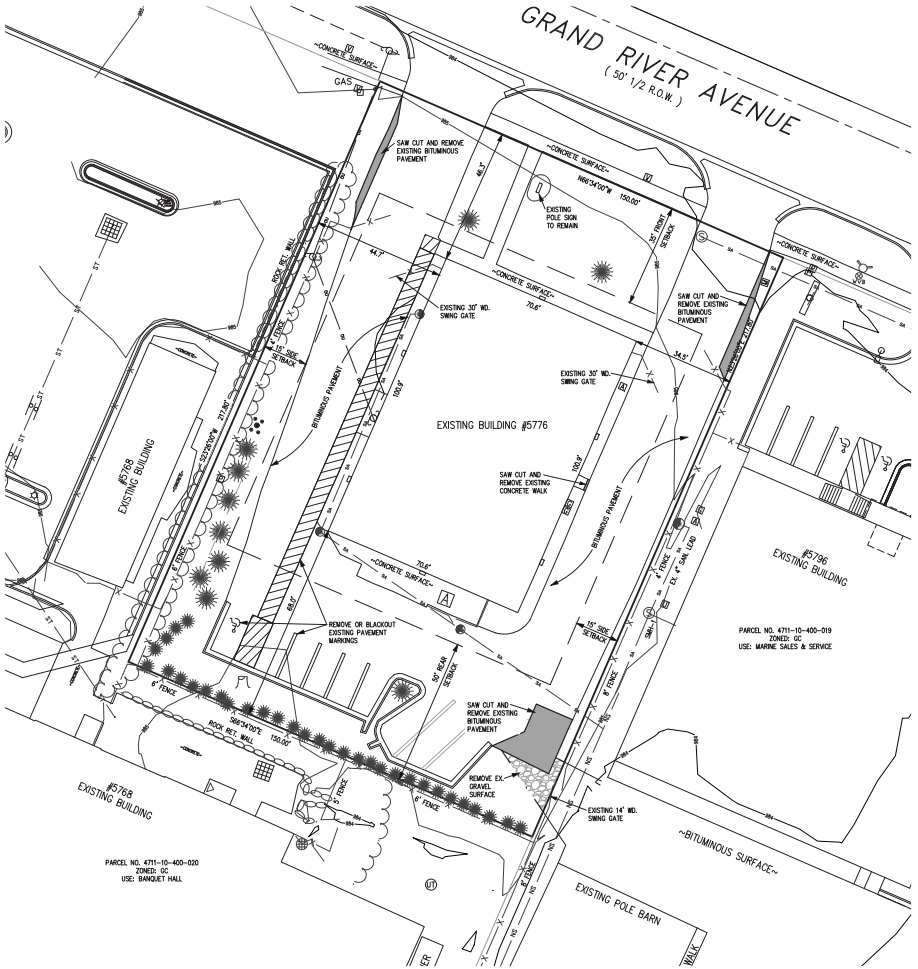
811 Know what's below. Call before you dig.
3 WORKING DAYS BEFORE YOU DIG CALL 811 OR 1-800-482-7171 (TOLL FREE) OR VISIT CALL811.COM

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

REVISED	SCALE: N/A
AUG. 19, 2026	PROJECT No.: 265156
SEPT. 18, 2026	DWG NAME: 5156 COV
	PRINT: SEPT. 18, 2026

DEMOLITION NOTES:

1. The demolition specifications of the Local Municipality are a part of this work. Refer to the General Notes on the project plans for additional requirements.
2. Contractor shall contact the 811 Underground Public Utility Locating System or other appropriate local underground utility locating Agency, a minimum of three (3) working days prior to performing demolition work. Existing utility information on the project plans may be from information disclosed to this firm by the Utility Companies, Local, County or State Agencies, and/or various other sources. No guarantee is given as to the completeness or accuracy thereof. Prior to construction, locations and depths of all existing utilities (in possible conflict with the proposed improvements) shall be verified in the field.
3. Contractor shall contact the appropriate Agencies to coordinate disconnect of the electric, gas, phone, cable and other public utilities as necessary prior to performing demolition work.
4. Contractor shall contact the appropriate Agencies to coordinate removal and/or relocation of any underground and/or overhead public utility lines as necessary prior to performing demolition work.
5. Contractor shall recycle and/or dispose of all demolition material and debris in accordance with the appropriate Local, County, State and Federal regulations.
6. All bituminous and concrete pavement that is to be removed shall be saw cut at the limits of removal to provide for a clean straight edge for future abutment.
7. All existing irrigation lines that are to be removed shall be terminated at the limits of demolition or as necessary to allow for construction of the proposed site improvements. Ends of pipe shall be capped and the location of marked for future connection.
8. All existing water main and sanitary sewer that is to be removed shall be terminated at the limits of demolition or as indicated on the project plans. Temporary plugs shall be installed in the ends of pipe in accordance with the appropriate Agency and the locations of marked for future connection. Permanent plugs shall be installed in the ends of pipe in accordance with the appropriate Agency. The Contractor shall record the location of all permanent plugs and provide the location information to the appropriate Agency.
9. All existing storm sewer that is to be removed shall be terminated at the limits of demolition or as indicated on the project plans. Temporary plugs shall be installed in the ends of pipe in accordance with the appropriate Agency and the locations of marked for future connection. Permanent bulkheads shall be installed in the ends of pipe and/or openings in terminating structures in accordance with the appropriate Agency. The Contractor shall record the location of all permanent bulkheads and provide the location information to the appropriate Agency.
10. All existing light sources to be removed shall have their power cables removed up to the power source or properly terminated for future connection at the limits of demolition or as necessary to allow for construction of the proposed site improvements. Removal and termination of power cables shall be performed in accordance with local electric codes.
11. All existing utility meters that are to be removed shall be properly removed to allow for reuse. Any existing utility meters that are not to be reused as a part of this project shall be returned to the appropriate Agency.
12. All trenches and/or excavations resulting from the demolition of underground utilities, building foundations, etc., that are located within the 1 on 1 influence zone of proposed structures, paved areas and/or other areas subject to vehicular traffic shall be backfilled with MDOT Class III granular material (or better) to the proposed subgrade elevation. Backfill shall be shall be placed using the controlled density method (12" maximum lifts, compacted to 95% maximum unit weight, Modified Proctor).



GRAPHIC SCALE

20 0 10 20 40

(IN FEET)
1 INCH = 20 FEET

LEGEND

- = MISC. STRUCTURE (AS LABELED)
- = SURVEYOR'S MONUMENTATION (AS LABELED)
- = WELL WATER / MONITOR WELL
- = BOLLARD
- = STOP SIGN / PEDESTRIAN CROSSING SIGN
- = SIGN / MONUMENT SIGN
- = RAILROAD CROSSING SIGN
- = FLAG POLE
- = DIRECTION TO LOWER LEVEL (STEPS/STAIRS)
- = SOIL BORING / BENCHMARK W/IDENTIFIER
- = HANDICAP PARKING DESIGNATION
- = ELECTRIC VEHICLE DESIGNATION
- = ELECTRIC VEHICLE CHARGER
- = LIGHT FIXTURE / DECORATIVE LIGHT
- = LIGHT BASE
- = TRAFFIC LIGHT POLE / TRAFFIC SIGNAL POLE
- = TRAFFIC STREET LIGHT
- = OVERHEAD TRAFFIC SIGNAL / PEDESTRIAN CROSSING SIGNAL
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- = AIR CONDITIONER UNIT
- = UTILITY MANHOLE (AS LABELED)
- = UTILITY POLE W/GUY WIRE
- = OVERHEAD UTILITY LINES (ELECTRIC/PHONE/CABLE)
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- = EDGE OF BRUSH LINE
- = EDGE OF WOODS / TREE DRIP LINE
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- = CONIFEROUS TREE W/IDENTIFIER
- = STUMP
- = BUSH / SHRUB
- = BOULDER
- = ROCKS / ROCK RETENTION WALL
- = FENCE (CHAIN LINK UNLESS OTHERWISE STATED)
- = GUARD RAIL

BENCHMARK

DATUM BASED ON NGS OPUS SOLUTION REPORT, DATED MARCH 28, 2022 AT 11:26 AM. PREVIOUS DATUM FROM MARCH 1969 HAS A DIFFERENCE OF -0.76'.

BENCHMARK #201
ARROW ON HYDRANT, LOCATED ON THE SOUTHERLY SIDE OF GRAND RIVER, NEAR THE NORTHWESTERLY CORNER OF #5796 PARCEL.
ELEVATION = 986.63 (NAVD 88)

BENCHMARK #202
SOUTHEASTERLY CORNER OF CONCRETE PAD, LOCATED ON THE EASTERLY SIDE OF #5796 BUILDING.
ELEVATION = 983.53 (NAVD 88)

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CIVIL ENGINEERS
LAND SURVEYORS
2183 PLESS DRIVE
BRIGHTON, MICHIGAN 48114

REVISION #	DATE	REVISION-DESCRIPTION	REVISION #	DATE	REVISION-DESCRIPTION

SCHULTZ OUTFITTERS
GENOA TOWNSHIP, MI

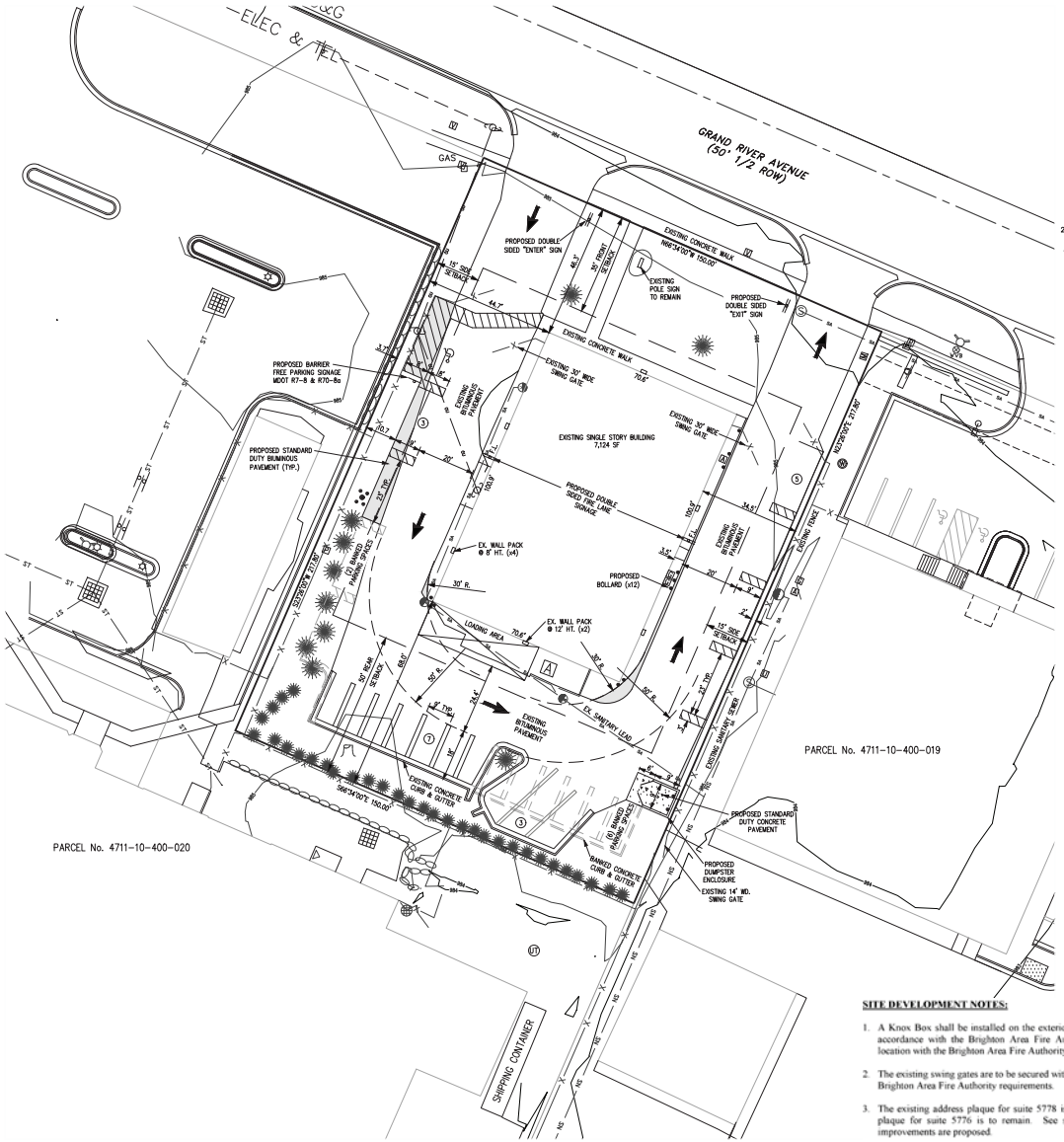
EXISTING CONDITIONS & DEMOLITION PLAN

CLIENT:
MITTS LLC

5796 E. GRAND RIVER
HOWELL, MICHIGAN, 48843
517-548-5122

SCALE: 1in. = 20ft.
PROJECT No.: 265156
DWG NAME: 5156 EX
ISSUED: SEPT. 18, 2026

EX1



LEGEND

- = MISC. STRUCTURE (AS LABELED)
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- = WELL WATER / MONITOR WELL
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- = SIGN / MONUMENT SIGN
- = RAILROAD CROSSING SIGN
- = FLAG POLE
- = DIRECTION TO LOWER LEVEL (STEPS/STAIRS)
- = SOIL BORING / BENCHMARK W/IDENTIFIER
- = HANDICAP PARKING DESIGNATION
- = ELECTRIC VEHICLE DESIGNATION
- = ELECTRIC VEHICLE CHARGER
- = LIGHT FIXTURE / DECORATIVE LIGHT
- = LIGHT BASE
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- = CONIFEROUS TREE W/IDENTIFIER
- = STUMP
- = BUSH / SHRUB
- = BOULDER
- = ROCKS / ROCK RETENTION WALL
- = FENCE (CHAIN LINK UNLESS OTHERWISE STATED)
- = STANDARD DUTY PAVEMENT
- = CONCRETE SIDEWALK
- = CONCRETE PAVEMENT

SITE DATA:

PARCEL No.:	4711-10-400-007	
ADDRESS:	5776 E. GRAND RIVER	
ZONING:	GC – GENERAL COMMERCIAL	
SITE AREA:	0.74 ACRES	
LOT WIDTH:	150.00'	
SETBACKS:	REQUIRED	PROVIDED
FRONT:	35'	46.3'
SIDE:	15'	44.7'
SIDE:	15'	34.5'
REAR:	50'	68.0'

EXISTING USE: VACANT
PROPOSED USE: RETAIL / WAREHOUSE

	MAXIMUM	EXISTING	PROPOSED
BUILDING COVERAGE:	35.0%	22.0%	22.0%
IMPERVIOUS COVERAGE:	75.0%	70.6%	71.2%

PARKING REQUIREMENTS:
REQUIRED:
WAREHOUSE USE = 1 SPACE PER 1,500 SF GFA
= 1,650 SF x 1 SPACE / 1,500 SF
= 1.1 SPACES
RETAIL USE = 1 SPACE PER 250 SF GFA
= 5,474 SF x 1 SPACE / 250 SF
= 21.9 SPACES
TOTAL REQUIRED = 23 SPACES

PROPOSED = 18 SPACES
BANKED = 8 SPACES (REPLACES 3 EXISTING SPACES)
TOTAL AVAILABLE = 23 SPACES

BENCHMARK

DATUM BASED ON NGS OPUS SOLUTION REPORT, DATED MARCH 28, 2022 AT 11:26 AM. PREVIOUS DATUM FROM MARCH 1999 HAS A DIFFERENCE OF –0.76'.

BENCHMARK #201
ARROW ON HYDRANT, LOCATED ON THE SOUTHERLY SIDE OF GRAND RIVER, NEAR THE NORTHWESTERLY CORNER OF #5796 PARCEL.
ELEVATION = 986.63 (NAVD 88)

BENCHMARK #202
SOUTHEASTERLY CORNER OF CONCRETE PAD, LOCATED ON THE EASTERLY SIDE OF #5796 BUILDING.
ELEVATION = 983.53 (NAVD 88)

BENCHMARK #210
TOP OF WELL, LOCATED NEAR THE WEST SIDE OF BUILDING ON #5776 GRAND RIVER, WEST OF PAVEMENT.
ELEVATION = 986.72 (NAVD 88)

BENCHMARK #211
ARROW ON HYDRANT, LOCATED IN CURB ISLAND NEAR THE FRONT OF BUILDING ON #5768 GRAND RIVER.
ELEVATION = 987.75 (NAVD 88)

SITE DEVELOPMENT NOTES:

1. A Knox Box shall be installed on the exterior building wall at the front entrance in accordance with the Brighton Area Fire Authority requirements. Coordinate the location with the Brighton Area Fire Authority prior to installation.
2. The existing swing gates are to be secured with Knox Padlocks in accordance with the Brighton Area Fire Authority requirements.
3. The existing address plaque for suite 5778 is to be removed. The existing address plaque for suite 5776 is to remain. See sheet E1. No other exterior building improvements are proposed.
4. No modifications to the exterior site lighting are proposed.
5. An 8' variance to the east side parking setback requirement was granted by the Genoa Charter Township Zoning Board of Appeals on September 15th, 2026.

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LAND SURVEYORS
2183 PLESS DRIVE
BRIGHTON, MICHIGAN 48114

DESIGN: CAG
DRAFT: JHG
CHECK: CAG

REVISION #	DATE	REVISION-DESCRIPTION
1	09/18/26	REVISED PER TOWNSHIP REVIEW COMMENTS

REVISION #	DATE	REVISION-DESCRIPTION

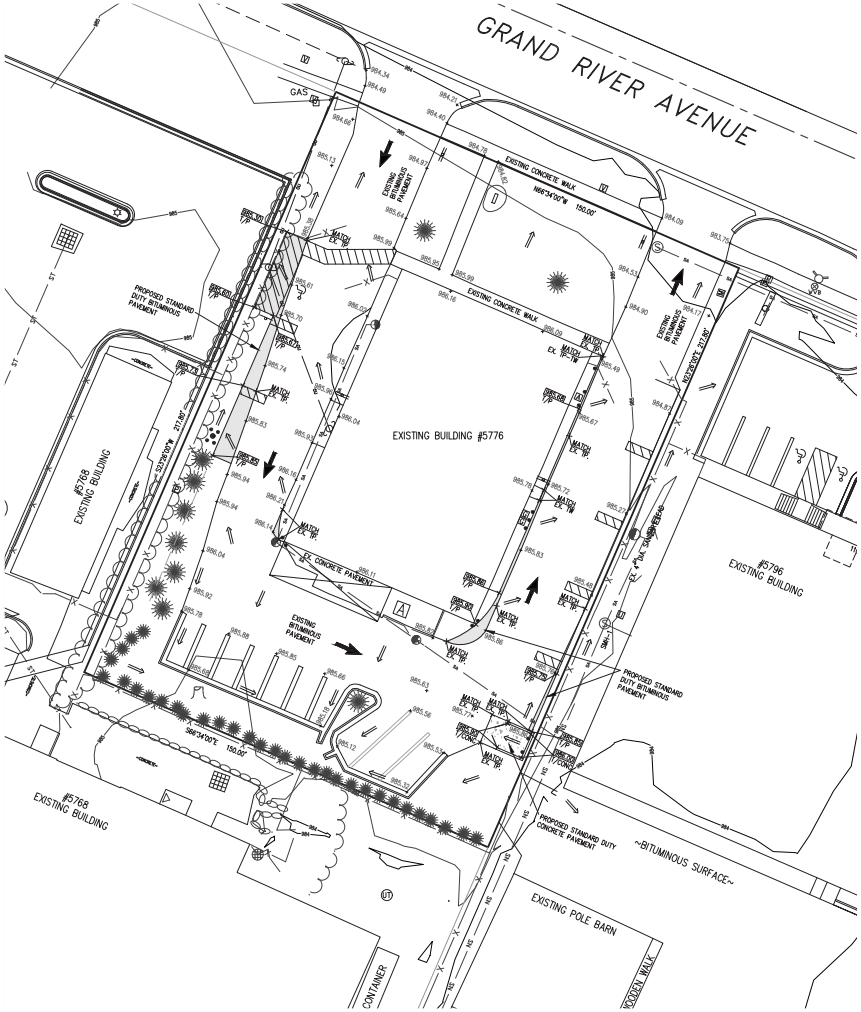
SCHULTZ OUTFITTERS
GENOA TOWNSHIP, MI

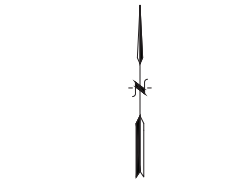
SITE PLAN

CLIENT:
MITTS LLC
5796 E. GRAND RIVER
HOWELL, MICHIGAN, 48843
517-548-5122

SCALE: 1in. = 20ft.
PROJECT No.: 265156
DWG NAME: 5156 SP
ISSUED: SEPT. 18, 2026

SP1





LEGEND

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- = STUMP
- = BUSH / SHRUB
- = BOULDER
- 985.12 = EXISTING SPOT ELEVATION
- 986.38 = PROPOSED SPOT ELEVATION
- = DRAINAGE FLOW ARROW

BENCHMARK

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REVISION #	DATE	REVISION-DESCRIPTION

SCHULTZ OUTFITTERS
GENOA TOWNSHIP, MI

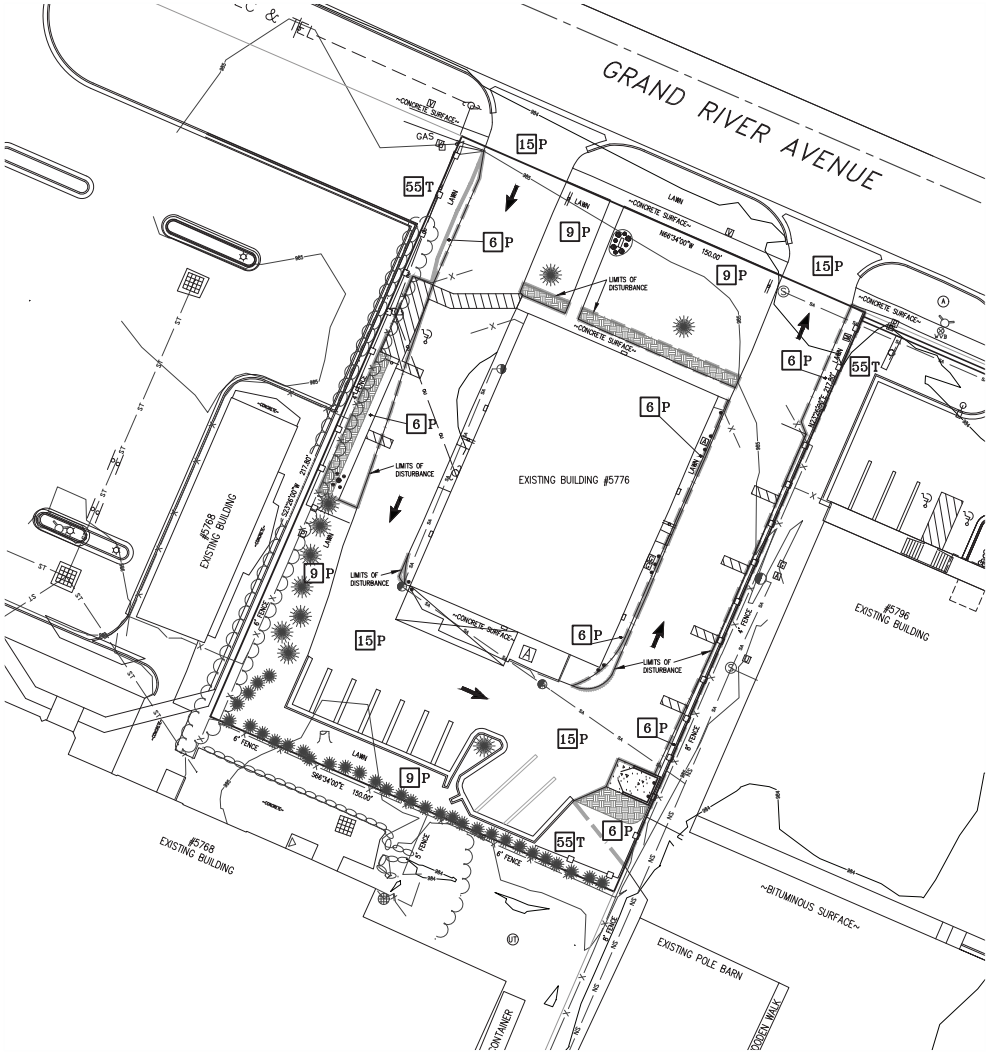
GRADING & PAVING PLAN

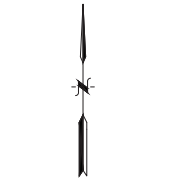
CLIENT:
MITTS LLC
5796 E. GRAND RIVER
HOWELL, MICHIGAN, 48843
517-548-5122

SCALE: 1in. = 20ft.
PROJECT No.: 265156
DWG NAME: 4052 GR
ISSUED: SEPT. 18, 2026

GR1

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





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SOIL EROSION CONTROL MEASURE LEGEND

6	SEEDING WITH MULCH AND/OR MATTING	FACILITATES ESTABLISHMENT OF VEGETATIVE COVER EFFECTIVE FOR DRAINAGEWAYS WITH LOW VELOCITY EASILY PLACED IN SMALL QUANTITIES BY INEXPERIENCED PERSONNEL SHOULD INCLUDE PREPARED TOPSOIL BED
9	VEGETATIVE BUFFER STRIP	SLOWS RUNOFF VELOCITY FILTERS SEDIMENT FROM RUNOFF REDUCES VOLUME OF RUNOFF ON SLOPES
15	PAVING	PROTECTS AREAS WHICH CANNOT OTHERWISE BE PROTECTED, BUT INCREASES RUNOFF, VOLUME AND VELOCITY IRREGULAR SURFACE WILL HELP SLOW VELOCITY
55	GEOTEXTILE SILT FENCE	USES GEOTEXTILE AND POSTS OR POLES MAY BE CONSTRUCTED OR PREFABRICATED EASY TO CONSTRUCT AND LOCATE AS NECESSARY

T = TEMPORARY P = PERMANENT

TOTAL DISTURBED AREA = 0.1 ACRES

BENCHMARK

DATUM BASED ON NGS OPUS SOLUTION REPORT, DATED MARCH 26, 2022 AT 11:26 AM. PREVIOUS DATUM FROM MARCH 1999 HAS A DIFFERENCE OF -0.76'.

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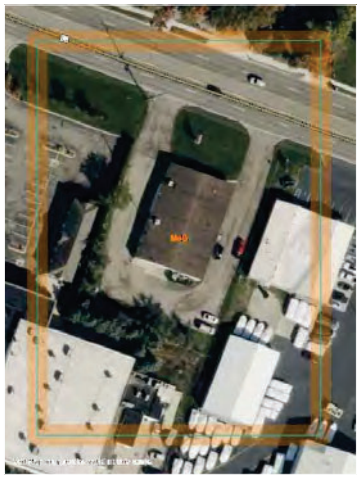
SCHULTZ OUTFITTERS
GENOA TOWNSHIP, MI

SOIL EROSION & SEDIMENTATION CONTROL PLAN

CLIENT:
MITTS LLC
5796 E. GRAND RIVER
HOWELL, MICHIGAN, 48843
517-548-5122

SCALE: 1in. = 20ft.
PROJECT No.: 265156
DWG NAME: 5156 SE1
ISSUED: SEPT. 18, 2026

SE1



SOILS MAP
NOT TO SCALE

Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
MoB	Wawasee loam, 2 to 6 percent slopes	2.7	100.0%
Totals for Area of Interest		2.7	100.0%

SOILS CHARACTERISTICS



NEAREST WATERCOURSE MAP
NOT TO SCALE

TIME LINE OF SOIL EROSION CONTROL AND CONSTRUCTION SEQUENCE

CONSTRUCTION & WORK CATEGORIES*	CONSTRUCTION PERIOD: Month	July	August	Sept.	October	Nov.	Dec.	January	February	March	April
	Week	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
1. OBTAIN PERMITS											
2. INSTALL INITIAL SESC MEASURES											
3. INSPECT & MAINTAIN SESC MEASURES											
4. DEMOLITION WORK											
5. STORM BASIN WORK											
6. EARTH WORK											
7. UNDERGROUND UTILITY WORK											
8. PAVEMENT WORK											
9. FINISH GRADE WORK											
10. TOPSOIL, SEED & MULCH											
11. REMOVE TEMPORARY SESC MEASURES											

*REFER TO THE MAJOR WORK ITEMS OUTLINED IN THE SOIL EROSION CONTROL AND CONSTRUCTION SEQUENCE NOTES

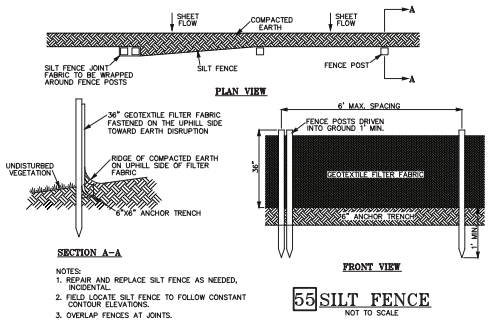
SOIL EROSION CONTROL AND CONSTRUCTION SEQUENCE:

1. Obtain all necessary Soil Erosion and Sedimentation Control related permits from the appropriate Local, County and/or State Agencies. Refer to the General Notes on the project plans for additional requirements.
2. Prior to commencement of any earth disruption, install Silt Fence, Tree Protection, Mud Tracking Control Devices, and Inlet Sediment Filters at existing storm sewer catch basins in accordance with the Soil Erosion and Sedimentation Control Plan and the Soil Erosion and Sedimentation Control Permit.
3. Inspect and maintain all Soil Erosion Control Measures daily. Maintain all Soil Erosion Control Measures as necessary and as directed by the Engineer and/or the Permitting Agency.
4. Perform tree clearing & demolition work in accordance with the project plans. Install appropriate Soil Erosion Control Measures in accordance with the Soil Erosion and Sedimentation Control Plan and/or as directed by the Engineer and/or the Permitting Agency.
5. Strip and stockpile topsoil from storm water management basin area. Construct the basin in accordance with the project plans. Finish grade, topsoil, seed and mulch the basin area. The basin shall be excavated, top soiled, seeded and tacked prior to the start of massive earth disruption. Install appropriate Soil Erosion Control Measures in accordance with the Soil Erosion and Sedimentation Control Plan and/or as directed by the Engineer and/or the Permitting Agency.
6. Strip and stockpile topsoil. Perform mass grading and land balancing in accordance with the project plans. Install appropriate Soil Erosion Control Measures in accordance with the Soil Erosion and Sedimentation Control Plan and/or as directed by the Engineer and/or the Permitting Agency.
7. Construct underground utilities including storm sewer and conduit for underground public utilities in accordance with the project plans. Install appropriate Soil Erosion Control Measures, including Inlet Sediment Filters on new catch basins and Culvert Sediment Traps on new culverts, in accordance with the Soil Erosion and Sedimentation Control Plan and/or as directed by the Engineer and/or the Permitting Agency.
8. Construct proposed roadway in accordance with the project plans. Install appropriate Soil Erosion Control Measures in accordance with the Soil Erosion and Sedimentation Control Plan and/or as directed by the Engineer and/or the Permitting Agency.
9. Finish grade all disturbed areas outside of pavement and aggregate surface areas. Install appropriate Soil Erosion Control Measures in accordance with the Soil Erosion and Sedimentation Control Plan and/or as directed by the Engineer and/or the Permitting Agency.
10. Place topsoil, seed and mulch within 5 days of finish grade for establishment of vegetative ground cover outside of pavement and aggregate surface areas. Install appropriate Soil Erosion Control Measures in accordance with the Soil Erosion and Sedimentation Control Plan and/or as directed by the Engineer and/or the Permitting Agency.
11. Following establishment of sufficient vegetative ground cover and receipt of approval from the Permitting Agency, remove all *temporary* Soil Erosion Control Measures, clean all storm sewer structures, and repair any permanent Soil Erosion Control Measures as directed by the Engineer and/or the Permitting Agency.



SEEDING DETAIL
NOT TO SCALE

1. Seed mixture shall consist of 10% – Kentucky Blue Grass
   20% – Perennial Ryegrass
   30% – Hard Fescue
   40% – Creeping Red Fescue
   Seed shall be uniformly applied at a rate of 210 pounds per acre.
2. Topsoil shall be a dark, organic, natural surface soil free of clay lumps, peat or muck, subsoil, noxious weeds or other foreign matter such as roots, sticks, rocks over 1/2" in diameter and not frozen or muddy. Material shall meet with approval of the Engineer.
3. Straw mulching shall be a minimum depth of 3" applied at a rate of 1.5 to 2 tons per acre. All mulching must have a tie down, such as tackifier, net binding, etc.
4. Fertilizer shall be evenly applied at a rate which will provide 150 pounds per acre of chemical fertilizer nutrients, in equal portions, (10–10–10), of Nitrogen, Phosphoric Acid and Potash.
5. Hydroseeding is not acceptable for slopes exceeding 1%. In such cases, stabilization shall be done with seed and straw mulch with a tackifier.
6. The earthen areas to receive topsoil shall be at the required grade and properly trimmed. Topsoil shall be spread on the prepared areas to a depth of 3 inches. After spreading, any large clods and lumps of topsoil shall be broken up and pulverized. Stones and rocks over 1/2" in diameter, roots, litter, and all foreign matter shall be raked up and disposed of by the the contractor. Place topsoil only when it can be followed within a reasonable time by seeding operations.



NOTES:
1. REPAIR AND REPLACE SILT FENCE AS NEEDED, INCIDENTAL.
2. FIELD LOCATE SILT FENCE TO FOLLOW CONSTANT CONTOUR ELEVATIONS.
3. OVERLAP FENCES AT JOINTS.
4. INSTALL FILTER BERM AT LOW POINTS WHERE INDICATED ON PLANS.

55 SILT FENCE
NOT TO SCALE

MAINTENANCE NOTES FOR SOIL EROSION CONTROL MEASURES:

The Construction Site and all Soil Erosion Control Measures shall be inspected periodically in accordance with the appropriate local municipality/authority and the Michigan EGLE NPDES rules and regulations. At a MINIMUM, inspections shall be performed once a week and within 24 hours following a storm event resulting in 1" of rainfall or greater. Inspections shall be performed throughout the duration of the construction process and until the site is completely stabilized. Following construction, the owner (or its assignee) shall periodically inspect all permanent soil erosion control measures to ensure proper operation.

MUD TRACKING CONTROL DEVICE / CONSTRUCTION ACCESS: Mud tracking control devices shall be inspected for significant mud accumulation and to ensure the access is not eroding into public rights of way or drainage features. Add additional layers of stone or remove and replace stone each time the stone becomes covered with mud. All sediment dropped or eroded onto public rights of way shall be removed immediately. Sweeping of the public rights or way and/or paved access route shall be performed as necessary to maintain the access route free of sediment and debris.

SILT FENCE: Silt fencing shall be inspected for soil accumulation/clogging, undercutting, overtopping and sagging. Soil accumulation shall be removed from the face of the silt fence each time it reaches half the height of the fence. Removed sediment shall be disposed of in a stable upland site or added to a spoils stockpile. When undercutting occurs, grade out areas of concentrated flow upstream of the silt fence to remove channels and/or gulleys and repair or replace silt fence ensuring proper trenching techniques are utilized. Silt fencing, which sags, falls over or is not staked in shall be repaired or replaced immediately. Silt fencing fabric, which decomposes or becomes ineffective, shall be removed and replaced with new fabric immediately. Silt fencing shall be removed once vegetation is well established and the up-slope area is fully stabilized.

STOCKPILES: Temporary and permanent topsoil and spoils stockpiles shall be seeded to promote vegetative growth. Stockpiles shall be inspected to ensure excessive erosion has not occurred. When runoff or wind erosion is evident, reduce the side slopes of the stockpile or stabilize the stockpile with pieces of staked sod laid perpendicular to the slope. When filter fencing is used around a stockpile, the fencing shall be inspected to ensure piping has not occurred under the fencing and to ensure the fencing has not collapsed due to soil slippage or access by construction equipment. Repair or replace damaged fencing immediately. Berms at the base of stockpiles, which become damaged, shall be replaced.

SEEDING: Newly seeded areas shall be inspected until substantial vegetative growth is obtained. Seeded areas shall be inspected to ensure erosion is not occurring in the seeded area and vegetative growth is promoted. Eroded areas shall be finish graded as necessary to removal erosion channels or gulleys and new seed placed as soon as weather permits.

SOD: Newly sodded areas shall be inspected to ensure sod is maturing. Sod shall be inspected for failure, erosion or damage. Slipping or eroding sod on steep slopes shall be immediately repaired or replaced and staked in place. Damaged or failed sod shall be immediately replaced.

DRAINAGE SWALES: Drainage swales shall be inspected for sediment accumulation and to ensure that erosion is not occurring within the centerline or banks of the swale. Sediment accumulation shall be removed and shall be disposed of offsite or at an upland area and stabilized so that it does not re-enter the drainage course. Repair eroding swales immediately. Address vegetation and/or erosion concerns as soon as weather permits.

SPILLWAYS: Spillways shall be inspected to ensure that erosion is not occurring within and/or around the spillway. The discharge point shall be inspected to ensure that concentrated flows are not causing erosion downstream. Inspect the spillway for cracked concrete, uneven and/or excessive settling and proper function. Repair or replace failing spillways immediately. Address vegetation and/or erosion concerns as soon as weather permits.

SOIL EROSION AND SEDIMENTATION CONTROL NOTES:

1. The Soil Erosion and Sedimentation Control Specifications of the appropriate Local, County and/or State Agencies are a part of this work. Refer to the General Notes on the Project Plans for additional requirements.

2. The Soil Erosion and Sedimentation Control (SESC) Permit Holder shall be responsible for compliance with the SESC Permit requirements for the duration of the project and until receipt of final approval from the Permitting Agency. For any site with an earth disturbance area of 1 acre or greater, the SESC Permit Holder shall retain a Certified Storm Water Operator in accordance with the SESC Permit requirements. The Certified Storm Water Operator shall perform routine inspections of the site and the SESC measures and file inspection reports in accordance with the SESC permit requirements. For any site with an earth disturbance area of 5 acres or greater, the SESC Permit Holder shall file a National Pollutant Discharge Elimination System (NPDES) Notice of Coverage Form with the State DEQ prior to any earth disruption.

3. The Contractor shall install the appropriate Soil Erosion Control Measures in accordance with the Project Plans prior to massive earth disruption, including but not limited to; silt fence, mud tracking control mats and sediment filters on existing storm sewer structures. Demolition work may be necessary prior to installation of some soil erosion control measures. In such cases, postpone installation of affected soil erosion control measures until immediately following demolition work. Refer to the Project Plans and the Soil Erosion Control and Construction Sequence for additional requirements.

4. The Contractor shall schedule work so as to minimize the period of time that an area is exposed and disturbed. The Contractor shall observe the grading limits and limits of disturbance in accordance with the Project Plans. The Contractor shall maintain an undisturbed vegetative buffer around the work when shown on the Project Plans.

5. The Contractor shall install and maintain Soil Erosion Control Measures in accordance with the Project Plans during the appropriate phases of construction. The Project Plans show the minimum requirements for Soil Erosion Control Measures. The Contractor shall install additional Soil Erosion Control Measures as necessary due to site conditions and as directed by the Permitting Agency and/or Engineer. The Contractor shall perform routine inspection and maintenance of all Soil Erosion Control Measures to ensure compliance with the permit requirements and proper operation of the Soil Erosion Control Measures.

6. The Contractor shall strip and stockpile topsoil from all areas of proposed disturbance. Topsoil stockpiles shall be located in accordance with the Project Plans. Topsoil stockpiles shall be stabilized with vegetative growth (or matted with straw during the non-growing season) to prevent wind and water erosion. A temporary diversion berm and/or silt fence shall encompass all earthen material stockpiles, including but not limited to topsoil, sand and gravel.

7. The Contractor shall install Soil Erosion Control Measures associated with the proposed storm sewer system during storm sewer construction. Inlet structure filters shall be installed immediately following completion of each storm inlet structure. Riprap shall be installed immediately following the installation of each flared end section with the following exception: Storm drain outlets that do NOT empty into a Retention, Detention or Sedimentation Basin shall have a temporary 5' wide x 10' long x 3' deep sump installed at the termination of the storm sewer. Upon completion of the stabilization work, the sump area shall be filled and riprap shall be installed in accordance with the Project Plans.

8. The Contractor shall install filter stone around the storm basin control structure(s) in accordance with the Project Plans immediately following installation of the control structure(s). The filter stone shall be monitored for sediment build up. The filter stone may need to be cleaned and/or replaced as site conditions require and as directed by the Permitting Agency and/or the Engineer.

9. All disturbed areas outside of paved areas shall be restored within 15 days of finish grading. Proposed vegetative areas shall be restored with a minimum of 2-inches of topsoil, then seeded and mulched, unless noted otherwise on the Project Plans. During the non-growing season, temporary stabilization shall be provided using straw matting or as directed by the Permitting Agency and/or the Engineer.

Seeding, Fertilizer and Mulch Bare Ground Ratio:
This information is provided as minimum guidance for acceptable application rates. Actual amounts depending on soil conditions and site topography shall be detailed on the construction plans.
Top-Soil 3 inches in depth.
Grass Seed 210 lbs. per acre.
Fertilizer 150 lbs. per acre.
Straw Mulch 3" in depth 1.5 to 2 tons per acre
(All mulch must have a tie down, such as tackifier, net binding, etc.)
Hydro-Seeding: Hydro-seeding is not acceptable for slopes exceeding 1%, in such cases; stabilization shall be done with seed and straw mulch with a tackifier.

10. Following complete site restoration and stabilization; sediment shall be removed from all storm sewer structures, paved areas and storm basins. The SESC Permit Holder shall contact the Permitting Agency to request closure of the SESC Permit. For any site with an earth disturbance area of 5 acres or greater, the SESC Permit Holder shall file a NPDES Notice of Termination Form with the State DEQ.

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OR VISIT CALL811.COM

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

DESIGN: CAG	REVISION #	DATE	REVISION-DESCRIPTION	REVISION #	DATE	REVISION-DESCRIPTION
DRAFT: JHG						
CHECK: CAG						

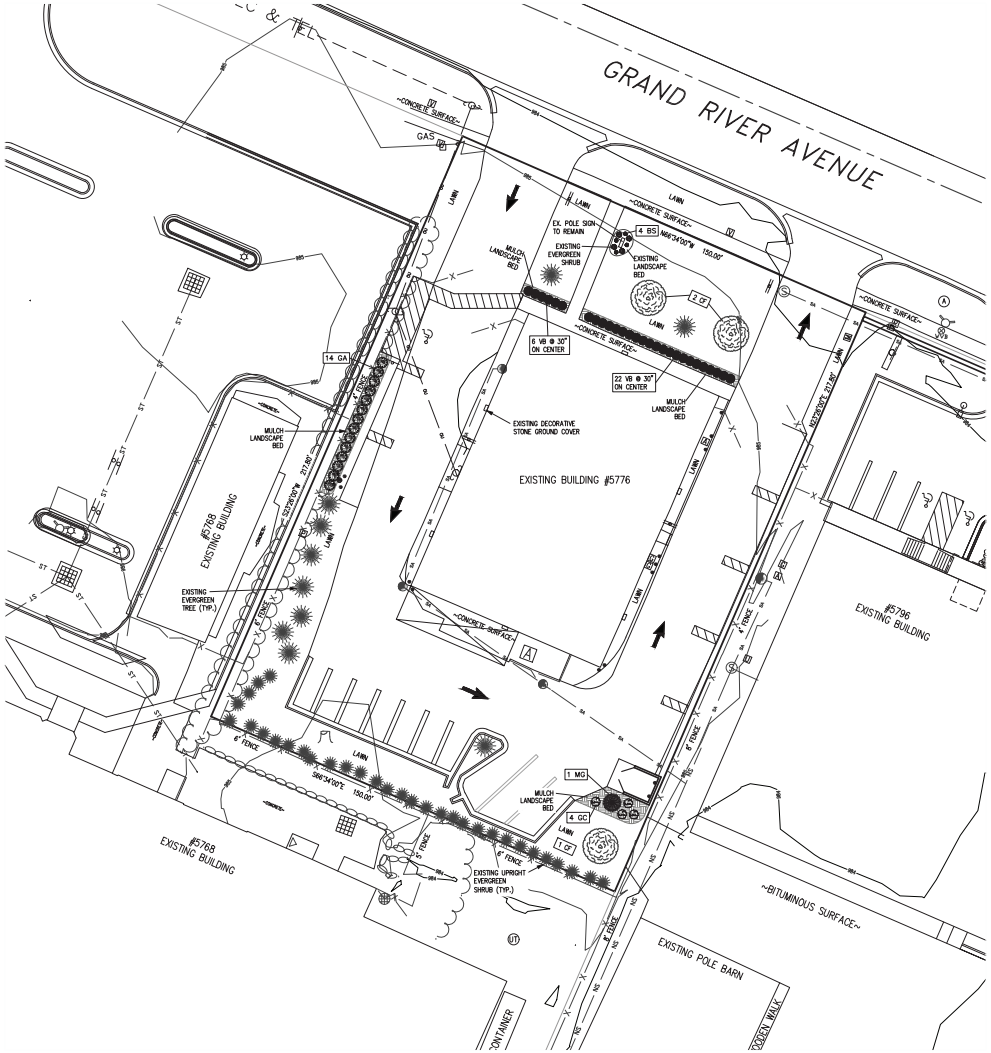
SCHULTZ OUTFITTERS
GENOA TOWNSHIP, MI

SOIL EROSION AND SEDIMENTATION CONTROL NOTES & DETAILS

CLIENT:
MITTS LLC
5796 E. GRAND RIVER
HOWELL, MICHIGAN 48843
517-548-5122

SCALE: NOT TO SCALE
PROJECT No.: 265156
DWG NAME: 5156 SE1
ISSUED: SEPT. 18, 2026

SE2



LANDSCAPING CALCULATIONS

CATEGORY / CALCULATION	REQUIRED	EXISTING TO REMAIN	PROPOSED	TOTAL PROVIDED
GRAND RIVER AVENUE - STREET FRONTAGE GREENBELT				
1 CANOPY TREE PER 40 FT OF FRONTAGE	4	2	2	4
SHRUBS - NOT REQUIRED				
PARKING LOT LANDSCAPING - EXISTING				
10 SQ FT LANDSCAPING PER SPACE	36	4	12	16
1 CANOPY OR EVERGREEN TREE PER 20 LF				
PARKING LOT TREE BUFFER	11	2	5	7
OR				
4 SHRUBS PER 20 LF				
PARKING LOT TREE BUFFER	32	2	14	16
NEAR PROPERTY LINE BUFFER				
1 CANOPY OR EVERGREEN TREE PER 20 LF				
PARKING LOT TREE BUFFER	8	2	6	8
OR				
4 SHRUBS PER 20 LF				
PARKING LOT TREE BUFFER	50	20	6	30
PARKING LOT INTERIOR - NOT LESS THAN				
1 CANOPY OR EVERGREEN TREE PER 10 LF				
PARKING LOT TREE BUFFER	11	0	1	1
OR				
4 SHRUBS PER 20 LF				
PARKING LOT TREE BUFFER	44	0	4	4
PARKING FOR ALTERNATIVE SCREENING				
FOR SPACES WHICH ARE NOT DIRECTLY ADJACENT TO ROW OR PERIMETER				
76 SPACES x 1 TREE PER 10 SPACES =	192	95	162	251
1 CANOPY OR EVERGREEN TREE PER 10 SPACES				
18 SPACES x 1 TREE PER 10 SPACES =	2	0	0	2
TOTAL				
[illegible]	14	11	4	14
[illegible]	96	31	41	72

PROPOSED LANDSCAPE PLANTING LEGEND

KEY	QUANTITY	BOTANICAL NAME	COMMON NAME	SIZE AT PLANTING	REMARKS
		DECIDUOUS TREES			
OT	1	[illegible]	[illegible]	6' Height	[illegible]
MG	1	[illegible]	[illegible]	6' Height	[illegible]
		EVERGREEN SHRUBS			
BS	4	[illegible]	[illegible]	24" Height	[illegible]
VB	28	[illegible]	[illegible]	24" Height	[illegible]
GC	4	[illegible]	[illegible]	24" Height	[illegible]
OT	2	[illegible]	[illegible]	24" Height	[illegible]
GA	14	[illegible]	[illegible]	24" Height	[illegible]

GRAPHIC SCALE

20 0 10 20 40

(IN FEET)
1 INCH = 20 FEET

LEGEND

- = MISC. STRUCTURE (AS LABELED)
- = SURVEYOR'S MONUMENTATION (AS LABE
- = WELL WATER / MONITOR WELL
- = BOLLARD
- = STOP SIGN / PEDESTRIAN CROSSING SI
- = SIGN / MONUMENT SIGN
- = RAILROAD CROSSING SIGN
- = FLAG POLE
- = DIRECTION TO LOWER LEVEL (STEPS/ST
- = SOIL BORING / BENCHMARK W/IDENTIFI
- = HANDICAP PARKING DESIGNATION
- = ELECTRIC VEHICLE DESIGNATION
- = ELECTRIC VEHICLE CHARGER
- = LIGHT FIXTURE / DECORATIVE LIGHT
- = LIGHT BASE
- = TRAFFIC LIGHT POLE / TRAFFIC SIGNAL
- = TRAFFIC STREET LIGHT
- = OVERHEAD TRAFFIC SIGNAL / PEDESTR
- = UTILITY METERS & BOXES (ELECTRIC METER, GAS METER, WATER PHONE BOX, CATV BOX, MAIL BOX, U
- = AIR CONDITIONER UNIT
- = UTILITY MANHOLE (AS LABELED)
- = UTILITY POLE W/GUY WIRE
- = OVERHEAD UTILITY LINES (ELECTRIC/PH
- = U/G UTILITY LINES (PHONE/FIBER OPTIC/ELECTRIC/CABLE
- 0.5 = EDGE OF SHRUB LINE
- 1.0 = EDGE OF BRUSH LINE
- 2.0 DEFAULT = EDGE OF WOODS / TREE DRIP LINE
- = DECIDUOUS TREE W/IDENTIFIER
- = BUSH / SHRUB
- = BOULDER
- = WASHED STONE COVER OVER WEED BARRIER
- = MULCH COVER OVER WEED BARRIER

BENCHMARK

DATUM BASED ON NGS OPUS SOLUTION REPORT, DATED MARCH 28, 2022 AT 11:26 AM. PREVIOUS DATUM FROM MARCH 1999 HAS A DIFFERENCE OF -0.76'.

BENCHMARK #201
ARROW ON HYDRANT, LOCATED ON THE SOUTHERLY SIDE OF GRAND RIVER, NEAR THE NORTHWESTERLY CORNER OF #5796 PARCEL.
ELEVATION = 986.63 (NAVD 88)

BENCHMARK #202
SOUTHEASTERLY CORNER OF CONCRETE PAD, LOCATED ON THE EASTERLY SIDE OF #5796 BUILDING.
ELEVATION = 983.53 (NAVD 88)

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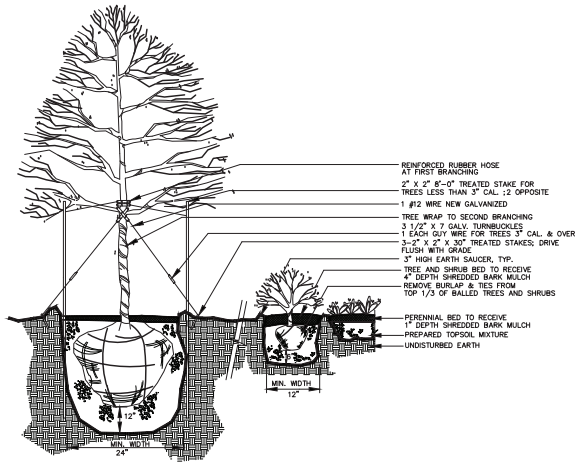
SCHULTZ OUTFITTERS
GENOA TOWNSHIP, MI

LANDSCAPE PLAN

CLIENT:
MITTS LLC
5796 E. GRAND RIVER
HOWELL, MICHIGAN, 48843
517-548-5122

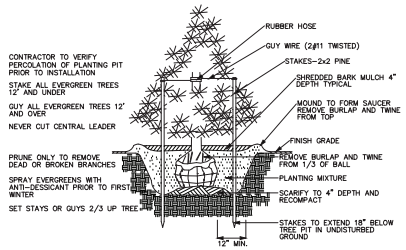
SCALE: 1in. = 20ft.
PROJECT No.: 265156
DWG NAME: 5156 LA
ISSUED: SEPT. 18, 2026

LA1



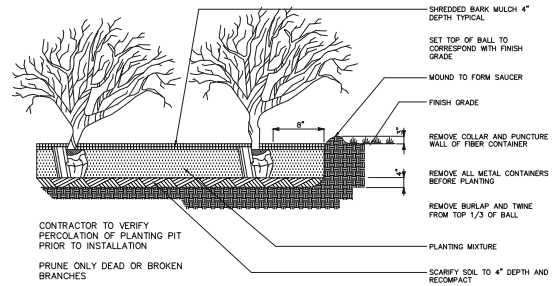
TYPICAL TREE/SHRUB/PERENNIAL PLANTING

NOT TO SCALE



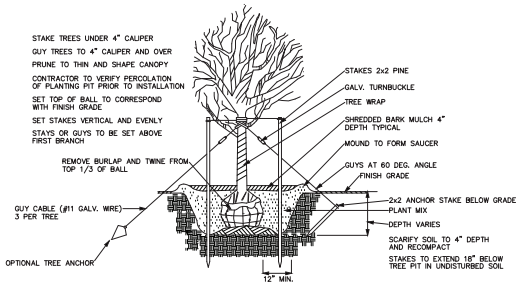
TYPICAL EVERGREEN TREE PLANTING

NOT TO SCALE



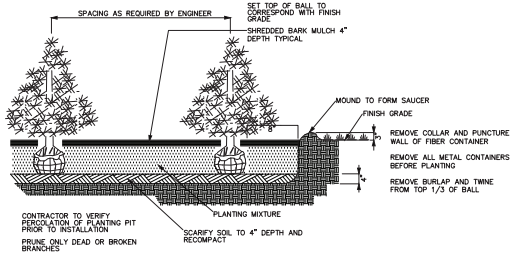
TYPICAL SHRUB PLANTING

NOT TO SCALE



TYPICAL DECIDUOUS TREE PLANTING

NOT TO SCALE



TYPICAL EVERGREEN SHRUB PLANTING

NOT TO SCALE

LANDSCAPING NOTES:

1. All minimum planting sizes specified on the Project Plans shall be at the time of planting.
2. All landscape materials shall be as specified on the Project Plans or approved equal. Substitutions shall not be made without prior written approval from the Project Engineer and receipt of the Owner's Authorization.
3. All plant material shall be free of disease and insects and shall conform to the American Standard of Nursery Stock of the American Association of Nurserymen.
4. All landscape plantings shall be planted and maintained in a healthy condition and shall be guaranteed by the Landscape Contractor and/or Supplier for a minimum period of 1 year from the time of planting. Any plantings that die or become diseased during the guarantee period shall be removed and replaced by the Landscape Contractor and/or Supplier at no cost to the Owner.
5. Excavations for container or balled plantings shall be no deeper than the root ball or container and shall be at least twice the diameter of the root ball or container.
6. Excavations for bare root plantings shall be no deeper than the longest roots and shall be at least twice the diameter of the root spread.
7. The sides of planting excavations in heavy and/or wet soils shall be scarified with a fork, pick or shovel to eliminate glazing.
8. Landscape planting backfill shall consist of a prepared mixture of 4 parts topsoil, 1 part peat moss, ½ part well-rotted manure, 10 pounds 5-10-5 planting fertilizer properly mixed per cubic yard. Berm around each planting to form a bowl shape.
9. The Landscape Contractor shall stake and reinforce all trees to prevent wind damage. The Landscape Contractor shall remove all tree reinforcement and stakes upon expiration of the guarantee period.
10. Perennials shall be planted on a 3" minimum bed of prepared peat moss, composted manure and topsoil mixture.
11. Landscape beds shall be separated from lawn areas with landscape edging. Landscape edging shall be black heavy-duty polyethylene type with UV protection and a double V-lip bottom edge to prevent frost heave. Landscape edging shall be staked in accordance with the Manufacturer's recommendations to prevent frost heave. Landscape edging shall be installed in strict accordance with the Manufacturer's specifications and recommendations.
12. Ground cover within landscape beds shall be placed over a landscape fabric weed barrier. Landscape fabric shall be non-woven, 4 oz. per sq. yd. minimum weight, with UV protection. Landscape fabric shall be installed in strict accordance with the Manufacturer's specifications and recommendations. Landscape fabric shall not be installed over or within 12 inches of perennial plantings.
13. Decorative stone ground cover, where specified on the project plans, shall be 2" to 4" diameter washed river rock free of any dirt, dust and/or debris, placed 4" deep.
14. Mulch ground cover, where specified on the project plans, shall be herbicide treated, shredded hardwood, ¾ to 2 inch in size, uniformly mixed and free of elm wood. Color shall be dark brown unless otherwise specified by the Owner. Bark mulch shall be placed uniformly over the planting bed allowing no weed barrier to be seen, 3" deep within tree and shrub beds and 1" deep within perennial beds.
15. Unless otherwise noted on the project plans, all areas not receiving structures, pavement, rip-rap, landscaping, decorative stone, mulch or other improvements shall be considered lawn areas and shall be stabilized with topsoil and vegetative growth. Lawn areas shall be established with 3" minimum depth of prepared topsoil and hydroseed. The Landscape Contractor shall guarantee all lawn areas for a minimum period of 1 year from time of seeding. All lawn areas that do not take root or die during the guarantee period shall be re-hydroseeded as appropriate by the Landscape Contractor at no cost to the Owner. All lawn areas that become diseased during the guarantee period shall be removed and re-hydroseeded as appropriate by the Landscape Contractor at no cost to the Owner.
16. Topsoil shall be a dark, organic, natural surface soil free of clay lumps, peat, muck, subsoil, noxious weeds and other foreign material such as roots, sticks, rocks over ½" diameter, debris greater than 2" in any direction, litter and other foreign matter. Topsoil shall not be frozen or muddy. All earthen areas to receive topsoil shall be finish graded and properly trimmed. Topsoil shall be spread on the prepared areas to a minimum depth of 4" in lawn areas and 12" in landscape planting areas. After spreading, any large clods and lumps of topsoil shall be broken up and pulverized. Stones and rocks over ½" in diameter, roots, litter and all foreign matter shall be raked up and disposed of by the Landscape Contractor. Seed and mulch shall be placed within 5 days of topsoil placement.
17. Seed mixture for lawn areas shall consist of 10% Kentucky Blue Grass, 20% Perennial Rye Grass, 30% Hard Fescue and 40% Creeping Red Fescue placed at a minimum of 220 pounds per acre. Hydroseed shall be placed within 5 days of topsoil placement and shall be placed to provide complete and uniform coverage. Fertilizer shall be placed at 80 pounds per acre, hydro mulch at 1,200 pounds per acre and water at 500 gallons per acre unless otherwise specified by the Seed Distributor/Manufacturer. All over spray areas shall be properly cleaned and restored at no expense to the contract.
18. Storm water seed mixture for storm water management basins shall be Stormwater Seed Mix by Stantec Native Plant Nursery or approved equal. Seed mixture shall be applied at 36.38 pounds per acre unless otherwise specified by the Manufacturer. Fertilizer and mulch shall be placed in accordance with the Manufacturer's specifications.
19. Seed and mulch may be substituted for hydroseed when authorized by the Owner. Seed mixtures shall meet the requirements for lawn areas as outlined above. Seed shall be uniformly applied at a rate of 220 lbs per acre unless otherwise recommended by the seed Distributor/Manufacturer. Seed mixture shall be fertilized. Lawn fertilizer shall be 55% nitrogen, 10% phosphorus and 10% potash where 50% of the nitrogen is derived from a ureaform source. Work fertilizer into the soil at a rate of 220 pounds per acre before seeding. Place the seed and fertilizer then lightly rake and the roll with 200-pound roller. Place mulch or erosion blankets over the seeded area and then water immediately.
20. All seeded areas with a slope less than 1:4 shall be stabilized with straw mulch placed at 2 tons per acre unless otherwise recommended by the seed Distributor/Manufacturer. Erosion control blankets shall be substituted for straw mulch in roadway greenbelts, lawn areas adjacent to heavy traffic, lawn areas subject to high winds, slopes of 1:4 or greater and within ditches, swales and other areas exposed to concentrated overland storm water flow. Erosion control blankets shall consist of 100% straw fiber matrix with photodegradable polypropylene netting and have a 12-month minimum longevity rating. Erosion control blankets shall be pinned with biodegradable pins and shall be installed in accordance with the Manufacturer's recommendations.
21. Sod shall only be utilized where specified on the project plans. (Sod may be substituted for hydroseed when required by the Municipality or if necessary for site stabilization late in the growing season. Sod shall not be substituted without receipt of the Owner's Authorization.) Sod shall be a drought tolerant species consisting primarily of Fine Leafed Fescues including Red Fescue, Chewings Fescue and Hard Fescue with Kentucky Bluegrass filler for hardiness. Sod shall be placed on a prepared subgrade. Subgrade shall be finish graded and tilled to a depth of 4" to 6". All foreign material, roots, sticks, large soil clumps and rocks over 2" diameter shall be removed from the subgrade. Sod shall not be placed on frozen or saturated subgrade. Fertilizer, lime and/or compost shall be placed over the prepared subgrade in accordance with the Sod Supplier/Manufacturer's recommendations. Sod shall be placed in accordance with the Sod Supplier/Manufacturer's recommendations. Sod shall be installed with biodegradable stakes on slopes of 1:4 or greater and within ditches, swales and other areas exposed to concentrated overland storm water flow. All sod shall be planted and maintained in a healthy condition and shall be guaranteed by the Landscape Contractor and/or Supplier for a minimum period of 1 year from the time of planting. Any sod that dies or become diseased during the guarantee period shall be removed and replaced by the Landscape Contractor and/or Supplier at no cost to the Owner.
22. The Landscape Contractor shall be responsible for watering non-irrigated plantings and sod during dry weather conditions throughout the guarantee period as necessary to promote growth and establishment.

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DRAFT: JHG
CHECK: CAG

REVISION #	DATE	REVISION-DESCRIPTION	REVISION #	DATE	REVISION-DESCRIPTION

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GENOA TOWNSHIP, MI

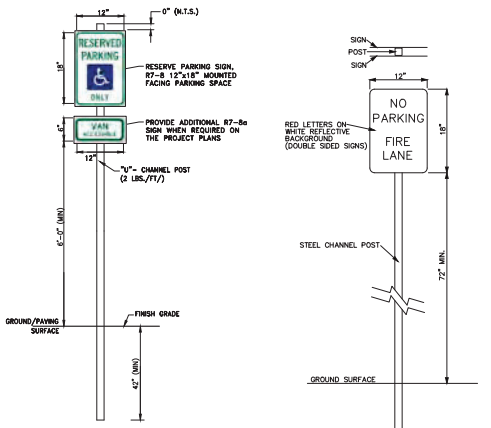
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SCALE: NOT TO SCALE
PROJECT No.: 265156
DWG NAME: 5156 LA
ISSUED: SEPT. 18, 2026

LA2

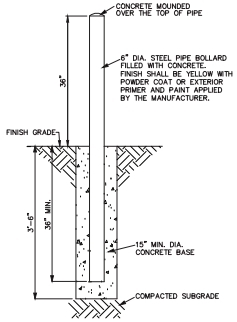


BARRIER FREE PARKING SIGN DETAIL

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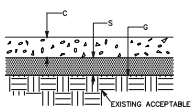
FIRE LANE SIGN POST DETAIL

NOT TO SCALE



BOLLARD DETAIL

NOT TO SCALE



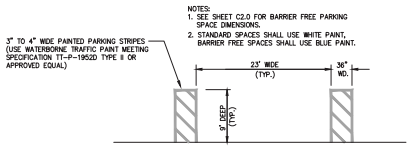
STANDARD DUTY CONCRETE PAVEMENT CROSS-SECTION

NOT TO SCALE

KEY	DESCRIPTION	MATERIAL SPEC.	MIN. THICKNESS
R	REINFORCEMENT	N/A	N/A
C	CONCRETE	MDOT 4000	6"
B	AGGREGATE BASE	N/A	N/A
S	GRANULAR SUBBASE	MDOT CLASS II	6"
G	GEOGRID	N/A	N/A

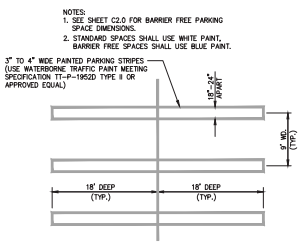
CONCRETE PAVEMENT CROSS SECTION NOTES:

1. The construction specifications of the Local Municipality are a part of this work. Refer to the General Notes and the Concrete Pavement Cross Section Detail on the Project Plans for additional requirements
2. The existing subgrade soils shall be prepared prior to placement of the granular subbase. Unsuitable soils found within the 1 on 1 influence zone of the proposed pavement areas, such as muck, peat, topsoil, marl, silt or other unstable materials shall be excavated and replaced with structural fill. Structural fill shall be MDOT Class II granular material placed in accordance with the General Notes on the Project Plans.
3. The concrete pavement subgrade shall be proof rolled prior to placement of the granular subbase. The Material Testing Engineer and/or the Project Engineer shall observe the subgrade proof roll. Areas of subgrade that do not pass a proof roll inspection shall be undercut in accordance with the Subgrade Undercut Notes and Details on the Project Plans. Alternative means of subgrade stabilization may be considered when recommended by the Material Testing Engineer. Alternative methods shall not be performed without receipt of the Owner's Authorization.
4. The concrete pavement compacted subbase material shall be MDOT Class II granular material. No subbase material substitutions shall be permitted without prior written approval of the Project Engineer and receipt of the Owner's Authorization. The subbase shall be compacted to a minimum of 95% of the maximum unit weight, Modified Proctor.
5. Concrete material shall be MDOT 4000 or equal. Concrete pavement mixture shall be air entrained, have a minimum 28-day design compressive strength of 4,000 PSI made with Type I or Type II cement per ASTM C150 and aggregate meeting MDOT specifications. The Contractor shall submit concrete mix design and aggregate mechanical analysis report to the Material Testing Engineer for review and approval prior to use.
6. Install transverse contraction joints and longitudinal contraction joints at the locations specified on the Project Structural Plans. Joints shall be 2" deep, unless noted otherwise on the Project Structural Plans. Tool joints in fresh concrete or saw cut within 4 hours after placement with soft cut saws.
7. Provide 1" asphalt fiber control joint between concrete pavement and all other concrete structures such as concrete building foundations, concrete curb and concrete sidewalks.
8. The Concrete Pavement shall not be exposed to vehicular traffic until the concrete has reached at least 75% of the design flexural strength.



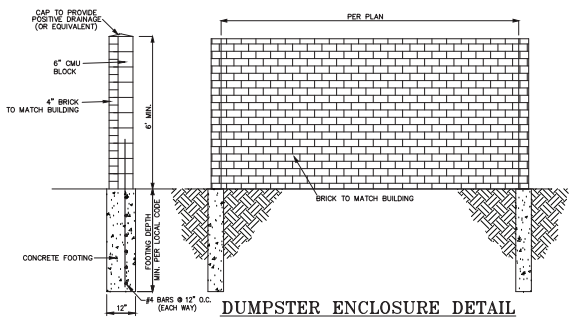
PARALLEL PARKING SPACE STRIPING DETAIL

NOT TO SCALE



PARKING SPACE STRIPING DETAIL

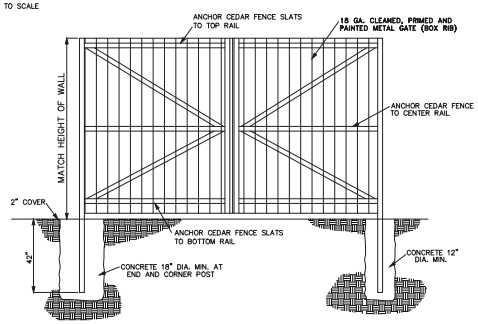
NOT TO SCALE



DUMPSTER ENCLOSURE DETAIL

NOT TO SCALE

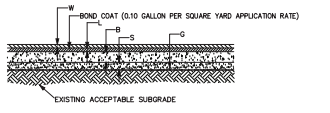
NOTES:
1. MAY SUBSTITUTE 8" SPLIT FACE CMU IN LIEU OF 6" PLAIN CMU WITH BRICK VENEER WHEN AUTHORIZED BY LOCAL MUNICIPALITY AND OWNER.



DUMPSTER GATE DETAIL

NOT TO SCALE

NOTES:
1. ALL POLES, RAILS AND HARDWARE SHALL BE GALVANIZED STEEL.
2. FENCE SLATS SHALL BE 6" MINIMUM WIDTH ROUGH SAWN CEDAR



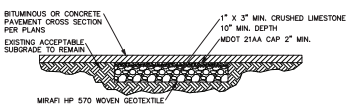
STANDARD DUTY BITUMINOUS PAVEMENT CROSS SECTION

NOT TO SCALE

KEY	DESCRIPTION	MATERIAL SPECIFICATION	MINIMUM COMPACTED THICKNESS
W	WEARING COURSE	MDOT 36A	1.5"
L	LEVELING COURSE	MDOT 13A	1.5"
B	AGGREGATE BASE	MDOT 21AA	8"
S	GRANULAR SUBBASE	MDOT CLASS II	6"
G	GEOGRID	N/A	N/A

BITUMINOUS PAVEMENT CROSS SECTION NOTES:

1. The construction specifications of the Local Municipality are a part of this work. Refer to the General Notes and the Bituminous Pavement Cross Section Details on the Project Plans for additional requirements.
2. The existing subgrade soils shall be prepared prior to placement of the granular subbase. Unsuitable soils found within the 1 on 1 influence zone of the proposed pavement areas, including bank parking areas, such as muck, peat, topsoil, marl, silt or other unstable materials shall be excavated and replaced with structural fill. Structural fill shall be MDOT Class II granular material placed in accordance with the General Notes on the Project Plans.
3. The bituminous pavement subgrade shall be proof rolled prior to placement of the granular subbase. The Material Testing Engineer and/or the Project Engineer shall observe the subgrade proof roll. Areas of subgrade that do not pass a proof roll inspection shall be undercut in accordance with the Subgrade Undercut Notes and Details on the Project Plans. Alternative means of subgrade stabilization may be considered when recommended by the Material Testing Engineer. Alternative methods shall not be performed without receipt of the Owner's Authorization.
4. The bituminous pavement granular subbase material shall be MDOT Class II sand. No granular subbase material substitutions shall be permitted without prior written approval of the Project Engineer and receipt of the Owner's Authorization. The granular subbase shall be compacted to a minimum of 95% of the maximum unit weight, Modified Proctor.
5. The bituminous pavement aggregate base material shall be MDOT 21AA crushed angular limestone or crushed angular natural stone aggregate material. Crushed concrete shall NOT be utilized for the bituminous pavement aggregate base. No aggregate base material substitutions shall be permitted without prior written approval of the Project Engineer and receipt of the Owner's Authorization. The aggregate base shall be compacted to a minimum of 95% of the maximum unit weight, Modified Proctor.
6. The bituminous pavement leveling course material shall be MDOT 13A bituminous material placed in 1 lift. The bituminous pavement wearing course material shall be MDOT 36A bituminous material placed in 1 lift. The bituminous pavement leveling and wearing courses shall NOT be combined into a single course. No bituminous material substitutions shall be permitted without prior written approval of the Project Engineer and receipt of the Owner's Authorization. Compaction of the leveling course shall be achieved prior to placement of the wearing course. Any sediment, soil, debris and other foreign materials that accumulate on the leveling course shall be removed prior to placement of the wearing course. The bond coat shall be sprayed on the leveling course within 24 hours of placement of the wearing course. The bituminous pavement material shall be compacted to a minimum of 95% of the 50-blow Marshall Density.
7. Bituminous mix designs shall be developed in accordance with the MDOT HMA Production Manual. The Contractor shall submit the bituminous pavement mix designs to the Material Testing Engineer for review and approval a minimum of 3 business days prior to use. Bituminous pavement work shall not commence without receipt of the Material Testing Engineer's approval of the bituminous mix designs. RAP mixtures shall not be utilized without prior written approval of the Material Testing Engineer and receipt of the Owner's authorization. RAP mixtures, if authorized, shall be designed and produced in accordance with MDOT Tier I or Tier II RAP Mixture Specifications. In no instance shall MDOT Tier III or non-MDOT RAP mixtures be permitted or utilized.



SUBGRADE UNDERCUT AND REPLACEMENT CROSS-SECTION

NOT TO SCALE

PAVEMENT SUBGRADE UNDERCUT NOTES:

1. Areas of pavement subgrade that do not pass a proof roll inspection shall be undercut when directed by the Material Testing Engineer and/or Project Engineer. All undercut work shall be witnessed and field measured by the Material Testing Engineer and/or Project Engineer. Copies of the field notes depicting the field measurements of the undercut areas shall be provided to the General Contractor and/or Earthwork Subcontractor and Owner.
2. Undercut areas shall be excavated to a depth of 12" below the proposed subgrade elevation using an Excavator or Backhoe with a Smooth Edged Ditching Bucket so as not to scarify the underlying soils. Undercut areas shall remain free of all construction traffic and equipment to avoid rutting and/or tracking of the underlying soils.
3. Mirafi HP 570 Woven Geotextile Fabric (or approved equal) shall be placed over all undercut areas per the Manufacturer's specifications. Overlap all seams a minimum of 12" unless specified otherwise by the Manufacturer.
4. Backfill the undercut areas with 1" x 3" minimum size crushed angular limestone and cap with 21AA crushed angular limestone up to the proposed subgrade elevation. Crushed concrete material shall NOT be substituted for crushed limestone material. The backfill material shall be spread with a Wide Track Dozer to minimize loading on the underlying soils. Static roll the backfill material with a large smooth drum roller.
5. Construct the appropriate Bituminous or Concrete Pavement Cross Section over the undercut areas per the Project Plans.

GENERAL NOTES:

1. Contractor shall perform the work in accordance with the requirements of the appropriate Local, County and State Agencies and all other Government and Regulatory Agencies with jurisdiction over the project. Contractor shall notify the appropriate Agencies in advance of each stage of work in accordance with each Agency's requirements.
2. Contractor shall comply with all permit, insurance, licensing and inspection requirements associated with the work. Prior to construction, Contractor and Owner/Developer shall determine who is responsible for obtaining each required permit. Contractor shall verify that the each required permit has been obtained prior to commencement of the stage of work associated with the required permit(s).
3. Contractor shall furnish liability insurance and property damage insurance to save harmless the Owner, Developer, Architect, Engineer, Surveyor and Government Agencies for any accident occurring during the construction period. Refer to the appropriate Local, County and State Agencies for additional requirements. Copies of insurance certifications shall be made available to the Owner/Developer.
4. Contractor shall conduct and perform work in a safe and competent manner. Contractor shall perform all necessary measures to provide for traffic and pedestrian safety from the start of work and through substantial completion. Contractor shall determine procedures and provide safety equipment such as traffic controls, warning devices, temporary pavement markings and signs as needed. Contractor shall comply with the safety standards of the State Department of Labor, the occupational health standards of the State Department of Health and safety regulations of the appropriate Local, County, State and Federal Agencies. Refer to the safety specifications of the appropriate Regulatory Agencies. The Contractor shall designate a qualified employee with complete job site authority over the work and safety precautions; said designated employee shall be on site at all times during the work.
5. Contractor shall coordinate scheduling of all work in the proper sequence, including work by Subcontractors. Additional costs due to improper planning by Contractor or work done out of sequence as determined by standard acceptable construction practices, shall be Contractor's responsibility.
6. Contractor shall contact the 811 Underground Public Utility Locating System or other appropriate local underground utility locating Agency, a minimum of three (3) working days prior to construction. Existing utility information on the project plans may be from information disclosed to this firm by the Utility Companies, Local, County or State Agencies, and/or various other sources. No guarantee is given as to the completeness or accuracy thereof. Prior to construction, locations and depths of all existing utilities (in possible conflict with the proposed improvements) shall be verified in the field.
7. Contractor shall coordinate scheduling a Pre-Construction Meeting with Engineer prior to commencement of work.
8. The Local Municipality, County and/or State in which the project is located may require an Engineer's Certification of construction of the proposed site improvements. Contractor shall verify the certification requirements with Engineer prior to commencement of work. Contractor shall coordinate construction staking, testing, documentation submittal and observation with the appropriate Agency, Surveyor and/or Engineer as required for Engineer's Certification and Government Agency Acceptance. All materials used and work done shall meet or exceed the requirements of certification and acceptance, the contract documents and the material specifications noted on the project plans. Any materials used or work done that does not meet said requirements, contract documents and/or specifications shall be replaced and/or redone at Contractor's expense. The Owner/Developer may wait for test results, certifications and/or Agency reviews prior to accepting work.
9. Engineer may provide subsurface soil evaluation results, if available, to Contractor upon request. Subsurface soil evaluation results, soils maps and/or any other documentation does NOT guarantee existing soil conditions or that sufficient, acceptable on-site granular material is available for use as structural fill, pipe bedding, pipe backfill, road subbase or use as any other granular material specified on the project plans. On-site granular material that meets or exceeds the material specifications noted on the project plans may be used as structural fill, pipe bedding, pipe backfill and/or road subbase material. On-site granular material shall be stockpiled and tested as acceptable to the appropriate Agency and/or Engineer prior to use.
10. During the performance of their work, Contractor shall be solely responsible for determining soil conditions and appropriate construction methods based on the actual field conditions. Contractor shall furnish, install and maintain sheeting, shoring, bracing and/or other tools and equipment and/or construction techniques as needed for the safety and protection of the workers, pedestrians and vehicular traffic and for protection of adjacent structures and site improvements.
11. Contractor shall install temporary and permanent soil erosion and sedimentation control devices at the appropriate stages of construction in accordance with the appropriate regulatory Agencies. Refer to Soil Erosion and Sedimentation Control Plans and Notes on the project plans.
12. Structural fill shall be placed as specified on the project plans and within the 1 on 1 influence zone of all structures, paved areas and other areas subject to vehicular traffic. Structural fill shall be placed using the controlled density method (12" maximum lifts, compacted to 95% maximum unit weight, modified proctor). Fill material shall meet or exceed the specifications noted on the project plans or as directed by Engineer when not specified on the project plans.
13. All existing monuments, property corners, ground control and benchmarks shall be protected and preserved; and if disturbed by Contractor, shall be restored at Contractor's expense. Contractor shall notify Surveyor of any conflicts between existing monuments, property corners, ground control and/or benchmarks and the proposed site improvements.
14. Contractor shall notify Owner/Developer and Engineer immediately upon encountering any field conditions, which are inconsistent with the project plans and/or specifications.
15. When noted on the project plans for demolition and/or removal, Contractor shall remove existing structures, building and debris and recycle and/or dispose of in accordance with Local, County, State and Federal regulations.
16. Contractor shall remove excess construction materials and debris from site and perform restoration in accordance with the project plans and specifications. Disposing of excess materials and debris shall be performed in accordance with Local, County, State and Federal regulations.
17. Construction access to the site shall be located as acceptable to the Owner/Developer and to the appropriate Local, County and/or State Agency with jurisdiction over the road(s) providing access to the site. Construction access shall be maintained and cleaned in accordance with the appropriate Local, County and/or State Agencies and as directed by Owner/Developer and/or Engineer.
18. Contractor shall take necessary precautions to protect all site improvements from heavy equipment and construction procedures. Damage resulting from Contractor actions shall be repaired at Contractor's expense.

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

DESIGN:CAG
DRAFT: JHG
CHECK: CAG

REVISION #	DATE	REVISION-DESCRIPTION
1	09/18/26	REVISED PER TOWNSHIP REVIEW COMMENTS

REVISION #	DATE	REVISION-DESCRIPTION

SCHULTZ OUTFITTERS
GENOA TOWNSHIP, MI

SITE & PAVEMENT NOTES & DETAILS

CLIENT:
MITTS LLC

5796 E. GRAND RIVER
HOWELL, MICHIGAN 48843
517-548-5122

SCALE: N/A
PROJECT No.: 265156
DWG NAME: 5156 DT
ISSUED: SEPT. 18, 2026

DT1



NORTH BUILDING ELEVATION

NOT TO SCALE



SOUTH BUILDING ELEVATION

NOT TO SCALE



WEST BUILDING ELEVATION
NORTH END

NOT TO SCALE



WEST BUILDING ELEVATION
SOUTH END

NOT TO SCALE



EAST BUILDING ELEVATION
SOUTH END

NOT TO SCALE



EAST BUILDING ELEVATION
NORTH END

NOT TO SCALE

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2183 PLESS DRIVE
BRIGHTON, MICHIGAN 48114

DESIGN: CAG
DRAFT: JHG
CHECK: CAG

REVISION #	DATE	REVISION-DESCRIPTION
1	09/18/26	REVISED PER TOWNSHIP REVIEW COMMENTS

REVISION #	DATE	REVISION-DESCRIPTION

SCHULTZ OUTFITTERS
GENOA TOWNSHIP, MI

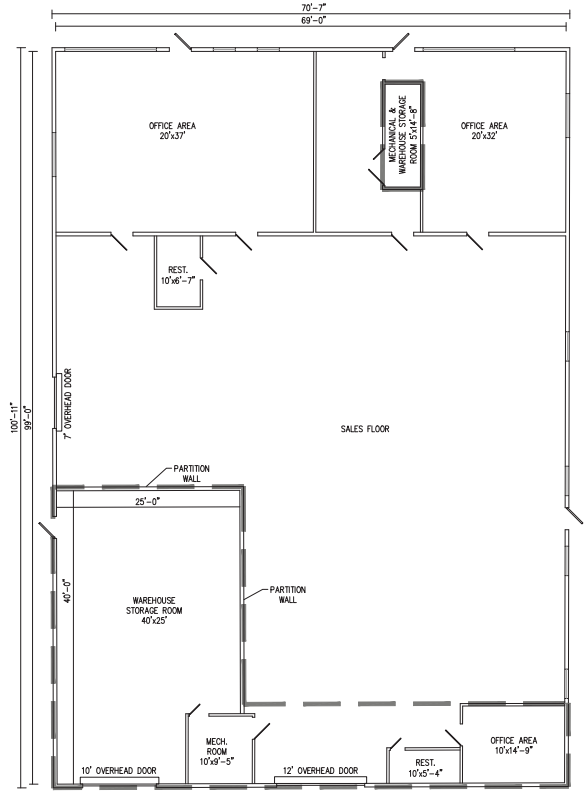
BUILDING
EXTERIOR PHOTOGRAPHS

CLIENT:
MITTS LLC

5796 E. GRAND RIVER
HOWELL, MICHIGAN, 48843
517-548-5122

SCALE: NOT TO SCALE
PROJECT No.: 265156
DWG NAME: 5156 ELEV
ISSUED: SEPT. 18, 2026

E1





FLOOR AREAS:

RETAIL USE	=	*5,474 SF*
WAREHOUSE	=	*1,650 SF*
TOTAL	=	*7,124 SF*

FLOOR PLAN

F1

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

MEMORANDUM

TO: Board of Trustees

FROM: Kevin Spicher, Supervisor

DATE: 10-14-2026

RE: Wage Study

The much-anticipated Wage Study is complete, and will be presented to the board tonight by Jeff Rahmberg of Rahmberg, Stover & Associates.

The attached study covered all 7 elected members of the Board of Trustees, as well as the 13 employee positions filled when the study was commissioned.

A total of 11 municipalities were surveyed. Each was chosen based upon a "similar" combination of several attributes: population, physical size, level of services provided and geographic proximity. While no any 1 municipality is exactly like another, casting a broad net provided significant valuable data to insure Genoa Township wages are competitive in the current marketplace for each of these positions. Having an overall staff salary scale construction at 100.8% of the midpoint represents an exceptional value to the taxpayers of Genoa Township. Salaries are increasingly the most important component to both attracting and retaining a high quality workforce. It is also important to note that health insurance plan was deemed to be "competitive with the market." Healthcare benefits are easily the #2 factor in attracting and retaining employees.

RS&A created a clear "Stepped Salary Structure" to help determine future compensation levels of any position, based on a number of factors, to include: responsibility shouldered, experience, education requirements and performance.

Given the ongoing changes to the assessing department necessitated by the retirement of 2 long term employees, this data will be crucial in establishing wage benchmarks for the incoming replacements.

We look forward to the presentation and likely interaction with Mr. Rahmberg as we consider the acceptance and filing of the final report.

SUPERVISOR
Kevin Spicher
CLERK
Rick Soucy
TREASURER
Robin L. Hunt
TRUSTEES
Jodie Valenti
Bill Reiber
Candie Hovarter
Todd Walker
MANAGER
Kelly VanMarter

Genoa Township Compensation Study

Final Report

September, 2026

For more information contact:
Jeffrey C. Rahmberg
Rahmberg, Stover & Associates, LLC
Telephone: 248.798-8929
Jeff.Rahmberg@rahmbergstover.com

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Project Overview

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Project Overview

The purpose of the project was to provide Genoa Township with a compensation review to ensure the compensation programs are sufficiently competitive and internally equitable to enable Genoa Township to attract, retain, and motivate qualified staff.

Project Activities

The project included the following key activities:

1. Collected and reviewed relevant information, including current pay levels provided to Township employees and elected officials, position salary ranges, job descriptions, organization chart, and health insurance benefits provided to staff.

2. Developed an understanding of the job duties, responsibilities, and requirements of each position under study through an analysis of existing job descriptions.

3. Identified targeted set of municipalities, developed and distributed custom surveys, and compiled salary and benefits data for the jobs under study. Compiled additional salary data from the Michigan Municipal League (MML) survey database, a Livingston County Wage Study, and supplemental market data for the IT / Facilities Director from published surveys (Appendix B). The market analysis data (i.e., survey results) is included in Appendix A. The elected officials market analysis data (i.e., survey results) is included in Appendix C. The benefits market analysis (i.e., survey results) is included in Appendix H.

4. Prepared a comparative market analysis and evaluated Genoa Township current staff pay levels and position salary ranges (see Appendix D).

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Project Overview

5. Developed a proposed updated salary structure and salary step schedule (see Appendices E and F).

6. Developed recommended position grade placements in the proposed salary structures and prepared a proposed salary structure analysis for Genoa Township (see Appendix G).

7. Developed recommendations related to implementing and administering the proposed salary structure.

8. Prepared this final project report.

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Observations & Recommendations

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Observations & Recommendations

Market Analysis Results

Market composites were calculated for each position, combining position salary range midpoints and incumbent salary levels to maximize the value of the data. Based upon the market composite data, Genoa Township's "overall pay relationship" to the market is as follows:

Genoa Township Salary Range Midpoints vs. Market Composites 100.8%

Based on this market analysis, Genoa Township's current salary range midpoints are essentially at the middle of the market. Note: This percentage reflects the midpoint of the salary ranges, not the actual pay of incumbent employees.

Appendix D provides comparative analysis details per position.

Proposed Salary Structure

Utilizing the market analysis results, a proposed updated salary structure was developed. The proposed salary structure (see Appendix E) includes:

- 13 pay grades
- Consistent 10.0% differentials between grades

A step schedule was developed (see Appendix F) to facilitate ongoing salary increase decision-making and movement through the salary ranges. Ten (10) progression steps were established for each grade with consistent 3.0% step differentials, yielding 30.48% range widths that are aligned with the overall range widths reported by the surveyed organizations.

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Observations & Recommendations

Genoa Township positions have been placed in the grades of the salary structure based upon the market analysis results and internal equity considerations (see Appendix G).

Appendix G compares the proposed salary ranges to the market composite levels for each position. The overall pay relationships between the proposed salary ranges and the market are as follows:

Genoa Township Proposed Salary Range Midpoints vs. Market Composites 102.1%

The proposed salary structure places the midpoint of Genoa Township's salary ranges at the "middle of the market." Note: The midpoint is the salary level generally expected for an employee who is fully competent and established in the position. Less experienced staff salary levels are generally below the salary range midpoint and highly experienced staff salary levels are typically above the salary range midpoint.

Elected Officials Market Analysis

The pay levels for Genoa Township's elected officials are:

Clerk	$67,254
Treasurer	$67,254
Supervisor	$68,512
Trustee	$246.64 per diem

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Observations & Recommendations

As shown in Appendix C, the survey asked participating townships to identify the Clerk, Treasurer, and Supervisor positions as either full-time or part-time. For purposes of this compensation comparison, these designations are understood to reflect the appropriate level of time commitment associated with each elected office, rather than an employment classification. Using a standard 40 hour work week as a point of comparison, eight of the nine surveyed townships reported a Clerk workload commensurate with approximately 40 hours per week, seven reported a Treasurer workload commensurate with approximately 40 hours per week, and four reported a Supervisor workload commensurate with approximately 40 hours per week. Seven of the nine townships indicated a stipend for Trustees, while two of the nine townships indicated a "per meeting" pay structure.

Based upon the market survey results (see Appendix C), the Genoa Township's elected officials pay levels appear reasonable. The Township should continue to monitor "the market" on an ongoing basis to assure the appropriate level of alignment with the elected officials pay levels of other municipalities.

Benefits Market Analysis Results

The survey conducted of other municipalities also included:

- Type of Health Insurance Plan
- Annual Employee Contribution to Health Insurance

Appendix H includes the data details from the survey of other municipalities. The survey results appear to indicate that the health insurance plan provided to staff and required staff contributions are competitive with the market.

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Observations & Recommendations

Implementation

We would recommend that Genoa Township adopt the proposed salary structure. As the compiled market data analysis reflects 2025-2026 data, the pay structure should be updated by 2.5% for 2026-2027. Note: 2.5% is consistent with salary structure adjustment data reported in the 2026-2027 Annual Salary Budget Survey published by World at Work. To implement the proposed salary structure, the most cost-effective approach is for staff to be placed in the grade aligned with his/her position and on the "step closest but not less than" his/her current salary level.

Pay Administration

On an annual basis, Genoa Township should review and update the pay ranges by applying a "percentage increase factor" to the salary structure aligned with increases to salary schedules in the market. For 2027-2028, we would recommend Genoa Township update the 2026-2027 salary structure by 2.5% effective April 1, 2027.

Staff should be eligible annually for the salary structure increase as well as a step increase depending upon staff performance and the financial resources of Genoa Township.

New hires should be placed in the pay schedules in the grades corresponding to their positions and on the steps consistent with their qualifications and experience. New hire step placement decisions should also consider the step placements of current staff and their experience levels to assure equity.

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Observations & Recommendations

If Genoa Township establishes a new position, or the responsibilities of an existing position change appreciably, an updated job description should be developed and pay data compiled of similar positions in comparable organizations. The new position/revised position should be placed in the pay grade in alignment with the pay levels of comparable organizations and internal equity considerations.

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Appendices

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Appendix A: Market Analysis

GENOA TOWNSHIP JOB TITLE	PARTICIPANT	PARTICIPANT JOB TITLE	ANNUAL SALARY RANGE		ACTUAL ANNUAL SALARY	HOURS PER YEAR
			Minimum	Maximum		
TOWNSHIP POSITIONS						
Township Manager	Brighton City	Manager	- -	- -	$158,600 [7]	- -
	Brighton Township	Township Manager	- -	- -	$158,316	2,080
	Fenton Township	Operations Manager/Deputy Clerk	- -	- -	$112,000	2,340
	Hartland Township	Township Manager	$92,174	$140,350	$144,000 [7]	2,080
	Howell City	Manager	- -	- -	$132,766 [7]	- -
	Milford Township	Township Manager	- -	- -	$140,000	1,950
	Northville Township	Township Manager	- -	- -	$173,766	2,080
	Scio Township	Operations Director	$101,574	$140,602	- -	2,080
	White Lake Township	*Supervisor*	- -	- -	- -	1,950
		n	***1***	***1***	***6***	
		Mean	***$92,174***	***$140,350***	***$151,241***	
		Median	***$92,174***	***$140,350***	***$151,158***	
		Genoa Township	***$126,306***	***$189,460***	***$147,500***	

Appendix A: Market Analysis

GENOA TOWNSHIP JOB TITLE	PARTICIPANT	PARTICIPANT JOB TITLE	ANNUAL SALARY RANGE		ACTUAL ANNUAL SALARY	HOURS PER YEAR
			Minimum	Maximum		
Assessor (Level 3)	Brighton City	Assessor	- -	- -	$85,475 [7]	- -
	Brighton Township	Assessor	- -	- -	$110,825	2,080
	Fenton Township	Assessor	- -	- -	$86,000	2,340
	Green Oak Township	Assessor	- -	- -	$97,222	2,080
	Hartland Township	Assessor	$69,574	$105,937	- -	2,080
	Howell City	Assessor	- -	- -	$75,206 [7]	- -
	Marion Township	Assessor	- -	- -	$89,981 [4,7]	- -
	Northville Township	*Contracted through WCA Assessing*	- -	- -	- -	- -
	Oceola Township	Assessor	- -	- -	$133,515 [4,7]	- -
	Scio Township	Assessor (Level 3)	$83,945	$116,200	$103,242	2,080
	White Lake Township	Assessor	$92,927	$107,107	$110,319	1,950
		n	***3***	***3***	***9***	
		Mean	***$82,149***	***$109,748***	***$99,087***	
		Median	***$83,945***	***$107,107***	***$97,222***	
		Genoa Township	***$87,435***	***$131,153***	***$105,420***	
Deputy Assessor	Brighton City	Deputy Assessor	- -	- -	$63,315 [7]	- -
	Brighton Township	Assistant Assessor	- -	- -	$75,483	2,080
	Fenton Township	Deputy Assessor	$57,200	$74,880	- -	2,080
	Green Oak Township	Assistant Assessor	- -	- -	$70,013	2,080
	Hartland Township	Assistant Assessor	$42,168	$64,220	- - [1]	1,976
	Marion Township	Deputy Assessor	- -	- -	$62,130 [4,7]	- -
	Northville Township	*Contracted through WCA Assessing*	- -	- -	- -	- -
	Oceola Township	Deputy Assessor	- -	- -	$67,850 [4,8]	- -
	Scio Township	Assistant Assessor (Level 3)	- -	- -	$78,000 [1]	1,560
		n	***2***	***2***	***6***	
		Mean	***$49,684***	***$69,550***	***$69,465***	
		Median	***$49,684***	***$69,550***	***$68,932***	
		Genoa Township	***$69,962***	***$104,944***	***$84,500***	

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Appendix A: Market Analysis

GENOA TOWNSHIP JOB TITLE	PARTICIPANT	PARTICIPANT JOB TITLE	ANNUAL SALARY RANGE		ACTUAL ANNUAL SALARY	HOURS PER YEAR
			Minimum	Maximum		
Planning Director	Brighton Township	Planner	- -	- -	$104,747	2,080
	Fenton Township	Zoning Administrator	- -	- -	$90,000	2,340
	Grand Blanc Charter Township	Planning Director or City Planner	- -	- -	$87,340 [6]	2,080
	Green Oak Township	Planning and Zoning Administrator	- -	- -	$92,602	2,080
	Hartland Township	Planning Director	$69,574	$105,937	- -	2,080
	Highland Township	Planning Director	$73,846	$97,737	$92,333	1,950
	Marion Township	Zoning Administrator	- -	- -	$77,126 [4,7]	- -
	Northville Township	Planner	- -	- -	$125,866	2,080
	Oceola Township	Zoning Administrator	- -	- -	$85,696 [4,7]	- -
	Scio Township	*Planning services are contracted*	- -	- -	- -	- -
	White Lake Township	Community Development Director	$93,381	$111,919	- -	1,950
		n	***3***	***3***	***8***	
		Mean	***$78,934***	***$105,198***	***$94,464***	
		Median	***$73,846***	***$105,937***	***$91,167***	
		Genoa Township	***$69,962***	***$104,944***	***$86,000***	
IT / Facilities Director	Brighton Township	*Contracted out*	- -	- -	- -	- -
	Hartland Township	*Contracted through VC3, minor IT handled by Township Manager and Finance Director*	- -	- -	- -	- -
	Northville Township	IT and Communications (ITaC) Director	- -	- -	$159,888	2,080
	Scio Township	*Contracted*	- -	- -	- -	- -
	White Lake Township	Maintenance Worker	$52,756	$64,129	- -	1,950
		n	***0***	***0***	***0***	
		Mean	- -	- -	- -	
		Median	- -	- -	- -	
		Genoa Township	***$63,089***	***$94,648***	***$79,000***	

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Appendix A: Market Analysis

GENOA TOWNSHIP JOB TITLE	PARTICIPANT	PARTICIPANT JOB TITLE	ANNUAL SALARY RANGE		ACTUAL ANNUAL SALARY	HOURS PER YEAR
			Minimum	Maximum		
Zoning Official	Brighton City	Zoning Administrator	- -	- -	$72,570 [7]	- -
	Brighton Township	*see Planner*	- -	- -	- -	- -
	Hartland Township	Zoning Official	$39,998	$60,902	- - [4]	1,248
	Highland Township	Zoning Administrator	$49,955	$62,986	$53,606	1,950
	Howell City	Planning & Zoning	- -	- -	$68,080 [7]	- -
	Milford Township	*Building/Zoning Official - Contracted*	- -	- -	- -	- -
	Scio Township	*Contracted*	- -	- -	- -	- -
	White Lake Township	Building Official	$86,514	$100,694	- -	1,950
		n	***2***	***2***	***3***	
		Mean	***$44,977***	***$61,944***	***$64,752***	
		Median	***$44,977***	***$61,944***	***$68,080***	
		Genoa Township	***$57,208***	***$85,812***	***$69,500***	
Appraiser	Brighton Township	Assessing Clerk	- -	- -	$22.75 [2]	2,080
	Grand Blanc Charter Township	Assessor/Appraiser (Level II MCAO)	$28.56	$30.31	[6]	2,080
	Hartland Township	Property Appraiser	$19.23	$29.28	- -	1,976
	Oceola Township	Assistant Assessor	- -	- -	$29.62 [7]	- -
	Scio Township	Residential Assessor (Level 2)	$22.78	$31.53	- - [5]	- -
	White Lake Township	Appraiser II	$33.87	$38.41	- - [2]	1,950
		n	***4***	***4***	***2***	
		Mean	***$26.11***	***$32.38***	***$26.19***	
		Median	***$25.67***	***$30.92***	***$26.19***	
		Genoa Township	***$22.94***	***$34.42***	***$28.55***	

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Appendix A: Market Analysis

GENOA TOWNSHIP JOB TITLE	PARTICIPANT	PARTICIPANT JOB TITLE	ANNUAL SALARY RANGE		ACTUAL ANNUAL SALARY	HOURS PER YEAR
			Minimum	Maximum		
Deputy Clerk	Brighton Township	Deputy Clerk	- -	- -	$32.69 [2]	2,080
	Fenton Township	Election Coordinator	$22.78	$27.61	- - [2]	2,080
	Grand Blanc Charter Township	Deputy Clerk	- -	- -	$39.90 [6]	2,080
	Green Oak Township	Deputy Clerk	- -	- -	$35.22 [2]	2,080
	Hartland Township	Deputy Clerk	$20.29	$30.89	- -	1,976
	Highland Township	Deputy Clerk	$27.85	$37.87	$31.35 [2]	1,950
	Howell City	Deputy Clerk	- -	- -	$29.25 [5,7]	- -
	Marion Township	Deputy Clerk	- -	- -	$30.59 [7]	- -
	Milford Township	Senior Deputy Clerk	$30.11	$38.54	$36.68 [2]	1,950
	Northville Township	Deputy Clerk	- -	- -	$48.54 [2]	2,080
	Oceola Township	Deputy Clerk	- -	- -	$32.42 [7]	- -
	Scio Township	Deputy Clerk	$33.65	$36.54	$36.18 [2]	2,080
	White Lake Township	Deputy Clerk	- -	- -	$45.89 [2]	1,950
		n	***5***	***5***	***11***	
		Mean	***$26.94***	***$34.29***	***$36.25***	
		Median	***$27.85***	***$36.54***	***$35.22***	
		Genoa Township	***$22.94***	***$34.42***	***$27.80***	
Clerk's Assistant	Brighton Township	Clerk's Assistant	- -	- -	$22.75 [2]	2,080
	Grand Blanc Charter Township	Office Clerk 1 (entry level), Clerk's Office	$20.05	$24.19	$23.64 [6]	2,080
	Green Oak Township	Elections Coordinator	- -	- -	$28.85 [2]	2,080
	Hartland Township	Clerk's Assistant	$16.65	$29.28	- -	1,976
	Highland Township	Clerk Office Coordinator	$21.16	$27.85	$22.00 [2]	1,950
	Milford Township	Deputy Clerk	$27.37	$34.01	$33.35 [2]	1,950
	Northville Township	Clerk Associate	$23.51	$32.32	- - [2]	2,080
	White Lake Township	Clerk II	$24.19	$27.51	- - [2]	1,950
		n	***6***	***6***	***5***	
		Mean	***$22.16***	***$29.19***	***$26.12***	
		Median	***$22.34***	***$28.57***	***$23.64***	
		Genoa Township	***$21.04***	***$31.56***	***$26.00***	

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Appendix A: Market Analysis

GENOA TOWNSHIP JOB TITLE	PARTICIPANT	PARTICIPANT JOB TITLE	ANNUAL SALARY RANGE		ACTUAL ANNUAL SALARY	HOURS PER YEAR
			Minimum	Maximum		
Deputy Treasurer	Brighton Township	Deputy Treasurer	- -	- -	$33.26 [2]	2,080
	Fenton Township	Deputy Treasurer	$27.90	$33.60	- - [2]	2,080
	Grand Blanc Charter Township	Deputy Treasurer	$31.25	$34.62	$32.50 [4,6]	2,080
	Green Oak Township	Deputy Treasurer	- -	- -	$31.58 [2]	2,080
	Hartland Township	Deputy Treasurer	$21.34	$32.50	- -	1,976
	Highland Township	Deputy Treasurer	$27.85	$37.87	$32.62 [2]	1,950
	Howell City	Deputy Treasurer	- -	- -	$31.50 [7]	- -
	Marion Township	Deputy Treasurer	- -	- -	$29.75 [7]	- -
	Milford Township	Senior Deputy Treasurer	$30.11	$38.54	$38.54 [2]	1,950
	Oceola Township	Deputy Treasurer	- -	- -	$30.42 [7]	- -
	Scio Township	Deputy Treasurer	$29.81	$33.08	$32.22 [2]	2,080
	White Lake Township	Deputy Treasurer	- -	- -	$45.89 [2]	1,950
		n	***6***	***6***	***10***	
		Mean	***$28.04***	***$35.04***	***$33.83***	
		Median	***$28.86***	***$34.11***	***$32.36***	
		Genoa Township	***$22.94***	***$34.42***	***$28.55***	
Treasurer's Assistant	Brighton Township	Treasurer's Assistant	- -	- -	$24.38 [2]	2,080
	Green Oak Township	Treasury Assistant	- -	- -	$22.88 [2]	2,080
	Hartland Township	Treasurer's Assistant	$16.65	$25.35	- -	1,976
	Highland Township	Treasurer Office Coordinator	$21.16	$27.85	$22.00 [2]	1,950
	Marion Township	Treasurer's Assistant	- -	- -	$29.03 [7]	- -
	Northville Township	Treasury Associate	$21.54	$29.36	- - [2]	1,248
	White Lake Township	Treasurer Accounting Clerk	$36.63	$40.79	- - [2]	1,950
		n	***4***	***4***	***4***	
		Mean	***$24.00***	***$30.84***	***$24.57***	
		Median	***$21.35***	***$28.61***	***$23.63***	
		Genoa Township	***$19.36***	***$29.04***	***$24.20***	

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Appendix A: Market Analysis

GENOA TOWNSHIP JOB TITLE	PARTICIPANT	PARTICIPANT JOB TITLE	ANNUAL SALARY RANGE		ACTUAL ANNUAL SALARY	HOURS PER YEAR
			Minimum	Maximum		
Planning Coordinator	Brighton Township	*(see Planner)*	- -	- -	- -	- -
	Grand Blanc Charter Township	Office Clerk 2, Building/Planning Department	$21.90	$26.28	- - [6]	2,080
	Hartland Township	Planner	$30.30	$42.58	- - [2]	1,976
	Highland Township	*(see - Zoning Official)*	- -	- -	- -	- -
	Milford Township	Planning Coordinator	$24.88	$31.85	$28.15 [2]	1,950
	Northville Township	Planning Associate	$23.51	$32.32	- - [2]	2,080
	Scio Township	Admin. Clerk/Planning Coordinator	$22.78	$31.53	$32.56 [2]	2,080
	White Lake Township	Building Specialist	$33.87	$38.41	- - [2]	1,950
		n	***5***	***5***	***2***	
		Mean	***$25.39***	***$32.08***	***$30.36***	
		Median	***$23.51***	***$31.85***	***$30.36***	
		Genoa Township	***$21.04***	***$31.56***	***$25.55***	
Accounts Payable / Payroll Clerk	Brighton Township	Accountant	- -	- -	$42.99 [2]	2,080
	Green Oak Township	Bookkeeper	- -	- -	$22.84 [2]	2,080
	Hartland Township	Finance Clerk	$20.29	$30.89	- -	1,976
	Highland Township	Bookeeping Assistant Payroll / HR Admin Assistant	$22.22	$29.26	$23.75 [2]	1,248
	Milford Township	Accounting Clerk	$24.88	$31.85	$28.15 [2]	1,950
	Northville Township	Human Resources Specialist	- -	- -	$35.36 [2]	2,080
	Scio Township	Finance Assistant *(also Utility Billing)*	$25.06	$34.69	$30.82 [2]	2,080
	White Lake Township	Assistant Finance Director	$38.71	$45.95	- - [2]	1,950
		n	***5***	***5***	***6***	
		Mean	***$26.23***	***$34.53***	***$30.65***	
		Median	***$24.88***	***$31.85***	***$29.49***	
		Genoa Township	***$21.04***	***$31.56***	***$27.00***	

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Appendix A: Market Analysis

GENOA TOWNSHIP JOB TITLE	PARTICIPANT	PARTICIPANT JOB TITLE	ANNUAL SALARY RANGE		ACTUAL ANNUAL SALARY		HOURS PER YEAR
			Minimum	Maximum			
Bookkeeper	Brighton Township	*(see Accountant)*	- -	- -	- -		- -
	Fenton Township	Accounting Coordinator	$25.59	$31.29	- -	2	2,080
	Grand Blanc Charter Township	Accountant	$26.94	$28.58	$26.94	6	2,080
	Green Oak Township	Accounting Lead	- -	- -	$34.62	2	2,080
	Hartland Township	Finance Director	$33.45	$50.93	- -	2	2,080
	Highland Township	Accountant	$37.87	$50.12	$42.20	2	1,950
	Northville Township	Accountant	- -	- -	$32.69	2	2,080
	White Lake Township	Elections Specialist	$32.74	$35.26	- -	2	1,950
		n	***2***	***2***	***3***		
		Mean	***$26.27***	***$29.94***	***$31.42***		
		Median	***$26.27***	***$29.94***	***$32.69***		
		Genoa Township	***$21.04***	***$31.56***	***$26.00***		

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Appendix A: Market Analysis

GENOA TOWNSHIP JOB TITLE	PARTICIPANT	PARTICIPANT JOB TITLE	ANNUAL SALARY RANGE		ACTUAL ANNUAL SALARY	HOURS PER YEAR
			Minimum	Maximum		
Administrative Assistant	Brighton Township	Assistant to the Manager	- -	- -	$36.13 [2]	2,080
	Brighton City	Receptionist/General Clerical	- -	- -	$21.01 [5,7]	- -
	Grand Blanc Charter Township	Office Clerk 2	$21.90	$26.28	- - [6]	2,080
	Green Oak Township	Administrative Assistant	- -	- -	$26.45 [2]	2,080
	Hartland Township	Receptionist	$15.92	$23.00	- -	1,530
	Highland Township	*Several Positions Averaged (Full-time)*	$24.74	$32.55	$23.82	1,668
	Highland Township	*Several Positions Averaged (Part-time)*	$22.22	$29.24	- -	- -
	Howell City	Receptionist/General Clerical	- -	- -	$22.68 [7]	- -
	Marion Township	Receptionist/General Clerical	- -	- -	$31.31 [7]	- -
	Milford Township	Senior Executive Assistant	$30.11	$38.54	$30.11 [2]	1,950
	Northville Township	Fire Associate/Police Associate/Clerk Associate Finance Associate/Public Services Associate	$21.54	$29.38	- - [2]	1,248
	Oceola Township	Receptionist/General Clerical	- -	- -	$22.50 [7]	- -
	Scio Township	Administrative Assistant	$25.07	$34.69	$32.70 [2]	2,080
	White Lake Township	Executive Secretary	$32.74	$35.26	- - [2]	1,950
		n	***7***	***7***	***7***	
		Mean	***$23.45***	***$30.06***	***$25.78***	
		Median	***$22.22***	***$29.38***	***$23.82***	
		Genoa Township	***$19.36***	***$29.04***	***$24.55*** [3]	

Highlighted data excluded from n, mean, and median calculations.

Footnotes:

[1] *Annual salary calculated using total hours worked.*

[2] *Hourly rate calculated using total hours worked.*

[3] *Salary calculated using average of all incumbents.*

[4] *Annual salary calculated using 2,080 hours.*

[5] *Hourly rate calculated using 2,080 hours.*

[6] *Data obtained from 2025/2026 MMLWage and Salary Survey; Region 1, population range: 15,000 - 32,000*

[7] *Data obtained from 2026 Livingston County Wage Study*

Appendix B: IT / Facilities Director Supplemental Market Data

Genoa Township
Market Analysis
Data Updated to: June, 2026

Position	Survey Source	Title Match	No. Orgs.	No. Inc.	Scope	50th % Base Salary
IT / Facilities Director	GN0020	Computer Operations Specialist II (Senior)	57	143	Midwest; All Organizations	$74,946
	GN0020	Computer Operations Specialist II (Senior)	8	8	Midwest; Number of FTEs, Up to 100.0	$86,678
	GN0020	Computer Operations Specialist II (Senior)	10	14	Michigan; All Organizations	$73,124
	GN0020	Desktop/Computer Support Specialist	185	579	Midwest; All Organizations	$70,960
	GN0020	Desktop/Computer Support Specialist	20	64	Michigan; All Organizations	$70,049
	GN0020	Facilities Supervisor	230	473	Midwest; All Organizations	$72,896
	GN0020	Facilities Supervisor	35	66	Michigan; All Organizations	$77,908
	GN0020	Facilities Supervisor	5	5	Michigan; Number of FTEs, Up to 100.0	$77,794
	GN0020	Facilities Supervisor	14	32	Detroit Michigan Area; All Organizations	$81,894
	GN0020	Maintenance Supervisor I	424	800	Midwest; All Organizations	$80,300
	GN0020	Maintenance Supervisor I	117	132	Midwest; Number of FTEs, Up to 100.0	$73,010
	GN0020	Maintenance Supervisor I	58	109	Michigan; All Organizations	$74,377
	GN0020	Maintenance Supervisor I	17	40	Detroit Michigan Area; All Organizations	$84,856
	GN0001	PC Technician, Senior	12	35	Michigan	$70,078
	GN0001	PC Technician, Senior	6	24	Detroit Metro Area	$72,574
	GN0001	Facilities Supervisor (Single Location)	55	157	Michigan	$87,484
	GN0001	Facilities Supervisor (Single Location)	33	73	Detroit Metro Area	$88,971
	GN0001	Grounds Supervisor/Manager	5	12	Detroit Metro Area	$76,812
					Market Composite	***$77,268***

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Appendix C: Elected Officials Market Analysis

ELECTED OFFICIAL	PARTICIPANT	CURRENT BASE PAY	PAY BASIS (e.g., $100 per meeting)
Supervisor	Brighton Township	$40,481	- -
	Fenton Township	$75,000	+ $9,000 vehicle allowance
	Green Oak Township	$94,120	*Biweekly pay caluculated using 26 weeks
	Hartland Township	$40,250	- -
	Highland Township	$95,719	Annually
	Milford Township	$8,400	- -
	Northville Township	$36,050	Annual
	Scio Township	$44,308	Per Year
	White Lake Township	$117,566	Exempt
	Genoa Township	***$68,512***	
Clerk	Brighton Township	$103,380	- -
	Fenton Township	$18,000	+ $1,800 vehicle allowance
	Green Oak Township	$103,064	*Biweekly pay caluculated using 26 weeks
	Hartland Township	$86,500	- -
	Highland Township	$90,933	Annually
	Milford Township	$98,138	- -
	Northville Township	$93,786	Annual
	Scio Township	$105,500	Per Year
	White Lake Township	$111,688	Exempt
	Genoa Township	***$67,254***	

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Appendix C: Elected Officials Market Analysis

ELECTED OFFICIAL	PARTICIPANT	CURRENT BASE PAY	PAY BASIS (e.g., $100 per meeting)
Treasurer	Brighton Township	$103,380	- -
	Fenton Township	$18,000	+ $1,800 vehicle allowance
	Green Oak Township	$98,358	*Biweekly pay caluculated using 26 weeks
	Hartland Township	$80,500	- -
	Highland Township	$90,933	Annually
	Milford Township	$98,138	- -
	Northville Township	$25,750	Annual
	Scio Township	$95,500	Per Year
	White Lake Township	$111,688	Exempt
	Genoa Township	***$67,254***	
Trustee	Brighton Township	$9,785	- -
	Fenton Township	$3,600	$120 per meeting
	Green Oak Township	$7,930	*Biweekly pay caluculated using 26 weeks
	Hartland Township	$8,200	plus $100 / special meeting
	Highland Township	$7,344	Annually
	Milford Township	- -	$250
	Northville Township	$11,330	Annual
	Scio Township	$10,500	Per Year
	White Lake Township	$14,560	Exempt
	Genoa Township	**- -**	***per diem - $246.64***

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Appendix D: Comparative Analysis

Genoa Township / MHOG
Comparative Analysis

Genoa Township / MHOG Job Title	Genoa Township / MHOG				Median Market Data						Market Composite*	Genoa Township Actual Salary vs. Market Median Actual Salary	Genoa Township Salary Range Midpoint vs. Market Median Salary Range Midpoint	Genoa Township Salary Range Midpoint vs. Market Composite
	Annual Salary Range			Actual Salary	Annual Salary Range			n	Incumbent Salary	n				
	Minimum	Midpoint	Maximum		Minimum	Midpoint	Maximum							
TOWNSHIP POSITIONS														
Township Manager	$126,306	$157,883	$189,460	$147,500	$92,174	$116,262	$140,350	1	$151,158	6	$146,173	97.6%	135.8%	108.0%
Assessor	$87,435	$109,294	$131,153	$105,420	$83,945	$95,526	$107,107	3	$97,222	9	$96,798	108.4%	114.4%	112.9%
Deputy Assessor	$69,962	$87,453	$104,944	$84,500	$49,684	$59,617	$69,550	2	$68,932	6	$66,603	122.6%	146.7%	131.3%
Planning Director	$69,962	$87,453	$104,944	$86,000	$78,934	$92,066	$105,198	3	$94,464	8	$93,810	91.0%	95.0%	93.2%
IT / Facilities Director	$63,089	$78,869	$94,648	$79,000	- -	- -	- -	- -	$77,268	- -	$77,268	102.2%	- -	102.1%
Zoning Official	$57,208	$71,510	$85,812	$69,500	$44,977	$53,460	$61,944	2	$68,080	3	$62,232	102.1%	133.8%	114.9%
Appraiser	$47,715	$59,654	$71,594	$59,384	$53,394	$58,854	$64,314	4	$54,465	2	$57,391	109.0%	101.4%	103.9%
Deputy Clerk	$47,715	$59,654	$71,594	$57,824	$57,928	$66,966	$76,003	5	$73,258	11	$71,291	78.9%	89.1%	83.7%
Clerk's Assistant	$43,763	$54,704	$65,645	$54,080	$46,457	$52,936	$59,415	6	$49,171	5	$51,225	110.0%	103.3%	106.8%
Deputy Treasurer	$47,715	$59,654	$71,594	$59,384	$60,018	$65,484	$70,949	6	$67,309	10	$66,624	88.2%	91.1%	89.5%
Treasurer's Assistant	$40,269	$50,336	$60,403	$51,792	$44,408	$51,953	$59,498	4	$49,150	4	$50,552	105.4%	96.9%	99.6%
Planning Coordinator	$43,763	$54,704	$65,645	$53,144	$48,901	$57,574	$66,248	5	$63,138	2	$59,164	84.2%	95.0%	92.5%
Accounts Payable / Payroll Clerk	$43,763	$54,704	$65,645	$56,160	$51,750	$58,999	$66,248	5	$61,329	6	$60,270	91.6%	92.7%	90.8%
Bookkeeper	$43,763	$54,704	$65,645	$54,080	$54,631	$58,448	$62,265	2	$67,995	3	$64,176	79.5%	93.6%	85.2%
Administrative Assistant	$40,269	$50,336	$60,403	$51,064	$46,218	$53,664	$61,110	7	$49,546	7	$51,605	103.1%	93.8%	97.5%
											Overall Averages	***98.3%***	***105.9%***	***100.8%***

*** Market Composite** reflects weighted average between Survey Median Salary Range Midpoint and Survey Median Incumbent Salary:

((Salary Range Midpoint x Salary Range "n") + (Incumbent Salary x Incumbent Salary "n") divided by (Salary Range "n" + Incumbent Salary "n")

Appendix E: Proposed Salary Structure

Genoa Township
Proposed Township Salary Structure

Salary Grade	Salary Progression Plan		
	Minimum	Midpoint	Maximum
13	$130,164	$150,000	$169,835
12	$118,331	$136,363	$154,395
11	$107,574	$123,967	$140,359
10	$97,794	$112,697	$127,600
9	$88,904	$102,452	$116,000
8	$80,822	$93,138	$105,454
7	$73,474	$84,671	$95,867
6	$66,795	$76,974	$87,152
5	$60,723	$69,976	$79,229
4	$55,202	$63,615	$72,027
3	$50,184	$57,831	$65,479
2	$45,622	$52,574	$59,526
1	$41,474	$47,795	$54,115

10% Grade Differentials
30.48% Range Widths

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Appendix F: Proposed Salary Structure with Steps

Genoa Township
Proposed Township Salary Structure with Steps

Salary Grade	Salary Progression Plan									
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
13	$130,164	$134,069	$138,091	$142,234	$146,501	$150,896	$155,423	$160,086	$164,888	$169,835
12	$118,331	$121,881	$125,538	$129,304	$133,183	$137,178	$141,294	$145,533	$149,898	$154,395
11	$107,574	$110,801	$114,125	$117,549	$121,075	$124,708	$128,449	$132,302	$136,271	$140,359
10	$97,794	$100,728	$103,750	$106,863	$110,068	$113,371	$116,772	$120,275	$123,883	$127,600
9	$88,904	$91,571	$94,318	$97,148	$100,062	$103,064	$106,156	$109,341	$112,621	$116,000
8	$80,822	$83,246	$85,744	$88,316	$90,966	$93,695	$96,506	$99,401	$102,383	$105,454
7	$73,474	$75,679	$77,949	$80,287	$82,696	$85,177	$87,732	$90,364	$93,075	$95,867
6	$66,795	$68,799	$70,863	$72,989	$75,178	$77,434	$79,757	$82,149	$84,614	$87,152
5	$60,723	$62,544	$64,421	$66,353	$68,344	$70,394	$72,506	$74,681	$76,922	$79,229
4	$55,202	$56,858	$58,564	$60,321	$62,131	$63,995	$65,915	$67,892	$69,929	$72,027
3	$50,184	$51,690	$53,240	$54,837	$56,483	$58,177	$59,922	$61,720	$63,572	$65,479
2	$45,622	$46,990	$48,400	$49,852	$51,348	$52,888	$54,475	$56,109	$57,792	$59,526
1	$41,474	$42,719	$44,000	$45,320	$46,680	$48,080	$49,523	$51,008	$52,539	$54,115

10% Grade Differentials
30.48% Range Widths
3% Step Differentials

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Appendix G: Proposed Township Salary Structure Analysis

Proposed Genoa Township Salary Structure Analysis

Salary Grade	Position	Genoa Range Midpoint	Proposed Range Midpoint	Market Composite	Proposed Range Midpoint vs. Genoa Range Midpoint	Proposed Range Midpoint vs. Market Composite
13	Township Manager	$157,883	$150,000	$146,173	95.0%	102.6%
12	-	- -	$136,363	- -	- -	- -
11	- -	- -	$123,967	- -	- -	- -
10	- -	- -	$112,697	- -	- -	- -
9	Assessor	$109,294	$102,452	$96,798	93.7%	105.8%
8	Planning Director	$87,453	$93,138	$93,810	106.5%	99.3%
7	IT / Facilities Director	$78,869	$84,671	$77,268	107.4%	109.6%
6	Deputy Assessor	$87,453	$76,974	$66,603	88.0%	115.6%
5	Zoning Official	$71,510	$69,976	$62,232	97.9%	112.4%
4	Deputy Clerk	$59,654	$63,615	$71,291	106.6%	89.2%
4	Deputy Treasurer	$59,654	$63,615	$66,624	106.6%	95.5%
4	Bookkeeper	$54,704	$63,615	$64,176	116.3%	99.1%
3	Appraiser *	$59,654	$57,831	$57,391	96.9%	100.8%
3	Planning Coordinator	$54,704	$57,831	$59,164	105.7%	97.7%
3	Accounts Payable / Payroll Clerk *	$54,704	$57,831	$60,270	105.7%	96.0%
2	Clerk's Assistant	$54,704	$52,574	$51,225	96.1%	102.6%
2	Treasurer's Assistant	$50,336	$52,574	$50,552	104.4%	104.0%
2	Administrative Assistant	$50,336	$52,574	$51,605	104.4%	101.9%
2	Assessing Clerk	- -	$52,574	- -	- -	- -
1	- -	- -	$47,795	- -	- -	- -
				Overall Average	***102.1%***	***102.1%***

** Positions not currently utilized*

Appendix H: Benefits Market Analysis

Benefits Market Analysis

Participant	Type of Health Insurance Plan Provided (i.e., PPO, HMO)	Annual Employee Contribution
Brighton Township	BCN/ HMO/ Gold HSA $1,650 / 20%	3.7% of premium in 2025/26
Fenton Township	High Deductible PPO w/ HSA	20%
Green Oak Township	PPO and POS plans	$2,500 deductible POS plan - no EE premium $1,700 deductible POS plan and $2,500 deductible PPO plan - EE premium is difference in cost of free plan
Hartland Township	HMO	20%
Highland Township	Blue Care Network / HRA - HMO	20%
Milford Township	BCBSM PPO	None
Northville Township	HMO - $0 deductible, OOP Max $6600/13,200; $20 copay Office/Chiro; $20 copay Urgent Care; $75 copay ER; RX $10/$20/$40	Single = $2,143.92 2-Person = $4,930.80 Family = $5,574
Northville Township	HDHP - $1,700 / $3,400 deductible OOP Max $2,700 / $5,400	Single = $0 2-Person = $0 Family = $0
Scio Township	Traditional PPO, PPO HSA	Effective 4-1-2026 $30/per pay period/ee $60/per pay period/family for traditional PPO
White Lake Township	BCBS HMO	Employee Only: $300 Two Person: $450 Family: $600
White Lake Township	BCN PPO	Employee Only: $600 Two Person: $900 Family: $1,200
Genoa Township	***BCBS PPO + HRA***	***Single $1,300*** ***2-Person $3,120*** ***Family $3,900***

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MEMORANDUM

TO: Board of Trustees

FROM: Administrative Committee

DATE: 10-14-2026

RE: Request to Create a Part-Time Human Resources Specialist Position

The Administrative Committee is requesting that the Board approve a new part-time Human Resources Specialist position for Genoa Charter Township. The attached job description outlines the duties and qualifications. The position would carry out day-to-day human resources work for the Township and provide backup coverage for two functions that currently depend on a single person: human resources support shared with MHOG Utilities, and Genoa's payroll, which is transitioning in house to the Clerk's Department.

Background

The Township's human resources work is currently supported by a position shared with MHOG Utilities, with 75% of its time dedicated to MHOG Utilities and 25% to Genoa Charter Township. That same position currently also processes payroll for both organizations. The Township is transitioning Genoa's payroll in house to an employee in the Clerk's office, with human resources providing backup support. As a result, the Township's human resources and payroll functions currently depend on a single person, and the Township has limited capacity when that person is absent, leaves the organization, or is stretched thin by competing demands. Once Genoa's payroll moves to the Clerk's office, payroll will have a backup in HR, but human resources itself would continue to depend on one shared position.

The availability of the current shared HR professional in the coming months is also uncertain due to personal circumstances, which is why this request is coming before the Board now rather than as part of a regular budget cycle. Normally a request like this would be discussed with the Board before being placed on an agenda. However, the current situation has made the need urgent, and the Administrative Committee believes it is important to bring the request forward without delay. In addition, the shared arrangement with MHOG Utilities will be phased out once MHOG Utilities fully moves into its own building, so the Township should plan now for continued HR coverage of its own.

Justification

1. Continuity and redundancy. HR and payroll are functions the Township cannot pause. Employees must be paid accurately and on time, benefits must be administered, and personnel matters must be handled whether or not a particular employee is available. During the transition, a part-time Specialist trained alongside the current HR professional

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ensures that illness, leave, or turnover do not interrupt these services. Going forward, the Township will look at cross-training so there is a plan for coverage during absences once the position stands on its own.

2. Limited Township capacity in the current arrangement. With only 25% of the shared position's time available to Genoa, there is limited capacity for the full scope of Township HR work, including recruitment, benefits administration and annual cost reviews with our broker, retirement plan coordination, budgeting support, employee lifecycle management, and policy maintenance. A dedicated Township position would give Genoa its own HR function, with the capacity to carry out this work on an ongoing basis.

3. Internal controls and risk reduction. Having a second trained person with working knowledge of payroll and HR processes strengthens internal controls and reduces the risk of errors, missed deadlines, and compliance problems in areas governed by Federal and State law. It also reduces the risk that critical institutional knowledge is held by only one person.

4. Support for the existing shared position. The new position would also serve as backup and redundancy support for the MHOG Utilities human resources professional, protecting the shared arrangement and improving service to both organizations while it remains in place. This shared coverage with MHOG Utilities will be phased out once MHOG Utilities fully moves into its own building.

5. A cost-effective way to add capacity. A part-time position provides the needed coverage and day-to-day support without the cost of a full-time hire. Hours can be set to match actual workload and adjusted over time. Because the Township's 25% share of the shared HR position will end once this position is filled, the Township will not be paying for two HR positions.

6. Preparing for transition. MHOG Utilities is moving into its own building, and any shared HR coverage with MHOG Utilities will be phased out once that move is complete. Continuing to share a single HR position will no longer be practical at that point. Adding a Township HR position now allows for training and a gradual handoff, rather than a rushed response if the shared arrangement ends or the current position becomes unavailable. It also gives the Board time to decide the Township's long-term HR staffing model with a trained employee already in place.

7. Competitive, consistent compensation. The proposed pay is based on the midpoints of salary range levels 5 and 6 in the new pay scale model being presented at this same meeting under Agenda Item 4. This is approximately $31 to $36 per hour. The Township hopes this will attract a candidate with HR and payroll experience for this mid-level position, who can contribute quickly and with minimal training.

8. Consistent onboarding and offboarding. This position would create and implement onboarding and offboarding programs, procedures, and standards for Township employees

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and officials. With the expected retirements and employees moving into new roles, consistent procedures will help new and transitioning employees get started well, protect institutional knowledge, and make sure departures are handled properly.

Fiscal Impact

- **Proposed schedule:** approximately 16 to 24 hours per week
- **Proposed hourly rate**: approximately $31 to $36 per hour, based on the midpoints of salary range levels 5 and 6 in the new pay scale model being presented under Agenda Item 4 at this same meeting (approval of this position is tied to adoption of that pay scale)
- **Estimated annual wages:** $32,000 - $38,000
- **Total estimated cost:** approximately $40,000 per year (rough estimate, to be refined)
- **Funding source:** Budget amendment, if needed, to be brought back to the Board once the position is filled and actual costs are known; planning estimate for the remainder of the current fiscal year (April 1 to March 31), assuming a December 1 start: approximately $13,300 in new costs, partly offset by approximately $7,300 for the shared HR position that will no longer be needed, for a net of approximately $6,000. Both positions are in the HR Wages and Salaries line item, so the requested estimated amendment is the net amount.
- **Offsetting savings or cost sharing:** Although this position increases the budget for the department, the Township is currently projecting decreased wage costs overall. Long-tenured employees are retiring and being replaced by employees moving up from within at lower cost. In addition, the Township's 25% contribution to the shared HR position with MHOG Utilities will end once this position is filled, so the Township will not be paying for two HR positions.

Alternatives Considered

- **Maintain the current arrangement.** This is the lowest cost option, but it leaves HR and payroll dependent on single individuals and does not address capacity limits. If the current HR professional were to become unavailable on short notice, the Township would have no trained backup. Payroll, benefits administration, and personnel matters could be disrupted, and the Township would have to recruit and train a replacement while trying to keep these functions running.
- **Increase Genoa's share of the shared position.** This would reduce the time available to MHOG Utilities and would not provide payroll backup. This alternative is not feasible.

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- **Use outside contractors or temporary staff.** This can fill short-term gaps but costs more per hour, requires ramp-up each time, and does not build lasting familiarity with Township systems and employees.

Recommendation

The Administrative Committee recommends that the Board approve the creation of a part-time Human Resources Specialist position as described in the attached job description and direct staff to begin recruitment. Because the final cost will depend on the candidate's qualifications and start date, the Committee will return to the Board with any needed budget amendment once the position is filled and actual costs are known.

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Genoa Charter Township Employment Opportunity

HUMAN RESOURCES SPECIALIST (PART-TIME)

Job Title: Human Resources Specialist

Reports To: Township Manager and Elected Officials

Status / Schedule: Part-Time; hours to be determined by the Township

Wages: $31.00-$36.00 per hour (DOQ)

Date: October 2026

Job Summary

The Human Resources Specialist performs a wide variety of professional, administrative, and analytical duties in support of a wide range of human resources functions. These include recruitment, employment procedures, labor relations, and administration of personnel records, personnel policies, benefits, workers compensation, wellness programming and staff development. This classification administers technical and confidential processes and programs.

Class Characteristics

This is a part-time professional position Approximately (16 -24 hrs./week) responsible for carrying out a full range of human resources services requiring a high level of skill, responsibility, and confidentiality. This position has a significant degree of difficulty, independent thought, and decisive and timely action.

Essential Duties and Responsibilities

1. Coordinate with the Township's Benefit Broker to manage employee health, dental, vision, life, disability and wellness benefits. Conduct annual reviews for cost effectiveness and make recommendations for updates and changes.
2. Coordinate with the Township's Retirement Broker to manage employee retirement plans.
3. Provide professional coordination of human resources functions and programs including labor relations, recruitment, selection, performance evaluation, training, staff development, classification, job evaluation, benefits, and compensation.
4. Coordinate with the Township's third-party administrator for worker's compensation claims.
5. Plan and conduct comprehensive salary and benefit surveys, perform job evaluation, classification, and class specification development.
6. Propose, present, and make recommendations human resource related programs and costs to the Township Board
7. Coordinate the recruitment process; screen employment applications; ensure applicants meet or exceed minimum qualifications; participate in selection of employees.
8. Create and implement onboarding and offboarding programs, procedures, and standards for Township employees and officials, including new hire orientation and paperwork, benefits enrollment, access and equipment, exit procedures, and final pay and benefits coordination, to ensure they are applied consistently.
9. Design, coordinate, and administer written, performance, and/or oral employment evaluations; ensure that evaluations and interviews are conducted in accordance with Federal and State Laws and Township policies and procedures.
10. Monitor legislation and analyze proposed legislation to determine impact on Township operations and programs.

11. Serve as a liaison with employees, public and private organizations, community groups, and other organizations; provide information and assistance regarding human resources programs and services; receive and respond to complaints and questions relating to human resources; review problems and recommend corrective actions.
12. Assist in employee discipline and, if necessary, termination, ensuring that disciplinary actions are conducted in accordance with Federal and State Laws and Township policies and procedures.
13. Serve as backup and redundancy support for the MHOG Utilities human resources professional, while the position is shared between MHOG Utilities and Genoa Charter Township; provide coverage for human resources functions during absences, vacancies, and periods of high workload.
14. Serve as backup to the Township's payroll employee and assist with payroll-related issues, including processing payroll during absences, resolving employee pay and benefit deduction questions, and coordinating with the employee responsible for payroll.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience

1. Possess a Bachelor's degree from an accredited college in human resources management, public administration or a related field, or have equivalent experience in a Human Resources position.
2. Three years of professional level human resources experience.

Knowledge of

1. Principles and practices of labor relations, selection, recruitment, job evaluation, benefits administration, training, classification, and compensation.
2. Principles and techniques of human resources management and program administration.
3. Organizational and management practices as applied to the analysis, evaluation, development and implementation of human resources programs, policies and procedures.
4. Pertinent Federal, State, and local laws, codes, and regulations including administrative and departmental policies and procedures.
5. Principles and practices of performance evaluation, training, and staff development.
6. Project management principles and concepts.
7. Research and reporting methods, techniques, and procedures.
8. Sources of information for a broad range of human resources programs, services, and functions.

Skill In

1. Planning, organizing, and prioritizing work assignments and projects.
2. Implementing, interpreting and explaining complex policies, procedures, rules and regulations.
3. Conducting analytical studies, compiling statistical and economic data, evaluating alternatives, and making sound recommendations.
4. Use of common office software including Microsoft Office Suite and specialized human resource applications.

Ability To

1. Exercise sound independent judgment.
2. Occasionally attend evening township board meeting.
3. Periodically work hours in excess of 16-20 hours in weeks where absences and workload require additional effort.
4. Assist with selecting, training, and evaluating staff.

5. Establish and maintain effective working relationships with those contacted in the course of the work.
6. Represent the Township effectively in interactions with internal and external sources.
7. Prepare clear, concise, and competent reports, correspondence, and other written materials.

Physical Demands

Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk and hear. Employee is required to sit, stand, walk, reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

Work Environment

Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Employee generally will work 100% indoors.
2. The work environment indoors is usually in a temperature-controlled office; some travel may be required.
3. Noise level in the work environment is usually moderate.

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MEMORANDUM

TO: Board of Trustees

FROM: Kevin Spicher, Supervisor

DATE: 10-14-2026

RE: Future Infrastructure Improvement Plan (Discussion Item)

We are beginning to draft the 2027-2028 budget, a large portion of which is typically committed to road infrastructure "maintenance and improvements." Genoa Township has consistently contributed $500,000 toward "roads" on an annual basis, independent of any SAD Road projects. In the recent Master Plan survey, 96% of residents expressed a belief this expenditure was the right amount, or not enough. (at a roughly 50/50 split between those options)
The payoff for that consistent focus on roads is that, according to the Livingston County Road Commission, there are currently no Primary or Secondary paved roads in Genoa Township scored as "poor" in the Pavement Surface Evaluation and Rating system (PASER). This is the standardized method of evaluating road conditions used by the State of Michigan. It involves a visual survey, and an assigned rating score ranging from 1 (Failed) to 10 (less than 1 year old.) Roads scoring 4 or less are considered to be in "poor" condition, which would suggest significant corrective action needed. See the attached "Cheat Sheet" summarizing PASER. Additional information can be found on the State of Michigan's website at: http://www.michigan.gov/tamc/.

In consultation with the LCRC, no surface improvement projects are being recommended for the 2027 construction season in Genoa Township. This provides us the opportunity to "bank" funding toward a future major improvement project. The attached feedback from the Master Plan Survey suggested a number of projects as a "priority" of our residents.

Each of these suggestions is at least "on the radar" of the LCRC. Funding requirements vs. availability will help to determine which projects ultimately come to fruition, and when. I welcome additional feedback from the board on our own "priority list" so we can continue to coordinate with the LCRC, and budget accordingly.

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Master Plan Survey Resident

Suggested Infrastructure Improvements

Intersections needing improvement: (listed in order of # of mentions)

Brighton Rd. / Chilson Rd. An LCRC priority, but also a projected $5-$6 million Traffic Circle project.

Crooked Lk Rd. / Dorr Rd. Also on LCRC radar as a potential roundabout, projected cost ~ $1.8 million.

Crooked Lk Rd. / Latson Rd. Scheduled for a traffic light improvement utilizing Federal Grant money in 2028.

Bauer Rd. / Brighton Rd. No current plans at the LCRC. Brighton Area Schools has

*especially during school pickup / dropoff been working on plans to alleviate the issue.

Chilson Rd. / Latson Rd. LCRC is aware, not currently on a priority list.

- A project that the LCRC is very committed to is a roundabout at Hacker / Hyne. This intersection placed 10th in the survey.

These dirt roads should be paved: (listed in order of # of mentions)

For the purpose of offering a bypass to Downtown Brighton

Conrad from Clifford to intersection w/ Dorr This is likely a $4 mil + per mile project

LCRC aware, limited current interest due to cost / funding.

Bauer Rd from end of pavement to Twp Line This is likely another $4 mil + per mile project, and would involve Hamburg Township as well. Genoa's unpaved portion is ~ .8 miles, Hamburg's is 1.5. LCRC interest low due to cost / funding sources.

For the purpose of relieving Grand River congestion

Golf Club Rd. This is likely a $2-$3 mil per mile project. LCRC interested, would also require Oceola Township involvement as well.

Also:

Crooked Lake from Chilson to Latson LCRC interested, may help 3 Fires traffic, especially in combo with scheduled signal improvement.

Widen Latson further North On LCRC radar.

Asphalt PASER

Modified for Michigan TAMC Data Collection

◆ Denotes Priority Distress

Good

Asphalt 10

New construction
No defects
Less than 1 year old
Only a "10" for 1 year
Recent base improvement
No action required

Asphalt 9

Like new condition
No defects
More than 1 year old
Recent overlay with or without a crush and shape
No action required

Asphalt 8

◆ Occasional transverse crack >40' apart
◆ Crack width tight (hairline) or sealed
Few if any longitudinal cracks on joints
Recent seal coat or slurry seal (*see below)
Little or no maintenance required

Fair

Asphalt 7

◆ Trans. cracks 10'-40' apart
◆ Cracks open < ¼"
Little or no crack erosion
Little or no raveling
Few if any patches in good condition
First signs of wear
Suggested Action
Maintain with crack seal

Asphalt 6

◆ Trans. cracks less than 10' apart
◆ Initial block cracking (6'-10' Blocks)
◆ Cracks open ¼" – ½"
Blocks are large and stable
Slight to moderate polishing or flushing
No patches or few in good condition
Slight raveling
Sound structural condition
Suggested Action
Maintain with sealcoat

Asphalt 5

◆ Secondary cracks (crack raveling)
◆ Moderate block cracking (1' – 5' blocks)
◆ First sign of longitudinal cracks at edge
◆ Cracks open >½"
Patching/wedging in good condition
Moderate raveling
Extensive to severe flushing & polishing
Sound structural condition
Suggested Action
Maintain with sealcoat or thin overlay

Poor

Asphalt 4

◆ Longitudinal cracking in the wheel paths
◆ Rutting ½" - 1" deep
◆ Severe block cracking: <1' blocks
Severe surface raveling
Multiple longitudinal & transverse cracks with slight crack erosion
Patching in fair condition
First signs of structural weakening
Suggested Action
Structural overlay >2"

Asphalt 3

◆ < 25% alligator cracking (first signs)
◆ Moderate rutting 1"- 2" deep
◆ Severe block cracking (Alligator)
Longitudinal & transverse cracks showing extensive crack erosion
Occasional potholes
Patches in fair/poor condition
Suggested Action
Structural overlay >2"
Patching & repair prior to a major overlay
Milling would extend overlay life

Asphalt 2

◆ > 25% alligator cracking
◆ Severe rutting or distortion >2"
Closely spaced cracks with erosion
Frequent potholes
Extensive patches in poor condition
Suggested Action
Reconstruction with base repair
Crush and shape possible

Asphalt 1

Loss of surface integrity
Extensive surface distress
Suggested Action
Reconstruction with base repair

General TAMC PASER Rating Tips

Rate surface distress, not ride quality. Be aware of cracks in the wheel path, they can be hard to see and don't affect the ride.

Disregard the shoulder. Rate only the drivable pavement, edge line to edge line.

Do not ignore reflective cracks. Rate them by assessing the type of crack they are (transverse, longitudinal, alligator…)

Rate the current surface condition. If construction is in progress (work is active), but you are driving on the old surface, go ahead and rate the new surface. Some barrels sitting on the side of the road is not construction in progress.

Rate what you see, not what distresses you think might happen in the future.

Rate roads with the same scrutiny regardless of their use, ownership or functional class

Rate the lane with the worst condition when lanes have differing conditions. For variable surface types, rate the worst lane, and select it as the Surface Subtype.

Crush & Shape - A treatment is considered a reconstruct only if the base material is replaced or rehabilitated.

Rutting - Look for visual cues such as plow scars. Get out and measure using a straight edge and tape measure. Use caution!

Rutting Revisions – See page 8 of the TAMC PASER Training Manual for rutting measurement changes.

Composite Pavement - When a concrete pavement has been overlaid with asphalt (composite pavement) rate it based on the uppermost surface, in this case, asphalt; but note the surface subtype as composite.

Concrete Joint Repairs - The highest rating a repaired concrete pavement can receive is a 9. No other defects can be present and the condition is "like new." However, this is not what the Concrete PASER Manual says.

Sealcoat- See pages 6-7 of the TAMC PASER Training Manual for rating sealcoat pavements. Sealcoat applied over asphalt is a treatment. A sealcoat "road" is simply sealcoat over gravel.

***Proactive Sealcoat treatments** – Do not downgrade an Asphalt PASER 9 or 10 (no defects) to an Asphalt PASER 8 because of the treatment. Rate it based on the distresses that are visible (see page 9 of TAMC PASER Training Manual).

Concrete PASER

Modified for Michigan TAMC Data Collection

◆ Denotes Priority Distress

	Concrete 10	Concrete 9	Concrete 8
Good	New construction No defects Less than 1 year old Only a "10" for 1 year Recent reconstruction *No action required*	◆ Joint rehabilitation, only if no other defects are present Like NEW Slight traffic wear in wheel path Slight map cracking Few pop outs Recent concrete overlay *No maintenance required*	◆ Joints all in good condition ◆ Partial loss of joint sealant ◆ No transverse cracks Minor surface defects - pop outs, map cracking or slight scaling Isolated meander cracks (cracks are well-sealed or tight) Light surface wear Isolated cracks at manholes (cracks are well-sealed or tight) *Little or no maintenance required*
	Concrete 7	**Concrete 6**	**Concrete 5**
Fair	◆ Isolated transverse cracks ◆ Full depth repairs all in excellent condition Minor surface scaling Some open joints Some manhole cracks Isolated settlement or heave areas Pop outs could be extensive but sound *Suggested Action* *Seal open joints* *Spot repair surface defects*	◆ Meander and transverse cracks ¼" open ◆ Transverse joints open ¼" ◆ Longitudinal joints open ¼" Moderate surface scaling <25% of surface Several corner cracks tight or well-sealed First signs of shallow reinforcement cracks *Suggested Action* *Seal open joints and cracks* *Overlay surface raveling areas*	◆ First signs of crack/joint faulting up to ¼" ◆ First signs of joint or crack spalling Moderate to severe scaling or polishing between 25% to 50% of surface Spalling from shallow reinforcement Multiple corner cracks *Suggested Action* *Grind and repair surface defects* *Some partial depth joint repairs or patching may be needed*
	Concrete 4	**Concrete 3**	**Concrete 2**
Poor	◆ Crack or joint faulting up to ½" ◆ Severe spalling on joints and cracks ◆ Multiple transverse or meander cracks Severe scaling, polishing, map cracking or spalling >50% of surface Corner cracks missing pieces or patches Pavement blowups *Suggested Action* *Some full depth repairs* *Asphalt overlay or extensive surface texturing*	◆ Severe crack or joint faulting up to 1" ◆ D-Cracking evident ◆ Many joints, transverse and meander cracks open and severely spalled Extensive patching in fair to poor condition *Suggested Action* *Extensive full depth repairs* *Some full slab replacements*	Extensive and severely spalled slab cracks Extensive failed patches Joints failed Severe and extensive settlement & heaves *Suggested Action* *Recycle or rebuild pavement* **Concrete 1** Restricted speeds Extensive potholes Total loss of pavement integrity *Suggested Action* *Total reconstruction*

Contact Information

Roadsoft & LDC Technical Support: 906-487-2102

TAMC Coordinator: Roger Belknap, 517-373-2249
e-mail: belknapr@michigan.gov

TAMC Website: tamc.mcgi.state.mi.us

Center for Shared Solutions (CSS) Framework Issues: 517-373-7910, ask for Josh Ross

PASER Data Submission via the CSS IRT web site https://milogintp.michigan.gov

Center for Technology & Training

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MANAGER
Kelly VanMarter

MEMORANDUM

TO: Board of Trustees

FROM: Administrative Committee

DATE: 10-14-2026

RE: Correspondence - Application Meeting Scheduling, Wage Study Update, and Board Communication

The Administrative Committee is providing this correspondence in the Board packet for informational purposes to provide context and clarification in response to comments made during recent public meetings regarding the scheduling of pre-application meetings and the status of the Township's wage study. The pre-application meeting scheduling issue was raised at both a Board meeting and a Planning Commission meeting. Since this matter has been discussed in both public forums, the Committee believes it is appropriate to provide additional context and supporting documentation so that Board and Planning Commission members, as well as residents following these discussions, have a complete understanding of the circumstances. This information is intended to clarify the circumstances surrounding the scheduling and participation in the meeting and to reinforce the importance of verifying facts with staff before publicly raising concerns regarding their actions. No Board action is requested.

Pre-Application Meeting Scheduling

Pre-application meetings provide potential applicants with an opportunity to discuss proposed projects with Township representatives early in the planning process. Nearly all of the projects discussed at these meetings will ultimately require Township Board approval. Participation by Board members is valuable in helping applicants understand potential concerns, expectations, and next steps before investing additional time and resources in a proposal. These discussions are preliminary in nature and do not predetermine future decisions by the Board or Planning Commission.

Historically, the Township has sought to include two Board members in these meetings whenever possible. This has typically been achieved by including one of the in-office officials and the Planning Commission/Board ex officio liaison member. Since the liaison serves in both capacities, their participation has fulfilled the intended representation of both a Board member and a Planning Commission member, making this the preferred arrangement.

When the ex officio liaison is unable to attend, staff seeks to identify another Board member to participate and maintain the intended representation. Trustee Reiber's availability has not consistently aligned with scheduled meeting times, and staff has

needed to seek participation from other Board members. Trustee Walker's schedule has generally been more flexible, and he has been asked to attend when additional Board representation is needed. The Administrative Committee appreciates Trustee Walker's willingness to accommodate these scheduling needs and participate in these meetings, helping ensure that applicants receive valuable early input from Township representatives who may ultimately be involved in decisions on their projects.

Regarding the meeting at issue, the attached Doodle poll reflects that Trustee Reiber had indicated he was unable to accommodate the proposed date and time of September 29. When he subsequently inquired whether the meeting had been scheduled and requested a meeting link and materials, staff advised him that the meeting was scheduled for September 29, which was the date he had previously declined. Staff also agreed to forward any materials received from the applicant. Trustee Reiber responded with thanks but did not indicate that his availability had changed or confirm that he would be able to attend. With no clarification or confirmation of changed availability, staff did not send a meeting link for a meeting Trustee Reiber had previously indicated he could not attend. Additionally, the Township had not received any materials from the applicant to distribute.

Scheduling these meetings requires coordination among participants while allowing projects to move forward in a timely manner. The goal is to provide reasonable opportunities for participation while making scheduling decisions based on the availability communicated by those involved. The Administrative Committee is providing the attached correspondence to ensure that the circumstances and sequence of communications are clear to the Board and residents following this matter. Providing factual context when questions arise about Township operations supports transparency, promotes public confidence in the Township's processes, and helps ensure that staff actions are understood in light of the information available to them at the time.

Communication Regarding Township Operations and Employees

The Administrative Committee encourages, whenever possible, that questions or concerns regarding Township operations be first addressed directly with Township leadership. Often, a brief conversation can provide clarification, resolve a misunderstanding, or supply information that was not previously available. This approach benefits everyone by allowing staff to respond, helping Board members obtain accurate information, and avoiding the unnecessary use of public meeting time to address matters that could have been resolved beforehand.

This is particularly important when questions involve individual employees. Publicly discussing or questioning an employee's actions can be stressful, especially for employees who are new to the organization. That stress can be heightened when an employee has acted appropriately but has not had an opportunity to explain the circumstances before the matter is raised publicly.

Allowing staff an opportunity to provide information before conclusions are drawn helps ensure that concerns are considered fairly and in their proper context. It also supports employee confidence and morale while respecting the Board's responsibility to provide appropriate oversight.

Trustees are entitled and expected to ask questions, seek information, and raise concerns about Township operations. Direct communication with leadership regarding issues involving staff does not diminish that responsibility; rather, it can make subsequent Board discussions more productive by ensuring that questions are informed by the relevant facts. When a matter remains unresolved after those efforts, it can then be brought forward for appropriate Board discussion with a clearer understanding of the issues.

The purpose of providing this information is not to discourage questions or oversight, but to encourage a constructive process that respects the responsibilities of the Board, the work of Township employees, and the public's time.

Wage Study Update

During the Board meeting, a question was raised regarding the status of the Township's wage study and the length of time since it had last been discussed. The Administrative Committee understands that Trustee Reiber had also communicated directly with the vendor before the meeting.

Board members are entitled to seek information about the status of Township projects, and communication with vendors may be part of that process. Sharing relevant information obtained through those communications with staff and the Board can help ensure that everyone has a common understanding of the project's status. Similarly, providing staff an opportunity to share an update can clarify progress and address questions before an unintended impression is created that work has not been occurring.

The Committee believes that open communication and the sharing of relevant context help support informed oversight and productive discussion of ongoing Township initiatives.

Code of Conduct and Decorum Policy

At a previous Board meeting, the Board discussed the concept of establishing a Code of Conduct and Decorum Policy. The circumstances discussed in this memorandum further illustrate the value of establishing clear and consistent expectations for communication, professional interactions, and the manner in which questions and concerns are raised.

A policy of this nature can help ensure that disagreements and requests for information are addressed constructively while maintaining respect for fellow Board members, Township employees, and the public. It can also support transparency, strengthen public confidence in Township government, and promote a productive working relationship between the Board and staff.

The Administrative Committee intends to continue working on a proposed policy for Board consideration. The goal is to build on the Board's prior discussion and establish consistent expectations that support a professional, respectful, and productive working environment for everyone involved in Township government.

Tuesday, September 29, 2026 at 11:00 AM

1 hour

Genoa Township Park, Dorr Road, Brighton, MI, USA

United States, New York, New York City (GMT-4)

Discussion on the potential of Peacekeepers at the property above.

8 invited

6 yes, 2 declined

- TW **Todd Walker**
- KV **Kelly VanMarter**
- AR **Amy Ruthig**
- ER **Eric Rauch**
- BB **Brian Borden**
- KS **Kevin T. Spicher**
- BR **Bill Reiber**
- MM **Marianne Speno McCreary**

This was the doodle poll used to determine availability. Trustee Reiber and Commissioner McCreary both declined the meeting.

From: Bill Reiber <Bill.Reiber@Linamar.com>
Sent: Monday, September 21, 2026 11:41 AM
To: Bobby Foster <bobby@genoa.org>
Subject: RE: Pre-planning meeting

OK. Thank you, sir.

Bill Reiber | Engineer - Project Manager
MCLAREN ENGINEERING
T: +1 (248) 477 6240 | M: 248 222 8376

From: Bobby Foster <bobby@genoa.org>
Sent: Monday, September 21, 2026 11:40 AM
To: Bill Reiber <Bill.Reiber@Linamar.com>
Subject: RE: Pre-planning meeting

Good morning Bill,

It is looking like Tuesday Sep.29th will be the date of the meeting if everything goes to plan (not the easiest getting everyone in the same room).
Once I receive some materials I will send them your way.

Thank you,

Bobby Foster
Planning Coordinator

Genoa Charter Township
2911 Dorr Road, Brighton, Michigan 48116
Office: 810-227-5225 Ext. 111 Direct: 810-224-5825
E-mail: bobby@genoa.org, Url: www.genoa.org

From: Bill Reiber <Bill.Reiber@Linamar.com>
Sent: Monday, September 21, 2026 10:41 AM
To: Bobby Foster <bobby@genoa.org>
Subject: Pre-planning meeting

Bobby,

Did the pre-planning mtg for Peace Makers get scheduled? If so, can you send me a link to it and any attachments that I'll need to see?

Thank you.

McLAREN Engineering

LINAMAR

Bill Reiber | Engineer - Project Manager

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32233 West Eight Mile Road,
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Connect with us:

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