

**GENOA CHARTER TOWNSHIP BOARD**  
**Regular Meeting**  
**April 21, 2025**  
**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: April 21, 2025
- 2) Request to approve the April 7, 2025 meeting minutes

**Approval of Regular Agenda:**

- 3) Public Hearing on the proposed **Edwin Drive Road Maintenance** Special Assessment Project.
  - A) Call to the Property Owners
  - B) Call to the Public
- 4) Request for approval of **Resolution #3** - Approving the Project Cost Estimates, Special Assessment District and causing the Special Assessment Roll to be prepared for the **Edwin Drive Road Maintenance** Special Assessment Project (Summer tax 2025). (Roll Call)
- 5) Request for approval of **Resolution #4** - Acknowledging the filing of the Special Assessment Roll, Scheduling the Second Hearing for May 5, 2025, and Directing the Issuance of Statutory Notices for the **Edwin Drive Road Maintenance** Special Assessment Project (Summer tax 2025). (Roll Call)
- 6) Request for approval of a Resolution as required by MCL.432.102 for to recognize Limited Edition Baton Team USA Fundraising Club as a nonprofit organization operating in the Township for the purpose of obtaining a Charitable Gaming License. (Roll Call)
- 7) Request for the introduction of proposed Ordinance Number Z-25-05 and to set the meeting date for considering the proposed ordinance for adoption before the Township Board on Monday, May 5, 2025 for the purpose of considering proposed Zoning Ordinance text

amendments to Article 7 entitled “Commercial and Service Districts”, Article 14 entitled “Parking and Loading-Unloading Standards” and Article 18 entitled “Site Plan Review” as related to Drive-Through Restaurants.

- 8) Consideration of a request to approve a proposal from KP Elite Cleaning for cleaning services at the Township Hall building, park pavilion restrooms and park grounds with an initial one time only deep cleaning cost not to exceed \$2,400 and a monthly cost not to exceed \$4,250 from General Fund, Building and Grounds, Repairs and Maintenance fund #101-265-934-060 effective for one year starting on May 1, 2025.
- 9) Request for approval to renew the Memorandum of Understanding with Howell Parks and Recreation (HAPRA) for park maintenance services and support for \$1,000 per month plus hourly rates for additional work orders and reimbursement of supplies.
- 10) Consideration of a request for adjustments to the Land Division Application fees.

Board Comments  
Adjournment

<p>*Citizen’s Comments- In addition to providing the public with an opportunity to address the Township Board at the beginning of the meeting, opportunity to comment on individual agenda items <i>may</i> be offered by the Chairman as they are presented.</p>
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# BOARD PACKET

## CHECK REGISTERS FOR TOWNSHIP BOARD MEETING

MEETING DATE: April 21, 2025

All information below through April 11, 2025

April 11, 2025 Bi Weekly Payroll	\$	127,623.83
TOWNSHIP GENERAL EXPENSES	\$	143,055.18
OPERATING EXPENSES DPW (503 FN)	\$	1,500.00
OPERATING EXPENSES Oak Pointe (592FN)	\$	5,426.51
OPERATING EXPENSES Lake Edgewood (593FN)	\$	1,841.34
TOTAL	\$	279,446.86

# April 11, 2025 Bi Weekly Payroll

04/11/2025 09:48 AM		PAYROLL REGISTER REPORT FOR GENOA CHARTER TOWNSHIP				Page 37 of 37	
		Payroll ID: 313					
		Pay Period End Date: 04/04/2025    Check Post Date: 04/11/2025    Bank ID: FNBCK					
		* YTD values reflect values AS OF the check date based on all current adjustments, checks, void checks					
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EO	80.00	0.00	2,569.23	17,819.23			
Gross Pay This Period	Deduction Refund	Ded. This Period	Net Pay This Period	Gross Pay YTD	Dir. Dep.		
128,741.68	0.00	37,270.91	91,470.77	1,001,701.71	89,472.92		

04/11/2025 09:50 AM		Check Register Report For Genoa Charter Township				Page 1 of 1	
		For Check Dates 04/11/2025 to 04/11/2025					
Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
04/11/2025	FNBCK	EFT1038	FLEX SPENDING (TASC)	1,122.48	1,122.48	0.00	Open
04/11/2025	FNBCK	EFT1039	INTERNAL REVENUE SERVICE	30,317.59	30,317.59	0.00	Open
04/11/2025	FNBCK	EFT1040	PRINCIPAL FINANCIAL	4,761.00	4,761.00	0.00	Open
04/11/2025	FNBCK	EFT1041	PRINCIPAL FINANCIAL	1,949.84	1,949.84	0.00	Open
Totals:		Number of Checks: 004		38,150.91	38,150.91	0.00	
Total Physical Checks:							
Total Check Stubs:		4					

Direct Deposit           \$89,472.92  
Physical Check         \$38,150.91  
TOTAL                   \$127,623.83

## FNBCK Check Register

04/11/2025 09:54 AM		CHECK REGISTER FOR GENOA TOWNSHIP	Page: 1/1
User: denise		CHECK NUMBERS 39514 - 40000	
DB: Genoa Township			
Check Date	Check	Vendor Name	Amount
Bank FNBCK CHECKING ACCOUNT			
04/02/2025	39514	DTE ENERGY	33.77
04/02/2025	39515	NETWORK SERVICES GROUP, L.L.C.	50.00
04/02/2025	39516	TETRA TECH, INC.	935.00
04/03/2025	39517	CHECKER'S CLEANING SUPPLY, LLC	818.32
04/03/2025	39518	CHECKER'S CLEANING SUPPLY, LLC	101.53
04/03/2025	39519	COOPER'S TURF MANAGEMENT LLC	357.50
04/03/2025	39520	DTE ENERGY	1,026.88
04/03/2025	39521	DTE ENERGY	226.85
04/03/2025	39522	FOSTER SWIFT COLLINS & SMITH PC	222.30
04/03/2025	39523	FOSTER SWIFT COLLINS & SMITH PC	527.37
04/03/2025	39524	LCAA	30.00
04/03/2025	39525	PERFECT MAINTENANCE CLEANING	1,100.00
04/03/2025	39526	SAFEUILT LLC	1,596.50
04/03/2025	39527	SPIRIT OF LIVINGSTON	235.88
04/08/2025	39528	GORDON FOOD SERVICE	65.98
04/08/2025	39529	LIVINGSTON COUNTY TREASURER	122.21
04/08/2025	39530	MEI TOTAL ELEVATOR SOLUTIONS	176.26
04/08/2025	39531	NETWORK SERVICES GROUP, L.L.C.	322.50
04/08/2025	39532	RICHARD SOUCY	276.50
04/08/2025	39533	TETRA TECH, INC.	620.00
04/08/2025	39534	TETRA TECH, INC.	2,145.00
04/08/2025	39535	TETRA TECH, INC.	325.00
04/08/2025	39536	TETRA TECH, INC.	935.00
04/10/2025	39537	DTE ENERGY	17.65
04/10/2025	39538	DTE ENERGY	308.85
04/10/2025	39539	DTE ENERGY	33.68
04/10/2025	39540	FEDERAL EXPRESS CORP	55.65
04/10/2025	39541	KITCH ATTORNEYS & COUNSELORS	375.00
04/10/2025	39542	WASTE MANAGEMENT CORP, SERVICES	130,014.00
FNBCK TOTALS:			
Total of 29 Checks:			143,055.18
Less 0 Void Checks:			0.00
Total of 29 Disbursements:			143,055.18

## 503FN Check Register

04/11/2025 09:55 AM  
 User: denise  
 DB: Genoa Township

CHECK REGISTER FOR GENOA TOWNSHIP  
 CHECK NUMBERS 6307 - 6500

Page: 1/1

Check Date	Check	Vendor Name	Amount
Bank 503FN DPW-UTILITIES #233			
04/02/2025	6307	MEREM BLASTING LLC	1,500.00
503FN TOTALS:			
Total of 1 Checks:			1,500.00
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			1,500.00

## 592FN Check Register

04/11/2025 09:56 AM  
 User: denise  
 DB: Genoa Township

CHECK REGISTER FOR GENOA TOWNSHIP  
 CHECK NUMBERS 6319 - 6500

Page: 1/1

Check Date	Check	Vendor Name	Amount
Bank 592FN OAK POINTE OPERATING FUND #592			
04/09/2025	6319	DTE ENERGY	2,925.93
04/09/2025	6320	DTE ENERGY	2,500.58
592FN TOTALS:			
Total of 2 Checks:			5,426.51
Less 0 Void Checks:			0.00
Total of 2 Disbursements:			5,426.51

## 593FN Check Register

04/11/2025 09:56 AM  
 User: denise  
 DB: Genoa Township

CHECK REGISTER FOR GENOA TOWNSHIP  
 CHECK NUMBERS 4604 - 5000

Page: 1/1

Check Date	Check	Vendor Name	Amount
Bank 593FN LAKE EDGEWOOD OPERATING FUND #590			
04/02/2025	4604	BRIGHTON TOWNSHIP	662.50
04/09/2025	4605	CONSUMERS ENERGY	282.33
04/09/2025	4606	DTE ENERGY	896.51
593FN TOTALS:			
Total of 3 Checks:			1,841.34
Less 0 Void Checks:			0.00
Total of 3 Disbursements:			1,841.34

**GENOA CHARTER TOWNSHIP BOARD**  
**Regular Meeting**  
**April 7, 2025**

**MINUTES**

**Call to Order**

Supervisor Spicher called the regular meeting of the Genoa Charter Township Board to order at 6:31 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, Janene Deaton, Candie Hovarter, Robin Hunt, Bill Reiber, Rick Soucy, and Todd Walker.

Also present was Township Manager Kelly VanMarter, Township Attorney Joe Seward, and 21 people in the audience.

**Call to the Public**

The call to the public was opened at 6:32 pm.

Mr. Michael Refalo of 1619 Edwin Drive stated he is in favor of the road maintenance SAD for Edwin Drive.

Ms. Rochelle Huntsman of 1662 Edwin Drive stated the residents would like to continue the road maintenance SAD for Edwin Drive for another five years.

Mr. Jeff Dhaenens of 5494 Sharp Drive hopes that the Township can reach out to WOW and ask them about the cables that they have installed. They are sagging. Legacy is a great project that he hopes receives approval this evening. He is present to answer any questions on the Lake Chemung fireworks request.

The call to the public was closed at 6:37 pm.

**Approval of Consent Agenda:**

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

**1. Payment of Bills: April 7, 2025**

**2. Request to approve the March 17, 2025 regular meeting minutes.**

**Approval of Regular Agenda:**

Ms. VanMarter stated that a change is needed to Item #4 on tonight's agenda. The "Disposition of Rezoning Ordinance Number Z-25-04" states that  $\frac{2}{3}$  vote is required. That is not correct; it requires a majority vote.

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

**3. Presentation by Brighton Area Fire Authority.**

Brighton Area Fire Authority Chief Michael O'Brien stated he has been in the fire service 30 years and has been Chief for 14 years. He provided the BAFA year-end report to the Board. He stated that BAFA is very well prepared for the upcoming construction projects in the area, including knowing how they will navigate the closures and detours. They now have all but one of their stations staffed.

He reviewed the ice rescue incident they had on March 12 on Lake Chemung.

They have deployed four staff to northern Michigan due to the ice storm they experienced last week.

They are reviewing their ice rescue and open water procedures and equipment, including purchasing a new boat.

**4. Public hearing and consideration of recommendations for approval of the rezoning Ordinance Number Z-25-04, environmental impact assessment, planned unit development (PUD) agreement, and conceptual PUD plan to rezone 127.57 acres from Agriculture (AG) to Low-Density Residential (LDR) with Residential Planned Unit Development overlay (RPUD) to allow for a proposed 55-unit single-family site condominium development located at the northwest corner of Challis Road and Bauer Road. The proposed rezoning is for the following parcels: 4711-23-400-008, 4711-23-400-007, 4711-23-400-001 and 4711-23-300-003 and the request is submitted by Pulte Homes of Michigan.**

**A. Call to the Public**

**B. Disposition of Rezoning Ordinance Number Z-25-04 (Roll Call, ~~requires 2/3 vote~~)**

**C. Disposition of Environmental Impact Assessment (3-05-25)**

**D. Disposition of PUD Agreement**

### **E. Disposition of Conceptual PUD plan (3-05-25)**

The call to the public was made at 6:58 pm.

Mr. Zenon Czornij of 6457 Grand Circle has lived here for 30 years and this is a beautiful area to live. He asked for studies on what is going to happen to the aquifer when these homes are built. They want to ensure that the rate of well failure and performance of the wells is closely studied and understood by the residents. There will be a lot of increased water usage in the new development, and he wants to ensure that it will not negatively affect the residents in Mountain View. He is concerned about the detention pond and runoff. This will have an impact on the environment.

Mr. Carl Mauch of 6503 Catalpa Drive has lived here for 42 years. He is concerned with coming out of the east Grand Circle exit. You cannot see the oncoming traffic. This new development will increase the amount of traffic coming this way. He is also concerned about the crosswalks being installed to connect the pathway on Challis to Bauer because there is a lot of traffic and people drive fast. He suggested putting a sign there.

Mr. Mark Finley of 4567 Mt. Brighton Drive asked why this development is needed. There will be more traffic. Does the Township need more tax revenue? There is plenty of vacant land outside of this area. He is in favor of affordable housing.

The call to the public was closed at 7:09 pm.

Mr. Mike Noles of The Umlor Group, the engineering firm representing Pulte Homes, stated this is the first step in the process. They are requesting to rezone these properties to comply with the Residential PUD ordinance. At the request of the Board, they have provided a full copy of the hydrogeological study that says this development will not negatively affect the surrounding wells or the aquifer. They have amended the PUD Agreement to comply with all of the items requested by the Board at the last meeting. He reviewed the details of those changes. He also showed the site plans, conservation areas, detention ponds, and building elevations from existing Pulte developments.

Supervisor Spicher stated he requested the hydrological study from Mr. Noles. Dr. Tatara reviewed it, and he is confident that the development will not negatively affect existing wells. He appreciates the work that has been done by the developer since the previous meeting. His concerns have been addressed.

Mr. Soucy stated that when the Mt. Brighton golf course was operating, they used 100,000 gallons of water a day, and the 55 homes will draw 20,000 gallons per day.

Ms. Hunt agrees that the homeowner penalty for tree removal should be what is stated in the ordinance. She is comfortable with the \$5,000 fine and the 1:1 replacement for the developer. Mr. Soucy would like the fine to be increased to \$25,000.

Ms. Hovarter questioned if these wells will be on a different aquifer than the existing wells in Mountain View. Mr. Brian Biskner of The Umlor Group stated that the wells will be deeper than the Mountain View wells. They will be at least 100 feet deep and in a different aquifer. The



standards have changed. Ms. Hovarter confirmed that if the existing wells fail, the homeowner's will be responsible for fixing them.

Ms. Deaton thanked the applicant for addressing all of their concerns. Her biggest concern was the discharge from the water softeners.

Mr. Reiber wants to ensure that the refund for the Radon mitigation is enough to fully reimburse the homeowner.

Mr. Mauch asked to speak again. He reiterated his concerns regarding the view for residents turning out of Mountain View. Mr. Noles stated that with the installation of their entrance driveway it will open up the sight distance more, which will help Mountain View residents turning east on Challis see the oncoming traffic.

Mr. Noles stated they agree with the revised language in the PUD Agreement; however, in the suggested motion for the Site Plan, he would like to have the requirement of all trees 3" caliper and smaller be removed. They do not have that survey done and do not believe it is necessary because it is within the development area and all trees there will be removed.

Mr. Joe Skore of Pulte Homes confirmed that they agree with all of the Township Attorney's changes made to the PUD Agreement.

Ms. Debra Beattie asked to speak. She is not ok with not knowing what trees are in the 50 acres that will be developed. There should be a tree survey done. Ms. VanMarter stated it is not required at this step of the process. It is required at the final site plan approval process. Ms. Beattie would like to have trees saved instead of having the area clear cut. She would like to have more discussion on this.

Ms. VanMarter addressed Mr. Noles requests to have the proposed conditions of approval for the Site Plan changed to not include trees that are 3" in caliper and smaller. She agrees with removing that language from the first condition; however, for condition 2, she would like to wait until there is a final grading plan submitted to determine if there is possibly a stand of trees that could be saved, with the understanding that it is not likely. Mr. Noles agreed to this condition.

**Moved** by Soucy, supported by Hunt, to approve and adopt Ordinance Z-25-04. This approval is made because the proposed amendment to the Zoning Map and reclassification as a Residential Planned Unit District (RPUD)/Low Density Residential (LDR) with the related development agreement, impact assessment and conceptual plan have been found to comply with the qualifying conditions and the criteria stated in Sections 10.02, 10.03.01 and 22.04 of the Township Zoning Ordinance. **The motion carried with a roll call vote (Hunt - yes; Reiber - yes; Walker - yes; Hovarter - no; Soucy - yes; Deaton - yes; Spicher - yes).**

**Moved** by Deaton, supported by Reiber, to approve the Environmental Impact Assessment dated March 5, 2025. **The motion carried unanimously.**

**Moved** by Hunt, supported by Deaton, to approve the PUD Agreement revised on March 5, 2025 with the following conditions:

1. The PUD Agreement shall include a requirement that at least 30 percent of the homes in development shall have a setback at least 10 feet from the standard minimum to encourage variation in front setback lines to avoid a monotonous row of houses and to create a more visually appealing and dynamic streetscape.
2. The PUD Agreement shall include a tree preservation section which shall include requirements for tree preservation and protection.
3. The applicant shall identify the Challis and Bauer Road frontages of units 32-45 as the rear yard since they are double-front lots.
4. All staff comments in the marked-up PUD agreement as well as any additional comments by the Township Attorney must be incorporated prior to final PUD plan submittal.

**The motion carried unanimously.**

**Moved** by Hunt, supported by Soucy, to approve the Conceptual PUD Plan dated March 5, 2025 with the following conditions:

1. The final PUD plan shall include a tree survey and inventory of all existing trees above 6" caliper within the development area.
2. For the initial installation of roads and stormwater infrastructure, the developer shall include a limits of grading and tree removal plan indicating the absolute minimum clearing necessary for maximum grade and tree preservation.
3. The pathway as shown on the conceptual plans is in lieu of the required internal pathways as it offers a greater benefit to the community at large, and the details will be revisited at the time of final site plan approval.
4. The final PUD plan shall identify each tree to be preserved including tree protection zones which shall require a pre-construction fenced in area around a tree or group of trees that will not be disturbed to ensure that a tree(s) are protected during construction, have enough space for root and branch growth, and will receive adequate supplies of soil nutrients, air, and water.
5. No tree survey is required for the conservation area.

**The motion carried unanimously.**

5. **Consideration of a recommendation for approval of a special use, site plan and environmental impact assessment for a proposed 15,231 building addition and parking lot of improvements for Three 60 Roto. The property is located at 741 Victory Drive, on the east side of Victory Drive, south of Grand River Avenue. The request is submitted by Neil Ganshorn, Rand Construction.**

**A. Disposition of Special Use Application**

**B. Disposition of Environmental Impact Assessment (01-21-25)**

**C. Disposition of Site Plan (02-18-25)**

Mr. Neil Ganshorn of Rand Construction and Jeff Osliger, representing the applicant, were present. Mr. Ganshorn stated the Planning Commission has recommended approval of their proposal to expand the rear of their existing building and make parking lot improvements. He showed the site plan and colored elevations.

**Moved** by Soucy, supported by Hunt, to approve the Special Use Application for a proposed 15,231 building addition and parking lot of improvements for Three 60 Roto. located at 741 Victory Drive, on the east side of Victory Drive, south of Grand River Avenue, with the following conditions:

1. All existing outdoor storage will be removed
2. All conditions of approval related to the site plan shall be complied with.

**The motion carried unanimously.**

**Moved** by Hunt, supported by Walker, to approve the Environmental Impact Assessment dated January 1, 2025 for a proposed 15,231 building addition and parking lot of improvements for Three 60 Roto located at 741 Victory Drive, on the east side of Victory Drive, south of Grand River Avenue. **The motion carried unanimously.**

**Moved** by Reiber, supported by Soucy, to approve the Site Plan dated February 18, 2025 for a proposed 15,231 building addition and parking lot of improvements for Three 60 Roto located at 741 Victory Drive, on the east side of Victory Drive, south of Grand River Avenue with the following conditions:

1. The landscaping plan shall be revised to provide the required buffer plantings on the north-east property line prior to land use permit issuance.
2. The existing building-mounted lights shall be brought into compliance.

**The motion carried unanimously**

**6. Request for approval of Resolution #1 to Proceed with the Project and Direct Preparation of the Plans and Cost Estimates for the Edwin Drive Road Maintenance Special Assessment Project (Summer tax 2025). (Roll Call)**

Ms. VanMarter reviewed the process for approval of this project. Ms. Hunt stated that the Township typically does not do special assessments for maintenance; however, this was successful in the past for Edwin Drive, so she is in favor of it.

**Moved** by Soucy, supported by Hovarter, to approve Resolution #1 to proceed with the Project and Direct Preparation of the Plans and Cost Estimates for the Edwin Drive Road Maintenance Special Assessment Project (Summer tax 2025). **The motion carried unanimously with a roll call vote (Reiber - yes; Hunt - yes; Spicher - yes; Deaton - yes; Soucy - yes; Hovarter - yes; Walker - yes)**

**7. Request for approval of Resolution #2 to Approve the Project, Schedule the First Hearing for April 21, 2025, and Direct Issuance of Statutory Notices for the Edwin Drive Road Maintenance Special Assessment Project (Summer tax 2025). (Roll Call)**

**Moved** by Hunt, supported by Soucy, to approve the Project, Schedule the First Hearing for April 21, 2025, and Direct Issuance of Statutory Notices for the Edwin Drive Road Maintenance Special Assessment Project (Summer tax 2025). **The motion carried unanimously with a roll call vote (Hovarter - yes; Soucy - yes; Deaton - yes; Spicher - yes; Hunt - yes; Reiber - yes; Walker - yes)**

**8. Request for approval of a fireworks display on Lake Chemung on Saturday, June 28, 2025 as submitted by Celebrate Lake Chemung for AMS Displays, LLC.**

**Moved** by Walker, supported by Reiber, to approve a fireworks display on Lake Chemung on Saturday, June 28, 2025 as submitted by Celebrate Lake Chemung for AMS Displays, LLC. **The motion carried unanimously.**

**9. Consideration of a request to approve Emergency Management Resolution 250407 to acknowledge and adopt the Livingston County Hazard Mitigation Plan and to approve the Support Emergency Operations Plan, General Emergency Management Guidelines, and Emergency Management Response Procedures and Emergency Action Guidelines. (Roll Call)**

Ms. Hunt stated this is reviewed and approved every five years. Ms. VanMarter stated there have been some changes made to the plans, and staff also wanted to update the plan with the new Board Members' names.

**Moved** by Hunt, supported by Walker, to approve the Emergency Management Resolution 250407 to acknowledge and adopt the Livingston County Hazard Mitigation Plan and to approve the Support Emergency Operations Plan, General Emergency Management Guidelines, and Emergency Management Response Procedures and Emergency Action Guidelines. **The motion carried unanimously with a roll call vote (Walker - yes ; Reiber - yes; Hunt - yes; Spicher - yes; Deaton - yes; Soucy - yes; Hovarter - yes)**

**10. Consideration of a request to approve the Property Tax Administration Fee Certification.**

**Moved** by Reiber, supported by Walker, to approve the Property Tax Administration Fee. **The motion carried unanimously.**

**Board Comments**

Mr. Soucy stated that he and Mr. Walker and Ms. Hovarter attended the MTA convention last week. It was very informative and helpful.

Supervisor Spicher invited all members of the public to participate in the Master Plan revision workshops that will be forthcoming. There is a link to the current Master Plan on the front page of the Township website.

Mr. Walker encouraged everyone to download the MyiGenoa App, register, and select your notification preferences.

Mr. Reiber has done research on holding certain public training classes here at the Township. They only allow 12 participants at a time and the cost is approximately \$800 per class. Ms. Hunt suggested that the Township partner with BAFA for these types of classes.

Ms. Deaton advised that the shredding service that the Township uses also recycles the paper.

**Adjournment**

**Moved** by Walker, supported by Soucy, to adjourn the meeting at 8:39 pm. **The motion carried unanimously.**

Respectfully Submitted,

Patty Thomas  
Recording Secretary

Approved: Janene Deaton, Clerk  
Genoa Charter Township

Kevin Spicher, Supervisor  
Genoa Charter Township



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

#### **SUPERVISOR**

Kevin Spicher

#### **CLERK**

Janene Deaton

#### **TREASURER**

Robin L. Hunt

#### **TRUSTEES**

Rick Soucy

Bill Reiber

Candie Hovarter

Todd Walker

#### **MANAGER**

Kelly VanMarter

## **MEMORANDUM**

**TO:** Honorable Board of Trustees

**FROM:** Kelly VanMarter, Township Manager

**DATE:** April 16, 2025

**RE:** Edwin Drive Road Maintenance Special Assessment District

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Agenda items 3, 4 and 5 are provided in advancement of the Edwin Drive Road Maintenance project which was initiated by Resolutions 1 and 2 at the April 7, 2025 meeting. In accordance with Public Act 188 of 1954, notice was mailed to property owners in the proposed district on Friday, April 11, 2025 and published in the Livingston Daily on both April 11, 2025 and April 18, 2025. As of the date of this letter, I have not received any objections to the proposed district.

For your consideration at Monday's meeting, there is first the requirement for a public hearing for both the property owners and the general public to hear objections to the proposed project and/or the district. This is agenda item #3.

After the conclusion of the public hearing, the Township Board of Trustees will consider adoption of **Resolution #3** which:

- Describes the improvement and resolves to complete the improvement according to the plans.
- Approves the plans and cost estimates as provided.
- Designates the boundaries of the district.
- Designates the term of the special assessment district's existence.
- Directs the Supervisor and assessing staff to prepare the special assessment roll.

Following Resolution #3, the Township Board of Trustees will consider adoption of **Resolution #4** which:

- Acknowledges that the Supervisor has certified and filed the Special Assessment Roll.
- Sets the time and day for the public hearing to review and hear objections on the Roll.
- Outlines the notification requirements for the second public hearing.

I look forward to discussing this with you at Monday's meeting. If, following the public hearing, you choose to continue with the renewal of the district, I request your consideration of Resolution 3 and Resolution 4 with disposition via roll call as follows:

April 16, 2025

**Edwin Drive Road Maintenance SAD Renewal**

Page 2 of 2

**Agenda Item #4 - Resolution #3 (Requires Roll Call)**

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_ to approve **Resolution #3** Approving the Project Cost Estimates, Special Assessment District and causing the Special Assessment Roll to be prepared for the **Edwin Drive Road Maintenance** Special Assessment Project (Summer tax 2025).

**Agenda Item #4 - Resolution #3 (Requires Roll Call)**

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_ to approve **Resolution #4** - Acknowledging the filing of the Special Assessment Roll, Scheduling the Second Hearing for May 5, 2025, and Directing the Issuance of Statutory Notices for the **Edwin Drive Road Maintenance** Special Assessment Project (Summer tax 2025).

Sincerely,



Kelly VanMarter

**Resolution #3 – Edwin Drive Road Maintenance  
Special Assessment Project (Summer 2025)**

**GENOA CHARTER TOWNSHIP**

At a regular meeting of the Township Board of Genoa Charter Township, Livingston County, Michigan, (the "Township") held at the Township Hall on April 21, 2025 at 6:30 p.m., there were

PRESENT:

ABSENT:

The following preamble and resolution were offered by \_\_\_\_\_ and seconded by \_\_\_\_\_:

**Resolution Approving Project, Cost Estimates, Special Assessment District  
and Causing the Special Assessment Roll to be Prepared**

WHEREAS, preliminary plans describing the Project and its location in the Township and a preliminary estimate of the cost of the Project, prepared by KB Road Grading, Earth Way Land Management, LLC and Big Barney's Road Maintenance have been filed with the Township Manager;

WHEREAS, the Township Board has determined to proceed with the Project as described in Exhibit A and in accordance with Act No. 188, Michigan Public Acts of 1954, as amended;

WHEREAS, The Board of Trustees of the Township has declared its intention to make the improvement and tentatively designated the special assessment district against which the cost of the Edwin Drive Road Maintenance Special Assessment Project (Summer 2025) is to be assessed is described in Exhibit B;

WHEREAS, the Township Manager reported that proper notice of the hearing pursuant to the requirements of Act No 188, Michigan Public Acts of 1954, as amended, on these matters had been published in the Livingston County Daily Press & Argus on April 11, 2025 and April 18, 2025 and had been mailed by first-class mail to each property owner within the proposed assessment district as shown on the current tax rolls of the Township on April 11, 2025. Affidavits of the publications and mailing of these notices were then filed as part of the record in the office of the Manager;

WHEREAS, on April 21, 2025 a public hearing was held to hear any objections or comments to the proposed project, the petitions for the project, the estimate of costs and to the special assessment district within which costs were to be assessed as described in the notice of the hearing and notice of the hearing was provided pursuant to the requirements of Act No 188, Michigan Public Acts of 1954, as amended;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Township Board approves the plans and cost estimates as prepared by KB Road Grading, Earth Way Land Management, LLC and Big Barney's Road Maintenance for the Project, which are on file with the Township Manager.

2. The Township Board agrees to complete the road maintenance in accordance with the plans as prepared by KB Road Grading, Earth Way Land Management, LLC and Big Barney's Road Maintenance for the Project.



4. The Township Board determines that the Special Assessment District for the Project shall consist of the parcels identified in Exhibit B. The term of the Special Assessment District shall be for five (5) years.

5. The Township Board has determined to advance the costs of the Project from Township funds and to use special assessments to raise the money necessary to reimburse the Township for the advance of such funds.

6. The Township Supervisor is directed to prepare the Special Assessment Roll for the Special Assessment District identified in Exhibit B. The Special Assessment Roll shall describe all the parcels of land to be assessed with the names of the respective record owners of each parcel, if known, and the total amount to be assessed against each parcel of land. When the Township Supervisor completes the Special Assessment Roll, he shall affix his certificate to the roll stating that the roll was made pursuant to a resolution of the Township Board adopted on a specified date, and that in making the assessment roll the Supervisor, according to his or her best judgment, has conformed in all respects to the directions contained in the resolution and the statutes of the State of Michigan.

7. The estimated cost of the Project is subject to quarterly periodic redetermination of costs, without further notice, pursuant to MCL 41.724(4).

8. All resolutions or parts of resolutions in conflict with this resolution are hereby rescinded.

A vote on the foregoing resolution was taken and was as follows:

YES:

NO:

ABSENT:

RESOLUTION DECLARED \_\_\_\_\_.

#### CLERK'S CERTIFICATE

The undersigned, being the duly qualified and acting Clerk of the Township, hereby certifies that (1) the foregoing is a true and complete copy of a resolution duly adopted by the Township Board at the April 21, 2025 meeting of the Township Board, at which meeting a quorum was present and remained throughout; (2) the original thereof is on file in the records in my office; (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended); and (4) minutes of such meeting were kept and will be or have been made available as required thereby.

---

Janene Deaton, Genoa Charter Township Clerk

## **EXHIBIT A – THE PROJECT**

### **EDWIN DRIVE ROAD MAINTENANCE PROJECT (SUMMER 2025)**

#### **DESCRIPTION OF PROJECT A FIVE-YEAR SPECIAL ASSESSMENT DISTRICT WITH PROJECTED COSTS AS FOLLOWS:**

The total maintenance cost of the project is \$21,175. There are 15 parcels which front on this section of road. The estimated interest for the district is 2% and the administrative cost is \$2,000. The total principle cost per parcel is \$1,411.67. The annual principle payment per parcel is \$282.33 with 2% interest applied to the outstanding balance.

The project (the “Project”) will consist of:

- Grading – Grade all of Edwin Drive twice (2x) each year.
- Gravel – Deliver and spread five (5) yards of crushed asphalt material each year.
- Dust Control – Apply three (3) applications of chloride per year.
- Snow Removal – Snow removal shall be authorized as needed by request of designated neighborhood representative. Costs indicated are for plowing three inches (3”) or less of snow not more than five (5) times each year. This includes plowing and shoveling openings of cleared driveways.
- Township costs for publications and mailings.

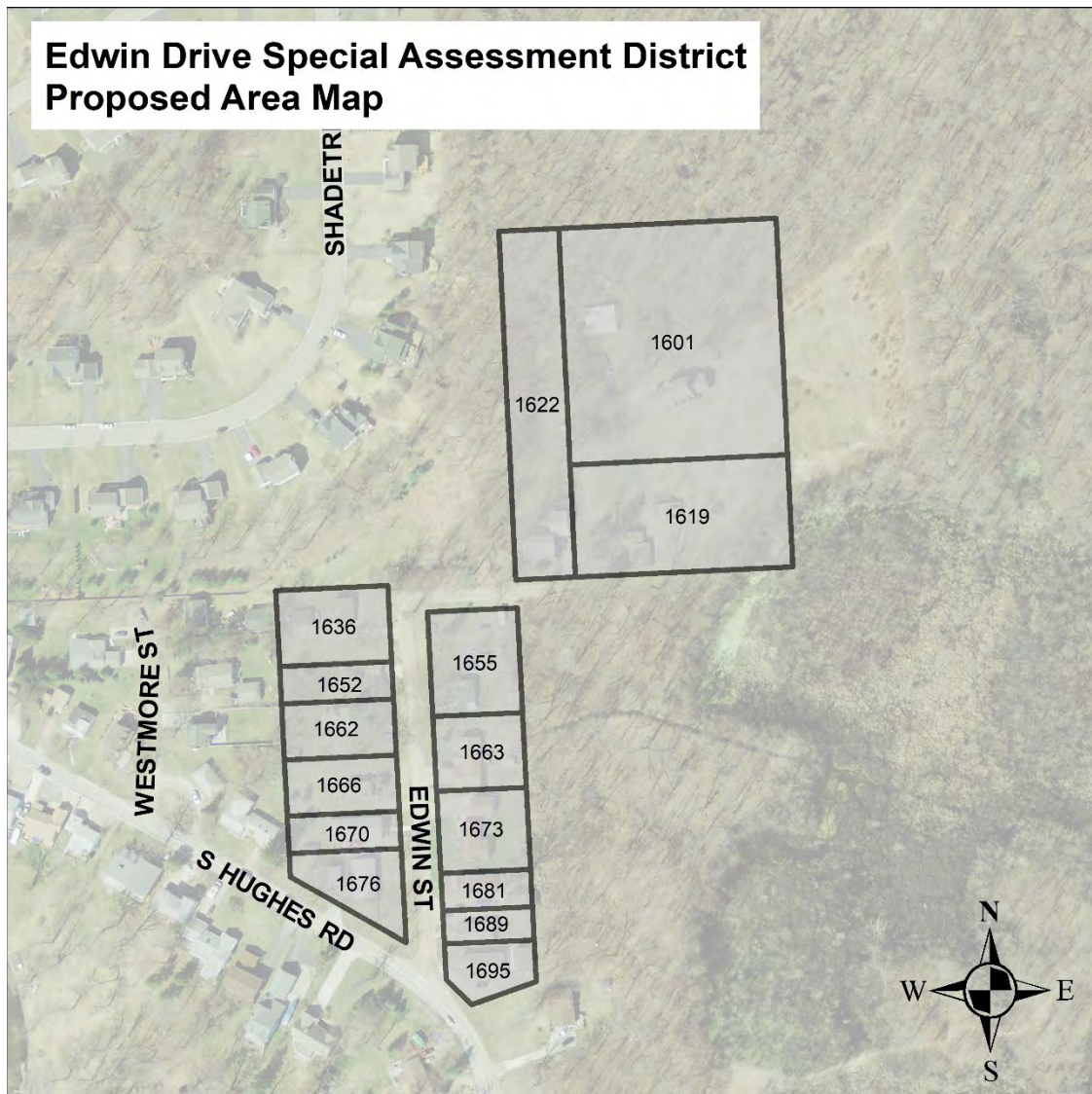
Periodic redetermination of costs for incremental increases not to exceed ten percent (10%) of the total project cost may be required. Any total project cost increase which exceeds \$2,117 shall require notice and a hearing in accordance with MCL 41.724. Potential cost increases may result from but are not limited to the following:

- Snow removal events which exceed three inches (3”) of snow will require an additional \$10 per inch of snow.
- More than five (5) snow removal and/or snow shoveling events.
- Road grading and material prices are subject to change due to availability and location.

## EXHIBIT B – The District

The Edwin Drive Maintenance Special Assessment Project (Summer 2025) is being designed to serve the properties in the Special Assessment District, which district is illustrated on the map below and includes the specific properties that are identified by the following permanent parcel numbers:

Parcel No.	Address	Parcel No.	Address
11-11-100-003	1622 EDWIN DR	11-11-302-055	1670 EDWIN DR
11-11-100-018	1601 EDWIN DR	11-11-302-056	1676 EDWIN DR
11-11-100-019	1619 EDWIN DR	11-11-302-073	1662 EDWIN DR
11-11-302-041	1681 EDWIN DR	11-11-302-076	1695 EDWIN DR
11-11-302-042	1673 EDWIN DR	11-11-302-077	1689 EDWIN DR
11-11-302-044	1663 EDWIN DR	11-11-302-080	1655 EDWIN DR
11-11-302-049	1636 EDWIN DR		
11-11-302-051	1652 EDWIN DR		
11-11-302-052	1666 EDWIN DR		



**Resolution #4 – Edwin Drive Road Maintenance  
Special Assessment Project (Summer Tax 2025)**

**GENOA CHARTER TOWNSHIP**

At a regular meeting of the Township Board of Genoa Charter Township, Livingston County, Michigan, (the "Township") held at the Township Hall on April 21, 2025 at 6:30 p.m., there were

PRESENT:

ABSENT:

The following preamble and resolution were offered by \_\_\_\_\_ and seconded by \_\_\_\_\_:

**Resolution Acknowledging the Filing of the Special Assessment Roll, Scheduling the Second  
Hearing for May 5, 2025, and Directing the Issuance of Statutory Notices**

WHEREAS, the Board of Trustees of the Township has determined to proceed with the Edwin Drive Road Maintenance Special Assessment Project (Summer Tax 2025) within the Township as described in Exhibit A (the "Project"); in accordance with Act No. 188, Michigan Public Acts of 1954, as amended;

WHEREAS, the Board of Trustees of the Township has determined to advance the costs of the Project from Township funds and to use special assessments to raise the money necessary to reimburse the Township for the advance of such funds;

WHEREAS, the Township Supervisor has prepared the Special Assessment Roll entitled "Special Assessment Roll for the Edwin Drive Road Maintenance Special Assessment Project (Summer Tax 2025)" (Exhibit B) and has filed the Proposed Roll with the Township Manager and Township Clerk;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Township Board acknowledges that the Township Supervisor has filed the Proposed Roll with the Township Manager and Township Clerk.
2. The Township Board acknowledges that the Township Supervisor has certified that (a) the Proposed Roll was prepared in accordance with the direction of the Township Board and (b) the Proposed Roll was prepared in accordance with the laws of the State of Michigan. (Exhibit C)
3. The estimated cost of the Project is subject to quarterly periodic redetermination of costs, without further notice, pursuant to MCL 41.724(4).
4. In accordance with Act No. 188, Michigan Public Acts of 1954, as amended, and the laws of the State of Michigan, there shall be a public hearing to review and hear objections on the Proposed Roll.

5. The second public hearing will be held on May 5, 2025 at 6:30 p.m. at the offices of Genoa Charter Township, Livingston County, Michigan.

6. The Township Manager is directed to mail, by first class mail, a notice of the public hearing to each owner of or party in interest in property to be assessed, whose name appears upon the last Township tax assessment records. The last Township tax assessment records means the last assessment roll for ad valorem tax purposes which has been reviewed by the Township Board of Review, as supplemented by any subsequent changes in the names or addresses of such owners or parties listed thereon. The notice to be mailed by the Township Manager shall be similar to the notice attached as Exhibit D and shall be mailed by first class mail on or before April 25, 2025. Following the mailing of the notices, the Township Manager shall complete the affidavit of mailing similar to the affidavit set forth in Exhibit E.

7. The Township Manager is directed to publish a notice of the public hearing in the Livingston County Daily Press & Argus, a newspaper of general circulation within the Township. The notice shall be published twice, once on or before April 25, 2025 and May 2, 2025. The notice shall be in a form substantially similar to the notice attached as Exhibit D.

8. All resolutions or parts of resolutions in conflict with this resolution are hereby rescinded.

A vote on the foregoing resolution was taken and was as follows:

YES:

NO:

ABSENT:

RESOLUTION DECLARED \_\_\_\_\_.

#### CLERK'S CERTIFICATE

The undersigned, being the duly qualified and acting Clerk of the Township, hereby certifies that (1) the foregoing is a true and complete copy of a resolution duly adopted by the Township Board at the April 21, 2025 meeting of the Township Board, at which meeting a quorum was present and remained throughout; (2) the original thereof is on file in the records in my office; (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended); and (4) minutes of such meeting were kept and will be or have been made available as required thereby.

---

Janene Deaton  
Genoa Charter Township Clerk

## **EXHIBIT A – THE PROJECT**

### **EDWIN DRIVE ROAD MAINTENANCE PROJECT (SUMMER 2025)**

#### **DESCRIPTION OF PROJECT A FIVE-YEAR SPECIAL ASSESSMENT DISTRICT WITH PROJECTED COSTS AS FOLLOWS:**

The total maintenance cost of the project is \$21,175. There are 15 parcels which front on this section of road. The estimated interest for the district is 2% and the administrative cost is \$2,000. The total principle cost per parcel is \$1,411.67. The annual principle payment per parcel is \$282.33 with 2% interest applied to the outstanding balance.

The project (the “Project”) will consist of:

- Grading – Grade all of Edwin Drive twice (2x) each year.
- Gravel – Deliver and spread five (5) yards of crushed asphalt material each year.
- Dust Control – Apply three (3) applications of chloride per year.
- Snow Removal – Snow removal shall be authorized as needed by request of designated neighborhood representative. Costs indicated are for plowing three inches (3”) or less of snow not more than five (5) times each year. This includes plowing and shoveling openings of cleared driveways.
- Township costs for publications and mailings.

Periodic redetermination of costs for incremental increases not to exceed ten percent (10%) of the total project cost may be required. Any total project cost increase which exceeds \$2,117 shall require notice and a hearing in accordance with MCL 41.724. Potential cost increases may result from but are not limited to the following:

- Snow removal events which exceed three inches (3”) of snow will require an additional \$10 per inch of snow.
- More than five (5) snow removal and/or snow shoveling events.
- Road grading and material prices are subject to change due to availability and location.

**EXHIBIT B - THE ROLL (EDWIN DRIVE ROAD MAINTENANCE)**

04/17/2025  
01:41 PM

Tentative Special Assessment Listing for GENOA TOWNSHIP  
Population: Special Assessment District (X042125)

Page: 1/1  
DB: Genoa

PARCEL	ASSESSMENT NAME	ASSESSMENT	OWNER ADDRESS
4711-11-100-003	X042125, Edwin Dr Rd	1,411.67	SINISTAJ LEZE 1622 EDWIN DR
4711-11-100-018	X042125, Edwin Dr Rd	1,411.67	BIERSCHBACH ROBERT 1601 EDWIN DR
4711-11-100-019	X042125, Edwin Dr Rd	1,411.67	REFALO MICHAEL 1619 EDWIN DR
4711-11-302-041	X042125, Edwin Dr Rd	1,411.67	BROWN, PHILIP & DIANE 1681 EDWIN DR
4711-11-302-042	X042125, Edwin Dr Rd	1,411.67	DORNAI TOBAIS 1673 EDWIN DR
4711-11-302-044	X042125, Edwin Dr Rd	1,411.67	HELMKA SHARON LTS 9.3 1663 EDWIN DR
4711-11-302-049	X042125, Edwin Dr Rd	1,411.67	FRY MARK & DEBRA 1636 EDWIN DR
4711-11-302-051	X042125, Edwin Dr Rd	1,411.67	GAUNT MICHAEL J 1652 EDWIN DR
4711-11-302-055	X042125, Edwin Dr Rd	1,411.67	DONNELLO JEFFREY 1670 EDWIN DR
4711-11-302-056	X042125, Edwin Dr Rd	1,411.67	KILEDAL ERIK & KATHRYN 1676 EDWIN DR
4711-11-302-073	X042125, Edwin Dr Rd	1,411.67	HUNTSMAN ROCHELLE 1662 EDWIN DR
4711-11-302-076	X042125, Edwin Dr Rd	1,411.67	EDWIN 1695 LLC 37901 HURON POINTE DR
4711-11-302-077	X042125, Edwin Dr Rd	1,411.67	GUBALA WAYNE 1689 EDWIN DR
4711-11-302-080	X042125, Edwin Dr Rd	1,411.67	GROOMES, KELLY & MARY 1655 EDWIN DR
4711-11-302-052	X042125, Edwin Dr Rd	1,411.67	KOVANIS HARALAMPOS & KOVANIS LOUKAS 5475 E GRAND RIVER AVE
# OF PARCELS: 15	TOTALS:	21,175.05	

**EXHIBIT C**

**CERTIFICATE**

I, the undersigned, Supervisor of Genoa Charter Township, Livingston County, Michigan (the “Township”), acting pursuant to a resolution duly adopted by the Township Board of the Township on April 21, 2025 (the “Resolution”) certify that (1) the attached special assessment roll for the Edwin Drive Road Maintenance Project (Summer Tax 2025), to which this Certificate is affixed, was made pursuant to the Resolution and (2) in making such a roll, I have, according to my best judgment, conformed in all respects to the directions contained in the Resolution and the statutes of the State of Michigan, including Act No. 188, Public Acts of Michigan, 1954, as amended.

Dated: April 21, 2025

---

Kevin Spicher  
Genoa Charter Township Supervisor



**EXHIBIT D –  
NOTICE OF SECOND PUBLIC HEARING  
MAY 5, 2025**

**NOTICE OF MAY 5, 2025 PUBLIC HEARING ON THE SPECIAL ASSESSMENT ROLL FOR THE  
PROPOSED EDWIN DRIVE ROAD MAINTENANCE PROJECT (SUMMER TAX 2025)**

PLEASE TAKE NOTICE that the Supervisor has reported to the Township Board and filed in the office of the Manager and Township Clerk for public examination a special assessment roll covering all properties within the Edwin Drive Road Maintenance Project (Summer Tax 2025). Said assessment roll has been prepared for the purpose of assessing a portion of the costs of the thereto within the aforesaid Edwin Drive Road Maintenance Special Assessment District. The costs are more particularly shown in the estimate of costs which is on file and available for public inspection in the office of the Manager and Township Clerk. The roll is the total amount of \$21,175 spread over five (5) years with a proposed special assessment principal payment of \$1,411.67 (\$282.33 annually) per residential parcel for 15 parcels with 2% interest applied to the outstanding balance. The estimated cost of the Project is subject to quarterly periodic redetermination of costs, without further notice, pursuant to MCL 41.724(4).

PLEASE TAKE FURTHER NOTICE that the Township Board will hold a Public Hearing on **May 5, 2025 at 6:30 p.m., at the Genoa Charter Township Offices, 2911 Dorr Road, Brighton, Michigan 48116**, to review the special assessment roll, to consider any objections thereto, and to confirm the roll as submitted or revised or amended. The roll may be examined at the office of the Manager or Township Clerk at the Township hall during regular business hours of regular business days until the time of the hearing and may be examined at the hearing. Appearance and protest at the hearing or protest in writing before the close of the public hearing is required in order to appeal the amount of the special assessment to the State Tax Tribunal.

Any owner or party in interest, or agent, may appear in person at the hearing to protest the special assessment, or may file an appearance or protest by letter at or before the hearing, and in that event personal appearance shall not be required. The owner or any person having an interest in the real property who protests in person or in writing at the hearing may file a written appeal of the special assessment with the State Tax Tribunal within 30 days after the special assessment roll is confirmed.

After the public hearing, the Township Board may confirm the roll as submitted or as revised or amended; may provide for payment of special assessments in installments with interest on the unpaid balance; and may provide by resolution for other matters permitted by law with regard to special assessments.

All interested persons are invited to be present at the hearing to submit comments concerning the foregoing. The Township will provide necessary reasonable auxiliary aids and services to individuals with disabilities at the hearing upon seven (7) days' notice to the Township Manager. Individuals with disabilities requiring such aids or services should contact the Manager at the address or phone number listed below.

This notice is given by order of the Genoa Charter Township Board.

Dated: April 25, 2025

Publication: Press/Argus on 4/25/25 and 5/2/25

Kelly VanMarter

Genoa Charter Township Manager

2911 Dorr Road, Brighton, MI 48116

Phone: 810-227-5225

Email: [kelly@genoa.org](mailto:kelly@genoa.org)

**EXHIBIT E**

**AFFIDAVIT OF MAILING**

STATE OF MICHIGAN

COUNTY OF LIVINGSTON

KELLY VANMARTER, being first duly sworn, deposes and says that the required second notice of public hearing, a true copy of which is attached hereto was prepared for mailing, and was mailed on April 25, 2025, via first-class mail, to each record owner of or party in interest in all property to be assessed for the improvement described therein, as shown on the last local tax assessment records of Genoa Charter Township; that she personally compared the address on each envelope against the list of property owners as shown on the current tax assessment rolls of the Township; that each envelope contained therein such notice and was securely sealed with postage fully prepaid for first-class mail delivery and plainly addressed; and that she personally placed all of such envelopes in a United States Post Office receptacle on the above date.

---

Kelly VanMarter, Manager  
Genoa Charter Township  
April 25, 2025



State of Michigan  
Michigan Gaming Control Board  
Millionaire Party Licensing  
3062 W. Grand Blvd. Suite L-700  
Detroit, MI 48202-6062  
Phone: (313) 456-4940  
Fax: (313) 456-3405  
Email: Millionaireparty@michigan.gov  
www.michigan.gov/mgcb

## LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES

(Required by MCL 432.103(k)(ii))

At a Regular meeting of the Genoa Township  
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by \_\_\_\_\_ on \_\_\_\_\_  
DATE

at \_\_\_\_\_ a.m./p.m. the following resolution was offered:  
TIME

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_

that the request from Limited Edition Baton Team USA Fundraising Club of Genoa Township,  
NAME OF ORGANIZATION CITY

county of Livingston, asking that they be recognized as a nonprofit  
COUNTY

organization operating in the community, for the purpose of obtaining charitable gaming licenses, be  
considered for \_\_\_\_\_  
APPROVAL/DISAPPROVAL

APPROVAL: Yeas: \_\_\_\_\_  
Nays: \_\_\_\_\_  
Absent: \_\_\_\_\_

DISAPPROVAL: Yeas: \_\_\_\_\_  
Nays: \_\_\_\_\_  
Absent: \_\_\_\_\_

I hereby certify that the foregoing is a true and complete copy of a resolution offered and adopted  
by the Genoa Township at a Regular  
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on \_\_\_\_\_  
DATE

SIGNED:

\_\_\_\_\_  
TOWNSHIP, CITY, OR VILLAGE CLERK  
Janene Deaton, Township Clerk  
\_\_\_\_\_  
PRINTED NAME AND TITLE  
2911 Dorr Road, Brighton, MI 48116  
\_\_\_\_\_  
ADDRESS

Organization Information: 7475 Grand River Ave, Brighton, MI 48114  
ORGANIZATION'S MAILING ADDRESS, STREET, CITY, ZIP

Katherine Blanck, President  
ORGANIZATION'S PRINCIPAL OFFICER NAME AND TITLE

(810) 923-5112  
PHONE NUMBER



**Limited Edition Baton Team USA Fundraising Club, Inc.**

3/7/2025

Dear Genoa Board of Trustees,

The Limited Edition Baton Team USA Fundraising Club, Inc., would like to request that Genoa Township sign off approval on a State of Michigan LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES, specifically asking that our group be recognized as a nonprofit organization operating in the community for the purpose of obtaining this charitable gaming license.

Our goal in obtaining a charitable gaming/raffle license is to serve as one method for fundraising for our competitive baton team. Limited Edition Baton Twirling Corps Team USA is a group of exceptional athletes who are preparing for the upcoming 2025 IBTF World Majorette Championships in Torino, Italy.

Limited Edition Baton Team USA Fundraising Club, Inc. is organized and operated for the charitable and educational purposes of raising and distributing funds for those Limited Edition Baton Corps members who will be competing with the team in Italy August 2025 at the IBTF World Baton Twirling and Majorette Championships. These funds will be used to pay for travel and expenses incurred/required to attend the World Baton Twirling Championships.

We will be conducting 50/50 raffles at upcoming local baton competitions.

We appreciate your continued support of our fundraising efforts to help our team get to Italy.

Sincerely,

A handwritten signature in black ink, appearing to read "Kee", is written over a horizontal line.

Katherine Blanck

President, Limited Edition Baton Team USA Fundraising Club, Inc.



# MEMBERSHIP AND TAX EXEMPT STATUS CERTIFICATE

This document certifies that

**Limited Edition Baton Team USA Fundraising Club, Inc.**

**EIN: 99-4301158 • Fiscal year end: December**

is a subordinate member in good-standing of Parent Booster USA, Inc. through

**December 31, 2025**

and as a result is recognized by the Internal Revenue Service as tax-exempt  
under section 501(c)(3) of the Internal Revenue Code.

## **Information about federal tax-exempt status under section 501(c)(3) of the Internal Revenue Code.**

Membership in Parent Booster USA must be renewed annually to maintain tax-exempt status. To renew membership, visit:

[parentbooster.org/renew](http://parentbooster.org/renew).

Parent Booster USA, Inc. is a Florida nonprofit corporation recognized by the IRS as tax-exempt under section 501(c)(3) of the Internal Revenue Code. Parent Booster USA, Inc. has also been issued a group exemption letter by the IRS that recognizes Parent Booster USA's subordinate organization members as tax-exempt under section 501(c)(3). Parent Booster USA quarterly provides the IRS with an updated list of its subordinate organizations in good standing. Subordinate organizations in good standing are provided with this certificate to confirm their federal tax-exempt status.

## **Confirming Parent Booster USA's tax-exempt status.**

Parent Booster USA's federal tax-exempt status and group exemption letter may be confirmed on the IRS website as follows:

1. Go to [www.irs.gov](http://www.irs.gov) or visit [apps.irs.gov/app/eos](http://apps.irs.gov/app/eos) and skip to step 5
2. At the top the page under **Search**, or under **Menu** on mobile, click **Charities & Non-profits**
3. Click the link for the **Tax Exempt Organization Search**
4. Down the page, click the blue button for the **Tax Exempt Organization Search**
5. Enter Parent Booster USA's EIN: **30-0281785**
6. Click **Search**

Under **Deductibility Status**, it says **GROUP**. If you click on **GROUP**, an explanation regarding the group letter ruling that exempts PBUSA's subordinates appears.







Department of the Treasury  
Internal Revenue Service  
Tax Exempt and Government Entities  
PO Box 2508  
Cincinnati, OH 45201

PARENT BOOSTER USA INC  
13506 SUMMERPORT VILLAGE PKWY 1506  
WINDERMERE, FL 34786

Date: May 13, 2022  
Employer ID number: 30-0281785  
Person to contact: Name: Jeffery Miller  
ID number: 1001731108  
Telephone: 877-829-5500

Dear Sir or Madam:

This is in response to your request dated August 24, 2021, for information about your tax-exempt status.

We issued a determination letter to you on October 2005, and you're currently exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also recognized the subordinates on the list you submitted as exempt from federal income tax under IRC Section 501(c)(16).

For federal income tax purposes, donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106 and 2522.

Because IRC Section 170(c) describes your subordinate organizations, donors can deduct contributions they make to them.

For information about filing requirements visit [www.irs.gov/charities](http://www.irs.gov/charities). Specifically, IRC Section 6033(j) provides that if you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

In addition, each subordinate organization is subject to automatic revocation if it doesn't file a required return or notice for three consecutive years. Subordinate organizations can file required returns or notices individually or as part of a group return.

If you have questions, you can call 877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific time).

Keep a copy of this letter for your records.

Sincerely,

Stephen A. Martin  
Director, Exempt Organizations  
Rulings and Agreements

***MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS***  
***FILING ENDORSEMENT***

***This is to Certify that the*** ARTICLES OF INCORPORATION  
***for***  
LIMITED EDITION BATON TEAM USA FUNDRAISING CLUB, INC.

***ID Number:*** 803253954

***received by electronic transmission on*** August 01, 2024 ***, is hereby endorsed.***

***Filed on*** August 02, 2024 ***, by the Administrator.***

***The document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.***



***In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 2nd day of August, 2024.***

*Linda Clegg*

***Linda Clegg, Director***  
***Corporations, Securities & Commercial Licensing Bureau***



Form Revision Date 07/2016

**ARTICLES OF INCORPORATION**  
**For use by DOMESTIC NONPROFIT CORPORATION**

*Pursuant to the provisions of Act 162, Public Acts of 1982, the undersigned corporation executes the following Articles:*

**ARTICLE I**

The name of the corporation is:

LIMITED EDITION BATON TEAM USA FUNDRAISING CLUB, INC.

**ARTICLE II**

The purpose or purposes for which the corporation is formed are:

To raise and distribute funds for those Limited Edition Baton Corps members who will be competing with the team in Italy, August 2025 at the IBTF World Baton Twirling and Majorette Championships.

**ARTICLE III**

The Corporation is formed upon  basis.

If formed on a stock basis, the total number of shares the corporation has authority to issue is

If formed on a nonstock basis, the description and value of its real property assets are (if none, insert "none"):  
None

The description and value of its personal property assets are (if none, insert "none"):  
None

The corporation is to be financed under the following general plan:  
Fundraising

The Corporation is formed on a  basis.

**ARTICLE IV**

The street address of the registered office of the corporation and the name of the resident agent at the registered office (P.O. Boxes are not acceptable):

1. Agent Name: TAMMY ALBRECHT  
2. Street Address: 7490 LEDGEWOOD DR  
Apt/Suite/Other:  
City: FENTON  
State: MI Zip Code: 48430

3. Registered Office Mailing Address:  
P.O. Box or Street Address: 7490 LEDGEWOOD DR  
Apt/Suite/Other:  
City: FENTON  
State: MI Zip Code: 48430



## ARTICLE V

The name(s) and address(es) of the incorporator(s) is (are) as follows:

Name	Residence or Business Address
KATHERINE BLANCK	8540 HAMBURG ROAD, BRIGHTON, MI 48116 USA

## Article VI

Effective Date: 08/01/2024

Use the space below for additional Articles or for continuation of previous Articles. Please identify any Article being continued or added.

ARTICLE VII NO PART OF THE NET EARNINGS OF THE CORPORATION SHALL INURE TO THE BENEFIT OF, OR BE DISTRIBUTABLE TO ITS MEMBERS, TRUSTEES, OFFICERS, OR OTHER PRIVATE PERSONS, EXCEPT THAT THE CORPORATION SHALL BE AUTHORIZED AND EMPOWERED TO PAY REASONABLE COMPENSATION FOR SERVICES RENDERED AND TO MAKE PAYMENTS AND DISTRIBUTIONS IN FURTHERANCE OF THE PURPOSES SET FORTH IN ARTICLE THIRD HEREOF. NO SUBSTANTIAL PART OF THE ACTIVITIES OF THE CORPORATION SHALL BE THE CARRYING ON OF PROPAGANDA, OR OTHERWISE ATTEMPTING TO INFLUENCE LEGISLATION, AND THE CORPORATION SHALL NOT PARTICIPATE IN, OR INTERVENE IN (INCLUDING THE PUBLISHING OR DISTRIBUTION OF STATEMENTS) ANY POLITICAL CAMPAIGN ON BEHALF OF OR IN OPPOSITION TO ANY CANDIDATE FOR PUBLIC OFFICE.

NOTWITHSTANDING ANY OTHER PROVISION OF THESE ARTICLES, THE CORPORATION SHALL NOT CARRY ON ANY OTHER ACTIVITIES NOT PERMITTED TO BE CARRIED ON (A) BY A CORPORATION EXEMPT FROM FEDERAL INCOME TAX UNDER SECTION 501(C)(3) OF THE INTERNAL REVENUE CODE, OR THE CORRESPONDING SECTION OF ANY FUTURE FEDERAL TAX CODE, OR (B) BY A CORPORATION, CONTRIBUTIONS TO WHICH ARE DEDUCTIBLE UNDER SECTION 170(C) (2) OF THE INTERNAL REVENUE CODE, OR THE CORRESPONDING SECTION OF ANY FUTURE FEDERAL TAX CODE. (IF REFERENCE TO FEDERAL LAW IN ARTICLES OF INCORPORATION IMPOSES A LIMITATION THAT IS INVALID IN YOUR STATE, YOU MAY WISH TO SUBSTITUTE THE FOLLOWING FOR THE LAST SENTENCE OF THE PRECEDING PARAGRAPH: "NOTWITHSTANDING ANY OTHER PROVISION OF THESE ARTICLES, THIS CORPORATION SHALL NOT, EXCEPT TO AN INSUBSTANTIAL DEGREE, ENGAGE IN ANY ACTIVITIES OR EXERCISE ANY POWERS THAT ARE NOT IN FURTHERANCE OF THE PURPOSES OF THIS CORPORATION.")

UPON THE DISSOLUTION OF THE CORPORATION, ASSETS SHALL BE DISTRIBUTED FOR ONE OR MORE EXEMPT PURPOSES WITHIN THE MEANING OF SECTION 501(C)(3) OF THE INTERNAL REVENUE CODE, OR THE CORRESPONDING SECTION OF ANY FUTURE FEDERAL TAX CODE, OR SHALL BE DISTRIBUTED TO THE FEDERAL GOVERNMENT, OR TO A STATE OR LOCAL GOVERNMENT, FOR A PUBLIC PURPOSE. ANY SUCH ASSETS NOT SO DISPOSED OF SHALL BE DISPOSED OF BY A COURT OF COMPETENT JURISDICTION OF THE COUNTY IN WHICH THE PRINCIPAL OFFICE OF THE CORPORATION IS THEN LOCATED, EXCLUSIVELY FOR SUCH PURPOSES OR TO SUCH ORGANIZATION OR ORGANIZATIONS, AS SAID COURT SHALL DETERMINE, WHICH ARE ORGANIZED AND OPERATED EXCLUSIVELY FOR SUCH PURPOSES.

Signed this 1st Day of August, 2024 by the incorporator(s).

Signature	Title	Title if "Other" was selected
Katherine Blanck	Incorporator	

By selecting ACCEPT, I hereby acknowledge that this electronic document is being signed in accordance with the Act. I further certify that to the best of my knowledge the information provided is true, accurate, and in compliance with the Act.

☐ Decline ☒ Accept



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:** April 14, 2025  
**RE:** Art. 7, Art. 14, Art. 18 Ordinance Amendments In regards to Drive-through restaurants Ordinance No. Z-25-05

In consideration of the recommendation by the Township Planning Commission on March 10, 2025, please find attached the proposed ordinance and publication for your review. The proposed zoning text amendment is to amend Zoning Ordinance Section 7.02 Schedule of Commercial Uses and Section 7.02.02 Permitted and Special Land Uses within Article 7 entitled "Commercial and Service District", Section 14.06 Off-Street Parking Space Design Standards and Setback Requirements within Article 14 entitled "Parking and Loading-Unloading Standards and Article 18.07.09 Traffic Impact Study within Article 18 entitled "Site Plan Review" as related to Drive-Through Restaurants.

This item is scheduled to be heard at the April 16, 2025 Livingston County Planning Commission meeting.

The proposed zoning text amendments was precipitated by recent requests for drive-through restaurants and at the Planning Commission request. The current Zoning Ordinance requires that proposed drive-through restaurants are allowed by special use in the Regional Commercial District (RCD) only and was required to be setback a minimum of five hundred feet (500) feet from any other lot containing a drive-through. The amendment is to allow a drive-through restaurant by special use in the General Commercial District (GCD) and to remove the five-hundred (500) foot setback requirement if certain criteria is met.

As required pursuant to the Charter Township Act (Act 359 of 1947), the board is being asked to introduce and conduct the first reading of the proposed zoning ordinance text amendment. Staff is requesting the second reading and consideration for adoption be set for Monday, May 5<sup>th</sup>, 2025. A draft publication as required by law is also attached.

As such please consider the following action:

***Please note the ordinance requires adoption by a majority of the membership on roll call vote.***

Moved by \_\_\_\_\_, supported by \_\_\_\_\_ to introduce proposed Ordinance Number Z-25-05 and to set the meeting date to consider adoption before the Township Board on Monday, May 5<sup>th</sup>, 2025 for the purpose of considering the proposed Zoning Ordinance text amendment to Article 7, Article 14, and Article 18 in regards to Drive-through restaurants

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

Best Regards,

Amy Ruthig  
Planning Director

### SUPERVISOR

Kevin Spicher

### CLERK

Janene Deaton

### TREASURER

Robin L. Hunt

### TRUSTEES

Rick Soucy

Bill Reiber

Candie Hovarter

Todd Walker

### MANAGER

Kelly VanMarter

## ORDINANCE #Z-25-05

### AN ORDINANCE TO AMEND ZONING ORDINANCE SECTION 7.02 SCHEDULE OF COMMERCIAL USES AND SECTION 7.02.02 PERMITTED AND SPECIAL LAND USES WITHIN ARTICLE 7 ENTITLED “COMMERCIAL AND SERVICE DISTRICT”. SECTION 14.06 OFF-STREET PARKING SPACE DESIGN STANDANDS AND SETBACK REQUIREMENTS WITHIN ARTICLE 14 ENTITLED “PARKING AND LOADING-UNLOADING STANDARDS AND ARTICLE 18.07.09 TRAFFIC IMPACT STUDY WITHIN ARTICLE 18 ENTITLED “SITE PLAN REVIEW”

#### THE TOWNSHIP OF GENOA ORDAINS:

**SECTION 1: SHORT TITLE:** This Ordinance shall be known as the “2025 Amendment to Zoning Ordinance Article 7 entitled Commercial and Service Districts”, Article 14 entitled “Parking and Loading-Unloading Standards”, and Article 18 entitled “Site Plan Review”.

**SECTION 2: SUMMARY OF ORDINANCE:** Pursuant to the Michigan Zoning Enabling Act (P.A. 110 of 2006), notice is hereby given that an ordinance to amend the Zoning Ordinance regulating the development and use of land in Genoa Charter Township has been adopted by the Township Board on \_\_\_\_\_, 2025. The Board conducted the second reading and approved Ordinance #Z-25-05 to adopt the ordinance and amend the Zoning Ordinance of the Charter Township of Genoa by amending Article 7 Commercial and Service Districts, Article 14 Parking and Loading-Unloading Standards and Article 18 Site Plan Review. The following provides a summary of the regulatory effect of the ordinance.

*Table 7.02 Schedule of Commercial Uses*

		OSD	NSD	GCD	RCD	Req.
Restaurants, taverns, bars, delicatessen, food carryout, coffee shops, and similar establishments serving food or beverages	Standard restaurants and coffee shops, except as provided below	S	P	P	P	
	Restaurants and bars serving alcoholic beverages	S	S	P	P	
	Bars providing dancing and live music	--	--	P	P	
	Restaurants with open front windows	--	S	S	S	7.02.02(i)
	Restaurants with outdoor seating	--	P	P	P	7.02.02(i)
	Drive-through restaurants	--	--	S	S	7.02.02(j)
	Drive- in restaurants	--	--	S	S	7.02.02(j)
	Carry-out restaurants	--	P	P	P	
	Coffee Shop with drive-through	--	--	S	S	7.02.02(j)
	Brewpub	--	--	P	P	
	Micro-brewery, small distillery and small winery	--	--	S	S	7.02.02(y)



**7.02.02 Use Conditions:** *Uses noted above shall only be allowed where the following requirements are complied with:*

(j) *Restaurants or coffee shops with drive-in or drive-through facilities shall comply with the following requirements:*

(1) *Principal and accessory buildings shall be setback a minimum of fifty (50) feet from any adjacent public right of way line or property line.*

(2) *The establishment of a new drive-through, excluding a drive-in restaurant, shall require the lot be separated a minimum of five hundred (500) feet from any other lot containing a drive-through ~~restaurant~~. The Planning Commission may waive this requirement for uses with vehicular access to an internal service drive (and not directly to/from the main roadway), where access to the main roadway is via a shared driveway or signalized intersection, or where the use is expected to generate 50 directional or fewer trips during the a.m. or p.m. peak hour.*

(3) *Only one (1) access shall be provided onto any street.*

(4) *Such ~~restaurants~~ uses constructed adjacent to other commercial developments shall have a direct vehicular access connection (cross-site access) where possible.*

(5) *Where the property abuts a residential land use or zoning district, the site plan shall comply with the applicable landscaping and lighting regulations of Article 12 of the Township Zoning Ordinance. Additionally, the applicant shall provide a sound study demonstrating compliance with the Township Noise Ordinance (Ordinance #011203).*

(6) *Clear identification and delineation between the drive-through lane and parking lot shall be provided.*

(7) *Each drive-through shall provide an escape lane to allow other vehicles to pass those waiting to be served. The Planning Commission may waive the requirement for an escape lane where it can be demonstrated that such a waiver will not result in an adverse effect on public safety or the convenience of patrons of the facility.*

(8) *The drive-through lane and window shall be located on the side or rear elevation of the building to minimize visibility from the public or private roadway. The Planning Commission may allow a drive-through lane and window in a front yard of a corner lot, provided it is located in the front yard of the secondary street and the greenbelt requirements of Section 12.02.01 of the Township Zoning Ordinance are met. The Commission may also require additional landscaping/screening of the drive-through lane and window, if deemed necessary.*

#### **Sec. 14.06 OFF-STREET PARKING SPACE DESIGN STANDARDS AND SETBACK REQUIREMENTS**

**14.06.05 Stacking Spaces.** *Businesses that provide drive-through facilities are required to provide spaces for vehicles waiting in line. The Planning Commission shall have the discretion to increase or decrease the number of stacking spaces required by Section 14.04 above. Use of such discretion shall be based on data contained in the traffic study or data provided by an applicant or collected by Township staff. Required stacking spaces shall be a minimum ~~nine ten~~ (910) feet wide and twenty (20) feet in length with direct forward access to a service window of a drive-through facility. A stacking space shall be located to prevent any vehicles from extending onto the public right-of-way, or interfering with any pedestrian circulation, traffic maneuvering, or other parking space areas. Stacking spaces for drive-through or drive-in uses may not be counted as required parking spaces.*

**18.07.09 Traffic Impact Study.**

(c) The contents of the traffic impact study shall include:

(7) Forecasted trip generation of the proposed use for the a.m. (if applicable) and p.m. peak hour and average day. The forecasts shall be based on the data and procedures outlined in the most recent edition of Trip Generation published by the Institute of Transportation Engineers (ITE). The applicant may use other commonly accepted sources of data or supplement the standard data with data from at least three (3) similar projects in Michigan, including actual trip generation data (a.m. and p.m. peak hour and average day, in the form of actual hourly directional driveway counts, hourly transaction data, or other method deemed acceptable by the Township) for local or national chains and franchises. The Township may require inclusion of actual data for local or national chains and franchises in the study.

**SECTION 3: REPEALOR:** All ordinances or parts of Ordinances in conflict herewith are repealed.

**SECTION 4: SEVERABILITY:** Should any section, subsection, paragraph, sentence, clause, or word of this Ordinance be held invalid for any reason, such decisions shall not affect the validity of the remaining portions of the Ordinance.

**SECTION 5: SAVINGS:** This amendatory ordinance shall not affect violations of the Zoning Ordinance or any other ordinance existing prior to the effective date of this Ordinance and such violation shall be governed and shall continue to be separate punishable to the full extent of the law under the provisions of such ordinance at the time the violation was committed.

**SECTION 6: EFFECTIVE DATE:** These ordinance amendments were adopted by the Genoa Charter Township Board of Trustees at the regular meeting held \_\_\_\_\_, 2025 and ordered to be given publication in the manner required by law. This ordinance shall be effective seven days after publication.

On the question: "SHALL THIS ORDINANCE NOW PASS" the following vote was recorded:

**Ayes:**

**Nays:**

**Absent:**

I hereby approve the adoption of the foregoing Ordinance this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Janene Deaton  
Township Clerk

\_\_\_\_\_  
Kevin Spicher  
Township Supervisor

Township Board First Reading:	April 21, 2025	
Date of Posting of Ordinance:	April 22, 2025	(Proposed)
Date of Publication of Proposed Ordinance:	April 18, 2025	(Proposed)
Township Board Second Reading and Adoption:	May 5, 2025	(Proposed)
Date of Publication of Ordinance Adoption:	May 11, 2025	(Proposed)
Effective Date:	May 18, 2025	(Proposed)

**BOARD OF TRUSTEES  
GENOA CHARTER TOWNSHIP, LIVINGSTON COUNTY, MICHIGAN  
NOTICE OF PROPOSED ZONING TEXT AMENDMENT  
MAY 5th, 2025**

**ORDINANCE #Z-25-05**

**AN ORDINANCE TO AMEND ZONING ORDINANCE SECTION 7.02  
SCHEDULE OF COMMERCIAL USES, SECTION 7.02.02 PERMITTED  
AND SPECIAL LAND USES, SECTION 14.06 OFF-STREET PARKING  
SPACE DESIGN STANDARDS AND SETBACK REQUIREMENTS AND  
18.07.09 TRAFFIC IMPACT STUDY.**

Pursuant to Michigan Public Act 110 of 2006, (the Zoning Enabling Act) and Michigan Public Act 359 of 1947, (the Charter Township Act), notice is hereby given that the Genoa Charter Township Board of Trustees has introduced and will be considering an ordinance addressing amendments to Zoning Ordinance Section 7.02 Schedule of Commercial Uses and Section 7.02.02 Permitted and Special Land Uses within Article 7 entitled Commercial and Service District”, Section 14.06 Off-Street Parking Space Design Standards and Setback Requirements within Article 14 entitled “Parking and Loading-Unloading Standards and Article 18.07.09 Traffic Impact Study within Article 18 entitled “Site Plan Review” as related to Drive-Through Restaurants. Consideration of said amendment is scheduled for the Board meeting on Monday, May 5, 2025 at 6:30 p.m. The meeting is planned to be held at the Township Hall located at 2911 Dorr Road, Brighton, Michigan 48116. The complete text of the proposed ordinance is available on the website or at the Township Office during regular business hours.

Genoa Charter Township will provide necessary reasonable auxiliary aids and services to individuals with disabilities at the meeting/hearing upon seven (7) days’ notice to the Township. Individuals with disabilities requiring auxiliary aids or services should contact the Township in writing or by calling at (810) 227-5225.

Ordinance posted: 04/22/25

Press/Argus Publication: 04/25/25



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

#### **SUPERVISOR**

Kevin Spicher

#### **CLERK**

Janene Deaton

#### **TREASURER**

Robin L. Hunt

#### **TRUSTEES**

Rick Soucy

Bill Reiber

Candie Hovarter

Todd Walker

#### **MANAGER**

Kelly VanMarter

## **MEMORANDUM**

**TO:** Board of Trustees

**FROM:** Kevin Spicher, Supervisor

**DATE:** 4/14/2025

**RE:** **Admin Committee Recommendation For Cleaning Contract**

---

Clerk Deaton & myself spent 6 weeks evaluating the cleaning contract for the Genoa Township Hall. Despite a long-term relationship with the current contractor, we feel it is in the best interest of Genoa Township to change providers at this time. We met with 6 local companies, chosen based upon research and referrals from other commercial properties. 4 of these companies chose to submit a proposal.

All of the contractors interviewed were qualified professionals, and we have no doubt any of them would be able to provide us with reliable, quality cleaning. The admin committee ultimately chose to recommend KP Elite Cleaning of Brighton. Their price was mid-range of the options, but a significant factor in the recommendation was their willingness to clean before we open at 9:00 A.M., whereas the others needed to do evening cleaning. Given the number of evening meetings held at the hall, this was seen as a significant benefit and worth the extra cost.

Following receipt of the proposals, we identified an additional need for weekend park trash collection and pet waste station management necessary due to HAPRA service only being provided M-F. KP Elite has provided an estimate of an additional \$500 each month for this service therefore the agenda language reflects the full amount.

We would like to start the new contract on May 1, 2025.

	American Property Services		Dust 2 Glory		KP Elite		T&D Services Plus	
<b>Weekly Indoor Visits</b>	3		2		2		2	
<b>Weekly Outdoor Visits</b>	7		7		7		7	
<b>Monthly Total Cost</b>	\$	4,250.00	\$	5,915.86	\$	3,750.00	\$	3,207.95
<b>Total Annual Cost</b>	\$	51,000.00	\$	70,990.32	\$	45,000.00	\$	38,495.40

*The current contract is for \$5,200 month, or \$62,400 annual cost.*

<b>Initial Deep Clean</b>	\$	1,000.00	\$	4,079.99	\$	2,400.00	\$	270.00
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KP Elite Cleaning LLC

4-10-2025

9205 Riverside Dr.

Brighton, MI 48116

810-360-3129

[kpelitecleaning@gmail.com](mailto:kpelitecleaning@gmail.com)

## **Genoa Township Cleaning Proposal & BID**

Township Clerk Janene Deaton:

Hello Clerk Deaton, below is the cleaning proposal / bid we are submitting for the cleaning of the Township Hall and the outdoor recreation bathroom facilities. Our services would include the listed, and we are willing to be flexible to the Townships cleaning needs.

Township Hall: 12218 Sq. Ft. General cleaning 2 days weekly throughout the entire year.

Exterior recreational bathrooms: 128 Sq. Ft. 2 bathrooms, general cleaning 7 days a week throughout the entire year.

### **Township Hall Cleaning Detailed:**

**Lobby and the main entrance;** interior windows, doors, door handles, floors, dusting of any wall art / framed information ect, walls, removal of any debris, emptying trash, vacuuming and mopping.

**Conference rooms;** Desk surfaces, chairs, telephones, screen monitors and TVs, interior windows, doors, door handles, floors, dusting wall art and frames, walls, removal of any debris, emptying trash, and vacuuming.

**Boardroom;** Desk surfaces, chairs, telephones, screen monitors and TVs, interior windows, doors, door handles, floors, dusting wall art and frames, walls, removal of any debris, emptying trash, and vacuuming.

**Main office area;** Desk surfaces, chairs, telephones, screen monitors and TVs, interior windows, doors, door handles, floors, dusting wall art and frames, walls and removal of any debris, emptying trash, vacuuming and mopping.

**Private offices** (Restricted areas on special requests / scheduled:) Desk surfaces, chairs, telephones, screen monitors and TVs, interior windows, doors, door handles, floors, dusting wall art and frames, walls and removal of any debris, emptying trash, vacuuming.

**4 Bathrooms: 2 Public, and 2 non-public** - Toilets, sinks, walls, paper & soap dispensers, ceiling exhaust fans and vents, floors, doors, handles, mirrors, stall patrician doors and walls, polishing of all metal surfaces. Emptying trash / debris and replacing paper and soap products as needed, vacuuming and mopping.

**Employee Kitchen;** Counters, sink, stove, refrigerator, microwave, cabinets, tables. chairs, walls, floor, vents, vacuuming and mopping. Pulling out the refrigerator and stove periodically. All appliances will be cleaned outside regularly and inside as needed.

**Employee entrance;** interior windows, doors, door handles, floors, dusting of any wall art / framed information etc. walls, removal of any debris, vacuuming and mopping.

**Basement;** Doors, door handles, floors, dusting, walls, removal of any debris, sweeping / vacuuming and mopping as periodically needed or requested.

**Exterior recreational bathroom facilities cleaning detailed:**

Male side

Female side

This is to include the cleaning of toilets, sinks, walls, paper dispensers, ceiling exhaust fans and vents, floors, doors, handles, mirrors, polishing of all metal surfaces, sweeping / vacuuming and mopping. Emptying trash / debris and replacing paper and soap products as needed.

We are proposing / submitting a bid of: \$3750.00 USD on a monthly basis, and a grand total of \$45,000.00 USD annually.

Additional \$500 monthly for Saturday & Sunday collection of park trash cans and maintaining pet waste stations.

We further propose a bi-weekly payment.

\*This is to include that the Township will provide all necessary chemicals and supplies.

If there are any questions, comments, or concerns, please feel free to contact me.

Thank you,

Paige Burgess Owner

KP Elite Cleaning LLC

KP Elite Cleaning LLC

4-14-

2025

9205 Riverside Dr.

Brighton, MI 48116

810-360-3129

[kpelitecleaning@gmail.com](mailto:kpelitecleaning@gmail.com)

## **Genoa Township Deep Cleaning Proposal**

Township Clerk Janene Deaton:

Hello Clerk Deaton, below is the deep cleaning proposal, we are submitting for the cleaning of the Township Hall and the outdoor recreation bathroom facilities. Our services would include the listed, and we are willing to be flexible to the townships cleaning needs.

Township Hall: 12218 Sq. FT. initial deep clean.

Exterior recreational bathrooms: 128 Sq. Ft. initial deep clean.

Township Hall Deep Cleaning Finely Detailed:

Lobby and the main entrance; interior windows, doors, door handles, floors, dusting of any wall art / framed information ect, walls, removal of any debris, emptying trash, vacuuming and mopping.

Conference rooms; Desk surfaces, chairs, telephones, screen monitors and TVs, interior windows, doors, door handles, floors, dusting wall art and frames, walls, removal of any debris, emptying trash, and vacuuming.

Boardroom; Desk surfaces, chairs, telephones, screen monitors and TVs, interior windows, doors, door handles, floors, dusting wall art and frames, walls, removal of any debris, emptying trash, and vacuuming.

Main office area; Desk surfaces, chairs, telephones, screen monitors and TVs, interior windows, doors, door handles, floors, dusting wall art and frames, walls and removal of any debris, emptying trash, vacuuming and mopping.

Private offices (Restricted areas on special requests / scheduled:) Desk surfaces, chairs, telephones, screen monitors and TVs, interior windows, doors, door handles, floors, dusting wall art and frames, walls and removal of any debris, emptying trash, vacuuming.

4 Bathrooms: 2 Public, and 2 non-public - Toilets, sinks, walls, paper & soap dispensers, ceiling exhaust fans and vents, floors, doors, handles, mirrors, stall patrician doors and walls, polishing of all metal surfaces. Emptying trash / debris and replacing paper and soap products as needed, vacuuming and mopping.

Employee Kitchen; Counters, sink, stove, refrigerator, microwave, cabinets, tables. chairs, walls, floor, vents, vacuuming and mopping. Pulling out the refrigerator and stove periodically. All appliances will be cleaned outside regularly and inside as needed.

Employee entrance; interior windows, doors, door handles, floors, dusting of any wall art / framed information etc. walls, removal of any debris, vacuuming and mopping.

Basement; Doors, door handles, floors, dusting, walls, removal of any debris, sweeping / vacuuming and mopping as periodically needed or requested.

Exterior recreational bathroom facilities deep cleaning finely detailed:

Male side

Female side

This is to include the cleaning of toilets, sinks, walls, paper dispensers, ceiling exhaust fans and vents, floors, doors, handles, mirrors, polishing of all metal surfaces, sweeping / vacuuming and mopping. Emptying trash / debris and replacing paper and soap products as needed.

A team of 6 cleaners will be involved in the deep cleaning.

We are estimating a total time of 8 “man” hours to complete the clean.

\$50.00 an hour per person x6.

The grand total of \$2400.00.

If the cleaning is completed sooner than expected, we will inform you of the total hours that were needed to complete the job.

\*This is to include that the Township will provide all necessary chemicals and supplies.

Thank you,

Paige Burgess Owner

KP Elite Cleaning LLC

AMERICAN PROPERTY SERVICE LLC  
10327 Bergin Road  
Brighton, MI 48116-9558  
810-844-3401  
AmericanPropertyServicesLLC@yahoo.com

**Attention-** Kevin Spicher  
Genoa Township  
2911 Dorr Road  
Brighton, MI 48116

## 2025 Quote/Acceptance Form

The following is your business quote for Genoa Township.

The quote is presented as a office cleaning service and will include the services listed below:

- **Vacuuming of complete building**
- **Dusting-** cleaning of all desk and surfaces.
- **Chairs-** All desks and boardroom chairs to be dusted/cleaned.
- **All trashes to be emptied**
- **Bathrooms-** All bathroom to be swept and mopped, all sinks and toilets to be cleaned, refill hand soaps, paper towels and toilet paper.
- **Kitchen-** All sinks, chairs, table tops, cabinets, stoves, refrigerator. ( Refrigerator will be cleaned once a month per being emptied.)
- **Boardroom-** Cleaning of conference table and chairs with vacuuming.
- **Entrance way-** sweeping, dusting, and mopping.
- **Basement-** Sweeping and mopping of stairs, sweeping of the concrete.

**Genoa Township to provide:**

Toilet paper

Paper towel

Trash bags

Air freshener for the outside bathrooms

\*American Property Services will supply all other chemicals and needs except the ones listed above.\*

**Total- \$4,250 (Monthly)**

**Deep Cleaning**

One time deep cleaning of entire facility with basement

**Total- \$1,000**

**Acceptance**

AmericanPropertyServiceLLC Signature ( Heather Brooks):\_\_\_\_\_ Date:\_\_\_\_\_

Acceptance Signature:\_\_\_\_\_ Date\_\_\_\_\_

For any questions, please call R.J. at (810) 844-3401



**Dust to Glory LLC.**

3919 Brophy Road  
Howell, Michigan 48855

**ESTIMATE #782**

**SENT ON:**

Apr 10, 2025

**RECIPIENT:**

**Genoa Township**

2911 Dorr Road  
Brighton, Michigan 48116



Email: [info@dust2gloryllc.com](mailto:info@dust2gloryllc.com)

Website: [www.Dust2Gloryllc.com](http://www.Dust2Gloryllc.com)



**Revised Janitorial Services Quote – Genoa Township (2x Weekly Cleaning Plan)**

Thank you again for the opportunity to serve Genoa Township. Per your request, we've updated our proposal to reflect maintenance cleaning two days per week, while keeping all other services—including the deep clean, daily park restroom cleaning, and basement care—fully intact.

As part of our commitment to customized, efficient service, the basement area will be re-evaluated after the first full month of routine cleaning. Once our team has had a chance to observe its condition and usage, we'll provide a tailored recommendation based on its maintenance needs, ensuring you receive the right level of service without overspending.

At Dust to Glory, we don't just clean—we care. Our team is here to help keep your facilities safe, spotless, and running smoothly, with consistency and care you can count on.

Dust to Glory LLC.

3919 Brophy Road  
Howell, Michigan 48855

ESTIMATE #782

SENT ON:

Apr 10, 2025

Product/Service	Description	Qty.	Unit Price	Total
Dust to Glory's Client Hub	<p>Our Client Hub is your all-in-one platform for managing your cleaning services with ease.</p> <p>Key Benefits:</p> <p>View Appointments: Check upcoming and past cleanings anytime.</p> <p>Easy Payments: Pay invoices securely online in just a few clicks.</p> <p>Request Changes: Reschedule, add services, or make special requests.</p> <p>Review Quotes: Quickly approve custom cleaning quotes.</p> <p>Track Records: Access service and payment history at your convenience.</p> <p>The Client Hub gives you full control and transparency, making your experience with Dust to Glory smooth and stress-free.</p>	1	\$0.00	\$0.00



# Dust to Glory LLC.

3919 Brophy Road  
Howell, Michigan 48855

# ESTIMATE #782

SENT ON:

Apr 10, 2025

Product/Service	Description	Qty.	Unit Price	Total
Professional-Grade Supplies & Equipment	<p>We use high-quality, commercial-grade tools and cleaning products to ensure every space is thoroughly cleaned and sanitized. Our methods are ideal for offices, municipal buildings, and public facilities.</p> <p>Dust to Glory LLC. will furnish and maintain all necessary equipment inclusive of but not limited to: Pro-Team HEPA-filtered vacuums for superior air quality Microfiber mop system and pads High-dusting tools for ceiling fans and vents Feather dusters and Swiffer dusters Rubber rinse cups and detail brushes for precision cleaning Plastic and metal razor blades for spot removal</p> <p>Premium Cleaning Solutions: Envirox H202 #117 All-Purpose Cleaner Dawn Power Wash for grease and grime Bio-Clean &amp; Bar Keeper's Friend for hard water removal Aerosol glass cleaner for streak-free shine Furniture and stainless-steel polish Restroom &amp; Breakroom Sanitization: Toilet bowl cleaner Bar Keeper's Friend Sponges and scrubbers Waste basket liners (kitchen and restroom)</p> <p>Color-Coded Microfiber Rags (To Prevent Cross-Contamination): Yellow: Toilets only Pink/Red: Polish Silver: Stainless steel Blue: Countertops and general cleaning Green: Glass and mirrors</p> <p>The customer agrees to provide a secure space for storage of this equipment, as may be necessary.</p> <p>Dust to Glory LLC. will comply with current OSHA regulations and proven procedures pertaining to all work performed at the customer's location. We are happy to accommodate any product sensitivities or preferences.</p>	1	\$0.00	\$0.00
Scheduling & Arrival	<p>Cleaning services will be scheduled based on the specific needs and access availability of the facility. Dust to Glory LLC will coordinate directly with your team to confirm appropriate cleaning hours. While exact arrival times may vary, all services will be completed within the designated service window.</p>	1	\$0.00	\$0.00

**Dust to Glory LLC.**

3919 Brophy Road  
Howell, Michigan 48855

**ESTIMATE #782**

SENT ON:

Apr 10, 2025

Product/Service	Description	Qty.	Unit Price	Total
Site Familiarity & Service Refinement	As we become more familiar with the layout and specific needs of your facility, our cleaning team's workflow will become more efficient. Initial cleanings may take additional time to establish baseline standards, but our processes are designed to quickly stabilize into a consistent routine. Over time, this allows us to maintain high-quality results while improving time management and operational flow.	1	\$0.00	\$0.00
Holiday Observance & Scheduling	Dust to Glory LLC will observe all holidays recognized by the customer. We are prepared to adapt our work schedule to meet the needs and requests of the customer, provided such adjustments do not increase operational costs.  Our business hours for scheduling, customer service, and administrative support are Monday–Friday, 9:00 AM to 6:00 PM. Cleaning services may be scheduled outside of these hours as requested (including after-hours cleanings).	1	\$0.00	\$0.00
Commitment to Service Excellence	Dust to Glory LLC is committed to delivering consistently high-quality cleaning services. If for any reason you are not fully satisfied with our work, please contact us within 24 hours of service completion by phone at (517) 376-8281 or via email at <a href="mailto:info@Dust2Gloryllc.com">info@Dust2Gloryllc.com</a> . We will promptly address and resolve any concerns to ensure your expectations are met and our service quality remains at the highest standard.	1	\$0.00	\$0.00

**Dust to Glory LLC.**

3919 Brophy Road  
Howell, Michigan 48855

**ESTIMATE #782**

SENT ON:

Apr 10, 2025

Product/Service	Description	Qty.	Unit Price	Total
Daily Cleaning of Park Restrooms	<p>Service Schedule: Seven days per week</p> <p>Cost per visit: \$75 per cleaning visit for daily maintenance of (two) restrooms</p> <p>Weekly cost: \$525</p> <p>Scope of Work:</p> <ul style="list-style-type: none"><li>- Corner and Cobweb dusting (High/Low)</li><li>- Dust and shine mirror</li><li>- Disinfect faucet, sink, &amp; surround</li><li>- Sanitize grab bars</li><li>- Disinfect toilet interior/exterior and surround</li><li>- Sanitize paper towel holder</li><li>- Baby Changing Tables: Cleaned and disinfected thoroughly to ensure a sanitary surface for public use</li><li>- Refill paper towels, toilet paper, tissues, and soap (products supplied by Township)</li><li>- Vacuum and mop epoxy floors</li></ul> <p>Access Guidelines / Special Notes:</p> <p>1. New epoxy floors, attention is still needed to dust removal.</p> <p>2. Special attention to hardwater removal on stainless steel sink, urine around toilet bowls, and disinfecting all high-touch points.</p>	1	\$75.00	\$75.00

**Dust to Glory LLC.**

3919 Brophy Road  
Howell, Michigan 48855

**ESTIMATE #782**

SENT ON:

Apr 10, 2025

Product/Service	Description	Qty.	Unit Price	Total
Initial Deep Cleaning	<p>Service Frequency: Dust to Glory LLC will perform a one-time Initial Maintenance Clean (Deep Cleaning) for the Genoa Township building prior to the start of ongoing service. This service is designed to bring the building to a high standard of cleanliness, ensuring a solid foundation for continued maintenance-level cleanings.</p> <p>Pricing: Cost for the visit - \$4,079.99 Total Square Footage: 12,000 sq ft</p> <p>Estimated Time to Complete: This deep clean is expected to require 24 total labor hours. Estimated On-Site Time: Approximately 6 hours</p> <p>Arrival Time &amp; Scheduling: Our team will arrive and begin the deep cleaning service on a Saturday or Sunday, at a time mutually agreed upon with the client to ensure proper building access, security, and uninterrupted service.</p> <p>Entry Method: An entry method (key, code, or alarm instructions) will be coordinated and confirmed upon acceptance of this estimate.</p> <p>Staffing: This service will be performed by a team of 4 trained Dust to Glory cleaning technicians, assigned specifically to ensure the project is completed efficiently, thoroughly, and within the estimated timeframe.</p>	1	\$4,079.99	\$4,079.99

**Dust to Glory LLC.**

3919 Brophy Road  
Howell, Michigan 48855

**ESTIMATE #782**

SENT ON:

Apr 10, 2025

Product/Service	Description	Qty.	Unit Price	Total
Initial Deep Cleaning Scope of Work	<p>The Initial Deep Clean includes everything covered in our maintenance cleaning service, with added time and attention dedicated to deep washing key areas throughout the building.</p> <p>Areas to Be Serviced: Vestibules &amp; Entryways Office Cubicles Personal Offices Restrooms Breakroom Boardroom(s) Basement Stairwell - One time per month or as needed (to be determined as routine is built) Basement - One time per month or as needed (to be determined as routine is built)</p> <p>To Include:</p> <ul style="list-style-type: none"><li>- Corner and cobweb dusting throughout (high dusting)</li><li>- Light fixtures and ceiling fans – dusted where accessible</li><li>- Interior windows – dust and shine all accessible frames and glass</li><li>- Doors – side panels, handles, and frames</li><li>- Décor and picture frames – dusted and shined</li><li>- Top-to-bottom dusting of surfaces – desks, shelves, cabinet exteriors, sills, and baseboard tops</li><li>- Office equipment – dust and spot clean printers, fax machines, and copiers; gently dust keyboards</li><li>- High-touch surface sanitizing – desks, phones, shared-use areas, appliance handles</li><li>- Breakroom/kitchenette cleaning</li><li>- Sanitize countertops, sinks, cabinet fronts</li><li>- Clean countertop appliances and exterior of large appliances (e.g., refrigerator, microwave)</li><li>- Restroom fixtures – disinfect toilets, urinals, sinks, partitions, and surrounding walls.</li><li>- Refill paper towels, toilet paper, tissues, and soap (products supplied by Township)</li><li>- Baseboards throughout the facility – dust and deep wash</li><li>- Waste receptacles – emptied, relined, and sanitized</li><li>- Flooring – Vacuum under/tops of anti-fatigue mats, vacuum all carpeted areas; mop and edge-detail all hard floors</li></ul> <p>Access Guidelines / Special Notes: 1. Private Offices: If an office door is closed and locked upon arrival, we will assume it is not to be</p>	1	\$0.00	\$0.00

**Dust to Glory LLC.**

3919 Brophy Road  
Howell, Michigan 48855

**ESTIMATE #782**

SENT ON:

Apr 10, 2025

Product/Service	Description	Qty.	Unit Price	Total
Maintenance Cleaning	<p>Service Frequency: Dust to Glory LLC will provide commercial cleaning services two times per week for the Genoa Township building, scheduled on Mondays &amp; Fridays, or other preferred days based on the Township's needs.</p> <p>Pricing: Cost per visit - \$409 Total Square Footage: 12,000 sq ft</p> <p>Monthly Total (based on 4.33 weeks/month): \$3,544.66</p> <p>Estimated Time to Complete: We estimate the cleaning will require a total of 12 labor hours per visit, distributed across a team.</p> <p>Estimated On-Site Time: Approximately 3-4 hours</p> <p>Arrival Time &amp; Scheduling: Our team will arrive and begin cleaning after regular business hours, at a time mutually agreed upon with the client to ensure security and minimal disruption.</p> <p>Entry Method: An entry method (key, code, or alarm instructions) will be coordinated and confirmed upon acceptance of this estimate.</p> <p>Staffing: A team of 3 to 4 trained cleaning professionals will be assigned to each visit. Team size may vary depending on staff availability but will always be sufficient to complete the cleaning within the projected timeframe and in accordance with our quality standards.</p>	1	\$409.00	\$409.00

**Dust to Glory LLC.**

3919 Brophy Road  
Howell, Michigan 48855

**ESTIMATE #782**

SENT ON:

Apr 10, 2025

Product/Service	Description	Qty.	Unit Price	Total
Maintenance Cleaning Scope of Work	<p>Areas to Be Serviced: Vestibules &amp; Entryways Office Cubicles Personal Offices Restrooms Breakroom Boardroom(s) Basement Stairwell - One time per month or as needed (to be determined as routine is built) Basement - One time per month or as needed (to be determined as routine is built)</p> <p>Daily Tasks (Every visit – two times per week): General Areas; Offices, Boardroom, Vestibules, Basement, Stairwell -</p> <ul style="list-style-type: none"><li>- Disinfect high-touch surfaces, including:<ul style="list-style-type: none"><li>- Door handles, push plates, and light switches</li><li>- Entry and interior glass at touch level</li><li>- Cleared desks and shared-use surfaces (e.g., tables, reception counters)</li></ul></li><li>- Dust and sanitize all accessible and cleared surfaces, including:<ul style="list-style-type: none"><li>Phones, printers, monitors, shelves, desktops, windowsills, and visible cables</li></ul></li><li>- Vacuum Anti-fatigue mats</li><li>- Spot vacuum carpeted areas where needed</li><li>- Vacuum &amp; Mop hard-surface floors (vestibules, bathrooms, hallways)</li><li>- Straighten chairs and workstation areas</li><li>- Sanitize waste receptacles as needed, replace liners, and remove waste</li><li>- Remove all waste and transport to outdoor dumpster</li><li>- Perform visual inspection of walls and doors; clean visible marks as needed</li></ul> <p>Restroom Cleaning -</p> <ul style="list-style-type: none"><li>- Refill paper towels, toilet paper, and soap (products supplied by Township)</li><li>- Clean and polish mirrors</li><li>- Clean and disinfect sinks and faucets</li><li>- Clean and disinfect countertops and horizontal surfaces</li><li>- Disinfect toilets and urinals (interior and exterior)</li><li>- Disinfect stall doors, walls, and handles</li><li>- Disinfect dispensers (soap, towel, toilet paper)</li><li>- Sanitize waste receptacles as needed, replace liners, and remove waste</li></ul> <p>Breakroom Cleaning -</p> <ul style="list-style-type: none"><li>- Sanitize microwave interior and exterior</li><li>- Sanitize refrigerator front and handles</li><li>- Disinfect sink and faucet</li></ul> <p>Sanitize all countertop appliances (e.g., coffee machines, toasters, etc.)</p>	1	\$0.00	\$0.00

**Dust to Glory LLC.**

3919 Brophy Road  
Howell, Michigan 48855

**ESTIMATE #782****SENT ON:**

Apr 10, 2025

Product/Service	Description	Qty.	Unit Price	Total
Basement & Basement Stairwell	<p>Basement Area:</p> <ul style="list-style-type: none"><li>- Dust all horizontal surfaces, ledges, and baseboards</li><li>- High dusting for cobwebs and corners (as accessible)</li><li>- Clean and sanitize high-touch surfaces including light switches, door handles, and shared-use surfaces</li><li>- Vacuum entire basement floor, including edges (no mopping – concrete surface)</li><li>- Empty, reline, and sanitize waste receptacles (if applicable)</li></ul> <p>Basement Stairwell:</p> <ul style="list-style-type: none"><li>- Dust railings, wall ledges, and corners</li><li>- Disinfect handrails and high-touch areas</li><li>- Sweep/vacuum and mop stair treads and landings</li><li>- Spot clean edges and corners as needed</li></ul> <p>Note: This service will be completed as an add-on one time per month or as needed once the team has determined the frequency needed after a routine has been established.</p>	1	\$90.00	\$90.00
Terms of Agreement	The term of this agreement shall be for a period of (1) year and shall automatically renew for additional (1) year periods on the anniversary date of this agreement.	1	\$0.00	\$0.00
Account Cancellations	This agreement may be terminated or canceled at any time with a minimum of thirty (30) days written notice from either party.	1	\$0.00	\$0.00
Legal Compliance	<p>Dust to Glory will furnish all forms of insurance required by law and shall maintain the same in force.</p> <ul style="list-style-type: none"><li>- Comprehensive General Liability</li><li>- Property Damage</li><li>- Worker's Compensation</li><li>- Bond Certificate</li></ul> <p>Documentation for the above coverages are attached to the original estimate for your records.</p>	1	\$0.00	\$0.00
Equal Opportunity Employer	Dust to Glory LLC. is an equal opportunity employer. All necessary employment forms will be maintained by our office as required by law.	1	\$0.00	\$0.00
Supervision	Adequate personnel and supervision will be furnished to ensure quality of service.	1	\$0.00	\$0.00



**Dust to Glory LLC.**

3919 Brophy Road  
Howell, Michigan 48855

**ESTIMATE #782**

SENT ON:

Apr 10, 2025

Product/Service	Description	Qty.	Unit Price	Total
Employee Status	Personnel supplied by Dust to Glory LLC. are deemed employees of Dust to Glory LLC. and will not, for any purpose, be considered employees or agents of the customer.	1	\$0.00	\$0.00
Inclement Weather Notice	<p>At Dust to Glory LLC, the safety of our team and the continuity of your operations are of utmost importance. We recognize that commercial properties have unique needs and time-sensitive cleaning schedules. In the event of severe weather conditions such as snowstorms, tornadoes, flooding, or black ice, we will take appropriate measures to ensure both safety and service reliability.</p> <p><b>Service Adjustments/Rescheduling</b> In cases of inclement weather that pose travel risks—such as black ice, snow accumulation, or impassable roads—our team may experience delays or be unable to service your location as scheduled. If this occurs, we will contact your designated point of contact promptly to communicate the situation.</p> <p>We will make every effort to reschedule your cleaning at the next earliest availability that works for your facility's needs. If your site remains open and accessible, and conditions are safe for travel, we will proceed with the service as scheduled.</p> <p>For facilities with strict access hours or high-traffic areas, we recommend having a contingency plan in place should weather impact your preferred cleaning time.</p>	1	\$0.00	\$0.00

**Dust to Glory LLC.**

3919 Brophy Road  
Howell, Michigan 48855

**ESTIMATE #782**

SENT ON:

Apr 10, 2025

Product/Service	Description	Qty.	Unit Price	Total
Fees for Non-Payment	<p>At Dust to Glory LLC, we highly value our clients and understand that unforeseen circumstances may sometimes result in payment delays. However, to continue providing high-quality services, it is crucial for us to receive timely payments. To ensure we are fairly compensated for any inconvenience caused by late payments, we have implemented the following late fee policy:</p> <p>A late fee of \$25 will be assessed on any unpaid invoice after 15 days.</p> <p>If payment is still not received after 30 days, an additional late fee of \$50 will be assessed.</p> <p>If payment is still not received after 45 days, an additional late fee of \$75 will be assessed.</p> <p>If payment is not received after 60 days, the account will be turned over to a collection agency.</p> <p>Invoices totaling over \$1,000 that remain unpaid after 60 days will be filed in small claims court.</p> <p>If legal action or collections become necessary, the client will be responsible for all reasonable court costs, attorney fees, and collection agency fees incurred by Dust to Glory LLC. in the effort to recover the outstanding balance.</p> <p>This late fee policy applies to all services provided by Dust to Glory LLC.</p>	1	\$0.00	\$0.00

**Dust to Glory LLC.**

3919 Brophy Road  
Howell, Michigan 48855

**ESTIMATE #782**

SENT ON:

Apr 10, 2025

Product/Service	Description	Qty.	Unit Price	Total
Payment Terms	<p>At Dust to Glory, we care about your experience and want to make every step seamless and convenient. To ensure we can continue providing high-quality cleaning services, we have implemented the following payment policy:</p> <p>Payment is due:</p> <p>NET 15: Payment is due within 15 days of the invoice date.</p> <p>Invoices will be sent on the 1st of each month to the email address currently on file: clerk@genoa.org.</p> <p>If you would prefer invoices be sent to a different Accounts Payable contact, please provide that email address so we can update our records. Additionally, let us know if there are any other contacts who should be copied (CC'd) on future invoice emails.</p> <p>Accepted payment methods:</p> <ul style="list-style-type: none"><li>- Cash</li><li>- Check</li><li>- Credit &amp; Debit Cards (Visa, Mastercard, American Express, Discover)</li><li>- Bank ACH (must be approved by the office – please contact us to set this up)</li></ul> <p>If paying with cash or check: Please leave payment in a designated area prior to our arrival.</p> <p>Checks may also be mailed to: Dust to Glory LLC 3919 Brophy Rd Howell, MI 48855</p> <p>If you have any questions or need help with payment options, please reach out to the office.</p>	1	\$0.00	\$0.00

# Dust to Glory LLC.

3919 Brophy Road  
Howell, Michigan 48855

# ESTIMATE #782

SENT ON:

Apr 10, 2025

Product/Service	Description	Qty.	Unit Price	Total
Digital Signature	<p>This agreement is made and entered into once this estimate has been signed for approval by Dust to Glory LLC., with its principal place of business located at 3919 Brophy Rd. Howell, MI 48855 and Genoa Township with its principal place of business located at 2911 Dorr Road Brighton, Michigan 48116.</p> <p>NOW, THEREFORE, in consideration of the mutual promises and benefits to be derived by the parties they mutually agree to the terms and conditions as outlined above in this agreement.</p> <p>IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the date and year this quote is digitally signed for approval.</p>	1	\$0.00	\$0.00

Total

\$4,653.99

## Reviews

Kimberly Ikewood



I have been looking for a cleaning service for my home for a little while now and I came across DTG due to their phenomenal reviews on google and recommendation on Brighton FB page. The initial consultation with Nicole was such a great experience, she was very professional and kind, willing to be flexible with our needs. Once I ended the call with her it was a no-brainer, she was who I wanted to go with. I scheduled for a foundation clean, Megan and Cristy came to my home for the clean and were also very kind and professional. I was so impresse...

Charlotte Bass



Stacee and Kristine did an amazing job on my initial clean of my home. With a very demanding work schedule and a painful back that doesn't allow for easy cleaning to my house....to say it needed some love is an understatement. These ladies paid attention to all the major areas and I can't wait for it to be maintained every 2 weeks and for this to be the new normal!

Lauren Kwasny



Amazing communication, fair pricing, does a great job

## Dust to Glory LLC.

3919 Brophy Road  
Howell, Michigan 48855

## ESTIMATE #782

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SENT ON:

Apr 10, 2025

### Dust to Glory LLC Disclaimer

Dust to Glory LLC provides professional cleaning services with the goal of maintaining a clean and sanitary environment. While we strive for excellence, we cannot guarantee the complete removal of all stains, odors, or pre-existing damage.

### Estimate Terms

The price provided in this estimate is based on the expected cleaning time and scope of work discussed. If additional labor hours are required due to unforeseen circumstances or the condition of the space, the final cost may be adjusted accordingly.

For deep cleans, move-in/move-out, and post-construction cleanings, any significant changes to the estimated time will be communicated before proceeding. Additional time for upkeep cleanings may be added as needed to complete the service.

While we strive to provide accurate estimates, actual cleaning time may vary depending on factors such as buildup levels, accessibility, and special requests.

If you have any questions or need to adjust the scope of work, please contact us.

### Damage & Liability Disclaimer:

Our team takes great care in handling your property, but Dust to Glory LLC is not responsible for:

Pre-existing damage, including but not limited to scratches, scuffs, stains, or structural weaknesses.

Unsecured or fragile items such as loose shelving, unsecured furniture, glass décor, and heirlooms.

Damage caused by improper installation of fixtures, furniture, or appliances.

Clients must notify us in advance of fragile, high-value, or delicate items.

### Health & Safety Disclaimer:

For the safety of our team and clients, we do not handle the following -

Biohazards, including bodily fluids, pet waste, pest infestations, or hazardous materials.

Mold remediation or removal.

Hoarding situations or extreme clutter beyond standard cleaning services.

If hazardous conditions are present, Dust to Glory LLC reserves the right to refuse or terminate service at our discretion.

### Product Disclaimer:

We use professional-grade cleaning products and take precautions to ensure safety. If the Client has allergies, sensitivities, or product preferences, they must notify us in advance. Dust to Glory LLC is not responsible for any adverse reactions due to cleaning products used during service.

### Access & Lockout Disclaimer:

Clients must ensure entry to the property at the scheduled time. If we are unable to access the property due to locked doors, restricted entry, no one being present (if required for entry), or alarm system issues, a lockout fee will be applied. Rescheduling due to a lockout is subject to availability and additional charges may apply.

### No Refund Policy & Satisfaction Guarantee:

At Dust to Glory LLC, your happiness is at the heart of what we do. While all cleaning services are non-refundable, we are committed to ensuring your satisfaction. If you are dissatisfied with any aspect of the service, please notify us within 24 hours, and we will make every effort to address your concerns.

### Our Satisfaction Guarantee means:

A recall visit may be scheduled to address missed areas, subject to review and scheduling availability.

We will provide guidance on proper cleaning expectations if certain results are unattainable, such as permanent stains, wear-and-tear, or discoloration.

By booking a service with Dust to Glory LLC, the Client acknowledges and agrees to these terms.

**Dust to Glory LLC.**

3919 Brophy Road  
Howell, Michigan 48855

**ESTIMATE #782**

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**SENT ON:**

Apr 10, 2025

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



## T&D Services Plus LLC

Destiny Dorsey

(248) 428-4029

[tdservicesplusdd@gmail.com](mailto:tdservicesplusdd@gmail.com)

**(248) 428-4029**

### INVOICE #

Customer Info- Genoa Twp. Hall	Quote-
<b>Client Name:</b> Kevin Spicher	<b>Quote Date:</b> <b>2/11/25</b>
<b>Company Name:</b> Genoa Twp. Hall	<b>Service Start Date:</b> TBD
<b>Phone:</b> (810) 227-3420	
<b>Email:</b> <a href="mailto:supervisor@genoa.org">supervisor@genoa.org</a>	
<b>Address:</b> 2911 Door Rd, Brighton MI 48116	

Area	Details	Quoted Time	Total
Interior offices and bathrooms/ Common Areas	Twice per week / Mondays and Wednesdays	7-7.5 Hrs/Wk	\$335/ Wk
Outdoor Bathrooms	7 Days / Week	1-1.5/ night (9/ Week)	\$405/ Wk
Basement Stairwell and Basement	2x Annually (Dated 1 <sup>st</sup> clean and 6 months out)	2 hours	\$90/ Year
Deep Clean	1x Deep Clean (1 <sup>st</sup> clean) Interior and Exterior Bathrooms	4.5-5 hours	\$225
<b>Deep Clean Notes:</b>	Deep (One Time) clean would Include Interior, Basement Stairwell/ Basement and Exterior Bathrooms ( 5.5-6 hours )		<b>\$270</b> One time
		<b>Total / Wk:</b>	<b>\$740</b>





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

## MEMORANDUM

**TO:** Honorable Board of Trustees  
**FROM:** Kelly VanMarter, Township Manager  
**DATE:** April 16, 2025  
**RE:** Park Maintenance - Howell Parks and Recreation  
Memorandum of Understanding

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Over the years, previous Township officials have added considerable amenities to the park property such as the basketball courts/pavilion and the survivor playscape. They also added nearly 140 acres of land abutting the park and across Crooked Lake Road. Without a dedicated Parks and Recreation or DPW Department, staff capabilities could not adequately manage these additional resources. To help address this concern and avoid adding additional Township employees, the Township approved a Memorandum of Understanding (MOU) with Howell Parks and Recreation Authority in April 2024.

The Memorandum of Understanding Agreement helped save money by allowing the Township to take advantage of HAPRA's existing personnel, vehicles, and equipment and it expanded their functions at the park to include the following services:

- Monday-Friday: Trash collection, dog station maintenance, and inspection/clean-up of fields, playgrounds, pavilions, and basketball facilities.
- Twice Weekly: Blow off of hard surface playgrounds, pavilions, and courts, playgrounds slide mulch maintenance, walking path/sled hill inspection, and observation of vacant parkland.
- Monthly: Spray for weeds, inspect netting near I-96, and inspect soccer field lighting.
- As needed: Reporting, providing supplies, addressing problems, completing special projects.

The cost to provide these additional park services for 2024 was \$1,000 each month. The MOU also included a dedicated hourly rate for out-of-scope or additional work which total \$2,105 in 2024. After the first year of the agreement, we believe the program was a success and the arrangement greatly improved our capabilities to maintain our beautiful park and to keep the facilities operating in a safe and secure state. The Agreement also provided needed personnel to address issues promptly and allowed us to be proactive to identify and resolve issues at the park with available resources. In addition to the routine maintenance, the program has given us resources to address the following issues:

- HAPRA staff helped identify issues to include in the one-year review of the Survivor Playscape and engaged on behalf of the Township to help make improvements.

### SUPERVISOR

Kevin Spicher

### CLERK

Janene Deaton

### TREASURER

Robin L. Hunt

### TRUSTEES

Rick Soucy

Bill Reiber

Candie Hovarter

Todd Walker

### MANAGER

Kelly VanMarter

- Repair and relocated trash cans seasonally to ensure placement coincides with use.
- Collected and disposed of trash and old tires found on Township Hall park property.
- Removal of nuisance grasses and install mulch near pavilion.
- Removal of trash can from the Bauer Road bike path.
- Identified issue with sticking locks in the pavilion restrooms.
- Offered and assisted with old paint cans removal and electronics recycling.
- Trimming back trees and brush adjacent to walking path.
- Assistance with facilitating Storywalk installation.
- Remove graffiti from picnic tables and restrooms as needed.
- Identified leaking water mister feature.
- Alert us to illegal dumping at the end of Crooked Lake Road and help dispose of large wooden crate.
- Provide project management services for soccer field repair bid process.
- Install new toilet paper dispenser in the women's pavilion restroom.
- Adjust sprinkler heads as needed.
- Provide portable restroom during the Township Hall electrical repair project.
- Identified and treated bee/wasp nests found in/near playgrounds.
- Identified and reported issues with playground equipment.
- Disposed for truck bed liner left on sled hill.

Since the program has been successful, we have requested a renewal of the agreement for 2025. HAPRA has agreed to maintain the same costs to the Township with one exception which would require that the Township reimburse for supplies used on the property to include trash bags and related items. This is consistent with their arrangement in other communities and the estimated costs for the supplies is around \$700 per year. The only other change to the agreement which was requested by the Township is to provide a termination clause which requires 30-day notice.

In the following pages, you will find a red-line marked up version of the changes to the proposed 2025 Memorandum of Understanding along with a clean copy and exhibits. Staff requests your consideration to support approval of the Memorandum of Understanding in the proposed motion below:

**Moved by \_\_\_\_\_, Supported by \_\_\_\_\_ to approve the Memorandum of Understanding with Howell Parks and Recreation for park maintenance services and support for \$1,000 per month plus hourly rates for additional work orders and reimbursement of supplies.**

Sincerely,



Kelly VanMarter



## MEMORANDUM OF UNDERSTANDING (MOU)

This Memorandum of Understanding (the "MOU") is entered into on April 21<sup>st</sup>, 2025, between Genoa Township, hereinafter referred to as the "Client," and HAPRA, hereinafter referred to as the "Service Provider."

**1. Purpose:** The purpose of this MOU is to establish the terms and conditions under which the Service Provider will maintain the Client's grounds and property as defined below.

**2. Scope of Work:** The Service Provider agrees to provide regularly scheduled visual inspection and clean-up up of the Client's grounds and property. This includes trash removal, clearing pavilion, playground, courts and fields of debris and routine checks of the walking path. Exhibit A displays a routine task list. Additional work orders outside the routine work can be submitted. Exhibit B shows map of properties where routine and scheduled work will be completed on Client's property.

**3. Billing Rate:** The Client agrees to compensate the Service Provider at a rate of \$1000.00 per month for the services provided under this MOU (Exhibit A). The billing rate may be subject to adjustment with mutual agreement in writing. The billing rate includes Service Provider staff hours and vehicle usage. Any additional equipment, services or projects request by the Client will be quoted and billed separately from this agreement. Exhibit C breaks down billing for additional work orders. Genoa Township will provide or reimburse trash bags and related items to complete routine tasks.

**4. Invoicing:** An Invoice will be submitted by the Service Provider to the Client monthly. The services unit will be tracked by the Service Provider and the Client will be updated monthly with a service report. Any additional service requests from Client will be quoted by the service provider. Once the client has approved the quote for the extra services, the Service Provider will complete the service and invoice client.

**5. Payment Terms:** Payment is due within 30 days of the invoice date.

**6. Term of Agreement:** This MOU shall commence on the date the agreement is signed and will continue until Dec 31<sup>st</sup>, 2025, unless terminated earlier by mutual agreement. This agreement can be extended if both parties agree to the services and compensation for future needs of both parties.

**7. Termination:** Either party may terminate this Agreement for any reason by providing the other party with at least thirty (30) days' written notice. Such termination shall become effective at the end of the notice period, during which both parties shall fulfill any outstanding obligations under this Agreement. ~~Either party may terminate this MOU with written notice to the other party in the event of a material breach.~~ Upon termination, the Client agrees to pay for all services provided up to the termination date.

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Genoa Township Supervisor

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Howell Recreation Executive Director



## MEMORANDUM OF UNDERSTANDING (MOU)

This Memorandum of Understanding (the "MOU") is entered into on April 21<sup>st</sup>, 2025, between Genoa Township, hereinafter referred to as the "Client," and HAPRA, hereinafter referred to as the "Service Provider."

**1. Purpose:** The purpose of this MOU is to establish the terms and conditions under which the Service Provider will maintain the Client's grounds and property as defined below.

**2. Scope of Work:** The Service Provider agrees to provide regularly scheduled visual inspection and clean-up up of the Client's grounds and property. This includes trash removal, clearing pavilion, playground, courts and fields of debris and routine checks of the walking path. Exhibit A displays a routine task list. Additional work orders outside the routine work can be submitted. Exhibit B shows map of properties where routine and scheduled work will be completed on Client's property.

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Genoa Township Supervisor

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Howell Recreation Executive Director

# Exhibit A

Genoa Property Maintenance List	Completed		Week of
<b>Monday</b>			
Trash empty and replace (9)			
Dog stations empty and replace (2)			
Walk fields daily during rentals			
Walk playgrounds/pavilions for trash			
Walk basketball courts for trash			
<b>Tuesday</b>			
Trash empty and replace (9)			
Dog Stations empty and replace (2)			
Walk fields daily during rentals			
Walk playgrounds/pavilions for trash			
Walk basketball courts for trash			
<b>Wednesday</b>			
Trash empty and replace (9)			
Dog Stations empty and replace (2)			
Walk fields daily during rentals			
Walk playgrounds/pavilions for trash			
Walk basketball courts for trash			
<b>Thursday</b>			
Trash empty and replace (9)			
Dog Stations empty and replace (2)			
Walk fields daily during rentals			
Walk playgrounds/pavilions for trash			
Walk basketball courts for trash			
<b>Friday</b>			
Trash empty and replace (9)			
Dog Stations empty and replace (2)			
Walk fields daily during rentals			
Walk playgrounds/pavilions for trash			
Walk basketball courts			
<b>Weekly - (Twice a week detailed prop check)</b>	<b>1st</b>	<b>2nd</b>	
Blow off hard surfaces (playgrounds, pavilions, courts)			
Fix mulch at base of slides			
Observation of basketball courts			
Observation of playgrounds			
Drive walking path			
Check of the sled hill			
Observation of Property A			
Observation of Property B			
<b>Monthly Tasks/Checks</b>			
Weed Spraying (sidewalks, parking lots, courts, ect)			
Back netting by 96			
Lights (operational)			
<b>Reports</b>			
Supplies needed			
Problems			
Other observations			
Work orders completed			



## Exhibit B





# **Genoa Township – Howell Parks and Rec**

## **Property Maintenance Agreement**

### **Exhibit C – Additional Work Orders**

Additional work orders can be submitted via email to HAPRA Operations Manager

Billing breaks down as followed:

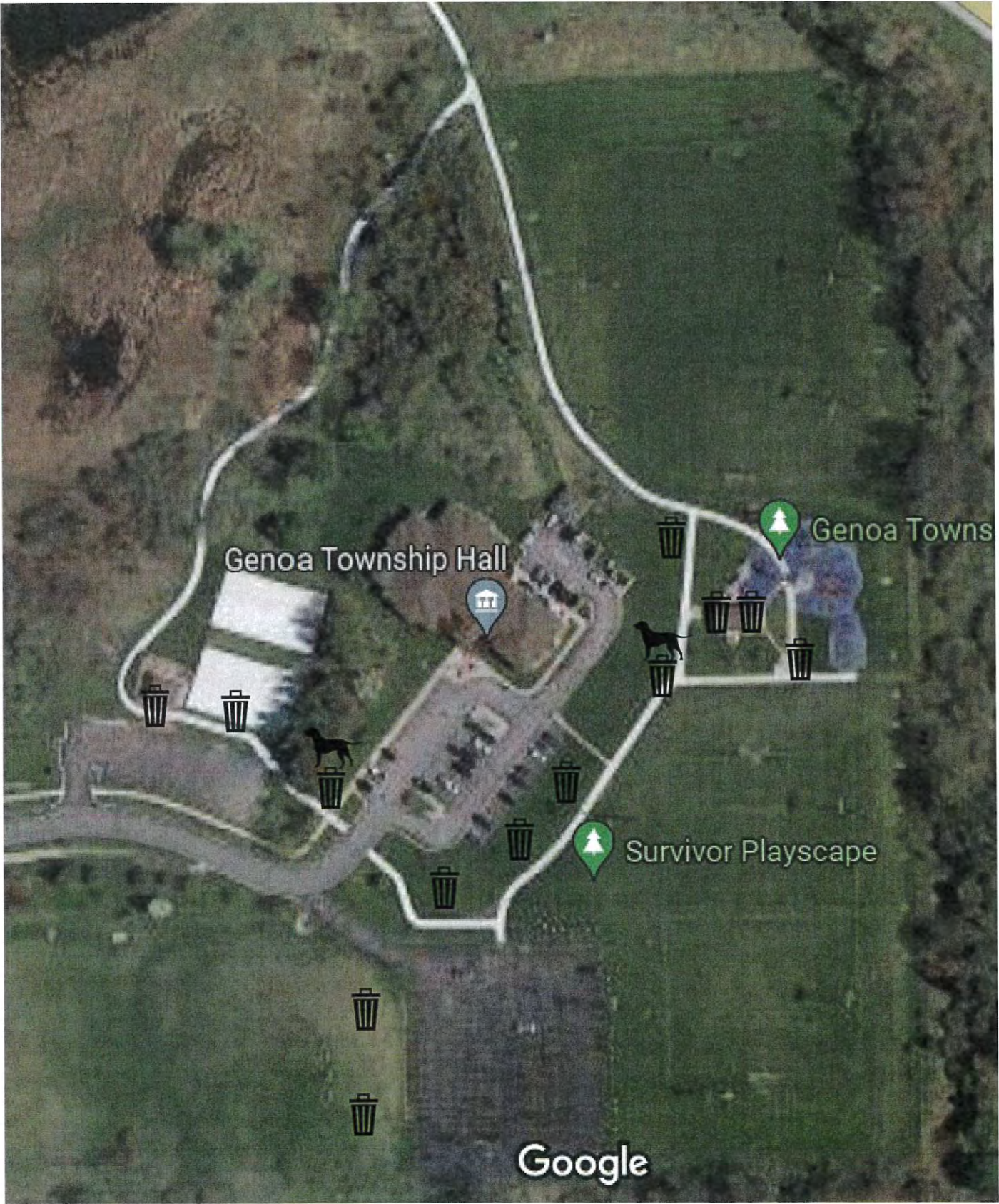
Hourly rate for specific jobs/tasks (minimum of two hours)

- \$45/hour for a single body
- \$80/hour for two bodies
- Operations manager rate \$40/hour. Planning, administrative duties, meeting with contractors if needed.
- Includes tools and truck use that would be considered normal.
- Rented equipment or purchase of materials to complete projects would be billed out. Example, Paint and brushes for the handrails.



# Genoa Township Trash Can Map

As of 3/27/24



# Memo

To: Honorable Board of Trustees  
From: Debra Rojewski  
cc: Kelly VanMarter, Township Manager  
Date: April 21, 2025  
Re: Land Division Application Fee

Honorable Board of Trustees,

After an extensive review of fees assessed by thirteen neighboring jurisdictions in Livingston County, it has been concluded we (Genoa Charter Township) are charging the lowest fee in the County. Our fee of \$25 per parcel has not changed since the early 90's when the Township's land division application was created. The growth of the Township over the past three decades has left the remaining existing land divisions complex and laborious. Due to the intricate nature of each submission we are requesting an increase in the fee schedule in regards to land divisions and combinations. Please see the proposed changes in red and the comparable jurisdictions attached. If the proposed motion is passed we would expect the new fees to take effect immediately.

**Current Fees**

Land Division	
Preliminary Review	No Charge
Final Review	\$100 for the first 4 parcels \$25 for each additional split
Boundary Change	No Charge
Combination	No Charge

**Proposed Changes**

Land Division Resulting in two parcels	\$400
Additional Parcel After two	\$100
Combination	\$200
Additional Parcel After Two	\$25
Boundary Change	No Charge
Preliminary Review	No Charge



**COMPARABLE FEE SCHEDULE****COHOCTAH TOWNSHIP**

Land split fee (4/19)	\$125.00 first parcel
	\$50.00 each additional parcel
	\$250.00 first parcel express service
	\$100.00 each additional parcel express
	\$25.00 incomplete application fee

**DEERFIELD TOWNSHIP**

Land Division (with shared driveway)	\$1,145.00 (Fee)*	\$1,500 (Escrow)**
Property Line Transfers And Combinations	\$250.00 (Fee)*	\$500.00 (Escrow)**

\*The Initial Fee Covers 1- Public Hearing, 1- Set Of Publications, 1- Meeting, and Administrative Fees. If additional public hearings, publications, or meetings are required there may be extra cost associated.

\*\*Escrow payments will be used for professional fees. Professional fees include attorney, land planner, engineer, and any other expert necessary to review the application. In addition 10% of professional fees will be added for township clerical support. Additional charges may occur and will be collected prior to final approval. Any remaining escrow will be refunded.

**BRIGHTON TOWNSHIP**

Application Fee	\$100 for the first two parcels, \$25/ Additional Parcel
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**GREEN OAK TOWNSHIP**

Land Division - Any	\$150 resulting in two parcels (parent plus one new child) then \$25/Chil
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**HAMBURG TOWNSHIP**

Fees due:	\$100 per parcel/lot that requires preparation of a new tax identification card. Exception: No charge for combination of existing metes & bounds parcels/platted lots of record for tax purposes only.
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**HARTLAND TOWNSHIP**

Combination/ Boundary Line Adjustment	\$175.00
\$25/ Additional Parcel	
Land Division Resulting in 2 Parcels (Parent plus one new parcel)	\$350.00
\$100/ Additional Parcel	
Land Division Master Deed - Single Family Additional Parcels	\$100.00
\$20/ Additional Parcel	
Land Division Master Deed – Multiple Family Additional Parcels	\$100.00
\$20/ Additional Parcel	
Development fee for Township Attorney and Engineering Review (as required by Township)	\$500.00 (min)

**OCELOA TOWNSHIP**

Land Splits or Combinations	\$100 per parcel created
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**MARION TOWNSHIP**

Land splits	\$75 each application \$25 each resulting parcel (example: 1 split into 2 parcels = \$125)
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**TYRONE TOWNSHIP**

Boundary Realignment	\$50
\$50.00/ Additional Parcels	
Land Division Resulting in 2 Parcels (Parent plus one new parcel)	\$100
\$50.00/ Additional Parcels	
Escrow for Township Attorney, Planner, and/or Engineering Review (as required by Township)	\$500 (min)

**HOWELL TOWNSHIP**

Application Fee	\$50
Split Fee	\$100/ new parcel
Combination/Redistribution	\$50

**HANDY TOWNSHIP**

First Split	\$100, then \$50 for every division after that
Boundry Line Adjustment	\$100
Combination	\$100

**CONWAY TOWNSHIP**

Administration Fee:	First division \$75
Each additional division	\$40
Application fee	\$200
PA 116 withdrawal	\$450

**IOSCO TOWNSHIP**

Fee	\$50.00 per resultant parcel
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