

GENOA CHARTER TOWNSHIP BOARD
Regular Meeting
July 7, 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: July 7, 2025
- 2) Request to approve the June 16, 2025 meeting minutes

Approval of Regular Agenda:

- 3) Public Hearing on the **Genoa Estates No. 1 (Weatherly and Russell Drive) Road Rehabilitation** Special Assessment Roll.
 - a) Call to the Property Owners
 - b) Call to the Public
- 4) Request for approval of **Resolution #5** – Confirming the Special Assessment Roll for the **Genoa Estates No. 1 (Weatherly and Russell Drive) Road Rehabilitation** Special Assessment Project (winter tax 2025). (Roll Call)
- 5) Consideration of amendments to the Fiscal Year 2025-2026 budget for Fund 202 – “SAD Roads and Lakes” to create a new Department #500 for the Genoa Estates No. 1 (Weatherly and Russell Drive) Road Rehabilitation project with new line items as follows:
 - a) New revenue line items: 202-500-628-005 for SAD Principle in the amount of \$30,000 and 202-500-665-001 for Interest in the amount of \$5,000.
 - b) New appropriation line item 202-500-801-075 in the amount of \$304,000.
- 6) Request to approve a project agreement with the Livingston County Road Commission for the Genoa Estates No. 1 (Weatherly and Russell Drive) Road Rehabilitation project with the Township’s cost not to exceed \$300,000 from SAD Fund #202-500-801-075.

- 7) Consideration of a request for approval to appoint Dan Kashian to the Huron River Watershed Council with a term ending November 20, 2026 as requested by the Township Supervisor.
- 8) Request for approval of the Cemetery Forms as requested by the Township Clerk.
- 9) Consideration of a request to approve the proposal from Michigan Solar Solutions to repair the lighting system on the “Genoa Park” sign at a cost not to exceed \$2,385.31 from Parks and Recreation fund line item 208-751-934-060 for park maintenance.
- 10) Consideration of a request for review and approval of an updated Rules of Procedure Policy for the Township Board.
- 11) Consideration of a request for review and approval of an updated Credit Card Policy. (Roll Call)
- 12) Consideration of a request for review and approval of a Purchasing Policy.

Items for Discussion:

- 13) Discussion regarding safety and security as requested by Trustee Soucy

Correspondence
Member Updates
Board Comments
Adjournment

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

BOARD PACKET

| |
|--|
| CHECK REGISTERS FOR TOWNSHIP BOARD MEETING |
|--|

MEETING DATE: July 7, 2025

All information below through July 2, 2025

| | | |
|--|----|------------|
| June 20, 2025 Bi Weekly Payroll | \$ | 132,568.53 |
| July 4, 2025 Bi Weekly Payroll | \$ | 133,778.74 |
| INVOICES ON HOLD | \$ | 55,774.93 |
| TOWNSHIP GENERAL EXPENSES | \$ | 15,951.98 |
| OPERATING EXPENSES DPW (503 FN) | \$ | 8,746.49 |
| OPERATING EXPENSES Oak Pointe (592FN) | \$ | 61,739.61 |
| OPERATING EXPENSES Lake Edgewood (593FN) | \$ | 90,215.71 |
| TOTAL | \$ | 498,775.99 |

June 20, 2025 Bi Weekly Payroll

| | | | | | |
|--|------------------|--|--------------------------|---------------|---|
| 07/01/2025 11:40 AM | | PAYROLL REGISTER REPORT FOR GENOA CHARTER TOWNSHIP | | | |
| | | Payroll ID: 318 | | | |
| | | Pay Period End Date: 06/13/2025 Check Post Date: 06/20/2025 Bank ID: FNBCK | | | |
| * YTD values reflect values AS OF the check date based on all current adjustments, checks, void checks | | | | | |
| ----- | | | | | |
| VACATION PAY | 255.00 | 0.00 | 10,017.10 | 91,841.15 | |
| VACATION PTIME | 0.00 | 0.00 | 0.00 | 1,108.78 | |
| WELL IQ | 0.00 | 0.00 | 0.00 | 3,772.38 | |
| ZBA CHAIR | 0.00 | 0.00 | 0.00 | 1,329.48 | |
| ZBA MINUTES | 0.00 | 0.00 | 0.00 | 1,133.46 | |
| ZBA MINUTES OT | 0.00 | 0.00 | 0.00 | 0.00 | |
| ZBA PER DIEM | 0.00 | 0.00 | 0.00 | 1,057.90 | |
| ZO | 40.00 | 0.00 | 1,336.54 | 29,046.16 | |
| | | | | | |
| Gross Pay This Period | Deduction Refund | Ded. This Period | Net Pay This Period | Gross Pay YTD | Dir. Dep. |
| 131,601.94 | 0.00 | 38,136.42 | 93,465.52 | 1,652,151.05 | 93,465.52 |
| ----- | | | | | |
| 07/01/2025 11:42 AM | | Check Register Report For Genoa Charter Township | | | Page 1 of 1 |
| | | For Check Dates 06/20/2025 to 06/20/2025 | | | |
| Check Date | Bank | Check Number | Name | Check Gross | Physical Check Amount Direct Deposit Status |
| 06/20/2025 | FNBCK | EFT1061 | FLEX SPENDING (TASC) | 1,122.48 | 1,122.48 0.00 Open |
| 06/20/2025 | FNBCK | EFT1062 | INTERNAL REVENUE SERVICE | 30,908.39 | 30,908.39 0.00 Open |
| 06/20/2025 | FNBCK | EFT1063 | PRINCIPAL FINANCIAL | 4,761.00 | 4,761.00 0.00 Open |
| 06/20/2025 | FNBCK | EFT1064 | PRINCIPAL FINANCIAL | 2,311.14 | 2,311.14 0.00 Open |
| ----- | | | | | |
| Totals: | | Number of Checks: | 004 | 39,103.01 | 39,103.01 0.00 |
| | | | | | |
| Total Physical Checks: | | | | | |
| Total Check Stubs: | | | | | |
| 4 | | | | | |

Direct Deposit \$93,465.52
 Physical Check \$39,103.01
 TOTAL \$132,568.53

July 7, 2025 Bi Weekly Payroll

| | | | | | | | |
|--|------------------|--|--------------------------|---------------|-----------------------|----------------|--------|
| 07/01/2025 11:44 AM | | PAYROLL REGISTER REPORT FOR GENOA CHARTER TOWNSHIP | | | | | |
| | | Payroll ID: 319 | | | | | |
| | | Pay Period End Date: 06/27/2025 Check Post Date: 07/04/2025 Bank ID: FNBCK | | | | | |
| * YTD values reflect values AS OF the check date based on all current adjustments, checks, void checks | | | | | | | |
| <hr/> | | | | | | | |
| UNIFORM ALLOW | 0.00 | 0.00 | 0.00 | 4,950.00 | | | |
| VACATION PAY | 182.50 | 0.00 | 6,519.84 | 98,360.99 | | | |
| VACATION PTIME | 0.00 | 0.00 | 0.00 | 1,108.78 | | | |
| WELL IQ | 0.00 | 0.00 | 1,624.27 | 5,396.65 | | | |
| ZBA CHAIR | 1.00 | 0.00 | 221.58 | 1,551.06 | | | |
| ZBA MINUTES | 1.00 | 0.00 | 188.91 | 1,322.37 | | | |
| ZBA MINUTES OT | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| ZBA PER DIEM | 4.00 | 0.00 | 846.32 | 4,866.34 | | | |
| ZO | 80.00 | 0.00 | 2,673.08 | 31,719.24 | | | |
| <hr/> | | | | | | | |
| Gross Pay This Period | Deduction Refund | Ded. This Period | Net Pay This Period | Gross Pay YTD | Dir. Dep. | | |
| 132,854.34 | 0.00 | 38,102.40 | 94,751.94 | 1,783,595.21 | 94,556.55 | | |
| <hr/> | | | | | | | |
| 07/01/2025 11:45 AM | | Check Register Report For Genoa Charter Township | | | | | |
| | | For Check Dates 07/04/2025 to 07/04/2025 | | | | | |
| | | Page 1 of 1 | | | | | |
| Check Date | Bank | Check Number | Name | Check Gross | Physical Check Amount | Direct Deposit | Status |
| 07/04/2025 | FNBCK | EFT1065 | FLEX SPENDING (TASC) | 1,122.48 | 1,122.48 | 0.00 | Open |
| 07/04/2025 | FNBCK | EFT1066 | INTERNAL REVENUE SERVICE | 30,857.57 | 30,857.57 | 0.00 | Open |
| 07/04/2025 | FNBCK | EFT1067 | PRINCIPAL FINANCIAL | 4,931.00 | 4,931.00 | 0.00 | Open |
| 07/04/2025 | FNBCK | EFT1068 | PRINCIPAL FINANCIAL | 2,311.14 | 2,311.14 | 0.00 | Open |
| <hr/> | | | | | | | |
| Totals: | | Number of Checks: 004 | | 39,222.19 | 39,222.19 | 0.00 | |
| <hr/> | | | | | | | |
| Total Physical Checks: | | | | | | | |
| Total Check Stubs: 4 | | | | | | | |

Direct Deposit \$94,556.55
 Physical Check \$39,222.19
 TOTAL \$133,778.74

| Bank Code | Post Date | Invoice # | Vendor Sort Name | Amount | Description |
|--------------|-----------------------|---------------|------------------------------------|------------------|---|
| 261C2 | 6/30/2025 12:00:00 AM | GEN062025 | CHLORIDE SOLUTIONS, LLC | 6,089.79 | DUST CONTROL 6/16/25 - 6/20/25 |
| 264CK | 6/17/2025 12:00:00 AM | 4034670 | TIGRIS AQUATIC SERVICES LLC | 2,690.50 | LAKE TREATMENTS |
| 264CK | 6/17/2025 12:00:00 AM | 4007565 | LCRA/PLM LAKES & LAND MANAGEMENT | 14,303.54 | LAKE TREATMENT |
| 264CK | 6/18/2025 12:00:00 AM | 4034626 | TIGRIS AQUATIC SERVICES | 6,502.50 | LAKE TREATMENT |
| 270CK | 7/1/2025 12:00:00 AM | 208.062525003 | HOWELL AREA PARKS & REC. AUTHORITY | 2,000.00 | GROUND MAINTENANCE CONTRACT FOR JUNE & JULY 2025 |
| 270CK | 7/1/2025 12:00:00 AM | 208.062625001 | HOWELL AREA PARKS & REC. AUTHORITY | 720.00 | WORK ORDER TO INSTALL PAVERS AROUND TREADING TRAIL POSTS REMOVE DRUM AND REPAIR HAND RAIL IN SURVIVOR PARK. STRAIGHTEN |
| 270CK | 6/30/2025 12:00:00 AM | 208.062525005 | HOWELL AREA PARKS & REC. AUTHORITY | 320.00 | PEDESTRIAN SIGN |
| 270CK | 6/30/2025 12:00:00 AM | 208.062525006 | HOWELL AREA PARKS & REC. AUTHORITY | 62.94 | REIMBURSE FOR SUPPLES |
| 270CK | 6/30/2025 12:00:00 AM | 21651 | COOPER'S TURF MANAGEMENT LLC | 3,519.00 | PARK MAINTENANCE |
| 503FN | 7/1/2025 12:00:00 AM | 1782 | FASTEST LABS OF BRIGHTON | 45.00 | 5 PANEL LABS |
| 593FN | 7/1/2025 12:00:00 AM | MAR-MAY 25 | GENOA TOWNSHIP DPW FUND | 1,022.95 | WATER AND SEWER ADMIN FEES FOR MARCH, APRIL AND MAY 2025 |
| FNBACK | 6/26/2025 12:00:00 AM | 573 | K & J ELECTRIC, INC. | 285.00 | FIX OUTLET NOT WORKING IN BASEMENT OF TWP MOVED CIRCUIT FOR COPIER- FIXED EXTERIOR LIGHT & HOOKED TO EXITING |
| FNBACK | 6/26/2025 12:00:00 AM | 431 | K & J ELECTRIC, INC. | 700.00 | PHOTO EYE INVOICE DATED 3-7-25 |
| FNBACK | 6/26/2025 12:00:00 AM | 14170 | LIVINGSTON COUNTY IT DEPARTMENT | 36.00 | BASE MAP 2 |
| FNBACK | 6/26/2025 12:00:00 AM | 2024271 | LEAF POLICE MI | 475.00 | GUTTER CLEANING |
| FNBACK | 6/26/2025 12:00:00 AM | 8204 | NORTHERN PLUMBING, INC. | 1,540.00 | GENOA TWP HALL |
| FNBACK | 6/26/2025 12:00:00 AM | IN5952406 | MICHIGAN OFFICE SOLUTIONS | 303.13 | KIP/KIP860 SPLIT DPW AND TWP |
| FNBACK | 6/26/2025 12:00:00 AM | 290986 | BUSINESS IMAGING GROUP | 1,103.69 | ENVELOPES TAX BILLS |
| FNBACK | 6/26/2025 12:00:00 AM | TD1962 | GREEN OAK TWP | 10.83 | LIVINGSTON DAILY NOTICE OF SUMMER 2025 DEFERMENT |
| FNBACK | 6/26/2025 12:00:00 AM | 425272 | ALLSTAR ALARM LLC | 25.00 | PANEL SHOWS AC LOSS |
| FNBACK | 6/26/2025 12:00:00 AM | 6034569250 | STAPLES | 111.12 | SUPPLIES |
| FNBACK | 6/26/2025 12:00:00 AM | 159491737 | AMERICAN AQUA | 33.00 | SUPPLIES DURA CUBE |
| FNBACK | 6/26/2025 12:00:00 AM | 159491562 | AMERICAN AQUA | 35.40 | SUPPLIES |
| FNBACK | 6/26/2025 12:00:00 AM | 0000040664 | CHECKER'S CLEANING SUPPLY, LLC | 647.70 | SUPPLIES |
| FNBACK | 7/1/2025 12:00:00 AM | 6/26/2025 | LAURA GAMBINO | 10.17 | REIMBURSEMENT FOR MI NOTARY APPLICATION |
| FNBACK | 7/1/2025 12:00:00 AM | 4243849 | CONTINENTAL LINEN SERVICE | 156.60 | SCRAPERS AND RUGS |
| FNBACK | 7/1/2025 12:00:00 AM | 2025.01.054 | HURON RIVER WATERSHED COUNCIL | 1,129.79 | 2025 HURON RIVER WATERSHED COUNCIL DUES |
| FNBACK | 7/1/2025 12:00:00 AM | 6697 | SEWARD HENDERSON PLLC | 2,420.00 | PROFESSIONAL SERVICES |
| FNBACK | 7/1/2025 12:00:00 AM | 6698 | SEWARD HENDERSON PLLC | 1,826.00 | PROFESSIONAL SERVICES |
| FNBACK | 7/1/2025 12:00:00 AM | 7/1/2025 | PITNEY BOWES, INC | 4,000.00 | POSTAGE FOR THE METER |
| FNBACK | 6/30/2025 12:00:00 AM | 1027688294 | PITNEY BOWES, INC | 265.58 | RED INK CARTRIDGE |
| FNBACK | 6/30/2025 12:00:00 AM | 1027688293 | PITNEY BOWES, INC | 29.04 | E-Z SEAL |
| FNBACK | 6/30/2025 12:00:00 AM | 32529 | NETWORK SERVICES GROUP, L.L.C. | 55.00 | WORK ORDER #3819 |
| FNBACK | 6/30/2025 12:00:00 AM | 1663358305 | CAPITAL ONE | 311.86 | SUPPLIES |
| FNBACK | 6/30/2025 12:00:00 AM | 7/17 4740B | DTE ENERGY | 33.80 | MAY 24, 2025 - 6/25/2025 |
| FNBACK | 6/30/2025 12:00:00 AM | 208.062525004 | HOWELL AREA PARKS & REC. AUTHORITY | 750.00 | WORK ORDER TO REPLACE BROEN SIGN |
| FNBACK | 6/30/2025 12:00:00 AM | 21651 | COOPER'S TURF MANAGEMENT LLC | 1,640.00 | GROUNDS MAINTENANCE |
| FNBACK | 6/30/2025 12:00:00 AM | 00014166 | PONTEM SOFTWARE | 565.00 | |
| TOTAL | | | | 55,774.93 | |

CHECK DISPURSEMENT REPORT FOR CHECKS DATED 6/16/2025 TO 7/1/2025

Invoices Paid - Requesting Approval

| Check Date | Bank | Check # | Invoice | Payee | Description | Amount |
|----------------------------------|--------|---------|-------------------|---------------------------------|--|-----------|
| GENERAL FUND | | | | | | |
| 06/19/2025 | FNBACK | 39653 | 205191605802 | CONSUMERS ENERGY | UTIL:ELECTRICITY & NAT.GAS | 15.00 |
| 06/19/2025 | FNBACK | 39653 | 202788874564 | CONSUMERS ENERGY | UTIL:ELECTRICITY & NAT.GAS | 215.31 |
| 06/19/2025 | FNBACK | 39654 | ADM00034459 | EHIM, INC | DUE FROM #233 UTILITY FUND | 415.80 |
| 06/19/2025 | FNBACK | 39654 | ADM00034459 | EHIM, INC | HEALTH/LIFE INSURANCE | 214.20 |
| 06/19/2025 | FNBACK | 39657 | 916243-89597 | FOSTER SWIFT COLLINS & SMITH PC | LITIGATION LEGAL FEES | 9.67 |
| 06/19/2025 | FNBACK | 39658 | 134854 | GIFFELS WEBSTER | PLANNING & ZONING CONTRACTUAL SERVICES | 1,400.00 |
| 06/19/2025 | FNBACK | 39659 | 6-19-2025 | LIVINGSTON COUNTY CLERK | ASSESSING MISCELLANEOUS | 10.00 |
| 06/19/2025 | FNBACK | 39661 | 6-17-2025 | PAIGE BURGESS | REPAIRS & MAINTENANCE | 2,125.00 |
| 06/25/2025 | FNBACK | 39665 | 6/28/25 7/27/25 | COMCAST | PHONE/INTERNT/CABLE/ALARM | 345.38 |
| 06/25/2025 | FNBACK | 39666 | 242822611 | COMCAST | PHONE/INTERNT/CABLE/ALARM | 677.15 |
| 06/25/2025 | FNBACK | 39667# | RIS0006446119 | DELTA DENTAL | DUE FROM #233 UTILITY FUND | 2,641.55 |
| 06/25/2025 | FNBACK | 39667 | RIS0006446119 | DELTA DENTAL | HEALTH/LIFE INSURANCE | 1,618.49 |
| 06/25/2025 | FNBACK | 39669# | 001908745967 | MUTUAL OF OMAHA | DUE FROM #233 UTILITY FUND | 2,102.67 |
| 06/25/2025 | FNBACK | 39669 | 001908745967 | MUTUAL OF OMAHA | HEALTH/LIFE INSURANCE | 1,397.30 |
| 06/25/2025 | FNBACK | 39670 | 6-23-2025 | TODD WALKER | TRUSTEES MILEAGE & TRAVEL EXPENSE | 53.20 |
| 06/27/2025 | FNBACK | 39671# | 7-1-25 6-30-26 | MICHIGAN ASSOC. OF PLANNING | TRUSTEES PRO DEV/CONFERENCE/DUES | 128.46 |
| 06/27/2025 | FNBACK | 39671 | 7-1-25 6-30-26 | MICHIGAN ASSOC. OF PLANNING | SUPERVISOR PRO DEV/CONFERENCE/DUES | 64.54 |
| 06/27/2025 | FNBACK | 39671 | 7-1-25 6-30-26 | MICHIGAN ASSOC. OF PLANNING | PLANNING & ZONING PRO DEV/CONFERENCE/DUE | 642.00 |
| 06/30/2025 | FNBACK | 39672 | 238300 | PRINTING SYSTEMS | ELECTION OFFICE SUPPLIES/EQUIPMENT | 159.56 |
| 06/30/2025 | FNBACK | 39672 | 6/27/2025 | PRINTING SYSTEMS | POSTAGE FOR MAILING NEW I.D. CARDS | 1,716.70 |
| Total for fund GENERAL FUND | | | | | | 15,951.98 |
| DPW | | | | | | |
| 06/16/2025 | 503FN | 6346 | 6-16-2025 | UNITED STATES POSTAL SERVICE | POSTAGE AND SHIPPING | 117.04 |
| 06/18/2025 | 503FN | 6366*# | 105102788 | WEX BANK | FUEL/WASHING | 4,496.35 |
| 06/25/2025 | 503FN | 6368*# | 615324805 | VERIZON WIRELESS | DUE FROM OP #592 | 40.01 |
| 06/25/2025 | 503FN | 6368 | 615324805 | VERIZON WIRELESS | AIR CARDS/JETPACKS | 554.14 |
| 06/25/2025 | 503FN | 6368 | 615324805 | VERIZON WIRELESS | CELL PHONES | 44.51 |
| 06/27/2025 | 503FN | 6369*# | 5-13-25 6-12-2025 | HOME DEPOT CREDIT SERVICES | DUE FROM GENERAL FUND #101 | 112.52 |
| 06/27/2025 | 503FN | 6369 | 5-13-25 6-12-2025 | HOME DEPOT CREDIT SERVICES | DUE FROM LE #590 | 36.34 |
| 06/27/2025 | 503FN | 6369 | 5-13-25 6-12-2025 | HOME DEPOT CREDIT SERVICES | DUE FROM OP #592 | 180.81 |
| 06/27/2025 | 503FN | 6369 | 5-13-25 6-12-2025 | HOME DEPOT CREDIT SERVICES | DUE FROM G/O | 1,394.76 |
| 06/27/2025 | 503FN | 6369 | 5-13-25 6-12-2025 | HOME DEPOT CREDIT SERVICES | DUE FROM MHOG | 1,748.05 |
| 06/27/2025 | 503FN | 6369 | 5-13-25 6-12-2025 | HOME DEPOT CREDIT SERVICES | ROUTINE MAINTENANCE | 21.96 |
| Total for fund 233 DPW UTILITIES | | | | | | 8,746.49 |

CHECK DISPURSEMENT REPORT FOR CHECKS DATED 6/16/2025 TO 7/1/2025

Invoices Paid - Requesting Approval

| Check Date | Bank | Check # | Invoice | Payee | Description | Amount |
|--|-------|---------|-------------------|---------------------------------|---|------------|
| LAKE EDGEWOOD OPERATING | | | | | | |
| 06/23/2025 | 593FN | 4633 | 1/1/25 TO 3-31-25 | CITY OF BRIGHTON | WATER PURCHASES FROM CITY | 27,198.88 |
| 06/25/2025 | 593FN | 4634 | 1-1-25 TO 3-31-25 | CITY OF BRIGHTON | WATER PURCHASES FROM CITY | 9,747.87 |
| 06/25/2025 | 593FN | 4635 | 1-3-25 TO 4-14-25 | MHOG UTILITIES | UTILITIES - SEWER (WATER FOR SEWER SYS) | 24,636.08 |
| 06/25/2025 | 593FN | 4636 | 202788874563 | CONSUMERS ENERGY | UTILITIES - GAS - SEWER | 18.00 |
| 06/25/2025 | 593FN | 4636 | 203144848780 | CONSUMERS ENERGY | UTILITIES - GAS - SEWER | 138.78 |
| Total for fund 590 LAKE EDGEWOOD OPERATING | | | | | | 61,739.61 |
| OAK POINTE OPERATING | | | | | | |
| 06/23/2025 | 592FN | 6381 | 5-20-2025 | GENOA TWP OAK POINTE SEWER BOND | TRANS TO OP DS SEWER FUND | 89,568.45 |
| 06/25/2025 | 592FN | 6382 | 05/21 TO 6-20-25 | AT&T | INTERNET - WATER | 250.42 |
| 06/25/2025 | 592FN | 6383 | 5-28-25 6-27-25 | AT&T LONG DISTANCE | INTERNET - WATER | 123.96 |
| 06/25/2025 | 592FN | 6384 | 207148035056 | CONSUMERS ENERGY | UTILITIES - GAS - WATER | 138.78 |
| 06/25/2025 | 592FN | 6384 | 202076988455 | CONSUMERS ENERGY | UTILITIES - GAS - SEWER | 134.10 |
| Total for fund 592 OAKPOINTE OPERATING | | | | | | 90,215.71 |
| TOTAL - ALL FUNDS | | | | | | 176,653.79 |



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www.chase.com/cardhelp

Customer Service:
1-800-945-2028

Mobile: Download the
Chase Mobile® app today

| July 2025 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 29 | 30 | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |

New Balance
\$7,721.01
Minimum Payment Due
\$77.00
Payment Due Date
07/01/25

INK CASH(SM) POINT SUMMARY

| | |
|--|--------|
| Previous points balance | 22,785 |
| + 1 Point per \$1 earned on all purchases | 7,722 |
| + 2Pts/\$1 gas stns, rstnts, ofc sply, hm impr | 897 |

Total points available for redemption 31,404

Late Payment Warning: If we do not receive your minimum payment by the due date, you may have to pay a late fee, and existing and new balances may become subject to the Default APR.

Minimum Payment Warning: Enroll in Auto-Pay and avoid missing a payment. To enroll, go to www.chase.com

ACCOUNT SUMMARY

| | |
|--------------------------------------|---------------------|
| Previous Balance | \$9,502.86 |
| Payment, Credits | -\$10,597.33 |
| Purchases | +\$8,815.48 |
| Cash Advances | \$0.00 |
| Balance Transfers | \$0.00 |
| Fees Charged | \$0.00 |
| Interest Charged | \$0.00 |
| New Balance | \$7,721.01 |
| Opening/Closing Date | 05/08/25 - 06/07/25 |
| Credit Limit | \$45,500 |
| Available Credit | \$37,778 |
| Cash Access Line | \$2,275 |
| Available for Cash | \$2,275 |
| Past Due Amount | \$0.00 |
| Balance over the Credit Limit | \$0.00 |

all sys - 233-000-084-990
UTILITY DEPT.

JUN 12 2025

RECEIVED

[Signature]
5-13-2025

0000001 FIS33339 C 1
0308

N Z 07 25/06/07

Page 1 of 3

05686 MA DA 20213 15810000010502021301



P.O. BOX 15123
WILMINGTON, DE 19850-5123
For Undeliverable Mail Only

Make your payment at
chase.com/paycard

Payment Due Date: 07/01/25
New Balance: \$7,721.01
Minimum Payment Due: \$77.00

\$ _____ Amount Enclosed
Make/Mail to Chase Card Services at the address below:



CARDMEMBER SERVICE
PO BOX 4099
CAROL STREAM IL 60197-4099

20213 BEX Z 15825 C
GREG TATARA
MHOG SEWER & WATER AUTH
2911 DORR RD
BRIGHTON MI 48116-9436



500016028986910272804110



Manage your account online at
www.chase.com/cardhelp



Customer Service:
1-800-945-2028



Mobile: Download the
Chase Mobile® app today

ACCOUNT ACTIVITY

| Date of Transaction | Merchant Name or Transaction Description | \$ Amount |
|---------------------|--|-------------|
| 06/01 | Amazon.com*NN8T33RO0 Amzn.com/bill WA <i>GO</i> | 42.11 |
| 06/03 | Amazon.com*N61F07T70 Amzn.com/bill WA <i>GO</i> JAMES AULETTE TRANSACTIONS THIS CYCLE \$313.01 | 270.90 |
| 05/19 | JERSEY MIKES ONLINE UC https://prod.nj <i>DPW Safety training</i> | 270.89 ✓ |
| 05/20 | JERSEY MIKES ONLINE UC https://prod.nj <i>DPW Safety training</i> KIMBERLY LANE TRANSACTIONS THIS CYCLE \$305.11 | 34.22 ✓ |
| 05/19 | TRACTOR-SUPPLY-CO #0316 HOWELL MI <i>DPW clothing</i> | 143.06 ✓ |
| 05/29 | AMAZON MKTPL*N4UB5G40 Amzn.com/bill WA <i>MHOG 12.95 2 DPW 61.05</i> | 185.00 ✓ |
| 05/29 | AMAZON MKTPL*N67FC7302 Amzn.com/bill WA <i>MHOG</i> | 31.76 ✓ |
| 05/30 | PARTSWH COM 8662432721 TX <i>MISS DIG</i> | 143.04 ✓ |
| 06/02 | IN *MICHIGAN SECTION AWWA 517-2922912 MI <i>DPW prof dev.</i> | 615.00 ✓ |
| 06/02 | STATE EGLE WATER TEST 517-2411269 MI <i>MHOG 12.95</i> | 3,443.18 ✓ |
| 06/05 | ZORO TOOLS INC 855-2899676 IL <i>MHOG 21.5 21 DPW 29.46</i> ALEX CHIMPOURAS TRANSACTIONS THIS CYCLE \$4855.71 | 294.67 ✓ |
| 05/29 | GoToCom*GoToConnect goto.com MA | -1,094.47 ✓ |
| 05/08 | Microsoft-G090637215 800-6427676 WA | 753.30 ✓ |
| 05/10 | GoToCom*GoToConnect goto.com MA | 1,154.75 ✓ |
| 05/13 | AMAZON MKTPL*N108X19Q1 Amzn.com/bill WA | 19.74 ✓ |
| 05/13 | MI PROF LICENSING 517-2410199 MI | 250.00 ✓ |
| 05/14 | AMAZON MKTPL*NZ6CU9OH2 Amzn.com/bill WA | 213.36 ✓ |
| 05/14 | ADOBE *800-833-6687 800-833-6687 CA | 253.32 ✓ |
| 05/23 | AMAZON MKTPL*NZ00J3V10 Amzn.com/bill WA | 19.78 ✓ |
| 06/02 | REALCOMP II LTD 248-553-3003 MI KELLY VANMARTER TRANSACTIONS THIS CYCLE \$1770.78 | 201.00 ✓ |
| 05/17 | Payment ThankYou - Image Check | -9,502.86 ✓ |
| 05/10 | GoToCom*GoToConnect goto.com MA <i>MHOG</i> | 250.47 ✓ |
| 05/17 | Microsoft-G092732217 701-2817490 WA <i>DPW MISS DIG</i> | 159.00 ✓ |
| 06/04 | RINGCENTRAL INC. 888-898-4591 CA <i>DPW phone</i> GREG TATARA TRANSACTIONS THIS CYCLE \$9026.46- INCLUDING PAYMENTS RECEIVED | 66.93 ✓ |

2025 Totals Year-to-Date

| | |
|--------------------------------|---------|
| Total fees charged in 2025 | \$0.00 |
| Total interest charged in 2025 | \$38.88 |

Year-to-date totals do not reflect any fee or interest refunds you may have received.

INTEREST CHARGES

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

| Balance Type | Annual Percentage Rate (APR) | Balance Subject To Interest Rate | Interest Charges |
|--------------------------|------------------------------|----------------------------------|------------------|
| PURCHASES | | | |
| Purchases | 17.49%(v)(d) | - 0 - | - 0 - |
| CASH ADVANCES | | | |
| Cash Advances | 29.24%(v)(d) | - 0 - | - 0 - |
| BALANCE TRANSFERS | | | |
| Balance Transfers | 17.49%(v)(d) | - 0 - | - 0 - |

31 Days in Billing Period

(v) = Variable Rate

(d) = Daily Balance Method (including new transactions)

(a) = Average Daily Balance Method (including new transactions)

Please see Information About Your Account section for the Calculation of Balance Subject to Interest Rate, Annual Renewal Notice, How to Avoid Interest on Purchases, and other important information, as applicable.

GENOA CHARTER TOWNSHIP BOARD
Regular Meeting
June 16, 2025
MINUTES

Call to Order

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

Invocation

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

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call

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

Also present was Township Manager Kelly VanMarter and 10 people in the audience.

Call to the Public

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

Ms. Lynn Bondy of 2922 Weatherly is in support of Resolutions #3 and #4 for road rehabilitation.

Mr. Garrett Bondy of 2922 Weatherly is in support of the project. This is a beautiful and well-kept neighborhood, and the roads should be maintained. The last time they were redone was 30 years ago.

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

Approval of Consent Agenda:

Ms. Hunt requested to have Agenda Item #1. Payment of Bills: June 16, 2025 moved to the Regular Agenda.

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

1. ~~Payment of Bills: June 16, 2025~~ (moved to Regular Agenda)

2. Request to approve the June 2, 2025 regular meeting minutes.

Approval of Regular Agenda:

Ms. Hunt stated that staff would like to add Agenda Item #14 - Request for payment of bills received since June 10, 2025 to tonight's agenda, and change Agenda Item #14 to Item #15:

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

1. Payment of Bills: June 16, 2025 (moved from Consent Agenda)

Ms. Hunt stated that the Clerk would like to remove Check #39614 for \$23,282 to the Howell Chamber because the Township is waiting for a new contract from the Economic Development Authority. Also, there are additional payments that are not on this list. She provided them to the trustees this evening and will discuss it during Agenda Item #14.

Moved by Deaton, supported by Soucy to approve the Payment of Bills: June 16, 2025 with the removal of Check #39614 for \$23,282 to the Howell Chamber. **The motion carried unanimously.**

3. Public Hearing on the proposed Genoa Estates No. 1 (Weatherly and Russell Drive) Road Rehabilitation Special Assessment Project.
a) Call to the Property Owners
b) Call to the Public

The call to the property owners was opened at 6:39 pm with no response other than the comments made at the earlier call the public.

The call to the public was opened at 6:39 pm with no response.

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 Genoa Estates No. 1 (Weatherly and Russell Drive) Road Rehabilitation Special Assessment Project (winter tax 2025). (Roll Call)

Ms. VanMarter noted that some the dates on the resolution were incorrect. They have been corrected and were uploaded to the board packet on the website and a copy was provided to the trustees this evening.

Moved by Soucy, supported by Walker, to approve Resolution #3 Approving the Project Cost Estimates, Special Assessment District and causing the Special Assessment Roll to be prepared for the Genoa Estates No. 1 (Weatherly and Russell Drive) Road Rehabilitation Special Assessment Project (winter 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)

- 5. Request for approval of Resolution #4 - Acknowledging the filing of the Special Assessment Roll, Scheduling the Second Hearing for July 7, 2025, and Directing the Issuance of Statutory Notices for the Genoa Estates No. 1 (Weatherly and Russell Drive) Road Rehabilitation Special Assessment Project (winter tax 2025). (Roll Call)**

Moved by Soucy, supported by Walker, to approve Resolution #4 - Acknowledging the filing of the Special Assessment Roll, Scheduling the Second Hearing for July 7, 2025, and Directing the Issuance of Statutory Notices for the/ Genoa Estates No. 1 (Weatherly and Russell Drive) Road Rehabilitation Special Assessment Project (winter tax 2025). **The motion carried unanimously with a roll call vote (Hunt - yes; Spicher - yes; Deaton - yes; Soucy - yes; Hovarter - yes; Walker - yes; Reiber - yes)**

- 6. Request for approval of an application for a Public Display of Fireworks permit on West Crooked Lake for Oak Pointe Country Club on June 28, 2025 as submitted by Chris Renema, Ace Pyro, LLC.**

Ms. Deaton stated this has been approved by the Brighton Area Fire Department. Also, the name and address of the company's assistant has been obtained and if it is approved this evening, she will add it to the paperwork.

Moved by Reiber, supported by Deaton, to approve an application for a Public Display of Fireworks permit on West Crooked Lake for Oak Pointe Country Club on June 28, 2025 conditioned upon the inclusion of the name and address of the assistant to the paperwork, as submitted by Chris Renema, Ace Pyro, LLC. **The motion carried unanimously.**

- 7. Consideration of a request for approval to re-appoint Eric Rauch and Greg Rassel to the Planning Commission and Craig Fons and Matt Hurley (alternate) to the Zoning Board of Appeals with a term ending June 30, 2028 as requested by the Township Supervisor.**

Moved by Reiber, supported by Soucy, to re-appoint Eric Rauch and Greg Rassel to the Planning Commission and Craig Fons and Matt Hurley (alternate) to the Zoning Board of Appeals with a term ending June 30, 2028 as requested by the Township Supervisor. **The motion carried unanimously.**

- 8. Consideration of a request to approve water rate adjustments in response to the City of Brighton's revised fee schedule effective September 1, 2025 as recommended by the accountants and Utility Director as follows:**
 - A. Increase the Lake Edgewood North Star (Conference Center Drive) Quarterly Water Fee to \$8.50 / 1,000 gallons from \$8.33 / 1,000 gallons;**

- B. Increase the Lake Edgewood Other Quarterly water fee to \$8.14 / 1,000 gallons from \$7.98 / 1,000 gallons;**
- C. Hold the applicable Brighton City water connection fee at \$2,802 per REU and the sewer connection at \$7,198 per REU.**

Moved by Hunt, supported by Hovarter, to approve the water rate adjustments in response to the City of Brighton's revised fee schedule effective September 1, 2025 as recommended by the accountants and Utility Director as follows:

- A. Increase the Lake Edgewood North Star (Conference Center Drive) Quarterly Water Fee to \$8.50 / 1,000 gallons from \$8.33 / 1,000 gallons;
- B. Increase the Lake Edgewood Other Quarterly water fee to \$8.14 / 1,000 gallons from \$7.98 / 1,000 gallons;
- C. Hold the applicable Brighton City water connection fee at \$2,802 per REU and the sewer connection at \$7,198 per REU.

The motion carried unanimously.

9. Request for approval of the Grant Agreement with the Michigan Department of Environment, Great Lakes, and Energy (EGLE) for the Former Oak Pointe Wastewater Treatment Plant PFAS Risk Reduction Investigation project.

Ms. VanMarter stated the township has received a grant to assist with the PFAS testing for the former Oak Pointe Wastewater Treatment Plant.

Moved by Hunt, supported by Soucy, to authorize the Utility Director to sign the grant agreement with the Michigan Department of Environment, Great Lakes, and Energy. **The motion carried unanimously.**

10. Consideration of a request to hire PSI Printing Signs and Designs at a cost not to exceed \$5,252.25 to print and mail new voter ID cards to 10,392 voters whose precincts have changed as requested by the Township Clerk.

Ms. Deaton stated the State of Michigan has approved the township to reduce the number of precincts from nine to six. She showed a sample of the new voter ID card that will be mailed. It is more effective to have a printing company print and mail the cards than to have it done in house.

There was a discussion regarding the mailing. Mr. Walker was concerned that the postcard may not be the most effective way to let voters know about the change. He asked if there would be another notice sent out to the residents closer to the election. He expressed concern that residents may not notice their precinct has changed. He suggested that a letter be included with the card. Ms. Deaton stated that including a letter with the postcard would double the cost of the mailing. Ms. Deaton stated that she will use the website and social media in addition to the mailing of the cards to advise residents of these changes.

Moved by Soucy, supported by Hovarter, to allow the Clerk to hire PSI Printing Signs and Designs to print and mail new voter ID cards to voters who's precincts have changed. **The motion carried with Mr. Walker voting "no".**

- 11. Consideration of a request for approval to continue to retain Mike Watza at his new firm, Bloom Sluggett, PC regarding cable/video, metro act and general telecommunications counsel.**

Ms. VanMarter stated that Ms. Watza has been instrumental in helping the township with these types of legal items. He is an excellent attorney, and she recommends retaining him at his new firm.

Moved by Hunt, supported by Soucy, to retain Mike Watza at his new firm, Bloom Sluggett, PC regarding cable/video, metro act and general telecommunications counsel. **The motion carried unanimously.**

- 12. Consideration of a request for approval to renew the athletic field lease with Howell Area Parks and Recreation for a five-year term expiring on December 31, 2029.**

Ms. VanMarter stated the township has had an excellent relationship with Howell Area Parks and Recreation Authority. The agreement has been successful; however, with the popularity of the new survivor park, there were changes made to parts of the agreement regarding scheduling for large events, events that occur during township business hours, etc.

Moved by Reiber, supported by Hovarter, to approve the Athletic Field Lease with Howell Area Parks and Recreation Authority for five years ending December 31, 2029. **The motion carried unanimously.**

- 13. Consideration of a request for approval of a proposal from 3 and 3 Construction, LLC to paint the employee and pavilion restrooms at a cost not to exceed \$1,050 from the general fund, repairs and maintenance line item #101-265-934-060.**

Ms. Deaton has been working on sprucing up aspects of the township hall building and grounds.

Moved by Hunt, supported by Walker, to hire 3 and 3 Construction, LLC to paint the employee and pavilion restrooms at a cost not to exceed \$1,050 from the general fund, repairs and maintenance line item #101-265-934-060. **The motion carried unanimously.**

14. Request for payment of bills received since June 10, 2025.

Supervisor Spicher stated there are bills that are due prior to the next board meeting. Ms. Deaton stated these bills were not in tonight's packet as they were received after it was completed.

Moved by Soucy, supported by Walker, to approve the payment of bills received since June 10, 2025. **The motion carried unanimously.**

Items for Discussion

15. Discussion regarding Board Rules of Procedure as requested by Trustee Reiber.

Mr. Reiber attended a Master Citizen Planner Course, and they referenced a by-laws document. He learned that Genoa Township does not have by-laws, but we do have Genoa Township Rules and Procedures. He has reviewed it and made some suggested changes. He is requesting that this document be reviewed by the trustees and changes or additions should be provided to Supervisor Spicher and Ms. VanMarter so they can be brought before the board for review and approval.

Ms. VanMarter stated that she has been reviewing township policies that were enacted many years ago and changes are needed. These changes will also be brought to the board.

Member Updates

Ms. Deaton stated the Big Red Barrel collected 17 pounds of pills and sharps during the township's drop off event.

Mr. Walker stated the Brighton Area Fire Authority approved the purchase of a UTV and trailer to assist with accessing locations where a fire truck cannot go.

Mr. Walker attended a SEMCOG event where elections were held for leadership positions.

Supervisor Spicher and Mr. Walker were interviewed by the Michigan Township Association regarding the new MyGenoa App.

Board Comments

Ms. Hunt showed the flier advertising the Master Plan update and MyGenoa App that will be included in the next tax bill. Mr. Walker suggested including information on the changes to the voting precincts. All trustees agreed.

Mr. Reiber stated there are proposed survey questions regarding the Master Plan update being reviewed by the Planning Commission and Board of Trustees. He would like to have residents be able to suggest questions to be included in the survey. Ms. VanMarter stated feedback on the questions has been received from the Planning Commission. The revisions are being made

Genoa Charter Township Board Meeting

June 16, 2025

Unapproved Minutes

and will be presented to the Planning Commission and Township Board for another review. She added that if any residents would like a question added, it should be forwarded to staff so that it can be included in the next version for consideration.

Adjournment

Moved by Soucy, supported by Walker, to adjourn the meeting at 7:44 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

MEMORANDUM

TO: Honorable Board of Trustees
FROM: Kelly VanMarter, Township Manager
DATE: July 2, 2025
RE: Genoa Estates No. 1 Road Rehabilitation Special Assessment District

Agenda items 3 and 4 are provided in advancement of the Genoa Estates No. 1 Road Rehabilitation special assessment project. In accordance with Public Act 188 of 1954, notice of the second public hearing was mailed to property owners in the proposed district on Friday, June 27, 2025 and published in the Livingston Daily on both June 27, 2025 and July 4, 2025. As of the date of this letter, I have not received any written 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 special assessment roll. This is agenda item #3.

After the conclusion of the public hearing, the Township Board of Trustees will consider adoption of **Resolution #5** which:

- Confirms the special assessment roll.
- Sets that the assessment may be paid in 10 installments due annually on December 1 with a 2% annual interest rate.
- Provides that the assessment can be paid in full by August 7, 2025 to avoid interest.

I look forward to discussing this with you at Monday's meeting. If, following the public hearing, you choose to approve the district, I request your consideration of Resolution 5 with disposition via roll call as follows:

Agenda Item #4 - Resolution #5 (Requires Roll Call)

Moved by _____ and supported by _____ to approve **Resolution #5** – Confirming the Special Assessment Roll for the **Genoa Estates No. 1 (Weatherly and Russell Drive) Road Rehabilitation** Special Assessment Project (winter tax 2025).

Sincerely,

Kelly VanMarter

SUPERVISOR

Kevin Spicher

CLERK

Janene Deaton

TREASURER

Robin L. Hunt

TRUSTEES

Rick Soucy

Bill Reiber

Candie Hovarter

Todd Walker

MANAGER

Kelly VanMarter

Resolution No. 5
Genoa Estates No.1 (Weatherly Drive and Russell Drive) Road
Rehabilitation Special Assessment Project
(winter tax 2025)

GENOA CHARTER TOWNSHIP

At a regular meeting of the Township Board of the Genoa Charter Township, Livingston County, Michigan, (the “Township”) held at the Township Hall on July 7, 2025 at 6:30 p.m., there were

PRESENT:

ABSENT:

The following preamble and resolution were offered by _____ and seconded by _____:

Resolution Confirming Special Assessment Roll

WHEREAS, the Board of Trustees of the Township has determined to proceed with the **Genoa Estates No.1 (Weatherly Drive and Russell Drive) Road Rehabilitation Special Assessment Project (winter tax 2025)** within the Township as described in Exhibit A (the “Project”) and 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 Genoa Estates No.1 (Weatherly Drive and Russell Drive) Road Rehabilitation Special Assessment Project (winter tax 2025) (the “Proposed Roll”) and has filed the Proposed Roll with the Township Manager and Township Clerk;

WHEREAS, the Township Board has scheduled a public hearing on the Proposed Roll and notice of the hearing has been properly provided;

WHEREAS, the Township Board conducted the public hearing on the Proposed Roll on July 7, 2025.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Roll Confirmed. In accordance with Act No. 188, Michigan Public Acts of 1954, as amended, and the laws of the State of Michigan, the Township Board hereby confirms the Special Assessment Roll for the **Genoa Estates No.1 (Weatherly Drive and Russell Drive) Road Rehabilitation Special Assessment Project (winter tax 2025)** (the “Roll”) (Exhibit B). The estimated cost of the Project is subject to quarterly periodic redetermination of costs, without further notice, pursuant to MCL 41.724(4).

2. Future Installments - Principal. The Township Board determines that each special assessment may be paid in ten (10) equal installments. The first installment shall be due December 1, 2025. Each subsequent installment shall be due at intervals 12 months from the due date of the first installment.

3. Future Installments - Interest. Interest accrual begins 30 days after Board confirmation of the roll. Special assessments may be paid in full up to August 7, 2025 without interest. Thereafter, all unpaid installments shall bear interest, payable annually on each installment due date, at a rate of two percent (2%).

4. Warrant. The Township Clerk is hereby directed to attach a warrant (in the form of Exhibit C to this resolution) to the Roll and to deliver such warrant and the Roll to the Township Treasurer, who shall thereupon collect the special assessments in accordance with the terms of this resolution, the Clerk's warrant and the statutes of the State of Michigan.

5. Inconsistent Prior Resolutions. All previously adopted resolutions that are in conflict with this resolution are repealed to the extent of such conflict.

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 July 7, 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 the Township Manager's 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
GENOA ESTATES NO. 1
WEATHERLY AND RUSSELL DRIVE (winter tax 2025)**

**DESCRIPTION OF PROJECT
A TEN (10) YEAR SPECIAL ASSESSMENT DISTRICT
WITH PROJECTED COSTS AS FOLLOWS:**

This public road improvement project (the “Project”) involves rehabilitating Russell Drive and Weatherly Drive which are located in the Genoa Estates No.1 Subdivision on the north side of Crooked Lake Road in Section 15 of Genoa Charter Township. The project includes crushing and shaping the existing asphalt and performing any necessary subgrade undercutting and drainage structure rehabilitation before resurfacing with hot mix asphalt totaling four-inches (4”). This project benefits the property owners of Lots 1-36 in the Genoa Estates No.1 Subdivision. There are 36 parcels which front on the roads to be rehabilitated as part of this project. A majority of homeowners representing 66% of the properties and 64% of the road frontage have signed petitions.

The total construction cost for the district is \$300,000.00 plus \$4,000 for administration costs. The Township is contributing to the project since this project will improve a public roadway in accordance with established policy. The Township contribution will be \$54,000.00 which is \$1,500 per parcel. The interest rate for the district will be two percent (2%) which is applied to the outstanding balance.

The total principle cost per parcel is \$6,944.44. The annual principle payment per parcel is \$694.44 with 2% interest applied to the outstanding balance.

| Genoa Estates No. 1 | | | | | | |
|-------------------------|------|-------------|-------------|-------------|--------------|-------------|
| PROJECT COST | | | \$ | 300,000.00 | | |
| ADMINISTRATIVE COSTS | | | \$ | 4,000.00 | | |
| TOWNSHIP CONTRIBUTION * | | | \$ | (54,000.00) | | * |
| TOTAL | | | \$ | 250,000.00 | | |
| INTEREST % | | | | | | 2 |
| NUMBER OF PROPERTIES | | | | | | 36 |
| * \$1500 PER PARCEL | | | | | | |
| | | | | | | |
| TOTAL PER PARCEL | | | \$ | 6,944.44 | | |
| | | | | | | |
| | YEAR | PAYMENT | TO INTEREST | | TO PRINCIPAL | OUTSTANDING |
| 1 | 2025 | \$ 833.33 | \$ 138.89 | \$ 694.44 | \$ 6,249.99 | |
| 2 | 2026 | \$ 819.44 | \$ 125.00 | \$ 694.44 | \$ 5,555.54 | |
| 3 | 2027 | \$ 805.56 | \$ 111.11 | \$ 694.44 | \$ 4,861.11 | |
| 4 | 2028 | \$ 791.67 | \$ 97.22 | \$ 694.44 | \$ 4,166.66 | |
| 5 | 2029 | \$ 777.78 | \$ 83.33 | \$ 694.44 | \$ 3,472.22 | |
| 6 | 2030 | \$ 763.89 | \$ 69.44 | \$ 694.44 | \$ 2,777.77 | |
| 7 | 2031 | \$ 750.00 | \$ 55.56 | \$ 694.44 | \$ 2,083.33 | |
| 8 | 2032 | \$ 736.11 | \$ 41.67 | \$ 694.44 | \$ 1,388.89 | |
| 9 | 2033 | \$ 722.22 | \$ 27.78 | \$ 694.44 | \$ 694.44 | |
| 10 | 2034 | \$ 708.33 | \$ 13.89 | \$ 694.44 | \$ - | |
| | | \$ 7,708.32 | \$ 763.89 | \$ 6,944.43 | | |

EXHIBIT B: Special Assessment Roll

Population: Special Assessment District (X060225)

| PARCEL | ASSESSMENT NAME | ASSESSMENT | OWNER ADDRESS |
|-----------------|-----------------------|------------|--|
| 4711-15-401-001 | X060225, Genoa Estate | 6,944.44 | KRISPIN, DALE & PATRICIA 2990 WEATHERLY RD |
| 4711-15-401-002 | X060225, Genoa Estate | 6,944.44 | RENNY CHRISTOPHER & SARAH 2972 WEATHERLY RD |
| 4711-15-401-003 | X060225, Genoa Estate | 6,944.44 | PEABODY KENNETH & JANISCH MEGAN TRU 2954 WEATHERLY RD |
| 4711-15-401-004 | X060225, Genoa Estate | 6,944.44 | LITTLE NANCY LTS 9.3 2940 WEATHERLY RD |
| 4711-15-401-005 | X060225, Genoa Estate | 6,944.44 | BONDY, GARRET & LYNNE 2922 WEATHERLY RD |
| 4711-15-401-006 | X060225, Genoa Estate | 6,944.44 | HENGESBAUGH, DANIEL & CATHERIN 2904 WEATHERLY RD |
| 4711-15-401-007 | X060225, Genoa Estate | 6,944.44 | STONE JOHN & ELIEEN LTS 9.3 2886 WEATHERLY RD |
| 4711-15-401-008 | X060225, Genoa Estate | 6,944.44 | MURPHY MERRIANN 2870 WEATHERLY RD |
| 4711-15-401-009 | X060225, Genoa Estate | 6,944.44 | BINETTI JOSEPH & MARY LTS 9.3 2766 RUSSELL DR |
| 4711-15-401-010 | X060225, Genoa Estate | 6,944.44 | HORN ROGER & GATT LONDA 2750 RUSSELL DR |
| 4711-15-401-011 | X060225, Genoa Estate | 6,944.44 | ACTON, EDWARD 2743 RUSSELL DR |
| 4711-15-401-012 | X060225, Genoa Estate | 6,944.44 | MICHMERHUIZEN TRUST 2765 RUSSELL DR |
| 4711-15-401-013 | X060225, Genoa Estate | 6,944.44 | FEEDBACK MARCUS 2821 RUSSELL DR |
| 4711-15-401-014 | X060225, Genoa Estate | 6,944.44 | GOMOLL ROBERT JR & VIRGINIA TRUST 2841 RUSSELL DR |
| 4711-15-401-015 | X060225, Genoa Estate | 6,944.44 | BENTIVOLIO MARK & JOANNE 2861 RUSSELL DR |
| 4711-15-401-016 | X060225, Genoa Estate | 6,944.44 | BLOSSFELD BRIAN 2881 RUSSELL DR |
| 4711-15-401-017 | X060225, Genoa Estate | 6,944.44 | GABBEI RICHARD 2899 RUSSELL DR |
| 4711-15-401-018 | X060225, Genoa Estate | 6,944.44 | SMITH, CHARLES & JANICE 2915 RUSSELL DR |
| 4711-15-401-019 | X060225, Genoa Estate | 6,944.44 | SMITH, ROGER & JUDI 2929 RUSSELL DR |
| 4711-15-401-020 | X060225, Genoa Estate | 6,944.44 | SCIBERRAS, TONY & LESLIE 2943 RUSSELL DR |
| 4711-15-401-021 | X060225, Genoa Estate | 6,944.44 | KERVICK DANIEL & DANIELLE 2961 RUSSELL DR |
| 4711-15-401-022 | X060225, Genoa Estate | 6,944.44 | GRAVELLE CHRIS & NANCY RLT 2977 RUSSELL DR |
| 4711-15-401-023 | X060225, Genoa Estate | 6,944.44 | LAMPERT LIVING TRUST 2993 RUSSELL DR |
| 4711-15-401-024 | X060225, Genoa Estate | 6,944.44 | SAWINSKI ROBERT & DEBRA 2992 RUSSELL DR |
| 4711-15-401-025 | X060225, Genoa Estate | 6,944.44 | UHRIG COREY & CAITLIN 2972 RUSSELL DR |
| 4711-15-401-026 | X060225, Genoa Estate | 6,944.44 | JORDAN DEBRA LTS 9.3 2932 RUSSELL DR |
| 4711-15-401-027 | X060225, Genoa Estate | 6,944.44 | WILBANKS MICHAEL & KAREN LTS 9.3 2914 RUSSELL DR |

Population: Special Assessment District (X060225)

| PARCEL | ASSESSMENT NAME | ASSESSMENT | OWNER ADDRESS |
|------------------|-----------------------|------------|--|
| 4711-15-401-028 | X060225, Genoa Estate | 6,944.44 | FITZGERALD ALICIA 2896 RUSSELL DR |
| 4711-15-401-029 | X060225, Genoa Estate | 6,944.44 | SULKOWSKI, THOMAS & JACQUELINE 2878 RUSSELL DR |
| 4711-15-401-030 | X060225, Genoa Estate | 6,944.44 | HARDESTY DANIEL & JOLENE 2862 RUSSELL DR |
| 4711-15-401-031 | X060225, Genoa Estate | 6,944.44 | HOWARD TIMOTHY & ANDREA 2891 WEATHERLY RD |
| 4711-15-401-032 | X060225, Genoa Estate | 6,944.44 | BORIO JOSEPH & PENNY LTS 9.3 2909 WEATHERLY RD |
| 4711-15-401-033 | X060225, Genoa Estate | 6,944.44 | SAMPLES, ROBERT & ELIZABETH 2929 WEATHERLY RD |
| 4711-15-401-034 | X060225, Genoa Estate | 6,944.44 | ROSS DENNIS & DIANNE LTS 9.3 2949 WEATHERLY RD |
| 4711-15-401-035 | X060225, Genoa Estate | 6,944.44 | NOVAK GARETT 2973 WEATHERLY RD |
| 4711-15-401-036 | X060225, Genoa Estate | 6,944.44 | ZENTS WALTER & SEXTON-ZENTS LINDA 2991 WEATHERLY RD |
| # OF PARCELS: 36 | TOTALS: | 249,999.84 | |

EXHIBIT C

WARRANT

TO: Esteemed Treasurer
Genoa Township
Livingston County, Michigan

I certify that attached to this Warrant is a true copy of the special assessment roll for the **Genoa Estates No.1 (Weatherly Drive and Russell Drive) Road Rehabilitation Special Assessment Project (winter tax 2025)** (the "Roll") confirmed by the Township Board on July 7, 2025 (the "Confirming Resolution"). You are hereby directed to proceed to collect the amounts due on such Roll in accordance with this Warrant, the Confirming Resolution and the statutes of the State of Michigan.

Janene Deaton
Genoa Charter Township Clerk



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: July 2, 2025
RE: Fund 202 - Budget Amendments

If approved, the **Genoa Estates Road Rehabilitation** district will require budget amendments which impact Fund 202, SAD Roads and Lakes. To assist in your review, please find attached a copy of the fund budget with the requested changes highlighted. A summary of the amendment is provided below for your consideration.

Fund 202 – SAD Roads and Lakes

Following approval of Resolution #5 for the Genoa Estates No. 1 (Weatherly and Russell Drive) Road Rehabilitation project the following amendments are necessary to the budget.

| CREATE NEW DEPARTMENT #500 – GENOA ESTATES 1 (W2025-2034) | | | |
|---|-----------------|-----------------|--------------------|
| Fund Type | Fund Number | Description | Proposed Amendment |
| Revenue | 202-500-628-005 | SAD Principle | \$30,000 |
| Revenue | 202-500-665-001 | Interest | \$5,000 |
| Appropriation | 202-500-801-075 | Project Expense | \$304,000 |

Please note that without an additional transfer in, the balance remaining in the fund will be \$208,735 which will limit the township's ability to fund additional projects this fiscal year.

For your consideration in this regard, I offer the following motion:

Moved by _____, **supported by** _____, to approve the budget amendments to Fund 202 as presented.

I look forward to discussing this with you at the meeting. Please let me know if you have any questions.

Sincerely,



Kelly VanMarter

06/23/2025

BUDGET REPORT FOR GENOA TOWNSHIP

INCREASE

DECREASE

2025-26

2025-26

2025-26

ACTIVITY

AMENDED

AMENDMENT

GL NUMBER

DESCRIPTION

BUDGET

REQUEST

Fund 202 - SAD ROADS AND LAKES

ESTIMATED REVENUES

Dept 000 - REVENUE

| | | | | |
|-----------------|----------|-------|--------|--------|
| 202-000-452-001 | INTEREST | 3,291 | 25,000 | 25,000 |
|-----------------|----------|-------|--------|--------|

| | | | | |
|-----------------|--------------------------|---|---------|---------|
| 202-000-699-000 | TRANSFER IN - FUND # 101 | 0 | 200,000 | 200,000 |
|-----------------|--------------------------|---|---------|---------|

| | | | | |
|-------------------------------|--|-------|---------|---------|
| Totals for dept 000 - REVENUE | | 3,291 | 225,000 | 225,000 |
|-------------------------------|--|-------|---------|---------|

Dept 448 - STREETLIGHTS

| | | | | |
|-----------------|-------------------------------------|----|-----|-----|
| 202-448-628-005 | WHITE PINES LIGHTING -SAD PRINCIPAL | 73 | 995 | 995 |
|-----------------|-------------------------------------|----|-----|-----|

| | | | | |
|------------------------------------|--|----|-----|-----|
| Totals for dept 448 - STREETLIGHTS | | 73 | 995 | 995 |
|------------------------------------|--|----|-----|-----|

Dept 478

| | | | | |
|-----------------|-----------------------------------|-----|--------|--------|
| 202-478-628-005 | HOMESTEAD (S22-31) -SAD PRINCIPAL | 285 | 13,986 | 13,986 |
|-----------------|-----------------------------------|-----|--------|--------|

| | | | | |
|-----------------|------------------------------|---|-------|-------|
| 202-478-665-001 | HOMESTEAD (S22-31) -INTEREST | 0 | 1,958 | 1,958 |
|-----------------|------------------------------|---|-------|-------|

| | | | | |
|-----------------------|--|-----|--------|--------|
| Totals for dept 478 - | | 285 | 15,944 | 15,944 |
|-----------------------|--|-----|--------|--------|

Dept 484

| | | | | |
|-----------------|-----------------------------------|-----|--------|--------|
| 202-484-628-005 | EARL LAKE (W18-25) -SAD PRINCIPAL | 710 | 18,803 | 18,803 |
|-----------------|-----------------------------------|-----|--------|--------|

| | | | | |
|-----------------------|--|-----|--------|--------|
| Totals for dept 484 - | | 710 | 18,803 | 18,803 |
|-----------------------|--|-----|--------|--------|

Dept 485

| | | | | |
|-----------------|---------------------------------------|---|--------|--------|
| 202-485-628-005 | NOVEL ESTATES (W18-25) -SAD PRINCIPAL | 0 | 10,964 | 10,964 |
|-----------------|---------------------------------------|---|--------|--------|

| | | | | |
|-----------------------|--|---|--------|--------|
| Totals for dept 485 - | | 0 | 10,964 | 10,964 |
|-----------------------|--|---|--------|--------|

Dept 487

| | | | | |
|-----------------|----------------------------------|---|-------|-------|
| 202-487-628-005 | EDWIN DR (S25-29) -SAD PRINCIPAL | 0 | 4,235 | 4,235 |
|-----------------|----------------------------------|---|-------|-------|

| | | | | |
|-----------------|-----------------------------|---|-----|-----|
| 202-487-665-001 | EDWIN DR (S25-29) -INTEREST | 0 | 423 | 423 |
|-----------------|-----------------------------|---|-----|-----|

| | | | | |
|-----------------------|--|---|-------|-------|
| Totals for dept 487 - | | 0 | 4,658 | 4,658 |
|-----------------------|--|---|-------|-------|

Dept 489

| | | | | |
|-----------------|------------------------------------|-----|-----|-----|
| 202-489-628-005 | BLACK OAKS (W21-30) -SAD PRINCIPAL | 209 | 922 | 922 |
|-----------------|------------------------------------|-----|-----|-----|

| | | | | |
|-----------------|-------------------------------|---|-----|-----|
| 202-489-665-001 | BLACK OAKS (W21-30) -INTEREST | 0 | 111 | 111 |
|-----------------|-------------------------------|---|-----|-----|

| | | | | |
|-----------------------|--|-----|-------|-------|
| Totals for dept 489 - | | 209 | 1,033 | 1,033 |
|-----------------------|--|-----|-------|-------|

Dept 490

| | | | | |
|-----------------|------------------------------------|---|-------|-------|
| 202-490-628-005 | DARLENE DR (W21-30) -SAD PRINCIPAL | 0 | 2,867 | 2,867 |
|-----------------|------------------------------------|---|-------|-------|

| | | | | |
|-----------------|-------------------------------|---|-----|-----|
| 202-490-665-001 | DARLENE DR (W21-30) -INTEREST | 0 | 344 | 344 |
|-----------------|-------------------------------|---|-----|-----|

| | | | | |
|-----------------------|--|---|-------|-------|
| Totals for dept 490 - | | 0 | 3,211 | 3,211 |
|-----------------------|--|---|-------|-------|

Dept 491

| | | | | |
|-----------------|----------------------------------|-----|-------|-------|
| 202-491-628-005 | ELMHURST (S20-26) -SAD PRINCIPAL | 333 | 7,612 | 7,612 |
|-----------------|----------------------------------|-----|-------|-------|

| | | | | |
|-----------------|-----------------------------|---|-----|-----|
| 202-491-665-001 | ELMHURST (S20-26) -INTEREST | 0 | 304 | 304 |
|-----------------|-----------------------------|---|-----|-----|

| | | | | |
|-----------------------|--|-----|-------|-------|
| Totals for dept 491 - | | 333 | 7,916 | 7,916 |
|-----------------------|--|-----|-------|-------|

06/23/2025

BUDGET REPORT FOR GENOA TOWNSHIP

INCREASE

2025-26

2025-26

2025-26

DECREASE

ACTIVITY

AMENDED

AMENDMENT

GL NUMBER

DESCRIPTION

BUDGET

REQUEST

Dept 492

| | | | | |
|-----------------------|----------------------------------|---|--------|--------|
| 202-492-628-005 | MCNAMARA (S23-32) -SAD PRINCIPAL | 0 | 14,132 | 14,132 |
| 202-492-665-001 | MCNAMARA (S23-32) -INTEREST | 0 | 2,261 | 2,261 |
| Totals for dept 492 - | | 0 | 16,393 | 16,393 |

Dept 494

| | | | | |
|-----------------------|------------------------------------|-----|--------|--------|
| 202-494-628-005 | STILLRIVER (S23-32) -SAD PRINCIPAL | 418 | 9,220 | 9,220 |
| 202-494-665-001 | STILLRIVER (S23-32) -INTEREST | 0 | 1,475 | 1,475 |
| Totals for dept 494 - | | 418 | 10,695 | 10,695 |

Dept 495

| | | | | |
|-----------------------|--|---|-------|-------|
| 202-495-628-005 | TIMBERVIEW PRIV (W23-32)-SAD PRINCIPAL | 0 | 3,795 | 3,795 |
| 202-495-665-001 | TIMBERVIEW PRIV (W23-32)-INTEREST | 0 | 607 | 607 |
| Totals for dept 495 - | | 0 | 4,402 | 4,402 |

Dept 496

| | | | | |
|-----------------------|---|---|--------|--------|
| 202-496-628-005 | CRYSTAL VALLEY (S24-33) - SAD PRINCIPLE | 0 | 33,948 | 33,948 |
| 202-496-665-001 | CRYSTAL VALLEY (S24-33) - INTEREST | 0 | 6,111 | 6,111 |
| Totals for dept 496 - | | 0 | 40,059 | 40,059 |

Dept 497

| | | | | |
|-----------------------|--------------------------------------|-----|--------|--------|
| 202-497-628-005 | GRAND RAVINE (W24-38) -SAD PRINCIPLE | 531 | 11,804 | 11,804 |
| 202-497-665-001 | GRAND RAVINE (W24-38) -INTEREST | 0 | 3,305 | 3,305 |
| Totals for dept 497 - | | 531 | 15,109 | 15,109 |

Dept 498

| | | | | |
|-----------------------|--|-------|--------|--------|
| 202-498-628-005 | LAKEWOOD KNOLL (W24-38) -SAD PRINCIPAL | 1,518 | 38,836 | 38,836 |
| 202-498-665-001 | LAKEWOOD KNOLL (W24-38) -INTEREST | 0 | 10,874 | 10,874 |
| Totals for dept 498 - | | 1,518 | 49,710 | 49,710 |

Dept 499

| | | | | |
|-----------------------|---|--------|--------|--------|
| 202-499-628-005 | MILROY MYSTIC LK (W24-34) - SAD PRINCIPAL | 13,304 | 65,608 | 65,608 |
| 202-499-665-001 | MILROY MYSTIC LK (W24-34) - INTEREST | 179 | 10,008 | 10,008 |
| Totals for dept 499 - | | 13,483 | 75,616 | 75,616 |

Dept 500

| | | | | |
|----------------------|---|---|---|--------|
| 202-500-628-005 | GENOA ESTATES 1 (W25-34) -SAD PRINCIPAL | 0 | 0 | 30,000 |
| 202-500-665-001 | GENOA ESTATES 1 (W25-34) - INTEREST | 0 | 0 | 5,000 |
| Totals for dept 500- | | 0 | 0 | 35,000 |

06/23/2025

BUDGET REPORT FOR GENOA TOWNSHIP

INCREASE

DECREASE

| GL NUMBER | DESCRIPTION | 2025-26 ACTIVITY | 2025-26 AMENDED BUDGET | 2025-26 AMENDMENT REQUEST |
|---|--|---------------------|------------------------------|---------------------------------|
| Dept 570 - LAKE IMPROVEMENTS | | | | |
| 202-570-628-005 | LK CHEMUNG (W23-27) -SAD PRINCIPAL | 2,718 | 45,034 | 45,034 |
| Totals for dept 570 - LAKE IMPROVEMENTS | | 2,718 | 45,034 | 45,034 |
| Dept 571 | | | | |
| 202-571-628-005 | PARDEE LK (W21-25) -SAD PRINCIPAL | 2,083 | 22,396 | 22,396 |
| Totals for dept 571 - | | 2,083 | 22,396 | 22,396 |
| Dept 572 | | | | |
| 202-572-628-005 | GRAND BEACH (W21-25) -SAD PRINCIPAL | 208 | 14,105 | 14,105 |
| Totals for dept 572 - | | 208 | 14,105 | 14,105 |
| Dept 573 | | | | |
| 202-573-628-005 | E/W CROOKED LK (S23-27) -SAD PRINCIPAL | 445 | 17,888 | 17,888 |
| Totals for dept 573 - | | 445 | 17,888 | 17,888 |
| Dept 575 | | | | |
| 202-575-628-005 | BAETCKE LK (S23-27) -SAD PRINCIPAL | 0 | 7,600 | 7,600 |
| Totals for dept 575 - | | 0 | 7,600 | 7,600 |
| Dept 576 | | | | |
| 202-576-628-005 | EARL LAKE (W24-29) - SAD PRINCIPLE | 349 | 2,789 | 2,789 |
| Totals for dept 576 - | | 349 | 2,789 | 2,789 |
| TOTAL ESTIMATED REVENUES | | 26,654 | 610,320 | 645,320 |
| APPROPRIATIONS | | | | |
| Dept 223 - AUDIT | | | | |
| 202-223-801-000 | AUDIT | 0 | 5,000 | 5,000 |
| Totals for dept 223 - AUDIT | | 0 | 5,000 | 5,000 |
| Dept 448 - STREETLIGHTS | | | | |
| 202-448-801-075 | WHITE PINES LIGHTING -PROJECT EXPENSE | 144 | 915 | 915 |
| Totals for dept 448 - STREETLIGHTS | | 144 | 915 | 915 |
| Dept 478 | | | | |
| 202-478-802-000 | HOMESTEAD (S22-31) -ANNUAL MAINT. EX | 0 | 3,200 | 3,200 |
| Totals for dept 478 - | | 0 | 3,200 | 3,200 |
| Dept 487 | | | | |
| 202-487-801-075 | EDWIN DR (S25-29) -PROJECT EXPENSE | 1,198 | 3,655 | 3,655 |
| Totals for dept 487 - | | 1,198 | 3,655 | 3,655 |

06/23/2025

BUDGET REPORT FOR GENOA TOWNSHIP

INCREASE

2025-26

2025-26

2025-26

DECREASE

ACTIVITY

AMENDED

AMENDMENT

GL NUMBER

DESCRIPTION

BUDGET

REQUEST

Dept 498

202-498-700-002 LK SPECIAL ASSESSMENT REFUND

16,509

0

0

Totals for dept 498 -

16,509

0

0

Dept 500

202-500-801-075 GENOA ESTATES 1 (W25-34) -PROJECT EXPENSE

0

0

304,000

Totals for dept 500 -

0

0

304,000

Dept 570 - LAKE IMPROVEMENTS

202-570-801-075 LK CHEMUNG (W23-27) -PROJECT EXPENSE

22,092

55,000

55,000

Totals for dept 570 - LAKE IMPROVEMENTS

22,092

55,000

55,000

Dept 571

202-571-801-075 PARDEE LK (W21-25) -PROJECT EXPENSE

13,483

24,000

24,000

Totals for dept 571 -

13,483

24,000

24,000

Dept 572

202-572-801-075 GRAND BEACH (W21-25) -PROJECT EXPENSE

3,401

14,800

14,800

Totals for dept 572 -

3,401

14,800

14,800

Dept 573

202-573-801-075 E/W CROOKED LK (S23-27) -PROJECT EXPENSE

9,409

15,500

15,500

Totals for dept 573 -

9,409

15,500

15,500

Dept 575

202-575-801-075 BAETCKE LK (S23-27) -PROJECT EXPENSE

7,250

7,250

7,250

Totals for dept 575 -

7,250

7,250

7,250

Dept 576

202-576-801-075 EARL LAKE (W24-29) - PROJECT EXPENSE

0

2,265

2,265

Totals for dept 576 -

0

2,265

2,265

Dept 906

202-906-956-000 MISC EXPENSE

100

1,000

1,000

Totals for dept 906 -

100

1,000

1,000

TOTAL APPROPRIATIONS

73,586

132,585

436,585

NET OF REVENUES/APPROPRIATIONS - FUND 202

(46,932)

477,735

208,735



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: July 2, 2025
RE: Project Agreement - Genoa Estates No. 1 Road Rehabilitation

If the project is approved on Monday, please find attached the Project Agreement from the Livingston County Road Commission for the Genoa Estates No. 1 Road Rehabilitation Project.

Please consider the following motion:

Moved by _____ and supported by _____ to approve the Project Agreement with the Livingston County Road Commission for the Genoa Estates No.1 (Weatherly and Russell Drive) Road Rehabilitation project with the Township's cost not to exceed \$300,000.

Sincerely,



Kelly VanMarter

SUPERVISOR

Kevin Spicher

CLERK

Janene Deaton

TREASURER

Robin L. Hunt

TRUSTEES

Rick Soucy

Bill Reiber

Candie Hovarter

Todd Walker

MANAGER

Kelly VanMarter

P R O J E C T A G R E E M E N T
J O B N U M B E R: 489.05.5205BW

This Agreement made and entered into this _____ day of _____, 2025 by and between the TOWNSHIP of GENOA Livingston County, Michigan, hereinafter referred to as "TOWNSHIP" and the BOARD OF COUNTY ROAD COMMISSIONERS OF THE COUNTY OF LIVINGSTON, hereinafter referred to as "ROAD COMMISSION."

W I T N E S S E T H

The Township has selected the following road to be improved as described below:

**GENOA ESTATES #1
RUSSELL DRIVE AND WEATHERLY ROAD
APPROXIMATELY 0.54 MILES
CRUSH & SHAPE EXISTING ASPHALT, 4" HMA OVERLAY
ALTOGETHER WITH THE NECESSARY RELATED WORK**

The parties agree as follows:

1. The Engineer's Opinion of Probable Cost is \$300,000. The Township shall pay the Road Commission 100% of the cost of the project not to exceed \$300,000.
 - A. The balance shall be paid promptly as invoiced.
 - B. The Road Commission shall furnish the Township with a final breakdown of its actual expenses upon completion of the project.
 - C. The Township will not withhold payments because of any set-off, counterclaim, or any other claim which it may have against the Road Commission arising out of this or any other matter. If there is a dispute over the balance due upon completion, the Township will pay the amount claimed by the Road Commission, and such payment shall not be a waiver by the Township of any claims it may have arising from this contract and the completion of the project.
2. All work shall be performed in a good workmanlike manner and in accordance with plans and specifications adopted by the Road Commission.
3. The work will be completed within the current contract year, unless the parties otherwise so agree.
4. In the event the project cannot be completed due to circumstances beyond the control of the Road Commission, and through no fault of the Road Commission, the contract price for later completion will be subject to renegotiation.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the date and year first above written.

TOWNSHIP OF GENOA

BY: _____
KEVIN T. SPICHER, SUPERVISOR

JANENE DEATON, CLERK

**BOARD OF COUNTY ROAD COMMISSIONERS
OF THE COUNTY OF LIVINGSTON**

BY: _____
STEVEN J. WASYLK, MANAGING DIRECTOR

SARAH NEWTON, DIRECTOR OF FINANCE



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: 7/1/2025

RE: Huron River Watershed Council Representative

Appointment Recommendations

As a dues paying member of the HRWC we are entitled to voting representation on the board, a position which has been empty since before the current board took office.

With our increased community outreach, we recently posted this volunteer position on our socials and received better than expected response. After reviewing the bios submitted by interested volunteers with the admin committee, we agreed that Dan Kashian was our choice to fill this position. Dan is extremely well qualified to represent the people of Genoa on this board, and already has extensive knowledge of the HRWC as a regular volunteer. This will be an extended 1-year term set to expire 11/20/2026.

I would also like to thank Beverly Cote, Jeff Dhaenens and Craig Lesley for stepping up to volunteer for this position as well. I am hopeful all will choose to actively volunteer with the HRWC, and if any of them would consider it – we have the option to choose an alternate for this position should Dan be unable to attend a meeting.

Genoa Township Officials

Amended: June 16, 2025 proposed July 7, 2025

| | |
|---|----------|
| <u>PLANNING COMMISSION (3-year term)</u> Generally meets the 2 nd Monday of each month. | |
| Chris Grajek | 06/30/26 |
| Marianne McCreary | 06/30/27 |
| Tim Chouinard | 06/30/26 |
| Greg Rassel | 06/30/28 |
| Bill Reiber (4-year term) | 11/20/28 |
| Glynis McBain | 06/30/27 |
| Eric Rauch | 06/30/28 |

| | |
|--|----------|
| <u>ZONING BOARD OF APPEALS (3-year term)</u> Generally meets the 3 rd Tuesday of each month. | |
| Bill Rockwell | 06/30/27 |
| Marianne McCreary | 06/30/27 |
| Craig Fons | 06/30/28 |
| Rick Soucy (4-year term) | 11/20/28 |
| Michele Kreutzberg | 06/30/26 |
| Matt Hurley (alternate) | 06/30/28 |

| | |
|--|----------|
| <u>BOARD OF REVIEW (2-year term)</u> – Generally meets the Tuesday following the 1 st Monday in March, the 2 nd Monday and Tuesday in March, the Tuesday after the 3 rd Monday in July and the Tuesday following the 2 nd Monday in December. | |
| Chris Grajek | 12/31/26 |
| Ron Matkin | 12/31/26 |
| Lori Merians | 12/31/26 |
| Eric Graetzel (alternate) | 12/31/26 |

| | |
|--|----------|
| <u>SEMCOG (4-year term)</u> – General Assembly Committee meets 3 times each year (March, June, October) at various locations. | |
| Todd Walker | 11/20/28 |
| Rick Soucy (alternate) | 11/20/28 |

| | |
|---|----------|
| <u>GENOA/OCEOLA SEWER AND WATER AUTHORITY (4-year term)</u> – Generally meets 3 rd Wednesday of each month at Oceola Township Hall at 4:00pm. | |
| Robin Hunt | 11/20/28 |
| Kevin Spicher | 11/20/28 |

| | |
|---|----------|
| <u>HOWELL PARKS AND RECREATION (4-year term)</u> – Generally meets 3 rd Tuesday of each month at 6:30pm at Oceola Community Center. | |
| Candie Hovarter | 11/20/28 |
| Todd Walker (alternate) | 11/20/28 |

| | |
|--|----------|
| <u>MHOG (Marion, Howell, Oceola and Genoa) (4-year term)</u> - Generally meets 3 rd Wednesday of each month at Oceola Township Hall at 5:00pm. | |
| Robin Hunt | 11/20/28 |
| Kevin Spicher | 11/20/28 |

| | |
|--|----------|
| <u>FOIA COORDINATOR (4-year term)</u> | |
| Kelly VanMarter | 11/20/28 |

| | |
|---|----------|
| <u>BRIGHTON FIRE AUTHORITY (4-year term)</u> – Generally meets 2 nd Thursday of each month at 8:00am. | |
| Kevin Spicher | 11/20/28 |
| Todd Walker | 11/20/28 |
| Rick Soucy (alternate) | 11/20/28 |

| | |
|---|----------|
| <u>ELECTION COMMISSION (4-year term)</u> – Meets at least once no less than 21 days and no more than 40 days before an election. | |
| Rick Soucy | 11/20/28 |
| Candie Hovarter | 11/20/28 |

| | |
|---|----------|
| <u>HURON RIVER WATERSHED COUNCIL (1-year term)</u> – Quarterly meeings 3 rd Thursday of January, April, July & October. | |
| Dan Kashian | 11/20/26 |

My name is Dan Kashian, and my wife and I have proudly called Genoa Township home since 2006. Originally from southeastern Michigan, we lived in Livingston County in the mid-1990s before moving out of state for graduate studies in Wisconsin and Colorado. We chose to return for the area's natural beauty, strong community, and welcoming people.

I'm an ecologist and professor in the Department of Biological Sciences at Wayne State University, where I study ecosystems and the complex relationships between people and the land and water they depend on. While my academic work spans the state, it's the landscape of Genoa Township—our home for nearly 20 years—that keeps me grounded. My scientific background, combined with a deep personal investment in this community, gives me a unique perspective to serve as Genoa Township's representative on the Huron River Watershed Council (HRWC) Board. I bring expertise in ecological systems, science-based decision-making, and collaborative problem-solving, and I'm committed to balancing environmental sustainability with the practical needs of our Township.

I've supported HRWC since returning to southeastern Michigan—as a donor, researcher, and volunteer. While its base is in Ann Arbor, HRWC has always welcomed and encouraged the participation of upstream communities like ours, which strengthens its regional impact. I value its commitment not only to environmental protection but also to public engagement, scientific research, and hands-on restoration—all areas I've been involved in. Some of my own ecological research has focused on the forests and wetlands of Genoa Township and Livingston County, and I've often been asked to share those findings with HRWC staff (particularly Jason Frenzel, HRWC's Director of Community Engagement). My children and I have also joined HRWC volunteer efforts, including invasive species removal and restoration projects—experiences that have deepened our connection to both the watershed and its stewards.

I hope to join the HRWC Board to ensure Genoa Township is well represented in watershed planning and stewardship. I aim to bring a local ecological perspective, a record of community involvement, and a strong belief in HRWC's mission to protect not just the river, but the entire watershed and the interests of those who depend on it.

MEETINGS OF
THE HURON RIVER WATERSHED COUNCIL
117 N 1ST ST, SUITE 100. ANN ARBOR, MI 48104

Board of Directors
Finance and Executive Committees
2025

| DATE | TIME | MEETING |
|--------------|-------------|--|
| January 16 | 5:30 | Board meeting |
| March 20 | 4:00 | Finance Committee (includes Bank) |
| March 20 | 5:30 | Executive Committee |
| April 17 | 5:30 | Board meeting - 2025 Annual Meeting |
| June 12 | 4:00 | Finance Committee (includes Auditor) |
| June 12 | 5:30 | Executive Committee |
| July 17 | 5:30 | Board meeting |
| September 18 | 4:00 | Finance Committee (includes Bank) |
| September 18 | 5:30 | Executive Committee |
| October 16 | 5:30 | Board meeting |
| December 4 | 4:00 | Finance Committee |
| December 4 | 5:30 | Executive Committee |

Other important HRWC dates:

River Givers Thursday March 13th 2025 – 4-7pm Corner Brewery, Ypsilanti

Suds on the River Wednesday September 10th, 2025 ****REVISED**

State of the Huron Conference November 12, 2025

HURON RIVER WATERSHED COUNCIL

Services Provided to Member Governments

The Huron River Watershed Council is a public, nonprofit coalition of local governments, businesses, and citizens established to protect the Huron River and its tributary streams, lakes, wetlands, and groundwater. Membership is voluntary for municipalities located wholly or partially within the Huron River Watershed. Annual membership dues for townships, cities, and villages are assessed at a rate of \$0.10 per capita (based on 2016 forecast figures per SEMCOG). Annual dues for counties are assessed at a rate of \$0.05 per capita (watershed population) plus \$1.50 per square mile of watershed area. Each community is able to appoint one representative and an alternate to the Council for each 20,000 in population. For counties, representation is based upon the population of eligible communities not otherwise represented. The following are programs and services of the Council that communities receive for their membership.

I. Water Quality Monitoring and Education

A. Promote and Coordinate Studies Regarding Water Resources

1. HRWC staff, board members, and volunteers serve on local river/watershed related committees and work with lake associations, municipal agencies and departments as requested;
2. The Council performs fieldwork to generate water quality information (stream and river quality, too), and utilizes that and other existing water quality and quantity information to develop watershed management plans for priority areas of the Huron River Basin;
3. The Adopt-A-Stream program generates creek reports for the creeks and streams in the monitoring program.

B. Prepare periodic reports concerning emerging issues within the Huron River Watershed

C. Provide specific information to the public regarding the Huron River, its lakes, streams, flood plains, wetlands and groundwater, and research conducted by the Council

D. Distribute a quarterly newsletter on water resource issues

The newsletter informs members of Council activities and emerging issues regarding water quality and the Huron River. Copies are provided for each member of the community's governing board and planning commission. Additional copies are provided for distribution to the public visiting the municipal offices and through area public libraries. Additional action bulletins/e-mails are distributed when the need arises to detail important initiatives affecting the river.

E. Conduct presentations, workshops, and hands-on educational programs on the Huron River and its ecosystem

1. We train teachers in the use of environmental education materials on rivers, wetlands, and groundwater, and develop new curricula to augment existing curricula;
2. The Council has developed the State's premiere Adopt-A-Stream program through which citizen volunteers receive hands-on training to learn stream ecology, assess the health of area creeks and take action locally to protect these sensitive systems;

3. Staff is available to do video and slide presentations.

II. Technical Assistance and Policy Development

A. Provide technical analysis of data and reports regarding water resources

B. Provide technical assistance in the development of water resource protection policy and ordinances

1. We assist local planners in stormwater management planning, and in developing ordinances/policies for protecting wetlands, flood plains, riparian zones and groundwater resources;
2. The Council also provides statewide leadership in issues related to watershed protection.

C. Permit and development proposal review/assessment of potential impacts to surface and groundwater resources

1. HRWC staff and technical advisors review permit applications under Michigan's Goemaere-Anderson Wetland Protection Act, Inland Lakes and Streams Act, Flood Plain Regulatory Authority, and National Pollution Discharge Elimination Program and other programs administered by State and Federal Agencies;
2. We also provide technical assistance on proposed development plans and environmental management plans and practices.

III. Regional, State and Federal Representation

A. Provide member governments with a forum for the resolution of inter-governmental disputes or inter-jurisdictional problems arising from the management of shared water resources.

B. Provide regional representation by serving on committees

C. Comment upon State and Federal legislation, polity or planning initiatives that affect local governments and water resources.

In addition, the Council will perform more in-depth work on each of the above services on a fee-for-service based system. Some additional services not mentioned above include:

- Informational and educational "tip" cards providing steps/ideas on how to conserve water in the home, care for a septic system, use watershed-friendly lawn care products, properly dispose of hazardous waste and more.
- Land Use planning tools
- Stormwater permits
- Natural feature mapping/GIS
- Facilitation of inter-governmental planning



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

Trustees,

On May 19, 2025 the Cemetery Ordinance was approved by the Board. In the Ordinance it does state that all sales shall be made on a form approved by the Township Board. Attached are the forms the Clerk's Department will be using for the sale and records of the cemetery.

Please approve the Clerks Department's cemetery forms.

Thank you,

Janene Deaton
Clerk

For your consideration, I offer the following for approval:

Moved by _____ and supported by _____ to allow the Clerk's Department to use the attached forms for the cemetery sale and records.

SUPERVISOR

Kevin Spicher

CLERK

Janene Deaton

TREASURER

Robin L. Hunt

TRUSTEES

Rick Soucy

Bill Reiber

Candie Hovarter

Todd Walker

MANAGER

Kelly VanMarter

GENOA CHARTER TOWNSHIP CEMETERY PURCHASE AGREEMENT

2911 Dorr Road
Brighton, MI 48116
(810) 227-5225
www.genoa.org

**GENOA CHARTER TOWNSHIP CEMETERY
PURCHASE AGREEMENT**

This Agreement is entered into this ____ day of _____ 20____, by and between Genoa Charter Township, and _____, hereinafter referred to as Purchaser(s).

WHEREAS, Genoa Charter Township has lots available at the Herbst Road Cemetery (Cemetery); and

WHEREAS, Cemetery offers for purchase lots designated for burial in the Cemetery; and

WHEREAS, Purchaser desires to enter into this purchase agreement to acquire burial rights for one or more lots in said Cemetery;

NOW, THEREFORE, in consideration of, and incorporating the above recitals and the mutual promises and conditions contained in the Agreement, the receipt and sufficiency of which is hereby willfully acknowledged, the Parties agree as follows:

TERMS

1. Effective Date: This agreement shall be effective upon execution of this document by both parties.

2. Purchase Rights: **This purchase is not a purchase of property.** Upon the purchase of the cemetery burial rights, the purchaser acquires only the "Right of Burial" and perpetual care in the said plot, subject to the rules and regulations of the Herbst Road Cemetery and the Saint George Lutheran Church Cemetery.

3. Purchase Price: Burial plots shall be for the following amounts:

- Township Residents and immediate family members: one full burial grave site \$400.00
- Non-Residents: one full burial grave site \$600.00
- Cremation sites: \$200

4. Payment must be in full at time of sale.

5. Default/Desertion: If after a period of 75 years and reasonable attempts to contact family/heirs or upon reliable information that a purchaser has been interred elsewhere, "paid in full" plots will revert back to the Township for use at their discretion.

6. Inheritance of Burial Rights: Heirs may acquire rights to cemetery plots. Heirs must provide legal documentation before rights to plots can be reassigned. New owners are bound to all existing and current fees and regulations. No rights can be transferred with profit. All transfers must be in writing through the Genoa Charter Township to be valid.

7. Saint George Lutheran Church Cemetery will provide perpetual care of the cemetery. This shall include the maintenance of grounds, infrastructure, roads and all other elements. Saint George Lutheran Church Cemetery is responsible for all necessary growth and development within the cemetery. Perpetual care does not include maintenance, upkeep or repair of any marker, monument or headstone unless the damage is a direct result of church or cemetery personnel, this also includes any item placed on the gravesite that is not permanent to the lot such as vases, ornaments, etc.

9. Placement: Markers, monuments and headstones can only be placed under the supervision of the monument company under the direction of St. George Lutheran Church staff. Markers will be placed on the west side of the lot as this is the head end of the burial plot.

10. Monuments: Headstones must be in accordance with the traditional character of the cemetery as well as the rules and regulations of the Saint George Lutheran Church Cemetery. Provided the following do not violate the rules and regulations of the Saint George Lutheran Church Cemetery only a single marker per grave will be allowed with the exception of additional appropriate Veterans Markers.

- Maximum dimensions – 30" height – 40" width per site, up to 60" for two adjacent shared sites.
- Footing must exceed monument with a minimum of 4" border around base.
- All monuments require approval of the Sexton/Clerk.
- Monuments, markers and headstones remain property of the family.

11. Flowers/Decoration: All effort must be given to maintain the dignity of the cemetery. Floral Arrangements, fresh or artificial, are permitted if placed in containers that are secured to the headstone or monument. Flowers/Decorations related to the actual burial must be disposed of within 2 weeks. The Township or those providing Perpetual Care retain the right to dispose of flowers/decorations as needed. The cemetery is not responsible for any mementos left on gravesites. There are no permanent plantings allowed in the cemetery. American Flags may be permitted on Veteran's graves from Memorial Day through Veteran's Day. Winter holiday decorations must be removed no later than April 15th following the winter holidays.

12. General: Only human remains are allowed to be interred in the cemetery.

13. ALL RULES AND PROVISIONS ARE SUBJECT TO CHANGE OR AMENDMENT AT THE TOWNSHIP'S AND/OR CEMETERY BOARD'S DISCRETION.

14. Governing Law: This Agreement shall be governed by, construed and enforced in accordance with the laws of the State of Michigan and Genoa Charter Township.

15. Entire Agreement: This Agreement contains the entire agreement between the parties and cannot be modified except by a written document signed by both parties.

16. Provisions Separable: The provisions of this Agreement are independent and separable from each other. No provision shall be affected, rendered invalid or unenforceable by virtue of the fact that another provision may be invalid or unenforceable, in whole or in part.

17. Joint & Several Obligations: All agreements, rights and obligations of Purchaser(s) shall be joint and several.

Total amount due for burial sites purchased: _____ X Plot cost \$ _____ = **Total Due**
\$ _____

Location Section: Lot Number (s): _____ Right of Burial: _____

IN WITNESS WHEREOF, the parties hereto cause this Agreement to be executed themselves or by their duly authorized representatives on the dates set forth above and specify the Agreement to be effective on the date this Agreement is executed. Additionally, by said execution purchaser affirms having read the Terms set forth in this document and agrees to abide by all regulations stipulated, and in accordance with the practices of Genoa Charter Township and Saint George Lutheran Church Cemetery.

Purchaser Signature _____ Date: _____

Purchaser Signature _____ Date: _____

Genoa Charter Township _____ Date: _____
Janene Deaton, Clerk

(Word/cemetery/purchase agreement final Oct. 25)

Date_____

Deed # _____

Plot # _____

Herbst Road Cemetery

Purchaser:_____

Address:_____

Spouse (maiden Name):_____

Decedent:_____ Relationship:_____

D.O.B.:_____ D.O.D.:_____ Burial Date:_____

Decedent:_____ Relationship:_____

D.O.B.:_____ D.O.D.:_____ Burial Date:_____

Veteran:_____ Branch of Service:_____

Person Authorized for Burial:_____

(Resident or Non Resident):

Spouse, Parent, Grandparent, Child, Grandchild, Step Child or Foster Child ONLY

Plot Charges Residents: * Plot \$400.00 *Non Residents: \$600 *Cremation site \$200 *Transfer \$100
One full burial and one cremains per plot or two cremains in same plot

Relationship to the Deceased:_____

Home Phone:_____ Cell Phone:_____

E-Mail Address:_____

Alternate Contact:_____ Phone:_____

Sexton Performing Service_____

Amount Paid:_____ Cash or Check No._____

Signature of Applicant:_____

Authorizing Signature:_____

Cemetery/overview/Herbst

Date_____

Deed #_____

Plot #_____

Herbst Road Cemetery Receipt

Purchaser:_____

Address:_____

Home Phone:_____ Cell Phone:_____

E-Mail Address:_____

Plot #_____ Name _____

Relationship:_____

Plot #_____ Name _____

Relationship:_____

Plot #_____ Name _____

Relationship:_____

Alternate Contact:_____ Phone:_____

Resident, Spouse, Parent, Grandparent, Child, Grandchild, Step Child or Foster Child or Other

Plot Charges Residents: * Plot \$400.00 *Non Residents: \$600 *Cremation site \$200 *Transfer \$100

One full burial and one cremains per plot or two cremains in same plot

Amount Paid:_____

Cash or Check No._____ (make copy of paid receipt from Treasurer)

Received copy of Rules and Regulations & the Ordinance

Signature of Applicant:_____

Authorizing Signature:_____

DATE_____

Cemetery/overview/Herbst/Sale by Plot

250519A



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

TO: Honorable Board of Trustees

FROM: Adam VanTassell

DATE: July 7, 2025

RE: Proposed Township Sign lighting system repair

The Genoa Township monument sign installed on the north side of the soccer fields facing I-96 uses solar power to light the letters at night. Recently, the lights have not been operating at night. An inspection found that the system is working correctly but the batteries have failed and need to be replaced.

Moved by _____, Supported by _____ to approve the proposal from Michigan Solar Solutions for the repair of the solar lighting system on the Township Monument sign not to exceed \$2,385.31.



SUPERVISOR

Kevin Spicher

CLERK

Janene Deaton

TREASURER

Robin L. Hunt

TRUSTEES

Rick Soucy

Bill Reiber

Candie Hovarter

Todd Walker

MANAGER

Kelly VanMarter



Michigan Solar Solutions,

3260 Old Farm Ln
Commerce Twp., MI 48390
(248) 923-3456
service@michigansolarsolutions.com
<https://www.michigansolarsolutions.com/>

QUOTE #

1546

QUOTE FOR

Genoa Charter Township
2911 Dorr Rd.
Brighton MI 48116
(810)227-5225
adam@genoa.org

DATE

6/26/2025

QUOTE AMOUNT

\$2,385.31

| DESCRIPTION | QTY | RATE | AMOUNT |
|--|-----|-------------|-------------|
| Truck Roll-NT | 1 | \$ 115.00 | \$ 115.00 |
| Materials-C335-6 FullRiver batteries-T | 1 | \$ 1,875.30 | \$ 1,875.30 |
| Michigan 6% Sales Tax-T | 1 | \$ 75.01 | \$ 75.01 |
| Labor to Replace 2 C335-6 FullRiver batteries-NT | 1 | \$ 320.00 | \$ 320.00 |

Thank you for your interest!

NOTES

SUBTOTAL \$ 2,385.31

TAX \$0.00

QUOTE \$2,385.31



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Brighton, MI 48116
810.227.5225
810.227.3420 fax
genoa.org

MEMORANDUM

TO: Honorable Board of Trustees
FROM: Kelly VanMarter, Manager
DATE: July 2, 2025
RE: Rules of Procedure Policy

At our last meeting, I distributed copies of the 1995 Rules of Procedure policy as requested by Trustee Reiber. In Mr. Reiber's request, he asked for Board members to submit any amendments to this policy for consideration at the next meeting. In response to the feedback I received I have prepared an updated version of the policy. I also made changes to reflect current practice and to eliminate conflicts with other policies and state law. Attached please find a red-lined marked up version which shows the changes and includes comments about them. I have also attached a clean version which is formatted to match the current policy format.

I look forward to your discussion on these changes at Monday's meeting. In the event the Board wishes to approve these amendments, I offer the following motions for your consideration:

Moved by _____, **supported by** _____ to approve the amendments to the Rules of Procedure Policy.

SUPERVISOR

Kevin Spicher

CLERK

Janene Deaton

TREASURER

Robin L. Hunt

TRUSTEES

Rick Soucy

Bill Reiber

Candie Hovarter

Todd Walker

MANAGER

Kelly VanMarter



RULES OF PROCEDURE

Adopted by the Township Board on _____

GENOA CHARTER TOWNSHIP

RULES OF PROCEDURE

Adopted on _____

Article I. AUTHORITY

These rules are adopted by the Genoa Township Board by resolution of the Board passed on _____, 2025.

Article II. MEETINGS

Section 2.01 Regular Schedule.

The Board shall meet on the first and third Monday of each month in regular session. If any regularly scheduled meeting falls on one of the legal holidays the regular meeting shall be held on the next secular day that is not a holiday provided there is no conflict with other scheduled meetings.

Section 2.02 Special Meetings.

The Board shall meet in special session at the call of the officers or upon the written request of two members of the Board. Notice of special meetings shall be given to each member at least 18 hours in advance of the special meeting. Such notice shall be served personally or left at the member's usual place of residence by the clerk or a designee. The notice shall also contain the time, place, and purpose of the meeting.

Section 2.03 Place of Meeting.

Regularly scheduled meetings shall be held in the Genoa Township Hall. Whenever the regular meeting place of the Board shall appear to be inadequate for members of the public to attend, the clerk or the manager may change the meeting to a larger facility. A notice of the change shall be prominently posted on the Township website and on the door of the regular meeting place. The clerk or the manager shall also give notice of such change in the meeting place to available media sources if time permits.

Section 2.04 Time of Meetings.

Regularly scheduled meetings shall begin at 6:30 o'clock in the evening unless the Board shall by majority vote in session set a different starting time. The Board shall not begin considering any matter on the agenda not yet under consideration by the hour of 10:30 p.m. except by unanimous consent of the members present. Matters on the agenda and not yet acted upon at the time of adjournment will be placed on the agenda of the next regular meeting or special meeting if one is called.

Section 2.05 Change in Schedule.

Changes in the regular schedule shall not be made except upon the approval of a majority of the members in session. In the event the Board shall meet and a quorum is not present, the Board, upon the action of a majority of those present, may adjourn the meeting to another day provided that proper notice to members and public is given.

Section 2.06 Cancellation of Meeting.

In accordance with the Board Meeting Cancellation and Bill Payment Policy (Resolution 121207-B), Board meetings will not be cancelled without Board approval except in the case of adverse weather, lack of a quorum, or in the event of an emergency such as a fire, tornado, fire, etc.

Article III. PUBLIC NOTICE OF MEETINGS

The manager shall be responsible for providing the proper notice for all meetings of the Board. Such notification shall include, but not necessarily be limited to the following:

Section 3.01 Regular Meetings.

The manager shall post a notice within 10 days after the first meeting of the Board in each calendar year, indicating the dates, times, and places of regular meetings.

Section 3.02 Schedule Change.

Whenever the Board shall change its regular schedule of meetings, the manager shall post a notice of the change within 3 days following the meeting in which the change was made.

Section 3.03 Emergency Meetings.

If the Board shall re-schedule a meeting under the provisions of Section 2.05 or call a special meeting under Section 2.02, the manager shall post a notice of such a change immediately and no meeting except emergency meetings shall be held until the notice shall have been posted at least 18 hours. An emergency meeting shall be held only upon the consent of two-thirds of the members and only if a delay would threaten severe and imminent danger to the health, safety, and welfare of the public.

Article IV. CONDUCT OF MEETINGS

Section 4.01 Chairperson.

The supervisor shall be the presiding and executive officer of the Board. If the supervisor is absent from a meeting of the township board, the board shall appoint one of its members president pro tem for that meeting.

Section 4.02 Members.

Members of the body wishing to speak shall first obtain the approval of the chair and each person who speaks shall address the chair. Other persons at the meeting shall not speak unless recognized by the chair.

Section 4.03 Disorderly Conduct at Meetings.

The chair may call to order any person who is being disorderly by speaking or otherwise disrupting the proceedings, failing to be germane, speaking longer than the allotted time, or speaking vulgarities. Such person shall thereupon be seated until the chair shall have determined whether the person is in order. If a person so engaged in presentation shall be called out of order, he or she shall not be permitted to continue to speak at the same meeting except on special leave by the Board. If the person shall continue to be disorderly and disrupt the meeting, the chair may order removal of the person from the meeting. No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting.

Article V. COMMITTEES

Section 5.01 Appointment.

Except for the Administrative Committee whose members are set herein, the supervisor shall appoint members of the Board to committees as listed under Rule 6.03(b).

Section 5.02 Committee Chair.

The person first listed on the roster of each committee shall be the committee chair. In the absence of the committee chair at any committee meeting, the person next listed shall assume the chair. Standing Committee and Responsibilities.

- (a) Administrative Committee: The administrative committee is established as a standing committee that shall consist of the Supervisor, Clerk, Treasurer, and Manager. This committee will be responsible for all employment conditions in the Township, such as the review of applications for employment, the hiring and firing of non-contract employees, employee performance evaluations, job transfers, working conditions, employee complaints and other responsibilities assigned by the Genoa Township Board. The Administrative Committee shall also be responsible for reviewing refuse removal and disposal contracts, maintenance/service contracts, and other contracts with Genoa Township. Also, the Administrative Committee shall hold discussions pertaining to, but not limited to, general upkeep of the Township Hall, procurement of information from government entities, and retirement programs.
- (b) The Board may appoint other standing committees as it may from time to time deem necessary to assist the Board in the performance of its business. Each committee shall thoroughly investigate any matters referred to it by the Township Board and shall report its findings to the Board without undue delay. Upon the motion of any member and approval of a majority, the Board may discharge a committee from further consideration of any matter.

Section 5.03 Committee Meetings.

A majority of the members shall constitute a quorum. Each committee that does not consist of a majority of the Board may determine by majority vote whether its meetings shall be open to members of the public. Any committee consisting of a majority of the membership of the Board shall comply with the requirements of Open Meetings Act.

Each committee shall maintain a written record of its meetings and shall deliver such record to the clerk. The clerk shall maintain a separate file for each committee. The record of each committee shall include at least the following: the date and place of the meeting, members attending, a summary of the discussions and details on the consensus of any recommendations to be made to the Township Board. Such meeting record shall constitute a public record in the meaning of the Freedom of Information Act, and shall be made available to any person as required by law.

No committee shall sit during a session of the Board unless the Board grants it leave to do so.

Section 5.04 Committee of the Whole.

Whenever the Board shall meet in "working meetings," the body shall meet as a committee of the whole and the regular chairperson shall preside. If the supervisor is absent from a meeting of the township board, the board shall appoint one of its members president pro tem for that meeting. Meetings of the committee of the whole shall conform to the requirements of the Open Meetings Act with respect to public notice except when the body shall devolve into a committee of the whole at one of its regular meetings.

The rules of the body shall be observed in meetings of the committee of the whole as far as they are applicable, except with respect to limiting debate, moving to vote immediately, and taking a roll call vote.

When the committee of the whole has completed its deliberations, a member shall move that the committee rise and report to the Board. The option to rise is always in order and shall be decided without debate. Motions recommending action by the body shall take precedence in the same order as analogous motions in regular meetings.

Article VI. MOTIONS AND RESOLUTIONS

Section 6.01 Statement by Chair, Written Motions, and Resolutions.

No motion or resolution shall be adopted until the agenda item is stated by the person chairing the meeting. All motions except procedural motions and resolutions may be required to be in writing upon the demand of any member. A request to recess for the purpose of writing out a motion or resolution shall be in order. Each written motion or resolution shall be read by the clerk before being debated.

Section 6.02 Order of motions.

Whenever a question of higher rank is under consideration, no motion of a lower rank shall be made. The rank of motions is as follows:

- (a) Set the time of the next meeting
- (b) Adjourn
- (c) Recess
- (d) Raise a point of privilege
- (e) Call for orders of the day
- (f) Clear the floor
- (g) Table a motion
- (h) Vote immediately (close debate)
- (i) Limit/extend debate
- (j) Postpone to a definite time
- (k) Refer to a committee
- (l) Amend the main motion
- (m) Postpone indefinitely

Section 6.03 Procedural Motions.

The **motion to reconsider** shall be in order on any question the board has decided, but no question shall be reconsidered more than once. The motion to reconsider shall be made during the same session or the next meeting after which the question was first considered. The motion to reconsider shall be moved only by a member who voted with the prevailing side. A motion to reconsider a motion to amend shall not be in order if the main question has been voted upon. If the Board has adopted a motion to reconsider, however, motions to amend shall be in order.

A **motion to clear the floor** may be made by the chair at any time the chair believes that procedural matters have become sufficiently confused. If the motion to clear the floor is adopted, it shall clear the floor of all procedural motions as though they have been withdrawn. The motion shall not be subject to debate nor, if adopted, to reconsideration.

A **temporary suspension of the rules** may be accomplished at any time by a majority vote of the members present to achieve any legal objective of the board in a legal manner. Any member may **appeal rulings of the chair**. On all appeals receiving a second, the question shall be, "Shall the decision of the chair stand as the decision of the Board?"

Article VII. VOTING

Whenever a question is put by the chair, every member present shall vote on all questions. No member present shall abstain from voting "yes" or "no", unless excused by unanimous consent of the other members present.

Section 7.01 Roll Call Votes.

The names and votes of members shall be recorded on all actions to adopt ordinances and resolutions, to appoint or elect officers, and all other final actions. Procedural questions may be decided by voice vote.

Section 7.02 Record Roll Call Votes.

When a record roll call vote is required on a question and after the chair has stated the question, the clerk is directed to call the roll; no member is entitled to speak on the question, nor shall any motion be in order until such roll call is completed and the result is announced.

Section 7.03 Conflict of Interest

No member of the Board shall vote on any questions in which she/he has a financial interest other than the common public interest or on any question concerning her/his own conduct. On these, as on all other questions, each member who is present shall vote when her/his own name is called unless excused by the unanimous consent of the remaining members present. Any member refusing to vote when required to do so by this paragraph shall be guilty of a misconduct in office.

Section 7.04 Voice Vote

In all cases where a non-roll call vote is taken, the chair shall decide the results. Any member may call for a division and the "yeas" and "nays" shall be called upon the request of the chair or any member.

Article VIII. PARLIAMENTARY PRACTICE RULES

The rules of parliamentary practice as contained in the most recent edition of *Robert's Rules of Order* shall be used as a general guide to govern the Board in all cases to which they are applicable, provided they are not in conflict with these rules, with the ordinances of the Charter Township of Genoa or the laws of the State of Michigan. The presiding officer will interpret and apply the rules of parliamentary practice and the presiding officer's interpretation and application shall be final and conclusive unless overturned by a majority vote of the Board.

Article IX. REPEALOR

All policies or parts of policies in conflict herewith are repealed.

Article X. SEVERABILITY

Should any section, subsection, paragraph, sentence, clause, or word of this Policy be held invalid for any reason, such decisions shall not affect the validity of the remaining portions of the policy.

Article XI. CLERK'S CERTIFICATE

The undersigned, being the duly qualified and acting Clerk of the Township of Genoa, Livingston County, Michigan, hereby certifies that (1) the foregoing is a true and complete copy of the Rules of Procedure duly adopted by the Township Board at regular meeting held on _____ 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
2911 Dorr Road
Brighton, MI 48116

GENOA CHARTER TOWNSHIP

RULES OF PROCEDURE

Adopted on _____

1. Article I. AUTHORITY

These rules are adopted by the Genoa Township Board by resolution of the Board passed on 2025 May 11, 1995.

2. Article II. MEETINGS

Section 2.01 Regular Schedule.

~~2.1~~ The Board shall meet on the first and third Monday of each month in regular session. If any regularly scheduled meeting falls on one of the legal holidays (~~New Years Day, Martin Luther King Birthday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Years Eve~~), the regular meeting shall be held on the next secular day that is not a holiday provided there is no conflict with other scheduled meetings.

Section 2.02 Special Meetings.

~~2.2~~ The Board shall meet in special session at the call of the officers or upon the written request of two members of the Board. Notice of special meetings shall be given to each member at least 18 hours in advance of the special meeting. Such notice shall be served personally or left at the member's usual place of residence by the clerk or a designee.

The notice shall also contain the time, place, and purpose of the meeting.

Section 2.03 Place of Meeting.

~~2.3~~ Regularly scheduled meetings shall be held in the Genoa Township Hall. Whenever ~~the~~ the regular meeting place of the Board shall appear to be inadequate for members of the public to attend, the clerk or the manager may change the meeting to a larger facility ~~located in Genoa Township~~. A notice of the change shall be prominently posted on the Township website and on the door of the regular meeting place. The clerk or the manager shall also give notice of such change in the meeting place in to available media sources a newspaper if time permits.

Section 2.04 Time of Meetings.

~~2.4~~ Regularly scheduled meetings shall begin at ~~6:30~~ 7:30 o'clock in the evening unless the Board shall by majority vote in session set a different starting time. The Board shall not begin considering any matter on the agenda not yet under consideration by the hour of 10:30 p.m. except by unanimous consent of the members present. Matters on the agenda and not yet acted upon at the time of adjournment will be placed on the agenda of the next regular meeting or special meeting if one is called.

Section 2.05 ~~Change~~ **Change in Schedule.**

~~2.5~~ Changes in the regular schedule shall not be made except upon the approval of a majority of the members in session. In the event the Board shall meet and a quorum is not present, the Board, upon the action of a majority of those

present, may adjourn the meeting to another day provided that proper notice to members and public is given.

Amended to match current policy. Recommend deleting since we have a meeting cancellation policy

Section 2.06 **Cancellation of Meeting.**

In accordance with the Board Meeting Cancellation and Bill Payment Policy (Resolution 121207-B), Board meetings will not be cancelled without Board approval except in the case of adverse weather, lack of a quorum, or in the event of an emergency such as a fire, tornado, fire, etc.

~~2.6~~ If it appears to the Supervisor and Clerk that there is no business to be conducted at a regular meeting then upon notice to the remaining Board Members the regular meeting shall be cancelled.

3. **Article III. PUBLIC NOTICE OF MEETINGS**

The ~~manager~~ clerk shall be responsible for providing the proper notice for all meetings of the Board. Such notification shall include, but not necessarily be limited to the following:

Section 3.01 **Regular Meetings.**

~~3.1~~ The ~~manager~~ clerk shall post a notice within 10 days after the first meeting of the Board in each calendar year, indicating the dates, times, and places of regular meetings.

Section 3.02 **Schedule Change.**

~~3.2~~ Whenever the Board shall change its regular schedule of meetings, the ~~manager~~ clerk shall post a notice of the change within 3 days following the meeting in which the change was made.

Section 3.03 **Emergency Meetings.**

~~3.3~~ If the Board shall re-schedule a meeting under the provisions of ~~Section 2.05~~ Rule 2.5 or call a special meeting under ~~Section 2.02~~ Rule 2.2, the ~~manager~~ clerk shall post a notice of such a change immediately and no meeting except emergency meetings shall be held until the notice shall have been posted at least 18 hours. An emergency meeting shall be held only upon the consent of two-thirds of the members and only if a delay would threaten severe and imminent danger to the health, safety, and welfare of the public.

~~3.4~~ ~~Notification to media and others. The clerk shall notify, without charge, any newspaper, radio or television station of such meeting schedule, schedule changes, or special meetings, whenever such newspaper, radio or television station shall have filed with the clerk a written request for such notice. The clerk shall also notify other individuals or organizations of regular meeting schedules, changes in the schedule, or special meetings, but only upon their written request~~

With the availability of this information on the website and with social media updates, this section is likely no longer needed.

~~and agreement to pay for printing and postage expenses. The clerk shall mail all such notices pursuant to this rule by first class mail.~~

~~4. QUORUM, ATTENDANCE, CALL OF BOARD~~

Recommend deleting Section 4 because it is unnecessary.

~~4.1 — Quorum. Four (4) members shall constitute a quorum for the transaction of business at all meetings of the Board.~~

~~4.2 — Attendance. No member of the Board may absent herself/himself from the meeting without first obtaining leave from the Board. The Board may revoke a leave of absence at any time.~~

~~5. REGULAR MEETING AGENDA~~

This is already in the agenda policy.

~~The clerk shall prepare the agenda of business for all regularly scheduled Board meetings. Any other member or representative of committees, boards, or commissions desiring to place a matter on the agenda shall notify the clerk of such item by 12:00 p.m. o'clock on the Wednesday preceding the next regular meeting. The order of such items on the agenda shall be the same as they were received by the clerk and be placed under the heading of *Unfinished (pending) business* or *New Business* as appropriate.~~

~~5.1 — Special Meeting Agenda. Whenever the Board shall be called into a special meeting, the matters to be considered shall be stated in the call of the meeting. No other matters shall be considered except when all members are present and a majority of the body concurs.~~

~~5.2 — Distribution of agenda and other materials. Upon completion of the agenda the clerk shall prepare copies of the agenda together with copies of reports, and other pertinent memoranda that relate to the business matters coming to the body. The Board members shall obtain a copy from the Township Hall prior to the date and time of the meeting.~~

~~5.3 — Order of business. The agenda shall be arranged in the following order of business.~~

- ~~1. — Call to order~~
- ~~2. — Pledge of Allegiance~~
- ~~3. — Approval of the Agenda~~
- ~~4. — Public comment~~
- ~~5. — Unfinished (pending) business~~
- ~~6. — New business~~
- ~~7. — Communications~~
- ~~8. — Approval of minutes~~
- ~~9. — Approval of bills~~
- ~~10. — Reports~~
- ~~11. — Adjournment~~

~~6.~~Article IV. CONDUCT OF MEETINGS

Section 4.01 Chairperson.

~~6.1~~—The supervisor shall be the presiding and executive officer of the Board. If the supervisor is absent from a meeting of the township board, the board shall appoint one of its members president pro tem for that meeting. moderate and chair meetings of the Board. In the absence of this officer, the clerk assumes the duties of the chair. In the event that both are absent the treasurer shall assume the duties of the chair until the Board re-elects a moderator.

The standards for this changed when we went from a general law to a Charter Township.

Section 4.02 Members.

~~6.2~~ Members of the body wishing to speak shall first obtain the approval of the chair and each person who speaks shall address the chair. Other persons at the meeting shall not speak unless recognized by the chair.

Section 4.03 Disorderly Conduct at Meetings.

~~6.3~~—The chair may call to order any person who is being disorderly by speaking or otherwise disrupting the proceedings, failing to be germane, speaking longer than the allotted time, or speaking vulgarities. Such

person shall thereupon be seated until the chair shall have determined whether the person is in order. If a person so engaged in presentation shall be called out of order, he or she shall not be permitted to continue to speak at the same meeting except on special leave by the Board. If the person shall continue to be disorderly and disrupt the meeting, the chair may order ~~the sergeant-at-arms to removal of~~ the person from the meeting. No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting.

~~7.~~RECORD OF MEETINGS

Deleted because this is in the agenda and minutes policy.

~~7.1—Recording responsibility. The clerk shall be responsible for maintaining the official record and minutes of each meeting of the Board. The minutes shall include all the actions of the Board with respect to motions. The record shall include the names of the persons making the motion and its second and the vote of the Board. The record shall also state whether the vote was by voice or by roll call, and when by roll call, the record shall show the "yes", "no", or abstention for each member.~~

~~7.2—Requests for Remarks to be Included. Any member may request to have her/his comments printed as part of the record. If there are no objections by any member, the comments may be included. If there is an objection to such printing of the comments, the~~

~~Board shall decide the matter by majority vote. Such comments to be included as part of the official record shall be provided in writing by the member.~~

~~**7.3 — Public access to Meeting Records.** The clerk shall make available to the public the records and minutes of official meetings *in* accordance with the Freedom of Information Act. Minutes prepared by the clerk but not approved by the body shall be available for public inspection not more than 8 business days following the meeting. Minutes approved by the body shall be available within 5 business days of the meeting at which they were approved. The clerk shall promptly mail copies of minutes to persons who have subscribed and paid the fee therefore as determined by the Board.~~

~~**7.4 — Publication of Minutes.** The clerk shall be responsible for publishing a summary of the minutes within 10 days after a meeting in a newspaper selected by the Board.~~

~~8.~~Article V. COMMITTEES

Section 5.01 **Appointment.**

~~**8.1** Each year, w~~Except for the Administrative Committee whose members are set herein, the ~~it~~in thirty (30) days of the organization of the Board, the supervisor shall appoint members of the Board to ~~standing~~ committees as listed under Rule ~~6.03(b)~~8.3.

Section 5.02 **Committee Chair.**

~~**8.2**~~ The person first listed on the roster of each committee shall be the committee chair. In the absence of the committee chair at any committee meeting, the person next listed shall assume the chair.

Section 5.03 Standing Committee and Responsibilities.

8.3(a) ~~The~~ Administrative Committee: ~~The administrative -committee is is-~~ established as a standing committee that shall consist of the Supervisor, Clerk, Treasurer, and Manager. This committee will be responsible for all employment conditions in the Township, such as the review of applications for employment, the hiring and firing of non-contract employees, employee performance evaluations, job transfers, working conditions, employee complaints and other responsibilities assigned by the Genoa Township Board. The Administrative Committee shall also be responsible for reviewing refuse removal and disposal contracts, ~~maintenance/service printing-~~contracts, and other contracts with Genoa Township. Also, the Administrative Committee shall hold discussions pertaining to, but not limited to, general upkeep of the Township Hall, procurement of information from government entities, and retirement programs.

—The Board may appoint other standing committees as it may from time to time deem necessary to assist the Board in the performance of its business. _

(b) Each committee shall thoroughly investigate any matters referred to it by the Township Board and shall report its findings to the Board without undue delay. Upon the motion of any member and approval of a majority, the Board may discharge a committee from further consideration of any matter.

Section 5.04 Committee Meetings.

8.4 —A majority of the members shall constitute a quorum. _

Amended because committees should not be voting. An indication of consensus is sufficient.

Each committee that does not consist of a majority of the Board may determine by majority vote whether its meetings shall be open to members of the public. Any committee consisting of a majority of the membership of the Board shall comply with the requirements of Open Meetings Act.

Each committee shall maintain a written record of its meetings and shall deliver such record to the clerk. The clerk shall maintain a separate file for each committee. The record of each committee shall include at least the following: the date and place of the meeting, members attending, ~~and a summary of the discussions and details on the consensus of the vote of each on any action relating to a recommendation~~ to be made to the Township Board. ~~Committee votes on other matters must be included as part of the meeting record upon the demand of one third of the members.~~ Such meeting record shall constitute a public record in the meaning of the Freedom of Information Act, and shall be made available to any person as required by law.

No committee shall sit during a session of the Board unless the Board grants it leave to do so.

Section 5.05 Committee of the Whole.

8.5 —Whenever the Board shall meet in "working meetings," the body shall meet as a committee of the whole and the regular chairperson shall preside. ~~If the supervisor is absent from a meeting of the township board, the board shall appoint one of its members president pro tem for that meeting. In the absence of the supervisor, the clerk shall preside.~~ Meetings of the committee of the whole shall conform to the requirements of the Open Meetings Act with respect to public notice except when the e body shall devolve into a committee of the whole at one of its regular meetings.

Amended to match charter township requirements.

The rules of the body shall be observed in meetings of the committee of the whole as far as they are applicable, except with respect to limiting debate, moving to vote immediately, and taking a roll call vote.

When the committee of the whole has completed its deliberations, a member shall move that the committee rise and report to the Board. The option to rise is always in order and shall be decided without debate. Motions recommending action by the body shall take precedence in the same order as analogous motions in regular meetings.

9. EXECUTIVE SESSIONS

Recommend deleting this section because the standards are set by State law in the Open Meetings Act.

9.1 Two Thirds vote. ~~The Board may meet in executive session, closed to the public, upon the motion of any member and roll call approval by two-thirds of the members for the following purposes:~~

~~To consider the purchase or lease of real property up to the time that an option to lease or purchase such real property is secured.~~

~~To consider the purchase or lease of real property up to the time that an option to lease or purchase such real property is secured.~~

~~To consult with legal counsel regarding trial or settlement strategy in connection with specific pending litigation but only when an open meeting would have a detrimental effect on the Board's litigating or settlement position.~~

~~To review an employment application to a position when applicant requests that the application remain confidential. When the Board meets to interview an applicant, it shall be in open session.~~

9.2 Other Reasons. ~~The Board may also meet in executive session for the following purposes without the requirement of a two-thirds vote:~~

~~To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of a public officer, employee, staff member, or individual if the named person requests a closed hearing. If the person rescinds his/her request for a closed hearing, the matter at issue shall thereafter be considered only in open public meeting.~~

~~To consider strategy connected with the negotiation of collective bargaining agreement.~~

10. Article VI. MOTIONS AND RESOLUTIONS

Section 6.01 Statement by Chair, Written Motions, and Resolutions.

10.1 No motion or resolution shall be adopted until the agenda item is ~~the motion or resolution is~~ stated by the person chairing the meeting. All motions except procedural motions and resolutions may be required to be in writing upon the demand of any member. A request to recess for the purpose of writing out a motion or resolution shall be in order. Each written motion or resolution shall be read by the clerk before being debated.

Section 6.02 Order of motions.

10.2 Whenever a question of higher rank is under consideration, no motion of a lower rank shall be made. The rank of motions is as follows:

- ~~*(a)~~ Set the time of the next meeting
- ~~*(b)~~ Adjourn
- ~~*(c)~~ Recess
- ~~*(d)~~ Raise a point of privilege
- ~~*(e)~~ Call for orders of the day

- ~~*(f)~~ Clear the floor
- ~~*(g)~~ Table a motion
- ~~*(h)~~ Vote immediately (close debate)
- ~~*(i)~~ Limit/extend debate
- ~~*(j)~~ Postpone to a definite time
- ~~*(k)~~ Refer to a committee
- ~~*(l)~~ Amend the main motion
- ~~*(m)~~ Postpone indefinitely

Recommend deleting
to allow debate if a
member has a
comment.

~~10.3 Nondebatable Motions. The motions to fix the time of the next meeting, adjourn, recess, point of privilege, call for orders of the day, to clear the floor, to table, vote immediately, limit or extend debate shall be ordered and voted upon without debate.~~

Section 6.03 Procedural Motions.

~~10.4~~ The **motion to reconsider** shall be in order on any question the board has decided, but no question shall be reconsidered more than once. The motion to reconsider shall be made during the same session or the next meeting after which the question was first considered. The motion to reconsider shall be moved only by a member who voted with the prevailing side. A motion to reconsider a motion to amend shall not be in order if the main question has been voted upon. If the Board has adopted a motion to reconsider, however, motions to amend shall be in order.

A **motion to clear the floor** may be made by the chair at any time the chair believes that procedural matters have become sufficiently confused. If the motion to clear the floor is adopted, it shall clear the floor of all procedural motions as though they have been withdrawn. The motion shall not be subject to debate nor, if adopted, to reconsideration.

A **temporary suspension of the rules** may be accomplished at any time by a majority vote of the members present to achieve any legal objective of the board in a legal manner.

Any member may **appeal rulings of the chair**. On all appeals receiving a second, the question shall be, "Shall the decision of the chair stand as the decision of the Board?"

11. Article VII. VOTING

Whenever a question is put by the chair, every member present shall vote on all questions. No member present shall abstain from voting "yes" or "no", unless excused by unanimous consent of the other members present.

Section 7.01 Roll Call Votes.

~~11.1~~ The names and votes of members shall be recorded on all actions to adopt ordinances and resolutions, to appoint or elect officers, and all other final actions. Procedural questions may be decided by voice vote.

Section 7.02 Record Roll Call Votes.

~~11.2~~ When a record roll call vote is required on a question and after the chair has stated the question, the clerk is directed to call the roll; no member is entitled to speak on the question, nor shall any motion be in order until such roll call is completed and the result is announced.

Section 7.03 Conflict of Interest

~~11.3~~ No member of the Board shall vote on any questions in which she/he has a financial interest other than the common public interest or on any question concerning her/his own conduct. On these, as on all other questions, each member who is present shall vote when her/his own name is called unless excused by the unanimous consent of the remaining members present. Any member refusing to vote when required to do so by this paragraph shall be guilty of a misconduct in office.

Section 7.04 Voice Vote

~~11.4~~ In all cases where a non-roll call vote is taken, the chair shall decide the results. Any member may call for a division and the "yeas" and "nays" shall be called upon the request of the chair or any member.

Revised to match practice.

12. Article VIII. PARLIAMENTARY PRACTICE RULES

The rules of parliamentary practice as contained in the most recent edition of *Robert's Rules of Order* shall be used as a general guide to govern the Board in all cases to which they are applicable, provided they are not in conflict with these rules, with the ordinances ~~and charter~~ of the Charter Township of Genoa or the laws of the State of Michigan. The presiding officer will interpret and apply the rules of parliamentary practice and the presiding officer's interpretation and application shall be final and conclusive unless overturned by a majority vote of the Board.

Added in Repealor and Severability sections.

Article IX. REPEALOR

All policies or parts of policies in conflict herewith are repealed.

Article X. SEVERABILITY

Should any section, subsection, paragraph, sentence, clause, or word of this Policy be held invalid for any reason, such decisions shall not affect the validity of the remaining portions of the policy.

Article XI. CLERK'S CERTIFICATE

The undersigned, being the duly qualified and acting Clerk of the Township of Genoa, Livingston County, Michigan, hereby certifies that (1) the foregoing is a true and complete copy of the Rules of Procedure duly adopted by the Township Board at a

regular meeting held on May 7, 1995 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
2911 Dorr Road
Brighton, MI 48116

~~\7?aoJ?~~

~~Paulette A. Skolarus~~

~~Genoa Township Clerk 2980 Dorr Road~~

~~Brighton, MI 48116~~



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genoa.org

MEMORANDUM

TO: Honorable Board of Trustees
FROM: Kelly VanMarter, Manager
DATE: July 2, 2025
RE: Credit Card Policy

At our last meeting, I mentioned that we have recently identified a number of policies which needed an update. In addition to the Rules of Procedure policy, the Township Credit Card policy was also identified. The credit card policy was adopted in 2009. I have attached on the following pages, a copy of the current credit card policy and also the proposed new policy. Many of the sections have remained the same, but there have been changes to the order and format of the policy which made track changes impossible. To create the amended policy, I relied on guidance documents from the Michigan Township Association and also reviewed the policies of other jurisdictions. In complement to this amended policy, you will see references to a purchasing policy which is the next item on the agenda.

I look forward to your discussion on this at Monday's meeting. In the event the Board wishes to approve this policy, I offer the following motion for your consideration. *Please note that the law requires that this policy be adopted by Resolution, therefore a roll call vote is required.*

Moved by _____, **supported by** _____ to
approve the amended Credit Card Policy. (Roll call)

SUPERVISOR

Kevin Spicher

CLERK

Janene Deaton

TREASURER

Robin L. Hunt

TRUSTEES

Rick Soucy

Bill Reiber

Candie Hovarter

Todd Walker

MANAGER

Kelly VanMarter

RESOLUTION #090302
Genoa Charter Township
Credit Card Use Policy

At a regular meeting of the Genoa Charter Township Board of Trustees, the following preamble and resolution was offered by Smith and was supported by Ledford:

WHEREAS, Public Act 266 of 1995 authorizes a township to be a party to a credit card arrangement if the township board has adopted by resolution a written policy governing the control and use of credit cards, and

WHEREAS, the Genoa Charter Township Board deems that it is in the best interest of the township to make certain township financial transactions by using a credit card as described in the Act, now

THEREFORE BE IT RESOLVED, that the following policy shall govern the use of township credit cards:

(a) The Township Manager is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the township's credit card policy.

(b) Township credit cards may be used only by an officer or employee of the township for the purchase of goods or services for the official business of the township.

The use of credit card is limited to the following circumstances (*choose as appropriate*):

- purchase of capital outlays up to \$1000 for travel, meals and accommodations while on township business (*excluding expenses incurred in operating a privately owned automobile*)
- gas, oil and other necessary expenses incurred in operating a township-owned vehicle

(c) Township officers and employees who use a township credit card shall, as soon as possible, submit a copy of the vendor's credit card slip to the Township Manager. If no credit card slip was obtained that described the transaction, the employee shall submit a signed voucher that shows the name of vendor or entity from which goods or services were purchased, the date and the amount of the transaction, the official business that required the transaction, and the chart of account number indicating the line item to which the transaction is to be charged. All credit card slips shall include this information as well. Vouchers shall also include a statement why a credit card slip was not obtained.

(d) An official or employee who is issued a credit card is responsible for its protection and custody. If a credit card is lost or stolen, the Township Manager shall be notified. The entity issuing the lost or stolen credit card shall be immediately notified to cancel the card.

(e) An officer or employee issued a credit card shall return the credit card to the Township Manager upon termination of his or her employment or service with the township.

(f) The Township Manager shall maintain a list of all credit cards owned by the township, along with the name of the officer and employee who has been issued the credit card, the credit limit established, the date issued, and the date returned. Each employee authorized to use a credit card shall sign an affidavit stating that the credit card has been issued, and that the employee has received and read a copy of this policy.

The Township Manager shall review each credit card statement as soon as possible to ensure that transactions comply with this policy. Any transactions that appear on the statements that are not documented with a credit card slip or a signed voucher shall be immediately investigated. Transactions that do not appear to comply with this policy shall be reported to the township board.

(g) A credit card report indicating user's name, place of purchase and purpose of purchase will be provided to the township board at least monthly. The township board shall not approve a payment to the entity issuing the credit card until all transactions have been verified, including the approval of all transaction invoices if issued.

(h) The balance, including interest due on an extension of credit under the credit card arrangement, shall be paid for within not more than 60 days of the initial statement date.

(i) Officers and employees who use a township credit card in a manner contrary to this policy shall be subject to the following disciplinary actions, as deemed appropriate by the township board:

- verbal counseling
- written reprimand
- suspension
- termination
- reimbursement to the township for unauthorized expenditures.

Upon a roll call vote, the following voted: AYE: Ledford, Smith, Wildman, Mortensen, Skolarus and McCrie. NAY: None. Absent: Hunt.

The Supervisor declared the resolution adopted.

Attested by:

Paulette A. Skolarus, Township Clerk

Date: March 2, 2009



Credit Card Use Policy

Adopted by the Township Board on _____

**GENOA CHARTER TOWNSHIP
LIVINGSTON COUNTY, MICHIGAN
BOARD OF TRUSTEES**

**CREDIT CARD USE POLICY
RESOLUTION 250707**

**Considered: July 7, 2025
Adopted:**

At a regular meeting of the Genoa Charter Township Board of Trustees, the following preamble and resolution was offered by _____ and was supported by _____:

WHEREAS, On January 8, 1996, the Governor of the State of Michigan approved Act No 266 of the Public Acts of 1995 authorizing a township to be a party to a credit card arrangement if the township board has adopted by resolution a written policy governing the control and use of credit cards; and

WHEREAS, the Genoa Charter Township Board of Trustees deems that it is in the best interest of the township to make certain township financial transactions by using a credit card as described in the Act, now

THEREFORE, BE IT RESOLVED, that Genoa Charter Township ensures that all eligible employees and elected officials shall follow the following guidelines for credit card use and sign the "Cardholder Agreement Form" upon receiving a township credit card.

Article I. PURPOSE

Genoa Charter Township deems it is in the best interest of the Township to make certain financial transactions using a credit card in order to improve purchasing efficiency. As stated in Public Act 266 of 1995, the Township must have adopted a written policy regarding the use of credit cards prior to entering into any credit card arrangement. It is the intent of this policy to restrict the use of credit cards by designated employees or officers to purchases of goods or services for the official business of Genoa Charter Township only.

Section 1.01 Policy Statement

This policy is designed to serve as a guide for all credit card purchases by authorized Township employees and officers. Township credit cards are intended to provide additional flexibility to employees traveling on Township business or for the purchase of goods or services for the official business of Genoa Charter Township. All transactions using a Township issued credit card must be in compliance with the Township Purchasing Policy.

Section 1.02 Scope

This policy is applicable to all credit cards issued in the name of Genoa Charter Township, including gas cards, retail store cards, and general purpose credit cards, used by Township employees and officers.

Article II. AUTHORIZATION

Section 2.01 Authorized Users

Any credit card issued in the name of the Charter Township of Genoa may only be used as designated by an authorized user for the purchase of goods or services for the official business of the Charter Township of Genoa. The following individuals of the Township are authorized to make credit card purchases on behalf of the Charter Township of Genoa:

- Clerk
- Treasurer
- Manager
- Head Assessor
- Facilities Director

No person shall be allowed to have custody or possession of a credit card in the name of the Charter Township of Genoa unless said person is an active employee or currently under contract with the Charter Township of Genoa. Any person terminated or voluntarily discontinuing their employment with the Charter Township of Genoa, shall return the credit card to the clerk upon termination of his or her employment or service with the Township. Any persons on sick leave or on leave of absence for any reason other than vacation shall deposit the credit card with the Township Clerk.

Section 2.02 Responsible Party

The Township Clerk is the individual responsible for the issuance, accounting, monitoring and retrieval of any and all credit cards issued in the name of the Charter Township of Genoa. The Clerk shall maintain a list of all credit cards owned by the township, along with the name of the official or employee who has been issued the credit card, the credit limit established, the date issued, and the date returned. Each employee shall initial the list beside his or her name to indicate agreement that the credit card has been issued, and that the employee has received and read a copy of this policy.

Any officer or employee of the Charter Township of Genoa receiving a credit card shall be strictly responsible for the protection and custody of said credit card. An employee who has authorized user approval for use of a credit card is responsible for its protection and custody.

If a cardholder experiences denials when using a credit card, he/she is to contact the Township Clerk with the date, vendor's or merchant's name, dollar amount, and approximate time of the attempted purchase. The Township Clerk shall then investigate the denial.

Section 2.03 Loss

In the event that the credit card is lost or stolen, the employee shall immediately notify the Charter Township of Genoa's clerk and shall also take all steps necessary to insure against the unauthorized use of said credit card. The Clerk shall contact the credit card company and immediately cancel the card.

Section 2.04 Use Limitations

Township credit cards are limited to authorized Township business expenses as outlined in the purchasing policy. Credit card transactions may be performed in person, over the telephone, through the mail, or over a secure internet connection. Genoa Charter Township employees/officers shall continue to utilize normal accounts payable procedure payment by check based on the invoice from vendors and their allowed terms whenever possible.

Municipal credit card users must notify vendors or merchants that the credit card transaction should be exempt from Michigan Sales and Use Taxes if it is used for goods and services in the State of Michigan.

Cardholders shall follow the following usage guidelines:

The total credit limit per card shall not exceed \$5,000.

- (a) Purchases for memberships, professional development, conference registrations, and subscriptions provided that the funds are appropriated and available in the approved budget.
- (b) Purchases for office supplies, technology, and logo wear for employees and officials provided that the funds are appropriated and available in the approved budget.
- (c) Purchases for travel, meals and accommodations while on township business (excluding expenses incurred in operating a privately-owned automobile).
- (d) Gas, oil and other necessary expenses incurred in operating a township owned vehicle.
- (e) Interpretation regarding purchases not listed above, shall be reviewed and approved by the Administrative Committee and/or the Township Board prior to purchase

Article III. DOCUMENTATION

Township officers and employees who use a township credit card shall, as soon as possible, submit a copy of the vendor's receipt to the clerk. If no receipt was obtained that described the transaction, the employee shall submit a signed voucher that shows the name of vendor or entity from which goods or services were purchased, the date and the amount of the transaction, the official business that required the transaction, and the chart of account number indicating the line item to which the transaction is to be charged. All credit card slips/receipts shall include this information as well. Vouchers shall also include a statement why a credit card slip/receipt was not obtained.

Article IV. ADMINISTRATION

Section 4.01 Internal Controls

The following system shall be implemented immediately to monitor the use of the credit cards:

- (a) Prior to being issued a credit card, individuals are required to sign the Credit Cardholder Agreement
- (b) The individuals issued credit cards shall review and code with general ledger line item budget number each item on all credit card statements received for their respective purchases prior to the submission to the Township Clerk for inclusion in the Township Board payables.
- (c) The Township Clerk shall review each credit card billing and all documentation as provided above to guarantee compliance prior to submitting any such bills to the Township Board for approval and payment.
- (d) A current list of credit cards, authorized users, and credit limits shall be kept on file

The Clerk shall review each credit card statement as soon as possible to ensure that transactions comply with this policy. Any transactions that appear on the statements that are not documented with a credit card slip or a signed voucher shall be immediately investigated. **Transactions that do not appear to comply with this policy shall be reported to the Township Manager immediately.** All expenses not appropriately documented will be considered personal expenses and due and owing the Township. The employee will be expected to promptly reimburse the Township for such personal expenses.

Section 4.02 Security

Any official or employee issued a credit card is responsible for its protection and custody. The credit card should always be treated with a level of care that will secure the card and account number.

- (a) Storage of the credit card. Keep the credit card in an accessible, but secure, location.
- (b) Credit card account number. Guard the credit card account number carefully. Do not write or post the number, other than where required for completing order forms.
- (c) Lost or stolen credit cards. If the credit card is lost or stolen, immediately notify the Township Clerk and, if possible, the organization who issued the card.
- (d) Personal liability. The credit card will not impact the cardholder's personal credit reference. The Township issued credit card is a corporate liability card, not a personal liability card. The cardholder does have a responsibility to use the credit card in an approved manner.

Section 4.03 Payments

Credit card payments shall appear on the claims report provided to the Board. Where possible, these claims shall be approved by the Board prior to payment however all balances must be paid within the required timeframe so as to not incur interest costs. The balance, including interest due, on an extension of credit under the credit card arrangement shall be paid for not more than 60 days of the initial statement date, with the exception of disputed amounts, or in similar extenuating circumstances.

Section 4.04 Violations

Officers and employees who use a township credit card in a manner contrary to this policy shall be subject to disciplinary action, including possible termination of employment, reimbursement to the township for unauthorized expenditures, legal action, verbal counseling, written reprimand, suspension or criminal liability.

Article V. REPEALOR

All policies or parts of policies in conflict herewith are repealed.

Article VI. SEVERABILITY

Should any section, subsection, paragraph, sentence, clause, or word of this Policy be held invalid for any reason, such decisions shall not affect the validity of the remaining portions of the policy.

Upon a roll call vote, the following voted:

YES:

NO:

ABSENT:

The Supervisor declared the resolution adopted

Attested by:

Janene Deaton , Genoa Township Clerk

Date

CHARTER TOWNSHIP OF GENOA

Credit Cardholder Agreement

Requirements for use of a Municipal Credit Card:

1. The credit card is to be used only to make purchases at the request of, and for the legitimate business benefit of, the Charter Township of Genoa, Michigan.
2. The credit card must be used in accordance with the provisions of the Credit Card Policy established by the Charter Township of Genoa and the Purchasing Policy, as attached hereto.

Violations of these requirements may result in revocation of use privileges. Employees found to have inappropriately used the credit card will be required to reimburse the Charter Township of Genoa for all costs associated with such improper use through direct payment or payroll deduction. Disciplinary action(s) may be taken per the Township's Personnel Policies, up to and including termination. The Charter Township of Genoa will investigate and commence, in appropriate cases, criminal prosecution against any employee found to have misused the credit card or who violates the provisions of the cardholder agreement.

Credit Card Account Number: _____

Received by: _____
Name (Please Print)

I acknowledge receipt of the attached Credit Card Policy and purchasing ordinance. I agree to abide by said policy and ordinance.

Signature: _____

Date: _____

(Below, For Township Clerk's Office Use Only)

Credit Card Returned

Township Clerk's Signature: _____

☐ Date: _____



2911 Dorr Road
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genoa.org

MEMORANDUM

TO: Honorable Board of Trustees
FROM: Kelly VanMarter, Manager
DATE: July 2, 2025
RE: **Purchasing Policy**

Attached for your review and approval is the proposed Genoa Charter Township Purchasing Policy. This policy has been developed to ensure that Township purchases are made in a fair, transparent, and cost-effective manner. Having a formal purchasing policy is important for several reasons:

- It promotes fiscal responsibility and ensures taxpayer dollars are spent efficiently.
- It provides a clear framework for staff and elected officials to follow when acquiring goods and services.
- It helps maintain legal compliance, protects against conflicts of interest, and supports ethical conduct.
- It enhances accountability and consistency across all departments.

Policy Overview

The policy outlines procedures and approval thresholds for purchases based on dollar amounts:

- Requirements for quotes or bids:
 - Purchases under \$10,000 allow flexible quote gathering, subject to Township manager oversight.
 - Purchases over \$10,000 must have at least 3 quotes and must be approved by the Township Board.
- It addresses emergency purchasing, change orders, and exceptions for recurring services or professional contracts.
- Spending limits are also clearly defined for staff, elected officials, and department heads.

In addition, the policy emphasizes vendor confidentiality and prohibits unethical practices like bid shopping. I look forward to discussing this with you on Monday. If you wish to approve the policy, I offer the following motion for your consideration:

Moved by _____, **supported by** _____ to approve the Purchasing Policy.

SUPERVISOR

Kevin Spicher

CLERK

Janene Deaton

TREASURER

Robin L. Hunt

TRUSTEES

Rick Soucy

Bill Reiber

Candie Hovarter

Todd Walker

MANAGER

Kelly VanMarter



Purchasing Policy

Adopted by the Township Board on _____

**GENOA CHARTER TOWNSHIP
LIVINGSTON COUNTY, MICHIGAN
BOARD OF TRUSTEES**

PURCHASING POLICY

Considered: July 7, 2025

Adopted:

Article I. Purpose

The purpose of this policy is to acquaint all departments and officials with the flow of required forms and internal procedures to be followed in the purchasing process. Its purpose is also to ensure the efficient procurement of appropriate goods and services at appropriate prices via a transparent and ethical process. All purchases may be approved or denied in accordance with the provisions of this policy and within the limitations of the Township budget. The Manager can move budgeted expenditures within the fund without the approval of the Township Board.

The Township Manager, any officer or employee of the Township, or any member of the Township Board shall not be financially interested, directly or indirectly, in any purchase order or contract coming under the purview of their official duties. State law and Township policy prohibit officers or employees from acting as vendors to the Township.

The Township will strive to buy the best quality goods and services at the lowest price. In this endeavor, the Township shall be an equal opportunity purchaser, favoring local vendors and American made equipment and services only when all other factors are relatively equal.

Article II. Dollar Threshold Categories

Section 2.01 Category 1: Purchases of less than \$10,000.

Quotations for purchases under \$10,000 may be obtained by internet, text, email, or fax. Genoa Charter Township will attempt to price shop these purchases, when possible, but recognizes that requiring Township staff to obtain multiple quotes for all purchases in this category is not practical and may lead to higher cost through lost time and productivity.

For purchases under \$10,000, requests to purchase goods or services shall be submitted to the Township Manager in writing who will then do a cost analysis to determine if the expenditure is necessary and if the funds are available. Approval of the Township Manager is required for these expenditures.

Section 2.02 Category 2: Purchases of over \$10,000.

Any purchases for goods or services exceeding \$10,000 shall be submitted to and approved by the Township Board of Trustees. Submittals should have at least three quotes from suppliers or provide support and documentation why three quotes were not able to be obtained. If the item is "sole source" due to compatibility with existing equipment or similar reasons, or if a known or qualified company with a successful track record with the Township is the seller, the requirement of obtaining multiple quotes may be waived by the Township Board of Trustees, or as noted below, and with respect to ongoing professional services (i.e., legal, planning, accounting and engineering), and recurring billings for goods and services provided (i.e., Road Commission work, building and grounds maintenance work, and other similar items as listed).

Article III. Exceptions

Some purchases may be exempt from the requirements of requiring quotes or bids when the following conditions exist:

- (a) It is in the best interest of the Township including, but not limited to:
 - (i) Software renewal and maintenance update fees.
 - (ii) Change orders, additions or extensions to existing contracts where such action is reasonably necessary to meet the principle objective of the original contract to be performed.
 - (iii) Procurements that were competitively bid (without negotiated extension pricing) within 1 year where additional products or services are needed and the vendor agrees to provide the identical product or service per the original agreement including price.
 - (iv) Renewals for insurance contracts including but not limited to Medical, Dental, Vision, Workers Compensation, Post-Employment Benefits or other contracts where establishing a stable record and maintaining a business relationship with an insurer results in preferential renewal rates.
- (b) There exists a long-standing successful relationship for services and the knowledge gained through this relationship adds value integral to the services provided. Procurement of services classified as professional and special services shall not require price quotations or competitive bids. Nothing in this policy shall necessitate the bidding of professional services/contracts when the Township is satisfied with the current services/contract. These types of services by nature are recurrent and long-term relationships that benefit the Township to continue. Vendor selection and pricing should be reviewed annually to maintain adequate and reasonable competition. The Township Administrative Committee will determine what is considered a professional service for the departments they directly oversee. Examples include but are not limited to legal services, engineering services, planning services, accounting/auditing services, maintenance services, architectural service consultants, and hardware and software maintenance fees.

- (c) To address unique procurement situations which may include procurements for election materials that require compatibility with specific equipment or mailing requirements, banking lockbox services.
- (d) When an emergency event occurs that is a threat to public health, maintenance of an essential Township service, welfare of persons or public property, or the security of the Township or its interests, the Township Supervisor, or in the Supervisor's absence, the Clerk, Treasurer or Manager, may authorize purchases. The emergency need not be officially declared. Failure to plan does not constitute an emergency.
- (e) For purchases or contracts that the Department Head and the Board determine, after a good faith review of potential vendors, that there is only one sole source vendor for the required product or service especially when the procurement is for a product that is a part of a system in which selection of an alternative brand would alter the ability of the using department to operate and/or maintain the system. Written proposals are required from vendors.
- (f) For purchases or contracts for required products or services where there exists a competitively solicited cooperative bid agreement with an entity or governmental agency that is available for use or for purchases made in conjunction with another governmental unit. When applicable, an award will be made by complying with the terms of the stated cooperative contract. Written proposals are required from vendors.
- (g) When there exists an approved service agreement with a contracted consultant who possesses the qualifications necessary to perform a service, whether or not that service is specifically included in the consultant's service agreement, procurements are exempt from competitive bidding. The existing contracted consultant shall be required to submit a written proposal and associated lump sum fee for services that are requested that are not specifically included in their service agreement.
- (h) Training and Education Expenses including conference or convention registration fees, course or seminar or workshop tuition or registration fees, and membership fees and subscriptions subject to spending limits outlined in the approved budget.
- (i) Travel Expenses including meals, accommodations, and transportation that cannot be competitively bid, subject to spending limits outlined in the approved budget and Travel Policy.
- (j) Regular and/or reoccurring payments that provide for the support and execution of the general operations of the Township such as vehicle maintenance, equipment maintenance, building maintenance, utility repair, and general office supplies (postage, copy paper, pens, pencils, etc.) and equipment.
- (k) Utilities, telecommunications, publications, licenses, certificates.
- (l) Goods or services provided by government agencies.

Article IV. Change Orders

Where possible, changes to the goods or services ordered should be minimized. The following defines tolerances related to changes:

- (a) Any changes to the items ordered or the services performed.
- (b) Change to the total amount of the purchase order in excess of 5% for capital expenditures.
- (c) Change to the total amount of the purchase order in excess of 10% for operating expenditures.

If any of these tolerances are exceeded, the Department Head must provide documented justification and obtain approval from the Manager. This approval is attached to the invoice for processing.

Article V. Competitive Bidding

The Township Board may require the use of competitive bidding for purchases of \$75,000 and above. This may be an electronic bidding process at the approval of the Township Manager. Once the bid opening process is complete, the Department Head will prepare a recommendation for the Manager to forward onto the Township Board. If awarded by the Board, the Department Head will inform the winning bidder. The Township Board reserves the right to reject any and all bids and waive technicalities.

Section 5.01 Request for Bids

An invitation to bid or a request for proposals for services should be published in a newspaper of general circulation or bidding website at least ten business days before the final date of submitting bids or proposals. Notice of the bid or proposal process shall also be posted at the Township Office or on the Township Website. The Township may also choose to solicit bids from qualified perspective bidders known to the Township by sending a copy of the request for bids or proposals by mail, email or personal delivery.

Section 5.02 Specification for Bids

Specifications for a bid or proposal shall be prepared for the proposed purchase and submitted to the Township Manager and Supervisor for approval. Specifications may also be approved by the Township Board of Trustees. The specifications should include the length of the contract period, a description of the good or services, the commencement or delivery date and termination date, the minimum qualifications of the bidders, warranties, insurance or performance bond or other financial guarantees, the deadline for which bids must be submitted, and other appropriate information. The bid or request shall also include a statement that the Township Board of Trustees reserves the right to reject or accept any or all bids, to waive any formality or errors in the bidding process, and to accept in the best interest of the Township, including accepting bids that are not the lowest bids.

Section 5.03 Consideration of Bids

While typically the lowest quote or bid will be accepted for an equivalent product or service, The Township is not required to accept the lowest quote or bid, if the Township deems it is in the best interest of the Township to accept a quote or bid other than the lowest. The Township shall have the right to reject any or all bids, and to otherwise award the purchase as it determines to be in its interest.

Article VI. Confidentiality

To maintain the Integrity of the competitive bidding process and ensure fairness to all vendors all quotes, proposals and bid submissions received shall be treated as confidential and shall not be shared, disclosed or discussed with competing vendors or potential bidders before the award of the contract or conclusion of the purchasing process. This includes any direct or indirect disclosure of pricing, terms, specifications, or other competitive details.

Under no circumstances shall the Township (or its employees, officials, or agents) engage in “bid shopping” or the practice of revealing one vendor's quote to another vendor to encourage a lower bid or different terms. Any such action undermines the competitive process and is strictly prohibited.

Article VII. Elected Officials and Employee Spending Limits

Section 7.01 Supervisor, Clerk, Treasurer and Township Manager

Supervisor, Clerk, Treasurer and Township Manager are authorized to spend up to \$5,000 without prior approval of the Board of Trustees, provided that the funds are appropriated and available in the approved budget. If the purchase may cause an appropriation to be exceeded, a budget amendment shall be drafted, or an explanation shall be provided to the board prior to the purchase. Any expenditure over \$5,000 will be reported to the Township Board of Trustees by the authorizing official at the next regular Township Board meeting.

Section 7.02 Emergencies

In emergencies, when necessary, to protect the health, welfare, safety and well-being of the Township or its assets, the Township Manager may make or authorize expenditures more than \$5,000 without prior Board of Trustees approval. The Township Manager will receive prior approval from the Supervisor or any member of the Administrative Committee if the Supervisor is unavailable. The Township Manager will inform the Board of Trustees of any expenditure within 48 hours and provide justification for the emergency nature of the purchase in a timely fashion, no later than the next regular Board meeting.

Section 7.03 Facilities Director

The Facilities Director is authorized to spend up to \$3,000 without prior approval of the Township Manager, provided that the funds are appropriated and available in the approved Budget. The Township Manager's approval and signature is required for all Purchase

Authorizations for departmental purchases between \$3,000 and \$5,000. Purchase Authorizations above \$5,000 must go to the Township Board of Trustees for approval.

Section 7.04 Staff

Staff may be authorized to spend up to \$1,000 with prior approval of the Township Manager or Department Head, provided that the funds are appropriated and available in the Department budget. This authority will be granted on a position-by-position basis based on the need of the position to make periodic purchases to operate efficiently.

Article VIII. Applicability

This Policy and application of the requirements of the policy may be waived by the affirmative vote of the majority of a quorum of the Township Board of Trustees at a regular or special meeting of the Board upon finding that the waiver of the application of the policy is in the best interested of the Township.

Article IX. Ethical Conduct

All personnel involved in the purchasing process are expected to adhere to high ethical standards and to protect vendor confidentiality at all stages. Any breach of this policy may result in disciplinary action and may invalidate the procurement process. Any attempt to realize personal gain through public procurement by conduct inconsistent with the proper discharge of the official's or employee's duty is a breach of public trust. Any effort by a vendor to influence any public employee, including an elected or appointed official or unethical conduct is also a breach of ethical standards. It shall also be a breach of ethical standards for any individual, including an elected or appointed official, drawing a salary or wage from the Township, to become or be an employee or to have a financial interest in any entity contracting with the governmental body. Financial interest is defined as ownership of any interest or involvement in any relationship from which, or as a result of which, a person within the past year has received or is presently or in the future entitled to receive, more than \$100.00 per year, or its equivalent; ownership of 5% or more of any property or business; or holding a position in a business such as officer, director, trustee, partner, employee, or the like, or holding any position of management. Any potential conflict must be disclosed to the Township Board of Trustees. The Board of Trustees may allow for an exception to this rule by a majority vote.

Article X. REPEALOR

All policies or parts of policies in conflict herewith are repealed.

Article XI. SEVERABILITY

Should any section, subsection, paragraph, sentence, clause, or word of this Policy be held invalid for any reason, such decisions shall not affect the validity of the remaining portions of the policy.



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To: Members of the Board of Trustees for Genoa Township
From: Rick Soucy
Date: June 25, 2025
Re: Safety and Security

Board members,

I have been informed of concerns for “safety and security” from some of our staff and various board members.

Typically most people tend to be reactionary about safety and security, however I tend to be more proactive when it comes to issues like this.

I feel we need to start a conversation about upgrading our security and safety protocols within our township offices. This is to include structural upgrades which will cost us a fair amount of money. But the risk is far worse.

Please be open to the conversation without being over concerned about the cost.

Thank you.

SUPERVISOR

Kevin Spicher

CLERK

Janene Deaton

TREASURER

Robin L. Hunt

TRUSTEES

Rick Soucy

Bill Reiber

Candie Hovarter

Todd Walker

MANAGER

Kelly VanMarter

Board Correspondence

Kelly VanMarter

From: clerk
Sent: Thursday, July 3, 2025 2:18 PM
To: Adam VanTassell; Amy Ruthig; Carol Hanus; Carrie Aulette; Cindy Overby; clerk; Denise Schniers; Duffy Rojewski; Greg Tatara; Jenifer Kern; Jessica Buttermore; Kathleen Murphy; Kim Lane; Kristen Sapienza; Laura Gambino; Lindsay Bugeja; Robin Hunt; Sharon Stone-Francis; supervisor; Tabitha Dolan; Tammy Lindberg; Kelly VanMarter; Becky Dockery
Cc: Candie Hovarter; Todd Walker; Rick Soucy; Bill Reiber
Subject: FW: Pictures

The Admin Committee's efforts have paid off! Yesterday was the final item on the agenda to make the pavilion bathrooms look great again. The painter although ended up using the wrong color, made it look great with a fresh coat of paint! I just wanted you all to see one of the projects we have been working on. 😊

Here are the Before Pictures-

BEFORE:



AFTER:



BEFORE:



AFTER:



IMPORTANT COMMUNITY UPDATES



IMPORTANT MESSAGE FROM THE CLERK'S OFFICE

The Township has condensed and redistricted some of the voting precincts. **If your precinct and/or voting location has changed you will receive a new voter ID postcard in the mail.** Post cards will be sent out in the next few weeks. For an updated precinct map, please visit <https://www.genoa.org/government/elections>



Master Plan Update



Join us as we embark on an update to the current Genoa Charter Township Master Plan to review the direction of long-term planning policies in the Township to better align with community needs and interests today.

In the coming months, the Township Planning Commission, charged with preparing and adopting the Master Plan, will study updated demographic and economic information, review plan goals and objectives, and **hear from you** — residents, business owners, and others!

Public engagement is a critical component of developing a successful Master Plan because it ensures that the plan reflects the needs, values, and aspirations of the community it serves. This planning process will strive for a wide spectrum of community participation in two phases:

- **Phase 1** will engage the community by casting a broad net on a wide variety of land use topics, and
- **Phase 2** will narrow the outreach for more focused feedback.



What is a Master Plan?

A Master Plan is a big-picture, long-range document that guides policy and decision-making about how land is used for housing, transportation, commerce, and public spaces. The Township is working with planning consultants, Giffels Webster, to understand demographics, economics, how our land is currently used, and explore trends and projections on how the Township may change over the next 10-20 years.

Surveys and other opportunities to participate will be available via the Township website.



SCAN ME

[genoa.org](https://www.genoa.org)

Download the MyGenoa App

MYGENOA IS THE OFFICIAL APP OF GENOA TOWNSHIP, DESIGNED TO KEEP YOU CONNECTED AND INFORMED. From community events and announcements to important alerts and traffic updates, the app puts everything you need right at your fingertips. When residents sign up, it helps build a stronger, more informed Community!

CUSTOMIZE YOUR ALERTS: JOIN SUBSCRIPTION GROUPS TODAY!

To subscribe, simply download the MyGenoa app, create an account with your email, and select the topics you want to receive notifications about.



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