

**GENOA CHARTER TOWNSHIP BOARD**

**Regular Meeting**

**July 21, 2025**

**6:30 p.m.**

**AGENDA**

Call to Order:

Invocation:

Pledge of Allegiance:

Roll Call:

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

**Approval of Consent Agenda:**

- 1) Payment of Bills: July 21, 2025
- 2) Request to approve the July 7, 2025 meeting minutes

**Approval of Regular Agenda:**

- 3) 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 \$2,310.30 from Parks and Recreation fund line item 208-751-934-060 for park maintenance.
- 4) Consideration of a request for review and approval of a Purchasing and Bid Policy.
- 5) Consideration of a request for approval of a 3-year HVAC maintenance agreement for the Township Hall with Precision Comfort Heating and Air Conditioning, LLC starting August 1, 2025 through July 31, 2028 with an annual cost of \$1,614.00 in year 1, \$1,695.00 in year 2 and \$1,780.00 in year 3.
- 6) Consideration of a request to approve the proposal from the Michigan Association of Planning to host a “Planning and Zoning for Everyone” event at the Township Hall at a cost not to exceed \$1,800.00 from Community Outreach fund line item 101-728-880-001.

**Items for Discussion:**

- 7) Discussion regarding road safety items as requested by Supervisor Spicher.

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 21, 2025

All information below through July 16, 2025

July 18, 2025 Bi Weekly Payroll	\$	132,243.88
INVOICES ON HOLD	\$	383,723.66
TOWNSHIP GENERAL EXPENSES	\$	88,698.15
OPERATING EXPENSES DPW (503 FN)	\$	6,924.21
OPERATING EXPENSES Oak Pointe (592FN)	\$	41,628.43
OPERATING EXPENSES Lake Edgewood (593FN)	\$	19,563.24
TOTAL	\$	672,781.57

# July 18, 2025 Bi Weekly Payroll

07/15/2025 10:25 AM		PAYROLL REGISTER REPORT FOR GENOA CHARTER TOWNSHIP				Page 33 of 33	
		Payroll ID: 320					
		Pay Period End Date: 07/11/2025    Check Post Date: 07/18/2025    Bank ID: FNBCK					
* YTD values reflect values AS OF the check date based on all current adjustments, checks, void checks							
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WELL IQ	0.00	0.00	0.00	5,396.65			
ZBA MINUTES	0.00	0.00	0.00	1,322.37			
ZBA MINUTES OT	0.00	0.00	0.00	0.00			
ZBA PER DIEM	0.00	0.00	0.00	1,269.48			
ZO	72.00	0.00	2,405.77	34,125.01			
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Gross Pay This Period	Deduction Refund	Ded. This Period	Net Pay This Period	Gross Pay YTD	Dir. Dep.		
131,297.35	0.00	38,373.88	92,923.47	1,908,475.16	92,923.47		
<hr/>							
07/15/2025 10:26 AM		Check Register Report For Genoa Charter Township				Page 1 of 1	
		For Check Dates 07/18/2025 to 07/18/2025					
Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
<hr/>							
07/18/2025	FNBCK	EFT1070	FLEX SPENDING (TASC)	1,122.48	1,122.48	0.00	Open
07/18/2025	FNBCK	EFT1071	INTERNAL REVENUE SERVICE	30,905.79	30,905.79	0.00	Open
07/18/2025	FNBCK	EFT1072	PRINCIPAL FINANCIAL	4,981.00	4,981.00	0.00	Open
07/18/2025	FNBCK	EFT1073	PRINCIPAL FINANCIAL	2,311.14	2,311.14	0.00	Open
<hr/>							
Totals:		Number of Checks: 004		39,320.41	39,320.41	0.00	
<hr/>							
Total Physical Checks:							
Total Check Stubs:		4					

Direct Deposit	\$92,923.47
Physical Check	<u>\$39,320.41</u>
TOTAL	\$132,243.88

## Invoices on Hold - Requesting Approval to Pay

Bank Code	Post Date	Invoice #	Vendor Sort Name	Amount	Description
261C2	6/30/2025 12:00:00 AM	GEN062725	CHLORIDE SOLUTIONS, LLC	4,589.39	DUST CONTROL 6/23/25
261C2	7/8/2025 12:00:00 AM	GEN070525	CHLORIDE SOLUTIONS, LLC	1,954.97	DUST CONTROL 7/2/2025
270CK	7/14/2025 12:00:00 AM	7/1/2025	3 AND 3 CONSTRUCTION, LLC	525.00	SUPPLIES AND REPAIRS
270CK	7/14/2025 12:00:00 AM	208.071025001	HOWELL AREA PARKS & REC. AUTHORITY	195.54	DOG BAGS FOR PARK PATH
503FN	6/30/2025 12:00:00 AM	135091	GIFFELS WEBSTER	812.50	GIS SYSTEM ADMINISTRATION
503FN	7/14/2025 12:00:00 AM	000036-855-231	PORT CITY COMMUNICATIONS, INC.	256.23	ANSWERING SERVICE
503FN	6/30/2025 12:00:00 AM	52446644	TETRA TECH, INC.	6,795.00	IN-HOUSE ENGINEERING SERVICES THRU 6-27-2025
503FN	6/30/2025 12:00:00 AM	8082516342756	ADVANCE AUTO PARTS	56.98	AIR & CABIN FILTER
503FN	6/30/2025 12:00:00 AM	8082516442786	ADVANCE AUTO PARTS	269.55	BATTERY & CABLES FOR SKID STEER @ GENOA BARN
503FN	6/30/2025 12:00:00 AM	8082516442789	ADVANCE AUTO PARTS	(22.00)	CORE BATTERY CREDIT
503FN	6/30/2025 12:00:00 AM	S0240405	AMERICAN WATER WORKS ASSOCIATION	91.00	MEMBERSHIP DUES 9/1/25 8-31-26
503FN	6/30/2025 12:00:00 AM	440914	TRITECH SOFTWARE SYSTEMS	450.00	ADMIN. PROJECT MGMT SERVICES
503FN	6/30/2025 12:00:00 AM	8401600	CORRIGAN OIL COMPANY	984.06	GAS-ETHANOL
503FN	6/30/2025 12:00:00 AM	11-0227920	MARSHALL'S EXPRESS	106.95	FULL SERVICE OIL CHANGE FOR TRUCK # 20
503FN	7/14/2025 12:00:00 AM	11-0228391	MARSHALL'S EXPRESS	98.95	OIL CHANGE FOR TRUCK # 7 ROTATE TIRES, CHECK FRONT END, REPLACE MUFFLER &
503FN	6/30/2025 12:00:00 AM	34501	MYERS AUTOMOTIVE	939.97	CLAMPS TRUCK #24
503FN	6/30/2025 12:00:00 AM	31762	PREMIER AERIAL & FLEET INSPECTION	465.00	REPAIR WORK ON CRANE TRUCK
503FN	6/30/2025 12:00:00 AM	I143188	RANDY'S SERVICE STATION	1,361.56	TIRES FOR TRUCK # 17
503FN	6/30/2025 12:00:00 AM	517ST1389899	RED WING BUSINESS ADVANTAGE ACCOUNT	215.99	WORK BOOTS FOR BRITON OTT
503FN	6/30/2025 12:00:00 AM	517ST1533065	RED WING BUSINESS ADVANTAGE ACCOUNT	225.00	WORK BOOTS FOR BRIAN CZUPRENSKI
503FN	6/30/2025 12:00:00 AM	517ST1390728	RED WING BUSINESS ADVANTAGE ACCOUNT	225.00	WORK BOOTS FOR DONALD BRIGHAM
503FN	6/30/2025 12:00:00 AM	517ST1390658	RED WING BUSINESS ADVANTAGE ACCOUNT	225.00	WORK BOOTS FOR WYATT DANIEL
503FN	6/30/2025 12:00:00 AM	1083688	ROSATI, SCHULTZ, JOPPICH & AMTSBUEC	922.50	LEGAL ANALYSIS/POTENTIAL TRANSFER OF FUNCTIONS
503FN	6/30/2025 12:00:00 AM	INV00749592	USA BLUEBOOK	628.68	CLAW GRABBER FOR VACTOR TRUCK MHOG, GO, HOWELL TWP, GENOA TWP, DPW PROF DEV, DPW PHONE INT, DPW OFFICE, DPW HARDWARE, DPW
503FN	6/30/2025 12:00:00 AM	06-08-25 07-07-25	CHASE CARD SERVICES	10,146.39	TRUCK/TRAILER WITJES, ROBIN AFFILIATE MEMBERSHIP DUES #4661 10-19-25
503FN	7/15/2025 12:00:00 AM	25911	MWEA	100.00	10-19-26
503FN	6/30/2025 12:00:00 AM	1066	SOAPY BUCKET CAR WASH	128.50	CAR WASH FLEET ACCOUNT FOR JUNE MHOG EXPENSE, G/O WATER, OP WATER, HOWELL, DPW
503FN	7/16/2025 12:00:00 AM	6-16-25 7-11-25	HOME DEPOT CREDIT SERVICES	1,069.88	TRUCK, TOOLS & SUPPLIES DRINKING WATER CALCIUM BY EPA, WATER ANIONS,
592FN	6/30/2025 12:00:00 AM	0625-142898	BRIGHTON ANALYTICAL LLC	220.00	PHOSPHASE, ALKALINITY DRINKING WATER CALCIUM BY EPA, WATER ANIONS,
592FN	6/30/2025 12:00:00 AM	0625-142732	BRIGHTON ANALYTICAL LLC	220.00	PHOSPHASE, ALKALINITY
592FN	7/14/2025 12:00:00 AM	111712	GENOA TOWNSHIP DPW FUND	23,245.08	MAINTENANCE/BILLING
592FN	7/14/2025 12:00:00 AM	CI-06781B	HYDROCORP	299.25	MONTHLY CONTRACT

## Invoices on Hold - Requesting Approval to Pay

Bank Code	Post Date	Invoice #	Vendor Sort Name	Amount	Description
592FN	7/14/2025 12:00:00 AM	7-11-25	GENOA TOWNSHIP DPW FUND	1,775.00	YEARLY VACTOR TRUCK SCARED COSTS
592FN	7/14/2025 12:00:00 AM	SD17531620	MICHIGAN CAT	936.00	PM2 SERVICE
592FN	7/14/2025 12:00:00 AM	SD17543793	MICHIGAN CAT	640.00	PM 2 SERVICE AT OP WATER TOWER EMERGENCY SERVICE TO REPAIR RADIO AT TOWER PANEL OP
592FN	7/14/2025 12:00:00 AM	530380005	UIS SCADA	1,516.84	WATER TOWER
592FN	6/30/2025 12:00:00 AM	7107892	WATER SOLUTIONS UNLIMITED, INC	1,908.39	PHOSPHATE CORROSION CONTROL CHEMICALS
592FN	7/14/2025 12:00:00 AM	111711	GENOA TOWNSHIP DPW FUND	28,994.17	MAINTENANCE/BILLING FEES
592FN	6/30/2025 12:00:00 AM	8082516355647	ADVANCE AUTO PARTS	29.07	FIX-A-THRED (GRINDERS)
592FN	6/30/2025 12:00:00 AM	21689	COOPER'S TURF MANAGEMENT LLC	775.00	LAWN CUTTING & SPRAY VEGETATION AT STATION
592FN	6/30/2025 12:00:00 AM	36131	LOREA TOPSOIL & AGGREGATE	46.00	CLASS II SAND FOR CURB STOP REPAIRS
592FN	6/30/2025 12:00:00 AM	SD17499738	MICHIGAN CAT	839.00	PM2 SERVICE @ OP WWTP
592FN	6/30/2025 12:00:00 AM	SD17520255	MICHIGAN CAT	806.00	PM 2 SERVICE @ STATION 55
592FN	7/14/2025 12:00:00 AM	SD17524053	MICHIGAN CAT	771.00	PM2 SERVICE @ OP WWWTP
592FN	7/14/2025 12:00:00 AM	7-11-25	GENOA OCEOLA SWR & WTR AUTHORI	201.72	JOHNNA'S MARKET GRINDER CLEANING
592FN	6/30/2025 12:00:00 AM	6-24-2025	GENOA TOWNSHIP DPW FUND	14,339.00	YEARLY VACTOR TRUCK SHARED COSTS
593FN	7/14/2025 12:00:00 AM	111709	GENOA TOWNSHIP DPW FUND	10,907.75	MAINTENANCE/BILLING FEES
593FN	6/30/2025 12:00:00 AM	21690	COOPER'S TURF MANAGEMENT LLC	570.00	LAWN CUTTING AND SPRAY VEGETATION AT PLANT
593FN	6/30/2025 12:00:00 AM	6-24-25	GENOA TOWNSHIP DPW FUND	7,690.00	YEARLY VACTOR TRUCK SHARED COSTS
593FN	6/30/2025 12:00:00 AM	SD17475435	MICHIGAN CAT	729.00	SITE SAFETY INSPECTION & PM SERVICE @PS#43
593FN	6/30/2025 12:00:00 AM	SD17473760	MICHIGAN CAT	702.00	SITE SAFETY INSPECTION & PM SERVICE @ PS# 67
593FN	6/30/2025 12:00:00 AM	SD17495777	MICHIGAN CAT	750.00	PM2 SERVICE @ LES WWTP
593FN	6/30/2025 12:00:00 AM	SD17496195	MICHIGAN CAT	1,153.62	PM2 SERVICE @ LES WWTP
593FN	7/14/2025 12:00:00 AM	23938691	PVS NOLWOOD CHEMICALS, INC	2,553.60	CALCIUM NITRATE
792CK	7/14/2025 12:00:00 AM	52446643	TETRA TECH, INC.	1,500.00	REVIEW OF FINAL SUMMERFIELD POINT SITE PLANS
FNBACK	7/1/2025 12:00:00 AM	4243849	CONTINENTAL LINEN SERVICE	156.60	SCRAPERS AND RUGS REIMBURSEMENT OF PIZZA FOR EMPLOYEE MEETING PER
FNBACK	7/14/2025 12:00:00 AM	7-11-2025	KELLY VANMARTER	113.49	ADMIN COMMITTEE CENTRAL MONIROTING W/INSPECTION & SVC AGREEMENT 8-
FNBACK	7/14/2025 12:00:00 AM	427442	ALLSTAR ALARM LLC	358.80	1-25 10-31-25
FNBACK	6/30/2025 12:00:00 AM	6702	SEWARD HENDERSON PLLC	858.00	GENOA TWP ATTORNEY MATTERS
FNBACK	6/30/2025 12:00:00 AM	6703	SEWARD HENDERSON PLLC	1,012.00	GENOA LITIGATION MATTERS
FNBACK	7/14/2025 12:00:00 AM	7-9-25	3 AND 3 CONSTRUCTION, LLC	266.86	PURCHASE AND INSTALL TWO BATHROOM LIGHT FIXTURES
FNBACK	6/30/2025 12:00:00 AM	S106332535.001	ETNA SUPPLY COMPANY	4,500.00	1" COPPER HORNS FOR STOCK
FNBACK	7/14/2025 12:00:00 AM	S106327177.001	ETNA SUPPLY COMPANY	110.00	2" METER FLANGE KIT
FNBACK	7/14/2025 12:00:00 AM	S106357141.001	ETNA SUPPLY COMPANY	4,570.00	7-2' CORDONEL METER & FLANGES FOR AVENUE APTS
FNBACK	6/30/2025 12:00:00 AM	S106196532.011	ETNA SUPPLY COMPANY	840.00	6" FLANGE KIT FOR PRENTIS ESTATES (6" METER ON B/O)
FNBACK	6/30/2025 12:00:00 AM	S106296338.002	ETNA SUPPLY COMPANY	5,135.00	2" CORDONELS & 2" IRRIGATION METERS FOR STOCK
FNBACK	6/30/2025 12:00:00 AM	758234553	GORDON FOOD SERVICE	181.74	SUPPLIES
FNBACK	7/14/2025 12:00:00 AM	427527	ALLSTAR ALARM LLC	544.00	INSTALL INTRUSION ALARM ADDITION

## Invoices on Hold - Requesting Approval to Pay

Bank Code	Post Date	Invoice #	Vendor Sort Name	Amount	Description
FNBACK	6/30/2025 12:00:00 AM	2053529	SAFEBUILT LLC	1,596.50	PLANNING AND ZONING BRIAN BORDEN LEGACY HILL, THE FARM SPECIAL LAND USE, SOUTH LATON COMMERCIAL LAND REVIEW OF LEGACY HILLS CONCEPTUAL PUD PLAND AND
FNBACK	6/30/2025 12:00:00 AM	52446642	TETRA TECH, INC.	3,410.00	REZONING 1ST THRU 5TH REVIEW
FNBACK	6/30/2025 12:00:00 AM	52446646	TETRA TECH, INC.	1,870.00	PRIVATE RD REVIEW OF THE FARM SPECIAL LAND USE SITE PLAN REVIEW OF S. LATSON COMMERCIAL SITE PLAN
FNBACK	6/30/2025 12:00:00 AM	52446645	TETRA TECH, INC.	600.00	AND SPECIAL USE 1ST REVIEW
FNBACK	7/14/2025 12:00:00 AM	0000040917	CHECKER'S CLEANING SUPPLY, LLC	(9.95)	CREDIT FOR FREIGHT CHANGE ON INVOICE 0000040902
FNBACK	7/15/2025 12:00:00 AM	0000040902	CHECKER'S CLEANING SUPPLY, LLC	13.59	SUPPLIES
FNBACK	7/15/2025 12:00:00 AM	7-15-2025	3 AND 3 CONSTRUCTION, LLC	525.00	PAINTING TWO PAVILLION RESTROOMS, AND TWO EMPLOYEE RESTROOMS SPLIT WITH REC
FNBACK	7/15/2025 12:00:00 AM	0130598-1389-2	AS PAYMENT AGENT	136,609.20	BULKY ITEM PICKUP, 64 GALLON Toter RECYCLE, 96 GALLON Toter TRASH WEEKLY 6-1-25 TO 6-30-25
FNBACK	7/22/2025 12:00:00 AM	1027753961	PITNEY BOWES, INC	135.75	INK CARTRIDGE
FNBACK	7/15/2025 12:00:00 AM	7-10-2025	BRIAN CZUPRENSKI	560.00	1099 EMPLOYEE TWP HALL ODD JOBS 20 HOURS
FNBACK	6/30/2025 12:00:00 AM	6-23-25	MHOG WATER AUTHORITY	81,832.00	CONNECTION FEES AS OD 3-31-25EEDF
<b>TOTAL</b>				383,723.66	

## CHECK DISPURSEMENT REPORT FOR CHECKS DATED 7/2/2025 TO 7/16/2025

## Invoices Paid-Requesting Approval

Check Date	Bank	Check #	Invoice	Payee	Description	Amount
GENERAL FUND						
07/07/2025	FNBACK	188(E)#	6-30-2025	PRINCIPAL FINANCIAL RETIREM	DUE FROM #233 UTILITY FUND	42,690.49
07/07/2025	FNBACK	188(E)	6-30-2025	PRINCIPAL FINANCIAL RETIREM	RETIREMENT	27,902.72
07/07/2025	FNBACK	39673	5-22-2025	LIVINGSTON COUNTY CLERKS /	CLERKS DEPT PRO DEV/CONFERENCE/	100.00
07/09/2025	FNBACK	190(E)#	00169015-2	MERS-MICH. EMPLOYEES RETII	DUE FROM #233 UTILITY FUND	2,034.34
07/09/2025	FNBACK	190(E)	00169015-2	MERS-MICH. EMPLOYEES RETII	RETIREMENT	470.00
07/09/2025	FNBACK	39694	159334585	AMERICAN AQUA	SUPPLIES	42.60
07/09/2025	FNBACK	39697	1135839	MEI TOTAL ELEVATOR SOLUTIO	REPAIRS & MAINTENANCE	176.26
07/09/2025	FNBACK	39698#	6-20-25	PAIGE BURGESS	SUPPLIES	71.61
07/09/2025	FNBACK	39698	6-30-25	PAIGE BURGESS	REPAIRS & MAINTENANCE	2,125.00
07/09/2025	FNBACK	39699	06/01-06/30/25	DTE ENERGY	UTIL:ELECTRICITY & NAT.GAS	296.04
07/09/2025	FNBACK	39701	05/30/25 06/30/25	DTE ENERGY	UTIL:ELECTRICITY & NAT.GAS	1,189.80
07/09/2025	FNBACK	39701	05/31/25 07/01/25	DTE ENERGY	UTIL:ELECTRICITY & NAT.GAS	17.65
07/09/2025	FNBACK	39701	053/1-25 07/01/25	DTE ENERGY	UTIL:ELECTRICITY & NAT.GAS	36.21
07/09/2025	FNBACK	39701	5-30/25 6-30-25	DTE ENERGY	UTIL:ELECTRICITY & NAT.GAS	41.15
07/11/2025	FNBACK	191(E)	7-11-2025	STATE OF MICHIGAN	UNEMPLOYMENT TAXES	724.00
07/15/2025	FNBACK	39702#	FND00031034	EHIM, INC	DUE FROM #233 UTILITY FUND	4,596.90
07/15/2025	FNBACK	39702	ADM00034624	EHIM, INC	DUE FROM #233 UTILITY FUND	340.20
07/15/2025	FNBACK	39702	FND00031034	EHIM, INC	HEALTH/LIFE INSURANCE	3,950.02
07/15/2025	FNBACK	39702	ADM00034624	EHIM, INC	HEALTH/LIFE INSURANCE	289.80
07/16/2025	FNBACK	39704	238286	PRINTING SYSTEMS	ELECTION OFFICE SUPPLIES/EQUIPMEI	1,370.43
07/16/2025	FNBACK	39705	06/7/25 07/6/25	VERIZON WIRELESS	PHONE/INTERNT/CABLE/ALARM	80.02
07/16/2025	FNBACK	39706	204746707072	CONSUMERS ENERGY	UTIL:ELECTRICITY & NAT.GAS	15.00
07/16/2025	FNBACK	39706	201899026175	CONSUMERS ENERGY	UTIL:ELECTRICITY & NAT.GAS	137.91
Total for fund 101 GENERAL FUND						88,698.15

## CHECK DISPURSEMENT REPORT FOR CHECKS DATED 7/2/2025 TO 7/16/2025

## Invoices Paid-Requesting Approval

Check Date	Bank	Check #	Invoice	Payee	Description	Amount
DPW						
07/10/2025	503FN	6371	6983	SPIRIT OF LIVINGSTON	UNIFORMS & PROTECTIVE CLOTHING	30.00
07/10/2025	503FN	6372#	6-1-25 6-29-25	TRACTOR SUPPLY CO.	DUE FROM GENERAL FUND #101	64.99
07/10/2025	503FN	6372	6-1-25 6-29-25	TRACTOR SUPPLY CO.	ROUTINE MAINTENANCE	64.99
07/15/2025	503FN	6373	4-1-25 TO 6-30-25	UNITED STATES POSTAL SERVICE	POSTAGE AND SHIPPING	1,950.98
07/15/2025	503FN	6374	105730412	WEX BANK	FUEL/WASHING	4,174.61
07/16/2025	503FN	6375#	6/7/25 7/6/25	VERIZON WIRELESS	DUE FROM OP #592	40.01
07/16/2025	503FN	6375	6/7/25 7/6/25	VERIZON WIRELESS	AIR CARDS/JETPACKS	554.12
07/16/2025	503FN	6375	6/7/25 7/6/25	VERIZON WIRELESS	CELL PHONES	44.51
Total for fund 233 DPW UTILITIES						6,924.21
LAKE EDGEWOOD						
07/08/2025	593FN	4637	53/1/25 6-30-25	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	57.12
07/08/2025	593FN	4637	531/25 6-30-25	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	37.57
07/08/2025	593FN	4637	5312/5 6-30-25	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	188.72
07/08/2025	593FN	4637	53125 7/1/25	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	57.38
07/08/2025	593FN	4637	53125 7/1/25	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	182.37
07/08/2025	593FN	4637	5/31/25 6-30-25	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	934.08
07/08/2025	593FN	4639	4/01/25 6/30/25	CITY OF BRIGHTON	WATER PURCHASES FROM CITY	25,572.86
07/08/2025	593FN	4639	04/01/25 06/30/25	CITY OF BRIGHTON	WATER PURCHASES FROM CITY	14,447.01
07/14/2025	593FN	4640	203411880274	CONSUMERS ENERGY	UTILITIES - GAS - SEWER	133.32
07/16/2025	593FN	4641	201899026174	CONSUMERS ENERGY	UTILITIES - GAS - SEWER	18.00
Total for fund 590 LAKE EDGEWOOD C						41,628.43

## CHECK DISBURSEMENT REPORT FOR CHECKS DATED 7/2/2025 TO 7/16/2025

## Invoices Paid-Requesting Approval

Check Date	Bank	Check #	Invoice	Payee	Description	Amount
OAK POINTE						
07/10/2025	592FN	6385	6/28/	AT&T LONG DISTANCE	INTERNET - WATER	133.95
07/10/2025	592FN	6386	53125 7125	DTE ENERGY	UTILITIES - ELECTRIC - WATER	65.37
07/10/2025	592FN	6386	530-25 6-30-25	DTE ENERGY	UTILITIES - ELECTRIC - WATER	55.21
07/10/2025	592FN	6386	5-30-25 6-30-25	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	555.65
07/10/2025	592FN	6386	53-0-25 6-30-25	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	78.77
07/10/2025	592FN	6386	5302-5 6-30-25	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	127.00
07/10/2025	592FN	6386	53025 63-0-25	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	266.20
07/10/2025	592FN	6386	53025 6-30-25	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	39.38
07/10/2025	592FN	6387	53125 712-5	DTE ENERGY	UTILITIES - ELECTRIC - WATER	814.57
07/10/2025	592FN	6387	53125 7-1-25	DTE ENERGY	UTILITIES - ELECTRIC - WATER	24.94
07/10/2025	592FN	6387	53125 712-5	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	814.56
07/10/2025	592FN	6387	5-31-25 71-25	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	280.81
07/10/2025	592FN	6387	5312-5 7-1-25	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	52.36
07/10/2025	592FN	6387	531-25 7-1-25	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	102.74
07/10/2025	592FN	6387	53-1-25 7-1-25	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	70.60
07/10/2025	592FN	6387	5-31-25 7-1-25	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	47.05
07/10/2025	592FN	6388	7-31-25	GENOA TOWNSHIP G/O NEW L	DEBT WATER - TRANS TO G/O NEW US	15,900.00
07/16/2025	592FN	6389	206970764098	CONSUMERS ENERGY	UTILITIES - GAS - WATER	134.08
Total for fund 592 OAKPOINTE OPERA						19,563.24
TOTAL - ALL FUNDS						156,814.03



Manage your account online at :  
[www.chase.com/cardhelp](http://www.chase.com/cardhelp)

Customer Service:  
1-800-945-2028

Mobile: Download the  
Chase Mobile® app today

August 2025						
S	M	T	W	T	F	S
27	28	29	30	31	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

New Balance  
**\$10,146.39**  
Minimum Payment Due  
**\$101.00**  
Payment Due Date  
**08/01/25**

## INK CASH(SM) POINT SUMMARY

Previous points balance	31,404
+ 1 Point per \$1 earned on all purchases	10,147
+ 2Pts/\$1 gas stns, rstnts, ofc sply, hm impr	749
<b>Total points available for redemption</b>	<b>42,300</b>

**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](http://www.chase.com)

## ACCOUNT SUMMARY

<b>Account Number:</b>	
Previous Balance	\$7,721.01
Payment, Credits	-\$7,920.95
Purchases	+\$10,346.33
Cash Advances	\$0.00
Balance Transfers	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
<b>New Balance</b>	<b>\$10,146.39</b>
Opening/Closing Date	06/08/25 - 07/07/25
Credit Limit	\$45,500
Available Credit	\$35,353
Cash Access Line	\$2,275
Available for Cash	\$2,275
<b>Past Due Amount</b>	<b>\$0.00</b>
<b>Balance over the Credit Limit</b>	<b>\$0.00</b>

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

JUL 14 2025

RECEIVED

7-15-25

## YOUR ACCOUNT MESSAGES

Starting October 26th, 2025, the Chase DiningSM storefront in Ultimate Rewards will be decommissioned and Chase cardmembers will no longer be able to redeem points towards pre-paid restaurant reservations. Chase cardmembers will still be able to redeem for cash back, travel and more through Ultimate Rewards.

0000001 FIS33339 C 1  
0309

N Z 07 25/07/07

Page 1 of 3

05686 MA DA 19971 18810000010451997101



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

Make your payment at  
[chase.com/paycard](http://chase.com/paycard)

**Payment Due Date:** 08/01/25  
**New Balance:** \$10,146.39  
**Minimum Payment Due:** \$101.00

Account number:

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



CARDMEMBER SERVICE  
PO BOX 4099  
CAROL STREAM IL 60197-4099

19971 BEX Z 18825 C  
GREG TATARA  
MHOG SEWER & WATER AUTH  
2911 DORR RD  
BRIGHTON MI 48116-9436



5000 160 28:9869 10 27 2804 1 1



**Manage your account online at :**  
**[www.chase.com/cardhelp](http://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
06/26	BELLE TIRE 078 HOWELL MI DAVE ESTRADA TRANSACTIONS THIS CYCLE (CARD ) \$114.98	114.98 ✓
06/05	DISCOUNT-TIRE-CO MIH-27 HOWELL MI	51.94 ✓
06/17	AMAZON MKTPL*NA36N59O1 Amzn.com/bill WA	68.48 ✓
06/18	AMAZON MKTPL*NO1T45VO2 Amzn.com/bill WA	32.42 ✓
06/18	AMAZON MKTPL*NA1WE7K10 Amzn.com/bill WA	26.98 ✓
06/19	Amazon.com*NO8OT43D1 Amzn.com/bill WA	31.83 ✓
06/20	AMAZON MKTPL*NO1LF87C2 Amzn.com/bill WA TRANSACTIONS THIS CYCLE (CARD ) \$232.89	21.24 ✓
06/08	STAPLES INC 00209908 staples.com MA	341.70 ✓
06/14	AMAZON MKTPL*NA8FY5Z60 Amzn.com/bill WA KIMBERLY LANE TRANSACTIONS THIS CYCLE (CARD ) \$1359.19	1,017.49 ✓
06/12	AMAZON MKTPL*NA74218Z2 Amzn.com/bill WA	43.96 ✓
06/19	AAA SERVICE NETWORK, LLC BRIGHTON MI	505.95 ✓
06/26	SP ALLPADLOCKS.COM ALLPADLOCKS.C MN	229.17 ✓
07/01	CHAMPION CHEVROLET INC HOWELL MI ALEX CHIMPOURAS TRANSACTIONS THIS CYCLE (CARD ) \$1876.63	1,097.55 ✓
07/03	THE HOME DEPOT #2724 BRIGHTON MI	-199.94
06/08	MICROSOFT#G095435966 MICROSOFT.COM WA	753.30
06/10	GoToCom*GoToConnect goto.com MA	792.63
06/13	LANDS END BUS OUTFITTERS 800-332-4700 WI	317.34
06/17	IN *MICHIGAN SOLAR SOLUTI 248-5607839 MI	450.23
06/24	THE HOME DEPOT #2751 HOWELL MI	32.76
06/24	THE SOAPY BUCKET CAR WASH HOWELL MI	14.00
07/01	THE HOME DEPOT #2751 HOWELL MI KELLY VANMARTER TRANSACTIONS THIS CYCLE (CARD ) \$2360.26	199.94
06/22	Payment ThankYou - Image Check	-7,721.01
06/10	GoToCom*GoToConnect goto.com MA	242.52 ✓
06/13	DMI* DELL K-12/GOVT 800-981-3355 TX	2,530.38 ✓
06/14	MOUNTAIN GRD LODGE BOYNE FALLS MI	362.97 ✓
06/19	HAJOCA TOLEDO #530 800-284-3164 OH	974.67 ✓
06/25	Amazon.com*NQ28G14W0 Amzn.com/bill WA	24.99 ✓
07/04	RINGCENTRAL INC. 888-898-4591 CA GREG TATARA TRANSACTIONS THIS CYCLE (CARD ) \$3518.57- INCLUDING PAYMENTS RECEIVED	66.91 ✓

### 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
<b>PURCHASES</b>			
Purchases	17.49%(v)(d)	- 0 -	- 0 -
<b>CASH ADVANCES</b>			
Cash Advances	29.24%(v)(d)	- 0 -	- 0 -
<b>BALANCE TRANSFERS</b>			
Balance Transfers	17.49%(v)(d)	- 0 -	- 0 -

**GENOA CHARTER TOWNSHIP BOARD**  
**Regular Meeting**  
**July 7, 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 16 people in the audience.

**Call to the Public**

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

Ms. Bridget Guzman of 1744 Skyview Drive spoke about the handling of the township's noise ordinance. She has an ongoing issue with her neighbor. It is every night, all night and has been occurring for seven years. The township advises to call the police, and the police tell her to call the township.

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

**Approval of Consent Agenda:**

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

- 1. Payment of Bills: July 7, 2025**
- 2. Request to approve the June 16, 2025 regular meeting minutes.**

**Approval of Regular Agenda:**

Mr. Reiber requested to move Agenda Item #9 to the next Township Board Meeting as he would like to see more information on the proposal. Supervisor Spicher suggested moving it to the "Items for Discussion" section.

Mr. Walker requested to amend Agenda Item #7 to add another candidate. Ms. Deaton stated the deadline for submissions has passed. It was recommended to discuss this during the agenda item this evening.

**Moved** by Reiber, supported by Hovarter, to approve the Regular Agenda as amended, moving Item #9 to "Items for Discussion". **The motion carried unanimously.**

**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**

The call to the property owners was opened at 6:41 pm.

Mr. Paul Lampert of 2993 Russell Drive has been off work for the last two months and is self-employed. He does not have the funds for this special assessment. Ms. Hunt stated there is a hardship clause for people who are below a certain income level. She suggested he contact the township assessing department for information.

Ms. Dianne Ross of 2949 Weatherly has lived here since 1977. This is their second road assessment. She asked if there were other options considered to improve the road instead of removing and replacing the asphalt. It is not that bad. Supervisor Spicher stated residents approached the township regarding the road and the Livingston County Road Commission determined what was needed. She asked if the township and the Road Commission are contributing. Ms. Hunt stated that when it was done last time, the township did not participate, and the interest was 7 percent. Now the township is contributing \$1,500 per parcel. The Road Commission has paid for the engineering. Ms. VanMarter stated they also manage the project and perform all inspections. Additionally, the contractor has held their pricing for the last two years. It is a very good time to have this project done.

Mr. John Stone, who lives on Weatherly, stated that the gentleman who gave the PowerPoint presentation during the first meeting was very informative. He recommended putting the slides on the website. Ms. VanMarter advised any residents that have questions to reach out to her.

Ms. Lynn Bondy of 2922 Weatherly is in support of the road rehabilitation project and appreciates the township's assistance and contribution.

The call to the property owners was closed at 6:48 pm.

The call to the public was opened at 6:49 pm with no response.

**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)**

Ms. Hunt stated that there are 36 property owners and tonight's comments were the first two oppositions made for this project. The township contributes toward the cost and the payments are spread out over 10 years.

**Moved** by Soucy, supported by Hunt, 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). **The motion carried unanimously with a roll call vote (Walker - yes; Reiber - yes; Hunt - yes; Spicher - yes; Deaton - yes; Soucy - yes; Hovarter - yes)**

- 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.**

Ms. VanMarter stated these are the budget amendments necessary for the Genoa Estates No. 1 Road Rehabilitation project. After this project, there will be \$208,735 remaining in this fund. She has other road project SADs being requested so there may be a need to transfer more funds into this account.

**Moved** by Hunt, supported by Soucy, to approve the budget amendments to Fund 202 as presented. **The motion carried unanimously.**

- 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.**

**Moved** by Soucy, supported by Reiber, 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. **The motion carried unanimously.**

- 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.**

Supervisor Spicher stated that the township's seat on the Huron River Watershed Council is vacant. There were three applicants, and he is recommending Mr. Kashian. He currently volunteers with the Council. There is one other individual who is interested; however, his submission was provided after the deadline. Mr. Walker stated the resident's name is Craig Lesley. He provided all of his qualifications for the position and would recommend him for the seat. Supervisor Spicher stated Mr. Lesley could be appointed as an alternate.

Ms. Hunt suggests that Mr. Kashian be appointed to the Council and Mr. Lesley be appointed as an alternate. Mr. Reiber agrees.

**Moved** by Hunt, supported by Walker, to approve the appointment of Dan Kashian to the Huron River Watershed Council with a term ending November 20, 2026 and appointment Craig Lesley as the alternate to the Huron River Watershed Council with a term ending November 20, 2026 as requested by the Township Supervisor. **The motion carried unanimously.**

**8. Request for approval of the Cemetery Forms as requested by the Township Clerk.**

Ms. Deaton reviewed the proposed forms. There are typographical and spacing errors that need to be corrected.

**Moved** by Reiber, supported by Walker, to allow the Clerk's Department to use the attached forms for the cemetery sale and records, with the minor clerical corrections as discussed. **The motion carried unanimously.**

**9. Consideration of a request for review and approval of an updated Rules of Procedure Policy for the Township Board.**

Ms. VanMarter and the board discussed the proposed changes. It was noted that Section 2.06 is redundant, so Ms. VanMarter recommended removing this. There is also a typographical error that needs correcting.

**Moved** by Hovarter, supported by Walker, to approve the amendments to the Rules of Procedure Policy for the Township Board with the removal of Section 2.06 and other needed typographical corrections. **The motion carried unanimously.**

**10. Consideration of a request for review and approval of an updated Credit Card Policy. (Roll Call)**

Ms. VanMarter and the board discussed the proposed changes. Mr. Reiber questioned why when there is a questionable transaction, the Clerk should bring it to the attention of the Township Manager. It was suggested to have the administrative committee review any of these types of transactions instead of the Township Manager.

Ms. VanMarter noted that the law requires that this approval is done by resolution, so a roll call vote is needed.

**Moved** by Soucy, supported by Reiber, to approve the amended Credit Card Policy changing Article IV. Administration from “Transactions that do not appear to comply with this policy shall be reported to the Township Manager immediately” to “Transactions that do not appear to comply with this policy shall be reported to the Administrative Committee immediately.” and remove “Head Assessor” and “Facilities Director” from Article II. Authorization. **The motion carried unanimously with a roll call vote (Hunt - yes; Reiber - yes; Walker - yes; Hovarter - yes; Soucy - yes; Deaton - yes; Spicher - yes)**

#### **11. Consideration of a request for review and approval of a Purchasing Policy.**

Ms. VanMarter stated this is a new policy. She reviewed recommended changes to Article II that are different from the copy of the policy that was in the meeting packet. She and the board discussed the proposed changes.

Ms. Deaton requested to have this item tabled this item to allow the board to review the changes that were presented this evening.

**Moved** by Deaton, supported by Hovarter, to table the approval of the Purchasing Policy until the July 21, 2025 Township Board Meeting. **The motion carried unanimously.**

#### **Items for Discussion:**

#### **12. 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.**

Mr. Reiber stated that the majority of the price is the cost of the battery. He did research and the battery is available for much less than what is in the proposal. He would like to investigate alternative batteries or a different contractor.

The board discussed Mr. Reiber’s concerns, and Ms. VanMarter advised she will do further research and return to the board with more information.

#### **13. Discussion regarding safety and security as requested by Trustee Soucy.**

Mr. Soucy stated that there have been concerns expressed about safety and security and he would like this to be addressed. Mr. Walker stated that the discussion and decision must be made in a public meeting; however, the details of the system should not be provided to the public. Supervisor Spicher stated that staff has made suggestions to him on what would make them feel safer. The board is in support of these improvements. Ms. VanMarter stated there is \$20,000 in the budget for security upgrades.

### **Correspondence**

Ms. Deaton showed before and after photographs of the pavilion bathrooms. The floor was epoxied, the walls were painted, and the fixtures were cleaned. The total cost was less than \$5,000.

Ms. VanMarter showed the informational insert that was sent with the summer tax bills. Ms. Deaton noted there is information regarding the polling location changes.

### **Board Comments**

Ms. Deaton stated that when she first started as the Clerk, she made upgrades to the ballot room to provide for more security. She then applied for an election security grant and was awarded \$4,083.33, which covers all of those upgrades.

Ms. Hovarter stated that HAPRA is looking for volunteers for the Melon Festival.

Ms. Hunt stated that tax bills were mailed July 1. Public notices have been put out advising residents that if they have not yet received theirs, they should contact the township.

Mr. Walker stated that he and Supervisor Spicher were interviewed regarding the MyGenoa App and the article will be out in the next Michigan Township Association issue. The Oak Pointe water tower was power washed on July 3.

Regarding the public comment concerning the noise ordinance, Supervisor Spicher stated that the township has offered to mediate a discussion between the parties and have been working with the attorney on how to best handle this. There are only two residents who say they hear the noise. Ms. VanMarter stated noise ordinance complaints are very hard to enforce. The township has given the resident the noise meter and it was below the threshold, and the resident no longer wants to monitor it.

Ms. Hunt noted that all of the board members received an email regarding the Edwin Drive road project. This board does not vote on who the project manager is; it is the decision of the subdivision residents. The township is not involved in the construction portion of the project. She stated this district was renewed because it had been going so well. If things are no longer working out perhaps the district should be rescinded.

### **Adjournment**

**Moved** by Soucy, supported by Walker, to adjourn the meeting at 8:07 pm. **The motion carried unanimously.**

Genoa Charter Township Board Meeting  
July 7, 2025  
Unapproved Minutes

Respectfully Submitted

Patty Thomas  
Recording Secretary

Approved: Janene Deaton, Clerk  
Genoa Charter Township

Kevin Spicher, Supervisor  
Genoa Charter Township

DRAFT



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

#### **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:** 7/16/2025

**RE:** Revised Proposal from Michigan Solar Solutions to repair the lighting on the "Genoa Park" sign.

After the last meeting, Facilities Director VanTassell reached out to Michigan Solar Solutions to see if they could revise their bid. They removed the "Michigan 6% Sales Tax" of \$75.01, reducing the bid to \$2,310.30. They indicated that the bid proposes an equal replacement of the existing battery which fits within the current case. They stated that they could reduce the cost, however it would be with a lower quality battery and may involve replacement of the enclosure case. They also clarified that the price includes 2 batteries, despite the quote still listing the quantity as 1.

The original Sign vendor, Green Panel, is no longer responsive. Michigan Solar Solutions consistently receives strong reviews from clients, and is typically the only provider that will give us a quote. This is a fairly "niche" service, so options are more limited than for many common products and services.

The Full River brand battery they have quoted is compatible with what we originally had, fits in the existing case, and has a reputation for being of "superior quality." After reviewing preferred dealers on Full River's website, Manager VanMarter shopped a number of provided suppliers for the exact spec batteries and was quoted prices ranging from \$1,654.02 to \$1,954.55 delivered. However, the Township Hall is not set up to take delivery of, or properly store, 210 pounds of batteries. The vendor offered to install batteries that we purchase ourselves, however Genoa Township would assume all responsibility for warranty and replacement service, and any associated costs.

I am satisfied that significant resources were expended to secure the best installed price, along with accompanying warranty service, currently available to the taxpayers of Genoa Township to get the Genoa Park sign lighted again.



## 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

**\$2,310.30**

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

Thank you for your interest!

**NOTES**

**SUBTOTAL** \$ 2,310.30

**TAX** \$0.00

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**QUOTE** **\$2,310.30**

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

## MEMORANDUM

**TO:** Honorable Board of Trustees  
**FROM:** Kelly VanMarter, Manager  
**DATE:** July 16, 2025  
**RE:** **Purchasing and Bid Policy**

---

Attached for your review is an updated proposed Genoa Charter Township Purchasing and Bid Policy. This item was tabled at the last meeting to allow officials to review the proposed amendments. Over the last few days I have received additional comments and requested revisions which have been partially incorporated into the revised version. Singular requests for significant changes to the policy were not incorporated to allow the Board to deliberate and direct staff to ensuring efficient use of resources.

The following pages include a red-line marked up version showing the changes made to the hard copy version that was delivered at the last meeting. I've also included a clean version for simplicity. The most significant change to the policy is the inclusion of additional minimum standards for what is included in quotes and bids.

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 and Bid 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~~ Purchasing and Bid Policy

Adopted by the Township Board on \_\_\_\_\_

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

**PURCHASING AND BID POLICY**

**Considered: July 7, 2025, July 21, 2025**

**Adopted:**

Article I. Purpose

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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 ensure that all purchases are accomplished in a manner such that the Township is receiving the best value of the money being expended~~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. Requirements for Quotes - Threshold Categories

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

Quote~~sations~~ 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 along with all quotes that have been obtained. The Manager~~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: Quote Requirement for 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, or as noted in Article 3 below, 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).~~

Quotes submitted under this category should include the following information:

- (a) Business information including company name, address and contact information along with the number of years in business.
- (b) Scope and cost including a description of the work being quoted, itemized or lump sum cost, and estimated timeline for completion.
- (c) Experience and references including brief summary of similar past jobs and names and contact information for at least 1-2 references.
- (d) Conflict of interest disclosures to confirm no known conflicts or disclose any potential conflicts such as relationships with Township staff or officials.

## 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 in accordance with Article -4.
  - (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 shall~~ be reviewed annually to maintain adequate and reasonable competitiveness. 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

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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 following: 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 Bid Requirements

The required elements for bids submitted to the Township shall include the following:

- (a) Cover letter including a brief introduction to the company and point of contact information.
- (b) Company profile including legal name of business, address of business, type of business (LLC, Corporation, Sole Proprietor, etc.), years in business and federal EIN or Tax ID.
- (c) Relevant project experience including a summary of at least 3 recent past projects of similar scope including project name, client contact information, scope of work, budget amount and date of completion.
- (d) Subcontractor information including a description of any part of the project that will be performed by sub-contractors.
- (e) Project manager/primary project contact information including names and titles of those who will be managing the project including years of experience, certifications/licenses, specialized training and each individual's specific role/responsibility for the project.
- (f) Bid amount and cost breakdown including itemized pricing or lump sum as requested, including applicable taxes, fees or permits.
- (g) Schedule and timeline information including proposed start and completion dates, estimated number of days/weeks for project phases, work hours, and site access needs.
- (h) Conflict of interest disclosure affirming that there are no conflicts of interest or identify potential conflicts such as personal or business relationships with Township staff or elected officials, family members employed by the Township, personal investments or interested in the project area.
- (i) Outline of workmanship or material warranties and duration and coverage of any guarantees offered.
- (j) Certification that that person submitting the bid is not an Iran-linked business as long as it is required by MCL 129.311.

### ~~Section 5.03~~ Section 5.04 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 by the Supervisor, Clerk, Treasurer or Manager 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 \$5,000 with prior approval of the Clerk, Treasurer or Township Manager, provided that the funds are appropriated and available in the approved Budget. 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

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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

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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:

- ~~O~~ ~~e~~ 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;
- ~~O~~ ~~e~~ Ownership of 5% or more of any property or business;
- ~~H~~ ~~e~~ 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

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

## Article XI. SEVERABILITY

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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.

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

**PURCHASING AND BID POLICY**

**Considered: July 7, 2025, July 21, 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 ensure that all purchases are accomplished in a manner such that the Township is receiving the best value of the money being expended. 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. Requirements for Quotes - Threshold Categories

### Section 2.01 Category 1: Quote Requirement for Purchases of less than \$10,000.

Quotes 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 along with all quotes that have been obtained. The Manager 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: Quote Requirement for 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, or as noted in Article 3 below, the requirement of obtaining multiple quotes may be waived by the Township Board of Trustees).

Quotes submitted under this category should include the following information:

- (a) Business information including company name, address and contact information along with the number of years in business.
- (b) Scope and cost including a description of the work being quoted, itemized or lump sum cost, and estimated timeline for completion.
- (c) Experience and references including brief summary of similar past jobs and names and contact information for at least 1-2 references.
- (d) Conflict of interest disclosures to confirm no known conflicts or disclose any potential conflicts such as relationships with Township staff or officials.

## Article III. Exceptions

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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 in accordance with Article 4.
  - (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 shall be reviewed annually to maintain adequate and reasonable competitiveness. 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

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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 following: 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 Bid Requirements

The required elements for bids submitted to the Township shall include the following:

- (a) Cover letter including a brief introduction to the company and point of contact information.
- (b) Company profile including legal name of business, address of business, type of business (LLC, Corporation, Sole Proprietor, etc.), years in business and federal EIN or Tax ID.
- (c) Relevant project experience including a summary of at least 3 recent past projects of similar scope including project name, client contact information, scope of work, budget amount and date of completion.
- (d) Subcontractor information including a description of any part of the project that will be performed by sub-contractors.
- (e) Project manager/primary project contact information including names and titles of those who will be managing the project including years of experience, certifications/licenses, specialized training and each individual's specific role/responsibility for the project.
- (f) Bid amount and cost breakdown including itemized pricing or lump sum as requested, including applicable taxes, fees or permits.
- (g) Schedule and timeline information including proposed start and completion dates, estimated number of days/weeks for project phases, work hours, and site access needs.
- (h) Conflict of interest disclosure affirming that there are no conflicts of interest or identify potential conflicts such as personal or business relationships with Township staff or elected officials, family members employed by the Township, personal investments or interested in the project area.
- (i) Outline of workmanship or material warranties and duration and coverage of any guarantees offered.
- (j) Certification that that person submitting the bid is not an Iran-linked business as long as it is required by MCL 129.311.

### Section 5.04 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

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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

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### 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 by the Supervisor, Clerk, Treasurer or Manager 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 \$5,000 with prior approval of the Clerk, Treasurer or Township Manager, provided that the funds are appropriated and available in the approved Budget. 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 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;
- 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.



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:** 7/16/2025

**RE:** Recommendation For HVAC Contract

---

Our basic maintenance agreement for HVAC service at the Township Hall expires on 7/31/2025. We posted the opportunity to bid this contract on our social media pages several weeks ago. Seven companies reached out via phone or e-mail, and 2 met with us, inspected our equipment, and provided a written bid. I spoke with our current provider, who offered to hold the current contract rate for 2 years, however I did not receive a promised e-mail to confirm that.

Facilities manager Adam Van Tassell & I reviewed the bids, and are comfortable each is well qualified to provide reliable, quality service to Genoa Township. Our conclusion is switching to Precision Comfort Heating & Air Conditioning, LLC of Howell would be the best route for Genoa Township moving forward.

Owner Ron Bergman met with me for over an hour, and laid the groundwork for building a trusted relationship. They are a family owned, local business entering their 7th year in business, and are big enough to handle our needs, while still being small enough to offer a personalized experience.

We feel signing a 3-year agreement, with 5% escalators in years 2 and 3 is our best option. It represents at least a 15% savings over the life of the contract when compared to our current arrangement, and further cements our commitment to building long-term relationships with our chosen vendors.

This contract will start August 1, 2025 and continue through July 31, 2028, with annual payments of \$1,614.00, \$1,695.00 & \$1,780 broken into 2 equal payments, payable after each seasonal maintenance has been completed.



**Precision Comfort Heating and Air  
Conditioning, LLC**  
5454 Byron Rd  
Howell, MI 48855  
(517) 861-5200  
info@precisioncomfortHVAC.com

**Genoa Charter Township**  
2911 Dorr Rd  
Brighton, MI 48116

## Commercial Annual Precision Shield Maintenance Plan

Preventive maintenance is the best way to avoid costly breakdowns and repairs. By enrolling in our maintenance program, you'll see greater energy savings, ensure maximum system life, and make sure your home systems are performing in top condition.

### Annual Precision Shield Maintenance Plan Benefits;

- Two (2) maintenance visits per year (One precision furnace tune-up, One precision A/C tune-up)
- Two (2) Filter Replacements. Once Per Visit.
- 10% Off all service repairs, filters, and additional system enhancements.
- Multiple system discount (at the same address)
- Waived diagnostic fee during normal business hours
- Discounted after hours emergency service rates
- Priority service scheduling in the unlikely event of a breakdown
- One (1) Complimentary Precision Shield Annual Maintenance Service Plan for each full time employee of the company. (Employee home must be located within service area. Restrictions apply.)

\*Limited to one (1) HVAC System. Additional plans available at a discounted rate for commercial properties with multiple HVAC equipment.

### Plan duration

August 01, 2025 - August 01, 2026 (1 year)

**Discount on jobs**

10%

**Included visits**

Visit #1 Gas Furnace Aug 2025

Maintenance and Filter

Changes

Visit #2 A/C Maintenance and Apr 2026

Filter Changes

**Add-ons**

Additional Split System HVAC System Maintenance

Qty 5

Additional Annual System Maintenance for Split System (Gas Furnace and A/C) HVAC equipment located at the same address.

**Payment frequency**

☐ \$137.75/mo

☐ \$1,614.00/one time

**Payment method**

☐ Credit

☐ Cash/Check/Other

**Billing address**

2911 Dorr Rd

Brighton, MI 48116

---

Print name

---

Signature

---

Date

**Bid shall include:**

- Any labor costs associated with performing all recommended maintenance on equipment listed in attached schedule A, per manufacturer recommendations.
- Any costs associated with replacing existing 5" media filters on equipment listed in Schedule A twice per year.
- Included heating maintenance will be performed once annually between August 1<sup>st</sup> and September 30<sup>th</sup> for each piece of heating equipment listed in Schedule A.
- Included cooling maintenance will be performed once annually between March 1<sup>st</sup> and April 30<sup>th</sup> for each piece of cooling equipment listed in Schedule A.
- All maintenance activities must be performed between 9:00 a.m. and 4:30 p.m., Monday thru Friday.

**Total Annual Maintenance Service Cost:** \$1614.00

To be paid in 2 equal installments upon completion of each seasonal service.

**Additional services/Rates to be offered:**

- Discount Offered On Needed Parts: 10 %
- Standard Service Call Fee: \$ \$0
- Standard Hourly Labor Rate: \$ \*
- After Hours / Holiday Service Call Fee: \$ \$149
- After Hours / Holiday Hourly Labor Rate: \$ \*

\* Flat Rate Pricing:  
All pricing includes  
parts, labor, taxes,  
fees, etc.

**Bid pricing to be honored for period of:**

- 1 Year \$1614.00
- 2 Years \$1695.00 cost escalation factor: 5%
- 3 Years \$1780.00 cost escalation factor: 5%

## Commercial Maintenance Agreement

### SCHEDULE A

#### Included Equipment

Genoa Township Hall

Equipment Name	Quantity	Type
(LKS#06)Carrier Performance 17 Seer Air Conditioner 2-Stage 5 Ton Single Phase	1	A/C
(LKS#05)Carrier Performance 17 Seer Air Conditioner 2-Stage 5 Ton Single Phase	1	A/C
(LKS#01)Carrier Performance 17 Seer Air Conditioner 2-Stage 5 Ton Single Phase	1	A/C
(LKS#04)Carrier Performance 17 Seer Air Conditioner 2-Stage 5 Ton Single Phase	1	A/C
(LKS#02)Carrier Performance 17 Seer Air Conditioner 2-Stage 5 Ton Single Phase	1	A/C
Carrier Performance Two Stage Gas Furnace, ECM Multiple-Speed 5.5 ton Blower Motor 120,000 btu	1	Furn:Gas
Carrier Performance Two Stage Gas Furnace, ECM Multiple-Speed 5.5 ton Blower Motor 120,000 btu	1	Furn:Gas
(LKS#03)Carrier Performance 17 Seer Air Conditioner 2-Stage 5 Ton Single Phase	1	A/C
Carrier Performance Two Stage Gas Furnace, ECM Multiple-Speed 5.5 ton Blower Motor 120,000 btu	1	Furn:Gas
Carrier Performance Two Stage Gas Furnace, ECM Multiple-Speed 5.5 ton Blower Motor 120,000 btu	1	Furn:Gas
(LKS#02)Carrier Performance Two Stage Gas Furnace, ECM Multiple-Speed 5.5 ton Blower Motor 120,000 btu	1	Furn:Gas
Carrier Performance Two Stage Gas Furnace, ECM Multiple-Speed 5.5 ton Blower Motor 120,000 btu	1	Furn:Gas



## Commercial Maintenance Agreement

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### Prepared For

Customer name Genoa Township  
Address 2911 Dorr Road  
Brighton, MI 48116 USA  
Phone (810) 588-7900  
Email adam@genoa.org

### Prepared By

Lakeside Service Company  
Address 4367 S OLD US HIGHWAY 23  
BRIGHTON, MI 48114 USA  
Phone (810) 227-2719

### Service Locations

Genoa Township Hall  
2911 Dorr Road  
Brighton, MI 48116 USA



## Commercial Maintenance Agreement

Name     Genoa Township Hall 2024-25

### Summary

Lakeside Service Company, as the issuer of this Commercial Maintenance Agreement, will provide labor to perform maintenance on covered equipment according to the provided checklists.

Maintenance will be conducted from 8:00 AM to 4:30 PM, Monday through Friday.

Heating maintenance will be carried out once per term for each piece of covered heating equipment.

Cooling maintenance will be performed once per term for each piece of covered cooling equipment.

Media filters on covered equipment will be replaced twice per term.

The agreement includes discounts on materials and demand service calls:

- 10% discount on all parts and materials used
- Regular Hour Trip: Reduced from \$79 to \$59 (\$20 off)
- Regular Hour Labor: Reduced from \$160/hr to \$136/hr (15% off)
- After Hour & Holiday Trip: Reduced from \$129 to \$99 (\$30 off)
- After Hour & Holiday Labor: Reduced from \$240/hr to \$204/hr (15% off)

Date    7/5/2024

## Included Equipment

Genoa Township Hall

Equipment Name	Quantity	Type
(LKS#06)Carrier Performance 17 Seer Air Conditioner 2-Stage 5 Ton Single Phase	1	A/C
(LKS#05)Carrier Performance 17 Seer Air Conditioner 2-Stage 5 Ton Single Phase	1	A/C
(LKS#01)Carrier Performance 17 Seer Air Conditioner 2-Stage 5 Ton Single Phase	1	A/C
(LKS#04)Carrier Performance 17 Seer Air Conditioner 2-Stage 5 Ton Single Phase	1	A/C
(LKS#02)Carrier Performance 17 Seer Air Conditioner 2-Stage 5 Ton Single Phase	1	A/C
Carrier Performance Two Stage Gas Furnace, ECM Multiple-Speed 5.5 ton Blower Motor 120,000 btu	1	Furn:Gas
Carrier Performance Two Stage Gas Furnace, ECM Multiple-Speed 5.5 ton Blower Motor 120,000 btu	1	Furn:Gas
(LKS#03)Carrier Performance 17 Seer Air Conditioner 2-Stage 5 Ton Single Phase	1	A/C
Carrier Performance Two Stage Gas Furnace, ECM Multiple-Speed 5.5 ton Blower Motor 120,000 btu	1	Furn:Gas
Carrier Performance Two Stage Gas Furnace, ECM Multiple-Speed 5.5 ton Blower Motor 120,000 btu	1	Furn:Gas
(LKS#02)Carrier Performance Two Stage Gas Furnace, ECM Multiple-Speed 5.5 ton Blower Motor 120,000 btu	1	Furn:Gas
Carrier Performance Two Stage Gas Furnace, ECM Multiple-Speed 5.5 ton Blower Motor 120,000 btu	1	Furn:Gas



## Commercial Maintenance Agreement

### Service Schedule

#### Genoa Township Hall

Visit Name	Visit Date	Task Summary
Heat	8/1/2024 - 8/31/2024	Complete Gas Heating Maintenance on 6 furnaces, with 5" media filter replacement (good for 6 months)
Cool	3/1/2025 - 3/31/2025	Complete Gas Heating Maintenance on 6 air conditioners, with 5" media filter replacement (good for 6 months)

Agreement Period

The term of this agreement will begin on 8/1/2024 and will continue through 7/31/2025.

Pricing

The agreement price is \$2,009.57. The agreement is payable on a Upfront billing schedule. Invoicing will be begin on 8/1/2024, after receipt of agreement approval.

Authorization

Offered By: Lakeside Service Company

Approved By: Genoa Township

Service Division Manager

Facilities Manager

Title

Title

Jason Boylan

Adam VanTassell

Print Name

Print Name

Jason Boylan

Adam VanTassell

Signature

Signature

7/5/2024

July 8, 2024

Date

Date



# Wm. Floyd

MECHANICAL CONTRACTORS

Proudly Serving Michigan Since 1977

## SERVICE MAINTENANCE CONTRACT

July 3, 2025

Genoa Township Hall  
2911 Dorr Road  
Brighton, MI 48116

Wm. Floyd Company agrees to furnish two (2) yearly preventative maintenance inspections on the heating and air conditioning systems as outlined below:

### Equipment Covered

- (6) Carrier 120,000 BTU Gas Furnaces
- (6) Carrier 17 Seer Condensers

## COMPLETE MAINTENANCE CHECK LIST

### HEATING INSPECTION

1. CHECK PERFORMANCE AND LUBRICATE COMBUSTION MOTOR
2. CHECK PERFORMANCE OF BLOWER MOTOR AND WHEELS
3. CHECK AND ADJUST BLOWER BELT TENSION ON UNITS
4. CHECK OPERATION OF SHAFT AND BEARINGS (LUBRICATE)
5. CHECK AND REPLACE ALL (6) AIR FILTERS 24X25X4
6. CHECK BURNERS AND HEAT EXCHANGER FOR RUST OR DAMAGE
7. CHECK OPERATION OF SAFETY CONTROLS ON EQUIPMENT
8. CHECK THERMOSTAT FOR ADJUSTMENTS IN PROGRAMMING
9. START AND INSPECT HEATING SYSTEM AND ADJUST FOR EFFICIENCY

### COOLING INSPECTION

1. CHECK PERFORMANCE AND LUBRICATE CONDENSER FAN MOTOR AND BEARINGS
2. CHECK ALL BLADES, MOTOR BRACKETS, BOLTS, WATER SLINGER AND CONTACTORS
3. INSPECT AND CLEAN CONDENSER AND EVAPORATOR COILS
4. INSPECT UNIT FOR ANY OIL LEAKAGE
5. CHECK AND ADJUST BLOWER BELT TENSION
6. CHECK AND REPLACE ALL (6) AIR FILTERS 24X25X4
7. CHECK SYSTEM FOR PROPER REFRIGERANT LEVELS
8. INSPECT OPERATION AND PERFORMANCE OF ECONOMIZERS, LINKAGE AND FILTERS
9. INSPECT AND CLEAN CONDENSATE TRAPS
10. START AND INSPECT AIR CONDITIONING SYSTEMS AND ADJUST FOR EFFICIENCY

## Commercial Maintenance Agreement

### SCHEDULE A

#### Included Equipment

Genoa Township Hall

Equipment Name	Quantity	Type
(LKS#06)Carrier Performance 17 Seer Air Conditioner 2-Stage 5 Ton Single Phase	1	A/C
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Carrier Performance Two Stage Gas Furnace, ECM Multiple-Speed 5.5 ton Blower Motor 120,000 btu	1	Furn:Gas

**Bid shall include:**

- Any labor costs associated with performing all recommended maintenance on equipment listed in attached schedule A, per manufacturer recommendations.
- Any costs associated with replacing existing 5" media filters on equipment listed in Schedule A twice per year.
- Included heating maintenance will be performed once annually between August 1<sup>st</sup> and September 30<sup>th</sup> for each piece of heating equipment listed in Schedule A.
- Included cooling maintenance will be performed once annually between March 1<sup>st</sup> and April 30<sup>th</sup> for each piece of cooling equipment listed in Schedule A.
- All maintenance activities must be performed between 9:00 a.m. and 4:30 p.m., Monday thru Friday.

**Total Annual Maintenance Service Cost:** \$3,044.00

To be paid in 2 equal installments upon completion of each seasonal service.

**Additional services/Rates to be offered:**

- Discount Offered On Needed Parts: 10 %
- Standard Service Call Fee: \$ 15.00
- Standard Hourly Labor Rate: \$ 128.00
- After Hours / Holiday Service Call Fee: \$ 15.00
- After Hours / Holiday Hourly Labor Rate: \$ Time in a half

**Bid pricing to be honored for period of:**

- 1 Year 3,044.00
- 2 Years \_\_\_\_\_ cost escalation factor: \_\_\_\_\_
- 3 Years \_\_\_\_\_ cost escalation factor: \_\_\_\_\_



# Wm. Floyd

MECHANICAL CONTRACTORS

Proudly Serving Michigan Since 1977

All replacement parts, labor for replacement parts and refrigerant are not covered by this contract; they will be billed as extras. No chargeable repair work will be done without first securing customer approval.

With approval of this service contract all truck charges are waved and normal service call hourly labor rate will be reduced. – Friday 8:00AM – 4:30 pm (After hours will be invoiced at time and half, Sundays and Holidays will be invoiced at double time.)

The service contract will be paid in advance prior to the maintenance visit. The maintenance contract will be invoiced at \$1,522.00 twice a year for a total of \$3,044.00 per year.

Service maintenance contract is to be held in place from \_\_\_\_\_ to \_\_\_\_\_.

***In the event this contract is terminated by customer prior to contract end date customer is responsible for payment of full contract value.***

We propose to furnish all material and perform all work and labor, in accordance with the specifications as shown above, upon the above referenced project. Materials shall be of good quality and which work and labor shall be done in a good and workmanlike manner, and in consideration of the foregoing, you, by your written acceptance hereof or by permitting any of the work hereunder to proceed, hereby promise and agree to pay to the undersigned the total sum as referenced above. This quotation will be held firm for 30 days from the date of this proposal.

## AUTHORIZED SIGNATURE

\_\_\_\_\_  
Dave Polidan  
Business Development  
dave@wmfloyd.net  
Wm. Floyd Company

\_\_\_\_\_  
Customer Signature

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

Automatic Renewal: Your planned service agreement will be automatically renewed from year to year unless cancelled, in writing, by either party. Subject to rate adjustments with notification to customer.



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 16, 2025  
**RE:** Public Education – Planning and Zoning for Everyone

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At the May 5<sup>th</sup> meeting, the Board discussed and directed staff to investigate opportunities for initiating a public education effort regarding planning and zoning regulations. Since that meeting I have been working with the Michigan Planning Association (MAP) and Michigan State University Extension (MSUE) on options for an in-person workshop hosted at the Township Hall. Neither organization had an existing educational program that was targeted at citizenry, but both expressed an interest in helping to create a program to meet our needs.

Earlier this week, I learned that the Michigan Association of Planning has received grant funding to develop a program called “Planning and Zoning for Everyone” to fill this gap in educational offerings. The program outline is attached and includes citizen based information on planning, zoning and the development approval process. The session is designed to be about 1.5 hours including questions and will include a 4 page handout for participants. The program will be instructed by a professional planner and in my experience, MAP does an outstanding job with all of their educational programming.

The cost estimate for the program is \$1,185.28. This assumes 25 attendees and an in-person format. They have also offered to allow the Township to concurrently broadcast the live event for those that prefer to watch or participate from home. The costs associated with facilitating the virtual portion of the meeting would be an additional responsibility of the Township. For this reason, I am requesting a total budget approval for this event of \$1,800. This should allow for additional attendees and virtual meeting facilitation if we decide to go that route.

As it relates to scheduling, they anticipate that the program will be fully developed by late August, and I suggest that we target either August 27<sup>th</sup> or September 10<sup>th</sup> to host the event. If you would like to approve this item, I offer the following motion for your consideration:

Moved by \_\_\_\_\_, Supported by \_\_\_\_\_ to approve the proposal from the Michigan Association of Planning to host a “Planning and Zoning for Everyone” event at the Township Hall at a cost not to exceed \$1,800 from Community Outreach fund line item 101-728-880-001

### SUPERVISOR

Kevin Spicher

### CLERK

Janene Deaton

### TREASURER

Robin L. Hunt

### TRUSTEES

Rick Soucy

Bill Reiber

Candie Hovarter

Todd Walker

### MANAGER

Kelly VanMarter



Michigan Association of Planning  
A Chapter of the American Planning Association

## Planning and Zoning for Everyone

### 1.5 hour program

#### Description:

This information-packed program is designed for community groups who want to better understand local planning and zoning processes. Presentation includes a 4 page handout for participants.

#### Participants will learn:

##### Workshop Outline

1. What is Planning in Michigan
  - a. State Enabled
  - b. Whose task is it legally
  - c. What kinds of plans may a municipality have
  - d. What happens if a municipality doesn't plan
  - e. **Where to look for what's going on**
  - f. **When would a citizen be involved**
  - g. **How can you change the plan**
2. What is Zoning in Michigan
  - a. State Enabled
  - b. Zoning Ordinance, Zoning Maps, and Rezoning
  - c. Whose task is it legally
  - d. What happens if a municipality doesn't zone
  - e. **Where to look for what's going on**
  - f. **When would a citizen be involved**
  - g. **How can you change the zoning**
3. How are Developments Permitted in Michigan
  - a. What is a Site Plan Review, Special Land Use, Conditional Rezoning Planned Unit Development, Variance
  - b. Who approves developments – locally determined in many instances
  - c. **Where to look for what's going on**
  - d. **When would a citizen be involved**
  - e. **How can you change (can you change?) a development review**
4. Questions



**Michigan Association of Planning: A Chapter of the American Planning Association**  
 Ann Arbor Office (Central Mailing): 1919 W. Stadium Blvd., Suite 4, Ann Arbor, MI 48103  
 Phone: (734)913-2000 | Fax: (734)913-2061 | [avansen@planningmi.org](mailto:avansen@planningmi.org)

## On-site Workshop Estimate

Community	Genoa Charter Township	Program Requested	Planning and Zoning for Everyone	
Contact Person	Kelly Van Marter	Number attending	25	
Address	2911 Dorr Road	Dates requested	August 2025	
City/State/Zip	Brighton, Michigan 48116	Instructor	TBD	
Phone	(810) 227-5225	Confirmed Date/Time	TBD	
E-mail	<a href="mailto:kelly@genoa.org">kelly@genoa.org</a>	Location	TBD	
Notes:				
Onsite Expenses	Description	Cost	Quantity	Total
	Membership Discounted Program Fee	\$1,000.00	1	\$1,000.00
	Cost of Handouts	\$5.00	25	\$125.00
	Shipping	\$25.00	1	\$25.00
	Travel	\$0.700	50.4	\$35.28
	TOTAL			\$1,185.28



2911 Dorr Road  
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810.227.5225  
810.227.3420 fax  
genoa.org

## MEMORANDUM

**TO:** Board of Trustees

**FROM:** Kevin Spicher, Supervisor

**DATE:** 7/16/2025

**RE:** **Proposed Discussion on Road Safety Items**

---

While discussing some traffic topics with the Sheriff's office, Lieutenant Sell asked if Genoa Township would consider purchasing License Plate Reader (LPR) Cameras to be set up, operated and maintained by the LCSO for the purposes of:

- alerting local law enforcement when "vehicles of interest" enter our area
- for use in recovering both people and property
- and to aid in solving and prosecuting crimes

Several local Townships are already in partnerships like these with the Department, and feedback has been positive among those I've talked to. These cameras are not able to be used to issue tickets of any kind, that is not their purpose.

Our talk also covered some Township roads that residents have mentioned are dangerous, often due to perceived speeding issues. The Lieutenant is working to review some accident numbers for us to see if perception and reality are aligned. I also inquired about the effectiveness of "Speed Signs" that alert drivers who are speeding. The reviews are generally positive, and I requested several locations be added to the list for "testing" as the Sheriff's signs become available. As with the LPR Cameras, the LCSO offers operation and maintenance of speed signs should the township decide to purchase dedicated units for use within Genoa.

### **SUPERVISOR**

Kevin Spicher

### **CLERK**

Janene Deaton

### **TREASURER**

Robin L. Hunt

### **TRUSTEES**

Rick Soucy

Bill Reiber

Candie Hovarter

Todd Walker

### **MANAGER**

Kelly VanMarter