

GENOA CHARTER TOWNSHIP BOARD

Regular Meeting

August 4, 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: August 4, 2025
- 2) Request to approve the July 21, 2025 meeting minutes

Approval of Regular Agenda:

- 3) Request for approval of **Resolution #1** to Proceed with the Project and Direct Preparation of the Plans and Cost Estimates for the **Timber Green Court** Private Road Improvement Special Assessment Project (winter tax 2025). (Roll Call)
- 4) Request for approval of **Resolution #2** to Approve the Project, Schedule the First Hearing for August 18, 2025, and Direct Issuance of Statutory Notices for the **Timber Green Court** Private Road Improvement Special Assessment Project (winter tax 2025). (Roll Call)

Items for Discussion:

- 5) Discussion regarding temporary signs and enforcement as requested by Supervisor Spicher.
- 6) Discussion regarding MTA Professional Development Retreats as requested by Supervisor Spicher.

Correspondence
Member Updates
Board Comments
Adjournment

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

BOARD PACKET

CHECK REGISTERS FOR TOWNSHIP BOARD MEETING

MEETING DATE: August 4, 2025

All information below through July 30, 2025

August 1, 2025 Bi Weekly Payroll	\$	134,336.37
INVOICES ON HOLD	\$	61,259.48
TOWNSHIP GENERAL EXPENSES	\$	138,917.78
OPERATING EXPENSES DPW (503 FN)	\$	523,762.78
OPERATING EXPENSES Oak Pointe (592FN)	\$	6,009.41
OPERATING EXPENSES Lake Edgewood (593FN)	\$	2,348.55
TOTAL	\$	866,634.37

Invoices on Hold - Requesting Approval to Pay

Bank	Coc	Post Date	Invoice #	Vendor Sort Name	Amount	Description
270CK		7/22/2025 12:00:00 AM	8225	NORTHERN PLUMBING, INC.	478.00	PET WATER DISPENSER SPARE PARTS REPLACEMENT
TOTAL FOR FUND 208					478.00	
503FN		7/30/2025 12:00:00 AM	8082520243819	ADVANCE AUTO PARTS	126.07	CABIN AIR FILTERS FOR TRUCK 7 & 14
503FN		7/30/2025 12:00:00 AM	443214	TRITECH SOFTWARE SYSTEMS	90.00	PUBLIC ADMIN PROJECT MGMT SERVICES
503FN		7/30/2025 12:00:00 AM	11-0228899	MARSHALL'S EXPRESS	98.95	OIL CHANGE TRUCK 24
503FN		7/30/2025 12:00:00 AM	11-0229121	MARSHALL'S EXPRESS	76.40	OIL CHANGE TRUCK 9
503FN		7/30/2025 12:00:00 AM	533314	RED WING BUSINESS ADVANTAGE ACCOUNT	225.00	WORK BOOTS FOR CAM CIACIUCH
503FN		7/30/2025 12:00:00 AM	533025	RED WING BUSINESS ADVANTAGE ACCOUNT	225.00	WORK BOOTS FOR JEFF MEYERS
503FN		7/30/2025 12:00:00 AM	1083875	ROSATI, SCHULTZ, JOPPICH & AMTSBUEC	765.00	LEGAL ANALYSIS/POTENTIAL TRANSFER OF FUNCTIONS
TOTAL FOR FUND 233					1,606.42	
592FN		7/30/2025 12:00:00 AM	160730555	AMERICAN AQUA	440.25	FILTERS & MEMBRANE FOR 5440 GLENWAY DRIVE
592FN		7/30/2025 12:00:00 AM	9575652608	GRAINGER	768.00	RADIAL BALL BEARINGS
						DRINKING WATER CALCIUM BY EPA, WATER ANIONS,
592FN		7/30/2025 12:00:00 AM	0725-143217	BRIGHTON ANALYTICAL LLC	220.00	PHOSPHASE, ALKALINITY
592FN		7/30/2025 12:00:00 AM	37803	LOREA TOPSOIL & AGGREGATE	46.00	2 YDS CLASS II SAND CLIFFORD RD FRINDER REPAIR
						SEAL COATING & HOT RUBBER CRACK FILLING AT THE
592FN		7/30/2025 12:00:00 AM	00554	ALAN'S ASPHALT MAINTENANCE, INC	387.80	NORTHSHORE COMMONS EAST PUMP HOUSE
592FN		7/30/2025 12:00:00 AM	7184854	LIVINGSTON PRESS & ARGUS	1,462.60	OAK POINTE 2024 WATER QUALITY REPORT
592FN		7/30/2025 12:00:00 AM	545647	HAVILAND PRODUCTS COMPANY	9,275.00	BLEACH
592FN		7/30/2025 12:00:00 AM	530380046	UIS SCADA	4,445.00	OAK POINTE 2025 VT SCADA LICENSE RENEWAL
						TROUBLESHOOT COMMUNICATION FAILLURES AT OPW
592FN		7/30/2025 12:00:00 AM	530380065	UIS SCADA	1,542.00	TOWER, REPLACED RADIO WITH CUSTOMER SUPPLIED RADIO
TOTAL FOR FUND 592					18,586.65	
593FN		7/30/2025 12:00:00 AM	443812BRI	COMPLETE BATTERY SOURCE	377.92	GROUP 4D 12V COMM BATTERIES
593FN		7/30/2025 12:00:00 AM	111717	GENOA TWP OAK POINTE OPERATING	1,485.35	GRINDER PUMP REPAIR REIMBURSEMENT
TOTAL FOR FUND 590					1,863.27	
FNBACK		7/30/2025 12:00:00 AM	S106357141.002	ETNA SUPPLY COMPANY	9,500.00	5 -2" CORDONEL METERS FOR AVENUE APTS
						OMNI R2 - 1 1/2" REPLACEMENT FOR GLEN'S OF ROLLING
FNBACK		7/30/2025 12:00:00 AM	S106382931.001	ETNA SUPPLY COMPANY	665.00	RIDGE
FNBACK		7/30/2025 12:00:00 AM	S106389535.001	ETNA SUPPLY COMPANY	11,420.66	1" IPERL METERS FOR STOCK
FNBACK		7/30/2025 12:00:00 AM	S106389535.002	ETNA SUPPLY COMPANY	9,000.00	1" COPPER HORNS FOR STOCK
FNBACK		7/22/2025 12:00:00 AM	160726587	AMERICAN AQUA	78.10	SUPPLIES
FNBACK		7/22/2025 12:00:00 AM	7-10-25	LIVINGSTON COUNTY TREASURER	27.79	CHARGE BACK EXEMPTION ADJUSTMENT

Invoices on Hold - Requesting Approval to Pay

Bank	Coc	Post Date	Invoice #	Vendor Sort Name	Amount	Description
FNBCK		7/28/2025 12:00:00 AM	6037588514	STAPLES	116.92	SUPPLIES
FNBCK		7/28/2025 12:00:00 AM	INV1755369	NEARMAP US INC	7,194.00	25 NEARMAP OBLIQUE FOR GOVERNMENT
FNBCK		7/29/2025 12:00:00 AM	26755	BLOOM SLUGGETT, PC	375.00	SERVICES THROUGH 6/30/25
FNBCK		7/30/2025 12:00:00 AM	1663949112	CAPITAL ONE	77.76	GENOA TWP SUPPLIES
FNBCK		7/30/2025 12:00:00 AM	00058397-0	CHECKER'S CLEANING SUPPLY, LLC	269.91	GARBAGE BAGS-SUPPLIES
TOTAL FOR FUND 101					38,725.14	
TOTAL FOR ALL FUNDS					61,259.48	

CHECK DISBURSEMENT REPORT FOR CHECKS DATED 7/17/2025 TO 7/30/2025

Invoices Paid - Requesting Approval

Check Date	Bank	Check #	Invoice	Payee	Description	Amount
07/22/2025	FNBACK	39721#	8-1-25 THRU 8-31-25	BLUE CROSS & BLUE SHIELD OF MI	DUE FROM #233 UTILITY FUND	33,786.32
07/22/2025	FNBACK	39721	8-1-25 THRU 8-31-25	BLUE CROSS & BLUE SHIELD OF MI	HEALTH/LIFE INSURANCE	26,626.92
07/22/2025	FNBACK	39722	245340131	COMCAST	PHONE/INTERNT/CABLE/ALARM	677.15
07/22/2025	FNBACK	39723#	RIS0006504970	DELTA DENTAL	DUE FROM #233 UTILITY FUND	2,641.55
07/22/2025	FNBACK	39723	RIS0006504970	DELTA DENTAL	HEALTH/LIFE INSURANCE	1,618.49
07/22/2025	FNBACK	39724	70747	MANER COSTERISAN	AUDIT SERVICES (MANER COSTERISAN)	16,000.00
07/22/2025	FNBACK	39725#	001926244327	MUTUAL OF OMAHA	DUE FROM #233 UTILITY FUND	2,102.67
07/22/2025	FNBACK	39725	001926244327	MUTUAL OF OMAHA	HEALTH/LIFE INSURANCE	1,397.30
07/22/2025	FNBACK	39726	7/15/2025	PAIGE BURGESS	REPAIRS & MAINTENANCE	2,125.00
07/23/2025	FNBACK	39727	7/28/25 8/27/25	COMCAST	PHONE/INTERNT/CABLE/ALARM	347.80
07/23/2025	FNBACK	39728#	IN5999094	MICHIGAN OFFICE SOLUTIONS	DUE FROM #233 UTILITY FUND	151.57
07/23/2025	FNBACK	39728	IN5999094	MICHIGAN OFFICE SOLUTIONS	SUPPLIES	151.56
07/23/2025	FNBACK	39729	7-23-2025	PRECISION COMFORT HEATING AND AIR	REPAIRS & MAINTENANCE	807.00
07/25/2025	FNBACK	193(E)	7-25-2025	UNITED STATES TREASURY	HEALTH/LIFE INSURANCE	242.90
07/25/2025	FNBACK	39730#	6-1 6-30-2025	GANNETT MICHIGAN LOCALIQ	SUBSCRI/PUBLICATIONS/MEMBERS	72.92
07/25/2025	FNBACK	39730	6-1 6-30-2025	GANNETT MICHIGAN LOCALIQ	PLANNING & ZONING PUBLICATIONS	301.58
07/25/2025	FNBACK	39731	7-1-25 7-1-26	MMRMA	INSURANCE - PROP LIAB/VEHICLE	28,150.48
07/27/2025	FNBACK	192(E)	58228606	PRINCIPAL FINANCIAL RETIREMENT	RETIREMENT	542.50
07/28/2025	FNBACK	39732#	162092	BS&A SOFTWARE	DUE FROM #233 UTILITY FUND	6,807.50
07/28/2025	FNBACK	39732	162092	BS&A SOFTWARE	EQUIP / SOFTWARE / SOFTWARE MAINTENANCE	14,103.50
07/28/2025	FNBACK	39733	7/28/2025	MHOG UTILITIES	DUE TO UTILITY FUND # 702	263.07
Total for fund 101 GENERAL FUND						138,917.78

DPW

07/23/2025	503FN	6394*#	7-12-25 8-11-25	COMCAST	SECURITY CAMERAS AT BARNS & INTERNET	226.76
07/23/2025	503FN	6395*#	7-22-2025	GENOA TWP GENERAL FUND	DUE TO G/F #101	500,000.00
07/23/2025	503FN	6396*#	1ST INSTALLMENT	MMRMA	AUTO-INSURANCE	11,532.65
07/23/2025	503FN	6396	1ST INSTALLMENT	MMRMA	VEHICLE PROPERTY/LIABILITY	12,003.37
Total for fund 233 DPW UTILITIES						523,762.78

CHECK DISPURSEMENT REPORT FOR CHECKS DATED 7/17/2025 TO 7/30/2025

Invoices Paid - Requesting Approval

Check Date	Bank	Check #	Invoice	Payee	Description	Amount
OAKPOINTE						
07/25/2025	592FN	6403	810229486107-7	AT&T	INTERNET - WATER	247.14
07/25/2025	592FN	6404	205547569079	CONSUMERS ENERGY	INTERNET - WATER	133.32
07/25/2025	592FN	6405	2025-2026	MMRMA	INSURANCE - WATER	1,764.00
07/25/2025	592FN	6405	2025-2026	MMRMA	INSURANCE - SEWER	3,864.95
Total for fund 592 OAKPOINTE OPERATING						6,009.41
LAKE EDGEWOOD						
07/28/2025	593FN	4647	2025-26	MMRMA	INSURANCE - SEWER	2,348.55
Total for fund 590 LAKE EDGEWOOD OPERATING						2,348.55

GENOA CHARTER TOWNSHIP BOARD
Regular Meeting
July 21, 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 three people in the audience.

Call to the Public

The call to the public was opened at 6:31 pm with no response.

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 21, 2025**
- 2. Request to approve the July 7, 2025 regular meeting minutes.**

Approval of Regular Agenda:

Ms. Hunt stated she would like to add Action Item #7 - Request to Approve the Corporate Resolution as Submitted by the Township Treasurer.

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

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.

Ms. Hovarter questioned if this is necessary. The sign can be seen all day. This is not a good use of taxpayer dollars. Ms. Deaton knows the sign must be maintained, but \$2,300 for a battery is a lot and could be spent somewhere else.

Mr. Reiber questioned the cost of the battery and stated there were errors on the quote.

Supervisor Spicher stated the cost is for two batteries and also for their knowledge of how to install the solar battery charging system.

Moved by Walker, supported by Hunt, 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. **The motion carried with a roll call vote. (Hovarter - no; Walker - yes; Reiber - no; Hunt - yes; Spicher - yes; Deaton - no; Soucy - yes).**

4. Consideration of a request for review and approval of a Purchasing and Bid Policy.

Ms. VanMarter reviewed the proposed changes to the policy.

Supervisor Spicher stated he would recommend removing “Section 5.03(e) Bid Requirements - 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.”

After a discussion, the Board decided to remove Section 5.03(e) and the request for “certifications/licenses” be added to Section 5.03(b).

Mr. Reiber suggested removing “Article III(a)(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” so that these changes can be approved by the Board. Ms. Hunt stated this item is to allow staff to make decisions on small changes without the need to have the work stopped and staff to come before the Board for approval. Ms. VanMarter agreed with Ms. Hunt. After a brief discussion, the Board decided to keep Article III(a)(ii).

Moved by Hunt, supported by Soucy, to approve the Purchasing and Bid Policy removal of Section 5.03(e) and adding “Certifications and Licenses” to Section 5.03(b). **The motion carried unanimously.**

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.**

Supervisor Spicher provided information on Precision Comfort Heating and Air Conditioning.

Moved by Soucy, supported by Walker, to approve a three-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 one, \$1,695.00 in year two and \$1,780.00 in year three. **The motion carried unanimously.**

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.**

Ms. VanMarter stated this event could help educate residents of the rules and laws regarding planning and zoning. The cost of the event is \$1,100; however, she is asking for more in case there are additional handout materials needed or if the township wants to add a virtual component to the event. She identified August 27 and September 10 as potential dates.

The Board decided to limit the in-person participation to Genoa Township residents. There will be a chat function available so viewers at home can ask questions and answers can be provided.

Ms. Deaton recommended that there be a minimum number of participants to hold the event.

Moved by Deaton, supported by Walker, 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, conditioned upon there be a minimum of 15 in-person attendees for the event to take place and pre-registration will be for Genoa Township residents only. **The motion carried unanimously.**

7. **Request to approve the Corporate Resolution as submitted by the Township Treasurer.**

Ms. Hunt stated the current credit card account is being used by both township employees and DPW and MHOG employees. She is recommending opening a separate account for DPW and MHOG employees.

Moved by Reiber, supported by Walker, to approve the Corporate Resolution as submitted by the Township Treasurer on July 21, 2025. **The motion carried unanimously with a roll call**

vote (Soucy - yes; Deaton- yes; Hunt- yes; Reiber- yes; Walker- yes, Hovarter- yes; Spicher- yes)

Items for Discussion:

8. Discussion regarding road safety items as requested by Supervisor Spicher.

Supervisor Spicher reviewed his memo. Ms. Hunt asked for the cost of these units. Ms. Deaton stated it is \$5,800 per camera to purchase or \$2,500 each per year to lease. Supervisor Spicher stated this is an effective crime fighting tool as well as assists with locating missing persons. He stated that these will be installed eventually, but if the township wishes to have them sooner, they can be purchased and installed. Mr. Reiber does not agree with paying for additional cameras to record drivers.

There was also a discussion about purchasing “speed signs” that alert drivers to their speed. They are approximately \$3,500 each. They can also collect data and provide it to the township.

Member Updates

Mr. Walker stated that the MyGenoa App has 711 people signed up. The article regarding the app has been published in the Michigan Township Association magazine.

The Brighton Area Fire Authority discussed the renovations to the station on Grand River in Brighton. They have received their new utility vehicle.

Ms. Hovarter stated HAPRA is still looking for volunteers for the Melon Festival. They will be installing pickleball courts behind the Oceola township hall.

Ms. Deaton stated that residents who had a voting precinct change should have received their new voter registration card in the mail.

Mr. Soucy stated that all four items on the ZBA agenda last week were approved.

Board Comments

Ms. VanMarter showed photographs of the work that is being done on the soccer fields at the township hall. It should be completed this week and will start to be used this fall.

Adjournment

Moved by Walker, supported by Soucy, to adjourn the meeting at 7:58 pm. **The motion carried unanimously.**

Genoa Charter Township Board Meeting
July 21, 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

MEMORANDUM

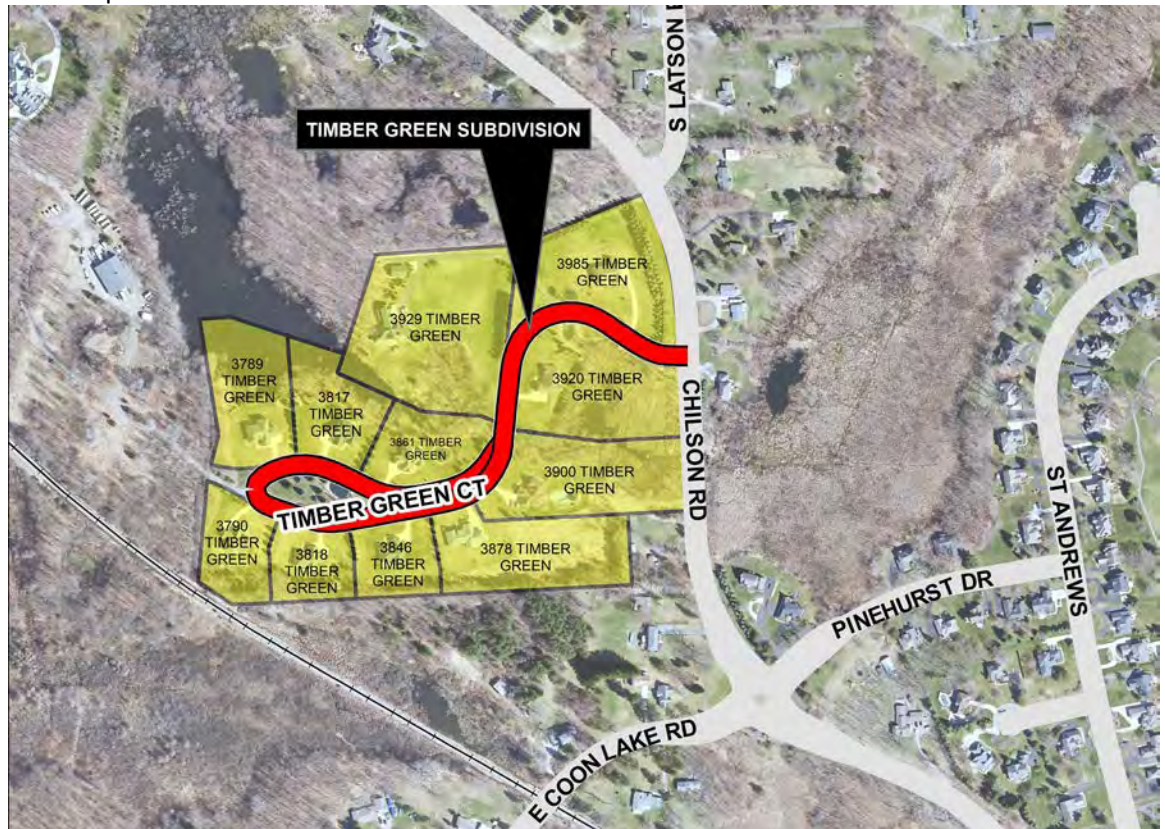
TO: Honorable Board of Trustees

FROM: Kelly VanMarter, Township Manager

DATE: July 30, 2025

RE: Timber Green Court Private Road Improvement Special Assessment District

Agenda items #3 and #4 propose to initiate a new Special Assessment district for a paving project involving the private Timber Green Court in the gated Timber Green Subdivision. This subdivision is located on the west side of Chilson Road between Latson Road and Coon Lake Road. Please see area map below.



Timber Green Court is around 17 years old and is the only access for the Timber Green site condominium subdivision. There are 11 parcels in the proposed district which front on the road.

SUPERVISOR

Kevin Spicher

CLERK

Janene Deaton

TREASURER

Robin L. Hunt

TRUSTEES

Rick Soucy

Bill Reiber

Candie Hovarter

Todd Walker

MANAGER

Kelly VanMarter

Timber Green Court Road Improvement SAD

The Timber Green Homeowners Association initiated this district. They obtained estimates from multiple contractors and selected a proposal from R & R Asphalt as the preferred project. A copy of the proposal is attached as Exhibit A. In addition to the construction costs, they have requested that the Township include a 10% contingency to accommodate any unforeseen issues during construction. They have also requested inspection services from the Township Engineer to ensure that the roadway is constructed in accordance with the approved project scope. A copy of the engineering proposal is attached as Exhibit B. The total cost breakdown for the district is as follows:

CONSTRUCTION COST	\$	181,367.00
10% CONSTRUCTION COTINGENCY	\$	18,136.70
ENGINEERING	\$	9,300.00
ADMINISTRATIVE COSTS	\$	2,000.00
TOTAL	\$	210,803.70

Following the request to initiate the district I worked to prepare cost allocation, informational materials and petitions for the project. I've attached a copy of the informational materials that were shared with the residents as Exhibit C. As of the date of this letter, the Township has received and certified petitions from 9 of the 11 property owners which is over 81% of the properties in the proposed district. The petition certification is attached as Exhibit D.

The Timber Green subdivision road design involves a significant road area serving a small number of 11 parcels. As a result, the per parcel cost of the road improvement project is high. To reduce the burden of the cost, staff is suggesting a 15-year time frame for payment of the assessment. The table below provides the per parcel cost amortization for the proposed district with an interest rate of 2% in accordance with policy.

TOTAL PER PARCEL: \$19,163.90					
	YEAR	PAYMENT	TO INTEREST	TO PRINCIPAL	OUTSTANDING BALANCE
1	2025	\$1,405.36	\$127.76	\$1,277.60	\$17,886.36
2	2026	\$1,635.33	\$357.73	\$1,277.60	\$16,608.76
3	2027	\$1,609.77	\$332.18	\$1,277.60	\$15,331.17
4	2028	\$1,584.22	\$306.62	\$1,277.60	\$14,053.58
5	2029	\$1,558.67	\$281.07	\$1,277.60	\$12,775.98
6	2030	\$1,533.12	\$255.52	\$1,277.60	\$11,498.38
7	2031	\$1,507.57	\$229.97	\$1,277.60	\$10,220.79
8	2032	\$1,482.01	\$204.42	\$1,277.60	\$8,943.19
9	2033	\$1,456.46	\$178.86	\$1,277.60	\$7,665.59
10	2034	\$1,430.90	\$153.31	\$1,277.60	\$6,387.99
11	2035	\$1,405.35	\$127.76	\$1,277.60	\$5,110.39
12	2036	\$1,379.80	\$102.21	\$1,277.60	\$3,832.79
13	2037	\$1,354.25	\$76.66	\$1,277.60	\$2,555.20
14	2038	\$1,328.70	\$51.10	\$1,277.60	\$1,277.60
15	2039	\$1,303.15	\$25.55	\$1,277.60	\$0.00
		\$21,974.65	\$2,810.71	\$19,163.96	

July 30, 2025

Timber Green Court Road Improvement SAD

Page 3 of 3

I look forward to discussing this with you at Monday's meeting. If you choose to initiate the district, I request your consideration of Resolution 1 and Resolution 2 with disposition via roll call as follows:

(Requires Roll Call)

Resolution #1

Moved by _____ and supported by _____ to approve **Resolution #1** to proceed with the **Timber Green Court Private Road Improvement** Special Assessment Project (winter tax 2025) and direct preparation of the plans and cost estimates

Resolution #2

Moved by _____ and supported by _____ to approve **Resolution #2** to approve the **Timber Green Court Private Road Improvement** Special Assessment Project (winter tax 2025), to schedule the first public hearing for August 18, 2025 and to direct the issuance of statutory notice.

Sincerely,



Kelly VanMarter

Timber Green Homeowners Association
3985 Timber Green Ct Howell MI 48843

June 5, 2025

Genoa Charter Township
c/o Kelly VanMarter

re: Request for Establishment of Special Assessment District

Dear Kelly,

On behalf of Timber Green Homeowners Association, it is requested that a 10 year or longer Special Assessment District (SAD) be established for repair of Timber Green Ct. Timber Green Ct. is the only access to and internal road for the site condominium. The road was constructed about 17 years ago and needs repair. The SAD would include all 11 residential property units of the condominium. Ten of eleven (91%) unit co-owners recently voted to support requesting the township establish a Road Repair SAD.

The attached proposal outlines elements of project work and cost. It does not include the cost of a third party engineer for verification of materials and construction process, or a contingency amount for unforeseen items, mainly structural improvement of road base areas identified after present asphalt is removed. We are aware that property owners within the SAD also would be responsible for an administration fee and money charge should the SAD request be approved.

Please let me know if there are questions or if additional information is needed.

Sincerely,



Bob Moran, President
Timber Green Homeowners Association

Attachment

Remove & Replace Proposal

Timber Green Homeowners Association

Bob Moran

Project:

Timber Green HOA Paving

3985 Timber Green Ct
Howell, MI 48843



Mike Zalewski
Account Executive

Service Provider Information

Company Info



R&R Asphalt
2800 Childs Lake Rd.
Milford, MICHIGAN 48381

P: 248-529-6005
F: 248-529-6256
<http://www.rrasphalt.com>

Contact Person

Mike Zalewski
Account Executive
mike@rrasphalt.com
Cell: 248-794-8020
Office 248-529-6005

About Us

We Solve Problems & Make Pavement Maintenance Simple

R & R is a full service site construction and maintenance company founded in 1983. We provide innovative solutions and customized strategies that enhance performance, aesthetics, and longevity for asphalt and concrete surfaces.

Our employees take great pride in the quality of work we perform and continuously strive to exceed our customers expectations.

Please find the enclosed proposal and do not hesitate to call us with any questions.

4" Asphalt Removal and Replacement (green area)

1. The area under consideration for pavement repair comprises 43,248 square feet of deteriorated pavement. **This includes 2,150 LF of raised edge asphalt curb (red lines one site map).**
2. We will cut a perimeter and excavate repair area to a depth of 4 Inches. We will remove all materials from site. Should the asphalt being removed be thicker than 4", additional charges will apply.
3. Next we will proof roll the existing aggregate base to check for soft spots. Should soft spots be identified they will be undercut using 21AA crushed concrete @ \$65.00/ton.
4. During our site evaluation, we have identified the designed drainage swales. They have accumulated sediment over time. We will remove the sediment build up within these drainage swales to promote proper water drainage as designed, and dispose of the material. The restoration in these areas is not included. If you'd like a landscape restoration quote, we will be happy to provide one upon request.
5. We will install 2.5 inches compacted thickness 3C/3E1 asphalt.
6. Tack coat will be installed
7. We then will install 1.5 inches compacted thickness 5E1 asphalt.
8. All areas will be barricaded during and after the repair process.

Total Price: \$163,717.00

New 4" Asphalt Widening (purple area)

1. The area under consideration for a new asphalt surface comprises approx. 600 square feet.
2. Excavate proposed area to a depth of 12 inches below finished elevation.
3. Our firm will compact the existing sub-base prior to paving using a steel drum vibratory roller.
4. Install 8 inches of 21AA crushed concrete and compact with a steel drum vibratory roller.
5. **Asphalt Base:** Install 2.5 inches compacted thickness 3C/3E1 base asphalt and compact with a vibratory steel drum roller.
6. Tack coat will be applied.
7. **Asphalt Surface:** Install 1.5 inches compacted thickness 5E1 surface asphalt and compact with a vibratory steel drum roller.
8. Price is based on work being performed in one phase with green area.

Total Price: \$4,300.00

 [See Below Images](#)

Catch Basin Rebuild

1. We have identified 4 catch basins throughout your parking lot that are currently unstable and will require a rebuild.
2. The existing Collar will be Excavated and Removed
3. **Interior Maintenance:** We will tuck point entering drainage pipes to ensure no further deterioration/erosion of the catch basin area.
4. A New Collar will be poured using 4000 PSI Concrete.

Total Price: \$10,400.00

Remove Tree and Grind Stump

1. We will remove the large cottonwood tree and dispose of it. The stump will be ground as will the large visible roots in the grass. All the grindings will be disposed of. **Landscape restoration is included in this area only.**

Total Price: \$2,950.00

Warranty

1. Work is warranted against defects in workmanship and materials for a period of one (1) year from the date of project completion.

Standard Exclusions

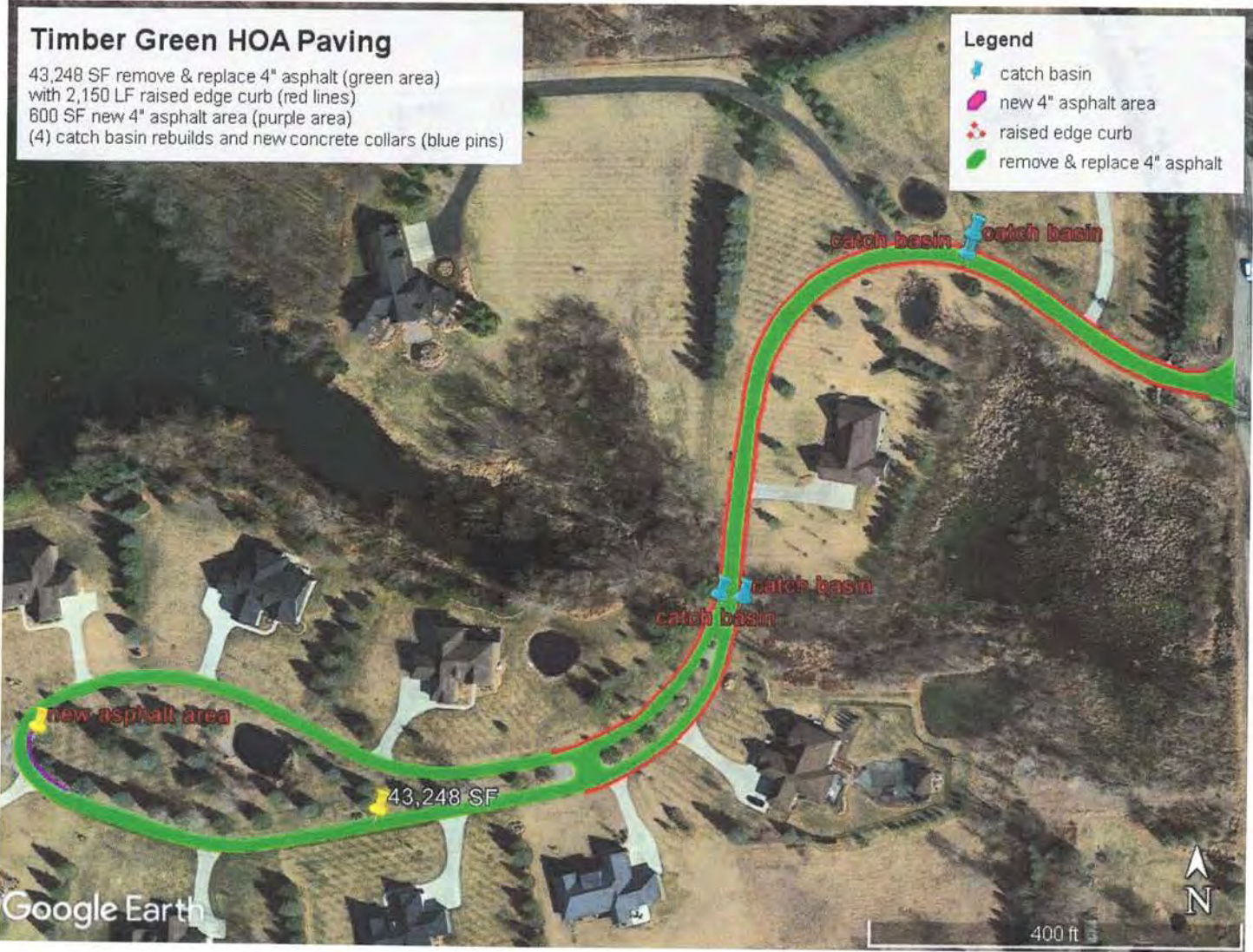
1. ** Permits, Bonds, Fees, Material Testing, Private Utility Locating, Engineering and Surveying are Excluded from this price **
2. ** Restoration, Landscaping and Irrigation Repairs are not included in this price. Due to the equipment and trucks required to complete this project, there will likely be damage to grass along the roadside. If you'd like a landscape restoration quote, we will be happy to provide one upon request **

New 4" Asphalt Widening (purple area)

Image



Map: Site Map



Notes:

Price Breakdown: Timber Green HOA Paving



Please find the following breakdown of all services we have provided in this proposal.

This proposal originated on April 23, 2025.

Item	Description	Map Area	Cost
1.	4" Asphalt Removal and Replacement (green area)	green	\$163,717.00
2.	New 4" Asphalt Widening (purple area)	purple	\$4,300.00
3.	Catch Basin Rebuild	blue pins	\$10,400.00
4.	Remove Tree and Grind Stump		\$2,950.00
Total:			\$181,367.00

Authorization to Proceed & Contract

This price is valid for 30 days. Contracts signed passed this point are subject to price increases.

You are hereby authorized to proceed with the work as identified in this contract. By signing and returning this contract, you are authorized to proceed with the work as stated.

Please see all attachments for special conditions that may pertain to aspects of this project.

Acceptance

We agree to pay the total sum or balance in full 45 days after the completion of work.

In the event that funding for the district is guaranteed by Genoa Charter Township through establishment of an assessment district, the Township will remit payment in full within 45 days of certification of the project by the Timber Green Association and the Township Engineer.

All amounts unpaid after 45 days will be subject to interest at 1-1/2% per month. If R & R is required to incur costs to collect payment, R & R shall be entitled to recover all costs of collection, including actual attorney's fees.

I am authorized to approve and sign this project as described in this proposal as well as identified below with our payment terms and options.

Date: _____

Bob Moran | President
Timber Green Homeowners Association
3985 Timber Green Ct
Howell, MI 48843
rmoran77@gmail.com
C: 248-982-6672
O: n/a

Mike Zalewski | Account Executive
R&R Asphalt
2800 Childs Lake Rd.
Milford, MICHIGAN 48381
E: mike@rrasphalt.com
C: 248-794-8020
P: 248-529-6005
F: 248-529-6256
<http://www.rrasphalt.com>

Contract Terms & Conditions

1.

EXHIBIT A

GENERAL CONDITIONS

NO ORAL AGREEMENTS:

It is expressly understood that all the terms, agreements and conditions relating to this contract are only those expressed in writing herein, and that there are no oral representations, undertakings, terms, agreements or conditions of any kind.

APPROVAL:

This proposal will not be binding upon our company until the signed acceptance has been received by us, and until it has been checked and signed by an officer of this company.

CHANGES:

No charges or alterations in the specifications shall be allowed except in writing and at prices agreed upon at the time the changes are authorized.

ESTIMATED OR APPROXIMATE QUANTITIES:

Quantities and areas in this proposal are approximate, arrived at for estimating purposes only, and it is understood that payment is to be made on actual quantities of work completed and actual areas covered unless otherwise indicated.

PROPERTY LINES:

The Purchaser of this paving work shall establish and designate property lines, and Purchaser shall be obligated to pay for work performed as ordered in the event the property lines established and designated by Purchaser trespass on other property, and Purchaser shall also be responsible for any damages caused thereby to the owner of such other property.

DELAYS:

The contractor shall complete the job within a reasonable time but shall not be liable for delays beyond the control of the contractor.

PERMITS:

The owner of the Purchaser of the above work shall pay for any and all permits or assessments if they are required.

CRACKS:

The contractor shall not be responsible for cracks that may occur on NEW or resurfaced concrete, brick or asphalt pavements.

FROST HEAVE:

The contractor shall not be responsible for movement of new pavement due to Frost, Heave, with the exception of pavements where footings have been installed by the contractor.

MINIMUM GRADE:

If existing grades are less than 2%, we cannot guarantee surface drainage. It is understood that water ponding may occur and that no warranty attaches to the work as to satisfactory surface drainage. Asphalt guaranteed to be 97% water free.

STOCKPILING MATERIALS:

Contractor shall be permitted to stockpile materials necessary to the performance of its work, on the purchaser's property adjacent to the site of the work, without cost.

UNDERGROUND STRUCTURES:

It is the purchaser's responsibility to advise contractor of the existence and location of all underground structures such as sewers, water and gas lines, etc., which might be encountered by contractor in the performance of its work hereunder. Contractor shall be deemed to have notice of the existence of only those structures specifically referred to in this proposal, and of the location thereof as indicated in this proposal. If it develops in the performance of the work that the identity or location of the underground structures varies from those specified herein, any extra cost occasioned thereby in moving, protecting or covering the same, or otherwise shall be borne by the Purchaser.

SOIL CONDITION:

Should any unusual soil conditions be encountered not specifically referred to in this proposal, any extra cost in the performance of the work occasioned by such conditions shall be paid by Purchaser.

TREE ROOTS:

Contractor shall not be responsible for damage to trees occasioned by removal of tree roots in preparing the road bed, nor shall contractor be obligated to remove damaged or destroyed trees.

HIDDEN OBJECTS:

Contractor assumes no responsibility for removing hidden objects encountered during the performance of the work. Any costs incurred by the removal and disposal of such hidden objects shall be borne solely by the Purchaser and the

Contractor shall be reimbursed accordingly.

ZONING REQUIREMENTS AND OTHER LOCAL REGULATIONS:

Contractor assumes no responsibility for determining whether the Purchaser has the legal right or authority to pave the property as directed. Notwithstanding that such work might be deemed to violate any ordinance, zoning regulation, or other law, the Purchaser shall nevertheless, be obligated to pay for work performed as ordered.



February 6, 2025

Ms. Kelly VanMarter, Township Supervisor
Genoa Township
2911 Dorr Road
Brighton, MI 48116

**Re: Timber Green Repaving Road Improvements
Construction Phase Engineering Services Proposal**

Dear Ms. VanMarter:

We have prepared the following proposal for construction phase engineering services related to the proposed street improvements project for Timber Green Subdivision. Timber Green Court is approximately 2,600 linear feet. Proposed improvements include excavating 4 inches of material, proof rolling the existing aggregate base, and then installing 4 inches of asphalt over the prepared road. The work is anticipated to be completed in the spring of 2025.

Based on our discussions, Tetra Tech will provide a resident project representative for the work to be completed as outlined below.

SCOPE OF SERVICES

- Provide a resident project representative to witness milling of existing pavement, check final grade, and be onsite during the paving to check asphalt depths, temperature, and compaction effort. It is anticipated that our resident project representative will be onsite 2 days for the pavement removal, 3 days for the paving, and 1 day for final cleanup and punch list items. Each day is assumed to be 10 hours of field time.
- Collect truck tickets to verify the HMA mix type being placed.
- Coordinate with the contractor's geotechnical firm the locations and frequency of aggregate base and asphalt density testing. Note that the contractor is responsible for obtaining the services of the materials testing firm.

ASSUMPTIONS

- Work beyond the listed scope is considered additional work and will be subject to a future amendment.

COMPENSATION

Compensation for our services will be based on our hourly billable rates plus in-house reimbursable expenses. We propose a construction budget of \$9,300 for the work included in this proposal.

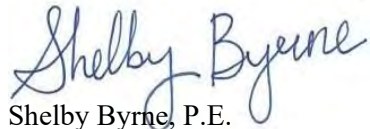
Ms. Kelly VanMarter
Timber Green Repaving Road Improvements
Construction Phase Engineering Services Proposal
February 6, 2025
Page 2

Please review this proposal and, if acceptable, please sign in the space below and return one original copy of this proposal for our records. Our Standard Terms and Conditions are attached and considered part of this proposal.

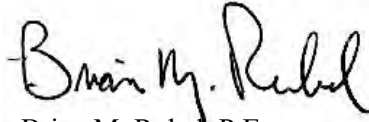
We appreciate the opportunity to provide continuing professional services to Genoa Township. If you have any questions or would like to discuss any details of this proposal further, please call.

Please call if you have any questions.

Sincerely,



Shelby Byrne, P.E.
Project Manager



Brian M. Rubel, P.E.
Sr. Vice President

Attachments: Tetra Tech Standard Terms and Conditions

PROPOSAL ACCEPTED BY GENOA TOWNSHIP:

BY: _____

TITLE: _____

DATE: _____

Tetra Tech of Michigan, PC

Engineering Services Standard Terms & Conditions

Services Consultant will perform services for the Project as set forth in the provisions for Scope of Work/Fee/Schedule in the proposal and in accordance with these Terms & Conditions. Consultant has developed the Project scope of service, schedule, and compensation based on available information and various assumptions. The Client acknowledges that adjustments to the schedule and compensation may be necessary based on the actual circumstances encountered by Consultant in performing their services. Consultant is authorized to proceed with services upon receipt of an executed Agreement.

Compensation In consideration of the services performed by Consultant, the Client shall pay Consultant in the manner set forth above. The parties acknowledge that terms of compensation are based on an orderly and continuous progress of the Project. Compensation shall be equitably adjusted for delays or extensions of time beyond the control of Consultant. Where total project compensation has been separately identified for various tasks, Consultant may adjust the amounts allocated between tasks as the work progresses so long as the total compensation amount for the project is not exceeded.

Fee Definitions The following fee types shall apply to methods of payment:

- Salary Cost is defined as the individual's base salary plus customary and statutory benefits. Statutory benefits shall be as prescribed by law and customary benefits shall be as established by Consultant employment policy.
- Cost Plus is defined as the individual's base salary plus actual overhead plus professional fee. Overhead shall include customary and statutory benefits, administrative expense, and non-project operating costs.
- Lump Sum is defined as a fixed price amount for the scope of services described.
- Standard Rates is defined as individual time multiplied by standard billing rates for that individual.
- Subcontracted Services are defined as Project-related services provided by other parties to Consultant.
- Reimbursable Expenses are defined as actual expenses incurred in connection with the Project.

Payment Terms Consultant shall submit invoices at least once per month for services performed and Client shall pay the full invoice amount within 30 days of the invoice date. Invoices will be considered correct if not questioned in writing within 10 days of the invoice date. Client payment to Consultant is not contingent on arrangement of project financing or receipt of funds from a third party. In the event the Client disputes the invoice or any portion thereof, the undisputed portion shall be paid to Consultant based on terms of this Agreement. Invoices not in dispute and unpaid after 30 days shall accrue interest at the rate of one and one-half percent per month (or the maximum percentage allowed by law, whichever is the lesser). Invoice payment delayed beyond 60 days shall give Consultant the right to stop work until payments are current. Non-payment beyond 70 days shall be just cause for termination by Consultant.

Additional Services The Client and Consultant acknowledge that additional services may be necessary for the Project to address issues that may not be known at Project initiation or that may be required to address circumstances that were not foreseen. In that event, Consultant shall notify the Client of the need for additional services and the Client shall pay for such additional services in an amount and manner as the parties may subsequently agree.

Site Access The Client shall obtain all necessary approvals for Consultant to access the Project site(s).

Underground Facilities Consultant and/or its authorized subcontractor will conduct research and perform site reconnaissance in an effort to discover the location of existing underground facilities prior to developing boring plans, conducting borings, or undertaking invasive subsurface investigations. Client recognizes that accurate drawings or knowledge of the location of such facilities may not exist, or that research may reveal as-built drawings or other documents that may inaccurately show, or not show, the location of existing underground facilities. In such events, except for the sole negligence, willful misconduct, or practice not conforming to the Standard of Care cited in this Agreement, Client agrees to indemnify and hold Consultant and/or its Subcontractor harmless from any and all property damage, injury, or economic loss arising or allegedly arising from borings or other subsurface penetrations.

Regulated Wastes Client is responsible for the disposal of all regulated wastes generated as a result of services provided under this Agreement. Consultant and Client mutually agree that Consultant assumes no responsibility for the waste or disposal thereof.

Contractor Selection Consultant may make recommendations concerning award of construction contracts and products. The Client acknowledges that the final selection of construction contractors and products is the Client's sole responsibility.

Ownership of Documents Drawings, specifications, reports, programs, manuals, or other documents, including all documents on electronic media, prepared under this Agreement

are instruments of service and are, and shall remain, the property of Consultant. Record documents of service shall be based on the printed copy. Consultant will retain all common law, statutory, and other reserved rights, including the copyright thereto. Consultant will furnish documents electronically; however, the Client releases Consultant from any liability that may result from documents used in this form. Consultant shall not be held liable for reuse of documents or modifications thereof by the Client or its representatives for any purpose other than the original intent of this Agreement, without written authorization of and appropriate compensation to Consultant.

Standard of Care Services provided by Consultant under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. Consultant makes no warranty or guaranty, either express or implied. Consultant will not be liable for the cost of any omission that adds value to the Project.

Period of Service This Agreement shall remain in force until completion and acceptance of the services or until terminated by mutual agreement. Consultant shall perform the services for the Project in a timely manner consistent with sound professional practice. Consultant will strive to perform its services according to the Project schedule set forth in the provisions for Scope of Work/Fee/Schedule above. The services of each task shall be considered complete when deliverables for the task have been presented to the Client. Consultant shall be entitled to an extension of time and compensation adjustment for any delay beyond Consultant control.

Insurance and Liability Consultant shall maintain the following insurance and coverage limits during the period of service. The Client will be named as an additional insured on the Commercial General Liability and Automobile Liability insurance policies.

Worker's Compensation – as required by applicable state statute
Commercial General Liability - \$1,000,000 per occurrence for bodily injury, including death and property damage, and \$2,000,000 in the aggregate
Automobile Liability –\$1,000,000 combined single limit for bodily injury and property damage
Professional Liability (E&O) - \$1,000,000 each claim and in the aggregate

The Client shall make arrangements for Builder's Risk, Protective Liability, Pollution Prevention, and other specific insurance coverage warranted for the Project in amounts appropriate to the Project value and risks. Consultant shall be a named insured on those policies where Consultant may be at risk. The Client shall obtain the counsel of others in setting insurance limits for construction contracts.

Indemnification Consultant shall indemnify and hold harmless the Client and its employees from any liability, settlements, loss, or costs (including reasonable attorneys' fees and costs of defense) to the extent caused solely by the negligent act, error, or omission of Consultant in the performance of services under this Agreement. If such damage results in part by the negligence of another party, Consultant shall be liable only to the extent of Consultant's proportional negligence.

Dispute Resolution The Client and Consultant agree that they shall diligently pursue resolution of all disagreements within 45 days of either party's written notice using a mutually acceptable form of mediated dispute resolution prior to exercising their rights under law. Consultant shall continue to perform services for the Project and the Client shall pay for such services during the dispute resolution process unless the Client issues a written notice to suspend work. Causes of action between the parties to this Agreement shall be deemed to have accrued and the applicable statutes of repose and/or limitation shall commence not later than the date of substantial completion.

Suspension of Work The Client may suspend services performed by Consultant with cause upon fourteen (14) days written notice. Consultant shall submit an invoice for services performed up to the effective date of the work suspension and the Client shall pay Consultant all outstanding invoices within fourteen (14) days. If the work suspension exceeds thirty (30) days from the effective work suspension date, Consultant shall be entitled to renegotiate the Project schedule and the compensation terms for the Project.

Termination The Client or Consultant may terminate services on the Project upon seven (7) days written notice without cause or in the event of substantial failure by the other party to fulfill its obligations of the terms hereunder. Consultant shall submit an invoice for services performed up to the effective date of termination and the Client shall pay Consultant all outstanding invoices, together with all costs arising out of such termination, within fourteen (14) days. The Client may withhold an amount for services that may be in dispute provided that the Client furnishes a written notice of the basis for their dispute and that the amount withheld represents a reasonable value.

Authorized Representative The Project Manager assigned to the Project by Consultant is authorized to make decisions or commitments related to the project on behalf of Consultant. Only authorized representatives of Consultant are authorized to execute

contracts and/or work orders on behalf of Consultant. The Client shall designate a representative with similar authority. Email messages between Client and members of the project team shall not be construed as an actual or proposed contractual amendment of the services, compensation or payment terms of the Agreement.

Project Requirements The Client shall confirm the objectives, requirements, constraints, and criteria for the Project at its inception. If the Client has established design standards, they shall be furnished to Consultant at Project inception. Consultant will review the Client design standards and may recommend alternate standards considering the standard of care provision.

Independent Consultant Consultant is and shall be at all times during the term of this Agreement an independent consultant and not an employee or agent of the Client. Consultant shall retain control over the means and methods used in performing **Consultant's services and may retain subconsultants to perform certain services** as determined by Consultant.

Compliance with Laws Consultant shall perform its services consistent with sound professional practice and endeavor to incorporate applicable laws, regulations, codes, and standards applicable at the time the work is performed. In the event that standards of practice change during the Project, Consultant shall be entitled to additional compensation where additional services are needed to conform to the standard of practice.

Permits and Approvals Consultant will assist the Client in preparing applications and supporting documents for the Client to secure permits and approvals from agencies having jurisdiction over the Project. The Client agrees to pay all application and review fees.

Limitation of Liability In recognition of the relative risks and benefits of the project to both the Client and Consultant, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of Consultant and its subconsultants to the Client and to all construction contractors and subcontractors on the project for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, so that the total aggregate liability of Consultant and its subconsultants **to all those named shall not exceed \$50,000 or the amount of Consultant's total fee paid** by the Client for services under this Agreement, whichever is the greater. Such claims and causes include, but are not limited to negligence, professional errors or omissions, strict liability, breach of contract or warranty.

Consequential Damages Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the Client nor Consultant, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation or any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both the Client and Consultant shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project or with this Agreement.

Waiver of Subrogation Consultant shall endeavor to obtain a waiver of subrogation against the Client, if requested in writing by the Client, provided that Consultant will not increase its exposure to risk and Client will pay the cost associated with any premium increase or special fees.

Environmental Matters The Client warrants that they have disclosed all potential hazardous materials that may be encountered on the Project. In the event unknown hazardous materials are encountered, Consultant shall be entitled to additional compensation for appropriate actions to protect the health and safety of its personnel, and for additional services required to comply with applicable laws. The Client shall indemnify Consultant from any claim related to hazardous materials encountered on the Project except for those events caused by negligent acts of Consultant.

Cost Opinions Consultant shall prepare cost opinions for the Project based on historical information that represents the judgment of a qualified professional. The Client and Consultant acknowledge that actual costs may vary from the cost opinions prepared and that Consultant offers no guarantee related to the Project cost.

Contingency Fund The Client acknowledges the potential for changes in the work during construction and the Client agrees to include a contingency fund in the Project budget appropriate to the potential risks and uncertainties associated with the Project. Consultant may offer advice concerning the value of the contingency fund; however, Consultant shall not be liable for additional costs that the Client may incur beyond the contingency fund they select unless such additional cost results from a negligent act, error, or omission related to services performed by Consultant.

Safety Consultant shall be responsible solely for the safety precautions or programs of its employees and no other party.

Information from Other Parties The Client and Consultant acknowledge that Consultant will rely on information furnished by other parties in performing its services under the

Project. Consultant shall not be liable for any damages that may be incurred by the Client in the use of third party information.

Force Majeure Consultant shall not be liable for any damages caused by any delay that **is beyond Consultant's reasonable control**, including but not limited to unavoidable delays that may result from any acts of God, strikes, lockouts, wars, acts of terrorism, riots, acts of governmental authorities, extraordinary weather conditions or other natural catastrophes, or any other cause beyond the reasonable control or contemplation of either party.

Waiver of Rights The failure of either party to enforce any provision of these terms and conditions shall not constitute a waiver of such provision nor diminish the right of either party to the remedies of such provision.

Warranty Consultant warrants that it will deliver services under the Agreement within the standard of care. No other expressed or implied warranty is provided by Consultant.

Severability Any provision of these terms later held to be unenforceable shall be deemed void and all remaining provisions shall continue in full force and effect. In such event, the Client and Consultant will work in good faith to replace an invalid provision with one that is valid with as close to the original meaning as possible.

Survival All obligations arising prior to the termination of this Agreement and all provisions of these terms that allocate responsibility or liability between the Client and Consultant shall survive the completion or termination of services for the Project.

Assignments Neither party shall assign its rights, interests, or obligations under the Agreement without the express written consent of the other party.

Governing Law The terms of Agreement shall be governed by the laws of the state where the services are performed provided that nothing contained herein shall be interpreted in such a manner as to render it unenforceable under the laws of the state in which the Project resides.

Collection Costs In the event that legal action is necessary to enforce the payment provisions of this Agreement if Client fails to make payment within sixty (60) days of the invoice date, Consultant shall be entitled to collect from the Client any judgment or settlement **sums due, reasonable attorneys' fees, court costs, and expenses incurred by Consultant in connection therewith and, in addition, the reasonable value of Consultant's time and expenses spent in connection with such collection action, computed at Consultant's prevailing fee schedule and expense policies.**

Equal Employment Opportunity Consultant will comply with federal regulations pertaining to Equal Employment Opportunity. Consultant is in compliance with applicable local, state, and federal regulations concerning minority hiring. **It is Consultant's policy** to ensure that applicants and employees are treated equally without regard to race, creed, sex, color, religion, veteran status, ancestry, citizenship status, national origin, marital status, sexual orientation, or disability. Consultant expressly assures all employees, applicants for employment, and the community of its continuous commitment to equal opportunity and fair employment practices.

Attorney Fees Should there be any suit or action instituted to enforce any right granted in this contract, the substantially prevailing party shall be entitled to recover its costs, disbursements, and reasonable attorney fees from the other party. The party that is awarded a net recovery against the other party shall be deemed the substantially prevailing party unless such other party has previously made a bona fide offer of payment in settlement and the amount of recovery is the same or less than the amount offered in settlement. Reasonable attorney fees may be recovered regardless of the forum in which the dispute is heard, including an appeal.

Third Party Beneficiaries Nothing in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or the **Consultant. The Consultant's services under this Agreement are being performed solely for the Client's benefit**, and no other entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder. The Client agrees to include a provision in all contracts with contractors and other entities involved in this project to carry out the intent of this paragraph.

Lien Rights **Consultant may file a lien against the Client's property in the event that the Client does not make payment within the time prescribed in this Agreement.** The Client agrees that services by Consultant are considered property improvements and the Client waives the right to any legal defense to the contrary.

Captions The captions herein are for convenience only and are not to be construed as part of this Agreement, nor shall the same be construed as defining or limiting in any way the scope or intent of the provisions hereof.

Personal Data Each party shall comply with all applicable laws and regulations relating to the processing, protection, or privacy of personal data, including where applicable, the guidance and codes of practice issued by regulatory bodies in any relevant jurisdiction. Each party agrees that it shall keep such personal data in a secure technological environment.

Timber Green Subdivision

Road Improvement Special Assessment District

July 2025



What is the Township's Role?



- ▶ Public Act 188 of 1954 allows for the Township, through the special assessment process, to assist residents by providing funding and financing for the cost of the improvement, and then levying and collecting the special assessment to pay off the debt.
- ▶ Assessments must be apportioned on a benefit basis. For road projects, assessments are typically allocated on a pro-rata basis because the benefit to each parcel is substantially equal.
- ▶ This is a private road project which is initiated and managed by private individuals. The Township's only role is to help finance and our participation is voluntary.

What is the project?

- ▶ An estimate from R&R Asphalt has been provided to the Township for the following:
 - ▶ Repair 43,248 sq. ft. of deteriorated pavement (includes raised edge curb) as follows:
 - ▶ Remove existing 4" of asphalt and proof roll to check for soft spots. Undercutting of soft spots.
 - ▶ Remove sediment building in drainage swales
 - ▶ Install 2.5" of 3C/3E1 asphalt base coat followed by 1.5" of 5E1 asphalt.
 - ▶ Includes an additional 600 sq. ft. of new asphalt on the inside of the west end of the loop road.
 - ▶ Also includes rebuilding of 4 catch basins and removal of a large cottonwood tree whose root system is detrimental to the road.

Overall Cost

- ▶ Total Construction Cost is \$181,367.00.
- ▶ Construction cost contingency at 10% is \$18,136.70.
- ▶ Engineering is \$9,300
 - ▶ This is an optional add-on to procure the Township Engineering Consultant (Tetra Tech) to be on-site during the project to witness milling of existing asphalt, check final grade, and check final depths, temperature and compaction during paving. The amount assumes 10 hour days and includes 2 days for pavement removal, 3 days for paving, and 1 day for final clean-up/punch list items. The engineer will also collect truck tickets to verify HMA type and will coordinate locations and frequency of aggregate base and asphalt density testing.
- ▶ Administration Fee is \$2,000. This covers publication & mailing costs and Township staff time.
- ▶ Interest is 2%

What is the cost to me?

Factors impacting cost:	11 parcels	2% Interest	15 years
		CONSTRUCTION COST	\$ 181,367.00
		10% CONSTRUCTION CONTINGENCY	\$ 18,136.70
		ENGINEERING	\$ 9,300.00
		ADMINISTRATIVE COSTS	\$ 2,000.00
		TOTAL	\$210,803.70

TOTAL COST PER PARCEL: \$19,163.90

ANNUAL COST AMORTIZATION:

YEAR	PAYMENT	TO INTEREST	TO PRINCIPAL	OUTSTANDING
2025	\$ 1,405.36	\$ 127.76	\$ 1,277.60	\$ 17,886.36
2026	\$ 1,635.33	\$ 357.73	\$ 1,277.60	\$ 16,608.76
2027	\$ 1,609.77	\$ 332.18	\$ 1,277.60	\$ 15,331.17
2028	\$ 1,584.22	\$ 306.62	\$ 1,277.60	\$ 14,053.58
2029	\$ 1,558.67	\$ 281.07	\$ 1,277.60	\$ 12,775.98
2030	\$ 1,533.12	\$ 255.52	\$ 1,277.60	\$ 11,498.38
2031	\$ 1,507.57	\$ 229.97	\$ 1,277.60	\$ 10,220.79
2032	\$ 1,482.01	\$ 204.42	\$ 1,277.60	\$ 8,943.19
2033	\$ 1,456.46	\$ 178.86	\$ 1,277.60	\$ 7,665.59
2034	\$ 1,430.90	\$ 153.31	\$ 1,277.60	\$ 6,387.99
2035	\$ 1,405.35	\$ 127.76	\$ 1,277.60	\$ 5,110.39
2036	\$ 1,379.80	\$ 102.21	\$ 1,277.60	\$ 3,832.79
2037	\$ 1,354.25	\$ 76.66	\$ 1,277.60	\$ 2,555.20
2038	\$ 1,328.70	\$ 51.10	\$ 1,277.60	\$ 1,277.60
2039	\$ 1,303.15	\$ 25.55	\$ 1,277.60	\$ -
	\$ 21,974.65	\$ 2,810.71	\$ 19,163.96	

What is needed for the project to go forward?

- ▶ At least 51% of the property owners must file a petition supporting the project. (6 parcels)
- ▶ Petitions are obtained by residents and turned into the Township.
- ▶ All owners of a property who are listed on the deed must sign the petition for it to be valid for each parcel. For a trust, the Township will need documentation from the trust to verify that the person signing the petition is authorized by the trust to do so.
- ▶ **Deadline for petitions to be turned in to the Township is July 25th, 2025.**

If petitions are found to be valid, the next step would be the August 4th Township Board Meeting

Resolution #1.

- ▶ Acknowledging the Special Assessment District Petition.
- ▶ Initiates and names the Special Assessment District.
- ▶ Describes the project.
- ▶ Directs Supervisor have plans prepared with project location and costs estimates to be filed with the Township Manager.

Resolution #2.

- ▶ The Township Board of Trustees tentatively plans to proceed with the project
- ▶ Declares intention to make improvements and designate a special assessment district.
- ▶ Includes a description of the project and the district.
- ▶ Sets the time and day for the public hearing to hear objections to the project, the petitions and/or the Special Assessment District.
- ▶ Outlines the notification requirements for the public hearings.

August 18, 2025 Township Board Meeting

Public Hearing –

Notice of 1st Public Hearing.

- ▶ Notice of public hearings in special assessment proceedings are mailed to each record owner of the properties to be included in the district at least 10 days before the date of the hearing. Notice is published twice in the Livingston Daily.

1st Public Hearing.

- ▶ The first public hearing will be held by the Township Board as required under Public Act 188 of 1954, as amended, to hear objections/support to the project, the petitions or the district and to answer questions regarding the proposed project.

Resolutions 3 & 4 -August 18, 2023

Resolution #3.

- ▶ After conclusion of the 1st public hearing the Township Board will consider adoption of a resolution, doing all of the following:
 - ▶ Describing the improvement and determining to complete the improvements.
 - ▶ Approving the plans and cost estimates as presented.
 - ▶ Designating the boundaries of the district.
 - ▶ Confirming the petition for sufficiency.
 - ▶ Specifying the amount of the improvement costs.
 - ▶ Designating the length of the special assessment district's term.
 - ▶ If periodic redeterminations of cost will be necessary, such necessity and the dates when such redeterminations are made.
 - ▶ Directing that the Assessor prepare the special assessment roll.

Resolution #4.

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

Final Steps - September 2, 2025

Notice of 2nd Public Hearing.

- ▶ Notice of public hearing in special assessment proceedings shall be given to each record owner by the Manager's office, or the party of interest in, of the properties to be included in the district at least 10 days before the hearing. Notice shall also be published twice before the public hearing in a newspaper circulating in the township with the first publication also being at least 10 days before the public hearing.

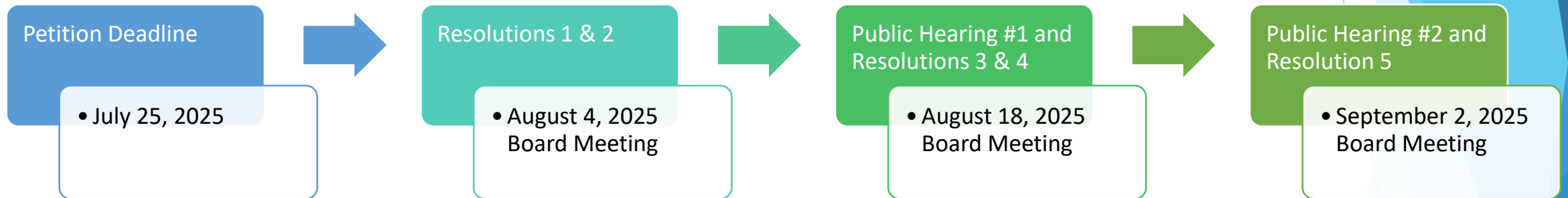
2nd Public Hearing.

- ▶ The second public hearing will be held by the Township Board as required under Public Act 188 of 1954, as amended, to hear objections to the assessment roll.
- ▶ NOTE - Appearance and protest at the hearing is required in order to appeal the amount of the special assessment to the State Tax Tribunal. The owner or any person having an interest in the real property who protests in person or in writing at the hearing may file a written appeal of the special assessment with the State Tax Tribunal within 30 days after the special assessment roll is confirmed.

Resolution #5.

- ▶ After the 2nd public hearing the Township Board of Trustees will consider a resolution to confirm the special assessment roll. The Township Board will also determine the number of annual installments and the interest rate to be charged on future installments.

Timeline



Frequently Asked Questions?

- ▶ Can I pay off early to avoid interest?
 - ▶ Yes, you can pay off at any time to avoid interest.
- ▶ What happens if I sell my home?
 - ▶ The assessment runs with the land and the Township does not require pay off upon sale. Many mortgage companies however do require payoff.
- ▶ How do I object?
 - ▶ Any owner may appear in person at the hearing to protest the special assessment, or may file an appearance or protest by letter at or before the hearing, and in that event personal appearance shall not be required. You must protest in person or in writing at the 2nd public hearing to file a written appeal of the special assessment with the State Tax Tribunal within 30 days after the special assessment roll is confirmed.

Questions?


- ▶ Questions regarding the process of setting of the special assessment district or the financing of the district, please contact Kelly VanMarter, Township Manager at kelly@genoa.org or call (810) 227-5225.
- ▶ Questions regarding the construction should be directed to Mike Zalewski, R&R Asphalt at (248) 529-6005.

TIMBER GREEN ROAD SAD

Parcel #	Owner's Name	Property Address	City	State	Zip Code	Petition Certified	Frontage	Petition Frontage
11-29-201-001	MORAN ROBERT JR & KATHLEEN D	3985 TIMBER GREEN CT	HOWELL	MI	48843-9464	1	669.11	669.11
11-29-201-002	HICKEY MARK & LAURA LIVING TRUST	3900 TIMBER GREEN CT	HOWELL	MI	48843-9464	1	270.79	270.79
11-29-201-003	PHILLION GERALD & SALLY	3878 TIMBER GREEN CT	HOWELL	MI	48843-9498	1	137.52	137.52
11-29-201-004	SLATER GEORGE & DEBORAH LTS 9.3	3846 TIMBER GREEN CT	HOWELL	MI	48843-9498	1	248.49	248.49
11-29-201-005	DOTY DONALD & KENT CAROLANN	3818 TIMBER GREEN CT	HOWELL	MI	48843-9498		218.2	
11-29-201-006	DELUCA KENNETH & LORI	3790 TIMBER GREEN CT	HOWELL	MI	48843-9579	1	221.27	221.27
11-29-201-007	REINAGLE JEREMIAH & AUDREY	3789 TIMBER GREEN CT	HOWELL	MI	48843-9579	1	264.44	264.44
11-29-201-008	DANAHY JAMES & JULIE LTS 9.3	3817 TIMBER GREEN CT	HOWELL	MI	48843-9498		197.97	
11-29-201-009	MURPHY ROBERT TRUST	3861 TIMBER GREEN CT	HOWELL	MI	48843-9498	1	522.72	522.72
11-29-201-015	GRINNEN SHAWN & LINDA	3920 TIMBER GREEN CT	HOWELL	MI	48843-9464	1	837.55	837.55
11-29-201-016	MCCOY ANTHONY & ALICIA LTS 9.3	3929 TIMBER GREEN CT	HOWELL	MI	48843-9464	1	220.06	220.06
Total Parcel Count:						11		
						TOTAL PETITIONS CERTIFIED	9	3808.12
						CERTIFIED PETITION PERCENTAGE	81.82%	89.072%
						Total Parcel Frontage (feet)		3808.12
						Certified Petition Frontage		3391.95
						% Frontage Petitioned		89.07%

Public Act 188 of 1954 Proceedings
CERTIFICATION
Genoa Charter Township , Livingston County, Michigan

This is the certify that I, Debra Rojewski, the assessor of Genoa Charter Township, Livingston County, Michigan, being the person having charge of the assessment roll of said Township have checked the petitions for the Timber Green Road Improvement Special Assessment Project and I do hereby certify that said petition has been signed by the record owners of over 72 percent of properties and over 71 percent of the total frontage within the boundaries as described upon the petition. I further certify that the total private road frontage within the district equals 3808.12 linear feet. The total footage signed for by record owners within the proposed district equals 2,722.84 linear feet. I do hereby certify that the assessment roll and all assessment records have been verified with the records of the Register of Deeds of Livingston County, as to the record owners of all property within the Township of Genoa and within the area set forth in said petition on the day of filing of the petition.


Debra Rojewski Assessor, Genoa Charter Township

Resolution #1
Timber Green Court Road Improvement Special Assessment Project
(winter tax 2025)

GENOA CHARTER TOWNSHIP

At a regular meeting of the Township Board of Genoa Charter Township, Livingston County, Michigan, (the "Township") held at the Township Hall on August 4, 2025, at 6:30 p.m., there were

PRESENT:

ABSENT:

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

Resolution to Proceed with the Project and Direct
Preparation of the Plans and Cost Estimates

WHEREAS, the Board of Trustees of the Township has received petitions which have been signed by property owners with frontage upon Timber Green Court which is located west of Chilson Road between Latson Road and Coon Lake Road in Section 29 requesting a road improvement project as described in Exhibit A (the "Project") under the authority of Act No 188, Michigan Public Acts of 1954, as amended;

WHEREAS, the Assessor has checked the signatures on the petitions by record owners of land within the Township contained within the district described above and had prepared and filed a report setting forth the percentage of record owners of lands within the district who signed the petitions which amounted to over seventy-two percent (72%) of parcels and over seventy-one percent (71%) of frontage; and

WHEREAS, the creation of a Special Assessment District for the **Timber Green Court Road Improvement Project** (winter tax 2025) is appropriate pursuant to Section 2 of Act No. 188, Michigan Public Acts of 1954.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. In accordance with Act No. 188, Michigan Public Acts of 1954, as amended, and the laws of the State of Michigan, the Township Supervisor is directed to have plans prepared illustrating the Project, the location of the Project, and an estimate of the cost of the Project subject to quarterly periodic redetermination of costs, pursuant to MCL 41.724(4).

2. The plans and estimates identified in paragraph 1, when prepared, shall be filed with the Township Manager.

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

YES:

NO:

ABSENT:

RESOLUTION DECLARED _____.

CLERK'S CERTIFICATE

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

Janene Deaton, Clerk
Genoa Charter Township

EXHIBIT A – THE PROJECT

TIMBER GREEN COURT PRIVATE ROAD IMPROVEMENT PROJECT (winter tax 2025)

DESCRIPTION OF PROJECT A FIFTEEN-YEAR SPECIAL ASSESSMENT DISTRICT WITH PROJECTED COSTS AS FOLLOWS:

This private road improvement project (the “Project”) involves improvements to Timber Green Court in the Timber Green subdivision which is located west of Chilson Road between Latson Road and Coon Lake Road in Section 29 of Genoa Charter Township. The project includes removal of existing asphalt and asphalt curb to a depth of four inches (4”), proof rolling the aggregate base, undercutting any soft spots using 21AA crushed concrete, removal of sediment from drainage swales, re-build four (4) catch basins, add an additional 600 square feet to widen the pavement at the far west side of the roadway, remove a single large cottonwood tree whose root system is damaging the roadway, and repave with two and a half inches (2.5”) of 3C/3E1 asphalt base course followed by one and a half inches (1.5”) of 5E1 wearing surface. The project also includes a 10% contingency cost and \$9,300.00 for engineering inspection services. This project benefits equally the property owners of Lots 1-9, Unit A and Unit B-2 of the Timber Green Condominium Subdivision in Genoa Charter Township.

The total cost of the project is \$210,803.70. This includes a construction cost of \$181,367 plus a ten (10%) percent contingency of \$18,136.70, \$9,300 for on-site engineering services and \$2,000 for administration costs. There are eleven (11) parcels which front on the roads proposed for improvement. A majority of homeowners representing over 72% of property and 71% of frontage have signed petitions. The interest for the district is 2%. The total principle cost per parcel is \$19,163.90. For a fifteen (15) year district, the annual principle payment per parcel is \$1,277.60 with 2% interest applied to the outstanding balance.

TIMBER GREEN ROAD IMPROVEMENT SAD						
CONSTRUCTION COST		\$	181,367.00			
10% CONSTRUCTION COTINGENCY		\$	18,136.70			
ENGINEERING		\$	9,300.00			
ADMINISTRATIVE COSTS		\$	2,000.00			
TOTAL		\$	210,803.70			
INTEREST %				2		
NUMBER OF PROPERTIES				11		
TOTAL PER PARCEL		\$	19,163.90			
	YEAR	PAYMENT	TO INTEREST	TO PRINCIPAL	OUTSTANDING	
1	2025	\$ 1,405.36	\$ 127.76	\$ 1,277.60	\$	17,886.36
2	2026	\$ 1,635.33	\$ 357.73	\$ 1,277.60	\$	16,608.76
3	2027	\$ 1,609.77	\$ 332.18	\$ 1,277.60	\$	15,331.17
4	2028	\$ 1,584.22	\$ 306.62	\$ 1,277.60	\$	14,053.58
5	2029	\$ 1,558.67	\$ 281.07	\$ 1,277.60	\$	12,775.98
6	2030	\$ 1,533.12	\$ 255.52	\$ 1,277.60	\$	11,498.38
7	2031	\$ 1,507.57	\$ 229.97	\$ 1,277.60	\$	10,220.79
8	2032	\$ 1,482.01	\$ 204.42	\$ 1,277.60	\$	8,943.19
9	2033	\$ 1,456.46	\$ 178.86	\$ 1,277.60	\$	7,665.59
10	2034	\$ 1,430.90	\$ 153.31	\$ 1,277.60	\$	6,387.99
11	2035	\$ 1,405.35	\$ 127.76	\$ 1,277.60	\$	5,110.39
12	2036	\$ 1,379.80	\$ 102.21	\$ 1,277.60	\$	3,832.79
13	2037	\$ 1,354.25	\$ 76.66	\$ 1,277.60	\$	2,555.20
14	2038	\$ 1,328.70	\$ 51.10	\$ 1,277.60	\$	1,277.60
15	2039	\$ 1,303.15	\$ 25.55	\$ 1,277.60	\$	-
		\$ 21,974.65	\$ 2,810.71	\$ 19,163.96		

Resolution #2
Timber Green Court Road Improvement Special Assessment Project
(winter tax 2025)

GENOA CHARTER TOWNSHIP

At a regular meeting of the Township Board of Genoa Charter Township of Livingston County, Michigan (the “Township”) held at the Township Hall on August 4, 2025 at 6:30 p.m. there were

PRESENT:

ABSENT:

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

Resolution to Approve the Project, Schedule the First Hearing for August 18, 2025
And Direct the Issuance of Statutory Notices

WHEREAS, the Board of Trustees of Genoa Charter Township has decided to make road improvements in the Township which project shall be known as the **Timber Green Court Road Improvement Project** (winter tax 2025) as described in Exhibit A (the “Project”);

WHEREAS, preliminary plans describing the Project and its location in the Township and a preliminary estimate of the cost of the Project, prepared by R & R Asphalt have been filed with the Township Manager;

WHEREAS, after reviewing the plans and cost estimate, the Board of Trustees desires to proceed with the Project in accordance with Act No. 188, Michigan Public Acts of 1954, as amended;

WHEREAS, the Board of Trustees of Genoa Charter Township has determined to levy special assessments against the lands specially benefited by the Project with the allocation of cost to spread equally against each owner, and to expend funds of the Township therefore in anticipation of the collection of such special assessments to defray all or part of the cost of the Project, all pursuant to and as authorized by Act. No. 188, Public Acts of Michigan 1954, as amended;

WHEREAS, the special assessment district for the Project has been tentatively determined by the Township Manager and is described in Exhibit B;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board of Trustees of the Township hereby tentatively declares its intention to proceed with the Project.
2. The Board of Trustees of the Township hereby declares its intention to make the improvement and tentatively designates the special assessment district against which the cost of the improvement and maintenance is to be assessed as described in Exhibit B.
3. In accordance with Act No. 188, Michigan Public Acts of 1954, as amended, and the laws of the State of Michigan, there shall be a public hearing on the Project, the petitions requesting the Project, and the proposed Special Assessment District for the Project which is known as the “**Timber Green Court Road Improvement Project** (winter tax 2025).”
4. The public hearing will be held on August 18, 2025 at 6:30 p.m., at the offices of Genoa Charter Township, 2911 Dorr Road, Brighton, Michigan 48116.

5. The Township Manager is directed to mail, by first class mail, a notice of the public hearing to each owner of or party in interest in property to be assessed, whose name appears upon the last Township tax assessment records. The last Township tax assessment records means the last assessment roll for ad valorem tax purposes which has been reviewed by the Township Board of Review, as supplemented by any subsequent changes in the names or addresses of such owners or parties listed thereon. The notice to be mailed by the Township Manager shall be similar to the notice attached as Exhibit C and shall be mailed by first class mail on or before August 8, 2025. Following the mailing of the notices, the Township Manager shall complete an affidavit of mailing similar to the affidavit set forth in Exhibit D.
6. The Township Manager is directed to publish a notice of the public hearing in the Livingston County Daily Press & Argus, a newspaper of general circulation within the Township. The notice shall be published twice, once on or before August 8, 2025 and once on or before August 15, 2025. The notice shall be in a form substantially similar to the notice attached as Exhibit C.

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

YES:

NO:

ABSENT:

RESOLUTION DECLARED _____.

CLERK'S CERTIFICATE

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

Janene Deaton
Genoa Charter Township Clerk

EXHIBIT A – THE PROJECT

TIMBER GREEN COURT PRIVATE ROAD IMPROVEMENT PROJECT (winter tax 2025)

DESCRIPTION OF PROJECT A FIFTEEN-YEAR SPECIAL ASSESSMENT DISTRICT WITH PROJECTED COSTS AS FOLLOWS:

This private road improvement project (the “Project”) involves improvements to Timber Green Court in the Timber Green subdivision which is located west of Chilson Road between Latson Road and Coon Lake Road in Section 29 of Genoa Charter Township. The project includes removal of existing asphalt and asphalt curb to a depth of four inches (4”), proof rolling the aggregate base, undercutting any soft spots using 21AA crushed concrete, removal of sediment from drainage swales, re-build four (4) catch basins, add an additional 600 square feet to widen the pavement at the far west side of the roadway, remove a single large cottonwood tree whose root system is damaging the roadway, and repave with two and a half inches (2.5”) of 3C/3E1 asphalt base course followed by one and a half inches (1.5”) of 5E1 wearing surface. The project also includes a 10% contingency cost and \$9,300.00 for engineering inspection services. This project benefits equally the property owners of Lots 1-9, Unit A and Unit B-2 of the Timber Green Condominium Subdivision in Genoa Charter Township.

The total cost of the project is \$210,803.70. This includes a construction cost of \$181,367 plus a ten (10%) percent contingency of \$18,136.70, \$9,300 for on-site engineering services and \$2,000 for administration costs. There are eleven (11) parcels which front on the roads proposed for improvement. A majority of homeowners representing over 72% of property and 71% of frontage have signed petitions. The interest for the district is 2%. The total principle cost per parcel is \$19,163.90. For a fifteen (15) year district, the annual principle payment per parcel is \$1,277.60 with 2% interest applied to the outstanding balance.

TIMBER GREEN ROAD IMPROVEMENT SAD						
CONSTRUCTION COST		\$	181,367.00			
10% CONSTRUCTION COTINGENCY		\$	18,136.70			
ENGINEERING		\$	9,300.00			
ADMINISTRATIVE COSTS		\$	2,000.00			
TOTAL		\$	210,803.70			
INTEREST %				2		
NUMBER OF PROPERTIES				11		
TOTAL PER PARCEL		\$	19,163.90			
	YEAR	PAYMENT	TO INTEREST	TO PRINCIPAL	OUTSTANDING	
1	2025	\$ 1,405.36	\$ 127.76	\$ 1,277.60	\$	17,886.36
2	2026	\$ 1,635.33	\$ 357.73	\$ 1,277.60	\$	16,608.76
3	2027	\$ 1,609.77	\$ 332.18	\$ 1,277.60	\$	15,331.17
4	2028	\$ 1,584.22	\$ 306.62	\$ 1,277.60	\$	14,053.58
5	2029	\$ 1,558.67	\$ 281.07	\$ 1,277.60	\$	12,775.98
6	2030	\$ 1,533.12	\$ 255.52	\$ 1,277.60	\$	11,498.38
7	2031	\$ 1,507.57	\$ 229.97	\$ 1,277.60	\$	10,220.79
8	2032	\$ 1,482.01	\$ 204.42	\$ 1,277.60	\$	8,943.19
9	2033	\$ 1,456.46	\$ 178.86	\$ 1,277.60	\$	7,665.59
10	2034	\$ 1,430.90	\$ 153.31	\$ 1,277.60	\$	6,387.99
11	2035	\$ 1,405.35	\$ 127.76	\$ 1,277.60	\$	5,110.39
12	2036	\$ 1,379.80	\$ 102.21	\$ 1,277.60	\$	3,832.79
13	2037	\$ 1,354.25	\$ 76.66	\$ 1,277.60	\$	2,555.20
14	2038	\$ 1,328.70	\$ 51.10	\$ 1,277.60	\$	1,277.60
15	2039	\$ 1,303.15	\$ 25.55	\$ 1,277.60	\$	-
		\$ 21,974.65	\$ 2,810.71	\$ 19,163.96		

EXHIBIT B – The District

The Timber Green Court Private Road Improvement Subdivision Special Assessment Project (winter tax 2025) is being designed to serve the properties in the Special Assessment District, which district is illustrated on the map below and includes the specific properties that are identified by the following permanent parcel numbers:

Parcel Number	Property Address	Parcel Number	Property Address
4711-29-201-001	3985 TIMBER GREEN CT	4711-29-201-007	3789 TIMBER GREEN CT
4711-29-201-002	3900 TIMBER GREEN CT	4711-29-201-008	3817 TIMBER GREEN CT
4711-29-201-003	3878 TIMBER GREEN CT	4711-29-201-009	3861 TIMBER GREEN CT
4711-29-201-004	3846 TIMBER GREEN CT	4711-29-201-015	3920 TIMBER GREEN CT
4711-29-201-005	3818 TIMBER GREEN CT	4711-29-201-016	3929 TIMBER GREEN CT
4711-29-201-006	3790 TIMBER GREEN CT		

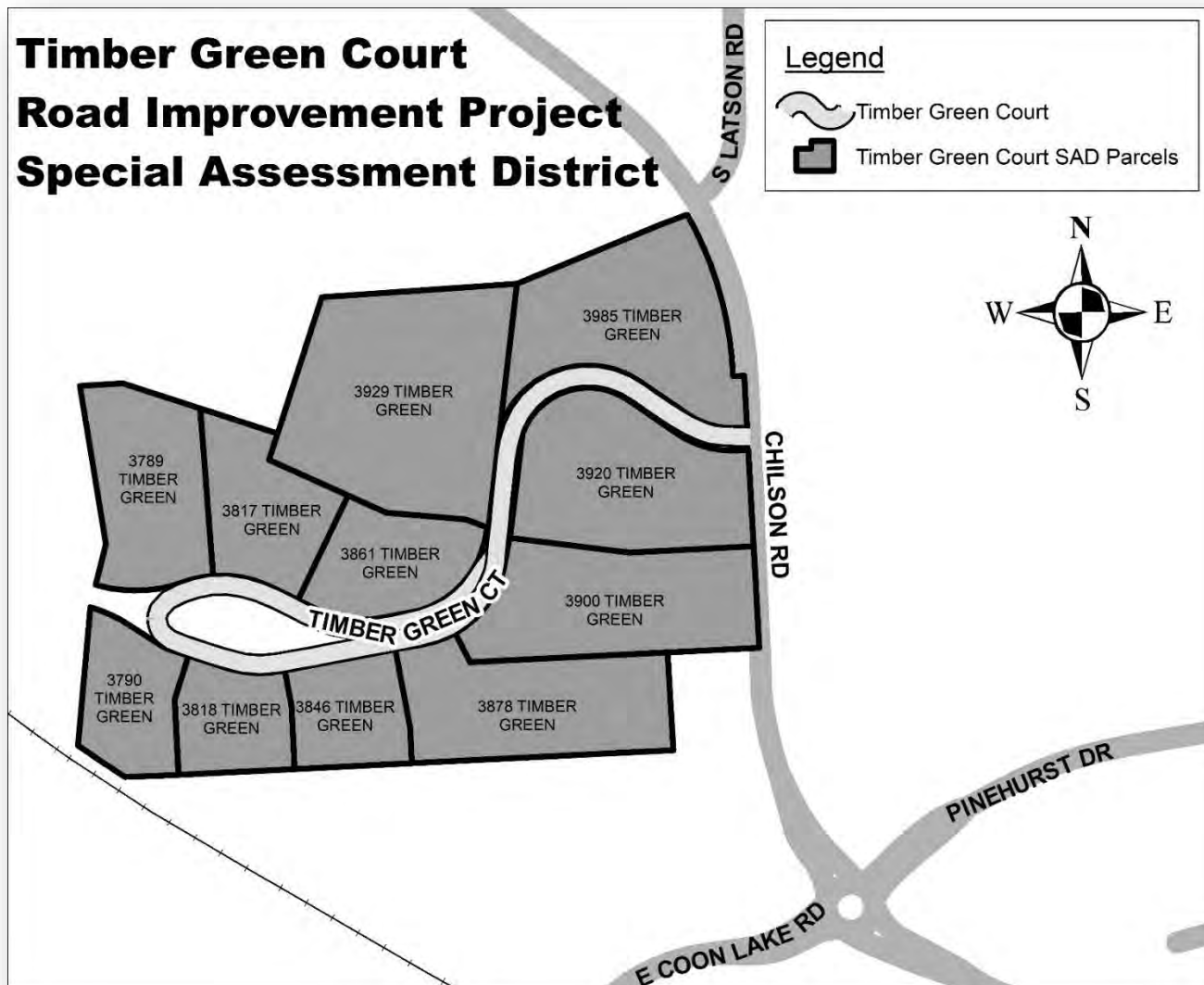


EXHIBIT C – The Notice

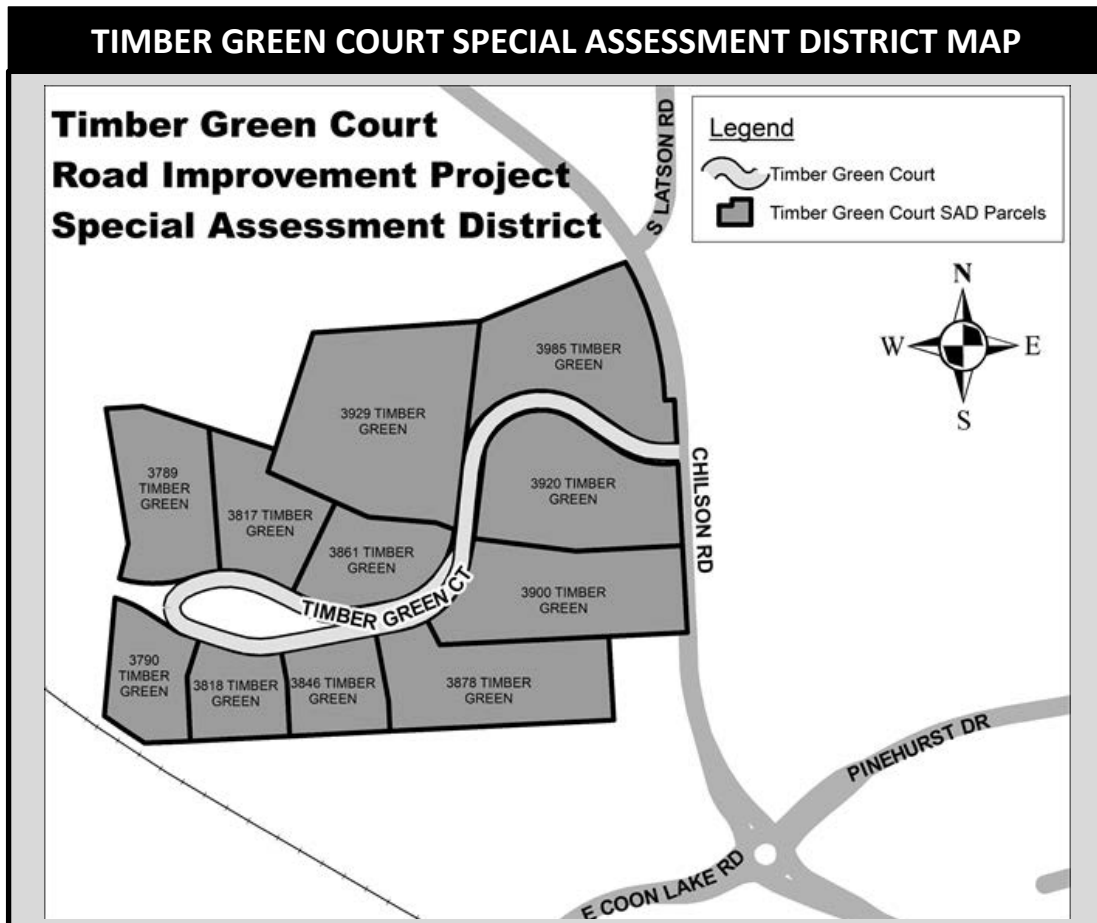
GENOA CHARTER TOWNSHIP, LIVINGSTON COUNTY, MICHIGAN
NOTICE OF PUBLIC HEARING – AUGUST 18, 2025 AT 6:30PM
UPON A PROPOSED TIMBER GREEN COURT PRIVATE ROAD IMPROVEMENT PROJECT
AND SPECIAL ASSESSMENT DISTRICT (winter tax 2025)

NOTICE IS HEREBY GIVEN:

- (1) The Township Board of Genoa Charter Township, Livingston County, Michigan, in accordance with the laws of the State of Michigan, will hold a Public Hearing on **August 18, 2025 at 6:30 p.m.**, at the Genoa Charter Township Offices, 2911 Dorr Road, Brighton, Michigan 48116, to review the following proposed special assessment district and to hear any objections thereto and to the proposed project as follows:

TIMBER GREEN COURT PRIVATE ROAD IMPROVEMENT PROJECT
SPECIAL ASSESSMENT DISTRICT (winter tax 2025)

- (2) This private road improvement project (the “Project”) involves improvements to Timber Green Court in the Timber Green subdivision which is located west of Chilson Road between Latson Road and Coon Lake Road in Section 29 of Genoa Charter Township. The project includes removal of existing asphalt and asphalt curb to a depth of four inches (4”), proof rolling the aggregate base, undercutting any soft spots using 21AA crushed concrete, removal of sediment from drainage swales, re-build four (4) catch basins, add an additional 600 square feet to widen the pavement at the far west side of the roadway, remove a single large cottonwood tree whose root system is damaging the roadway, and repave with two and a half inches (2.5”) of 3C/3E1 asphalt base course followed by one and a half inches (1.5”) of 5E1 wearing surface. The project also includes a 10% contingency cost and \$9,300.00 for engineering inspection services. This project benefits equally the property owners of Lots 1-9, Unit A and Unit B-2 of the Timber Green Condominium Subdivision in Genoa Charter Township.



- (3) The total construction cost of the project provided to the Township is \$367,000. There are twenty-five (25) parcels which front on the roads proposed for improvement. A majority of homeowners representing over 64% of property and 58% of frontage have signed petitions. The interest for the district is 2% and the administrative cost is \$2,000. The total principle cost per parcel is \$14,759.99. The annual principle payment per parcel is \$1,476 with 2% interest applied to the outstanding balance.
- (4) The Project is being designed to serve the properties in the Special Assessment District, which district is illustrated on the map and includes the specific properties that are identified by the following parcel numbers and addresses:


Parcel Number	Property Address	Parcel Number	Property Address
4711-29-201-001	3985 TIMBER GREEN CT	4711-29-201-007	3789 TIMBER GREEN CT
4711-29-201-002	3900 TIMBER GREEN CT	4711-29-201-008	3817 TIMBER GREEN CT
4711-29-201-003	3878 TIMBER GREEN CT	4711-29-201-009	3861 TIMBER GREEN CT
4711-29-201-004	3846 TIMBER GREEN CT	4711-29-201-015	3920 TIMBER GREEN CT
4711-29-201-005	3818 TIMBER GREEN CT	4711-29-201-016	3929 TIMBER GREEN CT
4711-29-201-006	3790 TIMBER GREEN CT		

- (5) The Township plans to impose special assessments on the properties located in the Special Assessment District to pay for the costs of the Project.
- (6) The preliminary plans and cost estimates for the proposed project and the boundaries of the Special Assessment District are now on file in the office of the Township Manager and Township Clerk for public inspection. Pursuant to the provisions of Public Act 188 of 1954, record owners of land have the right to object to the Project with the Township Board. Any person objecting to the proposed Project or the proposed Special Assessment District shall appear and protest at the hearing or shall file an objection in writing with the Township Manager before the close of the August 18, 2025 hearing or within such further times as the Township Board may grant.

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

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

Dated: August 8, 2025


 Kelly VanMarter
 Township Manager
 2911 Dorr Road, Brighton, MI 48116
 Phone: 810-227-5225
 Email: kelly@genoa.org

(Published in the Livingston Daily on 8/8/25 and 8/15/25)

EXHIBIT D

AFFIDAVIT OF MAILING

STATE OF MICHIGAN)

COUNTY OF LIVINGSTON)

Kelly VanMarter, being first duly sworn, deposes and says that she personally prepared for mailing, and did on August 8, 2025, send by first-class mail, the notice of hearing, a true copy of which is attached hereto, to each record owner of or party in interest in all property to be assessed for the improvement described therein, as shown on the last local tax assessment records of the Township of Genoa; that she personally compared the address on each envelope against the list of property owners as shown on the current tax assessment rolls of the Township; that each envelope contained therein such notice and was securely sealed with postage fully prepaid for first-class mail delivery and plainly addressed; and that she personally placed all of such envelopes in a United States Post Office receptacle on the above date.

Kelly VanMarter
Genoa Charter Township Manager



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

MEMORANDUM

TO: Board of Trustees

FROM: Kevin Spicher, Supervisor

DATE: 7/31/2025

RE: Discussion About Increased Enforcement of the Temporary Sign Ordinance.

Trustee Walker and I have both noticed an abundance of temporary signs popping up, especially at our busiest intersections and roundabouts.

Typically, our zoning enforcement official goes out weekly to collect signs that are in violation. Unfortunately, that may not be often enough to keep up any longer. People have also started attaching these signs to utility poles, which will require using a ladder and tools for removal.

Genoa Township supports all of its' businesses, both small and large, however, we have a sign ordinance that specifically addresses temporary signs.

Do we as a board want to commit more staff time and resources to enforcing the temporary sign ordinance as written?

SUPERVISOR

Kevin Spicher

CLERK

Janene Deaton

TREASURER

Robin L. Hunt

TRUSTEES

Rick Soucy

Bill Reiber

Candie Hovarter

Todd Walker

MANAGER

Kelly VanMarter

Temporary Signs

This pamphlet is intended as a brief summary of the temporary sign regulations in Genoa Charter Township, Livingston County, Michigan. The information contained herein is taken from Article 16 entitled "Sign Standards" of the Zoning Ordinance which was last updated on November 2, 2020.

The purpose of the sign standards is to regulate signs and outdoor advertising within Genoa Township to protect public safety, health and welfare; minimize abundance and size of signs to reduce motorist distraction and loss of sight distance; promote public convenience; preserve property values; support and complement objectives of the Township Master Plan and this Zoning Ordinance; and enhance the aesthetic appearance within the Township. The standards contained herein are intended to be content neutral.



Genoa Charter Township

2911 Dorr Road
Brighton, Michigan 48116
www.genoa.org

Phone: 810-227-5225
Fax: 810-227-3420
E-mail: info@genoa.org

Temporary Sign Standards



2911 Dorr Road, Brighton, Michigan 48116
www.genoa.org



What is a temporary sign?

A sign that refers to an occurrence, happening, activity or series of activities, specific to an identifiable time and place or appears to be intended to be displayed for a limited period of time.

Temporary signs are not intended to be lasting and are not permanently affixed to the ground, wall or building.

Examples include but are not limited to posters, banners, a-frame/sandwich board and corrugated plastic/yard type signs.

TEMPORARY SIGNS DO NOT INCLUDE PORTABLE SIGNS SUCH AS BALLOONS, PENNANTS, STREAMERS, FESTROONS, RIBBONS, TINSEL, PINWHEELS, FLAGS AND SEARCHLIGHTS.

PORTABLE SIGNS ARE PROHIBITED.

Where are temporary signs allowed?

10' setback—Temporary signs must be setback 10 feet from the back of curb for curbed roadways and the edge of gravel or gravel shoulder for uncurbed or gravel roadways.

25' back from corners —Temporary signs shall not be located within the triangular clear vision area measured at 25 feet back from intersections of road right-of-way lines.

What are the size and location requirements for temporary signs?

TEMPORARY SIGNS IN RESIDENTIAL DISTRICTS				
	Area	Height	Number	Location
Small Signs	6 sq. ft.	4' tall	5 per lot	10' apart
Large Signs	32 sq. ft.	6' tall	2 per lot	10' apart

TEMPORARY SIGNS IN NON-RESIDENTIAL DISTRICTS				
	Area	Height	Number	Location
Small Signs	6 sq. ft.	4' tall	1 per lot + 1 for each 100 feet over min. lot width	100' apart
Large Signs	32 sq. ft.	6' tall	2 per lot	100' apart

No temporary sign shall be up for longer than 45 consecutive days.

What else do you need to know?

- ⇒ You need permission—prior to the erection or placement of a temporary sign, the permission of the property owner where the sign is to be located must be secured.
- ⇒ Temporary signs shall not be illuminated.
- ⇒ All temporary signs must be made of durable water resistant materials and shall be well maintained. Frayed, torn, broken or illegible signs will be deemed unmaintained and required to be removed.
- ⇒ No temporary sign shall be up for longer than 45 consecutive days.
- ⇒ Full text of the sign standards can be found in Article 16 of the Zoning Ordinance at www.genoa.org.





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Brighton, MI 48116
810.227.5225
810.227.3420 fax
genoa.org

MEMORANDUM

TO: Board of Trustees

FROM: Kevin Spicher, Supervisor

DATE: 7/31/2025

RE: Discussion About Upcoming Fall MTA Elected Position Specific Professional Development Opportunity.

The MTA sent notice recently of Professional Development Training Sessions geared to each specific position on the Board of Trustees, as well as Planning & Zoning officials to be held in late September and throughout October in Frankenmuth.

The cost of the 2 day seminar is \$367, to include 11 hours of education tailored to each specific role, all meals and refreshments. There are networking opportunities set aside, and a vendor showcase. If multiple trustees or planning/zoning members chose to attend, additional registrations after the initial would be reduced to \$307. The MTA room rate for an overnight stay is \$172.02, all inclusive.

Is there interest among the board in supporting attendance at this opportunity?

SUPERVISOR

Kevin Spicher

CLERK

Janene Deaton

TREASURER

Robin L. Hunt

TRUSTEES

Rick Soucy

Bill Reiber

Candie Hovarter

Todd Walker

MANAGER

Kelly VanMarter



MICHIGAN
TOWNSHIPS
ASSOCIATION

2025 Professional Development Retreats

Connect with MTA and your fellow officials face to face this fall
for two days of exclusive learning, networking and fun!

Clerks' Retreat
September 29-30

Treasurers' Retreat
October 1-2

Supervisors' Retreat
October 14-15

Trustees' Retreat
October 27-28

Planning & Zoning Team Retreat
October 29-30

Join us at the Bavarian Inn Lodge in Frankenmuth and walk away with insights tailored to
your role in the township and connections that will last a lifetime!



No one understands townships or your roles and responsibilities like the Michigan Townships Association. That's why we hold our unique **Professional Development Retreats**—with education and information designed specifically for YOU! As a leader in your community, you are expected to have solutions for a wide variety of challenges. How do you ensure you're equipped to anticipate, and develop strategies to overcome, virtually any situation that arises? Join MTA, your colleagues and other municipal experts from across the state at the **Bavarian Inn Lodge in Frankenmuth this fall** for a township educational and networking opportunity like no other.

Content, connections and camaraderie

Each retreat offers a **learning experience geared to your role** on concepts, trends and pressing issues for townships. These informative educational sessions are designed for officials at every level, and will help you develop new skills while providing you with knowledge of the statutory duties and responsibilities required of you. Sessions are being designed now, and detailed descriptions will appear in registration materials mailed to every township and posted at <https://bit.ly/mtaretreats>

Can't wait? Here's a sneak peak at topics*:

Clerks' Retreat—September 29 & 30

- FOIA Me This: A Guide to Public Records Access
- Three Manuals Walk into a Township Hall ...
- Election Connection: From the Bureau to Your Boardroom
- Reconciliation: What it *Really* is and What Part You Play
- Legislative Update: What's New, What's Next
- Dollars & Sense: Financial Stewardship Made Simple
- Meeting Adjourned ... Now What?
- Payroll and Paper Trails
- From Confused to Compliant: Mastering OMA

Supervisors' Retreat—October 14 & 15

- From Confused to Compliant: Mastering OMA
- All in Favor? Running Effective Meetings
- Legal Matters: Agent Authority and Attorney Use
- Navigating the Nuances of Revenue Sources
- Legislative Update: What's New, What's Next
- Budget Prep: The Buck Starts Here
- Dollars & Sense: Financial Stewardship Made Simple
- Bonds, Municipal Bonds: Understanding the Process
- Assessing Your Assessor

Treasurers' Retreat—October 1 & 2

- Legislative Update: What's New, What's Next
- Three Manuals Walk into a Township Hall ...
- Dollars & Sense: Financial Stewardship Made Simple
- Two Roles, One Roll: A Treasurer-Assessor Tag Team
- From Confused to Compliant: Mastering OMA
- PA 20 and the Money: Township Dollars at Work
- Reconciliation: What it *Really* is and What Part You Play
- Defending Your Tax Collection Process
- Settling Up: A Treasurer's Guide to County Reconciliation

Trustees' Retreat—October 27 & 28

- Legislative Update: What's New, What's Next
- I'm a Fiduciary ... (Psst, What's a Fiduciary?)
- Dollars & Sense: Financial Stewardship Made Simple
- Money, Manuals & Monitoring:
A Day in the Life of Fiscal Oversight
- Revenue Rundown: Financing Township Services
- From Confused to Compliant: Mastering OMA
- Board Games: Finding Common Ground
- Boards, Boundaries and Behavior
- Promoting What Makes You Proud

Planning & Zoning Team Retreat—October 29 & 30

- Legislative News You Need to Know
- Clarifying Roles, Following Rules
- It's All Part of Our Master Plan ... Or Is It?
- Zoning In on the Hot Topics
- Watt Works for You: Renewable Energy Ordinances That Fit
- The Power of Possibility: Flexing Your Zoning Ordinance
- By Special Request: Making Sense of Conditional Land Uses
- Next Level Zoning: Navigating Sophisticated Zoning Projects

* Topics subject to change.

Valuable networking

These events offer a unique opportunity to **gather with your peers** for valuable education and networking. Your fellow officials know better than anyone the challenges you face!

Product and service providers

Each retreat includes **networking time with vendors** targeting your role in the township. The Vendor Showcase is designed to help you find providers of products and services that can help your township run more efficiently.

Exceptional value

We encourage you to register for the full program to get the most out of this experience. The full-program fee includes **11 hours of education tailored to your role**, all meals and refreshments, ample time for networking, evening entertainment and a vendor showcase! Register early to take advantage of early-bird savings. Save \$60 off full-program rates by registering your deputy, a fellow trustee, or member of your township planning and zoning team. Discount applies to second registrant attending the same retreat when registered at the same time. Can't stay for both days? Single-day options are also available.



Continuing education credit

Are you enrolled in MTA's *Township Governance Academy*? You'll earn four elective credits just for attending. No project required!

Have you started your *Red Book Ready* learning journey? Candidates earn two elective credits for retreat participation.



Are you ready to learn more about these exciting educational opportunities? Visit <https://bit.ly/MTAlearnmore> or email education@michigantownships.org for more details.

Cancellations & substitutions

Written cancellation requests received at the MTA office four weeks prior to the event will receive a full refund; two weeks prior will receive a half-refund. No refunds will be issued thereafter without extenuating circumstances. You may substitute another individual from your township for the same retreat without incurring a charge. Please contact MTA to let us know of the switch. Changes to hotel reservations must be made directly with the Bavarian Inn Lodge.

Evening activity

After a full day of intensive education, we know you'll be ready for some fresh air! Put your notes away, leave the meeting room behind and join us as we hop aboard the Bavarian Belle Riverboat. Enjoy the natural beauty of Frankenmuth along the scenic Cass River on an authentic stern-driven paddlewheel riverboat. These evening festivities are designed to allow you to catch up with old friends, and connect with new ones.

Special thanks to our retreat sponsor,
Michigan Township Participating Plan!



Registration Information

Register early to take advantage of discounted registration fees AND lodging.

Retreat Lodging

Housing is not included in registration rates and must be reserved with the Bavarian Inn Lodge directly. Online reservation links and hotel details are available at <https://bit.ly/mtaretreats> and in your confirmation email, OR call (989) 652-7200 and reference the MTA retreat you are attending. Discounted lodging is limited—reserve your hotel room today!

The Lodge offers comfortable rooms that include mini-fridges, microwaves and free Wi-Fi. Amenities include a fitness center, multiple pools and whirlpools, a gift shop, gourmet coffee bar and a variety of restaurants. Live entertainment is featured in the lounge every evening. The Lodge is also home to the new Bavarian Blast, Michigan's biggest indoor waterpark and family fun center, featuring 16 waterslides, a wave pool, ropes course and climbing wall, mini bowling and more.

MTA Discounted Room Rates

\$162.28/standard, \$172.98/premium

(rate includes resort fee and local occupancy tax; does not include 6% sales tax)

Discounted rates end two weeks prior to each retreat's start date.

Check-in: 4 p.m. Check-out: 11 a.m.

Registration Form

Township _____ County _____

Name & Title _____ ☐ Full program ☐ Day 1 ☐ Day 2

Email _____

Name & Title _____ ☐ Full program ☐ Day 1 ☐ Day 2

Email _____

Payment options:

- ☐ Check enclosed (payable to MTA)
- ☐ Invoice my township (members only)
- ☐ Charge to: (circle one) MasterCard VISA

Card # _____

Print Card Holder's Name _____ Expiration date _____

Signature _____ CSV 3-digit code _____

Which retreat do you wish to attend?

- ☐ Clerks ☐ Supervisors ☐ P&Z Team
- ☐ Treasurers ☐ Trustees

*Save \$60 off your second **full-program** registration by bringing your deputy, a fellow trustee, manager or superintendent OR a member of your township planning and zoning team. Must register both individuals for the same retreat at the same time to take advantage of the savings.*

Full-program rates: Include 11 hours of education, breakfast and lunch each day, plus dinner and a riverboat cruise down the scenic Cass River on Day 1. Lodging is not included.

- ☐ Early-bird rate \$367/person
- ☐ Regular rate \$417/person within three weeks of event
- ☐ **BONUS: I saved \$60 on a second full-program registration!**

Single-day rates: Include that day's sessions, breakfast, lunch and refreshments. Dinner and riverboat cruise can be added for an additional fee. Lodging is not included.

Check the day you wish to attend: ☐ Day 1 OR ☐ Day 2

- ☐ Early-bird rate \$230/person
- ☐ Regular rate \$280/person within three weeks of event

TOTAL AMOUNT DUE: \$ _____

Above rates are for MTA members; non-members, call MTA for rates.



Send your completed registration form with payment to MTA, P.O. Box 80078, Lansing, MI 48908-0078; fax: (517) 321-8908, email rebecca@michigantownships.org OR register online at <https://bit.ly/mtaretreats> For event registration assistance, call (517) 321-6467, ext. 226. For event-related questions, use ext. 234.

Board Correspondence



Michigan Association of Planning
A chapter of the American Planning Association

July 30, 2025

Kelly VanMarter
Genoa Charter Township
2911 Dorr Road
Brighton, MI 48116

Dear Kelly,

This letter confirms the Michigan Association of Planning's **Planning and Zoning for Everyone** on-site workshop has been scheduled for **Wednesday, September 10 from 6:30 PM to 8 PM** at the Genoa Township Hall, 2911 Dorr Road in Brighton.

I will be instructing this workshop. We will plan to touch base via Zoom on Wednesday, August 6 at noon. My contact information is 734.913.2000 or avansen@planningmi.org.

Please email me the number of attendees by September 5 so we can prepare materials for participants. I will be bringing the materials with me.

Also, please note that you will need to arrange for a **data projector, screen, laptop, and any refreshments**.

Shortly after the workshop, we will send you an invoice for the presentation fee, materials, and mileage. We also ask that you send us the completed evaluation forms via mail or email.

The Michigan Association of Planning is excited about your commitment to making quality land use and community planning decisions. We look forward to this opportunity to assist you in this educational effort. If you have any questions, please contact me at (734) 913-2000 or avansen@planningmi.org. Thank you!

Sincerely,

A handwritten signature in black ink that reads 'Amy M. Vansen'. The signature is written in a cursive, flowing style.

Amy M. Vansen, AICP
Director of Information and Programs

1919 West Stadium, Suite 4
Ann Arbor, Michigan 48103

p: 734.913.2000