

**GENOA CHARTER TOWNSHIP BOARD**  
**Regular Meeting**  
**August 18, 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 18, 2025
- 2) Request to approve the August 4, 2025 meeting minutes

**Approval of Regular Agenda:**

- 3) Public Hearing on the proposed **Timber Green Court Private Road Improvement Special Assessment Project** (winter tax 2025).
  - a) Call to the Property Owners
  - b) Call to the Public
- 4) Request for approval of **Resolution #3** - Approving the Project Cost Estimates, Special Assessment District and causing the Special Assessment Roll to be prepared for the **Timber Green Court Private Road Improvement Special Assessment Project** (winter tax 2025). (Roll Call)
- 5) Request for approval of **Resolution #4** - Resolution Acknowledging the Filing of the Special Assessment Roll, Scheduling the Second Hearing for September 2, 2025 and Directing the Issuance of Statutory Notices for the **Timber Green Court Private Road Improvement Special Assessment Project** (winter tax 2025). (Roll Call)
- 6) Request for approval of **Resolution #6** - Resolution Scheduling Public Hearing for Tuesday, September 2, 2025 on Proposed Termination of the **Edwin Drive Private Road Maintenance Special Assessment Project** (summer tax 2025), Amendment of the Confirmed Special Assessment Roll, Rescission of Prior Resolutions and Dissolution of the Edwin Drive Private Road Maintenance Special Assessment District. (Roll Call)

- 7) Consideration of a request for approval of a proposal from Network Services Group, LLC for the purchase and installation of a new Township Server with a cost not to exceed \$64,070 from Fund 249, Building and Grounds, Server Upgrades Line Item No. 249-265-981-016.
- 8) Consideration of a request for approval of a proposal from Network Services Group, LLC for 1 year for the upgrade of the Township Cybersecurity system for a monthly fee of \$27.25 per computer and a monthly fee of \$127.00 per server and \$625.00 installation from Fund 101, Software/Software Maintenance Line Item No. 101-261-751-000.

Member Updates  
Board Comments  
Adjournment

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

BOARD PACKET

CHECK REGISTERS FOR TOWNSHIP BOARD MEETING
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MEETING DATE: August 18, 2025

All information below through August 13, 2025

August 15, 2025 Bi Weekly Payroll	\$	132,841.66
INVOICES ON HOLD	\$	126,716.70
TOWNSHIP GENERAL EXPENSES	\$	144,918.24
OPERATING EXPENSES DPW (503 FN)	\$	7,920.40
OPERATING EXPENSES Oak Pointe (592FN)	\$	31,917.30
OPERATING EXPENSES Lake Edgewood (593FN)	\$	59,539.87
TOTAL	\$	503,854.17

# August 15, 2025 Bi Weekly Payroll

08/12/2025 02:09 PM

PAYROLL REGISTER REPORT FOR GENOA CHARTER TOWNSHIP

Payroll ID: 323

Pay Period End Date: 08/08/2025    Check Post Date: 08/15/2025    Bank ID: FNBCK

\* YTD values reflect values AS OF the check date based on all current adjustments, checks, void checks

ZBA PER DIEM	0.00	0.00	0.00	0.00
ZO	80.00	0.00	2,673.08	38,051.09

Gross Pay This Period	Deduction Refund	Ded. This Period	Net Pay This Period	Gross Pay YTD	Dir. Dep.
130,961.53	0.00	38,505.82	92,455.71	2,149,146.86	92,373.11

08/12/2025 02:10 PM

PAYROLL REGISTER REPORT FOR GENOA CHARTER TOWNSHIP

Payroll ID: 324

Pay Period End Date: 08/08/2025    Check Post Date: 08/15/2025    Bank ID: FNBCK

\* YTD values reflect values AS OF the check date based on all current adjustments, checks, void checks

Grand Totals for Payroll:

Pay Code Id	Hours	OT Hours	Cur. Amnt.	YTD Amnt.*	Ded/Exp Id	Cur. Amnt.	YTD Amnt.*
BOARD MIN	0.00	0.00	0.00	2,455.83	FITW	25.00	350.00
ELECTION COMMIS	0.00	0.00	0.00	300.00	MEDICARE_EE	17.06	497.86
OVERTIME SEC	0.00	0.00	0.00	75.00	SITW	3.00	403.33
PLANNING MIN OT	0.00	0.00	0.00	0.00	SOCSEC_EE	72.89	2,128.77
PLANNING MINUTE	0.00	0.00	0.00	944.55			
PP PER DIEM	0.00	0.00	0.00	1,481.06			
TRUSTEE - DIEM	4.00	0.00	986.56	25,897.20			
ZBA MINUTES	1.00	0.00	188.91	1,700.19			
ZBA MINUTES OT	0.00	0.00	0.00	0.00			
ZBA PER DIEM	0.00	0.00	0.00	1,481.06			

Gross Pay This Period	Deduction Refund	Ded. This Period	Net Pay This Period	Gross Pay YTD	Dir. Dep.
1,175.47	0.00	117.95	1,057.52	34,334.89	1,057.52

08/12/2025 02:12 PM

Check Register Report For Genoa Charter Township

For Check Dates 08/15/2025 to 08/15/2025

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
08/15/2025	FNBCK	EPT1078	FLEX SPENDING (TASC)	1,122.48	1,122.48	0.00	Open
08/15/2025	FNBCK	EPT1079	INTERNAL REVENUE SERVICE	30,897.05	30,897.05	0.00	Open
08/15/2025	FNBCK	EPT1080	PRINCIPAL FINANCIAL	4,981.00	4,981.00	0.00	Open
08/15/2025	FNBCK	EPT1081	PRINCIPAL FINANCIAL	2,410.50	2,410.50	0.00	Open

Totals:	Number of Checks: 004		39,411.03	39,411.03	0.00	
Total Physical Checks:						
Total Check Stubs: 4						

Direct Deposit	\$92,373.11
Direct Deposit BOD	\$1,057.52
Physical Check	\$39,411.03
TOTAL	\$132,841.66

## Invoices on Hold - Requesting Approval to Pay

Bank Code	Post Date	Invoice #	Vendor Sort Name	Amount	Description
270CK	8/6/2025 12:00:00 AM	21857	COOPER'S TURF MANAGEMENT LLC	725.00	CUT BRUSH ALONG BRIGHTON BAUER SIDEWALK
270CK	8/5/2025 12:00:00 AM	21758	COOPER'S TURF MANAGEMENT LLC	3,201.00	LAWN CARE AND FERTILIZATION FOR PARKS/RECREATION
270CK	8/5/2025 12:00:00 AM	21851	COOPER'S TURF MANAGEMENT LLC	275.00	TRIM WALKING PATH
TOTAL FOR FUND 208				4,201.00	
503FN	8/13/2025 12:00:00 AM	000037-137-641	PORT CITY COMMUNICATIONS, INC.	319.65	ANSWERING SERVICE
503FN	8/13/2025 12:00:00 AM	11-0229628	MARSHALL'S EXPRESS	47.95	OIL CHANGE FOR TRUCK # 3
503FN	8/13/2025 12:00:00 AM	11-0225340	MARSHALL'S EXPRESS	46.45	OIL CHANGE FOR TRUCK #9 INVOICE DATE 4-9-2025
503FN	8/13/2025 12:00:00 AM	11-0225342	MARSHALL'S EXPRESS	52.95	OIL CHANGE FOR TRUCK #3 INVOICE DATED 4-9-2025
503FN	8/13/2025 12:00:00 AM	11-0229665	MARSHALL'S EXPRESS	98.95	OIL CHANGE FOR TRUCK # 15
503FN	8/13/2025 12:00:00 AM	34924	MYERS AUTOMOTIVE	116.76	MAINTENANCE INSPECTION & OIL CHANGE
503FN	8/13/2025 12:00:00 AM	34960	MYERS AUTOMOTIVE	65.61	OIL CHANGE FOR TRUCK # 8
503FN	8/13/2025 12:00:00 AM	32772	NETWORK SERVICES GROUP, L.L.C.	499.00	SECURE WEB HOSING ANNUAL RENEWAL 9-1-25 TO 9-1-2026
503FN	8/13/2025 12:00:00 AM	517ST1-96606	RED WING BUSINESS ADVANTAGE ACCOUNT	225.00	WORK BOOTS
503FN	8/13/2025 12:00:00 AM	517ST1-1167738	RED WING BUSINESS ADVANTAGE ACCOUNT	215.99	WORK BOOTS
503FN	8/13/2025 12:00:00 AM	716080742	OCCUPATIONAL HEALTH CENTERS OF MI	245.00	SERVICES FOR DPW 7-17-2025
TOTAL FOR FUND 233				1,933.31	
592FN	8/13/2025 12:00:00 AM	0725-143484	BRIGHTON ANALYTICAL LLC	220.00	DRINKING WATER CALCIUM BY EPA. WATER ANIONS, PHOSPHASE, ALKALINITY
592FN	8/13/2025 12:00:00 AM	0825-143740	BRIGHTON ANALYTICAL LLC	220.00	DRINKING WATER CALCIUM BY EPA, WATER ANIONS, PHOSPHASE, ALKALINITY
592FN	8/13/2025 12:00:00 AM	111723	GENOA TOWNSHIP DPW FUND	23,245.08	MAINTENANCE/BILLING AUGUST 2025
592FN	7/31/2025 12:00:00 AM	CI-07333B	HYDROCORP	299.25	MONTHLY CONTRACT
592FN	8/13/2025 12:00:00 AM	7-30-25	GENOA TOWNSHIP DPW FUND	662.93	COMMOM COSTS SHARED BY ALL SYSTEMS
592FN	7/31/2025 12:00:00 AM	2978	NELSON TANK ENGINEERING & CONSULTIN	750.00	OBERVATION OF PRESSURE WASHING & MINOR REPAIRS AT OP TOWER (SPLIT INVOICE W/MHOG)
592FN	7/30/2025 12:00:00 AM	530380206	UIS SCADA	6,815.28	PROGRAM FOR BACKUP CELL COMMUNICATIONS FRO WATER TOWER
592FN	8/13/2025 12:00:00 AM	530380328	UIS SCADA	840.00	INSTALL VTSCADA LICENSE RENEWAL & SOFTWARE UPDATE FOR 2 COMPUTERS
592FN	8/13/2025 12:00:00 AM	111722	GENOA TOWNSHIP DPW FUND	28,994.17	MAINTENANCE/BILLING FEES AUGUST 2025
592FN	7/31/2025 12:00:00 AM	21796	COOPER'S TURF MANAGEMENT LLC	775.00	LAWN CUTTING & SPRAY VEGETATION
592FN	8/13/2025 12:00:00 AM	295676	DUBOIS-COOPER ASSOCIATES, INC.	14,576.00	GRINDER PARTS FOR STOCK
592FN	8/13/2025 12:00:00 AM	110250057050	EJ USA, INC.	992.65	3200 SW PNT LK2 ASY
592FN	7/31/2025 12:00:00 AM	8-5-2025	GENOA OCEOLA SWR & WTR AUTHORI	201.72	SANITARY DISPOSAL FOR MANHOLE #67 & GREASE INTERCEPTION @ JONNA"S
592FN	7/31/2025 12:00:00 AM	647600	KENNEDY INDUSTRIES	9,950.00	2 FLYGT KIT, Z-STANDS
592FN	7/23/2025 12:00:00 AM	530380286	UIS SCADA	1,286.28	FURNISH LEVELRAT TRANSMITTER WITH SPACER & CABLE
TOTAL FOR FUND 592				89,828.36	

## Invoices on Hold - Requesting Approval to Pay

Bank Code	Post Date	Invoice #	Vendor Sort Name	Amount	Description
593FN	8/13/2025 12:00:00 AM	111720	GENOA TOWNSHIP DPW FUND	10,907.75	MAINTENANCE/BILLING FEES LAKE EDGEWOOD SEWER COMMON COSTS SHARED BY ALL
593FN	8/13/2025 12:00:00 AM	7-30-2025	GENOA TOWNSHIP DPW FUND	57.10	SYSTEMS
593FN	8/13/2025 12:00:00 AM	21797	COOPER'S TURF MANAGEMENT LLC	445.00	LAWN CUTTING & SPRAY VEGETATION
593FN	8/13/2025 12:00:00 AM	SD17648846	MICHIGAN CAT	842.23	REPLACE FUEL PRIMING PUMP ON GENERATOR @ LES WWTP
593FN	8/13/2025 12:00:00 AM	1434256	LIVINGSTON PRESS & ARGUS	96.88	LE RATE CHANGE NOTICE- JUNE 2025
TOTAL FOR FUND 590				12,348.96	
FNBACK	8/13/2025 12:00:00 AM	19769-001	BLOOM SLUGGETT, PC	150.00	METRO ACT QUESTION AND EXPANSION TELECOM
FNBACK	8/5/2025 12:00:00 AM	21851	COOPER'S TURF MANAGEMENT LLC	395.00	INTERSECTION OF DORR RD AND HERBST TREE TRIMMING
FNBACK	8/6/2025 12:00:00 AM	291808	BUSINESS IMAGING GROUP	53.74	BUSINESS CARDS - CLERKS DEPARTMENT
FNBACK	8/6/2025 12:00:00 AM	21856	COOPER'S TURF MANAGEMENT LLC	200.00	TRIM TOWNSHIP HALL SHRUBS
FNBACK	8/5/2025 12:00:00 AM	2203334	SAFEBUILT LLC	1,995.63	SERVICES FOR JULY 2025
FNBACK	8/5/2025 12:00:00 AM	12250	SECURE TECH GROUP	82.50	CAMERA REPAIRS
FNBACK	8/5/2025 12:00:00 AM	32695	NETWORK SERVICES GROUP, L.L.C.	55.00	JULY 2025 MAINTENANCE
FNBACK	8/5/2025 12:00:00 AM	194842	ROCKET ENTERPRISE INC	2,395.00	FLAG AND FLAG SERVICE
FNBACK	8/5/2025 12:00:00 AM	161262365	AMERICAN AQUA	77.90	WATER DELIVERY
FNBACK	8/5/2025 12:00:00 AM	INV003368	HART INTERCIVIC, INC.	9,444.00	LICENSE SUPPORT FROM 10/1/25 TO 9/30/26
FNBACK	8/5/2025 12:00:00 AM	21758	COOPER'S TURF MANAGEMENT LLC	1,495.00	LAWN CARE AND FERTILIZATION
FNBACK	8/13/2025 12:00:00 AM	S106406963.001	ETNA SUPPLY COMPANY	2,061.30	2' METER PACKAGE FOR THE OCEOLA REC PROJECT
TOTAL FOR FUND 101				18,405.07	
TOTAL FOR ALL FUNDS				126,716.70	

Check Disbursement Report for Checks Date 8/6/2025 to 8/13/2025

Check Date	Bank	Check #	Invoice	Payee	Description	Amount
08/06/2025	FNBCK	39744	8-940-19858	FEDERAL EXPRESS CORP	REVIEW SERVICES - ROUTING	180.75
08/11/2025	FNBCK	39745	7/1 - 7/30	DTE ENERGY	UTIL:ELECTRICITY & NAT.GAS	33.80
08/11/2025	FNBCK	39745	7/1 - 7/30	DTE ENERGY	UTIL:ELECTRICITY & NAT.GAS	1,212.94
08/11/2025	FNBCK	39745	7/1 - 7/30	DTE ENERGY	UTIL:ELECTRICITY & NAT.GAS	39.55
08/11/2025	FNBCK	39746	7/1 - 7/31	DTE ENERGY	UTIL:ELECTRICITY & NAT.GAS	298.15
08/13/2025	FNBCK	39747	7-2-25 7/31/2025	DTE ENERGY	UTIL:ELECTRICITY & NAT.GAS	32.16
08/13/2025	FNBCK	39747	7/2/25 7-31-2025	DTE ENERGY	UTIL:ELECTRICITY & NAT.GAS	20.00
08/13/2025	FNBCK	39748#	ADM00034778	EHIM, INC	DUE FROM #233 UTILITY FUND	356.89
08/13/2025	FNBCK	39748	FND00031158	EHIM, INC	DUE FROM #233 UTILITY FUND	2,719.74
08/13/2025	FNBCK	39748	ADM00034778	EHIM, INC	HEALTH/LIFE INSURANCE	273.11
08/13/2025	FNBCK	39748	FND00031158	EHIM, INC	HEALTH/LIFE INSURANCE	2,080.92
				LIVINGSTON COUNTY		
08/13/2025	FNBCK	39749	8-7-2025	TREASURER	REFUNDS & CHARGEBACKS	278.88
08/13/2025	FNBCK	39750	7-25-25	TODD WALKER	TRUSTEES MILEAGE & TRAVEL EXPENSE	67.20
				WASTE MANAGEMENT CORP,		
08/13/2025	FNBCK	39751	0131817-1389-5	SERVICES	REFUSE CONTRACTUAL SERVICES	136,647.00
08/13/2025	FNBCK	39752	247875768	COMCAST	PHONE/INTERNT/CABLE/ALARM	677.15
Total for fund 101 GENERAL FUND						144,918.24
08/06/2025	503FN	6402	8/2025	SPRINGBORN PROPERTIES	INSURANCE DEDUCTIBLE/BODY REPAIR	2,486.00
08/06/2025	503FN	6403#	AUG 2025	TRACTOR SUPPLY CO.	DUE FROM G/O	18.96
08/06/2025	503FN	6403	AUG 2025	TRACTOR SUPPLY CO.	SUPPLIES & TOOLS	79.99
08/06/2025	503FN	6403	AUG 2025	TRACTOR SUPPLY CO.	SUPPLIES & TOOLS	179.99
08/12/2025	503FN	6404	106386805	WEX BANK	FUEL/WASHING	5,155.46
Total for fund 233 DPW UTILITIES						7,920.40
08/12/2025	593FN	4650	204746743578	CONSUMERS ENERGY	UTILITIES - GAS - SEWER	133.32
08/12/2025	593FN	4651	7225 73/1/25	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	37.73
08/12/2025	593FN	4651	7225 7-31-25	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	54.89
08/12/2025	593FN	4651	722/5 7-31-25	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	174.68
08/12/2025	593FN	4651	7-1-25 7-30-25	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	927.49
08/12/2025	593FN	4651	72/25 7-31-25	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	54.22
08/12/2025	593FN	4651	7/2/25 7-31-25	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	142.17
08/12/2025	593FN	4652	3-1-25 6-24-25	MHOG UTILITIES	UTILITIES - SEWER (WATER FOR SEWER SYS)	20.00
08/12/2025	593FN	4652	04-14-25 6-30-25	MHOG UTILITIES	UTILITIES-SEWER (G/O)	30,372.80
Total for fund 590 LAKE EDGEWOOD OPERATING						31,917.30

Check Disbursement Report for Checks Date 8/6/2025 to 8/13/2025

Check Date	Bank	Check #	Invoice	Payee	Description	Amount
08/06/2025	592FN	6414	7/10 - 7/30	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	73.91
08/06/2025	592FN	6415	7/1 - 7/30	DTE ENERGY	UTILITIES - ELECTRIC - WATER	55.18
08/06/2025	592FN	6415	7/1 - 7/30	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	120.15
08/06/2025	592FN	6415	7/1 - 7/30	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	252.34
08/06/2025	592FN	6415	7/1 - 7/30	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	533.73
08/06/2025	592FN	6415	7/1 - 7/30	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	38.19
08/12/2025	592FN	6416	7-28 8-27-2025	AT&T LONG DISTANCE	INTERNET - WATER	142.68
08/12/2025	592FN	6417	7225 731-25	DTE ENERGY	UTILITIES - ELECTRIC - WATER	26.06
08/12/2025	592FN	6417	7225 7312-5	DTE ENERGY	UTILITIES - ELECTRIC - WATER	51.28
08/12/2025	592FN	6417	7225 73125	DTE ENERGY	UTILITIES - ELECTRIC - WATER	713.94
08/12/2025	592FN	6417	7-2-25 7-31-25	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	262.59
08/12/2025	592FN	6417	72-25 7-31-25	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	66.40
08/12/2025	592FN	6417	722-5 7-31-25	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	99.25
08/12/2025	592FN	6417	7225 7-31-25	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	49.74
08/12/2025	592FN	6417	7225 73-1-25	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	45.36
08/12/2025	592FN	6417	7225 73125	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	713.95
08/12/2025	592FN	6418	3-24-25 6-30-25	MHOG UTILITIES	OP SEWER USAGE - G/O PLANT USAGE	56,295.12
Total for fund 592 OAKPOINTE OPERATING						59,539.87



**GENOA CHARTER TOWNSHIP BOARD**  
**Regular Meeting**  
**August 4, 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, Bill Reiber, Rick Soucy, and Todd Walker. Absent was Robin Hunt.

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

**Call to the Public**

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

Mr. Bob Moran, the President of Timber Green HOA, was present on behalf of the association to thank the township for assisting with their road project. They are in support of Resolution #1 and #2.

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

**Approval of Consent Agenda:**

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

- 1. Payment of Bills: August 4, 2025**
- 2. Request to approve the July 21, 2025 regular meeting minutes.**

**Approval of Regular Agenda:**

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

**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)**

Ms. VanMarter provided a review and costs for the project. Supervisor Spicher stated there is a step-by-step guide of the process for these types of special assessments in this evening's meeting packet.

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

**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)**

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

**Items for Discussion:**

**5. Discussion regarding temporary signs and enforcement as requested by Supervisor Spicher.**

Supervisor Spicher stated there are a lot of temporary signs throughout the township. Currently the code enforcement officer collects them once a week. He asked the board if they would like to increase staff time and resources to enforce the temporary sign ordinance.

After a brief discussion, the board agreed to spend more time to enforce the sign ordinance, including having two employees collect the signs as well as imposing fines for repeat offenders.

**6. Discussion regarding MTA Professional Development Retreats as requested by Supervisor Spicher.**

Supervisor Spicher stated that MTA Professional Development Retreats for elected officials are available this fall if any board members are interested in attending one or both days.

**Correspondence**

Ms. VanMarter stated tonight's packet includes a letter from the Michigan Association of Planning confirming the Planning and Zoning for Everyone event scheduled for Wednesday, September 10 from 6:30 pm to 8:00 pm.

**Member Updates**

Ms. Hovarter will be participating in the United Way's Day of Caring on Wednesday, August 6. There are a lot of activities that day that require volunteers.

**Board Comments**

None

**Adjournment**

**Moved** by Walker, supported by Soucy, to adjourn the meeting at 6:56 pm. **The motion carried unanimously.**

Respectfully Submitted,

Patty Thomas  
Recording Secretary

Approved: Janene Deaton, Clerk  
Genoa Charter Township

Kevin Spicher, Supervisor  
Genoa Charter Township



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

## MEMORANDUM

**TO:** Honorable Board of Trustees

**FROM:** Kelly VanMarter, Township Manager

**DATE:** August 13, 2025

**RE:** Timber Green Court Private Road Improvement Special Assessment District

Agenda items 3, 4 and 5 are provided in advancement of the Timber Green Court Road Improvement project which was initiated by Resolutions 1 and 2 at the August 4, 2025 meeting. In accordance with Public Act 188 of 1954, notice was mailed to property owners in the proposed district on Friday, August 8, 2025 and published in the Livingston Daily on both August 8, 2025 and August 15, 2025. As of the date of this memo, I have not received any objections to the proposed district.

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

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

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

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

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

### SUPERVISOR

Kevin Spicher

### CLERK

Janene Deaton

### TREASURER

Robin L. Hunt

### TRUSTEES

Rick Soucy

Bill Reiber

Candie Hovarter

Todd Walker

### MANAGER

Kelly VanMarter

August 13, 2025

**Timber Green Court Private Road Improvement SAD**

Page 2 of 2

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

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

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_ to approve **Resolution #3** - Approving the Project Cost Estimates, Special Assessment District and causing the Special Assessment Roll to be prepared for the **Timber Green Court Private Road Improvement Special Assessment Project** (winter tax 2025).

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

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_ to approve **Resolution #4** - Acknowledging the Filing of the Special Assessment Roll, Scheduling the Second Hearing for September 2, 2025 and Directing the Issuance of Statutory Notices for the **Timber Green Court Private Road Improvement Special Assessment Project** (winter tax 2025).

Sincerely,



Kelly VanMarter

**Resolution #3**  
**Timber Green Court Private 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 18, 2025. at 6:30 p.m., there were

PRESENT:

ABSENT:

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

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

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

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

WHEREAS, The Board of Trustees of the Township has declared its intention to make the improvement and tentatively designated the special assessment district against which the cost of the **Timber Green Court Private Road Improvement Special Assessment Project** is to be assessed is described in Exhibit B;

WHEREAS, the Township Manager reported that proper notice of the hearing pursuant to the requirements of Act No 188, Michigan Public Acts of 1954, as amended, on these matters had been published in the Livingston County Daily Press & Argus on August 8, 2025 and August 15, 2025 and had been mailed by first-class mail to each property owner within the proposed assessment district as shown on the current tax rolls of the Township on August 8, 2025. Affidavits of the publications and mailing of these notices were then filed as part of the record in the office of the Manager;

WHEREAS, on August 18, 2025 a public hearing was held to hear any objections or comments to the proposed project, the petitions for the project, the estimate of costs and to the special assessment district within which costs were to be assessed as described in the notice of the hearing and notice of the hearing was provided pursuant to the requirements of Act No 188, Michigan Public Acts of 1954, as amended;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Township Board approves the plans and cost estimates as prepared by R&R Asphalt for the Project, and Tetra Tech for engineering which are on file with the Township Manager.

2. The Township Board agrees to complete the improvement in accordance with the plans as prepared by R & R Asphalt for the Project.

3. The Township Board approves the sufficiency of the Petition for the project.

4. The Township Board determines that the Special Assessment District for the Project shall consist of the parcels identified in Exhibit B. The term of the Special Assessment District shall be for fifteen (15) years.

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

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

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

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

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

YES:

NO:

ABSENT:

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

#### CLERK'S CERTIFICATE

The undersigned, being the duly qualified and acting Clerk of the Township, hereby certifies that (1) the foregoing is a true and complete copy of a resolution duly adopted by the Township Board at the August 18, 2025 meeting of the Township Board, at which meeting a quorum was present and remained throughout; (2) the original thereof is on file in the records in my office; (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended); and (4) minutes of such meeting were kept and will be or have been made available as required thereby.

---

Janene Deaton  
Genoa Charter Township Clerk

## EXHIBIT A – THE PROJECT

### 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 81% of property and 89% 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.

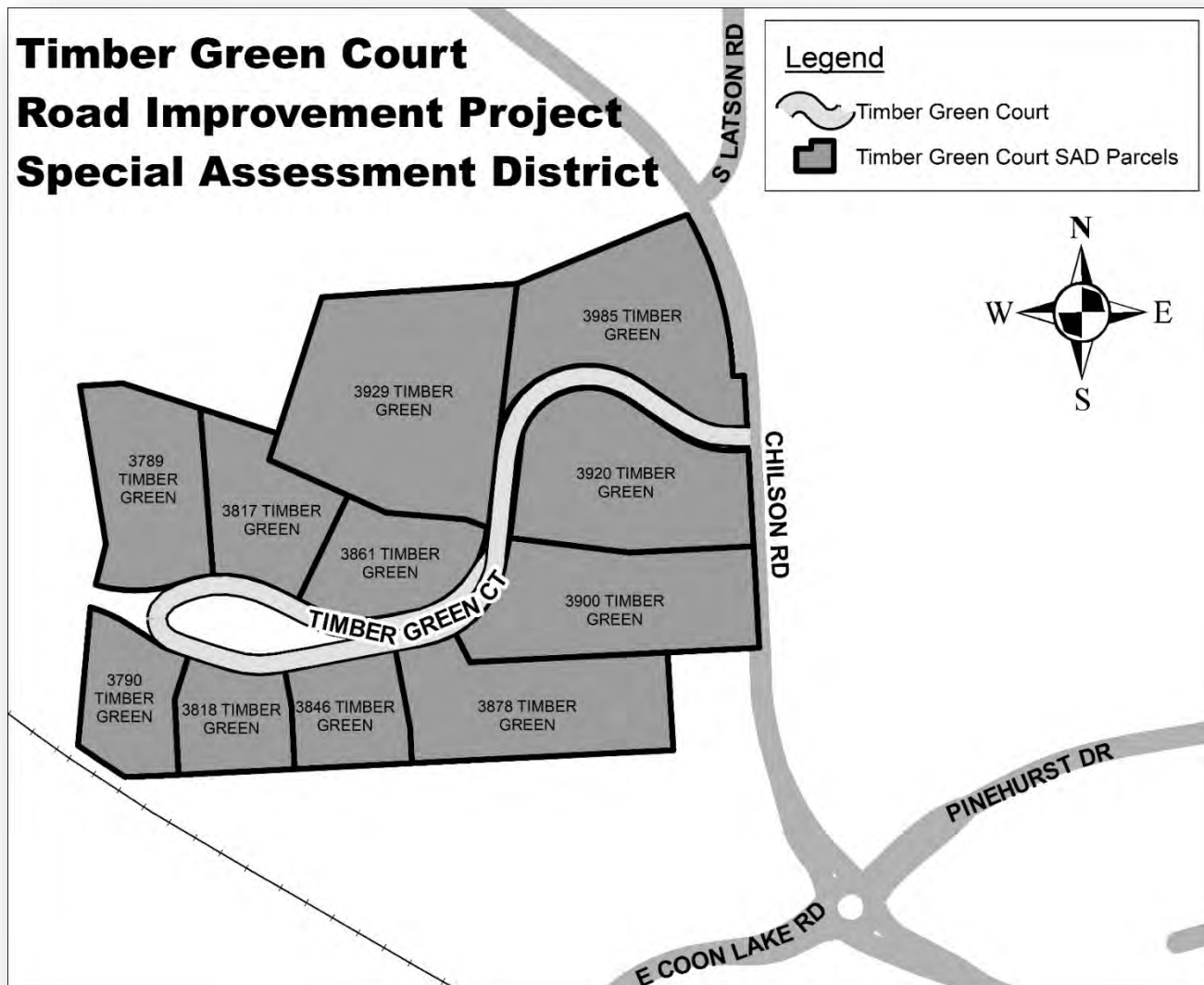
TIMBER GREEN ROAD IMPROVEMENT SAD					
CONSTRUCTION COST		\$	181,367.00		
10% CONSTRUCTION COTINGENCY		\$	18,136.70		
ENGINEERING		\$	9,300.00		
ADMINISTRATIVE COSTS		\$	2,000.00		
TOTAL		\$	210,803.70		
INTEREST %			2		
NUMBER OF PROPERTIES			11		
TOTAL PER PARCEL		\$	19,163.90		
	YEAR	PAYMENT	TO INTEREST	TO PRINCIPAL	OUTSTANDING
1	2025	\$ 1,660.88	\$ 383.28	\$ 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	\$ -
		\$ 22,230.17	\$ 3,066.23	\$ 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		



**Resolution #4**  
**Timber Green Court Private Road Improvement Special Assessment Project**  
**(winter tax 2025)**

**GENOA CHARTER TOWNSHIP**

At a regular meeting of the Township Board of the Township of Genoa, Livingston County, Michigan, (the “Township”) held at the Township Hall on August 18, 2025, at 6:30 p.m., there were

PRESENT:

ABSENT:

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

**Resolution Acknowledging the Filing of the Special Assessment Roll, Scheduling the Second Hearing for September 2, 2025 and Directing the Issuance of Statutory Notices**

WHEREAS, the Board of Trustees of the Township has determined to proceed with the **Timber Green Court Private Road Improvement Special Assessment Project (winter tax 2025)** within the Township as described in Exhibit A (the “Project”); in accordance with Act No. 188, Michigan Public Acts of 1954, as amended;

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

WHEREAS, the Township Supervisor has prepared the Special Assessment Roll entitled “**Timber Green Court Private Road Improvement Special Assessment Project (winter tax 2025)**” (Exhibit B) and has filed the Proposed Roll with the Township Manager and Township Clerk;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Township Board acknowledges that the Township Supervisor has filed the Proposed Roll with the Township Manager and Township Clerk.
2. The Township Board acknowledges that the Township Supervisor has certified that (a) the Proposed Roll was prepared in accordance with the direction of the Township Board and (b) the Proposed Roll was prepared in accordance with the laws of the State of Michigan. (Exhibit C)
3. The estimated cost of the Project is subject to quarterly periodic redetermination of costs, without further notice, pursuant to MCL 41.724(4).
4. In accordance with Act No. 188, Michigan Public Acts of 1954, as amended, and the laws of the State of Michigan, there shall be a public hearing to review and hear objections on the Proposed Roll.
5. The second public hearing will be held on Tuesday, September 2, 2025 at 6:30 p.m. at the offices of Genoa Charter Township, Livingston County, Michigan.
6. The Township Manager is directed to mail, by first class mail, a notice of the public hearing to each owner of or party in interest in property to be assessed, whose name appears upon the last Township tax assessment records. The last Township tax assessment records means the last assessment roll for ad valorem tax purposes which has been reviewed by the Township Board of Review, as supplemented by any subsequent

changes in the names or addresses of such owners or parties listed thereon. The notice to be mailed by the Township Manager shall be similar to the notice attached as Exhibit D and shall be mailed by first class mail on or before August 22, 2025. Following the mailing of the notices, the Township Manager shall complete the affidavit of mailing similar to the affidavit set forth in Exhibit E.

7. The Township Manager is directed to publish a notice of the public hearing in the Livingston County Daily Press & Argus, a newspaper of general circulation within the Township. The notice shall be published twice, once on or before August 22, 2025 and August 29, 2025. The notice shall be in a form substantially similar to the notice attached as Exhibit D.

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

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

YES:

NO:

ABSENT:

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

#### CLERK'S CERTIFICATE

The undersigned, being the duly qualified and acting Clerk of the Township, hereby certifies that (1) the foregoing is a true and complete copy of a resolution duly adopted by the Township Board at the August 18, 2025 meeting of the Township Board, at which meeting a quorum was present and remained throughout; (2) the original thereof is on file in the records in my office; (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended); and (4) minutes of such meeting were kept and will be or have been made available as required thereby.

---

Janene Deaton  
Genoa Charter Township Clerk

## EXHIBIT A – THE PROJECT

### 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 81% of property and 89% 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	\$ 1,660.88	\$ 383.28	\$ 1,277.60	\$ 17,886.36
2	2026	\$ 1,635.33	\$ 357.73	\$ 1,277.60	\$ 16,608.76
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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
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14	2038	\$ 1,328.70	\$ 51.10	\$ 1,277.60	\$ 1,277.60
15	2039	\$ 1,303.15	\$ 25.55	\$ 1,277.60	\$ -
		\$ 22,230.17	\$ 3,066.23	\$ 19,163.96	

**EXHIBIT B - THE ROLL**08/13/2025  
11:45 AM

Tentative Special Assessment Listing for GENOA TOWNSHIP

Page: 1/1

Population: Special Assessment District (X080425)

DB: Genoa

PARCEL	ASSESSMENT NAME	ASSESSMENT	OWNER ADDRESS
4711-29-201-001	X080425, Timber Green	19,163.96p	MORAN ROBERT JR & KATHLEEN D 3985 TIMBER GREEN CT
4711-29-201-002	X080425, Timber Green	19,163.96p	HICKEY MARK & LAURA LIVING TRUST 3900 TIMBER GREEN CT
4711-29-201-003	X080425, Timber Green	19,163.96p	PHILLION GERALD & SALLY 3878 TIMBER GREEN CT
4711-29-201-004	X080425, Timber Green	19,163.96p	SLATER GEORGE & DEBORAH LTS 9.3 3846 TIMBER GREEN CT
4711-29-201-005	X080425, Timber Green	19,163.96p	DOTY DONALD & KENT CAROLANN 3818 TIMBER GREEN CT
4711-29-201-006	X080425, Timber Green	19,163.96p	DELUCA KENNETH & LORI 3790 TIMBER GREEN CT
4711-29-201-007	X080425, Timber Green	19,163.96p	REINAGLE JEREMIAH & AUDREY 3789 TIMBER GREEN CT
4711-29-201-008	X080425, Timber Green	19,163.96p	BERGER JAMES & ANNE 32002 CAMBRIDGE ST
4711-29-201-009	X080425, Timber Green	19,163.96p	MURPHY ROBERT TRUST 3861 TIMBER GREEN CT
4711-29-201-015	X080425, Timber Green	19,163.96p	GRINNEN SHAWN & LINDA 3920 TIMBER GREEN CT
4711-29-201-016	X080425, Timber Green	19,163.96p	MCCOY ANTHONY & ALICIA LTS 9.3 3929 TIMBER GREEN CT
# OF PARCELS: 11	TOTALS:	210,803.56	

**EXHIBIT C**

**CERTIFICATE**

I, the undersigned, Supervisor of Genoa Charter Township, Livingston County, Michigan (the “Township”), acting pursuant to a resolution duly adopted by the Township Board of the Township on August 18, 2025 (the “Resolution”) certify that (1) the attached special assessment roll for the Timber Green Court Private Road Improvement Special Assessment Project (Winter Tax 2025), to which this Certificate is affixed, was made pursuant to the Resolution and (2) in making such a roll, I have, according to my best judgment, conformed in all respects to the directions contained in the Resolution and the statutes of the State of Michigan, including Act No. 188, Public Acts of Michigan, 1954, as amended.

Dated: August 18, 2025

---

Kevin Spicher  
Genoa Charter Township Supervisor

**EXHIBIT D**  
**NOTICE OF SECOND PUBLIC HEARING**  
**TUESDAY, SEPTEMBER 2, 2025**

**NOTICE OF SEPTEMBER 2, 2025 PUBLIC HEARING ON THE SPECIAL ASSESSMENT ROLL FOR THE  
PROPOSED TIMBER GREEN COURT PRIVATE ROAD IMPROVEMENT SPECIAL ASSESSMENT  
PROJECT AND SPECIAL ASSESSMENT DISTRICT (winter tax 2025)**

PLEASE TAKE NOTICE that the Supervisor has reported to the Township Board and filed in the office of the Manager and Township Clerk for public examination a special assessment roll covering all properties within the Timber Green Court Private Road Improvement Special Assessment Project (winter tax 2025). Said assessment roll has been prepared for the purpose of assessing a portion of the costs of the thereto within the aforesaid Timber Green Court Private Road Improvement Special Assessment Project. The costs are more particularly shown in the estimate of costs which is on file and available for public inspection in the office of the Manager and Township Clerk. The roll is the total amount of \$210,803.70 spread over fifteen (15) years with a proposed special assessment principal payment of \$19,163.90 (\$1,277.60 annually) per residential parcel for 11 parcels with 2% interest applied to the outstanding balance. The estimated cost of the Project is subject to quarterly periodic redetermination of costs, without further notice, pursuant to MCL 41.724(4).

PLEASE TAKE FURTHER NOTICE that the Township Board will hold a Public Hearing on **Tuesday, September 2, 2025 at 6:30 p.m., at the Genoa Charter Township Offices, 2911 Dorr Road, Brighton, Michigan 48116**, to review the special assessment roll, to consider any objections thereto, and to confirm the roll as submitted or revised or amended. The roll may be examined at the office of the Manager or Township Clerk at the Township hall during regular business hours of regular business days until the time of the hearing and may be examined at the hearing. Appearance and protest at the hearing or protest in writing before the close of the public hearing is required in order to appeal the amount of the special assessment to the State Tax Tribunal.

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

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

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

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

Dated: August 22, 2025  
Publication: Livingston Daily on 8/22/25 and 8/29/25

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

**EXHIBIT E**

**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 22, 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:** Honorable Board of Trustees

**FROM:** Kelly VanMarter, Township Manager

**DATE:** August 12, 2025

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

The Township Board recently initiated and approved renewal of the Edwin Drive Private Road Maintenance Special Assessment District (SAD). Although the Township does not typically consider maintenance projects, initiation of the district renewal was supported because the previous district ran smoothly and without complaint. Unfortunately, this trend has not continued with the new district.

Since approval, there has been dissention and disagreement within the neighborhood related to the project. As a result, there is a desire to revise the scope of the project. Since the parameters of the project scope are narrowly defined in the district, this will require that the Board rescind the district. Procedurally, counsel has advised that the district can be rescinded following a public hearing. Resolution #6 has been prepared to initiate the hearing and dissolution of the district. In this regard, I offer the following motion for your consideration:

### **Resolution #6 (Requires Roll Call)**

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_ to approve **Resolution #6** to schedule a public hearing on September 2, 2025 on the proposed termination of the **Edwin Drive Private Road Maintenance** Special Assessment Project, amendment of the confirmed special assessment roll, rescission of the prior resolutions and dissolution of the Edwin Drive Private Road Maintenance Special Assessment District.

Sincerely,



Kelly VanMarter

#### **SUPERVISOR**

Kevin Spicher

#### **CLERK**

Janene Deaton

#### **TREASURER**

Robin L. Hunt

#### **TRUSTEES**

Rick Soucy

Bill Reiber

Candie Hovarter

Todd Walker

#### **MANAGER**

Kelly VanMarter

**Resolution No. 6  
Edwin Drive Road Maintenance  
Special Assessment Project (Summer Tax 2025)**

**GENOA CHARTER TOWNSHIP**

At a regular meeting of the Township Board (the “Township Board”) of Genoa Charter Township, Livingston County, Michigan, (the “Township”) held at the Township Hall on August 18, 2025, at 6:30 p.m., there were

PRESENT:

ABSENT:

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

**RESOLUTION SCHEDULING PUBLIC HEARING ON PROPOSED TERMINATION  
OF THE EDWIN DRIVE PRIVATE ROAD MAINTENANCE SPECIAL ASSESSMENT  
PROJECT (SUMMER TAX 2025), AMENDMENT OF THE CONFIRMED SPECIAL  
ASSESSMENT ROLL, RESCISSION OF PRIOR RESOLUTIONS AND DISSOLUTION  
OF THE EDWIN DRIVE PRIVATE ROAD MAINTENANCE SPECIAL ASSESSMENT  
DISTRICT**

**WHEREAS**, the Township Board previously approved the creation of Edwin Drive Road Maintenance Special Assessment District (the “District”) pursuant to Act 188, Public Acts Michigan, 1954, as amended (“Act 188”), for the purpose of grading, gravel application, dust control, and snow removal on the privately owned and maintained Edwin Drive;

**WHEREAS**, on April 7, 2025, the Township Board adopted (i) Resolution #1 to proceed with the private road maintenance project and direct preparation of plans and cost estimates; and (ii) Resolution #2 to approve the private road maintenance project, schedule the first hearing, and direct issuance of statutory notices; and

**WHEREAS**, on April 21, 2025, the Township Board adopted (i) Resolution #3 to approve the private road maintenance project, cost estimates, and (ii) Resolution #4 dated to acknowledge filing of the special assessment roll, schedule the second hearing, and direct issuance of statutory notices; and

**WHEREAS**, on May 5, 2025, the Township Board adopted Resolution #5 to confirm the special assessment roll for the Edwin Drive Road Maintenance Special Assessment Project (Summer Tax 2025) (the “Project”);

**WHEREAS**, the Township Board has determined that continuation of the Project is no longer feasible due to requested changes to the project scope;

**WHEREAS**, the Township Board intends to terminate the Project, amend the confirmed special assessment roll pursuant to MCL 41.726 to eliminate all future installments, refund any surplus funds remaining after payment of valid project, legal and administrative expenses, rescind prior resolutions authorizing continuation of the Project or levy of future installments and dissolve the District;

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The Township Board tentatively declares its intention to terminate the Project, amend the confirmed special assessment roll, rescind prior resolutions and dissolve the District.

2. In accordance with Act 188, the Township Board shall hold a public hearing on September 2<sup>nd</sup>, at 6:30 p.m., at the Genoa Charter Township Hall, 2911 Dorr Road, Brighton, Michigan, to hear any objections to the proposed termination of the Project, amendment of the confirmed special assessment roll, and rescission of prior resolutions.

3. The Township Manager is directed to mail, by first-class mail, a notice of public hearing to each owner of or party in interest in property within the District as shown by the latest tax roll of the Township. The notice to be filed by the Township Manager shall be similar to the noticed attached as Exhibit A shall be mailed by first-class mail on or before August 22, 2025. Following the mailing of the notices, the Township Manager shall complete an affidavit of mailing similar to the affidavit set forth in Exhibit B.

4. 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 22, 2025 and once on or before August 29, 2025. The notice shall be in a form substantially similar to the notice attached as Exhibit A.

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

YES:

NO:

ABSENT:

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

### **Certification**

The undersigned, being the duly qualified and acting Clerk of Genoa Charter Township, Livingston County, Michigan, hereby certifies that (1) the foregoing is a true and complete copy of a resolution duly adopted by the Township Board at a regular meeting of the Township Board on August 18, 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.

Dated: August 18, 2025

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Janene Deaton, Township Clerk  
Genoa Charter Township

EXHIBIT A  
Genoa Charter Township  
Livingston County, Michigan

**NOTICE OF PUBLIC HEARING**

**SEPTEMBER 2, 2025 AT 6:30 PM**

**UPON TERMINATION OF EDWIN DRIVE ROAD MAINTENANCE SPECIAL ASSESSMENT  
PROJECT (SUMMER TAX 2025) AND DISSOLUTION OF EDWIN DRIVE ROAD MAINTENANCE  
SPECIAL ASSESSMENT DISTRICT**

NOTICE IS HEREBY GIVEN that 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 Tuesday, September 2<sup>nd</sup>, 2025, at 6:30 p.m. at the Genoa Charter Township Hall, 2911 Dorr Road, Brighton, Michigan, to explain and answer questions pertaining to the proposed termination of the Edwin Drive Road Maintenance Special Assessment Project (Summer Tax 2025) (the “Project”), amendment of the confirmed special assessment roll to eliminate all future installments, refund of any surplus funds after payment of valid project, legal and administrative expenses, rescission of prior resolutions authorizing the EDWIN DRIVE PRIVATE ROAD MAINTENANCE SPECIAL ASSESSMENT DISTRICT (the “District”) or levy of future installments, and dissolution of the District.

The District is illustrated on the map set forth here and includes the specific properties that are identified by the following permanent parcel numbers:



PARCEL NO.	ADDRESS	PARCEL NO	ADDRESS	PARCEL NO.	ADDRESS
11-11-100-003	1622 Edwin Dr	11-11-302-044	1663 Edwin Dr	11-11-302-056	1676 Edwin Dr
11-11-100-018	1601 Edwin Dr	11-11-302-049	1636 Edwin Dr	11-11-302-073	1662 Edwin Dr
11-11-100-019	1619 Edwin Dr	11-11-302-051	1652 Edwin Dr	11-11-302-076	1695 Edwin Dr
11-11-302-041	1681 Edwin Dr	11-11-302-052	1666 Edwin Dr	11-11-302-077	1689 Edwin Dr
11-11-302-042	1673 Edwin Dr	11-11-302-055	1670 Edwin Dr	11-11-302-880	1655 Edwin Dr

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 Township Board.

Dated: August 22, 2025

Kelly VanMarter  
Genoa Charter Township Manager  
2911 Dorr Road, Brighton, MI 48116  
(810) 227-5225 or [kelly@genoa.org](mailto:kelly@genoa.org)

**EXHIBIT B**

**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 22, 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.

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Kelly VanMarter  
Genoa Charter Township Manager



2911 Dorr Road  
Brighton, MI 48116  
810.227.5225  
810.227.3420 fax  
[genoa.org](http://genoa.org)

**TO: Honorable Board of Trustees**

**FROM: Adam VanTassell**

**DATE: August 18, 2025**

**RE: Proposed Township Server replacement and cybersecurity upgrades**

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The Township server was originally purchased in 2017. Server hardware typically has a life expectancy of around 5 years.

Township Staff solicited bids from local and regional providers and have narrowed it down to three proposals that would be the most beneficial to the Township.

Township Staff is recommending the proposal from Network Services Group LLC. Their bid is competitive and it is the proposal with a detailed plan to effect the server transfer in the most efficient and timely manner.

**Moved by \_\_\_\_\_, Supported by \_\_\_\_\_ to approve the proposal from NSG LLC for the purchase and installation of a new Township Server for \$64,070.00 from Fund Line Item 249-265-981-016.**

**Moved by \_\_\_\_\_, Supported by \_\_\_\_\_ to approve the proposal from NSG LLC for 1 year for the upgrade of the Township Cybersecurity system for a monthly fee of \$27.25 per computer and a monthly fee of \$127.00 per server and \$625.00 installation from Fund Line Item 101-261-751-000.**

#### **SUPERVISOR**

Kevin Spicher

#### **CLERK**

Janene Deaton

#### **TREASURER**

Robin L. Hunt

#### **TRUSTEES**

Rick Soucy

Bill Reiber

Candie Hovarter

Todd Walker

#### **MANAGER**

Kelly VanMarter