

**GENOA CHARTER TOWNSHIP BOARD**  
**Regular Meeting**  
**December 15, 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: December 15, 2025
2. Request to approve the December 1, 2025 regular meeting minutes.

**Approval of Regular Agenda:**

3. Public Hearing on the proposed **Round Lake Aquatic Weed Control** Special Assessment Roll.
  - 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 **Round Lake Aquatic Weed Control** Special Assessment Project (summer tax 2026). (Roll Call)
5. Request for approval of **Resolution #4** - Resolution Acknowledging the Filing of the Special Assessment Roll, Scheduling the Second Hearing for January 5, 2025 and Directing the Issuance of Statutory Notices for the **Round Lake Aquatic Weed Control** Special Assessment Project (summer tax 2026). (Roll Call)
6. Consideration of a request for approval of the Trustee Candidate Interview process.
7. Open Interviews for Trustee Candidates.
8. Consideration of an appointment to fill the vacant Trustee seat.

**Items for Discussion:**

9. Update on the progress of the Brighton Road property field work investigation and notice of public workshop on Wednesday, January 7<sup>th</sup>, 2026 as submitted by Supervisor Spicher.
10. Update on the Master Plan Survey as submitted by Supervisor Spicher.
11. Update on internal investigation as submitted by Clerk Soucy.
12. Discussion of project tracking for items approved by the Township Board as submitted by Trustee Reiber.

Board Comments

Adjournment

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

CHECK REGISTERS FOR TOWNSHIP BOARD MEETING
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MEETING DATE: December 15, 2025

All information below through December 9, 2025

December 5, 2025 Bi Weekly Payroll	\$	128,201.73
INVOICES ON HOLD	\$	100,895.76
TOWNSHIP GENERAL EXPENSES	\$	96,718.78
OPERATING EXPENSES SAD (264CK)	\$	4,896.77
OPERATING EXPENSES DPW (503 FN)	\$	519,928.48
OPERATING EXPENSES LAKE EDGEWOOD (593FN)	\$	12,111.21
OPERATING EXPENSES OAK POINTE (592FN)	\$	60,022.25
OPERATING EXPENSES ESCROW FUND (792CK)	\$	1,640.98
TOTAL	\$	924,415.96

# December 5, 2025 Bi Weekly Payroll

12/08/2025 12:44 PM

## PAYROLL REGISTER REPORT FOR GENOA CHARTER TOWNSHIP

Payroll ID: 334

Pay Period End Date: 11/28/2025 Check Post Date: 12/05/2025 Bank ID: FNBCK

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

VACATION PTIME	0.00	0.00	0.00	1,108.78	
WELL IQ	0.00	0.00	812.12	10,269.40	
ZBA MINUTES	0.00	0.00	0.00	2,078.01	
ZBA MINUTES OT	0.00	0.00	0.00	0.00	
ZBA PER DIEM	0.00	0.00	0.00	1,904.22	
ZO	64.00	0.00	2,138.46	56,904.64	
Gross Pay This Period		Deduction Refund	Ded. This Period	Net Pay This Period	Gross Pay YTD
130,034.66		0.00	36,896.71	93,137.95	3,087,291.16
					Dir. Dep.
					90,367.79

12/08/2025

## Check Register Report For Genoa Charter Township For Check Dates 12/05/2025 to 12/05/2025

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit Status
12/05/2025	FNBCK	EFT1118	FLEX SPENDING (TASC)	1,122.48	1,122.48	0.00 Open
12/05/2025	FNBCK	EFT1119	INTERNAL REVENUE SERVICE	30,213.94	30,213.94	0.00 Open
12/05/2025	FNBCK	EFT1120	PRINCIPAL FINANCIAL	4,181.00	4,181.00	0.00 Open
12/05/2025	FNBCK	EFT1121	PRINCIPAL FINANCIAL	2,316.52	2,316.52	0.00 Open
Totals:				37,833.94	37,833.94	0.00
	Total Physici:					
	Total Check Stubs:			4		

Direct Deposit           \$90,367.79  
Physical Check         \$37,833.94  
TOTAL                   \$128,201.73

**INVOICES ON HOLD - NEED BOARD APPROVAL**

Bank Code	Post Date	Invoice #	Vendor Sort Name	Amount	Description
503FN	12/9/2025 12:00:00 AM	000038-497-271	PORT CITY COMMUNICATIONS, INC.	263.87	ANSWERING SERVICE 12-1-25 TO 12-31-25
503FN	11/30/2025 12:00:00 AM	52518147.00	TETRA TECH, INC.	5,140.00	IN-HOUSE ENGINEERING SERVICES THRU 11-21-2025
503FN	11/30/2025 12:00:00 AM	8082532946910	ADVANCE AUTO PARTS	28.36	WIPERS FOR TRUCK # 8
503FN	11/25/2025 12:00:00 AM	8082532946906	ADVANCE AUTO PARTS	97.28	SUPPLIES FOR PAINTING OF RIMS FOR BOOM TRUCK
503FN	11/25/2025 12:00:00 AM	452078	TRITECH SOFTWARE SYSTEMS	405.00	PUBLIC ADMIN GIS SERVICES
503FN	11/28/2025 12:00:00 AM	35384	FAHEY SCHULTZ BURZYCH RHODES PLC	3,883.50	MHOG TRANSITION
503FN	12/9/2025 12:00:00 AM	11-0233669	MARSHALL'S EXPRESS	109.40	FULL SERVICES OIL AND CHANGE AIR FILTER FOR TRUCK
503FN	11/30/2025 12:00:00 AM	12-1-2025	VISA	1,301.17	MHOG, G/O SEWER, GENOA TWP, DPW REC,DPW PROF
503FN	12/9/2025 12:00:00 AM	11-24-2025	TRACTOR SUPPLY CO.	528.88	GO SEWER SUPPLIES
<b>TOTAL FOR DPW FUND</b>				<b>11,757.46</b>	
592FN	12/1/2025 12:00:00 AM	111755	GENOA TOWNSHIP DPW FUND	28,994.17	MAINTENANCE/BILLING FEES FOR DECEMBER 2025
592FN	11/30/2025 12:00:00 AM	16251	CONCRETE CONSTRUCTION. INC.	2,759.55	100 SQ FT DRIVEWAY REPAIR PLUS IN FILL WALMART
592FN	11/30/2025 12:00:00 AM	59201	NORTHWEST PIPE & SUPPLY CO.	21.78	2" CHECK VALVE
592FN	12/1/2025 12:00:00 AM	111754	GENOA TOWNSHIP DPW FUND	23,245.08	MAINTENANCE/ BILLING DECEMBER 2025
592FN	11/30/2025 12:00:00 AM	CI-09618B	HYDROCORP LLC	252.34	MONTHLY CONTRACT-NON RESIDENTIAL CROSS
592FN	11/25/2025 12:00:00 AM	CI-09855	HYDROCORP	740.23	MONTHLY CONTRACT -RESIDENTIAL CROSS
592FN	11/30/2025 12:00:00 AM	811331	CORRPRO COMPANIES INC.	865.00	INSPECTION SERVICE AT OP TANK-SPLIT INVOICE
<b>TOTAL FOR OAK POINTE</b>				<b>56,878.15</b>	
593FN	12/9/2025 12:00:00 AM	111757	GENOA TOWNSHIP DPW FUND	10,907.75	MAINTENANCE/BILLING FEES DECEMBER 2025
<b>TOTAL FOR LAKE EDGEWOOD</b>				<b>10,907.75</b>	
FNBACK	12/1/2025 12:00:00 AM	33386	NETWORK SERVICES GROUP, L.L.C.	2,241.25	INSTALL CRITICAL AND SECURITY UPDATES PLUS
FNBACK	11/30/2025 12:00:00 AM	33387	NETWORK SERVICES GROUP, L.L.C.	55.00	WORK ORDER # 3819
FNBACK	12/8/2025 12:00:00 AM	332237	APEX SOFTWARE	1,005.00	MAINT RENEWAL AND SUVERY STD MOD SUB 1-1-26 TO
FNBACK	12/5/2025 12:00:00 AM	6049871844	STAPLES	3.83	SUPPLIES
FNBACK	12/2/2025 12:00:00 AM	12-2-2025	THE DOOR HEROES	264.00	REKEY 5 LOCKS AND 30 KEYS
FNBACK	12/8/2025 12:00:00 AM	68201	HOWELL AREA CHAMBER OF COMMERCE	573.00	MEMBERSHIP DUES ANNUAL RENEWAL 2-2026 TO 1-
FNBACK	11/30/2025 12:00:00 AM	33351	NETWORK SERVICES GROUP, L.L.C.	375.00	WORK ORDER # 15083 MISC SERVICES
FNBACK	11/25/2025 12:00:00 AM	5636	EVOLVING TECHNOLOGIES INC	164.85	NEW PHONE FOR BECKY UPDATED FIRMWARE, IP
FNBACK	12/8/2025 12:00:00 AM	7/1/25 7/1/26	MMRMA	14,075.24	7/1/25 7/1/26 M0001432, R0001432 BALANCE FOR
FNBACK	11/30/2025 12:00:00 AM	930843	FOSTER SWIFT COLLINS & SMITH PC	2,436.80	LATSON PARTNERS,LLC FOR PROFESSIONAL SERVES
FNBACK	11/30/2025 12:00:00 AM	4357121-00	CONTINENTAL LINEN SERVICE	158.43	FLOOR SCRAPERS FOR TOWNSHIP
<b>TOTAL FOR GENERAL FUND</b>				<b>21,352.40</b>	

## CHECK DISBURSEMENT REPORT FOR CHECKS DATED 11-15-25 TO 12-9-25

Check Date	Bank	Check #	Invoice	Payee	Description	Amount
11/17/2025	FNBCK	39905#	12-1-25 12-31-25	BLUE CROSS & BLUE SHIELD OF MI	DUE FROM #233 UTILITY FUND	38,705.50
11/17/2025	FNBCK	39905	12-1-25 12-31-25	BLUE CROSS & BLUE SHIELD OF MI	HEALTH/LIFE INSURANCE	30,234.99
11/17/2025	FNBCK	39906	255410613	COMCAST	PHONE/INTERNT/CABLE/ALARM	677.15
11/17/2025	FNBCK	39907	205547744923	CONSUMERS ENERGY	UTIL:ELECTRICITY & NAT.GAS	15.33
11/17/2025	FNBCK	39907	202611156216	CONSUMERS ENERGY	UTIL:ELECTRICITY & NAT.GAS	293.12
11/17/2025	FNBCK	39908	11-13-2025	DEBRA ROJEWSKI	HEALTH/LIFE INSURANCE CLERKS DEPT PRO	437.44
11/17/2025	FNBCK	39909	11-13-2025	LIVINGSTON COUNTY CLERKS ASSOC	DEV/CONFERENCE/DUES CLERKS DEPT PRO	20.00
11/17/2025	FNBCK	39911	11-12-2025	MICHIGAN ASSN.MUNICIPAL CLERKS	DEV/CONFERENCE/DUES	800.00
11/17/2025	FNBCK	39914	10-20-2025	UNITED STATES POSTAL SERVICE	POSTAGE FOR MAILING BALLOTS	370.00
11/17/2025	FNBCK	39915	10-7-25 11-9-25	VERIZON WIRELESS	PHONE/INTERNT/CABLE/ALARM	80.02
11/17/2025	FNBCK	39917	2025-EDU097	LIVINGSTON COUNTY EMS	COMMUNITY OUTREACH	105.00
11/18/2025	FNBCK	39918	171044564	AMERICAN AQUA	SUPPLIES	75.00
11/18/2025	FNBCK	39919	293322	BUSINESS IMAGING GROUP	SUPPLIES	1,156.25
11/18/2025	FNBCK	39919	293406	BUSINESS IMAGING GROUP	SUPPLIES	219.27
11/18/2025	FNBCK	39921	11-10-25	DYKEMA GOSSETT PLLC	ASSESSING LEGAL PLANNING & ZONING CONTRACTUAL	590.40
11/18/2025	FNBCK	39923	136138	GIFFELS WEBSTER	SERVICES	971.25
11/18/2025	FNBCK	39924	11-1-2025	GORDON FOOD SERVICE	DUE FROM #233 UTILITY FUND	141.05
11/18/2025	FNBCK	39925	45003	MICHIGAN ASSOC. OF PLANNING	CONTINGENCY	75.00
11/18/2025	FNBCK	39926	441941	MICHIGAN TOWNSHIP ASSOC	SUPPLIES	43.00
11/18/2025	FNBCK	39926	465170	MICHIGAN TOWNSHIP ASSOC	SUPPLIES	181.90
11/18/2025	FNBCK	39929	6046475574	STAPLES	SUPPLIES	246.29
11/18/2025	FNBCK	39929	6047490161	STAPLES	SUPPLIES	176.20
11/18/2025	FNBCK	39930	761-11368554	STATE OF MICHIGAN	REPAIRS & MAINTENANCE	181.71
11/18/2025	FNBCK	39931	52503531	TETRA TECH, INC.	REVIEW SERVICES - ENGINEERING	690.00
11/19/2025	FNBCK	39932#	11-2-2025	VISA	TRUSTEES PRO DEV/CONFERENCE/DUES SUPERVISOR PRO	172.98
11/19/2025	FNBCK	39932	11-2-2025	VISA	DEV/CONFERENCE/DUES	324.56
11/19/2025	FNBCK	39932	11-2-2025	VISA	ASSESSING PRO DEV/CONFER/DUES/SUB	629.00
11/19/2025	FNBCK	39932	11-2-2025	VISA	SUPPLIES	86.02
11/19/2025	FNBCK	39932	11-2-2025	VISA	SUPPLIES	54.34
11/19/2025	FNBCK	39932	11-2-2025	VISA	SUBSCRI/PUBLICATIONS/MEMBERS	175.00
11/19/2025	FNBCK	39932	11-2-2025	VISA	UNALLOCATED MISCELLANEOUS PLANNING & ZONING MILEAGE & TRAVEL	600.00
11/19/2025	FNBCK	39932	11-2-2025	VISA	EXP PLANNING & ZONING PRO	142.00
11/19/2025	FNBCK	39932	11-2-2025	VISA	DEV/CONFERENCE/DUE	189.74

## CHECK DISPURSEMENT REPORT FOR CHECKS DATED 11-15-25 TO 12-9-25

Check Date	Bank	Check #	Invoice	Payee	Description	Amount
					PLANNING & ZONING PRO	
11/19/2025	FNBCK	39932	11-2-2025	VISA	DEV/CONFERENCE/DUE	596.10
11/21/2025	FNBCK	39933#	RIS0006725481	DELTA DENTAL	DUE FROM #233 UTILITY FUND	2,829.14
11/21/2025	FNBCK	39933	RIS0006725481	DELTA DENTAL	HEALTH/LIFE INSURANCE	1,707.51
11/21/2025	FNBCK	39934#	0007390027	GANNETT MICHIGAN LOCALIQ	SUBSCRI/PUBLICATIONS/MEMBERS	72.92
11/21/2025	FNBCK	39934	0007390027	GANNETT MICHIGAN LOCALIQ	PLANNING & ZONING PUBLICATIONS	607.07
					REVIEW SERVICES -	
11/21/2025	FNBCK	39934	0007390027	GANNETT MICHIGAN LOCALIQ	PUBLICATIONS/POSTAGE	102.87
11/21/2025	FNBCK	39935	11/18/2025	LCAA	ASSESSING PRO DEV/CONFER/DUES/SUB	66.00
11/21/2025	FNBCK	39936	11/18/2025	MICHIGAN ASSESSOR'S ASSOC	ASSESSING PRO DEV/CONFER/DUES/SUB	285.00
11/21/2025	FNBCK	39937#	001987663209	MUTUAL OF OMAHA	DUE FROM #233 UTILITY FUND	2,135.74
11/21/2025	FNBCK	39937	001987663209	MUTUAL OF OMAHA	HEALTH/LIFE INSURANCE	1,114.84
11/21/2025	FNBCK	39938	134001203	PM TECHNOLOGIES	REPAIRS & MAINTENANCE	355.50
11/21/2025	FNBCK	39939	11-20-2025	THE DOOR HEROES	REPAIRS & MAINTENANCE	183.00
11/21/2025	FNBCK	39940	11/28/25 12/27/25	COMCAST	PHONE/INTERNT/CABLE/ALARM	348.26
12/03/2025	FNBCK	39950	171244145	AMERICAN AQUA	SUPPLIES	44.50
12/03/2025	FNBCK	39951	9009381335	DELUXE	SUPPLIES	644.51
12/03/2025	FNBCK	39952	10-24-25 11-21-25	DTE ENERGY	UTIL:ELECTRICITY & NAT.GAS	33.80
12/03/2025	FNBCK	39953	IN7104491903	GO TO COMMUNICATIONS, INC	PHONE/INTERNT/CABLE/ALARM	731.12
12/03/2025	FNBCK	39954	758239668	GORDON FOOD SERVICE	SUPPLIES	134.39
					CLERKS DEPT PRO	
12/03/2025	FNBCK	39955	12-3-2025	LIVINGSTON COUNTY CLERKS ASSOC	DEV/CONFERENCE/DUES	20.00
12/03/2025	FNBCK	39958	884868	REALCOMP II LTD	ASSESSING PRO DEV/CONFER/DUES/SUB	201.00
12/04/2025	FNBCK	201(E)#	00173914-2	MERS-MICH. EMPLOYEES RETIRE	DUE FROM #233 UTILITY FUND	2,162.29
12/04/2025	FNBCK	201(E)	00173914-2	MERS-MICH. EMPLOYEES RETIRE	RETIREMENT	470.00
12/05/2025	FNBCK	39959	43529	CHECKER'S CLEANING SUPPLY, LLC	SUPPLIES	412.42
12/05/2025	FNBCK	39960	10-29-25 1125-25	DTE ENERGY	UTIL:ELECTRICITY & NAT.GAS	937.43
12/05/2025	FNBCK	39960	10-29-25 11262-5	DTE ENERGY	UTIL:ELECTRICITY & NAT.GAS	93.47
12/05/2025	FNBCK	39960	103025 12/01/25	DTE ENERGY	UTIL:ELECTRICITY & NAT.GAS	72.54
12/05/2025	FNBCK	39961	6049713534	STAPLES	SUPPLIES	551.60
12/05/2025	FNBCK	39961	6049784882	STAPLES	SUPPLIES	(12.59)
12/09/2025	FNBCK	39963	103025 12/01/2025	DTE ENERGY	UTIL:ELECTRICITY & NAT.GAS	127.61
12/09/2025	FNBCK	39964	10*30-25 12-1-25	DTE ENERGY	UTIL:ELECTRICITY & NAT.GAS	39.43
12/09/2025	FNBCK	39965	11/1-11/30/25	DTE ENERGY	UTIL:ELECTRICITY & NAT.GAS	312.85
12/09/2025	FNBCK	39966	2692532	SAFEBUILT LLC	REVIEW SERVICES - PLANNING	478.95
Total for fund 101 GENERAL FUND						96,718.78

## CHECK DISBURSEMENT REPORT FOR CHECKS DATED 11-15-25 TO 12-9-25

Check Date	Bank	Check #	Invoice	Payee	Description	Amount
11/17/2025	264CK	4580	11/17/2025	DTE ENERGY	WHITE PINES LIGHTING -PROJECT EXPENSE	73.18
11/24/2025	264CK	4581	4008653	LCRA/PLM LAKES & LAND MANAGEMENT	LK CHEMUNG (W23-27) -PROJECT EXPENSE	750.00
12/03/2025	264CK	4582	11-20-2025	JUSTICE FENCE CO.	TIMBER GREEN (W25-39) - PROJECT EXPENSE	1,000.00
12/08/2025	264CK	4583	1/12/2025	DTE ENERGY	WHITE PINES LIGHTING -PROJECT EXPENSE	73.59
12/09/2025	264CK	4584	46	QUALITY OUTDOOR SERVICES LLC	HOMESTEAD (S22-31) -ANNUAL MAINT. EXP	3,000.00
Total for fund 202 SAD ROADS AND LAKES						4,896.77
11/17/2025	503FN	6475#	10-8-25 11-7-25	CARDMEMBER SERVICE	DUE FROM GENERAL FUND #101	570.48
11/17/2025	503FN	6475	10-8-25 11-7-25	CARDMEMBER SERVICE	DUE FROM G/O	474.84
11/17/2025	503FN	6475	10-8-25 11-7-25	CARDMEMBER SERVICE	SUPPLIES	53.55
11/17/2025	503FN	6475	10-8-25 11-7-25	CARDMEMBER SERVICE	CUSTOMER LINE SECURITY CAMERAS AT BARNES &	67.00
11/17/2025	503FN	6476	11-12-25 12-11-25	COMCAST	INTERNET	227.00
11/17/2025	503FN	6477#	10-15-25 11-12-25	HOME DEPOT CREDIT SERVICES	DUE FROM OP #592	22.44
11/17/2025	503FN	6477	10-15-25 11-12-25	HOME DEPOT CREDIT SERVICES	DUE FROM HOWELL TOWNSHIP	198.80
11/17/2025	503FN	6477	10-15-25 11-12-25	HOME DEPOT CREDIT SERVICES	DUE FROM G/O	189.53
11/17/2025	503FN	6477	10-15-25 11-12-25	HOME DEPOT CREDIT SERVICES	DUE FROM MHOG	1,786.31
11/17/2025	503FN	6477	10-15-25 11-12-25	HOME DEPOT CREDIT SERVICES	ROUTINE MAINTENANCE	489.90
11/17/2025	503FN	6477	10-15-25 11-12-25	HOME DEPOT CREDIT SERVICES	SUPPLIES & TOOLS	40.92
11/18/2025	503FN	6478	8082528152484	ADVANCE AUTO PARTS	ROUTINE MAINTENANCE	65.95
11/18/2025	503FN	6478	8082528145795	ADVANCE AUTO PARTS	ROUTINE MAINTENANCE	38.71
11/18/2025	503FN	6478	8082530234560	ADVANCE AUTO PARTS	ROUTINE MAINTENANCE	69.81
11/18/2025	503FN	6478	8082530453811	ADVANCE AUTO PARTS	ROUTINE MAINTENANCE	163.98
11/18/2025	503FN	6478	669891685	ADVANCE AUTO PARTS	ROUTINE MAINTENANCE	(216.00)
11/18/2025	503FN	6478	669891687	ADVANCE AUTO PARTS	ROUTINE MAINTENANCE	(98.00)
11/18/2025	503FN	6478	8082524633169	ADVANCE AUTO PARTS	ROUTINE MAINTENANCE	(22.00)
11/18/2025	503FN	6479	2170107449	AUTO ZONE	VEHICLE EXPENSES	66.82
11/18/2025	503FN	6480	246264	BYRUM ACE HARDWARE	ROUTINE MAINTENANCE	17.18
11/18/2025	503FN	6482	35330	MYERS AUTOMOTIVE	ROUTINE MAINTENANCE	543.03
11/18/2025	503FN	6482	35838	MYERS AUTOMOTIVE	ROUTINE MAINTENANCE	646.83
11/18/2025	503FN	6483	00003/8-180-631	PORT CITY COMMUNICATIONS, INC.	ANSWERING SERVICE	330.44
11/18/2025	503FN	6484	32308	PREMIER AERIAL & FLEET INSPECTION RED WING BUSINESS ADVANTAGE	ROUTINE MAINTENANCE	605.31
11/18/2025	503FN	6485	517ST1-2095229	ACCOUNT	SAFETY BOOTS	197.99
11/18/2025	503FN	6486	52503593	TETRA TECH, INC.	CONTRACT ENGINEERING	6,262.50



## CHECK DISBURSEMENT REPORT FOR CHECKS DATED 11-15-25 TO 12-9-25

Check Date	Bank	Check #	Invoice	Payee	Description	Amount
11/18/2025	503FN	6487#	11-02-2025	VISA	DUE FROM HOWELL TOWNSHIP	432.00
11/18/2025	503FN	6487	11-02-2025	VISA	DUE FROM G/O	1,084.98
11/18/2025	503FN	6487	11-02-2025	VISA	DUE FROM MHOG	212.95
11/18/2025	503FN	6487	11-02-2025	VISA	ROUTINE MAINTENANCE	12.49
11/18/2025	503FN	6487	11-02-2025	VISA	EMPLOYEE	138.24
11/18/2025	503FN	6487	11-02-2025	VISA	EMPLOYEE RECRUITING	757.00
11/21/2025	503FN	6489	11-17-2025	BECKY DOCKERY	UNIFORMS	91.90
11/21/2025	503FN	6490	1075	MONIQUE SPRINGBORN	FUEL/WASHING	50.50
11/21/2025	503FN	6491#	6127806523	VERIZON WIRELESS	DUE FROM OP #592	40.01
11/21/2025	503FN	6491	6127806523	VERIZON WIRELESS	AIR CARDS/JETPACKS	554.14
11/21/2025	503FN	6491	6127806523	VERIZON WIRELESS	CELL PHONES	44.55
11/25/2025	503FN	6492	11/24/2025	GENOA TWP GENERAL FUND	DUE TO G/F #101	500,000.00
12/03/2025	503FN	6498*#	109058321	WEX BANK	FUEL/WASHING	3,716.40
Total for fund 233 DPW UTILITIES						519,928.48
11/17/2025	593FN	4683	205102804324	CONSUMERS ENERGY	UTILITIES - ELECTRIC - SEWER	134.05
11/17/2025	593FN	4683	202611156215	CONSUMERS ENERGY	UTILITIES - ELECTRIC - SEWER	18.50
11/18/2025	593FN	4684	22073	COOPER'S TURF MANAGEMENT LLC	R & M - GROUNDS - SEWER	445.00
11/18/2025	593FN	4685	11-5-25	GENOA OCEOLA SEWER	R & M - PUMP STATIONS SEWER LABOR, EQUIPMENT & MATERIALS -	134.48
11/18/2025	593FN	4686	111747	GENOA TOWNSHIP DPW FUND	SEWER	10,907.75
12/02/2025	593FN	4687	11-10/2025	GENOA TOWNSHIP DPW FUND	TOOLS/SUPPLIES ALL SYS - SEWER	217.25
12/05/2025	593FN	4689	10302-5 12-1-25	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	254.18
Total for fund 590 LAKE EDGEWOOD OPERATING						12,111.21
11/17/2025	592FN	6494*#	11-7-25 12-6-25	AT&T	INTERNET - WATER	249.49
11/17/2025	592FN	6495*#	207148231519	CONSUMERS ENERGY	UTILITIES - ELECTRIC - SEWER R & M - SNOWPLOWING/MOWING -	214.73
11/18/2025	592FN	6496*#	22074	COOPER'S TURF MANAGEMENT LLC	SEWER	775.00
11/18/2025	592FN	6497*#	9009207911	DELUXE	OFFICE EXPENSE - WATER	318.26
11/18/2025	592FN	6497	9009207911	DELUXE	OFFICE EXPENSE - SEWER LABOR, EQUIPMENT & MATERIALS -	318.26
11/18/2025	592FN	6498*#	11-3-2025	GENOA TOWNSHIP DPW FUND	SEWER LABOR, EQUIPMENT & MATERIALS -	28,994.17
11/18/2025	592FN	6499	111743	GENOA TOWNSHIP DPW FUND	WATER BACKFLOW & CROSS CONNECTION	23,245.08
11/18/2025	592FN	6500	CI-19084	HYDROCORP	CONTROL PROG	740.23
11/18/2025	592FN	6501	761-11360644	STATE OF MICHIGAN	LICENSES, FEES, PERMITS - WATER	1,710.30
11/18/2025	592FN	6502	40264086	WSP MICHIGAN INC	PFAS SAMPLING	1,785.00

## CHECK DISPURSEMENT REPORT FOR CHECKS DATED 11-15-25 TO 12-9-25

Check Date	Bank	Check #	Invoice	Payee	Description	Amount
11/21/2025	592FN	6503	204568916380	CONSUMERS ENERGY	UTILITIES - ELECTRIC - SEWER	150.27
12/05/2025	592FN	6510	1029-25 11-26-25	DTE ENERGY	UTILITIES - ELECTRIC - WATER	33.10
12/05/2025	592FN	6510	102925 112-6-25	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	68.13
12/05/2025	592FN	6510	102925 11-26-25	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	481.92
12/05/2025	592FN	6510	10292-5 11-26-25	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	39.31
12/05/2025	592FN	6510	102-9-25 11-26-25	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	190.45
12/05/2025	592FN	6510	10-29-25 11-26-25	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	426.84
12/05/2025	592FN	6511	103/0/25 12/1/25	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	75.00
12/05/2025	592FN	6511	10-30-25 12-1-25	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	93.14
12/05/2025	592FN	6511	1030/25 12/1/25	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	113.57
Total for fund 592 OAKPOINTE OPERATING						60,022.25
11/18/2025	792CK	2924	52503518	TETRA TECH, INC.	LEGACY APTS UTILITY/ROADS	1,500.00
12/05/2025	792CK	2925	11-1-25 11-30-25	DTE ENERGY	LAKE EDGEWOOD STREET LIGHTING	33.69
12/05/2025	792CK	2925	11-1-25 11-30-25	DTE ENERGY	HIDDEN PONDS HOME OWNRS ASS'N	45.92
12/05/2025	792CK	2925	11-1-25 11-30-25	DTE ENERGY	NORTHSHORE	61.37
Total for fund 705 ESCROW FUND						1,640.98
TOTAL - ALL FUNDS						695,318.47



Rewards

Bonus Points  
Available  
6,797

## Account Summary

Billing Cycle		11/02/2025
Days In Billing Cycle		32
Previous Balance		\$3,828.27
Purchases	+	\$2,969.74
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$0.00
Payments	-	\$3,828.27-
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

**NEW BALANCE** \$2,969.74

## Credit Summary

Total Credit Line	\$10,000.00
Available Credit Line	\$7,030.26
Available Cash	\$1,000.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

## Account Inquiries

Call us at: (800) 883-0131  
Lost or Stolen Card: (800) 883-0131

Go to MyCardStatement.com

Write us at PO BOX 105666, ATLANTA, GA  
30348-5666

## Payment Summary

**NEW BALANCE** \$2,969.74**MINIMUM PAYMENT** \$2,969.74**PAYMENT DUE DATE** 11/26/2025

**NOTE:** Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.

## Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
10/06	10/07	PBUS01	24269795280001039206255	JETS PIZZA - MI-070 810-225-7454 MI	\$86.02
10/07	10/08	PBUS01	24692165280105597597949	AMAZON MKTPL*NF69J31D0 Amzn.com/bill WA	\$54.34
10/06	10/08	PBUS01	24067475280030037017201	LIVINGSTON ASSOC OF REALT 810-225-1100 MI	\$629.00
10/07	10/08	PBUS01	24492165280100086752354	HURON RIVE* HURON RIVE HRWC.ORG MI	\$175.00
10/11	10/13	PBUS01	24489935285100281272899	BAV INN LODGE-HOTEL FRANKENMUTH MI	\$324.56
10/21	10/23	PBUS01	24755425295162959918994	HILTON GARDEN INN 269-3824000 MI	\$189.74
10/23	10/23		74009775296001204400398	PAYMENT - THANK YOU	\$3,828.27-
10/24	10/26	PBUS01	24755425298162983013280	HILTON GARDEN INN 269-3824000 MI	\$738.10
10/24	10/26	PBUS01	24489935298501077543069	BAV INN LODGE-HOTEL FRANKENMUTH MI	\$172.98
10/29	10/30	PBUS01	24116415302742855607902	MS CAREERS 727-497-6565 FL	\$600.00

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT

TCM BANK NA  
PO BOX 105666  
ATLANTA GA 30348-5666

Account Number

#### #### ####

Check box to indicate  
name/address change ☐  
on back of this coupon

AMOUNT OF PAYMENT ENCLOSED

Closing Date

11/02/25

New Balance

\$2,969.74

Total Minimum  
Payment Due

\$2,969.74

Payment Due Date

11/26/25

\$

KELLY VANMARTER  
GENOA CHARTER TOWNSHIP  
2911 DORR ROAD  
BRIGHTON MI 48116-9498

35045

MAKE CHECK PAYABLE TO:

VISA  
PO BOX 6818  
CAROL STREAM IL 60197-6818

KELLY VANMARTER  
 GENOA CHARTER TOWNSHIP  
 Account Number: #####  
 Page 3 of 3



cRewards Bonus Points Information as of 10/31/2025					
®Rewards	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	3,827	2,970	0	0	6,797

Finance Charge Summary / Plan Level Information									
Plan Name	Plan Description	FCM <sup>1</sup>	Average Daily Balance	Periodic Rate *	Corresponding APR	Finance Charges	Effective APR Fees **	Effective APR	Ending Balance
Purchases									
PBUS01 001	PURCHASE	G	\$0.00	2.16583%(M)	25.9900%(V)	\$0.00	\$0.00	0.0000%	\$2,969.74
Cash									
CBUS01 001	CASH	A	\$0.00	2.41583%(M)	28.9900%(V)	\$0.00	\$0.00	0.0000%	\$0.00
* Periodic Rate (M)=Monthly (D)=Daily							Days In Billing Cycle: 32		
** includes cash advance and foreign currency fees							APR = Annual Percentage Rate		
¹ FCM = Finance Charge Method									
(V) = Variable Rate If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.									

**GENOA CHARTER TOWNSHIP BOARD**  
**Regular Meeting**  
**December 1, 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, Candie Hovarter, Robin Hunt, Bill Reiber, Rick Soucy, and Todd Walker.

Also present was Township Manager Kelly VanMarter, Township Attorney Joe Seward, and 34 people in the audience.

**Call to the Public**

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

Mr. Nicholas Hertrich of 409 Jewett Street introduced himself. He is the new Mayor of Howell.

Mr. Frank Castle of 4355 Filbert has lived on Round Lake for 57 years and fully supports the weed control program.

Ms. Candie Hovarter of 3128 Brighton Road read a letter from Susan Nichols. The letter was sent to the members of the board. She thanked the board for approving the third party investigation regarding why the clerk left and she spoke about the selection of the next trustee. She received a letter from a resident regarding the election process of the current clerk, she does not agree with the five percent increase for employees especially after the board approved helping them with their health insurance and stated only two board members are siding with their constituents instead of township employees.

Mr. Bill Reiber of 3154 Stillriver Drive read a list of questions he had of the board's and individual trustees actions regarding the resignation of Ms. Deaton and the appointing of Mr.

Genoa Charter Township Board Meeting  
December 1, 2025  
Unapproved Minutes

Soucy as Clerk. Based on these actions and inactions, his opinion is that plans were made in the past to force Jeanine out of office so that Mr. Soucy could be appointed as the clerk.

Ms. Deb Beattie of 3109 Pineview Trail agrees with Susan Nichols' letter. She does not think it is appropriate for the employees to receive raises. She also received a letter from a resident who is having problems with the Township. She would like to know what that is and how it will be dealt with. The residents are losing faith in the new board and their support for residents and transparency.

Ms. Dorene Walsh of 4443 Filbert represents the 75 percent of the residents who approve funding their lake's weed control plan. She spoke about the negative effects of the weeds in the lake. They are in favor of forming the Special Assessment District.

Ms. Megan Greenlee of 4141 Bauer Road is the general manager of Mt. Brighton. She advised that their hours and special events will be listed on their website soon. She reviewed improvements they have done during the summer and what events will occur this season. She thanked the board for their partnership.

The call to the public was closed at 6:46 pm.

**Approval of Consent Agenda:**

Mr. Reiber requested to have the minutes from the November 17, 2025 regular meeting minutes moved to the Regular Agenda.

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

1. **Payment of Bills: December 1, 2025**
2. **Request to approve the November 17, 2025 special meeting minutes.**
3. **~~Request to approve the November 17, 2025 regular meeting minutes.~~ (moved to Regular Agenda)**

**Approval of Regular Agenda:**

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

3. **Request to approve the November 17, 2025 regular meeting minutes. (moved from Consent Agenda)**

Mr. Reiber and Ms. Hovarter requested changes to the minutes.

**Moved** by Hunt, supported by Walker, to approve the November 17, 2025 regular meeting minutes as amended. **The motion carried unanimously.**

**4. Request for approval and adoption of Resolution No. 251201A to commend and honor Ron Matkin for his over 32 years of Dedicated Service to Genoa Charter Township. (Roll Call)**

Supervisor Spicher read the resolution. Staff from the Township Assessing Department provided a framed copy of the resolution to Mr. Matkin. He thanked the township for their support all of these years.

**Moved** by Reiber, supported by Walker, to approve and adopt Resolution No. 251201A to commend and honor Ron Matkin for his over 32 years of Dedicated Service to Genoa Charter Township. **The motion carried unanimously with a roll call vote (Reiber - yes; Walker - yes; Hunt - yes; Hovarter - yes; Soucy - yes; Spicher - yes)**

**5. Public Hearing on the proposed Forest View Estates Road Rehabilitation Special Assessment Roll.**  
**A. Call to the Property Owners**  
**B. Call to the Public**

The call to the property owners was opened at 6:57 pm with no response.

The call to the public was opened at 6:58 pm with no response.

**6. Request for approval of Resolution #5 – Confirming the Special Assessment Roll for the Forest View Estates Road Rehabilitation Special Assessment Project (summer tax 2026). (Roll Call)**

**Moved** by Hunt, supported by Soucy, to approve Resolution #5 – Confirming the Special Assessment Roll for the Forest View Estates Road Rehabilitation Special Assessment Project (summer tax 2026). **The motion carried unanimously with a roll call vote (Hovarter- yes; Walker- yes; Reiber - yes; Hunt - yes; Soucy - yes; Spicher - yes)**

**7. Request for approval of Resolution #1 to Proceed with the Project and Direct Preparation of the Plans and Cost Estimates for the Round Lake Aquatic Weed Control special assessment project (summer tax 2026). (Roll Call)**

Ms. VanMarter stated that she provided a revised resolution to the board this evening. The one in the packet had the incorrect exhibit. The residents of Round Lake have worked very hard to establish this district. They educated the residents. A 75 percent approval rate is very rare. Ms. Hunt agrees.

**Moved** by Hovarter, supported by Walker, to proceed with the Project and Direct Preparation of the Plans and Cost Estimates for the Round Lake Aquatic Weed Control special assessment project (summer tax 2026). **The motion carried unanimously with a roll call vote (Hunt - yes; Walker - yes; Reiber - yes; Hovarter - yes; Soucy - yes; Spicher - yes)**

**8. Request for approval of Resolution #2 to Approve the Project, Schedule the First Hearing for December 15, 2025, and Direct Issuance of Statutory Notices for the Round Lake Aquatic Weed Control special assessment project (summer tax 2026). (Roll Call)**

**Moved** by Hovarter, supported by Walker, to approve Resolution #2 to approve the Project, Schedule the First Hearing for December 15, 2025, and Direct Issuance of Statutory Notices for the Round Lake Aquatic Weed Control special assessment project (summer tax 2026). **The motion carried unanimously with a roll call vote (Walker - yes; Reiber - yes; Hunt - yes; Soucy - yes; Hovarter - yes; Spicher - yes)**

**9. Consideration of a request to approve contracting with PayChex to provide payroll processing services for the Township, and to authorize the Clerk to execute all necessary agreements.**

Ms. Lane provided a review of the reasons why she is proposing a new payroll processing services company. It will be an annual cost savings of approximately \$1,600.

Ms. Hunt stated she was involved in the meetings with PayChex and it will be a good change.

Mr. Reiber asked if this new software will eliminate the tasks of the payroll clerk. Ms. Hunt stated there is still work that will need to be done by a township employee to process payroll. Ms. Lane stated that since the payroll clerk is retiring, and the idea is for her position to not be filled, she will now be performing those duties. The hope is for the payroll clerk's other duties to be done by existing township staff. The board and Ms. Lane discussed the cost and how much will be saved.

**Moved** by Hunt, supported by Soucy, to approve the change in payroll provider as presented by the Human Resources Manager. **The motion carried unanimously.**

**10. Consideration of amendments to the Fiscal Year 2025/2026 Budget for the General Fund (Fund 101), Township Clerk (Dept. 215) to reflect both retroactive changes required as of 11/3/25 and current departmental changes as follows:**

- A. Increase "Clerks Dept Wages & Salaries" Line Item 101-215-703-000 from \$34,800 to \$78,346**
- B. Increase "Clerks Dept Pro Dev/Conference/Dues" Line Item 101-215-910-000 from \$700 to \$3,000.**



**C. Increase “Clerks Dept Miscellaneous” Line Item 101-215-955-000 from \$100 to \$200.**

Mr. Soucy provided the reasons why these amendments are being requested.

There was a discussion regarding the need for a full time deputy clerk when that position was previously part time. It was noted that there is also a new clerk assistant position and the hope is that this new staffing arrangement will eliminate the need to replace the position eliminated by Cindy’s retirement.

**Moved** by Hunt, supported by Walker, to amend the Fiscal Year 2025/2026 Budget for Fund 101, Department 215 – Clerk’s Department, “Wages & Salaries” Line Item 101-215-703-000 from \$34,800 to \$78,346. **The motion carried unanimously.**

Mr. Reiber questioned the procedure for budget amendments. Supervisor Spicher stated that the department head is responsible for requesting to increase their budgets.

**Moved** by Hunt, supported by Reiber, to amend Fiscal Year 2025/2026 Budget for Fund 101, Department 215 – Professional Development / Conferences / Dues Line Item 101-215-910-000 from \$700 to \$3,000. **The motion carried unanimously.**

**Moved** by Hovarter, supported by Walker, to amend the Fiscal Year 2025/2026 Budget for Fund 101, Department 215 – Clerk’s Department, “Miscellaneous” Line Item 101-215-955-000 from \$100 to \$200. **The motion carried unanimously.**

**11. Request for approval of Resolution No. 251201B to establish the 2026 Regular Meeting Dates for the Board of Trustees. (Roll Call)**

Ms. VanMarter stated she is recommending cancelling the November 2, 2026 board meeting. This is the day before the gubernatorial general election. The boardroom is used for absentee ballot counting and it may be difficult to set the room up for that election following an evening meeting. This has been done in the past. It was agreed to cancel the meeting, noting that if an issue arises where a meeting is needed, it will be held.

**Moved** by Soucy, supported by Hovarter, to approve amended Resolution 251201B establishing the 2026 regular meeting dates for the Board of Trustees. **The motion carried unanimously with a roll call vote (Reiber - yes; Walker - yes; Hunt - yes; Soucy - yes; Hovarter - Spicher - yes)**

**12. Request for approval of the 2026 Township Schedule of Meetings and Holiday Schedule.**

Ms. VanMarter requested to have this resolution amended to also remove the November 2, 2026 board meeting. She recommended the floating holiday be used on January 2, 2026. It will not be a very busy day at the township hall.

**Moved** by Soucy, supported by Hunt, to approve the 2026 Township Schedule of Meetings and Holiday Schedule as amended. **The motion carried unanimously**

**13. Review of Fiscal Year 2025-2026 Second Quarter (July-September) budget to actual report.**

Ms. VanMarter noted that the Budget Remaining column shows there are accounts with overages, in addition to the ones approved earlier this evening. There was a discussion regarding how these overages are addressed for future budget years. Mr. Reiber requested to have this document put into an Excel spreadsheet and posted on the township website. Ms. Hunt does not recommend creating another document with the same information so as to avoid any errors.

**14. Delivery of the first draft of the 2026/2027 Budget as required by MCL 42.24 as provided by the Township Supervisor (packet was delivered on 11/26/25).**

Mr. Reiber questioned the five percent salary increase. Supervisor Spicher stated that amount is used for budgeting purposes. It is only a placeholder. Mr. Soucy stated a wage study was done and Genoa Township is below other townships. Mr. Reiber stated employees stay at a job for more reasons than just salary and the township has a very generous benefits package. There was a discussion regarding the increase and how it will be determined at the time when the budget is complete.

**Items for Discussion:**

**Discussion of legal services as requested by Trustee Reiber.**

Mr. Reiber stated he is aware of some of the township's litigation, but he does not know all of them. Supervisor Spicher stated that there are five current cases. Mr. Reiber would like to know the details of all of them. Ms. Hunt recommended that any board member who would like this information should call the township hall and speak to Ms. VanMarter or Supervisor Spicher. Mr. Seward stated there is some public information available, but the other details are subject to attorney client privilege and should be discussed in a closed session. Mr. Reiber requested to have the public knowledge information from the cases put together in one document for the board. Ms. VanMarter stated Mr. Seward can do it for his cases and staff can contact the other attorneys for information on their cases.

**Board Comments**

Genoa Charter Township Board Meeting

December 1, 2025

Unapproved Minutes

Mr. Soucy addressed the comments in Susan Nichols' letter saying that only two trustees have been consistent with what they ran on. He did not run for trustee with an agenda. He ran to perform his civic duty.

Supervisor Spicher does not agree that the board has to choose between the employees and the taxpayers.

Ms. VanMarter stated the township received 12 applications for the open trustee seat. She provided copies of them to each trustee at the table this evening. She recommended the board review them and then provide to her or Supervisor Spicher the top ones that they would like to interview, which will be on December 15. She asked these be provided by Monday, December 8. She noted that the names and addresses of the applicants have been removed to eliminate any bias.

Ms. Hovarter asked how many responses have been received from the Master Plan survey. Ms. VanMarter stated they have received a little over 700 responses. It will be open until December 15. Supervisor Spicer stated they have not received many responses from residents in the north part of the township. A lot of residents in the southwest portion of the township have responded, and the southeast area is as expected.

Mr. Reiber attended the Scam and Financial Abuse training at the township hall. The trainer enforced a certain type of scamming called Rapid Hacking, where hackers can duplicate your voice and image easily and open credit cards and driver's licenses. They can make changes to your mortgage company as if they had the deed of your home. There is a way to register to receive alerts . It can be done through the Livingston County Register of Deeds.

There will be more training at the township in 2026.

**Adjournment**

**Moved** by Walker, supported by Hovarter, to adjourn the meeting at 8:08 pm. **The motion carried unanimously.**

Respectfully Submitted,

Patty Thomas  
Recording Secretary

Approved: Rick Soucy, Clerk  
Genoa Charter Township

Kevin Spicher, Supervisor  
Genoa Charter Township



## MEMORANDUM

**TO:** Honorable Board of Trustees

**FROM:** Kelly VanMarter, Township Manager

**DATE:** November 12, 2025

**RE:** Round Lake Aquatic Weed Control Special Assessment District

Agenda items 3, 4 and 5 are provided in advancement of the Round Lake Aquatic Weed Control special assessment district which was initiated by Resolutions 1 and 2 at the December 1, 2025 meeting. In accordance with Public Act 188 of 1954, notice was mailed to property owners in the proposed district on Friday, December 5, 2025 and published in the Livingston Daily on both December 5, 2025 and December 12, 2025. As of the date of is memo, I have received one email from an owner who did not endorse the project and four emails from those in support of the proposed district. These emails are included in the packet.

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

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

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

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

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

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

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

### SUPERVISOR

Kevin Spicher

### CLERK

Rick Soucy

### TREASURER

Robin L. Hunt

### TRUSTEES

Bill Reiber

Candie Hovarter

Todd Walker

### MANAGER

Kelly VanMarter

December 10, 2025

**Round Lake Aquatic Weed Control Special Assessment District**

Page 2 of 2

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

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_ to approve **Resolution #3** - Approving the Project Cost Estimates, Special Assessment District and causing the Special Assessment Roll to be prepared for the **Round Lake Aquatic Weed Control** Special Assessment Project (summer tax 2026).

**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 January 5, 2026, and Directing the Issuance of Statutory Notices for the **Round Lake Aquatic Weed Control** Special Assessment Project (summer tax 2026).

Sincerely,



Kelly VanMarter  
Township Manager

Dorene Walsh, RLPO/Round Lake/TWP Liaison  
4443 Filbert Drive  
Brighton, MI 48116  
dwalsh2009@gmail.com  
810-923-2871  
December 09<sup>th</sup>, 2025

**Subject:** Thank you for Your Exceptional Help and Support

Dear Township Staff & Leadership,

On behalf of myself and Larry Bacon and all the Round Lake Property Owners, I am writing to express our sincere gratitude for the incredible dedication, professionalism, and support you consistently provided us through our pursuit to form a special assessment district to fund our lake weed control treatment plan. We especially wanted to acknowledge the outstanding assistance we received during the past six months by educating us on the SAD process, navigating us through the legal requirements, providing us with the resources needed to ensure we included all property owners in the decision-making process leading up to 75% of the property owners requesting the Township to approve our SAD to address the invasive weeds over taking our lake.

Your willingness to go above and beyond, patiently explaining procedures, finding quick solutions, coordinating resources and working together with us as a team, made all the difference and truly demonstrated your commitment to serving all the Round Lake Home Owners.

As the Round Lake representative working directly with the Township through the SAD process, I want to personally thank Kelly VanMarter and Laura Gambino for their support – always available to take my calls, taking the time out of their busy day to meet with me when I unexpectedly showed at the township hall, and assisting me through the petition process to ensure all petitions received were valid.

Your hard work ensures our township runs smoothly, and we deeply appreciate the countless hours and dedication you pour into your roles, often behind the scenes.

Thank you for being such a vital part in our success in ensuring all property owners were given the opportunity to be included in the decision-making process and guiding us through the SAD process. Your commitment to excellence and service is truly valued and appreciated by all of us.

With deepest gratitude,

Dorene Walsh, RLPO/Round Lake/Twp Liaison

12/8/2025

Re: Round Lake Aquatic Weed Control Project

Dear Kelly VanMarter and the Township Board of Trustees,

As new property owners since 2021, we were originally drawn to Round Lake for its quiet, peaceful and private lake setting. Although we have only been vacant land owners since this time, we have been enjoying many summer days on our pontoon boat during these past 4 summers.

Unfortunately however, over these past 4 years, we have been seeing a dramatic increase in Eurasian Water Milfoil and Curly-Leaf pondweed which has taken over almost all areas of the lake and shorelines. We used to be able to back the boat out of our dock without too much weed obstruction. This summer, we would literally have to stop the engine and lift the motor twice to clear off the prop of weeds before making it out into the deeper water.

It was our desire to build a new home and enjoy the lake with our children and young grandchildren as they grow up. Our dream of swimming, fishing, and boating with the family has now been compromised by an overabundance of these invasive weeds. Fortunately, we are joining a lake community that values the joy of lake recreation and protection of home values and have joined together to protect our beautiful back yards. It is with great hope that Genoa Township will grant the wonderful residents of Round Lake with this desperately needed SAD approval. Thank you in advance for your kind consideration.

Regards,

A handwritten signature in black ink, appearing to read 'D. McManus', with a large, stylized loop at the beginning.

David McManus

4143 Highcrest Dr.



**Dr. Stephanie Morley and Mr. Brent DeLaBarre**

4557 Filbert Drive

Brighton, MI 48116

269-270-5345 / 810-923-9056

October 14, 2025

**Genoa Charter Township**

2911 Dorr Road

Brighton, MI 48116

**Subject: Support for Chemical Weed Treatment on Round Lake**

To Whom It May Concern:

We are writing as residents and stakeholders of Round Lake to express our **strong support for implementing regular, professionally managed chemical weed control treatments** on our lake. Although we are **unable to attend the township meeting on October 14**, we wanted to ensure our perspective was shared and our support for this initiative clearly communicated.

### **Why Weed Control is Important**

Over the past several seasons, we've observed a significant increase in invasive and nuisance aquatic vegetation, which is impacting not only the **health of the lake ecosystem**, but also **recreational use, property values**, and the **overall enjoyment** of the lake by residents and visitors.

Unchecked weed growth can quickly choke out native plant species, reduce oxygen levels, and create stagnant areas that foster algae blooms and degrade water quality. Dense mats of weeds limit swimming, boating, and fishing access, discourage community activity, and can even create safety hazards. Addressing this growth is critical to **maintaining ecological balance**, protecting wildlife habitats, and ensuring continued safe recreational use for everyone.

### **Why Chemical Treatment is the Best Option**

While mechanical removal and manual harvesting may seem appealing, these methods are often **labor-intensive, costly, and temporary**, frequently leaving behind root systems that quickly regrow—sometimes even more aggressively.

By contrast, modern chemical treatments:

- **Target specific invasive species** (such as Eurasian milfoil and curly-leaf pondweed) without harming desirable native plants when properly applied.
- **Provide longer-lasting control**, reducing the need for frequent interventions.
- **Are regulated and applied by licensed professionals**, ensuring safety for people, pets, and wildlife while meeting all state environmental protection standards.



- Help maintain **open waterways**, support native plant restoration, and prevent the further spread of invasives.

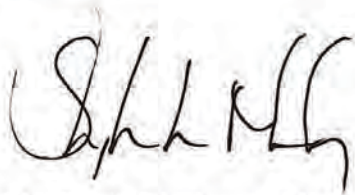
Chemical treatment is a proven, widely supported method—endorsed by the Michigan Department of Environment, Great Lakes, and Energy (EGLE)—for effectively managing nuisance aquatic vegetation and protecting the long-term health of lakes.

## **Conclusion**

We believe a proactive, township-supported chemical treatment program will protect Round Lake for current and future generations. It is an investment in environmental stewardship, recreational opportunities, and property values.

Thank you for your time and thoughtful consideration. We appreciate the township's attention to this important issue and wanted to make our support known even though we cannot be present at the October 14 meeting.

Sincerely,

A handwritten signature in black ink, appearing to read 'Stephanie Morley and Brent DeLaBarre'. The signature is stylized and cursive.

Stephanie Morley and Brent DeLaBarre

From: [Nick Shelton](#)  
To: [Kelly VanMarter](#)  
Cc: [dwalsh2009@gmail.com](mailto:dwalsh2009@gmail.com); [Christy Shelton \(christyk2002@comcast.net\)](mailto:Christy Shelton (christyk2002@comcast.net))  
Subject: Clifford Lake SAD- SUPPORT  
Date: Monday, November 24, 2025 4:22:55 PM

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Kelly,

We will not be able to make the meetings for the public discussion for the SAD being proposed for Clifford Lake. As such, I wanted to enter my support into the record. I am an avid fisherman and boater. Living on Clifford for the past 4 years, I can only say that the weeds have accelerated in growth exponentially since we first moved here. As much of the lake is on the shallow side, these weeds are making the "lap lane" on the outside of the lake almost unusable without having to constantly stop and clean the prop. This is pushing more and more of the lap traffic to the center where people are tied off and swimming congesting the lake. This is a real safety risk.

I also believe the waterfowl problem we have is being made worse by the abundant amount of vegetation that has now taken over most of the lake. I have seen the number of geese almost triple on the lake since we moved in. I counted 103 geese on the lake at one time on multiple occasions this year. The damage these birds inflict to property, as well as e coli counts on the lake cannot be ignored. Our kids got swimmers itch for the first time on Clifford this year. I believe this is directly attributable to the waterfowl.

Fishing anything but the deep parts of the lake in the summer has become the norm...as the weeds are so thick in the 8'-10' sections, they choke out any of the fish in these areas. I have seen less and less people fish the lake simply because you get weeds on every cast.

My overall concern is for the safety of the boaters and swimmers on the lake to be balanced with a natural eco-system. I think a lot of due diligence has been done here to support taking care of the issue at hand, while respecting the eco-system and swimmers / wildlife. The treatments to me do not seem outside of the norm of what is done in other similar lakes. If the lake becomes unusable for boaters, fisherman or anyone else that wants to recreationally use the Lake, this is going to have an adverse effect on property values.

Those of us that purchased lake lots, and are in support of this measure, stand to lose home value if the recreational aspects of the property cannot be realized. In this market, you can imagine how that will have a damaging impact to not only us as Owner's, but the Township in taxable value; it will cost us all money.

I find it troubling I even have to write this. It seems we have reached 75% of Owner support which exceeds the threshold needed to adopt the SAD. My hope is that all deciding authorities would support this measure, considering the threshold has been met. 75% exceeds a super majority; the landowners have spoken. It is impossible to make everyone happy. This must be recognized. A democratic process has taken

place here and it is the duty of Genoa to recognize that process as such and support the SAD. I look forward to this being adopted in the coming meetings. Thank you for your time and please have any of the decision makers that care to do further due diligence contact me at the number listed below. Thank you for your time and to Dorene and Larry for taking the time to do this the right way and by the book.

Kind Regards,

*Nick & Christy Shelton*

4009 Highcrest Drive, Brighton, MI 48116  
248-921-1340

## Kelly VanMarter

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**From:** Bryant Hughes <hughesbryantj@hotmail.com>  
**Sent:** Monday, November 24, 2025 5:31 PM  
**To:** Kelly VanMarter  
**Subject:** Approval for Round Lake SAD

Hello Kelly,

As my wife and I will not be able to join the Township board meeting we wanted e-mail you to share our intent on the SAD for Round Lake SAD weed control. We have been on the lake for 11 years now and having watched the weed issue become more and more intrusive for boating, swimming and enjoying the lake in more recent years. My wife and I believe the weed mitigation will enhance the lake and lake living experience for all the home owners. Thus, we are in favor of the assessment and implementing the proposed weed mitigation.

Thank you for your time and consideration,

Bryant & Andrea Hughes  
4527 Filbert Dr.

810-923-2886

## Kelly VanMarter

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**From:** Beth Hagen <bethagen@gmail.com>  
**Sent:** Friday, November 7, 2025 4:43 PM  
**To:** Kelly VanMarter; Dorene Walsh  
**Subject:** Weed Control for Round Lake

Hello,  
We have decided NOT to endorse having weed control for Round Lake.

This will go for our (really my trust) 2 parcels: 4191 Highcrest - home and 4191 Highcrest Vacant Land

If you have any questions, please feel free to contact me.  
Thank you for all of the time you have spent on this issue.

Beth Hagen - Owner of 4191 Highcrest - both parcels.  
Craig Hagen

--

Beth

**Resolution No. 3 – Round Lake Aquatic Weed Control  
Special Assessment Project (Summer 2026)**

**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 December 15, 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 and cost estimates for the Project have been filed with the Township;

WHEREAS, the Township Board has tentatively 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 improvement is to be assessed is described in Exhibit B.

WHEREAS, on December 15, 2025 a public hearing was held to hear any objections to the petition, to the improvement and to the special assessment district 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 completion of the Project and approves the plans and cost estimates for the Project, which are on file with the Township Manager and which are identified as “Plans and Cost Estimates for the Round Lake Aquatic Weed Control Special Assessment Project (Summer 2026).”
2. The Township Board approves the sufficiency of the Petition for the improvement.
3. The Township Board determines that the Special Assessment District for the Project shall consist of the parcels identified in Exhibit B. The term of the Special Assessment District shall be for five-years.
4. 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;
5. 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 best judgment, has conformed in all respects to the directions contained in the resolution and the statutes of the State of Michigan.

5. 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 December 15, 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.

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Rick Soucy  
Genoa Township Clerk

## EXHIBIT A – THE PROJECT

### ROUND LAKE AQUATIC WEED CONTROL PROJECT

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

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

- A 5-year aquatic weed control management program proposed by PLM Lake and Land Management Corp for treatment of a broad spectrum of aquatic plants and algae.
- Products to be applied: Restrictive products such as Diquat, AquaStrike, ProcellaCOR, Flumigard & Renovate as well as nonrestrictive products such as copper sulfate & chelated copper product.
- Methods of Control: A broad spectrum of aquatic plants and algae will be controlled during the course of the summer months using primarily systemic herbicides. The choice of herbicide is determined by the types of plants growing. Multiple treatments may be needed during the growing season to control multiple species that grow at different times during the season.
- Methods of Application: Products are applied out of Airboats or flat-bottom Carolina Skiffs that are designed for surface and subsurface aqueous applications. The boats are also equipped with mounted spreaders for granular applications.
- Treatment Program includes:
  - Annual permits with State of Michigan Department of Environment, Great Lakes and Energy (EGLE).
  - Technical Services of Aquatic Vegetation Assessment Surveying and Water Quality Monitoring in the fall.
- Treatment Areas include:
  - 20 acres to be treated in May for Curly leaf with Diquat;
  - 10 acres to be treated in June for Milfoil with ProCellaCOR; and
  - Weed harvesting in July as needed.
- Estimated Cost for Treatment Program per year:
  - 2026: \$28,610.00
  - 2027: \$28,610.00
  - 2028: \$28,610.00
  - 2029: \$29,460.00
  - 2030: \$30,310.00
- Township Administrative Costs are \$4,000 which includes the cost of staff time and required publications and mailings.
- Total Number of Parcels included: 88
- Projects costs breakdown as follows:

ROUND LAKE AQUATIC WEED CONTROL 2026-2030 (summer tax)	
5 YEAR PROJECT COSTS*	\$ 145,600.00
TOWNSHIP ADMINISTRATION COSTS	\$ 4,000.00
<b>TOTAL 5 YEAR SAD COST</b>	<b>\$ 149,600.00</b>
TOTAL 5 YEAR COST PER PARCEL (88 PARCELS)	\$ 1700.00
<b>ANNUAL COST PER PARCEL</b>	<b>\$ 340.00</b>

\* Project cost is for 5 year project with the following per year allocation: Year 1 - \$28,610, Year 2 - \$28,610, Year 3 - \$28,610, Year 4 - \$29,460, Year 5 - \$30,310



## EXHIBIT A – THE DISTRICT

### ROUND LAKE AQUATIC WEED CONTROL PROJECT

The **ROUND LAKE AQUATIC WEED CONTROL PROJECT** (summer tax 2026) is being designed to serve the properties in the Special Assessment District, which district is illustrated on the map (included) and includes the specific properties that are identified by the following permanent parcel numbers:

11-22-302-089	11-22-302-106	11-22-302-125	11-22-302-141	11-27-105-004	11-27-105-023
11-22-302-090	11-22-302-107	11-22-302-127	11-22-302-142	11-27-105-006	11-27-105-024
11-22-302-091	11-22-302-108	11-22-302-128	11-22-302-143	11-27-105-007	11-27-105-025
11-22-302-092	11-22-302-109	11-22-302-129	11-22-302-144	11-27-105-008	11-27-105-029
11-22-302-093	11-22-302-110	11-22-302-130	11-22-302-146	11-27-105-009	11-27-105-030
11-22-302-094	11-22-302-113	11-22-302-131	11-22-302-147	11-27-105-010	11-27-105-031
11-22-302-095	11-22-302-114	11-22-302-132	11-22-302-210	11-27-105-011	11-27-105-032
11-22-302-096	11-22-302-115	11-22-302-133	11-22-302-150	11-27-105-012	11-27-105-035
11-22-302-097	11-22-302-116	11-22-302-134	11-22-302-151	11-27-105-014	11-27-105-036
11-22-302-098	11-22-302-117	11-22-302-135	11-22-302-207	11-27-105-015	11-27-105-037
11-22-302-099	11-22-302-118	11-22-302-136	11-22-302-208	11-27-105-018	11-27-105-038
11-22-302-100	11-22-302-120	11-22-302-137	11-27-100-018	11-27-105-019	11-27-105-039
11-22-302-102	11-22-302-121	11-22-302-138	11-27-100-038	11-27-105-020	11-27-105-040
11-22-302-103	11-22-302-122	11-22-302-139	11-27-100-039	11-27-105-021	
11-22-302-105	11-22-302-123	11-22-302-140	11-27-105-003	11-27-105-022	



**Resolution No. 4 – Round Lake Aquatic Weed Control  
Special Assessment Project (Summer 2026)**

**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 December 15, 2025, at 6:30 p.m., there were

PRESENT:

ABSENT:

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

**Resolution Acknowledging the Filing of the Special  
Assessment Roll, Scheduling the Second Hearing for January 5, 2026,  
and Directing the Issuance of Statutory Notices**

WHEREAS, the Board of Trustees of the Township has determined to proceed with the Round Lake Aquatic Weed Control Special Assessment Project (Summer 2026) within the Township as described in Exhibit A (the “Project”) and in accordance with Act No. 188, Michigan Public Acts of 1954, as amended;

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

WHEREAS, the Township Supervisor has prepared the Special Assessment Roll entitled “Special Assessment Roll for the Round Lake Aquatic Weed Control Special Assessment Project (Summer 2026) (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. 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.
4. The second public hearing will be held on Monday, January 5, 2026 at 6:30 p.m. at the offices of Genoa Charter Township, Livingston County, Michigan.
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 D and shall be mailed by first class mail on

or before December 19, 2025. Following the mailing of the notices, the Township Manager shall complete an affidavit of mailing similar to the affidavit set forth in Exhibit E.

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 December 19, 2025 and December 26, 2025. The notice shall be in a form substantially similar to the notice attached as Exhibit D.

7. 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 December 15, 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.

---

Rick Soucy  
Genoa Township Clerk

## EXHIBIT A – THE PROJECT

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- Treatment Program includes:
  - Annual permits with State of Michigan Department of Environment, Great Lakes and Energy (EGLE).
  - Technical Services of Aquatic Vegetation Assessment Surveying and Water Quality Monitoring in the fall.
- Treatment Areas include:
  - 20 acres to be treated in May for Curly leaf with Diquat;
  - 10 acres to be treated in June for Milfoil with ProCellaCOR; and
  - Weed harvesting in July as needed.
- Estimated Cost for Treatment Program per year:
  - 2026: \$28,610.00
  - 2027: \$28,610.00
  - 2028: \$28,610.00
  - 2029: \$29,460.00
  - 2030: \$30,310.00
- Township Administrative Costs are \$4,000 which includes the cost of staff time and required publications and mailings.
- Total Number of Parcels included: 88
- Projects costs breakdown as follows:

ROUND LAKE AQUATIC WEED CONTROL 2026-2030 (summer tax)	
5 YEAR PROJECT COSTS*	\$ 145,600.00
TOWNSHIP ADMINISTRATION COSTS	\$ 4,000.00
<b>TOTAL 5 YEAR SAD COST</b>	<b>\$ 149,600.00</b>
TOTAL 5 YEAR COST PER PARCEL (88 PARCELS)	\$ 1700.00
<b>ANNUAL COST PER PARCEL</b>	<b>\$ 340.00</b>

\* Project cost is for 5 year project with the following per year allocation: Year 1 - \$28,610, Year 2 - \$28,610, Year 3 - \$28,610, Year 4 - \$29,460, Year 5 - \$30,310

12/10/2025  
04:23 PM

EXHIBIT B - THE ROLL  
Population: Round Lake Special Assessment District (X120125)

Page: 1/4  
DB: Genoa

PARCEL	ASSESSMENT NAME	ASSESSMENT	OWNER ADDRESS
4711-22-302-089	X120125, ROUND LAKE W	1,700.00	MALPELI, CAMILLE 4482 CLIFFORD RD
4711-22-302-090	X120125, ROUND LAKE W	1,700.00	NEWTON MARK & STEPHANIE 4476 CLIFFORD RD
4711-22-302-091	X120125, ROUND LAKE W	1,700.00	MASON RICHARD & JULIE 4470 CLIFFORD RD
4711-22-302-092	X120125, ROUND LAKE W	1,700.00	PUGH KATHERINE 4460 CLIFFORD RD
4711-22-302-093	X120125, ROUND LAKE W	1,700.00	CZAJKOWSKI JONATHAN 7910 MAGNOLIA ST
4711-22-302-094	X120125, ROUND LAKE W	1,700.00	MCCRIRIE WILLIAM 1015 E MAIN ST
4711-22-302-095	X120125, ROUND LAKE W	1,700.00	MCCRIRIE W, GEDDIS S & 4430 CLIFFORD RD
4711-22-302-096	X120125, ROUND LAKE W	1,700.00	THAGARD JAMES 4420 CLIFFORD RD
4711-22-302-097	X120125, ROUND LAKE W	1,700.00	MCCRIRIE WILLIAM 1015 E MAIN ST
4711-22-302-098	X120125, ROUND LAKE W	1,700.00	MCCRIRIE WILLIAM D III & 1015 E MAIN ST
4711-22-302-099	X120125, ROUND LAKE W	1,700.00	BRADLEY TODD & PATRICIA LTS 9.3 4390 CLIFFORD RD
4711-22-302-100	X120125, ROUND LAKE W	1,700.00	SELLERS DONALD JR. LIFE EST. 760 BURROUGHS ST
4711-22-302-102	X120125, ROUND LAKE W	1,700.00	GALENS DANIEL 4350 CLIFFORD RD
4711-22-302-103	X120125, ROUND LAKE W	1,700.00	LONIEWSKI EDWARD & KAREN 4150 CLIFFORD RD
4711-22-302-105	X120125, ROUND LAKE W	1,700.00	KEIL MATTHEW & KIMBERLY 4140 CLIFFORD RD
4711-22-302-106	X120125, ROUND LAKE W	1,700.00	BODRIE SEAN & KATHERINE 4105 HIGHCREST
4711-22-302-107	X120125, ROUND LAKE W	1,700.00	MCCRIRIE WILLIAM & GEDDIS LESLIE 1015 E MAIN ST
4711-22-302-108	X120125, ROUND LAKE W	1,700.00	MCCRIRIE WILLIAM D III & GEDDIS LES 1015 E MAIN ST
4711-22-302-109	X120125, ROUND LAKE W	1,700.00	ZASKE CHRISTOPHER & CONNIE LTS 9.3 4090 CLIFFORD RD
4711-22-302-110	X120125, ROUND LAKE W	1,700.00	GEIST JEFFREY & CYNTHIA LTS 9.3 4070 CLIFFORD RD
4711-22-302-113	X120125, ROUND LAKE W	1,700.00	NASTWOLD LARRY 4054 CLIFFORD RD
4711-22-302-114	X120125, ROUND LAKE W	1,700.00	TOWARD BRUCE & PURCELL JULIANNE 4044 CLIFFORD RD
4711-22-302-115	X120125, ROUND LAKE W	1,700.00	WILLIAMS BARBARA LTS 9.3 739 BRIGHTSIDE CRESCENT DR
4711-22-302-116	X120125, ROUND LAKE W	1,700.00	PINTER MICHAEL & COURTNEY 4036 CLIFFORD RD
4711-22-302-117	X120125, ROUND LAKE W	1,700.00	MATHEWS TODD H 4030 CLIFFORD RD
4711-22-302-118	X120125, ROUND LAKE W	1,700.00	MCCRAITH KEVIN & CONNIE REV TRUST 4026 CLIFFORD RD
4711-22-302-120	X120125, ROUND LAKE W	1,700.00	HALL, MELVIN 4010 CLIFFORD RD

PARCEL	ASSESSMENT NAME	ASSESSMENT	OWNER ADDRESS
4711-22-302-121	X120125, ROUND LAKE W	1,700.00	BRABANT JEFFREY 4004 CLIFFORD RD
4711-22-302-122	X120125, ROUND LAKE W	1,700.00	SHELTON NICKOLAS & CHRISTY LTS 9.3 4009 HIGHCREST DR
4711-22-302-123	X120125, ROUND LAKE W	1,700.00	FLEMING MICHAEL & HOLLY LTS 9.3 4011 HIGHCREST DR
4711-22-302-125	X120125, ROUND LAKE W	1,700.00	PINGEL LEITH E 4015 HIGHCREST DR
4711-22-302-127	X120125, ROUND LAKE W	1,700.00	PASSERI BRIDGET 4021 HIGHCREST DR
4711-22-302-128	X120125, ROUND LAKE W	1,700.00	SAUCER TIMOTHY & ZEOLI APRIL 4057 HIGHCREST DR
4711-22-302-129	X120125, ROUND LAKE W	1,700.00	GRUBER DAVID & SUSAN & GRUBER JAKE 4065 HIGHCREST DR
4711-22-302-130	X120125, ROUND LAKE W	1,700.00	POMA GARY 3412 BECK RD
4711-22-302-131	X120125, ROUND LAKE W	1,700.00	WOODWARD DEBORA 4085 HIGHCREST DR
4711-22-302-132	X120125, ROUND LAKE W	1,700.00	LANTZ KLAUS & JILL 4091 HIGHCREST DR
4711-22-302-133	X120125, ROUND LAKE W	1,700.00	JENKINS ROBERT LTS 9.3 4097 HIGHCREST DR
4711-22-302-134	X120125, ROUND LAKE W	1,700.00	BODRIE SEAN & KATHERINE LTS 9.3 4105 HIGHCREST DR
4711-22-302-135	X120125, ROUND LAKE W	1,700.00	BORCHARDT SEAN 2920 BERKSHIRE DR
4711-22-302-136	X120125, ROUND LAKE W	1,700.00	STONE STEVEN & JILL 4129 HIGHCREST DR
4711-22-302-137	X120125, ROUND LAKE W	1,700.00	GUCCIARDO STEPHEN 4133 HIGHCREST DR
4711-22-302-138	X120125, ROUND LAKE W	1,700.00	GORHAM KATIE & CODY 4137 HIGHCREST DR
4711-22-302-139	X120125, ROUND LAKE W	1,700.00	MCMANUS DAVID & SIBREY 22297 HAZELTON CT
4711-22-302-140	X120125, ROUND LAKE W	1,700.00	MITCHELL MICHAEL & LAURA LTS 9.3 4972 CROOKED STICK CT
4711-22-302-141	X120125, ROUND LAKE W	1,700.00	MONTE SCOTT & LOBBESTAELE-MONTE 4159 HIGHCREST DR
4711-22-302-142	X120125, ROUND LAKE W	1,700.00	SHEPARD II ROBERT & BURK TODD & CHR 4165 HIGHCREST DR
4711-22-302-143	X120125, ROUND LAKE W	1,700.00	JB & J LLC 3994 HIGHCREST DR
4711-22-302-144	X120125, ROUND LAKE W	1,700.00	HAGEN ELIZABETH REVOCABLE TRUST 5180 GLENWAY DR
4711-22-302-146	X120125, ROUND LAKE W	1,700.00	HAGEN ELIZABETH REVOCABLE TRUST 5180 GLENWAY DR
4711-22-302-147	X120125, ROUND LAKE W	1,700.00	OKELLEY TAMMY & DANNY & THOMAS 4237 HIGHCREST DR
4711-22-302-150	X120125, ROUND LAKE W	1,700.00	5122 WILDBERRY LLC 1065 POLO DR
4711-22-302-151	X120125, ROUND LAKE W	1,700.00	LOVELL A & M & BACON L & E 5100 WILDBERRY LN
4711-22-302-207	X120125, ROUND LAKE W	1,700.00	KRUEGER SCOTT LIVING TRUST 4500 CLIFFORD RD

PARCEL	ASSESSMENT NAME	ASSESSMENT	OWNER ADDRESS
4711-22-302-208	X120125, ROUND LAKE W	1,700.00	CLOKE CATHY LTS 9.3 4490 CLIFFORD RD
4711-27-100-018	X120125, ROUND LAKE W	1,700.00	SPRYS-TELLNER GREGORY & JENNIFER 4510 CLIFFORD RD
4711-27-100-038	X120125, ROUND LAKE W	1,700.00	YOUN ANTHONY REVOCABLE TRUST 890 STANLEY BLVD
4711-27-100-039	X120125, ROUND LAKE W	1,700.00	YOUN ANTHONY REVOCABLE TRUST 890 STANLEY BLVD
4711-27-105-003	X120125, ROUND LAKE W	1,700.00	ROWE KEITH & JANET 4545 FILBERT DR
4711-27-105-004	X120125, ROUND LAKE W	1,700.00	KENT JOAN & PIZINGER JR WARREN 23705 WINTERGREEN CIR
4711-27-105-006	X120125, ROUND LAKE W	1,700.00	HUGHES BRYANT J & ANDREA L 4527 FILBERT DR
4711-27-105-007	X120125, ROUND LAKE W	1,700.00	BRIDGE PATRICK & TANA LTS 9.3 4523 FILBERT DR
4711-27-105-008	X120125, ROUND LAKE W	1,700.00	LUBINSKI DANIEL F & QIULIAN 16628 GREENFARM RD
4711-27-105-009	X120125, ROUND LAKE W	1,700.00	COOK GEORGE R 4509 FILBERT DR
4711-27-105-010	X120125, ROUND LAKE W	1,700.00	SPRINGSTEAD SALLY & ROBERT LTS 9.3 4503 FILBERT DR
4711-27-105-011	X120125, ROUND LAKE W	1,700.00	ROBERTSON TIMOTHY REV TRUST 4497 FILBERT DR
4711-27-105-012	X120125, ROUND LAKE W	1,700.00	WEISENSTEIN MICHAEL & DANIELLE 4487 FILBERT DR
4711-27-105-014	X120125, ROUND LAKE W	1,700.00	ZABROSKY, EDWARD 4479 FILBERT DR
4711-27-105-015	X120125, ROUND LAKE W	1,700.00	WISNER GLEN 4473 FILBERT DR
4711-27-105-018	X120125, ROUND LAKE W	1,700.00	MCKENZIE CAMERON S & SUSAN M 4455 FILBERT DR
4711-27-105-019	X120125, ROUND LAKE W	1,700.00	TOOMAJIAN MARTIN & JENNIFER 4449 FILBERT DR
4711-27-105-020	X120125, ROUND LAKE W	1,700.00	WALSH JAMES & DORENE LTS 9.3 4443 FILBERT DR
4711-27-105-021	X120125, ROUND LAKE W	1,700.00	EXLINE JANINE 4437 FILBERT DR
4711-27-105-022	X120125, ROUND LAKE W	1,700.00	JOSLIN WALTER & KAREN 4431 FILBERT DR
4711-27-105-023	X120125, ROUND LAKE W	1,700.00	JOSLIN WALTER & KAREN 4431 FILBERT DR
4711-27-105-024	X120125, ROUND LAKE W	1,700.00	FOUCHEY ROBERT L & BARBARA ELLEN 4419 FILBERT DR
4711-27-105-025	X120125, ROUND LAKE W	1,700.00	LINCOLN THOMAS & MEGAN 4411 FILBERT DR
4711-27-105-029	X120125, ROUND LAKE W	1,700.00	SMITH JEFFREY & MERCIER-SMITH 4389 FILBERT DR
4711-27-105-030	X120125, ROUND LAKE W	1,700.00	GOODVIN DANIEL & JACLYN 4383 FILBERT DR
4711-27-105-031	X120125, ROUND LAKE W	1,700.00	SCHICHL KIRK 4377 FILBERT DR
4711-27-105-032	X120125, ROUND LAKE W	1,700.00	WHIMS JAMES R & BARBARA 4371 FILBERT DR

12/10/2025  
04:23 PM

EXHIBIT B - THE ROLL

Page: 4/4  
DB: Genoa

Population: Round Lake Special Assessment District (X120125)

PARCEL	ASSESSMENT NAME	ASSESSMENT	OWNER ADDRESS
4711-27-105-035	X120125, ROUND LAKE W	1,700.00	DELABARRE B & DR S MORLEY RLT 4557 FILBERT DR
4711-27-105-036	X120125, ROUND LAKE W	1,700.00	CAMPBELL JAMES & PAMELA M LEE- 4551 FILBERT DR
4711-27-105-037	X120125, ROUND LAKE W	1,700.00	CASTLE FRANK & LOLA LTS 9.3 4355 FILBERT DR
4711-27-105-038	X120125, ROUND LAKE W	1,700.00	WILSON LINDA TRUST 4465 FILBERT DR
4711-27-105-039	X120125, ROUND LAKE W	1,700.00	GONTARSKI JEFFREY & ANNETTE 4401 FILBERT DR
4711-27-105-040	X120125, ROUND LAKE W	1,700.00	CHAKA MICHELLE REVOCABLE TRUST 4405 FILBERT DR
4711-22-302-210	X120125, ROUND LAKE W	1,700.00	BACON LAWRENCE & ELIZABETH 5100 WILDBERRY LN
# OF PARCELS: 88	TOTALS:	149,600.00	



## **EXHIBIT C - CERTIFICATION**

### **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 December 15, 2025 (the "Resolution") certify that (1) the attached special assessment roll for the Round Lake Aquatic Weed Control Special Assessment Project (Summer 2026), 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: December 15, 2025

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Kevin Spicher  
Genoa Charter Township Supervisor

**EXHIBIT D –  
NOTICE OF SECOND PUBLIC HEARING  
JANUARY 5, 2026 AT 6:30PM**

**NOTICE OF JANUARY 5, 2026 PUBLIC HEARING ON THE SPECIAL ASSESSMENT ROLL  
FOR THE PROPOSED ROUND LAKE AQUATIC WEED CONTROL  
SPECIAL ASSESSMENT PROJECT (Summer 2026)  
GENOA CHARTER TOWNSHIP  
LIVINGSTON COUNTY, MICHIGAN**

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 Round Lake Aquatic Weed Control Special Assessment Project (Summer 2026). Said assessment roll has been prepared for the purpose of assessing a portion of the costs of the thereto within the aforesaid Round Lake Aquatic Weed Control Special Assessment Project (Summer 2026) assessment district. The costs are more particularly shown in the estimate of costs which is on file and available for public inspection in the office of the Manager and Township Clerk. The roll is the total amount of \$149,600 spread over 5 years with a proposed special assessment principal payment of \$1700 per parcel for 88 parcels. The project costs and yearly cost per parcel are provided in the tables below:

ROUND LAKE AQUATIC WEED CONTROL PROJECT (SUMMER 2026)	
PROJECT COST	\$145,600
ADMINISTRATION FEES	\$4,000
<b>TOTAL PROJECT COST:</b>	<b>\$149,600</b>

YEAR	PAYMENT TO PRINCIPAL	OUTSTANDING BALANCE
2026	\$ 340.00	\$ 1360.00
2027	\$ 340.00	\$ 1020.00
2028	\$ 340.00	\$ 680.00
2029	\$ 340.00	\$ 340.00
2030	\$ 340.00	\$ -
	<b>\$ 1700.00</b>	

PLEASE TAKE FURTHER NOTICE that the Township Board will hold a Public Hearing on **January 5, 2026 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 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: January 5, 2026

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

Publication: Press/Argus on 12/19/25 and 12/26/25

**EXHIBIT E**

**AFFIDAVIT OF MAILING**

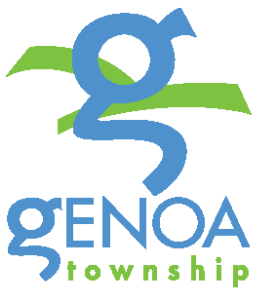
STATE OF MICHIGAN                    )

COUNTY OF LIVINGSTON                )

Kathleen Murphy, being first duly sworn, deposes and says that she personally prepared for mailing, and did on December 19, 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 Charter 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.

---

Kathleen Murphy  
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:** Administrative Committee  
**DATE:** December 10, 2025  
**RE:** Trustee Interview Process

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The Administrative Committee, with guidance of Counsel, has prepared a process guide to help administer the Trustee candidate interviews at Monday's meeting. Since the process of filling a vacant seat on the Board is a rare occurrence, and in keeping with our commitment to continuous improvement, operational efficiency, and transparency, this guide was created to eliminate confusion and to help guide both trustees and applicants on what to expect at the meeting. We are seeking Board approval of this guide so that interviews can be conducted in a consistent, fair, and transparent manner, while also supporting the comfort and preparedness of the applicants.

Additionally, the guide is intended to ensure efficiency of time at the meeting by providing a clear structure and pre-planned questions that allow trustees to conduct thorough interviews without unnecessary repetition or delays. In the sections below, please find additional details about the process guide for your attention.

### Background on Candidate Selection

In accordance with the direction given by the Board at the last meeting, the initial application review process yielded seven (7) candidates who will be invited for interviews. To protect the privacy of the applicants and maintain compliance with the Open Meetings Act (OMA):

- All personal contact information for the applicants has been redacted.
- Trustees are asked not to contact applicants or their references prior to the interviews, as any such contact would constitute a violation of the OMA.

This ensures that all applicants are treated fairly and that the process remains legally compliant.

### Supporting the Applicants

The Administrative Committee recognizes that the public interview process can be overwhelming for applicants, particularly as they are asked to present themselves and respond to questions from multiple trustees in a formal and public setting. To help make the experience as comfortable as possible:

- This draft process will be shared with applicants in advance so they understand the proposed format and expectations.
- Trustees are requested to submit any personal interview questions to the Board for consideration on Monday.

### **SUPERVISOR**

Kevin Spicher

### **CLERK**

Rick Soucy

### **TREASURER**

Robin L. Hunt

### **TRUSTEES**

Bill Reiber

Candie Hovarter

Todd Walker

### **MANAGER**

Kelly VanMarter

#### Application Questionnaires

For the Board's reference, the application questionnaires for the top candidates who have been invited to attend the meeting and participate in the open interviews are attached in the following pages. Unlike the version shared at the last meeting, these applications now include the candidates name and address. As stated earlier, contact information is redacted to ensure OMA compliance.

#### Purpose and Use of the Process Guide

The guide provides an interview format and timing with a suggested set of questions focused on governance, professionalism, judgment, and public service. The intent is to make the process transparent, fair, professional, and time-efficient, while also supporting applicants so that they feel prepared and respected during the interviews.

#### Key Reminders for Trustees

- 1. No contact with applicants or their references before the interviews to comply with the OMA.**
- 2. Personal questions should be submitted for Board consideration.**
- 3. Trustees should follow the guide to maintain consistency and fairness in the interviews, using it as a reference for structure and topics.**

The Administrative Committee appreciates the Board's cooperation in maintaining the integrity of the process and supporting a professional and welcoming environment for all applicants. We respectfully request Board approval of this Trustee Appointment Interview Process Guide so that the interviews can proceed efficiently, fairly, and professionally.

## **Trustee Interview Process Guide**

This guide is designed to support the Township Board in conducting efficient, fair, and transparent interviews for the appointment of a vacant Trustee seat. It provides a clear structure, suggested questions, and guidance on handling sensitive topics, helping trustees understand what to expect during the meeting while also supporting applicants so they feel prepared and respected.

The guide ensures that the process is organized, legally compliant, and consistent, while minimizing confusion for both trustees and candidates during this rare and important event.

### **Candidate Interview Process**

#### **1. Supervisor Introduces Applicant**

**2. Applicant Intro Question (2 minutes)** - “Please tell us a little about yourself and why you are interested in serving as Township Trustee.”

#### **3. Board Question Round (8–10 minutes)**

- Trustee personal questions should be submitted for review and approval by the Board.
- Trustees ask questions.
- Questions should be consistent across candidates, or each trustee should use the same personal question with each applicant.
- Follow-up questions are allowed **only if time permits**.

### **Governance & Decision-Making**

1. What is your philosophy on proper fiscal stewardship in local government?
2. Often, the most vocal or active residents do not necessarily represent the majority view of the community. How would you ensure that your decisions as a Trustee reflect the interests of the broader community, not just the loudest voices?

### **Working with a Board / Team Dynamics**

1. What do you think makes an effective board member?
2. How would you respond if you strongly disagreed with a board decision but the majority voted in favor of it?

### **Role-Specific Insight**

1. What do you believe is the most misunderstood part of local government?
2. What do you think is the most important challenge facing the Township right now — and how should a Trustee engage with it?

### **Practical Communication & Public Engagement**

1. Describe a time you had to communicate something complicated to someone unfamiliar with the issue. How did you do it?
2. What is your approach when a resident is upset or frustrated — even if the problem is not something the Township controls?

### **Forward-Looking / Commitment**

1. How do you see this appointment fitting into your longer-term involvement in public service?
2. What motivates you to serve, especially when the work becomes difficult or contentious?

**4. Applicant Questions (1–2 minutes)** - Allow the applicant to ask the Board one question, if they have one:

- “Is there anything you would like to ask us about the role or our expectations?”

**5. Supervisor thanks applicant for their time and for stepping up to serve (1 minute).**

**6. Trustees take a moment to jot down notes (1 minute).**

**Total Time Per Candidate: 12-15 minutes**

**Post-Interview Board Process**

**1. After all interviews are complete, the board holds an open discussion about the interviews**

**2. Optional time to review notes – if requested.**

**3. Motion to Appoint** - Any trustee can make a motion to appoint any candidate of their choosing when the discussion has ended.

- If there is no second of the motion, the motion “dies.” It is like the motion never happened. That motion can be entertained again if it is re-introduced. At this point the Chair will entertain additional motions.
- If the motion is seconded, there will be final discussion, then a roll call vote.
  - If 4 of the 6 voting members say “Yes,” the motion carries and a new Trustee has been appointed.
  - If less than 4 voting members say “Yes,” the motion fails.
- In the event of a failed motion – the chair will entertain additional motions until one carries and a new Trustee is appointed.

**Appointment Confirmed. Trustee Elect must get in touch with the Township Clerk for administration of the Oath of Office.**



# Genoa Charter Township Trustee Candidate Application

Genoa Charter Township is seeking applicants interested in serving the community as a Township Trustee. This application is designed to help the Township Board understand your background, experience, and interest in public service. Trustees play a vital role in setting policy, reviewing budgets and contracts, participating in Township committees, and ensuring that Township operations reflect the needs and priorities of residents. Please complete the sections below to provide an overview of your qualifications and commitment to serving in this important role.

The respondent's email ( [REDACTED] ) was recorded on submission of this form.

Email \*

[REDACTED]

***ALL APPLICATIONS MUST BE SUBMITTED BY SUNDAY, NOVEMBER 30, 2025***

## Applicant Information

Name: \*

Michael C Hadjinian

Address: \*

54\351 Edgewood Shores Dr, Howell MI 48843

Phone: \*

Occupation/Employer (former if retired): \*

Recently retired as President of Magnetic Products, Inc. Highland, MI

Length of Residency in Genoa Charter Township: \*

7.5 yrs

### Community Knowledge and Involvement

**Genoa Charter Township values Trustees who understand the issues facing the community, are familiar with the Township's character and boundaries, and actively engage with residents. Applicants should demonstrate awareness of ongoing planning efforts, such as the Master Plan Survey, and participation in Township educational opportunities.**

What do you believe are the most important issues facing Genoa Charter Township, and how have you engaged with residents or community groups regarding these issues? \*

I am a member of the Citizens Advisory Council and have become inspired to serve, the most important issue is how we successfully grow, we like it here and we need to carefully embrace growth without destroying the reason we like it here.

Please describe your involvement in any local community organizations, volunteer activities, or civic groups. \*

Citizens Advisory Council

Please describe your awareness of current Township planning efforts or educational opportunities you have participated in. \*

Citizens Advisory Council planning meeting, zoning

### Knowledge of Local Government

Trustees are responsible for adopting the Township budget, reviewing and approving contracts, setting policy, attending Board meetings, participating in committees, making land use decisions, ensuring compliance with laws such as the Open Meetings Act (OMA) and the Freedom of Information Act (FOIA), and serving as liaisons to the community. Trustees work collaboratively with the Supervisor, Clerk, Treasurer, and Township staff to ensure the effective operation of Township government and the delivery of public services.

Have you previously served in an elected or appointed government position? If yes, please describe your experience. \*

No, but was board member of a non-profit in Milwaukee serving physically challenged persons.

What experience do you have reviewing budgets, contracts, or policy documents? \*

Yes, I have been CEO/President several industrial businesses over the past 35 years with full P&L responsibility, reporting to Boards.

How familiar are you with Michigan's Open Meetings Act (OMA) and Freedom of Information Act (FOIA)? \*

	1	2	3	4	5	
Not at all familiar	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Very Familiar

How do you believe a Trustee should interact with Township staff and the elected administrative \*  
officers (Supervisor, Clerk, and Treasurer) to support effective operations while maintaining  
appropriate oversight?

Highly supportive, collaborative, and to help them meet their responsibilities. I have been a member of the  
Board of Directors of 13 organizations over the years and know how to effectively work on boards.

### Availability and Commitment

**Trustees must attend evening Board meetings, occasional  
workshops, and periodic daytime committee sessions. Training opportunities  
often occur during the workweek. Applicants should be prepared to invest time  
reviewing meeting materials and understand this appointment fills a vacated  
seat that will be up for election in the 2026 primary for a two-year term.**

Are you available to attend regular evening meetings, workshops, and daytime committee \*  
sessions and to dedicate time each week to your responsibilities as a Trustee?

Yes, semi-retired and looking for opportunities to give back

Do you have any professional or personal commitments that might limit your ability to fully \*  
participate in Township duties?

No

Are you willing to invest time in reviewing meeting packets, policies, and background materials \*  
prior to meetings?

Yes

Do you understand that you would have to run for election to maintain this position in the 2026 primary election? If yes, do you understand the time and cost commitments that may be associated with campaigning? \*

Yes

### Personal Attributes and Motivation

**Effective Trustees bring teamwork, leadership, sound judgment, and a strong commitment to serving the public. Applicants should be able to collaborate, navigate conflict, and contribute constructively to Board discussions.**

Why are you interested in serving as a Township Trustee, and what strengths or perspectives would you bring to the Board? \*

I am a very logical and practical person. My #1 strength is integrity. In my professional life, many people appreciated my clarity of thought and honesty. My perspective is of a person that has met budgets and met his responsibilities for the stakeholders year after year.

Describe a time when you worked collaboratively as part of a team to solve a complex issue. \*

I have been a director for a Chicago based automotive supplier for the past 20 years. As the Chairman of the Nominating and Governance Committee, I enabled the company to develop and execute a succession plan for the leadership and recruit new directors to replace those retiring. This took all my negotiating and good bedside manner skills because I served as an advisor, not the decision maker.

How do you approach conflict resolution, consensus-building, and productive discussion in a group setting? \*

At my former employer, for example, we developed an outstanding culture that enabled employees to flourish as they met the company's goals. We followed modern management principles of open communication, typically as explained in the books from Patrick Lencioni, one of the all time leading management thinkers - "hungry, humble and smart"

What are your goals for what you would hope to accomplish during your term? \*

Contribute to a clear set of accomplishments that make our community great for the residents such that they feel blessed that their community has good governance.

## Integrity and Independence

**Trustees must make decisions based on law, policy, and the best interests of residents while avoiding conflicts of interest and maintaining public trust. The Board expects all members to act independently of external pressures.**

How would you ensure that your decisions as a Trustee are based on the law and the best interests of Genoa Charter Township residents, rather than outside influences such as public pressure, or political and personal relationships? \*

I am not a lawyer but have done many business deals and resolved disputes that taught me business law. I understand how to use the law to properly protect and defend. I have good ethics and have always maintained a reputation for following the law. My integrity is not for sale.

What is your understanding of a conflict of interest, and how would you handle a situation if it arose? \*

If a decision involved my direct personal interests, I will recuse myself. Always disclose and seek wisdom from your colleagues.

Have you ever been in a position where you had to make a difficult or unpopular decision based on facts and principles rather than pressure from others? Please describe how you handled it. \*

Yes, many times. I was once the CEO of a small public company. Every shareholder, even the smallest, has advice. I had to think and act long term in the best interests of all the stakeholders and would not take short term actions for a quarterly profit that would eventually sink the company. Some shareholders wanted me to cut new product development. Balancing short and long term priorities is the greatest challenge.

How will you maintain transparency and public trust while serving on the Board? \*

Clear communication, not holding back. My integrity is everything to me.

### References (Optional)

Name / Relationship / Contact Information

Please provide up to two references who can speak to your character, community involvement, or leadership experience.


This content is neither created nor endorsed by Google.

Google Forms

# Genoa Charter Township Trustee Candidate Application

Genoa Charter Township is seeking applicants interested in serving the community as a Township Trustee. This application is designed to help the Township Board understand your background, experience, and interest in public service. Trustees play a vital role in setting policy, reviewing budgets and contracts, participating in Township committees, and ensuring that Township operations reflect the needs and priorities of residents. Please complete the sections below to provide an overview of your qualifications and commitment to serving in this important role.

The respondent's email ( [REDACTED] ) was recorded on submission of this form.

Email \*

[REDACTED]

***ALL APPLICATIONS MUST BE SUBMITTED BY SUNDAY, NOVEMBER 30, 2025***

## Applicant Information

Name: \*

Darrell E. Kenney

Address: \*

758 S Hughes Rd. Howell Michigan, 48843



Phone: \*

Occupation/Employer (former if retired): \*

Level One Bank

Length of Residency in Genoa Charter Township: \*

4 years

### Community Knowledge and Involvement

**Genoa Charter Township values Trustees who understand the issues facing the community, are familiar with the Township's character and boundaries, and actively engage with residents. Applicants should demonstrate awareness of ongoing planning efforts, such as the Master Plan Survey, and participation in Township educational opportunities.**

What do you believe are the most important issues facing Genoa Charter Township, and how have you engaged with residents or community groups regarding these issues? \*

I believe the the Township should be concerned with managing population growth while managing the commercial / industrial developments with a goal to have a negative impact on residential properties. I believe the Township should always be concerned about public safety with adequate funding for the law enforcement organizations. I have not engaged with residents or community groups regarding these issues.

Please describe your involvement in any local community organizations, volunteer activities, or civic groups. \*

Brighton Optimist Club

Please describe your awareness of current Township planning efforts or educational opportunities you have participated in. \*

I am aware of two new residential developments that are projected to begin in 2026. I have not participated in any educational opportunities,

### Knowledge of Local Government

Trustees are responsible for adopting the Township budget, reviewing and approving contracts, setting policy, attending Board meetings, participating in committees, making land use decisions, ensuring compliance with laws such as the Open Meetings Act (OMA) and the Freedom of Information Act (FOIA), and serving as liaisons to the community. Trustees work collaboratively with the Supervisor, Clerk, Treasurer, and Township staff to ensure the effective operation of Township government and the delivery of public services.

Have you previously served in an elected or appointed government position? If yes, please describe your experience. \*

No

What experience do you have reviewing budgets, contracts, or policy documents? \*

I worked in the banking industry for 49 years. I was a commercial lender for over 35 years which involved reviewing budgets, cash flow, contracts and underwriting for compliance with policy guidelines.

How familiar are you with Michigan's Open Meetings Act (OMA) and Freedom of Information Act (FOIA)? \*

Not at all familiar      1      2      3      4      5      Very Familiar

☐      ☐      ☒      ☐      ☐

How do you believe a Trustee should interact with Township staff and the elected administrative officers (Supervisor, Clerk, and Treasurer) to support effective operations while maintaining appropriate oversight? \*

I strongly believe the trustees should have a collaborative and respectful relationship with the staff and elected officials. Maintaining proper oversight is extremely important.

### Availability and Commitment

**Trustees must attend evening Board meetings, occasional workshops, and periodic daytime committee sessions. Training opportunities often occur during the workweek. Applicants should be prepared to invest time reviewing meeting materials and understand this appointment fills a vacated seat that will be up for election in the 2026 primary for a two-year term.**

Are you available to attend regular evening meetings, workshops, and daytime committee sessions and to dedicate time each week to your responsibilities as a Trustee? \*

Yes

Do you have any professional or personal commitments that might limit your ability to fully participate in Township duties? \*

No

Are you willing to invest time in reviewing meeting packets, policies, and background materials prior to meetings? \*

Yes

Do you understand that you would have to run for election to maintain this position in the 2026 primary election? If yes, do you understand the time and cost commitments that may be associated with campaigning? \*

Yes

### Personal Attributes and Motivation

**Effective Trustees bring teamwork, leadership, sound judgment, and a strong commitment to serving the public. Applicants should be able to collaborate, navigate conflict, and contribute constructively to Board discussions.**

Why are you interested in serving as a Township Trustee, and what strengths or perspectives would you bring to the Board? \*

I am interested in serving as a Township Trustee. My previous work experience as a commercial banker has provided me with years of experience dealing with Board of Directors, managing a staff of 20 employees and all levels of customers. I definitely enjoy working with people. j

Describe a time when you worked collaboratively as part of a team to solve a complex issue. \*

As a commercial loan officer, every significant loan request involved working with several levels of staff including credit analysts, operation officers, compliance officers and finally the Board of Directors.

How do you approach conflict resolution, consensus-building, and productive discussion in a group setting? \*

I respectfully listen to all parties, gather critical data to make an informed decision and have group discussions to reach a final decision.

What are your goals for what you would hope to accomplish during your term? \*

TO be a productive teammate who assists the Board of Trustees in making good, informed decisions.

### Integrity and Independence

**Trustees must make decisions based on law, policy, and the best interests of residents while avoiding conflicts of interest and maintaining public trust. The Board expects all members to act independently of external pressures.**

How would you ensure that your decisions as a Trustee are based on the law and the best interests of Genoa Charter Township residents, rather than outside influences such as public pressure, or political and personal relationships? \*

I will always follow the law and never be influenced by outside pressure.

What is your understanding of a conflict of interest, and how would you handle a situation if it arose? \*

I totally understand the importance of making sure i never have a conflict of interest. My understanding of a conflict of interest is when you have a connection to the issue being considered. When in doubt, always remove yourself from the issue no matter how insignificant the connection may appear to be,

Have you ever been in a position where you had to make a difficult or unpopular decision based on facts and principles rather than pressure from others? Please describe how you handled it. \*

I was an executive officer of Ann Arbor State Bank. The group of executive officers were making a decision to sell the bank and there were opposing opinions to this sale. I was very involved in the decision to finally sell the bank and there were many unhappy officers. My decision was based on the financial benefit for the majority of the shareholders.

How will you maintain transparency and public trust while serving on the Board? \*

Always be truthful and make decisions based on the facts, with no personal agendas.

### References (Optional)

Name / Relationship / Contact Information

Please provide up to two references who can speak to your character, community involvement, or leadership experience.


This content is neither created nor endorsed by Google.

Google Forms

# Genoa Charter Township Trustee Candidate Application

Genoa Charter Township is seeking applicants interested in serving the community as a Township Trustee. This application is designed to help the Township Board understand your background, experience, and interest in public service. Trustees play a vital role in setting policy, reviewing budgets and contracts, participating in Township committees, and ensuring that Township operations reflect the needs and priorities of residents. Please complete the sections below to provide an overview of your qualifications and commitment to serving in this important role.

The respondent's email [REDACTED] was recorded on submission of this form.

Email \*

[REDACTED]

***ALL APPLICATIONS MUST BE SUBMITTED BY SUNDAY, NOVEMBER 30, 2025***

## Applicant Information

Name: \*

Jeff Dhaenens

Address: \*

5494 Sharp Dr Howell 48843

Phone: \*

Occupation/Employer (former if retired): \*

Team Leader - Network &amp; Telecom /Volkswagen Group of America

Length of Residency in Genoa Charter Township: \*

31 years

### Community Knowledge and Involvement

**Genoa Charter Township values Trustees who understand the issues facing the community, are familiar with the Township's character and boundaries, and actively engage with residents. Applicants should demonstrate awareness of ongoing planning efforts, such as the Master Plan Survey, and participation in Township educational opportunities.**

What do you believe are the most important issues facing Genoa Charter Township, and how have you engaged with residents or community groups regarding these issues? \*

Maintaining a healthy balance of growth and opportunity yet keeping a suburban rural feel to the township I believe is the most important issue. In my 31 years the Township has welcomed in new neighbors, neighborhoods and community partners as was fitting with the master plan. We have grown to a size that warrants being very thorough in reviewing and approving future growth. Likewise, the township needs to continue to preserve and create recreational opportunities and green space for the current residents as demonstrated by our township park and lands.

I have been engaged with residents by the nature of the positions I have held. Whether in bible study, school events, sporting events, fire department open houses, residents have sought out my input and guidance on how and why things occur and the correct way to get the right answers or follow the correct process.



Please describe your involvement in any local community organizations, volunteer activities, or civic groups. \*

Howell 1ST United Methodist – Chairperson of the Leadership Board, Boy Scout Troop 364 Charter Representative, Michigan Council for Women in IT and many local charities. I have not yet said yes to the Rotarians, but they sure are trying!

Please describe your awareness of current Township planning efforts or educational opportunities you have participated in. \*

I have participated in every master plan of the past nearly 20 years. I began to participate and educate myself when Faulkwood Shores was sold. Since that time, I have been trained in zoning, participated in Michigan Citizen Planner, attended Michigan Association of Planners conference, became a certified Simplified Accountable Structure instructor and began consulting on strategic planning.

I have participated on the current focused Master Plan survey.

### Knowledge of Local Government

**Trustees are responsible for adopting the Township budget, reviewing and approving contracts, setting policy, attending Board meetings, participating in committees, making land use decisions, ensuring compliance with laws such as the Open Meetings Act (OMA) and the Freedom of Information Act (FOIA), and serving as liaisons to the community. Trustees work collaboratively with the Supervisor, Clerk, Treasurer, and Township staff to ensure the effective operation of Township government and the delivery of public services.**

Have you previously served in an elected or appointed government position? If yes, please describe your experience. \*

14 years: Zoning Board of Appeals, ZBA Chairperson, Planning Commission and Township Trustee.

What experience do you have reviewing budgets, contracts, or policy documents? \*

Over 30 years of experience of hiring staff, creating and managing budgets, creating RFP's, amending contract language and crafting policy. Having worked for a startup company, I created many standard operation procedures (SOP). Working in manufacturing it is critical to follow those SOP processes.

How familiar are you with Michigan's Open Meetings Act (OMA) and Freedom of Information Act (FOIA)? \*

	1	2	3	4	5	
Not at all familiar	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Very Familiar

How do you believe a Trustee should interact with Township staff and the elected administrative officers (Supervisor, Clerk, and Treasurer) to support effective operations while maintaining appropriate oversight? \*

\*A great question that I believe depends on the individual and circumstances. Some people are very effective in purely a governance role checking in only upon a change or a problem. I am more effective in frequent open communication. I think of the township staff and elected officials all being on the same team to serve the residents. It is easier to be a teammate when you have at a minimum an informal, friendly rapport. It helps build trust that we are all in this together. As such teammates celebrate successes and regroup for lessons learned on how we can do better.

### Availability and Commitment

**Trustees must attend evening Board meetings, occasional workshops, and periodic daytime committee sessions. Training opportunities often occur during the workweek. Applicants should be prepared to invest time reviewing meeting materials and understand this appointment fills a vacated seat that will be up for election in the 2026 primary for a two-year term.**

Are you available to attend regular evening meetings, workshops, and daytime committee sessions and to dedicate time each week to your responsibilities as a Trustee? \*

Yes. I literally retired last month from full time daily work and travel. The small amount of consulting I do grants me the freedom to have a very open schedule.

Do you have any professional or personal commitments that might limit your ability to fully participate in Township duties? \*

No. The small amount of consulting I do grants me the freedom to have a very open schedule. My church activities do not conflict with the current Township business meetings.

Are you willing to invest time in reviewing meeting packets, policies, and background materials prior to meetings? \*

Yes, I always have.

Do you understand that you would have to run for election to maintain this position in the 2026 primary election? If yes, do you understand the time and cost commitments that may be associated with campaigning? \*

I understand the need to file for the primary; the time and cost commitment associated with campaigning.

### Personal Attributes and Motivation

**Effective Trustees bring teamwork, leadership, sound judgment, and a strong commitment to serving the public. Applicants should be able to collaborate, navigate conflict, and contribute constructively to Board discussions.**

Why are you interested in serving as a Township Trustee, and what strengths or perspectives would you bring to the Board? \*

I am interested in continuing to serve this great community. I helped shape what it is and why people sought to live and business partners chose to join. People at work would ask "why don't you move closer"? I love where I live and I like where I work, I will always choose family, friends and community.

The strength I bring is experience and familiarity with the Board, Zoning and Planning commissions and the various committee and commission processes. I believe I can help others get up to speed with the process of governing from within.

The perspective I have is years of customer service and infrastructure building and renovations. I bring IT, Networking & Telecom, conference rooms, and utilities into the trustee conversation. In addition, I come from a family of firefighters, teachers, coaches, nurses and college professors. It is a mindset of helping, supporting and inspiring folks to be the best version of themselves.

Describe a time when you worked collaboratively as part of a team to solve a complex issue. \*

That is nearly every ZBA and planning meeting! The new Trinity hospital has been built on the 3rd different site proposed over the last 10 years. Each time taking in feedback from early Planning meetings. The Soapy bucket car wash was re-oriented with Planning commission input 180 from what was originally proposed. Outside of the township, working to help the families of the closing preschool at 1st Presbyterian to get a new preschool licensed and operational at Howell FUMC in Fall 2026. From my professional life I have dealt with Department of Justice legalities, tariffs and homeland security. I consider those as complex as it can get.

How do you approach conflict resolution, consensus-building, and productive discussion in a group setting? \*

Seek the understanding of others before needing yourself to be understood. I have attended many training opportunities to help improve I have communication over the years. I ask others for their opinion when they have offered none, seeking to ensure understanding and that they have been heard.

What are your goals for what you would hope to accomplish during your term? \*

I have 3 that quickly come to mind:

1. Clear and open communication along with effectiveness and efficiency is the first goal. I would additionally seek to restore and uphold the professionalism citizens expect from the board.
2. The rate of the turnover of the current board should be considered. It could be beneficial to split the 4 trustees into 4-year terms alternating on the even years so that each election cycle will have 2 trustees staying.
3. Continue the progress at the township park and lands surrounding the park.

## Integrity and Independence

**Trustees must make decisions based on law, policy, and the best interests of residents while avoiding conflicts of interest and maintaining public trust. The Board expects all members to act independently of external pressures.**

How would you ensure that your decisions as a Trustee are based on the law and the best interests of Genoa Charter Township residents, rather than outside influences such as public pressure, or political and personal relationships? \*

I believe my record speaks for itself as there was no litigation against the board while I served. The ZBA process was modified to ensure all 4 areas of difficulty are specifically addressed. Being unbiased is part of the job, where the silent majority interests and vocal minority interests are weighed for the best outcome for all residents present and future.

What is your understanding of a conflict of interest, and how would you handle a situation if it arose? \*

I have known individuals presenting to the commissions I have served and have not had any conflict-of-interest prior. I am not the owner nor am I invested in any local businesses. Neither family nor I have any significant real-estate investments that would benefit from any decisions I could make on the board. If I did, I would declare that conflict and step away for that item.

Have you ever been in a position where you had to make a difficult or unpopular decision based on facts and principles rather than pressure from others? Please describe how you handled it. \*

I have been part of the 2 most volatile issues of the past few years. As a planning commissioner my lesson learned is to articulate more clearly why choosing to vote, when the subject is unpopular, knowing there were 3 more huge hurdles to be overcome. Since that time, I shared more of my opinion prior to my vote.

How will you maintain transparency and public trust while serving on the Board? \*

I always have and will continue to do so. I engage with citizens in a professional manner using the format they choose to communicate. As is the township and governmental policy, I do not engage in social media dialog or conflicts.

### References (Optional)

Name / Relationship / Contact Information

Please provide up to two references who can speak to your character, community involvement, or leadership experience.

[Redacted Reference 1]

[Redacted Reference 2]

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# Genoa Charter Township Trustee Candidate Application

Genoa Charter Township is seeking applicants interested in serving the community as a Township Trustee. This application is designed to help the Township Board understand your background, experience, and interest in public service. Trustees play a vital role in setting policy, reviewing budgets and contracts, participating in Township committees, and ensuring that Township operations reflect the needs and priorities of residents. Please complete the sections below to provide an overview of your qualifications and commitment to serving in this important role.

The respondent's email [REDACTED] was recorded on submission of this form.

Email \*

[REDACTED]

***ALL APPLICATIONS MUST BE SUBMITTED BY SUNDAY, NOVEMBER 30, 2025***

## Applicant Information

Name: \*

Doug Moore

Address: \*

3763 Crystal Valley Dr.

Phone: \*

Occupation/Employer (former if retired): \*

President / Redondo &amp; Chelyabinsk LLC

Staff Engineer / General Motors

Length of Residency in Genoa Charter Township: \*

22 years

### Community Knowledge and Involvement

Genoa Charter Township values Trustees who understand the issues facing the community, are familiar with the Township's character and boundaries, and actively engage with residents. Applicants should demonstrate awareness of ongoing planning efforts, such as the Master Plan Survey, and participation in Township educational opportunities.

What do you believe are the most important issues facing Genoa Charter Township, and how have you engaged with residents or community groups regarding these issues? \*

1) Planning and land usage.

2) Road and Transportation.

Please describe your involvement in any local community organizations, volunteer activities, or civic groups. \*

Food delivery driver for needy families - church sponsored.

Trustee and Treasurer, Crystal Valley Condominium Association



Please describe your awareness of current Township planning efforts or educational opportunities you have participated in. \*

Read materiel presented on township website.

### Knowledge of Local Government

Trustees are responsible for adopting the Township budget, reviewing and approving contracts, setting policy, attending Board meetings, participating in committees, making land use decisions, ensuring compliance with laws such as the Open Meetings Act (OMA) and the Freedom of Information Act (FOIA), and serving as liaisons to the community. Trustees work collaboratively with the Supervisor, Clerk, Treasurer, and Township staff to ensure the effective operation of Township government and the delivery of public services.

Have you previously served in an elected or appointed government position? If yes, please describe your experience. \*

Yes, Howell School Board Trustee.

What experience do you have reviewing budgets, contracts, or policy documents? \*

School Board Trustee and Treasurer. Profession employment in automotive regulatory and trade policy.

How familiar are you with Michigan's Open Meetings Act (OMA) and Freedom of Information Act (FOIA)? \*

	1	2	3	4	5	
Not at all familiar	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Very Familiar

How do you believe a Trustee should interact with Township staff and the elected administrative \*  
officers (Supervisor, Clerk, and Treasurer) to support effective operations while maintaining  
appropriate oversight?

Be aware of what is going on. Staff does not report to individual trustees. Discuss at open meetings.

### Availability and Commitment

**Trustees must attend evening Board meetings, occasional workshops, and periodic daytime committee sessions. Training opportunities often occur during the workweek. Applicants should be prepared to invest time reviewing meeting materials and understand this appointment fills a vacated seat that will be up for election in the 2026 primary for a two-year term.**

Are you available to attend regular evening meetings, workshops, and daytime committee \*  
sessions and to dedicate time each week to your responsibilities as a Trustee?

Yes

Do you have any professional or personal commitments that might limit your ability to fully \*  
participate in Township duties?

Same as when I was a school board trustee. I have some professional responsibilities that may require my  
travel.

Are you willing to invest time in reviewing meeting packets, policies, and background materials \*  
prior to meetings?

Yes

Do you understand that you would have to run for election to maintain this position in the 2026 primary election? If yes, do you understand the time and cost commitments that may be associated with campaigning? \*

Yes

### Personal Attributes and Motivation

**Effective Trustees bring teamwork, leadership, sound judgment, and a strong commitment to serving the public. Applicants should be able to collaborate, navigate conflict, and contribute constructively to Board discussions.**

Why are you interested in serving as a Township Trustee, and what strengths or perspectives would you bring to the Board? \*

As with the school board, the township needs some qualified and steady hands to help.

Describe a time when you worked collaboratively as part of a team to solve a complex issue. \*

School contract negotiations. Automotive regulatory development with industry, government, and other interested parties.

How do you approach conflict resolution, consensus-building, and productive discussion in a group setting? \*

Learn the issues and proceed with evidence-based approaches. Listen to all points of view - but in the end, have to understand the constraints and possibilities.

What are your goals for what you would hope to accomplish during your term? \*

Help the township move forward in a financially responsible manner. The money belongs to the citizens, not the board.

## Integrity and Independence

**Trustees must make decisions based on law, policy, and the best interests of residents while avoiding conflicts of interest and maintaining public trust. The Board expects all members to act independently of external pressures.**

How would you ensure that your decisions as a Trustee are based on the law and the best interests of Genoa Charter Township residents, rather than outside influences such as public pressure, or political and personal relationships? \*

You follow the law.

What is your understanding of a conflict of interest, and how would you handle a situation if it arose? \*

A conflict of interest is if a person has a financial interest, has a family member involved in an issue, or other reason where independent judgement is not possible. There are specific statutory definitions as well.

Have you ever been in a position where you had to make a difficult or unpopular decision based on facts and principles rather than pressure from others? Please describe how you handled it. \*

Yes. Applied same principles that had been applied in prior cases. Issues of misconduct were treated the same no matter the position of the offender.

How will you maintain transparency and public trust while serving on the Board? \*

That's why we have open and public meetings and following the open meetings act.

### References (Optional)

Name / Relationship / Contact Information

Please provide up to two references who can speak to your character, community involvement, or leadership experience.

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Google Forms

# Genoa Charter Township Trustee Candidate Application

Genoa Charter Township is seeking applicants interested in serving the community as a Township Trustee. This application is designed to help the Township Board understand your background, experience, and interest in public service. Trustees play a vital role in setting policy, reviewing budgets and contracts, participating in Township committees, and ensuring that Township operations reflect the needs and priorities of residents. Please complete the sections below to provide an overview of your qualifications and commitment to serving in this important role.

The respondent's email [REDACTED] was recorded on submission of this form.

Email \*

[REDACTED]

***ALL APPLICATIONS MUST BE SUBMITTED BY SUNDAY, NOVEMBER 30, 2025***

## Applicant Information

Name: \*

Jodie Valenti

Address: \*

3535 Beattie Rd, Howell

Phone: \*



Occupation/Employer (former if retired): \*

Director/Brighton Area Schools

Length of Residency in Genoa Charter Township: \*

21 years

### Community Knowledge and Involvement

**Genoa Charter Township values Trustees who understand the issues facing the community, are familiar with the Township's character and boundaries, and actively engage with residents. Applicants should demonstrate awareness of ongoing planning efforts, such as the Master Plan Survey, and participation in Township educational opportunities.**

What do you believe are the most important issues facing Genoa Charter Township, and how have you engaged with residents or community groups regarding these issues? \*

I believe the most important issues facing Genoa Charter Township are balancing continued growth with preserving the rural character of our community, and meeting the needs of our aging population.

In my role as Director of a local Senior Center, I engage daily with older residents and hear firsthand about their concerns, priorities, and hopes. I'm also actively involved with several aging councils, which gives me broader insight into the challenges and opportunities facing seniors in our region. Through these connections, I stay closely engaged with the community and the issues that matter most to them.

Please describe your involvement in any local community organizations, volunteer activities, or civic groups. \*

I am actively involved in the community through my role as Director of a local Senior Center, where I work closely with residents, partners, and community organizations. In addition, I participate in the Livingston Leadership Council on Aging and the Livingston County Consortium on Aging. These roles allow me to stay engaged with community needs, collaborate with local leaders, and advocate for the well-being of older adults in our area.

Please describe your awareness of current Township planning efforts or educational opportunities you have participated in. \*

I'm not fully aware of every detail of the Township's current planning efforts, but I have followed the process here and there over the past several months. I also participated in the recent community planning survey, which raised some questions and concerns.

### Knowledge of Local Government

Trustees are responsible for adopting the Township budget, reviewing and approving contracts, setting policy, attending Board meetings, participating in committees, making land use decisions, ensuring compliance with laws such as the Open Meetings Act (OMA) and the Freedom of Information Act (FOIA), and serving as liaisons to the community. Trustees work collaboratively with the Supervisor, Clerk, Treasurer, and Township staff to ensure the effective operation of Township government and the delivery of public services.

Have you previously served in an elected or appointed government position? If yes, please describe your experience. \*

I have not.



What experience do you have reviewing budgets, contracts, or policy documents? \*

In my current position, I oversee two departmental budgets and am responsible for ensuring both departments remain compliant with all local, state, and federal requirements. I review contracts at the state, and federal levels, and I am accustomed to interpreting policy documents to make sure our operations stay aligned with regulatory expectations. This has provided me with an understanding of budget management, compliance, and contract review.

How familiar are you with Michigan's Open Meetings Act (OMA) and Freedom of Information Act (FOIA)? \*

Not at all familiar      1      2      3      4      5      Very Familiar

☐      ☐      ☐      ☒      ☐

How do you believe a Trustee should interact with Township staff and the elected administrative officers (Supervisor, Clerk, and Treasurer) to support effective operations while maintaining appropriate oversight? \*

A Trustee should work collaboratively with Township staff and elected officers by understanding their roles, listening first, and communicating respectfully. Effective oversight means seeking to understand processes and challenges while still prioritizing the needs and expectations of the community. While differences may arise, a Trustee's ultimate responsibility is to the taxpayers and ensuring their dollars are used responsibly and transparently.

### Availability and Commitment

**Trustees must attend evening Board meetings, occasional workshops, and periodic daytime committee sessions. Training opportunities often occur during the workweek. Applicants should be prepared to invest time reviewing meeting materials and understand this appointment fills a vacated seat that will be up for election in the 2026 primary for a two-year term.**

Are you available to attend regular evening meetings, workshops, and daytime committee sessions and to dedicate time each week to your responsibilities as a Trustee? \*

Yes, I am available to attend regular evening meetings, workshops, and daytime committee sessions. While there may be occasional scheduling limitations, I am committed to dedicating the time necessary each week to fulfill the responsibilities of a Trustee.

Do you have any professional or personal commitments that might limit your ability to fully participate in Township duties? \*

I do have a full-time daytime position that occasionally requires weekend or evening hours, and I also have children in high school with their own schedules and obligations. That said, I am accustomed to balancing multiple responsibilities, and I am confident in my ability to manage my time effectively. I will make every effort to meet the expectations of the Trustee role and participate fully in Township duties.

Are you willing to invest time in reviewing meeting packets, policies, and background materials prior to meetings? \*

Absolutely. I believe that reviewing meeting packets, policies, and background materials is essential for anyone representing the public. Being informed and educated on the topics under discussion is critical to making responsible decisions and effectively serving the community.

Do you understand that you would have to run for election to maintain this position in the 2026 primary election? If yes, do you understand the time and cost commitments that may be associated with campaigning? \*

Yes, I am aware that I would need to run for election in the 2026 primary to maintain this position, and I understand the time and financial commitments that may be involved in campaigning.

## Personal Attributes and Motivation

**Effective Trustees bring teamwork, leadership, sound judgment, and a strong commitment to serving the public. Applicants**

**should be able to collaborate, navigate conflict, and contribute constructively to Board discussions.**

Why are you interested in serving as a Township Trustee, and what strengths or perspectives would you bring to the Board? \*

Having grown up in Livingston County and graduated from Brighton Area Schools, and having lived in Genoa Township for the past 21 years, I am deeply invested in the well-being of our community. I have concerns about the rapid growth in the area and its impact on lifelong residents and our aging population.

Over the past eight years, I have worked with Brighton Area Schools and served the community through the Community Education Department and the Senior Center. These experiences have reinforced my belief that serving the community is both meaningful and rewarding. I bring to the Board a strong understanding of local needs, a commitment to thoughtful and informed decision-making, and a passion for ensuring that Genoa Township remains a great place for all residents.

Describe a time when you worked collaboratively as part of a team to solve a complex issue. \*

One recent example of collaborative problem-solving was the senior center move this past year. Both the preschool program and senior center were growing, and space in our current location had become an issue. When the superintendent suggested moving to a different building, we recognized that this would be a challenge, our senior population had been in the same space for nearly 40 years, and change can be difficult.

I toured the proposed building, which needed significant updates, and envisioned its potential. I put together a proposal for the board, which was approved, and then spent the next six months collaborating closely with administration, operations, construction crews, staff, and the senior community to ensure the transition was smooth.

Through careful planning, relocation of activities to alternate sites, and clear communication, we limited the closure to just two weeks over the summer. The move has since proven to be a major improvement for both members and the broader community. This success would not have been possible without the collaboration and commitment of everyone involved.

How do you approach conflict resolution, consensus-building, and productive discussion in a group setting? \*

I view conflict as an opportunity to better understand differing perspectives rather than a productive endpoint. I start by listening carefully to opposing views to fully understand the concerns involved. From there, I focus on identifying areas of agreement and building consensus, aiming for solutions that achieve a win-win outcome and allow the group to move forward productively.

What are your goals for what you would hope to accomplish during your term? \*

During my term, I hope to gain a thorough understanding of Genoa Township and its plans for the future. I aim to be a strong voice for the aging population, advocating for their needs and concerns. I also hope to use my background in marketing, public relations, and leadership to engage the community positively with the Township. Above all, my goal is to serve the community effectively, ensuring transparency, accountability, and responsiveness to the needs of all residents.

### Integrity and Independence

**Trustees must make decisions based on law, policy, and the best interests of residents while avoiding conflicts of interest and maintaining public trust. The Board expects all members to act independently of external pressures.**

How would you ensure that your decisions as a Trustee are based on the law and the best interests of Genoa Charter Township residents, rather than outside influences such as public pressure, or political and personal relationships? \*

I ensure my decisions are guided by the law and the best interests of residents by staying informed and seeking clarification when needed. While I don't have a law degree, I am confident in discerning information and consulting experts as necessary. I prioritize honesty, transparency, and a strong moral compass, keeping the focus on the community at all times.

What is your understanding of a conflict of interest, and how would you handle a situation if it arose? \*

A conflict of interest occurs anytime a decision could personally or professionally benefit you. If I encountered a conflict, I would respectfully recuse myself from voting while still sharing my perspective as a community member, ensuring my input is on the record without compromising the integrity of the decision.

Have you ever been in a position where you had to make a difficult or unpopular decision based on facts and principles rather than pressure from others? Please describe how you handled it. \*

I face decisions like this every day, both at work and at home. Whether it's members requesting something that isn't possible, staff concerns that can't be addressed, or parenting decisions that aren't popular, I focus on being honest and transparent. I share the facts when I can and have open conversations to help others understand why a decision had to be made. If they're not happy with the outcome, I allow them to express it, and then we move forward.

How will you maintain transparency and public trust while serving on the Board? \*

I'm naturally a transparent and honest person, those who know me would attest to that. I believe trust is earned, not given, and I live by the philosophy that actions speak louder than words. I welcome conversations with residents, and I'm always open to sharing information and providing clarity whenever I can, ensuring the community feels informed and confident in the Board's work.

## References (Optional)

Name / Relationship / Contact Information

Please provide up to two references who can speak to your character, community involvement, or leadership experience.

[Redacted]

[Redacted]

# Genoa Charter Township Trustee Candidate Application

Genoa Charter Township is seeking applicants interested in serving the community as a Township Trustee. This application is designed to help the Township Board understand your background, experience, and interest in public service. Trustees play a vital role in setting policy, reviewing budgets and contracts, participating in Township committees, and ensuring that Township operations reflect the needs and priorities of residents. Please complete the sections below to provide an overview of your qualifications and commitment to serving in this important role.

The respondent's email [REDACTED] was recorded on submission of this form.

Email \*

[REDACTED]

***ALL APPLICATIONS MUST BE SUBMITTED BY SUNDAY, NOVEMBER 30, 2025***

## Applicant Information

Name: \*

Jim Carpenter

Address: \*

4715 Stillmeadow dr

Phone: \*

Occupation/Employer (former if retired): \*

Retired, formerly Director of Program Management

Length of Residency in Genoa Charter Township: \*

27 years

### Community Knowledge and Involvement

**Genoa Charter Township values Trustees who understand the issues facing the community, are familiar with the Township's character and boundaries, and actively engage with residents. Applicants should demonstrate awareness of ongoing planning efforts, such as the Master Plan Survey, and participation in Township educational opportunities.**

What do you believe are the most important issues facing Genoa Charter Township, and how have you engaged with residents or community groups regarding these issues? \*

Unfettered growth without the corresponding infrastructure. I have engaged with both residents and groups. I am a member of the Livingston Coalition and discuss and encourage individuals within my neighborhood. I also attend as many Genoa trustee and planning meeting as i can.

Please describe your involvement in any local community organizations, volunteer activities, or civic groups. \*

Mostly involved with the Livingston Coalition



Please describe your awareness of current Township planning efforts or educational opportunities you have participated in. \*

I follow the planning meeting and am aware of the Master plan project to codify planning more in line with the residents wishes

### Knowledge of Local Government

**Trustees are responsible for adopting the Township budget, reviewing and approving contracts, setting policy, attending Board meetings, participating in committees, making land use decisions, ensuring compliance with laws such as the Open Meetings Act (OMA) and the Freedom of Information Act (FOIA), and serving as liaisons to the community. Trustees work collaboratively with the Supervisor, Clerk, Treasurer, and Township staff to ensure the effective operation of Township government and the delivery of public services.**

Have you previously served in an elected or appointed government position? If yes, please describe your experience. \*

No

What experience do you have reviewing budgets, contracts, or policy documents? \*

In my past life I maintained a staff of 5 and the budget associated with it. My book of business was worth \$450MM. I participated in the contract discussion when business was quoted and awarded. Of course, my company had many policies which I had input on some.

How familiar are you with Michigan's Open Meetings Act (OMA) and Freedom of Information Act (FOIA)? \*

	1	2	3	4	5	
Not at all familiar	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Very Familiar



How do you believe a Trustee should interact with Township staff and the elected administrative \*  
officers (Supervisor, Clerk, and Treasurer) to support effective operations while maintaining  
appropriate oversight?

Everyone has responsibilities for certain aspects of any job. I would expect those individuals to execute  
them in a timely and accurate manner. Everyone should be treated with respect but ultimately the job must  
get done, therefore roadblocks need to be quickly removed.

### Availability and Commitment

**Trustees must attend evening Board meetings, occasional  
workshops, and periodic daytime committee sessions. Training opportunities  
often occur during the workweek. Applicants should be prepared to invest time  
reviewing meeting materials and understand this appointment fills a vacated  
seat that will be up for election in the 2026 primary for a two-year term.**

Are you available to attend regular evening meetings, workshops, and daytime committee \*  
sessions and to dedicate time each week to your responsibilities as a Trustee?

Yes, retired

Do you have any professional or personal commitments that might limit your ability to fully \*  
participate in Township duties?

No

Are you willing to invest time in reviewing meeting packets, policies, and background materials \*  
prior to meetings?

Yes

Do you understand that you would have to run for election to maintain this position in the 2026 primary election? If yes, do you understand the time and cost commitments that may be associated with campaigning? \*

Yes

### Personal Attributes and Motivation

**Effective Trustees bring teamwork, leadership, sound judgment, and a strong commitment to serving the public. Applicants should be able to collaborate, navigate conflict, and contribute constructively to Board discussions.**

Why are you interested in serving as a Township Trustee, and what strengths or perspectives would you bring to the Board? \*

To ensure the townships continues in the path the resident's desire. As a program as a program manager you continually have to work with diverse groups to achieve a common goal.

Describe a time when you worked collaboratively as part of a team to solve a complex issue. \*

As a supplier and program manager, I worked with various groups to resolve issues. This was a daily occurrence.

How do you approach conflict resolution, consensus-building, and productive discussion in a group setting? \*

in my experience it is important to have all parties, face to face if possible, together to resolve major issues. Email back and forth are rarely effective. Hear everyone's position and discuss to resolution. Consensus is not always possible, but it's important that everyone is heard.

What are your goals for what you would hope to accomplish during your term? \*

Slow growth

### Integrity and Independence

**Trustees must make decisions based on law, policy, and the best interests of residents while avoiding conflicts of interest and maintaining public trust. The Board expects all members to act independently of external pressures.**

How would you ensure that your decisions as a Trustee are based on the law and the best interests of Genoa Charter Township residents, rather than outside influences such as public pressure, or political and personal relationships? \*

Public pressure from residents is actually a good thing. it's important for the board to represent the residents above everything else. Everything else is just noise.

What is your understanding of a conflict of interest, and how would you handle a situation if it arose? \*

Conflict of interest in my mind is any decision, vote, ect that would benefit me or my friends or family. If this did present itself, I would recuse myself from voting.

Have you ever been in a position where you had to make a difficult or unpopular decision based on facts and principles rather than pressure from others? Please describe how you handled it. \*

Unfortunately, I have had to dismiss individuals for violating company policies even though they were good at their job. Didn't enjoy it however.

How will you maintain transparency and public trust while serving on the Board? \*

Be open to the residents, and open and honest on the board.

### References (Optional)

Name / Relationship / Contact Information

Please provide up to two references who can speak to your character, community involvement, or leadership experience.

This content is neither created nor endorsed by Google.

Google Forms

# Genoa Charter Township Trustee Candidate Application

Genoa Charter Township is seeking applicants interested in serving the community as a Township Trustee. This application is designed to help the Township Board understand your background, experience, and interest in public service. Trustees play a vital role in setting policy, reviewing budgets and contracts, participating in Township committees, and ensuring that Township operations reflect the needs and priorities of residents. Please complete the sections below to provide an overview of your qualifications and commitment to serving in this important role.

The respondent's email [REDACTED] was recorded on submission of this form.

Email \*

[REDACTED]

***ALL APPLICATIONS MUST BE SUBMITTED BY SUNDAY, NOVEMBER 30, 2025***

## Applicant Information

Name: \*

Dan Kashian

Address: \*

6385 Grand Circle Drive

Phone: \*

Occupation/Employer (former if retired): \*

Professor

Length of Residency in Genoa Charter Township: \*

19.5 years

### Community Knowledge and Involvement

Genoa Charter Township values Trustees who understand the issues facing the community, are familiar with the Township's character and boundaries, and actively engage with residents. Applicants should demonstrate awareness of ongoing planning efforts, such as the Master Plan Survey, and participation in Township educational opportunities.

What do you believe are the most important issues facing Genoa Charter Township, and how have you engaged with residents or community groups regarding these issues? \*

I believe Genoa Township is at a crossroads regarding land use planning and development. Many residents are concerned about the loss of the community's rural character, and I have seen this firsthand through my interactions with residents at Township Board meetings, Planning Commission meetings, and on social media platforms (especially Nextdoor). While it can sometimes feel like an overwhelming or "noisy" forum, Nextdoor provides a valuable, unfiltered perspective on the issues that matter to the people who use it. In my view (though my opinions may always evolve with new information), the Township cannot simply resist growth and development. That said, changes should be approached carefully, thoughtfully, and with a long-term perspective that balances community character, environmental protection, and sustainable growth. To foster discussion and engagement on this topic, I have created a subchannel on Nextdoor called "Wise Genoa Township Growth," which allows residents to share ideas, concerns, and solutions about land use planning in a focused and constructive way. Through these interactions, I have begun listening, learning, and engaging with the community to better understand their priorities and perspectives as the Township moves forward.

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Please describe your involvement in any local community organizations, volunteer activities, or civic groups. \*

I have been actively involved in community service for many years. Since around 2014, I have served as a leader in my son's Cub Scout and Boy Scout troops, which are highly engaged with local organizations such as Freedom Hill and Bountiful Harvest. Outside of Scouting, my son and I have volunteered for approximately four years with Gleaners Community Food Bank of Livingston County, helping to fight local hunger through both fundraising efforts and hands-on work at the local food pantry. I also volunteer regularly with the Michigan Department of Natural Resources, assisting with ecological restoration projects in local state parks and recreation areas. In addition, I was recently appointed by the Township to serve on the Huron River Watershed Council, and I am a member of the Genoa Township Citizens Advisory Council. These experiences have allowed me to connect with a wide range of residents, contribute to environmental stewardship, address critical community needs such as hunger, and support programs that strengthen our Township.

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Please describe your awareness of current Township planning efforts or educational opportunities you have participated in. \*

I would describe my awareness of current Township planning efforts as slightly above that of the average resident. I live in a part of the Township that is relatively undeveloped but close to the City of Brighton, which has given me a particular interest in how development affects our community. I have studied the Township's master plan, especially in relation to development near my own home, and I have attended several Planning Commission meetings regarding the recent revision of the master plan. Additionally, as a member of the Citizens Advisory Council, I contributed extensive edits to the recent resident survey, helping to shape how community input was gathered and considered. While I have gained this perspective through these experiences, I recognize there is still much to learn, and I would look forward to working closely with the Township Manager and Board to deepen my understanding of planning initiatives and related issues.

### Knowledge of Local Government

**Trustees are responsible for adopting the Township budget, reviewing and approving contracts, setting policy, attending Board meetings, participating in committees, making land use decisions, ensuring compliance with laws such as the Open Meetings Act (OMA) and the Freedom of Information Act (FOIA), and serving as liaisons to the community. Trustees work collaboratively with the Supervisor, Clerk, Treasurer, and Township staff to ensure the effective operation of Township government and the delivery of public services.**

Have you previously served in an elected or appointed government position? If yes, please describe your experience. \*

I was recently appointed by the Township to serve on the Huron River Watershed Council's Board in October 2025. Since joining, I've attended a Board meeting as well as the Council's annual conference. Because I'm still new to the role, I've had limited opportunities to offer feedback so far, but it has given me a helpful introduction to how regional environmental and water-management issues are discussed and addressed. This early experience has helped me start building an understanding of how intergovernmental partnerships work and how local decisions connect to broader watershed planning. I look forward to becoming more engaged as I continue in the role.



What experience do you have reviewing budgets, contracts, or policy documents? \*

As Associate Chair of a university biology department for five years, I was asked to review and provide feedback on our annual budgets. These reviews required evaluating how money was being spent, talking through priorities with colleagues, and making sure we were using our resources in ways that actually supported our students, faculty, and programs. I also helped develop and update departmental policies, including workload guidelines, teaching assignments, and lab safety expectations. Policy development required working closely with faculty, staff, and administrators to make sure the policies were clear, practical, and aligned with broader university rules. I read through complex documents, learned how to ask the right questions, and predicted how decisions in one area might affect the rest of the organization. While I haven't done this specifically for a municipality, I believe things like reviewing detailed documents, weighing different perspective and needs, collaborating with others, and making thoughtful, well-grounded decisions are skills that would carry over directly to a Trustee position.

How familiar are you with Michigan's Open Meetings Act (OMA) and Freedom of Information Act (FOIA)? \*

	1	2	3	4	5	
Not at all familiar	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Very Familiar

How do you believe a Trustee should interact with Township staff and the elected administrative officers (Supervisor, Clerk, and Treasurer) to support effective operations while maintaining appropriate oversight? \*

I think a Trustee should work with Township staff and the elected officers in a way that keeps things running smoothly without stepping into their day-to-day jobs. It's not in my nature to provide supervisory oversight when it's not needed, and I tend to prefer working as a team, with trust that staff and officers are doing their jobs well, with an emphasis on relationships to get things done. In that regard, communication should be friendly, respectful, and focused on solving problems. In my view, a Trustee's job is to provide oversight by setting policies, approving budgets, and reviewing reports, and not by managing staff directly. I also value transparency, asking for information openly and making sure the Board and the public are provided with the same information that I am. Conversations should always stay positive and centered on what's best for residents, even when people disagree. Trustees should support decisions made while keeping informed about the results of those decisions. In the end, Trustees should support staff by giving them clear policies, the resources they need, and a work environment where they feel respected and appreciated.

## Availability and Commitment

**Trustees must attend evening Board meetings, occasional workshops, and periodic daytime committee sessions. Training opportunities often occur during the workweek. Applicants should be prepared to invest time reviewing meeting materials and understand this appointment fills a vacated seat that will be up for election in the 2026 primary for a two-year term.**

Are you available to attend regular evening meetings, workshops, and daytime committee sessions and to dedicate time each week to your responsibilities as a Trustee? \*

Yes. I can attend regular evening meetings and workshops, and I am able to dedicate time each week to the responsibilities of a Trustee. I realize that some committee sessions may take place during the day, and while I do work in Detroit during typical business hours, I am prepared to adjust my schedule as needed to take part in essential meetings. I take the role seriously and am committed to being present and engaged.

Do you have any professional or personal commitments that might limit your ability to fully participate in Township duties? \*

At this time, I do have work and personal responsibilities, as everyone does, that require careful time management. However, I am fully committed to making Township duties a priority and have a track record of balancing multiple responsibilities effectively. I am confident that I can participate fully in meetings, workshops, and committee work, and dedicate the time needed each week to serve the Township and its residents.

Are you willing to invest time in reviewing meeting packets, policies, and background materials prior to meetings? \*

I would be committed to thoroughly reviewing meeting packets, policies, and background materials in advance. Being unprepared not only makes meetings inefficient and frustrating, but it also limits the ability to contribute meaningfully to discussions and decisions. I take the responsibility of staying informed seriously, and I understand that careful preparation is essential to ensuring productive and effective Township meetings.

Do you understand that you would have to run for election to maintain this position in the 2026 primary election? If yes, do you understand the time and cost commitments that may be associated with campaigning? \*

Yes, I understand that maintaining this position would require running in the 2026 primary election. I am aware that campaigning can involve significant time, effort, and financial considerations, and I am prepared to commit the necessary resources to participate fully in the election process if I choose to continue serving as a Trustee.

### Personal Attributes and Motivation

**Effective Trustees bring teamwork, leadership, sound judgment, and a strong commitment to serving the public. Applicants should be able to collaborate, navigate conflict, and contribute constructively to Board discussions.**

Why are you interested in serving as a Township Trustee, and what strengths or perspectives would you bring to the Board? \*

I am interested in serving as a Trustee because I want to contribute to effective, practical local governance that serves all residents. I believe local government works best when it reflects a diversity of political backgrounds and perspectives. Based on what I have seen, I think my political background may be somewhat different from the current Board, but I am confident that I could contribute respectively from that perspective and that this would be a positive for the community. I am neither a registered Republican nor Democrat, and I don't have an affiliation to either end of the political spectrum. It's my experience that national political divisions often fade at the local level anyway, because people find that they tend to care about the same issues occurring in their community and generally want to work to solve the same problems. I would therefore bring to the Board a collaborative mindset and a careful, analytical approach to decision-making. My background in academia has taught me how to work with diverse stakeholders, evaluate complex information, and build consensus. I'm not saying that academia is a slice of real life (far from it), but if you can get academics to work together, you must have the skills to work collaboratively for the best interests of Genoa Township's residents.

Describe a time when you worked collaboratively as part of a team to solve a complex issue. \*

In my role as Associate Chair, I worked with faculty and staff to address teaching workload distribution. Balancing course assignments fairly across faculty with extremely strong opinions about the issue while meeting student needs and departmental goals required careful consideration and collaboration. We held multiple meetings, listened to different perspectives, and reviewed data on course enrollment, faculty availability, and program requirements. By working together, asking questions, and exploring creative solutions, we were able to develop a revised teaching schedule that was equitable, met the department's academic goals, and was broadly supported by faculty.

In addition, I was responsible for managing the department's office staff. Over my five years in this role, which included the COVID shutdown, we faced many challenges related to scheduling and working from home. I worked closely with staff to address concerns and find workable solutions, maintaining productivity and fairness without overstepping or micromanaging. These experiences reinforced my ability to navigate complex issues collaboratively, balance diverse needs, and lead in a way that empowers others rather than dominates them.

How do you approach conflict resolution, consensus-building, and productive discussion in a group setting? \*

I generally approach conflict resolution and consensus-building by focusing on understanding all perspectives and guiding the discussion towards results. I listen carefully to the concerns and ideas of everyone involved, ask clarifying questions, and look for common ground. I try to separate personal differences from the issues at hand, emphasizing facts, shared goals, and potential solutions. In group discussions, I encourage open communication while ensuring that everyone has a chance to contribute, and I work to keep conversations respectful and constructive. I have found that patience, active listening, and collaborative problem-solving are key to reaching decisions that are fair, effective, and broadly supported.

What are your goals for what you would hope to accomplish during your term? \*

During my term as Township Trustee, my goals would be to support effective, transparent, and responsive local government that serves all residents. I hope to help ensure that Township budgets and policies are carefully reviewed and implemented in ways that meet community needs while using resources wisely. A particular priority for me is promoting thoughtful and sustainable land use planning that balances growth, environmental protection, and the character of our community. I also want to foster open communication between the Board, Township staff, and residents so that decisions are well-informed and inclusive. Additionally, I aim to bring a collaborative approach to addressing challenges, building consensus, and promoting practical solutions that strengthen the community and maintain trust in local government. I'm aware of the idealistic nature of these goals, but they are the guiding principles with which I'd serve as a Trustee.

## Integrity and Independence

**Trustees must make decisions based on law, policy, and the best interests of residents while avoiding conflicts of interest and maintaining public trust. The Board expects all members to act independently of external pressures.**

How would you ensure that your decisions as a Trustee are based on the law and the best interests of Genoa Charter Township residents, rather than outside influences such as public pressure, or political and personal relationships? \*

I would ensure that my decisions as a Trustee are grounded in law, policy, and the best interests of Genoa Charter Township residents by carefully reviewing relevant documents, data, and professional guidance. My opinion is that serving as a Trustee is not an end in itself, and I would never approach the role with the goal of simply being elected. My focus is on representing residents effectively, and if I were ever in a position where I could not do that, I would step aside willingly. While I value public input, I would weigh it alongside objective information and the long-term needs of the community, rather than letting political, personal, or social pressures dictate outcomes. I approach this role as a true public service, balancing it alongside my day job, and my commitment is to act with integrity, fairness, and transparency in every decision for the benefit of all residents.

What is your understanding of a conflict of interest, and how would you handle a situation if it arose? \*

I understand a conflict of interest as any situation in which a Trustee's personal, financial, or professional interests could improperly influence (or even appear to influence) their judgment or actions on behalf of the Township. If I were faced with a potential conflict of interest, I would handle it openly and transparently. This would include disclosing the conflict to the Board, recusing myself from discussions or votes on the matter, and following any Township policies or legal requirements to ensure that decisions remain impartial and in the best interests of residents. Maintaining public trust and ensuring that decisions are made fairly and objectively would be my top priorities.



Have you ever been in a position where you had to make a difficult or unpopular decision based on facts and principles rather than pressure from others? Please describe how you handled it. \*

I had quite a difficult time in re-distributing teaching workloads among faculty as Associate Chair. This was a particularly challenging situation because some senior faculty, who were well-funded and influential, thought they deserved reduced teaching assignments. The approach I implemented was a new decision that went against the way previous departmental administrators had handled workloads, which added to the initial resistance. I approached the task by carefully analyzing course enrollments, faculty availability, and departmental priorities, and I based my decisions on these objective factors and guiding principles rather than responding to pressure or personal preferences. Those senior faculty were asked to handle their teaching responsibilities in an equitable way, which they were initially unhappy about. I communicated clearly and respectfully, explaining the reasoning and listening to concerns, and over time they came to understand that they were supporting their junior colleagues and the department as a whole by doing their share. This helped ease tensions and ultimately ensured that decisions were fair, transparent, and aligned with the department's overall goals, while maintaining trust among all faculty.

How will you maintain transparency and public trust while serving on the Board? \*

I will be open and consistent in how I communicate decisions and actions. This means sharing information clearly, explaining the reasoning behind Board decisions, and making sure residents have access to the materials and data that inform those decisions. I will listen carefully to community input while ensuring that decisions are guided by facts, law, and the best interests of all residents. As a Trustee, there would be no personal benefit to me in being anything other than transparent and trustworthy, because my role is to serve the community, and acting with integrity is essential to maintaining public confidence. I believe in being straightforward and accountable in my interactions with both colleagues and the public, so that people can see that the Township is managed fairly, responsibly, and with the community's well-being as the top priority.

## References (Optional)

Name / Relationship / Contact Information

Please provide up to two references who can speak to your character, community involvement, or leadership experience.

[Redacted reference information]



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:** December 9, 2025  
**RE:** Update – Former DNR Property @ SE Corner of Brighton & Chilson Roads

---

On Tuesday night we posted notice of a “Town Hall” discussion regarding the 77 acre former DNR property the township now owns at the Southeast corner of Brighton & Chilson Roads. Meeting details as follows:

**When:** Wednesday, January 7, 2026 @ 6:30 P.M.

**Where:** Boardroom, Genoa Township Hall, 2911 Dorr Rd., Brighton, MI 48116

Consultant Spencer Kellum of K2 Environmental Consulting has completed an extensive survey of the property, noting areas with high concentrations of invasive regrowth, and areas with beneficial regrowth. He has also compiled detailed topographical info.

He is proposing a concept of a “perimeter” access path to allow people and equipment to reach specific zones that he has identified throughout the property, and some of these zones could be replanted differently, for specific desired results and interest.

The purpose of this Town Hall is to review these findings and seek input as to what planting and design elements of each zone should be pursued.

All current planning and thought processes have focused on a very natural setting, with low intensity uses geared toward the peaceful enjoyment of a wooded setting. The Township has also expressed a desire to enable harvesting of “firewood” quality logs left behind to minimize waste.

A significant number of trees large enough to survive animal traffic will be needed to restore this property. Funding options will be discussed, to include:

- State & Federal Grants
- Sponsorships – *corporate or private*
- Naming Rights
- Donations
- *Suggestions from the public*

### SUPERVISOR

Kevin Spicher

### CLERK

Rick Soucy

### TREASURER

Robin L. Hunt

### TRUSTEES

Bill Reiber

Candie Hovarter

Todd Walker

### MANAGER

Kelly VanMarter



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:** December 9, 2025  
**RE:** Update – Master Plan Survey – Closes Tonight (12/15) at 11:59:59

---

The Master Plan Survey closes tonight (Monday 12/15). This is your last chance to provide your initial feedback for the Master Plan Update. Tell your family and friends, and tell them to tell their family and friends! Share this final notice far and wide.

The Survey is located here:

<https://www.surveymonkey.com/r/GenoaTownshipMasterPlanSurvey>

While we are unlikely to reach our stated goal of 2,000 feedbacks (or roughly 10% of the population,) 1,000 is very much in sight and obtainable. That is still a very strong participation rate according to our Master Plan partners.

If you haven't completed the survey, or picked up a paper copy but have yet to turn it in at the Township Hall – either at the counter or in the drop-box out front, please make every effort to participate and share your opinion now.

If you've already completed your survey, Thank You so much for participating in planning the future of Genoa Township!

Starting Tuesday, December 16<sup>th</sup>, Giffels-Webster will begin compiling and analyzing the data to create information boards and displays to be used at Town Hall style interactive meetings that will occur during the 1<sup>st</sup> quarter of 2026.

Keep an eye on our Township Social Pages for updates as they become available.

### **SUPERVISOR**

Kevin Spicher

### **CLERK**

Rick Soucy

### **TREASURER**

Robin L. Hunt

### **TRUSTEES**

Bill Reiber

Candie Hovarter

Todd Walker

### **MANAGER**

Kelly VanMarter





## MEMORANDUM

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

**TO:** Board of Trustees  
**FROM:** Rick Soucy, Clerk  
**DATE:** December 10, 2025  
**RE:** Independent Investigation

---

Board Members,

At your direction, I have initiated the process of obtaining proposals for an outside investigation into the claims made by the former Township Clerk. To date, I have received two proposals, which are attached for your review.

I have reached out to additional firms in an effort to obtain a third proposal; however, those inquiries have so far gone unanswered. I will continue attempting to secure an additional proposal unless directed otherwise by the Board.

At this time, I am seeking the Board's guidance on next steps. Specifically, would you like to review the two proposals received so far and begin consideration, or would you prefer that I continue pursuing a third proposal before presenting the full set to the Board?

Please advise how you would like me to proceed. I will follow the Board's preference and ensure that all information needed for your decision-making is provided promptly.

### **SUPERVISOR**

Kevin Spicher

### **CLERK**

Rick Soucy

### **TREASURER**

Robin L. Hunt

### **TRUSTEES**

Bill Reiber

Candie Hovarter

Todd Walker

### **MANAGER**

Kelly VanMarter

December 8, 2025

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

Dear Esteemed Board Members:

**Re: Attorney-Client Engagement for Investigatory Services**

As I understand it, Genoa Charter Township is requesting the services of a qualified law firm to perform an investigation into allegations of a toxic work environment, among other things. The team at Fahey Schultz Burzych Rhodes PLC (“FSBR”) is eminently qualified to do this work based on experience conducting similar investigations, including one for the Township in 2022.

**ABOUT FSB**

Representing local government is our firm’s specialty and our passion. Based in Okemos, we are statewide in scope. We are Michigan’s most experienced municipal attorneys. We currently represent more than 150 Michigan townships. Our expertise is widely recognized in several nationally recognized publications. Most recently, we were listed in the 2025 U.S. News- Best Lawyers “Best Law Firms” list. This listing highlights firms known for professional excellence with consistently impressive ratings from clients and peers. Achieving a tiered ranking signals a unique combination of quality law practice and breadth of legal expertise. We are proud to be ranked as a tier-I law firm in the practice areas of Municipal Law, Litigation – Municipal, Labor Law – Management, Employment Law – Management, Appellate Practice, and Administrative/Regulatory Law.

Our firm’s expertise extends to all the areas in which townships may require legal counsel, including all aspects of municipal and employment law. Specifically, FSB is uniquely positioned to conduct investigations for township clients concerning employment, conduct of elected officials, and compliance with the statutes that govern Michigan townships.



## TEAM OF INVESTIGATIVE ATTORNEYS

We propose the following outstanding team of expert labor & employment and township attorneys to conduct the investigation sought by the Township:

**Chad Karsten, Senior Associate** – I would serve as lead investigator, as I did in a 2022 investigation conducted on behalf of the Township. I am a senior associate in FSB's Municipal and Labor & Employment practice groups. I joined FSB as a law clerk in 2017 and became an associate attorney in November 2019. Employers—especially public-sector clients—look to me for clear guidance on Michigan's evolving labor and employment laws. I am also involved in the Mid-Michigan community, serving as the Past Chair of the Board of Directors for Highfields, a Lansing-area non-profit serving at-risk youth.

My day-to-day practice centers on representing public employers. I negotiate collective bargaining agreements, advise administrators and boards on progressive discipline and due process, and draft personnel policies and end-to-end handbook revisions, among many other things. Specifically, I lead internal investigations into workplace issues such as harassment, elected-official conduct, and compliance with statutes such as the Open Meetings Act. My approach is preventive and policy-forward: align rules with operations, reduce risk before it matures, and preserve the employer's ability to serve the public effectively.

**Tom Forgione, Associate** - Tom is an Associate Attorney serving municipal clients daily. After clerking with the Firm in law school, he joined as an associate and brings a government-forward perspective informed by a long-standing interest in public policy and the mechanics of local and state governance. Tom assists employers through labor disputes and arbitration proceedings. He also assists with internal investigations, interviews witnesses, and prepares investigative reports that provide clear findings and actionable recommendations. In addition to traditional workplace matters, Tom has worked on several civil-rights investigations for both public and private clients. Tom's practice also extends to municipal work. He advises municipalities on the duties of elected officials, zoning and land-use issues, cemetery matters, and code enforcement.

**Helen "Lizzie" Mills, Member** – Lizzie would serve the Township in an as-needed advisory capacity for the rest of the investigatory team. Lizzie brings 15 years of specialized expertise in municipal law and management-side labor and employment law. She leads FSB's Labor & Employment practice group. With Lizzie's guidance on the unique challenges faced by public employers, her clients can prioritize other important matters related to municipal governance, ultimately improving their ability to deliver quality service to taxpayers. She is passionate about municipal matters and is often asked to present at municipal conferences, seminars, and other speaking engagements statewide. As a certified mediator, Lizzie places great emphasis on dispute prevention and prompt resolution. Lizzie has been recognized in the publication by *Best Lawyers in America* as a top-rated attorney in Labor and Employment Litigation and Municipal Law since 2021. She has been selected by Super Lawyers as "Rising Star" in Employment since 2019, and was named 2026 Lawyer of the Year in Municipal Law for the Lansing area.

## PROPOSAL AND SCOPE OF SERVICES

Our typical internal investigation process follows the following steps:

1. Review the Complaint (if written), applicable policies (such as personnel policies), and or organizational documents (such as internal policies and procedures implicated in the Complaint content) to get a sense of place.
2. Prepare for and conduct interview with Complainant(s). If the Complainant identifies or brings documents, assess. Note any possible witnesses identified by Complainant.
3. Prepare for and conduct witness interviews.
4. Prepare for and conduct Respondent interview(s) and, if necessary, conduct follow-up with Complainant(s) or additional witness interviews.
5. Analyze applicable policies and law against facts.
6. Prepare a report for client review and use.

FSBR is committed to providing practical solutions for our clients. Although we are experts in municipal and employment law, we understand that often our investigations are necessary not only for legal compliance but also to assess non-legal issues of workplace dynamics and efficient operations. In this case, our findings may focus more on those non-legal issues.

## FEES AND CHARGES

We serve townships efficiently and economically. We know that townships must carefully manage their legal expenses. Based on the facts of which I am aware and my experience conducting similar investigations, I estimate the investigation can be conducted for \$25,000-\$35,000. However, we bill for our legal services based on hourly rates that are assigned to each lawyer according to their years of experience and expertise and actual costs may differ from this initial estimate based on the complexity of the issues presented. Hourly rates are subject to periodic review and adjustment at least annually. Lawyers primarily handling your matters would bill at the following hourly rates:

Chad Karsten	\$260
Tom Forgione	\$190
Helen Mills	\$295

## CONFLICTS OF INTEREST

FSBR currently represents the M.H.O.G. Water and Sewer Authority. While we do not anticipate that this situation will adversely affect our potential representation of the Township, applicable rules of professional conduct require that we obtain both parties' consent to our representation of the Township. Before undertaking representation of the Township, we require express written consent from both the Township and M.H.O.G. in the form of signed conflict-of-interest waivers (see attached).

## CONCLUSION

FSBR is ready, willing, and able to take on an investigation as sought by the Township. We have extensive experience in both employment investigations as well as investigations into municipal operations and statutory compliance. Further, we have experience conducting an investigation on behalf of the Township, which creates an efficiency given our general familiarity with Township operations.

We look forward to working with the Township.

Sincerely,

A handwritten signature in black ink, appearing to read "Chad P. Karsten". The signature is fluid and cursive, with the first name "Chad" and last name "Karsten" clearly distinguishable.

**CHAD P. KARSTEN**  
**SENIOR ASSOCIATE**

Direct: 517.381.3195

[ckarsten@fsbriaw.com](mailto:ckarsten@fsbriaw.com)



ATTORNEYS AND COUNSELORS AT LAW

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OWEN J. CUMMINGS, 1933-2025  
BERNARD P. MCCLOREY, 1934-1995  
GERALD C. DAVIS, 1942-2021  
TIMOTHY YOUNG, 1947-2018

1 ADMITTED & LOCATED IN CA ONLY  
2 ADMITTED IN MI, WI & VA ONLY  
3 ADMITTED IN MO & KS ONLY  
4 ADMITTED IN NY ONLY  
5 ADMITTED IN MI, MO & KS ONLY  
6 ADMITTED IN MI & FL ONLY  
7 ADMITTED IN MI & IL ONLY  
8 ADMITTED IN MI & OH ONLY  
9 ADMITTED IN IL ONLY  
10 ADMITTED IN MO ONLY

December 10, 2025

Genoa Charter Township  
Township Board of Trustees  
2911 Dorr Road  
Brighton, Michigan 48116

***Re: Proposal for Internal Workplace Investigatory Services***

Dear Members of the Township Board of Trustees,

Cummings, McClorey, Davis & Acho, P.L.C. (CMDA) understands that Genoa Charter Township is seeking qualified law firms to conduct an internal investigation into allegations of a toxic work environment. Based on our Firm's experience providing labor and employment services, including performing workplace investigations, to municipal clients since 1965, we believe CMDA should be considered as a strong candidate for this work.

When a governmental entity experiences allegations of a toxic work environment, those allegations must be promptly and thoroughly investigated. Negative press can lead to decreased resident trust and public backlash, which is why it is important for municipalities to mitigate damage by responding transparently, fixing necessary issues, engaging residents, and proactively controlling the narrative through factual communication.

For the past 60 years, attorneys from CMDA have served governmental entities by providing them with accurate, prompt, and responsive legal services. Public corporation law is a core practice of CMDA. We represent a broad range of governmental entities across the complete spectrum of their operations. Our clients include municipal corporations (cities, counties, townships, and villages), as well as their self-created sectors (divisions, commissions,

departments, boards, and authorities) and servants (employees, officers, and elected officials). Courts and judges, judicial councils, community colleges, public school systems, public libraries, and risk management pools are also among CMDA's municipal clients.

Owen Cummings, our founding partner emeritus, was a pioneer in the formation of government shared risk pools. In 1980, CMDA lead the revolution in municipal law by organizing the Michigan Municipal Risk Management Authority (MMRMA), which has become the largest collection of self-insured municipal entities in Michigan with membership of over 400 local governmental entities. CMDA has served as defense counsel and provided legal services to the MMRMA since its inception. Michigan public corporation law is in our Firm's DNA.

CMDA consistently receives recognition for our excellence in the practice of law. CMDA's seasoned and accomplished partners have been recognized as *Leaders in the Law* by Michigan Lawyers Weekly, *Top Rated Lawyers* by Martindale-Hubbell, *Super Lawyers* by Michigan Super Lawyers, and *Top Lawyers* by dBusiness Magazine. In addition, CMDA's young and innovative legal minds have been named *Rising Stars* by Michigan Super Lawyers and *Up & Coming Lawyers* by Michigan Lawyers Weekly.

## **STEPS FOR CONDUCTING AN INTERNAL WORKPLACE INVESTIGATION**

### **1. Preparation & Planning**

- Development of Plan: Create a strategic plan outlining evidence, interviews, and timelines.
- Assess Severity: Determine if the conduct is legally "severe or pervasive" enough to be a hostile environment.
- Retain Experts: Utilizing specialists, such as forensic accountants or IT professionals, is sometimes necessary to uncover facts, analyze complex data, and help assess legal risks.

### **2. Evidence Collection & Preservation**

- Document Everything: Secure emails, texts, voicemails, HR records, written warnings, reviews, personal files, and proof that the municipal client's policies were communicated to the accused employee.
- Identify Sources: Look for digital evidence, internal documents, and potential surveillance footage. Retain IT professionals, if necessary.

### **3. Interview & Information Gathering**

- Interview Complainant First: Get details on specific incidents, dates, locations, and witnesses.
- Interview Witnesses: Speak with relevant colleagues, supervisors, board members and HR.
- Interview Respondent Last: Interview the accused, often after key evidence is gathered.

- Be Strategic and trustworthy: We use prepared, open-ended questions to get detailed, factual answers and offer an environment that makes employees feel comfortable being open and honest.

#### 4. Analysis & Reporting

- Analyze Findings: Objectively weigh evidence to determine if misconduct occurred. Systematically compare the facts with policies and law to reach a conclusion if the facts satisfy the requirements or prohibitions set forth by the law/policy.
- Prepare Report: Create a detailed, confidential report with findings, evidence, and conclusions for the Genoa Charter Township Board of Trustees.

#### 5. Action & Resolution

- Recommend Action: Suggest appropriate discipline (training, policy changes, termination) or support for affected employees.

### **INVESTIGATIVE TEAM OF LABOR & EMPLOYMENT LAW ATTORNEYS**

We are sensitive to the fact that conducting workplace investigations means being considerate of (and giving attention to) employees' feelings, particularly in delicate situations. This is a crucial aspect of conducting effective and ethical workplace investigations. While the process may cause stress, anxiety, and fear for all participants, how these emotions are handled by the investigative team has significant impacts on the investigation's outcome.

We propose the following attorneys serve as the investigated team to conduct a workplace investigation on behalf of Genoa Charter Township. Timothy Ferrand would serve as the lead investigator with the other attorneys assisting as needed.

**Timothy S. Ferrand (P39583)** is an equity partner and member of the firm's Executive Committee. He works out of the Firm's Clinton Township office and focuses his practice on municipal law, employment and labor law, insurance defense, and law enforcement defense and litigation. He maintains an AV Preeminent Rating from Martindale-Hubbell, the highest possible rating an attorney can achieve for both ethical standards and legal ability. He has been named a Super Lawyer by Michigan Super Lawyers since 2006.

A skilled legal advisor, Mr. Ferrand represents counties, cities, townships, villages, and governmental authorities throughout the State of Michigan on a variety of legal matters, including employment and labor issues, internal workplace investigations, police and corrections liability, water and wastewater services, and governmental tort and constitutional liability.

He has served as an assistant city attorney and counseled city commissions and boards providing litigation and prelitigation advice. Insight, born from years of experience, has enabled many of his clients to avoid unnecessary litigation. However, once litigation is initiated, his goal is to be better prepared than the opponent, providing a unique advantage.



Mr. Ferrand proudly gives the best customer service to each of his clients daily. Accordingly, he believes that good results flow from hard work and that luck has little effect on the outcome. He understands his sophisticated clientele require immediate, personalized, hands-on service and accountability. As a result, the lights at his Clinton Township office are typically burning well after normal business hours.

Mr. Ferrand received a Juris Doctor degree from Wayne State University Law School and a Bachelor of Arts degree from Wayne State University. He is a member of the State Bar of Michigan (Labor & Employment Law and Master Lawyers Sections). Additionally, he is a member of the Michigan Association of Municipal Attorneys, American Bar Association, Macomb County Bar Association, Michigan Trial Lawyers Association, and Insurance Alliance of Michigan.

He was admitted to the State Bar of Michigan in 1986 and is admitted in all state courts, the U.S. District Court for the Eastern District of Michigan, the U.S. District Court for the Western District of Michigan, and the U.S. Court of Appeals for the Sixth Circuit.

**Stephanie MS Tompkin (P79970)** is an associate attorney who works out of the Firm's Clinton Township office. She focuses her practice on municipal law, labor & employment law, insurance defense, premises liability, and no-fault/personal injury protection (PIP).

Ms. Tompkin is an experienced litigator who secures positive results for her clients through a combination of skilled advocacy, early and detailed analysis of the facts and issues, and extensive preparation. She regularly advises clients regarding claim liabilities, legal rights, and obligations; evaluates cases and develop strategies and arguments in preparation for court appearances; appears for pre-trial conferences, status conferences, settlement conferences, motion hearings, case evaluation, and facilitation in District Court and Circuit Court; prepares motions, orders, summaries, settlement agreements, and written discovery requests; takes and defends depositions; and negotiates settlement agreements.

Ms. Tompkin received a Juris Doctor degree from Western Michigan Cooley Law School and a Bachelor of Science degree in Paralegal Studies from Eastern Michigan University. She is a member of the State Bar of Michigan (Litigation and Indemnity Law Sections) and the Illinois State Bar Association.

She was admitted to the State Bar of Michigan in 2015 and is admitted in all state courts and the U.S. District Court for the Eastern District of Michigan. She was admitted to the State Bar of Illinois in 2017 and is admitted in all state courts.

**Kimberly M. Coschino (P83086)** is an associate attorney who works out of the Firm's Clinton Township office. She focuses her practice on municipal law, employment and labor law, business law, insurance defense, and law enforcement defense and litigation.

She has significant experience representing clients in various stages of litigation, conducting legal research, drafting pleadings, handling discovery issues, and preparing dispositive and pre-

trial motions. She has litigated disputes in various state and federal courts in Michigan and throughout the country.

Ms. Coschino has experience advising municipal, corporate, and individual clients in employment-related matters. She has counseled clients in breach of contract and employment-related tort claims, including defamation, intentional infliction of emotional distress, and interference with contract or business relations. She has also helped obtain injunctive relief in non-compete, non-solicitation, and confidentiality nondisclosure disputes.

Additionally, she assists clients with matters involving complex commercial litigation, cannabis litigation, civil fraud, class action defense, municipal and governmental law, and other high-stakes litigation.

Ms. Coschino received a Juris Doctor degree from Wayne State University Law School and a Bachelor of Arts degree from Western Michigan University. She is a member of the State Bar of Michigan, Young Lawyers section.

She was admitted to the State Bar of Michigan in 2018 and is admitted in all state courts, the U.S. District Court for the Eastern District of Michigan, and the U.S. District Court for the Western District of Michigan.

**Sean P. FitzGerald (P45333)** is an associate attorney who works out of the Firm's Clinton Township and Livonia offices. He focuses his practice on labor and employment law, education law, litigation, and insurance defense. He is a seasoned litigator, and clients depend on his thorough analysis of their legal issues and strategic approach to representation.

Mr. FitzGerald has extensive higher education law experience. He has worked with university presidents, governing boards, provosts, deans, chairs, faculty, senior executives, and administrators across the full span of higher education operations. Mr. FitzGerald has expertise in all aspects of higher education employment law including internal workplace investigations, labor relations, contract negotiation and administration, and grievances and arbitration. Recently, on behalf of a college client, he performed an investigation into complex cross-allegations of race and sex discrimination made under the college's internal anti-discrimination policy. The investigation involved voluminous document review, interviews with over a dozen college employees and students and resulted in a 14-page report with multiple appendices.

Mr. FitzGerald received a Juris Doctor degree from the University of Detroit School of Law and a Bachelor of Arts degree from the University of Michigan. He is a member of the State Bar of Michigan (Labor & Employment Law, Governmental Law and Litigation Sections). Additionally, he is a member of the Michigan Association of Municipal Attorneys.

He was admitted to the State Bar of Michigan in 1991 and is admitted in all state courts, the U.S. District Court for the Eastern District of Michigan, and the U.S. Court of Appeals for the

Sixth Circuit. He was admitted to the State Bar of Ohio in 2009 and is admitted in all state courts, and the U.S. District Court for the Northern District of Ohio.

## PROPOSED FEE STRUCTURE

Having represented governmental clients for 60 years, we are sensitive to the fact that our fees are ultimately paid from revenue generated by taxes and fees. By providing legal services efficiently and economically, CMDA helps preserve limited governmental resources. The breadth and experience of our attorneys mean we know the law. We do not charge clients for unnecessary research or tasks. CMDA bills in one-tenth hour increments monthly, with specific details provided of all activities.

The cost of an internal investigation is driven by scope, complexity, and resources, with the number of interviews significantly impacting time and expense due to investigator hours and the effort needed for document review, credibility assessment, and potential follow-ups, all scaling with more witnesses and conflicting stories. Should our workplace investigatory services exceed \$25,000, CMDA will seek permission from Genoa Charter Township before continuing the investigation.

CMDA's legal services are billed at an hourly rate. The investigative team of labor & employment law attorneys bill at the following rates:

Staff:	Hourly Rate:
Timothy Ferrand, Equity Partner	\$240.00
Stephanie Tompkin, Sean FitzGerald, and Kimberly Coschino, Associates	\$220.00
Paralegal	\$125.00
Support Staff	No charge

CMDA is committed to conducting a prompt and thorough workplace investigation, while being considerate of employees' feelings and providing transparent and proactive communication to mitigate the loss of residents' trust. We are ready to guide Genoa Charter Township through this process.

In closing, I want to thank you for your time and careful consideration.

Very truly yours,

*Timothy S. Ferrand*

Timothy S. Ferrand, Equity Partner  
(586) 228-5600  
[tferrand@cnda-law.com](mailto:tferrand@cnda-law.com)



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Brighton, MI 48116  
810.227.5225  
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genoa.org

## MEMORANDUM

**TO:** Genoa Twp Board of Trustees and Twp Manager  
**FROM:** Bill Reiber  
**DATE:** December 10, 2025  
**RE:** Approved projects – ongoing updates to the Board

Board Members,

I would like to discuss an opportunity to provide regular updates to the Board on progress being made on completing or moving to the next stage of township funded projects.

I sent an example of a simple Excel spreadsheet populated with sample data that could be adopted and used to list and track each issue.

This report could be included as a standing item to review during the discussion portion of our meetings.

I'd like to hear your comments during our 12/15/25 meeting.

Revision date:							
Topic	Date first presented to Board	Date Board approved action via	Agreed upon action	Cost Approved	Progress Update	Time to complete (Date)	Follow-up needed
Rehabilitation of 77-acre parcel of land along Brighton road that is impassable due to overgrowth.			Vendor to present options to board - includes clearing of invasive species, regular growth control, minimal deviation from natural state, no park, no concrete, walking trail OK, include parking area.	\$7500 for initial proposal			Present proposal to State legislature and request funding since DNR originally deforested this area and allowed uncontrolled overgrowth preventing foot traffic. Will be new item once presented.  Review proposal for modifications and consider modification costs.
Livingston County Sheriff's Office (LCSO) to install (5) License Plate Readers and a mobile speed indicator within the township			Sheriff to purchase equipment and install at locations of their choosing. LCSO also is responsible to maintaining the equipment, the costs for any updates or relocating it as necessary.	\$34,000			If approved, consider and authorize  Request that LCSO provide an update to the board should this equipment be proven critical in preventing or prosecution of crimes.

### SUPERVISOR

Kevin Spicher

### CLERK

Rick Soucy

### TREASURER

Robin L. Hunt

### TRUSTEES

Bill Reiber

Candie Hovarter

Todd Walker

### MANAGER

Kelly VanMarter

Thank you,

**Bill Reiber**

Trustee, Genoa Charter Township