

GENOA CHARTER TOWNSHIP BOARD
Regular Meeting
January 5, 2026
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: January 5, 2026
2. Request to approve the December 15, 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 #5** – Confirming the Special Assessment Roll for the **Round Lake Aquatic Weed Control** Special Assessment Project (summer tax 2026). (Roll Call)
5. Request for approval to enter into agreements to collect 2026 Summer property taxes for the Brighton Area Schools, Hartland Consolidated Schools, Howell Public Schools, and the Livingston Educational Service Agency as submitted by the Township Treasurer. (Roll Call)
6. Consideration of a request to appoint Robin Hunt to replace Rick Soucy to the Election Commission with a term ending November 20, 2028 and Darrell Kenney to replace Ron Matkin and Michael Hadijinian to replace Eric Graetzel (alternate) to the Board of Review with terms ending on December 31, 2026.
7. Request for approval of **Resolution 260105** establishing the 2026 instructions for poverty exemption, guidelines for poverty exemption, poverty exemption application, poverty

exemption worksheet and to establish the beginning date for the Board of Review as submitted by Assessor Debra Rojewski. (Roll Call)

Items for Discussion:

8. Discussion regarding attendance at the 2026 Michigan Township Association Annual Conference.

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>

BOARD PACKET

CHECK REGISTERS FOR TOWNSHIP BOARD MEETING

MEETING DATE: January 5, 2025

All information below through December 30, 2025

December 19, 2025 Bi Weekly Payroll	\$	126,548.10
INVOICES ON HOLD	\$	56,026.26
TOWNSHIP GENERAL EXPENSES	\$	244,554.18
OPERATING EXPENSES SAD (264CK)	\$	200,052.50
OPERATING EXPENSES PARKS & REC (270CK)	\$	8,500.00
OPERATING EXPENSES DPW (503 FN)	\$	100,996.54
OPERATING EXPENSES LAKE EDGEWOOD (593FN)	\$	3,414.82
OPERATING EXPENSES OAK POINTE (592FN)	\$	6,622.77
OPERATING EXPENSES PINE CREEK (402CK)	\$	195,577.73
TOTAL	\$	942,292.90

December 19, 2025 Bi Weekly Payroll

12/29/2025 10:47 AM

PAYROLL REGISTER REPORT FOR GENOA CHARTER TOWNSHIP

Payroll ID: 335

Pay Period End Date: 12/12/2025 Check Post Date: 12/19/2025 Bank ID: FNBCK

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

UTILITY SUPPORT	78.00	0.00	1,716.00	3,124.00	
VACATION PAY	132.50	0.00	4,698.73	190,512.11	
VACATION PTIME	0.00	0.00	0.00	1,108.78	
WELL IQ	0.00	0.00	0.00	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	66.00	0.00	2,205.29	59,109.93	
Gross Pay This Period	129,092.91	Deduction Refund	0.00	Ded. This Period	36,729.95
				Net Pay This Period	92,362.96
				Gross Pay YTD	3,220,601.13
				Dir. Dep.	88,947.93

12/29/2025 Check Register Report For Genoa Charter Township
For Check Dates 12/19/2025 to 12/19/2025

Check Date	Bank	Check Number	Name	Check	Physical	Direct	
				Gross	Check Amount	Deposit Status	
12/19/2025	FNBCK	EFT1123	FLEX SPENDING (TASC)	1,122.48	1,122.48	0.00	Open
12/19/2025	FNBCK	EFT1124	INTERNAL REVENUE SERVICE	29,980.17	29,980.17	0.00	Open
12/19/2025	FNBCK	EFT1125	PRINCIPAL FINANCIAL	4,181.00	4,181.00	0.00	Open
12/19/2025	FNBCK	EFT1126	PRINCIPAL FINANCIAL	2,316.52	2,316.52	0.00	Open
Totals:				37,600.17	37,600.17	0.00	
Total Physical Checks:							
Total Check Stubs:				4			

Direct Deposit	\$88,947.93
Physical Check	<u>\$37,600.17</u>
TOTAL	\$126,548.10

INVOICES ON HOLD - NEED BOARD APPROVAL

Bank Code	Post Date	Invoice #	Vendor Sort Name	Amount	Description
503FN	12/29/2025 12:00:00 AM	136558	GIFFELS WEBSTER	2,080.00	MHOG GIS MAINTENANCE SERVICES THROUGH 12/6/25
503FN	12/29/2025 12:00:00 AM	1084816	ROSATI, SCHULTZ, JOPPICH & AMTSBUEC	45.00	PROFESSIONAL SERVICES THROUGH 11/30/25
503FN	12/29/2025 12:00:00 AM	I-54212	IMAGE 360	202.20	3M LAMINATED DOOR GRAPHICS-NEW TRUCK 30
503FN	12/29/2025 12:00:00 AM	11-0233882	MARSHALL'S EXPRESS	59.45	TRUCK 16 FULL OIL CHANGE
503FN	12/29/2025 12:00:00 AM	36266	MYERS AUTOMOTIVE	370.38	TRUCK 15 R & R FRONT PADS, ROTATE & BALANCE TIRES
503FN	12/29/2025 12:00:00 AM	36312	MYERS AUTOMOTIVE	1,135.71	FRONT & REAR ROTORS & PADS FOR TRUCK 20
503FN	12/29/2025 12:00:00 AM	1000083774	PFEFFER, HANNIFORD, PALKA	2,000.00	SERVICES PROVIDED 10/1/25 - 11/30/25
503FN	12/29/2025 12:00:00 AM	517ST1-2497840	RED WING BUSINESS ADVANTAGE ACCOUNT	225.00	WORK BOOTS KJ NEIBAUER
503FN	12/29/2025 12:00:00 AM	42203215	ULINE	899.11	TYVEK COVERALLS & NITRILE GLOVES - SAFETY
TOTAL FOR DPW FUND				7,016.85	
					2026 ANNUAL MAINTENANCE FEE/MEMBERSHIP FEE
593FN	1/1/2026 12:00:00 AM	20261097	MISS DIG 811	432.35	(SPLIT W/ OPW & OPS)
593FN	12/29/2025 12:00:00 AM	1000083774	PFEFFER, HANNIFORD, PALKA	840.00	PROFESSIONAL SERVICES 10/1/25 - 11/30/25
TOTAL FOR LE FUND 593				1,272.35	
FNBCK	12/29/2025 12:00:00 AM	S106631653.001	ETNA SUPPLY COMPANY	150.00	METER WIRE
FNBCK	12/29/2025 12:00:00 AM	S106631635.001	ETNA SUPPLY COMPANY	12,720.94	1" METERS & METER HORNS FOR STOCK REPLENISH
FNBCK	12/30/2025 12:00:00 AM	172153030	AMERICAN AQUA	126.50	WATER DELIVERY
TOTAL FOR GENERAL FUND				12,997.44	

INVOICES ON HOLD - NEED BOARD APPROVAL

Bank Code	Post Date	Invoice #	Vendor Sort Name	Amount	Description
592FN	12/29/2025 12:00:00 AM	1225-146275	BRIGHTON ANALYTICAL LLC	220.00	DRINKING WATER CALCIUM BY EPA, WATER ANIONS, PHOSPHASE ALKALINITY
592FN	12/29/2025 12:00:00 AM	1225-146436	BRIGHTON ANALYTICAL LLC	220.00	DRINKING WATER CALCIUM BY EPA, WATER ANIONS, PHOSPHASE ALKALINITY
592FN	12/29/2025 12:00:00 AM	14765800	HACH COMPANY	287.75	LAB SUPPLIES
592FN	1/1/2026 12:00:00 AM	20261097	MISS DIG 811	432.34	2026 ANNUAL MAINTENANCE FEE/MEMBERSHIP FEE (SPLIT W/ LES & OPS)
592FN	12/29/2025 12:00:00 AM	3076	NELSON TANK ENGINEERING & CONSULTIN	4,000.00	MAINTENANCE INSPECTION -ROV TANK INSPECTION & REPORT FOR THE OP GROUND TANK
592FN	12/29/2025 12:00:00 AM	1000083774	PFEFFER, HANNIFORD, PALKA	750.00	PROFESSIONAL SERVICES 10/1/25 - 11/30/25
592FN	12/29/2025 12:00:00 AM	173627622	AMERICAN AQUA	296.18	RO SYSTEM MAINTENANCE AT 5060 GLENWAY DRIVE WATER TESTING FOR NACL (CA, MG) PROGRAM (31
592FN	12/29/2025 12:00:00 AM	1025-145524	BRIGHTON ANALYTICAL LLC	3,088.00	HOMES)
592FN	12/29/2025 12:00:00 AM	448926BRI	COMPLETE BATTERY SOURCE	42.42	BATTERIES
592FN	12/29/2025 12:00:00 AM	110250099273	EJ USA, INC.	539.59	BRASS NIPPLE CONNECTORS AND PVC - PVC COUPLING
592FN	1/1/2026 12:00:00 AM	20261097	MISS DIG 811	432.34	2026 ANNUAL MAINTENANCE FEE/MEMBERSHIP FEE (SLIPT W/ LES & OPW)
592FN	12/29/2025 12:00:00 AM	1000083774	PFEFFER, HANNIFORD, PALKA	750.00	PROFESSIONAL SERVICES 10/1/25 - 11/30/25
592FN	12/29/2025 12:00:00 AM	40291555	WSP MICHIGAN INC	9,070.95	2025 RESIDENTIAL NACL DRINKING WATER SAMPLING PROGRAM
592FN	12/29/2025 12:00:00 AM	40291554	WSP MICHIGAN INC	17,208.14	PFAS GRANT ACTIVITIES
592FN	12/29/2025 12:00:00 AM	80313-2	MERIT LABORATORIES	516.00	OP RESIDENTIAL PFAS SAMPLING (2)
592FN	12/29/2025 12:00:00 AM	80093-2	MERIT LABORATORIES	1,548.00	OP RESIDENTIAL PFAS SAMPLING (6)
592FN	12/30/2025 12:00:00 AM	172101087	AMERICAN AQUA	296.18	5230 CHILSON ROAD DRINKING WATER SYSTEM MAINTENANCE
592FN	12/30/2025 12:00:00 AM	173195463	AMERICAN AQUA	296.18	5180 GLENWAY DRIVE DRINKING WATER SYSTEM MAINTENANCE
TOTAL FOR OP FUND 592				39,994.07	
270CK	12/29/2025 12:00:00 AM	208.122325003	COOPER'S TURF MANAGEMENT LLC	1,762.40	WORK ORDER AND SUPPLY REIMBURSEMENT
TOTAL FOR PARKS & REC FUND 208				1,762.40	
TOTAL FOR ALL FUNDS				56,026.26	

CHECK DISBURSEMENT REPORT FOR CHECKS DATED 12/10-/25 TO 12/30/25

Check Date	Bank	Check #	Invoice	Payee	Description	Amount
12/09/2025	FNBCK	39962	22164	COOPER'S TURF MANAGEMENT LLC	REPAIRS & MAINTENANCE	2,044.00
12/09/2025	FNBCK	39967	0138408-1389-6	WASTE MANAGEMENT CORP, SERVICES	REFUSE CONTRACTUAL SERVICES	136,665.90
12/16/2025	FNBCK	39977	12-15-2025	PAIGE BURGESS	BUILDING & GROUNDS CONTRACTUAL SERVICES	2,125.00
12/16/2025	FNBCK	39978	6651594	TOSHIBA AMERICAN BUSINESS SOLUTIONS	EQUIP / SOFTWARE / SOFTWARE MAINTENANCE	601.96
12/16/2025	FNBCK	39979	6674637	TOSHIBA AMERICAN BUSINESS SOLUTIONS	EQUIP / SOFTWARE / SOFTWARE MAINTENANCE	601.96
12/16/2025	FNBCK	39980	6700741	TOSHIBA AMERICAN BUSINESS SOLUTIONS	EQUIP / SOFTWARE / SOFTWARE MAINTENANCE	601.96
12/16/2025	FNBCK	39981#	11-3-25 11-24-25	VISA	MANAGER DEPT PRO DEV/CONFERENCE/DUES	425.00
12/16/2025	FNBCK	39981	11-3-25 11-24-25	VISA	CLERKS DEPT PRO DEV/CONFERENCE/DUES	100.00
12/16/2025	FNBCK	39981	11-3-25 11-24-25	VISA	ASSESSING PRO DEV/CONFER/DUES/SUB	525.00
12/16/2025	FNBCK	39981	11-3-25 11-24-25	VISA	SUPPLIES	48.07
12/16/2025	FNBCK	39981	11-3-25 11-24-25	VISA	SUBSCRI/PUBLICATIONS/MEMBERS	40.00
12/17/2025	FNBCK	39982	6723360	TOSHIBA AMERICAN BUSINESS SOLUTIONS	EQUIP / SOFTWARE / SOFTWARE MAINTENANCE	611.96
12/18/2025	FNBCK	39983	206793203836	CONSUMERS ENERGY	UTIL:ELECTRICITY & NAT.GAS	25.39
12/18/2025	FNBCK	39983	202522195573	CONSUMERS ENERGY	UTIL:ELECTRICITY & NAT.GAS	618.70
12/19/2025	FNBCK	39984	293880	BUSINESS IMAGING GROUP	SUPPLIES	53.74
12/19/2025	FNBCK	39984	293703	BUSINESS IMAGING GROUP	SUPPLIES	107.48
12/19/2025	FNBCK	39985	257889337	COMCAST	PHONE/INTERNT/CABLE/ALARM	677.15
12/19/2025	FNBCK	39986#	0007441316	GANNETT MICHIGAN LOCALIQ	BD OF REV PUBLICATIONS	173.56
12/19/2025	FNBCK	39986	0007441316	GANNETT MICHIGAN LOCALIQ	SUBSCRI/PUBLICATIONS/MEMBERS	72.92
12/19/2025	FNBCK	39987	12-17-2025	LIVINGSTON CO. REGISTER OF DEEDS	REVIEW SERVICES - LEGAL/RECORDING FEES	30.00
12/19/2025	FNBCK	39988	12-4-2025	PFEFFER, HANNIFORD, PALKA	ACCOUNTING CONSULTANT (PHP)	3,500.00
12/19/2025	FNBCK	39989	239876	PRINTING SYSTEMS	ELECTION OFFICE SUPPLIES/EQUIPMENT	200.23
12/19/2025	FNBCK	39989	239865	PRINTING SYSTEMS	ELECTION OFFICE SUPPLIES/EQUIPMENT	741.75
12/19/2025	FNBCK	39990	6934	SEWARD HENDERSON PLLC	GENERAL TOWNSHIP LEGAL FEES	10,934.00
12/19/2025	FNBCK	39990	6933	SEWARD HENDERSON PLLC	LITIGATION LEGAL FEES	2,331.91
12/19/2025	FNBCK	39991	52518154	TETRA TECH, INC.	REVIEW SERVICES - ENGINEERING	1,555.00
12/19/2025	FNBCK	39992	6130313841	VERIZON WIRELESS	PHONE/INTERNT/CABLE/ALARM	80.02
12/19/2025	FNBCK	39993	12-8-2025	TODD WALKER	TRUSTEES MILEAGE & TRAVEL EXPENSE	67.20
12/22/2025	FNBCK	202(E)#	10-1-25 12-31-25	PRINCIPAL FINANCIAL RETIREMENT	DUE FROM #233 UTILITY FUND	45,398.67
12/22/2025	FNBCK	202(E)	10-1-25 12-31-25	PRINCIPAL FINANCIAL RETIREMENT	RETIREMENT	29,221.77
12/22/2025	FNBCK	39994#	ADM00035321	EHIM, INC	DUE FROM #233 UTILITY FUND	520.20
12/22/2025	FNBCK	39994	FND00031665	EHIM, INC	DUE FROM #233 UTILITY FUND	2,432.95
12/22/2025	FNBCK	39994	ADM00035321	EHIM, INC	HEALTH/LIFE INSURANCE	91.80
12/22/2025	FNBCK	39994	FND00031665	EHIM, INC	HEALTH/LIFE INSURANCE	443.19
12/22/2025	FNBCK	39995	7008060350	STAPLES	SUPPLIES	484.79
12/23/2025	FNBCK	39996	1/4/2025	COMCAST	PHONE/INTERNT/CABLE/ALARM	367.09
12/30/2025	FNBCK	39997	11/22/25 - 12/22/25	DTE ENERGY	UTIL:ELECTRICITY & NAT.GAS	33.86
Total for fund 101 GENERAL FUND						244,554.18

12/10/2025	264CK	4585	52518150	TETRA TECH, INC.	TIMBER GREEN (W25-39) - PROJECT EXPENSE	1,805.00
12/15/2025	264CK	4586	4347822	TIGRIS AQUATIC SERVICES/PARDEE LAKE	PARDEE LK (W21-25) -PROJECT EXPENSE	900.00
12/16/2025	264CK	4588	5771	R & R ASPHALT, INC.	TIMBER GREEN (W25-39) - PROJECT EXPENSE	10,400.00
12/16/2025	264CK	4588	5747	R & R ASPHALT, INC.	TIMBER GREEN (W25-39) - PROJECT EXPENSE	180,327.00
12/16/2025	264CK	4589	10688	SPRINGER LANDSCAPING	TIMBER GREEN (W25-39) - PROJECT EXPENSE	3,900.00
12/22/2025	264CK	4590	3702134	DYKEMA GOSSETT PLLC	EDWIN DR (S25-29) -PROJECT EXPENSE	2,720.50
Total for fund 202 SAD ROADS AND LAKES						200,052.50
12/22/2025	270CK	5814	12-19-2025	BRIGHTON SENIOR CENTER	MISC EXPENSE	1,000.00
12/22/2025	270CK	5815	GT-002	K2 ENVIRONMENTAL CONSULTING, LLC	PARK PLANNING/ENGINEERING	2,500.00
12/30/2025	270CK	5816	208.122925001	COOPER'S TURF MANAGEMENT LLC	PATH / PARK MAINTENANCE	5,000.00
Total for fund 208 PARK/RECREATION FUND						8,500.00
12/10/2025	503FN	6499	12-9-2025	GREG TATARA	HARDWARE EXPENSES	1,153.96
12/10/2025	503FN	6500#	12-10-2025	MMRMA	AUTO-INSURANCE	6,001.69
12/10/2025	503FN	6500	12-10-2025	MMRMA	VEHICLE PROPERTY/LIABILITY	5,766.32
12/16/2025	503FN	6509#	11/8/25 12/7/2025	CARDMEMBER SERVICE	DUE FROM GENERAL FUND #101	736.78
12/16/2025	503FN	6509	11/8/25 12/7/2025	CARDMEMBER SERVICE	DUE FROM G/O	349.39
12/16/2025	503FN	6509	11/8/25 12/7/2025	CARDMEMBER SERVICE	SUPPLIES	814.14
12/16/2025	503FN	6509	11/8/25 12/7/2025	CARDMEMBER SERVICE	CUSTOMER LINE	67.00
12/16/2025	503FN	6510#	11-13-25 12-11-2025	HOME DEPOT CREDIT SERVICES	DUE FROM BUILDING & GROUNDS	299.00
12/16/2025	503FN	6510	11-13-25 12-11-2025	HOME DEPOT CREDIT SERVICES	DUE FROM OP #592	71.94
12/16/2025	503FN	6510	11-13-25 12-11-2025	HOME DEPOT CREDIT SERVICES	DUE FROM OP #592	8.99
12/16/2025	503FN	6510	11-13-25 12-11-2025	HOME DEPOT CREDIT SERVICES	DUE FROM G/O	797.48
12/16/2025	503FN	6510	11-13-25 12-11-2025	HOME DEPOT CREDIT SERVICES	DUE FROM MHOG	520.12
12/16/2025	503FN	6510	11-13-25 12-11-2025	HOME DEPOT CREDIT SERVICES	ROUTINE MAINTENANCE	18.22
12/16/2025	503FN	6510	11-13-25 12-11-2025	HOME DEPOT CREDIT SERVICES	SUPPLIES & TOOLS	49.64
12/16/2025	503FN	6511	377637	HUB INTERNATIONAL LIMITED	INTERNAL TRAINING	2,400.00
12/17/2025	503FN	6512*#	12-1-25 TO 12-31-25	BLUE CROSS & BLUE SHIELD OF MI	HEALTH INS - BCBS	36,621.25
12/17/2025	503FN	6513*#	7944	SPIRIT OF LIVINGSTON	UNIFORMS	100.00
12/19/2025	503FN	6514*#	6130313840	VERIZON WIRELESS	DUE FROM OP #592	40.01
12/19/2025	503FN	6514	6130313840	VERIZON WIRELESS	AIR CARDS/JETPACKS	554.14
12/19/2025	503FN	6514	6130313840	VERIZON WIRELESS	CELL PHONES	44.55
12/22/2025	503FN	6515*#	RIS0006757718	DELTA DENTAL	DENTAL INSURANCE	2,786.83
12/22/2025	503FN	6515	RIS0006757718	DELTA DENTAL	DENTAL INSURANCE	2,786.83
12/22/2025	503FN	6516*#	12/29/2025	COMCAST	SECURITY CAMERAS AT BARNS & INTERNET	241.45
12/29/2025	503FN	6517*#	1/1/2026	MUTUAL OF OMAHA	LIFE/DISABILITY	2,145.56
12/29/2025	503FN	6518*#	1/1/26 - 1/31/26	BLUE CROSS & BLUE SHIELD OF MI	HEALTH INS - BCBS	36,621.25
Total for fund 233 DPW UTILITIES						100,996.54

12/10/2025	593FN	4690	10-30-25 12125*	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	36.03
12/10/2025	593FN	4690	10-30-25 1212*5	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	1,447.11
12/10/2025	593FN	4690	10-30-25 121*25	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	434.89
12/10/2025	593FN	4690	10-30-25 12*1-25	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	83.96
12/10/2025	593FN	4691	7-1-25 7-1-25	MMRMA	INSURANCE - SEWER	1,174.28
12/19/2025	593FN	4693	202522195572	CONSUMERS ENERGY	UTILITIES - ELECTRIC - SEWER	21.00
12/19/2025	593FN	4693	205369817974	CONSUMERS ENERGY	UTILITIES - ELECTRIC - SEWER	217.55
Total for fund 590 LAKE EDGEWOOD OPERATING						3,414.82
12/10/2025	592FN	6512*#	10302*5 12-1-25	DTE ENERGY	UTILITIES - ELECTRIC - WATER	65.40
12/10/2025	592FN	6512	1030*25 12-1-25	DTE ENERGY	UTILITIES - ELECTRIC - WATER	882.02
12/10/2025	592FN	6512	10*30-25 12-1-25	DTE ENERGY	UTILITIES - ELECTRIC - WATER	549.25
12/10/2025	592FN	6512	1030*25 12-1-25	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	882.02
12/10/2025	592FN	6512	103*2-25 12-1-25	DTE ENERGY	UTILITIES - ELECTRIC - SEWER	259.44
12/10/2025	592FN	6513*#	12-10-25 INS	MMRMA	INSURANCE - WATER	882.00
12/10/2025	592FN	6513	12-10-25 INS	MMRMA	INSURANCE - SEWER	1,932.48
12/17/2025	592FN	6520	11/21/25 12/20/25	AT&T	INTERNET - WATER	249.49
12/17/2025	592FN	6521	11/28/25 12/27/25	AT&T LONG DISTANCE	INTERNET - WATER	134.55
12/17/2025	592FN	6522	206970968968	CONSUMERS ENERGY	UTILITIES - ELECTRIC - SEWER	410.65
12/17/2025	592FN	6522	202522198573	CONSUMERS ENERGY	UTILITIES - ELECTRIC - SEWER	375.47
Total for fund 592 OAKPOINTE OPERATING						6,622.77
12/30/2025	402CK	5109	12/30/2025	GENOA TWP ROAD PROJECTS #202/264	PRINCIPAL REDUCTION REFUND	156,157.88
12/30/2025	402CK	5110	3695250	DYKEMA GOSSETT PLLC	DEFEASANCE	15,000.00
12/30/2025	402CK	5111	138973	PFM FINANCIAL ADVISORS LLC	DEFEASANCE	8,500.00
12/30/2025	402CK	5112	12/30/2025	LAKE VILLAS CONDOMINIUMS	PRINCIPAL REDUCTION REFUND	15,919.85
Total for fund 402 PINE CREEK CONSTRUCTION FUND						195,577.73
TOTAL - ALL FUNDS						759,718.54



Rewards

Bonus Points
Available
7,935

Account Summary

Billing Cycle	12/01/2025
Days In Billing Cycle	29
Previous Balance	\$2,969.74
Purchases	+ \$1,138.07
Cash	+ \$0.00
Balance Transfers	+ \$0.00
Special	+ \$0.00
Credits	- \$0.00
Payments	- \$2,969.74
Other Charges	+ \$0.00
Finance Charges	+ \$0.00

NEW BALANCE \$1,138.07

Credit Summary

Total Credit Line	\$10,000.00
Available Credit Line	\$8,861.93
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 \$1,138.07

MINIMUM PAYMENT \$1,138.07

PAYMENT DUE DATE 12/26/2025

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
11/03	11/04	PBUS01	24755425308643080709639	STATE TAX COMMISSION 517-3353429 MI	\$175.00
11/03	11/04	PBUS01	24755425308643080709647	STATE TAX COMMISSION 517-3353429 MI	\$175.00
11/03	11/04	PBUS01	24755425308643080709654	STATE TAX COMMISSION 517-3353429 MI	\$175.00
11/05	11/05	PBUS01	24692165309102073639060	AMAZON MKTPL* NKSEV8MX2 Amzn.com/bill WA	\$7.98
11/05	11/06	PBUS01	24692165309102883390284	AMAZON MKTPL* BT6P90NB0 Amzn.com/bill WA	\$6.85
11/17	11/18	PBUS01	24492165322100007988087	WWW.MICHIGANCLERKS.ORG WWW.MICHIGANCLERKS.ORG	\$100.00
11/18	11/19	PBUS01	24801975323553779005125	MICHIGAN MUNICIPAL LEAGUE 734-662-3246 MI	\$425.00
11/20	11/20	PBUS01	24011345324100051596164	AMAZON RETA* B04MT7G82 WWW.AMAZON.CO.WA	\$33.24
11/21	11/23	PBUS01	241950653253027017664078	EVERMAP COMPANY LLC 541-760-9267 OR	\$40.00
11/24	11/25		74009775329001202502832	PAYMENT - THANK YOU	\$2,969.74

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

12/01/25

New Balance

\$1,138.07

Total Minimum
Payment Due

\$1,138.07

Payment Due Date

12/26/25



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



34071

MAKE CHECK PAYABLE TO:



VISA
PO BOX 6818
CAROL STREAM IL 60197-6818

Previous Balance		\$2,969.74
Purchases	+	\$1,138.07
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$0.00
Payments	-	\$2,969.74
Other Charges	+	\$0.00
Finance Charges	+	\$0.00

NEW BALANCE \$1,138.07

Credit Summary

Total Credit Line	\$10,000.00
Available Credit Line	\$8,861.93
Available Cash	\$10,000.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00



Go to MyCardStatement.com



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

Payment Summary

NEW BALANCE	\$1,138.07
MINIMUM PAYMENT	\$1,138.07
PAYMENT DUE DATE	12/26/2025

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.

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11/17	11/18	PBUS01	24492165322100007988087	WWW.MICHIGANCLERKS.ORG WWW.MICHIGANCLERKS.ORG	\$100.00
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11/21	11/23	PBUS01	24195065325027017664078	EVERMAP COMPANY LLC 541-760-9267 OR	\$40.00
11/24	11/25		74009775329001202502832	PAYMENT - THANK YOU	\$2,969.74

101-257-910-000 Assessing dues
101-261-750-000 supplies
101-215-910-000 deputy clerk dues
101-172-910-000 - mander dues
101-261-750-000 - Supplies
101-261-791-000 - Subscriptions

GENOA CHARTER TOWNSHIP BOARD
Regular Meeting
December 15, 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 33 people in the audience.

Call to the Public

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

Ms. Agga Bisbikis of 2511 Little Sunset Trail acknowledged the candidates who will be speaking this evening. She suggested having goats for hire clear the Brighton Road property. She would like the township to hold a workshop to have the residents work on a data center ordinance.

Ms. Colleen Quin of 4042 Brookstone Court thanked the board for initiating the third-party investigation as to why the clerk left. The two positions that should have received priority when the new board was elected are the clerk and the supervisor. She spoke about the way the new clerk was appointed. One person who ran at the last election is on the agenda as a trustee candidate. She requested to know which trustees chose which candidates.

Ms. Candie Hovarter spoke for Susan Nichols. She does not agree that Jeff Dheanens should be considered because he ran and lost at the last election as well as the comments he has made on his website. She recommended Jim Carpenter and hopes that the motion was done after the discussion.

Ms. Michelle Benson stated that she grew up in this community. She spoke about the request

from Trustee Reiber regarding lawsuits of the township. No trustee, except Supervisor Spicher, knows what lawsuits are pending in the township. She provided details of a current township lawsuit.

Mr. Frank Castle of 4355 Filbert Drive is in support of the SAD for the weed control program for Round Lake. They have problems with the weeds, geese, and invasive swans.

The call to the public was closed at 6:44 pm.

Approval of Consent Agenda:

Mr. Reiber requested to have the December 1, 2025 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 15, 2025

~~2. Request to approve the December 1, 2025 regular meeting minutes. (moved to Regular Agenda)~~

Approval of Regular Agenda:

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

2. Request to approve the December 1, 2025 regular meeting minutes. (moved from Consent Agenda)

Mr. Reiber requested changes be made.

Moved by Reiber, supported by Hovarter, to approve the December 1, 2025 regular meeting minutes as amended. **The motion carried unanimously.**

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

The call to the property owners was opened at 7:01 pm.

Mr. Martin Toomajian of 4449 Filbert Drive is in favor of the SAD for weed control on their lake. They have the support of 75 percent of the residents. He provided a review of the process they took to determine which contractor to hire. He thanked the township and is asking for the board's support.

Ms. Dorene Walsh of 4443 Filbert Drive asked the Round Lake residents to stand up. The residents thank the township for their support and outstanding assistance to develop the SAD for weed control on their lake. They appreciate all the work of the township staff.

Mr. James Scherer of PLM Lake and Land Management. He is looking forward to working with the residents of Round Lake to recover their lake. He thanked the township board and Ms. VanMarter.

The call to the property owners was closed at 7:09 pm.

The call to the public was opened at 7:09 pm with no response.

4. Request for approval of Resolution #3 - Approving the Project Cost Estimates, Special Assessment District and causing the Special Assessment Roll to be prepared for the Round Lake Aquatic Weed Control Special Assessment Project (summer tax 2026). (Roll Call)

Ms. Hunt stated she has never seen 75 percent support on an SAD. There was one objection from Beth and Craig Hagen.

Moved by Soucy, supported by Walker, to approve Resolution #3 - Approving the Project Cost Estimates, Special Assessment District and causing the Special Assessment Roll to be prepared for the Round Lake Aquatic Weed Control Special Assessment Project (summer tax 2026). **The motion carried unanimously with a roll call vote (Reiber - yes; Hunt - yes; Hovarter - yes; Soucy - yes; Walker - yes; Spicher - yes)**

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)

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

6. Consideration of a request for approval of the Trustee Candidate Interview process.

Mr. Reiber stated the process did not restrict the trustees from reaching out to references of the candidates. Mr. Seward stated the interviews have to be done in an open meeting and not one on one. There was nothing that permitted reaching out to the candidates as part of the

discussion of the interview process. Mr. Soucy stated it is not permitted so that a trustee has more knowledge than the other trustees do not have. Mr. Seward stated Mr. Reiber obtaining information and making his decision based on that information is a violation of the Open Meetings Act.

A discussion continued regarding a trustee calling references for a candidate. Ms. Hunt stated that the questions on the application helped her make her decision on who should be interviewed. She suggested not having each applicant answer those same questions this evening. She does not agree with the question that Mr. Reiber submitted to be asked tonight. Mr. Soucy agrees. Mr. Reiber read his proposed question "You were asked to provide reference contacts as part of the questionnaire. In doing so, was it your intention to make available additional information to board members should they decide to contact them related to your qualifications that are not on the questionnaire and that might be helpful in their decision making process". Supervisor Spicher does not believe that question will help the board determine who the best candidate is. Ms. VanMarter understood that the trustees would read the applications and provide her with their top candidates. She included the references when they were given to the board, so they knew that they provided them. Mr. Walker referenced a section of the Open Meetings Act, providing details of the process of appointing a new trustee.

There was a discussion regarding when the trustees should state which of the candidates they chose to interview. It was decided it would be done after the vote on the motion to appoint the trustee.

Moved by Reiber, supported by Hunt, to amend the process to include that each board member shall state which candidates they nominated after the vote on the motion to appoint the trustee and strike Item #3, the third bullet point that states "Questions should be consistent across candidates, or each trustee should use the same personal question with each applicant." **The motion carried unanimously.**

7. Open Interviews for Trustee Candidates.

Supervisor Spicher stated they received 12 very well qualified applicants.

Mr. Michael Hadjinian provided details of the company where he recently retired from and his role as president, his personal information, education, work history, why he is interested in the position, and his qualifications. One question was asked by Mr. Soucy.

Mr. Darrell Kenney provided his history as a board member and treasurer of his condominium association in Florida, his career working in the banking industry, including starting the Ann Arbor State Bank in 2008, his management style, his strengths, and why he is interested in the position. One question was asked by Mr. Reiber.

Mr. Jeff Dhaenens stated he has served the township for 14 years as a member of the ZBA, the Planning Commission, and a trustee. He provided what was accomplished in the township during that time, his qualifications, his involvement in the township since not being reelected, what his priorities are as a trustee, why he is interested in the position, and the references he provided. Ms. Hovarter asked Mr. Dhaenens one question. Mr. Reiber and Mr. Dhaenens had a discussion regarding Mr. Dhaenens' campaign for reelection.

Mr. Doug Moore spoke about his past and current experience in public service and what he accomplished, his education, career history, and what benefit he can bring to the township. Mr. Reiber, Ms. Hovarter, Mr. Walker, and Supervisor Spicher each asked Mr. Moore one question. Mr. Moore asked the board members a question.

Ms. Jodie Valenti provided her history of living in Livingston County and Genoa Township, her current position at Brighton Area Schools, why she is interested in the position, what she wants for the future of the township, and how her experience running the senior center has taught her a different perspective on the community. Ms. Hovarter asked Ms. Valenti one question.

Mr. Jim Carpenter provided his history of living in Genoa Township and the growth he has seen, his career history, his experience working elections since 2016, why he is interested in the position, and his solutions for certain issues facing the township. One question was asked by Mr. Reiber.

The board took a break from 8:58 to 9:08 pm.

8. Consideration of an appointment to fill the vacant Trustee seat.

The board members took time to review their notes from the interviews.

Moved by Reiber, supported by Hovarter, to appoint Mr. Jim Carpenter to fill the vacant seat of trustee.

Mr. Soucy noted that Mr. Carpenter has cursed when speaking to the board. Mr. Reiber stated Mr. Carpenter is passionate and attends the meetings. He thinks he would be the best fit. Ms. Hovarter stated that he thinks outside the box and he will help the board. Ms. Hunt is looking for a calm board that will work together.

The motion failed with a roll call vote (Reiber - yes; Walker - no; Hunt - no; Hovarter - yes; Soucy - no; Spicher - no).

Ms. Hunt was very impressed with Ms. Valenti's answers and application and her strong community involvement. Ms. Hovarter agrees she is very good at running the Senior Center. Mr. Soucy has another candidate in mind.

Moved by Hunt, supported by Walker, to appoint Ms. Jodie Valenti to fill the vacant seat of trustee. **The motion carried with a roll call vote (Hunt - yes; Reiber - yes; Walker - yes; Hovarter - yes; Soucy - no; Spicher - yes).**

The trustees then stated who they nominated.

Ms. Hovarter nominated Doug Moore, Jodie Valenti and Jim Carpenter. Mr. Soucy nominated Darrell Kenney, Mike Hadjiinian and Jodie Valenti. Supervisor Spicher chose Jodie Valenti and Michael Hadjiinian. Ms. Hunt recommended the one applicant who dropped out, Jeff Dhaenens, and Darrell Kenney. She stated that she read the applications with the names redacted and looked at who was the most qualified. When she realized that many in the community did not want Jeff because he did not win in the last election, he was removed from her list. Mr. Rieber nominated the one applicant who withdrew, Doug Moore, and Jim Carpenter. Mr. Walker nominated Darrell Kennedy. His other choices did not result in being chosen for an interview.

Items for Discussion:

9. Update on the progress of the Brighton Road property field work investigation and notice of public workshop on Wednesday, January 7th, 2026 as submitted by Supervisor Spicher.

Supervisor Spicher stated that the consultant spent a week at the property and did a tree survey. Planting a significant number of large trees will be needed to restore this property. There will be a workshop on Wednesday, January 7, 2026 at 6:30 pm at the township hall where the consultant will be present to review his findings and seek input on planting and design elements.

10. Update on the Master Plan Survey as submitted by Supervisor Spicher.

Supervisor Spicher stated the survey closes tonight at midnight. The current number of responses is 912.

11. Update on internal investigation as submitted by Clerk Soucy.

Mr. Soucy received two quotes for the investigation. It will cost between \$25,000 and \$30,000. He is pursuing quotes from other firms. The board discussed the firms who provided the quotes. Mr. Reiber stated this has to be done because the residents asked for it.

12. Discussion of project tracking for items approved by the Township Board as submitted by Trustee Reiber.

Mr. Reiber reviewed his proposal for developing a project tracking spreadsheet that will be shared with the board and available to the public. The board is in favor of this. Mr. Reiber will begin developing it for current projects.

Board Comments

Mr. Walker stated Mike Corrigan was reelected as the Citizen at Large member of the Brighton Area Fire Authority Board. Shawn Pipoly will be replaced by Susan Gardener from the City of Brighton.

Supervisor Spicher stated the Livingston County EMS response system is close to being fully repaired. He thanked Chief O'Brian for bringing the issue to the forefront. He and Trustee Walker attended a meeting organized by Brian Ignatowski with Congressman Barrett who was able to secure \$495,000 in funding to help fix the problem. They are continuing to pursue the installation of another tower.

Mr. Soucy read a complimentary letter sent to Ms. Hunt.

Adjournment

Moved by Soucy, supported by Hunt, to adjourn the meeting at 9:57 pm. **The motion carried unanimously.**

Respectfully Submitted,

Patty Thomas
Recording Secretary

Approved: Rick Soucy, Clerk
Genoa Charter Township

Kevin Spicher, Supervisor
Genoa Charter Township

**Resolution No. 5 – 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 January 5, 2026, at 6:30 p.m., there were

PRESENT:

ABSENT:

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

Resolution Confirming Special Assessment Roll

WHEREAS, the Board of Trustees of the Township has determined to proceed with the Round Lake Aquatic Weed Control Special Assessment Project 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 Round Lake Aquatic Weed Control Improvement Project (the “Proposed Roll”) and has filed the Proposed Roll with the Township Manager and Township Clerk;

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

WHEREAS, the Township Board conducted the public hearing on the Proposed Roll on January 5, 2026.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Roll Confirmed. In accordance with Act No. 188, Michigan Public Acts of 1954, as amended, and the laws of the State of Michigan, the Township Board hereby confirms the Special Assessment Roll for the Round Lake Aquatic Weed Control Improvement Project (the “Roll”) (Exhibit B).

2. Future Installments - Principal. The Township Board determines that each special assessment may be paid in five installments. The first installment shall be due July 1, 2026.

3. Future Installments - Interest. All unpaid installments shall not bear interest.

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

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

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

YES:

NO:

ABSENT:

RESOLUTION DECLARED _____.

CLERK'S CERTIFICATE

The undersigned, being the duly qualified and acting Clerk of the Township, hereby certifies that (1) the foregoing is a true and complete copy of a resolution duly adopted by the Township Board at the January 5, 2026 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

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
TOTAL 5 YEAR SAD COST	\$ 149,600.00
TOTAL 5 YEAR COST PER PARCEL (88 PARCELS)	\$ 1700.00
ANNUAL COST PER PARCEL	\$ 340.00

* 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

WARRANT

TO: Esteemed Treasurer
Genoa Township
Livingston County, Michigan

I certify that attached to this Warrant is a true copy of the special assessment roll for the Round Lake Aquatic Weed Control Special Assessment Project (Summer Tax 2026) (the "Roll") confirmed by the Township Board on January 5, 2026 (the "Confirming Resolution"). You are hereby directed to proceed to collect the amounts due on such Roll in accordance with this Warrant, the Confirming Resolution and the statutes of the State of Michigan.

Rick Soucy
Genoa Charter Township Clerk

Memo

To: Genoa Township Board

From: Robin L. Hunt, Treasurer

Date: 12/19/25

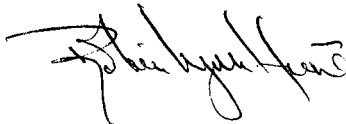
I have placed on the Agenda the following item for your consideration:

- Request for approval to enter into agreements to collect 2026 Summer property taxes for the Brighton Area Schools, Hartland Consolidated Schools, Howell Public Schools, and the Livingston Educational Service Agency as submitted by the Township Treasurer.

The agreement with the Hartland and Brighton School Districts will be to collect the Operating (Non-Homestead) Levy of their School Tax on the Summer Tax Bill. The agreement with Howell Schools is to collect the Operating (Non-Homestead) Levy as well as half of their Debt Levy to all parcels on the Summer roll. Pinckney Schools does not levy any school tax on the Summer tax roll. Livingston Educational Services Agency (LESA) will collect their full levy for Brighton, Hartland & Howell on the Summer bill and their full levy on the Winter bill for Pinckney Schools.

The agreements will be at a fee of \$4.00 per parcel for this collection. This is an increase from last years \$3.00 fee, which was the agreed amount fee for many years. Local Treasurer's all worked together to get the amount increased so that everyone would be charging the same fee.

Please let me know if you have any questions. Thank you!



AGREEMENT FOR COLLECTION OF SUMMER SCHOOL PROPERTY TAXES

AGREEMENT made this 12th day of November, 2025 by and between Brighton Area Schools, with offices located at 125 S. Church St., Brighton, MI 48116 (hereinafter "School District") and Genoa Township with offices located at 2911 Dorr Road, Brighton, MI 48116 (hereinafter "Township"), pursuant to 1976 PA 451, as amended, for the purposes of providing for the collection by the Township of a Summer levy of School District property taxes for the year 2026.

The parties agree as follows:

1. The Township agrees to collect 100% of the total school non-homestead operating property taxes as certified by the School District for levy on July 1, 2026 on property located within the Township. Interest earned on said taxes will be retained by the township.
2. The School District agrees to pay Township costs of assessment and collection as follows:

\$ 4.00 per parcel

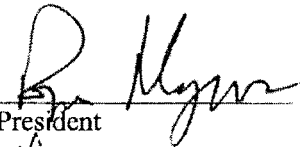
It is understood that the tax rate as spread by the Township would also reflect the sum of 100% of the taxes of the Livingston Education Service Agency.

3. No later than May 31, 2026 the School District shall certify to the Township Supervisor the school millage to be levied on property for summer collection in 2026.
4. The Township Treasurer shall account for and deliver summer school tax collections as follows:
 - a. Summer Tax collections shall be paid to the School District within ten (10) business days from the 1st and 15th of each month via electronic transfer (wire transfer, ACH, etc.)

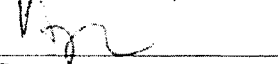
Signature authorized by Board
of Education Resolution of
November 10, 2025

Signature authorized by Board
of Trustees Resolution of

SCHOOL DISTRICT



President



Secretary

TOWNSHIP

Supervisor

Treasurer

AGREEMENT FOR COLLECTION OF SUMMER SCHOOL PROPERTY TAXES

AGREEMENT made this 20th day of November 2025 by and between Hartland Consolidated Schools, with offices located at 9525 E. Highland Road, Howell MI 48843 (hereinafter "School District") and Genoa Township, with offices located at 2911 Dorr Road, Brighton, MI 48114 (hereinafter "Township"), pursuant to 1976 PA 451, as amended for the purposes of providing for the collection by the Township of a Summer levy of School District property taxes for the year 2026.

The parties agree as follows:

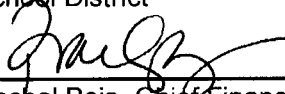
1. The Township agrees to collect 100% of the total school non-homestead property taxes as certified by the School District for levy on July 1, 2026, on property located within the Township. Interest earned on said taxes will be retained by the township.
2. The School District agrees to pay Township costs of assessment and collection as follows:

\$ 4.00 per parcel

3. No later than June 15, 2026, the School District shall certify to the Township Supervisor the school millage to be levied on property for summer collection in 2026.
4. Summer Tax collection shall be paid to the School District within ten (10) business days from the 1st and 15th of each month, except in October, November, December, January, and March.

Signature authorized by Board
of Education Resolution of
November 17, 2025

School District



Rachel Bois, Chief Financial Officer,
Designee

Township

Signature authorized by Board
of Trustees Resolution of
_____, 2025

Supervisor

Clerk

AGREEMENT FOR COLLECTION OF SUMMER SCHOOL PROPERTY TAXES

AGREEMENT made this _____ day of _____, 20____ by and between Howell Public Schools, with offices located at 411 N. Highlander Way, Howell, MI 48843 (hereinafter "School District") and Genoa Township with offices located at 2911 Dorr Road Brighton, MI 48116 (hereinafter "Township"), pursuant to 1976 PA 451, as amended, for the purposes of providing for the collection by the Township of a Summer levy of School District property taxes for the year 2026.

The parties agree as follows:

1. The Township agrees to collect 100% of the total school non-homestead property taxes and 50% of the school debt property taxes as certified by the School District for levy on July 1, 2026 on property located within the Township. Interest earned on said taxes will be retained by the township.
2. The School District agrees to pay Township costs of assessment and collection as follows:

\$ 4.00 per parcel

It is understood that the tax rate as spread by the Township would also reflect the sum of 100% of the taxes of the Livingston Education Service Agency.

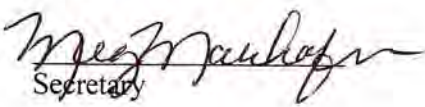
3. No later than June 15, 2026 the School District shall certify to the Township Supervisor the school millage to be levied on property for summer collection in 2026.
4. The Township Treasurer shall account for and deliver summer school tax collections as follows:
 - a. Summer Tax collections shall be paid to the School District within ten (10) business days from the 1st and 15th of each month. At your discretion, you may elect to discontinue summer tax disbursements to Howell Public Schools in November, December, January, and March.

Signature authorized by Board
of Education Resolution of
_____ (date)

SCHOOL DISTRICT



President



Secretary

TOWNSHIP

Signature authorized by Board
of Trustees Resolution of
_____ (date)

Supervisor

Clerk

SUMMER TAX COLLECTION AGREEMENT

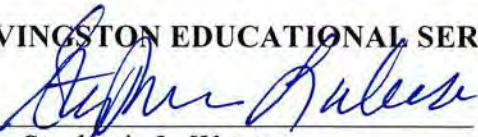
The Township of Genoa with offices located at 2911 Dorr Rd., Brighton, Michigan (the "township") pursuant to 1976 PA 451, as amended, for the purposes of providing for the collection by the Township of a summer levy of Livingston Educational Service Agency, Michigan (the "Agency") property taxes for the year 2026 and hereafter as provided below:

The Agency and the Township agree as follows:

1. The Township agrees to collect 100% of the total school millage in the summer as certified by the Agency for levy on all taxable property in addition to and not within the K-12 school district summer tax collection, including principal residence and other exempt property not subject to the 18 mill levy within the Brighton Area Schools, Hartland Consolidated Schools and Howell Public School districts.
2. All interest and penalties, other than collection fees, that are imposed prior to the date the taxes are returned delinquent and that are attributable to school taxes, shall belong to the Agency.
3. The Agency agrees to pay the Township costs of assessment and collection at \$4.00 per parcel which represents reasonable expenses incurred by the Township in assessing and collecting Agency taxes, to the extent that the expenses are in addition to the expenses of assessing and collecting other taxes at the same time.
4. The Agency shall certify to the Township Treasurer the school millage to be levied on property for summer collection to the Township via a signed L-4029 within 3 weeks of Livingston County Equalization delivering their tax roll information to the Agency, or by June 15, whichever is earlier.
5. The Township Treasurer shall account for and deliver summer school tax collections to the Agency within ten (10) business days from the 1st and 15th of each month via electronic transfer, if and when possible.
6. In the event that state law is amended necessitating changes to this Agreement, the parties agree to negotiate changes to the Agreement in good faith to conform the Agreement to state law. Collection of summer taxes and payment for said collection shall not be disrupted or delayed due to the negotiation of or revision to this Agreement.
7. By execution of this Agreement, both parties certify and represent that the Agreement is authorized by the laws of the State of Michigan, that the individuals responsible for collecting the Agency taxes are and will follow all laws pertaining to their duties and responsibilities as a tax collecting agent, and that the signors are authorized by their respective governing bodies to execute this Agreement.
8. This Agreement is effective on the date of its execution and shall expire twelve months from the effective date.

IN WITNESS WHEREOF, the parties have executed this Agreement on the respective dates indicated below.

LIVINGSTON EDUCATIONAL SERVICE AGENCY, MICHIGAN

By 
Stephanie L. Weese

Its: Deputy Superintendent for Administrative Services

Dated: November 20, 2025

TOWNSHIP OF GENOA: _____

By _____

Its _____

Dated _____



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

TO: Genoa Township Board

FROM: Debra L. Rojewski, Assessor

DATE: December 19, 2025

RE: Board of Review

Ron Matkin will be retiring from the Board of Review effective December 31, 2025. Also, Eric Graetzel is withdrawing from the Board of Review as an alternate effective December 31, 2025.

I am recommending that Darrell Kenney be appointed to the Board of Review as a board member. I believe with his banking experience makes him an excellent candidate for this position.

I am also recommending Michael Hadjinian to be appointed to the Board of Review as an alternate. With his business experience he should be an excellent candidate for this position.

If you have any concerns or questions please feel free to reach out to me.

SUPERVISOR

Kevin Spicher

CLERK

Rick Soucy

TREASURER

Robin L. Hunt

TRUSTEES

Jodie Valenti

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: Rick Soucy, Clerk
DATE: December 30, 2025
RE: Election Commission Appointment

I can no longer serve as a member of the Election Commission as the appointed Township Clerk therefore I am recommending that Robin Hunt be appointed to fulfill the remainder of the term. I selected Robin Hunt to serve on the Election Commission because she brings more than 40 years of dedicated service to township taxpayers. Her extensive experience provides valuable institutional knowledge, consistency, and stability, all of which are especially important for a body responsible for overseeing election processes. In addition, Ms. Hunt's availability during regular business hours aligns with when Election Commission meetings are typically held, ensuring she can fully participate and contribute without scheduling constraints.

SUPERVISOR

Kevin Spicher

CLERK

Rick Soucy

TREASURER

Robin L. Hunt

TRUSTEES

Jodie Valenti

Bill Reiber

Candie Hovarter

Todd Walker

MANAGER

Kelly VanMarter

Genoa Township Officials

Amended: July 7, 2025, Proposed January 5, 2026

PLANNING COMMISSION (3-year term) Generally meets the 2nd Monday of each month.

Chris Grajek	06/30/26
Marianne McCreary	06/30/27
Tim Chouinard	06/30/26
Greg Rassel	06/30/28
Bill Reiber (4-year term)	11/20/28
Glynis McBain	06/30/27
Eric Rauch	06/30/28

ZONING BOARD OF APPEALS (3-year term) Generally meets the 3rd Tuesday of each month.

Bill Rockwell	06/30/27
Marianne McCreary	06/30/27
Craig Fons	06/30/28
Rick Soucy (4-year term)	11/20/28
Michele Kreutzberg	06/30/26
Matt Hurley (alternate)	06/30/28

BOARD OF REVIEW (2-year term) – Generally meets the Tuesday following the 1st Monday in March, the 2nd Monday and Tuesday in March, the Tuesday after the 3rd Monday in July and the Tuesday following the 2nd Monday in December.

Chris Grajek	12/31/26
Ron Matkin Darrell Kenney	12/31/26
Lori Merians	12/31/26
Eric Graetzel Michael Hadijnian (alternate)	12/31/26

SEMCOG (4-year term) – General Assembly Committee meets 3 times each year (March, June, October) at various locations.

Todd Walker	11/20/28
Rick Soucy (alternate)	11/20/28

GENOA/OCEOLA SEWER AND WATER AUTHORITY (4-year term) – Generally meets 3rd Wednesday of each month at Oceola Township Hall at 4:00pm.

Robin Hunt	11/20/28
Kevin Spicher	11/20/28

HOWELL PARKS AND RECREATION (4-year term) – Generally meets 3rd Tuesday of each month at 6:30pm at Oceola Community Center.

Candie Hovarter	11/20/28
Todd Walker (alternate)	11/20/28

MHOG (Marion, Howell, Oceola and Genoa) (4-year term) - Generally meets 3rd Wednesday of each month at Oceola Township Hall at 5:00pm.

Robin Hunt	11/20/28
Kevin Spicher	11/20/28

FOIA COORDINATOR (4-year term)

Kelly VanMarter	11/20/28
-----------------	----------

BRIGHTON FIRE AUTHORITY (4-year term) – Generally meets 2nd Thursday of each month at 8:00am.

Kevin Spicher	11/20/28
Todd Walker	11/20/28
Rick Soucy (alternate)	11/20/28

ELECTION COMMISSION (4-year term) – Meets at least once no less than 21 days and no more than 40 days before an election.

Rick Soucy Robin Hunt	11/20/28
Candie Hovarter	11/20/28

HURON RIVER WATERSHED COUNCIL (1-year term) – Quarterly meeings 3rd Thursday of January, April, July & October.

Dan Kashian	11/20/26
Craig Lesley (alternate)	11/20/26

Memo

To: Genoa Charter Township Board

From: Debra L. Rojewski

cc: Kelly VanMarter, Manager

Date: December 17, 2025

Re: Instructions for Poverty Exemption, Guidelines for Poverty Exemption, Poverty Exemption Application, Poverty Exemption Worksheet and Establishing Beginning Date for the Board of Review

The Office of the Assessor is requesting the Genoa Charter Township Board of Trustees to adopt, as presented, these guidelines for the 2026 Board of Review. The Township is required to adopt guidelines that set income levels for our Poverty Exemption Guidelines. The State of Michigan also requires that poverty exemption guidelines are established by the Township's local Assessing unit and we shall include an asset level test. An asset level test means the amount of cash, fixed assets or other property that could be used or converted to cash for use in payment of property taxes.

The poverty exemption is for one (1) year only and must be applied for annually.

The income levels set by the Township must utilize the Federal Poverty Guidelines as set forth by the Michigan State Tax Commission Bulletin 15 of 2025, section B.

If you have further questions, please contact me.

Please consider the following action:

**Moved by: _____, Supported by: _____,
to approve the 2026 Instructions for Poverty Exemption, Guidelines for Poverty Exemption,
Poverty Exemption Application, Poverty Exemption Worksheet and Establishing
Beginning Date for the Board of Review**

RESOLUTION #260105
GENOA CHARTER TOWNSHIP
COUNTY OF LIVINGSTON, MICHIGAN

**ESTABLISHING GUIDELINES FOR GRANTING OF POVERTY EXEMPTIONS
FROM PROPERTY TAXES PURSUANT TO MCL 211.7u AND
ESTABLISHING BEGINNING DATE FOR THE BOARD OF REVIEW**

At a regular meeting of the Board of Trustees of Genoa Charter Township, County of Livingston, State of Michigan, held on January 5, 2026 the following was moved, supported and adopted.

RECITALS:

WHEREAS, P.A. 390 of 1994, which amended Section 7u of Act 206 of the Public Acts of 1893, as amended by Act 313 of the Public Acts of 1993, being section 211.7u of the Michigan Compiled Laws, requires the governing body of the assessing unit to determine and make available to the public the policy and guidelines for granting of poverty exemptions under MCL 211.7u;

NOW, THEREFORE BE IT RESOLVED that to be eligible for a poverty exemption pursuant to MCL 211.7u in the Township of Genoa, a person must be the owner and must occupy the property as a homestead, as defined, for which the exemption is requested; file copies of federal and state income tax returns for **ALL** persons residing in the homestead, including property tax credit forms and/or Statement of Benefits Paid from Michigan Department of Social Services or Social Security Administration; meet local (Genoa Charter Township) poverty income standards;

BE IT FURTHER RESOLVED that the applicant must have an annual household income less than the amounts shown in Attachment A;

BE IT FURTHER RESOLVED that the applicant's asset level, excluding the homestead, may not exceed \$15,000;

BE IT FURTHER RESOLVED that a poverty exemption may be granted for only one year at a time;

BE IT FURTHER RESOLVED that for the 2026 tax year the Genoa Charter Township Board of Review will begin its proceedings on Tuesday, March 3, 2026;

BE IT FURTHER RESOLVED that the board of review shall request identification of the applicant and/or proof of ownership of the homestead under consideration for poverty exemption

BE IT FURTHER RESOLVED that the board of review may request from the applicant any supporting documents which may be utilized in determining a poverty exemption request;

BE IT FURTHER RESOLVED that the completed poverty exemption application must be filed after January 1, but ten (10) days prior to the last day of the board of review in the year for which exemption is sought;

BE IT FURTHER RESOLVED that the board of review may administer an oath wherein the applicant testifies as to the accuracy of the information provided;

BE IT FURTHER RESOLVED that to conform with the provisions of P.A. 390 of 1994, this resolution is hereby given immediate effect.

ATTACHMENT A

POVERTY LEVEL GUIDELINES FOR TAX YEAR 2026

FAMILY UNIT	HOUSEHOLD INCOME
Family of 1:	\$15,650
Family of 2:	\$21,150
Family of 3:	\$26,650
Family of 4:	\$32,150
Family of 5:	\$37,650
Family of 6:	\$43,150
Family of 7:	\$48,650
Family of 8:	\$54,150
For each additional person add:	\$5,500

Clerk's Certificate

The undersigned, being the duly qualified and acting Clerk of Genoa Charter Township, hereby certifies that (1) the foregoing is a true and complete copy of the resolution duly adopted by the Board of Genoa Township at a meeting at which a quorum was present and remained throughout, (2) the original thereof is on file in the records of the Genoa Charter Township, (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, Clerk
Genoa Charter Township

January 5, 2026



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

The following enclosure states the guidelines and instructions for Poverty Exemptions as set forth by Genoa Charter Township. An application for "One Year Poverty Exemption" for your completion and execution is provided.

PLEASE READ ALL INSTRUCTIONS CAREFULLY

Even if you were granted an exemption for poverty in previous years you are still required to **answer all questions in their entirety and submit copies of all requested documentation along with your application.** You may use additional sheets for explanation when it is necessary. A submission that is incomplete or does not meet the standards required by Genoa Charter Township's Assessor may affect the determination by the Board of Review.

Please return your application and the required documentation to the Assessor's Office by the specified date. A personal appearance before the Board is **NOT** necessary to have your application considered. However, on short notice the Board of Review may request an applicant to appear.

Any resident needing assistance in preparing and filling out the Poverty application or has questions on the required documentation please contact the Assessor's Office.

All information accompanying and contained in this application shall be considered public record. By submitting this application and all supporting documentation you hereby waive all rights and expectations of confidentiality. All Board of Review proceedings and documentation are subject to the provisions of the Michigan Open Meetings Act.

SUPERVISOR

Kevin Spicher

CLERK

Rick Soucy

TREASURER

Robin L. Hunt

TRUSTEES

Bill Reiber
Candie Hovarter
Todd Walker
Jodie Valenti

MANAGER

Kelly VanMarter

Sincerely,
Genoa Charter Township Assessor

RESOLUTION #260105
GENOA CHARTER TOWNSHIP
COUNTY OF LIVINGSTON, MICHIGAN

**ESTABLISHING GUIDELINES FOR GRANTING OF POVERTY EXEMPTIONS FROM
PROPERTY TAXES PURSUANT TO MCL 211.7U**

POVERTY EXEMPTION, as defined by the Michigan Compiled Laws, is as follows:

Section 211.7u: (1) The homestead of persons who, in the judgment of the board of review, by reason of poverty, are unable to contribute toward the public charge is eligible for exemption in whole or in part from taxation under this act. This section does not apply to the property of a corporation.

Please be aware that as an applicant for Poverty Exemption you must also comply with the following section of the Michigan Compiled Laws:

Section 211.118: Perjury: Any person, who, under any of the proceedings required or permitted by this act shall willfully swear falsely, will be found guilty of perjury and subject to its penalties.

Section 211.119: Willful Neglect: Penalty-. a person who willfully neglects or refuses to perform a duty imposed upon that person by this act, when no other provision is made in this act, is guilty of a misdemeanor, punishable by imprisonment for not more than 6 months, or a fine of not more than \$300 dollars, and is liable to a person injured to the full extent of the injury sustained.

The members of the Board of Review analyze all properly submitted applications for Hardship/Poverty Exemptions, according to amended P.A. 390 of 1994, section 211.7u of the Michigan Compiled Laws (MCL). Each taxpayer will be treated the same, and the items to be considered and the manner in which they will be analyzed are listed under the following guidelines.

STATELAW GUIDELINES:

- 1.) The application for the exemption must be completed in its entirety on an annual basis.
- 2.) The property **must** be owned and occupied by the applicant. A principal residence exemption must be on file confirming the property is their principal residence.
- 3.) Per MCL 211.7u(2b) provide current Income Tax Returns, both Federal and State, (1, 2 or 3) for ALL PERSONS residing in the homestead. Documentation for all income sources including but not limited to credits, claims, Social Security income, child support, alimony income, and all other income sources must be provided at time of application.
- 4.) Applicant must provide a copy of their driver's license or state issued I.D (Front and Back)
- 5.) The applicant must meet federal poverty standards or the alternative guidelines as established by Genoa Charter Township Board.
- 6.) Meet asset level test as set by Genoa Charter Township Board Asset Guidelines.
- 7.) The Board of Review shall follow all guidelines.

and other liquid assets not listed above are limited to \$5,000.

Additional total assets may include, but are not limited to any of these either owned or leased:

A second home, vacant or excess land, rental property, extraordinary automobiles, recreational vehicles, including snowmobiles, boats, campers, travel trailers, motor homes, jet ski, motorcycles, off road vehicles, additional buildings other than residence, equipment, jewelry, antiques, artwork, livestock, performance animals, other personal property of value, and any food or housing received in lieu of wages. Total household non-liquid assets other than the principal residence cannot exceed a cash value of \$15,000.

1.) All applications need to be received at the Assessing Department ten (10) full business days prior to the Board of Review. All applications will be processed by the Assessing staff and presented on the taxpayer's behalf to the Board of Review. You may be contacted by a staff member to verify information or to do an interior and exterior field inspection of your property.

2.) It is the applicant's responsibility to complete all items on the application and give thorough explanations of information that are not self-explanatory. If the applicant's circumstances do not meet the guidelines, an explanation of the reasons must be submitted in writing or the application will be denied. Any additional information to be presented to the Board must be in writing and attached to the application.

3.) If your expenses (excluding property taxes) exceed your income, a written explanation will be required.

4.) A written affidavit is required for all household members over the age of 18 who are not cited as contributing to the household income. Attendance in college or any other schooling above high school is not considered a compelling reason for not contributing to necessary household expenses.

5.) Copies of the last three (3) months of all bank statements and credit card statements for all persons residing in household must be included with application; all statements shall be submitted in their entirety. Poverty exemptions are limited by \$5,000 in savings and other liquid assets and real estate holdings of the homestead (Principal Residence) only.

6.) As approved by the Township Board of Trustee's, Resolution #260105, to be eligible for the exemption, persons must meet the above asset guidelines, whereas total household non-liquid assets other than the principal residence cannot exceed a cash value of \$15,000. Savings and other liquid assets not listed above are limited to \$5,000.

INCOME GUIDELINES

Local governing bodies are required to adopt guidelines that set income levels for their poverty exemption guidelines and those income levels shall not be set lower than the annual federal poverty guidelines. The Genoa Charter Township Board established the following income guidelines in accordance with MCL 211.7u and shall be adhered to. In general, these guidelines shall assist the Board of Review in their decision making.

POVERTY STANDARD GUIDELINES AS ESTABLISHED BY GENOA CHARTER TOWNSHIP

<u>FAMILY UNIT</u>	<u>HOUSEHOLD INCOME</u>
Family of 1:	\$15,650
Family of 2:	\$21,150
Family of 3:	\$26,650
Family of 4:	\$32,150
Family of 5:	\$37,650
Family of 6:	\$43,150
Family of 7:	\$48,650
Family of 8:	\$54,150
Additional Persons:	\$5,500

Annual applications and guidelines are available after the first meeting of the Township Board each year and shall be filed with the Genoa Charter Township Board of Review ten (10) days prior to the last day of the March, July or December Board of Review to the address listed below. It is recommended to file applications sooner if possible to avoid incomplete applications being submitted to the Board of Review. Applications may be submitted in person, by mail, or by e-mail to:

Board of Review
c/o Genoa Charter Township Assessing Office
2911 Dorr Rd
Brighton MI 48116
Phone: 810.227.5225
Fax: 810.227.3420

E-mail: duffy@genoa.org, laura@genoa.org or jessica@genoa.org

Decisions of the March Board of Review may be appealed in writing to the Michigan Tax Tribunal by July 31 of the current year. July or December Board of Review denials may be appealed to Michigan Tax Tribunal within 35 days of the denial. A copy of the Board of Review decision must be included with the filing.

Michigan Tax Tribunal
PO Box 30232
Lansing MI 48909
Phone: 517.373.4400
Fax: 517.373.4493
E-mail: taxtrib@michigan.gov

Application and Affirmation for MCL 211.7u Poverty Exemption

This form is issued under the authority of the General Property Tax Act, Public Act 206 of 1893, MCL 211.7u.

MCL 211.7u of the General Property Tax Act, Public Act 206 of 1893, provides a property tax exemption for the principal residence of persons who, by reason of poverty, are unable to contribute toward the public charges. This application is to be used to apply for the exemption and must be filed with the Board of Review where the property is located. This application may be submitted to the city or township where the property is located in each year on or after January 1 but before the day prior to the last day of the board of review. Poverty Exemptions may be heard by the Board of Review during its March, July, and December sessions.

To be considered complete, this application must: 1) be completed in its entirety, 2) include information regarding all members residing within the household, and 3) include all required documentation as listed within the application. Please write legibly and attach additional pages as necessary.

PART 1: PERSONAL INFORMATION — Petitioner must list all required personal information.					
Petitioner's Name				Daytime Phone Number	
Age of Petitioner	Marital Status		Age of Spouse		Number of Legal Dependents
Property Address of Principal Residence			City	State	ZIP Code
PART 2: REAL ESTATE INFORMATION					
List the real estate information related to your principal residence. Be prepared to provide a deed, land contract or other evidence of ownership of the property at the Board of Review meeting.					
Property Parcel Identification Number			Name of Mortgage Company		
Unpaid Balance Owed on Principal Residence		Monthly Payment		Length of Time at this Residence	
Property Description					
PART 3: AFFIRMATION OF OWNERSHIP, OCCUPANCY, AND INCOME STATUS (Check all boxes that apply.)					
<input type="checkbox"/> I own the property in which the exemption is being claimed.					
<input type="checkbox"/> The property in which the exemption is being claimed is used as my homestead. Homestead is generally defined as any dwelling with its land and buildings where a family makes its home.					
PART 4: ADDITIONAL PROPERTY INFORMATION					
List information related to any other property owned by you or any member residing in the household.					
<input type="checkbox"/> Check if you own, or are buying, other property. If checked, complete the information below.				Amount of Income Earned from other Property	
1	Property Address		City	State	ZIP Code
	Name of Owner(s)		Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid
2	Property Address		City	State	ZIP Code
	Name of Owner(s)		Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid

Continue on Page 2

PART 5: EMPLOYMENT INFORMATION — List your current employment information.

Name of Employer

Address of Employer

City

State

ZIP Code

Contact Person

Employer Telephone Number

PART 6: INCOME SOURCES

List all income sources, including but not limited to: salaries, Social Security, rents, pensions, IRAs (individual retirement accounts), unemployment compensation, disability, government pensions, worker's compensation, dividends, claims and judgments from lawsuits, alimony, child support, friend or family contribution, reverse mortgage, or any other source of income, for all persons residing at the property.

Source of Income	Monthly or Annual Income (indicate which)

PART 7: CHECKING, SAVINGS AND INVESTMENT INFORMATION

List any and all savings owned by all household members, including but not limited to: checking accounts, savings accounts, postal savings, credit union shares, certificates of deposit, cash, stocks, bonds, or similar investments, for all persons residing at the property.

Name of Financial Institution or Investments	Amount on Deposit	Current Interest Rate	Name on Account	Value of Investment

PART 8: LIFE INSURANCE — List all policies held by all household members.

Name of Insured	Amount of Policy	Monthly Payments	Policy Paid in Full	Name of Beneficiary	Relationship to Insured

PART 9: MOTOR VEHICLE INFORMATION

All motor vehicles (including motorcycles, motor homes, camper trailers, etc.) held or owned by any person residing within the household must be listed.

Make	Year	Monthly Payment	Balance Owed

Continue on Page 3

PART 10: HOUSEHOLD OCCUPANTS — List all persons living in the household.

First and Last Name	Age	Relationship to Applicant	Place of Employment	\$ Contribution to Family Income

PART 11: PERSONAL DEBT — List all personal debt for all household members.

Creditor	Purpose of Debt	Date of Debt	Original Balance	Monthly Payment	Balance Owed

PART 12: MONTHLY EXPENSE INFORMATION

The amount of monthly expenses related to the principal residence for each category must be listed. Indicate N/A as necessary.

Heating	Electric	Water	Phone
Cable	Food	Clothing	Health Insurance
Garbage	Daycare	Car Expense (gas, repair, etc.)	
Other (type and amount)	Other (type and amount)	Other (type and amount)	
Other (type and amount)	Other (type and amount)	Other (type and amount)	

Continue and sign on Page 4

NOTICE: Per MCL 211.7u(2)(b), federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns, filed in the immediately preceding year or in the current year must be submitted with this application. Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return in the tax year in which the exemption under this section is claimed or in the immediately preceding tax year.

PART 13: POLICY AND GUIDELINES ACKNOWLEDGMENT

The governing body of the local assessing unit shall determine and make available to the public the policy and guidelines used for the granting of exemptions under MCL 211.7u. In order to be eligible for the exemption, the applicant must meet the federal poverty guidelines published in the prior calendar year in the Federal Register by the United States Department of Health and Human Services under its authority to revise the poverty line under 42 USC 9902, or alternative guidelines adopted by the governing body of the local assessing unit so long as the alternative guidelines do not provide income eligibility requirements less than the federal guidelines. The policy and guidelines must include, but are not limited to, the specific income and asset levels of the claimant and total household income and assets. The combined assets of all persons must not exceed the limits set forth in the guidelines adopted by the local assessing unit.

☐ The applicant has reviewed the applicable policy and guidelines adopted by the city or township, including the specific income and asset levels of the claimant and total household income and assets.

PART 14: LEGAL DESIGNEE INFORMATION (Complete if applicable.)

Legal Designee Name		Daytime Telephone Number	
Mailing Address	City	State	ZIP Code

PART 15: CERTIFICATION

I hereby certify to the best of my knowledge that the information provided in this form is complete, accurate and I am eligible for the exemption from property taxes pursuant to Michigan Compiled Law, Section 211.7u.

Printed Name	Signature	Date
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This application shall be filed after January 1, but before the day prior to the last day of the local unit's December Board of Review.

Decision of the March Board of Review may be appealed by petition to the Michigan Tax Tribunal by July 31 of the current year. A July or December Board of Review decision may be appealed to the Michigan Tax Tribunal by petition within 30 days of decision. A copy of the Board of Review decision must be included with the petition.

Michigan Tax Tribunal
PO Box 30232
Lansing MI 48909

Phone: 517-335-9760
Email: taxtrib@michigan.gov

Affirmation of Ownership and Occupancy to Remain Exempt by Reason of Poverty

This form is issued under the authority of Public Act 253 of 2020.

This form is to be used to affirm ownership, occupancy, and income status. MCL 211.7u(2) provides that, to be eligible for exemption under this section, a person shall, subject to subsection (6) and (8), annually affirm that the applicant owns and occupies, as a principal residence, the property for which an exemption is requested.

PART 1: OWNER INFORMATION — Enter information for the person owning and occupying the residence.			
Owner Name		Owner Telephone Number	
Mailing Address	City	State	ZIP Code
PART 2: LEGAL DESIGNEE INFORMATION (Complete if applicable.)			
Legal Designee Name		Daytime Telephone Number	
Mailing Address	City	State	ZIP Code
PART 3: HOMESTEAD PROPERTY INFORMATION — Enter information for property in which the exemption is being claimed.			
City or Township (check the appropriate box and enter name) <input type="checkbox"/> City <input type="checkbox"/> Township <input type="checkbox"/> Village		County	
Name of Local School District			
Parcel Identification Number	Year(s) Exemption Previously Granted by Board of Review		
Homestead Property Address	City	State	ZIP Code
PART 4: AFFIRMATION OF OWNERSHIP, OCCUPANCY, AND INCOME STATUS (Check all boxes that apply.)			
<input type="checkbox"/> I own the property in which the exemption is being claimed.			
<input type="checkbox"/> The property in which the exemption is being claimed is used as my homestead. Homestead is generally defined as any dwelling with its land and buildings where a family makes its home.			
<input type="checkbox"/> After establishing initial eligibility for the exemption, my income and asset status has remained unchanged and/or I receive a fixed income solely from public assistance that is not subject to significant annual increases beyond the rate of inflation, such as federal Supplemental Security Income or Social Security disability or retirement benefits.			
PART 5: CERTIFICATION			
I hereby certify to the best of my knowledge that the information provided on this form is true and I am eligible to receive an exemption from property taxes by reason of poverty pursuant to Michigan Compiled Law, Section 211.7u.			
Owner or Legal Designee Name (print)	Signature of Owner or Legal Designee		Date
Designee must attach a letter of authority.			
LOCAL GOVERNMENT USE ONLY (DO NOT WRITE BELOW THIS LINE)			
<input type="checkbox"/> Approved <input type="checkbox"/> Denied (Attach appeal instructions and provide to owner.)		Tax Year(s) exemption will be posted to tax roll	
CERTIFICATION — I certify that, to the best of my knowledge, the information contained in this form is complete and accurate.			
Assessor Signature		Date Certified by Assessor	

Poverty Exemption Affidavit

This form is issued under authority of Public Act 206 of 1893; MCL 211.7u.

INSTRUCTIONS: When completed, this document must accompany a taxpayer's Application for Poverty Exemption filed with the supervisor or the board of review of the local unit where the property is located. MCL 211.7u provides for a whole or partial property tax exemption on the principal residence of an owner of the property by reason of poverty and the inability to contribute toward the public charges. MCL 211.7u(2)(b) requires proof of eligibility for the exemption be provided to the board of review by supplying copies of federal and state income tax returns for all persons residing in the principal residence, including property tax credit returns, or by filing an affidavit for all persons residing in the residence who were not required to file federal or state income tax returns for the current or preceding tax year.

I, _____, swear and affirm by my signature below that I reside in the principal residence that is the subject of this Application for Poverty Exemption and that for the current tax year and the preceding tax year, I was not required to file a federal or state income tax return.

Address of Principal Residence: _____

Signature of Person Making Affidavit

Date

Genoa Charter Township Application for MCL 211.7u Poverty Exemption: Additional Information

Part 1: Personal Information	
Petitioner's E-mail Address: _____	
Are you currently Incarcerated? Yes_____No_____	If yes, what is your anticipated release date? _____
Have you requested (or are currently) receiving other government assistance	Yes_____No_____
If yes, please detail the monetary assistance received.	Amount _____ Type _____
If you have college aged children, are you contributing to their college costs?	Amount _____ Frequency(Monthly, Yearly, ETC) _____
Are you or members of your household recently unemployed?	Yes_____No_____
If yes, please indicate when first placed on unemployment	Month _____ Day _____ Year _____
How long is the unemployment assistance expected to last?	Weeks _____

Part 2: Real Estate Information	
Is any part of the property being leased or used for business purposes? Yes_____No_____	
Do you own the property free and clear? Yes_____No_____	
Are property taxes included in monthly mortgage payment? Yes_____No_____N/A_____	
Are property taxes current? Yes_____No_____	
If no, amount that is past due \$ _____	
Tax Year(s) Past Due: _____	
Season: Winter_____Summer_____Both_____	
Have any improvements, changes, or additions been made to the property in the last two (2) years? Yes_____No_____	
Improvement(s) made: _____	
Cost: _____	

Part 3: Additional Employment Information	
Name of Employer: _____	
Complete Address: _____	
Contact Person: _____	Employer Phone Number: _____



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RACHAEL EUBANKS
STATE TREASURER

Bulletin 15 of 2025
November 18, 2025
Procedural Changes for 2026

TO: Assessing Officers and County Equalization Directors

FROM: Michigan State Tax Commission

SUBJECT: Procedural Changes for the 2026 Assessment Year

The purpose of this Bulletin is to provide information on statutory changes, procedural changes and reminders for the 2026 assessment year. Additional guidance may be issued later if any pending legislation is enacted by the end of the year.

A. Inflation Rate Used in the 2026 Capped Value Formula

The inflation rate, expressed as a multiplier, to be used in the 2026 Capped Value Formula is 1.027.

The 2026 Capped Value Formula is as follows:

$$\text{2026 CAPPED VALUE} = (\text{2025 Taxable Value} - \text{LOSSES}) \times 1.027 + \text{ADDITIONS}$$

The formula above does not include 1.05 because the inflation rate multiplier of 1.027 is lower than 1.05.

B. Federal Poverty Guidelines Used in the Determination of Poverty Exemptions for 2026

Local governing bodies are required to adopt guidelines that establish income levels for poverty exemptions. These income levels **shall not be set lower** than the federal poverty guidelines, which are updated annually by the U.S. Department of Health and Human Services. For example, the income level for a household of three persons shall not be set lower than \$26,650 as shown on the following chart below. The income level for a family of three may be set higher than \$26,650.

The following federal poverty guidelines are to be used in establishing poverty exemption guidelines for 2026 assessments:

Size of Family Unit	Poverty Guidelines
1	\$15,650
2	\$21,150

Size of Family Unit	Poverty Guidelines
3	\$26,650
4	\$32,150
5	\$37,650
6	\$43,150
7	\$48,650
8	\$54,150
For each additional person	\$5,500

Note: MCL 211.7u requires that the poverty exemption guidelines established by the governing body of the local assessing unit shall include an asset level test. An asset test means the amount of cash, fixed assets or other property that could be used, or converted to cash to pay property taxes.

The asset test should establish a maximum amount and any assets exceeding that amount is considered available. Please refer to STC Bulletin 17 of 2025 for additional information.

Note: MCL 211.7u allows an affidavit (Treasury Form 4988) to be filed for all persons residing in the residence who were not required to file federal or state income tax returns in the current year or in the immediately preceding year. This includes the property owner who is filing for the exemption.

The application forms have been combined. Form 5739, *Affirmation of Ownership and Occupancy to Remain Exempt by Reason of Poverty*, has been retired. Form 5737, previously titled *Application for MCL 211.7u Poverty Exemption*, has been revised to incorporate content from Form 5739.

All poverty exemption applications for 2026 should use the revised Form 5737, *Application and Affirmation for MCL 211.7u for Poverty Exemption*.

C. Sales Studies

Equalization study dates are as follows for 2026 equalization:

Two Year Study: April 1, two years prior through March 31, current year
Single Year Study: October 1, preceding year through September 30, current year

For 2025 studies for 2026 equalization the dates are as follows:

Two Year Study: April 1, 2023 through March 31, 2025
Single Year Study: October 1, 2024 through September 30, 2025

Note that the revised time periods apply to all equalization studies, including sales ratio studies, land value studies, and economic condition factor studies for appraisals. Additionally, the revised timeframe for two-year studies applies to all real property classifications.

D. Property Classification

The State Tax Commission reminds assessors that property classification must be determined annually and is based upon the current use of the property **and not its** highest and best use. The Commission is aware that some assessors are still classifying property according to highest and best use and/or are not classifying property on an annual basis.

The Commission urges all assessors to take the necessary steps to ensure that all real and personal property is properly classified according to MCL 211.34c.

E. Public Act 660 of 2018 Training Requirements

Required Training: Assessors and Support Staff

PA 660 requires local units to ensure that support staff are sufficiently trained to respond to taxpayer inquiries. PA 660 also requires local units to ensure that assessors maintain their certification levels.

Support staff include all non-certified staff involved in the development of the assessment roll, including fieldwork, and any individual who provides information from the assessment roll to the public. Certified staff members are required to complete annual continuing education requirements.

The State Tax Commission adopted the following requirements for support staff training at the October 20, 2020, meeting:

1. **Certified Support Staff:** Support staff who are certified will be required to complete their annual continuing education requirements to satisfy this audit requirement. Proof of completion and the required Form 5730 should be attached to the Assessor's Certification of the Assessment Roll and maintained with local unit records.
2. **Uncertified Support Staff:** Beginning in 2022, uncertified support staff will be required to complete training at least once every two years on key updates to assessing to meet this audit requirement. Proof of completion and the required Form 5730 should be attached to the Assessor's Certification of the Assessment Roll and maintained with local unit records.

Required Training: Board of Review members

PA 660 requires that local units **must require** all board of review members to complete board of review training and updates approved by the State Tax Commission. Verifying that board of review members have received this training is a required component of the audit beginning in 2023.

The State Tax Commission has determined that beginning in 2022, Board of Review members will be required to complete Board of Review training at least once every two years to meet this audit requirement.

Training will be offered by the State Tax Commission or by outside organizations with State Tax Commission approval and use of State Tax Commission approved materials. Proof of completion, along with the required Form 5731, must be attached to the Board of Review's Certification of the Assessment Roll and maintained with the local unit's records. Board of Review members are responsible for ensuring they receive proof of completion and submit it to the local unit for proper recordkeeping and audit purposes.

F. Tax Tribunal Reminders

The Tax Tribunal Rules were updated on March 28, 2025.

The Tax Tribunal's July 2, 2025, and September 24, 2025, newsletters contain additional information and procedural changes.

Please note: If a letter is filed to initiate an appeal in either the Small Claims Division or the Entire Tribunal, the Tribunal will issue a Notice of No Action that will provide, in pertinent part: ". . . your letter is insufficient to initiate an appeal and the Tribunal will not consider your appeal (i.e., take no action) unless a petition is filed by the statutory deadline for the filing of such appeals. Small Claims petition forms are available on our website at www.michigan.gov/taxtrib."

The Tribunal will now accept refund requests via email. This will facilitate the efficient processing of the request and timely refund of funds. However, any other emailed submissions, other than those outlined below, will be rejected and the filer reminded to formally file (i.e., e-filing or hard copy) the document. 1. Appearances/Stipulated Substitutions of Representatives 2. Same-day Emergency Requests regarding a scheduled prehearing or hearing 3. Stipulated (joint) Withdrawals 4. Stipulation Notifications 5. Updates to Contact Information 6. Valuation Disclosures if filed with Motion to Withhold 7. Entire Tribunal hearing and post-hearing exhibits and exhibit lists 8. Rebuttal Evidence 9. Mediator Applications 10. Mediation Status Reports 11. Refund Requests.

In *Sixarp LLC v Byron Twp*, the Michigan Supreme Court held that: The Legislature has clearly mandated that the requirement for appeal in the MTT under MCL 205.735a(3) is jurisdictional. The statute plainly states that "the assessment must be protested before the board of review before the tribunal acquires jurisdiction of the dispute." MCL 205.735a(3) (emphasis added). As a result, MCL 205.735a(3) "is not a notice statute, but is a jurisdictional statute that governs when and how a petitioner invokes the Tax Tribunal's jurisdiction." *Id.* at 8. As a result, certain petitions may no longer be accepted as timely filed or will no longer proceed to hearing with questions of fact. For example, a petition filed 34 days after a July or December Board of Review denial of a poverty exemption wherein the Board's decision informs the parties that an appeal may be filed within 35 days of the decision under MCL 205.735a, when in fact the statutory deadline is 30 days per MCL 211.53c.

Assessors representing their local unit in Tax Tribunal hearings must submit evidence to support the value of the property under appeal. If the assessor is relying on the property record card as evidence of value, the card must correspond to the year(s) being appealed.

The complete property record card, including all calculations, should be provided. Do not submit a property record card stating, “calculations too long” and then fail to include the additional calculations. Additionally, assessors should submit any studies prepared that support the economic condition factor and land value shown on the record card.

Assessors must also be prepared to explain at the hearing how the value shown on the property record card was determined.

The Tax Tribunal requests that assessors include copies of the adopted local unit poverty guidelines/resolutions, Economic Condition Factor studies, and land values studies (when applicable) when submitting documents for Small Claims hearings.

Assessors are also reminded that any changes in contact information, including email addresses, must be submitted to the Tax Tribunal to ensure that all case notifications are received.

More information regarding the Michigan Tax Tribunal, including Tribunal Rules, forms and instructions is available at www.michigan.gov/taxtrib.

G. Disabled Veterans Exemption Changes

Public Acts 150, 151, and 152 of 2023 were signed by the Governor on October 19, 2023. The Acts remove the authority of the Boards of Review to review and approve disabled veteran’s exemptions. All applications for a disabled veteran’s exemption are to be reviewed and approved or denied by the assessor. **Assessors should not take 2026 disabled veterans exemption applications to the Board of Review.**

A disabled veteran or an unremarried surviving spouse, filing for the first time in the local unit, must file the application to claim the exemption for 2026 after January 1 and before December 31. Assessors should timely review the applications and approve the exemption or issue a written denial.

Under MCL 211.7c, a disabled veterans exemption granted as to taxes levied on or after January 1, 2025, remains in effect, without subsequent reapplication, until rescinded by the disabled veteran or unremarried surviving spouse or denied by the assessor.

See Bulletin 19 of 2023 and the Disabled Veterans Exemption Q&A for more information.

H. Qualified Heavy Equipment Rental Personal Property Exemption –

MCL 211.9p provides an exemption for qualified heavy equipment rental personal property beginning December 31, 2022. This exemption is not mandatory and may be claimed at the option of the qualified renter. Once qualified for the QHERPP exemption under MCL 211.9p, qualifying personal property will be exempt from ad valorem taxes and instead pay the specific tax as provided by Public Act 35 of 2022 (MCL 211.1121 - 211.1133).

Qualified heavy equipment rental personal property (QHERPP) is defined in MCL 211.9p(8)(f) as any construction, earthmoving, or industrial equipment that is mobile and rented to customers by a qualified renter, including attachments or other ancillary equipment for that equipment. Qualified heavy equipment rental personal property does not include handheld tools or equipment solely designed for industry-specific uses in oil and gas exploration, mining, or forestry.

The exemption must be claimed annually with the assessor by February 20 (postmark is acceptable) by filing Form 5819 *Qualified Heavy Equipment Rental Personal Property Exemption Claim* and a statement prescribed by the Department of Treasury of all QHERPP located at and/or rented from the qualified renter business location. If the statement is not delivered to the assessor by February 20, a late application can be filed directly with the March Board of Review where the qualified renter business is located.

Assessors are statutorily required to transmit a copy of the claim form, indicating whether the claim was approved or denied, and any other required parcel information to the Department of Treasury no later than April 1 each year. The information must be submitted electronically by emailing to Treas-QHERPP@michigan.gov

More information is available in Bulletin 18 of 2022.

I. Small Business Taxpayer Personal Property Tax Exemption

Public Act 150 of 2021 was signed by the Governor on December 23, 2021. The Act amended the Small Business Taxpayer Personal Property Tax Exemption (MCL 211.9o) to increase the combined true cash value limit for “eligible personal property” in a local unit from \$80,000 to \$180,000 beginning in 2023. The exemption is required to be claimed with the local unit (city or township where the property is located) by February 20, 2025 (postmark is acceptable) by submitting the completed Form 5076 *Small Business Property Tax Exemption Claim Under MCL 211.9o*. Late filed forms may be filed directly with the 2026 March Board of Review prior to the closure of the March Board.

Personal Property Valued Less Than \$80,000

To claim an exemption for personal property valued less than \$80,000, Form 5076 must be filed with the local unit (City or Township) where the personal property is located no later than February 20, 2025 (postmark is acceptable).

Late filed forms may be submitted directly to the local unit March Board of Review prior to the close of the March Board of Review. Taxpayers must contact the local unit directly to confirm the specific dates for the March Board of Review.

Once granted, the exemption for personal property valued under \$80,000 will continue automatically until the taxpayer no longer qualifies. If a taxpayer no longer qualifies, they are required to file a rescission form and a personal property statement no later than February 20 of the year that the property become ineligible.

Failure to file the rescission form will result in significant penalties and interest as prescribed in MCL 211.9o.

Personal Property Valued Greater than or Equal to \$80,000 but Less than \$180,000

To claim an exemption for personal property valued at \$80,000 or more but less than \$180,000, Form 5076 **along with** Form 632 *Personal Property Statement*, must be filed **ANNUALLY** with the local unit (City or Township) where the personal property is located no later than February 20, 2025 (postmarks are acceptable).

Late filed forms may be filed directly to the local unit March Board of Review prior to the close of the March Board of Review.

Assessors are statutorily required to transmit the information contained in both Form 5076 and Form 632 *Personal Property Statement*, along with any other required parcel information, to the Department of Treasury no later than April 1 each year.

J. EMPP and ESA Reminders

Beginning in 2024, parcels that received the EMPP exemption in the immediately preceding year carry forward the exemption in each subsequent year until the property becomes ineligible for the exemption.

A Combined Document (Form 5278) must be filed to claim the EMPP exemption in 2026 only for parcels that did not receive the EMPP exemption in 2025.

Taxpayers will not report the addition or removal of exempt property on Form 5278, but rather on their ESA Statement which is filed electronically with the Department of Treasury through the Michigan Treasury Online (MTO) system.

Taxpayers may request the removal of the EMPP exemption on a parcel for the current year, by filing Form 5277 with the assessor in which the parcel is reported by February 20, 2026. Assessors should report receipt of any Form 5277 in their CAMA software. Assessors may wish to forward copies of Form 5277 to ESAREporting@michigan.gov to ensure that the parcel information is received by the Department of Treasury.

If a parcel receiving the EMPP exemption is sold, Form 5277 must be filed and reported to Treasury. Failure to do so will result in the parcel being added to new ESA Statements.

If a parcel is transferred to a new taxpayer, the previous owner must file Form 5277 to rescind the parcel under their FEIN, and the new owner will have to file Form 5278 to claim the EMPP under their FEIN. Treasury cannot transfer a parcel between accounts (based on FEIN) after ESA Statements are generated May 1st.

The ESA Section has received consent judgments entered by the Michigan Tax Tribunal for stipulated agreements between EMPP claimants and the local units in which they have personal property.

It is extremely important that any stipulated agreement filed with the Michigan Tax Tribunal:

1. Confirms that the personal property reported on the parcel meets the definition of “eligible manufacturing personal property,”
2. Clearly identify which eligible manufacturing personal property qualifies for the exemption under MCL 211.9m and MCL 211.9n
3. Directs the Department of Treasury to generate an ESA statement so that the taxpayer may pay ESA on the exempt personal property.

Assessors are advised to contact the ESA Section for a list of previous dockets that contained the appropriate requirements.

More information is available in the Assessors Guide to EMPP and ESA available online at www.michigan.gov/propertytaxexemptions.

Further information and guidance on the Eligible Manufacturing Personal Property (EMPP) Exemption, Special Acts and the Essential Services Assessment (ESA) is available at www.michigan.gov/ESA. Additional questions should be sent via email to ESAQuestions@michigan.gov.

K. Omitted or Incorrectly Reported Property (MCL 211.154)

The State Tax Commission updated all 154 Petition forms at the November 18, 2025, meeting. The following forms have been revised to include the year(s) of notice:

- Form 627 (L-4154) *Assessors or Equalization Director's Notice of Property Incorrectly Reported or Omitted from the Assessment Roll*
- Form 628 (L-4155) *Notice by Owner of Property Incorrectly Reported or Omitted from the Assessment Roll*
- Form 629 (L-4156) *Notice of Property Incorrectly Reported or Omitted from the Assessment Roll Filed by a Person Other than the Owner, Assessor or Equalization Director*

These updates will present information uniformly, reducing errors, and clearly state the years of eligible jurisdiction by the State Tax Commission as current year and the two preceding years. Forms will be updated annually. Current forms will be required for all filings.

At the same meeting, the Michigan State Tax Commission approved a revised [MCL 211.154 Omitted and Incorrectly Reported Property Frequently Asked Questions Guide](#).

Assessors are reminded that when submitting 154 petitions it is necessary to include complete copies of the property record cards for every year a change is being requested on the petition. For example, if a petition requests a change for 2023 and 2024, the property record cards for both 2023 and 2024 must be submitted.

In addition, assessors must submit all calculations and supporting documentation to explain the reasons for the requested change and the resulting adjustments to the assessed and taxable values.

For 154 petitions involving the removal of personal property, staff may request verification that the assessor inspected the personal property location or otherwise confirmed that the personal property was disposed of and was not located in the local unit on the applicable tax day. Additionally, staff may inquire as to the extent of the assessor's communication with the taxpayer to confirm that personal property was reported in the new location.

Questions can be directed to the staff at Treas-154petitions@michigan.gov. Additional information, including Bulletin 2 of 2018 and copies of the approved forms can be accessed at www.michigan.gov/154petitions.

L. Authority of July and December Boards of Review

Assessors are reminded that the July and December Boards of Review may only act on matters described in MCL 211.53b or expressly permitted by other statutes. This includes:

- Qualified errors as listed in MCL 211.53b(6)
- Appeals related to poverty exemptions, qualified agricultural property exemptions, and qualified forest property exemptions.

In addition, other statutes, such as MCL 211.7ss related to the eligible development property exemption, provide authority for the July and December Board of Review to take action.

Assessors should carefully review the Board of Review Q&A and Bulletins 21 of 2023 and 24 of 2023 to ensure their Boards of Review are acting within their statutory authorities.

Assessors should not request that the July or December Boards of Review take action beyond the limited authority provided in MCL 211.53b.

Beginning July 11, 2022, **the July and December Board of Review have no authority to grant a Principal Residence Exemption (PREs)**. Assessors are asked to ensure that the July and December Boards of Review do not take action related to PRE claims.

Beginning October 19, 2023, assessors were granted the authority to approve timely filed Disabled Veterans Exemptions, eliminating the need to submit Disabled Veteran Exemption applications to the Board of Review.

PA 152 of 2023 clarified the definition of "qualified errors" as it relates to the July and December Board of Review's authority for granting Disabled Veteran Exemptions as a "qualified error".

M. 2026 State Tax Commission Updates Class

At the August 19, 2025, meeting, the State Tax Commission approved the recommendations of the Education and Certification Committee.

To recertify for 2027 MCAT (Michigan Certified Assessing Technicians) must complete four (4) hours of continuing education (November 1, 2025 – October 31, 2026). To meet the required four (4) hours of continuing education, Technicians have the option to complete the 2026 STC Updates course, any continuing education course approved by the STC, or an STC online continuing education course of their choice (**excluding** the *Learning the HP12C Calculator* course) offered through the STC Online Education Portal. Any individual certified at the MCAT level who wishes to expand their knowledge of assessment may take additional approved assessment administration courses during the same renewal period. However, courses taken beyond the four (4) hours will not be entered into the Commission's online MiSuite System and will not count toward education credit for recertification purposes.

To recertify for 2027, MCAO, MAAO and MMAO assessors must complete the 2026 State Tax Commission Updates Course ***in addition to the 16 hours of continuing education***. The 2026 State Tax Commission Updates Course can be completed in-person or through the STC Online Education Portal.

This class will be available both in-person at various locations across the state and online through the State Tax Commission Online Education Portal at <https://coned.mi-stc.org>. The dates and locations for the in-person classes will be posted to the State Tax Commission website.

N. 2027 Online Education Portal and MiSUITE Login

STC Online Education Portal

The State Tax Commission offers a variety of online classes, available free of charge, that provide continuing education credit. The online classes can be accessed at <https://coned.mi-stc.org>. This site is only available to Michigan certified assessors and technicians. If you have an issue with your log in credentials, especially password resets, email Treas-MiSuitehelp@michigan.gov. If you require a password reset, **do not use the Forgotten Your Username or Password link on the page**. Instead, send an email to the State Tax Commission and staff will manually reset your password.

You must complete all requirements of the online course before you receive your certificate of completion. If you do not receive a certificate by email, it is likely to mean that one or more of the course requirements remains incomplete.

The requirements for the course are listed at the top of each module. As you complete each requirement it will automatically be removed from the list.

Once you have received your certificate, you are responsible for uploading it into the MiSUITE platform to receive the continuing education credit for the course.

MiSUITE

Passwords expire after 90 days. If your password is expired, you will automatically be redirected to an Update Password page upon attempting to log in. Simply create a new password, confirm that password, and click "update."

You can access MiSUITE by going to <https://sso.misuite.app>

Assessors can check continuing education hours by logging into the MiSUITE system and checking your profile page. Total hours remaining to be completed are listed on the profile page in MiSUITE as well as the completed classes that have been properly logged into the system.

Assessors are responsible for logging their own continuing education hours in MiSUITE. When logging credit, be sure to pick the correct course, date, location, and upload proof of attendance.

If you have any questions, concerns, or need further assistance, please email Treas-MiSUITEHelp@michigan.gov.

O. Assessor of Record

Form 4689 State Tax Commission Request for Changes in Personal or Employment Information for a Certified Assessor is now available in MiSuite. All certified assessing officers are required to inform the State Tax Commission of any changes to their personal or employment contact information within 30 days of assumption of duty or departure from duty. This ensures the State Tax Commission maintains accurate records and accessibility to MEG and MiSuite software.



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MEMORANDUM

TO: Honorable Board of Trustees
FROM: Kelly VanMarter, Manager
DATE: December 30, 2025
RE: Michigan Township Association Annual Conference

In accordance with the existing policy, payment of per diems for attendance at multi-day events require approval of the Township Board. The Michigan Township Association is hosting its annual conference on April 20 through April 23, 2026 at the Grand Traverse Resort in Acme Township.

Click here for information: <https://michigantownships.org/conference/>

We have a Board meeting on April 20th so full conference attendance could be limited, but we are hoping to learn if officials are interested in attending.

SUPERVISOR

Kevin Spicher

CLERK

Rick Soucy

TREASURER

Robin L. Hunt

TRUSTEES

Jodie Valenti

Bill Reiber

Candie Hovarter

Todd Walker

MANAGER

Kelly VanMarter