

**GENOA CHARTER TOWNSHIP BOARD**  
**Regular Meeting**  
**February 3, 2025**  
**6:30 p.m.**

**AGENDA**

Call to Order:

Invocation:

Pledge of Allegiance:

Roll Call:

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

**Approval of Consent Agenda:**

1. Payment of Bills: February 3, 2025.
2. Request to approve the January 21, 2025 regular meeting minutes.

**Approval of Regular Agenda:**

3. Consideration of a request for approval of a proposal from Giffels Webster to update the Township Master Plan with a special study of the S. Latson Road area including public outreach website, community survey and open house event at a cost not to exceed \$29,600 from General Fund, Planning & Zoning, Contractual Services Fund #101-701-802-000.
4. Request for the introduction of proposed Ordinance Number Z-25-03 and to set the meeting date for considering the proposed ordinance for adoption before the Township Board on Monday, March 3, 2025. The request for zoning map amendment involves parcel number 4711-09-300-046 consisting of 7.44 acres located on the east side of Latson Road, between Beck Road and the CSX Rail line. The property is requested be rezoned from Country Estates (CE) to ICPUD (Interchange Commercial Planned Unit Development).
5. Consideration of a request to ratify approval of a revised proposal from Toshiba to return existing copier/printer equipment in accordance with current lease and purchase new copiers/printers at a decreased cost not to exceed \$37,600 with a 36-month fixed rate monthly maintenance service fee of \$576.96 from General Fund, General Government, Equipment/Software/Software Maintenance Fund #101-261-751-000.

6. Consideration of approval for elected official participation in the Michigan Township Association Annual Conference occurring in Grand Rapids, Michigan from March 31<sup>st</sup> through April 3<sup>rd</sup>, 2025.
7. Request for review and consideration for approval to repeal the existing Per Diem Policy (amended 5/18/20) and to approve the new Trustee/Appointed Official Compensation Policy.

**Items for Discussion:**

8. Discussion regarding infrastructure improvements to the Township server.
9. Discussion regarding feedback received during the January 22<sup>nd</sup> Town Hall Open House meeting.

Board Comments

Adjournment

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

BOARD PACKET

CHECK REGISTERS FOR TOWNSHIP BOARD MEETING

MEETING DATE: February 3, 2025

All information below through January 29, 2025

January 31, 2025 Bi Weekly Payroll	\$	126,656.03
TOWNSHIP GENERAL EXPENSES	\$	255,938.78
OPERATING EXPENSES DPW (503 FN)	\$	1,231.57
OPERATING EXPENSES Oak Pointe (592FN)	\$	464.45
OPERATING EXPENSES Lake Edgewood (593FN)	\$	39,195.54
TOTAL	\$	423,486.37

January 31, 2025 Bi Weekly Payroll

01/28/2025 04:26 PM		PAYROLL REGISTER REPORT FOR GENOA CHARTER TOWNSHIP				Page 35 of 35	
		Payroll ID: 307					
		Pay Period End Date: 01/24/2025		Check Post Date: 01/31/2025		Bank ID: FNBCK	
* YTD values reflect values AS OF the check date based on all current adjustments, checks, void checks							
VACATION PAY	197.50	0.00	6,253.58	26,387.89			
VACATION PTIME	0.00	0.00	0.00	1,108.78			
WELL IQ	0.00	0.00	0.00	3,772.38			
ZBA CHAIR	1.00	0.00	221.58	443.16			
ZBA MINUTES	1.00	0.00	188.91	377.82			
ZBA MINUTES OT	0.00	0.00	0.00	0.00			
ZBA PER DIEM	4.00	0.00	846.32	1,481.06			
ZO	64.00	0.00	2,000.00	5,500.00			
Gross Pay This Period	125,999.43	Deduction Refund	0.00	Ded. This Period	35,917.03	Net Pay This Period	90,082.40
				Gross Pay YTD	392,553.00	Dir. Dep.	89,887.01

01/28/2025 04:28 PM		Check Register Report For Genoa Charter Township				Page 1 of 1
		For Check Dates 01/31/2025 to 01/31/2025				
Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit Status
01/31/2025	FNBCK	EFT1016	FLEX SPENDING (TASC)	1,124.37	1,124.37	0.00 Open
01/31/2025	FNBCK	EFT1017	INTERNAL REVENUE SERVICE	29,033.81	29,033.81	0.00 Open
01/31/2025	FNBCK	EFT1018	PRINCIPAL FINANCIAL	4,661.00	4,661.00	0.00 Open
01/31/2025	FNBCK	EFT1019	PRINCIPAL FINANCIAL	1,949.84	1,949.84	0.00 Open
Totals:		Number of Checks: 004		36,769.02	36,769.02	0.00
Total Physical Checks:						
Total Check Stubs:		4				

Direct Deposit           \$89,887.01  
 Physical Check         \$36,769.02  
 TOTAL                   \$126,656.03

FNBCK Check Register

01/29/2025 10:07 AM		CHECK REGISTER FOR GENOA TOWNSHIP		Page: 1/1
User: denise		CHECK NUMBERS 39366 - 40000		
DB: Genoa Township				
Check Date	Check	Vendor Name	Amount	
Bank FNBCK CHECKING ACCOUNT				
01/15/2025	39366	BUSINESS IMAGING GROUP	718.00	
01/15/2025	39367	COMCAST	341.43	
01/15/2025	39368	COMCAST	1,596.53	
01/15/2025	39369	CONSUMERS ENERGY	815.58	
01/15/2025	39370	COOPER'S TURF MANAGEMENT LLC	5,767.00	
01/15/2025	39371	DTE ENERGY	325.27	
01/15/2025	39372	EHIM, INC	15,661.34	
01/15/2025	39373	ETNA SUPPLY COMPANY	6,296.30	
01/15/2025	39374	GANNETT MICHIGAN LOCALIQ	608.11	
01/15/2025	39375	HOWELL PUBLIC SCHOOLS	556.50	
01/15/2025	39376	PITNEY BOWES, INC	74.69	
01/15/2025	39377	RICHARD SOUCY	70.70	
01/15/2025	39378	SAFEBUILT LLC	3,586.88	
01/15/2025	39379	TETRA TECH INC	6,255.00	
01/15/2025	39380	VERIZON WIRELESS	20.49	
01/15/2025	39381	WASTE MANAGEMENT CORP. SERVICES	129,978.00	
01/22/2025	39382	AMERICAN AQUA	138.08	
01/22/2025	39383	BLUE CROSS & BLUE SHIELD OF MI	58,818.90	
01/22/2025	39384	BRIGHTON AREA CHAMBER OF COMM	200.00	
01/22/2025	39385	COMCAST	226.79	
01/22/2025	39386	DELTA DENTAL	4,260.04	
01/22/2025	39387	GENOA TWP CURRENT TAX FUND	1,355.45	
01/22/2025	39388	LIVINGSTON COUNTY IT DEPARTMENT	36.00	
01/22/2025	39389	MI ASSOCIATION OF PLANNING	60.00	
01/22/2025	39390	MICHIGAN TOWNSHIP ASSOC	150.00	
01/22/2025	39391	MUTUAL OF OMAHA	3,621.52	
01/22/2025	39392	OK FIRE EQUIPMENT CO	121.00	
01/22/2025	39393	PITNEY BOWES, INC	1,525.35	
01/22/2025	39394	SEWARD HENDERSON PLLC	8,837.52	
01/22/2025	39395	TOTAL ADMINISTRATIVE SERVICES	2,020.00	
01/27/2025	39396	ALLSTAR ALARM LLC	35.00	
01/27/2025	39397	MICHIGAN OFFICE SOLUTIONS	585.81	
01/28/2025	39398	AMERICAN AQUA	343.50	
01/28/2025	39399	CANDIE HOVARTER	68.18	
01/28/2025	39400	CAPITAL ONE	501.04	
01/28/2025	39401	COMCAST	330.50	
01/28/2025	39402	DTE ENERGY	32.28	
FNBCK TOTALS:				
Total of 37 Checks:			255,938.78	
Less 0 Void Checks:			0.00	
Total of 37 Disbursements:			255,938.78	

503FN Check Register

Check Date	Check	Vendor Name	Amount
Bank 503FN DPW-UTILITIES #233			
01/21/2025	6261	MWEA	200.00
01/21/2025	6262	RED WING BUSINESS ADVANTAGE ACCOUNT	199.74
01/27/2025	6263	HOME DEPOT CREDIT SERVICES	831.83
503FN TOTALS:			
Total of 3 Checks:			1,231.57
Less 0 Void Checks:			0.00
Total of 3 Disbursements:			1,231.57

592FN Check Register

Check Date	Check	Vendor Name	Amount
Bank 592FN OAK POINTE OPERATING FUND #592			
01/22/2025	6277	CONSUMERS ENERGY	464.45
592FN TOTALS:			
Total of 1 Checks:			464.45
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			464.45

593FN Check Register

Check Date	Check	Vendor Name	Amount
Bank 593FN LAKE EDGEWOOD OPERATING FUND #590			
01/22/2025	4578	CITY OF BRIGHTON	14,455.14
01/22/2025	4579	CITY OF BRIGHTON	24,740.40
593FN TOTALS:			
Total of 2 Checks:			39,195.54
Less 0 Void Checks:			0.00
Total of 2 Disbursements:			39,195.54

**GENOA CHARTER TOWNSHIP BOARD**  
**Regular Meeting**  
**January 21, 2025**

**MINUTES**

**Call to Order**

Supervisor Spicher called the regular meeting of the Genoa Charter Township Board to order at 6:30 pm at the Township Hall.

**Invocation**

Supervisor Spicher led the invocation for the Board and the members of the public.

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**Roll Call**

The following members were present constituting a quorum for the transaction of business: Kevin Spicher, Janene Deaton, Candie Hovarter, Robin Hunt, Bill Reiber, Rick Soucy, and Todd Walker.

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

**Call to the Public**

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

**Approval of Consent Agenda:**

Mr. Walker asked to have Item #2 moved to the Regular Agenda.

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

- 1. Payment of Bills: January 21, 2025**
- 2. ~~Request to approve the January 6, 2025 regular meeting minutes. (moved to Regular Agenda)~~**

**Approval of Regular Agenda:**

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

**2. Request to approve the January 6, 2025 regular meeting minutes. (Moved from the Consent Agenda)**

Mr. Walker noted changes to be made.

**Moved** by Walker, supported by Hovarter, to approve the January 6, 2025 regular meeting minutes as amended. **The motion carried unanimously.**

**3. Consideration of a recommendation for approval and adoption of proposed Ordinance Number Z-25-02 regarding zoning map amendments involving 9.76 acres of land located at 410 S. Hughes Road (parcel 4711-03-300-011) to rezone from Public Recreation Facilities (PRF) to Suburban Residential (SR).**  
**a. Disposition of Rezoning Ordinance Z-25-02 (roll call)**  
**b. Disposition of Environmental Impact Assessment (dated 10/22/24)**

Mr. Brent LaVanway of Boss Engineering and Ms. Jill Bianco, the property owner, were present. Mr. LaVanway reviewed the request and provided the details of the property.

Supervisor Spicher asked how much of the property is buildable. Mr. LaVanway stated approximately three acres are buildable.

Ms. Deaton asked if the applicant intends to put only one home or split the property and build more houses. Ms. Bianco stated she will only be building one home. Ms. Deaton asked if the new septic system is appropriate for the new home. Ms. Bianco stated she told them how big the home is, and they dug the septic based on that. Mr. LaVanway stated there is no municipal sewer in the area.

Ms. Hunt stated that both the Township Planning Commission and the Livingston County Planning Commission recommended approval.

Commissioner Reiber asked if Ms. Bianco will be living in the home and she answered, "yes".

Ms. VanMarter stated that the plans show a 50-foot front yard setback from the water, but this zoning requires a 100-foot setback. That is being met; however, she would like the plan revised so it is correct in the file. There is a stream along the property that is also a regulated wetland so she would like that noted on the plans. Additionally, Item B of the Environmental Impact Assessment states there is a 9.76 area of wetland. That is not correct. Mr. LaVanway agreed to make all those changes.

Ms. Deaton asked if the new home will be built in the same location as the existing one. Ms. Bianco said yes, but it will be a bit bigger.

**Moved** by Soucy, supported by Hunt, to approve and adopt Ordinance No. Z -25-02 to rezone parcel 4711-03-300-011 from Public Recreation Facilities (PRF) to Suburban Residential (SR).

The proposed amendment to the zoning map is consistent with Section 22.04 of the Township Zoning Ordinance and the request is consistent with Township's future land uses map, goals of the Township, and will not have a negative impact on the citizens of the Township.

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

**Moved** by Soucy, supported by Hunt, to approve the Environmental Impact Assessment dated October 22, 2024 to rezone 410 S. Hughes Road, parcel 4711-03- 300-011 from Public Recreation Facilities (PRF) to Suburban Residential (SR), with the following condition:

- Item B of the Environmental Impact Assessment shall be revised to state the correct area of wetland on the site.

**The motion carried unanimously.**

- 4. Request for approval to renew the Cropland Agreement for 2025 with Cathy and Tim Esper to maintain the historical agricultural use of 50.5 acres of fields located on parcel 4711-23- 100-005 with revenue to be placed in Parks and Recreation Fund line item #208-000-434- 001.**

Ms. VanMarter reviewed the agreement that the Township has with Cathy and Tim Esper. They have been farming this land for many years so when the Township purchased it, they requested to continue to farm it. Last year, the Township yielded \$2,777.50 in revenue from the farming activities here.

Mr. Soucy questioned if \$50 per acre is a fair price. Supervisor Spicher stated that it is. Mr. Reiber likes that it will continue to be an agricultural use.

**Moved** by Walker, supported by Hunt, to approve the Cropland Agreement for 2025 with Cathy and Tim Esper to maintain the historical agricultural use of 50.5 acres of fields located on parcel 4711-23-100-005 with revenue to be placed in Parks and Recreation Fund line item #208-000-434-001. **The motion carried unanimously.**

- 5. Consideration of a request to authorize the Township Supervisor to execute a Letter of Engagement with Foster Swift to act as special counsel in regard to the validity of the Innovation Park Planned Unit Development Agreement and the S. Latson Road area.**

Ms. VanMarter stated Staff is recommending Foster Swift as the counsel in regard to the validity of the Innovation Park Planned Unit Development Agreement and the S. Latson Road area.

Mr. Soucy asked if there is a conflict of interest with the attorney. Ms. VanMarter stated they are required to determine there is no conflict of interest prior to them submitting a letter of intent, which they have done.



Mr. Reiber asked if they provided an estimate of how much this will cost. Is the Township going to place a maximum cost on the approval? Supervisor Spicher stated there is no estimate of cost and there is no maximum being placed on the approval.

**Moved** by Reiber, supported by Hovarter, to authorize the Township Supervisor to execute a Letter of Engagement with Foster Swift to act as special counsel in regard to the validity of the Innovation Park Planned Unit Development Agreement and the S. Latson Road area. **The motion carried unanimously.**

**6. Request for approval to direct Township Staff to generate a vacancy report of businesses and land for parcels along Grand River Avenue as requested by Trustee Reiber.**

Mr. Reiber feels this information is important to Genoa Township. There is a lot of vacant land and vacant storefronts along Grand River. He is requesting a list of the vacant buildings or tenant spaces. He would like it to include addresses, owners, lease month, and sale amounts.

Ms. VanMarter stated this is an important topic and it should continue to be discussed. When the 2023 Master Plan was updated, there was a lot of discussion regarding the Grand River corridor. The Master Plan addresses redevelopment. She noted that the Grand River Plaza is being redeveloped with a large, big box store. This will spur redevelopment in that plaza. There are two other locations in the Township where there is interest for redevelopment of vacant buildings.

She reached out to the Livingston County Economic Development Council, and they provided her with a report. It is 45 pages long, so she did not put it in the packet. She showed a map of the vacant properties. There is also a table that shows there is 3.5 percent vacant space in the Township. If there are additional details that are being requested, she would like the economic development group do it instead of staff taking a lot of time on it. She is confident that there is a market correction being made on its own.

Supervisor Spicher stated The Economic Development Council is working on a staffing issue. Township Staff has a lot of work to do so he would like to see the County handle this project instead of having it done by Staff. This is what they do. Ms. VanMarter stated the LCEDG has access to a lot more data than Township Staff would have. Mr. Reiber wants this to be done quickly.

Ms. Deaton stated there is a website for commercial real estate that is available to the public. It is called [www.loopnet.com](http://www.loopnet.com) and it can generate reports.

**Moved** by Reiber, supported by Hunt, to direct Staff to coordinate with the Livingston County Economic Development Council to refine the report that has been provided and postpone this item until the March 17, 2025 Board of Trustees meeting. **The motion carried unanimously.**

**7. Request for approval of a proposal to return existing copier/printer equipment in accordance with current lease and purchase new copiers/printers from General Fund, General Government, Equipment/Software/Software Maintenance Fund #101-261-751-000.**

Supervisor Spicher spoke with Staff and asked them of their requirements for a copier and printer. He provided that information to three vendors and they submitted proposals. It has been narrowed down to Sharp and Toshiba. The reps for both companies are Genoa Township residents. They investigated another lease, but it was determined that a purchase was a more economically sound decision.

Ms. Deaton asked if there were warranties. Mr. Matthew Day, who owns Image Tech, was present and asked to speak. He stated there is a standard manufacturer's warranty for 30 days for defective parts, including labor. She noted that the other quote talks about an on-demand ballot printing printer. The Clerk's department will not be printing any ballots. They print voter registration cards, which are the size of a postcard.

Ms. Hunt would recommend the Toshiba quote. It is higher but based on her discussions with Staff they would prefer the faster printer. Mr. Soucy agrees with Ms. Hunt. He would like the high-speed printer and have a locked in rate, instead of the rate based on previous usage as proposed by Image Tech. Mr. Day reviewed his bid vs. the bid for the Toshiba quote and stated he will save the Township money. He reviewed his warranty information, and he is local so he will be able to respond to requests quickly. There are three printers where they will simply take over the service of them but not replace them. Fixed costs would be wasted based on the Township's historical usage. Ms. Hunt stated the Township does mailings of over 8,000 pieces multiple times per year. Supervisor Spicher noted that Staff was in favor of the faster printer.

Mr. Reiber asked if the high cost of \$5,000 for the faster printer is worth it because the large print projects are only done a few times a year.

Ms. Hunt stated there was a lot of information in the packet for this item in the packet and it is not comparing apples to apples. Based on her discussion with Adam and Staff, she is recommending Toshiba. Adam was in favor of them because they will be returning all our existing equipment and will not be charged penalties, and he is more comfortable with the machines being recommended by Toshiba. The one is fast, holds more paper, and they are capable of maintaining the large-scale plotter. Mr. Day stated they do service those types of printers, but he did not put it in the quote. He reiterated that with the Toshiba quote, the Township will be spending \$160 per month for printing and copying that is not going to be used.

Mr. Reiber stated that since the plotter operates fine now, he would recommend not having this on the contract and have it repaired as needed. He would recommend staying with the Sharp

products and the machine that makes 55 copies per minute. He likes the benefit of not paying the ongoing maintenance fee for the plotter.

Ms. Deaton asked Mr. Day if he could provide her with a price to replace the three printers that were not originally planned to be replaced. This would be able to determine the total cost comparing Toshiba and Sharp. She cannot support any decision at this time. She would support new printers, but would like to compare apples to apples to get a fair and equal estimate

**Moved** by Hunt, supported by Soucy, to return existing copier/printer equipment in accordance with current lease and purchase new copiers/printers from General Fund, General Government, Equipment/Software/Software Maintenance Fund #101-261-751-000. accept the quote from Toshiba for \$41,118.85. **The motion carried with a roll call (Walker - yes; Reiber - no; Hunt - yes; Deaton - no; Soucy - yes; Hovarter - no; Spicher - yes)**

**8. Consideration of approval to authorize a per diem allowance for elected and appointed official participation in the Livingston County Citizen Planner Program offered March 6th through April 17th, 2025.**

Ms. VanMarter stated this is an educational opportunity coming to Livingston County. It is an excellent training program, and she recommends that the Trustees attend. The Township Board must authorize all per diem allowances for multi-day events.

**Moved** by Hunt, supported by Soucy, to approve and authorize payment of a per diem allowance for elected and appointed official participation in the Livingston County Citizen Planner Program offered March 6 through April 17, 2025. **The motion carried unanimously.**

**Items for Discussion:**

**9. Review of second draft budget for the 2025/2026 Fiscal Year.**

Ms. VanMarter provided a revised draft budget, noting the new fiscal year starts April 1. There will be a public hearing and then adoption of the budget by the Township Board.

Mr. Soucy noted the cable franchise fee is decreasing and that is because people are moving away from cable television and towards streaming.

Ms. Deaton stated that the election reimbursement item shows now funding. There is no election scheduled this year, but if there is one, then the budget would just be amended to have that put in that line item. She added that the Township is being reimbursed \$5,820 by the County for the November 2024 early voting.

Mr. Soucy asked for clarification on the \$8,000 that is budgeted in the "Wellness" line item. Ms. VanMarter advised that the Township gives incentives to employees for wellness activities and goals. If they meet those goals, bonuses are given to employees.

Ms. VanMarter stated that the \$50,000 in the Brighton Road Cleanup items is the land that was purchased from the DNR and it needs to be cleaned up.

Supervisor Spicher will be meeting with Denise to go through the budget so he can learn what each of the budget items are for. If other Trustees would like to meet with her, please let him know.

Mr. Reiber asked about the \$50,000 for the repaving of the soccer lot that is in both this year and next year's budget. Ms. VanMarter stated it is the upper lot behind the sled hill. It needs repaving. It was intended to be done this year but was not, so it will be zeroed out for 24/25 and add it to the 25/26 Fiscal Year Budget.

Ms. Hovarter asked what the Path and Park Maintenance funds are used for. Ms. VanMarter stated that is to maintain all the park and path facilities, which include the Township Hall and non-vehicular pathways that have been built along Grand River, Latson, Bauer, and Brighton Road.

Mr. Rieber asked if there was a line item for training. Ms. VanMarter stated there is one in each department. It has been increased for next year due to new officials needing training.

#### **10. Update regarding "My Genoa App" to improve community outreach.**

Mr. Walker asked the Board if they would like to pursue this now, noting the cost is \$5,400 per year, or put it on hold and then do further investigation if the need arises. Supervisor Spicher is recommending not pursuing the app at this time. Mr. Soucy agrees. Mr. Walker recommended the Trustees download either the MyBrighton or MyHowell app to see if it is something that would be useful for the Township. It could be useful for the upcoming road projects. Updates can be given in real time. All the Board Members agreed to postpone pursuing this at this time.

#### **11. Discussion regarding amendments to the Township Zoning Ordinance as requested by Trustee Soucy.**

Mr. Soucy stated that certain parcels of land are designated as having two front yards when they access their homes from the road in the front and then there is another road behind them. They do not have the same privilege and opportunity of a backyard as other residents, such as the ability to install a fence, a pool, etc. He would like the two-front yard designation to be changed or have the ZBA be lenient on these types of requests. Ms. Hunt would suggest changing the ordinance. Ms. VanMarter stated the main reason to have two front yards has to do with the aesthetics of the community. If the backyard is allowed to be on a roadway, what is

seen driving down the road changes. It is written to protect property values and the aesthetics of the Township. The Zoning Board of Appeals can look at it on a case-by-case basis. The reasons for granting a variance are set by State Law. She noted that there are times when the ZBA has been consistently approving variances for the same types of requests, then the ordinance is amended.

She does think it would be worthwhile to see how other communities address this issue and then possibly adjust the ordinance but ensure that what is being allowed is what the Township wants to be seen from the roadway.

## **12. Discussion regarding Per Diem Policy.**

Ms. VanMarter reviewed her proposed changes to this policy and requested feedback from the Board. This only applies to the Trustees, and not the Treasurer, Clerk, or Supervisor.

Ms. Deaton supports Ms. VanMarter looking into this further. Ms. Hunt agrees. She would like to have something in place that the per diem is based on the length of the meeting. Mr. Soucy agrees. He would like clarification when someone has two meetings in one day. Mr. Walker stated it should be clear that the per diem will be paid if the official is approved to attend the meeting. Ms. VanMarter stated she would also like to discuss the situation where an alternate that is on a board or commission would like to attend a conference when a permanent member is already attending. Supervisor Spicher advised the Trustees to determine items they would like addressed and submit them to him. Then the policy can be amended and brought back to the Board.

### **Board Comments**

Mr. Soucy attended SEMCOG University in Detroit. There were items discussed that he thought were interesting. Specifically, TAP Grants no longer require a match and they have separated grants by those from SEMCOG and those from MDOT.

Mr. Soucy stated MTA Township Focus magazine has an annual educational conference in Grand Rapids. He thinks representation from the Township would be beneficial. Ms. VanMater stated the Township has historically sent individuals to this conference. She advised the Trustees to look at what is available and if they would like to attend.

### **Adjournment**

**Moved** by Walker, supported by Deaton, to adjourn the meeting at 8:32 pm. **The motion carried unanimously.**

Genoa Charter Township Board Meeting  
January 21, 2025  
Unapproved Minutes

Respectfully Submitted,

Patty Thomas  
Recording Secretary

Approved: Janene Deaton, Clerk  
Genoa Charter Township

Kevin Spicher, Supervisor  
Genoa Charter Township

DRAFT



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

## MEMORANDUM

**TO:** Honorable Board of Trustees  
**FROM:** Kelly VanMarter, Township Manager  
**DATE:** January 29, 2025  
**RE:** Master Plan Update Proposal

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The Township Board approved staff initiation of a Master Plan update with a special focus on the I-96/Latson Road subarea at the December 16, 2024 meeting. To pursue this endeavor, please find attached proposal from Giffels Webster to initiate and complete the update. Giffels Webster recently completed a major overhaul to the Master Plan and as such, will be the most economical option for amending the plan.

The base price of the proposal is \$18,400 with additional costs associated with public engagement options. The proposal provides three options for engagement including an interactive project website (\$3,100), a professionally facilitated community open house (\$5,400), and a community survey (\$2,700). Given the Board's priority focus on community engagement and citizen input, I recommend that the Board incorporate all 3 options to ensure the public is well represented in the plan. Jill Bahm, with Giffels Webster is planning to attend the meeting Monday and will be available to answer any of your questions.

If the Board wishes to move forward with this proposal, I offer the following motion for your consideration:

**Moved by** \_\_\_\_\_, **supported by** \_\_\_\_\_ to approve the proposal from Giffels Webster to update the Township Master Plan with a special study of the S. Latson Road area including public outreach website, community survey and open house event at a cost not to exceed \$29,600 from General Fund, Planning & Zoning, Contractual Services Fund #101-701-802-000.

Sincerely,

Kelly VanMarter

### SUPERVISOR

Kevin Spicher

### CLERK

Janene Deaton

### TREASURER

Robin L. Hunt

### TRUSTEES

Rick Soucy

Bill Reiber

Candie Hovarter

Todd Walker

### MANAGER

Kelly VanMarter

# Genoa Township 2025 Master Plan Update

## Proposed Scope of Services

Genoa Township updated its Master Plan in 2021. The Plan addressed housing, commercial corridors, natural features, and transportation. It included a 2013 Plan for South Latson Road by reference. The Township is finding the current Master Plan direction in the South Latson Road area may need revision/refinement to better align with community interest today. The Township desires to undertake an update of the Master Plan with a special study of S. Latson Road area to review land use issues, gain public input, and refine the course for future planning and zoning decisions in this area. To accomplish this, we propose the following scope of work.

1. **Background Research and Summary of Existing Conditions.** Update the 2021 Plan's analysis and observations of existing land use, current master plan designation, demographic trends and conditions, traffic conditions, and other influences. A limited market assessment, which will be prepared by our partner, the Chesapeake Group, will provide an update of the potential market for a variety of uses, including office, retail, and multiple family residential in the primary study area. This limited market assessment will also include a consumer spending survey. This information will be used to understand the changes in local consumer demand and need for a variety of uses in the Township. Within this task we will create an online platform for community engagement, if selected as part of public input options in Task 3.

Task Cost: \$4,200

2. **Assessment of Master Plan Goals, Objectives, and Implementation.** We will review the current goals, objectives, and implementation strategies by category (e.g., housing, transportation, etc.) and focus specifically on context of the subject area to evaluate gaps that should be addressed within the Master Plan Amendment/Area Plan. Review with Planning Commission to discuss concerns and opportunities to update the plan.

Task Cost: \$1,200

Meetings: One

3. **Public input.** We propose the following options for input, which we can refine with the Township, based on the level of engagement desired. At a minimum, we recommend the online website, which allows us to post a variety of opportunities for community feedback. We note that Planning Commission meetings are open to the public and we can publicize those based on the topics for in-person participation by the community in a structured manner. Those meetings are already included in the scope.

- *Online Project Website & Survey.* Our team will develop an online platform that allows community members to read and respond to plan sections, proposed projects, and offer feedback. This option, which runs throughout the project, is \$3,100.
- *Open House.* Open houses are great opportunities for informal discussion by providing opportunities for participants to visit stations with information on plan-related topics. This option is \$5,400
- *Survey.* A short online public input survey will allow us to gather input from the community on specific strategies identified through the planning process. Paper-based surveys will also be



*provided for those without access to a computer. Surveys for the vision-impaired will also be provided by our staff as requested. We propose small handouts to be shared at community events and local businesses to advise the community of this opportunity. This option is \$2,700.*

#### 4. **Plan Preparation:**

A. **Master Plan.** The Master Plan will include the following:

1. **Goals & Objectives.** Based on the existing conditions overview and public input received through the planning process, our team will assist the Planning Commission in updating the Master Plan goals, policies, and objectives.
2. **S. Latson Road Area Plan:** Based on the existing conditions overview, market analysis, and public input, we will assist the township with a development strategy and action items to provide policy direction on land use.
3. **Future Land Use Plan Map** and supporting recommendations based on the existing conditions analysis, public input, and goals and objectives. A narrative of the intent of each land use category will be provided in tabular form. The Thoroughfare Plan will be updated as necessary. Graphics and implementation details illustrating specific proposals will be included as appropriate.
4. **Implementation Strategies.** The Master Plan should be a living document, one that provides guidance and direction for short and mid-term action plans. Realization of the community's vision, as identified in the Master Plan will only come to fruition through decisive actions that result from an implementation strategy.
  - a. Action Items Summary Table: an easy-to-use checklist for prioritizing implementation strategies. Identify a Champion and Partners for each specific action item to ensure implementation success.
  - b. Zoning Plan: Prepare a Zoning Plan to guide short-range zoning decisions. Relate current and new districts to each land use category as necessary. Provide direction for zoning changes needed as a result of the Master Plan.

Task Cost: \$9,500

Meetings: Three

#### 5. **Public Hearing & Adoption**

- A. Assist in preparing for the distribution of the draft plan to surrounding communities and designated agencies and utilities.
- B. Prepare notice of public hearing in accordance with the Michigan Planning Enabling Act.
- C. Present draft Plan at the public hearing. Prepare Resolutions of Adoption. Refine pla(s) as needed.
- D. Assist Planning Commission and Township Board with final adoption procedures
- E. Transmit Adopted Plan: Print Master Plan for final distribution as hard copy and an electronic document in PDF format. Coordinate with township staff to ensure the adopted Plan is distributed in accordance with State law.

Meetings: Two - One public hearing for the Master Plan (Planning Commission) and presentation to the Township Board

Task Cost: \$3,500

**Timeline and Budget:** \$18,400 + engagement options

Some of the above noted elements may be conducted concurrently. We estimate the above scope of work to take approximately 12-13 months, depending on the Township's meeting schedule and availability, as well as on the required public hearing timetables. We will work with Genoa Township to refine the work program to meet the needs of the Township in the most cost-effective manner possible, while still providing a high quality, easy to read working document.



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

## MEMORANDUM

**TO:** Honorable Board of Trustees  
**FROM:** Amy Ruthig, Planning Director  
**DATE:** January 29, 2025  
**RE:** Ordinance no. Z-25-03  
Parcel #: 4711-09-300-046  
Vacant Parcel, Latson Road

In consideration of the denial recommendations by the Township Planning Commission on December 9<sup>th</sup>, 2024 and the Livingston County Planning Commission on January 15<sup>th</sup>, 2025, please find attached a proposed rezoning ordinance for your review. The proposed rezoning is for parcel # 4711-09-300-046, a vacant parcel on Latson Road, located on the east side of Latson Road, between Beck Road and the rail line. The rezoning consists of approximately 7.44 acres.

The proposed rezoning request is from Country Estates (CE) to Interchange Commercial Planned Unit Development. The proposal is for a new gas station and a multi-tenant building.



As required pursuant to the Charter Township Act (Act 359 of 1947) the Board is being asked to introduce and conduct the first reading on the proposed rezoning ordinance. Staff is requesting the second reading and consideration for adoption be set for the Monday, March 3rd, 2025 regularly scheduled meeting. A draft publication as required by law is also attached.

### SUPERVISOR

Kevin Spicher

### CLERK

Janene Deaton

### TREASURER

Robin L. Hunt

### TRUSTEES

Rick Soucy

Bill Reiber

Candie Hovarter

Todd Walker

### MANAGER

Kelly VanMarter

As such please consider the following action:

***Please note the ordinance requires adoption by a majority of the membership on roll call vote.***

Moved by \_\_\_\_\_, supported by \_\_\_\_\_ to introduce proposed Ordinance Number Z-25-03 and to set the meeting date to consider adoption before the Township Board on Monday March 3rd, 2025 for the purpose of considering the proposed Zoning Map Amendment.

If you should have any questions, please feel free to contact me.

Best Regards,

A handwritten signature in blue ink that reads "Amy Ruthig". The signature is written in a cursive style and is placed on a light blue rectangular background.

Amy Ruthig  
Planning Director

**ORDINANCE NO. Z-25-03**

**AN ORDINANCE TO AMEND THE ZONING MAP OF THE CHARTER TOWNSHIP OF GENOA BY REZONING PARCEL 4711-09-300-046 FROM COUNTRY ESTATES (CE) TO INTERCHANGE COMMERCIAL PLANNED UNIT DEVELOPMENT (ICPUD)**

**THE CHARTER TOWNSHIP OF GENOA HEREBY ORDAINS** that the Zoning Map, as incorporated by reference in the Charter Township of Genoa’s Zoning Ordinance, is hereby amended as follows:

Real property consisting of approximately 7.44 acres for parcel ID number 4711-09-300-046, Vacant parcel located on Latson Road, east side of Latson Road, between Beck Road and the rail line particularly described as follows:

SEC. 9 T2N, R5E, COMM AT WEST 1/4 CORNER TH S01\*44'33"E 1333 FT TH S73\*06'38"E 105.50 FT TO POB TH N01\*44'25"W 238.54 FT TH N38\*42'06"E 57.77 FT TH N79\*08'36"E 104.25 FT TH ALONG A ARC OF A CURVE LEFT CHORD BEARING N63\*11'07"E 582.86 FT TH S01\*44'33"E 771.21 FT TH N73\*06'38"W 705.43 FT TO POB CONT 7.39 ACRES M/L SPLIT/COMBINED ON 05/12/2023 FROM 4711-09-300-008;

shall be rezoned from the Country Estates (CE) to Interchange Commercial Planned Unit Development (ICPUD). The Township Planning Commission and Township Board, in strict compliance with the Township Zoning Ordinance and with Act 110 of the Public Acts of 2006, as amended, reclassified the Property as Interchange Commercial Planned Unit Development (ICPUD) upon finding that such classification properly achieved the purposes of Section 10.02 and 22.04 of the Township’s Zoning Ordinance (as amended).

**Repealor:** All ordinances or parts of Ordinances in conflict herewith are repealed.

**Severability** Should any section, subsection, paragraph, sentence, clause, or word of this Ordinance be held invalid for any reason, such decisions shall not affect the validity of the remaining portions of the Ordinance.

**Savings:** This amendatory ordinance shall not affect violations of the Zoning Ordinance or any other ordinance existing prior to the effective date of this Ordinance and such violation shall be governed and shall continue to be separate punishable to the full extent of the law under the provisions of such ordinance at the time the violation was committed.

**Effective Date:** This map amendment was adopted by the Genoa Charter Township Board of Trustees at the regular meeting held on \_\_\_ of \_\_\_\_\_, 2025 and ordered to be given publication in the manner required by law. This ordinance shall be effective seven days after publication.

On the motion to adopt the Ordinance the following vote was recorded:

**Yeas:**

I hereby approve the adoption of the foregoing Ordinance this \_\_\_ day of March, 2025.

\_\_\_\_\_  
Janene Deaton  
Township Clerk

\_\_\_\_\_  
Kevin Spicher  
Township Supervisor

Township Board First Reading: February 3, 2025  
Date of Publication of Ordinance: Proposed February 16, 2025  
Township Board Second Reading and Adoption: Proposed March 3, 2025  
Date of Publication of Ordinance Adoption: Proposed March 9, 2025,  
Effective Date: Proposed March 17, 2025

**BOARD OF TRUSTEES**  
**GENOA CHARTER TOWNSHIP, LIVINGSTON COUNTY, MICHIGAN**  
**NOTICE OF PROPOSED ZONING MAP AMENDMENT**  
**MARCH 3, 2025**

Pursuant to Michigan Public Act 359 of 1947, (the Charter Township Act), notice is hereby given that the Genoa Charter Township Board will be considering an ordinance to amend the zoning map of the Charter Township of Genoa at 6:30 p.m. on **MONDAY MARCH 3RD, 2025**. The parcel proposed for rezoning consists of approximately 7.44 acres of land for a vacant parcel located on Latson Road on the east side of Latson, between Beck Road and the rail line. The rezoning is for parcel# 4711-09-300-046. The proposed rezoning is from Country Estates (CE) to Interchange Commercial Planned Unit Development (ICPUD) to allow for the construction of a gas station and multi-tenant building.

The complete text of the proposed zoning map amendment is available for public inspection at the Township Hall located at 2911 Dorr Road, Brighton, Michigan 48116, Monday through Friday from 9:00a.m. to 5:00p.m.

Genoa Charter Township will provide necessary reasonable auxiliary aids and services to individuals with disabilities at the meeting/hearing upon seven (7) days' notice to the Township. Individuals with disabilities requiring auxiliary aids or services should contact the Township in writing or by calling at (810) 227-5225.

Amy Ruthig, Planning Director  
(Press/Argus 2-16-25)



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

## Summary

**TO:** Board of Trustees

**FROM:** Kevin Spicher, Supervisor

**DATE:** 1-29-2025

**RE:** Revised Final Numbers for Copier Replacement Contract

Following the copier replacement bid approval at our last meeting, Adam and I did a final walkthrough with Toshiba to insure we properly allocated resources.

After consulting with staff, we eliminated the purchase of 1 desktop unit from the Clerk’s Department, and 1 from the Utility Department. We also determined it was not necessary to put a service contract on the HP unit under the front counter, in part because of the increased performance of our newly approved equipment.

Eliminating 2 desktop printers reduced our up front buy in cost from \$39,089.00 to \$37,600.00

I also brought up concerns I had about the monthly page counts potentially causing issues during our 6 month review period because 2 of the big 3 print runs we do (9,000+ pages, for assessing notices, summer tax bills & winter tax bills) would always fall within a single review period. Toshiba agreed to increase our monthly page count by 1,000 pages to 25,000. The overall monthly service charge (mostly toner replacements) was lowered from \$610/mo. to \$576.96/mo.

Please keep in mind that 2 of the large MFP units are placed offsite at MHOG facilities. MHOG also uses 2 desktop units, and splits the cost of a 3<sup>rd</sup> MFP that they share with the Clerk’s office. All of the associated costs of those machines are reimbursed to the Township by MHOG.

For reference, we were previously leasing our copiers for \$1,723.61/mo. And our maintenance contract cost was \$446.19. In 2024 we paid \$1,443.16 in overage charges.

**SUPERVISOR**

Kevin Spicher

**CLERK**

Janene Deaton

**TREASURER**

Robin L. Hunt

**TRUSTEES**

Rick Soucy

Bill Reiber

Candie Hovarter

Todd Walker

**MANAGER**

Kelly VanMarter



# SO-2.0.0

Sales Representative: Jackie St.Germain

SALES PACKET NUMBER

ORDER DATE  
01/23/2025

**CUSTOMER INFORMATION** SALES ORDER

Customer Name: GENOA CHARTER TOWNSHIP		Tax ID#: 38-1904651
Billing Address: 2911 Dorr Rd	Phone #: (810) 227-5225 Ext:	Fax#:
Address 2: Genoa Township	Contact: Kevin Spicher	Customer PO#:
City: Brighton State: MI Zip: 48116	eMail: supervisor@genoa.org	

**EQUIPMENT AND SUPPLIES**

QTY.	EQUIPMENT & ACCESSORIES	PRODUCT NUMBER	SHIP TO ADDRESS	UNIT PRICE	AMOUNT
2	Lexmark XM3350	38S0940	2911 Dorr Rd Genoa Township Brighton, MI 48116		
1	Toshiba e-STUDIO3525ACG	ESTUDIO3525ACG	4288 Norton Road MHOG Water Treatment Plant Howell, MI 48843		
1	DSDf Document Feeder	MR4010			
1	Large Capacity Feeder	KD1073LT			
1	Toshiba e-STUDIO3525ACG	ESTUDIO3525ACG	900 Chilson Road Genoa Oceaola Sewer Authority Howell, MI 48843		
1	DSDf Document Feeder	MR4010			
1	Large Capacity Feeder	KD1073LT			
2	Toshiba e-STUDIO3525ACG	ESTUDIO3525ACG	2911 Dorr Rd Genoa Township Brighton, MI 48116		
2	DSDf Document Feeder	MR4010			
2	Large Capacity Feeder	KD1073LT			
1	Brother HL-EX415DW	HL-EX415DW	2911 Dorr Rd Genoa Township Brighton, MI 48116		
1	Toshiba e-STUDIO9029AG	ESTUDIO9029AG	2911 Dorr Rd Genoa Township Brighton, MI 48116		
1	65-Sheet Multi-Staple Finisher	MJ1115			
6	Lexmark M3350	38S0520	2911 Dorr Rd Genoa Township Brighton, MI 48116		

SPECIAL INSTRUCTIONS	Sub Total	\$37,600.00
	Other	
	EOL/Security	
	Professional Fees	
	Connectivity Fees	
	Move Fees	
	<b>Taxable Total</b>	\$37,600.00
	Sales Tax %	exempt
	Tax Paid	
	Advance Paid	
	<b>Total</b>	\$37,600.00

**CUSTOMER ACCEPTANCE**

You hereby acknowledge and agree that your electronic signature above shall constitute an enforceable and original signature for all purposes.  
 By signing this agreement, the customer acknowledges that he/she has read and understood the terms and conditions of this agreement.  
**1. Limited Warranty.** The seller warrants that the goods to be delivered will be of the kind and quality described in this Agreement and will be free of defects in workmanship or material. Should any failure to conform to this warranty appear within ninety (90) days after the initial date of installation in the case of new goods, or thirty (30) days after the initial date of installation in the case of used or reconditioned goods, the seller at its option, shall correct such defects by suitable repair or replacement at its own expense, upon notification thereof and substantiation that the goods have been stored, installed, maintained, and operated in accordance with the Seller's recommendations or standard industry practice. The foregoing warranty does not apply to consumable parts such as, but not limited to, drums, cleaning brushes, filters, developer, toner, heat and oiler tubes, pressure pads, lamps, lenses and fuses.  
 This warranty is exclusive and is in lieu of any warranty of merchantability, fitness for a particular purpose or other warranty of quality, whether express or implied, except of title and against patent infringement. Correction of non-conformities, in the manner and for the period of time provided above, shall constitute fulfillment of all liabilities of the Seller to the Customer with respect to, or arising out of the goods, whether based on contract, negligence, strict tort liability of otherwise.

Print Name: Kevin Spicher Signature: X  Title: Supervisor Date: 1/23/2025

**TBS ACCEPTANCE**

Print Name: Signature: X Title: Date:



**GENERAL TERMS AND CONDITIONS OF SALE**

- 1. ACCEPTANCE.** ALL PURCHASE ORDERS FOR ANY MATERIALS, PRODUCTS AND/OR ANY OTHER ITEMS (HEREIN THE GOODS) AND ACCEPTANCES OF GOODS BY ANY CUSTOMER (HEREIN BUYER) ARE EXPRESSLY SUBJECT TO AND GOVERNED BY THE TERMS AND CONDITIONS PRINTED HEREIN, AND NO TERMS ADDITIONAL TO OR DIFFERENT FROM THOSE STATED HEREIN ARE BINDING ON TOSHIBA BUSINESS SOLUTIONS (HEREIN THE SELLER) UNLESS AGREED TO IN WRITING BY THE SELLER. BUYER CONSENTS TO THESE TERMS AND CONDITIONS.
- 2. Title and Risk of Loss.** Title and risk of loss or damage to the Goods shall pass to the Buyer upon tender of delivery F.O.B. Seller's warehousing facility. Seller will have and retain a first and superior security interest in the Goods until full payment has been made. Goods purchased under extended term or contract will have a UCC financing statement filed with the State of California. Buyer will be charged and shall pay the then applicable UCC filing fee. Buyer agrees upon request to do all things and acts necessary to perfect and maintain said security interest and shall protect the Seller's interest by adequately insuring the Goods against loss or damage from any cause. Buyer appoints Seller as Buyer's attorney-in-fact to execute any and all documents on Buyer's behalf and in Buyer's name to perfect and maintain Seller's security interest in the Goods.
- 3. Price, Taxes and Interest Charges.** Prices quoted are F.O.B., Seller's warehousing facility, and the amount of any local, state or federal taxes on the Goods shall be added to the price and paid by Buyer. Buyer represents that Buyer is solvent and can and will pay for the Goods in accordance with the terms hereof. All shipments shall be subject to the approval of Seller's credit department. Seller reserves the right to require payment in cash or obtain security for payment prior to making any delivery and if Buyer fails to comply with such requirement, Seller may terminate any contract with Buyer affected thereby. An interest charge of the lesser of one percent monthly (12% annual rate) or the maximum allowed by state law, will be paid by Buyer on all past due amounts.
- 4. Terms/Cash Sales.** Seller's payment terms are Cash unless other terms are agreed upon by Seller and Buyer. Seller's Authorized signers are the only personnel of Seller authorized to approve special terms or conditions.
- 5. Extended Terms/Contracts.** Extended terms/contract sales are as agreed upon by Seller and Buyer. Extended payment terms and contracts on individual sales vary and are determined by Buyer and Seller. It is the Buyer's responsibility to fully review prior to accepting specific terms and conditions on individual extended payment terms and contract sales. Seller's Authorized signers are the only personnel authorized to approve any special terms or conditions on extended payment terms or contract sales.
- 6. Delivery.** Any delivery schedules which may be specified for shipment of the Goods are only estimates and the Seller shall not incur any liability, either directly or indirectly, nor shall any order be canceled because or as a result of delays in meeting such dates or schedules. In no event shall Seller be liable for any claims for labor or for any consequential damages or any other damages resulting from failure or delay in delivery. No delivery dates are guaranteed.
- 7. Force Majeure.** Seller shall not be liable for any act, omission, result or consequence, of any delay in delivery or failure of performance which is (i) due to any act of God; any government order; any order bearing priority rating or placed under any allocation program (mandatory or voluntary) established pursuant to law; local labor shortage; fire; flood; casualty; governmental regulation or requirement; terrorism or terrorist threat; shortage or failure of raw material, supply, fuel; power or transportation; breakdown of equipment; or any cause beyond Seller's reasonable control whether of similar or dissimilar nature to those above enumerated, or (ii) due to any strike, labor dispute, or difference with workers, regardless of whether or not Seller is capable of settling any such labor problem.
- 8. Laws, Ordinance and Regulations.** Seller shall utilize reasonable efforts to cause the Goods to comply with its interpretation of federal safety, health and environmental regulations and insurance codes of a national scope. However, Seller shall not be responsible for compliance with local interpretations of such federal regulations or insurance codes nor with any local laws, ordinances, codes and/or regulations which may at any time be in effect at any location where the Goods are to be utilized, unless such responsibility shall be expressly assumed by the Seller in writing.
- 9. Changes in Design.** Seller reserves the right to discontinue the supply or sale of any model, style or type of the Goods, or of any parts or accessories thereto, and the right to change or alter the design or composition of the Goods, parts or accessories without notice to Buyer, and the Seller shall incur no liability thereby nor any obligation to furnish or install any replacement Goods, parts or accessories which were purchased or sold prior to the making of any alterations or changes in design.
- 10. Off Quality and Goods Made to Buyer's Specifications.** Seller makes no warranty whatsoever, express or implied except as to title, with respect to Goods manufactured, compounded and/or designed to Buyer's own specifications, or if Buyer has requested off-quality Goods or seconds. Buyer shall at its own expense defend and save Seller harmless from and against any claim, suit, expense or otherwise, which shall be asserted or brought against Seller by reason of its manufacture, design or sale of such Goods.
- 11. Warranty.** Except as described in paragraph 10 above, Seller warrants that the Goods (a) are in accordance with the provisions of any product-specific written warranty published and delivered to Buyer from Seller, or (b) in the absence of a product-specific warranty, are in accordance with the Seller's published specifications at the time of order and that Seller will repair or replace, at Seller's option, such Goods as fail to conform to its published specifications, provided notice of claim under this warranty is given within a period of thirty (30) days following shipment. In all cases, Buyer shall be responsible for the cost of field labor and/or charges incurred by Buyer's return of any Goods to the Seller for repair or replacement. No return of Goods shall be made without prior written consent of the Seller.
- 12. Returns.** Returns for any reason (other than return provisions described in paragraph 11 above - Warranty) will be subject to an appropriate restocking fee determined by Seller, not to exceed a maximum of 20% of the purchase price of the returned Goods. No returns of Goods shall be made without prior written consent of the Seller.
- 13. EXCLUSION OF OTHER WARRANTIES. EXCEPT FOR THE EXPRESS WARRANTY SET FORTH IN PARAGRAPH 11 ABOVE, BUYER ACKNOWLEDGES AND AGREES THAT SELLER IS NOT MAKING AND SPECIFICALLY DISCLAIMS ANY OTHER WARRANTIES OR REPRESENTATIONS OF ANY KIND OR CHARACTER, EXPRESS OR IMPLIED, WITH RESPECT TO THE GOODS, INCLUDING, BUT NOT LIMITED TO, THE VALUE, CONDITION, MERCHANTABILITY, MARKETABILITY, SUITABILITY OR FITNESS FOR A PARTICULAR USE OR PURPOSE WHICH APPLY TO THE GOODS, THE MANNER OR QUALITY OF THE CONSTRUCTION OR MATERIALS INCORPORATED INTO ANY OF THE GOODS AND THE MANNER, QUALITY, STATE OF REPAIR OR LACK OF REPAIR OF THE GOODS, BUYER AGREES THAT BUYER HAS NOT RELIED UPON AND WILL NOT RELY UPON, EITHER DIRECTLY OR INDIRECTLY, ANY STATEMENT, REPRESENTATION OR WARRANTY OF SELLER OR ANY AGENT OF SELLER EXCEPT AS EXPRESSLY SET FORTH HEREIN. NO WARRANTIES OR REPRESENTATIONS AT ANY TIME MADE BY ANY REPRESENTATIVE OF THE SELLER SHALL BE EFFECTIVE TO VARY OR EXPAND THE ABOVE EXPRESS WARRANTY OR ANY OTHER TERMS AND CONDITIONS HEREOF.**
- 14. Technical Advice.** Seller shall not be responsible for the results of any technical advice provided by Seller in connection with the design or installation or use of the Goods for any particular purpose. Buyer assumes sole responsibility for the proofing of and acceptability of Goods and services of Seller prior to purchase by Buyer. Contracted integration of Seller's products are limited to scope of work for connectivity of supplier provided hardware and installation/configuration of supplier provided Solution Software on Buyer's network. Seller assumes no liabilities for configuration of Desktop Operating Systems and/or Server Network Operating Systems. Further, Seller does not warrant or ensure interoperability of supplier provided hardware and/or Solutions Software with future releases of newer versions of Operating Systems, Network Operating Systems or Application Software products. Upon installation/configuration, Buyer shall sign acceptance and work completion form provided by Seller. Any reconfiguration and installation by Seller that occurs on Buyer's network of hardware/software due to Buyer network changes shall be billed by Seller to Buyer at the then prevailing integration service rate.
- 15. LIABILITY LIMITATION. SELLER'S LIABILITY HEREUNDER SHALL BE LIMITED TO THE OBLIGATION TO REPAIR OR REPLACE THE GOODS PURSUANT TO PARAGRAPH 14 ABOVE. SELLER'S TOTAL CUMULATIVE LIABILITY IN ANY WAY ARISING FROM OR PERTAINING TO ANY GOODS SOLD OR REQUIRED TO BE SOLD UNDER ANY CONTRACT SHALL NOT IN ANY CASE EXCEED THE PURCHASE PRICE PAID BY THE BUYER FOR SUCH GOODS. IN NO EVENT SHALL SELLER HAVE ANY LIABILITY FOR COMMERCIAL LOSS, CLAIMS FOR LABOR OR ANY CONSEQUENTIAL DAMAGES OF ANY OTHER TYPE, REGARDLESS IF WHETHER BUYER'S CLAIM BE BASED IN CONTRACT, TORT, WARRANTY, STRICT LIABILITY OR OTHERWISE. IT IS EXPRESSLY AGREED THAT BUYER'S REMEDIES EXPRESSED IN THIS PARAGRAPH ARE BUYER'S EXCLUSIVE REMEDIES.**
- 16. Cancellation or Changes of Order.** No order may be withdrawn or cancelled by the Buyer, nor may delivery or shipment of Goods be deferred when ready, unless Seller shall first be paid a cancellation or deferral charge of a reasonable amount acceptable to the Seller. In the event, that Buyer shall request changes in its order after receipt thereof by Seller, Buyer shall be responsible for and pay all charges reasonably assessed by Seller with respect to such changes.
- 17. Set-Offs.** Neither Buyer nor any affiliated company or assignee shall have the right to claim compensation or to setoff against any amounts which become payable to the Seller under any contract or otherwise.
- 18. No Protection from Claim of Infringement.** Seller makes no representation of warranty that the delivery or subsequent use of the Goods shall be free of the claim of any third party by way of infringement.
- 19. APPLICABLE LAW. THE TERMS AND CONDITIONS APPLICABLE TO ANY SALE OF GOODS OR SERVICES BY THE SELLER SHALL BE DETERMINED AND CONSTRUED IN ACCORDANCE WITH, AND SHALL BE GOVERNED BY THE LAWS OF THE STATE OF CALIFORNIA. THE BUYER AND SELLER AGREE TO SUBMIT TO THE JURISDICTION OF THE STATE OR FEDERAL COURT OF ORANGE COUNTY WITHIN CALIFORNIA IN CONNECTION WITH ANY DISPUTE OR CONTROVERSY BETWEEN SELLER AND BUYER.**
- 20. Service Delivery.** Seller's service delivery terms are as agreed upon by Seller and Buyer and contracted. Hardware Repair/Service Support/Integration Services contract's terms and conditions vary on individual sales and are determined by Buyer and Seller. It is the Buyer's responsibility to fully review and signoff on specific terms and conditions on individual Hardware Repair/Service Support/Integration Services contract's purchases. Seller's Authorized signers are the only personnel authorized to approve any special terms or conditions on extended terms or contract sales.
- 21. Buyer Declination of Service Contract.** If Buyer declines service coverage, Seller will file appropriate forms noting declination of service. If service is provided by Seller on Goods not covered by a service contract with Seller, Buyer shall pay the then prevailing rates for labor and parts supplied for repair, which will be billed (time and materials) Net Payable.
- 22. Freight.** Buyer assumes responsibility for freight charges on orders placed with Seller.
- 23. Severability.** In the event that any one or more of the provisions contained herein shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not effect any other provisions of this agreement, but this agreement shall be construed as if such invalid, illegal or unenforceable provisions had never been contained herein, unless the deletion of such provision or provisions would result in such a material change so as to cause completion of the transactions contemplated herein to be unreasonable.
- 24. Amendment and Waiver.** No amendment of these terms or conditions and no waiver by Seller will be effective unless it is in writing and signed by Seller. No waiver by Seller will operate as a waiver on a future occasion.
- 25. Parties Bound.** All rights of Seller will inure to the benefit of Seller's successors and assigns. All rights and obligations of Buyer will inure to the benefit and be binding upon Buyer and Buyer's successors.
- 26. Further Assurances.** The parties agree to promptly execute and deliver all further instruments and documents and take all further action necessary to effect these terms and conditions.
- 27. Opt In.** You hereby consent to receive electronic marketing communication on Toshiba products and services.



AIMS MAINTENANCE CONTRACT

MAS-5.0.0

SALES PACKET NUMBER

EFFECTIVE DATE

Sales Representative: Jackie St.Germain

Install Date

Customer agrees to purchase and Toshiba Business Solutions agrees to provide parts, labor, ink, toner, and toner collection containers (the "Maintenance Services") for the equipment listed below in accordance with the terms and conditions of this contract. The Maintenance Services exclude paper, staples and all other parts and services listed under the Exclusion section on page two of the contract. A Connectivity & Security Options Agreement must be attached and executed for Network Integration Support.

CUSTOMER INFORMATION

Customer Name: GENOA CHARTER TOWNSHIP			
Address: 2911 Dorr Rd	Phone #: (810) 227-5225	Ext.	Fax #:
Address 2: Genoa Township	Contact: Kevin Spicher		Customer PO #:
City: Brighton	State: MI	Zip: 48116	email: supervisor@genoa.org

INVOICE / METER COLLECTION INFORMATION

Meter Collection: FM Audit	Electronic Invoicing: Yes	Invoice Location: Customer Address	Term: 36 Months
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SEE ATTACHED MAINTENANCE CONTRACT SCHEDULE FOR DEVICE DETAILS

TRANSACTION TERMS (Consolidated Minimums Per Pool)

Pool Description	Type	Includes	Units	Minimum Payment	Payment Frequency	Excess Per Unit Charge	Excess Billing Frequency
Mono Pool	Base + Overage	25,000	Images	\$227.00	Monthly	\$0.01200	Semi-Annual
Color Pool	Base + Overage	5,200	Images	\$349.96	Monthly	\$0.05950	Semi-Annual
<b>Total Minimum Payment</b>				<b>\$576.96</b>			

DECLINATION

Customer is declining maintenance on the equipment listed on the attached agreement.

Printed Name:	Signature:
Title: _____ Date: _____	

ACCEPTANCE

THE TERMS AND CONDITIONS HEREOF ARE PART OF THIS SERVICE AGREEMENT. BY SIGNING THIS CONTRACT, THE CUSTOMER ACKNOWLEDGES THAT THEY HAVE READ AND UNDERSTAND THESE TERMS.

Customer agrees to pay the Minimum Payment per transaction terms, plus any Excess Per Unit Charges for the term of this Contract. When this Contract is signed by Customer and TBS, it shall constitute a binding contract and is non-cancelable. This Contract will begin on the date signed by TBS below. You hereby acknowledge and agree that your electronic signature below shall constitute an enforceable and original signature for all purposes.

Privacy Notice: By your signature below, you hereby consent to allow TABS to remotely retrieve usage information for billing purposes. The information retrieved may be shared with third parties for processing purposes and shall be limited to the number of copies and scans made by model and serial number, and the location of the device.

Customer: GENOA CHARTER TOWNSHIP	<b>Toshiba Business Solutions</b>		
Printed Name: Kevin Spicher	Printed Name:		
Signature:	Signature:		
Title: Supervisor Date: 1/23/2025	Title:	Date:	

**TERMS AND CONDITIONS (CONTINUED)**

- 1. ACCEPTANCE.** This Contract shall not be effective unless signed by the authorized TBS representative (Effective Date) within 30 days from the Customer's signing of this Contract.
- 2. Term.** This Contract will remain in force for 36 months from the Effective Date (Renewal Date) and will then be automatically renewed for annual period(s) unless either party provides notice of termination not less than thirty (30) days prior to the Renewal Date. For each piece of equipment under this Contract there will be a Start Date & Start Meter. Service for each piece of equipment will be provided from the Start Date & Start Meter until this Contract is terminated or the equipment is withdrawn from the service. Customer may withdraw individual equipment by providing thirty (30) day written notice prior to the Renewal Date. Customer is responsible for all remaining Minimum Payments if Customer is in default or if equipment is withdrawn prior to Renewal Date.
- 3. SERVICE AVAILABILITY.** TBS will provide service during TBS's normal service hours while the equipment is located within TBS's designated service area. Service outside TBS's designated area, if available and accepted by TBS is subject to a Trip Charge, which shall be based on reasonable travel expense for TBS's personnel. It is the responsibility of the Customer to notify TBS prior to relocating equipment.
- The service to keep the equipment in or restore the equipment to good working order includes Emergency Service Calls and Periodic Maintenance (PM's). PM's may be performed during the course of an Emergency Service Call and are based upon the specific needs of the individual equipment as determined by TBS. Maintenance will include lubrication, adjustments and replacement of maintenance parts deemed necessary by TBS. Maintenance parts will normally be either new or equivalent to new in performance when installed in the equipment. Maintenance parts will be furnished on an exchange basis and the replaced parts become the property of TBS. Service provided under this Contract does not assure the uninterrupted operation of the equipment.
- If the Customer requests service to be performed at a time outside TBS's normal service hours, there will be no additional charge for maintenance parts, however, the service, if available, will be furnished at TBS's applicable hourly rates and terms then in effect. Nothing herein shall be construed to require TBS to provide service outside its normal service hours and TBS hereby reserves the right to accept or reject such requests.
- In the event there is a substantial increase in the cost of fuel, Customer agrees to pay a fuel surcharge. "Substantial" shall be defined as a 10% or more change over a six month period in the average national fuel cost as reported by the United States Energy Information Administration. The benchmark will be the national average fuel cost as reported by the United States Energy Information Administration on the Effective Date of this Agreement.
- 4. NETWORK INTEGRATION SUPPORT.** Support of print controllers and print/scan enablers that permit the integration of the device onto a Customer's network is covered under the terms of a properly executed Connectivity & Security Options Agreement. The Connectivity & Security Options Agreement is an amendment to this contract and must be attached and/or on file for this optional service support.
- 5. INVOICING - LATE CHARGES.** The first Minimum Payment is due upon receipt of an invoice. Thereafter, Minimum Payments will be due on the same date each month during the Term of this Contract whether or not Customer receives an invoice. Customer's obligation to pay the Minimum Payment is unconditional and is not subject to any reduction, set-off, defense, or counterclaim for any reason whatsoever. Excess Click Charge, if applicable, will be invoiced based on the billing period selected on the face of this contract.
- If any part of a payment is not made by the Customer when due, Customer agrees to pay TBS a Late Charge of the higher of \$25 or two percent (2%) of each such late payment, but not more than permitted by law. Customer agrees to pay TBS the Late Charge not later than one (1) month following the date of the original Minimum Payment.
- 6. USAGE.** In return for the Minimum Payment, Customer is entitled to use the Minimum Number of Units each billing period. If Customer uses more than the Minimum Number of Units in any billing period, Customer will pay an additional amount equal to the number of metered Units exceeding the agreed Minimum Included Units times the Excess Charge as shown on the face of this Contract. Customer acknowledges that in no event shall the Customer be entitled to any refund or rebate of the Minimum Payment if metered units result in less than the Minimum Number of Units in any billing period.
- Your Toshiba system will come with two-way communication enabled. TBS will provide updates, system back ups, and meter collection automatically. Please advise if you do not wish to have this feature enabled. TBS may estimate the number of units used if requested Meter Readings are not received before a new billing period begins. TBS will adjust the estimated charge for Excess Units upon receipt of actual Meter Readings. Notwithstanding any adjustment, the Customer will never pay less than the Minimum Payment. Customer will provide meter readings via an automated website. TBS may charge a fee to recover the cost of meter collections if meters are not submitted through the automated website. TBS reserves the right to convert Customer to a flat fee, based upon the greater of a specific unit's historical average volume or the device type's midpoint manufacturer recommended volume, if meters are not made available for the device(s) after 3 consecutive billing periods.
- Upon the first anniversary of the Effective Date and each subsequent anniversary date thereafter, TBS reserves the right to apply annual increases not to exceed fifteen (15%) percent of the products and services combined.
- 7. CONSUMABLE SUPPLIES.** TBS agrees to furnish consumable supplies (ink, toner and toner collection containers) for the Term of the Contract, except as excluded in section 12 below. Customer is responsible for ordering supplies to assure ample time for delivery. TBS may charge you a supply freight fee to cover our cost of shipping supplies to you. TBS will determine the number of supplies to be shipped based on the Minimum Number of Units and Excess Units metered. If TBS determines that the Customer has used more than fifteen percent (15%) supplies than normal for the number of metered units, based on yields published by the manufacturer, Customer agrees to pay TBS's customary charges for all excess supplies. Current pricing per unit is based on TBS preferred vendor toner.
- All supplies delivered as part of this Contract remain the property of TBS until and unless they are consumed by the equipment in the performance of this Contract. Any supplies not consumed as specified and not surrendered to TBS upon expiration or termination of this Contract will be invoiced to the Customer at TBS's then current prices. Customer agrees to provide insurance coverage for supplies in case of loss under any circumstances. Notwithstanding the foregoing, the risk of loss of the consumable supplies shall be transferred from TBS to Customer if such consumable supplies are stored at Customer's facility.
- 8. TAXES.** In addition to the charges due under this Contract, the Customer agrees to pay amounts equal to any taxes resulting from this Contract, or any activities hereunder, exclusive of taxes based upon net income.
- 9. INSTALLATION AND ACCESS TO EQUIPMENT.** Customer agrees to provide adequate space, environment and appropriate electrical requirements including, if required, a dedicated 120 volt or 220 volt electrical line, as published in the Operator and Service Manuals for the operation and maintenance of the equipment. If TBS has installed a power filter/surge protector on the equipment, it must at all times remain continuously installed. If it is removed Customer agrees to purchase a replacement from TBS immediately. TBS shall have full and free access to the equipment to provide service thereon.
- If persons other than TBS representatives install conversions, feature additions, accessories or perform service on equipment and as a result further repair by TBS is required, such repairs shall be made at TBS's applicable Time and Material rates and terms then in effect. If such additional repair is required, TBS may immediately withdraw the equipment from this Contract.
- 10. KEY OPERATOR - END-USER TRAINING.** Customer agrees to designate a Key Operator for training on the use, applications and features of the equipment. The Key Operator will be responsible for normal Key Operator activities as detailed in the Operators Manual and for training additional end-users. If the Key Operator assignment changes Customer agrees to designate a new Key Operator immediately. TBS agrees to provide training for the designated Key Operator and to provide initial training for end-users on the use, applications and features of the equipment. Additional training requested by Customer after thirty (30) days from Installation will be at TBS normal hourly rates.
- 11. MOVES/ADDS/CHANGES.** In order to guarantee on-time toner arrival and quality service response time, TBS must be notified in advance of any changes in the fleet. Prior approval from TBS is required before adding new devices to the fleet for support. Client agrees to be responsible for all costs associated with relocation. If the Equipment is moved to a new location, TBS shall have the right to charge a new rate for the new location and Client agrees to pay the difference between the old rate and the new rate.
- 12. EXCLUSIONS.** Service under this Contract does not include:
- (a) Furnishing paper, staples, replacement print heads, batteries, ribbons, media, periodic maintenance on thermal printers or any of the following:
- (b) Service of equipment if moved outside of TBS's designated service area; (c) Repair of damage or increase in service time caused by accident, misuse, negligence, abuse or disaster; (d) Service of accessories, attachments or click control devices other than those of the same manufacturer as the equipment; (e) Painting or refinishing of the equipment; (f) Making specification changes; (g) overhaul; when TBS determines an overhaul is necessary because normal repair and parts replacement cannot keep the equipment in satisfactory operating condition, TBS will submit a cost estimate to Customer and TBS will not commence work until Customer has approved cost; (h) Performing key operator functions as described in the operator manual; (i) Moving equipment, repair of damage or increase in service time caused by the use of the equipment for other than the ordinary use for which designed; (j) Repair of damage caused by electrical surges or lightning strikes, if equipment is connected to a TBS supplied power filter/surge protector repairs will be included; (k) Repair of damage or increase in service time caused by failure to continually provide a suitable installation environment as defined by the manufacturer, with all the facilities prescribed by TBS including, but not limited to, adequate space, electrical power, air conditioning or humidity control. (l) Repair of equipment that has been designated as obsolete by the manufacturer and genuine OEM parts are no longer available. (m) Repair of damage or increase of service time caused by Customer's use of media outside the specifications as described in the operator manual.
- 13. CUSTOMER OWNED EQUIPMENT.** (a) TBS reserves the right to inspect the mechanical condition of all Customer Owned Equipment to be covered under this Agreement. Customer will be notified of Equipment found to require immediate repairs. Customer, at its option, may elect to have said Equipment repaired at the then current hourly service labor rate plus parts or elect to have the unit excluded from this Agreement. (b) To qualify for coverage under this Agreement each piece of Customer Owned Equipment must have an initial consumable supply level of at least 25% (twenty five percent) of its capacity. For any Equipment falling under that level, Customer will be responsible for replacing and/or purchasing the initial consumables required to restore the device to the 25% level. (c) Service of printers under this agreement will possibly include replacement parts that may have been used and/or reconditioned. Parts that have been replaced will remain the property of TBS. If Customer Owned Equipment becomes obsolete, or unserviceable, client is responsible for replacing the device, and TBS will remove obsolete device from current agreement.
- 14. INDEMNITY AND DISCLAIMER.** TBS shall not be responsible for any injuries, damages, penalties, claims or losses including legal expenses incurred by Customer or any other person caused by the installation, selection, ownership, possession, maintenance, condition or use of the Equipment. Customer agrees to reimburse TBS for and to defend TBS against any claims for such losses, damages, penalties, claims, injuries or expenses. This indemnity shall continue even after this Contract has expired.
- IN NO EVENT WILL TBS BE LIABLE FOR LOST PROFITS, CONSEQUENTIAL, EXPECTANCY OR INDIRECT DAMAGES EVEN IF TBS HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. EXCEPT AS OTHERWISE SET FORTH HEREIN, TBS DOES NOT MAKE ANY EXPRESS OR IMPLIED WARRANTIES, INCLUDING BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, REPRESENTATION OR WARRANTY ARISING OUT OF USAGE AND TRADE, COURSE OR DEALING OR COURSE OR PERFORMANCE. EXCEPT AS PROVIDED HEREIN, THE PARTS AND SERVICES ARE PROVIDED \*AS IS.\***
- 15. GENERAL.** Subject to the terms of the following paragraph, TBS may modify the terms and conditions of this Contract effective on the Renewal Date by providing the Customer with prior written notice.
- Any such modification will apply unless the Customer withdraws the equipment affected by such modification from this Contract. Otherwise this Contract can only be modified by a written agreement duly signed by persons authorized to sign contracts on behalf of the Customer and of TBS. Variance from the terms and conditions of this Contract in any Customer order or other written modification will be of no effect.
- The Customer represents that the Customer is the owner of the equipment under this Contract, or, if not the owner, is the lessee or renter of the equipment. Customer will execute a maintenance agreement for the equipment with a Toshiba authorized dealer or Customer will waive certain rights under Toshiba's manufacturer's warranty.
- This Contract is not assignable, its right, duties and obligations may not be assigned or transferred by the Customer without the prior written consent of TBS. Any attempt to assign or transfer any of the rights, duties or obligations of this Contract without such consent is void.
- TBS's service provided outside the scope of this Contract will be furnished at TBS's applicable time and material rates and terms then in effect.
- TBS is not responsible for failure to render service due to causes beyond its control.
- You hereby consent to receive electronic marketing communication on Toshiba products and services.
- This Contract will be governed by the laws of the state where the Customer executed this Contract. If either party fails to comply with the terms and conditions of this Contract, the non-breaching party shall notify the breaching party in writing using certified mail to the address on the face of this Contract. The breaching party shall have thirty (30) days to cure any breach of this Contract prior to the non-breaching party takes the legal action. No action, regardless of form, arising out of this Contract may be brought by either party more than one year after the cause of action has arisen, or, in the case of non-payment, more than two years from the date of the last payment.



**MAINTENANCE CONTRACT SCHEDULE**

# MAS-3.0.0

Sales Representative: Jackie St.Germain		SALES PACKET NUMBER	DATE
Customer Name: GENOA CHARTER TOWNSHIP			01/22/2025

POOL DETAILS		DESCRIPTION: Mono Pool		
MAKE/MODEL	DESCRIPTION	LOCATION	SERIAL NUMBER	STARTING METER
ESTUDIO3525ACG	Toshiba e-STUDIO3525ACG	Water Plant		
ESTUDIO3525ACG	Toshiba e-STUDIO3525ACG	Sewer Plant		
ESTUDIO3525ACG	Toshiba e-STUDIO3525ACG	Utility		
ESTUDIO3525ACG	Toshiba e-STUDIO3525ACG	Assessing		
ESTUDIO9029AG	Toshiba e-STUDIO9029AG	Mailroom		
38S0940	Lexmark XM3350	Clerks		
38S0940	Lexmark XM3350	Manager-Kelly		
HL-EX415DW	Brother HL-EX415DW	Janene-Election		
38S0520	Lexmark M3350	Carols Home		
38S0520	Lexmark M3350	Kim		
38S0520	Lexmark M3350	Planners		
38S0520	Lexmark M3350	Accounts Payable		
38S0520	Lexmark M3350	Treasurer		
38S0520	Lexmark M3350	Asset		

POOL TOTALS						
Type	Includes	Units	Minimum Payment	Payment Frequency	Excess Charge	Excess Billing Frequency
Base + Overage	25,000	Images	\$227.00	Monthly	\$0.01200	Semi-Annual

POOL DETAILS		DESCRIPTION: Color Pool		
MAKE/MODEL	DESCRIPTION	LOCATION	SERIAL NUMBER	STARTING METER
ESTUDIO3525ACG	Toshiba e-STUDIO3525ACG	Water Plant		
ESTUDIO3525ACG	Toshiba e-STUDIO3525ACG	Sewer Plant		
ESTUDIO3525ACG	Toshiba e-STUDIO3525ACG	Utility		
ESTUDIO3525ACG	Toshiba e-STUDIO3525ACG	Assessing		

POOL TOTALS						
Type	Includes	Units	Minimum Payment	Payment Frequency	Excess Charge	Excess Billing Frequency
Base + Overage	5,200	Images	\$349.96	Monthly	\$0.05950	Semi-Annual

Customer Initials \_\_\_\_\_



**AUTOMATED METER READ PROGRAM OPTIONS**

**AM-2.0.0**

Sales Representative: Jackie St.Germain

SALES PACKET NUMBER	DATE
	01/22/2025

**CUSTOMER INFORMATION**

Customer Name: GENOA CHARTER TOWNSHIP	Customer Contact: Kevin Spicher		
Billing Address: 2911 Dorr Rd	Phone #: (810) 227-5225	Ext.	Customer PO #:
Suite #: Genoa Township	Meter Contact: Adam Van Tassell		Meter Phone: (810) 227-5225
City: Brighton	State: MI	Zip: 48116	Meter Email: adam@genoa.org

**METER COLLECTION CHOICES:**



**What is Toshiba's Automated Meter Read Program (AMR)?** As part of your service contract with TBS, you are required to report usage data for all your printers, copiers, and multifunction devices. With manual reporting, you must go to each device, record the serial numbers and meter readings, and submit this information via email, fax or phone. Toshiba's AMR program automatically gathers usage data for each device and sends it securely to TBS at scheduled intervals. The result is more accurate and timely reporting, fewer billing errors, and less busy work for you.

**How much does Toshiba AMR cost me?**

Nothing. Ever.

**What information does AMR gather?**

The automated meter reading system captures all required information for billing purposes; Machine model, Serial number, and usage information.

**Is the transmission secure?**

Yes. Data is completely secure.

**Toshiba Business Solutions IT Team will work with you to set up equipment meter collections in the priority listed below:**

**1 Automated Meter Read (e-Bridge CloudConnect)**

Your Toshiba system will be equipped with two-way communication capabilities. TBS will provide updates, system back ups, and meter collection automatically. Equipment MUST be connected to your network.

**2 Automated Meter Read (On Site Software)**

TBS will provide free AMR software that will automatically pull meter information and input into TBS billing system. Equipment MUST be connected to your network.

**3 Meters Online (MOL)**

An automatic meter request is sent to the End User directly from the TBS billing system. End User collects the meter readings and goes to <http://meters.toshiba.com> and enters the meters online manually. All meters submitted via online are electronically imported into the TBS billing with no manual entry or interaction by TBS.

**TBS may charge a fee to recover the cost of meter collections if meters are not submitted through the automated website. TBS reserves the right to convert Customer to a flat fee, based upon the greater of a specific unit's historical average volume or the device type's midpoint manufacturer recommended volume, if meters are not made available for the device(s) after 3 consecutive billing periods.**

**ELECTRONIC INVOICING CHOICE:**

Toshiba is committed to the environment through its worldwide green initiatives. One of the primary goals of Toshiba's green initiatives is environmental management through corporate social responsibility. One of TBS's Eco-Innovation initiatives is to convert to electronic invoicing whenever possible. Converting to electronic invoicing will enable TBS to decrease its consumption of environmental resources tremendously.

Please select if you will accept Electronic Invoices when possible:  Yes  No

Please select preferred Electronic Invoice Method (TBS Invoices Only):

Email Attachment Only:  PDF copy of invoice sent to email listed below

Invoice Portal Access:  Link to web portal allowing invoicing viewing and E-Pay option. Email will be sent with link when new invoices generate.

Email Address for invoice notifications: info@genoa.org

**CUSTOMER ACCEPTANCE:**

Print Name: Kevin Spicher	Signature:	Title: Supervisor	Date: 1/23/2025
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**CONNECTIVITY OPTIONS AGREEMENT**

**CA-1.0.0**

Sales Representative: Jackie St.Germain

SALES PACKET NUMBER	EFFECTIVE DATE
	01/22/2025

**CUSTOMER INFORMATION**

Customer Name: GENOA CHARTER TOWNSHIP	Customer Contact: Kevin Spicher	
Billing Address: 2911 Dorr Rd	Phone #: (810) 227-5225 Ext.	Customer PO #:
Address 2: Genoa Township	IT Contact: Adam Van Tassell	IT Phone #: (810) 227-5225
City: Brighton State: MI Zip: 48116	eMail: adam@genoa.org	

**CONNECTIVITY OPTIONS (Check All That Apply)**

**OPTION A: Network Administrator Integration and Training FREE (\$400 VALUE) (Remote)**

Includes basic device configuration, print driver installation on up to three workstations and administrator training. Additional Professional Services will be billed at published TBS Professional Services rates. Includes Remote Orientation of an Administrator to controller on their network, installation of 3 workstations for printing, scanning, and PC faxing. Connection Project not to exceed 2 hours. Any additional time required beyond 2 hours will be billed at current Professional Services Rates. If less than 2 hours is required, no time is banked for future use. Includes installation of Re-Rite on client server, configuration of 6 advanced scanning workflows; Word, Excel, Text Searchable PDF, PDF Form, Slim PDF, Secure PDF. Workflows include one Advanced Scanning Template Group, 6 Templates, and 4 Re-Rite workflows, all delivered to a common output folder. One hour of MFP Training - No more than 5 users per session - Training covers basic copier functions, printing, and scanning.

**OPTION B: Custom Network Integration - Variable / Additional Charges**

	Qty	Charge	Unit Description
• Base Device Configuration - Setup of Network Protocols on Device			Device
• Print Driver Installation			Workstation
• PC Fax Driver Installation			Workstation
• Print Driver and PC Fax Driver on same Workstation			Workstation
• Scan to Copier Controller			Scanning Template
• Scan to Network Folder			Scanning Template
• Scan to Email - Initial Setup of communication to local SMTP server			Initial Setup
- Additional Setup per Scanning Template			Scanning Template
- Off-site SMTP Server			Hour Until Completion
- Additional Setup per Scanning Template			Scanning Template
• Incoming Fax Routing to Copier Controller			Fax Destination
• Incoming Fax Routing to Network Folder Location			Fax Destination
• Incoming Fax Routing to Email - Initial Setup of SMTP Server			Initial Setup
Communication to a Local SMTP Server			
- Additional Setup per Destination			Destination
- Off-site SMTP Server			Hour Until Completion
- Additional Setup per Destination			Destination
• User Code Enforcement			10 User Codes
• Copier Configuration Backup and Restore			Backup/Restore Event

**Total Connectivity Fee:**

**Note: Any Additional Connectivity Services performed not specified above will be billed at a rate of: \$200.00 per hour. Connectivity support may be completed remotely or on-site at the discretion of TBS. Support covers initial installation only.**

**CUSTOMER ACCEPTANCE**

You hereby acknowledge and agree that your electronic signature above shall constitute an enforceable and original signature for all purposes.

By signing this agreement, the customer acknowledges that he/she has read and understood the statement of work and terms and conditions of this agreement.

Print Name: Kevin Spicher	Signature: X		Title: Supervisor	Date: 1/23/2025
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**DECLINATION**

Customer certifies that they have read the statement of work and that they have decided to decline all assistance from TBS regarding the installation of their copier/printer. TBS is under no obligation and has no liability concerning any aspect of the installation process.

Print Name:	Signature: X	Title:	Date:
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**TBS ACCEPTANCE**

Print Name:	Signature: X	Title:	Date:
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**STATEMENT OF WORK**

This Statement of Work for Connectivity & Security Options outlines the services and deliverables for the planned implementation. This Statement of Work is intended to detail the obligations of Toshiba Business Solutions (TBS) and the Customer.

**CONNECTIVITY OPTIONS - WORK TO BE PERFORMED**

**Option B:** Covers the selected work only. Additional Professional Services fees apply for any additional work at the current TBS Professional Services rates.

**Base Device Configuration Includes:**

1. Verify proper network settings, i.e., print queue configuration, TCP/IP address, etc.
2. Connect base unit to customer's network via customer supplied/installed cabling.
3. Perform color calibration on base unit and RIP device.

**Print Driver Installation Includes:**

1. Install print drivers onto designated workstations (up to three – Option A or as specified in Option B.)
2. Confirm print capabilities via standard print driver test page.

**Administrator Training Includes:**

1. Training on base unit, print driver and RIP software.
2. Orientation of the administrator to the print controller on the network.

While Toshiba print drivers are compatible with most common office applications, TBS does not provide training on specific printing applications.

**STATEMENT OF WORK ASSUMPTIONS**

The following are the assumptions on which this Statement of Work is based. If any of these assumptions either change or are incorrect, changes to the Statement of Work may be required, which may result in changes to the Connectivity Services fee. Please review this section to make sure these assumptions are correct.

1. Client is responsible for ensuring that all applications and data are successfully backed up prior to TBS beginning work. TBS is not responsible for any lost information.
2. Building environmental conditions are within equipment specifications for airflow, temperature, humidity, and electrical quality.
3. Cabling and WAN Data Communication Lines are properly installed and tested. TBS is not responsible for any improper cabling or issues involving telecommunications lines. All troubleshooting and corrective action will be billed outside of this SOW on a time and materials basis.
4. TBS is not responsible for any conflicts with existing hardware that is no longer supported by the manufacturer.
5. TBS is only responsible for integration tasks outlined in this Statement of Work. Any work outside of this SOW will be handled through a Change Order Request Process, which may require additional billable time and materials. Customer will be informed before any out of scope work is performed.
6. Customer will provide systems personnel for the project familiar with all aspects of Customer's enterprise configuration – security, remote access, domain structure, WAN/LAN connectivity, applications used for this particular project – to work in conjunction with TBS on this implementation. Additionally, a desktop technician may be required to perform client-side duties.
7. All software being utilized is registered and authentic.
8. Equipment is connected to a dedicated power source per product specifications furnished by TBS.
9. All network addresses, print queue names and printer names, etc. are available upon request.

**TERMS AND CONDITIONS**

The following Terms and Conditions are an amendment to the TBS Maintenance contract. In the event that the Customer has declined a Maintenance contract, the following Terms and Conditions do not apply to this agreement.

Toshiba products and software are warranted to be compatible with hardware and operating systems listed on product specification sheet at time of installation. TBS does not guarantee compatibility with future operating systems or hardware.

**Inclusions – Hardware:** Service calls, replacement parts for connected devices that allow the equipment to interface with PC's and networks, e.g. printer interface cards, NIC cards, print controllers, print/scan enablers or any other items that enhance the functionality of these products.

Diagnosis of device failures will be limited to confirmation of print capabilities with a laptop computer connected via a crossover cable using a standard print driver test page.

**Inclusions – Software:** Service calls required as a result of the failure of Toshiba software. Upgrades to Toshiba software are included.

**Service Availability:** Service calls performed during normal business hours, Monday through Friday, 8:00am to 5:00pm, excluding company holidays.

**Exclusions:**

1. Electrical work external to the equipment.
2. Charges to install or improve telephone lines.
3. Charges to improve electrical service and/or network lines.
4. Network wiring to improve or connect the hardware to a computer or network.
5. Service necessitated as a result of malfunction of equipment when unauthorized parts, attachments, or conflicting software is used with the equipment.
6. Service necessitated as a result of alterations, malfunctioning computer or network hardware and/or operating systems.

In such event, TBS reserves the right to terminate the maintenance contract if it is determined that such changes, alterations or malfunctions make it impractical to continue to service the equipment.

7. Reinstallation of drivers and/or installation of connected devices due to changes in computer and/or network operating systems, system configuration, addition/upgrades to application software or malfunction of devices.

8. Reinstallation/service required due to the relocation of equipment.

Excluded services will be invoiced to the Customer at TBS's normal hourly labor rate then in effect for Digital Systems Integration Services.



**REMOVAL REPORT**

**RR-2.0.0**

SALES PACKET NUMBER	DATE
	01/22/2025

Sales Representative: Jackie St.Germain

Customer Name: GENOA CHARTER TOWNSHIP

This document must be completed and signed by both the customer and a Toshiba Business Solutions (TBS) representative prior to any removal and disposition of equipment from the customer's premises.

**EQUIPMENT DETAILS**

Physical Location:			
Address: 2911 Dorr Rd		Phone #: (810) 227-5225	Ext. Fax #: 8102273420
Address 2: Genoa Township		Contact: Adam Van Tassell	
City: Brighton	State: MI	Zip: 48116	email: adam@genoa.org
Leasing Company: Toshiba Financial Services	Lease #: 500-0591449-000	Make/Model: Xerox VersaLink B400DN	EOL Option: Declined
Removal Type: Competitive Lease	Disposition: Return to Lease Company	Serial #: 6HB044023	EOL Charge: \$0.00
Buyout Type: Buyout to Return	Paid By: TBS to Customer	Replaced By: Lexmark M3350	

Physical Location:			
Address: 2911 Dorr Rd		Phone #: (810) 227-5225	Ext. Fax #: 8102273420
Address 2: Genoa Township		Contact: Adam Van Tassell	
City: Brighton	State: MI	Zip: 48116	email: adam@genoa.org
Leasing Company: Toshiba Financial Services	Lease #: 500-0591449-000	Make/Model: Xerox VersaLink B400DN	EOL Option: Declined
Removal Type: Competitive Lease	Disposition: Return to Lease Company	Serial #: 6HB044143	EOL Charge: \$0.00
Buyout Type: Buyout to Return	Paid By: TBS to Customer	Replaced By:	

Physical Location:			
Address: 2911 Dorr Rd		Phone #: (810) 227-5225	Ext. Fax #: 8102273420
Address 2: Genoa Township		Contact: Adam Van Tassell	
City: Brighton	State: MI	Zip: 48116	email: adam@genoa.org
Leasing Company: Toshiba Financial Services	Lease #: 500-0591449-000	Make/Model: Xerox VersaLink B400DN	EOL Option: Declined
Removal Type: Competitive Lease	Disposition: Return to Lease Company	Serial #: 6HB044153	EOL Charge: \$0.00
Buyout Type: Buyout to Return	Paid By: TBS to Customer	Replaced By:	

Physical Location:			
Address: 2911 Dorr Rd		Phone #: (810) 227-5225	Ext. Fax #: 8102273420
Address 2: Genoa Township		Contact: Adam Van Tassell	
City: Brighton	State: MI	Zip: 48116	email: adam@genoa.org
Leasing Company: Toshiba Financial Services	Lease #: 500-0591449-000	Make/Model: Xerox VersaLink B400DN	EOL Option: Declined
Removal Type: Competitive Lease	Disposition: Return to Lease Company	Serial #: 6HB043240	EOL Charge: \$0.00
Buyout Type: Buyout to Return	Paid By: TBS to Customer	Replaced By: Lexmark XM3350	

Special Instructions:

SEE ATTACHED REMOVAL REPORT SCHEDULE FOR ADDITIONAL REMOVED DEVICES

**Total End of Life Security Option Charges: \$0.00**

**DECLINATION**

Customer certifies that they have read the Security Options and that they have decided to decline all assistance from TBS regarding enhanced security on their copier/printer. TBS is under no obligation and has no liability concerning data security on said device. It is the Customer's sole and exclusive responsibility to assure that all data from all disk drives or magnetic media are erased prior to disposition of equipment.

Print Name: Kevin Spicher Signature: X  Title: Supervisor Date: 1/23/2025

**CUSTOMER ACCEPTANCE**

You hereby acknowledge and agree that your electronic signature above shall constitute an enforceable and original signature for all purposes.

By signing this agreement, the customer acknowledges that he/she has read and understood the statement of work and terms and conditions of this agreement.

Print Name: Kevin Spicher Signature: X  Title: Supervisor Date: 1/23/2025

**TBS ACCEPTANCE**

Print Name: Signature: X Title: Date:



**TERMS AND CONDITIONS**

**FOR ALL ITEMS WITH REMOVAL TYPE OF: CUSTOMER OWNED**

The customer representative signed below attests that the above equipment is owned by the customer and is free and clear of any liens or encumbrances. Upon completion of the associated sale, the title and ownership of this equipment is transferred to TBS.

**FOR ALL ITEMS WITH A BUYOUT TYPE: PAID BY TBS TO CUSTOMER-AMOUNT TO BE PAID TO CUSTOMER \$0.00**

The customer representative acknowledges that said equipment is leased and that the amount paid to customer and disposition, as indicated, of said equipment and its condition will fulfill its contractual obligations under the lease. If for any reason the amount paid to customer does not satisfy the contractual obligations, the customer assumes any remaining liability with the Leasing Company. It is the responsibility of the customer to provide return instructions. If said equipment cannot be returned until the end of the lease term, the customer must notify the Leasing Company in writing in accordance to the terms of the agreement prior to the end of the lease term. Failure to follow this disposition process could result in additional charges. Toshiba Business Solutions does not assume and will not be financially responsible for any lease renewal payments or additional fees or penalties incurred on the lease referenced above for any reason.

**EOL OPTION DEFINITIONS**

Basic Security: Includes HDD data scrub to DOD standards (5220-22m), NVRAM and Fax Data Scrub, Reloading System Firmware.

Advanced Security: Includes removing and returning uncleansed HDD to customer, Installing new HDD, NVRAM and Fax Data Scrub, Reloading System Firmware.

Remove and Return: Includes removing and returning uncleansed HDD to customer. This option is only available on customer owned devices.

Optimal Security: Includes removal and destruction of HDD, Installing new HDD, NVRAM and Fax Data Scrub, Reloading System Firmware.

Declined: Customer has declined any assistance from TBS regarding their data and is solely responsible for data security.

No Hard Drive: The device has no hard drive.

Has Secure HDD: Removed device has built in data overwrite and Customer does not require scrubbing or removal



**REMOVAL REPORT SCHEDULE**

**RR-1.0.0**

SALES PACKET NUMBER

DATE

Sales Representative: Jackie St.Germain

01/22/2025

**EQUIPMENT DETAILS**

Physical Location:			
Address: 2911 Dorr Rd		Phone #: (810) 227-5225	Ext. Fax #: 8102273420
Address 2: Genoa Township		Contact: Adam Van Tassell	
City: Brighton	State: MI	Zip: 48116	email: adam@genoa.org
Leasing Company: Toshiba Financial Services	Lease #: 500-0591449-000	Make/Model: Xerox VersaLink B400DN	EOL Option: Declined
Removal Type: Competitive Lease	Disposition: Return to Lease Company	Serial #: 6HB042977	EOL Charge: \$0.00
Buyout Type: Buyout to Return	Paid By: TBS to Customer	Replaced By: Lexmark XM3350	

Physical Location:			
Address: 2911 Dorr Rd		Phone #: (810) 227-5225	Ext. Fax #: 8102273420
Address 2: Genoa Township		Contact: Adam Van Tassell	
City: Brighton	State: MI	Zip: 48116	email: adam@genoa.org
Leasing Company: Toshiba Financial Services	Lease #: 500-0591449-000	Make/Model: Xerox VersaLink B400DN	EOL Option: Declined
Removal Type: Competitive Lease	Disposition: Return to Lease Company	Serial #: 6HB042972	EOL Charge: \$0.00
Buyout Type: Buyout to Return	Paid By: TBS to Customer	Replaced By: Lexmark M3350	

Physical Location:			
Address: 2911 Dorr Rd		Phone #: (810) 227-5225	Ext. Fax #: 8102273420
Address 2: Genoa Township		Contact: Adam Van Tassell	
City: Brighton	State: MI	Zip: 48116	email: adam@genoa.org
Leasing Company: Toshiba Financial Services	Lease #: 500-0591449-000	Make/Model: Xerox VersaLink B400DN	EOL Option: Declined
Removal Type: Competitive Lease	Disposition: Return to Lease Company	Serial #: 6HB044149	EOL Charge: \$0.00
Buyout Type: Buyout to Return	Paid By: TBS to Customer	Replaced By: Lexmark M3350	

Physical Location:			
Address: 2911 Dorr Rd		Phone #: (810) 227-5225	Ext. Fax #: 8102273420
Address 2: Genoa Township		Contact: Adam Van Tassell	
City: Brighton	State: MI	Zip: 48116	email: adam@genoa.org
Leasing Company: Toshiba Financial Services	Lease #: 500-0591449-000	Make/Model: Xerox VersaLink B400DN	EOL Option: Declined
Removal Type: Competitive Lease	Disposition: Return to Lease Company	Serial #: 6hb044145	EOL Charge: \$0.00
Buyout Type: Buyout to Return	Paid By: TBS to Customer	Replaced By: Lexmark M3350	

Physical Location:			
Address: 2911 Dorr Rd		Phone #: (810) 227-5225	Ext. Fax #: 8102273420
Address 2: Genoa Township		Contact: Adam Van Tassell	
City: Brighton	State: MI	Zip: 48116	email: adam@genoa.org
Leasing Company: Toshiba Financial Services	Lease #: 500-0591449-000	Make/Model: Xerox VersaLink B400DN	EOL Option: Declined
Removal Type: Competitive Lease	Disposition: Return to Lease Company	Serial #: 6hb044150	EOL Charge: \$0.00
Buyout Type: Buyout to Return	Paid By: TBS to Customer	Replaced By: Lexmark M3350	

Physical Location:			
Address: 2911 Dorr Rd		Phone #: (810) 227-5225	Ext. Fax #: 8102273420
Address 2: Genoa Township		Contact: Adam Van Tassell	
City: Brighton	State: MI	Zip: 48116	email: adam@genoa.org
Leasing Company: Toshiba Financial Services	Lease #: 500-0591449-000	Make/Model: Xerox AltaLink B8055	EOL Option: Declined
Removal Type: Competitive Lease	Disposition: Return to Lease Company	Serial #: Y4X869283	EOL Charge: \$0.00
Buyout Type: Buyout to Return	Paid By: TBS to Customer	Replaced By: Toshiba e-STUDIO9029AG	

Physical Location:			
Address: 2911 Dorr Rd		Phone #: (810) 227-5225	Ext. Fax #: 8102273420
Address 2: Genoa Township		Contact: Adam Van Tassell	
City: Brighton	State: MI	Zip: 48116	email: adam@genoa.org
Leasing Company: Toshiba Financial Services	Lease #: 500-0591449-000	Make/Model: Xerox AltaLink C8035 with high-capacity tandem tray	EOL Option: Declined
Removal Type: Competitive Lease	Disposition: Return to Lease Company	Serial #: 3TX416160	EOL Charge: \$0.00
Buyout Type: Buyout to Return	Paid By: TBS to Customer	Replaced By: Toshiba e-STUDIO3525ACC	



**REMOVAL REPORT SCHEDULE**

**RR-1.0.0**

SALES PACKET NUMBER

DATE

Sales Representative: Jackie St.Germain

01/22/2025

**EQUIPMENT DETAILS**

Physical Location:			
Address: 2911 Dorr Rd		Phone #: (810) 227-5225	Ext. Fax #: 8102273420
Address 2: Genoa Township		Contact: Adam Van Tassell	
City: Brighton	State: MI	Zip: 48116	email: adam@genoa.org
Leasing Company: Toshiba Financial Services	Lease #: 500-0591449-000	Make/Model: Xerox AltaLink C8035 with high-capacity tandem tray	EOL Option: Declined
Removal Type: Competitive Lease	Disposition: Return to Lease Company	Serial #: 3TX414383	EOL Charge: \$0.00
Buyout Type: Buyout to Return	Paid By: TBS to Customer	Replaced By: Toshiba e-STUDIO3525ACG	

Physical Location:			
Address: 2911 Dorr Rd		Phone #: (810) 227-5225	Ext. Fax #: 8102273420
Address 2: Genoa Township		Contact: Adam Van Tassell	
City: Brighton	State: MI	Zip: 48116	email: adam@genoa.org
Leasing Company:	Lease #:	Make/Model: HP LaserJet Enterprise M506dn	EOL Option: Declined
Removal Type: Customer Owned	Disposition: Return to Toshiba	Serial #: PHBGQ67580	EOL Charge: \$0.00
Buyout Type:	Paid By:	Replaced By: Lexmark M3350	

Physical Location:			
Address: 2911 Dorr Rd		Phone #: (810) 227-5225	Ext. Fax #: 8102273420
Address 2: Genoa Township		Contact: Adam Van Tassell	
City: Brighton	State: MI	Zip: 48116	email: adam@genoa.org
Leasing Company:	Lease #:	Make/Model: HP LaserJet Enterprise M506dn	EOL Option: Declined
Removal Type: Customer Owned	Disposition: Return to Toshiba	Serial #: PHBGT45031	EOL Charge: \$0.00
Buyout Type:	Paid By:	Replaced By: Brother HL-EX415DW	

Physical Location:			
Address: 900 Chilson Road		Phone #: (810) 227-5225	Ext. Fax #: 8102273420
Address 2: Genoa Oceola Sewer Authority		Contact: Adam Van Tassell	
City: Howell	State: MI	Zip: 48843	email: adam@genoa.org
Leasing Company:	Lease #:	Make/Model: Xerox VersaLink C7025 with two-tray module	EOL Option: Declined
Removal Type: Customer Owned	Disposition: Return to Toshiba	Serial #: CNRXY04283	EOL Charge: \$0.00
Buyout Type:	Paid By:	Replaced By: Toshiba e-STUDIO3525ACG	

Physical Location:			
Address: 4288 Norton Road		Phone #: (810) 227-5225	Ext. Fax #: 8102273420
Address 2: MHOG Water Treatment Plant		Contact: Adam Van Tassell	
City: Howell	State: MI	Zip: 48843	email: adam@genoa.org
Leasing Company:	Lease #:	Make/Model: Xerox AltaLink C8035 with high-capacity tandem tray	EOL Option: Declined
Removal Type: Customer Owned	Disposition: Return to Toshiba	Serial #: 3TX416747	EOL Charge: \$0.00
Buyout Type:	Paid By:	Replaced By: Toshiba e-STUDIO3525ACG	

Physical Location:			
Address:		Phone #:	Ext. Fax #:
Address 2:		Contact:	
City:	State:	Zip:	email:
Leasing Company:	Lease #:	Make/Model:	EOL Option:
Removal Type:	Disposition:	Serial #:	EOL Charge:
Buyout Type:	Paid By:	Replaced By:	

Physical Location:			
Address:		Phone #:	Ext. Fax #:
Address 2:		Contact:	
City:	State:	Zip:	email:
Leasing Company:	Lease #:	Make/Model:	EOL Option:
Removal Type:	Disposition:	Serial #:	EOL Charge:
Buyout Type:	Paid By:	Replaced By:	

Form **W-9**  
(Rev. March 2024)  
Department of the Treasury  
Internal Revenue Service

# Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	<b>1</b> Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) <b>GENOA CHARTER TOWNSHIP</b>	
	<b>2</b> Business name/disregarded entity name, if different from above.	
	<b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____	
	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ <i>(Applies to accounts maintained outside the United States.)</i>	
	<b>3b</b> If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>	
	<b>5</b> Address (number, street, and apt. or suite no.). See instructions. <b>2911 Dorr Rd Genoa Township</b>	<b>Requester's name and address (optional)</b> <b>TOSHIBA</b>
	<b>6</b> City, state, and ZIP code <b>Brighton, MI 48116</b>	
<b>7</b> List account number(s) here (optional)		

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

<b>Social security number</b>									
				-			-		
<b>or</b>									
<b>Employer identification number</b>									
3	8	-	1	9	0	4	6	5	1

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person	Signed by: 	Date
			1/23/2025

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Michigan Department of Treasury  
Form 3372 (Rev. 08-12)

# Michigan Sales and Use Tax Certificate of Exemption

**DO NOT send to the Department of Treasury. Certificate must be retained in the seller's records.** This certificate is invalid unless all four sections are completed by the purchaser.

## SECTION 1: TYPE OF PURCHASE

- A. One-Time Purchase  
Order or Invoice Number: \_\_\_\_\_
- C. Blanket Certificate  
Expiration Date (maximum of four years): \_\_\_\_\_
- B. Blanket Certificate. Recurring Business Relationship

The purchaser hereby claims exemption on the purchase of tangible personal property and selected services made from the vendor listed below. This certifies that this claim is based upon the purchaser's proposed use of the items or services, OR the status of the purchaser.

Vendor's Name and Address Toshiba
--------------------------------------

## SECTION 2: ITEMS COVERED BY THIS CERTIFICATE

Check one of the following:

1.  All items purchased.
2.  Limited to the following items: \_\_\_\_\_

## SECTION 3: BASIS FOR EXEMPTION CLAIM

Check one of the following:


1.  For Resale at Retail. Enter Sales Tax License Number: \_\_\_\_\_
2.  For Lease. Enter Use Tax Registration Number: \_\_\_\_\_


The following exemptions DO NOT require the purchaser to provide a number:

3.  For Resale at Wholesale.
4.  Agricultural Production. Enter percentage: \_\_\_\_\_%
5.  Industrial Processing. Enter percentage: \_\_\_\_\_%
6.  Church, Government Entity, Nonprofit School, or Nonprofit Hospital (Circle type of organization).
7.  Nonprofit Internal Revenue Code Section 501(c)(3) or 501(c)(4) Exempt Organization (must provide IRS authorized letter with this form).
8.  Nonprofit Organization with an authorized letter issued by the Michigan Department of Treasury prior to June 1994 (must provide copy of letter with this form).
9.  Rolling Stock purchased by an Interstate Motor Carrier.
10.  Other (explain): \_\_\_\_\_

## SECTION 4: CERTIFICATION

*I declare, under penalty of perjury, that the information on this certificate is true, that I have consulted the statutes, administrative rules and other sources of law applicable to my exemption, and that I have exercised reasonable care in assuring that my claim of exemption is valid under Michigan law. In the event this claim is disallowed, I accept full responsibility for the payment of tax, penalty and any accrued interest, including, if necessary, reimbursement to the vendor for tax and accrued interest.*

Business Name <b>GENOA CHARTER TOWNSHIP</b>		Type of Business (see codes on page 2) <b>05</b>
Business Address <b>2911 Dorr Road</b>		City, State, ZIP Code <b>Brighton, MI 48116</b>
Business Telephone Number (include area code) <b>(810) 227-5225</b>		Name (Print or Type) <b>Kevin Spicher</b>
Signature and Title  <b>pervisor</b>		Date Signed <b>1/23/2025</b>

	A	B	C	D	E	F	G	H	I	
1	<b>CUSTOMER AGREEMENT</b>									
2	<b>TOSHIBA</b>							TOSHIBA		
3	<b>BUSINESS SOLUTIONS</b>									
4	<i>Michigan</i>									
5										
6										
7										
8	<b>Customer:</b>	Genoa Charter Township						<b>Date:</b>	01/22/2025	
9	<b>Address:</b>	2911 Dorr Road								
10	<b>City, State:</b>	Brighton, MI								
11	<b>Zip:</b>	48116								
12	<b>Phone:</b>	810-227-5225								
13	<b>Sales Rep:</b>	Jackie St.Germain								
14										
15	Genoa Charter Township has a fixed service rate for 3 years.									
16	Genoa Charter Township has 3 days to assess the Brother HL-EX415 printer-If it does not									
17	work well for their needs-they can exchange it for a different model at no extra cost.									
18	Toshiba will return the 12 systems to US Bank-charge was included in the initial price of								\$37,600.00	
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39	The undersigned agrees to the terms and conditions set forth above and in witness thereof hereby execute this agreement.									
40	For your convenience this quotation becomes an order when signed within firm quotation period.									
41										
42	<b>By:</b>						<b>Title:</b>	Supervisor		
43		Authorized Signature								
44										
45										
46	<b>By:</b>						<b>Date:</b>	1/23/2025		
47										
48		Print Name Kevin Spicher								
49										



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

## MEMORANDUM

**TO:** Honorable Board of Trustees  
**FROM:** Kelly VanMarter, Manager  
**DATE:** January 29, 2025  
**RE:** Michigan Township Association Annual Conference

---

In accordance with the existing per diem 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 March 31 through April 3, 2025 in Grand Rapids, Michigan. We currently have 3 Trustees who plan to attend. I have attached the conference brochure in the following pages for your information.

If the Board wishes to approve a per diem allowance for officials to attend, the following motion is provided for your consideration:

**Moved by** \_\_\_\_\_, **Supported by** \_\_\_\_\_ to approve and authorize payment of a per diem allowance for elected official participation in the Michigan Township Association Annual Conference offered March 31<sup>st</sup> through April 3<sup>rd</sup>, 2025.

### SUPERVISOR

Kevin Spicher

### CLERK

Janene Deaton

### TREASURER

Robin L. Hunt

### TRUSTEES

Rick Soucy

Bill Reiber

Candie Hovarter

Todd Walker

### MANAGER

Kelly VanMarter



**u**NIQUE  
&  
NITED

**MTA**

**Annual Educational  
Conference & Expo**

**March 31-April 3, 2025 | Grand Rapids**

**Registration opens  
Jan. 2**







## Join MTA this spring as we honor Michigan's Unique & United townships

MTA's **2025 Annual Educational Conference & Expo** will honor the **Unique & United** spirit of Michigan's 1,240 townships. Embracing **uniqueness** allows townships to celebrate and leverage their distinct characteristics, community culture and strengths—leading them toward a strong sense of local identity. **Unity** promotes collaboration and shared resources, and provides an empowered approach to tackling common challenges. Blending **unique attributes** with a **unified approach** helps townships drive sustainable progress, enhance regional resilience, and build vibrant, cohesive communities.


Whether you are a newly elected official or have served your community for years, this annual event is the perfect place to learn, connect and share with your fellow local leaders. As we begin the new township term of office, let **MTA's Conference & Expo** inspire you to serve **Unique & United** on behalf of your township—and all townships. Join us **March 31-April 3** at the **Amway Grand Plaza and DeVos Place** in Grand Rapids.

**We look forward to seeing you there!**

Registration begins **Jan. 2**; housing opens **Jan. 23**.



## Day 1

Monday, March 31

8:30 a.m.-12:30 p.m.	Assessing Uniqueness: Best Practices for Assessment Administration*
9 a.m.-4 p.m.	Township Finances* (F-103) 
9 a.m.-4 p.m.	Board Authorities, Responsibilities and Roles*
9:30 a.m.-4:30 p.m.	Legal Institute for Township Attorneys*
11:30 a.m.-6 p.m.	MTA Registration Center, Ticket Xchange & Friends of MTA (PAC) Booth Open <i>Registration item sponsors: lanyards, BS&amp;A Software; notepads, Fabey Schultz Burzych Rhodes PLC; delegate bags, Foster Swift Collins &amp; Smith, PC; pens, Hartleb Agency; and water bottles, Mika Meyers PLC; novelty ribbons sponsored by Hubbell, Roth &amp; Clark, Inc.; Ticket Xchange sponsored by University of Michigan Ford School of Public Policy</i>
5-6 p.m.	Volunteer Training Reception <i>(by invitation only; RSVP required) Sponsored by Miller Canfield</i>
8-11:30 p.m.	"3-D" Welcoming Reception at the Grand Woods Lounge <i>Sponsored by Bendzinski &amp; Co., Municipal Finance Advisors</i>

## Day 2

Tuesday, April 1

7:30 a.m.-4 p.m.	MTA Registration Center & Ticket Xchange Open <i>Registration item sponsors: lanyards, BS&amp;A Software; notepads, Fabey Schultz Burzych Rhodes PLC; delegate bags, Foster Swift Collins &amp; Smith, PC; pens, Hartleb Agency; and water bottles, Mika Meyers PLC; novelty ribbons sponsored by Hubbell, Roth &amp; Clark, Inc.; Ticket Xchange sponsored by University of Michigan Ford School of Public Policy</i>
9-10:15 a.m.	Opening Session <i>Sponsored by DTE Energy; coffee service sponsored by Michigan CLASS</i>
10:15 a.m.-2:45 p.m.	MTA Expo, Bookstore & Friends of MTA (PAC) Booth Open <i>Portrait Studio sponsored by Bauckham, Thall, Seeber, Kaufman &amp; Koches, PC</i>
11:30 a.m.-12:30 p.m.	Township Business Solution Sessions 
11:45 a.m.-12:45 p.m.	TGA Graduate "Class of 2025" Luncheon  <i>(by invitation only; RSVP required)</i>
1-2:15 p.m.	Concurrent Educational Sessions
2:45-4 p.m.	Concurrent Educational Sessions
4-5:30 p.m.	Evening in the Expo Reception <i>(open to all attendees!)</i>
7-10 p.m.	Par Plan Fun Night 40th Birthday Bash at The B.O.B. <i>Sponsored by Michigan Township Participating Plan</i>

## Day 3

Wednesday, April 2

7:30-11 a.m.	MTA Registration Center and Ticket Xchange Open <i>Registration item sponsors: lanyards, BS&amp;A Software; notepads, Fabey Schultz Burzych Rhodes PLC; delegate bags, Foster Swift Collins &amp; Smith, PC; pens, Hartleb Agency; and water bottles, Mika Meyers PLC; novelty ribbons sponsored by Hubbell, Roth &amp; Clark, Inc.; Ticket Xchange sponsored by University of Michigan Ford School of Public Policy</i>
7:30-8:30 a.m.	Power Up Breakfast for all attendees, <i>sponsored by Consumers Energy</i>
8:15-8:45 a.m.	Caucus Elections for 21 MTA Districts
9-10:15 a.m.	General Session, featuring keynote address by Juan Bendaña <i>Sponsored in part by Consumers Energy; coffee service sponsored by Michigan CLASS</i>
10:15 a.m.-1 p.m.	MTA Expo, Bookstore & Friends of MTA (PAC) Booth Open
10:45 a.m.-Noon	Concurrent Educational Sessions
Noon-1 p.m.	Grab-and-go lunch in the Expo* <i>(must pre-purchase; see page 10)</i>
1-2:15 p.m.	Concurrent Educational Sessions
2:45-4 p.m.	Concurrent Educational Sessions
6:30-9 p.m.	MTA Banquet <i>Entertainment sponsored in part by Acrisure</i>
9-11 p.m.	Afterglow Reception <i>Sponsored by Acrisure</i>

9-11 a.m.

MTA Annual Meeting

## Day 4

Thursday, April 3

\*Additional fee and pre-registration required.

Schedule subject to change.

# conference highlights

## Opening Session | Tuesday, April 1

The MTA Annual Conference is truly an event like no other—and it all kicks off with the inspirational Opening Session. Join us as we unite to welcome and honor the dedicated public servants—including newly elected officials—who work each and every day for their community. This morning is a true celebration of the **Unique and United** nature and power of township government. Following the always-moving presentation of colors and Township Parade of Flags, help us honor the Township Governance Academy graduating class of 2025. Attendees will also hear from MTA leadership, including 2024 President **Connie Cargill** and Executive Director **Neil Sheridan**, on the incredible impact that can result when Michigan's **Unique and United** townships work together for better communities and a better Michigan.



Sponsored in part by



Coffee service sponsored by



## MTA Expo | Tuesday, April 1 & Wednesday, April 2

Michigan's largest municipal exposition offers a one-stop shop of township vendors and suppliers that can help you realize opportunities to provide even better programs, systems and services for your community. No where else will you find such a wide assortment of companies serving townships—from attorneys to engineering firms, software companies to environmental services—all there to help you discover ways to run your township more efficiently. Don't miss the **Evening at the Expo** on Tuesday after classes, where you can enjoy extra time connecting with exhibitors, who will have complimentary drink tickets to give to attendees during this casual networking reception.

Stop by the MTA Bookstore, where you'll find nearly two dozen publications geared exclusively to township government *and* save 15% off *all* MTA books—including updated editions of our bestsellers and our latest offering on zoning ordinances. Be sure to visit the Friends of MTA Booth, and learn how your contributions can help MTA support legislators who value township government.

Portrait studio sponsored by



## Evening events include:

### "3-D" Welcoming Reception | Monday, March 31

Enjoy Desserts, Drinks & Dancing at the Grand Woods Lounge.

Sponsored by **Bendzinski & Co.**  
MUNICIPAL FINANCE ADVISORS

### Par Plan Fun Night Birthday Bash at The B.O.B. | Tuesday, April 1

Help wish the Michigan Township Participating Plan a happy 40th birthday and enjoy a memorable evening of party games and fun, snacks, and maybe even a little birthday cake.

Sponsored by Michigan CLASS

### Afterglow Reception | Wednesday, April 2

Keep the night going with music, drinks and dancing following the MTA Banquet.

Sponsored by **ACRISURE**

## Caucus elections to be held at Conference to elect members to MTA Board

Twenty-one MTA Districts will hold caucus elections on April 2 during the Conference to elect members to the MTA Board of Directors. The MTA Board term of office begins at the MTA Annual Meeting on April 3 and concludes following the Annual Meeting in 2029.

In accordance with MTA bylaws and based on the slate of 2025 candidates being put forth as MTA officers, the following districts will **NOT** convene a caucus: 8, 13, 16 and 22.

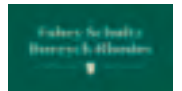
Prior announcement of candidacy is not required. Find your MTA district on <https://michigantownships.org>; click on "About," then "Leadership."

**Sponsors**  
*(as of Dec. 18, 2024)*

**Platinum**



**Bendzinski & Co.**  
MUNICIPAL FINANCE ADVISORS



**Gold**



## General Session | Wednesday, April 2

In a world where change is happening faster than ever before, confidence becomes the bedrock upon which effective leadership is built. Our 2025



Conference Keynote **Juan Bendaña** will help attendees explore the pivotal role confidence plays in driving both individual and collective success within local government. Drawing on the Conference theme **Unique and United**, Bendaña will delve into how embracing your unique strengths while fostering unity among your township team can lead to resilient, vibrant communities. Explore practical strategies that improve and inspire confidence, while staying grounded in the real-world challenges that township leaders face. Whether you're a seasoned official or new to the role, our General Session will equip you with tools to lead with greater energy, courage and a renewed sense of purpose. Discover how, by uniting your unique strengths with those of your fellow township team members, you can drive united, meaningful change in your community.

Sponsored in part by  *Count on Us*

Coffee service sponsored by 



## Start the morning off right!

Before heading in to your district's caucus election, grab a complimentary cup of coffee and light breakfast, open to all attendees and guests, *courtesy of Consumers Energy.*

## MTA Banquet | Wednesday, April 2

Gather together for an evening of camaraderie and entertainment at MTA's Annual Banquet, featuring a delicious dinner—and the company of more than 1,000 dedicated local officials. After we honor important individuals who have made significant contributions to the Association and townships, sit back, relax and laugh. From side-splitting special character appearances to audience-inclusive games, Facilitator of Fun **Danny Adams** will engage attendees and guests in a unique way that will leave you filled with laughter.



*NOTE: The MTA Banquet is included with full-Conference and guest registrations only. Additional tickets may be purchased using the registration form on page 10. Pre-select your seat on-site at the Ticket Xchange. Those with special dietary needs should contact Kristin at (517) 321-6467, ext. 230 or kristin@michigantownships.org at least two weeks before Conference.*

Banquet entertainment sponsored in part by 

Ticket Xchange sponsored by 

## MTA Annual Meeting | Thursday, April 3

Take part in the final, but critically important, event of the Conference—our Annual Meeting. The business meeting for the Association, this morning event is your opportunity to help guide MTA's future direction, as delegates cast their vote on proposed policies to be included in MTA's 2025 Policy Platform (*only elected officials from member townships may vote*). In addition, attendees participate in the installation of the Association's new president, officers and newly elected district directors. During the meeting, 2024 MTA President **Connie Cargill** will also be recognized for her dedicated service to the Association.

## Eats and treats

You won't go hungry at this year's Conference with our traditional events—and additions that bring even more value to attendees. Throughout the week, you can enjoy:

- Drinks and desserts at the "3-D Welcoming Reception," *sponsored by Bendzinski & Co., Municipal Finance Advisors*
- Select Business Solution Sessions include refreshments or lunch, courtesy of MTA Allied Service Providers
- Enjoy coffee during the Opening Session and General Session, *sponsored by Michigan CLASS*
- Complimentary drink tickets available from vendors at the Evening in the Expo Reception
- Heavy hors d'oeuvres and drinks at Par-Plan Fun Night, *sponsored by Michigan Township Participating Plan*
- Coffee and light breakfast for all attendees before the caucus elections, *sponsored by Consumers Energy*
- Avoid the lines by pre-purchasing a discounted boxed lunch (*thank you to Great Lakes Recreation!*) to pick up and enjoy in the Expo hall on Wednesday (*purchase on the registration form on page 10*)
- A three-course meal at the Annual Banquet (*One banquet ticket is included with each main-Conference and guest registration. Additional tickets may be purchased on the registration form and on-site.*)
- Beverages at the Afterglow Reception following the banquet, *sponsored by Acrisure*

Silver



**Rehmann**

Bronze



# general information

**Attire**—Business casual dress is appropriate for all events. Due to fluctuations in room temperature, MTA encourages you to bring a sweater or jacket for your comfort.

**Cancellations & Substitutions**—A Conference registration may be transferred to another individual from the same township or converted to Conference On-Demand access for a \$10 administrative fee. Refund of the registration fee, less a \$25 administrative fee, will be made if written notice of cancellation is received by MTA by March 3. Written cancellation requests received from March 4-17 will be subject to an administrative fee equal to one-half of the registration fee. Conference “no shows” or those who cancel after March 17 will be converted to Conference On-Demand access. No refunds will be given without extenuating circumstances. Cancellations of invoiced registrations will not be processed until appropriate fee is paid. Hotel cancellation policies vary; see your reservation confirmation for details.

**Confirmation & Credentials**—A confirmation will be emailed upon registration (check your spam or junk mail folder if it does not arrive in your inbox). If you do not receive a confirmation within 48 hours of registering, email [education@michigantownships.org](mailto:education@michigantownships.org). To add or update your email address, email [database@michigantownships.org](mailto:database@michigantownships.org). The registration confirmation includes a personalized housing code that allows you to reserve a hotel room in MTA room blocks at discounted rates. The housing website opens for attendees at 9 a.m. on **Jan. 23**. See pages 6-8 for details on reserving your hotel room. All attendees will receive an important “Know Before You Go” email approximately one week before the Conference with helpful event details and information.

**Optional Activities**—Pre-Conference workshops held on March 31 may be added to your Conference registration or purchased separately. Admission to the MTA Banquet on April 2 is included with main-Conference and guest registrations ONLY. Additional banquet tickets may be purchased while registering (see page 10) and on-site.

**Parking & Shuttle Information**—Parking is available for a fee at DeVos Place, hotels with MTA room blocks, and various downtown lots. Parking details will be available on <https://michigantownships.org/conference> and in “Know Before You Go” information emailed to attendees prior to the event. **Note: We are NOT offering MTA shuttle service during the Annual Conference**, as all hotels are connected to DeVos Place by an enclosed skywalk. Shuttles will run between the Amway Grand Plaza and Bendzinski’s “3-D” Welcoming Reception on Monday, March 31 **only**.

**Photography Release**—By registering for this event, attendees grant permission to MTA to utilize their image or likeness to promote MTA and our events. Attendees waive any right to inspect or approve the finished product(s), copy or other matter that may be used in connection therewith or the use to which it may be applied.

**Registration**—Conference registration opens **Jan. 2**. Attendees **MUST** register for the Conference before booking your hotel room. Your confirmation will contain your personalized housing code, which is required to book your hotel room in MTA room blocks. Housing reservations open at 9 a.m. on **Jan. 23**. See pages 6-8 for additional information.

All attendees must check in at MTA Registration in the Center Concourse (Second Level) of the Amway Grand Plaza on Monday from 11:30 a.m. to 6 p.m., or in the Grand Gallery (Street Level) of DeVos Place on Tuesday from 7:30 a.m. to 4 p.m., and Wednesday from 7:30 to 11 a.m. There, you can pick up your registration materials (including credentials, bag and on-site program), purchase banquet tickets and get details on MTA Conference events.

**Registration Rates**—Registration rates for Conference delegates and their guests appear on page 10. Registrations must be faxed, postmarked or made online by March 3, 2025, to receive early-bird rates. For registrations received after March 3 but before March 17, regular rates apply. Registrations received after March 17 are subject to on-site registration rates.

**Conference On-Demand**: Can’t make it in person? Purchase our “Conference On-Demand” package, which includes access to recordings of Opening Session, General Session and Annual Meeting, and 10 select educational sessions, plus digital handouts, exhibitor information and discounted rates on MTA book orders. Recordings will be available beginning in May, and those who purchase will have one year to watch. Note that sessions will **not** be live-streamed, and access is to recordings only. In-person Conference attendees can get even more education by adding on the “Conference On-Demand” package for just \$50. See page 11 for details. *Recording assistance provided by Shumaker Technology Group.*

**Main Conference**: Includes Tuesday and Wednesday educational sessions, Bendzinski’s “3-D” Welcoming Reception, Opening Session, General Session, Expo, Par Plan Fun Night, MTA Banquet and Acrisure’s Afterglow Reception.

**Pre-Conference classes**: Includes that session’s handouts and meal(s). Additional fees are required; see page 12 for session descriptions. Rates appear on the registration form on page 10.

**Single-day only**: Includes that day’s educational sessions, Opening or General Session, and Expo.

**Guest**: Includes admission to Bendzinski’s “3-D” Welcoming Reception, Opening Session, General Session, Expo, Par Plan Fun Night, MTA Banquet and Acrisure’s Afterglow Reception. *Note: Guests cannot attend any educational sessions or pre-Conference classes unless registered as an attendee.*

**Special Needs**—Attendees with special dietary or accessibility needs should notify Kristin at (517) 321-6467, ext 230 or email [kristin@michigantownships.org](mailto:kristin@michigantownships.org) at least two weeks prior to Conference.

**Ticket Xchange**—Select your seat for the MTA Banquet at the Ticket Xchange, located in the Center Concourse (Second Level) of the Amway Grand Plaza on Monday, or in the Grand Gallery (Street Level) of DeVos Place Tuesday and Wednesday.



## Driving Directions

**From U.S. 131:** Use the Pearl Street exit (Exit 85B). (If traveling northbound, turn right; if southbound, turn left, onto Pearl Street.) Make a quick left onto Scribner Avenue. Follow Scribner to Michigan Avenue and turn right. The entrance to the DeVos Place parking ramp will be on your right.

**From I-196 East:** Use the Ottawa Avenue/Downtown Exit 77C, keeping right at the fork. Turn right onto Michigan Avenue. The entrance to the DeVos Place parking ramp will be on your left just past Monroe Street.

## Housing Reservations Procedures

*Hotel reservations open at 9 a.m. on Thursday, Jan. 23.*

More than 900 rooms have been reserved for attendees at the Amway Grand Plaza and other area hotels. Each hotel offers unique amenities and discounted rates, as well as additional perks like discounted parking and free WiFi. To reserve your hotel room in MTA room blocks, you must first register as a Conference attendee. This allows registrants priority access to rooms and prevents filling the most desired hotels with “just in case” bookings for individuals who later opt not to attend. Your Conference registration confirmation contains your personalized housing code allowing one room per code. **IMPORTANT: All registration and housing confirmations will come from MTA or our housing bureau, Grand Connection; any third-party emails are fraudulent.**

**For the fastest service and most up-to-date hotel availability, make your reservation online at [www.grandconnection.com/mta2025](http://www.grandconnection.com/mta2025).** Here’s how it works:

- 1) Register for the Conference, beginning Jan. 2, at <https://michigantownships.org> or send in your Conference registration form with payment via fax or mail.
- 2) Look for your confirmation email, which contains your personalized housing code. (Allow two to three business days after receipt for processing of faxed or mailed forms.)
- 3) Beginning Jan. 23 at 9 a.m., visit [www.grandconnection.com/mta2025](http://www.grandconnection.com/mta2025) and enter your personalized housing code and last name *exactly as it appears in your Conference confirmation* to reserve your room online. You may also fax or mail completed forms to the MTA Housing Bureau (online reservations via the housing bureau are recommended for best availability). **NOTE:** Forms received without a housing code will **NOT** be processed. Housing forms received before 9 a.m. on Jan. 23 will not be processed until after 10 a.m. that day.  
(See housing reservation form on page 8 for additional instructions.)



# Join the Parade!

**Register today to take part in the Parade of Flags—** what some attendees call “the most inspirational part of the Conference!” The Parade will kick off the Conference’s Opening Session on April 1. To register, email [jenn@michigantownships.org](mailto:jenn@michigantownships.org) or fax this form to (517) 321-8908 by **March 17**. Instructions will be emailed to all Parade participants prior to Conference.

Township/County \_\_\_\_\_

Contact Person \_\_\_\_\_

Email Address \_\_\_\_\_

## Housing Confirmation

The MTA Housing Bureau will provide a confirmation of your hotel reservation. Those booking via MTA’s secure housing website, [www.grandconnection.com/mta2025](http://www.grandconnection.com/mta2025), will receive an instant email confirmation; allow up to two weeks for faxed or mailed reservation forms. A complete mailing address, phone number and credit card to guarantee the room are required to process housing requests. Most hotels allow pre-payment by check; instructions will be provided on your hotel confirmation. *Do NOT send checks to MTA or the Housing Bureau; checks must be sent directly to your confirmed hotel.*

## Housing Changes & Cancellations

All hotel cancellations and changes on or before March 26, 2025, must be made in writing by mail, fax or email to the MTA Housing Bureau, or visit [www.grandconnection.com/mta2025](http://www.grandconnection.com/mta2025) and select “Modify an Existing Reservation.” Confirmation of your revision(s) will be sent to you within one week. If you do not receive confirmation, call the MTA Housing Bureau at (616) 785-6027, ext. 34. After March 26, cancellations or changes should be made directly with your hotel. Cancellation policies vary; see your reservation confirmation for details. Late cancellations or early departures may result in penalties.

**IMPORTANT: If you do not show up for the first night of your reservation, your entire reservation will be cancelled and you will be charged a cancellation fee in accordance with your assigned hotel’s policy. Please see your hotel confirmation for details.**

**REMEMBER:** Make your reservations by March 5, 2025, to ensure availability and discounted rates.

*NOTE: A three-night minimum stay is required at the Amway Grand Plaza.*

# where to stay

## Host hotel: Amway Grand Plaza

187 Monroe Ave. NW, Grand Rapids

Rate: \$188/night (plus taxes)

Connected to DeVos Place via enclosed skywalk.

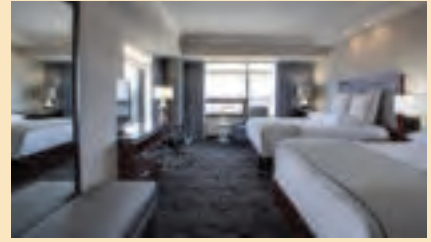
Check-in: 4 p.m.; Check-out: 11 a.m.

This year's MTA Conference host hotel offers more than 500 beautifully appointed guest rooms, with decor ranging from historic to contemporary. Recently renovated, the warm, residentially styled rooms are designed with the modern-day traveler in mind—without sacrificing the touches of tradition and luxury. Offers eight on-site dining outlets, free WiFi, in-room coffee, room service, fitness center, indoor pool/whirlpool, spa and salon, hotel shops, and concierge.

Cancel at least 24 hours prior to date of arrival to avoid penalty. A fee will be assessed on early departures.

Parking\*: \$15/day self-parking; \$20/day valet

A minimum three-night stay is required at this hotel.



## Additional Hotel Options

**JW Marriott** 235 Louis St. NW, Grand Rapids

Rate: \$239/night (plus taxes)

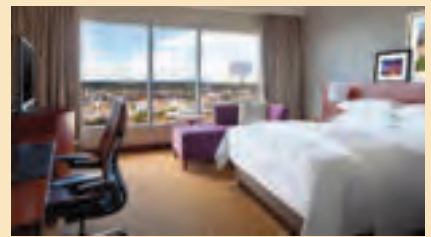
Connected to Amway and DeVos Place via enclosed skywalk

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

The JW Marriott Grand Rapids is a high-performance luxury hotel, outfitted for both business and pleasure. Amenities include: free WiFi, in-room coffee, mini-fridge, fitness center with indoor pool and steam room, full-service spa, on-site restaurant and Starbucks. Complimentary electric vehicle charging available.

Cancel at least 48 hours prior to date of arrival to avoid penalty.

Parking\*: \$15/day self-parking; \$20/day valet



**Courtyard by Marriott** 11 Monroe Ave. NW, Grand Rapids

Rate: \$188/night (plus taxes)

Connected to Amway and DeVos Place via enclosed skywalk

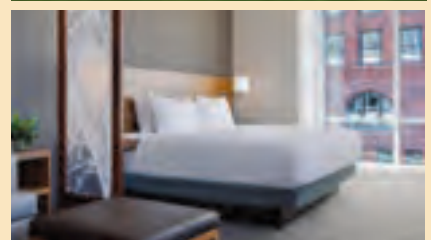
Check-in: 4 p.m.; Check-out: 11 a.m.

The Courtyard by Marriott offers modern guest rooms, friendly service and beautiful city views. Amenities include: free WiFi, mini-fridge, in-room coffee, fitness center, heated indoor pool/whirlpool and on-site restaurant.

Cancel at least 48 hours prior to date of arrival to avoid penalty.

Parking\*: \$15/day self-parking

\*Parking rates shown are for registered guests of the respective hotel; rates are subject to change and availability is not guaranteed.



Rates shown are per night, and do not include local/state taxes or resort fees where applicable.

Current taxes include 12% local assessment and 6% state sales tax, applicable at all hotels.

For additional details on room types available, visit <https://bit.ly/MTAConfHotels>.

# housing reservation form

## Guest Information *(Please use one form per room.)*

ARRIVAL DATE

DEPARTURE DATE

NAME

TOWNSHIP

COUNTY

MAILING ADDRESS

CITY/STATE/ZIP

DAYTIME PHONE

EMAIL

CHECK HERE IF TAX EXEMPT

## Housing Code

To register for housing, you must first register for the Conference and receive a personalized housing code (enter below). Forms sent without a housing code will NOT be processed. See page 6 for details.

Housing code: \_\_\_\_\_

## Accommodations

Please indicate hotel name and type of room requested (see page 7 for hotel details):

1st choice hotel: \_\_\_\_\_

2nd choice hotel: \_\_\_\_\_

3rd choice hotel: \_\_\_\_\_

Name(s) of additional guests in room: \_\_\_\_\_

Special requests (barrier-free, etc.): \_\_\_\_\_

*Every effort will be made to accommodate special requests. You will be notified in advance if your request cannot be accommodated. For suite reservations, contact kristin@michigantownships.org or call (517) 321-6467, ext. 230.*

## State Sales Tax Exemption

All guests must pay 12% local taxes. To be eligible for state sales tax exemption, you must:

- (1) Check the "tax exempt" box in the Guest Information section above.
- (2) Complete the Michigan Sales & Use Tax Certificate on page 9, and provide upon check-in. (If sending payment to the hotel prior to the Conference, include a completed certificate with payment.)
- (3) Pay your hotel expenses by township check or township credit card.

## Room Guarantee Method

A credit card is required to guarantee your reservation. No charges will be posted to the card until check-in. See individual hotel policies if you plan to pre-pay by township check or credit card. **Note:** A charge may be applied for reservations cancelled without proper notice or for early departures.

MasterCard  VISA  Discover  American Express  Check here if this is a township credit card.

Card Number

Expiration Date

CSV (3-digit code)

Print Cardholder's Name

Signature

Housing opens at 9 a.m.  
on Jan. 23

Save time, register online at:  
[www.grandconnection.com/mta2025](http://www.grandconnection.com/mta2025)

Or, fax your completed form to:  
(616) 600-4499

*(NOTE: Submitting a form more than once or using more than one method could result in a double booking.)*

## Housing Questions:

Grand Connection

(616) 785-6027, ext. 34

(8:30 a.m. to 5 p.m. weekdays)

*Note: No reservations will be taken by phone.*

**REMEMBER: Make your reservations by March 5, 2025, to ensure availability and discounted rates.**

## Payment Details

Guests will be asked to provide a credit card at check-in for incidentals at most hotels; some may accept a cash deposit. Contact your assigned hotel directly for details.

For those pre-paying by township check, checks must be received at least 7-10 days prior to your arrival date, but not before March 6, 2025. Please see your hotel confirmation for details. **Note:** All guest name(s) should be provided on the stub to ensure payment is applied to the correct reservation(s), and your tax exemption form should be included with the check, if paying with township funds.

Cancellation policies vary by hotel; check your confirmation details to avoid a penalty. Early departures may also incur a fee.

If you do not show up for the first night of your reservation, your entire reservation will be cancelled and **you will be charged a cancellation fee, which varies by hotel.** Please double check your confirmation to ensure your arrival and departure dates are correct.

**NOTE:** Housing forms received prior to Jan. 23 at 9 a.m. will NOT be processed until after 10 a.m. that day.

**ALL forms must include a housing code.**



# Michigan Sales and Use Tax Certificate of Exemption

This exemption claim should be completed by the purchaser, provided to the seller, and is not valid unless the information in all four sections is complete. Do not send a copy to Treasury unless one is requested.

## SECTION 1: TYPE OF PURCHASE

Check one of the following:

- A. One-Time Purchase  
Order or Invoice Number: \_\_\_\_\_
- B. Blanket Certificate. Recurring Business Relationship
- C. Blanket Certificate  
Expiration Date (maximum of four years): \_\_\_\_\_

The purchaser completing this form hereby claims exemption from tax on the purchase of tangible personal property or services purchased from the seller named below. This claim is based upon: the purchaser's proposed use of the property or services; OR the purchaser's exempt status.

Seller's Name and Address
---------------------------

## SECTION 2: ITEMS COVERED BY THIS CERTIFICATE

Check one of the following:

1.  All items purchased.
2.  Limited to the following items: \_\_\_\_\_

## SECTION 3: BASIS FOR EXEMPTION CLAIM

Check one of the following:

1.  For Lease. Purchaser will lease the property and elects to pay tax based on rental receipts. Enter sales tax license or use tax registration number: \_\_\_\_\_
2.  For Resale at Retail. Enter Sales Tax License Number: \_\_\_\_\_
3.  Direct Pay - Authorized to pay use tax on qualified transactions directly to Michigan Treasury under account number: \_\_\_\_\_

The following exemptions DO NOT require the purchaser to provide a number:

4.  Agricultural Production. Enter percentage: \_\_\_\_\_%
5.  Government Entity (U.S. or its instrumentalities, State of Michigan or its political subdivisions), Nonprofit School, Nonprofit Hospital, Church or House of Religious Worship (circle type of organization)
6.  Contractor (provide *Michigan Sales and Use Tax Contractor Eligibility Statement* (Form 3520)).
7.  For Resale at Wholesale.
8.  Industrial Processing. Enter percentage: \_\_\_\_\_%
9.  Nonprofit Internal Revenue Code Section 501(c)(3), 501(c)(4), or 501(c)(19) Exempt Organization.
10.  Nonprofit Organization with an authorized letter issued by Michigan Department of Treasury prior to July 17, 1998 (sales tax) or June 13, 1994 (use tax).
11.  Rolling Stock purchased by an Interstate Motor Carrier.
12.  Other (explain): \_\_\_\_\_

## SECTION 4: CERTIFICATION

*I declare, under penalty of perjury, that the information on this certificate is true, that I have consulted the statutes, administrative rules and other sources of law applicable to my exemption, and that I have exercised reasonable care in assuring that my claim of exemption is valid under Michigan law. In the event this claim is disallowed, I accept full responsibility for the payment of tax, penalty and any accrued interest, including, if necessary, reimbursement to the vendor for tax and accrued interest.*

Business Name		Type of Business (see codes on page 2)
Business Address		City, State, ZIP Code
Business Telephone Number (include area code)		Name (Print or Type)
Signature	Title	Date Signed

# conference registration form

**REGISTER EARLY  
AND SAVE \$\$\$**

Save time! Register online at  
<https://michigantownships.org>

## Registrant Information *(Please photocopy this form to register additional attendees.)*

NAME \_\_\_\_\_ NICKNAME FOR BADGE \_\_\_\_\_

TITLE \_\_\_\_\_ TOWNSHIP \_\_\_\_\_ COUNTY \_\_\_\_\_

EMAIL \_\_\_\_\_ DAYTIME PHONE \_\_\_\_\_

SPECIAL NEEDS (DIETARY, ACCESSIBILITY, OTHER) \_\_\_\_\_

Registration Options	Early-bird rate <i>(by March 3)</i>	Regular rate <i>(March 4-17)</i>	Late rate <i>(after March 17)</i>	Subtotal
<b>Main Conference—Attendee</b> (April 1-3) <i>Registrants can purchase our Conference On-Demand package for just \$50! See additional options below.</i>	\$400	\$425	\$475	
<b>Conference On-Demand only</b> Access to recordings of 10 educational sessions and three main-stage events; available in May	\$150	\$150	\$150	
<b>Pre-Conference sessions</b> (Monday, March 31) Select session:				
<input type="checkbox"/> Assessing Uniqueness (8:30 a.m. to 12:30 p.m.)	\$100	\$125	\$150	
<input type="checkbox"/> Board Authorities, Responsibilities & Roles (9 a.m. to 4 p.m.)	\$125	\$150	\$175	
<input type="checkbox"/> Township Finances (9 a.m. to 4 p.m.)	\$125	\$150	\$175	
<b>Single day only</b>				
<input type="checkbox"/> Tuesday, April 1 only <input type="checkbox"/> Wednesday, April 2 only <i>(Does NOT include banquet ticket)</i>	\$215	\$240	\$290	
<b>Legal Institute for Township Attorneys</b> (Monday, March 31)	\$246	\$271	\$321	
<b>Guest registration</b> (March 31-April 3; includes banquet ticket) Guest name: _____	\$92	\$92	\$112	
<b>Additional Options</b>				
Pre-purchase boxed lunch <i>sponsored by Great Lakes Recreation</i> <i>Avoid the lines and save time by pre-purchasing a discounted boxed lunch to pick up and enjoy in the MTA Expo on Wednesday, April 2; includes your choice of sandwich plus chips, deli salad and fresh fruit.</i> <b>Choose from:</b> <input type="checkbox"/> Ham, bacon & cheddar <input type="checkbox"/> Smoked turkey & provolone <input type="checkbox"/> Vegan wrap	\$18	\$18	\$18	
Extra banquet ticket <i>(ticket included with main Conference &amp; guest registrations ONLY)</i>	\$76	\$76	\$96	
Conference On-Demand add-on (for registered Conference attendees only) <i>Access to 13 recorded sessions! See page 11 for more details.</i>	\$50	\$50	\$50	
Rates shown are for member registrations made online, postmarked or faxed by deadline. Non-members, contact MTA for rates. PLEASE NOTE: Guests may NOT attend any educational sessions unless registered as an attendee. See page 5 for rate descriptions.  <i>Note: It is the position of MTA Legal Counsel that only elected and appointed township officials and personnel registration and fees can be paid for with township funds. Township checks/credit cards CANNOT be used to pay guest fees.</i>			<b>TOTAL:</b> _____	

## Payment Options

Check enclosed; check # \_\_\_\_\_ OR  Credit card (MasterCard or VISA)  Invoice township (MTA members **ONLY**)  
(Make checks payable to MTA.)

Card Number \_\_\_\_\_ Expiration \_\_\_\_\_ CSV (3-digit code) \_\_\_\_\_

Print Card Holder's Name \_\_\_\_\_ Signature \_\_\_\_\_

# conference on-demand

## Can't make it in person? Prefer online learning?

You can still get the inspiration and important education with our Conference On-Demand! We're recording the most popular portions of our Conference, so you can watch and learn at your convenience. This includes recorded access to **10 educational sessions** (plus digital handouts!) and **three main-stage events** to watch on-demand for one year after purchase (recordings will be available in May). Note that sessions will *not* be live-streamed. Turn to page 10 to register today and we'll email you all the details on availability and how to access.

This valuable package also **allows in-person attendees to get even more education!** If you're planning to attend but already know you can't possibly catch every session that interests you, you can purchase the Conference On-Demand add-on for just \$50.

**From the Main Stage** (see pages 3-4 for descriptions)  
Opening Session, General Session and Annual Meeting

**Key Breakout Sessions\*** (see pages 13-18 for descriptions)

We're recording 10 sessions covering timely township topics, so you'll get the education and information that you need, when it fits your schedule.

### Sessions\* include:

- Big Picture Capital Improvement Plan Funding
- Budget Development and Forecasting
- Building Bridges: Confidence as the Catalyst for Collaboration
- Choosing the Right Township Manager: A Recruitment Roadmap
- Elections Update
- Fundamentals of Municipal Financing
- Powering Up: What Public Act 233 Means for Your Township
- Practical Approach to Records Management
- Stay in Your Lane: Working With Your Road Commission
- Zoning for Your Community Identity

Session recording assistance provided by



\*Subject to change.



## The Conference On-Demand package also includes:

### Discounts on MTA publications—

Browse the nearly two dozen publications geared exclusively to township government in the MTA Store, and save up 15% on MTA books when you order before July 31!

**MTA Expo info**—Receive a listing (including contact information) and resources from MTA Expo vendors who can offer tools and services to streamline programs, systems and services within your community. From attorneys to engineering firms, software companies to environmental services, these vendors are available to help you discover ways to run your township more efficiently.

## Questions about Conference?

Call MTA at (517) 321-6467 and use the extensions listed below or email:

### Registration information & changes

Rebecca Popoff..... Ext. 226 or rebecca@michigantownships.org  
*Need your registration confirmation re-sent? Email education@michigantownships.org.*

### Housing, special needs & volunteers

Kristin Kratky ..... Ext. 230 or kristin@michigantownships.org  
*For questions related to hotel accommodations, call (616) 785-6027, ext. 34.*

### Educational sessions

Shelley Cardenas ..... Ext. 251 or shelley@michigantownships.org

### Expo & sponsorship

Ashley Maher ..... Ext. 254 or ashley@michigantownships.org

### Parade of Flags

Jenn Fiedler ..... Ext. 229 or jenn@michigantownships.org

### Conference On-Demand & Conference app (sponsored by Waste Management)

Dawson Bishop ..... Ext. 241 or dawson@michigantownships.org

## Volunteers needed!

Would you like to get more involved in the 2025 MTA Annual Educational Conference, while also providing a service to your colleagues? MTA is seeking township officials to serve as sergeant-at-arms (SAA), ambassadors or other roles during the Conference.

For more information or to volunteer, visit <https://michigantownships.org/conference> and click on the "Volunteer" link. More details will be sent to interested individuals in February.

# pre-conference classes

Separate registration fees apply. Register for pre-Conference sessions using the registration form on page 10. Note that all pre-Conference sessions are held at the Amway Grand Plaza. Room locations and event details will be provided in a “Know Before You Go” email sent prior to the event.

## Monday, March 31

8:30 a.m. to 12:30 p.m.

### Assessing Uniqueness: Best Practices for Assessment Administration

*Includes continental breakfast*

Approved by the State Tax Commission for four hours of assessors elective credit

Each local unit of government is one of a kind—varying in location, size, complexity, budget and population. Yet in assessment administration, we’re all united by the same statutes (the General Property Tax Act) and guidelines (from the State Tax Commission). This course explores best practices for effective assessment administration, tailored to the unique needs of your municipality. From Public Act 660 assessment roll audits to record retention, policies and procedures to organizational strategies, we’ll offer tips for making it work, right where you work. Plus, gain practical, time-tested techniques for managing it all with confidence and efficiency.

*Speaker:* Shila Kiander, Michigan Advanced Assessing Officer, Director, Mecosta County Equalization

9 a.m. to 4 p.m.

### Board Authorities, Responsibilities and Roles

*Includes continental breakfast and lunch*

Explore aspects of township government that all township officials should know to successfully carry out their statutory and governing responsibilities, and gain insights into who does what, including how the township team works together to get it all done. Get a review of your township board authority and walk away with practical tips on keeping a productive focus on what matters most. This full-day class takes you in depth on managing your township’s day-to-day operations, including handling public funds, financial reporting and more! Topics include:

- **Board authority:** Who decides what a township will do—and how?

- **Enabling statutes:** Where do townships get their authority? What *must* townships do? What *may* a board choose to do?
- **Revenue sources:** How are townships funded? What options exist?
- **Working with other local governments:** Options for boards to make effective and productive partnerships
- **Lawful expenditures:** What may townships pay for?
- **Administrative responsibilities:** Getting things done by balancing statutory duties with township responsibilities
- **Board roles:** Who does what? What about nonstatutory duties?
- **Township roles:** Who sets the board agenda? Who is appointed Freedom of Information Act coordinator? What about the website, township security and other functions?
- **The power of engagement:** Why it’s important, what tools you can use and how you can make a difference

*Speakers:* MTA Director of Government Relations Judy Allen; Cindy Dodge, Owner, LOR Consulting; and MTA Staff Attorney Catherine Mullhaupt

### Excellence in Governance

MTA’s Township Governance Academy (TGA) goes beyond board meetings and budgets, enhancing your leadership skills and motivating you to take on the challenges and opportunities unique to those serving as township public servants. Regardless of your position with the township or amount of experience, the Academy will move you to a higher level of performance and make your service to your community more effective—and more rewarding.

All are welcome to attend! You don’t have to be enrolled in TGA to attend our *Township Finances* pre-Conference class. If you decide to enroll within six months after this class, credit will be applied retroactively.



9 a.m. to 4 p.m.

### Township Finances

*F-103—6 credits; includes continental breakfast and lunch*

Oversight of township finances is a fundamental statutory duty of township boards. Good governance demands that every board exercise effective oversight of all township assets, including human and physical resources. Explore in depth how township boards can achieve a greater degree of control over the township’s financial position and assure that resources are directed to address the township’s highest and greatest needs. Takeaways include:

- The board’s role in establishing a powerful budgeting process
- What every board needs to do to protect the township’s financial assets
- How to determine the correct amount of township financial reserves
- Early warning signs of potential financial problems
- How great township boards spend their time at meetings

*Speakers:* Rod Taylor, Senior Governmental Consultant, and Bethany Verble, Senior Manager, Maner Costerisan



9:30 a.m. to 4:30 p.m.

### Legal Institute for Township Attorneys

*Includes continental breakfast and lunch*

Connect with fellow municipal attorneys from across the state to discuss changes, updates and other trends affecting township government. MTA’s annual Legal Institute is the premier educational event for attorneys who serve Michigan’s townships. Your attendance keeps you informed on legal news and changes that impact your local government clients. Register on page 10; registration materials will also be mailed in January and available at <https://michigantownships.org>. *Moderator:* Rob Thall, MTA Legal Counsel, Bauckham, Thall, Seeber, Kaufman & Koches, PC

# educational sessions

Our educational sessions are designed for township elected and appointed officials and your entire township team, from communities of all sizes, to enhance your knowledge, skills and effectiveness as a leader, regardless your level of experience. Topics address statutory duties, and a variety of concepts, trends and current issues in township government. Sessions that are part of our Conference On-Demand are denoted with a  (session recording assistance provided by Shumaker Technology Group). Sessions with a  fulfill requirements in MTA's Red Book Red program.

Schedule is subject to change. Consult your program on-site for the final schedule.

## Tuesday, April 1

### Business Solution Sessions 11:30 a.m. to 12:30 p.m.

*These sessions, presented by MTA Allied Service Providers, provide information about various aspects of products and services available to assist townships.*



### Harnessing Technology to Enhance Experience and Culture

Most municipalities use technology to streamline their processes, reduce overhead and even enhance their culture. Have you ever considered tapping into technology to enhance engagement of your own township team? Learn tools and techniques that can help increase productivity and build a succession plan for the future.  
*Speaker:* Michael Migdol, Director of Sales, Acrisure



### Grid Investments that Deliver Dependable Service to Your Community

Learn more about Consumers Energy's Reliability Roadmap. The five-year commitment by Michigan's largest energy provider aims to create a stronger and smarter energy grid, making major investments in your communities to strengthen the grid, increase reliability and improve restoration efforts for customers.  
*Speakers:* Consumers Energy Representatives



### Employee Relationships: The Care and Feeding of Good Employees

An in-depth look at overcoming hurdles, differences and challenges to foster a productive, effective culture for employees, and provide a better community for your constituents.  
*Speaker:* Heidi Hudson, Attorney, EMC Insurance



### Lightning Talks with Township Attorneys

Fuel up with lunch while our expert attorneys serve up fast, thought-provoking mini-presentations on the hottest municipal topics. In just five minutes each, you'll gain quick insights, actionable advice and real-world lessons learned. From zoning disputes to surprising Freedom of Information Act requests, these lightning talks are packed with knowledge—and maybe even a laugh or two. Stick around to ask questions or share your own stories during this engaging, interactive session.  
*Speakers:* Fahey Schultz Burzych Rhodes PLC Attorneys



### Does the Township Need to Act? Hot Legal Topics Facing Townships in 2025

Gain a practical perspective of some of the hottest topics facing townships, including wind and solar energy, the latest on zoning, land use and other issues that may arise. Have a topic you want addressed? Email [info@fosterswift.com](mailto:info@fosterswift.com) by March 1 and the most requested topics may be included. All are welcome; lunch is guaranteed for the first 100 who RSVP to [jleuvoy@fosterswift.com](mailto:jleuvoy@fosterswift.com) or (517) 371-8125.  
*Speakers:* Michael Homier and Laura Genovich, Attorneys, Foster Swift Collins & Smith, PC



### Preventing Playground Pitfalls

Michigan municipalities are investing more resources in their parks and playgrounds than ever before. This includes installing safer playscapes. But safety doesn't stop with the purchase of new equipment. To help protect your investment and manage risk, you must perform regular playground inspections to identify and correct potential hazards. Learn how to thoroughly and effectively maintain your playgrounds and your liability protection.  
*Speaker:* Lori Burton, Risk Control Field Representative, Michigan Township Participating Plan



### Whose Land Is It Anyway?

There are hundreds, if not thousands, of very old, platted subdivisions in Michigan. Some contain parks, beaches, walkways, alleys and other features that were originally dedicated "to the public." Questions often arise about the validity of these dedications and the proper use of the dedicated lands. This session will help you gain a better understanding of publicly dedicated lands within plats in your township.  
*Speaker:* Ronald M. Redick, Attorney, Mika Meyers PLC



### Concurrent Educational Sessions 1 to 2:15 p.m.

#### Assessment Administration Responsibilities

The township board is responsible for ensuring the township's assessment administration meets state requirements. Review the board's responsibility for hiring a qualified assessor and walk away with tips for ensuring your assessment administration function has the resources to perform efficiently, effectively and consistently with requirements imposed by the state.  
*Speaker:* Cindy Dodge, Owner, LOR Consulting

#### Audit-Ready: Preparing Your Township for a Smooth Audit

Preparing for an audit can be a complex task requiring careful organization and attention to detail. We'll provide practical tips and best practices to ensure your township is audit-ready, reducing stress and streamlining the process. We'll tackle key areas like organizing financial records, understanding audit timelines, and improving internal controls to address common audit findings. Walk away with clarity, confidence and strategies for a successful audit for your township.  
*Speakers:* Heather Farmer, Government Finance Specialist, and Adam Frost, Manager, Maner Costerisan

## Discrimination, Harassment and Hostile Work Environments

Nearly everyone has heard the term “hostile work environment,” and just about everyone has some idea what harassment and discrimination are. But those terms—and how they work in the township hall—are commonly misunderstood. This confusion can result in misunderstandings, inconsistent treatment, and might even allow discrimination or harassment to continue unchecked. Learn what unlawful discrimination and harassment mean to attorneys, what a “hostile work environment” is, and what steps you must take to address these problems in your township.

*Speakers:* Helen “Lizzie” Mills, Member, and Tom Forgione, Attorney, Fahey Schultz Burzych Rhodes PLC

## Hot Issues for Township Fire Departments

Providing emergency and fire protection services for your community may be one of the more complicated (and critical) services your township provides. This session brings clarity to the challenges that come with protecting your community and your firefighters. Gain insights into the latest training requirements and certifications, explore strategies for prioritizing personnel’s physical and mental health, and learn methods for building and maintaining a strong team.

*Speaker:* State Fire Marshal Kevin Sehlmeier, Bureau of Fire Services, Michigan Department of Licensing and Regulatory Affairs

## Insights from Inside the Capitol

2024 provided an interesting mix of legislative issues affecting township government—including how the November election results impacted the lame duck session. MTA’s Government Relations team shares the priorities in store for the current 103rd legislative session—from the governor’s and Legislature’s to MTA’s. We’ll break down the policy issues, challenges on the horizon and how the change in control of the state House impacts the legislative agenda—and what it means for your community and residents. Get the latest on the issues and challenges of today’s political landscape, including how your experiences and voice can influence both current and emerging issues impacting townships.

*Speakers:* MTA Government Relations Staff

## Making the Most of Your First Year

You’ve been elected, made it through the first few months and even have a few meetings under your belt. How do you build your confidence and influence to represent your community effectively? What are predictable challenges and interpersonal issues to prepare for? This peer-to-peer panel discussion will share insights into what officials wish they knew when they were first elected. Remember that this discussion conveys the experience, advice and opinions of your fellow officials; it should not be construed as formal MTA or legal advice.

*Moderated by Neil Sheridan, MTA Executive Director; panelists to be announced*

## Open Meetings Act: Why It Matters and Why You Should Care

The Open Meetings Act (OMA) is arguably the law that impacts your township board the most. It impacts every board member, every time the board meets—even before and after the meeting itself. Whether you’re new to the board or looking to refresh your knowledge, you can’t afford to miss this review of OMA requirements. We’ll explore how to properly schedule meetings, establish meeting rules, handle public comment, conduct voting, manage closed sessions, and maintain accurate minutes.

*Speaker:* Michael Selden, MTA Director of Member Information Services

## Powering Up: What Public Act 233 Means for Your Township

Stay informed on the latest developments in renewable energy and how Public Act 233 of 2023 is reshaping the siting of large-scale renewable energy projects. Join MTA legal counsel for expert insights that will clarify new requirements, explore practical implications for your township, and share valuable lessons learned from real-life experiences. Don’t miss this opportunity to stay ahead of the curve on this important issue.

*Speaker:* Catherine Kaufman, MTA Legal Counsel, Bauckham, Thall, Seeber, Kaufman & Koches, PC

## Practical Approach to Records Management

Get an overview of records management from retention and disposal schedules to storage and destruction techniques. Walk away with tips for email retention

and reproduction, and ways to tame your “paper tiger.”

*Speaker:* Sam Beland, Government Records Analyst, Records Management Services, Michigan Department of Technology, Management and Budget

## Work Smart, Live Well

Serving as a township official can often feel like living and working in a fishbowl; every decision you make is visible, and the pressure to meet expectations can be overwhelming. Your ability to serve others begins with taking care of yourself. Explore practical strategies for managing stress, setting healthy boundaries and achieving work-life balance. Walk away with tools for navigating the unique challenges of public service while protecting your well-being and thriving in your role.

*Speakers:* Nathan Stein, LMSW, Therapist, Corewell Health, and Shila Kiander, MAAO, Director, Mecosta County Equalization

## Concurrent Educational Sessions

2:45 to 4 p.m.

### Behind the Paychecks: The Board’s Role in Compensation

The township board—regardless of the size or complexity of the township—plays a key role in determining compensation for officials and employees, and every board member is responsible for overseeing compensation matters. Staying up to date with ever-evolving rules can be a challenge, but make no mistake—the responsibility for setting salaries and ensuring compliance with workplace laws falls squarely on the shoulders of elected township officials.

*Speaker:* Judy Bigney, MTA Member Information Services Liaison

### Community Connection LIVE

Don’t miss this peer-to-peer discussion of challenges and opportunities facing full-service townships. Participants are encouraged to contribute by bringing your own questions (or ideas) to share with the panelists. This discussion conveys the experience, advice and opinions of your fellow officials who may have handled similar situations in their own townships; it should not be construed as formal MTA or legal advice.

*Moderated by Neil Sheridan, MTA Executive Director; panelists to be announced*

## Gathering Input: Squeaky Wheel or General Consensus

We all know “the squeaky wheel gets the grease.” But how can you be certain that what you’re hearing is the direction the board should take? Perhaps you’re only hearing from one board member or a small contingent of your community. We’ll analyze a variety of situations to help you determine whether you’re facing a problem or a squeaky wheel, and provide tips on how to address both.  
*Speaker:* Cindy Dodge, Owner, LOR Consulting

## Invest Like a Local: Putting Municipal Money to Work

Do you need guidance with your township’s investment policy or reporting practices? This discussion will explore municipal investments, including a basic overview on strategies for rising and falling interest rate environments and cash flows. We’ll review investment options available to townships under Public Act 20 and share tips for assessing the levels of risk, liquidity and return.  
*Speaker:* Jeff Anderson Sr., Director of Investment Services, Michigan CLASS

## My Deputy, Me ... and Us

The role of a deputy is crucial to the smooth operation of township government and an indispensable part of your township team. Dive into deputy duties and the role they play, from interaction with township officials to their collaboration with the township board. Explore everything from eligibility and selection to compensation and key responsibilities in this can’t-miss session.  
*Speaker:* Michael Selden, MTA Director of Member Information Services

## New Kids on the Block

Any time you have a new member on the board, you have a new board. How do you orient the whole board to the new dynamics of the group? How do you encourage your new member(s) to engage when service on the board has a pretty steep learning curve? Discover orientation techniques that will shorten the learning curve of your new joiners and help them begin contributing their unique talents while collaborating with fellow officials.  
*Speaker:* Susan Radwan, Owner, Leading Edge Mentoring

## Stay in Your Lane: Working With Your Road Commission

Explore the options and benefits of partnering with your road commission to fix the damn roads. You’ll learn practical strategies, hear about unique collaboration efforts, and walk away with insights into what works and what doesn’t!  
*Speaker:* Mark Timmer, Managing Director, Oceana County Road Commission

## Summitting the Pension Cost Mountain

Offering pension and retirement benefits can be a critical recruitment and retention tool for townships. But many townships and their employees are still facing rising costs associated with providing those very benefits. Learn strategies for tackling unfunded liability, market volatility and collaborating with stakeholders (like the board, employees and unions) to achieve the balance between offering a strong benefit and ensuring the township and employees can afford it.  
*Speakers:* Marne Daggett, Lead Regional Manager, Municipal Employees’ Retirement System of Michigan; Helen “Lizzie” Mills, Member, Fahey Schultz Burzych Rhodes PLC; and Rod Taylor, Senior Manager, Government Consulting Group, Maner Costerisan

## “The Dog Ate My Notice!” Protecting Yourself Against Challenges to Public Notice Requirements

Public notice requirements are complex and vary across a web of different laws. When does a notice of a public meeting need to be posted? What does it need to include? How detailed do agendas and minutes have to be? What happens if a public hearing that requires notice to property owners happens, but a decision gets tabled after the public hearing is held—does it need to be re-noticed to all the properties again? Just how much of a new ordinance needs to be published, and when? This session will address these and other questions to help you navigate the Open Meetings Act, Michigan Zoning Enabling Act, and the laws governing general law and charter townships to help you avoid having to re-notice meetings or have your policies and ordinances challenged.  
*Speaker:* Matthew Zalewski, Attorney, Rosati, Schultz, Joppich, Amtsbuechler, PC

## What Your Township Needs to Know about Franchises

A franchise agreement is a contract between your township and a public utility provider (from electric to cable, gas and oil pipelines, yes, even the METRO Act). Your township gives consent to public utilities so they can install infrastructure in a public right-of-way. Franchise agreements are put in place to allow them to utilize that infrastructure and conduct their business in that space. Learn more about these agreements, including fees, what considerations are negotiable and the process for renewal.  
*Speaker:* Rob Thall, MTA Legal Counsel, Bauckham, Thall, Seeber, Kaufman & Koches, PC

## Zoning for Your Community Identity

Townships across the state are rediscovering the power of local zoning to shape their destinies. With development pressure coming from many corners—the housing crisis, renewable energy buildout, state and national efforts to rebuild the industrial base, and more—township leaders are finding their zoning ordinances and administration capacity stretched in new and challenging ways. This session will discuss how to develop your community identity and vision, and how to translate that vision to zoning language. We’ll also dive into how to create local zoning, even if you’ve never had it before.  
*Speakers:* Christopher Khorey, AICP, Vice President, Kyle Mucha, AICP, Senior Planner, and Hunter Whitehill, AICP, Senior Planner, McKenna

## Wednesday, April 2

### Concurrent Educational Sessions 10:45 a.m. to Noon

#### ATVs, Golf Carts and E-Bikes, Oh My!

All-terrain vehicles and golf carts are driving on public roads. E-bikes and electric scooters have taken over once-quiet bike paths. Ever wonder if it’s legal? Can townships regulate their use? Learn the nuances of regulating small motorized vehicles, limitations on enforcement, the impact of the Americans with Disabilities Act and other issues townships need to know when dealing with these vehicles.  
*Speaker:* Trenton Buhr-Roschewski, Attorney, Mika Meyers PLC

## Building Bridges: Confidence as the Catalyst for Collaboration

Confidence isn't just a personal trait. It's a powerful tool for uniting diverse perspectives and driving effective collaboration within your township board and community.



Building on his Conference keynote address, Juan Bendaña will provide hands-on strategies to harness confidence in yourself, and others, to foster a more cohesive and collaborative environment. Discover how to leverage your confidence to bridge gaps between differing opinions, cultivate trust among your peers, and create a culture where every voice is valued.

*Speaker:* MTA 2025 Conference Keynote Juan Bendaña

## Byte Back: Protecting Your Township from Cybercrime

Cybersecurity risks continue to pose significant threats to communities statewide. Get an update on the ever-evolving virtual threats targeting municipalities and initiatives to combat them. Learn practical strategies to strengthen your township's information systems and steps to safeguard your community's data, assets, and infrastructure from cyberattacks.

*Speaker:* Tom Peller, Special Agent, Federal Bureau of Investigation, Grand Rapids Division

## Communication is Key

Townships face unique challenges in building meaningful connections with diverse communities. Join us as we explore actionable strategies for crafting and executing effective communication and engagement plans. Gain tools for navigating complex projects, building trust and fostering stronger community relations. Learn how to tailor your approach to enhance public perception, drive civic participation and ensure your initiatives make a lasting impact.

*Speaker:* Torri Mathes, Founder and CEO, Mathes Media

## FOIA: What's All the Fuss?

You won't want to miss this insightful review of key aspects of the Freedom of Information Act (FOIA), from deadlines

for processing requests to the calculation of fees and so much more! Learn common mistakes boards make, get tips on how to avoid them and walk away with answers to your FOIA questions.

*Speaker:* Catherine Mullhaupt, MTA Staff Attorney

## Follow the Yellow Brick Road: Farm Markets, Roadside Stands and the Right to Farm Act, Oh My!

The Right to Farm Act provides protection for old and expanding commercial farms. While traditional agriculture poses less complications for modern zoning and planning, the same is not true of farm markets and roadside stands, which have surged post-pandemic with at-home agricultural production. Come learn about regulation of farm markets, roadside stands, value-added agriculture and best practices of promoting local agriculture and working through the Right to Farm Act.

*Speakers:* Christopher Patterson, Member, and Matthew Kuschel, Attorney, Fahey Schultz Burzych Rhodes PLC

## Fundamentals of Municipal Financing

How do townships borrow money under Michigan's public finance laws? From financing fire trucks to municipal buildings to water and sewer systems, get invaluable information on the laws and procedures governing municipal borrowing. We will answer the age-old question, "Why can't the township just get a loan from the bank?"

*Speaker:* Steve Mann, Attorney, Miller Canfield

## Good Help is Hard to Find: Developing and Retaining Your Township Team

Explore the unique challenges facing townships when it comes to talent management, including strategies for retaining and developing the next generation of leaders. We'll even review best practices for outsourcing when necessary.

*Speakers:* Brian Camiller, Partner, Government Vertical Leader, and Carolyn Lorenz, Senior Manager, Plante Moran

## Roles, Reports and Reconciliation: Who's Doing What?

Understanding who does what, and how the clerk and treasurer interact, is crucial for maintaining financial transparency, accuracy and accountability. Reconciliation between your township's

dynamic duo isn't just a procedural step, it's a critical internal control that protects public funds and ensures compliance with laws and best practices. When the entire township team understands these roles, they can help reduce errors, support accurate reporting and identify potential issues early. Join us as we clarify key responsibilities and provide practical insights for fostering collaboration and trust.

*Speakers:* Judy Bigney, Liaison, and Shelly Schneider, Associate, MTA Member Information Services Department

## Strategies for Equitable Water and Sewer Solutions

Join the discussion on the unique challenges facing townships in managing water and sewer utilities. These essential utilities operate without direct government regulation, leaving the decision-making to elected officials who often have limited knowledge or experience in water and sewer utility operation and finance.

Aging infrastructure necessitates costly replacements, leading to rate increases that can sometimes unfairly burden customers. Explore strategies and financing options, and learn how your township can navigate these complex issues to secure fair and sustainable water and sewer solutions for your community's future.

*Speakers:* Eric Conn and Jacob Witte, Attorneys, Fahey Schultz Burzych Rhodes PLC, and Andrew Burnham, Vice President, Management and Technology Sector Leader, Stantec

## "You're Outta Here!" Regulating Speech in Meetings, Public Places and Online

When public comment at meetings, on online sites or in public places gets heated, uncomfortable or unsuitable for the ears of children, it's not an uncommon reaction to want to throw the speaker out of the conversation. But that's often the wrong choice ... unless it's not. This session will survey the constantly evolving landscape of law related to public participation in meetings, online sites and traditional public forums to help you review your ordinances, meeting policies and practices to best position your township to anticipate and react to potential due process and First Amendment-related pressures.

*Speakers:* Andrew Brege and Michael Berger, Attorneys, Rosati, Schultz, Joppich, Amtsbuechler, PC



.....  
**Concurrent Educational Sessions**  
**1 to 2:15 p.m.**  
.....

**Better Together: Neighbors Who Collaborate, Celebrate**

Discover innovative ways townships can achieve more by working together. Explore intergovernmental partnerships that enhance services and expand opportunities while stretching limited budgets. From shared emergency services and utilities to regional planning efforts, participants will learn practical approaches to collaboration that can improve efficiency and meet community needs. We'll review common barriers to cooperation and provide strategies for overcoming them, and share how collaboration can transform your township's approach to service delivery, paving the way for mutually beneficial relationships and stronger communities.

*Speakers:* William Fahey, Member, and Kyle O'Meara, Attorney, Fahey Schultz Burzych Rhodes PLC

**Big Picture Capital Improvement Plan Funding** 

Resources are available that enable your township to fund long-term holistic plans for your entire community. We'll dig into long-term capital improvement plans and help you turn those forecasts into a realistic funding plan! Discussion includes funding options such as cash reserves, grants and bond financing of projects. Specific project finance examples include water and sewer projects, and lead service line replacements. We'll also cover the State Revolving Fund, USDA Rural Development and open market bond issuance processes.

*Speaker:* Andy Campbell, CPA, Bendzinski & Co., Municipal Finance Advisors

**Do You Ever Worry About Being Sued?**

Township officials are often worried about getting sued when making decisions and taking actions while in office. For those who aren't regularly involved with court cases, the judicial process can be intimidating, mysterious and full of seemingly strange procedures. So, what's actually going to happen if you do get sued, and why can't your lawyers just go to the judge and get a decision the day after the case is filed, like they do on TV? Learn from a full-time litigator what you need to know as a township official.

*Speaker:* Heather Sumner, Attorney, Rosati, Schultz, Joppich, Amtsbuechler, PC

**Elections Update** 

Hear directly from the Secretary of State's office and state Bureau of Elections on the hot issues in Michigan elections. We'll share the lessons learned from 2024 general elections, including early voting, absentee voting and more.

*Speaker:* Kristi Dougan, Manager, Training and Elections Assistance, Michigan Bureau of Elections, Michigan Department of State

**From Parks to Places: Transforming Community Spaces**

Discover the latest trends and transformative ideas shaping the future of parks and recreation. Learn fresh, innovative strategies that maximize the impact of green spaces in your community. From revitalizing existing parks to creating entirely new outdoor experiences, we'll explore how to adapt to evolving needs, engage families and foster community spirit through inclusive, accessible programs and facilities.

*Speaker:* Anthony Iracki, Professional Development Manager, PlayCore

**Introduction to Township Ordinances** 

Ordinances are local laws enacted by your township board and enforced by the township. They can be used to protect your residents and retain the character of your community. Properly written ordinances boost your credibility, limit public complaints and assist with enforcement efforts. Get an overview of statutory authority for both zoning and non-zoning ordinances and tips for tailoring your ordinances to fit your community's needs.

*Speaker:* Seth Koches, MTA Legal Counsel, Bauckham, Thall, Seeber, Kaufman & Koches, PC

**Nip It in the Bud: The Importance of Strong Policies and Handbooks**

In the day-to-day hustle of running a township, it's easy to overlook the importance of maintaining strong employee policies and handbooks. But this blind spot can open your township up to significant employee claims and disputes down the road. Learn the distinction between employee policies and handbooks, what should (and should not!) be included, and how often your township's policies and handbooks should be updated to reduce legal risks and support a positive workplace culture.

*Speaker:* Courtney Agrusa, Attorney, Foster Swift Collins & Smith, PC

**Public Use of Township Property and Facilities**

Because a township is "the government," the relationship status for a township and its property is complicated. Who "owns" township property? Does "publicly owned" mean "open to the public?"

Who decides how a township's property will or will not be used or accessed? Every township board member needs to be aware of the legal issues regarding township real estate, facilities and equipment. Get a better understanding of the board's role and responsibilities, including when to involve the township's attorney or other consultants.

*Speaker:* Catherine Mullhaupt, MTA Staff Attorney

**Special Assessments: From Sidewalks to Safety**

Special assessments are a popular tool for funding infrastructure improvements such as water and sewer systems, streets and sidewalks. They can even be used to raise money for police and fire equipment, operations (payroll and benefits!), and buildings. Learn the differences between special assessment statutes and the procedures required to establish special assessment districts and confirm assessment rolls for public infrastructure projects or police and fire purposes. The legality and controversy of township-wide special assessment districts will also be discussed.

*Speaker:* Steve Mann, Attorney, Miller Canfield

**What Changes Are Proposed for the MTA Policy Platform**

With input from fellow township members across the state, learn about the proposed 2025 Policy Platform from a panel of MTA Board members who serve on the MTA Legislative Policy Platform Committee. Committee chairs will discuss the proposed changes and receive feedback from members attending. This session will allow you to learn the rationale behind the proposed changes and get questions addressed prior to the Annual Meeting, where the proposed policy platform will be formally introduced.

*Speakers:* Members of the MTA Board of Directors and MTA Government Relations Staff

## Concurrent Educational Sessions

2:45 to 4 p.m.

### Becoming a Leader Others Want to Follow

Is there a life hack for being more confident, capable and collaborative? How can you earn greater respect from those you serve and remain calm, flexible and focused in the face of controversy? We'll dissect the strongest predictors of leadership performance and must-have leadership skills, including the one that plays a larger role than your IQ, degrees or technical skills. Walk away with insights into uniting others and inspiring collaboration around your township's goals.

*Speaker:* Marilyn Semonick, Chief Exploration Officer, The Success Studio

### Budget Development and Forecasting

Forecasting revenues is a fundamental part of budgeting and financial planning for your township's future, allowing you to anticipate resource availability and plan accordingly. Review budgetary concepts and legal requirements, explore best practices for preparing, adopting and monitoring your township's budget, and walk away with techniques for short- and long-term forecasting.

*Speakers:* Brian Camiller, Partner, Government Vertical Leader, and Carolyn Lorenz, Senior Manager, Plante Moran

### Choosing the Right Township Manager: A Recruitment Roadmap

Gain insights into the key stages of recruitment of your next township manager. We'll review common pitfalls and offer strategies for negotiating, managing expectations and ensuring the right fit for your township team. Learn tips for working with a recruiter to ensure a successful, seamless selection of a manager who fits your community's needs.

*Speaker:* Stacy Belisle, Attorney, McGraw Morris, PC

### Earned Sick Time: Experiences and Tips from the First Month

After a lengthy legal battle, the Earned Sick Time Act will go into effect Feb. 21, 2025. This new law will be a sea change for Michigan townships, many of which will be required to provide paid sick time for the first time. The act grants broad entitlements of paid sick time for

all township employees, regardless of the size of the township or the hours of the employee. You won't want to miss this review of common misunderstandings about sick time requirements, and real-world experiences from the first month of mandatory paid sick time.

*Speakers:* Helen "Lizzie" Mills, Member, and Tom Forgione, Attorney, Fahey Schultz Burzych Rhodes PLC

### Lawful Expenditures: Spending Public Money

Townships need statutory authority to spend public money. Why all the restrictions? Because it's "other people's money." Wondering whether your township can spend money on an activity? Then this session is for you! We'll review the general guidelines and offer specific examples of lawful and unlawful expenditures.

*Speaker:* Shelly Schneider, MTA Member Information Services Associate

### Legal Landmines: You Did What?!

Think your township is immune to legal slip-ups? Think again! Join us for a wild ride through the legal pitfalls that can turn good intentions into costly mistakes. We'll break down the blind spots that lead to municipal oopsie-daisies that can trip up even the most seasoned officials. Save your township time (and money!) by learning how to avoid these missteps, blind spots and traps.

*Speaker:* Seth Koches, MTA Legal Counsel, Bauckham, Thall, Seeber, Kaufman & Koches, PC

### Let's Get This Party Started (Or Not): The Long-Term Headache of Short-Term Rentals

Whether or not your township hosts large numbers of short-term rentals (STRs) or even regulates them at all, chances are that at least one is operating in your neighborhoods and it is just one wild party away from becoming your next policy crisis. Are STRs residential or commercial uses? Can you prohibit them, cap them, or even reduce the number that you already have? What if you do not address them at all? This session will help you navigate these and other STR issues, with updates on rapidly developing legal opinions and state legislative discussions.

*Speaker:* Matthew Zalewski, Attorney, Rosati, Schultz, Joppich, Amtsbuechler, PC

### Managing FOIA Requests for Election Records

Across the state, townships have received multiple Freedom of Information Act (FOIA) requests for election records, both for recent and past elections. Join us as we dive into the waves of FOIA requests for election records in 2022 and 2024. We'll share recommended responses, offer an analysis of retention periods for election materials, and provide an overview of purported notices of preservation sent in 2022 and 2023. Walk away with a strategy for managing election-related FOIA requests, even during the busy election season.

*Speaker:* Kathryn Stegink, Attorney, Mika Meyers PLC

### Social Media Pitfalls

Social media can be a powerful tool to engage constituents, disseminate information and collect feedback. But when does our personal social media transform into public? What can officials do to keep their personal pages personal? When (and what) can your township restrict without stepping on your team's free speech rights? The right choices lead to community engagement, but the wrong choices lead to expensive litigation. Explore the dos and don'ts for navigating the complicated, ever-evolving social media landscape.

*Speakers:* Keith Brown and Mackenzie Almassian, Attorneys, Foster Swift Collins & Smith, PC

### Swimming in Regulations: A Municipal Dive into Public Swimming Pool and Campground Programs

Navigating the rules and regulations surrounding campgrounds and public swimming pools can be complex, but this session will help you stay afloat. Review state construction permit and operating license processes, get practical insights on inspections, and learn tips on identifying and responding to social media trends promoting unlicensed or illegal campgrounds—and what to do if they set up camp in your community.

*Speakers:* Karen Beauchamp, PE, Environmental Engineer Specialist, and Jeremy Hoeh, PE, Environmental Health Programs Unit Supervisor, Campground and Public Swimming Pool Programs, Drinking Water and Environmental Health Division, Michigan Department of Environment, Great Lakes, and Energy

# A Grand Experience in Grand Rapids

MTA's Annual Educational Conference in Grand Rapids ... it's a winning combination. We'll set the stage for three days of learning, information and networking, against the backdrop of a beautiful, thriving, contemporary—yet decidedly traditional—urban community.

After a day of classes, you can enjoy fine dining, cultural offerings and unparalleled entertainment—all in one convenient, affordable and comfortable location.

Grand Rapids offers big-city amenities in a welcoming atmosphere. This spring, see all that MTA—and Michigan's West Coast—has to offer.





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## MEMORANDUM

**TO:** Honorable Board of Trustees  
**FROM:** Kelly VanMarter, Manager  
**DATE:** January 29, 2025  
**RE:** **Per Diem Policy**

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As discussed at the last meeting, I have prepared a draft Trustee/Appointed Official Compensation Policy to replace the currently outdated per diem policy. The draft policy is more comprehensive and the format has been updated to be consistent with other recently adopted policies. My goal with the revised policy is to provide guidance and clarification to officials and staff in regard to compensation.

Major changes to the policy include the creation of a new category of pay called a “stipend” which is based on time spent and is not limited per day. I’ve also created categories to define which events are eligible for either a per diem and/or a stipend. Lastly, the draft policy provides process for approval, administration and payment.

I look forward to your input on this draft policy at Monday’s meeting. I’ve also included the current per diem policy for your comparison in the pages following the draft. I’m not expecting approval since this is the first time you have reviewed it, however in the event the Board wants to act, I have provided a motion below for your use.

**Moved by \_\_\_\_\_, supported by \_\_\_\_\_** to repeal the existing Per Diem Policy (amended 5/18/20) and to approve the new Trustee/Appointed Official Compensation Policy in its place.

**SUPERVISOR**

Kevin Spicher

**CLERK**

Janene Deaton

**TREASURER**

Robin L. Hunt

**TRUSTEES**

Rick Soucy

Bill Reiber

Candie Hovarter

Todd Walker

**MANAGER**

Kelly VanMarter

**DRAFT**



# Trustee/Appointed Official Compensation Policy

Adopted by the Township Board on February \_\_\_, 2025

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

**TRUSTEE/APPOINTED OFFICIAL COMPENSATION POLICY**

**Considered: February 3, 2025**  
**Adopted: \_\_\_\_\_, 2025**

The Genoa Charter Township Board of Trustees (the “Board”) have prepared this policy for the purpose of controlling costs and providing specific parameters and uniformity as to the compensation allowance for elected trustee and appointed official attendance at various meetings, conferences, training, special events and other activities authorized by the Township.

Elected and appointed officials are encouraged to participate in educational activities and programs that are relevant to Genoa Charter Township and will benefit the Township by improving knowledge of local government and providing important networking opportunities.

**Article I. AUTHORITY**

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**Section 1.01 LEGAL AUTHORITY**

The Charter Township Act provides that a Trustee may receive a sum per meeting as established by the Township Board (MCL 42.6). The Michigan Planning Enabling Act states, “Members of a planning commission may be compensated for their services as provided by the legislative body” (MCL 125.3823). The Michigan Zoning Enabling Act states, "A member of the zoning board of appeals may be paid a reasonable per diem and reimbursed for expenses actually incurred in the discharge of his or her duties" (MCL 125.3601).

**Section 1.02 BUDGET**

The Genoa Charter Township annual budget shall recognize compensation and professional development costs for currently elected Trustees and appointed Commissioners and Board of Appeals members in allowable circumstances consistent with this policy each year.

**Article II. DEFINITIONS**

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**Section 2.01 PER DIEM**

A per diem is a once per day amount of money set forth by resolution of the Board to pay an elected trustee or appointed official for attendance as a member at a single regularly scheduled or special meeting of the Township Board, Planning Commission and/or Zoning Board of Appeals. The per diem definition also includes once per day payment to elected trustee or appointed officials for attendance as an appointed voting representative at a scheduled meeting of a government body or public authority affiliated with the Township unless compensation is provided by the other government body or public authority.

**Section 2.02 STIPEND**

A stipend is a fixed amount of money authorized by the Township Board to be paid to a trustee or appointed official for daily attendance at conventions, conferences, meetings, trainings, classes or other special events in accordance with this policy. The stipend amount is not limited per day. The formula for calculating the stipend amount shall be calculated by time spent using the basis of the per diem amount for the specific board or commission that the member is representing. Stipend amounts shall be allocated based on the amount of time in attendance at the event (not including drive time) in accordance with the following:

<i>Length of Event</i>	Less than 2 hours	2 to 4 hours	Over 4 hours
<i>Stipend Amount</i>	<b>¼ of per diem value</b>	<b>½ of per diem value</b>	<b>1 full per diem value</b>

**Article III. PER DIEM PAY APPLICATION**

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**Section 3.01 REGULAR OR SPECIAL MEETINGS**

An elected Trustee or appointed member of the Planning Commission or Zoning Board of Appeals shall receive a per diem as allocated by the Township Board for attendance at each single meeting as a voting member. The per diem amount shall be based on the amount approved for the specific board or commission that is the purpose of the meeting.

**Section 3.02 JOINT MEETINGS**

An elected Trustee or appointed member of the Planning Commission or Zoning Board of Appeals shall receive a per diem as allocated by the Township Board for attendance at a joint meeting called by the Township Board. The per diem amount shall be based on the amount approved for the specific board or commission that the official is representing during the meeting.

**Section 3.03 APPOINTED BOARDS, COMMISSIONS, AND COMMITTEES**

For attendance of an elected Trustee or appointed member of the Planning Commission or Zoning Board of Appeals at any meeting of a government body or public authority board, committee, commission, council or other agency affiliated with the Township, to which an official is currently appointed by the Township Board, the official shall receive a per diem for attendance at a single meeting as a voting member. Officials appointed as alternates shall only be eligible for a per diem in the event that the primary appointee is unable to attend.

**Article IV. STIPEND PAY APPLICATION**

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**Section 4.01 ATTENDANCE AT CLASSES, TRAININGS, CONFERENCES AND SEMINARS**

Elected and appointed officials are encouraged to attend in state training and conferences hosted by the Michigan Municipal League (MML), Michigan Township Association (MTA), Michigan Association of Planning (MAP), Michigan State University Extension (MSUE), and the South East Michigan Council of Governments (SEMCOG). An elected Trustee or appointed member of the Planning Commission or Zoning Board of Appeals shall receive a stipend commensurate with the amount of time spent attending the event in accordance with Section 2.02 above. The stipend amount shall be based on the amount approved for the specific board or commission that the official is representing.

#### Section 4.02 PRE-APPLICATION MEETINGS OR FORMAL STAFF MEETINGS

An elected trustee or appointed member of the Planning Commission or Zoning Board of Appeals shall receive a stipend in accordance with Section 2.02 above for meetings requested by the Township Manager, Planning Director, Supervisor, Clerk or Treasurer. The stipend amount shall be based on the amount approved for the specific board or commission that the official is representing during the meeting.

#### Section 4.03 WORKSHOPS, OPEN HOUSES, CITIZEN ENGAGEMENT SESSIONS

An elected trustee or appointed member of the Planning Commission or Zoning Board of Appeals shall receive a stipend in accordance with Section 2.02 above for meetings requested by the Township Manager, Planning Director, Supervisor, Clerk or Treasurer. The stipend amount shall be based on the amount approved for the specific board or commission that the official is representing.

#### Section 4.04 CONFERENCE TRAVEL DAYS

An elected trustee or appointed member of the Planning Commission or Zoning Board of Appeals shall receive a stipend in accordance with Section 2.02 above for necessary travel days prior to or following attendance at an approved conference or educational event. Travel day stipend pay shall only be allowed for the day before or after when it is necessary to prevent morning leave time prior to 7:00 a.m. or evening return time after 9:00 p.m. Exceptions to this will be made for individuals needing reasonable accommodations for a disability. The stipend amount shall be based on the amount approved for the specific board or commission that the official is representing.

### Article V. PRE-AUTHORIZATION

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#### Section 5.01 Per Diem Pay Authorization

Events eligible for per diem pay do not require pre-approval.

#### Section 5.02 Stipend Pay Authorization

With the exception of pre-application or formal staff meetings, all other events eligible for stipend pay must be pre-approved by any two elected members of the non-attending administrative committee. Requests for pre-authorization should be sent to the Township Clerk at least 10 days prior to the event. Multi-day events must be approved by the Township Board and requests must be submitted to the Township Clerk at least three weeks prior to the event. All reasonable efforts shall be made to avoid a quorum at events eligible for stipend pay.

### Article VI. ADMINISTRATION

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#### Section 6.01 LIMITATIONS

The per diem payment is one per day. There shall not be two per diems for any single day regardless of the number of per diem eligible meetings on that day. There can be a per diem and stipend(s) on a single day if eligible in accordance with this policy. No official can accept two per diem or stipend payments for attendance at a single meeting. Where a government body or public authority board, committee, commission, council or other agency affiliated with the Township pays an allowance to an official for attendance at that bodies meeting, the Township shall not also provide an allowance for attendance.



Section 6.02 APPOINTED ALTERNATES

Where there is a primary member and an alternate member, the alternate shall not be entitled to a per diem or stipend unless the primary representative is unable to attend.

Section 6.03 INELIGIBLE EVENTS

An elected Trustee or appointed member of the Planning Commission or Zoning Board of appeals shall not be eligible for per diem or stipend pay compensation for any of the following:

- a.) Attendance at other governmental meetings.
- b.) Attendance at any citizen group or political party meetings.
- c.) Attendance by choice of a dinner, breakfast, luncheon, dedication, celebration, funeral, “opening”, ribbon cutting, and/or other such community event.
- d.) Optional attendance at meetings with Township staff or consultants for personal, educational or informative purposes.
- e.) Appointed official attendance as a non-voting member at any meeting of a government body or public authority board, committee, commission, council or other agency affiliated with the Township.

Section 6.04 EXCEPTIONS

If warranted by unusual circumstances or conditions, exceptions to the foregoing standards and rules may be allowed upon the approval of the Township Board. More restrictive standards and rules may be imposed by the Board, on a temporary basis, in response to fiscal circumstances.

Section 6.05 INTERPRETATIONS

Any meeting, event, or other activity not recognized within this policy otherwise attended by the choice of the public official shall not receive a per diem or stipend unless reviewed and approved by the administrative committee and/or the Township Board.

Article VII. PAYMENT REQUESTS

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Per diem pay associated with attendance at regular or special meetings of the Township Board, Planning Commission and Zoning Board of Appeals shall be authorized by completing the sign in sheet provided by staff at the meeting. All other request for per diem or stipend pay in accordance with this policy shall be submitted using a request form provided by Township staff. This request form must be submitted timely and in no case shall be provided more than thirty (30) days from the date of the event that is eligible for an allowance.

Approval of the request by the official and Township Clerk constitutes certification to the accuracy and propriety of all allowances listed as actually necessary in the performance of official Township business and in conformity with this policy.

Article VIII. REPEALOR

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

Article IX. SEVERABILITY

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Should any section, subsection, paragraph, sentence, clause, or word of this Policy be held invalid for any reason, such decisions shall not affect the validity of the remaining portions of the policy.

## GENOA CHARTER TOWNSHIP

### PER DIEM POLICY

Amended: May 18, 2020

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The fee of a public official (per diem) in the form of an allowance for attendance at meetings, conferences or other special events authorized by the Genoa Charter Township Board or Administrative Committee shall be established annually for the Township Board of Trustees, Planning Commission and Zoning Board of Appeals. The Chairman of the Planning Commission and Zoning Board of Appeals will be paid the prevailing rate per the annual budget.

Per diems will be paid at the official's regular rate for the following:

1. Regular scheduled meetings of the Township Board, Planning Commission and Zoning Board of Appeals.
2. Special meetings of the Township Board, Planning Commission or Zoning Board of Appeals.
3. Attendance as an appointed Township representative at regularly scheduled meetings of a government body affiliated with the Township unless a per diem is paid by the other governmental body.
4. Attendance at a conference or other multi-day events when approved by the Township Board. The participant shall be entitled to a per diem for each day of the conference or events.
5. Staff meetings called by the Township Manager or other Township Officials.

Per diems will be paid at one-half the official's regular rate for the following:

1. Staff meetings called by the Manager or other elected Township Officials if the meeting is scheduled on the same day as the regular

meeting, except a full per diem will be paid on non-regular meeting days.

2. Travel days for conferences without meeting attendance will be compensated at half of the regular per diem.

3. Electronic training and educational webinars, classes and events will be paid subject to pre-approval by any two members of the non-attending Administrative Committee board members.

Note: Meetings, events, classes, seminars and situations not listed above to be reviewed by the Administrative Committee and/or the Township Board for interpretation regarding payment of per diems.

(policy/per-diems/200518ps)



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[genoa.org](http://genoa.org)

**TO: Honorable Board of Trustees**

**FROM: Adam VanTassell**

**DATE: February 3, 2025**

**RE: Township Server – member discussion**

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The Township server was purchased in 2017 and installed by Network Services Group. It was designed to last at least 5 years and handle the expanding needs of the Township and the MHOG Water and Sewer Authority. Eight years later and we have reached the operational limits of the server and it is beginning to have an impact on Township/MHOG operations.

The Administrative Committee is currently reviewing options for a new server moving forward. Network Services Group is preparing a series of quotes including a new server for the future as well as additional storage immediately to address the critical space issue. They are also preparing a proposal to move the Township email into the cloud to free up space as well as to provide a higher degree of security.

**SUPERVISOR**

Kevin Spicher

**CLERK**

Janene Deaton

**TREASURER**

Robin L. Hunt

**TRUSTEES**

Rick Soucy

Bill Reiber

Candie Hovarter

Todd Walker

**MANAGER**

Kelly VanMarter



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## Summary

**TO:** Board of Trustees  
**FROM:** Kevin Spicher, Supervisor  
**DATE:** 1-29-2025  
**RE:** **Town Hall Update**

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Our first Town Hall event on January 22 exceeded all expectations. 50 attendees braved frigid temperatures to join myself, Trustee Hovarter and Trustee Soucy. It was a wonderful mix of older and younger people, 50 year residents down to people who recently moved in. While we initially provided a selection of topics to cover, the meeting organically turned into a nice, open discussion of many topics. Comments included:

- Interest in new business development from young business owners... new blood in our community.
- There was certainly support for new sit down restaurants, and a hope that they be unique, not nationwide chains. The concept of a destination "Restaurant Village" where a number of establishments could fill a parcel with some shared central amenities allowing for community gathering was well supported.
- We fielded a number of questions, and some concerns about the following developments: Legacy Village Apartments at Dorr / Grand River (204 Units over 18 Buildings + a clubhouse & pool facility); Legacy Hills at Challis / Bauer (55 Single family homes on 70+ acres); and Shine Car Wash behind O’Rielly’s. A lot of give and take and hard work from staff and the planning commission went into creating development that coordinated with resident concerns, but also followed zoning, ordinances and the Master Plan.
- Residents expressed concerns over the validity of traffic studies provided by developers and making sure the planners consider the impact 15 years from now... not just today. While future development considerations are considered, in most instances the Township can’t force the most recent developer to cover the costs of being the “final straw” on traffic change.

**SUPERVISOR**

Kevin Spicher

**CLERK**

Janene Deaton

**TREASURER**

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Candie Hovarter

Todd Walker

**MANAGER**

Kelly VanMarter

- We stressed the importance of reading and understanding the Master Plan, which is available on the Genoa.org website, and is vitally important to current and future development. There is strong support for the Township to reopen that plan, which is on the table for sure, but we will need continued showings like this one to truly create the citizen's vision of Genoa in the future.
- It was discussed that our communication system is a "pull" system (residents must come find the information.) Having a "push" system (where the Township pushes more information out to residents) was talked about as a positive improvement, and dovetails nicely with some of our community outreach goals.
- Inserting information about issues, projects, plans, etc. in assessing notices and tax bill mailings was mentioned as a possible "push" solution, though it has been tried in the past to mixed reviews.
- Several participants expressed a desire to have more bike and walking paths for both young and old.
- It was discussed that we should try to attract a fitness center like LA Fitness to Genoa
- Creating a Senior Center in Genoa, potentially utilizing the old Herbst farm house was discussed. Cost issues relating to staffing is a very large hurdle to clear.
- More information and possibly an expansion of public transportation services like LET'S was talked about.
- A couple of young people spoke about moving here for the opportunity for outdoor activities and open spaces without the traffic of other towns
- There was also a solid discussion about bring more "affordable housing" to Genoa, however strong sentiment was also voiced for Low Density Housing to be the norm. Unfortunately, these 2 concepts are diametrically opposed at face value.
- And best of all... there were a number of nice compliments about our amazing staff.

Thank You to all who participated. We are planning to hold a second town hall, hopefully in March, and as long as public participation continues to be strong, we will have more.