

AGENDA
BRIDGEWATER TOWNSHIP BOARD OF TRUSTEES
Date January 8, 2015 7:00 p.m.

CALL TO ORDER / PLEDGE OF ALLEGIANCE

CITIZEN PARTICIPATION

Public Comment: Any person shall be permitted to address a meeting of the Township Board.

Public comment shall be carried out in accordance with following board rules and procedures:

1. Comments shall be directed to the board, with questions directed to the chair.
2. Any person wishing to address the board shall state his or her name and address.
3. Persons may address the board on matters that are relevant to Township government issues.
4. No person shall be allowed to speak more than once on the same matter, excluding the time needed to answer board member's questions. The chair shall control the amount of time each person shall be allowed to speak.

APPROVE MINUTES: December 4, 2014 Regular Meeting

REVIEW AND APPROVE AGENDA

PUBLIC-SAFETY REPORT

REPORTS & CORRESPONDANCE

1. Treasurer's Report
2. Clerk's Report
3. Supervisor's Report
4. Trustees' Reports
5. Written Reports: Zoning Administrator Report, Assessor Report, Planning-Commission Minutes

REGULAR AGENDA

1. Raisin River Watershed Council Membership Dues
2. General Fund Budget Admendment
3. Financials, Approve Disbursements
4. Discussion Bridgewater Township Government, Zoning Administrator
5. Resolution: Meeting Dates 2015-2016
6. Resolution: Poverty/Hardship Exemptions
7. Budget Review 2015-2016

CITIZEN PARTICIPATION

ADJOURN

Upcoming Meetings and Events:

Township Planning Commission: January 12, 2015, Bridgewater Township Hall, 7:00 p.m.

Township Board of Trustees: February 5 2015 Bridgewater Township Hall, 7:00 p.m.

Southwest Washtenaw Council of Governments: TBA, 7:30 p.m.

**BRIDGEWATER TOWNSHIP
BOARD OF TRUSTEES MEETING
MINUTES OF MEETING
THURSDAY, NOVEMBER 6, 2014**

I. CALL TO ORDER

The regular monthly meeting of the Bridgewater Township Board of Trustees was called to order by Supervisor Smith at 7:04p.m. followed by the pledge of allegiance to the flag at Bridgewater Township Hall, 10990 Clinton Road, Manchester, MI.

Present: Supervisor Ronald Smith, Clerk Laurie Fromhart, Treasurer Michelle McQueer and Trustees David Faust and Geoffrey Oliver.

Attendance: 2

II. CITIZEN PARTICIPATION

There were no public comments.

III. APPROVAL OF MINUTES

Smith moved to approve the October 2, 2014 meeting minutes as amended. Faust seconded the motion which was adopted unanimously.

IV. REVIEW AND APPROVE AGENDA

Faust moved to approve the agenda as presented. Oliver seconded the motion which was adopted unanimously.

Public Safety Report

The Sheriff's Department submitted a written report to the Board on the law enforcement activities for the month of September 2014.

V. REPORTS AND CORRESPONDANCE

A. Treasurer's Report

McQueer submitted a written report to the Board.

B. Clerk's Report

Fromhart reported on November 4th general election results, a recent complaint filed with the Township, and the status of Enzer/Ace Pyro LLC's construction project for office and storage space.

C. Supervisor's Report

Smith reported on a recent meeting with Township Supervisors and E.T. Rover Pipeline representatives regarding the proposed natural gas pipeline. Smith also reported on recent repairs and operational changes to the WWTP. Horney updated the Board on the status of the WWTP's dissolved oxygen project.

D. Trustees' Report

No report.

E. Written Reports

Board packets included reports from the Assessor, Zoning Administrator, and Planning Commission. Smith reported the Township assessor has requested Board approval of a \$100 expenditure to file a motion to receive documentation for the Rustic Glenn MTT appeal. The Board agreed to include the \$100 expenditure under

approval of disbursements. McQueer reported John Porter asked if she would inquire with the Board if there was any reason why he should have to pay the Zoning Compliance Certificate fee of \$100 to construct a lean-to off the back of his existing pole barn that doesn't require a building permit. McQueer also advised the Board that according to the Township assessor Porter is exempt from paying the fee under the Right to Farm Act. Smith noted the Zoning Administrator has authority to waive zoning fees and has done so in the past. **Smith moved to refund John Porter's Zoning Compliance Certificate fee of \$100. McQueer seconded the motion. Roll Call Vote: Faust yes, Fromhart yes, McQueer yes, Oliver yes, Smith yes. Motion passed.**

VI. PRIORITY BUSINESS

A. Approve Disbursements from October 3, 2014 – November 6, 2014

Oliver moved to pay the monthly bills from the general and sewer funds in the total amount of \$130,551.84. Smith seconded the motion. Roll Call Vote: Faust yes, Fromhart yes, McQueer yes, Oliver yes, Smith yes. Motion passed.

B. Master Plan Resolution

McQueer moved to approve the resolution of the Township Board to adopt the new Bridgewater Township Master Plan. Oliver seconded the motion. Roll Call Vote: Faust yes, Fromhart yes, McQueer yes, Oliver yes, Smith yes. Motion passed.

C. Snow Removal Bid

Smith reported the Village of Manchester has agreed to plow the WWTP lot at a cost of \$35 per push and the lease contract with the Bridgewater Depot is being drafted by the Township attorney. **McQueer moved to approve Green Meadows Lawn Care & Landscaping Inc. 2014-2015 Winter Snow Removal Bid. Fromhart seconded the motion. Roll Call Vote: Faust yes, Fromhart yes, McQueer yes, Oliver abstained, Smith yes. Motion passed.**

D. Clinton Township Library Letter

The Board discussed the letter from Clinton Township Library President Rich Dewald and the consensus of the Board was that the current contract between the Manchester District Library and Clinton Township Library should continue and be renewed as written. McQueer provided the Board with a response from MTA regarding current law requirements for providing free public libraries to its residents. Fromhart reported on the terms of the original library agreement establishing the district. Board agreed to have Smith follow up with Manchester District Library Director and to ask Bridgewater Township representatives to attend the December Board meeting.

E. Review of Township Fee Schedule

The Board reviewed the fee schedule and agreed there is a need to update the fees to ensure the Township is covering its costs.

F. Town Hall Responsibilities

McQueer provided the Board with a response from MTA regarding the responsibility of building maintenance decisions and overall management of the town hall. The Board discussed town hall responsibilities and agreed a cleaning service is needed on a monthly basis with a deep cleaning once a year. Board members agreed to seek quotes or estimates for cleaning services to present at the Board's December meeting.

G. Wireless Printer for Town Hall

McQueer reported the treasurer and assessor offices both need new printers and requested Board approval to purchase one new wireless printer to address their printing needs. **Oliver moved to purchase a wireless**

printer for the town hall for an amount not to exceed \$400. Faust seconded the motion. Roll Call Vote: Faust yes, Fromhart yes, McQueer yes, Oliver yes, Smith yes. Motion passed.

VII. CITIZEN PARTICIPATION

There were no public comments.

VIII. ADJOURNMENT

Faust moved to adjourn the meeting at 9:50 p.m. Oliver seconded the motion which was adopted unanimously.

Respectfully submitted,
Laurie Fromhart
Bridgewater Township Clerk

APPROVED

**BRIDGEWATER TOWNSHIP
BOARD OF TRUSTEES MEETING
MINUTES OF MEETING
THURSDAY, DECEMBER 4, 2014**

I. CALL TO ORDER

The regular monthly meeting of the Bridgewater Township Board of Trustees was called to order by Supervisor Smith at 7:00 p.m. followed by the pledge of allegiance to the flag at Bridgewater Township Hall, 10990 Clinton Road, Manchester, MI.

Present: Supervisor Ronald Smith, Clerk Laurie Fromhart, Treasurer Michelle McQueer and Trustees David Faust and Geoffrey Oliver.

Attendance: 5

II. CITIZEN PARTICIPATION

A resident asked if the Township had secured a plan for secondary containment for sediment retention for the Rover Pipeline project because of negative impacts to county drains and excessive drainage fees that get past onto residents. The resident asked that Rover Pipeline have a plan in place and for the Township to challenge them to do it. A resident asked what the status was on the clean-up of the Hebb property. Election Chair Judy Klager requested that no Township business be conducted during elections.

III. APPROVAL OF MINUTES

Smith moved to approve the November 6, 2014 meeting minutes as drafted. Faust seconded the motion which was adopted unanimously.

IV. REVIEW AND APPROVE AGENDA

McQueer moved to approve the agenda as amended with the addition of Power Generator Planned Equipment Maintenance Agreement, Acceptance of Carl Macomber's resignation as Zoning Administrator, and Assessor's Interlocutory Request. Oliver seconded the motion which was adopted unanimously.

Public Safety Report

The Sheriff's Department submitted a written report to the Board on the law enforcement activities for the month of October 2014.

V. REPORTS AND CORRESPONDANCE

A. Treasurer's Report

McQueer submitted a written report to the Board. McQueer requested an update to the Township's investment policy to add Bank of Ann Arbor so she can purchase CD's for the Township's extra savings fund. **McQueer moved to add the Bank of Ann Arbor to the Investment Policy Resolution 12-01-2014. Smith seconded the motion. Roll Call Vote: Faust yes, Fromhart yes, McQueer yes, Oliver yes, Smith yes. Motion passed.**

B. Clerk's Report

Fromhart requested she be notified of any cancelled meetings so that notice is properly posted. Fromhart also requested any supplemental or addendum filings be forwarded to her to ensure the Township's file is complete. Fromhart reported the November 4th general election was certified by the board of canvassers and there will be no recounts or audit of the precinct. Fromhart also reported on the status of the Hebb's SLU permit and junk ordinance violation.

C. Supervisor's Report

Smith reported the address issues for some residents on Hogan Road have been resolved with the Manchester post office and he attended the FERC meeting regarding their preparation of an environmental impact statement for Rover Pipeline Project. Smith also reported he was informed by Behnke that Ferrentino needs to obtain a zoning compliance permit and agricultural exemption permit for moving a barn onto his property.

D. Trustees' Report

Faust reported he received notice from DuBois Cooper of a 4% increase on all grinder pumps and accessory parts. Faust also reported the Township is being noted for falling down barns and asked if the Township had an ordinance to address the problem.

E. Written Reports

Board packets included reports from the Assessor, Zoning Administrator, and Planning Commission. Horney reported on the pre-application meeting to investigate the possibility of expanding the Bridgewater Bank.

VI. PRIORITY BUSINESS

A. WATS

Smith moved to approve the 2015 WATS Membership Dues of \$200. Fromhart seconded the motion. Roll Call Vote: Faust yes, Fromhart yes, McQueer yes, Oliver yes, Smith yes. Motion passed.

B. Review Town hall cleaning quotes

The Board reviewed quotes from Laurel and Eversole. Klager provided a reference on Eversole. **Fromhart moved to approve the quote from Eversole for town hall cleaning on a quarterly basis and a deep cleaning once a year. Oliver seconded the motion. Roll Call Vote: Faust yes, Fromhart yes, McQueer no, Oliver yes, Smith no. Motion passed.**

C. Manchester District Library

McQueer reported she spoke with Rich Dewald regarding his concerns of the contract between Manchester and Clinton libraries. Board agreed to attend the Manchester District Library Board meeting on Monday and to wait until next month before sending a letter regarding their concerns over the contract with Clinton Township Library.

D. Credit card use policy

Fromhart reported the proposed credit card use policy is needed to govern the use of the Township's credit card. **Fromhart moved to approve the Bridgewater Township Credit Card Use Policy Resolution Number 12-04-14. Smith seconded the motion. Roll Call Vote: Faust yes, Fromhart yes, McQueer yes, Oliver yes, Smith yes. Motion passed.**

E. WWTP Skimmer Project

Smith reported the Township's share of the cost to repair both the east and west side skimmers came to \$2800 and asked for Board approval to amend the previous approved budget of \$1200. **McQueer moved to approve an additional \$1600 cost to repair the west side skimmer for a total cost of \$2800. Fromhart second the motion. Roll Call Vote: Faust yes, Fromhart yes, McQueer yes, Oliver yes, Smith yes. Motion passed.** Smith reported on the operation status of the WWTP and noted the plant is running as originally designed but with significant problems. Horney reported on the status of the WWTP dissolved oxygen project.

F. Board Appointments

Fromhart moved to appoint Calvin Messing and Judy Klager to the Board of Review to 2 year terms

ending December 31, 2016. Oliver seconded the motion which was adopted unanimously. Smith moved to appoint Dave Horney to the ZBA for a 3 year term ending December 31, 2017. Oliver seconded the motion which was adopted unanimously. Smith moved to appoint Dan McQueer and David Faust to Farmland Preservation Board to 2 year terms ending December 31, 2016. Fromhart seconded the motion which was adopted unanimously.

G. Power Generator Planned Equipment Maintenance Agreement

The Board reviewed and discussed the multi-year maintenance agreements with Cummins Bridgeway for the WWTP's generator. Smith moved to approve the 3 year quote with Cummins Bridgeway for power generation planned equipment maintenance agreement for the WWTP at a cost not to exceed \$1,979.84 and opting out of the automatic renewal. Oliver seconded the motion. Roll Call Vote: Faust yes, Fromhart yes, McQueer yes, Oliver yes, Smith yes. Motion passed.

H. Acceptance of Carl Macomber resignation as Zoning Administrator

Macomber submitted a letter of resignation as Zoning Administrator to the Board effective January 1, 2015. McQueer moved to accept Carl Macomber's resignation. Smith seconded the motion which was adopted unanimously.

I. Assessor's Interlocutory Request

McQueer moved to approve the assessor's request to seek legal counsel regarding Rustic Glen tax tribunal appeal. Smith seconded the motion which was adopted unanimously.

J. Approve Disbursement from November 7, 2014 – December 4, 2014

Smith moved to pay the monthly disbursements from the general and sewer funds in the total amount of \$23,117.70. Oliver seconded the motion. Roll Call Vote: Faust yes, Fromhart yes, McQueer yes, Oliver yes, Smith yes. Motion passed.

VII. CITIZEN PARTICIPATION

A resident asked about the zoning administrator's position and if it will be replaced. A resident complained about the trailers that have been sitting on Hansen's property for 2 years.

VIII. ADJOURNMENT

Fromhart moved to adjourn the meeting at 9:03 p.m. Oliver seconded the motion which was adopted unanimously.

Respectfully submitted,
Laurie Fromhart
Bridgewater Township Clerk



WASHTENAW COUNTY OFFICE OF THE SHERIFF



JERRY L. CLAYTON
SHERIFF

2201 Hogback Road ♦ Ann Arbor, Michigan 48105-9732 ♦ OFFICE (734) 971-8400 ♦ FAX (734) 973-4624 ♦ EMAIL sheriff@ewashtenaw.org

MARK A. PTASZEK
UNDERSHERIFF

December 16, 2014

Ron Smith
Bridgewater Township Supervisor
10990 Clinton Rd
Manchester, MI 48158

Dear Mr. Smith,

Attached you will find the November report for service provided by the Washtenaw County Sheriff's Office to Bridgewater Township. The report shows specific information, with comparison to previous years, for time spent by position, traffic enforcement, total calls for service (including MSP), and deputies under contract from other jurisdictions responding into Bridgewater Township.

In Summary, Bridgewater Township had 36 calls for service for the month of November. Of the 36 calls the Michigan State Police responded to 13. The Sheriff Office responded to 8 calls, 15 calls were administratively cleared this month with no police response. In general these calls are typically: BOL's (Be on the Lookout), ambulance requests transferred to Huron Valley Ambulance, cancelation of call due to other resolution, example, alarm company cancels due to home owner request.

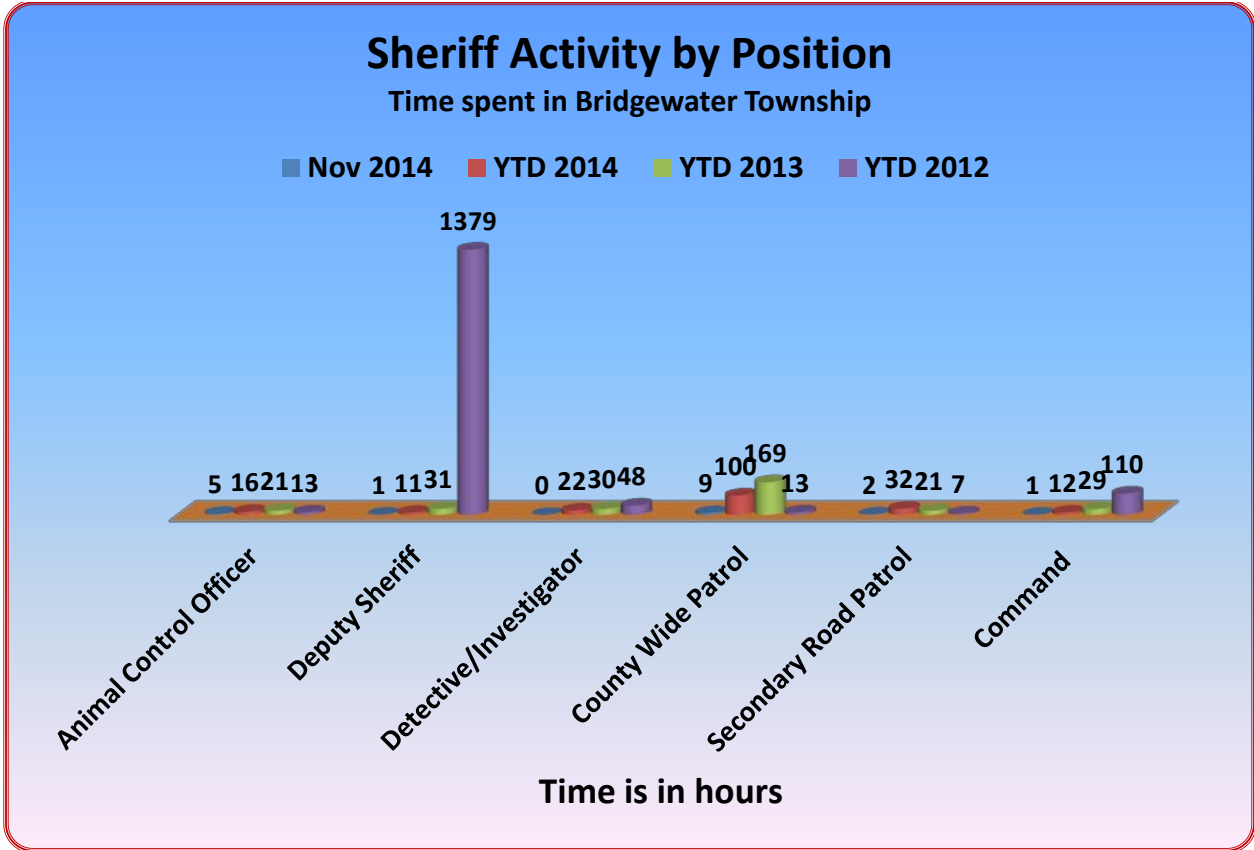
Please contact me at maroccom@ewashtenaw.org or 734-994-8109 if you should need further information or clarification or wish to have this information in electronic form.

Respectfully,

Michael Marocco
Lieutenant Western Operations



Washtenaw County Sheriff's Office
 Bridgewater Township Services—November 2014



Animal Control Officer: County funded animal control officer responding to complaints involving domestic animals or wild animals that have been domesticated.

Deputy Sheriff: Deputies under contract by another jurisdiction who perform law enforcement duties in non-contract areas.

Detective/Investigator: County Funded detectives/investigators who have additional training, experience, and equipment to perform higher level law enforcement duties.

County Wide Patrol: County funded county wide road patrol deputies who primarily perform law enforcement duties in non-contracting areas.

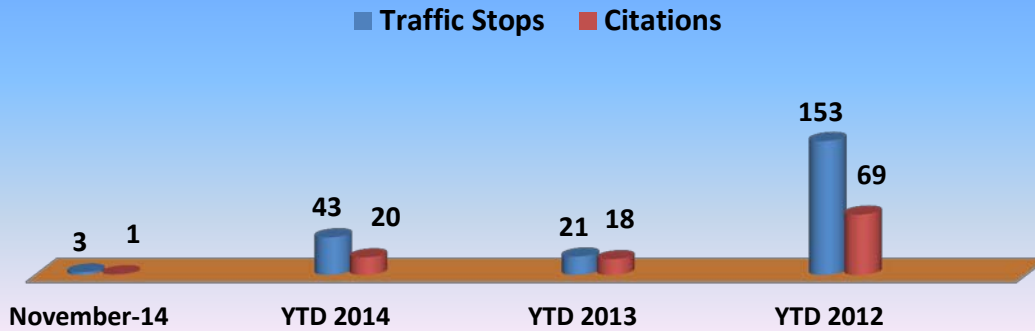
Secondary Road Patrol: A partially funded grant to provide traffic enforcement on secondary roads throughout the County. Respond to and investigate traffic related incidents on secondary roads. On call investigators for serious injury and fatal motor vehicle crashes.

Command: Road patrol sergeants who supervise the above staff. Manages on duty staffing and coordinated on scene police response.



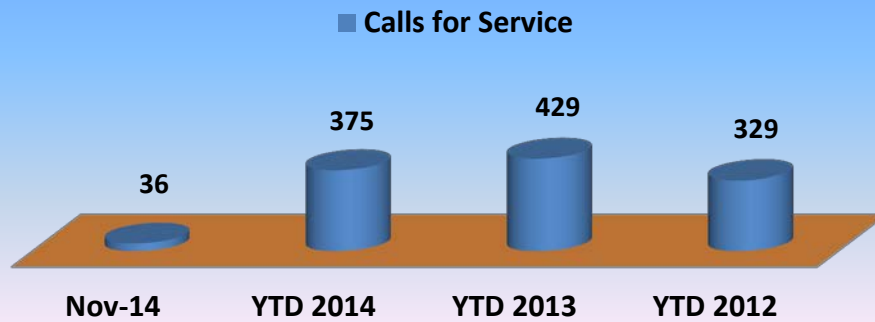
Washtenaw County Sheriff's Office
 Bridgewater Township Services—November 2014

Traffic Enforcement--Bridgewater Township



Bridgewater Township Calls for Service

Includes WCSO & MSP



Contract Deputies into Bridgewater Township

Manchester-Lodi Deputies



Bridgewater Township Planning Commission Minutes - Approved

I. 13-Oct-14 meeting called to order 7:00 P.M. by Dave Horney

II. Roll Call

Cal Messing	Dave Horney	Mark Iwanicki
Ron Smith	Tom Wharam	

III. Citizen Participation

- Glenn Wotring – asked about the location of the Rover pipeline; Ron Smith said it affects about 15 people going through the northwest corner of Bridgewater township

IV. Review and Approve Agenda

- Motion to accept the agenda as presented – Dave Horney
- Second to motion – Cal Messing
- Vote – unanimous

V. Approval of Minutes

- Motion to approve minutes from 8-Sep-14 as presented – Mark Iwanicki
- Second to motion - Ron Smith
- Vote – unanimous

VI. Public Hearings - Clinton Art Center SLU

- Motion to adjourn the regular meeting and open the public hearing at 7:07 PM – Dave Horney
- Second to motion - Mark Iwanicki
- Roll Call Vote – unanimous

Cal Messing - yes	Dave Horney – yes	Mark Iwanicki - yes
Ron Smith – yes	Tom Wharam - yes	

- Ruth Knoll gave a general overview of the Clinton Art Center
- Class size of 9 – 10; people do not all arrive at the same time
- Two classes could be at the same time, times could be staggered if needed
- Ruth Knoll handed out a drawing of possible parking
- She talked about fire suppression, there is none but the kilns have not been known to catch fire
- Roofs and walls are metal, cement floors.
- Emergency lighting and exit signs are on order
- There are fire extinguishers
- All classrooms have outside doors
- Classes will run fall and winter before moving to the new location in Clinton
- Have 3 dust filtration systems and dust collection
- Will have a water filtering system for the wash water
- Mark Iwanicki asked about the two drives being so close together
- Rodney Nanney said that a second drive would need Washtenaw County Road Commission approval
- There is no culverts for the two drives
- Rodney Nanney went through his report from 3-Oct-14
- This activity falls under the home occupation
- Ruth Knoll said that clay class takes about 3 hours, normally start at 6 PM; Rodney Nanney said the

Bridgewater Township Planning Commission Minutes - Approved

ordinance says that operations must end at 8: PM

- Parking standards do apply, ordinance says no more than 15 space in a row w/o a break
- Alternative design would work, parking in rear is good; would not need additional screening
- Fire suppression, the building authority should review the plan
- The activity does meet with the objectives
- The following conditions need to be met:
 - The surface of the parking lot, handicap is already paved,
 - Limit of the scope of the home occupation, class size of 9 with 2 classes
 - No signs except temporary
 - Copy of the road commission driveway permit
 - Verification from the building authority that the building is safe
- The new building should be completed within a year
- Carol Wotring asked about class sizes; Ruth Knoll said most likely one class per day with <9 students with clay; 3 classes a week for glass
- Dave Horney asked about affiliation with schools; Ruth Knoll said would like to get some students from the public school, but never a bus of students
- Gale Robinson showed concern about traffic; Ron Smith suggested putting directions using McCollum Road
- Mike Bisco said that he thought it was a good idea
- Lorrie McCormick also thought it was a good idea
- Ruth Knoll said the have full commercial insurance on the buildings
- Lorrie McCormick asked if the ponds need fencing; Rodney Nanney said that they did not need fencing
- Ron Smith's concern was with traffic, he is okay with the SLU as long as Ruth Knoll suggests to students that they travel McCollum Road
- Dave Horney asked about the hours of operation; Rodney Nanney said the official hours should be 8 -8, knowing that it takes a while to close down the class
- **Motion to adjoin the public hearing at 7:50 PM and reopen at the regular meeting – Dave Horney**
- **Second to motion - Cal Messing**
- **Roll Call Vote – unanimous**
Cal Messing - yes Dave Horney – yes Mark Iwanicki - yes
Ron Smith – yes Tom Wharam – yes
- **Motion to approve the Clinton Arts Center SLU with the following conditions:**
 - Revised the gravel Parking lot surface with 15 parking spaces per revised parking design
 - Hours of 8 – 8, and a limit 9 students per class
 - Construction authority approval of electrical / safety
 - Request to route Traffic should primarily use McCollum Road
 - Max 2 classes at one time
 - No exterior Signage
 - Provide copy of county second driveway permit to zoning administer

- Dave Horney
- **Second to motion – Mark Iwanicki**
- **Roll Call Vote – unanimous**
Cal Messing - yes Dave Horney – yes Mark Iwanicki - yes
Ron Smith - yes Tom Wharam - yes

VII. Old Business

A. Master Plan follow up from joint meeting

- Dave Horney gave a quick summary of the joint meeting including the removal of the park
- Rodney Nanney walked through all of the changes
- Tom will type the motion and Dave and Tom will sign it before the next board meeting
- A copy of the motion is attached
- Tom will provide copies of the changes for the board

B. Monastery follow up

- No update from Arezki Mekhaldi, the architect working with on the project

VIII. New Business

A. None

IX. Communications

A. Report from Zoning Administrator – Carl Macomber

- A report was provided and is on record

B. Report on 2-Oct-14 Board of Trustees meeting – Ron Smith

- The minutes were sent out to Planning Commission members and are on record

X. Informational Items

- Ron Smith talked a little bit about the status of the Rover pipeline

XI. Public Comment

- None

XII. Adjournment

- Next planning commission meeting is 10-Nov-14 at 7:00 P.M.
- Motion to adjourn – Tom Wharam
- Second to motion – Cal Messing
- Vote – unanimous

Meeting adjourned at 8:59 P.M.

**BRIDGEWATER TOWNSHIP
WASHTENAW COUNTY, MICHIGAN**

**A RESOLUTION OF THE PLANNING COMMISSION TO ADOPT THE UPDATED
BRIDGEWATER TOWNSHIP MASTER PLAN**

The following preamble and resolution were offered by Member Dave Horney and supported by Member Tom Wharam.

WHEREAS, the Planning Commission completed a review of the 2006 Township Master Plan in accordance with Section 45(2) of the Michigan Planning Enabling Act, Public Act 33 of 2008 as amended (MPEA), and determined that amendments to the plan were necessary; and

WHEREAS, the Township initiated a process to prepare an updated Master Plan, and has provided all required notices consistent with the MPEA; and

Whereas, this Master Plan is intended to be the plan as provided for in the MPEA, and incorporated within this Plan is the zoning plan referred to in the Michigan Zoning Enabling Act as the basis for the Township's Zoning Ordinance; and

Whereas, the updated plan is a comprehensive document that includes specific goals, objectives, and public policy recommendations, and is intended to serve as a guide for future Township decision-making related to land use, community development, and capital improvement projects; and

WHEREAS, the Planning Commission solicited public comment throughout this process, and submitted copies of the proposed Master Plan for review and comment to the county, surrounding jurisdictions, and other outside entities in accordance with Section 41(2) of the MPEA; and

WHEREAS, notices having been duly posted and published in accordance with the MPEA, the Planning Commission conducted a public hearing on September 8, 2014 to receive comments on the proposed Master Plan.

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission adopts in the whole this updated Bridgewater Township Master Plan with the list of amendments presented on 10/13/2014, and refers the plan to the Township Board for consideration and final approval in accordance with Section 43(3) of the MPEA.

Roll Call Vote:

Ayes: Horney, Iwanicki, Smith, Messing, Wharam

Nays: none

Absent: none

Abstain: none

RESOLUTION DECLARED ADOPTED.

David Horney, Chair

Tom Wharam, Secretary

Bridgewater Township Planning Commission Minutes - Approved

Dated: _____, _____, 2014

APPROVED

- I. 8-Dec-14 meeting called to order 7:03 P.M. by Dave Horney
- II. Roll Call
- | | | |
|----------------------|-------------|---------------|
| Cal Messing | Dave Horney | Mark Iwanicki |
| Ron Smith | Tom Wharam | |
- III. Citizen Participation
- None
- IV. Review and Approve Agenda
- Motion to add 2015 meeting dates to New Business section of agenda – Tom Wharam
 - Second to motion – Cal Messing
 - Vote – unanimous
- V. Approval of Minutes
- Motion to approve minutes from 13-Oct-14 as amended – Dave Horney
 - Second to motion - Mark Iwanicki
 - Vote – unanimous
- VI. Public Hearings
- None
- VII. Old Business
- A. Master Plan
- Rodney Nanney handed out hard copies of the Master Plan
 - There are hard copies for all board members
 - There are soft copies for the web site
- B. Monastery
- Rodney Nanney received a call from Ms. Rominoff and encouraged her to present a site plan
- VIII. New Business
- A. Bank Tavern preliminary site meeting
- Dave Horney told about the meeting that was held about a week ago
 - The Bank Tavern wanted to have amplified music outdoors and are not allow to do this
 - Rodney Nanney told them about other options
 - The want to expand the kitchen; would need to purchase the property to the north in order to do this
 - The could progress in stages
 - The would have to stop parking off of Austin Road as part of the project
 - This would be a non-conforming land use
 - Rodney Nanney talked about the possibilit of a communal parking lot
- B. Ordinance revisions
- Rodney Nanney talked about the changes in the Master Plan that the board brought up
 - These three items are on page 10-4 of the plan
 - We will be able to start working on these items

C. Adopt meeting dates for 2015

- Agreed to leave the meeting on the second Monday of the month
- Reviewed the dates for holiday conflicts
- **Motion to adopt the following dates for Planning Commission meeting**– Tom Wharam
 - 12-Jan-15
 - 9-Feb-15
 - 9-Mar-15
 - 13-Apr-15
 - 11-May-15
 - 8-Jun-15
 - 13-Jul-15
 - 10-Aug-15
 - 14-Sep-15
 - 12-Oct-15
 - 9-Nov-15
 - 14-Dec-15
- **Second to motion** – Dave Horney
- **Vote** – unanimous
- **Laurie Fromhart will post the above dates at the township hall**

IX. Communications

A. Report from Zoning Administrator – Carl Macomber

- A report was provided and is on record

B. Report on 7-Nov-14 Board of Trustees meeting – Dave Horney

- The minutes were sent out to Planning Commission members and are on record
- Carl Macomber will be resigning as of 1-Jan-15

X. Informational Items

- Dave Horney asked Laurie Fromhart for a list of the SLUs in the township

XI. Public Comment

- None

XII. Adjournment

- Next planning commission meeting is 12-Jan-15 at 7:00 P.M.
- **Motion to adjourn** – Dave Horney
- **Second to motion** – Cal Messing
- **Vote** – unanimous

Meeting adjourned at 8:29 P.M.

Treasurer's Report 01/08/2015

Banking

Bank reconciliations for all Township accounts for the month of December were completed and distributed to all board members. Copies of all bank statements were given to the Clerk. No deficiencies were noted.

Investments

I have moved the General Fund long term savings from Talmer West Bank to certificates of deposit at Bank of Ann Arbor. I purchased two CD's, a one year CD in the amount of \$106,799.88 at .40% interest and a 5 year jumbo CD in the amount of \$99,000.00 at .95% interest. The early withdraw penalty is three months of interest. Both CD's are cover by FDIC insurance and can be withdrawn with penalty at any time. These new investments are an improvement from our prior rate at Talmer West Bank of .20% interest.

Sewer

I have given each Board of Trustee member and our Assessor, Mary Rider a revised update to the sewer special assessment roll.

Tax Collection

To date I have collected \$753,947.99 of the total taxes levied of \$1,610,577.37. Taxes are due by February 17, 2015. I have started a new reporting procedure as recommended by the MTA. This includes the Clerk receiving a totals report for all tax payments received on any given day. These reports can be reconciled with the bank statement each month as a check and balance for the tax fund. This will further enhance transparency with all tax funds managed by the Township Treasurer.

Happy New Year!

Respectfully submitted,

Michelle McQueer

Bridgewater Township Treasurer



RIVER RAISIN WATERSHED COUNCIL

320 Springbrook Avenue ♦ Suite 102 ♦ Adrian, MI ♦ 49221 ♦ 517-264-4754
rwc@lenawee.mi.us ♦ www.riverraisin.org

December 18, 2014

To Whom It May Concern:

Enclosed you will find a 2015 dues notice to join the River Raisin Watershed Council, in addition to our fall newsletter and dues policy. The minutes from our executive committee meetings and semi-annual meetings have been emailed and are available on our website. We hope that you will join us in the upcoming year for exciting RRWC activities.

In 2014 we presented watershed science to several local school groups, public service organizations, municipality government boards and lake associations. We also produced a water-trails map on our website to help outdoor enthusiasts locate public parks and paddling routes. Our growing volunteer task-force collected over 7 tons of garbage from the river banks in our River Raisin Rescue cleanups, a program that will continue in 2015. Our volunteer task-force also helped out tremendously with the spring and fall Adopt-A-Stream program. We are looking forward to having a 2009-2014 Adopt-A-Stream report available in early 2015. This report will summarize our findings on macroinvertebrate, or "bug", collections from 20 sites throughout the watershed. We use these macroinvertebrates as indicators of water quality, as some are highly tolerant and others are very sensitive to pollution.

We would like to make it clear to all municipal members that a representative on the watershed council does not need to be a government board member. It is highly important that the representative cares about the River Raisin, can attend the semi-annual meetings, and has the ability to report back to their local government about watershed council activities.

We are looking forward to a remarkable year in the River Raisin Watershed in 2015. We hope that you will join us!

Sincerely,

Carley Kratz
Program Director

PARTNER ♦ PROTECT ♦ PRESERVE

Member Government Dues Policy

This policy is intended to clarify which entities are eligible members of the RRWC and how dues are apportioned¹ and will be updated after each census, at a minimum, every ten years.

COUNTIES

Parts of five counties make up the River Raisin Watershed. Counties with 15% or more of their area in the watershed are members. Lenawee, Monroe and Washtenaw counties have more than 15% of their area in the watershed and are automatic members. Hillsdale and Jackson counties have less than 15% of their area in the watershed, and are eligible members. This policy specifically recognizes Hillsdale and Jackson counties as members, upon payment of dues, as described below.

General Dues Concept

- A. Dues for each local unit of government are ten cents per person based on U.S. census data published every ten years for the population residing in the governmental unit’s land area within the River Raisin Watershed (certain minimums apply).

If a local unit of government (township, village or city) does not pay its dues, its county will cover its dues. The “Maximum Balance” in Table 1 would apply only if none of the local units of government in that county paid their dues.

Dues statements will be mailed by January 1, each year, for the following calendar year. Dues will be paid between January 1 and April 1. Counties will pay the minimum dues between January 1 and April 1 (Table 1). The RRWC will notify counties of any balance due (for unpaid population) by May 1. The county balance is due by August 1.

County	Acres in River Raisin Watershed	Approximate % of county area in RR Watershed	2010 Population in RR Watershed	Minimum Dues	Maximum Balance
Hillsdale	7,811	2%	1,898	\$200	\$389
Jackson	48,258	11%	11,114	\$500	\$1,611
Lenawee	384,639	80%	87,605	\$500	\$9,260
Monroe	89,755	21%	34,678	\$500	\$3,968
Washtenaw	132,406	29%	43,311	\$500	\$4,831
TOTAL	662,869		178,605		

Local Units of Government

Any township or village within the five counties that does not have 1,000 residents will pay a minimum of \$100.

¹ based on Part 311 of the Michigan Natural Resources and Environmental Protection Act (Public Act 451 of 1994) and Section II of the RRWC Bylaws



RIVER RAISIN WATERSHED COUNCIL

320 Springbrook Avenue ♦ Suite 102 ♦ Adrian, MI ♦ 49221 ♦ 517-264-4754

rrwc@lenawee.mi.us ♦ www.riverraisin.org

River Raisin Watershed.....Ours to Protect!!

2015 Membership Dues

Date: January 1, 2015

TO: BRIDGEWATER TOWNSHIP

DESCRIPTION	AMOUNT
<p>23424 acres in watershed with population of 1672 people @ 10¢/person = \$167.00 Minimum dues \$100 per local government, excluding counties, minimum \$500</p> <p>Municipal Membership Dues</p> <p>Membership Information: According to Act 451 of 1994, Part 311 of the Local River Management Act of the State of Michigan and the River Raisin Watershed Council Bylaws, the watershed council shall be composed of: 1) local units of government using the river for water supply or waste disposal; 2) counties having 15% or more of its area in the watershed; and 3) other local units of government within the watershed upon a finding by the RRWC that it warrants representation (the RRWC continues to find that all local units of government within the watershed are eligible for membership in the RRWC). Representatives shall be entitled to a vote upon receipt of annual dues. Annual dues may not be pro-rated or reduced. Governmental dues are based on the population within the River Raisin Watershed according to the U.S. Census data of 2010. The River Raisin Watershed Council is a 501(c)(3) non-profit.</p> <p>Representative Information: Municipal members are represented by an appointed representative. The representative is expected to act as a conduit between their municipality and the RRWC and inform the RRWC of any pertinent activities or items of interest. Representatives are eligible to be elected to the executive committee. Representatives should be ready and willing to serve on a committee, have a dedicated interest in improving the River Raisin Watershed and a commitment to helping the RRWC achieve its mission, increase capacity and grow as an organization. Experience or interest in planning, biology, public relations, legal, technology, organizational development, media, conservation, business, fundraising, leadership and education are encouraged.</p> <p>DUES PAYABLE BY: April 1, 2015</p>	<p>\$167.00</p>
<p>TOTAL</p>	<p>\$167.00</p>

PARTNER / PROTECT / PRESERVE

Bridgewater Township
Profit & Loss Budget vs. Actual
April 1, 2014 through January 8, 2015

	<u>Apr 1, '14 - Jan 8, 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>	adjustment	Revised Budget
Income					
4672 · Other Income	1,371	250	1,121		
4402 · Property tax - operation	26,179	68,000	-41,821		
4447 · Tax administration fee	16,666	25,000	-8,334		
4448 · Tax collection fees	3,475	3,500	-25		
4460 · Township permits	5,598	1,500	4,098		
4465 · Land division fees	175	400	-225		
4574 · Revenue sharing	106,102	125,263	-19,161		
4601 · Fire charge collection	1,935	2,100	-165		
4665 · Interest Income	330	400	-70		
4671 · Other Income - Fund Balances	25,000	30,000	-5,000	10,306	40,306 (*25000
4675 · Metro Auth.-restricted to roads	2,755	3,000	-245		transferred
4690 · Mineral Extraction License Fees	1,000	1,000	0		from
4700 · Election Reimbursement	96	0	96		savings
Total Income	<u>190,682</u>	<u>260,413</u>	<u>-69,731</u>		for rds)
Gross Profit	190,682	260,413	-69,731		
Expense					
5101000 · Township Board					
5101703 · Trustee salary	3,600	4,800	-1,200		
5101727 · Township supplies & expenses	369	600	-231		
5101770 · Conferences & Training	198	750	-552		
Total 5101000 · Township Board	<u>4,167</u>	<u>6,150</u>	<u>-1,983</u>		
5171000 · Supervisor					
5209000 · Assessor					
5209705 · Board of Review expenses	1,015	1,500	-485		
5209805 · Assessor	15,450	18,622	-3,172		
5209810 · Assessor Expense	1,334	3,075	-1,741		
Total 5209000 · Assessor	<u>17,799</u>	<u>23,197</u>	<u>-5,398</u>		
5171703 · Supervisor Salary	11,476	15,301	-3,825		

Bridgewater Township
Profit & Loss Budget vs. Actual
April 1, 2014 through January 8, 2015

	<u>Apr 1, '14 - Jan 8, 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>	adjustment	Revised Budget
5171727 · Supervisor Expense	32	500	-468		
Total 5171000 · Supervisor	29,307	38,998	-9,691		
5173000 · Other General Government					
5173715 · Social Security	3,872	5,400	-1,528		
5173801 · Attorney & Consulting Expenses	756	5,000	-4,244		
5173802 · Audit fees	3,700	3,500	200		
5173811 · Membership fees & dues	1,927	2,000	-73		
5173890 · Newsletter (non-recyc)	0	300	-300		
5173895 · Website Administrator	225	500	-275		
5173912 · Insurance & Bonds	5,344	5,500	-156		
5173955 · Miscellaneous	0	200	-200		
5174800 · Bank Fees	8	0	8		
Total 5173000 · Other General Government	15,832	22,400	-6,568		
5215700 · Clerk					
5191727 · Election expense	4,142	5,000	-858		
5174810 · Deputy Clerk	1,188	1,600	-412		
5173900 · Printing & publishing	399	1,000	-601		
5215703 · Clerk salary	11,922	15,896	-3,974		
5215727 · Clerk supplies & expense	2,533	3,200	-667		
Total 5215700 · Clerk	20,184	26,696	-6,512		
5253700 · Treasurer					
5253701 · Tax Collection Expense	1,213	3,000	-1,787		
5253703 · Treasurer salary	12,953	17,270	-4,317		
5253704 · Deputy Treasurer Wages	327	1,000	-673		
5253727 · Treasurer supplies & expenses	1,126	2,000	-874		
Total 5253700 · Treasurer	15,619	23,270	-7,651		
5265000 · Building & Grounds					
5265728 · Maintenance & Utilities	5,118	4,500	618		
5265925 · Cemetery care	47	200	-153		

Bridgewater Township
Profit & Loss Budget vs. Actual
April 1, 2014 through January 8, 2015

	<u>Apr 1, '14 - Jan 8, 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>	adjustment	Revised Budget
5265980 · Building improvement & equipmen	1,971	5,000	-3,029		
Total 5265000 · Building & Grounds	7,136	9,700	-2,564		
5301800 · Public Safety					
5301812 · CERT & Neighborhood Watch	0	1,000	-1,000		
5339727 · Fire protection billing expense	32,568	55,000	-22,432		
Total 5301800 · Public Safety	32,568	56,000	-23,432		
5400700 · Planning & zoning					
5400701 · Planning					
5400802 · Master Plan	3,833	3,000	833		
5400727 · Planning comm. wage & expense	2,232	4,000	-1,768		
5400801 · PC Attorney Fees	0	1,000	-1,000		
5400803 · Planning consultant - on-going	4,725	10,000	-5,275		
Total 5400701 · Planning	10,790	18,000	-7,210		
5410726 · Zoning					
5410704 · Land Division Processing Fees	1,050	1,200	-150		
5410727 · Zoning ad.wage & expense	5,570	7,500	-1,930		
5411727 · Zon Bd of Appeals Expense	0	350	-350		
Total 5410726 · Zoning	6,620	9,050	-2,430		
Total 5400700 · Planning & zoning	17,410	27,050	-9,640		
5440000 · Public works					
5440846 · Road Improvements	40,306	30,000	10,306	10,306	40,306
5440847 · Drains at large	5,672	12,000	-6,328		
5440852 · Street lighting	2,332	3,000	-668		
Total 5440000 · Public works	48,310	45,000	3,310		
5500000 · Contingencies	0	5,149	-5,149		
Total Expense	190,533	260,413	-69,880		

Bridgewater Township
Profit & Loss Budget vs. Actual
April 1, 2014 through January 8, 2015

	<u>Apr 1, '14 - Jan 8, 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>	adjustment	Revised Budget
Net Income	<u>149</u>	<u>0</u>	<u>149</u>		

Bridgewater Township
General Ledger
As of January 8, 2015

Type	Date	Num	Name	Split	Amount
Bill Pmt -Check	11/12/2014	autopay	Consumers Energy	2000 · Accounts Payable	-19.87
Check	12/10/2014	autopay	Detroit Edison Company - 67-069A	5440852 · Street lighting	-291.54
Check	12/12/2014	autopay	Consumers Energy	5265728 · Maintenance & Utilities	-57.24
Check	12/15/2014	autopay	Frontier	5265728 · Maintenance & Utilities	-89.60
Check	12/23/2014	online	Staples	5215727 · Clerk supplies & expense	-63.99
Check	12/26/2014	autopay	Detroit Edison Company	5265728 · Maintenance & Utilities	-45.96
Check	01/01/2015	autopay	Cardmember Service	2050 · Comerica - Clerk/Treasurer	-652.48
Check	01/02/2015	online	Paychex	Dec. 2014 payroll	-7,282.79
Check	01/02/2015	autopay	Paychex	5215727 · Clerk supplies & expense	-146.99
Check	01/08/2015	9123	21st Century Media - Michigan	5173900 · Printing & publishing	-36.50
Check	01/08/2015	9124	Donald N. Pennington	planning consultant services	-337.50
Check	01/08/2015	9125	Barb Eversole	5265728 · Maintenance & Utilities	-50.00
Check	01/08/2015	9126	Village of Clinton	5339727 · Fire protection billing expense	-5,000.00
Check	01/08/2015	9127	Washtenaw County Treasurer	5440847 · Drains at large	-5,672.37
Check	01/08/2015	9128	Washtenaw County Road Commission	5440846 · Road Improvements	-10,508.86
Check	01/08/2015	9129	Fromhart, Laurie A.	phone, internet & computer repair expense	-146.38
Check	01/08/2015	9130	Clayton or Mary Rider	assessing services	-1,845.16
Check	01/08/2015	9131	River Raisin Watershed Council	5173811 · Membership fees & dues	-167.00
					<u>-32,414.23</u>

Bridgewater Township Profit & Loss Budget vs. Actual April 1, 2014 through January 8, 2015

	<u>Apr 1, '14 - Jan 8, 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Income			
4672 · Other Income	1,371	250	1,121
4402 · Property tax - operation	26,179	68,000	-41,821
4447 · Tax administration fee	16,666	25,000	-8,334
4448 · Tax collection fees	3,475	3,500	-25
4460 · Township permits	5,598	1,500	4,098
4465 · Land division fees	175	400	-225
4574 · Revenue sharing	106,102	125,263	-19,161
4601 · Fire charge collection	1,935	2,100	-165
4665 · Interest Income	330	400	-70
4671 · Other Income - Fund Balances	25,000	30,000	-5,000
4675 · Metro Auth.-restricted to roads	2,755	3,000	-245
4690 · Mineral Extraction License Fees	1,000	1,000	0
4700 · Election Reimbursement	96	0	96
Total Income	<u>190,682</u>	<u>260,413</u>	<u>-69,731</u>
Gross Profit	190,682	260,413	-69,731
Expense			
5101000 · Township Board			
5101703 · Trustee salary	3,600	4,800	-1,200
5101727 · Township supplies & expenses	369	600	-231
5101770 · Conferences & Training	198	750	-552
Total 5101000 · Township Board	<u>4,167</u>	<u>6,150</u>	<u>-1,983</u>
5171000 · Supervisor			
5209000 · Assessor			
5209705 · Board of Review expenses	1,015	1,500	-485
5209805 · Assessor	15,450	18,622	-3,172
5209810 · Assessor Expense	1,334	3,075	-1,741
Total 5209000 · Assessor	<u>17,799</u>	<u>23,197</u>	<u>-5,398</u>
5171703 · Supervisor Salary	11,476	15,301	-3,825
5171727 · Supervisor Expense	32	500	-468
Total 5171000 · Supervisor	<u>29,307</u>	<u>38,998</u>	<u>-9,691</u>
5173000 · Other General Government			
5173715 · Social Security	3,872	5,400	-1,528
5173801 · Attorney & Consulting Expenses	756	5,000	-4,244
5173802 · Audit fees	3,700	3,500	200
5173811 · Membership fees & dues	1,927	2,000	-73
5173890 · Newsletter (non-recyc)	0	300	-300
5173895 · Website Administrator	225	500	-275
5173912 · Insurance & Bonds	5,344	5,500	-156

Bridgewater Township Profit & Loss Budget vs. Actual April 1, 2014 through January 8, 2015

	Apr 1, '14 - Jan 8, 15	Budget	\$ Over Budget
5173955 · Miscellaneous	0	200	-200
5174800 · Bank Fees	8	0	8
Total 5173000 · Other General Government	15,832	22,400	-6,568
5215700 · Clerk			
5191727 · Election expense	4,142	5,000	-858
5174810 · Deputy Clerk	1,188	1,600	-412
5173900 · Printing & publishing	399	1,000	-601
5215703 · Clerk salary	11,922	15,896	-3,974
5215727 · Clerk supplies & expense	2,533	3,200	-667
Total 5215700 · Clerk	20,184	26,696	-6,512
5253700 · Treasurer			
5253701 · Tax Collection Expense	1,213	3,000	-1,787
5253703 · Treasurer salary	12,953	17,270	-4,317
5253704 · Deputy Treasurer Wages	327	1,000	-673
5253727 · Treasurer supplies & expenses	1,126	2,000	-874
Total 5253700 · Treasurer	15,619	23,270	-7,651
5265000 · Building & Grounds			
5265728 · Maintenance & Utilities	5,118	4,500	618
5265925 · Cemetery care	47	200	-153
5265980 · Building improvement & equipmen	1,971	5,000	-3,029
Total 5265000 · Building & Grounds	7,136	9,700	-2,564
5301800 · Public Safety			
5301812 · CERT & Neighborhood Watch	0	1,000	-1,000
5339727 · Fire protection billing expense	32,568	55,000	-22,432
Total 5301800 · Public Safety	32,568	56,000	-23,432
5400700 · Planning & zoning			
5400701 · Planning			
5400802 · Master Plan	3,833	3,000	833
5400727 · Planning comm. wage & expense	2,232	4,000	-1,768
5400801 · PC Attorney Fees	0	1,000	-1,000
5400803 · Planning consultant - on-going	4,725	10,000	-5,275
Total 5400701 · Planning	10,790	18,000	-7,210
5410726 · Zoning			
5410704 · Land Division Processing Fees	1,050	1,200	-150
5410727 · Zoning ad.wage & expense	5,570	7,500	-1,930
5411727 · Zon Bd of Appeals Expense	0	350	-350
Total 5410726 · Zoning	6,620	9,050	-2,430

Bridgewater Township
Profit & Loss Budget vs. Actual
 April 1, 2014 through January 8, 2015

	<u>Apr 1, '14 - Jan 8, 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Total 5400700 · Planning & zoning	17,410	27,050	-9,640
5440000 · Public works			
5440846 · Road Improvements	40,306	30,000	10,306
5440847 · Drains at large	5,672	12,000	-6,328
5440852 · Street lighting	2,332	3,000	-668
Total 5440000 · Public works	<u>48,310</u>	<u>45,000</u>	<u>3,310</u>
5500000 · Contingencies	<u>0</u>	<u>5,149</u>	<u>-5,149</u>
Total Expense	<u>190,533</u>	<u>260,413</u>	<u>-69,880</u>
Net Income	<u><u>149</u></u>	<u><u>0</u></u>	<u><u>149</u></u>

Bridgewater Township Profit & Loss Budget vs. Actual April 1, 2014 through January 8, 2015

Income

- 4672 · Other Income
- 4402 · Property tax - operation
- 4447 · Tax administration fee
- 4448 · Tax collection fees
- 4460 · Township permits
- 4465 · Land division fees
- 4574 · Revenue sharing
- 4601 · Fire charge collection
- 4665 · Interest Income
- 4671 · Other Income - Fund Balances \$25,000 transferred from savings for rds
- 4675 · Metro Auth.-restricted to roads
- 4690 · Mineral Extraction License Fees
- 4700 · Election Reimbursement

Total Income

Gross Profit

Expense

- 5101000 · Township Board
 - 5101703 · Trustee salary
 - 5101727 · Township supplies & expenses
 - 5101770 · Conferences & Training

Total 5101000 · Township Board

- 5171000 · Supervisor
 - 5209000 · Assessor
 - 5209705 · Board of Review expenses
 - 5209805 · Assessor
 - 5209810 · Assessor Expense

Total 5209000 · Assessor

 - 5171703 · Supervisor Salary
 - 5171727 · Supervisor Expense

Total 5171000 · Supervisor

- 5173000 · Other General Government
 - 5173715 · Social Security
 - 5173801 · Attorney & Consulting Expenses
 - 5173802 · Audit fees
 - 5173811 · Membership fees & dues
 - 5173890 · Newsletter (non-recyc)
 - 5173895 · Website Administrator
 - 5173912 · Insurance & Bonds

Bridgewater Township
Profit & Loss Budget vs. Actual
April 1, 2014 through January 8, 2015

5173955 · Miscellaneous

5174800 · Bank Fees

Total 5173000 · Other General Government

5215700 · Clerk

5191727 · Election expense

5174810 · Deputy Clerk

5173900 · Printing & publishing

5215703 · Clerk salary

5215727 · Clerk supplies & expense

Total 5215700 · Clerk

5253700 · Treasurer

5253701 · Tax Collection Expense

5253703 · Treasurer salary

5253704 · Deputy Treasurer Wages

5253727 · Treasurer supplies & expenses

Total 5253700 · Treasurer

5265000 · Building & Grounds

5265728 · Maintenance & Utilities

5265925 · Cemetery care

5265980 · Building improvement & equipmen

Total 5265000 · Building & Grounds

5301800 · Public Safety

5301812 · CERT & Neighborhood Watch

5339727 · Fire protection billing expense

Total 5301800 · Public Safety

5400700 · Planning & zoning

5400701 · Planning

5400802 · Master Plan

5400727 · Planning comm. wage & expense

5400801 · PC Attorney Fees

5400803 · Planning consultant - on-going

Total 5400701 · Planning

5410726 · Zoning

5410704 · Land Division Processing Fees

5410727 · Zoning ad.wage & expense

5411727 · Zon Bd of Appeals Expense

Total 5410726 · Zoning

Bridgewater Township
Profit & Loss Budget vs. Actual
April 1, 2014 through January 8, 2015

Total 5400700 · Planning & zoning

5440000 · Public works

5440846 · Road Improvements

5440847 · Drains at large

5440852 · Street lighting

Total 5440000 · Public works

5500000 · Contingencies

Total Expense

Net Income

**Bridgewater Township Sewer Operation
 General Ledger
 As of January 8, 2015**

Type	Date	Num	Name	Split	Amount
Check	12/10/2014	autopay	Frontier	Phone Service	-38.61
Check	12/26/2014	autopay	DTE Energy	Electricity	-1,354.57
Check	01/08/2015	1092	MDEQ-NP1	NPDES Permit	-1,950.00
Check	01/08/2015	1093	MDEQ-BIO	Sludge Handling & Disposal	-440.00
Check	01/08/2015	1094	Faust Sand & Gravel, INC.	Grinder Pump repairs	-255.00
Check	01/08/2015	1095	Schultz Bottle Gas & Appliance	Diesel Fuel/Propane	-367.51
Check	01/08/2015	1096	Alexander Chemical Corporation	Chemicals	-619.00
Check	01/08/2015	1097	Chelsea Lumber Company	Building & Grounds Maintenance	-21.27
Check	01/08/2015	1098	Village of Manchester	Plant Operator	-2,600.00
					<u>-7,645.96</u>

Bridgewater Township Sewer Operation Profit & Loss Budget vs. Actual April 1, 2014 through January 8, 2015

	Bond - Sewer		
	Apr 1, '14 - Jan 8, 15	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Special Assessment Payoff	5,878.73	0.00	5,878.73
Interest Income Master Account			
Interest Income Checking	0.00	0.00	0.00
Total Interest Income Master Account	0.00	0.00	0.00
Connection Fees			
Tap Fee	0.00	0.00	0.00
Inspection Fee	0.00	0.00	0.00
Easement Fee	0.00	0.00	0.00
Grinder Pump Reimb + 10%	0.00	0.00	0.00
Total Connection Fees	0.00	0.00	0.00
Customer Finance Charge	0.00	0.00	0.00
Operation Maintenance Income	0.00	0.00	0.00
Special Assessment Revenue	19,582.17	54,574.00	-34,991.83
Total Income	25,460.90	54,574.00	-29,113.10
Gross Profit	25,460.90	54,574.00	-29,113.10
Expense			
New Equipment	0.00	0.00	0.00
Bank Service Charges	0.00	0.00	0.00
Legal & Professional			
Legal Fees	0.00	0.00	0.00
Audit	0.00	0.00	0.00
Engineer	0.00	0.00	0.00
Total Legal & Professional	0.00	0.00	0.00
Miscellaneous Expense	0.00	0.00	0.00
Insurance	0.00	0.00	0.00
Collection System			
Billing			
Billing Other	0.00	0.00	0.00
Billing Clerk	0.00	0.00	0.00
Office Supplies	0.00	0.00	0.00
Total Billing	0.00	0.00	0.00
Forcemains -Flushing & Disposal	0.00	0.00	0.00
Grinder Pump repairs	0.00	0.00	0.00
Total Collection System	0.00	0.00	0.00
Treatment Plant			

Bridgewater Township Sewer Operation Profit & Loss Budget vs. Actual April 1, 2014 through January 8, 2015

Bond - Sewer			
	Apr 1, '14 - Jan 8, 15	Budget	\$ Over Budget
Building & Grounds Maintenance	0.00	0.00	0.00
Chemicals	0.00	0.00	0.00
Diesel Fuel/Propane	0.00	0.00	0.00
Electricity	0.00	0.00	0.00
Equipment Repairs	0.00	0.00	0.00
Generator Maintenance Contract	0.00	0.00	0.00
NPDES Permit	0.00	0.00	0.00
Phone Service	0.00	0.00	0.00
Plant Operator	0.00	0.00	0.00
Sludge Handling & Disposal	0.00	0.00	0.00
Supplies	0.00	0.00	0.00
Total Treatment Plant	0.00	0.00	0.00
Total Expense	0.00	0.00	0.00
Net Ordinary Income	25,460.90	54,574.00	-29,113.10
Other Income/Expense			
Other Income			
Due from County/Del Tax SA Roll	4,644.64		
O/M Fund Transfer	57,755.00		
Debt Retirement Fund Transfer	96,717.33	2,263.00	94,454.33
Total Other Income	159,116.97	2,263.00	156,853.97
Other Expense			
Washtenaw Cty Debt Svc			
Principal	148,000.00	48,000.00	100,000.00
Interest	8,836.67	8,837.00	-0.33
Total Washtenaw Cty Debt Svc	156,836.67	56,837.00	99,999.67
Total Other Expense	156,836.67	56,837.00	99,999.67
Net Other Income	2,280.30	-54,574.00	56,854.30
Net Income	27,741.20	0.00	27,741.20

Bridgewater Township Sewer Operation Profit & Loss Budget vs. Actual

April 1, 2014 through January 8, 2015

	Operation - Sewer		
	Apr 1, '14 - Jan 8, 15	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Special Assessment Payoff	0.00	0.00	0.00
Interest Income Master Account			
Interest Income Checking	6.68	0.00	6.68
Total Interest Income Master Account	6.68	0.00	6.68
Connection Fees			
Tap Fee	11,845.00	23,000.00	-11,155.00
Inspection Fee	75.00	500.00	-425.00
Easement Fee	125.00	500.00	-375.00
Grinder Pump Reimb + 10%	4,094.60	4,000.00	94.60
Total Connection Fees	16,139.60	28,000.00	-11,860.40
Customer Finance Charge	2,318.72	2,500.00	-181.28
Operation Maintenance Income	91,114.00	111,600.00	-20,486.00
Special Assessment Revenue	0.00	0.00	0.00
Total Income	109,579.00	142,100.00	-32,521.00
Gross Profit	109,579.00	142,100.00	-32,521.00
Expense			
New Equipment	0.00	20,000.00	-20,000.00
Bank Service Charges	10.00	0.00	10.00
Legal & Professional			
Legal Fees	656.25	2,000.00	-1,343.75
Audit	1,500.00	1,500.00	0.00
Engineer	1,415.00	1,500.00	-85.00
Total Legal & Professional	3,571.25	5,000.00	-1,428.75
Miscellaneous Expense	0.00	25.00	-25.00
Insurance	1,168.00	1,200.00	-32.00
Collection System			
Billing			
Billing Other	0.00	100.00	-100.00
Billing Clerk	468.00	624.00	-156.00
Office Supplies	47.34	400.00	-352.66
Total Billing	515.34	1,124.00	-608.66
Forcemains -Flushing & Disposal	725.00	500.00	225.00
Grinder Pump repairs	7,319.64	10,000.00	-2,680.36
Total Collection System	8,559.98	11,624.00	-3,064.02
Treatment Plant			

Bridgewater Township Sewer Operation Profit & Loss Budget vs. Actual April 1, 2014 through January 8, 2015

	Operation - Sewer		
	Apr 1, '14 - Jan 8, 15	Budget	\$ Over Budget
Building & Grounds Maintenance	1,501.27	2,000.00	-498.73
Chemicals	3,237.25	4,000.00	-762.75
Diesel Fuel/Propane	367.51	1,000.00	-632.49
Electricity	10,182.30	15,000.00	-4,817.70
Equipment Repairs	7,746.78	5,000.00	2,746.78
Generator Maintenance Contract	1,148.46	1,000.00	148.46
NPDES Permit	1,950.00	2,000.00	-50.00
Phone Service	341.92	375.00	-33.08
Plant Operator	23,400.00	31,200.00	-7,800.00
Sludge Handling & Disposal	440.00	3,500.00	-3,060.00
Supplies	0.00	300.00	-300.00
Total Treatment Plant	50,315.49	65,375.00	-15,059.51
Total Expense	63,624.72	103,224.00	-39,599.28
Net Ordinary Income	45,954.28	38,876.00	7,078.28
Other Income/Expense			
Other Income			
Due from County/Del Tax SA Roll			
O/M Fund Transfer			
Debt Retirement Fund Transfer	0.00	0.00	0.00
Total Other Income	0.00	0.00	0.00
Other Expense			
Washtenaw Cty Debt Svc			
Principal	0.00	0.00	0.00
Interest	0.00	0.00	0.00
Total Washtenaw Cty Debt Svc	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00
Net Income	45,954.28	38,876.00	7,078.28

**Bridgewater Township Sewer Operation
Profit & Loss Budget vs. Actual
April 1, 2014 through January 8, 2015**

Ordinary Income/Expense

Income

Special Assessment Payoff
Interest Income Master Account
Interest Income Checking
Total Interest Income Master Account

Connection Fees

Tap Fee \$57,755 of \$69,600 transferred 8/28/14
Inspection Fee
Easement Fee
Grinder Pump Reimb + 10%

Total Connection Fees

Customer Finance Charge
Operation Maintenance Income
Special Assessment Revenue

Total Income

Gross Profit

Expense

New Equipment
Bank Service Charges
Legal & Professional
Legal Fees
Audit
Engineer
Total Legal & Professional

Miscellaneous Expense

Insurance
Collection System
Billing
Billing Other
Billing Clerk
Office Supplies
Total Billing

Forcemains -Flushing & Disposal
Grinder Pump repairs

Total Collection System

Treatment Plant

Bridgewater Township Sewer Operation
Profit & Loss Budget vs. Actual
April 1, 2014 through January 8, 2015

Building & Grounds Maintenance
Chemicals
Diesel Fuel/Propane
Electricity
Equipment Repairs
Generator Maintenance Contract
NPDES Permit
Phone Service
Plant Operator
Sludge Handling & Disposal
Supplies

Total Treatment Plant

Total Expense

Net Ordinary Income

Other Income/Expense

Other Income

Due from County/Del Tax SA Roll

O/M Fund Transfer

Debt Retirement Fund Transfer

Total Other Income

Other Expense

Washtenaw Cty Debt Svc

Principal

Interest

Total Washtenaw Cty Debt Svc

Total Other Expense

Net Other Income

Net Income

Bridgewater Township Balance Sheet

As of December 31, 2014

Dec 31, 14

ASSETS

Current Assets

Checking/Savings

1016 - Bank of Ann Arbor 5yr	99,000.00
1017 - Bank of Ann Arbor 1yr	106,799.88
1002 - General Checking-Key Bank	27,761.07
1010 - General Savings-Key Bank	132,414.45
1015 - Petty Cash	<u>50.00</u>
Total Checking/Savings	366,025.40

Other Current Assets

1050 - Current Year Tx Roll Receivable	
1090 - Due from County - Settlement	<u>-0.15</u>
Total 1050 - Current Year Tx Roll Receivable	-0.15

1081 - Due from Sewer Operations	<u>463.34</u>
----------------------------------	---------------

Total Other Current Assets	<u>463.19</u>
-----------------------------------	----------------------

Total Current Assets	366,488.59
-----------------------------	-------------------

Fixed Assets

1650 - Accumulated Depreciation	-79,024.09
1640 - Township Hall Improvements	54,079.30
1630 - Siding & Windows	17,049.00
1620 - Land	70,863.09
1610 - Equipment	28,244.21
1600 - Buildings	<u>98,329.35</u>

Total Fixed Assets	<u>189,540.86</u>
---------------------------	--------------------------

TOTAL ASSETS	<u><u>556,029.45</u></u>
---------------------	---------------------------------

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2217 - Escrow Deposits Payable	
2238 - Due to Holy Ascension Orthodox	3,500.00
2220 - Due to SMR-Elliott parcel	2,500.00
2233 - SMR Escrow-Crego/Peltcs propert	<u>5,000.00</u>
Total 2217 - Escrow Deposits Payable	<u>11,000.00</u>

Total Other Current Liabilities	<u>11,000.00</u>
--	-------------------------

Total Current Liabilities	<u>11,000.00</u>
----------------------------------	-------------------------

Bridgewater Township Balance Sheet

As of December 31, 2014

Dec 31, 14

Total Liabilities 11,000.00

Equity

3940 · Invested in Capital Assets, Net 189,541.60

3900 · Fund Balance 396,549.61

Net Income -41,061.76

Total Equity 545,029.45

TOTAL LIABILITIES & EQUITY 556,029.45

Bridgewater Township Sewer Operation Balance Sheet

As of December 31, 2014

Dec 31, 14

ASSETS

Current Assets

Checking/Savings

Key Sewer O/M Saving	60,006.68
Key Sewer Retirement Checking	10,396.99
Key-Sewer O/M	<u>7,107.46</u>

Total Checking/Savings 77,511.13

Accounts Receivable

Accounts receivable	<u>23,264.40</u>
---------------------	------------------

Total Accounts Receivable 23,264.40

Other Current Assets

Current Year Tx Roll Receivable

Due from County Del Tax/SA Roll	<u>3,240.22</u>
---------------------------------	-----------------

Total Current Year Tx Roll Receivable 3,240.22

Total Other Current Assets 3,240.22

Total Current Assets 104,015.75

Fixed Assets

Land	55,355.06
Equipment	22,950.25
Accessory Building	53,320.02
Sewer System Plant	1,966,444.05
Accumulated Depr - Equipment	-5,676.16
Accumulated Depr - Access Bldg	-5,805.93
Accumulated Depr - Sewer System	<u>-434,256.38</u>

Total Fixed Assets 1,652,330.91

Other Assets

Special Assessment Receivable	<u>282,068.21</u>
-------------------------------	-------------------

Total Other Assets 282,068.21

TOTAL ASSETS 2,038,414.87

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

Due to General Fund	<u>463.34</u>
---------------------	---------------

Total Other Current Liabilities 463.34

Total Current Liabilities 463.34

Bridgewater Township Sewer Operation Balance Sheet

As of December 31, 2014

Dec 31, 14

Long Term Liabilities	
2004 Bonds Wastewater Expansion	282,000.00
Total Long Term Liabilities	<u>282,000.00</u>
Total Liabilities	282,463.34
Equity	
Restricted for Debt Service	378,785.54
Invested in capital assets, net	1,222,330.91
Unrestricted Funds (QB RE acct)	53,841.00
Net Income	100,994.08
Total Equity	<u>1,755,951.53</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,038,414.87</u></u>



Donald N. Pennington *Land Use Planning And Consulting*

5427 Pine View Drive Ypsilanti, Michigan 48197

734/485-1445 Fax 734/485-0212

December 30, 2014

The Honorable Ron Smith, Supervisor
Bridgewater Township
10990 Clinton Road
Manchester, MI 48158

Subject: Proposal to Provide Zoning Administration Services.

Dear Supervisor and Township Board members:

Consistent zoning ordinance enforcement helps to preserve the character of the community, and to protect residents from incompatible land uses on neighboring land. It has been our pleasure over the past several years to assist the Township with these efforts through the recent Zoning Ordinance update, and our ongoing advisory role to the Planning Commission with regards to land development and special use applications.

With Carl Macomber's resignation, we are ready, if desired by the Board, to expand our services to include having Rodney Nanney serve as Zoning Administrator for the Township. With extensive experience in this area and a thorough knowledge of the Township's Zoning Ordinance, he would be able to be immediately effective in this additional role. At the invitation of the Supervisor, we have prepared a cost proposal and proposed scope of work, which is enclosed for your consideration.

Our proposal includes a specific list of duties and responsibilities that is intended to confirm our commitment to being an active and effective Zoning Administrator. Also included is a hybrid cost structure that combines a reduced flat-rate cost for most services with a per-application rate for each of the various types of administrative permits included in the current Zoning Ordinance. We have not included regular Township Hall office hours in our proposal, because the majority of initial contacts with the public today tend to come via telephone and email. However, if the Board would prefer regular office hours, our proposal can be adjusted accordingly.

Feel free to contact us with any questions about this information at (734) 483-2271.

Respectfully submitted,

Donald N. Pennington
Rodney C. Nanney, AICP
Land Use Planning Consultants

**AUTHORIZATION FOR ADDITIONAL SERVICES UNDER CURRENT
AGREEMENT FOR PROFESSIONAL PLANNING ADVISORY SERVICES**

To:

The Honorable Ron Smith, Supervisor
Bridgewater Township
10990 Clinton Rd.
Manchester, MI 48158

Project Name:

Zoning Administration Services

Consultant:

**Donald N. Pennington, Land Use Planners
Rodney C. Nanney, AICP**

Description of Services: Serve as Zoning Administrator, performing the duties listed on the attached "Duties and Responsibilities" sheet.	
Personnel: Rodney C. Nanney, AICP will be responsible for providing all zoning administrative services for the Township. The Consultant reserves the option to make future personnel changes under this authorization for additional services, subject to sixty (60) calendar days written notice to the Township and approval of the change by the Township Supervisor.	
Consultant to Furnish: The Consultant will provide an office, computer, Internet access, and transportation for Mr. Nanney, and a direct telephone number [(734) 483-2271], fax number [(734) 661-0509], and email address [Rodney@BuildingPlace.net] for the Township's use.	
Township to Furnish: The Township will provide Mr. Nanney with access to existing zoning administration files, including a key to the Township offices if necessary; and will transmit copies of certificate of zoning compliance applications to Mr. Nanney via email, fax or U.S. Mail in a timely manner. The Township will also provide Mr. Nanney with a list of all approved special use permits on record, including any conditions of approval and access to any associated site plans in the Township's records.	
Rate Schedule: Bridgewater Township agrees to pay the Consultant five hundred seventy-five dollars (\$575.00) per month, plus: <ul style="list-style-type: none"> • one hundred dollars (\$100.00) for each cell tower modification, cellular antenna collocation or agricultural wind energy conversion system (WECS) application for a certificate of zoning compliance that is submitted for administrative review and approval; and • fifty dollars (\$50.00) for any other certificate of zoning compliance or administrative site plan application submitted for review under the Zoning Ordinance. 	
General Conditions: The Consultant shall provide the above listed additional services under the existing Professional Planning Advisory Services Agreement with the Township. Rodney C. Nanney, AICP is not an employee of Bridgewater Township.	
Supplement to the Existing Agreement: This authorization for additional services and rate schedule is a supplement to the existing Professional Planning Advisory Services Agreement with the Township. Inspections of sites subject to final site plan approval by the Planning Commission and other professional services not specifically addressed by this authorization for additional services shall continue to be performed under the terms and hourly rate schedule of that Agreement.	
Cancellation: This agreement shall continue in effect until such time as there is a thirty (30) calendar days written notice of cancellation by the Township or by the Consultant. Upon delivery of a notice of cancellation, the Consultant shall promptly assemble and deliver to the Township all zoning administration records and documents or copies thereof to the Township before final release.	
AUTHORIZED BY:	
BRIDGEWATER TOWNSHIP, WASHTENAW COUNTY, MICHIGAN	CONSULTANT
_____	
The Honorable Ron Smith, Supervisor	Rodney C. Nanney, AICP

If you find the proposed scope and description of services acceptable, please sign and return one (1) executed copy for our files. We can begin work immediately upon authorization. Thank you.

Duties and Responsibilities
Rodney C. Nanney, Zoning Administrator

Mr. Rodney C. Nanney will serve as the Zoning Administrator for the Township, and will be responsible for the following duties in this office (adapted from Section 1.06E of the Zoning Ordinance):

1. Mr. Nanney will administer and enforce the Bridgewater Township Zoning Ordinance ("this Ordinance") precisely as written, and will not modify, vary or ignore the terms of this Ordinance.
2. Mr. Nanney will have the authority to receive applications for and issue certificates of zoning compliance in accordance with Section 1.07 of the Zoning Ordinance, and to inspect premises subject to an approved certificate to ensure compliance with this Ordinance.
3. Mr. Nanney will be available by telephone and email to assist applicants for certificates of zoning compliance with the completion of forms and questions about information requirements, and will be available upon request for meetings with applicants for certificates of zoning compliance on at least a biweekly basis by appointment.
4. Mr. Nanney will have the authority to initiate investigations into alleged violations of this Ordinance, investigate complaints of Ordinance violations, issue warnings and orders to conform, and make inspections of premises necessary to carry out the enforcement of this Ordinance.
 - a. If Mr. Nanney determines that any of the provisions of this Ordinance are being violated, he will promptly notify the property owner and/or person(s) responsible for such violations, indicating the nature of the violation and referencing the applicable Ordinance section(s); and providing clear direction as to any actions necessary to correct the violation, along with a reasonable time period for the corrective action to be completed.
 - b. Mr. Nanney may order the discontinuance of unlawful uses of land or structures, removal of unlawful structures or alterations or discontinuance of work performed in violation of this Ordinance; or may take other action(s) authorized by this Ordinance to ensure compliance with or prevent violation of Ordinance provisions.
 - c. If at the end of the time period compliance has not occurred, Mr. Nanney will notify the Township Supervisor of the complaint and actions taken, and will recommend a course of action to effect compliance with this Ordinance.
5. Mr. Nanney will keep a record of applications received, certificates issued, reports of inspections, and notices and orders issued.
6. Mr. Nanney will keep a copy of the Township's list of sites that have received special use permit approval; and will inspect such sites on an annual basis as needed to verify compliance with the approved special use permit and any conditions of approval.
7. For sites that have received minor site plan approval from the Planning Commission, Mr. Nanney will inspect the site following notice of completion of work associated with the approval to verify compliance with the approved minor site plan and any conditions of approval.
8. Mr. Nanney will maintain a direct telephone number, a valid driver's license, and the ability to travel regularly throughout the Township; and will attend seminars and continuing education classes as requested by the Board.
9. Mr. Nanney will create an updated certificate of zoning compliance application for posting on the Township's website in a fillable .PDF format.
10. Mr. Nanney will submit a monthly written report to the Township Supervisor and the Planning Commission Chair, in time for review by Board members during the regular monthly Township Board of Trustees meeting, which will include a summary of his actions as Zoning Administrator for the previous month.

BRIDGEWATER TOWNSHIP RESOLUTION 02-08-15
A RESOLUTION TO ADOPT REGULAR BOARD OF TRUSTEES
MEETING DATES

At a regular meeting of the Board of Trustees of Bridgewater Township, Michigan on January 8, 2015 at 7:00p.m., the following members were present:

Present:

Absent:

The following Resolution 01-08-15 offered by _____ seconded by _____ to adopt the meeting dates for the Bridgewater Township Board of Trustees being the first Thursday of each month except for holiday conflicts as follows:

2015-2016: April 2; May 7; June 4; July 9_(holiday conflict); August 6; Sept 3; Oct 1; Nov 5; Dec 3, Jan 7; Feb 4; Mar 3.

A vote on the foregoing Resolution was taken and was as follows: Yes: _____ No: _____ Absent: _____ Supervisor declared Resolution 01-08-15 for the support of the 2015-2016 Schedule of Bridgewater Township Board of Trustees Meeting Dates passed.

Certification:

I, the undersigned Clerk of the Township of Bridgewater, hereby certify that the foregoing resolution is a true and complete copy of a resolution adopted at a regular meeting of the Board of Trustees of the Township of Bridgewater, held on 01-08-15, the original of which is on file in my office, and that notice of such meeting was given, and the meeting was conducted, pursuant to and in compliance with Act No. 267, Michigan Public acts of 1976, as amended.

Laurie Fromhart,
Bridgewater Township Clerk

**BRIDGEWATER TOWNSHIP BOARD OF REVIEW
GUIDELINES FOR POVERTY/HARDSHIP
EXEMPTIONS RESOLUTION NUMBER 01-08-15A**

WHEREAS, the township board adopts guidelines for poverty exemptions as part of its duties;
and

WHEREAS, the Supervisor and the Board of Review decides that people who are unable to contribute to the public charges because of poverty are eligible for homestead tax exemption in whole or in part under Public Act 390 74 of 1995 (MCL 211.7(u)); and

WHEREAS, under PA 390 of 1995, Bridgewater Township in Washtenaw County adopts the attached guidelines for the Supervisor and the Board of Review to use;

NOW THEREFORE, WE RESOLVE that the Board of Review must follow the above-stated policy and federal guidelines when it decides to grant or deny an exemption unless the Board of Review finds substantial and compelling reasons to deviate from the policy and federal guidelines, and these reasons are communicated in writing to the applicant.

The above resolution offered by Trustee _____

and supported by Trustee _____

Upon roll-call vote, the following voted "Aye:"

The following voted "Nay:"

The Supervisor declared the motion passed and the resolution duly adopted.

Clerk's Certification

I, Laurie Fromhart, Bridgewater Township's duly elected Clerk, certify that the Bridgewater Township Board adopted the above resolution at its regular meeting on January 8, 2015 where a quorum was present by a roll-call vote of five members listed above and that this resolution was ordered to take effect immediately.

Laurie Fromhart, Bridgewater Township Clerk



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RICK SNYDER
GOVERNOR

R. KEVIN CLINTON
STATE TREASURER

**BULLETIN NO. 14 of 2014
CHANGES FOR 2015
October 13, 2014**

TO: Assessors
Equalization Directors

FROM: State Tax Commission (STC)

RE: **PROCEDURAL CHANGES FOR THE 2015 ASSESSMENT YEAR**

The purpose of this Bulletin to provide information on statutory changes or procedural changes for the 2015 assessment year.

A. Inflation Rate Used in the 2015 Capped Value Formula.

The inflation rate, expressed as a multiplier, to be used in the 2015 Capped Value formula is 1.016. The 2015 Capped Value Formula is as follows:

2015 CAPPED VALUE = (2014 TAXABLE VALUE - LOSSES) X 1.016 + ADDITIONS

The preceding formula does not include 1.05 because the inflation rate multiplier of 1.016 is lower than 1.05.

B. Federal Poverty Guidelines Used in the Determination of Poverty Exemptions for 2015.

MCL 211.7u, which deals with poverty exemptions, was significantly altered by PA 390 of 1994 and was further amended by PA 620 of 2002.

Local governing bodies are required to adopt guidelines that set income levels for their poverty exemption guidelines and those income levels **shall not be set lower** by a city or township than the federal poverty guidelines updated annually by the U.S. Department of Health and Human Services. This means, for example, that the income level for a household of 3 persons **shall not** be set lower than \$19,790 which is the amount shown on the following chart for a family of 3 persons. The income level for a family of 3 persons may be set higher than \$19,790. Following are the federal poverty guidelines for use in setting poverty exemption guidelines for 2015 assessments.

Size of Family Unit	Poverty Guidelines
1	\$ 11,670
2	\$ 15,730
3	\$ 19,790
4	\$ 23,850
5	\$ 27,910
6	\$ 31,970
7	\$ 36,030
8	\$ 40,090
For each additional person	\$4,060

Note: PA 390 of 1994 states that the poverty exemption guidelines established by the governing body of the local assessing unit shall also include an asset level test. An asset test means the amount of cash, fixed assets or other property that could be used, or converted to cash for use in the payment of property taxes. The asset test should calculate a maximum amount permitted and all other assets above that amount should be considered as available. Please see STC Bulletin 5 of 2012 for more information on poverty exemptions.

Note: P.A. 135 of 2012 changed the requirements for filing documentation in support of a poverty exemption to allow an affidavit (Treasury Form 4988) to be filed for all persons residing in the residence who were not required to file federal or state income tax returns in the current year or in the immediately preceding year. This does include the owner of the property who is filing for the exemption.

C. Multipliers for the Valuation of Free-Standing Communication Towers.

The State Tax Commission recommends that, subject to the qualifications stated below, communication towers should be valued for the 2015 assessment year using the table of **historical** (original cost when the tower was new) cost valuation multipliers set forth in the multiplier table below. These multipliers have been developed in a manner such that they account for the typical depreciation which is expected for a tower of the indicated age and also account for changes in the cost of the tower and erecting it that have occurred since the time the tower was constructed. On this basis, the multiplier table which is shown below is intended to predict the current true cash value of a tower of the vintage year in which the tower was constructed. An important component in determining the current value of a tower built in a given year is the change in the cost of materials, particularly changes in the cost of steel, between the time of construction and the current Tax Day. Since the table considers both depreciation and changes in construction costs, and since changes in construction cost have not always occurred at a constant rate, the multiplier table does not always evidence a decline in the rate by which the historical cost must be adjusted in order to determine current value. This effect is expected and can be better understood if one remembers that the multiplier table is not a depreciation table and the multipliers are applied to the historic cost of construction, not to the current replacement cost.

Communication towers are real property. When a communication tower is built on land owned by the owner of the tower, the tower is valued and assessed as a real property improvement to the land on which it is located. When a communication tower is built on leased land, the owner is required to report the original construction cost of the tower on Section N of its personal property statement, in the same way that it would report any other structure on leased land. Although the construction costs are reported on the personal property statement, a tower on leased land is not assessed on the personal property assessment roll. Instead, the assessor is required to establish a separate real property assessment for a tower located on leased land, using the procedures set forth in State Tax Commission Bulletin 8 of 2002 and State Tax Commission Bulletin 1 of 2003.

Please note: Sometimes communication towers are located on land that is exempt because the land is owned by an exempt entity such as a municipality or is otherwise exempt. When this occurs, the tower must be assessed to the tower owner on the real property roll as a structure on leased land. **IN ADDITION**, the assessor must also consider whether the land should also be assessed to the tower owner as provided by MCL 211.181.

There may be situations where the value of a particular freestanding communication tower is more or less than the figure developed by using this table. This could be due to unusual depreciation (physical deterioration and/or obsolescence) or an unusual enhancement in value caused by supply and demand factors in a particular area.

The State Tax Commission has developed STC Form 3594 for reporting the costs of freestanding communication towers. This form was developed for the specific purpose of gathering construction cost information for communication towers. The assessor may use this form to gather detailed information regarding the construction costs of communication towers. This cost information can then be used as a basis for valuation by multiplying the historic cost by the appropriate multiplier from the table located below.

Please note the following:

- The preferred method for valuing freestanding communication towers is using original cost new multiplied by the appropriate multiplier from the following table.
- In some cases historical/original cost may be unobtainable. Those cases may require using the Assessor's Manual cost new multiplied by the Assessor's Manual depreciation table multiplier.
- Do not apply the Assessor's Manual depreciation table multipliers to the historical/original cost of a tower.
- Do not apply the communication tower multipliers from the following table to the Manual cost new of a tower.

State Tax Commission Form 3594 is a real property statement and, as such, the taxpayer is not required to complete and submit the form to the assessor unless the taxpayer is specifically asked to do so. If a communication tower is located on leased land, the owner should already be reporting its original acquisition costs on Section N of the personal property statement (STC Form L-4175). If so, the assessor would only need to send STC Form 3594 if more detailed information regarding costs is needed. The assessor IS NOT REQUIRED TO SEND STC Form 3594 to tower owners each year. The following table applies to both guyed and self-supporting communication towers.

HISTORICAL (ORIGINAL) COST VALUATION MULTIPLIERS FOR USE IN 2015 ASSESSMENTS OF FREESTANDING COMMUNICATIONS TOWERS

YEAR OF CONSTRUCTION	MULTIPLIER	YEAR OF CONSTRUCTION	MULTIPLIER
2014	0.97	1994	0.95
2013	0.96	1993	0.96
2012	0.95	1992	0.95
2011	0.95	1991	0.93
2010	0.90	1990	0.91
2009	0.88	1989	0.90
2008	0.90	1988	0.92
2007	0.91	1987	0.90
2006	0.93	1986	0.88
2005	0.97	1985	0.86
2004	1.02	1984	0.85
2003	1.01	1983	0.85
2002	1.00	1982	0.86
2001	0.98	1981	0.87
2000	0.98	1980	0.96
1999	0.97	1979	1.06
1998	0.98	1978	1.13
1997	0.97	1977	1.20
1996	0.96	1976	1.30
1995	0.95	1975 and prior	1.42

D. Property Classification

The State Tax Commission reminds assessors that classification is to be determined annually and is based upon the use of the property and not highest and best use of the property. The Commission is aware that some assessors are still classifying property according to highest and best use and/or are not classifying property on an annual basis. The Commission asks that all assessors take the necessary steps to ensure that all real and personal property is properly classified according to MCL 211.34c.

E. Sales Studies

Equalization study dates are as follows:

Two Year Study: October 1, two years prior through September 30, current year

Single Year Study: October 1, preceding year through September 30, current year

For 2014 studies for 2015 equalization the dates are as follows:

Two Year Study: October 1, 2012 through September 30, 2014

Single Year Study: October 1, 2013 through September 30, 2014

Note that the time period revisions apply to all equalization studies, that is: sales ratio studies, land value studies and economic condition factor studies for appraisals. Also note that the revised time period for two year studies applies to all real property classifications.

F. Changes to Personal Property Tax

The State Tax Commission issued Bulletin 11 of 2013 and 12 of 2013 dealing with the personal property tax changes that were effective for the 2014 year. The eligible small business taxpayer exemption remains in effect for 2015. Assessors are encouraged to review Bulletin 11 of 2013 and ensure they are familiar with the due dates for mailing personal property statements and for receipt of the small business taxpayer exemption affidavit (form 5076).

Additional changes regarding personal property go into effect in 2016. The State Tax Commission will release Bulletins during 2015 regarding these additional changes. Assessors are reminded of the reporting requirements associated with the personal property tax changes. Specifically, by June 1, 2015 Assessors are required to transmit to the Department of Treasury a copy of the 2015 personal property statement which identifies eligible manufacturing personal property or the information on the statement see MCL 211.19(9).

Additionally, by June 15, 2015 Each municipality that is a tax increment finance authority shall calculate and report to the Department of Treasury the municipality's tax increment small taxpayer loss for the current year, see MCL 123.1356a.

G. Disabled Veterans Exemption

Assessors and Board of Review are asked to review in detail the STC issues Frequently Asked Questions regarding the Disabled Veterans Exemption and to review Bulletin 22 of 2013 regarding eligibility for the exemption.