

BRIDGEWATER TOWNSHIP BOARD OF TRUSTEES MEETING
THURSDAY, JUNE 2, 2022, 7:00 P.M.
BRIDGEWATER TOWNSHIP HALL
10990 CLINTON RD, MANCHESTER, MI 48158

AGENDA

- I. CALL TO ORDER / ESTABLISH QUORUM / PLEDGE ALLEGIANCE
- II. CITIZEN PARTICIPATION
- III. APPROVAL OF BOARD MEETING MINUTES – MAY 5, 2022
- IV. REVIEW AND APPROVE AGENDA
- V. UNFINISHED BUSINESS
 - A. Arkona Road Culvert Agreement
- VI. NEW BUSINESS
 - A. Approval of Claims Listing for May1, 2022 through May 31, 2022
 - B. Auditor’s Engagement Letter
 - C. WWTP Driveway Improvement Proposal
 - D. Sewer Connection Tap Fees Resolution
 - E. WWCA Office Manager Wage Increase Request
 - F. Township Website Discussion
- VII. REPORTS & CORRESPONDANCE
 - A. Public Safety Report – Written report from Sheriff’s Department
 - B. Zoning Administrator’s Report – Written report from Rodney Nanney
 - C. Supervisor’s Report
 - D. Assessor’s Report
 - E. Clerk’s Report
 - F. Treasurer’s Report
 - G. Trustees’ Report
 - H. Broadband Task Force Report
 - I. Planning Commission Report
 - J. Farmland Preservation Board Report
- VIII. CITIZEN PARTICIPATION
- IX. ADJOURNMENT

Bridgewater Township Board of Trustees Minutes

I. CALL TO ORDER

5-May-22 meeting called to order by Supervisor Fromhart at 7:06 p.m. followed by the Pledge of Allegiance at Bridgewater Township Hall, 10990 Clinton Road, Manchester, MI.

Present: Trustee Faust; Trustee Fromhart; Trustee Ahrens Trustee McQueer; Trustee Oliver.

Absent: N/A

Citizen attendance: 5

II. CITIZEN PARTICIPATION

- A citizen stated they like the new LED lights in the Hamlet.

III. APPROVAL OF MINUTES

- Motion to approve the 7-Apr-22 meeting minutes as amended – Ms. Fromhart; support – Mr. Faust; vote – unanimous

IV. REVIEW AND APPROVE AGENDA

- Motion to approve the agenda as amending by adding items H & I – Ms. Fromhart; support – Ms. Ahrens; vote – unanimous.

V. NEW BUSINESS

A. Approval of Claims Listing

- Motion to approve disbursements of \$64,993.79 for general operations and \$11,893.76, for sewer operations; total expenditure of \$76,887.55 for the month of April – Mr. Faust; support – Mr. Oliver; vote – unanimous.

B. Operation and Maintenance Sewer Billing Procedures

- A discussion was had again about a sewer customer complaining about the way sewer billing was processed. Several Trustees stated that this issue was resolved at our March meeting. Supervisor continued to insist we should change billing process. Clerk resigned her position as sewer billing clerk due to the continued lack of support from the Supervisor.

C. WCRC Draft Agreements

- Motion to approve the 2022 WCRC agreement for \$26,008.28. – Ms. Fromhart; support – Mr. Oliver. vote – unanimous
- Work to include placement of two (2) solid applications of contract brine on all certified local gravel/limestone roads within the township, including an additional third pass on Kies Road between Austin Road and Clinton Road and on Allen Road between Hogan Road and Clinton Road. Estimated 171,440 gallons @ \$0.199 per gallon.
- Work for Hogan Road, old gravel pit entrance 0.6 miles north of Allen Road to Logan Road: Work to include roadside berm removal, ditching, tree cutting, and associated project restoration.

D. Lutton Tree Service Quote

- Motion to approve the Lutton Tree Services quote agreement for \$520.00. – Ms. McQueer; support – Mr. Oliver. vote – unanimous

E. John Schaible Masonry Proposal

- Motion to approve the John Scaible Masonry proposal for \$7,250.00. – Ms. McQueer; support – Mr. Faust. vote – unanimous

Bridgewater Township Board of Trustees Minutes

F. WWTP Pump Quotes and References

- Motion to approve Jett Pumps and Valve quote for \$39,692.82. – Ms. McQueer; support – Ms. Fromhart. vote – unanimous

G. Color Copier Proposals

- Continue discussion next month.

H. Arkona Rd culvert quote

- Board just received the quote at meeting, all agreed to postpone until the June meeting.

I. Glasco UV bulbs bid.

- Motion to approve the Glasco UV bulbs bid for \$1,845.00. – Ms. McQueer; support – Mr. Oliver. vote – unanimous

J. Planning and Zoning Services Discussion

- Motion to continue Rodney Nanney/Don Pennington's contract for Zoning Ordinance enforcement and Planning Consultant services. – Ms. McQueer; support – Mr. Oliver. vote – 4-Yes 1-No.

VI. REPORTS AND CORRESPONDENCE

A. Public Safety Report

- A written report from the sheriff is included in the board packet.

B. Supervisor's Report

- See board packet.

C. Assessor's Report

- No report was received from the assessor.

D. Clerk's Report

- Working on new ID cards.

E. Treasurer's Report

- No report

F. Trustees' Report

- Trustee Faust
 - Notice needed for sewer customers to clean up debris around sewer equipment.
- Trustee Oliver
 - WWBA meeting, discussion was had about salary increases.

G. Zoning Administrator's Report

- A written report from Mr. Nanney is included in the board packet.

H. Broadband Task Force Report

- There was no meeting in April.

I. Planning Commission

- See board packet.

J. Farmland Preservation Board Report

- See board packet.

VII. CITIZEN PARTICIPATION

- Multiple citizens made comments about a potential shared driveways ordinance review.

VIII. ADJOURNMENT

- Ms. Fromhart adjourned the meeting at 9:45 p.m.

Bridgewater Township Board of Trustees Minutes

I. CALL TO ORDER

7-Apr-22 meeting called to order by Supervisor Fromhart at 7:06 p.m. followed by the Pledge of Allegiance at Bridgewater Township Hall, 10990 Clinton Road, Manchester, MI.

Present: Trustee Faust; Trustee Fromhart; Trustee Ahrens Trustee McQueer

Absent: Trustee Oliver

Citizen attendance: 1

II. CITIZEN PARTICIPATION

- Citizen made comments about our shared drive ordinance.

III. APPROVAL OF MINUTES

- Motion to approve the 3-Mar-22 meeting minutes as amended – Ms. Fromhart; support – Mr. Faust vote-unanimous.

IV. REVIEW AND APPROVE AGENDA

- Motion to approve the agenda as amended adding item I- Sewer extension- outside of district discussion. – Ms. Fromhart; support – Ms. McQueer. vote unanimous.

V. NEW BUSINESS

A. Approval of Claims Listing

- Motion to approve disbursements of \$15,433.70 for general operations and \$9,386.13 for sewer operations; total expenditure of \$24,819.83 for the month of March – Ms. Fromhart; support – Mr. Faust. - vote unanimous.

B. Shared Driveway Zoning Ordinance Appeal – Linda Underwood

- Discussion regarding the need to update our current zoning ordinance regarding shared driveways, including the reasoning for changing the ordinance in 2013 due to multiple complaints from residents regarding disputes about shared driveways.
- Motion to ask the Planning Commission to review sections 3.206 & 3.207 of the zoning ordinance with the objective *of permitting* shared driveways. – Ms. McQueer; support – Ms. Fromhart. vote unanimous.

C. Jon Way 2022 Mowing Bid

- Motion to accept the Jon Way 2022 Mowing Bid – Ms. Fromhart: support – Mr. Faust. vote unanimous.

D. Cleaning Service Proposal

- Motion to accept the cleaning bid as amended to add monthly basic cleaning and quarterly deep cleaning – Ms. Fromhart: support – Ms. Ahrens. vote unanimous.

E. Revised Application for Sewer Connection

- Motion to accept the revised sewer connection application as presented. – Ms. McQueer: support – Ms. Ahrens. vote unanimous.

Bridgewater Township Board of Trustees Minutes

F. Color Copier

- Supervisor presented a bid for a new copier for the hall. Will discuss more at the next meeting when other bids have been received.

G. Local Road Projects Discussion

- Motion to accept the 2022 Dust Control bid and use the 2021 drain funds towards Hogan Rd as indicated in the draft agreement – Ms. Fromhart: support – Ms. McQueer.
vote unanimous.

H New Human Services Partnership Request

- Motion to NOT invest in the new Human Services Partnership. – Ms. Fromhart: support – Mr. Faust.
vote unanimous.

H. 20 Sewer Extension- outside of district discussion.

- Motion to NOT consider any new sewer connections outside of the Township currently. – Ms. Fromhart: support – Ms. McQueer.
vote unanimous.

VI. REPORTS AND CORRESPONDENCE

A. Public Safety Report

- A written report from the sheriff is included in the board packet

B. Supervisor's Report

- See board packet.

C. Assessor's Report

- No report.

D. Clerk's Report

- Clean up day will be October 22, 202.
- Due to new State redistricting Clerk will need to mail out new voter ID cards to all voters.

E. Treasurer's Report

- No report.

F. Trustees' Report

- Trustee Faust
 - None
- Trustee Oliver
 - None

G. Zoning Administrator's Report

- A written report from Mr. Nanney is included in the board packet.

H. Broadband Task Force Report

- No meeting in March.

Bridgewater Township Board of Trustees Minutes

I. Planning Commission

- See minutes.

J. Farmland Preservation Board Report

- No meeting in March

VII. CITIZEN PARTICIPATION

- None

VIII. ADJOURNMENT

- Ms. Fromhart adjourned the meeting at 10:16 p.m.

APPROVED

BRIDGEWATER TOWNSHIP AGREEMENT for Arkona Road Culvert

THIS AGREEMENT made and entered into this ___ day of _____, 2022, by and between the Bridgewater Township Board of Trustees (Bridgewater Township), Washtenaw County and the Board of Washtenaw County Road Commissioners (WCRC).

WHEREAS, Bridgewater Township desires WCRC to replace the Arkona Road culvert crossing the Saline and Bridgewater Drain located in Sections 25 and 36 of Bridgewater Township (the Project); and

WHEREAS, WCRC has obtained a permit for the Project from the Washtenaw County Water Resources Commissioner which was issued on May 3, 2022 with an expiration date of May 3, 2023; and

WHEREAS, the proper authority is provided to the parties of the agreement under the provisions in Act 51 of Public Acts of 1951, as amended.

IT IS NOW THEREFORE AGREED, WCRC will complete the Project as specified herein in accordance with its standards; and

IT IS FURTHER AGREED that all Project costs including construction and construction engineering will be split equally between Bridgewater Township and WCRC; and

IT IS FURTHER AGREED, WCRC will submit an invoice to Bridgewater Township for its share of the actual Project costs after the Project has been completed. Bridgewater Township agrees to remit payment within 30 days from receipt of the invoice. The invoice shall provide supporting detail and information, which reasonably identifies the actual Project costs incurred by WCRC.



AGREEMENT SUMMARY

Arkona Road Culvert

Construction Cost Estimate and CE Costs * = \$45,000

Estimated Project Cost Summary

Total Estimated Project Cost = \$45,000

Less WCRC Share of Project (50%) = (\$22,500)

**Estimated Amount to be Paid by Bridgewater Township under
this Agreement: = \$22,500**

*The actual cost will be based on the final accounting by the Road Commission.

FOR BRIDGEWATER TOWNSHIP:

Laurie Fromhart, Supervisor

Michelle McQueer, Clerk

FOR WASHTENAW COUNTY ROAD COMMISSION:

Barbara R. Fuller, Chair

Sheryl S. Siddall, Managing Director

RE: Arkona Road over the Saline & Bridgewater Drain - Emergency Closure Due to Culvert Failure

From: MacDonell, Matt (macdonellm@wcroads.org)
To: bridgewaterwpsupervisor@yahoo.com
Cc: siddalls@wcroads.org; lapea@wcroads.org; harrisk@wcroads.org
Date: Thursday, May 26, 2022, 07:14 AM EDT

Laurie –

I have Cc our Operations Department folks that developed the estimate for a response your inquiries in the e-mail below. If the Township were to choose to replace the culvert under WCRC permit, the MDOT pre-qualification ensures the contractor has experience doing the work.

Thanks,

Matt

Matthew F. MacDonell, P.E.

County Highway Engineer & Director of Engineering



Washtenaw County Road Commission
555 N. Zeeb Road, Ann Arbor, Michigan

Direct: (734) 327-6688 | Main: (734) 761-1500

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From: Laurie Fromhart <bridgewaterwpsupervisor@yahoo.com>
Sent: Wednesday, May 25, 2022 5:56 PM
To: MacDonell, Matt <macdonellm@wcroads.org>
Subject: RE: Arkona Road over the Saline & Bridgewater Drain - Emergency Closure Due to Culvert Failure

On Thu, May 19, 2022 at 9:12 AM, Harmon, Jim

<harmonj@wcroads.org> wrote:

Good morning Laurie,

We currently have \$26,734.72 of local road matching funds availed to Bridgewater Township, unmatched. Would you like to carry these funds over to 2023 to apply toward the local road dust control program and limestone resurfacing on Hogan Road and/or gravel on Hack Road? Our matching fund programming deadline is next Friday, May 27.

Jim

James D. Harmon, P.E.

Director of Operations



Washtenaw County Road Commission

555 N. Zeeb Road, Ann Arbor, Michigan

Direct: (734) 327-6653 | Main: (734) 761-1500

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From: Harmon, Jim <harmonj@wcroads.org>

Sent: Sunday, May 15, 2022 3:48 PM

To: Laurie Fromhart <bridgewaterwpsupervisor@yahoo.com>

Subject: Re: 2022 Bridgewater Township Agreement

RE: 2022 Bridgewater Township Agreement

From: Harmon, Jim (harmonj@wcroads.org)
To: bridgewaterwpsupervisor@yahoo.com
Date: Thursday, May 19, 2022, 09:21 AM EDT

Thank you for your confirmation.

James D. Harmon, P.E.

Director of Operations



Washtenaw County Road Commission
555 N. Zeeb Road, Ann Arbor, Michigan

Direct: (734) 327-6653 | Main: (734) 761-1500

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From: Laurie Fromhart <bridgewaterwpsupervisor@yahoo.com>
Sent: Thursday, May 19, 2022 9:19 AM
To: Harmon, Jim <harmonj@wcroads.org>
Subject: RE: 2022 Bridgewater Township Agreement

Jim,

Yes we would like to carry over our remaining matching funds to 2023.

Laurie

[Sent from Yahoo Mail on Android](#)

Bridgewater Township General Fund
Monthly Expenses
 May 2022

Type	Date	Split	Amount
May 22			
Bill	05/31/2022	Beckett & Raeder	-SPLIT- 1,220.00
Bill	05/31/2022	Cardmember Service	-SPLIT- 147.33
Bill	05/31/2022	Clayton and Mary Rider Assessing Service	-SPLIT- 1,991.67
Bill	05/31/2022	Consumers Energy	5265728 · Maintenance & Utilities 48.92
Bill	05/31/2022	Detroit Edison Company - Hall	5265728 · Maintenance & Utilities 45.22
Bill	05/31/2022	Detroit Edison Company - Street Lights	5440852 · Street lighting 365.79
Bill	05/31/2022	Donald N. Pennington	-SPLIT- 1,812.56
Bill	05/31/2022	Frontier	5265728 · Maintenance & Utilities 110.06
Bill	05/31/2022	Iron Free & SoftWater Systems	5265728 · Maintenance & Utilities 189.46
Bill	05/31/2022	Jon Way	-SPLIT- 625.00
Bill	05/31/2022	Manchester Mirror	5173900 · Printing & publishing 265.14
Bill	05/31/2022	MML Worker Compensation Fund	5173912 · Insurance & Bonds 138.00
Bill	05/31/2022	Paychex - fees	5215727 · Clerk supplies & expense 187.65
Bill	05/31/2022	Paychex - payroll	-SPLIT- 5,942.54
May 22			<u>13,089.34</u>

May 29, 2022
 Accrual Basis

Bridgewater Township Profit & Loss Budget vs. Actual April 2022 through March 2023

	Apr '22 - Mar 23	Budget	\$ Over Budget
Income			
Clean-up Day Grant	0	2,500	-2,500
Clean Up Donation	0	150	-150
4402 · Property tax - operation	15	90,500	-90,485
4405 · Property tax - fire millage	0	50,800	-50,800
4447 · Tax administration fee	0	35,500	-35,500
4448 · Tax collection fees	0	3,600	-3,600
4460 · Township permits	1,000	500	500
4465 · Land division fees	0	600	-600
4574 · Revenue sharing	0	154,959	-154,959
4665 · Interest Income	7	300	-293
4672 · Other Income	0	100	-100
4675 · Metro Auth.-restricted to roads	0	3,800	-3,800
4700 · Election Reimbursement	0	800	-800
Total Income	1,023	344,109	-343,086
Gross Profit	1,023	344,109	-343,086
Expense			
5101000 · Township Board			
5101703 · Trustee salary	832	4,994	-4,162
5101727 · Township supplies & expenses	0	500	-500
5101770 · Conferences & Training	0	500	-500
Total 5101000 · Township Board	832	5,994	-5,162
5171000 · Supervisor			
5171703 · Supervisor Salary	3,112	18,674	-15,562
5171727 · Supervisor Expense	0	1,000	-1,000
5209000 · Assessor			
5209705 · Board of Review expenses	139	1,300	-1,161
5209805 · Assessor Wages	3,783	22,800	-19,017
5209810 · Assessor Expense	0	2,500	-2,500
Total 5209000 · Assessor	3,923	26,600	-22,677
Total 5171000 · Supervisor	7,035	46,274	-39,239
5173000 · Other General Government			
5173715 · Social Security	862	5,000	-4,138
5173801 · Attorney & Consulting Expenses	0	1,500	-1,500
5173802 · Audit fees	0	6,000	-6,000
5173811 · Membership fees & dues	0	2,300	-2,300
5173895 · Website Administrator	500	500	0
5173912 · Insurance & Bonds	-816	7,000	-7,816
5173955 · Miscellaneous	-24		
5173000 · Other General Government - Other	-15	0	-15
Total 5173000 · Other General Government	507	22,300	-21,793
5215700 · Clerk			
5173900 · Printing & publishing	265	500	-235
5174810 · Deputy Clerk	225	1,600	-1,375
5191727 · Election expense	0	5,000	-5,000
5215703 · Clerk salary	3,233	19,400	-16,167
5215727 · Clerk supplies & expense	473	3,200	-2,728
Total 5215700 · Clerk	4,196	29,700	-25,504
5253700 · Treasurer			
5253701 · Tax Collection Expense	79	2,500	-2,421
5253703 · Treasurer salary	3,513	21,075	-17,563
5253704 · Deputy Treasurer Wages	0	1,600	-1,600
5253727 · Treasurer supplies & expenses	78	2,000	-1,922
Total 5253700 · Treasurer	3,670	27,175	-23,505

May 29, 2022
 Accrual Basis

Bridgewater Township Profit & Loss Budget vs. Actual April 2022 through March 2023

	Apr '22 - Mar 23	Budget	\$ Over Budget
5265000 · Building & Grounds			
5265728 · Maintenance & Utilities	1,345	7,500	-6,155
5265925 · Cemetery care	150	2,700	-2,550
5265980 · Building improvement & equipmen	0	5,000	-5,000
Total 5265000 · Building & Grounds	1,495	15,200	-13,705
5301800 · Public Safety			
5339727 · Fire protection billing expense	7,166	75,000	-67,834
Total 5301800 · Public Safety	7,166	75,000	-67,834
5400700 · Planning & zoning			
5400701 · Planning			
5400727 · Planning comm. wage & expense	150	5,500	-5,350
5400803 · Planning consultant - on-going	1,681	7,000	-5,319
5411810 · Conferences & Training	0	1,000	-1,000
Total 5400701 · Planning	1,831	13,500	-11,669
5410726 · Zoning			
5410704 · Land Division Processing Fees	200	1,500	-1,300
5410727 · Zoning ad.wage & expense	1,240	7,500	-6,260
5411727 · Zon Bd of Appeals Expense	0	500	-500
Total 5410726 · Zoning	1,440	9,500	-8,060
Total 5400700 · Planning & zoning	3,271	23,000	-19,729
5440000 · Public works			
5440846 · Road Improvements	0	47,000	-47,000
5440847 · Drains at large	39,781	40,000	-219
5440849 · Clean-up Day	0	3,000	-3,000
5440852 · Street lighting	5,335	8,966	-3,631
Total 5440000 · Public works	45,116	98,966	-53,850
5500000 · Contingencies	0	500	-500
Total Expense	73,288	344,109	-270,821
Net Income	-72,265	0	-72,265

Bridgewater Township General Fund
Balance Sheet
As of May 31, 2022

May 29, 2022
Accrual Basis

	May 31, 22
ASSETS	
Current Assets	
Checking/Savings	
1002 · General Checking-Key Bank	103,670.25
1010 · General Savings-Key Bank	174,406.86
1016 · Bank of Ann Arbor 5yr	106,418.05
1017 · Old National 5 yr	118,737.71
Total Checking/Savings	503,232.87
Accounts Receivable	
1200 · Accounts Receivable	48,074.00
Total Accounts Receivable	48,074.00
Other Current Assets	
1081 · Due from Sewer Operations	525.68
1085 · Due From Tax Fund	2,210.00
1201 · Accounts Receivable 2	1,590.00
Total Other Current Assets	4,325.68
Total Current Assets	555,632.55
Fixed Assets	
1600 · Buildings	98,329.35
1610 · Equipment	28,244.21
1620 · Land	70,863.09
1630 · Siding & Windows	17,049.00
1640 · Township Hall Improvements	54,079.30
1650 · Accumulated Depreciation	-95,648.85
Total Fixed Assets	172,916.10
TOTAL ASSETS	728,548.65
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	55,510.38
Total Accounts Payable	55,510.38
Credit Cards	
2050 · Comerica - Clerk/Treasurer	-611.43
Total Credit Cards	-611.43
Other Current Liabilities	
2100 · Payroll Liabilities	-755.58
2217 · Escrow Deposits Payable	
2220 · Due to SMR-Elliott parcel	2,500.00
2233 · Due to SMR-Crego/Pelctcs	-2,876.25
2252 · Due Metro General Contractors	1,000.00
2253-01 · Due to Bridgewater Commons	485.00
Total 2217 · Escrow Deposits Payable	1,108.75
Total Other Current Liabilities	353.17
Total Current Liabilities	55,252.12
Long Term Liabilities	
2900 · Deferred revenue-ARPA	90,590.50
Total Long Term Liabilities	90,590.50
Total Liabilities	145,842.62

Bridgewater Township General Fund
Balance Sheet
As of May 31, 2022

May 29, 2022
Accrual Basis

	<u>May 31, 22</u>
Equity	
3900 · Fund Balance	482,054.24
3940 · Invested in Capital Assets, Net	172,916.84
Net Income	<u>-72,265.05</u>
Total Equity	<u>582,706.03</u>
TOTAL LIABILITIES & EQUITY	<u><u>728,548.65</u></u>

Bridgewater Township Sewer Operation Monthly Expenses May 2022

<u>Type</u>	<u>Date</u>	<u>Name</u>		<u>Amount</u>
May 22				
Bill	05/31/2022	DTE Energy	Electricity	1,592.28
Bill	05/31/2022	Frontier	Phone Service	71.06
Bill	05/31/2022	Glasco UV LLC	Supplies	591.16
Bill	05/31/2022	Jon Way	Building & Grounds Maintenance	300.00
Bill	05/31/2022	Village of Manchester	Plant Operator	2,952.04
May 22				<u><u>5,506.54</u></u>

**Bridgewater Township Sewer Operation
 Profit & Loss Budget vs. Actual
 April through May 2022**

	<u>Apr - May 22</u>	<u>Budget</u>
Ordinary Income/Expense		
Income		
Connection Fees	55,759.90	
Interest Income Master Account		
Interest Income Checking	7.40	
Total Interest Income Master Account	7.40	
Operation Maintenance Income	16,380.00	
Total Income	<u>72,147.30</u>	
Gross Profit	72,147.30	
Expense		
Collection System		
Billing		
Billing Clerk	100.00	
Total Billing	100.00	
Grinder Pump repairs	5,090.01	
Total Collection System	5,190.01	
Treatment Plant		
Building & Grounds Maintenance	300.00	
Chemicals	1,058.75	
Electricity	3,340.02	
Generator Maintenance Contract	973.70	
Phone Service	142.58	
Plant Operator	5,904.08	
Supplies	591.16	
Total Treatment Plant	<u>12,310.29</u>	
Total Expense	<u>17,500.30</u>	
Net Ordinary Income	<u>54,647.00</u>	
Net Income	<u><u>54,647.00</u></u>	

Bridgewater Township Sewer Operation

Balance Sheet

As of May 31, 2022

May 29, 2022
Accrual Basis

	May 31, 22
ASSETS	
Current Assets	
Checking/Savings	
Key-Sewer O/M	
Capital Improvements Reserve	36,000.00
Key-Sewer O/M - Other	86,148.32
Total Key-Sewer O/M	122,148.32
Key Sewer O/M Saving	180,145.24
Total Checking/Savings	302,293.56
Accounts Receivable	
Accounts receivable	10,255.00
Total Accounts Receivable	10,255.00
Other Current Assets	
Due From Tax	12,929.10
Taxes Receivable Special Asst	12,685.04
Total Other Current Assets	25,614.14
Total Current Assets	338,162.70
Fixed Assets	
Accessory Building	51,987.02
Accumulated Depr - Access Bldg	-10,693.65
Equipment	101,752.20
Accumulated Depr - Equipment	-70,799.44
Sewer System Plant	1,966,444.05
Accumulated Depr - Sewer System	-778,383.78
Land	55,355.06
Total Fixed Assets	1,315,661.46
Other Assets	
Special Assessment Receivable	8,331.24
Total Other Assets	8,331.24
TOTAL ASSETS	1,662,155.40
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to General Fund	-20.00
Total Other Current Liabilities	-20.00
Total Current Liabilities	-20.00
Total Liabilities	-20.00
Equity	
Invested in capital assets, net	1,315,661.00
Unrestricted Funds (QB RE acct)	291,867.40
Net Income	54,647.00
Total Equity	1,662,175.40
TOTAL LIABILITIES & EQUITY	1,662,155.40

April 14, 2022

Laurie Fromhart
 Bridgewater Township
 10900 Clinton Road
 Manchester, MI 48158

Regarding: Bridgewater Twp Sewer Connection Fees



Ms. Fromhart,

We have reviewed the historical sewer rate information. The initial installation fee per residential equivalent unit (REU) were establish in 2006 at a rate of \$19,560. This increased by 3% until 2010 where it has remained the same at \$22,014.95. Based on historical inflation data from the U.S. Bureau of Labor Statistics, the current year rates could range from \$28,358.94 to \$29,209.81. However, a 29% to 32% sudden increase is large and generally discouraged. We would recommend slowly increasing the connection fees at a 4% annual rate as noted below:

Fiscal Year	Installation Fee per REU	Grinder Pump Fee	Inspection Fee	Easement Fee
2023	\$ 22,895.55	Purchase price of the grinder pump, including shipping, plus a 10% administrative fee for handling	Fee amount to be determined on a case-by-case basis and approved by the Township Board	Fee amount to be determined on a case-by-case basis and approved by the Township Board
2024	\$ 23,811.37			
2025	\$ 24,763.82			
2026	\$ 25,754.38			
2027	\$ 26,784.55			

If there are any questions, please feel free to contact me at (734) 239-6610.

Thank you,

Kristofer Enlow, P.E.
 Principal

Beckett & Raeder, Inc.
 535 West William, Suite 101
 Ann Arbor, MI 48103

Petoskey Office
 113 Howard St.
 Petoskey, MI 49770

Traverse City Office
 148 East Front St., Suite 207
 Traverse City, MI 49684

Toledo
 419.242.3428 ph

734 663.2622 ph
 734 663.6759 fx

231 347.2523 ph
 231 347.2524 fx

231 649.1065 ph
 231 944.1709 fx

**BRIDGEWATER TOWNSHIP
BOARD OF TRUSTEES
RESOLUTION TO ESTABLISH SEWER CONNECTION FEE SCHEDULE
RESOLUTION NUMBER 2022-08**

WHEREAS, the Township Board is authorized to adopt a schedule of fees for connection to the Hamlet of Bridgewater wastewater treatment plant and sewer collection system,

WHEREAS, the Sewer Use & Rate Ordinance states: “The owner of all premises is required to connect to the system shall pay a connection fee”,

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Bridgewater Township Board of Trustees adopt the following fee schedule for sewer connection fees provided by the Township or its agent.

	<u>YEAR</u>	<u>FEE PER REU</u>
1.	2023	\$22,895.55
2.	2024	\$23,811.37
3.	2025	\$24,763.82
4.	2026	\$25,754.38
5.	2027	\$26,784.55

Grinder pump fee: Purchase price of the grinder pump, including shipping, plus 10% administrative fee for handling.

Inspection fee: Fee amount to be determined on a case-by-case basis, and approved by the Township Board.

Easement: Fee amount to be determined on a case-by-case basis, and approved by the Township Board.

A motion was made by Trustee _____, seconded by Trustee _____ to adopt the fee schedule for sewer connections.

Upon roll-call vote the following members voted:

AYES:

ABSTAIN:

NAYS:

ABSENT:

The supervisor declared Resolution Number 2022-08 to Establish Sewer Connection Fee Schedule duly adopted.

Certification:

I, Michelle McQueer, 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 June 2, 2022, 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.

Michelle McQueer
Bridgewater Township Clerk



*Western Washtenaw Construction Authority
Building, Trade, and Soil Erosion and Sedimentation Control
Permits and Inspections*

May 2, 2022

Freedom Township Board,

The WWCA (Western Washtenaw Construction Authority) had their board meeting Saturday, April 30th and at that time I put in a request for a pay increase and this will be a topic of conversation for your board meeting.

I wanted to take this moment to write a letter addressing this topic and the reasoning's behind this request. After doing much research on my job position or comparable job positions of the additional duties I do, and also speaking with individuals at other building departments I had supplied much data supporting the request in my pay increase. There were some other factors that were discussed at the WWCA board meeting I thought I would include.

- My position is a unique one. The responsibilities I care for (See list provided) other building department office managers do not care for because many of these tasks are done by either other departments or individuals. Such as payroll for the inspectors, bank statement reconciliations, invoicing and cleaning the office on a weekly bases just to name a few. These particular jobs are handled by separate departments, an assistant or contracted out, whereas I do them all amongst many other duties that may be done by other departments. This is in addition to working with the public and the complexity of all what goes into permitting. The requesting of permits, issuing of permits after the appropriate data has been received, collecting fees, scheduling and keeping track of all inspections done according to State procedures.
- Also looking at the tenure data that I provided at WWCA board meeting you will see that the highest tenure is 9 years and the pay. I have been working at The Authority for 16 years.
- Five years ago WWCA had some new members come onboard which required me to handle additional tasks that were once the previous building official's duties, which I gladly took on. (See list) With those obligations that were cared by the previous building official I took on more than half of those responsibilities. At that time, the previous building official's retirement hourly pay making \$35.00 an hour. Taking that factor into consideration too, I feel that in comparison with what other building departments are paying their office manager's and this is without all the other added responsibilities, the tenure factor, and my experience I feel that this pay increase is very reasonable.

I would like to express my sincere thanks for the support you all have shown me. Thank you in advance for your attention to this matter.

Sincerely,

Tammy Koteles

Manchester, Bridgewater, Freedom, and Manchester Village Townships
912 City Rd P.O. Box 556 Manchester, MI 48158
Phone 734-428-7001 Fax 734-428-1849
wwcabuild@gmail.com

Work performances consist of a variety of administrative, clerical and technical duties to assist in the smooth operation of the Building Department

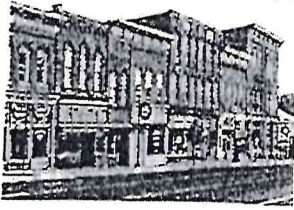
**** Items that were once done only by the Building Official****

- Provides Customer Services which includes:
 - Answer phones and greet customers as first point of contact
 - Receives, reviews building/trades applications for completeness, collects applicable fees, prepares and issues receipt
 - Processes and issue building permits
 - Process contractor registration
 - Scheduling inspections and keep accurate records for each permit
 - Responds to questions - permit readiness, project fees and answers questions within scope of authority
 - Provides public information regarding building and planning submittal requirement to request parties
 - Creates customer and permit files for various documents
 - Process CofO's and responsible for completing the licensing and permitting process
 - Enters application data into computer and manual filing systems, complies and maintains accurate and detailed records
 - Performs administrative and clerical functions; photocopies building and planning files at public's request, process forms, documents and letters
 - ****Type all letters that effect the Authority instead of letters concerning permits****
 - ****Review BS&A permits and oversee expired permits****
 - ****Create quarterly reports from BS&A and Quickbooks****
 - ****Prepare for board meetings – Preparation of packets - Reports, preparation of minutes, agenda's and whatever may be needed for meetings****
 - Run reports for other Board of Directors/Manchester, Village, Freedom, Bridgewater Township officials/Semcog and other building managers
 - Process information requests/reports from internal city departments and public
 - ****Coordinate meeting preparation and materials for distribution for the Board of Directors and Board of Appeals****
 - Obtain information and records from other city and county systems periodically
 - ****Answer emails****

- Process invoices, refunds, bonds, billing and accounts receivable tasks
- End of month paper work – consist of 2 different reports and making sure they are balanced with inspectors' log sheets
- Making checks out to vendors and inspectors
- Process daily cash deposits
- Overseeing and running of card machine deposits
- Reconciling of both checking and all savings/CD accounts
- Purchasing office supplies and picking them up
- Ordering items such as labels for plan review, inspection forms, receipts, bank deposit slips and business cards, etc
- Maintain secure and confidential customer identification and financial data
- Close and archive files
- Filing
- ****Training of new subcontractors/employees as far as how office matters are handled****
- Up keep of office – vacuum and dusting
- Emailing inspectors their inspections
- Our Year-end fiscal & all that it entails
- Getting any necessary paperwork and reports for yearly audit
- Year end - putting away permit log sheet files (Changing out the binders)
- Providing FOIA information
- Keep up data inventory assets
- ****Keeping up with updated codes (At least have to remind & make sure it gets done)****
- ****Calling of & handling bill dispute for phone, credit card & bank statements)****
- ****Reviewing of fees with different local townships****

This was the list for the next incoming bldg official

* NOTE: I did not do any of these items before except contact board members & compile all their packets & send out via mail or email



Western Washtenaw Construction Authority
Building, Trade, and Soil Erosion and Sedimentation Control
Permits and Inspections

Building Official Responsibilities

1. Be available for questions and code inquiries.
2. Answer Emails
3. Review plans submitted for review.
4. Review tax forms before submittal. Make corrections as needed
5. Create Monthly reports using BS&A Permits, Excel, Quickbooks *The only thing I don't do is write up the minutes*
6. Prepare for Board meetings *— Mostly I do — Before I only contacted Board members for confirmation & send out packets*
7. Prepare Budget using Quickbooks reports
8. Review financial picture using Quickbooks
9. Update code information pages
10. Write letters that effect the Authority
11. Review BS&A permits and oversee expired permits.
12. Perform inspections as needed.
13. Enforce violations of the code.
14. Other tasks assigned by the Board of Directors

Out of the 14 duties that is the responsibility of bldg official I do 10 of them with 5 being teamwork.

These tasks are divided

I only do

Out sourced — But I still receive from Markowski the Tax info that all have to be data entered into General Journal of QB's every other week & end of month & filed.

SKILLS

- Considerable knowledge of grammar, punctuation and vocabulary for writing letters
- Proficient in BS&A, word processing and computer skills in Microsoft Word, Excel and Access and Quickbooks.
- Navigating a Windows based computer system and Internet
- Navigating GIS County Website (Addresses and H.O. info)
- Knowledge in the terminology used in within the construction industry
- Ability to organize, effectively process and maintain building permit records, files and reports

Fwd: from Dundee Internet

From: Bridge Water (bridgewaterwpclerk@yahoo.com)

To: bridgewaterwpsupervisor@yahoo.com

Date: Sunday, May 29, 2022, 03:53 PM EDT

Laurie,

Attached is the bid I was telling you about.

Respectfully,

Michelle McQueer
Bridgewater Township Clerk
10990 Clinton Rd.
Manchester, Michigan 47158

Begin forwarded message:

From: Patricia Rountree <pat@dundee.net>
Date: May 13, 2022 at 2:02:31 PM EDT
To: BridgewaterTwpClerk@yahoo.com
Subject: from Dundee Internet

Hello Michelle,

Thank you for the opportunity to submit a quote for website redesign for Bridgewater Township. We normally charge by the time involved based on the number of current pages a website is displaying. In this case the cost is \$775. 00

We can move the website to your current host, liquid web or you can host your website with us. Our managed hosting is \$18.95 a month and includes:

- Security Certificate (to keep the website secure)
- Malware Monitoring
- Monthly backup of the website
- Updates for all backend software and plugin's

We redesign websites that includes

- Domain Email
- Database optimization
- 1 free hour of monthly website changes if you need to update content/image
- Electronic Newsletter with one custom template (sent to your members)
- A direct number to the designer

To start, we have a form available to fill out <https://dwli.net/website-design-customer-form/> or call us at 734-529-5331 and Mary can help you with the form over the phone.

Thank you for your consideration and please do reach out if you have any questions. I look forward to hearing from you.

My best,

Patricia Rountree (734-529-5331)
Dundee Internet Services, Inc (dundee.net) and Digital Web Leprechauns web design (dwli.net)

Referrals on request



bridgewater township web site proposal.pdf
174.2kB



WEBSITE DESIGN PROPOSAL

Dundee Internet Services, Inc. dba
Digital Web Leprechauns (DWLI)

This WEBSITE DESIGN PROPOSAL is presented to Bridgewater Township (“Client”) by Dundee Internet Services DBA DWLI (“DWLI”). CLIENT to hire DWLI to redesign and develop a website in exchange for the payment(s) described in this Proposal. This Proposal describes in detail the responsibilities of each of the parties in completing this project.

The proposed redesign will focus on the primary website goals of Bridgewater Township

1. To provide resources for the Bridgewater Township Community
2. Offer a public voice on issues that concern the Township of Bridgewater Citizens
3. To design a website in concordance with the Bridgewater Township mission statement.

The redesign will address outdated pages, outdated links, any missing PDF’s, security issues. We will update the website to a more modern look with an easy-to-use backend for the site owner (or assigned web admin) to simply make website modifications including changes to documents, images, forms, and calendar entries as needed.

Each party has an opportunity, before signing this Website Design Proposal, to review these terms in detail and make sure that they properly reflect the parties’ full agreement. To the best understanding, this document includes the full scope of responsibilities that each party expects the other to perform to complete this project.

1. DEFINITIONS

1. The following terms are used frequently within the rest of the Web Design Proposal, so they are being defined here.

“Proposal” means this document and any modifications to it as allowed under the terms of this Proposal.

“CLIENT” means Bridgewater Township, 10990 Clinton Road, Manchester MI

“DWLI” means Dundee Internet Services DBA DWLI located at 15000 Ostrander Rd. Maybee MI

“Parties” means CLIENT and DWLI, collectively.

“Project” or “Website” means the re-design and creation of a website for CLIENT as detailed in the “WEBSITE SPECIFICATIONS” section below.

2. WEBSITE SPECIFICATIONS

2. DWLI proposes to design and develop an updated (new) website for the CLIENT, to provide CLIENT with an online presence and to provide information about Clients organization. This website will be created on a WordPress platform.

THE WEBSITE WILL BE ABOUT A 30 PAGES (based on current size) THAT MAY CONSIST OF THE FOLLOWING: EXAMPLE:

HOME: The Home Page may have text, photographs, and links. The navigational menu and footer will appear consistently on all webpages within the website.

ABOUT US/CONTACT US: This page will include the organizations’ purpose and other information the site owner includes. The about us page can include a short bio of each staff member with text and optional photographs.

DEPARTMENTS: This menu item allows for easy navigation to departments, i.e. Assessor and other website pages as needed.

FORMS: This menu will direct the visitor forms and applications that are of interest to the website visitor. These can be printed, or in some cases submitted online.

Other menu selections may include SERVICES, RESOURCES, LINKS, and NEWS and so on. We will offer different menu layout options that will increase navigation efficiency and modernize the website.

In addition to the basic pages the following will also be included as a separate page or part of another.

1. FAQ
2. Privacy Page
3. Terms and Conditions
4. Web optimized pictures in a photo gallery with appropriate links/text
5. Downloadable PDF’s
6. Email hosting services that allow the creation of announcement mailings, reminders and renewals
7. Calendar

All text and photographs will be provided by, and at the expense of the CLIENT, in consultation with DWLI.

3. The CLIENT will have the ability to change text, calendar notes, posts, and upload new photographs without assistance from DWLI once project is completed.

4. The CLIENT has an active website on <http://twp-bridgewater.org/>. This website is currently hosted on Liquid Web serves at CLIENT's expense. The re-designed website by DWLI will replace the current <http://twp-bridgewater.org/> website with a WordPress designed site.

Currently the domain <http://twp-bridgewater.org/>, expiring November 28, 2022 appears to be registered at Network Solutions domain registrar. We suggest changing the domain registrar to our partner domain registrars, enom.com. This will make it easier to secure the domain and work with the DNS. There is no fee to do this. The yearly domain registration fee should be the same or lower than Network Solutions registrar services.

5. The design process will consist of four phases: Concept Development, Design, Technical, and Testing. In the Concept Development phase, DWLI will begin work by outlining the basic flow of the website and gathering the text and images for the website. In the Design phase, DWLI will create digital artwork for the outlined webpages and integrate the images and text. In the Technical phase, DWLI will enable the website server, domains and add interactive functionality like forms and emails. In the Testing phase*, both DWLI and CLIENT will check the entire website to make sure it is operating as expected. This website will work in all ordinary browsers and operate on mobile devices and tablets.

*The old site will remain active as website redesign will take place on a subdomain and will remain "hidden" until the new site is approved by Bridgewater Township for publishing.

6. CLIENT and DWLI will consult at the end of each phase of the design process for CLIENT approvals.

7. After completion of the design and development of the website under this Proposal, any future modifications of content will be the responsibility of the CLIENT or DWLI for a fee or at no charge** under certain circumstances if the website is hosted by DWLI.

3. RESPONSIBILITIES OF DESIGN FIRM

8. DWLI will start work on the project within 5 days of this Web Design Proposal being signed.

9. DWLI will keep CLIENT updated on activities and progress at reasonable intervals, and reasonably respond to inquiries regarding progress. DWLI will allow CLIENT to propose modifications to design and content within the scope of the Website Specifications, or as agreed to in writing by the parties.

10. DWLI understands that the CLIENT may share some non-public, sensitive business information to DWLI while working on the PROJECT. DWLI agrees to keep this information confidential and not disclose it to any outside parties.

4. RESPONSIBILITIES OF CLIENT

11. CLIENT will provide DWLI with all necessary access to website hosting, domain name registries, or related service providers for the purposes of completion of its work under this Web Design Proposal.

12. Unless specified otherwise, CLIENT will provide DWLI with all text, graphics, photos, designs, logos, trademarks, service marks, artwork or videos for the website at CLIENT's expense.

13. CLIENT will provide requested materials and respond to DWLI questions in a timely manner.

14. CLIENT will pay DWLI for its work under this Agreement as follows:

\$775 for a WordPress website, with functionality as described. A down payment of \$175, with two payments of \$300 to follow.

Any additional software programs or plugins that is required, (for example a payment gateway) will be licensed to Bridgewater Township and the cost for licensing will be the responsibility of the Bridgewater Township.

**Web Hosting, \$18.95 a month includes all security and platform updates, website backup, technical support, domain emails, site statistics, an easy access control panel, installed plugins and themes. In addition, we include 1 hour of monthly website management at no charge (i.e. change pictures, text, update calendars, add meeting notes as requested) additional time is billed at \$85 an hour or parts of.

5. INTELLECTUAL PROPERTY RIGHTS AND OWNERSHIP OF WEBSITE

15. Both parties agree on the importance of respecting the intellectual property rights of others, including rights relating to patents, trademarks, service marks, and copyrights.

16. CLIENT guarantees that any elements of text, graphics, photos, designs, logos, trademarks, service marks, artwork, or video that it provides to the DWLI for inclusion on the website are either owned by CLIENT, or that CLIENT has permission from the owner to use them on the website. Likewise, DWLI guarantees that any elements of text, graphics, photos, designs, logos, trademarks, service marks, artwork, or video that it includes on the website has either been provided by the CLIENT, or is owned by DWLI, or used with permission of the owner for use on the website. Additionally, neither Party shall include within the website any functionality that is protected by a patent to which the Party has no license or permission to use. If either party, either intentionally or inadvertently, violates these guarantees, that party agrees to indemnify (pay for) any resulting damages to the other party based on a claim from the owner, including attorney fees.

17. As to the remainder of the project, intellectual property rights are designated as follows:

a. CLIENT owns the intellectual property rights to all text, graphics, photos, designs, logos, trademarks, service marks, or artwork, provided to DWLI for purposes of this Web Design Proposal. DWLI has a limited, royalty-free, right to use such items for the purposes of completing its obligations under this Proposal, and for purposes of showing potential client's examples of DWLI's work as outlined in paragraph 18.

b. DWLI owns the intellectual property rights to all text, graphics, photos, designs, logos, artwork, or other visual elements that DWLI creates for CLIENT for this project until final payment is made by CLIENT. At that time, ownership shall pass to CLIENT, with DWLI retaining a limited, royalty-free, right to use such items for the purposes of completing its obligations under this Proposal, and for purposes of showing potential client's examples of DWLI's work as outlined in paragraph 18.

18. DWLI will give CLIENT a copy of all files relevant to this Proposal to be safely stored. DWLI is not required to keep them or provide any native source files used in making them. DWLI will own the XHTML markup, CSS and other code and license it to CLIENT for use on only this project.

19. DWLI reserves the right to display and link to the completed website as part of DWLI's portfolio and to write about the project on websites, in magazine articles and in books about web design.

6. MODIFICATIONS TO WEBSITE DESIGN PROPOSAL

20. The Parties understand that sometimes circumstances change after an agreement is entered into that may affect the scope of work or the cost of performing the agreement. The Parties agree to the following procedures in this event.

21. Any significant modification to the scope of work to be performed by DWLI must be agreed to by both parties in writing (email confirmation is acceptable), including any corresponding change in costs to be paid by CLIENT.

7. GENERAL CONTRACT TERMS

22. The Parties each represent that they are authorized to enter into this Proposal and have had the opportunity to consult with their own attorney(s) in advance of executing this Proposal.

23. The parties are not intending this Website Design Proposal to create a partnership, agency, employer-employee, joint venture, or franchise relationship between DWLI and CLIENT. Neither party will incur debts or make any commitments to third parties on behalf of the other.

24. Neither of the parties has permission to assign or delegate any of their responsibilities under this Proposal to anyone else without the prior written agreement of the other party.

25. The Parties acknowledge that they may obtain access to information regarding each other's clients, employees, or independent contractors during the course of this Web Design Proposal. Both Parties agree that they will not solicit any business from each other's clients, hire the employee or independent contractor during the course of this Proposal, nor for one calendar year following termination of this Proposal, unless consented to in writing.

26. In the unlikely event that the Parties later have a dispute about the meaning of this Proposal or whether one or the other failed to meet their responsibilities under this Proposal, the Parties agree to the following:

a. The complaining party will provide a written explanation of their dispute to the other party, and the parties will then, within seven (7) days, in good faith discuss the dispute and seek a mutually acceptable resolution. If the dispute has not been resolved within thirty (30) business days after such good faith discussions begin, either party is free to assert its rights in court, if they choose.

b. In the event of such a dispute, the parties agree that this Proposal would be interpreted in accordance with the laws of the State/Province of Michigan (with the understanding that laws regarding how agreements are interpreted is different from state to state) and that the venue, or location, of any dispute or lawsuit would be in the proper court for the County of Monroe in the State/Province of Michigan.

c. If any part of this Proposal is determined by a court to be illegal, invalid, or unenforceable, this Proposal will still be enforced between the parties as to the remainder of this Proposal.

d. Damages for breach of this Proposal will be limited as follows: to DWLI, the total dollar amount of this Proposal; to CLIENT, the reasonable cost of performing any substitute work necessary to complete the project, and attorney fees and costs to the prevailing party in any lawsuit.

27. Neither party will be considered to acquiesce to any breach of this Proposal by the other party unless they say so in writing.

28. The party's responsibilities in this Proposal are subject to all relevant laws and government regulations.

29. This Web Design Proposal is the entire proposal between the parties. Neither party has any understandings or expectations from the other party that is not stated in this Proposal.

Dundee Internet Services DBA DWLI

Patricia K Rountree
for DWLI (Digital Web Leprechauns)

Date

Bridgewater Township

[CLIENT CO. First Name] [CLIENT CO. Last Name]
Bridgewater Township

Date

Bridgewater Township

Zoning Administrator Report

May 2022

During this period, the following applications were received, reviewed, and acted upon. Also included is a summary of ordinance enforcement and administration activities:

Zoning Compliance Certificates and Administrative Site Plan Approval:

1. **Zoning Compliance Certificate – Kruja/The Green Panel, Inc. (11316 E. Austin Rd.).** Application for zoning approval to install a private rooftop solar array. Approved 5/16/2022.
2. **Zoning Compliance Certificate – Sondeen/The Green Panel, Inc. (8027 Ernst Rd.).** Application for zoning approval to install a private rooftop solar array. Approved 5/1/2022.

Ordinance Enforcement:

No new complaints were received during the month.

Ordinance Administration and Other Items of Interest:

3. **Gravel Pit** – I received one enquiry from a Hogan Road resident about increased noise from the gravel pit – not a formal complaint, just some questions.
4. **Adams Drive** – The Assessor and I provided assistance to the Clinton Twp. Clerk regarding Bridgewater Township addresses within 300 feet of the Adams Dr. private road right-of-way across the border in Lenawee Co. A mailing list was provided for a private road variance application in Clinton Twp. I understand from a follow up communication with the Clinton Twp. Clerk that the variance applicant is seeking to be able to add additional houses on this private road. I further understand that the applicant is the owner of a 45-acre legal nonconforming lot (inadequate road frontage) in Bridgewater Twp., which abuts the northern end of Adams Dr.

It is possible that the owner may be attempting to secure the variance in preparation for filing an application for a Bridgewater Twp. Private Road Permit approval to construct an extension of Adams Dr. north into the 45-acre parcel, which would allow for potential creation of additional lots. However, I would note that no such application or proposal has been submitted to the Township for review, so this is simply speculation.
5. **Setbacks for a flag lot at 10904 Braun Rd.** – After attempting without success to help a surveyor via telephone and email to understand how to apply the yard setback standards to an awkwardly shaped flag lot on Braun Rd., I annotated and shared an aerial photo with parcel lines to lay out the front, side, and rear yard locations as determined appropriate for the lot.
6. **Other telephone calls and emails.** During this period, I received telephone calls and emails regarding requests for zoning district information, dimensional standards, and Zoning Ordinance standards for new single-family dwellings, fences, awnings, commercial area outdoor displays and outdoor seating requirements, and agricultural greenhouses.
7. **MissDIG notifications.** I understand that the 811 MissDIG system can send email notifications to the Township for projects within the Township's boundaries. It would be helpful for my office to receive copies of these notifications, if that can be arranged.

Respectfully submitted,

Rodney C. Nanney
Zoning Administrator

Washtenaw County Road Commission

Operations Report: 04/25/2022 thru 05/08/2022

Board Meeting Date: May 17, 2022

MAINTENANCE

Scraping of gravel roads and patching of paved roads were performed throughout the county. In addition, the following maintenance activities were performed in individual townships:

ANN ARBOR TOWNSHIP

- Fallen Trees – Dixboro Road
- Limestone Patch – Country Club Road, Earhart Road, Englave Drive, Gleaner Hall Road, Landsdowne Road, Maple Road, Stein Road, Warren Road, Westridge Road: 106 tons

AUGUSTA TOWNSHIP

- Boom Mow – Hitchingham Road
- Limestone Patch – Hitchingham Road, Judd Road, McCrone Road, McKean Road, Tuttle Hill Road: 282 tons
- Limestone Resurfacing Project – McCrone Road: 401 tons

BRIDGEWATER TOWNSHIP

- Culvert Replacement – McCollum Road
- Fallen Trees – Austin Road
- Gravel Patch – Braun Road: 12 Tons
- Limestone Patch – Allen Road, Bemis Road, Braun Road, Hogan Road, McCollum Road, Wilbur Road: 76 ton
- Primary Road Dust Control

DEXTER TOWNSHIP

- Limestone Patch – Bass Avenue, McKinley Road: 20 tons
- Primary Road Dust Control

FREEDOM TOWNSHIP

- Gravel Patch – Bemis Road, Ellsworth Road, Ernst Road, Esch Road, Saline Waterworks Road, Steinbach Road: 51 tons
- Limestone Patch – Bemis Road, Ellsworth Road, Lima Center Road, Loeffler Road, Peckins Road, Pfaus Road, Saline Waterworks Road, Steinbach Road: 97 tons
- Local Road Dust Control
- Primary Road Dust Control