

BRIDGEWATER TOWNSHIP BOARD OF TRUSTEES MEETING
THURSDAY, JUNE 6, 2019, 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 2, 2019
- IV. REVIEW AND APPROVE AGENDA
- V. UNFINISHED BUSINESS
 - A. Gerken Materials Consent Judgement & Gravel Due to Township
 - B. Dangerous Building Ordinance
- VI. NEW BUSINESS
 - A. Financials, Approve Disbursements from May 1, 2019 through May 31, 2019
 - B. Planning Commission's Policy Recommendations for Medical Marijuana Facilities
 - C. Proposed Zoning Ordinance Amendment for Home Based Limited Businesses
 - D. Procedures for Granting and Removing Real Property Exemptions Resolution
 - E. MTA 2019-2020 Annual Membership Dues
 - F. Proposed Accounts Payable Policy Discussion (Incorporates ACH & Credit Card Policies)
- VII. REPORTS & CORRESPONDANCE
 - A. Public Safety Report – Written report from Sheriff's Department
 - B. Supervisor's Report
 - C. Assessor's Report
 - D. Clerk's Report
 - E. Treasurer's Report
 - F. Trustees' Report
 - G. Zoning Administrator's Report – Written report from Rodney Nanney
 - H. Planning Commission Report – Minutes included in Board packet
 - I. Farmland Preservation Board Report
- VIII. CITIZEN PARTICIPATION
- IX. ADJOURNMENT

Bridgewater Township Board of Trustees Minutes

I. CALL TO ORDER

2-May-19 meeting called to order by Supervisor Fromhart at 7:00 p.m. followed by the Pledge of Allegiance at Bridgewater Township Hall, 10990 Clinton Road, Manchester, MI.

Present: Trustee Faust; Trustee Fromhart; Trustee Oliver; Trustee McQueer; Trustee Wharam

Absent: None

Citizen attendance: 9

II. CITIZEN PARTICIPATION

- A citizen commented on Hogan Rd needs limestone
- A citizen commented on the washout on Fisk Rd near Lima Center

III. APPROVAL OF MINUTES

- Motion to approve the 4-Apr-19 meeting minutes as presented – Mr. Faust; support – Ms. McQueer; vote – unanimous

IV. REVIEW AND APPROVE AGENDA

- Motion to approve the agenda as presented – Ms. McQueer; support – Mr. Oliver; vote – unanimous

V. UNFINISHED BUSINESS

A. Gerken Materials 2018 Annual Report and Inspection Follow-Up

- The township engineer, Kris Enlow, reviewed the comments of his report
- Gerken Materials has fulfilled the obligations of the ordinance
- Kris Enlow will send out the final report
- Ms. Fromhart should contact the home owner re: the homeowner not wanting lead testing

VI. NEW BUSINESS

A. Financials & Approve Disbursements

- Motion to approve disbursements of \$17,790.07 in general operations and \$4762.50 in sewer operations; total expenditure of \$23,552.57 for the month of April – Mr. Oliver; support – Ms. Fromhart; vote – unanimous
- Motion to pre-approve payment to the Village of Manchester for the sewer operator – Ms. McQueer; support – Mr. Faust; vote – unanimous

B. Manchester Area Senior Citizens Council Contract

- Motion to approve of MASCC contract for 2019 – Ms. Fromhart; support – Ms. McQueer; vote – unanimous

C. 2019 Local Road Projects

- Should use all of matching funds if possible
- Gerken Materials has 20,000 tons of road gravel in reserve
- Motion to approve 2019 agreement with WCRC for dust control, total cost \$29,953.86 – Ms. Fromhart; support – Ms. McQueer; vote - unanimous
- Motion to use remaining matching funds, up to \$33,168.07 of drainage and conventional funds for any potential road project – Ms. Fromhart; support – Mr. Wharam; vote – unanimous

Bridgewater Township Board of Trustees Minutes

D. Planning Commission Updated adopted By-Laws

- Motion to accept the updated PC bylaws dated 18-Mar-19 – Ms. Fromhart; support – Mr. Oliver; vote – unanimous

E. Dangerous Building Ordinance Discussion

- Based on state law
- There is much documentation and notification to ease execution
- The final outcome of the ordinance is demolition
- Should be approved by building inspector & township lawyer
- Everyone should read and will be on agenda next month

VII. REPORTS AND CORRESPONDENCE

A. Public Safety Report

- A written report from the sheriff's department is included in Board packet

B. Supervisor's Report

- See board packet plus
 - Headstone for Mr. Elard Kulenkamp installed
 - Manchester wants to become a city
 - Talked about the improvements on Bartlett Rd

C. Assessor's Report

- No report from Ms. Rider was received

D. Clerk's Report

- Washtenaw County Parks and Recreation Commission is holding a series of public meetings to gather input for our 5-Year Recreation Master Plan.
- Received Public Notice of National Pollutant Discharge Elimination System (NPDES) Certificate of Coverage (COC) No. MIG490262
- Is it okay to dispose of the file cabinet in the basement?

E. Treasurer's Report

- Settlements are done
- Clean up day 4-May-19
- Motion to approve new printer, not to exceed \$350 budget – Mr. Faust; support – Mr. Oliver; vote – unanimous
- Have not heard from Dr. Samuels, court costs will added to the July taxes

F. Trustees' Report

- Trustee Faust
 - Several grinder pump issues
 - 3 tubs that need work
 - Suggest a flat fee for repair of grinder pump
- Trustee Oliver
 - Washtenaw Building Authority annual report

Bridgewater Township Board of Trustees Minutes

G. Zoning Administrator's Report

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

H. Planning Commission

- The meeting minutes are included in Board packet

I. Farmland Preservation Board Report

- The meeting minutes are included in Board packet

VIII. CITIZEN PARTICIPATION

- None

IX. ADJOURNMENT

- Ms. Fromhart adjourned the meeting at 9:23 p.m.

DRAFT

Bridgewater Township Board of Trustees Minutes

I. CALL TO ORDER

4-Apr-19 meeting called to order by Supervisor Fromhart at 7:00 p.m. followed by the Pledge of Allegiance at Bridgewater Township Hall, 10990 Clinton Road, Manchester, MI.

Present: Trustee Faust; Trustee Fromhart; Trustee McQueer; Trustee Wharam

Absent: Trustee Oliver

Citizen attendance: 8

II. CITIZEN PARTICIPATION

- A citizen commented on the drainage on Braun Rd.; according to WCRC, will be addressed next year
- Mr. Gentile commented on new guidelines for medical marijuana processing facilities from MMFLA

III. APPROVAL OF MINUTES

- Motion to approve the 7-Mar-19 meeting minutes as amended – Ms. McQueer; support – Mr. Faust; vote – unanimous

IV. REVIEW AND APPROVE AGENDA

- Motion to approve the agenda as presented – Ms. McQueer; support – Mr. Faust; vote – unanimous

V. ANNUAL MEETING WITH THE WASHTENAW COUNTY ROAD COMMISSION

- 5 WCRC representatives were present
- Ms. Sheryl Siddall, Managing Director, walked through the packet, which is on file
- Mr. Jim Harmon talked about the local collector road funding
- Must inform WCRC of intended projects by 17-May-19
- Due to a lack of equipment, WCRC cannot provide 3 brine applications this year
- Hogan Rd update was given; will be completed in 1st half of construction season

VI. NEW BUSINESS

A. Financials & Approve Disbursements

- Motion to approve disbursements of \$28,088.11 in general operations, \$7,373.37 in sewer operations and \$37,012.50 in sewer debt retirement; a total expenditure of \$72,473.98 for the month of March – Ms. Fromhart; support – Mr. Faust; vote – unanimous

B. Gerken Materials 2018 Annual Report and Inspection

- A copy of the township engineer, Mr. Enlow, report is on record
- Ross Mellgren and Todd Crane from Gerken materials were present
- Mr. Enlow pointed out deficiencies in report and received replies from Gerken & NRM
- Written response will be available by 4-May-19

C. PSLZ LLP Audit Engagement Letter

- Motion to approve PSLZ LLP Audit Engagement Letter – Ms. McQueer; support – Ms. Fromhart; vote – unanimous

D. Jon Way 2019 Mowing Bid

- Motion to approve 2019 mowing bid for the hall, cemetery and treatment plant – Ms. McQueer; support – Mr. Faust; vote – unanimous

Bridgewater Township Board of Trustees Minutes

E. Bridgewater Days Temporary Road Closure Resolution

- Motion to approve resolution regarding a temporary road closure resolution number 2019-09 – Ms. McQueer; support – Ms. Fromhart
- Roll call vote:
Trustee Faust – yes Trustee Fromhart - yes Trustee McQueer – yes
Trustee Oliver – absent Trustee Wharam – yes

F. Zoning Board of Appeals Appointment

- Motion to approve Cal Messing to the ZBA with the term ending 31-Dec-20 – Ms. McQueer; support – Ms. Fromhart; vote – unanimous

G. MTA Nonpartisan Resolution

- Motion to oppose resolution to adopt position on option of elected township offices appear as nonpartisan on ballot; resolution number 2019-10 – Ms. Fromhart; support – Mr. Faust
- Roll call vote:
Trustee Faust – yes Trustee Fromhart - yes Trustee McQueer – yes
Trustee Oliver – absent Trustee Wharam – no

VII. REPORTS AND CORRESPONDENCE

A. Public Safety Report

- A written report from the sheriff's department was received and is on record

B. Supervisor's Report

- See board packet plus
 - Will not get funding from USDA for broadband funding

C. Assessor's Report

- A written report from Ms. Rider was received and it is on record

D. Clerk's Report

- Washtenaw County Parks & Rec master plan review 30-Apr-19
- Meadowbrook Insurance Group, Inc. is now AmeriTrust Group, Inc
- MML dividend check for \$130.00 was applied to this year's renewal premium
- The clerk's desk is falling apart; should add new desk to capital improvements list

E. Treasurer's Report

- Need a new bill for Dr. Samuels
- Received \$100 for violation
- Waiting for settling report
- Handed out amortization schedule for sewer bond
- Postcards for clean-up day are being worked on

F. Trustees' Report

- Trustee Faust
 - Nothing

Bridgewater Township Board of Trustees Minutes

- Trustee Oliver
 - Nothing

G. Zoning Administrator's Report

- A written report from Mr. Nanney was received and it is on record

H. Planning Commission

- The meeting minutes were submitted and are on record

I. Farmland Preservation Board Report

- Did not meet in March

VIII. CITIZEN PARTICIPATION

- Comment about Bridgewater Township donation to Manchester Area Seniors

IX. ADJOURNMENT

- Ms. Fromhart adjourned the meeting at 9:17 p.m.

APPROVED

May 3, 2019

Laurie Fromhart
Bridgewater Township
10900 Clinton Road
Manchester, MI 48158

Regarding: GS Materials – Mining Review #2



initiative

Ms. Fromhart,

We have reviewed the updated annual report for GS Materials, LLC (GSM) located at 13500 Allen Road, dated April 24, 2019. This letter is supplemental to our first review letter and only contains actions items and responses from the first letter. Bold text indicates the status of the items.

- *Total acres of disturbed land (not restored) at the end of the year, including processing plant area, unseeded berms and slopes, unrestored areas, unrestored shorelines, areas stripped of topsoil, and water areas where active extraction is occurring.*

GS Materials, LLC (GSM) indicated 43.1 acres of disturbed area during 2018. This is an increase of 10% from 2017.

The 43.1 acres appears to include the active mining and stockpiling areas with the exception of the overburden placed along the north property line.

- The excess material will need to be removed prior to final reclamation. **The applicant acknowledged this at the April 4, 2019 Board Meeting.**
- *Monitoring well records and any domestic well records, certified by a registered engineer, geologist, or hydrogeologist, regarding ground water elevations and chemical analysis of the water.*

GS Materials, LLC (GSM) provided an Annual Groundwater Sampling Report dated November 19, 2018, revised on April 24, 2019. We offer the following comments:

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

734 663.2622 ph
734 663.6759 fx

Petoskey Office
113 Howard St.
Petoskey, MI 49770

231 347.2523 ph
231 347.2524 fx

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

231 649.1065 ph
231 944.1709 fx

Toledo
419.242.3428 ph



initiative

- The report cover page should be certified by registered engineer, geologist, or hydrogeologist. **The revised report has been certified by a registered geologist.**
 - Please confirm the number of groundwater monitoring points. The Introduction section notes 21 while the Groundwater Well Sampling section notes 24. The 2017 report noted 20. **The revised report has confirmed 20 groundwater monitoring points.**
 - One significant groundwater level change was "Red Flagged" in the report (PZ-2) which noted a temporary 3-foot drop in level. A second groundwater level change (MW-2) of 7-feet appears to have occurred but was not "Red Flagged". This should be described in the report. **The revised report has described this irregularity.**
 - It should be noted that there were petroleum hydrocarbons were detected at the laboratory detection limits of 0.1 mg/L in samples collected at MW-3 and MW-8 and at a concentration of 0.3 mg/L in the Baker Lake sample. Follow up testing was performed which revealed a "not detected" results. Copies of these follow up tests should be provided for record. **The revised report included copies of these follow up tests.**
 - Groundwater testing in one off-site well indicated the presence of lead. This was re-tested with a second positive result. The location should be noted in the report. We have concern that no further action has been taken at the request of the homeowner. **We are unaware of any further action. It is recommended that the applicant provide contact information of the resident to the Township.**
 - Groundwater testing in one well tested positive for total coliform. This was re-tested with a positive result. The location should be noted in the report. It is suggested that a follow up test be run after the well was shocked. **The revised report included copies of these follow up tests.**
- *A statement regarding planned extraction and restoration activities for the upcoming year.*

GS Materials, LLC (GSM)'s statement includes using the floating dredge to mine the Crego Peltcs lake, however during the inspection, it appears that this dredge will be removed from the site and a suction dredge will be brought to the site and used instead.

- If this is the case, the report cover letter should be revised. **The report cover letter has been revised to indicate that a suction dredge may be brought to the property during the 2019 mining season but plans have not been finalized.**



initiative

- *A statement regarding conformance to the approved extraction operations and reclamation plans, and compliance with required Federal, State, and County regulations:*

GS Materials, LLC (GSM) provided their statement within their documents. The amount of topsoil stockpiled along the northern and northwestern portions of the property. At present, there is more topsoil on site than needed for reclamation (45,000 cubic yards versus 11,300 cubic yards).

- The excess material will need to be removed prior to final reclamation. **The applicant acknowledged this at the April 4, 2019 Board Meeting.**

- *A list of all equipment that is located on and used at the site, whether temporary or permanent, together with a statement of the dollar value of each piece of said equipment.*

GS Materials, LLC (GSM) provided a statement that included one feed bin, one clam shell dredge with associated conveyors, one board used to access the clam shell dredge, one generator, and one dragline.

- The associated dollar amounts of this equipment should be provided. **This information has been provided. If the suction dredge is brought on site, this information will need to be revised to include it.**

- *Miscellaneous Ordinance Requirements*

- Similar to last year, it is noted that the Reclamation Plan presented and the Conceptual End Use Plan in the consent judgement have several inconsistencies. It is recommended that these plans be updated to match and amend the consent judgement with the updated Reclamation Plan, as this would be in the best interest of all parties. **Per the applicant, materials were provided to their attorney in November 2018 with preliminary discussions with the Township attorney. The process of correcting the inconsistencies of the Reclamation Plan need to keep moving forward.**

We recommend that the Board continue to work with the GS Materials to update the Reclamation Plan. If there are any questions regarding this review, please feel free to contact me at (734) 239-6610.

Thank you,



Kristofer Enlow, P.E.
Principal

cc: Laurie Fromhart, Bridgewater Township Supervisor, via e-mail
Ross Mellgren – NRM, Natural Resources Management, LLC, via e-mail



initiative

**BRIDGEWATER TOWNSHIP
WASHTENAW COUNTY, MICHIGAN**

DANGEROUS BUILDINGS ORDINANCE

ORDINANCE NO. _____

An ordinance to promote the health, safety and welfare of the people of Bridgewater Township, Washtenaw County, Michigan, by regulating the maintenance and safety of certain buildings and structures; to define classes of buildings and structures affected by this Ordinance; to establish administrative requirements and procedures for maintenance or demolition of certain buildings and structures; and to establish remedies and penalties for the violation of this Ordinance.

Section 1. Title and Authority

This Ordinance is adopted pursuant to the authority of Public Act 61 of 1969 (Dangerous Buildings); Public Act 230 of 1972, as amended (State Construction Code); and Public Act 246 of 1945 (Township Ordinances). This Ordinance shall be known and cited as the Bridgewater Township Dangerous Buildings Ordinance.

Section 2. Building, Defined

As used in this Ordinance, the term "building" means any structure, either temporary or permanent, having a roof or other covering and used or built for the shelter or enclosure of persons, animals, chattels or property of any kind. As used in this Ordinance, the term "building" shall also include tents, awnings, semi-trailers, shipping containers or vehicles situated on a parcel of land and used for the purposes of a building as defined in this section.

Section 3. Dangerous Building, Defined

As used in this Ordinance, the term "dangerous building" means any building that has one (1) or more of the following defects or is in one (1) or more of the following conditions:

- A. A door, aisle, passageway, stairway, or other means of exit does not conform to the applicable fire code for the area of the Township where the building or structure is located.
- B. A portion of the building is damaged by fire, wind, flood, deterioration, neglect, abandonment, vandalism or other cause so that the structural strength or stability of the building is appreciably less than it was before the damage and does not meet the minimum applicable Construction Code requirements for the type of building, purpose or location.
- C. A part of the building is likely to fall, become detached or dislodged, or collapse and injure persons or damage property.
- D. A portion of the building has settled to an extent that walls or other structural elements have materially less resistance to wind than is required in the case of new construction by the State Construction Code for the type of building, purpose or location.
- E. All or part of the building is likely to partially or completely collapse, because of dilapidation, deterioration, decay, faulty construction, the removal or movement of some portion of the ground necessary for the support, or for other reason; or some portion of the foundation or underpinning of the building is likely to fall or give way.

- F. All or part of the building is manifestly unsafe for the purpose for which it is used.
- G. The building is damaged by fire, wind, or flood; is dilapidated or deteriorated and becomes an attractive nuisance to children who might play in the building to their danger; becomes a harbor for vagrants, criminals or immoral persons; or enables persons to resort to the building for committing a nuisance or an unlawful or immoral act.
- H. Because of dilapidation, decay, damage, faulty construction or arrangement, or for other reason, a building used or intended to be used for dwelling purposes, including the adjoining grounds, is unsanitary or unfit for human habitation, is in a condition that the Washtenaw County Health Department determines is likely to cause sickness or disease, or is likely to injure the health, safety, or general welfare of people living in the dwelling.
- I. A building is vacant, dilapidated, and open at door or window, leaving the interior of the building exposed to the elements or accessible to entrance by trespassers.
- J. A building remains unoccupied for a period of 180 consecutive days or longer, and is not listed as being available for sale, lease, or rent with a real estate broker licensed by the State of Michigan. This subsection does not apply to any of the following circumstances:
 - 1. A vacation home, hunting cabin, summer home or similar type of secondary or seasonal dwelling, where the owner or agent maintains the exterior of the building and adjoining grounds in accordance with Township ordinances and the State Construction Code for the type of building, purpose or location.
 - 2. A new building under construction for which the owner or agent has a valid building permit, demonstrates that significant and continuous progress is being made toward completion, secures the property and takes all other necessary safety precautions, and otherwise complies with this subsection and all applicable laws, ordinances, and regulations of the Township and outside agencies with jurisdiction.
 - 3. A building where the owner or agent notifies the Township ordinance officer not more than 30 days after the building becomes unoccupied that it will remain unoccupied for 180 consecutive days or longer, and where the owner or agent maintains the exterior of the building and adjoining grounds in accordance with Township ordinances and the State Construction Code for the type of building, purpose or location.

Section 4. Dangerous Buildings Prohibited

It shall be unlawful for any owner or agent thereof to keep or maintain any building or part thereof in a manner or condition that meets the definition of a dangerous building per Section 3 of this Ordinance. Dangerous buildings, as determined by the Township in accordance with this Ordinance, shall be abated by alteration, repair, rehabilitation, demolition or removal in accordance with the procedures specified in this Ordinance.

Section 5. Appointment of a Hearing Officer

The hearing officer shall be appointed by the Supervisor and be approved by the Township Board and shall then serve at the Supervisor's pleasure. The hearing officer shall be a person who has expertise in housing matters including, but not limited to, an engineer, architect, building contractor, building inspector, member of a community housing organization, or any person with similar qualifications. An employee of the Township shall not be appointed as hearing officer.

Section 6. Inspections

The Township Building Inspector, the Fire Chief or Fire Marshal, or other enforcement officer as designated by Township Board resolution, shall inspect or cause to be inspected any building or part thereof reported as or observed to be in one (1) or more of the conditions as defined in Section 3 of this Ordinance, and shall report their findings to the Township Supervisor.

Section 7. Emergency Situations

The Township Supervisor shall be promptly notified if the Township Building Inspector, the Fire Chief or Fire Marshal, or other enforcement officer as designated by Township Board resolution determines that either of the following circumstances warrant immediate action to demolish or otherwise make the building safe:

- A. A building observed to be in one (1) or more of the conditions as defined in Section 3 of this Ordinance constitutes an imminent danger to public safety or health; or
- B. A building becomes open at door(s) or window(s), or damaged from vandalism, fire or other cause, including lawful entry by police enforcement, leaving the interior exposed to the elements or accessible to trespassers; and the owner of or party in interest in the building, in whose name the property appears on the most recent tax assessment record, is unable to be immediately contacted or cannot adequately secure the building within 24 hours of contact; and where it is determined that it is inappropriate to delay making the building secure.

The Township Supervisor may order the Township Building Inspector to cause the immediate repair, demolition or boarding up of building subject to action under this Section. The costs of such immediate repair, demolition or boarding up shall be the responsibility of the owner or party in interest, and shall be reimbursed to the Township Treasurer within 30 calendar days.

Section 8. Notice Requirements

If a building is found to be to be in one (1) or more of the conditions as defined in Section 3 of this Ordinance, the Township Building Inspector shall issue a notice that the building is a dangerous building in accordance with the following:

- A. The notice shall be in writing and directed to each owner of or party in interest in the building, in whose name the property appears on the most recent tax assessment record.
- B. The notice shall specify the time and place of a hearing on whether the building is a dangerous building, and shall state that each owner of or party in interest in the building shall have the opportunity to show cause at the hearing why the hearing officer should not order the building to be demolished, otherwise made safe, or properly maintained.
- C. The notice shall be served upon the person(s) to whom the notice is directed either personally or by certified mail, return receipt requested, addressed to the owner or party in interest at the address shown on the most recent tax assessment record. If a notice is served on a person by certified mail, a copy of the notice shall also be posted upon a conspicuous part of the building. A secondary copy of the notice may also be sent via electronic delivery.
- D. Copies of the notice shall also be given to the Township Supervisor, the Township Assessor, and to the hearing officer.

Draft Date: September 9, 2016

- E. The notice shall be served upon the owner or party in interest at least fifteen (15) days before the date of the hearing included in the notice.
- F. The Township Building Inspector shall maintain a record of the notice, method(s) and date(s) of mailing or delivery, and any response or return received.

Section 9. Hearing, and Decision of the Hearing Officer

The hearing officer shall convene the hearing at the time and place specified in the notice, and shall take testimony from the Township Building Inspector, Township officials, representative(s) of the Fire Department, the owner or agent of the property, and any other interested parties. Not more than five (5) business days after completion of the hearing, the hearing officer shall render a decision either closing the proceedings or ordering the building to be demolished, otherwise made safe or properly maintained.

- A. If the hearing officer determines that the building should be demolished, otherwise made safe or properly maintained, the hearing officer shall so order, fixing a time in the order for the owner or agent to comply with the order. If the building is a dangerous building under Section 3 subsection "J" of this Ordinance, the order may require the owner or agent to also maintain the adjoining grounds, including but not limited to lawns, trees, and shrubs.
- B. A copy of the findings and order of the hearing officer shall be served on the owner or agent in the manner prescribed in Section 8.
- C. If the owner or agent fails to appear or neglects or refuses to comply with the order issued under Section 9, subsection "A," the hearing officer shall file a report of the findings and a copy of the order with the Township Board not more than five (5) business days after noncompliance by the owner or agent, along with a request that necessary action be taken by the Board to enforce the order.

Section 10. Hearing and Action by the Township Board

The Township Board shall fix a date, not less than 30 calendar days after the hearing prescribed in Section 8, for a hearing on the findings and order of the hearing officer; and shall give notice in the manner prescribed in section 8.

- A. At the hearing, any interested party shall be given the opportunity to show cause why the order of the hearing officer should not be enforced.
- B. The Township Board shall approve, disapprove, or modify the order of the hearing officer. If the Township Board approves or modifies the order, the Township Board shall take all necessary action to enforce the order.
- C. If the Township Board approves or modifies the order of the hearing officer, the owner or agent shall comply with the order within 60 calendar days after the date of the hearing under this Section. In the case of an order of demolition, if the Township Board determines that the building has been substantially destroyed by fire, wind, flood or other natural disaster, and the cost of repair will be greater than the state equalized value of the property, the owner or agent shall comply with the order of demolition within 21 calendar days after the date of the hearing under this Section.
- D. A copy of the approved or modified order of the Township Board shall be served on the owner or agent in the manner prescribed in Section 8.

Section 11. Appeal to Circuit Court

An owner or party in interest of any building or property subject to enforcement action under this Ordinance who is aggrieved by an order approved or modified by the Township Board under Section 10 may appeal the order to Circuit Court by filing a petition for an order of superintending control within 20 calendar days from the date of the decision.

Section 12. Noncompliance with Order; Municipal Civil Infraction

An owner or party in interest of any building or property subject to enforcement action under this Ordinance who fails or refuses to comply with an order approved or modified by the Township Board under Section 10 is guilty of a municipal civil infraction as defined by Michigan Law and subject to a civil fine of not more than \$500.00, plus costs, which may include all direct or indirect expenses to which the Township has been put in connection with the violation. A violator of this Ordinance shall also be subject to such additional sanctions, remedies, and judicial orders as are authorized under state law. Each day a violation of this Ordinance continues to exist constitutes a separate violation.

Section 13. Remedies, Compliance Costs, and Reimbursement

The cost of the demolition, of making the building safe, or of maintaining the exterior of the building or adjoining grounds incurred by the Township to bring the property into conformance with this Ordinance, including the cost of consulting services, investigation, publication charges, attorney fees, court costs, and all administrative expenses, shall be reimbursed to the Township by the owner or party in interest in whose name the property appears on the most recent tax assessment record.

- A. The owner or party in interest shall be notified by the Township Supervisor or Township Assessor of the amount of the cost of the demolition, of making the building safe, or of maintaining the exterior of the building or adjoining grounds by first class mail at the at the address shown on the most recent tax assessment record.
- B. The cost of demolition includes, but is not limited to fees paid to hearing officers, costs of title searches or commitments used to determine the parties in interest, recording fees for notices and liens filed with the Washtenaw County Register of Deeds, demolition and dumping charges, court reporter attendance fees, and collection costs for the charges authorized under this Ordinance and applicable state laws.
- C. If the owner or party in interest of any single-family or two-family dwelling subject to enforcement action under this Ordinance fails to pay the cost within 30 calendar days after mailing of the notice under Section 13, subsection "A," the Township shall place the entire sum, plus any nominal collection charge as set by Township Board resolution, on the tax rolls as an assessment against the parcel or lot, to be collected as other taxes are levied and collected. Such charges shall be added to the general Township tax roll, and to the total of the taxes levied on such parcel or lot for the same year.
- D. If the owner or party in interest of any building or property subject to enforcement action under this Ordinance fails to pay the cost within 30 calendar days after mailing of the notice under Section 13, subsection "A," the Township shall have a lien for the cost incurred by the Township to bring the property into conformance with this Ordinance, and for any charges imposed until the amounts have been fully paid. The lien shall not take effect until notice of the lien has been filed or recorded as provided by law. A lien provided

Draft Date: September 9, 2016

for in this subsection does not have priority over previously filed or recorded liens and encumbrances. The lien for the cost shall be collected and treated in the same manner as provided for property tax liens under the General Property Tax Act (Public Act 206 of 1893, as amended; MCL 211.1 to 211.157) or applicable Township ordinances.

- E. In addition to other remedies under this Ordinance, the Township may commence civil suit seeking injunction, specific performance, mandamus, abatement or other appropriate proceedings to prevent, enjoin, abate or remove any violations of this Ordinance.

Section 14. Severability

All sections, terms, provisions or clauses of this Ordinance shall be deemed independent and severable. Should a court of competent jurisdiction hold any section, term, provision or clause void or invalid, all remaining sections, terms, provisions and clauses not held void or invalid shall continue in full force and effect.

Section 15. Effective Date

This Ordinance shall become effective 30 calendar days after publication of a Notice of Adoption in a newspaper of general circulation in the Township, following adoption by the Township Board of Trustees.

Dated: _____, 20____

Ron Smith, Supervisor

Laurie Fromhart, Clerk

CERTIFICATION

The above Ordinance No. _____ was adopted at a meeting of the Bridgewater Township Board of Trustees on the _____ day of _____, 20____; and published in the _____, a newspaper of general circulation in Bridgewater Township, Washtenaw County, Michigan on the _____ day of _____, 20____.

Laurie Fromhart
Bridgewater Township Clerk

Bridgewater Township
Monthly Expenses
 May 2019

<u>Type</u>	<u>Date</u>	<u>Check #</u>	<u>Name</u>	<u>Split</u>	<u>Amount</u>	
May 19						
Bill	05/01/2019	9706	Beckett & Raeder	-SPLIT-	1,004.27	Clerk: _____
Bill	05/01/2019	EFT	Cardmember Service	2050 · Comerica - Clerk/Treasurer	81.60	
Bill	05/24/2019	9707	Clayton and Mary Rider Assessing Service	-SPLIT-	1,880.52	Treasurer: _____
Bill	05/24/2019	EFT	Consumers Energy	5265728 · Maintenance & Utilities	37.52	
Bill	05/29/2019	EFT	Detroit Edison Company - Hall	5265728 · Maintenance & Utilities	44.94	
Bill	05/22/2019	EFT	Detroit Edison Company - Street Lights	5440852 · Street lighting	264.11	
Bill	05/23/2019	9708	Donald N. Pennington	-SPLIT-	1,491.25	
Bill	05/14/2019	EFT	Frontier	5265728 · Maintenance & Utilities	103.91	
Bill	05/04/2019	9709	J&L Tire	5440849 · Clean-up Day	809.50	
Bill	05/12/2019	9710	Jon Way	-SPLIT-	685.00	
Bill	05/04/2019	9711	Modern Waste Systems, Inc	5440849 · Clean-up Day	797.05	
Bill	05/14/2019	9712	MTA	-SPLIT-	1,715.06	
Bill	05/31/2019	EFT	Paychex - fees	5215727 · Clerk supplies & expense	124.59	
Bill	05/31/2019	EFT	Paychex - payroll	-SPLIT-	5,242.23	
May 19					<u><u>14,281.55</u></u>	

May 25, 2019
 Accrual Basis

Bridgewater Township Profit & Loss Budget vs. Actual April 2019 through March 2020

	Apr '19 - Mar 20	Budget	\$ Over Budget
Income			
Clean-up Day Grant	0	3,000	-3,000
Clean Up Donation	0	100	-100
4402 · Property tax - operation	0	79,400	-79,400
4447 · Tax administration fee	0	18,800	-18,800
4448 · Tax collection fees	0	4,000	-4,000
4460 · Township permits	0	250	-250
4465 · Land division fees	0	350	-350
4574 · Revenue sharing	22,126	141,926	-119,800
4600 · Collection Fee-Sewer Fund	0	1,400	-1,400
4601 · Fire charge collection	0	-4,715	4,715
4665 · Interest Income	32	2,000	-1,968
4666 · Ordinance fines (from County)	100		
4672 · Other Income	0	1,000	-1,000
4675 · Metro Auth.-restricted to roads	0	3,300	-3,300
4700 · Election Reimbursement	0	1,000	-1,000
Total Income	22,258	251,811	-229,553
Gross Profit	22,258	251,811	-229,553
Expense			
5101000 · Township Board			
5101703 · Trustee salary	800	4,800	-4,000
5101727 · Township supplies & expenses	0	300	-300
5101770 · Conferences & Training	0	300	-300
Total 5101000 · Township Board	800	5,400	-4,600
5171000 · Supervisor			
5171703 · Supervisor Salary	2,601	15,607	-13,006
5171727 · Supervisor Expense	8	1,000	-992
5209000 · Assessor			
5209705 · Board of Review expenses	0	1,500	-1,500
5209805 · Assessor Wages	3,450	20,700	-17,250
5209810 · Assessor Expense	245	2,800	-2,555
Total 5209000 · Assessor	3,695	25,000	-21,305
Total 5171000 · Supervisor	6,305	41,607	-35,302
5173000 · Other General Government			
5173715 · Social Security	763	5,000	-4,237
5173801 · Attorney & Consulting Expenses	0	5,000	-5,000
5173802 · Audit fees	0	6,300	-6,300
5173811 · Membership fees & dues	1,715	2,000	-285
5173895 · Website Administrator	0	500	-500
5173912 · Insurance & Bonds	0	5,500	-5,500
Total 5173000 · Other General Government	2,478	24,300	-21,822
5215700 · Clerk			
5173900 · Printing & publishing	0	600	-600
5174810 · Deputy Clerk	0	1,000	-1,000
5191727 · Election expense	0	1,000	-1,000
5215703 · Clerk salary	2,702	16,214	-13,512
5215727 · Clerk supplies & expense	364	3,200	-2,836
Total 5215700 · Clerk	3,067	22,014	-18,947
5253700 · Treasurer			
5253701 · Tax Collection Expense	0	2,500	-2,500
5253703 · Treasurer salary	2,936	17,615	-14,680
5253704 · Deputy Treasurer Wages	132	1,000	-868
5253727 · Treasurer supplies & expenses	101	2,000	-1,899
Total 5253700 · Treasurer	3,169	23,115	-19,946

May 25, 2019
 Accrual Basis

Bridgewater Township Profit & Loss Budget vs. Actual April 2019 through March 2020

	Apr '19 - Mar 20	Budget	\$ Over Budget
5265000 · Building & Grounds			
5265728 · Maintenance & Utilities	608	5,000	-4,392
5265925 · Cemetery care	540	2,500	-1,960
5265980 · Building improvement & equipmen	170	500	-330
Total 5265000 · Building & Grounds	1,318	8,000	-6,682
5301800 · Public Safety			
5339727 · Fire protection billing expense	6,825	60,000	-53,175
Total 5301800 · Public Safety	6,825	60,000	-53,175
5400700 · Planning & zoning			
5400701 · Planning			
5400727 · Planning comm. wage & expense	930	4,200	-3,270
5400802 · Master Plan	0	500	-500
5400803 · Planning consultant - on-going	2,260	5,000	-2,740
5400806 · Farmland PB Consultant	0	2,000	-2,000
5411810 · Conferences & Training	0	500	-500
Total 5400701 · Planning	3,190	12,200	-9,010
5410726 · Zoning			
5410704 · Land Division Processing Fees	200	1,700	-1,500
5410727 · Zoning ad.wage & expense	106	7,500	-7,394
5411727 · Zon Bd of Appeals Expense	0	325	-325
Total 5410726 · Zoning	306	9,525	-9,219
Total 5400700 · Planning & zoning	3,496	21,725	-18,229
5440000 · Public works			
5440846 · Road Improvements	0	30,000	-30,000
5440847 · Drains at large	0	15,000	-15,000
5440849 · Clean-up Day	1,901	3,000	-1,099
5440852 · Street lighting	531	4,300	-3,769
Total 5440000 · Public works	2,432	52,300	-49,868
Total Expense	29,890	258,461	-228,572
Net Income	-7,632	-6,650	-981

May 25, 2019
Accrual Basis

Bridgewater Township
Balance Sheet
As of May 31, 2019

	<u>May 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
1002 · General Checking-Key Bank	14,152.52
1010 · General Savings-Key Bank	153,986.44
1016 · Bank of Ann Arbor 5yr	102,139.40
1017 · Old National 5 yr	109,637.70
Total Checking/Savings	<u>379,916.06</u>
Accounts Receivable	
1200 · Accounts Receivable	762.00
Total Accounts Receivable	<u>762.00</u>
Other Current Assets	
Prepaid Insurance	5,234.00
1020 · Delinquent PPT Receivable	-61.26
1034 · Tax Receivable-PPT	97.34
1081 · Due from Sewer Operations	-990.00
1085 · Due From Tax Fund	2,306.22
1087 · Due from Dr. Samuels	2,792.20
1201 · Accounts Receivable 2	2,930.00
Total Other Current Assets	<u>12,308.50</u>
Total Current Assets	392,986.56
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	<u>172,916.10</u>
TOTAL ASSETS	<u><u>565,902.66</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2050 · Comerica - Clerk/Treasurer	515.07
Total Credit Cards	<u>515.07</u>
Other Current Liabilities	
Due to Tax payer	1,102.39
2217 · Escrow Deposits Payable	
2220 · Due to SMR-Elliott parcel	2,500.00
2233 · Due to SMR-Crego/Peltcs	190.37
2251 · Due to Bridgewater Bank	3,361.76
2252 · Due Metro General Contractors	1,000.00
2253 · Due to Bridgewater Commons	-683.69
2255 · Barbu Escrow	-1,201.77
2256 · JK-PK Properties Escrow	2,380.00
Total 2217 · Escrow Deposits Payable	<u>7,546.67</u>
2295 · Deferred Revenue	97.34
Total Other Current Liabilities	<u>8,746.40</u>
Total Current Liabilities	<u>9,261.47</u>
Total Liabilities	9,261.47

May 25, 2019
Accrual Basis

Bridgewater Township
Balance Sheet
As of May 31, 2019

	<u>May 31, 19</u>
Equity	
3900 · Fund Balance	391,356.02
3940 · Invested in Capital Assets, Net	172,916.84
Net Income	-7,631.67
	<hr/>
Total Equity	556,641.19
	<hr/>
TOTAL LIABILITIES & EQUITY	<u><u>565,902.66</u></u>

Bridgewater Township Sewer Operation

Monthly Expenses

April 28 through May 31, 2019

Apr 28 - May 31, 19	<u>Type</u>	<u>Date</u>	<u>Check #</u>	<u>Name</u>	<u>Split</u>	<u>Amount</u>	
	Bill	05/28/2019	EFT	DTE Energy	Electricity	1,514.13	Clerk: _____
	Bill	05/10/2019	EFT	Frontier	Phone Service	43.69	
	Bill	04/03/2019	1366	Haviland	-SPLIT-	721.20	Treasurer: _____
	Bill	05/12/2019	1367	Jon Way	Building & Grounds Maintenance	270.00	
	Bill	04/30/2019	1368	USIC Locating Services, LLC	Miss Dig Locator Service	87.44	
	Bill	04/30/2019	1369	Village of Manchester	Plant Operator	3,000.00	
	Bill	05/31/2019	1370	Village of Manchester	Plant Operator	3,000.00	
Apr 28 - May 31, 19						<u>8,636.46</u>	

May 25, 19
 Accrual Basis

**Bridgewater Township Sewer Operation
 Profit & Loss Budget vs. Actual
 April 1 through May 25, 2019**

	Bond - Sewer		Operation - Sewer		TOTAL	
	Apr 1 - May 25, 19	Budget	Apr 1 - May 25, 19	Budget	Apr 1 - May 25, 19	Budget
Ordinary Income/Expense						
Income						
Interest Income Master Account						
Interest Income Checking	0.00	0.00	17.54	0.00	17.54	0.00
Total Interest Income Master Account	0.00	0.00	17.54	0.00	17.54	0.00
Operation Maintenance Income	0.00	0.00	17,000.00	0.00	17,000.00	0.00
Total Income	0.00	0.00	17,017.54	0.00	17,017.54	0.00
Gross Profit	0.00	0.00	17,017.54	0.00	17,017.54	0.00
Expense						
Collection System						
Billing						
Billing Clerk	0.00	0.00	200.00	0.00	200.00	0.00
Total Billing	0.00	0.00	200.00	0.00	200.00	0.00
Miss Dig Locator Service	0.00	0.00	87.44	0.00	87.44	0.00
Total Collection System	0.00	0.00	287.44	0.00	287.44	0.00
Treatment Plant						
Building & Grounds Maintenance	0.00	0.00	270.00	0.00	270.00	0.00
Chemicals	0.00	0.00	371.20	0.00	371.20	0.00
Electricity	0.00	0.00	3,189.11	0.00	3,189.11	0.00
Phone Service	0.00	0.00	87.49	0.00	87.49	0.00
Plant Operator	0.00	0.00	3,000.00	0.00	3,000.00	0.00
Total Treatment Plant	0.00	0.00	6,917.80	0.00	6,917.80	0.00
Total Expense	0.00	0.00	7,205.24	0.00	7,205.24	0.00
Net Ordinary Income	0.00	0.00	9,812.30	0.00	9,812.30	0.00
Net Income	0.00	0.00	9,812.30	0.00	9,812.30	0.00

May 25, 2019
Accrual Basis

Bridgewater Township Sewer Operation
Balance Sheet
As of May 31, 2019

	<u>May 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
Key-Sewer O/M	
Capital Improvements Reserve	18,000.00
Key-Sewer O/M - Other	-2,755.55
Total Key-Sewer O/M	<u>15,244.45</u>
Key Sewer O/M Saving	87,379.07
Key Sewer Retirement Checking	68,405.47
Total Checking/Savings	<u>171,028.99</u>
Accounts Receivable	
Accounts receivable	52,134.55
Total Accounts Receivable	<u>52,134.55</u>
Other Current Assets	
Due From Tax	11,538.40
Prepaid Insurance	1,379.00
Taxes Receivable Special Asst	6,164.90
Total Other Current Assets	<u>19,082.30</u>
Total Current Assets	<u>242,245.84</u>
Fixed Assets	
Accessory Building	53,320.02
Accumulated Depr - Access Bldg	-8,649.65
Equipment	95,107.77
Accumulated Depr - Equipment	-29,581.44
Sewer System Plant	1,966,444.05
Accumulated Depr - Sewer System	-630,900.78
Land	55,355.06
Total Fixed Assets	<u>1,501,095.03</u>
Other Assets	
Special Assessment Receivable	103,002.34
Total Other Assets	<u>103,002.34</u>
TOTAL ASSETS	<u><u>1,846,343.21</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
*Accounts Payable	-855.98
Total Accounts Payable	<u>-855.98</u>
Other Current Liabilities	
Due to General Fund	200.00
Total Other Current Liabilities	<u>200.00</u>
Total Current Liabilities	<u>-655.98</u>
Long Term Liabilities	
2004 Bonds Wastewater Expansion	176,250.00
Total Long Term Liabilities	<u>176,250.00</u>
Total Liabilities	<u>175,594.02</u>

May 25, 2019
Accrual Basis

Bridgewater Township Sewer Operation
Balance Sheet
As of May 31, 2019

	<u>May 31, 19</u>
Equity	
Invested in capital assets, net	1,317,951.48
Restricted for Debt Service	240,753.85
Unrestricted Funds (QB RE acct)	105,231.56
Net Income	6,812.30
Total Equity	<u>1,670,749.19</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,846,343.21</u></u>



May 24, 2019

Bridgewater Township Board of Trustees
10990 Clinton Road
Manchester, MI 48158

Subject: Medical Marijuana Facilities - Summary of the Planning Commission's Policy Recommendations.

Dear Supervisor Fromhart and Township Board members:

Per the Planning Commission's request, we have prepared the following summary of the Planning Commission's policy recommendations regarding potential local regulation of medical marijuana facilities (growers, processors, secure transporters, safety compliance testing laboratories, and provisioning centers) as allowed under the *Medical Marijuana Facilities Licensing Act* and associated state laws. In response to the Board's request that the Planning Commission review medical marijuana facilities again from a future land use and Township development policy perspective, the Commission considered the following questions:

- *Which of the types of licenses should we allow, and how many of each type?*
- *Where should we allow each type of licensed facility to locate in the Township?*
- *If limiting the geographic area for medical marijuana facilities through establishment of an "overlay zone" is preferred, what is the appropriate location and size for this zone?*

After extensive review and discussion during their March, April, and May meetings, the Planning Commission made the following determinations:

- 1. Prohibit medical marijuana growers.** A "grower" license allows a commercial entity that cultivates, dries, trims or cures marijuana for sale to a processor or provisioning center. Under state licensing rules, this may include indoor or outdoor production facilities.

During their 5/20/2019 regular meeting, the Commission adopted a motion to recommend that zero grower licenses be allowed in the Township. The difficulty of establishing a limited geographic scope for such facilities and the potential adverse impacts on Township residents from land speculation, security measures, noise, and odor were cited during the discussion as reasons for recommending a prohibition on grower licenses.

- 2. Allow two medical marijuana processor licenses.** A "processor" license allows a commercial entity that purchases marijuana from a grower and extracts resin from the marijuana, creates a marijuana-infused product, and/or prepares packaged marijuana products for sale in a provisioning center. During their review of this type of license, the Commission considered both the specific proposal that had been presented to the Board, and the general characteristics and potential land use impacts of processor operations.

During their 5/20/2019 meeting, the Commission adopted a motion to recommend that:

- (a) Two (2) processor licenses be allowed in the Township; and that

(b) Processor facilities be limited to the LI (Light Industrial) zoning district, and be subject to site plan approval.

3. **Allow one or two medical marijuana secure transporter licenses.** A “secure transporter” license allows a commercial entity that transports marijuana between marijuana facilities for a fee. Under state rules, no substantial amount of marijuana would be kept or secured overnight at this facility. From a land use perspective, this would be similar to other secured package delivery services.

During their 4/8/2019 meeting, the Commission made the following determinations related to secure transporter facilities:

- (a) Secure transporter facilities can be a suitable land use if limited to the LI (Light Industrial) zoning district, and subject to site plan approval.
- (b) A maximum of one (1) or two (2) secure transporter licenses should be allowed in the Township.

4. **Allow one or two medical marijuana safety compliance testing laboratory licenses.** A “safety compliance testing laboratory” license allows a commercial entity that receives marijuana from a marijuana facility or medical marijuana caregiver, tests it for contaminants and for tetrahydrocannabinol (THC) and other cannabinoids, returns the test results, and may return the marijuana to the marijuana facility. From a land use perspective, this facility would have only incidental amounts of marijuana on-site at any particular time, and would be similar to other types of testing/research laboratory facilities.

During their 4/8/2019 meeting, the Commission made the following determinations related to safety compliance testing laboratories:

- (a) Safety compliance testing laboratories can be a suitable land use if limited to the LI (Light Industrial) zoning district, and subject to site plan approval.
- (b) A maximum of one (1) or two (2) safety compliance testing laboratory licenses should be allowed in the Township.

5. **Prohibit medical marijuana provisioning centers.** A “provisioning center” license allows a commercial entity that purchases marijuana from a grower or processor, and sells or supplies marijuana to medical marijuana qualifying patients directly or through the patient’s medical marijuana caregiver. The facility would have large inventories of marijuana and marijuana-infused products on-site. This is typically a storefront retail sales operation with a lobby or waiting area, secured sales area, back office, and secured product storage and receiving space.

During their 3/18/2019 regular meeting, the Commission determined that provisioning center licenses continue to be an undesirable facility for the Bridgewater Hamlet’s commercial area. Adverse impacts on existing businesses and the potential for security, parking, and traffic issues were cited during the discussion as reasons for recommending that provisioning centers be prohibited in the Township.

Respectfully submitted,
Rodney C. Nanney, AICP
Township Planning Consultants



Donald N. Pennington *Land Use Planning And Consulting*

5427 Pine View Drive Ypsilanti, Michigan 48197 734/485-1445 donpennington@comcast.net

May 24, 2019

Bridgewater Township Board of Trustees
10990 Clinton Road
Manchester, MI 48158

Subject: Home-based limited business amendment to the Zoning Ordinance, as recommended by the Planning Commission.

Dear Supervisor Fromhart and Township Board members:

Following a public hearing held on May 20, 2019, the Planning Commission adopted a motion to recommend the attached set of Zoning Ordinance amendments to the Board of Trustees for final consideration and adoption. The proposed new category of “home-based limited business” would potentially allow for a somewhat broader range of business activities on a residential property, including some expansion of the floor area and employee restrictions beyond what currently applies to home occupations as allowed by the Zoning Ordinance.

Under the proposed amendment, a public hearing and Planning Commission approval of a Special Use Permit would be required for any new home-based limited business.

The proposed amendment was requested by the Planning Commission in response to past enquiries to the Zoning Administrator and two recent presentations by Township residents asking for a way to be created for consideration of home-based limited business proposals in the Rural and Residential zoning districts. For reference purposes, we have included some excerpts from the Master Plan’s policy recommendations related to home businesses below:

Starting up a new business from home offers cost savings, and may increase the potential for success. The economic impact of a home-based business is like that of any other successful business operation, even if on a smaller scale. ... Since owners of home occupations work in the Township, it is likely that more purchases will also be made locally, which benefits other area businesses. ... The Township will continue to permit limited business activities that do not adversely impact the residential character of the property or surrounding neighborhood (and will) encourage owners of highly successful and growing home occupations to relocate their operations to nearby commercial or industrial zoning districts, as appropriate.

With the strict standards for approval and public notice requirements that apply to any Special Use Permit application, we would have no objection to a Township Board determination that the proposed amendment is consistent with these policy recommendations.

Respectfully submitted,

Rodney C. Nanney, AICP
Township Planning Consultants

ORDINANCE NO. 67-_____

AN ORDINANCE TO AMEND THE ZONING ORDINANCE OF BRIDGEWATER TOWNSHIP, WASHTENAW COUNTY, MICHIGAN.

Pursuant to the authority vested in it by the Michigan Zoning Enabling Act, Public Act 110 of 2006, as amended, Bridgewater Township, Washtenaw County, Michigan ordains the following amendments to Sections 4.02 (Table of Permitted Uses by District), 5.204 (Home Occupations), 5.407 (Limited Business Use), 8.02 (Site Plan Approval Required), and 19.03 (Definitions) of the Bridgewater Township Zoning Ordinance No. 67 to update the requirements for home occupations and add provisions for a separate class of home-based limited business uses subject to special use permit and minor site plan approval.

[Additions are shown in blue underlined text, and deletions are shown in ~~red-strikethrough~~ text]

BRIDGEWATER TOWNSHIP, WASHTENAW COUNTY, MICHIGAN, HEREBY ORDAINS:

SECTION 1.

Section 4.02 (Table of Permitted Uses by District) is hereby amended to delete in their entirety the entries for home occupations and limited business uses and to insert new "Home Occupation" and "Home-Based Limited Businesses" categories, as follows:

Section 4.02 Table of Permitted Uses by District.

USES	DISTRICTS							USE STANDARDS	
	Rural		Residential		Business		Other		
	CP	AG	R-2	R-3	BCD	C	LI		PSP
RESIDENTIAL USES									
Home Occupations listed in Section 5.204		A	A	A					Section 5.204
Home-Based <u>Limited Businesses</u> Occupations not listed in Section 5.204		S	S	S					Section 5.204
COMMERCIAL USES									
Limited Business Uses		<u>S</u>							Section 5.407

SECTION 2.

Section 5.204 (Home Occupations) is hereby re-titled as "Home Occupations and Home-Based Limited Businesses," and the text of this Section is hereby deleted and replaced in its entirety to update the requirements for home occupations and add provisions for a separate class of home-based limited business uses, as follows:

Section 5.204 Home Occupations and Home-Based Limited Businesses.

Home occupations and home-based limited businesses, as defined in Section 19.03 (Definitions), shall be subject to the following:

A. Use Standards.

Home occupations and home-based limited businesses shall conform to the following requirements:

1. The home occupation or home-based limited business shall qualify for and receive all applicable local, state, and federal licenses, certificates, and permits.
2. Home occupations and home-based limited businesses shall be limited to single-family detached dwellings, and to other owner-occupied dwellings. ~~The home occupation, and~~ shall be conducted only within the dwelling or within an accessory structure on the parcel.
3. Persons engaged in the home occupation or home-based limited business shall be limited as follows:
 - a. No persons other than members of the family residing on the premises shall be engaged in the home occupation.
 - b. No persons other than members of the family residing on the premises and a maximum of two (2) additional persons not residing on the premises shall be engaged in the home-based limited business, unless an alternative maximum number of additional persons has been authorized by the Planning Commission as part of the special use permit approval.
4. The use of the dwelling and premises for the home occupation or home-based limited business shall be clearly incidental and subordinate to its use for residential purposes. ~~b.~~ There shall be no change in the appearance of the structure or premises, or other visible evidence of the home occupation. External and internal alterations not customary for a single-family dwelling shall be prohibited.
5. The total floor area used by the home occupation or home-based limited business shall be limited as follows:

 - a. Whether the home occupation is conducted within the dwelling unit or within an accessory ~~building-structure~~ on the same lot, the maximum floor area used by the home occupation shall not exceed twenty percent (20%) of the floor area of the dwelling unit.
 - b. The maximum floor area used by the home-based business shall not exceed twenty percent (20%) of the floor area of the dwelling unit, plus up to a maximum of 2,000 square-feet of floor area within one (1) detached accessory structure on the same lot.

- ~~5.6.~~ Traffic generated by a home occupation or home-based limited business shall not be greater in volume than that normally expected within the neighborhood.
- ~~6.7.~~ Parking for the home occupation shall not exceed two (2) spaces. Maximum parking limitations for a home-based limited business shall be set by the special use permit approval. Such spaces shall not be located in any required yard, and shall be subject to the standards of Article 12.0 (Off-Street Parking and Loading).

As Recommended by the Planning Commission: May 20, 2019

- ~~7.8.~~ No signs shall be permitted for the home occupation or home-based limited business, other than a nameplate as permitted for a dwelling per Article 13.0 (Signs).
- ~~8.9.~~ No article shall be sold on the premises except that which is prepared on-site or provided as incidental to the service or profession conducted therein.
- ~~9.10.~~ Exterior display and storage of equipment or materials associated with or resulting from a home occupation or home-based limited business shall be prohibited.
- ~~10.11.~~ Customer or client visits, and deliveries associated with the home occupation or home-based limited business shall be limited to between the hours of 7:00 a.m. and 8:00 p.m., unless alternative hours of operation for the home-based limited business are authorized by the Planning Commission as part of the special use permit approval.

B. ~~Permitted Home Occupations~~ Allowable Uses.

~~The following Allowable~~ uses ~~shall be permitted as for~~ home occupations and home-based limited businesses shall be limited to the following:

1. Home offices for such professionals as architects, doctors, brokers, engineers, insurance agents, lawyers, realtors, accountants, writers, salespersons, and similar occupations.
2. Personal services, including beauty and barbershops (one-chair operations only) and animal grooming (provided there is no overnight keeping of animals).
3. Home office for a massage therapist, subject to the standards of Section 5.309 (Therapeutic Massage).
4. Music, dance, arts, gardening, and crafts classes, and private tutoring and instruction, with home occupations limited to ~~for~~ a maximum of five (5) pupils at any given time. Limits on pupils per class and classes per day or week for a home-based limited business shall be set by the special use permit approval.
5. Studios and workshops for artists, sculptors, musicians, and photographers; and for weaving, lapidary, jewelry making, cabinetry, woodworking, sewing, tailoring, custom carpet and rug-making, and similar crafts.
6. Repair services, limited to watches and clocks, small appliances, computers, electronic devices, and similar small devices.
7. A yard or garage sale for household or personal items of the principal residents of the dwelling are not allowed as part of a home-based limited business, but shall be permitted as a temporary home occupation, provided that such activities shall not exceed 15 days per calendar year.
8. Any ~~home-occupation-use~~ not specifically listed in this Section may be approved by the Planning Commission as a home-based limited business ~~with a Special Use Permit~~, subject to the provisions of this Section and Article 7.0 (Special Land Uses).

C. Prohibited Uses.

The following uses are expressly prohibited as a home occupation or home-based limited business:

1. Motor vehicle and recreational vehicle repair, body and paint shops, welding shops, and storage or dismantling yards.
2. Kennels and veterinary clinics.
3. Medical or dental clinics.
4. Retail sales of merchandise, and eating or drinking establishments.
5. Mortuary and funeral homes.
6. Controlled uses and sexually oriented businesses.
7. Any use or process that creates noise, vibration, glare, fumes, odor, electrical interference, or similar nuisances to persons off the premises; or any use involving electrical equipment processes that create visual or audible interference with any radio or television receivers off the premises or which cause fluctuations in line voltages off the premises.
8. Any use involving outdoor display or storage of materials, goods, supplies, or equipment; or the use of machinery, equipment or facilities not commonly incidental or accessory to a residential dwelling.
9. Any use that would potentially create or exacerbate any hazard of fire, explosion, or radioactivity.
10. Uses similar to the above listed uses, or any use which would, in the determination of the Planning Commission, result in nuisance factors as defined by this Ordinance.

D. Inspection and Enforcement.

All home occupations and home-based limited businesses may be subject to inspection by the Zoning Administrator to verify compliance with this Section and Ordinance. Failure to comply with this Section and Ordinance may result in Township action to seek closure of the home occupation or home-based limited business, and such other penalties as provided for in this Ordinance.

SECTION 3.

The title and text of Section 5.407 (Limited Business Use) is hereby deleted in its entirety from the Ordinance, and the section is hereby re-titled as "Reserved."

Section 5.407 ~~Limited Business Use.~~ Reserved.

SECTION 4.

The text of subsection "B.7." of Section 8.02 (Site Plan Approval Required) is hereby deleted and replaced in its entirety to replace "Home occupations not listed..." with a new "Home-based limited businesses" category, as follows:

Section 8.02 Site Plan Approval Required.

Three (3) separate review processes (preliminary/final site plan, minor site plan, and administrative approval) have been established in keeping with the purpose of this Article:

B. Minor Site Plan Approval.

The following projects and uses shall be eligible for review and approval of a minor site plan by the Planning Commission prior to establishment, construction, expansion or structural alteration of any structure or use:

1. Farm-based tourism/entertainment activities.
2. Public or commercial riding stables.
3. Accessory dwelling.
4. Adult foster care large group home.
5. Bed and breakfast inn.
6. Child day care home, group.
7. Home-based limited businesses ~~Home occupations not listed in Section 5.204 (Home Occupations).~~
8. Landscaping businesses or seasonal maintenance operations in a Rural District.
9. A change of use for an existing building, construction of an addition to an existing building, or expansion of lawful land use, subject to the following:
 - a. The site has previously received site plan approval.
 - b. The proposed use will not require access changes, additional parking beyond that available on-site, or other substantial modifications to an existing building or site.
 - c. No variances to the requirements of this Ordinance are required.
 - d. The proposed addition or expansion would not increase the total square footage of the building or area occupied by the use by more than twenty percent (20%) or 2,000 square feet, whichever is less.
10. Any parking lot or addition thereto of five (5) or fewer parking spaces.
11. Temporary uses not otherwise regulated by this Ordinance.
12. Similar projects and uses, as accepted by the Zoning Administrator.

The Planning Commission shall have the authority to require submittal of a preliminary and a final site plan for projects and uses otherwise eligible for minor site plan approval where, in its opinion, the complexity or size of the proposed project or use warrants a more intensive review and additional required information.

SECTION 5.

Section 19.03 (Definitions) is hereby amended to delete and replace the definition of "Home Occupation" and add a new definition for "Home-Based Limited Business," as follows:

Section 19.03 Definitions.

Whenever used in this Ordinance, the following words and phrases shall have the meaning ascribed to them in this Section:

116. **Home Occupations and Home-based Limited Businesses:**

- a. **Home Occupation:** ~~Any~~ A business, occupation or similar activity of limited scope and intensity undertaken for compensation exclusively by members of the household, on land occupied by the household's principal dwelling and in a manner ~~within a dwelling unit~~ that conforms to the specific home occupation use standards of this Ordinance and that is incidental and secondary to the use of the ~~structure as a dwelling unit and premises for residential purposes.~~
- b. **Home Office.** A type of home occupation in which work for compensation may include receiving or initiating telephone calls, mail, facsimiles or electronic-mail; preparing or maintaining business records; word or data processing; and similar activities.
- c. **Home-based Limited Business.** A business, occupation or similar activity of restricted scope and intensity undertaken for compensation by members of the household and a restricted number of non-resident employees, on land occupied by the household's principal dwelling and in a manner that conforms to the specific home-based limited business use standards of this Ordinance and that is incidental and secondary to the use of the dwelling and premises for residential purposes.

SECTION 6.

All ordinances and amendments thereto that are in conflict with this Ordinance are hereby repealed.

As Recommended by the Planning Commission: May 20, 2019

SECTION 7.

Adopted by the Township Board of Trustees for Bridgewater Township, Washtenaw County, Michigan, at a meeting of the Township Board held on the _____ day of _____, 20____. This ordinance shall become effective on the eighth (8th) day following publication thereof.

Dated: _____, 20____ _____
Laurie Fromhart, Supervisor

Tom Wharam, Clerk

CERTIFICATION

The above Ordinance No. _____ was adopted at a meeting of the Bridgewater Township Board of Trustees on the _____ day of _____, 20____; and published in the _____, a newspaper of general circulation in Bridgewater Township, Washtenaw County, Michigan on the _____ day of _____, 20____.

Tom Wharam, Bridgewater Township Clerk

BRIDGEWATER TOWNSHIP BOARD OF TRUSTEES
RESOLUTION TO ADOPT PROCEDURES FOR GRANTING AND REMOVING REAL
PROPERTY EXEMPTIONS
RESOLUTION NUMBER 2019-09

To adopt procedures for granting and removing real property exemptions as described in Chapter 6: Property Tax Exemptions, Abatements and Tax Capture Authorities of the State Tax Commission Manual, Bulletin 7 of 2016 (Senior Citizen & Disabled Family Housing Exemption), Bulletin 26 of 2017 (Charitable Exemption), The Michigan Strategic Fund Board designates Tool and Die Renaissance Recovery Zones pursuant to MCL 125.2688d & Nonferrous Metallic Minerals Extraction Severance Tax Act,(Act 410 of 2012), as attached hereto making them part of the resolution.

All real property exemptions are subject to annual review.

Motion made by Trustee _____ and seconded by Trustee _____ to adopt the above Resolution.

Upon roll-call vote, the following members voted:

AYE:

ABSTAIN:

NAY:

ABSENT:

Supervisor declared Resolution Number 2019-09 to adopt procedures for granting and removing real property exemptions as duly adopted.

Certification:

I, Tom Wharam, 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 6, 2019, 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.

Tom Wharam
Bridgewater Township Clerk

Bridgewater Township Property Tax Exemption Request

1. Requested Exemption:

Property Type: _____ Real Property _____ Personal Property (check applicable)

Property Location: _____

Current Use of Property: _____

Organization or Church: _____

Mailing Address: _____

Contact Person: _____

Type of Exemption Requested:

_____ Library _____ Charitable _____ Educational

_____ Scientific _____ Religious _____ Public Health

Tax Exemption Four Part Test:

- The real estate or personal property must be owned, occupied, and used by the exemption claimant. Note: Tax day is December 31st each year.
- The exemption claimant must be a library, charitable, educational, scientific public health, or religious institution.
- The claimant must be incorporated under the laws of the State of Michigan or any other state in the United States.
- The exemption exists only when the buildings or other property thereon are occupied by the claimant solely for the purpose for which it is incorporated:

Attach copies of the following to this form:

1. Articles of incorporation
2. Organization's or church's By-laws
3. Copy of deed or land contract showing ownership

2. Requested Exemption:

Additional Information:

How will the property be occupied on December 31st?

Is any part of this property rented or occupied by someone other than the exemption claimant? _____ Yes _____ No If yes, list the names of tenants or occupants, rent paid, and square footage utilized below:

What services are or will be provided at this location?

What are the criteria for receiving services from your organization?

What are the benefits your clients/customers receive?

How are the services paid for?

1. Please indicate under which State statute you are claiming to be exempt from taxation.

Elderly or Handicapped housing owned by certain nonprofit organizations (tax to be paid by State of Michigan 211.7d).

Property owned by certain nonprofit cultural or educational organization (211.7n).

Property of nonprofit charitable institutions (211.7o)

Homes for the aged or chronically ill owned by religious, fraternal, secret societies, or nonprofit corporations (211.7o).

Memorial homes or posts owned by any veterans association (211.7p).

Property owned by youth organizations (211.7g).

Clinical, hospital, or public health property (211.7r).

Houses of public worship, parsonages (211.7s).

OTHER (please specify)

What is the fee schedule for your services? Do you have a sliding schedule based on income? (Please attach a copy of your fee schedule.)

What happens if a person seeking your services has no way of paying?

How do your services relieve the "burden of government" in providing like services?

2. What other exempt property does your organization have located in the Township of Bridgewater?

In the event of dissolution, to whom would the property revert?

Certification:

I hereby certify the preceding statements are true and correct.

Signed: _____ Date: _____

Name: _____ Phone No: _____

Position within Organization or Church: _____

Filing Request:

In order for the Assessor to review your application for the next year's assessment roll, **This form must be filed no later than January 15th.** You will be notified in writing of the Assessor's decision and your appeal rights to the local Board of Review.

If you are unable to meet the January 15th deadline, you must file your application prior to the adjournment of the March Board of Review. This Board meets during the second week of March each year. The Board can act on your exemption request and you are also protecting your right to appeal their decision to the Michigan Tax Tribunal. You will be notified in writing of the Board's decision.

Mail or deliver your application to:

Mary Rider, Assessor
Bridgewater Township
10990 Clinton Road
Manchester, MI 48158
(517) 980-6819



Dues Invoice
May 14, 2019

Date Due: 7/1/2019
Township ID: O-2574
MTA Fed. I.D. #: 38-1536994

Primary Contact: Tom Wharam
Bridgewater Twp.
10990 Clinton Road
Manchester, MI 48158

Remit To:
Michigan Townships Association
PO Box 80078
Lansing, MI 48908-0078

Annual Dues Covering 7/1/2019 through 6/30/2020	\$1,665.11
Legal defense discretionary assessment	\$49.95
Total Dues	\$1,715.06

Explanation of Dues Determination

This year your township's dues were determined by method (2) below:

- (1) minimum dues \$187.00 per year
- (2) formula (2018 Taxable Value x \$15.05/million plus 2017-2018 state shared revenues and EVIP x \$1.7376/thousand)
- (3) graduated cap \$5,753.00 (Taxable Value \$290-\$599 million)
- (4) graduated cap \$5,926.00 (Taxable Value \$600-\$999 million)
- (5) graduated cap \$6,698.00 (Taxable Value + \$1 billion)
- (6) increase capped at 10% above 2018-2019 dues

IRS regulations require us to disclose the following:
MTA Dues are not deductible as a charitable contribution for federal income tax purposes.

If you have any questions regarding MTA dues or services, please call us at (517) 321-6467.

Dues Remittance

Please return this portion with your dues remittance

Date Due: 7/1/2019

Township ID: O-2574

Remit To:

Remitted by:

Michigan Townships Association
PO Box 80078
Lansing, MI 48908-0078

Primary Contact: Tom Wharam
Bridgewater Twp.
10990 Clinton Road
Manchester, MI 48158

Dues:	\$1,665.11
Legal Defense:	\$49.95
Total:	\$1,715.06

Thank you for supporting strong township government!

BRIDGEWATER TOWNSHIP ACCOUNTS PAYABLE POLICY

Accounts Payable

The Township Clerk/Deputy Clerk shall be responsible for processing all accounts payable. The Clerk may designate other Township personnel to process accounts payable if the Township Board has agreed to incorporate that function in the job description of that position.

Processing of Claims

Requests for payments to vendors shall be documented in writing by a vendor invoice or, in the few instances where no invoice is forthcoming, by a written request by the department head requesting payment. Except for rare exceptions, only original invoices shall be processed for payments, as statements or copies of invoices may result in duplicate payments. Appropriate documentation (supporting invoices) shall be attached for all disbursements. Original bills, not copies, must be used for documentation.

Employee expense reimbursements shall be documented on an expense voucher prepared by the employee. All invoices, departmental check requests and expense vouchers shall include the following:

1. Vendor name
2. Purpose of payment request
3. Unit price and units delivered (if applicable)
4. Date goods delivered or services rendered
5. The related purchase order (if applicable)

All requests for payments shall be approved by the department to which the expense shall be posted by initialing the document.

All requests for payment shall be submitted to the Clerk/Deputy Clerk by the 25th day of the month prior to the Board meeting at which claims will be approved.

The Clerk/Deputy Clerk shall verify the payee, amount, purpose and the disbursing fund of each request. After verification, the Clerk shall prepare a warrant, enter it into the general ledger and make a copy for Township records.

Claims Reports

The Clerk/Deputy Clerk shall prepare a claims report to the Board showing the fund, vendor name, nature of the expense, invoice number and warrant number (i.e., check number). Any items paid prior to Board audit shall be noted on the warrant report or on a separate report.

Invoices and bills supporting the claims report shall be available for Board member review by 4:00 p.m. on the Monday prior to the Board meeting. Board members are responsible for scrutinizing the bills prior to Board approval.

Board Approval Required for all Claims

All claims shall be approved by the Township Board prior to payment, with the exception of tax collection disbursements and claims authorized by policy for post-auditing by the Township Board.

Board Post-Audit Authorized for Certain Claims

Only the following types of claims may be paid by disbursements made prior to Board audit and approval:

1. Payroll & Payroll (Paychex) Fees
2. Utility Bills (DTE Energy, Consumers, Frontier)
3. Cardmember Services (Credit Card Bill)
4. Staples Bill (Office Supplies)
5. Konica Minolta Bill (Copier)
5. Assessor Wages & Expenses
6. Plant Operator Wages & Expenses
7. Invoices with penalties that would be incurred if payment is not received prior to the Board meeting where claims will be approved.
8. The Supervisor may authorize emergency expenditures when deemed essential due to the imminent threat to the health, safety and welfare of the Township.

Any claims authorized under this policy prior to Board approval shall be post-audited at the next Board meeting.

Check Controls

Numerically controlled, pre-numbered checks shall be used. Checks shall not be signed prior to being completely filled out. Cleared checks must be returned to the Township or electronically stored.

Authorized Check Signers

The following officials are the only persons authorized to sign checks:

- Clerk or Deputy Clerk (to signify Board approval)
- Treasurer or Deputy Treasurer (to make it a check)

Check Processing

Each (*warrant, check, voucher, payment, disbursement*) shall be signed by the Clerk or Deputy Clerk to document Board authorization of that payment and forwarded to the Treasurer by the next business day following the Board meeting at which they were approved. If payment is made in compliance with the Board-adopted post audit policy, the signed [warrant, check, voucher, payment, disbursement] shall be forwarded to the Treasurer not later than the next business day after the [warrant, check, voucher, payment, disbursement] is signed by the Clerk or Deputy Clerk.

The Treasurer or Deputy Treasurer shall verify that the funds are available, sign the (*warrant, check, voucher, payment, disbursement*) and distribute it. Checks shall not be returned to the Clerk or the originating office for distribution.

Electronic Payments

Following Township Board approval (*add if applicable: or in compliance with the Board policy for post-auditing payments*), the Clerk or deputy Clerk shall initiate electronic payments and the Treasurer or deputy Treasurer shall review and accomplish.

Electronic payments or ACH agreements are authorized if in compliance with the following policy provisions.

Electronic Payment (ACH) Definitions

“Automated clearing house” or “ACH” means a national and governmental organization that has authority to process electronic payments, including, but not limited to, the national automated clearing house association and the federal reserve system.

An “ACH arrangement” means the agreement between the originator of the ACH transaction and the receiver of an ACH transaction.

An “ACH transaction” means an electronic payment, debit or credit transfer processed through an automated clearinghouse.

An “ACH policy” means the procedures and internal controls as determined under this written policy developed and adopted by the Township Treasurer.

Authority to Enter into ACH Arrangements and Electronic Transfers of Public Funds

The Township Treasurer may enter into an ACH arrangement.

Responsibility for ACH Agreements

The Treasurer or (*officer or employee position designated by the Treasurer*) is responsible for the Township’s ACH agreements, including payment approval, accounting, reporting and generally for overseeing compliance with the ACH policy.

The Treasurer shall submit to the Township Board documentation detailing the goods or services purchased, the cost of the goods or services, the date of the payment, and the department levels serviced by each payment of public funds made by electronic transfer. This report may be contained in the Township’s electronic general ledger software system or in a separate report to the Township Board.

Internal Accounting Controls to Monitor Use of ACH Transactions Made by Township

The following system of internal accounting controls will be used to monitor the use of ACH transactions made by Bridgewater Township:

The Treasurer shall prepare a list of vendors authorized to be paid by ACH transaction and provide that list to the Clerk.

The Clerk initiates the transaction upon receipt of an invoice included on the authorized ACH list approved by the appropriate Township official. ACH invoices must be approved before payment. The Clerk signs the ACH invoice, which then acts as the warrant.

The Clerk presents the (*warrant or check*), a list of bills for payment, and a separate list of the electronic payments for Township Board approval. The Board approves all transactions prior to disbursement. (*If applicable, list the specific types of payments pre-authorized for post-audit by the Board.*)

Following Board approval, the Treasurer signs the ACH warrant, initiates the electronic transaction with the vendor and makes the actual transfer of funds.

The Treasurer shall retain all ACH transaction documents for audit purposes.

The Clerk shall retain all invoices for audit purposes.

A Township should use a separate imprest bank account for EFTs. A Township may wish to consider using a separate bank account to accomplish ACH electronic transactions, effectively creating a “firewall” between the Township’s funds and outsiders. Include in the ACH policy the list of specific types of payments pre-authorized for post-audit by the Board.

- Recommend disbursement accounts - Key Bank General Fund and Sewer O/M Checking Accounts
- Accounts payable (small dollar, limited individual transactions) - DTE, Paychex, Card Member Services, Consumers, Frontier, Staples, Konica Minolta.
- Property tax - Credit Card payments from Point and Pay. Deposited to United Bank & Trust Tax Fund

Credit Card Use Policy

The (*Clerk, other position*) is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the Township's credit card policy.

Township credit cards may be used only by an officer or employee of the Township for the purchase of goods or services for the official business of the Township.

Optional: The use of credit card is limited to the following circumstances (*choose as appropriate*):

- Purchase of capital outlays up to \$_____ (*indicate amount*)
- For travel, meals and accommodations while on Township business (excluding expenses incurred in operating a privately owned automobile)
- Gas, oil and other necessary expenses incurred in operating a Township-owned vehicle
- (Other:) _____

Township officers and employees who use a Township credit card shall, as soon as possible, submit a copy of the vendor's credit card slip to the Clerk. If no credit card slip was obtained that described the transaction, the employee shall submit a signed voucher that shows the name of vendor or entity from which goods or services were purchased, the date and the amount of the transaction, the official business that required the transaction, and the chart of account number indicating the line item to which the transaction is to be charged. All credit card slips shall include this information as well. Vouchers shall also include a statement why a credit card slip was not obtained.

An official or employee who is issued a credit card is responsible for its protection and custody. If a credit card is lost or stolen, the (*Clerk, other position*) shall be notified. The entity issuing the lost or stolen credit card shall be immediately notified to cancel the card.

An officer or employee issued a credit card shall return the credit card to (*Clerk, other position*) upon termination of his or her employment or service with the Township.

The (*Clerk, other position*) shall maintain a list of all credit cards owned by the Township, along with the name of the officer and employee who has been issued the credit card, the credit limit established, the date issued, and the date returned. Each employee shall initial the list beside his or her name to indicate agreement that the credit card has been issued, and that the employee has received and read a copy of this policy.

The (*Clerk, other position*) shall review each credit card statement as soon as possible to ensure that transactions comply with this policy. Any transactions that appear on the statements that are not documented with a credit card slip or a signed voucher shall be immediately investigated. Transactions that do not appear to comply with this policy shall be reported to the Township Board.

The Township Board shall not approve a payment to the entity issuing the credit card until all transactions have been verified, including the approval of all transaction invoices if issued.

The balance, including interest due on an extension of credit under the credit card arrangement, shall be paid for within not more than 60 days of the initial statement date.

Officers and employees who use a Township credit card in a manner contrary to this policy shall be subject to disciplinary action, including possible termination of employment, reimbursement to the Township for unauthorized expenditures, legal action or criminal liability.

Optional: Other matters the Township Board may consider advisable to address in the credit card policy may include:

- Establishing limits on the total amount of outstanding charges
- Naming specific officers or positions that are authorized to use a credit card



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 sheriffinfo@ewashtenaw.org

MARK A. PTASZEK
UNDERSHERIFF

May 9, 2019

Laurie Fromhart
Bridgewater Township Supervisor
10990 Clinton Rd
Manchester, MI 48158

Dear Ms. Laurie Fromhart,

The Sheriff's Office is pleased to provide the attached April 2019 police services report for Bridgewater Township. This report provides a variety of information including time in the Township by position, traffic enforcement activity, total calls for service (including the State Police), and Deputies from other contract jurisdictions who responded to calls in Bridgewater Township. You will see the format is slightly different than prior reports, but it includes the same information. Also included is the breakdown of calls for the month, which includes the date and area where the incident was located.

As a reminder for residents they can sign up for "Up-to-the-minute updates" from the Washtenaw County Sheriff's Office by email or cell phone at www.nixle.com.

Also available to residents is the ability to sign up for house checks if they are going out of town for a period of time. The house watch form can be found at <https://www.washtenaw.org/1743/House-Watch>.

If you have questions, wish further information or clarification please contact me at hansenn@washtenaw.org or at (734) 994-8104.

Respectfully submitted on behalf of Sheriff Clayton,

Nancy Hansen
Nancy Hansen, Lieutenant
Sheriff's West Operations

Bridgewater Township Monthly Report

INCIDENT	DATE/TIME	CFS Verified Offense	ADDRESS	CITY
190024053	4/1/19 18:30 PM	L3523 - MSP Calls - WD	8000 BLOCK EISMAN RD	BRIDGEWATER TWP
190024744	4/4/19 05:56 AM	L6199 BOL - Be on the Lookout - WD	E MICHIGAN AVE / LIMA CENTER RD	BRIDGEWATER TWP
190024756	4/4/19 07:48 AM	C3145 - Property Damage Traffic Crash PDA	CLINTON RD / BURMEISTER RD	BRIDGEWATER TWP
190024885	4/4/19 15:35 PM	L3523 - MSP Calls - WD	12800 BLOCK ALLEN RD	BRIDGEWATER TWP
190024956	4/4/19 20:10 PM	L3597 Non Terminal - WD	11000 BLOCK E AUSTIN RD	BRIDGEWATER TWP
190024995	4/5/19 00:52 AM	L3523 - MSP Calls - WD	11000 BLOCK E AUSTIN RD	BRIDGEWATER TWP
190025902	4/7/19 20:47 PM	C3217 - Attempt Suicide Adult	WILBUR RD / CLINTON RD	BRIDGEWATER TWP
190026300	4/8/19 23:50 PM	C3199 - All Other Traffic Crashes	E AUSTIN RD / CLINTON RD	BRIDGEWATER TWP
190026645	4/10/19 07:28 AM	L3523 - MSP Calls - WD	9700 BLOCK FISK RD	BRIDGEWATER TWP
190026662	4/10/19 09:02 AM	L3523 - MSP Calls - WD	W MICHIGAN AVE / W WILLOW RD	BRIDGEWATER TWP
190026738	4/10/19 13:51 PM	L3523 - MSP Calls - WD	13200 BLOCK E MICHIGAN AVE	BRIDGEWATER TWP
190026970	4/11/19 11:19 AM	L3523 - MSP Calls - WD	11600 BLOCK W BEMIS RD	BRIDGEWATER TWP
190027094	4/11/19 16:03 PM	L6199 BOL - Be on the Lookout - WD	W MICHIGAN AVE / ARKONA RD	BRIDGEWATER TWP
190027521	4/12/19 23:43 PM	L3597 Non Terminal - WD	12500 BLOCK HOGAN RD	BRIDGEWATER TWP
190027537	4/13/19 02:24 AM	L3597 Non Terminal - WD	9600 BLOCK KIES RD	BRIDGEWATER TWP
190027800	4/14/19 00:20 AM	L6199 BOL - Be on the Lookout - WD	E MICHIGAN AVE / MCCOLLUM RD	BRIDGEWATER TWP
190027810	4/14/19 01:21 AM	L3523 - MSP Calls - WD	E AUSTIN RD / SCHNEIDER RD	BRIDGEWATER TWP
190027958	4/14/19 20:55 PM	L3523 - MSP Calls - WD	E AUSTIN RD / NEAL RD	BRIDGEWATER TWP
190028208	4/15/19 16:24 PM	L3523 - MSP Calls - WD	E AUSTIN RD / KIES RD	BRIDGEWATER TWP
190028547	4/16/19 20:31 PM	C3999 Alarms All Other	8400 BLOCK BOETTNER RD	BRIDGEWATER TWP
190028688	4/17/19 10:11 AM	C3808 - Animal Bite / Scratch	10600 BLOCK E AUSTIN RD	BRIDGEWATER TWP

Bridgewater Township Monthly Report

INCIDENT	DATE/TIME	CFS Verified Offense	ADDRESS	CITY
190029234	4/19/19 09:11 AM	C3355 - Civil Matter - Other	9900 BLOCK KAISER RD	BRIDGEWATER TWP
190029398	4/19/19 19:46 PM	L3523 - MSP Calls - WD	11800 BLOCK E AUSTIN RD	BRIDGEWATER TWP
190029932	4/21/19 19:24 PM	L3523 - MSP Calls - WD	14200 BLOCK E AUSTIN RD	BRIDGEWATER TWP
190030121	4/22/19 13:59 PM	L3597 Non Terminal - WD	8400 BLOCK BOETTNER RD	BRIDGEWATER TWP
190030549	4/23/19 21:18 PM	L6199 BOL - Be on the Lookout - WD	E MICHIGAN AVE / NEBLO RD	BRIDGEWATER TWP
190031012	4/25/19 12:30 PM	C3324 - Suspicious Circumstances	8400 BLOCK KAISER RD	BRIDGEWATER TWP
190031377	4/26/19 16:52 PM	L6199 BOL - Be on the Lookout - WD	E MICHIGAN AVE / NEBLO RD	BRIDGEWATER TWP
190031483	4/27/19 00:20 AM	L6199 BOL - Be on the Lookout - WD	E MICHIGAN AVE / LIMA CENTER RD	BRIDGEWATER TWP
190031530	4/27/19 08:14 AM	C3355 - Civil Matter - Other	14200 BLOCK E AUSTIN RD	BRIDGEWATER TWP
190031534	4/27/19 08:54 AM	C3355 - Civil Matter - Other	14200 BLOCK E AUSTIN RD	BRIDGEWATER TWP
190031636	4/27/19 14:50 PM	L3523 - MSP Calls - WD	8800 BLOCK W WILLOW RD	BRIDGEWATER TWP
190031703	4/27/19 18:08 PM	L3523 - MSP Calls - WD	E AUSTIN RD / CROGHAN LN	BRIDGEWATER TWP



BRIDGEWATER TOWNSHIP MONTHLY POLICE SERVICES DATA

April 2019

JERRY L. CLAYTON
SHERIFF

Incidents	Month 2019	Month 2018	% Change	YTD 2019	YTD 2018	% Change
Traffic Stops	0	5	-	1	10	-90%
Citations	0	4	-	7	10	-30%
Calls for Service Total	34	31	10%	67	135	-50%
Calls for Service <i>MSP Handled</i>	15	6	150%	31	43	-28%
Calls for Service <i>WCSO Handled</i>	6	6	0%	18	24	-25%
Calls for Service <i>Administratively cleared</i>	12	18	-33%	17	64	-73%
Animal Complaints <i>(ACO Response)</i>	2	1	100%	3	4	-25%
Into Area Time	Month <i>(minutes)</i>	YTD <i>(minutes)</i>	+ = Positive Change - = Negative Change			
Animal Control	65	65				
Deputy Sheriff	0	0				
Investigative Ops (DB)	0	0				
County Wide Patrol	0	145				
Secondary Road Patrol	0	86				
Command	290	290				
Animal Control	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.					
Investigative Ops (DB)	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.					



EVAN N. PRATT, P.E.

WATER RESOURCES COMMISSIONER
705 North Zeeb Road
P.O. Box 8645
Ann Arbor, MI 48107-8645

email: drains@washtenaw.org
washtenaw.org/drains

HARRY SHEEHAN
Chief Deputy Water Resources Commissioner

SCOTT MILLER, P.E.
Deputy Water Resources Commissioner

Telephone 734.222.6860
Fax 734.222.6803

BRIDGEWATER VILLAGE TILE DRAIN BRIDGEWATER, FREEDOM & SALINE TOWNSHIPS

This notice is for a public meeting to discuss the necessary repairs needed on the Bridgewater Village Tile Drain.

DATE: Tuesday, June 11, 2019

TIME: 7:00 p.m.

LOCATION: Heritage Hall
9045 Austin Rd.
Saline, MI 48176

QUESTIONS: (734) 222-6860

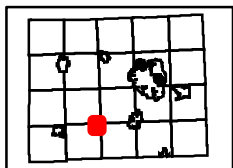
Purpose: This public hearing is to receive input from property owners impacted by the potential project and potential special assessment related to this process. This is not a mandatory meeting.

Proceedings conducted at this public meeting will be subject to the provisions of the Michigan Open Meetings Act. Information regarding this meeting may be obtained from the Washtenaw County Water Resources Commissioner's Office located at 705 N Zeeb Road Ann Arbor, MI 48103.

The County of Washtenaw will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with special needs at the meeting upon 7 days' notice to the County of Washtenaw. Individuals with special needs requiring auxiliary aids or services should contact the County of Washtenaw by writing or calling the following: Human Resources, 220 North Main Street, P.O. Box 8645, Ann Arbor, Michigan 48107; (734) 222-6800 ext. "0" or TDD (734) 994-1733.



Location Map



Bridgewater Village Tile



-  Drain Pipe
-  Parcels
-  Bridgewater Village Tile Drainage District

2019 BRIDGEWATER TOWNSHIP SECOND AGREEMENT

THIS AGREEMENT, made and entered into this ____ day of _____, 2019, by and between the Township Board of Bridgewater Township, Washtenaw County, parties of the first part and the Board of Washtenaw County Road Commissioners, parties of the second part.

WHEREAS, the parties of the first part desire that certain improvements be made upon the local roads in the Township of Bridgewater, and

WHEREAS, 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, the parties of the second part will accomplish the improvements as specified herein, all in accordance with the standards of the parties of the second part.

1. 22a Gravel Resurfacing Program (Township Supplied Gravel):

Work to include the application of 22A gravel surface with associated dust control on various local roads within the township (2,000 tons), specific locations to be determined by mutual agreement between the Township Supervisor and District Foreman. It is understood that the Township will supply a local stockpile of 2,000 tons of 22a gravel. Estimated project cost includes Road Commission contracting trucking services to haul the material from the local stockpile to the road segments, and Road Commission personnel and equipment spreading, compacting-in-place, applying dust control and completing project restoration.

Estimated project cost: **\$ 16,300.00**

2. Hack Road, between Abel Road and Neblo Road:

Work to include forestry operations, ditching, roadside berm removal, and associated project restoration.

Estimated project cost: **\$ 30,250.00**

3. Fisk Road, between Lima Center Road and McCollum Road:

Work to include forestry operations, ditching, culvert installation, roadside berm removal, and associate project restoration.

Estimated project cost: **\$ 21,450.00**

AGREEMENT SUMMARY

2019 LOCAL ROAD PROGRAM

22a Gravel Resurfacing Program	\$ 16,300.00
Hack Road	\$ 30,250.00
Fisk Road	<u>\$ 21,450.00</u>
Subtotal	\$ 68,000.00

Less WCRC 2019 Conventional Matching Funds	\$ 10,906.07
Less WCRC 2018 Drainage Matching Funds	\$ 11,481.00
Less WCRC 2019 Drainage Matching Funds	\$ 11,481.00

ESTIMATED AMOUNT TO BE PAID BY BRIDGEWATER TOWNSHIP
UNDER THIS AGREEMENT DURING 2019:

\$ 34,131.93

FOR BRIDGEWATER TOWNSHIP:

Laurie Fromhart, Supervisor

Witness

Tom Wharam, Clerk

Witness

FOR WASHTENAW COUNTY ROAD COMMISSION:

Douglas E. Fuller, Chair

Witness

Sheryl Soderholm Siddall, Managing Director

Witness

Administrator Dill/Bridgewater Township Board Meeting

From: Lisa Moutinho (moutinhl@washtenaw.org)

To: bridgewaterwpsupervisor@yahoo.com

Cc: dillg@washtenaw.org

Date: Thursday, March 21, 2019, 10:19 AM EDT

Good morning Supervisor Fromhart,

Based on an email I sent you late last year, Washtenaw County Administrator Gregory Dill was planning to attend your April 4 Bridgewater Township Board of Trustees meeting. A significant conflict, however, has arisen, and he will be unable to join you as originally planned.

I have rescheduled him to attend your meeting on Thursday, August 1 – please let me know if this will be acceptable to you and your board, or, if you'd prefer I work to find a time that is earlier than August.

My sincere apologies, I know Greg is looking forward to meeting you and having a dialogue with your Board. Please let me know if there is anything we can do for you between now and August 1.

Lisa

Lisa Moutinho

Public Information Officer

Washtenaw County Administration

220 N. Main Street

Ann Arbor, MI 48104

734.222.6731- office

734.646.2035 – mobile

Bridgewater Township

Zoning Administrator Report

May 2019

During this month, 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 – Felczyk (10628 Lima Center Rd., Manchester).** Application for zoning approval to construct a 1,200 square-foot detached pole barn in the rear yard. Approved.
2. **Zoning Compliance Certificate – Stephanie Frey (11747 Hoelzer Rd., Clinton).** Application for zoning approval to construct a 40-foot by 60-foot detached pole barn in the side yard. Denied, due to due to incomplete information and violation of the minimum 30.0-foot side yard setback requirement in the AG District. The applicant may choose to seek a variance from the required setback, or may re-submit an updated application that conforms to the applicable Zoning Ordinance requirements at any time.
3. **Zoning Compliance Certificate – Rural Reach/Jack Westbrooks (8249 Boettner Rd., Saline; Mary Finkbeiner, landowner).** Application for zoning approval to construct a 71.0-foot tall freestanding tower in the rear yard for installation of Rural Reach wireless Internet antennae. Denied, due to due to incomplete information. This is a type of tower that is subject to administrative permit approvals, provided that it conforms to all applicable requirements of Section 11.38 (Wireless Communication Facilities). Several attempts were made to secure the additional required tower details from the applicant, without success. After 15 calendar days, Section 1.07F of the Zoning Ordinance requires that an incomplete application be rejected. The applicant may re-submit a complete application at any time.
4. **Administrative Site Plan Approval – Heritage Hall Addition (9045 Austin Road) –** On 5/22/2019, the owner submitted an updated grading plan sheet showing a two (2) foot correction in the proposed building width (from 40.0 feet to 42.0 feet) for the planned addition to the Heritage Hall building in the Hamlet. The building remains in compliance with all applicable Zoning Ordinance standards, and the change will not impact parking or other required site improvements. Approved, as an “incidental change during construction” and an “incidental building modification” per Section 8.02C (Administrative Approval).

Ordinance Enforcement:

5. **8844 Willow Rd., Saline (Lupascu) – illegal trucking operation.** The owner recently took action to remove three (3) of the semi-trailers permanently from the property. He also confirmed to me that two (2) of the remaining semi-trailers are used exclusively for his beekeeping (apiary) business, which is a lawful land use in the AG District. At least one (1) semi-trailer, several inoperable or partially disassembled semi-trucks, and several accumulations of junk remain stored outside in violation of Ord. No. 37, but he has made substantial progress on the clean-up this month. Another site visit is planned for early June.
6. **12460 E. Michigan Ave., Clinton (Samuels) –** During a visit to this property in April, which was the subject of previous ordinance enforcement activity and a court order, I noticed some accumulation of cardboard debris on the covered front porch of the dwelling. During a follow up visit in May, a similar stack of material was visible on the porch, but it was found not to be the same pile. The owner has restored power to the dwelling, and there are other visible indications that he is working on cleaning out the interior.

7. **12285 Fisk Rd., Clinton (Crombez)** – The current owner and occupant of the property confirmed to me that they are continuing to clean-up the property, including recycling several tons of scrap metal over the past year, and making good use of the annual Township clean-up day event.

Ordinance Administration and Other Items of Interest:

8. **Dilapidated structures in the Township** – As a follow up to the discussion of the draft Dangerous Buildings Ordinance during the May Township Board meeting, I have attached a copy of excerpts from the state law that governs the proposed ordinance. Also included below is a sample list of parcels that could be subject to the proposed ordinance, based on dilapidated conditions existing on the lot. This list is not intended to be exhaustive:
 - **12208 West Michigan Ave., Saline (Q-17-25-100-001)** – dilapidated motel structure
 - **12461 East Michigan Ave., Clinton (Q-17-25-400-027)** – partially collapsed barn
 - **12480 Hogan Road, Clinton (Q-17-29-200-010)** – multiple dilapidated structures
 - **12985 Hogan Road, Clinton (Q-17-29-400-027)** – collapsed barn, clean-up in process
 - **SE corner of Allen & Hogan roads, Clinton (Q-17-32-200-002)** – dilapidated school
9. **Telephone calls, emails, and meetings.** I received numerous telephone calls and emails regarding requests for zoning district information and zoning requirements for new home construction, pole barns, wireless communication facilities, non-farm keeping of farm animals, private roads, and lot splits; and additional questions about drainage issues between properties, building on a “landlocked” parcel, allowable non-residential uses in the AG District, and establishing a hobby farm to raise blueberries on a 2.8 acre parcel.

Respectfully submitted,

Rodney C. Nanney
Zoning Administrator

HOUSING LAW OF MICHIGAN (EXCERPT)
Act 167 of 1917

125.539 “Dangerous building” defined.

Sec. 139. As used in sections 138 to 142, “dangerous building” means a building or structure that has 1 or more of the following defects or is in 1 or more of the following conditions:

(a) A door, aisle, passageway, stairway, or other means of exit does not conform to the approved fire code of the city, village, or township in which the building or structure is located.

(b) A portion of the building or structure is damaged by fire, wind, flood, deterioration, neglect, abandonment, vandalism, or other cause so that the structural strength or stability of the building or structure is appreciably less than it was before the damage and does not meet the minimum requirements of this act or a building code of the city, village, or township in which the building or structure is located for a new building or structure, purpose, or location.

(c) A part of the building or structure is likely to fall, become detached or dislodged, or collapse and injure persons or damage property.

(d) A portion of the building or structure has settled to an extent that walls or other structural portions of the building or structure have materially less resistance to wind than is required in the case of new construction by this act or a building code of the city, village, or township in which the building or structure is located.

(e) The building or structure, or a part of the building or structure, because of dilapidation, deterioration, decay, faulty construction, the removal or movement of some portion of the ground necessary for the support, or for other reason, is likely to partially or completely collapse, or some portion of the foundation or underpinning of the building or structure is likely to fall or give way.

(f) The building, structure, or a part of the building or structure is manifestly unsafe for the purpose for which it is used.

(g) The building or structure is damaged by fire, wind, or flood, is dilapidated or deteriorated and becomes an attractive nuisance to children who might play in the building or structure to their danger, becomes a harbor for vagrants, criminals, or immoral persons, or enables persons to resort to the building or structure for committing a nuisance or an unlawful or immoral act.

(h) A building or structure used or intended to be used for dwelling purposes, including the adjoining grounds, because of dilapidation, decay, damage, faulty construction or arrangement, or for other reason, is unsanitary or unfit for human habitation, is in a condition that the health officer determines is likely to cause sickness or disease, or is likely to injure the health, safety, or general welfare of people living in the dwelling.

(i) A building or structure is vacant, dilapidated, and open at door or window, leaving the interior of the building exposed to the elements or accessible to entrance by trespassers.

(j) A building or structure remains unoccupied for a period of 180 consecutive days or longer, and is not listed as being available for sale, lease, or rent with a real estate broker licensed under article 25 of the occupational code, 1980 PA 299, MCL 339.2401 to 339.2518. For purposes of this subdivision, “building or structure” includes, but is not limited to, a commercial building or structure. This subdivision does not apply to either of the following:

(i) A building or structure if the owner or agent does both of the following:

(A) Notifies a local law enforcement agency in whose jurisdiction the building or structure is located that the building or structure will remain unoccupied for a period of 180 consecutive days. The notice shall be given to the local law enforcement agency by the owner or agent not more than 30 days after the building or structure becomes unoccupied.

(B) Maintains the exterior of the building or structure and adjoining grounds in accordance with this act or a building code of the city, village, or township in which the building or structure is located.

(ii) A secondary dwelling of the owner that is regularly unoccupied for a period of 180 days or longer each year, if the owner notifies a local law enforcement agency in whose jurisdiction the dwelling is located that the dwelling will remain unoccupied for a period of 180 consecutive days or more each year. An owner who has given the notice prescribed by this subparagraph shall notify the law enforcement agency not more than 30 days after the dwelling no longer qualifies for this exception. As used in this subparagraph, “secondary dwelling” means a dwelling, including, but not limited to, a vacation home, hunting cabin, or summer home, that is occupied by the owner or a member of the owner's family during part of a year.

History: Add. 1969, Act 61, Eff. Sept. 1, 1969;—Am. 1992, Act 113, Eff. Mar. 31, 1993;—Am. 1992, Act 144, Eff. Mar. 31, 1993;—Am. 2003, Act 55, Imd. Eff. July 14, 2003.

125.540 Notice of dangerous building; contents; hearing officer; service.

Sec. 140. (1) Notwithstanding any other provision of this act, if a building or structure is found to be a dangerous building, the enforcing agency shall issue a notice that the building or structure is a dangerous building.

(2) The notice shall be served on the owner, agent, or lessee that is registered with the enforcing agency under section 125. If an owner, agent, or lessee is not registered under section 125, the notice shall be served on each owner of or party in interest in the building or structure in whose name the property appears on the last local tax assessment records.

(3) The notice shall specify the time and place of a hearing on whether the building or structure is a dangerous building. The person to whom the notice is directed shall have the opportunity to show cause at the hearing why the hearing officer should not order the building or structure to be demolished, otherwise made safe, or properly maintained.

(4) The hearing officer shall be appointed by the mayor, village president, or township supervisor to serve at his or her pleasure. The hearing officer shall be a person who has expertise in housing matters including, but not limited to, an engineer, architect, building contractor, building inspector, or member of a community housing organization. An employee of the enforcing agency shall not be appointed as hearing officer. The enforcing agency shall file a copy of the notice that the building or structure is a dangerous building with the hearing officer.

(5) The notice shall be in writing and shall be served upon the person to whom the notice is directed either personally or by certified mail, return receipt requested, addressed to the owner or party in interest at the address shown on the tax records. If a notice is served on a person by certified mail, a copy of the notice shall also be posted upon a conspicuous part of the building or structure. The notice shall be served upon the owner or party in interest at least 10 days before the date of the hearing included in the notice.

History: Add. 1969, Act 61, Eff. Sept. 1, 1969;—Am. 1992, Act 144, Eff. Mar. 31, 1993.

125.541 Hearing; testimony; determination to close proceedings or order building or structure demolished, made safe, or properly maintained; failure to appear or noncompliance with order; hearing; enforcement; reimbursement and notice of cost; lien; remedies.

Sec. 141. (1) At a hearing prescribed by section 140, the hearing officer shall take testimony of the enforcing agency, the owner of the property, and any interested party. Not more than 5 days after completion of the hearing, the hearing officer shall render a decision either closing the proceedings or ordering the building or structure demolished, otherwise made safe, or properly maintained.

(2) If the hearing officer determines that the building or structure should be demolished, otherwise made safe, or properly maintained, the hearing officer shall enter an order that specifies what action the owner, agent, or lessee shall take and sets a date by which the owner, agent, or lessee shall comply with the order. If the building is a dangerous building under section 139(j), the order may require the owner or agent to maintain the exterior of the building and adjoining grounds owned by the owner of the building including, but not limited to, the maintenance of lawns, trees, and shrubs.

(3) If the owner, agent, or lessee fails to appear or neglects or refuses to comply with the order issued under subsection (2), the hearing officer shall file a report of the findings and a copy of the order with the legislative body of the city, village, or township not more than 5 days after the date for compliance set in the order and request that necessary action be taken to enforce the order. If the legislative body of the city, village, or township has established a board of appeals under section 141c, the hearing officer shall file the report of the findings and a copy of the order with the board of appeals and request that necessary action be taken to enforce the order. A copy of the findings and order of the hearing officer shall be served on the owner, agent, or lessee in the manner prescribed in section 140.

(4) The legislative body or the board of appeals of the city, village, or township, as applicable, shall set a date not less than 30 days after the hearing prescribed in section 140 for a hearing on the findings and order of the hearing officer. The legislative body or the board of appeals shall give notice to the owner, agent, or lessee in the manner prescribed in section 140 of the time and place of the hearing. At the hearing, the owner, agent, or lessee shall be given the opportunity to show cause why the order should not be enforced. The legislative body or the board of appeals of the city, village, or township shall either approve, disapprove, or modify the order. If the legislative body or board of appeals approves or modifies the order, the legislative body shall take all necessary action to enforce the order. If the order is approved or modified, the owner, agent, or lessee shall comply with the order within 60 days after the date of the hearing under this subsection. For an order of demolition, if the legislative body or the board of appeals of the city, village, or township determines that the

building or structure has been substantially destroyed by fire, wind, flood, deterioration, neglect, abandonment, vandalism, or other cause, and the cost of repair of the building or structure will be greater than the state equalized value of the building or structure, the owner, agent, or lessee shall comply with the order of demolition within 21 days after the date of the hearing under this subsection. If the estimated cost of repair exceeds the state equalized value of the building or structure to be repaired, a rebuttable presumption that the building or structure requires immediate demolition exists.

(5) The cost of demolition includes, but is not limited to, fees paid to hearing officers, costs of title searches or commitments used to determine the parties in interest, recording fees for notices and liens filed with the county register of deeds, demolition and dumping charges, court reporter attendance fees, and costs of the collection of the charges authorized under this act. The cost of the demolition, of making the building safe, or of maintaining the exterior of the building or structure or grounds adjoining the building or structure incurred by the city, village, or township to bring the property into conformance with this act shall be reimbursed to the city, village, or township by the owner or party in interest in whose name the property appears.

(6) The owner or party in interest in whose name the property appears upon the last local tax assessment records shall be notified by the assessor of the amount of the cost of the demolition, of making the building safe, or of maintaining the exterior of the building or structure or grounds adjoining the building or structure by first class mail at the address shown on the records. If the owner or party in interest fails to pay the cost within 30 days after mailing by the assessor of the notice of the amount of the cost, the city, village, or township shall have a lien for the cost incurred by the city, village, or township to bring the property into conformance with this act. The lien shall not take effect until notice of the lien has been filed or recorded as provided by law. A lien provided for in this subsection does not have priority over previously filed or recorded liens and encumbrances. The lien for the cost shall be collected and treated in the same manner as provided for property tax liens under the general property tax act, 1893 PA 206, MCL 211.1 to 211.157.

(7) In addition to other remedies under this act, the city, village, or township may bring an action against the owner of the building or structure for the full cost of the demolition, of making the building safe, or of maintaining the exterior of the building or structure or grounds adjoining the building or structure. A city, village, or township shall have a lien on the property for the amount of a judgment obtained under this subsection. The lien provided for in this subsection shall not take effect until notice of the lien is filed or recorded as provided by law. The lien does not have priority over prior filed or recorded liens and encumbrances.

History: Add. 1969, Act 61, Eff. Sept. 1, 1969;—Am. 1992, Act 113, Eff. Mar. 31, 1993;—Am. 1992, Act 144, Eff. Mar. 31, 1993;—Am. 2003, Act 55, Imd. Eff. July 14, 2003.

125.541a Enforcement of judgment against other assets; lien; effectiveness; priority.

Sec. 141a. (1) A judgment in an action brought pursuant to section 141(7) may be enforced against assets of the owner other than the building or structure.

(2) A city, village, or township shall have a lien for the amount of a judgment obtained pursuant to section 141(7) against the owner's interest in all real property located in this state that is owned in whole or in part by the owner of the building or structure against whom the judgment is obtained. A lien provided for in this section does not take effect until notice of the lien is filed or recorded as provided by law, and the lien does not have priority over prior filed or recorded liens and encumbrances.

History: Add. 1992, Act 109, Eff. Mar. 31, 1993.

125.541b Noncompliance with order as misdemeanor; penalties; designation of blight violation by municipality.

Sec. 141b. (1) Except as otherwise provided under subsection (2), a person who fails or refuses to comply with an order approved or modified by the legislative body or board of appeals under section 141 within the time prescribed by that section is guilty of a misdemeanor punishable by imprisonment for not more than 120 days or a fine of not more than \$1,000.00, or both.

(2) If a legislative body of a municipality formed under the home rule city act, 1909 PA 279, MCL 117.1 to 117.38, has enacted an ordinance that is substantially the same as sections 138 to 142, the municipality may designate the violation of its ordinance as a blight violation in accordance with section 4q of the home rule city act, 1909 PA 279, MCL 117.4q.

History: Add. 1992, Act 144, Eff. Mar. 31, 1993;—Am. 2008, Act 50, Imd. Eff. Mar. 28, 2008.

125.541c Board of appeals; establishment; appointment and terms of members; vacancy; election of officers; quorum; compensation; expenses; meetings; writings.

Sec. 141c. (1) The legislative body of a city, village, or township may establish a board of appeals to hear all of the cases and carry out all of the duties of the legislative body described in section 141(3) and (4).

(2) A board of appeals shall consist of the following members, appointed by the legislative body of the city, village, or township:

(a) A building contractor.

(b) An architect or professional engineer who is licensed under article 20 of the occupational code, 1980 PA 299, MCL 339.2001 to 339.2014.

(c) Two members of the general public.

(d) An individual registered as a building official, plan reviewer, or inspector under article 10 of the skilled trades regulation act, MCL 339.6001 to 339.6023. The individual may be an employee of the enforcing agency.

(3) Board of appeals members shall be appointed for 3 years, except that of the members first appointed, 2 members shall serve for 1 year, 2 members shall serve for 2 years, and 1 member shall serve for 3 years. A vacancy created other than by expiration of a term shall be filled for the balance of the unexpired term in the same manner as the original appointment. A member may be reappointed for additional terms.

(4) A board of appeals annually shall elect a chairperson, vice-chairperson, and other officers that the board considers necessary.

(5) A majority of the members of the board of appeals members who are appointed and serving constitute a quorum. Final action of a board of appeals shall be only by affirmative vote of a majority of the board members who are appointed and serving.

(6) The legislative body of the city, village, or township shall establish the amount of any per diem compensation provided to the members of its board of appeals. The expenses of a member of the board of appeals incurred in the performance of his or her official duties may be reimbursed as provided by law for employees of the legislative body of the city, village, or township.

(7) A meeting of a board of appeals shall comply with the open meetings act, 1976 PA 267, MCL 15.261 to 15.275. Public notice of the time, date, and place of a meeting of a board of appeals shall be given in the manner required under that act.

(8) A writing prepared, owned, used, in the possession of, or retained by a board of appeals in the performance of an official function is subject to the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.

History: Add. 1992, Act 144, Eff. Mar. 31, 1993;—Am. 2016, Act 408, Eff. Apr. 4, 2017.

125.542 Appeal to circuit court.

Sec. 142. An owner aggrieved by a final decision or order of the legislative body or the board of appeals under section 141 may appeal the decision or order to the circuit court by filing a petition for an order of superintending control within 20 days from the date of the decision.

History: Add. 1969, Act 61, Eff. Sept. 1, 1969;—Am. 1992, Act 144, Eff. Mar. 31, 1993;—Am. 2003, Act 55, Imd. Eff. July 14, 2003.

BRIDGEWATER TOWNSHIP PLANNING COMMISSION MEETING
MONDAY 7 PM ~~April~~ May 20th^{8th}, 2019
BRIDGEWATER TOWNSHIP HALL 10990 CLINTON RD.

Meeting Minutes (draft)

I. CALL TO ORDER IWANCKI @ 7:05

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II. ROLL CALL

Present: Iwanicki, Baetens, McQueer, Messing, Absent Horney

III. REVIEW AND APPROVE AGENDA

Motion by Messing to approve the agenda. Seconded by Iwanicki Approved unanimously.

IV. APPROVAL OF MINUTES

Motion to approve the April 8th, 2019 meeting minutes by Messing. Seconded by McQueer. Approved unanimously

V. CITIZEN PARTICIPATION

None

VI. PUBLIC HEARING

Closed general meeting opened public hearing @ 7:08 motion by Messing 2ND by Iwanicki. Roll call vote Baetens, McQueer, Iwanicki, Messing. Yes.

Melinda Appold 8885 Burmiester Rd. in favor asked question about out buildings.

Nancy Frey 8430 Kaiser Rd in favor

George Barbu Austin Rd asked questions about what type of business can operate under new amended ordinance.

A. Closed public hearing opened meeting @ 7:17 motion by McQueer 2ND by Messing

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VII. OLD BUSINESS

VIII. Historic Blum Farm minor site plans review update

Reviewed Planner's report,

- Messing made motion Iwanicki 2nd, to conditionally accept the minor site plan with these exceptions. Accept Felt electric lighting as decorative lighting and have the Lithonia lighting removed. Roll call vote Baetens, McQueer, Iwanicki, Messing. Yes.
- Within 90 calendar days, the applicant shall address all remaining details noted in the Township Planning and Engineering consultant reports on a revised minor site plan, and shall submit four paper sets and two digital sets in PDF format of the minor site plan for administrative review and acceptance by the Township Planner and Engineer, prior to the issuance

of any bldg. permits or the start of any construction activity for this project.

- Prior to opening the facility for business, the applicant shall provide to the Township zoning Administrator, written confirmation from WWCA of compliance with public assembly code requirements
- Prior to start of construction, copies of all outside agency permits and approvals shall be submitted to the zoning administrator.

Roll call vote Baetens, McQueer, Iwanicki, Messing. Yes.

Consultants will sign off on each condition.

B. Motion to accept the zoning Ordinance amendment for home-based business/occupations. McQueer moved Messing 2nd. Roll call vote Baetens, McQueer, Iwanicki, Messing. Yes.

C. Medical Marijuana policy review continued with the Commission making the following motion. Recommending processing only in light Industrial district with only Two permits being allowed. Motion made by Messing and 2nd by Iwanicki. Roll call vote Baetens, McQueer, Iwanicki, Messing. Yes.

D. NEW BUSINESS

None

IX. COMMUNICATIONS

A. Zoning Administration Report

Mr. Nanney's report is on file.

B. Trustees Report

Meeting minutes on file. Ms. McQueer gave a brief update.

I. CALL TO ORDER Horney @ 7:03

II. ROLL CALL

Present: Iwanicki, Baetens, McQueer, Messing, Horney

III. REVIEW AND APPROVE AGENDA

Motion by Horney to approve the agenda. Seconded by Messing. Approved unanimously.

IV. APPROVAL OF MINUTES

Motion to approve the March 18th, 2019 meeting minutes as amended by Messing. Seconded by Iwanicki. Approved unanimously

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~~V. CITIZEN PARTICIPATION~~

~~Mirela Barbu asked if anything was new on the Blum Event Barn status.~~

~~VI. PUBLIC HEARING~~

~~None~~

~~VII. OLD BUSINESS~~

~~A. Historic Blum Farm minor site plans review update~~

~~Reviewed Planner's report,~~

~~Made motions to address planners concerns regarding lighting.~~

- ~~• The "Patio" outdoor activity space is consistent with the approved Special Use Permit allowance for limited outdoor activities adjacent to the event barn building. Moved by Cal Messing, seconded by Michelle McQueer, vote unanimous.~~
- ~~• The "Grass Area #1" outdoor activity space is not consistent with the approved Special Use Permit allowance for limited outdoor activities adjacent to the event barn building. Moved by Dave Horney seconded by Cal Messing, vote unanimous.~~
- ~~• The Grass Area #2 outdoor activity space is consistent with the approved Special Use Permit allowance for limited outdoor activities adjacent to the event barn building. Moved by Dave Horney seconded by Cal Messing, vote unanimous.~~
- ~~• Discussion about lighting led to some Commissioners wanting to arrange to make individual visits to the site after dark to view the effect of the Feit Lighting drop lights installed on the east side of the barn. Mrs. Barbu gave everyone her phone number to make arrangements.~~
- ~~• Motion made by Dave Horney and seconded by Cal Messing to postpone further action on the site plan review until the Township Engineer's report is available and on-site review of lighting is complete. Approved unanimously.~~

~~B. Zoning Ordinance amendment for home based business/occupations~~

- ~~• Planning Commission had a lengthy discussion of the initial draft set of proposed amendments, and agreed to add limits to the use of an accessory building not to exceed 2,000 sq. ft.~~
- ~~• Davey Horney moved to set public hearing for May 20th, 2019, seconded by Cal Messing voted was unanimous.~~

~~C. Medical Marijuana policy review~~

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~~Planning Commission had a lengthy discussion of the medical marijuana facility license types and options for allowing broadly or by restricted geography. The Commission came to a consensus that secure transporters and testing labs can be suitable land uses for the Light Industrial District, with the number of licenses limited to one or two maximum. Continued discussion of policy options for processors and evaluation of whether growers should be an option in the Township to resume next month.~~

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~~VIII. NEW BUSINESS~~

~~None~~

~~IX. COMMUNICATIONS~~

~~A. Zoning Administration Report~~

~~Mr. Nanney's report is on file.~~

~~B. Trustees Report~~

~~Meeting minutes on file, Ms. McQueer gave a brief update.~~

~~X. INFORMATIONAL ITEMS~~

~~None~~

~~XI. PUBLIC COMMENT~~

~~None~~

~~XII. ADJOURNMENT~~

~~X. Moved to adjourn Horney, second Messing, Unanimous voice vote to adjourn at 10:10 pm.~~

~~INFORMATIONAL ITEMS~~

~~None~~

~~XI. PUBLIC COMMENT~~

~~None~~

~~XII. ADJOURNMENT~~

~~Moved to adjourn Iwanicki, second Messing, Unanimous voice vote to adjourn at 10:10 pm.~~



WASHTENAW COUNTY ROAD COMMISSION

TOWNSHIP/STAFF REPORT – May 7, 2019

For the period of April 8 thru April 28, 2019

TOWNSHIP REPORT

OPERATIONS REPORT

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

- Boom Mow – Whitmore Lake Road
- Limestone Patch – Country Club Road, Dhu Varren Road, Gleaner Hall Road, Landsdowne Road, Maple Road, Stein Road, Warren Road: 17 tons
- Limestone Patch Shoulders – Chalmers Drive, Earhart Road, Ford Road, N Earhart Place, Warren Road: 17 tons

AUGUSTA TOWNSHIP

- Berming – Willis Road
- Boom Mow – Hitchingham Road
- Cleaned Pipes – Gooding Road
- Ditching – Willow Road
- Fallen Trees – Torrey Road
- HMA Resurfacing – Willis Road
- Limestone Patch – Arkona Road, Bunton Road, Butler Road, Hitchingham Road, Judd Road, McCrone Road, McKean Road, Rosbolt Road, Talladay Road, Tuttle Hill Road, Wright Road: 400 tons

BRIDGEWATER TOWNSHIP

- Boom Mow – Hogan Road, Logan Road
- Cut Trees – Logan Road
- Limestone Patch – Burmeister Road, Eisman Road, Hoelzer Road, Hogan Road, Kies Road, Lima Center Road, Neal Road, Willow Road: 90 tons

DEXTER TOWNSHIP

- Boom Mow – Dancer Road
- Culvert Replacement – Island Lake Road
- Limestone Patch – Florence Street, Island Lake Road, Portage Lake Avenue, Second Street, Winston Road: 53 tons
- Roadside Debris – N Territorial Road



WASHTENAW COUNTY ROAD COMMISSION

TOWNSHIP/STAFF REPORT – May 21, 2019

For the period of April 29 thru May 12, 2019

TOWNSHIP REPORT

OPERATIONS REPORT

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

- Limestone Patch – Ford Road: 15 Tons
- Limestone Patch Shoulders – Pontiac Trail: 24 Tons
- Roadside Debris – Clark Road

AUGUSTA TOWNSHIP

- Boom Mowing – Country Lane, McCrone Road, Stony Creek Road, Talladay Road, Willow Road
- Fallen Trees – Whittaker Road
- HMA Resurfacing – Willis Road
- Limestone Patch – Augusta Street, Church Street, Hitchingham Road, Liss Road, Long Meadow Lane, Meridian Street, Potter Road, Talladay Road, Tea Ticket Lane, Torrey Road: 245 Tons
- Water Over Road Signage – Judd Road, Rosbolt Road, Whittaker Road, Willis Road, Willow Road
- Repaired Washout – Liss Road, Stony Creek Road

BRIDGEWATER TOWNSHIP

- Limestone Patch – Allen Road, Arkona Road, Bemis Road, Fisk Road, Hack Road, McCollum Road, Neblo Road, Sheridan Road: 125 Tons

DEXTER TOWNSHIP

- Boom Mow – Madden Road, McKinley Road, Waterloo Road
- Limestone Patch – Dancer Road, Fleming Road, Wylie Road: 39 Tons
- Limestone Patch Shoulders – Island Lake Road, N Lake Road: 10 Tons
- Primary Road Dust Control
- Island Lake Road Limestone Resurfacing Project – 3,081 Tons



WASHTENAW COUNTY ROAD COMMISSION

TOWNSHIP/STAFF REPORT – June 4, 2019

For the period of May 13 thru May 26, 2019

TOWNSHIP REPORT

OPERATIONS REPORT

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

- Boom Mow – Pontiac Trail, Warren Road
- Fallen Trees – Plymouth Road
- Limestone Patch – Earhart Road, N Maple Road: 32 tons
- Limestone Patch Shoulders – Whitmore Lake Road: 42 tons
- Local Road Dust Control
- Repaired Washout – Earhart Road

AUGUSTA TOWNSHIP

- Boom Mow – Bolla Road, McCrone Road, Stony Creek Road, Whittaker Road, Willis Road, Willow Road
- Limestone Patch – Arkona Road, Bunton Road, Butler Road, Gooding Road, Hitchingham Road, Judd Road, Liss Road, Pitman Road, Rosbolt Road, Sikorski Road, Torrey Road, Tuttle Hill Road: 96 tons
- Primary Road Dust Control

BRIDGEWATER TOWNSHIP

- Limestone Patch – Parker Road: 5 tons
- Primary Road Dust Control
- Roadside Debris – Neblo Road, Struthers Road

DEXTER TOWNSHIP

- Boom Mow – Bell Road, Brand Road, Fleming Road, McGuinness Road, Madden Road, Stinchfield Woods Road, Toma Road, Quigley Road, Wylie Road
- Fallen Trees – N Territorial Road
- Gravel Patch – Bass Avenue, Orchard Lane, Noah Road, Stinchfield Wood Road, Winston Road: 16 tons
- Limestone Patch – Bass Avenue, North Lake Road, Orchard Lane, Winston Road: 13 tons
- Roadside Debris – N Territorial Road
- Island Lake Road Limestone Resurfacing – 4,030 tons