

**BRIDGEWATER TOWNSHIP
BOARD OF TRUSTEES MEETING
THURSDAY, JUNE 7, 2018
7:00 P.M.
AGENDA**

- I. CALL TO ORDER / PLEDGE ALLEGIANCE
- II. CITIZEN PARTICIPATION
- III. APPROVAL OF BOARD MEETING MINUTES – MAY 3, 2018
- IV. REVIEW AND APPROVE AGENDA
- V. UNFINISHED BUSINESS
 - A. Michigan Ave. Property Junk Ordinance Enforcement Action
 - B. Capital Improvement Planning Discussion
- VI. NEW BUSINESS
 - A. MTA Membership Dues 2018-2019
 - B. Financials, Approve Disbursements from May 1, 2018 through May 31, 2018
 - C. ZBA Appointment
- 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 – Minutes included in Board packet.
- VIII. CITIZEN PARTICIPATION
- IX. ADJOURNMENT

Bridgewater Township Board of Trustees Minutes

I. CALL TO ORDER

3-May-18 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:

Citizen attendance: 9

II. CITIZEN PARTICIPATION

- Mr. Tom Bourque– introduced himself; is running for 14A district judge which includes Bridgewater Township

III. APPROVAL OF MINUTES

- Motion to approve the 5-Apr-18 meeting minutes as amended – Mr. Faust; support –Mr. Oliver; vote – unanimous

IV. REVIEW AND APPROVE AGENDA

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

V. WASHTENAW COUNTY WASTE MANAGEMENT PLAN PRESENTATION

- A. Washtenaw County Waste Management Plan Amendment Resolution
- Mr. Jon Tulman gave a short description about the plan and services provided
- Motion to approve resolution to approve the Washtenaw County Solid Waste Management plan 2017 amendment (resolution number 2018-10) - Mr. Faust; support - Mr. Oliver
Trustee Faust – yes; Trustee Fromhart – yes; Trustee Oliver – yes,
Trustee McQueer - yes; Trustee Wharam – yes

VI. UNFINISHED BUSINESS

A. Bridgewater Days Temporary Road Closure Resolution

- Ms. Fromhart reached out to Bridgewater Bank and Bridgewater Lumber; both agreed with 2:00 PM road closure time
- Bridgewater Bank will provide signage
- Motion to approve resolution regarding a temporary road closure (resolution number 2018-09) - Mr. Oliver; support - Mr. Faust
Trustee Faust – yes; Trustee Fromhart – yes; Trustee Oliver – yes,
Trustee McQueer – yes; Trustee Wharam – yes

B. Michigan Ave. Property Junk Ordinance Enforcement Action

- Another citation was issued; due 30-May-18
- Ask Mr. Lucas to attend 7-Jun-18 meeting to clarify his interpretation of the law and what action we can and should take
- Table until June board meeting to allow lawyer to explain our options– Ms. McQueer; support - Mr. Oliver; vote – unanimous

VII. NEW BUSINESS

A. Financials, Approve Disbursements from 1-Apr-18 through 30-Apr -18

Bridgewater Township Board of Trustees Minutes

- Motion to approve disbursements of \$20,124.95 for general operations, \$6,334.13 for sewer and \$37,012.50 for sewer debt retirement for a total of \$63,471.58 - Mr. Oliver; support –Mr. Faust; vote – unanimous
- B. Engagement Letter for Audit of Financial Statements FY March 31, 2018
- Ms. McQueer will call to arrange a mutually agreeable date
 - Motion to accept the letter of engagement from Brent D. Shea for audit of financial statement for fiscal year ending 31-Mar-18 with the audit report received no later than 30-Sep-18 – Ms. Fromhart; support – Mr. Faust; vote – unanimous
- C. 2018 Local Road Projects
- Motion to approve two brine applications – Ms. Fromhart; support – Mr. Oliver; vote - unanimous
 - Ms. Fromhart will get quote for a 3rd application
 - Matching funds are to be rolled over
- D. Bridgewater Village Tile County Drain Discussion
- Discussed the different options of tile improvement
- E. Capital Improvement Planning Discussion
- Motion to direct the Planning Commission to look at the capital improvements program of public structures – Ms. Fromhart; no support

VIII. REPORTS AND CORRESPONDENCE

A. Public Safety Report

- No report

B. Supervisor's Report

- Ms. Fromhart asked Mr. Spensley about the status of the Bridgewater Bank & Tavern improvements
 - They would like to add just an outside cooler & deck space;
 - Would like to defer the parking lot expansion; Mr. Nanney said must add parking lot if expanding building size;
 - Spensley's will submit updated plans at the planning commission
- Revised brown water report
- Broadband committee met, support study
- Ms. Fromhart will talk with Rustic Glenn re: taxes

C. Assessor's Report

- No report

D. Clerk's Report

- Would like board permission to dispose of 1 vacuum, 1 shredder, 3 printers, other misc. old equipment
- Motion to dispose of miscellaneous township equipment – Ms. Fromhart; support – Ms. McQueer; vote - unanimous
- What budget category does the FOIA payment (goes under planning)

E. Treasurer's Report

- The Ms. McQueer submitted a written report to the board and it is on record
- Clean-up day is 5-May-18

Bridgewater Township Board of Trustees Minutes

F. Trustees' Report

- Trustee Faust:
 - None

- Trustee Oliver:
 - WWCBA – Mr. Jim Coval is building inspector; need to hire plumbing inspector

G. Zoning Administrator's Report

- Mr. Nanney submitted a written report to the board and it is on record

H. Planning Commission

- Meeting minutes are on record

I. Farmland Preservation Board Report

- Meeting minutes are on record

IX. CITIZEN PARTICIPATION

- None

X. ADJOURNMENT

- Ms. Fromhart adjourned the meeting at 9:22 p.m.

Bridgewater Township Board of Trustees Minutes

I. CALL TO ORDER

5-Apr-18 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: 25

II. CITIZEN PARTICIPATION

- Greg Stewart – concern on drain on Hogan Rd; would like to see road open due to safety concerns
- Patty Sawainey (sp) – Hogan Rd concerns
- Dan Mills – Neal Rd needs to be maintained
- Linda Keebler – Hogan Rd concerns
- Char Stewart – Hogan Rd concerns
- Grant Howard - Hogan Rd concerns
- Marge Scully – Neal Rd concerns

III. APPROVAL OF MINUTES

- Motion to approve the 1-Mar-18 meeting minutes as amended – Ms. Fromhart; support – Ms. McQueer; vote – unanimous

IV. REVIEW AND APPROVE AGENDA

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

V. BRIDGEWATER VILLAGE TILE COUNTY DRAIN EMERGENCY ORDER

- Ms. Fromhart met with Water Resources Commission on 21-Mar-18
- Scott Miller & Evan Pratt gave a small presentation about the Bridgewater Village Tile County Drain
- Have spent about \$215,000 on repairs and emergency fixes in the past 15 years
- Have an existing design from 10-15 years ago
- Would like to have an open meeting to describe work and cost
- Motion to allow water commission to receive property owner input for the replacement of the Bridgewater Village Tile County Drain (date, time & location TBD) – Ms. Fromhart; support – Ms. McQueer; vote – unanimous

VI. ANNUAL MEETING WITH WASHTENAW COUNTY ROAD COMMISSION ~~OLD BUSINESS~~

- Roy Townsend, Jim Harmon & Roark Freeman attended
- 18-May-18 deadline for notification of matching funds
- WCRC heard complaints about lack of road maintenance on Hogan and Neal roads; have an escrow from Rover to repair the roads

VII. UNFINISHED BUSINESS

A. Sewer Committee Appointment

- Motion to approve John Kosmalski to the sewer committee – Ms. Fromhart; support – Ms. McQueer; vote – unanimous

VIII. NEW BUSINESS

A. Financials, Approve Disbursements from 1-Mar-18 through 31-Mar-18

- Motion to approve disbursements of \$12,176.43 for general operations and \$9,931.50 for sewer for a total of \$22,107.93 - Ms. Fromhart; support – Mr. Faust; vote – unanimous

Bridgewater Township Board of Trustees Minutes

- B. Beckett & Raeder Mining Review Report of GS Materials LLC
- Mr. Kris Enlow gave a summary of his report; the report is on record
 - Need to update the reclamation bond, which was last update in 2012; \$120,000 (Crego-Pelts) & \$253,000 (Elliot Parcel)
 - Need updated insurance coverage for \$5M
 - Roof over fuel tank
 - Reclamation plan for the consent judgement needs to be updating
- C. Jon Way 2018 Mowing Bid
- Motion to approve 2018 mowing bid from Jon Way - Mr. Wharam; support – Ms. Fromhart; vote – unanimous
- D. Bridgewater Days Temporary Road Closure Resolution
- Motion to table until May board meeting due to starting time – Ms. Fromhart; support – Ms. McQueer; vote - unanimous
- E. Relocation of Grinder Pump at Bridgewater Tack Shop
- Currently on property line; would like to spend up to \$1000 to move off of property line
 - Motion to approve up to \$1000 to move the grinder pump completely on to Scott Nelson’s property (additional cost the responsibility of the owner) – Ms. McQueer; support - Mr. Wharam; vote - unanimous
- F. Fire Billing – Write-off of outstanding receivables
- Motion to retire uncollectable fire billings from before 1-Jan-18 – Ms. McQueer; support – Ms. Fromhart; vote - unanimous

IX. REPORTS AND CORRESPONDENCE

- A. Public Safety Report
- The sheriff’s office report was received and is on record
- B. Supervisor’s Report
- Sewer committee met; will met again 19-Apr-18
 - Toured Xela Pack; 70% of production is food; mostly processing oils
 - Broadband committee met
- C. Assessor’s Report
- The Ms. Rider submitted a written report to the board and it is on record
- D. Clerk’s Report
- Seventh Day Adventist are coming this summer
- E. Treasurer’s Report
- The Ms. McQueer submitted a written report to the board and it is on record
 - No payment form Dr. Samuels
 - Clean-up day is 5-May-18

Bridgewater Township Board of Trustees Minutes

F. Trustees' Report

- Trustee Faust:
 - None

- Trustee Oliver:
 - None

G. Zoning Administrator's Report

- Mr. Nanney submitted a written report to the board and it is on record

H. Planning Commission

- Meeting minutes are on record

I. Farmland Preservation Board Report

- The Farmland Preservation Board submitted a written report to the board and it is on record

X. CITIZEN PARTICIPATION

- A citizen asked about the broadband & wireless possibilities
- A citizen asked about clean-up day

XI. ADJOURNMENT

- Ms. Fromhart adjourned the meeting at 9:18 p.m.

Bridgewater Township

Zoning Administrator Report

May 2018

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

Zoning Compliance Certificates and Administrative Site Plan Approval:

1. **Zoning Compliance Certificate – Waltz (9020 Willow Road, Saline).** Application for zoning approval to construct a new single-family dwelling on a vacant parcel. Approved.

Ordinance Enforcement:

2. **12460 E. Michigan Ave Rd., Clinton (Samuels) – outdoor storage of junk.** Dr. Samuels failed to respond to the third civil infraction for the same violation (a \$500 fine), which was issued on April 30, 2018 with a response deadline of 5/30/2018. During site visits this month, I noted that materials stored on the site were being sorted, and that some additional material appeared to have been removed from under the tarp-covered piles in the driveway. However, despite repeated notices and warnings, I saw no evidence that Dr. Samuels has increased his pace of clean-up to any measurable degree.

I would recommend that this matter be turned over to the Township Attorney with Township Board authorization to seek action in Circuit Court to compel immediate completion of the clean-up and removal of all junk, debris, and other materials unlawfully stored outside on this parcel. For the Township Board's reference, I have attached some example photographs taken of the property to this report.

3. **Gravel pit – question from a resident about overnight noise.** A resident on Logan Road contacted me to express concerns about what they believed to be operating noise coming from the gravel pit after normal working hours – even into the overnight hours. I checked into the situation and determined that the noise was coming from the gravel pit, and not from any agricultural activities in the area. During consultations with the gravel pit superintendent, we determined that the noise was likely coming from a generator-powered water pump that was in 24-hour operation on the pit floor during the dredge relocation from the west lake to the east lake. Because of the difference in surface elevation, the Michigan Dept. of Environmental Quality required use of the pump to maintain the lake levels during the two-week long moving process. The superintendent has taken additional steps to minimize off-site noise propagation, which resolved the noise concern for the resident.

Ordinance Administration and Other Items of Interest:

4. **Parcel No. Q-17-31-300-002.** I received a call from a realtor marketing a nearly landlocked 46-acre parcel on the southern Township boundary between Sheridan Rd. and Bartlett Rd., asking about what can be done development-wise, and specifically if a previously stalled construction project could be resumed. Access to the parcel is provided by Adams Dr., a private road in Lenawee Co. that dead-ends at the county line. After doing some research, I responded to the realtor with the following email, which I am sharing as an example of a typical service provided to residents and other interested parties seeking zoning and land development-related information in the Township:

Here is what I have learned about this lot (Q-17-31-300-002), and what would be required for it to be buildable:

1. *The lot is in the AG (General Agriculture) zoning district, and is suitable in its existing condition for farming purposes.*
2. *Our former Twp. Assessor told me that, at some point prior to 1996, a prior owner did start a construction project on the lot, apparently with the intent of eventually constructing a large home. However, there is no record of any approved building permits, and the work did not progress far before being abandoned.*
3. *The lot is not considered to be a buildable lot under the Zoning Ordinance currently, because it does not have a minimum of 250 feet of direct frontage on a public road or approved (and constructed) private road. The cul-de-sac turnaround and driveway off the end of the Adams Dr. road right-of-way in Lenawee Co. alone cannot satisfy this requirement.*
4. *Construction of a private road extension of Adams Dr. (or a similar private road access from Sheridan Rd.) meeting the requirements of the Township's Private Road Ordinance would be required prior to issuance of any zoning permit or building permit for new development on this lot.*
5. *Any new construction activity would also be subject to approval of a zoning permit from my office, and a building permit from the Western Washtenaw Construction Authority. All land uses and construction activity (fences, berms, ponds, sheds, pole barns, greenhouses, hoopouses, dwelling, etc.) would need to fully conform to the current Zoning Ordinance requirements.*
6. *If the required road frontage is provided and soil conditions are suitable for individual septic systems, the land may be able to be divided into several smaller lots. Questions about land division applications should be directed to the Twp. Assessor, Mary Rider.*
7. *The lot is in the area served by the Clinton Fire Department, which has a contract with Bridgewater Township to provide emergency response services.*

I would recommend that the landowner contact the Washtenaw County Environmental Health Division to arrange for soil testing to determine septic system suitability. This is a significant issue in Bridgewater Township, as there are a number of large parcels in the area for which there is no ability to establish a septic system meeting the county's requirements. Documentation of a successful "perc" test and associated lot map showing where soil conditions are suitable for septic is an important part of documenting that this lot can be developed with a new home.

Regards,

*Rodney C. Nanney
Zoning Administrator*

5. **Telephone calls, emails, and meetings.** I received numerous telephone calls and emails seeking information regarding zoning requirements for lot splits, new home construction, private greenhouses, private and public/commercial stables, and garage and pole barn construction during the month.

Please contact me at (734) 483-2271 or Rodney@BuildingPlace.net with any questions.
Thank you.

Respectfully submitted,

Rodney C. Nanney
Zoning Administrator

Bridgewater Township

Ordinance Enforcement Update – May 31, 2018

12460 E. Michigan Ave Rd., Clinton (Samuels, (parcel no. #Q-17-25-400-001) - Outdoor Storage of Junk



April 11, 2016



February 22, 2017



March 22, 2017



April 22, 2017



June 6, 2017



June 28, 2017



August 14, 2017



September 5, 2017



January 8, 2018



March 12, 2018



April 21, 2018



May 14, 2018

locations and relationships; and meet the needs of residents for food, fiber, and other natural resources, places of residence, recreation, industry, trade, service, and other uses of land within the Township's planning jurisdiction.

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

Section 9. Zoning Commission Authority

The Township Board hereby confirms the transfer of all authority, powers, and duties provided for "zoning commissions" under the Michigan Zoning Enabling Act to the Bridgewater Township Planning Commission. The Planning Commission shall be responsible for formulation of the Zoning Ordinance and amendments thereto, and reporting its findings and recommendations concerning the Zoning Ordinance or proposed amendments to Township Board. The Planning Commission shall also be responsible for holding hearings, reviewing, and making determinations regarding applications for approval as required by the Zoning Ordinance.

Section 10. Capital Improvements Program

- 10.1 In accordance with Section 65 of the Michigan Planning Enabling Act, the Township Board hereby exempts the Planning Commission from responsibility for preparation, approval, and updating of the Township's capital improvements program of public structures and improvements, and delegates this responsibility to the Township Supervisor, subject to final approval by the Township Board.
- 10.2 Each Township department with authority for public structures or improvements shall furnish, annually or upon request by the Township Supervisor, updated lists, plans, and estimates of time and cost for recommended public structures and improvements to the Supervisor.
- 10.3 The Planning Commission may make recommendations to the Board about programs and financing for public structures and improvements, and may advise the Board on the consistency of the Township's capital improvements program with the adopted Master Plan's goals, objectives, and policies.

Section 11. Land Division Responsibilities

The Planning Commission may recommend to the Township Board amendments or revisions to the Township's Subdivision Ordinance and rules governing the subdivision of land. Before recommending such an Ordinance or rule, the Planning Commission shall hold a public hearing, giving notice of the date, time, and place of the hearing not less than 15 days before the hearing by publication in a newspaper of general circulation within the Township and posting at the Township Hall.

The Planning Commission shall review and make recommendations on any proposed plat before action thereon by the Township Board in accordance with the Township's

Determining Capital Improvement Projects

By Eric Scorsone,
Director, State and Local Government Programs,
Department of Agricultural Economics,
Michigan State University



Capital items such as computer equipment, roads and buildings make up the foundation on which economic and social prosperity is built. To ensure that this foundation is strong, township governments in Michigan should embrace capital improvement planning. The extra time and cost involved in undertaking this effort will pay off in future cost savings and efficient service delivery.

Local leaders—including every member of the township board—should be involved in developing and implementing cohesive and rational capital improvement plans. These plans allow local units of government to guide the capital investments of their community with a long-term perspective.

Consider Two Things

There are two elements for a community to consider when undertaking a capital improvement program: (1) the capital improvement plan (CIP) and (2) the capital budget. The CIP is a non-binding, multiyear process that examines the needs and proposed capital improvements for a community. The capital budget *ideally* implements the projects specified in the CIP. The capital budget is in place for only one year as part of the normal budgetary process.

Each of these elements is a necessary component of township capital improvement planning. The CIP plans for future expenditures, while the capital budget allots actual dollars for current-year projects. However, to properly budget for necessary capital investments, the planning process must be completed in an organized fashion.

What is Capital Improvement Planning?

The capital improvement planning process is a form of strategic planning that allows a community to establish a construction

and/or maintenance schedule for priority activities. Townships are authorized under MCL 125.330 to adopt a CIP. Although townships were previously *required* by the Uniform Budgeting and Accounting Act (Public Act 621 of 1978) to develop a formal capital improvement process, that requirement was removed from the act by PA 493 of 2000. However, a capital improvement plan continues to be a useful tool for townships.

For townships that have adopted a master plan via a planning commission, the Township Planning Act, PA 168 of 1959, states that the township board must notify the planning commission of any changes in the CIP. If the planning commission disapproves such capital improvements, the township board, by majority vote, may override such a decision.

Approaches to Planning

There are three approaches to capital improvement planning: needs-driven, fiscal capacity and scenario planning. No one

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Frequently Asked Questions about Capital Improvement Planning

Q: What is our local government's definition of capital?

A: Each community must decide on its own definition of "capital." Generally, capital improvements are relatively expensive and last for longer than one year. Many local governments set a dollar amount to define capital projects, such as \$1,000.

Q: What are some examples of capital improvement projects?

A: Roads, township halls, recreation facilities, and water and sewer infrastructure.

Q: How far out will the plan address issues?

A: Typically, a capital improvement plan (CIP) is designed for a five- to six-year period. However, the township must feel comfortable, and select the appropriate time period that best suits its own needs.

Q: Will the local government designate a separate board to handle capital planning issues?

A: Yes, the local government unit should designate a capital improvement planning committee to handle the administrative process of constructing the CIP. The committee should include members of the township board, executive managers and department/agency officials.

Q: How will the public be included in the decision-making process?

A: The public will have input in two different ways. First, members of the public can speak directly to their elected officials and express their concerns and desires. Second, in some communities, it may be desirable to develop a citizens' capital budget advisory committee where interested citizens can play a role in developing the CIP.

Q: Will the capital budget be a separate document from the township's operating budget?

A: Yes. It is recommended that the capital budget be separate from the operating budget. If the capital budget is simply folded into the operating budget, important details and discussion may be foregone. The benefits of capital improvements last over multiple years, whereas the operating budget is designed to cover immediate, annual benefits.

Q: How does our CIP affect overlapping units of government?

A: Communities should, where possible, consider what other units of local government will be affected by their capital and infrastructure decisions. As plans are developed, a list should be maintained of the other impacted local units of governments and these units should be contacted as soon as feasibly possible.

Q: What is the relationship between capital improvements now and operating expenditures in the future?

A: A community that invests in capital improvements must be prepared to fund and maintain ongoing expenses related to those investments. For example, an investment in a new police or fire station will incur expenses immediately, as well as into the future.

approach works best for every community, and each township must assess its circumstances and characteristics to determine which approach to use.

1. Needs-Driven Approach

The needs-driven approach begins with township officials developing a list of desired/necessary capital projects. After the list has been developed and agreed upon, the township assesses the fiscal capacity to carry out projects. In this approach, the main focus of the planning process is on community need.

This approach may be best suited for smaller and rural communities. Given the more straightforward fiscal situation of small townships, it may be best to focus on community needs, and turn those needs into specific infrastructure and capital projects.

2. Fiscal Capacity Approach

Unlike needs-driven plans, this approach begins with an assessment of the township's financial capabilities. Once fiscal capacity has been determined, the list of possible capital projects is prioritized and ranked until resources are exhausted.

Larger townships, particularly those in metropolitan areas, are likely better off in first assessing fiscal capacity. Given the complexity of finances in larger, urban governments, the scope of fiscal resource availability is a better starting point.

3. Scenario Planning

Scenario planning is a hybrid approach, which identifies different combinations of capital projects that are possible given revenue availability. Different scenarios can be developed based on alternative economic, land use and demographic factors.

This approach is a good choice for almost any township government. However, it requires a substantial commitment of resources and time, and township leaders must be willing to set aside a good deal of time for envisioning future scenarios and the associated capital needs. This type of planning will place greater strain on staff resources. Once completed, however, the CIP is more flexible and more responsive to changing circumstances. The first two approaches will likely be biased toward the current status quo in the township.

The following describes the details behind using the scenario-driven approach to capital improvement planning.

Steps in the Scenario-Driven Approach

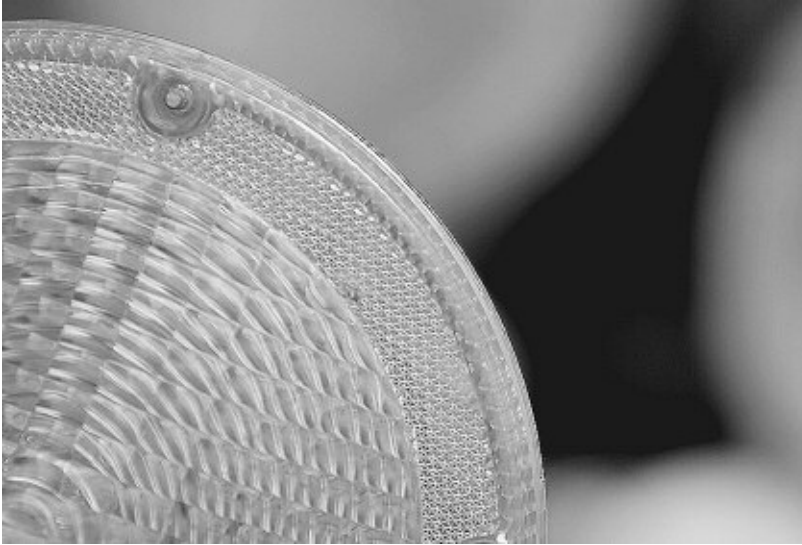
Step One: Establish the Administrative Process

→ Define "capital improvement"

→ Establish a CIP calendar

→ Set membership for CIP committee

If not already defined by the township, criteria for a "capital project" must be outlined. This is critical to helping involved parties determine what items and projects should be included in proposals. Generally speaking, capital improvements are expenditures on items that (1) last longer than one year and (2) are relatively expensive—at least \$1,000 or more.



There are several other elements in this first step. The development of a calendar will set deadlines for proposals and decisions. It ensures that the CIP is developed in an orderly, efficient manner. Establishing membership on the planning committee or task force is also critical. This group should include elected officials and members of township departments or agencies.

Step Two: Capital Asset Inventory

- *Compile a list of capital facilities*
- *Measure activity levels*
- *Develop inventory*
- *Create a depreciation schedule*

A capital asset inventory allows a community to determine current structural assets and needs for replacement, repair and maintenance. For those communities that have not yet undertaken this process, a series of steps should be followed to ensure complete, accurate coverage of local jurisdiction facilities and equipment.

The first element is to compile a list of capital facilities and equipment in use by the jurisdiction. This list will allow the CIP committee to assess replacement, repair or maintenance decisions. The community's financial audits, planning documents, transportation department documents, engineering studies and insurance documents may all be possible sources of capital items. Where possible, committee members should inspect and discuss conditions with appropriate field staff or managers.

Next, the activity level being provided at each township facility or department should be measured. Activity levels measure the use or activity that occurs at a given facility or on a certain piece of equipment.

The final capital asset inventory list should include name, location, condition and activity level. Once the list has been compiled, local officials should develop depreciation schedules for jurisdiction facilities and equipment. These schedules will allow planners to determine the optimal timing of replacement and to establish repair schedules so that capital equipment can be maintained for its useful working life.

Step Three: Forecast Demand for Capital Items and Services

- *Forecast population and employment*
- *Use forecasts to determine areas of interest*

To create a useful CIP, township officials must take time to carefully assess the future capital needs of a community. First, it might be helpful to forecast population and employment for the township. These two factors are the most likely sources of demand for new capital. Further, demographic shifts such as an aging population may in itself require new capital projects such as a senior center. If possible, these forecasts should be classified by geographic region within the township. Some communities may have already undertaken this type of forecasting; others may need to engage in a forecasting exercise. Economic and demographic forecasts must go hand-in-hand.

In terms of population migration, communities must focus on several different groups whose migration decisions are driven by different factors. Working-age people are generally driven primarily by economic and labor force conditions, with secondary consideration given to recreational and leisure opportunities. Retiree migration is often driven by access to recreation, health care facilities and public safety, and less tied to the state of the local economy.

Economic forecasts should outline the specific industries that are expected to grow or decline over the next five to 10 years. The employment forecast should be subdivided into base and non-base industries. A base industry is one that exports goods and services to other regions and communities. Traditionally, these have been industries such as manufacturing, agriculture and mining. Today, new base industries include retail and health care services, high-tech information firms and others. Population growth that is tied to the local economy will be initially stimulated by the growth of base or export industry. Often, a local university or college may be able to assist in undertaking this type of analysis.

Using these forecasts, the CIP committee develops a list of **areas of interest** where demand for capital items and services is expected to increase. These might include areas such as:

- Economic development
- Environmental and natural resource usage
- Public safety
- Maintenance and operational costs

Step Four: Analyze and Assess Fiscal Capacity

- *Create revenue and expenditure projections*
- *Use economic and demographic forecasts from step three*

For a township to undertake the capital improving planning process, it must be able to project forward the resources that will be available to finance the proposed projects. The complexity of this task is magnified by the fact that there are several potential

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sources of revenue for a particular capital project. Each source of revenue must be scrutinized to determine its use in financing any projects. Also, township officials must combine all financing sources to ensure that the total financing sources do not exceed or overburden total community fiscal capacity.

A fiscal forecast pro forma provides a snapshot of revenue and expenditure projections for the capital budget over a five- to six-year period as part of the capital improvement planning process. Each revenue source, whether bond, general fund transfer or other source, must be presented on the table.

The economic and demographic information developed in step three can be a useful tool in determining financial forecasts. For example, population growth may drive housing prices, leading to higher property tax revenues. Township officials can consult a local university or community college for experts who can assist with determining the relationship between future fiscal capacity and demographic and economic trends.

Step Five: Establish the Policy Process

- Establish objectives for the township
- Establish level of services standards that will be applied to proposals
- Determine how to use qualitative and/or quantitative data

The policy process establishes the method by which project selection will occur. Using the areas of interest developed in step three, the CIP committee begins by developing a clear, concise set of **objectives** for the township. These objectives are based on the committee's priorities as they relate to projected future demand.

For each objective, specific **level of service standards** must be defined. These standards define the *desired* outcome of capital projects within the township. Refer to the table below for examples of potential objectives and level of service standards. Note that each objective could have multiple standards.

OBJECTIVES	LEVEL OF SERVICE STANDARDS
Increase public safety	Emergency response time
Spur economic development	Increase retail business growth
Control governmental expenditures	Capital projects must "pay for themselves"
Develop a long-term planning perspective	Emphasis placed on long-term savings
Make enjoyment of natural resources more widely available	Increase number of park acres per 1,000 residents

There are two methods that the CIP committee can use to rank proposals: quantitative and qualitative. It is essential that whichever method is selected, it is clearly communicated to all involved parties. Regardless of whether qualitative or quantitative methods are used, there are several typical criteria for ranking capital improvement projects.

Qualitative criteria are used to rank or prioritize projects based on verbal or narrative descriptions of how well a given project meets a certain objective. For example, a highway proposal might be given a high rank for meeting the objective of

public safety by reducing a series of road hazards that had caused recent accidents. The major advantage of qualitative criteria is that they are relatively easy to create for officials and staff. A major disadvantage, however, is that it may be difficult to rank projects based on descriptions.

Under the **quantitative** method, numerical rankings are given to different projects as to how well they achieve an objective. For example, the highway improvement proposal mentioned above may rank as a "5," on a scale of 1-5, in the category of public safety. This signifies that it is among the highest rated capital project for that objective. At the same time, the highway improvement may rank low relative to economic development importance. Its overall score may be in the middle of the pack.

The major disadvantage of quantitative criteria is that they require extra work to determine and apply an acceptable ranking system. Further, it is often difficult for people to rank projects; they may consider *all* projects critical or important. The major advantage is that it provides a slightly more objective ranking system and projects can be easily prioritized based on their relative score. If quantitative data is to be used on the policy process, it should be announced early to allow for data submission by the appropriate departments.

In either case, these criteria serve as the basis for prioritizing and ranking projects. But, ranking projects is only the beginning of the process.

Step Six: Develop Specific Format for Project Proposals

- Create a template for project proposals

In this step, the CIP committee needs to develop a specific set of instructions or guidelines for elected officials, departments and agencies to submit proposals. The committee itself can make some recommendations for specific capital projects, but generally recommendations will be forthcoming from officials, and department and agency heads. A specific template should be developed so that all projects submitted to the committee can be judged on a set of common criteria.

This template should include categories and level of service standards that have been developed in step five to rank project proposals. The CIP committee must provide a format for parties to submit requested information such as project description and location, construction and operational timeframe, department ranking or priority, and possible sources of revenue. The template should also include items such as



the CIP calendar and time-frame, population and employment forecasts, and asset inventories. Having a standardized form will allow for easier analysis by the CIP committee.

Step Seven: Project Ranking
→ Use criteria developed in step five to rank projects received from step six

Once proposals have been developed, the CIP committee must apply the ranking system developed in step five to each project. This will

assist them in preparing the final CIP and capital budget for review from the full legislative body. See the example below for further clarification on the ranking process.

Step Eight: Prepare Capital Improvement Plan and Capital Budget for Review and Approval by Full Township Board

→ Capital project recommendations and information to board

When all projects have been ranked according to the established process, the CIP and capital budget can be developed and sent for review to the township board. The CIP process provides transparency to the budgeting process, and supports a long-

term perspective for capital investments. (*Editor's Note: For information on financing capital improvements, refer to the June 2005 Michigan Township News cover story, or visit MTA's Web site, www.michigantownships.org, to download a PDF of the article.*)

Improving Your Township

Properly developing, monitoring and implementing a capital improvement plan leads to better, more qualified decision-making by township officials—for the betterment of their community and residents. All board members should play an active role in staying committed to a capital improvement plan.

Improvement planning keeps the township board focused on the needs of the community, and demonstrates to residents that the board has their best interest in mind at all times. Keeping residents involved and informed about capital improvements may also lead to improved community support to various projects—and help the township provide the services and programs community members want *and need*.

Dr. Eric Scorson is an extension specialist and faculty member for the State & Local Government Programs in the Department of Agricultural Economics at Michigan State University. He provides training to local government officials in the areas of intergovernmental cooperation, public finance and budgeting, and general government. He can be reached at (517) 353-9460 or scorson@msu.edu.

Ranking Capital Improvement Projects

Parks and open space have become an important component of a community's quality of life and its ability to attract new residents and businesses. Because of the expense of obtaining access to new park space, it generally falls in the category of capital purchase.

As part of step three, the township may have identified access to park space as an **area of interest**. Specifically, the process identified that there should be one acre per 1,000 residents in the township. The existing or actual level of service being provided may be .5 acres per 1,000 residents. Thus, based on its strategic plan, the community desires to obtain access to an additional .5 acres per resident. In this community of 10,000 residents, this means the township needs a total of five new acres of park space.

If the cost of another acre of park space is \$15,000, the township will require \$75,000 for five acres. There is also the ongoing maintenance cost of \$2,500 per acre annually, or \$10,000 annually to maintain the new five acres of park space. All of these factors will play a role in the township board prioritizing among projects, including the park capital project.

The second project before the board is an overhaul of the township hall heating, cooling and ventilation system (HVAC),

which is beginning to age. The total cost is \$100,000 to purchase and install the system. However, the HVAC system will lower operation costs by \$5,000 a year, due to increased efficiency.

Imagine that the township has decided that reducing operation costs and improved service delivery (defined in step five of our process) are the two objectives / level of service standards upon which to decide capital projects.

Based on our criteria, the HVAC system will rank higher than the park space on the criterion of impact on operating costs. The impact on township service delivery is unclear, but depends on the actual condition of the current HVAC system—can it be repaired or in what ultimate shape is it in? While it is desirable to have more open space, the board may decide to first purchase the new HVAC system because of its impact on operating costs and use any remaining capital funds for park space purchases. Ultimately, the park space may be purchased over a longer period of time.

With the above information, different scenarios could be examined. Of course, other factors may be important in the decision between these two projects, such as access to state grants or funding.



MICHIGAN TOWNSHIPS ASSOCIATION

Dues Invoice

May 15, 2018

Date Due: 7/1/2018

Township ID: O-2574

MTA Fed. I.D. #: 38-1536994

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

Remit To:

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

Table with 2 columns: Description and Amount. Rows include Annual Dues Covering 7/1/2018 through 6/30/2019 (\$1,572.89), Legal defense discretionary assessment (\$47.19), and Total Dues (\$1,620.08).

Explanation of Dues Determination

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

- (1) minimum dues \$183.00 per year
(2) formula (2017 Taxable Value x \$15.05/million plus 2016-2017 state shared revenues and EVIP x \$1.7376/thousand)
(3) graduated cap \$5,619.00 (Taxable Value \$290-\$599 million)
(4) graduated cap \$5,788.00 (Taxable Value \$600-\$999 million)
(5) graduated cap \$6,542.00 (Taxable Value + \$1 billion)
(6) increase capped at 10% above 2017-2018 dues

IRS regulations require us to disclose the following:

MTA Dues are not deductible as a charitable contribution for federal income tax purposes.

Postal regulations require us to disclose the following:

Annual membership dues include \$33 per one-year subscription to the Township Focus for township board members and certain additional appointed officials.

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: 7/1/2018

Township ID: O-2574

Remit To:

Remitted by:

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

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

Summary table with 2 columns: Category and Amount. Rows include Dues (\$1,572.89), Legal Defense (\$47.19), and Total (\$1,620.08).

Thank you for supporting strong township government!

Bridgewater Township Monthly Expenses

Type	Date	Check #	Name	May 2018 Split	Amount
May 18					
Bill	05/01/2018	9573	Beckett & Raeder	-SPLIT-	725.00
Bill	05/01/2018	9573	Beckett & Raeder	-SPLIT-	386.48
Bill	05/01/2018	9573	Beckett & Raeder	-SPLIT-	653.98
Bill	05/04/2018	EFT	Cardmember Service	2050 · Comerica - Clerk/Treasurer	509.79
Bill	05/24/2018	9583	Clayton and Mary Rider Assessing Service	-SPLIT-	1,825.00
Bill	05/14/2018	EFT	Consumers Energy	5265728 · Maintenance & Utilities	57.65
Bill	05/01/2018	EFT	Detroit Edison Company - Hall	5265728 · Maintenance & Utilities	31.11
Bill	05/30/2018	EFT	Detroit Edison Company - Hall	5265728 · Maintenance & Utilities	27.78
Bill	05/10/2018	EFT	Detroit Edison Company - Street Lights	5440852 · Street lighting	329.04
Bill	05/24/2018	9574	Donald N. Pennington	-SPLIT-	2,235.00
Bill	05/14/2018	EFT	Frontier	5265728 · Maintenance & Utilities	98.46
Bill	05/01/2018	9575	I.T. Right	5173895 · Website Administrator	500.00
Bill	05/05/2018	9576	J&L Tire	5440849 · Clean-up Day	655.00
Bill	05/12/2018	9577	Jon Way	-SPLIT-	305.00
Bill	05/09/2018	9578	Manchester Mirror	-SPLIT-	30.24
Bill	05/08/2018	9579	Modern Waste Systems, Inc	5440849 · Clean-up Day	1,413.15
Bill	05/15/2018	9580	MTA	-SPLIT-	1,620.08
Bill	05/20/2018	EFT	Paychex	-SPLIT-	5,564.11
Bill	05/20/2018	EFT	Paychex_fees	5215727 · Clerk supplies & expense	97.78
Bill	05/25/2018	9581	Tom Wharam	5215727 · Clerk supplies & expense	22.89
Bill	05/10/2018	9582	Washtenaw County Treasurer	5253701 · Tax Collection Expense	20.48
May 18					<u>17,108.02</u>

Clerk: _____

Treasurer: _____

May 28, 2018
Accrual Basis

Bridgewater Township Profit & Loss Budget vs. Actual April 2018 through March 2019

	Apr '18 - Mar 19	Budget	\$ Over Budget
Income			
Clean-up Day Grant	0	3,000	-3,000
Clean Up Donation	63		
4402 · Property tax - operation	3,111	74,100	-70,989
4410 · Property Tax Adjustments	0	11	-11
4447 · Tax administration fee	732	29,300	-28,568
4448 · Tax collection fees	0	3,500	-3,500
4460 · Township permits	0	500	-500
4465 · Land division fees	350	500	-150
4574 · Revenue sharing	0	137,216	-137,216
4600 · Collection Fee-Sewer Fund	0	1,400	-1,400
4601 · Fire charge collection	0	500	-500
4665 · Interest Income	0	1,800	-1,800
4672 · Other Income	0	1,000	-1,000
4675 · Metro Auth.-restricted to roads	0	3,300	-3,300
Total Income	4,256	256,127	-251,870
Gross Profit	4,256	256,127	-251,870
Expense			
5101000 · Township Board			
5101703 · Trustee salary	800	4,800	-4,000
5101727 · Township supplies & expenses	32	600	-568
5101770 · Conferences & Training	0	500	-500
Total 5101000 · Township Board	832	5,900	-5,068
5171000 · Supervisor			
5171703 · Supervisor Salary	2,601	15,607	-13,006
5171727 · Supervisor Expense	0	1,000	-1,000
5209000 · Assessor			
5209705 · Board of Review expenses	0	1,155	-1,155
5209805 · Assessor Wages	3,450	20,700	-17,250
5209810 · Assessor Expense	167	2,800	-2,633
5209000 · Assessor - Other	100		
Total 5209000 · Assessor	3,717	24,655	-20,938
Total 5171000 · Supervisor	6,318	41,262	-34,944
5173000 · Other General Government			
Uncollectable Debt	375		
5173715 · Social Security	779	5,000	-4,221
5173801 · Attorney & Consulting Expenses	0	5,000	-5,000
5173802 · Audit fees	0	3,300	-3,300
5173811 · Membership fees & dues	1,620	2,000	-380
5173890 · Newsletter (non-recyc)	0	100	-100
5173895 · Website Administrator	500	500	0
5173912 · Insurance & Bonds	5,305	5,500	-195
Total 5173000 · Other General Government	8,578	21,400	-12,822
5215700 · Clerk			
5173900 · Printing & publishing	15	800	-785
5174810 · Deputy Clerk	0	1,000	-1,000
5191727 · Election expense	49	3,500	-3,451
5215703 · Clerk salary	2,702	16,214	-13,512
5215727 · Clerk supplies & expense	321	3,200	-2,879
Total 5215700 · Clerk	3,088	24,714	-21,626
5253700 · Treasurer			
5253701 · Tax Collection Expense	20	2,500	-2,480
5253703 · Treasurer salary	2,986	17,615	-14,629
5253704 · Deputy Treasurer Wages	138	1,000	-863
5253727 · Treasurer supplies & expenses	48	2,000	-1,952
Total 5253700 · Treasurer	3,192	23,115	-19,923

May 28, 2018
 Accrual Basis

Bridgewater Township Profit & Loss Budget vs. Actual April 2018 through March 2019

	Apr '18 - Mar 19	Budget	\$ Over Budget
5265000 · Building & Grounds			
5265728 · Maintenance & Utilities	961	6,000	-5,039
5265925 · Cemetery care	220	2,500	-2,280
5265980 · Building improvement & equipmen	97	2,000	-1,903
Total 5265000 · Building & Grounds	1,278	10,500	-9,222
5301800 · Public Safety			
5339727 · Fire protection billing expense	6,500	65,000	-58,500
Total 5301800 · Public Safety	6,500	65,000	-58,500
5400700 · Planning & zoning			
5400701 · Planning			
5400727 · Planning comm. wage & expense	1,094	4,200	-3,106
5400803 · Planning consultant - on-going	978	9,000	-8,023
5400806 · Farmland PB Consultant	0	500	-500
Total 5400701 · Planning	2,071	13,700	-11,629
5410726 · Zoning			
5410704 · Land Division Processing Fees	225	1,500	-1,275
5410727 · Zoning ad.wage & expense	1,240	7,500	-6,260
5411727 · Zon Bd of Appeals Expense	0	325	-325
Total 5410726 · Zoning	1,465	9,325	-7,860
Total 5400700 · Planning & zoning	3,536	23,025	-19,489
5440000 · Public works			
5440846 · Road Improvements	0	30,000	-30,000
5440847 · Drains at large	0	4,500	-4,500
5440849 · Clean-up Day	2,399	3,200	-801
5440852 · Street lighting	980	3,500	-2,520
Total 5440000 · Public works	3,379	41,200	-37,821
Total Expense	36,702	256,116	-219,414
Net Income	-32,445	11	-32,456

May 28, 2018
Accrual Basis

Bridgewater Township
Balance Sheet
As of May 31, 2018

	<u>May 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
1002 · General Checking-Key Bank	23,001.76
1010 · General Savings-Key Bank	162,473.72
1016 · Bank of Ann Arbor 5yr	101,178.20
1017 · Old National 5 yr	107,937.21
Total Checking/Savings	<u>394,590.89</u>
Accounts Receivable	
1200 · Accounts Receivable	8,437.00
Total Accounts Receivable	<u>8,437.00</u>
Other Current Assets	
Prepaid Insurance	-185.75
1034 · Tax Receivable-PPT	53.53
1081 · Due from Sewer Operations	-2,240.75
1085 · Due From Tax Fund	2,285.00
1201 · Accounts Receivable 2	23,262.00
Total Other Current Assets	<u>23,174.03</u>
Total Current Assets	426,201.92
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	-91,492.66
Total Fixed Assets	<u>177,072.29</u>
TOTAL ASSETS	<u><u>603,274.21</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2050 · Comerica - Clerk/Treasurer	150.96
Total Credit Cards	<u>150.96</u>
Other Current Liabilities	
2217 · Escrow Deposits Payable	
2220 · Due to SMR-Elliott parcel	2,500.00
2233 · Due to SMR-Crego/Peltcs	2,436.46
2239 · Due to GS Materials MEL Exp App	-23.98
2251 · Due to Bridgewater Bank	3,928.53
2252 · Due Metro General Contractors	1,000.00
2253 · Due to Bridgewater Commons	40,000.00
2255 · Barbu	397.13
2256 · JK-PK Properties	3,928.75
Total 2217 · Escrow Deposits Payable	<u>54,166.89</u>
2295 · Deferred Revenue	53.53
Total Other Current Liabilities	<u>54,220.42</u>
Total Current Liabilities	<u>54,371.38</u>
Total Liabilities	54,371.38

May 28, 2018
Accrual Basis

Bridgewater Township
Balance Sheet
As of May 31, 2018

	<u>May 31, 18</u>
Equity	
3900 · Fund Balance	403,579.10
3930 · Emergency Services	375.00
3940 · Invested in Capital Assets, Net	177,073.03
Net Income	-32,124.30
Total Equity	<u>548,902.83</u>
TOTAL LIABILITIES & EQUITY	<u><u>603,274.21</u></u>

Bridgewater Township Sewer Operation

Monthly Expenses

March 7 through May 31, 2018

<u>Type</u>	<u>Date</u>	<u>Check #</u>	<u>Name</u>	<u>Amount</u>	
May 1 - May 31, 18					
Bill	05/29/2018	EFT	DTE Energy	Electricity	1,302.23
Bill	04/29/2018	1304	Faust Sand & Gravel, Inc.	Grinder Pump repairs	217.50
Bill	03/08/2018	1304	Faust Sand & Gravel, Inc.	-SPLIT-	2,454.97
Bill	05/10/2018	EFT	Frontier	Phone Service	41.90
Bill	05/12/2018	1305	Jon Way	Building & Grounds Maintenance	185.00
Bill	05/28/2018	1306	USIC Locating Services, LLC	Miss Dig Locator Service	84.88
Bill	05/28/2018	1308	USIC Locating Services, LLC	Miss Dig Locator Service	84.88
Bill	05/02/2018	1307	Village of Manchester	Plant Operator	2,600.00
May 1 - May 31, 18					<u>6,971.36</u>

Clerk: _____

Treasurer: _____

Bridgewater Township Sewer Operation Profit & Loss

May 30, 2018
Accrual Basis

April 2018 through March 2019

	Bond - Sewer	Operation - Sewer	TOTAL
Ordinary Income/Expense			
Income			
Operation Maintenance Income	0.00	17,000.00	17,000.00
Special Assessment Revenue	6,944.70	0.00	6,944.70
Total Income	<u>6,944.70</u>	<u>17,000.00</u>	<u>23,944.70</u>
Gross Profit	6,944.70	17,000.00	23,944.70
Expense			
Collection System			
Billing			
Billing Clerk	0.00	-100.00	-100.00
Total Billing	0.00	-100.00	-100.00
Grinder Pump repairs	0.00	217.50	217.50
Miss Dig Locator Service	0.00	1,853.05	1,853.05
Total Collection System	0.00	1,970.55	1,970.55
Insurance	0.00	1,134.83	1,134.83
Treatment Plant			
Building & Grounds Maintenance	0.00	185.00	185.00
Chemicals	0.00	672.40	672.40
Electricity	0.00	4,321.73	4,321.73
Phone Service	0.00	84.13	84.13
Plant Operator	0.00	5,200.00	5,200.00
Total Treatment Plant	0.00	10,463.26	10,463.26
Total Expense	<u>0.00</u>	<u>13,568.64</u>	<u>13,568.64</u>
Net Ordinary Income	6,944.70	3,431.36	10,376.06
Other Income/Expense			
Other Expense			
Washtenaw Cty Debt Svc			
Interest	1,762.50	0.00	1,762.50
Principal	35,250.00	0.00	35,250.00
Total Washtenaw Cty Debt Svc	37,012.50	0.00	37,012.50
Total Other Expense	37,012.50	0.00	37,012.50
Net Other Income	-37,012.50	0.00	-37,012.50
Net Income	<u><u>-30,067.80</u></u>	<u><u>3,431.36</u></u>	<u><u>-26,636.44</u></u>

May 30, 2018
 Accrual Basis

Bridgewater Township Sewer Operation Balance Sheet As of May 31, 2018

	May 31, 18
ASSETS	
Current Assets	
Checking/Savings	
Key-Sewer O/M	
Capital Improvements Reserve	12,000.00
Key-Sewer O/M - Other	8,427.59
Total Key-Sewer O/M	20,427.59
Key Sewer O/M Saving	85,227.53
Key Sewer Retirement Checking	64,150.14
Total Checking/Savings	169,805.26
Accounts Receivable	
Accounts receivable	50,255.93
Total Accounts Receivable	50,255.93
Other Current Assets	
Due From Tax	7,017.10
Prepaid Expenses	353.63
Prepaid Insurance	103.17
Taxes Receivable Special Asst	3,103.87
Total Other Current Assets	10,577.77
Total Current Assets	230,638.96
Fixed Assets	
Accessory Building	53,320.02
Accumulated Depr - Access Bldg	-7,938.72
Accumulated Depr - Equipment	-18,994.02
Accumulated Depr - Sewer System	-581,739.68
Equipment	63,004.77
Land	55,355.06
Sewer System Plant	1,966,444.05
Total Fixed Assets	1,529,451.48
Other Assets	
Special Assessment Receivable	148,275.00
Total Other Assets	148,275.00
TOTAL ASSETS	1,908,365.44
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Accounts Payable	2,600.00
Due to General Fund	1,286.59
Total Other Current Liabilities	3,886.59
Total Current Liabilities	3,886.59
Long Term Liabilities	
2004 Bonds Wastewater Expansion	176,250.00
Total Long Term Liabilities	176,250.00
Total Liabilities	180,136.59
Equity	
Invested in capital assets, net	1,317,951.48
Restricted for Debt Service	240,753.85
Unrestricted Funds (QB RE acct)	196,159.96
Net Income	-26,636.44
Total Equity	1,728,228.85
TOTAL LIABILITIES & EQUITY	1,908,365.44

MICHIGAN ZONING ENABLING ACT (EXCERPT)
Act 110 of 2006

125.3601 Zoning board of appeals; appointment; procedural rules; membership; composition; alternate member; per diem; expenses; removal; terms of office; vacancies; conduct of meetings; conflict of interest.

Sec. 601. (1) A zoning ordinance shall create a zoning board of appeals. A zoning board of appeals in existence on June 30, 2006 may continue to act as the zoning board of appeals subject to this act. Subject to subsection (2), members of a zoning board of appeals shall be appointed by majority vote of the members of the legislative body serving.

(2) The legislative body of a city or village may act as a zoning board of appeals and may establish rules to govern its procedure as a zoning board of appeals.

(3) A zoning board of appeals shall be composed of not fewer than 5 members if the local unit of government has a population of 5,000 or more or not fewer than 3 members if the local unit of government has a population of less than 5,000. The number of members of the zoning board of appeals shall be specified in the zoning ordinance.

(4) In a county or township, 1 of the regular members of the zoning board of appeals shall be a member of the zoning commission, or of the planning commission if the planning commission is functioning as the zoning commission. In a city or village, 1 of the regular members of the zoning board of appeals may be a member of the zoning commission, or of the planning commission if the planning commission is functioning as the zoning commission, unless the legislative body acts as the zoning board of appeals under subsection (2). A decision made by a city or village zoning board of appeals before February 29, 2008 is not invalidated by the failure of the zoning board of appeals to include a member of the city or village zoning commission or planning commission, as was required by this subsection before that date.

(5) The remaining regular members of a zoning board of appeals, and any alternate members under subsection (7), shall be selected from the electors of the local unit of government residing within the zoning jurisdiction of that local unit of government or, in the case of a county, residing within the county but outside of any city or village. The members selected shall be representative of the population distribution and of the various interests present in the local unit of government.

(6) Subject to subsection (2), 1 regular or alternate member of a zoning board of appeals may be a member of the legislative body. Such a member shall not serve as chairperson of the zoning board of appeals. An employee or contractor of the legislative body may not serve as a member of the zoning board of appeals.

(7) The legislative body may appoint to the zoning board of appeals not more than 2 alternate members for the same term as regular members. An alternate member may be called as specified in the zoning ordinance to serve as a member of the zoning board of appeals in the absence of a regular member if the regular member will be unable to attend 1 or more meetings. An alternate member may also be called to serve as a member for the purpose of reaching a decision on a case in which the member has abstained for reasons of conflict of interest. The alternate member appointed shall serve in the case until a final decision is made. An alternate member serving on the zoning board of appeals has the same voting rights as a regular member.

(8) A member of the zoning board of appeals may be paid a reasonable per diem and reimbursed for expenses actually incurred in the discharge of his or her duties.

(9) A member of the zoning board of appeals may be removed by the legislative body for misfeasance, malfeasance, or nonfeasance in office upon written charges and after a public hearing. A member shall disqualify himself or herself from a vote in which the member has a conflict of interest. Failure of a member to disqualify himself or herself from a vote in which the member has a conflict of interest constitutes malfeasance in office.

(10) The terms of office for an appointed member of the zoning board of appeals shall be 3 years, except for a member serving because of his or her membership on the zoning commission or legislative body, whose term shall be limited to the time he or she is a member of that body. When members are first appointed, appointments may be for less than 3 years to provide for staggered terms. A successor shall be appointed not more than 1 month after the term of the preceding member has expired.

(11) A vacancy on the zoning board of appeals shall be filled for the remainder of the unexpired term in the same manner as the original appointment.

(12) A zoning board of appeals shall not conduct business unless a majority of the regular members of the zoning board of appeals are present.

(13) A member of the zoning board of appeals who is also a member of the zoning commission, the planning commission, or the legislative body shall not participate in a public hearing on or vote on the same matter that the member voted on as a member of the zoning commission, the planning commission, or the

legislative body. However, the member may consider and vote on other unrelated matters involving the same property.

History: 2006, Act 110, Eff. July 1, 2006;—Am. 2008, Act 12, Imd. Eff. Feb. 29, 2008;—Am. 2010, Act 330, Imd. Eff. Dec. 21, 2010.

**BRIDGEWATER TOWNSHIP
PLANNING COMMISSION BY-LAWS
Adopted March 14 2011**

I. AUTHORITY

The following rules of procedure are hereby adopted by the Bridgewater Township Planning Commission (hereinafter referred to as the Commission) to facilitate the performance of its duties as outlined in the Michigan Planning Enabling Act, Public Act 33 of 2008, MCL125.3801, et seq., and the Michigan Zoning Enabling Act, Public Act 110 of 2006, MCL 125.3101, et seq.

II. OFFICERS

- A. **Selection.** At the regular meeting in January of each year the Commission shall select from its membership a chairperson, vice - chairperson and secretary.
- B. **Term.** The Chair, Vice-Chair and Secretary shall take office immediately following their election and shall hold office for a term of one year or until their successors are selected and assume office. All officers shall be eligible for re-election.
- C. **Chairperson.** The chairperson shall be the chief executive officer of the Commission and may not be a member of the Township Board or the Township Zoning Board of Appeals. The chairperson shall:
1. preside at all meetings with all powers under parliamentary procedure; and shall conduct all meetings in accordance with the rules provided herein;
 2. shall rule out of order any irrelevant remarks; remarks that are personal; remarks about another's race, religion, sex, physical condition, ethnic background, beliefs, or similar topics; profanity; or other remarks which are not about the topic before the Commission;
 3. to the extent required by law, sign resolutions contracts or legal documents authorized by the Commission;
 4. appoint committees; appoint officers of committees or choose to let the committees select their own officers; and act as an Ex-Officio member of all committees of the Commission;
 5. appoint an Acting-Secretary in the event the Secretary is absent from a Commission meeting;
 6. represent the Commission, along with the board representative member, before the Township Board; and
 7. perform such other duties as may be ordered by the Commission.
- D. **Vice-Chairperson.** The vice chairperson shall act in the capacity of the chairperson in his/her absence. In the event the office of chairperson becomes



WASHTENAW COUNTY OFFICE OF THE SHERIFF



JERRY L. CLAYTON
SHERIFF

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

MARK A. PTASZEK
UNDERSHERIFF

April 4, 2018

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

Dear Ms. Fromhart,

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

In Summary, Bridgewater Township had 30 calls for service for the month of April. Of the 30 calls the Michigan State Police responded to 5. The Sheriff Office responded to 7 calls, 18 calls were administratively cleared this month with no police response. In general these calls are typically: BOL's (Be on the Lookout), ambulance requests transferred to Huron Valley Ambulance, cancelation of call due to other resolution, example, alarm company cancels due to home owner request.

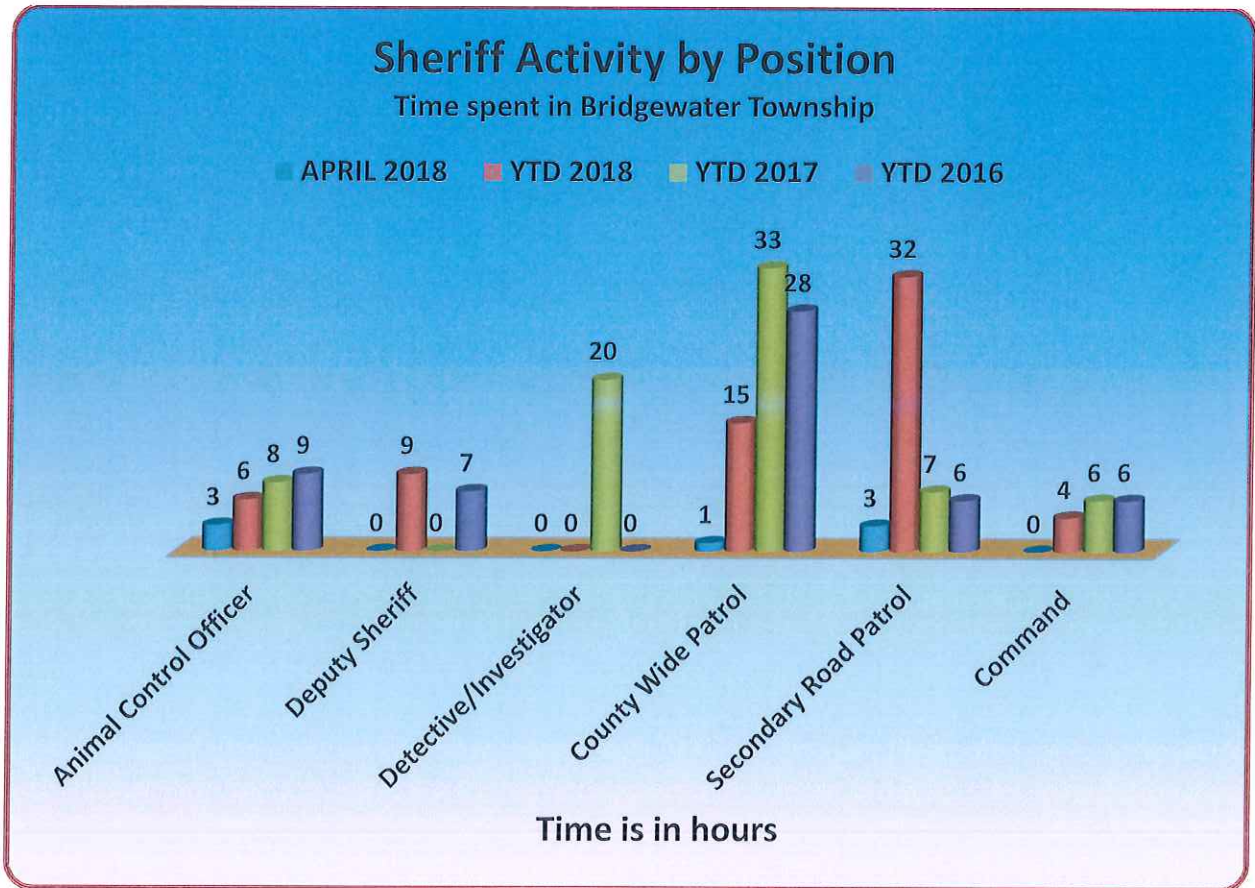
Please contact me at kingl@ewashtenaw.org or 734-994-8104 if you should need further information or clarification or wish to have this information in electronic form.

Respectfully,

Lisa King
Lieutenant Western Operations



Washtenaw County Sheriff's Office
Bridgewater Township Services—APRIL 2018



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

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

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

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

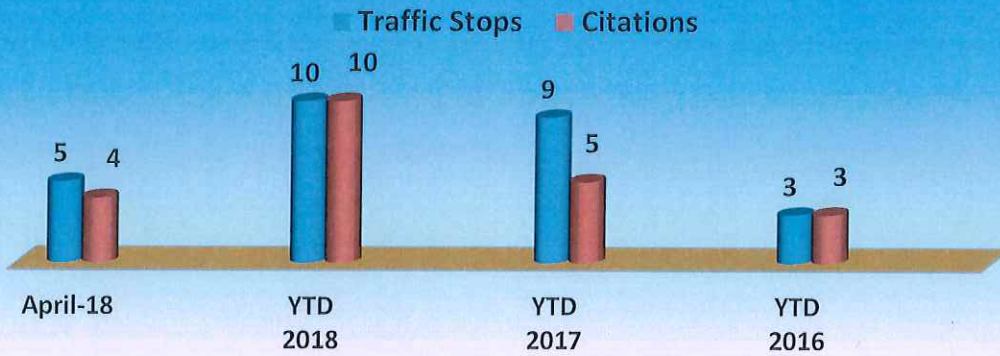
Secondary Road Patrol: A partially funded grant to provide traffic enforcement on secondary roads throughout the County. Respond to and investigate traffic related incidents on secondary roads. On call investigators for serious injury and fatal motor vehicle crashes.

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



Washtenaw County Sheriff's Office
Bridgewater Township Services—APRIL 2018

Traffic Enforcement--Bridgewater Township



Bridgewater Township Calls for Service

Includes WCSO & MSP



Contract Deputies into Bridgewater Township

Manchester-Lodi Deputies



Time is in hours

Subject: Re: RE: 2018 Bridgewater Township Agreement

From: harmonj@wcroads.org

To: bridgewaterwpsupervisor@yahoo.com

Date: Thursday, May 17, 2018, 9:53:37 PM EDT

Thank you Laurie. I will recommend approval for our Board at its next regular meeting on June 5 and return a fully executed agreement for your records.

Jim

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: Laurie Fromhart <bridgewaterwpsupervisor@yahoo.com>

Date: 5/17/18 9:38 PM (GMT-05:00)

To: "Harmon, Jim" <harmonj@wcroads.org>

Subject: Re: RE: 2018 Bridgewater Township Agreement

Jim,

Please find attached an executed copy of the 2018 Bridgewater Township Agreement for dust control.

Thanks,

Laurie Fromhart
Bridgewater Township Supervisor
10990 Clinton Rd
Manchester, MI 48158
Home Office: 517.456.6725
Cell: 734.223.2766
Email: bridgewaterwpsupervisor@yahoo.com

On Saturday, May 12, 2018, 8:00:43 PM EDT, Harmon, Jim <harmonj@wcroads.org> wrote:

Laurie,

I've reviewed your proposal for a third dust control application with Roark and Ken. Unfortunately, we do not have the resources for an additional brine application for Bridgewater Township and meet our current obligations to Manchester, Sharon and Freedom Townships. Freedom is likewise interested in adding a third brining. It is our hope to secure purchase authorization from the Board of Road Commissioners for an additional semi-tractor and brine tanker for next year. With two operable motor graders and another large brine tanker we are confident that we could increase our dust control program in District 4.

Subject: Re: Bridgewater Village Tile County Drain

From: pratte@washtenaw.org
To: bridgewaterwpsupervisor@yahoo.com
Cc: millers@washtenaw.org; thielk@washtenaw.org
Date: Thursday, May 31, 2018, 7:07:57 PM EDT

Laurie

Thanks for your note. Scott is at another public meeting tonight, and out of office Friday, so here's the basics:

We did receive a valid petition very recently, which will trigger an official public hearing and likely provide direction to proceed.

It will take a couple of weeks to get it into the calendar, and usually they are 4-8 weeks into the future, depending on availability of appointed Board members and required attendees from our office.

We'll be in touch to answer more Qs, and to schedule the same facility.

Evan Pratt

Washtenaw County

Water Resources Commissioner
Director of Public Works

Sent from my iPhone

On May 31, 2018, at 12:26 PM, Laurie Fromhart
<bridgewaterwpsupervisor@yahoo.com<<mailto:bridgewaterwpsupervisor@yahoo.com>>> wrote:

Hi Scott,

Just checking in for any updates on the drain. Have any residents been in contact with your office regarding a petition?
Are the minutes available from the informational meeting?

Thanks,

Laurie Fromhart
Bridgewater Township Supervisor
10990 Clinton Rd
Manchester, MI 48158
Home Office: 517.456.6725
Cell: 734.223.2766
Email: bridgewaterwpsupervisor@yahoo.com<<mailto:bridgewaterwpsupervisor@yahoo.com>>

Subject: RE: Bridgewater Village Tile County Drain

From: millers@washtenaw.org
To: bridgewaterwpsupervisor@yahoo.com
Cc: pratte@washtenaw.org; streeterd@washtenaw.org
Date: Monday, June 4, 2018, 10:16:18 AM EDT

Laurie,

We have received quotes and will be doing the emergency repair within the next couple of weeks, so that will help us get the drain functional for the time being. We have received a petition from the property owners too! A BOD will be appointed by Evan and get that scheduled soon.

I have enclosed the meeting minutes per your request.

Thanks,

<p>Scott Miller, P.E. Deputy Water Resources Commissioner Washtenaw County Water Resources Commissioner's Office 705 N. Zeeb Rd., PO Box 8645, Ann Arbor, MI 48107 Phone: 734-222-6860 Email: millers@washtenaw.org</p>
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From: Laurie Fromhart [mailto:bridgewaterwpsupervisor@yahoo.com]
Sent: Thursday, May 31, 2018 12:26 PM
To: Scott A. Miller <millers@washtenaw.org>
Cc: Evan Pratt <pratte@washtenaw.org>
Subject: Bridgewater Village Tile County Drain



WASHTENAW COUNTY WATER RESOURCES COMMISSIONER

Bridgewater Village Tile Public Meeting Minutes

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

Time: 7:00 p.m.

Deputy Water Resources Commissioner Scott Miller welcomed the public to the meeting. He mentioned that there were members of the Bridgewater Township Board present that night because they wanted to hear testimony from the public,

Miller stated that this meeting is purely informational, the Office of the Water Resources Commissioner has not done anything official or legal at this point. Miller mentioned that the intention of the meeting was to get feedback from the property owners in the Bridgewater Village Tile Drainage District to see if they were interested in getting work done on the drain.

Miller gave the history of the Bridgewater Village Tile. He stated that the drain has been in the ground for about ninety years at this point.

Miller mentioned that the Office of the Water Resources Commissioner (WCWRC) was petitioned to undertake repairs on the Bridgewater Village Tile in 2001. The Water Resources Commissioner at that time, Janis Bobrin, appointed a Board of Determination, drain inspectors presented testimony on the condition of the drain at that time, and the public also gave testimony to rehabilitate the drain. Miller mentioned that the WCWRC received engineered designed plans to rehabilitate the drain around 2003-2004. Miller mentioned that a branch was added to the drain during that time to address some of the concerns that were found.

Miller then mentioned that at this time is when the sewer project came about. At that time, the township and residents approached the WCWRC and voiced that the sewer project was a costly event, in addition to the cost of the drain repair would be a large burden to residents. It was mentioned that the sewer project took priority over the drain repairs and the project was closed and the drain was not rehabilitated. Miller stated that over the last 10-12 years the drain has continued to deteriorate. Miller mentioned that over the last decade, WCWRC has spent about \$220,000.00 doing spot repairs on the Bridgewater Village Tile. Miller stated that this program has been a reactive approach to issues that form on properties as a result of the drain. Repairs have been done in about 50 foot chunks. Miller mentioned this year, a resident reported a hole in their driveway, WCWRC went out and identified it was the drain, barricaded the area off, poured rock into the hole, and scheduled another emergency repair.

Miller went on to say when getting quotes for this emergency repair, it promoted a discussion of continuing to have emergency repairs on the drain, should the WCWRC undertake a project to renew the drain. Are the property owners comfortable with the current reactive approach, or should the WCWRC come in and renew the drain.

Miller mentioned that the WCWRC is not an agency that acts on what they think the property owners want; WCWRC would do work on the will of the people. Miller mentioned a few solutions that WCWRC have come up with:

1. There are engineering plan sets from the early 2000's. Development has not been very rapid in the area, most of the field conditions that existed back then are the same today, as

well as the soils and groundwater. WCWRC believes to have a working set of engineering plans that would need some modifications based off of the new rainfall data, and maybe a few design changes to use as a template.

2. Miller mentioned that there was another option would be to reexamine the drain and be more selective about where repairs happen. This option would involve WCWRC doing another full investigation on the drain tile. One was completed when WCWRC received the petition in 2001, there is a list of the identified problems from 2001. Miller believes that the condition of the drain from 2001 to now has changed and WCWRC would want to take a fresh look at the drain if people were not in favor of the whole drain needing work.

Miller mentioned that he believed that the WCWRC is at place where the repairs they are doing are frequent and serious enough to believe that the drain is failing throughout most of its length. Miller mentioned an inspector of WCWRC did a downstream walk about 2 months prior to this meeting and identified roughly 15 spots where the drain was visible from the surface, a rod was able to be stuck into the drain where the joints had separated. Miller stated that he believed that WCWRC is looking at a whole scale renew of the drain, but there would be options based of the property owners feelings.

Miller went on to mention the next steps in the process stating that the property owners can petition the WCWRC office, or the township can petition the WCWRC office to undertake a project. Miller mentioned that if that happens there would be another public meeting, the Water Resources Commissioner would appoint three independent properties owners in the county that are not affected by the project, those people would hear testimony from the drain inspector, as well as from the public and the board decides if the project is necessary or not necessary.

Miller stated that if there no petition received, the WCWRC does not have the authority to independently do the project, and moving forward would essentially end. Miller stated that he was interested to hear the thoughts of the property owners.

Audience member asked: When the study was done 15 years ago, where there engineering cost estimates?

Miller responded yes, times have changed little with cost of materials and inflation, but believed that the cost at that time was around \$1.2 million for the project. Miller mentioned that he believed that the cost would be around that scale again, maybe a little greater.

Audience member asked: For the selection repair, what determines that? When someone calls with an issue what is the process of what happens?

Miller responded that currently the selection repairs are being done based off calls that are reported to the WCWRC for issues on the drain. Miller states the service request process of WCWRC: 1. Log the repair 2. Dispatch to field staff to investigate the area and meet with the property owner. 4. The inspector then, based on their professional judgment, will decide what they believe is appropriate.

Audience member then asked: When that decision is made who is that forwarded along to?

Miller responded that the information is kept in the drain file at the WCWRC office, and all documents that are housed are public information.

Audience member then asked: If there was no other property owners or neighbors in the area, then no one else in informed?

Miller responded that is correct, the inspector is making the decision based on the condition of the drain whether it is broken or not functioning in that area, not if it is effecting other people up stream or downstream. Miller mentioned that in some cases, WCWRC goes out and determines that the drain does not belong to them and it could be under the jurisdiction of another agency. Miller mentioned there are other circumstances when it is deemed that there is no problem with the drain, it would be how the yard is graded for example.

Audience member then asked: In terms of hierarchy, does the Road Commission supersede Drain Commission?

Miller responded that he does not agree with that. He stated that the Road Commission and the Office of the Water Resources Commissioner are separate and equal. Rarely, it is unclear who has jurisdiction over areas. Miller then mentioned that if it is under the route and course of the legally established county drain then it belongs to WCWRC. If it is in the road right of way, then it will belong to the Washtenaw County Road Commission (WCRC).

Audience member asked: From your outside studies, what kind of costs have you already incurred from past studies?

Miller responded that he did not know that information currently.

Water Resources Commissioner, Evan Pratt responded that the costs for past studies have already been paid for with the prior project that ended. Pratt mentioned that WCWRC would be able to pull that information up, but it is not available at the meeting based off memory.

Audience member asked: Would the plan be to use the existing engineering plans that had already been paid for?

Pratt responded, yes that would be the goal.

Audience member asked if Miller had an outside contractor cost?

Miller responded no, the process has started with the meeting tonight. Miller stated he was not interested in spending money beforehand.

Audience member asked if a big hole on Austin Road was related to the drain or the road commission. She went on to say there has been a lot of work done there, but nothing seems to get settled.

Miller responded that in that area, the drain and the road commission culvert crossing are within 15 feet of each other and both structures have issues and both entities have roped off their respected areas. Therefore, it would depend on what piece of fencing was being looked at to determine whose jurisdiction it is.

Pratt mentioned the road commission has different ways of funding their road culverts, but the WCWRC is aware that WCWRC is looking at doing repairs in the area and the goal would be to come up with one project that meets all of the needs and how the funding would happen.

Audience member asked if the conversations with WCRC are current.

Pratt responded that the conversations are recent.

Audience member asked if the road commission culvert is failing as well in that area.

Miller responded that the structure that attaches to the road culvert has a sinkhole around it.

Audience member mentioned the driveway that has the sinkhole is in her driveway and her truck fell into the sinkhole.

Audience member asked where does the \$1.5 million come out of for these repairs?

Miller responded that on any legally established county drain, the WCWRC receives no funding from any outside funding source. All costs are born locally. WCWRC uses a formula to calculate the assessment charge. The charge would be spread out similar to the sewer project over a number of years. The townships at large pay a portion, then the road commission pays a portion because there are public roads in the district, and finally the parcels in the district pay a portion.

Miller mentioned that if WCWRC does move forward with the project, once they have the lowest qualified bid from a company to do the work, the WCWRC will be borrow the money then start assessing.

Audience member asked if there was a government grant that could be applied for.

Miller responded that grants exist, but for this type of work it is probably unlikely. Miller mentioned that the type of grants that WCWRC tends to get are more water quality improvement based. Miller believed that it would be a hard connection to make from water quality improvement to a drain that is falling apart. Creatively it might be possible, but based off the WCWRC experience it is not likely.

Audience member asked what is common between failures. Is it because the drain is overloaded and is not big enough, or is because the tile is so old? If the tile is replaced, what is the guarantee that there still won't be failure happening.

Miller responded that as a professional engineer, there are a few spots that would need to be increased in size, but he honestly believes it is because of the age of the tile.

Pratt added in that tile is expected to last about 50-60 years. Tile that has been cracked and filled with dirt can cause blowholes in other areas either upstream or downstream. From what the WCWRC has seen, not only is it the age of the tile, but also the many feet of tile that are full causing back up pressures that are creating blowholes.

Audience member asked how many people are in this drainage district.

Miller responded that off the top of his head about 104 parcels.

Audience member asked how many acres.

Pratt responded that we do not have that information on hand, but have it at the office.

Audience member asked how the special assessment percentage rolls out. Who pays what percentage?

Miller responded that it is set by the Water Resources Commissioner. Generally speaking, all parcels will pay a portion based off of how many acres the parcel is and how the assessor classifies the land use. Agricultural land generally gets a lower assessment value per acre of land in comparison to commercial land.

Audience member asked is there an actual percentage that is assigned to the township. Does the drain commission have anything they contribute? The township gets asked often how this would impact the taxes.

Pratt stated that WCWRC does not receive any tax money. There is no source of funds except they charge back the costs that are incurred. Pratt mentioned that he believed that most of the parcels in this area fall into the 1-4% of the total cost of the project. The township usually pays about 10%.

Pratt mentioned that money that is assess to districts does not sit in a bucket. It is pays for the work that had already been done.

Miller mentioned that WCWRC does have the ability to do sample rolls. What he is hesitate about is if he said \$1.2 million today, down the road if the assessment changed, someone would argue that he said a certain amount today.

Audience member asked if there is a cap that can be spent.

Miller responded currently is a cap of \$5,000 per mile of drain on maintenance without asking anyone per the Michigan Drain Code. In the case of an emergency, for example if someone driveway collapses, we can spend the \$5,000 and do what we can or we can do “emergency spending” and exceed the \$5,000. This happens when the property becomes impaired as a result of the drain. If the Water Resources Commissioner receives a petition and the Board of Determination decides the project is necessary, then the Water Resources Commissioner decides how much will get spent.

Audience member asked the amount that is spent is still coming out of the individual tax payers.

Miller responded that the money would be coming the spilt of tax payers, at large municipalities, and the road commission.

Audience member stated that Miller does not know what the actual cost would be until the project begins.

Miller responded that is correct, he can calculate estimates. He believes that the project would be over a million dollars.

Audience member asked is that for larger tile.

Miller responded that yes, it would be bigger in some areas.

Audience member asked if it would be replaced with the same orange tile.

Miller responded that the drain would be replaced with concrete in some areas. Miller went on to mention that he is not for sure, but in some areas near the upper end where the drain is shallower and not as much of a load happens, it could be double wall plastic tile, road crossings that are deep and that we would not want to dig up again, they would go with more of a concrete.

Audience member asked if the decision would be made by a majority rule vote?

Miller responded that the petition can be kicked off with five signatures within the district, or the township can do it, but all the petition does is have the WCWRC convene a Board of Determination. The Board of Determination is a three person board, and those three people determine if the project moves forward, not the Office of the Water Resources Commissioner.

Audience member asked if the property owners have a say if the project moves forward.

Miller responded the property owners have a say in whether they petition the office and they have a say at the Board of Determination meeting, but the Board of Determination decision is not determined by majority. It is the decision of the three people appointed to the board taking into consideration of the testimony that is made at that meeting.

Pratt mentioned that the role of that board is to determine if there is a material problem that is causing a health, safety or welfare issue. Pratt mentioned that the Michigan Drain Code is often seen as a minority law since it takes a small number of people to initiate a fix to a large area.

Audience member stated that she is a new property owner and was not around for the project in 2001, so now 17 years later if we remove money, what things can happen to properties when the tile is not functioning properly.

Miller responded WCWRC usually sees one of two things, either an actual hole in the ground, or surface flooding happen.

Audience member then asked if the flooding issues would then be affecting foundations. Miller responded depending on where it occurs.

Pratt went on to mention that the law says that if property are affected negatively and not able to be used due to sinkholes in fields or driveways, it is the responsibility of WCWRC to fix them, usually that is done through emergency spending.

Miller mentioned that in this specific case, there was not just a hole in someone's driveway, there was also a several acre lake essentially that had formed from backed up water.

Audience member asked if a petition is received, what type of guarantee is given on the new tile.

Miller responded that it have at least a one year warranty, because that is what the WCWRC gets, but also WCWRC does the design oversight to ensure that it is put into the areas in good working condition. Miller went on to mention that WCWRC will be the project manager if the project moves forward, picking the engineering firm, will provide oversight, go through the competitive bid process for the group doing the work and choose the lowest qualified bidder and then provide construction oversight. Every foot of pipe that is going underground gets fulltime inspection as it's going in the ground.

Pratt mentioned that the office would be looking for a tile that would last about 70-80 years with proper maintenance from our office. Manholes will be added in case something were to happen, our office would be able to isolate the issue and be able to do a spot repair.

Audience member asked if the manholes would be for maintenance.

Pratt responded that they would be for access, monitoring and maintenance. There would also be tight joints added.

Audience member states that the project ends at Kaiser Road and the water goes further than that. There is a 6 foot culvert under Kaiser Road and it is washed out and failing. If the water is moved out the backyards, it will just move downstream and flood other drains with the new velocity of water.

Audience member stated that in 2002-2003, the county paid Spicer Engineering \$120,000 to draw this up plans for the project, would there be a cost to have to pay for new plans?

Miller responded the intent is to not have the plans redrawn. His plan would be to go to Spicer and negotiate a contract with them.

Audience member asked why we would have to pay more money for plans.

Miller responded that there would be a couple questions, the plans added a branch that does not exist currently, and he does not know if there is a will for that right now and could possibly be dropped.

Pratt mentioned that the design standards that are held have changed since those plans were designed. Small adjustments will have to be made.

Audience member stated that he believes that just making the drain an open ditch would cut costs probably in half.

Miller responded that that option would be looked at, but there are some sections near Austin Road that is very deep that it would not be practical to open it up. If it is shallow in some spots that is an option, but then looking at land use is important because Miller does not want to cut someone's field in half that they use for agriculture with an option ditch. But it would be looked at for areas that it would be feasible to do an open channel.

Audience member asked if there is no chance of getting a grant for this.

Miller responded there a non-zero chance, but he is not aware of a real practical way to get a grant for this work.

Pratt mentioned that over the last 20 years, it has been looked at by agencies of how that money would benefit more than just the people living in that area. This type of work generally does not receive grant funding.

Audience member asked the assessments that they property owners have been paying on this drain over the years, does that money go into a fund just to repair this specific drain? Or does the money go into a general fund for the county?

Pratt responded that it goes directly to this drain. The money does not go into a fund, WCWRC spends the money prior to assessing, then the assessments pay back the county for “fronting” the money. Pratt went on to mention that the main reason that we are here tonight is because WCWRC recognizes the spending in the last couple years for band aids.

Audience member asked if there would still be maintenance charges assessed on a new drain.

Pratt mentioned that there would still be assessments charged, but generally it is usually a lot lower than what they have been seeing from emergency repairs on a broken drain. Pratt mentioned that he believed there would be much smaller maintenance bills in the beginning years.

Miller stated that assessments are on your winter tax bills.

Audience member asked, if property owners chose to move forward, what would be the timeframe.

Miller responded the first step is the petition. If the petition was received today, and then we go through the Board of Determination meeting and it is voted yes, he believes that it would be under construction in 2019.

Audience member asked what if we do not petition, we would be sitting here in 18 more months with more issues on the drain?

Miller responded realistically if a petition does not happen, WCWRC will respond when someone calls stating the drain is broken and will continue doing that for a number of years until someone else comes along and says why are we doing this.

Audience member asked, since she didn't live here 20 years ago, was it mainly a financial reason the project did not go through.

Audience member responded yes, because the sewer project was going on at that time too which was very costly.

Audience member asked if there is a due date on the petition at this point.

Miller responded, no it is completely driven by the property owners or the township board if they chose to.

Pratt mentioned that if we were to get a petition within the next couple weeks, WCWRC would scale back the work being done on the south side if we knew for sure we were being asked to do something, we would wait and fold it into a larger scale project.

Miller mentioned that we have emergency repairs that have to happen north of Austin Rd that is affecting the property owner and is getting surface flooding during rain events. South of Austin Rd there are holes that need to be fixed, but in those areas water is still getting through so it's not an immediate concern. Miller stated that if a petition is not coming, we would try and get

both items fixed, but if we know one is coming, we could fold the south side issues into the grand project since there is not an immediate flooding issue there.

Audience member stated that there is a flooding issue on Kaiser Rd that floods often.

Audience member asked if the Township Board would have to hold a meeting for a special assessment district.

Miller responded not if we are petition, then a Board of Determination determines if the project is necessary then no, the township would not have a say. The assessment would be handled by WCWRC.

Pratt mentioned that the Drain Code does allow for a township to pass a petition to allow WCWRC to exceed the \$5000 limit if there is a concern. Some townships are not comfortable with that option and do not get involved unless the property owners initiate a petition.

Audience member asked there is two ways for a petition, one from property owners and the other from the township.

Pratt responded yes, that is correct.

Audience member then asked if the township petitions, then property owners do not have a say.

Pratt responded correct, and it is the same for the township if the property owners petition.

Audience member asked where the added branch was.

Miller responded that he believes it was running north to south east of Kaiser Road.

Audience member asked if the Board of Determination holds a public hearing and if the property owners would have a chance to talk and how many meeting are held.

Miller responded that it would be one meeting, and the board internally votes and listens to the testimony from property owners and the drain inspectors, but the property owners do not vote.

Audience member asked who is on the Board of Determination.

Miller responded that they are appointed by the Water Resources Commissioner.

Pratt mentioned that they are three impartial people that do not live in the townships or the drainage district, but they must own land in Washtenaw County.

Miller mentioned that if the property owners or townships choose to present a petition then we will move forward to the next step. If there no petition, WCWRC will continue to do what we have been and do spot repairs.

Audience member asked if the current driveway sinkhole will be fixed with or without a petition.

Miller responded yes, the plan is to fix from the catch structure all the way to where it turns under Austin Rd and tie it in to that structure at minimum.

Audience member asked what the price difference would be to make the drain an open channel.

Pratt responded that it would turn into a bigger talk with having a place to move the spoil piles, having the appropriate side slopes, at the point where it is 10 feet deep that would be a 40 foot ditch with the side slopes. If someone really wanted to see the cost, we would have to get that drawn for us.

Miller mentioned that it is not all money; he will not put an open ditch in someone's front yard and say this was the cheaper option, or through someone's field.

Audience member asked if he would be able to have the work done privately or does it have to go through the drain commissioner.

Pratt responded that generally private work does not happen on a county drain because there are many hoops to go through and many concerns from liability issues to material use.

Miller concluded that WCWRC will do emergency repair now, absent of petition we will continue to do repair as they get called in. If there is a structure on our drain that is clogged and needs to be clear, call our office and we will send someone out to take care of it. Minutes will be provided to the township for their next monthly meeting and we will do the emergency repairs as planned and thanked everyone for attending the meeting.

Meeting concluded.



Senate Fiscal Agency
P. O. Box 30036
Lansing, Michigan 48909-7536

BILL ANALYSIS



Telephone: (517) 373-5383
Fax: (517) 373-1986

Senate Bill 965 (as introduced 4-26-18)
Sponsor: Senator Joe Hune
Committee: Natural Resources

Date Completed: 5-22-18

CONTENT

The bill would amend Part 91 (Soil Erosion and Sedimentation) of the Natural Resources and Environmental Protection Act to allow two or more municipalities to provide for joint administration and enforcement of Part 91.

Part 91 prohibits a person from undertaking or maintaining an earth change except in accordance with the part and rules promulgated under it or with the applicable local ordinance, and except as authorized by a permit issued by the appropriate county or municipal enforcing agency. ("Earth change" means a human-made change in the natural cover or topography of land that may result in or contribute to soil erosion or sedimentation of the waters of the State. The term does not include plowing and tilling soil for crop production, and a permit is not required for logging, mining, or other specified activities.)

Counties are responsible for the administration and enforcement of Part 91 except within a municipality that has assumed the responsibility for soil erosion and sedimentation control, and with regard to earth changes of authorized public agencies.

Part 91 allows a municipality to provide by ordinance for soil erosion and sedimentation control on public and private earth changes within its boundaries, although a township ordinance is not applicable within a village that has such an ordinance in effect. ("Municipality" means a city; a village; a charter township; or a general law township located in a county with a population of 200,000 or more.)

The bill would allow two or more municipalities to provide for joint administration and enforcement of Part 91 and the rules promulgated under it by entering into a written interlocal agreement pursuant to the Urban Cooperation Act. However, if all of the municipalities were not located, in whole or in part, in the same county, the agreement would not take effect unless the Department of Environmental Quality approved the agreement in writing. The Department would have to approve the agreement if it determined that the agreement would promote the effective administration and enforcement of Part 91 and the rules promulgated under it.

(The Urban Cooperation Act allows a public agency of Michigan to exercise jointly with any other public agency of Michigan, any other state, Canada, or the U.S. government, any power, privilege, or authority that the agencies share in common and that each might exercise separately.)

The bill would take effect 90 days after it was enacted.

FISCAL IMPACT

The bill would have no fiscal impact on State or local government.

Fiscal Analyst: Josh Sefton

SAS\S1718\sb965sa

This analysis was prepared by nonpartisan Senate staff for use by the Senate in its deliberations and does not constitute an official statement of legislative intent.

SENATE BILL No. 965

April 26, 2018, Introduced by Senator HUNE and referred to the Committee on Natural Resources.

A bill to amend 1994 PA 451, entitled "Natural resources and environmental protection act," by amending section 9106 (MCL 324.9106), as amended by 2005 PA 55.

THE PEOPLE OF THE STATE OF MICHIGAN ENACT:

1 Sec. 9106. (1) Subject to subsection ~~(3)~~, **(4)**, a municipality
2 by ordinance may provide for soil erosion and sedimentation control
3 on public and private earth changes within its boundaries except
4 that a township ordinance ~~shall~~ **IS** not ~~be~~ applicable within a
5 village that has in effect such an ordinance. An ordinance may be
6 more restrictive than, but shall not make lawful that which is
7 unlawful under, this part and the rules promulgated under this
8 part. If an ordinance adopted under this section is more
9 restrictive than this part and the rules promulgated under this
10 part, the municipal enforcing agency shall notify a person
11 receiving a permit under the ordinance that the ordinance is more

1 restrictive than this part and the rules promulgated under this
2 part. The ordinance shall incorporate by reference the rules
3 promulgated under this part that do not conflict with a more
4 restrictive ordinance, shall designate a municipal enforcing agency
5 responsible for administration and enforcement of the ordinance,
6 and may set forth such other matters as the legislative body
7 considers necessary or desirable. The ordinance shall be applicable
8 and shall be enforced with regard to all private and public earth
9 changes within the municipality except earth changes by an
10 authorized public agency. The municipality may consult with a
11 conservation district for assistance or advice in the preparation
12 of the ordinance. The ordinance may provide penalties for a
13 violation of the ordinance that are consistent with section 9121.

14 (2) An ordinance related to soil erosion and sedimentation
15 control that is not approved by the department as conforming to the
16 minimum requirements of this part and the rules promulgated under
17 this part has no force or effect. A municipality shall submit a
18 copy of its proposed ordinance or of a proposed amendment to its
19 ordinance to the department for approval before adoption. The
20 department shall forward a copy to the county enforcing agency of
21 the county in which the municipality is located and the appropriate
22 conservation district for review and comment. Within 90 days after
23 the department receives an existing ordinance, proposed ordinance,
24 or amendment, the department shall notify the clerk of the
25 municipality of its approval or disapproval along with
26 recommendations for revision if the ordinance, proposed ordinance,
27 or amendment does not conform to the minimum requirements of this

1 part or the rules promulgated under this part. If the department
2 does not notify the clerk of the local unit within the 90-day
3 period, the ordinance, proposed ordinance, or amendment ~~shall be~~ **IS**
4 considered to have been approved by the department.

5 **(3) TWO OR MORE MUNICIPALITIES MAY PROVIDE FOR JOINT**
6 **ADMINISTRATION AND ENFORCEMENT OF THIS PART AND THE RULES**
7 **PROMULGATED UNDER THIS PART BY ENTERING INTO A WRITTEN INTERLOCAL**
8 **AGREEMENT PURSUANT TO THE URBAN COOPERATION ACT OF 1967, 1967 (EX**
9 **SESS) PA 7, MCL 124.501 TO 124.512. HOWEVER, IF ALL OF THE**
10 **MUNICIPALITIES ARE NOT LOCATED, IN WHOLE OR IN PART, IN THE SAME**
11 **COUNTY, THE AGREEMENT DOES NOT TAKE EFFECT UNLESS THE DEPARTMENT**
12 **APPROVES THE AGREEMENT IN WRITING. THE DEPARTMENT SHALL APPROVE THE**
13 **AGREEMENT IF THE DEPARTMENT DETERMINES THAT THE AGREEMENT WILL**
14 **PROMOTE THE EFFECTIVE ADMINISTRATION AND ENFORCEMENT OF THIS PART**
15 **AND RULES PROMULGATED UNDER THIS PART.**

16 **(4) ~~(3)~~**A municipality shall not administer and enforce this
17 part or the rules promulgated under this part or a local ordinance
18 unless the department has approved the municipality. An approval
19 under this section is valid for 5 years, after which the department
20 shall review the municipality for reapproval. At least 6 months
21 before the expiration of each succeeding 5-year approval period,
22 the department shall complete a review of the municipality for
23 reapproval. The department shall approve a municipality if all of
24 the following conditions are met:

25 (a) The municipality has enacted an ordinance as provided in
26 this section that is at least as restrictive as this part and the
27 rules promulgated under this part.

1 (b) The individuals with decision-making authority who are
2 responsible for administering the soil erosion and sedimentation
3 control program for the municipality have current certificates of
4 training under section 9123.

5 (c) The municipality has submitted evidence of its ability to
6 effectively administer and enforce a soil erosion and sedimentation
7 control program. In determining whether the municipality has met
8 the requirements of this subdivision, the department shall consider
9 all of the following:

10 (i) Whether a mechanism is in place to provide funding to
11 administer the municipality's soil erosion and sedimentation
12 control program.

13 (ii) The adequacy of the documents proposed for use by the
14 municipality including, but not limited to, application forms, soil
15 erosion and sedimentation control plan requirements, permit forms,
16 and inspection reports.

17 (iii) If the municipality has previously administered a soil
18 erosion and sedimentation control program, whether the municipality
19 effectively administered and enforced the program in the past or
20 has implemented changes in its administration or enforcement
21 procedures that the department determines will result in the
22 municipality effectively administering and enforcing a soil erosion
23 and sedimentation control program in compliance with this part and
24 the rules promulgated under this part. In determining whether the
25 municipality has met the requirement of this subparagraph, the
26 department shall consider all of the following:

27 (A) Whether the municipality has had adequate funding to

1 administer the municipality's soil erosion and sedimentation
2 control program.

3 (B) Whether the municipality has conducted adequate
4 inspections to assure minimization of soil erosion and off-site
5 sedimentation.

6 (C) The effectiveness of the municipality's past compliance
7 and enforcement efforts.

8 (D) The adequacy and effectiveness of the applications and
9 soil erosion and sedimentation control plans being accepted by the
10 municipality.

11 (E) The adequacy and effectiveness of the permits issued by
12 the municipality and the inspections being performed by the
13 municipality.

14 (F) The conditions at construction sites under the
15 jurisdiction of the municipality as documented by departmental
16 inspections.

17 (5) ~~(4)~~—If the department determines that a municipality is
18 not approved under subsection ~~(3)~~—(4) or that a municipality that
19 was previously approved under subsection ~~(3)~~—(4) is not
20 satisfactorily administering and enforcing this part and the rules
21 promulgated under this part, the department shall enter an order,
22 stipulation, or consent agreement under section 9112(7) denying the
23 municipality authority or revoking the municipality's authority to
24 administer a soil erosion and sedimentation control program. Upon
25 entry of this order, stipulation, or consent agreement, the county
26 program for the county in which the municipality is located becomes
27 operative within the municipality.

1 (6) ~~(5)~~—A municipality that elects to rescind its ordinance
2 shall notify the department. Upon rescission of its ordinance, the
3 county program for the county in which the municipality is located
4 becomes operative within the municipality.

5 (7) ~~(6)~~—A municipality that rescinds its ordinance or is not
6 approved by the department to administer the program shall retain
7 jurisdiction over projects under permit at ~~that~~ **THE** time **OF THE**
8 **RESCISSION OR DISAPPROVAL**. The municipality shall retain
9 jurisdiction until the projects are completed and stabilized or the
10 county agrees to assume jurisdiction over the permitted earth
11 changes.

12 Enacting section 1. This amendatory act takes effect 90 days
13 after the date it is enacted into law.



PLAN NOTES

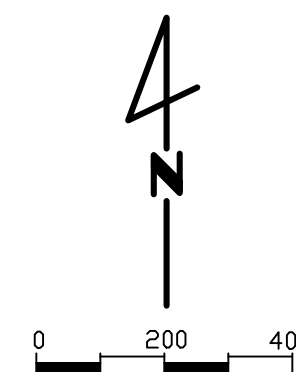
1. Total GSM Lake Area is approximately 38.7 Acres (West Lake)
2. Total Crego Trust Lake is approximately 27.1.
3. Farming activities to continue on tillable acreage as mining progresses.
4. The lake will be excavated from in 4 (four) Phases according to the excavation schedule. The last Phase will include all lake shore excavation & reclamation.
5. Continued monitoring will be conducted on monthly basis for ground water flow and elevation.

EXCAVATION SCHEDULE & NOTES

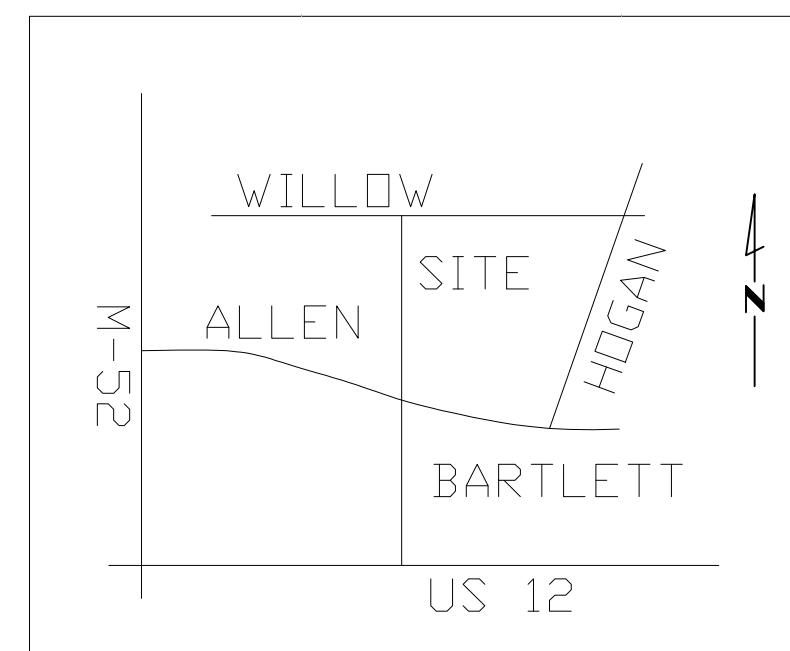
MINING PHASE	APPROXIMATE SCHEDULE*	APPROXIMATE VOLUME EXCAVATED (cubic yards)	MINING ACTIVITIES
PHASE 1 Expansion Area	2 - 3 Years	540,000	Excavation to the east on the GSM Lake and to the West on the Crego Trust Lake. Lower Water Elevation to 850 Ft. msl by end of year 1.
PHASE 1	2 - 3 Years	420,000	Continue excavation in Crego Trust Lake of 11.7-acres @ 20-ft mx depth
PHASE 2	2 - 3 Years	400,000	Continue excavation @ 25-ft On Crego Trust Lake, To south on GSM Lake at max 110-ft
PHASE 3	3 - 5 Years	1,000,000	Continue excavation to the north in Crego Trust Lake and South in GSM Lake.
PHASE 4	3 - 5 Years	1,000,000	Excavate to depth in Crego Trust lake edge slopes to proposed shoreline.

LEGEND

- EXCAVATION BOUNDARY
- PROPERTY LINE
- GSM FENCE
- EXISTING WETLAND
- A — A' CROSS SECTION LINE
- TOPOGRAPHIC CONTOURS 5-FOOT INTERVALS
- UNPAVED ROAD
- UNPAVED DRIVE
- MONITORING WELL/PIEZOMETER
- SOIL BORING
- TREE LINE
- FENCE
- TOPSOIL STOCKPILES
- DISTURBED ACREAGE



LOCATION MAP



SITE PLAN 2B: PHASED LAKE PLAN OVERLAY
 GS MATERIALS, LLC
 13500 ALLEN RD., CLINTON, MI 49236

REVISION DATE:
 January 4, 2018
 January 4, 2017
 February 2, 2016
 September 30, 2015
 December 3, 2015

PREPARED BY: FRANK TOKAR JR., C.P.G.
 NATURAL RESOURCES MANAGEMENT, LLC
 3793 SILICA ROAD, SUITE B SYLVANIA, OH 43560
 January 4, 2018

Based on aerial photography conducted on 12-7-17

Proposed reform to local government assessing

Yahoo/Inbox

- **legislation** <legislation@michigantownships.org>

To:bridgewaterwpsupervisor@yahoo.com

May 2 at 4:05 PM

May 2, 2018

Dear Township Supervisor:

About a year ago, State Treasurer Nick Khouri initiated discussions with the staffs of the Michigan Townships Association, Michigan Association of Counties and Michigan Municipal League evolving into a critical examination of local property tax administration. In characterizing property assessing as a system in dire need of substantial reform, Treasurer Khouri made clear that, in his opinion, problems are not the result of individual entity failures but rather from a local assessing structure that is “severely segmented.” This problem is creating significant barriers to providing taxpayers with accurate, uniform and equitable assessments as required by the Michigan Constitution and state statutes.

Many township officials have also expressed frustration with the status quo, including compliance with complex state requirements, a scarcity of qualified assessors in some geographic areas and at the Michigan Master Assessing Officer (4) level, and the burden of defending valuations in complex and numerous tax appeals.

Treasurer Khouri has shared a proposal to fundamentally change local government assessing. The proposal has been substantially modified from earlier concepts in response to concerns raised by MTA in a lengthy position paper. While legislation to implement the proposed reforms is likely to be introduced shortly, Treasurer Khouri has asked MTA and other interest groups to solicit comments from members and identify areas where the proposal can be improved. And while Treasurer Khouri expects opposition to changing the current assessing structure, he has expressed determination to work with the Legislature and local governments to improve a property assessing system that he believes is not working well for the taxpayers of Michigan, for the state, and for local governments.

In a nutshell, the proposal imposes comprehensive quality standards on every tax-assessing entity—townships, cities and counties. All entities must comply with these standards. Some entities could achieve compliance acting on their own, while others could form joint assessing entities. Those that do not act on their own, do not form a joint entity, or fail to meet the required quality standards would have to contract assessment administration with their county—which would also have to meet the comprehensive quality standards. If adopted, the proposal will be implemented over a five-year time frame.

The new quality standards are the part of the proposal where MTA members should focus their attention and offer suggestions to ensure an optimal outcome. They include:

- Every assessing entity will have an assessor of record at the Michigan Advanced Assessing Officer (3) or Michigan Master Assessing Officer (4) level subject to the State Tax Commission’s rating. The assessor of record will oversee and administer an assessing office that performs the assessing function for participating cities and townships.
- Elected supervisors, whether certified or not by the STC, will not be allowed to be the assessor of record for their own jurisdiction.

- Assessing entities must have at least 5,000 parcels that together generate at least \$12 million in property taxes per year, unless a waiver is granted by the STC.
 - Assessing services will be available full-time unless a waiver is granted by the STC.
-
- Additional quality factors, including many that are in the current AMAR review, such as proper land values and maps, a database with minimal overrides, proper Economic Condition Factors, personal property annually canvassed, exemptions properly determined, a computer-assisted mass appraisal system, public record inspection policy, reasonable office hours, taxpayer online information access, and others.
-

Additional proposal elements will make substantial changes to boards of review, including creating regional and specialized boards of review to handle commercial and industrial property, all exemptions, and ownership transfers. Local boards of review would continue in local units that do not participate in county assessing, and local entities participating in county assessing could continue to maintain their own residential boards of review. The equalization function is addressed very briefly and will require additional work.

MTA has already expressed concerns regarding cost, the loss of local control, the potential for an overreach of state influence on property taxation policy, the current shortage of assessors with higher level certifications, and county assessing/equalization conflicts, and have suggested alternative measures to improve assessing. The current reform proposal has incorporated some earlier MTA recommendations, wholly or in part.

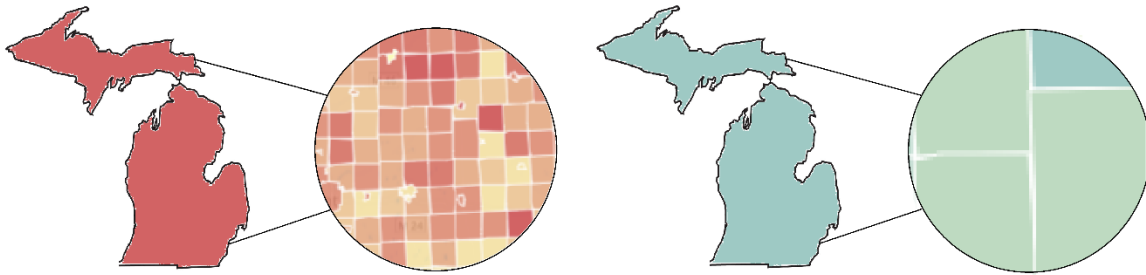
MTA is studying the proposal in depth, and at Treasurer Khouri's request, we will provide a comprehensive response to him that will include a synthesis and compilation of responses we receive from MTA members. The proposal summary can be accessed here:
https://www.michigantownships.org/downloads/assessing_reform_proposal_details_updated_51.pdf

Please email your comments to legislation@michigantownships.org no later than Wednesday, May 9. Due to the anticipated volume of member input, MTA responses and answers to specific questions and comments may be considerably delayed. Your thoughts will be helpful to both MTA and Treasurer Khouri as the proposal is further vetted and debated.

Sincerely,

Larry Merrill, Executive Director

Michigan Townships Association



Assessing Reform Proposal Summary

Specify minimum quality standards that every assessing district must meet, on their own, in cooperation with other local units, or through the county.

Local units could meet the quality standards by using their own dedicated assessor of record (employee or contractor), sharing an assessor of record with another local unit or multiple other local units, or having the county provide assessing services. Counties providing assessing services would also have to meet specified quality standards.

The quality standards primarily focus on: 1) ownership of the assessing function, 2) capacity to perform, 3) organization and transparency, and 4) compliance with the law, policy, and assessing standards.

- Provide training and start-up funding (including necessary costs to increase the pool of advanced-level and master-level assessors)
- Phase in over 5 years
- Create regional and specialized boards of review (BORs) option and establish minimum standards for serving on any BOR, achieved through state support/training

Proposal Details

Quality standards

- Specify minimum quality standards that every assessing district must meet, on their own, in cooperation with other local units, or through the county
- Local units could meet the quality standards by using their own dedicated assessor of record (employee or contractor), sharing an assessor of record with another local unit or multiple other local units, or having the county provide assessing services (counties providing assessing services would also have to meet specified quality standards)
 - For an assessing district that does not use county assessing services, the STC must determine that the assessing district is in substantial compliance* with the following quality standards:
 - The assessor of record (AR) must:
 - be an MMAO(4) (master-level) or MAAO(3) (advanced-level) assessor, subject to the STC's rating of the district
 - oversee and administer the district's assessing office

- oversee and administer an annual assessment of all taxable property in the district in accordance with the constitution and laws of Michigan and all policies and guidelines of the STC
- not be an elected official of the district
- assess (in total across all assessing districts) at least 5,000 parcels that together generate at least \$12M in property taxes/year, unless the STC grants a waiver based on a determination that the district, or districts, served by the AR has, or collectively have, sufficient resources and fiscal capacity to support the assessment function
- provide full-time service to the district as an employee or contractor, unless the STC determines, based on the following considerations and other considerations the STC deems appropriate, that part-time service is sufficient:
 - the number and complexity of parcels in the district
 - the district's total SEV
 - the total weekly hours the assessor proposes to serve the district
 - the total anticipated workload of the assessor for all districts in which the assessor proposes to serve as AR, including the total number and complexity of all parcels subject to assessment
 - the assessor's certification level
- The assessing district has:
 - properly developed land values
 - adequate land value maps
 - an assessment database that is not in override
 - properly developed Economic Condition Factors (ECFs)
 - an annual personal property canvass and sufficient personal property records according to developed policy and statutory requirements
 - if providing a local board of review for residential real property, a board of review that operates within the jurisdictional requirements of the General Property Tax Act
 - an adequate process for determining whether to grant or deny exemptions according to statutory requirements
 - an adequate process for meeting the requirements outlined in the STC's "Supervising Preparation of the Assessment Roll"
- The assessing district:
 - uses a Computer-Assisted Mass Appraisal (CAMA) system that is approved by the STC
 - follows a policy approved by the STC for the public inspection of its records
 - maintains reasonable office hours and availability, including by telephone and email
 - provides taxpayers online access to information regarding its assessment services, including parcel information, land value maps, land adjustments, and ECFs

- provides notice to taxpayers of all changes in assessment and denials of exemption claims
 - provides access to a pre-BOR meeting to informally resolve valuation disputes
 - meets International Association of Assessing Officers (IAAO) standards regarding recommended staffing levels based on the number and complexity of parcels in the district, unless the STC grants a waiver based on a determination that the district's staffing levels are sufficient to perform the assessment function
 - ensures its support staff and BOR members are sufficiently trained and its assessors maintain their certification levels
 - dedicates all revenue collected from any property tax administration fees to assessment administration and tax collection
- 2 or more districts could share an MMAO(4) or MAAO (3) assessor (who is responsible for overseeing and administering each district's assessing office) and satisfy the quality standards
- 2 or more districts could consolidate into a new assessing district, utilize an MMAO(4) or MAAO (3) assessor (who is responsible for overseeing and administering the district's assessing office), and satisfy the quality standards
- Require all counties that provide assessing services to have an MMAO(4) assessor, subject to phase-in (described below)
- Counties providing assessing services to local units must be in substantial compliance* with the following quality standards, as determined by the STC:
 - The assessor of record (AR) must:
 - be the director of tax or equalization for the county
 - be an MMAO(4) (master-level) assessor (if a county does not employ an MMAO(4) assessor, it must contract with a county that does)
 - oversee and administer an annual assessment of all taxable property for each assessing district under his/her jurisdiction in accordance with the constitution and laws of Michigan and all policies and guidelines of the STC
 - The county has:
 - properly developed land values
 - adequate land value maps
 - an assessment database that is not in override
 - properly developed Economic Condition Factors (ECFs)
 - an annual personal property canvass and sufficient personal property records according to developed policy and statutory requirements
 - boards of review that operate within the jurisdictional requirements of the General Property Tax Act
 - an adequate process for determining whether to grant or deny exemptions according to statutory requirements
 - an adequate process for meeting the requirements outlined in the STC's "Supervising Preparation of the Assessment Roll"
 - The county assessing office:
 - uses a Computer-Assisted Mass Appraisal (CAMA) system that is approved by the STC
 - follows a policy approved by the STC for the public inspection of its records

- maintains reasonable office hours and availability, including by telephone and email
 - provides taxpayers online access to information regarding its assessment services, including parcel information, land value maps, land adjustments, and ECFs
 - provides notice to taxpayers of all changes in assessment and denials of exemption claims
 - provides access to a pre-BOR meeting to informally resolve valuation disputes
 - meets International Association of Assessing Officers (IAAO) standards regarding recommended staffing levels based on the number and complexity of parcels across all served districts, unless the STC grants a waiver based on a determination that the office's staffing levels are sufficient to perform the assessment function
 - ensures its support staff and BOR members are sufficiently trained and its assessors maintain their certification levels
 - dedicates all revenue collected from its share of property tax administration fees to assessment administration
- The county tax or equalization department:
 - provides assessing services for no more than 1 other county, unless the STC determines the department has the capacity, ability, and organizational structure to provide services for 2 or more additional counties
- Require the STC to develop and implement audit programs for counties and local units providing assessing services to determine substantial compliance with the quality standards and provide for corrective action
- Phase-in over 5 years
 - County must take over assessing for MCAO(2) units by Tax Day 2021 and for participating MAAO(3)/MMAO(4) units by Tax Day 2023
 - A county that does not have an MMAO(4) assessor by October 31, 2020, must contract with an MMAO(4) county for the provision of assessing services and the MMAO(4) county must take over assessing for the contracting county's MCAO(2) units by Tax Day 2021 and for participating MAAO(3)/MMAO(4) units by Tax Day 2023
- Recommend model county assessing office structure, including officer qualifications and responsibilities
- State shall provide training and start-up funding and shall work to increase the number of MAAO(3) and MMAO(4) assessors in the state
- Operational funding shall be provided pursuant to existing law (see MCL 211.44(3) and 211.10d(6))

Regional and specialized boards of review (BORs)

- Create regional and specialized BORs
 - Specialized BORs to handle commercial and industrial property, all exemptions, and all transfers of ownership

- Allow local units that don't participate in county assessing to utilize regional and specialized BORs instead of maintaining their own BORs, or utilize specialized BORs while maintaining their own local residential BORs
- Allow local units participating in county assessing to maintain their own local residential BORs
- Establish minimum standards for serving on BOR (local, regional, or specialized)
- State shall provide training and start-up funding
- Require STC to certify all BOR members
- Require a county-provided BOR to follow all requirements that would otherwise apply to a local BOR, including any local poverty guidelines adopted by the assessing district

Effective date: 1/1/19

*Substantial compliance means that any identified deficiencies do not pose a risk that the district is unable to perform the assessment function



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June 4, 2018

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Bill stops zoning prohibition on farm wedding venues

May 16, 2018 Category: [Politics](#)

by Farm News Media



MFB supports the bill that has been referred to the House Agriculture Committee.

House Bill 5947, introduced by Rep. Tom Barrett (R-Pottersville), would amend the state zoning and enabling law to prevent local ordinances from prohibiting a barn or other facilities located on agriculturally zoned land from being used as commercial venue for weddings or similar events.

This does not prohibit the regulation of noise, advertising, traffic, hours of operation or other conditions from being regulated.

“Farmers have tried many different business ventures over the years to support their families and preserve their family farms,” said Matt Kapp, government relations specialist with Michigan Farm Bureau (MFB). “One of those has been on-farm weddings, but some townships have been very restrictive and even prohibited on-farm weddings in agriculture zones. Michigan Farm Bureau supports agri-tourism, and we see this bill as a way to keep family farms profitable.”

MFB policy supports local zoning ordinances that recognize the benefits, and allow for the operation of, agri-tourism destinations on agriculturally zoned land without a special use permit. Therefore, MFB supports the bill that has been referred to the House Agriculture Committee.

For one example about the issue, see

<https://www.michfb.com/MI/Farm-News/Townships-choice-Weddings-or-hogs/>

Top Stories

1. [Bill stops zoning prohibition on farm wedding venues](#)
2. [Farmers fight, farmers win](#)
3. [Chapter 12 farm bankruptcies trending higher](#)
4. [Farmers win attorney fees in Right-to-Farm case](#)
5. [Late-planted soybean recommendations offered](#)



**REGIONAL
TRANSIT AUTHORITY**
OF SOUTHEAST MICHIGAN

May 18, 2018

Laurie Fromhart
Supervisor
Bridgewater Township
10990 Clinton Rd
Manchester, MI 48158-9541

Dear Ms. Fromhart,

As you may have heard, the Regional Transit Authority (RTA) of Southeast Michigan is currently soliciting input on a new proposed transit plan for our region called *Connect Southeast Michigan*. This proposed plan is a 20-year vision that provides more fixed-route and flexible transit services.

If you are not familiar with the RTA, we are a planning and coordinating agency that crosses the county boundaries of Macomb, Oakland, Washtenaw, and Wayne counties. We coordinate with the existing transit operators in the region including SMART, DDOT, the Ann Arbor Area Transportation Authority, the Detroit Transportation Corporation (People Mover), and the M-1 RAIL (QLine). The RTA allocates state and federal transit revenue between these operators and facilitates joint projects like the initiative to develop a single fare card that will make it easier to transfer between systems.

The RTA is seeking a comprehensive 20-year millage authorization across all four counties that will enable the region to compete for federal transit dollars that have flowed to other regions over the past four decades. Importantly, the RTA does not intend to be another layer of operating service. We would collect and distribute millage revenue, as well as state and federal dollars, to better coordinate and enhance the operations of existing local and regional transit providers to make our region more economically competitive.

In 2016, the RTA board approved a comprehensive regional transit master plan and placed a 1.2 mill, 20-year proposal on the general election ballot. We—the region—narrowly lost this opportunity by 18,000 votes out of 1.8 million votes cast.

Thousands of hours of feedback from stakeholders across the region, including elected officials and the public, have been collected since 2016. Key lessons from the 2016 effort are at the foundation of the new *Connect Southeast Michigan*. The new plan includes:

1. More emphasis on the number and frequency of fixed route transit services connecting people to where they live and work and travel to vital services.

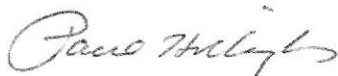
2. Greater opportunities for out-county municipalities not served by fixed line routes by providing more funding and more control to provide flexible, on-demand transit service that best meets the needs of their individual community.
3. Allocation of funding for partnerships with the private sector to advance future transit services including first and last-mile connections using ride-hailing services such as Uber and Lyft.

A voter-approved tax of 1.5 mill in 2018 to implement the Connect Southeast Michigan vision would raise an estimated \$5.4 billion over 20 years and leverage an additional \$1.3 billion in farebox, state and federal revenues. Legally, a minimum of 85 percent of funding raised from a specific county must be spent on services in that county. Each county will also receive at least a 105 percent return on their investment via the farebox, state, and federal sources mentioned above.

Finally, one criticism that the RTA received after 2016 is that we did not provide enough information to local communities on what is included in the regional master transit plan and the social and economic benefits of investing in a connected regional transit system. Enclosed is an informational flyer that provides the highlights of the proposed *Connect Southeast Michigan* plan. We would ask that you share this information throughout your community. If you or members of your community would like to learn more about the plan, please visit www.connectsoutheastmichigan.org. There is a short survey that you and your community members can take to provide us your feedback on the plan. You may also email us your feedback directly at input@rtamichigan.org. If your Board or Council still has questions, the RTA would be happy to meet and provide your community with more information on the *Connect Southeast Michigan Plan*.

The RTA Board intends to act on the draft *Connect Southeast Michigan* plan in mid-June, so it is not too late to provide your feedback or request additional information.

Sincerely,



Paul Hillegonds
RTA Board of Directors, Chairman



Matt W. Webb
RTA Chief Operating Officer
mwebb@rtamichigan.org

WASHTENAW COUNTY ROAD COMMISSION

TO: Washtenaw County Board of Road Commissioners

FROM: Roy D. Townsend, P.E.
Managing Director

SUBJECT: Staff Report – 4-23-18 to 5-6-18

DATE: May 15, 2018

TOWNSHIP REPORT

OPERATIONS REPORT

MAINTENANCE

Patching of paved roads took place throughout the County. In addition, the following specific maintenance activities were performed in individual townships.

ANN ARBOR TOWNSHIP

- Fallen Trees – Geddes Road, N Dixboro Road
- Limestone Patch – Danbury Lane, Englave Drive, Ford Road, N Maple Road: 67 tons
- Fallen Trees – W Joy Road
- Roadside – E Huron River Drive

AUGUSTA TOWNSHIP

- Limestone Patch – Augusta Street, Bunton Road, Butler Road, Church Street, Gotts Court, Judd Road, Macey Road, McCrone Road, McKean Road, Meridian Street, Oak Road, Potter Road, Rosbolt Road, Sikorski Road, Talladay Road, Torrey Road, Tuttle Hill Road: 490 tons
- Road Closed Signs – Whittaker Road

BRIDGEWATER TOWNSHIP

- Culvert Replacement – Clinton Road, Neal Road
- Fallen Trees – Fisk Road, Hack Road, Lima Center Road
- Limestone Patch – Allen Road: 11 tons
- Primary Road Dust Control

DEXTER TOWNSHIP

- Drainage and Backslopes – Lima Center Road
- Limestone Patch – Island Lake Road, Madden Road, Stofer Road: 78 tons
- Primary Road Dust Control
- Roadside – Madden Road
- Seed and Straw – Lima Center Road
- Shoulder Maintenance – N Territorial Road

WASHTENAW COUNTY ROAD COMMISSION

TO: Washtenaw County Board of Road Commissioners
FROM: Roy D. Townsend, P.E.
Managing Director
SUBJECT: Staff Report – 5-7-18 to 5-27-18
DATE: June 5, 2018

TOWNSHIP REPORT

OPERATIONS REPORT

MAINTENANCE

Patching of paved roads took place throughout the County. In addition, the following specific maintenance activities were performed in individual townships.

ANN ARBOR TOWNSHIP

- Boom Mow – Stein Road, Warren Road
- Drainage and Backslopes – N Maple Road, Old Earhart Road
- Fallen Trees – N Dixboro Road, Earhart Road
- Limestone Patch – Chalmers Drive, Country Club Road, Earhart Road, Ford Road, N Maple Road, Riverside Drive, Stein Road, Warren Road: 141 tons
- Limestone Patch Shoulders – W Clark Road: 10 tons
- Local Road Dust Control
- Roadside – N Maple Road

AUGUSTA TOWNSHIP

- Berming – McCrone Road
- Limestone Patch – N Earhart Place: 15 tons
- Shoulder Maintenance – McCrone Road

BRIDGEWATER TOWNSHIP

- Cut Trees – McCollum Road
- Drainage and Backslopes – Burmeister Road, Clinton Road, Schneider Road
- Gravel Patch – Allen Road, Hogan Road, Neblo Road, Schellenberger Road, Sheridan Road: 68 tons
- Limestone Patch – Kies Road, Neal Road: 46 tons
- Primary Road Dust Control

DEXTER TOWNSHIP

- Brush Removal – N Territorial Road
- Drainage and Backslopes – Winston Road
- Gravel Patch – McGuinness Road: 10 tons
- HMA Base Crush, Shape & Resurface – Dexter Townhall Road
- Limestone Patch – Island Lake Road, Winston Road: 49 tons
- Local Road Dust Control
- Primary Road Dust Control

**BRIDGEWATER TOWNSHIP
PLANNING COMMISSION MEETING
MONDAY 7 PM May 14, 2018
BRIDGEWATER TOWNSHIP HALL
10990 CLINTON RD
Meeting Minutes (Draft)**

I. CALL TO ORDER

II. ROLL CALL

Mark, Kathy, Cal, Michelle all present. Dave absent at beginning of meeting, arrived later. Rodney Nanney also present.

III. CITIZEN PARTICIPATION

Delayed until public hearing

IV. APPROVAL OF MINUTES

A. April 9, 2018

Correction on page 4, X. Informational Items: to have a fast truck ... changed to: to have a fast track

Mark moved to accept the corrected minutes, Cal seconded, all aye.

V. PUBLIC HEARINGS - continuation

A. Special Use Permit Application, George Barbu - Event Barn, Farm-Based Tourism or Entertainment Activities

Cal moved to re-open the public hearing, Mark seconded.

Roll call: Mark, Yes; Kathy, Yes; Michelle, Yes; Cal, Yes

Speaker: Janet Cowling, 9264 Austin Rd

- event barn would put too much traffic on corner of Austin & Schneider
- it should be in the hamlet

Speaker: Collette Slade, 550 W. Ellsworth (9550 W Ellsworth??)

- about 2.5 miles from Misty Farms
- hear a lot of low frequency noise from Misty Farms
- presentation on why low frequency sound propagates over long distance (hard copy of presentation)

Speaker: Leonard Lovalvo, 8085 Schneider Rd

- about 1/4 mi north of Barbu farm
- concerned about traffic on Schneider Rd
- concerned that allowing the permit would set a precedent for the township
- questioned whether the soil would allow an adequate septic

Speaker: Laurie Brewis, attorney for 7 neighbors of the Barbu farm

- said that the event barn is not compliant with the township Master Plan because it is a non-agriculture use.
- details of sound levels irrelevant because of that.

Speaker: Daniel McQueer (??) 9801 Austin Rd

- concern about an adequate fire suppression system
- concern about storage of equipment
- evacuation procedure approved by local authority?
- disposal issues?

Speaker: Hendrick Dillon, 8817 Schellenberger Rd

- near the barn
- concerned about late noise with 2 little kids
- concerned about noise bothering chickens
- most concerned about drunk drivers

Tom Black 11021 Austin Rd

- concern over drainfield/septic capacity
- concern over policing/security

Jeremy Barbu 10383 Austin

- Additional fire extinguishers purchased
- Additional septic tank installed on field
- Sound testing done with a regular meter

Chris Stacy 8137 Schneider

- Incompatible with the area, not the right place for it

Loretta Lovalo 8085 Schneider

- Against approving it

Linda Hutchinson 8812 Schellenberger Rd.

- Needs to be a sound study done
- Concerned that ordinance violations are unenforceable, response time for violations will be too long

Janet Chulig 10801 Austin Rd.

- Concerned about excessive noise

Chris Stacy 8137 Schneider Rd.

- Asked about complaint process and resolution of complaints

Rachel Snyder 8867 Schneider Rd.

- Concerned about pond/liability
- Questioned the setting of hours for events

Brad Wilson 8811 Schellenberger Rd.

- Noise concern
- Traffic and drinking

Brandon Henes 9880 Austin Rd.

- Concern over traffic and parking lot size and driveway
- Expressed concern that it will violate state noise rules/laws
- Questioned Mr. Nanney giving advice to Barbu's

Summit Suberwahl 8117 Schellenberger

- Asked about expiration date
- Can the SLU be sold (it stays with the property)

Ken (Snyder?) 8867 Schellenberger

- Concerned about noise

- Concerned over traffic/car expense
- Expressed concerns over investigation of noise incidents

Ms. McQueer moved to close the public hearing and reopen the regular meeting, M. Iwanicki second. Unanimous approval by roll call vote at 7:58

VI. OLD BUSINESS

A. Special Use Permit and Minor Site Plan Review, George Barbu - Event Barn, Farm-Based Tourism or Entertainment Activities

Ms. McQueer again stated that she had no conflict on the Barbu issue.

Mr Iwanicki spoke and supported Ms. McQueer and Mr. Nanney

Mr. Jeremy Barbu spoke regarding additional details of the proposed event barn.

Mr. Nanney explained the procedure for resolution of complaints of ordinance violations

Issues that were brought up to be resolved including: covering emergency service call costs, level of liability insurance, sign off by emergency services providers, sign off by Washtenaw County Road Commission regarding driveway. Ms.

McQueer moved to postpone any action on the Barbu proposal until more information is available at the June meeting. Mr. Iwanicki seconded the motion.

Passed by unanimous vote

B. Bridgewater Bank site plan update

Further discussion over options of revisions to Bridgewater Bank site plan Mr. Nanney explained the limitations created by the approval of the zoning variance and the non-conforming parcel under the current ordinance. Much discussion ensued over the options for the parking lot. Mr Spensley to have update for us at the June meeting

VII. COMMUNICATIONS

A. Zoning Administrators Report

Mr. Nanney's report on record

B. Trustees Report

Ms. McQueer touched on items of interest from Trustees meeting

VIII. INFORMATIONAL ITEMS

Mr. Nanney discussed and urged support for Senate Bill 965

XI. PUBLIC COMMENT

XII ADJOURNMENT

Mr. Messing moved to adjourn, Mr. Horney second. Unanimous approval, meeting adjourned at 10:25