

AGENDA  
BRIDGEWATER TOWNSHIP BOARD OF TRUSTEES  
Date July 9, 2015 7:00 p.m.

CALL TO ORDER / PLEDGE OF ALLEGIANCE

CITIZEN PARTICIPATION

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

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

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

APPROVE MINUTES: June 4, 2015 Regular Meeting

REVIEW AND APPROVE AGENDA

PUBLIC-SAFETY REPORT

REPORTS & CORRESPONDANCE

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

REGULAR AGENDA

1. Financials, Approve Disbursements
2. Road Projects
3. Auditor Commitment Letter
4. Fee Discussion (Permits)
5. Decimalization Ordinances
6. Cash Receipt Policy
7. Attorney Bill

CITIZEN PARTICIPATION

ADJOURN

Upcoming Meetings and Events:

Township Planning Commission: July 13, 2015, Bridgewater Township Hall, 7:00 p.m.

Township Board of Trustees: August 6, 2015 Bridgewater Township Hall, 7:00 p.m.

Southwest Washtenaw Council of Governments: August 12, 2015, 7:30 p.m.,  
Bridgewater Township Hall

**BRIDGEWATER TOWNSHIP  
BOARD OF TRUSTEES MEETING  
MINUTES OF MEETING  
THURSDAY, MAY 7, 2015**

**I. CALL TO ORDER**

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

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

Attendance: 6

**II. CITIZEN PARTICIPATION**

Two former residents of the Township complained about the condition of property on Michigan Avenue indicating it is the most despicable and deplorable place they have ever seen and do not understand why the Township has let the property get so bad and that it should be cleaned up. A resident reported three individuals on four wheelers were in the Riverbend Preserve on May 1st at approximately 9:45 p.m. and that she reported the incident to the sheriff's department but instead received a phone call in response from the state police approximately an hour later.

**III. APPROVAL OF MINUTES**

**Smith moved to approve the April 2, 2015 meeting minutes as drafted. McQueer seconded the motion which was adopted unanimously.**

**IV. REVIEW AND APPROVE AGENDA**

**Fromhart moved to approve the agenda as amended advancing item #7 Budget (Final 2014-2015) to item #1. Smith seconded the motion which was adopted unanimously.**

**Public Safety Report**

The Sheriff's Department submitted a written report to the Board on the law enforcement activities for the month of March 2015.

**V. REPORTS AND CORRESPONDANCE**

**A. Treasurer's Report**

McQueer submitted a written report to the Board.

**B. Clerk's Report**

Fromhart reported the May 5<sup>th</sup> special election had a 37% voter turnout with overwhelming opposition to the road funding proposal with 391 against and 77 in favor. Fromhart also reported precinct inspectors did a great job and that she plans to hold a follow-up meeting with inspectors to discuss closing procedures. Fromhart also noted she completed the list of the approved special land uses and requested that the town hall not be rented the week prior to an election.

**C. Supervisor's Report**

Smith submitted a written report to the Board.

#### **D. Trustees' Report**

Oliver reported Norvell Township may be interested in joining the WWCA.

#### **E. Written Reports**

Board packets included reports from the Assessor, Zoning Administrator, and Planning Commission.

### **VI. PRIORITY BUSINESS**

#### **A. Budget (Final 2014-2015)**

Fromhart reported the recent practice of the Board has been to amend the budget by class whenever over budget during the fiscal year then at year-end each line item of the budget is adjusted to zero to equal a balanced budget. Fromhart indicated she would also adjust the line items for property tax operation and tax administration fees per the Treasurer's settlement record with the County. **McQueer moved to approve the final year-end budget amendments for the general fund and WWTP budgets for fiscal year 2014-2015 dated May 7, 2015. Smith seconded the motion. Roll Call Vote: Faust yes, Fromhart yes, McQueer yes, Oliver yes Smith yes. Motion passed.**

#### **B. Approve Disbursements**

**Smith moved to pay the monthly bills from the general and sewer funds in the amount of \$61,488.96. Oliver seconded the motion. Roll Call Vote: Faust yes, Fromhart yes, McQueer yes, Oliver yes, Smith yes. Motion passed.** McQueer indicated she would follow-up with the Washtenaw County Treasurer regarding the accounting and audit charges for the sewer retirement debt payment that are contrary to the terms of the contract.

#### **C. Zoning Administrator Proposal**

**McQueer moved to accept Don Pennington's Updated Proposal to provide Zoning Administration and Ordinance Enforcement Services dated April 13, 2015 effective May 8, 2015. Smith seconded the motion.** The Board discussed Pennington's amended proposal for zoning administration and ordinance enforcement services. The Board also discussed WWCA's proposal for zoning administration services and noted it would not include general ordinance enforcement. **Roll Call Vote: Faust yes, Fromhart yes, McQueer yes, Oliver yes, Smith yes. Motion passed.**

#### **D. PSP District Zoning Ordinance Adoption**

**McQueer moved to adopt Ordinance #68 Public/Semi-Public Services (PSP) District Rezoning Amendments. Fromhart seconded the motion which was adopted unanimously.**

#### **E. Road Commission Contract/Work**

The Board discussed WCRC's proposed road improvement projects for Schwab and Willow Roads and the use of remaining budgeted funds for Township wide drainage projects. The Board also noted 1300 tons of gravel are due to the Township from GS Materials per the terms of the consent judgment. **McQueer moved to approve the 2015 Second Agreement with the WCRC for road improvement projects for Schwab Road between the Township Line and Neal Road, and Willow Road between McCollum Road and Lima Center Road, and Township wide drainage improvement projects. Smith seconded the motion which was adopted unanimously.**

#### **F. Auditor Selection for 2014-2015**

The Board discussed the proposal from Philip R. Rubley and the engagement letter from Baker, Eaton, and Owen for the audit of the Township's financial statements for fiscal year 2014-2015. **Smith moved to accept Philip R. Rubley's proposal for the audit of the Township's financial statements for fiscal year 2014-2015.**

**Oliver seconded the motion. Roll Call Vote: Faust no, Fromhart no, McQueer yes, Oliver yes, Smith yes. Motion passed.**

**G. Ordinance 37 Amendment**

The Board deferred discussion to next month.

**H. WWTP Spare Pump**

Smith reported the Board has the opportunity to purchase a new unused pump at a reduced price but is out of warranty. The Board briefly discussed the purchase of the pump and the need to have spare pumps on hand.

**Smith moved approval of the purchase of the KSB pump in an amount not to exceed \$1650 for the WWTP. Oliver seconded the motion. Roll Call Vote: Faust yes, Fromhart yes, McQueer yes, Oliver yes, Smith yes. Motion passed.**

**I. New FOIA Policy**

The Board deferred discussion to next month.

**VII. CITIZEN PARTICIPATION**

A resident complained about the Township's lack of enforcement on the clean-up of the Michigan Avenue property and reported she recently observed more junk being brought in and dumped on the property.

**VIII. ADJOURNMENT**

**Fromhart moved to adjourn the meeting at 9:45 p.m. Faust seconded the motion which was adopted unanimously.**

Respectfully submitted,  
Laurie Fromhart  
Bridgewater Township Clerk

**BRIDGEWATER TOWNSHIP  
BOARD OF TRUSTEES MEETING  
MINUTES OF MEETING  
THURSDAY, JUNE 4, 2015**

**I. CALL TO ORDER**

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

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

Absent: Treasurer Michelle McQueer.

Attendance: 2

**II. CITIZEN PARTICIPATION**

A resident asked if the Board received any complaints or concerns about the Austin Road closure and increased traffic on secondary roads. A resident expressed concerned about the impact on businesses due to the Austin Road closure and suggested that the Board request more signage from the WCRC indicating Bridgewater businesses are open at M-52 and Michigan Avenue. A resident asked about lawyer fees for the Rover Pipeline.

**III. APPROVAL OF MINUTES**

**Smith moved to approve the May 7, 2015 meeting minutes as drafted. Faust seconded the motion which was adopted unanimously.**

**IV. REVIEW AND APPROVE AGENDA**

**Fromhart moved to approve the agenda as amended with the addition of item #4 Newsletter. Oliver seconded the motion which was adopted unanimously.**

**Public Safety Report**

The Sheriff's Department submitted a written report to the Board on the law enforcement activities for the month of April 2015.

**V. REPORTS AND CORRESPONDANCE**

**A. Treasurer's Report**

No report.

**B. Clerk's Report**

Fromhart reported she changed her office hours at the hall on Tuesdays from 11:00 a.m. to 3:00 p.m. and noted fire fees and mineral extraction fees have to be updated. Fromhart provided the Board with a sketch of proposed improvements to the parking lot from 2005 that she would like to be added to next month's agenda for discussion. Fromhart also reported on the status of new voting equipment and that the Board may need to budget between \$5000 to \$10,000 to cover the cost.

**C. Supervisor's Report**

Smith reported on the current construction status of modifications to the WWTP clarifiers and that the plant is running as designed but there is still an issue with the skimmers being able to remove the scum build up. Smith reported he met with Jeff Service of MDEQ who is happy with the plant's operation and he expressed concerned with Tetra Tech of having open tanks that are not completely secured. Smith also reported he

received another complaint regarding the property on Michigan Avenue.

**D. Trustees' Report**

No report.

**E. Written Reports**

Board packets included reports from the Assessor, Zoning Administrator, and Planning Commission.

**VI. PRIORITY BUSINESS**

**A. Approve Disbursements from May 8, 2015 to June 4, 2015**

Fromhart provided the Board with the balance sheets for year ending March 31, 2015. Fromhart reported she plans to seek guidance from the accountants or auditors regarding budget amendments. Fromhart indicated she believes the Board should only be amending the budget when over budget per line item or department. **Oliver moved to pay the monthly bills from the general and sewer funds in the total amount of \$35,960.24. Faust seconded the motion. Roll Call Vote: Faust yes, Fromhart yes, Oliver yes, Smith yes. Motion passed.**

**B. Ordinance 37 Change Discussion**

The Board briefly discussed proposed changes to Ordinance 36 and 37 and the proposed adoption of a civil infraction ordinance and decided to defer discussion to next month due to the Treasurer's absence.

**C. New FOIA Policy**

Fromhart provided the Board with an amended FOIA procedures and guidelines, public summary of FOIA procedures and guidelines along with a required public inspection of records policy as published by MTA. The Board reviewed and discussed the proposed policies and agreed to amend section one under general policies designating a member of the Township Board as the FOIA Coordinator instead of the Township Clerk. **Smith moved to adopt Bridgewater Township FOIA Procedures and Guidelines, Bridgewater Township Public Summary of FOIA Procedures and Guidelines, and Bridgewater Township Public Inspection of Records Policy as amended. Faust seconded the motion which was adopted unanimously.**

**D. Newsletter**

Fromhart requested the newsletter be placed on the agenda at least two months prior to publication so the Board can discuss it and agree upon articles that are to be included. The Board discussed the upcoming newsletter and agreed to include an articles from the Assessor, Treasurer, Trustee Oliver, Planning Commission Chair, Zoning Administrator, and from the Supervisor regarding Township roads. Smith noted articles should be received in his office by June 17<sup>th</sup>.

**VII. CITIZEN PARTICIPATION**

A resident asked if the Board anticipates an increase in FOIA costs due to changes in the FOIA laws and commented that he enjoys receiving the Township newsletter.

**VIII. ADJOURNMENT**

**Smith moved to adjourn the meeting at 8:50 p.m. Oliver seconded the motion which was adopted unanimously.**

Respectfully submitted,  
Laurie Fromhart  
Bridgewater Township Clerk



# WASHTENAW COUNTY OFFICE OF THE SHERIFF



JERRY L. CLAYTON  
SHERIFF

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

MARK A. PTASZEK  
UNDERSHERIFF

June 4, 2015

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

Dear Mr. Smith,

Attached you will find the May 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 23 calls for service for the month of May. Of the 23 calls the Michigan State Police responded to 7. The Sheriff Office responded to 7 calls, 9 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](mailto:kingl@ewashtenaw.org) or 734-994-8104 if you should need further information or clarification or wish to have this information in electronic form.

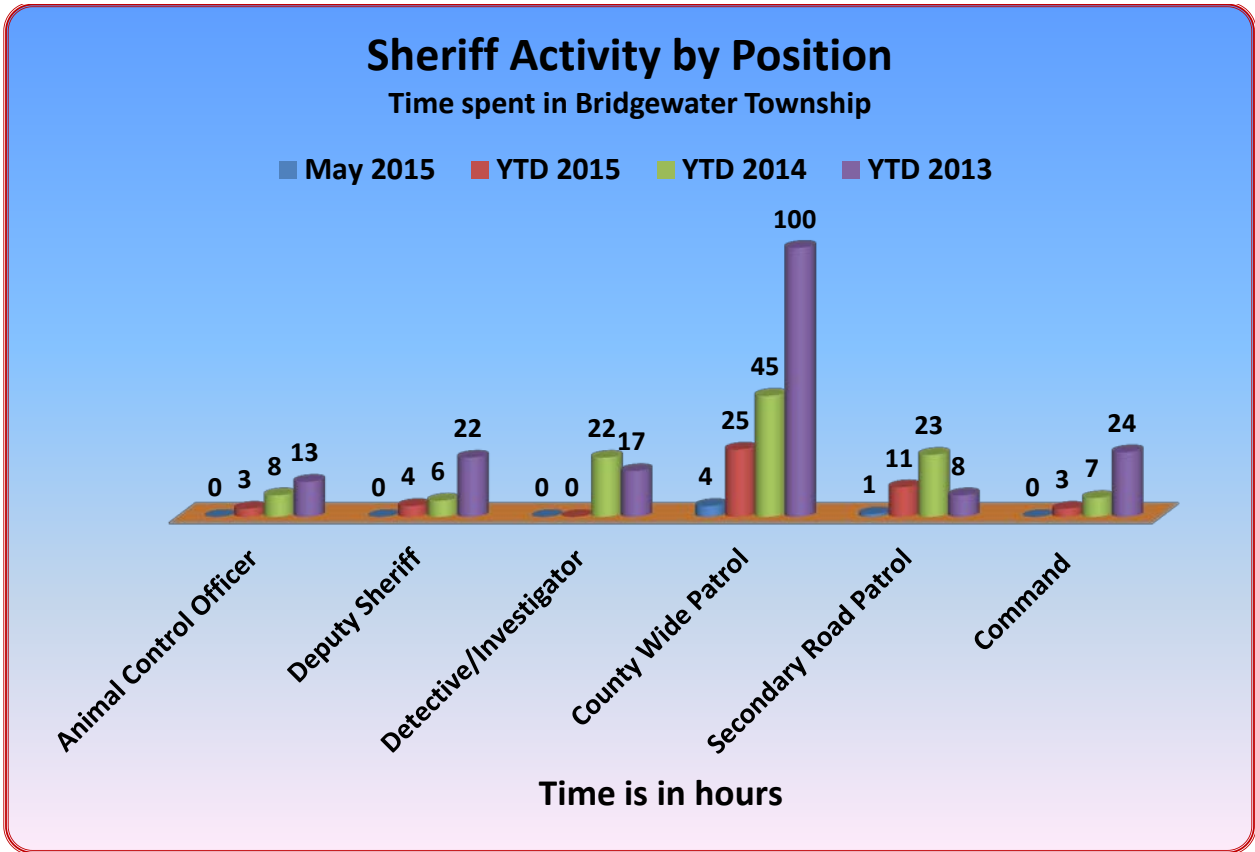
Respectfully,

Lisa King  
Lieutenant Western Operations



# Washtenaw County Sheriff's Office

## Bridgewater Township Services—May 2015



**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.

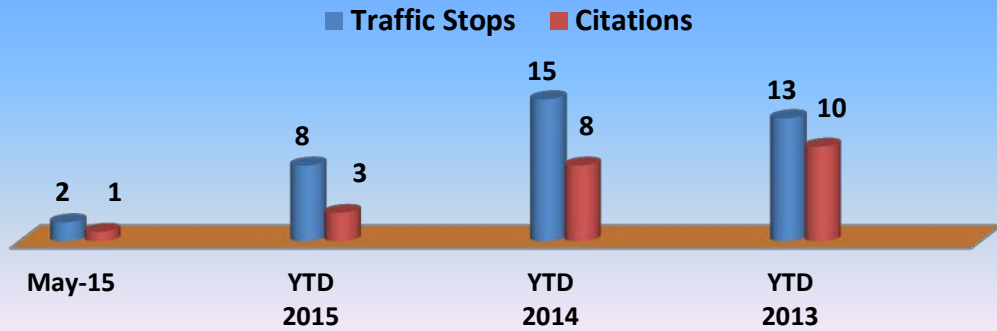
**Command:** Road patrol sergeants who supervise the above staff. Manages on duty staffing and coordinated on scene police response.





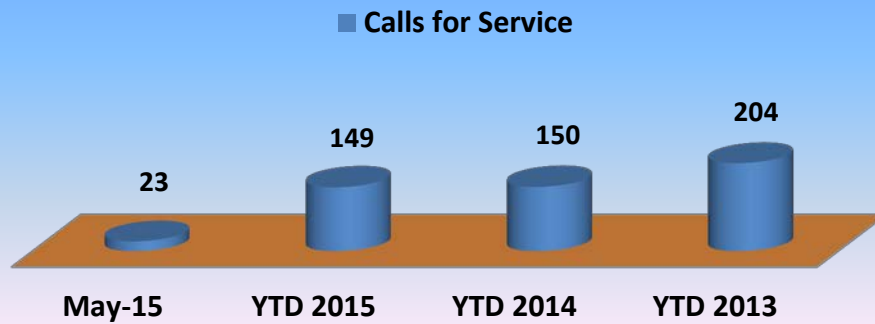
**Washtenaw County Sheriff's Office**  
**Bridgewater Township Services—May 2015**

**Traffic Enforcement--Bridgewater Township**



**Bridgewater Township Calls for Service**

Includes WCSO & MSP



**Contract Deputies into Bridgewater Township**

Manchester-Lodi Deputies



# Bridgewater Township

## Zoning Administrator Report

June 2015

Prepared by: **Rodney C. Nanney, Zoning Administrator**

During this month, the following zoning compliance certificate application was received, reviewed, and acted upon. Also included below is a summary of other ordinance enforcement and administration-related activities:

### **Zoning Compliance Certificates:**

1. **Zoning Compliance Certificate – Michael Huizenga (12037 Burmeister Road, Manchester).** Application for approval of a 200 square-foot shelter structure for horses. Conforms to all zoning district setback, height, and lot requirements. Approved 6/8/2015.
2. **Zoning Compliance Certificate – Gary Weidmayer (9016 Eisman Rd., Manchester).** Application for approval of a new, 48-foot by 96-foot pole barn agricultural building to be located directly south of an existing pole barn on his farm property. Conforms to all zoning district setback, height, and lot requirements. Approved 6/10/2015.
3. **Zoning Compliance Certificate – Hilltop Contracting (9780 Clinton Road, Manchester).** Application for approval of a 5'8" by 13'5" replacement deck on the north side of an existing dwelling. Conforms to all zoning district setback, height, and lot requirements. Approved 6/29/2015.

**Note:** 9780 Clinton Rd. is a vacant dwelling on a one-acre lot that was owned by the Dwyer family and is now owned by an out-of-state entity. The home is currently undergoing extensive interior renovation, which also includes demolition of an existing deck that could not be salvaged. The lot is a legal nonconforming lot with respect to minimum lot width. However, the renovation activities are not affected by this nonconformity.

### **Ordinance administration:**

4. **Telephone calls and emails.** Received numerous telephone calls and several emails from residents, realtors, and contractors seeking information regarding zoning requirements related to pole barn and deck construction, and other Zoning Ordinance requirements.
5. **New Planning Commission application forms.** Completed preparation of updated application forms for special use, site plan, PUD, rezoning, and the Zoning Board of Appeals in a fillable .PDF format for the Township website.

Please contact me at (734) 483-2271 or via email at [Rodney@BuildingPlace.net](mailto:Rodney@BuildingPlace.net) if you have any questions about this information. Thank you.

Respectfully submitted,

**Rodney C. Nanney**  
Zoning Administrator

I. 11-May-15 meeting called to order 7:03 P.M. by Dave Horney

II. Roll Call

Cal Messing	Dave Horney	Mark Iwanicki
Ron Smith	Tom Wharam	

III. Citizen Participation

- None

IV. Review and Approve Agenda

- Motion to approve the agenda as presented – Tom Wharam
- Second to motion – Dave Horney
- Vote – unanimous

V. Approval of Minutes

- Motion to approve minutes from 13-Apr-15 as presented – Dave Horney
- Second to motion - Cal Messing
- Vote – unanimous

VI. Public Hearings

- None

VII. Old Business

A. Monastery site plan update

- Nothing new

B. Update forms for clerk/update fees – subcommittee report

- Ron Smith talked with Fred Lucas about fees and meeting the statute of onl charging for services rendered
- Fred Lucas recommended putting all fees into escrow
- Rodney Nanney suggested that another possibility would be to charge a minimal amount
- Michelle McQueer said that taking money out of the escrow account would be no different than taking the money out of the general fund
- Ron Smith gave examples of how hard it is to charge a fixed fee for a given service
- Tom Wharam asked what we have to do to approve the forms and fees; Rodney Nanney said that the should be approved b the board
- Ron Smith will forward the forms to Rodney Nanney to change them into editable PDFs

C. Zoning administrator update

- Rodney Nanney is the new zoning administrator
- Ron Smith talked about the junk ordinance; it is currently a criminal offense which will be changed to a civil infraction b the board

D. Ordinance revisions

- Floor space revision; ten percent is common in other communities
- Lot divisions; sliding scale of land division

## Bridgewater Township Planning Commission Minutes - Approved

- Rodney Nanney talked about the land division act; why it was created and how it works in conjunction with the township ordinances
- Rodney Nanney said that the issues will be on the low end
- We will be getting more restrictive because we are currently using the Land Division Act

### E. Kosmalski application

- No new action

## VIII. New Business

### A. Mineral extraction oil/gas drilling regulation?

- Cannot regulate the oil and gas wells; can regulate the water injection wells; can regulate any additional structures
- Must decide if we want to have a regulation that is more restrictive than what is currently setup by the state
- Ron Smith will investigate the regulation a little more

## IX. Communications

### A. Report from Zoning Administrator – Ron Smith

- A report was provided and is on record

### B. Report on 7-May-15 Board of Trustees meeting – Ron Smith

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

## X. Informational Items

- Ron Smith distributed documents from the DEQ about the Pelts Farm

## XI. Public Comment

- None

## XII. Adjournment

- Next planning commission meeting is 8-Jun-15 at 7:00 P.M.
- **Motion to adjourn** – Dave Horney
- **Second to motion** – Cal Messing
- **Vote** – unanimous

Meeting adjourned at 9:00 P.M.

## Bridgewater Township Planning Commission Minutes - Draft

- I. 8-Jun-15 meeting called to order 7:00 P.M. by Dave Horney
- II. Roll Call

Cal Messing	Dave Horney	Mark Iwanicki
Ron Smith	Tom Wharam	
- III. Citizen Participation
  - None
- IV. Review and Approve Agenda
  - Motion to approve the agenda as amended – Ron Smith
  - Second to motion – Cal Messing
  - Vote – unanimous
- V. Approval of Minutes
  - Motion to approve minutes from 11-May -15 as presented – Ron Smith
  - Second to motion – Mark Iwanicki
  - Vote – unanimous
- VI. Public Hearings
  - None
- VII. Old Business
  - A. Monastery site plan update
    - Nothing new to report
  - B. Update forms for clerk/update fees – subcommittee report
    - Rodney Nanney is working on the fillable pdf forms; should be available in a couple of days
    - Zoning compliance application form is in the packet that was handed out by Rodney Nanney
- VIII. New Business
  - A. Accessory dwelling presentation - Dennis Ruppert
    - Mr. Ruppert explained his situation with the house built into the side of a hill
    - Would like build an accessory house of about 500 square foot on the same property for he and his wife to live in while they sell the existing house to their son
    - Another option would be to add onto the existing house; this would be difficult because of the location of the existing house in the side of a hill
    - Might be able to adapt and move in to the detached garage or pole barn
    - He would like to build a new building; they might have problems with the setbacks
    - Currently own four acres; they could subdivide if all of the setbacks worked out
    - Washtenaw County may be allow them to tap into current septic; would need a new well
    - He doesn't think that there would be much additional work for the township
    - Mark Iwanicki asked location; 14375 E Austin Rd, on the south side of Austin Road
    - Rodney Nanney said that there are two problems with the proposal according to the current zoning ordinance; the minimum size of house is 100 sq. ft.; only one house per lot
    - The zoning ordinance allows for a mother-in-law suite; it must be part of the existing house; cannot

be walled off ; could be as simple as a hallway

- It must maintain characteristics of a single house
- Other communities have used a SLU with separate well and septic; a unit that can function on its own
- This often times turns into two rental units instead of one
- Is not a variance issue; would a use variance to double the number of units on the property; township cannot do that; must change the zoning ordinance
- Dave Horney asked if the SLU could be written as a non-rental, family only; Rodney Nanney said that can be enforced through the tax assessment; part of the assessor's job; this would affect the homestead exemption
- This is a significant capital investment so SLU cannot be temporary
- Rodney Nanney could supply draft set of regulation that establishes a separate standard for accessory buildings
- Dave Horney said that the distance between buildings, setbacks, etc. would still apply
- Rodney Nanney said most to the complaints would come from the neighbors, should look similar to the original building
- Rodney Nanney said that because Dennis Ruppert owns 4 acres that the density would be the same as current with regulation of 1 unit per 2 acre parcel
- Ron Smith asked why the 1000 sq ft minimum size house side; just to stop would be simple ordinance change
- Dennis Ruppert would like to do start in about 6 months
- Dave Horney would like to see how other townships handle this same situation
- Rodney Nanney will get some information about week prior to the next meeting

B. Bridgewater Commons – Ron Finkbeiner

- Ron would like to change Bridgewater Commons from regular condos to site condos; separate properties because FHA loans are hard to get for regular condos
- Each person would own the building and take care of
- Still would have a common wall; attached units
- Good to have exterior taken care of by the condominium association
- Rodney Nanney explained what a site condo is
- Each unit would own a certain area of land as well as the common property
- Dave Horney asked about how damage done to the shell would be handled; Ron Finkbeiner said an attorney would have to get involved
- Ron Finkbeiner has talked to the attorney but not an engineer
- Rodney Nanney asked about installing single family units and/or rezone to PUD would add flexibility
- Dave Horney asked what the Planning Commission needs to do if we received a request in writing; Rodney Nanney said that the original site plan would have to be updated
- Rodney Nanney explained the differences between a condo, site condo and PUD

C. Natural Resource Management / Stansley Application – Ross Mellgren

- Chip Tokar submitted to DEQ for an inland lake; one lake instead of two
- Ross Mellgren showed before and after proposals for the lake
- Bridgewater Township is supposed to get a notification of the requested change
- The DEQ still has to approve the changes

## Bridgewater Township Planning Commission Minutes - Draft

- Ross Mellgren asked if there is a difference between new application or an amendment to the original application
- Rodney Nanney said that it should be treated as a new application
- Ross Mellgren asked if this would be under Ordinance 59; Ron Smith said that this will be all new
- Ron Smith stated that Bartlett Road will need to be updated due to the increased longevity of the extraction
- Ross Mellgren asked about pre-application meeting
- SMR is planning on submitting the new application for mineral extraction license next month
- Ron Smith brought up the consent agreement
- Ron Smith asked if any neighbors had objected; Ross Mellgren said that the Peltz's asked about the reclamation plan
- This changes the elevation of the lake will change
- Rodney Nanney said that we need a couple of weeks to review the site plan
- This will be considered a pre-application meeting

### IX. Communications

#### A. Report from Zoning Administrator – Rodney Nanney

- A report was provided and is on record

#### B. Report on 4-Jun-15 Board of Trustees meeting – Ron Smith

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

### X. Informational Items

- None

### XI. Public Comment

- None

### XII. Adjournment

- Next planning commission meeting is 13-Jul-15 at 7:00 P.M.
- Motion to adjourn – Dave Horney
- Second to motion – Mark Iwanicki
- Vote – unanimous

Meeting adjourned at 8:52 P.M.

**Bridgewater Township**  
**Balance Sheet**  
As of June 30, 2015

Jun 30, 15

**ASSETS**

**Current Assets**

**Checking/Savings**

1002 · General Checking-Key Bank	18,386.17
1010 · General Savings-Key Bank	167,461.61
1015 · Petty Cash	50.00
1016 · Bank of Ann Arbor 5yr	99,000.00
1017 · Bank of Ann Arbor 1yr	106,799.88

**Total Checking/Savings** 391,697.66

**Other Current Assets**

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

1081 · Due from Sewer Operations 104.00

**Total Other Current Assets** 103.85

**Total Current Assets** 391,801.51

**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	-79,024.09

**Total Fixed Assets** 189,540.86

**TOTAL ASSETS** 581,342.37

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Other Current Liabilities**

2217 · Escrow Deposits Payable	
2220 · Due to SMR-Elliott parcel	2,500.00
2233 · SMR Escrow-Crego/Peltcs propert	2,959.00
2238 · Due to Holy Ascension Orthodox	977.50

**Total 2217 · Escrow Deposits Payable** 6,436.50

**Total Other Current Liabilities** 6,436.50

**Total Current Liabilities** 6,436.50



**Bridgewater Township**  
**Balance Sheet**  
As of June 30, 2015

Jun 30, 15

Total Liabilities 6,436.50

**Equity**

3900 - Fund Balance 403,252.56

3940 - Invested in Capital Assets, Net 189,541.60

Net Income -17,888.29

Total Equity 574,905.87

**TOTAL LIABILITIES & EQUITY** 581,342.37

# Bridgewater Township Sewer Operation

## Balance Sheet

As of June 30, 2015

Jun 30, 15

### ASSETS

#### Current Assets

##### Checking/Savings

Key-Sewer O/M 21,227.49

Key Sewer O/M Saving 60,024.11

Key Sewer Retirement Checking 28,089.07

Total Checking/Savings 109,340.67

##### Accounts Receivable

Accounts receivable 19,188.79

Total Accounts Receivable 19,188.79

##### Other Current Assets

###### Current Year Tx Roll Receivable

Due from County Del Tax/SA Roll 3,240.22

Total Current Year Tx Roll Receivable 3,240.22

Total Other Current Assets 3,240.22

Total Current Assets 131,769.68

#### Fixed Assets

Accessory Building 53,320.02

Accumulated Depr - Access Bldg -5,805.93

Accumulated Depr - Equipment -5,676.16

Accumulated Depr - Sewer System -434,256.38

Equipment 22,950.25

Land 55,355.06

Sewer System Plant 1,966,444.05

Total Fixed Assets 1,652,330.91

#### Other Assets

Special Assessment Receivable 282,068.21

Total Other Assets 282,068.21

**TOTAL ASSETS 2,066,168.80**

### LIABILITIES & EQUITY

#### Liabilities

##### Current Liabilities

###### Other Current Liabilities

Due to General Fund 104.00

Total Other Current Liabilities 104.00

Total Current Liabilities 104.00

# Bridgewater Township Sewer Operation

## Balance Sheet

As of June 30, 2015

Jun 30, 15

**Long Term Liabilities**

2004 Bonds Wastewater Expansion 246,750.00

**Total Long Term Liabilities** 246,750.00

**Total Liabilities** 246,854.00

**Equity**

Invested in capital assets, net 1,222,330.91

Restricted for Debt Service 378,785.54

Unrestricted Funds (QB RE acct) 200,852.22

Net Income 17,346.13

**Total Equity** 1,819,314.80

**TOTAL LIABILITIES & EQUITY** 2,066,168.80

**Bridgewater Township**  
**General Ledger**  
 As of July 9, 2015

Type	Date	Num	Name	Split
Check	06/05/2015	autopay	Paychex	5215727 · Clerk supplies & expense
Check	06/10/2015	autopay	Detroit Edison Company - 67-069A	5440852 · Street lighting
Check	06/12/2015	autopay	Consumers Energy	5265728 · Maintenance & Utilities
Check	06/15/2015	autopay	Frontier	5265728 · Maintenance & Utilities
Check	06/30/2015	autopay	Detroit Edison Company	5265728 · Maintenance & Utilities
Check	07/03/2015	online	Paychex	payroll
Check	07/03/2015	autopay	Paychex	5215727 · Clerk supplies & expense
Check	07/09/2015	9190	21st Century Media - Michigan	5173900 · Printing & publishing
Check	07/09/2015	9191	J & M Way Mowing	5265728 · Maintenance & Utilities
Check	07/09/2015	9192	Fromhart, Laurie A.	5215727 · Clerk supplies & expense
Check	07/09/2015	9193	Mary Rider	assessing & land division services

**Bridgewater Township**  
**General Ledger**  
As of July 9, 2015

<u>Amount</u>
-128.48
-292.12
-22.23
-89.15
-29.05
-5,736.34
-149.11
-43.06
-600.00
-76.41
<u>-1,825.00</u>
-8,990.95

## Bridgewater Township Profit & Loss Budget vs. Actual April 1 through July 9, 2015

	<u>Apr 1 - Jul 9, 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Income</b>			
4402 · Property tax - operation	8,064	70,040	-61,976
4447 · Tax administration fee	1,840	26,000	-24,160
4448 · Tax collection fees	0	3,500	-3,500
4460 · Township permits	500	1,500	-1,000
4465 · Land division fees	0	400	-400
4574 · Revenue sharing	19,239	128,833	-109,594
4601 · Fire charge collection	0	2,000	-2,000
4665 · Interest Income	73	600	-527
4671 · Other Income - Fund Balances	0	30,000	-30,000
4672 · Other Income	838	1,000	-162
4675 · Metro Auth.-restricted to roads	0	3,000	-3,000
4685 · FOIA Request Income	8	0	8
4690 · Mineral Extraction License Fees	0	1,000	-1,000
4700 · Election Reimbursement	0	2,500	-2,500
<b>Total Income</b>	<u>30,562</u>	<u>270,373</u>	<u>-239,811</u>
<b>Gross Profit</b>	30,562	270,373	-239,811
<b>Expense</b>			
<b>5101000 · Township Board</b>			
5101703 · Trustee salary	1,200	4,800	-3,600
5101727 · Township supplies & expenses	97	600	-503
5101770 · Conferences & Training	0	750	-750
<b>Total 5101000 · Township Board</b>	<u>1,297</u>	<u>6,150</u>	<u>-4,853</u>
<b>5171000 · Supervisor</b>			
5171703 · Supervisor Salary	3,902	15,607	-11,705
5171727 · Supervisor Expense	0	500	-500
<b>5209000 · Assessor</b>			
5209705 · Board of Review expenses	0	1,500	-1,500
5209805 · Assessor	5,175	20,700	-15,525
5209810 · Assessor Expense	252	3,000	-2,748
<b>Total 5209000 · Assessor</b>	<u>5,427</u>	<u>25,200</u>	<u>-19,773</u>
<b>Total 5171000 · Supervisor</b>	9,329	41,307	-31,978
<b>5173000 · Other General Government</b>			
5173715 · Social Security	1,136	5,400	-4,264
5173801 · Attorney & Consulting Expenses	0	3,000	-3,000
5173802 · Audit fees	0	4,000	-4,000
5173811 · Membership fees & dues	1,524	2,000	-476
5173895 · Website Administrator	75	500	-425
5173912 · Insurance & Bonds	5,527	5,500	27

## Bridgewater Township Profit & Loss Budget vs. Actual April 1 through July 9, 2015

	Apr 1 - Jul 9, 15	Budget	\$ Over Budget
5173955 · Miscellaneous	0	200	-200
<b>Total 5173000 · Other General Government</b>	<b>8,262</b>	<b>20,600</b>	<b>-12,338</b>
<b>5215700 · Clerk</b>			
5173900 · Printing & publishing	89	1,000	-911
5174810 · Deputy Clerk	457	1,600	-1,143
5191727 · Election expense	1,395	2,500	-1,105
5215703 · Clerk salary	4,053	16,214	-12,161
5215727 · Clerk supplies & expense	942	3,200	-2,258
<b>Total 5215700 · Clerk</b>	<b>6,936</b>	<b>24,514</b>	<b>-17,578</b>
<b>5253700 · Treasurer</b>			
5253701 · Tax Collection Expense	0	3,000	-3,000
5253703 · Treasurer salary	4,404	17,615	-13,211
5253704 · Deputy Treasurer Wages	0	1,000	-1,000
5253727 · Treasurer supplies & expenses	374	2,000	-1,626
<b>Total 5253700 · Treasurer</b>	<b>4,778</b>	<b>23,615</b>	<b>-18,837</b>
<b>5265000 · Building &amp; Grounds</b>			
5265728 · Maintenance & Utilities	2,283	6,000	-3,717
5265925 · Cemetery care	88	200	-112
5265980 · Building improvement & equipmen	45	5,000	-4,955
<b>Total 5265000 · Building &amp; Grounds</b>	<b>2,416</b>	<b>11,200</b>	<b>-8,784</b>
<b>5301800 · Public Safety</b>			
5339727 · Fire protection billing expense	5,000	50,000	-45,000
<b>Total 5301800 · Public Safety</b>	<b>5,000</b>	<b>50,000</b>	<b>-45,000</b>
<b>5400700 · Planning &amp; zoning</b>			
<b>5400701 · Planning</b>			
5400727 · Planning comm. wage & expense	930	4,000	-3,070
5400801 · PC Attorney Fees	0	500	-500
5400802 · Master Plan	0	500	-500
5400803 · Planning consultant - on-going	1,200	10,000	-8,800
<b>Total 5400701 · Planning</b>	<b>2,130</b>	<b>15,000</b>	<b>-12,870</b>
<b>5410726 · Zoning</b>			
5410704 · Land Division Processing Fees	450	1,500	-1,050
5410727 · Zoning ad.wage & expense	385	1,000	-615
<b>Total 5410726 · Zoning</b>	<b>835</b>	<b>2,500</b>	<b>-1,665</b>
<b>Total 5400700 · Planning &amp; zoning</b>	<b>2,965</b>	<b>17,500</b>	<b>-14,535</b>
<b>5440000 · Public works</b>			

**Bridgewater Township**  
**Profit & Loss Budget vs. Actual**  
 April 1 through July 9, 2015

	<u>Apr 1 - Jul 9, 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>
5440846 · Road Improvements	15,409	60,000	-44,591
5440847 · Drains at large	0	10,000	-10,000
5440852 · Street lighting	584	3,200	-2,616
<b>Total 5440000 · Public works</b>	<b>15,993</b>	<b>73,200</b>	<b>-57,207</b>
5500000 · Contingencies	0	2,287	-2,287
<b>Total Expense</b>	<b>56,976</b>	<b>270,373</b>	<b>-213,397</b>
<b>Net Income</b>	<b>-26,414</b>	<b>0</b>	<b>-26,414</b>



**Bridgewater Township Sewer Operation**  
**General Ledger**  
As of July 9, 2015

Type	Date	Num	Name	Split
Check	06/09/2015	autopay	Frontier	Phone Service
Check	06/29/2015	autopay	DTE Energy	Electricity
Check	07/09/2015	1122	Jon Way	Building & Grounds Maintenance
Check	07/09/2015	1123	RLS Pump Service, LLC	Grinder Pump repairs
Check	07/09/2015	1124	Faust Sand & Gravel, INC.	Grinder Pump repairs
Check	07/09/2015	1125	Village of Manchester	Plant Operator

**Bridgewater Township Sewer Operation**  
**General Ledger**  
As of July 9, 2015

<u>Amount</u>
-39.97
-1,118.55
-275.00
-1,241.20
-1,255.00
<u>-2,600.00</u>
-6,529.72

## Bridgewater Township Sewer Operation Profit & Loss Budget vs. Actual

April 1 through July 9, 2015

	Bond - Sewer		
	Apr 1 - Jul 9, 15	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Customer Finance Charge	0.00	0.00	0.00
Interest Income Master Account			
Interest Income Checking	0.00	0.00	0.00
<b>Total Interest Income Master Account</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Operation Maintenance Income	0.00	0.00	0.00
Special Assessment Revenue	9,511.31	53,500.00	-43,988.69
<b>Total Income</b>	<u>9,511.31</u>	<u>53,500.00</u>	<u>-43,988.69</u>
<b>Gross Profit</b>	9,511.31	53,500.00	-43,988.69
<b>Expense</b>			
<b>Collection System</b>			
<b>Billing</b>			
Billing Clerk	0.00	0.00	0.00
Office Supplies	0.00	0.00	0.00
<b>Total Billing</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Forcemains -Flushing & Disposal	0.00	0.00	0.00
Grinder Pump repairs	0.00	0.00	0.00
<b>Total Collection System</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Insurance	0.00	0.00	0.00
<b>Legal &amp; Professional</b>			
Audit	0.00	0.00	0.00
Engineer	0.00	0.00	0.00
Legal Fees	0.00	0.00	0.00
<b>Total Legal &amp; Professional</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Miscellaneous Expense	0.00	0.00	0.00
New Equipment	0.00	0.00	0.00
<b>Treatment Plant</b>			
Building & Grounds Maintenance	0.00	0.00	0.00
Chemicals	0.00	0.00	0.00
Diesel Fuel/Propane	0.00	0.00	0.00
Electricity	0.00	0.00	0.00
Equipment Repairs	0.00	0.00	0.00
Generator Maintenance Contract	0.00	0.00	0.00
NPDES Permit	0.00	0.00	0.00
Phone Service	0.00	0.00	0.00
Plant Operator	0.00	0.00	0.00
Sludge Handling & Disposal	0.00	0.00	0.00

**Bridgewater Township Sewer Operation  
 Profit & Loss Budget vs. Actual  
 April 1 through July 9, 2015**

	<b>Bond - Sewer</b>		
	<b>Apr 1 - Jul 9, 15</b>	<b>Budget</b>	<b>\$ Over Budget</b>
Supplies	0.00	0.00	0.00
<b>Total Treatment Plant</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Ordinary Income</b>	<b>9,511.31</b>	<b>53,500.00</b>	<b>-43,988.69</b>
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
Contingencies/Reserves	0.00	6,000.00	-6,000.00
<b>Washtenaw Cty Debt Svc</b>			
Accounting Charges	737.50	0.00	737.50
Interest	2,820.00	7,500.00	-4,680.00
Washtenaw Cty Debt Svc - Other	35,250.00	40,000.00	-4,750.00
<b>Total Washtenaw Cty Debt Svc</b>	<b>38,807.50</b>	<b>47,500.00</b>	<b>-8,692.50</b>
<b>Total Other Expense</b>	<b>38,807.50</b>	<b>53,500.00</b>	<b>-14,692.50</b>
<b>Net Other Income</b>	<b>-38,807.50</b>	<b>-53,500.00</b>	<b>14,692.50</b>
<b>Net Income</b>	<b>-29,296.19</b>	<b>0.00</b>	<b>-29,296.19</b>

## Bridgewater Township Sewer Operation Profit & Loss Budget vs. Actual

April 1 through July 9, 2015

	Operation - Sewer		
	Apr 1 - Jul 9, 15	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Customer Finance Charge	0.00	2,500.00	-2,500.00
Interest Income Master Account			
Interest Income Checking	10.03	0.00	10.03
<b>Total Interest Income Master Account</b>	<u>10.03</u>	<u>0.00</u>	<u>10.03</u>
Operation Maintenance Income	33,200.00	98,420.00	-65,220.00
Special Assessment Revenue	0.00	0.00	0.00
<b>Total Income</b>	<u>33,210.03</u>	<u>100,920.00</u>	<u>-67,709.97</u>
<b>Gross Profit</b>	33,210.03	100,920.00	-67,709.97
<b>Expense</b>			
<b>Collection System</b>			
<b>Billing</b>			
Billing Clerk	156.00	624.00	-468.00
Office Supplies	0.00	200.00	-200.00
<b>Total Billing</b>	<u>156.00</u>	<u>824.00</u>	<u>-668.00</u>
Forcemains -Flushing & Disposal	75.00	1,500.00	-1,425.00
Grinder Pump repairs	2,421.20	10,000.00	-7,578.80
<b>Total Collection System</b>	<u>2,652.20</u>	<u>12,324.00</u>	<u>-9,671.80</u>
Insurance	1,228.00	1,300.00	-72.00
<b>Legal &amp; Professional</b>			
Audit	0.00	1,650.00	-1,650.00
Engineer	0.00	1,500.00	-1,500.00
Legal Fees	0.00	2,000.00	-2,000.00
<b>Total Legal &amp; Professional</b>	<u>0.00</u>	<u>5,150.00</u>	<u>-5,150.00</u>
Miscellaneous Expense	0.00	25.00	-25.00
New Equipment	0.00	10,000.00	-10,000.00
<b>Treatment Plant</b>			
Building & Grounds Maintenance	710.00	2,000.00	-1,290.00
Chemicals	761.25	4,000.00	-3,238.75
Diesel Fuel/Propane	385.40	1,000.00	-614.60
Electricity	3,639.39	15,000.00	-11,360.61
Equipment Repairs	1,650.00	7,500.00	-5,850.00
Generator Maintenance Contract	0.00	1,200.00	-1,200.00
NPDES Permit	0.00	2,000.00	-2,000.00
Phone Service	114.67	400.00	-285.33
Plant Operator	7,800.00	31,200.00	-23,400.00
Sludge Handling & Disposal	0.00	3,500.00	-3,500.00

**Bridgewater Township Sewer Operation  
 Profit & Loss Budget vs. Actual  
 April 1 through July 9, 2015**

	Operation - Sewer		
	Apr 1 - Jul 9, 15	Budget	\$ Over Budget
Supplies	0.00	300.00	-300.00
Total Treatment Plant	15,060.71	68,100.00	-53,039.29
Total Expense	18,940.91	96,899.00	-77,958.09
Net Ordinary Income	14,269.12	4,021.00	10,248.12
Other Income/Expense			
Other Expense			
Contingencies/Reserves	0.00	4,021.00	-4,021.00
Washtenaw Cty Debt Svc			
Accounting Charges	0.00	0.00	0.00
Interest	0.00	0.00	0.00
Washtenaw Cty Debt Svc - Other	0.00	0.00	0.00
Total Washtenaw Cty Debt Svc	0.00	0.00	0.00
Total Other Expense	0.00	4,021.00	-4,021.00
Net Other Income	0.00	-4,021.00	4,021.00
Net Income	14,269.12	0.00	14,269.12

COMMISSIONERS  
DOUGLAS E. FULLER  
CHAIR  
BARBARA RYAN FULLER  
VICE-CHAIR  
WILLIAM MCFARLANE  
MEMBER

**WASHTENAW COUNTY**  
**BOARD OF COUNTY ROAD COMMISSIONERS**  
555 NORTH ZEEB ROAD  
ANN ARBOR, MICHIGAN 48103  
WWW.WCROADS.ORG

ROY D. TOWNSEND, P.E.  
MANAGING DIRECTOR  
SHERYL SODERHOLM SIDDALL, P.E.  
DIRECTOR OF ENGINEERING  
COUNTY HIGHWAY ENGINEER  
JAMES D. HARMON, P.E.  
DIRECTOR OF OPERATIONS  
TELEPHONE (734) 761-1500  
FAX (734) 761-3737

June 18, 2015

To: Township Supervisors and Other Interested Officials

RE: Call for Projects – “2016-2020 Capital Improvement Plan” – Request Forms due Friday, July 31, 2015.

The Washtenaw County Road Commission (WCRC) is currently reviewing and updating its Capital Improvement Plan (CIP), our five year plan for transportation infrastructure projects in the Road Commission’s jurisdiction. You can read more about the CIP below.

We are currently collecting new Project Requests from Townships for consideration. Project Request Forms are due Friday, July 31<sup>st</sup> 2015. You can access the Project Request Form and additional information such as last year’s “2015-2019 CIP” and “2015-2019 Unfunded Projects” lists on our website at: <http://www.wcroads.org/News/Township/Capital>. If you prefer to have the information mailed to you, please call or e-mail me with your request.

**CIP Project Request/Update Process:**

1. Review your Township’s previously submitted projects. Please identify any NEW projects, projects that have changed in a way that result in a change of priority (such as an identified funding source, significant deterioration or safety issue, etc.).
2. Fill out the [Project Request Form](#) for any new or modified projects. You can type your information directly into the PDF, save the file and return by e-mail to me ([siddalls@wcroads.org](mailto:siddalls@wcroads.org)). You may also print, scan and e-mail the form to the same e-mail address, or send by postal mail.
3. Please identify any projects on the unfunded list that should be removed.
4. If there are no changes, please send a quick e-mail to me ([siddalls@wcroads.org](mailto:siddalls@wcroads.org)) indicating no changes.

**About the CIP:**

The CIP serves as a 5-year “blueprint” for planning transportation infrastructure projects under the Road Commission’s jurisdiction utilizing allocated resources. The plan is a dynamic document that is reviewed and updated annually. Capital improvement projects are generally described as large, relatively permanent physical or system improvements in excess of \$100,000, significant equipment purchases in excess of \$100,000 or studies of at least \$100,000 that will lead to such projects. This plan does not include routine maintenance activities.

The plan identifies projects and includes information such as location, type of work, timeframe, costs and financing or funding sources. Based on a financial forecast, anticipated funding and historical data, the plan allows the Road Commission to incorporate projects into the annual

2016-2020 Call for Projects  
June 17, 2015

budget. Planned expenditures include Road Commission projects, anticipated costs for facilities and equipment and selected local project requests.

We assure you that during the course of the year, we look for any funding opportunities available that might be appropriate for your projects. We also encourage townships to work with us on developing options to advance a project at the township level.

We look forward to your participation in the program. If you have any questions, please do not hesitate to contact me at [siddalls@wcroads.org](mailto:siddalls@wcroads.org) or (734) 327-6687 or our Managing Director, Roy Townsend at (734) 327-6662.

Sincerely,

A handwritten signature in cursive script, appearing to read "Syl Sheryl Siddall".

Sheryl Soderholm Siddall, P.E.  
Director of Engineering/County Highway Engineer  
Washtenaw County Road Commission  
Phone (734) 327-6687  
[siddalls@wcroads.org](mailto:siddalls@wcroads.org)



# PHILIP R. RUBLEY

– Certified Public Accountant –

133 W. MAIN STREET • MORENCI, MI 49256

PHONE 517/458-2274

FAX 517/458-6353

MEMBERS OF  
AMERICAN INSTITUTE OF C.P.A.'s  
& THE MICHIGAN ASSOCIATION OF C.P.A.'s

PHILIP R. RUBLEY, C.P.A.

June 8, 2015

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

COPY

We are pleased to confirm our understanding of the services we are to provide Bridgewater Township, Michigan for the year ended March 31, 2015. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Bridgewater Township, Michigan as of and for the year ended March 31, 2015. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Bridgewater Township, Michigan's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Bridgewater Township, Michigan's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary Comparison Schedules

## **Audit Objective**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Bridgewater Township, Michigan's financial statements. Our report will be addressed to The Board of Trustees of Bridgewater Township, Michigan. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

## **Management Responsibilities**

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. You agree to assume all management responsibilities for any nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

**Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Bridgewater Township, Michigan's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

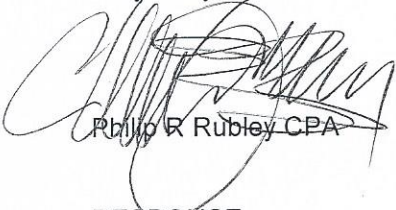
**Engagement Administration, Fees, and Other**

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

The audit documentation for this engagement is the property of Philip R Rubley CPA and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Philip R Rubley CPA personnel. Furthermore, upon request, we may provide copies of selected audit documentation. We expect to begin our audit 1n July and to issue our reports no later than September 30, 2015. Philip R Rubley CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

We appreciate the opportunity to be of service to Bridgewater Township, Michigan and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very Truly Yours



RESPONSE:

This letter correctly sets forth the understanding of Bridgewater Township, Michigan.

Management signature: \_\_\_\_\_

Title: Clerk

ORDINANCE NO:

DECRIMINALIZATION ORDINANCE

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*An ordinance to amend certain specified Bridgewater Township Ordinances so as to make violation thereof a municipal civil infraction, to provide sanctions for violations thereof, and to repeal all ordinances or parts of ordinances in conflict therewith.*

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**TOWNSHIP OF BRIDGEWATER, WASHTENAW COUNTY, MICHIGAN ORDAINS:**

**Section 1. Amendment of the Bridgewater Township Burning Ordinance**

Section 13 of the Bridgewater Township Burning Ordinance (Ordinance No.36) is amended to read in its entirety as follows:

**Section 13. Penalty**

- A. Any person violating any provision of this ordinance shall be deemed responsible for a civil infraction. Penalties may be imposed as set forth in Ordinance \_\_\_ of the ordinances of Bridgewater Township and any amendments thereto.
- B. In addition to pursuing a municipal civil infraction proceeding pursuant to subsection A hereof, the Township may also initiate an appropriate action in a court of competent jurisdiction seeking injunctive, declaratory, or other equitable relief to enforce or interpret this Ordinance or any provision of the Ordinance.
- C. All remedies available to the Township under this Ordinance and Michigan law shall be deemed to be cumulative and not exclusive.
- D. Each and every day during which a violation of this Ordinance shall exist shall be deemed to be a separate offense.
- E. Any person, firm or entity that assists with or enables the violation of this Ordinance shall be responsible for aiding and abetting, and shall be considered to have violated the provision of this Ordinance involved for which such aiding and abetting occurred. Furthermore, any attempt to violate this Ordinance shall be deemed a violation of the provision of this Ordinance involved as if the violation had been successful or completed.

**Section 2. Amendment of the Bridgewater Township Junk Yard Ordinance**

Section 5 of the Bridgewater Township Storage and Disposal of Junk (Ordinance 37) is amended to read in its entirety as follows:

**Section 5. Penalty**

- A. Any person violating any provision of this ordinance shall be deemed responsible for a civil infraction. Penalties may be imposed as set forth in Ordinance \_\_\_ of the ordinances of Bridgewater Township and any amendments thereto.
- B. In addition to pursuing a municipal civil infraction proceeding pursuant to subsection A hereof, the Township may also initiate an appropriate action in a court of competent jurisdiction seeking injunctive, declaratory, or other equitable relief to enforce or interpret this Ordinance or any provision of the Ordinance.
- C. All remedies available to the Township under this Ordinance and Michigan law shall be deemed to be cumulative and not exclusive.
- D. Each and every day during which a violation of this Ordinance shall exist shall be deemed to be a separate offense.
- E. Any person, firm or entity that assists with or enables the violation of this Ordinance shall be responsible for aiding and abetting, and shall be considered to have violated the provision of this Ordinance involved for which such aiding and abetting occurred. Furthermore, any attempt to violate this Ordinance shall be deemed a violation of the provision of this Ordinance involved as if the violation had been successful or completed.

**Section 3. Severability**

Should any section, clause or provision of this Ordinance be declared to be invalid by a court of competent jurisdiction, the same shall not affect the validity of the Ordinance as a whole or any part thereof other than the part declared invalid.

**Section 4. Repeal of Conflicting Ordinances**

All ordinances and parts of ordinances in conflict herewith are hereby repealed. Any proceedings pending, including prosecutions for violations under any previous ordinance provision being repealed hereby, shall not be affected by this Ordinance and may be continued pursuant to said previous ordinance provisions.

**Section 5. Effective Date**

This Ordinance shall take effect 30 days after publication following adoption.

YEAS:  
NAYS: None  
ABSENT: None

Ordinance declared adopted on \_\_\_\_\_, 2015.

\_\_\_\_\_  
Ronald Smith  
Township Supervisor for  
Bridgewater Township

**CERTIFICATION OF ADOPTION AND PUBLICATION**

I, Laurie Fromhart, the duly elected Township Clerk, certify that the foregoing ordinance was properly enacted by the Township board of the Township of Bridgewater, Washtenaw County, Michigan on \_\_\_\_\_, 2015 and that it was published in the Manchester Enterprise on \_\_\_\_\_, 2015.

\_\_\_\_\_  
Laurie Fromhart  
Township Clerk for  
Bridgewater Township

Ordinance No. \_\_\_\_

BRIDGEWATER TOWNSHIP

Municipal Civil Infractions

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*An ordinance providing for municipal civil infractions of certain Township ordinances and penalties pursuant thereto; establishing procedures relating thereto; authorization of which Township officials can issue civil infraction tickets and appearance tickets; penalties; and procedures relating to such matters.*

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**THE TOWNSHIP OF BRIDGEWATER, WASHTENAW COUNTY, MICHIGAN, ORDAINS:**

**Section 1. Definitions.**

As used in this Chapter:

- 1.1 "Act" means Act No. 236 of the Public Acts of 1961, as amended, and Public Acts 1226 of 1994, as amended.
- 1.2 "Authorized Township official" means a Township official, police officer or other personnel or agent of the Township authorized by this Ordinance or any ordinance to issue municipal civil infraction citations.
- 1.3 "Municipal civil infraction" means an act or omission that is prohibited by Ordinance of the Township, but which is not a crime under this Ordinance or other Ordinances of the Township, and for which civil sanctions, including without limitation, fines, damages, expenses and costs, may be ordered, as authorized by Chapter 87 of Act No. 236 of the Public Acts of 1961, as amended. A municipal civil infraction is not a lesser included offense of any violation of the Ordinances of the Township, which is a criminal offense.
- 1.4 "Municipal civil infraction action" means a civil action in which the defendant is alleged to be responsible for a municipal civil infraction.
- 1.5 "Municipal civil infraction citation" means a written complaint or notice prepared by an authorized Township official, directing a person to appear in court regarding the occurrence or existence of a municipal civil infraction violation by the person cited.
- 1.6 "Municipal civil infraction determination" means a determination that a defendant is responsible for a municipal civil infraction by one of the following: (1) An admission of responsibility for the municipal civil infraction, (ii) An admission of responsibility for the municipal civil infraction "with explanation, " (iii) A preponderance of the

evidence at an informal hearing or formal hearing, or (iv) A default judgment for failing to appear as directed by citation or other notice.

1.7 "Township" means Bridgewater Township.

## **Section 2. Municipal Civil Infraction Action; Commencement**

A municipal civil infraction action may be commenced upon the issuance by an authorized Township official of a municipal civil infraction citation directing the alleged violator to appear in court.

## **Section 3. Municipal Civil Infraction Citations; Issuance and Service**

Municipal civil infraction citations shall be issued and served by authorized Township officials as follows:

- 3.1 The time for appearance specified in a citation shall be within a reasonable time after the citation is issued.
- 3.2 The place for appearance specified in a citation shall be the 14A-4 District Court that has jurisdiction over Township unless the person cited for a municipal civil infraction is under the age of 17 at the time of the occurrence of the violation, in which case the matter shall be referred to the Washtenaw County Probate Court.
- 3.3 Each citation shall be numbered consecutively, shall be in the form approved by the state court administrator and shall consist of the following parts:
  - A. The original, which is a complaint and notice to appear, shall be filed with the 14A-4 District Court;
  - B. The first copy shall be retained by the Township and/or the ordinance enforcing agency;
  - C. The second copy shall be issued to the alleged violator if the violation is a municipal civil infraction;
  - D. The third copy shall be issued to the alleged violator if the violation is a misdemeanor.
- 3.4 A citation for a municipal civil infraction signed by an authorized Township official shall be treated as made under oath if the violation alleged in the citation occurred in the presence of the official signing the complaint and if the citation contains the following statement immediately above the date and signature to the official: "I declare under the penalties of perjury that the statements above are true to the best of my information, knowledge, and belief."
- 3.5 An authorized Township official who witnesses a person commit a municipal civil

infraction shall prepare and subscribe, as soon as possible and as completely as possible, an original and required copies of a citation.

- 3.6 An authorized Township official may issue a citation to a person if:
- A. Based upon investigation, the official has reasonable cause to believe that the person is responsible for a municipal civil infraction; or
  - B. Based upon investigation of a complaint by someone who allegedly witnessed the person commit a municipal civil infraction, the official has reasonable cause to believe that the person is responsible for an infraction and if the Township attorney approves in writing the issuance of the citation.
- 3.7 Municipal civil infraction citations shall be served by an authorized Township official as follows:
- A. Except as otherwise provided below, an authorized Township official shall personally serve a copy of the citation upon the alleged violator.
  - B. If the municipal civil infraction action involves the use or occupancy of land, a building or other structure, a copy of the municipal civil infraction citation does not need to be personally served upon the alleged violator, but may be served upon an owner or occupant of the land, building or structure by posting the copy on the land or attaching the copy to the building or structure. In addition, a copy of the citation shall be sent by first-class mail to the owner of the land, building, or structure at the owner's last known address. A citation served in accordance with this subsection for a violation involving the use or occupancy of land or a building or other structure shall be processed in the same manner as a citation served personally upon a defendant.

#### **Section 4. Municipal Civil Infraction Citations; Contents**

- 4.1 A municipal civil infraction citation shall contain the name of the Township and the name and the address of the alleged violator, the municipal civil infraction alleged, the place where the alleged violator shall appear in court, the telephone number of the court, and the time at or by which the appearance shall be made.
- 4.2 A municipal civil infraction citation shall inform the alleged violator that he or she may do one of the following:
- A. Admit responsibility for the municipal civil infraction by mail, in person, or by representation, at or by the time specified for appearance.
  - B. Admit responsibility for the municipal civil infraction "with explanation" by mail by the time specified for appearance or, in person, or by representation.



- C. Deny responsibility for the municipal civil infraction by doing either of the following:
  - i. Appearing in person for an informal hearing before a judge or district court magistrate, without the opportunity of being represented by an attorney, unless a formal hearing before a judge is requested by the Township.
  - ii. Appearing in court for a formal hearing before a judge, with the opportunity of being represented by an attorney.

4.3 The citation shall also inform the alleged violator of all of the following:

- A. That if the alleged violator desires to admit responsibility "with explanation" in person or by representation, the alleged violator must apply to the court in person, by mail, by telephone or by representation within the time specified for appearance, and obtain a scheduled date and time for an appearance.
- B. That if the alleged violator desires to deny responsibility, the alleged violator must apply to the court in person, by mail, by telephone or by representation within the time specified for appearance and obtain a scheduled date and time to appear for a hearing unless a hearing date is specified on the citation.
- C. That a hearing shall be an informal hearing unless a formal hearing is requested by the alleged violator or the Township.
- D. That at an informal hearing the alleged violator must appear in person before a judge or district court magistrate, without the opportunity of being represented by an attorney.
- E. That at a formal hearing the alleged violator must appear in person before a judge with the opportunity of being represented by an attorney.

4.4 The citation shall contain a notice in boldfaced type that the failure of the alleged violator to appear within the time specified in the citation or at the time scheduled for a hearing or appearance is a misdemeanor and will result in entry of a default judgment against the alleged violator on the municipal civil infraction.

**Section 5. Penalties and Sanctions for Violations of Township Ordinances; Continuing Violations, Injunctive Relief**

5.1 Unless a violation of an ordinance of the Bridgewater Township is specifically designated in the ordinance as a misdemeanor, the violation shall be deemed to be a municipal civil infraction.

5.2 Unless a different schedule of civil fines is provided for by an applicable ordinance, the civil fines payable upon admissions of responsibility by persons served with municipal ordinance violation notices shall be determined pursuant to the following schedule and on the basis of the of the date of the violation(s):

First violation	\$100
Second violation within a 3-year period	\$250
Third or subsequent violation within a 3-year period	\$500

5.3 A "violation" includes any act which is prohibited or made or declared to be unlawful or an offense by an ordinance, and any omission or failure to act where the act is required by an ordinance.

5.4 Each day on which any violation of an ordinance continues constitutes a separate offense and shall be subject to penalties or sanctions as a separate offense.

5.5 In addition to any remedies available at law, the Township may bring an action for an injunction or other process against a person to restrain, prevent or abate any violation of any Township ordinance.

**Section 6. Authorized Persons-Civil Infractions Tickets**

Unless prohibited by state law or unless otherwise provided by specific provisions of a particular Bridgewater Township ordinance to the contrary, the following officials are hereby designated as the authorized Township officials to issue and serve municipal civil infraction citations for violations of Township ordinances which provide for a municipal civil infraction for a violation thereof:

- The Township building inspector
- The Washtenaw County Sheriff and all other deputy county sheriffs of said county
- The Township supervisor
- The Township ordinance enforcement officer
- The Township zoning enforcement officer
- Any certified officers of a private company or companies contracted with the Township for enforcement purposes.

**Section 7. Applicability of the Act**

If this Ordinance is silent as to given procedural requirements or in any way conflicts with the Act, the Act shall govern.

**Section 8. Severability and Captions.**

This Ordinance and the various parts, sections, subsections, sentences, phrases and clauses thereof are hereby declared to be severable. If any part, section, subsection, sentence, phrase or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected thereby. The captions included at the beginning of each Section are for convenience only and shall not be considered a part of this Ordinance.

**Section 9. Administrative Liability.**

No officer, agent, or employee of the Township or member of the Township Board shall render himself or herself personally liable for any damage which may occur to any person or entity as the result of any act or decision performed in the discharge of his or her duties and responsibilities pursuant to this Ordinance.

**Section 10. Effective Date**

This ordinance shall take effect 30 days after the publication of this ordinance. All ordinances or parts of ordinances in conflict with any of the provisions of this ordinance are hereby repealed.

YEAS:  
NAYS:       None  
ABSENT:     None

**Ordinance declared adopted on \_\_\_\_\_, 2015.**

\_\_\_\_\_  
Ronald Smith  
Township Supervisor for  
Bridgewater Township

**CERTIFICATION OF ADOPTION AND PUBLICATION**

I, Laurie Fromhart, the duly elected Township Clerk, certify that the foregoing ordinance was properly enacted by the Township board of the Township of Bridgewater, Washtenaw County, Michigan on \_\_\_\_\_, 2015 and that it was published in the Manchester Enterprise on \_\_\_\_\_, 2015.

\_\_\_\_\_  
Laurie Fromhart  
Township Clerk for  
Bridgewater Township

**BRIDGEWATER TOWNSHIP  
CASH HANDLING & RECEIPTING POLICY  
ADOPTED 08-07-2014**

**Authorization to Receive Cash**

The following employee positions are authorized to receive cash: *Treasurer, Clerk, Assessor, and Zoning Administrator.*

~~**Petty Cash**~~

~~The Township Treasurer shall maintain a petty cash fund of \$50.00 to provide for the immediate purchase of minor materials, supplies or minor change making. The purchase requisition/purchase order procedure is required for all normal purchases.~~

~~Loans, cash advances and personal check cashing are prohibited. Cash refunds shall not be issued for overpayments at the time of occurrence (i.e., either a credit should be issued or a check refund generated through accounts payable).~~

**Receipting of Cash Receipts**

The treasurer is responsible for all cash receipts. There must be a record of all individual cash transactions, including receipts in triplicate form. All cash transactions must be recorded using a sequentially pre-numbered document. The receipt shall include the amount received, method of payment, name of the payer, purpose and name of staff receiving payment.

On a daily basis, authorized individuals who receive cash shall turn over all cash and a copy of all issued receipts to the *Treasurer* intact.

**Posting of Cash Receipts**

The *Treasurer* shall provide *the Clerk* a record of all money received. The clerk shall be provided with a copy of voided or canceled receipts marked “voided.”

**Cash Receipt Report**

A cash receipt report shall be run of each month’s activity. A cash receipt report shall contain the detail of all daily transactions and shall agree with the month’s deposits.

**Deposit Procedures**

Total cash collected shall be reconciled to the sum of the pre-numbered receipts. Deposits shall be made intact, with no reductions to deposits made for expenditures, and must be reconciled to official receipts. Deposit tickets shall list checks by name or number, and amount. Total cash collected shall be deposited at least once a week, in the appropriate township bank account. Undeposited funds shall be secured with the Treasurer.