

AGENDA  
BRIDGEWATER TOWNSHIP BOARD OF TRUSTEES  
Date August 6, 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 July 9, 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. WC Consortium for Solid Waste Management
2. Financials, Approve Disbursements
3. Decriminalization and Civil Infraction Ordinances
4. Parking Lot Discussion

CITIZEN PARTICIPATION

ADJOURN

Upcoming Meetings and Events:

Township Planning Commission: August 10, 2015, 2015, Bridgewater Township Hall, 7:00 p.m.

Township Board of Trustees: September 3, 2015, 2015 Bridgewater Township Hall, 7:00 p.m.

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

**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

**BRIDGEWATER TOWNSHIP  
BOARD OF TRUSTEES MEETING  
MINUTES OF MEETING  
THURSDAY, JULY 9, 2015**

**I. CALL TO ORDER**

The regular monthly meeting of the Bridgewater Township Board of Trustees was called to order by Supervisor Smith at 7:05 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 Trustee David Faust.

Absent: Trustee Geoffrey Oliver.

Attendance: 4

**II. CITIZEN PARTICIPATION**

A resident expressed concern regarding the impact to our local roads from the Rover Pipeline project and informed the Board that the Township can be compensated if it negotiates early with them.

**III. APPROVAL OF MINUTES**

**Smith moved to approve the June 4, 2015 meeting minutes as drafted. Faust seconded the motion which was adopted unanimously.**

**IV. REVIEW AND APPROVE AGENDA**

**Smith moved to approve the agenda as amended with the addition of item #8 Newspaper of Record. McQueer seconded the motion which was adopted unanimously.**

**Public Safety Report**

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

**V. REPORTS AND CORRESPONDANCE**

**A. Treasurer's Report**

McQueer submitted a written report to the Board.

**B. Clerk's Report**

Fromhart reported she posted the new zoning applications and freedom of information act forms on the Township website, the Township audit is scheduled for August 3<sup>rd</sup> and a possible county-wide renewal millage for the 800 MHz project may be scheduled for the November election. Fromhart also reported she received notice from the Township's vendor Paychex that receipt of payroll packages may be delayed due to changes with the U.S. postal service. Fromhart noted payroll packages are mailed to her home office which include monthly, quarterly, and year-end reports which are records of the Clerk's office and declined to have them mailed directly to the Treasurer's office per her request. Fromhart agreed instead to separate the monthly paychecks from the payroll packages and deliver them directly to the Treasurer's office for disbursement.

**C. Supervisor's Report**

Smith reported WWTP construction work is almost complete on modifications to the first clarifier and work is scheduled to begin soon on modifications to the second clarifier. Smith noted there is still a problem with the skimmers and the plant operator is taking remedial measures to correct the problem. Smith also noted the

WWTP is meeting its permit limits however the weather has not been really hot and a lot of water has been flowing through the plant due to all of the rain. Smith reported on the status of a property boundary dispute in the hamlet and indicated there is nothing the Township can do until proper forms are filed with the Township assessor. Smith also reported a Rover Pipeline meeting is scheduled for July 14th at 10:30 a.m. at Dexter Township hall.

**D. Trustees' Report**

No report.

**E. Written Reports**

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

**VI. PRIORITY BUSINESS**

**A. Approve Disbursements from June 5, 2015 through July 9, 2015**

**Smith moved to pay the monthly bills from the general and sewer funds in the total amount of \$16,768.99. Faust seconded the motion. Roll Call Vote: Faust yes, Fromhart yes, McQueer yes, Smith yes. Motion passed.**

**B. Road Projects**

The Board discussed the condition of Township roads and potential road projects and agreed to have the Supervisor request that Boettner Road be added to the WCRC's capital improvement plan.

**C. Auditor Commitment Letter**

**Smith moved to accept Philip R. Rubley, C.P.A. commitment letter for the audit of the Township's financial statements for fiscal year ending March 31, 2015. McQueer seconded the motion. Roll Call Vote: Faust yes, Fromhart yes, McQueer yes, Smith yes. Motion passed.**

**D. Fee Discussion (Permit)**

Smith reported he discussed the zoning compliance fee with the new Zoning Administrator and recommended that the Board eliminate the \$100 fee. The Board discussed current fees and if they are reasonable and reflect actual costs incurred by the Township. The Supervisor suggested charging nominal fees with escrows established for most projects. Fromhart expressed concerned about placing all fees in escrow that would require billing for the Township's time creating more administrative work. The Board agreed to have the Supervisor and Clerk review the fee schedule and present a proposal in September.

**E. Decriminalization Ordinances**

The Board reviewed and discussed the proposed civil infractions and decriminalization ordinances. **Fromhart moved to adopt Bridgewater Township Municipal Civil Infractions and Municipal Civil Infractions Bureau Ordinance #69 as amended changing Manchester Enterprise to The Sun Times under certification of adoption and publication. McQueer seconded the motion which was adopted unanimously. Fromhart moved to adopt Bridgewater Township Decriminalization Ordinance #70 as amended changing Manchester Enterprise to The Sun Times under certification of adoption and publication. McQueer seconded the motion which was adopted unanimously.**

**F. Cash Receipt Policy**

Fromhart proposed amendments to the Township's cash handling and receipting policy adding the Clerk and eliminating the petty cash provision. **McQueer moved to adopt the amended Cash Handling and Receipting Policy as presented. Smith seconded the motion which was adopted unanimously.**

### **G. Attorney Bill**

Fromhart reported she received numerous invoices from Lucas on June 30<sup>th</sup> and requested the invoices be placed on the Board's agenda for review and discussion. Fromhart reported it has been an ongoing problem receiving bills from Lucas on a monthly basis. Fromhart noted she emailed Lucas on March 19<sup>th</sup> advising that the Township's fiscal year ends March 31<sup>st</sup> and that any outstanding invoices for services be received in her office no later than March 27<sup>th</sup>. Fromhart reported the current invoices include billing dating back to the Township's last fiscal year. Fromhart indicated when bills are so delinquent it takes more administrative time to review and has found that the Township has been double billed in the past. Fromhart also reported the last time Lucas billed the Township for services dating back to the previous fiscal year he gave the Township a credit for those charges. McQueer suggested sending a letter to Lucas advising him that the Township expects to be billed on a monthly basis with certain perimeters or for the Board to consider pursuing a retainer agreement for services. **McQueer moved to add invoice charges from Fred Lucas's firm in the amount of \$1670 to the account payables for July. Faust seconded the motion. Roll Call Vote: Faust yes, Fromhart no, McQueer yes, Smith yes. Motion passed.**

### **H. Newspaper of Record**

Fromhart reported that Washtenaw Now is no longer publishing public notices effective June 25, 2015 and requested the Board approve The Sun Times as the Township's official newspaper of record. **Fromhart moved to approve The Sun Times as the Township's official newspaper of record. Smith seconded the motion which was adopted unanimously.**

### **VII. CITIZEN PARTICIPATION**

A resident commented that another resident complained to her that the property owner on Michigan Avenue just brought in another trailer load of junk.

### **VIII. ADJOURNMENT**

**Smith moved to adjourn the meeting at 8:55 p.m.**

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

July 7, 2015

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

Dear Mr. Smith,

Attached you will find the June 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 24 calls for service for the month of June. Of the 24 calls the Michigan State Police responded to 9. The Sheriff Office responded to 1 call, 14 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

*Jerry L. Clayton, Sheriff*



**Lisa King**  
Western Operations Lieutenant

2201 Hogback Rd  
Ann Arbor, MI 48105

phone: 734-994-8105

cell: 734-260-3197

fax: 734-994-8086

email: [kingl@ewashtenaw.org](mailto:kingl@ewashtenaw.org)

web: [www.washtenawsheriff.org](http://www.washtenawsheriff.org)

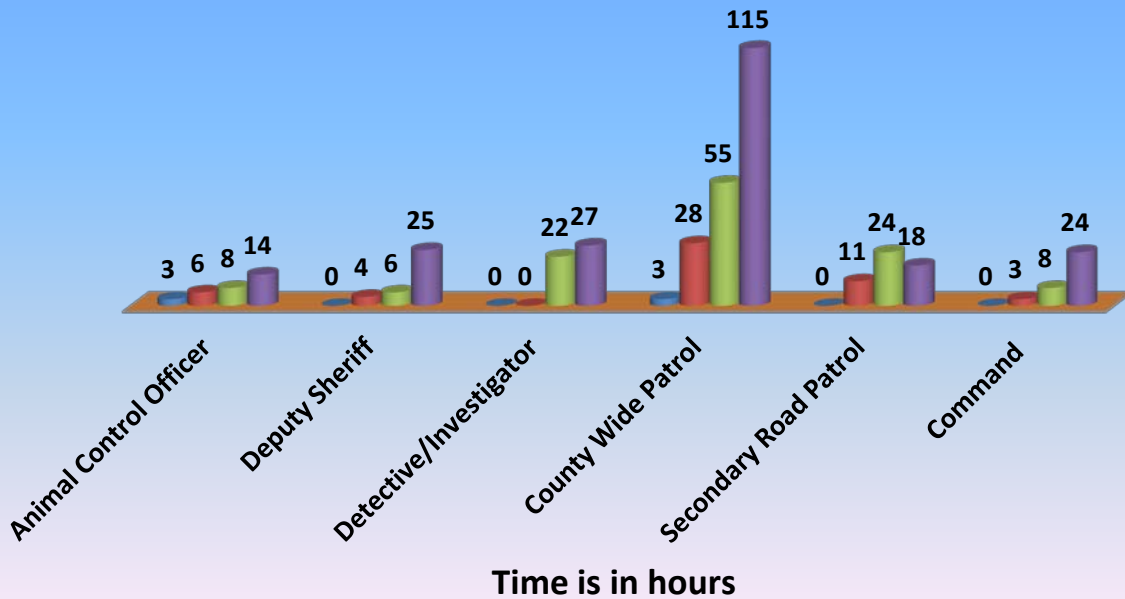
WASHTENAW COUNTY SHERIFF'S OFFICE

*Public Safety – Emergency Preparedness – Quality Service – Strong Communities*

## Sheriff Activity by Position

Time spent in Bridgewater Township

■ June 2015 ■ YTD 2015 ■ YTD 2014 ■ YTD 2013



**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.

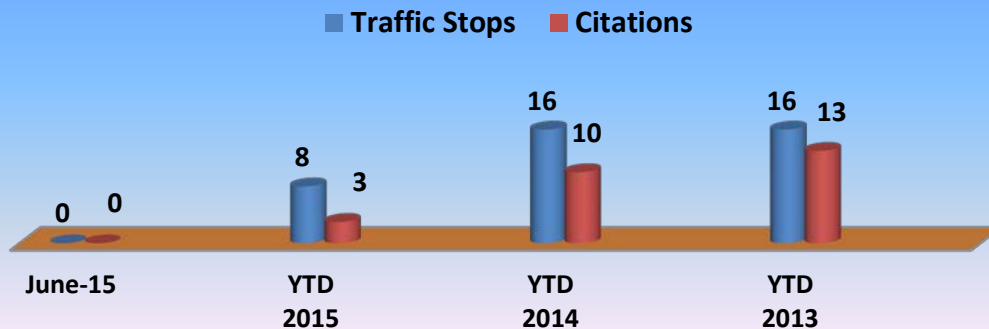
**County Wide Patrol:** County funded county wide road patrol deputies who primarily perform law enforcement duties in non-contracting areas.

**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.

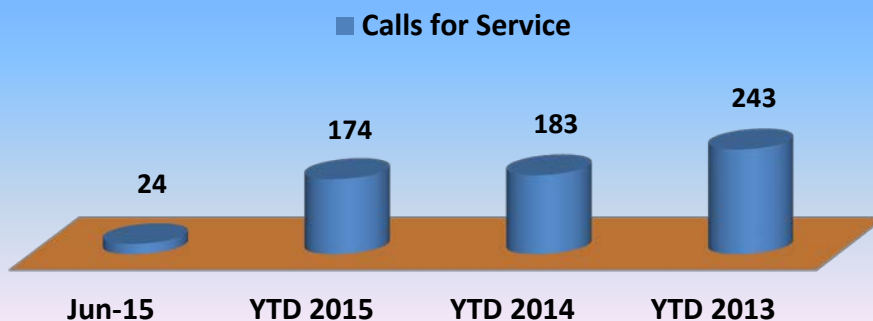


## Traffic Enforcement--Bridgewater Township



## Bridgewater Township Calls for Service

Includes WCSO & MSP



## Contract Deputies into Bridgewater Township

■ Manchester-Lodi Deputies



### **Banking**

Banking reconciliations for all Township accounts for the month of July were completed and distributed to all board members. Copies of all bank statements were given to the Clerk. There were no deficiencies noted.

### **Personal Property**

At this time all 2014 personal property taxes have been paid. Bridgewater Township holds no delinquent personal property taxes.

### **Audit**

The annual audit was conducted August 3 -5 with the accounting firm Philip Rubley CPA. The report will follow next month.

### **Property Taxes**

Property taxes are due without interest September 14, 2015. To date I have collected \$129,130.97. I have issued checks for the first disbursement of the tax year. All taxing unites were paid.

### **State Revenue Sharing**

We received our check in the amount of \$19,747.00 for March and April's State revenue sharing payment.

Respectfully submitted,

*Michelle McQueen*

Bridgewater Township Treasurer

## Bridgewater Township Planning Commission Minutes - Approved

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

## Bridgewater Township Planning Commission Minutes - Approved

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 - Approved

- 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 Planning Commission Minutes - Draft

- I. 13-Jul-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; delete 8B – Ron Smith
  - Second to motion – Cal Messing
  - Vote – unanimous
- V. Approval of Minutes
  - Motion to approve minutes from 8-Jun-15 as presented – Ron Smith
  - Second to motion – Mark Iwanicki
  - Vote – unanimous
- VI. Public Hearings
  - None
- VII. Old Business
  - A. Monastery site plan update-WCRC
    - Received a response from WCRC; there are several items that need to be finished
    - The Planning Commission could approve the SLU without waiting for WCRC final approval
    - Should have final approval for the August meeting
  - B. Update forms for clerk/update fees – subcommittee report
    - Ron Smith spoke to the trustees at the board meeting
    - All of the updated forms are on the web site
    - Fees still need to be worked out; most likely will go with escrow charging system
    - Will remove the \$100 fee for a permit
    - Will charge by the hour for the cost of the service provided
    - The board will act on updating the fees next month
  - C. Accessory dwelling (detached, not meeting current ordinance)
    - Rodney Nanney presented a Better Homes & Gardens article which showed a shed turned into living quarters
    - Dave Horney talked about the Dearborn area where people turn small dwellings into living space; Rodney Nanney talked that Dearborn city council was looking into this; mostly due to parking concerns
    - Using a SLU would allow enforcement of rental property since the SLU could be revoked
    - Could require a report from the owner of how the property is being used
    - Dennis Ruppert asked what is likely to happen from here; Dave Horney said that the planning commission is not ready to take any action yet; Rodney Nanney said that the planning commission

- could request a article to review
- Ron Smith said the township does not want to take on the cost of changing the ordinance; Dennis Ruppert could pay the fees and force the issue
- Rodney Nanney explained that there is no urgency to changing the ordinance
- Rodney Nanney explained the pluses and minuses of renting of the second house
- Dave Horney said that we are not ready to move forward at this point

## VIII. New Business

### A. Chelsea Lumber site improvement

- Rodney Nanney walked through the site plan report; this is a non-conforming site
- The planning commission can approve site plan even though it non-conforming
- Rodney Nanney noted that the site plan is missing a third improvement in new application; Susan Bauer said that the building will be removed; this would be the third improvement
- Rodney Nanney indicated that we could use the same motion as April 2014
- Motion to approve the Chelsea Lumber Amended Site plan finding that the plan meets the following items of section 16.08.3:
  - Clean up or restoration of a blighted site (J) by removing the old building on the north side of the property
  - Building design or exterior facade improvements (D) by the new building
  - Loading improvements (E) by moving the lumber into the new building
  - Submittal of evidence of the retaining wall must not exceed six feet in height which can be a photo or a drawing by the end of the calendar year of 2015
  - Mark Iwanicki
- Second to motion – Cal Messing
- Roll Call Vote:
  - Ron Smith – yes                      Cal Messing - yes                      Dave Horney - yes
  - Mark Iwanicki - yes                      Tom Wharam - yes

### ~~B. GS materials application~~

- The completed Mineral Extraction License application will be turned in 14-Jul-15
- Rodney Nanney will review the application and generate a site plan review
- GS Materials is likely to appear next month

## IX. Communications

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

- A report was provided and is on record

### B. Report on 9-Jul-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 10-Aug-15 at 7:00 P.M.
- Motion to adjourn – Dave Horney
- Second to motion – Ron Smith
- Vote – unanimous

Meeting adjourned at 8:4 P.M.

DRAFT



Type	Date	Num	Name	Split	Amount
Check	07/10/2015	autopay	Detroit Edison Company - 67-069A	5440852 · Street lighting	-292.12
Check	07/14/2015	autopay	Consumers Energy	5265728 · Maintenance & Utilities	-13.60
Check	07/14/2015	autopay	Frontier	5265728 · Maintenance & Utilities	-89.16
Check	07/23/2015	online	Staples	5253701 · Tax Collection Expense	-47.25
Check	07/30/2015	autopay	Detroit Edison Company	5265728 · Maintenance & Utilities	-75.90
Check	08/01/2015	autopay	Cardmember Service	2050 · Comerica - Clerk/Treasurer	-775.76
Check	08/06/2015	9196	21st Century Media - Michigan	5173900 · Printing & publishing	-80.87
Check	08/06/2015	9197	Village of Clinton	5339727 · Fire protection billing expense	-5,000.00
Check	08/06/2015	9198	Barbara Eversole	5265728 · Maintenance & Utilities	-200.00
Check	08/06/2015	online	Paychex	payroll	-5,318.38
Check	08/06/2015	9199	Mary Rider	assessing services	-1,975.00
Check	08/06/2015	9200	Washtenaw County Consortium Solid Waste	5173811 · Membership fees & dues	-75.00
Check	08/06/2015	9201	Fromhart, Laurie A.	5215727 · Clerk supplies & expense	-76.41
Check	08/06/2015	9202	J & M Way Mowing	5265728 · Maintenance & Utilities	0.00
Check	08/06/2015	9203	Manchester Township	5339727 · Fire protection billing expense	0.00
Check	08/06/2015	9204	J & M Way Mowing	5265728 · Maintenance & Utilities	-485.00
Check	08/06/2015	9205	Manchester Township	5339727 · Fire protection billing expense	-4,046.59
					<u>-18,551.04</u>

	<u>Apr 1 - Aug 6, 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	2,813	26,000	-23,187
4448 · Tax collection fees	0	3,500	-3,500
4460 · Township permits	2,475	1,500	975
4465 · Land division fees	0	400	-400
4574 · Revenue sharing	38,986	128,833	-89,847
4601 · Fire charge collection	0	2,000	-2,000
4665 · Interest Income	87	600	-513
4671 · Other Income - Fund Balances	0	30,000	-30,000
4672 · Other Income	6,953	1,000	5,953
4675 · Metro Auth.-restricted to roads	2,491	3,000	-509
4685 · FOIA Request Income	8	0	8
4690 · Mineral Extraction License Fees	1,000	1,000	0
4700 · Election Reimbursement	0	2,500	-2,500
<b>Total Income</b>	<u>62,877</u>	<u>270,373</u>	<u>-207,496</u>
<b>Gross Profit</b>	62,877	270,373	-207,496
<b>Expense</b>			
<b>5101000 · Township Board</b>			
5101703 · Trustee salary	1,600	4,800	-3,200
5101727 · Township supplies & expenses	97	600	-503
5101770 · Conferences & Training	0	750	-750
<b>Total 5101000 · Township Board</b>	<u>1,697</u>	<u>6,150</u>	<u>-4,453</u>
<b>5171000 · Supervisor</b>			
5171703 · Supervisor Salary	5,202	15,607	-10,405
5171727 · Supervisor Expense	0	500	-500
<b>5209000 · Assessor</b>			
5209705 · Board of Review expenses	0	1,500	-1,500
5209805 · Assessor	6,900	20,700	-13,800
5209810 · Assessor Expense	401	3,000	-2,599
<b>Total 5209000 · Assessor</b>	<u>7,301</u>	<u>25,200</u>	<u>-17,899</u>
<b>Total 5171000 · Supervisor</b>	12,503	41,307	-28,804
<b>5173000 · Other General Government</b>			
5173715 · Social Security	1,514	5,400	-3,886
5173801 · Attorney & Consulting Expenses	1,558	3,000	-1,442
5173802 · Audit fees	0	4,000	-4,000
5173811 · Membership fees & dues	1,599	2,000	-401
5173895 · Website Administrator	100	500	-400
5173912 · Insurance & Bonds	5,527	5,500	27

	<b>Apr 1 - Aug 6, 15</b>	<b>Budget</b>	<b>\$ Over Budget</b>
5173955 · Miscellaneous	0	200	-200
<b>Total 5173000 · Other General Government</b>	<b>10,298</b>	<b>20,600</b>	<b>-10,302</b>
<b>5215700 · Clerk</b>			
5173900 · Printing & publishing	170	1,000	-830
5174810 · Deputy Clerk	622	1,600	-978
5191727 · Election expense	1,395	2,500	-1,105
5215703 · Clerk salary	5,405	16,214	-10,809
5215727 · Clerk supplies & expense	1,034	3,200	-2,166
<b>Total 5215700 · Clerk</b>	<b>8,626</b>	<b>24,514</b>	<b>-15,888</b>
<b>5253700 · Treasurer</b>			
5253701 · Tax Collection Expense	610	3,000	-2,390
5253703 · Treasurer salary	5,872	17,615	-11,743
5253704 · Deputy Treasurer Wages	179	1,000	-821
5253727 · Treasurer supplies & expenses	419	2,000	-1,581
<b>Total 5253700 · Treasurer</b>	<b>7,080</b>	<b>23,615</b>	<b>-16,535</b>
<b>5265000 · Building &amp; Grounds</b>			
5265728 · Maintenance & Utilities	3,147	6,000	-2,853
5265925 · Cemetery care	88	200	-112
5265980 · Building improvement & equipmen	48	5,000	-4,952
<b>Total 5265000 · Building &amp; Grounds</b>	<b>3,283</b>	<b>11,200</b>	<b>-7,917</b>
<b>5301800 · Public Safety</b>			
5339727 · Fire protection billing expense	14,047	50,000	-35,953
<b>Total 5301800 · Public Safety</b>	<b>14,047</b>	<b>50,000</b>	<b>-35,953</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	1,650	10,000	-8,350
<b>Total 5400701 · Planning</b>	<b>2,580</b>	<b>15,000</b>	<b>-12,420</b>
<b>5410726 · Zoning</b>			
5410704 · Land Division Processing Fees	700	1,500	-800
5410727 · Zoning ad.wage & expense	960	1,000	-40
<b>Total 5410726 · Zoning</b>	<b>1,660</b>	<b>2,500</b>	<b>-840</b>
<b>Total 5400700 · Planning &amp; zoning</b>	<b>4,240</b>	<b>17,500</b>	<b>-13,260</b>
<b>5440000 · Public works</b>			

	<b>Apr 1 - Aug 6, 15</b>	<b>Budget</b>	<b>\$ Over Budget</b>
5440846 · Road Improvements	15,409	60,000	-44,591
5440847 · Drains at large	0	10,000	-10,000
5440852 · Street lighting	876	3,200	-2,324
<b>Total 5440000 · Public works</b>	<b>16,285</b>	<b>73,200</b>	<b>-56,915</b>
5500000 · Contingencies	0	2,287	-2,287
<b>Total Expense</b>	<b>78,059</b>	<b>270,373</b>	<b>-192,314</b>
<b>Net Income</b>	<b>-15,182</b>	<b>0</b>	<b>-15,182</b>

Type	Date	Num	Name	Split	Amount
Check	07/10/2015	autopay	Frontier	Phone Service	-38.88
Check	07/29/2015	autopay	DTE Energy	Electricity	-1,180.88
Check	08/06/2015	1127	Alexander Chemical Corporation	Chemicals	-903.50
Check	08/06/2015	1128	Village of Manchester	Plant Operator	-2,600.00
Check	08/06/2015	1129	Jon Way	Building & Grounds Maintenance	-220.00
					<u>-4,943.26</u>

	<b>Bond - Sewer</b>		
	<b>Apr 1 - Aug 6, 15</b>	<b>Budget</b>	<b>\$ Over Budget</b>
<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>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
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>	<b>9,511.31</b>	<b>53,500.00</b>	<b>-43,988.69</b>
<b>Gross Profit</b>	<b>9,511.31</b>	<b>53,500.00</b>	<b>-43,988.69</b>
<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>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Forcemains -Flushing & Disposal	0.00	0.00	0.00
Grinder Pump repairs	0.00	0.00	0.00
<b>Total Collection System</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
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>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
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

	<b>Bond - Sewer</b>		
	<b>Apr 1 - Aug 6, 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>

	<b>Operation - Sewer</b>		
	<b>Apr 1 - Aug 6, 15</b>	<b>Budget</b>	<b>\$ Over Budget</b>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Customer Finance Charge	984.56	2,500.00	-1,515.44
Interest Income Master Account			
Interest Income Checking	14.96	0.00	14.96
<b>Total Interest Income Master Account</b>	<b>14.96</b>	<b>0.00</b>	<b>14.96</b>
Operation Maintenance Income	41,500.00	98,420.00	-56,920.00
Special Assessment Revenue	0.00	0.00	0.00
<b>Total Income</b>	<b>42,499.52</b>	<b>100,920.00</b>	<b>-58,420.48</b>
<b>Gross Profit</b>	<b>42,499.52</b>	<b>100,920.00</b>	<b>-58,420.48</b>
<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>	<b>156.00</b>	<b>824.00</b>	<b>-668.00</b>
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>	<b>2,652.20</b>	<b>12,324.00</b>	<b>-9,671.80</b>
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	112.50	2,000.00	-1,887.50
<b>Total Legal &amp; Professional</b>	<b>112.50</b>	<b>5,150.00</b>	<b>-5,037.50</b>
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	930.00	2,000.00	-1,070.00
Chemicals	1,664.75	4,000.00	-2,335.25
Diesel Fuel/Propane	385.40	1,000.00	-614.60
Electricity	4,820.27	15,000.00	-10,179.73
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	152.55	400.00	-247.45
Plant Operator	10,400.00	31,200.00	-20,800.00
Sludge Handling & Disposal	0.00	3,500.00	-3,500.00



**Operation - Sewer**

	<b>Apr 1 - Aug 6, 15</b>	<b>Budget</b>	<b>\$ Over Budget</b>
Supplies	0.00	300.00	-300.00
Total Treatment Plant	<u>20,002.97</u>	<u>68,100.00</u>	<u>-48,097.03</u>
Total Expense	<u>23,995.67</u>	<u>96,899.00</u>	<u>-72,903.33</u>
Net Ordinary Income	18,503.85	4,021.00	14,482.85
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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Other Expense	<u>0.00</u>	<u>4,021.00</u>	<u>-4,021.00</u>
Net Other Income	<u>0.00</u>	<u>-4,021.00</u>	<u>4,021.00</u>
Net Income	<u><u>18,503.85</u></u>	<u><u>0.00</u></u>	<u><u>18,503.85</u></u>