

**BRIDGEWATER TOWNSHIP BOARD OF TRUSTEES MEETING**  
**THURSDAY, SEPTEMBER 5, 2024, 7:00 P.M.**  
**BRIDGEWATER TOWNSHIP HALL**  
**10990 CLINTON RD, MANCHESTER, MI 48158**

**AGENDA**

- I. CALL TO ORDER / ESTABLISH QUORUM / PLEDGE ALLEGIANCE
- II. CITIZEN PARTICIPATION
- III. APPROVAL OF REGULAR BOARD MEETING MINUTES – AUGUST 8, 2024
- IV. REVIEW AND APPROVE AGENDA
- V. PRESENTATION OF 2024 AUDIT – RANA M. EMMONS, C.P.A., PSLZ LLP
- VI. UNFINISHED BUSINESS
  - A. Zoning Administrator and Ordinance Enforcement Officer Recommendation
  - B. Utility Scale Renewable Energy Facilities Ordinance Discussion: Options - CREO, Workable, or Do Nothing
  - C. Architectural Proposals – Follow up regarding township hall addition and grant funding
- VII. NEW BUSINESS
  - A. Approval of Claims Listing for August 1, 2024 through August 31, 2024
  - B. Accounting Assistance Discussion
- VIII. REPORTS & CORRESPONDANCE
  - A. Public Safety Report – Written report from WCSO
  - B. Zoning Administrator’s Report – Written report from Rodney Nanney
  - C. Assessor’s Report
  - D. Supervisor’s Report – Adobe Acrobat Pro 2020, Road Projects, WWTP updates
  - E. Clerk’s Report
  - F. Treasurer’s Report
  - G. Trustees’ Report
  - H. Planning Commission Report – Minutes included in board packet
  - I. Farmland Preservation Board Report
- IX. CITIZEN PARTICIPATION
- X. ADJOURNMENT

## Bridgewater Township Board of Trustees Minutes

### I. CALL TO ORDER

8-Aug-24 meeting called to order by Supervisor Fromhart at 7:00 p.m. followed by the Pledge of Allegiance at Bridgewater Township Hall, 10990 Clinton Road, Manchester, MI.

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

Absent: None

Citizen attendance: 2

### II. CITIZEN PARTICIPATION

- None.

### III. APPROVAL OF REGULAR BOARD MINUTES

- Motion to approve the previous meeting minutes as presented – Mr. Oliver; support – Ms. Ahrens. vote – unanimous

### IV. REVIEW AND APPROVE AGENDA

- Motion to approve the agenda as amended moving A to B – Mr. Oliver; support – Mr. Faust; vote – unanimous.

### V. UNFINISHED BUSINESS

- A. Architectural Proposals – Follow up regarding township hall addition and grant funding.
- To be continued next month.

### VI. NEW BUSINESS

#### A. Zoning Administrator and Ordinance Enforcement Officer Recommendation.

- The board had a lengthy discussion about the Zoning Administrator and our Zoning Ordinance. Mr. Carl Werner was present and gave a brief introduction about himself and detailed his experience. Mr. Werner also answered questions from the Board.
- Motion to table the discussion until our September 2024 meeting, meanwhile the Supervisor will notify Rodney Nanney that the Board is in discussions to end his contract as Zoning Administrator. – Ms. McQueer; support – Ms. Ahrens; vote- YES- Ms. Ahrens, Ms. McQueer, Mr. Oliver. NO – Mr. Faust, Ms. Fromhart. Motion passed.

#### B. Approval of Claims Listing for June 1, 2024, through July 31, 2024

Motion to approve disbursements of \$11,862.25 for general operations and \$8,308.64 for sewer operations; total expenditure of \$20,170.89 for the month of June and disbursements of \$84,226.45 for general operations and \$9,343.79 for sewer operations; total expenditure of \$93,570.24 for the month of July for a grand total of \$113,741.13 – Mr. Oliver; support – Ms. Ahrens; vote – unanimous.

#### C. Clean-Up Day Discussion

- The Supervisor shared that the only vendor available to bring trash trucks was Stevens Disposal and Recycling, the cost per truck is \$1,600.00 each. The Board agreed to September 28, 2024, as our cleanup day. Clerk McQueer thanked Supervisor Fromhart for organizing cleanup day this year.

#### D. WAVE – Request for Financial Support

- Motion to support the Wave program to include Bridgewater Township Seniors for 1 Year with a \$ 2,500.00 contribution. – Mr. Oliver; support – Ms. McQueer; vote – unanimous.

## Bridgewater Township Board of Trustees Minutes

### **E. MASCC – Request for New Center Furnishings Support**

- Motion to approve a one-year contract with MASCC for \$ 1,500.00 to be used as needed. Ms. Fromhart; support – Mr. Oliver; vote – unanimous.

### **F. Utility Scale Renewable Energy Facilities Ordinance Discussion: Options - CREO,**

- Motion to table item F. until September 2024 meeting. – Ms. McQueer; support – Mr. Oliver; vote – unanimous.

## **VII. REPORTS AND CORRESPONDENCE**

### **A. Public Safety Report**

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

### **B. Supervisor’s Report**

- Met with EGLE, it was an unplanned site review.
- Sewer extension request was received.

### **C. Assessor’s Report**

- No report was received from Ms. Rider

### **D. Clerk’s Report**

- The early voting went well with only 47 in person voters.
- The total vote count for the August 6<sup>th</sup> primary was 424 ballots cast, with 224 absent voter ballots.
- Clerk McQueer thanked all the wonderful election inspectors that worked both early voting and election day.

### **E. Treasurer’s Report**

- None

### **F. Trustees’ Report**

- None

### **G. Zoning Administrator’s Report**

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

### **H. Planning Commission**

- The minutes are in the board packet.

### **I. Farmland Preservation Board Report**

- No meeting.

## **VIII. CITIZEN PARTICIPATION**

- None

## **IX. ADJOURNMENT**

- Ms. Fromhart adjourned the meeting at 9:27 p.m.

**BRIDGEWATER TOWNSHIP**  
**Washtenaw County, Michigan**

**AUDITED FINANCIAL REPORT**

**For the Fiscal Year Ended**  
**March 31, 2024**

BRIDGEWATER TOWNSHIP  
For the Year Ended March 31, 2024

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# PSLZ PLLC

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### Independent Auditor's Report

To the Board of Trustees  
Bridgewater Township, Michigan

#### **Opinions**

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate of all remaining fund information of Bridgewater Township, Michigan, as of and for the year ended March 31, 2024, and the related notes to the financial statements, which collectively comprise the Township's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate of all remaining fund information of Bridgewater Township, Michigan, as of March 31, 2024, and the respective changes in its financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### **Basis for Opinions**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are required to be independent of the Township and to meet our ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### **Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Township's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

#### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Township's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

**Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and other required supplemental information, as identified in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, which considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about 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 do 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.

Respectfully,



PSLZ PLLC  
Certified Public Accountants

August 23, 2024

## Management's Discussion and Analysis

As management of Bridgewater Township, Washtenaw County, Michigan, we offer readers of Bridgewater Township's financial statements this narrative overview and analysis of the financial activities of Bridgewater Township for the fiscal year ended March 31, 2024. Please read it in conjunction with the Township's financial statements.

### Financial Highlights

- The assets of Bridgewater Township exceeded its liabilities at the close of the most recent fiscal year by \$2,037,810 (*net position*). Of this amount, \$756,605 (*unrestricted net position*) may be used to meet the government's ongoing obligations to citizens and creditors.
- The Township's total net position decreased by \$83,636 as compared to a decrease of \$86,890 in the prior year.
- At the end of the current fiscal year, unassigned fund balance for the General Fund was \$537,890 or 128 percent of total General Fund expenditures.

### Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to Bridgewater Township's basic financial statements. Bridgewater Township's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements.

**Government-wide financial statements.** The *government-wide financial statements* are designed to provide readers with a broad overview of Bridgewater Township's finances, in a manner similar to a private-sector business.

The *statement of net position* presents information on all of Bridgewater Township's assets and liabilities, with the difference between the two reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of Bridgewater Township is improving or deteriorating.

The *statement of activities* presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes).



**Fund financial statements.** A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Bridgewater Township, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of Bridgewater Township can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

**Governmental funds.** *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

Bridgewater Township maintains one individual governmental fund. Information is presented in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balance for the General Fund, which is considered to be a major fund.

Bridgewater Township adopts an annual appropriated budget for the General Fund. A budgetary comparison statement has been provided for the General Fund to demonstrate compliance with the budget.

**Proprietary fund.** Bridgewater Township maintains one type of Proprietary Fund. The *Enterprise Fund* is used to report the same functions presented as business-type activities in the government-wide financial statements. Bridgewater Township uses an Enterprise Fund to account for its Sewer Fund.

**Fiduciary funds.** Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are *not* reflected in the government-wide financial statement because the resources of those funds are *not* available to support Bridgewater Township's own programs. The Township has one fiduciary fund which is the Current Tax Collection Custodial Fund.

**Notes to the financial statements.** The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

**Government-wide Financial Analysis**

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of Bridgewater Township, assets exceeded liabilities by \$2,037,810 at the close of the most recent fiscal year.

A portion of Bridgewater Township's net position (63 percent) reflects its investment in capital assets (e.g., land, buildings, equipment, and sewer system), less any related debt used to acquire those assets that is still outstanding. Bridgewater Township uses these capital assets to provide services to citizens; consequently, these assets are *not* available for future spending. Although the Township's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

The remaining balance of *unrestricted net position* (\$756,605) may be used to meet the government's ongoing obligations to citizens and creditors.

Bridgewater Township's Net Position

Bridgewater Township - Net Position

|                                  | Governmental Activities |            | Business-type Activities |              | Total        |              |
|----------------------------------|-------------------------|------------|--------------------------|--------------|--------------|--------------|
|                                  | 2024                    | 2023       | 2024                     | 2023         | 2024         | 2023         |
| Current and Other Assets         | \$ 736,606              | \$ 755,982 | \$ 210,635               | \$ 252,700   | \$ 947,241   | \$ 1,008,682 |
| Capital Assets                   | 147,979                 | 152,135    | 1,133,226                | 1,184,149    | 1,281,205    | 1,336,284    |
| Total Assets                     | 884,585                 | 908,117    | 1,343,861                | 1,436,849    | 2,228,446    | 2,344,966    |
| Long-term Liabilities            |                         |            |                          |              |              |              |
| Outstanding                      | -                       | -          | -                        | -            | -            | -            |
| Other Liabilities                | 190,636                 | 223,520    | -                        | -            | 190,636      | 223,520      |
| Total Liabilities                | 190,636                 | 223,520    | -                        | -            | 190,636      | 223,520      |
| Net Position:                    |                         |            |                          |              |              |              |
| Net Investment in capital assets | 147,979                 | 152,135    | 1,133,226                | 1,184,149    | 1,281,205    | 1,336,284    |
| Unrestricted                     | 545,970                 | 532,462    | 210,635                  | 252,700      | 756,605      | 785,162      |
| Total Net Position               | \$ 693,949              | \$ 684,597 | \$ 1,343,861             | \$ 1,436,849 | \$ 2,037,810 | \$ 2,121,446 |

At the end of the current fiscal year, Bridgewater Township is able to report positive balances in all categories of net position, both for the government as a whole, as well as for its separate governmental and business-type activities. The same situation held true for the prior fiscal year.

A summary of Bridgewater Township's change in net position is as follows:

Bridgewater Township - Change in Net Position

|                                  | Governmental Activities |                 | Business-type Activities |                    | Total              |                    |
|----------------------------------|-------------------------|-----------------|--------------------------|--------------------|--------------------|--------------------|
|                                  | 2024                    | 2023            | 2024                     | 2023               | 2024               | 2023               |
| <b>Program Revenues:</b>         |                         |                 |                          |                    |                    |                    |
| Charges for Services             | \$ 80,370               | \$ 36,847       | \$ 157,373               | \$ 154,490         | \$ 237,743         | \$ 191,337         |
| Operating Grants & Contributions | 8,836                   | 3,767           | -                        | -                  | 8,836              | 3,767              |
| <b>General Revenues:</b>         |                         |                 |                          |                    |                    |                    |
| Property Taxes                   | 153,189                 | 141,918         | -                        | -                  | 153,189            | 141,918            |
| State Shared Revenues            | 176,589                 | 157,697         | -                        | -                  | 176,589            | 157,697            |
| Investment Earnings              | 13,309                  | 466             | 667                      | 377                | 13,976             | 843                |
| <b>Total Revenues</b>            | <b>432,293</b>          | <b>340,695</b>  | <b>158,040</b>           | <b>154,867</b>     | <b>590,333</b>     | <b>495,562</b>     |
| <b>Program Expenses:</b>         |                         |                 |                          |                    |                    |                    |
| General Government               | 170,306                 | 145,586         | -                        | -                  | 170,306            | 145,586            |
| Public Safety                    | 94,572                  | 73,267          | -                        | -                  | 94,572             | 73,267             |
| Public Works                     | 18,115                  | 17,704          | -                        | -                  | 18,115             | 17,704             |
| Community Development            | 139,948                 | 94,141          | -                        | -                  | 139,948            | 94,141             |
| Sewer                            | -                       | -               | 251,028                  | 251,754            | 251,028            | 251,754            |
| <b>Total Expenses</b>            | <b>422,941</b>          | <b>330,698</b>  | <b>251,028</b>           | <b>251,754</b>     | <b>673,969</b>     | <b>582,452</b>     |
| <b>Change in Net Position</b>    | <b>\$ 9,352</b>         | <b>\$ 9,997</b> | <b>\$ (92,988)</b>       | <b>\$ (96,887)</b> | <b>\$ (83,636)</b> | <b>\$ (86,890)</b> |

### Financial Analysis of the Government's Funds

**Governmental funds.** The focus of Bridgewater Township's *governmental funds* is to provide information on near-term inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing Bridgewater Township's financing requirements. In particular, *unrestricted fund balance* may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

The general fund is the chief operating fund of Bridgewater Township. At the end of the current fiscal year, total fund balance was \$545,970, of which \$537,890 is unrestricted. The fund balance of Bridgewater Township's general fund increased by \$13,508 during the current fiscal year as compared to a \$14,153 increase in the prior year.

**Proprietary fund.** The proprietary fund provides the same type of information found in the government-wide financial statements, but in more detail. Unrestricted net position of the Sewer Fund at the end of the year amounted to \$210,635, as compared to \$252,700 in the prior year.

### **General Fund Budgetary Highlights**

The total beginning and final budgets in the General Fund remained unchanged at fiscal year end. The fiscal year 2024 budget was amended during the current fiscal year to reflect minor departmental variances.

**Capital assets.** Bridgewater Township's investment in capital assets for its governmental and business-type activities as of March 31, 2024, amounted to \$1,281,205 (net of accumulated depreciation). This investment in capital assets includes land, buildings, equipment, and sewer system. The investment in capital assets decreased by \$55,079 due primarily to annual depreciation expense.

**Long-term debt.** The Township did not incur any debt during fiscal year 2024 and does not have any long term debt as of March 31, 2024.

### **Economic Factors and Next Year's Budgets and Rates**

The Township has received a total of \$181,544 of American Rescue Plan Act funds (ARPA) from the Federal government. The Township did not spend any of these funds as of March 31, 2024, and these funds will be recorded as revenue as they are spent. The entire amount of \$181,544 is recorded on the balance sheet at March 31, 2024.

Bridgewater Township has adopted a balanced budget for fiscal year 2024-2025. The Township is anticipating a modest increase in property tax revenues and a slight increase in state shared revenues based on State projections.

### **Requests for Information**

This financial report is designed to provide a general overview of Bridgewater Township's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to Bridgewater Township, 10990 Clinton Road, Manchester, Michigan 48158.

BASIC FINANCIAL STATEMENTS

**BRIDGEWATER TOWNSHIP**  
**Statement of Net Position**  
**March 31, 2024**

|   | <b>Primary Government</b>          |                                     |                     |
|---|------------------------------------|-------------------------------------|---------------------|
|   | <b>Governmental<br/>Activities</b> | <b>Business-type<br/>Activities</b> | <b>Total</b>        |
| <b><u>ASSETS</u></b>                              |                                    |                                     |                     |
| Cash and Cash Equivalents                         | \$ 689,871                         | \$ 160,331                          | \$ 850,202          |
| Accounts Receivable                               | 38,655                             | 8,304                               | 46,959              |
| Prepaid Expenses                                  | 8,080                              | -                                   | 8,080               |
| Restricted Cash                                   | -                                  | 42,000                              | 42,000              |
| Capital Assets (Net of Accumulated Depreciation): |                                    |                                     |                     |
| Nondepreciable                                    | 70,863                             | 55,355                              | 126,218             |
| Depreciable                                       | 77,116                             | 1,077,871                           | 1,154,987           |
| Total Assets                                      | <u>884,585</u>                     | <u>1,343,861</u>                    | <u>2,228,446</u>    |
| <b><u>LIABILITIES</u></b>                         |                                    |                                     |                     |
| Accounts Payable                                  | 1,542                              | -                                   | 1,542               |
| Deposits  | 7,550                              | -                                   | 7,550               |
| Unavailable Revenue-ARPA                          | 181,544                            | -                                   | 181,544             |
| Total Liabilities                                 | <u>190,636</u>                     | <u>-</u>                            | <u>190,636</u>      |
| <b><u>NET POSITION</u></b>                        |                                    |                                     |                     |
| Net Investment in Capital Assets                  | 147,979                            | 1,133,226                           | 1,281,205           |
| Unrestricted                                      | 545,970                            | 210,635                             | 756,605             |
| Total Net Position                                | <u>\$ 693,949</u>                  | <u>\$ 1,343,861</u>                 | <u>\$ 2,037,810</u> |

**BRIDGEWATER TOWNSHIP**  
**Statement of Activities**  
**For the Year Ended March 31, 2024**

| <u>Functions/Programs</u>     | <u>Program Revenues</u> |                             |   |   |
|-------------------------------|-------------------------|-----------------------------|---|---|
| <u>Primary Government:</u>    | <u>Expenses</u>         | <u>Charges for Services</u> | <u>Operating Grants and Contributions</u> | <u>Capital Grants and Contributions</u> |
| Governmental Activities:      |                         |                             |   |   |
| General Government            | \$ 170,306              | \$ 79,145                   | \$ -                                      | \$ -                                    |
| Public Safety                 | 94,572                  | -                           | -   | -                                       |
| Community Development         | 18,115                  | 1,225                       | -   | -                                       |
| Public Works                  | 139,948                 | -                           | 8,836                                     | -                                       |
| Total Governmental Activities | 422,941                 | 80,370                      | 8,836                                     | -                                       |
| Business-type Activities:     |                         |                             |   |   |
| Sewer System                  | 251,028                 | 157,373                     | -   | -                                       |
| Total Primary Government      | \$ 673,969              | \$ 237,743                  | \$ 8,836                                  | \$ -                                    |

General Revenues:  
Property Taxes  
State Shared Revenue  
Investment Earnings  
Total General Revenues

Change in Net Position

Net Position - Beginning

Net Position - Ending

**Net (Expense) Revenue  
and Changes in Net Position**

| <u>Governmental<br/>Activities</u> | <u>Business-type<br/>Activities</u> | <u>Total</u>        |
|------------------------------------|-------------------------------------|---------------------|
| \$ (91,161)                        | \$ -                                | \$ (91,161)         |
| (94,572)                           | -                                   | (94,572)            |
| (16,890)                           | -                                   | (16,890)            |
| <u>(131,112)</u>                   | <u>-</u>                            | <u>(131,112)</u>    |
| <u>(333,735)</u>                   | <u>-</u>                            | <u>(333,735)</u>    |
| <br>                               |                                     |                     |
| <u>-</u>                           | <u>(93,655)</u>                     | <u>(93,655)</u>     |
| <u>(333,735)</u>                   | <u>(93,655)</u>                     | <u>(427,390)</u>    |
| <br>                               |                                     |                     |
| 153,189                            | -                                   | 153,189             |
| 176,589                            | -                                   | 176,589             |
| 13,309                             | 667                                 | 13,976              |
| <u>343,087</u>                     | <u>667</u>                          | <u>343,754</u>      |
| <br>                               |                                     |                     |
| 9,352                              | (92,988)                            | (83,636)            |
| <u>684,597</u>                     | <u>1,436,849</u>                    | <u>2,121,446</u>    |
| <br>                               |                                     |                     |
| <u>\$ 693,949</u>                  | <u>\$ 1,343,861</u>                 | <u>\$ 2,037,810</u> |



**BRIDGEWATER TOWNSHIP**  
**Balance Sheet**  
**Governmental Funds**  
**March 31, 2024**

|   | <b><u>General Fund</u></b> |
|---|----------------------------|
| <b><u>ASSETS</u></b>  |                            |
| Cash and Cash Equivalents   | \$ 689,871                 |
| Accounts Receivable   | 38,655                     |
| Prepaid Expenditures  | <u>8,080</u>               |
| Total Assets  | <u>\$ 736,606</u>          |
| <br><b><u>LIABILITIES AND FUND BALANCE</u></b>  |                            |
| Liabilities:  |                            |
| Accounts Payable  | \$ 1,542                   |
| Escrow Deposits   | 7,550                      |
| Unavailable Revenue-ARPA  | <u>181,544</u>             |
| Total Liabilities   | <u>190,636</u>             |
| Fund Balance:   |                            |
| Nonspendable: Prepaids  | 8,080                      |
| Unassigned  | <u>537,890</u>             |
| Total Fund Balance  | <u>545,970</u>             |
| Total Liabilities and Fund Balance  | <u>\$ 736,606</u>          |
| Amounts reported for governmental activities in the statement of net position are different because:                      |                            |
| Capital Assets used in governmental activities are not financial resources and, therefore, are not reported in the funds. | <u>147,979</u>             |
| Net Position of Governmental Activities   | <u>\$ 693,949</u>          |

**BRIDGEWATER TOWNSHIP**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances**  
**Governmental Funds**  
**For the Year Ended March 31, 2024**

|  | <b>General Fund</b> |
|--|---------------------|
| <b><u>Revenues</u></b>                               |                     |
| Property Taxes                                       | \$ 153,189          |
| Intergovernmental - State                            | 181,429             |
| Licenses and Permits                                 | 150                 |
| Charges for Services                                 | 80,220              |
| Grants & Donations                                   | 3,996               |
| Interest   | 13,309              |
| Total Revenues                                       | 432,293             |
| <br><b><u>Expenditures</u></b>                       |                     |
| Current:   |                     |
| General Government                                   | 166,150             |
| Public Safety  | 94,572              |
| Community Development                                | 18,115              |
| Public Works   | 139,948             |
| Total Expenditures                                   | 418,785             |
| Excess (Deficiency) of Revenues<br>Over Expenditures | 13,508              |
| Fund Balances - Beginning                            | 532,462             |
| Fund Balances - Ending                               | \$ 545,970          |

**BRIDGEWATER TOWNSHIP**  
**Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances**  
**of Governmental Funds to the Statement of Activities**  
**For the Year Ended March 31, 2024**

Amounts reported for governmental activities in the statement of activities are different because:

|  |           |
|--|-----------|
| Net change in fund balances - total governmental funds | \$ 13,508 |
|--|-----------|

Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlay exceeded depreciation expense in the current period:

|                      |                |
|----------------------|----------------|
| Depreciation Expense | <u>(4,156)</u> |
|----------------------|----------------|

|   |                 |
|---|-----------------|
| Change in net position in governmental activities | <u>\$ 9,352</u> |
|---|-----------------|

**BRIDGEWATER TOWNSHIP**  
**Statement of Net Position**  
**Proprietary Fund**  
**March 31, 2024**

|                                  |    | <b><u>Enterprise Fund</u></b><br><b><u>Sewer Fund</u></b> |
|----------------------------------|----|---|
| <b><u>ASSETS</u></b>             |    |   |
| Current Assets:                  |    |   |
| Cash and Cash Equivalents        | \$ | 160,331   |
| Accounts Receivable              |    | 8,304   |
|                                  |    | <u>168,635</u>  |
| Noncurrent Assets:               |    |   |
| Restricted Cash                  |    | 42,000  |
| Land                             |    | 55,355  |
| Property and Equipment, net      |    | 1,077,871   |
|                                  |    | <u>1,175,226</u>  |
| Total Assets                     |    | <u>1,343,861</u>  |
| <b><u>LIABILITIES</u></b>        |    |   |
| Current Liabilities:             |    |   |
| Accounts Payable                 |    | <u>-</u>  |
| <b><u>NET POSITION</u></b>       |    |   |
| Net Investment in Capital Assets |    | 1,133,226   |
| Unrestricted                     |    | 210,635   |
| Total Net Position               | \$ | <u><u>1,343,861</u></u>                                   |

**BRIDGEWATER TOWNSHIP**  
**Statement of Revenues, Expenses and Changes in Fund Net Position**  
**Proprietary Fund**  
**For the Year Ended March 31, 2024**

|                                    | <b>Enterprise Fund</b> |
|------------------------------------|------------------------|
|                                    | <b>Sewer Fund</b>      |
| Operating Revenues:                |                        |
| Charges for Services               | \$ 157,373             |
| Operating Expenses:                |                        |
| Operations and Maintenance         | 200,105                |
| Depreciation                       | 50,923                 |
| Total Operating Expenses           | 251,028                |
| Operating Income (Loss)            | (93,655)               |
| Non-Operating Revenues (Expenses): |                        |
| Interest Income                    | 667                    |
| Net Income (Loss)                  | (92,988)               |
| Net Position, Beginning            | 1,436,849              |
| Net Position, Ending               | \$ 1,343,861           |

**BRIDGEWATER TOWNSHIP**  
**Statement of Cash Flows**  
**Proprietary Fund**  
**For the Year Ended March 31, 2024**

|  |    | <b><u>Enterprise Fund</u></b><br><b><u>Sewer Fund</u></b> |
|--|----|---|
| <b><u>CASH FLOWS FROM OPERATING ACTIVITIES</u></b>         |    |   |
| Receipts from customers and users                          | \$ | 162,993   |
| Payments to suppliers                                      |    | (200,105)   |
| Net Cash Provided by Operating Activities                  |    | <u>(37,112)</u>   |
| <b><u>CASH FLOWS FROM INVESTING ACTIVITIES</u></b>         |    |   |
| Investment Income  |    | <u>667</u>  |
| Net Increase (Decrease) in Cash and Cash Equivalents       |    | (36,445)  |
| Cash and Cash Equivalents, Beginning                       |    | <u>238,776</u>  |
| Cash and Cash Equivalents, Ending                          | \$ | <u><u>202,331</u></u>                                     |
| <b><u>Reconciliation to Statement of Net Position:</u></b> |    |   |
| Cash and Cash Equivalents                                  | \$ | 160,331   |
| Restricted Cash  |    | 42,000  |
|  | \$ | <u><u>202,331</u></u>                                     |

**BRIDGEWATER TOWNSHIP**  
**Fiduciary Fund**  
**Statement of Assets and Liabilities**  
**March 31, 2024**

|                           | <b><u>Custodial Fund</u></b><br><b><u>Tax Collection</u></b> |
|---------------------------|--|
| <b><u>ASSETS</u></b>      |  |
| Cash and Cash Equivalents | \$ <u>119,539</u>  |
| <br>                      |  |
| <b><u>LIABILITIES</u></b> |  |
| Due to Other              | \$ <u>119,539</u>  |

**BRIDGEWATER TOWNSHIP**  
**Fiduciary Fund**  
**Statement of Changes in Assets and Liabilities**  
**March 31, 2024**

|  | <b><u>Custodial Fund</u></b><br><b><u>Tax Collection</u></b> |
|--|--|
| Additions:                             |  |
| Taxes Collected for Other Governments  | \$ 3,576,151   |
| <br>                                   |  |
| Deductions:                            |  |
| Payments of Taxes to Other Governments | <u>3,576,151</u>   |
| <br>                                   |  |
| Change in Net Position                 | \$ <u>-</u>  |

BRIDGEWATER TOWNSHIP  
Notes to Financial Statements  
March 31, 2024

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

The accounting policies of Bridgewater Township conform to accounting principles generally accepted in the United States of America (GAAP) as applicable to governmental units. The Township is operated under an elected Board of Trustees form of government. Bridgewater Township does not have any component units that would be required to be reported in its financial statements.

B. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e. the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements. *Governmental activities*, which normally are supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds are reported as a separate column in the fund financial statements.

C. Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as are the proprietary fund and fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.



BRIDGEWATER TOWNSHIP  
Notes to Financial Statements  
March 31, 2024

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

C. Measurement Focus, Basis of Accounting and Financial Statement Presentation – Continued

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes, intergovernmental revenues, licenses, charges for services, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the Township.

Governmental Funds

The Township reports the following major governmental fund:

The General Fund is the government's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

Proprietary Fund

Proprietary funds are accounted for on the flow of economic resources measurement focus and use the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. Proprietary funds include the enterprise fund type, which includes the following fund:

The Sewer Fund is accounts for the acquisition, operation, and maintenance of the Township's sewer operation.

Fiduciary Funds

Fiduciary Funds account for assets held by the government in a trustee capacity by the Township or as an agent on behalf of others. Fiduciary funds include the Tax Collection Custodial Fund which is used to account for taxes collected and then remitted to other governmental units.

BRIDGEWATER TOWNSHIP  
Notes to Financial Statements  
March 31, 2024

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

C. Measurement Focus, Basis of Accounting and Financial Statement Presentation – Continued

As a general rule the effect of interfund activity has been eliminated from the government-wide financial statements.

Restricted Resources

When both restricted and unrestricted resources are available for use, it is the government's policy to use restricted resources first, then unrestricted resources as needed.

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

D. Assets, Liabilities and Net Position or Equity

1. Deposits and Investments

The Township's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition.

State statutes authorize the Township to invest in obligations of the U.S. Treasury, commercial paper of certain investment grades, and deposits of Michigan commercial banks. Investments for the Township are recorded at fair value.

2. Receivables and Payables

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as "due to/from other funds" (i.e. the current portion of interfund loans) or "advances to/from other funds" (i.e. non-current portion of interfund loans). Any residual balances outstanding between governmental activities and business-type activities are reported in the government-wide financial statements as internal balances.

3. Restricted Assets

Restricted cash in the Sewer Fund represents funds restricted by the Township for sewer capital improvements.

BRIDGEWATER TOWNSHIP  
Notes to Financial Statements  
March 31, 2024

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

D. Assets, Liabilities and Net Position or Equity – Continued

4. Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, drains and similar items), are reported in the applicable governmental or business-type activities column in the government-wide financial statements. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Capital assets are defined by the Township as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of two years. Donated capital assets are recorded at estimated fair market value at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

Property, plant and equipment is depreciated using the straight-line method over the following estimated useful lives:

| <u>Assets</u>                            | <u>Years</u> |
|--|--------------|
| Building                                 | 25-75        |
| Machinery, Equipment,<br>and Furnishings | 7-20         |
| Utility Infrastructure                   | 40           |

5. Long-term Obligations

In the government-wide financial statements and the proprietary fund type financial statements, long-term debt and other long-term obligations are reported as liabilities. Long-term debt is recognized as a liability of a governmental fund when due. For other long-term obligations, only that portion expected to be financed from expendable available financial resources is reported as a fund liability of a governmental fund. The remaining portion of such obligations is reported in the Statement of Net Position.

BRIDGEWATER TOWNSHIP  
Notes to Financial Statements  
March 31, 2024

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

D. Assets, Liabilities and Net Position or Equity – Continued

6. Fund Equity

In the fund financial statements, governmental funds report the following components of fund balance:

Nonspendable – Amounts that are not in spendable form or are legally or contractually required to be maintained intact.

Restricted – Amounts that are legally restricted by outside parties, constitutional provisions, or enabling legislation for use for a specific purpose.

Committed – Amounts that have been formally set aside by the Board for use for a specific purpose. Commitments are made and can be rescinded only via resolution of the Township Board.

Assigned – Intent to spend resources on specific purposes expressed by the Township Board.

Unassigned – This is the residual classification for the general fund. This classification represents fund balance that has not been assigned to other funds and has not been restricted, committed, or assigned to specific purposes within the general fund.

When the Township incurs an expenditure for purposes for which various fund balance classifications can be used, it is the government's policy to use restricted fund balances first, then committed, assigned and finally unassigned fund balance.

II. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

A. Budgetary Information

The Township is legally subject to the budgetary control requirements of the State of Michigan P.A. 621 of 1978 (Uniform Budgeting Act). Annual budgets are adopted on a basis consistent with generally accepted accounting principles for all governmental funds. All annual appropriations lapse at fiscal year end.

On or before March 31 each year, the Township Board proposes a budget for review and holds a public hearing and a budget is adopted. The budget is adopted at the activity level. Budgets are amended as needed during the fiscal year.

BRIDGEWATER TOWNSHIP  
Notes to Financial Statements  
March 31, 2024

II. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY – Continued

B. Compliance with P.A. 621 of 1978

1. Deficit Fund Balance

None of the funds have a deficit fund balance as of March 31, 2024.

2. Excess of Expenditures Over Appropriations in Budgetary Funds

In accordance with Public Act 2, of 1968, as amended, the Township may not expend amounts over the amounts appropriated in the approved annual budget. The Township did not expend amounts over the amounts appropriated in fiscal year 2023-2024.

III. DETAILED NOTES ON ALL FUNDS

A. Deposits and Investments

Under State law, the Township is permitted to invest in deposits with Michigan commercial banks, savings and loans and credit unions, obligations of the U.S. Treasury, and corporate bonds and commercial paper with certain investment grades. The Township complies with state law regarding their investment policy.

A reconciliation of cash and investments is as follows:

|                                |                     |
|--------------------------------|---------------------|
| Statement of Net Position:     |                     |
| Cash and Cash Equivalents      | \$ 850,202          |
| Restricted Cash                | 42,000              |
| Fiduciary Funds:               |                     |
| Tax Collection Fund            | <u>119,539</u>      |
| Total Deposits and Investments | <u>\$ 1,011,741</u> |

The Township's cash and investments are subject to several types of risk, which are detailed as follows:

**Custodial Credit Risk.** Custodial credit risk is the risk that, in the event of a bank failure, the Township's deposits may not be recovered. In accordance with the Township's investment policy, all investments are held in the name of the Township. The Township believes that due to the dollar amounts of cash deposits and the limits of FDIC insurance, it is impractical to insure all deposits. As of March 31, 2024, the Township's book balance of its deposits was \$1,011,741. The bank balance was \$1,195,032 of which \$809,341 was FDIC insured.

**Credit Risk.** Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The Township's investment policy limits the Township to the safest types of investments. As of year end, all deposits and investments consist of demand accounts and certificates of deposit, all of which are not rated.

BRIDGEWATER TOWNSHIP  
Notes to Financial Statements  
March 31, 2024

III. DETAILED NOTES ON ALL FUNDS – Continued

A. Deposits and Investments – Continued

Interest Rate Risk. Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of investments. In accordance with the Township's investment policy, the Township limits interest rate risk by purchasing a mix of short and longer term investments, laddered to meet projected cash flow needs.

Concentration of Credit Risk. The Township's investment policy places no limit on the amount the Township may invest in any one issuer. The Township does not have more than 5% of its total investments in a single issuer.

B. Capital Assets

Capital asset activity for the year ended March 31, 2024 was as follows:

| <u>Governmental Activities:</u>                | <u>Beginning<br/>Balance</u> | <u>Additions</u>  | <u>Deletions</u> | <u>Ending<br/>Balance</u> |
|--|------------------------------|-------------------|------------------|---------------------------|
| Capital Assets, not depreciated:               |                              |                   |                  |                           |
| Land   | \$ 70,863                    | \$ -              | \$ -             | \$ 70,863                 |
| Capital Assets, being depreciated:             |                              |                   |                  |                           |
| Buildings                                      | 169,457                      | -                 | -                | 169,457                   |
| Equipment                                      | 28,244                       | -                 | -                | 28,244                    |
|  | <u>197,701</u>               | <u>-</u>          | <u>-</u>         | <u>197,701</u>            |
| Less: Accumulated Depreciation:                |                              |                   |                  |                           |
| Buildings                                      | (88,185)                     | (4,156)           | -                | (92,341)                  |
| Equipment                                      | (28,244)                     | -                 | -                | (28,244)                  |
|  | <u>(116,429)</u>             | <u>(4,156)</u>    | <u>-</u>         | <u>(120,585)</u>          |
| Governmental Activities<br>Capital Assets, net | <u>\$ 152,135</u>            | <u>\$ (4,156)</u> | <u>\$ -</u>      | <u>\$ 147,979</u>         |

Depreciation expense was charged on the Statement of Activities as follows:

|                    |                 |
|--------------------|-----------------|
| General Government | \$ <u>4,156</u> |
|--------------------|-----------------|

BRIDGEWATER TOWNSHIP  
Notes to Financial Statements  
March 31, 2024

III. DETAILED NOTES ON ALL FUNDS – Continued

B. Capital Assets – Continued

| <u>Business-type Activities:</u>   | <u>Beginning<br/>Balance</u> | <u>Additions</u>   | <u>Deletions</u> | <u>Ending<br/>Balance</u> |
|------------------------------------|------------------------------|--------------------|------------------|---------------------------|
| Capital Assets, not depreciated:   |                              |                    |                  |                           |
| Land                               | \$ 55,355                    | \$ -               | \$ -             | \$ 55,355                 |
| Capital Assets, being depreciated: |                              |                    |                  |                           |
| Sewer System                       | 1,966,444                    | -                  | -                | 1,966,444                 |
| Buildings                          | 53,320                       | -                  | -                | 53,320                    |
| Equipment                          | 101,752                      | -                  | -                | 101,752                   |
|                                    | <u>2,121,516</u>             | <u>-</u>           | <u>-</u>         | <u>2,121,516</u>          |
| Less: Accumulated Depreciation:    |                              |                    |                  |                           |
| Sewer System                       | (876,706)                    | (49,161)           | -                | (925,867)                 |
| Buildings                          | (14,693)                     | (1,333)            | -                | (16,026)                  |
| Equipment                          | (101,323)                    | (429)              | -                | (101,752)                 |
|                                    | <u>(992,722)</u>             | <u>(50,923)</u>    | <u>-</u>         | <u>(1,043,645)</u>        |
| Business-type Activities           |                              |                    |                  |                           |
| Capital Assets, net                | \$ <u>1,184,149</u>          | \$ <u>(50,923)</u> | \$ <u>-</u>      | \$ <u>1,133,226</u>       |

C. Property Taxes

The Township bills and collects property taxes and also taxes for the County, the district library and several school districts within its jurisdiction. Collections and remittances of the taxes are accounted for in the Current Tax Collection Agency Fund. Property taxes are assessed as of each December 31. The Township tax levy is billed on December 1 of the following year, and payable through February. Taxes are considered delinquent on March 1, at which time the applicable property is subject to lien, and penalty and interest is assessed.

BRIDGEWATER TOWNSHIP  
Notes to Financial Statements  
March 31, 2024

IV. OTHER INFORMATION

A. Western Washtenaw Construction Authority

As of January 2000, the Village of Manchester and the Townships of Manchester, Freedom, and Bridgewater have created an Authority to provide for the joint enforcement and administration of construction codes and other related municipal ordinances. The Authority has replaced the Building Departments in the participating municipalities, which includes collecting and retaining building permits and paying all related expenses, including the fees of building inspectors. All participating units provided start-up funds for the Authority. The Authority has a fiscal year end of June 30.

B. Risk Management

Bridgewater Township is a member of the Michigan Municipal League Liability and Property Pool for its general liability coverage. The Township pays annual premiums to the pool. The pool is self-sustaining through member premiums and carries reinsurance through commercial companies for claims in excess of the pool loss reserve fund.

In the event that a single loss should exceed the amount of protection afforded by the pool loss reserve fund, reinsurance, or other insurance carried by the pools, or in the event that a series of losses should deplete or exhaust the loss reserve fund and reinsurance, the payment of valid losses shall be the obligation of the individual member or members of the respective pool against whom the claim was made. No such event has occurred with Bridgewater Township and the pools to which it belongs in any of the past three fiscal years.

C. Subsequent Event

In August 2024, the voters in Bridgewater Township approved renewal of the extra-voted millage for Fire services at .4997 mills for a four year period from 2024 through 2027.



REQUIRED SUPPLEMENTARY INFORMATION

**BRIDGEWATER TOWNSHIP**  
**General Fund**  
**Statement of Revenues, Expenditures and Changes**  
**in Fund Balance - Budget and Actual**  
**For the Year Ended March 31, 2024**

|  | <u>Budgeted Amounts</u> |                   | <u>Actual</u>     | <u>Variance with<br/>Final Budget</u> |
|--|-------------------------|-------------------|-------------------|---------------------------------------|
|  | <u>Original</u>         | <u>Final</u>      |                   |                                       |
| Revenues:  |                         |                   |                   |                                       |
| Property Taxes                                       | \$ 95,000               | \$ 95,000         | \$ 96,102         | \$ 1,102                              |
| Property Taxes-Fire                                  | 50,000                  | 50,000            | 57,087            | 7,087                                 |
| Intergovernmental - State                            | 176,349                 | 176,349           | 176,589           | 240                                   |
| Intergovernmental - State/Metro Act                  | 3,800                   | 4,787             | 4,840             | 53                                    |
| Licenses and Permits                                 | 500                     | 150               | 150               | -                                     |
| Charges for Services                                 | 42,600                  | 44,042            | 80,220            | 36,178                                |
| Grants & Donations                                   | 2,600                   | 3,996             | 3,996             | -                                     |
| Interest Income                                      | 3,500                   | 3,500             | 13,309            | 9,809                                 |
| Total Revenues                                       | <u>374,349</u>          | <u>377,824</u>    | <u>432,293</u>    | <u>54,469</u>                         |
| Expenditures:  |                         |                   |                   |                                       |
| General Government:                                  |                         |                   |                   |                                       |
| Township Board                                       | 7,594                   | 7,294             | 7,073             | 221                                   |
| Supervisor   | 20,048                  | 19,148            | 19,070            | 78                                    |
| Assessing  | 27,100                  | 27,800            | 29,616            | (1,816)                               |
| Clerk  | 25,388                  | 25,988            | 25,268            | 720                                   |
| Elections  | 2,000                   | 12,741            | 13,572            | (831)                                 |
| Treasurer  | 29,097                  | 28,669            | 28,858            | (189)                                 |
| Attorney and Auditing                                | 7,000                   | 9,600             | 9,570             | 30                                    |
| Cemetery   | 2,800                   | 3,147             | 3,147             | -                                     |
| Township Hall and Grounds                            | 15,000                  | 15,348            | 13,528            | 1,820                                 |
| Other General Government                             | 20,022                  | 16,165            | 16,448            | (283)                                 |
|  | <u>156,049</u>          | <u>165,900</u>    | <u>166,150</u>    | <u>(250)</u>                          |
| Public Safety:                                       |                         |                   |                   |                                       |
| Fire   | <u>80,000</u>           | <u>100,000</u>    | <u>94,572</u>     | <u>5,428</u>                          |
| Community Development:                               |                         |                   |                   |                                       |
| Planning and Zoning                                  | <u>24,800</u>           | <u>23,500</u>     | <u>18,115</u>     | <u>5,385</u>                          |
| Public Works:  |                         |                   |                   |                                       |
| Drains at Large                                      | 30,000                  | 33,832            | 33,832            | -                                     |
| Road Improvements                                    | 75,000                  | 97,709            | 97,709            | -                                     |
| Street Lighting                                      | 5,000                   | 5,000             | 3,843             | 1,157                                 |
| Clean-up Day   | 3,500                   | 4,564             | 4,564             | -                                     |
|  | <u>113,500</u>          | <u>141,105</u>    | <u>139,948</u>    | <u>1,157</u>                          |
| Total Expenditures                                   | <u>374,349</u>          | <u>430,505</u>    | <u>418,785</u>    | <u>11,720</u>                         |
| Excess (Deficiency) of<br>Revenues Over Expenditures | -                       | (52,681)          | 13,508            | 66,189                                |
| Fund Balance - Beginning                             | <u>532,462</u>          | <u>532,462</u>    | <u>532,462</u>    | <u>-</u>                              |
| Fund Balance - Ending                                | <u>\$ 532,462</u>       | <u>\$ 479,781</u> | <u>\$ 545,970</u> | <u>\$ 66,189</u>                      |

Charges for Services:

|                        | FY 23            | FY 24            |
|------------------------|------------------|------------------|
| Tax Administration Fee | 33,230.15        | 39,216.41        |
| Tax Collection Fee     | 1,220.00         | 4,757.50         |
| Township Permits       | 625.00           | 1,075.00         |
| Metro Authority        | 1,432.00         | 1,334.50         |
| Other Income           | 15.00            | 33,838.98        |
|                        | <u>36,522.15</u> | <u>80,222.39</u> |

August 4, 2024

TO: Laurie Fromhart and the Bridgewater Township Board

FROM: Carl Werner

RE: Bridgewater Township Zoning Administrator

I have been asked to give you an informal “resume” so that all of you would know a little more about me before the August 2024 Board Meeting. Since it has been over forty years since I have written a formal resume, I decided to give you a bullet point presentation of relevant factors.

#### RESIDENCE

- I have been a resident of Manchester for almost 40 years. I moved to Sharon Township in 1985 and then to Manchester Township in 2000. I currently live on West Austin Road.
- I have five children, all of whom graduated from Manchester.

#### EMPLOYMENT

- I spent 24 years as a police officer with the Washtenaw County Sheriff’s Department and retired from the Sheriff’s Department in 2002 as a Sergeant.
- During my career, I was assigned to the Manchester station from 1989 through 1995 and was Village Chief of Police during that time.
- After retirement, I managed my brother’s insurance agency in Ann Arbor for a little over a year and was a licensed insurance agent.
- After deciding to not buy my brother’s agency, and at the vote of our children, I spent the next seven years as “Mr. Mom” while my wife pursued her career in the legal field.
- By the time all my children had graduated and left for college, I started a pool service and maintenance company which I ran for about 14 years.

#### EXPERIENCE RELEVANT TO ZONING

- About three years ago, Ron Milkey asked me to become member of the Zoning Board of Appeals, which I accepted.

- Shortly after accepting the ZBA position, I had several discussions with Ron regarding the need to update our out-of-date Zoning Ordinance book, which lead to me being hired to review and update our current Zoning Ordinance. I spent over a year reviewing our ordinances and related history.
- About six months ago an opportunity presented itself for me to join the Planning Commission, which I accepted.

## IN CONCLUSION

The experience with both the Zoning Board of Appeals and Planning Commission has made me adept to the zoning in Manchester Township. I realize that Bridgewater Township is not Manchester Township. Luckily the processes are similar, it is just learning the specifics. I have already begun printing and reading the Bridgewater Zoning Ordinance so I can familiarize myself with what Bridgewater wants for its township.

Regarding enforcement, let me just say that my career in law enforcement will make me capable in that area. I am not a believer in, "it's either black or white". There is always a sliding scale of "acceptable area" and I believe that working with people so both the Township and the person are satisfied is the best approach whenever possible. My only stake in issues is to see that both the Township and client are as satisfied as possible.

As for the day-to-day operation of the Zoning Administrator, my schedule is quite flexible so I will be able to be quite accommodating for people's requests. I do want you to know that I do take the position seriously and will address each request thoroughly. In Manchester Township, I routinely do site inspections when I am looking at Zoning issues. I find that direct contact through site visits is the best way to understand what is needed. A practice I would intend to continue in Bridgewater Township.

If accepted as Zoning Administrator, I will do my best to fill the position in the way Bridgewater Township wants the position to be administered. I am always open to guidance in achieving that goal.

Sincerely,

Carl Werner

Bridgewater Township  
Zoning Administrator and Ordinance Enforcement Officer  
Job Description

Title: Zoning Administrator and Ordinance Enforcement Officer

Reports to Bridgewater Township Board of Trustees

Duties and Responsibilities:

1. Administer and enforce the Zoning Ordinance No. 67, as described in Section 1.06E Administration and Enforcement (attached).
2. Administer and enforce the Property Identification Ordinance No. 22; assigning new addresses to properties upon application.
3. Administer and enforce the Storage and Disposal Junk Ordinance No 37.
4. Review land division applications for zoning compliance at the request of the assessor.
5. Serve as primary telephone and email contact person for ordinance questions and complaints, and for assistance with certificate of zoning compliance applications. Be available for meetings with applicants for certificates of zoning compliance by appointment.
6. Prepare findings of fact for the Planning Commission and Zoning Board of Appeals and attend their meetings as necessary. Attend Township Board meetings as requested.
7. Provide the Township Board and Planning Commission with a monthly written activity report.
8. Attend seminars and other continuing education classes as appropriate, with Township Board approval prior to attendance.

Minimum Requirements:

1. High school diploma or general equivalency diploma (G.E.D.).
2. Valid driver's license and personal vehicle.
3. Ability to understand and interpret drawings, diagrams, and property descriptions.
4. Previous related work experience or training would be helpful.
5. Good communication skills, both written and oral.
6. Good interpersonal skills to interact effectively with citizens and township officials
7. Ability to meet deadlines, to organize, prioritize and work independently.

## **BRIDGEWATER TOWNSHIP ZONING ORDINANCE NO 67**

### **Article 1.0 Administration and Enforcement**

#### **Section 1.06E Zoning Administrator Duties and Responsibilities**

The provisions of this Ordinance shall be administered and enforced by the Zoning Administrator, and any other ordinance enforcement officials as designated and authorized by the Township Board. The Township Board shall appoint the Zoning Administrator, who shall have the following duties and responsibilities:

1. The Zoning Administrator shall interpret all provisions of this Ordinance in such a way as to preserve and promote the character of the zoning district in question, and carry out the intent and purposes of this Ordinance and the Township's Master Plan. Such interpretations shall be subject to appeal to the Zoning Board of Appeals by an aggrieved party per Section 17.06 (Interpretations).
2. The Zoning Administrator shall administer and enforce this Ordinance precisely as written, and shall not modify, vary or ignore the terms of this Ordinance nor grant exceptions to the actual meaning of any clause, order or regulation.
3. The Zoning Administrator shall have the authority to receive applications for and issue certificates of zoning compliance in compliance with this Ordinance.
  - a. It shall be unlawful for the Zoning Administrator to approve any plan, issue any certificate of zoning compliance, or grant any other approval authorized under this Ordinance except in conformance to all applicable provisions of this Ordinance.
  - b. The Zoning Administrator shall not refuse to approve a certificate of zoning compliance upon determination that the applicant has complied with all conditions imposed by this Ordinance, despite violations of private contracts, covenants or agreements that may result from work performed or improvements made under the approved permit or certificate.
  - c. The Zoning Administrator shall issue all necessary notices or orders to ensure compliance with these provisions.
4. The Zoning Administrator shall make all inspections required by this Ordinance, and all inspections necessary to enforce this Ordinance. The Zoning Administrator may engage the assistance of other Township officials, legal counsel, the Township Planner, and other designated consultants in making such inspections. The Zoning Administrator may engage other experts as needed, subject to Township Board approval.
5. The Zoning Administrator shall be responsible for making periodic inspection of the Township for the purpose of identifying violations of this Ordinance, and shall have the authority to initiate investigations into alleged violations of these regulations, investigate complaints of Ordinance violations, issue warnings and citations, and

make inspections of buildings or premises necessary to carry out the enforcement of this Ordinance.

- a. If the Zoning Administrator shall find that any of the provisions of this Ordinance are being violated, he or she shall promptly notify the person(s) responsible for such violations, indicating the nature of the violation and ordering the action necessary to correct it.
  - b. The Zoning Administrator shall order the discontinuance of unlawful uses of land or structures, removal of unlawful structures or alterations, discontinuance of work performed in violation of this Ordinance, and shall take such action(s) authorized by this Ordinance to ensure compliance with or prevent violation of Ordinance provisions.
6. The Zoning Administrator shall keep official records of applications received, certificates issued, fees collected, reports of inspections, and notices and orders issued.
  7. The Zoning Administrator shall submit to the Township Board an annual report or a report issued at more frequent intervals, as requested by the Township Board, in which a summary of the activities of the office is presented.
  8. The Zoning Administrator shall provide citizens and public officials with information relative to these regulations and related matters, and shall assist applicants in completing forms and following zoning approval procedures.



# Sample CREO, guidance for MTA members to prepare for PA 233 implementation

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From: Michigan Townships Association (legislation@michigantownships.org)

To: bridgewaterwpsupervisor@yahoo.com

Date: Friday, July 19, 2024 at 04:43 PM EDT

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## MTA Alert

### Sample CREO, guidance for MTA members to prepare for PA 233 implementation

With the passage of [Public Act 233 of 2023](#), which goes into effect Nov. 29, 2024, townships and other local units of government are generally preempted from siting control for certain utility-scale renewable energy facilities—solar, wind, and energy storage (battery) facilities. These facilities are defined as having a nameplate capacity of 50 megawatts or more for solar, 100 MW or more for wind, and 50 MW or more for energy storage facilities with an energy discharge capability of 200 MWh or more. Under PA 233, siting authority for these facilities moves to the Michigan Public Service Commission. There, however, are a couple of exceptions to this new preemption.

First, PA 233 sets up a process to require an applicant to go through the local unit of government for approval and bypass the commission, if the local unit has a compatible renewable energy ordinance (CREO). A CREO is an ordinance that provides for the development of utility-scale energy facilities within the local unit of government that are no more restrictive than provisions included in Section 226(8) of PA 233. Section 226(8) delineates separate siting regulations for each of the three types of renewable energy facilities. It should be noted that Section 226(8) is not as detailed as most current zoning ordinances. While a CREO is very limited, it does still allow the local government to retain the siting approval process.



#### Sample Documents:

[Compatible Renewable Energy Ordinance \(CREO\)](#)

[Renewable Energy Land Use Application](#)

[Zoning Application Fee and Escrow Policy Resolution](#)

[Escrow Fee Policy Affidavit](#)

The second preemption exception simply allows an applicant to choose to go under a local unit's zoning regulations and not under PA 233 at all. This option will normally only occur if the local government has a "workable ordinance." A workable ordinance will set out zoning provisions that control the siting of utility-scale renewable energy facilities in such a manner that the applicant believes they can reasonably site a facility in your township. If it is too prohibitive, the applicant can choose instead to go through the PA 233 preemptive process.

PA 233 contains several gray areas in the statute regarding its implementation, and the commission has held stakeholder meetings since April on implementation and guidance. The [latest draft guidance](#) was released in late June. MTA and the Association's legal counsel has provided input and feedback to the Commission on all proposed guidance to date—the [most recent feedback](#) provided on July 17. We believe there are many areas of the new law that require further clarification prior to implementation. However, the commission is not anticipated to provide final guidance for implementation until September, at the earliest.

One issue that remains unclear as to what final commission guidance is whether a CREO can only be adopted by a municipality that exercises zoning authority. Thus, it is unclear whether a local municipality can adopt a CREO through a police power ordinance. Another issue pending final commission guidance is whether the CREO can contain considerations greater than just those in Section 226(8) of PA 233. The commission is considering whether a CREO can contain broader considerations as long as they are no more stringent than what the commission may consider when processing an application. MTA will be monitoring these issues among others as we await final guidance.

Therefore, at this time, based on the recommendation of the Association's legal counsel, MTA is providing a [sample CREO](#) that could be adopted by a township that engages in zoning and that mirrors the limited provisions in Section 226(8). MTA is also providing a [sample application](#), a [sample escrow policy](#) and a [sample escrow affidavit](#). The escrow documents are extremely important to help assure that the applicant is paying for the full cost of processing their application, rather than the township absorbing the costs on the backs of its taxpayers. Please understand that if a CREO is not properly adopted or administered, the applicant can jump back into the MPSC approval process, and the municipality is penalized (i.e., loss of intervenor funds normally provided to municipality when an applicant goes through the MPSC siting process).

MTA will also be providing a sample “workable” ordinance, which should be available in the upcoming weeks. Again, the workable ordinance would provide broader local regulation and would not constitute a CREO. If a municipality uses a workable ordinance, an applicant can jump out of that process at any time and choose to go under PA 233. If a township utilizes this option and denies an application, the applicant would still be allowed to go to the commission for approval. An important distinction from the CREO is that, under this circumstance, the township would retain the ability to receive intervenor funds for engagement at the commission level.

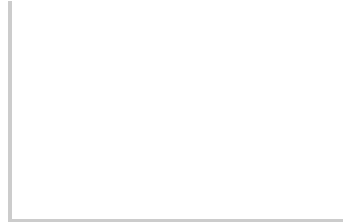
Due to the fact final guidance has not been provided by the commission and several large issues remain unresolved, MTA anticipates providing revisions to the sample CREO and sample documents as further clarification is provided. Thus, please note the date highlighted at the bottom of each document reflects the most recent version. **Additionally, this is not intended to be legal advice, and members should consult with their legal counsel before adopting any of these sample documents.**

To summarize, based on interpretation to date, a township has three options available should an applicant seek to locate a utility-scale renewable energy facility:

- 1. Adopt a CREO** that is in compliance with PA 233, specifically Section 226(8). This requires all applicants to submit their application with the township and only permits the application to move to the state if the township denies the application for any reason other than the application’s noncompliance with Section 226(8), if the township fails to timely act on the application, or if the township improperly amends its ordinance to be more restrictive than Section 226(8) after stating it has a CREO.
- 2. Adopt a “workable” renewable energy ordinance.** This option means that the township does not have a CREO, but has renewable energy zoning ordinance in place that is “workable” for an applicant to locate a facility in the jurisdiction.
- 3. Do nothing** and an applicant would submit an application for a utility-scale renewable energy facility to the MPSC. Under this option, the applicant must pay the township certain intervenor funds that the township can expend to intervene in the state proceedings on the application.

Again, these sample documents are not intended to be legal advice but rather guidance for your township as you prepare for the implementation of the new law. As

indicated, MTA will continue to update these documents once further guidance and clarification is provided by the commission. Watch Township Focus, Township Insights and other MTA communications, as well as our ["Renewable Energy" webpage](#) for additional updates and information as it becomes available.



Michigan Townships Association | 512 Westshire Drive, Lansing, MI 48917

[www.michigantownships.org](http://www.michigantownships.org)



Michigan Townships Association | 512 Westshire Drive | Lansing, MI 48917 US

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## PROPOSAL MEMO

**PROJECT:** Bridgewater Township Hall - Study

**DATE:** November 22, 2023

**TO:** Laurie Fromhart  
Township Supervisor  
10990 Clinton Rd  
Manchester MI 48158



Dear Ms. Fromhart:

It was a pleasure to meet with you and to hear about your desire to keep improving the Township Hall. You would like to make the township hall code compliant as a polling place and to construct a new service area, office, storage and additional restrooms conforming to the ADA (American with Disabilities Act). We welcome the opportunity to provide architectural services for Bridgewater Township. Rueter Associates Architects can assist you in reviewing your needs and can develop a plan for your building and site.

Our approach would be to team up with Dexter Builders who would provide updated preliminary costs. We would revise our original study completed in 2009 and bring it up to date with respect to your present needs and current building codes. Priorities for an expansion and renovation of the existing building are explained below.

In phase I we will evaluate the structural, mechanical and electrical systems with respect to the improvements you have already completed. We will review present building codes, barrier-free requirements and take photographs.

Following the completion of phase I is phase II, a space allocation and design phase. This includes an evaluation of the existing building's use as a voter polling station, a possible outside activity venue, and required office and service spaces. The report would include floor plans, elevations and additional documents necessary for cost estimating and evaluation by the Township.

The Township will be responsible for providing us with the most recent data about the building and all related technical information if any. At this time we do not anticipate needing outside engineering services.

When the design is approved in writing by the Client, we will provide a final report to the Contractor. Dexter Builders will then prepare a preliminary cost estimate. Upon its completion we will provide a final report to the client for use in a capital finance phase.

WORK TO BE PROVIDED: Design Services.

Phase I. Existing Facility Survey:

- A. As-Built measurements and drawings. Verify original report.
- B. Existing Building Programing and Needs Assessment - verify.
- C. Reevaluations of structural, mechanical and electrical systems
- D. Building code and barrier-free requirements for proposed uses.
- E. Review voter polling station deficiencies
- F. Photographic documentation.

Proposed Fee for Phase II \$1,500.00

Phase II. Space schematic, existing building program and new building and site design.

- A. Office design and service area lay-out.
- B. Site Plan expansion options.
- C. Egress and circulation requirements.
- D. Site work required for barrier-free and parking and egress.
- E. Other spaces if room within the building is available.
- F. Coordinate products:
  - 1.) Schematic plans for new work,
  - 2.) Written description of work, and
  - 3.) Cost estimates (coordinate with Dexter Builders).

Proposed Fee for Phase II \$4,500.00  
Proposed Fee for Cost Estimating \$4,000.00

**NOTE:** Changes in the scope of the project as presented in this proposal may result in additional fees to those quoted here.

**Additional fees to the basic services outlined above:**

1. **Reimbursable costs** such as mileage (over 20 miles), travel costs, printing, and administrative fees (e.g. permits). Please refer to the rate card for a list of reimbursable costs.
2. **Revisions requested by owner**, including any significant changes in scope of the project from what is outlined here, will be prepared at hourly rates.
3. **Additional services** (optional at request of Owner): These services will be billed at hourly rates.

**Billing:** Invoices will be sent out monthly with payment due in 20 days. A 1.5% interest charge will be added to accounts that are 30 days past due. Time for all work is billed either as a fixed fee or on an hourly basis using the above quoted figures and is itemized on the monthly invoices.

Once you have approved the preliminary design, any changes you request will be treated as revisions and billed accordingly. One \$500 retainer will be required for this project and is to be submitted with a signed copy of this proposal. Credit for this retainer will be applied on the last invoice of our work.

Please call if you have any questions regarding this proposal. I look forward to working with you on this project.

Sincerely,



Marc M. Rueter, AIA, *LEED AP BD+C*  
Rueter Associates Architects

*Attachment (Hourly Rate Schedule)*

*{Sent via e-mail}*

**I have read the attached scope of work in this proposal and wish to contract for the above-described architectural services for a study of Bridgewater Township Hall, Ann Arbor, Michigan with Rueter Associates Architects as outlined in this proposal.**

\_\_\_\_\_  
Laurie Fromhart  
On behalf of the Bridgewater Township

\_\_\_\_\_  
Date:

**Please return one signed copy of this proposal to our office  
with a \$500 check as your retainer,  
made payable to "Rueter Associates Architects"**

Thank you.

## HOURLY RATE SCHEDULE FOR ARCHITECTURAL SERVICES

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*Effective as of February 1, 2023*

**Work performed on an hourly basis  
will be billed as follows:**

|  |                   |
|--|-------------------|
| <b>Principal / Architect</b>   | <b>\$150/hour</b> |
| <b>Project Manager</b>   | <b>\$120/hour</b> |
| <b>Designer</b>  | <b>\$95/hour</b>  |
| <b>Technical Personnel</b>   | <b>\$75/hour</b>  |
| <b>Transportation of Personnel<br/>Over 20 miles in addition to mileage fees</b> | <b>\$90/hour</b>  |

## **RUETER ASSOCIATES ARCHITECTS**

515 FIFTH STREET,  
ANN ARBOR, MICHIGAN 48103

## REIMBURSABLE EXPENSES FOR ARCHITECTURAL SERVICES

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Note: The following items are the most common expenses that may be incurred by our office for your project.\* A 15% administrative charge will be added for services or purchases outside our office.

These expenses will be billed as follows:

|                                     |                |
|-------------------------------------|----------------|
| <b>Bond Plots..... 8 1/2" X 11"</b> | <b>-\$0.50</b> |
| <b>12" x 18"</b>                    | <b>-\$1.00</b> |
| <b>18" x 24"</b>                    | <b>-\$4.00</b> |
| <b>24" x 36"</b>                    | <b>-\$6.00</b> |

**Copies..... \$0.025/page**

**Prints and Large Format copies**

**Postage and handling for drawings**

**Delivery Services**

**Color Copies, Parking fees, Presentation  
Materials and Models**

**Enlargements and Reductions**

**Transportation expenses for out-of-town  
travel over 20 miles**

**Governmental fees when required for a  
project**

\* For a more complete listing of reimbursables  
see AIA Form B151 available from our office.



March 5, 2024

Mr. Jim Scrivens  
Architect, LEED AP  
Rueter Associates Architects  
515 Fifth Street  
Ann Arbor, MI 48103

RE: Development of Conceptual Construction Cost Estimate and Schedule for Bridgewater Township Hall Renovation/Addition

Dear Jim,

A.R. Brouwer appreciates the opportunity to assist in the development of a conceptual construction cost estimate and schedule for the Bridgewater Township Hall Renovation/Addition. Based on our phone conversations, the scope items include:

- Development of a conceptual construction cost estimate. This estimate is to be based on the information included in the original report dated July 13, 2009, "Needs Assessment and Feasibility Study", developed by Rueter Associates Architects.
- The level of detail for the conceptual cost estimate will be similar to the cost estimate on pages 36 and 37 of the original report.
- Development of a conceptual construction schedule. At this time, desired start and completion dates have not been determined by the Township. The conceptual construction schedule will be an anticipated duration of overall time for construction. At this time no phasing of the project is expected, and trade specific schedule information is not required.

The cost to provide this cost estimate and construction schedule information is \$3,750.00.

Please indicate your acceptance of this proposal by signing below and returning a copy to us for our file.

If you have any questions or require additional information, please feel free to contact our office.

Sincerely,



Ken Westfall  
Senior Vice President  
A.R. Brouwer Company

Accepted By,

Jim Scrivens  
Architect, LEED AP  
Rueter Associates Architects

# DesignWorks

.....  
Architecture, LLC

January 17, 2024

**Project: Bridgewater Township Hall Building Addition -  
10990 Clinton Rd. Bridgewater, Mi.**

Dear Laurie,

DesignWorks is pleased to present this Fee Proposal for architectural services for the Township Hall building addition project. Based on our meeting at the Hall, the scope of the project can be outlined as follows.

## SCOPE OF THE PROJECT:

1. Building addition of about 1000sf (both at ground level and the basement) to the existing Township Hall building to improve circulation for voting, accommodate additional toilets, office, kitchen space, rental functions and storage.
2. Site investigation to study options for additional parking and additional site exit.
3. Exterior hardscape/landscape integrated into the addition design as site circulation in/out of buildings (walks/ramps) for parking.
4. Minor revisions to the existing exterior/interior of the existing Town Hall building associated with the new structure(s) for an integrated, cohesive facility.

The Project outlined above requires Design Phase to develop and to define one design direction for the project outlined above. The following is the scope of architectural services for the Design Phase only.

## SCOPE OF ARCHITECTURAL SERVICES FOR DESIGN PHASE:

1. Initial meeting and this Fee Proposal letter.
2. Developing **existing conditions drawings** of the **existing site** based on the provided aerial images and County information, for reference only, until a professional survey is obtained.
3. Developing **existing conditions drawings** of the **existing building** based on measuring and photos: ground floor plan, basement plan (for reference only), roof plan and exterior elevations (4).
4. **Zoning Ordinance review** to establish current parking/other compliance and site design parameters.
5. **Building Code review** to establish design criteria.
6. **Site Design phase** consisting of generating 2-3 schemes for new building location and amenities, site circulation, pedestrian and vehicular.  
Site Design phase will generate the following drawings:
  - Site plan showing the proposed new addition, drives, walks, parking areas, fences.
7. **Building Design phase** consisting of generating 2-3 schemes for the new building addition (based on the selected location in the Site Design phase).
8. **Building Design schemes** will include plan layouts showing all architectural elements, roof, new partition, doors/windows and furniture for consideration of function, scale and circulation.

# DesignWorks

.....  
Architecture, LLC

Design phase will generate the following presentation drawings:

- Floor plan showing the proposed building
- Exterior elevations and integration with the existing building.
- Roof plan
- Key interior elevations

## SPECIAL CONSIDERATIONS:

This Proposal is based on the following considerations:

1. It is the Architect's recommendations that the project is budget-checked by a contractor (selected by the Board) before proceeding to the next phase (permit drawings). Detailed cost estimating by the Architect is not included. Drawing revisions by the Architect resulting from budget estimates would be additional fee as the project budget is not stated.
2. Functional Checklists prepared by the Architect to be completed by the Client will be the basis for the functional program of the design.
3. There is no substantial design scope in the existing building or the basement beyond connecting with the new work.
4. The Site Design phase will be conceptual and based on the existing site plan drawing generated from the Township information/images and information on existing septic system location. The Client will provide a professional survey of the existing site (with project relevant information) for the next phase(s) of the project.

Note: status of the existing septic system (its location, capacity, age, etc) will be a key consideration in the building design options, ranging from excluding its location from building activities up to removal and placement of a new system.

5. The project involves new mechanical/ electrical/other systems to be developed, and/or existing systems to be revised in conjunction with the project in the next phase; conceptual coordination of m/e systems by DesignWorks is included in the Design phase.
6. After the Site Design and Building Design phases are completed and one concept is defined and approved, a separate phase can follow to develop drawings for the building permit and construction. The Architect will prepare a separate proposal for these services for the selected scheme, if desired. The following phase will (most likely) require additional consultants such as civil engineering, structural design, M/E design, or others for additional respective fees– not included in the architectural fee. The Architect will help to solicit and coordinate the consultants.

## FEES AND SCHEDULE:

DesignWorks will provide the drawings and services listed above for a total **fee of \$ 14 700.**

This fee breaks down into these components:

- documenting **existing conditions - site:** images/measuring, photos, CAD drawings (site plan)  
- \$800
- documenting **existing conditions - building:** measuring, photos, CAD drawings (plans, exterior elevations - 4)  
- \$2200
- **Ordinance review**  
- \$500
- **Building Code review**  
- \$500
- **Site Design phase:** design activities for 2-3 schemes, meetings, presentation drawings, research, revisions towards the 'final' design  
- \$2200
- **Building Design phase:** design activities for 2-3 schemes, meetings, presentation drawings, research, revisions towards the 'final' design  
- \$8500

# DesignWorks

.....  
Architecture, LLC

The fees above include a budget of 8 in-person meetings plus zoom, email and phone communications as needed. Any additional in-person meetings requested will be billed on hourly basis, per rates below.

Note: Services can be stopped at any time with fees prorated for services to-date.

The project shall be invoiced at the completion of phases of the services (as above). Payment is due within 15 days of the invoice.

Work shall be billed at the rate of \$110 per hour - Architect, \$85 per hour – Interior Design, \$65 per hour – Drafting; up to the amounts stated above.

An approx. 10% retainer is expected (\$1500); to be credited at the first invoice.

Work shall commence upon receipt of one signed copy of the Fee Proposal and the retainer.

Time frame for completion of the services and drawings listed above will align with your schedule and decision-making process.

Please feel free to call me if you have any questions. I am looking forward to working with you and the Board on your project.

Yvonne Wertenberger, RA  
Architect, LEED AP  
DesignWorks Architecture, LLC

*In acceptance of this Proposal*



**1-17-2024**

\_\_\_\_\_  
*Owner's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Architect's Signature*

\_\_\_\_\_  
*Date*

# Project Proposal

Friday, March 8th, 2024

Dear Bridgewater Township,

Driven Design Studio welcomes the opportunity to collaborate with you regarding an addition to your historic township hall at 10990 Clinton Road, Manchester, Michigan. This letter outlines the proposed services and functions as our agreement for the project as defined and the services described herein.

## Project Description

Based on our on site visit it is our understanding that you are looking to develop an addition of approximately 1,600 square feet to the west of your existing township hall. The new addition is to house office space, storage, two ADA restrooms, and mechanical space. The existing parking lot is to be expanded as part of this project.

## Scope of Services

Driven Design Studio will provide architectural services to provide a permit set of contract documents (drawings) for submittal to the local jurisdiction. The services will include one site visit to verify existing conditions and discuss the project scope. A maximum of three design iterations are included in the scope of services, additional services are outlined below.

Driven Design Studio is to be provided with the following documentation in order to complete our services:

- A site survey
- The prior schematic design set

Driven Design Studio **will not** be providing the following services as part of this agreement:

- Civil or Structural Engineering  
(This is to be performed schematically for permitting)
- Bidding or Construction Administration  
(This work is to be performed at the rates in Exhibit B)

Laurie Fromhart  
Bridgewater Township  
10990 Clinton Road  
Manchester, MI 48158

## Professional Services Provided

Architecture  
Interior Design  
MEP Engineering

## Compensation (Fixed Fee)

\$10,000 Schematic Design  
\$10,000 Construction Documents

## Reimbursable Expenses

See Exhibit A

## Schedule

Schematic Design: 3 weeks  
Construction Docs: 3 weeks  
Total: 6 weeks

\*Schedule to vary depending  
on owner feedback

Cody Newman  
(269) 753 - 8040  
Cody@drivendesignstudio.com  
drivendesignstudio.com  
facebook.com/drivendesignbc

## **Deliverables**

Schematic Design Set of architectural drawings are to include:

- Cover Sheet and Code Review
- Overall Area Plans
- Architectural Site Plan
- Architectural Site Details
- Existing and Demolition Plans
- Architectural Floor Plan
- Architectural Reflected Ceiling Plan
- Architectural Elevations
- Renderings depicting the completed project

Permit set of architectural drawings are to include:

- Cover Sheet and Code Review
- Overall Area Plans
- Architectural Site Plan
- Architectural Site Details
- Existing and Demolition Plans
- Architectural Floor Plan sheet and details
- Interior Finish Selections, Finish Plans, and Room Finish Schedule
- Architectural Reflected Ceiling Plan
- Interior Elevations and Details
- Architectural Elevations
- Building and Wall Sections
- Mechanical, Electrical, and Plumbing Engineering
- Renderings depicting the completed project

## **Photo Release**

Driven Design Studio uses virtual visualization, live, video, and still photography to assist with promotion of the firm and it's work. All photos taken of the project by your photographer or videographer may be used by Driven Design Studio. This material may be used for promotional purposes on our website, submittals for architectural and interior design awards, and through social media platforms.

## **Opinions of Probable Construction Cost**

In providing opinions of probable construction cost, the Client understands that the Architect has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractor's method of pricing, and that the Architect's opinions of probable construction costs are made on the basis of the Architect's professional judgment and experience. The Architect makes no warranty, express or implied that the bids or the negotiated cost of the Work will not vary from the Architect's opinion of probable construction cost.

## Compensation

Driven Design Studio proposes that basic compensation be a lump sum of **\$20,000** to complete the services outlined herein. In addition to basic compensation, you will be invoiced for reimbursable expenses incurred by Driven Design Studio. Reimbursable expenses are outlined in Exhibit A.

Invoices will be sent out monthly for the percentage of the work completed and payment is due upon the receipt of invoice. **Final payment must be made before final drawings will be released.** Payments may be made by cash, check, or ACH transfer. If you elect to pay via credit card, there is an additional 3% convenience fee added to the services. A service charge of 1.5% per month is applied to accounts unpaid after 30 days from the date of invoice. As we progress through our services, if the project is abandoned for any reason, compensation shall be for the time incurred to date plus reimbursable expenses.

## Additional Services

Additional services not specifically identified in the Scope of Services shall be paid for by the Client in addition to the fees previously stated, provided the Client authorizes such additional services in writing. Special services will be billed monthly as work progresses and invoices are due upon receipt. If services covered by this agreement have not been completed within two months of the date of this agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as additional services at the rates outlined in Exhibit B.

## Client Contact Information

Below is the information we need to start the project and to ensure we have your billing information correct. Driven Design Studio does not share your information with any third party.

---

Client Name / Title / Position (Primary Contract )

---

Phone Number

---

Email

---

Secondary Contact Name (Primary Contact )

---

Company Name

---

Company Address

---

Company Website

### Limited Liability

Driven Design Studio makes no expressed or implied warranties by its provision of services under this Agreement. Bridgewater Township and Driven Design Studio have discussed our respective risks, rewards, and benefits related to the project and the Driven Design Studio total fee for services, and we have allocated the risks such that if the Owner or others makes a claim against the Architect, the Owner is limited in the amount which it may recover as "Damages" to the amount of fees that the Architect has collected from the Owner.

### Indemnification Clause

The Architect shall indemnify and hold the Owner and the Owner's officers and employees harmless from and against damages, losses and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are caused by the negligent acts or omissions of the Architect, its employees and its consultants in the performance of professional services under this Agreement. The Architect's obligations to indemnify and hold the Owner and the Owner's officers and employees harmless does not include a duty to defend. The Architect's duty to indemnify the Owner shall be limited to the available proceeds of the insurance coverage required by this Agreement.

### Conclusion

We hope the information contained within this proposed agreement is acceptable. Please provide your written authorization to proceed with the services described herein by signing on the line provided and returning a copy to our office via e-mail ([cody@drivendesignstudio.com](mailto:cody@drivendesignstudio.com)) so we may honor the terms and conditions contained herein.

We are excited to work with you on this project and we look forward to hearing from you soon. Please contact us if you have any questions.

Sincerely,



Cody Newman  
President

3/8/2024

ACCEPTED AND AGREED ON BEHALF OF BRIDGEWATER TOWNSHIP

---

Signed Name

Printed Name

Date

\*\* Please fill out Exhibit C and return a signed copy of this agreement and Exhibit C to [headquarters@drivendesignstudio.com](mailto:headquarters@drivendesignstudio.com).



# Exhibit A. Reimbursable Expenses

Reimbursable expenses are in addition to compensation for basic and additional services and include expenses incurred by Driven Design Studio, and its employees in the interest of the project. Reimbursable expenses include the following:

## TRANSPORTATION

Mileage using our own vehicles will be invoiced at the standard IRS allowable rate. Other transportation expenses include car rental, parking, meals, airfare, and lodging. All transportation costs will be invoiced without markup. One site visit is included in the fee.

## FEES

Any fees paid for securing approvals, and/or information from authorities having jurisdiction over the project are to be reimbursed at cost plus ten percent.

## COMMUNICATIONS

Expenses include any shipping or otherwise required communication cost are to be reimbursed at cost plus ten percent.

## REPROGRAPHICS

Expenses including printing, photocopying, and duplication charges incurred. All 24"x36" sheets are to be reimbursed at \$6 per sheet.

# Exhibit B. 2023 Hourly Rates

Below are the 2023 Driven Design Studio Billing rates for architectural and interior design services. If mechanical, electrical, plumbing, civil, or structural engineering services are required we are able to partner with local firms and provide rates for their services on a project by project basis. Hourly rates are subject to change annually.

|                                   |                |
|-----------------------------------|----------------|
| Principal Architect -             | \$180 Per Hour |
| Senior Project Manager -          | \$150 Per Hour |
| Project Manager -                 | \$125 per Hour |
| Interior Design Manager -         | \$125 Per Hour |
| Interior Design Technical Staff - | \$90 Per Hour  |
| Architectural Technical Staff -   | \$90 Per Hour  |

All mileage is to be billed out at the current IRS rate

# Exhibit C. Project Information

Below is the information we need to start the project and to ensure we have the initial project information correct. We have infilled the information we have to date, please infill any blank spaces.

**Project Name:** Bridgewater Township Hall Addition

**Building Site/Address:** 10990 Clinton Road, Manchester, MI 48158

**New or Existing Building (Provide Approximate Square Footage):** 1,600 SF Addition +/-

**Proposed Use:** Township Hall

**Lease or Own (if lease provide landlord information below):** Own

**Landlord Contact (name, phone number, email):** N/A

**Utilities on Site:** Existing utilities to remain or be expanded as required

**Budget (approximate):**

**Proposed Timeline:** Spring 2025 Construction Start, Completed Fall 2025

**Contractor/Construction Manager:** The project is to be bid out

## FW: Re: Bridgewater Township Addition

---

From: gm.lawncare (gm.lawncare@yahoo.com)

To: bridgewaterwpsupervisor@yahoo.com; bridgewaterwptreasurer@yahoo.com; bridgewaterwpclerk@yahoo.com; faustsandandgravel@gmail.com

Date: Sunday, April 28, 2024 at 09:44 PM EDT

---

Fyi

Sent from my Galaxy

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

From: Jason Nolff <jnolff@daceng.com>

Date: 4/12/24 7:40 AM (GMT-05:00)

To: "gm.lawncare" <gm.lawncare@yahoo.com>

Cc: David Kubiske <davek@daceng.com>, Dac Main <dac@daceng.com>

Subject: Re: Bridgewater Township Addition



Geof,

Dave had a chance to go over the project scope and our correspondence.

His estimate for the design of the building addition, through plan review, is \$29,000.

As we discussed, we can assist in relocation of the existing septic field, based on what the county will require, for an additional fee. At this time, you mentioned members of the board and community were planning to take care of this.

We also have additional services available if you would like to discuss further, such as; property surveying, construction staking, stormwater management and site design, construction administration. We can discuss these further once the project gathers momentum and you start getting further into the overall project details.

Let us know if you have any questions or concerns.

Thanks,

## Jason Nolff, AIA | LEED AP BD+C

*Project Manager*

**David Arthur Consultants Inc.**

110 Main Street

Dundee, MI 48131

V 734.823.5080

C 734.777.1584

[jnolff@daceng.com](mailto:jnolff@daceng.com)

[www.daceng.com](http://www.daceng.com)



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On Tue, Apr 9, 2024 at 12:11 PM gm.lawncare <[gm.lawncare@yahoo.com](mailto:gm.lawncare@yahoo.com)> wrote:

Yes that all looks good, so I just need a ball ark estimate to present to the board. Then depending how that goes then maybe have you guys come to a board meeting. Like is said we are just trying to see where we stand. Thank you

Sent from my Galaxy

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

From: Jason Nolff <[jnolff@daceng.com](mailto:jnolff@daceng.com)>

Date: 4/9/24 11:51 AM (GMT-05:00)

To: [Gm.lawncare@yahoo.com](mailto:Gm.lawncare@yahoo.com)

Cc: David Kubiske <[davek@daceng.com](mailto:davek@daceng.com)>, Dac Main <[dac@daceng.com](mailto:dac@daceng.com)>

Subject: Bridgewater Township Addition



Geof,

It was good to hear from you last week and to hear you are still out there getting after it!

I went over the project with Dave and we are interested in providing a price for the addition. I wanted to follow-up on our discussion to ensure I have all the general information correct:

1. The board is looking to start the conversation again regarding the addition after letting the previous design sit for approximately 10-15 years. You are looking for a budget estimate, not a formal proposal or exact estimate, for the architectural design work noted.
2. 1400± s.f. building addition onto the existing township hall
3. Building design
  - a. single story
  - b. basement
  - c. stairs to basement
  - d. single occupant ADA toilet room
  - e. mechanical; plumbing & furnace, to be in the new basement
  - f. provide at least one exit
  - g. several storage closets
  - h. building materials not confirmed yet, whether steel, asphalt/steel roofing, vinyl/metal siding, etc.
4. The existing drain field will need to be removed. You are working on this. We can assist if needed, based on what the county will require.
5. Timeframe: prelim info now, anticipate construction next spring/summer if all continues to move forward.
6. Used by only a few most of the time, 7-10 people maximum. Need to watch voting times, and maximum occupant load.
7. You will need to clarify what will be needed by the drain commission regarding storm water management. They may require detention calculations and a detention basin on site. We can assist if the drain commission requires you to provide this information.

Let me know if I missed anything or misunderstood anything.

Dave is also able to swing by the site to check things out. He will note any concerns he has or issues that may come up when proceeding with the project.

If all looks good, we can get you a ball park price at this point for discussion with the board in hopes of helping to move the project forward.

Thanks,

**Jason Nolff, AIA | LEED AP BD+C**

*Project Manager*

**David Arthur Consultants Inc.**

110 Main Street

Dundee, MI 48131

V 734.823.5080

C 734.777.1584

[jnolff@daceng.com](mailto:jnolff@daceng.com)

[www.daceng.com](http://www.daceng.com)



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## Bridgewater Township General Fund

### Monthly Expenses

August 2024

| Type          | Date       | Num | Name                                    | Split                                    | Amount           |
|---------------|------------|-----|---|--|------------------|
| <b>Aug 24</b> |            |     |   |  |                  |
| ▶ Bill        | 08/31/2024 |     | AT&T                                    | 5265728 - Maintenance & Utilities        | 43.94            |
| Bill          | 08/31/2024 |     | Beckett & Raeder                        | 5400803 - Planning consultant - on-going | 640.00           |
| Bill          | 08/31/2024 |     | Cardmember Service                      | -SPLIT-                                  | 1,004.76         |
| Bill          | 08/31/2024 |     | Clayton and Mary Rider Assessing Ser... | -SPLIT-                                  | 2,359.83         |
| Bill          | 08/31/2024 |     | Consumers Energy                        | 5265728 - Maintenance & Utilities        | 16.00            |
| Bill          | 08/30/2024 |     | Detroit Edison Company - Hall           | 5265728 - Maintenance & Utilities        | 96.15            |
| Bill          | 08/31/2024 |     | Detroit Edison Company - Street Lights  | 5440852 - Street lighting                | 369.21           |
| Bill          | 08/31/2024 |     | Donald N. Pennington                    | -SPLIT-                                  | 1,980.00         |
| Bill          | 08/31/2024 |     | Frontier                                | 5265728 - Maintenance & Utilities        | 238.87           |
| Bill          | 08/31/2024 |     | Greg Bono                               | 2264 - Greg Bono                         | 167.50           |
| Bill          | 08/05/2024 |     | Hart Intercivic, Inc.                   | -SPLIT-                                  | 904.00           |
| Bill          | 08/31/2024 |     | Iron Free & SoftWater Systems           | 5265728 - Maintenance & Utilities        | 25.00            |
| Bill          | 08/31/2024 |     | Jon Way                                 | -SPLIT-                                  | 540.00           |
| Bill          | 08/31/2024 |     | Manchester Area Senior Citizens Council | 5173955 - Miscellaneous                  | 1,500.00         |
| Bill          | 08/31/2024 |     | Maria Stedman                           | 5265728 - Maintenance & Utilities        | 25.00            |
| Bill          | 08/31/2024 |     | Michelle McQueer                        | 5215727 - Clerk supplies & expense       | 194.49           |
| Bill          | 08/31/2024 |     | Paychex - fees                          | 5215727 - Clerk supplies & expense       | 211.75           |
| Bill          | 08/31/2024 |     | Paychex - payroll                       | -SPLIT-                                  | 10,539.04        |
| Bill          | 08/31/2024 |     | Richard Casteels                        | 2265 - Richard Casteels                  | 167.50           |
| Bill          | 08/31/2024 |     | Toshiba                                 | 5101727 - Township supplies & expenses   | 29.96            |
| <b>Aug 24</b> |            |     |   |  | <b>21,052.97</b> |

Aug 30, 2024  
 Accrual Basis

## Bridgewater Township Profit & Loss Budget vs. Actual April 2024 through March 2025

|   | Apr '24 - Mar 25 | Budget         | \$ Over Budget  |
|---|------------------|----------------|-----------------|
| <b>Income</b>                                   |                  |                |                 |
| Clean-up Day Grant                              | 0                | 2,500          | -2,500          |
| Clean Up Donation                               | 0                | 200            | -200            |
| 4402 · Property tax - operation                 | 10,966           | 98,807         | -87,841         |
| 4405 · Property tax - fire millage              | 2,279            | 59,934         | -57,655         |
| 4447 · Tax administration fee                   | 3,510            | 38,000         | -34,490         |
| 4448 · Tax collection fees                      | 1,240            | 3,800          | -2,560          |
| 4460 · Township permits                         | 200              | 500            | -300            |
| 4465 · Land division fees                       | 225              | 1,000          | -775            |
| 4574 · Revenue sharing                          | 54,085           | 178,249        | -124,164        |
| 4665 · Interest Income                          | 29               | 1,000          | -971            |
| 4672 · Other Income                             | 0                | 100            | -100            |
| 4675 · Metro Auth.-restricted to roads          | 3,873            | 5,000          | -1,127          |
| 4700 · Election Reimbursement                   | 0                | 3,000          | -3,000          |
| <b>Total Income</b>                             | <b>76,408</b>    | <b>392,090</b> | <b>-315,682</b> |
| <b>Gross Profit</b>                             | <b>76,408</b>    | <b>392,090</b> | <b>-315,682</b> |
| <b>Expense</b>                                  |                  |                |                 |
| <b>5101000 · Township Board</b>                 |                  |                |                 |
| 5101703 · Trustee salary                        | 1,732            | 5,196          | -3,464          |
| 5101727 · Township supplies & expenses          | 62               | 1,200          | -1,138          |
| 5101770 · Conferences & Training                | 0                | 500            | -500            |
| 5102703 · Designated rep                        | 0                | 500            | -500            |
| <b>Total 5101000 · Township Board</b>           | <b>1,794</b>     | <b>7,396</b>   | <b>-5,602</b>   |
| <b>5171000 · Supervisor</b>                     |                  |                |                 |
| 5171703 · Supervisor Salary                     | 12,926           | 19,429         | -6,503          |
| 5171727 · Supervisor Expense                    | 622              | 1,000          | -378            |
| <b>5209000 · Assessor</b>                       |                  |                |                 |
| 5209705 · Board of Review expenses              | 280              | 1,600          | -1,320          |
| 5209805 · Assessor Wages                        | 11,299           | 27,118         | -15,819         |
| 5209810 · Assessor Expense                      | 1,612            | 2,500          | -888            |
| <b>Total 5209000 · Assessor</b>                 | <b>13,191</b>    | <b>31,218</b>  | <b>-18,027</b>  |
| <b>Total 5171000 · Supervisor</b>               | <b>26,739</b>    | <b>51,647</b>  | <b>-24,908</b>  |
| <b>5173000 · Other General Government</b>       |                  |                |                 |
| 5173715 · Social Security                       | 2,202            | 7,000          | -4,798          |
| 5173801 · Attorney & Consulting Expenses        | 640              | 3,000          | -2,360          |
| 5173802 · Audit fees                            | 0                | 5,000          | -5,000          |
| 5173811 · Membership fees & dues                | 2,091            | 2,500          | -409            |
| 5173890 · Newsletter (non-recyc)                | 0                | 300            | -300            |
| 5173895 · Website Administrator                 | 227              | 600            | -373            |
| 5173912 · Insurance & Bonds                     | 7,383            | 7,880          | -497            |
| 5173955 · Miscellaneous                         | 1,500            | 500            | 1,000           |
| <b>Total 5173000 · Other General Government</b> | <b>14,044</b>    | <b>26,780</b>  | <b>-12,736</b>  |
| <b>5215700 · Clerk</b>                          |                  |                |                 |
| 5173900 · Printing & publishing                 | 0                | 1,000          | -1,000          |
| 5174810 · Deputy Clerk                          | 416              | 3,600          | -3,184          |
| 5191727 · Election expense                      | 5,620            | 12,000         | -6,380          |
| 5215703 · Clerk salary                          | 6,728            | 20,184         | -13,456         |
| 5215727 · Clerk supplies & expense              | 2,045            | 4,000          | -1,955          |
| <b>Total 5215700 · Clerk</b>                    | <b>14,809</b>    | <b>40,784</b>  | <b>-25,975</b>  |
| <b>5253700 · Treasurer</b>                      |                  |                |                 |
| 5253701 · Tax Collection Expense                | 823              | 3,000          | -2,177          |
| 5253703 · Treasurer salary                      | 7,309            | 21,927         | -14,618         |
| 5253704 · Deputy Treasurer Wages                | 144              | 1,600          | -1,456          |
| 5253727 · Treasurer supplies & expenses         | 1,541            | 3,000          | -1,459          |
| <b>Total 5253700 · Treasurer</b>                | <b>9,818</b>     | <b>29,527</b>  | <b>-19,709</b>  |



Aug 30, 2024  
 Accrual Basis

## Bridgewater Township Profit & Loss Budget vs. Actual April 2024 through March 2025

|   | Apr '24 - Mar 25 | Budget         | \$ Over Budget  |
|---|------------------|----------------|-----------------|
| <b>5265000 · Building &amp; Grounds</b>       |                  |                |                 |
| 5265728 · Maintenance & Utilities             | 2,975            | 10,000         | -7,025          |
| 5265925 · Cemetery care                       | 2,135            | 3,500          | -1,365          |
| 5265980 · Building improvement & equipmen     | 1,477            | 500            | 977             |
| 5265000 · Building & Grounds - Other          | 56               |                |                 |
| <b>Total 5265000 · Building &amp; Grounds</b> | <b>6,643</b>     | <b>14,000</b>  | <b>-7,357</b>   |
| <b>5301800 · Public Safety</b>                |                  |                |                 |
| 5339727 · Fire protection billing expense     | 39,883           | 80,000         | -40,117         |
| <b>Total 5301800 · Public Safety</b>          | <b>39,883</b>    | <b>80,000</b>  | <b>-40,117</b>  |
| <b>5400700 · Planning &amp; zoning</b>        |                  |                |                 |
| 5400701 · Planning                            |                  |                |                 |
| 5400727 · Planning comm. wage & expense       | 1,350            | 5,500          | -4,150          |
| 5400803 · Planning consultant - on-going      | 2,808            | 7,000          | -4,193          |
| 5411810 · Conferences & Training              | 0                | 500            | -500            |
| <b>Total 5400701 · Planning</b>               | <b>4,158</b>     | <b>13,000</b>  | <b>-8,843</b>   |
| 5410726 · Zoning                              |                  |                |                 |
| 5410704 · Land Division Processing Fees       | 650              | 2,000          | -1,350          |
| 5410727 · Zoning ad.wage & expense            | 3,700            | 7,500          | -3,800          |
| 5411727 · Zon Bd of Appeals Expense           | 0                | 500            | -500            |
| <b>Total 5410726 · Zoning</b>                 | <b>4,350</b>     | <b>10,000</b>  | <b>-5,650</b>   |
| <b>Total 5400700 · Planning &amp; zoning</b>  | <b>8,508</b>     | <b>23,000</b>  | <b>-14,493</b>  |
| <b>5440000 · Public works</b>                 |                  |                |                 |
| 5440846 · Road Improvements                   | 34,062           | 78,956         | -44,895         |
| 5440847 · Drains at large                     | 32,938           | 30,000         | 2,938           |
| 5440849 · Clean-up Day                        | 0                | 5,000          | -5,000          |
| 5440852 · Street lighting                     | 1,857            | 5,000          | -3,143          |
| <b>Total 5440000 · Public works</b>           | <b>68,856</b>    | <b>118,956</b> | <b>-50,100</b>  |
| <b>5500000 · Contingencies</b>                | <b>0</b>         | <b>522</b>     | <b>-522</b>     |
| <b>Total Expense</b>                          | <b>191,092</b>   | <b>392,612</b> | <b>-201,520</b> |
| <b>Net Income</b>                             | <b>-114,685</b>  | <b>-522</b>    | <b>-114,163</b> |

## Bridgewater Township Sewer Operation

### Monthly Expenses

August 2024

| Type          | Date       | Num | Name                      | Split                    | Amount           |
|---------------|------------|-----|---------------------------|--------------------------|------------------|
| <b>Aug 24</b> |            |     |                           |                          |                  |
| ▶ Bill        | 08/31/2024 |     | City of Manchester        | -SPLIT-                  | 6,524.87         |
| Bill          | 08/31/2024 |     | Cummins Bridgeway, LLC    | -SPLIT-                  | 1,926.04         |
| Bill          | 08/31/2024 |     | DTE Energy                | Electricity              | 1,859.57         |
| Bill          | 08/31/2024 |     | Faust Sand & Gravel, Inc. | -SPLIT-                  | 1,115.00         |
| Bill          | 08/31/2024 |     | Jon Way                   | Building & Grounds Ma... | 260.00           |
| <b>Aug 24</b> |            |     |                           |                          | <b>11,685.48</b> |

Aug 30, 24  
 Accrual Basis

**Bridgewater Township Sewer Operation**  
**Profit & Loss Budget vs. Actual**  
 April 1 through August 30, 2024

|   | <u>Apr 1 - Aug 30, 24</u> | <u>Budget</u> |
|---|---------------------------|---------------|
| <b>Ordinary Income/Expense</b>              |                           |               |
| <b>Income</b>                               |                           |               |
| <b>Interest Income Master Account</b>       |                           |               |
| Interest Income Checking                    | 117.64                    | 0.00          |
| <b>Total Interest Income Master Account</b> | 117.64                    | 0.00          |
| <b>Operation Maintenance Income</b>         | 55,800.00                 | 0.00          |
| <b>Total Income</b>                         | 55,917.64                 | 0.00          |
| <b>Gross Profit</b>                         | 55,917.64                 | 0.00          |
| <b>Expense</b>                              |                           |               |
| <b>Collection System</b>                    |                           |               |
| Collection System Equip Repairs             | 550.00                    | 0.00          |
| Grinder Pump repairs                        | 1,219.07                  | 0.00          |
| Miss Dig Locator Service                    | 1,144.06                  | 0.00          |
| <b>Total Collection System</b>              | 2,913.13                  | 0.00          |
| <b>Miscellaneous Expense</b>                | 151,350.00                | 0.00          |
| <b>Treatment Plant</b>                      |                           |               |
| Building & Grounds Maintenance              | 2,890.00                  | 0.00          |
| Chemicals                                   | 3,069.00                  | 0.00          |
| Electricity                                 | 6,633.99                  | 0.00          |
| Equipment Repairs                           | 553.04                    | 0.00          |
| Plant Operator                              | 18,580.09                 | 0.00          |
| Supplies                                    | 1,633.28                  | 0.00          |
| <b>Total Treatment Plant</b>                | 33,359.40                 | 0.00          |
| <b>Total Expense</b>                        | 187,622.53                | 0.00          |
| <b>Net Ordinary Income</b>                  | -131,704.89               | 0.00          |
| <b>Net Income</b>                           | <b>-131,704.89</b>        | <b>0.00</b>   |

**Bridgewater Township Sewer Operation**  
**Balance Sheet**  
As of August 31, 2024

Aug 30, 2024  
Accrual Basis

|  | Aug 31, 24   |
|--|--------------|
| <b>ASSETS</b>                          |              |
| <b>Current Assets</b>                  |              |
| Checking/Savings                       |              |
| County National Bank                   | 148,325.88   |
| Key-Sewer O/M                          |              |
| Capital Improvements Reserve           | 42,000.00    |
| Key-Sewer O/M - Other                  | 119,446.89   |
| <b>Total Key-Sewer O/M</b>             | 161,446.89   |
| Key Sewer O/M Saving                   | 66.20        |
| <b>Total Checking/Savings</b>          | 309,838.97   |
| Accounts Receivable                    |              |
| Accounts receivable                    | 23,350.00    |
| <b>Total Accounts Receivable</b>       | 23,350.00    |
| <b>Other Current Assets</b>            |              |
| Current Year Tx Roll Receivable        | 5,387.70     |
| Due From Tax                           | -1,507.90    |
| Inventory Asset                        | 65,756.00    |
| Prepaid Insurance                      | 2,294.00     |
| <b>Total Other Current Assets</b>      | 71,929.80    |
| <b>Total Current Assets</b>            | 405,118.77   |
| <b>Fixed Assets</b>                    |              |
| Accessory Building                     | 53,320.00    |
| Accumulated Depr - Access Bldg         | -14,692.63   |
| Equipment                              | 101,752.20   |
| Accumulated Depr - Equipment           | -101,323.44  |
| Sewer System Plant                     | 1,966,444.05 |
| Accumulated Depr - Sewer System        | -876,705.78  |
| Land                                   | 55,355.06    |
| <b>Total Fixed Assets</b>              | 1,184,149.46 |
| <b>TOTAL ASSETS</b>                    | 1,589,268.23 |
| <b>LIABILITIES &amp; EQUITY</b>        |              |
| <b>Liabilities</b>                     |              |
| <b>Current Liabilities</b>             |              |
| Accounts Payable                       |              |
| *Accounts Payable                      | -6,051.10    |
| <b>Total Accounts Payable</b>          | -6,051.10    |
| <b>Other Current Liabilities</b>       |              |
| Accounts Payable                       | 2,982.10     |
| Due to General Fund                    | -950.00      |
| <b>Total Other Current Liabilities</b> | 2,032.10     |
| <b>Total Current Liabilities</b>       | -4,019.00    |
| <b>Total Liabilities</b>               | -4,019.00    |
| <b>Equity</b>                          |              |
| Invested in capital assets, net        | 1,315,661.00 |
| Opening Balance Equity                 | 150,000.00   |
| Unrestricted Funds (QB RE acct)        | 271,016.60   |
| Net Income                             | -143,390.37  |
| <b>Total Equity</b>                    | 1,593,287.23 |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>  | 1,589,268.23 |

# Bridgewater Township

## Zoning Administrator Report

August 2024

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

### Zoning Compliance Certificates and Administrative Site Plan Approval:

1. **Zoning Compliance Certificate – Haley (10899 Bemis Rd.).** Application for zoning approval to construct a new single-family dwelling and garage accessory structure. Approved per revised plans.
2. **Zoning Compliance Certificate – Nelson (12595 Hogan Rd.).** Application for zoning approval to construct a new 312 square-foot detached residential accessory structure in the side yard. Approved per revised plans.
3. **Zoning Compliance Certificate – Greg Bono (10601 E. Austin Rd.).** Application for zoning approval to construct a new 1,080 square-foot garage accessory structure in the rear yard. Initially denied due to encroachment into the minimum required rear yard setback area. Approved per variance granted by the Zoning Board of Appeals on 8/21/2024.
4. **Zoning Compliance Certificate – Casteels (9680 Schellenberger Rd.).** Application for zoning approval to construct a front porch addition to an existing single-family dwelling. Initially denied due to an encroachment into the minimum required 75-foot front yard setback from the road right-of-way. Approved per variance granted by the Zoning Board of Appeals on 8/21/2024.
5. **Zoning Compliance Certificate – Coleman-Ebersole (9022 Neal Rd.).** Application for zoning approval to construct a new detached non-farm accessory structure in the front yard. Approved per revised plans.
6. **Zoning Compliance Certificate – VanDoren/Elite Building, Remodeling & Design LLC (10073 Kies Rd.).** Application for zoning approval to construct a new 625 square-foot deck in the rear yard. Approved.
7. **Zoning Compliance Certificate – Thompson/Adrian-Tecumseh Fence Co. (10380 Clinton Rd.).** Application for zoning approval of new six-foot high chain-link fencing in the front yard. Not approved, due to violation of the standards of Section 6.17 (Fences...) related to height of fences between the front he the dwelling and the road right-of-way. After further discussion of available options with the contractor and homeowner, they are considering revised plans that can meet the applicable standards.
8. **Zoning Compliance Certificate – Rojas (9512 Clinton Rd.).** Application for after-the-fact zoning approval of a new 28-foot round above-ground swimming pool constructed without required building and zoning permits in the rear yard. Approved.

### Addressing Assignments:

9. **Parcel Q-17-01-100-037 (Abbatiello, Boettner Rd. - vacant).** Address assigned at 8197 Boettner Road.

### Ordinance Enforcement:

10. **12727 Hogan Rd. – barking dogs, burning trash, littering/junk.** The previous trash and junk piles have been cleaned-up and removed from the premises. During a final follow up visit I observed no ordinance violations on the premises.

**11. 9512 Clinton Rd. (Rojas) – complaint about a semi-trailer stored on the premises.**

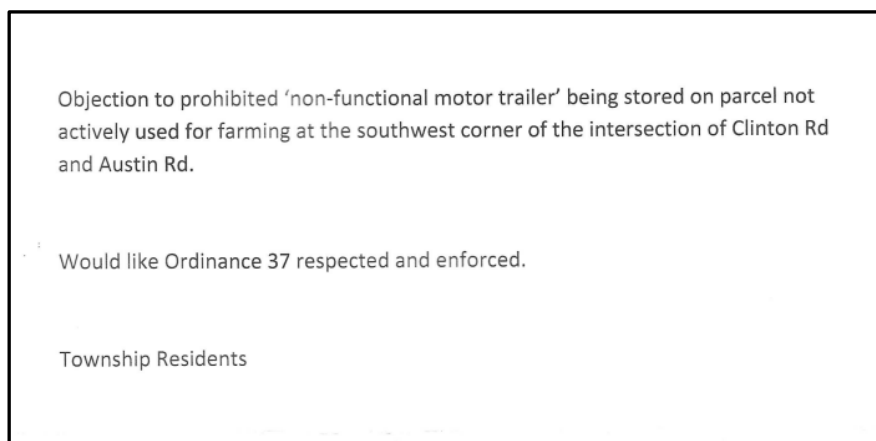
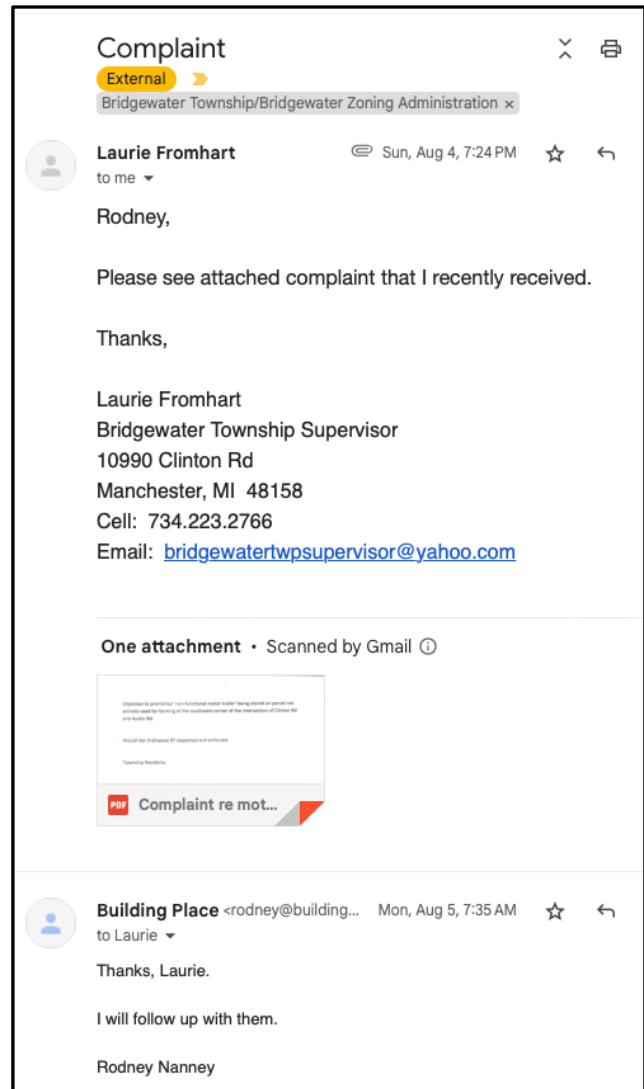
I understand that this particular ordinance enforcement matter was the subject of some discussion at the August 8, 2024 Board of Trustees meeting. I also understand that false statements were made about my conduct with regards to this matter, including that I had acted inappropriately in some way.

Considering that I received the complaint (bottom of page) sent via email (at right) from the Supervisor late on August 4<sup>th</sup> and responded to her to confirm receipt the next day (August 5<sup>th</sup>), I am somewhat confused about what facts could possibly have been available to share with the Board less than three days later.

This item was not part of my Zoning Administration report in the Board packet and by August 8<sup>th</sup> I had only begun to communicate with the property owner to make them aware of the complaint.

I do not normally go into such detail as I will here about an ordinance enforcement matter, but it is necessary to provide some detail to be able to effectively respond to the haste and illegitimacy with which this matter came to be discussed by the Board.

Per the Board's policy, I could have returned this complaint to the Supervisor since it was anonymous. However, because it was sent to me by the Supervisor, and because the picture attached to the complaint (see next page) clearly showed more than one ordinance violation, I chose to accept what the Supervisor sent to me and began investigating the violations.



Here (at right) is the photograph attached to the complaint sent to me by the Supervisor on Sunday, August 4th.

In addition to the semi-trailer I noted the swimming pool in the picture, for which I knew there was no approved zoning permit. I also noted the large number of vehicles in the picture, which turned out to be associated with a party and were not a violation.

Per the Board's direction, I do not actively patrol the Township looking for violations, but I am in the Township regularly enough for zoning permits and other business that I do travel down most of the roads at least several times each year. Although I had not yet noticed the pictured changes to this lot, I do travel past this site fairly regularly. I would have eventually done so.



In addition, I cannot simply ignore a violation. Even though the anonymous complaint referenced only the semi-trailer, I was obligated as Zoning Administrator to also respond to the swimming pool constructed without permits.

I sent the owners an initial, informal notice of violation via email. After several follow up conversations (which included repeated statements that they *moved to the Township because it did not have any rules* and a couple of unfounded assertions that I had targeted them because of their ethnicity), the owners took the steps they needed to take to apply for and receive an approved after-the-fact zoning permit for the pool. I understand that they have also reached out to the Western Washtenaw Construction Authority for an after-the-fact building permit.

I have continued to communicate with the owners about the semi-trailer throughout the month of August. At this point we are waiting to hear back from the Township's Building Official about building code requirements that would apply to the owner's proposal to incorporate the semi-trailer box into a detached accessory structure. Once those questions are answered, I expect that the owner will prepare and submit a zoning permit application for this work to resolve the violation.

To summarize, my work as Zoning Administrator in this case has been primarily focused on investigating the complaint, helping the owners understand the nature of the ordinance violations, and assisting them where possible in their efforts to correct those violations. As all times I strive to do my work with respect and kindness.

12. **12285 Fisk Rd. – Unlawful business activity.** During a final follow up site visit, I did not observe any evidence of activities beyond that of the lawful home occupation on the premises. Additional follow up is planned.

**Ordinance Administration and Other Items of Interest:**

13. **Telephone calls, emails, etc.** During this period, I received and responded to telephone calls/emails regarding questions about Zoning Ordinance standards for new single-family dwellings pole barns, fences, ponds, driveways, solar arrays, solar fencing, and cell towers. I also received and responded to a Freedom of Information Act request forwarded to me by the Supervisor.

**30-Day Notice of Resignation as the Bridgewater Township Zoning Administrator:**

August 31, 2024

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

Dear Board members:

The full support of the Board of Trustees is essential for any ordinance enforcement official to be able to do their job with fairness and equity. The work of a Zoning Administrator, no matter how respectful or kind, will inevitably generate situations where an owner may aim a “why, me?” type of complaint to their elected official. In some cases, individuals subject to a notice of violation or denial of a zoning permit may even choose to lash out by contacting an elected official in the hopes of getting that official to put pressure on the ordinance enforcement official to “back down” or “let this one go.”

It is my understanding that two of the zoning permit applicants in this month’s report did take that step. I would like to make clear here that their respective zoning permits were approved not because of any inappropriate pressure tactics, but because they resolved the deficiencies in their initial applications so that their updated project plans fully satisfied all applicable Zoning Ordinance standards.

Without full support of the Board, continuation of my service as Zoning Administrator has become untenable. Please accept this as the 30-day notice to end my service in this role required under the Authorization for Additional Services approved by the Board more than nine years ago (May 7, 2015). My last day of service as Zoning Administrator will be September 30, 2024.

My service as the Township’s Planning Consultant under our Agreement for Professional Services approved by the Board in 2010 is unaffected by this change. In that role, I will continue to be available to advise or train the next Zoning Administrator if asked to do so.

Upon conclusion of my service as Zoning Administrator, a record of zoning permits, reports, and correspondence will be delivered to the Township.

Respectfully submitted,

**Rodney C. Nanney**  
Zoning Administrator



## Re: Zoning Administration Report for August

---

From: Laurie Fromhart (bridgewaterwpsupervisor@yahoo.com)

To: rodney@buildingplace.net

Cc: gm.lawncare@yahoo.com; bridgewaterwpclerk@yahoo.com; bridgewaterwptreasurer@yahoo.com; faustsandandgravel@gmail.com; david.horney@tetrattech.com; bridgewaterwpassessor@yahoo.com; bonzacious@gmail.com; rmiwanicki@hotmail.com; gabarbu7@gmail.com

Date: Monday, September 2, 2024 at 11:35 AM EDT

---

Rodney,

Thank you for your report. I do want to clarify that there was no discussion of the trailer complaint at our August 8th meeting nor was it part of the board packet. I do however recall Dave Faust bringing up the zoning administrator report as I almost passed over it. We did briefly discuss Haley's and Wahl's zoning applications.

Laurie Fromhart  
Bridgewater Township Supervisor  
10990 Clinton Rd  
Manchester, MI 48158  
Cell: 734.223.2766  
Email: [bridgewaterwpsupervisor@yahoo.com](mailto:bridgewaterwpsupervisor@yahoo.com)

---

On Saturday, August 31, 2024 at 10:02:11 PM EDT, Rodney Nanney <[rodney@buildingplace.net](mailto:rodney@buildingplace.net)> wrote:

Laurie,

Here is my zoning administration report for the month of August.

Respectfully submitted,

Rodney C. Nanney  
Zoning Administrator  
(734) 483-2271  
[rodney@buildingplace.net](mailto:rodney@buildingplace.net)

## RE: Allen Road Improvement Project

---

From: Lape, Adam (lapea@wcroads.org)

To: bridgewaterwpsupervisor@yahoo.com; macdonellm@wcroads.org

Cc: gm.lawncare@yahoo.com; bridgewaterwpclerk@yahoo.com; faustsandandgravel@gmail.com; bridgewaterwptreasurer@yahoo.com; kenlow@bria2.com

Date: Thursday, August 29, 2024 at 03:10 PM EDT

---

Good afternoon Laurie. Thank you for reaching out to us.

The crew completed the stone haul portion of the project yesterday and intended to work today on the road surface.

We appreciate your concern and assure you that the road surface will be graded and compacted once more. This is referred to as final shaping.

As the crew is able to grade the road it will take final shape. I will review the area and provide feedback if I notice areas of need.

We will meet with you if concerns still exist after today's work. Please stay in touch and call Matt or I with additional questions. I will speak with you soon.

Have a great weekend,

**Adam L. Lape**  
Director of Operations



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

Direct: (734) 327-6697 | Main: (734) 761-1500  
[wcroads.org](http://wcroads.org) | [Follow us on Facebook](#)

---

**From:** Laurie Fromhart <bridgewaterwpsupervisor@yahoo.com>

**Sent:** Wednesday, August 28, 2024 6:40 PM

**To:** Lape, Adam <lapea@wcroads.org>; MacDonell, Matt <macdonellm@wcroads.org>

**Cc:** Geoffrey Oliver <gm.lawncare@yahoo.com>; Michelle McQueer <bridgewaterwpclerk@yahoo.com>; Dave Faust <faustsandandgravel@gmail.com>; Amy Ahrens <bridgewaterwptreasurer@yahoo.com>; Kris Enlow <kenlow@bria2.com>

**Subject:** Allen Road Improvement Project

Good Evening Adam and Matt,

I just had the opportunity to drive down Allen Road and am very disappointed with the overall project. The quality of road work is very poor and the road is now a safety hazard. I would like the opportunity to meet with you both onsite to inspect the road commission's work.

I also ask that any further roadwork scheduled for the Township be placed on hold until Allen Road project issues are resolved.

Please let me know your soonest availability.

Thanks,

Laurie Fromhart  
Bridgewater Township Supervisor  
10990 Clinton Rd  
Manchester, MI 48158  
Cell: 734-223-2766

**CAUTION - External Sender:** This email was received from an external sender. Please be careful clicking links or opening attachments. When in doubt, contact WCRC IT.

| Violation Category, sortable | Violation Type, sortable | Description, sortable | Evaluation Permit Number, sortable | Non-Compliance Date, sortable | Status, sortable     |
|------------------------------|--------------------------|-----------------------|------------------------------------|-------------------------------|----------------------|
| <input type="text"/>         | <input type="text"/>     | <input type="text"/>  | <input type="text"/>               | <input type="text"/>          | <input type="text"/> |

DMR Report

DMR value exceeds Limit value (Permit)

DMR: 07/01/2024-07/31/2024, 001A, Prior to Disinfection (B), Carbonaceous Biochemical Oxygen Demand (CBOD5), Maximum Monthly Average - Permit Limit: 4 mg/L; Value: 5, Comment: 'Average monthly BOD concentration is above permit limits for unknown reasons.'

MI0057118

07/01/2024

Active – Not Reviewed

DMR Report

DMR value exceeds Limit value (Permit)

DMR: 05/01/2024-05/31/2024, 001A, Prior to Disinfection (B), Carbonaceous Biochemical Oxygen Demand (CBOD5), Maximum Monthly Average - Permit Limit: 4 mg/L; Value: 5, Comment: 'The BOD average concentration for the month is higher than permitted values for unknown reasons.'

MI0057118

05/01/2024

Active – Not Reviewed

| Violation Category, sortable | Violation Type, sortable               | Description, sortable  | Evaluation Permit Number, sortable | Non-Compliance Date, sortable | Status, sortable      |
|------------------------------|--|--|------------------------------------|-------------------------------|-----------------------|
|                              |  |  |                                    |                               |                       |
| DMR Report                   | DMR value exceeds Limit value (Permit) | DMR: 03/01/2024-03/31/2024, 001A, Final Effluent (1), Fecal Coliform, Max 7-Day Geometric Mean - Permit Limit: 400 #/100mL; Value: 459, Comment: 'UV light bulbs in bank #2 were operating in a reduced capacity. New bulbs were installed and UV system was returned to service.' | MI0057118                          | 03/28/2024                    | Active – Not Reviewed |
| DMR Report                   | DMR value exceeds Limit value (Permit) | DMR: 03/01/2024-03/31/2024, 001A, Final Effluent (1), Fecal Coliform, Max 7-Day Geometric Mean - Permit Limit: 400 #/100mL; Value: 459, Comment: 'UV light bulbs in bank #2 were operating in a reduced capacity. New bulbs were installed and UV system was returned to service.' | MI0057118                          | 03/27/2024                    | Active – Not Reviewed |

| Violation Category, sortable | Violation Type, sortable               | Description, sortable  | Evaluation Permit Number, sortable | Non-Compliance Date, sortable | Status, sortable      |
|------------------------------|--|--|------------------------------------|-------------------------------|-----------------------|
|                              |  |  |                                    |                               |                       |
| DMR Report                   | DMR value exceeds Limit value (Permit) | DMR: 03/01/2024-03/31/2024, 001A, Final Effluent (1), Fecal Coliform, Max 7-Day Geometric Mean - Permit Limit: 400 #/100mL; Value: 429, Comment: 'UV light bulbs in bank #2 were operating in a reduced capacity. New bulbs were installed and UV system was returned to service.' | MI0057118                          | 03/26/2024                    | Active – Not Reviewed |
| DMR Report                   | DMR value exceeds Limit value (Permit) | DMR: 03/01/2024-03/31/2024, 001A, Final Effluent (1), Fecal Coliform, Max 7-Day Geometric Mean - Permit Limit: 400 #/100mL; Value: 429, Comment: 'UV light bulbs in bank #2 were operating in a reduced capacity. New bulbs were installed and UV system was returned to service.' | MI0057118                          | 03/25/2024                    | Active – Not Reviewed |

| Violation Category, sortable | Violation Type, sortable                        | Description, sortable   | Evaluation Permit Number, sortable | Non-Compliance Date, sortable | Status, sortable      |
|------------------------------|---|---|------------------------------------|-------------------------------|-----------------------|
| ▼                            | ▼   | ▼   | ▼                                  | ▼                             | ▼                     |
| DMR Report                   | DMR value does not achieve Limit value (Permit) | DMR: 01/01/2024-01/31/2024, 001A, Percent Removal (K), Total Suspended Solids Minimum % Removal, Minimum Monthly % Removal - Permit Limit: 85 %; Value: 75, Comment: 'Loss of solids occurred due to high infiltration from the result of large precipitation amounts exceeding design flow of the WWTP.' | MI0057118                          | 01/01/2024                    | Active – Not Reviewed |
| DMR Report                   | DMR value exceeds Limit value (Permit)          | DMR: 10/01/2023-10/31/2023, 001A, Prior to Disinfection (B), Total Phosphorus (as P), Maximum Monthly Average - Permit Limit: 0.5 mg/L; Value: 0.57, Comment: 'After a spike of total Phosphorus on 10/08/23, the feed rate for the Alum pump was increased and returned to service.'                     | MI0057118                          | 10/01/2023                    | Active – Not Reviewed |

BRIDGEWATER TOWNSHIP  
PLANNING COMMISSION MEETING  
MONDAY, AUGUST 19, 2024  
MINUTES

- I. CALL TO ORDER - Meeting was called to order at 7:10 pm.
- II. ROLL CALL AND DETERMINATION OF QUORUM – Horney, Greenwald, Iwanicki, Oliver, present. Barbu absent. Quorum obtained. Zoning Administrator, Nanney present. Approval of quorum moved by Oliver, seconded by Horney. Approved by unanimous vote.
- III. REVIEW AND APPROVE AGENDA – Horney added discussion of front yard setbacks to the agenda. Oliver moved to approve the agenda, as amended, seconded by Horney. Approved by unanimous vote.
- IV. APPROVAL OF MINUTES – Moved by Horney, seconded by Oliver to approve the June 17, 2024 Minutes as written. Approved by unanimous vote.
- V. CITIZEN PARTICIPATION – None.
- VI. PUBLIC HEARINGS – None scheduled.
- VII. OLD BUSINESS – Regarding Detached ADU’s, discussion of a draft revision of Section 1, Article 5.201, A-C, concluded with suggestions for further revision. Nanney was tasked to revise the draft per discussion, by the next Planning Commission Meeting in September. If approved at that time, a Public Hearing will be scheduled for October.
- VIII. NEW BUSINESS – Horney gave a status update of the commercial wind/solar MPSC/CREDO, PA233. The MPSC will be able to take applications for commercial solar/wind permits beginning in November. No action was required.
- IX. COMMUNICATIONS –
  - A. The Zoning Administrator reported several issues he addressed, including several requests for construction of nonconforming porches closer to the road than 75’, per ordinance. Discussion included historical farm houses built closer to the road to preserve surrounding land for farming. Board members agreed to set a public hearing for September 16, 2024, regarding changes to setback requirements.
  - B. Trustee’s report – Oliver reported Invenenergy remains interested in utilizing Bridgewater Township land for energy production.
  - C. Planning Commission voted unanimously to sustain the services of Rodney Nanney as our Zoning Administrator. “My job is to help people be successful.” ~Nanney.



- X. PUBLIC COMMENT – None.
- XI. INFORMATIONAL ITEMS - The next Planning Commission meeting will be held on September 16, 2024 at 7:00 pm.
- XII. ADJOURNMENT – Moved by Horney, seconded by Oliver, to adjourn. Passed by unanimous vote. Meeting adjourned at 9:47 pm.

DRAFT