

# SCIO TOWNSHIP BOARD OF TRUSTEES

Regular Meeting

June 8, 2021

7:00 PM

Remote

Pursuant to the MCL 15.263a Sec. 3(a)(1)(b) the Scio Township Board of Trustees will meet remotely, and the public may participate by joining <https://us02web.zoom.us/j/89571230608> Or, join <https://zoom.us> and enter Meeting ID: 895 7123 0608. Or, dial 1 (312) 626-6799 and enter Meeting ID: 895 7123 0608

Members of the public may contact members of Board of Trustees by emailing [townshipboard@sciotownship.org](mailto:townshipboard@sciotownship.org) to provide input or ask questions on any business that will come before the Board of Trustees at the meeting.

Persons with disabilities requiring any accommodation for participation in this meeting should contact the Township Clerk at (734) 369-9400 or [clerk@sciotownship.org](mailto:clerk@sciotownship.org)

## AGENDA

### A. CALL TO ORDER

### B. ROLL CALL

Supervisor Hathaway, Treasurer Palmer, Clerk Flintoft, Trustee Courteau, Trustee Jerome, Trustee Knol, Trustee Vogel.

### C. ADOPTION OF AGENDA

### D. APPROVAL OF MINUTES

**D.1 Possible Action Approval of Meeting Minutes of April 27, May 11, and May 25**

### E. COMMUNICATIONS to the BOARD OF TRUSTEES

**E.1 Information Correspondence and Communications Received**

### F. PUBLIC COMMENT

This is the time for members of the public to speak for up to 3 minutes on any matter under the purview of the Board of Trustees, including any items on this agenda. Later, throughout the meeting, the Supervisor will ask for public comment on each item on this Agenda for **Possible Action**. We prefer to hear the public comment on Possible Action items later when the item is discussed by the Board, but if you prefer, you may speak on these Action items now of course.

## **G. REPORTS**

**G.1 *Discussion Only* Fire Chief's May fire activity report**

**G.2 *Discussion Only* Regular Reports from Officers and Committees**

- o Gelman
- o Supervisor (Information contained in G3)
- o Clerk
- o Treasurer
- o Planning Commission
- o Land Preservation Commission
- o Transportation Alternatives Planning Committee
- o Parks Advisory Board

## **H. CONSENT AGENDA**

**H.1 *Possible Action* Payment of the Bills**

**H.2 *Possible Action* Preparation of Transportation Alternatives Project (TAP) Grant Application**

**H.3 *Possible Action* Authorization of contract with GRS for required valuation services**

**H.4 *Possible Action* Appointment of Kim Moore to Western-Washtenaw Area Value Express (WAVE) Board of Directors**

**H.5 *Possible Action* Establish Managed IT Services Proposal Review Committee and Appoint Members**

## **I. UNFINISHED BUSINESS**

**I.1 *Possible Action* Adopt Freedom of Information Act (FOIA) Policy and Procedures and Appoint FOIA Coordinator**

**I.2 *Possible Action* Ordinance Amendment #3421 Agricultural Commercial/Tourism Business**

## **J. NEW BUSINESS**

**J.1 *Possible Action* Concurrence with Loch Alpine Sanitary Authority's Board's approval of Settlement Agreement and Mutual Release**

**J.2 *Discussion Only* Presentation on Township Water and Sewer Fees and the Need for Change**

**J.3 Possible Action Report on condition of the fire fleet and authorization to repair tanker**

**J.4 Possible Action Distribution of Draft Master Land Use Plan to Adjacent Communities**

**K. PUBLIC COMMENT**

This is the time for members of the public to speak for up to 3 minutes on any matter under the purview of the Board of Trustees.

**L. ADJOURNMENT**

**AGENDA # D.1**  
**Scio Township Board of Trustees**  
**Approval of Meeting Minutes of April 27, May 11, and May 25**

**FOR MEETING DATE OF:** June 8, 2021  
**PREPARED ON:** June 2, 2021  
**PREPARED BY:** Jessica Flintoft  
**SUBMITTED BY:** Clerk

**ITEM TYPE:** Possible Action

**SUGGESTED ACTION:** Approve as presented or as corrected.

**BACKGROUND:** At the May 11 meeting, the draft minutes for the April 27 meeting were inadvertently left out of the packet, and so a motion was passed to table approval.

At the May 25 meeting, the draft minutes for both the May 11 and April 27 meetings were presented for approval, but a motion was passed 4-2 to table approval of the draft minutes due to a stated desire for the Board as a whole to first meet in a Special Meeting to discuss and recommend changes to the level of detail or other aspects of how the Clerk presents draft minutes.

Even if the Board were to recommend changes to how the draft minutes are presented, and the Clerk were to accept these changes, these changes would be implemented prospectively. These draft minutes here are and will still be pending here before the Board--unless these same recommended changes were offered here as corrections now.

Corrections should further clarify what actually happened, was said, was decided. While sometimes we may offer a correction that adds a word here or there to clarify an already fairly clear point, but we should be careful not to offer corrections that inadvertently go beyond that.

These draft minutes may be approved as presented, or approved with any corrections to the draft minutes. The corrections made at this point in time are recorded in blackline so that the approved minutes reflect the changes between what was presented and what was adopted.

As you know, video recordings of Board meetings have been made and kept since April 2020 (when video meetings began). Some are available on the website. For all others, Board members and any resident may request a link or flashdrive or other method to receive the video recording as some of you regularly do.

Over the last four weeks, there has been unusually high interest by residents in viewing Board meeting recordings. I have uploaded the videos of April 27, May 11, and May 25 to the website under MEETING RECORDS. The links should appear next to the corresponding meeting date.

Some members have expressed an interest in watching the Board meeting videos to compare to the Draft Minutes to identify corrections to offer at this time. Please do so if and as you find helpful in

being prepared for this agenda item.

However, unless you are absent from a meeting, it is not necessary or a particularly good use of time for Board members to watch recordings of our meetings.

**MODEL MOTION:** Motion by \_\_\_\_\_, support by \_\_\_\_\_, to approve the Minutes of April 27, 2021 [as presented/as corrected].

AND

Motion by \_\_\_\_\_, support by \_\_\_\_\_, to approve the Minutes of May 11, 2021 [as presented/as corrected].

AND

Motion by \_\_\_\_\_, support by \_\_\_\_\_, to approve the Minutes of May 25, 2021 [as presented/as corrected].

**ATTACHMENTS:**

[2021 04 27 BOT Draft Minutes.pdf](#)

[2021 05 11 BOT Draft Minutes.pdf](#)

[2021 05 25 BOT Draft Minutes.pdf](#)

**SCIO TOWNSHIP BOARD OF TRUSTEES**  
**Regular Meeting**  
**April 27, 2021**  
**7:00 PM**  
**Held remote pursuant to MCL 15.263a Sec. 3(a)(1)(b)**

**DRAFT MINUTES**

**A. CALL TO ORDER**

Supervisor Hathaway called the meeting to order at 7:07pm.

**B. ROLL CALL**

Present (all joined virtually): Hathaway, Palmer, Flintoft, Courteau, Jerome, Knol.  
Absent: Vogel.

**C. ADOPTION OF AGENDA**

Three amendments were offered: to remove F3 Presentation of Two Models for Scio Township's Administrative Structure; to add I4 Process and Timeline for Administrative Structure Item; to add J9 Request for Board approval of Special Planning Commission in-person meeting for site visit.

**Motion by Palmer, support by Flintoft, to adopt the agenda as amended with removal of F3 and additions of I4 and J9.**

**YES:** Hathaway, Flintoft, Palmer, Courteau, Jerome, Knol.

**NO:** None.

**ABSENT:** Vogel.

**MOTION PASSED 6-0.**

**D. APPROVAL OF MINUTES**

**D.1 Possible Action Minutes of Regular Meeting of April 13<sup>th</sup>**

**Motion by Courteau, support by Knol, to adopt minutes of April 13<sup>th</sup> as presented.**

**YES:** Hathaway, Flintoft, Palmer, Courteau, Jerome, Knol.

**NO:** None.

**ABSENT:** Vogel.

**MOTION PASSED 6-0.**

**E. COMMUNICATIONS to the BOARD OF TRUSTEES**

Flintoft noted the Correspondence and Communications Received.

**F. REPORTS**

**F.1. Washtenaw County Sheriff's Office Report**

Lt. Alan Hunt provided an overview of the Washtenaw County Sheriff's Office patrol services provided within Scio Township, as well description of the incidents for March 2021.

**F.2 Utility Director Report to the Board**

Steve Wyzgoski, Director of Utilities provided regular report to the Board.

**F.4 Regular Reports from Officers and Committees**

The Board heard Regular Reports from Officers and Committees: Knol on Gelman; Hathaway as Supervisor; Flintoft as Clerk and on behalf of the Budget and Finance Committee; Palmer as Treasurer had no report; Courteau for Planning Commission and for Land Preservation Commission; there was no report on behalf of the Transportation Alternatives Planning Committee; and Jerome for Parks Advisory Board.

**G. PUBLIC COMMENT**

Harvey Somers stated his continued opposition to the manager model for Scio, among other topics. Kristy Aiken stated her support for the governance model proposed by the clerk.

Jan Culbertson spoke in support of hiring temporary staff to help post PC meeting minutes.

Mary Gillis encouraged new BOT members to act so as to retain the respect of voters.

Sara Fink asked the Board to express support for the principle of single-payer healthcare nationally.

David Read expressed support for the “distributive administrative model” and against the manager model.

Shelley Schanfield expressed support for delaying Board decision on the administrative question, among other topics.

Carrie Letke spoke against the manager model based on personal experience with the previous manager.

Alice Owings requested that Agenda items be tagged with regard to funding.

Mary Sherrill urged the Board to take input from employees and residents on the administrative models under discussion, and other topics.

Paula G expressed concern over roads, among other topics.

Michelle Cody praised the reports from Fire and Utilities and Sheriff, and other topics.

Jonathan Greenberg spoke against the manager model.

Andy Houde asked that whatever administrative model was chosen would allow department heads access to the Board.

**H. CONSENT AGENDA**

**H.1 Payment of the Bills**

**To approve the payment of claims presented and accept the previous check run report.**

**H.2 Authorize purchase of replacement computer equipment from Dell**

**To authorize expenditure of up to \$8,722 for routine replacement of computer workstations and monitors.**

**H.3 Request for temporary as-needed employee to transcribe Planning Commission and Zoning Board of Appeal minutes**

**To appropriate \$2,700 in General Fund 101 within Planning and Zoning Activities increasing the expenditure budget funded with the use of fund balance and that the**

**FYE22 budget Authorized Positions be amended to increase the number of positions by 1.0 temporary position to transcribe recordings to draft minutes.**

**H.4 Publishing public notices in both the Washtenaw County Legal News and The Sun Times To appropriate \$3,000 in General Fund 101 within General Government Activity increasing the expenditure budget funded with the use of fund balance for the purpose of expanding the distribution of the Township's public notices.**

**H.5 Recognition of the Kiwanis Club's Centennial  
To adopt the resolution recognizing 100 years of community service by generations of dedicated Kiwanis Club volunteers.**

**H.6 Township Meeting Hall Upgrade Expense Authorization  
To approve additional expenditure of \$870.13 to complete the improvements to Meeting Hall by Smart Homes/Smart Offices.**

**Motion by Courteau, support by Jerome, to adopt the Consent Agenda as presented.**

**YES:** Hathaway, Flintoft, Palmer, Courteau, Jerome, Knol.

**NO:** None.

**ABSENT:** Vogel.

**MOTION PASSED 6-0.**

## **I. UNFINISHED BUSINESS**

### **I.1 Correction to Liquor License Approval by Scio Township for HOMES Brewery**

**Motion by Knol, support by Flintoft, to approve the application from HOMES Brewery, LLC for a New On-Premises Tasting Room Permit to be located at: 112, 130 & 138 Jackson Plaza, Ann Arbor, MI 48103, Washtenaw County; Scio Twp.**

**YES:** Hathaway, Flintoft, Palmer, Courteau, Jerome, Knol.

**NO:** None.

**ABSENT:** Vogel.

**MOTION PASSED 6-0.**

### **I.2 Gelman Science contamination related costs**

**Motion by Knol, support by Courteau, to appropriate \$100,000 in General Fund 101 increasing the expenditure budget funded with the use of fund balance to support the legal and other expert costs related to the Gelman Science pollution.**

Jillian Kerry—asked when funds that were appropriated from the Water Fund to help pay for Gelman litigation in the past would be re-paid.

Harvey Somers—appreciation for the work done on the Gelman issue by the Board.

**YES:** Hathaway, Flintoft, Palmer, Courteau, Jerome, Knol.

**NO:** None.

**ABSENT:** Vogel.

**MOTION PASSED 6-0.**

**I.3 Washtenaw County Road Commission 2021 Local Roads Dust Control Agreement  
Motion by Courteau, support by Knol, to approve the 2021 local roads dust control program agreement between Scio Township and the Washtenaw County Road Commission.**

Mary Sherrill appreciates the work done by Courteau on this topic  
Harvey Somers suggested adding a banner headline to the website warning about road issues

**I.4 Process and Timeline for Administrative Structure Item**

**Motion by Flintoft, support by Knol, to direct the Township Administration Committee to submit complete proposal(s) reviewed by the Committee for Scio Township's administrative structure to the Board of Trustees for public posting and review by May 7 10:00am. A complete proposal shall include an omnibus: outline of the outstanding needs being addressed; proposed job descriptions; proposal to establish or modify authorized positions in the FYE22 budget; proposed resolution to establish Township Supervisor's salary; proposed reporting structure (organizational chart); proposed resolution(s) to delegate certain authorities of the Board of Trustees to certain officers or staff. All actionable items shall be approved as to form by Township Attorney and include budgetary impact of all proposed costs including legacy costs, prepared by Township finance staff. The Board shall first discuss these proposals at its next regularly scheduled meeting of May 11.**

Michele Cody requested clear job descriptions and needs assessment when the administrative model is debated, and other topics.

Betty Wigeon congratulated the Board on the robust conversation.

David Read stated that the ramifications of each model need to be understood in order to decide which administrative model will be best.

Pam Boyd thanked the Board for the debate and asked to see both models.

Rob Pattinson congratulated the Board on the conversation and wants to see both models.

Alice Owings spoke about her proposed model for administrative restructuring and other topics.

Jillian Kerry urged the Board to take their time in deciding this foundational issue and other topics.

**YES:** Hathaway, Flintoft, Palmer, Courteau, Jerome, Knol.

**NO:** None.

**ABSENT:** Vogel.

**MOTION PASSED 6-0.**

**J. NEW BUSINESS**

**J.1 Washtenaw County Road Commission Local Roads Agreement Part Two  
Motion by Palmer, support by Knol, to table the item.**

**YES:** Hathaway, Flintoft, Palmer, Courteau, Jerome, Knol.

**NO:** None.

**ABSENT:** Vogel.  
**MOTION PASSED 6-0.**

**J.2 Local Roads Maintenance for prior Special Assessment Districts**

**Motion by Jerome, support by Palmer, to waive the requirement for bidding based on the contractor's prior performance of similar work for the Township at an economical cost and approve the proposal for road maintenance by Scodeller Construction for 11 listed SAD sites in Scio Township, contingent upon providing documentation that it does not contain coal tar, and what it does contain.**

Jillian Kerry spoke against waiving the requirement for bidding.

**YES:** Hathaway, Flintoft, Palmer, Courteau, Jerome, Knol.

**NO:** None.

**ABSENT:** Vogel.

**MOTION PASSED 6-0.**

**J.3 Township Assessor job posting**

**Motion by Palmer, support by Jerome, to approve the draft job description with the understanding that minor modifications will occur and to approve the salary ranges contained within it and that the FYE22 budget Authorized Positions be amended to, effective 9/1/21, delete the position of *Assessor & IT Director* and to add the exempt position of *Assessor* with salary range of \$70,000 to \$110,000.**

**YES:** Hathaway, Flintoft, Palmer, Courteau, Jerome, Knol.

**NO:** None.

**ABSENT:** Vogel.

**MOTION PASSED 6-0.**

**J.4 Approval of bid specifications for IT Managed Services for the Township**

**Motion by Jerome, support by Palmer, to approve the bid specifications for IT Managed Services attached here, and to direct the Supervisor or designee to issue Request for Bids within two business days with goal of returning the Board of Trustees with recommendation by June 22.**

**YES:** Hathaway, Flintoft, Palmer, Courteau, Jerome, Knol.

**NO:** None.

**ABSENT:** Vogel.

**MOTION PASSED 6-0.**

**J.5 Zeeb Road Pathway Phase 3 contract with OHM Advisors for construction engineering**

**Motion by Flintoft, support by Courteau, to waive the Township's bidding requirements to sole source with OHM and to approve the agreement between Scio Township and OHM advisors for construction engineering work on Phase 3 of the Zeeb Road Pathway, subject to review by the Township Attorney.**

Jeff Jackson expressed his support for the Pathway.

**YES:** Hathaway, Flintoft, Palmer, Courteau, Jerome, Knol.

**NO:** None.

**ABSENT:** Vogel.

**MOTION PASSED 6-0.**

**J.6 Zeeb Road Pathway Phase 3 award of contract for construction**

**Motion by Jerome, support by Knol, to award the contract for Zeeb Road Pathway Phase 3 construction to L.J. Construction in the amount of \$659,620.00 with a contingency budget of \$33,000.00.**

**YES:** Hathaway, Flintoft, Palmer, Courteau, Jerome, Knol.

**NO:** None.

**ABSENT:** Vogel.

**MOTION PASSED 6-0.**

**J.7 Completion of parking lot and signage improvements at Township parks and nature preserves.**

**Motion by Jerome, support by Courteau, to approve the proposal by Freier Forestry for construction of the parking area at the Liberty Pond Nature Area and for installation of signage at several locations.**

**YES:** Hathaway, Flintoft, Palmer, Courteau, Jerome, Knol.

**NO:** None.

**ABSENT:** Vogel.

**MOTION PASSED 6-0.**

**J.8 Freedom of Information Act (FOIA) Policy and Procedures for Scio Township**

Flintoft described the information, and said this item would be on May 11 agenda for action.

**J9. Request for Board approval of Special Planning Commission in-person meeting for site visit**

Planning Commission Chair Jan Culbertson described the need for the in-person outdoor site visit.

**Motion by Jerome, support by Flintoft, to permit the electronic attendance of all members of the Scio Township Board and its committees, per MCL 15.263a Sec.3a. (1)(b) and to encourage members of the public to join remotely, but to hold meetings in an accessible, properly posted physical meeting space outdoors outside of any enclosed structure, beginning only if and when the State DHHS and County Public Health Department lift any orders or recommendations against such a gathering; for all Board and Committee meetings through December 31, 2021, unless the County Board of Commissioners ceases the state of emergency by resolution at an earlier date. And, to direct the Clerk to issue model procedures for adoption by each committee for its members to be encouraged to join such outdoor meetings remotely, including protocols for any member of the public requesting to join in person.**

Robin Pattinson expressed support for this motion.

**YES:** Hathaway, Flintoft, Palmer, Courteau, Jerome, Knol.

**NO:** None.

**ABSENT:** Vogel.

**MOTION PASSED 6-0.**

**K. PUBLIC COMMENT**

Harvey Somers requested a 30-day or 2-week opportunity for the public to review Board plans to change the Township administrative structure, and other topics.

Alice Owings stated that her request for DDA minutes was not a FOIA request.

Rob Pattinson commended the Board for having robust discussions on difficult issues.

**L. ADJOURNMENT**

Motion by Jerome, support by Knol, to adjourn.

**YES:** Hathaway, Flintoft, Palmer, Courteau, Jerome, Knol.

**NO:** None.

**ABSENT:** Vogel.

**MOTION PASSED 6-0.**

Meeting adjourned at 11:20pm.

**SCIO TOWNSHIP BOARD OF TRUSTEES**  
**Regular Meeting**  
**May 11, 2021**  
**7:00 PM**  
**Held remote pursuant to MCL 15.263a Sec. 3(a)(1)(b)**

**DRAFT MINUTES**

**A. CALL TO ORDER**

Supervisor Hathaway called the meeting to order at 7:10pm.

**B. ROLL CALL**

Present (all joined virtually): Hathaway, Palmer, Flintoft, Courteau, Jerome, Knol, Vogel.  
Absent: None.

**C. ADOPTION OF AGENDA**

**Motion by Flintoft, support by Knol, to change Item J4 Discussion of Scio Township Administrative Structure to a Discussion only Item from a Possible Action Item.**

**YES:** Flintoft, Knol.

**NO:** Hathaway, Palmer, Courteau, Jerome, Vogel.

**ABSENT:** None.

**MOTION FAILED 2-5.**

**Motion by Flintoft, support by Knol, to remove Item J7 Possible Action Resolution to Set Supervisor Salary from Agenda.**

**YES:** Flintoft, Knol.

**NO:** Hathaway, Palmer, Courteau, Jerome, Vogel.

**ABSENT:** None.

**MOTION FAILED 2-5.**

**Motion by Palmer, support by Vogel, to add Item I2. Possible Action Loch Alpine Improvement Association Fireworks Application, to remove Item J5. Possible Action Township Administrator Model, to remove Item J6. Possible Action Shared Governance Model from Agenda; and to remove the "Advisements to the Board of Trustees from Clerk on Sat May 8<sup>th</sup> Noon" from area above Agenda.**

**YES:** Hathaway, Palmer, Courteau, Jerome, Vogel.

**NO:** Flintoft, Knol.

**ABSENT:** None.

**MOTION PASSED 5-2.**

**D. APPROVAL OF MINUTES**

**D.1 Possible Action Approval of Minutes of Regular Meeting of April 27<sup>th</sup>**

It was noted that the Draft Minutes prepared were not in packet distributed.

**Motion by Palmer, support by Vogel, to table.**

**YES:** Hathaway, Flintoft, Palmer, Courteau, Jerome, Knol, Vogel.

**NO:** None.

**ABSENT:** None.

**MOTION PASSED 7-0.**

**E. COMMUNICATIONS to the BOARD OF TRUSTEES**

**E.1. Correspondence and Communication received**

Flintoft noted the Correspondence and Communications Received.

**E.2. Office Coordinator's Report for April 2021**

Report was received.

**F. PUBLIC COMMENT**

Harvey Somers questioned the proposal to increase Supervisor's salary.

Roy Townsend stated support for a full-time supervisor and a manager.

Shelley Schanfield compared the two administrative models.

Stephen Feinberg spoke against giving the supervisor a full-time wage.

Carrie Letke stated her disappointment in the supervisor, and that people weren't being heard.

Wendy Munoz Cline said that she was not in favor of the new proposal.

Melanie asked what the Master Plan says about "eminent domain"

Jan Culbertson spoke in favor of a township manager.

Elaine Brock spoke against taking a vote on Item J4 at this meeting.

Jillian Kerry said that the Supervisor had misrepresented public commentor.

Jonathan Greenberg spoke against moving on administrative models quickly.

Peter Davis said he supported a meeting solely devoted to the proposed management change.

**G. REPORTS**

**G.1. Regular Report from Fire Chief**

Chief Houde presented report on April activities.

**G.2. Regular Reports from Officers and Committees**

The Board heard Regular Reports from Officers and Committees: Knol on Gelman; Hathaway as Supervisor and as CEO of the Downtown Development Authority; Flintoft as Clerk; Palmer as Treasurer; Courteau for Planning Commission and for Land Preservation Commission; Vogel for Transportation Alternatives Planning Committee; and Jerome for Parks Advisory Board.

**H. CONSENT AGENDA**

**H.1 Payment of the Bills**

**To approve the payment of claims presented and accept the previous check run report.**

**Motion by Jerome, support by Courteau, to adopt the Consent Agenda as presented.**

**YES:** Hathaway, Flintoft, Palmer, Courteau, Jerome, Knol, Vogel.

**NO:** None.

**ABSENT:** None.

**MOTION PASSED 7-0.**

**I. UNFINISHED BUSINESS**

**I.1 Washtenaw County Road Commission 2021 Second Agreement**

**Motion by Flintoft, support by Palmer, to approve the Second 2021 Local Roads Agreement with the Washtenaw County Road Commission as presented, to be funded from Fund 402 and Fund 101 if needed, with the understanding that the DDA will contribute up to \$114,000 to the Township for this work.**

**YES:** Hathaway, Flintoft, Palmer, Courteau, Jerome, Knol, Vogel.

**NO:** None.

**ABSENT:** None.

**MOTION PASSED 7-0.**

**I.2 Loch Alpine Improvement Association Fireworks Application**

Bob Sendra requested reconsideration of the application, in light of the State's loosening of COVID-19 restrictions for such events.

**Motion by Flintoft, support by Palmer, to approve the Loch Alpine Improvement Association Fireworks Application**

**YES:** Hathaway, Flintoft, Palmer, Courteau, Jerome, Knol, Vogel.

**NO:** None.

**ABSENT:** None.

**MOTION PASSED 7-0.**

**J. NEW BUSINESS**

**J.1 Short Term Contract with Diane Benson for Human Resources services**

Pat Stein recommended Diane Benson based on outside work

Jillian Kerry recommended Diane Benson based on her work with the Committee

Rob Pattinson voiced his support, shared his concern for the township

**Motion by Flintoft, support by Knol, to appropriate \$35,000 in General Fund and General Government Activity increasing the expenditure budget funded with a use of fund balance, and to authorize the Supervisor to execute the proposed contract for provision of human resources administration services for the Township based on actual costs and in an amount not to exceed \$35,000.**

**YES:** Hathaway, Flintoft, Palmer, Courteau, Jerome, Knol, Vogel.

**NO:** None.

**ABSENT:** None.

**MOTION PASSED 7-0.**

**J.2 Ann Arbor Track Club's Request for Road Closures**

**Motion by Jerome, support by Vogel, to support the proposed Resolution in Support of the Ann Arbor Track Club to Close the Roads for the August 15<sup>th</sup> Event.**

**YES:** Hathaway, Flintoft, Palmer, Courteau, Jerome, Knol, Vogel.

**NO:** None.

**ABSENT:** None.

**MOTION PASSED 7-0.**

**J.3 Parkland Plaza Pathway Project Construction Grant**

**Motion by Vogel, support by Jerome, to award the contract for the Parkland Plaza Pathway Project to Fonson Company, with construction costs in the amount of \$329,562.38 with a contingency budget of \$30,000 to be paid out of Fund 208.**

**YES:** Hathaway, Flintoft, Palmer, Courteau, Jerome, Knol, Vogel.

**NO:** None.

**ABSENT:** None.

**MOTION PASSED 7-0.**

**J.4 Discussion of Scio Township Administrative Structure**

Diane Benson described the work of the Township Administration Committee to date, and the progress toward completing proposals as directed by the Board of Trustees. She described two proposals: *Township Administrator Model* and *Shared Governance Model*. Supervisor Hathaway facilitated the discussion.

**Motion by Palmer, support by Vogel, to adopt the Township Administrator Model for the administration of Scio along with the Board. The materials that were prepared for this meeting are accepted as fulfillment and in appreciation from the Administration Committee. The various new positions to be authorized and the related delegations of authority are to be refined further, and are hereby sent to the Township's new human resources consultant to be prepared for a future Special Board of Trustees meeting as would be scheduled by the Supervisor. Furthermore, the \$22,000 contained in a March 9<sup>th</sup> motion is hereby authorized for use in an executive search for a Township Administrator. The Supervisor is hereby directed to retain the services of the Michigan Municipal League or a comparable search firm for this purpose.**

Michelle Cody expressed concerns about development and concentration of power.

David Read spoke against the township manager model.

Darrel DePestel expressed desire for more discussion.

Jeff Jackson expressed concern about hiring a new manager due to prior experience.

Janet and Paul Haynes spoke against the manager model.

Pat Stein said that the previous manager was an obstacle in the past.

Paula G spoke against the manager model and on other matter.

Rob Pattinson spoke against a rush to vote on the administrative models.

Alice Owings spoke in support of a non-partisan manager.

Jonathan Greenberg stated he was livid.

**YES:** Hathaway, Palmer, Courteau, Jerome, Vogel.

**NO:** Flintoft, Knol.

**ABSENT:** None.

**MOTION PASSED 5-2.**

**J.7 Resolution to Set Supervisor Salary**

**Motion by Hathaway, support by Palmer, to table the item.**

**YES:** Hathaway, Palmer, Flintoft, Courteau, Jerome, Knol, Vogel.

**NO:** None.

**ABSENT:** None.

**MOTION PASSED 7-0.**

**K. PUBLIC COMMENT**

Pam Boyd stated that the Supervisor did not use the newsletter to describe his model.  
Harvey Somers asked that an important link on the website be repaired.

**L. ADJOURNMENT**

Motion by Jerome, support by Courteau, to adjourn.

**YES:** Hathaway, Palmer, Flintoft, Courteau, Jerome, Knol, Vogel.

**NO:** None.

**ABSENT:** None.

**MOTION PASSED 7-0.**

Meeting adjourned at 11:11pm.

# SCIO TOWNSHIP BOARD OF TRUSTEES

Regular Meeting

May 25, 2021

7:00 PM

Held remote pursuant to MCL 15.263a Sec. 3(a)(1)(b)

## DRAFT MINUTES

### A. CALL TO ORDER

Supervisor Hathaway called the meeting to order at 7:01pm.

### B. ROLL CALL

Present (all joined virtually): Hathaway, Palmer, Flintoft, Jerome, Knol, Vogel.

Absent: Courteau.

### C. ADOPTION OF AGENDA

**Motion by Hathaway, support by Vogel, to: remove I1 Adopt Freedom of Information Act (FOIA) Policy and Procedures and Appoint FOIA Coordinator; remove J2 Rules of Order: Adoption of Rules for Meeting Agendas; add J6 Retention of Video Recordings of Board of Trustee meetings.**

**YES:** Hathaway, Palmer, Jerome, Vogel.

**NO:** Flintoft, Knol.

**ABSENT:** Courteau.

**MOTION PASSED 4-2.**

**Motion by Jerome, support by Palmer, to move off Consent Agenda to Action Agenda the following items: H1 Payment of the Bills, H2 Proposed Budget Amendment regarding Deputy Clerk position, and H7 Stiltgrass Remediation Services Agreement and Authorization.**

**YES:** Hathaway, Palmer, Flintoft, Jerome, Knol, Vogel.

**NO:** None.

**ABSENT:** Courteau.

**MOTION PASSED 6-0.**

**Motion by Knol, support by Jerome, to move off Consent Agenda to Action Agenda the following item: H6 Approve contracts with Washtenaw Engineering Company for work on Daleview Drive and Merlin Way projects.**

**YES:** Hathaway, Palmer, Flintoft, Jerome, Knol, Vogel.

**NO:** None.

**ABSENT:** Courteau.

**MOTION PASSED 6-0.**

**Motion by Palmer, support by Jerome, to adopt the agenda as amended.**

**YES:** Hathaway, Palmer, Flintoft, Jerome, Knol, Vogel.

**NO:** None.

**ABSENT:** Courteau.

**MOTION PASSED 6-0.**

**D. APPROVAL OF MINUTES**

**D.1 Approval of Minutes of April 27, 2021 Regular Meeting**

**D.2 Approval of Minutes of May 11, 2021 Regular Meeting**

**Motion by Jerome, support by Palmer, to table D1 Approval of Minutes of April 27, 2021 Regular Meeting and D2 Approval of Minutes of May 11, 2021 Regular Meeting.**

**YES:** Hathaway, Palmer, Jerome, Vogel.

**NO:** Flintoft, Knol.

**ABSENT:** Courteau.

**MOTION PASSED 4-2.**

**E. COMMUNICATIONS to the BOARD OF TRUSTEES**

**E.1 Correspondence and Communications Received**

Flintoft noted the file of correspondence and communications received.

**F. PUBLIC COMMENT**

Pat Stein referenced David Read's resignation letter as a red flag for the Board, suggesting the timing of public comment be changed so that it be more likely to be considered when voting.

Pam Boyd reported on an attempted child abduction, and shared that the Sheriff was investigating.

Peter Davis asserted that the national decline in democracy and rise of authoritarianism is being seen in Scio; stated that the Clerk should be in sole charge of the agenda.

Andrea Strieter spoke against proposed fireworks display on Dexter Ann Arbor Rd as a fire hazard.

Jillian Kerry questioned the signing of a bill; requested Zoom recordings of all committee meetings; reported that Park Rd SAD letter from the Supervisor has not yet been widely delivered.

Carrie Letke thanked David Read for his service and suggested the Board take seriously his opinions; spoke against the Board's manager-model vote on May 11; asked Board to let residents know how they can help move the township forward

Mary Gillis requested Public Comment rules be revised out of respect for residents who make them.

Michelle Cody asked the Board to listen and slow down in debate and decision-making; said that the Board seemed to have a dictatorship rather than a democracy.

Jonathan Greenberg announced the creation of the Park Road Coalition for Transparency in Government; said the Board demonstrated a lack of transparency, misogyny, and snarky remarks under current Supervisor.

## **G. REPORTS**

### **G.1 Utility Director Report to the Board**

Steve Wyzgoski presented on current activities of the Utilities Department.

### **G.2 Supervisor's Report**

### **G.3 Regular Reports from Officers and Committees**

The Board heard Regular Reports from Officers and Committees: Knol on Gelman; Hathaway as Supervisor, including materials in Item G2; Flintoft as Clerk; Palmer as Treasurer; Vogel for Transportation Alternatives Planning Committee; and Jerome for Parks Advisory Board. Hathaway referenced the additional written report submitted by Planning Commission on its plan to create a Task Force on Environmental Sustainability and Climate Action, included in Item G4.

### **G.4 Planning Commission to create Task Force on Environmental Sustainability and Climate Action**

## **H. CONSENT AGENDA**

### **H.3 Proposed Budget Amendment to Support Planning Intern**

WHEREAS, the adopted FYE22 budget includes \$4,000 for one planning intern to assist with sustainability efforts,

AND WHEREAS, this budgeted amount is insufficient to support the level of assistance required,

NOW THEREFORE BE IT RESOLVED, that the FYE22 budget be amended to increase the General Fund (101), Planning Activity (701), by \$6,000 to fund additional effort and the hiring of a second sustainability intern, with a stipend based on an hourly work expectation in keeping with the Ann Arbor and Washtenaw County Living Wage Ordinances,

AND BE IT FURTHER RESOLVED, that the FYE22 budgeted *Total Full-time Equivalent (FTE) Employees Approved as of April 27, 2021* be amended to increase the number of positions by 1.0 temporary position for period of 6 months.

### **H.4 Proposed Budget Amendment to Support Parks Interns**

WHEREAS, the adopted FYE22 budget includes \$4,000 for one parks intern to assist with parks and nature preserves efforts, AND WHEREAS, this budgeted amount is insufficient to support the level of assistance required, NOW THEREFORE BE IT RESOLVED, that the FYE22 budget be amended to increase the Parks and Pathways Fund (208), Parks Activity (751), by \$11,000 to

fund additional effort and the hiring of a second sustainability intern, with a stipend based on an hourly work expectation in keeping with the Ann Arbor and Washtenaw County Living Wage Ordinances, and BE IT FURTHER RESOLVED, that the FYE22 budgeted Total Full-time Equivalent (FTE) Employees Approved as of April 27, 2021 be amended to increase the number of positions by 1.0 to 2.0 temporary positions for period of 6 months.

#### **H.5 Resolution for County Broadband Expansion**

To adopt the Resolution to Support Affordable Countywide Broadband Access and community the Township's position to the Washtenaw County Board of Commissioners.

#### **Motion by Jerome, support by Flintoft, to adopt Consent Agenda as presented.**

**YES:** Hathaway, Palmer, Flintoft, Jerome, Knol, Vogel.

**NO:** None.

**ABSENT:** Courteau.

**MOTION PASSED 6-0.**

### **I. UNFINISHED BUSINESS**

#### **I.2 Fireworks Permit Application for Herron Farm at 6620 Dexter-Ann Arbor Road**

Paula G expressed concern over paving Park Rd SAD.

Deryl DePestel spoke in favor of fireworks display, but expressed concern about parking on his land nearby the event.

Andrea Strieter expressed concern about live sparks from previous years' fireworks displays falling in the neighborhood.

Brian Herron stated that this year's fireworks display would be a smaller, private event than previous years.

Chief Houde confirmed that the Fire Department had approved the plans, and would be on site.

#### **Motion by Flintoft, support by Palmer, to approve the Herron Farm fireworks application as presented at the May 25, 2021 Board of Trustees meeting.**

**YES:** Hathaway, Palmer, Flintoft, Jerome, Knol, Vogel.

**NO:** None.

**ABSENT:** Courteau.

**MOTION PASSED 6-0.**

### **J. NEW BUSINESS**

#### **J.1 Rezoning of EWF Solutions (OA#21002) 7535 Jackson Road**

Jon Stevens, Ryan Yaples, and Jared Kime were present for questions.

Paula G expressed concerns about increase in truck traffic due to business expansion.

**Motion by Jerome, support by Vogel, to approve the rezoning of the EWF Solutions parcel at 7535 Jackson Road from A-1 Agriculture to C-2 Commercial as recommended by the Planning Commission at its meeting of Monday, April 12.**

**YES:** Hathaway, Palmer, Flintoft, Jerome, Knol, Vogel.

**NO:** None.

**ABSENT:** Courteau.

**MOTION PASSED 6-0.**

### **J.3 Authorization to replace the Fire Department rescue vehicle**

Jonathan Greenberg suggested that residents might have a chance to name the new vehicle.

**Motion by Vogel, support by Flintoft, to forego the Township bidding process to purchase through MIDeal and authorize the Fire Chief to purchase a 2021 3/4 ton, long bed, 4X4 pickup, with a diesel motor, at a cost not to exceed \$37,010; and to equip it as an emergency vehicle, with any equipment component costing over \$5,000 to be bid competitively, and brought to the Board of Trustees for approval.**

**YES:** Hathaway, Palmer, Flintoft, Jerome, Knol, Vogel.

**NO:** None.

**ABSENT:** Courteau.

**MOTION PASSED 6-0.**

### **J.4 Set a Public Hearing for June 22 on Proposed Ordinance to Establish a Township Compensation Commission**

Jillian Kerry stated her support for such a Commission.

**Motion by Palmer, support by Jerome, to set a Public Hearing for June 22, 2021 to consider the adoption of an Ordinance to Establish a Compensation Commission for Scio Township.**

**YES:** Hathaway, Palmer, Flintoft, Jerome, Knol, Vogel.

**NO:** None.

**ABSENT:** Courteau.

**MOTION PASSED 6-0.**

### **J.5 Sign Moratorium Extension**

**Motion by Jerome, support by Vogel, to adopt the Resolution Extending the Scio Township Sign Moratorium.**

**YES:** Hathaway, Palmer, Flintoft, Jerome, Knol, Vogel.

**NO:** None.

**ABSENT:** Courteau.

**MOTION PASSED 6-0.**

### **J.6 Retention of Video Recordings of Board of Trustee meetings**

**Motion by Hathaway that the Scio Township Board of Trustees agrees that all recordings made by the Township of the Board of Trustees meetings will be retained as a public record and that the Township Clerk shall make them available via the Township website.**

**Motion by Flintoft, support by Knol, to table J.6 Retention of Video Recordings of Board of Trustee meetings.**

**YES:** Palmer, Flintoft, Knol, Vogel.

**NO:** Hathaway, Jerome.

**ABSENT:** Courteau.

**MOTION PASSED 4-2.**

#### **H.1 Payment of the Bills**

**Motion by Jerome, support by Flintoft, to approve the payment of claims presented and hold the payment related to 7970 Liberty until properly coded, and accept the previous check run report.**

**YES:** Hathaway, Palmer, Flintoft, Jerome, Knol, Vogel.

**NO:** None.

**ABSENT:** Courteau.

**MOTION PASSED 6-0.**

#### **H.2 Proposed Budget Amendment regarding Deputy Clerk position**

Alice Owings stated that the Township budget remains incomplete; should have been addressed when budget was approved in March.

**Motion by Jerome, support by Flintoft, WHEREAS, the adopted FYE22 budget estimates 100% of the expenditures for the Deputy Clerk position within the single activity of General Government (101) within the General Fund (101), and, WHEREAS, in FYE22 it is estimated that the costs of the Deputy Clerk will be distributed across multiple activities of General Fund (101), NOW THEREFORE BE IT RESOLVED, that the proposed FYE22 budget be amended to reduce the General Fund (101), General Government Activity (101), by \$27,183; increase Clerk Activity (101-215) by \$6,796; and increase Elections Activity (101-262) by \$20,387.**

**YES:** Hathaway, Palmer, Flintoft, Jerome, Knol, Vogel.

**NO:** None.

**ABSENT:** Courteau.

**MOTION PASSED 6-0.**

#### **H.6 Approve contracts with Washtenaw Engineering Company for work on Daleview Drive and Merlin Way projects**

**Motion by Flintoft, support by Jerome, to approve the contracts with Washtenaw Engineering Co. for work on the engineering phase of the Daleview Drive and Merlin Way road improvement Special Assessment Districts.**

**YES:** Hathaway, Palmer, Flintoft, Jerome, Knol, Vogel.

**NO:** None.  
**ABSENT:** Courteau.  
**MOTION PASSED 6-0.**

#### **H.7 Stiltgrass Remediation Services Agreement and Authorization**

**Motion by Jerome, support by Flintoft, to approve the service contract with the Stewardship Network and Huron Arbor Stiltgrass Working Group subject to review by the Township Attorney.**

**YES:** Hathaway, Palmer, Flintoft, Jerome, Knol, Vogel.

**NO:** None.

**ABSENT:** Courteau.

**MOTION PASSED 6-0.**

#### **K. PUBLIC COMMENT**

Pam Boyd asked Board members to show more respect toward the Clerk; asked why only the Supervisor and not the whole Board seemed to know about the Park Rd SAD project.

Paula G stated that paving Park Road will lead to it becoming a cut-through.

Jillian Kerry stated she was upset by the Supervisor's treatment of the Clerk; said she was appalled.

Jonathan Greenberg complained about lack of transparency regarding the Park Rd SAD.

Alice Owings said she has always been able to get what she needs from the Clerk in terms of recordings of committee meetings, but it is still a problem.

Rob Pattinson said it is exhausting to watch board meetings; and noted that there are 50 people in the audience due to lack of trust in Supervisor; Board members are not working together and some are working against the interests of the township.

David Read called this Board meeting the "icing on the cake," stated that the lack of board member trust in each other was exemplified by the resolution regarding video recordings of meetings

Pat Stein apologized to the Clerk for the way she was treated at tonight's meeting; suggested the Supervisor walk away from this new position, just as the Sylvan Township Supervisor has recently done.

Michelle Cody stated that the Clerk had been unfairly maligned; that the Board had "changed its tune" once it got elected; spoke against the Supervisor doubling his salary; called herself appalled.

#### **L. ADJOURNMENT**

**Motion by Flintoft, support by Jerome, to adjourn.**

**YES:** Hathaway, Palmer, Flintoft, Jerome, Knol, Vogel.

**NO:** None.

**ABSENT:** Courteau.

**MOTION PASSED 6-0.**

Meeting adjourned at 10:30pm.

**AGENDA # E.1**  
**Scio Township Board of Trustees**  
**Correspondence and Communications Received**

**FOR MEETING DATE OF:** June 8, 2021  
**PREPARED ON:** May 25, 2021  
**PREPARED BY:** Jessica Flintoft  
**SUBMITTED BY:** Clerk

**ITEM TYPE:** Information

**ATTACHMENTS:**

2021 05 26 Green Philip.pdf  
2021 05 26 Laraway Ivan.pdf  
2021 05 26 Richstone Douglas.pdf  
2021 05 27 Aiken Kristy.pdf  
2021 05 27 Altomare Caroline.pdf  
2021 05 27 Bossier Keith.pdf  
2021 05 28 and 2021 05 29 Lesch Sarah.pdf  
2021 05 28 Hall Christopher.pdf  
2021 05 28 Heacock Anne.pdf  
2021 05 28 Olson David.pdf  
2021 05 29 Ballbach Lynne.pdf  
2021 05 30 Gillespie Robb.pdf  
2021 05 30 Stuber Melinda.pdf  
2021 06 01 Anderson Sven.pdf  
2021 06 01 Monteith Tim.pdf  
2021 06 01 Moore Dagmar.pdf  
2021 06 01 Powell Vern.pdf  
2021 06 01 Tisch Rebecca.pdf  
2021 06 01 Flyer re Railroad E Delhi SAD  
2021 06 02 Groden Robert.pdf  
2021 06 02 Payne Valentina.pdf  
2021 06 02 Schoepke Craig.pdf  
2021 06 02 Vanden Belt Anne.pdf  
2021 06 02 Webster Deb.pdf  
2021 06 02 Plante Moran  
2021 06 03 Siemens Ralf.pdf  
2021 06 04 Baker Peter.pdf  
2021 06 04 Huber Mark.pdf

## Jessica Flintoft

---

**From:** Phil Green <philipgreen@comcast.net>  
**Sent:** Wednesday, May 26, 2021 1:14 PM  
**To:** Township Board  
**Subject:** Official Communication to the Board of Trustees

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Board Members:

I write to encourage you to be an effective, successful board that uses the intellect and creativity of each of you in a collaborative way. I know some, but not all, of you. I am familiar with the background and successes of those I do not know personally. I am struggling to understand the disharmony and consummate waste of valuable time spent on issues of process, when there are so many substantive matters you can address.

You were elected because the public trusts you to do their work. With that in mind, each of you should respect the choices made by the public for representation and treat each other accordingly. Exerting of power for the sake of it, in a manner that causes inconvenience, undermines the trust reposed in each of you. Disrespect of your co-board members during public meetings distracts from the work you need to do and are so well qualified to do.

Please, remember that each of your co-board members were selected by the public and answer to the public. Treat them with respect. As they say: you catch more flies with honey than with vinegar.

Best of luck in your future endeavors.

Respectfully,

Philip Green

Sent from my iPad



**For the best experience, open this PDF portfolio in  
Foxit Reader or Foxit Reader: 6.0, or later.**

**Get Foxit Reader: Now!**

## Jessica Flintoft

---

**From:** Douglas Richstone <dor@umich.edu>  
**Sent:** Wednesday, May 26, 2021 9:47 AM  
**To:** Scio Township Clerk  
**Cc:** Will Hathaway; Douglas Richstone  
**Subject:** GFL improvement suggestion

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hello Folks,

I'm a Scio Twp resident at the address below, and so I'm now getting trash service from GFL. Overall we are very happy with the service, and we're also glad that we no longer have 5 companies' trucks driving down our little street every week.

However there is what seems to be a persistent issue (two issues really).

1. Yard waste. We are pretty conscientious about putting out our yard waste in kraft paper bags, and adhering to weight limits. Unfortunately, yard pickup has been erratic.
2. The online tool they provide to report missed pickups does not have a checkbox for yard waste, and my attempt to write in yard waste in the comments did not work this week. The callback feature of their phone system didn't work either. I did eventually get a human to respond by waiting "on the line". It can be a long wait. I personally would have a pretty high tolerance for this issue if I could just get on the computer the evening after they miss a pickup and send them a note and have it actually work.

It is frustratingly difficult to talk with them. I hope you will do so and that they would respond to a comment from the township. Improving their on-line report and fixing their call-back service would go a long way.

Again, overall we are happy with this service.

best regards,

**Douglas Richstone**  
3360 Parkridge Dr  
Ann Arbor, MI 48103

## Jessica Flintoft

---

**From:** Kristy Aiken  
**Sent:** Thursday, May 27, 2021 9:22 AM  
**To:** Township Board  
**Subject:** Video Recordings

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Board Members,

After listening to the BOT meeting from May 25<sup>th</sup>, I feel a personal responsibility to share my involvement with the recordings requested by Alice Owings. I do not know if this was the reason for the Supervisor's desire to add J6 to the agenda, but either way I wanted to share what transpired. On Friday, May 21<sup>st</sup>, I received an email from Alice Owings requesting the March 23<sup>rd</sup> BOT meeting. I told her I could put it on a flash drive for her since I wasn't sure how to share it with her because the file was too big. Later that morning, I received a call from Jim Merte asking about the videos because the Supervisor had reached out to him seeking his help to get them onto the website. While on the call with Jim, the Clerk returned from lunch and I advised her of the request of the videos to be on the website. Jessica used my cell phone to call the Supervisor because her cell service is not adequate in the building. The Clerk spent 30 minutes on the phone with the Supervisor in my presence explaining the technical challenges of uploading the videos onto the website. On Tuesday, May 25<sup>th</sup>, Ms. Ownings came into the Township with another flash drive requesting videos of meetings from 2020. I did not have access to them, however the Clerk immediately sent all three links to Ms. Ownings. The Clerk was kind enough to share with me where the 2020 BOT videos are located in PEAK. As you know, this software is still fairly new to us and we are all still in the learning process.

On a side note, I wanted to reiterate my desire for the Shared Governance Model. I wanted to share more during the public comment on April 27<sup>th</sup>, but I am still overcoming my fear of public speaking. I was very much in favor of having an Administrative Services Manager and everything that person would bring to the Township. The Township is growing and the front office will need more staffing in the future. Thank you for your time.

Thank you,

*Kristy Aiken*  
Scio Township  
Office Coordinator  
827 N. Zeeb Road  
Ann Arbor, MI 48103  
(734) 369-9400

## Jessica Flintoft

---

**From:** Caroline Altomare <craltomare@gmail.com>  
**Sent:** Thursday, May 27, 2021 8:05 AM  
**To:** Township Board  
**Subject:** Railroad St Paving SAD

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Greetings,

I live on West St and was just recently made aware of the effort underway to create this SAD to pave surrounding streets.

I have spoken to every one of my neighbors on my street (14 houses) and to a one, we are all vehemently opposed to this project for a number of reasons.

1. We oppose the change in the character of Delhi Mills. The rural-ness of this area is one that we love and wish to preserve. Potholes and all.
2. We couldn't disagree more with the 'Pro-Pave' folks about increased safety. Having paved roads will allow cars to drive even faster than they already do. To say that paving will make walking and biking safer is just not true. And compensating for this by adding sidewalks? A 25 MPH road sign? Really? Sorry, we don't buy it.
3. Lastly and most importantly, my street has mostly fixed income senior citizens. An additional tax would be a great hardship on them. I have been told by a reliable source that has worked on many SADs for the Township that we would 'benefit', and thus bear some of the costs. The Pro-Pave folks say 'oh no...you won't'. I have been told by a much more knowledgeable source than them that we would. And quite frankly, Public Act 188 does not clearly state who exactly bears the tax burden. It speaks in a general, 'they who benefit' way to be subjectively decided by the Board. Nowhere are we guaranteed that this cost will NOT get put upon us. This is very very worrisome for my neighbors! They cannot afford such an additional tax for a project that they don't want to begin with.

I have spoken with my Railroad St neighbors as well and they too are totally against this project. If this SAD goes forward with a minority vote of houses because they are wealthier, have more SEV and more frontage, it would be a travesty. I remind you that you are all elected officials. Please watch out carefully for my elderly neighbors. They need your support more than the wealthy folks in the Glade and surrounding area.

-- Caroline Altomare  
3709 West St

"Be kinder than necessary. Everyone you meet is fighting some kind of battle."

## Jessica Flintoft

---

**From:** Keith Bossier <kbossier@gmail.com>  
**Sent:** Thursday, May 27, 2021 4:31 PM  
**To:** Township Board; Will Hathaway  
**Cc:** Brittany Bossier; Sarah Lesch; Wesley Lesch; Valentina Payne; Austin Payne☺  
**Subject:** Resident Strongly In Favor of Railroad Street and E Delhi Paving

Dear Township Board,

As a resident of the proposed SAD being reviewed, I want to voice my firm interest in seeing this project move forward for the community. As parents of 2 very young children, my wife and I love the welcoming nature of the area and its accessibility to many fantastic local features: Delhi Metro Park, Skip's Canoe Livery, the soon to be built B2B Trail, among others. It's one of the main attractions that brought us to the area.

The first priority of any parent is seeing that their children are safe. As it stands now, the dirt roads of Railroad and E Delhi, present what my wife and I believe are dangerous conditions for us and our children to safely commute down. When we walk it, we are constantly worrying about cars dodging potholes, or vehicles driving fast down an unmarked 55mph road that is never monitored by police since it's not a commonly used road, or our cars sliding off the road in an ice storm.

The proposed paving project would not turn the area into a thoroughfare any more than it is today. It will not give people reason to go out of their way just to use this portion of the roads as the remainder of E Delhi and W Delhi would remain unpaved. The scope of the paving is about 1/3 of a mile, and would not provide anyone a quicker pass through. What we're proposing is a path to implement speed limits, we'd like to see a 3-way stop at the intersection of Railroad and E Delhi, reduce the steepness of the hill just south of the intersection on E Delhi, and add proper drainage to prevent road erosion into yards that also makes it even harder to walk along the edges of. Another added benefit of a project like this is it would reduce the wear & tear on vehicles, as well as the amount of mud that gets dragged into our garages when the roads are wet.

We've also spoken with a great number of others in the community that are very in favor of this project for the same, or different reasons (e.g. some elderly have said the unpaved road is not conducive for them to walk on due to surgeries they've endured).

While there are some dissenting voices out there communicating with you, we want you to be aware that this project wasn't created out of a small set of people, rather it's been a long-standing conversation and desire of many in the area.

Some of the comments we've heard are concerns around speeding, environmental impact, costs, and the changing feel of the neighborhood. To each of those comments, as someone in favor of the project, I would refute them each in the following way:

1. Speeding & Safety - currently we have an unmarked 55 mph road with no stop sign on E Delhi. The group in favor of this project would LOVE to see the speed limit be dropped to 25-35mph, and a 3-way stop sign be added at the intersection of Railroad and E Delhi. Additionally, being paved, the Township would plow and salt the roads, making it much safer to drive them in the winter. Lastly, depending on costs, we'd like to look at the option of creating a paved shoulder that would provide walkers a path that gives them even a little more room. It may turn out not to be in the cards, but from a safety perspective it's certainly of interest.
2. Environmental Impact - upon initial survey, the engineer that has reviewed the project has stated on several occasions that it does not appear any trees would need to be removed. Perhaps some trimming, but nothing major.

3. Costs - we certainly appreciate and respect the varying financial situations of the area residents. During our preliminary research, our goal has been to shift the burden of the costs on to the homes of those whom can afford the most. We've created a formula with logic that would bring the costs down for many on RR and ED into the \$25-\$96 per YEAR range. We are also looking into options for others facing hardship a financial relief option. The rates as we see them today has also come from the redrafting of the project scope due to some information we had previously been provided by Jay Houghton that was inaccurate and was requiring a more extensive project with significantly higher costs. We do not want this project to cost neighbors any more than it has to, but many of the residents on the streets that would be paved will see their home values increase from this project above what they would put into it. While I respect one's home value is not a concern for every individual, as a neighborhood, increased home values are collectively good for everyone, including the Township.
4. Changing feel of the neighborhood - it is true that this area used to be cow pastures and an old mill area. We love the character that adds to the area, and is one of the reasons we wanted to live here. What that also means is **the existing roads were designed and built to support a rural cow farm community. However, our area is no longer cow farms and an old mill. We now have neighborhoods with homes, services to support those homes (e.g. lawn care, garbage disposal, plumbing, moving, home improvements, etc.), ecommerce delivery (Amazon.com, UPS, FedEx, USPS), food delivery (restaurants, UberEats, DoorDash, GrubHub, etc.), people that drive to take advantage of the amenities of our area (Skip's Livery, Delhi Metro, etc.) and other vehicles visiting.** So while the area has modernized to support the needs of the community in many ways, it has done nothing to modernize the roads to support the reality of the amount of traffic that exists here every day.

I appreciate your consideration in reading this email. I've included a number of fellow supporters on it to allow them to also voice their interest in the project. Additionally, I will be discussing with many of my neighbors to also email their interest. We want to make sure you know there is a large voice of people interested in the project.

Kindly,

Keith Bossier  
4345 Sherwood Forest Ct.  
312-619-1621

## Jessica Flintoft

---

**From:** Sarah Lesch <sarahrhenry@gmail.com>  
**Sent:** Saturday, May 29, 2021 3:41 PM  
**To:** Township Board  
**Cc:** Keith Bossier; Valentina Payne; Will Hathaway  
**Subject:** Re: Resident Strongly In Favor of Railroad Street and E Delhi Paving

As I drove to the store yesterday evening I was reminded of yet another charming aspect of this dirt road: playing chicken with the car coming in the opposite direction while trying to avoid major pot holes. When I turned down Railroad I drove on the opposite side of the road almost the whole way to my home due to the amount of pot holes lining my lane. This is often the norm for large parts of E Delhi and W Delhi. Having to drive on the opposite side of the road for any amount of time is not safe. These roads are far too windy to be doing this as the on coming traffic is then blocked. Made even more unsafe with the already increased traffic on these roads over the last year and a half with: delivery trucks, food delivery services, and regular resident traffic.

These roads as dirt were once acceptable for this area when it was (as it has been pointed out to me by naysayers) farms and cow pastures, but it's all residential now with many subdivisions and individual homes. Our neighborhood as it is today, isn't made to withstand the use of dirt roads.

On Fri, May 28, 2021 at 3:09 PM Sarah Lesch <[sarahrhenry@gmail.com](mailto:sarahrhenry@gmail.com)> wrote:  
Good Afternoon Members of the Board,

I understand you all have been receiving emails from those opposed to the paving of Railroad and E Delhi. I'm sure dealing with SAD's is a lot of work and politics so I thank you for fielding both sides of the fence on this matter. My husband and I are also pro paving for all of the same reasons Keith pointed out. We also have a slightly different POV as we do live on Railroad St (3636 Brambledown but our house driveway is on Railroad). Living right on an unpaved road is more of an issue than we ever imagined when we purchased this home in 2017.

### **1. Issues with our driveway:**

- a. When the snow plows come by in the winter they kick an enormous amount of dirt and gravel into the apron of our driveway which killed our snowblower. We've now given up on the snow blowing and just shovel for fear of it happening again.
- b. With all the various grading's our driveway somehow loses gravel and there is an increasing level off which we need to find a way to fix so our cars don't bottom out when entering the driveway.

### **2. Safety**

- a. We have a 2 1/2 yo son and another baby boy on the way. Our son is outside all the time and playing near a dirt road poses a lot of issues given cars fly by with no posted speed sign, kick up dirt and gravel and my son refuses to learn how to ride his bike on the road because it's 'too bumpy'. Our driveway is long with a decline so learning there is tricky so we either have to walk it to the Glade or put it in the car and take it to the park.
- b. The potholes that are ever present (as there is never enough care on this road) cause cars to either speed past or veer off the center to avoid which is never safe when walking with your child in a stroller or side by side. Walking to the park is a nightmare, especially with the corner of E Delhi and Railroad with the slope.
- c. Winters are a nightmare. After a big snow our streets are almost never plowed before noon or later and even then it's always slippery and difficult to get traction. In 2018 on the way to one of my sons first well visits at the doctors, we slid off the road around the corner on W Delhi and we weren't even moving.
- d. This one might be hard to believe but some people would prefer we visit them at their homes to avoid our roads.

### **3. Upkeep**

- a. There are constant potholes on these roads which pose safety concerns when walking, biking, hiking, or running (all of the activities those pro say is one of the nicest things about living here)

b. There is never enough grading done and when it's done there is often so much gravel put down it's impossible to push a stroller or run. I have often turned around on a run due to fear of rolling an ankle. And forget park trips in the stroller for at least two weeks after this happens.

c. the cost to the township for upkeep must be quite an expense. I would imagine paving these roads would be a one time cost (mostly assumed by us residents) and therefore should be a win/win for all.

d. forget the car washing, that's cosmetic and can be dealt with, although at the frequency is annoying. But the damage the limestone, dirt and gravel does to our struts, tires, and engines is outrageous.

Paving these roads would create a much safer, kid friendly neighborhood. I know cost is an issue given the strong variance in SEV's around here and we have taken that into consideration with the payment structure pulling the majority of the cost over to us and the Glade and away from Railroad and E Delhi. And now that we understand Jay Houghton gave us false information, our costs are going to be even lower now. We do not wish to burden people with unreasonable taxes or turn this neighborhood into a speedway. We simply want to be able to enjoy the area in which I live and raise my children.

Thank you again for your time. I know there will be much more conversation about this and we appreciate your roles and patience.

All the best,  
Sarah Lesch  
3636 Brambledown Way

On Thu, May 27, 2021 at 4:31 PM Keith Bossier <[kbossier@gmail.com](mailto:kbossier@gmail.com)> wrote:

Dear Township Board,

As a resident of the proposed SAD being reviewed, I want to voice my firm interest in seeing this project move forward for the community. As parents of 2 very young children, my wife and I love the welcoming nature of the area and its accessibility to many fantastic local features: Delhi Metro Park, Skip's Canoe Livery, the soon to be built B2B Trail, among others. It's one of the main attractions that brought us to the area.

The first priority of any parent is seeing that their children are safe. As it stands now, the dirt roads of Railroad and E Delhi, present what my wife and I believe are dangerous conditions for us and our children to safely commute down. When we walk it, we are constantly worrying about cars dodging potholes, or vehicles driving fast down an unmarked 55mph road that is never monitored by police since it's not a commonly used road, or our cars sliding off the road in an ice storm.

The proposed paving project would not turn the area into a thoroughfare any more than it is today. It will not give people reason to go out of their way just to use this portion of the roads as the remainder of E Delhi and W Delhi would remain unpaved. The scope of the paving is about 1/3 of a mile, and would not provide anyone a quicker pass through. What we're proposing is a path to implement speed limits, we'd like to see a 3-way stop at the intersection of Railroad and E Delhi, reduce the steepness of the hill just south of the intersection on E Delhi, and add proper drainage to prevent road erosion into yards that also makes it even harder to walk along the edges of. Another added benefit of a project like this is it would reduce the wear & tear on vehicles, as well as the amount of mud that gets dragged into our garages when the roads are wet.

We've also spoken with a great number of others in the community that are very in favor of this project for the same, or different reasons (e.g. some elderly have said the unpaved road is not conducive for them to walk on due to surgeries they've endured).

While there are some dissenting voices out there communicating with you, we want you to be aware that this project wasn't created out of a small set of people, rather it's been a long-standing conversation and desire of many in the area.

Some of the comments we've heard are concerns around speeding, environmental impact, costs, and the changing feel of the neighborhood. To each of those comments, as someone in favor of the project, I would refute them each in the following way:

1. Speeding & Safety - currently we have an unmarked 55 mph road with no stop sign on E Delhi. The group in favor of this project would LOVE to see the speed limit be dropped to 25-35mph, and a 3-way stop sign be added at the intersection of Railroad and E Delhi. Additionally, being paved, the Township would plow and salt the roads, making it much safer to drive them in the winter. Lastly, depending on costs, we'd like to look at the option of creating a paved shoulder that would provide walkers a path that gives them even a little more room. It may turn out not to be in the cards, but from a safety perspective it's certainly of interest.
2. Environmental Impact - upon initial survey, the engineer that has reviewed the project has stated on several occasions that it does not appear any trees would need to be removed. Perhaps some trimming, but nothing major.
3. Costs - we certainly appreciate and respect the varying financial situations of the area residents. During our preliminary research, our goal has been to shift the burden of the costs on to the homes of those whom can afford the most. We've created a formula with logic that would bring the costs down for many on RR and ED into the \$25-\$96 per YEAR range. We are also looking into options for others facing hardship a financial relief option. The rates as we see them today has also come from the redrafting of the project scope due to some information we had previously been provided by Jay Houghton that was inaccurate and was requiring a more extensive project with significantly higher costs. We do not want this project to cost neighbors any more than it has to, but many of the residents on the streets that would be paved will see their home values increase from this project above what they would put into it. While I respect one's home value is not a concern for every individual, as a neighborhood, increased home values are collectively good for everyone, including the Township.
4. Changing feel of the neighborhood - it is true that this area used to be cow pastures and an old mill area. We love the character that adds to the area, and is one of the reasons we wanted to live here. What that also means is **the existing roads were designed and built to support a rural cow farm community. However, our area is no longer cow farms and an old mill. We now have neighborhoods with homes, services to support those homes (e.g. lawn care, garbage disposal, plumbing, moving, home improvements, etc.), ecommerce delivery (Amazon.com, UPS, FedEx, USPS), food delivery (restaurants, UberEats, DoorDash, GrubHub, etc.), people that drive to take advantage of the amenities of our area (Skip's Livery, Delhi Metro, etc.) and other vehicles visiting.** So while the area has modernized to support the needs of the community in many ways, it has done nothing to modernize the roads to support the reality of the amount of traffic that exists here every day.

I appreciate your consideration in reading this email. I've included a number of fellow supporters on it to allow them to also voice their interest in the project. Additionally, I will be discussing with many of my neighbors to also email their interest. We want to make sure you know there is a large voice of people interested in the project.

Kindly,

Keith Bossier  
4345 Sherwood Forest Ct.  
312-619-1621

--  
Sarah Lesch  
(c)734-476-0701

Sarah Lesch  
(c)734-476-0701

## Jessica Flintoft

---

**From:** Christopher Hall <chall0789@gmail.com>  
**Sent:** Friday, May 28, 2021 2:17 PM  
**To:** Will Hathaway; dpalmer@sciotownship.org; Jessica Flintoft; Jacqueline Courteau; Alec Jerome; Kathleen P. Knol; Jane Vogel  
**Cc:** Bonnie Gorichan; John Grucelski; Tom Sorenson  
**Subject:** East Delhi Private Road Application

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Board of Trustee Members,

I represent several other home owners in and around the East Delhi driveway that is the subject of a private road variance application by several individuals who wish to develop several "land-locked" parcels. We are very concerned about this application and we wanted to bring our concerns to your attention as the Planning Commission decided last week to recommend approval of the variance.

Some of our concerns are -

1. DTE has an easement over this same area for both 40,000 volt power lines that run into Ann Arbor and underground gas lines. To our knowledge, DTE has not been involved in the proposed design or engineering of this road.

*From our own personal contact with DTE, we have learned that the road changes, which include among other things extensive grading of a very steep incline and installing a retaining wall, sediment basins, etc., could impact DTE and or their workers. If these electrical poles have to be altered or moved, they will cost a significant amount of money to the applicant. To facilitate a move of these lines may require that the property owners be approached to enter into a new easement agreement.*

2. If approved, we would like to ask the Board of Trustees to require a performance bond from the applicant. This bond would also include the costs to return the driveway to its current condition should the applicant decide to stop road construction after it has been started.

*We are concerned that the applicant may not be able to complete this road without first exploring the various hardships it may cause, for example the utility lines and the steep grade that runs directly into Honey Creek. We believe this concern is valid because the applicant has requested the variance approval before he is willing to complete the rest of the approved permits, engineering work, etc. Many of these steps are normally done prior to the variance request.*

3. If it is approved, we ask that the Board of Trustees make the approval contingent on involving the current property owners and other impacted properties on Red Hawk in the engineering and design decisions.

*This proposed road will have a significant impact on the homes and properties that currently use this easement. We would like to come to an agreement with the applicants that is acceptable for everyone involved.*

4. We request, if approved, the Board of Trustees require as a condition of approval that the current property owners using the driveway be included in the road maintenance agreement but would have no obligation to pay for the road construction or the ongoing maintenance of the road or easement area.

*We are concerned that without being part of the agreement, the applicant may not maintain, repair or plow the road as often as we consider reasonable.*

5. We ask the Board of Trustees to visit this site so that you can see first-hand the unique characteristics of the area and the challenges further development will entail as well as hear the concerns of local Scio Township residents.

*The details of this proposed private road extension is far more complicated and different than it appears when compared to the small, dirt driveway that leads to the area where the extended private road would be built. We encourage all Board of Trustee members to park your car, get out and walk to the creek. Only then can you fully appreciate the impact that this proposed private road will have on DTE and the powerlines, the creek, the woodlands, and the homes on or around it.*

Sincerely,  
Corie Hall

## Jessica Flintoft

---

**From:** Anne Heacock <aheacock@umich.edu>  
**Sent:** Friday, May 28, 2021 9:13 PM  
**To:** Township Board  
**Subject:** Railroad St / East Delhi paving SAD

Sorry I just pushed send by mistake without typing the message.

My husband and I have lived on Sherwood Forest Ct in The Glade since 1993 and while we have gotten used to the bumpy potholed dirt roads, we were always hopeful that they would eventually be paved. We were pleased to learn of the ongoing effort to create a SAD, which if successful will finally give us a way to walk to the park safely and comfortably ( I had 3 joint replacements and find walking on uneven pebble filled surfaces very challenging). This SAD would also allow us to keep our cars and garage floor .much cleaner.  
I hope that you all will do what you can to facilitate this project and allow all the residents to have a say in its future prospects.

Thank you, Anne Heacock

Sent from my iPad

## Jessica Flintoft

---

**From:** David Olson <olsonphd@gmail.com>  
**Sent:** Friday, May 28, 2021 1:16 PM  
**To:** Township Board  
**Subject:** In favor of paving Railroad and the north terminus of East Delhi

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Township Board,

I am a resident in the boundaries a proposed SAD. I have lived at this location for 18 years. I would like to state that I am in favor of paving Railroad and the north terminus of East Delhi. That stretch of Rail Road St has always been problematic with regards to drainage—it degrades much faster than the other gravel roads and turns to slippery muck in late winter and through the spring. Likewise, the sharply inclined portion of East Delhi Rd at the junction with Rail Road has always be trouble for drivers in winter or muddy conditions. Many drivers have required towing after sliding into the ditch. This is also an area with a lot of foot traffic and the road conditions make it more difficult for drivers and walkers to share the road.

I understand that some neighbors have been upset by the proposal. I respect their perspective and agree that there are fair arguments against paving. I also believe some frustration is a legacy of now outdated information.

I understand that Lew Kidder has recently become involved; I hope this will provide an opportunity to reset the discourse on the pros and cons of the project. Our neighborhood was assisted by Lew in forming a SAD in 2013 to help finance replacement of the private roads in my neighborhood (The Glade). Although that did not involve public roads, that SAD process was smoother from the start and our neighborhood is better for it.

Cheers,

David Olson  
3303 The Glade St  
734-678-7689

## Jessica Flintoft

---

**From:** Lynne <lynnep@umich.edu>  
**Sent:** Saturday, May 29, 2021 2:51 PM  
**To:** Township Board; railroade-delhi-paving-committee@googlegroups.com  
**Subject:** Please don't pave Railroad St

Hi,

Please, please don't pave Railroad St. I love the rural feel of this neighborhood, and the lower traffic levels of the gravel road.

The cost is also a problem for me. There are a lot of things I'd love to buy for myself and for improving my property, but can't because I really can't afford them. The cost of pavement I really don't want will drastically lower even what I can get. Please don't force me to pay for what I don't want.

I would like to point out the everyone who bought a house in this area found the gravel acceptable, or they wouldn't have bought in the first place.

Lynne Ballbach  
4221 Railroad

## Jessica Flintoft

---

**From:** Robb Gillespie <r.bbgillespie@gmail.com>  
**Sent:** Sunday, May 30, 2021 1:40 PM  
**To:** Township Board; railroade-delhi-paving-committee@googlegroups.com  
**Subject:** Opposed to the SAD regarding paving of E. Delhi, Railroad St., and Private Roads

Hello. My wife and I have lived on West Street for over 15 years.

We are both sorely disappointed that this Special Assessment District is even being considered.

Paving and maintaining private roads should not be the financial concern of anyone but those living on those private roads.

We moved to this area because of its rural beauty. We do not want our neighborhood paved. It would not add value to my property, nor my style of living.

Increased speeds on Railroad and E. Delhi Roads would cause problems for all those that use the roads other than the trucks and autos. Many people walk and ride here.

Living on West Street, I can tell you that there is already a problem with fast traffic at the only intersection we can leave our dead end street on, Railroad. The intersection is inclined in such a way that we cannot see traffic coming, particularly from the west. Increasing vehicle speed will make it harder for us to turn onto Railroad, and inevitably there will be accidents from it. This also gets much worse in the winter, as West St. does not get plowed as quickly as Railroad Street does.

The financial burden to those of us who get no value from paving the public roads, or maintaining the private roads, is definitely a smack in the face. Most of the people who live on my street are retired, and it will certainly be a financial hardship for many. Please do not approve this Special Assessment District.

Robb Gillespie

**Jessica Flintoft**

---

**From:** Melinda <melinda.stuber@gmail.com>  
**Sent:** Sunday, May 30, 2021 12:48 PM  
**To:** Township Board; railroade-delhi-paving-committee@googlegroups.com  
**Subject:** Opposed to the paving of E. Delhi, Railroad, and private roads

Hello. I have lived on West St. since 2006. Born and raised in A2, and Delhi was my favorite childhood park.

I am very disappointed that this Special Assessment District proposal has gone as far as it has, for several reasons.

Safety Issues:

.....

The West St./Railroad St. intersection is already a safety issue — the incline and “blind intersection” would only be worsened with increased auto speeds on Railroad, especially in the Winter, when our street isn’t cleared of snow as quickly as Railroad St.

This neighborhood is chock full of walkers, dog walkers, runners, horseback riders, bicyclists, folks carrying their kayaks and inner tubes down the road, etc., all using these lovely country roads. Increasing the speed ability of auto and truck drivers lessens the usability of the neighborhood to its own folks. (Remember, most truck deliveries MUST come down either E. Delhi or W. Delhi, since trucks aren’t allowed on Huron River Drive.) It will also vastly increase noise and exhaust in the neighborhood. I often say we “live in a hole, down by the river” because smoke, fumes, molds, etc., all stick around longer than if we were higher up, if even only by a few feet. Having stagnant truck and car exhaust fumes will certainly make my living here less desirable, and many of my West St. neighbors agree.

Wildlife abounds in my neighborhood. I already see way too many dead animals from folks speeding down Railroad St.; paving will only enable increased auto speeds, increased accidents, and increased death.

True Financial Hardships for those who get no Value Added:

.....

It also seems totally ridiculous that this SAD would be approved to incur thousands of dollars of payments from homeowners who do not benefit from ANY use of paving any of the roads, much less those private roads, which are owned by much more affluent folks. If they want their roads paved and maintained, let the HOAs for those communities pay for their own private road upkeep. I adamantly do not want Railroad St. or E. Delhi Road paved, either.

West St. in particular has mostly small, older homes. Most of the homes are under 1,000 square feet, and incurring this type of SAD would be a true hardship for these folks, many of whom are older and on fixed incomes, and have lived here for 50+ years.

Folks on West St. will still be driving on dirt, so it’s not like the proposed paving benefits those people at all. Having our dirt road abut a newly paved road, is not only no value added, it will be even harder to exit our street onto Railroad St. I am going on the assumption they are not lowering the height of Railroad St.; forgive me if that assumption is incorrect. Please visit that intersection, exiting from West St. to Railroad St.; you will see it is already an issue for those of us who live here, and it would only be made worse by paving Railroad St. Thank you.

We moved to the country to be in the country. Maintaining private roads and paving Railroad St. at considerable cost to less fortunate neighbors with no value added is just something that is very disturbing to me. Please consider these

people before approving this Special Assessment District. They are already paying for the yearly Delhi Bridge street light maintenance SAD that everyone in the wider neighborhood uses for free.

Sincerely,  
Melinda Stuber  
3627 West St

## Jessica Flintoft

---

**From:** Sven Anderson <sventanderson@gmail.com>  
**Sent:** Tuesday, June 1, 2021 7:39 AM  
**To:** Township Board  
**Cc:** Lindsay Snell  
**Subject:** Fwd: Resident Strongly In Favor of Railroad Street and E Delhi Paving

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Township Board,

I am writing to provide support for paving Railroad St and East Dehli Rd. We believe the paving of this road will benefit the residents of this SAD, as well as the township. These two dirt roads are often filled with enormous potholes that damage residents vehicles, and make it hard to drive down. Additionally, we notice larger SUV's and trucks drive these sections at very high speeds, which is unsafe and disruptive. Thank you for your consideration.

Sincerely,  
Sven and Lindsay Anderson  
4358 Sherwood Forest Ct  
Ann Arbor, MI 48103

----- Forwarded message -----

**From:** Keith Bossier <[kbossier@gmail.com](mailto:kbossier@gmail.com)>  
**Date:** Thu, May 27, 2021 at 4:31 PM  
**Subject:** Resident Strongly In Favor of Railroad Street and E Delhi Paving  
**To:** <[townshipboard@sciotownship.org](mailto:townshipboard@sciotownship.org)>, Will Hathaway <[WHathaway@sciotownship.org](mailto:WHathaway@sciotownship.org)>  
**Cc:** Brittany Bossier <[brosenthal22@gmail.com](mailto:brosenthal22@gmail.com)>, Sarah Lesch <[sarahrhenry@gmail.com](mailto:sarahrhenry@gmail.com)>, Wesley Lesch <[wesley.lesch@gmail.com](mailto:wesley.lesch@gmail.com)>, Valentina Payne <[valentinatpayne@gmail.com](mailto:valentinatpayne@gmail.com)>, Austin Payne 😊 <[aspayne10@gmail.com](mailto:aspayne10@gmail.com)>

Dear Township Board,

As a resident of the proposed SAD being reviewed, I want to voice my firm interest in seeing this project move forward for the community. As parents of 2 very young children, my wife and I love the welcoming nature of the area and its accessibility to many fantastic local features: Delhi Metro Park, Skip's Canoe Livery, the soon to be built B2B Trail, among others. It's one of the main attractions that brought us to the area.

The first priority of any parent is seeing that their children are safe. As it stands now, the dirt roads of Railroad and E Delhi, present what my wife and I believe are dangerous conditions for us and our children to safely commute down. When we walk it, we are constantly worrying about cars dodging potholes, or vehicles driving fast down an unmarked 55mph road that is never monitored by police since it's not a commonly used road, or our cars sliding off the road in an ice storm.

The proposed paving project would not turn the area into a thoroughfare any more than it is today. It will not give people reason to go out of their way just to use this portion of the roads as the remainder of E Delhi and W Delhi would remain unpaved. The scope of the paving is about 1/3 of a mile, and would not provide anyone a quicker pass through. What we're proposing is a path to implement speed limits, we'd like to see a 3-way stop at the intersection of Railroad

## Jessica Flintoft

---

**From:** Tim Monteith <tim.monteith1@gmail.com>  
**Sent:** Tuesday, June 1, 2021 2:57 PM  
**To:** railroad-delhi-paving-committee@googlegroups.com; Township Board  
**Subject:** Mailbox flyer

I just got a flyer at my mailbox about the paving of Railroad St, E Delhi, and other surfaces. It is quite negative.

Can you send me some facts on the SAD and in particular the boundary lines of the SAD? Is my house included, address below?

--

Tim Monteith  
3381 W Delhi  
Ann Arbor, MI 48103  
734-395-6810 mobile  
734-665-8746 home  
[tim.monteith1@gmail.com](mailto:tim.monteith1@gmail.com)

## Jessica Flintoft

---

**From:** Dagmar Moore <dagmar\_moore@comcast.net>  
**Sent:** Tuesday, June 1, 2021 11:07 PM  
**To:** Township Board; railroade-delhi-paving-committee@googlegroups.com  
**Subject:** Unnecessary paving

My name is Dagmar Moore; I and my husband, Robert Kyes, live at 3535 W. Delhi Road. We hereby notify the township board that we are opposed to a proposed plan for the paving of Railroad St, E. Delhi etc. We see no benefit in such an undertaking - the roads in question are just fine as they are.

Dagmar Moore and Robert Kyes

**Jessica Flintoft**

---

**From:** VERN powell <taxcouple@comcast.net>  
**Sent:** Tuesday, June 1, 2021 2:47 PM  
**To:** Township Board  
**Subject:** SDA of parts of E. Delhi & Railroad St

Hello - I'm wondering if I could get some information regarding what portions of West Delhi Rd, if any, would be included in the SDA that is being proposed to pave E. Delhi & Railroad Streets. Please let me know so I can determine whether & how the SDA affects me.

Thanks,  
Vern Powell, 3303 W. Delhi Rd

## Jessica Flintoft

---

**From:** Rebecca Tisch <rptisch@gmail.com>  
**Sent:** Tuesday, June 1, 2021 2:08 PM  
**To:** Township Board  
**Cc:** railroade-delhi-paving-committee@googlegroups.com  
**Subject:** Paving Proposal

To Whom It May Concern

I live on Academic Drive so will not be impacted by the paving.  
If asked to vote, I will vote NOT in favor.

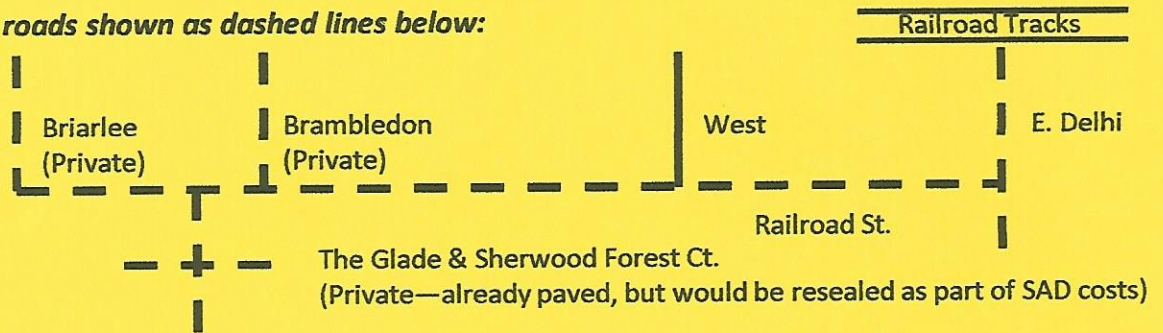
Thank you, Rebecca Tisch

# PAVE RAILROAD STREET & E. DELHI?

## What you need to know!

Some neighbors are working to create a Special Assessment District (SAD) to pay to pave Railroad St, E. Delhi (from the RR tracks past Railroad St. and up the hill), Brambledon, Briarlee, and to reseal The Glade's roads.

Proposed paved roads shown as dashed lines below:



### ***YOU*** Have Power & ***YOUR*** Voice Matters!

To move the SAD forward, at least 51% of SAD residents must approve.

***Please take 5 minutes right now*** to send one email, which includes both: [townshipboard@sciotownship.org](mailto:townshipboard@sciotownship.org) and [railroad@delhi-paving-committee@googlegroups.com](mailto:railroad@delhi-paving-committee@googlegroups.com) (this is the email for your neighbors who are organizing the SAD).

***Tell them you oppose this effort and let's put an end to it NOW!***

### Key Points to Remember:

- Actual costs are unknown, but most homes within the SAD will pay at least **\$10,000 over 10 years** (\$1,000 extra taxes per year)
  - The Township will add another **5% interest** on top of this
- The engineering study will cost each household an **additional \$550**
- If you sell your home, you must pay off the SAD in full at the time of sale
- Even if your street is withdrawn from the SAD, Public Act 188 says that all homeowners who "benefit" may be assessed and you could still pay
- Even if you oppose the SAD, if it passes, you will still have to pay for it
- Only those who are at the federal poverty level can qualify for a financial hardship loan. Even then, the money owed becomes a lien on your home and each year you have to reapply for hardship

For questions, please email [stoptherrsad@gmail.com](mailto:stoptherrsad@gmail.com)

## Jessica Flintoft

---

**From:** Robert Groden <rgroden8@gmail.com>  
**Sent:** Wednesday, June 2, 2021 5:39 PM  
**To:** Township Board; railroade-delhi-paving-committee@googlegroups.com  
**Cc:** stoptherrsad@gmail.com; Robert Groden  
**Subject:** Pave Railroad St & E Delhi

We are OPPOSED to this proposed Special Assessment District (SAD). We live on E Delhi south of Railroad St and recognize we will not be directly effected...for now.

The precedent this could set for future paving projects on E Delhi is not in our best interests. Paving only brings more traffic at higher speeds and the costs are extraordinary for the perceived benefits.

Please cease any action on this proposal.

Bob/Louise Groden  
2540 E Delhi Rd

## Jessica Flintoft

---

**From:** Valentina Payne <valentinatpayne@gmail.com>  
**Sent:** Wednesday, June 2, 2021 10:11 AM  
**To:** Township Board; Austin Payne☺  
**Cc:** Railroad/E Delhi Paving Committee  
**Subject:** Residents in Favor of Paving Railroad and E Delhi

Dear Township Board,

As residents of Scio Township and parents to a six month old daughter, my husband Austin Payne and I are writing to voice our strong desire to see the roads in this area paved. One of the primary reasons for purchasing a home in this area last summer was to surround our life with the nature and beauty that Scio Township has to offer, and in particular we love the proximity to the metroparks, river, and B2B trail. Our hope is that the paving project will allow us to safely walk and bike with our daughter and dog from our home to the trail for years and years to come. As it currently stands, we do not feel safe navigating our stroller or bike trailer between or over the many, many potholes that currently make up the path to the trail, park, and river, requiring us to walk on all sides of the street or in the middle of it, playing a dangerous game of chicken with oncoming traffic. Driving is not much better, in particular in the winter when the corner of E. Delhi and Railroad poses the risk of driving into a ditch (which has happened numerous, numerous times).

Our own desires aside, we also recognize that, put plainly, these roads are not equipped to handle the traffic and weight that is put on them in the modern age. They now see daily traffic from an increased number of residents and everything that comes with it (i.e., home repair services, lawn services, ecommerce delivery, food delivery, and visitors to our area). The area is simply in clear need of modernization that would improve the area without compromising the integrity of the neighborhood -- we believe the road paving as proposed would accomplish this, as it does not require removal of trees.

Thank you for your consideration and we look forward to working together to move this project forward.

Valentina and Austin Payne  
4462 Sherwood Forest Court

## Jessica Flintoft

---

**From:** Craig Schoepke <cschoepke@comcast.net>  
**Sent:** Wednesday, June 2, 2021 7:20 AM  
**To:** Township Board  
**Subject:** SAD

To whom it may concern:

It has come to my attention that a small group of people in my neighborhood (along with some people at the Township) have devised a plan to pave a small part of E. Delhi Rd. and Railroad St. This is not only against the wishes of most of those that do not live in the Glades but would require \$10,000 each from those in our neighborhood that can least afford it. I have also heard that said small group has devised a self-serving way of allotting voting percentages in order to push this through. Shameful...

I am firmly against this. And yes, I understand that this group has conveniently excluded West St. residents, no doubt for self-serving reasons, but my property borders Railroad St. and I am already used to people driving way too fast past my house. Paving would only make this worse.

Is our township representation happy to serve the whims of a small, wealthy group of people that seeks to force their neighbors to pay for their own pet projects?

Craig Schoepke  
3615 West st.

## Jessica Flintoft

---

**From:** Anne Vanden Belt <akvandenbelt@comcast.net>  
**Sent:** Wednesday, June 2, 2021 10:25 AM  
**To:** Township Board; railroade-delhi-paving-committee@googlegroups.com  
**Subject:** Paving proposal

We am writing to let you know that I strongly oppose the idea of paving portions of Railroad St.And E. Delhi. We walk in the neighborhood daily and have had numerous dangerous encounters with people speeding. We fear that paving the road would only encourage people to drive faster. We will not support the SAD to pave roads in our neighborhood.

Anne Vanden Belt et al.

Residents of 3423 West Delhi Rd.

Sent from my iPhone

## Jessica Flintoft

---

**From:** Deb Webster <dwebster@comcast.net>  
**Sent:** Wednesday, June 2, 2021 9:09 AM  
**To:** Township Board; railroade-delhi-paving-committee@googlegroups.com  
**Cc:** George  
**Subject:** Opposition to Railroad & E. Delhi paving SAD

Hello,

I received a flyer yesterday about a proposed SAD paving initiative for Railroad Street and to the south on E. Delhi Road and am writing to express strong opposition to it. My husband and I have property along E. Delhi Road and do not wish to have it negatively impacted by a paving effort.

Please let me know if you need more information.

Deb Webster (and George Miller)  
3100 E. Delhi Road; Ann Arbor, MI 48103  
734-358-7191 (cell)

June 2, 2021

To the Board of Trustees  
Scio Township  
827 N. Zeeb Road  
Ann Arbor, MI 48103

Dear Board Members:

We are in the process of planning for the audit of the financial statements of Scio Township (“the Township”) for the year ended March 31, 2021. An important aspect of planning for the audit is communication with those who have responsibility for overseeing the strategic direction of the Township and obligations related to the accountability of the Township. At the Township, these responsibilities and obligations are held by the Board of Trustees, collectively and individually; therefore, it is important for us to communicate with each of you in your role as a member of the Board of Trustees.

As part of this communication process, we have spoken at length with Will Hathaway regarding our responsibilities under generally accepted auditing standards and the planned scope and timing of our audit. The purpose of this letter is to provide each of you with a summary of those discussions and to provide you with the opportunity to communicate with us on matters that may impact our audit.

### **Our Responsibility Under Generally Accepted Auditing Standards**

As stated in our engagement letter addressed to Will Hathaway and dated May 24, 2021, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

### **Overview of the Planned Scope and Timing of the Audit**

Our audit fieldwork will include three phases. The planning and preliminary information-gathering and risk assessment phase will occur during April and May 2021 and the rest of our audit procedures will be performed during June 2021.

To plan an effective audit, we must identify significant risks of misstatement in the financial statements and design procedures to address those risks.

We identified the following significant risks of misstatement:

- Ability to maintain appropriate duty segregation with limited number of Township staff
- Proper accounting and reporting of the net OPEB liability and net pension liability
- Proper recording of capital asset additions and disposals

- Proper preparation and review of monthly bank reconciliations
- Proper accounting for Fiduciary Activities
- Proper recording of land held for resale
- Proper recording of property tax revenue for the Downtown Development Authority

In response to these identified significant risks, we will perform the following:

- Review of designated system checks and balances as well as documentation of review procedures
- We will perform a comprehensive review of the Township's computation of its net OPEB liability and net pension liability, including review and assessment of the underlying actuarial valuations.
- Detail testing of asset additions and disposals and the related recording and recognition in the financial statements.
- We will review a sample of monthly bank reconciliations as well as documentation of review procedures.
- We will review management's analysis of Fiduciary Activities under GASB Statement No. 84 for proper consideration and accounting of activities under the new standard
- We will review the Township's land held for resale listing and related accounting to ensure proper recognition in the financial statements
- We will review the property tax capture of the Downtown Development Authority to ensure proper recording in the general ledger

We will gain an understanding of accounting processes and key internal controls through a review of the accounting procedures questionnaires and control procedures questionnaires prepared by management. We will confirm through observation and inspection procedures that accounting procedures and controls included in the questionnaires have been implemented. We will not express an opinion on the effectiveness of internal control over financial reporting; however we will communicate to you significant deficiencies and material weaknesses identified in connection with our audit.

The concept of materiality is inherent in our work. We place greater emphasis on those items that have, on a relative basis, more importance to the financial statements and greater possibilities of material error than with those items of lesser importance or those in which the possibility of material error is remote.

### **Information from You Relevant to Our Audit**

An important aspect of this communication process is the opportunity for us to obtain from you information that is relevant to our audit. Your views about any of the following are relevant to our audit:

- The Township's objectives and strategies, and the related business risks that may result in material misstatements
- Matters you consider warrant particular attention during the audit, and any areas where you want to request additional procedures be undertaken
- Concerns about the Township's internal control and its importance to the Township, including how the Board of Trustees oversees the effectiveness of internal control and the detection or possibility of fraud
- Significant communications with regulators
- The actions of the Board of Trustees in response to developments in accounting standards, regulations, laws, previous communications from us, and other related matters

If you have any information to communicate to us regarding the above or any other matters you believe are relevant to the audit, or if you would like to discuss the audit in more detail, please call me at (734) 302-6901 as soon as possible.

Thank you for your time and consideration in this important aspect of the audit process. You can expect to hear from us again after the completion of our audit when we will report to you the significant findings from the audit.

Very truly yours,

**Plante & Moran, PLLC**



David H. Helisek  
Partner

## Jessica Flintoft

---

**From:** ralfsiemens@me.com  
**Sent:** Thursday, June 3, 2021 2:47 PM  
**To:** Township Board  
**Subject:** Please pave E Delhi

To whom it may concern,

As new residents of the Glades, we are happy to find out that there is an effort underway to look at the viability of paving roads like E Delhi. Please put us down as supporting this effort as the unpaved road certainly gave us pause to purchase the house we ended up buying. Clearly it wasn't a dealbreaker, but knowing that E Delhi could be paved soon, makes for much happier residents in my house. We like the serenity of the area, just don't like rocks, mud, potholes thrown at our my cars.

Best Regards,

Ralf Siemens  
4285 Upper Glade Ct.

248-252-3126

## Jessica Flintoft

---

**From:** Peter Baker <pete@elevatedworks.com>  
**Sent:** Friday, June 4, 2021 1:43 PM  
**To:** Will Hathaway; Donna Palmer; Jessica Flintoft; Alec Jerome; Kathleen P. Knol; Jane Vogel  
**Cc:** Tom Sorenson; Christopher Hall; Raymond Kelly; Julie Janusz  
**Subject:** Honey Creek Protection Petition / East Delhi Private Road Variance

Hello all, my name is Peter Baker, and I live at 2805 N Wagner Rd in Scio Township.

I'm writing to see if an item on planning commission's agenda has made it to your desk yet; a variance to allow a road extension down a steep grade into land abutting Honey Creek — directly in the middle of one of Scio Township's "high priority" conversation areas.

In the current township newsletter it's indicated that a trail along Honey Creek connecting the Huron River to Scio Township center is desired and has been planned for, but the variance in question would eliminate that possibility forever without a conservation easement in place asap.

Planning commission met last week to vote and approve this extension, even though no site plan has been provided, only engineering for the road itself. But the proposed lot splitting that would allow for the new housing is clear and would negate any opportunity for natural land preservation.

Multiple land conservancy groups have expressed interest in purchasing the property, and surrounding neighbors have all offered to generate funds to do so. I also know that a group of neighbors on the existing private road have been in contact and have objections for many other reasons, but around the legality of the easement, and the necessary infill and watershed issues. We have also been in contact with DTE Energy, who has been provided no information prior to our contact, and has immense concern about building along their utility easement.

We'd really appreciate your attention and support in this area, as I know one of the stated goals and platforms of much of the newly elected Township Board is to preserve the natural environment in Scio, and honestly, this is one of the most interesting topographical, environmental, and wildlife areas I've ever seen in the area.

Multiple neighbors have spoken up against the variance, and a petition has gained over 450 signatures in just the last week and a half: <https://www.change.org/p/scio-township-planning-commission-protect-honey-creek-from-development/>

You can also see pictures from above and below the tree line here, with the proposed lot division and building site directly adjacent to the Honey Creek flood zone here: <https://www.icloud.com/sharedalbum/#B0s5ON9t3Pa6hy>

Thank you for your time, please let me know if any more information is helpful, as I think the entire township is missing a huge opportunity to protect an area of immense natural significance before we never have this chance again.

Thank you,  
- Pete

**Jessica Flintoft**

---

**From:** mark huber <mahmarkahuber@yahoo.com>  
**Sent:** Friday, June 4, 2021 8:23 PM  
**To:** Township Board  
**Subject:** Paving

I oppose this effort.

Mark Huber  
4193 Upper Glade Court  
Ann Arbor, MI 48103

**AGENDA # G.1**  
**Scio Township Board of Trustees**  
**Fire Chiefs May fire activity report**

**FOR MEETING DATE OF:** June 8, 2021

**PREPARED ON:** 6/2/2021

**PREPARED BY:** Andy Houde

**SUBMITTED BY:** Fire

**ITEM TYPE:** Discussion Only

**ATTACHMENTS:**

[May Fire Chief report.pdf](#)

# Scio Township Fire Department

To: Scio Township Board of Trustees

From: Chief Houde

Date: June 8, 2021

RE: Monthly fire/rescue activity report

Board of Trustees,

The Scio Township Fire Department responded to 78 incidents in the month of May 2021, all incidents were in Scio Township. A breakdown of the incidents is as follows:

## Incidents by Category and Year-Month

1 – Fire	2
3 – Rescue & Emergency Medical Service Incident	51
4 – Hazardous Condition (No Fire)	2
5 – Service Call	2
6 – Good Intent Call	12
7 – False Alarm & False Call	9

2021-May  
Year-Month

We requested mutual aid for 4 incidents, and responded outside of the community 0 times, at the request of a neighboring community.

There were no significant incidents within the community this month.

Our fire investigation team investigated 2 fires, a kitchen fire on Eyrie Dr and a vehicle fire at Chestnut and Pear Tree.

1055 N. Zeeb Rd., Ann Arbor, MI 48103-1472.  
**(734) 665-6001**  
**(734) 665-0825 (fax)**

# Scio Township Fire Department

Response time data:

Total response time (from time of 911 call to our arrival on scene): 9:47

Total call processing time (from 911 call until we get dispatched): 3:41

Our alarm to arrival time (when we are dispatched to arrival): 5:54

Percentage of responses under 6 minutes: 60%

Alarms should be answered and processed in under 120 seconds 90% of the time.

Incident Type Category	2021				
	Jan	Feb	Mar	Apr	May
1 - Fire	3	2	17	3	2
3 - Rescue & Emergency Medical Service Incident	50	52	44	51	51
4 - Hazardous Condition (No Fire)	3	1	2	11	2
5 - Service Call	1	2	2	3	2
6 - Good Intent Call	15	17	24	16	12
7 - False Alarm & False Call	8	15	9	9	9
9 - Special Incident Type	2	0	0	0	0
<b>Grand Total</b>	<b>82</b>	<b>89</b>	<b>98</b>	<b>93</b>	<b>78</b>

2021		2020		YTD % Change
Grand Total - Current	% of Total Incidents - Current	Grand Total - Previous	% of Total Incidents - Previous	
27	6%	9	3%	200%
248	56%	217	61%	14.29%
19	4%	14	4%	35.71%
10	2%	15	4%	-33.33%
84	19%	62	17%	35.48%
50	11%	38	11%	31.58%
2	0%	0	0%	N/A
<b>440</b>	<b>100%</b>	<b>355</b>	<b>100%</b>	<b>23.94%</b>

1055 N. Zeeb Rd., Ann Arbor, MI 48103-1472.  
**(734) 665-6001**  
**(734) 665-0825 (fax)**

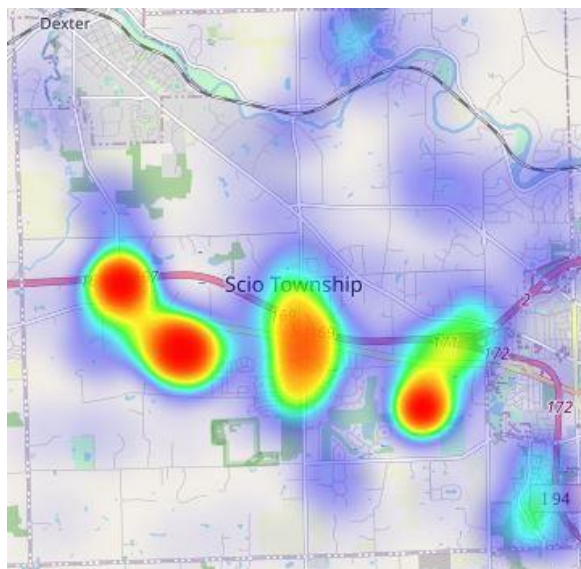
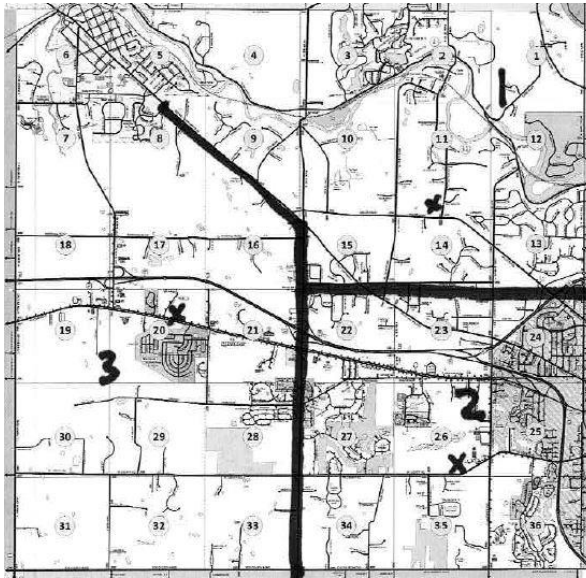
# Scio Township Fire Department

May response comparison:

2019:	2020:	2021:
77	76	78

Responses per “zone” in 2020 (see attachment):

1:	85
2:	178
3:	203



1055 N. Zeeb Rd., Ann Arbor, MI 48103-1472.  
**(734) 665-6001**  
**(734) 665-0825 (fax)**

**AGENDA # G.2**

**Scio Township Board of Trustees**

**Regular Reports from Officers and Committees Gelman Supervisor Clerk Treasurer Planning  
Commission Land Preservation Commission Transportation Alternatives Planning  
Committee Parks Advisory Board**

**FOR MEETING DATE OF:** June 8, 2021

**PREPARED ON:** June 4, 2021

**PREPARED BY:** Jessica Flintoft

**SUBMITTED BY:** Clerk

**ITEM TYPE:** Discussion Only

**BACKGROUND:**

**AGENDA # G.3**  
**Scio Township Board of Trustees**  
**Supervisor's Report**

**FOR MEETING DATE OF:** June 8, 2021

**PREPARED ON:** 6/3/21

**PREPARED BY:** Will Hathaway

**SUBMITTED BY:** Supervisor

**ITEM TYPE:** Discussion Only

**BACKGROUND:** The Park Road Public Meeting was held on Tuesday, June 1. Over 50 people attended. We met for 90 minutes. The meeting included a presentation by Lew Kidder during which he explained the Special Assessment District (SAD) process and reviewed the specific situation of the Park Road/Staebler neighborhood and the imminent road improvement by the Trailwoods development. The presentation was followed by questions and answers and comments from attendees. There were more questions than we could respond to during the meeting. We are considering ways of responding to the unanswered questions.

As directed and authorized by the motion approved by the BOT on May 11, the supervisor contacted the the Michigan Municipal League (MML) to initiate the search process for a township administrator. The MML was not able to take on this project at this time, however a comparable, highly recommended search firm was found. Amy Cell will be leading the search process. Her proposal including scope of work is attached. She has already begun working with the Township's Human Resources consultant, Diane Benson. The search process will include gathering input from various stakeholders with whom the township administrator will interact.

**ATTACHMENTS:**

[Scio Township Proposal signed 052821.pdf](#)

# Recruitment Services, Township Administrator

---

Prepared for Scio Township

Presented by Amy Cell, LLC

May 24, 2021



Will Hathaway  
Township Supervisor  
827 North Zeeb Road  
Ann Arbor, MI 48103

Thank you for the opportunity to submit this proposal to assist the Scio Township in your search for a Township Administrator.

As you look through this proposal, you will find that we bring extensive experience with executive searches in the public and private sectors, and we strive to provide our clients with an outstanding experience and result. We are also certain that you won't find another firm as dedicated, qualified, and passionate about Michigan communities as we are. My hope is that upon review you will find us to be an excellent fit for this engagement.

We believe that we are the right partner for the Scio Township due to the following attributes which we will detail in the attached proposal:

- *Passion for community service* - Our team has worked for government, economic development and community development organizations. We are passionate about supporting Michigan's communities!
- *Top notch candidates* - Our combination of strategic marketing and targeted outreach results in a robust pool of qualified and motivated candidates. We then winnow the pool down to a short list of candidates through a thorough vetting of the candidates' background and accomplishments.
- *Quick turnaround* - We have a highly efficient and effective talent acquisition process. We aggressively use all available tools and social media to quickly build a large pool, and use a multi-pronged assessment process to ensure we find multiple highly qualified and vetted applicants within weeks.
- *Customized approach* - Each of our executive search engagements is unique. We hone in on the key experiences, leadership style, and managerial competencies desired by the group of stakeholders that we interview.
- *Our team* - We have a team of 18 highly qualified and diverse recruiters and HR experts based in Michigan

Since our inception in 2015, we have supported hundreds of employers, communities, and job seekers with customized HR and recruiting services. Our team of seasoned professionals brings expertise and knowledge in the areas of municipal recruiting, human resources, economic development, project management, and marketing. We would be honored to work on this important endeavor.

Please feel free to contact me with any questions. Thank you very much for the opportunity to share our interest in this engagement.

Best regards,

A handwritten signature in blue ink that reads "Amy Cell". The signature is written in a cursive style and is placed on a light blue rectangular background.

Amy Cell

President

## Table of Contents

<b>A. Qualifications</b>	<b>4</b>
Type of Business	5
History	5
Why Us?	5
Recent Clients and References	6
Key Personnel	6
<b>B. Recruitment Work Plan</b>	<b>7</b>
Search Process and Activities	8
Proposed Timeline	9
Costs	10
<b>C. Attachments</b>	<b>11</b>
ATTACHMENT I- Team Resumes	12

## **A. Qualifications**

### **Type of Business**

Amy Cell, LLC of 215 W. Michigan Avenue, Ypsilanti, Michigan 48197, operates as a Limited Liability Corporation in the State of Michigan. As a registered LLC in Michigan, we are licensed to operate in the State of Michigan. We provide recruiting, human resources consulting, and career coaching services. We are in good standing with the state of Michigan and have all necessary licenses, permits, certifications, approvals and authorizations to be able to form the work indicated in this RFP. The contact person for this proposal is Amy Cell. She can be reached at 734-657-0370 or [Amy@AmyCellTalent.com](mailto:Amy@AmyCellTalent.com).

### **History**

Since our founding in March of 2015, Amy Cell, LLC has conducted over 800 searches, including recruitment for 100+ executive and key leadership roles, such as CEOs, City Managers, Executive Directors, Vice Presidents, and other C-Suite roles. We have led several successful public sector searches in Michigan, including searches for City Managers (or the equivalent) for the cities of Ann Arbor, Fraser, Madison Heights, Clawson, Holland, St. Clair Shores, and Redford Township. We have also recruited Executive Directors for non-profits and other public sector clients including Macatawa Area Express, Growing Hope, Troy Chamber of Commerce, and Michigan Venture Capital Association. We have also provided various department-level recruiting, training and organizational development support to additional public sector clients including the cities of Grand Rapids, Jackson, and Novi. As such, we are very familiar with local and state municipalities and understand the Freedom of Information Act (FOIA) and Open Meetings Act (OMA) and how these statutes impact the talent acquisition process.

In addition to our strong track record of success in both the public and private sectors, Amy Cell brings significant relevant experience to municipal recruiting, having served as Senior Vice President of Talent Enhancement at the Michigan Economic Development Corporation (MEDC), and as Vice President Talent Enhancement for Ann Arbor SPARK. In these roles, Amy Cell was responsible for programs in talent attraction, retention and development at regional and state levels, and was integral in the design and implementation of talent programs to benefit Michigan employers and citizens (e.g., job seekers, apprentices, displaced workers). Through this decade of public service, Amy Cell established a large professional network and national reputation as a thought leader in talent attraction and development. The firm's commitment to client satisfaction and a positive job seeker experience has led to strong growth, and our firm is proud to have all of our employees based in Southeast Michigan.

### **Why Us?**

Through our involvement with similar projects, and our passion for Michigan communities, we are able to offer a unique blend of expertise in executive recruitment, public sector work, and a deep understanding of human

resources that is unparalleled by other firms. We have a large team that works efficiently and effectively to quickly fill positions, often executing timelines that are 25% shorter than other firms.

**Recent Clients and References**

Below is a sample of recent relevant engagements.

Please feel free to contact any of the following individuals as references.

Client	Project Title	Contact Person	Telephone/ email address
City of Holland	City Manager Search	Jennifer Orme, HR Director	616-355-1316, J.Orme@cityofholland.com
City of Madison Heights	City Manager Search	Brian Hartwell, Mayor during the search	248-217-8732, brianhartwell@madison-heights.org
City of St. Clair Shores	City Manager Search	Chris Vitale, City Council Member	586-801-4732,vitalec@scsmi.net
Macatawa Area Express	Executive Director	Mike Trethewey, Board member and Holland City Council member during the Holland City Manager search.	616-396-6521, ext. 7101
City of Ann Arbor	City Administrator	Stephen Postema, City Attorney	734-846-1495

**Key Personnel**

For this recruitment, we have selected the following team of highly qualified professionals, all of whom are well-versed and experienced in municipal and executive recruitment. These three individuals are based out of our Ypsilanti office.

The table below lists the key persons assigned to this project, as well as their anticipated roles. Resumes are included as an attachment.

Proposed Team Includes:

Name	Title	Anticipated Roles
Amy Cell	President and Founder	<b>Role:</b> Lead. Oversees all search aspects included in this proposal.
Sarah Helmich	Manager, Recruiting and HR Consulting	<b>Role:</b> Manages search activities; participates in meetings; completes stakeholder intake interviews; finalizes the position description. Manages consultants and fine details.
Kylie McGill	Senior Associate Consultant	<b>Role:</b> Assists in document production, scheduling and outreach. Assists with candidate screening, background and reference checks. Provides interview support.

**B. Recruitment Work Plan**

To assist the Scio Township in finding their new Township Administrator we will follow our well-honed six step process, as described below. A full description of our approach and detailed timeline is included below.

**Search Process and Activities**

Key elements of our approach, and our repeated success, include a six step process to quickly and effectively find the right organizational leader.

**Step One - Create a Clear Target and Plan**

We will learn from you the “must have” and “ideal” experiences and behaviors for the Township Administrator. We will start by interviewing stakeholders including elected officials and staff members to understand the goals,

skills, experiences and behaviors that are critical and “ideal” for the position. We will also identify the key selling points of the position, organization and community, which informs the marketing strategy that we create. As this is a new position, we will also help build out the job duties, and identify areas that will benefit from additional review to provide clear roles and responsibilities during this transition to a new leadership structure.

Based on stakeholder data, we will create a rubric and align the selection group on experiences, leadership style, communication skills, etc. We will research the existing compensation and benefits structure as it compares to the market. During this planning meeting we will present compensation data to the Board and determine the target compensation range. We will also set the interview schedule and timeline with the selection team for maximum efficiency.

### **Step Two - Market the Posting to the Right People**

We will use social media and national job boards to promote the opportunity and to promote the amazing aspects of living, working and playing in Scio Township. This results in the largest possible pool of qualified applicants. In addition to our proprietary database of executive and professional talent, we will perform targeted outreach through LinkedIn and other social media platforms and engage with the ICMA Newsletter/Job Center, Michigan Municipal League (MML), and other municipal websites to create a deep, diverse pool of qualified and interested candidates.

### **Step Three - Efficiently Screen Applicants**

We will use a survey, video interview, phone interview, cyber review, reference checks and background checks to thoroughly assess applicants. We will provide access to and summarize this data for review.

### **Step Four - Interviews**

We will coordinate an outstanding interview experience for candidates and stakeholders. Finalists will have a Zoom or on-site interview that can include a wide range of interviews and tours. We will coordinate schedules, manage candidate communications, and provide on-site logistic support during the on-site interviews.

### **Step Five - Negotiation**

We will assist with the negotiation process with other administrative and legal parties. Our specific role will be determined during the planning phase.

### **Step Six - Transition Support**

We help candidates successfully transition into their new roles by providing assistance with onboarding and relocation. If desired, we can provide a variety of support to assist with relocation and transition assistance, including housing assistance, partner job search assistance, children and elder care support, and finding local “greeters” to help welcome the new person into the community. We also offer a 360 degree feedback check-in after six months.

### Proposed Timeline

The following timeline details the process (as described above) with a proposed schedule for deliverables and milestones.

Our proposed timeline is further customizable depending on the needs and goals of the Board. It is our goal to create and implement a plan that works well to meet the Board’s objectives, recognizing that a flexible approach is often needed as plans unfold.

Timeline	
<b>Stakeholder interviews.</b> We interview stakeholders to understand the goals, skills, experiences, and behaviors that are critical and “ideal” for the position. We also learn about the key benefits of the position, organization, and community.	June 1 - 11
<b>Create talent matrix.</b> Based on interview feedback and survey data, we create a "talent matrix" of key criteria.	By June 15
<b>Create marketing plan.</b> Based on the interview feedback and research, we will create a digital marketing package that will be used to market the opportunity.	By June 15
<b>Review salary data.</b> We review existing compensation and benefits structure as it compares to market comparables. We present compensation data at the first meeting and determine target compensation range.	By June 15
<b>Committee review.</b> We meet with the Board of Trustees to review the hiring criteria and job posting.	June 22
<b>Market the opportunity.</b> We use social media and national job boards to promote the opportunity and to promote the amazing aspects of living, working and playing in the community. This results in the largest possible pool of qualified applicants. In addition to our proprietary database of executive and professional talent, we perform targeted outreach through LinkedIn and other social media platforms and engage with industry associations, which results in a deep, diverse pool of qualified and interested candidates.	June 23-July 25
<b>Efficiently screen applicants.</b> We use a survey, video interview, phone interview, cyber review, reference checks and background checks to thoroughly assess applicants.	June 23-July 30
<b>Present candidates.</b> We will provide the Board with a link to the candidates’ packets and videos. Board members will have one week to review information prior to the meeting to determine finalists.	August 3

<b>Review candidates with Council and determine shortlist and interview panelists.</b>	August 10
<b>On-site interviews.</b> We coordinate an outstanding interview experience for candidates and stakeholders. Finalists will have an on-site interview that will include a wide range of interviews and tours. We coordinate schedules, manage candidate communications, and provide on-site logistic support during the on-site interviews.	August 17, 18 or 19
<b>Negotiation.</b> We will assist with the negotiation process with other administrative and legal parties. Our specific role will be determined during the planning phase.	TBD
<b>Relocation and Orientation.</b> We help candidates successfully transition into their new roles by providing assistance with onboarding and relocation. If desired, we can provide a variety of support to assist with relocation and transition assistance, including housing assistance, partner job search assistance, children and elder care support, and finding local “greeters” to help welcome the new person into the community. If desired, we can provide a transition meeting to help acclimate the new leader to direct reports and key priorities with stakeholders.	TBD

**Costs**

<b>Recruiting Fee.</b> This covers all staff time associated with stakeholder interviews, creating the matrix, recruiting and assessing candidates, interview logistics, candidate and stakeholder communication.	\$ 10,000.00
<b>Estimated Advertising Costs.</b> This covers job posting fees, social media promotions, marketing.	\$ 3,500.00
<b>Other Costs.</b> This covers background checks, Amy Cell, LLC staff travel expenses, and video interview fees.	\$ 1,500.00
<b>Total Cost for Recruitment Services</b>	\$15,000.00

**Note:** Reception food costs, interview food costs, and candidate travel costs are not included above.

**Placement Guarantee**

In the event the new employee rescinds their acceptance of the job offer, or leaves employment within one year of their start date, we will waive our base recruiting fee and conduct one additional search for the cost of direct marketing, travel and third party fees.

**Payment Terms**

We will invoice \$7,500 upon contract with net 30 day terms kindly requested. The remaining balance will be invoiced upon the acceptance of a candidate for the Township Administrator position.

To accept this proposal, please sign, date and return.

Amy Cell

President, Amy Cell, LLC

734-657-0370 Amy@AmyCellTalent.com

Accepted by:

Name

Will Hathaway, Supervisor

5/28/21

C. Attachments

**ATTACHMENT I- Team Resumes**

Amy Cell

Sarah Helmich

Kylie McGill

*The remainder of this page is intentionally left blank.*

## **AMY CELL**

734-657-0370

[Amy@AmyCellTalent.com](mailto:Amy@AmyCellTalent.com)

### **SUMMARY**

Dynamic leader passionate about talent attraction, retention and development who has used her creativity, team building skills and expertise to create and launch statewide talent programs and support Michigan communities, companies and people.

### **EXPERIENCE**

#### **AMY CELL, LLC, Ypsilanti, MI**

##### **President, 3/2015 - Present**

Amy Cell Talent is a talent consultancy that provides a variety of talent acquisition, community development and job seeker support programs to clients. We are a team of skilled and dedicated professionals based in Ypsilanti Michigan.

- Provide efficient and effective talent acquisition services to Michigan technology companies - completed over 600 searches that span executive, administrative, and technical opportunities.
- Provide career development services to job seekers and people in career transitions.
- Supported Community Ventures, a program that provides a career pathway out of poverty.
- Launched a talent program for University technology transfer organizations.
- Frequent speaker, advisor, facilitator, panelist and judge. Engagements have included the Brookings Institution and Edward Lowe Foundation.
- Faculty member, Center for Entrepreneurship, U-Michigan College of Engineering.

#### **MICHIGAN ECONOMIC DEVELOPMENT CORPORATION, Lansing, MI**

##### **Senior Vice-President, Talent Enhancement, 1/2011 - 3/2015**

MEDC is the state economic development organization. Joined MEDC with the Gov. Snyder administration to develop a Talent function housed within economic development.

- Led the redesign of the state labor exchange and talent marketing strategy. Website average 80K postings per month and 200K active account holders. Approximately 3 million unique users per year. Social media strategy includes newsletters, Twitter, Facebook and LinkedIn.
- Created and launched Community Ventures in 2012, which has placed 4000 structurally unemployed into living wage jobs with a \$11.20 average wage and 68% one year retention rate.
- Launched the Michigan Advanced Technician Training program, a dual education program based on the German apprenticeship model. Program is viewed as a national model and was featured by the Brookings Institute on a German study tour. Program has been adopted by Illinois, and many other states have requested additional information.
- Designed and directed programs to attract and retain highly educated talent, including LiveWorkDetroit, Dream Job, Pure Michigan Opportunity and a college ambassador program. Results included thousands of IT and Engineering student connections to employers.

- Participated on a select task force to determine strategy to propel Michigan to a top 10 state in terms of adults with a post-secondary credential or higher.
- Launched the Community College Skilled Trades Equipment Program - a \$50 million bond initiative to provide community colleges with critical training equipment.
- Launched Global Michigan, an initiative to embrace, attract and retain international talent. Built a team from one staff person to 30. Team had one of the highest employee engagement levels in the state government per a survey managed by PricewaterhouseCoopers.
- Accomplished and well-regarded speaker and presenter with approximately 50 engagements as panelist, moderator or key note presenter.

**ANN ARBOR SPARK, Ann Arbor, MI**

**Vice-President, Talent Enhancement & Entrepreneurial Education, 8/2006 - 1/2011**

Ann Arbor SPARK is a non-profit regional economic development organization driving local and statewide economic development initiatives. Key responsibilities included the creation and management of all Talent Enhancement programs, directing all Entrepreneur Education programs and overseeing the SPARK East incubator.

- Positioned SPARK to be a “talent hub” for knowledge-based workers seeking dynamic opportunities through events, job posting service and weekly newsletters. Posted approximately 1000 jobs for 400 companies annually, saving thousands of dollars per hire.
- Created programming to support SPARK East, a successful incubator in a challenged area and have had two companies graduate from the program in the first 18 months.
- Developed and launched numerous entrepreneur education programs including the one-day “Starting Your Own Business” program, Michigan Energy Forum, Entrepreneur Education 1.0 and 2.0 series, Expert Resource Board, Power Lunch and SPARK East Speaker Series.
- Co-developed Shifting Gears, a 4-month developmental program to help displaced “large company” managerial talent transition into “new economy” opportunities. Program was later expanded by the Michigan Economic Development Corporation and helped approximately 400 highly educated, accomplished, later-career people transition to new opportunities.

**ROSS SCHOOL OF BUSINESS AT U-MICHIGAN, Ann Arbor, MI**

**Senior Associate Director, Office of Student Life, 9/2004 - 7/2006**

- Created and led the Office of Student Life. Developed policies/processes to support students, including leadership programming, diversity, training, recognition, and student relations.
- Championed school-wide leadership development efforts and programs.
- Created a culturally sensitive environment through programming and addressing problems.
- Resolved scores of student relations concerns and community issues.

**APPLIED BIOSYSTEMS, Foster City, CA**

**Senior Manager, Human Resources, 11/2003 - 6/2004**

- Led the restructuring and reengineering of the IT department. Results included more efficient structure, employee development and redeployment of managers to better utilize talent.
- Launched development councils to coordinate succession planning and employee development.
- Provided organizational effectiveness tools such as leadership development and coaching, training, 360-degree feedback, change management and facilitated new leader assimilations.

**HR DRIVERS, Los Altos, CA**

**Managing Partner, 9/2002 - 10/2003**

- Founded HR Consulting Partnership that provides HR consulting, training and outsourcing services to small businesses that want innovative and strategic HR programs and processes.
- Developed an extensive HR audit program to thoroughly review each element of HR, to ensure that all legal issues and best practices are considered.

**SRI CONSULTING, Menlo Park, CA**

**HR Manager, 2001 - 2001**

- Reported to CFO of SRI International and directed all HR activities for SRI Consulting that resulted in cost savings, strategic leadership change and benefit and compliance improvements.
- Developed new processes for recruiting, merit planning, orientation, mentoring, leadership development/succession planning, performance management and visa management.

**FORD MOTOR COMPANY, Dearborn, MI**

**HR Roles Including Labor Rep, Associate and Analyst, 1995 - 2001**

- Provided counsel to business units in employee relations, performance management, diversity, staffing, compensation, job leveling/ranking, succession planning and work/life issues.
- Analyzed U.S. recruiting process; recommended switching to Resumix with an ROI of 40%.
- Participated on a team, which integrated Global affiliate manufacturing operations.

**PLANTE & MORAN, CPA's, Ann Arbor, MI**

**Certified Public Accountant, 1990 - 1993**

- Passed CPA exam in first sitting.
- Planned, executed, supervised and managed audit and tax engagements.

**EDUCATION**

**THE UNIVERSITY OF MICHIGAN, Ann Arbor, MI**

**MBA - Ross School of Business Administration, 1993 - 1995**

- with High Distinction (Top 10%)

**BBA - Ross School of Business Administration, 1987 - 1991**

**BOARD MEMBERSHIPS**

**Board & Community Involvement:** Michigan Center for Integrative Research in Critical Care, Career Education Advisory Committee, Desai Accelerator, Washtenaw Community College Foundation, Center for Entrepreneurship (CFE) - U-M College of Engineering, Washtenaw Community College Women's Council, Women's Exchange of Washtenaw, U-M SE Michigan Alumni Association, Washtenaw 2030 Steering Committee

**SARAH HELMICH, CFA**

Ann Arbor, Michigan (734) 272-3533

[Sarah@amycelltalent.com](mailto:Sarah@amycelltalent.com)

LinkedIn: [Sarah-Helmich](#)

**Experienced financial and human resource consulting professional, passionate about helping local companies and communities grow.**

---

**EXPERIENCE**

**AMY CELL, LLC, Ypsilanti, MI**

***Managing Director 2018 - Present***

- Facilitate full-service executive talent searches which includes close client communication to understand hiring needs and must-have candidate skills and attributes.
- Manage recruitment process including writing job descriptions and screening and interviewing candidates.
- Lead teams of associate consultants and senior consultants in corporate and municipal recruiting projects.
- Screen Requests for Proposals (RFP's) and develop proposals responses.
- Set up and manage technology and software programs for the firm.
- Assist in new employee training and onboarding.

***Manager, Accounting and Finance 2016 - 2018***

- Manage all financial aspects of a growing talent consulting firm, including payroll, taxes, cash flow and reporting.
- Negotiate building leases and manage vendor relationships.
- Assist in talent mixers and workforce development seminars for economic development groups, industry associations and alumni groups.

**INDEPENDENT FINANCIAL CONSULTANT, Ann Arbor, MI 2006 - 2015**

***Self Employed Contractor, clients include:***

- **Leslie Science and Nature Center** - Bookkeeping and accounting contractor, duties included setting up financial organization, audit prep, fundraising, and working on grant writing team.
- **Lymphoma Foundation of America** - Accounting Manager for patient focused cancer charity.
- **WholeHeart Group** - Financial manager for a start-up food company. Set up financial accounts and pricing, sales product mix modeling.
- **DTE Energy Services** - Assisted in analysis and modeling of new and existing long-term energy purchases between DTE and corporate customers.

**AMERICAN INTERNATIONAL GROUP, Houston, TX 2000 - 2004**

***AIG Global Investment Corporation***

***Vice President, Private Placements***

- Underwrote the purchase of privately placed debt, including synthetic and leveraged leases. Purchases totaled over \$600 million for the year 2003, of which 10% were non-US based borrowers.
- Negotiated documentation and conducted due diligence for new issuance and restructurings.
- Managed a private debt portfolio of \$2.4 billion with a concentration in energy and manufacturing companies.

**FIRST CHICAGO CORPORATION** (now JP Morgan Chase), New York, NY **1996 - 1999**

***Vice President, National Banking***

- Marketed bank operating and capital market products to large corporate customers and prospects.
- Prepared and presented proposals advising clients on financing alternatives including private placements, bank debt, public securities, tax advantaged bonds and receivables securitizations.

***Associate, Leveraged Finance***, Chicago, IL / New York, NY **1995 - 1996**

- Designed and utilized financial models evaluating capital structure, firm value, public debt ratings and earnings forecasts.

**NBD BANK**, Chicago, IL **1991- 1994**

***Assistant Vice President***

- Managed a portfolio of commercial loans to small- and medium-sized companies.
- Supervised the commercial loan credit department.

**EDUCATION**

**UNIVERSITY OF CHICAGO**

***Booth School of Business*** Chicago, IL **1993 -1995**

***Masters of Business Administration***

Concentration in Accounting and Finance

Dean's List

**UNIVERSITY OF MICHIGAN**, Ann Arbor, MI **1985-1990**

***Bachelor of Arts in Economics and French***

Upper-level Concentration, International Economics

Exchange student in Paris, France (11 months)

**BOARD & COMMUNITY INVOLVEMENT**

President, Neighborhood Association, Ann Arbor

Treasurer, Non-Profit Social Organization of Second Home Owners, Canada

Election Monitor, City of Ann Arbor

Volunteer, Natural Area Preservation, Ann Arbor

**KYLIE MCGILL**

517-759-9206 | [Kylie@amycelltalent.com](mailto:Kylie@amycelltalent.com) | [linkedin.com/in/kylie-mcgill](https://www.linkedin.com/in/kylie-mcgill)

**SKILLS**

On-boarding	Performance Management	Training and Development
HR Policies and Procedures	Benefits Communication	Compensation and Contract
Full Cycle Recruitment	Employee Engagement	Negotiation

**AMY CELL, LLC, Ypsilanti, MI**

**Senior Associate Consultant, 8/2017 - Present**

- On-site client HR Generalist support: on-boarding, I9 management, HRIS audit, process consulting, etc.
- Runs compensation analysis for clients.
- Co-authors HR white papers for private clients on topics such as compliance and strategic HR.
- Co-developed and presented employer training programs.
- Recruits top talent in Michigan for hard to fill industries. Such as: software, municipal, and engineers.
- Internal full cycle recruitment and on-boarding.
- Trains staff in policies, procedures, and technologies.
- Set up Payroll, Paid Time Off, W-4, and I-9s in QuickBooks.

**MICHIGAN CENTER FOR ADVANCED DENTAL CARE, Farmington Hills, MI**

**HR Manager, 3/2017 - 6/2017**

- Sole HR Manager for 8 dental offices.
- Full cycle recruitment.
- Negotiation of all employment contracts, upwards of \$100,000 per contract.
- Responsible for all benefits explanations including: health insurance, PTO, and maternity leave.
- Designed a performance tracking system for dental hygienists with the CEO.
- Maintained legal compliance through modernization of intake material, contracts, etc.
- Legal adviser to CEO, including drafting do-not-compete, contracts, and other legal counsel.
- Improved communication between offices and corporate through simplifying data management.

**CONSULAR CORP OF MICHIGAN, Ypsilanti, MI**

**HR Intern, 10/2013 - 4/2014**

- Intern to Dr. Lopez, Honorary Consul of Spain.
- Modernized recruitment system through redesigning all materials and avenues of recruitment.
- Assisted in interviewing and training interns for all consulates.
- Facilitated communication between consuls, including with the Consul of Syria.

**EDUCATION**

**Eastern Michigan University, Ypsilanti, MI**

**BBA, International Business and Management, 2012 - 2017**

- Dean's List (2012-2017) / Honors College (2012-2017) / 3.6 GPA / Study Abroad: U of Groningen (2016)

**VOLUNTEER EXPERIENCE**

**Board of Regents Student Affairs Committee, Eastern Michigan University, Ypsilanti, MI**

**College of Business Representative (5/2014 - 5/2015) - Served on Sexual Violence Prevention Committee and Tobacco Free and Sustainability Committee.**

**College of Business Dean's Board Student Association, Eastern Michigan University, Ypsilanti, MI**

**Volunteer (1/2013 - 4/2015) - Analyzed and proposed solutions to issues, i.e. safety, visibility and inclusion.**

**AGENDA # H.1**  
**Scio Township Board of Trustees**  
**Payment of the Bills**

**FOR MEETING DATE OF:** June 8, 2021  
**PREPARED ON:** March 4, 2021  
**PREPARED BY:** Rebecca Maute  
**SUBMITTED BY:** Finance

**ITEM TYPE:** Possible Action

**BACKGROUND:** MCL 41.74 requires that the Board of Trustees approves all claims at its regular meetings. The Township Purchasing Policies and Procedures requires that the prior check run be presented, and is included here with HIPAA protected items blacked out.

**RECOMMENDATION:** Finance Manager recommends approval.

**MODEL MOTION:** Motion by \_\_\_\_\_, support by \_\_\_\_\_, to approve the payment of claims presented and accept the previous check run report.

**ATTACHMENTS:**

[Claims Presented for Payment 2021 06 09.pdf](#)  
[Payment of Bills on 2021 05 27.pdf](#)

**QUESTION:** Shall this Motion be APPROVED?

INVOICE GL DISTRIBUTION REPORT FOR SCIO TOWNSHIP  
 EXP CHECK RUN DATES 06/09/2021 - 06/09/2021  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
 BANK CODE: GENRL

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 101 GENERAL GOVERNMENT					
101-101-730.000	DATA PROCESSING	CHASE CARD SERVICES	ZOOM UPGRADE TO SCHEDULE WEBINARS 05/1C	56.33	
101-101-823.000	CONTRACTED SERVICES	DIANE BENSON	MAY HUMAN RESOURCES CONSULTING	2,625.00	
101-101-823.000	CONTRACTED SERVICES	GOVERNMENTAL CONSULTANT SE	PROFESSIONAL SERVICES 05/10/21 - 06/09/	3,000.00	
101-101-826.000	LEGAL FEES	VICTOR L. LILLICH, J.D.	LEGAL SERVICES: 05/01/21 - 05/31/21	187.50	
101-101-957.000	PUBLICATIONS	WASHTENAW COUNTY LEGAL NEW	SUBSCRIPTION RENEWAL 05/22/21 - 05/22/2	80.00	
101-101-958.000	MEMBERSHIP & DUES	ANN ARBOR/YPSILANTI REGION	MEMBERSHIP DUES - BUSINESS LEVEL, NON-E	355.50	
Total For Dept 101 GENERAL GOVERNMENT				6,304.33	
Dept 228 TECHNOLOGY					
101-228-955.000	COST ALLOCATION	COMCAST	05/15/21 - 06/14/2021 INTERNET SERVICE	899.07	
Total For Dept 228 TECHNOLOGY				899.07	
Dept 265 BUILDINGS & GROUNDS					
101-265-729.000	BUILDING SUPPLIES	FACILITY SOLUTIONS, INC.	ODOR CONTROL FOGGER	63.00	
101-265-729.000	BUILDING SUPPLIES	FACILITY SOLUTIONS, INC.	CLEANERS/PAPER TOWEL ROLLS/C-FOLD TOWEL	97.84	
101-265-923.000	GAS	DTE ENERGY	04/23/21 - 05/21/21 GAS USAGE 827 N ZEE	309.37	
101-265-931.200	7970 W LIBERTY BUILDING MAINTENA	WILDWOOD LANE HOMEOWNERS	ASSESSMENT FOR SPRING ROAD MAINTENANCE	375.00	
101-265-932.000	GROUNDNS MAINTENANCE	BP	04/20/21 - 05/19/21 GAS PURCHASES	26.21	
Total For Dept 265 BUILDINGS & GROUNDS				871.42	
Dept 266 ATTORNEY					
101-266-826.000-GELMAN_CLEA	LEGAL FEES	HOOPER HATHAWAY, P.C.	LEGAL SERVICES RENDERED THROUGH 04/30/2	20,993.36	
Total For Dept 266 ATTORNEY				20,993.36	
Dept 301 SHERIFF					
101-301-805.000	SHERIFF CONTRACT	WASHTENAW COUNTY TREASURER	APRIL 2021 LAW ENFORCEMENT OVERTIME	5,940.00	
101-301-923.000	GAS	DTE ENERGY	04/22/21 - 05/20/21 GAS USAGE 1055 N ZE	88.51	
Total For Dept 301 SHERIFF				6,028.51	
Dept 302 TRAFFIC ENFORCEMENT					
101-302-826.100	LEGAL FEES - TRAFFIC	VICTOR L. LILLICH, J.D.	LEGAL SERVICES: 05/01/21 - 05/31/21	531.25	
Total For Dept 302 TRAFFIC ENFORCEMENT				531.25	
Dept 701 PLANNING					
101-701-730.000	DATA PROCESSING	CHASE CARD SERVICES	ZOOM UPGRADE TO SCHEDULE WEBINARS 05/1C	28.17	
Total For Dept 701 PLANNING				28.17	
Dept 702 ZONING					
101-702-727.000	OFFICE SUPPLIES	CHASE CARD SERVICES	BADGE FOR CODE ENFORCEMENT OFFICER	85.00	
101-702-730.000	DATA PROCESSING	CHASE CARD SERVICES	ZOOM UPGRADE TO SCHEDULE WEBINARS 05/1C	28.17	
101-702-826.000	LEGAL FEES	VICTOR L. LILLICH, J.D.	LEGAL SERVICES: 05/01/21 - 05/31/21	318.75	
Total For Dept 702 ZONING				431.92	
Dept 751 PARKS					
101-751-974.000	LAND IMPROVEMENTS	FREIER FORESTRY LLC	75% PYMT LIBERTY POND PARKING LOT/CO#0C	34,362.50	
101-751-974.000	LAND IMPROVEMENTS	VACKERSIGN	(6) SIGNS	5,985.00	
101-751-974.000	LAND IMPROVEMENTS	WASHTENAW COUNTY SOIL EROSION	DINO DR VCT INVOICE FEE SESC	50.00	
Total For Dept 751 PARKS				40,397.50	
Dept 900 CAPITAL OUTLAY					
101-900-980.000	EQUIPMENT	BS&A SOFTWARE	FIXED ASSETS & PURCHASE ORDERS SOFTWARE	10,910.00	
Total For Dept 900 CAPITAL OUTLAY				10,910.00	

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Total For Fund 101 GENERAL FUND				87,395.53	
Fund 206 FIRE DEPARTMENT FUND					
Dept 000					
206-000-730.000	DATA PROCESSING	LEXIPOL	FIRE & EMS PLATFORM/MOBILE SOLUTION 12/	1,434.00	
206-000-862.000	TRUCK MAINTENANCE	R&R FIRE TRUCK REPAIR, INCT-1:	D.O.T. MAINTENANCE INSPECTION/OII	1,349.97	
206-000-862.000	TRUCK MAINTENANCE	R&R FIRE TRUCK REPAIR, INCE-1:	D.O.T. MAINTENANCE INSPECTION/OII	1,004.89	
206-000-862.000	TRUCK MAINTENANCE	R&R FIRE TRUCK REPAIR, INCE-2:	D.O.T. MAINTENANCE INSPECTION/OII	1,352.00	
206-000-862.000	TRUCK MAINTENANCE	R&R FIRE TRUCK REPAIR, INCTYCO	SCOTT LIBERTY II: ANNUAL MAINTENAN	301.13	
206-000-862.000	TRUCK MAINTENANCE	R&R FIRE TRUCK REPAIR, INCE-1:	ANNUAL PUMP TEST	180.00	
206-000-862.000	TRUCK MAINTENANCE	R&R FIRE TRUCK REPAIR, INCE-2:	ANNUAL PUMP TEST	262.00	
206-000-862.000	TRUCK MAINTENANCE	VARSITY FORD	2008 FORD F-450: OIL & FILTER SERVICE	145.96	
206-000-923.000	GAS	DTE ENERGY	04/22/21 - 05/20/21 GAS USAGE 1055 N ZE	354.04	
206-000-960.100	FIRE PERSONNEL TRAINING	ANN ARBOR TOWNSHIP FIRE DFBL	S INSTRUCTOR ESSENTIAL'S COURSE: BEC	225.00	
Total For Dept 000				6,608.99	
Total For Fund 206 FIRE DEPARTMENT FUND				6,608.99	
Fund 208 PARKS & PATHWAYS FUND					
Dept 753 PATHWAYS					
208-753-978.000	PARKLAND PI CONSTRUCTION	WASHTENAW COUNTY ROAD COMM	PARKLAND PLAZA PATHWAY PERIOD ENDING 04	345.28	
Total For Dept 753 PATHWAYS				345.28	
Total For Fund 208 PARKS & PATHWAYS FUND				345.28	
Fund 230 BUS SERVICE					
Dept 000					
230-000-872.000	BUS SERVICE	THE RIDE	APRIL 2021 BUS SERVICE	15,710.37	
Total For Dept 000				15,710.37	
Total For Fund 230 BUS SERVICE				15,710.37	
Fund 242 OPEN SPACE LAND PRESERVATION					
Dept 000					
242-000-826.000	LEGAL FEES	MILLER, CANFIELD, PADDOCK	CONSERVATION EASEMENTS LEGAL WORK THROU	240.00	
242-000-971.100	LAND/EASEMENT ACQUISITION COST	WILLIAMS & ASSOCIATES, INC	APPRAISAL OF REAL PROPERTY	500.00	
Total For Dept 000				740.00	
Total For Fund 242 OPEN SPACE LAND PRESERVATION				740.00	
Fund 245 PUBLIC IMPROVEMENT FUND					
Dept 000					
245-000-932.000	GROUNDS MAINTENANCE	KBK LANDSCAPING	MAY JACKSON BLVD MOWING/WEED CONTROL	4,950.00	
Total For Dept 000				4,950.00	
Total For Fund 245 PUBLIC IMPROVEMENT FUND				4,950.00	
Fund 403 EAST DELHI BRIDGE MAINTENANCE FUND					
Dept 000					
403-000-823.000	CONTRACTED SERVICES	WASHTENAW COUNTY ROAD COMM	E. DELHI @ HURON RIVER DR TRAFFIC SIGN	517.82	
Total For Dept 000				517.82	
Total For Fund 403 EAST DELHI BRIDGE MAINTENANCE FUND				517.82	
Fund 410 2019 ROAD SAD PROJECTS					
Dept 000					

INVOICE GL DISTRIBUTION REPORT FOR SCIO TOWNSHIP  
 EXP CHECK RUN DATES 06/09/2021 - 06/09/2021  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
 BANK CODE: GENRL

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 410 2019 ROAD SAD PROJECTS					
Dept 000					
410-000-823.325	CONSTRUCTION - COTTONTAIL	JG CONSTRUCTION, INC.	REMOVAL/REPLACEMENT OF CULVERT: ROBINWC	2,524.00	
Total For Dept 000				2,524.00	
Total For Fund 410 2019 ROAD SAD PROJECTS				2,524.00	
Fund 411 2020 SAD ROAD PROJECTS					
Dept 000					
411-000-823.327	CONSTRUCTION - DALEVIEW SAD	WASHTENAW ENGINEERING COM	DALEVIEW TOPOGRAPHIC SURVEY THROUGH 05/	8,990.75	
411-000-823.328	CONSTRUCTION - MERLIN WAY SAD	WASHTENAW ENGINEERING COM	MERLIN WAY TOPOGRAPHIC SURVEY THROUGH C	5,901.25	
Total For Dept 000				14,892.00	
Total For Fund 411 2020 SAD ROAD PROJECTS				14,892.00	
Fund 431 FIRE STATION CAPITAL PROJECT					
Dept 000					
431-000-975.000	FIRESTAT-PH BUILDINGS AND IMPROVEMENTS	PHOENIX CONTRACTORS, INC.	APRIL WORK ON FIRE STATION RENOVATIONS	321,617.56	
431-000-975.000	FIRESTAT-PH BUILDINGS AND IMPROVEMENTS	PHOENIX CONTRACTORS, INC.	APRIL WORK ON FIRE STATION RENOVATIONS	78,632.64	
Total For Dept 000				400,250.20	
Total For Fund 431 FIRE STATION CAPITAL PROJECT				400,250.20	
Fund 590 SEWER FUND					
Dept 000					
590-000-035.100	UNBILLED A/R FROM DEPOSITS	THE SESSION ROOM	EXCESS DEPOSIT REFUND: THE SESSION ROC	(3,949.50)	
590-000-035.100	UNBILLED A/R FROM DEPOSITS	ZEEBRA PARTNERS, LLC	EXCESS DEPOSIT REFUND: ZEEBRA MULTI US	(29,523.25)	
590-000-282.000	PRELIMINARY EXPENSE DEPOSITS	THE SESSION ROOM	EXCESS DEPOSIT REFUND: THE SESSION ROC	23,730.00	
590-000-282.000	PRELIMINARY EXPENSE DEPOSITS	ZEEBRA PARTNERS, LLC	EXCESS DEPOSIT REFUND: ZEEBRA MULTI US	31,484.00	
590-000-649.000	CONSTRUCTION INSPECTION FEES	THE SESSION ROOM	EXCESS DEPOSIT REFUND: THE SESSION ROC	(14,603.21)	
590-000-649.000	CONSTRUCTION INSPECTION FEES	ZEEBRA PARTNERS, LLC	EXCESS DEPOSIT REFUND: ZEEBRA MULTI US	(4,870.81)	
590-000-727.000	OFFICE SUPPLIES	CHASE CARD SERVICES	(2) DYMO LABEL PRINTER	89.99	
590-000-728.000	POSTAGE	PRINT-TECH, INC.	(841) CYCLE 3 UTILITY BILL PRINTING & M	214.46	
590-000-826.000	LEGAL FEES	FINK & FINK, PLLC	APRIL 2021 UTILITIES DEPARTMENT LEGAL S	25.00	
590-000-904.000	PRINTING	PRINT-TECH, INC.	(841) CYCLE 3 UTILITY BILL PRINTING & M	115.09	
590-000-920.000	TELEPHONE	AMERICAN MESSAGING	05/15/21 - 06/14/21 PAGER SERVICE	25.97	
590-000-921.000	ELECTRIC	DTE ENERGY	04/17/21 - 05/19/21 ELECTRIC USAGE 319	41.24	
590-000-921.000	ELECTRIC	DTE ENERGY	04/16/21 - 05/14/21 ELECTRIC USAGE 547C	2,294.98	
590-000-934.000	EQUIPMENT REPAIR & MAINTENANCE	UTILITIES INSTRUMENTATION	O2 SENSOR FUSE AT JACKSON ROAD PUMP STP	455.74	
590-000-936.000	ODER CONTROL	LESSORS, INC.	(2,651.00 UNITS) REFRIGERATED LIQUID OX	2,485.90	
Total For Dept 000				8,015.60	
Total For Fund 590 SEWER FUND				8,015.60	
Fund 591 WATER FUND					
Dept 000					
591-000-035.100	UNBILLED A/R FROM DEPOSITS	ZEEBRA PARTNERS, LLC	EXCESS DEPOSIT REFUND: ZEEBRA MULTI US	(3,798.00)	
591-000-282.000	PRELIMINARY EXPENSE DEPOSITS	ZEEBRA PARTNERS, LLC	EXCESS DEPOSIT REFUND: ZEEBRA MULTI US	10,626.00	
591-000-649.000	CONSTRUCTION INSPECTION FEES	ZEEBRA PARTNERS, LLC	EXCESS DEPOSIT REFUND: ZEEBRA MULTI US	(189.90)	
591-000-727.000	OFFICE SUPPLIES	CHASE CARD SERVICES	(2) DYMO LABEL PRINTER	89.99	
591-000-728.000	POSTAGE	PRINT-TECH, INC.	(841) CYCLE 3 UTILITY BILL PRINTING & M	214.45	
591-000-823.000	CONTRACTED SERVICES	HYDROCORP, INC.	04/2021 CROSS CONNECTION CONTROL PROGRF	977.00	
591-000-826.000	LEGAL FEES	FINK & FINK, PLLC	APRIL 2021 UTILITIES DEPARTMENT LEGAL S	25.00	
591-000-904.000	PRINTING	PRINT-TECH, INC.	(841) CYCLE 3 UTILITY BILL PRINTING & M	115.09	
591-000-920.000	TELEPHONE	AMERICAN MESSAGING	05/15/21 - 06/14/21 PAGER SERVICE	25.97	

INVOICE GL DISTRIBUTION REPORT FOR SCIO TOWNSHIP  
EXP CHECK RUN DATES 06/09/2021 - 06/09/2021  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
BANK CODE: GENRL

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 591 WATER FUND					
Dept 000					
591-000-921.000	ELECTRIC	DTE ENERGY	04/16/21 - 05/14/21 GAS & ELECTRIC USAC	331.96	
591-000-921.000	ELECTRIC	DTE ENERGY	04/16/21 - 05/14/21 ELECTRIC USAGE 2821	842.75	
591-000-921.000	ELECTRIC	DTE ENERGY	04/17/21 - 05/19/21 ELECTRIC USAGE 775C	73.79	
591-000-923.000	GAS	DTE ENERGY	04/16/21 - 05/14/21 GAS & ELECTRIC USAC	34.99	
591-000-958.000	MEMBERSHIP & DUES	AMERICAN WATER WORKS ASSOC	AWWA MEMBERSHIP RENEWAL 08/01/21 - 07/31/21	361.00	
Total For Dept 000				<u>9,730.09</u>	
Total For Fund 591 WATER FUND				<u><u>9,730.09</u></u>	

INVOICE GL DISTRIBUTION REPORT FOR SCIO TOWNSHIP  
EXP CHECK RUN DATES 06/09/2021 - 06/09/2021  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
BANK CODE: GENRL

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
-----------	-------------------	--------	---------------------	--------	---------

Fund Totals:

Fund 101 GENERAL FUND	87,395.53
Fund 206 FIRE DEPARTMENT	6,608.99
Fund 208 PARKS & PATHWAY	345.28
Fund 230 BUS SERVICE	15,710.37
Fund 242 OPEN SPACE LANI	740.00
Fund 245 PUBLIC IMPROVEN	4,950.00
Fund 403 EAST DELHI BRII	517.82
Fund 410 2019 ROAD SAD I	2,524.00
Fund 411 2020 SAD ROAD I	14,892.00
Fund 431 FIRE STATION C2	400,250.20
Fund 590 SEWER FUND	8,015.60
Fund 591 WATER FUND	9,730.09

Total For All Funds:	<u>551,679.88</u>
----------------------	-------------------

05/27/2021

CHECK REGISTER FOR SCIO TOWNSHIP  
CHECK DATE FROM 05/27/2021 - 05/27/2021

Check Date	Check	Vendor Name	Amount
Bank GENRL GENERAL			
05/27/2021	29(E)	DEPARTMENT OF THE TREASURY	23,407.14
05/27/2021	30(E)	MICHIGAN DEPARTMENT OF TREASURY	7,145.80
05/27/2021	57198	GORDON CADILLAC, LLC	569.25
05/27/2021	57199	A & M CUSTOM HOMES	226.25
05/27/2021	57200	CHADWICK, JILL	91.45
05/27/2021	57201	WHITEHEAD, MICHAEL	307.58
05/27/2021	57202	MORRIS, JOHN & DIANE	336.43
05/27/2021	57203	ALERUS RETIREMENT SOLUTIONS	2,941.07
05/27/2021	57204	ANN ARBOR CLEANING SUPPLY	101.73
05/27/2021	57205	CITY OF ANN ARBOR TREASURER	600.00
05/27/2021	57206	AT&T	961.64
05/27/2021	57207	AUTO TECH CENTER, INC.	352.43
05/27/2021	57208	CARLISLE WORTMAN ASSOCIATES	4,756.00
05/27/2021	57209	VOID	0.00 V
05/27/2021	57210	CHAPTER 13 TRUSTEE - T. TERRY	900.00
05/27/2021	57211	COLONIAL LIFE	195.02
05/27/2021	57212	COMCAST	16.35
05/27/2021	57213	DTE ENERGY	2,425.90
05/27/2021	57215	EMERGENT HEALTH PARTNERS	1,628.99
05/27/2021	57216	FACILITY SOLUTIONS, INC.	152.21
05/27/2021	57217	FIFER INVESTIGATIONS LLC	1,275.00
05/27/2021	57218	FINK & FINK, PLLC	7,295.00
05/27/2021	57219	GFL ENVIRONMENTAL	344.00
05/27/2021	57220	GOVERNMENTAL CONSULTANT SERVICES	3,000.00
05/27/2021	57221	HACKNEY ACE HARDWARE	56.58
05/27/2021	57222	HUNTER PASTEUR HOMES ARBOR CHASE	3,686.35
05/27/2021	57223	JOHN HANCOCK	400.00
05/27/2021	57224	JOHNSON SIGN CO.	680.00
05/27/2021	57225	KBK LANDSCAPING	9,750.00
05/27/2021	57227	MERS	14,577.17
05/27/2021	57228	VOID	0.00 V
05/27/2021	57229	MICHIGAN ASSOCIATION OF PLANNING	825.00
05/27/2021	57230	MISDU	288.25
05/27/2021	57231	NATIONAL FIRE PROTECTION ASSOC	113.00
05/27/2021	57232	OHM ADVISORS	8,940.00
05/27/2021	57233	PRINT-TECH, INC.	434.79
05/27/2021	57234	PROSIGNS	100.00
05/27/2021	57235	QUANTUM ENVIRONMENTAL, INC.	12,474.00
05/27/2021	57236	CALVERT'S ROLLOFF CONTAINERS	109.50

05/27/2021	57237	RESPONSIVE TECHNOLOGY PARTNERS, INC	852.00
05/27/2021	57238	ROCKET ENTERPRISE INC.	15.50
05/27/2021	57239	SCIO TOWNSHIP UTILITIES DEPT	1,179.44
05/27/2021	57240	SMART HOMES, INC.	920.00
05/27/2021	57241	STAPLES	916.73
05/27/2021	57242	MICH DEPT OF AGRICULTURE&RURAL DEV	145.00
05/27/2021	57243	THE SUN TIMES NEWS	553.50
05/27/2021	57244	THE WOODHILL GROUP, LLC	3,518.75
05/27/2021	57245	TREEMORE ECOLOGY & LAND SERV., INC	2,624.12
05/27/2021	57246	UTILITIES INSTRUMENTATION SERVICE	2,629.72
05/27/2021	57247	VERIZON WIRELESS	200.05
05/27/2021	57248	VOYA INSTITUTIONAL TRUST COMPANY	7,497.30
05/27/2021	57249	WASHTENAW COUNTY LEGAL NEWS	50.00
05/27/2021	57250	WASHTENAW COUNTY SOIL EROSION	75.00
05/27/2021	57251	WASHTENAW COUNTY TREASURER	2,282.50

GENRL TOTALS:

Total of 56 Checks:	135,102.69
Less 2 Void Checks:	0.00
Total of 54 Disbursements:	135,102.69

**AGENDA # H.2**  
**Scio Township Board of Trustees**  
**Preparation of Transportation Alternatives Project (TAP) Grant Application**

**FOR MEETING DATE OF:** June 8, 2021

**PREPARED ON:** 6/2/21

**PREPARED BY:** Will Hathaway

**SUBMITTED BY:** TAP

**ITEM TYPE:** Possible Action

**SUGGESTED ACTION:** Approval of proposal from OHM to prepare grant applications for the Transportation Alternatives Project (TAP) program and the Michigan Department of Natural Resources Trust Fund (MDNRTF) for the fifth phase of the Zeeb Road Pathway from Scio Road to West Huron River Drive.

**BACKGROUND:** The Township wishes to apply for an MDOT Transportation Alternatives Project (TAP) Grant and OHM Advisors recommends they also apply for a Michigan Department of Natural Resources Trust Fund (MDNRTF) grant. The MDNRTF will be used for the match to the TAP grant.

The TAP grant application requires a feasibility analysis and project cost estimation be completed as part of the application process, and this information can also be used for the MDNRTF application. The TAP grant application also requires collection of supporting documentation for the project, including letters of support and planning documents. The pathway will be evaluated to meet federal requirements for either a 10' wide walkways on one side or two 5' wide walkways, one on each side of the road. A pedestrian bridge will be evaluated for the Huron River crossing.

In addition, the MDNRTF requires cost estimates, conceptual drawings, letters of support, Township public meetings and resolutions, as well as public engagement. As many of the tasks overlap for the two applications, there is some cost savings presented by preparing these together.

**FISCAL IMPACT:** \$15,000 from Parks and Pathways Millage funds.

**RECOMMENDATION:** Supervisor recommends approval.

**MODEL MOTION:** Moved by \_\_\_\_\_ support by \_\_\_\_\_ to approve the proposal from OHM to prepare TAP and MDNRTF grant applications for Phase 5 of the Zeeb Road Pathway project from Fund 208-753 Pathways.

**ATTACHMENTS:**

[TAP Grant Prep Proposal OHM 052821.pdf](#)

**QUESTION:** Shall this Motion be APPROVED?

May 28, 2021

Will Hathaway  
Township Supervisor  
**Scio Township**  
827 North Zeeb Road  
Ann Arbor, Michigan 48103

RE: **Transportation Alternatives Project (TAP) Application**  
Zeeb Road Pathway from Scio Road to West Huron River Drive

Dear Mr. Hathaway:

OHM Advisors (OHM) is pleased to provide this proposal for professional services to provide application preparation services for the Transportation Alternatives Project (TAP) program for the fifth phase of the Zeeb Road Pathway from Scio Road to West Huron River Drive.

Upon reviewing the Township's goals, it is our recommendation that the Township also request grant funding from the Michigan Department of Natural Resources Trust Fund (MDNRTF) as a way to match the monies being applied for through the TAP program.

## **PROJECT UNDERSTANDING**

The Township wishes to apply for an MDOT Transportation Alternatives Project (TAP) Grant and OHM Advisors recommends they also apply for a Michigan Department of Natural Resources Trust Fund (MDNRTF) grant. The MDNRTF will be used for the match to the TAP grant.

The TAP grant application requires a feasibility analysis and project cost estimation be completed as part of the application process, and this information can also be used for the MDNRTF application. The TAP grant application also requires collection of supporting documentation for the project, including letters of support and planning documents. The pathway will be evaluated to meet federal requirements for either a 10' wide walkways on one side or two 5' wide walkways, one on each side of the road. A pedestrian bridge will be evaluated for the Huron River crossing. In addition, the MDNRTF requires cost estimates, conceptual drawings, letters of support, Township public meetings and resolutions, as well as public engagement. As many of the tasks overlap for the two applications, there is some cost savings presented by preparing these together.

## **SCOPE OF SERVICES**

OHM Advisors (OHM) presents the following scope of services to complete the two grant applications:

### **1. Preliminary Investigation and Data Collection**

- ▶ Obtain Township and County records and submit Miss Dig utility design request.
- ▶ Perform one (1) field visit.
  - Obtain Photos.
  - Prepare summary for each site.
- ▶ Investigate tax/parcel maps to determine right of way. If right of way limits are still unclear, obtaining title work may be necessary. The cost for title work is estimated at \$300 per residential parcel and \$400 per commercial parcel.

## 2. Concept Planning and Probable Costs

- ▶ Prepare a conceptual drawing with available GIS data, aerial imagery, and GIS right-of-way.
- ▶ Prepare pathway typical cross sections.
- ▶ Prepare a preliminary opinion of probable project cost.
- ▶ Identify permits needed.
- ▶ Identify right-of-way constraints that may require property acquisition.
- ▶ Identify potential challenges such as bridges and river impacts.
- ▶ Create an 8 1/2"x11" concept drawing.
- ▶ Create an 8 1/2"x11" boundary drawing.
- ▶ Attend (1) meeting with the Township staff to review the findings.
- ▶ Attend (1) public meeting with the Township residents to review the project and grant applications.
- ▶ Identify steps and schedule for moving forward with a detailed design project.

## 3. Prepare Grant Application and Supporting Documents

- ▶ Prepare a MDNRTF and TAP application paperwork.
- ▶ Submit concept to Washtenaw County Road Commission to get their letter of support.
- ▶ Coordinate with grant administrators as needed for direction/clarification.
- ▶ Research Township planning documents for support of corridor project.
- ▶ Prepare recommended list of third-party agencies to solicit letters of support for application.
- ▶ Prepare draft letter of support for the Township's use in soliciting said letters of support.
- ▶ Answer questions from MDNR/SEMCOG/MDOT during application review process.

## FEE SCHEDULE

OHM proposes to provide the above outlined professional services. The work will be performed on an hourly basis and shall not exceed the following cost. The Township will be invoiced on a monthly basis.

<b>TAP Concept and Application:</b>	<b>\$ 8,000.00</b>
<b>MDNRTF Concept and Application:</b>	<b>\$ 7,000.00</b>
<b>TOTAL</b>	<b>\$15,000.00</b>

## ADDITIONAL SERVICES

OHM will be pleased to provide additional services for this project not specifically described in the scope of work on an hourly, as-needed basis. OHM will provide a separate proposal for said services upon Township request. Please note this proposal includes effort associated with the application and support during application review. If the project is selected, a separate proposal for design services will be provided.

## SCHEDULE

We propose the following schedule to meet the noted deadlines below:

Project Authorization	June 2021
Submit to Draft to Township	September 2021
<b>Submit Application to MDOT</b>	<b>No later than COB October 14, 2021</b>
<b>Submit Application to MDNRTF</b>	<b>No later than COB October 14, 2022</b>

## CLARIFICATIONS AND ASSUMPTIONS

This Scope of Services was prepared based on the following assumptions:

- ▶ If additional labor effort or change in schedule is required beyond described herein, OHM Advisors will negotiate an amendment with Scio Township. OHM Advisors will not proceed with additional services without written authorization to proceed from Scio Township.


- ▼ Meetings shall be conducted in accordance with the Scope of Services as described herein. Additional meetings, not described within our Scope of Services, will be considered additional services and will be billed on an hourly basis under a separate job number.
- ▼ Final engineering design services is not included in this scope. This work can be outlined under separate proposal upon request from the Township.
- ▼ Construction engineering services are not included.
- ▼ Easement preparation/negotiation/assistance is not included.
- ▼ Topographical survey work is not included.

We thank you for this opportunity to work with you. If any questions arise, please contact us at 734-522-6711 or via email at [matt.parks@ohm-advisors.com](mailto:matt.parks@ohm-advisors.com) or [sally.bos@ohm-advisors.com](mailto:sally.bos@ohm-advisors.com).

Sincerely,  
OHM Advisors,



Matthew D. Parks, P.E.



Sally L. Bos, P.E.

Encl: Standard Terms and Conditions

**Scio Township**  
**Transportation Alternatives Project (TAP) Application**  
Zeeb Road Pathway from Scio Road to West Huron River Drive

Accepted by: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

## TERMS & CONDITIONS



1. **THE AGREEMENT.** These Terms and Conditions and the attached Proposal or Scope of Services, upon acceptance by CLIENT, shall constitute the entire Agreement between Orchard, Hiltz & McCliment, Inc. (OHM ADVISORS), a registered Michigan Corporation, and CLIENT. OHM ADVISORS and CLIENT may be referred to individually as a Party or collectively as Parties. This Agreement supersedes all prior negotiations or agreements and may be amended only by written agreement signed by both Parties.
2. **CLIENT RESPONSIBILITIES.** CLIENT shall at no cost to OHM ADVISORS:
  - a. Provide access to the work site to allow timely performance of the work.
  - b. Provide all data and information in the CLIENT'S possession as may be required by OHM ADVISORS to perform the services.
  - c. Designate a person to act as CLIENT'S representative who shall transmit instructions, receive information, define CLIENT policies, and have the authority to make decisions related to services under this Agreement.
3. **PROJECT INFORMATION.** OHM ADVISORS shall be entitled to rely on the accuracy and completeness of services and information furnished by CLIENT, including services and information provided by other design professionals or consultants contracted directly to CLIENT.
4. **PERIOD OF SERVICE.** The services shall be completed within the time specified in the Proposal or Scope of Services, or if no time is specified, within a reasonable amount of time. OHM ADVISORS shall not be liable to CLIENT for any loss or damage arising out of any failure or delay in rendering services pursuant to this Agreement that arise out of circumstances that are beyond the control of OHM ADVISORS.
5. **COMPENSATION.** CLIENT shall pay OHM ADVISORS for services performed in accordance with the method of payment, as stated in the Proposal or Scope of Services. CLIENT shall pay OHM ADVISORS for reimbursable expenses for subconsultant services, equipment rental, or other special project related items at a rate of 1.15 times the invoice amount.
6. **TERMS OF PAYMENT.** Invoices shall be submitted to the CLIENT each month for services performed during the preceding period. CLIENT shall pay the full amount of the invoice within thirty days of the invoice date. If payment is not made within thirty days, the amount due to OHM ADVISORS shall include a service fee at the rate of one (1%) percent per month from said thirtieth day.
7. **STANDARD OF CARE.** OHM ADVISORS shall perform their services under this Agreement in a manner consistent with the professional skill and care ordinarily provided by similar professionals practicing in the same or similar locality under the same or similar conditions.
8. **RESTRICTION OF REMEDIES.** To the fullest extent permitted by law, CLIENT agrees to restrict any and all remedies it may have by reason of OHM ADVISORS' breach of this Agreement or negligence in the performance of services under this Agreement, be they in contract, tort, or otherwise, to OHM ADVISORS, alone, and waives any and all remedies it may have against OHM ADVISORS' principals, agents, employees, officers, directors and/or subconsultants.
9. **LIMIT OF LIABILITY.** To the fullest extent permitted by law, CLIENT agrees that, notwithstanding any other provision in this Agreement, the total liability in the aggregate, of OHM ADVISORS to CLIENT, or anyone claiming under CLIENT, for any claims, losses, damages or costs whatsoever arising out of, resulting from, or in any way related to this Agreement or the services provided by OHM ADVISORS pursuant to this Agreement, be limited to \$25,000 or OHM ADVISORS fee, whichever is greater, and irrespective of whether the claim sounds in breach of contract, tort, or otherwise.
10. **ASSIGNMENT.** Neither Party to this Agreement shall transfer, sublet, or assign any duties, rights under or interest in this Agreement without the prior written consent of the other Party.
11. **NO WAIVER.** Failure of either Party to enforce, at anytime, the provisions of this Agreement shall not constitute a waiver of such provisions or the right of either Party at any time to avail themselves of such remedies as either may have for any breach of such provisions.
12. **GOVERNING LAW.** The laws of the State of Michigan will govern the validity of this Agreement, its interpretation and performance.
13. **DOCUMENTS OF SERVICE.** The CLIENT acknowledges that OHM ADVISORS' reports, drawings, and other documents (Documents) as instruments of professional services. Nevertheless, the Documents prepared under this Agreement shall become the property of CLIENT upon completion of the work and payment in full of all monies due OHM ADVISORS. However, OHM ADVISORS shall have the unlimited right to use such Documents and the intellectual property therein. CLIENT shall not reuse or make any modifications to the Documents without prior written authorization by OHM ADVISORS. In accepting and utilizing any Documents or other data on any electronic media provided by OHM ADVISORS, CLIENT agrees they will perform acceptance tests or procedures on the data within 30 days of receipt of the file.
14. **CERTIFICATIONS.** If CLIENT requests OHM ADVISORS to execute certificates, the proposed language of such certificates shall be submitted to OHM ADVISORS for review at least 14 days prior to the requested dates of execution. OHM ADVISORS shall not be required to execute certificates to which it has a reasonable objection, or that would require knowledge, services or responsibilities beyond the scope of the Agreement, nor shall any certificates be construed as a warranty or guarantee by OHM ADVISORS.
15. **TERMINATION.** Either Party may at any time terminate this Agreement upon giving the other Party 7 calendar days prior written notice. CLIENT shall within 45 days of termination pay OHM ADVISORS for all services rendered and all costs incurred up to the date of termination in accordance with compensation provisions in this Agreement.
16. **RIGHT TO SUSPEND SERVICES.** In the event CLIENT fails to pay OHM ADVISORS the amount shown on any invoice within 45 days of the date of the invoice, OHM ADVISORS may, after

giving 7 days' notice to CLIENT, suspend its services until payment in full for all services and expenses is received.

17. OPINIONS OF PROBABLE COST. OHM ADVISORS preparation of Opinions of Probable Cost represents OHM ADVISORS' best judgment as a design professional familiar with the industry. CLIENT recognizes that OHM ADVISORS has no control over costs of labor, equipment, materials, or a contractor's pricing. OHM ADVISORS makes no warranty, expressed or implied, as to the accuracy of such opinions as compared to bid or actual cost.
18. JOB SITE SAFETY. Neither the professional activities of OHM ADVISORS, nor the presence of OHM ADVISORS or our employees and subconsultants at a construction site shall relieve the Contractor or any other entity of their obligations, duties, and responsibilities including, but not limited to, construction means, methods, sequences, techniques or procedures necessary for performing, superintending or coordinating all portions of the work of construction in accordance with the contract documents and the health or safety precautions required by any regulatory agency. OHM ADVISORS has no authority to exercise any control over any construction contractor or any other entity or their employees in connection with their work or any health or safety precautions.
19. CONTRACTOR SUBMITTALS. If included in the services to be provided, OHM ADVISORS shall review the contractor's submittals such as shop drawings, product data and samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the construction documents issued by OHM ADVISORS. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the contractor's responsibility. OHM ADVISORS review shall not constitute approval of safety precautions or, unless otherwise specifically stated by OHM ADVISORS, of any construction means, methods, techniques, sequences or procedures. OHM ADVISORS approval of a specific item shall not indicate approval of an assembly of which the item is a component.
20. CONSTRUCTION OBSERVATION. If requested, OHM ADVISORS shall visit the project construction site to generally observe the construction work and answer questions that CLIENT may have. OHM ADVISORS shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the construction work, or to determine whether the construction work is being constructed in accordance with the Contract Documents.
21. HAZARDOUS MATERIALS. As used in this Agreement, the term hazardous materials shall mean any substances, including without limitation asbestos, toxic or hazardous waste, PCBs, combustible gases and materials, petroleum or radioactive materials (as each of these is defined in applicable federal statutes) or any other substances under any conditions and in such quantities as would pose a substantial danger to persons or property exposed to such substances at or near the Project site. Both Parties acknowledge that OHM ADVISORS' Scope of Services does not include any services related to the presence of any hazardous or toxic materials. In the event OHM ADVISORS or any other person or entity involved in the project encounters any hazardous or toxic materials, or should it become known to OHM ADVISORS that such materials may be present on or about the jobsite or any adjacent areas that may affect the performance of OHM ADVISORS's services, OHM ADVISORS may, at its sole option and without liability for consequential or any other damages, suspend performance of its services under this Agreement until CLIENT retains appropriate qualified consultants and/or contractors to identify and abate or remove the hazardous or toxic materials and warrants that the jobsite is in full compliance with all applicable laws and regulations. CLIENT agrees, notwithstanding any other provision of this Agreement, to the fullest extent permitted by law, to indemnify and hold harmless OHM ADVISORS, its officers, partners, employees and subconsultants (collectively, OHM ADVISORS) from and against any and all claims, suits, demands, liabilities, losses, damages or costs, including reasonable attorneys' fees and defense costs arising out of or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any asbestos or hazardous or toxic substances, products or materials that exist on, about or adjacent to the Project site, whether liability arises under breach of contract or warranty, tort, including negligence, strict liability or statutory liability, regulatory or any other cause of action, except for the sole negligence or willful misconduct of OHM ADVISORS.
22. WAIVER OF CONSEQUENTIAL DAMAGES. OHM ADVISORS and CLIENT waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either Party's termination of this Agreement.
23. WAIVER OF SUBROGATION. OHM ADVISORS and CLIENT waive all rights against each other and any of their contractors, subcontractors, consultants, agents and employees, each of the other, for damages caused by fire or other causes of loss to the extent covered by property insurance obtained pursuant to a written contract or other property insurance applicable to the construction work.
24. THIRD PARTIES. Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either CLIENT or OHM ADVISORS.
25. CODE REVIEW/ACCESSIBILITY. In providing its services under this Agreement, OHM ADVISORS may have to interpret federal and or state laws, codes, ordinances, regulations and/or statutes. CLIENT understands and agrees that these may be subject to different and possibly contradictory interpretations by relevant governmental officials charged with interpreting same and furthermore understands and agrees that OHM ADVISORS does not warrant or guarantee that their interpretation will be consistent with the interpretation of the relevant governmental officials. OHM ADVISORS shall not be liable for unreasonable or unforeseeable interpretation of federal and or state laws, codes, ordinances, regulations and/or statutes by governmental officials charged with interpreting same.
26. DISPUTE RESOLUTION. In an effort to resolve any conflicts that arise during the design or construction of the project or following the completion of the project, CLIENT and OHM ADVISORS agree that all disputes between them arising out of or relating to this Agreement shall be submitted to nonbinding mediation, unless the Parties mutually agree otherwise, as a prerequisite to further legal proceedings.

**AGENDA # H.3**  
**Scio Township Board of Trustees**  
**Authorization of contract with GRS for required valuation services**

**FOR MEETING DATE OF:** June 8, 2021

**PREPARED ON:** June 1, 2021

**PREPARED BY:** Jessica Flintoft

**SUBMITTED BY:** Clerk

**ITEM TYPE:** Possible Action

**BACKGROUND:** State law requires that Scio Township hire an actuary to annually calculate the Other Postemployment Benefits (OPEB) liability. These benefits are retiree healthcare reimbursement payments available to qualifying Scio Township employees. This is a regular cost for the Township, along with audit costs.

The Budget and Finance Committee plans to review the Township's OPEB liability, and make a recommendation for a Trust Fund, instead of the pay-as-we-go which has been feasible and permitted by law until recently. The Township has two years to complete this.

**FISCAL IMPACT:** \$24,600 over FYE21 and FYE22 from 101-191

**RECOMMENDATION:** Supervisor, Clerk, Finance Director recommend approval.

**MODEL MOTION:** Motion by \_\_\_\_\_, support by \_\_\_\_\_, to authorize the Gabriel, Roder, Smith & Company (GRS) to conduct the four valuation projects for FYE2021 and FYE2022, as outlined in the attached June 1st agreement, and to fund from General Fund 101 and Department 191 Accounting/Finance, in an amount not to exceed \$24,600 over this and next fiscal years.

**ATTACHMENTS:**

[GRS Proposal FYE21 and FYE22.pdf](#)

# Scio Township Retiree Health Care Plan

## Report Distribution List

Last year a copy or copies of the report were sent to the following recipients. Please indicate if you would like a report sent to them this year, how many, and/or if you would like to add any new recipients to the mailing list.

~~Mr. Bryce Kelley~~ *Jessica Flintoft, Clerk*  
~~Township Manager~~ *Will Hathaway, Supervisor*  
827 North Zeeb Road *Donna Palmer, Treasurer*  
Ann Arbor, Michigan 48103 *Sandy Egeler, Finance Director*  
No. of copies sent last year: ~~1~~ *(via email)*

Would you like a copy/copies of the valuation mailed and/or emailed to this person?

Yes  No

Electronic Copy Only

No. of copies to be sent this year 4

Email address: *jflintoft@sciotownship.org*

*Ashley Frase*  
~~Melanie Crowther, CPA~~

Plante Moran  
27400 Northwestern Highway  
Southfield, MI 48034

No. of copies sent last year: 1 *(via email)*

*whathaway@sciotownship.org*  
*depalmer@sciotownship.org*  
*segeler@sciotownship.org*

Would you like a copy/copies of the valuation mailed and/or emailed to this person?

Yes  No

Electronic Copy Only

No. of copies to be sent this year 1

Email address: *ashley.frase@plantemoran.com*

Please indicate the following information, if you wish to have a copy of the valuation report mailed to a new recipient:

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Number of copies to be sent: \_\_\_\_\_

Electronic copy

Email address: \_\_\_\_\_



# Scio Township Retiree Health Care Plan

## Summary of Benefits

Attached is a copy of the summary of benefits used in your most recent report. Please review the summary for completeness and accuracy. If revisions are necessary, or if any changes in benefits have been adopted, please indicate them on the summary. Complete the lower portion of this page and return it along with the summary of benefits whether or not revisions have been made.

**No Changes** have been made since the prior valuation. Furthermore, the benefit summary presents a complete and accurate description of our benefits, through the date of my signature including any known benefits with a future effective date.

**After making the necessary changes**, the benefit summary presents a complete and accurate description of our benefits as of March 31, 2021, as well as any known benefits with an effective date after March 31, 2021. Please provide the effective date(s) of the amendment(s). Please send a copy of the final amendment if available.

Completed by:

Will Hathaway  
Name

Supervisor  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

Will Hathaway  
Signature

6/1/21

Date



# Substantive Plan Valued as of March 31, 2020

## General Employees and Elected Officials

### Plan Participants

Certain future General members employed by the Township and elected Township Officials are eligible to participate in the plan.

### Retiree Health Care Benefit Amount

Upon retirement, eligible members may receive reimbursement of retiree health care expenses up to the annual maximum amount for life. Only the retiree's expenses are eligible for reimbursement.

The annual maximum is adjusted up or down each fiscal year by the lesser of the following calculation: (1) the percent of change in the State of Michigan inflation rate used for property tax adjustments for the previous calendar year (Michigan Headlee Inflation rate, MCL 211.54d), or (2) the percent of change in Scio Township General Fund fiscal year-end revenues as determined by comparing the difference between the current and prior fiscal year-end audits.

For fiscal year 2019, the maximum amount of reimbursement is \$3,628. The fiscal year runs from April 1 to March 31. The maximum amount of reimbursement for fiscal year 2018 was \$3,553.

### Eligibility

General Township employees and elected officials are eligible for retiree health if they retire from active employment under Rule of 80 (age plus service is equal to or greater than 80) and are at least age 60 with at least 10 years of continuous full-time employment.

In order to receive the benefit, the retiree must not be eligible for post-retirement benefits (of equal to or greater value than the maximum reimbursable amount) through any other retirement plans, former employers, or through the employer or former employer of their spouse.

*This is a brief summary of the Retiree Health Care Plan provisions. In the event that any description contained herein differs from the actual eligibility or benefit, the appropriate employee contract or governing document will prevail.*



# Substantive Plan Valued as of March 31, 2020

## General Employees and Elected Officials

### Early Retirement Benefits

None

### Deferred Retirement Benefits

None

### Death-in-Service Retirement Benefits

None

### Disabled Retirement Benefits

None

### Non-Medicare and Medicare-Eligible Provisions

Retirees are required to enroll in Medicare once eligible. Retiree pays Medicare premiums.

### Post-Retirement Life Insurance Coverage

None.

### Retiree Opt-Out

Eligible retirees who have not elected the health care plan benefit upon retirement are eligible to elect to start to receive benefits at a later date.

*This is a brief summary of the Retiree Health Care Plan provisions. In the event that any description contained herein differs from the actual eligibility or benefit, the appropriate employee contract or governing document will prevail.*



# Substantive Plan Valued as of March 31, 2020

## Firefighters

### Plan Participants

Certain future Fire members employed by the Township are eligible to participate in the plan.

### Retiree Health Care Benefit Amount

Upon retirement, eligible members may receive reimbursement of retiree health care expenses up to the annual maximum amount for life. Only the retiree's expenses are eligible for reimbursement.

The annual maximum is adjusted up or down each fiscal year by the lesser of the following calculation: (1) the percent of change in the Consumer Price Index for the previous calendar year; or (2) the percent of change in Scio Township General Fund fiscal year-end revenues as determined by comparing the difference between the current and prior fiscal year-end audits.

For fiscal year 2019, the maximum amount of reimbursement is \$3,881. The fiscal year runs from April 1 to March 31. The maximum amount of reimbursement for fiscal year 2018 was \$3,801.

### Eligibility

Fire members are eligible for retiree health if they retire from active employment under Rule of 80 (age plus service is equal to or greater than 80) and are at least age 60 with at least 10 years of continuous full-time employment. Certain grandfathered individuals have lower minimum ages of 55 or 58.

In order to receive the benefit, the retiree must not be eligible for post-retirement benefits (of equal to or greater value than the maximum reimbursable amount) through any other retirement plans, former employers, retirement plans or through the employer or former employer of their spouse.

*This is a brief summary of the Retiree Health Care Plan provisions. In the event that any description contained herein differs from the actual eligibility or benefit, the appropriate employee contract or governing document will prevail.*



# Substantive Plan Valued as of March 31, 2020

## Firefighters

### Early Retirement Benefits

None.

### Deferred Retirement Benefits

None.

### Death-in-Service Retirement Benefits

None.

### Disabled Retirement Benefits

None.

### Non-Medicare and Medicare-Eligible Provisions

Retirees are required to enroll in Medicare once eligible. Retiree pays Medicare premiums.

### Post-Retirement Life Insurance Coverage

None.

### Retiree Opt-Out

Eligible retirees who have not elected the health care plan benefit upon retirement are eligible to elect to start to receive benefits at a later date.

*This is a brief summary of the Retiree Health Care Plan provisions. In the event that any description contained herein differs from the actual eligibility or benefit, the appropriate employee contract or governing document will prevail.*



## Proposed Fixed Consulting Fees by Project

Valuation Project	Mark, if approved	Fees If per Capita Retiree Cost Calculations NOT Required
1. Underlying biennial Valuation as of March 31, 2021 <sup>#</sup>	<input checked="" type="checkbox"/>	\$6,000
2. Optional Actuarial Funding Valuation Report (calculates actuarially determined contribution for the biennial period)	<input checked="" type="checkbox"/>	8,500
3. GASB No. 74/75 Valuation as of March 31, 2021	<input checked="" type="checkbox"/>	5,000
4. GASB No. 74/75 Valuation as of March 31, 2022	<input checked="" type="checkbox"/>	5,100
5. P.A. 202 reporting (applicable if item 2 is not provided) <sup>@</sup>	<input type="checkbox"/>	2,500

<sup>#</sup> Fee will be reduced by 50% if item two is also requested.

<sup>@</sup> Applies only to this retiree health plan portion of the P.A. 202 required reporting.

### Acceptance of Proposed Fees

The undersigned hereby authorizes Gabriel, Roeder, Smith & Company to commence work on the selected items below as outlined and marked, above.

**Acceptance for: Scio Township Retiree Health Care Plan**

By:

Will Hathaway

Printed Name:

Will Hathaway

Title:

Supervisor

Date:

6/1/21



**AGENDA # H.4**  
**Scio Township Board of Trustees**  
**Appointment of Kim Moore to Western-Washtenaw Area Value Express (WAVE) Board of Directors**

**FOR MEETING DATE OF:** June 8, 2021

**PREPARED ON:** 6/3/21

**PREPARED BY:** Will Hathaway

**SUBMITTED BY:** Supervisor

**ITEM TYPE:** Possible Action

**SUGGESTED ACTION:** The Board is asked to approve the nomination of Kim Moore to serve as Scio Township's representative on the WAVE Board of Directors.

**BACKGROUND:** Western-Washtenaw Area Value Express (WAVE) is a non-profit service organization that exists to provide affordable transportation to older adults, persons with disabilities, and other transit-dependent individuals in western Washtenaw County. Scio Township is able to appoint a representative to WAVE's board.

Kim Moore is currently serving on the Scio Township Planning Commission and this joint appointment would benefit both organizations. Kim brings expertise as an attorney and advocate for fair housing. Earlier in her career, Kim worked as an employee of the Ann Arbor Area Transportation Authority and brings that background to help inform her service on the WAVE Board of Directors.

**FISCAL IMPACT:** none

**RECOMMENDATION:** Supervisor recommends approval.

**MODEL MOTION:** Moved by \_\_\_\_\_ support by \_\_\_\_\_ to approve the nomination of Kim Moore as Scio Township's representative on the Western-Washtenaw Area Value Express (WAVE) Board of Directors.

**QUESTION:** Shall this Motion be APPROVED?

**AGENDA # H.5**  
**Scio Township Board of Trustees**  
**Establish Managed IT Services Proposal Review Committee and Appoint Members**

**FOR MEETING DATE OF:** June 8, 2021

**PREPARED ON:** June 5, 2021

**PREPARED BY:** Jessica Flintoft

**SUBMITTED BY:** Clerk

**ITEM TYPE:** Possible Action

**BACKGROUND:** Jim Merte serves as both Assessor and IT Director. He is retiring effective August 31st. He has recommended that the Township contract out for key IT services, to be supplemented with complementary skills of proposed new staff position(s), still pending with the Board.

On April 27, the Board approved the bid specifications and directed the Supervisor to prepare and post a Request for Bids. While that Request remains open, we have already received and conducted preliminary review of 5-10 respondents. Jim Merte recommends we form a committee to fully review full proposals this and next week, with the goal of bringing back final recommendation to the Board on June 22.

This timeline would likely allow for Jim Merte and the new contractor to have at least 30 days overlap to support a smooth transition for the Township.

By establishing a committee subject to OMA, the Board of Trustees may empower the committee to score the proposals, rank them, and make a final written recommendation the Board of Trustees for approval. The committee is expected to meet 1 or 2 times to complete its work.

Recommended members are: Clerk, Supervisor, Office Coordinator, Assessor/IT Director, HR Consultant, and two Scio residents who are willing to lend this expertise to the Township to assist us in making the best decision we can.

They are Asmat Noori and Marjorie Knepp. Both have served as election inspectors, and Marjie currently serves on the TAP Committee. Marjie is a Product Consultant and Delivery Lead at Atomic Object, with experience in software design and deployment, and her Master of Science Information. Asmat is the Information Systems Security Manager for the University of Michigan, with broad responsibilities for information security, and has his Master of Business Administration.

Thanks Asmat and Marjie!

**MODEL MOTION:** Motion by \_\_\_\_\_, support by \_\_\_\_\_, to establish a Committee to Review and Recommend a Managed IT Services Contract for Scio Township, subject to the Open Meetings Act; to appoint the Clerk, Supervisor, Office Coordinator, Assessor/IT Director, HR Consultant, Asmat Noori, and Marjorie Knepp; and to direct the Committee to return to the Board of

Trustees with a recommendation.

**AGENDA # I.1**  
**Scio Township Board of Trustees**  
**Adopt Freedom of Information Act (FOIA) Policy and Procedures and Appoint FOIA Coordinator**

**FOR MEETING DATE OF:** June 8, 2021  
**PREPARED ON:** April 19, 2021  
**PREPARED BY:** Jessica Flintoft  
**SUBMITTED BY:** Clerk

**ITEM TYPE:** Possible Action

**BACKGROUND:** This item was presented in full for discussion only on April 27, 2021; was ready for action on May 11 but was not placed on the agenda; was placed on the May 25 agenda but removed at top of agenda by a vote of 4-2. The item remains ready for action tonight June 8. There have been very few, minor questions or corrections suggested to the Clerk which have been incorporated. The Township is required to have these policies in place.

On June 9, 2015, the Board of Trustees of Scio Township unanimously passed a resolution to approve the requisite documents to conduct the duties detailed in the Michigan Freedom of Information Act (FOIA, MCL 15.231 et seq.). Since 2015, the requirements for such documents have changed, and Scio's have been out of date for a few years. These are now fully reviewed with proposed updates to our policies, procedures, and forms.

Those requisite documents are: *FOIA Procedures and Guidelines*, a *Written Public Summary of the Procedures and Guidelines* written in plain language, and a *Detailed Cost Itemization* worksheet for FOIA requests.

For your information only, the documents referred to in the Written Public Summary have also been updated and ready for use; however need not be approved by the Board of Trustees. These are: *FOIA Request Form*, *To Appeal a Denial of Records*, *To Appeal an Excess Fee*, *Detailed Cost Itemization for FOIA Requests*. All FOIA information including a web form for submission of FOIA requests, is newly available [on our website](#). Already, our improved website with more current information available has reduced the number of records requests and streamlined the records request process for residents and the staff processing the requests.

All documents are adapted from what we have long used and from current model policies and forms from the Michigan Townships Association. All have been approved by the Township Attorney.

The Michigan Townships Association presumes that township clerks shall execute these FOIA duties and provides a model resolution to designate the office of the clerk of the township to perform FOIA-related duties. This is typical of all townships, cities, and villages because the Clerk is the custodian of almost all records of the Township. In the past in Scio Township, at times the Clerk has served as FOIA Coordinator and at times the Supervisor has been designated as the Township's FOIA Coordinator. The current Clerk has served as de facto FOIA Coordinator since her appointment as Clerk in June 2019.

However, it was the Office Coordinator who has long actually carried out most of these responsibilities to process and fulfill the 75-100 FOIA requests we process each year. The Clerk plans to continue delegating most of the administration of the FOIA process to the Office Coordinator, in partnership with and under the Clerk's supervision, and the Clerk will continue to directly handle atypical requests and any denials.

In the coming months, the Clerk and Deputy Clerk plan to offer a brief training on public records and FOIA requirements for all staff, elected officials, and committee members to ensure everyone is in compliance with the laws, and ethical obligations as public servants. After conferring with management staff, the Clerk recommends that this brief recorded training be mandatory, and a required training for each new staff or committee member.

**FISCAL IMPACT:** None.

**MODEL MOTION:** Motion by \_\_\_\_\_, support by \_\_\_\_\_, to approve the proposed RESOLUTION TO APPROVE FOIA PROCEDURES AND GUIDELINES, A WRITTEN PUBLIC SUMMARY, AND DETAILED COST ITEMIZATION as presented.

AND

Motion by \_\_\_\_\_, support by \_\_\_\_\_, to approve the proposed RESOLUTION TO APPOINT FREEDOM OF INFORMATION (FOIA) COORDINATOR as presented.

**ATTACHMENTS:**

[Resolution to Approve FOIA Procedural Documents.docx](#)

[Resolution to Appoint FOIA Coordinator.docx](#)

[Public Summary for 2021 06 08.doc](#)

[FOIA\\_Procedures\\_and\\_Guidelines for approval 2021 05 25.doc](#)

[FOIA Detailed Cost Itemization.doc](#)

**SCIO TOWNSHIP  
WASHTENAW COUNTY, MICHIGAN  
RES #2021-XX  
RESOLUTION TO APPROVE FOIA PROCEDURES AND GUIDELINES, A WRITTEN  
PUBLIC SUMMARY, AND DETAILED COST ITEMIZATION**

**May 25, 2021**

At a Regular Meeting of the Township Board of Scio Township, Washtenaw County Michigan, held via Zoom on the 25<sup>th</sup> day of May 2021 at 7:00pm.

Members Present:

Members Absent:

The following preamble and resolution were offered by \_\_\_\_\_ and supported by \_\_\_\_\_.

WHEREAS, the Township is a public body as defined by the Michigan Freedom of Information Act, 1976 PA 442, MCL 15.231 as amended (“FOIA”);

WHEREAS, in the performance of its function as trustees for the Township, it is necessary and appropriate for the Township Board to establish and adopt policies for the operation of the Township;

WHEREAS, pursuant to Section 4(4) of the FOIA, the Township shall establish procedures and guidelines to implement the FOIA, shall create a written public summary regarding how to submit written requests to the Township, and explain in plain language how to understand the Township’s written responses, deposit requirements, fee calculations, and avenues for challenge and appeal;

WHEREAS, Section 4(4) of the FOIA also requires that the Township’s Procedures and Guidelines include the use of a standard form for detailed itemization of any fee amount in its responses to written request;

WHEREAS, in the interests of the health, safety, and welfare of the Township, the Township Board desires to approve Procedures and Guidelines, a Written Public Summary, and a Detailed Itemization, so that it is in compliance with the FOIA and may charge the fees permitted under the FOIA;

NOW THEREFORE, the Township Board of Scio Township, Washtenaw County, resolves as follows:

1. The Township hereby adopts and approves the [Township Procedures and Guidelines](#)
2. The Township also adopts and approves the [Written Public Summary](#)
3. The Township also approves the Detailed Itemization Sheet (attached as Exhibit A to this resolution)
4. The Township shall make the Procedures and Guidelines publicly available by providing free copies of the Procedures and Guidelines and its Written Public Summary both in the

Township's response to a written request (by including the website link to the documents in lieu of providing paper copies) and upon request by visitors to the Township.

5. The Township shall post and maintain the Procedures and Guidelines and Written Public Summary on its website.
6. All resolutions, motions, policies, including any Freedom of Information Act policies, or any parts thereof that are in conflict with this resolution are hereby repealed to the extent of such conflict.

**ROLL CALL VOTE**

**AYES:**

**NAYS:**

**ABSENT:**

**ABSTAIN:**

**RESOLUTION DECLARED \_\_\_\_\_.**

---

Jessica M. Flintoft, Clerk  
Scio Township

DATED: May 25, 2021



**SCIO TOWNSHIP  
WASHTENAW COUNTY, MICHIGAN  
RES #2021-XX  
RESOLUTION TO APPOINT FREEDOM OF INFORMATION (FOIA)  
COORDINATOR**

**May 25, 2021**

At a Regular Meeting of the Township Board of Scio Township, Washtenaw County Michigan, held via Zoom on the 25<sup>th</sup> day of May 2021 at 7:00pm.

Members Present:

Members Absent:

The following preamble and resolution were offered by \_\_\_\_\_ and supported by \_\_\_\_\_.

WHEREAS, the Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq., provides for public access to certain public records of public bodies and prescribes the powers and duties of certain public officers and public bodies; and

WHEREAS, it is the public policy of this state that all persons, except those persons incarcerated in state or local correctional facilities, are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and public employees, and that the people shall be informed so that they may fully participate in the democratic process; and

WHEREAS, section 6 of the Act requires that a township shall designate an individual as the public body's Freedom of Information Act Coordinator, who shall be responsible for accepting and processing requests for the township's public records, and for approving a denial under section 5 of the Act;

NOW, THEREFORE, BE IT RESOLVED that on May 25, 2021, the Scio Township Board designates the Clerk to serve as the Township FOIA Coordinator, and that they may designate other Township staff to act on their behalf to accept and process written requests for the Township's public records and approve denials.

**ROLL CALL VOTE**

**AYES:**

**NAYS:**

**ABSENT:**

**ABSTAIN:**

**RESOLUTION DECLARED \_\_\_\_\_.**

---

Jessica M. Flintoft, Clerk  
Scio Township

DATED: May 25, 2021

## Scio Township

### Public Summary of FOIA Procedures and Guidelines

**It is the public policy of this state that all persons (except those persons incarcerated in state or local correctional facilities) are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and public employees.**

**The people shall be informed so that they may fully participate in the democratic process.**

Consistent with the Michigan Freedom of Information Act (FOIA), Public Act 442 of 1976, the following is the Written Public Summary of the Township's FOIA Procedures and Guidelines relevant to the general public.

This is only a summary of the Township's FOIA Procedures and Guidelines. For more details and information, copies of the Township's FOIA Procedures and Guidelines are available at no charge at Township Hall and on the Township's website: [www.sciotownship.org](http://www.sciotownship.org).

#### 1. How do I submit a FOIA request to the Township?

- A request must sufficiently describe a public record so as to enable the Township to find it.
- Please include the words "FOIA" or "FOIA Request" in the request to assist the Township in providing a prompt response.
- Requests to inspect or obtain copies of public records prepared, owned, used, possessed, or retained by the Township may be submitted on the Township's FOIA Request Form, in any other form of writing (letter, email, etc.), or by verbal request.
  - Any verbal request will be documented by the Township on the Township's FOIA Request Form.
  - No specific form to submit a written request is required. However a FOIA Request Form and other FOIA-related forms are available for your use and convenience on the Township's website at [www.sciotownship.org](http://www.sciotownship.org) and at Township Hall.
- Written requests may be delivered to the Township Hall in person or by mail: FOIA Coordinator, Scio Township, 827 North Zeeb Road, Ann Arbor, MI 48103.
- Requests may be emailed to [Clerk@sciotownship.org](mailto:Clerk@sciotownship.org). To ensure a prompt response, email requests should contain the term "FOIA" or "FOIA Request" in the subject line.

## 2. What kind of response can I expect to my request?

- Within 5 business days after receiving a FOIA request the Township will issue a response. If a request is received by email, the request is deemed to have been received on the following business day. The Township will respond to your request in one of the following ways:
  - Grant the request,
  - Issue a written notice denying the request,
  - Grant the request in part and issue a written notice denying in part the request,
  - Issue a notice indicating that due to the nature of the request the Township needs an additional 10 business days to respond, or
  - Issue a written notice indicating that the public record requested is available at no charge on the Township's website.
- If the request is granted, or granted in part, the Township will ask that payment be made for the allowable fees associated with responding to the request before the public record is made available.
- If the cost of processing the request is expected to exceed \$50, or if you have not paid for a previously granted request, the Township will require a deposit before processing the request.

## 3. What are the Township's deposit requirements?

- If the Township has made a good faith calculation that the total fee for processing the request will exceed \$50.00, the Township will require that you provide a deposit in the amount of 50 percent of the total estimated fee. When the Township requests the deposit, it will provide you a non-binding best-efforts estimate of how long it will take to process the request after you have paid your deposit.
- If the Township receives a request from a person who has not paid the Township for copies of public records made in fulfillment of a previously granted written request, the Township will require a deposit of 100 percent of the estimated processing fee before it begins to search for the public record for any subsequent written request when **all** of the following conditions exist:
  - The final fee for the prior written request is not more than 105 percent of the estimated fee;
  - The public records made available contained the information sought in the prior written request and remain in the Township's possession;
  - The public records were made available to the individual, subject to payment, within the best-effort time frame estimated by the Township to provide the records;
  - Ninety (90) days have passed since the Township notified the individual in writing that the public records were available for pickup or mailing;
  - The individual is unable to show proof of prior payment to the Township; and
  - The Township has calculated an estimated detailed itemization that is the basis for the current written request's increased fee deposit.

- The Township will not require the 100 percent estimated fee deposit if any of the following apply:
  - The person making the request is able to show proof of prior payment in full to the Township;
  - The Township is subsequently paid in full for all applicable prior written requests; or
  - Three hundred sixty-five (365) days have passed since the person made the request for which full payment was not remitted to the Township.

#### **4. How does the Township calculate FOIA processing fees?**

The Michigan FOIA statute permits the Township to charge for the following costs associated with processing a request:

- Labor costs associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
- Labor costs associated with searching for, locating, and examining a requested public record, when failure to charge a fee will result in unreasonably high costs to the Township.
- Labor costs associated with a review of a record to separate and delete information exempt from disclosure, when failure to charge a fee will result in unreasonably high costs to the Township.
- The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost for copies of records already on the township's website if you ask for the township to make copies.
- The cost of digital or similar media when the requester asks for records in non-paper physical media. This may include the cost for copies of records already on the township's website if you ask for the township to make copies.
- The cost to mail or send a public record to a requestor.

#### **Labor Costs**

- All labor costs will be estimated and charged in 15-minute increments, with all partial time increments rounded down. If the time involved is less than 15 minutes, there will be no charge.
- Labor costs will be charged at the hourly wage of the lowest-paid Township employee capable of doing the work in the specific fee category, regardless of who actually performs work.
- Labor costs will also include a charge to cover or partially cover the cost of fringe benefits. Township may add up to 50 percent to the applicable labor charge amount to cover or partially cover the cost of fringe benefits, but in no case may it exceed the actual cost of fringe benefits.

- Overtime wages will not be included in labor costs unless agreed to by the requestor; overtime costs will not be used to calculate the fringe benefit cost.
- Contracted labor costs will be charged at the hourly rate of \$48.90 (6 times the state minimum hourly wage).

A labor cost will not be charged for the search, examination, review and the deletion and separation of exempt from non-exempt information unless failure to charge a fee would result in unreasonably high costs to the Township. Costs are unreasonably high when they are excessive and beyond the normal or usual amount for those services compared to the Township's usual FOIA requests, because of the nature of the request in the particular instance. The Township must specifically identify the nature of the unreasonably high costs in writing.

### **Copying and Duplication**

The Township must use the most economical method for making copies of public records, including using double-sided printing, if cost-saving and available.

#### ***Non-paper Copies on Physical Media***

- The cost for records provided on non-paper physical media, such as thumb drives or similar media will be at the actual and most reasonably economical cost for the non-paper media.
- This cost will be charged only if the Township has the technological capability necessary to provide the public record in the requested non-paper physical media format.

#### ***Paper Copies***

- Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will be charged at \$.02 per sheet of paper.
- Copies for non-standard sized sheets will paper will reflect the actual cost of reproduction.

### **Mailing Costs**

- The cost to mail public records will use a reasonably economical and justified means.
- The Township may charge for the least expensive form of postal delivery confirmation.
- No cost will be made for expedited shipping or insurance unless you request it.

## Waiver of Fees

The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest because it can be considered as primarily benefitting the general public. The Township Board may identify specific records or types of records it deems should be made available for no charge or at a reduced cost.

### 5. How do I qualify for an indigence discount on the fee?

The Township will discount the first \$20.00 of fees for a request if you submit an affidavit stating that you are:

- Indigent and receiving specific public assistance; or
- If not receiving public assistance, stating facts demonstrating an inability to pay because of indigence.

You are **not** eligible to receive the \$20.00 discount if you:

- Have previously received discounted copies of public records from the Township twice during the calendar year; or
- Are requesting information on behalf of other persons who are offering or providing payment to you to make the request.

An affidavit is sworn statement. For your convenience, the Township has provided an Affidavit of Indigence for the waiver of FOIA fees on the back of the Township FOIA Request Form, which is available on the Township's website: [www.sciotownship.org](http://www.sciotownship.org).

### 6. May a nonprofit organization receive a discount on the fee?

A nonprofit organization advocating for developmentally disabled or mentally ill individuals that is formally designated by the state to carry out activities under subtitle C of the federal developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, may receive a \$20.00 discount if the request meets all of the following requirements in the Act:

- Is made directly on behalf of the organization or its clients.
- Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.
- Is accompanied by documentation of its designation by the state, if requested by the public body.

## **7. How may I challenge the denial of a public record or an excessive fee?**

### **To Appeal a Denial of Records**

If you believe that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, you may appeal to the Township Supervisor by filing a written appeal with the Supervisor.

The appeal must be in writing, specifically state the word “appeal,” and identify the reason or reasons you are seeking a reversal of the denial. You may use the Township FOIA Appeal Form (To Appeal a Denial of Records), which is available on the Township’s website: [www.sciotownship.org](http://www.sciotownship.org).

The Township Supervisor is not considered to have received a written appeal until the next business day following submission of the written appeal.

Within 10 business days of receiving the appeal the Supervisor will respond in writing by:

- Reversing the disclosure denial;
- Upholding the disclosure denial; or
- Reverse the disclosure denial in part and uphold the disclosure denial in part.

Whether or not you submitted an appeal of a denial to the Township Supervisor, you may file a civil action in Washtenaw County Circuit Court within 180 days after the Supervisor's final determination to deny your request. If you prevail in the civil action the court will award you reasonable attorneys’ fees, costs, and disbursements. If the court determines that the Township acted arbitrarily and capriciously in refusing to disclose or provide a public record, the court shall award you damages in the amount of \$1,000.

### **To Appeal an Excess Fee**

If you believe that the fee charged by the Township to process your FOIA request exceeds the amount permitted by state law, you must first appeal to the Township Supervisor by filing a written appeal for a fee reduction to the Supervisor.

The appeal must specifically state the word “appeal” and identify how the required fee exceeds the amount permitted. You may use the Township FOIA Appeal Form (To Appeal an Excess Fee), which is available at the Township Hall and on the Township’s website: [www.sciotownship.org](http://www.sciotownship.org).

The Township Supervisor is not considered to have received a written appeal until the next business day following submission of the written appeal. Within 10 business days after receiving the appeal, the Township Supervisor will respond in writing by:

- Waiving the fee;
- Reducing the fee and issue a written determination indicating the specific basis that supports the remaining fee;
- Upholding the fee and issue a written determination indicating the specific basis that supports the required fee; or
- Issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the Township Supervisor will respond to the written appeal.

Within 45 days after receiving notice of the Township Supervisor’s determination of the processing fee appeal, you may commence a civil action in Washtenaw County Circuit Court for a fee reduction. If you prevail in the civil action by receiving a reduction of 50 percent or more of the total fee, the court may award all or appropriate amount of reasonable attorneys’ fees, costs, and disbursements. If the court

determines that the Township acted arbitrarily and capriciously by charging an excessive fee, court may also award you punitive damages in the amount of \$500.

# Township of Scio

## FOIA Procedures and Guidelines

### Preamble: Statement of Principles

It is the policy of Scio Township that all persons, except those currently incarcerated, consistent with the Michigan Freedom of Information Act (FOIA), are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials, employees, and their designated agents. The people shall be informed so that they fully participate in the democratic process.

The Township's policy with respect to FOIA requests is to comply with State law in all respects and to respond to FOIA requests in a consistent, fair, and even-handed manner regardless of who makes such a request.

The Township acknowledges that it has a legal obligation to disclose all non-exempt public records in its possession pursuant to a FOIA request. The Township acknowledges that sometimes it is necessary to invoke the exemptions identified under FOIA in order to ensure the effective operation of government and to protect the privacy of individuals.

Scio Township will protect the public's interest in disclosure, while balancing the requirement to withhold or redact portions of certain records. The Township's policy is to disclose public records consistent with and in compliance with State law.

The Township Board has established the following written procedures and guidelines to implement the FOIA and will create a written public summary of the specific procedures and guidelines relevant to the general public regarding how to submit written requests to the public body and explaining how to understand a public body's written responses, deposit requirements, fee calculations, and avenues for challenge and appeal. The written public summary will be written in a manner so as to be easily understood by the general public.

### Section 1: General Policies

The Township Board, acting pursuant to the authority at MCL 15.236, designates the Clerk as the FOIA Coordinator. The FOIA coordinator is authorized to designate other Township staff to act on their behalf to accept and process written requests for the Township's public records and approve denials.

If a request for a public record is received by fax or email, the request is deemed to have been received on the following business day. If a request is sent by email and delivered to a Township spam or junk-mail folder, the request is not deemed received until one day after the FOIA Coordinator first becomes aware of the request.

The FOIA Coordinator shall review Township spam and junk-mail folders on a regular basis, which shall be no less than once a month. The FOIA Coordinator shall work with Township Information Technology staff to develop administrative rules for handling spam and junk-mail so as to protect Township systems from computer attacks which may be imbedded in an electronic FOIA request.

The FOIA Coordinator may, in their discretion, implement administrative rules, consistent with State law and these Procedures and Guidelines to administer the acceptance and processing of FOIA requests.

The Township is not obligated to create a new public record or make a compilation or summary of information which does not already exist. Neither the FOIA Coordinator nor other Township staff are obligated to provide answers to questions contained in public records or regarding the content of the records themselves.

The FOIA Coordinator shall keep a copy of all written requests for public records received by the Township on file for a period of at least one year.

The Township will make this Procedures and Guidelines document and the Written Public Summary publicly available without charge. If it does not, the Township cannot require deposits or charge fees otherwise permitted under the FOIA until it is in compliance.

A copy of this Procedures and Guidelines document and the Township's Written Public Summary must be publicly available by providing free copies both in the Township's response to a written request and upon request by visitors at the Township's office.

This Procedures and Guidelines document and the Township's Written Public Summary will be maintained on the Township's website at <http://sciotownship.org> so a link to those documents will be provided in lieu of providing paper copies of those documents.

## Section 2: Requesting a Public Record

No specific form to submit a request for a public record is required. However, the FOIA Coordinator may make available a [FOIA Request Form](#) for use by the public.

Requests to inspect or obtain copies of public records prepared, owned, used, possessed, or retained by the Township may be submitted on the Township's FOIA Request Form, in any other form of writing (letter, email, via website form, etc.), or by verbal request.

Verbal requests for records may be documented by the Township on the Township's FOIA Request Form.

If a person makes a verbal, non-written request for information believed to be available on the Township's website, where practicable and to the best ability of the employee receiving the request, that person shall be informed of the pertinent website address.

A written request must sufficiently describe a public record so as to enable Township personnel to identify and find the requested public record.

A request from a person, other than an individual who qualifies as indigent under MCL 15.234(2)(a), must include the requesting person's complete name, address, and contact information, and, if the request is made by a person other than an individual, the complete name, address, and contact information of the person's agent who is an individual. An address must be written in compliance with United States Postal Service addressing standards:

JANE SMITH (or ABC MOVERS)  
1500 E MAIN AVE STE 201  
SPRINGFIELD VA 22162-1010

Contact information must include a valid telephone number or electronic mail address.

Written requests for public records may be submitted in person or by mail to Township Hall, 827 North Zeeb Road, Ann Arbor, MI 48103. Requests may also be submitted electronically by email. Upon their receipt, requests for public records shall be promptly forwarded to the FOIA Coordinator for processing. A person making a request may stipulate that the public body's response be electronically mailed (email), or delivered by first-class mail, and the Township will comply unless the Township lacks the technological capability to provide an electronically mailed response.

A person may request that public records be provided on non-paper physical media, emailed, or other otherwise provided to him or her in digital form in lieu of paper copies. The Township will comply with the request only if it possesses the necessary technological capability to provide records in the requested non-paper physical media format.

A person may subscribe to future issues of public records that are created, issued, or disseminated by Scio Township on a regular basis. A subscription is valid for up to 6 months and may be renewed by the subscriber.

A person serving a sentence of imprisonment in a local, state, or federal correctional facility is not entitled to submit a request for a public record. The FOIA Coordinator will deny all such requests, as required by law.

### Section 3: Processing a Request

Unless otherwise agreed to in writing by the person making the request, the Township will issue a response within 5 business days of receipt of a FOIA request. If a request is received by email, or other electronic transmission, the request is deemed to have been received on the following business day.

The Township will respond to a request in one of the following ways:

- Grant the request.
- Issue a written notice denying the request.
- Grant the request in part and issue a written notice denying in part the request.
- Issue a notice indicating that due to the nature of the request the Township needs an additional 10 business days to respond for a total of no more than 15 business days. Only one such extension is permitted.
- Issue a written notice indicating that the public record requested is available at no charge on the Township's website.

When a request is granted:

If the request is granted, or granted in part, the FOIA Coordinator may require that payment be made in full for the allowable fees associated with responding to the request before the public record is made available.

The FOIA Coordinator shall provide a detailed itemization of the allowable costs incurred to process the request to the person making the request.

A copy of these Procedures and Guidelines and the Written Public Summary will be provided to the requestor free of charge with the response to a written request for public records, provided however, that because these Procedures and Guidelines, and the Written Public Summary are maintained on the Township's website at <http://sciotownship.org>, a link to the Procedures and Guidelines and the Written Public Summary will be provided in lieu of providing paper copies of those documents.

If the cost of processing a FOIA request is \$50 or less, the requester will be notified of the amount due and where the documents can be obtained.

If the cost of processing a FOIA request is expected to exceed \$50 based on a good-faith calculation, or if the requestor has not paid in full for a previously granted request, the Township will require a good-faith deposit pursuant to Section 4 of this policy before processing the request.

In making the request for a good-faith deposit the FOIA Coordinator shall provide the requestor with a detailed itemization of the allowable costs estimated to be incurred by the Township to process the request and also provide a best-efforts estimate of a time frame it will take the Township to provide the records to the requestor. The best-efforts estimate shall be non-binding on the Township but will be made in good faith and will strive to be reasonably accurate, given the nature of the request in the particular instance, so as to provide the requested records in a manner based on the public policy expressed by Section 1 of the FOIA.

When a request is denied or denied in part:

If the request is denied or denied in part, the FOIA Coordinator will issue a Notice of Denial which shall provide in the applicable circumstance:

- An explanation as to why a requested public record is exempt from disclosure; or
- A certificate that the requested record does not exist under the name or description provided by the requestor, or another name reasonably known by the Township; or
- An explanation or description of the public record or information within a public record that is separated or deleted from the public record; and
- An explanation of the person's right to submit an appeal of the denial to the Township Board or seek judicial review in the Washtenaw County Circuit Court;
- An explanation of the right to receive attorneys' fees, costs, and disbursements as well as actual or compensatory damages, and punitive damages of \$1,000, should they prevail in Circuit Court.
- The Notice of Denial shall be signed by the FOIA Coordinator.

If a request does not sufficiently describe a public record, the FOIA Coordinator may, in lieu of issuing a Notice of Denial indicating that the request is deficient, seek clarification or amendment of the request by the person making the request. Any clarification or amendment will be considered a new request subject to the timelines described in this Section.

Requests to inspect public records:

The Township shall provide reasonable facilities and opportunities for persons to examine and inspect public records during normal business hours. The FOIA Coordinator is authorized to promulgate rules regulating the manner in which records may be viewed so as to protect Township records from loss, alteration, mutilation, or destruction and to prevent excessive interference with normal Township operations.

Upon receiving a written or verbal request to inspect Township records, the Township shall furnish the requesting person with a reasonable opportunity and reasonable facilities for inspection and examination of its public records.

A person shall be allowed to inspect public records during usual business hours, not less than four hours per day. The public does not have unlimited access to Township offices or facilities, and a person may be required to inspect records at a specified counter or table, and in view of Township personnel.

Township officials, appointees, staff, or consultants/contractors assisting with inspection of public records shall inform any person inspecting records that only pencils, and no pens or ink, may be used to take notes.

In coordination with the official responsible for the records, the FOIA coordinator shall determine on a case-by-case basis when the Township will provide copies of original records, to allow for blacking-out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection.

The FOIA Coordinator is responsible for identifying if records or information requested by the public is stored in digital files or email, even if the public does not specifically request a digital file or email.

A person cannot remove books, records, or files from the place the Township has provided for the inspection.

No documents shall be removed from the office of the custodian of those documents without permission of that custodian, except by court order, subpoena, or for audit purposes. The official shall be given a receipt listing the records being removed. Documents may be removed from the office of the custodian of those documents with permission of that custodian to accommodate public inspection of those documents.

In coordination with the official responsible for the records, the FOIA coordinator will determine on a case-by-case basis when the Township will provide copies of original records, to allow for blacking-out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection.

Requests for certified copies:

The FOIA Coordinator shall, upon written request, furnish a certified copy of a public record at no additional cost to the person requesting the public record.

#### Section 4: Fee Deposits

If the fee estimate is expected to exceed \$50.00 based on a good-faith calculation, the requestor will be asked to provide a deposit not exceeding one-half of the total estimated fee.

If a request for public records is from a person who has not paid the Township in full for copies of public records made in fulfillment of a previously granted written request, the FOIA Coordinator will require a deposit of 100 percent of the estimated processing fee before beginning to search for a public record for any subsequent written request by that person when all of the following conditions exist:

- The final fee for the prior written request is not more than 105 percent of the estimated fee;
- The public records made available contained the information sought in the prior written request and remain in the Township's possession;
- The public records were made available to the individual, subject to payment, within the time frame estimated by the Township to provide the records;
- Ninety (90) days have passed since the FOIA Coordinator notified the individual in writing that the public records were available for pick-up or mailing;
- The individual is unable to show proof of prior payment to the Township; and
- The FOIA Coordinator has calculated a detailed itemization that is the basis for the current written request's increased estimated fee deposit.

The FOIA Coordinator will not require an increased estimated fee deposit if any of the following apply:

- The person making the request is able to show proof of prior payment in full to the Township;
- The Township is subsequently paid in full for the applicable prior written request; or
- Three hundred sixty-five (365) days have passed since the person made the request for which full payment was not remitted to the Township.

If a deposit is not received by the Township within 48 days from the date that the notice of deposit requirement is sent, and if the requesting person has not filed an appeal of the deposit amount, the request shall be considered abandoned by the requesting person and the Township is no longer required to fulfill the request. Notice of a deposit requirement must include notice of the date by which the deposit must be received, which date is 48 days after the date the notice is sent.

#### Section 5: Calculation of Fees

A fee may be charged for the labor cost of copying/duplication.

A fee will not be charged for the labor cost of search, examination, review, and the deletion and separation of exempt from non-exempt information unless failure to charge a fee would result in unreasonably high costs to the Township because of the nature of the request in the particular instance, and the Township specifically identifies the nature of the unreasonably high costs.

Costs for the search, examination, review, and the deletion and separation of exempt from non-exempt information are “unreasonably high” when they are excessive and beyond the normal or usual amount for those services (Attorney General Opinion 7083 of 2001) compared to the costs of the Township’s usual FOIA requests, not compared to the Township’s operating budget. (Bloch v. Davison Community Schools, Michigan Court of Appeals, Unpublished, April 26, 2011)

The following factors shall be used to determine an unreasonably high cost to the Township:

- Volume of the public record requested.
- Amount of time spent to search for, examine, review and separate exempt from non-exempt information in the record requested.
- Whether the public records are from more than one Township department or whether various Township offices are necessary to respond to the request.
- The available staffing to respond to the request.
- Any other similar factors identified by the FOIA Coordinator in responding to the particular request.

The Michigan FOIA statute permits the Township to charge for the following costs associated with processing a request:

- Labor costs associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
- Labor costs associated with searching for, locating, and examining a requested public record, when failure to charge a fee will result in unreasonably high costs to the Township.

- Labor costs associated with a review of a record to separate and delete information exempt from disclosure, when failure to charge a fee will result in unreasonably high costs to the Township.
- The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost for copies of records already on the Township's website if the requester asks for the Township to make copies.
- The actual and most reasonably economical cost of non-paper physical media when the requester asks for records in any form of non-paper physical media. This may include the cost for copies of records already on the Township's website if the requester asks for the Township to make copies.
- The cost to mail or send a public record to a requestor.

Labor costs will be calculated based on the following requirements:

- All labor costs will be estimated and charged in 15-minute increments, with all partial time increments rounded down. If the time involved is less than 15 minutes, there will be no charge.
- Labor costs will be charged at the hourly wage of the lowest-paid Township employee capable of doing the work in the specific fee category, regardless of who actually performs the work.
- Labor costs will also include a charge to cover or partially cover the cost of fringe benefits.
- The Township may add up to 50 percent to the applicable labor charge amount to cover or partially cover the cost of fringe benefits, but in no case may it exceed the actual cost of fringe benefits.
- Overtime wages will not be included in labor costs unless agreed to by the requestor; overtime costs will not be used to calculate the fringe benefit cost.
- Contracted labor costs will be charged at the hourly rate of \$48.90 (6 times the state minimum hourly wage).

The cost to provide records on non-paper physical media when so requested will be based on the following requirements:

- Any form of non-paper physical media (for example, USB drives, computer disks, computer tapes, or other digital or similar media) will be at the actual and most reasonably economical cost for the non-paper media.
- This cost will only be assessed if the Township has the technological capability necessary to provide the public record in the requested non-paper physical media format.
- The Township will procure any non-paper media and will not accept media from the requestor in order to ensure integrity of the Township's technology infrastructure.

The cost to provide paper copies of records will be based on the following requirements:

- Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will be \$.02 per sheet of paper. Copies for non-standard sized sheets of paper will reflect the actual cost of reproduction.
- The Township will provide records using double-sided printing if it is cost-saving and available.

The cost to mail records to a requestor will be based on the following requirements:

- The actual cost to mail public records using a reasonably economical and justified means.
- The Township may charge for the least expensive form of postal delivery confirmation.
- No cost will be made for expedited shipping or insurance unless specified by the requestor.

If the FOIA Coordinator does not respond to a written request in a timely manner, the Township must:

- Reduce the labor costs by 5 percent for each day the Township exceeds the time permitted under FOIA up to a 50 percent maximum reduction, if any of the following applies:
  - The Township's late response was willful and intentional,
  - The written request conveyed a request for information within the first 250 words of the body of a letter facsimile, email, or email attachment, or
  - The written request included the words, characters, or abbreviations for "freedom of information," "information," "FOIA," "copy" or a recognizable misspelling of such, or legal code reference to MCL 15. 231, et seq. or 1976 Public Act 442 on the front of an envelope or in the subject line of an email, letter, or facsimile cover page.
- Fully note the charge reduction in the Detailed Itemization of Costs Form.

#### Section 6: Waiver of Fees

The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest because it can be considered as primarily benefitting the general public. At any time, the Township Board may identify specific records or types of records it deems should be made available for no charge or at a reduced cost.

#### Section 7: Discounted Fees

##### Indigence

The FOIA Coordinator will discount the first \$20.00 of the processing fee for a request if the person requesting a public record submits an affidavit stating that they are:

- Indigent and receiving specific public assistance, or
- If not receiving public assistance, stating facts demonstrating an inability to pay because of indigence.

An individual is not eligible to receive the waiver if:

- The requestor has previously received discounted copies of public records from the Township twice during the calendar year; or
- The requestor requests information in connection with other persons who are offering or providing payment to make the request.

An affidavit is a sworn statement. The FOIA Coordinator may make a Fee Waiver Affidavit Form available for use by the public.

Nonprofit organization advocating for developmentally disabled or mentally ill individuals  
The FOIA Coordinator will discount the first \$20.00 of the processing fee for a request from:

- A non-profit organization formally designated by the state to carry out activities under subtitle C of the federal developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, or their successors, if the request meets all of the following requirements:
  - Is made directly on behalf of the organization or its clients.
  - Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.
  - Is accompanied by documentation of its designation by the state, if requested by the public body.

### Section 8: Appeal of a Denial of a Public Record

When a requestor believes that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, they may appeal to the Supervisor by filing an appeal of the denial with the Supervisor.

The appeal must be in writing, specifically state the word "appeal," and identify the reason or reasons the requestor is seeking a reversal of the denial. The Township FOIA Appeal Form (To Appeal a Denial of Records), may be used.

The Supervisor is not considered to have received a written appeal until the next business day following submission of the written appeal.

Within 10 business days of receiving the appeal the Supervisor will respond in writing by:

- Reversing the disclosure denial;
- Upholding the disclosure denial; or
- Reverse the disclosure denial in part and uphold the disclosure denial in part; or
- Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the Supervisor shall respond to the written appeal. The Supervisor shall not issue more than one (1) notice of extension for a particular written appeal.

If the Supervisor fails to respond to a written appeal, or if the Supervisor upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action in Circuit Court.

Whether or not a requestor submitted an appeal of a denial to the Supervisor, they may file a civil action in Washtenaw County Circuit Court within 180 days after the Supervisor's final determination to deny the request.

If a court determines a public record is not exempt from disclosure, it shall order the Township to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Failure to comply with an order of the court may be punished as contempt of court.

If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in such an action, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or Township prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements.

If the court determines that the Township has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the Township to pay a civil fine of \$1,000.00, which shall be deposited into the general fund of the state treasury. The court shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00 to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

#### Section 9: Appeal of an Excessive FOIA Processing Fee

"Fee" means the total fee or any component of the total fee calculated under section 4 of the FOIA, including any deposit.

If a requestor believes that the fee charged by the Township to process a FOIA request exceeds the amount permitted by state law or under this policy, they must first appeal to the Supervisor by submitting a written appeal for a fee reduction to the Supervisor.

The appeal must be in writing, specifically state the word "appeal" and identify how the required fee exceeds the amount permitted. The Township FOIA Appeal Form (To Appeal an Excess Fee) may be used.

The Township Board is not considered to have received a written appeal until the first regularly scheduled Township Board meeting following submission of the written appeal.

Within 10 business days after receiving the appeal, the Supervisor will respond in writing by:

- Waiving the fee;
- Reducing the fee and issuing a written determination indicating the specific basis that supports the remaining fee;
- Upholding the fee and issuing a written determination indicating the specific basis that supports the required fee; or
- Issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the Township Board will respond to the written appeal. The Township Board shall not issue more than one (1) notice of extension for a particular written appeal.

Where the Supervisor reduces or upholds the fee, the determination must include a certification from the Supervisor that the statements in the determination are accurate and that the reduced fee amount complies with its publicly available procedures and guidelines and Section 4 of the FOIA.

Within 45 days after receiving notice of the Supervisor's determination of an appeal, the requesting person may commence a civil action in Washtenaw County Circuit Court for a fee reduction.

If a civil action is commenced against the Township for an excess fee, the Township is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute.

An action shall not be filed in circuit court unless one of the following applies:

- The Township does not provide for appeals of fees,
- The Township Board failed to respond to a written appeal as required, or
- The Township Board issued a determination to a written appeal.

If a court determines that the Township required a fee that exceeds the amount permitted under its publicly available procedures and guidelines or Section 4 of the FOIA, the court shall reduce the fee to a permissible amount. Failure to comply with an order of the court may be punished as contempt of court.

If the requesting person prevails in court by receiving a reduction of 50 percent or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages.

If the court determines that the Township has arbitrarily and capriciously violated the FOIA by charging an excessive fee, the court shall order the Township to pay a civil fine of \$500.00, which shall be deposited in the general fund of the state treasury. The court may also award, in addition to any actual or compensatory damages, punitive damages in the amount of \$500.00 to the person seeking the fee reduction. The fine and any damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

#### Section 10: Conflict with Prior FOIA Policies and Procedures; Effective Date

To the extent that these Procedures and Guidelines conflict with previous FOIA policies promulgated by Township Board or the Township Administration these Procedures and Guidelines are controlling. To the extent that any administrative rule promulgated by the FOIA Coordinator subsequent to the adoption of this resolution is found to be in conflict with any previous policy promulgated by the Township Board or the Township Administration, the administrative rule promulgated by the FOIA Coordinator is controlling.

To the extent that any provision of these Procedures and Guidelines or any administrative rule promulgated by the FOIA Coordinator pertaining to the release of public records is found to be in conflict with any State statute, the applicable statute shall control. The FOIA Coordinator is authorized to modify this policy and all previous policies adopted by the Township Board, and to adopt such administrative rules as he or she may deem necessary, to facilitate the legal review and processing of requests for public records made pursuant to Michigan's FOIA statute, provided that such modifications and rules are consistent with State law. The FOIA Coordinator shall inform the Township Board of any change these Policies and Guidelines.



**2. Labor Cost to Locate:**

This is the cost of labor directly associated with the necessary searching for, locating, and examining public records in conjunction with receiving and fulfilling a granted written request. This fee is being charged because failure to do so will result in unreasonably high costs to the township that are excessive and beyond the normal or usual amount for those services compared to the township's usual FOIA requests, because of the nature of the request in this particular instance, specifically: \_\_\_\_\_

The township will not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records in this particular instance, regardless of whether that person is available or who actually performs the labor.

These costs will be estimated and charged in \_\_\_\_-minute time increments (must be 15-minutes or more); all partial time increments must be rounded down. If the number of minutes is less than 15, there is no charge.

Hourly Wage Charged: \$ \_\_\_\_\_ Charge per increment: \$ \_\_\_\_\_

OR

Hourly Wage with Fringe Benefit Cost: \$ \_\_\_\_\_ OR

Multiply the hourly wage by the percentage multiplier: \_\_\_\_% (up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate.

Charge per increment: \$ \_\_\_\_\_

Overtime rate charged as stipulated by Requestor (overtime is not used to calculate the fringe benefit cost)

To figure the number of increments, take the number of minutes: \_\_\_\_\_, divide by \_\_\_\_\_ -minute increments, and round down. Enter below:

Number of increments 2. Labor Cost  
x \_\_\_\_\_ = \$ \_\_\_\_\_

**3a. Employee Labor Cost for Separating Exempt from Non-Exempt (Redacting):**

(Fill this out if using a township employee. If contracted, use No. 3b instead).

The township will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.

This fee is being charged because failure to do so will result in unreasonably high costs to the township that are excessive and beyond the normal or usual amount for those services compared to the township's usual FOIA requests, because of the nature of the request in this particular instance, specifically: \_\_\_\_\_

This is the cost of labor of a township employee, including necessary review, directly associated with separating and deleting exempt from nonexempt information. This shall not be more than the hourly wage of the township's lowest-paid employee capable of separating and deleting exempt from nonexempt information in this particular instance, regardless of whether that person is available or who actually performs the labor.

These costs will be estimated and charged in \_\_\_\_-minute time increments (must be 15-minutes or more); all partial time increments must be rounded down. If the number of minutes is less than 15, there is no charge.

Hourly Wage Charged: \$ \_\_\_\_\_ Charge per increment: \$ \_\_\_\_\_

OR

Hourly Wage with Fringe Benefit Cost: \$ \_\_\_\_\_ OR

Multiply the hourly wage by the percentage multiplier: \_\_\_\_% (up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate.

Charge per increment: \$ \_\_\_\_\_

Overtime rate charged as stipulated by Requestor (overtime is not used to calculate the fringe benefit cost)

To figure the number of increments, take the number of minutes: \_\_\_\_\_, divide by \_\_\_\_\_ -minute increments, and round down. Enter below:

Number of increments 3a. Labor Cost  
x \_\_\_\_\_ = \$ \_\_\_\_\_

**3b. Contracted Labor Cost for Separating Exempt from Non-Exempt (Redacting):**

(Fill this out if using a contractor, such as the attorney. If using in-house employee, use No. 3a instead.)

The township will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.

This fee is being charged because failure to do so will result in unreasonably high costs to the township that are excessive and beyond the normal or usual amount for those services compared to the township's usual FOIA requests, because of the nature of the request in this particular instance, specifically: \_\_\_\_\_

As this township does not employ a person capable of separating exempt from non-exempt information in this particular instance, as determined by the FOIA Coordinator, this is the cost of labor of a contractor (i.e.: outside attorney), including necessary review, directly associated with separating and deleting exempt information from nonexempt information. This shall not exceed an amount equal to 6 times the state minimum hourly wage rate of \_\_\_\_\_ (currently \$9.25).

Name of contracted person or firm: \_\_\_\_\_

These costs will be estimated and charged in \_\_\_\_\_-minute time increments (must be 15-minutes or more); all partial time increments must be rounded down. If the number of minutes is less than 15, there is no charge.

Hourly Cost Charged: \$ \_\_\_\_\_ Charge per increment: \$ \_\_\_\_\_

To figure the number of increments, take the number of minutes: \_\_\_\_\_, divide by \_\_\_\_\_ -minute increments, and round down to: \_\_\_\_\_ increments. Enter below:

Number of increments x \_\_\_\_\_ = 3b. Labor Cost \$ \_\_\_\_\_

**4. Copying / Duplication Cost:**

Copying costs may be charged if a copy of a public record is requested, or for the necessary copying of a record for inspection (for example, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection).

No more than the actual cost of a sheet of paper, up to maximum 10 cents per sheet for:

- Letter (8 1/2 x 11-inch, single and double-sided):  2  cents per sheet
- Legal (8 1/2 x 14-inch, single and double-sided):  2  cents per sheet

No more than the actual cost of a sheet of paper for other paper sizes:

- Other paper sizes (single and double-sided): \_\_\_\_\_ cents / dollars per sheet

Actual and most reasonably economical cost of non-paper physical digital media:

- Circle applicable: Disc / Tape / Drive / Other Digital Medium Cost per Item: \_\_\_\_\_

The cost of paper copies must be calculated as a total cost per sheet of paper. The fee cannot exceed 10 cents per sheet of paper for copies of public records made on 8-1/2- by 11-inch paper or 8-1/2- by 14-inch paper. A township must utilize the most economical means available for making copies of public records, including using double-sided printing, if cost saving and available.

Number of Sheets: \_\_\_\_\_ Costs: \$ \_\_\_\_\_  
 x \_\_\_\_\_ = \$ \_\_\_\_\_  
 x \_\_\_\_\_ = \$ \_\_\_\_\_

x \_\_\_\_\_ = \$ \_\_\_\_\_

No. of Items: \_\_\_\_\_  
 x \_\_\_\_\_ = \$ \_\_\_\_\_

4. Total Copy Cost \$ \_\_\_\_\_

5. Mailing Cost:

The township will charge the actual cost of mailing, if any, for sending records in a reasonably economical and justifiable manner. Delivery confirmation is not required.

- The township may charge for the least expensive form of postal delivery confirmation.
- The township cannot charge more for expedited shipping or insurance unless specifically requested by the requestor.\*

Actual Cost of Envelope or Packaging: \$ \_\_\_\_\_

Actual Cost of Postage: \$ \_\_\_\_\_ per stamp  
 \$ \_\_\_\_\_ per pound  
 \$ \_\_\_\_\_ per package

Actual Cost (least expensive) Postal Delivery Confirmation: \$ \_\_\_\_\_

\*Expedited Shipping or Insurance as Requested: \$ \_\_\_\_\_

\* Requestor has requested expedited shipping or insurance

Number of Envelopes or Packages:

Costs:

x \_\_\_\_\_ = \$ \_\_\_\_\_

x \_\_\_\_\_ = \$ \_\_\_\_\_

x \_\_\_\_\_ = \$ \_\_\_\_\_

x \_\_\_\_\_ = \$ \_\_\_\_\_

x \_\_\_\_\_ = \$ \_\_\_\_\_

x \_\_\_\_\_ = \$ \_\_\_\_\_

5. Total Mailing Cost

\$ \_\_\_\_\_

6a. Copying/Duplicating Cost for Records Already on Township's Website:

If the public body has included the website address for a record in its written response to the requestor, and the requestor thereafter stipulates that the public record be provided to him or her in a paper format or non-paper physical digital media, the township will provide the public records in the specified format and may charge copying costs to provide those copies.

No more than the actual cost of a sheet of paper, up to maximum 10 cents per sheet for:

- Letter (8 ½ x 11-inch, single and double-sided):  2  cents per sheet
- Legal (8 ½ x 14-inch, single and double-sided):  2  cents per sheet

No more than the actual cost of a sheet of paper for other paper sizes:

- Other paper sizes (single and double-sided): \_\_\_\_\_ cents / dollars per sheet

Actual and most reasonably economical cost of non-paper physical digital media:

- Circle applicable: Disc / Tape / Drive / Other Digital Medium Cost per Item: \_\_\_\_\_

Requestor has stipulated that some / all of the requested records that are already available on the township's website be provided in a paper or non-paper physical digital medium.

Number of Sheets:

Costs:

x \_\_\_\_\_ = \$ \_\_\_\_\_

x \_\_\_\_\_ = \$ \_\_\_\_\_

x \_\_\_\_\_ = \$ \_\_\_\_\_

No. of Items:

x \_\_\_\_\_ = \$ \_\_\_\_\_

6a. Web Copy Cost

\$ \_\_\_\_\_

**6b. Labor Cost for Copying/Duplicating Records Already on Township's Website:**

This shall not be more than the hourly wage of the township's lowest-paid employee capable of necessary duplication or publication in this particular instance, regardless of whether that person is available or who actually performs the labor. These costs will be estimated and charged in \_\_\_\_-minute time increments (i.e.: 15-minutes or more); all partial time increments must be rounded down. If the number of minutes is less than 15, there is no charge.

Hourly Wage Charged: \$ \_\_\_\_\_ Charge per increment: \$ \_\_\_\_\_  
OR  
 Hourly Wage with Fringe Benefit Cost: \$ \_\_\_\_\_ OR  
 Multiply the hourly wage by the percentage multiplier: \_\_\_\_\_%  
 and add to the hourly wage for a total per hour rate. Charge per increment: \$ \_\_\_\_\_  
 The township may use a fringe benefit multiplier greater than the 50% limitation, not to exceed the actual costs of providing the information in the specified format.

Overtime rate charged as stipulated by Requestor

To figure the number of increments, take the number of minutes: \_\_\_\_\_, divide by \_\_\_\_\_-minute increments, and round down. Enter below:

Number of increments \_\_\_\_\_  
 x \_\_\_\_\_ = \$ \_\_\_\_\_  
 6b. Web Labor Cost

**6c. Mailing Cost for Records Already on Township's Website:**

Actual Cost of Envelope or Packaging: \$ \_\_\_\_\_  
 Actual Cost of Postage: \$ \_\_\_\_\_ per stamp / per pound / per package  
 Actual Cost (least expensive) Postal Delivery Confirmation: \$ \_\_\_\_\_  
 \*Expedited Shipping or Insurance as Requested: \$ \_\_\_\_\_

\* Requestor has requested expedited shipping or insurance

Number: \_\_\_\_\_  
 x \_\_\_\_\_ = \$ \_\_\_\_\_  
 x \_\_\_\_\_ = \$ \_\_\_\_\_  
 x \_\_\_\_\_ = \$ \_\_\_\_\_  
 x \_\_\_\_\_ = \$ \_\_\_\_\_  
 6c. Web Mailing Cost  
 \$ \_\_\_\_\_

**Subtotal Fees Before Waivers, Discounts or Deposits:**

Estimated Time Frame to Provide Records:  
 \_\_\_\_\_ (days or date)  
 The time frame estimate is nonbinding upon the township, but the township is providing the estimate in good faith. Providing an estimated time frame does not relieve the township from any of the other requirements of this act.

Cost estimate  
 Bill

1. Labor Cost for Copying: \$ \_\_\_\_\_  
 2. Labor Cost to Locate: \$ \_\_\_\_\_  
 3a. Labor Cost to Redact: \$ \_\_\_\_\_  
 3b. Contract Labor Cost to Redact: \$ \_\_\_\_\_  
 4. Copying/Duplication Cost: \$ \_\_\_\_\_  
 5. Mailing Cost: \$ \_\_\_\_\_  
 6a. Copying/Duplication of Records on Website: \$ \_\_\_\_\_  
 6b. Labor Cost for Copying Records on Website: \$ \_\_\_\_\_  
 6c. Mailing Costs for Records on Website: \$ \_\_\_\_\_  
 Subtotal Fees: \$ \_\_\_\_\_

**Waiver: Public Interest**

A search for a public record may be conducted or copies of public records may be furnished without charge or at a reduced charge if the township determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.

All fees are waived OR  All fees are reduced by: \_\_\_\_\_%

Subtotal Fees After Waiver: \$ \_\_\_\_\_

<p><b>Discount: Indigence</b>  A public record search must be made and a copy of a public record must be furnished without charge for the first \$20.00 of the fee for each request by an individual who is entitled to information under this act and who:</p> <p>1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, OR</p> <p>2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence.</p> <p>If a requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if ANY of the following apply:</p> <p>(i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year, OR</p> <p>(ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.</p> <p style="text-align: right;"><input type="checkbox"/> Eligible for Indigence Discount</p>	<p>Subtotal Fees After Discount (subtract \$20):</p>	<p>\$ _____</p>
<p><b>Discount: Nonprofit Organization</b>  A public record search must be made and a copy of a public record must be furnished without charge for the first \$20.00 of the fee for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the federal Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the federal Protection and Advocacy for Individuals with Mental Illness Act, if the request meets ALL of the following requirements:</p> <p>(i) Is made directly on behalf of the organization or its clients.</p> <p>(ii) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Michigan Mental Health Code, 1974 PA 258, MCL 330.1931.</p> <p>(iii) Is accompanied by documentation of its designation by the state, if requested by the township.</p> <p style="text-align: right;"><input type="checkbox"/> Eligible for Nonprofit Discount</p>	<p>Subtotal Fees After Discount (subtract \$20):</p>	<p>\$ _____</p>
<p><b>Deposit: Good Faith</b>  The township may require a good-faith deposit <u>in either its initial response or a subsequent response before providing the public records to the requestor</u> if the entire fee estimate or charge authorized under this section exceeds \$50.00, based on a good-faith calculation of the total fee. The deposit cannot exceed 1/2 of the total estimated fee.</p> <p style="text-align: right;">Percent of Deposit: _____%</p> <p>Date by Which Deposit Must be Received: _____ (48 days after this notice was sent)</p>	<p>Date Paid:</p> <p>_____</p>	<p>Deposit Amount Required:</p> <p>\$ _____</p>
<p><b>Deposit: Increased Deposit Due to Previous FOIA Fees Not Paid In Full</b>  After a township has granted and fulfilled a written request from an individual under this act, if the township has not been paid in full the total amount of fees for the copies of public records that the township made available to the individual as a result of that written request, the township may require an increased estimated fee deposit of up to 100% of the estimated fee <u>before it begins a full public record search</u> for any subsequent written request from that individual if ALL of the following apply:</p> <p>(a) The final fee for the prior written request was not more than 105% of the estimated fee.</p> <p>(b) The public records made available contained the information being sought in the prior written request and are still in the township's possession.</p> <p>(c) The public records were made available to the individual, subject to payment, within the best effort estimated time frame given for the previous request.</p>		

<p>(d) Ninety (90) days have passed since the township notified the individual in writing that the public records were available for pickup or mailing.</p> <p>(e) The individual is unable to show proof of prior payment to the township.</p> <p>(f) The township calculates a detailed itemization, as required under MCL 15.234, that is the basis for the current written request's increased estimated fee deposit.</p> <p>A township can no longer require an increased estimated fee deposit from an individual if ANY of the following apply:</p> <p>(a) The individual is able to show proof of prior payment in full to the township, OR</p> <p>(b) The township is subsequently paid in full for the applicable prior written request, OR</p> <p>(c) Three hundred sixty-five (365) days have passed since the individual made the written request for which full payment was not remitted to the township.</p> <p style="text-align: center;">Date by Which Deposit Must be Received: _____ (48 days after this notice is sent)</p>	<p>Date Paid: _____</p>	<p>Percent Deposit Required: _____%</p> <p>Deposit Required: \$ _____</p>
<p><b>Late Response <u>Labor Costs</u> Reduction</b></p> <p>If the township does not respond to a written request in a timely manner as required under MCL 15.235(2), the township must do the following:</p> <p>(a) Reduce the charges for labor costs otherwise permitted by 5% for each day the township exceeds the time permitted for a response to the request, with a maximum 50% reduction, if EITHER of the following applies:</p> <p style="padding-left: 40px;">(i) The late response was willful and intentional, OR</p> <p style="padding-left: 40px;">(ii) The written request included language that conveyed a request for information within the first 250 words of the body of a letter, facsimile, electronic mail, or electronic mail attachment, or specifically included the words, characters, or abbreviations for "freedom of information," "information," "FOIA," "copy", or a recognizable misspelling of such, or appropriate legal code reference for this act, on the front of an envelope, or in the subject line of an electronic mail, letter, or facsimile cover page.</p>	<p>Number of Days Over Required Response Time: _____</p> <p>Multiply by 5%</p> <p>= Total Percent Reduction: _____</p>	<p>Total Labor Costs \$ _____</p> <p>Minus Reduction \$ _____</p> <p>= Reduced Total Labor Costs \$ _____</p>
<p>The Public Summary of the township's FOIA Procedures and Guidelines is available <u>free of charge</u> from: Website: <a href="http://www.sciotownship.org">www.sciotownship.org</a> Email: <a href="mailto:Clerk@sciotownship.org">Clerk@sciotownship.org</a> Phone: <a href="tel:7343699400">734/369-9400</a> Address: <a href="#">827 North Zeeb Road, Ann Arbor, MI 48103</a></p> <p style="text-align: center;">Request Will Be Processed, But <u>Balance Must Be Paid Before</u> Copies May Be Picked Up, Delivered, or Mailed</p>	<p>Date Paid: _____</p>	<p>Total Balance Due: \$ _____</p>

**AGENDA # I.2**  
**Scio Township Board of Trustees**  
**Ordinance Amendment #3421 Agricultural Commercial/Tourism Business**

**FOR MEETING DATE OF:** June 8, 2021

**PREPARED ON:** 6/3/21

**PREPARED BY:** Will Hathaway

**SUBMITTED BY:** Planning

**ITEM TYPE:** Possible Action

**SUGGESTED ACTION:** Board of Trustees to approve amendments to the Township's ordinance governing agricultural commercial/tourism businesses.

**BACKGROUND:** The Planning Commission recommended amendments to the agricultural commercial/tourism business zoning ordinance. On 7/14/20, the BOT referred the matter back to PC with suggestions for further consideration. On 9/14/20 the PC set the ordinance revisions for a public hearing on 11/9/20. Following the public hearing, the PC voted to approve the amendment to the ordinance.

The amended ordinance clearly requires that the event venue be owner-occupied. Other changes include procedures for verification that noise levels are not being exceeded, additional restrictions with regard to fire hazards, notification requirements for change of ownership, parking restrictions and the requirement of an annual escrow to cover enforcement costs. Violations could be the basis for the Township's termination of a facility's conditional use permit.

**FISCAL IMPACT:** none

**RECOMMENDATION:** Supervisor recommends approval.

**MODEL MOTION:** Moved by \_\_\_\_\_ support by \_\_\_\_\_ to approve the Agricultural Commercial Tourism ordinance as amended by the Planning Commission at its November 9, 2020 meeting.

**ATTACHMENTS:**

[ag comm tourism PHN - ALL info for 20201109 pc mtg.pdf](#)

[2020 07 14 BOT Approved Minutes.doc](#)

[2020-09-14 PC Minutes .doc](#)

[2020-11-09 PC Minutes.doc](#)

**QUESTION:** Shall this Motion be APPROVED?



SCIO TOWNSHIP  
PLANNING COMMISSION

NOTICE IS HEREBY GIVEN that a public meeting of the Scio Township Planning Commission will be held at the Scio Township Hall, 827 N. Zeeb Road, Ann Arbor, Michigan, on **MONDAY, October 12, 2020** at 7:00 PM. During this meeting the Planning Commission will hold a public hearing on the following matters:

The full text of the proposed changes may be viewed at the Scio Township Offices, 827 N. Zeeb Road by interested persons during office hours weekdays, between 9:00 AM and 5:00 PM or inquires by telephone 734-369-9400.

The proposed amendment would add the following to the Scio Township Zoning Ordinance:

Article V, Supplementary Regulations, Section 36-149. Agricultural Commercial/Tourism Business to add the following provisions:

36-149(d)(6)a. Ownership of the property- (must be owner occupied).

36-149(d)(8) The following additional standards shall be met for all agricultural commercial/tourism businesses.

- a. All amplified music and entertainment related sounds shall be conducted inside a fully enclosed structure (walled and roofed). At no time shall sound levels exceed 65 decibels at the property line. No subwoofers permitted. Sound readings may be required as a part of a site inspection to ensure compliance with the above noise levels and be charged against the annual escrow as outlined below.
- b. No candles, smoking, pyrotechnic display or devices, or other open fire/flame shall be permitted in barns, or within 50 feet of barns. No smoking signs shall be posted, a designated smoking area established at least 50 feet from any barn used as an assembly occupancy, and a fire safe means of disposal of used smoking materials shall be provided. No sky lanterns or fireworks permitted on the property.
- c. All events shall be supervised by the owner. The owner or their representative shall be on-site at all times an event is in progress. Contact information for the owner and/or owner representative shall be supplied to the Township Manager or Supervisor.
- d. No remote ownership/operator is permitted. When/if the owner changes, the Township Supervisor and Clerk must be notified in writing thirty (30) days in advance of the official change date. Within thirty (30) days of the change

in ownership, the new owner must meet with the Supervisor, Clerk and Zoning Administrator to review the terms of the Conditional Use permit.

- e. Loading and unloading or parking activity is not permitted within any road right-of-way.

36-149(e) Inspection and Enforcement.

(1) A \$5,000 escrow shall be established and maintained for the operation of each Agriculture Commercial Tourism Business prior to the issuance of a preliminary zoning compliance certificate. The escrow shall be in a form acceptable to the Township to cover all inspections needed to ensure compliance with the provisions of this ordinance or any specific conditions placed on the subject use (by Township staff or applicable consultants). Failure to maintain the inspection escrow shall constitute a violation of this ordinance.

(2) A violation of a requirement, condition, or safeguard shall be considered a violation of this ordinance, and grounds for the Township to terminate and revoke such conditional use permit.

A full text of the ordinance amendment may be examined at the Township Offices, 827 N. Zeeb Road by interested persons during office hours weekdays, between 9:00 AM and 5:00 PM or inquires by telephone (734)369-9400.

Any person having interest in said Township or their duly appointed representatives shall there and then be heard at the above described meetings or adjournment thereat relative to any matters that should come before the Planning Commission.

Scio Township will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon 10 days notice to Scio Township. Individuals with disabilities requiring auxiliary aids or services should contact Scio Township by writing or calling the Scio Township Staff at (734) 369-9400.

Scio Township Clerk  
Washtenaw Legal News  
2020-09-24



**Carlisle | Wortman**  
ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

---

**TO:** Scio Township Planning Commission  
**FROM:** Douglas J. Lewan, Community Planner  
**DATE:** September 9, 2020  
**RE:** Agricultural Tourism Business Revisions

The attached revisions reflect comments made by the public and the Planning Commission at our July 27<sup>th</sup> regular Planning Commission. Since our last review of this item we have "accepted" all the previous changes and the new language is shown on red and underlined.

I think I have captured all the needed changes, but should you have any questions prior to our meeting please do not hesitate to call.

CARLISLE/WORTMAN ASSOC., INC.  
Douglas J. Lewan, AICP  
Executive Vice President

**Sec. 36-149. - Agricultural commercial/tourism business.**

- (a) *Intent.* It is the intent of the township to allow, through a conditional land use permit, uses of a commercial/tourism nature that are complementary and accessory to the primary agricultural land use in the A-1 zoning district. It is also the intent to:
- Promote and maintain local farming and the provision of open space within the township.
  - Maintain both an agricultural heritage and rural character.
  - Encourage new agriculturally based businesses that contribute to the general economic conditions of the township and surrounding region.
- (b) *Purpose.* The purpose of this designation is to provide a clear understanding of the expectations for agricultural commercial/tourism businesses for operators, local residents, other businesses, and local officials.
- (c) The following agricultural commercial/tourism businesses may be permitted after conditional land use review, pursuant to [section 36-224](#) of this chapter.
- (1) Cider mills or wineries selling product, in a tasting room, containing at least 50 percent of crops or produce grown on-site.
  - (2) Seasonal outdoor mazes of agricultural origin such as straw bales or corn.
  - (3) Bed and breakfast operation in accordance with the State Construction Code, Act 230 of 1972.
  - (4) The processing storage and retail or wholesale marketing of agricultural products into a value-added agricultural product in a farming operation if at least 50 percent of the stored or processed, or merchandised products are produced by the farm operator.
  - (5) U-pick operations in accordance with [section 36-146](#).
  - (6) Community supported agriculture or CSA.
  - (7) Uses (1) through (6) listed above may include any or all of the following ancillary agriculturally related uses and some non-agriculturally related uses so long as the general agricultural character of the farm is maintained and the income from these activities represents less than 50 percent of the gross receipts from the farm.
    - a. Value-added agricultural products or activities, such as education tours of processing facilities, etc.
    - b. Playgrounds or equipment typical of a school playground, such as slides, swings, etc. (not including motorized vehicles or rides).
    - c. Petting farms, animal display, and pony rides.
    - d. Wagon, sleigh and hayrides.
    - e. Nature trails.

- f. Open air or covered picnic area with restrooms.
  - g. Educational classes, lectures, seminars.
  - h. Historical agricultural exhibits.
  - i. Kitchen facilities, for the processing, cooking, and/or baking of goods containing at least 50 percent produce grown on site.
  - j. Gift shops for the sale of agricultural products and agriculturally related products. Gifts shops for the sale of non-agriculturally related products such as antiques or crafts, limited to 25 percent of gross sales.
- (8) Other commercial/tourism business that are complementary and accessory to the primary agricultural land use of the subject property, including but not limited to: a) small-scale entertainment (e.g., music concert, car show, art fair), b) organized meeting space (e.g., for use by weddings, birthday parties, and corporate events), c) designated, permanent parking for more than 20 vehicles.
- (d) *Supplemental regulations.*
- (1) Minimum lot area of ten acres.
  - (2) The uses listed in subsections (c)(1), (2), (7), and (8) of this section must have direct access to one of the following road types as described in the functional road classification of the township master plan:
    - a. Rural minor collector.
    - b. Rural major collector.
    - c. Rural minor arterial.
    - d. Rural other principal arterial.

All other uses permitted by this section, not noted above, may have access on any road type within the township with the condition that the increase in traffic shall not create a nuisance to nearby residents by way of traffic or noise, or increase the public cost in maintaining the roadway.
  - (3) A 200-foot open buffer shall be provided on all sides of the property not abutting a roadway. Agricultural commercial/tourism business activities shall not be allowed within this buffer area. Where possible, crops shall remain within this buffer area to help maintain the agricultural character of the site.
  - (4) Buffer plantings shall be provided along the property line where there is an abutting residence. Greenbelt plantings are intended to screen views of the proposed operation from the adjacent home or property. Buffer plantings shall meet the standards of [section 36-345\(b\)\(3\)](#).
  - (5) Must provide off-street parking to accommodate use as outlined in article IX, [section 36-278](#).
    - a. Parking facilities may be located on a grass or gravel area for seasonal uses such as roadside stands, u-pick operations, and agricultural mazes. All

parking areas shall be defined by either gravel, cut lawn, sand, or other visible marking.

- b. All parking areas shall be located in such a manner to avoid traffic hazards associated with entering and exiting the public roadway.
  - c. Paved or unpaved parking areas shall not be located in required setback or buffer areas. Paved parking areas must meet all design, and landscape screening requirements as set forth in this zoning ordinance.
- (6) The following additional operational information must also be provided as applicable:
- a. Ownership of the property (must be owner occupied).
  - b. Months (season) of operation.
  - c. Hours of operation.
  - d. Anticipated number of customers.
  - e. Maintenance plan for disposal, etc.
  - f. Any proposed signs.
  - g. Any proposed lighting.
  - h. Maximum number of employees at any one time.
  - i. Restroom facilities.
  - j. Verification that all outside agency permits have been granted, i.e., federal, state and local permits.
- (7) All areas of the property to be used including all structures on site must be clearly identified.
- (8) The following shall additional standards shall be met for all agricultural commercial/tourism businesses:
- a. All amplified music and entertainment related sounds shall be conducted inside a fully enclosed structure. At no time shall sound levels exceed 65 decibels at the property line. No subwoofers permitted. Sound readings may be required at the expense of owner as needed as a part of a site inspection to ensure compliance with the above noise levels and be charged against the annual escrow as outlined below.
  - b. No candles, smoking, pyrotechnic display or devices, or other open fire/flame shall be permitted in barns, or within 50 feet of barns. No smoking signs shall be posted, a designated smoking area established at least 50 feet from any barn used as an assembly occupancy, and a fire safe means of disposal of used smoking materials shall be provided. No sky lanterns or fireworks permitted

~~on the property. No candles, smoking or other open fire/flame permitted in barns. No sky lanterns or fireworks permitted on the property.~~

- c. All events shall be supervised by the owner. The owner or their representative shall be on-site at all times an event is in progress. Contact information for the owner and/or owner representative shall be supplied to the Township Manager or Supervisor.
- d. No remote ownership/operator is permitted. When/if the owner changes, the Township Supervisor and Clerk must be notified in writing thirty (30) days in advance of the official change date. Within thirty (30) days of the change in ownership, the new owner must meet with the Supervisor, Clerk and Zoning Administrator to review the terms of the Conditional Use permit.
- e. Loading and unloading or parking activity is not permitted within any road right-of-way.

(e) Inspection and Enforcement.

- (1) A \$5,000 escrow shall be established for each Agriculture Commercial Tourism Business prior to the issuance of a preliminary zoning compliance certificate. The escrow shall be in a form acceptable to the Township to cover all inspections needed to ensure compliance with the provisions of this ordinance or any specific conditions placed on the subject use (by Township staff or applicable consultants).
- (2) A violation of a requirement, condition, or safeguard shall be considered a violation of this ordinance, and grounds for the ~~Planning Commission~~Township to terminate and revoke such conditional use permit. ~~A deposit in a form acceptable to the Township shall be required by the Township Board to cover inspection costs to the Township regarding the agricultural commercial/tourism business and inspections that may be needed.~~



**Carlisle | Wortman**  
ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

---

**TO:** Scio Township Planning Commission  
**FROM:** Douglas J. Lewan, Community Planner  
**DATE:** July 24, 2020  
**RE:** Agriculture Commercial/Tourism Business (Section 36-149) Discussion Item

On July 14<sup>th</sup>, the Township Board asked that the Planning Commission consider three items as outlined in the e-mail correspondence from Trustee, David Read. I have summarized each of the items and provided some commentary that should help our discussion on these items.

1. There was a question about what was exactly meant by the term “fully enclosed structure.” I believe there was concern that in some cases a structure that has a retractable wall or door (like in a barn) might still be considered fully enclosed when open or partially open, or that a temporary tent with sides might be considered fully enclosed. Obviously either situation could cause noise issues. To try to address this concern we propose the following clarification that can be added to the regulations:

*A fully enclosed structure means anything constructed or erected which requires a fixed location on or under the ground that is walled and roofed. Any retractable walls including all barn doors must be closed prior to the start of any amplified music. Amplified music may not be played in any tent or other fabric temporary structure.*

2. There was a question regarding the use of “sterno” and whether this counts in the open flame prohibition found in Section 36-149(d)(8)b. For reference, “sterno” is a brand of jellied, denatured alcohol sold in a can and meant to be burned directly in its can. Its primary uses are in food service for buffet heating, in the home for fondue, and as a chafing fuel for heating chafing dishes. Other uses are for portable stoves and as an emergency heat source. (Wikipedia)

It would seem that this would be a common item used to keep food warm at a wedding. The Township Fire Chief added a few items to the ordinance as noted in his July 15<sup>th</sup> letter to the Planning Commission but did not mention sterno specifically. The section noted above specifically prohibits open flame from “barns,” so it would be possible for sterno to be used in a temporary tent or other structure on site outside of a barn. The Planning Commission should discuss if there is a difference between an open candle or lantern as a decoration within a barn, and the use of sterno by a professional caterer.

3. There was a question regarding the words “or their representative” found in Section 36-149(d)(8)c. The concern was that possibly a “remote management company” could operate the facility. This concern seems to be addressed in the very next section where it indicates that “no

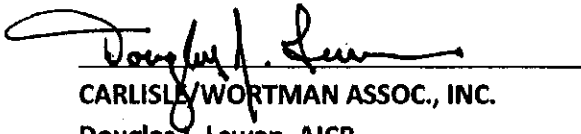
Richard K. Carlisle, *President* Douglas J. Lewan, *Executive Vice President* John L. Enos, *Principal*  
David Scurto, *Principal* Benjamin R. Carlisle, *Principal* Sally M. Elmiger, *Principal* Craig Strong, *Principal* R. Donald Wortman, *Principal*  
Laura K. Kreps, *Senior Associate* Paul Montagno, *Associate*

remote ownership/operator is permitted." It seems that we are already covered, and I recall we did discuss this at some length, but the PC should discuss this item as well.

4. As a result of the questions from the Township Board, Chief Houde provided suggested ordinance language that can be found in his July 15<sup>th</sup> letter. I have read the Chief's comments and have no problem making these changes.

I hope this outline helps us in our discussion on this ordinance update. Should anyone have questions prior to Monday evening please give me a call to discuss.

Sincerely:



---

**CARLISLE/WORTMAN ASSOC., INC.**

**Douglas J. Lewan, AICP**

**Executive Vice President**

**SCIO TOWNSHIP BOARD OF TRUSTEES**  
**1st Monthly Meeting**  
**July 14, 2020 - 7:00 PM**

**Minutes**

**As Approved November 19, 2020**  
**Corrections Noted in Blackline**

*Due to the COVID-19 emergency, and in compliance with Executive Order 2020-75, the Scio Township Board of Trustees met electronically.*

**A) CALL TO ORDER**

Supervisor Knowles called the meeting to order at 7:08pm.

**B) ROLL CALL:**

Present: Supervisor Knowles; Clerk Flintoft; Trustees: Green, Knol, Martin and Read.

Absent: Treasurer Palmer (joined prior to Action Item #1, and left after Action Item #8)

**C) ADOPTION OF AGENDA**

Knowles suggested moving the Public Hearing between Action Items #5 and #6 to accommodate Township attorney's availability.

**20165: Motion by Green, support by Martin,** to adopt the agenda as amended.

**YEA:** Knowles, Flintoft, Green, Knol, Martin, Read.

**NAY:** None.

**Motion passed 6-0.**

**D) APPROVAL OF MINUTES:**

None.

**E) CITIZEN COMMENTS:**

Members of the public shared comments.

**F) PRESENTATIONS & REPORTS TO THE BOARD**

1. Fire Chief Andrew Houde – June 2020 Report of Scio Township Fire Department

**G) CONSENT AGENDA**

There were no items.

## H) ACTION ITEMS

- 1) Action to approve a recommendation of the Planning Commission for Ordinance Amendment #3421 to Sec. 36-149/ Agricultural Commercial/Tourism Business.

**20166: Motion by Martin, support by Knol,** to table Ordinance Amendment #3421 to Sec. 36-149/Agricultural Commercial/Tourism Business and refer back to the Planning Commission for further consideration of the following: 1) Sec 36-149(d)(8)(a) change “fully enclosed structure” to “fully enclosed permanent structure” and to define “fully enclosed,” 2) Sec 36-149(d)(8)(b) – receive and consider Chief Houde’s review of the entire ordinance regarding safety, and 3) Sec 36-149(d)(8)(c) – reconsider phrase “or their representative” to ensure that the representative has some responsibility to both the owner and the Township.

**YEA:** Knowles, Palmer, Flintoft, Green, Knol, Martin, Read.

**NAY:** None.

**Motion passed 7-0.**

- 2) Action to establish the Scio Township OPEB and appoint the Municipal Employees Retirement System of Michigan (MERS) as the OPEB administrator.

**20167: Motion by Martin, support by Green,** to table establishing the Scio Township OPEB Trust Fund and appointing the Municipal Employees Retirement System of Michigan (MERS) as OPEB administrator, and to refer back to Budget and Finance Committee for further consideration.

**YEA:** Knowles, Palmer, Flintoft, Green, Knol, Martin, Read.

**NAY:** None.

**Motion passed 7-0.**

- 3) Action to schedule a public hearing date of Tuesday, August 25, 2020 at 7:00 pm, at Scio Township Hall to take public comment on the proposed 2020 Tax Rate Request.

**20168: Motion by Palmer, support by Martin,** to schedule a public hearing date of Tuesday, August 25, 2020 at 7:00 pm, at Scio Township Hall to take public comment on the proposed 2020 Tax Rate Request.

**YEA:** Knowles, Palmer, Flintoft, Green, Knol, Martin, Read.

**NAY:** None.

**Motion passed 7-0.**

- 4) Action to authorize an additional \$2,500, for a total amount not to exceed \$32,500, for the purchase of the Township Fire Department special service vehicle and necessary lights and details.

**20169: Motion by Green, support by Read,** to authorize an additional \$2,500, for a total amount not to exceed \$32,500, for the purchase of the Township Fire Department special service vehicle and necessary lights and details.

**YEA:** Knowles, Palmer, Flintoft, Green, Knol, Martin, Read.

**NAY:** None.

**Motion passed 7-0.**

- 5) Action to cancel two previously scheduled public hearings for the Lamplighter Drive/Pleasant Drive/Deerfield Place and Cottontail Court/Thornapple Drive, proposed Special Assessment Districts.

**20170: Motion by Flintoft, support by Martin,** to cancel two previously scheduled public hearings for the Lamplighter Drive/Pleasant Drive/Deerfield Place and Cottontail Court/Thornapple Drive, proposed Special Assessment Districts.

**YEA:** Knowles, Palmer, Flintoft, Green, Knol, Martin, Read.

**NAY:** None.

**Motion passed 7-0.**

## **I) PUBLIC HEARINGS**

1. Public Hearing to consider adoption of an Ordinance to permit medical marihuana safety compliance facilities to operate within Scio Township.

Supervisor Knowles declared the public hearing open.

Township Attorney and public made comments.

**20171: Motion by Read, support by Martin,** to close the Public Hearing.

**YEA:** Knowles, Palmer, Flintoft, Green, Knol, Martin, Read.

**NAY:** None.

**Motion passed 7-0.**

## **ACTION ITEMS (continued)**

- 6) Action to adopt an Ordinance to permit medical marihuana safety compliance facilities to operate within Scio Township.

**20172: Motion by Read, support by Martin,** to adopt Ordinance 2020-03, the Scio Township Medical Marihuana Facilities Ordinance, to permit medical marihuana safety compliance facilities to operate within Scio Township.

**YEA:** Knowles, Palmer, Flintoft, Green, Knol, Martin, Read.

**NAY:** None.

**Motion passed 7-0.**

- 7) Action to approve ordinance amendments to Chapter 26, Article II, Solid Waste Ordinance.

**20173: Motion by Martin, support by Green,** to amend Chapter 26, Article II, of the Township of Scio Code of Ordinances as amended by the Solid Waste Ordinance to allow the Township to contract with one or more service providers for the collection of refuse and recycling.

**YEA:** Knowles, Palmer, Flintoft, Green, Martin, Read.

**NAY:** Knol.

**Motion passed 6-1.**

**20174: Motion by Flintoft, support Green,** to Appoint Supervisor Knowles and Trustee Martin to work with our Township Attorney to initiate the contracting negotiation process.

**YEA:** Knowles, Palmer, Flintoft, Green, Martin, Read, Knol.

**NAY:** None.

**Motion passed 7-0.**

- 8) Consider and Adopt any necessary Measures that will Promote Social Distancing, continue legally mandated and essential Township Operations, and Protect residents and staff in light of COVID-19 pandemic.

**20175: Motion by Read, support by Palmer** to approve preparation and submission of application to Michigan Department of Treasury *First Responder Hazard Pay Premium Program* established by 2020 PL 123 to reimburse and or pay for qualifying first responder hazard pay premiums provided to first responders who have performed hazardous duty or work involving physical hardship related to COVID-19 under the CARES Act, PL 116-136.

**YEA:** Knowles, Palmer, Flintoft, Green, Martin, Read, Knol.

**NAY:** None.

**Motion passed 7-0.**

**20176: Motion by Read, support by Palmer** to approve preparation and submission of both First and Second Round applications to Michigan Department of Treasury *Public Safety and Public Health Payroll Reimbursement Program* established by 2020 PL 123 to reimburse qualifying local units of government for eligible public safety and public health payroll expenditures under the CARES Act, PL 116-136.

**YEA:** Knowles, Palmer, Flintoft, Green, Martin, Read, Knol.

**NAY:** None.

**Motion passed 7-0.**

**20177: Motion by Green, support by Read** to direct the Clerk to seek reimbursement from Washtenaw County for the costs paid for by Scio Township for WCSO Services during April through July 2020 to the fullest extent permitted under any award made to Washtenaw County through the Michigan Department of Treasury *Public Safety and Public Health Payroll Reimbursement Program*.

**YEA:** Knowles, Palmer, Flintoft, Green, Martin, Read, Knol.

**NAY:** None.

**Motion passed 7-0.**

#### **J) DISCUSSION ITEMS**

There were none.

#### **K) PAYMENT OF BILLS**

**20178: Motion by Martin, support by Read** to authorize payment of the bills as presented.

**YEA:** Knowles, Flintoft, Green, Martin, Read, Knol.

**NAY:** None.

**Absent:** Palmer.

**Motion passed 6-0.**

#### **L) REPORTS:**

1. Clerk's Report
2. Budget and Finance Committee Report
3. Treasurer's Report
4. Supervisor's Report
5. Planning Commission's liaison report
6. Land Preservation Commission's report
7. Parks Report
8. Personnel Committee Report
9. Transportation Alternatives Planning Report
10. Gelman Report

#### **M) CORRESPONDENCE AND COMMUNICATIONS**

1. File of Correspondence and Communications received.

#### **N) CITIZEN COMMENTS**

Members of the public provided comments.

#### **O) ADJOURNMENT**

**20179: Motion by Read, support by Flintoft,** to adjourn at 11:56pm.

**YEA:** Knowles, Flintoft, Green, Martin, Read, Knol.

**NAY:** None.

**Absent:** Palmer.

**Motion passed 6-0.**

SCIO TOWNSHIP PLANNING COMMISSION  
827 North Zeeb Road, Ann Arbor, Michigan 48103  
MEETING MINUTES OF MONDAY, SEPTEMBER 14, 2020

**Meeting Conducted Via Online Format**

**1) CALL TO ORDER**

Chair Jerome called the meeting to order at 7:02 p.m.

**2) ROLL CALL**

Present: Jerome, Kangas, Holland, Culbertson, Hathaway (7:04), Read, Clark

Others present:

Doug Lewan, AICP, CWA

Stacie Serdar, PE, OHM Advisors

Matt Parks, PE, OHM Advisors

**3) ADOPTION OF AGENDA**

**MOTION BY COMMISSIONER KANGAS, SUPPORTED BY COMMISSIONER HOLLAND TO AMEND THE AGENDA WITH UNFINISHED BUSINESS AFTER NEW BUSINESS.**

**YES: 6**

**NO: 0**

**MOTION CARRIED.**

ROLL CALL:

Holland: Yes

Kangas: Yes

Culbertson: Yes

Jerome: Yes

Read: Yes

Clark: Yes

**4) COMMUNICATIONS/CORRESPONDENCE**

Lodi notice for a proposed Master Plan amendment  
Huron Clinton Metropark, park access plan, July 2020

**5) PRESENTATIONS REQUESTED BY THE PLANNING COMMISSION**

None.

## 6) PUBLIC COMMENTS

Chair Jerome read the rules for Public Comment.  
Open Public Comment at 7:05 p.m.

*Pam Boyd*

- Can you post the Lodi letter in the packet? (Chair Jerome: Yes.)

Closed Public Comment at 7:06 p.m.

## 7) BUSINESS SESSION

### A) Advertised Public Hearings

Public Hearing Opened at 7:08 p.m.

1. Item Number: CU #20002  
Item Name: Herron Farms, an agricultural commercial/tourism business  
Applicants: Brian & Lori Herron  
Scott Bedzolt

*Applicant, Brian Herron:*

- I have owned this property since 2015.
- We live here with our 5 children.
- We rebuilt the house and built a berm to cut down on the noise.
- Our fields are planted with winter wheat and hay.
- We want to replant our farm as a vineyard.
- To promote the product of the vineyard we would like to have a venue for wine tasting.
- The proposal would be to replant the fields to vineyards.
- We are requesting an accessory space for a meeting space.
- We would be relocating the small barn into one of the fields with grass parking lot and basic upgrades to make it useable.
- It is not a large space like the wedding barns.
- We would like to have tours, wine and food paring events to bring in potential customers.
- There are concerns about the size of the venue, traffic and noise.
- It would be very seasonal in use.
- It would be full insulated and wrapped from the roof to the footing.
- There would be no parking on the street.
- There is a fire safety concern. The Fire Chief came out and we do have fire suppression solutions.
- There is a minimum lightening plan.
- This keeps the land rural and natural.
- The project would be bringing in seasonal laborers.

***Applicant, Lori Herron:***

- I have been taking horticulture classes.
- There are not a lot of vineyards in this area.
- I am doing mentorships and am talking with several professors.
- We have programs that will assist us to get this off the ground.
- There are several grapes in this area that would do well in low temperatures.

***Comments by Doug Lewan:***

- The property in question is zoned agricultural.
- The applicant is requesting agricultural tourism business.
- The growing of grapes is permitted by right.
- The special land use is what brings us here tonight.
- Is the use being proposed complimentary and assessor to the primary cultural land use? If it is, then this is something we should consider.
- A determination has to be made if it meets the standards.
- There are properties that are close to the east and to the north.
- There needs to be consideration on the impact this use will have to neighboring properties.
- Conformance with the Township Master Plan is also a consideration.
- There are some small wetlands. This is a large piece of property.
- Any event barn would require port-a-potties.
- There are 6 standards for conditional land use, and they are listed in our report.
- The hours of operation are anticipated to be 9:00 a.m. through 9:00 p.m. Sunday through Thursday and 9:00 a.m. through 11:00 p.m. Friday and Saturday. The owners will be present at all events.
- Any event with more than 50 people serving food/alcohol would have onsite security.
- Any music would be in an insulated barn.
- 150 people would be maximum.
- Seven employees are anticipated.
- All areas of the use have to be clearly identified on the property.
- Based on the information provided by the applicant up to this point, we do not recommend approval of the subject conditional use application. We listed 14 items. We are not recommending approval of the project at this point.

***Public Comment opened at 7:39 p.m.***

***David Spicer, 525 Baker Road, Dexter, MI 48130***

- No Comments.

***Daryl DePestel, 6821 Bridgewood Hills Drive, Dexter, MI 48130***

- We live to the east of this property.
- We built our home and did our research of the surrounding area.
- We would not have built had we known there might be an event barn.
- Grapes can take several years and what happens if they are not viable.
- Traffic is also an issue.
- The noise disturbance to surrounding neighbors is my biggest concern.
- It is very hilly, and we are in a bowl and sound would echo.
- I am opposed to this proposal being approved.

***John Ames, 2258 Oxbow Court, Dexter, MI 48130***

- We are neighbors with the DePestels.
- We hope to move in the end of September.
- I appreciate the applicant's initiative, but to have barn that could have 50 people, or more is not what I want for neighbors.
- I agree with everything Daryl DePestel said.
- Our biggest concern is the noise of a big event.

***Jeff Harshe, 3983 Preserve Drive, Dexter, MI 48130***

- I am here not as a neighbor, but as the developer of Bridgewood Hills.
- We have sold 4 of the 12 home sites.
- We have 48 acres and have left 30 acres natural.
- I am here to speak for the other 8 that have not been sold.
- I am concerned about the use. I think the vineyard is fantastic.
- There is no limit on overall events or tents on the property.
- No mention of public safety.
- I do not see the connection to an event barn and the agricultural use.

***Jeff Kittendorf, 2287 Hillside Court, Dexter, MI 48130***

- I am in Bridgewood Hills.
- I agree with what my neighbors stated.
- I do not want to live next to a party barn.
- I enjoy the sounds of nature in my background.
- I am concerned with the sound. There is not a good mechanism to enforce the sound.
- I am opposed to this conditional use permit.

***Tracey Bradish, 2249 Morrison Road, Dexter, MI 48130***

- I have been here for 26 years.
- I was delighted to see the Herron's improvements on the property.
- I love the idea of vineyards and agricultural use.
- I am concerned about noise and traffic levels.
- We have a lot of wildlife in this area and am concerned the noise will drive them out.
- I agree with my neighbors' statements.

***Neil Scherdt, 6541 Dexter-Ann Arbor, Dexter, MI 48130***

- My issue is traffic on this road.

***Public Hearing Closed at 7:58 p.m.***

***Comments and Questions by the Commissioners:***

- Commissioner Culbertson: What is the square footage of the barn and the largest event space you would be proposing? (Mr. Bedzolt: The square footage is approximately 1,100.) (The Applicant: I know the zoning would allow for 150. It would be 50 people or less.) I see a big difference between wine tasting and event barn. Grapes take a long time to mature. At what point would you be looking to open the venue? (The Applicant: It would be depending on the process we go through with the Township for potential approval. We could plant in November of this year. We would be looking at 2021 for the barn. It takes 2-3 years to grow the vines to fruit.)
- Commissioner Clark: No questions.
- Commissioner Holland: My calculation is the barn is closer to 4,600 square feet since it is two-story. I feel misled on the footage of the barn. There is a difference between a meeting space and an assembly space. I think the number of events proposed is a lot. (The Applicant: I apologize on the square footage. I think existing barn is 1,650 and we were planning to add bathrooms which would add 660.)
- Commissioner Kangas: Having a vineyard is exciting. The concept of a vineyard in Scio is great. The venue for wine tasting is fine. Where would the workers be? (The Applicant: We could put up a structure for the vineyard equipment and seasonal workers.) I am not a fan of party barns.
- Commissioner Read: Most of my questions have been answered. Do they need a liquor license for wine tasting? (Mr. Lewan: I do not know, but I could look into it.) (The Applicant: Our understanding is no.) I do not have a problem with wine tasting. I am very concerned about a party barn.

- Commissioner Hathaway: It is a beautiful property. Nice variety of terrain and different kinds of natural habitats. I would love to find a way to be supportive of keeping the property natural. I do not know if we would have a way to revoke the approval if problems started to occur. (Mr. Lewan: If we place conditions on the approval and they do not meet those conditions, there is a process to revoke it.) If you had a large event, I feel the barn would be too small. Smaller scale events without amplified music would be nice. The idea of a vineyard in Scio Township would be nice to see. I cannot support a wedding venue in that location.
- Commissioner Jerome: I have similar concerns as the rest of the commissioners. Traffic and noise are a concern. My concern is what is necessary to support the vineyard versus event space. Once you enclose a barn with SIP panels it implies event space versus agricultural. I am supportive of the vineyard and wine tasting.

MOTION BY COMMISSIONER KANGAS, SUPPORT BY COMMISSIONER HATHAWAY TO TABLE THIS MATTER TO A FUTURE MEETING.

YES: 7

NO: 0

MOTION CARRIED.

ROLL CALL:

Holland: Yes

Kangas: Yes

Culbertson: Yes

Hathaway: Yes

Jerome: Yes

Read: Yes

Clark: Yes

*Public Hearing closed at 8:22 p.m.*

2. Item Number: OA-PUD #20001 PSP #20004  
 Item Name: Heritage Woods, an age targeted aging in place development for senior living facility  
 Applicants: In-site, Dan Johnson  
 Joe Maynard, Washtenaw Engineering  
 Julie Kroll, Fleis & Vandenbrink

*Public Hearing opened at 8:23 p.m.*

***Applicant, Dan Johnson:***

- This project is focused on seniors and aging in place community.
- We will focus on the changes we made.
- They are located at the Baker Road driveway entrance.
- The number of duplexes has been reduced.
- The OPEN space was increased to 65 acres.
- We have a traffic impact study and has been submitted to the Township.
- The improvements will revolve around the existing traffic light.

- We got some data from local assisted living facilities. Heritage Woods is comparable to those facilities.
- We have a need for senior living.
- 26 lots would be single family or approximately 100 people.
- 414 potential occupants for the hotel.
- 828 maximum for the office building.
- 1,341 for all of those components for occupants.
- We took the PUD approach because we have 3 underlying use groups within the subject property.

***Comments by Julie Kroll:***

- We have been working on this traffic study pre-COVID.
- We have been discussing the traffic with MDOT and WCRC as well as the Township.
- The preferred access was off of I-94.
- Traffic at this intersection is the truck traffic to the north.
- The mitigation for this site was upgrading the signal and some of the operations at Baker Road.
- There is no additional access proposed off of Marshall Road, other than the emergency access.
- We expect the majority of traffic for this site to go to the south to either Jackson Road or I-94.

***Comments by Joe Maynard:***

- We worked with the Fire Chief to coordinate and design the new entrance so it would meet the safety requirements of the project.
- The Fire Department would have access to and would prevent residents from using that entrance.
- The Fire Chief did represent this project is something he could support.

***Comments by Doug Lewan:***

- This is our second review of a very similar proposal other than the entrance location.
- We are having a second public hearing because the applicant had to include a piece of property to accommodate the new roadway.
- The applicant moved the roadway to lineup with the I-94 exit ramp.
- We base our public hearing notices surrounding the property, so it had to be re-noticed.
- We think the applicant can meet the standards for PUD approval with the exception of two.
- The location is not necessarily supported by the Master Plan and is not supported by the future land use plan.
- We are updating the Master Plan.
- Until that happens, it is our opinion that this project does not match.

- The character of this part of the Township is agriculture and OPEN space.
- This project would change the character but could be addressed in the Master Plan update.
- If we can figure out the big picture issues, I think the applicant did a nice job of putting this plan together.

***Comments by Stacie Serdar:***

- We did not get a chance to review these plans.
- We are still working on our review.
- We had a number of comments in our previous letter.
- Many of the remaining items will be the big picture items.

***Public Comment:***

***Gina Best-Neylon, 7620 Marshall Road, Dexter, MI 48130***

- I am glad to see the changes on Baker Road.
- I am wondering about wastewater treatment and sewer.
- Concerned about the construction traffic.
- Wanted to know who will own and run the project once it is completed.

***David & Kathy Spicer, 525 Baker Road, Dexter, MI 48130***

- We next to I-94.
- To have an entrance next to my easement would make it impossible to move my 5<sup>th</sup> wheel travel trailer in and out.
- Where would my mailbox go?
- It is a huge impact to my family, and I oppose the Baker road entrance.
- My concern is safety and the walks that I take.

***Public Hearing Closed at 9:00 p.m.***

***Comments and Questions by the Commissioners:***

- Commissioner Read: Does the Applicant plan on installing a pathway? Can we fit a 10-foot-wide path in a 10-foot-wide easement? (Mr. Lewan: Generally speaking, you will need some grading unless it is completely flat.) I am still concerned about having only one entrance.
- Commissioner Clark: No questions.
- Commissioner Holland: How many units will be 2 story? (The Applicant: None.) You would need a park or bus stops for children. Until it is a senior restricted unit, you cannot compare it to such. The traffic study appeared to be prepared as a senior restricted unit. I have a concern it could become a family neighborhood. What are the street widths in this subdivision? (Mr. Maynard: We followed the Township standard of 22-foot-wide roadways. It would not accommodate parking on the streets.)







## D) OLD BUSINESS

### 1. Item Number: Discussion

Item Name: Agricultural Commercial Business

Applicants: Planning Commission

#### *Comments by Doug Lewan:*

- This is the second time you have seen this.
- I accepted all the previous changes.
- Today's draft is dated September 9<sup>th</sup> is the new stuff or raised by the Fire Chief/Township Board.
- We added a sentence: Sound readings maybe required as a part of site inspection to ensure compliance with noise levels and be charged with the annual escrow.
- No candles, smoking, pyrotechnic displays, and distance to barns.
- Inspection and enforcement were added.
- A \$5,000 escrow should be placed for all inspections of this ordinance.
- If these are acceptable, it would be set for another public hearing.

#### *Comments and Discussion by Commissioners:*

- Commissioner Read: The BOT had a discussion about what a fully enclosed structure is. What if the barn doors are open?
- Commissioner Culbertson: Windows being open would be an issue too. We need to define the escrow.
- Commissioner Clark: Fully enclosed would not mean the doors are shut in my mind. It simply means that it has doors and windows, but it does not mean they have to be closed. We have a decibel level to cover this issue. (Mr. Lewan: I agree with Commissioner Clark. I would think a tent or gazebo would be considered not enclosed.)
- Commissioner Kangas: If there a band, then it should be totally enclosed with doors and windows. They would still need ventilation system.

Issues to be clarified and set for public hearing.

## 8) REPORTS/COMMISSION ACTIVITY

### 1. Engineering Consultant – OHM

We have a lot of upcoming projects in the proposal phase, but nothing to report on.

### 2. BOT – Read

We passed ordinance to provide for adult use marihuana testing. We passed an SAD for repaving Cottontail and Thornapple.

3. Planning Consultant – CWA

We have a full working draft of the Master Plan. I will go through it and the process will eventually bring it to the Planning Commission.

4. Chair Report – Jerome

None.

4. Zoning Board of Appeals – Culbertson

None.

6. DDA – Holland

We met today and paid our bills, along with bonds. We discussed bus shelters. We discussed MAVD project.

7. Road Commission Advisory Committee – Read

None.

8. Land Preservation Commission – Jerome

We are working on a few applications.

9. Zoning Ordinance Amendments – Holland

None.

10. Parks and Rec Advisory Committee – Hathaway

We did meet. The permits for the construction projects at the nature preserves, we are waiting for the Road Commission.

11. TAP Committee – Read

We began the prioritizing of the projects and discussed the easements. We are looking for new members come November.

**9) APPROVAL OF MINUTES**

1. Minutes of 2020-07-27

MOTION BY COMMISSIONER HATHAWAY, SUPPORTED BY COMMISSIONER HOLLAND, TO APPROVE THE MINUTES OF JULY 27, 2020.

YES: 7

NO: 0

MOTION CARRIED



**10) ADJOURNMENT**

MOTION BY COMMISSIONER JEROME, SUPPORT BY COMMISSIONER READ TO  
ADJOURN AT 10:21 p.m.

YES: 7

NO: 0

MOTION CARRIED

ROLL CALL:

Holland: Yes

Kangas: Yes

Culbertson: Yes

Hathaway: Yes

Jerome: Yes

Read: Yes

Clark: Yes

*Transcription by Kristy L. Aiken*

SCIO TOWNSHIP PLANNING COMMISSION  
827 North Zeeb Road, Ann Arbor, Michigan 48103  
MEETING MINUTES OF MONDAY, NOVEMBER 9, 2020

**Meeting Conducted Via Online Format**

**1) CALL TO ORDER**

Vice-Chair Holland called the meeting to order at 7:02 p.m.

**2) ROLL CALL**

Present: Jerome, Kangas, Holland, Culbertson, Hathaway, Read, Clark

Others present:

Doug Lewan, AICP, CWA

Stacie Serdar, PE, OHM Advisors

Matt Parks, PE, OHM Advisors

Joe Blair (Host)

**3) ADOPTION OF AGENDA**

**MOTION BY COMMISSIONER HATHAWAY, SUPPORTED BY COMMISSIONER CULBERTSON TO AMEND THE AGENDA TO ELECT OFFICERS AND TO MOVE WOODVIEW AHEAD OF THE PUBLIC HEARINGS.**

**YES: 7                      NO: 0                      MOTION CARRIED.**

ROLL CALL:

Holland: Yes

Kangas: Yes

Culbertson: Yes

Jerome: Yes

Read: Yes

Clark: Yes

Hathaway: Yes

**4) COMMUNICATIONS/CORRESPONDENCE**

None.

**5) PRESENTATIONS REQUESTED BY THE PLANNING COMMISSION**

None.

## 6) PUBLIC COMMENTS

Chair Jerome read the rules for Public Comment.  
Open Public Comment at 7:10 p.m.

*Jillian Kerry, 153 Luella Avenue, Ann Arbor, MI 48103*

- Is there a packet that goes with the Agenda? Confirmed during the meeting that there is no packet presented to the public. Pertinent planning commission materials are available on the township website. Opportunity for greater clarity by township in location for public review. (Mr. Lewan: I am not sure what packet the staff put together.)

Closed Public Comment at 7:13 p.m.

## 7) BUSINESS SESSION

### A) Advertised Public Hearings

Rules were read. Public Hearing Opened at 7:15 p.m.

1. Item Number: PHN  
Item Name: Agricultural Commercial Tourism, public hearing notice  
Applicants: Scio Township

#### *Comments by Doug Lewan:*

- Much of the ordinance remains unchanged, but we are proposing a few items for comments by the public and the Planning Commission.
- We incorporated several conditions that the Planning Commission and Township Board made that were outside of the ordinance.
- The first item is that the ownership of the property must be owner occupied. That is intended to prevent a landlord situation where someone might own the property and lease it out to someone else who does not live there. If the owner is on the property, that would be a more responsible situation for any complaints that might occur.
- The second was more specific information with regards to noise. There is a very specific decibel level inserted into the ordinance. There are other noise issues such as subwoofers being permitted for the use. Readings may require site inspections by the Township.
- The Township Fire Chief made comments with regard to candles and smoking with a certain distance to the barn. Fireworks and sky lanterns are prohibited.
- Events must be supervised by the owner and that contact information has to be provided to the Township Supervisor or Township Manager.
- Any changes of ownership must be submitted to the Township Supervisor or Clerk within 30 days of any official change.
- No vehicle parking or unloading in the right-of-way. It must occur on the

property.

- Another change is the introduction of an annual escrow account for inspections of enforcement.
- It would be an annual \$5,000 escrow.
- Any violations of any condition would be considered a violation of the ordinance and the Township could terminate the conditional use permit.

***Comments by the Public:***

***Dennis Strieter, 7869 Scio Church Road, Ann Arbor, MI 48103***

- We were hoping to see the noise concerns addressed.
- We have found that the noise is not enforceable because the local sheriff's department has no way of measuring the noise levels at these events. Relying on neighbors and event owners to monitor the noise level is the only way to do it but get different response from different people.
- A third-party monitoring system would be the best solution.
- I did not hear anything that would address the noise inside the venues. The noise is reduced considerably when the doors and windows are left closed.
- We are in favor of agritourism, but some are becoming more commercial.

***Public Hearing Closed at 7:28 p.m.***

***Comments and Questions by the Commissioners:***

- Commissioner Culbertson: Doug, can you please describe the discussions around the site inspections? (Mr. Lewan: What would happen is there would be a complaint and we would send a code enforcement person to the site to inspect. There had been a request that the residents call the sheriff and there had been a problem with the sheriff enforcing noise provisions. That is why we have the provision of periodic inspections may be required and they would be required as a condition of approval. We have the escrow for these inspections. I understand Mr. Strieter's concerns and we are trying to change that.) It still seems to be vague on what the expectation is.
- Commissioner Kangas: I know we discussed this more than once. There is an app that the people can use to monitor their level of noise throughout the evening. I thought we had agreed that there was supposed monitoring by the owner's that would substantiate a complaint or not a complaint. By the time we get the complaint and go there, it could be changed completely. I am confused. I thought we agreed the last time we reviewed the ordinance was that we were going to require included in the \$5,000 that they would provide a continuous monitoring device and it could then be reviewed by the Sheriffs. (Mr. Lewan: I remember we discussed it, but I do not remember anything like that. The way this is written in the ordinance is you can place conditions to require inspections on certain parts. Having the property owner monitor does not sound like a good idea.)
- Commissioner Holland: We decided that is more like a self-monitoring system is not a good idea.



***Public Hearing opened at 7:45 p.m.***

***Comments by Doug Lewan:***

- This is a very simple amendment to our ordinance that will then reference a more complicated ordinance that the Township Board adopted.
- We are dealing with one line in the OS office service district. It is number 10 will be under the permitted uses in the office service. These are uses that permitted by right and not special land use.
- If we permitted in the office service district, then it is also referenced in the I-1 Limited Industrial and the I-2 General Industrial district as also permitted. Those districts indicate all districts in the OS district.
- The line that we are adding indicates authorized marihuana establishments as regulated by the Township of Scio. The testing facilities are the facility that we are talking about. We are not permitting any other marihuana establishments.

***Public Comment Opened at 7:48 p.m.***

***Jeff Kittendorf, 2287 Hillside Court, Dexter, MI 48130***

- I would like to thank the Planning Commission for bringing this issue to public hearing.
- I am in full support of approval of this ordinance amendment.

***Comments and Questions by the Commissioners:***

- Commissioner Kangas: I support the amendment.
- Commissioner Hathaway: I support the amendment.
- Commissioner Clark: No comment.
- Commissioner Culbertson: No comment or concern.
- Commissioner Read: No comment or concern.
- Commissioner Jerome: No additional comments.
- Commissioner Holland: No comment.

**MOTION BY COMMISSIONER READ, SUPPORT BY COMMISSIONER CULBERTSON TO RECOMMEND ADOPTION OF THE PROPOSED AMENDMENT TO THE ADULT MEDICAL MARIHUANA ORDINANCE.**

YES: 7

NO: 0

MOTION CARRIED.

ROLL CALL:

Holland: Yes

Kangas: Yes

Culbertson: Yes

Hathaway: Yes

Jerome: Yes

Read: Yes

Clark: Yes

*Public Hearing Closed at 7:51 p.m.*

**B) Unfinished Business**

1. Item Number: FSP-PUD # 20009

Item Name: Woodview Commons, new residential PUD

Applicants: Jackson Road SOBI

Matthew Bush, Atwell, 311 N. Main Street, Ann Arbor, MI 48104

David Stollman, Biltmore Development, 736 S. Pleasant Street, Royal Oak, MI 48067

Wayne Chubb, Hobbs + Black, 100 N. State Street, Ann Arbor, MI 48104

Jim Allen, James Allen Design

*Comments by Matthew Bush:*

- We are here to propose final site plan approval.
- The project is 90 acres on the southside of Jackson Road.
- Scio Farms is to the east.
- There is some preserved land to the south.
- We have multiple different commercial uses.
- We have residential in the middle of the site.
- Over half of the site is OPEN Space, paths, and preservation area.
- There are large open rec areas and a youth field area next to the clubhouse.
- There is more pedestrian connectivity.
- We put a lot of effort into the detailed engineering of the site.
- We understand the Township's wishes to have the commercial development be the prominent feature. We will be building the commercial at the outset.
- There will be residential areas in Phase 1, and we are still looking to see what would fit best in the market.

*Comments by Wayne Chubb:*

- I will walk through our approach to the property.
- We wanted to approach it, so it felt like one development.
- (Showed examples on a shared screen.)

***Comments by Doug Lewan:***

- Our review is 19 pages and assume you had to chance to review it.
- The commercial component had to be an actual feature and not just residential.
- We raised the question of the phasing plan. The presentation of the phasing is acceptable.
- The commercial will happen in Phase I with some residential. This allowed flexibility for Phase II.
- That part of our review is addressed.
- There are a number of deviations that will be required.
- Regarding natural resources, there is one item that we have not seen specifically and that is of the wetland permit. The applicant will need to address that.
- We calculate 1,368 replacement trees. They will also contribute to the Township's Tree Fund.
- The applicant commented that the Road Commission approved the traffic impact study.
- We want to be sure the loading spaces are free and clear of sidewalks.
- The Tractor Supply store does not wish to have a sidewalk connection with the project.
- The landscape plan meets our ordinance requirements.
- The screening of ground mounted equipment is required and should be addressed.
- No issues with the lighting.
- The applicant is asking for a couple of deviations to the signage requirements. One is a senior living freestanding sign in the internal roadway. The other is allowance for wall signage for the commercial portion to be calculated at 1.5 square feet rather than 1 linear foot of frontage. The applicant would need to explain why they need this deviation.
- The two big issues were the phasing, and the other was the southside of the commercial building. The Planning Commission should weigh-in on how the building looks.
- The master deed and bylaws need to be reviewed and could be made as a condition of approval.
- OHM may have some comments on the development agreement.
- We can work with the developer to cleanup these outstanding issues while they wait for BOT approval.

***Comments by Stacie Serdar:***

- While our letter indicates that we are not recommending this project for approval, all the comments that we included are minor and will not impact the overall site layout.
- Many of them have already been addressed since we issued the letter.
- We are currently reviewing the PUD agreement and will provide comments.

### *Comments and Concerns by Commissioners:*

- Commissioner Read: On page 7 of CWA report, it mentions that the applicant indicates the total deviation of protected trees on the site is 1,300. I am concerned about the number of trees being removed versus being replaced. I do not think I can support this.
- Commissioner Culbertson: I have a couple of questions and concerns. The storage building is pretty brutal, and it sits in an island of pavement with very little landscaping. On the southside is a major interface between the housing and the storage facility and I do not see a lot of buffer there. You have done a great job articulating colors, multiple materials, and contrast with the other buildings. It seems like the storage building is tough. I did not see the floor plan for the senior center. Can you explain on the east side of commercial building A, are those dumpster enclosures along the roadway? (The Applicant: Yes. They are enclosures with doors.) I understand it is difficult to deal with trash, but it just seems like a pretty brutal resolution for that. I would like to see the southside softened. I would like to know how you plan to handle the meters. Regarding signage, ZBA has been denying the signage changes that come before it.
- Commissioner Clark: I have nothing to add.
- Commissioner Kangas: My focus is on the senior portion of it. The phasing seems like leave it as if it were not an important part of the project. I was hoping that there would be a more focus on it and being part of the project. Until I get some kind of sense of where the developers are in the senior living portion of the project versus tons and tons of people, I am confused and not sure I can go forward with it. I agree with David regarding the trees. There does not seem to be a sensitivity to the trees.
- Commissioner Jerome: I second a lot of the comments that have been made. I agree with Commissioner Kangas on the phasing. The senior living seems to be an afterthought. I would like to see the connectivity for the site, pathways, walks be built in the first phase. I agree with Jan's assessment of the storage building. All the plantings in the parking areas look very traditional. I would like to see something in the bylaws that requires continuous maintenance of the landscaping. I would be against any deviation in the signage. I do not agree with banners on the side of the building. Accessory signage is not something I favor. Please explain the access to Tractor Supply. (The Applicant: There is vehicular access that was already granted by an easement. There is no pedestrian access.) Are there any drive-thru elements for the commercial phase? (The Applicant: The out lot does.) I would like to see a specific traffic impact study for that area. I want to be sure that enough vehicular spacing has been accommodated for traffic. We have had a conversation with the applicant, TAP and parks with regard to the introduction of a non-motorized pathway through this site that would connect back through the PUD to the West Scio Preserve and eventually along an easement to Staebler. (The Applicant: Until the Township let's use know which plan, they want we cannot move forward.)To be addressed by Township

- Commissioner Hathaway: Thank you for the new drawings. I shared a lot of the same comments with Commissioner Culbertson and Commissioner Jerome. We need to protect the folks that will be living next door. I think the water looks more like a moat. It's a lot of water right in the middle of a dense residential development. (The Applicant: Those are not ponds, but OPEN spaces. They are the wrong color. Our apologies.) I would agree with Commissioner Jerome on the signage. Overall, I do like the project.
- Commissioner Holland: I think this project focuses more on the residential than the other uses. (The Applicant: Because the size of project it will take a full year just to build the infrastructure. I do not believe we have spent any less time thinking about the senior housing. Senior housing builders are not thinking of any new projects right now due to COVID. Once we are ready, we will be prepared to start.) I would like to see a benchmark before you continue with all the multi-family. (The Applicant: We can resolve this with the development agreement with the Township.)
- Commissioner Culbertson: We do not know what is happening with transportation. It might get extended past Meijer. We should plan for that.

MOTION BY COMMISSIONER CULBERTSON, SUPPORT BY COMMISSIONER KANGAS TO TABLE THIS MATTER.

BASED UPON THE INFORMATION RECEIVED FROM THE APPLICANT AND REFLECTED IN THE MINUTES OF THIS MEETING, THE PLANNING COMMISSION MOVES TO TABLE THE FSP-PUD #20009 WOODVIEW COMMONS TO ALLOW THE APPLICANT TO RESPOND TO THE COMMENTS DISCUSSED TONIGHT BY THE PLANNING COMMISSION INCLUDING THE FOLLOWING:

1. COMMENTS IN THE TOWNSHIP PLANNER'S REVIEW DATED OCTOBER 5, 2020.
2. COMMENTS IN THE TOWNSHIP ENGINEER'S REVIEW DATED OCTOBER 1, 2020.
3. COMMENTS BY THE PLANNING COMMISSION DURING THE NOVEMBER 9, 2020 MEETING.

YES: 7

NO: 0

MOTION CARRIED.

ROLL CALL:

Holland: Yes

Kangas: Yes

Culbertson: Yes

Hathaway: Yes

Jerome: Yes

Read: Yes

Clark: Yes



2. BOT – Read

We had an extensive meeting last week. We approved the extension for Scio West and E.T. MacKenzie. We approved Phase V of Pirates Cove and we will begin Phase IV of Zeeb Road Pathway design. We approved the pathway and parks documents. We denied the rezoning of 565 South Zeeb Road from A-1 to MR-2.

3. Planning Consultant – CWA

I do not know if David plans on staying with the Planning Commission. If you are not, I wanted to say thank you and I enjoyed working with you very much over these years. We provided a full draft of the Master Plan to the Master Plan Steering Committee last week and had a very good meeting last week. We are making changes to the full draft of the Master Plan. We will have a revised full draft back to the steering committee on November 16<sup>th</sup>. Hopefully, we will get the entire draft to the Planning Commission.

4. Chair Report – Jerome

Welcome to the new chair. No report.

4. Zoning Board of Appeals – Culbertson

None.

6. DDA – Holland

We met today. We paid our bills. Our main discussion was bus shelters. We approved a contract with Washtenaw Engineering to move forward with several different things. There was also a discussion about the North Zeeb Road traffic situation. We discussed the pathway from Jackson Road to the end.

7. Road Commission Advisory Committee – Read

We will meet on Friday.

8. Land Preservation Commission – Jerome

We are still working with applications. We have completed the oak wilt treatment at the Botsford preserve conservation easement. We will be working through the legalities of getting that taken care of with the estate of the parcel and with the City.

9. Zoning Ordinance Amendments – Holland

None.

10. Parks and Rec Advisory Committee – Hathaway

I am pleased to share that the parking lot construction has proceeded. If you go to Marshall and Zeeb you will find that there is now a parking area. There is one at the end of Dino Drive for the West Scio Preserves and the entrance to the Township Hall Park behind Township Hall has now been reconfigured.

11. TAP Committee – Read

There was a meeting. I was unable to attend.

**9) APPROVAL OF MINUTES**

1. Minutes of 2020-09-28

MOTION BY COMMISSIONER READ, SUPPORTED BY COMMISSIONER KANGAS, TO APPROVE THE MINUTES OF SEPTEMBER 28, 2020.

YES: 7

NO: 0

MOTION CARRIED

ROLL CALL:

Holland: Yes

Kangas: Yes

Culbertson: Yes

Hathaway: Yes

Jerome: Yes

Read: Yes

Clark: Yes

2. Minutes of 2020-10-12, no meeting

MOTION BY COMMISSIONER CLARK, SUPPORTED BY COMMISSIONER JEROME, TO APPROVE THE MINUTES OF OCTOBER 12, 2020.

YES: 7

NO: 0

MOTION CARRIED

ROLL CALL:

Holland: Yes

Kangas: Yes

Culbertson: Yes

Hathaway: Yes

Jerome: Yes

Read: Yes

Clark: Yes

3. Minutes of 2020-10-26, no meeting

MOTION BY COMMISSIONER CULBERTSON, SUPPORTED BY COMMISSIONER HOLLAND, TO APPROVE THE MINUTES OF OCTOBER 26, 2020.

YES: 7

NO: 0

MOTION CARRIED

ROLL CALL:

Holland: Yes

Kangas: Yes

Culbertson: Yes

Hathaway: Yes

Jerome: Yes

Read: Yes

Clark: Yes

**10) ADJOURNMENT**

MOTION BY COMMISSIONER JEROME, SUPPORT BY COMMISSIONER READ TO ADJOURN AT 9:23 p.m.

YES: 7

NO: 0

MOTION CARRIED

ROLL CALL:

Holland: Yes

Kangas: Yes

Culbertson: Yes

Hathaway: Yes

Jerome: Yes

Read: Yes

Clark: Yes

*Transcription by Kristy L. Aiken*

**AGENDA # J.1**  
**Scio Township Board of Trustees**  
**Concurrence with Loch Alpine Sanitary Authority's Board's approval of Settlement Agreement and Mutual Release**

**FOR MEETING DATE OF:** June 8, 2021

**PREPARED ON:** May 26, 2021

**PREPARED BY:** Jessica Flintoft

**SUBMITTED BY:** Clerk

**ITEM TYPE:** Possible Action

**BACKGROUND:** The Loch Alpine Sanitary Authority (LASA) by-laws require the concurrence by resolution of constituent municipalities, which are Scio and Webster Townships. The Supervisor, Clerk, and resident Patrick McLaughlin serve as representatives of the Township on the LASA Board. At the Board's recent meeting, the Board voted to approve the attached Settlement Agreement for this long running case. The attorneys from Varnum LLP out of Grand Rapids have represented LASA, and will be available at the meeting to provide overview and answer any questions.

**FISCAL IMPACT:** None.

**MODEL MOTION:** Motion by \_\_\_\_\_, support by \_\_\_\_\_, to concur with the Loch Alpine Sanitary Authority's Board's approval of the Settlement Agreement and Mutual Release between the City of Ann Arbor, City of Dexter, City of Chelsea, and the Loch Alpine Authority of Webster and Scio Townships and the Michigan Department of EGLE.

**ATTACHMENTS:**

[Settlement Agreement and Mutual Release \(City of Ann Arbor et al v EGLE\) - 4.29.2021 final.docx](#)

## SETTLEMENT AND MUTUAL RELEASE AGREEMENT

This Settlement and Mutual Release Agreement (hereinafter "Settlement") is made as of the last date of execution below (the "Effective Date") between the City of Ann Arbor, City of Dexter, City of Chelsea, and the Loch Alpine Authority of Webster and Scio Townships (the "Permittees") and the Department of Environment, Great Lakes, and Energy ("EGLE"), formerly the Department of Environmental Quality, which are collectively referred to as the "Parties."

### RECITALS

WHEREAS, the Parties to this Settlement have had a dispute regarding the Permittees' National Pollutant Discharge Elimination System ("NPDES") permits for discharges from their waste water treatment plants ("WWTP"), hereinafter referred to as "NPDES Permits";

WHEREAS, the Parties have the following legal proceedings currently pending for purpose of resolving their dispute: (1) *In the Matter of Petitioners of City of Dexter, et al*, Docket No. 18-023004, in the Michigan Office of Administrative Hearings and Rules, (2) *Village of Dexter, et al v EGLE*, Case No. 2020-000131-MZ, in the Michigan Court of Claims, and (3) *Village of Dexter, et al v EGLE*, Case No. 17-1291-AA, in the Circuit Court for the 22<sup>nd</sup> Judicial Circuit Washtenaw County. The above three proceedings will hereafter be called the "Legal Proceedings."; and,

WHEREAS, the Parties have reached a resolution in connection with the Legal Proceedings, and whereas the Parties wish to enter into this Settlement to resolve any such dispute and settle any claims that could have been raised related to Permittees' phosphorous discharge limits in their NPDES Permits and the City of Ann Arbor's Whole Effluent Toxicity ("WET") testing in its NPDES Permit.

NOW THEREFORE, for good and valid consideration, the receipt of which is hereby acknowledged, the Parties agree as follows:

**1. Issuance of New NPDES Permits and Dismissal.** Within six months after receipt of all Permittees' permit applications, EGLE shall issue new NPDES permits to the Permittees that conform with the terms of this Settlement and shall take other actions specified in this Settlement. The newly issued NPDES permits, based on updated permit applications submitted within 30 days of the Effective Date of this agreement, shall be effective no later than seven months after application submittal and shall expire on October 1, 2025.

At such time that the Parties execute this Settlement, the Legal Proceedings identified above will be dismissed with prejudice (by stipulation of the Parties' counsel, and except as set forth in paragraph 2.C.v.), and each party will be liable for their own attorneys' fees and costs. The stipulation sent to the Washtenaw County Circuit Court shall state that Washtenaw County Circuit Court will retain jurisdiction for purposes of enforcing this agreement, although the case will still be closed in the meantime.

**2. New NPDES Permits.** For valuable consideration, EGLE agrees to incorporate the following into the new NPDES permits identified in Paragraph 1, above:

- A. Except as otherwise specified in this Settlement, the new NPDES permits shall be based on EGLE's current form for NPDES permits, a typical example of which is hereto attached as **Exhibit A**, though site specific situations may necessitate certain revisions.
- B. The new NPDES permits shall comply with Part 31, Water Resources Protection, of the Natural Resources and Environmental Protection Act ("NREPA"), being MCL 324.3101 *et seq.*, shall be subject to public notice and comment in accordance with Part 31 of the NREPA, and shall comply with all other legal requirements.
- C. Phosphorus Limits: The phosphorus limits in the Permittees' new NPDES permits shall be based on the following schedule:

- i. **Tier 1.** On or before October 30, 2021 to October 1, 2023: During this time period, the Permittees' Total Phosphorus limits shall be based on the Permittees' Existing Effluent Quality ("EEQ"). "Existing Effluent Quality" or "EEQ," for purposes of this Settlement, is defined as the 30-day average concentration based on a review of monthly discharge data since each Permittee's respective WWTP was most recently upgraded (as of the Effective Date), and calculating this limit based on a normally distributed 95 percent level. 30-day loads will be established based on this calculated 95 percent concentration and the design annual average flow of each WWTP. The Permittees shall be authorized to discharge Total Phosphorus at their Existing Effluent Quality until October 1, 2023. The EEQ for each Permittee, as used throughout this Settlement and while the limits in this Settlement are in effect, is as follows:

Limits (Year Round)	EEQ (mg/l)
Ann Arbor	0.8
Chelsea	0.3
Dexter	0.4
Loch Alpine	0.35

- ii. **Tier 2.** October 2, 2023 to October 1, 2048: From October 2, 2023 to October 1, 2048, the Permittees' Total Phosphorus limits shall be based on the waste load allocations identified in the September 2004 Total Maximum Daily Load for Phosphorus in Ford and Belleville Lakes, hereto attached as **Exhibit B**.

The Total Phosphorus limits for the Permittees during this time period are reflected in the below table. The "monthly maximum load" means

that daily loads over the course of a calendar month are averaged to determine compliance with the limit.

Limits (Period)	Ann Arbor (monthly maximum load, lb/d, unless otherwise noted)	Dexter (monthly maximum load, lb/d, unless otherwise noted)	Chelsea (monthly maximum load, lb/d, unless otherwise noted)	Loch-Alpine (monthly maximum load, lb/d, unless otherwise noted)
April	150	3.0	9.5	1.5
May	60	0.9	2.2	0.6
June	60	0.9	2.2	0.6
July	50	0.8	1.8	0.5
August	50	0.8	1.8	0.5
September	60	0.9	2.2	0.6
Oct-March	0.8 mg/l	0.4 mg/l	0.3 mg/l	0.35 mg/l

The Parties hereby agree and state that it is their expectation that the Permittees will be able to comply with the waste load allocations identified in this subpart, including if operational changes need to be made at the Permittees’ respective WWTPs.

- iii. **Tier 3.** After October 1, 2048: After October 1, 2048, the Permittees' Total Phosphorus limits shall be based on the waste load allocations identified in the November 2019 Total Maximum Daily Load for Total Phosphorus in Ford and Belleville Lakes, hereto attached as **Exhibit C**.

The Total Phosphorus limits for the Permittees during this time period are reflected in the below table.

Limits (year round)	Ann Arbor WWTP	Dexter WWTP	Chelsea WWTP	Loch-Alpine WWTP
Monthly maximum load (lb/d)	25	0.5	1.5	0.3
Monthly maximum concentration (mg/l)*	0.2	0.2	0.2	0.2

iv. Compliance Schedule for Tier 3: The Permittees shall abide by the following compliance schedule to ensure that they are able to meet the Tier 3 Total Phosphorus limits on or before October 1, 2048:

- a. By October 1, 2040, Permittees shall complete a feasibility study to assess potential treatment technologies needed to comply with the Tier 3 limits (unless a Permittee already has the ability or planned ability to satisfy the Tier 3 limits, in which case a feasibility study is not necessary).

In the event any Permittee believes that implementation of treatment technologies needed to comply with the Tier 3 limits are economically infeasible, then Permittee may assess its financial capability for implementation of necessary treatment technologies using the U.S. EPA's Financial Capability Assessment, hereto attached as **Exhibit D**, or similar U.S. EPA financial capability matrix. If the U.S. EPA's Financial Capability Assessment matrix places the Permittee in the "High Burden" category, then Permittee may request a modification of the deadlines contained in the Tier 3 compliance schedule to EGLE, or may proceed in accordance with paragraph 2.C.v, below. Although any Permittee may use the above approach, nothing in this paragraph obligates any Permittee to use the U.S. EPA's Financial Capability Assessment (or similar U.S. EPA financial capability matrix) to determine whether or not treatment technologies are economically feasible or before proceeding in accordance with paragraph 2.C.v below.

- b. By October 1, 2043, the Permittees shall commence basis of design reports for any necessary upgrades at their respective WWTPs to ensure that each WWTP has the capability of meeting the Total Phosphorus limits outlined in Tier 3.
- c. By October 1, 2044, the Permittees shall submit a permit application pursuant to Part 41, Sewerage Systems, being MCL 324.4101 *et seq.*, for any necessary upgrades at their respective WWTPs identified in the basis of design identified in paragraph 2.iv.a., above.
- d. By March 1, 2045, the Permittees shall commence construction of any approved upgrades at their respective WWTPs.
- e. By October 1, 2048, the Permittees shall have completed construction of any approved upgrades at their respective WWTPs and shall achieve the Total Phosphorus limits identified in Tier 3.

- v. Nothing in this agreement prevents the Permittees from challenging the 2019 TMDL or the phosphorus limits based on the 2019 TMDL in accordance with law (including through a contested case process, a civil action, and/or related appeals) if and when the limits in Tier 3 become effective or after a Permittee completes a feasibility study under Paragraph 2.iv.a (including on the bases that any upgrades are economically or technologically infeasible). If any Permittee initiates such a challenge, the Permittee shall be allowed to raise any argument permitted by law.

**3. City of Ann Arbor's WET Testing.** For the City of Ann Arbor's NPDES permit that is to expire on October 1, 2025 (as identified in Paragraph 1 above), acute and chronic Whole Effluent Toxicity testing shall be included in the Additional Monitoring Requirements Section of the permit, which shall include and be limited to 4 scans using both *C. dubia* and fathead minnow as test species (for a total of 8 tests).

**4. Artificial Mixing.** At any time, the Permittees may reduce blue-green algae blooms through legally enforceable engineered means (e.g. artificial mixing of Ford and Belleville Lakes, etc.). If Ford and Belleville Lakes are no longer designated as impaired waters due to nuisance algae blooms, then any legally enforceable engineered mean(s) used by the Permittees to eliminate the impairment shall be written into the Permittees' future NPDES permits. In the event Ford and Belleville Lakes are no longer designated as impaired waters and any legally enforceable engineered means are incorporated into the Permittees' future NPDES permits, then any phosphorus limits in the Permittees' future NPDES permits shall be based the Total Phosphorus limits outlined in Tier 2 of this Agreement.

This Settlement shall not be construed to create any affirmative duty, obligation, or any other requirement for EGLE to revise any Total Maximum Daily Load for Ford or Belleville Lakes. However, to the extent EGLE decides to revise any TMDL or complete a new TMDL, the Permittees reserve the right to participate in the TMDL process as allowed by law and the Permittees reserve the right to challenge the need for any such revisions or amendments, the resulting revisions or amendments, or any phosphorus limits based on such revisions or amendments, as allowed by law.

**5. Mutual Release.** Except as provided in paragraph 2.C.v., at such time that the parties dismiss the Legal Proceedings with prejudice, each party to this Settlement on behalf of themselves, any entity owned or controlled by any party, their past and present affiliated entities, members, shareholders, officers, directors, employees, agents, beneficiaries, heirs, successors, assigns, predecessors, affiliates, parents, subsidiaries, insurers, subcontractors, and consultants ("Interested Agents"), Settlements and forever discharges every other party and each other party's Interested Agents, and attorneys of each of them, from any claim, action, cause of action, liabilities, demands, rights, damages, costs, fees, expenses, bills, and controversies of any kind or description, whether at law or in equity, relating to Permittees' phosphorous discharge limits in their previously issued NPDES Permits (Permit Nos. MI0022829, MI0020737, MI0024066, and MI0022217, and all predecessor permits) and the City of Ann Arbor's Whole Effluent Toxicity ("WET") testing in its previously issued NPDES Permit (Permit No. MI0022217) effective October 1, 2018. The

Parties agree that the courts in which the Legal Proceedings are pending may retain jurisdiction to enforce the terms of this Settlement as appropriate.

**6. Reading of Settlement.** Each party represents and warrants that they have been fully advised concerning the execution of this Settlement, that each of them has fully read and understands the terms of this Settlement, and that each has freely and voluntarily executed this Settlement. The Parties also represent and warrant that they rely wholly upon their own understanding of this Settlement and enter into this Settlement of their own free will without reliance upon any statement, inducement, promise, or representation of the other not fully expressed herein. This Settlement shall constitute the entire agreement of the Parties with respect to the matters contained herein and shall supersede and replace all previous agreements, whether written or oral, relating to such matters. This Settlement shall be interpreted as if drafted jointly by the Parties.

**7. Binding Effect.** This Settlement shall be binding upon the Parties hereto, and all of their Interested Agents.

**8. Controlling Law.** This Settlement shall be interpreted in accordance with the laws of the State of Michigan.

**9. Entire Agreement.** This Settlement constitutes the entire agreement among the parties with respect to the subject matter of this Settlement and all claims that the Parties may have had against the other as described in the Mutual Settlement above.

**10. Counterparts.** This Settlement may be executed in one or more counterparts, each of which will be deemed to be an original copy of this Settlement and all of which, when taken together, will be deemed to constitute one and the same agreement. All executed copies are duplicate originals equally admissible into evidence. Neither this Settlement nor any other document executed in connection herewith may be changed, terminated or waived orally, but only by an instrument in writing signed by the parties hereto.

**11. Authority to Execute Agreement.** The parties represent to the other that the person executing this Settlement on behalf of each party has full authority to enter into this Settlement, including the Settlements specified hereinabove. Notwithstanding the above, this Settlement shall not be effective unless approved by the Attorney General or her authorized designee.

**12. Severability.** If any court shall determine that any provision in this Settlement is unenforceable, the Parties agree that any such provision or part thereof shall be construed consistent with the intent of the Parties so as to avoid unenforceability or, failing that, severed. In the event any provision is severed, all remaining provisions of this Settlement shall remain in full force and effect.

[SIGNATURE PAGE ON NEXT PAGE]

Dated: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_, on behalf of the City  
of Ann Arbor

Dated: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_, on behalf of the City  
of Dexter

Dated: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_, on behalf of the City  
of Chelsea

Dated: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_, on behalf of the Loch  
Alpine Authority of Webster and Scio  
Townships

Dated: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_, on behalf of the  
Department of Environment, Great  
Lakes, and Energy

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Charles A. Cavanagh (P79171),  
approved as to form on behalf of the  
Michigan Department of Attorney  
General.

**AGENDA # J.2**  
**Scio Township Board of Trustees**  
**Presentation on Township Water and Sewer Fees and the Need for Change**

**FOR MEETING DATE OF:** June 8, 2021

**PREPARED ON:** June 5, 2021

**PREPARED BY:** Jessica Flintoft

**SUBMITTED BY:** Utilities

**ITEM TYPE:** Discussion Only

**BACKGROUND:** The Township contracted with Woodhill Associates about a year ago to evaluate and recommend changes to improve Scio Township's accounting, billing, and overall financial planning and operations. Colleen Coogan of Woodhill Associates will deliver a presentation in partnership with Utilities Director Steve Wygoski on the Township's Water and Sewer Fees, and the need for change. There is no attachment to this item. She will deliver the presentation at the meeting.

**AGENDA # J.3**  
**Scio Township Board of Trustees**  
**Report on condition of the fire fleet and authorization to repair tanker**

**FOR MEETING DATE OF:** June 8, 2021

**PREPARED ON:** 6/2/2021

**PREPARED BY:** Andy Houde

**SUBMITTED BY:** Fire

**ITEM TYPE:** Possible Action

**BACKGROUND:** Our fleet is inspected annually and a condition report is provided. This identifies maintenance and repair issues before they become a failures, keeping our fleet in proper condition to respond. Additionally this provides the data for the decision making process as it relates to budgeting repairs/apparatus replacement.

**RECOMMENDATION:** The Fire Chief recommends approval.

**MODEL MOTION:** Motion\_\_\_\_\_ second\_\_\_\_\_ to authorize R&R Fire Truck Repair Inc. to repair the Fire Department tanker truck as outlined on the memo by the Fire Chief in an amount not to exceed \$14,050.

**ATTACHMENTS:**

[Condition of fire fleet and authorization for repairs to tanker.pdf](#)

[2021 inspection reports.pdf](#)

[2020 tanker report.pdf](#)

**QUESTION:** Shall this Motion by APPROVED?

# Scio Township Fire Department

To: Board of Trustees

From: Chief Houde

Date: June 8, 2020

RE: Report on condition of fire fleet and request authorization for repairs

Board of Trustees,

The Fire Department annually has our apparatus fleet serviced and DOT inspections performed. The annual service includes routine maintenance such as oil and filter changes and mechanical component inspection, the DOT inspection ensures the vehicle meets DOT regulations. Additionally, our engines have their fire pumps tested annually.

Upon completion, we receive an inspection report with details of needed repairs. Issues that are considered priority 1 require the vehicle be taken out of service and repairs done immediately, priority 2 repairs are considered “urgent” and should be scheduled immediately, priority 3 repairs should be scheduled soon, and priority 4 repairs can be delayed.

We generally approach this from a standpoint of creating a list of priority 2 and 3 repairs, and schedule these accordingly, as the budget allows. This year, the repair list was more significant than expected (see attached).

It is important to review this information in the perspective of life expectancy and need. NFPA recommends that an emergency vehicle be kept in front line service for no more than 15 years, in reserve for no more than an additional 10 years, and disposed of after 25 years. Our fleet contains the following fire apparatus/equipment:

<b>Type</b>	<b>Age</b>	<b>Miles</b>	<b>Hours</b>	<b>Repair cost</b>
Engine 1	4	16,145	1361	\$5,965
Engine 2	11	22,036	1822	\$11,780
Tanker	20	19,599	1998	\$18,805
Brush truck	14	30,872	2318	\$7,835
Air trailer	17 (app)			\$2,725
			Total:	\$47,110

1055 N. Zeeb Rd., Ann Arbor, MI 48103-1472.  
(734) 665-6001  
(734) 665-0825 (fax)

# Scio Township Fire Department

Engine 1 is a 2017 Rosenbauer engine and currently serves as our front-line firefighting vehicle. This engine is in good shape but does need some repairs.

Engine 2 is a 2009 Rosenbauer engine and serves as our reserve engine. This vehicle was purchased at a different time in the department's history and currently does not meet the department's needs. This vehicle only seats 2 people while we staff with 3 or 4 daily. This vehicle has some value for forestry service or in a rural area, it could be sold for around \$150,000 per our mechanics evaluation.

The tanker is a 2001 Pierce meets our needs, but is beyond its front-line life expectancy and should be put in reserve. We do not have a reserve water tanker. This vehicle has little value if it were to be sold.

The brush truck is a 2007 Ford F-450 and meets our needs but is almost 15 years old and should be replaced soon. We do not have or need a reserve brush truck. Our brush truck does need some repairs, which may be delayed as brush fire season is generally over for the year. This vehicle, when replaced, has some value, and could be sold to a department that does not have the budget to purchase new vehicles.

Our air trailer is nearing the end of its life expectancy, and when it is unable to be repaired it will be retired and replaced with a stationary air system. It currently requires minor mechanical repairs.

Urgent repairs, excluding the brush truck, that need to be addressed this year total just over \$24,000, we have budgeted \$25,000 for maintenance and repairs. Repairs to Engine 1, Engine 2, and the air trailer all fall under \$5,000 and do not need board approval. The tanker, however, exceeds this amount and would require board approval.

R&R is our established repair company and maintains the necessary certifications to service fire apparatus, and their prices remain competitive with their competition.

I am requesting approval to waive the bidding process and authorize R&R to perform the following repairs on the tanker in the amount of \$14,050, addressing issues outstanding from the 2020 inspection report and on pages 5 and 6 of the 2021 inspection report:

- Replace rear leaf springs                      \$2800
- Drivers side main inlet                        \$1500
- Passenger side tank to pump hose            \$500
- Tank to pump flapper valves                 \$2000
- Tank fill recirc valve                         \$300
- #2 discharge valve                             \$300
- Passenger side LDD A&B                     \$1200
- Center pivot walking beam                 \$300
- Tank cradle rust                               \$2000
- Left and right tie rod ends                   \$1200

1055 N. Zeeb Rd., Ann Arbor, MI 48103-1472.

**(734) 665-6001**

**(734) 665-0825 (fax)**

# Scio Township Fire Department

- Windshield replacement \$500
- Muffler replacement \$950
- Air tank rust \$300
- Drivers side inlet switch \$200

Andy Houde, Fire Chief

Scio Township Fire Department

1055 N. Zeeb Rd., Ann Arbor, MI 48103-1472.  
**(734) 665-6001**  
**(734) 665-0825 (fax)**



**~ INSPECTION/ESTIMATE REPORT ~**

Scio Township Fire Department  
 1055 N Zeeb Road  
 Ann Arbor, MI 48103

5/25/2021

Page 1

Below is a list of issues found during the recent inspection of your fire apparatus along with associated estimate of repair.

<i>Unit #</i>	<i>Priority</i>	<i>Description</i>	<i>Cost Estimate</i>
Brush 1	3	Driver side rubber floor is failing and has a hole in it.	\$450.00
EC66397	3	Driver side mud flap is falling off.	\$75.00
	3	Driver side batteries need cleaning.	\$60.00
	3	Driver side front cab marker light is broken.	\$105.00
	3	Loose wiring all over in engine bay, needs to be loomed and tied up properly.	\$120.00
	3	Passenger side front tire is wearing heavy on outside tread.	Check out \$105.00
	3	Rear flat bed is getting heavy rust scale.	Clean & treat \$275.00
	3	Front bumper is beginning to rust heavily.	Clean & treat \$120.00
	2	Turbo charge air cooler hoses are leaking oil.	\$3000.00
	2	Driver side core support bushing is broken.	\$350.00
	3	Both front upper spring brackets are rusting very heavily.	Clean & treat \$200.00
	3	All greaseable joints on front end appear to have never been greased.	\$105.00
	2	Front brakes are at 20-30%.	\$650.00
	3	Rear power supply plus is broken at rear of truck.	\$150.00
	2	Loose hanging wires all down driver side frame.	\$120.00
	2	Rear brakes are at 20%.	\$650.00

**Priority 1** Out of Service, urgent repair or service is needed.

**Priority 3** In Service, repair or work needs to be scheduled in near future.

**Priority 2** In Service, urgent repair or service is needed.

**Priority 4** In Service, repair or work may be completed at next scheduled visit.

SEE PAGE 2

**NOTE:** This estimate does not include travel time or per diem fees unless otherwise stated. Likewise, excluded are any unforeseen repairs after work has begun and enclosures have been exposed revealing related problems.

751  
 Doheny Drive  
 Northville, MI 48167  
 Phone: 248-344-4443  
 Fax: 248-344-8630  
 Email: info@rrfiretruck.com  
 www.rrfiretruck.net



**~ INSPECTION/ESTIMATE REPORT ~**

Scio Township Fire Department  
 1055 N Zeeb Road  
 Ann Arbor, MI 48103

5/25/2021

Page 2

Below is a list of issues found during the recent inspection of your fire apparatus along with associated estimate of repair.

<i>Unit #</i>	<i>Priority</i>	<i>Description</i>	<i>Cost Estimate</i>
Brush 1	2	Brake fluid is getting dark.	Change & flush \$200.00
Cont.	4	Traction bar, axle joint is showing wear.	Monitor for excessive movement
	2	Pitman drag link is showing wear at both ends.	\$300.00
	2	Siren is inoperable.	\$450.00
	2	Headliner in cab is beginning to fall down.	\$150.00
	3	Tank fill recirc hose is very twisted, almost pinching it off.	\$200.00

**Priority 1** Out of Service, urgent repair or service is needed.

**Priority 3** In Service, repair or work needs to be scheduled in near future.

**Priority 2** In Service, urgent repair or service is needed.

**Priority 4** In Service, repair or work may be completed at next scheduled visit.

SEE PAGE 3

**NOTE:** This estimate does not include travel time or per diem fees unless otherwise stated. Likewise, excluded are any unforeseen repairs after work has begun and enclosures have been exposed revealing related problems.

751 Doheny Drive  
 Northville, MI 48167  
 Phone: 248-344-4443  
 Fax: 248-344-8630  
 Email: info@rrfiretruck.com  
 www.rrfiretruck.net



**~ INSPECTION/ESTIMATE REPORT ~**

Scio Township Fire Department  
 1055 N Zeeb Road  
 Ann Arbor, MI 48103

5/25/2021

Page 3

Below is a list of issues found during the recent inspection of your fire apparatus along with associated estimate of repair.

<i>Unit #</i>	<i>Priority</i>	<i>Description</i>	<i>Cost Estimate</i>
E-2	3	Rear and passenger side flip down steps are seized, or very hard to move. (6)	\$800.00
C072352	3	Driver seat is beginning to tear.	\$750.00
	3	Kochek intake assemblies are corroding.	Clean & spray \$250.00
	3	Recommend oil undercoating frame and underbody.	\$375.00
	3	Passenger side front bump stop is breaking.	\$375.00
	4	Driver side rear leaf spring is missing rear keeper clamp.	See below
	3	Rear keeper clamps for rear leaf springs are broken.	\$2800.00
	2	Master drain is seized.	\$300.00
	2	Driver side auxiliary inlet is beginning to leak.	\$275.00
	3	Note: Front and rear u-bolts are getting decent amount of rust on them.	Treat w/frame
	4	Deck gun valve handle bezel is cracked.	\$200.00
	2	Tank to pump valve is leaking at trunnion.	\$350.00
	3	Driver side center cab light is out/dim.	\$105.00
	3	Passenger side lower compartment, light is missing lens.	\$120.00
	3	Passenger side tailboard marker light is out.	\$105.00
	3	Passenger side mid compartment, one light is out.	\$125.00

**Priority 1** Out of Service, urgent repair or service is needed.

**Priority 3** In Service, repair or work needs to be scheduled in near future.

**Priority 2** In Service, urgent repair or service is needed.

**Priority 4** In Service, repair or work may be completed at next scheduled visit.

SEE PAGE 4

**NOTE:** This estimate does not include travel time or per diem fees unless otherwise stated. Likewise, excluded are any unforeseen repairs after work has begun and enclosures have been exposed revealing related problems.

751 Doheny Drive  
 Northville, MI 48167  
 Phone: 248-344-4443  
 Fax: 248-344-8630  
 Email: info@rrfiretruck.com  
 www.rrfiretruck.net



**~ INSPECTION/ESTIMATE REPORT ~**

Scio Township Fire Department  
 1055 N Zeeb Road  
 Ann Arbor, MI 48103

5/25/2021

Page 4

Below is a list of issues found during the recent inspection of your fire apparatus along with associated estimate of repair.

<i>Unit #</i>	<i>Priority</i>	<i>Description</i>	<i>Cost Estimate</i>
E-2	2	Passenger side mid rub rail, warning light is out.	\$350.00
Cont.	3	Oil cooler is very wet.	Reseal \$1500.00
	2	Under cab insulation repair isn't holding up.	\$1000.00
	2	PTO pump is leaking for generator.	\$2000.00

**Priority 1** Out of Service, urgent repair or service is needed.

**Priority 3** In Service, repair or work needs to be scheduled in near future.

**Priority 2** In Service, urgent repair or service is needed.

**Priority 4** In Service, repair or work may be completed at next scheduled visit.

SEE PAGE 5

**NOTE:** This estimate does not include travel time or per diem fees unless otherwise stated. Likewise, excluded are any unforeseen repairs after work has begun and enclosures have been exposed revealing related problems.

751 Doheny Drive  
 Northville, MI 48167  
 Phone: 248-344-4443  
 Fax: 248-344-8630  
 Email: info@rfrfiretruck.com  
 www.rfrfiretruck.net



**~ INSPECTION/ESTIMATE REPORT ~**

Scio Township Fire Department  
 1055 N Zeeb Road  
 Ann Arbor, MI 48103

5/25/2021

Page 5

Below is a list of issues found during the recent inspection of your fire apparatus along with associated estimate of repair.

<b>Unit #</b>	<b>Priority</b>	<b>Description</b>	<b>Cost Estimate</b>
T-1	2	Driver side main inlet valve inoperable (had to use override).	\$1500.00
A001994	2	Passenger side tank to pump valve needs rebuilt and will need hump hose flange. Very rusted hump hose.	\$500.00
	2	Both flapper valves need replaced. Passenger side one is about to break off.	\$2000.00
	2	Tank fill recirc valve needs rebuilt, draining tank into pump.	\$300.00
	2	Passenger side #2 discharge needs rebuilt, leaking.	\$300.00
	2	Passenger side LDD A & B needs rebuilt, leaks with just tank pressure on it.	\$1200.00
	2	Rear leaf springs very worn, keeper clamps are broken on them.	\$300.00
	2	Center pivot for walking beams are very dry (hasn't been seeing grease from Vogel)	\$300.00
	2	Tank cradle is getting heavy rust scale.	Clean & treat \$2000.00
	3	Left/right tie rod ends beginning to show wear and the left one, the boot is very worn and falling apart.	\$1200.00
	2	Officer side windshield is cracked.	\$500.00
	2	Muffler is rotted around hanger clamps.	\$950.00
	2	Air tanks are getting heavy surface rust.	Clean & treat \$300.00
	3	Air tanks need new drains.	\$475.00
	3	Rear brake chamber hoses rusting on compression of hose that crimps fitting to hose.	\$400.00
	3	Rear air valves and switches have heavy corrosion.	\$1800.00

**Priority 1** Out of Service, urgent repair or service is needed.

**Priority 3** In Service, repair or work needs to be scheduled in near future.

**Priority 2** In Service, urgent repair or service is needed.

**Priority 4** In Service, repair or work may be completed at next scheduled visit.

SEE PAGE 6

**NOTE:** This estimate does not include travel time or per diem fees unless otherwise stated. Likewise, excluded are any unforeseen repairs after work has begun and enclosures have been exposed revealing related problems.

751 Doheny Drive  
 Northville, MI 48167  
 Phone: 248-344-4443  
 Fax: 248-344-8630  
 Email: info@rrfiretruck.com  
 www.rrfiretruck.net



**~ INSPECTION/ESTIMATE REPORT ~**

Scio Township Fire Department  
 1055 N Zeeb Road  
 Ann Arbor, MI 48103

5/25/2021

Page 6

Below is a list of issues found during the recent inspection of your fire apparatus along with associated estimate of repair.

<i>Unit #</i>	<i>Priority</i>	<i>Description</i>	<i>Cost Estimate</i>
T-1	3	Fuel gauge jumps around.	\$475.00
Cont.	4	Officer side dash has vent trim missing.	\$105.00
	4	Both front seat belts are knicked up.	\$2000.00
	2	Driver side main inlet valve has a faulty switch.	\$200.00

**Priority 1** Out of Service, urgent repair or service is needed.

**Priority 3** In Service, repair or work needs to be scheduled in near future.

**Priority 2** In Service, urgent repair or service is needed.

**Priority 4** In Service, repair or work may be completed at next scheduled visit.

SEE PAGE 7

**NOTE:** This estimate does not include travel time or per diem fees unless otherwise stated. Likewise, excluded are any unforeseen repairs after work has begun and enclosures have been exposed revealing related problems.

751 Doheny Drive  
 Northville, MI 48167  
 Phone: 248-344-4443  
 Fax: 248-344-8630  
 Email: info@rrfiretruck.com  
 www.rrfiretruck.net



**~ INSPECTION/ESTIMATE REPORT ~**

Scio Township Fire Department  
 1055 N Zeeb Road  
 Ann Arbor, MI 48103

5/25/2021

Page 7

Below is a list of issues found during the recent inspection of your fire apparatus along with associated estimate of repair.

<i>Unit #</i>	<i>Priority</i>	<i>Description</i>	<i>Cost Estimate</i>
Air Trailer	3	Driver side taillight has a cracked lens.	\$105.00
15T60-1138	2	Needs radiator.	\$750.00
	2	Kussmaul is inoperable when shore power is hooked up.	\$750.00
	2	Needs controller for diesel motor. Has hard time when you first turn key on and now won't stay running unless you excite generator for a second.	\$1000.00
	3	Inside needs degreasing.	\$120.00

**Priority 1** Out of Service, urgent repair or service is needed.

**Priority 3** In Service, repair or work needs to be scheduled in near future.

**Priority 2** In Service, urgent repair or service is needed.

**Priority 4** In Service, repair or work may be completed at next scheduled visit.

SEE PAGE 8

**NOTE:** This estimate does not include travel time or per diem fees unless otherwise stated. Likewise, excluded are any unforeseen repairs after work has begun and enclosures have been exposed revealing related problems.

751 Doherty Drive  
 Northville, MI 48167  
 Phone: 248-344-4443  
 Fax: 248-344-8630  
 Email: info@rrfiretruck.com  
 www.rrfiretruck.net



**~ INSPECTION/ESTIMATE REPORT ~**

Scio Township Fire Department  
 1055 N Zeeb Road  
 Ann Arbor, MI 48103

5/25/2021

Page 8

Below is a list of issues found during the recent inspection of your fire apparatus along with associated estimate of repair.

<i>Unit #</i>	<i>Priority</i>	<i>Description</i>	<i>Cost Estimate</i>
E-1	3	Head gasket is wet from oil.	\$2800.00
WM11793	2	Driver side front leaf spring, rear pin is seized.	\$300.00
	4	Driver side rear leaf spring, front keeper clamp is missing.	\$2600.00
	3	Paint failure on cab very heavy on passenger side between cab doors at mid window.	Body Shop
	3	A/C compressor has oil/green dye collecting around its back.	\$1200.00
	2	City horn inoperable.	\$350.00
	3	Driver side ground light is 75% inoperable.	\$105.00
	3	Passenger side front compartment light is out.	\$105.00
	3	Passenger side mirror marker light is out.	\$105.00
	2	Under cab insulation is beginning to come unglued.	\$1000.00

**Priority 1** Out of Service, urgent repair or service is needed.

**Priority 3** In Service, repair or work needs to be scheduled in near future.

**Priority 2** In Service, urgent repair or service is needed.

**Priority 4** In Service, repair or work may be completed at next scheduled visit.

If you have any questions or wish to schedule an appointment, please do not hesitate to call.

Sincerely,  
*Ricke Rosselle*

**NOTE:** This estimate does not include travel time or per diem fees unless otherwise stated. Likewise, excluded are any unforeseen repairs after work has begun and enclosures have been exposed revealing related problems.

751 Doheny Drive  
 Northville, MI 48167  
 Phone: 248-344-4443  
 Fax: 248-344-8630  
 Email: info@rrfiretruck.com  
 www.rrfiretruck.net



**~INSPECTION/ESTIMATE REPORT~**

Scio Township Fire Department  
 1055 N Zeeb Road  
 Ann Arbor, MI 48103

5/12/2020

Page 4

Below is a list of issues found during the recent inspection of your fire apparatus along with associated estimate of repair.

Unit #	Priority	Description	Cost Estimate
T-1	3	Passenger side large diameter discharge drain is very hard to open.	\$175.00
2A001994	3	#1 Driver side discharge drain is hard to open.	\$175.00
	2	Rear leaf springs are extremely worn, keeper clamps are ready to break, one is on passenger side.	* \$2800.00
	2	Walking beams have rust coming from them.	* \$2200.00
	2	Oil level sight glass unit is leaking.	* \$950.00
	3	Driver side ground light is out.	\$100.00
	3	Brake chambers on front driver side axle are getting heavy rust.	\$400.00
	3	Air tanks are beginning to get heavy rust scale and one needs a new drain.	\$1800.00
	4	Radiator hoses are getting due for replacement due to age.	\$1000.00
	2	Driver side tie rod end is worn and boot is bad.	* \$525.00

6,475

Priority 1 Out of Service, urgent repair or service is needed.

Priority 3 In Service, repair or work needs to be scheduled in near future.

Priority 2 In Service, urgent repair or service is needed.

Priority 4 In Service, repair or work may be completed at next scheduled visit.

SEE PAGE 5

**NOTE:** This estimate does not include travel time or per diem fees unless otherwise stated. Likewise, excluded are any unforeseen repairs after work has begun and enclosures have been exposed revealing related problems.

751 Doheny Drive  
 Northville, MI 48167  
 Phone: 248-344-4443  
 Fax: 248-344-8630  
 Email: info@rrfiretruck.com  
 www.rrfiretruck.net

**AGENDA # J.4**  
**Scio Township Board of Trustees**  
**Distribution of Draft Master Land Use Plan to Adjacent Communities**

**FOR MEETING DATE OF:** June 8, 2021

**PREPARED ON:** 6/3/21

**PREPARED BY:** Will Hathaway

**SUBMITTED BY:** Planning

**ITEM TYPE:** Possible Action

**SUGGESTED ACTION:** Board of Trustees to approve the distribution of the draft Master Land Use Plan to adjacent communities as required by law.

**BACKGROUND:** The Township began work over a year ago to update its Master Land Use Plan as required by law. Due to the restrictions on public gatherings, public input was gathered through surveys and online meetings. See attached memorandum.

The resulting draft plan is posted on the Township's website and may be accessed via the following link:

<https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:4f18eb21-c78c-407f-8105-1626c8792e27#pageNum=45>

At this stage in the process, the draft plan is deemed ready for circulation to adjacent communities for their review and comment. This comment period is 63 days by law.

**FISCAL IMPACT:** none

**RECOMMENDATION:** Supervisor recommends approval.

**MODEL MOTION:** Moved by \_\_\_\_\_ support by \_\_\_\_\_ that Township of Scio Board of Trustees has reviewed the draft Master Land Use Plan as prepared by the Township Planning Commission and approves the distribution of the draft Master Land Use Plan, with a revision date of June 1, 2021, as required by the Michigan Planning Enabling Act, PA 33 of 2008.

**ATTACHMENTS:**

[MP Distribution to BOT 6-1-21.pdf](#)

**QUESTION:** Shall this Motion be APPROVED?



**Carlisle | Wortman**  
ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

---

**TO:** Scio Township Board of Trustees  
**FROM:** Douglas J. Lewan, Community Planner  
**DATE:** June 1, 2021  
**RE:** Distribution of Master Plan to Adjacent Communities

Following over a year of work by the Master Plan Steering Committee and Planning Commission, a draft Master Plan document is being provided to the Township Board members for review. The next step in the Master Plan approval process is a Township Board’s resolution to “distribute” the document to all adjacent communities, utility agencies, etc. The following can be used as a motion by the Township Board to accomplish the required distribution of the document.

“The Township Board of the Township of Scio has reviewed the draft Master Land Use Plan as prepared by the Township Planning Commission and approves the distribution of the Master Land Use Plan, with a revision date of June 1, 2021, as required by the Michigan Planning Enabling Act, PA 33 of 2008.”

This motion if approved will authorize the distribution of the draft plan to adjacent communities, Washtenaw County, as well as utility agencies that have registered with the Township for such purposes. These adjacent communities, etc. will make recommendations that will then be considered by the Planning Commission. Entities receiving the plan have 63 days to make comment to the Township Planning Commission. The Township is under no obligation to make changes to the plan based on these recommendations as they are advisory only.

While the 63-day time period is specifically intended to gather comments from our neighboring communities this time can also be used to garner public comment by placing the draft plan on the Township website.

Should there be any questions about this process please do not hesitate to contact me.