

**PROPOSED AGENDA**

**CHARTER TOWNSHIP OF BRIGHTON  
BOARD OF TRUSTEES  
4363 BUNO ROAD  
BRIGHTON, MI 48114**

**JUNE 20, 2016  
REGULAR MEETING  
7:00 P.M.  
(810) 229.0560**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL
- D. CALL TO THE PUBLIC
- E. CONSENT AGENDA
  - 1. Approval of Agenda
  - 2. Approval of Minutes
    - a. May 16, 2016 Regular Meeting Minutes
  - 3. Bills
    - a. June 20, 2016
- F. BUSINESS
  - 1. PUBLIC HEARING – Proposed Sanitary Sewer Policies and Administrative Policies # 811, # 816-819
  - 2. QUARTERLY SANITARY SEWER FINANCIAL REPORT – Fourth Quarter, FY’ 2015-16
  - 3. ADOPTION OF BUDGET AMENDMENT # 2, FY’ 2016-17 – REU Purchase
  - 4. ADOPTION OF BUDGET AMENDMENT # 3, FY’ 2016-17 – O&M Transfer to Capital Reserve
  - 5. ACCEPTANCE OF PROPOSAL – Pump Station Communications, KISM Alarm Notification System, Kennedy Industries, Inc.
  - 6. ADOPTION OF RESOLUTION – Schedule Public Hearing Accepting Petitions and the Establishment of a Special Assessment District for Ridgecrest Lane Road Maintenance SAD No. S-I-02-2016
  - 7. ADOPTION OF RESOLUTION – Schedule Public Hearing Accepting Petitions and the Establishment of a Special Assessment District for Kendor Drive Road Maintenance SAD No. S-I-03-2016
  - 8. ADOPTION OF RESOLUTION – Schedule Public Hearing Accepting Petitions and the Establishment of a Special Assessment District for Paradise Farms Road Maintenance SAD No. S-I-04-2016
  - 9. SELCRA – FY’ 2015-16 Participation Settlement
- G. REPORTS AND CORRESPONDENCE
  - REPORTS
    - 1. COMMITTEE LIAISONS AND BOARD MEMBERS
      - a. Planning Commission Regular Meeting Minutes – March 14, 2016
      - b. Planning Commission Regular Meeting Minutes – February 8, 2016
      - c. Livingston Community Water Authority Regular Meeting Minutes – April 20, 2016
    - 2. DEPARTMENTS
      - a. Brighton Area Fire Authority Firestat Report – March and April, 2016
      - b. Infrastructure Alternatives, Inc. Monthly Operating Report – April and May, 2016

*Board Packets are available on our website: [www.brightontwp.com](http://www.brightontwp.com). The Charter Township of Brighton will provide necessary reasonable auxiliary aids and services such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting to individuals with disabilities at the meeting. Individuals should contact the Charter Township of Brighton by writing or contacting: Township Manager, 4363 Buno Road, Brighton, Michigan 48114. Telephone: (810) 229.0550.*

**PROPOSED AGENDA**  
*(continued)*

**CHARTER TOWNSHIP OF BRIGHTON  
BOARD OF TRUSTEES  
4363 BUNO ROAD  
BRIGHTON, MI 48114**

**JUNE 20, 2016  
REGULAR MEETING  
7:00 P.M.  
(810) 229.0560**

- 3. MANAGER
  - a. Infiltration Update – Manhole 300A

- H. CALL TO THE PUBLIC
- I. ADJOURNMENT

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**MEMORANDUM**

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**TO:** BRIGHTON TOWNSHIP RESIDENTS  
**FROM:** ANN M. BOLLIN, CLERK  
**SUBJECT:** BOARD OF TRUSTEES ELECTRONIC BOARD PACKETS  
**DATE:** JANUARY 26, 2015

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Board packets for the Brighton Township Board of Trustees meetings posted to the website contain scanned original documents. These electronic packets are subject to change based on meeting material presented to the Board throughout the course of the meeting. For a complete original packet following the Board meeting contact the Clerk's Office at 810-229-0560 or via email: [clerk@brightontwp.com](mailto:clerk@brightontwp.com)

## PROPOSED MINUTES

**CHARTER TOWNSHIP OF BRIGHTON  
BOARD OF TRUSTEES  
4363 BUNO ROAD  
BRIGHTON, MI 48114**

**MAY 16, 2016  
REGULAR MEETING  
7:00 P.M.  
(810) 229.0560**

Supervisor T. Murphy called the meeting to order at 7:00 P.M. The Pledge of Allegiance was said.

Present. T. Murphy, Supervisor; A. Bollin, Clerk; D. Hawk, Treasurer; P. Michel, Trustee; M. Slaton, Trustee; L. Weaire, Trustee

Absent: C. Doughty, Trustee

### CALL TO THE PUBLIC

Jim Sarna, Woodland Shore Drive – Referenced several emails and conversations he has had with D. Boss regarding logging and using Vista View as an access road; Vista View is a private road that now has speed bumps installed by residents; MI State Police (MSP) has been contacted; Attorney General M. Cox opinion on MSP enforcement on private roads; provided copies of e-mails.

Bob Potocki, Woodland Shore Drive – Distributed handout previously provided to the Planning Commission; referenced two incidents in 1994 related to the Woodland Lake Bridge – Fix the problem.

Ed Militello, Woodland Shore Drive – Allotted his 3 minutes to Bob Potocki.

Bob Potocki, Woodland Shore Drive – Referenced his handout; Township let wastewater treatment plant sit idle stating he thinks this was a management problem; referred to refund check for REU payment listed in payables; outside audit should be done.

Mike Palmer, East Grand River Avenue – Echoed Mr. Potocki's comments; current sewer and water user; metered water usage is 67 gallons per day – design assumptions based on 240-260 gallons/REU/day are a lie. Residents looking for major steps not baby steps – no board members are on the sewer.

Ailsa Morozow, Shelly Drive – Requested a refund; does not use that much water; wants money back that was overpaid.

Rich Schlumm, Gary Avenue – 45-year resident; get an independent audit.

Doug Taylor, Oak Knoll – Requested audience donate their minutes to him.

Chuck Witacker, Donna Lou – Allotted his 3 minutes to Doug Taylor.

Dennis Shoner, Woodland Shore Drive – Allotted his 3 minutes to Doug Taylor.

Kathy Waterman, Shelly Ave. – Allotted her 3 minutes to Doug Taylor.

Doug Taylor, Oak Knoll – Packet was received late last Thursday and has 112 pages – this is too much for the Board to review in such a short time; there is a lot of information to digest including what is listed in the Payables – do you understand what you are approving? Referenced Item F 1 and the Manager's proposal based on the 650,000 gallon plant that was built – what has changed is the flow is way less than projected; Ten States Standard is just a guide – does not fit the scenario; distributed a handout referencing different flow figures, an alternate calculation for the system oversizing and summary of Debt Service Charge collected to date.

Arthur Jordan, Shelly Ave. – Allotted his 3 minutes to Doug Taylor.

Doug Taylor, Oak Knoll – Continued speaking and referenced the 2000 public hearing notice; SAD should pay for 65% and Township should pay 35%; Township Board needs to accept responsibility for past decisions; policy changes should not be rushed through.

Cheryl Guard, Woodland Shore Drive – Allotted her 3 minutes to Doug Taylor.

Doug Taylor, Oak Knoll – There are five (5) policies to consider; why is language being struck out in Policy # 811 and 816? What statutory provisions allow changes in Policy # 817? Can money from capital fund be transferred to General Fund? Spoke with Brian Jonkheere, Livingston County Drain Commissioner, regarding dedicated reserve fund.

Chris Jordan, Donna Lou – Allotted her 3 minutes to Doug Taylor.

Doug Taylor, Oak Knoll – Continued speaking on proposed policies; Board has tremendous amount of information to digest and has the responsibility to fix the problem even if you did not create it.

Sharon Militello, Woodland Shore Drive – Allotted her 3 minutes to Mike Palmer.

Mike Palmer, East Grand River Avenue – Facts speak - problem still exists after 16 years. Referenced his average daily water usage; solution should start at \$12 million; Committee included Manager and Township Attorney – no public or board members; resign.

John Conely – Formally introduced himself as candidate for County Commissioner, District 9, representing portions of Brighton Township and Green Oak Township.

Barb Potocki, Woodland Shore Drive – Questions submitted on comment card were never answered. Residents will continue to pay sewer SAD on winter tax bill per Manager Vick; we will never be free of the sewer tax - we will pay until we die.

Upon close of Call to the Public, Supervisor Murphy requested a moment of silence for the life lost in the recent house fire on Buno Road.

#### AGENDA

P. Michel moved and A. Bollin seconded **to approve the consent agenda with conditional approval of Check Numbers 28552 and 28531 pending submission of back-up materials.**

Motion carried.

#### SEWER SYSTEM SPECIAL MEETING FOLLOW-UP

Manager Vick summarized recent discussions and meetings and provided overview of proposed policy changes including clarifications on the length of the SAD for original users, REU charges for original users in the system and what it encompassed, and noting today's REU charge excludes the grinder pumps and lateral connections. Manager led discussion on revised policies which would set cap on the Debt Service Charge; Design Basis Report; potential permit reclassification at 80% capacity; estimated total charges to hook up to sewer with and without grinder pumps (Manager explained that there are variables including distance to install gravity connection, grinder pump, etc.), confirmation that when REU's are purchased the monies would go into the General Fund; bond payments will not be extended beyond the original period (2020); will interest be charged, public noticing requirements for rate changes and adoption process. Discussion continued with review of the proposed policy revisions (811, 816) and new policies (817, 818, and 819), internal tracking/process, consistent language and need to ensure there are no conflicts with the Ordinance. It was suggested that a working group be established with other communities/entities in the southeast Michigan region to review the Ten States Standards.

Ken Palka, Pfeffer, Hanniford, and Palka, was present to respond to questions regarding cash flow and the impact of different scenarios on the long-term financial picture.

P. Michel moved and T. Murphy seconded **that the Township Board having discussed the proposed sanitary sewer policies related to the scenario of purchasing the excess sewer system REU capacity via General Fund – Fund Balance dollars and the modification of the quarterly Debt Service Charge directs the advertisement of the public hearing on the proposed administrative policies for the June 20, 2016 Board meeting.**

Ayes: L. Weaire, D. Hawk, A. Bollin, P. Michel, T. Murphy

Nays: M. Slaton

Motion carried.

#### ADOPTION OF BUDGET AMENDMENT # 1, FY' 2016-17

Manager summarized the proposed budget amendment.

P. Michel moved and D. Hawk seconded to **adopt Resolution No. 16-011, FY' 2016-17 Budget Amendment # 1.**

Ayes: L. Weaire, M. Slaton, D. Hawk, A. Bollin, P. Michel, T. Murphy

Nays: None.

Motion carried.

#### APPROVAL OF ROAD FUNDING AGREEMENT – 2016 Primary Pavement Program Project, Kensington Road, Livingston County Road Commission

Manager summarized the Kensington Road project as discussed during budget planning sessions. Discussion included clarification that it was a not-to-exceed cost and it was a budgeted item.

A. Bollin moved and L. Weaire seconded to **authorize the Township Supervisor and Clerk to sign the Road Funding Agreement to participate in the Primary Pavement Program Project with the Livingston County Road Commission for Kensington Road (Buno Road to Stobart Road).**

Ayes: P. Michel, A. Bollin, D. Hawk, M. Slaton, L. Weaire, T. Murphy

Nays: None.

Motion carried.

#### ACCEPTANCE OF PROPOSAL – Pump Station Communications, KISM Alarm Notification System, Kennedy Industries, Inc.

Z. Dyba, Assistant to the Manager, provided overview of the Request for Proposal for pump station communications recommending that this item be tabled until additional information is gathered on Genoa Township's communication system. Discussion included what happens to the current antennas - will they be removed, cost of removal, warranties, what kind of maintenance do they require, what other wireless services are available, are we able to accommodate future pump stations, how alarms are handled now and the impact on staffing to respond to the call out alarms. Tom High, Infrastructure Alternatives Plant Manager, clarified the current process for responding to system alarms. Staff to include answers to questions posed at next meeting.

P. Michel moved and L. Weaire seconded to **table action on the proposal for Pump Station Communications.**

Motion carried.

#### ACCEPTANCE OF PROPOSAL – Ferric Chloride Supplier, PVS Technologies, Inc.

Z. Dyba, Assistant to the Manager, provided historical background on Ferric Chloride purchases. Tom High, Infrastructure Alternatives Plant Manager, was present to answer additional questions including the current process and frequency for purchasing Ferric Chloride.

A. Bollin moved and D. Hawk seconded to **accept the unit prices contained in the April 14, 2016 proposal as submitted by PVS Technologies for the period of June 1, 2016 through May 31, 2019 based on staff's recommendation.**

Ayes: P. Michel, A. Bollin, D. Hawk, M. Slaton, L. Weaire, T. Murphy

Nays: None.

Motion carried.

#### ACCEPTANCE OF PROPOSAL – WWTP Reject Pump Replacement, Kennedy Industries, Inc.

Z. Dyba, Assistant to the Manager, summarized the bid process and confirmed installation is included. Tom High, Infrastructures Alternatives Plant Manager, explained the function of the reject pump and that it meets specifications and includes a warranty.

P. Michel moved and L. Weaire, seconded to **accept the proposal submitted by Kennedy Industries to install a reject pump at the Brighton Township wastewater treatment plant for a cost not-to-exceed \$6,585 including installation.**

Ayes: L. Weaire, M. Slaton, D. Hawk, A. Bollin, P. Michel, T. Murphy

Nays: None.

Motion carried.

#### APPROVAL OF UPDATED LIST OF INVESTMENT INSTITUTIONS

Treasurer Hawk summarized the request stating this is a housekeeping item and that she monitors these institutions quarterly; also confirmed that they were in accordance with the Investment Policy, Resolution No. 08-033.

A. Bollin moved and P. Michel seconded **to accept the Treasurer's recommendation and approve the 2016 updated investment institutions as presented.**

Motion carried.

#### REPORTS AND CORRESPONDENCE

##### REPORTS

Zoning Board of Appeals Regular Meeting Minutes – March 23, 2016

Brighton Area Fire Authority Regular Meeting Minutes – March 10, 2016

Brighton Area Fire Authority Regular Meeting Minutes – February 11, 2016

Livingston Community Water Authority Regular Meeting Minutes – March 16, 2016

L. Weaire – BAFA update including operating budget, new phone system, and current number of paid on-call firefighters stating affordable housing is a factor in retaining personnel.

M. Slaton – Utilities Committee update including recent meeting discussion on proposed changes to debt service charge policies; requested update from LCRC on the culvert/bridge.

D. Hawk – ZBA update including variances that were approved.

A. Bollin – Voting equipment update, expects a county-wide rollout in 2017; upcoming LCWA meeting including finalization of costs and transfer of water main and booster station. Update on pending Legislature Open Records Act – legislature should be included and follow the same rules as local government. Recommended requesting a MSP speed trailer be stationed in the area mentioned in Call to the Public.

P. Michel – SELCRA update including that Genoa Township and City of Brighton will be out of agreement effective June 30, 2016.

T. Murphy – Referenced BTBT's authority related to the proposed Livingston Classical Cyber Academy; upcoming joint meeting with the Planning Commission to review the proposed Capital Improvement Plan (CIP) update; requested copy of information provided during Call to the Public.

##### DEPARTMENTS

Brighton Area Fire Authority Firestat Report – January and February 2016

Infrastructure Alternatives, Inc. Monthly Operating Report – February and March, 2016

##### MANAGER

Manager provided update on speed bumps installed on Woodland Shore Drive stating they had been removed; bids for sidewalk will be on upcoming regular meeting agenda.

##### CORRESPONDENCE

Hartland Consolidated Schools – May 6, 2016 letter, Livingston Classical Cyber Academy

##### CALL TO THE PUBLIC

Barb Potocki, Woodland Shore Drive – Speed bumps have been removed; Utilities Committee meeting minutes are not up to date on the website - have they been approved? Manager Vick provided clarification on previously asked question prior to the start of the meeting; do permits get approved outside of meetings (i.e. logging permit for Dan Boss); Woodland Lake Bridge Quit Claim deed dated May 15, 2006; confused about four year vs. ten year extension of the sewer SAD.

John Conely – Serves as Brighton Area Schools School Board member and he stated that he has been assured that the community's recreational needs will be met. As a resident and REU payer he explained his business

was charged 5 REU's and they only use .5 REU's per the meter; REU's effect small businesses; troubled by comments regarding jurisdiction over public schools specifically the proposed public charter school.

Doug Taylor, Oak Knoll – Ten States Standards used for design; actual flows differ; where is the demographic change that will result in 260 gallons per REU? Asked for DEQ permit through FOIA; would like to see the document that shows REU's; no enforcement of 200 foot rule; referenced Attorney Harris' letters to enforce this and requested this rule be enforced. What about the people who have overpaid? This was a public health and water supply issue.

Sam Raguso, Hilton Rd. – Appreciates seeing compromise coming forward; proposal falls below what is owed; suggested tabling the issue and suggested metering to obtain numbers closer to actual usage.

#### ADJOURNMENT

P. Michel moved and A. Bollin seconded to adjourn. Motion carried.

The meeting adjourned at 10:28 P.M.

Respectfully submitted,

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Ann M. Bollin, CMC, CMMC, Clerk

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Thomas E. Murphy, Supervisor

**BRIGHTON TOWNSHIP**

**6/20/2016**

**ACCOUNTS PAYABLE**

**ACCOUNTS PAYABLE:**

GENERAL FUND	\$138,719.51
LIQUOR LAW	\$479.96
SEWER O & M	\$88,886.36
T & A- DOGS	\$420.00
PATHWAYS	\$4,000.00
CONSTRUCTION ESCROW	\$1,186.25
ESCROW LAKE TRUST/BRIGHTON TWSP	\$971.75
STREETLIGHTS	\$1,500.94
MUNICIPAL REFUSE- Woodland Air/SAD	\$4,196.40
AQUATICS- Woodland Lk, Clark Lk	\$21,580.00

**TOTAL ACCOUNTS PAYABLE TO APPROVE**

**\$261,941.17**

VENDOR APPROVAL SUMMARY REPORT  
BOT 6-20-16

Date: 06/16/2016  
Time: 10:06am  
Page: 1

CHARTER TOWNSHIP OF BRIGHTON

Vendor Name	Vendor Number	Description	Check Amount	Hand Check Amount
3 SIXTY INTERACTIVE	3SIXTY	FINAL INVOICE- WEBSITE HOSTING	351.00	0.00
AMERICAN AWARDS & ENGRAVING	AMERIC	NAME PLATE- WHELAN	14.00	0.00
ANGEL CLEANING COMPANY LLC	ANGEL	CLEANING SERVICE- MAY 2016	0.00	624.00
APPLIED IMAGING	APPLIED	PPDM SOFTWARE ASSURNACE	35.00	0.00
AQUA-WEED CONTROL, INC.	AQUA	TREATMENT #2 WOODLAND LK	20,850.00	0.00
ARBOR SPRINGS WATER CO., INC.	ARBOR SP	SUPPLIES	51.00	0.00
B & N LAWN INC	B&N	SPRING CLEAN-UP	0.00	2,134.28
BLUE CROSS BLUE SHIELD OF MI	BCBS	BLUE CROSS INSURANCE	11,860.83	0.00
BRIGHTON AUTO SERVICE INC	BRIGHT	REPLACE SENSOR BLAZER	297.03	0.00
BRIGHTON TOWNSHIP	BRIGHTON T	SEWER QUARTERLY ADMIN FEE	1,230.00	0.00
BUSINESS IMAGING GROUP, INC	BUSINESS I	FOIA COPIES KERRINGTON	1,092.85	0.00
CITIZENS	CITIZ	SUPPLIES, EDUCATION, DUES	1,416.86	172.50
CIVIC PLUS	CIVIC PLUS	ANNUAL HOSTING,SUPPORT,	3,000.00	0.00
COMCAST	COMCAST	INTERNET/CABLE	221.90	221.90
CONSUMERS ENERGY	CONSUMERS	UTILITIES	0.00	420.75
CUSTOM ELECTRIC SERVICE LLC	CUSTOM ELE	8145 DONNNA LOU- ELECTRICAL	4,813.78	0.00
BRUCE & JULIE DIETZ	DIETZ/BRUC	MAY MSP RENT	0.00	11,457.00
DTE	DTE	UTILITIES	553.87	3,883.44
DTE ENERGY	DTE ENERGY	UTILITIES WWTP	0.00	7,745.87
DUNCAN DISPOSAL	DUNCAN	RUBBISH REMOVAL- SAD WOOD/AIR	4,346.40	0.00
DYKEMA GOSSETT PLLC	DYKEMA	LEGAL SERVICES	7,261.00	0.00
FONSON COMPANY, INC	FONSON	565 CHRYSAL DOWNS	26,351.70	0.00
FOSTER, SWIFT, COLLINS & SMITH	FOSTER	LEGAL SERVICES- COLLETT DUMP	913.50	0.00
GLOBAL ENVIRONMENTAL	GLOBAL	ISCO SAMPLER RENTAL WWTP	600.00	0.00
GOOSE BUSTERS	GOOSE BUST	NEST DESTRUCTION WOODLAND LAKE	280.00	0.00
GRAPHIC SCIENCES, INC	GRAPHIC	FOIA DVD- WESTRAN	17.42	0.00
GREAT LAKES ACE	ACE	SUPPLIES	14.98	0.00
GREEN OAK TOWNSHIP	GREEN OA	MAINTENANCE SERVICES	73.02	0.00
GROUND EFFECTS LAWN CARE, LLC	GROUND EFF	7 OF 7 SNOW REMOVAL PMTS	1,054.29	0.00
GUARDIAN ALARM	GUARDIAN	SECURITY ALARM	91.92	0.00
HARRIS & LITERSKI	HARRIS &	LEGAL SERVICES- APRIL	6,934.40	0.00
HARTLAND SEPTIC INC	HARTLAND S	10233 GRAND RIVER - BLOCKED	2,027.50	0.00
STEVE HOLDEN	HOLDEN	P/C PER DIEM 6-13-16	100.00	0.00
HOME DEPOT CREDIT SERVICES	HOME DEPOT	SUPPLIES	0.00	150.39
HORTON PLUMBING AND REMODELING	HORTON	10233 GRAND RIVER PLUGGED MAIN	3,310.00	0.00
I.T. RIGHT INC.	I T RIGHT	CABLES & CORDS FOR COMPUTER	54.00	0.00
INFRASTRUCTURE ALTERNATIVES,	INFRASTRUC	O & M WWTP JUNE 2016	20,243.17	0.00
KEY BANK	KEY BANK	HSA EMPLOYER CONTRIBUTION	30,500.00	0.00
KONICA MINOLTA ALBIN	KONICA	COPIER METER/MAINTENANCE	29.91	0.00
LAKE PRO, INC.	LAKE PRO	MAY 23RD SURVEY FEE	250.00	0.00
LEGALSHIELD	PRE-PAID L	IDENTITY THEFT INSURANCE	64.75	0.00
LINCOLN NATIONAL LIFE INS CO	LINCOLN	DISABILITY INSURANCE	0.00	794.47
LIVINGSTON COUNTY ASSESSORS	LIV CTY AS	MEMBERSHIP RENEWAL- HESTER,	30.00	0.00
LIVINGSTON COUNTY DRAIN COMMIS	LIV CTY DR	PHASE II WATERSHED - 1ST QTR	457.50	0.00
LIVINGSTON COUNTY TREASURER	LIV CTY TR	DOG LICENSE FEES- MAY	390.00	0.00
LIVINGSTON CTY PRESS & ARGUS	GANNET	LEGAL NOTICES	590.00	1,120.00
MACOMB ASSESSORS ASSOCIATION	MACOMB	SAD CLASS-DYBA, HESTER,	0.00	75.00
MARLIN BUSINESS BANK	MARLIN BUS	WATER COOLER ANNUAL LEASE	0.00	515.40
MASTER MEDIA SUPPLY	MASTER MED	PAPER	209.94	0.00
MI ASSOC OF CODE ENFORCEMENT	MACEO	GENERAL MEETING 6-14-16	0.00	20.00
MICHIGAN CHLORIDE SALES LLC	MICHIGAN C	DUST CONTROL	15,548.23	0.00
MICHIGAN DEPT OF TREASURY	MI DEPT TR	UNCLAIMED PROPERTY	500.00	0.00
MICHIGAN MUNICIPAL RISK	MI MUN RIS	RETENTION FUND- 50%	27,408.00	0.00
MML WORKERS COMP FUND	MML COMP	WORKERS COMP INSURANCE	0.00	2,384.00
MTA	MTA	CEMETERIES CLASS- CAMPBELL	6,349.89	0.00
OCEANSIDE SEAFOOD INC	OCEAN	REFUND ZBA FEES- MINUS 20%	920.00	0.00
ORCHARD, HILTZ & MCCLIMENT INC	OHM	E GR RIVER SIDEWALK EASEMENTS	12,601.00	0.00
ORGANIZATION OF WOODLAND LK	OWL	REIMBURSE-GOOSE ROUND UP STATE	200.00	0.00
ORKIN	ORKIN	EXTERMINATOR- INTERIOR	229.61	0.00
PAETEC	PAETEC	TELEPHONE	0.00	709.47
PITNEY BOWES	PITNEY BO	POSTAGE METER LEASE	405.63	0.00
PRINTING SYSTEMS	PRINTING S	AV BALLOT RETURN ENVELOPES	798.14	0.00
PUMPS PLUS, INC	PUMPS	PACO PUMP- WWTP	1,361.95	0.00
QUILL CORPORATION	QUILL	SUPPLIES	512.95	0.00
REGISTER OF DEEDS	REGISTER	RECORD SEWER EASEMENT	69.00	0.00
SCHIFKO DANIEL	SCHIFKO	P/C PER DIEM 6-13-16	80.00	0.00
SEMCOG	SEMCOG	ANNUAL MEMBERSHIP	2,253.00	0.00

VENDOR APPROVAL SUMMARY REPORT  
 BOT 6-20-16

Date: 06/16/2016  
 Time: 10:06am  
 Page: 2

CHARTER TOWNSHIP OF BRIGHTON

Vendor Name	Vendor Number	Description	Check Amount	Hand Check Amount
SHERMAN HEATING & COOLING	SHERMAN	QUARTERLY MAINTENANCE- SPRING	440.00	0.00
SHRED-IT USA LLC	SHRED-IT	OFF-SITE PURGE RECORDS	49.84	0.00
STANDARD INSURANCE CO.	STANDARD I	LIFE INSURANCE	0.00	267.97
STAPLES CREDIT PLAN	STAPLES	ELECTION SUPPLIES PAINT, LABELS	64.96	0.00
STATE OF MICHIGAN	STATE POLI	MSP ALCOHOL ENFORCEMENT	1,654.30	0.00
STATE SOFT WATER LLC	STATE SOFT	WATER SOFTENER RENTAL	35.00	0.00
TODD'S SERVICES, INC.	TODD'S	SPRINKLER START-UP AND REPAIR	606.50	0.00
UIS SCADA, INC	UIS	RELOAD SCADA SOFTWARE	2,020.94	0.00
GARY LEE UNRUH	UNRUH	P/C PER DIEM 6-13-16	80.00	0.00
USPS	POSTMASTER	PERMANENT AV MAILING LIST	0.00	673.25
USPS POSTAGE BY PHONE	USPS	POSTAGE	2,000.00	0.00
VALLEY CITY LINEN, INC	VALLEY	FLOOR MATS	98.65	0.00
VARNUM RIDDERING SCHMIDT	VARNUM	LEGAL SERVICES	97.00	0.00
VERIZON WIRELESS	VERIZON	TELEPHONE	117.16	0.00
LUCILLE M. WEAIRE	WEAIRE	MILEAGE- BROWN BAG LUNCH	12.10	0.00
WEX BANK	EXXON	FUEL	0.00	74.11
Grand Total:			228,497.37	33,443.80

INVOICE APPROVAL LIST BY FUND  
BOT 6-20-16

Date: 06/16/2016  
Time: 10:14am  
Page: 1

CHARTER TOWNSHIP OF BRIGHTON

Fund Department Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: GENERAL FUND						
Dept:						
101-000-224.000	DUE OTHERS	MICHIGAN DEPT OF TREASURY UNCLAIMED PROPERTY	28638	44482	06/20/2016	500.00
101-000-609.100	ZON FEES	OCEANSIDE SEAFOOD INC REFUND ZBA FEES- MINUS 20%	28641	44467	06/20/2016	920.00
Total						1,420.00
Dept: LEGISLATIVE-TWSP BOARD						
101-101-717.000	LIFE INS	STANDARD INSURANCE CO. LIFE INSURANCE	28578	44458	05/26/2016	15.33
101-101-811.100	W/C	MML WORKERS COMP FUND WORKERS COMP INSURANCE	28589	4752204	06/02/2016	55.96
101-101-873.000	MILES/TRAV	LUCILLE M. WEAIRE MILEAGE- BROWN BAG LUNCH	28666	44501	06/20/2016	12.10
101-101-900.000	PRNT/PUBL	LIVINGSTON CTY PRESS & ARGUS LEGAL NOTICES	28588	6520900	06/02/2016	890.00
101-101-900.000	PRNT/PUBL	LIVINGSTON CTY PRESS & ARGUS LEGAL NOTICES	28634	6550212	06/20/2016	450.00
101-101-958.000	DUE	MTA ANNUAL DUES, LEGAL DEFENSE	28640	44503	06/20/2016	6,086.30
101-101-958.000	DUE	SEMCOG ANNUAL MEMBERSHIP	28653	060116	06/20/2016	2,253.00
101-101-958.000	DUE	CITIZENS SUPPLIES, EDUCATION, DUES	28604	44574	06/20/2016	230.00
Total LEGISLATIVE-TWSP BOARD						9,992.69
Dept: SUPERVISOR						
101-171-717.000	LIFE INS	STANDARD INSURANCE CO. LIFE INSURANCE	28578	44458	05/26/2016	5.38
101-171-811.100	W/C	MML WORKERS COMP FUND WORKERS COMP INSURANCE	28589	4752204	06/02/2016	36.38
Total SUPERVISOR						41.76
Dept: ADMINISTRATION-MANAGER						
101-172-716.000	HOSP INS	BLUE CROSS BLUE SHIELD OF MI BLUE CROSS INSURANCE	28599		06/14/2016	351.63
101-172-716.100	HRA	KEY BANK HSA EMPLOYER CONTRIBUTION	28627	44518	06/20/2016	1,800.00
101-172-717.000	LIFE INS	STANDARD INSURANCE CO. LIFE INSURANCE	28578	44458	05/26/2016	55.90
101-172-719.000	DISABILITY	LINCOLN NATIONAL LIFE INS CO DISABILITY INSURANCE	28574	44453	05/19/2016	261.22

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Fund Department Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: GENERAL FUND						
Dept: ADMINISTRATION-MANAGER						
101-172-727.000	SUPPLIES	CITIZENS DUES,SUPPLIES	28571	44449	05/19/2016	10.79
101-172-727.000	SUPPLIES	QUILL CORPORATION PRINTER, SUPPLIES	28650	6466857	06/20/2016	174.99
101-172-727.000	SUPPLIES	CITIZENS SUPPLIES, EDUCATION, DUES	28604	44574	06/20/2016	3.17
101-172-811.100	W/C	MML WORKERS COMP FUND WORKERS COMP INSURANCE	28589	4752204	06/02/2016	402.93
101-172-860.000	EDUCATION	MACOMB ASSESSORS ASSOCIATION SAD CLASS-DYBA, HESTER,	28593	44479	06/02/2016	25.00
101-172-860.000	EDUCATION	CITIZENS SUPPLIES, EDUCATION, DUES	28604	44574	06/20/2016	50.00
101-172-958.000	DUE	CITIZENS DUES,SUPPLIES	28571	44449	05/19/2016	110.00
Total ADMINISTRATION-MANAGER						3,245.63
Dept: ELECTIONS						
101-191-716.000	HOSP INS	BLUE CROSS BLUE SHIELD OF MI BLUE CROSS INSURANCE	28599		06/14/2016	658.39
101-191-716.100	HRA	KEY BANK HSA EMPLOYER CONTRIBUTION	28627	44518	06/20/2016	1,599.00
101-191-717.000	LIFE INS	STANDARD INSURANCE CO. LIFE INSURANCE	28578	44458	05/26/2016	7.80
101-191-719.000	DISABILITY	LINCOLN NATIONAL LIFE INS CO DISABILITY INSURANCE	28574	44453	05/19/2016	6.10
101-191-727.000	SUPPLIES	PRINTING SYSTEMS AV OUTER ENVELOPES	28647	95889	06/20/2016	398.88
101-191-727.000	SUPPLIES	STAPLES CREDIT PLAN ELECTION SUPPLIES PAINT,LABELS	28656	44519	06/20/2016	64.96
101-191-727.000	SUPPLIES	BUSINESS IMAGING GROUP, INC PERMANENT AV LIST MAILING	28603	243326	06/20/2016	837.08
101-191-727.000	SUPPLIES	PRINTING SYSTEMS AV BALLOT RETURN ENVELOPES	28647	95975	06/20/2016	399.26
101-191-730.000	POSTAGE	USPS PERMANENT AV MAILING LIST	28575	44454	05/19/2016	673.25
101-191-811.100	W/C	MML WORKERS COMP FUND WORKERS COMP INSURANCE	28589	4752204	06/02/2016	128.71
101-191-860.000	EDUCATION	CITIZENS SUPPLIES, EDUCATION, DUES	28604	44574	06/20/2016	142.50
Total ELECTIONS						4,915.93
Dept: ASSESSOR						

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Fund: GENERAL FUND						
Dept: ASSESSOR						
101-209-716.000	HOSP INS	BLUE CROSS BLUE SHIELD OF MI BLUE CROSS INSURANCE	28599		06/14/2016	3,425.63
101-209-716.100	HRA	KEY BANK HSA EMPLOYER CONTRIBUTION	28627	44518	06/20/2016	8,200.00
101-209-717.000	LIFE INS	STANDARD INSURANCE CO. LIFE INSURANCE	28578	44458	05/26/2016	51.60
101-209-719.000	DISABILITY	LINCOLN NATIONAL LIFE INS CO DISABILITY INSURANCE	28574	44453	05/19/2016	204.55
101-209-811.100	W/C	MML WORKERS COMP FUND WORKERS COMP INSURANCE	28589	4752204	06/02/2016	727.51
101-209-860.000	EDUCATION	MACOMB ASSESSORS ASSOCIATION SAD CLASS-DYBA, HESTER,	28593	44479	06/02/2016	50.00
101-209-958.000	DUE	LIVINGSTON COUNTY ASSESSORS MEMBERSHIP RENEWAL- HESTER,	28631	44556	06/20/2016	30.00
Total ASSESSOR						12,689.29
Dept: TOWNSHIP CLERK						
101-215-716.000	HOSP INS	BLUE CROSS BLUE SHIELD OF MI BLUE CROSS INSURANCE	28599		06/14/2016	4,239.81
101-215-716.100	HRA	KEY BANK HSA EMPLOYER CONTRIBUTION	28627	44518	06/20/2016	10,701.00
101-215-717.000	LIFE INS	STANDARD INSURANCE CO. LIFE INSURANCE	28578	44458	05/26/2016	62.08
101-215-719.000	DISABILITY	LINCOLN NATIONAL LIFE INS CO DISABILITY INSURANCE	28574	44453	05/19/2016	131.60
101-215-727.000	SUPPLIES	BUSINESS IMAGING GROUP, INC FOIA COPIES- PENINSULA	28603	243563	06/20/2016	38.55
101-215-727.000	SUPPLIES	GRAPHIC SCIENCES, INC FOIA DVD- WESTRAN	28616	0141027-IN	06/20/2016	17.42
101-215-727.000	SUPPLIES	I.T. RIGHT INC. CABLES & CORDS FOR COMPUTER	28625	20148148	06/20/2016	54.00
101-215-727.000	SUPPLIES	BUSINESS IMAGING GROUP, INC FOIA COPIES KERRINGTON	28603	243403	06/20/2016	17.99
101-215-727.000	SUPPLIES	CITIZENS SUPPLIES, EDUCATION, DUES	28604	44574	06/20/2016	25.00
101-215-811.100	W/C	MML WORKERS COMP FUND WORKERS COMP INSURANCE	28589	4752204	06/02/2016	291.00
101-215-826.200	RCD RETENT	SHRED-IT USA LLC OFF-SITE PURGE RECORDS	28655	9410638135	06/20/2016	49.84
101-215-860.000	EDUCATION	MTA CEMETERIES CLASS- CAMPBELL	28640	44515	06/20/2016	81.00

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Fund Department Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: GENERAL FUND						
Dept: TOWNSHIP CLERK						
101-215-860.000	EDUCATION	CITIZENS SUPPLIES, EDUCATION, DUES	28604	44574	06/20/2016	332.50
						Total TOWNSHIP CLERK
						16,041.79
Dept: TREASURER						
101-253-716.000	HOSP INS	BLUE CROSS BLUE SHIELD OF MI BLUE CROSS INSURANCE	28599		06/14/2016	1,472.56
101-253-716.100	HRA	KEY BANK	28627		06/20/2016	4,100.00
101-253-717.000	LIFE INS	HSA EMPLOYER CONTRIBUTION STANDARD INSURANCE CO. LIFE INSURANCE	28578	44518 44458	05/26/2016	48.38
101-253-719.000	DISABILITY	LINCOLN NATIONAL LIFE INS CO DISABILITY INSURANCE	28574	44453	05/19/2016	73.57
101-253-727.000	SUPPLIES	CITIZENS	28571	44449	05/19/2016	51.71
101-253-727.000	SUPPLIES	DUES, SUPPLIES AMERICAN AWARDS & ENGRAVING NAME PLATE- WHELAN	28595	30319	06/20/2016	14.00
101-253-811.100	W/C	MML WORKERS COMP FUND WORKERS COMP INSURANCE	28589	4752204	06/02/2016	246.23
						Total TREASURER
						6,006.45
Dept: TOWNSHIP HALL/GROUNDS						
101-265-727.000	SUPPLIES	BUSINESS IMAGING GROUP, INC WINDOW ENVELOPES	28603	243506	06/20/2016	199.23
101-265-727.000	SUPPLIES	MASTER MEDIA SUPPLY PAPER	28635	74369	06/20/2016	209.94
101-265-727.000	SUPPLIES	QUILL CORPORATION SUPPLIES	28650	6025894	06/20/2016	45.48
101-265-727.000	SUPPLIES	GREAT LAKES ACE DOOR STOP	28617	1090/444	06/20/2016	8.49
101-265-727.000	SUPPLIES	QUILL CORPORATION SUPPLIES	28650	6000277	06/20/2016	29.90
101-265-727.000	SUPPLIES	QUILL CORPORATION SUPPLIES	28650	5987040	06/20/2016	161.66
101-265-727.000	SUPPLIES	QUILL CORPORATION SUPPLIES	28650	6241807	06/20/2016	14.98
101-265-727.000	SUPPLIES	QUILL CORPORATION PRINTER, SUPPLIES	28650	6466857	06/20/2016	17.98
101-265-730.000	POSTAGE	USPS POSTAGE BY PHONE POSTAGE	28662	44461	06/20/2016	2,000.00
101-265-804.000	CONTRACTED	VALLEY CITY LINEN, INC FLOOR MATS	28663	28240800	06/20/2016	98.65

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Account	Account	Abbrev	Invoice Description	Number	Number	Date	
Fund: GENERAL FUND							
Dept: TOWNSHIP HALL/GROUNDS							
101-265-804.000		CONTRACTED	MARLIN BUSINESS BANK	28584		06/02/2016	515.40
			WATER COOLER ANNUAL LEASE		14122991		
101-265-811.100		W/C	MML WORKERS COMP FUND	28589		06/02/2016	103.53
			WORKERS COMP INSURANCE		4752204		
101-265-920.000		UTILITIES	CONSUMERS ENERGY	28577		05/26/2016	96.49
			UTILITIES		44457		
101-265-920.000		UTILITIES	DTE	28580		05/26/2016	922.40
			UTILITIES		44460		
101-265-921.000		ST LTG	DTE ENERGY	28579		05/26/2016	737.38
			STREETLIGHTS		44459		
101-265-930.000		BLDG M&R	ANGEL CLEANING COMPANY LLC	28583		06/02/2016	624.00
			CLEANING SERVICE- MAY 2016		2		
101-265-930.000		BLDG M&R	GREEN OAK TOWNSHIP	28618		06/20/2016	73.02
			MAINTENANCE SERVICES		1-000-018		
101-265-930.000		BLDG M&R	ORKIN	28645		06/20/2016	79.61
			EXTERMINATOR- INTERIOR		44533		
101-265-930.000		BLDG M&R	ORKIN	28645		06/20/2016	150.00
			EXTERMINATOR				
101-265-930.000		BLDG M&R	SHERMAN HEATING & COOLING	28654		06/20/2016	440.00
			QUARTERLY MAINTENANCE- SPRING		3870		
101-265-931.000		EQUIPT M&R	STATE SOFT WATER LLC	28658		06/20/2016	35.00
			WATER SOFTENER RENTAL		19817-IN		
101-265-932.000		GRNDS M&R	DUNCAN DISPOSAL	28609		06/20/2016	80.00
			RUBBISH REMOVAL- TWSP HALL		739569		
101-265-932.000		GRNDS M&R	GROUND EFFECTS LAWN CARE, LLC	28619		06/06/2016	360.00
			7 OF 7 SNOW REMOVAL PMTS		44487		
101-265-932.000		GRNDS M&R	B & N LAWN INC	28590		06/02/2016	185.71
			1ST OF 7 LAWN MAINTENANCE PMTS		852944		
101-265-932.000		GRNDS M&R	B & N LAWN INC	28590		06/02/2016	175.00
			SPRING CLEAN-UP		852943		
101-265-932.000		GRNDS M&R	TODD'S SERVICES, INC.	28659		06/20/2016	566.50
			SPRINKLER START-UP AND REPAIR		44576		
Total TOWNSHIP HALL/GROUNDS							7,930.35
Dept: CEMETERY							
101-276-932.000		GRNDS M&R	GROUND EFFECTS LAWN CARE, LLC	28619		06/06/2016	411.43
			7 OF 7 SNOW REMOVAL PMTS		44487		
101-276-932.000		GRNDS M&R	B & N LAWN INC	28590		06/02/2016	252.86
			1ST OF 7 LAWN MAINTENANCE PMTS		852944		
101-276-932.000		GRNDS M&R	B & N LAWN INC	28590		06/02/2016	750.00
			SPRING CLEAN-UP		852943		

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Fund Department Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: GENERAL FUND Dept: CEMETERY						
Total CEMETERY						1,414.29
Dept: OTHER CHARGES & SERVICES						
101-299-804.000	CONTRACTED	COMCAST	28573		05/19/2016	149.16
		INTERNET/CABLE		44452		
101-299-804.000	CONTRACTED	3 SIXTY INTERACTIVE	28594		06/20/2016	351.00
		FINAL INVOICE- WEBSITE HOSTING		3524		
101-299-804.000	CONTRACTED	CIVIC PLUS	28605		06/20/2016	3,000.00
		ANNUAL HOSTING, SUPPORT,		159126		
101-299-804.000	CONTRACTED	COMCAST	28606		06/20/2016	149.16
		INTERNET/CABLE		44586		
101-299-804.800	MSP	STATE OF MICHIGAN	28657		06/20/2016	1,654.30
		MSP ALCOHOL ENFORCEMENT		551469402		
101-299-811.000	LIABIL INS	MICHIGAN MUNICIPAL RISK	28639		06/20/2016	9,226.24
		LIABILITY INSURANCE- 50%		44542		
101-299-811.000	LIABIL INS	MICHIGAN MUNICIPAL RISK	28639		06/20/2016	5,300.00
		RETENTION FUND- 50%		44543		
101-299-811.200	IDENTITY T	LEGALSHIELD	28630		06/20/2016	64.75
		IDENTITY THEFT INSURANCE		44469		
101-299-827.000	LEGAL	DYKEMA GOSSETT PLLC	28610		06/20/2016	7,261.00
		LEGAL SERVICES		3060168		
101-299-827.000	LEGAL	MTA	28640		06/20/2016	182.59
		ANNUAL DUES, LEGAL DEFENSE		44503		
101-299-827.000	LEGAL	HARRIS & LITERSKI	28621		06/20/2016	300.00
		LEGAL SERVICES		161085		
101-299-827.000	LEGAL	HARRIS & LITERSKI	28621		06/20/2016	300.00
		LEGAL SERVICES		161602		
101-299-827.000	LEGAL	HARRIS & LITERSKI	28621		06/20/2016	4,368.25
		LEGAL SERVICES- MAY		161601		
101-299-827.000	LEGAL	HARRIS & LITERSKI	28621		06/20/2016	1,966.15
		LEGAL SERVICES- APRIL		161084		
101-299-827.000	LEGAL	VARNUM RIDDERING SCHMIDT	28664		06/20/2016	97.00
		LEGAL SERVICES		975507		
101-299-853.000	TELEPHONE	VERIZON WIRELESS	28665		06/20/2016	117.16
		TELEPHONE		9766123788		
101-299-853.000	TELEPHONE	PAETEC	28581		05/26/2016	611.34
		TELEPHONE		59426174		
101-299-861.000	GAS & OIL	WEX BANK	28570		05/19/2016	74.11
		FUEL		45156813		
101-299-931.000	EQUIPT M&R	KONICA MINOLTA ALBIN	28628		06/20/2016	29.91
		COPIER METER/MAINTENANCE		9002460816		

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Fund	Department	GL Number	Vendor Name	Check	Invoice	Due	Amount
Account	Account	Abbrev	Invoice Description	Number	Number	Date	
Fund: GENERAL FUND							
Dept: OTHER CHARGES & SERVICES							
101-299-931.000		EQUIPT M&R	APPLIED IMAGING	28596		06/20/2016	35.00
			PPDM SOFTWARE ASSURNACE		817955		
101-299-933.000		VEHCL M&R	BRIGHTON AUTO SERVICE INC	28600		06/20/2016	297.03
			REPLACE SENSOR BLAZER		68394		
101-299-940.000		EQPMT RNTL	PITNEY BOWES	28646		06/20/2016	405.63
			POSTAGE METER LEASE		3300530370		
101-299-951.000		LEASE-BACK	BRUCE & JULIE DIETZ	28576		05/26/2016	11,457.00
			MAY MSP RENT		44455		
Total OTHER CHARGES & SERVICES							47,396.78
Dept: FIRE DEPARTMENT							
101-336-921.000		ST LTG	DTE ENERGY	28579		05/26/2016	27.19
			STREETLIGHTS		44459		
Total FIRE DEPARTMENT							27.19
Dept: PLANNING							
101-400-708.000		PER DIEM	STEVE HOLDEN	28623		06/20/2016	100.00
			P/C PER DIEM 6-13-16		44582		
101-400-708.000		PER DIEM	GARY LEE UNRUH	28661		06/20/2016	80.00
			P/C PER DIEM 6-13-16		44583		
101-400-708.000		PER DIEM	SCHIFKO DANIEL	28652		06/20/2016	80.00
			P/C PER DIEM 6-13-16				
101-400-716.000		HOSP INS	BLUE CROSS BLUE SHIELD OF MI	28599		06/14/2016	1,413.07
			BLUE CROSS INSURANCE				
101-400-716.100		HRA	KEY BANK	28627		06/20/2016	3,382.50
			HSA EMPLOYER CONTRIBUTION		44518		
101-400-717.000		LIFE INS	STANDARD INSURANCE CO.	28578		05/26/2016	17.74
			LIFE INSURANCE		44458		
101-400-719.000		DISABILITY	LINCOLN NATIONAL LIFE INS CO	28574		05/19/2016	96.88
			DISABILITY INSURANCE		44453		
101-400-811.100		W/C	MML WORKERS COMP FUND	28589		06/02/2016	319.00
			WORKERS COMP INSURANCE		4752204		
101-400-819.000		ENG SVS O	ORCHARD, HILTZ & MCCLIMENT INC	28643		06/20/2016	2,250.00
			MUFFLER MAN- ENG REVIEW		178299		
101-400-819.000		ENG SVS O	ORCHARD, HILTZ & MCCLIMENT INC	28643		06/20/2016	1,875.00
			MI BACKYARD- ENG REVIEW		178308		
101-400-860.000		EDUCATION	MI ASSOC OF CODE ENFORCEMENT	28586		06/02/2016	20.00
			GENERAL MEETING 6-14-16		44489		
101-400-900.900		PUBLISHING	LIVINGSTON CTY PRESS & ARGUS	28588		06/02/2016	230.00
			LEGAL NOTICES		6520900		
101-400-900.900		PUBLISHING	LIVINGSTON CTY PRESS & ARGUS	28634		06/20/2016	140.00
			LEGAL NOTICES		6550212		

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Fund	Department	GL Number	Vendor Name	Check	Invoice	Due	Amount
Account	Account	Abbrev	Invoice Description	Number	Number	Date	
Fund: GENERAL FUND							
Dept: PLANNING							
						Total PLANNING	10,004.19
Dept: CODE ENFORCEMENT							
101-412-716.000		HOSP INS	BLUE CROSS BLUE SHIELD OF MI BLUE CROSS INSURANCE	28599		06/14/2016	171.28
101-412-716.100		HRA	KEY BANK HSA EMPLOYER CONTRIBUTION	28627	44518	06/20/2016	410.00
101-412-717.000		LIFE INS	STANDARD INSURANCE CO. LIFE INSURANCE	28578	44458	05/26/2016	2.15
101-412-719.000		DISABILITY	LINCOLN NATIONAL LIFE INS CO DISABILITY INSURANCE	28574	44453	05/19/2016	11.74
101-412-811.100		W/C	MML WORKERS COMP FUND WORKERS COMP INSURANCE	28589	4752204	06/02/2016	39.17
						Total CODE ENFORCEMENT	634.34
Dept: EMERGENCY PREPAREDNESS							
101-426-920.000		UTILITIES	DTE UTILITIES	28580		05/26/2016	39.60
						Total EMERGENCY PREPAREDNESS	39.60
Dept: DRAINS							
101-445-804.000		CONTRACTED	LIVINGSTON COUNTY DRAIN COMMIS PHASE II WATERSHED - 1ST QTR	28632	2618	06/20/2016	457.50
						Total DRAINS	457.50
Dept: ROADS							
101-446-822.000		DUST CONTR	MICHIGAN CHLORIDE SALES LLC DUST CONTROL	28637	0117363-IN	06/20/2016	2,784.03
101-446-822.000		DUST CONTR	MICHIGAN CHLORIDE SALES LLC DUST CONTROL	28637	01417428-IN	06/20/2016	2,851.84
101-446-822.000		DUST CONTR	MICHIGAN CHLORIDE SALES LLC DUST CONTROL	28637	0117457-IN	06/20/2016	3,223.21
101-446-822.000		DUST CONTR	MICHIGAN CHLORIDE SALES LLC DUST CONTROL	28637	0117398-IN	06/20/2016	2,868.28
101-446-822.000		DUST CONTR	MICHIGAN CHLORIDE SALES LLC DUST CONTROL	28637	0117466-IN	06/20/2016	2,989.13
101-446-822.000		DUST CONTR	MICHIGAN CHLORIDE SALES LLC DUST CONTROL	28637	0117507-IN	06/20/2016	831.74
						Total ROADS	15,548.23
Dept: ENVIRONMENTAL							

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Fund	Department	GL Number	Vendor Name	Check	Invoice	Due	Amount
Account	Abbrev	Invoice Description	Number	Number	Date		
Fund: GENERAL FUND							
Dept: ENVIRONMENTAL							
101-525-827.000	LEGAL	FOSTER, SWIFT, COLLINS & SMITH LEGAL SERVICES- COLLETT DUMP	28613	691101	06/20/2016		913.50
				Total ENVIRONMENTAL			913.50
				Fund Total			138,719.51
Fund: LIQUOR LAW ENFORCEMENT FUND							
Dept:							
212-000-716.000	HOSP INS	BLUE CROSS BLUE SHIELD OF MI BLUE CROSS INSURANCE	28599		06/14/2016		128.46
212-000-716.100	HRA	KEY BANK HSA EMPLOYER CONTRIBUTION	28627	44518	06/20/2016		307.50
212-000-717.000	LIFE INS	STANDARD INSURANCE CO. LIFE INSURANCE	28578	44458	05/26/2016		1.61
212-000-719.000	DISABILITY	LINCOLN NATIONAL LIFE INS CO DISABILITY INSURANCE	28574	44453	05/19/2016		8.81
212-000-811.100	W/C	MML WORKERS COMP FUND WORKERS COMP INSURANCE	28589	4752204	06/02/2016		33.58
				Total			479.96
				Fund Total			479.96
Fund: SEWER O & M FUND							
Dept:							
590-000-033.300	PROP OWNER	FONSON COMPANY, INC REPAIR 8220 GRAND RIVER &	28612	1109	06/20/2016		1,100.00
590-000-033.300	PROP OWNER	FONSON COMPANY, INC 9206 NORTHPOINTE RIDGE	28612	1136	06/20/2016		3,100.00
590-000-203.000	NEW CONNEC	CUSTOM ELECTRIC SERVICE LLC 8145 DONNNA LOU- ELECTRICAL	28607	3601	06/20/2016		2,475.00
590-000-203.000	NEW CONNEC	FONSON COMPANY, INC 565 CHRYSTAL DOWNS	28612	1156	06/20/2016		3,400.00
590-000-203.000	NEW CONNEC	INFRASTRUCTURE ALTERNATIVES, EXTRA SERVICES APRIL 2016	28626	17283	06/20/2016		484.00
590-000-203.000	NEW CONNEC	FONSON COMPANY, INC REPAIR 8220 GRAND RIVER &	28612	1109	06/20/2016		6,400.00
590-000-203.000	NEW CONNEC	FONSON COMPANY, INC 9206 NORTHPOINTE RIDGE	28612	1136	06/20/2016		9,500.00
				Total			26,459.00

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Fund Department Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: SEWER O & M FUND						
Dept: ADMINISTRATION						
590-537-819.000	ENG SVS O	ORCHARD, HILTZ & MCCLIMENT INC SEWER FLOW ANALYSIS	28643	178306	06/20/2016	1,205.50
590-537-819.000	ENG SVS O	ORCHARD, HILTZ & MCCLIMENT INC ENGINEERING-REU APPEAL	28643	178305	06/20/2016	1,112.50
590-537-826.100	COMPUT SPT	COMCAST INTERNET	28573	44451	05/19/2016	72.74
590-537-826.100	COMPUT SPT	COMCAST INTERNET	28606	44585	06/20/2016	72.74
590-537-827.000	LEGAL	REGISTER OF DEEDS RECORD SEWER EASEMENT	28651	44495	06/20/2016	23.00
590-537-827.000	LEGAL	REGISTER OF DEEDS RECORD SEWER EASEMENT	28651	44577	06/20/2016	23.00
590-537-827.000	LEGAL	REGISTER OF DEEDS RECORD SEWER EASEMENT	28651	44578	06/20/2016	23.00
590-537-961.000	ADMIN FEE	BRIGHTON TOWNSHIP SEWER QUARTERLY ADMIN FEE	28602	44561	06/20/2016	1,200.00
Total ADMINISTRATION						3,732.48
Dept: OPERATION AND MAINTENANCE						
590-540-727.000	SUPPLIES	HOME DEPOT CREDIT SERVICES SUPPLIES	28592	44462	06/02/2016	61.17
590-540-727.000	SUPPLIES	ARBOR SPRINGS WATER CO., INC. SUPPLIES	28598	1612781	06/20/2016	51.00
590-540-727.000	SUPPLIES	GREAT LAKES ACE SUPPLIES	28617	1086/444	06/20/2016	6.49
590-540-727.000	SUPPLIES	QUILL CORPORATION SUPPLIES	28650	6241807	06/20/2016	67.96
590-540-727.000	SUPPLIES	CITIZENS SUPPLIES, EDUCATION, DUES	28604	44574	06/20/2016	633.69
590-540-804.300	CONT-FIXED	INFRASTRUCTURE ALTERNATIVES, O & M WWTP JUNE 2016	28626	17325	06/20/2016	16,371.17
590-540-804.400	NON ROUTIN	INFRASTRUCTURE ALTERNATIVES, EXTRA SERVICES APRIL 2016	28626	17283	06/20/2016	3,388.00
590-540-811.000	LIABIL INS	MICHIGAN MUNICIPAL RISK LIABILITY INSURANCE- 50%	28639	44542	06/20/2016	8,181.76
590-540-811.000	LIABIL INS	MICHIGAN MUNICIPAL RISK RETENTION FUND- 50%	28639	44543	06/20/2016	4,700.00
590-540-853.000	TELEPHONE	PAETEC TELEPHONE	28581	59426174	05/26/2016	98.13
590-540-920.000	UTILITIES	DTE UTILITIES	28572	44450	05/19/2016	228.03

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CHARTER TOWNSHIP OF BRIGHTON

Fund Department Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: SEWER O & M FUND						
Dept: OPERATION AND MAINTENANCE						
590-540-920.000	UTILITIES	CONSUMERS ENERGY UTILITIES	28577	44456	05/26/2016	324.26
590-540-920.000	UTILITIES	DTE UTILITIES	28580	44460	05/26/2016	2,335.88
590-540-920.000	UTILITIES	DTE ENERGY UTILITIES WWTP	28582	2417299	06/02/2016	5,480.36
590-540-920.000	UTILITIES	DTE UTILITIES	28585	44486	06/02/2016	357.53
590-540-920.000	UTILITIES	DTE UTILITIES	28608	817955	06/20/2016	553.87
590-540-930.100	ALARM	GUARDIAN ALARM SECURITY ALARM	28620	17761608	06/20/2016	45.96
590-540-930.100	ALARM	GUARDIAN ALARM SECURITY ALARM	28620	17836408	06/20/2016	45.96
590-540-931.000	EQUIPT M&R	PUMPS PLUS, INC PACO PUMP- WWTP	28648	116-013	06/20/2016	1,361.95
590-540-931.000	EQUIPT M&R	UIS SCADA, INC TROUBLESHOOT PLC -LOST PROGRAM	28660	530348316	06/20/2016	648.00
590-540-931.000	EQUIPT M&R	UIS SCADA, INC PLC BATTERY, MODIFY PROGRAM	28660	530348379	06/20/2016	732.94
590-540-931.000	EQUIPT M&R	GLOBAL ENVIRONMENTAL ISCO SAMPLER RENTAL WWTP	28614	3769	06/20/2016	600.00
590-540-931.000	EQUIPT M&R	UIS SCADA, INC RELOAD SCADA SOFTWARE	28660	530348247	06/20/2016	640.00
590-540-931.000	EQUIPT M&R	HARTLAND SEPTIC INC 3110 OAK KNOLL & 5901	28622	06091602	06/20/2016	360.00
590-540-931.000	EQUIPT M&R	CUSTOM ELECTRIC SERVICE LLC WWTP REPAIR WORK	28607	3569	06/20/2016	2,138.78
590-540-932.000	GRNDS M&R	DUNCAN DISPOSAL RUBBISH REMOVAL WWTP	28609	753442	06/20/2016	70.00
590-540-932.000	GRNDS M&R	GROUND EFFECTS LAWN CARE, LLC 7 OF 7 SNOW REMOVAL PMTS	28619	44487	06/06/2016	282.86
590-540-932.000	GRNDS M&R	B & N LAWN INC 1ST OF 7 LAWN MAINTENANCE PMTS	28590	852944	06/02/2016	370.71
590-540-932.000	GRNDS M&R	B & N LAWN INC SPRING CLEAN-UP	28590	852943	06/02/2016	400.00
590-540-932.000	GRNDS M&R	TODD'S SERVICES, INC. MULCH	28659	1-225642	06/20/2016	40.00
590-540-936.000	SYST MAINT	HOME DEPOT CREDIT SERVICES SUPPLIES	28592	44462	06/02/2016	89.22
590-540-936.000	SYST MAINT	FONSON COMPANY, INC REPAIR-8087 GRAND RIVER	28612	1135	06/20/2016	1,958.86

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CHARTER TOWNSHIP OF BRIGHTON

Fund Department Account	GL Number Abbrev	Vendor Name Invoice Description	Check Number	Invoice Number	Due Date	Amount
Fund: SEWER O & M FUND						
Dept: OPERATION AND MAINTENANCE						
590-540-936.000	SYST MAINT	HORTON PLUMBING AND REMODELING 10233 GRAND RIVER PLUGGED MAIN	28624	144519	06/20/2016	3,310.00
590-540-936.000	SYST MAINT	HARTLAND SEPTIC INC 10233 GRAND RIVER - BLOCKED	28622	05181603	06/20/2016	1,462.50
590-540-936.000	SYST MAINT	FONSON COMPANY, INC REPAIR 8220 GRAND RIVER &	28612	1109	06/20/2016	892.84
590-540-936.000	SYST MAINT	HARTLAND SEPTIC INC 3110 OAK KNOLL & 5901	28622	06091602	06/20/2016	205.00
590-540-936.000	SYST MAINT	CUSTOM ELECTRIC SERVICE LLC 8325 HILTON SERVICE CALL	28607	3606	06/20/2016	200.00
Total OPERATION AND MAINTENANCE						58,694.88
Fund Total						88,886.36
Fund: TRUST AND AGENCY FUND						
Dept:						
701-000-221.400	DOG LICENS	LIVINGSTON COUNTY TREASURER DOG LICENSE FEES- MAY	28633	44529	06/20/2016	390.00
701-000-221.400	DOG LICENS	BRIGHTON TOWNSHIP DOG LICENSE FEES- MAY	28601	44528	06/20/2016	30.00
Total						420.00
Fund Total						420.00
Fund: PATHWAYS FUND						
Dept:						
702-000-967.000	PRJCT COST	ORCHARD, HILTZ & MCCLIMENT INC E GR RIVER SIDEWALK EASEMENTS	28643	44588	06/20/2016	4,000.00
Total						4,000.00
Fund Total						4,000.00
Fund: CONSTRUCTION ESCROW						
Dept:						
793-000-224.909	DUE TO SCE	ORCHARD, HILTZ & MCCLIMENT INC SCENIC POINTE- CONSTRUCTION	28643	178302	06/20/2016	523.75
793-000-224.951	DUE TO LAK	ORCHARD, HILTZ & MCCLIMENT INC LAKE TRUST CU- CONSTRUCTION	28643	178297	06/20/2016	172.50

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Fund	Department	GL Number	Vendor Name	Check	Invoice	Due	Amount
Account	Abbrev	Invoice Description	Number	Number	Date		
Fund: CONSTRUCTION ESCROW							
Dept:							
793-000-224.953	US 23 WATE	ORCHARD, HILTZ & MCCLIMENT INC OLD US 23 WATER MAIN	28643	178296	06/20/2016		971.75
793-000-224.958	CORNERSTON	ORCHARD, HILTZ & MCCLIMENT INC CORNERSTONE SOCCER FIELD	28643	178304	06/20/2016		327.00
793-000-224.958	CORNERSTON	ORCHARD, HILTZ & MCCLIMENT INC CORNERSTONE CHURCH-CONSTR.	28643	178298	06/20/2016		163.00
				Total			2,158.00
					Fund Total		2,158.00
Fund: STREET LIGHTING FUND							
Dept: COUNTRY CLUB ANNEX LT							
865-070-921.000	ST LTG	DTE ENERGY STREETLIGHTS	28579	44459	05/26/2016		653.04
				Total COUNTRY CLUB ANNEX LT			653.04
Dept: DONALD DRIVE LIGHT							
865-071-921.000	ST LTG	DTE ENERGY STREETLIGHTS	28579	44459	05/26/2016		16.60
				Total DONALD DRIVE LIGHT			16.60
Dept: BRANDYWINE FARMS LIGHT							
865-072-921.000	ST LTG	DTE ENERGY STREETLIGHTS	28579	44459	05/26/2016		59.53
				Total BRANDYWINE FARMS LIGHT			59.53
Dept: HARVEST HILLS LIGHTS							
865-073-921.000	ST LTG	DTE ENERGY STREETLIGHTS	28579	44459	05/26/2016		59.53
				Total HARVEST HILLS LIGHTS			59.53
Dept: GREENFIELD POINTE LIGHTS							
865-074-921.000	ST LTG	DTE ENERGY STREETLIGHTS	28579	44459	05/26/2016		59.53
				Total GREENFIELD POINTE LIGHTS			59.53
Dept: BRIGHTON GARDENS							
865-075-921.000	ST LTG	DTE ENERGY STREETLIGHTS	28579	44459	05/26/2016		66.39
				Total BRIGHTON GARDENS			66.39

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CHARTER TOWNSHIP OF BRIGHTON

Fund	Department	GL Number	Vendor Name	Check	Invoice	Due	Amount
Account	Account	Abbrev	Invoice Description	Number	Number	Date	
Fund: STREET LIGHTING FUND							
Dept: EAGLE HEIGHTS							
865-076-921.000		ST LTG	DTE ENERGY STREETLIGHTS	28579	44459	05/26/2016	31.87
							-----
Total EAGLE HEIGHTS							31.87
Dept: GREENFIELD SHORES 1-2-3-4 LOP							
865-077-921.000		ST LTG	DTE ENERGY STREETLIGHTS	28579	44459	05/26/2016	66.39
							-----
Total GREENFIELD SHORES 1-2-3-4 LOP							66.39
Dept: DE MARIA LIGHTS							
865-078-921.000		ST LTG	DTE ENERGY STREETLIGHTS	28579	44459	05/26/2016	31.87
							-----
Total DE MARIA LIGHTS							31.87
Dept: RAVENSWOOD LIGHTS							
865-079-921.000		ST LTG	DTE ENERGY STREETLIGHTS	28579	44459	05/26/2016	63.73
							-----
Total RAVENSWOOD LIGHTS							63.73
Dept: MAPLE RIDGE SUB							
865-080-921.000		ST LTG	DTE ENERGY STREETLIGHTS	28579	44459	05/26/2016	31.87
							-----
Total MAPLE RIDGE SUB							31.87
Dept: ALGER PINES							
865-081-921.000		ST LTG	DTE ENERGY STREETLIGHTS	28579	44459	05/26/2016	59.53
							-----
Total ALGER PINES							59.53
Dept: SHENANDOAH							
865-082-921.000		ST LTG	DTE ENERGY STREETLIGHTS	28579	44459	05/26/2016	61.63
							-----
Total SHENANDOAH							61.63
Dept: SHENANDOAH POND HOMEOWNERS							
865-084-921.000		ST LTG	DTE ENERGY STREETLIGHTS	28579	44459	05/26/2016	60.83
							-----
Total SHENANDOAH POND HOMEOWNERS							60.83
Dept: OAKS AT BEACH LAKE							
865-085-921.000		ST LTG	DTE ENERGY STREETLIGHTS	28579	44459	05/26/2016	178.60

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CHARTER TOWNSHIP OF BRIGHTON

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Fund							
Department	GL Number	Vendor Name	Check	Invoice	Due		
Account	Abbrev	Invoice Description	Number	Number	Date	Amount	
-----							
Fund: STREET LIGHTING FUND							
Dept: OAKS AT BEACH LAKE							
						Total OAKS AT BEACH LAKE	178.60
						Fund Total	1,500.94
-----							
Fund: MUNICIPAL REFUSE							
Dept: WOODLAND/AIRWAY ASSESSMENT							
871-529-967.100	ADDL PROJ	DUNCAN DISPOSAL RUBBISH REMOVAL- SAD WOOD/AIR	28609	742531	06/20/2016		4,196.40
						Total WOODLAND/AIRWAY ASSESSMENT	4,196.40
						Fund Total	4,196.40
-----							
Fund: SAD AQUATICS							
Dept: CLARK LAKE AQUATICS							
880-107-967.000	PRJCT COST	LAKE PRO, INC. MAY 23RD SURVEY FEE	28629	16-0291	06/20/2016		250.00
						Total CLARK LAKE AQUATICS	250.00
-----							
Dept: WOODLAND LAKE AQUATIC							
880-550-967.000	PRJCT COST	AQUA-WEED CONTROL, INC. TREATMENT #2 WOODLAND LK	28597	10054	06/20/2016		20,850.00
880-550-967.000	PRJCT COST	GOOSE BUSTERS	28615		06/20/2016		280.00
880-550-967.000	PRJCT COST	NEST DESTRUCTION WOODLAND LAKE ORGANIZATION OF WOODLAND LK REIMBURSE-GOOSE ROUND UP STATE	28644	2016-ND151 44502	06/20/2016		200.00
						Total WOODLAND LAKE AQUATIC	21,330.00
						Fund Total	21,580.00
						Grand Total	261,941.17
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## AGENDA NOTES

**MEETING DATE:** June 20, 2016

**PERSON PLACING ITEM ON AGENDA:** Township Manager

**AGENDA TOPIC:** PUBLIC HEARING and Administrative Policies 811, 816-819

### EXPLANATION OF TOPIC:

This agenda topic was last discussed at the May 16<sup>th</sup> Board meeting. At that time the Board reviewed proposed sewer policies which were drafted with the assistance of our legal and financial consultants. These proposed policies incorporate the scenario of purchasing the sanitary sewer excess REU capacity via General Fund. As a reminder, these policies are based on the following assumption: the Township purchases the 473 REU, which represents the oversizing balance, at a cost of \$4,852,980. The payment of these REU would come from the Township General Fund - Fund Balance. As the Township sells REU's to new users of the system, their respective payment, currently \$10,260, would reimburse the Township General Fund - Fund Balance. The Township General Fund – Fund balance would be fully reimbursed upon the sale of the 473 REU. Also, the Debt Service Charge would take into account the amount that an original user has paid since inception (currently just under \$3,000) in relation to what a new user of the system would pay moving forward. Along those lines, the Debt Service Charge would be eliminated for those original system users that have paid \$3,000 but remain in place for the 471 “newer” users until they have paid the \$3,000. Future users would be expected to pay \$3,000 as well.

While not required by the ordinance, The Board has requested that this agenda item be advertised as a Public Hearing to ensure that citizen comments are taken into consideration prior to possible Board action. The following policies take into account the suggestions raised by the Board on May 16<sup>th</sup> and are depicted via strikethrough / underlines.

### SUPPORTING DOCUMENTS:

- Administrative Policy # 811 – Proposed Amendment
- Administrative Policy # 816 – Proposed Amendment
- Administrative Policy # 817 – New Policy
- Administrative Policy # 818 – New Policy
- Administrative Policy # 819 – New Policy
- Debt Service Fund – Cash Flow Summary (dated 5/10/16)
- Sewer O & M Fund and Capital Reserve Fund (dated 6/7/16)
- Notice of Public Hearing as published in the Livingston Press Argus

**SUGGESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ that the Township Board having held a Public Hearing on the proposed sanitary sewer policies related to the scenario of purchasing the excess sewer system REU capacity via General Fund – Fund Balance dollars and the modification of the quarterly Debt Service Charge adopts Administrative Policies #811 and #816 through #819.

**ROLL CALL VOTE REQUIRED?** Yes

## CHARTER TOWNSHIP OF BRIGHTON

Administrative Policy No.: 811 (page 1 of 1)

Effective Date: July 6, 2004

Amended Date: May 19, 2008

Amended Date: December 26, 2013

Amended Date: June ~~20~~, 2016

Policy Regarding: **SEWER TAP FEES**

---

The Users of the System shall pay their share of the cost of their capacity in the transmission and treatment portions of the system through a Sewer Tap Fee as established by the Township.

The Sewer Tap Fee shall be assigned on a per REU basis (per Appendix A, Sanitary Sewer Ordinance).

Sewer Tap Fees for additional REUs for properties in an existing sewer district may not be included in an existing special assessment district, but could be part of a new special assessment district, or payment over time agreement approved by the Township Board. Any such payment over time agreement shall have a duration of the lesser of (i) 10 years, or (ii) such shorter period of time as may be determined by the Township Board. Otherwise, they would be required to pay the Sewer Tap Fee in one lump sum payment at the prevailing rate.

At the discretion of the Township Board, Sewer Tap Fees for new special assessment districts may be included in a special assessment.

## CHARTER TOWNSHIP OF BRIGHTON

Administrative Policy No.: 811 (page 1 of 1)

Effective Date: July 6, 2004

Amended Date: May 19, 2008

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At the discretion of the Township Board, Sewer Tap Fees for new special assessment districts may be included in a special assessment.

## CHARTER TOWNSHIP OF BRIGHTON

Administrative Policy No.: 816 (page 1 of 1)

Effective Date: May 19, 2008

Amended Date: January 20, 2014

Amended Date: June ~~20~~, 2016

Policy Regarding: **SANITARY SEWER REU CHARGE  
PAYMENT OVER TIME**

---

This policy applies to the payment of the Sanitary Sewer REU Charge for customers of the Township's sanitary sewer system. This policy does not apply to the payment of inspection fees, grinder pump charges and grinder pump installation charges.

Any new user of the Township's sanitary sewer system that is required to pay the Sanitary Sewer REU Charge with respect to the user's connection to the system or any existing user of the Township's sanitary sewer system that is required to pay an additional Sanitary Sewer REU Charge as a result of a change in use of the Township's sanitary sewer system or other modification to the customer's property.

A Sanitary Sewer REU Charge equivalent to the Sanitary Sewer REU Charge for one REU.

There is no maximum amount.

In order to use the deferred payment terms, the property owner must make an initial down payment of not less than 10% of the amount of the Sanitary Sewer REU Charge.

The lesser of (i) 10 years, or (ii) such shorter period of time as may be determined by the Township Board.

Equal annual principal payments, due with the December tax bills of each year, based on the number of years of the amortization period for the repayment. In addition to the equal annual principal payments, interest will accrue at the rate set forth below and will be due with the December tax bills of each year. The applicable interest rate will be the highest of the following rates:

1. A fixed rate of interest equal to the rate that is one percent (the 1% represents the admin fee) above the highest rate of interest that the Township is earning on its investments at the time that the applicable Agreement for Payment of Sanitary Sewer REU Charges is approved by the Township Board.

2. A fixed rate of interest equal to the rate that is one percent (the 1% represents the admin fee) above the coupon rate per the Bond Debt Service schedule dated 11/8/2005 at the time of application. (As an example: an application submitted between 10/1/2014 and 9/30/2015 would be charged 4% not including the 1% admin fee on an annual basis.)
3. A fixed rate of interest equal to 2% which includes the admin fee.

## CHARTER TOWNSHIP OF BRIGHTON

Administrative Policy No.: 816 (page 1 of 1)

Effective Date: May 19, 2008

Amended Date: January 20, 2014

Amended Date: June 20, 2016

Policy Regarding: **SANITARY SEWER REU CHARGE  
PAYMENT OVER TIME**

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A Sanitary Sewer REU Charge equivalent to the Sanitary Sewer REU Charge for one REU.

There is no maximum amount.

In order to use the deferred payment terms, the property owner must make an initial down payment of not less than 10% of the amount of the Sanitary Sewer REU Charge.

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Equal annual principal payments, due with the December tax bills of each year, based on the number of years of the amortization period for the repayment. In addition to the equal annual principal payments, interest will accrue at the rate set forth below and will be due with the December tax bills of each year. The applicable interest rate will be the highest of the following rates:

1. A fixed rate of interest equal to the rate that is one percent (the 1% represents the admin fee) above the highest rate of interest that the Township is earning on its investments at the time that the applicable Agreement for Payment of Sanitary Sewer REU Charges is approved by the Township Board.

2. A fixed rate of interest equal to the rate that is one percent (the 1% represents the admin fee) above the coupon rate per the Bond Debt Service schedule dated 11/8/2005 at the time of application. (As an example: an application submitted between 10/1/2014 and 9/30/2015 would be charged 4% not including the 1% admin fee on an annual basis.)
3. A fixed rate of interest equal to 2% which includes the admin fee.

CHARTER TOWNSHIP OF BRIGHTON

Administrative Policy No.:

817 (page 1 of 1)

Effective Date: Approved by the Township Board:

June   , 20  , 2016

Policy Regarding:

**MAXIMUM AMOUNT OF DEBT SERVICE CHARGES<sup>1</sup>  
AND DEPOSIT OF DEBT SERVICE CHARGES**

Chapter 22- of the Township’s General Ordinances (the “Sanitary Sewer System Ordinance”) provides for the imposition of a Debt Service Charge (and/or Capital Charge, as applicable) “to pay principal, interest and administrative costs of retiring the debt incurred for construction of the System.” The Sanitary Sewer System Ordinance also provides that the Township Board may change the amount of the fee from time to time. The current Quarterly Debt Service Charge (and/or Capital Charge, as applicable) as established by the Township Board is \$80.50 per quarter per REU.

The Township Board has determined that it is appropriate to establish a maximum amount of cumulative Quarterly Debt Service Charges (and/or Capital Charges, as applicable) that will be paid with respect to each individual property. Accordingly, the Township Board is in the process of establishing a cap on the cumulative amount of Debt Service Charges (and/or Capital Charges, as applicable) paid per REU. The cap provides that at such time that the cumulative Quarterly Debt Service Charges (and/or Capital Charges, as applicable) paid with respect to an individual parcel equals \$3,000 for each REU assigned to such individual parcel, then the Quarterly Debt Service Charge (and/or Capital Charge, as applicable) shall no longer be charged with respect to that individual parcel.

All Quarterly Debt Service Charges (and/or Capital Charges, as applicable) shall be deposited as received into the Sewer Debt Service Fund (Fund No. 592) to the extent necessary to pay debt service on debt incurred for construction of the system, and thereafter such charges shall be deposited in the Sewer Reserve Fund (Fund No. 589).

4844-3924-7921.45

<sup>1</sup> The Township Board is in the process of changing the name of this fee from “Debt Service Charge” to “Capital Charge” and accordingly all references in this Administrative Policy to “Debt Service Charge” shall also apply to “Capital Charge.”

## CHARTER TOWNSHIP OF BRIGHTON

Administrative Policy No.:

817 (page 1 of 1)

Approved by the Township Board:

June 20, 2016

Policy Regarding:

### **MAXIMUM AMOUNT OF DEBT SERVICE CHARGES<sup>1</sup> AND DEPOSIT OF DEBT SERVICE CHARGES**

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4844-3924-7921.5

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**CHARTER TOWNSHIP OF BRIGHTON**

Administrative Policy No.: 818 (page 1 of 2)

~~Effective Date:~~ Approved by the June ~~—~~, 20, 2016  
Township Board:

Policy Regarding: **PURCHASE BY THE GENERAL FUND  
OF REUS FROM THE SEWER FUND**

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Background

The Township Sewer System was originally designed to provide service for 2,700 REUs. The original special assessment roll for the Sewer System accounted for 1,756 REUs. During the time from the confirmation of the original special assessment roll through May 1, 2016, the Township has allocated (and has been paid or is being paid for) an ~~addition~~additional 471 REUs. Accordingly, 2,227 REUs are accounted for (the sum of 1,756 and 471), leaving a balance of 473 REUs (2,700 less 2,227).

In order to provide financial assistance to the Township's Sewer Fund, and in order to have the Township General Fund advance the costs attributable to oversizing the Township Sewer System, the Township Board has agreed to have the Township General Fund purchase 473 REUs at the current REU fee of \$10,260 per REU.

Terms for the Payment of the Purchase Price of the REUs

The Township Board will purchase the 473 REUs described above for a total purchase price of \$4,852,980 (which equals \$10,260 per REU). The purchase price shall be paid with a combination of the forgiveness of an existing loan and cash payments from the General Fund pursuant to the following schedule:

Forgiveness of Existing Loan as of June 1, 2016 <sup>1</sup>	\$2,031,000
Payment to the Sewer Debt Service Fund (Fund No. 592) on July 1, 2016	1,410,990
Payment to the Sewer Reserve Fund (Fund No. 589) on July 1, 2016	<u>1,410,990</u>
Total	<u>\$4,852,980</u>

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<sup>1</sup> The Township General Fund has previously loaned the Sewer Fund the principal amount of \$2,031,000. Interest on the loan has been paid through March 31, 2016. Interest that accrues from April 1, 2016 through June 1, 2016 will be forgiven (June 1, 2016 being the effective date that the principal amount of the loan is being forgiven.)

Payments with Respect to Future Connections to the Sewer System

All payments for REUs purchased by Sewer System customers after May 1, 2016 shall be paid to the General Fund until the 473 REUs purchased by the General Fund are resold, and thereafter proceeds from the sale of additional REUs shall be deposited in the Sewer Reserve Fund (Fund No. 589).

Determination of the Fee for REUs

The Township Board continues to have the exclusive right to determine the per REU fee.

Payments under Existing and Future Agreements for the Payment of REUs Over Time

In certain circumstances, the Township enters into Agreements for the Payment of REU Charges Over Time. All payments received by the Township pursuant to Agreements for the Payment of REU Charges Over Time that were entered into prior to May 1, 2016 are to be paid to the Sewer Debt Service Fund (Fund No. 592). All payments received by the Township pursuant to Agreements for the Payment of REU Charges Over Time that are entered into on or after May 1, 2016 are to be paid to the General Fund.

## CHARTER TOWNSHIP OF BRIGHTON

Administrative Policy No.: 818 (page 1 of 2)

Approved by the Township Board: June 20, 2016

Policy Regarding: **PURCHASE BY THE GENERAL FUND  
OF REUS FROM THE SEWER FUND**

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## CHARTER TOWNSHIP OF BRIGHTON

Administrative Policy No.:

819 (page 1 of 1)

~~Effective Date:~~ Approved by the Township Board:

June ~~—~~, 20, 2016

Policy Regarding:

### **SUMMARY OF THE DEPOSITS FROM QUARTERLY FEES, REU CHARGES AND SPECIAL ASSESSMENTS**

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The following is a summary of the deposits from Quarterly Fees, REU Charges and Special Assessments in connection with the Township's Sanitary Sewer System:

#### **1. Charges Imposed on a Quarterly Basis**

<u>Name of Charge</u>	<u>Amount</u>	<u>Deposit</u>
O&M Charge	\$95.50 per quarter <sup>1</sup> per REU	Deposited in the Sewer O&M Fund (Fund No. 590)
Debt Service Charge	\$80.50 per quarter <sup>2</sup> per REU	Deposited to the Sewer Debt Service Fund (Fund No. 592) or the Sewer Reserve Fund (Fund No. 589) as provided by Administrative Policy No. 817

#### **2. Charges Imposed to Connect to the System or with respect to ~~Additional~~Increased Use of the System**

<u>Name of Charge</u>	<u>Amount</u>	<u>Deposit</u>
REU Charge	\$10,260 per REU	Deposited to the General Fund <sup>3</sup>
Special Assessments Previously Levied <sup>4</sup>	Outstanding amount varies	Payments on outstanding Special Assessments in connection with the Sewer System are deposited in the Sewer Debt Service Fund (Fund No. 592).

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<sup>1</sup> Current fee as of the effective date of this Administrative Policy. This fee is subject to adjustment from time to time as provided by the Township's Sewer System Ordinance.

<sup>2</sup> Subject to a cap of \$3,000 for each REU as provided by Administrative Policy No. 817.

<sup>3</sup> Payments for REUs purchased after May 1, 2016 are paid to the General Fund until the 473 REUs purchased by the General Fund are resold, and thereafter proceeds from the sale of additional REUs shall be deposited in the Sewer Reserve Fund (Fund No. 589). Payments made pursuant to Agreements for the Payment of REU Charges Over Time that were entered into prior to May 1, 2016 are paid to the Sewer Debt Service Fund (Fund No. 592). Payments made pursuant to Agreements for the Payment of REU Charges Over Time that were entered into on or after May 1, 2016 are to be paid to the General Fund.

<sup>4</sup> This includes Special Assessments from Special Assessment Districts in existence prior to May 1, 2016. As noted above, Payments made pursuant to Agreements for the Payment of REU Charges Over Time that were entered into prior to May 1, 2016 are paid to the Sewer Debt Service Fund (Fund No. 592).

**CHARTER TOWNSHIP OF BRIGHTON**

Administrative Policy No.: 819 (page 1 of 1)

Approved by the Township Board: June 20, 2016

Policy Regarding: **SUMMARY OF THE DEPOSITS FROM QUARTERLY FEES, REU CHARGES AND SPECIAL ASSESSMENTS**

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4849-0822-4305.7

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BRIGHTON TWP SEWER - ORIGINAL DISTRICT  
 CASH FLOW SUMMARY  
 STARTING 4/1/16  
 PREPARED 5/10/16

- Assumptions
- (1) No significant changes with original assessments.
  - (2) Includes several contracts paying over time.
  - (3) Current REU's paying up to a cumulative \$3,000 in DS qtrly charge; After bonds paid off will go into capital reserve; Rate remains @ \$80.50 per qtr per REU.
  - (4) New REU's charged \$80.50 per qtr up to maximum of \$3,000, Projecting 10 per year
  - (5) No interest from investments.
  - (6) GF purchases 473 REU's for \$4,852,980 (\$10,260 per REU) by forgiving loan \$2,031,000 + Cash \$1,410,990 into DS fund & \$1,410,990 into Cap Res fund.
  - (7) Bonds were refinanced 9/15. Will be paid off by 9/2020.
  - (8) Misc chargebacks/fees projected \$9,000 per year.

PERIOD	BEGINNING BALANCE	(1) ORIGINAL ASSESSMENT	(1) ORIGINAL SPENCER ASSESSMENT	(2) INDIVIDUAL ASSESSMENTS	(3) Current REU Owners	(4) New REU Owners	(5) INTEREST FROM BANKS	(6) G/F purchase of 473 REU's	TOTAL RECEIPTS	(7) BOND PAYMENTS	(8) OTHER/FEES & CHARGES	(6) PRIN. & INTEREST PAYMENTS TO G/F	TOTAL DISBURSEMENTS	ENDING BALANCE
4/1/2016 THRU 9/30/2016	2,943,139	0	0	0	208,270	805	0	1,410,990	1,620,065	1,746,400	4,500	0	1,750,900	2,812,304
10/01/2016 THRU 3/31/2017	2,812,304	848,175	28,815	46,435	208,270	1,610	0	0	1,131,305	94,000	4,500	0	98,500	3,845,109
4/1/2017 THRU 9/30/2017	3,845,109	0	0	0	76,267	2,415	0	0	78,682	1,719,000	4,500	0	1,723,500	2,200,291
10/01/2017 THRU 3/31/2018	2,200,291	797,879	25,607	44,970	76,267	3,220	0	0	947,943	77,500	4,500	0	82,000	3,066,234
4/1/2018 THRU 9/30/2018	3,066,234	0	0	0	55,396	4,025	0	0	59,421	1,657,500	4,500	0	1,662,000	1,483,655
10/01/2018 THRU 3/31/2019	1,483,655	757,883	24,400	43,508	55,396	4,830	0	0	886,017	45,900	4,500	0	50,400	2,299,272
4/1/2019 THRU 9/30/2019	2,299,272	0	0	0	37,372	5,635	0	0	43,007	1,605,900	4,500	0	1,610,400	731,879
10/01/2019 THRU 3/31/2020	731,879	717,888	23,193	42,045	37,372	6,440	0	0	826,938	30,300	4,500	0	34,800	1,524,017
4/1/2020 THRU 9/30/2020	1,524,017	0	0	0	25,462	7,245	0	0	32,707	1,545,300	4,500	0	1,549,800	6,924
10/01/2020 THRU 3/31/2021	8,924	0	8,986	0	0	0	0	0	8,986	0	0	0	0	15,910
4/1/2021 THRU 9/30/2021	15,910	0	0	0	0	0	0	0	0	0	0	0	0	15,910
10/01/2021 THRU 3/31/2022	15,910	0	8,546	0	0	0	0	0	8,546	0	0	0	0	24,456
4/1/2022 THRU 9/30/2022	24,456	0	0	0	0	0	0	0	0	0	0	0	0	24,456
10/01/2022 THRU 3/31/2023	24,456	0	8,105	0	0	0	0	0	8,105	0	0	0	0	32,561
4/1/2023 THRU 9/30/2023	32,561	0	0	0	0	0	0	0	0	0	0	0	0	32,561
10/01/2023 THRU 3/31/2024	32,561	0	7,665	0	0	0	0	0	7,665	0	0	0	0	40,226
4/1/2024 THRU 9/30/2024	40,226	0	0	0	0	0	0	0	0	0	0	0	0	40,226
10/01/2024 THRU 3/31/2025	40,226	0	0	0	0	0	0	0	0	0	0	0	0	40,226
		3,121,825	133,317	176,958	780,072	36,225	0	1,410,990	5,659,387	8,521,800	40,500	0	8,562,300	

CHARTER TOWNSHIP OF BRIGHTON  
 SEWER O & M FUND  
 PROJECTED CASH INFLOWS, OUTFLOWS & BALANCES  
 FOR THE NEXT 10 YEARS, STARTING WITH 3/31/17  
 (Completed on 6/7/16)

	Reference	Projected 3/31/2017	Projected 3/31/2018	Projected 3/31/2019	Projected 3/31/2020	Projected 3/31/2021	Projected 3/31/2022	Projected 3/31/2023	Projected 3/31/2024	Projected 3/31/2025	Projected 3/31/2026
<b>INCREASES IN CASH</b>											
BILLINGS - OPERATING CHARGE	A	776,553	803,862	832,112	861,333	891,558	922,822	955,159	988,606	1,023,200	1,058,980
OTHER REVENUE - REIMB, MISC		500	500	500	500	500	500	500	500	500	500
INTEREST INCOME		425	425	425	425	425	425	425	425	425	425
<b>TOTAL REVENUES</b>		<b>777,478</b>	<b>804,787</b>	<b>833,037</b>	<b>862,258</b>	<b>892,483</b>	<b>923,747</b>	<b>956,084</b>	<b>989,531</b>	<b>1,024,125</b>	<b>1,059,905</b>
<b>DECREASES IN CASH</b>											
<b>OPERATING/MAINT. EXPENSES</b>											
SUPPLIES & CHEMICALS	B	26,554	27,351	28,171	29,016	29,887	30,783	31,707	32,658	33,638	34,647
CONTRACTED SERVICES - FIXED	C	191,000	191,000	191,000	191,000	200,550	200,550	200,550	200,550	200,550	210,578
CONTRACTED SERVICES - OUT OF SCOPE	D	40,000	40,500	41,000	41,500	42,000	42,500	43,000	43,500	44,000	44,500
CONTRACTED SERVICES - SLUDGE HAULING	E	25,000	25,500	26,000	26,500	27,000	27,500	28,000	28,500	29,000	29,500
UTILITIES - ELECTRIC/GAS	B	104,355	107,486	110,711	114,032	117,453	120,977	124,606	128,344	132,194	136,160
TELEPHONE	F	1,200	1,210	1,220	1,230	1,240	1,250	1,260	1,270	1,280	1,290
R & M - GROUNDS & BLDG.	B	12,712	13,093	13,486	13,891	14,307	14,737	15,179	15,634	16,103	16,586
R & M - EQUIP/SYSTEM	B	120,000	123,600	127,308	131,127	135,061	139,113	143,286	147,585	152,012	156,573
LIABILITY INSURANCE	B	27,202	28,018	28,859	29,724	30,616	31,535	32,481	33,455	34,459	35,492
PERMITS	F	3,510	3,540	3,570	3,600	3,630	3,660	3,690	3,720	3,750	3,800
GRINDER PUMPS-replacements	G	0	0	0	0	0	0	0	0	0	0
TRANSFERS TO EQUIPMENT REPLACEMENT FUND	H	104,000	175,000	240,000	240,000	250,000	250,000	260,000	280,000	340,000	340,000
<b>TOTAL OPERATING/MAINT. EXPENSES</b>		<b>655,533</b>	<b>736,298</b>	<b>811,325</b>	<b>821,621</b>	<b>851,744</b>	<b>862,604</b>	<b>883,758</b>	<b>915,216</b>	<b>986,986</b>	<b>1,009,126</b>
<b>ADMINISTRATIVE EXPENSES</b>											
COMPUTER SUPPORT SERVICES	F	2,500	2,575	2,652	2,732	2,814	2,898	2,985	3,075	3,167	3,262
ADMIN FEES	F	4,800	4,820	4,840	4,860	4,880	4,900	4,920	4,940	4,960	4,980
AUDIT SERVICES	F	4,900	4,950	5,000	5,050	5,100	5,150	5,200	5,250	5,300	5,350
PROFESSIONAL/LEGAL/CONSULTING FEES	I	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
INTEREST EXPENSE - G/F LOAN	J	4,297	100	0	0	0	0	0	0	0	0
OFFICE & OTHER	F	3,000	3,050	3,100	3,150	3,200	3,250	3,300	3,350	3,400	3,450
CONTINGENCY/DEBT REPAYMENT (PRINCIPLE)	J	200,000	14,832	0	0	0	0	0	0	0	0
<b>TOTAL ADMINISTRATIVE EXPENSES</b>		<b>229,497</b>	<b>40,327</b>	<b>25,592</b>	<b>25,792</b>	<b>25,994</b>	<b>26,198</b>	<b>26,405</b>	<b>26,615</b>	<b>26,827</b>	<b>27,042</b>
<b>TOTAL EXPENSES</b>		<b>885,030</b>	<b>776,625</b>	<b>836,917</b>	<b>847,412</b>	<b>877,738</b>	<b>888,802</b>	<b>910,164</b>	<b>941,831</b>	<b>1,013,813</b>	<b>1,036,168</b>
<b>NET CHANGE IN CASH</b>		<b>(107,553)</b>	<b>28,162</b>	<b>(3,880)</b>	<b>14,846</b>	<b>14,745</b>	<b>34,945</b>	<b>45,921</b>	<b>47,700</b>	<b>10,312</b>	<b>23,737</b>
<b>BEGINNING CASH BALANCE</b>		<b>456,819</b>	<b>349,266</b>	<b>377,428</b>	<b>373,548</b>	<b>388,394</b>	<b>403,139</b>	<b>438,084</b>	<b>484,005</b>	<b>531,705</b>	<b>542,017</b>
<b>ENDING CASH BALANCE</b>		<b>349,266</b>	<b>377,428</b>	<b>373,548</b>	<b>388,394</b>	<b>403,139</b>	<b>438,084</b>	<b>484,005</b>	<b>531,705</b>	<b>542,017</b>	<b>565,754</b>
<b>REQUIRED CASH BALANCE</b>		<b>348,618</b>	<b>352,076</b>	<b>358,150</b>	<b>364,447</b>	<b>376,643</b>	<b>383,281</b>	<b>390,098</b>	<b>397,099</b>	<b>404,288</b>	<b>417,701</b>
Number of REU's Billed for Operations	A	1,993	2,003	2,013	2,023	2,031	2,039	2,043	2,053	2,063	2,073
Operating Rate	A	85.50	94.87	101.52	101.36	107.49	110.71	114.09	117.49	120.96	124.81
# of REU's x rate		190,332	197,025	203,949	211,111	218,519	226,182	234,108	242,305	250,784	259,554
Number of quarters		4	4	4	4	4	4	4	4	4	4
Revenue before late charges		761,326	788,100	815,796	844,444	874,077	904,728	936,431	969,222	1,003,137	1,038,216
Late charges, other	A	15,227	15,762	16,316	16,889	17,482	18,095	18,729	19,384	20,063	20,764
<b>Total Operating Revenue</b>		<b>776,553</b>	<b>803,862</b>	<b>832,112</b>	<b>861,333</b>	<b>891,558</b>	<b>922,822</b>	<b>955,159</b>	<b>988,606</b>	<b>1,023,200</b>	<b>1,058,980</b>

**CHARTER TOWNSHIP OF BRIGHTON  
SEWER O & M FUND  
PROJECTED CASH INFLOWS, OUTFLOWS & BALANCES  
FOR THE NEXT 10 YEARS, STARTING WITH 3/31/17  
(Completed on 6/7/16)**

ASSUMPTIONS/NOTES

The guideline used for required cash balance is to maintain at a minimum 60% of total expenses less transfers and debt principle payment.

A - O & M rate is \$95.50 for FYE 3/31/17 and goes up 3 % per year starting 3/31/18. O & M REU's increase 10 per year.

A - Late charges are typically 2% of billed revenues.

B - Starting at average cost for past few years and increases 3% per year.

C - Per discussions with Mike Boven, Infrastructure Alternatives; starting 2nd year of 5 year contract. Estimated 5% increase for next contracts.

D - Per discussions with Mike Boven, estimate based on averages and estimate of increased work load with aging system.

E - One haul per year, estimate slight increase per year.

F - Minimal cost, estimate small increase per year.

G - Grinder pump replacement paid through Equipment Replacement Fund using the CIP plan as guideline.

H - Transfer is based on available cash surplus.

I - Professional fees consist of legal, accounting, engineering studies.

J - Loan balance = \$214,832; Rate is charged at 2% per year; Loan is paid off in FYE 3/31/18.

CHARTER TOWNSHIP OF BRIGHTON  
SEWER EQUIPMENT REPLACEMENT FUND  
PROJECTED CASH INFLOWS, OUTFLOWS & BALANCES  
FOR THE NEXT 10 YEARS, STARTING WITH 3/31/17  
(Completed on 6/7/16)

	Projected 3/31/2017	Projected 3/31/2018	Projected 3/31/2019	Projected 3/31/2020	Projected 3/31/2021	Projected 3/31/2022	Projected 3/31/2023	Projected 3/31/2024	Projected 3/31/2025	Projected 3/31/2026
INCREASES IN CASH										
TRANSFERS IN FROM O & M FUND	104,000	175,000	240,000	240,000	250,000	250,000	260,000	280,000	340,000	340,000
INTEREST INCOME	1,309	3,172	2,744	2,314	2,203	2,178	1,526	1,818	1,523	1,913
GF PURCHASE OF 473 REU'S	1,410,990	0	0	0	0	0	0	0	0	0
CURRENT REU OWNERS CAP CHARGE \$80.50	0	0	0	0	25,462	47,426	43,360	25,956	6,706	0
NEW REU OWNERS CAP CHARGE \$80.50	0	0	0	0	8,050	18,515	21,735	24,955	27,370	27,370
OTHER	0	0	0	0	0	0	0	0	0	0
<b>TOTAL REVENUES</b>	<b>1,516,299</b>	<b>178,172</b>	<b>242,744</b>	<b>242,314</b>	<b>285,715</b>	<b>318,119</b>	<b>326,621</b>	<b>332,729</b>	<b>375,599</b>	<b>369,283</b>
DECREASES IN CASH										
GRINDER PUMP REPLACEMENTS	297,880	297,880	297,880	297,880	297,880	180,400	180,400	180,400	180,400	180,400
OTHER INFRASTRUCTURE (EXCLUDING GRINDER PUMPS)	144,500	94,500	160,000	0	0	464,000	0	300,000	0	0
INTEREST EXPENSE - GF	2,000	0	0	0	0	0	0	0	0	0
DEBT - PRINCIPLE	140,000	0	0	0	0	0	0	0	0	0
OTHER	0	0	0	0	0	0	0	0	0	0
<b>TOTAL EXPENSES</b>	<b>584,380</b>	<b>392,380</b>	<b>457,880</b>	<b>297,880</b>	<b>297,880</b>	<b>644,400</b>	<b>180,400</b>	<b>480,400</b>	<b>180,400</b>	<b>180,400</b>
<b>NET CHANGE IN CASH</b>	<b>931,919</b>	<b>(214,208)</b>	<b>(215,136)</b>	<b>(55,566)</b>	<b>(12,165)</b>	<b>(326,281)</b>	<b>146,221</b>	<b>(147,671)</b>	<b>195,199</b>	<b>188,883</b>
<b>BEGINNING CASH BALANCE</b>	<b>654,298</b>	<b>1,586,217</b>	<b>1,372,009</b>	<b>1,156,873</b>	<b>1,101,307</b>	<b>1,089,141</b>	<b>762,861</b>	<b>909,081</b>	<b>761,411</b>	<b>956,609</b>
<b>ENDING CASH BALANCE</b>	<b>1,586,217</b>	<b>1,372,009</b>	<b>1,156,873</b>	<b>1,101,307</b>	<b>1,089,141</b>	<b>762,861</b>	<b>909,081</b>	<b>761,411</b>	<b>956,609</b>	<b>1,145,493</b>

FOR LOTTERY RESULTS 24 HOURS A DAY, CALL 335-5640

6/3/16

**CHARTER TOWNSHIP OF  
BRIGHTON  
LIVINGSTON COUNTY,  
MICHIGAN  
NOTICE OF PUBLIC HEARING**

The Brighton Township Board of Trustees will consider for adoption the following Administrative Policies related to the Sanitary Sewer System at their regular meeting scheduled for June 20, 2016 at 7:00 p.m. at Township Hall, 4363 Buno Road, Brighton, Michigan. The purpose of the public hearing is to receive public comment and to consider the proposed revisions to the Administrative Policies, as follows:

- Administrative Policy # 811 – Sewer Tap Fees
- Administrative Policy # 816 – Sanitary Sewer REU Charge – Payment over Time
- Administrative Policy # 817 – Maximum Amount of Debt Service Charges
- Administrative Policy # 818 – Purchase by the General Fund of REU's from Sewer Fund
- Administrative Policy # 819 – Summary of Deposits

The Sanitary Sewer Fees are not proposed to be increased. However, Policy #817 proposes a "cap" as the maximum amount of accumulated quarterly debt service charge per REU.

Additional information is available upon request by calling Brian Vick, Township Manager, at 810-229-0550 or visiting the Township Website at [www.brightontwp.com](http://www.brightontwp.com). Individuals with disabilities requiring auxiliary aids or services to individuals should contact Brian Vick, Manager by writing or calling (see above).

CHARTER TOWNSHIP OF BRIGHTON  
ANN M. BOLLIN, CMC, CLERK  
(06-3-2016 DAILY 284860)

## **AGENDA NOTES**

**MEETING DATE:** June 20, 2016

**PERSON PLACING ITEM ON AGENDA:** Township Manager

**AGENDA TOPIC:** Quarterly Sewer Report

**EXPLANATION OF TOPIC:**

Attached is a copy of the Quarterly Sewer Report dated March 31, 2016. Ken Palka from PHP will be present to make a presentation and answer any questions.

**MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:**

- Quarterly Sewer Report

**RECOMMENDATION:** Receive and File Report

**SUGGESTED MOTION:** None

**ROLL CALL VOTE REQUIRED?** No.

CHARTER TOWNSHIP OF BRIGHTON  
 SEWER O & M FUND  
 ACTUAL COMPARED TO BUDGET  
 FOR THE YEAR ENDED 3/31/16  
 (AFTER AUDIT)

DESCRIPTION	ACTUAL 1 YEAR ENDING 3/31/2016	ONE YEAR AMENDED BUDGET END 3/31/2016	BUDGET REMAINING
<b>REVENUES</b>			
BILLINGS - USER CHARGE	757,446	720,992	36,454
OTHER REVENUE - REIMB, MISC	24,962	5,000	19,962
INTEREST INCOME	604	200	404
<b>TOTAL REVENUES</b>	<b>783,012</b>	<b>726,192</b>	<b>56,820</b>
<b>EXPENSES</b>			
<b>OPERATING/MAINT. EXPENSES</b>			
SUPPLIES & CHEMICALS	30,208	35,000	4,792
CONTRACTED SERVICES - FIXED	193,708	193,708	0
CONTRACTED SERVICES - OUT OF SCOPE	33,671	41,000	7,329
CONTRACTED SERVICES - SLUDGE HAULING	26,757	30,000	3,243
UTILITIES - ELECTRIC/GAS	91,475	94,000	2,525
TELEPHONE	1,099	1,200	101
R & M - GROUNDS & BLDG.	10,908	16,650	5,742
R & M - EQUIP/SYSTEM	131,573	167,000	35,427
LIABILITY INSURANCE	25,678	26,400	722
PERMITS	3,270	3,500	230
CAPITAL OUTLAY/IMPROVEMENTS/GRINDER PUMPS	77,851	80,000	2,149
TRANSFERS TO EQUIPMENT REPLACEMENT FUND	185,400	185,400	0
<b>TOTAL OPERATING/MAINT. EXPENSES</b>	<b>811,598</b>	<b>873,858</b>	<b>62,260</b>
<b>ADMINISTRATIVE EXPENSES</b>			
COMPUTER SUPPORT SERVICES	2,173	2,225	52
ADMIN FEES	4,800	4,800	0
AUDIT SERVICES	4,800	4,800	0
PROFESSIONAL/LEGAL/CONSULTING FEES	17,336	17,348	12
INTEREST EXPENSE - G/F LOAN	4,297	4,297	0
OFFICE & OTHER	3,123	3,127	4
CONTINGENCY	0	2,900	2,900
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>36,529</b>	<b>39,497</b>	<b>2,968</b>
<b>TOTAL EXPENSES</b>	<b>848,127</b>	<b>913,355</b>	<b>65,228</b>
<b>NET REVENUES OVER (UNDER) EXPENSES</b>	<b>(65,115)</b>	<b>(187,163)</b>	<b>122,048</b>
<b>NET EQUITY @ 4/1/15</b>	<b>538,723</b>	<b>538,723</b>	<b>0</b>
<b>NET EQUITY @ 3/31/16</b>	<b>473,608</b>	<b>351,560</b>	<b>122,048</b>

CHARTER TOWNSHIP OF BRIGHTON  
 SEWER O & M FUND  
 COMPARISON OF REVENUES & EXPENSES  
 FOR THE YEARS ENDING 3/31/15 AND 3/31/16  
 (AFTER AUDIT)

DESCRIPTION	ACTUAL 1 YEAR ENDING 3/31/2016	ACTUAL 1 YEAR ENDING 3/31/2015	INCREASE (DECREASE)
<b>REVENUES</b>			
BILLINGS - USER CHARGE	757,446	726,870	30,576
OTHER REVENUE - REIMB, MISC	24,962	29,529	(4,567)
INTEREST INCOME	604	490	114
<b>TOTAL REVENUES</b>	<b>783,012</b>	<b>756,889</b>	<b>26,123</b>
<b>EXPENSES</b>			
<b>OPERATING/MAINT. EXPENSES</b>			
SUPPLIES & CHEMICALS	30,208	21,679	8,529
CONTRACTED SERVICES - FIXED	193,708	191,000	2,708
CONTRACTED SERVICES - OUT OF SCOPE	33,671	36,591	(2,920)
CONTRACTED SERVICES - SLUDGE HAULING	26,757	30,018	(3,261)
UTILITIES - ELECTRIC/GAS	91,475	101,136	(9,661)
TELEPHONE	1,099	1,039	60
R & M - GROUNDS & BLDG.	10,908	11,381	(473)
R & M - EQUIP/SYSTEM	131,573	158,674	(27,101)
LIABILITY INSURANCE	25,678	27,097	(1,419)
PERMITS	3,270	3,510	(240)
CAPITAL OUTLAY/IMPROVEMENTS/GRINDER PUMPS	77,851	40,492	37,359
TRANSFERS TO EQUIPMENT REPLACEMENT FUND	185,400	0	185,400
<b>TOTAL OPERATING/MAINT. EXPENSES</b>	<b>811,598</b>	<b>622,617</b>	<b>188,981</b>
<b>ADMINISTRATIVE EXPENSES</b>			
COMPUTER SUPPORT SERVICES	2,173	2,378	(205)
ADMIN FEES	4,800	4,800	0
AUDIT SERVICES	4,800	4,800	0
PROFESSIONAL/LEGAL/CONSULTING FEES	17,336	7,470	9,866
INTEREST EXPENSE - G/F LOAN	4,297	4,297	0
OFFICE & OTHER	3,123	2,822	301
CONTINGENCY	0	0	0
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>36,529</b>	<b>26,567</b>	<b>9,962</b>
<b>TOTAL EXPENSES</b>	<b>848,127</b>	<b>649,184</b>	<b>198,943</b>
<b>NET REVENUES OVER (UNDER) EXPENSES</b>	<b>(65,115)</b>	<b>107,705</b>	<b>(172,820)</b>

**CHARTER TOWNSHIP OF BRIGHTON  
SEWER O & M FUND  
O & M BALANCE SHEET  
3/31/16  
(AFTER AUDIT)**

	<u>AMOUNT</u>
<b>CURRENT ASSETS</b>	
CASH	456,819
PREPAID EXPENSES	6,342
DUE FROM COUNTY - DELINQUENTS	20,568
INVENTORY	59,371
ACCOUNTS RECEIVABLE - PROP DEFERRALS	22,388
ACCOUNTS RECEIVABLE - USER CHARGE	199,163
DUE FROM OTHERS	561
DUE FROM SEWER DEBT SEWER FUND	<u>0</u>
<b>TOTAL CURRENT ASSETS</b>	<u>765,212</u>
<b>CURRENT LIABILITIES</b>	
NEW CONNECTIONS CLEARING ACCOUNT	60,002
DUE TO G/F - MISC.	0
DUE TO G/F - LOAN AS APPROVED BY BOARD	214,832
DUE TO G/F - ACCRUED INTEREST ON LOAN	0
DUE TO SEWER DEBT SERVICE FUND	2,241
ACCOUNTS PAYABLE	<u>14,529</u>
<b>TOTAL CURRENT LIABILITIES</b>	<u>291,604</u>
<b>NET CURRENT OPERATING EQUITY</b>	<u>473,608</u>
<b>EQUITY BALANCE 4/1/15</b>	538,723
<b>NET INCOME FOR THE YEAR ENDING 3/31/16</b>	<u>(65,115)</u>
<b>NET EQUITY AS OF 3/31/16</b>	<u>473,608</u>
<b>SEWER RESERVE CASH BALANCE @ 3/31/16</b>	654,298
<b>LESS LOAN FROM GF</b>	<u>(140,000)</u>
<b>NET RESERVE FUND BALANCE @ 3/31/16</b>	<u>514,298</u>

CHARTER TOWNSHIP OF BRIGHTON  
 SEWER DEBT SERVICE FUND (ORIGINAL DISTRICT #592)  
 SUMMARY OF BALANCE SHEET ACCOUNTS  
 AS OF 3/31/16  
 (AFTER AUDIT)

	<u>AMOUNT</u>
ASSETS	
CASH	2,943,139
DEBT SERVICE CHARGE RECEIVABLE	189,410
ASSESSMENTS RECEIVABLE	3,006,301
DUE FROM COUNTY - DELINQUENTS	144,318
DUE FROM SEWER O & M FUND	<u>2,241</u>
TOTAL ASSETS AVAILABLE TO PAY DEBT	<u>6,285,409 (A)</u>
FIXED ASSETS	
LAND	1,395,224
SEWER SYSTEM	30,269,117
ACCUM. DEPRECIATION	<u>(11,336,520)</u>
TOTAL FIXED ASSETS - NET	<u>20,327,821</u>
TOTAL ASSETS	<u><u>26,613,230</u></u>
LIABILITIES - LOANS/BONDS/AP	
ACCOUNTS PAYABLE	0
BONDS PAYABLE (2015 REFI)	7,900,000
LOAN FROM GENERAL FUND #1 - 2004	431,000
LOAN FROM GENERAL FUND #2 - 9-15-2012	1,200,000
LOAN FROM GENERAL FUND #3 - 9-7-2013	200,000
LOAN FROM GENERAL FUND #4 - 12-16-2013	200,000
DUE TO SEWER O & M	0
DUE TO G/F INTEREST ON LOAN	<u>0</u>
TOTAL LIABILITIES - LOANS/BONDS/AP	<u>9,931,000 (A)</u>
LIABILITIES - OTHER	
BOND PREMIUM - AMORTIZED OVER LIFE OF BONDS	<u>420,563</u>
TOTAL LIABILITIES	10,351,563
EQUITY	
FUND BALANCE	<u>16,261,667</u>
TOTAL LIABILITIES & EQUITY	<u><u>26,613,230</u></u>

(A) APPROXIMATELY \$3.6M UNFUNDED AS OF 3/31/16

CHARTER TOWNSHIP OF BRIGHTON  
 SEWER DEBT SERVICE FUND (ORIGINAL DISTRICT #592)  
 SCHEDULE OF REVENUES/EXPENSES - CASH BASIS  
 FOR THE YEAR ENDING 3/31/16

DESCRIPTION	ACTUAL 4/1/2015 THRU 3/31/2016
<b>REVENUES</b>	
ASSESSMENT COLLECTIONS - PRINCIPLE	710,749
ASSESSMENT COLLECTIONS - INTEREST	226,838
DELINQUENTS PAID TO TWP BY LIV. COUNTY	146,385
SEWER TAP FEES	340,616
DEBT SERVICE CHARGE (\$80.50/REU PER QTR)	725,476
NET LOANS WITH OTHER FUNDS	15,493
INTEREST - BANKS	9,299
OTHER - BOND PREMIUM/2015 REFI	462,088
OTHER - BOND PROCEEDS/2015 REFI	7,900,000
OTHER - REVENUE	412
<b>TOTAL REVENUES</b>	<b><u>10,537,356</u></b>
<b>EXPENSES</b>	
BOND PAYMENT - INTEREST	381,800
BOND PAYMENT - PRIN.	9,895,000
NET LOANS WITH OTHER FUNDS	2,241
INTEREST PAID TO GF	24,620
AGENT FEES	150
OTHER - BOND ISSUANCE COSTS	98,471
<b>TOTAL EXPENSES</b>	<b><u>10,402,282</u></b>
<b>NET REVENUES/EXPENSES - DECREASE IN CASH</b>	<b>135,074</b>
<b>BEGINNING CASH BALANCE 4/1/15</b>	<b><u>2,808,065</u></b>
<b>ENDING CASH BALANCE 3/31/16</b>	<b><u>2,943,139</u></b>

**SEWER DEBT SERVICE/CAPITAL FUND  
 ESTIMATED ONE YEAR CASH FLOW PROJECTION**

DESCRIPTION	4/1/16 thru 3/31/17
CASH BALANCE - 4/1/2016	2,943,139
ESTIMATED ASSESSMENT COLLECTIONS - ORIGINAL SEWER DISTRICT	905,000
ESTIMATED ASSESSMENT COLLECTIONS - SPENCER RD. DISTRICT	17,500
DEBT SERVICE CHARGE FROM QTRLY BILLINGS	730,000
ESTIMATE OF SEWER TAP FEES (5 REU'S)	51,300
BOND PAYMENT - INTEREST 3/15/17	(94,000)
BOND PAYMENT - PRIN. 3/15/17	0
BOND PAYMENT - AGENT FEES 3/15/17	(150)
BOND PAYMENT - INTEREST 9/15/16	(126,400)
BOND PAYMENT - PRIN. 9/15/16	(1,620,000)
BOND PAYMENT - AGENT FEES 9/15/16	(150)
VARIOUS CAPITAL IMPROVEMENTS	(5,000)
OTHER	0
INTEREST PMT TO G/F	(24,620)
ESTIMATED INTEREST FROM BANKS	8,000
<b>ESTIMATED CASH BALANCE - 3/31/17</b>	<b><u>2,784,619</u></b>
<b>ESTIMATED NET DECREASE IN CASH BALANCE FROM 4/1/2016 THRU 3/31/17</b>	<b><u>(158,520)</u></b>

CHARTER TOWNSHIP OF BRIGHTON  
 INFORMATION RELATING TO OPERATING/DEBT  
 SEWER RATES & REU'S

THE TOWNSHIP BOARD INCREASED THE QTRLY SEWER RATE EFFECTIVE 11/01/03, 6/1/05, 4/1/07, 4/1/08, 7/1/09, 4/1/10, 4/1/11, 5/1/12, 7/1/14

	ORIGINAL	11/1/2003	6/1/2005	4/1/2007	4/1/2008	7/1/2009	4/1/2010
USER CHARGE	60.00/REU	74.12/REU	79.00/REU	79.00/REU	81.00/REU	82.00/REU	88.00/REU
DEBT SERVICE CHARGE	12.00/REU	36.00/REU	36.00/REU	39.50/REU	40.50/REU	50.50/REU	60.50/REU
TOTAL RATE	72.00/REU	110.12/REU	115.00/REU	118.50/REU	121.50/REU	132.50/REU	148.50/REU
		4/1/2011	5/1/2012	4/1/2013	7/1/2014	4/1/2015	4/1/2016
USER CHARGE	90.00/REU	90.00/REU	90.00/REU	90.00/REU	95.50/REU	95.50/REU	95.50/REU
DEBT SERVICE CHARGE	70.50/REU	80.50/REU	80.50/REU	80.50/REU	80.50/REU	80.50/REU	80.50/REU
TOTAL RATE	160.50/REU	170.50/REU	170.50/REU	170.50/REU	176.00/REU	176.00/REU	176.00/REU
				No Increase		No Increase	No Increase

THE TOWNSHIP BILLS THE SEWER USERS QUARTERLY DIVIDED BY 4 SECTIONS. THE FOLLOWING SUMMARIZES # OF REU'S IN EACH SECTION BY GEOGRAPHIC LOCATION BY TYPE OF REU;

	# OF REU'S PAYING DS CHARGE OF \$80.50/QTR		
	3/31/2016	3/31/2003	INCREASE
SECTION 1 - N OF HILTON, W OF OLD US 23	742	528	214
SECTION 2 - S OF HILTON, W OF OLD 23, S OF I-96	1,067	667	400
SECTION 3 - N OF I-96, E OF OLD US 23	241	176	65
SECTION 4 - VACANT PARCELS*	168	0	168
TOTAL REU'S	2,218	1,371	847

\* Started being billed 9/1/09

	# OF REU'S PAYING USER CHARGE OF \$95.50/QTR		
	3/31/2016	3/31/2003	INCREASE
SECTION 1 - N OF HILTON, W OF OLD US 23	706	519	187
SECTION 2 - S OF HILTON, W OF OLD 23, S OF I-96	1,056	657	399
SECTION 3 - N OF I-96, E OF OLD US 23	231	171	60
SECTION 4 - VACANT PARCELS	0	0	0
TOTAL REU'S	1,993	1,347	646

	TOTAL # OF REU'S ASSESSED/PAID CASH TO HOOK UP		
	3/31/2016	6/1/2000	INCREASE
SECTIONS 1, 2, 3, 4 - TOTAL	2,226	1,756	472

- NOTES - AVERAGING APPROX 2.5 NEW REU'S PER MONTH SINCE ORIGINAL DISTRICT WAS ASSESSED (472 REU'S/190 MONTHS).
- ORIGINAL ASSESSMENT DISTRICT WAS 1,756 REU'S.
  - CONNECTION FEES - TRANSPORT AND TREAT FEE WAS \$9,400 PER REU AND INCREASED TO \$9,870 ON 4/1/07; THE ACCESS CHARGE WAS \$8,983 PER PHYSICAL CONNECTION; EFFECT. 6/16/08 COMBINED T & T / ACCESS FEES INTO ONE FEE OF \$10,280.
  - FLOW THROUGH THE PLANT BETWEEN 4/1/15 AND 3/31/16 WAS 113,635,000 GALLONS; AVERAGE REU'S PAYING USER CHARGE FOR THIS PERIOD WAS 1,940. THUS, AVERAGE FLOW PER REU = 113,635,000/1,940 REU'S = 58,574 GAL FOR 12 MONTHS; 58,574 GAL/365 DAYS = 160 GAL PER REU PER DAY.
  - PLANT PERMITTED CAPACITY IS 650,000 GALLONS PER DAY. THIS CONVERTS TO 4,063 PERMITTED REU'S BASED ON 1,940 REU'S PAYING A USER CHARGE (O & M) AND ONE YEAR (4/1/15 THRU 3/31/16) DAILY AVERAGE FLOW-THRU PER REU OF 160 GAL/PER/DAY.

## **AGENDA NOTES**

**MEETING DATE:** June 20, 2016

**PERSON PLACING ITEM ON AGENDA:** Township Manager

**AGENDA TOPIC:** FY 16-17 Budget Amendment # 2 – REU Purchase

### **EXPLANATION OF TOPIC:**

If the Township Board adopts Administrative Policy # 818, the Township Board must take subsequent steps to transfer money between the General Fund and the Sewer System. The attached budget amendment resolution coincides with provisions as detailed in Policy #818.

### **SUPPORTING DOCUMENTS:**

- Proposed Resolution
- Administrative Policy # 818 – New Policy as proposed

**SUGGESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ that the Township Board adopt resolution #16-\_\_\_ regarding budget amendment #2 for FY 2016-17.

**ROLL CALL VOTE REQUIRED?** Yes

**RESOLUTION NO. 16-**  
**BUDGET AMENDMENT #2**  
**Fiscal Year 2016-2017**

Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to adopt Resolution No. 16-\_\_\_\_, approving Budget Amendment # 2, Fiscal Year 2016-17, to transfer various dollar amounts as detailed below for the purchase of 473 sanitary sewer REU as detailed in the Administrative Policies #818 and #819 as adopted by the Township Board on June 20, 2016.

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>
General Fund - Fund Balance (#101)	Sewer Debt Service Fund (#592)	\$1,410,990
General Fund - Fund Balance (#101)	Sewer Reserve Fund (#589)	\$1,410,990

**NOW, THEREFORE, BE IT RESOLVED THAT**

The Board of Trustees of the Charter Township of Brighton does hereby adopt Resolution No.16-\_\_\_\_, FY 2016-2017 Budget Amendment #2.

AYES:  
NAYS:  
ABSENT:

RESOLUTION WAS DECLARED ADOPTED.

\_\_\_\_\_  
Thomas E. Murphy, Supervisor

\_\_\_\_\_  
Ann M. Bollin, CMC, CMMC, Clerk

Certification

I, Ann M. Bollin, Clerk of the Charter Township of Brighton, County of Livingston, Michigan, do hereby certify that the foregoing is a true and complete copy of the Resolution adopted by the Charter Township of Brighton Board of Trustees on the 20th day of June, 2016.

In witness hereof, I have hereunto affixed my official seal this \_\_\_\_ day of \_\_\_\_\_ 2016.

\_\_\_\_\_  
Ann M. Bollin, CMC, CMMC, Clerk

## CHARTER TOWNSHIP OF BRIGHTON

Administrative Policy No.: 818 (page 1 of 2)

Approved by the Township Board: June 20, 2016

Policy Regarding: **PURCHASE BY THE GENERAL FUND  
OF REUS FROM THE SEWER FUND**

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### Background

The Township Sewer System was originally designed to provide service for 2,700 REUs. The original special assessment roll for the Sewer System accounted for 1,756 REUs. During the time from the confirmation of the original special assessment roll through May 1, 2016, the Township has allocated (and has been paid or is being paid for) an additional 471 REUs. Accordingly, 2,227 REUs are accounted for (the sum of 1,756 and 471), leaving a balance of 473 REUs (2,700 less 2,227).

In order to provide financial assistance to the Township's Sewer Fund, and in order to have the Township General Fund advance the costs attributable to oversizing the Township Sewer System, the Township Board has agreed to have the Township General Fund purchase 473 REUs at the current REU fee of \$10,260 per REU.

### Terms for the Payment of the Purchase Price of the REUs

The Township Board will purchase the 473 REUs described above for a total purchase price of \$4,852,980 (which equals \$10,260 per REU). The purchase price shall be paid with a combination of the forgiveness of an existing loan and cash payments from the General Fund pursuant to the following schedule:

Forgiveness of Existing Loan as of June 1, 2016 <sup>1</sup>	\$2,031,000
Payment to the Sewer Debt Service Fund (Fund No. 592) on July 1, 2016	1,410,990
Payment to the Sewer Reserve Fund (Fund No. 589) on July 1, 2016	<u>1,410,990</u>
Total	<u>\$4,852,980</u>

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<sup>1</sup> The Township General Fund has previously loaned the Sewer Fund the principal amount of \$2,031,000. Interest on the loan has been paid through March 31, 2016. Interest that accrues from April 1, 2016 through June 1, 2016 will be forgiven (June 1, 2016 being the effective date that the principal amount of the loan is being forgiven.)

Payments with Respect to Future Connections to the Sewer System

All payments for REUs purchased by Sewer System customers after May 1, 2016 shall be paid to the General Fund until the 473 REUs purchased by the General Fund are resold, and thereafter proceeds from the sale of additional REUs shall be deposited in the Sewer Reserve Fund (Fund No. 589).

Determination of the Fee for REUs

The Township Board continues to have the exclusive right to determine the per REU fee.

Payments under Existing and Future Agreements for the Payment of REUs Over Time

In certain circumstances, the Township enters into Agreements for the Payment of REU Charges Over Time. All payments received by the Township pursuant to Agreements for the Payment of REU Charges Over Time that were entered into prior to May 1, 2016 are to be paid to the Sewer Debt Service Fund (Fund No. 592). All payments received by the Township pursuant to Agreements for the Payment of REU Charges Over Time that are entered into on or after May 1, 2016 are to be paid to the General Fund.

## **AGENDA NOTES**

**MEETING DATE:** June 20, 2016

**PERSON PLACING ITEM ON AGENDA:** Township Manager

**AGENDA TOPIC:** FY 16-17 Budget Amendment #3 – O&M transfer to Capital Reserve

**EXPLANATION OF TOPIC:**

Each year during the budget work session / adoption process the Township Board adopts a budget with the goal of transferring available money from the Sewer O/M Fund into the Capital Reserve Fund on an annual basis. The purpose of this transfer is to ensure that long term financial obligations associated with operating the sewer system are able to be addressed in a timely and financially responsible manner.

The completion of the sewer system asset management plan reiterates the need to ensure that reserving funds for future obligations are set aside. During Fiscal Year 2014-15 the Board agreed to wait until the Fiscal Year 2014-15 audit was completed before determining exactly how much of that fiscal years O & M fund balance was available to transfer.

Per our auditor it is recommended that we maintain a cash reserve in the O & M Fund to ensure that scheduled and unforeseen obligations in the fiscal year have the cash available to meet the typical operational obligations. With that being said, it is recommended that the Board authorize the transfer \$104,000 from Fund 590 to Fund 589 per the attached resolution. A cash reserve in Fund 590 would maintain approximately 50% of operating expenses.

**SUPPORTING DOCUMENTS:**

- Proposed Resolution
- Sewer O&M Balance Sheet dated 3/31/16

**SUGGESTED MOTION:** Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to adopt resolution 16-\_\_\_\_ approving the transfer of funds in the amount of \$104,000 from Fund 590 to Fund 589 per the attached resolution as Budget Amendment #3, for Fiscal Year 2016-17.

**RESOLUTION NO. 16-\_\_\_\_\_**

**BUDGET AMENDMENT #3**

**Fiscal Year 2016-2017**

Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to adopt Resolution No. 16-\_\_\_\_\_, approving Budget Amendment #3, Fiscal Year 2016-17, to transfer funds in the amount of \$104,000 from Fund 590 to Fund 589 to represent the annual allocation from the Operating and Maintenance Fund to the Sewer Capital Reserve Fund.

<u>AMOUNT</u>	<u>From</u>	<u>To</u>
\$104,000	590.540.968.100	589.000.699.590

**NOW, THEREFORE, BE IT RESOLVED THAT**

The Board of Trustees of the Charter Township of Brighton does hereby adopt Resolution No.16-\_\_\_\_\_, FY 2016-2017 Budget Amendment #3.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

RESOLUTION WAS DECLARED ADOPTED.

\_\_\_\_\_  
Thomas E. Murphy, Supervisor

\_\_\_\_\_  
Ann M. Bollin, Clerk

**Certification**

I, Ann M. Bollin, Clerk of the Charter Township of Brighton, County of Livingston, Michigan, do hereby certify that the foregoing is a true and complete copy of the Resolution adopted by the Charter Township of Brighton Board of Trustees on the \_\_\_\_\_.

In witness hereof, I have hereunto affixed my official seal this \_\_\_\_ day of \_\_\_\_, 2016.

\_\_\_\_\_  
Ann M. Bollin, Clerk

**CHARTER TOWNSHIP OF BRIGHTON**  
**SEWER O & M FUND**  
**O & M BALANCE SHEET**  
**3/31/16**  
**(AFTER AUDIT)**

	<u>AMOUNT</u>
<b>CURRENT ASSETS</b>	
CASH	456,819
PREPAID EXPENSES	6,342
DUE FROM COUNTY - DELINQUENTS	20,568
INVENTORY	59,371
ACCOUNTS RECEIVABLE - PROP DEFERRALS	22,388
ACCOUNTS RECEIVABLE - USER CHARGE	199,163
DUE FROM OTHERS	561
DUE FROM SEWER DEBT SEWER FUND	<u>0</u>
<b>TOTAL CURRENT ASSETS</b>	<u><u>765,212</u></u>
<b>CURRENT LIABILITIES</b>	
NEW CONNECTIONS CLEARING ACCOUNT	60,002
DUE TO G/F - MISC.	0
DUE TO G/F - LOAN AS APPROVED BY BOARD	214,832
DUE TO G/F - ACCRUED INTEREST ON LOAN	0
DUE TO SEWER DEBT SERVICE FUND	2,241
ACCOUNTS PAYABLE	<u>14,529</u>
<b>TOTAL CURRENT LIABILITIES</b>	<u><u>291,604</u></u>
<b>NET CURRENT OPERATING EQUITY</b>	<u><u>473,608</u></u>
<b>EQUITY BALANCE 4/1/15</b>	538,723
<b>NET INCOME FOR THE YEAR ENDING 3/31/16</b>	<u>(65,115)</u>
<b>NET EQUITY AS OF 3/31/16</b>	<u><u>473,608</u></u>
<b>SEWER RESERVE CASH BALANCE @ 3/31/16</b>	654,298
<b>LESS LOAN FROM GF</b>	<u>(140,000)</u>
<b>NET RESERVE FUND BALANCE @ 3/31/16</b>	<u><u>514,298</u></u>

**AGENDA NOTES**

**MEETING DATE:** June 20, 2016

**PERSON PLACING ITEM ON AGENDA:** Township Manager

**AGENDA TOPIC:** Pump Station Communications

**EXPLANATION OF TOPIC:**

As discussed at the May 16, 2016 BTBT meeting, the Township’s WWTP contractor Infrastructure Alternatives recommends the installation of a new alarm and notification system for the Township lift stations. The purpose of the system is to notify WWTP personnel when a lift station is not functioning properly. The replacement is necessary due to the less than reliable telemetry system that is in place. In situations where the telemetry system has failed, our backup procedure relies on passing motorists to call an emergency line if they see the alarm light on at a lift station.

<b>Bidder</b>	<b>Bid Amount</b>
Kennedy Industries - KISM	\$23,474
Kennedy Industries - Mission	\$25,444
Utilities Instrumentation Services	\$62,085
Motor City Electric Technologies	\$194,000

The Township issued a RFP and received a total of four (4) bids, shown above. The specifications in the RFP were based upon the least expensive system design the Township was offered by interested contractors. The KISM Alarm Notification System is the lowest cost product that meets the specifications. In order for the KISM system to work, the Township must annually purchase cellular data through Kennedy Industries. The cost for cellular data is \$347.40 per lift station each year. The Township met with MHOG officials to discuss the KISM in more detail and found it to be a good product.

**MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:**

- RFP #16-04
- Kennedy Industries – KISM Proposal

**RECOMMENDATION:** Accept the proposal from Kennedy Industries to install the KISM Alarm Notification System for a price not to exceed \$23,474.

**SUGGESTED MOTION:**

Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to accept the proposal from Kennedy Industries to install the KISM Alarm Notification System for a price not to exceed \$23,474.

**ROLL CALL VOTE REQUIRED?** Yes

**TOWNSHIP OF BRIGHTON**  
**REQUEST FOR PROPOSALS**  
**Pump Station Communications**  
**RFP #16-04**



**DUE DATE / LOCATION:**

Bid forms are due by 11:00 a.m., Tuesday, April 26, 2016 at:

**Attn: Zachary Dyba**  
**Brighton Township Hall**  
**4363 Buno Rd.**  
**Brighton, MI 48114-9298**

Successful contractor must provide proof of required insurance. Quotations must be submitted at the above address and shall be presented in a sealed envelope clearly marked "**Request for Pump Station Communications**". **FAX or email copies will not** be accepted. The Township reserves the right to waive all informalities in the bidding process and may reject any or all bids, in whole or in part, for reasons deemed to be in the best interest of the Township.

## **INTRODUCTION**

The Charter Township of Brighton is seeking proposals for the purchase and installation of a Supervisory Control and Data Acquisition (SCADA) system for ten (10) lift-stations. The current notification system at Brighton Township relies solely on resident notification in the event of a pump station failure. The Township desires to have a new system that includes expanded capabilities that allow the operator the ability to monitor any station remotely, minimizing unnecessary off-hours charges and address potential issues before they become catastrophic.

## **DESIGN AND PERFORMANCE DATA**

The following hardware specifications are required:

1. Cellular radio, enclosure, backup battery, transformer, antenna with cable and mounting hardware included.
2. Power: 12 VDC or 120 VAC. Backup battery power required.
3. Communications: Cellular GSM 850/900/1700/1800/1900/2100 MHz
4. Access Key: One (1) electronic key reader for site activity tracking and service mode
5. Operating Temperature: -20 °F to 150 °F
6. Analog Inputs: 2 analog inputs: 4-20 mA or 0-5 VDC
7. Relay Outputs: 3 remotely controllable, form C dry contact relay outputs.
8. Digital Inputs: 8 supervised digital inputs; 3 configurable to runtime/starts accumulators.
9. Built-in alarms: AC, low battery, temperature, communications failure.

## **PRODUCT SPECIFICATIONS**

The SCADA system must meet the following requirements:

1. The product must be, or equal to, the M110 Series Wireless Real-Time Alarm Systems by Mission Communications, which shall be installed at all lift-stations listed below.
2. The cellular-based monitoring system must operate on current generation (2G, 3G and 4G) cellular radios.
3. It must have real-time alarms delivered via phone, email, or pager.
4. It must have each alarm logged with a timestamp for tracking and reporting.
5. It must have data and reports accessible via secure web portal from any web-enabled device, including desktop, Smartphone, or tablet.
6. It must have pump runtimes and pump data summarized hourly, daily, weekly, and monthly.
7. It must have the capability of tracking rain fall data for direct comparison with pump run time.
8. It must include an antenna kit with mounting bracket and cable. Outdoor antenna can be wall or pole mounted.

9. It must include connection for optional wet well module.

## **INSTALLATION**

The installation must be performed in accordance with the manufacturer's instructions and the National Electric Code.

At start-up of the equipment the following shall be completed:

1. Inspect all equipment.
2. Check all controls to determine that they work properly.
3. Report all malfunctions to the manufacturer.
4. All equipment should be field tested.
5. Any components that do not meet intended conditions shall be removed and replaced.

## **OTHER REQUIREMENTS**

A one (1) year service packaged is required. The service package shall include all communications, data storage, alarm call outs, reports and technical support. The contractor will provide operation and maintenance literature, instructions and other appropriate information regarding repair and replacement parts from the manufacturer once installation is completed.

## **PROPOSAL DETAILS**

Bidders must include the following with their proposal:

1. The cost of the equipment to be installed.
2. The cost of labor for installation of the equipment.
3. The total cost of data service for one year for ten lift-stations.
4. The breakdown of the preceding costs can be detailed in a proposal letter or in a standard quote format.

## **LIFT-STATION LOCATIONS (See Map):**

- Liftstation #1 - 11105 East Grand River
- Liftstation #2 - 5977 Whitmore Lake Rd.
- Liftstation #2A – Woodruff Shores
- Liftstation #3 - 4115 Old US-23 South
- Liftstation #4 - 8326 E. Grand River
- Liftstation #5 - 8115 Pine Ranch Drive
- Liftstation #6 - 8173 Woodland Shore
- Liftstation #7 – Old US 23 North of McClements
- Liftstation #8 – Old US 23 & Spencer
- Liftstation #9 – Woodruff Ridge Lake

## INSURANCE REQUIREMENTS

Bidder must supply verification of the following minimum insurance coverage:

<b>TYPE</b>	<b>MINIMUM COVERAGE</b>
Workers' Compensation:	\$ 100,000 each accident.
Property Damage:	\$ 500,000 each occurrence.
Bodily Injury:	\$ 500,000 each occurrence.
Personal Injury and Bodily Injury:	\$1,000,000 in the aggregate.

Please submit any questions to Tom High by email at [tomhigh@infralt.com](mailto:tomhigh@infralt.com) or by phone at (734) 904-0228.





QUOTATION		
DATE	NUMBER	PAGE
4/25/2016	71500	1 of 2

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BRI295  
BRIGHTON TOWNSHIP  
4363 BUNO ROAD  
BRIGHTON, MI 48114

Accepted By: \_\_\_\_\_  
Company: \_\_\_\_\_  
Date: \_\_\_\_\_  
PO#: \_\_\_\_\_

ATTENTION:  
ZACHARY DYBA P: 810-229-1778

WE ARE PLEASED TO PROPOSE THE FOLLOWING FOR YOUR CONSIDERATION:

CUSTOMER REF/PO #	JOB #	JOB TITLE	SLP	SHIPPING TYPE
	71500	BRIGHTON TOWNSHIP, PUMP STATION COMMUNICATIONS, RFR #16-04	DSH / NJH	FREIGHT ALLOWED

QTY	DESCRIPTION	UNIT PRICE	EXTENDED
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PROVIDE CHARTER TOWNSHIP OF BRIGHTON WITH SCADA MONITORING AND ALARMING FOR THEIR 10 LIFT STATIONS

- LIFT STATION #1, 11105 EAST GRAND RIVER
- LIFT STATION #2, 5977 WHITMORE LAKE ROAD
- LIFT STATION #2A, WOODRUFF SHORES
- LIFT STATION #3, 4115 OLD US-23 SOUTH
- LIFT STATION #4, 8326 EAST GRAND RIVER
- LIFT STATION #5, 8115 PINE RANCH DRIVE
- LIFT STATION #6, 8173 WOODLAND SHORE
- LIFT STATION #7, OLD US 23 NORTH OF MCCLEMENTS
- LIFT STATION #8, OLD US 23 & SPENCER
- LIFT STATION #9, WOODRUFF RIDGE LAKE

10	KENNEDY INDUSTRIES TO PROVIDE KISM ALARM NOTIFICATION SYSTEM CONSISTING OF: (1) ADVANTECH, ADAM-6050, 12 DIGITAL INPUTS, 6 DIGITAL OUTPUTS (1) SIERRA WIRELESS, LS300, CELL MODEM WITH ANTENNA (1) ASTRODYNE, 12VDC POWER SUPPLY WITH BATTERY BACK UP	\$1,200.00	\$12,000.00
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KISM PROGRAMMING:  
(1) KISM SCADA SCREENS  
(1) OFFSITE PHONE SUPPORT FOR STARTUP

10	KISM HOSTED SCADA AGREEMENT - PER YEAR (1) VERIZON CELL DATA SERVICE, PAID BY KENNEDY INDUSTRIES (1) KISM HOSTED SCADA SERVICE	\$347.40	\$3,474.00
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PLEASE NOTE:  
- ABOVE HARDWARE COMPONENTS TO BE INSTALLED INTO EXISTING ENCLOSURE  
- WE DO NOT INCLUDE INSTALLATION, WIRING OR ASSEMBLY OF THE ABOVE LISTED COMPONENTS  
- ANY OPERATIONAL DEFICIENCIES THAT DO NOT MEET THE SPECIFICATION AND ARE DISCOVERED WITH IN ONE YEAR WILL BE CORRECTED AT NO COST

10	ELECTRICIAN, FOR HARDWARE INSTALLATION AND WIRING TO INCLUDE: (1) INSTALL AND WIRE NEW EQUIPMENT IN EXISTING CONTROL PANELS (1) PERFORM STARTUP AND TEST TO VERIFY OPERATION	\$800.00	\$8,000.00
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ANY OPERATION DEFICIENCIES THAT DO NOT MEET THE SPECIFICATION AND ARE DISCOVERED WITH IN ONE YEAR WILL BE CORRECTED AT NO COST.

Kennedy Industries Inc.

QUOTATION		
DATE	NUMBER	PAGE
4/25/2016	71500	2 of 2

QTY	DESCRIPTION	UNIT PRICE	EXTENDED
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WE APPRECIATE THIS OPPORTUNITY TO QUOTE AND LOOK FORWARD TO BEING OF FUTURE SERVICE.

SINCERELY,  
NICK HEINTZ / DAWN HARKNESS

KENNEDY INDUSTRIES, INC.

This quote is subject to and incorporates by reference Kennedy Industries, Inc.'s ("Kennedy") Terms & Conditions and Customer Warranty available at [www.kennedyind.com](http://www.kennedyind.com) which will be provided by mail upon written request. Kennedy reserves the right to change the Terms & Conditions and Customer Warranty for future orders. By accepting this quote and/or issuing a purchase order relative to this quote, buyer expressly agrees to the provisions set forth in the Terms & Conditions and Customer Warranty posted on Kennedy's website.

**CREDIT CARD ORDERS ARE SUBJECT TO AN ADDITIONAL 3% CHARGE  
NO TAXES OF ANY KIND ARE INCLUDED IN THIS PROPOSAL**

**TOTAL:** \$23,474.00

P.O. Box 930079 Wixom, MI 48393 ♦ 4925 Holtz Dr, Wixom, MI 48393 ♦ Phone: 248-684-1200 ♦ Fax: 248-684-6011

**[www.KennedyInd.com](http://www.KennedyInd.com)**

## AGENDA NOTES

**MEETING DATE:** June 20, 2016

**PERSON PLACING ITEM ON AGENDA:** Township Manager

**AGENDA TOPIC:** Schedule Public Hearing on Accepting Petitions and the Establishment of a Special Assessment District for Ridgecrest Lane Road Maintenance (S-I-02-2016)

**EXPLANATION OF TOPIC:** Residents of Ridgecrest Lane have presented petitions representing 83.89% of the total road frontage of Ridgecrest Lane for the creation of a Special Assessment District for private road maintenance. The SAD will include maintenance related to the private road known as Ridgecrest Lane, including; road grading, gravel, dust control, snow plowing, sanding, salting, rental equipment related to road maintenance, legal fees related to road maintenance, and signage. The collection amount will be \$250.00 per parcel per year, with the publication and mailing costs included in the first year.

The first step in this process is for the Board to accept the petitions and set a public hearing on the project. That hearing will be held at a regular board meeting per the date in the resolution attached (July 18, 2016). After the hearing on the project, the Board will set the date for a hearing on the roll. These funds will become available through the collection of the winter 2016 tax bill.

**MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:**

- Resolution 16-\_\_\_\_ accepting petitions and setting the date for the public hearing on the project.
- Assessor's and Supervisor's confirmation of petitions.
- Spreadsheet indicating accepted names.
- A copy of the petition showing language and proposed special assessment district.

**RECOMMENDATION:** Adopt resolution as presented to create the road maintenance SAD.

**SUGGESTED MOTION:**

Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to adopt Resolution 16-\_\_\_\_ as presented accepting petitions and scheduling a public hearing for a road maintenance special assessment district for Ridgecrest Lane SAD Number (S-I-02-2016).

**ROLL CALL VOTE REQUIRED?** Yes

**CHARTER TOWNSHIP OF BRIGHTON  
LIVINGSTON COUNTY, MICHIGAN  
RIDGECREST LANE  
ROAD MAINTENANCE  
SPECIAL ASSESSMENT DISTRICT  
S-I-02-2016  
Public Act 188 of 1954 Proceedings**

**Excerpts of minutes of Regular Meeting of the Township Board held at the Township Hall on June 20, 2016  
at 7:00 p.m.**

Members Present:

Members Absent:

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The Supervisor reported that petitions had been filed for the purpose of road maintenance to the private road known as Ridgecrest Lane (the "Project"), under authority of Michigan Public Act 188 of 1954, as amended, and the plans for the proposed Project requested by the petitioners are on file at the Township offices.

The Supervisor further reported that he had caused the signatures on the petition to be checked by the Assessing Department, for the record owners of land within the Township contained within the district described above and had prepared and filed his Certificate setting forth the percentage of record owners of lands within the district, who signed petitions which amount to 83.89 % of the total road frontage of owners signing the petition.

Motion was then made by \_\_\_\_\_, second by \_\_\_\_\_, that the supervisor's certificate as to property owners in the proposed district be filed as a part of the Minutes of the meeting, and acknowledging the proposed cost estimate in the amount of \$250.00 annually, except first year payment would be higher to cover direct costs, properties in the special assessment district for a period of five (5) years, to be filed with the Township Clerk for public examination and to adopt the following Resolution:

**RESOLUTION  
RESOLUTION 16- \_\_\_\_\_**

RE: RIDGECREST LANE ROAD MAINTENANCE SPECIAL ASSESSMENT  
DISTRICT, SAD NO. S-I-02-2016.

BE IT HEREBY RESOLVED that the Township Board does hereby tentatively declare its intent to initiate a special assessment district within the following described area:

**TAX IDENTIFICATION NUMBERS:**

4712-02-300-014	4712-02-400-013
4712-02-300-015	4712-02-400-016
4712-02-300-016	4712-02-400-023
4712-02-300-017	4712-02-400-024
4712-02-300-018	4712-02-400-025
4712-02-300-020	4712-02-400-026
4712-02-300-021	

For the purpose of road maintenance to the private road Ridgecrest Lane, with all work incidental thereto, all within the proposed district in accordance with the petitions of the property owners thereof.

BE IT FURTHER RESOLVED that the Township Board does tentatively designate the Special Assessment District against which costs of the maintenance is to be assessed as S-I-02-2016, Ridgecrest Lane Road Maintenance Special Assessment District which shall include the lands and premises more particularly described above.

BE IT FURTHER RESOLVED that a hearing on (i) the petitions requesting the proposed Project, (ii) the scope of the Project, and (iii) the Special Assessment District proposed to be established for the assessment of the cost for the Project, shall be held on July 18, 2016, at a meeting of the Township Board at Brighton Township Hall at 4363 Buno Road, Brighton, Michigan, commencing at 7:00 p.m.

BE IT FURTHER RESOLVED that the Clerk be instructed to give the proper notice of such hearing by mailing and publication in accordance with law and statute provided.

BE IT FURTHER RESOLVED that all resolutions and parts of the resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Upon roll call vote, the following voted "Aye":

The following voted "Nay":

Absent:

The Supervisor declared the motion carried and the resolution was duly adopted.

\_\_\_\_\_  
Ann M. Bollin, Clerk

\_\_\_\_\_  
Thomas E. Murphy, Supervisor

#### CERTIFICATE

The undersigned, Clerk of the Charter Township of Brighton, hereby certifies that the foregoing constitutes a true and complete copy of an excerpt of the minutes of a regular meeting of the Township Board of the Charter Township of Brighton, Livingston County, Michigan, held on \_\_\_\_\_ at which \_\_\_ meeting members of the Township Board were present and voted as indicated in said Minutes; that said meeting was held in accordance with the Open Meetings Act of the State of Michigan; and the foregoing excerpt contains all material pertinent to the **RIDGECREST LANE ROAD IMPROVEMENT SPECIAL ASSESSMENT DISTRICT, SAD NO. S-I-02-2016.**

\_\_\_\_\_  
Ann M. Bollin, Township Clerk

**Public Act 188 of 1954 Proceedings**

**CERTIFICATE**

To the Clerk and Township Board  
Charter Township of Brighton  
Livingston County, Michigan

Dear Officials:

This is to certify that we, Thomas E. Murphy, the Supervisor and Stacy A. Kaliszewski, the Assessor in charge of the assessment roll of said township have checked the attached petition for Ridgecrest Lane Road Maintenance and we do hereby certify that said petition has been signed by the record owners of 83.89 percent of the total road frontage within the boundaries as described upon the petition.

We further certify that total road frontage equals 4840.00 lineal ft. The total lineal feet of road frontage signed for by record owners within the proposed district equals 4060.27 lineal feet.

We do hereby certify that the assessment roll and all assessment records have been verified with the records of the Register of Deeds for Livingston County, as to the record owners of all property within the Charter Township of Brighton and within the area set forth in said petition on the day of filing the petition.

Respectfully submitted,

Supervisor Signature Thomas E. Murphy 5/13/16  
Thomas E. Murphy Date

Assessor Signature Stacy A. Kaliszewski 5/16/16  
Stacy A. Kaliszewski Date

RIDGECREST LANE ROAD MAINTENANCE  
PARCEL/FRONTAGE LISTING

PRINTED 5/18/2016

PARCEL NUMBER	PROPERTY ADDRESS	OWNER NAME	OWNER ADDRESS	FRONTAGE	FRNTG COUNTS
4712-02-300-016	12406 RIDGECREST LN, MILFORD MI 48380	DINKEL ERIC & CHERYL	12406 RIDGECREST LN, MILFORD MI 48380	263.00	263.00
4712-02-300-017	12417 RIDGECREST LN, MILFORD MI 48380	HUFF JEFFREY & CHERYL	12417 RIDGECREST LN, MILFORD MI 48380	263.00	263.00
4712-02-300-015	12440 RIDGECREST LN, MILFORD MI 48380	REFALO JULIAN & THERESA	12440 RIDGECREST LN, MILFORD MI 48380	333.35	333.35
4712-02-300-018	12451 RIDGECREST LN, MILFORD MI 48380	MCPHEE RONALD & MONICA	12451 RIDGECREST LN, MILFORD MI 48380	333.35	333.35
4712-02-300-014	12474 RIDGECREST LN, MILFORD MI 48380	HOLINSKI GREGORY & DEBRA	12474 RIDGECREST LN, MILFORD MI 48380	662.85	662.85
4712-02-300-020	12479 RIDGECREST LN, MILFORD MI 48380	DITTMAR ERICH & LISA	12479 RIDGECREST LN, MILFORD MI 48380	331.42	331.42
4712-02-300-021	12503 RIDGECREST LN, MILFORD MI 48380	DAROCZY JOSEPH & ANITA	12503 RIDGECREST LN, MILFORD MI 48380	331.43	331.43
4712-02-400-024	12516 RIDGECREST LN, MILFORD MI 48380	RUSSANO CHARLES & ELLEN	12516 RIDGECREST LN, MILFORD MI 48380	413.20	413.20
4712-02-400-025	12533 RIDGECREST LN, MILFORD MI 48380	MURAWA GARY & LYNN	12533 RIDGECREST LN, MILFORD MI 48380	482.91	482.91
4712-02-400-023	12544 RIDGECREST LN, MILFORD MI 48380	LIGGETT STEPHEN & KATHLEEN	12544 RIDGECREST LN, MILFORD MI 48380	300.00	300.00
4712-02-400-016	12602 RIDGECREST LN, MILFORD MI 48380	DUROCHER DONALD & MICHELLE	12602 RIDGECREST LN, MILFORD MI 48380	345.76	345.76
4712-02-400-026	12619 RIDGECREST LN, MILFORD MI 48380	POULIOT LINDA & RANDAL	12619 RIDGECREST LN, MILFORD MI 48380	475.20	0.00
4712-02-400-013	12671 RIDGECREST LN, MILFORD MI 48380	BAYERL JOHN & AMY	12671 RIDGECREST LN, MILFORD MI 48380	304.53	0.00

<b>TOTAL FRONTAGE</b>	<b>4840.00</b>	<b>4060.27</b>
<b>PERCENTAGE SIGNED FOR</b>	<b>83.89%</b>	

RECEIVED

MAY 12 2016

BRIGHTON TOWNSHIP

Public Act 188 of 1954 Proceedings
PETITION FOR RIDGECREST LANE ROAD MAINTENANCE SPECIAL ASSESSMENT DISTRICT
BRIGHTON TOWNSHIP, MICHIGAN

We, the undersigned, together with other petitioners representing the record land owners of more than sixty six (66) percent of the total road frontage within the proposed district boundaries, hereby petition the Brighton Township Board to create a special assessment district to provide maintenance, including road grading, gravel, dust control, snow plowing, sanding, salting, rental equipment related to road maintenance, legal fees related to the road maintenance, and signage to the Private Road known as Ridgcrest Lane.

We, the petitioners, understand that the improvements shall be administered by the Township, and conducted in accordance with plans for the same to be reviewed and approved by the Charter Township of Brighton Board of Trustees. We, the petitioners, understand that each record owner of a lot fronting Ridgcrest Lane will be assessed for one (1) share. We request the term of the special assessment district to be five (5) years.

WARNING - No one shall sign this petition more than once per tax parcel owned, sign a name other than his or her own, or set opposite his or her signature on this petition a date other than the actual date the signature was affixed.

Table with 6 columns: PARCEL NUMBER/ TAX ID, PROPERTY ADDRESS, OWNER NAME, OWNER MAILING ADDRESS, SIGNATURE (S), DATE. Contains 14 rows of property data and signatures.

CERTIFICATE OF CIRCULATOR

I, THE CIRCULATOR OF THIS PETITION ASSERT THAT I AM QUALIFIED TO CIRCULATE THIS PETITION, THAT EACH SIGNATURE ON THE PETITION WAS SIGNED IN MY PRESENCE, AND THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, EACH SIGNATURE IS THE GENUINE SIGNATURE OF THE PERSON PURPORTING TO SIGN THE PETITION.

Signature of Charles Russano and date 5-12-16. SIGNATURE OF CIRCULATOR DATE SIGNED

PRINTED NAME OF CIRCULATOR CHARLES RUSSANO
COMPLETE ADDRESS OF THE CIRCULATOR (STREET AND NUMBER, CITY, STATE, ZIP CODE) 12516 RIDGECREST LANE MILFORD MICH. 48380

# RIDGECREST LANE ROAD MAINTENANCE DISTRICT



12-02-300-017

12-02-300-018

12-02-300-020

12-02-300-021

12-02-400-025

12-02-400-026

12-02-400-013

RIDGECREST-LN

SIBLESANTVALEEN-RD

12-02-300-016

12-02-300-015

12-02-300-014

12-02-400-024

12-02-400-023

12-02-400-016

BIRCHCREST-DR



# RIDGECREST LANE ROAD MAINTENANCE DISTRICT



## AGENDA NOTES

**MEETING DATE:** June 20, 2016

**PERSON PLACING ITEM ON AGENDA:** Township Manager

**AGENDA TOPIC:** Schedule Public Hearing on Accepting Petitions and the Establishment of a Special Assessment District for Kendor Drive Road Maintenance (S-I-03-2016)

**EXPLANATION OF TOPIC:** Residents of Kendor Drive have presented petitions representing 86.46% of the total road frontage of Kendor Drive for the creation of a Special Assessment District for private road maintenance. The SAD will include maintenance related to the private road known as Kendor Drive, including; road grading, gravel, dust control, snow plowing, sanding, salting, rental equipment related to road maintenance, legal fees related to road maintenance, and signage. The collection amount will be \$550.00 per parcel per year, with the publication and mailing costs included in the first year.

The first step in this process is for the Board to accept the petitions and set a public hearing on the project. That hearing will be held at a regular board meeting per the date in the resolution attached (July 18, 2016). After the hearing on the project, the Board will set the date for a hearing on the roll. These funds will become available through the collection of the winter 2016 tax bill.

**MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:**

- Resolution 16-\_\_\_\_ accepting petitions and setting the date for the public hearing on the project.
- Assessor's and Supervisor's confirmation of petitions.
- Spreadsheet indicating accepted names.
- A copy of the petition showing language and proposed special assessment district.

**RECOMMENDATION:** Adopt resolution as presented to create the road maintenance SAD.

**SUGGESTED MOTION:**

Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to adopt Resolution 16-\_\_\_\_ as presented accepting petitions and scheduling a public hearing for a road maintenance special assessment district for Kendor Drive SAD Number (S-I-03-2016).

**ROLL CALL VOTE REQUIRED?** Yes

**CHARTER TOWNSHIP OF BRIGHTON  
LIVINGSTON COUNTY, MICHIGAN  
KENDOR DRIVE  
ROAD MAINTENANCE  
SPECIAL ASSESSMENT DISTRICT  
S-I-03-2016  
Public Act 188 of 1954 Proceedings**

**Excerpts of minutes of Regular Meeting of the Township Board held at the Township Hall on June 20, 2016  
at 7:00 p.m.**

Members Present:

Members Absent:

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The Supervisor reported that petitions had been filed for the purpose of road maintenance to the private road known as Kendor Drive (the "Project"), under authority of Michigan Public Act 188 of 1954, as amended, and the plans for the proposed Project requested by the petitioners are on file at the Township offices.

The Supervisor further reported that he had caused the signatures on the petition to be checked by the Assessing Department, for the record owners of land within the Township contained within the district described above and had prepared and filed his Certificate setting forth the percentage of record owners of lands within the district, who signed petitions which amount to 86.46% of the total road frontage of owners signing the petition.

Motion was then made by \_\_\_\_\_, second by \_\_\_\_\_, that the supervisor's certificate as to property owners in the proposed district be filed as a part of the Minutes of the meeting, and acknowledging the proposed cost estimate in the amount of \$550.00 annually, except first year payment would be higher to cover direct costs estimated to be \$225, properties in the special assessment district for a period of five (5) years, to be filed with the Township Clerk for public examination and to adopt the following Resolution:

**RESOLUTION  
RESOLUTION 16- \_\_\_\_\_**

RE: KENDOR DRIVE ROAD MAINTENANCE SPECIAL ASSESSMENT DISTRICT, SAD NO. S-I-03-2016.

BE IT HEREBY RESOLVED that the Township Board does hereby tentatively declare its intent to initiate a special assessment district within the following described area:

**TAX IDENTIFICATION NUMBERS:**

4712-07-200-050	4712-07-200-035	4712-07-200-031
4712-07-200-053	4712-07-200-011	4712-07-200-057
4712-07-200-034	4712-07-200-036	4712-07-200-014

For the purpose of road maintenance to the private road Kendor Drive, with all work incidental thereto, all within the proposed district in accordance with the petitions of the property owners thereof.

BE IT FURTHER RESOLVED that the Township Board does tentatively designate the Special Assessment District against which costs of the maintenance is to be assessed as S-I-03-2016, Kendor Drive Road Maintenance Special Assessment District which shall include the lands and premises more particularly described above.

BE IT FURTHER RESOLVED that a hearing on (i) the petitions requesting the proposed Project, (ii) the scope of the Project, and (iii) the Special Assessment District proposed to be established for the assessment of the cost for the Project, shall be held on July 18, 2016, at a meeting of the Township Board at Brighton Township Hall at 4363 Buno Road, Brighton, Michigan, commencing at 7:00 p.m.

BE IT FURTHER RESOLVED that the Clerk be instructed to give the proper notice of such hearing by mailing and publication in accordance with law and statute provided.

BE IT FURTHER RESOLVED that all resolutions and parts of the resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Upon roll call vote, the following voted "Aye":

The following voted "Nay":

Absent:

The Supervisor declared the motion carried and the resolution was duly adopted.

\_\_\_\_\_  
Ann M. Bollin, Clerk

\_\_\_\_\_  
Thomas E. Murphy, Supervisor

#### CERTIFICATE

The undersigned, Clerk of the Charter Township of Brighton, hereby certifies that the foregoing constitutes a true and complete copy of an excerpt of the minutes of a regular meeting of the Township Board of the Charter Township of Brighton, Livingston County, Michigan, held on \_\_\_\_\_ at which \_\_\_ meeting members of the Township Board were present and voted as indicated in said Minutes; that said meeting was held in accordance with the Open Meetings Act of the State of Michigan; and the foregoing excerpt contains all material pertinent to the **KENDOR DRIVE ROAD IMPROVEMENT SPECIAL ASSESSMENT DISTRICT, SAD NO. S-I-03-2016.**

\_\_\_\_\_  
Ann M. Bollin, Township Clerk

**Public Act 188 of 1954 Proceedings**

**CERTIFICATE**

To the Clerk and Township Board  
Charter Township of Brighton  
Livingston County, Michigan

Dear Officials:

This is to certify that we, Thomas E. Murphy, the Supervisor and Stacy A. Kaliszewski, the Assessor in charge of the assessment roll of said township have checked the attached petition for Kendor Drive Road Maintenance and we do hereby certify that said petition has been signed by the record owners of 86.46 percent of the total road frontage within the boundaries as described upon the petition.

We further certify that total road frontage equals 3362.85 lineal ft. The total lineal feet of road frontage signed for by record owners within the proposed district equals 3166.95 lineal feet.

We do hereby certify that the assessment roll and all assessment records have been verified with the records of the Register of Deeds for Livingston County, as to the record owners of all property within the Charter Township of Brighton and within the area set forth in said petition on the day of filing the petition.

Respectfully submitted,

Supervisor Signature Thomas E. Murphy 5/26/16  
Thomas E. Murphy Date

Assessor Signature Stacy A. Kaliszewski 5/27/16  
Stacy A. Kaliszewski Date

KENDOR DR ROAD MAINTENANCE  
PARCEL/FRONTAGE LISTING

PARCEL #	PROPERTY ADDRESS	OWNER NAME	OWNER MAILING ADDRESS	FRONTAGE	FRNTG SIGNED
4712-07-200-050	1214 KENDOR DR, BRIGHTON MI	RATLIFF DEBRA S	1214 KENDOR DR, BRIGHTON MI 48114	732.93	732.93
4712-07-200-053	1227 KENDOR DR, BRIGHTON MI	SHEFFER CRAIG & SUSAN	PO BOX 2127, BRIGHTON MI 48116	375.00	375.00
4712-07-200-034	1238 KENDOR DR, BRIGHTON MI	HAASETH JERROD & EDWARDS GWYN	1238 KENDOR DR, BRIGHTON MI 48114	200.17	200.17
4712-07-200-035	1251 KENDOR DR, BRIGHTON MI	DOHRING ROBERT & SHERILYN	1251 KENDOR DR, BRIGHTON MI 48114	390.00	390.00
4712-07-200-011	1262 KENDOR DR, BRIGHTON MI	COATES ELIZABETH & THOMAS TRUST	1262 KENDOR DR, BRIGHTON MI 48114	495.90	0.00
4712-07-200-036	1275 KENDOR DR, BRIGHTON MI	SKINNER JEFFREY & SUSAN TRUST	1275 KENDOR DR, BRIGHTON MI 48114	308.85	308.85
4712-07-200-031	1286 KENDOR DR, BRIGHTON MI	HARRIS JEFFREY & CAROL	1286 KENDOR DR, BRIGHTON MI 48114	330.00	330.00
4712-07-200-057	1298 KENDOR DR, BRIGHTON MI	MELDRUM JAMES JR	1298 KENDOR DR, BRIGHTON MI 48114	250.00	250.00
4712-07-200-014	1299 KENDOR DR, BRIGHTON MI	SCANLON GARY & KAREN	1299 KENDOR DR, BRIGHTON MI 48114	580.00	580.00

**3662.85                      3166.95**

**PERCENTAGE SIGNED FOR                      86.46%**

**Public Act 188 of 1954 Proceedings**  
**PETITION FOR KENDOR DRIVE PRIVATE ROAD MAINTENANCE SPECIAL ASSESSMENT DISTRICT**  
**BRIGHTON TOWNSHIP, MICHIGAN**

We, the undersigned, together with other petitioners representing the record land owners of more than sixty six (66) percent of the total road frontage within the proposed district boundaries, hereby petition the Brighton Township Board to create a special assessment district to provide maintenance, including but not limited to; road grading, gravel, dust control, snow plowing, sanding, salting, tree trimming within the road right of way, emergency tree removal within the road right of way, washout repair, rental equipment related to road maintenance, legal fees related to the road maintenance, and signage to the Private Road known as Kendor Drive. The boundaries of the proposed special assessment district are illustrated on the map printed on the reverse side of this petition.

We, the petitioners, understand that the improvements shall be administered by the Township, and conducted in accordance with plans for the same to be reviewed and approved by the Charter Township of Brighton Board of Trustees. We, the petitioners, understand that each record owner of a lot fronting on Kendor Drive (as described on the district boundary map), will be assessed for one (1) share. We request the term of the special assessment district to be five (5) years. The costs will be assessed against each parcel of land within said proposed district. The costs will be \$550 plus direct costs (printing and publishing of legal notices, notice mailings) per parcel for the first year (2016), \$550 per parcel for the second year (2017), \$550 per parcel for the third year (2018), \$550 per parcel for the fourth year (2019), and \$550 per parcel for the fifth year (2020). Direct costs are estimated to be \$225 per parcel. We understand that any delinquent assessments within the special assessment district may be reviewed annually by the Township and pursuant to Act 188 the Township Board may levy pro-rata additional assessments in the special assessment district to pay for any such delinquent special assessments. We also acknowledge that annual determination of the cost of the project may be made and that the public hearing will not be necessary for such annual redeterminations, provided the annual cost does not exceed the previous year's costs by 10% in accordance with PA 188 of 1954.

WARNING - No one shall sign this petition more than once per tax parcel owned, sign a name other than his or her own, or set opposite his or her signature on this petition a date other than the actual date the signature was affixed.

PARCEL NUMBER/ TAX ID	PROPERTY ADDRESS	OWNER NAME	OWNER MAILING ADDRESS	SIGNATURE (S)	DATE
4712-07-200-050	1214 KENDOR DR, BRIGHTON MI	RATLIFF DEBRA S	1214 KENDOR DR, BRIGHTON MI 48114	<i>Debra Ratliff</i>	5/15/16
4712-07-200-053	1227 KENDOR DR, BRIGHTON MI	SHEFFER CRAIG & SUSAN	PO BOX 2127, BRIGHTON MI 48116	<i>Craig Sheffer Susan Sheffer</i>	5/16/16
4712-07-200-034	1238 KENDOR DR, BRIGHTON MI	HAASETH JERROD & EDWARDS GWYN	1238 KENDOR DR, BRIGHTON MI 48114		1/1
4712-07-200-035	1251 KENDOR DR, BRIGHTON MI	DOHRING ROBERT & SHERILYN	1251 KENDOR DR, BRIGHTON MI 48114	<i>Robert C Dohring Sherilyn S. Dohring</i>	05/13/16
4712-07-200-011	1262 KENDOR DR, BRIGHTON MI	COATES ELIZABETH & THOMAS	1262 KENDOR DR, BRIGHTON MI 48114		1/1
4712-07-200-036	1275 KENDOR DR, BRIGHTON MI	SKINNER JEFFREY & SUSAN	1275 KENDOR DR, BRIGHTON MI 48114	<i>Jeffrey Skinner Susan Skinner</i>	05/15/16
4712-07-200-031	1286 KENDOR DR, BRIGHTON MI	HARRIS JEFFREY & CAROL	1286 KENDOR DR, BRIGHTON MI 48114	<i>Jeffrey Harris Carol Harris</i>	05/14/16
4712-07-200-057	1298 KENDOR DR, BRIGHTON MI	MELDRUM JAMES JR	1298 KENDOR DR, BRIGHTON MI 48114	<i>James Meldrum</i>	5/17/16
4712-07-200-014	1299 KENDOR DR, BRIGHTON MI	SCANLON GARY & KAREN	1299 KENDOR DR, BRIGHTON MI 48114	<i>Gary Scanlon Karen Scanlon</i>	05/15/16

**CERTIFICATE OF CIRCULATOR**

I, THE CIRCULATOR OF THIS PETITION ASSERT THAT I AM QUALIFIED TO CIRCULATE THIS PETITION, THAT EACH SIGNATURE ON THE PETITION WAS SIGNED IN MY PRESENCE, AND THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, EACH SIGNATURE IS THE GENUINE SIGNATURE OF THE PERSON PURPORTING TO SIGN THE PETITION.

*[Signature]* 5/17/16  
 SIGNATURE OF CIRCULATOR DATE SIGNED

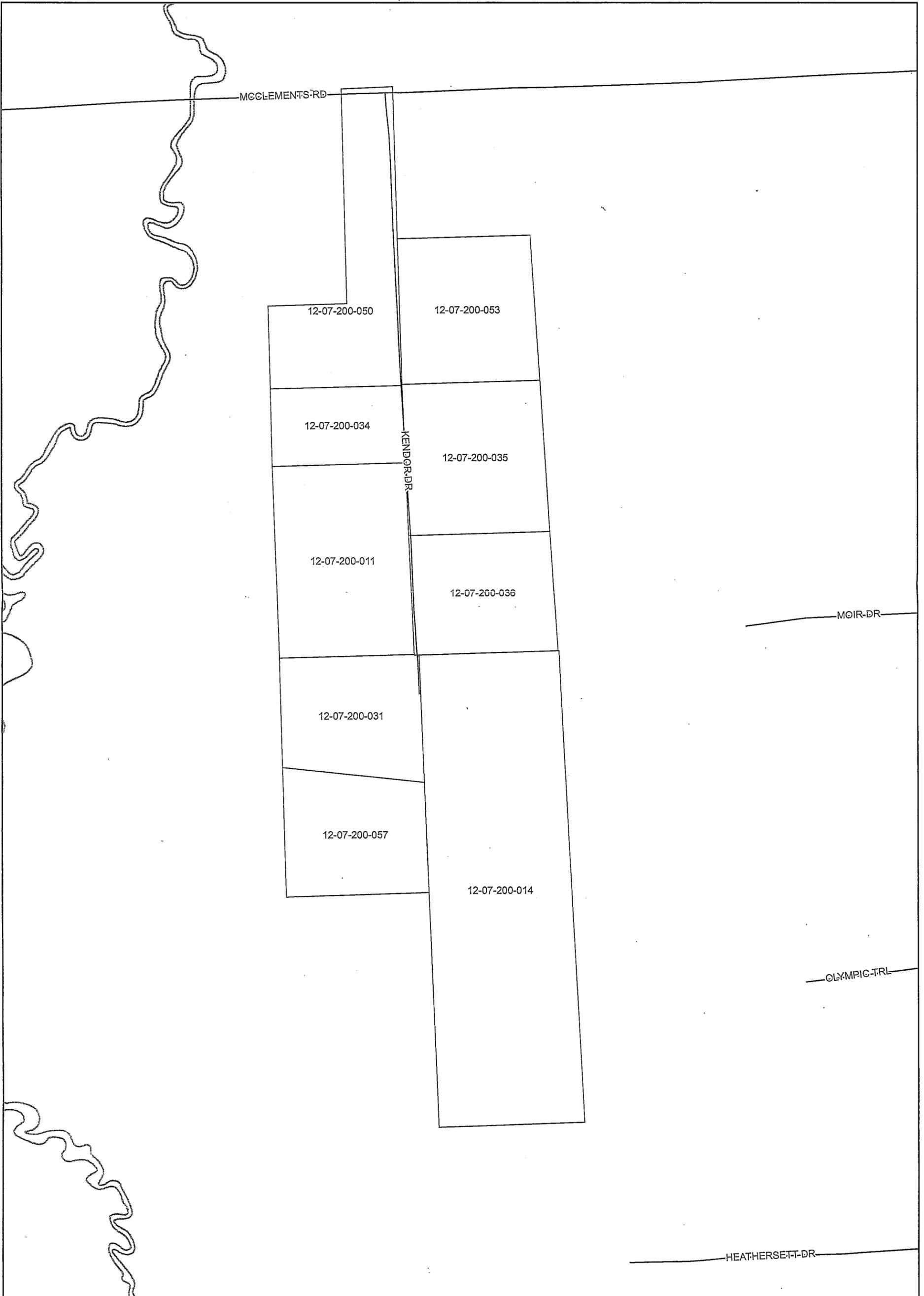
JERROD HAASETH  
 PRINTED NAME OF CIRCULATOR  
 1238 KENDOR DR, BRIGHTON MI 48114  
 COMPLETE ADDRESS OF THE CIRCULATOR (STREET AND NUMBER, CITY, STATE, ZIP CODE)

RECEIVED

MAY 18 2016

BRIGHTON TOWNSHIP

# KENDOR DRIVE ROAD MAINTENANCE DISTRICT

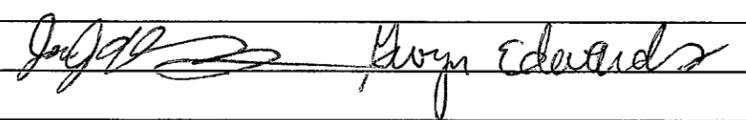


**Public Act 188 of 1954 Proceedings**  
**PETITION FOR KENDOR DRIVE PRIVATE ROAD MAINTENANCE SPECIAL ASSESSMENT DISTRICT**  
**BRIGHTON TOWNSHIP, MICHIGAN**

We, the undersigned, together with other petitioners representing the record land owners of more than sixty six (66) percent of the total road frontage within the proposed district boundaries, hereby petition the Brighton Township Board to create a special assessment district to provide maintenance, including but not limited to; road grading, gravel, dust control, snow plowing, sanding, salting, tree trimming within the road right of way, emergency tree removal within the road right of way, washout repair, rental equipment related to road maintenance, legal fees related to the road maintenance, and signage to the Private Road known as Kendor Drive. The boundaries of the proposed special assessment district are illustrated on the map printed on the reverse side of this petition.

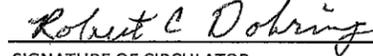
We, the petitioners, understand that the improvements shall be administered by the Township, and conducted in accordance with plans for the same to be reviewed and approved by the Charter Township of Brighton Board of Trustees. We, the petitioners, understand that each record owner of a lot fronting on Kendor Drive (as described on the district boundary map), will be assessed for one (1) share. We request the term of the special assessment district to be five (5) years. The costs will be assessed against each parcel of land within said proposed district. The costs will be \$550 plus direct costs (printing and publishing of legal notices, notice mailings) per parcel for the first year (2016), \$550 per parcel for the second year (2017), \$550 per parcel for the third year (2018), \$550 per parcel for the fourth year (2019), and \$550 per parcel for the fifth year (2020). Direct costs are estimated to be \$225 per parcel. We understand that any delinquent assessments within the special assessment district may be reviewed annually by the Township and pursuant to Act 188 the Township Board may levy pro-rata additional assessments in the special assessment district to pay for any such delinquent special assessments. We also acknowledge that annual determination of the cost of the project may be made and that the public hearing will not be necessary for such annual redeterminations, provided the annual cost does not exceed the previous year's costs by 10% in accordance with PA 188 of 1954.

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PARCEL NUMBER/ TAX ID	PROPERTY ADDRESS	OWNER NAME	OWNER MAILING ADDRESS	SIGNATURE (S)	DATE
4712-07-200-050	1214 KENDOR DR, BRIGHTON MI	RATLIFF DEBRA S	1214 KENDOR DR, BRIGHTON MI 48114		/ /
4712-07-200-053	1227 KENDOR DR, BRIGHTON MI	SHEFFER CRAIG & SUSAN	PO BOX 2127, BRIGHTON MI 48116		/ /
4712-07-200-034	1238 KENDOR DR, BRIGHTON MI	HAASETH JERROD & EDWARDS GWYN	1238 KENDOR DR, BRIGHTON MI 48114		5/13/16
4712-07-200-035	1251 KENDOR DR, BRIGHTON MI	DOHRING ROBERT & SHERILYN	1251 KENDOR DR, BRIGHTON MI 48114		/ /
4712-07-200-011	1262 KENDOR DR, BRIGHTON MI	COATES ELIZABETH & THOMAS	1262 KENDOR DR, BRIGHTON MI 48114		/ /
4712-07-200-036	1275 KENDOR DR, BRIGHTON MI	SKINNER JEFFREY & SUSAN	1275 KENDOR DR, BRIGHTON MI 48114		/ /
4712-07-200-031	1286 KENDOR DR, BRIGHTON MI	HARRIS JEFFREY & CAROL	1286 KENDOR DR, BRIGHTON MI 48114		/ /
4712-07-200-057	1298 KENDOR DR, BRIGHTON MI	MELDRUM JAMES JR	1298 KENDOR DR, BRIGHTON MI 48114		/ /
4712-07-200-014	1299 KENDOR DR, BRIGHTON MI	SCANLON GARY & KAREN	1299 KENDOR DR, BRIGHTON MI 48114		/ /

**CERTIFICATE OF CIRCULATOR**

I, THE CIRCULATOR OF THIS PETITION ASSERT THAT I AM QUALIFIED TO CIRCULATE THIS PETITION, THAT EACH SIGNATURE ON THE PETITION WAS SIGNED IN MY PRESENCE, AND THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, EACH SIGNATURE IS THE GENUINE SIGNATURE OF THE PERSON PURPORTING TO SIGN THE PETITION.

 5-13-16  
 SIGNATURE OF CIRCULATOR DATE SIGNED

ROBERT C. DOHRING  
 PRINTED NAME OF CIRCULATOR

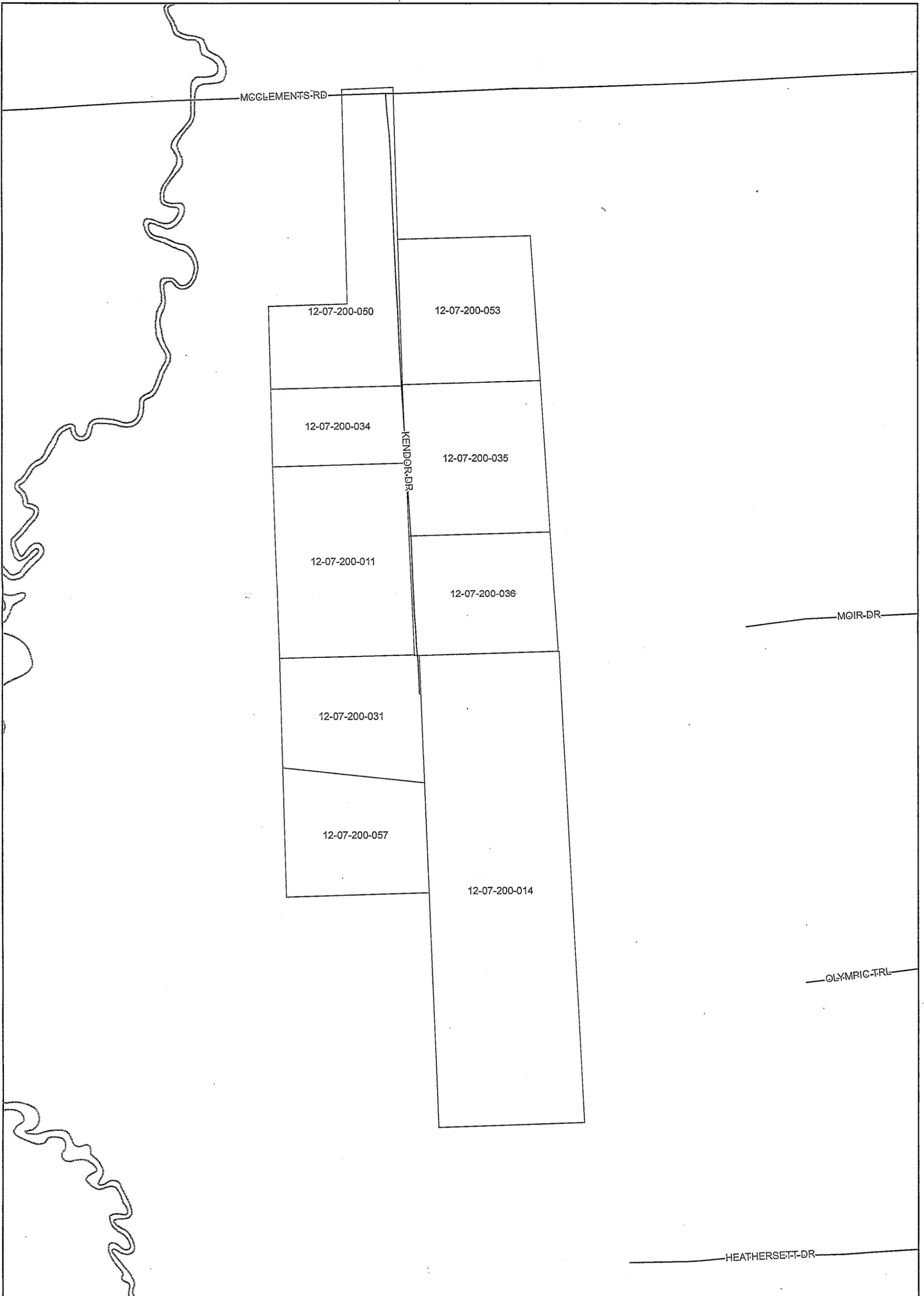
1251 KENDOR BRIGHTON, MI 48114  
 COMPLETE ADDRESS OF THE CIRCULATOR (STREET AND NUMBER, CITY, STATE, ZIP CODE)

RECEIVED

MAY 18 2016

BRIGHTON TOWNSHIP

# KENDOR DRIVE ROAD MAINTENANCE DISTRICT



## AGENDA NOTES

**MEETING DATE:** June 20, 2016

**PERSON PLACING ITEM ON AGENDA:** Township Manager

**AGENDA TOPIC:** Schedule Public Hearing on Accepting Petitions and the Establishment of a Special Assessment District for Paradise Farms Road Maintenance (S-I-04-2016)

**EXPLANATION OF TOPIC:** Residents of Paradise Farms have presented petitions representing 68.12% of the total road frontage of Paradise Farms for the creation of a Special Assessment District for road maintenance (see map for the district area). The Assessor did not include a notarized signature (the total frontage would be approximately 72% if that signature was included). The SAD will include maintenance related to the roads of Paradise Farms, including; road grading, gravel, dust control, snow plowing, sanding, salting, rental equipment related to road maintenance, legal fees related to road maintenance, and signage. The collection amount will be \$250.00 per parcel per year, with the publication and mailing costs included in the first year.

The first step in this process is for the Board to accept the petitions and set a public hearing on the project. That hearing will be held at a regular board meeting per the date in the resolution attached (July 18, 2016). After the hearing on the project, the Board will set the date for a hearing on the roll. These funds will become available through the collection of the winter 2016 tax bill.

**MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:**

- Resolution 16-\_\_\_\_ accepting petitions and setting the date for the public hearing on the project.
- Assessor's and Supervisor's confirmation of petitions.
- Spreadsheet indicating accepted names.
- A copy of the petition showing language and proposed special assessment district.

**RECOMMENDATION:** Adopt resolution as presented to create the road maintenance SAD.

**SUGGESTED MOTION:**

Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to adopt Resolution 16-\_\_\_\_ as presented accepting petitions and scheduling a public hearing for a road maintenance special assessment district for Paradise Farms SAD Number (S-I-04-2016).

**ROLL CALL VOTE REQUIRED?** Yes

**CHARTER TOWNSHIP OF BRIGHTON  
LIVINGSTON COUNTY, MICHIGAN  
PARADISE FARMS  
ROAD MAINTENANCE  
SPECIAL ASSESSMENT DISTRICT  
S-I-04-2016  
Public Act 188 of 1954 Proceedings**

**Excerpts of minutes of Regular Meeting of the Township Board held at the Township Hall on June 20, 2016  
at 7:00 p.m.**

Members Present:

Members Absent:

The Supervisor reported that petitions had been filed for the purpose of road maintenance to the roads known as Lyon Drive and Link Avenue in Paradise Farms (the "Project"), under authority of Michigan Public Act 188 of 1954, as amended, and the plans for the proposed Project requested by the petitioners are on file at the Township offices.

The Supervisor further reported that he had caused the signatures on the petition to be checked by the Assessing Department, for the record owners of land within the Township contained within the district described above and had prepared and filed his Certificate setting forth the percentage of record owners of lands within the district, who signed petitions which amount to 68.12% of the total road frontage of owners signing the petition.

Motion was then made by \_\_\_\_\_, second by \_\_\_\_\_, that the supervisor's certificate as to property owners in the proposed district be filed as a part of the Minutes of the meeting, and acknowledging the proposed cost estimate in the amount of \$250.00 annually, except first year payment would be higher to cover direct costs estimated at \$70.00, properties in the special assessment district for a period of five (5) years, to be filed with the Township Clerk for public examination and to adopt the following Resolution:

**RESOLUTION  
RESOLUTION 16- \_\_\_\_\_**

RE: PARADISE FARMS ROAD MAINTENANCE SPECIAL ASSESSMENT DISTRICT, SAD NO. S-I-04-2016.

BE IT HEREBY RESOLVED that the Township Board does hereby tentatively declare its intent to initiate a special assessment district within the following described area:

**TAX IDENTIFICATION NUMBERS:**

4712-29-202-092	4712-29-202-051	4712-29-202-103	4712-29-202-030	4712-29-202-022
4712-29-202-094	4712-29-202-060	4712-29-202-104	4712-29-202-037	4712-29-202-023
4712-29-202-095	4712-29-202-061	4712-29-202-107	4712-29-202-040	4712-29-202-024
4712-29-202-096	4712-29-202-062	4712-29-202-108	4712-29-202-042	4712-29-202-025
4712-29-202-097	4712-29-202-087	4712-29-202-028	4712-29-202-046	4712-29-202-026
4712-29-202-102	4712-29-202-091	4712-29-202-029	4712-29-201-199	4712-29-202-027
4712-29-202-050				

For the purpose of road maintenance to the aforementioned roads of Paradise Farms, with all work incidental thereto, all within the proposed district in accordance with the petitions of the property owners thereof.

BE IT FURTHER RESOLVED that the Township Board does tentatively designate the Special Assessment District against which costs of the maintenance is to be assessed as S-I-04-2016, Paradise Farms Road Maintenance Special Assessment District which shall include the lands and premises more particularly described above.

BE IT FURTHER RESOLVED that a hearing on (i) the petitions requesting the proposed Project, (ii) the scope of the Project, and (iii) the Special Assessment District proposed to be established for the assessment of the cost for the Project, shall be held on July 18, 2016, at a meeting of the Township Board at Brighton Township Hall at 4363 Buno Road, Brighton, Michigan, commencing at 7:00 p.m.

BE IT FURTHER RESOLVED that the Clerk be instructed to give the proper notice of such hearing by mailing and publication in accordance with law and statute provided.

BE IT FURTHER RESOLVED that all resolutions and parts of the resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Upon roll call vote, the following voted "Aye":

The following voted "Nay":

Absent:

The Supervisor declared the motion carried and the resolution was duly adopted.

\_\_\_\_\_  
Ann M. Bollin, Clerk

\_\_\_\_\_  
Thomas E. Murphy, Supervisor

#### CERTIFICATE

The undersigned, Clerk of the Charter Township of Brighton, hereby certifies that the foregoing constitutes a true and complete copy of an excerpt of the minutes of a regular meeting of the Township Board of the Charter Township of Brighton, Livingston County, Michigan, held on \_\_\_\_\_ at which \_\_\_ meeting members of the Township Board were present and voted as indicated in said Minutes; that said meeting was held in accordance with the Open Meetings Act of the State of Michigan; and the foregoing excerpt contains all material pertinent to the **PARADISE FARMS ROAD IMPROVEMENT SPECIAL ASSESSMENT DISTRICT, SAD NO. S-I-04-2016.**

\_\_\_\_\_  
Ann M. Bollin, Township Clerk

Public Act 188 of 1954 Proceedings

CERTIFICATE

To the Clerk and Township Board  
Charter Township of Brighton  
Livingston County, Michigan

Dear Officials:

This is to certify that we, Thomas E. Murphy, the Supervisor and Stacy A. Kaliszewski, the Assessor in charge of the assessment roll of said township have checked the attached petition for Paradise Farms Road Maintenance and we do hereby certify that said petition has been signed by the record owners of 68.12 percent of the total road frontage within the boundaries as described upon the petition.

We further certify that total road frontage equals 3043.92 lineal ft. The total lineal feet of road frontage signed for by record owners within the proposed district equals 2073.54 lineal feet.

We do hereby certify that the assessment roll and all assessment records have been verified with the records of the Register of Deeds for Livingston County, as to the record owners of all property within the Charter Township of Brighton and within the area set forth in said petition on the day of filing the petition.

Respectfully submitted,

Supervisor Signature Thomas E. Murphy 5/26/16  
Thomas E. Murphy Date

Assessor Signature Stacy A. Kaliszewski 5/27/16  
Stacy A. Kaliszewski Date

PARADISE FARMS ROAD MAINTENANCE SAD  
2016 - 2020

PARCEL NUMBER	PROPERTY ADDRESS	OWNER NAME	MAILING ADDRESS	FRONTAGE	FRNTG COUNTS
4712-29-201-199	9730 LYON DR, BRIGHTON MI 48114	HEINZ JEFFREY & JUDITH	9730 LYON DR, BRIGHTON MI 48114	210.00	0.00
4712-29-202-022	4186 LINK AVE, BRIGHTON MI 48114	BARKER KENNETH & DEBRA	4186 LINK AVE, BRIGHTON MI 48114	72.14	72.14
4712-29-202-023	4174 LINK AVE, BRIGHTON MI 48114	GARDINER BRYAN & NANCY	4174 LINK AVE, BRIGHTON MI 48114	72.14	72.14
4712-29-202-024	4160 LINK AVE, BRIGHTON MI 48114	CARLINI GARY	4160 LINK AVE, BRIGHTON MI 48114	72.14	72.14
4712-29-202-025	4146 LINK AVE, BRIGHTON MI 48114	ZIRKLE BRANDON & STACI	4146 LINK AVE, BRIGHTON MI 48114	72.14	72.14
4712-29-202-026	4132 LINK AVE, BRIGHTON MI 48114	LARSON RICHARD	419 DAVIS RD, BATAVIA IL 60510-1306	72.14	0.00
4712-29-202-027	4128 LINK AVE, BRIGHTON MI 48114	MINCHEY DAVID JAMES	4128 LINK AVE, BRIGHTON MI 48114	72.14	72.14
4712-29-202-028	4124 LINK AVE, BRIGHTON MI 48114	SMITH KAREN	4124 LINK AVE, BRIGHTON MI 48114	72.14	72.14
4712-29-202-029	4102 LINK AVE, BRIGHTON MI 48114	REED GEORGE & JENNIFER	4102 LINK AVE, BRIGHTON MI 48114	72.14	72.14
4712-29-202-030	4088 LINK AVE, BRIGHTON MI 48114	CALDERONE BRADLEY	4088 LINK AVE, BRIGHTON MI 48114	72.14	72.14
4712-29-202-037	4016 LINK AVE, BRIGHTON MI 48114	OWENS KENNETH	4016 LINK AVE, BRIGHTON MI 48114	72.14	0.00
4712-29-202-040	4000 LINK AVE, BRIGHTON MI 48114	KARWICK IRWIN & JULIE	410 SPENCER RD, BRIGHTON MI 48114	0.00	0.00
4712-29-202-042	4008 LINK AVE, BRIGHTON MI 48114	HOWARD GEORGE JR & PATRICIA	4008 LINK AVE, BRIGHTON MI 48114	125.20	125.20
4712-29-202-046	9700 LYON DR, BRIGHTON MI 48114	CHAPPELL KIM	9700 LYON DR, BRIGHTON MI 48114	248.83	248.83
4712-29-202-050	4059 LINK AVE, BRIGHTON MI 48114	TIMMER ROBERT & CAROLINE	4059 LINK AVE, BRIGHTON MI 48114	123.06	123.06
4712-29-202-051	4075 LINK AVE, BRIGHTON MI 48114	CONSTANTINE CHARLES T	4075 LINK AVE, BRIGHTON MI 48114	112.46	112.46
4712-29-202-060	4175 LINK AVE, BRIGHTON MI 48114	THOMAS BARBARA	P O BOX 2201, BRIGHTON MI 48116	79.04	79.04
4712-29-202-061	4189 LINK AVE, BRIGHTON MI 48114	BANKS DIANE	4189 LINK AVE, BRIGHTON MI 48114	75.86	75.86
4712-29-202-062	4203 LINK AVE, BRIGHTON MI 48114	SHUFFET DALE & FRANCIS	4203 LINK AVE, BRIGHTON MI 48114	68.00	68.00
4712-29-202-087	4040 LINK AVE, BRIGHTON MI 48114	WILLIAMS EUGENE & BERNICE	4139 LARCHMOOR, BRIGHTON MI 48114	144.28	0.00
4712-29-202-091	4252 LINK AVE, BRIGHTON MI 48114	BROWNLEE PAUL & PAMELA	4252 LINK AVE, BRIGHTON MI 48114	50.00	50.00
4712-29-202-092	4056 LINK AVE, BRIGHTON MI 48114	DEAN BAILEY	15924 FAIRFIELD, DETROIT MI 48238	144.28	0.00
4712-29-202-094	9708 LYON DR, BRIGHTON MI 48114	PACE SAMUEL JR	9708 LYON DR, BRIGHTON MI 48114	104.30	104.30
4712-29-202-095	4161 LINK AVE, BRIGHTON MI 48114	RAMAKRISHNAN AVINASH & MORIARTY BREON	4161 LINK AVE, BRIGHTON MI 48114	82.75	82.75
4712-29-202-096	4141 LINK AVE, BRIGHTON MI 48114	MCGRATH JOEL	4141 LINK AVE, BRIGHTON MI 48114	87.52	87.52
4712-29-202-097	4202 LINK AVE, BRIGHTON MI 48114	HOPKINS MICHAEL	3190 CHESTUNT RUN DR, BLOOMFIELD MI 48302	136.58	0.00
4712-29-202-102	4121 LINK AVE, BRIGHTON MI 48114	CLAPHAM BRYON JAMES	16987 POLLYANNA ST, LIVONIA MI 48154	190.96	0.00
4712-29-202-103	4225 LINK AVE, BRIGHTON MI 48114	MERCER MICHAEL M	4225 LINK AVE, BRIGHTON MI 48114	123.61	123.61
4712-29-202-104	4217 LINK AVE, BRIGHTON MI 48114	SEBASTIAN CHRISTOPHER & REBECCA	4217 LINK AVE, BRIGHTON MI 48114	80.00	80.00
4712-29-202-107	4214 LINK AVE, BRIGHTON MI 48114	KEEL ROBBY M	4214 LINK AVE, BRIGHTON MI 48114	102.79	102.79
4712-29-202-108	4228 LINK AVE, BRIGHTON MI 48114	BODRIE SEAN	4228 LINK AVE, BRIGHTON MI 48114	33.00	33.00

PARADISE FARMS ROAD MAINTENANCE SAD  
2016 - 2020

PERCENTAGE SIGNED      TOTAL FRONTAGE      3043.92      2073.54  
68.12%

VACANT - FRONTAGE DOES NOT COUNT AS THEY DO NOT PAY INTO THE SAD

VACANT PARCELS THAT DON'T PAY INTO SAD

4712-29-202-033	LINK AVE, BRIGHTON MI 48114	ARNOLD, MICHAEL	6027 PINE OAKS TRL, BRIGHTON MI 48116	72.14	0.00
4712-29-202-036	LINK AVE, BRIGHTON MI 48114	KENDRICK EUGENE RAYMOND	4045 GROVE HILL DR, BRIGHTON MI 48114	72.14	0.00
4712-29-202-039	LINK AVE, BRIGHTON MI 48114	KARWICK IRWIN & JULIE	410 SPENCER RD, BRIGHTON MI 48114	0.00	0.00
4712-29-202-053	LINK AVE, BRIGHTON MI 48114	CONSTANTINE CHARLES	4075 LINK DR, BRIGHTON MI 48114	105.03	0.00
4712-29-202-084	LYON DR, BRIGHTON MI 48114	MOORE MARCUS & JUANITA	9791 LYON DR, BRIGHTON MI 48114	121.24	0.00
4712-29-202-086	LINK AVE, BRIGHTON MI 48114	MOORE MARCUS & JUANITA	9791 LYON DR, BRIGHTON MI 48114	273.24	0.00

NOTE: THE OWNER OF PARCEL NUMBER 29-202-097 SIGNED A PETITION AND HAD IT NOTARIZED; HOWEVER WE DID NOT COUNT IT IN THE PERCENTAGE, AS IT WAS NOT SIGNED IN FRONT OF THE SAD CIRCULATOR. IF THE FRONTAGE WAS COUNTED THE PERCENTAGE OF SIGNATURES WOULD INCREASE TO 72.61%

**Public Act 188 of 1954 Proceedings**  
**PETITION FOR PARADISE FARMS ROAD MAINTENANCE SPECIAL ASSESSMENT DISTRICT**  
**BRIGHTON TOWNSHIP, MICHIGAN**

We, the undersigned, together with other petitioners representing the record land owners of more than sixty six (66) percent of the total road frontage of non-vacant parcels within the proposed district boundaries, hereby petition the Brighton Township Board to create a special assessment district to provide maintenance, including road grading, gravel, dust control, snow plowing, sanding, salting, tree trimming within the road right of way, emergency tree removal within the right of way, washout repair and signage to the Private Roads located within the district boundaries. The boundaries of the proposed special assessment district are illustrated on the map printed on the reverse side of this petition.

We, the petitioners, understand that the improvements shall be administered by the Township, and conducted in accordance with plans for the same to be reviewed and approved by the Charter Township of Brighton Board of Trustees. We, the petitioners, understand that each non-vacant parcel located within the Paradise Farms Road Maintenance Special Assessment District, will be assessed for one (1) share. Vacant parcels shall not be assessed. We request the term of the special assessment district to be five (5) years. The costs will be assessed against each non-vacant parcel of land within said proposed district. The costs will be \$250 plus administrative costs (printing and publishing of legal notices, notice mailings) per parcel for the first year (2016), \$250 per parcel for the second year (2017), \$250 per parcel for the third year (2018), \$250 per parcel for the fourth year (2019), and \$250 per parcel for the fifth year (2020). We understand that any delinquent assessments within the special assessment district may be reviewed annually by the Township and pursuant to Act 188 the Township Board may levy pro-rata additional assessments in the special assessment district to pay for any such delinquent special assessments. We also acknowledge that annual determination of the cost of the project may be made and that the public hearing will not be necessary for such annual redeterminations, provided the annual cost does not exceed the previous years costs by 10% in accordance with PA 188 of 1954.

WARNING - No one shall sign this petition more than once per tax parcel owned, sign a name other than his or her own, or set opposite his or her signature on this petition a date other than the actual date the signature was affixed.

PARCEL NUMBER/ TAX ID	PROPERTY ADDRESS	OWNER NAME	OWNER MAILING ADDRESS	SIGNATURE (S)	DATE
4712-29-202-028	4124 LINK AVE, BRIGHTON MI 48114	SMITH KAREN	4124 LINK AVE, BRIGHTON MI 48114	<i>Karen Smith</i>	4/11/16
4712-29-202-029	4102 LINK AVE, BRIGHTON MI 48114	REED GEORGE & JENNIFER	4102 LINK AVE, BRIGHTON MI 48114	<i>George &amp; Jennifer Reed</i>	4/19/16
4712-29-202-030	4088 LINK AVE, BRIGHTON MI 48114	CALDERONE BRADLEY	4088 LINK AVE, BRIGHTON MI 48114	<i>BOO</i>	4/13/16
4712-29-202-037	4016 LINK AVE, BRIGHTON MI 48114	OWENS KENNETH	4016 LINK AVE, BRIGHTON MI 48114		1/1
4712-29-202-040	4000 LINK AVE, BRIGHTON MI 48114	KARWICK IRWIN & JULIE	410 SPENCER RD, BRIGHTON MI 48114		1/1
4712-29-202-042	4008 LINK AVE, BRIGHTON MI 48114	HOWARD GEORGE JR & PATRICIA	4008 LINK AVE, BRIGHTON MI 48114	<i>George E. Howard Jr &amp; Patricia Howard</i>	4/12/16
4712-29-202-046	9700 LYON DR, BRIGHTON MI 48114	CHAPPELL KIM	9700 LYON DR, BRIGHTON MI 48114	<i>Kim Chappell</i>	5/15/16

THE FOLLOWING PARCELS ARE WITHIN THE BOUNDARIES OF THE SPECIAL ASSESSMENT DISTRICT, BUT ARE NOT SUBJECT TO THE SPECIAL ASSESSMENT BECAUSE THEY ARE VACANT. SIGNATURES OF VACANT LOTS ARE NOT REQUIRED, AS THEY WILL NOT BE USED IN THE CALCULATION TO DETERMINE THE 66 % SUFFICIENCY REQUIREMENT.

4712-29-202-033	LINK AVE, BRIGHTON MI 48114	ARNOLD, MICHAEL	6027 PINE OAKS TRL, BRIGHTON MI 48116
4712-29-202-036	LINK AVE, BRIGHTON MI 48114	KENDRICK EUGENE RAYMOND	4045 GROVE HILL DR, BRIGHTON MI 48114
4712-29-202-039	LINK AVE, BRIGHTON MI 48114	KARWICK IRWIN & JULIE	410 SPENCER RD, BRIGHTON MI 48114
4712-29-202-053	LINK AVE, BRIGHTON MI 48114	CONSTANTINE CHARLES	4075 LINK DR, BRIGHTON MI 48114
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4712-29-202-086	LINK AVE, BRIGHTON MI 48114	MOORE MARCUS & JUANITA	9791 LYON DR, BRIGHTON MI 48114

**CERTIFICATE OF CIRCULATOR**

I, THE CIRCULATOR OF THIS PETITION ASSERT THAT I AM QUALIFIED TO CIRCULATE THIS PETITION, THAT EACH SIGNATURE ON THE PETITION WAS SIGNED IN MY PRESENCE, AND THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, EACH SIGNATURE IS THE GENUINE SIGNATURE OF THE PERSON PURPORTING TO SIGN THE PETITION.

*Bryan Gardiner* 5/27/16  
 SIGNATURE OF CIRCULATOR DATE SIGNED

*BRYAN GARDINER*  
 PRINTED NAME OF CIRCULATOR

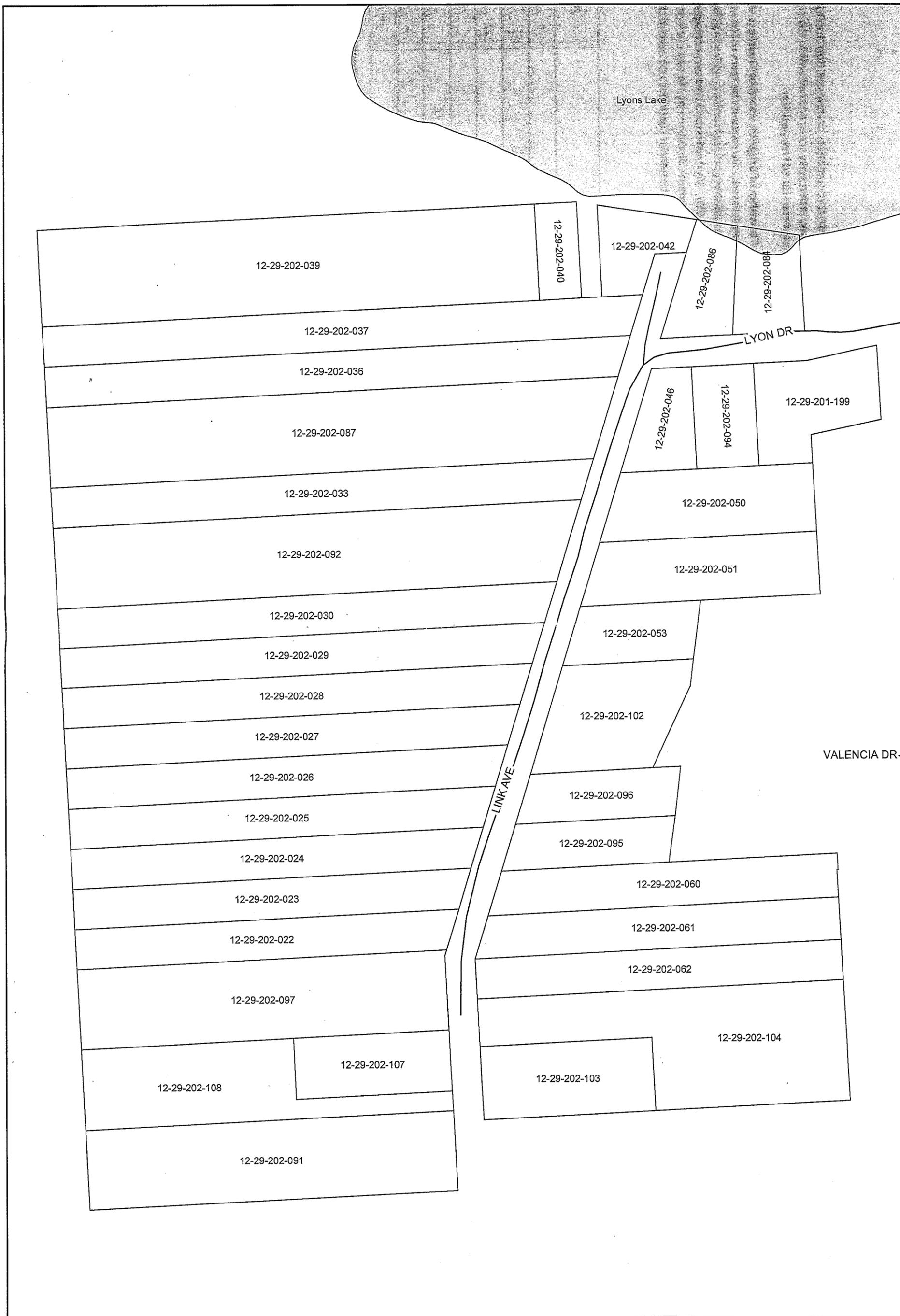
*4174 LINK BRIGHTON MI 48114*  
 COMPLETE ADDRESS OF THE CIRCULATOR (STREET AND NUMBER, CITY, STATE, ZIP CODE)

RECEIVED

MAY 27 2016

BRIGHTON TOWNSHIP

# PARADISE FARMS ROAD MAINTENANCE DISTRICT



Public Act 188 of 1954 Proceedings  
**PETITION FOR PARADISE FARMS ROAD MAINTENANCE SPECIAL ASSESSMENT DISTRICT**  
**BRIGHTON TOWNSHIP, MICHIGAN**

We, the undersigned, together with other petitioners representing the record land owners of more than sixty six (66) percent of the total road frontage of non-vacant parcels within the proposed district boundaries, hereby petition the Brighton Township Board to create a special assessment district to provide maintenance, including road grading, gravel, dust control, snow plowing, sanding, salting, tree trimming within the road right of way, emergency tree removal within the right of way, washout repair and signage to the Private Roads located within the district boundaries. The boundaries of the proposed special assessment district are illustrated on the map printed on the reverse side of this petition.

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4712-29-202-022	4186 LINK AVE, BRIGHTON MI 48114	BARKER KENNETH & DEBRA	4186 LINK AVE, BRIGHTON MI 48114	<i>Kenneth Barker Debra J. Barker</i>	4/13/16
4712-29-202-023	4174 LINK AVE, BRIGHTON MI 48114	GARDINER BRYAN & NANCY	4174 LINK AVE, BRIGHTON MI 48114	<i>see copy of page for signatures</i>	1 1
4712-29-202-024	4160 LINK AVE, BRIGHTON MI 48114	CARLINI GARY	4160 LINK AVE, BRIGHTON MI 48114	<i>Gary Carlini</i>	4/17/16
4712-29-202-025	4146 LINK AVE, BRIGHTON MI 48114	ZIRKLE BRANDON & STACI	4146 LINK AVE, BRIGHTON MI 48114	<i>Brandon Staci</i>	4/23/16
4712-29-202-026	4132 LINK AVE, BRIGHTON MI 48114	LARSON RICHARD	419 DAVIS RD, BATAVIA IL 60510-1306		1 1
4712-29-202-027	4128 LINK AVE, BRIGHTON MI 48114	MINCHEY DAVID JAMES	4128 LINK AVE, BRIGHTON MI 48114	<i>David J. Minchey</i>	4/17/16

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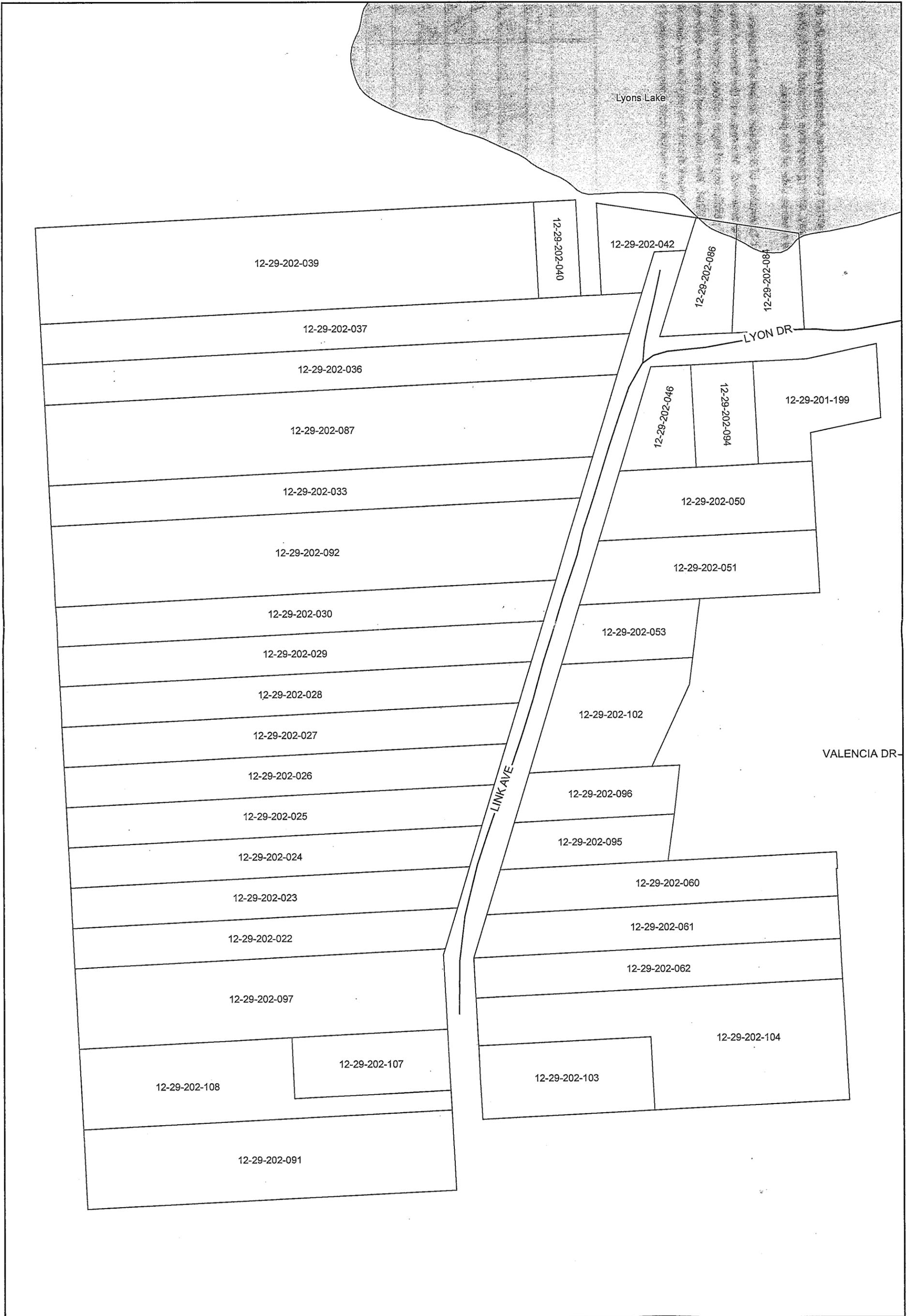
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RECEIVED

MAY 27 2016

BRIGHTON TOWNSHIP

# PARADISE FARMS ROAD MAINTENANCE DISTRICT



ZA

Public Act 188 of 1954 Proceedings  
PETITION FOR PARADISE FARMS ROAD MAINTENANCE SPECIAL ASSESSMENT DISTRICT  
BRIGHTON TOWNSHIP, MICHIGAN

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*Kenneth P. Barker* 4/13/16  
SIGNATURE OF CIRCULATOR DATE SIGNED

Kenneth P. Barker  
PRINTED NAME OF CIRCULATOR

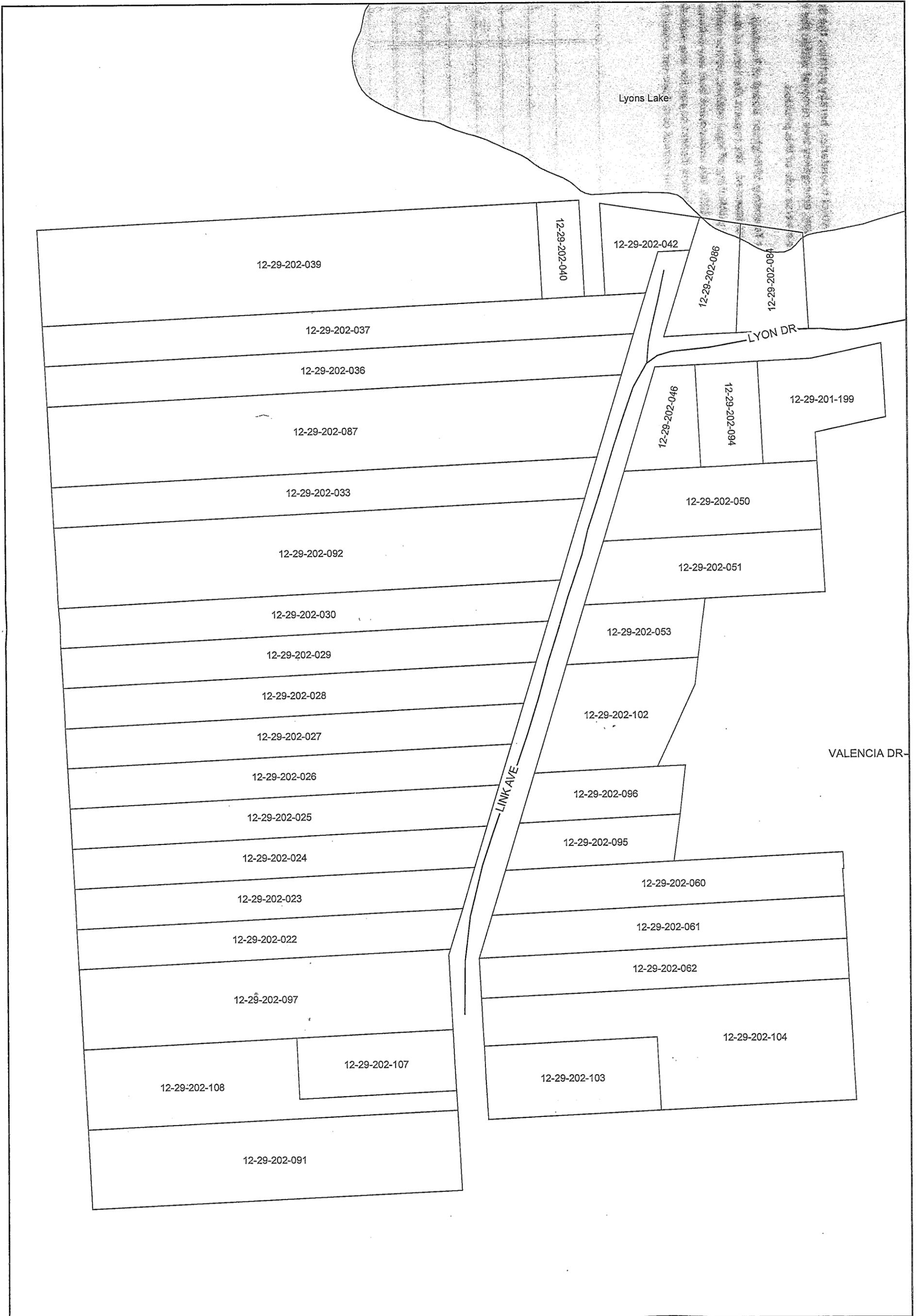
4186 Link Dr. Brighton, MI 48114  
COMPLETE ADDRESS OF THE CIRCULATOR (STREET AND NUMBER, CITY, STATE, ZIP CODE)

RECEIVED

MAY 27 2016

BRIGHTON TOWNSHIP

# PARADISE FARMS ROAD MAINTENANCE DISTRICT



Public Act 188 of 1954 Proceedings  
PETITION FOR PARADISE FARMS ROAD MAINTENANCE SPECIAL ASSESSMENT DISTRICT  
BRIGHTON TOWNSHIP, MICHIGAN

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4712-29-202-050	4059 LINK AVE, BRIGHTON MI 48114	TIMMER ROBERT & CAROLINE	4059 LINK AVE, BRIGHTON MI 48114	<i>Robert Timmer</i> <i>Caroline Timmer</i>	4 124 116
4712-29-202-051	4075 LINK AVE, BRIGHTON MI 48114	CONSTANTINE CHARLES T	4075 LINK AVE, BRIGHTON MI 48114	<i>[Signature]</i>	4 113 116
4712-29-202-060	4175 LINK AVE, BRIGHTON MI 48114	THOMAS BARBARA	P O BOX 2201, BRIGHTON MI 48116	<i>Barbara Thomas</i>	5 116 116
4712-29-202-061	4189 LINK AVE, BRIGHTON MI 48114	BANKS DIANE	4189 LINK AVE, BRIGHTON MI 48114	<i>Diane Banks</i>	4 124 116
4712-29-202-062	4203 LINK AVE, BRIGHTON MI 48114	SHUFFET DALE & FRANCIS	4203 LINK AVE, BRIGHTON MI 48114	<i>Dale M Shuffet</i> <i>Francis Shuffet</i>	4 124 116
4712-29-202-087	4040 LINK AVE, BRIGHTON MI 48114	WILLIAMS EUGENE & BERNICE	4139 LARCHMOOR, BRIGHTON MI 48114		1 1
4712-29-202-091	4252 LINK AVE, BRIGHTON MI 48114	BROWNLEE PAUL & PAMELA	4252 LINK AVE, BRIGHTON MI 48114	<i>Paul E Brownlee</i> <i>Pamela Brownlee</i>	4 120 116

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4712-29-202-036	LINK AVE, BRIGHTON MI 48114	KENDRICK EUGENE RAYMOND	4045 GROVE HILL DR, BRIGHTON MI 48114
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CERTIFICATE OF CIRCULATOR

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*Bryan Gardiner* 5/27/16  
SIGNATURE OF CIRCULATOR DATE SIGNED

BRYAN GARDINER  
PRINTED NAME OF CIRCULATOR

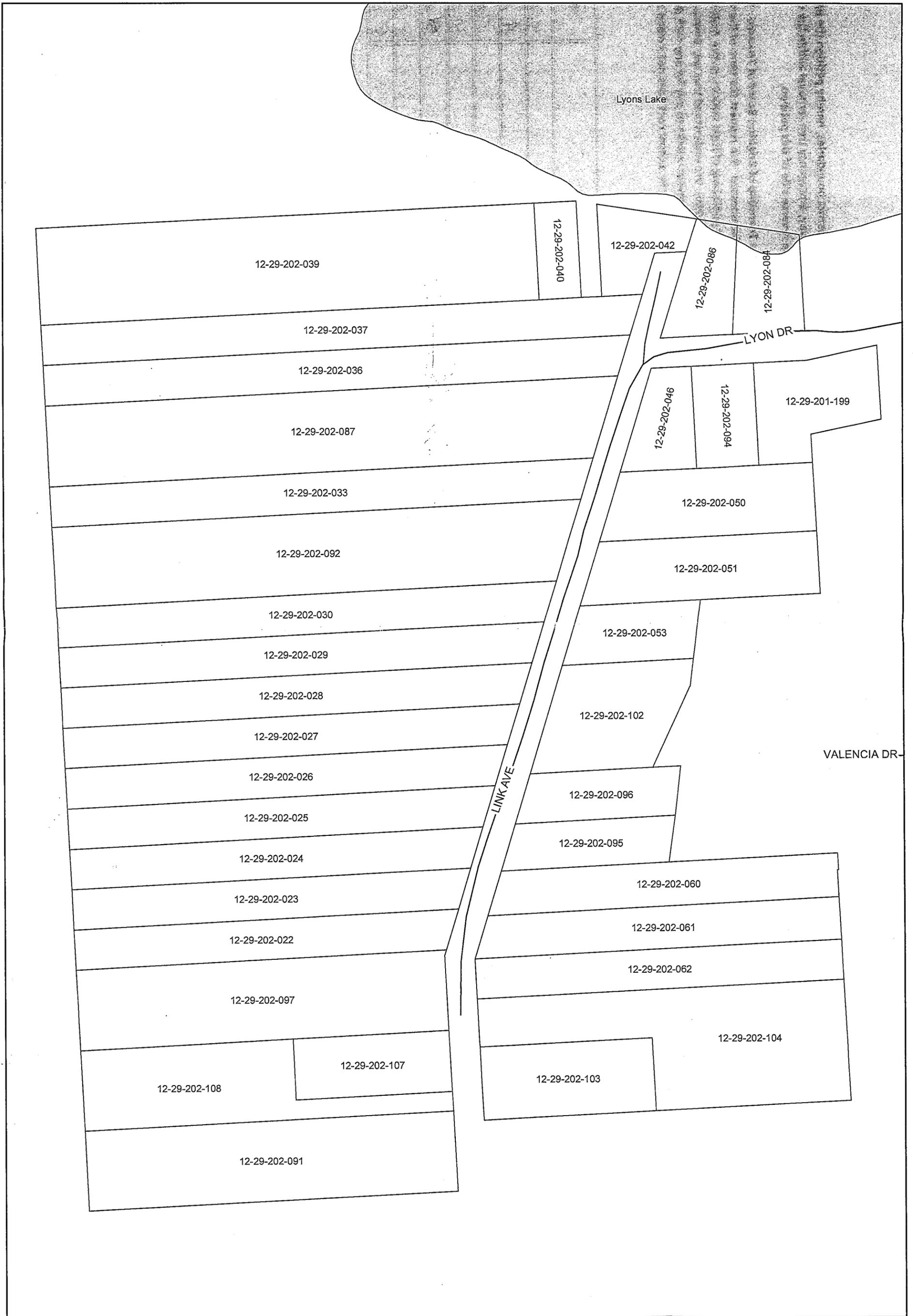
4174 LINK BRIGHTON, MI 48114  
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RECEIVED

MAY 27 2016

BRIGHTON TOWNSHIP *[Signature]*

# PARADISE FARMS ROAD MAINTENANCE DISTRICT



Public Act 188 of 1954 Proceedings  
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BRIGHTON TOWNSHIP, MICHIGAN

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4712-29-202-094	9708 LYON DR, BRIGHTON MI 48114	PACE SAMUEL JR	9708 LYON DR, BRIGHTON MI 48114	<i>Samuel Pace Jr.</i>	4/27/16
4712-29-202-095	4161 LINK AVE, BRIGHTON MI 48114	RAMAKRISHNAN AVINASH & MORIARTY BREON	4161 LINK AVE, BRIGHTON MI 48114	<i>Moriarty Breon</i>	4/24/16
4712-29-202-096	4141 LINK AVE, BRIGHTON MI 48114	MCGRATH JOEL	4141 LINK AVE, BRIGHTON MI 48114	<i>Joel McGrath</i>	4/19/16
4712-29-202-097	4202 LINK AVE, BRIGHTON MI 48114	HOPKINS MICHAEL	3190 CHESTUNT RUN DR, BLOOMFIELD MI 48302		/ /
4712-29-202-102	4121 LINK AVE, BRIGHTON MI 48114	CLAPHAM BRYON JAMES	16987 POLLYANNA ST, LIVONIA MI 48154		/ /

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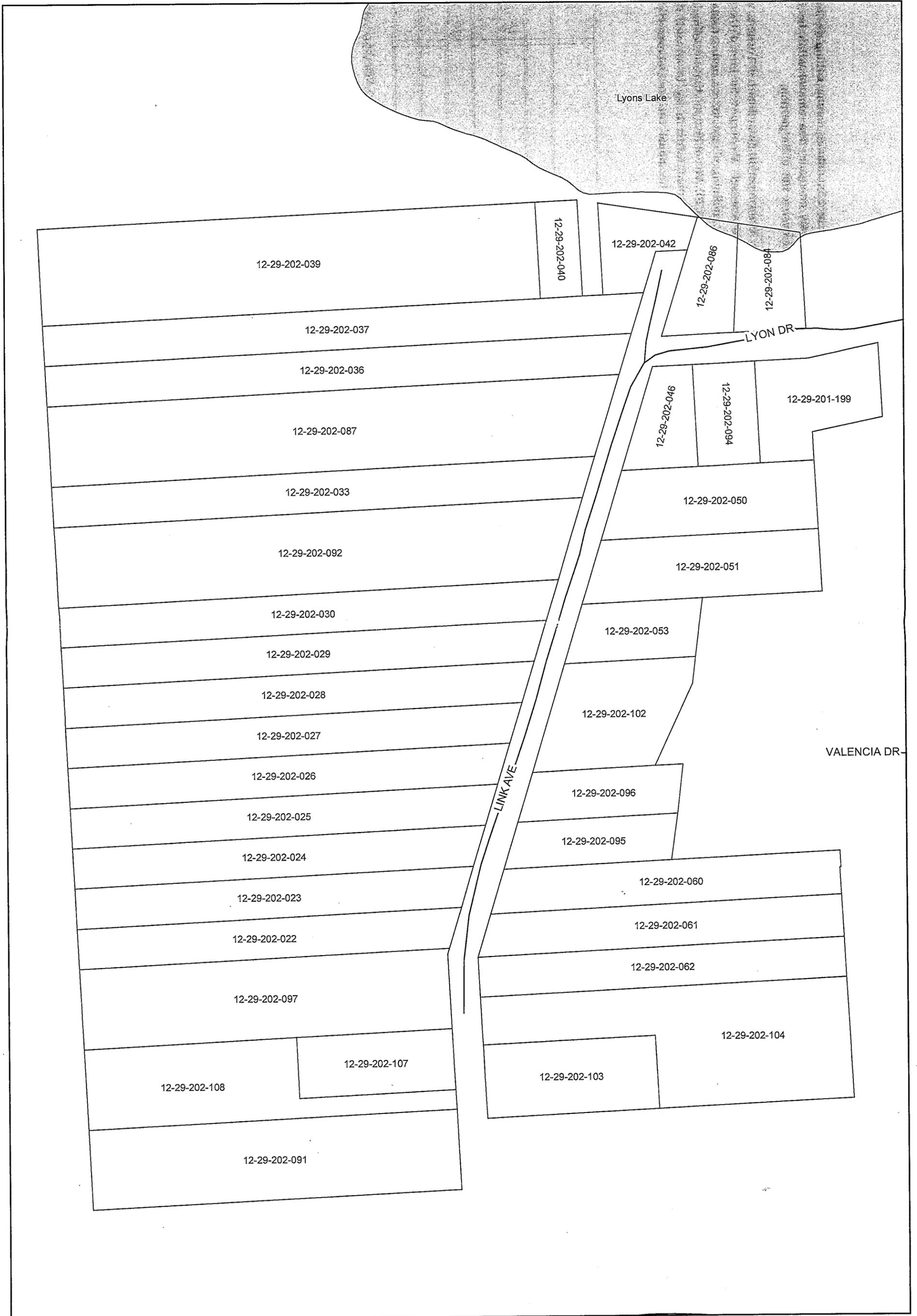
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MAY 27 2016

BRIGHTON TOWNSHIP

# PARADISE FARMS ROAD MAINTENANCE DISTRICT



Public Act 188 of 1954 Proceedings  
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**BRIGHTON TOWNSHIP, MICHIGAN**

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4712-29-202-104	4217 LINK AVE, BRIGHTON MI 48114	SEBASTIAN CHRISTOPHER & REBECCA	4217 LINK AVE, BRIGHTON MI 48114	<i>Christopher Sebastian</i>	4/13/16
4712-29-202-107	4214 LINK AVE, BRIGHTON MI 48114	KEEL ROBBY M	4214 LINK AVE, BRIGHTON MI 48114	<i>Robby M Keel</i>	4/24/16
4712-29-202-108	4228 LINK AVE, BRIGHTON MI 48114	BODRIE SEAN	4228 LINK AVE, BRIGHTON MI 48114	<i>Sean Bodrie</i>	4/27/16

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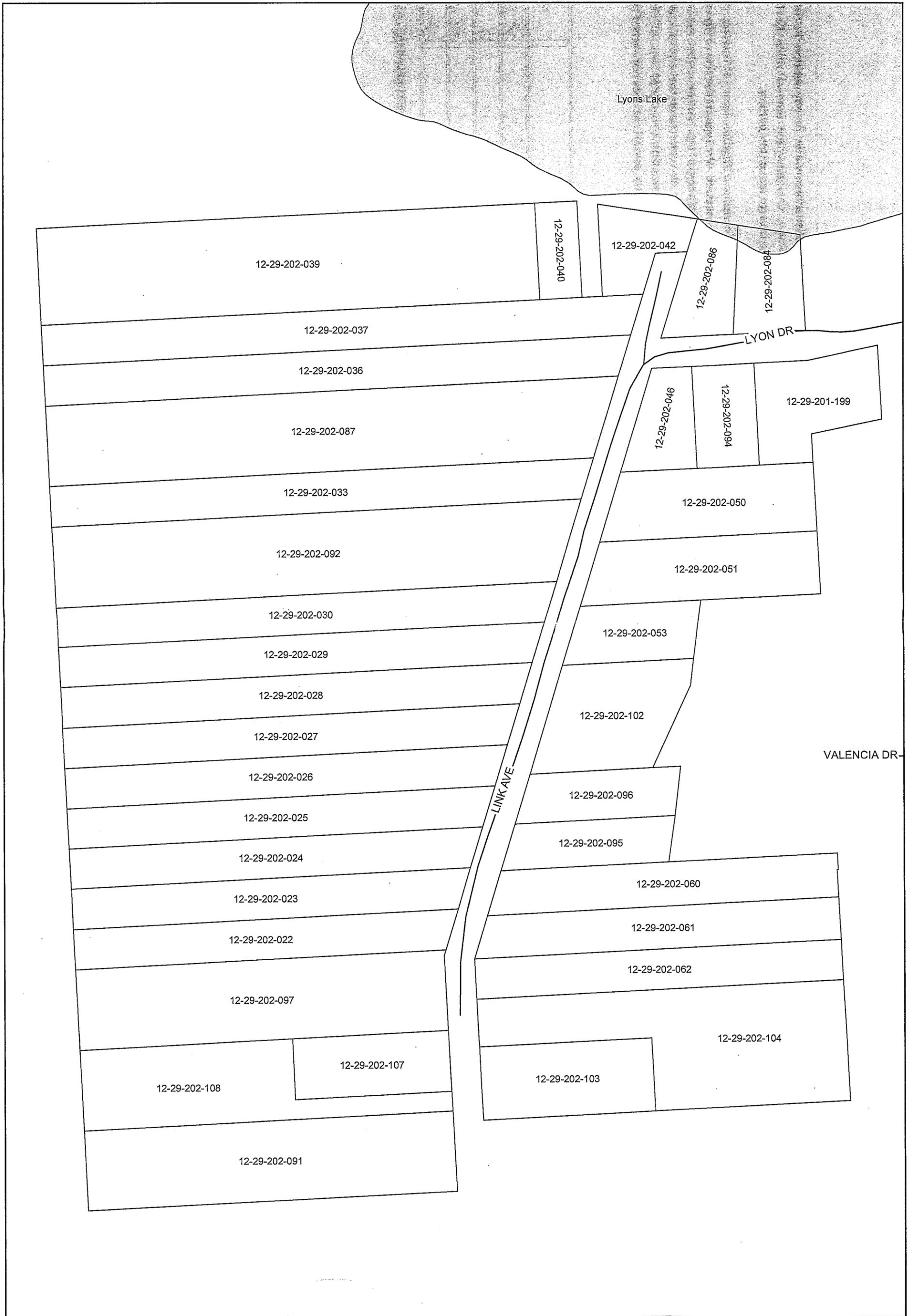
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BRIGHTON TOWNSHIP

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**Public Act 188 of 1954 Proceedings**  
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Subscribed and sworn to before me this 23rd day of May, 2016.

*Nancy J. Krebaum*

**NANCY J. KREBAUM**  
**Notary Public, Oakland County, Michigan**  
**My Commission Expires October 11, 2017**  
**Acting in Oakland County, Michigan**

**CERTIFICATE OF CIRCULATOR**

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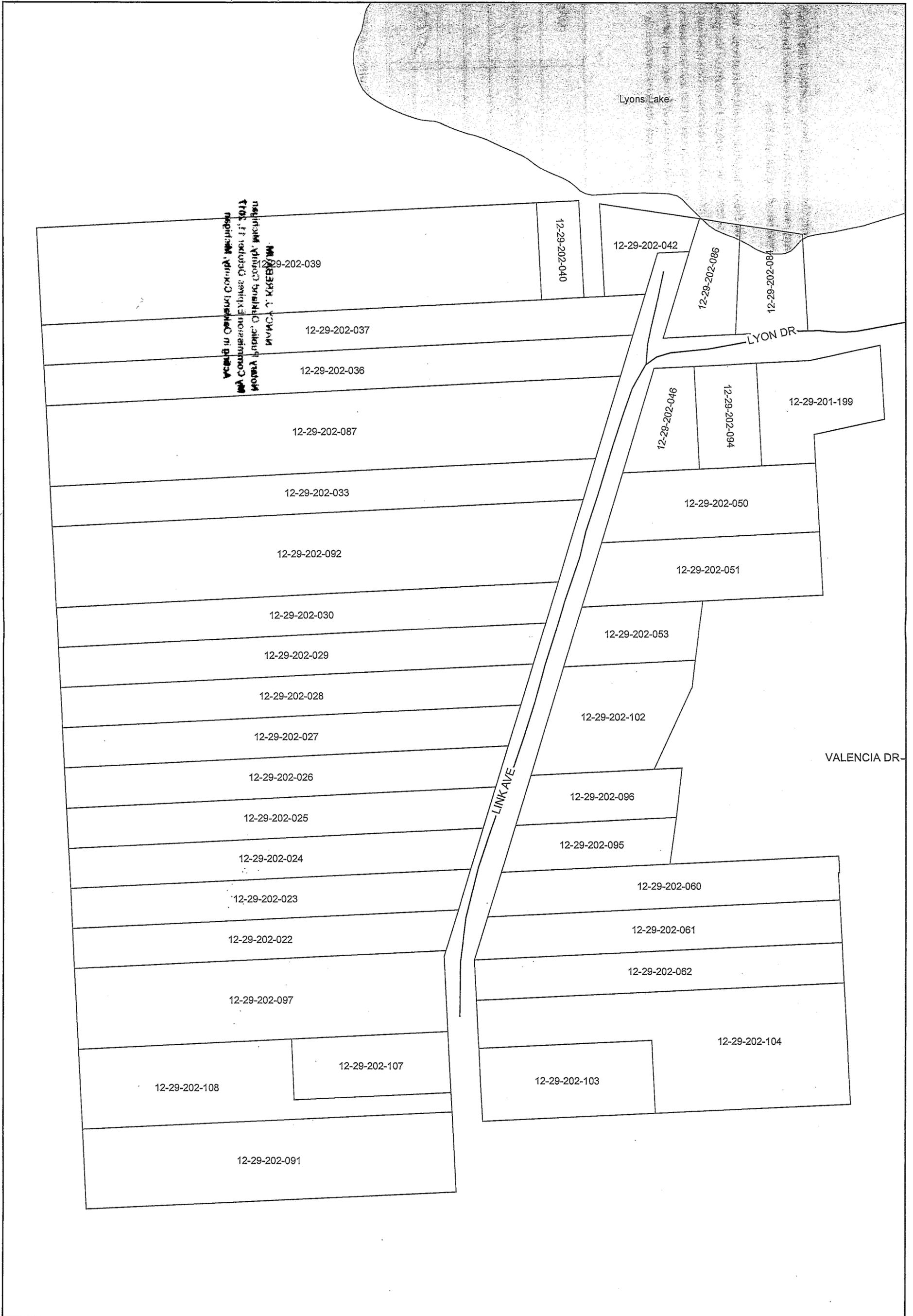
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BRIGHTON TOWNSHIP

# PARADISE FARMS ROAD MAINTENANCE DISTRICT



## AGENDA NOTES

**MEETING DATE:** June 20, 2016

**PERSON PLACING ITEM ON AGENDA:** Township Manager

**AGENDA TOPIC:** SELCRA – 2015-16 Fiscal Year Participation Settlement

**EXPLANATION OF TOPIC:**

I received the attached correspondence from SELCRA regarding the participation settlement for the SELCRA fiscal year 2015-16. Brighton Township's share of the anticipated shortfall is \$5,890.

**MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:**

- SELCRA email dated June 9, 2016
- SELCRA invoice dated June 1, 2016
- SELCRA program and participation data CY 2015

**RECOMMENDATION:** It is the recommendation of the SELCRA Board and concurred with by the Township Manager that the Township Board approve the payment of \$5,890 to SELCRA which represents Brighton Township's share of the SELCRA FY 15-16 participant balance.

**SUGGESTED MOTION:** Motion by \_\_\_\_\_, supported by \_\_\_\_\_ that Township Board approve the payment of \$5,890 to SELCRA which represents Brighton Township's share of the SELCRA FY 15-16 participant balance.

**ROLL CALL VOTE REQUIRED?** Yes

## Manager

---

**From:** Cheryl Royster <croyster@selcra.com>  
**Sent:** Thursday, June 09, 2016 9:05 AM  
**To:** Manager  
**Subject:** Budget shortfall - 2015-16  
**Attachments:** 2015-16 Invoice-Shortfall.doc; Shortfall Data 2015-16.xlsx

Hello Brian,

At our June 8<sup>th</sup>, SELCRA Board meeting, a motion was passed that approved an amended budget for 2015-16.

A shortfall of \$15,500 has been projected and recognized. The attached invoice shows the Brighton Township percentage of the shortfall.

Please submit the invoice at your next Township Board meeting.

Thank You,

## Cheryl Royster

*Southeastern Livingston County Recreation Authority*

Administrative Supervisor

P: 810.299.4140

F: 810.299.4210





**SELCRA January - December 2015 Programs and Participants**

<b>YOUTH SPORTS</b>	<b>Totals</b>	<b>Brighton Twp</b>	<b>City of Brighton</b>	<b>Green Oak Twp</b>	<b>Genoa Twp</b>	<b>Hamburg Twp</b>	<b>Other</b>
Soccer	788	269	147	133	134	41	64
Volleyball	97	38	14	16	14	9	6
Baseball/Softball	699	228	130	112	121	43	65
Basketball	407	126	69	68	85	24	35
Flag Football Spring	201	73	39	43	34	8	4
Flag Football Fall	169	62	33	36	29	3	6
<b>ADULT SPORTS</b>							
Basketball	470	160	20	31	10	10	240
Softball	191	78	24	33	0	0	56
<b>PROGRAMS</b>							
Daddy Daughter Dance	1106	266	204	189	138	81	228
Challenger Camps	77	28	15	16	13	1	4
Basketball Clinics	112	32	12	21	16	4	27
Baseball Clinics	32	20	2	6	4	0	0
Punt/Pass/Kick	15	5	1	2	2	0	5
Eggstravaganza	134	27	35	15	27	3	27
Date Nights	183	61	29	21	29	18	25
Golf Outing	84	10	9	7	10	2	46
Tridge or Treat	682	228	120	135	109	31	59
Gymnastics	112	28	21	17	21	15	10
Fencing	12	4	1	2	3	0	2
Karate	24	6	15	1	1	0	3
Golf Clinics	20	9	6	1	2	0	2
Equestrian	13	4	2	3	2	0	2
Murder Mystery	60	12	8	8	4	8	20
Wlak Michigan	277	57	48	112	28	24	8
DDA Summer Series	402	85	92	51	37	26	111
Tennis	75	27	17	14	12	2	3
Little Bits	21	5	3	1	6	4	2
After School	59	28	9	5	10	5	2
Family Fit Series	25	9	4	8	4	0	0
2015 totals	6547	1985	1129	1107	905	362	1062
2014 totals	9597	2701	1489	1678	1352	705	1672
<b>TOTALS</b>	<b>16144</b>	<b>4686</b>	<b>2618</b>	<b>2785</b>	<b>2257</b>	<b>1067</b>	<b>2734</b>
Contribution Percentages		38%	21%	23%	18%		
<b>Average 2014 &amp; 2015</b>		<b>2343</b>	<b>1309</b>	<b>1393</b>	<b>1129</b>	<b>534</b>	<b>1367</b>
2015/16 - \$38 per participant		\$ 96,824.00	\$ 51,908.00	\$ 56,810.00	\$ 45,752.00		\$ 251,294.00
<b>2015/16 PROJECTED SHORTFALL</b>	<b>\$15,500</b>	<b>\$ 5,890.00</b>	<b>\$ 3,255.00</b>	<b>\$ 3,565.00</b>	<b>\$ 2,790.00</b>		

MINUTES

CHARTER TOWNSHIP OF BRIGHTON  
PLANNING COMMISSION  
4363 BUNO ROAD  
BRIGHTON, MI 48114

MARCH 14, 2016  
REGULAR MEETING  
7:00 P.M.  
(810) 229.0562

Chairman S. Holden called the meeting to order at 7:00 P.M. The Pledge of Allegiance was said.  
Present: S. Holden, G. Mitsopoulos, D. Schiffko, J. Stinedurf, M. Slaton  
Absent: R. Doughty, G. Unruh

CALL TO THE PUBLIC  
None

AGENDA  
G. Mitsopoulos moved and D. Schiffko seconded **to approve the agenda as presented.**  
Motion carried.

MINUTES  
G. Mitsopoulos moved and D. Schiffko seconded **to approve the minutes of the February 8, 2016 regular meeting as presented.**  
Motion carried.

PUBLIC HEARING FOR CONCEPTUAL PLAN FOR MIXED PLANNED UNIT DEVELOPMENT (PUD) SP # 16/01 FOR DEERFIELD PRESERVE; ADDRESS: OLD 23/HYNE; TAX ID #'s 12-08-200-003 AND 004; OWNER: WIL-PRO DEVELOPMENT CO., LLC; ZONING: MIXED PUD (PLANNED UNIT DEVELOPMENT)

Applicants, Marshall Blau and Dave Willacker, Wil-Pro Development, were in attendance. Mr. Blau overviewed the Mixed Planned Unit Development (PUD) as far as the history of the recent approval for the seventy-eight (78) unit residential site and future commercial strip center and the current proposal for a charter school called Livingston Classical Academy and daycare and seventy-two (72) unit residential site. He stated that the open space is the same as the previous proposal, that sidewalk on both sides of the internal streets is proposed instead of asphalt pathway throughout the open space because surveys have stated people prefer sidewalk in front of their homes rather than behind and that they would have to remove hundreds of trees to place asphalt pathway in the open space. The school will begin with kindergarten through tenth (10<sup>th</sup>) grade to start and add grades through twelfth (12<sup>th</sup>) grade within a few years. Ultimately, there will be 975 students and they will start classes in fall 2016 with modulars. He stated that the daycare is called Early Aces and is planned for 120 children and that it would not be limited to Livingston Classical students' families. He stated that they did an updated wetlands survey and that the wetlands are almost the same as the 2005 study. He stated that they also recently conducted traffic counts and two (2) traffic impact analyses but they are still working with the LCRC to finalize the TIS and ultimately what improvements need to be incorporated into the site plan. The school intends on staggering the start times for the elementary, middle school, and high school to help with traffic congestion. He stated that the school has a charter with Whitmore Lake Schools and is following Hillsdale College curriculum. It was stated there will be less trucks, less lights and less traffic in the evening with the school and daycare v. the shopping center.

PUBLIC HEARING

**The public hearing opened at 7:15 p.m.**

S. Holden read the following letters and emails into the record.  
Lynda Hyaduck, e-mail dated 3/7/16 - support  
Rose Stevens, 2068 Ore Creek - 3/7/16 letter - support  
Ken Stevens, 2068 Ore Creek - support  
Brian Measel, 3/13/16 letter - support  
Mike and Cheryl Grzych, 1838 Havenshire Lane - letter - support  
Mike and Michele McLeod, 8850 Hyne Rd. - letter date-stamped 3/14/16 - support  
James Atchison, 1529 Bosak Drive - 3/13/16 letter - support

Briana Swanson, 1825 Wooded Valley Lane - letter dated 3/13/16 - support  
Lana Rhinard, 8552 Fox River Dr. - letter dated 3/14/16 - support  
Dan and Kari Olds, 11490 Appaloosa Trail - 3/9/16 letter - support  
Joellen and Marvin Pisarczyk, 12477 Scenic View Ct. - e-mail dated 3/13/16 - support  
A multi-page petition in support was also read into the record.

Debra White, 5498 Fern Drive - support  
Dick Stuchan, Chairman of school committee; enrollment is almost half full in 8 days.  
Alana Kouloc, 5132 Red Fox - support  
Paul Sullivan, Board member and homeowner; school will improve home values in the area - support  
Dave Houston, 9117 Ridgefield - Hillsdale College curriculum is excellent - support  
Joellen Pisarczyk, 12477 Scenic View Ct. - Most of the students for this school are homeschoolers; this will bring new residents to the area - support  
Randy and Virginia Peela, Excited about school - support  
Gayle Paethrus, 4323 Lotus Ct. - Excited about school - support  
Adrian Pelonus, Highland - support  
Jamie Knapp, Part of the advisory committee and is a realtor - support  
Tom Curtin, 3700 Sunshine Trail - In favor; Hillsdale College - support  
**The public hearing closed at 7:32 p.m.**

K. Mathews, Township Planner, reviewed her 3/9/16 letter. S. Holden read John Harris' Township Attorney's e-mail dated 3/7/16, the 3/10/16 LCDC letter, and the 2/29/16 Fire Department letter. The LCRC e-mail dated 3/7/16 was acknowledged. Jacob Rushlow, Township Engineer, overviewed his site plan and traffic impact study (TIS) letters dated 3/9/16. The 2/15/16 wetland report was acknowledged.

The Planning Commission had a lengthy discussion regarding traffic concerns, the configuration of the cul-de-sacs (l-shaped intersections), concerns about the modular lighting, timeframe of modulars on the site, the 124 v. 100 sewer REU's needed, the LCDC drainage concerns, trails v. sidewalk, connecting any sidewalk gaps on the plan, that the TIS needs updating, that the landscaping between the school and residential be installed as quickly as possible and posting a bond to make sure it gets completed, and that the project has one ownership and/or control. It was discussed that lighting and details of the buildings would be reviewed in the preliminary site plan phase. It was discussed that the lay-out of the parking lot lends itself for stacking of dozens of cars. It was stated that the traffic counts were taken in the last thirty (30) days. The sewer pump station and the difference in the last PDA v. this PDA and that only 299 REU's v. 400 REU's are available due to new information in the recent sewer study.

G. Mitsopoulos moved and D. Schifko seconded **to recommend to the Township Board that the conceptual plan for Mixed Planned Unit Development (PUD) SP # 16/01 for Deerfield Preserve; Address: Old 23/Hyne; Tax ID #'s 12-08-200-003 and 004; Owner: Wil-Pro Development Co., LLC; Zoning: Mixed PUD (Planned Unit Development) be approved conditioned upon meeting the requirements in the Township Engineer's letters dated 3/9/16, Township Planner's letter dated 3/9/16, LCDC's letter dated 3/10/16, LCRC's e-mail dated 3/7/16, Fire Department's letter dated 2/29/16, and Township Attorney's e-mail dated 3/7/16; that the project is under one ownership or control; that trails through the open space areas are not required; picnic tables are planned; the l-shaped internal roadway intersections per the Fire Department are acceptable; and that all future TIS conversations with the LCRC will include OHM. Additionally, that the Planning Commission recommends this project for the following reasons: elimination of commercial, coordinated development, and preservation of open space, all of which are key elements of the master plan.**

Motion carried.

PRELIMINARY SITE PLAN SP # 16/01 FOR TROY CLOGG, INC.; ADDRESSES: 5010 AND 5016 OLD 23; TAX ID #'S 12-32-201-111 AND 022; OWNER: CHANDLER TURNER ESTATE; APPLICANT: TROY CLOGG, INC.; ZONING: B-2 (GENERAL BUSINESS)

Applicant Representative Dan LeClair, Greentech Engineering, overviewed the outstanding issues from the last meeting which included the winter salt containment measures; they are working with the LCDC regarding the drainage issues north of the site by Tee Bonez; and that the outside storage bins in the rear along Walker were moved to the required thirty (30) ft. setback v. the twenty (20) ft. setback previously

proposed. A representative from Troy Clogg was also in attendance. Mr. LeClair stated that they added a picture of the current salt dome located north of this site to the site plan since they are moving it to this site, and added elevations of the proposed retaining walls/fencing proposed for the site. He stated that they will comply with the DEQ PIPP process for winter salt containment.

K. Mathews, Township Planner, reviewed her letter dated 3/3/16; J. Rushlow, Township Engineer, reviewed his letter dated 3/9/16; the Fire Department's letter dated 3/9/16 and the LCRC letter dated 3/2/16 were reviewed.

Public Comments:

Sean Mehlhor, 4991 Walker - Concerns about traffic and hours; salt; number of trucks; parking of trucks; height of salt dome.

Tom Schwartz, 9924 Loch Lomond - Asked if fertilizers were going to be sold.

Lindsay Mehlhor, 4991 Walker - Concerns about semi-trucks parking on the site; what the chain link fence and block walls look like; concerns about truck circulation.

Sean Mehlhor, 4991 Walker - Would like a solid v. chain link fence for aesthetics and noise concerns.

Tom Schwartz, 9924 Loch Lomond - Traffic/trucks; concerns about line of sight onto Old 23 especially making a left turn.

The Planning Commission had a lengthy discussion on the salt system containment measures; the DEQ PIPP information; the height of the salt dome; the look of the block wall and discussion on chain link v. solid fencing. It was also discussed that the entire rear area be paved v. the asphalt millings/gravel that is proposed in the middle of the rear area of the site. It was also discussed that the trees proposed in the Old 23 R.O.W. needed to be moved back or shrubs installed if there was not room for the trees along Old 23.

G. Mitsopoulos moved and J. Stinedurf seconded to approve the Preliminary Site Plan, SP # 16/01, for Troy Clogg, Inc.; Addresses: 5010 and 5016 Old 23; Tax ID #'s 12-32-201-111 and 022 conditioned upon the following: that the entire site be paved; that the salt containment system have an alarm put in the office; that a solid fence along Loch Lomond and Walker be added for a sound barrier; and that the Township Planner's letter dated 3/3/16, the Township Engineer's letter dated 3/9/16, the LCRC's letter dated 3/2/16, and the Fire Department's letter dated 3/9/16 be complied with; that all permits be obtained; that the applicant work with the LCDC on drainage issues with the existing pond on Tee Boney site; that only one truck is allowed to be parked on the site; and that an exception for the building materials per Sec. 14-01(c) of the Zoning Ordinance be granted because a new building is planned in the future.

Motion carried.

PRELIMINARY SITE PLAN SP # 16/02 FOR MI BACKYARD; ADDRESS: 8160 W. GRAND RIVER; TAX ID # 12-19-100-006; OWNER AND APPLICANT: MATT GEDDA; ZONING: B-2 (GENERAL BUSINESS)

Applicants Matt Gedda and John Jones were in attendance. Mr. Gedda discussed their plans to renovate the building that most recently was used as a bicycle shop and snowboard/skateboard shop and stated that he plans on selling Amish furniture, hot tubs, and other backyard furniture. K. Mathews, Township Planner, reviewed her 3/8/16 letter and J. Rushlow, Township Engineer, reviewed his 3/1/16 letter. The Fire Department's letter dated 3/9/16 was reviewed. The Planning Commission discussed the design for the main building which will be carried over to the storage building. It was also discussed that only a small area of the rear area of the site will be utilized for outdoor storage.

G. Mitsopoulos moved and J. Stinedurf seconded to approve the Preliminary Site Plan, SP # 16/02, for MI Backyard; Address: 8160 W. Grand River; Tax ID # 12-19-100-006; Owner and Applicant: Matt Gedda; Zoning: B-2 (General Business) conditioned upon the applicant meeting the requirements outlined in the Township Planner's letter dated 3/8/16; the Township Engineer's letter dated 3/1/16; and the Fire Department's letter dated 3/9/16. Additionally, the Township grants an exception to the building material standards required in Sec. 14-01(c) of the Zoning Ordinance for the main building and the storage building because it will improve the area and is a fitting design for the area. Additionally, it is suggested that the applicant review the proposed parking reconstruction with a civil engineer.

Motion carried.

REPORTS AND CORRESPONDENCE

M. Slaton – Township Board update.

J. Stinedurf - Board of Review update.

G. Mitsopoulos - LCPD Master Plan workshop.

CALL TO THE PUBLIC

None.

ADJOURNMENT

M. Slaton moved and D. Schiffko seconded **to adjourn.**

Motion carried.

The meeting adjourned at 10:50 P.M.

Respectfully submitted,

\_\_\_\_\_  
Steve Holden, Chairperson

\_\_\_\_\_  
Gary Unruh, Secretary

\_\_\_\_\_  
Kelly Mathews, Recording Secretary

\_\_\_\_\_  
Ann M. Bollin, CMC, CMMC, Clerk

## MINUTES

CHARTER TOWNSHIP OF BRIGHTON  
PLANNING COMMISSION  
4363 BUNO ROAD  
BRIGHTON, MI 48114

FEBRUARY 8, 2016  
REGULAR MEETING  
7:00 P.M.  
(810) 229.0562

Chairman S. Holden called the meeting to order at 7:00 P.M. The Pledge of Allegiance was said.  
Present: S. Holden, G. Mitsopoulos, D. Schiffko, R. Doughty, M. Slaton, G. Unruh  
Absent: J. Stinedurf

### CALL TO THE PUBLIC

Julie Clore, 9962 E. Grand River - Presented a letter dated 12/11/15 regarding Kroger's Gas Station and referred to temporary occupancy permit and concerns over lighting.

### AGENDA

G. Mitsopoulos moved and G. Unruh seconded to approve the agenda as presented.  
Motion carried.

### MINUTES

G. Mitsopoulos moved and R. Doughty seconded to approve the minutes of the January 11, 2016 regular meeting as presented.  
Motion carried.

G. Mitsopoulos moved and D. Schiffko seconded to approve the minutes of the January 14, 2016 special meeting as presented.  
Motion carried.

PUBLIC HEARING FOR SLUP # 16/01 FOR TROY CLOGG, INC.; ADDRESSES: 5010 AND 5016 OLD 23; TAX ID #'s 12-32-201-111 AND 022; OWNER: CHANDLER TURNER ESTATE; APPLICANT: TROY CLOGG, INC.; ZONING: B-2 (GENERAL BUSINESS)

Dan LeClair, Applicant Representative, Green Tech Engineering, summarized the special land use permit for Troy Clogg, Inc. for outside storage of landscape materials and winter salt and stated that Troy Clogg wants to own a building but could not purchase either of the existing two (2) buildings on Old 23 so he is moving his operation south from the existing location at 4812 Old 23, just north of this site. He noted they will not be accessing the site from Loch Lomond; all of the buildings on the site, other than the southerly home, will be removed including the wells; eventually the one remaining home will be replaced with a commercial building; and the hours of operation are 7 a.m. until 5 p.m., Monday through Saturday, except in snow times when the operators need to access supplies early morning or late into the evening. He stated that it will be similar to the existing operation just north of this location; the business is mainly wholesale with a small retail component; there will only be one piece of equipment stored on site which is a small front loader, same as at the existing location. He stated that the topography of the site is such that the grade is significantly higher in the back of the property and slopes to the front along Old 23. The applicant will be installing retaining walls along three (3) sides of the property and the walls will be eight (8) ft. high concrete paver blocks for the bins to store the landscape material and winter salt. He stated that trucks will be loading the material in the rear of the building. K. Mathews, Township Planner, reviewed her letter dated February 3, 2016.

### PUBLIC HEARING

**The public hearing opened at 7:25 p.m.**

Thomas Swartz, 9924 Loch Lomond - Happy that there will be no access from the site onto either Loch Lomond or Walker.

Concerned Party - A gentleman expressed concern with salt seeping through into their wells and the spread of landscaping supplies.

Lindsay Cox, 4991 Walker - What will the high retaining walls look like? Expressed concern over the

noise and hours of the trucks loading up materials; timeframe to complete the landscaping for the site; what will the salt dome look like and what is its height?

Mark Spagnuolo - 9903 Loch Lomond - Who will police the road to make sure that no trucks go out onto Walker or Loch Lomond; concerns about noise and hours of operation; what will the walls look like?

Joe Heisner, 9903 Loch Lomond - What will truck traffic look like?

Theresa Swartz, 9924 Loch Lomond - Does not want auto or truck access onto Loch Lomond like the auto parts store and Tee Bonez; the homeowners maintain this road.

Mark Spagnuolo, 9903 Loch Lomond - Stated Loch Lomond is a private road which was platted in 1927.

**The public hearing closed at 7:37 pm.**

Dan LeClair, Applicant Representative, responded to the questions/comments from the public. The Planning Commission had a lengthy discussion on the drainage for the site and concerns about the salt containment and wells in the area. D. LeClair explained that wind is a factor in salt containment and that is why the dome is placed on the site where it is at and that all of the materials will be located on six (6) inch concrete slabs with an apron in front of each bin to contain the materials. It was stated that double bottom gravel train trucks and small pick-ups will be coming to the site for material.

G. Mitsopoulos moved and D. Schifko seconded to approve SLUP # 16/01 for Troy Clogg, Inc.; Addresses: 5010 and 5016 Old 23; Tax ID #'s 12-32-201-111 and 022; contingent upon the applicant receiving a DEQ permit for the salt storage if required and approval of the Preliminary Site Plan.

Motion carried.

PRELIMINARY SITE PLAN SP # 16/01 FOR TROY CLOGG, INC.; ADDRESSES: 5010 AND 5016 OLD 23; TAX ID #'S 12-32-201-111 AND 022; OWNER: CHANDLER TURNER ESTATE; APPLICANT: TROY CLOGG, INC.; ZONING: B-2 (GENERAL BUSINESS)

The Planning Commission reviewed LCRC's letter dated January 21, 2016 and BAFA's letter dated January 19, 2016. Jacob Rushlow, OHM, Township Engineer, reviewed his letter dated January 26, 2016 and stated that drainage is his primary concern but details on other aspects of the plan were also needed.

K. Mathews reviewed her site plan letter dated February 3, 2016. D. LeClair stated that he has spoken to the LCDC about drainage issues in the area and that he has a meeting tomorrow to review a drainage district plan for the area. The Planning Commission made suggestions such as sealing the block around the salt area or installing a holding tank.

G. Mitsopoulos moved and G. Unruh seconded to table SP # 16/01 for Troy Clogg, Inc.; Addresses: 5010 and 5016 Old 23; Tax ID #'s 12-32-201-111 and 022 for up to ninety (90) days in order for the applicant to revise the site plan to address all issues outlined in the Township Planner's letter dated February 3, 2016; the Township Engineer's letter dated January 26, 2016; and that a DEQ permit be obtained for the salt containment if required; that the drainage district discussed with the area be identified; that the material for the building be identified in a table; that the applicant look into a holding tank or some other method to contain the salt so that it does not seep into the ground; that staff should discuss with the applicant an appropriate interval for groundwater monitoring/testing such as every six (6) months; and that the lighting must meet the Zoning Ordinance.

Motion carried.

#### REPORTS AND CORRESPONDENCE

M. Slaton - TB update including upcoming meetings on gravel pit and sewer issues.

CALL TO THE PUBLIC

None.

ADJOURNMENT

G. Mitsopoulos moved and G, Unruh seconded **to adjourn**.  
Motion carried.

The meeting adjourned at 8:50 P.M.

Respectfully submitted,

\_\_\_\_\_  
Steve Holden, Chairperson

\_\_\_\_\_  
Gary Unruh, Secretary

\_\_\_\_\_  
Kelly Mathews, Recording Secretary

\_\_\_\_\_  
Ann M. Bollin, CMC, CMMC, Clerk

MINUTES  
LIVINGSTON COMMUNITY WATER AUTHORITY  
APRIL 20, 2016  
REGULAR MEETING  
2:00 P.M.  
GREEN OAK CHARTER TOWNSHIP HALL  
10001 SILVER LAKE ROAD  
BRIGHTON, MI 48116

M. St. Charles called the meeting to order at 2:00 P.M. The Pledge was recited.

Present: A. Bollin, L. Weaire (Charter Township of Brighton); M. St. Charles, R. Everett (Green Oak Charter Township); P. Hohl, B. Hahn (Hamburg Township); S. Willet, non-voting member (Livingston Water Company)

Absent: None

CALL TO THE PUBLIC

None

APPROVAL OF AGENDA

P. Hohl moved and B. Hahn seconded **to approve the agenda as presented.**

Motion carried.

APPROVAL OF MINUTES

P. Hohl moved and L. Weaire seconded **to approve the March 16, 2016 regular meeting minutes as presented.**

Motion carried.

APRIL 20, 2016 CHECK REGISTER / BILLS / MARCH 31, 2016 CASH BALANCE OF FUNDS & PLAN ESCROW

P. Hohl moved and R. Everett seconded **to receive and file the April 20, 2016 Check Register and the March 31, 2016 Cash Balance of Funds and Plan Escrow.**

Motion carried.

FIRE HYDRANT REPAIR UPDATE - MARCY STREET, SAXONY SUBDIVISION

A. Dowson summarized proposed options for fixing the valve and replacing the hydrant. Discussion included confirmation that all five valves needed replacement (V. Putala and A. Dowson confirmed that not all may need replacement and suggested that we move forward with two valves). Also discussed least intrusive method of repair, asset management report, available funds, and projected replacement of system pipes in the area.

A. Bollin moved and R. Everett seconded **to authorize the purchase of a hydrant replacement and two (2) valves and request the Operator and Engineer to evaluate the need for additional valve replacements in the area following the repair; monies will come from the Saxony reserves; and further authorizing the Chairperson to purchase additional valves if the need prevails while in the field.**

Motion carried.

LEAD TESTING PROGRAM UPDATE

M. St. Charles led discussion on current lead testing protocol. Discussion included sending a newsletter informing Saxony residents of upcoming hydrant/valve repair work, water quality testing protocol; desire to help educate customers on water quality, reporting requirements, and testing procedures and LCWA's desire to conduct more robust sampling. Consensus was that the communications will be sent out regularly and Chair will work with the Engineer on the text for review and further discussion at the next meeting.

ACCEPTANCE OF OLD US 23 WATER MAIN & BOOSTER STATION METHOD OF FINAL PAYMENT

B. Vick, Brighton Township Manager, provided overview of project close-out status including summary of Brighton Township Board of Trustees action on 04/18/2016 authorizing the deposit of additional escrow monies, adoption of the proposed quit claim deed upon review and coordination with the LCWA attorney, formal request to LCWA to accept the infrastructure and booster station, and determination of how final payment and transfer of monies should be handled to meet the obligations of the Master Operating Agreement per the LCWA 11/24/2015 Summary of Cost Allocation and Payments. B. Vick also noted that the project close out includes the installed line reactor (VFD's). There have been no incidents since the installation of the line reactors although summertime is the typical period when electrical surges would take place. Such a scenario would be covered by the Maintenance and Guarantee Bond which has been delivered to LCWA. Discussion included verification that the DTE billing was transferred to LCWA (confirmed) and that the O & M Manual had been reviewed by A. Dowson. B. Vick confirmed that an O & M Manual had been delivered. Consensus was that the Engineer and Operator will work with Brighton Township to finalize all project close-out requirements and that K. Palka will prepare a finalized Summary of Cost Allocation and Payments inclusive of the final project close out numbers for approval by LCWA at the next meeting and transmittal to the member communities for final payment.

OPERATOR'S REPORT

A. Dowson reported that the tower had been cleaned out; recommended a second cleaning in the fall, and replacement of some of the mud valves; also reported on recent pressure issue at Green Oak Village Place Mall caused by their maintenance crew. Written report for March 2016 was included in the packet.

CHAIRPERSON'S REPORT – CONFIRMATION OF LAKE TRUST EASEMENT RECORDING

M. St. Charles noted that the LCWA had received confirmation of the recorded Lake Trust easement.

ENGINEER'S REPORT – PROJECT UPDATE

V. Putala, OHM, summarized status of current projects and noted additional escrow monies are needed for Wyman Gordon project.

TOWNSHIP REPRESENTATIVES REPORT

Hamburg Township – P. Hohl noted that a 200+ apartment complex was proceeding through the approval process.

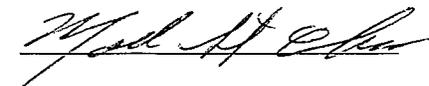
Brighton Township – B. Vick noted that Brighton Gate Commons has expressed interest in getting water: they would need an easement to connect to the future Victor Drive water main if Kroger proceeds with their expansion plans.

ADJOURNMENT

P. Hohl moved and B. Hahn seconded to adjourn. **The meeting adjourned at 3:36 P.M.**

Motion carried.

Respectfully submitted,



Mark St. Charles, Chairperson



Ann M. Bollin, CMC, CMMC, Secretary

# BRIGHTON AREA FIRE DEPARTMENT

## *FIRESTAT*

March 2016



# FIRE INSPECTION ACTIVITY - MARCH 2016

ACTIVITY	THIS MONTH	CURRENT Y-T-D	PREVIOUS Y-T-D	% CHANG
<b>INSPECTIONS:</b>	<b>FEB.</b>	<b>2016</b>	<b>2015</b>	
FIRE SAFETY INSPECTION	144	251	262	-4%
COMPLAINT INVESTIGATIONS	2	11	15	-27%
C of O INSPECTIONS	6	22	26	-15%
SPECIALTY & MISCELLANEOUS INSP.	21	35	13	169%
RE-INSPECTIONS	88	212	278	-24%
NEW CONSTRUCTION INSPECTIONS	8	28	29	-3%
<b>GRAND TOTALS:</b>	<b>269</b>	<b>559</b>	<b>623</b>	<b>-10%</b>
<b>VIOLATIONS CITED</b>	<b>163</b>	<b>336</b>	<b>670</b>	<b>-50%</b>
<b>CITATIONS ISSUED</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>n/a</b>
<b>FIRE INVESTIGATIONS</b>	<b>0</b>	<b>2</b>	<b>8</b>	<b>-75%</b>
<b>PLANS REVIEWED:</b>				
<b>SITE PLANS</b>	<b>10</b>	<b>20</b>	<b>24</b>	<b>-17%</b>
<b>BUILDING PLAN REVIEW</b>	<b>2</b>	<b>9</b>	<b>15</b>	<b>-40%</b>
<b>FIRE PROTECTION SYSTEM PLANS</b>	<b>5</b>	<b>19</b>	<b>16</b>	<b>19%</b>
<b>MISCELLANEOUS REVIEWS</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>-20%</b>
<b>TOTALS:</b>	<b>20</b>	<b>52</b>	<b>60</b>	<b>-13%</b>



# BAFD COMMUNITY RISK REDUCTION DETAILS

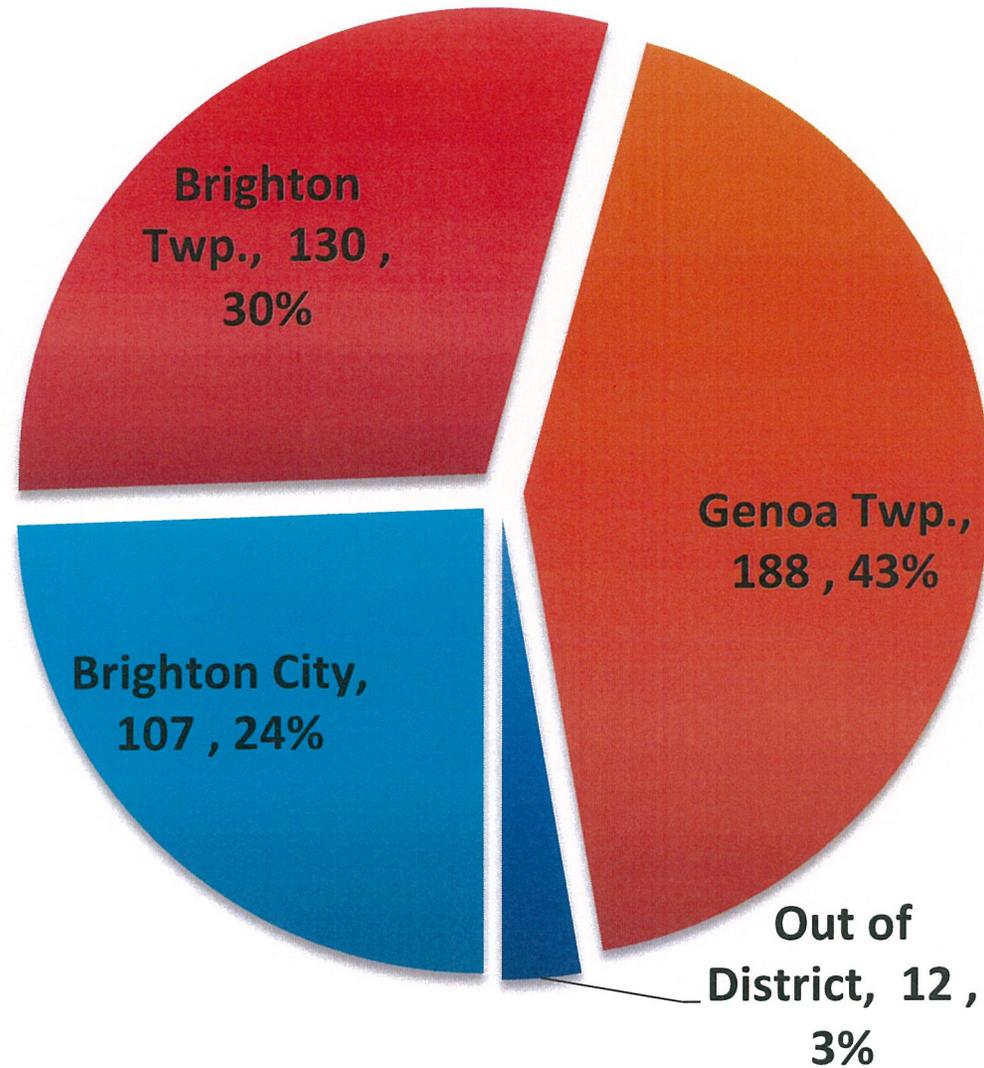
2016

Sessions	Mar	YTD Total
Fire Safety Pub-Ed Presentations	9	13
Community CPR Classes	1	3
School Drills (fire, lock-down, weather)	5	11
Homes Checked for Smoke Alarms	14	95
Smoke alarm installed	56	285

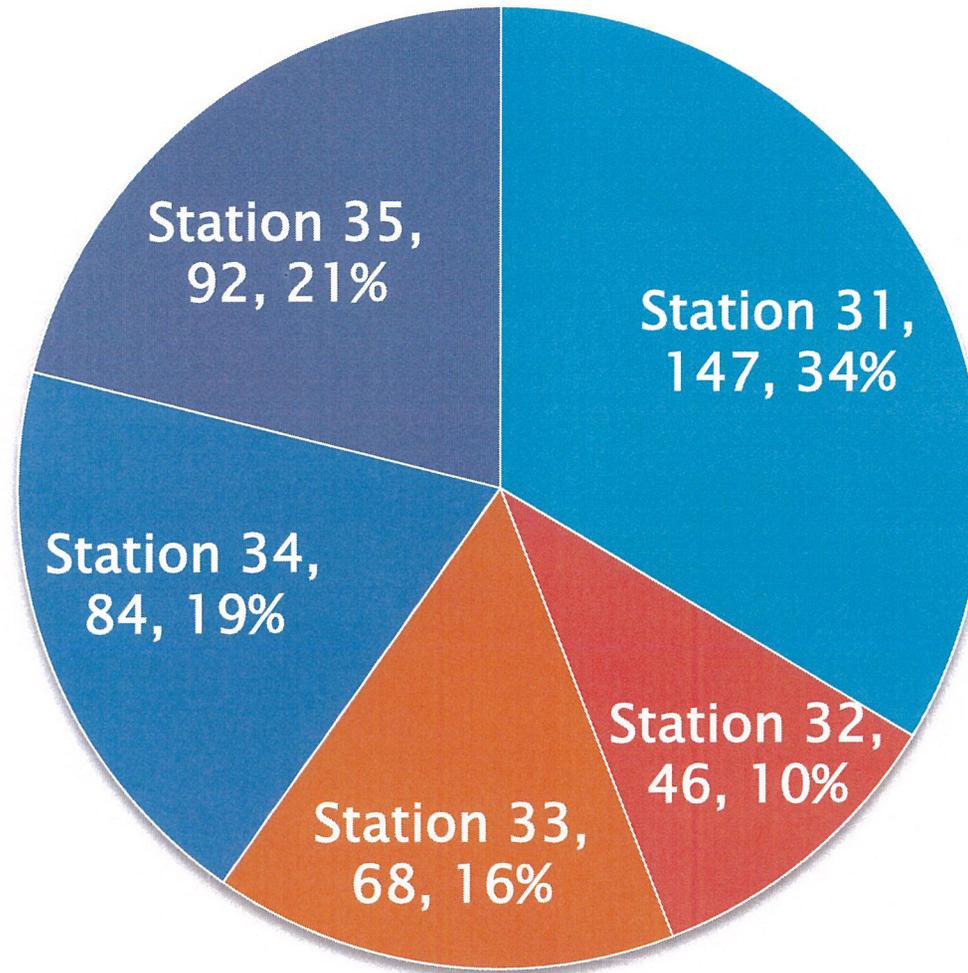


# INCIDENTS BY COMMUNITY

## March 2016



# INCIDENTS BY STATION YTD March 2016



# INCIDENT TYPE REPORT

## Mar-16

Incident Type	Mar-16	YTD	PYTD	Difference	% Change
-Fire	6	22	48	-26	-54%
2-Overpressure/Expl.	1	1	1	0	N/A
3-EMS	89	252	295	-43	-15%
4-Hazardous Condition	7	43	37	6	16%
5-Service Call	10	28	11	17	155%
6-Good Intent	14	46	49	-3	-6%
7-False Call	22	41	48	-7	-15%
8-Severe Weather	0	0	0	0	N/A
9-Other	1	4	0	4	N/A
<b>TOTAL</b>	<b>150</b>	<b>437</b>	<b>489</b>	<b>-52</b>	<b>-11%</b>



# INCIDENT ACTIVITY REPORT

## March-16

Incident Type	Department	Sta.31	Sta.32	Sta.33	Sta.34	Sta.35
- Fire	6	3	1	0	2	0
- Overpressure/Explosion	1	0	0	0	0	1
- Rescue EMS	89	30	9	19	15	16
4 - Hazardous Condition	7	4	1	0	2	0
5 - Service Call	10	2	3	1	1	3
6 - Good Intent	14	6	3	3	1	1
7 - False Call	22	10	1	4	3	4
- Severe Weather/ Nat.Disaster	0	0	0	0	0	0
9 - Other/Special Incident Type	1	0	1	0	0	0
<b>TOTAL</b>	<b>150</b>	<b>55</b>	<b>19</b>	<b>27</b>	<b>24</b>	<b>25</b>



# INCIDENT ACTIVITY REPORT BY COMMUNITY

## February-16

Incident Type	BriCity Month	BriCity YTD	BriTwp Month	BriTwp TYD	Genoa Month	Genoa TYD
Fire	2	4	2	5	2	10
Overpressure/Explosion	0	0	0	0	1	1
Rescue EMS	20	58	36	75	32	115
Hazardous Condition	4	15	1	9	2	19
Service Call	0	6	2	5	5	15
Good Intent	3	10	9	22	1	13
False Call	9	14	5	14	8	14
Severe Weather/ Nat.Disaster	0	0	0	0	0	0
Other/Special Incident Type	0	0	0	0	1	1
<b>TOTAL</b>	<b>38</b>	<b>107</b>	<b>55</b>	<b>130</b>	<b>52</b>	<b>188</b>

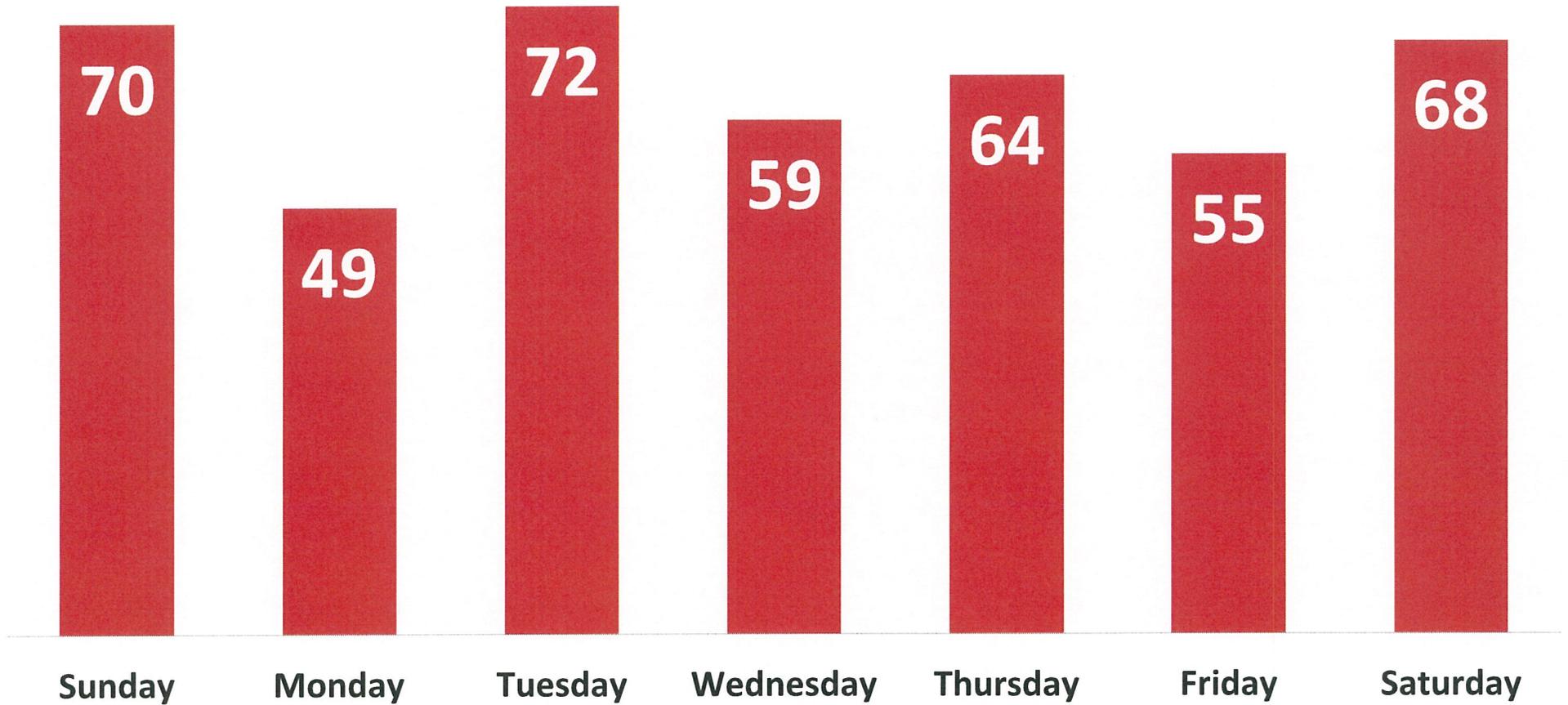


## All Incidents by Day of Week

Day of Week	Mar-16	Mar-15	2016 YTD	2015 YTD	%Change
Sunday	22	22	70	69	1%
Monday	9	29	49	85	-42%
Tuesday	24	25	72	66	9%
Wednesday	25	24	59	65	-9%
Thursday	22	32	64	78	-18%
Friday	23	13	55	55	0%
Saturday	25	19	68	71	-4%
<b>TOTAL</b>	<b>150</b>	<b>164</b>	<b>437</b>	<b>489</b>	<b>-11%</b>



# 2016 INCIDENTS BY DAY OF WEEK MARCH YTD



## Incidents by Day of Week/Shift

**Mar-16**

Shift	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
0001-0600	5	0	2	1	2	2	2
0601-1200	5	2	5	9	8	9	2
1201-1800	6	3	6	9	5	6	13
1801-0000	6	4	11	6	7	6	8

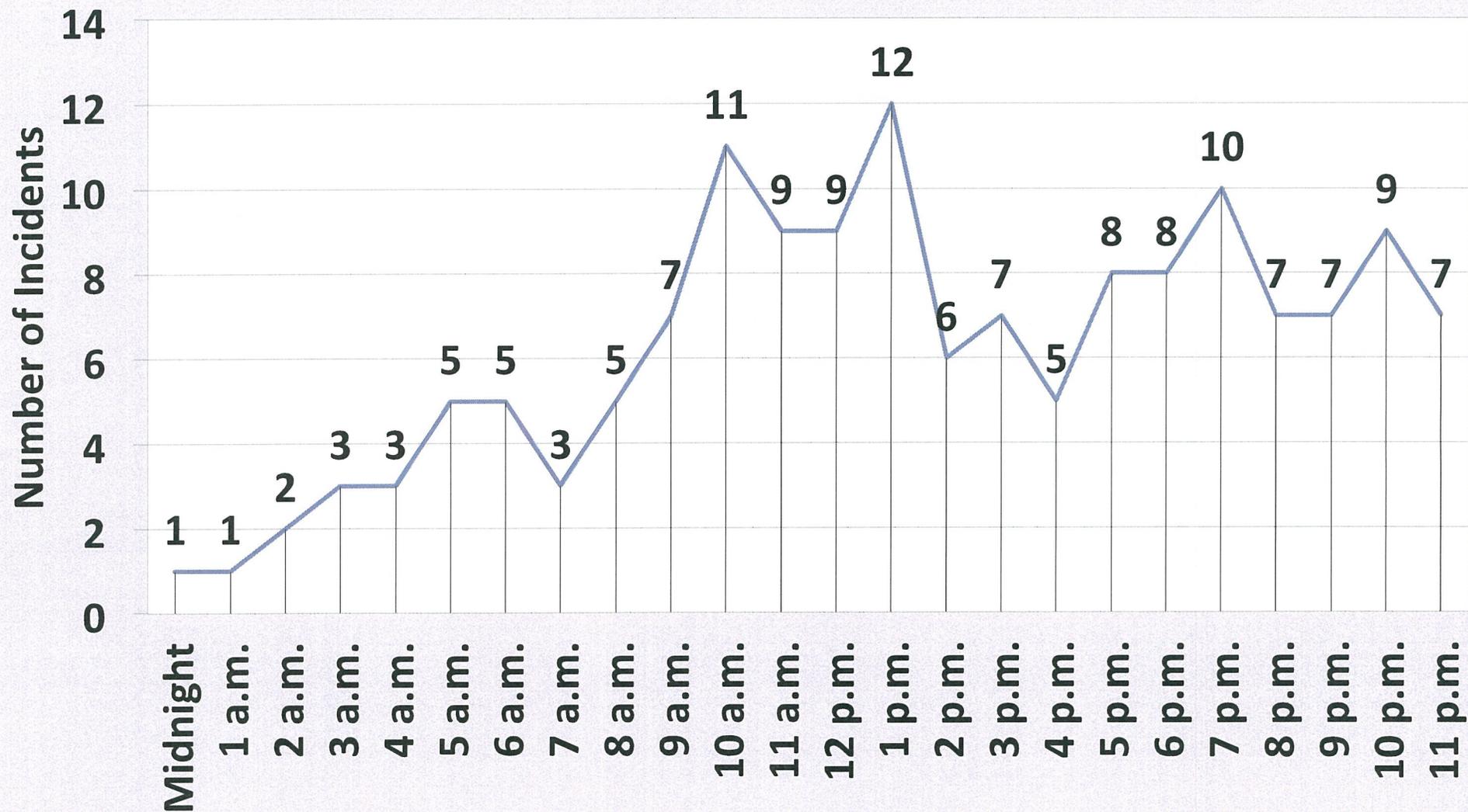
## Incidents by Day of Week/Shift

**March 2016 Year to Date**

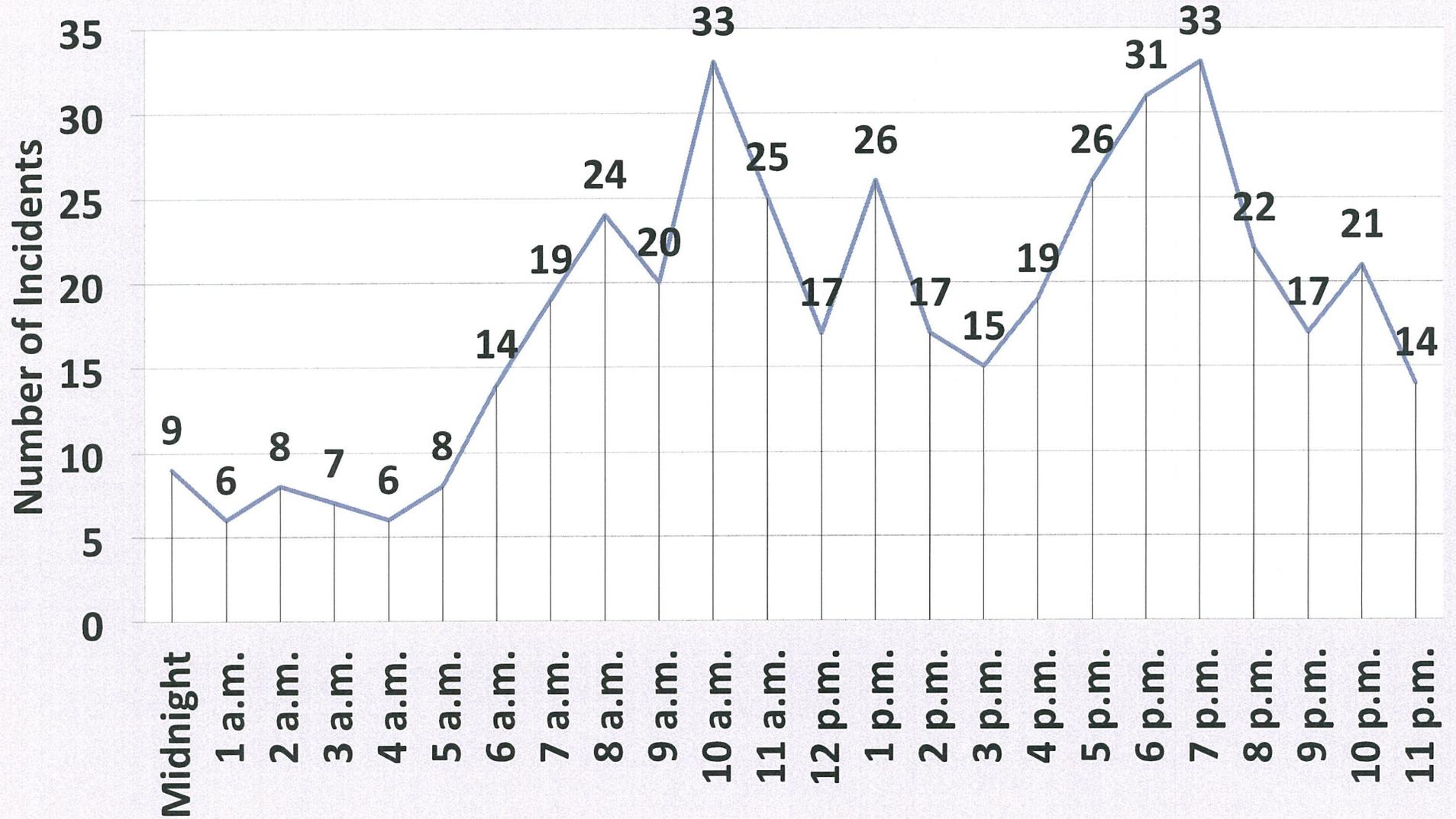
Shift	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
0001-0600	12	3	6	6	7	5	5
0601-1200	22	20	23	22	20	14	12
1201-1800	19	13	17	15	14	16	29
1801-0000	17	13	26	16	23	20	22



## MARCH 2016 INCIDENTS BY TIME OF DAY



## 2016 INCIDENTS BY TIME OF DAY



# 2016 AVERAGE RESPONSE TIMES PRIORITY INCIDENTS



## 2016 AVERAGE RESPONSE TIMES - PRIORITY INCIDENTS

Station	March	YTD AVG	PYTD AVG	% CHANGE
31	5:39	5:45	6:11	-7%
32	8:12	7:59	10:15	-22%
33	8:15	6:52	6:45	2%
34	6:59	7:33	7:19	3%
35	7:39	8:14	7:56	4%
<b>Month Avg.</b>	7:05	7:04	7:17	-3%

**END OF REPORT**



# BRIGHTON AREA FIRE DEPARTMENT

## *FIRESTAT*

APRIL 2016



# FIRE INSPECTION ACTIVITY - APRIL 2016

ACTIVITY	THIS MONTH	CURRENT Y-T-D	PREVIOUS Y-T-D	% CHANGE
<b>INSPECTIONS:</b>	<b>APRIL</b>	<b>2016</b>	<b>2015</b>	
FIRE SAFETY INSPECTION	92	351	428	-18%
COMPLAINT INVESTIGATIONS	0	11	17	-35%
C of O INSPECTIONS	5	27	25	8%
SPECIALTY & MISCELLANEOUS INSP.	5	35	21	67%
RE-INSPECTIONS	73	292	356	-18%
NEW CONSTRUCTION INSPECTIONS	9	39	30	30%
<b>GRAND TOTALS:</b>	<b>184</b>	<b>755</b>	<b>877</b>	<b>-14%</b>
<b>VIOLATIONS CITED</b>	<b>132</b>	<b>336</b>	<b>906</b>	<b>-63%</b>
<b>CITATIONS ISSUED</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>n/a</b>
<b>FIRE INVESTIGATIONS</b>	<b>1</b>	<b>2</b>	<b>11</b>	<b>-82%</b>
<b>PLANS REVIEWED:</b>				
<b>SITE PLANS</b>	<b>7</b>	<b>28</b>	<b>34</b>	<b>-18%</b>
<b>BUILDING PLAN REVIEW</b>	<b>2</b>	<b>13</b>	<b>20</b>	<b>-35%</b>
<b>FIRE PROTECTION SYSTEM PLANS</b>	<b>4</b>	<b>24</b>	<b>24</b>	<b>0%</b>
<b>MISCELLANEOUS REVIEWS</b>	<b>0</b>	<b>5</b>	<b>6</b>	<b>-17%</b>
<b>TOTALS:</b>	<b>13</b>	<b>70</b>	<b>84</b>	<b>-17%</b>



# BAFD COMMUNITY RISK REDUCTION DETAILS

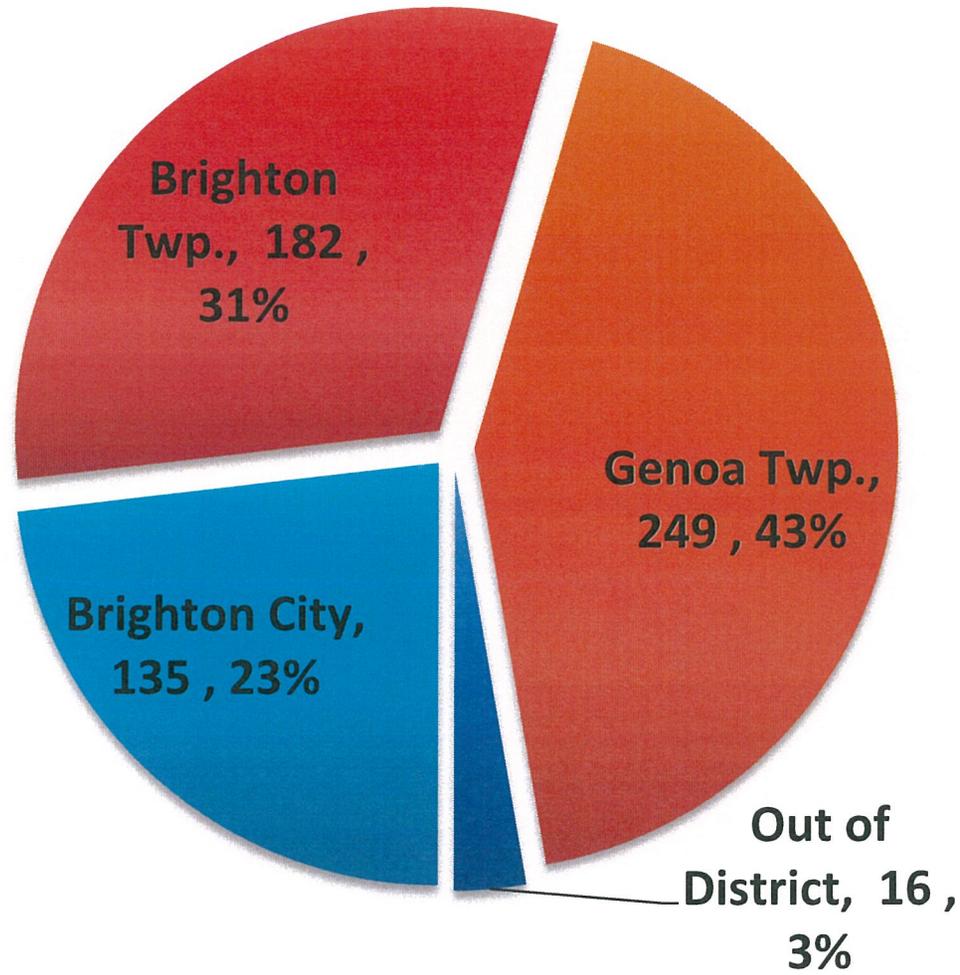
2016

Sessions	April	YTD Total
Fire Safety Pub-Ed Presentations	5	18
Community CPR Classes	0	3
School Drills (fire, lock-down, weather)	10	21
Homes Checked for Smoke Alarms	5	100
Smoke alarm installed	7	292

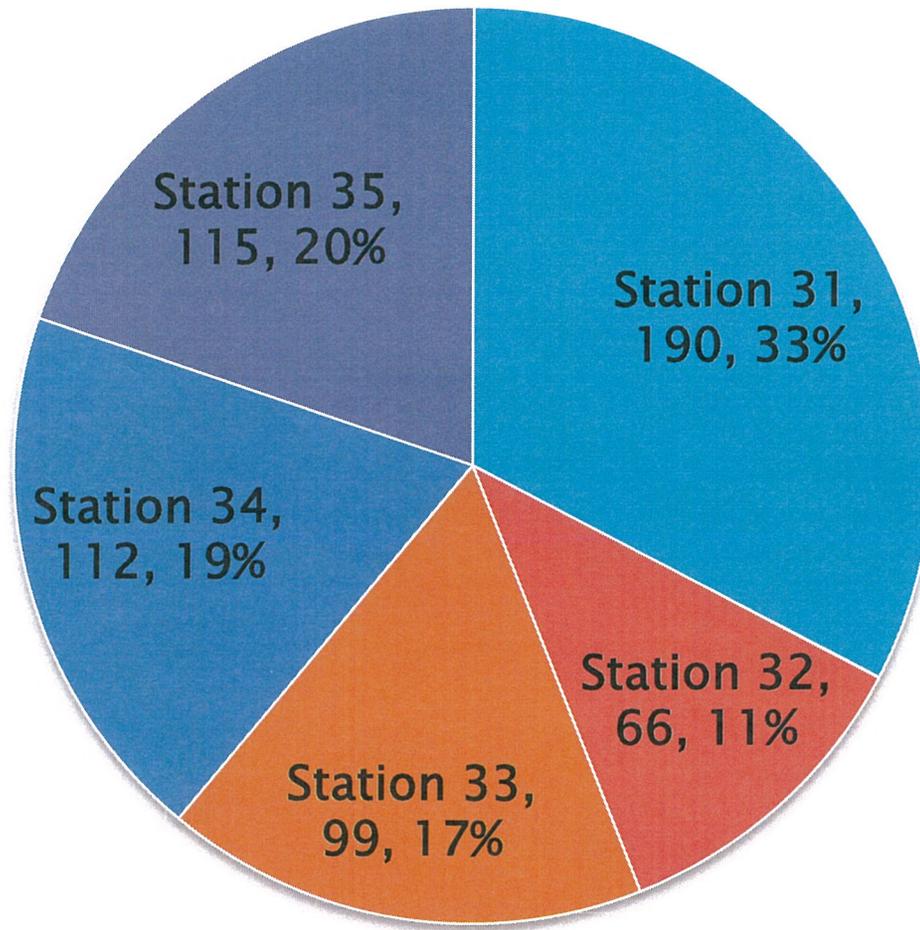


# INCIDENTS BY COMMUNITY

## April 2016



# INCIDENTS BY STATION YTD April 2016



# INCIDENT TYPE REPORT

## Apr-16

Incident Type	Apr-16	YTD	PYTD	Difference	% Change
1-Fire	11	33	72	-39	-54%
2-Overpressure/Expl.	1	2	1	1	N/A
3-EMS	81	333	379	-46	-12%
4-Hazardous Condition	13	56	50	6	12%
5-Service Call	6	35	18	17	94%
6-Good Intent	14	61	74	-13	-18%
7-False Call	17	59	64	-5	-8%
8-Severe Weather	0	0	0	0	N/A
9-Other	2	3	0	3	N/A
<b>TOTAL</b>	<b>145</b>	<b>582</b>	<b>658</b>	<b>-76</b>	<b>-12%</b>



# INCIDENT ACTIVITY REPORT

**April-16**

Incident Type	Department	Sta.31	Sta.32	Sta.33	Sta.34	Sta.35
1 - Fire	11	1	3	2	2	3
2 - Overpressure/Explosion	1	0	0	0	0	1
3 - Rescue EMS	81	26	10	16	17	12
4 - Hazardous Condition	13	3	0	4	5	1
5 - Service Call	6	2	2	2	0	0
6 - Good Intent	14	3	3	4	3	1
7 - False Call	17	7	2	2	1	5
8 - Severe Weather	0	0	0	0	0	0
9 - Other/Special Incident Type	2	1	0	1	0	0
<b>TOTAL</b>	<b>145</b>	<b>43</b>	<b>20</b>	<b>31</b>	<b>28</b>	<b>23</b>



# INCIDENT ACTIVITY REPORT BY COMMUNITY

## April-16

Incident Type	BriCity Month	BriCity YTD	BriTwp Month	BriTwp TYD	Genoa Month	Genoa TYD
Fire	0	4	6	11	5	15
Overpressure/Explosion	0	0	0	0	1	2
Rescue EMS	18	76	28	103	34	149
Hazardous Condition	1	16	6	15	6	25
Service Call	1	7	3	8	1	16
Good Intent	2	12	4	26	6	19
False Call	6	20	3	17	8	22
Severe Weather/ Nat.Disaster	0	0	0	0	0	0
Other/Special Incident Type	0	0	2	2	0	1
<b>TOTAL</b>	<b>28</b>	<b>135</b>	<b>52</b>	<b>182</b>	<b>61</b>	<b>249</b>

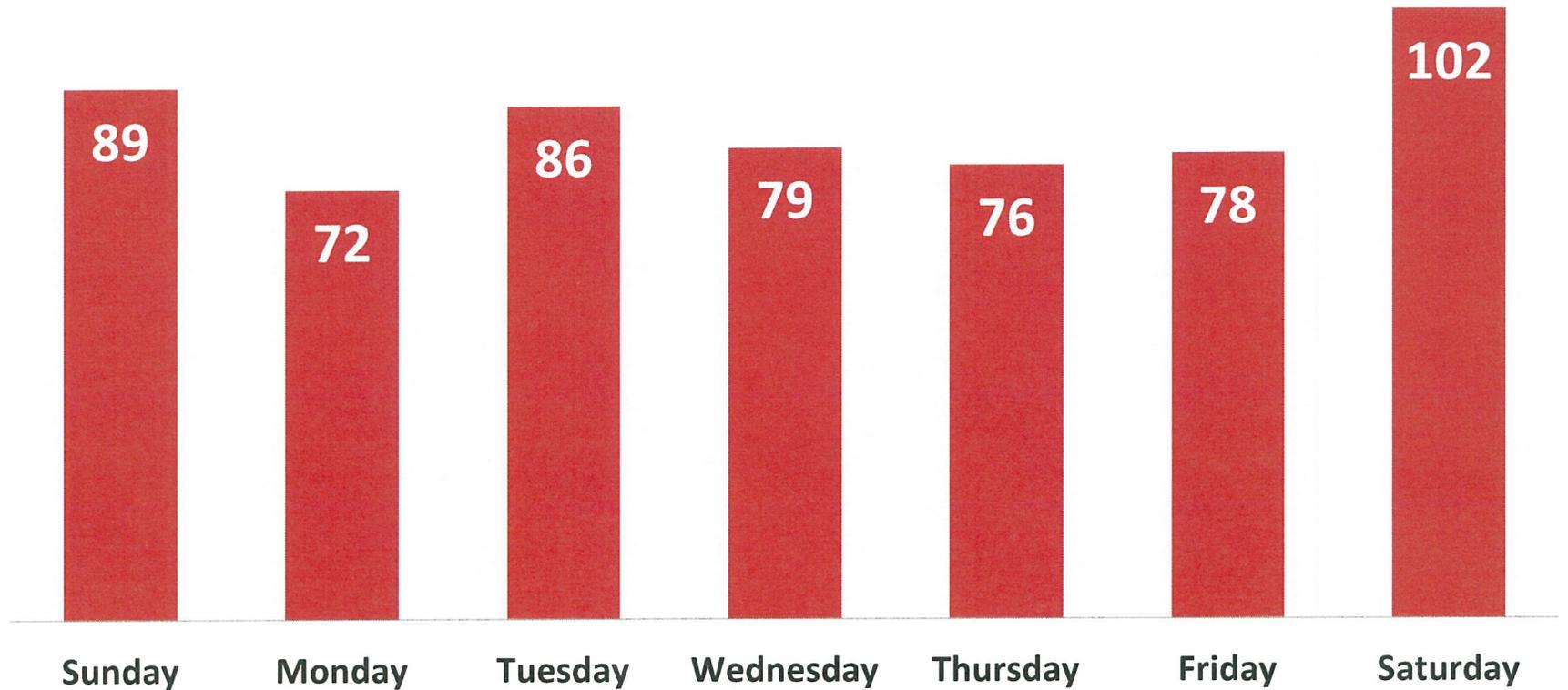


## All Incidents by Day of Week

Day of Week	Apr-16	Apr-15	2016 YTD	2015 YTD	%Change
Sunday	19	25	89	94	-5%
Monday	23	20	72	105	-31%
Tuesday	14	23	86	89	-3%
Wednesday	20	24	79	89	-11%
Thursday	12	23	76	101	-25%
Friday	23	27	78	82	-5%
Saturday	34	27	102	98	4%
<b>TOTAL</b>	<b>145</b>	<b>169</b>	<b>582</b>	<b>658</b>	<b>-12%</b>



## 2016 INCIDENTS BY DAY OF WEEK APRIL YTD



## Incidents by Day of Week/Shift

April 2016

Shift	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
0001-0600	2	1	2	0	0	1	4
0601-1200	5	10	3	3	2	7	10
1201-1800	3	10	5	11	8	6	13
1801-0000	9	2	4	6	2	9	7

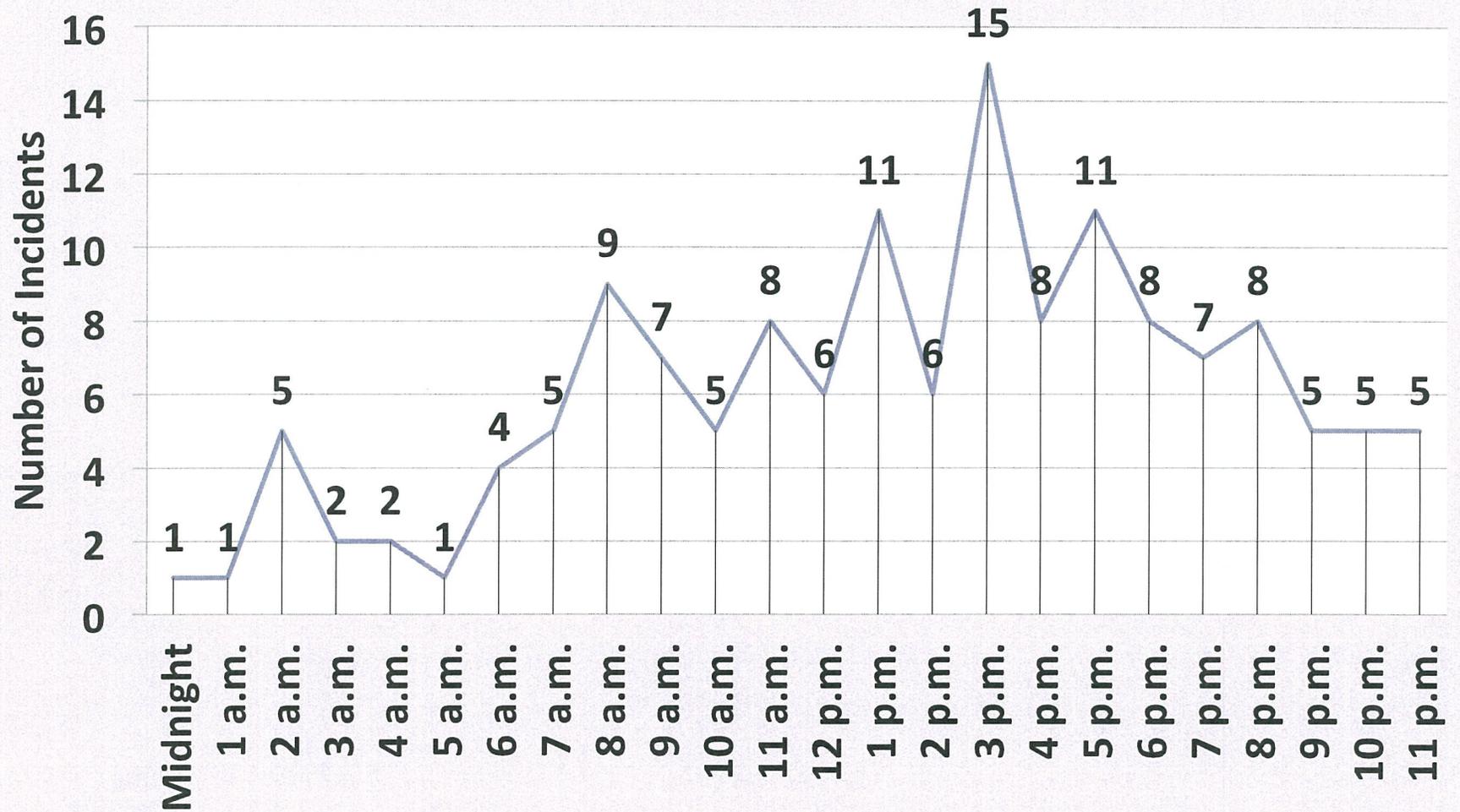
## Incidents by Day of Week/Shift

April 2016 Year to Date

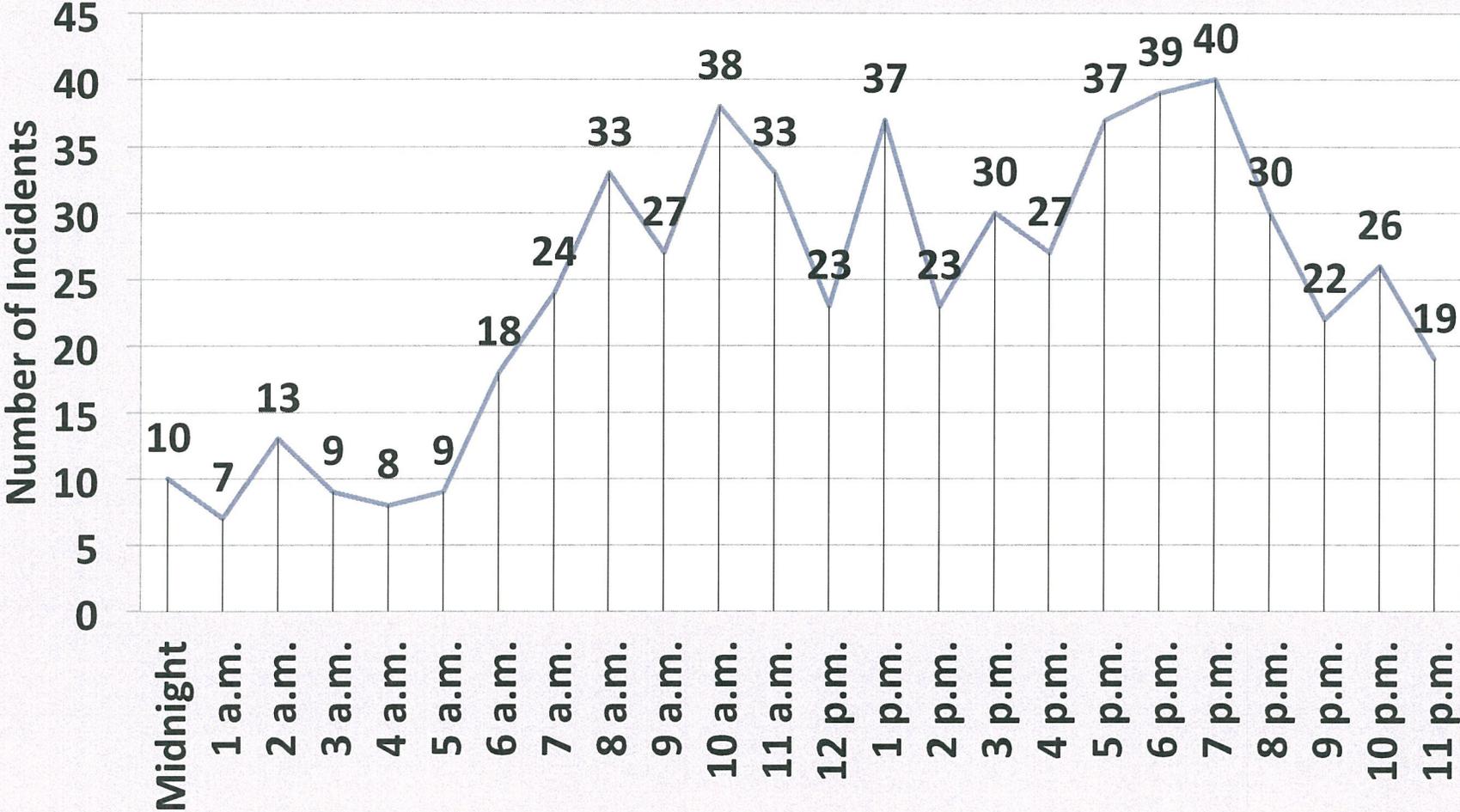
Shift	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
0001-0600	13	4	8	6	7	6	9
0601-1200	28	30	26	25	22	21	22
1201-1800	22	23	22	26	22	22	42
1801-0000	26	15	30	22	25	29	29



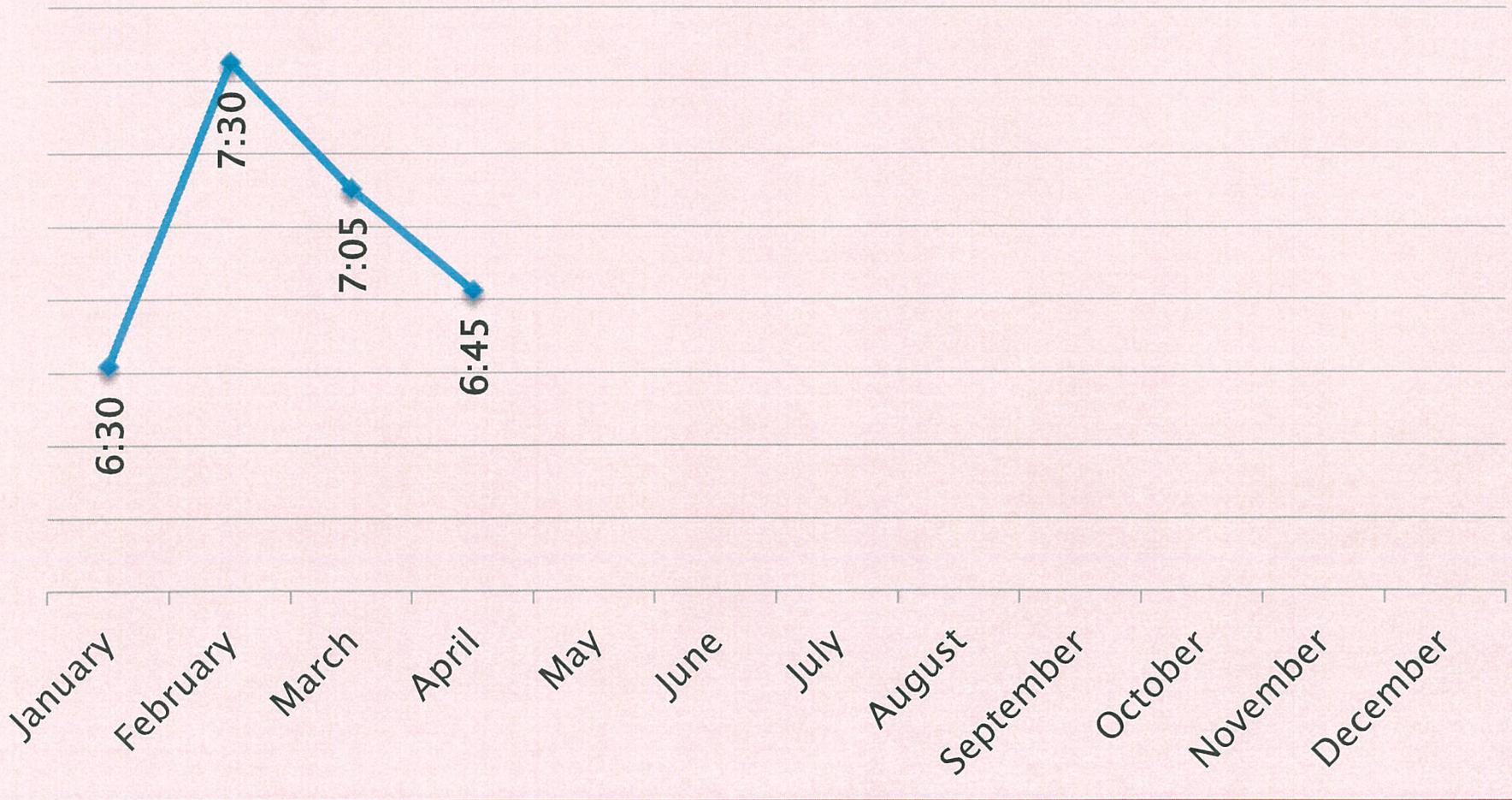
## APRIL 2016 INCIDENTS BY TIME OF DAY



# 2016 INCIDENTS BY TIME OF DAY



## 2016 AVERAGE RESPONSE TIMES PRIORITY INCIDENTS



## 2016 AVERAGE RESPONSE TIMES - PRIORITY INCIDENTS

Station	April	YTD AVG	PYTD AVG	% CHANGE
31	5:21	5:39	5:50	-3%
32	7:33	7:50	10:35	-26%
33	6:41	6:49	6:56	-2%
34	7:20	7:30	7:22	2%
35	8:08	8:13	7:56	4%
Month Avg.	6:45	6:59	7:12	-3%

**END OF REPORT**



**I N F R A S T R U C T U R E**  
**A L T E R N A T I V E S**

Board Members  
Brighton Township  
4363 Buno Road  
Brighton, MI 48116

**WASTEWATER SYSTEM MONTHLY OPERATING REPORT**  
**April 2016**

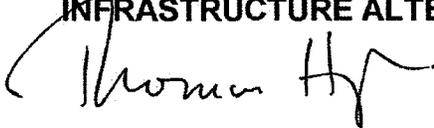
Dear Board Members:

Infrastructure Alternatives is pleased to submit this summary of the Monthly Operating Report. A more detailed report was submitted to the Township Manager.

12.4475 million gallons of wastewater was processed through the wastewater treatment plant and received full treatment during April 2016. The average daily flow into the wastewater treatment plant was 414,916 gallons. This flow rate represents approximately 63.8% of the design capacity of the Brighton Township Wastewater Treatment Plant. This flow is significantly higher than normal. We recorded a substantial increase of influent flow beginning on January 9, 2016 and this high flow rate has continued to date. The source of this increased flow has not yet been identified.

Analytical testing of various parameters is performed in the plant laboratory five days per week as required by the NPDES Permit. The analytical testing shows that the effluent quality during April 2016 was well within NPDES Permit limitations. During this period, 98.3% of BOD was removed; 97.7% of Suspended Solids was removed and 94.6% of Phosphorus was removed.

Sincerely,  
**INFRASTRUCTURE ALTERNATIVES**



Thomas High  
Plant Manager



Board Members  
Brighton Township  
4363 Buno Road  
Brighton, MI 48116

**WASTEWATER SYSTEM MONTHLY OPERATING REPORT**  
**May 2016**

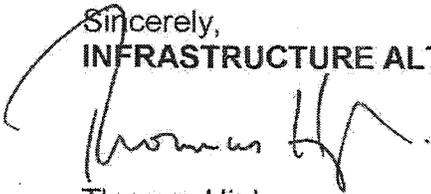
Dear Board Members:

Infrastructure Alternatives is pleased to submit this summary of the Monthly Operating Report. A more detailed report was submitted to the Township Manager.

Infrastructure Alternatives continued to perform routine operation, laboratory analysis and maintenance on the collection system and lift stations as well as plant equipment during the month of March. Maintenance on the equipment at the treatment plant continues. Field work for the personnel has included lift station maintenance as well as grinder station alarm calls and emergency responses due to power failures and fluctuations from DTE.

The treatment plant had four NPDES violations for ammonia during the month of May 2016. There were three daily violations and a monthly average violation as a result of the impact of the three daily violations. Appropriate notification has been given to MDEQ and we believe that the problem that caused the violations has been corrected.

Sincerely,  
**INFRASTRUCTURE ALTERNATIVES**



Thomas High  
Plant Manager