

ANN ARBOR CHARTER TOWNSHIP BOARD OF TRUSTEES MEETING AGENDA

Wednesday, January 22, 2025, at 7:30 PM
Township Office, 3792 Pontiac Trail, Ann Arbor MI 48105

To participate via video conference call - [Click here to register](#) or [Visit aatwp.org](#)

I. CALL TO ORDER, ESTABLISH QUORUM

II. APPROVAL OF BOARD OF TRUSTEES MINUTES

- A. Special Meeting Jan 20, 2025
 - 1) Open session minutes
 - 2) Closed session minutes

III. CITIZEN PARTICIPATION 7:30 - 7:45 - Citizen Participation on Agenda items only. Call the Township Office for reserved time- 663-3418 - before noon on the day of the meeting. Public Comment regarding non-agenda items is at the end of the meeting.

IV. APPROVE THE AGENDA AND CONSENT AGENDA

- A. Claims Listing: 12-11-24 to 1-17-25 for \$10,760,076.21
- B. Appoint Peter Kotila to serve on the Farmland and Open Space Preservation Board
- C. Appoint Eric Kaldjian to serve on the Climate Resilience Committee

V. ANNEXATIONS, ORDINANCES, ZONING, RESOLUTIONS

- A. Poverty Exemption Policy and Guidelines – Assessors Doug Shaw and Tracy Haley
 - 1) WCA 2025 Contract
- B. Analysis of the Ann Arbor Township Communication Survey – Ann Burke
- C. Conflict of Interest
 - 1) Ordinance to Amend Chapter 2, Administration Article VI, Boards and Commissions, Division 1 Planning Commission, First Reading.
 - 2) Resolution to Adopt Policy for Conflict of Interest
- D. Ordinance to Amend Code Section 1-7, Penalties, First Reading
- E. Tree and Woodland Preservation Ordinance Section 74-605

VI. REPORTS, DISCUSSIONS

- A. Supervisor's Report
- B. Clerk's Report
- C. Treasurer's Report

D. Planning Commission Report – January 6, 2025

E. Committee Report

- 1) **Farmland Open Space and Preservation Board Report**
- 2) **Utility Committee –**
- 3) **Climate Resilience Committee – Jan 13, 2025**
 - (a) **Energy Audit - Station 2**
 - (b) **Community Engagement**
- 4) **Zoning Board of Appeals**
- 5) **Public Safety Committee - Jan 14, 2025; Jan 20, 2025**
- 6) **Roads Committee**

F. Utilities Department Report

G. Public Safety Report

- 1) **Washtenaw County Sheriff's Department**
- 2) **Fire Department – Chief Mark Nicholai**

H. Building Department Report

VII. INFORMATION ONLY ITEMS

VIII. NON-AGENDA ITEMS

IX. PUBLIC COMMENT

X. ADJOURNMENT

ANN ARBOR CHARTER TOWNSHIP BOARD OF TRUSTEES SPECIAL MEETING MINUTES

**Monday, January 20, 2025, at 1:30 PM
Township Office, 3792 Pontiac Trail, Ann Arbor MI 48105**

I. CALL TO ORDER, ESTABLISH QUORUM

Supervisor O'Connell called the Special Meeting to order at 1:35 pm.

Present: Supervisor Diane O'Connell, Clerk Rena Basch, Treasurer Carlene Colvin-Garcia, Trustees John Allison, Della DiPietro, Eric Kaldjian and Peter Kotila.

Also present: Township Attorneys Sarah Gabis and Nathan Dupes, Consultant Steven Wright.

II. APPROVAL OF BOARD OF TRUSTEES MINUTES

A. Regular Meeting Dec 16, 2024

Basch moved and Kotila seconded to approve the minutes of the December 16, 2024 meeting with the following corrections: Kaldjian did not abstain on page 14; correct DiPietro's name in two places. Motion passed.

B. Special Meeting Dec 20, 2024 - Open session minutes

Allison moved and DiPietro seconded to approve the minutes of the December 20 Special Meeting. Motion passed.

III. CLOSED SESSION

A. Consider entering into closed session pursuant to Section 8(1)(c) of the Open Meetings Act, to consult with Township attorneys regarding trial or settlement strategy

Colvin-Garcia moved to go into closed session to consult with Township attorneys regarding trial or settlement strategy in connection with the litigation in the Washtenaw County Circuit Court, Ann Arbor Charter Township vs. WSG Properties LLC, AMC-WSG LLC, AMC-Mid Michigan Materials LLC, Case No. 23-001234-CE. Allison seconded.

Roll call vote:

Allison – yes

Basch – yes

Colvin-Garcia – yes

DiPietro – yes

Kaldjian – yes

Kotila - yes

O'Connell – yes

Motion passed 7-0.

The Board of Trustees left the room to enter closed session at 1:42 pm.

The Board of Trustees and consultants returned to the meeting room at 5:22 pm.

IV. OPEN SESSION

Basch moved to adjourn the closed session and return to open session. Colvin-Garcia seconded. Motion passed 7-0.

The Board of Trustees moved into open session at 5:24 pm.

Kotila moved to authorize the Township attorneys to proceed in the strategy as discussed in the Closed Session. Allison seconded. Motion carried.

V. NON-AGENDA ITEMS - None

VI. PUBLIC COMMENT - None

VII. ADJOURNMENT

O'Connell moved to adjourn the Special Meeting. Meeting adjourned at 5:24 pm.

GL Number	Grant	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND						
Dept 000 OTHER REVENUE ACCOUNT						
101-000-202.002		HEALTH INSURANCE	BLUE CARE NETWORK	HEALTH INSURANCE	7,250.52	2089700974
101-000-232.000		EMPLOYEE REIMBURSEMENT	VERIZON WIRELESS	CELLPHONES	40.01	2089700963
Total For Dept 000 OTHER REVENUE ACCOUNT					7,290.53	
Dept 101 BOARD OF TRUSTEES						
101-101-725.000		MEMBERSHIPS - DUES	WASHTENAW COUNTY TREAS	WRRMA MEMBERSHIP DUES	5,000.00	38205
101-101-818.000		SERVICE CONTRACTS	CHERYL K. MCGUIRE	OCTOBER MINUTES	300.00	38143
101-101-818.000		SERVICE CONTRACTS	CHERYL K. MCGUIRE	MINUTES	300.00	38179
101-101-909.000		ADVERTISING/PUBLISHING	DETROIT LEGAL NEWS	NEWSPAPER NOTICE FOR SOIL EROSION	40.00	38145
101-101-909.000		ADVERTISING/PUBLISHING	DETROIT LEGAL NEWS	ZONING ORDINANCE NOTICE	90.00	38211
Total For Dept 101 BOARD OF TRUSTEES					5,730.00	
Dept 215 CLERK						
101-215-715.002		DENTAL INSURANCE	Delta Dental of Plan	DENTAL INSURANCE -DECEMBER	147.42	2089700975
Total For Dept 215 CLERK					147.42	
Dept 228 TECHNOLOGY						
101-228-818.000		SERVICE CONTRACTS	MICROSOFT CORPORATION	MICROSOFT 365	155.79	2089700963
101-228-818.000		SERVICE CONTRACTS	TAZ NETWORKS INC	IT SERVICE AND APPS	1,367.50	2089700963
101-228-818.000		AATWP WEBSITE SUPPORT	JCM MEDIA GROUP LLC	AATWP WEBSITE SUPPORT	300.00	2089700976
Total For Dept 228 TECHNOLOGY					1,823.29	
Dept 253 TREASURER						
101-253-715.002		DENTAL INSURANCE	Delta Dental of Plan	DENTAL INSURANCE -DECEMBER	43.71	2089700975
101-253-727.001		TAX BILLS	PRINT TECH INC.	TAX BILLS	2,101.86	38156
Total For Dept 253 TREASURER					2,145.57	
Dept 257 ASSESSOR						
101-257-811.000		LEGAL FEES	HALLAHAN & ASSOCIATES	LEGAL FEES	7,302.81	38150
101-257-818.000		SERVICE CONTRACTS	WAYNE COUNTY APPRAISAL	ASSESSING SERVICES- DECEMBER	5,033.00	38168
101-257-957.100		GENERAL OPERATING	SHILA KIANDER	BOARD OF REVIEW TRAINING	30.00	38220
Total For Dept 257 ASSESSOR					12,365.81	
Dept 261 OPERATIONS						
101-261-727.000		OFFICE SUPPLIES	PRINTING SYSTEMS, INC.	AP CHECKS X 500	156.62	38157
101-261-727.000		OFFICE SUPPLIES	STAPLES	OFFICE SUPPLIES	336.48	38162
101-261-727.000		OFFICE SUPPLIES	JOHNETTA ELLIOT	COFFEE CREAM OFFICE	5.69	38186
101-261-727.000		OFFICE SUPPLIES	STAPLES	OFFICE SUPPLIES	424.85	38192
101-261-727.000		OFFICE SUPPLIES	AMAZON.COM LLC	TAX FORMS AND FOLDER	90.56	2089700963
101-261-728.000		PRINTING/BINDING	OBM	PRINTING FEES	210.38	2089700963
101-261-728.000		COPIER LEASE	LEAF	COPIER LEASE	302.50	2089700978
101-261-730.000		POSTAGE & MAILING	PITNEY BOWES BANK INC	FINANCE CHARGE FOR POSTAGE	9.63	38155
101-261-818.000		SERVICE CONTRACTS	ANN BURKE	CONSULTING NOVEMBER	362.50	38138
101-261-818.000		SERVICE CONTRACTS	STATE OF MICHIGAN	GATEWAY TREATMENT ON JOY ROAD	3,900.00	38163
101-261-818.000		SERVICE CONTRACTS	AKT PEERLESS	SUPPLEMENTAL ESA RESEARCH	4,217.50	38171
101-261-818.000		SERVICE CONTRACTS	ATWELL	J.A BLOCH WARREN ROAD LAND TITLE	5,000.00	38173
101-261-818.000		SERVICE CONTRACTS	TETRA TECH	MASSEY LAKE SAMPLING AND WETLAND	1,462.75	38193
101-261-818.000		POSTAGE MACHINE LEASE	PITNEY BOWES	POSTAGE MACHINE LEASE PAYMENT	180.81	2089700963

GL Number	Grant	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND						
Dept 261 OPERATIONS						
101-261-818.000		SERVICE CONTRACTS	DELAU FIRE & SAFETY	FIRE EXTINGUISHER INSPECTIONS	561.00	38210
101-261-831.000		INSURANCE & BONDS	DECKER AGENCY LLC	DECKER INSURANCE PACKAGE	23,519.00	38203
101-261-851.000		TELECOMMUNICATIONS	COMCAST CABLE	TV AND INTERNET	65.00	2089700963
101-261-851.000		TELECOMMUNICATIONS	VERIZON WIRELESS	CELLPHONES	132.17	2089700963
101-261-851.000		TELECOMMUNICATIONS	IVS COM INC	ANNUAL PHONE SERVICE	800.00	38214
101-261-955.000		MISCELLANEOUS	SAM'S CLUB/SYNCHRONY	FOOD FOR PUBLIC COMMUNITY	101.07	2089700963
101-261-955.000		MISCELLANEOUS	TRACTOR SUPPLY CREDIT	TABLE WHEELS FOR MEETING ROOM	229.03	2089700969
Total For Dept 261 OPERATIONS					42,067.54	
Dept 262 ELECTION						
101-262-957.100		GENERAL OPERATING	SPECTRUM PRINTERS INC	VOTE TEST DECKS AND SUMMARY SHEET	837.66	38160
101-262-957.100		GENERAL OPERATING	BUSCH'S	ELECTION MEALS	425.22	2089700963
101-262-957.100		GENERAL OPERATING	KROGER	ELECTION MEALS	194.66	2089700963
Total For Dept 262 ELECTION					1,457.54	
Dept 265 BUILDINGS AND GROUNDS						
101-265-818.000		JANITORIAL SERVICES	JNS FACILITY	JANITORIAL SERVICES	695.00	2089700977
101-265-920.000		Gas Charges : 3792	DTE Energy Company	Gas Charges : 3792 Pontiac Trl	602.08	2089700960
101-265-920.000		UTILITIES	WM CORPORATE SERVICES	TRASH PICKUP	63.26	2089700963
101-265-920.000		Gas Charges : 3792	DTE Energy Company	Gas Charges : 3792 Pontiac Trl	841.59	2089700967
Total For Dept 265 BUILDINGS AND GROUNDS					2,201.93	
Dept 266 LEGAL & PROFESSIONAL						
101-266-802.000		Task-200-General-	Stantec Consulting	Task-200-General-Consultation-AAT-	1,321.00	38161
101-266-802.000		Task-200-General-	Stantec Consulting	Task-200-General-Consultation-AAT-	154.00	38191
101-266-804.000		ACCOUNTING SERVICES	THE WOODHILL GROUP LLC	ACCOUNTING SERVICES NOVEMBER	1,802.95	38194
101-266-806.000		CONSULTANTS - OTHER	ANN BURKE	CONSULTING DECEMBER	550.00	38206
101-266-806.000		CONSULTANTS - OTHER	STEVEN WRIGHT	GRAVEL PIT CONSULTANT SEPT-DEC	13,200.00	38221
101-266-811.000		General	Bodman PLC	General	5,110.00	38140
101-266-811.000		General	Bodman PLC	General	3,920.00	38176
101-266-811.010		Litigation- Mid Michigan	Bodman PLC	Litigation- Mid Michigan Material	7,770.00	38140
101-266-811.010		Litigation - Mid Michigan	Bodman PLC	Litigation - Mid Michigan Material	10,790.00	38176
101-266-811.014		Sun Communities	Bodman PLC	Sun Communities Litigation	11,707.50	38140
101-266-811.014		LITIGATION- SUN	FOSTER, SWIFT, COLLINS	LEGAL FEES	1,720.00	38148
101-266-811.014		Sun Communities	Bodman PLC	Sun Communities Litigation	14,041.80	38176
101-266-811.017		LITIGATION- PAULETTE	FOSTER, SWIFT, COLLINS	LEGAL FEES	4,690.00	38148
Total For Dept 266 LEGAL & PROFESSIONAL					76,777.25	
Dept 272 FARMLAND SUPPORT						
101-272-818.000		SERVICE CONTRACTS	CHERYL K. MCGUIRE	MINUTES	300.00	38179
101-272-920.001		4400 Pontiac Trl/Tilian	DTE Energy Company	4400 Pontiac Trl/Tilian Farm	135.66	2089700960
101-272-920.001		4400 Pontiac Trl/Tilian	DTE Energy Company	4400 Pontiac Trl/Tilian Farm	128.77	2089700967
Total For Dept 272 FARMLAND SUPPORT					564.43	
Dept 446 ROADS						
101-446-818.000		SERVICE CONTRACTS	WASHTENAW COUNTY ROAD	BLUEBERRY LN, DAN BURY AND ENGLAVE	162,461.88	38198
Total For Dept 446 ROADS					162,461.88	

GL Number	Grant	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND						
Dept 701 PLANNING COMMISSION						
101-701-715.002		DENTAL	Delta Dental of Plan	DENTAL INSURANCE -DECEMBER	82.17	2089700975
101-701-801.000		24 MP Update	CARLISLE-WORTMAN	24 MP Update	2,722.50	38141
101-701-801.000		Plan Consultation	CARLISLE-WORTMAN	Plan Consultation	520.00	38178
101-701-811.000		Planning Commission	Bodman PLC	Planning Commission	1,470.00	38140
101-701-811.000		Planning Commission	Bodman PLC	Planning Commission	1,400.00	38176
101-701-818.000		SERVICE CONTRACTS	CHERYL K. MCGUIRE	OCTOBER MINUTES	325.00	38143
101-701-818.000		SERVICE CONTRACTS	CHERYL K. MCGUIRE	MINUTES	300.00	38179
Total For Dept 701 PLANNING COMMISSION					6,819.67	
Dept 702 ZONING						
101-702-806.000		CONSULTANTS - OTHER	CARLISLE-WORTMAN	CODE ENFORMENTS	744.00	38141
101-702-806.000		Zoning Administration	CARLISLE-WORTMAN	Zoning Administration	130.00	38178
101-702-806.000		CONSULTANTS - OTHER	CARLISLE-WORTMAN	4800 E HURON RIVER	540.00	38208
101-702-957.100		CODE ENFORCEMT EXPENSES	CARLISLE-WORTMAN	CODE ENFORCEMENT	744.00	38208
Total For Dept 702 ZONING					2,158.00	
Dept 901 CAPITAL PURCHASES						
101-901-971.000		LAND PURCHASE	ATA NATIONAL TITLE	LAND PURCHASE FINAL INSTALLMENT	9,964,429.23	2089700973
Total For Dept 901 CAPITAL PURCHASES					9,964,429.23	
Total For Fund 101 GENERAL FUND					10,288,440.09	
Fund 105 DEVELOPMENT RIGHTS MONITORING						
Dept 266 LEGAL & PROFESSIONAL						
105-266-806.000		CONSULTANTS - OTHER	TREEMORE ECOLOGY &	FARMLAND DEVELOPMENT RIGHTS	870.20	38165
Total For Dept 266 LEGAL & PROFESSIONAL					870.20	
Total For Fund 105 DEVELOPMENT RIGHTS MONITORING					870.20	
Fund 205 PUBLIC SAFETY FUND						
Dept 301 POLICE/SHERIFF						
205-301-815.000		WASHTENAW COUNTY SHERIFF	WASHTENAW COUNTY TREAS	TREASURER ASSOCIATION DUES	10.00	38167
Total For Dept 301 POLICE/SHERIFF					10.00	
Total For Fund 205 PUBLIC SAFETY FUND					10.00	
Fund 206 FIRE FUND						
Dept 228 TECHNOLOGY						
206-228-818.000		SERVICE CONTRACTS	MICROSOFT CORPORATION	MICROSOFT 365 APPS	263.68	2089700963
206-228-818.000		SERVICE CONTRACTS	TAZ NETWORKS INC	IT SERVICE AND APPS	956.50	2089700963
206-228-980.000		PURCHASES	AMAZON.COM LLC	Replacement Wireless Mouse	49.99	2089700963
Total For Dept 228 TECHNOLOGY					1,270.17	
Dept 261 OPERATIONS						
206-261-727.000		Paper / Staples	QUILL CORPORATION	Paper / Staples	102.92	38158
206-261-728.000		PRINTING/BINDING	OBM	Printer / Copier Toner	135.68	2089700963
206-261-728.000		COPIER LEASE	LEAF	COPIER LEASE	302.50	2089700978
206-261-742.000		FIRE FIGHTING SUPPLIES	CARPENTER BROS.	Extension Cords - Station 2 -	73.98	38142

GL Number	Grant	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 206 FIRE FUND						
Dept 261 OPERATIONS						
206-261-742.000		R-2 Replacement	MUNICIPAL EMERGENCY	R-2 Replacement Flashlight	184.09	38188
206-261-742.000		1 Replacement Trash Hook	WITMER PUBLIC SAFETY	1 Replacement Trash Hook	229.98	38200
206-261-742.000		Electrical Connectors,	AMAZON.COM LLC	Electrical Connectors, Light	90.73	2089700963
206-261-742.000		FIRE FIGHTING SUPPLIES	Optima	Incident Command Bds. (3)	400.47	2089700963
206-261-742.001		O2	AIRGAS USA LLC	O2	118.67	38170
206-261-742.001		EMS Supplies	BOUND TREE MEDICAL,	EMS Supplies	1,313.84	38177
206-261-742.002		PREVENTION/PUBLIC	SAM'S CLUB/SYNCHRONY	PR - Halloween Supplies	80.50	2089700963
206-261-818.000		TV AND INTERNET	COMCAST CABLE	TV AND INTERNET	420.18	2089700963
206-261-821.000		Dispatch Services	EMERGENT HEALTH	Dispatch Services	2,388.30	38146
206-261-831.000		INSURANCE & BONDS	DECKER AGENCY LLC	DECKER INSURANCE PACKAGE	66,229.00	38203
206-261-851.000		TELECOMMUNICATIONS	AT&T	FAX NUMBER	55.27	2089700963
206-261-851.000		TV AND INTERNET	COMCAST CABLE	TV AND INTERNET	288.90	2089700963
206-261-851.000		TELECOMMUNICATIONS	VERIZON WIRELESS	CELLPHONES	482.34	2089700963
206-261-851.000		TELECOMMUNICATIONS	IVS COM INC	ANNUAL PHONE SERVICE	375.00	38214
206-261-933.000		SCBA Batteries	COMPLETE BATTERY	SCBA Batteries	237.12	38181
206-261-933.000		EQUIP REPAIR &	BATTERIES PLUS	Station 2 - IT Room - UPS	30.99	2089700963
206-261-933.000		Mixed Fuel for Small	TRACTOR SUPPLY CREDIT	Mixed Fuel for Small Engines	103.97	2089700969
206-261-933.001		Annual Ground Ladder /	NATIONAL HOSE TESTING	Annual Ground Ladder / Hose	1,219.96	38189
206-261-933.001		SCBA Required Flow /	WEST SHORE FIRE, INC.	SCBA Required Flow / Bench Testing	2,165.00	38199
206-261-955.000		LP Tank Exchange	LINDE GAS & EQUIPMENT	LP Tank Exchange	23.08	38152
206-261-955.000		MISCELLANEOUS	AMAZON.COM LLC	Laundry Basket	90.91	2089700963
206-261-955.000		MISCELLANEOUS	HOME DEPOT USA INC	MATERIALS TO CONSTRUCT STORAGE	788.58	2089700963
206-261-955.000		Bar Code Equipment	ORCA SCAN	Bar Code Equipment Software	40.00	2089700963
206-261-955.000		MISCELLANEOUS	SAM'S CLUB/SYNCHRONY	Station Supplies	138.54	2089700963
206-261-955.000		Shift Calendar / Desk	SHIFT CALENDARS INC	Shift Calendar / Desk Pads 2025	235.00	2089700963
Total For Dept 261 OPERATIONS					78,345.50	
Dept 265 BUILDINGS AND GROUNDS						
206-265-920.000		Gas Charges : 3792	DTE Energy Company	Gas Charges : 3792 Pontiac Trl	1,553.79	2089700960
206-265-920.000		UTILITIES	WM CORPORATE SERVICES	TRASH PICKUP	63.26	2089700963
206-265-920.000		Gas Charges : 3792	DTE Energy Company	Gas Charges : 3792 Pontiac Trl	2,429.95	2089700967
206-265-933.000		Emergency Vehicle	A & N ELECTRIC, INC	Emergency Vehicle Electrical Plug	2,712.66	38169
206-265-933.000		Station 1 - H2O Water	JETSTREAM MECHANICAL	Station 1 - H2O Water Recirculator	810.00	38185
206-265-933.000		REPAIR & MAINTENANCE	HOME DEPOT USA INC	Duct Pipe - Station 1 Bay Heater	70.46	2089700963
Total For Dept 265 BUILDINGS AND GROUNDS					7,640.12	
Dept 266 LEGAL & PROFESSIONAL						
206-266-811.000		Fire Department	Bodman PLC	Fire Department	2,030.00	38176
Total For Dept 266 LEGAL & PROFESSIONAL					2,030.00	
Dept 270 PERSONNEL						
206-270-715.002		DENTAL INSURANCE	Delta Dental of Plan	DENTAL INSURANCE -DECEMBER	650.31	2089700975
206-270-723.000		Annual Respiratory	BIO-CARE INC	Annual Respiratory Surveillance	2,412.10	38175
206-270-725.000		2024 Washtenaw County Haz	WASHTENAW COUNTY	2024 Washtenaw County Haz-Mat Team	500.00	38197
206-270-746.001		Structure Fire Gloves 4	MUNICIPAL EMERGENCY	Structure Fire Gloves 4	683.16	38188
206-270-746.001		Gear Repair x5	TURNOUT RENTAL LLC	Gear Repair x5	1,069.50	38195
206-270-746.001		Helmet Fronts - 4	WITMER PUBLIC SAFETY	Helmet Fronts - 4	169.95	38200

GL Number	Grant	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 206 FIRE FUND						
Dept 270 PERSONNEL						
206-270-961.001		TRNG. & IMPROVEMENT PART-	AMAZON.COM LLC	Training - Needles / syringes	26.87	2089700963
206-270-961.001		1 Textbooks	FIREFIGHTER TOOLBOX	1 Textbooks	77.63	2089700963
Total For Dept 270 PERSONNEL					5,589.52	
Dept 596 TRANSPORTATION						
206-596-748.000		Fuel	CORRIGAN OIL COMPANY	Fuel	522.83	38201
206-596-748.000		GASOLINE & DIESEL	BP PRODUCTS NORTH	FUEL	101.00	2089700963
206-596-748.000		EXPENSE VOUCHER - Utility	Buc-EE's	EXPENSE VOUCHER - Utility 12-3 Gas	134.97	2089700963
206-596-933.000		Plugs for Vehicles (2)	CARPENTER BROS.	Plugs for Vehicles (2)	23.97	38142
206-596-933.000		2.5" Discharge Valve	MACQUEEN EMERGENCY	2.5" Discharge Valve Seats	76.45	38187
206-596-933.000		R-2 Tire Replacement	SHRADER TIRE & OIL INC	R-2 Tire Replacement	2,864.61	38190
206-596-933.000		R-1 Reflector	EMERGENCY VEHICLE PLUS	R-1 Reflector Replacement	109.12	38202
206-596-933.000		REPAIR & MAINTENANCE	AMAZON.COM LLC	Vehicle Heaters (4)	207.88	2089700963
206-596-933.000		Utility 12-3 -Brakes,	DUNNING TOYOTA ANN	Utility 12-3 -Brakes, Battery,	3,567.05	2089700963
206-596-933.000		4 Replacment Apparatus	Hebron RV Parts	4 Replacment Apparatus Heaters R1,	(1,212.36)	2089700963
206-596-933.000		3 UNLIMITED FAST PASS	ZIPPY AUTO WASH LLC	3 UNLIMITED FAST PASS RENEWALS	29.99	2089700963
206-596-933.000		R-2 Door Closure Spring	EMERGENCY VEHICLE PLUS	R-2 Door Closure Spring	56.98	38212
Total For Dept 596 TRANSPORTATION					6,482.49	
Total For Fund 206 FIRE FUND					101,357.80	
Fund 211 GRANTS FUND						
Dept 261 OPERATIONS						
211-261-955.002	CEM	COMMUNITY ENERGY	ANN BURKE	CONSULTING SERVICE FOR CEM GRANT	187.50	38139
211-261-955.002	CEM	COMMUNITY ENERGY	UNITED STATES POSTAL	BUSINESS REPLY MAIL FOR COMMUNITY	7.52	38196
211-261-955.002	CEM	COMMUNITY ENERGY	ANN BURKE	CONSULTING FOR CEM GRANT DECEMBER	137.50	38207
211-261-955.002	CEM	COMMUNITY ENERGY	MEBULBS - PREMIUM	LED LIGHTS	3,711.50	2089700970
211-261-955.002	CEM	COMMUNITY ENERGY	MEBULBS - PREMIUM	LED LIGHTS	10,647.37	2089700971
211-261-955.002	CEM	COMMUNITY ENERGY	MEBULBS - PREMIUM	LED LIGHTS	1,349.29	2089700972
Total For Dept 261 OPERATIONS					16,040.68	
Dept 751 PARKS AND RECREATION						
211-751-802.000	CCG	ENGINEERING FEES	STANTEC CONSULTING	ENGINEERING FEES	2,272.00	38161
Total For Dept 751 PARKS AND RECREATION					2,272.00	
Total For Fund 211 GRANTS FUND					18,312.68	
Fund 219 STREET LIGHTING FUND						
Dept 265 BUILDINGS AND GROUNDS						
219-265-920.000		FC streetlights	DTE Energy Company	FC streetlights	425.48	2089700961
219-265-920.000		FC streetlights	DTE Energy Company	FC streetlights	428.38	2089700968
Total For Dept 265 BUILDINGS AND GROUNDS					853.86	
Total For Fund 219 STREET LIGHTING FUND					853.86	
Fund 225 FARMLAND PRESERVATION						
Dept 266 LEGAL & PROFESSIONAL						
225-266-806.000		CONSULTANTS - OTHER	TREEMORE ECOLOGY &	FARMLAND CONSULTING	321.26	38222

GL Number	Grant	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 225 FARMLAND PRESERVATION						
Dept 266 LEGAL & PROFESSIONAL						
225-266-811.000		Moehrle Conservation	Bodman PLC	Moehrle Conservation Easement	910.00	38140
225-266-811.000		Moehrle Conservation	Bodman PLC	Moehrle Conservation Easement	70.00	38176
Total For Dept 266 LEGAL & PROFESSIONAL					1,301.26	
Dept 901 CAPITAL PURCHASES						
225-901-971.000		LAND PURCHASE	ATA NATIONAL TITLE	FIRST PAYMENT FOR LAND PURCHASE	50,000.00	2089700962
Total For Dept 901 CAPITAL PURCHASES					50,000.00	
Total For Fund 225 FARMLAND PRESERVATION					51,301.26	
Fund 249 BUILDING DEPARTMENT FUND						
Dept 000 OTHER REVENUE ACCOUNT						
249-000-277.000		02. FIXTURES, FLOOR	D&E PLUMBING	BD Payment Refund	70.00	38144
Total For Dept 000 OTHER REVENUE ACCOUNT					70.00	
Dept 228 TECHNOLOGY						
249-228-818.000		SERVICE CONTRACTS	TAZ NETWORKS INC	INSTALLATION OF PETER'S PC	362.50	38164
249-228-818.000		SERVICE CONTRACTS	MICROSOFT CORPORATION	MICROSOFT 365 APPS	54.73	2089700963
249-228-980.000		PURCHASES	AMAZON.COM LLC	REPLACE MONITOR FOR BUILDING	59.99	2089700963
Total For Dept 228 TECHNOLOGY					477.22	
Dept 261 OPERATIONS						
249-261-812.000		INSPECTOR COSTS	GARY WOELKE	INSPECTIONS	2,120.00	38149
249-261-812.000		INSPECTOR COSTS	JAMES RATLIFF	INSPECTIONS	1,080.00	38151
249-261-812.000		INSPECTOR COSTS	MICHAEL COX	INSPECTIONS	40.00	38153
249-261-812.000		INSPECTOR COSTS	RICK PLISKO	INSPECTIONS	640.00	38159
249-261-812.000		INSPECTOR COSTS	GARY WOELKE	INSPECTIONS	1,720.00	38213
249-261-812.000		INSPECTOR COSTS	JAMES RATLIFF	INSPECTIONS	1,240.00	38215
249-261-812.000		INSPECTOR COSTS	RICK PLISKO	INSPECTIONS	1,040.00	38219
249-261-851.000		TELECOMMUNICATIONS	VERIZON WIRELESS	CELLPHONES	82.24	2089700963
249-261-851.000		TELECOMMUNICATIONS	IVS COM INC	ANNUAL PHONE SERVICE	163.75	38214
Total For Dept 261 OPERATIONS					8,125.99	
Dept 266 LEGAL & PROFESSIONAL						
249-266-806.000		CONSULTANTS - OTHER	CARLISLE-WORTMAN	4800 E. HURON RIVER DR.	4,957.50	38141
Total For Dept 266 LEGAL & PROFESSIONAL					4,957.50	
Dept 270 PERSONNEL						
249-270-715.002		DENTAL INSURANCE	Delta Dental of Plan	DENTAL INSURANCE -DECEMBER	229.59	2089700975
Total For Dept 270 PERSONNEL					229.59	
Dept 596 TRANSPORTATION						
249-596-933.000		REPAIR & MAINTENANCE	GENE BUTMAN FORD SALES	AUTO SERVICE	56.56	2089700963
Total For Dept 596 TRANSPORTATION					56.56	
Total For Fund 249 BUILDING DEPARTMENT FUND					13,916.86	

Fund 402 CAPITAL IMPROVEMENT PLAN (CIP)

GL Number	Grant	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 402 CAPITAL IMPROVEMENT PLAN (CIP)						
Dept 446 ROADS						
402-446-818.000		SERVICE CONTRACTS	WASHTENAW COUNTY ROAD	GLEANER HALL & STEIN RD	55,167.72	38204
Total For Dept 446 ROADS					55,167.72	
Total For Fund 402 CAPITAL IMPROVEMENT PLAN (CIP)					55,167.72	
Fund 592 UTILITIES FUND						
Dept 228 TECHNOLOGY						
592-228-818.000		SERVICE CONTRACTS	MICROSOFT CORPORATION	MICROSOFT 365 APPS	39.80	2089700963
Total For Dept 228 TECHNOLOGY					39.80	
Dept 261 OPERATIONS						
592-261-818.000		SERVICE CONTRACTS	PARAGON LABORATORIES	WATER TESTING	384.00	38154
592-261-818.000		SERVICE CONTRACTS	UIS SCADA INC	CALIBRATE FLOW TRANSMITTER	1,360.00	38166
592-261-818.000		SERVICE CONTRACTS	CITY OF ANN ARBOR	BACTI SAMPLE TESTING	136.00	38180
592-261-818.000		PORTABLE TOILET	PARKWAY SERVICES, INC	PORTABLE TOILET	130.00	2089700963
592-261-818.000		SERVICE CONTRACTS	CITY OF ANN ARBOR	BACTI SAMPLE TESTING	136.00	38209
592-261-818.000		SERVICE CONTRACTS	KENNEDY INDUSTRIES,	DIXBORO & TOWSLEY STATION	2,400.00	38216
592-261-818.000		SERVICE CONTRACTS	MISS DIG SYSTEM INC	ANNUAL MAINTENANCE	1,030.14	38218
592-261-831.000		INSURANCE & BONDS	DECKER AGENCY LLC	DECKER INSURANCE PACKAGE	17,383.00	38203
592-261-851.000		TELECOMMUNICATIONS	VERIZON WIRELESS	CELLPHONES	173.37	2089700963
592-261-851.000		TELECOMMUNICATIONS	IVS COM INC	ANNUAL PHONE SERVICE	161.25	38214
592-261-933.000		REPAIR & MAINTENANCE	CARPENTER BROS.	MEDICAL BATTERY AND WALL PLATE	10.28	38142
592-261-933.000		REPAIR & MAINTENANCE	CARPENTER BROS.	BATTERY, FLASHLIGHTS AND LANTERN	73.08	2089700963
592-261-933.000		REPAIR & MAINTENANCE	LANDSCAPE SUPPLES	HARDWARE	213.22	2089700963
592-261-933.000		REPAIR & MAINTENANCE	MENARD INC	HARDWARE	52.50	2089700963
592-261-933.000		REPAIR & MAINTENANCE	TRACTOR SUPPLY CREDIT	HARDWARE	170.93	2089700969
592-261-955.000		MISCELLANEOUS	SAM'S CLUB/SYNCHRONY	WATER/GATORADE	55.30	2089700963
Total For Dept 261 OPERATIONS					23,869.07	
Dept 265 BUILDINGS AND GROUNDS						
592-265-920.000		4620 E Huron Dr	DTE Energy Company	4620 E Huron Dr	2,142.69	2089700960
592-265-920.000		UTILITIES	AMERIGAS PROPANE LP	PROPANE	726.62	38172
592-265-920.000		4620 E Huron Dr	DTE Energy Company	4620 E Huron Dr	2,438.80	2089700967
Total For Dept 265 BUILDINGS AND GROUNDS					5,308.11	
Dept 266 LEGAL & PROFESSIONAL						
592-266-802.000		Task-201-Utilities-	Stantec Consulting	Task-201-Utilities-Consultation-	5,757.75	38161
592-266-802.000		Task-201-Utilities-	Stantec Consulting	Task-201-Utilities-Consultation-	4,412.00	38191
592-266-811.000		Utilities	Bodman PLC	Utilities	1,610.00	38140
592-266-811.000		University of Michigan	Bodman PLC	University of Michigan	2,100.00	38176
Total For Dept 266 LEGAL & PROFESSIONAL					13,879.75	
Dept 270 PERSONNEL						
592-270-715.002		DENTAL INSURANCE	Delta Dental of Plan	DENTAL INSURANCE -DECEMBER	191.13	2089700975
592-270-725.000		MEMBERSHIPS - DUES	MICHIGAN WATER	MICHIGAN WATER ENVIRONMENT	395.00	2089700963
592-270-746.000		UNIFORM EXPENSE	TRACTOR SUPPLY CREDIT	TABLE WHEELS X5 , GLOVES X2 ,	298.97	2089700969
Total For Dept 270 PERSONNEL					885.10	

GL Number	Grant	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 592 UTILITIES FUND						
Dept 537 SALES/PURCHASES OF W&S						
592-537-777.000		METER EQUIPMENT PURCHASES	FERGUSON WATERWORKS	METER EQUIPMENT PURCHASES	9,132.30	38147
Total For Dept 537 SALES/PURCHASES OF W&S					9,132.30	
Dept 596 TRANSPORTATION						
592-596-933.000		REPAIR & MAINTENANCE	BILL BROWN FORD INC	AUTO SERVICE	139.10	2089700963
592-596-933.000		3 UNLIMITED FAST PASS	ZIPPY AUTO WASH LLC	3 UNLIMITED FAST PASS RENEWALS	59.98	2089700963
Total For Dept 596 TRANSPORTATION					199.08	
Total For Fund 592 UTILITIES FUND					53,313.21	
Fund 702 ESCROW FUND						
Dept 000 OTHER REVENUE ACCOUNT						
702-000-249.077		Engineereering Fees	Stantec Consulting	Engineereering Fees	2,519.91	38161
702-000-249.077		Engineereering Fees	Stantec Consulting	Engineereering Fees	163.00	38191
702-000-249.080		Engineereering Fees	Stantec Consulting	Engineereering Fees	36,401.25	38161
702-000-249.080		Engineereering Fees	Stantec Consulting	Engineereering Fees	3,222.38	38191
702-000-249.081		Engineereering Fees	Stantec Consulting	Engineereering Fees	74,479.48	38161
702-000-249.081		Engineereering Fees	Stantec Consulting	Engineereering Fees	38,806.58	38191
702-000-262.079		Engineereering Fees	Stantec Consulting	Engineereering Fees	756.04	38161
702-000-262.079		Engineereering Fees	Stantec Consulting	Engineereering Fees	276.02	38191
702-000-262.083		Engineereering Fees	Stantec Consulting	Engineereering Fees	233.36	38161
702-000-262.085		Engineereering Fees	Stantec Consulting	Engineereering Fees	849.40	38161
702-000-262.085		Engineereering Fees	Stantec Consulting	Engineereering Fees	316.06	38191
702-000-262.088		Engineereering Fees	Stantec Consulting	Engineereering Fees	338.00	38161
702-000-262.088		Engineereering Fees	Stantec Consulting	Engineereering Fees	169.00	38191
702-000-280.049		Planning Fees	CARLISLE-WORTMAN	Planning Fees	665.00	38178
702-000-280.147		Engineereering Fees	Stantec Consulting	Engineereering Fees	385.00	38161
702-000-280.147		Engineereering Fees	Stantec Consulting	Engineereering Fees	154.00	38191
702-000-280.161		Engineereering Fees	Stantec Consulting	Engineereering Fees	2,274.74	38161
702-000-280.161		Engineereering Fees	Stantec Consulting	Engineereering Fees	24.79	38191
702-000-280.203		Planning Fees	CARLISLE-WORTMAN	Planning Fees	195.00	38141
702-000-280.203		Engineereering Fees	Stantec Consulting	Engineereering Fees	1,925.00	38161
702-000-280.203		Engineereering Fees	Stantec Consulting	Engineereering Fees	385.00	38191
702-000-280.204		Legal Fees	Bodman PLC	Legal Fees	2,410.00	38140
702-000-280.204		Legal Fees	Bodman PLC	Legal Fees	4,695.00	38176
702-000-280.230		Legal Fees	Bodman PLC	Legal Fees	350.00	38140
702-000-280.236		Engineereering Fees	Stantec Consulting	Engineereering Fees	232.02	38161
702-000-280.236		Engineereering Fees	Stantec Consulting	Engineereering Fees	304.00	38191
702-000-280.237		Legal Fees	Bodman PLC	Legal Fees	280.00	38140
702-000-280.243		Planning Fees	CARLISLE-WORTMAN	Planning Fees	1,147.50	38178
702-000-280.244		Planning Fees	CARLISLE-WORTMAN	Planning Fees	237.50	38141
702-000-280.244		Planning Commission	Bodman PLC	Planning Commission	770.00	38176
702-000-280.245		Planning Fees	CARLISLE-WORTMAN	Planning Fees	237.50	38141
702-000-280.245		Planning Fees	CARLISLE-WORTMAN	Planning Fees	910.00	38178
702-000-280.247		Legal Fees	Bodman PLC	Legal Fees	420.00	38176
Total For Dept 000 OTHER REVENUE ACCOUNT					176,532.53	

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INVOICE GL DISTRIBUTION REPORT FOR ANN ARBOR CHARTER TOWNSHIP
EXP CHECK RUN DATES 12/11/2024 - 01/17/2025
JOURNALIZED PAID
BANK CODE: POOL2

Page: 9/10

GL Number	Grant	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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Fund 702 ESCROW FUND

Total For Fund 702 ESCROW FUND

176,532.53

GL Number	Grant	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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Fund Totals:

Fund 101 GENERAL FUND	10,288,440.09
Fund 105 DEVELOPMENT	870.20
Fund 205 PUBLIC SAFET	10.00
Fund 206 FIRE FUND	101,357.80
Fund 211 GRANTS FUND	18,312.68
Fund 219 STREET LIGHT	853.86
Fund 225 FARMLAND PRE	51,301.26
Fund 249 BUILDING DEP	13,916.86
Fund 402 CAPITAL IMPR	55,167.72
Fund 592 UTILITIES FU	53,313.21
Fund 702 ESCROW FUND	176,532.53

Total For All Funds:	<u>10,760,076.21</u>
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ASSESSMENT CONTRACT
FOR THE TOWNSHIP OF ANN ARBOR

WHEREAS, the Township of Ann Arbor, hereinafter called "Township", with its principal offices located at 3792 Pontiac Trail, Ann Arbor, Michigan, is interested in having all non-exempt real property and all non-exempt personal property assessed and having said assessments maintained on an annual basis, including those in Barton Hills Village.

WHEREAS, Wayne County Appraisal LLC, d/b/a WCA Assessing, with principal offices located at 38110 Executive Drive, Suite 100, Westland, Michigan 48185-3132, hereinafter called the "Company", is interested in providing assessment and related work for Township property effective February 1, 2025.

IT IS THEREFORE AGREED:

1A. ENGAGEMENT OF COMPANY

The Township hereby retains the Company as an independent contractor to perform the duties and services described in the Contract upon the terms and conditions set forth herein and the Company hereby accepts such engagement.

1B. TERM

The Contract will commence on February 1, 2025 and terminate January 31, 2028.

2. PERSONNEL

A. Trained Personnel. The Company will provide the services of trained and competent personnel to perform all assessment functions in accordance with the requirements of state law and good industry practice on an as-needed basis, including the role of the Assessor of Record. All employees of the Company shall be professional in manner and conduct in carrying out their duties.

B. Identification Cards. While working in the Township, all employees of the Company shall carry an identification card provided by the Township and shall produce it upon request. Upon termination of said contract, all identification cards and/or keys shall be returned.

C. Requested Personnel. The Township may request that particular personnel, other than Douglas Shaw, not be used on Township work. Any such request will be in writing, will detail the reason for the request, and will be based on objective criteria related to the performance or qualifications of such personnel. The Company will honor each such request unless to do so would cause undue hardship to the Company.

D. Contractor Relationship; Payment of Wages, Taxes and Benefits.

- (i) In the performance of its obligations hereunder, the Company is acting as a contracting party with the Township, and is not an employee, partner, co-adventurer or political subdivision of the Township.
- (ii) The persons appointed by the Company to perform assessing work, under this Contract (“Company Assessors”), shall be employees of the Company, and not the Township, and the Company shall be responsible for the payment of wages to the Company Assessors, and shall be responsible for the required federal, state and local employment tax withholdings and payments with regard to such wages (the “Applicable Withholdings and Payments”), including FICA (Federal Insurance Contributions Act), FUTA (Federal Unemployment Tax Act), income tax withholding, (whether federal, state or local), and all filings of unemployment and compensation and workers’ compensation.
- (iii) The Company shall timely report, pay and discharge, at Company’s sole expense, all Applicable Withholdings and Payments related to compensation paid by the Company for services rendered by Company Assessors, as such services relate to this Contract, and the Company shall otherwise comply with any other federal, state or local laws related to the Company Assessors and the performance of the Company’s obligations under this Contract.
- (iv) In no event shall the Company or Company Assessors be eligible to receive benefits provided to employees of the Township.
- (v) The Company hereby indemnifies, and holds the Township harmless, from and against any and all liabilities, costs, damages, interests and penalties, which are or become, at any time, assessed by any governmental agency with regard to the Applicable Withholdings and Payments described in this Paragraph 3D.

3. PERSONAL PROPERTY

The Company shall prepare and mail personal property tax forms to individuals in the Township who are liable for the payment of personal property taxes. Upon the returned receipt of said completed forms, the Company shall determine the personal property tax assessment and send out notices of assessed valuation. Company will send Estimated Assessment notices, as needed, to all taxpayers who fail to respond to the request for personal property information. All personal property audits shall be performed by the County or such other agency or company as the Township determines at the expense of the Township.

4. MAINTENANCE – REAL PROPERTY

The Company shall annually adjust residential-classed property by subdivision and shall maintain all classes of non-exempt real property values at the fifty-percent (50%) level, or as required by law.

5. MAPS

The Township will make available to the Company reasonably accurate base maps without cost.

6. USE OF RECORDS

The Company will set up and employ a system, approved by the Township, for the accurate account of all records, field sheets, and maps, which may be taken from the files of the Township. All Township records and maps will be returned when the contract is completed.

The Township reserves the right to demand the return of such records and maps in the possession of the Company at the completion of the contract.

7. COOPERATION

The Township, at its expense, will have its employees render the following services as outlined below:

- a. Grant access to official records pertinent to the work.
- b. Furnish and locate correct property descriptions where same are not clear on the maps.

8. INSURANCE COVERAGE AND INDEMNITY

The Company shall be liable to the Township and Barton Hills Village and shall defend indemnify and hold harmless the Township and Barton Hills Village from and against all claims of any kind whatsoever arising out of a performance of the services rendered hereunder caused by any error, omission, intentional, wrongful, or negligent act of the Company or anyone employed by the Company, in the performance of this contract. The Company agrees to maintain adequate insurance to satisfy the Township and will provide 30 days written notice before cancellation or alteration of said coverage and shall name the Township and Barton Hills Village as additional insured on said policies. Said insurance agreement to indemnify shall include, but not limited to, any claims relating to labor, materials furnished, valuable papers, motor vehicles, personal liabilities, and patent copyrights.

The Company will carry the following insurance coverage at all times during this agreement:

- a. Comprehensive general liability insurance covering the Company, the Township and Barton Hills Village with not less than the following limits of liability. Bodily injury or death, \$1,000,000 each person and subject to the same limit for each person; \$1,000,000 for two or more persons in any occurrence; property damage, \$1,000,000 each occurrence; \$2,000,000 annual aggregate.
- b. Worker's Disability Compensation Insurance, securing compensation for the benefit of the employees of the Company, as required by Worker's Disability Compensation Act of the State of Michigan.
- c. Professional Liability Errors and Omissions insurance in the amount of \$1,000,000 each occurrence

All required insurance shall be maintained with responsible insurance carriers qualified to do business in the State of Michigan and approved by the State Superintendent of Insurance. As soon as practical upon execution of this contract, and before commencing any performance hereunder, the Company shall deposit with the Township, copies of the previously mentioned policies of insurance or certificates therefore. During the duration of this contract, a copy of said insurance or certificate will be given to the Township Clerk at the beginning of each year.

The Company shall not be held liable for any damages caused by strikes, explosions, war, fire or act of nature that might stop or delay the progress of work.

09. PUBLIC RELATIONS

During the progress of the work, the Company and its employees shall endeavor to promote understanding and amicable relations with taxpayers and the public. Newspaper articles and other publicity will be presented for clearance to the Township before release.

10. DAY-TO-DAY PROBLEMS

The Company shall handle all day-to-day assessing problems of the Township, including but not limited to, the processing of telephone calls and attending conferences concerning specific appraisal problems.

11. ASSESSMENT SCHEDULES

The Michigan State Tax Commission Assessors Manual, currently used in the Township, or such other Manual approved by the Michigan State Tax Commission, shall be the appraising schedule used in the evaluation of all buildings.

12. RECORD CARDS; ONLINE ASSESSING INFORMATION

The Company will maintain all property record cards in a form currently in use and as required by the Michigan State Tax Commission and shall maintain and update the BS&A online assessing information. All cards or other assessing information will contain the property owners name, address of property, parcel identification number, and description. The Company will complete all property record cards and assessment information with the information as listed above and otherwise mentioned in these specifications. Building measurements will be furnished by the Company. A sketch of each structure will be shown on the property record card and online assessment information. An inspection will be made when changes to properties become known.

13. VALUATION OF ALL CLASSES OF REAL PROPERTY

Changes, if any, in the type of construction or improvements and additions will be recorded by component parts, such as foundation, basement, wall construction, roof, exterior finish, heating system, fireplaces and stacks, plumbing fixtures, tiling, age (estimated if not obtainable), condition, depreciation, and general quality of construction.

These cards will be returned by the field staff to the office where they will be appraised, checked, and computed by the Company.

14. VALUATION OF LAND

The Company will make careful investigation of any changes in the fair value for all types of land. Where necessary and feasible, sales data will be secured by the Appraiser covering fair

sales which will be analyzed, checked, and recorded. All sales shall be categorized by the Company as agricultural, residential, industrial, commercial, and developmental, and used in the respective types. Owners, realtors, banks, and others will be asked to supply information relative to sales of property within the area covered by these specifications.

15. UNIT LAND VALUES

The Company will establish and/or maintain unit front foot values for lots if standard depth, located in platted areas and this depth standard shall be used whenever possible. When a front foot unit value is not practical, acreage or square foot unit of value will be used. Unit values will be placed on a large outline map known as the Land Value Map.

16. LAND VALUE TABLES

The Company will provide and/or maintain land valuation formulae and tables for the computation of the valuation of irregular-shaped lots or plots. Lots which are of greater or less depth than the standard depth on which the unit front foot prices are based, shall be adjusted by depth factor tables or other suitable methods.

A brief description of each lot or parcel of land, together with the valuation computation, will be entered on the property card herein before described. The Company will make adjustments in the value to compensate for topographical irregularities, such as high banks, steep slopes, swamps, irregular shape, or anything that may detract from or enhance the normal usefulness of the land.

17. REVIEW OF PROPERTIES

Upon completion of field and office computation, final field review of all land and buildings will be made by experienced and qualified Company employees. The purpose of this final review is to account and adjust for factors which may have a direct bearing on the market value or equitable relationship to other properties, such as location, obsolescence, architectural qualities, desirability, and resale value.

18. COMPLETION

The Company shall complete all activities in a timely manner to conform to the requirements of State law and Township ordinances. Time is of the essence in the completion of this Contract.

19. INSTRUCTION

The Company will, upon request of the Township, instruct the personnel in the Township office in the use of the information and data furnished by the Company so that the system may be maintained through future years.

20. DEFENSE OF VALUES

A responsible member of the Company shall attend all local Board of Review proceedings.

21. MICHIGAN TAX TRIBUNAL PROCEEDINGS

The Company will represent the Township in each Michigan Tax Tribunal appeal including appeals pending on the date of this Contract in which the Township requests the Company to represent it.

21A. MICHIGAN TAX TRIBUNAL LEGAL FEES

The Township representation for all Michigan Tax Tribunal petitions not in the Small Claims Division, shall be provided by legal counsel possessing experience in the representation of municipalities before the Michigan Tax Tribunal at the rate of:

February 1, 2025 to January 31, 2026.....	\$223.56/hour
February 1, 2026 to January 31, 2027	\$234.73/hour
February 1, 2027 to January 31, 2028	\$246.47/hour

21B. MICHIGAN TAX TRIBUNAL ASSESSMENT SERVICES PLUS SPECIAL PROJECTS

Assessment services rendered by the Company in Michigan Tax Tribunal matters shall be provided to the Township at the rate of:

February 1, 2025 to January 31, 2026.....	\$153.88hour
February 1, 2026 to January 31, 2027	\$161.57/hour
February 1, 2027 to January 31, 2028	\$169.65/hour

21C. Michigan Tax Tribunal Legal and Assessment Services and requested Special Projects are separate from normal assessment and appraisal functions and are not a part of the fees described in paragraph 23G.

22D. PAYMENT

The Township will pay the Company fees at the rates set forth in paragraph 23F. for all work performed under this Contract other than the services described in paragraphs 21A, 21B, and 21C. The Company will bill the Township monthly on the first day of each month. All invoices relative to items 21A, 21B, 21C, will detail the work performed, including the name and title of the person performing the work, that person’s hourly rate, the number of hours worked, and a description of the work performed. The invoice also will detail any expenses the Contract permits the Company to charge the Township. The Township will pay all valid invoices within 30 days of billing.

23E. The Township and Company will meet to resolve any inequities resulting from unusual circumstances such as, but not limited to, a dramatic increase in the number of new building permits, a need for reappraisal of existing construction, an outside appraisal required for litigation, or changes in State laws which would alter or change the quantity of work to be performed to a substantially lesser or greater amount.

23F. PAYMENT

The Company will bill the Township monthly on the first day of each month. Payment for all other services described herein shall be remitted to the company as follows;

February 1, 2025 to January 31, 2026 \$63,415/yearly
February 1, 2026 to January 31, 2027 \$66,585/yearly
February 1, 2027 to January 31, 2028 \$69,914/yearly

24. TRANSFER OF CONTRACT WORK

The Company shall not assign or transfer the Contract or any interest therein, without prior written approval from the Township.

25. TERMINATION PRIOR TO COMPLETION

In the event that either party shall be in substantial non-compliance with the terms of this agreement, the other party shall give the defaulting party written notice of said breach and thirty (30) days to cure the breach. If the Company fails to cure any breach within thirty (30) days after such notice, the Township may terminate this contract immediately without further notice or liability to the Company, other than for permitted fees and expenses accrued through the date of termination.

26. DISCLOSURE OF INFORMATION

Disclosure of appraisal information to any individual, firm, or corporation, unless required by law, other than to appropriate public officials and their authorized agents, is expressly prohibited.

26.1 The Company agrees and understands that given its relationship with the Township, the Company may have access to and may receive information and materials that are considered confidential and/or proprietary by the Township ("Confidential Information"). Confidential Information includes, but is not limited to, procedures and processes, documentation, personnel and human resources information, strategic plans, financial information, and proposed agreements. Confidential Information may be communicated in writing, orally, electronically, or by other means, and may not be identified in writing as "Confidential" or "Proprietary". In all events any information that the Township considers "Confidential" must be marked as such in a manner clearly understandable to the Company and its employees.

26.2 The Company agrees that, during the Term and thereafter, the Company will keep all Confidential Information strictly confidential and not use (except on behalf of the Township) or disclose any such confidential information, either directly or indirectly unless ordered by a court or the Michigan Tax Tribunal, to any person or entity without prior written consent of the Township. This confidentiality covenant has no temporal, geographical, or territorial restriction. Upon termination of this Agreement or at any time upon the Township's request the Company will promptly deliver to the Township all property, keys, notes, memoranda, writings, lists, files, reports, correspondence, tapes, disks, cards, maps, logs, data or any other tangible or electronic product or document which has been produced by, received by or otherwise submitted to the

Company during or prior to the Term pertaining to Company's work for the Township, including, but not limited to, information which constitutes or embodies Confidential Information which has been so designated as described above, which is in the Company's possession or under its control.

27. MISCELLANEOUS

Douglas Shaw, a partner of the company, will report only to the Township Supervisor or his/her designee. All matters concerning property assessment, real and personal, shall go through Mr. Shaw. Mr. Shaw, or a delegated employee of Wayne County Appraisal Company, will certify the tax roll and, therefore, his approval on all assessing matters is required.

28. PREPARATION OF TAX FORMS

The Company will prepare and submit all County and State Tax Commission forms relating to property assessment.

29. ALLOCATION AND APPORTIONMENT

The Company will represent the Township in all allocation and apportionment procedures.

30. MILLAGE, BONDS, AND SPECIAL ELECTIONS

The Company shall prepare all information relating to assessment necessary to the Township for millage as well as special election and bond issues.

31. REPRESENTATION BEFORE OTHER GOVERNMENTAL AGENCIES

The Company will represent the Township before all other governmental agencies in all matters relating to assessment.

32. APPLICABLE LAW

This Contract is entered into subject to the charter and ordinances of the Township and the applicable laws of the State of Michigan.

33. NONDISCRIMINATION

The Company agrees that in the performance of this contract neither the Company nor any person acting on its behalf will refuse to employ or refuse to continue in any employment any person because of race, creed, color, national origin, sex, or age. The Company will in all solicitations or advertisements for employees placed by or on behalf of the Company state that all qualified applicants shall be considered for employment without regard to race, creed, color, national origin, sex, or age.

34. AUTHORITY

The Township Supervisor and Clerk possess complete authority by resolution of the Township Board of Trustees or otherwise to execute this agreement on behalf of the Township.

[signatures on following pages]

WITNESSES:

WCA ASSESSING

By: _____
Douglas Shaw, Partner

WITNESSES:

TOWNSHIP OF ANN ARBOR:

By: _____
Diane O'Connell, Supervisor

By: _____
Rena Basch, Clerk

STATE OF MICHIGAN)
)ss
COUNTY OF WAYNE)

I, _____, a Notary Public in and for said County, in the State aforesaid, do hereby certify that on the _____ day of _____, 20__, Douglas Shaw, for WCA Assessing, known to me to be the person whose name is subscribed to on the foregoing instrument, appeared before me this day in person and acknowledged that he signed, sealed, and delivered the said instrument as his free and voluntary act, for the uses and purposes therein set forth.

NOTARY PUBLIC

_____ County, Michigan

My Commission Expires: _____

STATE OF MICHIGAN)
)ss
COUNTY OF WASHTENAW)

Be it remembered that on this _____ day of _____, 20__, before me, the undersigned, a Notary Public in and for the County and State aforesaid, came Diane, O’Connell, Supervisor of the Township of Ann Arbor, and Rena Basch, Clerk of the Township of Ann Arbor, a Municipal Corporation duly organized, incorporated and existing under and by virtue of the laws of the State of Michigan, known to me to be the persons who executed the foregoing instrument of writing on behalf of said Municipal Corporation, and such persons duly acknowledged the execution of the same to be their act and deed of said Municipal Corporation.

In testimony whereof, I have hereunto set my hand and affixed by official seal the day and year last above written.

NOTARY PUBLIC

_____ County, Michigan

My Commission Expires: _____

**ANN ARBOR CHARTER TOWNSHIP
BOARD OF TRUSTEES
RESOLUTION ON POVERTY EXEMPTION POLICY AND GUIDELINES**

JANUARY 22, 2025

Resolution adopted at a regular meeting of the Ann Arbor Charter Township Board (“Board”) held at the Township Office, 3792 Pontiac Trail, Ann Arbor, MI on January 22, 2025.

PRESENT:

ABSENT:

Motion by _____; supported by _____.

PURPOSE:

The purpose of this policy is to amend the resolution adopted in 2023 and establish updated guidelines to be used by the Board of Review in determining whether a homeowner is eligible for a poverty exemption from property taxes.

SCOPE:

The poverty exemption policy applies to qualified low income individuals who own homesteads in Ann Arbor Charter Township. The policy limits the length of poverty exemptions to one year.

POLICY:

The Board of Review shall use the following guidelines to determine if a property owner qualifies for a poverty exemption from property taxes:

1. Exemptions will be granted to owners of homesteads only. Property must be granted at least a 50% homestead exemption from the State of Michigan.
2. Per, MCL 211.7u(3), the application for consideration must be received by the Assessor's Office at least one day prior to the last session of the Board of Review. The application can be made by mail, if received by the deadline for write-in appeals.
3. All applicants must file a claim with the Board of Review on a form prescribed by the State Tax Commission. The application must be filled out in its entirety and all requested documentation must be attached. If an area does not apply to the applicant, "N/A" must be used. If the application is not complete or requested documentation is not included, the Board of Review will deny the exemption. All pages included with this application must be returned when the application is submitted for review.

4. Per MCL 211.7u(7), a person who files a claim for Poverty exemption IS NOT prohibited from also appealing the assessment on the property to the Board of Review in the same year.
5. The poverty threshold for eligibility for a poverty exemption is a figure which is 150% above the Federal income standards established annually by the United States Office of Management and Budget for the previous calendar year. (Per Ann Arbor Township Income Guidelines.) To be eligible for a poverty exemption from property taxes, the income of the property owner (household) must be less than the poverty threshold for the number of persons within the household. This policy will update annually to include the most recent federal poverty guidelines.

All income and assets for persons in the household are reported in accordance with a form prescribed by the State Tax Commission.

- a. Per MCL 211.7u(2)(b), federal and state income tax returns for all persons residing in the principal residence must be included with the application including any property tax credit returns. The tax returns may be from the current or preceding tax year. If any person in the household is not required to file federal or state tax returns, the included affidavit, form 4988, must be completed by each person that does not file taxes.
 - b. The most recent statement for all bank accounts, investments, IRAs, CDs, 401Ks, money market, annuities, etc. The statement submitted must be complete with no missing pages and submitted for all persons residing in the home.
 - c. Proof of income/assets from the Social Security Administration, Veterans Administration, Medicare, Medicaid, Bridge Card, and any College/University scholarships for all persons residing in the home.
 - d. The most recent mortgage statement of the primary residence under review, including any reverse mortgages.
 - e. If primary residence being sought for exemption was purchased within the past two years of this application, homeowner's closing statements must be submitted with application.
6. Maximum total allowed assets, including amounts in banking/investment accounts may not exceed the amount of the federal poverty guideline for the number of persons in the household. Maximum total allowed liquid assets, specifically amounts in banking/investment accounts may not exceed the amount of \$25,000. The Asset Level does not include the primary residence for which an exemption is being sought. It does include, but is not limited to:
 - a. A second home, additional land not associated with the primary residence, or other buildings other than the primary residence being sought for exemption.
 - b. Vehicles and other recreational vehicles such as motor homes, campers, ATVs, boats, and motorcycles.

- c. Jewelry, antiques, artwork, equipment, and other personal property of value.
 - d. Bank accounts, stocks, bonds, and investments. This also includes the money received from the sale of stocks, bonds, investments, cars, and houses unless a person is in the specific business of selling such property.
 - e. Withdrawals of bank accounts and borrowed money.
 - f. Gifts, loans, lump-sum inheritances, and one-time insurance payments.
 - g. Food or housing received in lieu of wages and the value of food and fuel produced and consumed on farms.
 - h. Federal non-cash benefits programs such as Medicare, Medicaid, food stamps, and school lunches.
 - i. The total interest income in all accounts (checking, savings, CDs, IRAs, 401Ks, money market, annuities, etc.)
 - j. The applicant shall not have ownership interest in any real estate other than the primary residence being considered for exemption.
7. Applicants that meet the income and asset qualifications will have the taxable value reduced by 90% for the current year.
8. Poverty exemptions shall be granted for one year only. The property owner must apply every year in order to receive an exemption.
9. Poverty Exemptions Guidelines shall be posted annually on the Township's website.

AYES:

NAYES:

ABSTAIN:

RESOLUTION DECLARED ADOPTED.

Diane O'Connell, Township Supervisor

I certify that the foregoing is a true and complete copy of a resolution adopted by the Ann Arbor Charter Township Board, County of Washtenaw, State of Michigan, at a regular meeting held on January 22, 2025, that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Rena Basch, Township Clerk

Dated: _____, 2025



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

GRETCHEN WHITMER
GOVERNOR

RACHAEL EUBANKS
STATE TREASURER

**Bulletin 17 of 2024
November 19, 2024
Procedural Changes for 2025**

TO: Assessing Officers and County Equalization Directors
FROM: Michigan State Tax Commission
SUBJECT: Procedural Changes for the 2025 Assessment Year

The purpose of this Bulletin is to provide information on statutory changes, procedural changes and reminders for the 2025 assessment year. Additional guidance may be issued later if any pending legislation is enacted by the end of the year.

A. Inflation Rate Used in the 2025 Capped Value Formula

The inflation rate, expressed as a multiplier, to be used in the 2025 Capped Value Formula is 1.031.

The 2025 Capped Value Formula is as follows:

$$\text{2025 CAPPED VALUE} = (\text{2024 Taxable Value} - \text{LOSSES}) \times 1.031 + \text{ADDITIONS}$$

The formula above does not include 1.05 because the inflation rate multiplier of 1.031 is lower than 1.05.

B. Federal Poverty Guidelines Used in the Determination of Poverty Exemptions for 2025

Local governing bodies are required to adopt guidelines that set income levels for their poverty exemption guidelines and those income levels **shall not be set lower** by a city or township than the federal poverty guidelines updated annually by the U.S. Department of Health and Human Services. This means, for example, that the income level for a household of 3 persons shall not be set lower than \$25,820 which is the amount shown on the following chart for a family of 3 persons. The income level for a family of 3 persons may be set higher than \$25,820. Following are the federal poverty guidelines for use in setting poverty exemption guidelines for 2025 assessments:

Size of Family Unit	Poverty Guidelines
1	\$15,060
2	\$20,440
3	\$25,820

Size of Family Unit	Poverty Guidelines
4	\$31,200
5	\$36,580
6	\$41,960
7	\$47,340
8	\$52,720
For each additional person	\$5,380

Note: MCL 211.7u states that the poverty exemption guidelines established by the governing body of the local assessing unit shall also include an asset level test. An asset test means the amount of cash, fixed assets or other property that could be used, or converted to cash for use in the payment of property taxes. The asset test should calculate a maximum amount permitted and all other assets above that amount should be considered as available. Please see STC Bulletin 22 of 2023 for more information on poverty exemptions.

Note: MCL 211.7u allows an affidavit (Treasury Form 4988) to be filed for all persons residing in the residence who were not required to file federal or state income tax returns in the current year or in the immediately preceding year. This includes the owner of the property who is filing for the exemption.

C. Sales Studies

Equalization study dates are as follows for 2025 equalization:

- Two Year Study: April 1, two years prior through March 31, current year
- Single Year Study: October 1, preceding year through September 30, current year

For 2024 studies for 2025 equalization the dates are as follows:

- Two Year Study: April 1, 2022 through March 31, 2024
- Single Year Study: October 1, 2023 through September 30, 2024

Note that the time period revisions apply to all equalization studies, that is: sales ratio studies, land value studies and economic condition factor studies for appraisals. Also note that the revised time period for two-year studies applies to all real property classifications.

D. Property Classification

The State Tax Commission reminds assessors that classification is to be determined annually and is based upon the current use of the property **and not** highest and best use of the property. The Commission is aware that some assessors are still classifying property according to highest and best use and/or are not classifying property on an annual basis. The Commission asks that all assessors take the necessary steps to ensure that all real and personal property is properly classified according to MCL 211.34c.

E. Public Act 660 of 2018 Training Requirements

Required Training: Assessors and Support Staff

PA 660 states that local units must ensure that support staff is sufficiently trained to respond to taxpayer inquiries. PA 660 also states that local units must require that assessors maintain their certification levels. Support staff is all non-certified staff that are involved in the development of the assessment roll, including field work, and any individual that may supply information from the assessment roll to the public. Certified staff members are required to meet annual continuing education requirements.

The State Tax Commission adopted the following requirements for support staff training at the October 20, 2020 meeting:

1. **Certified Support Staff:** Support staff who are certified will be required to complete their annual continuing education requirements to satisfy this audit requirement. Proof of completion and the required Form 5730 should be attached to the Assessor's Certification of the Assessment Roll and maintained with local unit records.
2. **Uncertified Support Staff:** Beginning in 2022, uncertified support staff will be required to complete training at least once every two years on key updates to assessing to meet this audit requirement. Proof of completion and the required Form 5730 should be attached to the Assessor's Certification of the Assessment Roll and maintained with local unit records.

Required Training: Board of Review members

PA 660 states that local units **must require** that its board of review members receive board of review training and updates required and approved by the State Tax Commission. Checking to ensure that board of review members are trained is now required as part of the audit of the local unit starting in 2023.

The State Tax Commission has determined that beginning in 2022, Board of Review members will be required to complete Board of Review training at least once every two years to meet this audit requirement.

This training will be offered by the State Tax Commission, or by outside organizations with State Tax Commission approval and use of State Tax Commission approved materials. Proof of completion and the required Form 5731 should be attached to the Board of Review's Certification of the Assessment Roll and maintained with local unit records. Board of Review members will need to make sure they receive proof of completion and that it is provided to the local unit so it can be properly maintained and provided during the audit.

F. Tax Tribunal Reminders

The Tax Tribunal Rules were updated on September 29, 2023. Summaries of the changes are in the Tribunal's November 3, 2022 and October 10, 2023 newsletters.

Assessors representing their local unit in Tax Tribunal hearings need to submit evidence to support the value of the property under appeal. If the assessor is relying on the property record card as evidence of value, the property record card must be for the year(s) being appealed. The complete property record card, including all calculations should be provided; do not submit a property record card that states "calculations too long" and then fail to include the additional calculations. Also, it is important to submit the studies prepared that support the economic condition factor and land value on the record card. Assessors should also be able to explain at the Tax Tribunal hearing how the value shown on the property record card was calculated.

The Tax Tribunal asks that assessors include copies of the adopted local unit poverty guidelines/resolutions, Economic Condition Factor studies, and land values studies (when applicable) when submitting documents for Small Claims hearings.

Assessors are also reminded that any change in contact information, including a change in email address, must be submitted to the Tax Tribunal to ensure that all case notifications are received.

More information regarding the Michigan Tax Tribunal, including Tribunal Rules, forms and instructions is available at www.michigan.gov/taxtrib.

G. Disabled Veterans Exemption Changes

Public Acts 150, 151, and 152 of 2023 were signed by the Governor on October 19, 2023. The Acts remove the authority of the Boards of Review to review and approve disabled veterans exemptions. All applications for a disabled veterans exemption are to be reviewed and approved or denied by the assessor. **Assessors should not take 2025 disabled veterans exemption applications to the Board of Review.**

A disabled veteran or an unremarried surviving spouse must file the application to claim the exemption for 2025 after January 1 and before December 31. Assessors should timely review the applications and approve the exemption or issue a written denial.

Under MCL 211.7c, a disabled veterans exemption granted as to taxes levied on or after January 1, 2025 remains in effect, without subsequent reapplication, until rescinded by the disabled veteran or unremarried surviving spouse or denied by the assessor.

See Bulletin 19 of 2023 and the Disabled Veterans Exemption Q&A for more information.

H. Qualified Heavy Equipment Rental Personal Property Exemption

MCL 211.9p provides an exemption for qualified heavy equipment rental personal property beginning December 31, 2022. This exemption is not mandatory and may be claimed at the option of the qualified renter. Once qualified for the QHERPP exemption under MCL 211.9p, qualifying personal property will be exempt from ad valorem taxes and instead pay the specific tax as provided by Public Act 35 of 2022 (MCL 211.1121 - 211.1133).

Qualified heavy equipment rental personal property (QHERPP) is defined in MCL 211.9p(8)(f) as any construction, earthmoving, or industrial equipment that is mobile and rented to customers by a qualified renter, including attachments or other ancillary equipment for that equipment. Qualified heavy equipment rental personal property does not include handheld tools or equipment solely designed for industry-specific uses in oil and gas exploration, mining, or forestry.

The exemption must be claimed annually with the assessor by February 20 (postmark is acceptable) by filing Form 5819 *Qualified Heavy Equipment Rental Personal Property Exemption Claim* and a statement prescribed by the Department of Treasury of all QHERPP located at and/or rented from the qualified renter business location. If the statement is not delivered to the assessor by February 20, a late application can be filed directly with the March Board of Review where the qualified renter business is located.

Assessors are statutorily required to transmit a copy of the claim form, indicating whether the claim was approved or denied, and any other required parcel information to the Department of Treasury no later than April 1 each year. The information must be submitted electronically by emailing to Treas-QHERPP@michigan.gov

More information is available in Bulletin 18 of 2022.

I. Small Business Taxpayer Personal Property Tax Exemption

Public Act 150 of 2021 was signed by the Governor on December 23, 2021. The Act amended the Small Business Taxpayer Personal Property Tax Exemption (MCL 211.9o) to increase the combined true cash value limit for “eligible personal property” in a local unit from \$80,000 to \$180,000 beginning in 2023. The exemption is required to be claimed with the local unit (city or township where the property is located) by February 20, 2025 (postmark is acceptable) by submitting the completed Form 5076 *Small Business Property Tax Exemption Claim Under MCL 211.9o*. Late filed forms may be filed directly with the 2024 March Board of Review prior to the closure of the March Board.

Personal Property Valued Less Than \$80,000

To claim an exemption for personal property valued less than \$80,000, Form 5076 must be filed with the local unit (City or Township) where the personal property is located no later than February 20, 2025 (postmark is acceptable). Late filed forms may be filed directly with the local unit March Board of Review prior to the closure of the March Board of Review. Taxpayers must contact the local unit directly to determine the March Board of Review dates.

Once the exemption is granted for personal property valued at less than \$80,000, the taxpayer will continue to receive the exemption until they no longer qualify for the exemption. Once they no longer qualify, the taxpayer is required to file a rescission form and a personal property statement no later than February 20 of the year that the property is no longer eligible. Failure to file the rescission form will result in significant penalty and interest as prescribed in MCL 211.9o.

Personal Property Valued Greater than or Equal to \$80,000 but Less than \$180,000

To claim an exemption for personal property valued at \$80,000 or more but less than \$180,000, Form 5076 **along with** Form 632 *Personal Property Statement* must be filed **ANNUALLY** with the local unit (City or Township) where the personal property is located no later than February 20, 2025 (postmark is acceptable). Late filed forms may be filed directly with the local unit March Board of Review prior to the closure of the March Board of Review.

Assessors are statutorily required to transmit the information contained in both Form 5076 and Form 632 *Personal Property Statement* and any other required parcel information to the Department of Treasury no later than April 1 each year.

J. EMPP and ESA Reminders

Beginning in 2024, parcels that received the EMPP exemption in the immediately preceding year carry forward the exemption in each subsequent year until the property becomes ineligible for the exemption. A Combined Document (Form 5278) needs to be filed to claim the EMPP exemption only on those parcels that did not receive the EMPP exemption in the immediately preceding year. Taxpayers will report the addition or removal of exempt property from their parcel on their ESA Statement filed electronically with the Department of Treasury through the Michigan Treasury Online (MTO) system.

Taxpayers may request the removal of the EMPP exemption on a parcel for the current year, by filing Form 5277 with the assessor in which the parcel is reported by February 20, 2025. Assessors should report receipt of any Form 5277 in their CAMA software.

If a parcel is transferred to a new taxpayer, it is necessary for the previous owner to file Form 5277 to rescind the parcel under their FEIN and the new owner to file Form 5278 to claim the EMPP under their FEIN.

At times, taxpayers attempt to add a parcel to their ESA Statement that was not previously reported to the Department of Treasury. In these cases, the ESA Section will reach out to the assessor to ask if a Combined Document (Form 5278) was filed for the parcel and, if it was, request a copy of the Form. ESA Staff will also ask for a letter confirming that the EMPP exemption was claimed properly and that the failure to transmit the information to the Department of Treasury was not the fault of the taxpayer. These letters are not used to incriminate an assessor who made a mistake, but rather to add to Treasury files to document why a parcel was added to an ESA Statement after the statement was generated on May 1.

The ESA Section has received consent judgments entered by the Michigan Tax Tribunal for stipulated agreements between EMPP claimants and the local units in which they have personal property. It is extremely important that any stipulated agreement filed with the Michigan Tax Tribunal indicates that the personal property reported on the parcel meets the definition of “eligible manufacturing personal property,” identifies which eligible manufacturing personal property qualifies for the exemption under MCL 211.9m and MCL 211.9n and directs the Department of Treasury to generate an ESA statement so that the taxpayer may pay ESA on the exempt personal property. Assessors are advised to contact the ESA Section for a list of previous dockets that contained the appropriate requirements.

More information is available in the Assessors Guide to EMPP and ESA available online at www.michigan.gov/propertytaxexemptions.

Further information and guidance on the Eligible Manufacturing Personal Property (EMPP) Exemption, Special Acts and the Essential Services Assessment (ESA) is available at www.michigan.gov/ESA. Additional questions should be sent via email to ESAQuestions@michigan.gov.

K. Omitted or Incorrectly Reported Property (MCL 211.154)

Assessors are reminded that when submitting 154 petitions it is necessary to include complete copies of the property record cards for every year a change is being requested on the petition. For example, if a 154 petition requests a change for 2023 and 2024, the property record card for 2023 and the property record card for 2024 should be submitted. In addition, assessors must submit the calculations and documents needed to understand the reasons for the change and the amount of the requested change in the assessment and taxable values.

For 154 petitions involving removal of personal property, staff may request verification that the assessor inspected the personal property location or otherwise confirmed that the personal property was disposed of and was not located in the local unit on the applicable tax day. Additionally, staff may inquire as to the extent of the assessor’s communication with the taxpayer to confirm that personal property was reported in the new location.

Questions can be directed to the staff at Treas-154petitions@michigan.gov. Additional information, including Bulletin 2 of 2018 and copies of the approved forms, are available online at www.michigan.gov/154petitions.

L. Authority of July and December Boards of Review

Assessors are reminded that the July and December Boards of Review may only act on matters described in MCL 211.53b or expressly permitted by other statutes. This includes qualified errors listed in MCL 211.53b(6), and appeals related to poverty exemptions, qualified agricultural property exemptions, and qualified forest property exemptions.

In addition, other statutes, such as MCL 211.7ss related to the eligible development property exemption provide authority for the July and December Board of Review to take action.

Assessors should carefully review the Board of Review Q&A and Bulletins 21 of 2023 and 24 of 2023 to ensure their Boards of Review are acting within their statutory authorities.

Assessors should not be requesting that the July or December Boards of Review take action outside of the limited authority provided in MCL 211.53b.

Beginning July 11, 2022, **the July and December Board of Review have no authority to grant a PRE**. Assessors are asked to ensure that the July and December Boards of Review does not take action related to PRE claims.

Beginning October 19, 2023, assessors were granted the authority to grant timely filed Disabled Veterans Exemptions, thus nullifying the need to take Disabled Veteran Exemption applications to the Board of Review. PA 152 of 2023 clarified the definition of “qualified errors” as it relates to the July and December Board of Review authority for granting Disabled Veteran Exemptions as a “qualified error”.

M. 2025 State Tax Commission Updates Class

At the August 20, 2024 State Tax Commission meeting, the recommendations of the Education and Certification Committee were approved.

To recertify for 2026 MCAT (Michigan Certified Assessing Technicians) must complete four (4) hours of continuing education (November 1, 2024 – October 31, 2025). To meet the required four (4) hours of continuing education, Technicians have the option to complete the 2025 STC Updates course, any continuing education course approved by the STC, or an STC online continuing education course of their choice (**excluding** the *Learning the HP12C Calculator* course) offered through the STC Online Education Portal. Any individual certified at the MCAT level who wishes to expand their knowledge of assessment may take additional approved assessment administration courses during the same renewal period. However, courses taken beyond the four (4)

hours will not be entered into the Commission's online MiSuite System and will not count toward education credit for recertification purposes.

To recertify for 2026, MCAO, MAAO and MMAO assessors must complete the 2025 State Tax Commission Updates Course ***in addition to the 16 hours of continuing education***. The 2025 State Tax Commission Updates Course can be completed in-person or through the STC Online Education Portal.

This class will be available both in-person at various locations across the state and online through the State Tax Commission Online Education Portal at <https://coned.mi-stc.org>. The dates and locations for the in-person classes will be posted to the State Tax Commission website.

2026 Online Education Portal and MiSUITE Login

STC Online Education Portal

The State Tax Commission offers a variety of online classes, available free of charge, that provide continuing education credit. The online classes can be accessed at <https://coned.mi-stc.org>. This site is only available to Michigan certified assessors and technicians. If you have an issue with your log in credentials, especially password resets, email Treas-MiSuitehelp@michigan.gov. If you require a password reset, **do not use the Forgotten Your Username or Password link on the page**. Instead, send an email to the State Tax Commission and staff will manually reset your password.

You must complete all requirements of the online course before you will receive your certificate of completion for the course. If a certificate is not emailed to you, then you likely did not complete one or more of the course requirements. The requirements that must be completed are listed at the top of each course and as you complete each one, they will be removed from the list.

Once you have received your certificate, you are responsible for uploading it into the MiSUITE platform to receive the continuing education credit for the course.

MiSUITE

Passwords expire after 90 days. If your password is expired, you will automatically be redirected to an Update Password page upon attempting to log in. Simply create a new password, confirm that password, and click "update."

You can access MiSUITE by going to <https://sso.misuite.app>

Assessors can check continuing education hours by logging into the MiSUITE system and checking your profile page. Total hours remaining to be completed are listed on the profile page in MiSUITE as well as the completed classes that have been properly logged into the system.

Assessors are responsible for logging their own continuing education hours in MiSUITE. When logging credit, be sure to pick the correct course, date, location, and upload proof of attendance.

If you have any questions, concerns, or need further assistance, please email Treas-MiSUITEHelp@michigan.gov.

Ann Arbor Charter Township Poverty Exemption

GUIDELINES AND INSTRUCTIONS FOR POVERTY EXEMPTION – 2025

- If granted an exemption, it is for the current year only. If your situation warrants an exemption in years following, a new application must be submitted for review. The Poverty exemption is meant to be a temporary form of assistance.
- Per, MCL 211.7u(3), the application for consideration must be received by the Assessor's Office by the mail in deadline of the Board of Review. Board of Review dates are posted annually and may also be found at www.aatwp.org or by calling (734) 663-3418 ex 106. This application can be made by mail, if received one day prior to the last session of the Board of Review.
- The application must be filled out in its entirety and all requested documentation must be attached. If an area does not apply to the applicant, "N/A" must be used. If the application is not complete or requested documentation is not included, the Board of Review will deny the exemption. All pages included with this application must be returned when the application is submitted for review.
- Per MCL 211.7u(7), a person who files a claim for Poverty exemption IS NOT prohibited from also appealing the assessment on the property to the Board of Review in the same year.
- Applicants that meet the income and asset qualifications will have the taxable value reduced by 90% for the current year.

Required Documentation to be Attached to Poverty Exemption Application

- Per MCL 211.7u(2)(b), federal and state income tax returns for all persons residing in the principal residence must be included with the application including any property tax credit returns. The tax returns may be from the current or preceding tax year. If any person in the household is not required to file federal or state tax returns, the included affidavit, form 4988, must be completed by each person that does not file taxes.
- The most recent statement for all bank accounts, investments, IRAs, CDs, 401Ks, money market, annuities, etc. The statement submitted must be complete with no missing pages and submitted for all persons residing in the home.
- Proof of income/assets from the Social Security Administration, Veterans Administration, Medicare, Medicaid, Bridge Card, and any College/University scholarships for all persons residing in the home.
- The most recent mortgage statement of the primary residence under review, including any reverse mortgages.
- If primary residence being sought for exemption was purchased within the past two years of this application, homeowner's closing statements must be submitted with application.

Common Reasons for Denial of Poverty Exemption Application

Below are common reasons (but not an exhaustive list) of why a claim for Poverty Exemption is denied:

- Failure to fill out all areas of the application, including "N/A" in areas not applicable to the applicant or signing the application.
- Failure to include State and Federal Income taxes or property tax credit returns for current or one preceding year for all persons residing in the home. ***Please note that the property tax credit returns are required to be filed with this application. Property tax credit returns (such as Michigan 1040CR) can still be filed with the State of Michigan even if the applicant does not file income taxes.***
- Failure to include complete banking/investment account and mortgage statements for all persons residing in the home. All pages must be submitted.

INCOME GUIDELINES FOR POVERTY EXEMPTION

150% above Federal Poverty Guidelines

Size of Family Unit	150% of Fed Poverty Guidelines
1	\$22,590
2	\$30,660
3	\$38,730
4	\$46,800
5	\$54,870
6	\$62,940
7	\$71,010
8	\$79,080
For each additional person	\$8,070

According to the US Census Bureau, "income" includes:

- Money, wages, and salaries before any deductions
- Net receipts from non-farm self-employment. (These are receipts from a person's own business, professional enterprise, or partnership, after deductions for business expenses.)
- Net receipts from farm self-employment. (The same provisions as above for self-employment.)
- Regular payments from social security, railroad retirement, unemployment, worker's compensation, veteran's payments and public assistance.
- Alimony, child support, and military family allotments.
- Private pensions, governmental pensions, and regular insurance or annuity payments.
- College or university scholarships, grants, fellowships, and assistantships.
- Dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts, and net gambling or lottery winnings.

ASSET LEVEL GUIDELINES FOR POVERTY EXEMPTION

The Asset Level does not include the primary residence for which exemption is being sought. It does include, but is not limited to:

- A second home, additional land not associated with the primary residence, or other buildings other than the primary residence being sought for exemption.
- Vehicles and other recreational vehicles such as motor homes, campers, ATVs, boats, and motorcycles.
- Jewelry, antiques, artwork, equipment, and other personal property of value.
- Bank accounts, stocks, bonds, and investments. This also includes the money received from the sale of stocks, bonds, investments, cars, and houses unless a person is in the specific business of selling such property.
- Withdrawals of bank accounts and borrowed money.
- Gifts, loans, lump-sum inheritances, and one-time insurance payments.
- Food or housing received in lieu of wages and the value of food and fuel produced and consumed on farms.
- Federal non-cash benefits programs such as Medicare, Medicaid, food stamps, and school lunches.
- The total interest income in all accounts (checking, savings, CDs, IRAs, 401Ks, money market, annuities, etc.)
- The applicant shall not have ownership interest in any real estate other than the primary residence being considered for exemption.

Maximum total allowed liquid assets, specifically amounts in banking/investment accounts may not exceed \$25,000 for the entire household. Other assets may not exceed the qualifying amount for poverty exemption. See above for what is considered an asset.



ANN ARBOR Charter Township

Communication Survey Report

Prepared by Ann Burke, PhD
Consultant

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Introduction

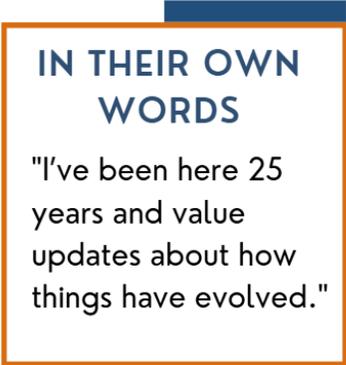
In October and November of 2024, Ann Arbor Charter Township conducted a community survey to evaluate its communication efforts and identify areas for improvement. The survey was distributed by postal mail with the October newsletter. Residents had the option to complete the survey with the provided paper copy in the newsletter or online with a provided URL. In total, 245 residents responded. Of those 245 respondents, 173 respondents completed and mailed back the paper copy to the Township and 72 respondents completed the survey online via Mailchimp.

Together, the survey responses provided valuable insights into communication preferences, frequency, and content priorities. Outlined below are key findings from the data. Some of the key findings are supplemented with qualitative examples of what respondents shared in their own words, which are illustrated in visuals entitled, "In Their Own Words."

Key Findings

Initial questions on the survey were asked to understand the demographic makeup of the respondents, their internet access and usage, and how respondents currently receive information from the Township.¹ Key findings include:

Demographics



IN THEIR OWN WORDS

"I've been here 25 years and value updates about how things have evolved."

Years lived in Township: A significant majority (71%) of respondents have lived in the township for more than 10 years.

Age Distribution: The largest age group represented in the survey data is 65 and over (60%), followed by 55-64 (18%).

¹ For context, questions about internet usage and comfort levels were included to assess the viability of possible future digital communication initiatives and residents' access to and use of online resources.

Internet Accessibility and Usage

Internet Access and Reliability:

69% strongly agree they have adequate access, and 62% rate their connection as reliable.

Digital Communication Tools:

68% of respondents feel very comfortable using digital tools such as email and social media.

IN THEIR OWN WORDS

"I'm comfortable navigating emails and social media but prefer not to rely on them exclusively."

Current communication channels

Residents were asked to rank the frequency of how they currently receive information from the Township (e.g. email, newsletter, in-person meetings, etc.). The findings below outline the most to least frequent ways they receive information:

Most Frequent Method: The mailed newsletter was rated as the most frequent way residents receive township information.

Other Frequently Used Methods: Postal mail and the township website were also highlighted as a frequent way to receive information from the Township.

Least Frequent Methods: In-person meetings and bulletin boards at township hall were reported as the least frequent.

Preferred Communication Frequency and Delivery

Residents were also asked to consider the frequency of Township communication they prefer, topics they are interested in learning about, and how they prefer to receive that information. Below are key findings from the data collected:

Frequency of communication

Most respondents (52%) prefer receiving updates monthly, followed by quarterly updates (37%). At the same time, while respondents prefer to receive most information on a quarterly or monthly basis, there was repeated mention of a desire to be informed with up-to-date information:

Delivery of communication

In terms of how participants receive information, 82% of respondents prefer to receive emailed newsletters, while 57% of respondents prefer receiving printed content. Figure 1 provides a more detailed breakdown of how respondents indicated their preference to receive information from the Township.

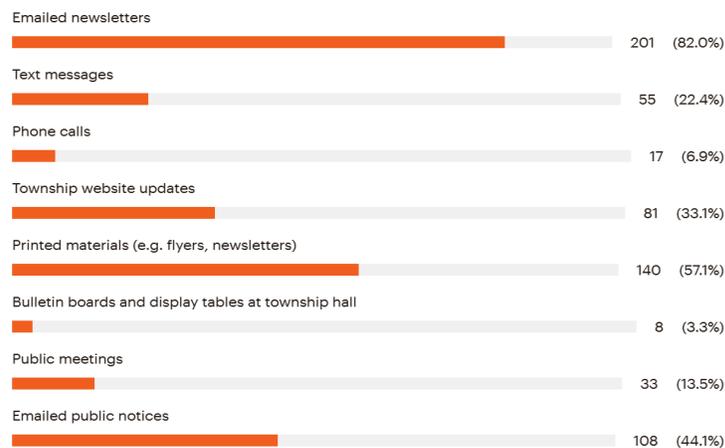
IN THEIR OWN WORDS

"Quarterly newsletters work well, but urgent updates should come as needed."

"Quarterly newsletter is great unless updates need to be sooner."

"Quarterly with exceptions for urgent matters e.g. public health/safety."

Figure 1: Breakdown of communication channel preferences



Top-rated topics of interest

Respondents are most interested in learning about the following:

- Township news, events, and updates (95%)
- Infrastructure and development updates (69%)
- Emergency alerts and public safety information (63%)
- Notifications about public meetings and hearings (62%)

Social Media Use

Residents were asked about their preference for receiving Township information via social media and their preferred platform. Notably, 53% of respondents either did not choose a specific platform or indicated in written comments that they do not use or prefer not to use social media. Of the participants who did indicate a preference for social media use, Facebook (34%) was the most preferred platform.

IN THEIR OWN WORDS

"I only use Facebook occasionally. Emails are far more reliable for me."

"I don't use social media normally."

"I quit using social media. Too divisive."

"I don't use social media."

"Don't use social media"

"NONE"

Satisfaction Levels

IN THEIR OWN WORDS

"While the newsletter is great, website updates are often delayed, which can be frustrating."

"We need a proactive approach to addressing our concerns."

Respondents were also asked about their level of satisfaction with current communication from the Township. 54% of respondents are somewhat or very satisfied with the current level of communication. For instance, and as indicated throughout this report, respondents overwhelmingly value the newsletter. However, 44% responded that they are neutral or dissatisfied, indicating room for improvement. For example, some respondents pointed to a need for more consistent, timely, and accessible information from the Township.

Recommendations

The survey results underscore the importance of maintaining and enhancing existing communication channels, particularly the newsletter and website, while addressing gaps in timely updates and digital engagement. By implementing these recommendations, the township can build stronger and more consistent communication with residents and foster an even greater sense of community. Outlined below are recommendations to consider to further develop the Township’s communication strategy.

1. Enhance Primary Communication Channels

Newsletter: Continue leveraging the township newsletter as a primary communication tool. Because respondents indicated a need for more transparency, consider including more detailed updates on key issues such as infrastructure, construction, and environmental matters. Further, while it is understood that certain information can only be made public at specific times, for instance, legal reasons, providing transparency about the Township’s process (e.g., a newsletter article explaining the timeline and process on decision-making for specific issues) would still align with the values of openness, effective communication, and informing the public.

IN THEIR OWN WORDS

“Printed newsletters are a lifeline for many of us.”

“I thoroughly enjoy the newsletter and believe it enhances feelings of community.”

Printed materials and postal mail: Maintain the use of printed materials, as survey data indicates this is one of the most frequent ways residents receive information. It is notable that of the 245 surveys completed, 173 paper copies were returned by mail. Furthermore, the higher frequency of use is complemented by residents' appreciation for printed materials and especially the newsletter, as reflected in their qualitative responses.

2. Improve Digital Communication for Timely and Relevant Information

IN THEIR OWN WORDS

"We get emails from one or 2 people in our neighborhood area but I do not know how or why they get communications."

"Do more communication. Email and texts are virtually free."

"Text or email of meetings, events, issues, etc."

Regular email communications: Survey data indicates that 82% of respondents prefer receiving emailed newsletters, while 44% favor emailed public notices. To complement printed communications, the Township could establish a regular email distribution for updates in addition to the current public notices that are distributed. This initiative may require collecting and maintaining an updated database of resident email addresses as well as an established schedule to send out emails in a timely fashion.

Website Enhancements: Revise the website to make it more user-friendly, navigable, and focused on providing clear, timely, relevant, and easily accessible information. Conduct a thorough evaluation, such as user testing, to streamline and reorganize the site while updating key content.

Urgent Alerts: Explore a system for disseminating emergency alerts and public safety notifications through email and text. Respondents repeatedly requested alerts for status of roads and weather alerts (e.g. CodeRED, everbridge, Nixle, etc.).

IN THEIR OWN WORDS

"Improve website organization and ensure timely updates, particularly regarding meeting information and public notices."

"Documents about meetings should be available early enough for us to decide if we want to attend."

"Well Issue was hard to find on website...Should be important to everyone and made known front page of website."

"Sometimes the website is slow to be updated. I would like documents on the website in time for us to decide if we want to speak at a meeting."

"Website seems a bit chaotic; difficult to find what one is looking for."

"Turnaround time on meeting results seems inconsistent."

3. Increase Community Engagement

Consider hosting community workshops or events to raise awareness of township matters and activities. For example, respondents expressed interest in participating in educational programs, and some business owners or community leaders indicated a willingness to contribute to events such as farm activities, homeownership workshops, and yoga classes. Additionally, many respondents expressed a desire to learn more about current issues and events in the Township and receive regular updates.



IN THEIR OWN WORDS

"I would like to know more about construction and green belt preservation."

"I would like a link to look at any current development plans both public and private plus have an early notification of any larger developments or projects."

"More on large scale property development like Toll Bros on Whitmore Lake Road"

"Efforts to protect open spaces"

"Local news-voting, local farms, Gelman plume update."

"Identify key issues like the fence and water quality and let us know what is happening "

"I would like to know when road-grading is going to occur."

"I am principally interested in environmental and development information. Would also like to know about legal actions by or against the township."

Conclusion

Responses from Township residents provide a solid foundation for developing a robust communication strategy. The data highlights mechanisms already in place that are effective and well-received by residents, while also revealing areas for improvement. A key insight is that residents want more information but in a balanced manner—neither overwhelming nor constant. This highlights the need for a strategic communication approach that prioritizes quality over quantity and follows a thoughtful schedule.

The survey results also indicate there is no need to start from scratch. Gradual improvements, such as establishing a regular schedule for distributing both print and digital materials, can enhance the Township’s communication efforts. Additionally, leveraging residents’ expertise and fostering collaboration can help create engaging community activities that bring people together.

Finally, respondents expressed appreciation for the opportunity to share their ideas and for the Township’s effort to continually improve. These results offer a strong foundation for future improvements, underscoring that progress is both possible and ongoing.

IN THEIR OWN WORDS

"I appreciate this survey being done and hope the results are a better informed populous."

"Thank you for doing this."

"We appreciate the township efforts to keep us informed."

"Thank you for doing the survey. Do this annually."

"Thank you for asking our opinion."

"I applaud the township's effort to improve communication."

"Thanks for asking for input!"

January 2025 | Consultant Report

Ann Burke

Completed Work

- Drafted articles for the February newsletter and submitted to leadership for review
- Analyzed and synthesized data to develop a communication survey report, which will be discussed at the Jan. 22 board meeting
- Created and helped to distribute feedback survey for November 21 climate resilience community engagement meeting
- Met with Diane O'Connell and Carlene Colvin-Garcia to discuss next steps for grants, writing tasks, and the upcoming February newsletter on Jan. 8, 2025
- Drafted requested press release and submitted for review

In progress:

- Drafting and revising newsletter content for February 2025
- Preparing community survey presentation to share at board meeting
- Monitoring survey responses for community engagement feedback

Next steps

- Deliver community survey report to board in January
- Analyze and synthesize data for November '24 community engagement feedback survey
- Work with Carlene to finalize content and send to printer by January 31, 2025
- Revisit Ralph C. Wilson with Diane for possible new project
- Revisit opportunities for grants (perhaps connecting with Township committees)

Additional (long-term/ongoing) goals for communication:

- Establish a consistent communication schedule and strategy based communication survey data
- Continue to identify and apply for relevant grants
- Build connections with township committees to support their efforts via communication strategies; Revisit survey for township representatives and employees who may need assistance

**BOARD OF TRUSTEES
ANN ARBOR CHARTER TOWNSHIP
WASHTENAW COUNTY, MICHIGAN
RESOLUTION TO ADOPT POLICY FOR CONFLICT OF INTEREST
JANUARY 22, 2025**

Resolution adopted at a regular meeting of the Board of Trustees of the Charter Township of Ann Arbor, Washtenaw County, Michigan, held at the Township Hall, 3792 Pontiac Trail, Ann Arbor, Michigan on January 22, 2025 at 7:30 p.m., and available electronically via Zoom video conference which was open and made available to the public via a registration link and dial in number located on the Township website.

PRESENT:

ABSENT:

Resolution by _____; supported by _____.

RECITALS

A. On July 19, 2021, the Board of Trustee adopted a conflict of interest policy (“Policy”) designed to help elected and appointed officials, managers, department heads, officers, agents, and employees of Ann Arbor Charter Township identify situations that present potential conflicts of interest and to provide Ann Arbor Charter Township with a procedure that, if observed, will allow a transaction to be treated as valid and binding even though an official, manager, officer, agent, or employee has or may have a conflict of interest with respect to the transaction.

B. The Township Board as determined that it is in the best interests of the health, safety and welfare of the Township to amend the Policy to read as set forth in this Resolution.

RESOLUTION

After consideration of the foregoing recitals, and the health, safety and welfare of the Township, NOW THEREFORE, IT IS HEREBY RESOLVED BY the Ann Arbor Charter Township Board of Trustees that the Policy shall be amended to read as follows:

1. **Conflict of Interest Defined.** For purposes of this Policy, the following circumstances shall be deemed to create Conflicts of Interest:

A. Outside Interests.

- (i) A Contract or Transaction between Ann Arbor Charter Township and a Responsible Person or Family Member.
- (ii) A Contract or Transaction between Ann Arbor Charter Township and an entity in which a Responsible Person or Family Member has a real or apparent(a) Material Financial Interest, (b) or other interest or tangible personal benefit, (c) or of which such person is a director, officer, agent,

partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator, other legal representative, employee, or soon-to-be employee.

B. Outside Activities.

- (i) A Responsible Person or Family Member competing with Ann Arbor Charter Township in the rendering of services or in any other Contract or Transaction with a third party.
- (ii) A Responsible Person's or Family Member's having a real or apparent Material Financial Interest, or other interest or tangible personal benefit in; or serving as a director, officer, employee, soon-to-be-employee, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator, or other legal representative of, or consultant to; an entity or individual that competes with Ann Arbor Charter Township in the provision of services or in any other Contract or Transaction with a third party.

C. Gifts, Gratuities and Entertainment. A Responsible Person accepting gifts, entertainment, or other favors from any individual or entity that:

- (i) does or is seeking business with, or is a competitor of Ann Arbor Charter Township; or
- (ii) has received, is receiving or is seeking to receive a loan or grant, or to secure other financial commitments from Ann Arbor Charter Township.
- (iii) is a charitable organization; under circumstances where it might be inferred that such action was intended to influence or possibly would influence the Responsible Person in the performance of his or her duties.
- (iv) This paragraph does not preclude the acceptance of items less than \$50 or entertainment less than \$50 that are not related to any particular transaction or activity of Ann Arbor Charter Township.

2. **Definitions.** All capitalized terms are defined as set forth in this Section.

- A. A Conflict of Interest is any circumstance described in Part 1 of this Policy.
- B. A Responsible Person is any person serving as an elected or appointed official, manager or department head, officer, employee, agent, or member of the board of trustees, planning commission, zoning board of appeals, or other board, commission, or committee of Ann Arbor Charter Township. If any board, commission, or committee of the Township is subject to a conflict of interest policy applicable only to that board, commission or committee, any conflict between such conflict of interest policy and this Policy shall be resolved in favor of the policy term that imposes greater requirements on a Responsible Person.

- C. A Family Member is a spouse, domestic partner, parent, child, or spouse of a child, brother, sister, or spouse of a brother or sister, or any other person belonging to the immediate family, of a Responsible Person.
- D. A Material Financial Interest in an entity is a financial interest of any kind that, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect a Responsible Person's or Family Member's judgment with respect to transactions to which the entity is a party. This includes all forms of compensation. The board may from time to time establish or update the dollar amount that it would consider to be a "material financial interest."
- E. A Contract or Transaction is any agreement or relationship involving the sale of purchase of goods, services, or rights of any kind, the providing or receipt of a loan or grant, the establishment of any other type of pecuniary relationship or review of a charitable organization by Ann Arbor Charter Township. The making of a gift to Ann Arbor Charter Township is not a Contract or Transaction.

3. Procedures.

- A. Before board or committee action on a Contract or Transaction involving a Conflict of Interest, a trustee or committee member having a Conflict of Interest and who attends the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting.
- B. A trustee or committee member who plans not to attend a meeting at which he or she has reason to believe that the board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the township supervisor and chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.
- C. A person who has a Conflict of Interest shall not participate in the board's or committee's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.
- D. Responsible Persons who are not members of the board of trustees or other committee or board of Ann Arbor Charter Township or who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of board or committee action, shall disclose to the Chair or the Chair's designee any Conflict of Interest that such Responsible Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Responsible Person. The Responsible Person shall refrain from any action that may affect Ann Arbor Charter Township's participation in such Contract or Transaction.

In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the Chair or the Chair's designee, who shall determine whether there exists a Conflict of Interest that is subject to this Policy.

4. **Confidentiality.** Each Responsible Person shall exercise care not to disclose confidential information acquired in connection with such status or information the disclosure of which might adversely impact the interests of Ann Arbor Charter Township. Furthermore, a Responsible Person shall not disclose or use information relating to the business of Ann Arbor Charter Township for the personal profit or advantage of the Responsible Person or a Family Member.
5. **Review of Policy.**

Each new Responsible Person shall be required to review a copy of this Policy and to acknowledge in writing that he or she has done so.
6. **Violations of Policy.** Ann Arbor Charter Township shall take appropriate disciplinary action with any Responsible Person who violates this Policy, in accordance with applicable state and federal laws, including potential sanctions or termination.
7. **Disclosure of Potential Conflicts.** When receiving grants from a federal agency, Ann Arbor Charter Township will disclose to the federal agency in writing any potential conflict of interest related to the grant in accordance with that federal agency's applicable policy or other applicable federal law.
8. **Conflict with Federal or State Law.** In the event there is an inconsistency between the requirements and the procedures prescribed herein and those in federal or state law, the law shall control.
9. **Conflict of Interest Information Form.**

Conflict of Interest Information Form

Name: _____ Date: _____

Please describe below any relationships, positions, or circumstances in which you are involved that you believe could contribute to a Conflict of Interest (as defined in Ann Arbor Township's Policy on Conflicts of Interest) arising.

RESOLUTION DECLARED ADOPTED

I certify that the foregoing is a true and complete copy of a resolution adopted by the Ann Arbor Charter Township Board, County of Washtenaw, State of Michigan, at a regular meeting held on January 22, 2025, that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Diane O'Connell, Township Supervisor

Rena Basch, Township Clerk

**ANN ARBOR CHARTER TOWNSHIP
BOARD OF TRUSTEES
ORDINANCE TO AMEND CHAPTER 2, ADMINISTRATION
ARTICLE VI, BOARDS AND COMMISSIONS
DIVISION 1, PLANNING COMMISSION**

January 22, 2025

The Ann Arbor Charter Township Board of Trustees ordains and adopts the following amendments to Chapter 2, Administration, Article VI, Boards and Commissions, Division 1, Planning Commission, Section 2-225 – Removal from office; conflict of interest [new language underlined, deleted language ~~stricken~~]:

CHAPTER 2, ARTICLE VI, Division 1, Section 2-225 is amended to read as follows:

Sec. 2-225. Removal from office; conflict of interest.

- (a) The Township Board may remove a member from the Planning Commission for misfeasance, malfeasance, or nonfeasance in office upon written charges and after a public hearing as provided in the Act.
- (b) Before casting a vote on a matter on which a member may reasonably be considered to have a conflict of interest as defined in paragraphs (c), (d), and (e), ~~(f) and (g)~~ below, the member shall disclose the conflict of interest to the Planning Commission. The member shall be disqualified from voting on a matter involving a conflict of interest to the extent so provided in this division. Failure of a member to disclose a potential conflict of interest known to the member as required by this division constitutes malfeasance in office.
- (c) For purposes of this division a member shall declare a potential conflict of interest in the following circumstances:
 - (1) The member, a relative or other family member of a member or a business associate of the member is involved in any project, property or request ("project") for which the Planning Commission is asked to make a decision;
 - (2) The member, a relative or other family member of a member or a business associate of the member has a business or financial interest in the project or has a business or financial interest in the owner or applicant for the project;
 - (3) There is a ~~reasonable~~ possible appearance of a conflict of interest, as determined by the member declaring the ~~potential~~ possible conflict of interest. The member declaring a possible (conflict of interest should state the nature of the conflict and whether the member believes he or she could impartially consider the request before the Planning Commission.

- (d) When a member, a relative or other family member of a member, or a business associate of a member, owns or has a financial interest in neighboring properties, the member shall disclose such fact to the Planning Commission. For purposes of this subsection, a neighboring property shall include any property falling within the notification radius for a project, as required by the zoning ordinance or other applicable law or ordinance. ~~Such interest in a neighboring property shall not be considered a conflict of interest unless otherwise determined by the Planning Commission in view of the particular circumstances.~~
- ~~(e) The member declaring a potential conflict of interest should state the nature of the conflict and whether the member believes he or she could impartially consider the request before the Planning Commission. The other Planning Commission members shall then decide by a majority vote if the member declaring a potential conflict of interest shall abstain from voting on the matter.~~
- ~~(f) If the other Planning Commission members decide that the member declaring a potential conflict of interest must abstain from voting, the member may not participate in the discussion as a member on the matter and may not vote on such matter.~~
- ~~(g)~~ (e) A member, though disqualified from voting or discussion of a matter as a member as a result of a conflict of interest may, nevertheless, personally appear before the Planning Commission as an applicant or owner on such matter.

This Ordinance shall take effect upon publication as provided by law.

Motion By:

Second By:

YEAS:

NAYS:

Abstain:

Absent:

ORDINANCE DECLARED ADOPTED

CERTIFICATION

It is hereby certified that the foregoing Ordinance was adopted by the Township Board of Ann Arbor Charter Township, Washtenaw County, Michigan at a meeting of the Board duly called and held on _____, 2025.

ANN ARBOR CHARTER TOWNSHIP

By: _____
Diane O'Connell, Supervisor

By: _____
Rena Basch, Clerk

First Reading:

Public Hearing:

Approved by Board:

Effective: _____, 2025

**ANN ARBOR CHARTER TOWNSHIP BOARD OF TRUSTEES
ORDINANCE TO AMEND CHAPTER 1, GENERAL PROVISIONS
SEC. 1-7 GENERAL PENALTY; CONTINUING VIOLATIONS**

No. ____-2025

January 22, 2025

The Ann Arbor Charter Township Board of Trustees ordains and adopts the following amendments to Chapter 1, General Provisions, Section 1-7 - General penalty; continuing violation [new language underlined, deleted language ~~stricken~~]:

CHAPTER 1, Section 1-7 is amended to read as follows:

Sec. 1-7. - General penalty; continuing violations.

- (a) In this section, the term "violation of this Code" means any of the following:
- (1) Committing an act that is prohibited or made or declared unlawful, an offense, a violation or a misdemeanor by ordinance or by rule or regulation authorized by ordinance.
 - (2) Failure to perform an act that is required to be performed by ordinance or by rule or regulation authorized by ordinance.
 - (3) Failure to perform an act if the failure is prohibited or is made or declared unlawful, an offense, a violation or a misdemeanor by ordinance, or by rule or regulation authorized by ordinance.
- (b) In this section, the term "violation of this Code" does not include the failure of a Township officer or Township employee to perform an official duty unless it is specifically provided that the failure to perform the duty is to be punished as provided in this section.
- (c) A person convicted of a violation of any of the provisions of this Code, the violation of which is forbidden by law from being made a municipal civil infraction or civil infraction, shall be a misdemeanor and shall be punished by a fine not to exceed \$500.00, imprisonment for a period of not more than 90 days, or both; however, unless otherwise provided by law, a person convicted of a violation of this Code that substantially corresponds to a violation of state law, a misdemeanor for which the maximum period of imprisonment is 93 days, shall be punished by a fine of not more than \$500.00, imprisonment for a term of not more than 93 days, or both.
- (d) Except for violations of this Code expressly designated in subsection (c) of this section to be misdemeanors, ~~and for~~ violations of this Code that cannot by law be made municipal civil infractions, violations of this Code shall be municipal civil infractions. Except as specifically provided otherwise in this Code, a person who commits a

municipal civil infraction is responsible for the payment of all direct and indirect costs that the Township incurs in connection with the violation, including reasonable attorney fees in an amount allowed by law, and is subject to a civil fine determined in accordance with the following schedule:

	<i>Minimum fine</i>	<i>Maximum fine</i>
First violation within a three-year period*	\$ 50.00	\$ 500.00 <u>2,500.00</u>
Second violation within a three-year period*	125.00	1,000.00 <u>5,000.00</u>
Third violation within a three-year period*	250.00	2,500.00 <u>7,500.00</u>
Fourth or subsequent violation within a three-year period*	400.00	5,000.00 <u>10,000.00</u>

(e) Unless a different schedule of civil fines is provided by an applicable ordinance, the minimum civil fines payable to the Ordinance Violations Bureau, established under chapter 2 article V, upon admissions of responsibility by persons served with a municipal ordinance violations notice shall be determined pursuant to the following schedule:

(1) First violation:

- a. Within a three-year period, determined on the basis of the date of violation, \$50.00.
- b. For sewer system rate ordinance violation or water distribution system use and rates ordinance violation, \$30.00.

(2) Second violation of the same ordinance within a three-year period, determined on the basis of the date of violation, \$125.00.

(3) Third, fourth or subsequent violations of the same ordinance within a three-year period determined on the basis of the date of violation shall be processed as municipal civil infractions.

(f) In addition to the above-prescribed civil fines, costs in the amount of \$10.00 shall be assessed by the bureau if the fines and costs are paid within ten days of the date of

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services of the municipal ordinance violation notice. Otherwise, costs of \$20.00 shall be assessed by the bureau.

(g) Except as otherwise provided by law or ordinance, with respect to violations of this Code that are continuous with respect to time, each day that the violation continues is a separate offense. As to other violations, each violation constitutes a separate offense.

(h) The imposition of a penalty does not prevent suspension or revocation of a license, permit or franchise, or other administrative sanctions.

(i) Violations of this Code that are continuous with respect to time are a public nuisance and may be abated by injunctive or other equitable relief. The imposition of a penalty does not prevent injunctive relief or civil or quasi-judicial enforcement.

This Ordinance shall take effect upon publication as provided by law.

Motion By: _____ Second By:

YEAS:

NAYS:

Abstain:

ORDINANCE DECLARED ADOPTED

CERTIFICATION

It is hereby certified that the foregoing Ordinance was adopted by the Township Board of Ann Arbor Charter Township, Washtenaw County, Michigan at a meeting of the Board duly called and held on _____, 2025.

ANN ARBOR CHARTER TOWNSHIP

By: _____
Diane O’Connell, Supervisor

By: _____
Rena Basch, Clerk

First Reading:

Second Hearing:

Approved by Board:

Effective: _____, 2025

ANN ARBOR CHARTER TOWNSHIP BOARD OF TRUSTEES
ORDINANCE TO AMEND TO CHAPTER 74, ZONING, ARTICLE V,
SUPPLEMENTARY DISTRICT REGULATIONS
SECTION 74-605 “TREE AND WOODLAND RESOURCE PRESERVATION.”
NO. __-2025

The Ann Arbor Charter Board of Trustees ordains and adopts the following amendments to Chapter 74, Zoning, Article V, Supplementary District Regulations Section 74-605. It is hereby ordained as follows:

CHAPTER 74, ARTICLE V, Section 74-605 is amended to read as follows [**new language underlined, deleted language stricken**]:

Sec. 74-605. - Tree and woodland resource preservation.

- (a) *Introduction and purpose.* Trees and woodlands provide for a number of public benefits, including environmental, social, and aesthetic benefits. Uncontrolled development or tree removal could result in unnecessary removal of trees, woodlands and related natural resources. Therefore, it is the intent of this section to:
- (1) Encourage the preservation of trees and related natural resources of the Woodland ecosystem on undeveloped land and in connection with the development of land;
 - (2) Prohibit clear cutting of Woodland areas prior to or in anticipation of development without prior approval from the Planning Commission;
 - (3) Prohibit removal of protected trees or woodlands without a permit when required by this section;
 - (4) Provide for the protection, preservation, proper maintenance and use of trees and Woodlands to minimize damage from erosion and siltation, loss of wildlife and vegetation, and/or from the destruction of the natural habitat;
 - (5) Provide for the paramount public concern for these natural resources in the interest of the health, safety and general welfare of the residents of the Township, in keeping with article IV, section 52 of the Michigan Constitution of 1963 and the intent of the Michigan Natural Resources and Environmental Protection Act, PA 451 of 1994.
- (b) *Applicability.* This section shall apply to all land located in the Township, unless exempt pursuant to subsection (d) below, including parcels that are in the process of being annexed to the City of Ann Arbor until the date that such annexation is final and notice of such official annexation is provided to the Township by the State of Michigan.
- (c) *Prohibitions.*

- (1) Clear cutting of woodlands, including grubbing, on parcels covered by this section is prohibited without first obtaining a tree/woodland removal permit. Clear cutting as a long term forestry management practice for long term regrowth of the woodland and not prior to or in anticipation of development of land is allowed without a tree/woodland removal permit if consistent with a woodland stewardship plan described in subsection (m) below that has been reviewed, approved and is on file with the Township prior to the start of any forestry management practices or operations.
 - (2) Removal of protected trees or woodlands without a permit when required by subsection (g) below is prohibited.
- (d) *Exemptions.* Tree and Woodland removal associated with the following shall be exempt from the requirements of this section:
- (1) Parcels that are not subject to site plan review or subdivision plat review as defined in article II, and:
 - a. Are three acres or less.
 - b. Are greater than three acres, but where no more than 100 dbh inches of protected trees are removed within 12 months.
 - (2) Farming operations, as defined by the Zoning Ordinance in Sec. 74-2, Definitions and interpretations, and as determined by the Building Official. ~~as defined by the Right to Farm Act, which are lawfully existing and operating in accordance with Generally Accepted Agricultural Management Practices as adopted by the Michigan Department of Agriculture.~~
 - (3) Forestry operations conducted in compliance with a woodland stewardship plan that has been filed with the Township Building Official and has been reviewed and approved by the Township Environmental Consultant prior to the start of any forestry management practices or operations.
 - (4) Installation, repair or maintenance of public utilities lawfully operating in the township in accordance with an operating permit or right-of-way permit issued by the township but only to the extent that such tree or woodland removal is necessary for protection of utility lines and the public health, safety and welfare.
 - (5) Work within an existing public road right-of-way or an existing private road easement but only to the extent necessary for safe access along such right of way or private road easement and to protect the public health, safety and welfare in accordance with an operating permit or right-of-way permit issued by the Township.
 - (6) Any trees which are demonstrated by the property owner to the satisfaction of the Township Building Official, in consultation with the Township Environmental Consultant, to have a health and condition standard factor of less than 50 percent based upon the standards established by the International Society of Arboriculture.

- (7) Any tree that poses a safety hazard, whose removal will prevent injury or damage to persons or property, and provided that removal is accomplished through the use of accepted standard forestry practices.
- (e) *Authorization.* Under certain conditions defined in this section, a tree/woodland removal permit may be authorized by the Planning Commission to allow limited removal of tree/woodland resources, or construction, activity, use, or operations within a woodland area, if preservation techniques described in this section have been applied to the greatest extent practical, and tree and/or woodland removal is found by the Planning Commission to be unavoidable.
- (f) *Filing of application; fee; amendment.* Application for proposed tree/woodland removal permit shall be made by filing an application form and required fee with the Township Clerk. The fees shall be set by resolution of the Township Board. In addition, when this section requires or permits review, approval and filing of a woodland stewardship plan, the plan shall be filed with the Township Clerk on an application form provided by the Township and the required fee. The fee for review of the woodland stewardship plan shall be set by resolution of the Township Board. Any request for amendment to a tree/woodland removal permit shall be made by filing an application form with the Township and the required fee. The fee for amendment to a tree/woodland removal permit shall be set by the Township Board. Any amendment to a tree/woodland removal permit shall be processed in the same manner as the initial permit, and the amendment request and the amended plan submittals shall highlight the proposed changes, including any additional tree/woodland removal proposed, the reasons for such changes, and any additional mitigation proposed, unless otherwise required by the Township environmental consultant in consultation with the Planning Commission due to the nature of the proposed amendment.
- (g) *Application procedure for tree/woodland removal permit.* The provisions of this section shall apply to all parcels in the Township that (1) require site plan review or subdivision plat review as defined in Article II, or (2) are greater than three acres in area (unless exempted in (c) or (d)(1)(b) above). The procedure for review and approval of a tree/woodland removal permit is as follows:
- (1) *When site plan or subdivision plat review is required.* If protected trees or woodlands are proposed for removal as part of a development proposal, the following are required as a component of the preliminary site plan submission pursuant to section 74-175, or the preliminary plat, tentative approval pursuant to section 58-72.
- a. A Tree/woodland survey- prepared within the 12-month period preceding submittal of the tree/woodland removal permit application. If the application is a re-submittal of an expired tree/woodland removal permit, then the Planning Commission may permit use of the survey submitted with the expired tree/woodland removal permit; however, the survey must have been completed within the 36-month period preceding submittal of the new tree/woodland removal permit application.

- b. A tree replacement plan (see tree replacement options section 74-605 (n)).

The planning commission shall review the tree/woodland survey, any tree replacement plan, and all information required by this section and the site plan or plat review sections, as applicable. The planning commission shall approve, approve with conditions or deny the applicant's tree/woodland removal permit in accordance with the standards set forth in this section and the site plan or plat review sections, as applicable.

- (2) *When site plan or subdivision plat review is not required.* If protected trees or woodlands are proposed for removal and are *not* part of a development proposal, the Planning Commission shall conduct a review of permit applications in the following situations:

- a. For parcels that are greater than three acres in area, when more than 100 DBH inches of protected trees are to be removed within 12 months (unless exempt pursuant to (c) or (d)(1)(b) above).
- b. The Planning Commission may require a tree/woodland survey in circumstances where the Commission determines that it would be helpful in understanding the number and/or sizes of trees proposed for removal. At a minimum, a plot plan, as defined in subsection [74-605\(l\)](#) of this section, shall be submitted that provides the location, size and type of all protected trees and/or woodlands to be removed as well as a tree replacement plan and tree protection method where necessary.

The Planning Commission, in consultation with any appropriate consultants if needed, shall approve or deny the applicant's tree/woodland removal permit in accordance with the standards set forth in this section.

- (h) *Review criteria.* In determining whether the proposed disturbance or removal of trees and/or woodlands is limited to the minimum necessary to allow a reasonable use of the land, the Planning Commission shall apply the following criteria:

- (1) The importance and overall value of the trees/woodlands on the site. In general, the importance of trees/woodlands increases with rarity, size, and age.
- (2) The existence of overlapping natural features such as wetlands, 100-year flood plains, woodlands, landmark trees, steep slopes or endangered species in one area. Overlapping natural features increase the importance and overall value for preservation of the area.
- (3) The impact of the proposed disturbance on the integrity of ecological systems or the continuity between natural features. Wherever possible, ecological systems and continuity between natural features should be preserved.
- (4) The amount of disturbance in relation to the scale of the proposed development.
- (5) The adequacy of the tree replacement plan or other mitigation plan.

- (6) The justification for forestry management practices, the benefits of the proposed disturbance and proposed coordination with the recommendations in the woodland stewardship plan.

(i) Expiration of approval.

(1) If a tree/woodland removal permit expires without commencement of the work approved by the permit, then a new permit must be re-applied for with the required information updated as needed, and the permit granted, before any work regulated by this Section begins on the site.

(2) In association with approved site plan. If a tree/woodland removal permit is granted as a component of site plan approval, then the tree/woodland removal permit shall be in effect as long as the site plan approval is in effect, as described in subsection 74-176(f). Expiration of approval for the associated site plan shall also apply to the tree/woodland removal permit.

(3) In association with approved subdivision plat. If a tree/woodland removal permit is granted as a component of subdivision plat approval, then the tree/woodland removal permit shall be in effect as long as the subdivision plat approval is in effect, as described in subsection 58-74(d). Expiration of approval for the associated subdivision plat shall also apply to the tree/woodland removal permit.

(4) Not in association with approved site plan or subdivision plat. If a tree/woodland removal permit is granted under circumstances where a site plan or subdivision plat approval is not required,

(i) The tree/woodland removal permit shall expire and be of no effect unless development/construction permits have been applied for and issued by applicable governmental authorities and tree removal commenced within 180 days after Planning Commission approval of the tree/woodland removal permit, or is not completed within 545 days following the commencement date of construction/development in accordance with the issued building permits.

(ii) If there are no associated building permits, the tree/woodland removal permit shall expire and be of no effect unless the approved tree removal commences, as determined by the Building Official, within 180 days after Planning Commission approval of the tree/woodland removal permit, or is not completed within 545 days after Planning Commission approval.

(iii) Expiration of a tree/woodland removal permit is subject to extensions requested and granted in accordance with subsection 74-605(j) below.

(i) Extensions.

(1) In association with approved site plan. If a tree/woodland removal permit is granted as a component of site plan approval, then any extension(s) granted to an approved

site plan, as described in subsection 74-176(g), shall also apply to the associated tree/woodland removal permit.

(2) In association with approved subdivision plat. Chapter 58, Article II, Subdivisions, does not provide for the extension of subdivision plat approval. Therefore, if a subdivision plat approval expires, the tree/woodland removal permit in association with the subdivision plat also expires.

(3) Not in association with approved site plan. In such circumstances, the time limits set forth in subsection 74-605(i) above may be extended, in accordance with the following:

a. Any extension of a tree/woodland removal permit shall be requested in writing at least 30 days prior to the expiration of the time limit to be extended, and the extension must be granted before the expiration or lapse of the tree/woodland removal permit approval, or any approved extension.

b. If an extension of a tree/woodland removal permit is necessary, the applicant shall apply to the Building Official for the first extension, and to the Planning Commission for any subsequent extensions.

c. The Building Official may grant one extension of a tree/woodland removal permit. An extension, if granted, shall begin on the date the original time limit would have expired, and shall continue for the period determined by the Building Official, but for not more than 12-months.

d. If an additional extension is needed, the Planning Commission may grant up to two additional extensions. The Planning Commission extension shall begin on the date the Building Official's extension would have expired, and shall continue for the period determined by the Planning Commission, but for not more than 12-months per extension.

(k) Amendment of Approved Tree/Woodland Removal Permit.

(1) In association with approved site plan. If a tree/woodland removal permit is granted as a component of site plan approval, and the permittee wishes to make changes to the scope or conditions of the approved tree/woodland removal permit, such as amount of tree removal or type of mitigation for example, then the changes shall be reviewed in accordance with section 74-179, Amendment of approved site plan, or 74-180, Changes during construction. An applicant must apply for a determination that the proposed change in the scope, or conditions of an approved tree/woodland removal permit is a minor or major amendment by filing with the Township a completed application for amendment, the fee, and number of copies of a scaled plot plan, as required in subsection 74-605(l), including the proposed changes.

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- a. Minor changes shall be reviewed administratively by Township staff.
 - b. Major changes shall be reviewed by the Planning Commission. A major change shall include:
 - i. Increase in the dbh of removed protected trees totaling 24 dbh inches or more, or removal of any Landmark Tree, as defined herein.
 - ii. Change in concept of the approach to proposed mitigation, such as contribution to Township Woodlands/Natural Features Fund instead of planting replacement trees on site, or proposing a different alternative mitigation measure than the measures shown on the approved tree/woodland removal permit plans.

These procedures will apply whether the changes to the approved tree/woodland removal permit, and/or the site plans that are the basis for the approved permit, are proposed before, during or after construction of the project is complete.

(2) *Not in association with approved site plan.* All tree removal and mitigation activities shall conform to the approved tree/woodland removal permit. When changes are to be made to an approved tree/woodland removal permit and/or the plans that are the basis for the approved permit, and the approved permit is not in association with an approved site plan, the Building Official shall have the authority to determine if the proposed change is a minor or major amendment to the tree/woodland removal permit. An applicant may apply for such a determination by filing with the Township a completed application for amendment, the fee, and number of copies of a scaled plot plan, as required in subsection 74-605(4)(o), including the proposed changes.

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- a. Minor changes shall be reviewed by administratively by Township staff.
 - b. Major changes shall be reviewed by the Planning Commission. A major change shall include:
 - i. Increase in the dbh of removed protected trees totaling 24 dbh inches or more, or removal of any Landmark Tree, as defined herein.
 - ii. Change in concept of the approach to proposed mitigation, such as contribution to Township Woodlands/Natural Features Fund instead of planting replacement trees on site, or proposing a different alternative mitigation measure than the measures shown on the approved Tree Removal Permit plans.

These procedures will apply whether the changes to the approved tree/woodland removal permit, and/or the plans that are the basis for the approved permit, are proposed before, during or after construction of the project is complete.

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(1) *Invasive trees*. The following species are considered invasive and shall not be considered a protected tree under this section.

Common Name	Botanical Name
Alder (Black)	<i>Alnus glutinosa</i>
Buckthorn	<i>Rhamnus utilis</i>
Buckthorn(Common European)	<i>Rhamnus cathartica</i>
Buckthorn(Glossy, Tallhedge)	<i>Rhamnus frangula</i>
Elm (Siberian)	<i>Ulmus pumila</i>
Horse Chestnut	<i>Aesculus hippocastanum</i>
Locust (Black)	<i>Robinia pseudoacacia</i>
Locust (Bristly)	<i>Robinia hispida</i>
Locust (Clammy)	<i>Robinia viscosa</i>
Maple (Amur)	<i>Acer ginnala</i>
Maple (Norway)	<i>Acer platanoides</i>
Mulberry (Russian, White)	<i>Morus alba</i>
Olive (Autumn)	<i>Elaeagnus umbellata</i>
Olive (Russian)	<i>Elaeagnus angustifolia</i>

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Common Name	Botanical Name
Poplar (Lombardy)	<i>Populus nigra var. italica</i>
Poplar (Silver, White)	<i>Populus alba</i>
Spindle Tree	<i>Euonymus europea</i>
Tree of Heaven	<i>Ailanthus altissima</i>
Willow (Crack)	<i>Salix fragilis</i>
Willow (Gray)	<i>Salix cinerea</i>
Willow (Laurel/Bayleaved)	<i>Salix pentandra</i>
Willow (White)	<i>Salix alba</i>

(i)(m) *Landmark trees.* The following species that meet the minimum size (DBH) requirement are considered landmark trees.

Common Name	Botanical Name	Landmark Tree Size (DBH)
Any healthy tree with a DBH 24" or greater, (except invasive species), or a healthy tree of the species described below with the minimum DBH listed.		
Ash	<i>Fraxinus</i>	18"
Basswood	<i>Tilia</i>	18"

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Common Name	Botanical Name	Landmark Tree Size (DBH)
Beech, American	<i>Fagus grandifolia</i>	18"
Black Cherry	<i>Prunus serotina</i>	18"
Black Walnut	<i>Juglans nigra</i>	18"
Buckeye, Ohio	<i>Aesculus glabra</i>	18"
Douglas Fir	<i>Pseudotsuga menziesii</i>	18"
Elm	<i>Ulmus</i>	18"
Fir	<i>Abies</i>	18"
Kentucky Coffeetree	<i>Gymnocladus dioicus</i>	18"
London Planetree/American Sycamore	<i>Platanus</i>	18"
Maple (Silver)	<i>Acer saccharinum</i>	18"
Pine (All species)	<i>Pinus</i>	18"
Spruce	<i>Picea</i>	18"
Tulip Poplar	<i>Liriodendron tulipifera</i>	18"
Hickory	<i>Carya</i>	16"

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Common Name	Botanical Name	Landmark Tree Size (DBH)
Honey Locust	<i>Gleditsia tricanthos</i>	16"
Maple (Red)	<i>Acer rubrum</i>	16"
Maple (Sugar)	<i>Acer saccharum</i>	16"
Oak (All species)	<i>Quercus</i>	16"
Arborvitae	<i>Thuja</i>	12"
Bald Cypress	<i>Taxodium distichum</i>	12"
Birch	<i>Betula</i>	12"
Black Tupelo	<i>Nyssa sylvatica</i>	12"
Cherry, Flowering	<i>Prunus spp.</i>	12"
Crabapple/Hawthorne	<i>Malus/crataegus</i>	12"
Dawn Redwood	<i>Metasequoia glyptostroboides</i>	12"
Ginkgo	<i>Ginkgo</i>	12"
Hackberry	<i>Celtis occidentalis</i>	12"
Hawthorn	<i>Crataegus</i>	12"

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Common Name	Botanical Name	Landmark Tree Size (DBH)
Hemlock	<i>Tsuga</i>	12"
Larch/Tamarack	<i>Larix</i>	12"
Magnolia	<i>Magnolia</i>	12"
Pear	<i>Pyrus spp.</i>	12"
Persimmon	<i>Diospyros virginiana</i>	12"
Poplar	<i>Populus except for p. deltoides, alba</i>	12"
Sassafras	<i>Sassafras albidum</i>	12"
Sweetgum	<i>Liquidamber styraciflua</i>	12"
Yellow Wood	<i>Cladrastis lutea</i>	12"
Blue-Beech/Hornbeam	<i>Carpinus caroliniana</i>	8"
Butternut	<i>Juglans cinera</i>	8"
Cedar of Lebanon	<i>Cedrus spp.</i>	8"
Chestnut	<i>Castanea</i>	8"
Dogwood, Flowering	<i>Cornus florida</i>	8"

Common Name	Botanical Name	Landmark Tree Size (DBH)
Eastern Red Cedar	<i>Juniperus virginiana</i>	8"
Hop-Hornbeam/Ironwood	<i>Ostrya virginiana</i>	8"
Maple, Mountain/Striped	<i>Acer spicatum/pensylvanicum</i>	8"
Paw Paw	<i>Asimina triloba</i>	8"
Redbud	<i>Cercis canadensis</i>	8"
Serviceberry	<i>Amelanchier</i>	8"

~~(k)~~(n) *Tree/woodland survey.* A Tree/woodland survey shall meet the following requirements:

- (1) *Plan requirements.* If a tree/woodland survey is required as part of the site plan or subdivision plat review process, then the scale of the survey shall be the same as the site plan or the subdivision plat. In any other case, a tree/woodland survey shall be a scaled drawing which shall not exceed 100 feet to the inch.
- (2) *Plan contents.* In all cases a tree/woodland survey shall show all protected trees and woodlands to be removed and to remain. (Note that the phrase "protected trees" includes "landmark trees.") The survey shall contain the following:
 - a. Location of all protected trees and woodlands accurately plotted;
 - b. Common and botanical names of all protected trees, their size in inches at their DBH, and a description of each tree's health
 - c. Ecological characterization report, prepared by a professional or professionals qualified in the areas of ecology, botany, wildlife biology or other relevant discipline that includes, at a minimum, the following information.
 1. The plant species, plant communities/associations (paying particular attention to Michigan endangered, threatened, and special concern species) that the Woodland contains;

2. The wildlife use and habitat (paying particular attention to Michigan endangered, threatened, and special concern species) showing the species using the woodland, wildlife movement corridors, the times or seasons that the woodland is used by those species and the "functions" (meaning feeding, watering, cover, nesting, roosting, and/or perching) that the woodland provides for such wildlife species;
3. The boundary of wetlands that are located within, either partially or wholly, the woodland and a description of the vegetation and ecological functions provided by those wetlands;
4. The pattern, species, and location of native trees, native tree stands, and other native site vegetation including their relationship to adjacent areas;
5. The top of the bank or shoreline of any inland lake or stream located, either partially or wholly, within the woodland; and
6. The general ecological functions provided by the woodland and its features.
7. Other information necessary or advisable for a proper evaluation of the site and proposed tree removal.

If the proposed activity or proposed woodland impacts are minimal as determined by the Planning Commission, and as assisted by the Building Official, environmental consultant, or others, the Planning Commission may, in its discretion, waive the requirement for an ecological characterization Report.

- (3) *Tree tags.* All protected trees shall be numbered and non-corrosive tags bearing that number shall be attached to each respective tree.
- (4) *Professional qualifications.* The tree/woodland survey must be sealed by a forester registered in the State of Michigan, an International Society of Arboriculture certified arborist, or a forester certified by the Society of American Forestry. The ecological characterization report that is part of the Tree/Woodland Survey must be signed by the ecologist, botanist, wildlife biologist or other, stating their qualifications to prepare such report.
- (5) *Extent of survey.* In the case of large or heavily wooded parcels, plotting of protected trees that are more than 100 feet outside of the edge of the area to be disturbed may be waived by the Planning Commission at the request of the applicant and upon a recommendation by the Township environmental consultant.

~~(4)~~(o) *Plot plan.* When this section requires a plot plan, the plan shall include the following information:

- (1) Scale, date, and north directional arrow.
- (2) Location map showing major intersections, and dimensioned diagram of the parcel.

- (3) Dimensioned location, outline, and dimensions of all existing and proposed structures, and the location and extent of all uses not involving structures.
- (4) Location, species, size, and condition of protected trees and woodlands to be removed.
- (5) Additional information as required by the Planning Commission for the purposes of determining compliance with the provisions of this chapter.

~~(m)~~(p) *Woodland stewardship plan.* When a woodland stewardship plan is being proposed, it must be reviewed and approved by the Township environmental consultant prior to the start of any forestry management practices or operations. The plan shall meet the following requirements:

- (1) *Plan contents.* The contents of a woodland stewardship plan must comply with the requirements established by the State of Michigan's Forest Stewardship Program (FSP) including:
 - a. Property identification and overview: Landowner and plan writer's names, addresses, phone numbers and signatures; acreage under the stewardship plan; date; landowners goals; location of site and directions to property; cover page with FSP logo, date, etc.; completed landowner assessment form; interaction with surrounding landscape.
 - b. Property maps and location information: General property description; forest type map; activity map; soils map, legend, and soils description.
 - c. Resource descriptions: Narrative description of management unit; stands described by cover type and acreage; major species; stand size class, density soil type, site quality; stand quality, including age, health, growth rate, volume, timber quality, threatened and endangered species database checked, habitat class information, cultural heritage data, stand history, wildlife habitat quality and uses, timber production potential, recreational opportunities, wetlands and water quality issues, and aesthetics.
 - d. Prescriptions/recommendations: Schedule of prescribed activities for the next ten years; stand/management unit specific goals statement; how prescriptions use the appropriate best management practices to minimize damage to the resources in each management unit; long-range silvicultural objectives for each stand or cover type clearly stated and related to landowners' goals.
- (2) *Professional qualifications.* All woodland stewardship plans must be prepared by a certified forester. Certified foresters are foresters registered with the State of Michigan or a conservation district forester.
- (3) *Purpose.* The purpose of the woodland stewardship plan shall be for long term forest management and regrowth of the woodland and not prior to or in anticipation of development of the land.

- (4) *Review and approval by State of Michigan Forest Stewardship Program (FSP).* Prior to filing the woodland stewardship plan with the Township, the applicant shall obtain and provide evidence of approval of the plan pursuant to the State of Michigan Forest Stewardship Program or its successor.
- (5) *Compliance with Generally Accepted Forest Management Practices (GAFMP).* The woodland stewardship plan shall comply with GAFMP adopted by the Michigan Department of Natural Resources or its successor.

~~(h)~~(g) *Tree replacement options and requirements.* The tree replacement requirements herein can be met in part or in whole by the landscape requirements set forth in [section 74-586](#), Landscaping and transition strips.

- (1) *Protected tree replacement.* For every one inch DBH of protected trees removed, one-half inch DBH of replacement trees shall be planted on the parcel, each of which replacement trees shall have a 2.0-inch minimum caliper for deciduous trees, or six feet in height for coniferous trees. To compensate for the disparity between DBH and caliper inch measurements, replacement trees using caliper measurements must be provided at 140 percent of the DBH removed. Replacement trees shall be species native to Michigan, and non-sterile varieties. If more than 20 replacement trees are required, a mixture of three more species must be used.

EXAMPLE:

Trees to be removed in woodland area greater than three (3) acres = 200 DBH inches
 $(200 \text{ DBH} \times 140\%) \times .5 = 140$ caliper inches of replacement trees
 $140 / 2.0 = 70$ replacement trees at 2.0 caliper inch required

- (2) *Tree replacement and woodland stewardship plans.* If removal of protected trees is conducted in compliance with a woodland stewardship plan, then replacement trees are not required.
- (3) *Tree replacement plan contents.*
 - a. *Plan requirements.* If a tree replacement plan is required as part of the site plan review or subdivision plat review process as set forth in [74-605\(g\)\(1\)](#), then the scale of the tree replacement plan shall be the same as either the site survey, the site plan, and/or the subdivision plat. If a tree replacement plan is required for other woodland or protected tree removal as set forth in [74-605\(g\)\(2\)](#), the tree replacement plan, if required, shall be a scaled drawing and the scale shall not exceed 100 feet to the inch.
 - b. *Plan contents.* In all cases a tree replacement plan shall contain the following:
 1. Property boundaries, existing and proposed buildings and structures, pavement, overhead and underground utilities, and other permanent features of the property.

2. Existing natural features such as edges of woodlands, protected trees to remain, wetlands, water courses and water features (ponds, lakes, etc.).
 3. Location, size, species (common and botanical names), and number of all proposed trees;
- (4) *Tree removal without permission.* If protected trees are removed without the required review and approval, or without filing any required woodland stewardship plan, then, in addition to sanctions for violation of this chapter, each one (1) inch DBH removed must be replaced with two DBH inches in replacement trees. Replacement trees shall meet the same minimum size, species, and diversity requirements as noted in (1) and (2) above. Plans showing the location, size, species, and other relevant information regarding tree mitigation and replacement as required by this subsection shall be submitted to the Township Building Official for review and approval, in consultation with the Township's Environmental Consultant if needed.
- (5) *Transplanting trees.* Where native woodland species are being displaced by development, smaller sized native trees transplanted from the disturbed area of the site may be used to fulfill tree replacement requirements. Transplanted trees shall be native species, no less than 1.0" caliper for deciduous trees or three feet tall for evergreen trees, and the total number of plants used adds up to the size requirements for a single species. For example, two rescued 1.0" caliper oaks can be used instead of 1, 2.0" caliper oak. Native species transplanted from the site shall not be removed from undisturbed areas of the site, or areas designated as preservation or conservation areas. Federal and state laws protecting native plant species designated as endangered, threatened or of special concern must be adhered to and under no circumstances shall these plants be damaged, destroyed or removed from the site.
- (6) *Woodland restoration.* If deemed appropriate by the Planning Commission, woodland areas disturbed by development activities may be mitigated by the creation of an area planted with a native plant community appropriate to the area. The proposed plant community shall be illustrated on a tree replacement plan, including information about all proposed plant material. In reviewing such a proposal, the Planning Commission shall apply the following standards:
- a. The use of existing Woodland soils from the site to establish necessary soil conditions for Woodland plants to establish themselves.
 - b. The native species diversity proposed for tree, understory and groundlayer plants.
 - c. The age diversity of the proposed tree canopy. (Native trees and shrubs of various ages and sizes are appropriate for this type of planting. Therefore the minimum tree size requirements do not apply here.)
 - d. The use of plants with local genotypes, including rescued plants from the disturbed portion of the site, seed, and propagates from the local plant populations.

- e. The habitat values created by the proposed mitigation, including plant species proposed adjacent to other site features, such as contiguous woodlands, tree rows, wetlands, streams, or other features.
- (7) *Security.* After issuance of a permit under this section the applicant shall deposit with the Township security in the form of cash, or letter of credit, in an amount recommended by the Township environmental consultant and approved by the Planning Commission, and in a form approved by the Township Building Official and Township attorney to ensure proper installation and survival of replacement trees, transplanted trees, and/or woodland plants for a period of three years after the later of (i) planting, (ii) issuance of a certificate of occupancy for the project, or (iii) final approval of the tree/woodland removal permit or any amendment. The tree replacement plan shall include a description of the proposed amount and type of security to be posted. The applicant and the Township shall enter into an escrow agreement pertaining to the conditions for release of the security in a form approved by the Township attorney and building official at the time the security is posted.
- (8) *Alternative mitigation measures.* The planning commission shall be authorized to waive a portion of the tree replacement requirements of this section when site factors, tree condition or development requirements make conformity to the tree replacement requirements of this section difficult or undesirable. In such case, the applicant shall propose either (i) a plan for planting a portion of the required replacement trees or other plantings in other areas of the Township, or (ii) a monetary contribution to the Township Woodlands/Natural Features Fund, which contribution shall be in an amount reasonably related to the cost of the tree replacement requirement waived. The Planning Commission shall review such proposal and may request revisions to the proposal and may approve, approve with modifications and conditions, or deny such proposal for waiver of tree replacement requirements.

The Township Woodlands/Natural Features Fund shall be a separate Township fund which shall serve as the depository for all monetary contributions as provided in this subsection.

The Township Board shall administer and use the Township Woodlands/Natural Features Fund for the public purposes of planting and maintaining trees, Woodlands, and other natural features within the Township, and for other public purposes related to stewardship, preservation and restoration of natural features, trees or woodlands in the Township in accordance with specific programs developed by the Planning Commission and approved by the Township Board. Such programs may include but are not limited to the following, all to be conducted within the Township: (i) invasive species removal, (ii) stream bank restoration, (iii) park path way restoration, (iv) assessment, mapping or surveys of waterways, (v) replacement of dead ash trees along roads, or (vi) installation of trees as windbreaks.

~~(e)~~(r) *Preservation of existing trees and woodlands.* Protected trees, landmark trees and woodlands shall be preserved to the greatest extent practicable through the use of site development techniques including but not limited to the following:

- (1) In general, landmark trees should not be removed for development. Site design should consider any landmark tree on a site as an important design element. Removal of landmark trees should occur rarely and should be considered only after alternatives are studied and found to be not feasible.
- (2) Locate development in areas of the site that are already disturbed or cleared of trees and woody vegetation.
- (3) Minimize clearing and grading of the site by working with the site's existing topography. Grading, roads, walkways, utility lines, and all other aspects of soil disturbance shall be minimized to the extent possible considering standards of sound design and public safety. Clearing for buildings should be limited to the smallest area needed for safe and effective building work. Excavated soil and materials from basements and grading shall not be spread in the Woodland area. Careful handling of trees and use of adequate tree protection measures should be undertaken, especially for trees near the building envelope.
- (4) Use retaining walls and other techniques to minimize grade changes near trees.
- (5) Provide tree and understory/groundlayer protection during all construction phases of the project. Woodland areas excluded from development should be protected from all intrusions during development by well-maintained barrier fencing. (See subsection (p), Tree protection during construction below for minimum requirements.) If construction or grading is to occur within a portion of woodlands those woodland areas excluded from development should be clearly marked and/or fenced off during development. Unpermitted intrusions include any activity that could adversely affect the plants (trees, shrubs, and herbaceous/groundlayer plants) within the fenced-off woodland including, but not limited to, the following: driving vehicles and/or heavy equipment; stockpiling, storage or parking of any soils, materials, equipment or vehicles; spreading excess fill/soil; dumping of construction or landscaping wastes; and clearing/removal of the understory or groundlayer of vegetation within the woodland.
- (6) Minimize the building/construction footprint on individual lots to preserve trees within lot boundaries.
- (7) Maintain grades and moisture conditions within the critical root Zone (CRZ) of trees. Many of the native hardwood trees: oaks, hickories, maples and beeches, for example, and most old trees do not adapt to environmental changes brought about by construction. Grading changes should not occur within the CRZ of a tree. In addition, grading on a site should neither increase or decrease moisture conditions within a tree's CRZ. The area of concern around an important tree may be significantly larger than the

CRZ. The drip line of the tree shall be used for comparison, and if larger than the CRZ, the dripline should be used to determine how best to protect an important tree.

- (8) Locate utility lines away from trees to be retained. If this is not possible, install utility lines through bored tunnels instead of trenches.
- (9) Conduct any necessary excavation around trees by hand.

~~(p)~~(s) *Tree protection during construction.*

- (1) *Critical root zone.* No disturbance or construction activities may occur within the critical root zone of any protected or landmark tree designated to remain as shown on the Tree/Woodland survey, site plan, or subdivision plat.
- (2) *Protected barrier.* The applicant, and the applicant's agents and successors shall erect and maintain suitable barriers as approved by the Township to protect trees designated to remain as shown on the approved site plan or subdivision plat. Protected barriers shall be placed at the outer limits of the critical root zone, or drip line if larger and if required by the planning commission to provide greater protection for an important tree, and shall remain in place until the Township authorizes removal based on tree protection factors or issues a final certificate of zoning compliance, whichever occurs first.
- (3) *Inspections.* The Township shall have the right to periodically inspect the site during site plan or subdivision plat review, land clearing, and/or construction to ensure compliance with this section.
- (4) *Construction damage.* Any woodland, protected tree or landmark tree that is determined to be dead, dying or severely damaged due to construction activity within three years after the later of issuance of a certificate of occupancy or final permit approval for development authorized by an approved site plan, subdivision plat, or tree/woodland removal permit shall be replaced by the applicant in the amount specified in the requirements for mitigation of woodlands. Plans showing the location, size, species, and other relevant information regarding tree mitigation shall be submitted to the Township Building Official for review and approval, in consultation with the Township's environmental consultant.

~~(q)~~(t) *Appeals and variances.* All appeals or requests for variances from the provisions of this section shall be made to the Ann Arbor Township Zoning Board of Appeals. Any appeal must be received in writing by the Township Clerk within 28 days after the date of the meeting at which the Planning Commission made its decision.

~~(r)~~(u) *Violations and penalties.*

- (1) Any person found in violation of the provisions of this section shall be subject to the provisions in Article II, Division 2 of this chapter, and may be cited for each day of violation. The Township, in addition to other remedies, may institute any appropriate action or proceeding to prevent, abate or restrain the violation.

DRAFT

- (2) In addition to the provisions contained in this Section, the Planning Commission, at a regular or special meeting, shall have the authority to direct the Zoning Officer or other designated person to notify the Township Supervisor that a stop work order (or stop construction order as described in [section 74-98](#)) shall be issued upon any project subject to this Section, with the concurrence of the Township Supervisor, when it is determined that a violation has occurred.

Motion By:

Second By:

YEAS:

NAYS:

Abstain:

Absent:

ORDINANCE DECLARED ADOPTED

DRAFT

CERTIFICATION

It is hereby certified that the foregoing Ordinance was adopted by the Township Board of Ann Arbor Charter Township, Washtenaw County, Michigan at a meeting of the Board duly called and held on _____, 2025.

ANN ARBOR CHARTER TOWNSHIP

By: _____
Diane O'Connell, Supervisor

By: _____
Rena Basch, Clerk

Public Hearing: November 7, 2024
Planning Commission Recommendation:
Approved by Board:
Effective: _____, 2025 (7 days after publication)



Memo

To: Ann Arbor Charter Township Board
From: Mark Nicholai – Fire Chief
Cc: N/A
Date: January 17, 2025
Re: Purchase Request – Apparatus Repair

Engine 12-1 / Shop #1102 has been experiencing a significant lack of power. The apparatus was sent to a repair facility to better diagnosis the issue. After the unit was evaluated, it was recommended that the motor have an in-frame motor overhaul to fix the power issue.

Two quotes for the repairs were solicited and were received:

- R&R Fire Truck Repair Inc. \$25,674.86
- Cummins Sales and Service \$28,570.51

I recommend that the Board authorize the cost of the repair to R&R Fire Truck Repair Inc., in the amount not to exceed \$26,000. I would further recommend that this purchase be charged to line item #206-596-933.000 Transportation Repair and Maintenance.

Mark A. Nicholai

Fire Chief

**ANN ARBOR CHARTER TOWNSHIP
BOARD OF TRUSTEES MEETING
MINUTES OF MEETING – MONDAY, DECEMBER 16, 2024
TOWNSHIP OFFICES - 3792 PONTIAC TRAIL, ANN ARBOR MI**

I. CALL TO ORDER, ESTABLISH QUORUM

Supervisor O’Connell called the Ann Arbor Charter Township Board of Trustees meeting to order at 7:33 pm on December 16, 2024.

Present: Supervisor Diane O’Connell
Treasurer Carlene Colvin-Garcia
Clerk Rena Basch
Trustee John Allison
Trustee Della DiPietro
Trustee Eric Kaldjian
Trustee Peter Kotila

Absent: None

Also Present: Fire Chief Nicholai
Attorney Debani Lehman
Utilities Tech Adam Haubenstricker

II. APPROVAL OF BOARD OF TRUSTEES MINUTES

A. Regular Meeting November 18, 2024

MOTION by Allison, support by DiPietro, to amend and approve the minutes of the November 18, 2024 regular meeting as follows:

- P. 7, Item 5 – Delete item 1) Washtenaw County Sheriff’s Department
- P. 7 Planning Commission, line 6 – Correct spelling to Optalis Health and Rehabilitation Center

Motion passed unanimously by voice vote.

B. Special Meeting November 18, 2024 – Open Session Minutes

MOTION by Colvin-Garcia, support by DiPietro, to amend and approve the minutes of the November 18, 2024 Open Session Special Meeting as follows:

- P. 1, III Open Session, Paragraph 1, Sentence 1 – Correct to “DiPietro moved to adjourn the closed session and return to open session.”
- P. 1, III Open Session, Paragraph 1, Sentence 3 – Correct time to 7:15 pm.
- P. 1, III Open Session, Paragraph 2 – Correct to “DiPietro seconded.”

- **P. 1, III Open Session, after Paragraph 2 – Add Roll Call votes for the motion to authorize the Supervisor to sign the purchase agreement and the ancillary documents necessary to execute the transaction after attorney review as follows:**
 - Allison – yes
 - Basch – absent
 - Colvin-Garcia – yes
 - DiPietro – yes
 - Olsson – yes
 - Moran – yes
 - O’Connell – yes
- **P. 1, III Open Session, Paragraph 3 – Correct to “Allison seconded.”**
- **P. 1, III Open Session, after Paragraph 3 add Roll Call votes for the motion to authorize the Supervisor to spend up to an additional \$15,000 to provide more due diligence on the land purchase as follows:**
 - Allison – yes
 - Basch – absent
 - Colvin-Garcia – yes
 - DiPietro – yes
 - Olsson – yes
 - Moran – yes
 - O’Connell – yes
- **Meeting adjourned at 7:25 pm.**

Motion passed unanimously by voice vote.

C. Special Meeting November 18, 2024 – Closed Session Minutes

MOTION by Allison, support by Colvin-Garcia, to amend and approve the November 18, 2024 Special Meeting Closed Session minutes as follows:

- **Correct the time Board returned to the meeting room to 7:15 pm.**

Motion passed unanimously by voice vote.

III. CITIZEN PARTICIPATION - None

IV. APPROVE THE AGENDA AND CONSENT AGENDA

MOTION by Colvin-Garcia, support by Kotila, to amend and approve the Agenda and Consent Agenda as follows:

- **Move Item F from the Consent Agenda to Section V, after Closed Session.**

Motion passed unanimously by voice vote.

Consent Agenda:

- A. **Claims Listing: 11-14-24 to 12-10-24 for \$284,153.70.**
- B. **Appoint Sharon Popp to serve on the Climate Resilience Committee.**

- C. Approve contract for Jesse O'Jack to represent the Township in 14th District Ct cases.
- D. Appoint Peter Kotila to serve on the Utilities Committee.
- E. Approve the Resolution of the Ann Arbor Charter Township Board of Trustees to enter into an interlocal agreement founding the Washtenaw Area Mutual Aid Council, which will create a governmental entity pursuant to the Urban Cooperation Act of 1967, MCL 124.501
- G. Approve renewal of Pitney Bowles lease for an annual cost of \$825.24.

V. ANNEXATIONS, ORDINANCES, ZONING, RESOLUTIONS

A. CLOSED SESSION

MOTION by Kaldjian, support by Colvin-Garcia, to move from closed session to enter into Closed Session to consider the purchase of real property pursuant to Section 8(1)(d) of the Michigan Open Meetings Act (MCL 15.268(1)(d)).

Motion passed unanimously by voice vote.

The Board entered Closed Session at 7:42 pm and re-entered Open Session at 8:22 pm with the following motion:

MOTION by DiPietro, support by Basch, to re-enter Open Session.

Motion passed unanimously by voice vote

MOTION by Basch, support by Allison to authorize the Farmland consultant to draft a letter for the supervisor to sign stating that the Township cannot receive grant funds for application number 2023-1.

Motion passed unanimously by voice vote

MOTION by DiPietro, support by Kotila to authorize the supervisor to execute a purchase agreement for \$122,500 for a conservation easement on parcel 2023-4, and to authorize a survey, environmental assessment, and appropriate closing costs after the execution of the purchase agreement.

Motion passed unanimously by voice vote

- F. Approve Farmland and Open Space consultant Barry Lonik rate increase of \$120 per hour for acquisition work and \$60 per hour for easement monitoring for 2025, and \$125 per hour for acquisition work in 2026.

Trustee Colvin-Garcia initiated the discussion, emphasizing the importance of formalizing and structuring the reporting process for the Farmland and Open Space Preservation Program. She proposed periodic reports to enhance transparency, track progress, and ensure detailed record-keeping for board reference.

Board members and Consultant Lonik discussed the following key points:

1. **Frequency of Reports:** Suggestions included quarterly or annual reports, with most members agreeing that an annual report would be sufficient and manageable, considering the bi-monthly meeting schedule of the Farmland Preservation Board.
2. **Report Content:** The board proposed including additional data, such as project progress, pipeline activities, and fund flow details, to provide comprehensive insights into the program. Barry, the consultant, noted that he maintains detailed records and spreadsheets for project tracking, which could be included in the annual report.
3. **Role of the Farmland Preservation Board:** Members discussed the division of responsibilities between the Farmland Board and the Board of Trustees, particularly regarding oversight and reporting. It was suggested that the Farmland Board minutes could be shared with the Trustees to increase visibility, though there are delays due to the approval process.
4. **Program Impact and Community Support:** The program's success was acknowledged, with praise for Barry's work and John's leadership on the Farmland Preservation Board. The high community approval of the millage was highlighted as a testament to the program's value.

The board agreed to refine the reporting structure and include additional details in annual reports to improve transparency and communication. Barry expressed willingness to collaborate on restructuring reports and incorporating the suggested elements.

MOTION by DiPietro, support by Colvin-Garcia to approve Farmland and Open Space consultant Barry Lonik rate increase for acquisition work in 2026.

Motion passed unanimously by voice vote

B. Insurance Coverage Proposal – Kevin Decker, Decker Agency

Ryan Brown from the Decker Agency presented the Public Entity Insurance Package for approval at \$107,568 and addressed questions from the board. Key points of the discussion included:

1. **Rate Increase:** The package reflected a 13.2% increase over the previous year, attributed to the township's five-year rolling loss history. Despite the increase, Ann Arbor Township's rate remained among the lowest in Washtenaw County.
2. **Risk Reduction Grants:** The township can apply for grants to offset costs, including training and equipment purchases. Board members discussed underutilized programs, such as funding for training and water leak sensors.
3. **Cyber Insurance:** The package included expanded cyber liability insurance, which was highlighted as essential in protecting the township's infrastructure from digital threats.
4. **Terrorism Coverage:** The board reviewed the optional \$437 terrorism coverage rider. Discussion revealed minimal additional benefit, as existing policies already cover acts of vandalism and damage unless classified as war. The board agreed to exclude this rider, saving the cost.

5. **Valuation of Property and Equipment:** Members discussed updating replacement costs and adjusting coverage for aging equipment. It was noted that items under \$25,000 benefit from a blanket limit rather than individual scheduling, maximizing coverage flexibility. Ryan Brown assured that Kevin Decker would meet with department heads to finalize coverage adjustments.

MOTION by Allison, support by Kaldjian to approve the Public Entity Insurance Package for \$107,568, excluding the terrorism coverage rider.

Motion passed unanimously by voice vote.

C. Conflict of Interest

- 1) Ordinance to Amend Chapter 2, Administration Article VI, Boards and Commissions, Division 1 Planning Commission, First Reading.

The board discussed a proposed ordinance amendment to Chapter 2, Administration, during its first reading. The amendment aims to align the Planning Commission's conflict of interest policy with the township's overarching policy while addressing unique statutory requirements. Key discussion points included:

1. Disclosure of Proximity to Parcels:

The Board discussed whether Planning Commission members should disclose if they live adjacent to parcels under review. Some supported the disclosure for transparency, while others argued it was unnecessary and not mandated by state law.

2. Legal Perspective:

Township Attorney Gabis clarified that state law does not define proximity as a conflict of interest but requires Planning Commission members to disclose potential conflicts if they believe they cannot be objective.

3. Small Township Challenges:

The Board noted that excluding individuals from discussions due to proximity could limit participation in a small township. It was suggested that proximity-based disclosures are discoverable through public records and may not need to be explicitly required.

4. Harmonization with State Law and Policy:

The Board discussed the need for consistency between the ordinance and the township's conflict of interest policy to reduce confusion for Planning Commission members.

5. Proposed Revisions:

The Board agreed to revise the ordinance to maintain the disclosure requirement while removing ambiguous language about conflicts of interest and the Planning Commission's authority to decide on conflicts.

MOTION by Allison, supported by Basch, to table the Ordinance to Amend, with a revised draft to be submitted for review at the January meeting.

Motion passed unanimously by voice vote.

2) Resolution to Adopt Policy for Conflict of Interest

The Board discussed updates to the existing conflict of interest policy, initially adopted in 2021.

Key discussion points included:**1. Review of Financial Disclosure Requirement:**

The Board raised concerns about a section requiring planning commissioners and other board members to disclose their full financial history annually, noting it has never been enforced and seems excessive. The Board proposed striking this paragraph.

2. Annual Policy Review:

The existing policy mandates an annual review, which has not been consistently conducted. The Board discussed the necessity of this requirement, ultimately suggesting removing it or replacing it with a more realistic timeline.

3. Disclosure Protocol:

The policy currently requires disclosures to be made to a "chair," which was deemed confusing and inconsistent with the roles of non-board members, such as employees or consultants. The Board suggested revising the language to designate the township supervisor as the point of contact for disclosures.

4. Definition of Competitors:

The policy references "competitors" of Ann Arbor Charter Township, a term that lacks clarity in this context. The Board discussed removing or revising this language to better reflect the township's operational realities.

5. Alignment with State Law and Other Policies:

The Board agreed to review the policy for alignment with state law and other township-specific policies, such as procurement, to ensure consistency and relevance.

MOTION by Kotila, supported by Basch, to table the Resolution to Adopt Policy for Conflict of Interest, until the January meeting.

Motion passed unanimously by voice vote.

D. Ordinance to Amend Code Section 1-7, Penalties, First Reading

Summary of Discussion Highlights:**1. Purpose of Amendment:**

The ordinance amendment addresses penalties, specifically adding provisions for mining ordinance violations. Adjustments include clarifying penalties, aligning fine schedules, and ensuring appropriate enforcement mechanisms.

2. Proposed Changes and Key Points:

Proposed changes included clarifications in Subsection C, noting that penalties involving 90 days in jail are classified as misdemeanors. Subsection E introduced fine schedules for ordinance violations, particularly addressing mining ordinance infractions with proposed fines ranging from \$1,000 to \$5,000 depending on the violation. During the discussion, board members proposed significantly increasing penalties to serve as a deterrent, suggesting a maximum of up to \$10,000 for severe violations. A range of

penalties for various infractions was also considered to account for the severity of violations, distinguishing between minor technical breaches and significant environmental harm.

3. Concerns and Recommendations:

Concerns were raised about targeting a single business (the mine) with specific fines, with recommendations to instead apply consistent penalty structures across all businesses. Some members suggested creating a flexible penalty structure tied to the impact on public health, safety, and welfare rather than singling out specific businesses. Additionally, the importance of maintaining professional discretion to issue warnings before citations for minor infractions was emphasized.

4. Additional Issues:

The Board also discussed Paragraph F, identifying outdated or unclear language regarding late payment penalties (e.g., \$10 if paid within 10 days, \$20 otherwise). This provision was flagged as potentially unnecessary or irrelevant. References to the Municipal Violation Bureau were also noted as outdated, given the minimal citation issuance in recent years, prompting a need to streamline or remove certain provisions.

5. Action Items:

Township Attorney Gabis will revise the ordinance to incorporate the feedback. Revisions will include increasing maximum fines uniformly across all violations (e.g., \$2,000, \$3,000, \$5,000, \$10,000 for successive infractions), removing specific language targeting individual businesses or sections (e.g., mining violations), retaining flexibility to impose penalties based on severity and significant impact, and simplifying or clarifying language, including addressing outdated references like Paragraph F.

MOTION by Allison, support by Kotila to table the Ordinance to Amend Code Section 1-7, Penalties until the January Meeting Motion passed unanimously by voice vote.

MOTION by Allison, support by Kotila to move Agenda item V.G. to be after V.D

G. Approve Bodman 2025 Rates.

Summary of Discussion Highlights:

1. The Board reviewed Bodman's proposed 2025 rates, which were detailed in a memo and email from Township Attorney Gabis. The rates include paralegals and associates being charged at their actual rates, capped at \$300/hour if applicable. It was confirmed that no associates are currently billed at less than \$300/hour.
2. The Board discussed litigation rates, emphasizing that complex matters may warrant higher rates. Any new litigation initiated by the Township will involve rate negotiations prior to commencement to avoid unexpected fees. Cases involving zoning matters covered by the PAR Plan will continue to use PAR Plan-appointed attorneys.
3. Clarification was provided regarding insurance coverage for litigation. If the Township is sued, the insurance company selects and pays for the attorney (e.g., Foster Swift's Tom Maher). However, if the Township initiates litigation, legal fees are not covered by insurance, requiring discussions about rates depending on the complexity of the case.

4. Board members highlighted the significant rise in legal costs, attributing approximately 47% of the increase to litigation against MidMichigan over aquifer depletion. The Board acknowledged the need to explore more cost-effective approaches to consulting attorneys while ensuring members have the information necessary for informed decision-making. Suggestions included improved internal efficiencies and reducing direct attorney consultations for non-essential matters.
5. The importance of transparency and efficiency in handling complex legal matters was emphasized. The Board expressed a commitment to balancing thorough review and cost control moving forward.

MOTION by Allison, support by Colvin-Garcia to approve the Bodman 2025 Rates.

Motion passed unanimously by voice vote.

E. Resolution Approving Reallocation of American Rescue Plan Act (ARPA) Funds

The Board considered reallocating \$30,000 in ARPA funds initially allocated to the Warren Road culvert repair due to concerns raised by the township comptroller about meeting federal obligation deadlines. While the Washtenaw County Road Commission has incorporated the culvert repair into its agreement, there is no clear timeline for project initiation, potentially jeopardizing compliance.

To ensure compliance and avoid losing funds:

- The \$30,000 will be reallocated to township staff wages and benefits.
- When the culvert repair begins, the required funding will be drawn from the general fund.

Key points from the discussion:

- ARPA funds totaling \$442,738 were previously allocated across several projects, including staff wages and benefits, with any project-specific shortfalls covered by the general fund.
- Federal reporting requirements for ARPA funds are burdensome, adding complexity to fund management.
- Separate ARPA funding from Washtenaw County, including \$100,000 for the Warren Road culvert, remains unaffected by this reallocation.

MOTION by DiPietro, support by Colvin-Garcia to approve the resolution approving reallocation of American Rescue Plan Act (ARPA) Funds. Motion passed unanimously by voice vote.

F. Article VII. Soil erosion and Sedimentation Control, Division 1. Authority, Purpose, Interpretation, Sections 26-434, Sec. 26-451, Division 3. Sec. 26-461, Second Reading.

The Board reviewed the second reading of amendments to the soil erosion and sedimentation control ordinance, focusing on simplifying the permitting process for

smaller residential projects under one acre while maintaining compliance with state requirements.

Key points from the discussion:

Current Ordinance Challenges:

- Township requirements previously mandated soil erosion permits for projects over 225 square feet, which conflicted with the state's one-acre threshold.
- Homeowners struggled with complex applications requiring detailed items like soil types, vicinity maps, and engineered drawings, leading to delays and inefficiencies.
- A state audit flagged minor issues with permit documentation, risking a \$100,000 grant.

Proposed Changes:

- Introduction of a new grading permit category for projects between 225 square feet and one acre, simplifying requirements and reducing costs for homeowners.
- Projects over one acre will still require township compliance, while those over five acres will need both township and state permits.
- Adjusted permit fees to cover administrative costs.

Benefits:

- Streamlined process for small residential projects.
- Enhanced compliance with state regulations.
- Reduced administrative burden and financial losses on small-scale permits.

Approval Process:

- The updated ordinance was reviewed and approved by EGLE (Michigan Department of Environment, Great Lakes, and Energy).
- There were no changes between the first and second readings of the ordinance.

MOTION by Allison, support by Basch to approve Article VII. Soil erosion and Sedimentation Control, Division 1. Authority, Purpose, Interpretation, Sections 26-434, Sec. 26-451, Division 3. Sec. 26-461, Second Reading. Motion passed unanimously by voice vote.

H. Resolution Electing Exemption from the Requirements of the Publicly Funded Health Insurance Contribution Act

The Board discussed the annual resolution required under the Publicly Funded Health Insurance Contribution Act to exempt the township from the state-mandated contribution limits on employee health insurance premiums.

Key points from the discussion:

Background:

- This resolution is a requirement stemming from the Snyder administration.
- It allows the township to offer health insurance benefits above the state law limits, provided the resolution is approved annually by a two-thirds majority through a roll call vote.

Rationale for Exemption:

- The township aims to provide comprehensive healthcare coverage for its employees, consistent with negotiated union contracts.
- Cost management is achieved through shared premium costs rather than limiting coverage.
- The resolution is an annual formality to comply with state law.

Resolution:

- A draft resolution was presented for review, mirroring prior years.
- Approval of the resolution ensures continued flexibility in providing quality health insurance benefits.

MOTION by DiPietro, support by Basch to approve the Resolution Electing Exemption from the Requirements of the Publicly Funded Health Insurance Contribution Act

Roll Call Vote

O’Connell	Yes
DiPietro	Yes
Kotila	Yes
Basch	Yes
Colvin-Garcia	Yes
Kaldjian	Yes
Allison	Yes

Motion passed 7-0.

- I. Washtenaw Regional Resource Management Authority (WRRMA)
 - 1) Resolution to appoint 2025 WRRMA delegate and alternate delegate
 - 2) Review and provide any objections to 2025 WRRMA budget
 - 3) Approve 2025 WRRMA membership dues of \$5,000

The Washtenaw Regional Resource Management Authority (WRRMA) is an association of eight municipalities focused on collaborative waste collection services and resource management. In 2024, the organization concentrated on developing a Request for Proposals

(RFP) for multi-jurisdictional waste collection contracts, aiming to improve economies of scale and service efficiency. Ann Arbor Charter Township currently contracts with Waste Not for its waste management services through a choice-based program, allowing residents the flexibility to select their own disposal methods. However, the Township's contract with Waste Not is set to expire in 2027. At that time, the Board will need to decide whether to join WRRMA's regional waste collection contract. Meanwhile, four WRRMA member municipalities will commence their shared waste collection contract in September 2025.

The Board discussed several decisions necessary for WRRMA participation in 2025. These included appointing a delegate and alternate delegate to represent the township, reviewing the proposed WRRMA budget, and approving the 2025 membership dues of \$5,000. The discussion highlighted the benefits of WRRMA membership while recognizing that future decisions regarding regional participation would depend on the expiration of the township's current contract and the success of the initial multi-jurisdictional agreement.

MOTION by DiPietro, support by Allison to approve 2025 WRRMA membership dues of \$5,000. Motion passed unanimously by voice vote.

MOTION by Colvin-Garcia, support by Basch to approve resolution to appoint Colvin-Garcia as the 2025 WRRMA delegate and DiPietro as the alternate 2025 WRRMA delegate Motion passed unanimously by voice vote.

- J. Approve the 2025 Ann Arbor Township Meeting Dates

MOTION by Allison, support by Kotila to approve the 2025 Ann Arbor Township Meeting Dates as presented. Motion passed unanimously by voice vote.

VI. REPORTS, DISCUSSIONS

A. Supervisor's Report – O'Connell

Discussion of updates and action items from Supervisor's Report:

Dixboro Trail Gap Project:

The Dixboro Trail Gap project is now fully funded after significant effort. Funding sources include \$442,738 from ARPA funds, a \$40,000 Parks and Rec engineering grant, \$40,000 from the Water Resources Commission for culvert repair, \$250,000 from Washtenaw County Parks, and \$300,000 from the Michigan Natural Features Trust Fund. The project involves addressing a 1,500-foot gap in the trail near Mathai Botanical Gardens, which includes fragile ecosystems, culvert repairs, and habitat preservation for species like rattlesnakes and bats. Construction is expected to start in 2025 following the necessary bidding processes and environmental considerations.

SPARK and Building Department Improvements:

SPARK is expanding its focus on housing and economic development and is conducting surveys on small business permitting. Recommendations from these surveys, such as fillable

PDFs and improved guidance for building permits, may be incorporated into the township's building department processes to enhance efficiency.

Consultant and Community Surveys:

The township's consultant is processing community surveys and will present findings at the January board meeting. A feedback survey is also being developed for participants of community engagement meetings, which will be useful for grant applications. Efforts are also underway to apply for new grants, such as the Ralph Wilson and COG grants, to explore funding for additional projects like sidewalk completions.

Parks and Recreation Master Plan Update:

To pursue further non-motorized transportation initiatives, the Parks and Recreation Master Plan needs to be updated. Collaboration with the Climate Committee, Planning Commission, and the Board will guide this process. Current priorities include the Plymouth Road project, though it is recognized as a significant undertaking.

Legislation and Training:

Updates on sand and gravel legislation indicate no significant movement. Additionally, new official training and preparations are ongoing.

Planning Commission Appointment:

The supervisor recommended Dan Rifkin for the Planning Commission. After attending a community engagement meeting and showing interest, Rifkin was identified as a strong candidate. His appointment was supported and moved forward for approval.

Farmland Policy Group:

The Supervisor proposed the establishment of a Farmland Policy Group to address policy development and enhance communication with both small and large farmers in the community. This initiative follows the completion of the mineral mining ordinance and marks a shift toward broader policy initiatives.

The group will include Eric Kaldjian, John Allison, Alexandra Cacciari, and the Supervisor, with the flexibility for additional members to join. Key objectives for the group include:

- Ensuring consistency in farmland policies.
- Strengthening communication channels with farmers.
- Preparing for the expansion of PDR (Purchase of Development Rights) programs.

MOTION by Allison support by DiPietro to appoint Dan Rifkin to the Planning Commission. Motion passed by voice vote.

MOTION by DiPietro, second by Basch to appoint a Farmland Policy Group. Motion passed by voice vote

Trustee John Allison raised several concerns and inquiries during the meeting:

- **No Standing/No Parking Sign:** Trustee Allison inquired if the Supervisor had received any feedback regarding the no standing/no parking sign. The Supervisor confirmed that no updates had been received, as the focus has been on contracts.
- **Noise Monitoring Information:** Trustee Allison noted that the noise monitoring data had been updated through the end of September, thanking the Supervisor for the progress.
- **Water Level Data:** Trustee Allison expressed concern that water level information had not been updated since September and asked the Supervisor to follow up with Sinead Devaney. The Supervisor agreed to check, emphasizing that all received information is promptly uploaded online.
- **Proactive Updates:** Trustee Allison suggested that someone in the township should take proactive responsibility for regularly pulling and uploading this information, as the process currently appears inconsistent.

The discussion concluded with the Supervisor acknowledging the importance of improving the process.

B. Clerk’s Report – Basch

The Clerk presented an item requiring action to correct a procedural oversight related to the Washtenaw Area Mutual Aid Council Interlocal Agreement:

- **Background:** The interlocal agreement for the Washtenaw Area Mutual Aid Council was previously approved in March via a motion, but it was discovered that a formal resolution with a roll call vote was required under the Urban Cooperation Act of 1967.
- **Resolution:** A draft resolution was included in the meeting packet to ratify the prior action and formally enter into the agreement.
- **Discussion:** Questions arose about whether resolutions could be approved as part of the consent agenda. It was clarified that resolutions requiring roll call votes should not be included in the consent agenda. The oversight occurred because the need for a resolution was not identified at the time of the original approval.

MOTION by Basch, support by DiPietro, to join the Washtenaw Area Mutual Aid Council Interlocal Agreement.

Allison	Yes
Basch	Yes
Colvin-Garcia	Yes
DiPietro	Yes
Kaldjian	Yes
Kotila	Yes
O’Connell	Yes

Motion passes 6-0 with 1 abstention

C. Treasurer’s Report – Colvin-Garcia

The Treasurer provided updates regarding tax collection and special assessment districts:

Tax Collection:

- Tax bills have been distributed, and the township is collecting taxes on behalf of the township itself, public schools, and Washtenaw County.
- Additionally, collections include special assessment districts for Blueberry Lane, DuVarn, Leidy, and Grames.

Blueberry Lane Concerns:

- Issues were noted regarding the condition of the road edges near mailboxes, with complaints about flaring and poor dirt packing.
- Follow-up action: The Treasurer will contact the Washtenaw County Road Commission to address the concerns, including potential repairs involving mailbox removal, repacking, and further evaluation.

D. Planning Commission Report December 2, 2024 – Allison

The Planning Commission provided updates on recent activities and upcoming events:

Permits and Ordinance Development:

- Approved a Tree and Woodland Removal Permit for a property on Dixboro Road.
- Progress continues towards developing a Tree and Woodland Resources Preservation Ordinance, with minor modifications being made.

Workshop Scheduled:

- A Master Planning Workshop is set for Thursday, January 23rd, 7:00 PM.
- This workshop aligns with the township's updated meeting schedule and is open to the public.

Annual Report:

- The Planning Commission's Annual Report is included in the meeting packet for review.

E. Committee Reports

1. Farmland Open Space and Preservation Board Report – November 25, 2024

- Met on November 25 and conducted a Closed Session.

2. Utility Committee – December 13, 2024

- Continuing to meet with the city. The next meeting is scheduled for the second week of January to discuss two remaining water contract items.

3. Climate Resilience Committee, December 9, 2024

The Climate Resilience Committee shared updates on the Township Energy Audit, community engagement initiatives, and future plans:

Energy Audit Review:

- Reviewed updated drafts of the energy audit and prepared recommendations for the Township Board.
- Plans include using funds from the \$100,000 Climate Energy Management Grant for smaller projects and incorporating larger expenditures (e.g., heat pump HVAC systems and heat pump water heaters) into the Capital Improvement Plan.
- Pending audits for Station Two and water tanks will be included in future updates.

Community Engagement Session:

- The event featured a workshop where participants shared ideas and feedback.
- Attendees contributed 90 statements using sticky notes and voted on key themes, including:
 - Soil and groundwater health.
 - Low-emissions transportation and non-motorized transit options.
 - Renewable energy access through production or connection to programs like Solarize.
- The Solarize program's next cohort, focusing on solar installations, will launch in January/February 2025. While battery storage and heat pumps are not yet included, the Ann Arbor Office of Sustainability and Innovation is exploring these additions.

Collaborative Efforts:

- The committee is working with county and regional partners, including Washtenaw County Resilience and District 2030, to build a community of climate resilience and shared resources.
- Future engagement events are planned, with the next major session scheduled for August 2025.

4. **Zoning Board of Appeals** –Did not meet

5. **Public Safety Committee** - Did not meet

6. **Roads Committee** - Did not meet

7. **Utilities Department Report - Utilities Tech Haubenstricker**

Meter Upgrades Completed:

- All radio changes for meter reading have been finalized. Older units were replaced to prevent future issues.

Barton Ridge PWS:

- Barton Ridge resubmitted plans to construct berms near the wastewater area, which could impact drainage.
- The proposed design intends to redirect water onto state highway property, conflicting with Michigan regulations prohibiting drainage onto another's property.
- Utilities are requiring revisions to the plans to include a smaller berm and a ditch on Barton Ridge property. Construction cannot begin until compliant plans are submitted and approved.

Directional Drilling and Farm Property:

- Barton Ridge is planning to drill under the tree line and across farm property. Requirements include proper handling of topsoil to ensure farmland usability.
- Work is expected to resume after the holidays.

DTE Gas Line and AT&T Updates:

- DTE's gas line extension is ongoing, with completion targeted for year-end.

- AT&T's phone pedestal at the Barton Ridge north driveway requires relocation to ensure driveway access.
- The gas line extension ties into a six-inch line on Warren Road and may eventually form a loop system after additional bridge project clearing.
- Currently, connections to the gas line for residential properties require significant homeowner investment, with no broader service plans by DTE.

F. Public Safety Report

1) Washtenaw County Sheriff's Department

Deputy Changes in January:

- Starting in January, the township will receive all new deputies as the current ones are reassigned to other townships.
- The Sheriff's Office has yet to confirm if additional personnel changes or movements will occur.

Retirements and Leadership Updates:

- Commander Flores has retired, and the department is awaiting updates on potential leadership transitions.

Deputy Introduction and Community Engagement:

- Lieutenant Cratsenburg ensures that newly assigned deputies meet township officials, fostering familiarity and communication.

Deputy Reassignment Process:

- Deputies have the option to bid annually for assignments to different townships.
- Assignment frequency and process are guided by contracts and sheriff leadership directives.

Police Activity in the Township:

- Deputies appreciate the low-crime environment and find reporting in the township straightforward.
- The police report reflects the township's relatively quiet and peaceful nature.

2) Fire Department – Chief Mark Nicholai

Chief Nicholai highlighted the department's collaboration through Mutual Aid

- The department received two Mutual Aid responses for a potential structure fire.
- Aid was provided by Ann Arbor City and Superior Township Fire Departments.
- The incident involved smoke in a building but did not result in an actual fire.

G. Building Department Report - Report is in the packets.

VII. INFORMATION ONLY ITEMS - None.

VIII. NON-AGENDA ITEMS - None

IX. PUBLIC COMMENT - None.

X. ADJOURNMENT

MOTION by Colvin-Garcia, support by DiPietro, to adjourn the meeting. Motion passed unanimously by voice vote. The meeting was adjourned at 11:33.

ASHRAE LEVEL II ENERGY AUDIT REPORT

Ann Arbor Twp Fire Station #2, 4219 Goss Rd, Ann Arbor, MI 48105

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Table of Contents

Benchmarking - Page 2

A discussion of utility bill information and analysis.

Energy Matrix - Page 3

A table displaying characteristics of the building shell components and energy using equipment with comments and recommendations for improvements or replacement.

ECM Summary Table and Narratives - Pages 4, 5, 6, 7

A table displaying the energy and dollar savings for a set of Energy Conservation Measures (ECMs) recommended for the facility. ECM cost and payback are provided; also incentives available from DTE Energy.

Lighting Analysis - Page 8

Gas Consumption Analysis - Page 9

Electric Consumption Analysis - Page 10

Solar PV System Analysis - Page 11

GHG Emission Reduction Component Table - Page 12

Appendix - Separate document

Introduction

This report documents the energy consumption baseline for the Ann Arbor Township Fire Station #2, located on the northwest corner of the intersection of Goss Road and Woodridge Avenue in Northeast Ann Arbor, and identifies areas of opportunity for energy savings. The recommendations provided in this report take into consideration the architectural integrity of the building, the proper functioning of the mechanical equipment, and the health and safety of its occupants.

The Fire Station #2 is a one story masonry structure with a partial basement level constructed in 1992. The building houses the apparatus room, living quarters, classroom, offices, dispatch, restrooms, gym, and storage areas. The gross floor area of the building totals 12,050 square feet.

Some significant renovations have occurred since the original building construction date. Most of the building lighting fixtures have been retrofitted or replaced with LED technology. Rooftop HVAC equipment was replaced in 2011. Some basement wall insulation was installed during a project to eliminate water leaks in the basement. Future plans for updating the building include installing new roofing and replacing overhead doors. These and other issues are addressed in the report.

A site visit to the property was conducted on December 23, 2024 by Bob Tinker, Energy Architect for the Ann Arbor 2030 District Energy Audit Project, to inspect, photograph, and document its physical characteristics. Captain Lewis Kempt was in attendance at the initial site visit. He conducted a walk-through of the building, and provided requested information on the operations and history of the facility.

There was no floor plan available for use during the site visit. Copies of original hand drawn construction documents were subsequently provided for review. There was no previous energy audit conducted.

ASHRAE LEVEL II ENERGY AUDIT REPORT

Ann Arbor Twp Fire Station #2, 4219 Goss Rd, Ann Arbor, MI 48105



Utility Bill Information

Utility bill information for almost 5 years for both fossil gas and electricity was obtained and input to a Portfolio Manager account. The analysis of energy data covers from November 2023 to October 2024.

Portfolio Manager (PM) is online software used to track and analyze building energy consumption. Analyzing utility data is important for the creation of an energy efficiency project and for assessing the results of energy conservation efforts. The Ann Arbor/Washtenaw 2030 District has provided assistance for data input to PM for the Energy Audit Project.

DTE Energy (DTE) provides both fossil gas and electricity for the facility. There is one business electric meter and one gas commercial heating meter.

Benchmarking

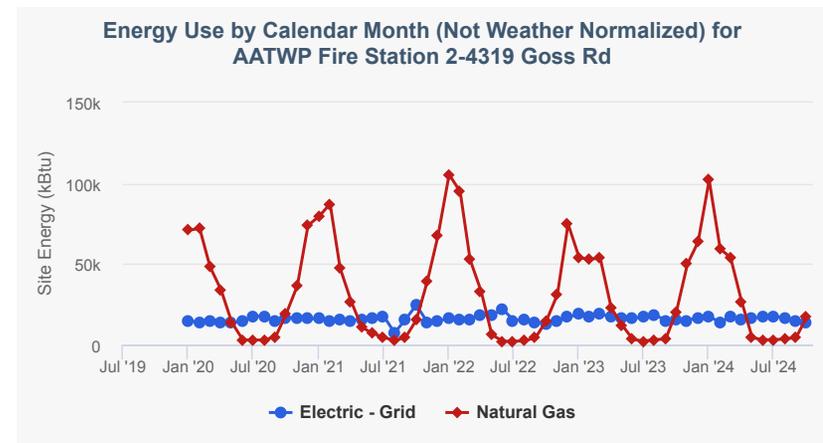
The table to the right was extracted from the PM site. It provides an overall Energy Utilization Index (EUI) for gas and electricity combined for the Fire Station. The EUI is the annual value of all energy consumed converted to kBtu (thousands of British thermal units) divided by the square foot area of the facility - 12,050 SF in this case. The EUI is used to compare energy use between buildings, especially of one building to another of the same type. PM uses this value as part of the Energy Star Score. The Score value spans 1 to 100 with 100 ranking as the most efficient for that building type.

No Energy Star Score is provided for the this facility because fire stations are not eligible. The Site EUI is the next best value for comparison with similar buildings.

Metric	Dec 2020 (Energy Baseline)	Oct 2024 (Energy Current)	Change
ENERGY STAR Score (1-100)	Not Available	Not Available	N/A
Source EUI (kBtu/ft ²)	76.1	78.8	2.80 (3.50%)
Site EUI (kBtu/ft ²)	47.0	48.4	1.40 (3.00%)
Energy Cost (\$)	Not Available	13,923.5	N/A
Total GHG Emissions Intensity (kgCO ₂ e/ft ²)	4.04	4.32	0.28 (6.90%)

The EUIs for each fuel type are shown below. The overall EUI for the building is at the low end of values for other fire stations in Washtenaw County. The Fossil Gas EUI is less than normal while the Electrical EUI is also less than normal.

Gas EUI - 32.5 Electric EUI - 16.0



ASHRAE LEVEL II ENERGY AUDIT REPORT

Ann Arbor Twp Fire Station #2, 4219 Goss Rd, Ann Arbor, MI 48106



Architectural/Mechanical/Electrical Energy Matrix

Component	Existing Conditions			Comments & Recommendations	
Bldg Shell	Description	Insulation	Age/Date	Comment	Recommendation
Roof	Flat Steel Joists	R30 - from Drawings	1992	Meets Code	Com 1 - New Roofing Quote
Walls	Conc Block & Steel Frame	Varies R4.5 to R27	1992	Mostly Meets Code	Com 2 - Two Wall Assemblies
Basement Walls	Concrete Block	Varies R4 to R9	1992/2012	Partially Insulated	Com 3 - Insulation Opportunitis
Floor	Concrete Slab Edge	R-10	1992	Meets Code	None
Windows	Aluminum Fixed/Vinyl Sliders	U-value 0.5	1992	All Double Pane Glass	Com 4 - Install High Performance Glass
Doors	HC Steel/Alum & Glass/Insul	U-value 3 / 1 / 6	1992	Exit/Entry/Garage	Com 5 - Check Seals / Insulated Doors
Water/DHW	Description	Value	Age/Date	Comment	Recommendation
Water Heating	Gas 50 Gal Tank	EF 0.61 Atmospheric	2015	Whirlpool - 50T9-40NG	ECM 1 - Pipe Insulation / Heat Pump
Toilets	Flush Tank	3.5 gal/flush	1992	Does not meet code	WCM 1 - Replacing with 1.28 gal/flush
Faucets	Lavatories / Shower	1 / 2 gal/min	2010s	Aerators Installed	Continue using low flow aerators
HVAC	Description	Characteristics	Age/Date	Comment	Recommendation
Heating/Cooling	Rooftop HVAC Gas/Elec (2)	AFUE 82 / SEER 13	2011	Serving East Half of Bldg	EEM 1 - Replace w/ Heat Pumps
Heating/Cooling	Gas Furnace/Elec A/C	AFUE 80 / SEER 15	2022	Serving Basement	Replace w/ Heat Pump at End of Life
Heating	Gas Radiant Tube Heater	AFUE 80	2010s	Serving Apparatus Room	None
Ventilation	RTUs	Uncontrolled	2011	No Economiser	Com 7 - Retro-com RTU Ventilation
Ventilation	Exhaust Fans	In Restrooms & Lockers	2010s	On Lighting Circuits	Install Occupancy Sensors
Appliance	Description	Characteristics	Age/Date	Comment	Recommendation
Gas Range/Oven	Garland 4 Burner & Grill	No Standing Pilot Light	1992	Sporadic Use	Replace with Induction Electric
Refrigerators	Side x Side	Whirlpool	2019	Keep Clean	Purchase Energy Star
Elec Appliances	Range, MW, Toast/Oven, CM		Various	Turn off when not using	Purchase Energy Star
Electronic	Computer, monitor, copier		Various	Turn off when not using	Purchase Energy Star
Lighting	Location	Technology	Age/Date	Comment	Recommendation
Screw-in Lamp Fixt	Throughout Building	LED	2010s		None
Other Interior Fixt	Throughout Building	Few T12 Fluorescent	1992	Mostly New/Retrofit LED	ECM 2 - Replace with LED Fixtures
Exterior Fixtures	Around Building/Parking Lot	LED	2010s		None
Lighting Controls	Throughout Building	Switches	1992		ECM 3 - Install Occupancy Sensors

Items highlighted in orange are provided with a narrative and are included in the ECM Summary Table. Items highlighted in blue are in the Lighting Analysis with lighting project total in the ECM Summary Table. Items highlighted in green are provided with a special narrative in the ECM Summary Pages.

ASHRAE LEVEL II ENERGY AUDIT REPORT

Ann Arbor Twp Fire Station #2, 4219 Goss Rd, Ann Arbor, MI 48105 3



ECM SUMMARY TABLE AND NARRATIVE

ECM	Description	Cost Est. (\$)	Savings Est. (\$/Yr)	Savings kWh/Yr	Savings CCF/Yr	Rebate Est. (\$)	Payback (Yr)	Life (Yr)	SIR	GHG (Ton)
1A	Add DWH Pipe Insulation	\$50	\$9	0	10	\$5	5.0	20	4.0	0.1
1B	Heat Pump Water Heater	\$2,700	\$112	0	325	\$900	16.1	15	NA	1.1
WCM	Install 1.28 Gallon/Flush Toilets	\$1,000	\$668	28,823	Gallons	\$0	1.5	20	13.4	NA
EEM	HVAC RTU Heat Pump Retrofit	\$30,000	\$422	1,382	1,706	\$9,000	49.8	15	NA	3.0
2	LED Lighting Retrofit Project	\$2,003	\$239	1,572	0	\$147	7.8	15	1.9	0.9
3	Lighting Controls	\$1,200	\$132	865	0	\$50	8.7	15	1.7	0.5
TOTALS		\$4,253	\$1,048	2,437	10	\$202	3.9			1.4

Notes

The set of ECMs above will reduce the electricity consumption by 4%. Fossil gas consumption would be reduced slightly. ECM 1B and EEM (in yellow) are electrification items not included in the totals. WCM is a Water Conservation Measure totaled with ECMs.

Utility savings estimates assume \$0.878 per CCF of fossil gas and \$0.152 per kWh of electricity.

Payback Years include utility rebates or ITC Direct Pay, but not energy fuel inflation or cost of borrowed implementation funding. The savings-to-investment ratio (SIR) indicates how many times a retrofit will pay for itself by the end of its life. The Greenhouse Gas (GHG) emission savings are in annual tons of CO₂.

Contact DTE during the planning stage for any energy related project to obtain necessary incentive approvals.

Renewable Energy Resource - The Fire Station has large areas of unshaded, flat roof surface that is ideal for the installation of ballasted solar PV panels. See Page 11. The remainder of the site is for vehicular circulation or is wooded.

Comment 1 - Management has received a quote for replacement of the existing bituminous roofing. This quote has been reviewed for potential energy savings. The original drawings and previous inspections indicate that the roof has 6 inches of rigid foam insulation installed on top of the metal roof deck, providing an R-value of 30, which meets the current code for new construction.

The roofing quote proposes to remove the existing roof membrane and replace any wet insulation but, otherwise, leave the existing insulation in place. The new membrane will be a 40 mil, white, PVC material. It is assumed that some sort of cover sheet will be installed over the existing insulation to provide stability for mechanical fastenings for the new membrane. A cover sheet is not mentioned in the quote, neither are details for installation provided.

The 40 mil PVC membrane has a 15 year warranty. This report evaluates for the installation of solar PV panels on the roof. Management should consider the 20 year warranty option which would be a better match for the PV warranty of 25 years. The roofing manufacturer offers a product for use with PV.

ASHRAE LEVEL II ENERGY AUDIT REPORT

Ann Arbor Twp Fire Station #2, 4219 Goss Rd, Ann Arbor, MI 48105

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ECM SUMMARY TABLE AND NARRATIVE

Comment 2 - The Fire Station has 2 wall assembly types according to the original construction drawings.

The first type was used for the Apparatus Room and adjoining storage rooms on the west. The wall is 12" painted concrete block with face brick on the exterior. Modern design for this construction is to place 2" of rigid foam insulation between the block and brick. In this case the drawings indicate that a type of mineral insulation, like perlite, was poured into the cavities of the block. This does not completely insulate the wall. How effective this procedure is depends on the depth of the block, the nature of the concrete used to make it, the quality of construction, and the installation of the perlite.

The best possibility is 12" light weight concrete block. When perlite is added an R-value of 12 is achievable for the entire assembly. With standard 12" heavyweight block and perlite, the R-value drops to 6.5. With no perlite insulation, this wall assembly only reaches an R-value of 4.4. The low gas use EUI seems to indicate that these walls are performing well.

The second wall assembly type is a 6" steel stud frame with painted gypsum board on the interior, fiberglass insulation filling stud cavities, plywood sheeting and 1 to 2" of rigid foam insulation with a sprayed cementitious coating (referred to as EIFS). The total R-value of this assembly is 27, which exceeds the current building code for new construction. The auditor was shown that above the suspended ceilings, those exterior walls were not covered with gypsum board. This allows air to pass through the wall. An attempt was made to remedy this situation by spraying some foam over the exposed fiberglass. The usefulness of this procedure is suspect. Covering with drywall is the correct solution. That said, the exterior insulation acts as an air barrier.

Comment 3 - The original drawings called for the basement walls to have a drainage board to relieve soil pressure on the wall and act as a means to drain water away from the concrete block. Apparently this board was not installed and the basement walls began to leak water. Subsequently, portions of the basement wall perimeter were excavated and a rigid foam insulation drainage board was installed. This appears to have solved the problem and provides useful insulation.

However, this board is not meant to be exposed to the exterior elements. The board should have covered the entire concrete block basement wall exterior from footing to the underside of the EIFS. It would then need to be covered with a material to protect the insulation from the sun and rain. Where this insulation has become exposed, the insulation is degrading and falling apart. This allows the insulation to absorb water and transfer it to the block. Basement walls fully exposed should be remediated as described above.

ASHRAE LEVEL II ENERGY AUDIT REPORT

Ann Arbor Twp Fire Station #2, 4219 Goss Rd, Ann Arbor, MI 48105

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ECM SUMMARY TABLE AND NARRATIVE

Comment 4 - The Fire Stations contains the original metal framed windows with double pane glass installed in 1992. Most windows are fixed although a few are operable for natural ventilation. At least one window has lost its seal. Any pane of glass that has lost its seal should be replaced with high performance glazing. Such glazing has two panes of glass, a Low-E coating on one surface, and the space between panes will be filled with argon gas rather than air. High performance glazing will have a U-value around 0.25 being twice as efficient as the current condition.

The windows are now 30 years old. When window replacement is considered in the future, fiberglass is recommended for the window frames. These will be much more efficient than metal without thermal breaks. Fiberglass windows are strong, have consistent color, have a long life, and will not rack over time because both the frames and the glass have the same coefficient of expansion. They are competitively priced and available from most manufacturers.

Comment 5 - The most important function of an exterior door is to allow access but prevent unwanted air leaks when closed. The weatherstripping on all exterior doors should be checked annually and repaired or replaced as needed.

There are several hollow core metal entry/exit doors. When these need to be replaced, insulated fiberglass doors are recommended. These provide much better thermal insulation than metal doors and are just as strong and secure. Any vision windows in the doors should at least have double pane glass or be high performance if available.

Comment 5 (cont).

The glass entry doors to the day room and class rooms have a single pane of glass. Should these doors need to be replaced, high performance glazing, like that recommended for windows, should be specified.

The Apparatus Room has two sets of three overhead doors. Each door is 14 feet by 14 feet. They are insulated metal with small single pane plastic view windows. Management is considering replacing the overhead doors. A new overhead metal door can have an R-value twice that of the existing. However, it is also important that the view windows have high performance glazing. The most important feature of a new door is that the bottom and sides of the door are weather-stripped. The sides of the existing doors do not seal tightly and produce large drafts of air into and out of the building. This situation offsets the benefits of having an insulated door.

ECM 1A - There is a 50 gallon, tank type, gas-fired water heater installed in the basement providing domestic hot water (DHW) to all plumbing fixtures. The cold water line entering the basement is well insulated and covered to eliminate the potential for water condensation.

The hot water pipe has some disconnected pipe insulation installed. ECM 1A evaluated for completing the insulation of the hot water piping. New R-4 insulation should be installed for the first 3 feet of cold water pipe entering the tank and all accessible hot water piping in the basement. Ten feet of pipe insulation is assumed for the analysis. This is a low cost measure with modest energy savings payback.

ASHRAE LEVEL II ENERGY AUDIT REPORT

Ann Arbor Twp Fire Station #2, 4219 Goss Rd, Ann Arbor, MI 48105

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ECM SUMMARY TABLE AND NARRATIVE

ECM 1B - The water heater was last replaced in 2015. It should have another 5 or more years of life if it is well maintained. When replacing this unit, a heat pump water heater (HPWH) should be considered. A new hybrid tank type WPWH can simply replace the existing fossil gas tank. Besides providing hot water at 4 times the efficiency of a standard electric model, the HPHW would provide cool dehumidified air to the basement.

Any new, tank type, electric water heater can be placed on an interruptible meter rate to enable a 30% reduction in the cost of each kWh used for DHW. This can result in decreased hot water cost over the existing conditions. There are also Investment Tax Credits (ITC) available to offset initial costs.

WCM 1 - The restrooms in the building appear to have been updated since the initial construction occurred. The faucets appear to be relatively new with low flow aerators. However, the toilets have not been replaced. When these were installed the new national water conservation code was just going into effect. The manufacturing ID number indicated these toilets use 3.5 gallons per flush, much more than the required 1.6 gallons. Toilet technology has advanced greatly since the 1990s. Current construction standards favor toilets with 1.28 gallons per flush, though units below 1 gallon per flush are available.

WCM 1 evaluates for installing 1.28 gallon per flush tank type toilets. Review of water bills indicated an annual water consumption of over 180,000 gallons. In residential facilities, water for flushing toilets can reach 30% of the total water consumption. This is a modest cost, high savings ECM.

EEM 1 - There are two rooftop HVAC units (RTUs) serving the classroom and the Living Quarters and Offices in the Fire Station. These use fossil gas for heating and direct expansion electric for cooling. They were installed in 2011 and are approaching the end of life. HVAC failures never happen at convenient times and require quick response. This represents a great opportunity for decarbonizing the Fire Station. Toward that end, an Energy Electrification Measure (EEM) analysis and calculation has been provided.

This portion of the building is very well insulated and could easily be served by a replacement rooftop heat pumps to produce large GHG emission savings. The new heat pumps have the same form factor and should not cost more than a gas/elec RTU to install. The most important difference, these should include an economizer and perhaps an energy recovery ventilator. See the discussion in Comment 7.

Comment 7 - There are no ventilation controls on the existing RTUs. Retro-commission each RTU to determine the amount of fresh air being provided. Consider adding a mechanical damper and CO2 controls. Additional calculations can be done to determine the cost effectiveness of ventilation controls.

ECM 2 - LED Lighting Project. See Page 8.

ECM 3 - There are a number of lighting circuits that can be placed on switch mounted occupancy sensors for both convenience and to ensure that lighting is turned off when occupants leave a space. This ECM can have significant energy and dollar savings. Complex areas like the Apparatus Room may require some design effort and alternative controls.

ASHRAE LEVEL II LIGHTING AUDIT REPORT

Ann Arbor Twp Fire Station #2, 4219 Goss Rd, Ann Arbor, MI 48105

Lighting Analysis

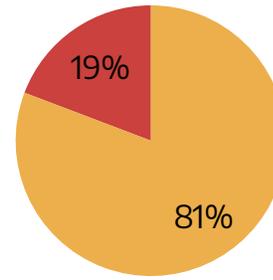
Four Lighting ECMs were identified for Fire Station #2. This set of LECMs constitutes 19% of all lighting fixtures and would reduce lighting electrical consumption by 24%

- LECM #1** - Replace 2X4 2 lamp T12 fluorescent troffer fixtures in storage rooms with LED flat panels. 6 Fixtures
- LECM #2** - Replace 2X4 2 lamp T12 fluorescent troffer fixtures in the living and crew quarters with LED architectural flat panel. 4 Fixtures
- LECM #3** - Replace 4 ft and 8 ft T12 fluorescent chain hung industrial fixtures in the Apparatus Room with LED industrial strips. 4 Fixtures
- LECM #4** - Replace the 1X4 T12 fluorescent recessed flanged troffer in the kitchen with a 1X4 LED flat panel.

All other fixtures in the building have either been converted with LED lamps that can run on T8 fluorescent ballasts or new LED fixtures. The recommended LECMs involve the original T12 lighting fixtures that were never converted to T8 technology. These fixtures have magnetic ballasts that will not operate LED lamps unless they are directly wired to the lighting circuits. It will be much simpler to install new LED fixtures. Then occupants can take advantage of the additional benefits that LED fixtures offer as noted in the narrative on the right.

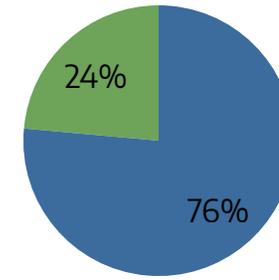
All exterior lighting fixtures have been converted to LED technology using screw-in LED lamps or fixture replacement.

Lighting Fixture Retrofit



● Unchanged ● Retrofit

Retrofit kWh Savings



● New ● Saved

The Table below displays the energy savings and economic analysis for each LECM. The total Table values are displayed in the ECM Summary Table as ECM #2. The lighting inventory and product specifications are provided in the Appendix. Overall, this project would save about \$239 in annual electricity costs. Return on Investment (ROI) is 7.8 years. Incentives are available from DTE for new fixtures.

LECM	LAMP	KWh SAVED	\$ SAVED	\$ COST	REBATE	ROI
1	LED FP24 30 W	184	\$28	\$600	\$37	20.2
2	LED FP24S 30W	1,051	\$160	\$780	\$82	4.4
3	LED SI14/8 32/62W	245	\$37	\$508	\$23	13.0
4	LED FP14F 30 W	92	\$14	\$115	\$6	7.8
TOTAL		1,572	\$239	\$2,003	\$147	7.8

NOTE: This report assumed one for one replacement of existing lighting fixtures with LED equivalents. Other design options are possible. All fixtures specified will have multiple light color and light output levels that can be individually selected for occupant lighting preferences. All fixtures are also dimmable. Occupancy sensor light switching with dimming capability are recommended for most rooms.

ASHRAE LEVEL II ENERGY AUDIT REPORT

Ann Arbor Twp Fire Station #2, 4219 Goss Rd, Ann Arbor, MI 48105



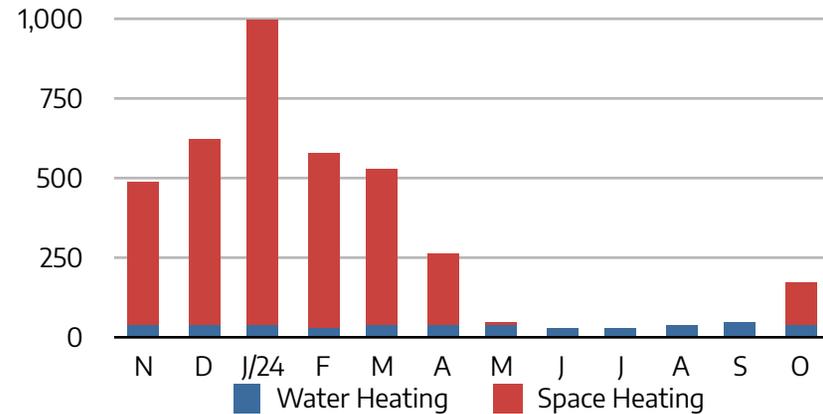
Gas Consumption Analysis

The chart to the right displays the monthly gas consumption in CCF (102,500 Btu) for Fire Station #2 by End Use for the 12 months of the analysis period. Gas used for domestic hot water (DWH) is shown in blue comprising 11% of the total gas consumption. Of this value, 40 CCF is gas used for cooking. Another 40 CCF is gas used for the emergency generator exercising. The remaining use of gas is for space heating, shown in red. The space heating consumption profile follows the exterior temperature conditions remarkably close as shown in the Heating Degree Days (HDD) chart below that. The total HDD for Ann Arbor for the 12 months analyzed was 5,822, about 13% less than the 30 year average.

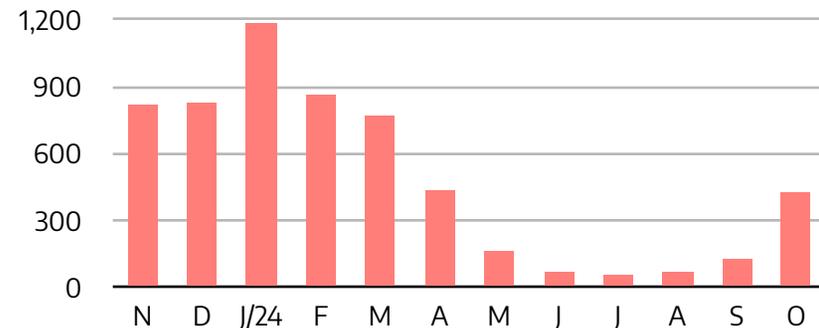
Total CCF and \$ value for each gas component is provided below. The cost for gas used for the analysis is \$0.878/CCF, the average over the 12 month analysis period.



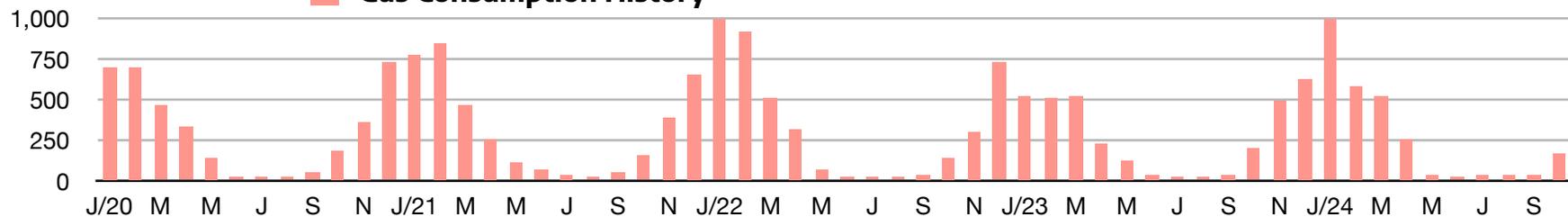
Gas Consumption - CCF - 2023/24



HDD 65°F - Ann Arbor - 2023/24



Gas Consumption History



ASHRAE LEVEL II ENERGY AUDIT REPORT

Ann Arbor Twp Fire Station #2, 4219 Goss Rd, Ann Arbor, MI 48105



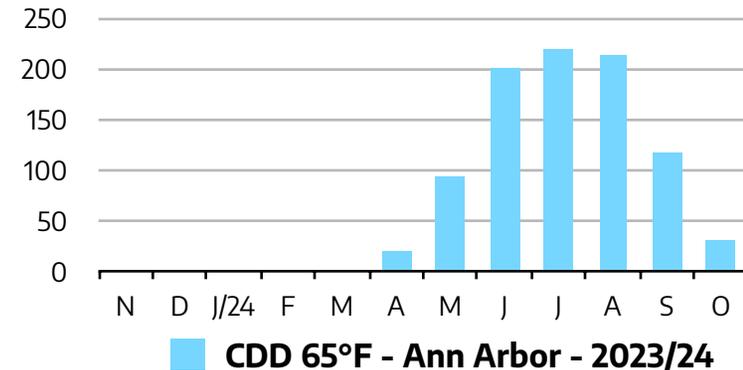
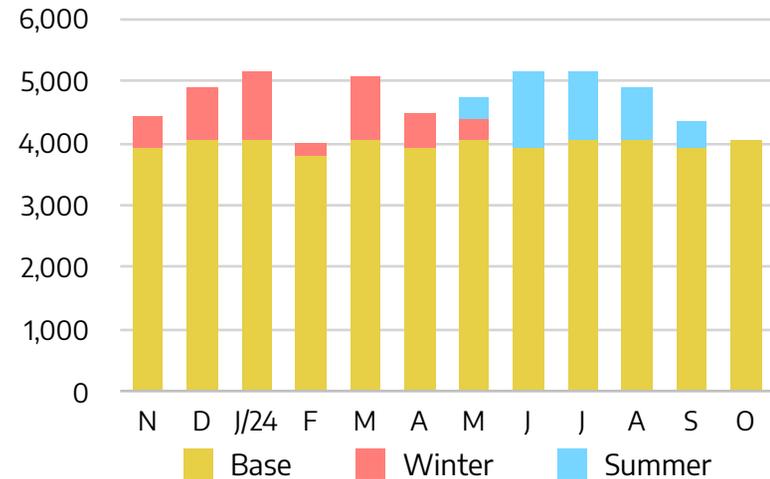
Electricity Consumption Analysis

The chart on the right displays the monthly electricity consumption in kWh (kiloWattHours) for Fire Station #2 by End Use. Base consumption (shown in yellow) includes daily use typically experienced for lighting, appliances, refrigeration, electronics, and HVAC fans. The winter consumption includes increased lighting during days with less daylight, increased office occupancy, and electric space heaters. The Summer consumption documents the use of space cooling equipment. The total electrical consumption and cost for each end use is provided in the table below. The average cost for electricity during this time period was \$0.152/kWh.

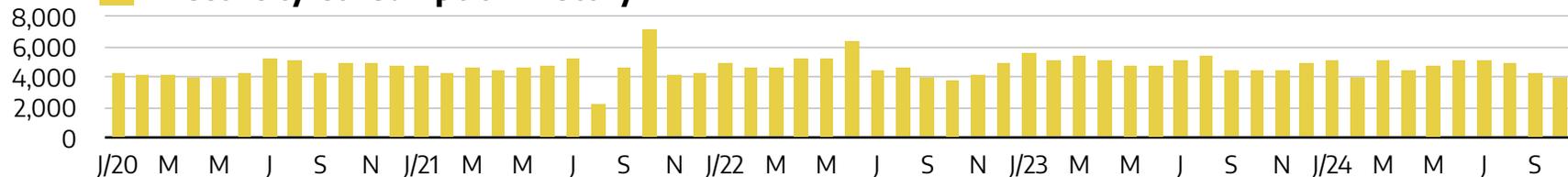
End Use	kWh	Cost
Base	47,803	\$7,253
Winter	4,607	\$699
Summer	3,948	\$599
Total	56,358	\$8,551

The chart to the right shows the Cooling Degree Days (CDD) for the Ann Arbor area that correspond with the metered electrical consumption billing dates for the building. The need for air-conditioning follows the pattern of temperature change in the CDD graph.

Electricity Consumption - kWh - 2023/24



Electricity Consumption History



ASHRAE LEVEL II ENERGY AUDIT REPORT

Ann Arbor Twp Fire Station #2, 4219 Goss Rd, Ann Arbor, MI 48105



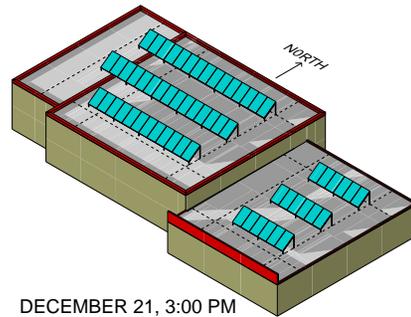
PV System Design

Ann Arbor Township desired an evaluation for the installation of a solar PV system at the Fire Station #2 site. The renewable energy resource analysis (See Page 4) explains that a roof mounted system is the best option. The building and roof are shown below with a suggested arrangement for 60 solar panels.

The solar module selected is SIL-500HM made by Silfab Solar, which is a long established North American PV manufacture. This module has a 500 Watt rating and a 21% Nominal Efficiency.

The PV modules are paired with SMA America inverters. The inverter converts the DC power generating by the solar cells into AC power which can be used by the building. SMA also has a long history in the solar business. The STP 12000TL-US-10 is rated at 12 KW operating at 480V AC.

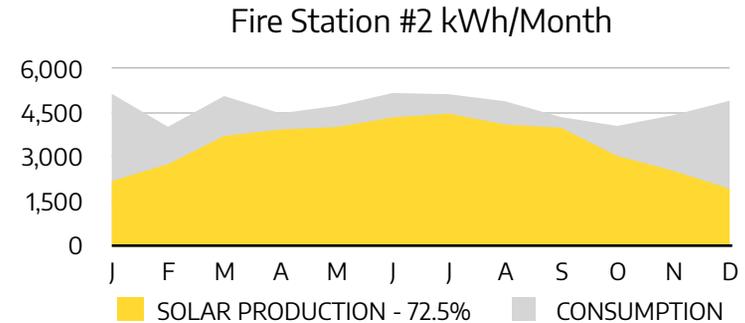
The PV modules are arrayed in strings. There are 12 modules per string. The modules are mounted on ballasted racks at angle of 35.2° from horizontal. This is the optimal angle for best annual generation for a fixed collector panel. The PV system has a total rating of 30.0 KW DC. This size is limited by keeping panels 10 feet from roof edges to avoid the requirement for 36" tall guard rails which increases system costs. Panels also avoid rooftop equipment.



PV System Performance

System Advisor Model (SAM) is used as the basis of all solar and financial calculations in this report. SAM is software created by NREL and made available free to the public. SAM uses the technical data for the selected solar panel/inverter combination. SAM was run to provide an analysis of performance, cost, and benefit. The full SAM report is available in the Appendix. Selected information from that report is presented here.

The chart below displays the monthly electrical consumption for Fire Station #2 for the 12 months analyzed. Superimposed over that area is the calculated monthly electricity generation calculated by SAM using the averaged weather and solar data for Ann Arbor.



Financial Performance	
Year 1 AC Energy	40,900 kWh
Total Capital Cost	\$88,747
US Investment Tax Credit	30%
LCOE (FCR Method)	9.7 ¢/kWh
Net Present Value	\$11,100
Simple Payback Period	15.0 years

ASHRAE LEVEL II ENERGY AUDIT REPORT

Ann Arbor Twp Fire Station #2, 4219 Goss Rd, Ann Arbor, MI 48105



GHG Emissions Reduction Audit Components

Scope 1 Direct Consumption Fossil Fuels (e.g. Gasoline Powered Vehicle Fleet)							
New Fire Trucks produce less exhaust emissions from burning diesel fuel							
Scope 2 Indirect Consumption Purchased Energy							
Energy Efficiency	Building Envelope	DHW General	HVAC General	Bldg System Automation	Heating Load Data	Demand Management	Thermal Storage
	INCLUDED	INCLUDED	INCLUDED	NA	NA	NA	NA
Electrification, Onsite Renewables, & Refrigerants	DHW Electrification	HVAC Electrification	Other Appliances	On Site Renewables	Electrical Infrastructure	Refrigerants	
	INCLUDED	INCLUDED	NA	INCLUDED	INCLUDED	NA	
Added Scope of Items	Utility Rate Analysis	Electrical Load Study	Battery Storage	Demand Flexibility	Bldg Systems Commissioning	Energy Mgmt Info Systems	EV Charging Assessment
	NA	NA	NA	NA	INCLUDED	NA	NA
Scope 3 Indirect Consumption Goods and Services							
NONE							

Resource Links

[State of Michigan Energy Management Funding](#)

[DTE Energy Business Renewable Energy Programs](#)

[Ann Arbor / Washtenaw 2030 District Commercial Solar Technical Assistance](#)



Memo

To: Ann Arbor Charter Township Board
From: Mark Nicholai – Fire Chief
Cc: N/A
Date: January 17, 2025
Re: Purchase Request – Replacement Engines

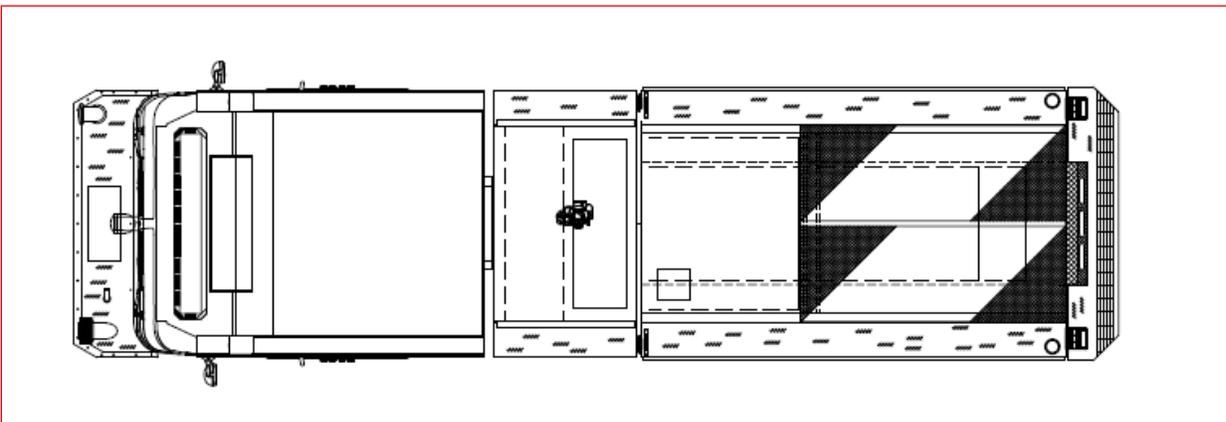
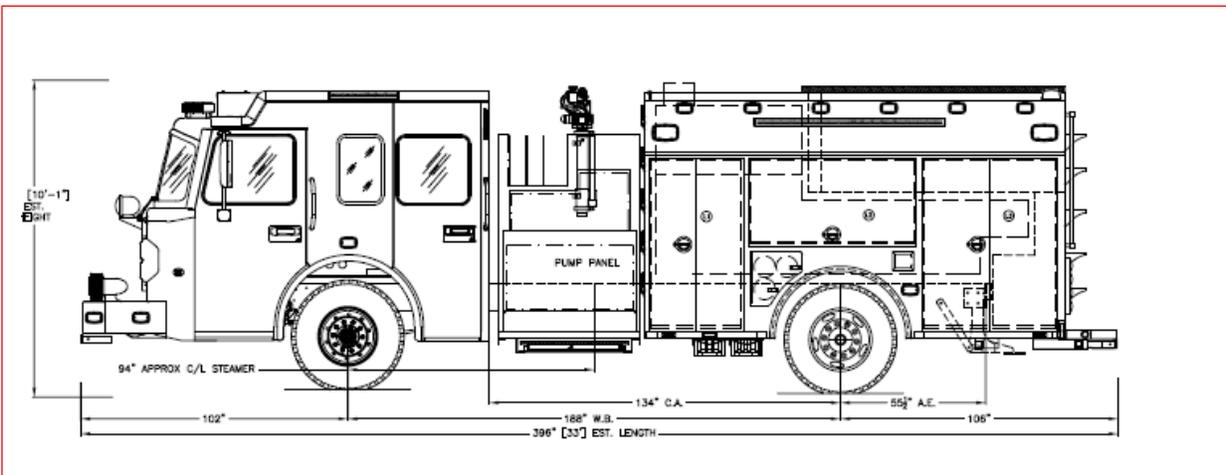
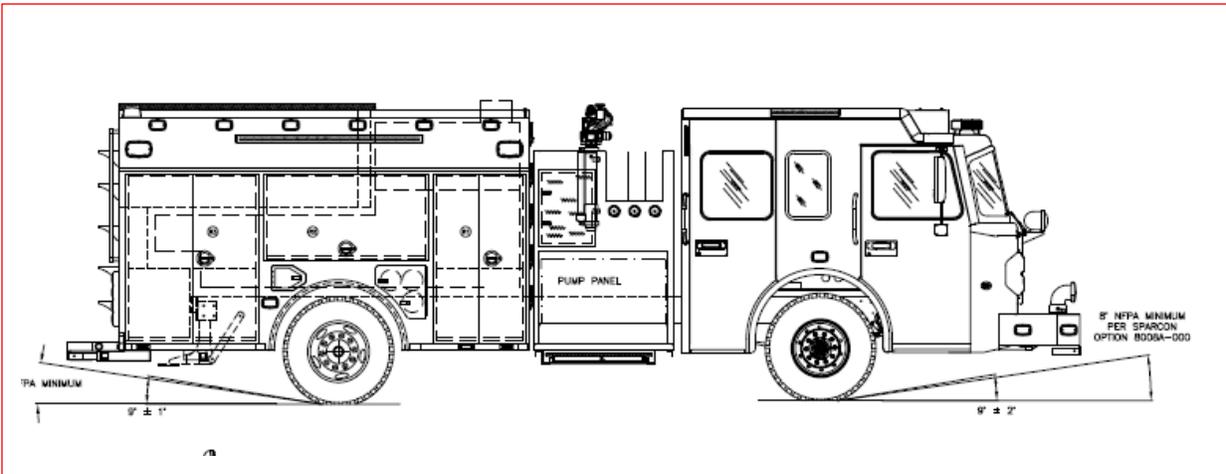
The Township Board authorized the purchase of a replacement engine at the November 2024 Board Meeting. Regrettably, the quoted price supplied by the vendor was determined to be wrong during the contract review process.

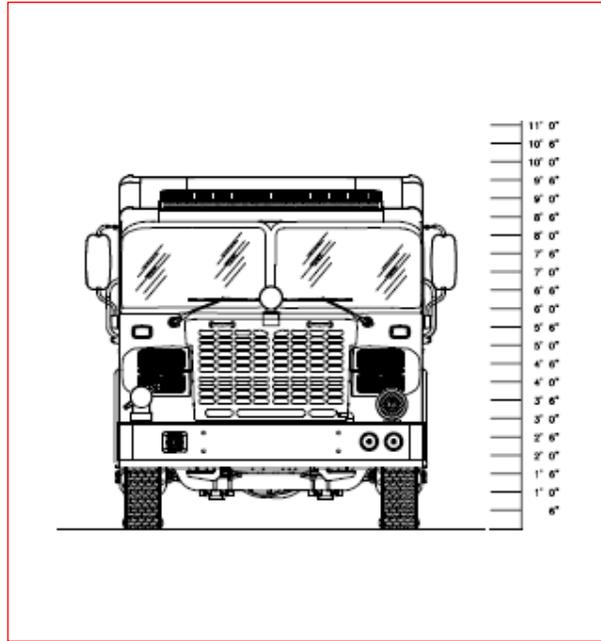
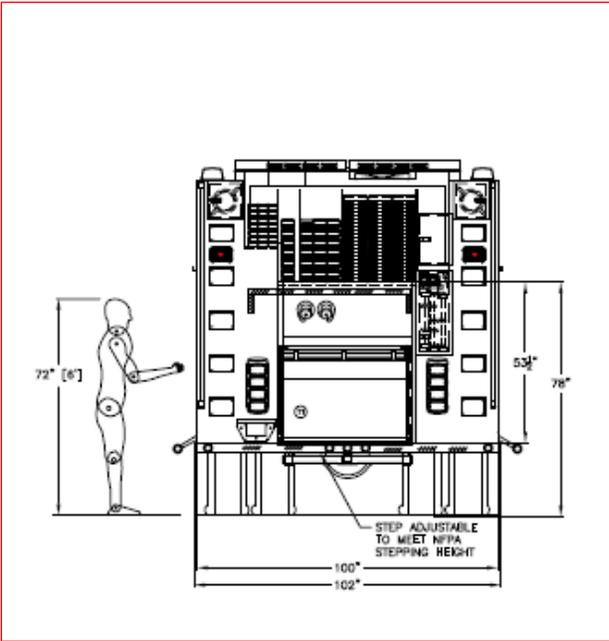
Since this discovery, several meetings have occurred with the Public Safety Committee, to determine an appropriate course of action, which ultimately resulted in the solicitation of an additional bid from Halt Fire Equipment for the purchase of a Pierce manufactured engine, and a resubmission of a revised bid from R&R Fire Apparatus.

After reviewing the bids, and after meeting with the Public Safety Committee, we are recommending that R&R Fire Apparatus be contracted to build two (2) fire engines, which would be identical in design. The two engines were identified in the approved fire department capital improvement plan. One engine was identified for purchase in 2024, and the second engine was identified to be purchased in 2025.

To comply with the competitive bidding process, Sourcewell, which is a cooperative purchasing program, was utilized. This purchase recommendation was presented to the Public Safety Committee (PSC), who along with the fire department are recommending that the apparatus be purchased by the Township from R&R Fire Truck Repair, Inc. The contracted cost of the apparatus is \$2,743,014. However, if the township elected to 100% prepay for the two engines, the price would be reduced to \$2,483,418.

The following provides the engineering print of the specified engine:





The township attorney is currently in the process of reviewing the contract. The department is recommending that the Township Board authorize, pending the approval of the township attorney, the purchase of two replacement fire engines from R&R Fire Truck Repair Inc., in the amount not to exceed \$2,743,014.

Mark A. Nicholai
Fire Chief

ANN ARBOR CHARTER TOWNSHIP
FIRE DEPARTMENT
DECEMBER 2024 - TOWNSHIP BOARD REPORT





Fire Department Activity Report for December 2024

INCIDENTS:

- Structure Fire 3
- Vehicle Fire 2
- Smoke Scare 2
- Fire Alarm 11
- EMS 42
- MVC w/injuries 12
- PDC 8
- Canceled before Arriving 9
- Good Intent 6
- Assist Police/Other 1

The department responded to a total of 96 incidents during the period.

During the month of December, the Ann Arbor Township Fire Department provided mutual aid seven (7) times and received mutual aid assistance six (6) times.

Mutual Aid Provided:

- Dispatched & Canceled En Route 2
- EMS 2
- Good Intent 1
- Motor Vehicle Accident 2

Mutual Aid Received:

- EMS 1
- Structure Fire Response 3
- Motor Vehicle Accident 2

PAID-ON-CALL (POC) STAFF ACTIVITY:

The department responded to 96 incidents during the month of December, and of those 96 incidents, paid-on-call staff responded to 72 incidents. This represents one or more paid-on-call firefighters responding to 75% of our dispatched incidents.

RECRUITMENT / RETENTION:

The department continues to process two new paid-on-call firefighter / EMT applicants through our hiring process.

TRAINING / EVENTS:

On December 2, 5, 7, 9, 12, 14, 16, 19, and 21, fire department trainees attended the Ann Arbor Township Fire Department's EMT-Basic Academy. The following topics were presented:

- ❖ Gastrointestinal and Urologic Emergencies
- ❖ Endocrine and Hematologic Emergencies
- ❖ Allergy and Anaphylaxis
- ❖ Toxicology
- ❖ Behavioral Health Emergencies
- ❖ Autism Spectrum Disorder
- ❖ Gynecologic Emergencies
- ❖ Trauma Overview
- ❖ Bleeding
- ❖ Soft-Tissue Injuries

On December 3, fire department members attended a training session on lithium-Ion battery emergencies. The hazards of the batteries were discussed along with battery fire considerations, and remediation concerns.

On December 4, 7, 11, 14, 18, and 21, fire department trainees attended Phase II Orientation / Training. The training topics included:

- ❖ Attack Hose Line Operations
- ❖ Gear Donning and Doffing
- ❖ Self-Contained Breathing (SCBA) Operations
- ❖ Rescue Company Familiarity and Operations
- ❖ Engine Company Familiarity and Operations
- ❖ Truck Company Familiarity and Operations
- ❖ Utility Emergencies
- ❖ Incident Scene Safety
- ❖ Traffic Incident Management
- ❖ Incident Command System
- ❖ CPR / AED

On December 17, fire department paid-on-call firefighters attended training on the Blue Card Incident Command System. This was an awareness level training program that focused on general operational changes to fireground operations within Washtenaw County and Livingston County.

Respectfully Submitted,

Mark A. Nicholai

Fire Chief



WASHTENAW COUNTY OFFICE OF THE SHERIFF



EST. 1823

ALYSHIA M. DYER, SHERIFF

January 13, 2024

To: Diane O'Connell, Ann Arbor Township Supervisor
From: John Cratsenburg, Lieutenant
Through: Gary Lowe, Police Services Commander
Re: December 2024 Police Services Monthly Report

Monthly Numbers:

Calls for Service: 348
Traffic Stops: 18
Traffic Crashes: 14
Animal Complaints: 1
Citations: 2

Significant Incident:

24-94395 4700 Block of Huron River Dr Death Investigation
Deputies were dispatched for a 91-year-old male that was in cardiac arrest. HVA and Fire were already on scene performing CPR. After attempted life saving measures the subject was pronounced deceased. The subject had a long list of different medical conditions.

24-95365 4700 Block of Huron River Dr Death Investigation
Deputies were dispatched for a 70-year-old female that was not breathing. HVA was on scene attempting life saving measures, but the subject was pronounced deceased. She had a long list of different medical conditions.

24-97844 1200 Block of Hogback Occupied Home Invasion
Deputies were dispatched to the sounds of glass breaking and the homeowner believing that someone was trying to gain access. Deputies arrived on scene and found a broken window on the home. The home was cleared, and the owner advised that the only thing they saw missing was a bike and hammer. A K9 track was completed and unsuccessful. Pending labs and further investigation.

No other major incidents of note.

In/Out of Area Time:

Into Area Time: 362
Out of Ann Arbor Township – Collab: 1465





Alyshia M. Dyer
Sheriff

ANN ARBOR TOWNSHIP MONTHLY POLICE SERVICES DATA December 2024

Incidents	Month 2024	Month 2023	% Change	YTD 2024	YTD 2023	% Change
Traffic Stops	18	37	-51%	522	720	-28%
Citations	2	13	-85%	101	100	1%
Drunk Driving (OWI)	0	0	-	1	2	-50%
Drugged Driving (OUID)	0	0	-	1	0	+
Calls for Service Total	348	315	10%	4103	3933	4%
Calls for Service <i>(Traffic stops and non-response medicals removed)</i>	283	231	23%	3049	2797	9%
Robberies	0	0	-	1	0	+
Assaultive Crimes	0	0	-	4	9	-56%
Home Invasions	1	0	+	5	2	150%
Breaking and Entering's	0	0	-	1	1	0%
Larcenies	0	0	-	19	13	46%
Vehicle Thefts	0	0	-	2	3	-33%
Traffic Crashes	14	12	17%	169	154	10%
Medical Assists	2	1	100%	50	29	72%
Animal Complaints <i>(ACO Response)</i>	1	2	-50%	48	13	269%
In/Out of Area Time	Month (minutes)	YTD (minutes)	+ = Positive Change - = Negative Change			
Into Area Time	362	1388				
Out of Area - Collab	1465	14522				
Investigative Ops (DB)	0	1770				
Secondary Road Patrol	0	5680				
County Wide	0	255				
Banked Hours	Hours Accum.	Previous Balance	Hours Used	Balance		
December - Collab						



Out of Area Time

For: 12/01/2024 thru 12/31/2024



Patrol Area	Reporting Area	Username	Location	Activity Category	Incident Number	Comments	Start Time	Duration in Minutes	Start Date
ANN ARBOR-SUPERIOR TWP COLLABORATION	YPSILANTI TWP	WDLYNSW	WOBURN DR	BACKUP DISPATCHED CALLS	240091811	ASSIST YPT UNITS FA/ POSS SHOTS FIRED. APPROVED BY SGT ARTS	17:40:00	35	12/1/2024
ANN ARBOR-SUPERIOR TWP COLLABORATION	YPSILANTI TWP	WDEARLEYJ	CONCORD DR	BACKUP DISPATCHED CALLS	240091911	Assist YPT with report of OD subject Approved by Sgt Houk	08:00:00	20	12/2/2024
ANN ARBOR-SUPERIOR TWP COLLABORATION	SALEM TOWNSHIP	WDEARLEYJ	Fainview	DETAIL		Assist Salem Twp Dep & DB with search warrant/arrest Approved Sgt Williams	20:10:00	140	12/2/2024
ANN ARBOR-SUPERIOR TWP COLLABORATION	SALEM TOWNSHIP	WDEARLEYJ	CHARING CROSS	BACKUP DISPATCHED CALLS	240092818	Assist Salem Twp with Family Trouble Approved by Sgt Pennington	19:40:00	45	12/5/2024
ANN ARBOR-SUPERIOR TWP COLLABORATION	YPSILANTI TWP	WDCLARKA	E MICHIGAN AVE/HOLMES RD	BACKUP DISPATCHED CALLS	240093089	BU Injury Crash closest unit Sgt. Williams Approval	23:00:00	90	12/6/2024
ANN ARBOR-SUPERIOR TWP COLLABORATION	YPSILANTI TWP	WDMICHAELS	E MICHIGAN AVE/HOLMES RD	BACKUP DISPATCHED CALLS	240093089	ASSISTED WITH DIRECTING TRAFFIC ON SCENE, OK PER SGT. WILLIAMS. Injuries were documented by OIC.	23:00:00	60	12/6/2024
ANN ARBOR-SUPERIOR TWP COLLABORATION	YPSILANTI TWP	WDGERWIGB	FOLEY AVE	BACKUP DISPATCHED CALLS	240093360	assisted looking for eldelderly male w/ dementia // male located // ok per sgt houk	07:30:00	10	12/8/2024
ANN ARBOR-SUPERIOR TWP COLLABORATION	YPSILANTI TWP	WDCARNEYK	E GRAND BLVD	BACKUP DISPATCHED CALLS	240093473	BACKED YPSI TWP DEPUTIES FOR SUICIDAL. PROVIDED SCENE SECURITY. APPROVED BY SGT. HOUK.	18:20:00	25	12/8/2024
ANN ARBOR-SUPERIOR TWP COLLABORATION	YPSILANTI TWP	WDEARLEYJ	E GRAND BLVD	BACKUP DISPATCHED CALLS	240093473	Assist YPT with GSW Victim Approved by Sgt Houk	18:30:00	30	12/8/2024
ANN ARBOR-SUPERIOR TWP COLLABORATION	YPSILANTI TWP	WDEARLEYJ	E CLARK RD	BACKUP DISPATCHED CALLS	240093723	Handle YPT call while other units were busy Approved by Sgt Erbes	19:40:00	20	12/9/2024
ANN ARBOR-SUPERIOR TWP COLLABORATION	YPSILANTI TWP	WDEARLEYJ	VILLA DR	BACKUP DISPATCHED CALLS	240094807	Assist YPT with BOL/Contact with S1 of DV Approved by Sgt Erbes	22:10:00	10	12/13/2024
ANN ARBOR-SUPERIOR TWP COLLABORATION	YPSILANTI TWP	WDHILLJ	BYNAN DR	BACKUP DISPATCHED CALLS	240094859	Assist YPT with EDP subject - Approv sgt Erbes	01:35:00	40	12/14/2024
ANN ARBOR-SUPERIOR TWP COLLABORATION	YPSILANTI TWP	WDHILLJ	CONCORD DR	BACKUP DISPATCHED CALLS	240094869	Assist YPT with disorderly - Approv sgt Erbes	03:20:00	35	12/14/2024
ANN ARBOR-SUPERIOR TWP COLLABORATION	YPSILANTI TWP	WDTRIPPB	CONCORD DR	BACKUP DISPATCHED CALLS	240094860	LARGE PARTY IN THE AREA, ASSISTED YPSI TOWNSHIP UNITS WITH CLEARING RESIDENCE, PER SGT ERBES	03:35:00	15	12/14/2024
ANN ARBOR-SUPERIOR TWP COLLABORATION	YPSILANTI TWP	WDEARLEYJ	BELMONT DR/WOBURN DR	BACK-UP TRAFFIC STOP	240095082	Assist YPT Unit with 10/10 arrest Approved by Sgt Erbes	22:40:00	15	12/14/2024
ANN ARBOR-SUPERIOR TWP COLLABORATION	YPSILANTI TWP	WDEARLEYJ	INTERNATIONAL DR	BACKUP DISPATCHED CALLS	240095091	Assist YPT with BE in Progress Approved by Sgt Erbes	23:20:00	5	12/14/2024
ANN ARBOR-SUPERIOR TWP COLLABORATION	YPSILANTI TWP	WDTRIPPB	INTERNATIONAL DR	DISPATCHED CALLS	240095091	ASSIST WITH POSSIBLE ASSAULT IN PROGRESS, STOODBY WITH SUSPECT OUTSIDE UNTIL UNITS WERE SECURE, PER SGT ERBES	23:20:00	5	12/14/2024
ANN ARBOR-SUPERIOR TWP COLLABORATION	SALEM TOWNSHIP	WDHILLD	BLOOMSBURY CIR	BACKUP DISPATCHED CALLS	240095114	SGT ERBES APPROVED TO ASSIST MSP FOR A SUBJECT THREATING TO SHOOT POLICE. TOT HVA TO PES.	00:20:00	40	12/15/2024
ANN ARBOR-SUPERIOR TWP COLLABORATION	SALEM TOWNSHIP	WDMICHAELS	BLOOMSBURY CIR	BACKUP DISPATCHED CALLS	240095114	Arrived on scene as a secondary unit approved by Sgt. Erbes. Text from the individual on scene were stating that people were gonna die tonight. Individual stated that they were going to kill cops when they arrived. When on scene the individual was handcuffed and transported. While being loaded into the rig the individual started to spit on the medics inside. The individual was transported to Trinity Health where a petition for mental health treatment was done for the individual.	00:30:00	65	12/15/2024
ANN ARBOR-SUPERIOR TWP COLLABORATION	YPSILANTI TWP	WDCARNEYK	E CLARK RD/SWEET RD	BACKUP DISPATCHED CALLS	240095573	BACKED DEPUTY SINGER FOR POSSIBLE UDAA (TRAFFIC STOP) VEHICLE NOT STOLEN, 1 SUBJ DETAINED FOR NO OPS WHILE OP MV. SUBJECTS RELEASED, APPROVED BY SGT. WILLIAMS.	23:40:00	10	12/16/2024
ANN ARBOR-SUPERIOR TWP COLLABORATION	YPSILANTI TWP	WDBLANDC	CONCORD DR	BACKUP DISPATCHED CALLS	240096022	UTL / Multiple calls of shots fired / Sgt. Pennington Approval	19:45:00	30	12/18/2024
ANN ARBOR-SUPERIOR TWP COLLABORATION	YPSILANTI TWP	WDGERWIGB	CONCORD DR	BACKUP DISPATCHED CALLS	240096022	assisted deputies in a shots heard complaint // multiple callers advising numerous gun shots can be heard in the area // unfounded // ok per sgt pennington	20:00:00	10	12/18/2024
ANN ARBOR-SUPERIOR TWP COLLABORATION	YPSILANTI TWP	WDMICHAELS	Concord Dr	BACKUP DISPATCHED CALLS	240096022	Caller stated that they heard 7 shots fired at 1360 Candlewood. Caller stated that right after the shots were heard that a vehicle took off from the scene. On scene Deputies made contact with the caller from the residence. Approved by Sgt. Pennington.	20:00:00	15	12/18/2024
ANN ARBOR-SUPERIOR TWP COLLABORATION	YPSILANTI TWP	WDTRIPPB	CONCORD DR	BACKUP DISPATCHED CALLS	240096022	CHECKED IN AREA FOR SHOOTING SUSPECT; UTL; PER SGT PENNINGTON	20:00:00	15	12/18/2024
ANN ARBOR-SUPERIOR TWP COLLABORATION	YPSILANTI TWP	WDEARLEYJ	E MICHIGAN AVE	BACKUP DISPATCHED CALLS	240096313	Assist YPT Unit with HVA Assist while other units were tied up Approved by Sgt Pennington	21:00:00	10	12/19/2024



Out of Area Time

For: 12/01/2024 thru 12/31/2024



Agency	Officer	Address	Call Type	Call Number	Description	Time	Count	Date	
ANN ARBOR-SUPERIOR TWP COLLABORATION	YPSILANTI TWP	WDTRIPPB	N FORD BLVD/HOLMES RD	BACKUP DISPATCHED CALLS	240096362	DISORDERLY DRIVER, ASSISTED WITH DETAINING SUBJECT, PER SGT PENNINGTON	02:05:00	10	12/20/2024
ANN ARBOR-SUPERIOR TWP COLLABORATION	YPSILANTI TWP	WDEARLEYJ	HOLMES RD/SWEET RD	BACK-UP TRAFFIC STOP	240096570	Assist YPT with PC Search of vehicle after they found nic products on minors. Driver and passenger became irate and I was one of the closest units. Approved by Sgt Williams	21:05:00	40	12/20/2024
ANN ARBOR-SUPERIOR TWP COLLABORATION	YPSILANTI TWP	WDCARNEYK	S HARRIS RD/VILLAGE LN	BACKUP DISPATCHED CALLS	240097237	ASSISTED YPSILANTI TWP WITH SHOTS FIRED/FA. APPROVED BY SGT. PENNINGTON.	23:00:00	60	12/23/2024
ANN ARBOR-SUPERIOR TWP COLLABORATION	YPSILANTI TWP	WDRAABT	S HARRIS RD/VILLAGE LN	BACKUP DISPATCHED CALLS	240097237	ASSIST YPT DPS WITH FA/ SHOTS FIRED - GOOD PER SGT PENNINGTON	23:05:00	56	12/23/2024
ANN ARBOR-SUPERIOR TWP COLLABORATION	YPSILANTI TWP	WDEARLEYJ	S HARRIS RD/VILLAGE LN	BACKUP DISPATCHED CALLS	240097237	Assist YPT with shots heard Approved by Sgt Pennington	23:10:00	50	12/23/2024
ANN ARBOR-SUPERIOR TWP COLLABORATION	YPSILANTI TWP	WDCLARKA	INTERNATIONAL DR	BACKUP DISPATCHED CALLS	240097616	BU CCW 6 Shots heard and residence hit Sgl. Williams Approval	19:45:00	255	12/25/2024
ANN ARBOR-SUPERIOR TWP COLLABORATION	YPSILANTI TWP	WDTRIPPB	ANNA J STEPP DR	DISPATCHED CALLS	240097628	YPSI TOWNSHIP UNITS TIED UP ON SHOOTING; SPOKE WITH SUBJECTS ALLEGED TO BE IN POSSESSION OF A GUN; STOODBY WHILE UNITS SEARCHED SUBJECTS VEHICLE. PER SGT WILLIAMS	20:20:00	20	12/25/2024
ANN ARBOR-SUPERIOR TWP COLLABORATION	YPSILANTI TWP	WDEARLEYJ	RUE WILLETTE BLVD	BACKUP DISPATCHED CALLS	240097864	Aid YPT with locating possible UDAA suspects Approved by Sgt Williams	01:10:00	40	12/27/2024
ANN ARBOR-SUPERIOR TWP COLLABORATION	SALEM TOWNSHIP	WDCLARKA	NAPIER RD	DISPATCHED CALLS	240098297	Assault/ Possible ongoing assault salem unit alone Sgl.Arts Approval	18:25:00	60	12/28/2024
ANN ARBOR-SUPERIOR TWP COLLABORATION	SALEM TOWNSHIP	WDCLARKA	BLOOMSBURY CIR	BACKUP DISPATCHED CALLS	240098316	Possible domestic salem deputy alone Sgl. Arts approval	19:25:00	10	12/28/2024
ANN ARBOR-SUPERIOR TWP COLLABORATION	YPSILANTI TWP	WDCARNEYK	CONCORD DR	BACKUP DISPATCHED CALLS	240098751	BACKED DEPUTY SINGER FOR DISORDERLY. SUBJECTS ADVISED OF PPO OPTIONS. APPROVED BY SGT. HOUK.	17:40:00	35	12/30/2024
ANN ARBOR-SUPERIOR TWP COLLABORATION	YPSILANTI TWP	WDCLARKA	N HEWITT RD	FOLLOW-UP	240098968	24-98724 Reckless Driving follow up from Ypsilanti Case	16:45:00	15	12/31/2024
ANN ARBOR-SUPERIOR TWP COLLABORATION	YPSILANTI TWP	WDCLARKA	GOLFSIDE RD/WASHTENAW AVE	TRAFFIC STOP	240098971	RFS: PHONE, REGISTRATION AND INSURANCE// CITATION ISSUED, ON MY WAY BACK FROM YPSI FOLLOW UP	17:00:00	10	12/31/2024
ANN ARBOR-SUPERIOR TWP COLLABORATION	YPSILANTI TWP	WDCLARKA	UPON GOLFSIDE RD and AT/NEAR W	CITATIONS	240098971	Citations for tags and no proof of insurance	17:04:00	0	12/31/2024
						Sum:	1,456		



Into Area Time Ann Arbor TWP

For: 12/01/2024 thru 12/31/2024



Patrol Area	Reporting Area	Username	Location	Activity Category	Incident Number	Comments	Start Time	Duration in Minutes	Start Date
YPSILANTI TWP	ANN ARBOR TWP	WDRASKOSR	SB US23/WASHTENAW AVE	BACKUP DISPATCHED CALLS	240092001	ASSISTED MSP WITH EDP ON FREEWAY / TOT HVA	14:55:00	50	12/2/2024
SCIO TWP	ANN ARBOR TWP	WDKNOPW	DANBURY LN	DISPATCHED CALLS	240097257	per sgt thompson handle alarm for aa twp deputy	02:23:00	37	12/24/2024
YPSILANTI TWP	ANN ARBOR TWP	WDCUSOJ	HOGBACK RD	BACKUP DISPATCHED CALLS	240097844	POSSIBLE HOME INVASION THAT JUST OCCURED; OK PER SGT. WILLIAMS.	20:45:00	35	12/26/2024
YPSILANTI TWP	ANN ARBOR TWP	WDLEEZ	HOGBACK RD	BACKUP DISPATCHED CALLS	240097844	ASSIST SUT W/ B&E // K9 TRACK // SGT. WILLIAMS // B&E IN PROGRESS // OCCUPIED HOME INVASION	21:00:00	80	12/26/2024
YPSILANTI TWP	ANN ARBOR TWP	WDSILLERB	HOGBACK RD	BACKUP DISPATCHED CALLS	240097844	ASSIST W/ PERIMETER ON K9 TRACK OF B&E SUSPECT / APPROVED BY SGT WILLIAMS	21:00:00	40	12/26/2024
YPSILANTI TWP	ANN ARBOR TWP	WDSINGERA	HOGBACK RD	BACKUP DISPATCHED CALLS	240097844	B&E in progress- occupied home invasion/ SUPERVISOR SGT. WILLIAMS	21:10:00	55	12/26/2024
YPSILANTI TWP	ANN ARBOR TWP	WDLEEZ	HOGBACK RD	DISPATCHED CALLS	240097861	CFS // K9 CALL OUT	22:20:00	5	12/26/2024
YPSILANTI TWP	ANN ARBOR TWP	WDPHILLIPSA	HOGBACK RD	DISPATCHED CALLS	240098017	MANIC EDP, CLEARED WITH SGT. ARTS	16:35:00	60	12/27/2024
							Sum:	362	

BUILDING REPORT

December 2024

Permit Record Type Totals	Records	Revenue	Records	Revenue
Building	12	7,219	181	220,610
Electrical	19	3,583	176	39,195
Mechanical	18	3,008	171	39,234
Plumbing	6	737	57	10,145
ZONING-LAND USE	-	-	11	600
Fence Permit	1	60	10	540
Sign Permit	-	-	3	320
Special Event	-	-	14	1,150
Total	56	14,607	623	311,793

Building				
Ann Arbor Township	12	7,179	166	201,395
Barton Hills	-	40	15	19,215

Electrical				
Ann Arbor Township	16	2,588	158	35,076
Barton Hills	3	995	18	4,119

Mechanical				
Ann Arbor Township	15	2,601	146	35,391
Barton Hills	3	407	25	3,843

Plumbing				
Ann Arbor Township	5	597	52	8,935
Barton Hills	1	140	5	1,210

ZONING-LAND USE				
Ann Arbor Township	-	-	9	600
Barton Hills	-	-	2	-

Fence Permit				
Ann Arbor Township	1	60	9	480
Barton Hills	-	-	1	60

Sign Permit				
Ann Arbor Township	-	-	3	320
Barton Hills	-	-	-	-

Special Event				
Ann Arbor Township	-	-	14	1,150
Barton Hills	-	-	-	-
Total	56	14,607	623	311,793