

SCIO TOWNSHIP BOARD OF TRUSTEES
Regular Meeting
December 12, 2023
7:00 PM
Scio Township Hall, 827 N. Zeeb Road, Ann Arbor, MI 48103

The Board of Trustees will meet in Meeting Hall at Township Hall at 827 N. Zeeb Road. Members of the public may join either in person, or via Zoom at <https://us02web.zoom.us/j/88676521485> or <http://zoom.us> and entering Meeting ID 886 7652 1485 or by calling 1 312 626 6799 and entering Meeting ID 886 7652 1485. Persons with disabilities requiring any accommodation for participation in this meeting should contact the Township Clerk at (734) 369-9400 or clerk@sciotownship.org.

AGENDA

A. CALL TO ORDER

B. ROLL CALL

Supervisor Hathaway, Treasurer Palmer, Clerk Flintoft, Trustee Brazeau, Trustee Kerry, Trustee Knol, Trustee Reiser.

C. ADOPTION OF AGENDA

D. COMMUNICATIONS to the BOARD OF TRUSTEES

D.1 Possible Action [Communications Received](#)

E. PUBLIC COMMENT

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

F. APPROVAL OF MINUTES

F.1 Possible Action [Approval of Minutes of Regular Meeting of November 28, 2023](#)

F.2 Possible Action [Approval of Minutes of Special Meeting of December 2, 2023](#)

G. CONSENT AGENDA

G.1 Possible Action [Payment of the Bills](#)

G.2 Possible Action [Purchase Smart Point MXU's](#)

G.3 Possible Action [Winter 2024 Township Newsletter](#)

G.4 Possible Action [Installation of Generator, Docking Station and Transfer Switch.](#)

G.5 Possible Action [Repairs to Fire Engine 1](#)

G.6 Possible Action [ARPA Funds request for Fire Stations](#)

G.7 Possible Action [Approval for Dixon Engineering to create technical specifications, as well](#)

as bidding and contract documents for Water Tower improvements.

G.8 Possible Action Smart Homes Rolling Camera/Streaming Control Cart for Meeting Hall

G.9 Possible Action New Server Purchase with ARPA Funds

G.10 Possible Action Replace/Upgrade Networking Equipment and Licensing with ARPA funds

H. REPORTS

H.1 Discussion Only Regular Reports from Supervisor, Treasurer, Clerk, Manager, and Committees

H.2 Discussion Only Land Preservation Commission Report

I. UNFINISHED BUSINESS

J. NEW BUSINESS

J.1 Possible Action Downtown Development Authority Presentation on Tree Fund and Dino Drive Requests

J.2 Possible Action Approval of DryvIQ Proposal to deliver scoping project for Project Paperless

J.3 Possible Action Land Preservation Commission Appointments

J.4 Possible Action Compensation Commission Appointment

J.5 Possible Action Roads Advisory Committee Appointment

J.6 Possible Action Appropriation and Authorization of remaining ARPA funds

J.7 Resolution Washtenaw Area Mutual Aid Council Agreement

J.8 Possible Action Washtenaw County Water Resources Grant Application

J.9 Possible Action Transit/Bus Advisory Committee

K. PUBLIC COMMENT

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

L. ADJOURNMENT

AGENDA # D.1
Scio Township Board of Trustees
Communications Received

FOR MEETING DATE OF: December 12, 2023

PREPARED ON: December 7, 2023; updated
December 12, 2023

PREPARED BY: Jessica Flintoft

SUBMITTED BY: Clerk

ITEM TYPE: Possible Action

BACKGROUND: Communications received from November 28th through December 11th.

ATTACHMENTS:

[2023 11 28 Fitzpatrick John.pdf](#)

[2023 11 29 Pattinson Rob re Administrative Review.pdf](#)

[2023 11 29 Pattinson Rob re PC appointments.pdf](#)

[2023 12 04 Moenck Judy.pdf](#)

[2023 12 10 Thomas Kelly.pdf](#)

[2023 12 10 Pattinson Rob re Analysis Sheriff Incident](#)

From: [Jessica Flintoft](#)
To: [John Fitzpatrick](#)
Cc: [Township Board](#); [Andrew Houde](#)
Subject: RE: Recent fire at 3650 Daleview Drive
Date: Tuesday, November 28, 2023 2:47:13 PM

Dear John,

I am so sorry that you lost your beloved dog Winston. I am glad that you and your family are unharmed. And, I can only imagine how upsetting this fire has been for your family.

In the midst of this, thank you for taking the time to write this letter to the Board. I am cc'ing our Fire Chief Andy Houde so he can share the message with his team.

We have wonderful people serving as Scio's firefighters. We are grateful for their skill, bravery, and tact that they consistently demonstrate when families such as yours are in need.

Best wishes as you recover from this loss. Please reach out to Skip Davis or Chief Houde should you need any assistance from the Scio Township Fire Department.

Sincerely,
Jessica Flintoft
Scio Township Clerk

From: John Fitzpatrick <jfitzpatrick@csig.com>
Sent: Tuesday, November 28, 2023 2:14 PM
To: Township Board <TownshipBoard@sciotownship.org>
Subject: Recent fire at 3650 Daleview Drive

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

To the Township Board,

On Monday, November 27th, our home caught fire in the early morning. Responding to the scene were Captain Brian Koch, Lt Lance Baird and Fire Fighter Glen Cobb. We were very lucky as a family that we avoided major damage, although we did lose one of our dogs, Winston, who is near and dear to our hearts.

I am writing to express our family's gratitude for the thoughtfulness of the crew mentioned above. Specifically, handling the removal of our lost pet which we considered above and beyond in caring, and also a task we did not want to undertake. In addition, Skip Davis, the Fire investigator, has gone above and beyond in service to our family and has made himself available in ways we could not have imagined.

We are thankful and blessed that this fire did not do more damage to our home and loved ones, and

even more thankful for the brave, thoughtful and skilled men and women that represent our fine township.

Regards,

John Fitzpatrick

Chief Revenue Officer

Mobile: 312.909.4799 | Email: jfitzpatrick@csig.com



From: patsina2
To: ScioCommunityNews@googlegroups.com
Cc: [Township Board](mailto:TownshipBoard)
Subject: Re: Last night's BOT meeting and the Administrative Review discussion
Date: Thursday, November 30, 2023 11:45:04 AM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Well said Paula!

Your summary of Supervisor Hathaway's many misdeeds over these last three years gives Scio voters more than enough reasons to vote him OUT of office.

Thank you for taking the time to spell all of this out for the Scio residents that have not been watching as closely as you.

Pat Stein

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

From: Paula Globerson <paulagloberson@gmail.com>
Date: 11/30/23 10:31 AM (GMT-05:00)
To: ScioCommunityNews@googlegroups.com
Cc: [Township Board <TownshipBoard@sciotownship.org>](mailto:TownshipBoard@sciotownship.org)
Subject: Re: Last night's BOT meeting and the Administrative Review discussion

Dear All,

It started with attempting to prevent the Clerk being prevented access to information that promotes checks and balances needed to protect Scio residents. Supervisor Hathaway with his questionable attorney, Homier, which has also cost Scio residents unnecessary expenditures tax dollars. Then the timeline of driving out an administrator replacing with the placement temporary administrator Merte. Administrator Parker is excellent but her salary is much higher. He cost tax dollars with this too.

This is when I experienced them blocking a FOIA request of mine pertaining to information about the Supervisor desire to force 3 neighborhoods to foot the bill for his desire to pave a cut through Rd(Park Rd). I realized long ago Trustee Reiser's involvement with Hathaway. They went into the area outside the meeting room and then Hathaway scattered when I followed. Hathaway also likes to go into hallway before a vote to have a private conversation with another Trustee before a crucial vote. When Trustee Rieser showed up to RAC meeting with Hathaway when opposition to a 2.5 million dollar(Matt Park's estimated road cost) was being discussed and Homier was giving a presentation to RAC. Homier just tell me what you want to do concerning a road SAD. John asked me if I was an MD like that matters. Trustee Reiser obviously Googled me. I was not sure what being a physician mattered. I think this was about a concern with me having a possible lawsuit. Hathaway seems to beg for more litigation. Is this behavior working with residents needs and concerns? No. It's BULLY pulpit.

Additionally, I was stalled for awhile on my FOIA request concerning Park Rd until Hathaway, excuse me" Scio". He's a one man decision maker forget the rest of the BOT and residents, lost a lawsuit where an individual requested a FOIA lawsuit requesting information. Because of this loss I received a few email FOIAs I requested concerning a possible huge road SAD expenditure. Again the loss of that lawsuit costed us I believe \$ 10,000. His personal whims to block information keep costing us precious tax dollars that could be used for public benefit instead of his personal machinations.

It was interesting one email said" let's work this out of your office" from an individual with possibly something to gain from the expensive paving of Park Rd and was also on RAC. Again his attempts to control information to the public. Let's not forget his consultation probably with Attorney Homier to make obtaining FOIAs so expensive to block a resident from obtaining information. I think it was around 4,000 dollars because Homier would need to review all the documents. He's going to protect information he does not want public one way or another to be informed.

I've continued to watch his disgusting behavior at any meeting he's part of, and most recently his decisions on who he chose for to allow the BOT to appoint to committees. For those who can't stomach him at BOT meetings, he rolls his eyes, sneering laugh, trying to find an answer when caught all recorded at meetings. I say watch these on 11/28/23. Attempting to cover his mouth with his hand. He tries to deflect and make others' concerns as dumb and petty and when he's questioned. A picture is worth a thousand words. He has contempt for anyone that disagrees with him. He uses tax dollars to bully his ideas. He has even stormed out of the room on two occasions when he didn't get his way. Let's not forget the potential Dexter Annexation he started behind the back of other BOT members. He's one of the votes not the decider. I ask you is this the person you want for a Supervisor? I don't think so. I know I don't want him in any position.

He should never be in any position to bully or waste tax dollars again! I've seen much of this behavior in Scio, so he not the first just arguably the most dumb and the most blatant going about it. I.e. use whatever power to push something on a resident or neighborhood. Think taking four neighborhoods off A2 city sewer to a developer built sewage system 2008 to allow for expansion down Jackson Rd. At that time no more sewage capacity was available.

I don't enjoy watching every Committee meeting, but thank goodness they are available. David Read got it right about the public not trusting SOME on the BOT. Most residents are busy and don't have time to watch the last two or three years of meetings nor should they have to. Yet the truth is you better be informed or it will cost you financially or your quality of life. I will continue to watch and inform myself. Local government can effect you more than state or federal government. I think more SADs without a vote are on the way if he and some others I can think of are elected. I could give many more examples of abuse of our tax dollars by the abuse of power. Thank goodness there are a few people on the BOT that are about serving the residents and not bully behavior to get a decision. Also thankful a few residents and neighborhoods want accountability.

Just a few of my thoughts. Let's not have more sheriff reports or lawsuits that aren't necessary if we had a team player in Scio. I'm team Scio not the few in Scio.

Sincerely,

Paula Globerson

Sent from my iPhone

On Nov 29, 2023, at 6:15 PM, Skip Davis <skipthecop@gmail.com> wrote:

Not only the Pie Place on Zeeb but at The Filmore Restaurant in Dexter.,

Sent from my iPhone

On 11/29/23, at 18:12, Kathleen Brant <kjbrant@hotmail.com> wrote:

Mr. Hathaway,

I appreciate your willingness to engage with the public on this topic.

You imply the Township Manager, and the IT Director agreed a crime was committed based on your statement below "After consultation with our Township Manager and IT Director, I decided to report the incident to the sheriff."

Is it correct that Manager Parker and IT Director Bailey agreed with you that a crime had been committed?

Regards,
Kathleen

P.s. I can understand why you don't want me on the Planning Commission because I ask these hard questions.

From: sciocommunitynews@googlegroups.com <sciocommunitynews@googlegroups.com> on behalf of Steve Gillis <sfgillis22@gmail.com>
Date: Wednesday, November 29, 2023 at 5:16 PM
To: sciocommunitynews@googlegroups.com <sciocommunitynews@googlegroups.com>
Cc: Township Board <townshipboard@sciotownship.org>
Subject: Re: Last night's BOT meeting and the Administrative Review discussion

An excellent summary, Jonathan. Your expertise on this matter is invaluable. What hasn't been stated is that Reiser and Hathaway think they are oh so clever to mess with the particular party in play here. To say that this is going to come back to bite them is an understatement. Dumb and dumber. Truly. Onward!

On Wed, Nov 29, 2023 at 4:22 PM Jonathan <greenb@umich.edu> wrote:

Dear Scio Community,

Here's some info I've collected, most of it firsthand. Some of it second hand.

1. **Will was auto-logged into his email account** on a public computer for weeks, but potentially over 18 months. Clearly, Will does not care about IT security or IT rules because he's been admonished repeatedly and publicly for using his personal computer for work, but he still does it. There are outstanding FOIAs for official township business that are on his personal computer. He's blocking release and will not turn over the info. Claims it's his personal computer. I know of a communication that I FOIA'ed but it was not given to me, I suspect it's on his personal computer.
2. **On 11/15, 2 people were trying to sign into an email account to obtain a passcode so they could start a public meeting on Zoom.** They couldn't access their email because whenever they quit Outlook or rebooted the computer, it auto-logged back into Will's account. **This is way worse than walking away from a computer while signed into it.**
3. **At some point, 2 people were trying to fix the situation and potentially sent a draft email and a draft meeting appointment** from a long time ago that Will left in the outbox or draft folder. They were innocuous. That can happen when you log out of the account.
4. **When Will found out, he spoke with John Riser. John recommended he call the Sheriff. It was bad advice** as they should have waited for an IT report to be completed. Later that day, John and I spoke and he lied to me. I've come to the conclusion that despite John's proclamations otherwise, he's helping Will with all this stuff, scheming alongside him. Brazzau too when he bothers to show up. I thought about not sharing this part, but I hate being repeatedly lied to and the pretending is getting tedious. My holiday gift to John and Mark is they don't have to pretend anymore.
5. **Will called the Sheriff who** subsequently treated the 2 Scio appointees very differently, I wonder why? One (woman) received a sheriff home visit on a **Sunday night**, and the other (male) got a phone call. I wonder why the woman was treated differently? Will has single-handedly created a lawsuit attempting to take power from one woman colleague and he just called the sheriff on another. He has referred to his female colleagues as "Honey" and when confronted, offered a "sorry you were offended" apology. He's a scared child in an adult body and he's wasting Scio's treasure and future. He and his friends are upset that they are being held to account by "the residents". Probably because they think they are there to serve the developers.
5. **The IT report was completed.** It was clear to me, the new IT guy was being very generous with Will because, well, I wouldn't want to piss off a scheming Supervisor if he had a say in my job. Will ignored the nebulous IT report that was clear that nothing bad happened. Will did not forward it to the sheriff. Although now that he's realized his predicament, he's pulling back on the whole thing. I'm sure he wants it to go away quietly. It's not going to.
6. **A rumor was spread that the Department of Homeland Security was involved** because an IT guy who works for the Sheriff's Department also works for Homeland Security. But the IT guy has real work to do so this request is sitting on his desk. Always nice to see Will and pals clutch their pearls and worry about our IT security when in reality, they couldn't give a hoot. It was just another opportunity to cast dispersions on their political opponents. Weak. Sad. Soft.
7. **This is a nothing burger with stupid cheese.** It highlights our supervisor's challenges with strong women and his weak spirit that makes every event in town hall an opportunity to denigrate his political opponents. Our supervisor flaunts security and FOIA rules while he schemes with his buddies at the pie place on Zeeb.
We have a year to find a new Supervisor for Scio and I will help anyone running against Will. He's terrible for our township, his lack of skills keeps the BOT from moving forward and his scheming just keeps moving Scio backwards.

Just another Wednesday in Scio,
Jonathan

On Nov 29, 2023, at 3:10 PM, 'Rob Pattinson' via Scio Community News <ScioCommunityNews@googlegroups.com> wrote:

Thank you Will for this fast response too.

While this partially explains the situation it raises more questions than it answers. For instance, are you saying the zoom computer that everyone who has a committee meeting in Township Hall uses is the one that had your email on it? Why is your email account on what is essentially a public computer?

You say the crime happened at 6:08pm on 11/15 on the zoom computer. That is the same day and time of the Roads Advisory Committee meeting. That is the same meeting where they were having trouble getting the Zoom meeting to work. Are you saying the RAC committee committed a crime trying to get the Zoom meeting to work properly?

Your explanation is limited, but from it what I understand is that someone tried to get the Zoom meeting to work properly using the Township's Zoom computer. Somehow your email was on that computer. Somehow that computer sent an email to Clerk Flintoft. And somehow from that event you believe a crime has been committed?

It's a bit confusing to understand from this limited explanation. Was the content of the email what constituted a crime? Or was it the fact that "any" email was sent that constituted a crime?

If your email is on a public computer why was the Sheriff called? Do you take any responsibility for managing your own email? Do you take any responsibility for what computers you use?

This explanation combined with last night's discussion seems to show that you're trying to blame someone else for your own lack of responsibility.

What I can't understand from all of the information is why on earth you thought it was a good idea to call the Sheriff? There seems to be a LOT more to this story than you are sharing. That is the only thing that could explain involving the Sheriff.

Just to be clear, are you saying that no sexual harassment occurred? No threats occurred? No computer was stolen?

Rob

On Wednesday, November 29, 2023 at 02:04:32 PM EST, Will Hathaway <whathaway@sciotownship.org> wrote:

Rob,

I am responding to your request for more information about the subject of the administrative review. While I hoped that the effort to determine what occurred on 11/15/23 would not be elevated to discussion at the Board of Trustees meeting, that happened when the administrative review agenda item was added during the meeting and the ensuing discussion veered into the topic of the sheriff investigation.

While intrusion into someone else's email and any resulting tampering with that email is not as serious as the offenses you listed in your email, it may constitute a crime. After consultation with our Township Manager and IT Director, I decided to report the incident to the sheriff.

Some of the statements during last night's BOT meeting were not accurate. We do have enough information to identify the laptop computer from which the email was forwarded. It was the meeting hall laptop used to provide remote participation via Zoom. Unauthorized access to my Township email occurred on the evening of 11/15/23 from that laptop computer. The email forwarded to Clerk Flintoft was sent at 6:08pm.

I can assure you that the effort to determine what occurred and to address the security issues began immediately and is ongoing, regardless of whether it is officially labeled an "administrative review." I supported authorizing the additional funds in case Township Manager Parker sees a need to bring in additional expertise to conduct the efforts to understand the security breach and make recommendations for remediation.

Will Hathaway

Supervisor, [Scio Township](#)
827 North Zeeb Road • Ann Arbor, MI 48103
Phone: 734.369.9400
Email: whathaway@sciotownship.org www.sciotownship.org

From: Rob Pattinson <robpattinson@yahoo.com>
Sent: Wednesday, November 29, 2023 12:01 PM
To: Township Board <TownshipBoard@sciotownship.org>
Cc: Scio Community News <sciocommunitynews@googlegroups.com>
Subject: Last night's BOT meeting and the Administrative Review discussion

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Dear Township Board of Trustees,

I just listened again to the last section of the meeting where you talked about the Administrative Review. I thought I must have missed something last night because it was such a confusing discussion. Listening to it again was no help in deciphering the subject. You were clearly talking all around a subject that no one wanted to expose and explain.

Obviously something bad happened in Township Hall. Bad enough in fact that the Sheriff was called. What happened? What was so bad the Sheriff had to be called? Your discussion did nothing to explain what happened. In such a vacuum of information I can only assume something VERY bad happened, such as sexual harassment, a threat was made to a Township official or staff member, a computer was stolen, etc.

In closing comments I asked a direct question about what happened. Clerk Flintoft's response that an email was sent to her, a calendar event was sent to Fran, and Supervisor Hathaway didn't know about it was TOTALLY insufficient. None of those things explains the involvement of the Sheriff.

Please respond and explain what happened that required the Sheriff. I deliberated long and hard about including the Scio Community News email thread in this message. I decided to include them because this is a subject that residents deserve to know about and understand. Being open and transparent is a critical function of our local government.

The information you shared last night does not explain the situation clearly enough for us to make sense of it. I'm not asking you to comment on a Sheriff investigation, what I'm asking for is a report on what happened up to the point that it was decided the Sheriff had to be called in.

I would highly recommend a press release be written to get ahead of this issue. If you don't let us know the details we can only assume the worst. And that does nothing to create a clear, transparent and trustworthy relationship between our local government and residents.

Whatever happened, the Administrative Review is the appropriate response to make sure it never happens again by establishing clear policies and procedures.

Rob Pattinson

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To unsubscribe from this group and stop receiving emails from it, send an email to ScioCommunityNews+unsubscribe@googlegroups.com.
To view this discussion on the web visit <https://groups.google.com/d/msgid/ScioCommunityNews/206011926.1113473.1701288652062%40mail.yahoo.com>.

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From: [Rob Pattinson](#)
To: [Will Hathaway](#)
Cc: [Township Board](#); [Jan Culbertson](#); [Scio Community News](#)
Subject: Re: 7 Applicants to the Planning Commission
Date: Wednesday, November 29, 2023 2:41:17 PM

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Thank you Will for the fast response, I'm including the SCN group in this response to keep it public.

Rob

On Wednesday, November 29, 2023 at 01:22:03 PM EST, Will Hathaway <whathaway@sciotownship.org> wrote:

Rob,

There were six, not seven, candidates for three Planning Commission vacancies.

I worked together with Planning Commission chairperson Jan Culbertson to evaluate the candidates and select the three who I proposed for appointment to the PC.

The other three candidates all have strengths and we may find another way for them to serve in Scio Township government. Indeed, as discussed last night, one of them already serves as a member of the Compensation Commission.

Here are the six names:

- Kathleen Brant
- Michael Krajcik
- Andrea Rothney
- Bob Walsh
- Jay Watt
- Ryan Yaple

Will Hathaway

Supervisor, Scio Township

827 North Zeeb Road • Ann Arbor, MI 48103

Phone: 734.369.9400

Email: whathaway@sciotownship.org www.sciotownship.org

From: Rob Pattinson <robpattinson@yahoo.com>
Sent: Wednesday, November 29, 2023 12:03 PM
To: Township Board <TownshipBoard@sciotownship.org>
Cc: Scio Community News <sciocommunitynews@googlegroups.com>
Subject: 7 Applicants to the Planning Commission

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Township Board of Trustees,

At last night's Board meeting you discussed the appointments to the Planning Commission. In closing comments I asked who were the seven applicants? After a long delay several of you responded at once and that muddled the audio and the names were not clear.

Obviously the 3 appointments were part of the 7 applications. That leaves 4 outstanding applicants. The only names clearly heard were that of James Watt and Kathleen Brant. Who were the other 2 applicants?

Please share that information.

Rob Pattinson

From: [Jessica Flintoft](#)
To: [Township Board](#)
Subject: New Applicant to ZBA, DDA, and Compensation Commission
Date: Monday, December 4, 2023 11:18:51 AM
Attachments: [Qualification Highlights.pdf](#)

Hi all,

We have received another application to serve – there are many people who apply to more than one committee at a time, not knowing where need is most or when appointments are happening—this applicant has applied to ZBA, DDA, Compensation Commission.

We currently have a vacancy on the Compensation Commission.

Judy Moenck

Summary of Qualifications attached.

Jessica Flintoft

Jessica Flintoft
Scio Township Clerk
827 North Zeeb Road
Ann Arbor, MI 48103
jflintoft@sciotownship.org
(734) 369-9400

Clerk's Office Hours

Always: Mondays - Fridays 8am-4pm

Additional Hours:

Saturday October 28th 8:00 a.m. to 4:00 p.m.

Sunday October 29th 8:00 a.m. to 4:00 p.m.

Saturday November 4th 8:00 a.m. to 4:00 p.m.

Sunday November 5th 8:00 a.m. to 4:00 p.m.

Election Day Tuesday November 7th 7:00 a.m. to 8:00 p.m.

Early Voting

Saturday October 28th – Sunday November 5th 8:00am-4:00pm each day.

Your Polling Place

Election Day Tuesday November 7th 7:00am-8:00pm.

To check the delivery status of your absent voter ballot, look up your early voting site or polling place, or register to vote, please visit <http://michigan.gov/vote> or stop by the Clerk's Office.

Judy DeVooght Moenck

5554 Gallery Park Drive
Ann Arbor, MI 48103

Education

M. S. Florida State University: Economics.

B.S. Northern Michigan University: Economics with minors in Statistics and History.

Several professional classes completed through career.

Proficient with Microsoft Office: Word, Excel, Publisher. Database management.

Government Engagement

Elected Trustee: Board of Trustee, Village of Franklin, MI.

Served on Compensation Committee, Personnel Committee, Hiring Committee for Village Administrator.

Elected Trustee, Board of Trustee, Franklin Village Public Library. Served in multiple positions including President of Board and Chair of Capital Improvement/ Building Renovation Committee.

Served as Precinct chair for village and township elections.

Served as Precinct inspector for village and township elections.

Main Street Franklin (village alternative to DDA) board member.

Job Experiences (not in chronological order)

AT&T marketing career: last position as Vice President-Sales for Michigan.

St. Owen Catholic Church, Office Manager and Communications/Editor.

Franklin Community Church, Office Administrator and editor.

Seasonal: University of Michigan Event Team Member, Zingerman's, Birmingham Public Schools

Volunteer

Home Owners Association, Boy Scouts, 4-H, Church, to name a few.

From: [Kelly Thomas](#)
To: [Township Board](#)
Cc: [Karen Gordon](#); [NanNam Soparkar](#); [Marci Feinberg](#); [Kelly Thomas](#)
Subject: GFL Lack of service
Date: Sunday, December 10, 2023 2:04:34 PM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Board members

A number of us in the Timberwood subdivision off Huron River dr in Scio are struggling with the lack of service by GFL that they won't address.

They have continuously not picked up our recycling bins placed alongside the green trash bins OFTEN. I would say in the last year we have complained directly to GFL, written a report for lack of pick up. Sometimes they come back, sometimes it's a week, others it just doesn't happen. Their contract reads that they will come back in 24hrs. That doesn't happen here at 3462 Timberwood Lane, or 3480 Timberwood Lane, or 3444 Timberwood Lane or 3498 Timberwood Lane. The issue is we have virtually no repercussions that we can demand. We pay automatically and Scio is not standing behind us. You have the power to continue this contract and we have nothing we can do. You also have the power to contract them. On our behalf please DO. Please address this in your meetings and give us feedback on this lack of service.

--

Kelly Atkinson Thomas

From: [Rob Pattinson](#)
To: [Township Board](#); [Scio Community News](#)
Subject: Analysis of the Sheriff incident at Scio Township Hall
Date: Sunday, December 10, 2023 8:44:26 PM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Last week I wrote to the Board about the incident that resulted in Supervisor Hathaway calling the Sheriff.

To summarize, it would appear that a long time ago (perhaps a year or 2 years ago) Supervisor Hathaway installed his Township email account onto the public computer in the main Meeting Hall that is used to run the Zoom connection for residents to be able to watch all Scio committee meetings from home. Every person who has run the "Zoom computer" for that segment of time has been in danger of inadvertently sending an email from that computer through an accidental click. It's been a miracle that it hasn't happened in all this time.

Unfortunately, it did happen at 6:08pm on November 15th. That just happened to be the same time the Roads Advisory Committee Chair and Vice Chair were trying to get the Zoom connection to work properly. Zoom sometimes sends an email to confirm the identity of the person or company trying to launch a Zoom room. In order to get the Zoom room to launch, the host needs to click on the Zoom confirmation button in that email.

Since last week I've been thinking about the information shared during the meeting and in Supervisor Hathaway's response email to me and in what others have written to the board. I believe I now understand what happened.

There are two types of Microsoft Outlook software. One version is an Application that is installed on a INDIVIDUAL computer and functions as an email host. The other version is accessed online through a web browser that allows someone to open their email from ANY computer. If someone installs the Application (the first version) on a computer, and then logs in and installs their email as well, then that email is permanently available on that computer from then on until the email is removed or the Outlook Application is uninstalled. And, when that email is installed in the Outlook Application, it must include using the password for that particular email. Not just anyone can install an email, it must be done intentionally by the person who uses that email address.

Previously, our Supervisor has said he's not the most technologically savvy person and it would appear he made the mistake of installing his Township email on the public Zoom computer. That is an understandable mistake from someone not familiar with how Outlook works.

Our RAC Chair is also not a technology wizard. I imagine she was trying to access her email when she launched the Application instead of the web browser. Since the Supervisor's email was permanently installed on the Zoom computer, when the Application was clicked on his email opened. And it would continue to open every time the Application was clicked on. If he didn't have his email permanently installed on this computer, none of this would have happened.

If an email is written and sent, but there's no internet connection, then it goes into the Outlook Application Out Box, to be sent when the internet connection is re-established or the Application is launched. It would appear the email sent to Clerk Flintoft and the event invitation sent to Fran were in the Outlook Application Out Box for over a year. Both were sent when the Outlook Application was launched at 6:08pm on 11/15.

In normal circumstances when a series of mistakes such as those listed above happen someone in a leadership role, like our Supervisor, would talk to the people involved to understand what happened. The conversations that follow would lead to a rational explanation. Sadly, that didn't happen in this case.

Our Supervisor has had a difficult 3 years in office. He has been accused of many things, including a lot of shady dealings. It is perfectly understandable he would panic at the thought of someone being able to read all of his emails. For maybe 2 years that time bomb has been sitting available on the public computer... available to anyone in the

room.

It is also known that our Supervisor has issues with the chair of the RAC committee. It makes sense that he would see this as both a potential disaster if his emails were known and an opportunity to take action against someone he dislikes.

That is the only explanation I can think of that would cause him to panic and call the Sheriff before he found out what happened. Which brings up the question, would the Supervisor have called the Sheriff if different people were involved?

Clearly there are more agendas than have been made known since this disaster was announced. There's a lot more to the story than has been shared with residents.

There is a good side to all of this. Our Supervisor will probably have the IT director search all of the computers he has used in Township Hall and make sure there are no other instances of his email on those machines. It has shown our new IT Director just how vulnerable our infrastructure in Scio Township has been all these years. His new program of updating our technology will make us much more secure. Perfect timing for those updates. Well... I'm sure he would have found the email on the Outlook Application on the Zoom computer during those updates. So maybe not quite perfect timing... Just after just in time.

This shows that our IT director also has a lot of work to do to create a training program for all officials and staff to understand the software Scio Township uses.

It is also good to know that there was no sexual harassment, no threats and no stolen computers.

I would again suggest a press release to deal with this mess. This issue needs to be wrapped up quickly so that the Township can move on.

It all boils down to - It appears Supervisor Hathaway installed his Township email on the public computer. Everything that happened after that is his responsibility.

The RAC Chair made the mistake of clicking on the Outlook Application instead of the web browser. If the email wasn't permanently on the public computer none of this would have happened.

Case closed.

While this message is addressed to the Board, it is also my intent to provide a logical analysis to residents following my emails last week asking the Board what happened. That is why I cc'd the SCN google group.

Please make public the IT Director report on this incident.

Please include this email in the Agenda Packet for this Tuesday's Board of Trustees meeting (12/12/2023) so all of the information is together in one place.

Rob Pattinson

AGENDA # F.1
Scio Township Board of Trustees
Approval of Minutes of Regular Meeting of November 28, 2023

FOR MEETING DATE OF: December 12, 2023

PREPARED ON: December 5, 2023, December
7, 2023

PREPARED BY: Jessica Flintoft

SUBMITTED BY: Clerk

ITEM TYPE: Possible Action

MODEL MOTION:

To approve the November 28, 2023 Regular Meeting Draft Minutes [as presented / as amended].

ATTACHMENTS:

[2023 11 28 Draft Minutes BOT.pdf](#)

SCIO TOWNSHIP BOARD OF TRUSTEES
Regular Meeting
November 28, 2023
7:00 PM
Meeting Hall with remote participation

Draft Minutes

A. CALL TO ORDER

Hathaway called the meeting to order at 7:00pm.

B. ROLL CALL and PLEDGE

Present: Hathaway, Flintoft, Palmer, Brazeau (left 8:57pm), Kerry, Knol, Reiser

Absent: None

Also Present: Township Manager Joyce Parker
Township Planner Laura Kreps

The Board recited the Pledge of Allegiance.

C. ADOPTION OF AGENDA

After discussion and amendment, the following motion was offered:

MOTION by Flintoft, support by Reiser, to amend and approve the agenda as follows:

- **Add G.5 *Possible Action* Payment of Deposit for CTS Companies to start work on re-cabling of Scio Township Hall**
- **Remove K.8, with the intention of placing this item on the December 12 agenda.**
- **Remove K.10 with the intention of placing this item on the December 12 agenda.**
- **Remove K.11, with the intention of placing this item on the December 12 agenda.**
- **Change K.12 from *Possible Action* to *Discussion Only***
- **Add K.13 Authorization for an Administrative Review**

Roll call vote

Palmer	yes
Flintoft	yes
Brazeau	yes
Kerry	yes
Knol	yes
Reiser	yes
Hathaway	yes

Absent: none
Abstentions: none

Motion passed 7-0.

D. COMMUNICATIONS TO THE BOARD OF TRUSTEES

D.1 Information Communications Received

Communication in Board packet.

E. PUBLIC COMMENT

David Read, Scio Township, pointed out that the communication in the Board packet from Rebecca Green stated that she had wanted to vote for the Fire Services SAD millage request but in the end did not support the millage request because she did not trust the Board to raise the millage incrementally as the Chief requested. The Fire Department needs funding, but he did not see how a millage can be passed with the current board in place.

Ryan Yaple, Scio resident, thanked the Board for the consent agenda item for purchasing a new generator for Township Hall. He would like to see capital planning take place. He thanked the Board for getting bids for snow removal and for audit services. Utilities Director McNiel is doing an excellent job. Mr. Yaple thanked the Board for nominating him to the Planning Commission.

Pam Boyd thanked Flintoft for agenda item K.12, and her work on supporting a policy to standardize the process to appoint members to township committees, including staggering terms. Ms Boyd listed several weaknesses in the appointment process which would be addressed by having a standardized process. Ms Boyd asked for a committee member handbook that outlines the Open Meetings Act and guidelines to follow. She thought roll call should include the names of those absent as well as those present.

Pat Stein, Scio resident, said that there had been improvements with the respect board members showed each other since January 2023, but she believed Hathaway constantly interrupted the women board members. Ms Stein encouraged Kerry to call for a working session when she wanted one.

Rob Pattinson, Scio Township, spoke regarding DDA members Harshe and Holland. Mr. Pattinson spoke of Mr. Harshe's/MAVD's ownership of 300 N. Zeeb for 12 years, when that property was allowed to be blighted, unsecured, and damaged – including a hole in the roof – by copper thieves. The new owners were paying millions to get the building back in shape. Mr. Pattinson also thought Mr. Harshe had a past conflict of interest when he refused to recuse himself from discussions on the tax burden to residents of widening Zeeb Road. Mr. Pattinson felt keeping Harshe and Holland on the DDA showed a lack of leadership on the part of Hathaway. Mr. Pattinson supported Kathleen Brant as a Planning Commission member over Bob Walsh, who was being nominated. Mr. Walsh was on the ZBA and the Roads Advisory Committee; he would be spread thin by also being on Planning Commission. Ms Brant was thorough and capable in her comments before the Board of Trustees and other committees and

commissions. He asked that the Board take their time and discuss each Planning Commission nominee, and not make a motion without having discussion first.

Jonathan Greenberg, Scio resident, agreed with Mr. Pattinson's comments.

In response to Mr. Pattinson, Knol corrected a comment Pattinson had made that Mr. Walsh had served on the Board of Trustees; this was not the case.

In response to Ms Boyd, Flintoff explained that the Land Preservation Commission members have staggered terms in a pattern that does not match other commissions, because of specific ordinance requirements for the LPC.

F. APPROVAL OF MINUTES

F.1 Possible Action Approval of Minutes of Regular Meeting of November 14, 2023

Hathaway said that he had misspoken at the last BOT meeting when he stated that the Environmental Protection Agency had ranked the Gelman site as a Superfund site. This error had been captured in the minutes, and Hathaway asked Knol to comment.

Knol explained that the Environmental Protection Agency has not yet ranked the Gelman site as being a Superfund site. The EPA is going through the process, and the Gelman site was advancing to the next step.

MOTION by Reiser, support by Knol, to approve the minutes of the Regular Meeting of November 14, 2023 as submitted.

Motion passed by voice vote.

G. CONSENT AGENDA

It came out in discussion that there were questions regarding Item G.2, and the following motion was made:

MOTION by Kerry, support by Flintoft, to move item G.2 to follow item K.3.

Motion passed by voice vote.

G.1 Discussion Only Payment of the Bills

To receive prior check run report for November 15, 2023

G.3. Possible Action Snow Removal Contract

Approval of Brian Services 1-year seasonal rate contract to handle snow removal and salting for Scio Township Hall and for the Scio Fire Station.

G.4 Possible Action Authorization to contract with Bio-Care for annual firefighter physicals and fit testing

To waive the requirement of three written quotes due to the contractor being a sole source provider and authorize Bio-Care to perform department physical exams and respirator fit testing.

G.5 Possible Action Payment of Deposit for CTS Companies to start work on re-cabling of Scio Township Hall

To approve paying \$13,955.61 deposit required by CTS Companies, payable from budget funds 101-228.

MOTION by Reiser, support by Knol, to approve the Consent Agenda as amended.

Roll call vote

Palmer	yes
Flintoft	yes
Brazeau	yes
Kerry	yes
Knol	yes
Reiser	yes
Hathaway	yes

Absent: none

Abstentions: none

Motion passed 7-0.

H. REPORTS

H.1 Discussion Only Regular Reports from Supervisor, Treasurer, Clerk, Manager, and Committees

- There were no written reports.
- The Planning Commission had not met.
- Regarding the Gelman site, a final determination was likely more than a year off. Prior to that determination there will be an open period for public comment.
- The most recent health testing data can be found on the Washtenaw County Health Department website, or via phone to County Health. EGLE also maintains information on their website, although it is difficult to access.

I. PUBLIC HEARINGS

I.1. Public Hearing Public Hearing 497 N. Zeeb Liquor License – Gran Maya, LLC

Hathaway explained that the purpose of this public hearing is to offer an opportunity for comments on a liquor license request from the owners of Gran Maya, LLC, located at 497 N. Zeeb Road.

Township Planner Kreps explained that the applicant has requested a “DDA” liquor license for the property at 497 N. Zeeb Road, located in a C-2 zoning district. Based on the additional information provided as outlined in Chapter 4 of the Scio Township Codified Ordinances, Alcoholic Liquors, the liquor license request for 497 N. Zeeb/Gran Maya, LLC is found to be complete, meeting all of the standards outlined in the zoning and general law ordinances of the Township.

In response to questions, Planner Kreps explained that there were an unlimited number of liquor licenses in the DDA District. These are different than the state quota licenses.

Hathaway further explained that this will be the first DDA license issued. DDA licenses fall under a special redevelopment category specific to the District and are not relocatable. The license is not issued by the DDA, but is approved for recommendation by the Township Board, and is issued by the State Liquor Control Commission.

Attorney Fink said that if the DDA ceased to exist, the liquor license would remain.

Hathaway opened the public hearing at 7:37pm.

Pam Boyd, Scio resident, was excited to have this new restaurant come to Scio Township, and supported granting the liquor license as requested. Her son ate frequently at Mi Zarape in Saline, run by the same family, and also was excited to see this restaurant opening in the Township.

Nancy Castro, owner of Gran Maya, asked for approval of the liquor license as requested, and said they were looking forward to opening soon.

Jonathan Greenberg, Scio Township, also supported this new restaurant, and echoed the comments about Mi Zarape.

Rob Pattinson, Scio Township, said that he was also looking forward to this restaurant opening. He noted that he lived across the street, and asked the owners to be aware that debris from the remodeling could migrate into his yard, and to pay special attention to keeping the work site clean. Once the restaurant was up and running, he asked that the garbage system was very tight so that trash and garbage were not blown across the street.

As no other public indicated they wished to speak, Hathaway closed the public hearing at 7:43pm.

J. UNFINISHED BUSINESS

None.

K. NEW BUSINESS

K.1 Possible Action Liquor License Application 497 N. Zeeb – Gran Maya, LLC

Hathaway explained that the State Liquor Control Commission required a specific process and form for this type of liquor license application. The governing body has to adopt a resolution in the form which is presented this evening.

As Kathleen Brant had wished to speak during the public hearing, Hathaway reopened the public hearing at 7:44pm.

Kathleen Brant, Scio Township, said that Mi Zarape in Saline was her favorite restaurant, and was delighted that Gran Maya was opening in Scio Township. She had read the proposal and concurred that this would be a family-friendly establishment, and supported granting the liquor license and supported the restaurant generally.

Hathaway closed the public hearing at 7:45pm.

After discussion and amendment, the following motion was offered:

MOTION by Palmer, support by Flintoft, to amend and adopt the attached resolution recommending approval of a liquor license for Gran Maya located at 497 N Zeeb Rd, the amendment being the underlined portion as follows:

- **NOW, THEREFORE, BE IT RESOLVED THAT, The Scio Township Board of Trustees recommends that the application from Grand Maya, LLC for a DDA Class C and SDM Liquor License (issued under Section 521a(1)b of PA 501 of 2006) to be located at 497 Zeeb Rd. Ann Arbor, MI (Scio Township) be considered for approval by the Michigan Liquor Control Commission.**

Roll call vote

Palmer	yes
Flintoft	yes
Brazeau	yes
Kerry	yes
Knol	yes
Reiser	yes
Hathaway	yes

Absent:	none
Abstentions:	none

Motion passed 7-0.

K.2 Possible Action Scio Retail Management (Panera) FSP 23015 – Revised Final Site Plan

Referencing the Carlisle Wortman review letters of September 10, 2023 and November 14, 2023, Township Planner Kreps explained that during construction at the new Panera location, there was a miscommunication about the installation of the EV charging stations. The revised site plan submitted this evening relocates the 4 EV charging stations from the

Panera site to the Meijer outlot, where a third building will be constructed (just west of the second retail building). The Meijer outlot site plan is an administrative site plan that won't come to the Planning Commission or the Board because of the minor nature of the changes to that site plan. Tonight's request was for approval to relocate the 4 EV stations. The Planning Commission recommended approval with several conditions that will be looked at during the administrative site plan review of the Meijer outlot.

Jordan Chapman, Alrig USA Development, explained that they were the developer for the Panera Bread project. During the construction and the design process for the site, there was a miscommunication when it came to electrical loads. To make right the situation, Alrig USA proposed to relocate the two charging stations that would service four spaces to the other property that Alrig also owned, which included the Tropical Smoothie and Panda Express. As they built the third building, they would install the EV charging stations on the far west end of the site, closest to the gas station, where there is a little parking field with six or seven spaces. The overall site would still have the electrical vehicle charging stations, although they will not be on the Panera Bread property.

In response to questions, Mr. Jordan gave the following further information: The EV charging stations will be in the same general area where there are clothing collection bins presently. Mr. Chapman did not know how those bins came to be placed there, and of the original 3 clothing bins, only 1 was left. When the overall development is complete, Alrig will make sure the last clothing bin will also be gone.

Reiser said clothing donation bins sometimes just show up in parking lots, with no permissions or communications ahead of time.

In response to a question, Attorney Fink said the motion had been approved by both Planner Kreps and herself. Tonight's motion did not need a date as to when the EV chargers will be installed, because they will be part of final approval for the site.

Reiser said the question of timing came up at the Planning Commission; this was why a condition of approval was that the applicant provide a surety bond, letter of credit, or other performance guarantee.

MOTION by Reiser, support by Knol, to allow Scio Retail Management II LLC to amend Site Plan 23015, to remove the EV charging stations from the Panera Bread location as previously approved, and instead require Scio Retail Management II LLC to replace the EV charging stations as recommended by the Planning Commission, reflected in its 9/25/23 minutes, with the following stipulations and conditions:

- 1) The applicant shall install three EV charging stations at the Meijer Outlot location as depicted on the 09/25/23 presentation to the Planning Commission.**
- 2) At least two of the EV charging stations will be dual chargers.**
- 3) One of the EV charging stations shall be van accessible and meet ADA compliance for EV charging stations, if possible.**
- 4) The applicant shall provide a surety bond, letter of credit, or other performance guarantee as recommended by the Township Planning Consultant and reviewed by the Scio Township Attorney.**

5) The applicant shall make best efforts to provide nearby public seating.

Roll call vote

Palmer **yes**
Flintoft **yes**
Brazeau **yes**
Kerry **yes**
Knol **yes**
Reiser **yes**
Hathaway **yes**

Absent: **none**
Abstentions: **none**

Motion passed 7-0.

K.3 Possible Action Firestone CU 23011 / PSP 23017 – Conditional Use

Township Planner Kreps explained that this application is for a conditional use for a minor auto repair facility at the Firestone location at 4920 Jackson Road, in a C-2 General Commercial district. The site is just west of Culver’s. The Planning Commission and the Board approved this conditional use in 2020. Due to the time that has passed with no site plan being brought forward for approval, the conditional use permit had to again go through process.

Michael McPherson, Atwell, was present on behalf of this application for conditional use. Due to the pandemic, this project had been paused after receiving approval in 2020, and was now again moving forward. The application is very similar to what was previously reviewed and approved. The location is a pre-planned outlot in front of Lowe’s, next to Culver’s. The Planning Commission unanimously recommended approval on the project, and the developer asked for Board approval this evening.

In response to a question, Attorney Fink said the two specific conditions listed in the model motion will be listed on the conditional use permit. There are no dates by which time the EV charging stations have to be installed because that will be part of the site plan.

Kerry noted that two EV charging stations are part of this project, but she questioned whether anyone who was having their tires worked on would be using those charging stations. As Trustee Brazeau had pointed out, any resident who has an electric vehicle will be charging that vehicle at home. Were these EV charging stations considered to be a public benefit? A greater public benefit would be providing support to the Fire Department.

Attorney Fink said for a conditional use, EV charging stations were not considered as part of a public benefit category.

Reiser explained that the Planning Commission, in support of ESCAP (Environmental Sustainability Climate Action Plan), promotes electrification of vehicles. These charging stations will serve Lowe's, Culver's, and employees and customers at Firestone.

Mr. McPherson further explained that charging stations will typically be owned by a separate company that will install the infrastructure and charge a fee to users. These will be Level 2 chargers, and will take 5-6 hours to fully charge a vehicle.

Kerry questioned whether an employee at one of the nearby businesses will be paying to charge their vehicle for 5-6 hours. She questioned the common sense of whether requiring EV chargers as a condition to development within the Township was good policy.

Brazeau did not believe requiring businesses to install EV chargers made sense.

Hathaway said the Board would have a future deep dive into ESCAP, and Township policy relative to requiring EV charging stations would be discussed at that time. The Planning Commission has done a lot of work regarding this issue. The EV charging stations at this location were different than a community benefit offered via a PUD, in that in the current instance the charging stations represented a site specific improvement as a component of the development. In terms of overall sustainability and how to reach sustainability goals, a working session will be scheduled with the Planning Commission to review ESCAP in detail.

In response to a question, Mr. McPherson said the single EV charging station would service two vehicles. There will be painted markings on the pavement and there would be typical EV signage. If the Township wanted specific signage that made it clear the chargers were available for public, they could provide that during site plan approval.

Flintoft asked that the charging station be clearly marked that the station is available to everyone.

In response to comments, Mr. McPherson said the company who owned the charging station would be responsible for updating it from time to time; this decision would likely be based on the amount of use the station receives.

MOTION by Reiser, support by Brazeau, To approve Conditional Land Use #23011 – Firestone-Minor Auto Repair – based upon the recommendation from the Planning Commission, as reflected in the minutes of 10/23/23, and the finding that the site plan and related information received by the Township meet the required standards and findings for Conditional Land Use. Specifically, that the following required standards and findings found in Section 36-224 of the Zoning Ordinance have been demonstrated by the applicant:

- 1. Will be harmonious, and in accordance, with the objectives and regulations of this Ordinance.**
- 2. Will be compatible with the natural environment and existing and future land uses in the vicinity.**

3. That the proposed use will be served adequately by essential public facilities and services such as highways, streets, police and fire protection, drainage ways, refuse disposal, or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such service.
4. That the proposed use will not be detrimental, hazardous, or disturbing to the existing or future neighboring uses, persons, property or the public welfare.
5. That the proposed use will not create additional requirements at public cost for public facilities and services that will be detrimental to the economic welfare of the community.
6. Will be compatible with the Township adopted general development plan.

Further, that the following conditions recommended by the Planning Commission be placed on the subject Conditional Land Use.

1. Two (2) EV charging stations – minimum Level 2 – be installed.
2. A pollution prevention plan be submitted with the site plan.

It came out in discussion that 3 pages included in the supporting documentation were part of another proposal (Honey Creek Business Park) and had no bearing on tonight’s discussion.

Roll call vote

Palmer	yes
Flintoft	yes
Brazeau	yes
Kerry	yes
Knol	yes
Reiser	yes
Hathaway	yes

Absent:	none
Abstentions:	none

Motion passed 7-0.

G.2 Possible Action Purchase of Cummins Standby Gas Generator

Kerry pointed out that the generator has a 2-year warranty and the transfer switch has a 1-year warranty. An optional 5-year warranty is available for an additional \$3200. Based on past generator repairs, Kerry supported investing in the 5-year warranty. In July the Township had to rent a generator at a cost of \$7200, which is double what the 5-year warranty would be.

Utilities Director McNiel said the 5-year warranty was an option for the Board to consider. He did recommend the purchase of the additional warranty, based on costs of labor and repairs.

Flintoft said this expenditure would come from ARPA funding. Her experience of working in the building for the last 4 years was that a new generator was needed. She supported the additional warranty if that was the Utility Director’s recommendation. She felt it important to prioritize what core functions would be kept running in the event the generator was needed.

Utilities Director McNiel said that right now the plan was for the generator to duplicate what is being powered by the current generator. After hearing this discussion, he will work with the installer to see what can be done to wire and power the most critical infrastructure during an outage.

Flintoft said it was important that the most critical infrastructure receive power during generator use, and she asked Director McNiel to work with the Township Manager and IT Director to make sure the generator is powering the most important core functions of the Township. Currently not all critical infrastructure is powered by the generator when the power grid is off.

Manager Parker agreed that powering core infrastructure is important. She pointed out that the company from which the generator is being purchased was highly regarded, and hopefully the Township will see more reliability.

Brazeau asked if a very large portable generator had been considered. Utilities Director McNiel said that was not an option, as one of the requirements from the Fire Marshal was that Township Hall have a permanent generator in place on site at all times. There will also be an extra docking station with a transfer switch that will allow backup use of a portable generator, should the original transfer switch fail.

Manager Parker said the Township was also looking at getting a new permanent generator for the pump station. Director McNiel said this would be part of the capital improvement plan, and will be presented prior to the next budget.

After further discussion, the following motion was offered:

MOTION by Reiser, support by Kerry, To approve an expenditure of up to \$100,000 for the purchase of Cummins Standby Gas Generator and 5-year warranty payable through ARPA funds.

Roll call vote

Palmer	yes
Flintoft	yes
Brazeau	yes
Kerry	yes
Knol	yes
Reiser	yes
Hathaway	yes

Absent: none
Abstentions: none

Motion passed 7-0.

K.4 Possible Action Establish Permanent Polling Places in Scio Township

Flintoft explained that the Resolution before the Board is to establish permanent polling places for the newly established precincts. The Election Commission had met to redraw the precinct lines in Scio Township, resulting in a reduction from 8 to 5 precincts, as shown on the provided map.

This change will not change anyone's district.

The change allows the Township to administer 5 precincts in 4 polling places, simplifying administration and reducing the number of teams needed to work on election day, as well as reducing the amount of equipment that must be maintained. This change was just authorized by the State two weeks ago.

The Resolution will establish 4 polling places, establish Scio Township Hall as an Early Voting site, and will require that all appropriate actions be taken to notice voters as to these changes.

Flintoft noted that the four polling places will be WISD (2 precincts), Kiwanis Club, Polo Fields, and Scio Farms Community Clubhouse. The Township is not charged for the use of these spaces.

MOTION by Hathaway, support by Reiser, to adopt Resolution to Establish Permanent Polling Places in Scio Township as presented.

Roll call vote

Palmer yes
Flintoft yes
Brazeau yes
Kerry yes
Knol yes
Reiser yes
Hathaway yes

Absent: none
Abstentions: none

Motion passed 7-0.

K.5. Possible Action Approval of the conditional offer of employment to Corey Banks for Field Tech position.

Utilities Director McNeil said that they had interviewed more than 5 candidates for this position, and he was recommending that Corey Banks be hired. Mr. Banks had 12 years' experience with Consumers Energy, and has extensive field experience, including experience as a Team Lead, a position comparable to field supervisor in the Township.

Flintoft welcomed Mr. Banks. This will be the first time since 2019 that the Utilities team will be fully staffed, and she looked forward to measurable results relative to work that needed to be done.

MOTION by Brazeau, support by Reiser, To approve a conditional offer of employment to Corey Banks to serve as Field Tech for Scio Township. The offer is subject to a satisfactory background check, drug test and approval by the Board of Trustees.

Motion passed by voice vote.

K.6 Possible Action Planning Commission Appointments

MOTION by Hathaway, support by Palmer, to appoint Jan Culbertson and Kim Moore to three-year terms, Bob Hyde and Bob Walsh to two-year terms, and Andrea Rothney and Ryan Yaple to one-year terms on the Planning Commission commencing on November 28, 2023.

MOTION by Flintoft, support by Knol, to split the question and consider each nominee separately.

Motion passed by voice vote.

Flintoft referred the Board to the chart *Scio Township Committees, Seat Requirements, and Vacancies*. Throughout tonight's action on appointments, in each case Flintoft confirmed which seat was being filled.

Regarding Jan Culbertson, a qualified elector being nominated for a 3-year term.

- Culbertson was the current chair of the Planning Commission.
- Knol supported this appointment. Jan Culbertson does an excellent job, is thorough, and tries to understand divergent perspectives. Even when Knol disagreed with Culbertson on certain planning issues, Culbertson was willing to talk things through in a respectful and thorough manner.
- Flintoft supported Jan Culbertson's reappointment. Culbertson does a great job as Planning Commission Chair, and is generous with her time on the Sustainability Task Force. Flintoft did not agree with Culbertson relative to community wastewater treatment facilities, but was supportive of most environmental policies that Culbertson is promoting.

In response to questions, Hathaway said the different term lengths represented an effort to return to the staggered appointments, as required by State Statute for the Planning Commission.

Flintoft thanked Hathaway for advertising the opportunity to serve on the Planning Commission, and asked that this be done across all Boards and Commissions.

Flintoft suggested that a standard start date be adopted for all appointments. She supported a start date of September 1 (end date August 31) rather than having a start at the end of November, which was in the middle of holiday season. This standardization of start dates would help staff in terms of processing the paperwork for these temporary employees, and for ease of process when letting people know when their term is coming to an end. A standardized date would also provide an opportunity for more consistent community outreach.

Hathaway thought this suggested change was a solution in search of a problem. He supported leaving the dates as submitted; to have a standardized date would complicate things. Having a single date in the summer months would make outreach difficult. The appointments as brought forward this evening represented an effort to try and re-establish more staggered terms across all Boards and Commissions, which was a problem that needed to be solved.

Knol pointed out that the Michigan Planning Enabling Act, MCA MCL 125.3815 directs Township Boards to, as nearly as possible, have the terms of 1/3 of all the Planning Commission members expire each year, on a rotational basis.

Reiser also supported having a single standardized start date for Boards and Commissions.

Flintoft suggested continuing this discussion when the Board had its policy discussion regarding Board and Commission appointments.

Brazeau left the meeting at 8:57pm.

Motion by Flintoft, support by Knol, to appoint Jan Culbertson to a three-year term on the Planning Commission, commencing today.

Motion passed by voice vote.

Regarding Kim Moore, a qualified elector being nominated for a 3-year term.

Knol said she supported appointing Kim Moore for a 3-year term on the Planning Commission. Moore had done an excellent job on the Commission.

MOTION by Reiser, support by Palmer, to appoint Kim Moore to the Planning Commission for a 3-year term commencing today.

Motion passed by voice vote.

Regarding Bob Hyde, a qualified elector being nominated for a 2-year term.

Knol supported Bob Hyde for this appointment. Flintoft also supported Hyde.

MOTION by Reiser, support by Knol, to appoint Bob Hyde to the Planning Commission for a 2-year term commencing today.

Motion passed by voice vote.

Regarding Bob Walsh, a qualified elector being nominated for a 2-year term.

Knol said that she wanted to pause at this time and thank all the candidates who applied to be on the Planning Commission, and offer specific comments about Kathleen Brant, who had also applied.

Kathleen Brant deserved serious consideration for this appointment. Ms Brant is uniquely qualified to serve on the Planning Commission. She has been attending Township Board meetings for years, and has a deep understanding of the many issues the Board is facing. She has watched and attended Planning Commission meetings by ZOOM, and attended and participated in the recent JROD Planning Commission discussion, and was actively engaged in the discussion. Ms Brant's background is well-suited for this appointment, with a business background and familiarity with IT issues. Residents in Scio Township would be well served by having her on the Planning Commission.

Knol asked Hathaway how he had reached his decisions on the applicants he had brought to the Board. What criteria had he used? Also, why wasn't Ms Brant's resume in the Board packets?

Hathaway explained that he consistently did not include resumes of people who were not being nominated for appointment.

Hathaway said Bob Walsh was nominated because of his past service on the Zoning Board of Appeals, and would keep in place the liaison function between the ZBA and the Planning Commission, allowing Jan Culbertson to step away from her role on the ZBA.

Knol said that Bob Walsh will do an excellent job on the Planning Commission; this was not the matter under discussion. However, the Board of Trustees is the decision-making body, and the Board has to vote on the candidates for appointment. In order for the Board to evaluate the applicants, they would need to see all the resumes. When only three applicants are put in the packet, the Board does not have the full body of knowledge needed to make informed decisions.

In the current instance, Kathleen Brant was someone who has done an outstanding job over a period of time, and was knowledgeable about the issues being faced by the Commission. The Board would do a disservice to the Township if Ms Brant was not considered.

Kerry pointed out that the Planning Commission could have nine qualified electors.

Hathaway said that Ms Brant was currently serving on the Compensation Commission, with a term that ended in 2025. Ms Brant could not serve on other boards or commissions while serving on the Compensation Commission.

Flintoft said that should Ms Brant be appointed to the Planning Commission, Ms Brant would make the choice as to whether to resign from the Compensation Commission.

In response to comments, Township Attorney Fink confirmed that the zoning ordinance says the Planning Commission will have 5 to 7 members. If the number of Commissioners was going to be increased, the ordinance would need to be changed.

Attorney Fink also confirmed that someone cannot serve on the Compensation Commission and on the Planning Commission at the same time.

Attorney Fink advised the Commission that the Supervisor puts people forward for appointment, and it is the Board's job to vote on those people.

Attorney Fink said that she had attended Compensation Commission meetings, and Kathleen Brant was very valuable in her role on that Commission.

Flintoft said that Ms Brant was not being recommended for appointment by the Supervisor tonight. All of the Planning Commission applicants were qualified, and good candidates. She was prepared to go forward with a decision on the people the Supervisor had put forward.

Reiser agreed that Kathleen Brant would bring value to the Planning Commission. However, tonight he would support the seven appointments brought forward by the Supervisor. He was also open to increasing the number of Commissioners to 9.

Knol also supported going through the process to increase the number of Commissioners to 9.

In response to comments, Hathaway said that Culbertson had interviewed the applicants for the Planning Commission, and then talked with Hathaway about her recommendations.

Kerry asked if Bob Walsh would still serve on the Roads Advisory Committee, should he be appointed to the Planning Commission. Hathaway said this was a matter to be determined.

MOTION by Reiser, support by Hathaway, that Bob Walsh be appointed to a 2-year term on the Planning Commission, commencing tonight.

Motion passed by voice vote.

Regarding Andrea Rothney, a qualified elector being nominated for a 1-year term.

Planning Commission Chair Culbertson said that one of her criteria for recommending people was their ability to make the commitment needed to be on the Planning Commission. She tried to ensure that an applicant understood respect and collaboration, even among people with differing points of view.

Chair Culbertson said that Andrea Rothney was a cohousing resident, and would bring that diverse viewpoint to the Commission. Ms Rothney has a real estate and education background, and was very intelligent. She appeared to have time to commit to Commission work. Ms Rothney had been in the Township for 3 years.

MOTION by Reiser, support by Hathaway, that Andrea Rothney be appointed to a 1-year term on the Planning Commission, commencing tonight.

Roll call vote

Palmer	yes
Flintoft	yes
Brazeau	yes
Kerry	no
Knol	yes
Reiser	yes
Hathaway	yes

Absent: none
Abstentions: none

Motion passed 6-1.

Regarding Ryan Yaple, a qualified elector being nominated for a 1-year term. Hathaway said that Mr. Yaple is serving on the DDA Board, was an active participant on the Fire Services Committee and has been a regular attendee at many other board and commission meetings. Mr. Yaple is a business owner who has been through the planning process in order to have a new building constructed on Jackson Boulevard.

Flintoft said that Mr. Yaple has an outstanding understanding of infrastructure needs and could make recommendations in terms of gaps in Fire Service needs that the Commission might be able to address as it guides the planning for the Township. Mr. Yaple will bring constructive and specific feedback from a business owner perspective to the Commission.

MOTION by Reiser, support by Hathaway, that Ryan Yaple be appointed to a 1-year term on the Planning Commission, commencing tonight, November 28, 2023.

Motion passed by voice vote.

K.7 Possible Action Zoning Board of Appeals Appointments

Hathaway said that the Zoning Board appointments also reflected an effort to reestablish staggered appointments. There was also the opportunity to move Knol into a full Zoning Board of Appeals position instead of being an alternate.

In response to a question, Township Attorney Fink said that a Board member serving on the ZBA could be either an alternate or a regular member. Knol's appointment would follow her term as a Trustee.

It came out in discussion that ZBA members were not compensated for their service.

Flintoft thanked all ZBA members for the work they did. Knol added that the ZBA was a well-functioning group and it had been a pleasure to serve with them.

MOTION by Reiser, support by Flintoft, to reappoint Tom Auth and Diana Raimi to the Zoning Board of Appeals and Gerry Kangas as alternate for 3-year terms commencing on the end-dates of their current terms as follows:

- Tom Auth, 1/31/24
- Diana Raimi, 12/8/23
- Gerry Kangas, alternate, 12/28/23

And to reappoint Robert Walsh, concurrent with his appointment to Planning Commission for a 2-year term commencing on 11/28/23.

And to change Trustee Kathleen Knol from alternate to member of the Zoning Board of Appeals concurrent with her term on the Board of Trustees through 11/20/24.

Reiser pointed out that each ZBA member had a different term date. He supported having a consistent start and end date across the boards and commissions.

Hathaway noted that Deputy Clerk Gillis had been doing an excellent job on the website of keeping track of appointment dates.

Motion passed by voice vote.

K.9. Possible Action Parks, Preserves & Pathways Appointments

MOTION by Hathaway, support by Reiser, To approve the reappointment of Liz Wiseman and Roy Townsend for 3-year terms on the Parks, Preserves & Pathways Committee as follows:

Liz Wiseman, commencing 12/8/23
Roy Townsend, commencing 12/8/23

And to appoint John Reiser as the Board of Trustees representative to the Park, Preserves & Pathways Committee as full voting member, commencing tonight.

Flintoft pointed out that the PPP committee charge said that there should be 9 residents of the Township as voting members, and it is desirable (but not required) to have a member of the Board of Trustees, of the Planning Commission, of the Road Advisory Commission, and a member of the Land Preservation Commission on the Committee. Because of this, it was not necessary to constrain Liz Wiseman's or John Reiser's terms to be concurrent with their service on the Land Preservation Commission or the Board of Trustees or Planning Commission.

Motion passed by voice vote.

K.12 Discussion Only Adoption of Policy to Standardize Process to Appoint Members to Township Committees

Flintoft explained that currently the Board of Trustees has no written policy, nor does the Clerk have written protocol about how to process Board appointments to Township committees. Without such a standard process, appointments happen unevenly, advertisement of opportunities is uneven, applicants may not hear back about applications, and the Board may not have sufficient information about applicants to make an informed nomination or appointment.

Flintoft had prepared a draft *Policy to Standardize Process to Appoint Members to Township Committees*, to create consistency across committees, and to address needed protocols in the process. After reviewing the draft document, Flintoft recommended the Board have a working session regarding this item. After discussion, the following motion was offered:

MOTION by Flintoft, support by Hathaway, that the Scio Township Board of Trustees call a special meeting on Tuesday January 9 at 6:00 pm, to be a discussion-only work session for the purpose of deliberating policy to standardize process to appoint members to Township committees.

Motion passed by voice vote.

K.13. Authorization for an Administrative Review

Flintoft said she was bringing this motion to the table based on questions since November 15 regarding email messages sent from Township accounts without the user's knowledge. Flintoft had discussed this motion with the Township Manager and Attorneys.

The motion was: To authorize the Manager to conduct an administrative review of the causes of how on November 15, 2023 the Clerk received one email message from the account whathaway@sciotownship.org, and the Planning Coordinator received one calendar invitation from the account whathaway@sciotownship.org, without the Supervisor having knowledge of having sent these. The administrative review may also include recommendations to the Township regarding procedures and policies to prevent such events in the future. To carry out this administrative review, in addition to the

internal resources of the IT Director and Township Attorney, the Manager is authorized to engage with outside IT or other professional services as necessary, in an amount not to exceed \$10,000, to be budgeted from the General Fund fund balance. Last, to ask that the administrative review be reported to the Board of Trustees by not later than January 31, 2024.

In response to comments, Manager Parker said this was something the Township can pursue, if so directed. IT director Bailey had done some work on this already, and a second set of eyes could be beneficial.

Hathaway responded to questions as to why he had contacted the County Sheriff regarding this matter. He had worked first with the Township Manager and IT Director. The Township Attorneys had also been party to communications. He had also spoken with Ian Hubert, who had tried to discover what went wrong.

Flintoft said what had been said to the Sheriff was outside the scope and intent of her motion. Her intent was to have a lean, administrative review regarding how two items were sent internally without the account owner, Supervisor Hathaway, knowing.

Reiser recounted an email he had sent on August 29, 2023 to several staff members regarding how to run ZOOM for a meeting.

Flintoft also reminded the Board of an incident that occurred about 1.5 years ago when a spear fishing scheme resulted in someone getting internal access to the Township's systems and the Township losing about \$2,000 as a result. At the time there was a full IT review, the bank was contacted, the Township filed a police report, and the Township's insurance company was contacted. A full report had also been made to the Board.

Knol said she felt as if she was lacking information. She asked that Hathaway give the Board more information regarding what had happened, and why Hathaway felt he had to report it to the Sheriff.

MOTION by Flintoft, support by Knol, to authorize the Manager to conduct an administrative review of the causes of how on November 15, 2023 the Clerk received one email message from the account whathaway@sciotownship.org, and the Planning Coordinator received one calendar invitation from the account whathaway@sciotownship.org, without the Supervisor having knowledge of having sent these. The administrative review may also include recommendations to the Township regarding procedures and policies to prevent such events in the future. To carry out this administrative review, in addition to the internal resources of the IT Director and Township Attorney, the Manager is authorized to engage with outside IT or other professional services as necessary, in an amount not to exceed \$10,000, to be budgeted from the General Fund fund balance. Last, to ask that the administrative review be reported to the Board of Trustees by not later than January 31, 2024.

Motion passed by voice vote.

L. PUBLIC COMMENT

Pam Boyd, Scio resident, supported the action to have an administrative review as was just discussed. Ms Boyd noted the absence of the Treasurer's report. Ms Boyd asked about one of the Township's utility trucks that looked like a rust-bucket. She supported the Planning Commission having more members in order to provide a cushion when several members cannot attend.

Paula Globerson, Scio resident, said she had watched the most recent DDA meeting recording online. She addressed the money raised through tax increment financing for the DDA, but wondered what the DDA actually did. She said the DDA talked about money they were getting from the Suburban Lithia development. She suggested using a survey to discover why people voted against the Fire Safety SAD millage request.

Jonathan Greenberg, Scio resident, appreciated the improvement in BOT meetings. He had read the police report that resulted after Hathaway had called the Sheriff, and felt like the entire incident was a waste of everyone's time. He felt Hathaway had used this as an opportunity to attack a female board member.

Rob Pattinson, Scio resident, said the Board needed to control how appointments are made. Agenda Item K.12 was the beginning of this process. Mr. Pattinson thanked Flintoft for breaking up the initial motion relative to Planning Commission appointments. Mr. Pattinson asked for more information regarding the authorization for administrative review.

In response to Ms Globerson, Flintoft said that the DDA was not receiving funding from Suburban Lithia.

In response to Mr. Pattinson, Flintoft explained that the purpose of the Administrative Review was to understand why one email was sent from Whathaway to Flintoft, and one calendar invitation was sent from Whathaway to Planning Coordinator Szuma a couple weeks ago, and Hathaway was unaware the communications had been sent.

In response to Mr. Pattinson, Board members listed the applicants who wanted to serve as a Planning Commissioner.

In response to Ms Boyd's concerns about the Utility Department vehicle, Manager Parker said part of the budgeting process will be putting together a capital improvement plan.

In response to Ms Globerson, Hathaway said a DDA board member should be present at the December 12 meeting, in order to provide a presentation regarding the DDA.

M. ADJOURNMENT

As no other public indicated they wished to speak, the following motion was offered:

MOTION by Reiser, support by Knol, to adjourn the meeting.

Motion passed by voice vote.

The meeting adjourned at 10:48pm.

AGENDA # F.2
Scio Township Board of Trustees
Approval of Minutes of Special Meeting of December 2, 2023

FOR MEETING DATE OF: December 12, 2023

PREPARED ON: December 5, 2023; updated
December 8, 2023

PREPARED BY: Jessica Flintoft

SUBMITTED BY: Clerk

ITEM TYPE: Possible Action

MODEL MOTION:

To approve the December 2, 2023 Special Meeting Draft Minutes [as presented / as amended].

ATTACHMENTS:

[2023 12 02 DRAFT Special Meeting minutes.pdf](#)

SCIO TOWNSHIP BOARD OF TRUSTEES

Special Meeting

DECEMBER 2, 2023, 8:30 am

Touchstone Cohousing, 560 Little Lake Drive, Ann Arbor, MI 48103

DRAFT Minutes

A. CALL TO ORDER

Manager Parker called the meeting to order at 9:17 am

B. IN ATTENDANCE

BOARD MEMBERS: Brazeau (arrived at 12 pm), Flintoft, Hathaway, Kerry, Knol (left at 2 pm), Palmer, Reiser

OTHERS:

Marilyn Semonick, Facilitator

Anna Cone, Parks Director

Rita Clinthorne, PPP member

Rebecca Maute, Finance Manager

Andrea Garrett, Assessor

Laura Kreps, Planning Consultant

Kristy Aiken, Office Coordinator

Chris Bailey, IT Director

Tom Auth, ZBA Chair

Will Weber, LPC Chair

Joyce Parker, Manager

Mariah Fink, Township Attorney

Jim Fink, Township Attorney

Jim Dries, Compensation Commissioner

Matt Parks, Engineering Consultant

Brandon McNiel, Utilities Director

Jan Culbertson, Planning Commission Chair

Andy Houde, Fire Chief

Ryan Yapple, DDA member

Sean McCormick, Ordinance Enforcement Officer

Jon Boyd, Vice Chair, Compensation Commission

C. NEW BUSINESS

Discussion Only The facilitator led the group through discussions related to service, township branding, creating a blueprint for annual progress, and establishment of priorities. The facilitator plans to submit a draft report that will serve as a more detailed record of the day's discussions.

D. PUBLIC COMMENT

There was none.

E. ADJOURNMENT

Meeting adjourned at 3:30 pm.

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

FOR MEETING DATE OF: December 12, 2023

PREPARED ON: December 6, 2023; updated
December 8, 2023

PREPARED BY: Jessica Flintoft

SUBMITTED BY: Finance

ITEM TYPE: Possible Action

BACKGROUND: MCL 41.74 requires that the Board of Trustees approves all claims at its regular meetings, and attached are proposed claims for payment. The Township Purchasing Policies and Procedures requires that the prior check run be presented, and the Claims for Payment and Check Runs would be included here with HIPAA protected items redacted.

As the Board is aware, the Township finance team has just recently been augmented to include a full time Finance Assistant Laurie Carey. She will soon be cross trained in processing Accounts Payable and Payroll so that our Finance Manager Rebecca Maute is not the only qualified staff person who can carry out these critical services.

RECOMMENDATION: Finance Manager and Clerk recommend approval.

MODEL MOTION: To approve the proposed claims for payment of December 13, 2023, and to receive prior check run report for November 29, 2023.

ATTACHMENTS:

[Proposed Claims for Payment 2023 12 13.pdf](#)

[Prior Check Run 2023 11 29_Redacted.pdf](#)

[Prior Check Run 2023 11 29 detail_Redacted.pdf](#)

QUESTION: Shall this Motion be APPROVED?

GL Number	Grant	Invoice Line Des	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND						
Dept 000						
101-000-220.000		DUE UNITS -	WASHTENAW COUNTY	10/2023 STATE ED TRAILER PARK FEES	1,826.00	
101-000-220.000		DUE UNITS -	WASHTENAW COUNTY	10/2023 WASHTENAW COUNTY TRAILER	456.50	
101-000-231.050		DEFERRED COMP	VOYA INSTITUTIONAL	12/08/23 DEFERRED COMP	517.12	
101-000-264.000			JOHN HANCOCK	ELECTED PENSION FOR 12/08/23	581.54	
101-000-264.000		OTHER ACCRUED	MEDMUTUAL LIFE	12/2023 LIFE INSURANCE COVERAGE	631.25	
101-000-264.000		OTHER ACCRUED	UNUM LIFE INSURANCE	12/2023 SHOR-TERM DISABILITY	1,140.77	
101-000-264.000		OTHER ACCRUED	UNUM LIFE INSURANCE	12/2023 LONG-TERM DISABILITY	1,716.41	
101-000-282.000		PRELIMINARY	DTE ENERGY	THETFORD NOVEMBER STREETLIGHT	39.63	
101-000-282.000		PRELIMINARY	DTE ENERGY	RAVINES NOVEMBER STREETLIGHTS	162.45	
101-000-282.000		PRELIMINARY	DTE ENERGY	WALNUT RIDGE NOVEMBER STREETLIGHTS	166.55	
Total For Dept 000					7,238.22	
Dept 101 GENERAL GOVERNMENT						
101-101-415.000		CHARGE BACK TAXES	SCIO TOWNSHIP TAX	RETURN TAX FOR JULY 2023 BOARD OF	121.25	
101-101-726.300		COPY PAPER	STAPLES	COPY PAPER AND HIGHLIGHTERS	174.95	
101-101-726.300		OFFICE SUPPLIES	STAPLES	CLIPBOARD	9.51	
101-101-726.300		OFFICE SUPPLIES	STAPLES	SHARPIES/BADGE CLIPS/DESKPAD	60.85	
101-101-726.300		OFFICE SUPPLIES	STAPLES	BANKER BOXES/CORRECTION TAPE/LEGAL	123.16	
101-101-821.000		ENGINEERING FEES	OHM ADVISORS	GENERAL SERVICES THROUGH 11/18/23	298.50	
101-101-823.000		BOT RECORDING	CHERYL MCGUIRE	10/2023 RECORDING SECRETARY	500.00	
101-101-823.000		01/10/23 -	GOVERNMENTAL	PROFESSIONAL SERVICES 11/10/23 -	3,150.00	
101-101-901.000		ADVERTISING	THE SUN TIMES NEWS	10/10/23 BOT SYNOPSIS	145.00	
101-101-901.000		ADVERTISING	THE SUN TIMES NEWS	497 N ZEEB LIQUOR LICENSE	79.00	
101-101-901.000		ADVERTISING	WASHTENAW COUNTY LEGAL	09/26/23 BOT SYNOPSIS PUBLISHED	50.00	
101-101-901.000		ADVERTISING	WASHTENAW COUNTY LEGAL	10/24/23 BOT SYNOPSIS PUBLISHED	50.00	
101-101-934.000		HPE55040 FRONT	APPLIED INNOVATION	APPLIED INNOVATION PRINTER	355.43	
101-101-934.000		EQUIPMENT REPAIR	APPLIED INNOVATION	PRINTER CONTRACTS 12/01/23 -	1.56	
101-101-934.000		SENDPRO 9-16-23	PITNEY BOWES GLOBAL	SENDPRO 9-16-23 TO 12-15-23	434.88	
101-101-956.000		MISCELLANEOUS	ACCUSHRED, LLC	(2 BINS) DOCUMENTS SHREDDED	83.00	
Total For Dept 101 GENERAL GOVERNMENT					5,637.09	
Dept 172 ADMINISTRATOR						
101-172-934.000		HPE55040 TOWNSHIP	APPLIED INNOVATION	APPLIED INNOVATION PRINTER	45.64	
101-172-934.000		EQUIPMENT REPAIR	APPLIED INNOVATION	PRINTER CONTRACTS 12/01/23 -	5.24	
Total For Dept 172 ADMINISTRATOR					50.88	
Dept 228 TECHNOLOGY						
101-228-730.000-ARPA IT		ARCGIS DESKTOP	E.S.R.I. INC	ARCGIS MAINTENANCE RENEWAL	9,350.00	
101-228-823.000-ARPA IT		CTC PRO-SRV	CTC TECHNOLOGIES, INC.	BLOCK OF TIME FOR SERVER AND	300.00	
Total For Dept 228 TECHNOLOGY					9,650.00	
Dept 257 ASSESSING						
101-257-726.000		COPY PAPER	STAPLES	COPY PAPER AND HIGHLIGHTERS	34.99	
101-257-728.000		POSTAGE FOR 2024	KCI	POSTAGE FOR 2024 PERSONAL PROPERTY	123.83	
101-257-826.000		LEGAL FEES	FINK & FINK, PLLC	TAX TRIBUNAL SERVICES 05/28/23 -	900.00	

GL Number	Grant	Invoice Line Des	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND						
Dept 257 ASSESSING						
101-257-920.000		TELEPHONE	IVS COMM, INC	11/2023 PHONE SERVICE/369-9400	40.63	
101-257-934.000		HPE50145 PRINTER	APPLIED INNOVATION	APPLIED INNOVATION PRINTER	15.07	
101-257-934.000		EQUIPMENT REPAIR	APPLIED INNOVATION	PRINTER CONTRACTS 12/01/23 -	10.24	
Total For Dept 257 ASSESSING					1,124.76	
Dept 262 ELECTIONS						
101-262-725.000		ELECTION	SHERAINE SABBAGH	MILEAGE REIMBURSEMENT: 09/12/23 -	73.90	
101-262-726.000		TOOLS & SUPPLIES	CHASE CARD SERVICES	LOWE'S RETURN: NUTS & BOLTS FOR	(35.14)	
101-262-726.000		SMALL TRAY OF	CHASE CARD SERVICES	EARLY VOTING DAY 1 PANERA FOOD FOR	65.49	
101-262-726.000		SMALL TRAY OF	CHASE CARD SERVICES	EARLY VOTING DAY 2 PANERA FOOD FOR	65.49	
101-262-726.000		UHAUL RENTAL FOR	CHASE CARD SERVICES	UHAUL RENTAL FOR 11-7-23 ELECTION	236.92	
101-262-726.000		SMALL TRAY OF	CHASE CARD SERVICES	EARLY VOTING DAY 6 PANERA FOOD FOR	65.49	
101-262-726.000		SMALL TRAY OF	CHASE CARD SERVICES	EARLY VOTING DAY 7 PANERA FOOD FOR	65.49	
101-262-726.000		SMALL TRAY OF	CHASE CARD SERVICES	EARLY VOTING DAY 8 PANERA FOOD FOR	65.49	
101-262-726.000		SMALL TRAY OF	CHASE CARD SERVICES	EARLY VOTING DAY 9 PANERA FOOD FOR	65.49	
101-262-726.000		BREAKFAST/DINNER	CHASE CARD SERVICES	BREAKFAST/DINNER ELECTION DAY	1,318.76	
101-262-726.000		SMALL TRAY OF	CHASE CARD SERVICES	EARLY VOTING DAY 3 PANERA FOOD FOR	65.49	
101-262-726.000		SMALL TRAY OF	CHASE CARD SERVICES	EARLY VOTING DAY 4 PANERA FOOD FOR	65.49	
101-262-726.000		SMALL TRAY OF	CHASE CARD SERVICES	EARLY VOTING DAY 5 PANERA FOOD FOR	65.49	
101-262-726.000		RENTAL OF 9 POSTS	SPARTAN BARRICADING	PRECINCT SIGN POSTS RENTAL FOR NOV	700.00	
101-262-726.000		TOOLS & SUPPLIES	STAPLES	BATTERY OPERATED LETTER OPENER	79.58	
101-262-920.000		TELEPHONE	IVS COMM, INC	11/2023 PHONE SERVICE/369-9400	27.08	
Total For Dept 262 ELECTIONS					2,990.51	
Dept 265 BUILDINGS & GROUNDS						
101-265-726.000		BUILDING MAINT. /	CHASE CARD SERVICES	BUILDING MAINT. / LADDER	249.00	
101-265-726.400		BUILDING SUPPLIES	FACILITY SOLUTIONS,	ROLL TISSUE/MULTI-FOLD TOWELS/CAN	167.08	
101-265-726.400		BUILDING SUPPLIES	FACILITY SOLUTIONS,	ROLL TISSUE/PAPER TOWELS/MULIT-	157.74	
101-265-726.400		BUILDING SUPPLIES	FACILITY SOLUTIONS,	KLEENEX FACIAL TISSUE	81.87	
101-265-823.000		MOLLY MAID	CHASE CARD SERVICES	MOLLY MAID SERVICES 10/26/23	379.00	
101-265-823.000		MOLLY MAID	CHASE CARD SERVICES	MOLLY MAID CLEANING 11/16/23	260.00	
101-265-823.000		MOLLY MAID	CHASE CARD SERVICES	MOLLY MAID CLEANING 11-22-23	251.00	
101-265-823.000		MOLLY MAID	CHASE CARD SERVICES	MOLLY MAID CLEANING 11/9/23	333.00	
101-265-823.000		MOLLY MAID	CHASE CARD SERVICES	MOLLY MAID BUILDING CLEANING 11 2	333.00	
101-265-823.000		KEVIN JEFFERY	FIFER INVESTIGATIONS	BACKGROUND CHECK: SEAN MCCORMICK &	900.00	
101-265-920.000		TELEPHONE	IVS COMM, INC	11/2023 PHONE SERVICE/369-9400	108.34	
101-265-921.000		ELECTRIC	DTE ENERGY	OUR NOVEMBER STREETLIGHT	39.63	
101-265-931.000		SERVIE CALL TO	HOWLETT LOCK & DOOR,	REKEYING OF EXTERNAL DOORS. ADD	288.28	
101-265-932.000		LAWN SERVICES	BOURNE TO MOW	LAWN SERVICES 04/28/23 -	1,950.00	
101-265-932.000			BRIAN'S SERVICE	SEASONAL SNOW REMOVAL AT TOWNSHIP	5,985.00	
Total For Dept 265 BUILDINGS & GROUNDS					11,482.94	
Dept 266 ATTORNEY						
101-266-826.000		LEGAL FEES	DICKINSON WRIGHT PLLC	10/2023 GENERAL LABOR SERVICES	742.50	

GL Number	Grant	Invoice Line	Des(Vendor)	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND						
Dept 266 ATTORNEY						
101-266-826.000		LEGAL FEES	FINK & FINK, PLLC	GENERAL LEGAL SERVICES 04/03/23 -	57,435.90	
101-266-826.000		LEGAL FEES	FINK & FINK, PLLC	CUSTOM DESIGN SECURITY INC.	945.68	
101-266-826.000		LEGAL FEES	FOSTER, SWIFT, COLLINS	10/2023 GENERAL LEGAL SERVICES	220.00	
101-266-826.000-		LEGAL FEES	FOSTER, SWIFT, COLLINS	10/2023 LEGAL SERVICES FLINTOFT	82.50	
Total For Dept 266 ATTORNEY					59,426.58	
Dept 270 HUMAN RESOURCES						
101-270-823.000		SEAN MCCORMICK	FIFER INVESTIGATIONS	BACKGROUND CHECK: SEAN MCCORMICK &	900.00	
Total For Dept 270 HUMAN RESOURCES					900.00	
Dept 301 SHERIFF						
101-301-805.000		POLICE SERVICE	WASHTENAW COUNTY	12/2023 LAW ENFORCEMENT	113,647.04	
Total For Dept 301 SHERIFF					113,647.04	
Dept 315 TRAFFIC ENFORCEMENT						
101-315-826.100		LEGAL FEES -	FINK & FINK, PLLC	ORDINANCE PROSECUTIONS SERVICES	3,230.00	
Total For Dept 315 TRAFFIC ENFORCEMENT					3,230.00	
Dept 446 ROADS						
101-446-821.000	ARPA	ENGINEERING FEES	WASHTENAW COUNTY ROAD	SCIO RIDGE & UPLAND DRIVE PERIOD	331.57	
101-446-821.000	ARPA	ENGINEERING FEES	WASHTENAW COUNTY SOIL	0 UPLANDS DR/SIDEWAY,CROSS WALK &	75.00	
101-446-821.000	ARPA	ENGINEERING/SURVE	WASHTENAW ENGINEERING	ENGINEERING & SURVEYING WORK SCIO	5,326.95	
101-446-821.000	ARPA	ENGINEERING/SURVE	WASHTENAW ENGINEERING	ENGINEERING & SURVEYING WORK SCIO	4,972.50	
Total For Dept 446 ROADS					10,706.02	
Dept 701 PLANNING						
101-701-726.300		COPY PAPER	STAPLES	COPY PAPER AND HIGHLIGHTERS	21.11	
101-701-726.300		OFFICE SUPPLIES	STAPLES	SHARPIES/BADGE CLIPS/DESKPAD	3.93	
101-701-726.300		OFFICE SUPPLIES	STAPLES	BANKER BOXES/CORRECTION TAPE/LEGAL	29.27	
101-701-817.000		CONSULTANT FEES	CARLISLE WORTMAN	10/2023 PLANNING CONSULTATION	8,080.50	
101-701-817.000		CONSULTANT FEES	CARLISLE WORTMAN	11/2023 PLANNING CONSULTATION	1,596.00	
101-701-817.000		CONSULTANT FEES	CARLISLE WORTMAN	11/2023 PLANNING/DEVELOPMENT	1,900.00	
101-701-817.000		CONSULTANT FEES	CARLISLE WORTMAN	10/2023 PLANNING/DEVELOPMENT	2,660.00	
101-701-817.100		CONSULTANT FEES -	OHM ADVISORS	DEP#1569 CURTIS COMMERCIAL -	614.00	
101-701-817.100		CONSULTANT FEES -	OHM ADVISORS	DEP#1555 ARBRES GROVE - MASTER	162.00	
101-701-817.200		CONSULTING FEES -	CARLISLE WORTMAN	10/2023 WORK ON HONEY CREEK	550.00	
101-701-817.200		CONSULTING FEES -	CARLISLE WORTMAN	11/2023 WORK ON SLIM CHICKEN	225.00	
101-701-817.200		CONSULTING FEES -	CARLISLE WORTMAN	10/2023 WORK ON SLIM CHICKEN	450.00	
101-701-817.200		CONSULTING FEES -	OHM ADVISORS	MEIJER OUTLOT (3RD BUILDING)	509.00	
101-701-817.200		CONSULTING FEES -	OHM ADVISORS	TRAILWOODS - PARK/STAEBLER	275.00	
101-701-817.200		CONSULTING FEES -	OHM ADVISORS	DAIRY QUEEN (MENARDS OUTLOT)	275.00	
101-701-817.200		CONSULTING FEES -	OHM ADVISORS	SLIM CHICKENS - SITE PLAN REVIEW	448.00	
101-701-823.000		PC RECORDING	CHERYL MCGUIRE	10/2023 RECORDING SECRETARY	500.00	
101-701-826.200		LEGEL FEES -	FINK & FINK, PLLC	K OF C PROJECT SERVICES 05/22/23 -	200.00	
101-701-826.200		LEGEL FEES -	FINK & FINK, PLLC	ARBRES GROVE SERVICES 08/29/23 -	1,475.00	
101-701-920.000		TELEPHONE	IVS COMM, INC	11/2023 PHONE SERVICE/369-9400	13.54	

GL Number	Grant	Invoice Line	Des(Vendor)	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND						
Dept 701 PLANNING						
101-701-934.000		HPE55040 FRONT	APPLIED INNOVATION	APPLIED INNOVATION PRINTER	82.32	
101-701-934.000		EQUIPMENT REPAIR	APPLIED INNOVATION	PRINTER CONTRACTS 12/01/23 -	0.77	
Total For Dept 701 PLANNING					20,070.44	
Dept 702 ZONING						
101-702-726.300		COPY PAPER	STAPLES	COPY PAPER AND HIGHLIGHTERS	21.11	
101-702-726.300		OFFICE SUPPLIES	STAPLES	SHARPIES/BADGE CLIPS/DESKPAD	3.94	
101-702-726.300		OFFICE SUPPLIES	STAPLES	BANKER BOXES/CORRECTION TAPE/LEGAL	29.28	
101-702-817.000		CONSULTANT FEES	CARLISLE WORTMAN	11/2023 PLANNING/DEVELOPMENT	1,900.00	
101-702-817.000		CONSULTANT FEES	CARLISLE WORTMAN	11/2023 ZONING CONSULTATION	741.00	
101-702-817.000		CONSULTANT FEES	CARLISLE WORTMAN	10/2023 PLANNING/DEVELOPMENT	2,660.00	
101-702-817.000		CONSULTANT FEES	CARLISLE WORTMAN	10/2023 ZONING CONSULTATION	1,981.00	
101-702-817.000		CONSULTANT FEES	CARLISLE WORTMAN	10/2023 CODE ENFORCEMENT	1,634.00	
101-702-817.000		CONSULTANT FEES	CARLISLE WORTMAN	11/2023 CODE ENFORCEMENT	368.00	
101-702-817.200		CONSULTING FEES -	CARLISLE WORTMAN	10/2023 WORK ON HINES/HEISE	250.00	
101-702-817.200		CONSULTING FEES -	CARLISLE WORTMAN	10/2023 WORK ON LITTLE CAESARS	250.00	
101-702-823.000		ZBA RECORDING	CHERYL MCGUIRE	10/2023 RECORDING SECRETARY	250.00	
101-702-826.000		LEGAL FEES	FINK & FINK, PLLC	EUSTICE V. SCIO TOWNSHIP SERVICES	2,725.00	
101-702-920.000		TELEPHONE	IVS COMM, INC	11/2023 PHONE SERVICE/369-9400	13.54	
101-702-934.000		HPE55040 FRONT	APPLIED INNOVATION	APPLIED INNOVATION PRINTER	82.33	
101-702-934.000		EQUIPMENT REPAIR	APPLIED INNOVATION	PRINTER CONTRACTS 12/01/23 -	0.77	
Total For Dept 702 ZONING					12,909.97	
Dept 703 CODE ENFORCEMENT						
101-703-826.000		LEGAL FEES	FINK & FINK, PLLC	CODE ENFORCEMENT LEGAL SERVICES	2,465.00	
101-703-826.000		LEGAL FEES	FINK & FINK, PLLC	SCIO V. BARTHOLOMEW FISHER	1,190.60	
Total For Dept 703 CODE ENFORCEMENT					3,655.60	
Dept 803 HISTORIC DISTRICT OR PROGRAM						
101-803-823.000		CONTRACTED	OHM ADVISORS	GENERAL SERVICES THROUGH 11/18/23	577.50	
101-803-823.000			RECYCLE ANN ARBOR	REMOVAL & DISPOSAL OF TIRES AT	6,700.00	
101-803-826.000		LEGAL FEES	FINK & FINK, PLLC	WILD-FREY FARM PROJECT SERVICES	412.50	
Total For Dept 803 HISTORIC DISTRICT OR PROGRAM					7,690.00	
Total For Fund 101 GENERAL FUND					270,410.05	
Fund 206 FIRE DEPARTMENT FUND						
Dept 000						
206-000-726.000		ENERGIZER	CHASE CARD SERVICES	AMAZON: AA BATTERIES	61.49	
206-000-726.000		TOOLS & SUPPLIES	HACKNEY ACE HARDWARE	BATTERY HIGH OUT	199.99	
206-000-726.000		M18 BATTERY	HACKNEY ACE HARDWARE	TOOLS & BUILDING SUPPLIES	199.99	
206-000-726.000		30 MIN 1/4	ORION	FLARES	848.21	
206-000-726.000		36 V CUTOFF SAW	WEINGARTZ	E-1 SUPPLIES	2,656.12	
206-000-726.000		TOOLS & SUPPLIES	WEINGARTZ	BACK-UP BLADE & BAR OIL FOR NEW	68.98	
206-000-726.000		2 IN 1 FILING	WEINGARTZ	DIAMOND WHEEL/FILING GUIDE	365.97	
206-000-726.000		TOOLS & SUPPLIES	WEINGARTZ	CREDIT ON ACCOUNT	(4.00)	

GL Number	Grant	Invoice Line	Des\Vendor	Invoice Description	Amount	Check #
Fund 206 FIRE DEPARTMENT FUND						
Dept 000						
206-000-726.400		BUILDING SUPPLIES	ANDY HOUDE	EXPENSE REIMBURSEMENT: HALLOWEEN	24.36	
206-000-726.400		BUILDING SUPPLIES	ANN ARBOR CLEANING	CLEANERS	148.39	
206-000-726.400		CAMBRO HOT/COLD	CHASE CARD SERVICES	AMAZON: CAMBROS & HALLOWEEN	309.84	
206-000-726.400		BUILDING SUPPLIES	HACKNEY ACE HARDWARE	SUPER GLUE & GRILL BRUSH	18.78	
206-000-726.400		GRILL COVER	HACKNEY ACE HARDWARE	TOOLS & BUILDING SUPPLIES	106.49	
206-000-726.500		MEDICAL SUPPLIES	LESSORS, INC.	(7) CYLINDERS OF COMPRESSED OXYGEN	87.50	
206-000-726.500		MEDICAL SUPPLIES	LESSORS, INC.	TOOLS & BUILDING SUPPLIES	4.95	
206-000-726.500		BP CUFFS	PENNCARE, INC.	MEDICAL SUPPLIES	294.75	
206-000-728.000		POSTAGE	PRINT-TECH, INC.	FIRE NEWSLETTER	2,457.46	
206-000-730.000		ANNUAL REPORTING	LOCALITY MEDIA INC.	ANNUAL FEE AND SET UP	11,345.00	
206-000-740.000		UNIFORMS	MARVIN DAVIS JR.	EXPENSE REIMBURSEMENT: BOOTS	118.99	
206-000-740.000		1221J	THE SWEATSHOP CUSTOM	UNIFORMS	1,065.00	
206-000-826.000		LEGAL FEES	FINK & FINK, PLLC	FIRE DEPARTMENT LEGAL SERVICES	225.00	
206-000-861.000		FUEL & LUBES	R&R FIRE TRUCK REPAIR,	E-1: FUEL LOW	91.60	
206-000-904.000		PRINTING	ALLEGRA PRINT MAIL	(100) NOTE CARDS & ENVELOPES	205.00	
206-000-904.000		NEWSLETTER	PRINT-TECH, INC.	FIRE NEWSLETTER	3,129.39	
206-000-920.000		TELEPHONE	IVS COMM, INC	11/2023 PHONE SERVICE/369-9400	67.71	
206-000-931.000		BUILDING	HACKNEY ACE HARDWARE	MASKING TAP/PAINTBRUSH/PAINT TRAY	83.01	
206-000-931.000		2 BUTTON REMOTE	OVERHEAD DOOR COMPANY	TWO BUTTON REMOTE FOR OVERHEAD	323.50	
206-000-932.000		2023-2024 FIRE	BRIAN'S SERVICE	SEASONAL SNOW REMOVAL	5,075.00	
206-000-934.000		HP/HPE47528 CHIEF	APPLIED INNOVATION	APPLIED INNOVATION PRINTER	78.49	
206-000-934.000		EXTINGUISHER	CERTASITE, LLC	ANNUAL FIRE EXTINGUISHER SERVICE	255.35	
206-000-934.000		EXTINGUISHER	CERTASITE, LLC	ANNUAL FIRE EXTINGUISHER SERVICE	451.67	
206-000-939.000		HOSE BED TARP	FRONT LINE SERVICES,	HOSE BED TARP	2,215.00	
206-000-960.000		STATE EGLE CLASS	CHASE CARD SERVICES	CLASS FEE	65.00	
206-000-960.200		PUBLIC EDUCATION	ANDY HOUDE	EXPENSE REIMBURSEMENT: HALLOWEEN	75.02	
206-000-960.200		150 HOT BEVERAGE	CHASE CARD SERVICES	AMAZON: CAMBROS & HALLOWEEN	86.57	
206-000-960.200		FUNHOUSE CANDY	CHASE CARD SERVICES	COSTCO: HALLOWEEN CANDY	127.93	
Total For Dept 000					32,933.50	
Total For Fund 206 FIRE DEPARTMENT FUND					32,933.50	
Fund 208 PARKS & PATHWAYS FUND						
Dept 000						
208-000-415.000		CHARGE BACK TAXES	SCIO TOWNSHIP TAX	RETURN TAX FOR JULY 2023 BOARD OF	61.30	
Total For Dept 000					61.30	
Dept 751 PARKS						
208-751-726.000		TOOLS & SUPPLIES	ANNA CONE	EXPENSE REIMBURSEMENT: MEIJER &	10.59	
208-751-726.000		CLEARCAST +	CHASE CARD SERVICES	CLEARCAST + SURFACTANT PESTICIDE	106.00	
208-751-932.000		FALLEN TREE	WOODY'S LOGGING LLC	FALLEN TREE REMOVAL	2,500.00	
208-751-963.000		EXPENSE ACCOUNT	ANNA CONE	EXPENSE REIMBURSEMENT: MEIJER &	87.38	
208-751-974.000-		LAND IMPROVEMENTS	WASHTENAW COUNTY ROAD	JOY RD/VAN CURLER PRESERVE PERIOD	153.70	
Total For Dept 751 PARKS					2,857.67	

GL Number	Grant	Invoice Line	Des(Vendor)	Invoice Description	Amount	Check #
Fund 208 PARKS & PATHWAYS FUND						
Dept 753 PATHWAYS						
208-753-726.000		TOOLS & SUPPLIES	ANNA CONE	EXPENSE REIMBURSEMENT: MEIJER &	10.59	
208-753-821.000		ENGINEERING/SURVE	WASHTENAW ENGINEERING	ENGINEERING & SURVEYING WORK SCIO	699.60	
208-753-821.000-ZEEB RD	MEDC ZEEI	ENGINEERING FEES	OHM ADVISORS	TAP ASSISTANCE SERVICES THROUGH	364.50	
208-753-821.000-ZEEB RD	MEDC ZEEI	ENGINEERING ZEEB	OHM ADVISORS	ZEEB ROAD PATHWAY PHASE 5 THROUGH	1,375.00	
208-753-963.000		EXPENSE ACCOUNT	ANNA CONE	EXPENSE REIMBURSEMENT: MEIJER &	87.37	
Total For Dept 753 PATHWAYS					2,537.06	
Total For Fund 208 PARKS & PATHWAYS FUND					5,456.03	
Fund 230 BUS SERVICE						
Dept 000						
230-000-415.000		CHARGE BACK TAXES	SCIO TOWNSHIP TAX	RETURN TAX FOR JULY 2023 BOARD OF	33.22	
Total For Dept 000					33.22	
Total For Fund 230 BUS SERVICE					33.22	
Fund 233 OPEN SPACE LAND PRESERVATION						
Dept 000						
233-000-415.000		CHARGE BACK TAXES	SCIO TOWNSHIP TAX	RETURN TAX FOR JULY 2023 BOARD OF	45.26	
233-000-817.000		CONSULTANT FEES	CARLISLE WORTMAN	10/2023 LPC CONSULTATION	171.00	
233-000-817.000		CONSULTANT FEES	CARLISLE WORTMAN	11/2023 LPC CONSULTATION	537.00	
233-000-823.000		CONTRACTED	TREEMORE ECOLOGY &	11/2023 WORK ON LPC PROJECTS	1,450.25	
233-000-823.000		CONTRACTED	TREEMORE ECOLOGY &	11/2023 CONSERVATION EASEMENT	221.20	
233-000-826.000		LEGAL FEES	MILLER, CANFIELD,	10/2023 CONSERVATION EASEMENTS	270.00	
Total For Dept 000					2,694.71	
Total For Fund 233 OPEN SPACE LAND PRESERVATION					2,694.71	
Fund 445 PUBLIC IMPROVEMENT FUND						
Dept 000						
445-000-932.000		FALL CLEAN UP	KBK LANDSCAPING	11/2023 ANNUAL MAINTENANCE &	5,950.00	
Total For Dept 000					5,950.00	
Total For Fund 445 PUBLIC IMPROVEMENT FUND					5,950.00	
Fund 590 SEWER FUND						
Dept 000						
590-000-033.000		SEWER USAGE	JIANG	UB REFUND FOR ACCOUNT: AVAL-006324	1,258.17	
590-000-033.000		SEWER USAGE	RODGERS, MARK	UB REFUND FOR ACCOUNT: LOON-004334	2,459.12	
590-000-042.001		UNBILLED A/R FROM	ROBERT J. STEVENSON	EXCESS DEPOSIT REFUND: STEVENSON	(44,973.75)	
590-000-158.000			OHM ADVISORS	FORCE MAIN (ARV) REPLACEMENT	565.50	
590-000-282.000		PRELIMINARY	ROBERT J. STEVENSON	EXCESS DEPOSIT REFUND: STEVENSON	55,290.00	
590-000-607.018		CONSTRUCTION	ROBERT J. STEVENSON	EXCESS DEPOSIT REFUND: STEVENSON	(2,248.26)	
590-000-726.000		TOOLS & SUPPLIES	STADIUM HARDWARE	FLOAT LANTERN & LED SPOTLIGHT	62.57	
590-000-726.000		CARHARTT	SUNRISE SCREEN	SCIO UTILITIES DEPARTMENT LOGO	111.76	
590-000-726.300		REPLACEMENT	STAPLES	REPLACEMENT PRINTER	250.00	
590-000-726.300		COPY PAPER	STAPLES	COPY PAPER AND HIGHLIGHTERS	52.48	
590-000-728.000		PRINTING, C2	PRINT-TECH, INC.	(825) CYCLE 2 UTILITY BILL	273.78	

INVOICE GL DISTRIBUTION REPORT FOR SCIO TOWNSHIP
 EXP CHECK RUN DATES 12/13/2023 - 12/13/2023
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GENRL

GL Number	Grant	Invoice Line	Des\Vendor	Invoice Description	Amount	Check #
Fund 590 SEWER FUND						
Dept 000						
590-000-821.000		ENGINEERING FEES	OHM ADVISORS	UTILITY GENERAL SERVICES THROUGH	4,774.50	
590-000-821.001		ENGINEERING FEES	OHM ADVISORS	DEP#1539 WOODVIEW COMMONS PHASE 1	817.50	
590-000-821.001		ENGINEERING FEES	OHM ADVISORS	DEP#1550 WOODVIEW COMMONS PHASE 2	460.00	
590-000-821.001		ENGINEERING FEES	OHM ADVISORS	DEP#1571 SUBURBAN COLLECTIONS	551.25	
590-000-821.002		ENGINEERING -	OHM ADVISORS	DEP#1539 WOODVIEW COMMONS PHASE 1	2,036.00	
590-000-821.002		ENGINEERING -	OHM ADVISORS	DEP#1531 TRAILWOODS PHASE 3V - CE	1,980.25	
590-000-821.002		ENGINEERING -	OHM ADVISORS	DEP#1507 TRAILWOODS PHASE 2E - CE	436.00	
590-000-821.002		ENGINEERING -	OHM ADVISORS	DEP#1550 WOODVIEW COMMONS PHASE 2	3,656.50	
590-000-821.002		ENGINEERING -	OHM ADVISORS	DEP#1534 OPTIFLOW PHASE 2 - CE	290.00	
590-000-821.002		ENGINEERING -	OHM ADVISORS	DEP#1552 SAM HILL - CE SERVICES	535.00	
590-000-821.002		ENGINEERING -	OHM ADVISORS	DEP#1540 WOLVERINE PICKLEBALL - CE	1,296.50	
590-000-821.002		ENGINEERING -	OHM ADVISORS	DEP#1566 ZIPPY CARWASH - CE	809.50	
590-000-821.002		ENGINEERING -	OHM ADVISORS	DEP#1547 MORRISON HILLS - CE	925.75	
590-000-821.002		ENGINEERING -	OHM ADVISORS	DEP#1513 SCIOVIEW PH2-4 (SINGLE	1,102.25	
590-000-821.002		ENGINEERING -	OHM ADVISORS	DEP#1530 EWF SOLUTIONS - CE	1,990.50	
590-000-821.002		ENGINEERING -	OHM ADVISORS	DEP#1522 OPTIFLOW PHASE 1 - CE	792.00	
590-000-821.002		ENGINEERING -	OHM ADVISORS	DEP#1571 SUBURBAN COLLECTIONS	2,192.75	
590-000-904.000		PRINTING	PRINT-TECH, INC.	(825) CYCLE 2 UTILITY BILL	248.07	
590-000-920.000		TELEPHONE	AT&T	10/29/23 - 11/28/23 PHONE SERVICE	57.75	
590-000-920.000		TELEPHONE	IVS COMM, INC	11/2023 PHONE SERVICE/369-9400	27.08	
590-000-921.000		ELECTRIC	DTE ENERGY	10/27/23 - 11/27/23 GAS & ELECTRIC	533.47	
590-000-923.000		GAS	DTE ENERGY	10/27/23 - 11/27/23 GAS & ELECTRIC	55.01	
590-000-924.000			CITY OF ANN ARBOR	08/31/23 - 09/30/23 5470 JACKSON	137,692.62	
590-000-924.000			CITY OF ANN ARBOR	08/31/23 - 09/30/23 WALNUT RIDGE	3,368.23	
590-000-924.000			CITY OF ANN ARBOR	02/28/23 - 05/30/23 5470 JACKSON	77,514.70	
590-000-924.000		ANN ARBOR SYSTEM	CITY OF ANN ARBOR	08/31/21 - 11/30/21 5470 JACKSON	119,043.44	
590-000-924.000			CITY OF ANN ARBOR	11/30/21 - 02/28/22 5470 JACKSON	66,142.20	
590-000-924.000			CITY OF ANN ARBOR	02/28/22 - 05/31/22 5470 JACKSON	62,184.77	
590-000-924.000			CITY OF ANN ARBOR	05/31/22 - 08/30/22 5470 JACKSON	102,511.90	
590-000-924.000			CITY OF ANN ARBOR	08/30/22 - 11/01/22 5470 JACKSON	18,168.12	
590-000-924.000			CITY OF ANN ARBOR	11/01/22 - 02/28/23 5470 JACKSON	365,151.74	
590-000-932.000		LAWN SERVICES	BOURNE TO MOW	LAWN SERVICES 04/28/23 -	1,120.00	
590-000-934.000		SANITARY BACK UP	ADVANCED UNDERGROUND	SANITARY BACK UP / CLEANING	1,200.00	
590-000-934.000		ACRULOG SERVICE	DETECTION INSTRUMENTS	ACRULOG SERVICE AND REPAIR	765.20	
590-000-934.000		EQUIPMENT REPAIR	OHM ADVISORS	H2S MONITORING ASSISTANCE THROUGH	5,530.25	
590-000-935.000		JETTING/RODDING/V	ADVANCED UNDERGROUND	JETTING, / RODDING / VAC JOB	3,500.00	
590-000-935.000		JETTING, /	ADVANCED UNDERGROUND	JETTING, / RODDING / VAC JOB	2,875.00	
590-000-936.000		ODER CONTROL	LESSORS, INC.	(2,967.28 UNITS) REFRIGERATED	3,009.20	
590-000-940.001		EQUIPMENT RENTAL	LESSORS, INC.	11/2023 RENTAL OF OXYGEN SUPPLY	500.00	
590-000-960.000		TRAINING AND	CHASE CARD SERVICES	TRAINING AND CERT	95.00	
590-000-963.000		EXPENSE ACCOUNT	DAVID PODVOYSKI	MILEAGE REIMBURSEMENT: 11/13/23	19.65	
590-000-963.000		EXPENSE ACCOUNT	MATTHEW DONAJKOWSKI	MILEAGE REIMBURSEMENT: 11/11/23	37.33	

GL Number	Grant	Invoice Line	Des\Vendor	Invoice Description	Amount	Check #
Fund 590 SEWER FUND						
Dept 000						
590-000-963.000		EXPENSE ACCOUNT	RICH HUGHES	MILEAGE REIMBURSEMENT: 11/27/23	34.06	
			Total For Dept 000		1,009,132.41	
			Total For Fund 590 SEWER FUND		1,009,132.41	
Fund 591 WATER FUND						
Dept 000						
591-000-033.000		WATER USAGE	JIANG	UB REFUND FOR ACCOUNT: AVAL-006324	1,030.91	
591-000-033.000		WATER USAGE	KIDA, JUNGO	UB refund for account: NBAY-001312	287.25	
591-000-033.000		WATER USAGE	RODGERS, MARK	UB REFUND FOR ACCOUNT: LOON-004334	2,093.32	
591-000-042.001		UNBILLED A/R FROM	ROBERT J. STEVENSON	EXCESS DEPOSIT REFUND: STEVENSON	(2,358.00)	
591-000-158.000		LIBERTY ROAD	OHM ADVISORS	LIBERTY ROAD WATER MAIN CE	4,170.50	
591-000-158.000		ENGINEERING/CONST	OHM ADVISORS	LIBERTY WATER MAIN PH II & III	6,297.00	
591-000-282.000		PRELIMINARY	ROBERT J. STEVENSON	EXCESS DEPOSIT REFUND: STEVENSON	5,930.00	
591-000-607.018		CONSTRUCTION	ROBERT J. STEVENSON	EXCESS DEPOSIT REFUND: STEVENSON	(118.33)	
591-000-607.020		METER FEES	WILLIAM HOU	RETURN OF METER PERMIT #5439	465.00	
591-000-726.000		TOOLS & SUPPLIES	ETNA SUPPLY COMPANY	(1) 8' VALVE OPERATING KEY	188.93	
591-000-726.000		1/2 ZIP PULL OVER	SUNRISE SCREEN	SCIO UTILITIES DEPARTMENT LOGO	111.74	
591-000-726.300		REPLACEMENT	STAPLES	REPLACEMENT PRINTER	249.99	
591-000-726.300		COPY PAPER	STAPLES	COPY PAPER AND HIGHLIGHTERS	52.49	
591-000-726.600		1" METER	CORE & MAIN LP	METER COUPLINGS	645.20	
591-000-726.600		3/4" SMART METERS	METRON-FARNIER, LLC	3/4" SMART METERS	58,801.05	
591-000-728.000		PRINTING, C2	PRINT-TECH, INC.	(825) CYCLE 2 UTILITY BILL	273.78	
591-000-821.000		ENGINEERING FEES	OHM ADVISORS	UTILITY GENERAL SERVICES THROUGH	4,774.50	
591-000-821.001		ENGINEERING FEES	OHM ADVISORS	DEP#1531 TRAILWOODS PHASE 3V - CE	862.50	
591-000-821.001		ENGINEERING FEES	OHM ADVISORS	DEP#1507 TRAILWOODS PHASE 2E - CE	1,377.00	
591-000-821.001		ENGINEERING FEES	OHM ADVISORS	DEP#1550 WOODVIEW COMMONS PHASE 2	1,924.00	
591-000-821.001		ENGINEERING FEES	OHM ADVISORS	DEP#1534 OPTIFLOW PHASE 2 - CE	6,012.00	
591-000-821.001		ENGINEERING FEES	OHM ADVISORS	DEP#1571 SUBURBAN COLLECTIONS	362.50	
591-000-823.000		BACTI SAMPLE	CITY OF ANN ARBOR	10/2023 BACTI SAMPLE TESTING	300.00	
591-000-823.000		CROSS CONNECTION	HYDROCORP, INC.	11/2023 CROSS CONNECTION CONTROL	977.00	
591-000-826.000		LEGAL FEES	BENDZINSKI & CO	CONTINUING DISCLOSURE	500.00	
591-000-920.000		TELEPHONE	AT&T	10/29/23 - 11/28/23 PHONE SERVICE	57.75	
591-000-920.000		TELEPHONE	IVS COMM, INC	11/2023 PHONE SERVICE/369-9400	27.08	
591-000-927.000			CITY OF ANN ARBOR	08/31/23 - 09/30/23 WALNUT RIDGE	531.71	
591-000-927.000		WATER PURCHASES	CITY OF ANN ARBOR	08/31/23 - 09/30/23 WALNUT RIDGE	6,567.54	
591-000-927.000		WATER PURCHASES	CITY OF ANN ARBOR	08/31/23 - 09/30/23 SCIO TWP WATER	174,530.41	
591-000-927.000		WATER PURCHASES	CITY OF ANN ARBOR	08/31/23 - 09/30/23 2821 W LIBERTY	58,073.58	
591-000-932.000		LAWN SERVICES	BOURNE TO MOW	LAWN SERVICES 04/28/23 -	700.00	
591-000-934.000		REAPIR OF SENSUS	ETNA SUPPLY COMPANY	REAPIR OF SENSUS HANDHELD	565.00	
591-000-940.001		EQUIPMENT RENTAL	A-1 RENTAL INC	AIR COMPRESSOR RENTAL	108.90	
591-000-963.000		EXPENSE ACCOUNT	RICH HUGHES	MILEAGE REIMBURSEMENT: 11/08/23	37.99	
591-000-963.000		EXPENSE ACCOUNT	RICH HUGHES	MILEAGE REIMBURSEMENT: 11/18/23	37.99	

GL Number	Grant	Invoice Line Des	Vendor	Invoice Description	Amount	Check #
Fund 591 WATER FUND						
Dept 000						
				Total For Dept 000	336,448.28	
				Total For Fund 591 WATER FUND	336,448.28	
Fund 806 TOWNSHIP ROAD SAD						
Dept 000						
806-000-821.000		ENGINEERING/SURVE	WASHTENAW ENGINEERING	ENGINEERING & SURVEYING WORK SCIO	699.60	
				Total For Dept 000	699.60	
				Total For Fund 806 TOWNSHIP ROAD SAD	699.60	

INVOICE GL DISTRIBUTION REPORT FOR SCIO TOWNSHIP
EXP CHECK RUN DATES 12/13/2023 - 12/13/2023
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: GENRL

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

Fund 101 GENERAL FUND	270,410.05
Fund 206 FIRE DEPARTMENT	32,933.50
Fund 208 PARKS & PATHWAY	5,456.03
Fund 230 BUS SERVICE	33.22
Fund 233 OPEN SPACE LANI	2,694.71
Fund 445 PUBLIC IMPROVEM	5,950.00
Fund 590 SEWER FUND	1,009,132.41
Fund 591 WATER FUND	336,448.28
Fund 806 TOWNSHIP ROAD	699.60

Total For All Funds:	1,663,757.80
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11/29/2023

CHECK REGISTER FOR SCIO TOWNSHIP
CHECK DATE FROM 11/29/2023 - 11/29/2023

Check Date	Check	Vendor Name	Amount
Bank GENRL GENERAL			
11/29/2023	61014	ALERUS RETIREMENT SOLUTIONS	32,155.75
11/29/2023	61015	VOID	0.00 V
11/29/2023	61016	AMERICAN MESSAGING	32.93
11/29/2023	61017	BP	42.25
11/29/2023	61019	COLONIAL LIFE	170.36
11/29/2023	61020	COMCAST	903.17
11/29/2023	61022	CTS COMPANIES	13,955.61
11/29/2023	61023	DTE ENERGY	6,474.87
11/29/2023	61024	VOID	0.00 V
11/29/2023	61025	GFL ENVIRONMENTAL	398.24
11/29/2023	61026	JOHN HANCOCK	381.54
11/29/2023	61027	MERS	19,114.12
11/29/2023	61028	VOID	0.00 V
11/29/2023	61030	SCIO TOWNSHIP UTILITIES DEPT	1,320.04
11/29/2023	61031	VERIZON WIRELESS	443.29
11/29/2023	61032	VERIZON WIRELESS	295.20
11/29/2023	61033	VOYA INSTITUTIONAL TRUST COMPANY	485.57

GENRL TOTALS:

Total of 20 Checks:	76,599.27
Less 3 Void Checks:	0.00
Total of 17 Disbursements:	<u>76,599.27</u>

11/29/2023

INVOICE GL DISTRIBUTION REPORT FOR SCIO TOWNSHIP
 EXP CHECK RUN DATES 11/29/2023 - 11/29/2023
 BOTH JOURNALIZED AND UNJOURNALIZED PAID
 BANK CODE: GENRL

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000					
101-000-231 050	DEFERRED COMP WITHHELD	ALERUS RETIREMENT SOLUTIONS	457 PLAN CONTRIBUTIONS 11/10/23 PAYROLL	6,512.69	61014
101-000-231 050	DEFERRED COMP WITHHELD	ALERUS RETIREMENT SOLUTIONS	457 PLAN CONTRIBUTIONS 11/24/23 PAYROLL	7,148.10	61014
101-000-231 050	DEFERRED COMP WITHHELD	MERS	11/10/23 GENERAL EMPLOYEE DB PENSION CONTRIBUTION	354.30	61027
101-000-231 050	DEFERRED COMP WITHHELD	MERS	11/24/23 GENERAL EMPLOYEE DB PENSION CONTRIBUTION	292.85	61027
101-000-231 050	DEFERRED COMP WITHHELD	MERS	11/10/23 FIRE EMPLOYEE DB PENSION CONTRIBUTION	293.67	61027
101-000-231 050	DEFERRED COMP WITHHELD	MERS	11/24/23 FIRE EMPLOYEE DB PENSION CONTRIBUTION	393.30	61027
101-000-231 050	DEFERRED COMP WITHHELD	VOYA INSTITUTIONAL TRUST COMPANY	11/24/23 DEFERRED COMP	485.57	61033
101-000-263 000	OPEB CONTRIBUTIONS	ALERUS RETIREMENT SOLUTIONS	HCSP UNION EMPLOYEES PLAN CONTRIBUTION 11/10/23 PAYROLL	1,574.29	61014
101-000-263 000	OPEB CONTRIBUTIONS	ALERUS RETIREMENT SOLUTIONS	HCSP UNION EMPLOYEES PLAN CONTRIBUTION 11/24/23 PAYROLL	2,169.12	61014
101-000-263 000	OPEB CONTRIBUTIONS	ALERUS RETIREMENT SOLUTIONS	HCSP NON-UNION EMPLOYEES PLAN CONTRIBUTION 11/10/23 PAYROLL	3,678.23	61014
101-000-263 000	OPEB CONTRIBUTIONS	ALERUS RETIREMENT SOLUTIONS	HCSP NON-UNION EMPLOYEES PLAN CONTRIBUTION 11/24/23 PAYROLL	3,475.81	61014
101-000-264 000	OTHER ACCRUED LIABILITIES	ALERUS RETIREMENT SOLUTIONS	DEFINED CONTRIBUTION PENSION 11/10/23 PAYROLL	3,578.34	61014
101-000-264 000	OTHER ACCRUED LIABILITIES	ALERUS RETIREMENT SOLUTIONS	DEFINED CONTRIBUTION PENSION 11/24/23 PAYROLL	4,019.17	61014
101-000-264 000	OTHER ACCRUED LIABILITIES	COLONIAL LIFE	11/2023 ACCIDENT/LIFE INSURANCE PREMIUM	170.36	61019
101-000-264 000		JOHN HANCOCK	ELECTED PENSION FOR 11/24/23 PAYROLL	381.54	61026
		Total For Dept 000		34,527.34	
Dept 101 GENERAL GOVERNMENT					
101-101-722 000	PENSION	MERS	GENERAL & FIRE PENSION COST NOVEMBER PAYROLL	1,680.92	61027
		Total For Dept 101 GENERAL GOVERNMENT		1,680.92	
Dept 172 ADMINISTRATOR					
101-172-920 000	TELEPHONE	VERIZON WIRELESS	10/14/23 - 11/13/23 CELL PHONE SERVICE	49.20	61032
		Total For Dept 172 ADMINISTRATOR		49.20	
Dept 191 ACCOUNTING/FINANCE					
101-191-722 000	PENSION	MERS	GENERAL & FIRE PENSION COST NOVEMBER PAYROLL	1,250.87	61027
		Total For Dept 191 ACCOUNTING/FINANCE		1,250.87	
Dept 228 TECHNOLOGY					
101-228-730 000	DATA PROCESSING	COMCAST	11/15/23 - 12/14/23 INTERNET SERVICE	903.17	61020
101-228-730 000	DATA PROCESSING	VERIZON WIRELESS	10/14/23 - 11/13/23 TABLET SERVICE & HOTSPOT	40.01	61031
101-228-920 000	TELEPHONE	VERIZON WIRELESS	10/14/23 - 11/13/23 CELL PHONE SERVICE	49.20	61032
		Total For Dept 228 TECHNOLOGY		992.38	
Dept 253 TREASURER					
101-253-722 000	PENSION	MERS	GENERAL & FIRE PENSION COST NOVEMBER PAYROLL	2,325.50	61027
		Total For Dept 253 TREASURER		2,325.50	
Dept 257 ASSESSING					
101-257-722 000	PENSION	MERS	GENERAL & FIRE PENSION COST NOVEMBER PAYROLL	3,821.74	61027
		Total For Dept 257 ASSESSING		3,821.74	
Dept 262 ELECTIONS					
101-262-726 000	TOOLS & SUPPLIES	BP	10/20/23 - 11/19/23 GAS PURCHASES	42.25	61017
		Total For Dept 262 ELECTIONS		42.25	

Dept 265 BUILDINGS & GROUNDS					
101-265-722 000	PENSION	MERS	GENERAL & FIRE PENSION COST NOVEMBER PAYROLL	788.50	61027
101-265-921 000	ELECTRIC	DTE ENERGY	10/19/23 - 11/16/23 ELECTRIC USAGE 827 N ZEEB RD	1,385.66	61023
101-265-922 000	WATER	SCIO TOWNSHIP UTILITIES DEPT	08/01/23 - 11/01/23 WATER BILL FOR 827 N ZEEB RD	652.17	61030
101-265-923 000	GAS	DTE ENERGY	10/20/23 - 11/17/23 GAS USAGE 827 N ZEEB RD	550.42	61023
101-265-931.100	RUBBISH REMOVAL	GFL ENVIRONMENTAL	12/2023 GARBAGE/RECYCLING PICK UP	199.12	61025
		Total For Dept 265 BUILDINGS & GROUNDS		<u>3,575.87</u>	
Dept 301 SHERIFF					
101-301-922 000	WATER	SCIO TOWNSHIP UTILITIES DEPT	08/07/23 - 11/01/23 WATER BILL FOR 1055 N ZEEB RD	133.57	61030
101-301-931.100	RUBBISH REMOVAL	GFL ENVIRONMENTAL	12/2023 GARBAGE/RECYCLING PICK UP	99.56	61025
		Total For Dept 301 SHERIFF		<u>233.13</u>	
Dept 701 PLANNING					
101-701-722 000	PENSION	MERS	GENERAL & FIRE PENSION COST NOVEMBER PAYROLL	511.66	61027
		Total For Dept 701 PLANNING		<u>511.66</u>	
Dept 702 ZONING					
101-702-722 000	PENSION	MERS	GENERAL & FIRE PENSION COST NOVEMBER PAYROLL	341.11	61027
		Total For Dept 702 ZONING		<u>341.11</u>	
Dept 901 CAPITAL OUTLAY					
101-901-975 000-ARPA IT IN QUOTE AAAQ7517 TWP HALL RECABLING		CTS COMPANIES	RECABLING OF SCIO TOWNSHIP HALL	13,955.61	61022
		Total For Dept 901 CAPITAL OUTLAY		<u>13,955.61</u>	
		Total For Fund 101 GENERAL FUND		<u>63,307.58</u>	
Fund 206 FIRE DEPARTMENT FUND					
Dept 000					
206-000-722 000	PENSION	MERS	GENERAL & FIRE PENSION COST NOVEMBER PAYROLL	1,097.84	61027
206-000-920 000	TELEPHONE	VERIZON WIRELESS	10/14/23 - 11/13/23 TABLET SERVICE & HOTSPOT	403.28	61031
206-000-921 000	ELECTRIC	DTE ENERGY	10/19/23 - 11/16/23 ELECTRIC USAGE 1055 N ZEEB RD FL N	446.83	61023
206-000-922 000	WATER	SCIO TOWNSHIP UTILITIES DEPT	08/07/23 - 11/01/23 WATER BILL FOR 1055 N ZEEB RD	534.30	61030
206-000-931.100	RUBBISH REMOVAL	GFL ENVIRONMENTAL	12/2023 GARBAGE/RECYCLING PICK UP	99.56	61025
		Total For Dept 000		<u>2,796.14</u>	
		Total For Fund 206 FIRE DEPARTMENT FUND		<u>2,796.14</u>	
Fund 208 PARKS & PATHWAYS FUND					
Dept 751 PARKS					
208-751-920 000	TELEPHONE	VERIZON WIRELESS	10/14/23 - 11/13/23 CELL PHONE SERVICE	12.30	61032
		Total For Dept 751 PARKS		<u>118.30</u>	
Dept 753 PATHWAYS					
208-753-920 000	TELEPHONE	VERIZON WIRELESS	10/14/23 - 11/13/23 CELL PHONE SERVICE	12.30	61032
		Total For Dept 753 PATHWAYS		<u>118.30</u>	
Dept 770 PARKS AND PATHWAYS MAINTENANCE					
208-770-920 000	TELEPHONE	VERIZON WIRELESS	10/14/23 - 11/13/23 CELL PHONE SERVICE	24.60	61032
		Total For Dept 770 PARKS AND PATHWAYS MAINTENANCE		<u>24.60</u>	

					<u>261.20</u>	
Total For Fund 208 PARKS & PATHWAYS FUND						
Fund 590 SEWER FUND						
Dept 000						
590-000-722 000	PENSION	MERS	GENERAL & FIRE PENSION COST NOVEMBER PAYROLL	2,980.93	61027	
590-000-920 000	TELEPHONE	AMERICAN MESSAGING	PAGER SERVICE 11/15/23 - 12/14/23	16.46	61016	
590-000-920 000	TELEPHONE	VERIZON WIRELESS	10/14/23 - 11/13/23 CELL PHONE SERVICE	73.80	61032	
590-000-921 000	ELECTRIC	DTE ENERGY	10/14/23 - 11/13/23 ELECTRIC USAGE 319 DINO DR	49.81	61023	
590-000-921 000	ELECTRIC	DTE ENERGY	10/13/23 - 11/10/23 ELECTRIC USAGE 5470 JACKSON RD	2,603.80	61023	
		Total For Dept 000		<u>5,724.80</u>		
Total For Fund 590 SEWER FUND						
				<u>5,724.80</u>		
Fund 591 WATER FUND						
Dept 000						
591-000-722 000	PENSION	MERS	GENERAL & FIRE PENSION COST NOVEMBER PAYROLL	2,980.93	61027	
591-000-920 000	TELEPHONE	AMERICAN MESSAGING	PAGER SERVICE 11/15/23 - 12/14/23	16.47	61016	
591-000-920 000	TELEPHONE	VERIZON WIRELESS	10/14/23 - 11/13/23 CELL PHONE SERVICE	73.80	61032	
591-000-921 000	ELECTRIC	DTE ENERGY	10/13/23 - 11/10/23 GAS & ELECTRIC USAGE 467 JACKSON PLZ	936.21	61023	
591-000-921 000	ELECTRIC	DTE ENERGY	10/13/23 - 11/10/23 ELECTRIC USAGE 2821 W LIBERTY RD UNIT 1	436.02	61023	
591-000-921 000	ELECTRIC	DTE ENERGY	10/13/23 - 11/12/23 ELECTRIC USAGE 4450 W LIBERTY ROAD	16.06	61023	
591-000-923 000	GAS	DTE ENERGY	10/13/23 - 11/10/23 GAS & ELECTRIC USAGE 467 JACKSON PLZ	50.06	61023	
		Total For Dept 000		<u>4,509.55</u>		
Total For Fund 591 WATER FUND						
				<u>4,509.55</u>		
Fund Totals:						
			Fund 101 GENERAL FUND	63,307.58		
			Fund 206 FIRE DEPARTMENT FUND	2,796.14		
			Fund 208 PARKS & PATHWAYS FUND	261.20		
			Fund 590 SEWER FUND	5,724.80		
			Fund 591 WATER FUND	4,509.55		
			Total For All Funds:	<u>76,599.27</u>		

AGENDA # G.2
Scio Township Board of Trustees
Purchase Smart Point MXU's

FOR MEETING DATE OF: December 12, 2023

PREPARED ON: 11/30/23

PREPARED BY: Brandon McNiel

SUBMITTED BY: Utilities

ITEM TYPE: Possible Action

SUGGESTED ACTION: Approve Purchase of Smart Point MXU's

BACKGROUND: These MXU's where ordered in 2021 due to lack of inventory on hand. Due to delays manufacturing, we just received these items in November. In 2021 we received 40 MXU's from Pittsfield Township to help with our inventory issue. Out of these 60 MXU's, Scio Township will be giving 40 of them back to Pittsfield Township to reimburse them for their kind gesture.

FISCAL IMPACT: \$11,100 Meter Supply Fund

RECOMMENDATION: Approval of Purchase of 60 Smart Point MXU's.

MODEL MOTION: To authorize expenditure of \$11,100 from the Meter Supply Fund for the purchase of sixty Smart Point MXU's.

ATTACHMENTS:

[MXU's.pdf](#)

QUESTION: Shall this Motion by APPROVED?



ETNA SUPPLY - GRAND RAPIDS
 4901 CLAY AVENUE SW
 GRAND RAPIDS, MI 49548-3038
 616 241 5414
 Fax 616 241 4786



Invoice

INVOICE DATE	INVOICE NUMBER
11/02/2023	S104235411.001
REMIT TO: ETNA SUPPLY PO BOX 772107 DETROIT, MI 48277-2107 P-616 248 9182 F-616 241 4786	PAGE NO.
	1 of 1

BILL TO:

SHIP TO:

SCIO TOWNSHIP
 827 N ZEEB RD
 ANN ARBOR, MI 48103-1562

SCIO TOWNSHIP
 827 N ZEEB RD
 ANN ARBOR, MI 48103-1562

CUSTOMER NUMBER	CUSTOMER PO NUMBER	JOB NAME / RELEASE NUMBER	SALESPERSON					
9048	PER RICH		Jason McClanahan					
WRITER	SHIP VIA	TERMS	SHIP DATE	ORDER DATE				
Chad Hart	UPS GR ONLY N/C	NET 25TH	11/02/2023					
ORDER QTY	SHIP QTY	DESCRIPTION	UNIT PRICE	EXT PRICE				
60ea	60ea	SMARTPOINT 510M WU 2-PORT (LEAK); SENSUS MODEL 510M DUAL PORT M2 METER TRANSCIEVER UNIT NON-PIT VERSION WIRED INTREGAL TOUCHREAD HOURLY READS LEAK DETECTION 5396353751204MI Pn: 85059	185.000/ea	11100.00				
<table border="1"> <tr> <th>Tracking Numbers</th> </tr> <tr> <td>1Z4593300399918926</td> </tr> <tr> <td>1Z4593300396700139</td> </tr> <tr> <td>1Z4593300395920546</td> </tr> </table>					Tracking Numbers	1Z4593300399918926	1Z4593300396700139	1Z4593300395920546
Tracking Numbers								
1Z4593300399918926								
1Z4593300396700139								
1Z4593300395920546								

**** REPRINT ** REPRINT ** REPRINT**
 Invoice is due by 12/25/2023

All past due balances are subject to a Time Price Differentials of 1.70% per month.

This Invoice is controlled by Seller's standard terms and conditions of sale found at www.etnasupply.com/tcsale. All other terms are expressly rejected.

Subtotal	11100.00
S&H Charges	0.00
Tax	0.00
Payments	0.00
Amount Due	11100.00

AGENDA # G.3
Scio Township Board of Trustees
Winter 2024 Township Newsletter

FOR MEETING DATE OF: December 12, 2023

PREPARED ON: December 6, 2023

PREPARED BY: Mary Gillis

SUBMITTED BY: Clerk

ITEM TYPE: Possible Action

SUGGESTED ACTION: Approve Publication of the Winter Issue of the Township Newsletter

MODEL MOTION: To approve the publication of the winter issue of the township newsletter, pending non-substantive editorial corrections.

ATTACHMENTS:

[FINAL winter 2024.pdf](#)

QUESTION: Shall this Motion be APPROVED?



FROM THE SUPERVISOR'S DESK

ARE YOU MOTIVATED TO BECOME MORE INVOLVED IN SCIO TOWNSHIP?

Some of the issues that Scio Township has dealt with recently include protecting our natural, rural landscape, reviewing development proposals, housing and equipping our fire department, preserving our history, responding to climate change and the ongoing pollution from the Gelman Sciences site, maintaining our infrastructure, extending non-motorized pathways, and creating access to Township nature preserves. We face challenges in how best to fund bus service, road maintenance, and public safety.

If you are familiar with township government, you know that most of the decision-making authority resides with the Board of Trustees. In Scio there are seven elected members of the Board, four trustees and one supervisor, clerk, and treasurer. Each member of the Board has one vote, and each has their respective areas of responsibility. Here is more information about the elected offices that constitute Scio Township's Board of Trustees and their salaries as of 4/1/24.

SUPERVISOR (SALARY \$44,308)

Statutory duties include serving as the agent for the township for legal business, serving as chief assessor (unless the supervisor is not a certified assessor), making appointments to the Planning Commission and Compensation Commission, moderating meetings of the Township Board,

and preparing special assessment rolls.

CLERK (SALARY \$99,403)

Statutory duties include having custody of all the township records, maintaining the financial accounting records of the township, keeping the minutes of Township Board meetings, maintaining the voter registration rolls, and conducting elections.

TREASURER (SALARY \$90,000)

Statutory duties include receiving and taking charge of money belonging to the township, collecting property taxes, and managing the investments of the township.

TRUSTEE (SALARY \$10,000)

According to the Michigan Townships Association (MTA) guide to *Authorities & Responsibilities of Michigan Township Officials, Boards and Commissions*, "a trustee is an individual placed in a position of public trust with fiduciary responsibilities to manage the affairs of the township for the best interests of the public."

All Board members are elected to four-year terms at the same time and 2024 is an election year. **If you are interested in participating as a member of the Board of Trustees, now is the time to think about running for office.** If you know someone who would make a good officer, encourage them to run. The filing deadline for Democratic and Republican candidates is April 23, 2024, to qualify for the

BY WILL HATHAWAY, SUPERVISOR

August primary. The November election is the final vote, when qualified, non-affiliated candidates compete against the winners of the August Primary.

I was elected Township supervisor in 2020. While the clerk and treasurer positions have more statutory duties, "the supervisor is frequently the first official contacted about any township business or complaint and is often perceived as the township spokesperson," according to the MTA. I began serving in Scio

Continued on page 2

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Welcome Kevin Jeffery.....	9
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Continued from page 1

Township government when I was appointed to the Planning Commission and other advisory boards. Serving on one of the Township's advisory committees is a good way to see if public service is a good fit for you. A full list of Scio's advisory boards and commissions is available on the Township's website. Complete the online application form at sciotownship.org/volunteer if you would like to be considered.

Serving in government is one way we can do our part to leave the world a better place for future generations. It has been an honor and a privilege to serve in Scio Township government. I will not seek another term as supervisor in 2024. I encourage Scio residents with an interest in service to get involved in the Township.



Overseeing Early Voting during the November 2023 election (L - R : Trish Reilly (Deputy County Director of Elections), Larry Kestenbaum (County Clerk), Ed Golembiewski (County Director of Elections), and Clerk Jessica Flintoft). Scio Township was one of only 12 jurisdictions state-wide to participate in Early Voting during the fall 2023 elections. Starting in 2024, local jurisdictions are required to offer at least 9 days of early voting before every state or federal election. Early Voting for the February 27, 2024, Presidential Primary is being held daily from 9 am to 5 pm in Township Hall, February 17 - 25.

**EARLY VOTING IN TOWNSHIP HALL
FEBRUARY 17 -25 , 9 AM - 5 PM (INCLUDING WEEKENDS)
TOWNSHIP HALL, 827 N ZEEB RD**

LETTER FROM THE FIRE CHIEF

A big thank you to Scio voters who came out to support the fire expansion assessment questions this last November. While the outcome is not what we hoped for, we learned a lot from hearing from residents and are working to create a proposal that voters can support that also addresses the issues identified by the Fire Services Guidance Committee: limited capacity and excessive response times.

With the failure of the ballot proposals, these problems will persist. Our staffing most times is three firefighters per day. This allows us to handle only one emergency call at a time, and we under-respond to approximately 30% of our calls (we should be sending two or more engines to certain types of incidents with 6-8 personnel but are able to send only one engine with 3 personnel). On the days that we do have a fourth firefighter on duty, we can send our rescue vehicle on medical calls, but most days we respond with our engine, as we don't have

adequate personnel on duty to service both the rescue vehicle and the engine.

Approximately 55% of the time we do not meet our goal of responding to your emergency in 6 minutes or less. This goal is based on national consensus standards and industry best practices. Our areas of greatest weakness are the southeast and east sides of Scio Township.

Numerous studies have determined that Scio township needs a second fire station, one located in the heavily populated southeast section of the Township. This alone would go a long way to improving our response times to areas most frequently served.

The way to improve capacity and response times is to build and staff a second fire station. However, the plan put forth in the November 2023 ballot proposals was not a plan a majority of voters could support. We are working with our interim finance director from Plante Moran, along with elected officials and other staff, to put together a plan that voters can support, and

BY ANDREW HOUDE, CHIEF
SCIO TOWNSHIP FIRE DEPARTMENT

that will address the issues identified by the Fire Service Guidance Committee. And we must do a better job of getting the details of any future plan out to voters. I look forward to helping create a plan that addresses our shortfalls and sets our feet on the path to our goal of improved service to the people of Scio Township.

KEEP HYDRANTS CLEAR

Once winter weather arrives, residents can play an important part in assisting emergency responders. If able, residents are asked to help keep fire hydrants adjacent to their property or in their neighborhoods free from snow and ice. Leaving a 3-foot clearing around hydrants can provide easy access to firefighters in the event of fire. Thank you in advance!

CLERK'S COLUMN

BY JESSICA M. FLINTOFT, CLERK

RECAPPING NOVEMBER 2023

A full 34 percent of registered voters participated in the November 7, 2023 election on funding for Fire and EMS services. This level far surpasses the usual turnout for a single-issue local election in an off-year. I want to give a shout out to Scio's Election Inspectors who inaugurated nine days of Early Voting, counted thousands of Absentee Ballots, and staffed the polling places on Election Day. We are well served by these amazing teams of community members who step forward each Election to make democracy happen. Please reach out to us if you are interested in serving as an Election Inspector in 2024. We would love to have you.

VOTING IN 2024

Scio Township voters are guaranteed to have the opportunity to vote in 3 elections in 2024, with the possibility of a fourth:

February 27, Presidential Primary Election

May 7, Special Election (if one is called)

August 6, State Primary Election

November 5, State General (and Presidential) Election.

We at the Clerk's Office are preparing for these upcoming elections and are privileged to be implementing the reforms made possible by the adoption of Proposition 2022-2 to Promote the Vote. One of these reforms allows an increase in maximum precinct size, from 2,999 to 4,999 active voters per precinct. This makes it possible for us to reduce the number of our precincts from 8 to 5. With more voters participating via absentee ballot than ever before, reducing the number of polling places saves election administration costs without affecting voter service at the polls. We mailed new voter identification cards with current precinct and polling place information to every registered voter in the Township in December. **Check your**

new voter ID card before heading out to the polls, which will be open from 7:00 am to 8:00 pm on Election Day. You can also find your new precinct number and polling place on the map on the back of this publication.

Building on the successful implementation of 9 Days of Early Voting in the November 2023 election, **Scio Township has been designated an official Early Voting Site for all of the elections held in 2024**, both for our own voters and for voters in the City of Dexter, Ann Arbor Township, Northfield Township, and Webster Township. Voters who wish to cast their ballot in person during the 9 days of Early Voting before each election may vote at Scio Township Hall or at the Washtenaw County Learning Resource Center (4135 Washtenaw Ave in Ann Arbor).

February 27, 2024

Presidential Primary

EARLY VOTING

Township Hall

February 17 – 25

9 am – 5 pm (including weekends)

For those voters who signed up to automatically receive an absentee ballot before every election, **you must select either a Democratic ballot or Republican ballot for the February 27 Presidential Primary Election.** We will mail a form to each of you on both the Permanent Ballot List and the Permanent Application List. It is important that you complete that form and return it to the Clerk's Office in order to receive your absentee ballot for the Presidential Primary because those ballots are specific to each party. Your party preference does not become part of your voter record.

You can expect to receive both your new voter ID card and either an absent voter ballot application, or a query about your party preference early in January. If you happen

to receive information for a voter who no longer resides at your home, please write on the outside of the envelope "no longer at this address" and place it back in your mailbox for the carrier to retrieve. (This will start the process of removing them from the voter rolls.) Absentee ballots will be available for issuance by January 13 and must be returned to the Clerk's Office no later than 8:00 pm on Election Day to be counted.

Do you know a civilian living outside of the US, or a member of the US military stationed domestically or abroad? As voters who are living outside of the US or as members of the US military, they have additional rights and are encouraged to complete and return a Federal Post Card Application (FPCA) as soon as possible (visit [FVAP.gov](https://www.fvap.gov) for information and application materials).

All Michigan voters can confirm registration and view sample ballots for upcoming elections by visiting the Michigan Voter Information Center, Michigan.gov/Vote. As always, please direct your questions or concerns to the Clerk's Office by calling 734-369-9400 or emailing clerk@sciotownship.org. Or stop by Township Hall during regular business hours, Monday-Friday, 8:00 am to 4:00 pm.

FILING DEADLINES

**Partisan candidates for local office,
April 23, 4:00 pm**

**Non-partisan candidates for local office,
July 18, 2024, 4:00 pm**

Candidates obtain Nominating Petitions, Qualifying Petitions, and Affidavits of Identity from the Township Clerk's Office in Township Hall, 827 N Zeeb Road, open M-F, 8 -4. Visit Washtenaw.org/304/elections for the list of candidates maintained by the Washtenaw County Clerk.



DOWNTOWN DEVELOPMENT AUTHORITY

You may have noticed the recent landscaping improvements that have been made to Jackson Blvd. Scio Township Downtown Development Authority (DDA) is excited to announce that a much-anticipated community improvement has begun on Jackson Blvd.

Phase 1 of the proposed improvement consists of installing new WELCOME signage at Wagner Road and the restoration of 27 endcap gardening beds starting at the Wagner Road intersection and ending at Meijer. The renovated garden beds will be 10 feet wide and 30 feet long, which is smaller than the current beds. Each bed will hold a carefully selected combination of shrubs, trees, and flowers.

The design of each bed was made with consideration to cost effectiveness,

environmental factors, maintenance, and aesthetics. The new beds will cut down on the cost of the mulching, require little to no maintenance for pruning or trimming, and need no irrigation until summer 2024. Signage for businesses will be visible from both sides of the boulevard. Finally, with the new plants, it will be more difficult for debris and trash to collect in them.

Phase 1 of the project was underway in August 2023. Phase 2 is scheduled to begin in summer 2024. Phase 2 is expected to include the continuation of the restoration of the remaining beds beginning at Meijer and ending at Dino Dr. as well as signage near Baker Road. Phase 2 beds will be in addition to the 27 beds restored in Phase 1.

BY SANDY MUSSER, MEMBER
DOWNTOWN DEVELOPMENT AUTHORITY

Scio Township DDA has already set aside funding for this project; however, a request has been made to the Township's Board of Trustees to approve the use of the Scio Tree Fund to help with the cost of trees. Scio Township DDA uses tax increment financing (TIF) to fund most projects. TIF is a state authorized funding mechanism used by the DDA to make improvements to the downtown area. The intent is to make improvements to the area that then increase property values. The additional tax revenue created from the increased property value is then used by the DDA to finance projects such as landscaping.

FROM TOWNSHIP ASSESSING DEPARTMENT

The 2024 Inflation Rate (Consumer Price Index or CPI) used to calculate the 2024 Taxable Value has been issued by the State Tax Commission. The calculated rate for 2024 is 5.1%. Per Proposal A, adopted by voters on March 15, 1994, the CPI cannot be higher than 5% or the rate of inflation, whichever is less.

Therefore, the CPI to be used in calculation of the 2024 taxable value of your property will be 5%. We have posted a copy of that bulletin on the Scio Township website at Community/ Assessing Reports, or search "2024 Inflation."

If you would like to get an idea of the 2024 taxable value of your property, multiply your 2023 taxable value by 1.05%. The resultant figure will be what your 2024 taxes will be based on. Please note that if you

recently purchased your home, built a deck, finished a basement, etc. or demolished a structure on your property, your taxable value will be calculated to include the increase or loss in value. Contact our office if you would like information on how that calculation was performed.

Your 2024 assessment notice will be mailed mid-February. The March Board of Review is the only opportunity to appeal the 2024 Assessed Value. Per MCL 211.30, the Board of Review must meet the second Monday in March (for 2024, the week of March 11) as well as providing additional, specified, hours of availability. Exact dates and times for the 2024 March Board of Review were not available at the time of this writing but will be noted on your assessment notice.

BY ANDREA GARRETT, CHIEF ASSESSOR

In addition to Assessed Values, the Board of Review considers Disabled Veterans' Exemptions and Poverty Exemptions. For either of these, please contact our office and we will get the proper application and supporting paperwork to you for submission to the March Board of Review.

It is also important to be sure that we have your correct mailing address on file. As stated earlier, assessment notices are mailed mid-February. Any returned notices may not have sufficient time to be re-mailed before the Board of Review convenes.

As always, the Assessing Department can be contacted by phone at 734-369-9400 or via e-mail at Assessing@sciotownship.org.

GELMAN UPDATE

BY KATHLEEN KNOL, TRUSTEE

The US Environmental Protection Agency (EPA) recently completed the Site Inspection Report for the Gelman Site, which is located on Wagner Road in Scio Township. The Site Inspection was part of the lengthy evaluation process that a contaminated site must go through for placement on the National Priorities List (NPL) and eventual designation as a Superfund Site. Nuria Muniz, Section Supervisor, Superfund & Emergency Management Division of EPA Region 5, stated, "Based on these results and the volume of historical sampling data, the Gelman Sciences, Inc. site remains eligible for possible inclusion on the National Priorities List."

A brief review of the process for placement on the NPL and Superfund designation for the Gelman site may be helpful: The EPA completed the Preliminary Assessment step

and Preliminary Hazardous Ranking in 2017. The Governor sent a concurrence letter to the EPA asking that the listing process continue. The Site Inspection step was completed in October of 2023. The Site Inspection report indicates that the Gelman site can continue toward designation as an NPL/ Superfund site. If the site is proposed as an NPL/Superfund site, the EPA must publish their intent in the Federal Register and there will be a public comment period.

Designation as a Superfund Site would mean that the Gelman site cleanup and oversight would be managed by the EPA. **This comprehensive oversight would force the polluter to deal with the spreading contamination and halt the expansion of the Plume.** Additionally, it has been stated that the EPA will delineate the boundaries of the

Plume. Previously, the Plume boundaries had only been estimated, but had not been clearly delineated.

Evaluation of the Gelman site by the EPA, in concert with the Michigan Department of Environment, Great Lakes & Energy (EGLE), will continue. It is not known when the Gelman site might be listed on the NPL. What we learned this fall is merely that the site remains eligible to be considered for inclusion on the List. To stay updated on this issue, visit epa.gov/mi/gelman-sciences.

ADDITIONAL RESOURCES:

Coalition for Action on Remediation of Dioxane (CARD) Washtenaw.org

Scio Residents for Safe Water (SRSW) SRSW.org

EGLE Gelman website Michigan.gov/EGLE

DON'T GET SCAMMED!

One of the most important things you can do to reduce your risk of being scammed is not answer the phone for unsaved numbers. To report a scam, file a complaint or get additional information, contact the Michigan Department of Attorney General, 877-765-8388, or visit Michigan.gov/consumerprotection.

CHECK OUT READY.GOV

for all your emergency-related information needs. Their lead article "Why you should be winter ready" provides useful tips on staying safe during the cold months.

EMERGENCY ALERTS

Sign up for Washtenaw Alerts, a service offered by Washtenaw County that pushes emergency notifications to your phone. Go to Washtenaw.org/alerts to choose from a range of life-safety notifications, from severe weather to missing persons.

NEW CRIME DATA DASHBOARD

Aiming to provide complete, accurate, and relevant information in a format that is easy to understand, the Washtenaw County Sheriff's Office has created a new Data and Information Dashboard. Check it out at Washtenaw.org/WCSODashboard.

ARRIVE ALIVE

For information on a range of cold-weather driving challenges, such as planning a safe route, how to control your vehicle on slick roads, what to do in an emergency, passenger safety information, tire tips and more, visit Michigan.gov/WinterDriving.



MAKE A NEW YEAR'S RESOLUTION WITH GLOBAL IMPACT

According to NASA, the summer of 2023 was the hottest on record since global records began in 1880. In fact, for the first time planet Earth stepped over the 2.0 degrees Celsius barrier (temperature change from preindustrial levels) on November 17 and 18, 2023. Internationally, and in the US, we have not slowed the rate of global greenhouse gas emissions, which cause our planet to warm. These emissions, specifically carbon dioxide, remain in our atmosphere for 300 to 1000 years. Thus, humans are changing the atmosphere by emitting carbon dioxide, and those changes will endure on the timescale of many human lives.

You can reduce your carbon footprint using financial incentives from the Inflation Reduction Act to decarbonize your home. Find out how by going to RewiringAmerica.org/IRAGuide and making a customized plan or downloading their Electrify Everything Guide. Look into other actions you can take to protect our natural environment and achieve carbon neutrality by visiting the Environmental Sustainability pages on the Township website, SciOTownship.org/Sustainability.

On Sunday, October 29, the Scio Township Environmental Sustainability Task Force (ESTF) held its first annual Sustainability Fair. The fair presented a broad array of information on local efforts to bolster community resilience, reduce

Scio's carbon footprint, improve health, and provide actionable guidance for residents to contribute to these initiatives. The event also served as a means for residents to engage with groups such as the Citizen's Climate Lobby and the Washtenaw Climate Reality Project.

BY JAN CULBERTSON, CHAIR,
PLANNING COMMISSION

Want to help Scio Township implement its Climate Action Plan? Join the Environmental Sustainability Task Force—new members are always welcome! Send me an email with your interest at pcchair@sciotownship.org.



Washtenaw County Conservation District volunteers staff a table last October at the First Annual Sustainability Fair

RECYCLE!

"That can that contains Michigan-made cider could have come out of your neighbor's recycling bin and got processed into a new can, or it could have come from the ground in a bauxite mine in Australia, got shipped to Asia for processing and then got put on a boat and moved here. Four times the amount of greenhouse gas is saved by taking that already-mined aluminum and turning it into a new can." – Matt Flechter, recycling market development specialist for EGLE (Source: Michigan.gov/mienvironment)

RECYCLE YOUR PHONE

Donating or recycling cell phones is a great way to conserve resources. For every million cell phones recycled, 35,000 pounds of copper, 772 pounds of silver, 75 pounds of gold, and 33 pounds of palladium can be recovered, according to the United States EPA. Before recycling your electronics, always delete all personal information. Find a place to recycle your cell phone locally using the Waste Wizard Recycling search engine at WRRMA.org.



SCIO PARKS, PRESERVES, AND PATHWAYS

BY ANNA CONE, PARKS DIRECTOR

DO YOU KNOW WHERE YOUR NEAREST GREEN SPACE IS?

Get outside this winter by visiting SciOTownship.org/ParksandPreserves to see a list of the green spaces near you along with photos and trail maps. Seven properties listed there are maintained and stewarded by the Scio Township Parks Department. When you visit one of our parks make sure to check out the kiosk for a map and some fun and educational naturalist content!



VAN CURLER PRESERVE OPENING SOON

Between W. Joy Rd and Huron River Dr, just North of Dexter-Huron Metropark, sits the Van Curler Preserve. Purchased by Scio Township in 2014, Van Curler is a 90-acre property with two miles of scenic trails that guide hikers through deciduous forest, coniferous forest, wetland, and old-field. A small 6-car gravel parking lot at the W. Joy Road entrance was finished in December, with minimal paving to be completed this Spring. Don't miss out on being one of the first visitors!



photo credit: Bria Sheffer

SLOAN PRESERVE

Located at 1900 Baker Road and boasting a parking lot, information kiosk, marked trails and access to Mill Creek, Sloan Preserve is 50 acres of wetland, upland forest, and grassland and a popular destination for fly fishers.



photo credit: Bria Sheffer

SIDEWALK PROJECT COMPLETE



photo credit: Anna Cone

The Scio Ridge/ Upland Drive Sidewalk Connector Project is complete barring re-seeding in the Spring. This pedestrian safety project addressed sidewalk gaps, missing bus stops, and lack of ADA-compliant sidewalks in a densely populated portion of the southeast corner of the Township. Originating with the former Transportation Alternatives Committee (TAP), and brought to completion by the Parks, Preserves, and Pathways Committee (PPP), this project improves safety for both drivers and pedestrians. The Board of Trustees approved the use of American Rescue Plan Act (ARPA) funds to complete this work.

FROM THE UTILITIES DIRECTOR

I hope this message finds you in good health and high spirits. I am writing to you as the new Utility Director, and I am excited to serve this wonderful community. It's my privilege to discuss an important issue that impacts us all – water conservation and the significance of regularly checking for leaks in your plumbing. **Water leaks, no matter how small they may seem, can have a significant impact on your water bills and, ultimately, on the availability of this precious resource.** Taking action to identify and address leaks is not only a responsible act but also a cost-effective one.

STEPS TO CONFIRM A LEAK

- Begin by ensuring that no water is being used anywhere in your house or business by turning off all faucets, appliances, and any other sources of water consumption.
- Next, check your water meter. Water meters are read from left to right. If the far-right digits are moving when everything is turned off, it indicates a leak.
- Once you've confirmed the possibility of a leak, it's time to investigate your plumbing system.

The most common sources of leaks are toilets, outdoor spigots, and municipal sump pumps.

BY BRANDON McNIEL,
DIRECTOR OF UTILITIES

If you have a municipal sump pump backup system, it's essential to check your primary sump pump regularly. Municipal backups are valuable but can lead to increased water usage. Fixing your primary pump promptly is crucial to reducing the cost of your water bill.

Your active involvement in monitoring your water usage and addressing leaks promptly not only benefits you but also supports our collective commitment to sustainable water management. If you have any questions, please contact me at 734-369-9355. Leave a voicemail if I don't pick up and I will return your call.

WELCOME BRANDON McNIEL!

This fall, Scio Township staff welcomed a new Utilities Director, Brandon McNiel, whose friendly smile and energy have made him popular with staff and residents alike. **Brandon comes to Scio from the City of Flint where he saw firsthand the devastation wrought on a community by a failed water delivery system.** There he worked on a team that inspected the replacement lines for the lead-soldered lines that poisoned many. The age of the infrastructure in Flint provided Brandon with the opportunity to learn all aspects of water and sewer utilities work since many unplanned repairs of water mains and hydrants were the order of the day. From Flint Brandon went on to the Genesee County Drain Commission, where he earned the "S" license that qualifies him to lead the Utility department here in Scio. He also spent a year as the superintendent of the Clio Department of Public Safety, a small community near Flint where his department was responsible for everything from pothole repair to park maintenance as well as



water and sewer.

All those types of experience will come in handy here in Scio, where we have 378,000 feet of water main and 234,000 feet of sewer in our district as well as an institutional history of relying on the Utilities Department for help with everything from moving Elections equipment to

BY MARY GILLIS, EDITOR

mowing and grounds maintenance at Township Hall and connected pathways. With regard to our water and sewer district, **Brandon finds the system "in good shape due to past Utility Directors, past Boards and the Township's engineering consultants,** who made sure the system was maintained and planned for needed updates."

Brandon grew up outside Flint and continues to live in the area with his spouse and two young children. His in-laws, who provide needed childcare, live nearby, so while he admires Scio's beauty, he doesn't expect to relocate his family here anytime soon. "I'm really honored to have the opportunity to serve this community, so I don't mind the commute. I have a lot of passion for this work and I look forward to helping Scio continue to have sound and reliable sewer/water utilities."

ARE YOU TOO COLD IN YOUR HOME?

Apply for *FREE* home weatherization in Washtenaw County!



Apply today at bit.ly/wx-app or call (734) 544-3008!

Homeowners and renters can apply!



Benefits of Weatherization

- Comfort
- Lower Utility Bills
- Energy Savings
- Improved Health and Safety

Income must be at or below 80% area median income (AMI) to qualify:

Household Size	1	2	3	4	5	6
Income Limit 80% AMI	\$66,300	\$75,750	\$85,200	\$94,650	\$102,250	\$109,800



Check out our YouTube to get a behind-the-scenes look!



(734) 544-3008
415 W. Michigan Ave, Ypsilanti
washtenaw.org/weatherization

WELCOME KEVIN JEFFERY!

Scio Township staff welcomes Kevin Jeffery as our new Building Maintenance Custodian. Kevin has had a varied career, ranging from a stint in the military to sales, from property management to running his own general contracting business. He even spent some time as a firefighter, though that career path was cut short when he was diagnosed with cancer. He is now gratefully cancer-free and sought work in the Ann Arbor area, where he has family and church connections.

Traditionally, the Township building custodian wears many hats, so Kevin's skill-set makes him well-suited for this role. For example, Kevin has experience working with MISS-DIG locating underground power lines and may spend some of his time doing that type of work here in Scio. "As soon as his immediate 'to-do' list gets under control," according to Utilities Director McNiel,



Kevin's many general-contractor skills, from painting to improving the efficiency of the HVAC system at Township Hall, were called upon immediately. "I was impressed

BY MARY GILLIS, EDITOR

by the range of his skills and experience," Manager Parker said after she interviewed Kevin. "He's a real go-getter," says McNiel. "Just having that depth of skills on staff makes him a real asset."

Kevin will help the Township achieve its sustainability goals, including net-zero greenhouse gas emissions by 2030. He speaks knowledgeably about the pros and cons of various energy efficiency strategies. He also hopes to find ways to increase community spirit. Bringing people together for a positive purpose appears to be natural for him: he and his wife have eight children in their blended family. Kevin says, "I look forward to growing with Scio and contributing to its reputation as a great place to work and live." Welcome Kevin, we are glad to have you with us!

WELCOME SEAN McCORMICK!

Scio Township is fortunate to have retained the services of Sean McCormick, formerly with the Pittsfield Township Police Department, for the post of Ordinance Enforcement officer. Sean rose to the rank of lieutenant over the course of his 27-year career in Pittsfield on the strength of his abilities as an administrator and for his commitment to community engagement. These qualities made him an outstanding candidate for the role of ordinance enforcement here in Scio, according to Township Manager Parker. This hire reflects a change in philosophy on the part of this Board of Trustees with regard to protecting public health and safety by reducing violations of the township code. The Board expressed enthusiasm about Sean's history of working with residents. Sean's friendly but firm demeanor makes him the ideal face of



the revised code enforcement program. In our interview, Sean stated: "I look forward to working with residents to obtain voluntary compliance to ordinance violations when

BY MARY GILLIS, EDITOR

possible." As a first step in this new iteration of the code enforcement program, Sean has been tasked to create a process for how complaints are received, logged, investigated, and resolved. In pursuit of that goal, **a complaint form has been made available online at SciOTownship.org/code for residents to report any issues of concern they observe in their neighborhoods.** Sean's intention is to reach out, first in person, second by phone call, and by letter only as a last resort. "I look forward to taking an approach of obtaining compliance versus issuing citations and hope that I can successfully approach residents either in person or by telephone to accomplish this." Welcome Sean, your efforts on behalf of our Township will be much appreciated!

SPRING COMMUNITY POLICE ACADEMY

The Community Police Academy is designed to give a behind-the-scenes look at the everyday work of the Washtenaw County Sheriff's Office. Members meet command staff, learn how traffic stops are made, take a tour of the jail, meet K-9 staff, learn how to process a crime scene, make an arrest, and more. Residents interested in taking part in this free program, held on Wednesday evenings from March 13 to May 29, may apply by contacting Deputy Jessica Wion at wionj@washtenaw.org by January 5, 2024.

Report potential code violations at sciotownship.org/code

REMEMBER...!

Property owners are responsible for keeping sidewalks in good repair and free from ice, snow, and other obstructions. Snow that accumulates overnight must be cleared by 6 pm the following day; snow that accumulates during the day must be cleared by noon the following day.

An advertisement for ReportFraud.ftc.gov. On the left, it says "Problems with any of these? Report it. ReportFraud.ftc.gov". On the right, there are several colorful callouts with icons and text: "Online shopping" (shopping cart), "Sweepstakes, prizes, lotteries" (star), "Phone, internet, TV service" (TV), "Fake family emergency calls" (phone), "Callers pretending to be from the government" (ID card), "Jobs and money-making opportunities" (dollar sign), "Fake IRS calls" (IRS logo), and "Auto sales and repair" (car).



FOOD WASTE

Forty percent of all food grown in America is wasted. Visit SavetheFood.com to find multiple ways you can reduce food waste in your own life, from recipes to food storage to buying the right amounts in the first place.

GFL DISCOUNTS AVAILABLE

If at least one person in the household is 65 years or older, or a disabled veteran, then the household is eligible for a 5% discount on services. Email GFLUSCustomerService@GFLenv.com to apply.



USEFUL CONTACT INFO

TOWNSHIP HALL AND CLERK'S OFFICE

827 North Zeeb Road
Ann Arbor, MI 48103
(734) 369-9400
Hours: Monday to Friday 8 am – 4 pm

info@sciotownship.org
clerk@sciotownship.org
newsletter@sciotownship.org
website: sciotownship.org

OFFICERS

Will Hathaway, Supervisor—
whathaway@sciotownship.org

Jessica Flintoft, Clerk—
jflintoft@sciotownship.org

Donna E. Palmer, Treasurer—
depalmer@sciotownship.org

Mark Brazeau, Trustee —
mbrazeau@sciotownship.org

Jillian Kerry, Trustee —
jkerry@sciotownship.org

Kathleen Knol, Trustee—
kknol@sciotownship.org

John Reiser, Trustee —
jreiser@sciotownship.org

TownshipBoard@sciotownship.org



SENIOR STAFF

Joyce Parker, Manager —
jparker@sciotownship.org

Andrew Houde, Fire Chief —
ahoude@sciotownship.org

Anna Cone, Parks Director—
acone@sciotownship.org

Andrea Garrett, Assessor —
algarrett@sciotownship.org

Brandon McNiel, Utilities Director —
bmcniel@sciotownship.org

Kristy Aiken, Office Coordinator —
kaiken@sciotownship.org

Sean McCormick, Ordinance Enforcement —
smccormick@sciotownship.org

UTILITIES

In Scio:
8 am – 4 pm..... (734) 369-9350
After hours(734) 651-4770

In Loch Alpine:
Water or sewer emergencies... (248) 433-8904
Non-emergencies (517)673-8369
Account Management/Billing
(office hours M-F, 5-8 p.m) ... (734) 433-0835

FIRE DEPARTMENT

1055 North Zeeb Road
For emergencies 911
Business line..... (734) 665-6001
Fire@sciotownship.org

WASHTENAW COUNTY

County Water Resources
Commissioner (734) 222-6860
drains@ewashtenaw.org

County Road Commission..... (734) 761-1500
wrcr@wccroads.org

County Commissioners

District 1 – Jason Maciejewski
maciejewskij@washtenaw.org

District 9 – Katie Scott
scottk@washtenaw.org

County Sheriff Scio Station

For emergencies 911
Business line..... (734) 994-2911

STATE OF MICHIGAN

State Representative

District 47 - Carrie Rheingans... (855) 627-5052
carrierheingans@house.mi.gov

District 33 - Felicia Brabec (517) 373-2420
feliciabrabec@house.mi.gov

District 48 – Jennifer Conlin... (517) 373-7557
JenniferConlin@house.mi.gov

State Senator

District 14 – Sue Shink (517) 373-2426
SenSSHink@senate.michigan.gov

Governor

Gretchen Whitmer (517) 373-3400
gwhitmer@michigan.gov

FEDERAL GOVERNMENT

U.S. Representative

District 6 – Debbie Dingell (202) 225-4071
debbiedingell.house.gov

U.S. Senators

Debbie Stabenow. (202) 224-4822
stabenow.senate.gov

Gary Peters. (202) 224-6221
peters.senate.gov

President of the United States

Joe Biden. (202) 456-1111
whitehouse.gov

THE SCIO TOWNSHIP COMMUNITY REPORT

Is published quarterly by the Scio Township Board of Trustees for the residents of Scio Township.

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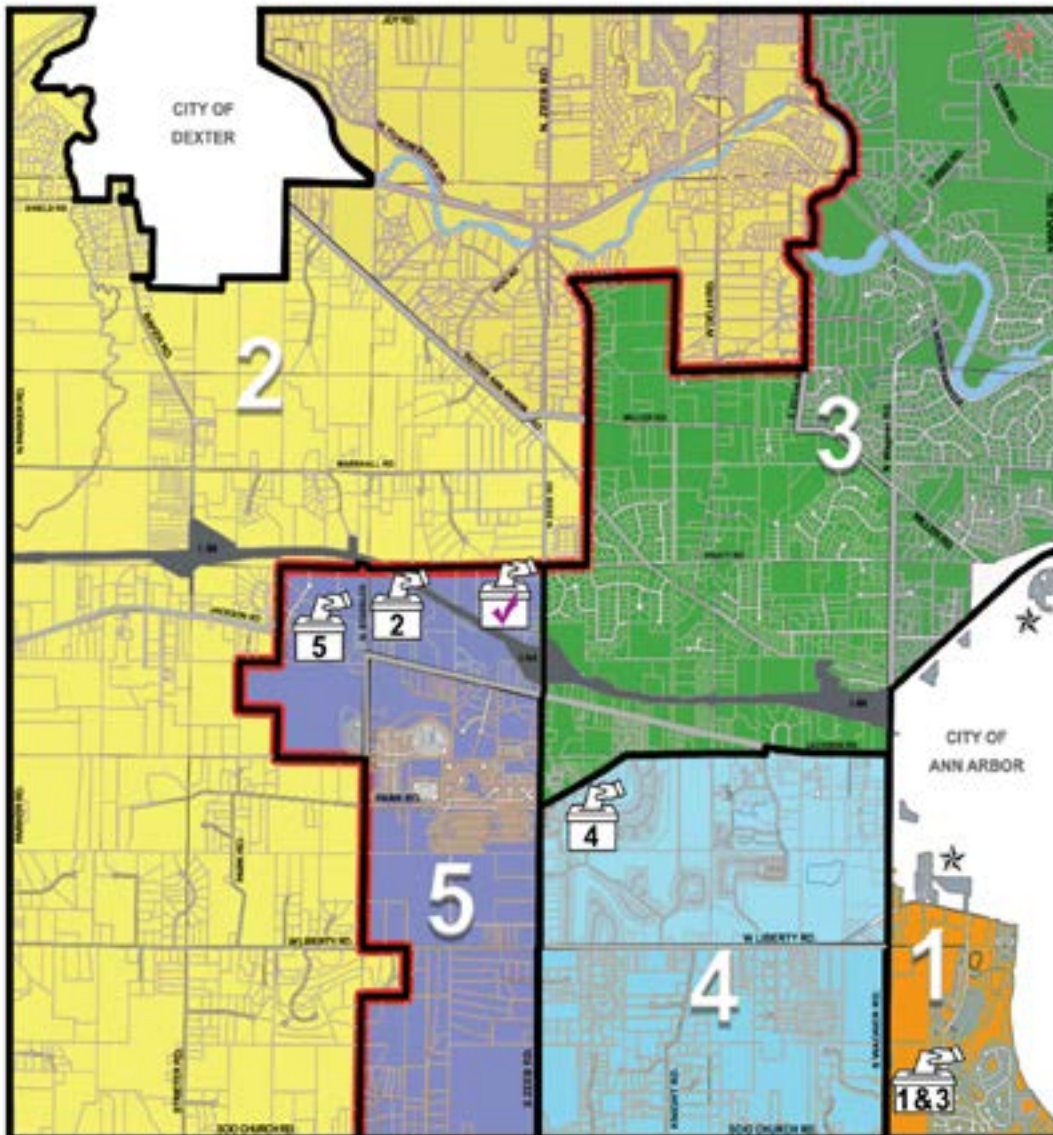







Scio Township Hall
 827 North Zeeb Road
 Ann Arbor, MI 48103

Postmaster: leave with current resident

To Scio Neighbor

NEW SCIO PRECINCTS AND POLLING PLACES



-  **PRECINCTS 1 & 3**
Washtenaw Inter. School District
1819 South Wagner Road
-  **PRECINCT 2**
Kiwanis Club
100 North Staebler Road
-  **PRECINCT 4**
Polo Fields Main Club House
5200 Polo Fields Drive
-  **PRECINCT 5**
Scio Farms Community Club House
6655 Jackson Road
-  **EARLY VOTING**
Scio Township Hall
827 North Zeeb Road
OR
Washtenaw County LRC
4135 Washtenaw Avenue
-  Polling Place
-  Precinct Boundaries
-  School District Boundary

Early Voting: Sat. February 17 - Sun. February 25, 2024, 9:00AM - 5:00PM

Election Day Voting: Tuesday February 27, 2024, 7:00AM - 8:00PM

Absentee Ballots due to Clerk's Office by 8:00PM on Election Day, February 27, 2024

Approved as of November 2023

AGENDA # G.4
Scio Township Board of Trustees
Installation of Generator, Docking Station and Transfer Switch.

FOR MEETING DATE OF: December 12, 2023

PREPARED ON: 12/6/2023

PREPARED BY: Brandon McNiel

SUBMITTED BY: Utilities

ITEM TYPE: Possible Action

SUGGESTED ACTION: To approve quote from Huron Valley Electric to install new Generator, Docking Station and Transfer Switch. This quote is good for 1 year.

BACKGROUND: Upgrading the Township Hall Generator is imperative for uninterrupted power. Utility Director recommends installing a Cummins Generator. This brand is renowned for its reliability. This ensures a steadfast power source, vital for Township operations. The investment in a dependable generator like Cummins is a prudent choice for the Board of Trustees.

FISCAL IMPACT: \$50,300 in ARPA Funding

RECOMMENDATION: Building Maintenance Director- Approved

MODEL MOTION: To authorize payment of 50,300 to Huron Valley Electric based on the attached quote of \$50,300 for installing a new Cummins Generator, docking station and transfer switch.

ATTACHMENTS:

[Scio Twp Generator Replacement 23-11211.pdf](#)

QUESTION: Shall this Motion be APPROVED?



Proposal #23-11211

November 21, 2023

Brandon McNiel
Scio Township
827 North Zeeb Road
Ann Arbor, MI 48104

Re: Scio Township Hall Generator Replacement

Brandon,

Huron Valley Electric is pleased to submit the following proposal for the above referenced project.

Scope of Work:

- Remove and dispose of existing generator, ATS, and concrete pad.
- Receive and install new generator.
 - New concrete pad is included.
- Install new ATS.
- Install remote annunciator.
 - To be located near mechanical room.
- Provide natural gas piping.
 - Existing gas meter to remain.

Special Notes:

- This proposal includes normal working hours.
- Temporary power, heating, and lighting are not included.
- Generator and associated components to be purchased by others.
- Excavation and backfill is included.
- Winter conditions are not included.
- Daily clean-up is included.
- This proposal is valid for (1) year.

Total Cost..... \$39,100.00

Alternates:

- 1) Install manual transfer switch with docking station.....add \$11,200.00

Feel free to contact me with any questions.

Andrew Gorski
Service Manager
agorski@huronvalleyelectric.com

AGENDA # G.5
Scio Township Board of Trustees
Repairs to Fire Engine 1

FOR MEETING DATE OF: December 12, 2023

PREPARED ON: 12/7/2023

PREPARED BY: Andy Houde

SUBMITTED BY: Fire

ITEM TYPE: Possible Action

BACKGROUND:

In June the board authorized \$9,525 in repairs to our primary engine. Additionally, there was an unknown problem with the diesel motor that would require diagnosis and repair that was not included in this authorization would likely need to be authorized by the board.

The previously authorized work has been completed, however while performing that work additional problems were found that required additional unexpected repairs. The motor repair was completed as well as routine maintenance that was required. In total, repairs necessary to correct the deficiencies and meet DOT regulations were as follows:

Electrical cord repairs:	\$252.82
Pump controller switch:	\$210.73
Leaking valve:	\$331.00
Door handle replacement:	\$986.51
“Arrowstick” traffic direction device replacement:	\$2,191.70
Coolant temperature sensor:	\$469.26
Engine blowby-turbo replacement:	\$16,265.66
Annual maintenance:	\$849.52
Air dryer:	\$2,439.36

Front spring hangers/pins:	\$1,486.01
Pump pressure gauges:	\$1,166.85
Front tie rod ends:	\$1,517.41
Drag link and steering assist cylinder:	\$5,378.20
Rear torsion bar:	\$1,299.11
NOX sensor:	\$207.00
Total:	\$35,110.14
Previously approved:	\$9,525.00
Further board authorization needed:	\$25,585.14

The repairs have been completed and the vehicle is back in service.

MODEL MOTION: To authorize additional repairs to the 2017 Rosenbauer engine in the amount of \$25,585.14 for a total of \$35,110.14 in repairs.

ATTACHMENTS:

[invoice_67024.pdf](#)

QUESTION: Shall this Motion be APPROVED?

R&R Fire Truck Repair
 751 Doheny Dr
 Northville, MI 48167
 shop@rrfiretruck.com
 (248) 344-4443



Invoice: 67024
Date: 11/30/2023

Bill To
 Scio Township Fire Department
 1055 N Zeeb Road
 Ann Arbor, MI 48103
 P: 734-665-6001 F: 734-665-0825

Remit Payment To
 Primary
 751 Doheny Dr
 Northville, MI 48167

Service Order	Terms	Due Date	Authorizer	Customer PO	Service Writer	Unit #
1064	Net 30	12/30/2023			Lunsford, Curtis	E-1

Item	Description	Quantity	Rate	Amount
Complaint: Front electrical cord rewind not working				
Cause: I found the solenoid is bad.				
Labor	Correction: Electrical System / Wiring / Replaced solenoid located at officer kick panel. Test operation and reel working properly. Good to go. - Completed: 6/6/2023	1.36000	\$150.00	\$204.00
Parts	Solenoid- 4 post - ST81	1.00000	\$48.82	\$48.82
			Subtotal	\$252.82

Complaint: pressure switch on pump not working				
Cause: Pigtail for pressure transducer has corrosion				
Labor	Correction: Electrical System / Pressure Governor / I replaced pigtail and applied dielectric grease to terminal on the pressure governor. Test operation and governor working properly. Good to go. - Completed: 6/6/2023	1.09000	\$150.00	\$163.50
Parts	GM Delphi/Packard 3 Pin Circular Pigtail - GT150	1.00000	\$13.50	\$13.50
Parts	Check Valve 1/2" - AV23000	1.00000	\$33.73	\$33.73
			Subtotal	\$210.73

Complaint: 2 1/2 cross lay valve leaking				
Cause: Bad seals				
Labor	Correction: Fire Pump / Discharge Valve / Remove, dismantle, valve. Clean all parts. Check for cracks and good. Assemble the valve with a repair kit. Install and check operation. Valve works properly, good to go. - Completed: 6/7/2023	0.98000	\$150.00	\$147.00

Item	Description	Quantity	Rate	Amount
Parts	2.5 in Valve Repair Kit / Replaces 9138 - 89060001	1.00000	\$184.00	\$184.00
			Subtotal	\$331.00

Complaint: Officer cab door will not open from inside from time to time

Cause: Officer inside door handle

Labor	Correction: Cab / Door / Check the problem and found that the inside door handles had broken springs. Order replacement handles. Remove each door panel and replace the inner door handle. Assemble and adjust rods to work properly. Very touchy. Test operation and good to go. - Completed: 11/1/2023	3.21000	\$150.00	\$481.50
Parts	Freight - Freight	1.00000	\$53.75	\$53.75
Parts	Inside Door Handle - Officer side - 8604674-001	1.00000	\$451.26	\$451.26
			Subtotal	\$986.51

Complaint: Check on replacing arrow stick

Cause: Lights burnt out due to Moisture inside lights

Labor	Correction: Electrical System / Electrical Misc. / Arrow stick inoperable. Found moisture inside the light with corrosion. Needs new light assembly. Order replacement and install when it arrived. Connect and check operation and good to go. - Completed: 11/7/2023	3.06000	\$150.00	\$459.00
Parts	Traffic advisor - MPSUSM42-A-30	1.00000	\$1,666.03	\$1,666.03
Parts	FREIGHT - freight	1.00000	\$66.67	\$66.67
			Subtotal	\$2,191.70

Complaint: Engine light activates and then flickers

Cause: Bad coolant temp sensor

(Inspection)

Labor	Correction: Engine / Engine Misc. / Check out problem and trace the wires for the coolant system monitor. Traced the problem to the temperature sending unit plug. We could move the plug and the light would either activate or go out. Replace the pigtail and sensor and test and good to go. - Completed: 11/7/2023	2.52000	\$150.00	\$378.00
Parts	Cummins Coolant Temperature Sensor - 4954905	1.00000	\$35.58	\$35.58
Parts	Pig tail for temperature sensor - 5394261	1.00000	\$55.68	\$55.68
			Subtotal	\$469.26

Complaint: Kussmaul is not charging

Cause: Customer request

(Inspection)

Item	Description	Quantity	Rate	Amount
Labor	Correction: Electrical System / Auto Charger / checked charger charger is working nothing wrong - Completed: 10/17/2023	0.00000		\$0.00
			Subtotal	\$0.00

Complaint: Check for Engine Blow By

Cause: turbski

(Inspection)

Labor	Correction: Engine / Engine Misc. / Inspect engine for any obvious cause for high crank case pressure. Other than many oil leaks, nothing obvious. Disconnect crankcase vent tube and plumb in the Cummins Manometer. Follow Cummins protocol. Engine at idle was 12 inhg. High RPM's it was 28inhg. TOO high. Disconnect the turbo drain and run engine. At idle 2 inhg and high RPM 11.5 inhg. Turbo passing compressed air to crank case through turbo drain. Turbo defective. Order replacement turbo with new actuator. Remove old turbo and clean area. Install new turbo and connect. Test run engine with new turbo. 2 inhg at idle and 12 inhg at high RPM. Good. Take for test drive with the laptop connected and watch the turbo pressure and crankcase pressures. Pressures stay well within Cummins requirements. Problem repaired. While checking for other codes, we found a NOX code active. Check out the problem. Check wiring and connectors and good. Check reference voltage and ground and good. Sensor bad. Order sensor. replace NOX sensor and code went inactive. Check operation and good. Clear codes and all clear. Good to go. Repair oil leaks. We found leaks as follows, front cover, low pressure fuel pump mount, air compressor mount, and turbo drain. Remove and replace the front cover. Had to remove the belt and fan hub for access. Install cover and torque all bolts to manufacture specifications. Repair the turbo drain connection leak. Remove the low pressure fuel pump and the air compressor and clean area and replace the gaskets. Reassemble. Take unit on long test drive watching all pressures. Return and check out he oil leaks and all of them were dry. Check oil level and good to go. - Completed: 11/1/2023	38.86000	\$150.00	\$5,829.00
Parts	Sensor-Nitrogen Oxide - 4326873RX	1.00000	\$1,044.95	\$1,044.95
Parts	Dirty Core for Sensor-Nitrogen Oxide - Core for 4326873RX-C	-1.00000	\$410.84	-\$410.84
Parts	Freight - Freight	1.00000	\$20.00	\$20.00
Parts	Turbocharger - 3798340RX	1.00000	\$6,161.40	\$6,161.40
Parts	Inherent Core for Turbocharger - 3780074D	1.00000	\$1,041.69	\$1,041.69
Parts	Dirty Core for Turbocharger - 3780074D	-1.00000	\$1,041.69	-\$1,041.69
Parts	Actuator, Turbo - With Coolant Hose Port - 6382091RX	1.00000	\$2,067.72	\$2,067.72
Parts	Inherent Core for Actuator, Turbo - With Coolant Hose Port - 4034090D	1.00000	\$416.68	\$416.68
Parts	Dirty Core for Actuator, Turbo - With Coolant Hose Port - 4034090D	-1.00000	\$416.68	-\$416.68
Parts	Gasket, Accessory Drive Support - 5440813	1.00000	\$26.12	\$26.12
Parts	Kit, Front Crankshaft Seal - 4025270	1.00000	\$51.53	\$51.53
Parts	Crank Case Ventiliation Filter - CV50628-MF	1.00000	\$190.71	\$190.71

Item	Description	Quantity	Rate	Amount
Parts	low pressure fuel pump gasket - 4928538	1.00000	\$27.15	\$27.15
Parts	GASKET , CONNECTION - 4937032	1.00000	\$20.55	\$20.55
Parts	Gasket, Connection - 5295436	1.00000	\$9.74	\$9.74
Parts	Gasket, Connection - 4932615	2.00000	\$7.24	\$14.48
Parts	Cover, Gear - 3958112	1.00000	\$235.55	\$235.55
Parts	Nut - 5263462	3.00000	\$7.10	\$21.30
Parts	Gasket, Accessory Drive Support - 5440813	1.00000	\$26.12	\$26.12
Parts	Gasket, Connection - 4933235	1.00000	\$9.44	\$9.44
Parts	Gasket, Connection - 4932615	2.00000	\$7.24	\$14.48
Parts	Stud - 5286984	4.00000	\$19.16	\$76.64
Parts	Washer / Seal - 3963991	2.00000	\$11.46	\$22.92
Parts	Nut - 5263462	1.00000	\$7.10	\$7.10
Parts	Washer with Seal - 4944257	2.00000	\$27.02	\$54.04
Parts	WASHER,SEALING - 3684284	2.00000	\$13.90	\$27.80
Parts	Freight - Freight	1.00000	\$75.00	\$75.00
Parts	Brake Clean - 0609752	5.00000	\$22.82	\$114.10
Parts	Bolt, Dampner - 3914118	5.00000	\$20.83	\$104.15
Parts	Brake Clean - 0609752	5.00000	\$22.82	\$114.10
Parts	Belt, Serpentine - 25-080839HD	1.00000	\$119.70	\$119.70
Parts	Crank Case Ventiliation Filter - CV50628-MF	1.00000	\$190.71	\$190.71
			Subtotal	\$16,265.66

PM: LOF Service

Cause: Customer request

(PM)

Labor	Correction: Complete Unit / Vehicle / Lube, Oil and Filter service. Aired tires to specifications. Checked all fluid levels and added as required. Checked batteries and connections. Checked fan belts. Replaced fuel and oil filters. Checked air cleaner. Lubricated the door hinges. Checked chemical quality of the coolant. Greased the drive line and chassis. The waste oil is recycled through an authorized dealer of recycled components and the filters are cut opened and inspected for any unusual contaminates and then they are crushed and disposed of properly. The oil is collected and the metal is then recycled. Any safety problems that are detected will be brought to your immediate attention. Greased the cab lift pins and hinges. Lubricated compartment tray slides. Lubricated moving entry steps. Lubricated compartment door latches. Where applicable. - Completed: 10/17/2023	2.50000	\$150.00	\$375.00
Parts	Oil Filter - LF9009	1.00000	\$54.90	\$54.90
Parts	400LE 15W40 - 222290990	25.00000	\$8.03	\$200.75

Item	Description	Quantity	Rate	Amount
Parts	Chev Starplex 2 Grease - 259118653	1.00000	\$8.70	\$8.70
Parts	Heavy-Duty Coolant Test Strip - 4107	1.00000	\$3.50	\$3.50
Parts	Sea Foam - Penetrating Oil - DC-14	1.00000	\$23.82	\$23.82
Parts	Fuel Filter - FF63054-NN	1.00000	\$64.35	\$64.35
Parts	Fuel Water Filter - FS1098	1.00000	\$118.50	\$118.50
			Subtotal	\$849.52

Complaint: Air system will not build air.

Cause: no pressure in primary tank

(Inspection)

Labor	Correction: Air System / Air Governor / Unit would not build air pressure. replaced the compressor governor and check and still inoperative. Found that the air dryer housing was split at the check valve. replace the air dryer and check operation. System airs up and good to go. - Completed: 11/1/2023	6.54000	\$150.00	\$981.00
Parts	SS1200 DRYER - 4324711000	1.00000	\$1,458.36	\$1,458.36
			Subtotal	\$2,439.36

Complaint: Front spring hangers and pins need replaced.

Cause: not allowing grease to go through

(Inspection)

Labor	Correction: Front Axle & Steering / Shackle / During pm grease service the shackle pins on the front axle were taking grease very hard. Removed the pins to clean and found that the pins had no way to grease entirely around them due to lack of a groove for grease flow. Pins were flat. Bushings were starting to wear. Remove the rear hangers. Push new bushings into the hangers. Install hangers. Put new grooved pins in and grease them. They now take grease around the entire pin on both sides. Good to go. - Completed: 11/1/2023	8.43000	\$150.00	\$1,264.50
Parts	Pin, Shackle - M5284	4.00000	\$26.77	\$107.07
Parts	Bushing - OGB-RNK	4.00000	\$12.96	\$51.84
Parts	7/8 x 5.5 Screw - 15424*	2.00000	\$24.17	\$48.34
Parts	Top Lock 7/8-9 Classis C Lock Nut - 1137276	2.00000	\$7.13	\$14.26
			Subtotal	\$1,486.01

Complaint: Pump panel gauges bad X4 all need replaced unable to read display

Cause: BAD GAUGE

(Inspection)

Labor	Correction: Pump House / Discharge Gauge / Panel discharge gauges are discolored and difficult to read. Several leak. Replace the bad gauges with new. There are 4. Test operation and good to go. - Completed: 11/1/2023	1.29000	\$150.00	\$193.50
Parts	Gauge, 2.5", 0-400 Nite Glo, Back Lit Red - 3002156-01-01-23-24-01	4.00000	\$243.34	\$973.35

Item	Description	Quantity	Rate	Amount
			Subtotal	\$1,166.85

Complaint: replace tie rod end and tube

Cause: both side tierods are loose need to be replaced

(Inspection)

Labor	Correction: Front Axle & Steering / Tie Rod End / Both joints on tie rods were bad, very loose. Replaced both ends. Had to replace the adjustment tube due to the threads were damaged with rust. Perform alignment 1/8". Grease and road test and good to go. - Completed: 11/6/2023	2.87000	\$150.00	\$430.50
Parts	Tie Rod Assembly - A1-1302D2890V	1.00000	\$1,086.91	\$1,086.91
			Subtotal	\$1,517.41

Complaint: Drag link and steering assist cylinder are both worn out

Cause: both the hydraulic assist and drag link joints are loose

(Inspection)

Labor	Correction: Front Axle & Steering / Steering Shaft / Drag link, both joints were very loose as well as the hydraulic assist joints. Took both off and ordered new drag link and hydraulic assist. Took lines off old one installed new one put lines on zip tied up, install cotter pins, and greased. Received new drag link. Install with new cotter pins. Grease entire front end and refill system with oil. Bleed and test operation and unit is good to go. - Completed: 11/6/2023	3.21000	\$150.00	\$481.50
Parts	Drag Link - 8612856-001	1.00000	\$1,654.80	\$1,654.80
Parts	Cylinder, Steering Assist - 8613878-001	1.00000	\$3,019.40	\$3,019.40
Parts	Freight - Freight	1.00000	\$164.42	\$164.42
Parts	Automatic Transmission Fluid - 226502990	6.00000	\$11.18	\$67.08
			Subtotal	\$5,387.20

Complaint: Rear Torsion bar is worn out (bushings)

Cause: both sides bushings on the torsoin bar were torn and blown out

(Inspection)

Labor	Correction: Rear Axle / Alignment / Adjustable torsion bar bushings bad. Order replacement part. Once arrived. tried to remove the bolts. They were seized in the bushing and had to cut and push out. Had to remove the rear tires for access to push. Replace the arm with new and torque all fasteners to manufactures specifications. Road test and recheck. Good to go. - Completed: 11/6/2023	5.28000	\$150.00	\$792.00
Parts	Adjustable Tracking Arm - 8600634-300	1.00000	\$507.11	\$507.11
			Subtotal	\$1,299.11

Complaint: Engine light active

Cause: NOX code, Bad sensor

Item	Description	Quantity	Rate	Amount
(Inspection)				
Labor	Correction: Emissions / Sensors / While checking for other codes, we found a NOX code active. Check out the problem. Check wiring and connectors and good. Check reference voltage and ground and good. Sensor bad. Order sensor. replace NOX sensor and code went inactive. Check operation and good. Clear codes and all clear. Good to go. - Completed: 11/10/2023	1.38000	\$150.00	\$207.00
			Subtotal	\$207.00

Unit: E-1 **VIN:** 54F2CB712HWM11793
 2017 Rosenbauer Commander
Complete Unit: 34,961 Miles
Engine: 2,932 Hours
Fire Pump: 197.50 Hours
Generator: 197.30 Hours

Labor	\$12,387.00
Parts	\$22,673.14
Shop Supplies	\$50.00
Pre-Charge Subtotal	\$35,110.14
Exempt (0% of \$22,648.14)	\$0.00
Total	\$35,110.14
Payments & Credits	\$0.00
Balance Due	\$35,110.14

Lead Tech: Michael Ford

Technician Certificate ID: M272810

Signature:

Any warranties on the parts and accessories sold hereby are made by the manufacturer. You understand and agree that we make no warranties of any kind unless expressed in writing. You hereby authorize us to perform the repair work herein set forth and to purchase the necessary material and parts to perform such repair work. You agree that we are not responsible for loss or damage to your vehicle or articles left in your vehicle in case of fire, theft, or any other cause beyond our control or for any delays caused by unavailability of parts or delays in part shipments by the supplier or transporter. In addition, you agree that we are not responsible for damages to your vehicle from freezing due to lack of antifreeze. You hereby grant our employees permission to operate your vehicle on streets, highways, or elsewhere for the purpose of testing and/or inspection. You acknowledge and agree that an express mechanic's lien on your vehicle is granted to secure payment of this invoice for the repair work detailed in this invoice.

AGENDA # G.6
Scio Township Board of Trustees
ARPA Funds request for Fire Stations

FOR MEETING DATE OF: December 12, 2023

PREPARED ON: 12/7/2023

PREPARED BY: Chris Bailey

SUBMITTED BY: Information Technology

ITEM TYPE: Possible Action

BACKGROUND:

This request is to use ARPA funds to upgrade the Fire Station network infrastructure. This is in addition to the Scio Township ARPA funds approved for the Network Refresh on 10/24/2023. The current network infrastructure at the Fire Station is not in bad shape like the network infrastructure at Scio Township Hall is and the Fire Station equipment is not as old. The network infrastructure upgrades at Scio Township Hall will create a disparity between the two locations and I would like to have both locations with matching equipment from the same manufacturer. This will provide us better security, control, and insight as to what is occurring on the Fire Station network.

We are also planning on installing internet service at the Fire Station to provide redundancy for both the Fire Station and Township Hall. This will require a firewall to be installed at the Fire Station to protect the internet connection. In addition, we are in the initial stages of planning on installing video cameras at the Fire Station and that will require more modern switches capable of handling the video network traffic.

The workstations used by the Fire Fighters are old, out of warranty and connected to 4:3 monitors that are very old. We would like to use ARPA funds to purchase three new workstations with dual monitors and keyboard and mouse to provide the Fire Fighters with better equipment to do portions of their jobs like reporting.

The cost of a new firewall, switch, and access points: \$9,635.00

The cost of new workstations for the Fire Fighters: \$3,775.86

Extra money for incidentals: \$1,489.14

Total Requested ARPA funds for the Fire Station: \$15,000

FISCAL IMPACT: \$15,000

RECOMMENDATION: The IT Director, Chris Bailey, recommends approving the ARPA funds for the IT needs at the Fire Station

MODEL MOTION: To authorize the expenditure of \$15,000 in ARPA funds for information technology improvements to the Scio Fire Station.

ATTACHMENTS:

[Dell Q3000169649939.1 FS computers.pdf](#)

[CTCQ6654 Scio Township Firehall Fortinet and UPS Solution DEC 2023.pdf](#)

QUESTION: Shall this Motion be APPROVED?



A quote for your consideration

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your [Premier page](#), or, if you do not have Premier, use this [Quote to Order](#).

Quote No.	3000169649939.1	Sales Rep	Jamie Anderson
Total	\$3,775.86	Phone	(800) 456-3355, 6181479
Customer #	530032480053	Email	Jamie_Anderson1@Dell.com
Quoted On	Dec. 06, 2023	Billing To	CHRIS BAILEY
Expires by	Jan. 05, 2024		TOWNSHIP OF SCIO
Contract Name	State of Michigan - 071B6600111		827 N ZEEB RD
Contract Code	C000000009850		ANN ARBOR, MI 48103-1599
Customer Agreement #	071B6600111		
Deal ID	26837180		

Message from your Sales Rep

I look forward to speaking to and working with you directly. Please contact me at Jamie_Anderson1@dell.com if you have any questions or when you're ready to place an order. Please let me know if there are any projects or issues that I need to be engaged in, as I am here to be a resource for you. Thank you for shopping with Dell!

Regards,
Jamie Anderson

Additional Comments

DELL BUSINESS CREDIT[^]: If your purchase qualifies for a promotional offer, the promotion will automatically be applied to this quote and will be reflected in your monthly statement. NO INTEREST IF PAID IN FULL WITHIN 90 DAYS; Available at time of purchase on (1) qualifying XPS, Latitude, OptiPlex, Precision, Vostro, Inspiron, G-Series \$699 or more, (2) Dell monitors \$199 or more and (3) PowerEdge, PowerVault and Dell Networking, when using Dell Business Credit on June 27, 2022 through July 31, 2022. Minimum purchase amount may be required. Minimum monthly payments are required but may not pay your purchase in full by the end of the promotional period due to purchase amount, promotion length, additional purchases or allocation of payments in excess of the minimum payment. Promotional offer is valid only when account remains in good standing. Accrued Finance Charges will be billed from the transaction posting date, if the purchase balance is not paid in full within 90 days. RESTRICTIONS; Assumes product is available. Any promotional offer is limited-time and intended for qualified customers. Offers, including those at Dell.com may vary, are subject to credit approval and may be changed without notice. PROMOTION DOES NOT INCLUDE printer cables, toner, warranty or any peripheral items. Refurbished and/or used purchases do not qualify for promotions. Promotional financing is made available to Dell Direct customers only and is not combinable with other Dell, DFS or other vendor offers.

Shipping Group

Shipping To

CHRIS BAILEY
TOWNSHIP OF SCIO
827 N ZEEB RD
ANN ARBOR, MI 48103-1599
(734) 369-9410

Shipping Method

Standard Delivery

Product	Unit Price	Quantity	Subtotal
Dell 22 Monitor - P2222H, 54.6cm (21.5")	\$132.99	8	\$1,063.92
DellWare Only Config	\$0.00	3	\$0.00
Dell Premier Multi-Device Wireless Keyboard & Mouse - KM7321W	\$65.99	3	\$197.97
OptiPlex Micro (Plus 7010)	\$837.99	3	\$2,513.97
Subtotal:			\$3,775.86
Shipping:			\$0.00
Environmental Fee:			\$0.00
Non-Taxable Amount:			\$3,775.86
Taxable Amount:			\$0.00
Estimated Tax:			\$0.00
Total:			\$3,775.86

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technology on day one

Dell ProDeploy Suite



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Shipping Group Details

Shipping To

CHRIS BAILEY
TOWNSHIP OF SCIO
827 N ZEEB RD
ANN ARBOR, MI 48103-1599
(734) 369-9410

Shipping Method

Standard Delivery

	Unit Price	Quantity	Subtotal
Dell 22 Monitor - P2222H, 54.6cm (21.5")	\$132.99	8	\$1,063.92

Estimated delivery if purchased today:
Dec. 11, 2023
Contract # C000000009850
Customer Agreement # 071B6600111

Description	SKU	Unit Price	Quantity	Subtotal
Dell 22 Monitor - P2222H, 54.6cm (21.5")	210-BBBW	-	8	-
Dell Limited Hardware Warranty	814-9381	-	8	-
Advanced Exchange Service, 4 Years	814-9383	-	8	-

	Unit Price	Quantity	Subtotal
DellWare Only Config	\$0.00	3	\$0.00

Estimated delivery if purchased today:
Dec. 15, 2023
Contract # C000000009850
Customer Agreement # 071B6600111

Description	SKU	Unit Price	Quantity	Subtotal
	DWC	-	3	-

	Unit Price	Quantity	Subtotal
Dell Premier Multi-Device Wireless Keyboard & Mouse - KM7321W	\$65.99	3	\$197.97

Estimated delivery if purchased today:
Dec. 11, 2023
Contract # C000000009850
Customer Agreement # 071B6600111

Description	SKU	Unit Price	Quantity	Subtotal
Dell Premier Multi-Device Wireless Keyboard & Mouse - KM7321W	580-AJIX	-	3	-

	Unit Price	Quantity	Subtotal
OptiPlex Micro (Plus 7010)	\$837.99	3	\$2,513.97

Estimated delivery if purchased today:
Dec. 20, 2023
Contract # C000000009850
Customer Agreement # 071B6600111

Description	SKU	Unit Price	Quantity	Subtotal
OptiPlex Micro (Plus 7010)	210-BFXT	-	3	-
13th Gen Intel Core i5-13500T (6+8 Cores/24MB/20T/1.6GHz to 4.6GHz/35W)	338-CHBX	-	3	-
Windows 11 Pro, English, Spanish, French, Brazilian Portuguese	619-ARSB	-	3	-
No Microsoft Office License Included - 30 day Trial Offer Only	658-BCSB	-	3	-
16GB (1X16GB) DDR5 Non-ECC Memory	370-AGWU	-	3	-
M.2 2230 512GB PCIe NVMe Class 35 Solid State Drive	400-BOQM	-	3	-
M2X3.5 Screw for SSD/DDPE	773-BBBC	-	3	-
NO RAID	817-BBBN	-	3	-

Micro Plus with 35W CPU L5.5 FSJ local build	329-BHPL	-	3	-
US Power Cord	450-AAZN	-	3	-
Intel(R) AX211 Wi-Fi 6E 2x2 and Bluetooth	555-BH DU	-	3	-
Internal Antenna	555-BHDV	-	3	-
Wireless Driver, Intel(R) WiFi 6e AX211 2x2 (Gig+) + Bluetooth 5.3	555-BIIO	-	3	-
No Additional Video Ports	492-BCKH	-	3	-
Dell KB216 Wired Keyboard English	580-ADJC	-	3	-
Dell Optical Mouse - MS116 (Black)	570-ABIE	-	3	-
No Cover Selected	325-BCZQ	-	3	-
Dell Additional Software	658-BFPY	-	3	-
ENERGY STAR Qualified	387-BBLW	-	3	-
Dell Watchdog Timer	379-BEZG	-	3	-
Quick Start Guide, OptiPlex Micro Plus	340-DDHH	-	3	-
Trusted Platform Module (Discrete TPM Enabled)	329-BBJL	-	3	-
Shipping Material	340-CQYN	-	3	-
Shipping Label	389-BBUU	-	3	-
FSJ Reg label 130W adaptor	389-FBSJ	-	3	-
Intel Rapid Storage Technology Driver MFF	658-BFQK	-	3	-
Intel Core i5 vPro Enterprise Processor Label	389-EDDQ	-	3	-
Desktop BTO Standard shipment	800-BBIO	-	3	-
130 Watt A/C Adapter	450-AMQF	-	3	-
Custom Configuration	817-BBBB	-	3	-
No Option Included	340-ACQQ	-	3	-
EPEAT 2018 Registered (Gold)	379-BDZB	-	3	-
Internal Speaker	520-AAVE	-	3	-
Intel vProEnterprise	631-ADQL	-	3	-
Dell Limited Hardware Warranty Plus Service	812-3886	-	3	-
ProSupport: Next Business Day Onsite 4 Years	812-3909	-	3	-
Thank you choosing Dell ProSupport. For tech support, visit //support.dell.com/ProSupport	989-3449	-	3	-
ProSupport: 7x24 Technical Support, 4 Years	812-3898	-	3	-
No Accidental Damage Selected	981-4619	-	3	-
Keep Your Hard Drive, 4 Year	981-3953	-	3	-

Subtotal:	\$3,775.86
Shipping:	\$0.00
Environmental Fee:	\$0.00
Estimated Tax:	\$0.00
Total:	\$3,775.86

Important Notes

Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All product, pricing and other information is based on the latest information available and is subject to change. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to Tax_Department@dell.com or ARSalesTax@emc.com, as applicable.

Governing Terms: This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at www.dell.com/terms or www.dell.com/oemterms), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

Supplier Software Licenses and Services Descriptions: Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on www.Dell.com/eula. Descriptions and terms for Supplier-branded standard services are stated at www.dell.com/servicecontracts/global or for certain infrastructure products at www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm.

Offer-Specific, Third Party and Program Specific Terms: Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on www.dell.com/offeringsspecificterms ("Offer Specific Terms").

In case of Resale only: Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

In case of Financing only: If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.



QUOTE

7136 Jackson Rd, Ann Arbor, MI 48103
 t. 734-408-0200 f. 734-503-6000

Number CTCQ6654

Date Nov 29, 2023

Sold To	Ship To	Your Sales Rep
Scio Township Chirs Bailey IT Director 827 N. Zeeb Road Ann Arbor, MI 48103 United States Phone (734) 369-9410 Fax	Scio Township Chirs Bailey IT Director 827 N. Zeeb Road Ann Arbor, MI 48103 United States Phone (734) 369-9410 Fax	Steve Galbraith 734-408-0200 ext 100 steveg@ctctechnologies.com 734-395-0442

Terms	P.O. Number	Ship Via	Expiration Date
			9/29/2023

Line	Qty	Manufacturer Part Number	Description	Unit Price	Ext. Price
1			Firewall		
2	1	FG-60F-BDL-950-36	FortiGate-60F Hardware plus 1 Year 24x7 FortiCare and FortiGuard Unified Threat Protection (UTP)	\$1,668.00	\$1,668.00
3			SWITCHING		
4	1	FS-424E-POE	Fortinet FS-424E-POE Layer 3 Switch - 24 Ports - Manageable - 3 Layer Supported - Modular - Optical Fiber, Twisted Pair - 1U High - Rack-mountable - Lifetime Limited Warranty COMPATIBLE POE+ SWITCH W/24XGE RJ45	\$1,431.00	\$1,431.00
5			3 Year Support for Switch		
6	1	FC-10-S424P-247-02-36	FortiSwitch-424E-POE 3 Year FortiCare Premium Support	\$528.00	\$528.00
7			Wireless Access Points		
8	3	FAP-231G-A	2x2 Indoor tri-radio 11ax 6Ghz Capable APs	\$553.00	\$1,659.00
9			Wireless Access Point Maintenance		
10	3	FC-10-PG231-247-02-36	FortiAP-231G 3 Year FortiCare Premium Support	\$204.00	\$612.00
11			FIRESTATION UPS		
12	1	SMTL1500RM3UC	APC SMART-UPS LI-ION SHORT PERP Input Plug NEMA 5-15P / Outlets 6 NEMA 5-15R / MAX Wattage Supported 1350W / 3U rack Mount / 12" Deep	\$1,812.00	\$1,812.00

- Shipping charges: Prepay/Add or billable to third party freight account.
- 3.75% Credit Card Processing Fee if applicable
- Please make Purchase Order Payable to: CTC Technologies, 7136 Jackson Rd, Ann Arbor, MI 48103
- Purchase Orders should be faxed to 734-503-6000/Attn: Sales, or emailed to sales@ctctechnologies.com
- If this is your first order with CTC Technologies, please provide bank and trade information with Purchase Order.

Line	Qty	Manufacturer Part Number	Description	Unit Price	Ext. Price
13	1	AP9640	UPS NETWORK MANAGEMENT CARD CPNT WITH POWERCHUTE NETWORK SHUTDOWN	\$350.00	\$350.00
14	3	CTC PRO-SRV	On-Site Professional Network Services performed by Tom Delatore to install UPSs	\$125.00	\$375.00
15			Professional Services		
16	8	CTC PRO-SRV	CTC onsite labor to Configure and Install Firewall, Switches and Access Points configure and train	\$150.00	\$1,200.00

SubTotal	\$9,635.00
Tax	\$0.00
Shipping	\$0.00
Total	\$9,635.00

-
1. Shipping charges: Prepay/Add or billable to third party freight account.
 2. 3.75% Credit Card Processing Fee if applicable
 3. Please make Purchase Order Payable to: CTC Technologies, 7136 Jackson Rd, Ann Arbor, MI 48103
 4. Purchase Orders should be faxed to 734-503-6000/Attn: Sales, or emailed to sales@ctctechnologies.com
 5. If this is your first order with CTC Technologies, please provide bank and trade information with Purchase Order.

AGENDA # G.7
Scio Township Board of Trustees
Approval for Dixon Engineering to create technical specifications, as well as bidding and contract documents for Water Tower improvements.

FOR MEETING DATE OF: December 12, 2023

PREPARED ON: 12/7/2023

PREPARED BY: Brandon McNiel

SUBMITTED BY: Utilities

ITEM TYPE: Possible Action

SUGGESTED ACTION: To approve \$6,500 for Dixon Engineering to create technical specifications, as well as bidding and contract documents for Water Tower improvements.

BACKGROUND: Prior to my hire, Scio Township began work with Dixon Engineering to inspect our water tower and make recommendations for improvements. The next step is approving Dixon Engineering to develop technical specification, bidding and contract documents so that Dixon Engineering can get quotes for the improvements to be done. After the quotes come in, Dixon Engineering and I will make a recommendation to the BOT to approve a contractor to complete the work as well as approve the remaining amount of \$35,400 to Dixon Engineering for the remaining services they will provide during the improvements. These can be found on page 13 of the paint proposal document. Attached also is the complete inspection report as well as recommendations for water tower improvements.

FISCAL IMPACT: \$6,500 from 591-000-935

RECOMMENDATION: Utilites Director- Approved

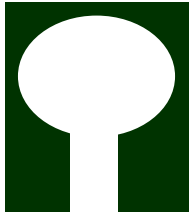
MODEL MOTION: To authorize payment of \$6,500 dollars to Dixon Engineering to create technical specifications, as well as bidding and contract documents for Water Tower improvements.

ATTACHMENTS:

[2024 Scio, MI Paint Proposal 1,000,000 Spheroid.pdf](#)

[Complete Report Scio Twp. 1MM SPheroid.pdf](#)

QUESTION: Shall this Motion by APPROVED?



DIXON
ENGINEERING & INSPECTION SERVICES
FOR THE COATING INDUSTRY

1104 Third Avenue
 Lake Odessa, MI 48849
 Telephone: (616) 374-3221
 Fax: (616) 374-7116

AGREEMENT BETWEEN OWNER AND DIXON
FOR PROFESSIONAL SERVICES

THIS IS AN AGREEMENT effective as of: _____ (“Effective date”) between **Charter Township of Scio, Michigan** (“Owner”) and Dixon Engineering, Inc. of Lake Odessa, Michigan (DIXON).

IN WITNESS WHEREOF, the (“Owner”) and (“DIXON”) have executed this Agreement. The Owner’s Project, of which DIXON’s Services under this Agreement are a part, is generally identified as follows: **Technical Specifications, Bidding and Contract Documents, Project Administration, Preconstruction Meeting, Welding Observation, Exterior, Dry Interior Coating Observation, Piping on the 1,000,000 Gallon Spheroid** (“Project”).

Other terms used in this Agreement are defined in EXHIBIT GP and EJCDC C-700-18®, Standard General Conditions of the Construction Contract, incorporated by reference into this Agreement.

This service fee is the Estimated Amount of **\$41,900**.

Proposals / Agreement Signatures

Thomas Rounds, Project Manager _____ October 20, 2023
 PROPOSED by DIXON (Not a contract until approved by Project Manager or Officer) PROPOSAL DATE

CONTRACT APPROVED BY OWNER	POSITION	DATE
Co SIGNATURE (if required)	POSITION	DATE
AGREEMENT APPROVED by DIXON	POSITION	DATE

With the execution of this Agreement, DIXON and Owner shall designate specific individuals to act as DIXON’s and Owner’s representatives with respect to the services to be performed or furnished by DIXON and responsibilities of Owner under this Agreement, said individual shall have authority to transmit instructions, receive information, and render decisions relative to this Agreement on behalf of the respective party whom the individual represents.

Designated Person: Brandon McNiel
 Address for Owner’s receipt of notices:
 Charter Township of Scio
 827 N Zeeb Road
 Ann Arbor, MI 48103
 Email: bmcniel@sciotownship.org

Designated Person: Thomas Rounds
 Address for DIXON’s receipt of notices:
 Dixon Engineering, Inc.
 1104 Third Avenue
 Lake Odessa, MI 48849
 Email: tomrounds@dixonengineering.net

Any notice required under this Agreement shall be in writing, addressed to the Designated Contract Person at its address on this signature page, or given personally, or by registered or certified mail postage prepaid, or by a commercial courier service. All notices be shall effective upon the date of receipt.

Agreement Owner: Charter Township of Scio, MI Page 1 of 24
 Exhibits: A, C, E, GP, IR Contract No: 22-81-60-01

Owner and DIXON further agree as follows:

ARTICLE 1 SERVICES OF DIXON

1.01 DIXON shall provide or cause to be provided:

- A. Contract and Project Management (Basic) Services: EXHIBIT A Part 1
- B. Resident Project Representative (RPR): EXHIBIT A Part 1
- C. Other Services: Services beyond the scope of Exhibit A are Additional Services.

ARTICLE 2 OWNER’S RESPONSIBILITIES

2.01 Owner shall provide or cause to be provided:

- A. Responsibilities set forth in Exhibit A, Part 1, Section C of each Phase.
- B. The Owner shall arrange for safe access to and make all provisions for DIXON to enter upon public and private property as required for DIXON to perform services under the agreement.

ARTICLE 3 SCHEDULE FOR RENDERING SERVICES

3.01 Commencement:

- A. DIXON is authorized to begin rendering services as of the Effective Date or mutually agreeable date.
- B. DIXON shall complete its obligations within a reasonable time. If a specific period for rendering services, or specific dates by which services are to be completed are required, the dates are provided in Exhibit A, and are hereby agreed to be reasonable.

ARTICLE 4 INVOICES AND PAYMENTS – PER EXHIBIT C

ARTICLE 5 OPINIONS OF COST – GENERAL PROVISIONS PER EXHIBIT GP

ARTICLE 6 GENERAL PROVISIONS PER EXHIBIT GP

ARTICLE 7 DEFINITIONS

- A. Whenever used in this Agreement (including the Exhibits hereto) terms (including the singular and plural forms) printed with initial capital letters have the same meaning indicated in the Construction Contract Documents, EJCDC C-700 18.
- B. Additional definitions pertinent to invoicing or payment can be found in Exhibit C.

ARTICLE 8 EXHIBITS AND SPECIAL PROVISIONS

- A. EXHIBITS Included:
 - 1. EXHIBIT A, DIXON’s Services and Owner’s Responsibilities.
 - 2. EXHIBIT C, Basis of Fees, Invoicing, and Payment Matters.
 - 3. EXHIBIT C, Attachments C-1, and C-2.
 - 4. EXHIBIT E, Electronic Documents Protocol (EDP).
 - 5. EXHIBIT GP, General Provisions from the Agreement and Exhibits.
 - 6. EXHIBIT IR, Insurance Requirements and Limits of Liability.
- B. EXHIBITS to be added as needed:
 - 1. EXHIBIT B, Antenna Services to be performed by DIXON or Owner.
 - 2. EXHIBIT J, Special Provisions. Services added at/before Effective date (included in original Agreement sometimes referred to as an Addendum).
 - 3. EXHIBIT K, Amendment to Owner-DIXON Agreement for Services added or changed after effective date of this Agreement or for clarification if requested.

C. EXHIBITS D, F, and H from EJCDC merged with other EXHIBITS or not used.

ARTICLE 9 MISCELLANEOUS PROVISIONS

9.00 Miscellaneous Provisions are items that pertain to the legal terms of this Agreement. All General Provisions from Article 6 are in Exhibit GP. General Provisions are those Provisions that refer mostly to services that result from this Agreement and subsequent Task Orders. (The General Provisions relate to the Work to be performed as opposed to these Miscellaneous Provisions which relate to Contract formation.)

9.01 Survival:

A. All express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason.

9.02 Severability:

A. Any provision or part of the Agreement held to be void or unenforceable under any Laws or Regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Owner and DIXON, which agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

9.03 Successors, Assigns, and Beneficiaries:

- A. Owners and DIXON are hereby bound, and the successors, executors, administrators, and legal representatives of Owner and DIXON are hereby bound to the other party to this Agreement and to the successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.
- B. Unless expressly provided otherwise in this Agreement:
1. Nothing in this Agreement shall be constructed to create, impose, or give rise to any duty owed by Owner or DIXON to any Contractor, other third-party individual or entity, or to any surety for or employee of any of them and not for the benefit of any other party.
 2. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and DIXON and not for the benefit of any other party.

9.04 Waiver:

A. A party's non-enforcement of any provision shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this agreement.

9.05 Accrual of Claims:

A. To the fullest extent permitted by Laws and Regulations, all causes of action arising under this Agreement shall be deemed to have accrued, and all statutory periods of limitation shall commence, no later than the date of Substantial Completion.

9.06 DIXON's Certifications:

A. DIXON certifies that it has not engaged in corrupt, fraudulent, or coercive practices in competing for or in executing the Agreement.

9.07 Total Agreement:

A. This Agreement, (together with the included Exhibits) constitutes the entire agreement between Owner and DIXON and supersedes all prior written or oral understandings. This agreement may only be amended, supplemented, modified, or canceled by a written instrument duly executed by both parties. Amendments should be based, whenever possible, on the format of Exhibit K.

DIXON'S SERVICES AND OWNER'S RESPONSIBILITIES

Article 1 and 2 of the Agreement is supplemented to include the following agreement of the parties: DIXON shall provide Contract and Project Management (BASIC) Services, and Resident Project Representative (RPR).

DIXON has combined the six construction project phases into four phases: Design or Technical Specification Phase, Contract Document and Bidding Phase, Construction Phase, and Post Construction Phase. We then included DIXON's Basic Services, RPR Services, and Owner's responsibilities for each respective phase.

PART 1

A1.01 Design Phase – Technical Specifications:

A. Basic Services:

1. In preparing the Technical Specifications, use Design, Bid, Build Project Strategy.
2. DIXON shall prepare Technical Specifications and Drawings to include:
 - a. Additions to General Conditions of Construction Contract relevant to coating projects.
 - b. Specifications and Drawings for Health, Safety and Structural Repairs if any.
 - c. Specifications for Coating Repair or Replacement.
3. Advise Owner of additional reports, data, information, or services which may be necessary, and assist Owner in obtaining such materials.
4. Furnish two review copies of the Design Phase documents, to Owner, and review those documents with Owner.
5. After receipt, the Owner shall review the Design Phase documents and submit to DIXON any comments regarding the furnished items within two weeks of receipt or as mutually agreed.
6. Advise Owner of any recommended adjustments to the opinion of probable Construction Cost.
7. In response to Owner's comments, as appropriate, make revisions and furnish to Owner one electronic copy of the revised Design Phase documents.
8. DIXON's services under the Design Phase will be considered complete on the date when DIXON has delivered to the Owner the revised Technical Specifications.

B. Design Phase – RPR Services–None

C. Design Phase – Owner's Responsibility:

1. Provide DIXON with all criteria and full information as to Owner's requirements for the Project, including design objectives and constraints-and upon DIXON's request, obtain, and furnish, such additional Project-related information and data as is reasonably required to enable DIXON to complete its Services.
2. Give instructions to DIXON regarding Owner's procurement of construction services including instructions regarding Notice of Bids, Information for Bidders, Owner's construction contract practices and requirements, insurance and bonding requirements, requirements for electronic transmittals during construction, other information necessary for the finalization of Owner's bidding-related documents, and Construction Contract Documents.
3. Owner shall be responsible for all requirements and instructions that it furnishes to DIXON pursuant to this Agreement. DIXON may use and rely upon such requirements, materials, and information in performing or furnishing services under this Agreement, subject to any express limitations or reservations applicable to the furnished items.

A1.02 Bidding and Contract Document Phase:

A. Basic Services:

1. Provide technical criteria and file applications for permits for approvals of governmental authorities having jurisdiction to review or approve the design; and revise the Technical Specifications in response, as appropriate.
 2. Include in the Construction Contract Documents any specific protocols for the transmittal of Project-related correspondence, documents, in electronic media or digital format. Any such protocols shall be applicable to transmittals between and among Owner, DIXON, and Contractor during the Construction Phase and Post-Construction Phase.
 3. Prepare and submit to Owner for compliance with local state and municipal requirements:
 - a. Section 00 00 00 Notice to Bidders.
 - b. Section 00 24 00 Project Summary.
 - c. Section 00 21 13 Instructions to Bidders.
 - d. Section 00 22 13 General Conditions as modified by DIXON. EJCDC C-700-18. If Owner elects to use their own documents, then supply Additions to General Conditions.
 - e. Section 00 73 00 Supplemental Conditions to include insurance requirements furnished by Owner.
 - f. Section 00 52 00 Bid/Agreement Form as modified by DIXON.
 - g. Section 00 53 00 Schedule of Values Form.
 4. Furnish for review by Owner, its legal counsel, insurance and other advisors, the draft bidding-related Bid Documents and review them with Owner. The Owner shall submit to DIXON any comments regarding the furnished items, and any instructions for revisions.
 5. Revise the final Bid Documents and Specifications in accordance with comments and instructions from the Owner, as appropriate, and submit one electronic copy of revised documents to Owner.
 6. Direct mail advertisements to Contractors who have been prequalified, as capable and responsive by DIXON.
 7. Issue assembled Bid Documents to prospective contractors, and, where applicable, maintain a record of prospective contractors to which documents have been issued, and receive and process contractor charges for the issued documents. Document Fees: charges will be retained as a printing, handling, and/or shipping fee.
 8. Send Bid Documents to selected Builders Exchanges and Dodge Reports.
 9. Address all written submitted questions, by letter or clarifying Addendum as appropriate to all Bidders and Agencies (Builders Exchange and Dodge Reports) identified as having received original documents from DIXON.
 10. Review the bids submitted to the Owner and recommend an award in writing based on lowest responsible and responsive bidder.
 11. If Owner agrees, issue Notice of Award to recommended Bidder.
 12. Review bonds and insurance submitted by selected Contractor solely as to compliance with insurance amounts and that bonds are of the format required. Insurance and Bonds are forwarded to the Owner for full review by their Insurance Consultant.
 13. Furnish Owner and Contractor the Contract Documents for signatures and distribution. (One signed copy to Owner, one to Contractor and one to DIXON).
 14. Furnish Owner with completed Notice to Proceed to sign and forward to the Contractor.
 15. The Bidding and Contract Documents Phase will be considered complete upon issuance of Notice to Proceed.
- B. Bidding and Contract Document Phase-RPR Services-None.
- C. Bidding and Contract Documents Phase-Owner Responsibilities
1. Use, unaltered, the Contract Documents provided by DIXON when entering into an agreement with the Contractor. DIXON will not unreasonably withhold a request to alter the document. If Owner elects to use their own General Conditions, then they shall include DIXON's Additions to General Conditions, unaltered unless both parties agree to alteration.

2. Place and pay for advertisement for Bids as required by local ordinances in appropriate publications, method of advertising is to be determined by the Owner.
3. Attend and participate in the pre-bid conference if any.
Provide a place for the bid opening and open the Bids received.
4. Review Payment and Performance Bonds, and insurance certificates of selected Contractor. These should be reviewed by the Owner's insurance consultant and attorney for legality and compliance with required indemnification, subrogation, amounts and all other insurance matters.
5. Sign and forward to the Contractor the Notice to Award and Notice to Proceed. These Notices will be supplied to the Owner by DIXON.

A1.03 Construction Phase:

A. Basic Services:

1. DIXON will consult with Owner and act as Owner's representative as provided in the Construction Contract. The extent and limitations of the duties, responsibilities, and authority of DIXON shall be as assigned in EJCDC C-700-18 Standard General Conditions of the Construction Contract.
2. All of Owner's instructions to Contractor will be issued through DIXON, which shall have authority to act on behalf of Owner in dealings with Contractor to the extent provided in this Agreement and the Construction Contract except as otherwise provided in writing.
3. Engineer or RPR has authority to Stop Work if Engineer or RPR questions the quality of Work or rejects the Work, or if there (in the sole opinion of Engineer or RPR) a potential for creating an environmental contamination.
4. Finalize Project to observe all items in the contract specifications have been completed and review the quality of workmanship.
5. Duration of Construction Phase: The Construction Phase will terminate upon written recommendation by DIXON for final payment to Contractors.

B. RPR Services for Maintenance of Existing Structures

1. Perform services expected of DIXON RPR and as detailed in the EJCDC Construction Contract General Conditions, GC-700-18.
2. Attend a Preconstruction Meeting, and address questions regarding observation services and coordination of field observations.
3. Hold Point General:
 - a. Hold Point is a stage of the Construction Project where the Contractor stops Work. Work commences again after the Work is observed and reviewed for compliance.
4. Hold Point Weld/Modifications- Observe, Record, Report, and:
 - a. Observe repair, and or the installation of work for specifications compliance. All weld repairs will be visually observed for surface defects (i.e., undercut, negative reinforcement, non-fusion, etc.).
5. Hold Point Coating Exterior - Observe, Record, Report, and:
 - a. Verify test area for high pressure water blast cleaning (HPWC) meets or exceeds minimum specified standard.
 - b. HPWC for thoroughness and compliance with specifications and verify test area meets or exceeds minimum specified standard for spot tool cleaning (SP-11) or abrasive blast cleaning.
 - c. Spot power tool, feathering, and compliance with specifications.
 - d. Prime coat prior to application of the epoxy intermediate coat.
 - e. Epoxy intermediate coat prior to application of the urethane intermediate coat.
 - f. Urethane intermediate coat prior to application of the topcoat.
 - g. Topcoat for compliance with specifications.

- h. Check foundations coating for compliance with specifications.
 - i. Application of the lettering/logo for thoroughness, dimensions (visual only) and aesthetic appearance in accordance with specification requirements, and to verify no damage occurred during lettering.
6. Hold Point Coating Dry Interior- Observe, Record, Report, and:
 - a. LPWC for thoroughness and compliance with specifications.
 - b. Verify test area meets or exceeds minimum specified standard for abrasive cleaning and examine surface profile created. Collect spent abrasive coating debris for sampling and testing.
 - c. Spot power tool cleaning for thoroughness, surface profile, feathering, and compliance with specifications.
 - d. Spot prime coat prior to application of the intermediate coat.
 - e. Intermediate coat prior to application of the stripe or topcoat.
 - f. Stripe coat prior to application of the topcoat.
 - g. Topcoat for compliance with specifications. Review all contract items to ensure they have been completed according to contract requirements.
 7. Hold Point Coating Pit Piping- Observe, Record, Report, and:
 - a. Verify test area meets or exceeds minimum specified standard for abrasive blast cleaning and surface profile created.
 - b. Abrasive blast cleaning prior to application of the prime coat.
 - c. Prime coat prior to application of the stripe or topcoat.
 - d. Stripe coat prior to application of the topcoat.
 - e. Topcoat for compliance with specifications.
 8. Hold Point Cathodic Protection - Observe, Record, Report, and:
 - a. Cathodic protection repair/installation work for specification compliance.
 9. Hold Point Project Finalization:
 - a. Review all repairs not installed until after coating.
 - b. Examine entire project for damage that occurred during construction or post construction from rigging and de-rigging or other causes.
 - c. Observe the installation of screens, light bulbs, etc.
 - d. Observe Site for restoration to pre-project conditions.
 - e. Formulate a punch list of items to complete.
 - f. Finalize the project to ensure all items in the contract specifications have been completed, and the quality of workmanship meets contract requirements.
- C. Construction Phase - Owner's Responsibilities:
1. Inform DIXON in writing of any specific requirements of safety or security programs that are applicable to DIXON, as a visitor to the Site.
 2. Attend and participate in the Preconstruction conferences, construction progress and other job-related meetings, and Site visits to determine Substantial Completion and readiness of the completed Work for final payment.
 3. If Owner, or Owner and Contractor, modify the duties, responsibilities, and authority of DIXON in the Construction Contract, or modify other terms of the Construction Contract having a direct bearing on DIXON, then Owner shall compensate DIXON for any related increases in the cost to provide Construction Phase services.

A1.04 Post Construction Phase:

A. Basic Services:

1. One Year Warranty Observation - Exterior:
 - a. Inspect exterior surfaces to determine extent of paint intactness and quantify any damages or any item which fails to meet warranty requirements of prior paint contract.

- b. Prepare and submit a letter report (2 copies) documenting all items found that meet or fail to meet warranty requirements and recommendations for repair.
- B. Post Construction Phase - Owner's Responsibilities:
 - 1. Warranty Observation - Exterior only:
 - a. Provide scheduling for mutually agreeable inspection date.
 - b. Provide access to DIXON personnel to all areas scheduled for inspection.

A2.01 ADDITIONAL SERVICES

- A. Any service not listed or referenced above in Part 1 will be considered an Additional Service.
 - 1. All additional requested services and associated fees shall be documented by Exhibit K, Contract Amendment signed by both parties.

BASIS OF FEES, INVOICING AND PAYMENT

General Provisions of Article 4 of the Agreement has been moved to this EXHIBIT C:

Part 1 BASIS OF FEES

C1.00 Owner's Responsibility:

- A. Owner shall pay DIXON for Basic (Project Management and Contract Administration), Resident Project Representative (RPR), Post Construction Observation and Additional Services as detailed below and as summarized in Attachment 1 to Exhibit C. (Exhibit C-1).

C1.01 Basis:

- A. Standard Hourly Rates - An amount equal to the cumulative hours charged to the Project by each classification of DIXON's personnel, times Standard Hourly Rates and Overtime rates for each applicable billing classification. (Exhibit C-2)
- B. Lump Sum (LS) Method: One agreed fee for completing an agreed defined scope of services.
- C. Unit Price (UP) Method: Can be considered individual Lump Sum amounts.

C1.02 Methods of Rate Calculation and Definitions including Limitations:

- A. Standard Hourly Rate (SHR) Method:
 - 1. The SHR method may be used for all services. It is more commonly used on portions of various Phase Services where scheduling and speed are controlled by the Contractor and may result in unforeseen project expenses; in Phase 3 Construction, Basic, and RPR services, and for Additional Services during all phases.
 - a. Overtime rates apply to over 40 hours worked between Monday and Friday.
 - b. Overtime rates apply for all hours worked on weekends and holidays.
 - c. Weekend and Holiday hours do not count toward the accounting for 40 hours.
 - 2. The SHR charged by DIXON constitutes full and complete compensation for DIXON services including labor costs, overhead, and profit but not Reimbursable Expenses.
 - 3. The Standard Hourly Rates per employee classification listed in Attachment C-2 do not include reimbursable expenses. The estimated Reimbursable Expenses are NOT calculated and averaged over the classification rate.
 - a. The estimator calculates the number of days a project is expected to require and calculates manpower required to match number of hours and services required.
 - b. The estimator then calculates Reimbursable Expenses based on the same criteria.
 - c. Both the total manpower estimate, and Reimbursable Expenses total estimate are added. And the total estimate is included in the fee schedule shown in Attachment C-1.
- A. Lump Sum (LS) Method: One agreed fee for completing an agreed defined scope of services. The Lump Sum Method fee charged by DIXON constitutes full and completed compensation for DIXON's services including labor costs, overhead, and profit, and reimbursable expenses.
- B. The Lump Sum Method is more commonly used by DIXON for portions of the Phases where DIXON has control over a greater percentage of unknowns, such as the Technical Specifications, Bidding and Contract Documents, and Post Construction Phases excluding fees for Additional Services.
 - 1. DIXON may use a Lump Sum for the entire project.
- D. Unit Price (UP) Method: Can be considered individual Lump Sum amounts. Reimbursable expenses are calculated and included in the Unit Price methods.

1. The Unit Price Method is used when DIXON completes Hold Point Observations, Project Progress or Preconstruction Meetings, known, controlled portions of the Contract and unknown Post Construction (Additional Services).
2. Exhibit J Amendment: If Amendment changes Scope of Services, then Additional Services may be negotiated Lump Sum or Standard Hourly Rate Method.
2. Exhibit B Antennas: LS, UP, or SHR or Combination per Exhibit K based on type of services.
3. Exhibit K Addendum: Addenda items (if any) may be negotiated according to any agreed method.
4. Subconsultants or Subcontractor Service Fees are not included in the SHR, LS, or UP methods. DIXON will invoice for Subconsultant's or Subcontractor's actual invoiced amount times a factor of 1.20. The 1.20 factor includes DIXON's overhead and profit associated with DIXON's responsibility for the administration of such services.
- E. Not every Method of Rate Calculation may be used in this or any Contract, but every contract may be amended by using Exhibit K. If additional Work proposed in Exhibit K involves a different Method of Rate Calculation, it will be clearly defined herein.

C1.03 Definitions including Limitations:

- A. Basic Services to be performed are identified as Basic Services in Exhibit A, or by reference, in the General Conditions (GC-700) of the Owner/Contractor Construction Documents. Basic Services are generally calculated using the SHR method. These services are contracted services and thus are prior authorized.
- B. RPR Services contractually agreed services per Exhibit A or by reference, in the General Conditions (GC-700) of the Owner/Contractor Construction Document RPR services. These services are primarily observation during the Construction phase. RPR Services are generally calculated using the SHR method for Full Time or Daily services and by Unit Price for Hold Point Observations. Often a Contract for RPR services involves a combination of the SHR and the Unit Price method. These are contracted services and thus are prior authorized.
- C. Contingent Services some services are Basic to every contract such as Preconstruction Meeting and review of Final Pay Request. Other Basic Services and the Project Manager's time associated with them are unknown. Some services are not used on all projects, such as review of multiple Pay Requests, Change Orders, Field Orders, and Work Change Directives. These are services which may or may not be needed, and thus Contingent. Contingent Services are generally calculated using the SHR method but may be Lump Sum or Unit Price method. These are contracted services and thus are prior authorized. Contingent services and fees may not be used in all contracts.
- D. Additional Services are services outside of the Scope of Services as defined in Exhibit A. These are NOT contracted services and prior authorization in the form of Exhibit K- Addendum to Agreement is required. The calculation of fees is Work dependent and may be calculated by the SHR method, or Lump Sum or Unit Price.
- E. Antenna Services are defined in Exhibit B and authorized by Exhibit K – Antenna Addendum. The calculation of the services is usually a combination of Unit Price and SHR methods. These are contracted services (by addendum) and thus are prior authorized.

C1.04 Fees:

- A. Contracted Fees are detailed in this Exhibit C Attachment 1.
- B. Contingency Allowance Fees, if identified or requested, are intended to allow the flexibility to continue the Project and Services, without the need for an Addendum for additional fees. Contingent Fees may be transferred within the Project Phase or transferred to other project Phases as needed. Transfer does not require prior authorization. It is intended that any fees in this Contingency be used when other accounts are exhausted or minor Additional Services are

required. Contingency fees unused will not be invoiced. Basic and/or RPR Fees may be increased to accomplish the same benefits of a Contingency Allowance.

- C. Set-Off Fees contractual Set-off: (Applies to Construction and Post Construction Phases only) as defined in the Technical Specifications and General Conditions of the Owner/Contractor Contract, is a Contractually agreed remedy for small violations or nonadherence of the Contract terms which result in extra or unnecessary expenses to the Owner. The cost for these unnecessary expenses is not foreseen and cannot be calculated. They are the same SHR or Unit Price method, that had the service been necessary would have been invoiced to Owner. These services generally do not require prior approval of Owner, because they are required in the administration of the Contract. Set-off fees are invoiced to the Owner, who pays DIXON. The Owner can then Set-off these charges from amounts owed to the Contractor.
1. A few examples of Set-off Fees are when the Owner has incurred extra charges or engineering costs related to:
 - a. Excessive submittal review,
 - b. Excessive evaluations of proposed substitutes,
 - c. Tests and inspections, or return Hold Point Observations to complete Field Work that were determined to be a failed inspection and,
 - d. Work is defective, requires correction or replacement including additional inspection costs.
 2. Set-off is only used during the Construction and Post Construction Phases where additional Observation or engineering services are required to correct failed Work.

C1.05 Estimated Fee:

- A. The SHR Method of Rate Calculation is an estimate. The SHR Method is prepared based on extensive experience and is intended to be conservative.
1. Calculating SHR includes, DIXON's estimate of the amounts that will become payable for specified services are only estimates for planning purposes, are not binding on the parties, and are not the minimum or maximum amounts payable to DIXON under the agreement.
 2. When estimated compensation amounts have been stated herein and it subsequently becomes apparent to DIXON that the total compensation amount thus estimated will be exceeded, DIXON shall give Owner notice thereof, allowing Owner to consider its options, including suspension or termination of DIXON's services for Owner's Convenience. Upon notice, Owner and DIXON promptly shall review the matter of services remaining to be performed and compensation for such services. Owner shall either exercise its right to suspend or terminate DIXON's services for Owner's convenience, agree to such compensation exceeding said estimated amount, or agree to a reduction in the remaining services to be rendered by DIXON, so that total compensation for such services will not exceed said estimated amount when such services are completed. If Owner decides not to suspend DIXON's services during the negotiations and DIXON exceeds the estimated amount before Owner and DIXON have agreed to an increase in the compensation due DIXON or a reduction in the remaining services, then DIXON shall be paid for all services rendered hereunder.
 3. The requirements of minimum work hours and weeks shall remain in effect through negotiations and the minimum requirements of these paragraphs are not negotiable. An RPR is a professional, and if the RPR remains on Site, the RPR is guaranteed the minimum number of hours. Negotiations may Full Time or Daily RPR to Hold Point Observation Services or reduce the number of Daily Inspections. Then minimum hour requirements apply only to demobilization if RPR was Full Time.

C1.06 DIXON’s Reimbursable Expenses Schedule and Standard Hourly and Overtime Rates:

- A. Attached to this Exhibit C is Attachment C-2, Standard Hourly Rate and Reimbursable Expense Schedule
- B. Annual Cost Adjustment – January 1 each year.
 - 1. The Standard Hourly Rates and Reimbursable Expenses Schedule will be adjusted annually as of the first January 1 date past expiration date printed on Attachment C-2 to reflect equitable changes in the compensation payable to DIXON. Proposals sent after August 1st will have Attachment C-2 with effective rates through December 31 of the subsequent year.
 - 2. Unit Price for Hold Point observations and Lump Sum items shall be increased at the same time as hourly rate by the same percentage increase as Standard Hourly Rates.
 - 3. Notification of these cost adjustments, or the issuance of an Addendum or Change Order are not required, but DIXON shall endeavor to so advise. Failure to supply notification does not waive the right to implement rate increases.

PART 2 INVOICING AND PAYMENT for Services in EXHIBIT A per EXHIBIT C-1:

- A. Preparation and Submittal of Invoices: DIXON will prepare invoices in accordance with its standard invoicing practices and the terms of this Exhibit C and Attachments C-1 and C-2. DIXON will submit its invoices to Owner monthly. Invoices are due and payable within 30 days of receipt. Small monthly invoices may be held by DIXON only, for a month or more and combined.
- B. Application to Interest and Principal: Payment will be credited first to any interest owed to DIXON and then to principal.
- C. Failure to Pay: If Owner fails to make any payment due DIXON for services and expenses within 30 days after receipt of DIXON’s invoice, then:
 - 1. Amounts due DIXON will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said 30th day.
- D. Disputed Invoices: If Owner disputes an invoice, either as to amount or entitlement, then Owner shall promptly advise DIXON in writing of the specific basis for doing so, may withhold only that portion so disputed, and must pay the undisputed portion.
- E. Sales or Use Taxes: If after the Effective Date any governmental entity takes an action that imposes additional sales or use taxes on DIXON’s services or compensation, then DIXON may invoice such additional sales or use taxes for reimbursement by the Owner.

PART 3 SELECTION OF RPR SERVICES

C3.01 Hold Point Observations:

- A. The RPR travels to site to complete the observation and travels back to the Base Office. On site time at a minimum is time to complete observation and to complete report.

SUMMARY OF DIXON’S COMPENSATION FEES SCHEDULE of VALUES

1. The total compensation for services under this Agreement is the estimated total compensation amount of **Forty-One Thousand, Nine Hundred Dollars, \$41,900** and summarized as follows:

Schedule of Values				
Description of Services	# of Units	Unit Price	Amount	Basis of Compensation
A1.01-Technical Specifications			\$6,000	Lump Sum
A1.02-Bidding and Contract Documents			\$500	Lump Sum
A1.03-Preconstruction Meeting			\$1,450	Unit Price
A1.03-Other Defined Basic Services - Project Administration			\$1,200	Lump Sum
A1.03-RPR Services Weld	1	\$1,250	\$1,250	Unit Price
A1.03-RPR Critical Phase Coating	23	\$1,250	\$28,750	Unit Price
A1.04-Warranty Observation			\$2,750	Lump Sum
Total			\$41,900	

2. In the event of a conflict with the number in the Total and the written amount in 1 above or with the number on the Signature Page, the first governance shall be a review of math in this schedule of values.
3. DIXON may alter the distribution of compensation consistent with services actually rendered between individual phases of Basic and RPR Service with unused fees calculated by any method. Reallocation of fees shall not result in a total fee in excess of the total compensation amount unless approved by the Owner.

STANDARD HOURLY RATE AND REIMBURSABLE EXPENSE SCHEDULE

<u>Labor Class</u>	<u>Per Hour</u>	<u>Overtime Rate</u>
Principal	\$400.00	
Officer/Associate	\$200.00	
Project Manager	\$206.00	\$309.00
Engineer	\$212.00	\$318.00
CWI Welding RPR	\$206.00-\$227.00	\$309.00-\$340.00
DIXON Level 3 or AMPP Senior Certified Level 3 RPR	\$143.00-\$188.00	\$215.00-\$282.00
DIXON Level 2 or AMPP Certified Level 2 RPR	\$130.00-\$164.00	\$195.00-\$246.00
DIXON Level 1 or AMPP General Level 1 RPR	\$117.00-\$142.00	\$175.00-\$213.00
Contract Support Staff	\$149.00-\$182.00	\$223.00-\$272.00

<u>Expenses</u>	<u>Metropolitan</u>	<u>Out-State</u>
Mileage	\$0.80/mile + tolls	\$0.70/mile
Lodging	\$185.00 per diem	\$185.00 per diem
Meals	\$62.00 per diem	\$57.00 per diem

FEES EFFECTIVE THROUGH: December 31, 2024 (Revised: 9/28/2023)

ELECTRONIC DOCUMENTS PROTOCOL (EDP)

With so many personnel and parties involved in Construction, it is essential, especially through the Construction Phase, that all means of EDP, and communication be kept as simple and uniform as possible. Following is a consolidated Protocol prepared by EJCDC which DIXON will complete if contracted to follow. Otherwise, DIXON will open a line of communication as directed by email and when that contact has responded then by simple email, using the agreed addresses will be followed. This excludes Notice and Contract requirements of a contact Person (page One).

ARTICLE 1—ELECTRONIC DOCUMENTS PROTOCOL (EDP)

The Main Agreement is supplemented by the following consolidated Exhibit E and Exhibit E-Attachment 1: Software Requirements for Electronic Document Exchange:

E1.01 Electronic Documents Protocol

- A. Electronic Transmittals: The parties shall conform to the following provisions together referred to as the Electronic Documents Protocol ("EDP" or "Protocol") for exchange of electronic transmittals.
 - 1. Basic Requirements
 - a. To the fullest extent practical, the parties agree to and will transmit and accept Electronic Documents by Electronic Means using the procedures described in this Protocol. Use of the Electronic Documents and any information contained therein is subject to the requirements of this Protocol and other provisions of the Agreement.
 - b. The contents of the information in any Electronic Document will be the responsibility of the transmitting party.
 - c. Electronic Documents as exchanged by this Protocol may be used in the same manner as the printed versions of the same documents that are exchanged using non-electronic format and methods, subject to the same governing requirements, limitations, and restrictions, set forth in the Agreement.
 - d. Except as otherwise explicitly stated herein, the terms of this Protocol will be incorporated into any other agreement or subcontract between the Owner and DIXON and any third party for the Project. Nothing herein will modify the requirements of the Agreement and applicable Construction Contract Documents regarding communications.
 - e. When transmitting Electronic Documents, the transmitting Party makes no representations as to long term compatibility, usability, or readability of the items resulting from the receiving Party's use of software application packages, operating systems, or computer hardware differing from those established in this Protocol.
 - 2. System Infrastructure for Electronic Document Exchange
 - a. Each party will provide hardware, operating system(s) software, internet, e-mail, and large file transfer functions ("System Infrastructure") at its own cost and sufficient for complying with the EDP requirements. Except for minimum standards set forth in this EDP and any explicit system requirements specified by attachment to this EDP, it will be the obligation of each party to determine, for itself, its own System Infrastructure.
 - b. Each party is responsible for its own system operations, security, back-up, archiving, audits, printing resources, and other Information Technology ("IT") for maintaining operations of its System Infrastructure during the Project.
 - c. Each party will operate and maintain industry-standard, industry-accepted, ISO-standard, commercial-grade security software and systems that are intended to protect the other party from: software viruses and other malicious software like worms, trojans, adware; data breaches; loss of confidentiality; and other threats in the transmission to or storage of

information from the other parties, including transmission of Electronic Documents by physical media such as CD/DVD/flash drive/hard drive. To the extent that a party maintains and operates such security software and systems, it will not be liable to the other party for any breach of system security.

- d. In the case of disputes, conflicts, or modifications to the EDP required to address issues affecting System Infrastructure, the parties will cooperatively resolve the issues; but, failing resolution, the Owner is authorized to make and require reasonable and necessary changes to the EDP to effectuate its original intent.
 - e. Each party is responsible for its own back-up and archive of documents sent and received during the term of any Project contract/agreement under this EDP. Further, each party remains solely responsible for its own post-Project back-up and archive of project documents, as each party deems necessary for its own purposes, after the term of the contract.
 - f. If a receiving party receives an obviously corrupted, damaged, or unreadable Electronic Document, the receiving party will advise the sending party of the incomplete transmission.
 - g. The parties will bring any non-conforming Electronic Documents into compliance with the EDP.
 - h. If the Owner operates a Project information management system (also referred to in this EDP as "Project Website") for use of Owner, DIXON, Contractors, during the Project for exchange and storage of Project-related communications and information, then that provision and requirements shall be identified in an Exhibit J - Amendment.
- B. Software Requirements for Electronic Document Exchange; Limitations
1. Each party will acquire the software necessary to create and transmit and read Electronic Documents received from the other party (and if relevant from third parties).
 2. Software and data formats for exchange of Electronic Documents will conform to the requirements set forth in the following Attachment 1 to this EDP, including software version, if listed.

SOFTWARE REQUIREMENTS FOR ELECTRONIC DOCUMENT EXCHANGE

Item	Electronic Documents	Transmittal Means	Data Format	Note (1)
a.1	General communications, transmittal covers, meeting notices, and responses to general information requests for which there is no specific prescribed form.	Email	EML	
a.2	Meeting agendas; meeting minutes; RFI's and Responses to RFI's; and Construction Contract administrative forms.	Email w/ Attach	PDF	(2)
a.3	Contractor's Submittals (Shop Drawings, "Or Equal" requests, Substitute requests, documentation accompanying Sample submittals and other Submittals) to Owner and DIXON; and Owner's and DIXON's Responses to Contractor's Submittals, Shop Drawings, Correspondence, and Applications for Payment	Email w/ Attach	PDF	
a.4	Correspondence; Interim and Final Versions of reports, layouts, Specifications, Drawings, maps, calculations and spreadsheets, Construction Contract, Bidding/Proposal Documents, and Front-End Construction Contract Documents.	Email w/ Attach or LFE	PDF	(3)
a.5	Layouts, plans, maps, and Drawings to be submitted to Owner by DIXON for future use and modification	Email w/ Attach or LFE	DWG	
a.6	Correspondence, reports, and specifications to be submitted by DIXON to Owner for future word processing use and modification	Email w/ Attach or LFE	DOCX	
a.7	Spreadsheets and data to be submitted to Owner by DIXON for future data processing use and modification DIXON can PDF any Spreadsheet.	Email w/ Attach or LFE	XLSX	
Notes				
(1)	All exchanges and uses of transmitted data are subject to the appropriate provisions of the Agreement and Construction Contract.			
(2)	Transmittal of written notices is governed by requirements of the Agreement and Construction Contract.			
(3)	Transmittal of Bidding/Proposal Documents and Front-End Construction Contract Documents will be in manner selected by Owner in Exhibit A, Paragraph 1.05.A.1.a. Unless otherwise expressly stated, these documents and the Construction Contract will be transmitted in PDF format, including transmittals to bidders and Contractor.			
Key				
EML	Standard Email formats (.eml). Do not use stationery formatting or other features that impair legibility of content on screen or in printed copies.			
LFE	Agreed upon Large File Exchange method (FTP, CD, DVD, Flash Drive, File Sharing Services.)			
PDF	Portable Document Format readable by Adobe® Acrobat Reader.			
DWG	Autodesk® AutoCAD. dwg format.			
DOCX	Microsoft® Word. docx format.			
DB	Microsoft® Access .mdb DIXON does not transmit Database material If required for your future use you will have the program.			

**GENERAL PROVISIONS AND RELATED CONDITIONS FROM AGREEMENT OR
EXHIBITS**

GP1.00 Time for Completion:

- A. The Effective Date of the Task Order and the times for completing services will be stated in each Task Order.
- B. If there is a change in the Scope of Services, or in Scope of Project, if Projects are delayed or suspended through no fault of DIXON, if the orderly and continuous progress of DIXON's services is impaired, if the agreed periods of time or dates are changed, if construction contract dates are extended, then the time for completion of DIXON's services, and the rates and amounts of DIXON's compensation, shall be adjusted equitably. Delay of Projects by Owner or Contractor until the next season (past the expiration date of Exhibit C-Attachment 2), is considered a Change in Scope of Services and the rates and amounts of DIXON's compensation shall be adjusted equitably in accordance with the succeeding year's Exhibit C Attachment 1 and 2.
- C. Owner shall give prompt written notice to DIXON whenever Owner observes or otherwise becomes aware of any development that affects the scope or time of performance of DIXON's services; the presence at the Site of any Constituents of Concern; or any relevant, material defect or nonconformance in: (a) DIXON's services, (b) the Work, (c) the performance of any Contractor, or (d) Owner's performance of its responsibilities under this Agreement.
- D. The Owner shall make decisions and carry out its other responsibilities in a timely manner so as not to delay DIXON's performance of its services.
- E. If DIXON fails, through its own fault (for reasons within their control), to complete the performance required in this Agreement within the time set forth, as duly adjusted, then Owner shall be entitled, as its sole remedy, to the recovery of direct damages, if any, resulting from such failure.

GP1.01 Opinions of Probable Construction Cost:

- A. DIXON's opinions (if any) of probable Construction Cost are to be made on the basis of DIXON's experience, qualifications, and general familiarity with the construction industry. However, because DIXON has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive Bidding or market conditions, DIXON cannot and does not guarantee that proposals, Bids, or actual Construction Cost will not vary from opinions of probable Construction Cost prepared by DIXON in Evaluation Reports or verbally by DIXON.

GP1.02 Standards of Performance and Limitations of Authority of DIXON with Owner and Owner's Contractor:

- A. Standard of Care: The Standard of Care for all services performed or furnished by DIXON under this Agreement will be the care and skill ordinarily used by members of this subject profession practicing under similar circumstances at the same time and in the same locality.
- B. Conflict of Interest: Nothing in this Agreement will be construed to create or impose any duty on the part of DIXON that would conflict with DIXON's paramount obligations to the public health, safety, and welfare under the professional practice requirements governing DIXON, its Subconsultants or, and all licensed professionals employed by DIXON or its Subconsultants. If during the term of this Agreement a potential or actual conflict of interest arises or is identified.
 - 1. DIXON and Owner together will make reasonable, good faith efforts to avoid or eliminate the conflict of interest; to mitigate any adverse consequences of the conflict of interest; and, if necessary and feasible, to modify this Agreement to address the conflict of interest and its consequences, such that progress under the Agreement may continue.

2. Such efforts will be governed by applicable Laws and Regulations and by any pertinent Owner's policies, procedures, and requirements (including any conflict-of-interest resolution methodologies) provided DIXON under this Agreement.
- C. Technical accuracy: Owner shall not be responsible for discovering deficiencies in the technical accuracy of DIXON's services. If deficiencies are discovered by DIXON/Owner/or Bidder; DIXON shall correct deficiencies in technical accuracy without additional compensation unless such corrective action is directly attributable to deficiencies in Owner-furnished information.
- D. Reliance on Others: Subject to the Standard of Care set forth above in Paragraph GP1.02. A, DIXON, and its Consultants may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers and their publishers, or technical standards.
- E. DIXON will make visits to the Site at intervals appropriate to the various stages of construction as DIXON deems necessary to observe, as an experienced and qualified design professional, the progress that has been made and the quality of the various aspects of Contractor's executed Work. Based on information obtained during such visits and observations, DIXON, for the benefit of Owner, will determine, in general, if the Work is proceeding in accordance with the Contract Documents.
- F. DIXON shall not at any time supervise, direct, control, or have authority over any Constructor's work, nor shall DIXON have authority over or be responsible:
 1. for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor or
 2. the safety precautions and programs incident thereto,
 3. or security or safety at the Project site, nor
 4. for any failure of a Constructor's furnishing and performing of its work.
 5. DIXON shall not be responsible for the acts or omissions of any Constructor or
 6. for Constructor's compliance with Laws and Regulations.
- G. DIXON makes no warranties, express or implied, under this Agreement or otherwise, in connection with any services, nor assumes responsibilities for Contractor's failure to furnish material and provide the Work in accordance with Owner/Contractor Agreement.
- H. DIXON shall not be responsible for any decisions made regarding the construction Agreement requirements, or any application, interpretation, clarification, or modification of the construction Agreement documents other than those made by DIXON or its consultants.
- I. DIXON's Services and Additional Services do not include: (1) serving as a "municipal advisor" for purposes of the registration requirements of the Section 975 of the Dodd-Frank Wall Street Reform and the Consumer Protection Act (2010) or the municipal advisor registration rules issued by the Securities and Exchange Commission; (2) advising Owner, or any municipal entity or other person or entity regarding municipal financial products or the issuance of municipal securities, including advice with respect to the structure, timing, terms, or other similar matters concerning such products or issuances; (3) providing surety bonding or insurance-related advice, recommendations, counseling, or research, or enforcement of construction insurance or surety bonding requirements, or (4) providing legal advice or representation.
- J. DIXON shall not be required to sign any document, no matter by whom requested, that would result in DIXON having to certify, guarantee, or warrant conditions whose existence DIXON cannot ascertain within the authorized scope of DIXON's services. The Owner agrees not to make resolution of any dispute with DIXON or payment of any amount due to DIXON in any way contingent upon DIXON signing any such document.
- K. DIXON will obtain Owner's consent, which will not be unreasonably withheld, prior to releasing any publicity, including news and press releases, promotional publications, award and prize competition submittals, and other advertising regarding the subject matter of this Agreement. Nothing herein will limit DIXON's right to include information in statements of qualifications and

proposals to others accurately describing its participation and participation of employees in the Project.

GP1.03 Use of Documents:

- A. All Documents are instruments of service, and DIXON shall retain an ownership and property interest therein (including the copyright and the right of reuse at the discretion of DIXON) whether the Project is completed or not. NOTE: A delayed project may require revisions of the Bid Documents.
 - 1. Owner may make and retain copies of Documents for information and reference in connection with the use of the Documents on the Specific Project.
 - 2. DIXON grants Owner a limited license to use the Documents on the Specific Project.
 - 3. Owner shall not use, reuse, or modify the Documents without written verification, completion, or adaptation by DIXON. If Owner reuses or modifies documents without authorization, Owner shall indemnify and defend DIXON from any liabilities that result from the reuse.
 - 4. The limited license to the Owner shall not create any rights in third parties.

GP1.04 Records Retention:

- A. DIXON shall maintain on file in digital format, for a period of five years following completion or termination of its services under a specific Task Order, or such other period as required by Laws and Regulations, all Documents, records (including cost records), and design calculations related to DIXON’s services or pertinent to DIXON’s performance under the Task Order. Upon Owner’s request, DIXON shall provide a copy of any such item to Owner at cost.

GP1.05 Suspension and Termination:

- A. Suspension:
 - 1. By Owner: Owner may suspend the Project for up to 90 days upon seven days written notice to DIXON.
 - 2. By DIXON: DIXON may, after giving seven days written notice to Owner, suspend services under this Agreement if Owner has failed to pay DIXON for invoiced services and expenses, or in response to the presence of Constituents of Concern at the Site.
 - 3. If persistent circumstances beyond the control of DIXON have prevented it from performing its obligations under the Task Order.
 - 4. A suspension under a specific Task Order, whether by Owner or DIXON, does not affect the duty of the two parties to proceed with their obligations under other Task Orders.
- B. Termination for Cause – Main Agreement: The obligation to provide further services under this Agreement may be terminated.
 - 1. For cause, by either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party.
 - 2. By DIXON:
 - a. Upon seven days written notice if Owner demands that DIXON furnish or perform services contrary to DIXON’s responsibilities as a licensed professional; or if services for the Project are delayed or suspended for more than 90 days for reasons beyond DIXON’s control, or as the result of the presence at the Site of undisclosed Constituents of Concern.
 - b. DIXON shall have no liability to the Owner on account of either such termination. This Agreement will not terminate; however, if the party receiving such notice begins, within seven days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt thereof.
 - 3. For convenience, by Owner effective upon DIXON’s receipt of notice from Owner.
- C. Termination for Cause – Task Order:

1. Either party may terminate a Task Order for cause upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the terms of this Agreement and the specific Task Order, through no fault of the terminating party.
 - a. Notwithstanding the foregoing, the Task Order will not terminate under Paragraph GP1.05.B.1 if the party receiving such notice begins, within 7 days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt thereof; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein will extend up to, but in no case more than, 60 days after the date of receipt of the notice.
 2. In addition to its termination rights in Paragraph GP1.05. B.1, DIXON may terminate a Task Order for cause upon 7 days' written notice:
 - a. If Owner demands that DIXON furnish or perform services contrary to DIXON's responsibilities as a licensed professional.
 - b. If DIXON's services under the Task Order are delayed or suspended for more than 90 days for reasons beyond DIXON's control: or
 - c. As the result of the presence at or adjacent to the Site of undisclosed Constituents of Concern.
 3. DIXON will have no liability to the Owner on account of any termination by DIXON for cause.
- D. Effective Date of Termination: If Owner terminates the Main Agreement for cause or convenience, Owner may set the effective date of termination at a time up to 30 days later than otherwise provided to allow DIXON to demobilize personnel and equipment from the Site to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble project materials in orderly files. DIXON shall be entitled to compensation for such tasks.
- E. Payments Upon Termination:
1. In the event of termination by Owner or by DIXON for cause, DIXON shall be entitled to invoice Owner and receive payment of a reasonable amount for services and expenses directly attributable to termination, both before and after the effective date of termination, such as reassignment of personnel, and other related close-out costs, using methods and rates for Additional Services as set forth in Exhibit C.
 2. The scheduled time between Contract Award and the physical start of Construction, or if Construction is postponed for the off season (winter), shall not be considered a "suspension."

GP1.06 Controlling Law and Compliance with Laws and Regulations:

- A. DIXON shall comply with all instructions of Owner, and all requirements of Contractor's or Owner's safety program that are applicable to DIXON's performance of services under this Agreement and that Owner provides to DIXON in writing, prior to the Effective Date; subject to the Standard of Care set forth in Paragraph GP1.02. A above, and to the extent compliance is not inconsistent with professional practice requirements.
- B. The following may be the basis for modifications to Owner's responsibilities or to DIXON's scope of services, times of performance, or compensation:
 1. Changes after the Effective Date to Laws and Regulations.
 2. The receipt by DIXON; of changes after the Effective Date, of Owner-provided written policies and procedures.
- C. The General Conditions for any construction contract documents prepared hereunder are to be EJCDC C-700 "Standard General Conditions of the Construction Contract" prepared by the Engineer's Joint Contract Documents Committee, and as modified by DIXON unless expressly

indicated otherwise. If Owner supplied General Conditions are used, then DIXON supplied Additions shall also be used to the extent they do not conflict with Owner's.

GP1.07 Dispute Resolution:

- A. The Owner and DIXON agree to negotiate all disputes between them in good faith for a period of 30 days from the date of notice prior to invoking nonbinding mediation or exercising their rights at law.
- B. If negotiations fail then Owner and DIXON shall proceed to nonbinding mediation before a panel of three, one panel member selected by each party, and one mutually agreeable person. The only requirements are that neither party has any financial or relational control over any panel member. DIXON will select, based on expertise in dispute. (DIXON pays fees for their panel member, Owner pays fees of their member, and third member's fees are to be paid as directed by the panel, even though the panel's final dispute resolution is not accepted).
- C. After one trial mediation, unless an additional attempt is accepted by both parties either party may exercise their rights at law.

GP1.08 Environmental Condition of Site:

- A. Owner represents to DIXON that as of the Effective Date to the best of Owner's knowledge, there are no Constituents of Concern, other than those disclosed in writing to DIXON, exist at or adjacent to the Site.
- B. Undisclosed Constituents of Concern. For purposes of this Paragraph GP1.08 the presence at or adjacent to the Site of Constituents of Concern that was not disclosed to DIXON pursuant to Paragraph GP1.08. A, in such quantities or circumstances that such Constituents of Concern may present a danger to persons or property exposed to them, will be referred to as "undisclosed" Constituents of Concern.
 - 1. The presence at the Site of materials that are necessary for the execution of the Work, or that are to be incorporated in the Work, and that are controlled and contained pursuant to industry practices, Laws and Regulations, and the requirements of this Agreement or the Construction Contract, are not undisclosed Constituents of Concern.
 - 2. Constituents of Concern that are to be located, identified, studied, removed, or remediated as part of the services under a Task Order are not undisclosed Constituents of Concern.
 - 3. Constituents of Concern that are to be located, identified, studied, removed, or remediated as part of the services under another professional services contract for Owner, or as part of the work under a construction or remediation contract, are not undisclosed Constituents of Concern if DIXON has been informed of the general scope of such contract.
 - 4. Constituents of Concern in the Coating Industry – DIXON and Owner acknowledge that the coating industry may generate hazardous waste or Constituents of Concern (C of C) when removing old coatings, C of C may be existing in soils from coating removal in the past, and some gasket materials contained asbestos. Old coatings may contain heavy metals such as lead, chrome, and cadmium. Hazardous solvents may be present in new coatings, thinners, or used in the cleaning of equipment. These materials may be C of C but are considered Disclosed C of C.
- C. If DIXON Encounters or learns of an undisclosed Constituents of Concern at the Site, then DIXON shall notify Owner. State and Federal notifications, if required, are the responsibility of the Owner.
- D. Owner acknowledges that DIXON is performing professional services for Owner and that DIXON is not and shall not be required to become an "owner," "arranger," "operator," "generator," or "transporter" of hazardous substances, as determined in the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), as amended, which are or may be encountered at or near the Site in connection with DIXON's activities under this Agreement.

INSURANCE REQUIREMENTS AND LIABILITY CONCERNS

The Agreement is supplemented to include the following agreement of the parties:

IR1.00 Insurance:

- A. The limits of liability for the insurance required on this project are as follows:
- B. By DIXON:
 - 1. Workers’ Compensation: Statutory
 - 2. Employer’s Liability:
 - 1) Bodily injury, each accident \$1,000,000
 - 2) Bodily injury by disease, each employee \$1,000,000
 - 3) Bodily injury/disease, aggregate \$1,000,000
 - 3. General Liability:
 - 1) Each Occurrence (Bodily Injury and Property Damage) \$1,000,000
 - 2) General Aggregate \$2,000,000
 - 4. Excess or Umbrella Liability:
 - 1) Per Occurrence \$5,000,000
 - 2) General Aggregate \$5,000,000
 - 5. Automobile Liability:
 - 1) Combined Single Limit (Bodily Injury and Property Damage): \$1,000,000
 - 6. Professional Liability:
 - 1) Each Claim Made \$2,000,000
 - 2) Annual Aggregate \$2,000,000
- C. Additional Insured’s: The following individuals or entities are to be listed on DIXON’s general liability policies of insurance as additional insured’s: Owner and other parties requested by Owner Electronic Data Transmittal Protocol within reason.
- D. Owner shall require Contractor to purchase and maintain policies of insurance covering workers' compensation, general liability, motor vehicle damage and injuries, and other insurance necessary to protect Owner's and DIXON's interests in the Project. Owner shall also require Contractor to cause DIXON and its Consultants to be listed as additional insureds with respect to such liability insurance purchased and maintained by Contractor for the Project.
- E. DIXON shall deliver to the Owner certificates of insurance evidencing the coverages. Such certificates shall be furnished prior to commencement of DIXON’s services and at renewals thereafter during the life of the Agreement.
- F. All policies of property insurance relating to the Project, including but not limited to any builder’s risk policy, shall allow for waiver of subrogation rights, and contain provisions to the effect that in the event of payment of any loss or damage the insurers will have no rights of recovery against any insured thereunder or against DIXON or its Consultants. Owner and DIXON waive all rights against each other, Contractor, the Consultants, and the respective officers, directors, members, partners, employees, agents, consultants, and subcontractors of each and any of them, for all losses and damages caused by, arising out of, or resulting from any of the perils or causes of loss covered by any builder’s risk policy and any other property insurance relating to the Project. The Owner shall take appropriate measures in other Project-related contracts to secure waivers of rights.
- G. All policies of insurance shall contain a provision or endorsement that the coverage afforded will not be canceled or reduced in limits by endorsement, and that renewal will not be refused, until at least 10 days prior written notice has been given to the primary insured. Upon receipt of such notice, the receiving party shall promptly forward a copy of the notice to the other party to this Agreement.

H. At any time, Owner may request that DIXON or its Consultants, at Owner's sole expense, provide additional insurance coverage, increased limits, or revised deductibles that are more protective than those specified in Exhibit IR. If so, requested by Owner, and if commercially available, DIXON shall obtain and shall require its Consultants to obtain such additional insurance coverage, different limits, or revised deductibles for such periods of time as requested by Owner, and Exhibit IR will be supplemented to incorporate this requirement.

I. Definitions:

1. Owner and Party 1 is Owner and Owner's officers, directors, membership, partners, agents, employees, consultants, or others retained by or under contract to the Owner with respect to this Agreement or to the Project.
2. DIXON and Party 2 is DIXON and/or DIXON's officers, directors, members, partners, agents, employees, consultants, subcontractors, or others under contract to DIXON relative to this Project or Agreement.

IR1.01 Limitation of Liability:

- A. DIXON's Liability Limited to Amount of Insurance Proceeds: DIXON shall procure and maintain insurance as required by and set forth in Exhibit IR to this Agreement. Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by Laws and Regulations, the total liability, in the aggregate, of DIXON and Party 2 to Owner and anyone claiming by, though, or under Owner shall not exceed the total insurance proceeds paid on behalf of or to DIXON by DIXON's insurers in settlement or satisfaction of Owner's Claims under the terms and conditions of DIXON's insurance policies applicable thereto (excluding fees, costs and expenses of investigation, claims adjustment, defense, and appeal), up to the amount of insurance required under this Agreement

IR1.02 Exclusion of Special, Incidental, Indirect, and Consequential Damages:

- A. To the fullest extent permitted by Laws and Regulations, and notwithstanding any other provision in the Agreement. DIXON and Party 2 shall not be liable for special, incidental, indirect, or consequential damages arising out of, or related to this Agreement or the Project, from any cause or causes, including but not limited to: damage to water supply or reduction in fire protection.

IR1.03 Percentage Share of Negligence:

- A. To the fullest extent permitted by Laws and Regulations, a party's total liability to the other party and anyone claiming under the other party for damages caused in part by the negligence of the party and in part by the negligence of the other party or any other negligent entity or individual, shall not exceed the percentage share that the party's negligence bears to the total negligence of Owner, DIXON, and all other negligent entities and individuals.

Dixon Engineering, Inc.

Maintenance Inspection

1,000,000 Gallon Spheroid

Scio Township
Ann Arbor, Michigan

Inspection Performed: April 25, 2023
Reviewed by: Joseph T. Hoban, P.E.: May 26, 2023

Dixon Engineering Inc.
1104 Third Ave. Lake Odessa, MI 48849

Phone (800) 327-1578
Fax (616) 374-7116
<http://www.dixonengineering.net>
dixon@dixonengineering.net

CONCLUSIONS:

1. The exterior coating is a urethane overcoat system. The coating is in good condition overall. Coating deterioration includes spot failures to the substrate and topcoat delamination. There are a few coating failures on the basebell and roof.
2. The dry interior coating is an epoxy system. The coating is in good to fair condition overall. Coating deterioration includes spot failures to the substrate, topcoat delamination, and rust bleedthrough. Most of the failures are on the topside of the platforms, baseplate, and bowl.
3. The wet interior coating is an epoxy system. The coating is in good condition overall. There is no significant coating deterioration below the high-water level. Above the high-water level coating is deteriorating at the roof stiffeners.

RECOMMENDATIONS (GENERAL AND IMMEDIATE WORK):

Annually inspect the roof vent, hatches, and any other health or security items on the structure. The work could be performed by in-house personnel or contracted as part of a regular maintenance program.

Schedule regular cleanings and inspections of the tank by an independent third party once every five years as recommended by AWWA.

1. Continue to maintain the cathodic protection system. The cost would be dependent on your contract with your cathodic vendor.
2. Request that the antenna owners return to correct deficiencies in cable sealing. The cable routing penetration pipe at the top of the access tube should be sealed with caulk or rubber boots.

RECOMMENDATIONS (IMMEDIATE WORK TO MEET EGLE REQUIREMENTS):

EGLE may allow some of the required changes to be delayed until the next paint project. These items are listed as immediate work since they are currently out of compliance.

1. Modify the overflow pipe discharge so it points downward and so the air gap is 12 to 24 inches to bring it into compliance with current EGLE requirements. Install a flap gate at the discharge. The estimated cost is \$5,000.
2. Install a gasket on the wet interior roof hatch to meet current EGLE requirements. The cost would be incidental to the next painting project or could be performed by in-house personnel.

RECOMMENDATIONS (WITH THE NEXT PAINT PROJECT):

Complete the recommended work in one to two years. The repairs and upgrades should be completed during the next major tank rehabilitation project when coating repairs are made.

1. High pressure water clean and overcoat the exterior with a urethane system. The estimated cost is \$210,000.
2. Spot power tool clean the coating failures in the dry interior. Spot repaint all prepared surfaces with an epoxy coating system. The estimated cost is \$5,000.
3. Abrasive blast clean the pit piping and repaint with an epoxy system. The estimated cost is \$6,000.
4. Recoat the foundation to help prevent deterioration. The cost would be incidental to exterior painting.
5. Install a rigging lug on the bowl above the top platform opening. The cost would be incidental to the next painting project.
6. Remove the glandular expansion joint on the fill/draw pipe and replace it with a bellows type joint. The estimated cost is \$15,000.
7. Replace one mud valve and remove one mud valve in the bottom of the tank. The estimated cost is \$6,000.

A DISCUSSION ON RESCUE AND RETRIEVAL OPERATIONS FROM ELEVATED STORAGE TANKS

Working on elevated water storage tanks is inherently dangerous. OSHA regulations give guidelines for climbing on elevated structures. Contractors and Engineers/Consultants are responsible for their own employees, but even with safety training and proper equipment, accidents can occur. Most rescue squads are local or neighboring fire departments, with some departments having more experience than others. Water storage tanks are designed to store water and are not suited for rescue or retrieval convenience. We recommend that you meet with your local rescue personnel and draft a rescue plan. A copy of the plan should be kept at the tank and with the rescue crew.

OSHA does not require 30 inch manways or hatches, but for rescue purposes 30 inch openings would allow enough room for a rescue basket with an injured person on it to pass through. Smaller openings may not be sufficient for retrieval.

Rescue personnel would gain access to the injured person using the existing ladders while attached to fall prevention devices. If possible, the basket would be lowered through the riser and out the opening in the bottom. If needed, the rescue crew would work from the roof inside a handrail. A tripod would be used to attach a winch to the basket. If the basket cannot fit through the riser, then it would need to be raised to the roof.

From the roof it is possible to lower the basket over the side to ground level, but that would require a very large winch and increased loading on the attachment point. On a rainy, windy, or snowy day, the objective would be to get rescue personnel off the roof as soon as possible, so lowering through the dry interior is preferred. A helicopter rescue would need to be performed if it is not possible to lower the rescue basket down the dry interior.

Upgrades intended to make a rescue easier are included in this report. Dixon recommends 30 inch manways or hatches where possible and fall prevention devices on all ladders.

COST SUMMARY:

Exterior overcoat	\$210,000
Dry interior spot repaint	5,000
Pit piping repaint	6,000
Overflow discharge modification	5,000
Expansion joint	15,000
Mud valves	<u>6,000</u>
Sub Total	\$247,000
Engineering and Contingencies	<u>\$49,000</u>
Total	\$296,000

INSPECTION:

On April 25, 2023, Dixon Engineering Inc. performed a maintenance inspection on the 1,000,000 gallon spheroid elevated water storage tank located in Ann Arbor, Michigan and owned by Scio Township. Purposes of the inspection were to evaluate the interior and exterior coating's performance and life expectancy, assess the condition of metal surfaces and appurtenances, review safety and health aspects, and make budgetary recommendations for continued maintenance of the tank. The inspection was performed from existing ladders and platforms with no special rigging and no disassembly of any items was conducted by the inspector. All recommendations with budgeting estimates for repairs are incorporated in this report.

The inspection was performed by Ryan Szczepaniak, Engineering Technician. The inspector was assisted by Jesse Darnell, Engineering Technician, and Larry Houck, Staff Technician.

A source of water for cleaning was provided by the Owner. Sediment was flushed from the wet interior. Following the inspection, chlorine was added to disinfect the tank per AWWA Standard C652-19 Method No. 3. Photos are included with this report.

GENERAL INFORMATION:

The tank was built in 1990 by CB&I with a height to low-water level of 110 feet.

CONDITIONS AND RECOMMENDATIONS:

EXTERIOR COATING CONDITIONS:

Information on file with DIXON indicates that the exterior was last painted 2008. The exterior was pressure washed and spot power tool cleaned to a SSPC-SP11 condition. The coating applied was a urethane system.

The coating is in good condition overall. The coating is beginning to chalk and fade and there is loss of gloss. Surfaces have faded due to exposure to ultraviolet light which is a normal occurrence for an exterior coating system.

The basebell coating is in good condition with a few failures. Primary methods of deterioration are spot failures to the substrate and delaminated topcoat.

The riser, bowl, and sidewall coating is in good condition with no significant deterioration. The bowl is covered with moderate mildew growth. There is lettering stating: "Scenic SCIO Township" on the sidewall in three locations.

The roof coating is in good condition with a few failures. Primary methods of deterioration are spot failures to the substrate and delaminated topcoat.

Adhesion testing was not performed due to wet conditions. Testing in wet conditions could cause inaccurate results. Adhesion testing should be performed before overcoating.

EXTERIOR COATING RECOMMENDATIONS:

Budget for overcoating in one to two years. The typical overcoat frequency for modern urethane systems is fifteen years. There is always a risk in overcoating the exterior, but we have had several successful projects when performed in the timeframe noted. The risk of poor adhesion of the overcoat system gets higher as the existing system gets older. If not overcoated in the timeframe noted, it is possible total abrasive blast cleaning with containment may be required which will cost over twice that of overcoating.

The recommended procedure is to high pressure water clean (5,000-10,000 psi) the exterior to remove any poorly adhered coating and any contaminants. Coating failures to the substrate would be spot power tool cleaned to a bare metal (SSPC-SP11) condition. All sharp edges would be feathered into the surrounding coating.

The coating system would consist of a spot prime coat on the bare metal, a full coat of epoxy, and followed by two full coats of urethane. The urethane system offers excellent abrasion resistance with high gloss and sheen retention. The life expectancy of this system is fifteen years. The tank would be removed from service during the coating project. This is necessary to reduce condensation on the tank's surface. Urethane coatings have a minimum temperature requirement for application and are sensitive to moisture during the curing process. If moisture is present during the curing process, the appearance will become cloudy with little or no gloss. The estimated cost is \$210,000.

DRY INTERIOR COATING CONDITIONS:

The dry interior on this structure is defined as the non-water contact surfaces consisting of the basebell, riser, bowl, and access tube.

Information on file with DIXON indicated the dry interior was last painted in 2008. The dry interior was spot abrasive blast cleaned to a SSPC-SP6 commercial condition. The coating applied was an epoxy system. The coating is in good to fair condition overall.

The basebell coating is in fair condition with a few failures. Primary methods of deterioration are spot failures to the substrate and delaminated topcoat. Most of the failures are on the baseplate.

The riser coating is in good condition with a few failures. Primary method of deterioration is delaminated topcoat. Most of the failures are at previous spot coating repairs.

The coating on the topside of the platforms is in fair condition with a few failures. Primary methods of deterioration are spot failures to the substrate, rust bleedthrough, and delaminated topcoat.

The bowl coating is in fair condition with a few failures. Primary method of deterioration is delaminated topcoat.

The access tube coating is in good condition with a few areas of delaminated topcoat.

DRY INTERIOR COATING RECOMMENDATIONS:

Spot power tool clean the coating failures to a (SSPC-SP11) condition and spot repaint with an epoxy system. The work should be performed with an exterior/wet interior painting project. The estimated cost is \$5,000.

WET INTERIOR COATING CONDITIONS:

Information on file with DIXON indicated the wet interior was last painted in 2018. The wet interior was abrasive blast cleaned to a SSPC-SP10 near-white condition. The coating applied was an epoxy system.

The roof coating is in good condition with a few failures. Primary methods of deterioration are spot failures to the substrate. Most of the deterioration is on the roof stiffeners.

The sidewall coating is in good condition with no significant deterioration.

The access tube coating is in good condition with a few small spot coating failures above the high-water level.

The bowl is covered with approximately two inches of sediment that was flushed from the interior during the inspection. The coating on the bowl is in good condition with no significant deterioration.

The surfaces below the normal operating water level are covered with mineral staining which does not affect the integrity of the coating system.

WET INTERIOR COATING RECOMMENDATIONS:

The existing coating system has not deteriorated to the point where replacement is warranted. The cathodic protection system should adequately protect all areas below the high-water level where the coating has deteriorated. Reinspect in five years to update conditions and recommendations.

CATHODIC PROTECTION CONDITIONS:

The tank has a suspended impressed current cathodic protection system. Surfaces below the high-water level are protected by the submerged system that is suspended from ropes attached to the sidewall. The supporting ropes and anode wires appear to be in good condition with no visible damage.

CATHODIC PROTECTION RECOMMENDATIONS:

Continue to maintain the cathodic protection system. The cost would be dependent on your contract with your cathodic vendor.

PIT PIPING CONDITIONS:

There is a pit in the basebell that contains piping. The pit has a wooden cover that is in good condition. The piping is in good condition. The coating on the piping is in poor condition with extensive failures.

PIT PIPING RECOMMENDATIONS:

Abrasive blast clean the piping to a commercial (SSPC-SP6) condition and repaint with an epoxy system. The estimated cost is \$6,000.

FOUNDATION AND ANCHOR BOLT CONDITIONS:

The exposed concrete foundation is in good condition with no deterioration. The exposed foundation is coated. The coating is in good condition with no significant failures.

There are anchor bolts evenly spaced on the baseplate around the basebell. The anchor bolts are in good condition with no steel loss.

FOUNDATION AND ANCHOR BOLT RECOMMENDATIONS:

Recoat the exposed concrete with an epoxy coating system to help prevent deterioration. The cost would be incidental to exterior painting.

GROUT CONDITIONS:

The grout between the steel baseplate and the concrete foundation is in good condition with none damaged or missing.

ROOF HANDRAIL, PAINTER'S RAILING, AND ROOF RIGGING CONDITIONS:

There is a handrail on the roof surrounding the roof hatches and the vent. The handrail is in good condition. The handrail is being used for antenna mounting. There is a fiberglass shroud on the handrail to hide the antennas.

There is a painter's railing that surrounds the roof handrail. The painter's railing is in good condition.

There are roof rigging couplings for fall prevention and staging lines during wet interior coating work.

LIGHTING/ELECTRIC COMPONENTS CONDITIONS:

The tank has a double aviation light with a photoelectric cell on the roof that is in good condition. The light is operating properly.

There are light fixtures located in the dry interior. The lights are in good condition and were functioning during the inspection.

ANTENNA CONDITIONS:

There are thirty-one roof antennas and miscellaneous antenna equipment attached to the handrail. The antenna cable routing is in good condition and does not interfere with climbing or tank operations.

The cable routing penetration pipes through the access tube cover plate on the roof are sealed with spray foam insulation that has started to deteriorate.

ANTENNA RECOMMENDATIONS:

Request that the antenna owners return to correct deficiencies in cable sealing. The cable routing penetration pipe at the top of the access tube should be sealed with caulk or rubber boots.

OVERFLOW PIPE CONDITIONS:

The overflow pipe extends along the access tube in the dry interior, down through the dry riser, and exits near the bottom of the basebell. The overflow pipe discharge is horizontal. The discharge end of the overflow pipe is not screened. The end of the pipe is equipped with a solid flap gate that is in good condition. The pipe discharges to a concrete splash pad. The air gap does not meet the required 12 to 24 inches. The discharge area is in good condition.

OVERFLOW PIPE RECOMMENDATIONS:

Modify the overflow pipe discharge so it points downward and so the air gap is 12 to 24 inches to bring it into compliance with current EGLE requirements. Install a flap gate at the discharge. The estimated cost is \$5,000.

HATCH AND MANWAY CONDITIONS:

There is a 30 inch diameter roof hatch to the wet interior that is in good condition. The hinged cover is in good condition. There is a handhold next to the hatch to aid the climber while entering and exiting the opening. The hatch was not secured. There was no gasket on the hatch. Dixon attempted to install a gasket, but the cover would not close with the gasket installed.

There is a 30 inch diameter roof hatch into the dry interior that is in good condition. The hinged cover is in good condition. There is a handhold next to the hatch to aid the climber while entering and exiting the opening.

There is a 24 x 18 inch diameter manway in the access tube to the wet interior that is in good condition. The manway gasket showed no signs of leakage and the bolts are in good condition.

There is a service door in the basebell that is in good condition. The door operated properly during the inspection.

There is a painter's hatch (bird hatch) at the top of the riser that is in good condition. There is a handhold above the hatch.

The condensate platform ladder opening is 30 inch diameter. The opening is equipped with a hinged cover. There is a handhold next to the opening.

The top platform ladder opening is 30 inch diameter. The opening is equipped with a hinged cover. There is a handhold next to the opening.

There is not a rigging attachment point on the bowl for rescue retrieval line attachment.

HATCH AND MANWAY RECOMMENDATIONS:

Install a gasket on the wet interior roof hatch to meet current EGLE requirements. The cost would be incidental to the next painting project or work could be performed by in-house personnel.

Install a rigging lug on the bowl above the top platform opening. The cost would be incidental to the next painting project.

VENT CONDITIONS:

The roof vent is a pressure vacuum design that is in good condition. The pressure vacuum plate was found to be properly aligned. There is a large external screen intended to keep birds out and a smaller mesh screen on the interior intended to keep insects out. The screens are in good condition. There is a rain shield over the outer screen.

The access tube air gap on the roof is covered with a neoprene sheeting and attached with band clamps. The sheeting is in good condition with no tears or gaps. One of the band clamps has slid out of position.

LADDER CONDITIONS:

The dry interior ladders located in the basebell, riser, and access tube are in good condition. The ladders meet current OSHA size requirements. The ladders are equipped with rail-type fall prevention devices that are in good condition.

There is a wet interior ladder from the roof to the bowl that is in good condition. The ladder meets OSHA size requirements. The ladder is equipped with a rail-type fall prevention device that is in good condition.

FILL/DRAW PIPE CONDITIONS:

The tank fills and draws from a single pipe. The pipe routes through the dry interior into the bottom of the bowl and extends approximately 16 inches into the wet interior. There is a deflector plate over the pipe.

There is a sample tap on the fill/draw pipe located in the basebell. The tap has a smooth end, faces downward, and is inside a heated room.

There is a threaded coupling on the fill and draw pipe for future attachment of a chemical feed line.

EXPANSION JOINT CONDITIONS:

The fill/draw pipe is equipped with a glandular expansion joint located in the pit. The expansion joint is corroded.

EXPANSION JOINT RECOMMENDATIONS:

A glandular style of expansion joint can seize if corrosion forming at the joint stops the joint from moving as designed. If the expansion joint seizes it cannot take up the longitudinal movement of the fill and draw pipe and the tank bottom will flex to compensate for this movement. With enough flexing, the weld at the tank bottom could crack and cause a leak.

Replace the existing glandular expansion joint with a stainless-steel bellows style joint. A new bellows style joint cannot bind like the glandular style can, making it maintenance free. The estimated cost is \$15,000.

INSULATION CONDITIONS:

The fill/draw pipe is covered with rigid foam insulation. The insulation is covered with an aluminum jacket. The insulation and cover are in good condition.

MUD VALVE CONDITIONS:

There are two mud valves located in the bottom of the tank to aid in removal of sediment during inspections and routine maintenance. The mud valve closest to the fill/draw pipe operated properly and the second mud valve did not function during the inspection. The type of mud valves in this tank has a history of failures, however the functional valve appears to be in good condition.

MUD VALVE RECOMMENDATIONS:

Replace one mud valve and remove one mud valve in the bottom of the tank. The estimated cost is \$6,000.

CONDENSATE PLATFORM DRAIN CONDITIONS:

There is a condensate drain line that routes from the platform to the overflow pipe. There is a check valve in the line to stop backflow during overflow conditions. The line is in good condition. The drain opening appeared to be operational.

WET INTERIOR METAL CONDITIONS:

The steel structure is in good condition overall. The interior roof is supported by radial stiffeners that are in good condition with minor corrosion at the edges.

DIXON ENGINEERING, INC.
STEEL TANK FIELD INSPECTION REPORT
PEDESTAL TANK

DATE: April 25, 2023

OWNER: Scio Township
 CLIENT CODE: 22-81-60-01
 LOCATION: Address: 7750 Jackson Road
 City: Ann Arbor
 State: Michigan

TANK SIZE: Capacity: 1,000,000 gallons
 Bottom (LWL): 110 feet (nameplate)
 Overflow (HWL): 150 feet (drawings)
 Head range: 40 feet (drawings)

CONSTRUCTION:
 Type: Spheroid
 YEAR CONSTRUCTED: 1990
 MANUFACTURER: CB&I

CONTRACT NUMBER: T00721
 USE: Potable water and fire protection

Coating information below is from: Dixon specification/project

COATING HISTORY	EXTERIOR	WET INTERIOR	DRY INTERIOR
YEAR COATED	<u>2008</u>	<u>2018</u>	<u>2008 (platforms)</u>
CONTRACTOR	<u>Fedewa</u>	<u>L&T</u>	<u>Fedewa</u>
SYSTEM	<u>Urethane</u>	<u>Epoxy</u>	<u>Epoxy (spot)</u>
SURFACE PREPARATION	<u>SSPC-SP11</u>	<u>SSPC-SP10</u>	<u>SSPC-SP6(spot)</u>
MANUFACTURER	<u>Tnemec 66/1074/1074U</u>	<u>Tnemec</u>	<u>Tnemec</u>
HEAVY METAL COATING SAMPLES	<u>No</u>	<u>No</u>	<u>No</u>
HEAVY METAL BEARING	<u>No</u>	<u>No</u>	<u>No</u>

PERSONNEL: Lead inspector Ryan Szczepaniak, Crew members Jesse Darnell, Larry Houck

METHOD OF INSPECTION: Dry

SITE CONDITIONS

Fenced: **Yes**

Site large enough for contractor's equipment: **Yes**

Control building: **No**

Antenna control site: **Yes**

Number: **1**

Type: **Building**

Location: **Adjacent to the tank**

Would antenna sites interfere with containment: **No**

Power lines within 50 feet: **No**

Site drainage: **Away from the tank**

Indications of underground leakage: **No**

Vegetation, tree, etc. encroachment: **Yes**

EXPOSED PIPING

Location: **Tank base (in the pit)**

Condition of structure: **Good**

Structure is: **Dry**

Sump Pump present: **No**

Drain line present: **No**

Cover condition: **Good**

Locked: **Yes**

Pipe coating condition: **Poor**

Describe coating: **Spot coating failures to substrate, rust undercutting**

Condition of metal: **Good**

Piping comments: **There is not much coating left on the piping**

FOUNDATION

Foundation exposed: **Yes**

Exposed height: **5-9 inches**

Exposed foundation condition: **Good**

Damage or deterioration: **No**

Foundation coated: **Yes**

Coating condition: **Good**

Grout condition: **Good**

Amount missing: **0 feet**

Undermining of foundation: **No**

EXTERIOR COATING

Adhesion Testing:

N/A – could not take because the surface was wet during the inspection

EXTERIOR COATING

Basebell:

Topcoat condition: **Good**
Previous coat/system condition: **Good**
Describe coating: **Delaminating, spot coating failures to substrate**
Dry film thickness: **12-15 mils**
Metal condition: **Good**
Bottom shell steel thickness: **1.025 inches**

Riser

Topcoat condition: **Good**
Previous coat/system condition: **Good**
Describe coating: **No significant coating deterioration**
Dry film thickness: **14-20 mils**
Mildew growth: **No**
Metal condition: **Good**

Bowl:

Topcoat condition: **Good**
Previous coat/system condition: **Good**
Describe coating: **No significant coating deterioration**
Mildew growth: **Yes**
Metal condition: **Good**

Sidewall:

Lettering: **Yes**
Number: **3**
Lettering content: **Scenic SCIO Township**
Logo: **No**
Topcoat condition: **Good**
Previous coat/system condition: **Good**
Describe coating: **No significant coating deterioration**
Metal condition: **Good**

Roof:

Topcoat condition: **Good**
Previous coat/system condition: **Good**
Describe coating: **Delaminating, spot coating failures to substrate**
Dry film thickness: **14-18 mils**
Metal condition: **Good**
Roof comments: **Rust bleedthrough around the handrail and random spot coat failures and delamination**

EXTERIOR APPURTENANCES

Basebell Door:

Size: **30 x 60 inches**

Metal condition: **Good**

Anchor Bolts:

Number: **26**

Diameter: **1 $\frac{1}{8}$ inches**

Location: **Exterior**

Metal condition: **Good**

Overflow Pipe:

Diameter: **10 inches**

Metal condition: **Good**

Discharge orientation: **Horizontal**

Screen condition: **None present**

Flap gate: **Yes, it is a solid plate**

Condition: **Good**

Air gap: **Yes**

Lowest part of discharge to the ground distance: **36 inches**

Height to basebell penetration: **36 inches**

Overflow discharges to: **Concrete splash pad**

Condition: **Good**

Roof Handrail:

Diameter: **17 feet**

Height: **49 inches**

Midrail height: **12 inches**

Vertical post type: **Angle**

Size: **3 x 3 inches**

Top rail type: **Angle**

Size: **2.5 x 2.5 inches**

Midrail type: **Angle**

Size: **2.5 x 2.5 inches**

Metal condition: **Good**

Handrail comments: **There is a fiberglass shroud on the handrail to hide the antennas**

Painter's Rail:

Diameter: **26 feet**

Butt welds at supports: **Yes**

EXTERIOR APPURTENANCES

Metal condition: **Good**

Roof Rigging Points:

Number: **5**

Couplings covered: **Yes**

Covered with: **Plugs**

Metal condition: **Good**

Rigging comments: **May be more outside of the fiberglass shroud**

Wet Interior Roof Hatch:

Neck size: **30 inches**

Distance from center of the tank (to outer edge): **2 feet**

Shape: **Round**

Handhold at opening: **Yes**

Curb height: **4 inches**

Cover overlap: **2 inches**

Gasket on cover/neck curb: **No (Dixon tried to install a gasket but the cover would not close with a gasket installed)**

Hatch security: **None**

Metal condition: **Good**

Dry Interior Roof Hatch:

Neck size: **30 inches**

Shape: **Round**

Handhold at opening: **Yes**

Hatch security: **Chain**

Metal condition: **Good**

Bolted Ventilation Hatch:

N/A

Access Tube Air Gap:

Covered: **Yes**

Material: **Neoprene**

Condition: **Good**

Roof Vent:

Number: **1**

Distance from center of the tank (to outer edge): **5 feet 6 inches**

Type: **Pressure vacuum**

Neck diameter: **24 inches**

EXTERIOR APPURTENANCES

Flange opening diameter: **20 inches**
Vertical expanded metal condition: **Good**
Interior screen condition: **Good**
 Mesh size: **24**
Rain shield: **Yes**
Pressure plate condition: **Good**
 Plate free to move: **Yes**
 Plate screened: **No**
Height of the lowest opening above the roof: **25 inches**
Metal condition: **Good**

Aviation Lights:

Design: **Double red**
Location: **Free-standing mount**
Functioning: **Yes**
Globe condition: **Good**
Photoelectric cell: **Yes**
 Location: **Roof**

Antennas:

Roof number: **31**
 Attached to: **Handrail**
Basebell cable penetrations sealed: **Yes**
 Sealed with: **Rubber boots**
Roof cable penetrations sealed: **Yes**
 Sealed with: **Spray foam**
Antenna or cables interference: **No**

Electric Conduit:

Electrical conduit condition: **Good**
Exposed wiring: **No**

DRY INTERIOR COATING

Basebell:

Coating condition: **Fair**
Describe coating: **Delaminating, spot coating failures to substrate**
Dry film thickness: **8-12 mils**
Metal condition: **Good**
Floor: **Concrete**
Drain line present: **No**

DRY INTERIOR COATING

Comments: **The baseplate was the main location with spot coating failures and delamination**

Condensate Platform:

Platform design: **Full**

Coating condition: **Fair**

Describe coating: **Delaminating, spot coating failures to substrate**

Metal condition: **Good**

Ladder opening size: **30 inches**

Shape: **Round**

Opening covered: **Yes**

Handhold at opening: **Yes**

Drain: **Yes**

Size: **2 inches**

Type: **To the overflow**

Check valve: **Yes**

Platform comments: **Approximately twenty small spot coating failures and approximately five areas of delamination**

Riser above the Condensate Platform:

Coating condition: **Good**

Describe coating: **Delaminating**

Dry film thickness: **10-15 mils**

Metal condition: **Good**

Comments: **Approximately five areas of delamination where there were previous spot repairs**

Top Platform:

Platform design: **Catwalk**

Material: **Steel plate**

Coating condition: **Fair**

Describe coating: **Spot coating failures to substrate, rust bleedthrough**

Metal condition: **Good**

Ladder opening size: **30 inches**

Shape: **Round**

Opening covered: **Yes**

Handhold at opening: **Yes**

Handrail at platform

Height: **43 inches**

Midrail height: **24 inches**

Kick plate height: **4 inches**

DRY INTERIOR COATING

Top platform comments: **Approximately ten small areas of rust bleedthrough**

Riser above the Top Platform:

Coating condition: **Fair**

Describe coating: **Delaminating**

Dry film thickness: **10-15 mils**

Metal condition: **Good**

Riser comments: **Approximately five large areas that have been spot repaired are delaminating**

Bowl:

Coating condition: **Fair**

Describe coating: **Delaminating**

Metal condition: **Good**

Rigging lug above opening: **No**

Bowl comments: **Large delamination where previous repairs were done**

Access Tube:

Diameter: **42 inches**

Coating condition: **Good**

Describe coating: **Delaminating**

Dry film thickness: **8-12 mils**

Metal condition: **Good**

Access tube comments: **Areas of delamination at the bottom**

DRY INTERIOR APPURTENANCES

Electric Components:

Exposed wiring: **No**

Lights functioning: **Yes**

Missing covers (globes and cages): **No**

Additional lights needed: **No**

Electrical outlet/conduit condition: **Good**

Used during inspection: **No**

Sample Tap:

Location: **In the basebell on the fill/draw pipe**

Pipe diameter greater than ¼ inch: **Yes**

12 inches or more above the floor: **Yes**

Down turned: **Yes**

Smooth end: **Yes**

DRY INTERIOR APPURTENANCES

In heated room: **Yes**

Condition: **Good**

Threaded Coupling (for chemical feed on the fill pipe/draw pipe):

Location: **In the basebell**

Condition: **Good**

Expansion Joint on Fill/Draw Pipe:

Location: **Bottom of the pipe**

Accessible for inspection: **Yes**

Type: **Glandular**

Coating condition: **Poor**

Metal condition: **Good**

Fill/Draw Pipe Insulation:

Insulation cover: **Yes**

Type: **Aluminum**

Condition: **Good**

Seams loose: **No**

Basebell Ladder:

Toe clearance: **7 inches or greater**

Width of rungs: **16+ inches**

Thickness of rungs: **¾ inch**

Shape of rungs: **Diamond**

Metal condition: **Good**

Fall prevention device: **Yes**

Type: **Rail**

Function properly: **Yes**

Cage: **No**

Riser Ladder:

Toe clearance: **7 inches or greater**

Width of rungs: **16+ inches**

Thickness of rungs: **¾ inch**

Shape of rungs: **Diamond**

Metal condition: **Good**

Fall prevention device: **Yes**

Type: **Rail**

Function properly: **Yes**

Cage: **No**

DRY INTERIOR APPURTENANCES

Painter's (bird) Hatch:

Handhold above hatch: **Yes**

Metal condition: **Good**

Hatch security: **Pin**

Manway to Wet Interior:

Size: **18 x 24 inches**

Location: **In the access tube**

Metal condition: **Good**

Mud Valve:

Number: **2**

Type: **Shand & Jurs**

Discharge material: **Hose**

Discharge slope: **Horizontal**

Functioning properly: **Yes**

Metal condition: **Good**

Mud valve comments: **The mud valve closest to the fill/draw pipe was the only one that worked**

Access Tube Ladder:

Toe clearance: **7 inches or greater**

Width of rungs: **16+ inches**

Thickness of rungs: **3/4 inch**

Shape of rungs: **Diamond**

Metal condition: **Good**

Fall prevention device: **Yes**

Type: **Rail**

Function properly: **Yes**

WET INTERIOR COATING

Roof:

Topcoat condition: **Good**

Primer coating condition: **Good**

Describe coating: **Spot coating failures to substrate**

Metal condition: **Good**

Lap seams: **Caulked**

Condition of lap seams: **Good**

Roof comments: **Spot coating failures near the roof stiffeners**

WET INTERIOR COATING

Sidewall:

Topcoat condition: **Good**
Primer coating condition: **Good**
Describe coating: **No significant coating deterioration**
Mineral deposits: **Light**
Metal condition: **Good**
Active pitting: **No**
Previous pitting: **No**

Access Tube:

Topcoat condition: **Good**
Primer coating condition: **Good**
Describe coating: **Spot coating failures to substrate**
Mineral deposits: **Light**
Metal condition: **Good**
Active pitting: **No**
Previous pitting: **No**
Access tube comments: **Approximately ten small spot coating failures near the roof**

Tank Bottom:

Type: **Bowl**
Topcoat condition: **Good**
Primer coating condition: **Good**
Describe coating: **No significant coating deterioration**
Mineral deposits: **Light**
Metal condition: **Good**
Active pitting: **No**
Previous pitting: **No**
Sediment depth: **2 inches (estimated)**

WET INTERIOR APPURTENANCES

Ladder:

Toe clearance: **7 inches or greater**
Width of rungs: **16+ inches**
Thickness of rungs: **3/4 inch**
Shape of rungs: **Diamond**
Shape of side rails: **Flat**
Metal condition: **Good**
Fall prevention device: **Yes**
Type: **Rail**

WET INTERIOR APPURTENANCES

Function properly: **Yes**

Cathodic Protection:

Type: **Ring**

Location of controls: **In the basebell**

Ropes damaged: **No**

Wires damaged: **No**

Roof Stiffeners:

Radial:

Number: **26**

Dimensions: **4 x 5 inches**

Shape: **Angle**

Connections: **Bolted**

Coating condition: **Good**

Metal condition: **Good**

Sidewall Stiffeners:

N/A

Overflow Pipe Inlet:

Type: **Vortex break**

Metal condition: **Good**

Fill/Draw Pipe:

Diameter: **12 inches**

Height above the tank bottom: **16 inches**

Deflector over end: **Yes**

Type: **Plate**

Metal condition: **Good**

Mixer:

N/A

Field Inspection Report is prepared from the contractor's viewpoint. It contains information the contractor needs to prepare his bid for any repair or recoating. The engineer uses it to prepare the engineering report. Cost estimates are more accurate if the contractor's problems can be anticipated. While prepared from the contractor's viewpoint, the only intended beneficiary is the owner. These reports are completed with diligence, but the accuracy is not guaranteed. The contractor is still advised to visit the site.



1,000,000 gallon spheroid elevated water storage tank located in Ann Arbor, Michigan and owned by Scio Township.



1) The concrete foundation is in good condition with no significant deterioration.

2) Same.



3) The grout between the steel baseplate and concrete foundation is intact.



4) The anchor bolts are in good condition.

5) The service door operated properly.



6) The overflow pipe discharges to a concrete splash pad.



7) There is no screen at the overflow pipe discharge.

8) There are a few coating failures on the baseplate.



9) Same.



10) The basebell coating is in good condition overall.

11) Same.



12) Same.



13) The riser coating is in good condition with no significant deterioration.

14) Same.

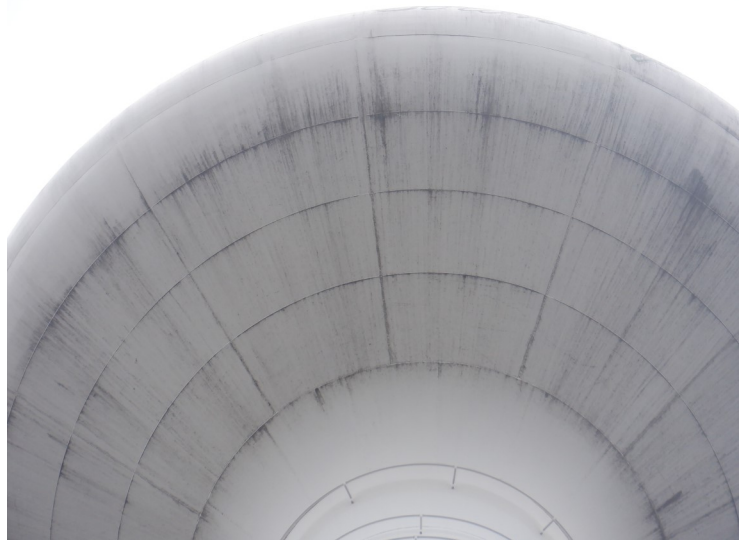


15) There is moderate mildew growth on the bowl but no coating failures.



16) Same.

17) Same.



18) The sidewall coating is in good condition overall.



19) Same.

20) Same.



21) There are a few coating failures on the roof. The coating is in good condition overall.

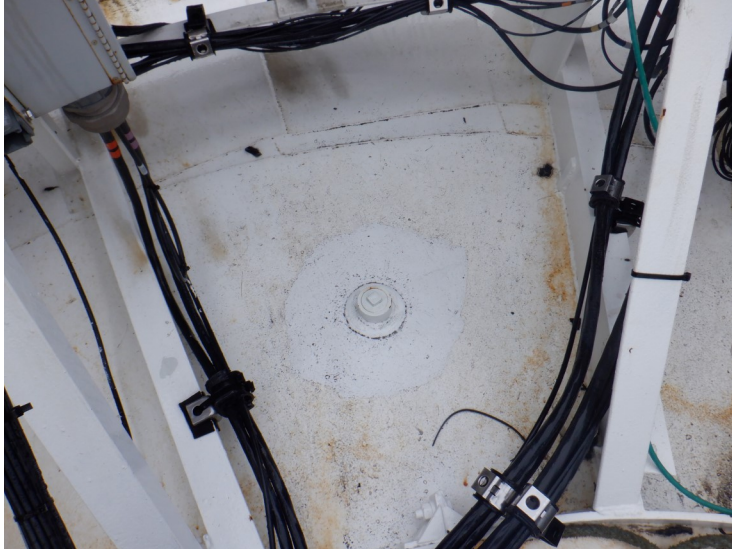


22) Roof top fiberglass shroud hinged door does not stay closed. Needs attention.

23) Same.



24) Same.



25) The roof rigging couplings are properly capped.

26) There is no gasket on the wet interior roof hatch.



27) There is a handhold at the roof hatches.



28) The spray foam insulation in the cable routing penetration pipes through the access tube cover plate is deteriorating.

29) The access tube air gap is sealed with neoprene sheeting. One of the band clamps has slid out of position.

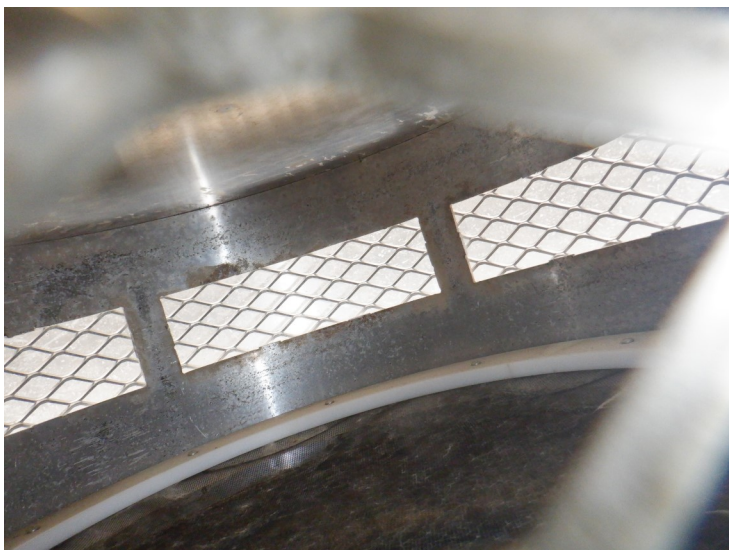
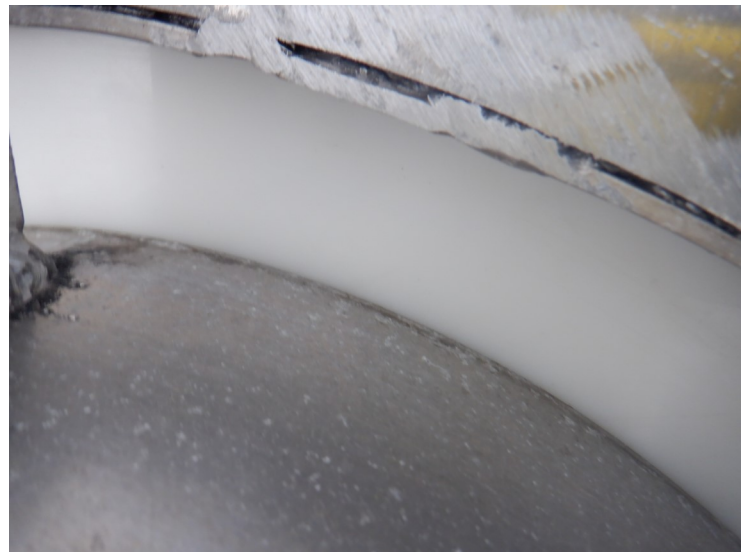


30) The roof vent is in good condition.



31) The exterior roof vent screen is intact.

32) The roof vent pressure plate was found to be properly aligned.



33) The interior roof vent screen is in good condition.



34) There are coating failures on the baseplate in the dry interior.

35) Same.



36) The dry interior basebell coating is in good condition overall.



37) Same.



38) Same.



39) The sample tap on the fill/draw pipe in the basebell is in good condition.



40) The basebell ladder is in good condition. The ladder is equipped with a fall prevention device.

41) There is a check valve on the condensate platform drain.



42) The ladder opening in the condensate platform is equipped with a hinged cover.



43) The coating on the condensate platform is in fair condition with a few failures.

44) Same.



45) There are a few coating failures in the dry riser.



46) The coating in the dry riser is in good condition overall.

47) Same.



48) Same.



49) The fill/draw pipe insulation and aluminum cover are in good condition.

50) The riser ladder is in good condition. The ladder is equipped with a fall prevention device.



51) The ladder opening at the top platform is equipped with a hinged cover.



52) There are a few coating failures on the top platform.

53) Same.



54) There is a handhold above the painter's hatch at the top of the riser.



55) There are two mud valves in the bowl. The mud valve closest to the fill/draw pipe was the only one that worked.

56) There is coating delamination on the bowl.



57) The bowl coating is in fair condition overall.



58) Same.

59) The manway to the wet interior in the access tube is in good condition.

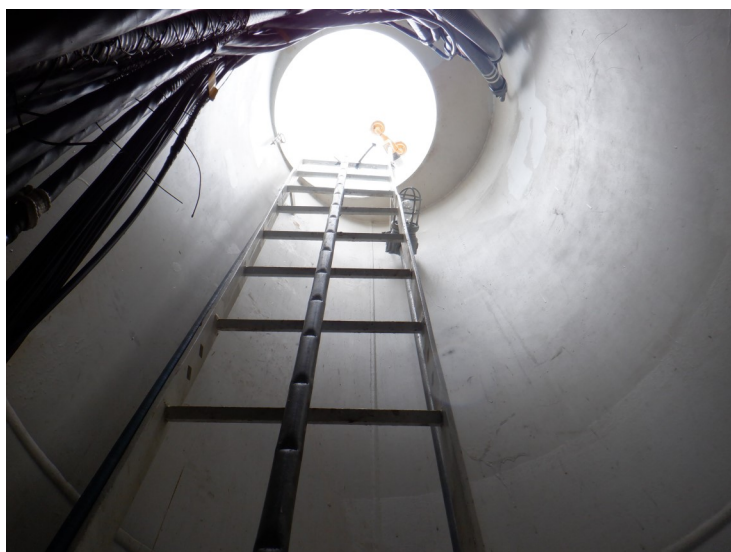


60) There are a few coating failures in the access tube.



61) The access tube coating is in good condition overall.

62) Same.



63) The access tube ladder is in good condition. The ladder is equipped with a fall prevention device.

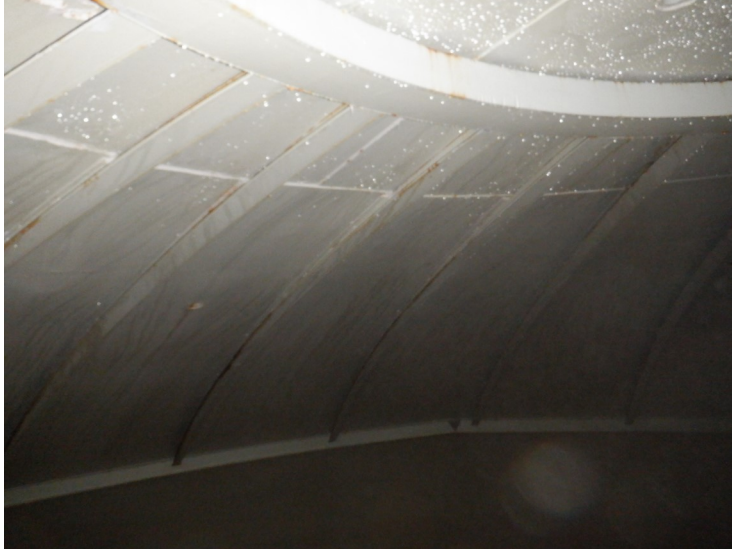


64) There is minor corrosion on the roof stiffeners in the wet interior.

65) Same.



66) The wet interior roof coating is in good condition overall.



67) Same.

68) Same.



69) There is no significant coating deterioration on the wet interior sidewall.



70) Same.



71) Same.



72) There are a few coating failures on the access tube above the high-water level.



73) Same.

74) The access tube coating in the wet interior is in good condition overall.



75) The wet interior ladder is in good condition. The ladder is equipped with a fall prevention device.



76) There is no significant coating deterioration in the bowl.

77) The cathodic protection system appears to be in good condition.



78) There is a deflector plate over the fill/draw pipe in the wet interior.



79) The wooden cover over the pit in the basebell is in good condition.

80) There is heavy corrosion on the glandular expansion joint.



81) The coating on the pit piping is in poor condition.

AGENDA # G.8
Scio Township Board of Trustees
Smart Homes Rolling Camera/Streaming Control Cart for Meeting Hall

FOR MEETING DATE OF: December 12, 2023

PREPARED ON: 12/7/2023

PREPARED BY: Chris Bailey

SUBMITTED BY: Information Technology

ITEM TYPE: Possible Action

BACKGROUND:

The current set up in the Meeting Hall for controlling the cameras, audio, and streaming (Zoom/Clearcaster) requires someone to sit at the dais to control everything. This proposal will move the equipment off of the dais and on to a rolling cart so the meetings can be controlled by the people at the meeting tables. We have received a quote from Smart Homes, the company that installed our current Audio/Video system to complete this work. In addition to the Smart Homes engineered solution we will need electrical work performed in the meeting hall for power to the cart.

From the Smart Homes Quote:

Proposed - AV system control changes to support three usage scenarios. Reconfiguration of the AV system to move all of the control equipment off the board table and onto a mobile cart.

The Crestron AV control system will be updated to support three room setups:

BOT/Standard Setup:

All cameras and microphones active.

Planning Setup:

A Planning Board Meeting preset button will be added to the AV touch panel.

Goose neck and handheld microphones will be active - amplified in the room and active for Zoom/

Teams (meeting hosted on the laptop). Ceiling mics will be off in this configuration.

The cameras will be positioned as follows: One Camera will face the public tables with a wide view, one camera will face the councilor's desk with a wide view, and the third will face the public podium at the end of the public table.

Note: Active camera selection (switching) will still be required using the Black Magic Design ATEM.

DDA/LPC:

A DDA/LPC Meeting preset button will be added to the AV touch panel.

The handheld wireless microphone and the ceiling mics will be active for Zoom/

Teams (meeting hosted on the laptop). Room voice amplification through the ceiling speakers will be muted.

Equipment Cart - A new multimedia cart will be setup to house the control equipment.

- Crestron AV Control Touch Panel
- Black Magic Design Camera Switcher
- PTZ Camera Controller
- Laptop Computer
- HD Monitors (mounted on a dual arm)

Cost of project

Smart Homes Camera Controls Cart: \$6,884.47

Electrical Work: \$650

Total ask: \$7,534.47

FISCAL IMPACT: \$7,534.47

RECOMMENDATION: The IT Director, Chris Bailey, recommends approving this purchase

MODEL MOTION: To authorize expenditure of \$7,534.47 for Smart Homes cart and electrical work.

ATTACHMENTS:

HVE Electrical Work for Camera Cart.pdf
Smart Homes Zoom Meeting Cart.pdf



Proposal #23-11292

November 29, 2023

Chris Bailey
Scio Township
827 N. Zeeb Road
Ann Arbor, MI 48103

Re: Scio Twp Hall Meeting Room Receptacle

Chris,
Huron Valley Electric is pleased to submit the following proposal based upon the site visit on 11/21/23.

Scope of Work:

- Provide surface mount receptacle.
 - Connect to existing floor box.

Special Notes:

- This proposal includes normal working hours.
- Patching and painting (if required) is not included.
- Daily clean-up for HVE trade and scope is included.
- This proposal is valid for (30) days.

Total Cost..... \$650.00

Feel free to contact me with any questions.

Andrew Gorski
Service Manager
agorski@huronvalleyelectric.com



SMART  HOMES
SMART  OFFICES

10/31/2023

Township of Scio Camera Controls Cart

smartofficesandsmarthomes.com



210 State St., Mason, Michigan 48854
Phone: 517-381-5171 Fax: 702-925-0737

PROPOSAL

Number: QUOQ16893

Date: 10-31-2023

Sold To:

Township of Scio
827 North Zeeb Road
Ann Arbor, MI 48103

Ship To:

Township of Scio
827 North Zeeb Road
Ann Arbor, MI 48103

Camera Controls Cart

Proposal for Smart Homes / Smart Offices (SHSO) to provide audiovisual (AV) installation for the Township of Scio. Complete system engineering, installation, setup, testing, and client training. All necessary work to be performed by SHSO unless noted below.

Terms, conditions, and pricing per state contract 190000001422 DTMB - Conference & Training Room Audio Visual Equipment.

State of Michigan MiDEAL - This proposal includes State of Michigan contract pricing for conference room/training room audio visual equipment and installation.

Contact - Chris Bailey 7346807499 cbailey@sciotownship.org

Work Site - Township Hall 827 North Zeeb Road Ann Arbor, MI 48103

Proposed - AV system control changes to support three usage scenarios. Reconfiguration of the AV system to move all of the control equipment off the board table and onto a mobile cart.

The Crestron AV control system will be updated to support three room setups:

Standard Setup - All cameras and microphones active.

Planning Setup

A Planning Board Meeting preset button will be added to the AV touch panel.

Goose neck and handheld microphones will be active - amplified in the room and active for Zoom/ Teams (meeting hosted on the laptop). Ceiling mics will be off in this configuration.

The cameas will be positioned as follows: One Camera will face the public tables with a wide view, one camera will face the councilor's desk with a wide view, and the third will face the public podium at the end of the public table. Note: Active camera selection (switching) will still be required using the Black Magic Design ATEM.

DDA/LPC

A DDA/LPC Meeting preset button will be added to the AV touch panel.

The handheld wireless microphone and the ceiling mics will be active for Zoom/ Teams (meeting hosted on the laptop). Room voice amplification through the ceiling speakers will be muted.

The cameras will be the same (as Planning Setup) except the board desk camera will reorient to the U table. Note: Active camera selection (switching) will still be required using the Black Magic Design ATEM.

Equipment Cart - A new multimedia cart will be setup to house the control equipment.

- Crestron AV Control Touch Panel
- Black Magic Design Camera Switcher
- PTZ Camera Controller
- Laptop Computer
- HD Monitors (mounted on a dual arm)

The cart will connect to the system via a cable harness connecting to a custom AV wall plate.

Installation of an AC electrical outlet is recommended positioned near the AV wall plate, to power the cart.

Confidentiality Statement - This proposal includes a custom engineered solution provided by SHSO. All design and component selections are proprietary and confidential SHSO. This proposal may not be shared without our express written consent.

I have read and agree to the Scope of Work above

Signature: _____

Qty	Description	Unit Price	MSRP	Total
-----	-------------	------------	------	-------

Equipment

1	AFV Model 103324 Multimedia Cart - Acrylic front doors, Rear Door, Security Locks – Rack Rails - Folding Side Shelf - Includes Casters - 34" High – Black Laminate Finish	\$923.53	\$1,570.00	\$923.53
1	Large Item Standard Freight - Level 4 - At Cost	\$225.00	\$225.00	\$225.00
1	Adjustable Dual Monitor Arm	\$316.47	\$538.00	\$316.47
1	Rack Mount Power Strip (PDU) with Surge Protection - 15A - 12 Rear Outlets, 2 Front Outlets	\$93.06	\$129.99	\$93.06
1	Rack Shelf - 2RU, Vented, 14.75 Deep	\$53.82	\$103.95	\$53.82
1	USB Extension Kit - USB 2.0 over UTP - TX/RX Pair Included	\$85.88	\$129.00	\$85.88
2	HDMI Cable - 35', Plenum Rated - Active Repeater	\$113.60	\$179.95	\$227.20
4	Network Patch Cable - CAT6 UTP - Black - 35'	\$17.93	\$28.98	\$71.72
0.1	Coax Wire - RG6U - Dual Shield - CMP - Black - 1000'	\$497.33	\$699.99	\$49.73
1	Custom Wall Plate - 3 Gang - HD-SDI (3), RJ45 (4), HDMI (2)	\$144.33	\$149.00	\$144.33
3	Open Slot Wiring Cable Raceway Duct - 2"x2" - 5.6'	\$30.49	\$38.97	\$91.47
1	Terminations, Mounting Hardware, Cable Wrap	\$88.54	\$99.00	\$88.54
1	AC Power Cord - Standard Power Extension Cord 16AWG (NEMA 5-15P to NEMA 5-15R) 35-ft - Black	\$36.08	\$44.95	\$36.08
SubTotal				\$2,406.83

Labor

1	Engineering, Installation, Programming, Testing, Training	\$4,417.50	\$6,075.00	\$4,417.50
SubTotal				\$4,417.50

A service charge of 1.5% per month or 18% annually will be applied to any unpaid balance on past due accounts.

MSRP	\$9,726.62
Discount	\$2,902.29
SubTotal	\$6,824.33
Tax	\$0.00
Shipping	\$60.14
Total	\$6,884.47

AGENDA # G.9
Scio Township Board of Trustees
New Server Purchase with ARPA Funds

FOR MEETING DATE OF: December 12, 2023

PREPARED ON: 12/7/2023

PREPARED BY: Chris Bailey

SUBMITTED BY: Information Technology

ITEM TYPE: Possible Action

BACKGROUND: To support our network infrastructure refresh we will need to purchase a new server to run our BS&A database software, GIF Archiver software (for FOIA), ArcGIS licensing, OnBase software, SQL server, and Microsoft Active Directory. Currently this is spread across 4 physical and 4 virtual servers. The new server being recommended will be running virtualization software with enough resources to only require one physical server. Included in the price is 4-hour 7x24 4 On-Site services with emergency dispatch.

The server configuration being recommended was put together by CTC, the company being recommended for the network hardware, software, and backup components. Due to SHI already having registered the deal with the hardware provider, CTC cannot quote this server. The pricing is the same as provided by CTC.

This is using the ARPA funds approved on 10/24/2023 for the Scio Township Hall Network Refresh.

The cost of the new server is \$13,204

FISCAL IMPACT: \$13,204

RECOMMENDATION: The IT Director, Chris Bailey, recommends approving the server purchase using ARPA funds

MODEL MOTION: To authorize the purchase of a new server with \$13,204 as indicated on the attached invoice using ARPA funds approved by the Board of Trustees on October 24, 2023.

ATTACHMENTS:

[Network Refresh BOT approval 10-24-2023.pdf](#)

[SHI Quote-24253179.pdf](#)

QUESTION: Shall this Motion be APPROVED?

AGENDA # J.2
Scio Township Board of Trustees
Proposal for Township Network Infrastructure Refresh

FOR MEETING DATE OF: October 24, 2023

PREPARED ON: October 19, 2023

PREPARED BY: Joyce Parker

SUBMITTED BY: Manager

ITEM TYPE: Possible Action

BACKGROUND: IT Director Chris Bailey has prepared a plan to implement critical network improvements.

FISCAL IMPACT: \$165,000 of ARPA Funds

RECOMMENDATION: IT Director, Manager, Clerk recommend approval.

MODEL MOTION: To appropriate \$165,000 of ARPA Funds to General Fund 101 Technology Department for the purpose of implementing the Network Infrastructure Refresh Plan prepared by IT Director Chris Bailey.

ATTACHMENTS:

Network Infrastructure Refresh Proposal.pdf

*Approved 10/24/23
MT
✓ TR JE entered ✓*

~~205 Transfer Out~~

~~101 Tech Transfer In 101-228-699 to be created~~

~~101-Tech-699 Activity Transfer In #165~~

~~101-Tech-Contracted #165~~

~~#01~~

Network Infrastructure Refresh

Bringing Scio Township up to modern networking standards

The networking infrastructure at Scio Township Hall is very outdated and in need of modernization. Due to the aging equipment we currently have, not replacing the equipment poses a significant risk to our operations and the data we store for Scio Township. The cost of upgrading the network will be approximately \$165,000.

Summary of cost:

Cabling:	\$33,000 (+\$7000 if old cabling removed)
Server Room Work:	\$6,000
Networking Equipment:	\$14,000
Server Equipment:	\$40,000
Installation Support:	\$8,000
Scanner/Copier/Printer:	\$10,000
Backup System:	\$12,000
End User Computers:	\$12,000
Software Licensing:	\$17,000
Building Security	\$10,000
Misc:	\$3,000
Total:	\$165,000

Monthly Internet Service cost: \$1,700 for 5-year contracts

Replace cabling at Scio Township Hall

The current cabling at Scio Township Hall has several issues. The cabling is Cat5E which is an older standard and not able to handle modern network traffic speeds. The cabling is not properly supported in the ceiling with J hooks which can lead to physical issues with the cables. The labeling of the patch panel and ethernet ports around the building are poorly labeled, often handwritten with a sharpie. The biggest issue is the patch panel and accompanying network equipment is in the janitor closet/water heater room. This is very unsecure as the door is often left open and is easily accessible by anyone walking by the room. Physical access to equipment is one of the biggest security concerns for IT. The environment conditions of the room are bad for the network equipment with the dust, humidity and various cleaning chemicals stored in the room.

To remedy the issues we would install Cat6 cabling throughout the building and with all patch panels and networking equipment installed in the current server room. This will allow for better security of the equipment, a controlled climate for equipment longevity and establish an easy-to-understand network layout. With new Cat6 cabling and cable runs we will be able to have an infrastructure ready for the future and establish a wireless network able to handle modern networking needs.

Components of this are:

- Replace all cat5e cabling with Cat6
- Add additional cabling for Wireless AP's and Cameras
- Install patch panels in server room
- Install rack for mounting patch panels, switches, firewall and servers
- Test and document all cable runs
- New cables at users desk for connecting to network
- New patch panel cables of proper length to replace overly long cables currently used

Cost: \$33,000

Additional potential cost for abatement of old cabling: \$7,000

Server Room work

The current server room needs work to transform it into an actual server room. Currently there is carpet in the room which poses an electric static discharge threat for electronic equipment. The room has A/C but is humid and needs better climate control. There is no grounding bar to protect networking equipment and there should be an additional circuit to provide electricity if the current circuit should fail. There is a lack storage options for IT equipment and we would also add storage racks to the room.

Components of this are:

- Add second electrical circuit
- Fix humidity issue in room
- Remove carpet
- Add grounding bar
- Add storage racks
- Fix up walls

Cost: \$6,000

Replace Networking Equipment

The current Firewall is near its End of Life and will no longer receive updates or be supported. We are also looking at increasing our Internet Speed and the current Firewall cannot handle the faster speeds we would upgrade to. The switches are older and in need of replacing as well. With a new Firewall and switches, we will have a more robust network, better able to handle modern networking needs and changes we need to make.

Components of this are:

- Replace Fire Wall
- Replace switches

Cost: \$6,000

Replace Servers

The current servers are several years old, between 7 to 10 years must be replaced. They are also running older Server operating systems and will go out of support soon. We will purchase two servers and a storage unit running virtualization software. This will create a more robust server infrastructure that will be supported for many years and help protect against losing a server due to hardware failure in one machine. This would include upgrading our SQL license to a modern version to support BS&A, OnBase and ArcGIS

Components of this are:

- New Servers
- A Storage unit
- Software licensing

Cost: \$40,000

Replace Wireless infrastructure

The current wireless consists of wireless access points that have been End of Life for several years and a router that you are more likely to find in a home and is not easy to manage. This would create a wireless network that allows us to provide better coverage in the building, create more secure wireless networks, better serve our visitors and support Township employees on laptops and mobile devices.

Components of this are:

- Wireless access Points
- Controlling software

Cost: \$8,000

Replace MSP provided backup System

The current backup system is provided by our MSP (Managed Service Provider) Applied Imaging. We have no access to the system and are totally dependent on them for restoration of any files or servers should something go wrong. This can take what should be a short restoration process to an all-day event. The backup system would consist of a backup server, software and storage.

The components of this are:

- Backup software
- Backup server
- Storage system

Cost: \$12,000

Replace Multi-Function Printer (MFP)

The current Sharp unit is several years old and lacks modern features like print lock and is prone to breakdowns. This printer also has yellowing plastic which is a sign of age.

New MFP

Cost: \$10,000

Support Services for assistance with configuration of new equipment

To support the installation and configuration of new equipment we would need support services, preferably of the vendor we choose to purchase equipment from. This proposes a block of 50 hours to use at our discretion.

50 hours of IT labor

Cost: \$8,000

Replace User workstations

Except for three laptops, all user computers that existed at Scio Township before my arrival are now out of warranty. I have added memory to many of the "newer" computers to extend their life, but there are several computers that must be replaced.

12 new workstations of laptops: \$12,000

Upgrade internet service

The current internet service at the Township Hall is 100Mb/s download and upload. To better support the Township Hall and Fire Dept needs we would upgrade the internet speed at the Township Hall to 500Mb/s and install a 200Mb/s service at the Fire Dept. There is a fiber run between the two locations and would be used as a failover line if service is disrupted at one location. These prices are for a 5 year contract.

500Mb/s line \$800 a month

200Mb/s fail over line \$200 a month

200 Mb/s line at the Fire Dept, \$700 a month

Other items

Upgrade OnBase \$4400

ArcGIS maintenance: \$9000

Implementation of Multifactor Authentication, \$3,600 annually plus initial cost of hardware tokens needed.

Camera System: \$7,000

Building Security System: \$2500 installation, \$40 monthly



Pricing Proposal
 Quotation #: 24253179
 Created On: 12/6/2023
 Valid Until: 12/29/2023

Scio Township

Chris Bailey

827 North Zeeb Road
 Ann Arbor, MI 48103
 United States
 Phone: (734) 369-9400
 Fax:
 Email: cbailey@sciotownship.org

Inside Account Executive

Steve Squires

290 Davidson Ave.
 Somerset, NJ 08873
 Phone: 888-764-888
 Fax: 732-564-8553
 Email: Steve_Squires@SHI.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 PowerEdge R740XD Dell - Part#: 3000169630718.1 Contract Name: Open Market Contract #: Open Market	1	\$13,204.00	\$13,204.00
		Total	\$13,204.00

Additional Comments

Please note, if Emergency Connectivity Funds (ECF) will be used to pay for all or part of this quote, please let us know as we will need to ensure compliance with the funding program.

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084. SHI International Corp. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The products offered under this proposal are Open Market and resold in accordance with the terms and conditions at [SHI Online Customer Resale Terms and Conditions](#).

AGENDA # G.10
Scio Township Board of Trustees
Replace/Upgrade Networking Equipment and Licensing with ARPA funds

FOR MEETING DATE OF: December 12, 2023

PREPARED ON: 12/7/2023

PREPARED BY: Chris Bailey

SUBMITTED BY: Information Technology

ITEM TYPE: Possible Action

BACKGROUND: Due to the issues with our aging network infrastructure documented in the Information Technology report from July of 2023, we have decided to replace all network components at Scio Township Hall. This request covers replacing the firewall, switches, wireless access points, backups system, Anti Malware clients, VPN clients, backup power supply, and new/upgraded Microsoft server and SQL licensing.

For this portion of the network refresh project, I have worked with three different vendors for the networking portion and am recommending going with a local township company CTC Technologies. One vendor, SHI provided quotes for equipment that was more expensive than CTC and did not include configuration services. Due to these issues, I have opted not to purchase from them. Another company, CTS Companies, provided a solution that was lower in cost but does not include a full stack of firewall, switches, wireless AP's, VPN clients, and Anti Malware. I feel that having the full stack work together will provide us better security, control, and insight as to what is occurring on our network. I also engaged CTC on a small issue I had, and they performed admirably. They were able to quickly fix the issue at a cost of \$300 vs the \$2000 our current MSP asked for. They have been very communicative with me and have done a great job of assessing our needs. As an example, I have been able to reduce the cost on server hardware and storage by half thanks to their engineer who really took the time to talk with me and assess our actual needs.

CTC has also included backup software/hardware cost to move us away from our MSP backup solution we have no access to. And they have provided Microsoft Server and SQL licenses at government pricing. CTC also sent out the person they work with for backup battery solutions, and I was very happy with the knowledge and recommendations he provided.

CTC's cost for new Firewall, Switches, Wireless Access Points, backup software/hardware, virtualization software, Microsoft licenses, backup power, anti-malware, VPN clients, and configuration is \$69,267

FISCAL IMPACT: \$69,267

RECOMMENDATION: The IT Director, Chris Bailey, recommends approving the ARPA finds for this portion of the Network Refresh.

MODEL MOTION: To authorize the expenditure of \$69,267 for network equipment upgrade and software licensing as described in the attached invoices using ARPA funds as approved by the Board of Trustees on 10/24/23.

ATTACHMENTS:

[CTCQ6673 Scio Township Fortinet Solution and Licensing DEC 2023.pdf](#)

[Network Refresh BOT approval 10-24-2023.pdf](#)

QUESTION: Shall this Motion be APPROVED?



QUOTE

7136 Jackson Rd, Ann Arbor, MI 48103
 t. 734-408-0200 f. 734-503-6000

Number CTCQ6673

Date Dec 7, 2023

Sold To	Ship To	Your Sales Rep
Scio Township Chirs Bailey IT Director 827 N. Zeeb Road Ann Arbor, MI 48103 United States Phone (734) 369-9410 Fax	Scio Township Chirs Bailey IT Director 827 N. Zeeb Road Ann Arbor, MI 48103 United States Phone (734) 369-9410 Fax	Steve Galbraith 734-408-0200 ext 100 steveg@ctctechnologies.com 734-395-0442

Terms	P.O. Number	Ship Via	Expiration Date
			9/29/2023

Line	Qty	Manufacturer Part Number	Description	Unit Price	Ext. Price
1			VMWARE VIRTUALIZATION SOFTWARE		
2	1	VS8-ESSL-KIT-C	VMWARE VSPHERE ESSENTIALS KIT - (V. 8) - LICENSE - 3 HOSTS (UP TO 2 PROCESSORS PER HOST)	\$485.00	\$485.00
3	1	VS8-ESSL-3SUB-C	VMWARE VSPHERE ESSENTIALS KIT - (V. 8) - SUBSCRIPTION (3 YEARS)	\$169.00	\$169.00
4			VEEAM SOFTWARE LICENSING FOR 7 VM's		
5	2	V-ESSVUL-0I-SU3YP-00	VEEAM ESSENTIALS VUL 3YR LICS UPFRONT BILLING SKU	\$1,156.00	\$2,312.00
6			Micorsoft Licensing		
7	4	9EM-00556	WIN SVR STD CORE LICS/SA PK OLV LICS 16LICS D 3Y AQY1 AP CORE LICS	\$1,638.00	\$6,552.00
8	60	R18-02410	3YR WINSVR CAL LICSAPK OLV D LICS ACQYR1 AP USRCAL	\$70.00	\$4,200.00
9	20	6VC-00999	WINRMTDSKTPSRVCS CAL LICSAPK OLV LICS D 3Y AQY1 AP USRCAL	\$237.00	\$4,740.00
10	1	228-07285	3YR SQLSVR STD LICSAPK OLV D LICS ACQYR1 AP	\$1,615.00	\$1,615.00
11	35	359-04613	3YR SQLCAL LICSAPK OLV D ACQYR1 LICS AP USRCAL	\$377.00	\$13,195.00
12			FIREWALL		
13	2	FG-80F	FortiGate-80F 8 x GE RJ45 ports, 2 x RJ45/SFP shared media WAN ports.	\$995.00	\$1,990.00
14	1	FC-10-0080F-950-02-36		\$2,313.00	\$2,313.00

- Shipping charges: Prepay/Add or billable to third party freight account.
- 3.75% Credit Card Processing Fee if applicable
- Please make Purchase Order Payable to: CTC Technologies, 7136 Jackson Rd, Ann Arbor, MI 48103
- Purchase Orders should be faxed to 734-503-6000/Attn: Sales, or emailed to sales@ctctechnologies.com
- If this is your first order with CTC Technologies, please provide bank and trade information with Purchase Order.

Line	Qty	Manufacturer Part Number	Description	Unit Price	Ext. Price
15			FortiGate-80F 3 Year Unified Threat Protection (UTP) (IPS, Advanced Malware Protection, Application Control, URL, DNS & Video Filtering, Antispam Service, and FortiCare Premium) PROMO: BUY HA PAIR GET MAINTENANCE FREE ON ONE FIREWALL		
16	1	FC-10-0080F-950-02-36	FortiGate-80F 3 Year Unified Threat Protection (UTP) (IPS, Advanced Malware Protection, Application Control, URL, DNS & Video Filtering, Antispam Service, and FortiCare Premium)	\$0.00	\$0.00
17			SWITCHING		
18	2	FS-448E-POE	Layer 2/3 FortiGate switch controller compatible PoE+ switch with 48 x GE RJ45 ports, 4 x 10 GE SFP+, with automatic Max 421W POE output limit	\$2,949.00	\$5,898.00
19			3 Year Support for Switch		
20	2	FC-10-S448P-247-02-36	FortiSwitch-448E-POE 3 Year FortiCare Premium Support	\$1,089.00	\$2,178.00
21			OPTICS		
22	5	FN-TRAN-SFP+SR	10GE SFP+ transceiver module, short range 10GE SFP+ transceiver module, short range for systems with SFP+ and SFP/SFP+ slots	\$73.00	\$365.00
23			Wireless Access Points		
24	4	FAP-231G-A	2x2 Indoor tri-radio 11ax 6Ghz Capable APs	\$553.00	\$2,212.00
25	1	FAP-431G-A	Indoor Wireless AP - Tri radio (Wi-Fi-6E IEEE 802.11ax Tri-band 2.4/5/6GHz and dual 5G operation 4+4+4 4 streams 3 radios), internal antennas, 2x 5G Base-T RJ45, BT/BLE, 1x Type A USB, 1x RS-232 RJ45 Serial Port. Ceiling/wall mount kit included. For power order: 802.3bt PoE injector or AC adapter SP-FAP400-PA. Region Code A	\$936.00	\$936.00
26			Wireless Access Point Maintenance		
27	4	FC-10-PG231-247-02-36	FortiAP-231G 3 Year FortiCare Premium Support	\$204.00	\$816.00
28	1	FC-10-PG431-247-02-36	FortiAP-431G 3 Year FortiCare Premium Support	\$346.00	\$346.00
29			FORTINET ZTNA CLIENTS AND EMS		
30	2	FC1-10-EMS05-538-01-36	Endpoint-based Licenses - VPN/ZTNA Agent and EPP/APT plus FortiGuard Forensics Subscription 3 Year FortiClient VPN/ZTNA Agent and EPP/ APT Subscriptions (EMS hosted by FortiCloud) plus FortiGuard Forensics with FortiCare Premium for 25	\$3,508.00	\$7,016.00

1. Shipping charges: Prepay/Add or billable to third party freight account.
2. 3.75% Credit Card Processing Fee if applicable
3. Please make Purchase Order Payable to: CTC Technologies, 7136 Jackson Rd, Ann Arbor, MI 48103
4. Purchase Orders should be faxed to 734-503-6000/Attn: Sales, or emailed to sales@ctctechnologies.com
5. If this is your first order with CTC Technologies, please provide bank and trade information with Purchase Order.

Line	Qty	Manufacturer Part Number	Description	Unit Price	Ext. Price
			endpoints		
31			Synology Back up Target		
32	1	RS822RP+	SYNOLOGY 4-BAY RACKSTATION SYST RS822RP+ WITH DISKLESS	\$1,299.00	\$1,299.00
33	1	RKS-02	SYNOLOGY AMERICA CORP. : Synology Rail Kit Sliding	\$99.00	\$99.00
34	1	E10G21-F2	DUAL-PORT 10GBE SFP+ ADD-IN CTRL CARD FOR SYNOLOGY SERVERS	\$269.00	\$269.00
35	4	HAT5300-4T	SYNOLOGY ENTERPRISE 3.5 SATA INT HDD 4TB HAT5300-4T	\$189.00	\$756.00
36			SCIO TOWNSHP APC UPS		
37	1	SRT3000RMXLA	APC SMART-UPS SRT 3000VA RM PERP 120V Input Plug NEMA L5-30P / Outlets 8 NEMA 5-20R & 1 NEMA L5-30R / MAX Wattage Supported 2700W / 2U Rack-tower Convertible	\$3,219.00	\$3,219.00
38	1	SRT96RMBP	APC SMART-UPS SRT 96V 3KVA RM BATT BATTERY PACK External runtime Battery pack / 2U Rack-tower Convertible	\$1,388.00	\$1,388.00
39	1	AP9640	UPS NETWORK MANAGEMENT CARD CPNT WITH POWERCHUTE NETWORK SHUTDOWN	\$350.00	\$350.00
40	1	AP9560	PDU NEMA L5-30P BASIC RM PERP 10X5-20R 120V APC AP9560 Rack PDU, Basic, 1U, 30A, 120V, (10)5-20	\$297.00	\$297.00
41	1	SWPCNS3Y-DIGI	POWERCHUTE NETWORK SHUTDOWN MLIC V4.5 FOR DELL VXRAIL 3-YEAR Digital license, PowerChute Network Shutdown for Virtualization and HCI, 3 year license	\$471.00	\$471.00
42	1	SWNMC3SU-3Y-DIGI	3YR NMC3 FOR SMART-UPS SUPPORT LICS CONTRACT LICENSE Subscription, Network Management Cards, 3 year, Secure NMC System, 1 Smart-UPS device, reduce your exposure to attack and stay up-to-date	\$181.00	\$181.00
43			Professional Services		
44	24	CTC PRO-SRV	CTC onsite labor to Configure and Install Firewall, Switches and Access Points configure and train	\$150.00	\$3,600.00

1. Shipping charges: Prepay/Add or billable to third party freight account.
2. 3.75% Credit Card Processing Fee if applicable
3. Please make Purchase Order Payable to: CTC Technologies, 7136 Jackson Rd, Ann Arbor, MI 48103
4. Purchase Orders should be faxed to 734-503-6000/Attn: Sales, or emailed to sales@ctctechnologies.com
5. If this is your first order with CTC Technologies, please provide bank and trade information with Purchase Order.

Line	Qty	Manufacturer Part Number	Description
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Unit Price	Ext. Price
------------	------------

SubTotal	\$69,267.00
Tax	\$0.00
Shipping	\$0.00
Total	\$69,267.00

-
1. Shipping charges: Prepay/Add or billable to third party freight account.
 2. 3.75% Credit Card Processing Fee if applicable
 3. Please make Purchase Order Payable to: CTC Technologies, 7136 Jackson Rd, Ann Arbor, MI 48103
 4. Purchase Orders should be faxed to 734-503-6000/Attn: Sales, or emailed to sales@ctctechnologies.com
 5. If this is your first order with CTC Technologies, please provide bank and trade information with Purchase Order.

AGENDA # J.2
Scio Township Board of Trustees
Proposal for Township Network Infrastructure Refresh

FOR MEETING DATE OF: October 24, 2023

PREPARED ON: October 19, 2023

PREPARED BY: Joyce Parker

SUBMITTED BY: Manager

ITEM TYPE: Possible Action

BACKGROUND: IT Director Chris Bailey has prepared a plan to implement critical network improvements.

FISCAL IMPACT: \$165,000 of ARPA Funds

RECOMMENDATION: IT Director, Manager, Clerk recommend approval.

MODEL MOTION: To appropriate \$165,000 of ARPA Funds to General Fund 101 Technology Department for the purpose of implementing the Network Infrastructure Refresh Plan prepared by IT Director Chris Bailey.

ATTACHMENTS:

Network Infrastructure Refresh Proposal.pdf

*Approved 10/24/23
MT
✓ TR JE entered ✓*

~~205 Transfer Out~~

~~101 Tech Transfer In 101-228-699 to be created~~

~~101-Tech-699 Activity Transfer In #165~~

~~101-Tech-Contracted #165~~

~~#01~~

Network Infrastructure Refresh

Bringing Scio Township up to modern networking standards

The networking infrastructure at Scio Township Hall is very outdated and in need of modernization. Due to the aging equipment we currently have, not replacing the equipment poses a significant risk to our operations and the data we store for Scio Township. The cost of upgrading the network will be approximately \$165,000.

Summary of cost:

Cabling:	\$33,000 (+\$7000 if old cabling removed)
Server Room Work:	\$6,000
Networking Equipment:	\$14,000
Server Equipment:	\$40,000
Installation Support:	\$8,000
Scanner/Copier/Printer:	\$10,000
Backup System:	\$12,000
End User Computers:	\$12,000
Software Licensing:	\$17,000
Building Security	\$10,000
Misc:	\$3,000
Total:	\$165,000

Monthly Internet Service cost: \$1,700 for 5-year contracts

Replace cabling at Scio Township Hall

The current cabling at Scio Township Hall has several issues. The cabling is Cat5E which is an older standard and not able to handle modern network traffic speeds. The cabling is not properly supported in the ceiling with J hooks which can lead to physical issues with the cables. The labeling of the patch panel and ethernet ports around the building are poorly labeled, often handwritten with a sharpie. The biggest issue is the patch panel and accompanying network equipment is in the janitor closet/water heater room. This is very unsecure as the door is often left open and is easily accessible by anyone walking by the room. Physical access to equipment is one of the biggest security concerns for IT. The environment conditions of the room are bad for the network equipment with the dust, humidity and various cleaning chemicals stored in the room.

To remedy the issues we would install Cat6 cabling throughout the building and with all patch panels and networking equipment installed in the current server room. This will allow for better security of the equipment, a controlled climate for equipment longevity and establish an easy-to-understand network layout. With new Cat6 cabling and cable runs we will be able to have an infrastructure ready for the future and establish a wireless network able to handle modern networking needs.

Components of this are:

- Replace all cat5e cabling with Cat6
- Add additional cabling for Wireless AP's and Cameras
- Install patch panels in server room
- Install rack for mounting patch panels, switches, firewall and servers
- Test and document all cable runs
- New cables at users desk for connecting to network
- New patch panel cables of proper length to replace overly long cables currently used

Cost: \$33,000

Additional potential cost for abatement of old cabling: \$7,000

Server Room work

The current server room needs work to transform it into an actual server room. Currently there is carpet in the room which poses an electric static discharge threat for electronic equipment. The room has A/C but is humid and needs better climate control. There is no grounding bar to protect networking equipment and there should be an additional circuit to provide electricity if the current circuit should fail. There is a lack storage options for IT equipment and we would also add storage racks to the room.

Components of this are:

- Add second electrical circuit
- Fix humidity issue in room
- Remove carpet
- Add grounding bar
- Add storage racks
- Fix up walls

Cost: \$6,000

Replace Networking Equipment

The current Firewall is near its End of Life and will no longer receive updates or be supported. We are also looking at increasing our Internet Speed and the current Firewall cannot handle the faster speeds we would upgrade to. The switches are older and in need of replacing as well. With a new Firewall and switches, we will have a more robust network, better able to handle modern networking needs and changes we need to make.

Components of this are:

- Replace Fire Wall
- Replace switches

Cost: \$6,000

Replace Servers

The current servers are several years old, between 7 to 10 years must be replaced. They are also running older Server operating systems and will go out of support soon. We will purchase two servers and a storage unit running virtualization software. This will create a more robust server infrastructure that will be supported for many years and help protect against losing a server due to hardware failure in one machine. This would include upgrading our SQL license to a modern version to support BS&A, OnBase and ArcGIS

Components of this are:

- New Servers
- A Storage unit
- Software licensing

Cost: \$40,000

Replace Wireless infrastructure

The current wireless consists of wireless access points that have been End of Life for several years and a router that you are more likely to find in a home and is not easy to manage. This would create a wireless network that allows us to provide better coverage in the building, create more secure wireless networks, better serve our visitors and support Township employees on laptops and mobile devices.

Components of this are:

- Wireless access Points
- Controlling software

Cost: \$8,000

Replace MSP provided backup System

The current backup system is provided by our MSP (Managed Service Provider) Applied Imaging. We have no access to the system and are totally dependent on them for restoration of any files or servers should something go wrong. This can take what should be a short restoration process to an all-day event. The backup system would consist of a backup server, software and storage.

The components of this are:

- Backup software
- Backup server
- Storage system

Cost: \$12,000

Replace Multi-Function Printer (MFP)

The current Sharp unit is several years old and lacks modern features like print lock and is prone to breakdowns. This printer also has yellowing plastic which is a sign of age.

New MFP

Cost: \$10,000

Support Services for assistance with configuration of new equipment

To support the installation and configuration of new equipment we would need support services, preferably of the vendor we choose to purchase equipment from. This proposes a block of 50 hours to use at our discretion.

50 hours of IT labor

Cost: \$8,000

Replace User workstations

Except for three laptops, all user computers that existed at Scio Township before my arrival are now out of warranty. I have added memory to many of the "newer" computers to extend their life, but there are several computers that must be replaced.

12 new workstations of laptops: \$12,000

Upgrade internet service

The current internet service at the Township Hall is 100Mb/s download and upload. To better support the Township Hall and Fire Dept needs we would upgrade the internet speed at the Township Hall to 500Mb/s and install a 200Mb/s service at the Fire Dept. There is a fiber run between the two locations and would be used as a failover line if service is disrupted at one location. These prices are for a 5 year contract.

500Mb/s line \$800 a month

200Mb/s fail over line \$200 a month

200 Mb/s line at the Fire Dept, \$700 a month

Other items

Upgrade OnBase \$4400

ArcGIS maintenance: \$9000

Implementation of Multifactor Authentication, \$3,600 annually plus initial cost of hardware tokens needed.

Camera System: \$7,000

Building Security System: \$2500 installation, \$40 monthly

AGENDA # H.1
Scio Township Board of Trustees
Regular Reports from Supervisor, Treasurer, Clerk, Manager, and Committees

FOR MEETING DATE OF: December 12, 2023

PREPARED ON: December 5, 2023; updated
December 12, 2023

PREPARED BY: Jessica Flintoft

SUBMITTED BY: Clerk

ITEM TYPE: Discussion Only

SUGGESTED ACTION: Hear Regular Reports:

- Supervisor
- Treasurer
- Clerk
- Annexation Reps
- Parks Paths Preserves Committee
- Land Preservation Commission
- Planning Commission
 - Sustainability Task Force
- Gelman
- Township Lobbying Efforts
- Roads Advisory Committee
- Manager
- Budget and Finance Committee
- Compensation Commission

ATTACHMENTS:

[494 DDA Fund Balance Sheet and Revenue Expenditure Report.pdf](#)

[233 Open Space Fund Balance Sheet and Revenue Expenditure Report.pdf](#)

[232 Tree Fund Balance Sheet and Revenue Expenditure Report.pdf](#)

[230 Bus Fund Balance Sheet and Revenue Expenditure Report.pdf](#)

[Scio Twp Planning Commission rpt-December 12, 2023.pdf](#)

[BOT Report for PPP Committee-December 13 2023.pdf](#)

BALANCE SHEET FOR SCIO TOWNSHIP
 Period Ending 12/31/2023
 SUBTOTALLED BY ACCOUNT CLASSIFICATIONS
 BANK STATEMENTS RECONCILED THROUGH SEPT 2023
 Fund 494 DDA CAPITAL PROJECTS FUND

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
CASH & EQUIVALENTS			
494-000-001.000	CHECKING	2,863,009.85	2,951,933.37
494-000-002.600	BANK OF ANN ARBOR MONEY MARKET	1,846,561.12	1,863,530.18
494-000-004.000	PETTY CASH - TREASURER'S ACCT.	100.00	100.00
CASH & EQUIVALENTS		4,709,670.97	4,815,563.55
TAXES RECEIVABLE			
494-000-025.000	TIR RECEIVABLE	218,970.33	32,154.73
TAXES RECEIVABLE		218,970.33	32,154.73
OTHER ACCOUNTS RECEIVABLE			
OTHER ACCOUNTS RECEIVABLE		0.00	0.00
DUE FROM OTHER FUNDS			
DUE FROM OTHER FUNDS		0.00	0.00
FIXED ASSETS			
494-000-132.000	LAND IMPROVEMENTS & ADDITIONS	135,050.05	135,050.05
494-000-158.000	CONSTRUCTION IN PROGRESS	0.00	1,869.68
FIXED ASSETS		135,050.05	136,919.73
Unclassified			
494-000-043.000	DUE FROM UNITS - TIR REFUNDS	190.91	190.91
494-000-161.000	ROADS - INTANGIBLES	16,010,710.27	16,010,710.27
494-000-161.100	ROADS RESURFACED	21,926,424.80	21,926,424.80
494-000-162.000	ACCUMULATED DEPRECIATION - DDA ROADS	(17,520,840.65)	(17,520,840.65)
494-000-176.000	DEFERRED CHARGE ON REFUNDED BONDS	143,743.85	143,743.85
Unclassified		20,560,229.18	20,560,229.18
Total Assets		25,623,920.53	25,544,867.19
*** Liabilities ***			
ACCOUNTS PAYABLE			
494-000-202.000	ACCOUNTS PAYABLE	18,591.68	0.00
ACCOUNTS PAYABLE		18,591.68	0.00
DUE TO OTHER FUNDS			
DUE TO OTHER FUNDS		0.00	0.00
DUE TO OTHER GOVERNMENTS			
DUE TO OTHER GOVERNMENTS		0.00	0.00
OTHER CURRENT LIABILITIES			
494-000-251.000	ACCRUED INTEREST PAYABLE	51,834.79	51,834.79
OTHER CURRENT LIABILITIES		51,834.79	51,834.79
LONG TERM LIABILITIES			
494-000-300.000	DDA BONDS PAYABLE - LONG TERM	4,630,000.00	3,550,000.00
494-000-301.000	BOND PREMIUM	88,711.78	88,711.78
LONG TERM LIABILITIES		4,718,711.78	3,638,711.78
DEFERRED REVENUE			
494-000-360.000	DEFERRED INFLOWS - PENSION	14,185.00	14,185.00

BALANCE SHEET FOR SCIO TOWNSHIP
 Period Ending 12/31/2023
 SUBTOTALLED BY ACCOUNT CLASSIFICATIONS
 BANK STATEMENTS RECONCILED THROUGH SEPT 2023
 Fund 494 DDA CAPITAL PROJECTS FUND

GL Number	Description	Current Year Beg. Balance	Balance
*** Liabilities ***			
	DEFERRED REVENUE	14,185.00	14,185.00
Unclassified			
	Unclassified	0.00	0.00
	Total Liabilities	4,803,323.25	3,704,731.57
*** Fund Balance ***			
FUND BALANCE/RETAINED EARNINGS			
494-000-390.000	FUND BALANCE - UNASSIGNED	20,820,597.28	20,820,597.28
	FUND BALANCE/RETAINED EARNINGS	20,820,597.28	20,820,597.28
	Total Fund Balance	20,820,597.28	20,820,597.28
	Beginning Fund Balance		20,820,597.28
	Net of Revenues VS Expenditures		1,019,538.34
	Ending Fund Balance		21,840,135.62
	Total Liabilities And Fund Balance		25,544,867.19

PERIOD ENDING 12/31/2023

FUND ACCOUNT	DESCRIPTION	2023-24	ENCUMBERED	PERIOD	AVAILABLE
		AMENDED BUDGET	YEAR-TO-DATE	BALANCE DR (CR)	BALANCE NORMAL (ABNORMAL)
Fund 494 - DDA CAPITAL PROJECTS FUND					
TAXES					
494 405.000	CURRENT TIR INCOME	1,850,000.00	0.00	(1,083,337.18)	766,662.82
Net TAXES		1,850,000.00	0.00	(1,083,337.18)	766,662.82
INTEREST & RENTS					
494 665.000	INTEREST EARNINGS	25,000.00	0.00	(40,120.58)	(15,120.58)
Net INTEREST & RENTS		25,000.00	0.00	(40,120.58)	(15,120.58)
PERSONNEL SERVICES					
494 706.000	FULL TIME EMPLOYEES SALARIES	9,300.00	0.00	9,300.00	0.00
494 709.000	EMPLOYEES BOND EXPENSE	125.00	0.00	(125.00)	250.00
Net PERSONNEL SERVICES		9,425.00	0.00	9,175.00	250.00
OTHER SERVICES & CHARGES					
494 807.000	AUDIT FEES	5,500.00	0.00	0.00	5,500.00
494 817.000	CONSULTANT FEES	100,000.00	0.00	0.00	100,000.00
494 825.000	LANDSCAPING	125,000.00	0.00	111,500.00	13,500.00
494 826.000	LEGAL FEES	3,000.00	0.00	0.00	3,000.00
494 956.000	MISCELLANEOUS	200.00	0.00	0.00	200.00
494 958.000	MEMBERSHIP & DUES	5,000.00	0.00	5,000.00	0.00
494 967.000	PROJECT COST - BROWNFIELD	600,000.00	0.00	7,823.09	592,176.91
494 968.000	DEPRECIATION EXPENSE	880,000.00	0.00	0.00	880,000.00
Net OTHER SERVICES & CHARGES		1,718,700.00	0.00	124,323.09	1,594,376.91
DEBT SERVICE					
494 994.000	PAYING AGENT FEES	500.00	0.00	500.00	0.00
Net DEBT SERVICE		500.00	0.00	500.00	0.00
Unclassified					
494 415.000	CHARGE BACK TAXES	5,000.00	0.00	0.00	5,000.00
494 540.000	STATE GRANTS	600,000.00	0.00	(29,231.29)	570,768.71
494 573.000	STATE PPT REIMBURSEMENT	124,000.00	0.00	(134,250.86)	(10,250.86)
494 717.000	INSURANCE	4,700.00	0.00	0.00	4,700.00
494 726.300	OFFICE SUPPLIES	200.00	0.00	0.00	200.00
494 972.001	CONSTRUCTION - ROADS	117,600.00	9,000.00	9,000.00	99,600.00
494 993.000	DEBT RETIREMENT - INTEREST	120,000.00	0.00	124,403.48	(4,403.48)
Net Unclassified		(476,500.00)	9,000.00	(30,078.67)	(455,421.33)
Fund 494 - DDA CAPITAL PROJECTS FUND:					
TOTAL REVENUES		2,599,000.00	0.00	1,286,939.91	1,312,060.09
TOTAL EXPENDITURES		1,976,125.00	9,000.00	267,401.57	1,699,723.43
NET OF REVENUES & EXPENDITURES		622,875.00	(9,000.00)	1,019,538.34	(387,663.34)
BEG. FUND BALANCE		20,820,597.28		20,820,597.28	
END FUND BALANCE		21,443,472.28		21,840,135.62	
TOTAL REVENUES - ALL FUNDS					
TOTAL REVENUES - ALL FUNDS		13,794,847.00	0.00	10,099,820.97	3,695,026.03
TOTAL EXPENDITURES - ALL FUNDS		13,937,763.53	1,645,660.60	4,908,942.80	7,383,160.13
NET OF REVENUES & EXPENDITURES		(142,916.53)	(1,645,660.60)	5,190,878.17	(3,688,134.10)
BEG. FUND BALANCE - ALL FUNDS		31,706,506.56		31,706,506.56	
END FUND BALANCE - ALL FUNDS		31,563,590.03		36,897,384.73	

BALANCE SHEET FOR SCIO TOWNSHIP
 Period Ending 12/31/2023
 SUBTOTALLED BY ACCOUNT CLASSIFICATIONS
 BANK STATEMENTS RECONCILED THROUGH SEPT 2023
 Fund 233 OPEN SPACE LAND PRESERVATION

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
CASH & EQUIVALENTS			
233-000-001.000	CHECKING	0.00	872,102.92
233-000-002.000	POOLED SAVINGS	1,033,234.31	1,017,997.52
233-000-002.010	SAVINGS-FLAGSTAR	2,906.08	2,973.28
CASH & EQUIVALENTS		<u>1,036,140.39</u>	<u>1,893,073.72</u>
TAXES RECEIVABLE			
233-000-020.000	CY TAXES RECEIVABLE	(541.84)	714,326.74
233-000-028.212	TAXES REC - DELQ PERS PROP - 2012	0.24	0.24
233-000-028.213	TAXES REC - DELQ PERS PROP - 2013	419.27	419.27
233-000-028.214	TAXES REC - DELQ PERS PROP - 2014	333.89	333.89
233-000-028.215	TAXES REC - DELQ PERS PROP - 2015	83.46	83.46
233-000-028.216	TAXES REC - DELQ PERS PROP - 2016	88.09	88.09
233-000-028.217	TAXES REC - DELQ PERS PROP - 2017	50.01	50.01
233-000-028.218	TAX REC - DELQ PERS PROP - 2018	81.79	81.79
233-000-028.219	TAX REC - DELQ PERS PROP - 2019	358.68	329.69
233-000-028.220	TAX REC - DELQ PERS PROP - 2020	84.21	10.54
233-000-028.221	TAX REC - DELQ PERS PROP - 2021	2,383.20	1,938.44
TAXES RECEIVABLE		<u>3,341.00</u>	<u>717,662.16</u>
DUE FROM OTHER GOVERNMENTS			
233-000-078.000	DUE FROM STATE	5,785.19	(862,764.81)
233-000-079.000	DUE FROM FEDERAL GOVERNMENT	868,550.00	868,550.00
DUE FROM OTHER GOVERNMENTS		<u>874,335.19</u>	<u>5,785.19</u>
DUE FROM OTHER FUNDS			
DUE FROM OTHER FUNDS		<u>0.00</u>	<u>0.00</u>
Unclassified			
233-000-017.000	INVESTMENT-CLASS ACCT	771.64	796.07
233-000-028.222	TAXES REC - DELQ PERS PROP - 2022	1,465.32	1,177.03
233-000-072.000	DUE FROM COUNTY-DELQ TAX	22,154.16	0.00
Unclassified		<u>24,391.12</u>	<u>1,973.10</u>
Total Assets		<u>1,938,207.70</u>	<u>2,618,494.17</u>
*** Liabilities ***			
ACCOUNTS PAYABLE			
233-000-202.000	ACCOUNTS PAYABLE	2,470.42	0.00
ACCOUNTS PAYABLE		<u>2,470.42</u>	<u>0.00</u>
DUE TO OTHER FUNDS			
DUE TO OTHER FUNDS		<u>0.00</u>	<u>0.00</u>
DEFERRED REVENUE			
233-000-339.000	DEFERRED REVENUE	6,152.79	6,152.79
DEFERRED REVENUE		<u>6,152.79</u>	<u>6,152.79</u>
Unclassified			
233-000-214.703	DUE TO TAX COLLECTION FUND	2,968.28	0.00
Unclassified		<u>2,968.28</u>	<u>0.00</u>
Total Liabilities		<u>11,591.49</u>	<u>6,152.79</u>

BALANCE SHEET FOR SCIO TOWNSHIP
 Period Ending 12/31/2023
 SUBTOTALLED BY ACCOUNT CLASSIFICATIONS
 BANK STATEMENTS RECONCILED THROUGH SEPT 2023
 Fund 233 OPEN SPACE LAND PRESERVATION

GL Number	Description	Current Year Beg. Balance	Balance
*** Fund Balance ***			
FUND BALANCE/RETAINED EARNINGS			
233-000-390.000	FUND BALANCE - UNASSIGNED	1,926,616.21	1,926,616.21
	FUND BALANCE/RETAINED EARNINGS	1,926,616.21	1,926,616.21
	Total Fund Balance	1,926,616.21	1,926,616.21
	Beginning Fund Balance		1,926,616.21
	Net of Revenues VS Expenditures		685,725.17
	Ending Fund Balance		2,612,341.38
	Total Liabilities And Fund Balance		2,618,494.17

PERIOD ENDING 12/31/2023

FUND ACCOUNT	DESCRIPTION	2023-24	ENCUMBERED	PERIOD	AVAILABLE
		AMENDED BUDGET	YEAR-TO-DATE	BALANCE DR (CR)	BALANCE NORMAL (ABNORMAL)
Fund 233 - OPEN SPACE LAND PRESERVATION					
TAXES					
233 402.000	REAL PROPERTY TAXES	669,920.00	0.00	(683,689.09)	(13,769.09)
233 410.000	PERSONAL PROPERTY TAX REVENUE	32,000.00	0.00	(31,179.49)	820.51
233 432.000	PILT - PAYMENT IN LIEU OF TAXES	100.00	0.00	(113.21)	(13.21)
233 445.000	INTEREST & PENALTIES ON TAXES	150.00	0.00	(200.29)	(50.29)
Net TAXES		702,170.00	0.00	(715,182.08)	(13,012.08)
INTEREST & RENTS					
233 665.000	INTEREST EARNINGS	2,500.00	0.00	(6,778.31)	(4,278.31)
Net INTEREST & RENTS		2,500.00	0.00	(6,778.31)	(4,278.31)
SUPPLIES					
233 726.000	TOOLS & SUPPLIES	200.00	0.00	0.00	200.00
Net SUPPLIES		200.00	0.00	0.00	200.00
OTHER SERVICES & CHARGES					
233 817.000	CONSULTANT FEES	5,000.00	0.00	566.50	4,433.50
233 823.000	CONTRACTED SERVICES	40,000.00	2,800.00	14,674.54	22,525.46
233 826.000	LEGAL FEES	30,000.00	0.00	3,967.60	26,032.40
233 904.000	PRINTING	500.00	0.00	0.00	500.00
233 956.000	MISCELLANEOUS	1,000.00	0.00	0.00	1,000.00
233 958.000	MEMBERSHIP & DUES	100.00	0.00	0.00	100.00
233 969.000	COST ALLOCATION	31,284.00	0.00	18,248.86	13,035.14
Net OTHER SERVICES & CHARGES		107,884.00	2,800.00	37,457.50	67,626.50
CAPITAL OUTLAY					
233 971.000	LAND/EASEMENT	1,250,000.00	0.00	0.00	1,250,000.00
233 971.100	LAND/EASEMENT ACQUISITION COST	60,000.00	0.00	6,450.00	53,550.00
Net CAPITAL OUTLAY		1,310,000.00	0.00	6,450.00	1,303,550.00
Unclassified					
233 415.000	CHARGE BACK TAXES	2,000.00	0.00	296.38	1,703.62
233 573.000	STATE PPT REIMBURSEMENT	6,000.00	0.00	(7,968.66)	(1,968.66)
Net Unclassified		4,000.00	0.00	(7,672.28)	(3,672.28)
Fund 233 - OPEN SPACE LAND PRESERVATION:					
TOTAL REVENUES		710,670.00	0.00	729,929.05	(19,259.05)
TOTAL EXPENDITURES		1,420,084.00	2,800.00	44,203.88	1,373,080.12
NET OF REVENUES & EXPENDITURES		(709,414.00)	(2,800.00)	685,725.17	(1,392,339.17)
BEG. FUND BALANCE		1,926,616.21		1,926,616.21	
END FUND BALANCE		1,217,202.21		2,612,341.38	

BALANCE SHEET FOR SCIO TOWNSHIP
 Period Ending 12/31/2023
 SUBTOTALLED BY ACCOUNT CLASSIFICATIONS
 BANK STATEMENTS RECONCILED THROUGH SEPT 2023
 Fund 232 TREE MITIGATION FUND

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
CASH & EQUIVALENTS			
232-000-002.000	POOLED SAVINGS	59,852.89	60,088.12
232-000-002.020	SAVINGS @ STATE BANK	165,165.30	169,162.13
	CASH & EQUIVALENTS	225,018.19	229,250.25
OTHER ACCOUNTS RECEIVABLE			
	OTHER ACCOUNTS RECEIVABLE	0.00	0.00
Unclassified			
	Unclassified	0.00	0.00
	Total Assets	225,018.19	229,250.25
*** Liabilities ***			
ACCOUNTS PAYABLE			
	ACCOUNTS PAYABLE	0.00	0.00
	Total Liabilities	0.00	0.00
*** Fund Balance ***			
FUND BALANCE/RETAINED EARNINGS			
232-000-390.000	FUND BALANCE - UNASSIGNED	225,018.19	225,018.19
	FUND BALANCE/RETAINED EARNINGS	225,018.19	225,018.19
	Total Fund Balance	225,018.19	225,018.19
	Beginning Fund Balance		225,018.19
	Net of Revenues VS Expenditures		4,232.06
	Ending Fund Balance		229,250.25
	Total Liabilities And Fund Balance		229,250.25

PERIOD ENDING 12/31/2023

FUND ACCOUNT	DESCRIPTION	2023-24	ENCUMBERED	PERIOD	AVAILABLE
		AMENDED BUDGET	YEAR-TO-DATE	BALANCE	BALANCE
				DR (CR)	ORMAL (ABNORMAL)
Fund 232 - TREE MITIGATION FUND					
INTEREST & RENTS					
232 665.000	INTEREST EARNINGS	4,500.00	0.00	(4,386.69)	113.31
Net INTEREST & RENTS		4,500.00	0.00	(4,386.69)	113.31
OTHER SERVICES & CHARGES					
232 823.000	CONTRACTED SERVICES	40,000.00	0.00	0.00	40,000.00
232 955.000	COST ALLOCATION	265.00	0.00	154.63	110.37
Net OTHER SERVICES & CHARGES		40,265.00	0.00	154.63	40,110.37
<hr/>					
Fund 232 - TREE MITIGATION FUND:					
TOTAL REVENUES		4,500.00	0.00	4,386.69	113.31
TOTAL EXPENDITURES		40,265.00	0.00	154.63	40,110.37
NET OF REVENUES & EXPENDITURES		(35,765.00)	0.00	4,232.06	(39,997.06)
BEG. FUND BALANCE		225,018.19		225,018.19	
END FUND BALANCE		189,253.19		229,250.25	

BALANCE SHEET FOR SCIO TOWNSHIP
 Period Ending 12/31/2023
 SUBTOTALLED BY ACCOUNT CLASSIFICATIONS
 BANK STATEMENTS RECONCILED THROUGH SEPT 2023
 Fund 230 BUS SERVICE

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
CASH & EQUIVALENTS			
230-000-001.000	CHECKING	0.00	83.09
230-000-002.000	POOLED SAVINGS	575,638.40	204,516.91
230-000-017.101	INVESTMENT - COMERICA GENERAL	0.00	540,188.12
CASH & EQUIVALENTS		575,638.40	744,788.12
TAXES RECEIVABLE			
230-000-020.000	CY TAXES RECEIVABLE	(397.69)	524,286.26
230-000-028.215	TAXES REC - DELQ PERS PROP - 2015	35.23	35.23
230-000-028.216	TAXES REC - DELQ PERS PROP - 2016	64.71	64.71
230-000-028.217	TAXES REC - DELQ PERS PROP - 2017	36.74	36.74
230-000-028.218	TAX REC - DELQ PERS PROP - 2018	60.55	60.55
230-000-028.219	TAX REC - DELQ PERS PROP - 2019	299.06	277.77
230-000-028.220	TAX REC - DELQ PERS PROP - 2020	61.75	7.68
230-000-028.221	TAX REC - DELQ PERS PROP - 2021	1,890.19	1,563.74
TAXES RECEIVABLE		2,050.54	526,332.68
DUE FROM OTHER GOVERNMENTS			
230-000-078.000	DUE FROM STATE	4,245.98	4,245.98
DUE FROM OTHER GOVERNMENTS		4,245.98	4,245.98
DUE FROM OTHER FUNDS			
DUE FROM OTHER FUNDS		0.00	0.00
FIXED ASSETS			
FIXED ASSETS		0.00	0.00
Unclassified			
230-000-017.100	INVESTMENT-COMMERCIAL PAPER	519,783.97	0.00
230-000-028.222	TAX REC - DELQ PERS PROP - 2022	1,075.44	863.85
230-000-072.000	DUE FROM COUNTY-DELQ TAX	16,260.18	0.00
230-000-085.000	DUE FROM DEVELOPERS	0.00	20,000.00
Unclassified		537,119.59	20,863.85
Total Assets		1,119,054.51	1,296,230.63
*** Liabilities ***			
ACCOUNTS PAYABLE			
230-000-202.000	ACCOUNTS PAYABLE	234,520.55	0.00
ACCOUNTS PAYABLE		234,520.55	0.00
DEFERRED REVENUE			
230-000-339.000	DEFERRED REVENUE	3,937.06	3,937.06
DEFERRED REVENUE		3,937.06	3,937.06
Unclassified			
230-000-214.703	DUE TO TAX COLLECTION FUND	2,178.51	0.00
230-000-362.000	DEFERRED INFLOW - DEVELOPER CONTRIBUTION	0.00	20,000.00
Unclassified		2,178.51	20,000.00
Total Liabilities		240,636.12	23,937.06

*** Fund Balance ***

BALANCE SHEET FOR SCIO TOWNSHIP
 Period Ending 12/31/2023
 SUBTOTALLED BY ACCOUNT CLASSIFICATIONS
 BANK STATEMENTS RECONCILED THROUGH SEPT 2023
 Fund 230 BUS SERVICE

GL Number	Description	Current Year Beg. Balance	Balance
*** Fund Balance ***			
FUND BALANCE/RETAINED EARNINGS			
230-000-390.000	FUND BALANCE - UNASSIGNED	878,418.39	878,418.39
	FUND BALANCE/RETAINED EARNINGS	878,418.39	878,418.39
Total Fund Balance		878,418.39	878,418.39
Beginning Fund Balance			878,418.39
Net of Revenues VS Expenditures			393,875.18
Ending Fund Balance			1,272,293.57
Total Liabilities And Fund Balance			1,296,230.63

PERIOD ENDING 12/31/2023

FUND ACCOUNT	DESCRIPTION	2023-24	ENCUMBERED	PERIOD	AVAILABLE
		AMENDED BUDGET	YEAR-TO-DATE	BALANCE	BALANCE
				DR (CR)	ORMAL (ABNORMAL)
Fund 230 - BUS SERVICE					
TAXES					
230 402.000	REAL PROPERTY TAXES	492,900.00	0.00	(501,798.92)	(8,898.92)
230 410.000	PERSONAL PROPERTY TAX REVENUE	24,500.00	0.00	(22,885.03)	1,614.97
230 432.000	PILT - PAYMENT IN LIEU OF TAXES	150.00	0.00	(83.09)	66.91
230 445.000	INTEREST & PENALTIES ON TAXES	100.00	0.00	(147.02)	(47.02)
Net TAXES		517,650.00	0.00	(524,914.06)	(7,264.06)
INTEREST & RENTS					
230 665.000	INTEREST EARNINGS	2,500.00	0.00	(2,041.75)	458.25
230 669.000	INVESTMENT GAINS AND LOSSES	0.00	0.00	(20,404.15)	(20,404.15)
Net INTEREST & RENTS		2,500.00	0.00	(22,445.90)	(19,945.90)
OTHER SERVICES & CHARGES					
230 872.000	BUS SERVICE	475,000.00	575,216.88	156,291.66	(256,508.54)
230 969.000	COST ALLOCATION	4,830.00	0.00	2,824.22	2,005.78
Net OTHER SERVICES & CHARGES		479,830.00	575,216.88	159,115.88	(254,502.76)
Unclassified					
230 415.000	CHARGE BACK TAXES	1,000.00	0.00	217.53	782.47
230 573.000	STATE PPT REIMBURSEMENT	4,500.00	0.00	(5,848.63)	(1,348.63)
Net Unclassified		3,500.00	0.00	(5,631.10)	(2,131.10)
Fund 230 - BUS SERVICE:					
TOTAL REVENUES		524,650.00	0.00	553,208.59	(28,558.59)
TOTAL EXPENDITURES		480,830.00	575,216.88	159,333.41	(253,720.29)
NET OF REVENUES & EXPENDITURES		43,820.00	(575,216.88)	393,875.18	225,161.70
BEG. FUND BALANCE		878,418.39		878,418.39	
END FUND BALANCE		922,238.39		1,272,293.57	

**To: Scio Township Board of Trustees
Joyce Parker, Township Manager**

From: Scio Twp Trustee John Reiser

Re: Planning Commission Report

Date: December 12, 2023

The Scio Township Planning Commission (PC) met on December 11, 2023. Below is a summary of the meeting. Feel free call my cell at 734-478-6103 if you have questions about these or other Planning Commission matters.

Highlights of last night's meeting include:

- Introductions of PC members, including new members Ryan Yaple, Andrea Rothney, and Bob Walsh:
 - o Kim Moore, PC member for 3 years, retired atty; Scio resident since 2007; represents Scio Twp on WAVE board and Western Washtenaw Regional Advisory Group
 - o Ryan Yaple, Scio resident since April 2023 and owner of commercial building at Jackson Rd and Baker Rd; has gone through the planning process.
 - o Bob Hyde, Scio resident since 2007, retired engineer, member of Huron River Watershed.
 - o Andrea Rothney, 2½ year resident of Scio; background in education including high school and adult ed, extensive background in real estate, has a masters degree in Public Administration
 - o Bob Walsh; Scio resident since 2007, retired from automotive industry, started volunteering with Saturday recycling, ZBA member, Election inspector, Road Advisory Committee member
 - o Jan Culbertson; Scio resident since 1989, joined PC in 2018;. Helped start the Environmental task force, ZBA since 2018,
 - o John Reiser, lives in Ravines subdivision, appointed to BOT a year ago, also serves on the Land Preservation Committee and Parks, Preserves and Pathways Committee; for Ann Arbor, former Assistant County Prosecutor

- Scio Twp Planning Consultant Laura Kreps presented a New Commissioner orientation, including a PowerPoint which covered:
 - o Roles and responsibilities of PC members
 - o Scio Twp's Master Plan

- Scio Twp's zoning ordinance
- The planning process
- Ethics and transparency
- Training and Resources available
- Laura Kreps outlined the planning-related ordinances that may be the subject of recommended ordinance changes over the next year or so:
 - Jackson Road Overlay District (and Forms-Based Mixed-Use zoning)
 - Planned Unit Development ordinance
 - Solar energy ordinance, including community solar facilities and residential applications
 - Parking—EV, bicycle, maximum v minimum # of parking spaces
- Other planning topics that Ms Kreps pointed out as potential upcoming issues are:
 - Community wastewater systems
 - Landscaping requirements
 - Best management plans to address stormwater
 - Reviews of the uses in each planning district, including self-storage units, drive-throughs, hotels, artisanal food & beverage uses
 - Residential ownership of chickens
 - Height limits of monument signs
- The PC elected their three officers as follows:
 - Chair – Jan Culbertson
 - Vice-Chair – Bob Hyde
 - Secretary – Bob Walsh
- The PC set their 2024 meeting schedule, generally the second and fourth Mondays, unless there's a holiday on that date.

**To: Parks, Preserves, and Pathways Committee
Joyce Parker, Township Manager**

From: Scio Twp Trustee John Reiser

Re: Board of Trustee Report

Date: December 13, 2023

Below are recent and current items the Scio Twp Board of Trustees (BOT) is working on. You are welcome to call my cell at 734-478-6103 to discuss any of them, or other BOT matters.

Highlights of the November 14, 2023 Board of Trustees meeting included:

- Approved a DDA liquor license for a new Mexican restaurant (Gran Maya LLC) located at 497 Zeeb Rd, north of McDonalds and south of the Road Commission.
- Approved the Conditional Use application for Firestone, to be located between Lowes and Culver's.
- Established 5 permanent polling places in Scio Twp, some of which will have multiple precincts.
- Approved Planning Commission (Bob Walsh, Ryan Yapple, Andrea Rothney) and Zoning Board of Appeal (Tom Auth, Diana Raimi, Robert Walsh, and Gerry Kangas as alternate) appointments.
- Approved appointments to the Parks, Preserves, and Pathways Committee (Liz Wiseman, Roy Townsend, John Reiser).
- Postponed until December 12, 2023 appointments to the Land Preservation Committee, Roads Advisory Committee, and Washtenaw Regional Resource Management Authority.
- Discussed, then postponed until January 2024, the adoption of a policy to standardize the process to appoint members to Scio Twp committees and commissions.
- Authorized the payment of a deposit for computer/internet cabling in Twp Hall.
- Approved a conditional offer of employment to Corey Banks as Field Technician.
- Approved the final site plan for Scio Retain Management (Zeeb Rd & Jackson, in the Meijer outlot).
- Passed a motion to authorize the Twp Manager to conduct an administrative review of the causes of how on November 15, 2023 the Clerk received one email message from the Supervisor's account and the Planning Coordinator received a calendar invite from the same account, without the Supervisor having knowledge of having sent these. The Mgr was authorized to engage with outside IT or other professional services as necessary, up to \$10,000, and is to report back by Jan 31, 2024.
- On December 2, 2024, there was a Leadership Team Strategic Planning Work Session facilitated by an outside facilitator with the Team developing goals and projects as developed during the meeting.

Highlights of the December 12, 2023 BOT agenda included:

- Authorized the purchase of Smart Point water meters (MXUs) for \$11,100 for the Utility Department.
- Approved the wording of the Winter 2024 Township newsletter.

- Authorized payment of \$50,300 from ARPA fund for new Cummins Generator, docking station, and transfer switch at Twp Hall.
- Approved \$9,525 for repairs to Fire Engine #1, Scio Twp's primary engine.
- Allocated ARPA funds for workstations (and firewall, switch, and access points) in the Fire Stations.
- Approved \$6,500 for Dixon Engineering to create technical specs and bidding/contract docs for Water Tower improvements.
- Authorized \$7,534 for an AV cart with cameras, microphone, laptop for use to host meetings in Twp Hall.
- Authorized \$13,204 in ARPA funds for purchased of new server in Twp Hall.
- Authorized \$69,267 of ARPA funds for purchase of new serve, networking equipment, and software licenses.
- Land Preservation Committee chair Will Weber and LPC Consultant gave a presentation on the LPC's work based on the millages. To date, \$8.4 million of Scio dollars has been leveraged with \$20 million in other (state, county, federal) funds to acquire over 1700 acres. The LPC currently has approx. 12 applications in front of it, in various stages of consideration.
- DDA member Jennifer Tankanow and Chair Bob Sites gave a presentation regarding a possible funding request for some Tree Fund money for trees on Jackson Ave, and there was a discussion regarding how repaving of Dino Drive might occur, whether that's a SAD or other form of financing.
- Approved a \$4,700 proposal from DryvIQ (a tech firm located in Scio Twp) to develop scoping project for Project Paperless.
- The BOT approved appointments to Land Preservation Committee (Marty Mayo, Will Weber, and Liz Wiseman) and Roads Advisory Committee (Roy Townsend). It also considered an appointment to the Compensation Commission. Regarding the Compensation Commission, to which the Twp Supervisor statutorily appoints members—subject to a majority of the BOT approving, the Supervisor's motion to reappoint Monica Knowles was defeated 5-2. That leaves a vacancy on the Commission, which is scheduled to meet again in 2025.
- Approved the use of the remaining unallocated ARPA funds (~\$521,000) for use by the Washtenaw County Road Commission for road improvements in Scio Twp.
- Approved the Fire Chief's request to participate in the Washtenaw Area Mutual Aid Council Agreement (i.e. mutual aid among local fire departments).
- Authorized the Twp Mgr to apply for a Washtenaw County Water Resources Grant.
- Approved the Twp Mgr's request to form a Transit/Bus Advisory Committee because the current because the current .36 mills (which was passed in 2015 by a 67% to 33%) expires at the end of 2024. The millages covers AAATA buses and dial-a-ride services in Scio Twp.
-

The Board of Trustees next meets again on Tuesday, January 9, 2024.

AGENDA # H.2
Scio Township Board of Trustees
Land Preservation Commission Report

FOR MEETING DATE OF: December 12, 2023

PREPARED ON: 11/30/23

PREPARED BY: Will Hathaway

SUBMITTED BY: Land Preservation

ITEM TYPE: Discussion Only

AGENDA # J.1
Scio Township Board of Trustees
Downtown Development Authority Presentation on Tree Fund and Dino Drive Requests

FOR MEETING DATE OF: December 12, 2023

PREPARED ON: 11/30/23

PREPARED BY: Will Hathaway

SUBMITTED BY: Supervisor

ITEM TYPE: Possible Action

BACKGROUND: Scio Township's Downtown Development Authority (DDA) was created under Act 197 in 1988. According to the DDA Ordinance:

“The township board hereby determines that it is in the best interests of the public to proceed with the amended plan in order to halt property value deterioration, to increase property tax valuation, to eliminate the causes of the deterioration in property values, and to promote growth in the development area.”

Through Tax Increment Financing (TIF), the DDA "captures" a percentage of taxes above the baseline set at the time of its start in 1988. Those revenues are reinvested in improvements within the DDA district or "development area" (see attached map). The DDA follows a plan in its use of those funds. The plan is a formal document, prepared by the DDA and approved by the Township Board of Trustees. The most recently Board approved DDA plan is from 2006, but the DDA Board is working to bring an updated plan to the Board. The attached list of DDA Board members includes information on their respective relationships to the DDA district.

Several issues have come up in recent years that offer specific opportunities for collaboration between the DDA and the Township on infrastructure improvements and maintenance within the DDA district. Some of this collaboration occurs through the DDA Board's commitment to use captured millage funds for expenditures related to those millages. For example, the DDA is committed to spending the TIF revenue from Scio's Parks & Pathways millage on pathway/pedestrian improvements. Likewise, there is an understanding that the portion of the County Roads millage captured by the DDA will be spent on WCRC projects within the DDA.

To help lay the groundwork for future collaborative projects, the DDA Board asked for an opportunity to make a presentation to the Board of Trustees. The following is a preliminary list of areas for cooperation:

- Road Improvements - including repaving of Jackson Boulevard and its side streets
- Landscaping - including tree planting
- Pedestrian Improvements - including crosswalks and bus stops
- Pedestrian Pathways and Sidewalks - including construction to fill gaps in the pathway network
- Maintenance - keeping up the existing infrastructure and ensuring its usability

While much of the DDA's annual revenue is used to make the payments on bonds that were issued to pay for the construction of Jackson Road Boulevard, there is still money to accomplish other improvements. Some of the other Township funds with a relationship to the DDA district include:

- Public Improvement Fund (sometimes referred to as the "maintenance" fund)
- Bus Fund
- Tree Mitigation Fund
- Township Road Improvement Revolving Fund

The DDA Board recently voted to make two requests 1) reimbursement from the Tree Mitigation Fund for the recent planting of trees within the DDA district and, potentially, for future tree plantings within the DDA district, and 2) the Township's partnership in funding the repaving of side "feeder" roads off of Jackson Road (e.g. Dino Drive and Metty Drive) per the following motion adopted by the DDA Board:

"The DDA commits to invest in an annual feeder road improvement project to match 50% of the Washtenaw County Road Commission's road improvement cost estimate subject to additional other funds being provided in an amount sufficient and Township Board of Trustee support and commitment to finish each project."

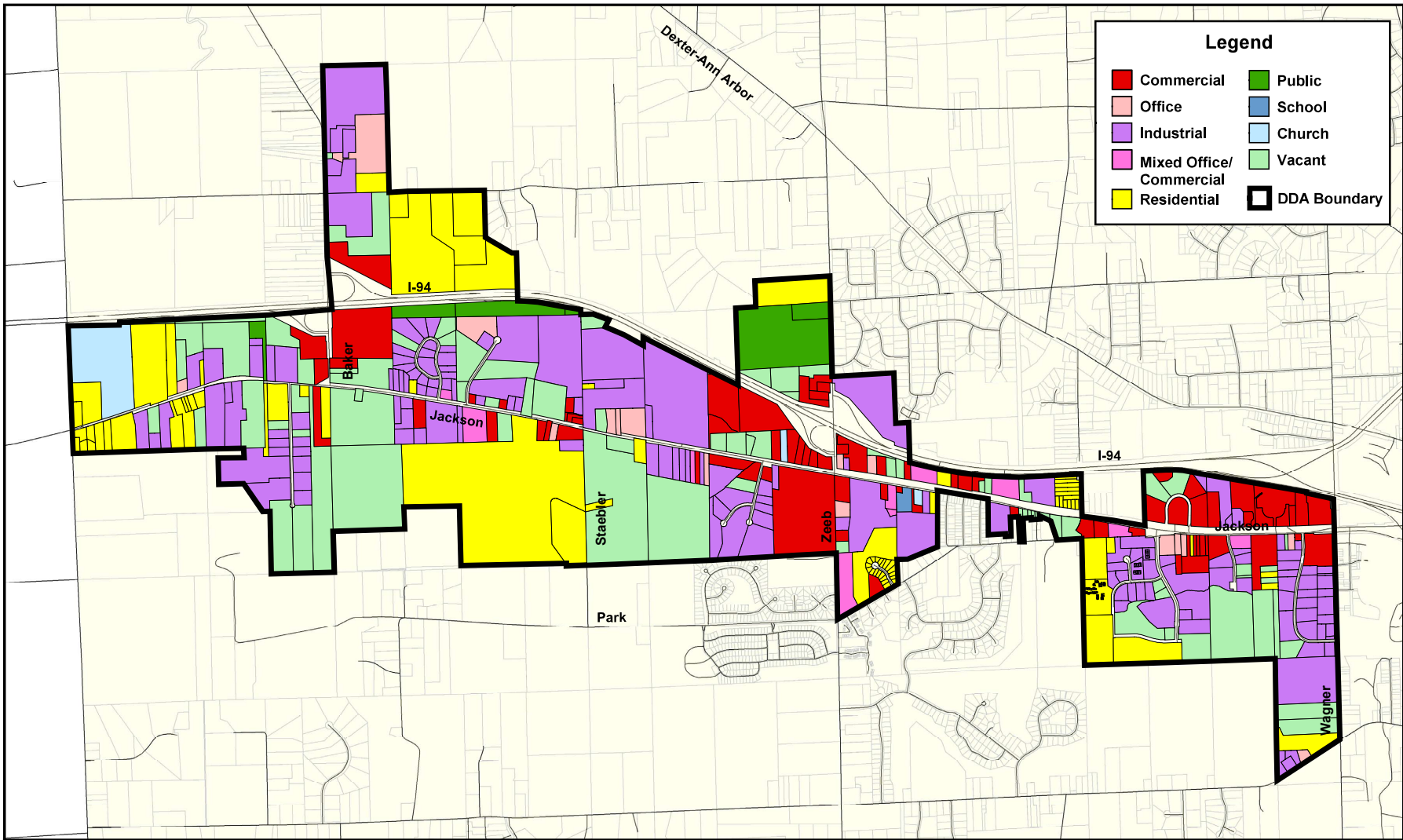
The other 50% of each side road improvement could come through various options. One is a Township imposed Special Assessment District (SAD) on the property owners. Another option is to terminate the Road Improvement Revolving Fund and use the remaining balance of the Revolving Fund to pay the other half of a side road improvement project cost.

ATTACHMENTS:

[DDA Map.pdf](#)

[DDA Board 120423.pdf](#)

[DDATreefund request.pdf](#)



**FIGURE 5 - EXISTING LAND USE MAP
DOWNTOWN DEVELOPMENT & TIF PLAN**

SCIO TOWNSHIP

BASE DATA SOURCE: SCIO TOWNSHIP

Date: February 22, 2006

Gus Boutsikakis	property interest
Jeff Harshe	resident of Scio Township
Will Hathaway, CEO	township supervisor
Jay Holland	property interest
Cassandra Musser	property interest
Jennifer Schleicher Tankanow	resident in DDA district
Linda Smith	property interest
Bob Stites, Chair	property interest
Ryan Yaple	property interest

“The Board shall consist of the Chief Executive Officer and eight members. Members shall be appointed by the Chief Executive Officer, subject to approval by the Township Board. Not less than a majority of the members shall be persons having an interest in property located in the Downtown District. Not less than 1 of the members shall be a resident of the Downtown District...”

SCIO TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY

October 30, 2023

To: The Scio Township Board of Trustees:

Scio Township has an established "Tree Fund".

The Tree Fund holds, in excess of, \$200,000, that has been placed in the fund, by developers, for the planting of trees in Scio Township.

Most of the contributions have been provided by developers when they developed projects in the DDA District.

DDA has engaged KBK Landscaping to renovate the median landscaping, along the boulevard, and is establishing 27 new planting beds.

The Scio Township DDA hereby requests that the Scio Township Board of Trustees grant funding for tree planting in Scio Township. KBK Landscaping will provide and install 54 new trees, in the median along the Jackson Boulevard, at a cost of \$300 per tree.

We hereby request \$16,200. for the planting of these trees.

Sincerely,



Robert Stites, Chair

Scio Township DDA
Robert Stites, Chair
Will Hathaway, Supervisor
Costas Boutsikakis
Jeff Harshe
Jay Holland
Cassandra Musser
Linda Smith
Jennifer Tankanow
Ryan Yaple

AGENDA # J.2
Scio Township Board of Trustees
Approval of DryvIQ Proposal to deliver scoping project for Project Paperless

FOR MEETING DATE OF: December 12, 2023

PREPARED ON: November 21, 2023

PREPARED BY: Jessica Flintoft

SUBMITTED BY: Clerk

ITEM TYPE: Possible Action

BACKGROUND: The Clerk, IT Director, Manager, and Office Coordinator have had several conversations over the years about the best approach for implementing a records management program for the Township. The State of Michigan Records Retention Schedules define how long and in what format every record of the Township must be kept. Many are permanent records, while most are transitory records. Much of what the Township creates and has is a 'non-record' -- a document created with a use at the time that has no future use. And, certainly, there are some rich historical records of the Township which we treasure, but would like to better protect and make more accessible. And overall, we want to make services more efficient for residents--across all areas of the Township.

Over the years, some departments such as Treasury, Finance, and Assessing have adhered to State of Michigan Records destruction schedule. And in recent years, the Fire Department has caught up. Other departments such as Utilities, Planning, Zoning, and Clerk have significant work to do. The Township Clerk and Township staff have never had an efficient, well thought out plan for managing records--particularly electronic records. With our IT Director on board, we now have the technical expertise and the Sharepoint platform for management of digital records so that we can effectively manage these public records. In the coming budget, the Clerk will be asking for additional resources for records management--improving physical space where we store paper records, and adding records management expertise to our staff to better manage paper and digital records for the Township.

Our our IT Director is completing the Network Refresh in the coming months, which is the first priority so we have a physical network and servers that can support our work. Once complete, he will move toward the organization of information on our network in Sharepoint so that we can use it more effectively. However, to really use Sharepoint so that we can move away from paper forms and records (where practical and permitted), the Township needs additional outside IT Expertise.

Trustee Mark Brazeau is part of DryvIQ, and the appropriate disclosures are recorded as part of the proposed contract amendment. He will be making a disclosure at the meeting publicly, and will not be taking part in the vote.

Steve Woodward of DryvIQ will be present via Zoom for any questions.

The proposal is for DryvIQ to develop a scope of work for the Township to implement automation of Township processes and digital records management.

Once the Township has the scope of work, it can consider issuing an RFP for the implementation of the project. If the Township decides to proceed, it would be competitively bid, after being budgeted.

FISCAL IMPACT: \$4,700 General Fund 101-101

RECOMMENDATION: IT Director, Manager, and Clerk recommend approval.

Contract and addendum approved by Township Attorney.

MODEL MOTION: To approve the attached contract and addendum with DryvIQ to develop scope of work for Project Paperless, and to authorize up to \$4,700 of General Fund 101-101.

ATTACHMENTS:

[scio discovery sow 20231114.pdf](#)

[DryvIQ Contract Addendum 2023.doc](#)

[mcl-15-323.pdf](#)

Scio Township DryvIQ Scoping Project

Prepared by: DryvIQ

Administration

This Statement of Work ("**SOW**") dated 11/14/2023 ("**Effective Date**"), is entered by and between Scio Township ("**Customer**") and DryvIQ is valid for 30 days from the Effective Date.

Customer Contact Information

Jessica Flintoft Jflintoft@ScioTownship.org

Township of Scio, MI

827 N Zeeb Rd, Ann Arbor, MI 48103

Joyce Parker Jparker@ScioTownship.org

DryvIQ Sales Contact Information

Steve Woodward

Chief Innovation Officer

734-709-0501

swoodward@dryviq.com

DryvIQ Services Contact Information

Bryan Michel

Director, Professional Services

DryvIQ (314) 497-7555

bmichel@dryviq.com

Confidentiality Notice

The ideas and designs set forth in this document are the property of DryvIQ and may not be disseminated, distributed, or otherwise conveyed to third persons without the express written permission of DryvIQ.

Offer Period

The offer for the services detailed in this SOW is valid until 11/24/2023. If this SOW is not signed, dated, and returned by Customer to DryvIQ, on or before the close of business on such date, DryvIQ shall have the option to withdraw this SOW and the terms of this SOW shall be null and void.

Overview

This Statement of Work, including any exhibits attached hereto, (collectively the "**SOW**") dated 11/14/2023 ("**Effective Date**"), is entered by and between Customer and DryvIQ. This SOW is effective as of the SOW Effective Date stated above and expires two (2) months from the SOW Effective Date ("SOW Term"). Except for delays due to DryvIQ: (i) fees prepaid for Services which remain unused at the end of the SOW Term shall expire and be retained by DryvIQ, and (ii) Customer shall not be entitled to any relief from fees due if the Services are not used within the SOW Term. This SOW is subject to the terms of the Enterprise Terms ("TERMS"), currently in effect between DryvIQ and Customer. In the event of conflict between the terms of the SOW and the terms of the TERMS, this SOW shall govern. This SOW is effective as of the SOW Effective Date and Expires two months from the SOW Effective Date ("SOW Term"). This SOW supersedes any previous written or verbal communication about identified project scope including any proposals or presentations.

Scope

Project Details

Scio Township has engaged the DryvIQ Professional Services team to implement a scoping project to provide a fixed bid for a modernization project dubbed "Project Paperless". DryvIQ will be responsible for the discovery tasks as defined below.

Goals and Approach

The cost for this initial project is for analysis and documentation to produce a detailed project Scope and related Statement of Work (SOW) for the broader *Phase II of Project Paperless* (See *reference- attached*) enabling DryvIQ, Inc. to deliver **fixed bid cost** and/or other 3rd parties who may also choose to fix bid on this project.

Fixed-bid requires a deep understanding and detailed documentation of the solution requirements for Phase II in order to provide an accurate (fixed) cost (*i.e.*: *Fixed project scope = Fixed project cost*).

This process is outlined by this SOW. Based upon our initial walkthrough and meetings, we anticipated that Phase II costs will closely resemble the budgetary estimate provided in the Scio Modernization presentation we shared with Scio and will be a deliverable of this SOW.

Project Steps

- Onsite meeting at Scio offices - one day with chaperone and access to team members
- Focus on first department(s) (Up to 3) to provide most value to Scio via Project Paperless
- Understand
 - department current processes
 - document processing requirements
 - high-value automation
- Create and deliver detailed SOW for Phase II with fixed cost bid focusing on high impact department and processes

Out Of Scope

The following are considered out of scope; therefore, DryvIQ Professional Services will not perform the following during this project.

- Anything not explicitly listed within this Statement of Work is considered out of scope
- Managing any 3rd-party vendors (such as co-location, internet providers, etc.)
- Any major item, as defined that could alter the timeline or increase the resource effort of the migration project, that is not listed within this Statement of Work is considered out of scope. Any additions to the scope of the project will be reviewed by both the

Customer and DryvIQ and a change request may be required. Please see the Change Request section of this document for further details.

Customer Responsibility

- Decision on department(s) to prioritize for Project Paperless
- Provide a chaperone for on-site meeting
- Provide access to department team members for discovery interviews

Change Requests

If either party wishes to change any aspect of the Service, then the party that desires the change must inform the project lead of the other party's project team through an email message. If both parties agree to the change, then DryvIQ will create a Change Request (**CR**) that memorializes the outline change, including any impact of the project timeline and any additional fees. The CR will not be effective and no work on the change will be undertaken until both parties have executed the CR and returned it to DryvIQ.

- The CR will be considered a modification of the SOW and will follow the same delivery, acceptance, and payment process unless specified in the CR.
- Change request activities will not begin until the CR is signed and an associated Purchase Order (PO) is issued.
- Additional Professional Services hours will be billed at **\$250/hour USD**.

Project On Hold

Once this SOW has been executed, DryvIQ will commit resources to ensure a quality service is delivered on time. If the customer requires the project to go on hold for more than two (2) weeks, DryvIQ has the option to continue to recognize 10% of the project hours per week for each week the project is on hold, while not exceeding more than 10hrs per week.

Project Start Date

The anticipated project will be scheduled to start **2 weeks** after execution date of the SOW and corresponding purchase order. Project is expected to be **one calendar month(s)** in duration.

The anticipated schedule will be confirmed by both parties and documented in the Project Plan. All phases are expected to be delivered consecutively and without delays unless otherwise noted. Modifications to the duration of the project may be subject to a formal Change Request (CR).

Project End Date

The project is complete based on the acceptance of the success criteria and upon the delivery of the final Flagged Item and Validation Reports.

Services are estimated to be completed **no more than two weeks** after the Project Kickoff. Any other changes to the schedule will require written agreement between Scio Township and DryvIQ through a formal Change Request (CR). See related section for more details.

Project Commencement

DryvIQ Professional Services must receive an executed Statement of Work and Purchase Order prior to commencement of project and allocation of resources. DryvIQ will also need access to the environment as outlined below and described further in each corresponding section.

DryvIQ will require the following:

- Chaperone for on-site meeting
- Access to departmental team members

Deliverables from this SOW

- A detailed depiction of the current paper-based challenges and the proposed solution leveraging technology.
- A detailed Project Rollout Plan
- A detailed Statement of Work
- A fixed bid proposal including all Professional Services and required software
- Review of all of the above with Scio Project Leaders to assure a deep understanding of how the new system will function, its expected benefits to both Scio Township operations and Scio residents, assure the overall scope is accurate and final sign-off.

Assumptions

General

- It is critical the Customer assigns a project manager to this engagement who will collaborate with DryvIQ to ensure the project remains on track and risks are mitigated.
- DryvIQ's Services team (which includes DryvIQ subcontractors, to which the Customer agrees to DryvIQ's use of by executing this SOW) shall be providing some or all the services.

Duration

- This SOW assumes a continuous effort and a maximum duration.
- If downtime occurs for any reason, the DryvIQ Team may issue a Change Request to document project timeline impacts, as well as reallocate resources until the project can resume.
- This may result in changing of resources, and availability of the resources is dependent upon when the project resumes.
- Delays may also result in extended licensing costs.

Qualified Personnel

- Scio Township will be responsible for providing technical matter experts.
- Only Identified personnel (up to 3) who are intimate with the project may contact and engage DryvIQ Professional Services.
- Customer acknowledges that its designated staff must be actively involved throughout the duration of the engagement. If key members of the project team are or become unavailable, both Customer and DryvIQ will adjust the resources to maintain the project schedule and avoid rework.
- Customer recognizes that stakeholder participation is key in the decision-making process toward the overall environment
- Customer understands that it is imperative to the success of the project to follow the best practices and technical guidance from DryvIQ subject matter experts.
- It is imperative to the success of this project that all team members actively and appropriately communicate in a transparent and efficient manner. This includes the involvement of key stakeholders in meetings, email communications, and general knowledge sharing to alleviate the burden and risk of misalignment that can jeopardize the success of the project.

Services / Software Support Hours and Policies

Working Hours

- The DryvIQ Professional Services team is available Monday through Friday from 9am to 5pm EST/EDT, except observed holidays.
- Weekend hours are not in scope for this project. However, weekend hours can be purchased through a Change Order Request at \$500 per hour, minimum 4 hours increments.

DryvIQ Designated Holidays

The following USA holidays will be observed. DryvIQ will not be available during these nationally recognized holidays:

- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Day

Travel Policy

While unlikely, if travel is required for this SOW that exceeds 100 miles, the Customer will reimburse DryvIQ for any pre-approved travel or business-related expenses incurred by DryvIQ in the provisions of the Services. Such travel and business-related expenses shall be invoiced by DryvIQ without markup and supporting receipts shall be provided upon Customer's request.

If any of the Services require travel and such services are canceled or rescheduled less than seven (7) days prior to the scheduled visit, Customer shall pay all DryvIQ's unrefunded travel expenses, cancellation fees, and change fees related to such visit.

Fees and Invoicing

DryvIQ will invoice Scio Township for the fees set forth below with NET 30 terms.

The total Professional Services fee of **\$4700**, includes all services outlined in this SOW. In no event shall the fee exceed this amount without a written agreement between Scio Township and DryvIQ through a formal Change Request. The Price detailed below is only for Services related to the project.

Name	Delivery Description	Hours	Hourly Rate	Amount
Professional Services	Managed Services	40	\$250 \$117.50	\$4700
			Net-Total	\$4700

Statement of Work

Prepared by: DryvIQ 11/14/2023

IN WITNESS WHEREOF, the parties hereto each acting with proper authority have executed this Statement of Work.

For DryvIQ, Inc

For Scio Township

Signature: *Steve Woodward*

Signature: _____

Name: Steve Woodward

Name: _____

Title: Chief Innovation Officer

Title: _____

Date: 11/14/23

Date: _____

CONTRACT ADDENDUM

THIS ADDENDUM is made this _____ day of _____, 2023, by Scio Township, 827 N. Zeeb Rd., Ann Arbor, MI 48103 (“the Township”), and DryvIQ (“the Contractor”) to a contract between the parties dated _____ for the services detailed in the contract (“the Contract”).

The expressed terms of the Contract notwithstanding, the Township and the Contractor agree to the following amendments, which supersede any conflicting terms of the contract and shall become part of the agreement between the parties.

1. **INSURANCE:** The Contractor shall maintain Commercial General Liability insurance with coverage of at least \$1,000,000.00 per occurrence, Automobile Liability insurance with a combined single limit of \$1,000,000.00 per accident, Worker’s Compensation coverage of \$500,000.00 per employee and, if applicable, Professional Liability insurance of \$1,000,000.00 per claim (\$2,000,000.00 aggregate per year) during the term of this Addendum.

The Contractor shall add the Township to its existing policies as an additional insured party. Prior to the effective date of the Contract, a certificate issued by the insurance company shall be delivered to the Clerk stating that the Township is an insured party under the policy and provide that the policy shall not be terminated or the Township removed as an insured party without thirty (30) day written notice being mailed to the Township. In the event such coverage is not provided or lapses during the term of the Contract and this Addendum, then the Township may, at its option, terminate the Contract and this Addendum. A breach of this provision shall be a material breach of the Contract.

2. **TERMINATION:** Either party may terminate the Contract on 30 days prior written notice to the other party.

3. **LOSS PAYMENT:** Contractor shall pay for any and all liabilities, claims, actions, causes of action, demands, obligations, liens, and any and all other claims or damages of any kind whatsoever, including legal fees and related costs (collectively, “claim” or “claims”) which may result from injury or death to any persons, including Contractor’s own employees, and for loss or damage to any property, including property owned or in the care, custody or control of Scio Township in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or nonperformance of work in connection with the Contract resulting in whole or in part from negligent acts or omissions of the Contractor, any subcontractor, or any employee, agent or representative of the Contractor or any subcontractor. Contractor shall pay for any such claims, whether made against Contractor, the Township or the Township’s officers, employees, agents, attorneys, subcontractors, insurer, volunteers or assign, if the claim arises from the contract or actions described in this paragraph.

4. **COMPLIANCE WITH LAWS AND REGULATIONS:** The Contractor shall comply with all federal, state and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

5. **IRAN ECONOMIC SANCTIONS ACT:** The Contractor certifies that it is not an Iran linked business as defined by the Michigan Iran Economic Sanctions Act (Michigan Compiled Laws §129.311-16).

6. **INTEREST OF CONTRACTOR AND TOWNSHIP:** The Contractor promises that it has no interest which would conflict with the performance of services required by this contract. The Contractor also promises that, in the performance of this contract, no officer, agent, employee of the Township, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. This paragraph does not apply if all parties comply with the provisions of Michigan Compiled Laws §15.323.

7. **EQUAL EMPLOYMENT OPPORTUNITY:** The Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, national origin, age, sex, height, weight, or marital status (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business). A breach of this provision shall be a material breach of the Contract.

8. **CHOICE OF LAW AND FORUM:** This Contract is to be interpreted by the laws of the State of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in Washtenaw County, Michigan.

ATTESTED TO:

DryvIQ

By: _____
Steve Woodward (DATE)
Chief Innovation Officer

Scio Township

By: _____
Will Hathaway (DATE)
Supervisor

By: _____
Jessoca M. Flintoff (DATE)
Clerk

CONTRACTS OF PUBLIC SERVANTS WITH PUBLIC ENTITIES (EXCERPT)
Act 317 of 1968

15.323 Applicability of MCL 15.322 to public servants; requirements of contract; making or participating in governmental decision; counting members for purposes of quorum; voting; affidavit; "governmental decision" defined.

Sec. 3. (1) Section 2 does not apply to either of the following:

(a) A public servant who is paid for working an average of 25 hours per week or less for a public entity.

(b) A public servant who is an employee of a public community college, junior college, or state college or university.

(2) A contract as defined in and limited by section 2 involving a public entity and a public servant described in subsection (1) shall meet all of the following requirements:

(a) The public servant promptly discloses any pecuniary interest in the contract to the official body that has power to approve the contract, which disclosure shall be made a matter of record in its official proceedings. Unless the public servant making the disclosure will directly benefit from the contract in an amount less than \$250.00 and less than 5% of the public cost of the contract and the public servant files a sworn affidavit to that effect with the official body or the contract is for emergency repairs or services, the disclosure shall be made in either of the following manners:

(i) The public servant promptly discloses in writing to the presiding officer, or if the presiding officer is the public servant who is a party to the contract, to the clerk, the pecuniary interest in the contract at least 7 days prior to the meeting at which a vote will be taken. The disclosure shall be made public in the same manner as a public meeting notice.

(ii) The public servant discloses the pecuniary interest at a public meeting of the official body. The vote shall be taken at a meeting of the official body held at least 7 days after the meeting at which the disclosure is made. If the amount of the direct benefit to the public servant is more than \$5,000.00, disclosure must be made as provided under this subparagraph.

(b) The contract is approved by a vote of not less than 2/3 of the full membership of the approving body in open session without the vote of the public servant making the disclosure.

(c) The official body discloses the following summary information in its official minutes:

(i) The name of each party involved in the contract.

(ii) The terms of the contract, including duration, financial consideration between parties, facilities or services of the public entity included in the contract, and the nature and degree of assignment of employees of the public entity for fulfillment of the contract.

(iii) The nature of any pecuniary interest.

(3) This section and section 2 do not prevent a public servant from making or participating in making a governmental decision to the extent that the public servant's participation is required by law. If 2/3 of the members are not eligible under this act to vote on a contract or to constitute a quorum, a member may be counted for purposes of a quorum and may vote on the contract if the member will directly benefit from the contract in an amount less than \$250.00 and less than 5% of the public cost of the contract and the member files a sworn affidavit to that effect with the official body. The affidavit shall be made a part of the public record of the official proceedings. As used in this subsection, "governmental decision" means a determination, action, vote, or disposition upon a motion, proposal, recommendation, resolution, ordinance, order, or measure on which a vote by members of a local legislative or governing body of a public entity is required and by which a public body effectuates or formulates public policy.

History: 1968, Act 317, Eff. Sept. 1, 1968;—Am. 1981, Act 100, Imd. Eff. July 15, 1981;—Am. 1982, Act 207, Imd. Eff. July 1, 1982;—Am. 1984, Act 81, Imd. Eff. Apr. 18, 1984;—Am. 1984, Act 184, Imd. Eff. July 3, 1984;—Am. 1997, Act 145, Eff. Mar. 2, 1998

Compiler's note: Section 191 of Act 227 of the Public Acts of 1975 repealed MCL 4.401 to 4.410, 168.901 to 168.929, 15.321 to 15.330, 15.301 to 15.310, and 15.341 to 15.348. The Michigan Supreme Court, however, in Advisory Opinion on Constitutionality of 1975 PA 227, 396 Mich. 123, 240 N.W.2d 193 (1976), held Act 227 of the Public Acts of 1975 unconstitutional for being in violation of Mich. Const., Art. 4, § 24.

AGENDA # J.3
Scio Township Board of Trustees
Land Preservation Commission Appointments

FOR MEETING DATE OF: December 12, 2023

PREPARED ON: 10/4/23 updated 11/21/23
and updated again 12/6/23

PREPARED BY: Will Hathaway

SUBMITTED BY: Supervisor

ITEM TYPE: Possible Action

BACKGROUND: The current members of the Land Preservation Commission (LPC) who are nominated for reappointment have demonstrated through their past service that they merit another term. The plan introduces one two-year term to help increase the staggering of LPC terms.

The question of whether to reappoint Trustee John Reiser as the Board of Trustees representative to the LPC is postponed until a future meeting to allow establishment of a new staffing arrangement for the LPC.

RECOMMENDATION: Chair of the LPC and the supervisor recommend approval.

MODEL MOTION: To reappoint Marty Mayo, Will Weber, and Liz Wiseman to three-year terms, and Tim Redmond to a two-year term on the Land Preservation Commission commencing on December 12, 2023.

QUESTION: Shall this Motion be APPROVED?

AGENDA # J.4
Scio Township Board of Trustees
Compensation Commission Appointment

FOR MEETING DATE OF: December 12, 2023

PREPARED ON: 11/30/23

PREPARED BY: Will Hathaway

SUBMITTED BY: Supervisor

ITEM TYPE: Possible Action

BACKGROUND: Monica Knowles has demonstrated through her service on the Compensation Commission that she merits reappointment. She was first appointed in fall 2021 and served as chairperson of the Compensation Commission when it completed its work on a tight deadline that year. She Served as chairperson again this year and guided the commission through its work on another set of salary determinations.

Monica meets all of the statutory requirements. She is a registered elector of Scio Township and she is not working in government (other than serving on the Compensation Commission) nor is she married to anyone working in government. Her career in finance is a good background for sorting through the issues involved in setting salary levels.

The original appointments to the Compensation Commission were for staggered terms of 1, 2, 3, 4, and 5 years. As a result, Monica's first term expired on November 23, 2023. She is now appointed to a regular five-year term.

RECOMMENDATION: The supervisor recommends Monica Knowles for reappointment to the Compensation Commission.

MODEL MOTION: To confirm the supervisor's appointment of Monica Knowles to the Compensation Commission for a five-year term commencing on December 12, 2023.

QUESTION: Shall this Motion by APPROVED?

AGENDA # J.5
Scio Township Board of Trustees
Roads Advisory Committee Appointment

FOR MEETING DATE OF: December 12, 2023

PREPARED ON: 10/4/23 updated 11/21/23
and 11/30/23

PREPARED BY: Will Hathaway

SUBMITTED BY: Supervisor

ITEM TYPE: Possible Action

BACKGROUND: Roy Townsend has demonstrated through his past service that he merits another term on the Roads Advisory Committee.

At the request of Roads Advisory Committee Chairperson Kerry, the new term is proposed to end on September 14, 2025. The rationale is that this will bring Roy Townsend's term on RAC in alignment with the other members with whom he began serving in fall of 2021.

RECOMMENDATION: RAC chairperson and supervisor recommend approval.

MODEL MOTION: To approve appointment of Roy Townsend to the Roads Advisory Committee for a term commencing on December 8, 2023 and running through September 14, 2025.

QUESTION: Shall this Motion be APPROVED?

AGENDA # J.6
Scio Township Board of Trustees
Appropriation and Authorization of remaining ARPA funds

FOR MEETING DATE OF: December 12, 2023

PREPARED ON: November 28, 2023

PREPARED BY: Joyce Parker

SUBMITTED BY: Manager

ITEM TYPE: Possible Action

BACKGROUND: The Township received approximately \$1.8M in federal funding through the American Rescue Plan Act (ARPA). Those ARPA funds were spent to purchase a rescue vehicle for the Scio Fire Department and to fund multiple, local road improvement projects in 2023. Further expenditures of ARPA funds have recently been approved for replacement of the emergency generator and for updating the information technology infrastructure at Township Hall.

The Township's Road Special Assessment ended in 2023 and a replacement for that revenue has not yet been identified. The use of the Township's remaining ARPA funds will keep Scio's local road maintenance schedule on track for another year.

FISCAL IMPACT: Expenditure of approximately \$521,000 in ARPA funds.

RECOMMENDATION: Township Manager recommends approval.

MODEL MOTION: To appropriate and authorize the use of Scio Township's remaining federal American Rescue Plan Act allocation for Washtenaw County Road Commission local road improvement projects as listed on the attached agreement and to authorize the supervisor and clerk to sign the agreement.

ATTACHMENTS:

[2024_Scio Township Agreement.pdf](#)

QUESTION: Shall this Motion be APPROVED?

2024 SCIO TOWNSHIP AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____, 2024, by and between the Township Board of Scio Township, Washtenaw County, parties of the first part and the Board of Washtenaw County Road Commissioners, parties of the second part.

WHEREAS, the parties of the first part desire that certain improvements be made upon the local roads in the Township of Scio, and

WHEREAS, proper authority is provided to the parties of the agreement under the provisions in Act 51 of Public Acts of 1951 as amended,

IT IS NOW THEREFORE AGREED, the parties of the second part will accomplish the improvements as specified herein, all in accordance with the standards of the parties of the second part.

IT IS FURTHER AGREED, the parties of the first part shall pay WCRC for the actual project costs incurred for the project; and

IT IS FURTHER AGREED, the WCRC will submit an invoice to the Township on July 1, 2024, for 50% of the estimated project costs. Following project completion and final accounting of the project costs, WCRC will submit the final invoice for the actual remaining unpaid costs. The final invoice shall provide supporting detail and information, which reasonably identifies the actual project costs incurred by WCRC. The Township described herein agrees to remit payment within 30 days from receipt of WCRC invoices.

Delhi Court, East Delhi Road to End of Road

Work to include drainage improvements, heavy brushing, shaping the existing surface, and the application of 6" of 23A Limestone (C.I.P.) (approximately 800 tons) with associated dust control and project restoration.

Estimated total project cost: \$ 49,000.00

East Delhi Road, Miller Road to Railroad Crossing

Work to include drainage improvements, heavy brushing, shaping the existing surface, and the application of 4" of 23A Limestone (C.I.P.) (approximately 3100 tons) with associated dust control and project restoration.

Estimated project cost: \$ 103,000.00

Railroad Street, East Delhi Road to West Delhi Road

Work to include drainage improvements, heavy brushing, shaping the existing surface, and the application of 6" of 23A Limestone (C.I.P.) (approximately 1700 tons) with associated dust control and project restoration.

Estimated project cost: \$ 67,000.00

Streiter Road, Scio Church Road to Liberty Road

Work to include drainage improvements, heavy brushing, shaping the existing surface, and the application of 4" of 23A Limestone (C.I.P.) (approximately 2300 tons) with associated dust control and project restoration.

Estimated project cost: \$ 77,000.00

2024 Scio Township Agreement

Tubbs Road, Huron River Drive to Stein Road

Work to include drainage improvements, heavy brushing, shaping the existing surface, and the application of 6" of 23A Limestone (C.I.P.) (approximately 3600 tons) with associated dust control and project restoration.

Estimated project cost: \$ 155,000.00

West Delhi Road, Miller Road to Railroad Street

Work to include drainage improvements, heavy brushing, shaping the existing surface, and the application of 4" of 23A Limestone (C.I.P.) (approximately 2900 tons) with associated dust control and project restoration.

Estimated project cost: \$ 102,000.00

AGREEMENT SUMMARY

2024 LOCAL ROAD PROGRAM

Delhi Court, East Delhi Road to End of Road	\$ 49,000.00
East Delhi Road, Miller Road to Railroad Crossing	\$ 103,000.00
Railroad Street, East Delhi Road to West Delhi Road	\$ 67,000.00
Streiter Road, Scio Church Road to Liberty Road	\$ 77,000.00
Tubbs Road, Huron River Drive to Stein Road	\$ 155,000.00
West Delhi Road, Miller Road to Railroad Street	\$ 102,000.00

Subtotal \$ 553,000.00

ESTIMATED AMOUNT TO BE PAID BY SCIO TOWNSHIP UNDER THIS AGREEMENT DURING 2024: \$ 553,000.00

FOR SCIO TOWNSHIP:

Will Hathaway, Supervisor

Jessica Flintoff, Clerk

FOR WASHTENAW COUNTY ROAD COMMISSION:

Barbara Ryan Fuller, Chair

Matthew F MacDonell, Managing Director

AGENDA # J.7
Scio Township Board of Trustees
Washtenaw Area Mutual Aid Council Agreement

FOR MEETING DATE OF: December 12, 2023

PREPARED ON: 12/7/2023

PREPARED BY: Andy Houde

SUBMITTED BY: Fire

ITEM TYPE: Resolution

BACKGROUND:

The purpose of this agreement is to establish the Washtenaw Area Mutual Aid Council “WAMAC” to meet the needs of all Washtenaw County and nearby fire departments and provide for the purchase and ownership of equipment, property, buildings, and apparatus, payment of obligations and the hiring of necessary staff. The activities and services to be provided shall include, but are not limited to, the joint ownership and operation of equipment, and the standardization of policies amongst the governmental units, which are parties hereto, which policies will afford and promote effective fire and rescue services within the governmental entities which are parties to this agreement.

The current Washtenaw County fire service mutual aid agreement and technical response team is organized as a non-profit organization under the Internal Revenue Code Section 501(c)(3). This structure offers no governmental immunity to this organization. The technical response team owns significant assets and responds to complex incidents creating significant risk. All assets of the current organization will be transferred to this new entity, and the non-profit organization will be dissolved.

WAMAC shall oversee and be responsible for a Technical Rescue Team, a Swift Water Rescue Team and any future specialized county fire rescue team (collectively, “Technical Response” team or teams) that is made up of shared public resources and which are public safety first responders. WAMAC can and may collect fees and donations to support specialized teams, conduct training and sponsor events, and will act as the fiduciary for the specialized teams, related training, and sponsoring fire events.

The mission of the Technical Response teams is to provide the citizens of Washtenaw County

and of Southeastern Michigan with advanced technical rescue response. These teams expand and enhance the capabilities of fire-rescue response for confined space rescue, high angle rescue, and urban search and rescue when deployed to natural and manmade disasters.

This is the list of member communities pending adoption by their respective governmental bodies: Charter Township of Ann Arbor, the Charter Township of Augusta, the Charter Township of Green Oak, the Charter Township of Pittsfield, the Charter Township of Superior, the Charter Township of Van Buren, the Charter Township of Ypsilanti, the Chelsea Area Fire Authority, the City of Belleville, the City of Ypsilanti, the Village of Clinton, the Dexter Area Fire Department, Clinton Township (Lenawee County), Hamburg Township, Manchester Township, Milan Area Fire Department, Northfield Township, Salem Township, Saline Area Fire Department, Scio Township, and Sumpter Township

This agreement has been reviewed and approved by the Township Attorney.

FISCAL IMPACT: None

RECOMMENDATION: The Fire Chief recommends adoption

MODEL MOTION:

To adopt the attached Washtenaw Area Mutual Aid Council Interlocal resolution.

ATTACHMENTS:

[WAMAC Interlocal Agreement 111723 \(2\).pdf](#)

[112823 Memorandum.pdf](#)

[WAMAC Resolution 120723.pdf](#)

QUESTION: Shall this Resolution be ADOPTED?

Interlocal Agreement

for the

Washtenaw Area Mutual Aid Council

(WAMAC)

This Washtenaw Area Mutual Aid Council Interlocal Agreement (“Agreement”) is entered into, by and among the Charter Township of Ann Arbor, the Charter Township of Augusta, the Charter Township of Green Oak, the Charter Township of Pittsfield, the Charter Township of Superior, the Charter Township of Van Buren, the Charter Township of Ypsilanti, the Chelsea Area Fire Authority, the City of Ann Arbor, the City of Belleville, the City of South Lyon, the City of Ypsilanti, the Village of Clinton, the Dexter Area Fire Department, Clinton Township (Lenawee County), Hamburg Township, Manchester Township, Milan Area Fire Department, Northfield Township, Salem Township, Saline Area Fire Department, Scio Township, and Sumpter Township. The governmental entities who are members to this Agreement may be referred to collectively as the (“Parties”) and individually as a (“Party”)

The governmental entities who are members to this Agreement may be referred to collectively as the (“Parties”) and individually as a (“Party”).

WHEREAS, this Interlocal Agreement is for the governmental units which are Parties hereto to join together to establish the Washtenaw Area Mutual Aid Council for the purposes set forth herein pursuant to and under the authority of the Urban Cooperation Act of 1967, Act 7 of the Public Acts of 1967, as amended; the Intergovernmental Contracts Between Municipal Corporations Act, Act 35 of the Public Acts of 1951, as amended, and the Joint Public Buildings Act, Act 150 of the Public Acts of 1923, as amended.

IT IS AGREED AS FOLLOWS:

ARTICLE I - PURPOSE

The purpose of this Agreement is to establish the Washtenaw Area Mutual Aid Council (“WAMAC” or “the Council” herein) to meet the needs of all Washtenaw County and nearby fire departments and provide for the purchase and ownership of equipment, property, buildings, and apparatus, payment of obligations and the hiring of necessary staff. The activities and services to be provided shall include, but are not limited to, the joint ownership and operation of equipment, and the standardization of policies amongst the governmental units, which are parties hereto, which policies will afford and promote

effective fire and rescue services within the governmental entities which are parties to this agreement.

Additionally, WAMAC shall oversee and be responsible for a Technical Rescue Team, a Swift Water Rescue Team and any future specialized county fire rescue team (collectively, “Technical Response” team or teams) that is made up of shared public resources and which are public safety first responders. WAMAC can and may collect fees and donations to support specialized teams, conduct training and sponsor events, and will act as the fiduciary for the specialized teams, related training, and sponsoring fire events.

The mission of the Technical Response teams is to provide the citizens of Washtenaw County and of Southeastern Michigan with advanced technical rescue response. These teams expand and enhance the capabilities of fire-rescue response for confined space rescue, high angle rescue, and urban search and rescue when deployed to natural and manmade disasters.

ARTICLE II - WASHTENAW AREA MUTUAL AID COUNCIL

Section 1. Creation of the Washtenaw Area Mutual Aid Council

Upon the signing of this Agreement by the Parties and the filing of it with the Monroe, Oakland, Lenawee, Jackson, Wayne, Washtenaw and Livingston County Clerks and the Secretary of State, the Washtenaw Area Mutual Aid Council is created and is established as a separate public corporation pursuant to the statutory authority cited herein, with the powers, functions and duties provided in this Agreement and by law.

Section 2. Name

The name of the entity shall be the Washtenaw Area Mutual Aid Council (“WAMAC”). The Council may recommend a new name. Upon approval of a new name, the Parties shall enter into a written Amendment of this Agreement and file it with the Secretary of State, and with the Monroe, Oakland, Lenawee, Jackson, Wayne, Washtenaw, and Livingston County Clerks, which filing shall have the effect of changing the name of the entity.

Section 3. Composition of Council

- A. The Council shall be composed of one representative from each of the Parties who shall be referred to as members, or singularly as a member.
- B. Each Party shall appoint their respective Fire Chiefs or a designee who shall serve at the pleasure of their respective Party and may be removed by resolution of their

respective Party at any time, with or without cause. Fire Chiefs or designees may not serve on WAMAC beyond their terms of employment with their respective Party.

- C. Any vacancy on the Council arising for any reason shall be filled by appointment by the respective Party within sixty (60) days of the vacancy, to serve for the remainder of the unexpired term. An Interim Fire Chief may fill a vacancy until a permanent Fire Chief is selected. In the event that a Party does not have an Interim Fire Chief available to fill the vacancy, the Party may appoint a designee to attend meetings and cast votes on behalf of the Party until the Party's Fire Chief vacancy is filled.
- D. Members of the Council shall not be paid by the Council for attending meetings or performing duties of the Council.
- E. A new Party may join WAMAC upon approval of a Resolution by the prospective Party's governing body, affirmative approval by a majority the Washtenaw Area Mutual Aid Council Parties, and the approval of an amendment to the Agreement by each of the then existing Parties.

Section 4. Officers

- A. The Council shall elect at its first meeting of each year, from its membership, a President, Vice President, Treasurer, and Secretary, who shall hold office for terms of two (2) years, and until a successor is elected, or until resignation or removal. The terms shall be staggered so that the President and Treasurer shall be elected at the same time, and then the Vice President and Secretary will be elected the next year. Initially, the Vice President and Secretary shall serve a one (1) year term.
- B. Vacancies in any office shall be filled by the Council within sixty (60) days of the vacancy. The officer filling the vacancy shall serve for the remainder of the unexpired term.
- C. The President shall preside at all meetings of the Council and shall have all privileges and duties of a Member of the Council. The Vice President shall preside at all meetings of the Council at which the President is absent. The Treasurer shall have those powers and duties set forth in Article V, Section 3 and 4 hereof. The Secretary shall keep or cause to be made, all non-financial records, reports and minutes required by this Agreement.
- D. Any documents (other than checks which are signed by the Treasurer) requiring a signature on behalf of the Council shall be co-signed by the President and Secretary. In the event the President is unable to sign the Vice President may do so. In the event the Secretary is unavailable, the Council may appoint a temporary secretary solely for the purpose of signing a specified document.

Section 5. Meetings

- A. The Council shall meet at least once every quarter and shall at its first meeting of each year establish a regular meeting schedule which shall be posted at the offices of the Parties. Meetings shall be held in compliance with the Open Meetings Act, MCL 15.261 *et seq.*, including notice and posting requirements. Meetings shall be held in compliance with the Open Meetings Act (MCL 15.261 *et seq.*). Meetings may be held by electronic means only when permitted by law.
- B. Special meetings of the Council may be called by the President, or in the absence of the President, by the Vice President.
- C. Each Council Member shall receive five (5) days written notice of all regular meetings and two (2) days written notice of all special meetings. Written notice of meetings may be provided electronically via email. All notices of all meetings shall be posted as required by the Michigan Open Meetings Act. If WAMAC maintains an official website, it shall post the public notices on its homepage or on a page dedicated to public notices. If WAMAC does not have an office, it must also send a notice to the Clerk of each County listed in Article III Section 1, with a request for the Clerk to post the notice in their office.
- D. All meetings of the Council shall in every respect, conform with the requirements of the Open Meetings Act, Act 267 of 1976, as amended.

Section 6. Quorum

In order to conduct business, a quorum must be present which shall consist of a majority of the Council.

Section 7. Voting

Except when a larger majority is required by law, once a quorum has been established, a majority vote of the members present shall be necessary for the Council to take any official action at a regular or special meeting. A two-thirds vote of all members (except in the case of a vote to include a new Party which requires affirmative approval by a majority of the Parties) is required to amend this Agreement or its bylaws, or to terminate a Party's membership.

Section 8. Minutes and Freedom of Information Act

Complete written minutes of all Council meetings shall be kept in compliance with the applicable provisions of the Michigan Open Meetings Act, copies of which shall be sent to all members of Council and to the Clerk of each of the Parties, as soon as reasonably possible following a Council meeting. Except as otherwise provided by law,

records of the Council's performance of its official functions shall be made available to the public in compliance with the Michigan Freedom of Information Act, 1976 P.A. 442.

Section 9. Rules

Robert's Rules of Orders, when not in conflict with this Agreement or any rules the Council may adopt, shall govern all meetings.

Section 10. Registered Office

The registered office of the Council shall be the office of the Washtenaw Area Mutual Aid Council, care of City of Ann Arbor Fire Department, 111 North Fifth Ave, Ann Arbor, MI 48104. The Council may designate another location as the registered office.

Section 11. Privileges and Immunity from Liability

All of the privileges and immunities from liability, and exemptions from law, ordinances and rules, which apply to the activity of officers, representatives, members, agents and employees of the parties hereto shall apply to the same degree and extent to the performance of such functions and duties of such officers, representatives, members, agents and employees of the Council under this Agreement.

ARTICLE III – EQUIPMENT APPARATUS AND FUNDS

The Parties agree that the equipment and apparatus described in Exhibit A shall be transferred to and/or otherwise acquired from the Washtenaw Area Mutual Aid Association (“WAMAA”) and will be owned and held in the name of WAMAC. The location for the equipment and apparatus is as shown on Exhibit A. The Parties also agree that the funds and assets currently being held by WAMAA will be transferred to WAMAC.

ARTICLE IV - POWERS

Section 1. General Powers

The Council shall have the following powers, authority and obligations:

- A. Subject to the approval of two-thirds the governing bodies of each of the Parties, WAMAC may purchase, lease, construct, own, receive, exercise right of dominion over and hold in its own name real property, including land, buildings and appurtenances for the express purposes provided in Article I.
- B. Subject to the approval of the governing bodies of each of the Parties, contract with other governmental entities and public agencies, and with private persons or organizations, as appropriate, to carry out Council functions or fulfill Council obligations. Approval of the governing bodies of the parties hereto shall not be required when the contract involves less than \$50,000.00 in expenditures, or is an employment contract, or is for a purchase authorized in an approved budget, as provided herein, and unless said contract approval is required by law by the Parties' governing bodies.
- C. Hire and employ a business manager and such other personnel as may be determined necessary, who shall serve at the pleasure of the Council, subject to applicable law.
- D. Accept funds, grants, voluntary work, or other assistance, to carry out Council functions and obligations, from any source, public or private, including, but not limited to, local governmental funding of specific projects, state and federal grants and private donations. Any application for grants or other public funding shall be communicated to the parties hereto.
- E. Operate and establish policies and rules governing the use of WAMAC equipment, apparatus and real property (whether owned or leased by WAMAC), and Technical Response Teams and other specialty teams, consistent with State or local law. Policies and rules may also be established for personnel. Policies and rules may also be established for the use of a business manager.
- F. Conduct in its own name training programs for emergency personnel from the Parties, act as a fiduciary of funds for the Washtenaw County Training Committee and fulfill all of the Washtenaw County Training Committee's responsibilities required by the State Fire Marshal.
- G. Conduct and carry out any program, activity or function that advance and directly relate to the purposes expressed in Article I.
- H. Establish mutual aid agreements amongst the Parties for the deployment of equipment and specially trained personnel, and the coordination of the Parties, in response to emergency situations.
- I. Coordinate and collaborate with Parties to improve emergency services by assisting with training and education, promoting best practices and policies, and maintaining close relationships amongst personnel and Parties.

- J. Make and enter into contracts, employ contractors or employees, acquire, construct, manage, maintain, or operate buildings or improvements, hold or dispose of property, incur debts, liabilities, or obligations, cooperate with a public agency or another legal entity created by that public agency under the Urban Cooperation Act, make loans from the proceeds of gifts, grants, assistance, funds, or bequests. Nothing in this provision authorizes Council to issue bonds in the name of WAMAC.
- K. Sue and be sued in its own name.
- L. Provide funding to other organizations that aid first responders.
- M. Enter into contracts with one or more governmental entity to provide personnel, equipment, specialty team resources, and training to respond to disasters, emergencies and serious threats to public health.
- N. Hire employees, retain consultants and provide them with compensation.
- O. Make claims for federal, county or state aid.
- P. Obtain insurance.
- Q. Operate and train a Technical Response Team (TRT), an Urban Search and Rescue (USAR), Swift Water Rescue (SWRT) teams and other specialty teams if needed.

Section 2. Limitations on Authority

The authority of WAMAC shall be limited as follows:

- A. Upon the approval of a budget, the Council may only carry out such programs and expend such funds as approved in the budget for the ensuing year.
- B. The Council shall have no power or authority to levy any type of tax in its own name within the governmental units of the Parties, or to issue any type of bond in its name, or in any way indebt any of the Parties.
- C. The Council may not make policy or commitments for any Party.

Section 3. Insurance

The Council shall obtain policies of insurance, as a part of its budget, for comprehensive liability and property damage, worker's compensation, motor vehicle insurance, the construction and/or operation of any real estate, and other appropriate and necessary purposes. The Council shall have the Parties named as "additional insured", on

the comprehensive general liability insurance policy. The insurance shall, at a minimum, provide the following coverages:

- A. General Liability \$1,000,000 each occurrence / \$3,000,000 annual aggregate.
- B. Management Liability (including employment practices liability, employee benefit liability, management decisions, and cyber liability) \$1,000,000 each wrongful act / \$3,000,000 aggregate.
- C. Automobile Liability for owned, hired, and non-owned autos \$1,000,000 per occurrence.
- D. If WAMAC has direct employees, Workers' Compensation coverage meeting statutory coverage requirements.
- E. Umbrella or Excess Liability extending over the above coverage, in the amount of \$1,000,000 each occurrence.
- F. Coverage for owned vehicles, property and equipment, and crime (employee dishonesty) dependent on what WAMAC owns and/or the amount of money that is handled by WAMAC.

ARTICLE V - FINANCE

Section 1. Fiscal Year

The fiscal year of the Council shall begin on January 1, unless a different fiscal year is approved by a majority vote of the Council.

Section 2. Annual Budget and Membership Dues

- A. Each year the Council shall develop an annual budget in such detail as required by Act 2 of the Public Acts of 1968 of the State of Michigan, which shall include all sums necessary to carry on the programs authorized herein. The following year's budget shall be submitted to the Clerk or the Chairperson (in the case of an Authority), of each of the Parties hereto by September 1 of each year. The Parties may recommend modifications to the budget through their appointed Council members by **October 1**. If modifications are received by that deadline, the Council will address the requested modifications and may present a final budget with revisions, if any, to the Parties by **November 1**. No later than December 15 of each year, the governing bodies of each of the Parties shall review and approve the budget as presented. That budget will become the Council's on approval by the Parties' governing boards. Failure to timely approve the budget will be considered notice of termination as required by Article VI, Section 2. A.
- B. The Parties shall participate in the ongoing funding of the Council and its programs and activities, through a membership fee as outlined on the attached Exhibit B.

Membership fees and the membership fee structure will be adopted annually as a part of the budget.

- C. Each of the Parties shall pay the membership dues specified in Article V by December 31 of each budget year. In the event that a Party disagrees with the amount established by Council for their membership dues, the Party shall request a meeting with the President of Council by July 1 of the budget year in dispute to attempt to resolve the dispute. If the Party and the President are unable to resolve the matter, the Party may request to terminate their participation, or the Council may consider removal of the Party as provided in Article VI.

Section 3. Treasurer

The Treasurer of WAMAC shall have the responsibility of custody, and control of all funds of the Council. Surplus funds, grants, and gifts shall be held and invested by the Treasurer in compliance with the financial policy adopted by Council. The Treasurer shall make or cause to be made, a full and complete financial report to the Council and to the governing bodies of each of the parties hereto, of the Council's financial transactions at the end of each fiscal year. Such report shall include an independent audit of all receipts and disbursements by a Certified Public Accountant, according to the appropriate audit for WAMAC.

Section 4. Administration

- A. The Treasurer shall administer the financial aspects of WAMAC. All expenditures shall be approved by the Council pursuant to the budget approved by the Parties and paid by the Treasurer according to the methods and procedures established by the Council. The Council shall approve the receipt of gifts, grants, and assistance funds that are to be used for the purposes set forth herein.
- B. WAMAC is established herein as an independent corporate entity, separate and distinct from the Parties hereto. It may have its own employees, who shall not be employees of any of the Parties hereto. Any acts done by any of the Parties in assistance or in cooperation with the Council shall not have any effect upon, nor change the status of the Council, nor create any legal responsibility by any of the Parties hereto for the acts or obligations of the Council.
- C. **Compliance with Tax Requirements:** The Council shall be responsible for compliance with all applicable state and federal tax requirements and other applicable legal filing requirements.

ARTICLE VI - ON-GOING RESPONSIBILITIES & DISSOLUTION

Section 1. Participation and Duration

This Agreement commences on the Effective Date and continues on an indefinite basis until terminated as provided below. The Parties agree that they will participate in the activities and programs of WAMAC and provide payment of membership fees on an on-going basis unless or until terminated in accordance with this Agreement, in order to finance and provide for the purchase and ownership of equipment and apparatus, payment of obligations and the hiring of necessary staff, and conducting activities and services to operate, equip and maintain the Council.

Section 2. Termination of Participation

- A. A Party may only terminate their membership by giving ninety (90) days written notice to the Council and the governing bodies of the Parties, no later than May 1 of any year in which such termination shall be effective. If notice of termination is given, that Party shall remain liable for all obligations incurred by it pursuant to this Agreement, prior to the actual termination and according to the budget approved for that fiscal year.
- B. A Party may be removed from participating in the Agreement upon a vote of two-thirds of the Council and subsequent amendment to the Agreement. If a Party is removed from participation, that Party shall remain liable for all obligations incurred by it pursuant to this Agreement, prior to the actual removal and according to the budget approved for that fiscal year.
- C. In the event of a Party terminating their membership or being removed from membership, the Party shall have no interest, claim or right to any asset, real or personal, of WAMAC.

Section 3. Dissolution

- A. **Termination.** This Agreement shall continue until terminated by the first of the following to occur:
 - 1. The Parties to the Agreement total fewer than fifteen (15); or,
 - 2. A two-thirds vote in favor of termination by the Council.
- B. **Dissolution.** The Council may be dissolved by adoption of a resolution by a majority of the existing members of the Council along with the approval of a plan for the distribution of the Council's assets and surplus funds. Any surplus funds, after paying all bills and division of assets, shall be divided among the Parties according to the proportionate share of contribution made by a Party for the prior

three years. The proposal to dissolve and plan of distribution of assets, including surplus funds, must be provided to the governing body of each Party at least ten (10) days prior to the Council vote on the plan. If the Parties do not agree on the plan to distribute assets, they may choose arbitration. If the Parties do not choose arbitration and cannot agree how to distribute the assets, the Council shall dispose of the assets by public action and deduct the cost of the action prior to any distribution. If dissolution is approved, the Council must comply with all state and federal requirements for dissolution.

ARTICLE VII - MISCELLANEOUS PROVISIONS

Section 1. Amendments

Amendments to this Agreement, other than to add a new Party or as otherwise provided in this Agreement, may be made upon approval of 2/3 vote of the Members of the Council and the approval of 2/3 of the Parties, and shall be approved, processed, and filed as described in Article II, Section 1 and Article VII, Sections 3 and 4.

Section 2. Applicable Laws

This Agreement is made and entered into in the State of Michigan and shall in all respects be interpreted, enforced and governed under the laws of the State of Michigan without regard to the doctrines of conflict of laws. The language of all parts of this Agreement shall in all cases be construed as a whole according to its fair meaning, and not construed strictly for or against any Party.

Section 3. State Approval

As soon as reasonably practicable after the effective date of this Agreement, this Agreement shall be officially submitted to the office of the Governor for approval pursuant to the Urban Cooperation Act of 1967.

Section 4. Effective Date

This Agreement shall be in full force and effect and WAMAC shall be considered as established as an operating public corporation on the date this Agreement was signed by all Parties and filed with the Secretary of State and with the Monroe, Washtenaw, Jackson, Oakland, Lenawee, Wayne and Livingston County Clerks.

Section 5. Duration

This Agreement shall remain in effect and continue on an indefinite basis and shall only be terminated according to the terms hereof.

Section 6. Effect of Agreement

This Agreement shall be binding upon and inure to the benefit of the Parties and the residents of each of the Parties and shall supersede all prior agreements and understandings among the Parties relative to the subject matter.

Section 7. Severability

If any provision of this Agreement, or its application to any person or circumstance, is invalid or unenforceable, the remainder of this Agreement and the application of that provision to other persons or circumstances is not affected but will be enforced to the extent permitted by law.

Section 8. No Waiver of Governmental Immunity

The Parties agree that no provision of the Agreement is intended, nor shall be construed, as a waiver by any Party of any governmental immunity as provided by the Urban Cooperation Act or otherwise under law.

Section 9. Entire Agreement

This Agreement sets forth the entire agreement between the Parties and supersedes any and all prior agreements or understandings between them in any way related to the subject matter hereof. It is further understood and agreed that the terms and conditions herein are contractual and that there are no other agreements, understandings, contracts, or representations between the Parties in any way related to the subject matter hereof, except as expressly stated herein.

Section 10. Captions

The captions, headings, and titles in this Agreement are intended for the convenience of the reader and not intended to have any substantive meaning and are not to be interpreted as part of this Agreement.

Section 11. Jurisdiction and Venue

In the event of any disputes between the Parties over the meaning, interpretation or implementation of the terms, covenants or conditions of this Agreement, the matter under dispute, unless resolved between the parties, shall be submitted to the courts of the State of Michigan, with original jurisdiction and venue vested in the Washtenaw County Circuit Court.

Section 12. Recitals

The Recitals shall be considered an integral part of this Agreement.

Section 13. Counterpart Signatures

This Agreement may be signed by counterpart. The counterparts taken together shall constitute one (1) Agreement.

The **Charter Township of Ann Arbor**, a Michigan municipal corporation located at 1714 Murfin Ave, Ann Arbor, MI 48105, adopted a Resolution on _____ approving the terms and conditions of the Washtenaw Area Mutual Aid Council Interlocal Agreement.

Charter Township of Ann Arbor

By: _____
Diane O'Connell, Supervisor

By: _____
Rena Basch, Clerk

The **Charter Township of Augusta**, a Michigan municipal corporation located at 7530 Talladay Rd, Milan, MI 48160, adopted a Resolution on _____ approving the terms and conditions of the Washtenaw Area Mutual Aid Council Interlocal Agreement.

Charter Township of Augusta

By: _____
Brian Shelby, Supervisor

By: _____
Kim Gonczy, Clerk

The **Charter Township of Green Oak**, a Michigan municipal corporation located at 10001 Silver Lake Rd, Brighton, MI 48116, adopted a Resolution on _____ approving the terms and conditions of the Washtenaw Area Mutual Aid Council Interlocal Agreement.

Charter Township of Green Oak

By: _____
Mark St. Charles, Supervisor

By: _____
Michael H. Sedlak, Clerk

The **Charter Township of Pittsfield**, a Michigan municipal corporation located at 6201 W. Michigan Ave., Ann Arbor, MI 48108-9721, adopted a Resolution on _____ approving the terms and conditions of the Washtenaw Area Mutual Aid Council Interlocal Agreement.

Charter Township of Pittsfield

By: _____
Mandy Grewal, Supervisor

By: _____
Michelle L. Anzaldi, Clerk

The **Charter Township of Superior**, a Michigan municipal corporation located at 3040 N. Prospect Road, Ypsilanti, Michigan 48198, adopted a Resolution on _____ approving the terms and conditions of the Washtenaw Area Mutual Aid Council Interlocal Agreement.

Charter Township of Superior

By: _____
Ken Schwartz, Supervisor

By: _____
Lynette Findley, Clerk

The **Charter Township of Van Buren**, a Michigan municipal corporation located at 46425 Tyler Rd, Van Buren Twp, MI 48111, adopted a Resolution on _____ approving the terms and conditions of the Washtenaw Area Mutual Aid Council Interlocal Agreement.

Charter Township of Van Buren

By: _____
Kevin McNamara, Supervisor

By: _____
Leon Wright, Clerk

The **Charter Township of Ypsilanti**, a Michigan municipal corporation located at 1143 Coleman St, Ypsilanti, MI 48198, adopted a Resolution on _____ approving the terms and conditions of the Washtenaw Area Mutual Aid Council Interlocal Agreement.

Charter Township of Ypsilanti

By: _____
Brenda Stumbo, Supervisor

By: _____
Karen Lovejoy Roe, Clerk

The **Chelsea Area Fire Authority**, a Michigan governmental entity located at 200 W. Middle St, Chelsea, MI 48118, adopted a Resolution on _____ approving the terms and conditions of the Washtenaw Area Mutual Aid Council Interlocal Agreement.

Chelsea Area Fire Authority

By: _____

Tom Osborne, Chairperson

The **City of Ann Arbor**, a Michigan municipal corporation located at 100 N. 5th Ave, Ann Arbor, MI 48104, adopted a Resolution on _____ approving the terms and conditions of the Washtenaw Area Mutual Aid Council Interlocal Agreement.

City of Ann Arbor

By: _____
Christopher Taylor, Mayor

By: _____
Jacqueline Beaudry, Clerk

The **City of Belleville**, a Michigan municipal corporation located at 6 Main St Belleville, MI 48111, adopted a Resolution on _____ approving the terms and conditions of the Washtenaw Area Mutual Aid Council Interlocal Agreement.

City of Belleville

By: _____
Kerreen Conley, Mayor

By: _____
Michelle Bellingham, Clerk

The **City of South Lyon**, a Michigan municipal corporation located at 335 S. Warren St, South Lyon, MI 48178, adopted a Resolution on _____ approving the terms and conditions of the Washtenaw Area Mutual Aid Council Interlocal Agreement.

City of South Lyon

By: _____
Stephen Kennedy, Mayor

By: _____
Lisa Deaton, Clerk

The **City of Ypsilanti**, a Michigan municipal corporation located at 1 South Huron St., Ypsilanti, MI 48197, adopted a Resolution on _____ approving the terms and conditions of the Washtenaw Area Mutual Aid Council Interlocal Agreement.

City of Ypsilanti

By: _____
Lois Richardson, Mayor

By: _____
Andrew Hellenga, Clerk

The **Village of Clinton**, a Michigan municipal corporation located at 119 E. Michigan Ave, Clinton, MI 49236, adopted a Resolution on _____ approving the terms and conditions of the Washtenaw Area Mutual Aid Council Interlocal Agreement.

Village of Clinton

By: _____
Basil Greenleaf, Supervisor

By: _____
Diane Zuker, Clerk

The **Dexter Area Fire Department**, a Michigan governmental entity located at 8140 Main St, Dexter, MI 48130, adopted a Resolution on _____ approving the terms and conditions of the Washtenaw Area Mutual Aid Council Interlocal Agreement.

Dexter Area Fire Department

By: _____
Shawn Keough, Chairperson

Hamburg Township, a Michigan municipal corporation located at 10405 Merrill Rd, Whitmore Lake, MI 48189, adopted a Resolution on _____ approving the terms and conditions of the Washtenaw Area Mutual Aid Council Interlocal Agreement.

Hamburg Township

By: _____
Patrick J. Hohl, Supervisor

By: _____
Mike Dolan, Clerk
Mary Kuzner, Clerk

Manchester Township, a Michigan municipal corporation located at 275 S. Macomb, Manchester, MI 48158, adopted a Resolution on _____ approving the terms and conditions of the Washtenaw Area Mutual Aid Council Interlocal Agreement.

Manchester Township

By: _____
Ronald Milkey, Supervisor

By: _____
Danell Proctor, Clerk

The **Milan Area Fire Department**, a Michigan governmental entity located at 45 Wabash St, Milan, MI 48160, adopted a Resolution on _____ approving the terms and conditions of the Washtenaw Area Mutual Aid Council Interlocal Agreement.

Milan Area Fire Department

By: _____

Michael Armitage, Board Chairperson

Northfield Township, a Michigan municipal corporation located at 8350 Main St, Whitmore Lake, MI 48189, adopted a Resolution on _____ approving the terms and conditions of the Washtenaw Area Mutual Aid Council Interlocal Agreement.

Northfield Township

By: _____
Kenneth Dignan III, Supervisor

By: _____
Kathleen Manley, Clerk

By: _____
Mark D. Lloyd, Manager

Salem Township, a Michigan municipal corporation located at 9600 6 Mile Rd, Northville, MI 48168, adopted a Resolution on _____ approving the terms and conditions of the Washtenaw Area Mutual Aid Council Interlocal Agreement.

Salem Township

By: _____
Gary Wittaker, Supervisor

By: _____
Del Wensley, Clerk

The **Saline Area Fire Department**, a Michigan governmental entity located at 205 E. Michigan Ave, Saline, MI 48176, adopted a Resolution on _____ approving the terms and conditions of the Washtenaw Area Mutual Aid Council Interlocal Agreement.

Saline Area Fire Department

By: _____
_____, Chairperson

By: _____
Jason Sperle, Fire Chief

Scio Township, a Michigan municipal corporation located at 827 N. Zeeb, Ann Arbor, MI 48103, adopted a Resolution on _____ approving the terms and conditions of the Washtenaw Area Mutual Aid Council Interlocal Agreement.

Scio Township

By: _____
Will Hathaway, Supervisor

By: _____
Jessica Flintoft, Clerk

By: _____
Joyce Parker, Manager

Sumpter Township, a Michigan municipal corporation located at 23480 Sumpter Rd, Belleville, MI 8111, adopted a Resolution on _____ approving the terms and conditions of the Washtenaw Area Mutual Aid Council Interlocal Agreement.

Sumpter Township

By: _____
Bryan Huffman, Supervisor

By: _____
Anthony Burdick, Clerk

The **Township of Clinton**, a Michigan municipal corporation located at 172 W. Michigan Ave, Clinton, MI 49236, adopted a Resolution on _____ approving the terms and conditions of the Washtenaw Area Mutual Aid Council Interlocal Agreement.

Township of Clinton

By: _____
Basil Greenleaf, Supervisor

By: _____
Joann Steffens, Clerk

STEPHANIE SIMON MORITA

smorita@rsjalaw.com

27555 Executive Drive, Suite 250
Farmington Hills, Michigan 48331
P 248.489.4100 | F 248.489.1726
rsjalaw.com



ROSATI | SCHULTZ
JOPPICH | AMTSBUECHLER

MEMORANDUM

To: **Washtenaw Area Mutual Aid Association**

From: **Stephanie Simon Morita**
Rosati, Schultz, Joppich & Amtsbuechler, P.C.

Re: **Washtenaw Area Mutual Aid Council Interlocal Agreement**

Date: **November 28, 2023**

I am pleased to present you with a final version of the **Washtenaw Area Mutual Aid Council Interlocal Agreement**.

We first started working on this with leadership from the Washtenaw Area Mutual Aid Association (WAMAA) in mid-2021 to create a governmental entity pursuant to the Urban Cooperation Act of 1967, MCL 124.501 that engages in the same activities as WAMAA, but which also has governmental immunity. Currently, WAMAA is a nonprofit corporation.

This Agreement will need to be approved by each of the Parties to the Agreement. Once that occurs, the Agreement will be sent to the Governor's office for approval. Assuming approval is obtained, the Agreement will need to be filed with the Secretary of State and with each County Clerk for each of the Counties where the Parties are located.

Subsequent to approval by the Parties and the Governor, and the filing of the Agreement where required, it is the intent of the parties to transfer WAMAA's assets to Washtenaw Area Mutual Aid Council (WAMAC).

This has been a group effort, and we extend a sincere thank you to all of the Fire Chiefs and their legal counsel who provided input to bring the Agreement to this point.

Please present this Agreement to your respective legislative body for approval, and send me **six (6) original signed signature pages** for compilation into complete original agreements for filing with the State and each of the Counties, and for retention by WAMAC. Once we have all of the signature pages back, a complete copy will be sent to all of the Parties. If you require a change to the signature page or have any questions, please reach out.

**TOWNSHIP OF SCIO
WASHTENAW COUNTY, MICHIGAN
RESOLUTION #20xx-xx**

**RESOLUTION AUTHORIZING CREATION OF THE WASHTENAW AREA MUTUAL AID
COUNCIL**

At a Regular Meeting of the Township Board of Scio Township, Washtenaw County, Michigan, held at the Scio Township Hall, 827 N Zeeb Road on December 12, 2023, at 7pm.

Members Present:

Members Absent:

The following preamble and resolution were offered by **(name)** and supported by **(name)**.

WHEREAS, Scio Township is routinely faced with natural and human-caused catastrophes and it is important for Scio Township to have the ability for special response capabilities along with the ability to request mutual aid from surrounding communities; and

WHEREAS, this interlocal agreement is to establish the Washtenaw Area Mutual Aid Council under the authority of the Urban Cooperation Act of 1967, Act 7 of the Public Acts of 1967, as amended; the Intergovernmental Contracts Between Municipal Corporations Act, Act 35 of the Public Acts of 1951, as amended; and the Joint Public Buildings Act, Act 150 of the Public Acts of 1923, as amended; and

NOW, THEREFORE, BE IT RESOLVED THAT, The Scio Township Board of Trustees approves the Interlocal Agreement for the Washtenaw Area Mutual Aid Council for the purposes set forth herein pursuant to and under the authority of the Urban Cooperation Act of 1967, Act 7 of the Public Acts of 1967, as amended; the Intergovernmental Contracts Between Municipal Corporations Act, Act 35 of the Public Acts of 1951, as amended; and the Joint Public Buildings Act, Act 150 of the Public Acts of 1923, as amended; and

BE IT FURTHER RESOLVED THAT the Township Manager, Supervisor, and Clerk be authorized and directed to execute the Agreement; and

BE IT FURTHER RESOLVED THAT the Township Manager be authorized to take administrative actions necessary to implement this resolution.

ROLL CALL VOTE:

YES:

NO:

ABSENT:

ABSTAIN:

RESOLUTION DECLARED ADOPTED.

Jessica M. Flintoft, Clerk
Scio Township

DATED: December 12, 2023

CERTIFICATE

I, Jessica M. Flintoft, hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board of Scio Township, County of Washtenaw, State of Michigan, at a Regular Meeting held on December 12, 2023 and 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.

Jessica M. Flintoft, Clerk
Scio Township

DATED: December 12, 2023

AGENDA # J.8
Scio Township Board of Trustees
Washtenaw County Water Resources Grant Application

FOR MEETING DATE OF: December 12, 2023

PREPARED ON: 12/7/23

PREPARED BY: Joyce Parker

SUBMITTED BY: Manager

ITEM TYPE: Possible Action

BACKGROUND: The following description is drawn from a notice received by the Washtenaw County Road Commission.

The Washtenaw County Water Resources Commissioner's Office (WCWRC) has opened the second round of applications of its ARPA Grant. This grant program will offer \$1.2 million in grant funds to fix or replace culverts that will improve water quality, flood control, and/or green infrastructure while restoring or protecting environmental features in local watersheds. Washtenaw County Road Commission (WCRC) effectively collaborated with several townships to secure ARPA grants during the first round. A total of twelve culverts, totaling \$570,000, were approved.

Scio Township has the opportunity to work together with WCRC staff on the preparation and submittal of a grant application. The Board of Trustees is asked to affirm our township's interest in partnering with WCRC to pursue this grant funding opportunity.

Funding is available for construction costs as part of an overall project. Grant applicants must provide a minimum of 50% matching funds for construction costs. Projects to be considered must move forward with construction in the next 18 months. Considering the eligible project categories, local county road culvert replacements are viable candidates for this grant funding. WCRC has identified priority culverts in Scio Township as shown on the map attached and listed below. The identified priority location encompass culverts rated as "Poor" (rated 4 or below) and those bearing weight restrictions within the township, highlighting the urgent necessity for replacement.

- West Delhi Road, South of Miller Road
- Park Road, East of Zeeb Road
- Knight Road, South of Liberty Road

WCRC will need time to evaluate candidate projects and perform preliminary scoping to support the preparation of grant applications. To aid decision-making, and the subsequent application submittal, WCRC staff are working on an estimate for each of the prioritized culverts. WCRC will also review the locations to predict if an Environment, Great Lakes, and Energy (EGLE) & Washtenaw County Water Resources permit will be needed. All of this "preliminary" work for the grant does not require township financial participation.

WCRC has prioritized replacing as many culverts as budget allows with this ARPA grant opportunity. In

this effort, WCRC determined to bear the cost of all engineering work for the project. This engineering work includes scoping, surveying, design, permit application, utility relocation, and material acquisition.

If the township receives an ARPA funding award for any culvert, the WCRC is proposing the construction costs be equally shared as follows.

50% ARPA (through Water Resources grant)

25% WCRC

25% Township

(Note: Since the township receives the ARPA award, the WCRC will bill the township for 75% of the construction cost, and the township will subsequently submit a request to the Water Resources Commission for 50% of the total construction cost.)

Upon award of the ARPA grant, WCRC shall enter an agreement with the township for the construction cost prior to the start of any engineering work. That agreement would come to the Board of Trustees for approval. If the Board of Trustees did not approve that agreement, then it would turn down the WCRC ARPA grant and there would be no cost to the Township.

Important Deadlines:

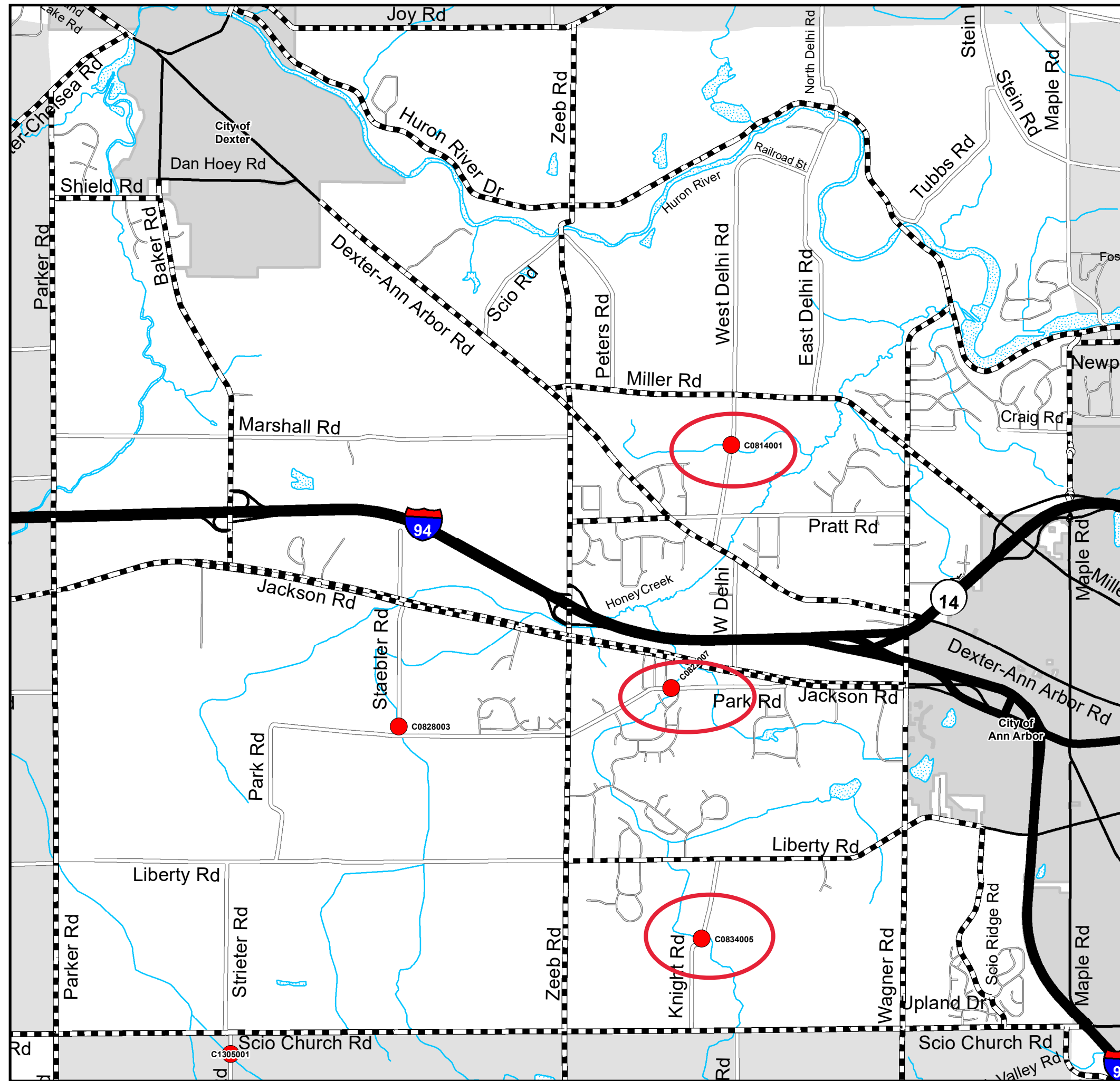
- WCRC Estimates for each culvert are expected to be sent to the township the week of December 18, 2023.
- Townships may request grant preparation aid from WCRC no later than January 3, 2024.
- WCRC provides supporting information to the township for the application no later than January 9, 2024.
- January 16, 2024 - Township submits applications to Washtenaw County Water Resources.

MODEL MOTION: To affirm Scio Township's interest in partnering with the Washtenaw County Road Commission in preparing and submitting an application for the Washtenaw County Water Resources Commission's ARPA grant program for the purpose of replacing culverts and performing other storm water drainage improvements and to authorize the Township Manager to coordinate such efforts.

ATTACHMENTS:

[Scio Township Culvert Locations.pdf](#)

QUESTION: Shall this Motion be APPROVED?

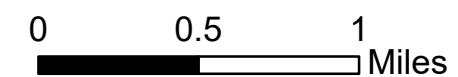
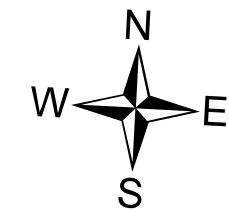


SCIO TOWNSHIP

LEGEND

- State Trunkline
- County Primary
- County Local
- Township Boundary
- Lake/River
- Culvert Locations Span Size
 - Poor Condition Rating
 - Five Feet and Greater

✓ Granted ARPA Funding in Round 1



AGENDA # J.9
Scio Township Board of Trustees
Transit/Bus Advisory Committee

FOR MEETING DATE OF: December 12, 2023

PREPARED ON: 12/7/23

PREPARED BY: Joyce Parker

SUBMITTED BY: Manager

ITEM TYPE: Possible Action

SUGGESTED ACTION: Creation of a Scio Township Transit Bus Advisory Committee

BACKGROUND: During the calendar year 2024, the bus millage will expire. In preparation for the next step related to consideration of placing a question on the ballot, there is a need to review and research regarding what is needed in the future and consideration of placing a ballot question to Scio Residents. The process of making this determination will require extensive resident input, data analysis, and technical assistance internally and externally of the organization. It recommended that the process commence on December 13, 2023, with the appointment of a Scio Township Transit/Bus Advisory Committee to conduct the review and provide recommendations to the Board of Trustees for consideration and approval. Attached is a description regarding the role, duties and responsibilities of the advisory committee.

The committee will include the following members:

Planning Commission Chair, Jan Culbertson

Township Supervisor, Will Hathaway

Scio's WAVE Board Representative, Kim Moore

Township Manager, Joyce Parker

If the Board chooses, an additional Board of Trustee member

RECOMMENDATION: Township Manager recommends approval.

MODEL MOTION: To establish a Scio Township Transit/Bus Advisory Committee as described in the attached proposal to commence its work on December 13, 2023, and present recommendations to the Board of Trustees by March 31, 2024 and to appoint the following committee members, Planning Commission Chair, Jan Culbertson; Township Supervisor, Will Hathaway; Scio WAVE Board Representative, Kim Moore, Township Manager, Joyce Parker and one additional Board member, at the discretion of the the Board of Trustees.

ATTACHMENTS:

[Scio Township Transit Committee.pdf](#)

QUESTION: Shall this Motion be APPROVED?

Scio Township Transit/Bus Advisory Committee

Purpose: During the calendar year 2024, the bus millage will expire. In preparation for the next step related to consideration of placing a question on the ballot, there is a need for review and research regarding what is needed in the future and consideration of placing a ballot question to Scio Residents. The process of making this determination will require extensive resident input, data analysis, and technical assistance internally and externally of the organization. It is recommended that the process commence on December 13, 2023, with the appointment of a Scio Township Transit/Bus Advisory Committee (The Committee) to conduct an extensive review and provide recommendations to the Board of Trustees for consideration and approval.

Structure, Membership and Removal:

1. Scio Township Transit/Bus Advisory Committee Establishment: The Township Board hereby establishes the Scio Township Transit/Bus Advisory Committee for Bus/Transit Services.
2. Membership and Term of Office:
 - The Scio Township Transit/Bus Advisory Committee shall consist of up to five members to include two members of the Board of Trustees, one member of the Scio Township Planning Commission; one member from Western Washtenaw Area Value Express (WAVE) ; the Scio Township Manager and technical support from the Ann Arbor Area Transit Authority; and from SEMCOG.
 - Appointments to the committee shall be approved by a majority vote of the Township Board.
 - The Committee shall select a Chair and Secretary.
 - Resignations from the Committee must be forwarded to the Township Board.
 - Committee members shall serve without compensation.
 - Committee members may be removed after a hearing, by a majority vote of the Township Board.

Meetings:

- The Scio Township Transit/Bus Advisory Committee shall set its meeting dates and times. The duration of the committee shall commence December 13, 2023, and end March 31, 2024.
- Meetings shall conform with the State of Michigan Open Meetings Act.
- The Committee Secretary shall be responsible for keeping formal minutes of all meetings and providing copies to all members, the Township Clerk, and to others as stated in the

charge. At a minimum, each set of minutes must include attendance, approval of past minutes, and all formal motions of the committee.

- A majority of the members are required at a meeting to conduct business and approve actions and recommendations.

Authority:

- The purpose of the Transit/Bus Advisory Committee is to review, analyze and research bus/transportation needs for Scio Township; and to provide recommendations to the Township Board to facilitate the Township Board's determination regarding transportation services for Township residents.
- The Committee is not an independent entity and shall operate only within the parameters of the charge.
- The Committee, acting as a body, shall not have the power or authority to bind or otherwise obligate the Township in any manner.
- The Committee shall have no authority to obligate or expend funds, unless there is approval in advance by the Township Board.

Charge:

The Scio Township Transit/Bus Advisory Committee shall be charged with advising the Board of Trustees with recommendations, based on data, community input, and technical assistance regarding future bus and transit needs for Scio residents. The committee review and analysis shall include the following.

- Financial analysis and forecasting for the next five years.
- Current use of bus and transit services and the status of service delivery
- Recommendations regarding services that are currently not being provided and the rationale for the recommendations.
- Based on service recommendations, provide budget projections and revenue and expenditure projections to provide services.
- Community feedback and the impact of not providing services in future years.