



SPECIAL BOARD MEETING

May 01, 2024 at 9:00 AM

Madison Township Hall – 3804 South Adrian Hwy.

AGENDA

CALL TO ORDER (Cell Phone Reminder - Silent Prayer – Pledge)

ROLL CALL

AMENDMENTS TO THE AGENDA

PETITIONS & COMMUNICATIONS

INTRODUCTION OF SPECIAL GUESTS

LIMITED PUBLIC COMMENT (any agenda item – 3 minutes)

SPECIAL PRESENTATIONS

OLD BUSINESS / UNFINISHED BUSINESS

NEW BUSINESS

- [1.](#) Notice of Intent Resolution Additional Bonds Water Plant Improvement
- [2.](#) Water and Sewer Committee Meeting Minutes 4/24/2024
- [3.](#) Smoke Testing Proposal
 - Sanitary Sewer GIS
 - Water and Sewer System Design
- [4.](#) Resolution to Adopt Fire Millage Ballot Language

PUBLIC COMMENT (any topic – 3 minutes)

ANNOUNCEMENTS

ADJOURNMENT / RECESS

**RESOLUTION AUTHORIZING PUBLICATION OF NOTICE OF INTENT TO ISSUE
ADDITIONAL CAPITAL IMPROVEMENT BONDS AND
DECLARATION OF INTENT TO REIMBURSE**

CHARTER TOWNSHIP OF MADISON
County of Lenawee, State of Michigan

Minutes of a special meeting of the Township Board of the Charter Township of Madison, County of Lenawee, State of Michigan, held on the 1st day of May, 2024, at 9:00 a.m., Eastern Daylight Time.

PRESENT: Members _____

ABSENT: Members _____

The following preamble and resolution were offered by Member: _____
and supported by Member: _____:

WHEREAS, the Charter Township of Madison, County of Lenawee, State of Michigan (the "Township"), has previously stated its intention to authorize the issuance and sale of one or more series of general obligation limited tax capital improvement bonds (the "Bonds") pursuant to Act 34, Public Acts of Michigan, 2001, as amended ("Act 34"), for the purpose of paying all or part of the cost to acquire, construct, furnish and equip improvements to the Township's existing water supply system, consisting generally of improvements to the water treatment plant, together with all necessary sites, structures, equipment, interests in land, appurtenances and attachments thereto (the "Project"); and

WHEREAS, a notice of intent to issue bonds must be published before the issuance of the aforesaid bonds in order to comply with the requirements of Section 517 of Act 34; and

WHEREAS, on December 13, 2023 the Township published a notice of intent to issue bonds in an amount not to exceed Three Million Five Hundred Thousand Dollars (\$3,500,000) for the Project (the "Prior Notice"); and

WHEREAS, based on current construction estimates for the Project, the Township now anticipates that it will be necessary to issue Bonds in excess of the amount described in the Prior Notice and the Township also desires to expand the scope of the Project to include improvements to the Township's existing sewer system (the "Revised Project"); and

WHEREAS, the Township desires to publish a new notice for an additional authorization of Bonds in an amount not to exceed One Million Dollars (\$1,000,000) which notice shall provide additional borrowing authority for the Revised Project and shall be in addition to the principal amount of the bonds authorized by the Prior Notice; and

WHEREAS, the total amount of Bonds to be issued to finance the acquisition and construction of the Revised Project shall not exceed Four Million Five Hundred Thousand Dollars (\$4,500,000); and

WHEREAS, the Township intends at this time to state its intentions to be reimbursed from proceeds of the Bonds for any expenditures undertaken by the Township for the Revised Project prior to issuance of the Bonds.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Township Clerk is authorized and directed to publish a notice of intent to issue bonds in *The Daily Telegram*, a newspaper of general circulation within the Township.

2. The notice of intent shall be published as a display advertisement not less than one quarter (1/4) page in size in substantially the form attached to this resolution as Exhibit A.

3. The Township Board does hereby determine that the foregoing form of Notice of Intent to Issue Bonds, and the manner of publication directed, is adequate notice to the electors of the Township and users of the water and sewer systems, and is the method best calculated to give them notice of the Township's intent to issue the Bonds, the purpose of the Bonds, the security for the Bonds, and the right of referendum of the electors with respect thereto, and that the provision of forty-five (45) days within which to file a referendum petition is adequate to insure that the Township's electors may exercise their legal rights of referendum, and the newspaper named for publication is hereby determined to reach the largest number of persons to whom the notice is directed.

4. The Township makes the following declarations for the purpose of complying with the reimbursement rules of Treas. Reg. § 1.150-2 pursuant to the Internal Revenue Code of 1986, as amended:

- (a) The Township reasonably expects to reimburse itself with proceeds of the Bonds for certain costs of the Revised Project which were paid or will be paid from funds of the Township subsequent to sixty (60) days prior to today.
- (b) The maximum principal amount of debt expected to be issued for the Revised Project, including issuance costs, is \$4,500,000.
- (c) A reimbursement allocation of the expenditures described in (b) above with the proceeds of the borrowing described herein will occur not later than 18 months after the later of (i) the date on which the expenditure is paid, or (ii) the date the related Revised Project are placed in service or abandoned, but in no event more than three (3) years after the original expenditure is paid. A reimbursement allocation is an allocation in writing that evidences the Township's use of the proceeds of the debt to be issued for the Revised Project to reimburse the Township for a capital expenditure made pursuant to this resolution.

5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

AYES: Members: _____

NAYS: Members: _____

RESOLUTION DECLARED ADOPTED.

Janet Moden
Township Clerk

I hereby certify that the attached is a true and complete copy of a resolution adopted by the Township Board of the Charter Township of Madison, County of Lenawee, State of Michigan, at a special meeting held on the 1st day of May, 2024, and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976 and that minutes of the meeting were kept and will be or have been made available as required by said Act.

Janet Moden
Township Clerk

EXHIBIT A

NOTICE TO ELECTORS OF
THE CHARTER TOWNSHIP OF MADISON
OF INTENT TO ISSUE BONDS SECURED BY THE
TAXING POWER OF THE TOWNSHIP AND THE
RIGHT OF REFERENDUM RELATING THERETO

PLEASE TAKE NOTICE that the Township Board of the Charter Township of Madison, Macomb County, Michigan, intends to authorize the issuance and sale of limited tax general obligation capital improvement bonds pursuant to Act 34, Public Acts of Michigan, 2001, as amended, in one or more series in an amount not to exceed One Million Dollars (\$1,000,000), for the purpose of paying part of the cost to acquire, construct, furnish and equip improvements to the Township's existing water supply system, consisting generally of improvements to the water treatment plant, and improvements to the Township's existing sewer system, together with all necessary sites, structures, equipment, interests in land, appurtenances and attachments thereto (the "Project"). The Township previously published a notice of intent to issue bonds for the water supply system improvements on December 13, 2023 in an amount not to exceed Three Million Five Hundred Thousand Dollars (\$3,500,000) (the "Prior Notice"). This principal amount of bonds to be issued and sold pursuant to this notice is in addition to the principal amount of bonds to be issued and sold pursuant to the Prior Notice.

BOND DETAILS

The bonds will mature no later than thirty (30) years after the date of issuance, with interest rates to be determined at a public or negotiated sale but in no event to exceed the maximum permitted by law on the unpaid balance from time to time remaining outstanding on said bonds.

SOURCE OF PAYMENT OF BONDS

THE PRINCIPAL OF AND INTEREST ON SAID BONDS shall be payable from the general funds of the Township lawfully available for such purposes including property taxes levied within applicable constitutional and statutory tax rate limitations. The Township anticipates paying debt service on the bonds from revenues received by the Township from operation of said water supply and sewer systems.

RIGHT OF REFERENDUM

THE BONDS WILL BE ISSUED WITHOUT A VOTE OF THE ELECTORS UNLESS A PETITION REQUESTING SUCH A VOTE SIGNED BY NOT LESS THAN 10% OF THE REGISTERED ELECTORS OF THE TOWNSHIP IS FILED WITH THE TOWNSHIP CLERK WITHIN FORTY-FIVE (45) DAYS AFTER PUBLICATION OF THIS NOTICE. IF SUCH PETITION IS FILED, THE BONDS MAY NOT BE ISSUED WITHOUT AN APPROVING VOTE OF A MAJORITY OF THE QUALIFIED ELECTORS OF THE TOWNSHIP VOTING THEREON.

THIS NOTICE is given pursuant to the requirements of Section 33, Act 94, Public Acts of Michigan, 1933, as amended.

ADDITIONAL INFORMATION will be furnished at the office of the Township Clerk upon request.

Janet Moden, Township Clerk
Charter Township of Madison

Water & Sewer Committee Meeting Minutes

April 24th at 9am

Committee Attendance:

Howard Bales Ryan Robinson

Matt Carpenter Aaron Hacker

Rodney Meeks Conrad Moden

Tim Watterson- Superintendent

Meeting Began at 9am, Watterson reviewed the Proposals with Committee Members from the Township's Engineer and the purpose for each Proposal.

Smoke Testing proposal- Discussion on the need for Smoke Testing on W. Beecher and Sand Creek Hwy Area to locate and identify, Leaks, Breaks or faulty Connections into the Sanitary Sewer System with the intent of repairing or eliminating unauthorized connections that are connected to the Sewer System. The proposal Suggests a cost sharing effort of 50/50 between the City of Adrian and Madison Township. Total Cost- \$21,800. Madison Portion- \$10,900. Motion by Robinson to approve. Support Meeks, Motion Passed 6-0

Sanitary Sewer GIS Proposal.

Reviewed proposal for the Townships engineers to create a complete digital Map for the townships Sanitary Sewer System. This effort would involve combining the original Sewer system drawings (1977) and all extension of the System that have been added on since then (56 Utility prints) this digital file will be used in the public works Asset Management Software and can be used for field reference by public works employees. Motion By Hacker to approve. Motion Supported by C. Moden. Motion passed 6-0 Cost - \$8,900

Water and Sewer System Design Standards.

Reviewed Proposal from the townships Engineer to develop an engineering design standards manual for our Water and Sewer System. The document, upon completion will be submitted to the Township in paper form as well as electronic. Motion by Carpenter to approve. Motion Supported by – Robinson. Motion Passed 6-0 Cost \$7,600

Motion to Adjourn by Carpenter, 2nd by C. Moden. 6-0 at 10:30am.



TETRA TECH

March 1, 2024

Mr. Tim Watterson
Madison Township DPW Supervisor
3804 S. Adrian Highway
Adrian, MI 49221

Re: Beecher Street Area Smoke Testing

Dear Mr. Watterson:

Tetra Tech appreciated the opportunity to prepare a report on the Beecher Street area sanitary sewer needs. That report identified that sewer flow rates responded strongly to rainfall. This wet weather flow can require capacity increases to accommodate the high flow. Furthermore, the higher volume costs more to convey and treat. As a result of these impacts, the Township Board of Trustees expressed interest in performing smoke testing to identify suspected sources of infiltration/inflow. This letter serves as our proposal to lead the smoke testing.

SCOPE OF SERVICES

We propose the following scope of services:

1. Hold a kickoff meeting with Madison Township and City of Adrian.
2. Provide a door hanger flyer that Township and City staff can distribute to affected parcels ahead of the work so that homes can be prepared (primarily adding water to floor drain traps)
3. Contact MDOT and inform them of the work to be completed in the M-34 right-of-way.
4. Conduct smoke testing for the Marvin Drive sewer area, the sewer along M-34, Maple Woods manufactured homes, the Industrial Drive area and the sewer area north of Tayer Road.
5. Tabulate the data in GIS and prepare a short report (perhaps 2 to 5 pages in addition to accompanying tables) documenting our findings.
6. Present the report results to the Township Board of Trustees.

ASSUMPTIONS

Work not identified in this proposal will not be performed.

Tetra Tech, Inc.
10000 W. 11th Street, Suite 100, Overland Park, KS 66213
Tel: 913.241.4000 www.tetra-tech.com



TETRA TECH

Follow-up work such as investigations on private property will be authorized separately, if desired

SCHEDULE

We propose conducting work in late May or early June when the ground is generally dry. The work should be performed during dry weather, so the work will be scheduled around the forecast.

COMPENSATION

We will invoice based on our standard hourly rates. We suggest a budget of \$21,800. This budget will not be exceeded without your prior written authorization. Our Standard Terms and Conditions are attached and considered a part of this proposal.

This contract will perform work within both Adrian and Madison Township and both entities use the sewer. We estimate approximately 50% of our effort will be within the City and 50% within the Township.

EXECUTION

If you agree with the work outlined in this proposal, please sign in the space provided to indicate your acceptance. Tetra Tech appreciates our long history of service to Madison Township.

Sincerely;

Brian M. Rubel, PE
Sr. Vice President

PROPOSAL ACCEPTED BY _____

TITLE: _____ **DATE:** _____

**TETRA TECH**

April 15, 2024

Mr. Tim Watterson
Madison Township DPW Supervisor
3804 S. Adrian Highway
Adrian, MI 49221

RE: Water and Sewer Design Standards

Dear Mr. Watterson:

During recent efforts to facilitate extensions of water and sewer utilities, we discussed that the Township having written material and design standards would both reduce staff time and improve the quality of added infrastructure. You subsequently requested Tetra Tech to prepare a proposal to assist Madison Township prepare a standards document. This letter serves as that proposal.

SCOPE OF SERVICES

To reduce cost, we propose to model a standards document after documents Tetra Tech has prepared for other communities. We can and will make minor revisions to tailor the document to Madison's needs. We propose the following scope of services:

1. Copy and transmit two or three documents to Madison Township for review and discussion.
2. Modify the standard documents for the specific needs of Madison. We have assumed approximately 24 hours of time to modify the documents inclusive of details and figures.
3. Prepare a draft Madison Township Engineering Standards document in paper and PDF formats.
4. Hold one review meeting with Madison Township to receive comments on the draft document.
5. Prepare ten paper copies and one PDF copy of the final document.

ASSUMPTIONS

Development of submission and review flow charts and private road standards (including stormwater standards) are not included, but the scope and budget can be modified to include these items



SCHEDULE

We envision a draft document prepared within four to six weeks of holding our kickoff call.

COMPENSATION

Compensation will be based on our standard hourly rates. We suggest a budget of \$7,600 for the work described. This budget will not be exceeded without the Township's prior written permission.

Our Standard Terms and Conditions are attached and considered a part of this proposal.

EXECUTION

Should the Township agree with this proposal, please sign in the space provided to indicate your acceptance. Tetra Tech appreciates our long history of service to Madison Township and looks forward to this project which will assist the Township establish a foundation for its future.

Sincerely,

A handwritten signature in black ink that reads 'Brian M. Rubel'.

Brian M. Rubel, PE
Vice President

PROPOSAL ACCEPTED BY _____

TITLE: _____ **DATE:** _____



March 4, 2024

Mr. Tim Watterson
Madison Township DPW Supervisor
3804 S. Adrian Highway
Adrian, MI 49221

Re: Sanitary Sewer and Cemetery GIS

Dear Mr. Watterson:

Tetra Tech has appreciated our long history of service with the Township's water and sewer infrastructure. Through prior projects, Tetra Tech has created a geographic information system (GIS) file for the water system. However, no prior project has allowed us to create the same for the sanitary sewer system.

Furthermore, the Township Clerk has the responsibility to manage the plots at the Township Cemeteries. These records are currently in paper form. By creating GIS files for the cemeteries, the records can be digitized and managed within the Township's existing BS&A accounting software.

Tetra Tech has prepared this proposal to assist in creating GIS files for sanitary and the two cemeteries.

SCOPE OF SERVICES

We propose the following scope of services:

1. Hold an electronic kickoff meeting with Madison Township. We previously held an in-person meeting to scope this project.
2. Prepare a GIS layer of the sanitary sewer. The base of this file will be the AutoCAD mapping prepared in the 1990s. We will add pipe material and sewer invert elevations from record drawings. We will digitize extensions added to the system as depicted in the scans recently transmitted to Tetra Tech. We estimate approximate 7 developments in 56 sheets will be added.
3. Prepare a GIS layer of the three cemeteries showing the plot layout. We will include polygons for lots, blocks, and plots as well as a line layer to allow visualization of dimensions. Block IDs or numbering will be included for linkage to BS&A.
4. Transmit the electronic versions of the above to Madison Township.



ASSUMPTIONS

Work not identified in this proposal will not be performed.

The Township will use the GIS files in existing asset management software and assistance with establishing standalone GIS software is not needed.

Integration of the cemetery files with BS&A software is not requested of Tetra Tech.

Field verification of the data is not requested. Tetra Tech recommends this occur in the future, but it is also a very time consuming task.

SCHEDULE

We are prepared to begin work immediately upon receiving your authorization. We estimate the above services will take approximately 4 to 6 weeks to complete.

COMPENSATION

We will invoice based on our standard hourly rates. We suggest a budget of \$14,900. This budget will not be exceeded without your prior written authorization. Our Standard Terms and Conditions are attached and considered a part of this proposal.

For internal tracking, approximately \$6,000 is attributable to the cemetery work and \$8,900 to the sanitary sewer work.

EXECUTION

If you agree with the work outlined in this proposal, please sign in the space provided to indicate your acceptance. Tetra Tech appreciates our long history of service to Madison Township.

Sincerely;

Brian M. Rubel, PE
Sr. Vice President

PROPOSAL ACCEPTED BY _____

TITLE: _____ **DATE:** _____

RESOLUTION TO ADOPT FIRE MILLAGE BALLOT LANGUAGE

Madison Charter Township, Lenawee County

Item 4.

Resolution Number 05-2024-1

WHEREAS, the Township Board of Charter Township of Madison wishes to provide for replacing fire and ambulance equipment and housing of same; and

WHEREAS, townships may impose and levy ad valorem property taxes to finance lawful public services, as authorized by the Michigan Constitution of 1963 and other laws; and

WHEREAS, the Township Board of Madison Charter Township wishes to renew the 0.9661 millage voted millage levied or replacing fire and ambulance equipment and housing of same;

NOW, THEREFORE, BE IT RESOLVED that the Township Board of Madison Charter Township, Lenawee County, approves the following millage ballot question language and directs the Clerk to submit it to be placed on the August 6, 2024 election ballot:

Shall the previous voted millage in the Charter Township of Madison of 0.9661 mills (\$0.9661 per \$1,000 of taxable value) be renewed at 0.9661mills (\$0.9661 per \$1,000 of taxable value) and levied for 4 years, 2025 through 2028 inclusive, for the purpose of replacing fire and ambulance equipment and housing of same. This millage will raise an estimated \$257,134.15 in the first year the millage is levied.

- Yes
- No

Motion made by: Gary Griewahn, Supervisor
Seconded by:

Upon roll call vote the following voted:

- Yes:
- No:
- Absent:

The Supervisor declared the resolution .

Janet Moden, Township Clerk

CERTIFICATE

I, Janet Moden, the duly appointed Clerk of Madison Charter Township, hereby certify that the foregoing resolution was adopted by the Township Board by a roll call vote at a special meeting of the Board held on May 1, 2024, at which meeting a quorum was present; and that this resolution was ordered to take immediate effect.

Janet Moden, Township Clerk