



In compliance with Governor Whitmer's [executive order 2020-154](#), this meeting is being conducted via Zoom Webinar Platform

**TOWNSHIP BOARD REGULAR MEETING
AGENDA
Monday, October 5, 2020 - 6:00 PM**

How to Connect:

Meeting URL: <https://us02web.zoom.us/j/88603095952?pwd=bi9nT3M2Sk5wSGEwcTMxdWJkajMrdz09>

Meeting ID: 886 0309 5952

Passcode: 639953

Call-In Options using the U.S. numbers:

+1 312 626 6799 | +1 646 876 9923 | +1408 638 0968 | +1669 900 6833

+1 253 215 8782 | +1 301 715 8592 | +1346 248 7799

International numbers available at <https://zoom.us>

For the hearing impaired, please call 711 to access the FCC's phone relaying service and provide one of the U.S. number call-in information above.

If you need assistance connecting, please contact IT Director David Marquette at dmarquette@deltami.gov.

Public comment will be available to all participants.

- I. CALL TO ORDER
- II. OPENING CEREMONIES
- III. ROLL CALL – Members: Supervisor Kenneth R. Fletcher, Clerk Mary R. Clark, Treasurer Howard A. Pizzo, Trustee Fonda J. Brewer, Trustee Andrea M. Cascarilla, Trustee Dennis R. Fedewa, and Trustee Karen J. Mojica
- IV. PRESENTATIONS AND PROCLAMATIONS
 1. [Government Finance Officers Association \(GFOA\) Distinguished Budget Award](#)
- V. SET/ADJUST AGENDA
- VI. PUBLIC HEARINGS
- VII. COMMUNICATIONS
 2. [Vivian Johnson Thank You to Delta Township](#)
- VIII. PUBLIC COMMENTS FOR ITEMS NOT ON AGENDA (maximum two minutes)
- IX. INTRODUCTION OF ORDINANCES
- X. PASSAGE OF ORDINANCES
- XI. CONSENT AGENDA – Anyone may request item(s) to be pulled from the consent agenda for discussion. If left on the consent agenda, the items will be voted on by a roll call vote of the Board en masse. Then, the individual item(s) will be discussed and voted upon.

3. Bills and Financial Transactions

a. **\$ 2,025,774.38**

4. Minutes

a. **September 21, 2020**

5. Set the Public Hearing for FY 2021 Budget

The Accounting Department recommends that the Delta Township Board set a public hearing on the FY 2020 budget for Monday, October 19, 2020, via the Zoom Digital Meeting Platform at 6:00 p.m.

6. Municipal Utility Agreement Meijer DC89 Addition

The Engineering Department recommends that the Delta Township Board approve the Municipal Utility Agreement submitted by Meijer Inc. for the relocation of public water mains to facilitate the proposed Meijer DC89 Addition project.

7. MERS Credited Service – Ken Barnes

The Manager's Office recommends that the Delta Township Board adopt the resolution granting the twenty-five (25) months additional credited services for Kenneth Barnes.

XII. ITEMS REMOVED FROM CONSENT AGENDA FOR DISCUSSION

XIII. ITEMS ADDED TO AGENDA UNDER SECTION V. SET/ADJUST AGENDA

XIV. ITEMS OF BUSINESS

8. Board and Commissions Appointments

The Township Supervisor recommends that the Delta Township Board appoint the corresponding persons to the corresponding Board or Commission; and that the Clerk is hereby directed to send notification informing them of their appointment

9. Rate Study

The Accounting Department recommends that the Delta Township Board accept the Water fund and Wastewater fund rate studies provided by Baker Tilly Municipal Advisors, LLC dated September 18, 2020 and place on file.

10. Delta Pine Donation to State of Michigan

The Manager's Office recommends that the Delta Township Board approve the donation of the tree located at 6325 W. Willow Hwy. requested by the State of Michigan Tree Crew for the Silver Bells Celebration.

11. Contract Award for Creyts Road Ground Storage Electrical and Controls Upgrades

The Engineering Department recommends that the Delta Township Board accept the bid from DVT Electric, Inc. for the Creyts Road Booster Station Electrical and Controls Upgrades project in the amount of \$482,130, which includes Bid Alternate No. 1 for new LED lighting

12. Planning Commission Transmittal of the 2021-2026 Capital Improvements Program

The Planning Department recommends that the Delta Township Board acknowledge receipt of the 2021-2026 Capital Improvements Program as prepared and adopted by the Delta Township Planning Commission.

13. St. Joe Property Legal Defense Fund

The Delta Township Manager's Office recommends that the Delta Township Board approve the attached resolution for an application for assistance from the MTA/MML Legal defense fund.

XV. MANAGER'S REPORT

XVI. COMMITTEE OF THE WHOLE

14. Eaton County Interlocal Agreement for County Designated Assessor Discussion

15. Delta Township FY 2021 Budget Discussion

XVIII. CLOSED SESSION

16. Closed Session

The Manager's Office recommends that the Delta Township Board adjourn to Closed Session at the request of the Township Manager under the Open Meetings Act (Act 267 of 1976), Section 15.268 (c) for strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement with the Delta Township Professional Firefighter's Union.

XIX. PUBLIC COMMENTS (maximum five minutes)

XX. ADJOURNMENT

CHARTER TOWNSHIP OF DELTA

MARY R. CLARK, TOWNSHIP CLERK

Phone (517) 323-8500

Individuals with disabilities attending Township meetings or hearings and requiring auxiliary aids or services should contact Township Manager and ADA Coordinator Brian T. Reed by email at manager@deltami.gov or calling (517) 323-8590 to inform him of the date of the meeting or hearing that will be attended. Copies of minutes may be purchased or viewed in the Clerk's Office from 8 a.m. to 5 p.m., Monday through Friday.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Delta Charter Township
Michigan**

For the Fiscal Year Beginning

January 1, 2020

Christopher P. Morrill

Executive Director

The image features three horizontal bands of light pink, watercolor-style brushstrokes. The strokes are layered vertically, with the middle one being the most prominent. The text 'Thank you' is centered within the middle band.

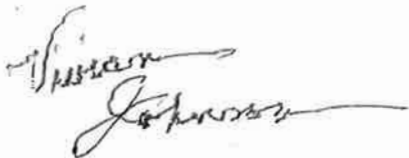
Thank you

BACK TO AGENDA

Dear Delta Township,

I would like to thank you for your part in making my 100th birthday very special. Your sweet card and Certificate of Proclamation in my name were touching and made the best for my 100th birthday. I am very proud to be a resident of Delta Township and very thankful for your part in my celebration. Please accept my small appreciation for your part in my birthday.

My very best,

A handwritten signature in black ink, appearing to read "Susan Johnson". The signature is written in a cursive style with a long horizontal flourish extending to the right.

**DELTA CHARTER TOWNSHIP
FINANCE REPORT
FOR TOWNSHIP BOARD MEETING
10/05/2020**

Disbursement requests listed on the following pages, totaling \$ 2,025,774.38, have been received and reviewed by the Manager, Finance Director, and Clerk. It is recommended that all listed vouchers be approved for payment.

Bond/Debt Payments	375,812.50
Payroll & Related	356,026.91
Refunds	79,979.89
Tax Distributions	
Vendor Claims	1,213,955.08
	<hr/>
Total	<u><u>\$ 2,025,774.38</u></u>

Investments

Kenneth R. Fletcher, Township Supervisor

Mary R. Clark, Township Clerk

Howard A. Pizzo, Township Treasurer

[**BACK TO AGENDA**](#)

**PAYABLES FOR DELTA CHARTER TOWNSHIP
BOARD AGENDA DATE 10/05/2020**

Check Date	Check	Vendor Name	Description	Amount
09/23/2020	317530	SYNCB/AMAZON	WEATHER GUARD TRUCK STORAGE DRAWER, PACKING TAPE, IMPACT JOINT, LABELS	1,452.76
09/23/2020	317531	DBI BUSINESS INTERIORS	OFFICE & OPERATING SUPPLIES - AUGUST 2020	1,660.32
09/23/2020	317532	DELTA DENTAL PLAN OF MICHIGAN	DENTAL INSURANCE - OCTOBER 2020	16,375.10
09/23/2020	317533	WEX BANK	FUEL PURCHASES FOR TWP VEHICLES - AUGUST 2020	7,347.70
09/23/2020	317534	LANSING BOARD OF WATER & LIGHT	WHOLESALE WATER BILLING - JULY & AUGUST 2020	688,526.02
09/23/2020	317535	BASEMENT CRACKS & LEAKS, METRO INC.	REFUND CANCELLED PERMIT #PB200061	32.50
09/23/2020	317536	JOHNSON SIGN COMPANY	REFUND OVERPAYMENT PERMIT #PS200043	65.00
09/23/2020	317537	COUNTY PLUMBING	REFUND CANCELLED PERMIT #PP200052	20.00
09/23/2020	317538	ERIN BORN	REFUND ACTIVITY FEE YOUTH SOCCER CLINIC	20.00
09/23/2020	317539	JEANINE VILLA	REFUND RENTAL FEE ENRICHMENT CENTER	250.00
09/23/2020	317540	CORELOGIC CENTRALIZED REFUNDS	REFUND SUMMER TAX OVERPAYMENT 430 LELAND PLACE	2,132.14
09/23/2020	317541	IDLE, SCOTT	REFUND SUMMER TAX OVERPAYMENT 4255 MAR MOOR DR	3,647.96
09/23/2020	317542	LERETA	REFUND SUMMER TAX OVERPAYMENTS MULTIPLE PROPERTIES	12,226.90
09/23/2020	317543	EASTBROOK HOMES	REFUND FOR WATER INSTALLATIONS @ 6724 MULDERSTRAAT & 11167 WINDSWEEP	102.78
09/30/2020	317560	AT&T	PHONE SERVICE @ RECYCLING CENTER (9/13/20 - 10/12/20)	78.83
09/30/2020	317561	AT&T MOBILITY	WIRELESS MODEM - ENGINEERING - AUGUST 2020	36.24
09/30/2020	317562	BARYAMES CLEANERS, INC.	CHIEF & ASST CHIEFS UNIFORMS - LAUNDRY	198.40
09/30/2020	317563	BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH INSURANCE - OCTOBER 2020	144,386.05
09/30/2020	317564	CANON FINANCIAL SERVICES, INC.	MONTHLY COPIER CONTRACT CHARGE - OCTOBER 2020	1,064.00
09/30/2020	317565	CAPITAL AREA UNITED WAY	PAYROLL WITHHOLDING	39.23
09/30/2020	317566	COMCAST	SERVICE @ MULTIPLE LOCATIONS (9/29/20 - 11/08/20)	439.61
09/30/2020	317567	CONSUMERS ENERGY	SERVICE @ MULTIPLE LOCATIONS (8/15/20 - 9/16/20)	657.61
09/30/2020	317568	DEARBORN NATIONAL LIFE INSURANCE	LIFE, ADD, LTD & OPT'L INSURANCE - OCTOBER 2020	6,693.85
09/30/2020	317569	HUMANA INSURANCE CO.	RETIREEES MEDICAL INSURANCE - OCTOBER 2020	17,727.22
09/30/2020	317570	LANSING BOARD OF WATER & LIGHT	SERVICE @ MULTIPLE LOCATIONS (8/14/20 - 9/17/20)	39,569.62
09/30/2020	317571	LEE MILLER	REFUND ACTIVITY FEE YOUTH SOCCER CLINIC	20.00
09/30/2020	317572	TAMI MULLETT	REFUND BALANCE ON ACCOUNT	5.00
09/30/2020	317573	MICHELLE FINLEY	REFUND RENTAL FEE COMMUNITY CENTER	695.00
09/30/2020	317574	MARNEE WOHLFERT	REFUND RENTAL FEE SHARP PARK SHELTER	60.00
09/30/2020	317575	LUKE WNUK	REFUND RENTAL FEE COMMUNITY CENTER	500.00
09/30/2020	317576	MARY LOVE-HARRIS	REFUND RENTAL FEE COMMUNITY CENTER	265.00
09/30/2020	317577	BARBARA ROSSI	INSTRUCTOR BARRE FITNESS, ZUMBA GOLD, STRENGTH, FLEXIBILITY & CORE CLASSES	1,510.00
09/30/2020	317578	SHANNON SIMON	INSTRUCTOR YOUTH DANCE CLASSES	1,030.80
09/30/2020	317579	WHITE, VANCE & NEILSEN, JODY	REFUND SUMMER TAX OVERPAYMENT 10486 N ROYSTON RD	99.86
09/30/2020	317580	DIVERSIFIED NATIONAL TITLE AGENCY	REFUND SUMMER TAX OVERPAYMENT 6520 BROOK TRAIL	17.03

09/30/2020	317581	UNIFIED GROUP, LLC	REFUND SUMMER TAX OVERPAYMENT 8132 W SAGINAW HWY	59,618.70
09/30/2020	317582	BROWNLEE, STEPHEN	REFUND SUMMER TAX OVERPAYMENT 6785 COTSWALD DR	17.34
09/30/2020	317583	UPS	SHIPPING CHARGES	47.38
09/30/2020	317584	SCHAUS, JUDY	W/S REFUND FOR ACCOUNT: 00019672	35.30
09/30/2020	317585	HINSHAW, CHRIS	W/S REFUND FOR ACCOUNT: 00029523	15.46
09/30/2020	317586	HUYSER, MARILYN	W/S REFUND FOR ACCOUNT: 00014241	133.92
10/06/2020	EFT	INSIGHT NORTH AMERICA, LLC	INVESTMENT ADVISORY SERVICES - AUGUST 2020	1,883.50
10/07/2020	317587	ADT SECURITY SERVICES, INC.	MONTHLY ALARM MONITORING SERVICE - OCTOBER 2020	71.93
10/07/2020	317588	INTERSTATE BILLING SERVICES, INC.	SAFETY FUEL TANKS, HYGARD OIL, FUNNELS	189.53
10/07/2020	317589	AMERICAN RENTALS, INC.	PORTABLE TOILETS	545.00
10/07/2020	317590	APOLLO FIRE EQUIPMENT CO.	LADDER BELTS	2,766.02
10/07/2020	317591	AUTOMATION DIRECT	MICRO TOUCH SCREENS, AXIAL FANS, SEAL FAILURE RELAYS, A/C CURRENT TRANSDUCERS, ETC.	1,870.50
10/07/2020	317592	AUTO VALUE PARTS STORE	OIL, OIL FILTERS, AIR FILTER, FUEL FILTER, BATTERY PROTECTOR, PAINT	157.03
10/07/2020	317594	BORNOR RESTORATION, INC.	CONTRACTOR PAY APP 1 - ADMIN BLDG ROOF	128,249.10
10/07/2020	317595	HEATHER BOUCK	REIMBURSE MILEAGE TO TECUMSEH FOR BALLOT PICKUP	96.60
10/07/2020	317596	BLUE WATER MGMT SOLUTIONS, LLC	PUMPS & MOTORS COURSE REGISTRATION - R KANE, D D'HAENE, M STAFFORD, M MCKANE	660.00
10/07/2020	317597	CAPITAL ASPHALT LLC	COLD PATCH	600.75
10/07/2020	317598	CDW GOVERNMENT, INC.	COLOR & BLACK TONER, PHOTOCONDUCTOR UNIT, FUSING UNIT, TRANSFER UNIT, BARCODE SCANNERS	1,987.99
10/07/2020	317599	CHROUCH COMMUNICATIONS, INC.	INSTALLED MIXER, ROUTED ALL AUDIO OUT TO AMPS, ASSIGNED PRIORITIES	2,668.20
10/07/2020	317600	CINTAS CORPORATION #725	MATS FOR SUBSTATION	35.00
10/07/2020	317601	CLASSIC COFFEE CO.	COFFEE, CREAM, SUGAR - STATIONS #1 & #3	251.50
10/07/2020	317602	CP SIGNS, INC.	SOCCER SIGN & POST, PATHWAY SIGNS	1,061.00
10/07/2020	317603	D&G EQUIPMENT INC.	RELAY SWITCH FOR ZERO-TURN MOWER	13.82
10/07/2020	317604	DAVID D'HAENE	REIMBURSE CDL LICENSE RENEWAL	30.00
10/07/2020	317605	DAVID CHAPMAN AGENCY, INC.	NOTARY BOND RENEWAL - L WELLS, MVR BACKGROUND CHECKS FOR VENDORS	61.00
10/07/2020	317606	DETROIT PUMP & MFG COMPANY	CHECK VALVE ASSEMBLIES FOR FERRIC PUMP	470.76
10/07/2020	317607	DIESEL EQUIPMENT SALES & SERVICE	SKYWAY LIFT STATION INJECTORS	300.00
10/07/2020	317608	DYER WELL DRILLING & SERVICE, INC.	WELL ABANDONMENT - 424 MEADE DR	1,200.00
10/07/2020	317609	EATON COUNTY TREASURER	2020 JULY BOARD OF REVIEW - 2017, 2018, 2019 TAX YEARS	413.97
10/07/2020	317610	ELECTION SOURCE	A-FRAME SIGN STANDS, "VOTE HERE" SIGNS	6,467.09
10/07/2020	317611	ETNA SUPPLY COMPANY	NEW METERS	2,160.00
10/07/2020	317612	FACILITY SOLUTIONS, INC.	NITRILE GLOVES, HAND SANITIZER, PAPER TOWEL, HAND SOAP, AIR FRESHENER, VACUUM FILTERS, ETC.	1,592.26
10/07/2020	317613	JOHN DEERE FINANCIAL	MOWER BLADES, THRUST PLATES	121.37
10/07/2020	317614	FERGUSON WATERWORKS #3386	STEEL PIPE TUBE, FLANGE SETS, CURB BOX	394.50
10/07/2020	317615	FIBERTEC ENVIRONMENTAL SERVICES	LOCAL LIMITS - FINAL EFFLUENT & PRIMARY INFLUENT, IPP & HG MONITORING	656.00
10/07/2020	317616	FLEETPRIDE	COMBO HITCH, PINTLE HOOK MOUNT, BOTTOM PORTS	144.96
10/07/2020	317617	FRIEDLAND INDUSTRIES	CONFIDENTIAL SHREDDING - CLERK'S OFFICE	110.00
10/07/2020	317618	USA TODAY NETWORK	NOTARIZED ADVERTISING - AUGUST 2020	452.00
10/07/2020	317619	GORNO FORD, INC.	2020 FORD EXPLORER 4X4	29,332.00

10/07/2020	317620	GRAINGER	SWIVEL ASSEMBLIES, MOTOR ASSEMBLYT, GAUGE, HOSES, HOSE ADAPTERS, AIR HOSE	835.99
10/07/2020	317621	THE GRAND HOTEL	ADDITIONAL REGISTRATIONS FOR 39ERS GRAND HOTEL TRIP	1,454.00
10/07/2020	317622	GRAND LEDGE FORD	MUFFLER, ROTOR ASSEMBLY, BRAKE KIT	1,118.38
10/07/2020	317623	GRAYBAR	STATION PANEL - STARTERS, CIRCUIT BREAKERS, CONTACTOR/STARTER AUXILIARY KIT, THERMAL UNITS	3,217.73
10/07/2020	317624	GRAYMONT WESTERN LIME, INC.	HIGH CALCIUM QUICKLIME	5,190.00
10/07/2020	317625	DUSTIN HALL	REIMBURSE EMS LICENSE RENEWAL	25.00
10/07/2020	317626	HARRINGTON'S LAWN & POWER	OIL, OIL FILTER FOR ZERO-TURN MOWER	17.80
10/07/2020	317627	BRIAN HATFIELD	REIMBURSE EMS LICENSE & INSTRUCTOR LICENSE RENEWALS	50.00
10/07/2020	317628	HEDLUND PLUMBING	DRAIN CLEANING	195.00
10/07/2020	317629	JGM VALVE	VAUGHAN PUMP IMPELLER, CUTTER BAR PLATE, CUTTER NUT	2,580.55
10/07/2020	317630	KENDALL ELECTRIC, INC.	MICROLOGIX PROCESSOR, TRANSFORMER, 600V CORD REEL, POWER DISTR BOX, CIRCUIT BREAKER, ETC.	5,912.04
10/07/2020	317631	RICK KINSMAN	REIMBURSE ELECTRICAL INSPECTORS ONLINE COURSE REGISTRATION	100.00
10/07/2020	317632	LACROSSE SEED	LAWN SEED	117.50
10/07/2020	317633	ROBERT LANE	REIMBURSE FIRE BEHAVIOR & COMBUSTION COURSE REGISTRATION & EMS LICENSE RENEWAL	611.50
10/07/2020	317634	LANSING BOARD OF WATER & LIGHT	SERVICE @ MULTIPLE LOCATIONS (8/17/20 - 9/18/20)	222.90
10/07/2020	317635	LANSING SECURITY & LOCKSMITH	REMOVE & REPLACE 2 AUTOMATIC DOOR OPERATORS	5,000.00
10/07/2020	317636	LYDEN OIL COMPANY	GREASE	238.00
10/07/2020	317637	MACKELLAR SCREENWORKS	NUMBER DECALS FOR VEHICLES	48.00
10/07/2020	317638	MEDLER ELECTRIC CO.	FLOOR MOUNT ENCLOSURES, SPARE PANEL, PADLOCK LATCHES, DRIP SHIELD KITS, PANEL BRACKETS	4,549.16
10/07/2020	317639	MENARDS	CUT-OFF DISKS, DEGREASER, BLEACH CLEANSER, WAX , CAR WASH, UNDERCOATING, DISH SOAP	97.67
10/07/2020	317640	MICHIGAN ECONOMIC DEVELOPERS ASSOC.	JOB POSTING - COMMUNITY & ECONOMIC DEVELOPMENT COORDINATOR	350.00
10/07/2020	317641	MICHIGAN TOWNSHIPS ASSOCIATION	JOB POSTING - COMMUNITY & ECONOMIC DEVELOPMENT COORDINATOR	125.00
10/07/2020	317642	MICHIGAN MUNICIPAL LEAGUE	JOB POSTING - FINANCE DIRECTOR	63.60
10/07/2020	317643	MURPHY & SPAGNUOLO, P.C.	LEGAL SERVICES - AUGUST 2020	492.80
10/07/2020	317644	MICHIGAN WATER ENVIRONMENT ASSOC.	VIRTUAL IPP SEMINAR REGISTRATION - M MCKANE, R KANE, D D'HAENE	95.00
10/07/2020	317645	NEAL'S TRUCK PARTS	END YOKES, DRIVE SHAFT, U-JOINT KIT, BEARING STRAP, U-BOLT	640.33
10/07/2020	317646	NYE UNIFORM	UNIFORM SHIRTS, TENNIS SHOES, CLOTH NAME TAGS, COLLAR INSIGNIA, EMBROIDERY	412.00
10/07/2020	317647	PHOENIX SAFETY OUTFITTERS	TURN-OUT COAT	1,442.54
10/07/2020	317648	PROVIDENCE CONSULTING COMPANY	OFFICE 365 BUSINESS ESSENTIALS W/THREAT PROTECTION - OCTOBER 2020	1,727.70
10/07/2020	317649	PVS TECHNOLOGIES, INC.	FERRIC CHLORIDE SOLUTION	12,103.68
10/07/2020	317650	QUALITY TIRE, INC.	NEW TIRES, VALVES	367.20
10/07/2020	317651	REGL ALLIANCE FIREFIGHTER TRAINING	BLUE CARD TRAIN-THE-TRAINER COURSE REGISTRATION - R LANE	4,500.00
10/07/2020	317652	MICHAEL ROMAN	REIMBURSE EMS LICENSE RENEWAL	25.00
10/07/2020	317653	ROSE PEST SOLUTIONS	MONTHLY PEST CONTROL - STATION #1	42.00
10/07/2020	317654	SAFEWARE, INC.	GAS MONITOR SUPPLIES	402.78
10/07/2020	317655	SCHINDLER ELEVATOR CORP.	QUARTERLY ELEVATOR MAINT - ADMIN BLDG (10/1/20 - 12/31/20)	1,194.30
10/07/2020	317656	SEILER INSTRUMENT & MFG CO, INC.	WOOD LATH BUNDLES	60.00
10/07/2020	317657	SME	PROFESSIONAL SERVICES - MT HOPE PARK TRAIL CONNECTOR/PATHWAY (7/27/20 - 8/23/20)	1,052.50
10/07/2020	317658	THE SHYFT GROUP USA, INC.	HYDRAULIC GENERATOR, UL LADDER TESTING, INNER WHEEL SEALS, OUTRIGGER CONTROLS, ETC.	29,196.12

10/07/2020	317659	STATE OF MICHIGAN	QUALITY ASSURANCE ASSESSMENT - AMBULANCE TRANSPORT (7/1/20 - 9/30/20)	848.80
10/07/2020	317660	SUNDANCE CHEVROLET	PAD KITS, ROTORS	437.93
10/07/2020	317661	TERMINIX PROCESSING CENTER	ANNUAL PEST CONTROL @ 7550 W WILLOW HWY	311.00
10/07/2020	317662	THRUN LAW FIRM P.C.	LEGAL SERVICES THROUGH JULY 2020	6,033.70
10/07/2020	317663	TRANSNATION TITLE AGENCY OF MI	TITLE SEARCHES FOR MULTIPLE TOWNSHIP PROPERTIES	2,600.00
10/07/2020	317664	TRUCK & TRAILER SPECIALTIES, INC.	LEAVES INSTALLED ON FORD F-550 FLATBED	357.47
10/07/2020	317665	USA BLUE BOOK	STATION PANEL - MERCOID MPC PUMP CONTROLLER, LOOP-POWERED ISOLATOR, FLOAT SWITCHES	1,363.44
10/07/2020	317666	U.S. BANK, N.A.	BOND PAYMENT LGLP 2012B REVENUE SHARING GRP A & B	375,812.50
10/07/2020	317667	WALLACE OPTICIANS	PRESCRIPTION SAFETY GLASSES - D D'HAENE, W COMPTON	289.08
10/07/2020	317668	ZACH WILLIAMS	REIMBURSE EMS LICENSE RENEWAL	25.00
				<hr/>
			PAYABLES	1,669,786.70
			PAYROLL P.E. 09/19/2020	355,987.68
				<hr/>
				\$ 2,025,774.38
				<hr/> <hr/>

CHARTER TOWNSHIP OF DELTA

In compliance with Governor Whitmer's executive order 2020-154, this meeting was conducted via Zoom Webinar Platform

TOWNSHIP BOARD REGULAR MEETING MINUTES FOR TUESDAY, SEPTEMBER 21, 2020

I. CALL TO ORDER

Supervisor Fletcher called the meeting to order at 6:00 PM.

II. OPENING CEREMONIES – Pledge of Allegiance

III. ROLL CALL

Members Present: Supervisor Kenneth R. Fletcher, Treasurer Howard A. Pizzo, Clerk Mary R. Clark, Trustee Fonda J. Brewer, Andrea Cascarilla, and Trustee Dennis R. Fedewa

Members Absent: Trustee Karen J. Mojica (arrived at 6:04 pm)

Others Present: Manager Brian T. Reed, Assistant Township Manager Alannah Doak, Planning Director Gary Bozek, Township Engineer Ernie West, Utilities Director Rick Kane, Chief Gregg Ginebaugh, Parks, Recreation, and Cemeteries Director Marcus Kirkpatrick, Lt. Ross Tyrell, Department Assistant-Managers Office Mary Worland, and Finance Director Jeff Anderson

TRUSTEE BREWER MOVED TO EXCUSE TRUSTEE MOJICA FROM THE SEPTEMBER 21, 2020 REGULAR BOARD MEETING.

TRUSTEE CASCARILLA SUPPORTED THE MOTION. THE MOTION PASSED 6-0.

IV. PRESENTATIONS AND PROCLAMATIONS

V. SET/ADJUST AGENDA

TRUSTEE CASCARILLA MOVED TO APPROVE THE AGENDA AS PRESENTED.

TRUSTEE FEDEWA SUPPORTED THE MOTION. THE MOTION PASSED 6-0.

VI. PUBLIC HEARINGS

VII. COMMUNICATIONS

1. Wastewater Treatment Project Status Report

VIII. PUBLIC COMMENTS FOR ITEMS NOT ON AGENDA *(maximum two minutes)*

IX. INTRODUCTION OF ORDINANCES

X. PASSAGE OF ORDINANCES

XI. CONSENT AGENDA –

TREASURER PIZZO MOVED TO APPROVE THE CONSENT AGENDA.

TRUSTEE CASCARILLA SUPPORTED THE MOTION.

ROLL CALL:

AYES: SUPERVISOR FLETCHER, CLERK CLARK, TREASURER PIZZO, TRUSTEE FEDEWA, TRUSTEE BREWER, TRUSTEE CASCARILLA, AND TRUSTEE MOJICA

NAYS: NONE

ABSENT: NONE

THE MOTION PASSED 7-0.

2. Bills and Financial Transactions

Bonds/Debt Payments	\$	
Payroll & Related	\$	357,998.08
Refunds	\$	108,924.78
Tax Distributions	\$	6,614,090.90
Vendor Claims	\$	459,312.95
Total	\$	7,540,326.71

TREASURER PIZZO MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED.

TRUSTEE CASCARILLA SUPPORTED THE MOTION. THE MOTION PASSED 7-0.

2. Minutes

- a. September 8, 2020 Regular Digital Board Meeting
- b. September 14, 2020 Township Board Committee of The Whole Digital Meeting

TREASURER PIZZO MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED.

TRUSTEE CASCARILLA SUPPORTED THE MOTION. THE MOTION PASSED 7-0.

3. Establish A New Mercury Discharge Limit

TREASURER PIZZO MOVED THAT THE DELTA TOWNSHIP BOARD ADOPT THE RESOLUTION TO ESTABLISH A NEW MERCURY METHOD (1631) AND DISCHARGE LIMIT OF 1.3 NANOGRAMS PER LITER, REPLACING THE PREVIOUS MERCURY METHOD 245.1 WITH A LIMIT OF 0.2 MICROGRAMS PER LITER.

TRUSTEE CASCARILLA SUPPORTED THE MOTION. THE MOTION PASSED 7-0.

4. Community Baptist Church 30 Year Anniversary Resolution

TREASURER PIZZO MOVED THAT THE DELTA TOWNSHIP BOARD APPROVE THE RESOLUTION OF RECOGNITION FOR THE COMMUNITY BAPTIST CHURCH OF LANSING'S CELEBRATION OF THEIR 30TH ANNIVERSARY.

TRUSTEE CASCARILLA SUPPORTED THE MOTION. THE MOTION PASSED 7-0.

XII. ITEMS REMOVED FROM CONSENT AGENDA FOR DISCUSSION

XIII. ITEMS ADDED TO AGENDA UNDER SECTION V. SET/ADJUST AGENDA

XIV. ITEMS OF BUSINESS

5. Bypass Meter Agreement

TRUSTEE FEDEWA MOVED THAT THE DELTA TOWNSHIP BOARD ACCEPT THE AGREEMENT FROM THE LANSING BOARD OF WATER AND LIGHT FOR A NEW 2" BYPASS METER AT THE DELTA SOUTHERN CONNECTION.

IT WAS FURTHER MOVED THAT SUPERVISOR FLETCHER AND CLERK

CLARK BE AUTHORIZED AND DIRECTED TO SIGN THE NECESSARY DOCUMENTS RELATED TO THIS PROJECT.

TRUSTEE CASCARILLA SUPPORTED THE MOTION. THE MOTION PASSED 7-0.

XV. MANAGER'S REPORT – Brian Reed, Township Manager

- Started sludge hauling this week from the wastewater treatment plant. Should take about four to five days to complete.
- Consultants will be at the October 5 meeting to discuss the rate study for water and sewer. Budget discussion will also continue at the meeting.
- Next week is another mediation set up with the fire department.

XVI. COMMITTEE OF THE WHOLE

6. Delta Crossings Corridor Improvement Authority Discussion

Township Manager Brian Reed provided an overview of the memo that was provided to Board members. A discussion ensued among Board members, Township staff, and the Delta Crossings development team. The outcome of the discussion was majority support of the Board to move forward to create a CIA workgroup made up of Township staff to further research the CIA.

Supervisor Fletcher opened the floor to public comment on the proposed CIA.

Glenn Freeman. Appreciated the Boards thoughts and discussion on the topic. Stated he supports the development of Delta Township.

Beth Bowen, 7649 Madrid Dr. Stated she believes the Board is often conflating the development with the CIA and that they are two separate things. Concerned about spending staff time and money on consultants on something that is not potentially good for Delta. Beth stated that it is important to have more discussions with the public through these meetings as well as making them part of the work group or any decision making.

Diana Yager, 11113 Broadbent Rd. Does not think the Board has done their research yet and would like to see that. Inquired about green space and wondered where the wildlife will go. Curious if the Board would be setting a precedent by approving one CIA and approving more later. Wondered if the Township has any control over Phase 2 and 3.

XVII. PUBLIC COMMENTS

XVIII. CLOSED SESSION

XIX. ADJOURNMENT –

Supervisor Fletcher adjourned the meeting at 7:50 PM.

CHARTER TOWNSHIP OF DELTA

KENNETH R. FLETCHER, SUPERVISOR

MARY R. CLARK, TOWNSHIP CLERK

DRAFT



Accounting Department

(517) 323-8510

MEMO

TO: Supervisor Kenneth R. Fletcher and the Delta Township Board

**FROM: Jeffrey Anderson, Finance Director
Brian Reed, Township Manager**

DATE: October 5, 2021

SUBJECT: Set Public Hearing for the FY 2021 Budget

Budget Section 16 of the Uniform Budgeting and Accounting Act states the following:

Uniform Budgeting and Accounting Act, Section 16: (1) "...the legislative body of each local unit shall pass a general appropriations act for all funds... (2) ... shall set forth amounts appropriated by the legislative body to defray the expenditures and meet the liabilities of the local unit for the ensuing fiscal year, and shall set forth a statement of estimated revenues, by source, in each fund... (5) The legislative body shall determine the amount of money to be raised by taxation necessary to defray the expenditures and liabilities...shall order that money to be raised by taxation..."

Requirements of the Michigan Compiled Law 141.412 regarding the notice of hearing for the proposed budget are as follows:

MCL 141.412, Sec. 2: "A local unit shall hold a public hearing on its proposed budget. The local unit shall give notice of the hearing by publication in a newspaper of general circulation with the local unit at least 6 days before the hearing. The notice shall include the time and place of the hearing and shall state the place where a copy of the budget is available for public inspection. The notice shall also include the following statement printed in 11-point boldfaced type:

The Charter Township Act, Section 42.26, states the following:

Section 42.26: "A public hearing on the budget shall be held before its final adoption, at such time and place as the township board shall direct, and notice of such public hearing shall be published at least 1 week in advance by the township clerk..."

The publication date for this public hearing is scheduled for Monday, October 19, 2020 in both the Delta/Waverly Community News and Grand Ledge Independent. This meets all of the publication requirements stated above.

The following resolution is offered for your consideration:

“I move the Delta Township Board set a public hearing on the FY 2021 budget for Monday, October 19, 2020, in via the Zoom Digital Meeting Platform, at 6:00 p.m.

I further move, that the Township Clerk be directed to advertise such notice of public hearing.”

Supervisor Kenneth R. Fletcher
Treasurer Howard A. Pizzo
Clerk Mary R. Clark
Manager Brian T. Reed



Trustee Fonda J. Brewer
Trustee Andrea M. Cascarilla
Trustee Dennis R. Fedewa
Trustee Karen J. Mojica

Engineering Department

(517) 323-8540

TO: Supervisor Kenneth R. Fletcher and the Delta Township Board

FROM: Ernest A. West, P.E., Township Engineer

DATE: September 29, 2020

**SUBJECT: Meijer DC89 Addition
Utility Agreement**

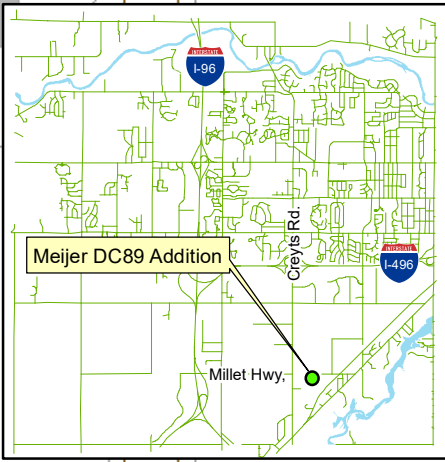
Attached, please find an executed Municipal Utility Agreement for the relocation of public water mains to facilitate a building addition and parking lot construction for the Meijer DC89 facility. The facility is located east of Creyts Road at Millet Highway on approximately 48 acres of land in Sections 26 and 35 of Delta Township. The site is currently used by Meijer, Inc. for a warehousing and distribution center, and sits on the former public road right-of-way of Millet Highway. When the facility was first constructed, the existing 12" water main in the former Millet Highway road right-of-way was relocated around the building, within a proposed easement. A newly proposed building addition now requires the water main to be relocated again. The proposed water main design relocates the water main to an area that is not buildable and will ensure that the main will not have to be relocated again in the future.

This agreement is the standard form that has been drafted and is currently use by the Township Engineering Department and has been executed by the Developer. The agreement requires that all costs for construction of the utilities, including initial and future pavement repairs, are to be paid by the Developer.

Staff will attend the October 5, 2020 Board meeting to answer any questions or address any concerns the Board may have. If there any questions in the interim, please let us know. Thank you.

The following motion is offered for your consideration:

"I move that the Delta Township Board approve the Municipal Utility Agreement submitted by Meijer Inc. for the relocation of public water mains to facilitate the proposed Meijer DC89 Addition project. I further move that the Township Supervisor and Clerk be authorized and directed to sign the agreement on behalf of the Township."



CREYTS RD.

Millet Hwy.

MEIJER DC 89
ADDITION



DELTA CHARTER TOWNSHIP
7710 W. SAGINAW HIGHWAY
LANSING, MI 48917
517.323.8555



MEIJER DC89
ADDITION
LOCATION MAP

**CHARTER TOWNSHIP OF DELTA
MUNICIPAL UTILITY AGREEMENT
FOR
MEIJER DC89
3307 SOUTH CREYTS ROAD
LANSING, MICHIGAN 48917 - SECTION 26**

THIS AGREEMENT, made this _____ day of _____, 2020, by and between **MEIJER INC.**, whose address is 2350 Three Mile Rd. NW, Lansing, Michigan 49544, hereinafter referred to as “Developer” and the **CHARTER TOWNSHIP OF DELTA**, a Michigan Municipal Corporation, whose address is 7710 West Saginaw Highway, Lansing, Michigan 48917, hereinafter referred to as “Delta”.

WITNESSETH:

WHEREAS, Developer is desirous of extending the Municipal Water Main Facilities to serve its proposed development in accordance with Chapter 40 of the Township’s Code of Ordinances, as amended, and

WHEREAS, The parties hereto intend by this Agreement to aid in the administration of the extension and/or relocation of the Municipal Water Main Facilities for the proposed development:

NOW, THEREFORE, IT IS HEREBY AGREED by and between the parties heretofore and in consideration of the foregoing and the mutual promises hereinafter contained as follows:

1. This Agreement concerns the approved final Site and Construction Civil Engineering & Site Plans for the **MEIJER DC 89**, as prepared by Wolverine Engineers & Surveyors, Inc., dated September 23, 2020, and sealed by Donald Heck, P.E., a Michigan licensed professional engineer; which will serve as the drawings of record as to Water Main Facilities to be built and/or relocated; and which may be revised to incorporate changes in the development of the site that is the subject of the site plan drawings and/or any new phases thereof, subject to prior written approval of the Township Engineer and the revising of the site plan drawings. Issuances of water permits for connecting individual buildings to the Water Main Facilities are subject to satisfactory completion of the Water Main Facilities as set forth in this Agreement.

2. Developer shall arrange for the procurement of the necessary materials, labor and equipment to cause the construction of the Water Main Facilities on private and public properties.

Certain of these facilities, upon completion, shall be owned by Delta, in a manner consistent with this Agreement, the plans and specifications, and all applicable statutes, ordinances and rules, and regulations. Developer shall pay all costs of installation and construction of the Water Main Facilities to be owned by Delta upon completion thereof. Developer shall pay all charges incurred by Delta for engineering services as later herein delineated. Developer shall be responsible for contractors retained to perform the work, and shall condition final payments to said contractors upon certification of the completed work by the Township Engineer. Safety in the construction of the Water Main Facilities shall be the sole responsibility of the Developer and his contractors. The contractors shall comply with the current applicable requirements of Federal and State of Michigan Occupational Health and Safety regulations during construction of the Water Main Facilities.

3. That the parties agree the facilities indicated herein to be built may be phased or staged. Developer agrees that it will supply Delta with construction plans and specifications for any current phase of the work covered by this Agreement, which plans shall be prepared by a Registered Professional Engineer, licensed to practice in the State of Michigan, to show the proposed utility facilities to become the property of Delta. The plans and specifications shall be consistent with the **DELTA MUNICIPAL UTILITY STANDARDS**. All construction plans and specifications in connection therewith shall be subject to approval by the Township Engineer. The Township Engineer shall forward all such plans for approval of the appropriate State agency and the issuance of the necessary permits, as applicable. When a permit is granted by the appropriate State agency, same shall constitute approval by said agency and the Township Engineer. Developer shall furnish Delta a reproducible copy of the plans and specifications for the Township Engineer's use during construction.

4. That the parties agree a commitment is hereby made on the part of the Developer to build the Water Main Facilities herein indicated within two years of the issuance of the State permits, and on the part of Delta, to own, operate and maintain the public portion of the Municipal Water Main Facilities, being the public water mains and associated valves and hydrants. The water stubs and leads connecting the public water main to the buildings shall be maintained by the owners of the buildings which are connected.

5. That all resident engineering, layout staking and detailed construction inspection, including compaction of trench backfill material, shall be performed by qualified personnel retained by the Developer.

6. That Developer shall determine, by field survey, vertical and horizontal locations of each water main, water valves, hydrants, fittings, corporation stops, curb stops and all other related appurtenances, after installation of the facilities, for incorporation into as-built drawings, easement exhibits and Township's mapping system.

7. The Township Engineer shall perform the following activities in assessing general compliance with the requirements of Delta's **MUNICIPAL UTILITY STANDARDS** as applicable:

WATER FACILITIES:

Spot check materials and general construction methods and procedures.

Observe all connections to existing mains.

Coordinate shut down of existing customers as situation dictates.

Operate existing valves when procedures dictate.

Observe pressure test, disinfection and thrust restraint devices; draw and deliver watch samples to a MDEQ-certified laboratory.

Prepare easement grants based upon legal descriptions and easement exhibit drawings provided by Developer, as required.

The Township Engineer shall not supervise construction, perform any staking, or necessarily observe all the construction work. Developer shall pay the actual hourly rate of Delta personnel employed to perform engineering services plus time and one-half for overtime and double time for Sunday or Holiday work, plus 70% to cover fringes, transportation, equipment and administrative overhead costs. Above said work by the Township Engineer is estimated to cost \$4,500.00; as much as 20% increase is estimated if part of the work is performed during the period of November through April.

8. That the construction shall not commence until the Township Engineer shall have given written authorization to the Developer. Prior to starting construction work Developer shall have:

A. Caused his contractor to furnish certificates of insurance noting Delta as an additional insured (see General Conditions of Municipal Utility Standards).

B. Conducted the pre-construction meeting (See General Specifications of Municipal Utility Standards).

- C. Caused his contractor to have obtained proper permits from the Road Commission and the other governmental agencies as may be applicable, and to have notified the **MISS DIG** program.

9. It is agreed between the parties that the Township Engineer shall have jurisdiction and control of the water valves in Delta's existing water mains and that any time the Water Main Facilities must be turned on or off in order to facilitate the construction of the new Water Main Facilities, same shall be done under the jurisdiction or representatives of the Township Engineer. Water meters shall not be installed until after the Township Engineer has certified the satisfactory completion of the work; however, at the sole discretion of the Township, temporary meters may be installed at the expense of the Developer for water to be used in the construction of a building, said temporary water meter to be installed by Delta's Water Department personnel only after the pressure testing and "safe" water sampling is complete and with the affirmation of the Township Engineer. If temporary meters are permitted by the Township, the Developer shall be liable for any damage or loss which is incurred due to the Developer's use of the Township water system. The Township Engineer shall not draw the "safe" water sample prior to satisfactory completion of that portion of the public water systems serving the same buildable parcels of land.

10. That the Township Engineer shall certify the satisfactory completion of the work provided for hereunder; said certificate shall be filed with the Township Clerk. The following items, as applicable, shall be completed before final certification can be made:

- A. A satisfactory high pressure hydrostatic testing of the Water Main Facilities shall be complete.
- B. Receipt of tests of water taken from the Water Main Facilities showing same to have been tested "safe".
- C. Developer shall complete clean-up of construction site within the road right-of-way.
- D. Developer shall execute and deliver a deed of grant from Developer to the Township covering all utility installation which is to be owned by Delta.
- E. Final construction Waivers of Lien on the project shall be filed with the Township Engineering Department.
- F. Easement grants, suitable for recording, granting to Delta access to the utility mains and appurtenances to be owned by Delta for construction, operation and maintenance purposes, including the right to make future hook-ups or connections

to any of said lines shall have been delivered for such mains not constructed in public rights-of-way. The easement grants shall hold Developer responsible for costs of repair to any landscaping, pavement areas or other improvements that may exist within the easements and may become damaged or destroyed in the initial construction of the utilities or after repairs and/or maintenance are completed by the Township. Developer's Surveyor/Engineer shall prepare legal description(s) and easement exhibit drawing(s) based upon the final installed location of the Water Main Facilities.

- G. The Developer's Engineer shall prepare as-built drawings for the Water Main Facilities. As-built drawings shall be provided electronically in CAD and .pdf formats. As-built drawings shall update the construction drawings to accurately reflect the installed location, elevation and conditions of final utility installation based upon field measurements incorporated into the CAD file(s). CAD files shall be based upon Michigan South Zone (2113) State Plane Coordinate System NAD83 (2011) Epoch 2010.00 realization and the 1988 North American Vertical Datum (NAVD88) to an accuracy of +/- 0.01 feet vertically and +/- 0.1 feet horizontally.

11. That no permits for the use of any utilities shall be either requested or issued until after the facilities which are to become the property of Delta have been certified as satisfactorily complete by the Township Engineer and the proper deeds of grant, waivers of lien and easement agreements are provided to the Township in accordance with the requirements of Paragraph 8 of this Agreement. In the event of a violation of this paragraph, the Township may without notice or liability to the Developer, disconnect the facilities and/or take any other action necessary to prevent the flowage of water into the facilities constructed pursuant to this Agreement. The Developer shall pay all costs, including actual attorneys' fees, which the Township incurs in enforcing the provisions of this paragraph.

12. It is further agreed by the parties that no building shall be occupied nor an occupancy permit be issued until after an access road shall be completed to assure access by Delta's Fire Department apparatus and the Township Engineer has certified to the satisfactory completion of the work.

13. Delta agrees that when certification of final approval has been made by the Township Engineer, subject to a final financial accounting and any other applicable considerations which may arise, the Board of Delta shall accept the certain facilities which are to be a part of Delta's Municipal Water Main Facilities.

14. That Developer guarantees the materials and workmanship in the facilities for a period of not more than two (2) years from the date of partial utilization, but at least one (1) year from the date of final acceptance of said facilities by the Township Board.

15. Developer shall, upon completion of construction of the Water Main Facilities, certify as to the costs of materials, labor, equipment, engineering and administrative overhead to the Township Engineer so that Delta may capitalize donated assets.

16. Main charges shall be levied on the Municipal Water Main Facilities as provided for in Chapter 40 of the Township Code of Ordinances.

17. To the fullest extent permitted by law, the Developer shall indemnify and hold harmless Delta and its agents and employees from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or in any way related to construction, installation and/or hook-up operations, or the duties or obligations of this Agreement, caused in whole or in part by any acts or omissions of the Developer, a contractor, or anyone directly or indirectly employed by them or anyone for whose acts they may be liable. The Developer's indemnification responsibility shall be to the fullest degree of the Developer' fault (or the fault of any others for whom the Contractor is responsible), except that the Developer shall not be obligated to indemnify to the extent of the Delta's sole negligence. The Developer shall be responsible to Delta and its agents and employees from and against all amounts such parties may be required to pay in attorneys' fees in order to pursue enforcement of this provision against the Developer or otherwise obtain indemnification from the Developer provided under the terms of this Paragraph 17. Such obligations shall not be construed to negate, abridge or reduce any other rights or obligations of indemnity which would otherwise exist as to any party or person set forth in this Paragraph 17.

18. Pursuant to Sections 40-204 and 40-513 of the Township Code of Ordinances the Township by this contract agrees to rebate main and stub charges from Third parties, if any such charges are collected, to the Developer for future connections to Municipal Water Main Facilities constructed as part of the development that is the subject of this Agreement for a period of seven (7) years. The Township shall have the sole authority to determine what future connections come within the provisions of this paragraph. Total rebates shall not exceed the actual cost of construction abutting Third Parties' property. The Developer shall not contract with, or otherwise exact any fee from, any third party who desires to connect to, and/or make any addition to Delta's Municipal Water Main Facilities.

19. This Agreement shall expire seven (7) years from the first said date and may be amended or extended at any time upon mutual consent of the parties.

20. Partial Invalidity. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable in any manner, the remaining provisions of the Agreement shall nonetheless continue in full force and effect without being impaired or invalidated in any way. In addition, if any provision of this Agreement may be modified by a court of competent jurisdiction such that it may be enforced, then said provision shall be modified and, as modified, shall be fully enforced.

21. Applicable Law. This Agreement, together with the right, duties and obligations hereunder, shall be construed in accordance with the laws of the State of Michigan.

22. Conflict. In the event of a conflict between the terms of this Agreement and the Township Code of Ordinances, the provisions contained in the Township Code of Ordinances shall govern.

23. Entire Agreement. Except as otherwise stated herein, this Agreement contains the entire understanding of the parties hereto with respect to the subject matter contained herein, supersedes all prior agreements, understandings and negotiations; and no parole evidence of prior or contemporaneous agreements, understanding and negotiations shall govern or be used to construe or modify this Agreement. No modification or alteration hereof shall be deemed effective unless in writing and signed by all parties to this Agreement.

24. Code of Ordinances. The Developer shall comply with the provisions of the Township Code of Ordinances which are in effect at the time when the work is performed under this Agreement, even though there may be changes to these Ordinances after the date that this Agreement is signed by the Developer.

25. Termination. In the event that the Developer breaches any of the terms, covenants or conditions contained in this Agreement, the Township, at its option and after providing written notice thereof to the Developer and Developer's failure to cure the same within twenty (20) calendar days after Developer's receipt thereof, may terminate this Agreement and all of the rights of Developer hereunder shall cease. The Township shall be entitled to all costs, including actual attorneys' fees, which the Township incurs because of the Developer's breach of this Agreement.

26. Time. Time is of the essence to this Agreement and each and all of its provisions.

SIGNATURES APPEAR ON FOLLOWING PAGES



IN WITNESS WHEREOF, the parties have hereunto set their hand and seal the day and year first above written.

IN THE PRESENCE OF:

MEIJER INC

[Signature]
Witness #1: Matt Tufford
(Printed Name)

[Signature]
(Signature)
ANTHONY LAPINSKI
(Printed Name)

Its: SENIOR PROJECT MANAGER
(Title)

[Signature]
Witness #2: Brian Jahn
(Printed Name)

STATE OF MICHIGAN }
 } ss
COUNTY OF }

On this 30th day of September, 2020, before me, appeared Anthony Lapinski, to me personally known, who being by me duly sworn did say that he was the Senior Project Manager of MEIJER INC., executed the within instrument and did acknowledge same to be free act and deed of MEIJER INC..

Dawn Olin
Notary Public Shiawassee County, MI
My Commission Expires: 12.22.2022



Dawn Olin
NOTARY PUBLIC - STATE OF MICHIGAN
County of Shiawassee
My Commission Expires December 22, 2022
Acting in the County of Ingham

IN THE PRESENCE OF:

CHARTER TOWNSHIP OF DELTA, a
Municipal Corporation

Witness #1: _____
(Printed Name)

Kenneth R. Fletcher, Supervisor
(per authorization contained in the Board
Resolution attached as "Exhibit A")

Witness #2: _____
(Printed Name)

Mary R. Clark, Clerk
(per authorization contained in the Board
Resolution attached as "Exhibit A")

STATE OF MICHIGAN }
 } ss
COUNTY OF EATON }

On this _____ day of _____, 2020 before me
appeared Kenneth R. Fletcher and Mary R. Clark, to me personally known, who being by me duly
sworn, did say that they are the Supervisor and Clerk, respectively of the Charter Township of Delta,
who executed the within instrument and acknowledged said instrument to be a free act and deed of said
Township.

Notary Public _____ County, MI
My Commission Expires: _____

DRAFTED BY:
Jennifer Bernardin
Engineering Department Assistant
Charter Township of Delta
7710 West Saginaw Highway
Lansing, Michigan 48917



Manager's Office

(517) 323-8590

MEMORNDUM

DATE: September 28, 2020

TO: Township Board
Delta Township

FROM: Brian Reed
Township Manager

SUBJECT: Additional Credited Service for Kenneth Barnes, Fire Department

Fire Lieutenant Kenneth Barnes, Delta Township Fire Department employee, has requested he be allowed by Municipal Employees Retirement System (MERS) to purchase twenty-five (25) months of additional credited service. The Collective Bargaining Agreement, Article 45.3 permits the purchase up to five (5) years of either military, past service, or generic time. Mr. Barnes is requesting to purchase generic time.

After reviewing the form as presented by Mr. Barnes and MERS, I hereby offer the following resolution:

“As provided by the MERS Plan Document, the twenty-five (25) months additional credited service is granted this member by resolution adopted by the Township Board of the Charter Township of Delta at its meeting on October 5, 2020. It is understood that calculation of the actuarial cost is based on the assumptions provided and approved by the MERS Retirement Board on the date the calculation was prepared. Actual, future events and experience may result in changes different from those assumed, and liability different from that estimated, and

Furthermore, the purchase of service credit does not affect vesting for retiree health insurance, and

Finally, the employee (Kenneth Barnes) will be responsible and is required to pay the full cost of the purchase for the credited service.”

September 21, 2020

Kenneth D Barnes
10090 E. Eaton Hwy
Grand Ledge, MI
48837

Dear Mr. Barnes:

Enclosed is a calculation of the current cost to purchase service credit requested on your behalf. The estimated cost will expire two months from the calculation date, after which a new calculation will be required.

To process your service credit purchase we must receive:

- A signed copy of the Resolution (enclosed).
- Payment in full of the current cost amount as determined by MERS.

How to submit payment:

Payment must be made in the full amount of the purchase cost. We will accept payment in the form of a check from your personal account or employer, made payable to "MERS of Michigan." If some or all the payment will be remitted by wire transfer, please contact us for instructions.

If part of the cost is being paid by you and part is being paid by your employer, we will accept two lump sum checks that total the full cost.

If part of the cost is money that is being rolled over from another qualified plan, please complete the "Certification of Qualified Rollover to MERS" form (F-38), and return it to us. The form can be found on our website at www.mersofmich.com.

Service credit purchases are not refundable. There are provisions in MERS' Plan for terminated participants to receive a refund of all employee contributions, in which case all service credit is forfeited. There is no provision for receiving a refund for purchased service credit only.

If you have any questions regarding this information, please contact our Service Center at 800.767.MERS (6377).

Sincerely,

MERS of Michigan

Application for Additional Service Credit Purchase

Section 1: Service Credit Purchase Cost Estimate

With the approval of the employer and the local governing body, participants can purchase additional service credit to help meet an early retirement eligibility provision or to increase their pension benefit. Unlike MERS-to-MERS or Act 88 time, purchased service credit generally cannot be used to reach vesting.

This estimate is only valid for two months after October 1, 2020, the effective date of this calculation.

The cost to purchase service credit for each individual is based on many factors. Below is the information that MERS used to prepare this estimate. Please review the following information for accuracy. If any is incorrect, this estimate may not be correct.

Participant Information

Kenneth D

Barnes

Date of Birth: 4/8/1968
 Age: 52 years, 5 months
 Spouse's Date of Birth: 12/3/1970
 FAC as of calculation date: \$73,736.85

Service Credit

Earned service credit as of calculation date: 19 years, 3 months
 Vesting Only Service:
 Other Governmental Service used for Eligibility (MERS or Act 88):
 Type of Credited Service to be Purchased: Generic
 Amount of additional service requested: 2 years, 1 month

Employer Information

Delta Chtr Twp

2306 / 05

Benefit Program

Benefit B-2
 Bridged Benefit B-4 (80% max) with Frozen FAC as of 06/30/2015
 Benefit F50 (With 25 Years of Service)
 Early Reduced (.5%) at Age 50 with 25 Years or Age 55 with 15 Years
 Benefit FAC-3 (3 Year Final Average Compensation)
 10 Year Vesting
 E2 2.5% COLA for future retirees (09/01/2002)
 Defined Benefit Normal Retirement Age - 60

Benefit Impact

	Earliest Eligibility Retirement Date	Retirement Age	Projected FAC	Service Credit	Annual Benefit
Before Proposed Purchase	7/1/2026	58 years 2 months	\$87,397.42	25 years 0 months	\$44,971.80
After Proposed Purchase	6/1/2024	56 years 1 month	\$82,177.78	25 years 0 months	\$43,823.52

**See "Special Conditions Applicable to this Calculation" for details about your annual benefit calculation*

Estimated Cost of This Service Credit Purchase: \$75,540.00

The total cost is due in full at the time of purchase and may be paid by either the participant or employer. You may be eligible to transfer assets from other accounts to make a payment for the purchase, such as: 457 Deferred Compensation Plans; 401 plans; 403(b) plans; and some IRAs (traditional and SIMPLE). To initiate this transfer complete the form *Certification of Qualified Fund Rollover to MERS* (form number F-38). Send signed, approved Application for Additional Service Credit to MERS prior to sending any payment.

NOTE: Special Conditions Applicable to this Calculation can be found at the end of this application

Section 2: Calculation Assumptions

1. Projected Earliest Eligible Retirement Date

This date is calculated using the participant's date of birth, the amount of service credit reported by the employer, and other service credit that we have on record (such as MERS-to-MERS or Act 88 time). If any of this data is incomplete or inaccurate this can affect the cost estimate. If the participant chooses to retire on a different date, it may increase/decrease the actual cost.

2. Projected Final Average Compensation (FAC)

Future increases in the FAC are assumed to be a 3.00% annual increase. This calculation is dependent on the wages reported by the employer to MERS. If the actual increases end up being different than the assumption, it may increase/decrease the actual cost.

3. Projected Service Credit

It is assumed the participant will continue to work until the earliest date for unreduced retirement benefits unless a specific termination date is shown. Any deviation from the earliest eligibility date may increase/decrease the actual cost.

4. Benefit Program

The current benefit plan provisions are used to calculate the cost of purchasing service credit. If the participant transfers into a different division and is eligible for a benefit plan with different provisions, then the cost may differ from the initial calculation. Likewise costs may differ if the municipality adopts different benefits in the future for any participant that has purchased service credit. These changes will be reflected in the actuarial valuation required to adopt any benefit increase.

5. Investment Assumption

The current investment return assumption for service credit purchase is 6.35%.

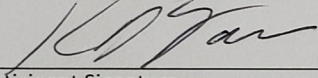
6. Mortality Rate

Assumptions are made on the life expectancies of the participant and their surviving spouse, using tables generated by actuarial professionals.

Section 3: Certification and Authorization

PARTICIPANT CERTIFICATION

I certify the above information is correct and accurate. If this is a purchase of qualifying "other governmental" service, I certify the service has not and will not be recognized for the purposes of obtaining or increasing a pension under another defined benefit retirement plan.


Participant Signature

10-01-2020
Date

GOVERNING BODY RESOLUTION

By Resolution of its Governing Body, at its meeting on _____, as provided by the MERS Plan Document, and in accordance with the employer's policy, the employer hereby authorizes the participant named above to make a service credit purchase from MERS as described above. The employer understands this is an estimated cost, calculated using actuarial assumptions approved by the Retirement Board. Any difference between the assumptions and actuarial experience will affect the true cost of the additional service to the employer. The calculation assumptions are outlined above and the employer understands and agrees it is accountable for any difference between estimated and actual costs.

Signature of Authorized Official

Date

Title

MERS Use Only

Payment Received:	Participant Payment:
Service Credit:	ER Payment:
Signed:	

Special Conditions Applicable to this Calculation

Straight Life Formula Before Purchase:
(Bridged) $\$73,555.44 \times 14 \times 2.5\% + (\text{Current}) \$87,397.42 \times 11 \times 2\% = \$44,971.83 \div 12 = \$3,747.65$

Straight Life Formula After Purchase:
(Bridged) $\$73,555.44 \times 14 \times 2.5\% + (\text{Current}) \$82,177.78 \times 11 \times 2\% = \$43,823.51 \div 12 = \$3,651.96$

Supervisor Kenneth R. Fletcher
Treasurer Howard A. Pizzo
Clerk Mary R. Clark
Manager Brian T. Reed



Trustee Fonda J. Brewer
Trustee Andrea M. Cascarilla
Trustee Dennis R. Fedewa
Trustee Karen J. Mojica

Manager's Office

(517) 323-8590

DATE: October 5, 2020
TO: The Delta Township Board
FROM: Kenneth R. Fletcher, Township Supervisor
SUBJECT: Board & Commission Appointments

I respectfully submit for your consideration the following individuals to be appointed to the Delta Township Board or Commission listed below:

Planning Commission

- **Merritta Hunt-Proctor** is appointed to a partial three-year term expiring March 31, 2023.
- **Rachel Elsinga** is appointed to a partial three-year term expiring March 31, 2023.
- **Dan Stockwell** is appointed to a partial three-year term expiring March 31, 2023.

Zoning and Sign Board of Appeals

- **David Corrie** is appointed to a partial three-year term expiring March 31, 2021.

Economic Development Commission

- **Tom Haselschwerdt** is appointed to a partial six-year term expiring January 31, 2025.

Non-Discrimination Complaint Review Committee

- **Jerry Slade** is appointed to a partial three-year term expiring January 31, 2023.

Therefore, I offer the following motion for your consideration:

“I move that the Delta Township Board appoint the aforementioned persons to the corresponding Board or Commission; and that the Clerk is hereby directed to send notification informing them of their appointment.”

MERRITTA C. HUNT-PROCTOR
4620 River Ridge Drive
Lansing, Michigan 48917
517-331-2789 (Mobile)

EDUCATION

Michigan State University
East Lansing, Michigan
Bachelor of Science

EMPLOYMENT EXPERIENCE

October 1989 – October 2002
(Retired)

Michigan Department of Natural Resources
Grants Administration Division - Program Manager

Independently manage \$4.5 million Marine Safety, Snowmobile and Off-Road Vehicle State Aid Enforcement Grant Programs. Award grants to County Sheriff Departments and other local law enforcement agencies. Evaluate program proposals and perform program reviews for program compliance. Develop program policies, procedures, and reporting forms. Develop documentation for budget monitoring and reimbursement determination. Prepared press releases regarding grant application availability. Conduct workshops for grantees regarding appropriate documentation completion; develop and facilitate training for administrators and new officers. Serve as liaison between the DNR, the Michigan Sheriffs' Association and the legislature.

February 1988 - September 1989

Michigan Department of State Police
Automobile Theft Prevention Authority - Program Coordinator

Monitored and evaluated grants awarded to state and local law enforcement agencies, local prosecutors and judicial agencies, and community and business organizations for contract compliance and program efficiency. Developed and recommended policies and procedures for granting authority funds. Prepared annual reports to the Governor and Legislature concerning the ATPA's efforts and accomplishments. Served as liaison between the ATPA Board of Director's and the aforementioned agencies and organizations.

June 1980 - January 1988

Michigan Department of Transportation
Bureau of Aeronautics - Department Analyst

Monitored and recommended changes in funding of airport development projects. Developed, monitored, and maintained a system of records for allocation of funds, allotments, and balances for all transactions for capital outlay budget acts. Audited and processed financial documentation related to project compliance and expenditures.

June 1979 - June 1980

Michigan Department of Treasury
State Boundary Commission - Criteria Analyst

Served as Administrative Assistant to the Executive Secretary with responsibility for making decisions in his absence. Prepared detailed information on community development, land use planning and economic and environmental impact relative to changes in governmental units. Prepared Findings of Fact and Order for Commission review and approval as a formal statement of the issues reviewed and positions taken by the Commission in their adjudication of annexation, consolidation, and incorporation requests. Prepared statistical information and progress reports for the Executive Secretary, Boundary Commission, Legislature, the Department, and other governmental agencies, concerning the activities of the Boundary Commission.

March 1978 - January 1979**Michigan House of Representatives
House Labor Committee - Committee Clerk**

Served as liaison between the committee chairperson and government agencies and public and private interest groups regarding issues pertaining to the committee's area of responsibility. Researched, analyzed and reviewed proposed legislation; handled committee correspondence; arranged public hearings; prepared position papers and speeches; assisted constituents in obtaining information and services from government and private agencies; researched proposed rules presented to the Joint Committee on Administrative Rules.

January 1977 - February 1978**Michigan House of Representatives - Legislative Assistant**

Researched and prepared issue papers. Assisted in the drafting of legislation. Researched proposed rules presented to the Joint Committee on Administrative Rules; speech writing; responded to legislator and constituent inquiries about bills referred to the committee; scheduled and organized meetings and public hearings; compiled pamphlets for distribution; monitored the implementation of the Michigan Occupational Safety and Health Program.

ORGANIZATIONAL AND VOLUNTEER EXPERIENCE

AARP – Volunteer
 Jack Pitts Golf Classic – Volunteer, Registration Committee
 LAFCU – Supervisory Committee Member
 McLaren Healthcare Foundation – Volunteer, Annual Golf Classic
 State Employee Retirees Association – President, Lansing Chapter
 Wharton Center Inner Circle – Board Member
 Windemere Park Charter Academy – Board of Directors, Treasurer/Secretary

PAST ORGANIZATIONAL AND VOLUNTEER EXPERIENCE

American Red Cross of Mid-Michigan, Emergency Disaster Services - Team Member
 American Red Cross of Mid-Michigan, Bone Marrow Donor Advisory Board, Chairperson
 Big Brothers/Big Sisters of Lansing - Big Sister to three Littles
 Big Brothers/Big Sisters - Board of Directors
 Council Against Domestic Assault - Board of Directors, Treasurer
 Expectant Parents Organization - Board of Directors
 Greater Lansing MSU Black Alumni, Inc. - Board of Directors, Secretary
 Greater Lansing Urban League - Board of Directors
 Lansing School District Mentoring Program – Mentor
 Meals on Wheels - Volunteer Driver
 Michigan State University Red Cedar Log - Board of Directors
 Michigan State University Alumni Club of Mid-Michigan - Board of Directors
 Michigan State University National Alumni Association - Board of Directors, Treasurer, Secretary
 Michigan State University Black Alumni Association, Inc. – Board of Directors (Past National President)
 Physicians Health Plan – Board of Directors
 St. Lawrence Hospital – Volunteer
 Sparrow Hospital – Volunteer
 Sparrow Foundation - Grant Review Committee
 Sparrow Hospital – Home Healthcare Board Member
 Ingham Regional Medical Foundation – Festival of Trees Committee, Chair, Family Night
 State Employees Credit Union - Chair, Credit Committee
 State Employees Credit Union - Board of Directors, Treasurer
 Union Missionary Baptist Church - Trustee
 Youth Development Corporation - Board of Directors
 YWCA - Board of Directors, Treasurer

AWARDS

Volunteer of the Year, 1987, Phi Beta Sigma Fraternity, Inc.
Clifton R. Wharton Distinguished Service Award, 1998, MSU Black Alumni, Inc.
Diana Award, 1999, YWCA

INTERESTS

Organizing Events/Meetings
Scuba Diving
Traveling



7710 West Saginaw Highway, Lansing, MI 48917

**APPLICATION FOR
DELTA TOWNSHIP
BOARDS & COMMISSIONS**

I am a resident of Delta Township and interested in serving on one or more of the following Boards and Commissions checked below:

- Planning Commission
- Zoning/Sign Board of Appeals
- Parks, Recreation & Cemeteries Commission
- District Library Board
- Economic Development Corporation
- Property Maintenance Board of Appeals
- Lansing Board of Water & Light Commission*
- Mechanical & Building Board of Appeals*
- Plumbing Board of Appeals*
- Electrical Board of Appeals*
- Fire Board of Appeals*
- Board of Review*
- Non-Discrimination Complaint Review Committee*

(*Special qualifications may restrict eligibility for appointment)

Please attach resume if available

Name: ELSINGER RACHEL E.
(Last) (First) (M.I.)

Address: 6114 Willow Hwy. Grand Ledge MI 48837
(No. & Street) (City) (State) (Zip)

Length of Twp. Residency: 5+ years Phone: (days) 517. 803. 1435 (evenings) None

E-mail: elsinga.r@gmail.com Occupation: GOVERNMENT

Reason for Interest: I have a strong desire to help communities grow in sustainable ways. It would be a privilege to work in service of my community.

Related Employment Experience: I have a combined 10+ years professional experience in Community & Economic Development. I have extensive experience in public planning, grant writing & management, facilitation, public speaking, collaboration with public/private/non-profit sectors, program management.

Education, Training, Certifications & Special Skills: BA from Michigan State University; CERC certification + Program Management training; Community outreach & engagement, event planning & management, communications.

Past Experience, Service or Other Information (e.g, Boards, Commissions, Churches, Civic/Community Groups, etc.):

MEMBER of IEDC & MEDA; VICE PRESIDENT / BOARD for ARTS Council GREATER LANSING,
Chair of Fund Development COMMITTEE; SERVE ON NUMEROUS STEERING
COMMITTEES THROUGHOUT the REGION & STATE IN PLANNING, ARTS & CULTURE, K-12 ED,
& ENRICHMENTAL

Signature of Applicant: [Signature]

Date: 9/23/2020

Please use the back of this form to provide additional information if necessary. The appointment of candidates is generally based on the following criteria: desire to serve, experience, expertise, availability of time to serve, and maintenance of equitable geographic representation. All candidates will be interviewed. This application will be retained in Township files for two years. Please return this form to the Delta Township's Clerk's Office, 7710 West Saginaw Highway, Lansing, MI 48917. Questions may be directed to the Clerk's Office via phone: at (517) 323-8500, fax at (517) 323-8599, or e-mail at mclark@deltami.gov. A description of the functions of each Board and Commission can be obtained by visiting the Township's website at www.deltami.gov, or by contacting the Clerk's Office.

For Office Use Only	
Date Rec'd: <u>9.24.20</u>	Date of Interview: _____
Date Appointed: _____	Date Reappointed: _____



7710 West Saginaw Highway, Lansing, MI 48917

APPLICATION FOR DELTA TOWNSHIP BOARDS & COMMISSIONS

I am a resident of Delta Township and interested in serving on one or more of the following Boards and Commissions checked below:

- X Planning Commission
___ Zoning/Sign Board of Appeals
___ Parks, Recreation & Cemeteries Commission
___ District Library Board
___ Economic Development Corporation
___ Property Maintenance Board of Appeals
___ Lansing Board of Water & Light Commission*
___ Mechanical & Building Board of Appeals*
___ Plumbing Board of Appeals*
___ Electrical Board of Appeals*
___ Fire Board of Appeals*
___ Board of Review*
___ Non-Discrimination Complaint Review Committee*

(*Special qualifications may restrict eligibility for appointment)

Please attach resume if available

Name: STOCKWELL DAN R (Last) (First) (M.I.)

Address: 6822 W. ST. JOE HWY LANSING MI 48917 (No. & Street) (City) (State) (Zip)

Length of Twp. Residency: 14 mos Phone: (days) 517-775-7750 (evenings) JANE

E-mail: DSTOCKWES2@GMAIL.COM Occupation: SOFTWARE SALES

Reason for Interest: I BELIEVE IN THE VALUE OF SERVICE TO MY COMMUNITY TO SUPPORT QUALITY OF LIFE, ECONOMIC OPPORTUNITY, AND TO KEEP THE TOWNSHIP A GREAT PLACE TO LIVE AND WORK.

Related Employment Experience: I HAVE EXTENSIVE EXPERIENCE WITH GOVERNMENT REGULATORY ENVIRONMENTS WORKING IN THE STUDENT FINANCIAL FIELD IN HIGHER EDUCATION. MY CURRENT JOB REQUIRES CRITICAL THINKING AND COMPLEX ANALYSIS OF FACTS.

Education, Training, Certifications & Special Skills: B.A. - UNIVERSITY OF DENVER, MA - INDIANA UNIVERSITY - HIGHER EDUCATION.

Past Experience, Service or Other Information (e.g. Boards, Commissions, Churches, Civic/Community Groups, etc.):

TRUSTEE - BATH CHARTERED TOWNSHIP, CHAIR BATH
FARMERS MARKET BOARD, PRESIDENT. BATH LIONS CLUB,
ACTIVE MEMBER - TRI-COUNTY BICYCLE ASSOCIATION ADVOCACY COMM.

Signature of Applicant: DM Stuehl

Date: 9/10/2020

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For Office Use Only	
Date Rec'd: _____	Date of Interview: _____
Date Appointed: _____	Date Reappointed: _____



7710 West Saginaw Highway, Lansing, MI 48917

**APPLICATION FOR
DELTA TOWNSHIP
BOARDS & COMMISSIONS**

I am a resident of Delta Township and interested in serving on one or more of the following Boards and Commissions checked below:

- Planning Commission
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- Economic Development Corporation
- Property Maintenance Board of Appeals
- Lansing Board of Water & Light Commission*
- Mechanical & Building Board of Appeals*
- Plumbing Board of Appeals*
- Electrical Board of Appeals*
- Fire Board of Appeals*
- Board of Review*
- Non-Discrimination Complaint Review Committee*

(*Special qualifications may restrict eligibility for appointment)

Please attach resume if available

Name: Corrie David B
(Last) (First) (M.I.)

Address: 4637 Clydesdale Road Lansing MI 48906
(No. & Street) (City) (State) (Zip)

Length of Twp. Residency: 7 years Phone: (days) 517-256-5923 (evenings) 517-256-5923

E-mail: dbcmsu93@gmail.com Occupation: Information Services Coordinator


Reason for Interest: I believe I can add a fresh perspective due to my age and background. I have lived here long enough to want to take a greater role in my community. I have started volunteering for elections and want to get more involved.

Related Employment Experience: Worked for a public employee union for 30 years. Handle Information Technology and Communications for a state-wide local. Network with various other groups to accomplish shared goals.

Education, Training, Certifications & Special Skills: Bachelors in Social Science / Human Resources from Michigan State University, Michigan Life and Health Insurance Producers Licenses

Past Experience, Service or Other Information (e.g, Boards, Commissions, Churches, Civic/Community Groups, etc.):

MSU Blue Line Club Hockey Booster Club past Recording Secretary and Board Member, Former Trustee - First Baptist Church of DeWitt, Current Recording Secretary Michigan Labor Press Association

Signature of Applicant: 

Date: 8/10/20

Please use the back of this form to provide additional information if necessary. The appointment of candidates is generally based on the following criteria: desire to serve, experience, expertise, availability of time to serve, and maintenance of equitable geographic representation. All candidates will be interviewed. This application will be retained in Township files for two years. Please return this form to the Delta Township's Clerk's Office, 7710 West Saginaw Highway, Lansing, MI 48917. Questions may be directed to the Clerk's Office via phone: at (517) 323-8500, fax at (517) 323-8599, or e-mail at mclark@deltami.gov. A description of the functions of each Board and Commission can be obtained by visiting the Township's website at www.deltami.gov, or by contacting the Clerk's Office.

For Office Use Only

Date Rec'd: 8-20-20

Date of Interview: _____

Date Appointed: _____

Date Reappointed: _____

DAVID B. CORRIE

4637 Clydesdale Rd., Lansing, MI 48906

Cell 517-256-5923 ♦ Home 517-323-3210 ♦ dbcmsu93@gmail.com

OVERVIEW

A seasoned professional with over 30 years of experience working with Michigan's Labor Unions in every capacity including contract administration, arbitration, and collective bargaining. Committed to member engagement and service to the highest degree.

QUALIFICATIONS

- Experienced contract negotiator participating in 4 successful negotiation cycles
- Membership administration for two different SEIU Professional Development Funds
- Liaison for SEIU 517M, the State of Michigan, and multiple public employers
- Expert in team relationship and coalition building
- Work with State Employee Coalition partners for negotiations, research, and technology
- Coordinator of SEIU Annual Golf Outing benefitting the Scholarship Fund
- Labor policy development
- Survey development and administration for member relations
- Skilled public speaker and conference presenter
- Meeting, conference, and member events planning and management

PROFESSIONAL EXPERIENCE

SEIU Local 517M

July 2000 – Present

Information Services Coordinator

Scientific and Engineering PDF Coordinator

Technical Unit Tuition Reimbursement Coordinator

- Past bargaining team member for state contracts
- Planning and logistics for Annual Steward Training and Union-wide Membership Meeting
- Contract administration assistance
- Clarifying contract language for members
- Management and approval of reimbursements for member professional development, conferences, tuition, and continuing education
- Direct communications for the union: newsletters, social media, and publications
- Facilities manager for SEIU 517M main office and four satellite offices
- Technology specialist for the SEIU facilities, which includes server, hardware repair and new builds and facility computer support; website building and maintenance
- Plan and run annual scholarship golf outing
- Serve as a historic reference source to staff and union leaders
- Serve as the Data Team Lead

SEIU Local 517M

July 1993 – July 2000

Labor Relations Representative

- Bargaining, grievance handling, arbitration hearings and dispute resolution
- Classification and sub-contracting hearings
- Responding to membership inquiries
- Managed and approved Union Professional Development Funds

CERTIFICATIONS

Supervisory and Leadership Certification - *Michigan State University*, Learning Resources Network
Resident Producer, Accident Health and Life - *State of Michigan*, License 0755679

EDUCATION

Bachelor's Degree - *Michigan State University*, Social Science

HONORS & AWARDS

Michigan Labor Press Annual Awards - *Journalism, Web Design and Photo Awards (multiple awards)*

ORGANIZATIONS

Michigan Labor Press, *Recording Secretary*
State of Michigan Traumatic Incident Stress Management Committee, *Committee Member*
MSU Men's Varsity Hockey Program, *Off-Ice Hockey Official*

VOLUNTEER EXPERIENCE

Michigan Labor Press Annual Awards, *Judge*
Michigan Labor Press Annual Conference, *Conference Co-Coordinator*
1st Infantry Division, 16th Infantry Regiment of Southeast Michigan, *Military Re-enactor*

INTERESTS

- Historic re-enactment and living history of World War II, Korea, and Vietnam Wars
- Hockey, Camping, Golf

SKILLS

- Skilled at interpreting agreements, resolving grievances, negotiating contracts, and settling disputes.
- Extensive managerial experience, including prompt and accurate communication with members, team members, and employers, composition and production of newsletters, administration of social media campaigns, and implementation of up-to-date workforce technology.
- Membership engagement activities include surveys, member meetings and conventions, professional development, email and newsletter communication to recruit and strengthen membership.
- Organization representative at State of Michigan bargaining and dispute resolution.
- Communications specialist with experience in print, web and social media.
- Facilities management with experience overseeing multiple office building and spaces.
- I.T. specialist with experience in web design, software, computer repair and hardware installation.



7710 West Saginaw Highway, Lansing, MI 48917

APPLICATION FOR DELTA TOWNSHIP BOARDS & COMMISSIONS

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- Planning Commission
- Zoning/Sign Board of Appeals
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- District Library Board
- Economic Development Corporation
- Property Maintenance Board of Appeals
- Lansing Board of Water & Light Commission*
- Mechanical & Building Board of Appeals*
- Plumbing Board of Appeals*
- Electrical Board of Appeals*
- Fire Board of Appeals*
- Board of Review*
- Non-Discrimination Complaint Review Committee*

(*Special qualifications may restrict eligibility for appointment)

Please attach resume if available

Name: Haselschwerdt Tom M
(Last) (First) (M.I.)

Address: 336 Geneva Circle Lansing 48917
(No. & Street) (City) (State) (Zip)

Length of Twp. Residency: 16 Years Phone: (days) 517-323-1954 (evenings)

E-mail: thaselsc@gmail.com Occupation: Retired

Reason for Interest: I would like to become more actively involved in Delta Township. My wife and I are very appreciative and impressed with the Quality of Life in Delta Township and I would like to be a part of helping that continue. I have been actively involved with serving as an election elected official for several years.

Related Employment Experience: Medical consultant working with hospitals and physician practices. President and owner of Medical Consultants Inc. (26 Years)

Education, Training, Certifications & Special Skills: BA and MBA Michigan State University

Past Experience, Service or Other Information (e.g, Boards, Commissions, Churches, Civic/Community Groups, etc.):
United Way loaned executive, President of Verndale Lakes Condo,

Finance Council St. Gerard Church, Boy Scouts of America.

Signature of Applicant: Tom Haselschuerdt

Date: 9/3/20

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For Office Use Only

Date Rec'd: 9.3.20

Date of Interview: _____

Date Appointed: _____

Date Reappointed: _____



7710 West Saginaw Highway, Lansing, MI 48917

APPLICATION FOR DELTA TOWNSHIP BOARDS & COMMISSIONS

I am a resident of Delta Township and interested in serving on one or more of the following Boards and Commissions checked below:

- Planning Commission
Zoning/Sign Board of Appeals
Parks, Recreation & Cemeteries Commission
District Library Board
Economic Development Corporation
Property Maintenance Board of Appeals
Lansing Board of Water & Light Commission*
Mechanical & Building Board of Appeals*
Plumbing Board of Appeals*
Electrical Board of Appeals*
Fire Board of Appeals*
Board of Review*
Non-Discrimination Complaint Review Committee*

(*Special qualifications may restrict eligibility for appointment)

Please attach resume if available

Name: Slade (Last), Jerry (First), L. (M.I.)
Address: 502 Stoll Rd (No. & Street), Lansing (City), MI (State), 48917 (Zip)
Length of Twp. Residency: 14 yrs. Phone: (days) 517-819-8818 (evenings) same
E-mail: jerry.slade@att.net Occupation: WRA Administrator
Reason for Interest:

Related Employment Experience: SEE RESUME

Education, Training, Certifications & Special Skills: SEE RESUME

Past Experience, Service or Other Information (e.g, Boards, Commissions, Churches, Civic/Community Groups, etc.):

Work Shop group, HAP sponsor, G0315 sponsor,
Planning Committee

Signature of Applicant: Jonny K. Slade

Date: 2-17-20

Please use the back of this form to provide additional information if necessary. The appointment of candidates is generally based on the following criteria: desire to serve, experience, expertise, availability of time to serve, and maintenance of equitable geographic representation. All candidates will be interviewed. This application will be retained in Township files for two years. Please return this form to the Delta Township's Clerk's Office, 7710 West Saginaw Highway, Lansing, MI 48917. Questions may be directed to the Clerk's Office via phone: at (517) 323-8500, fax at (517) 323-8599, or e-mail at mclark@deltami.gov. A description of the functions of each Board and Commission can be obtained by visiting the Township's website at www.deltami.gov, or by contacting the Clerk's Office.

For Office Use Only

Date Rec'd: 2/25/20

Date of Interview: _____

Date Appointed: _____

Date Reappointed: _____

OBJECTIVE:

To obtain a challenging position in a company where my experience, accomplishments and proficiency will allow me the opportunity to contribute to the growth of the company while furthering my professional development.

EMPLOYMENT

Ideal Setech-Indirect Material Management Lansing, Michigan July 2010 – Present
Warranty Repair Buyer

Responsibilities:

- Working with GM associates to repair, calibrate and/or refurbish product.
- Working with a Symix/Sitrix and SSQ program Database for records of all repairs.
- Working with daily & weekly reports for GM as well as creating of reports.
- Working with the SAP system to effectively & efficiently process orders.
- Utilize the Olympic System placing orders.
- Perform office duties including faxing and filing.
- Provide outstanding customer service both on the phone and in person.
- Receive and return of repaired product to GM or to place in inventoried stock.
- Calling on Vendors to service on site machineries and repairs.
- Attending client and vendor meetings set up by myself and ones assign by my supervisor.
- Tending to a core inventory of over stock repairs for control of Mid and Max levels in cribs
- Provide cost savings for GM – A record \$1,107,967.38
- Processed power equipment licenses.

SS Materials Management Solutions Lansing, Michigan December 2005 – June 2010
Warranty Repair Specialist

Responsibilities:

- Working with Gm associates to repair and / or calibrate product.
- Working with an Access program / Database for records of all repairs.
- Working with daily & weekly reports for GM as well as creating of reports.
- Utilize the E-spend system to effectively & efficiently process orders.
- Provide outstanding customer service both on the phone and in person.
- Receive and return of repaired product to GM or to place in inventoried stock.
- Calling on Vendors to service on site machineries and repairs.
- Provide cost savings for GM - A record \$3,626,454.13 in 2009.
- Processed power equipment licenses.

W. W. Grainger, Inc. Lansing, Michigan October 1998 – December 2005
Service Specialist / Buyer

Responsibilities:

- Working with GM associates placing orders for needed parts or products including
 - ❖ Spot buys (ordering direct from vendors)
 - ❖ Dip orders (ordering items from a stock area)
 - ❖ Service (calling vendors to service on site machineries) and repairs.
- Utilize the SAP system to effectively & efficiently process orders.
- Utilize the Olympic System placing orders.
- Perform office duties including faxing and filing.
- Provide outstanding customer service both on the phone and in person.
- Receive and return products.

- Stock inventory.
- Attended client meetings as assign to me by the supervisor.
- Handle Lansing Area Replenishment (shut down items held in plant).
- Provide cost saving for GM – A record \$465,000 in 2004.

Customer Service Specialist (Office / Warehouse)

Responsibilities:

- Worked with Specialist in trouble shooting customer problems and on-line problems.
- Worked with off-site vendors.
- Ordered all stocked products carried in the warehouse.
- Utilized the SAP system.
- Oversaw time sheet completion & submittal for all employees.
- Performed office duties such as faxing and filing.
- Provided excellent customer service over the phone.
- Received and handled returned goods and repairs as well as the shipping of these good.
- Opened and matched up all merchandise and goods receipts.
- Ran & reviewed V048 and VL19 reports.
- Operated UPS and FedEx weight machines.
- Performed customer service tasks and resolved customer problems.
- Processed both power equipment and hazardous material licenses.

ADDITIONAL SKILLS

- E-spend, SAP, Olimpic, Microsoft Word, Excel, Access, Lotus, Outlook, E-mail Symix & SSQ, Sitixs
- Independent, work with minimal supervision and team leader.
- Effective handling multiple tasks.

HONORS & ACHIEVEMENTS:

- Outstanding Workmanship Award
- Six time Employee of the Month
- 18 Gold Medallions
- Perfect Attendance Award
- Ace Award Point for team achievements.
- 4 General Motors Appreciation Bonuses.
- Titanium Award for Outstanding Sales.
- Certificate of Completion – Excel 1 & 2

EDUCATION

Lansing Community College – Course work in Business Management & Computer Science.

Additional employment information and references available upon request.

Mary Clark

From: Mary Clark
Sent: Wednesday, February 26, 2020 10:57 AM
To: jerryslade@att.net
Subject: Non-Discrimination Complaint Review Committee

Jerry,

Thank you for your application for the Non-Discrimination Complaint Review Committee. I only need one more thing from you, on the application you did not answer the "Reason for Interest" question. If you could just reply to this email with some thoughts I would appreciate it!

Thanks,

Mary R Clark, CMMC

Delta Township Clerk

Michigan Association of Municipal Clerks Board of Directors (MAMC) – 2nd Vice President

Capitol Area Municipal Clerks (CAMC) – Immediate Past President

7710 West Saginaw

Lansing, MI 48917

517-323-8500



*"Do the best you can until you know better,
Then when you know better, do better."
Maya Angelou*

Supervisor Kenneth R. Fletcher
Treasurer Howard A. Pizzo
Clerk Mary R. Clark
Manager Brian T. Reed



Trustee Fonda J. Brewer
Trustee Andrea M. Cascarilla
Trustee Dennis R. Fedewa
Trustee Karen J. Mojica

Clerk's Office

(517) 323-8500

March 9, 2020

Jerry L. Slade
502 Stoll Road
Lansing, MI 48917

RE: Letter/Application of Interest Acknowledgment

Dear Mr. Slade:

Thank you for expressing your interest in serving on the Delta Township Complaint Review Committee. Please consider this letter as an acknowledgment of your recently received Application. Residents are appreciated for their dedication and willingness to volunteer in our community.

A copy of your Application will be kept on file for two years and provided to the Township Supervisor as openings are available in those areas of interest. All applicants will be contacted as vacancies become available. Should you have any questions or concerns, please feel free to contact the Delta Township Clerk's Office at 517-323-8500.

Sincerely,



Mary R. Clark, Clerk
Delta Charter Township





Manager's Office

(517) 323-8590

MEMORANDUM

TO: Supervisor Kenneth R. Fletcher and the Delta Township Board

**FROM: Brian Reed, Township Manager
Jeff Anderson, Finance Director**

DATE: October 5, 2020

SUBJECT: Rate Study

The Township Board identified assessing aging infrastructure in its Strategic plan several years ago. In that time, we have undertaken unprecedented assessing and planning efforts with our water and wastewater infrastructure including:

- Asset management plans
- Water reliability study identifying water distribution system improvements needed over the next ten years
- Systematic and sophisticated Wastewater modeling
- Inspection and cleaning of the Carrier Creek Wastewater interceptor
- Preliminary modeling and study of the Willow lift station
- Study of the replacement of watermain on St. Joe
- Purchase of new camera equipment for the televising and cleaning of the wastewater collection system (15inch and less mains)

One of the most critical components of the planning has been the efforts creating a Master plan and SRF plan/application for a new wastewater treatment facility. The Township has historically managed its utility system and finances extremely well by continuing strong preventative maintenance throughout the system, maintaining a strong fund balance, keeping debt low, and rates very competitive across the region. Given the extraordinary projects the Township will undertake over the next 5-10 years, a professional outside rate study was needed to:

- Provide transparency in our methodology for setting rates
- Help ensure the township collects sufficient revenue to provide for future operating, capital, and debt needs
- Guide staff and the township board in setting future rates, especially as we issue debt for upgrades to the wastewater treatment plant.
- Help establish future rates with the goals of sustainability and affordability at the forefront

On October 21, 2019, the Township Board authorized a contract with Baker Tilly Municipal Advisors to conduct a comprehensive rate study of the Delta Water and Sewer funds. Over the last year several staff have worked collaboratively with representatives of Baker Tilly to provide information, answer questions, and examine our utility funds for its finances, operations, current billing structure, and future projects. We appreciate the hard work of Rick Kane, Ernie West, Ted Droste, Gary Bozek, and Alannah Doak for their assistance and time throughout this process.

The rate study looks at different components of our rate structure and proposes future rate increases to keep pace with the projects that we encounter. These include consistent 7.25% increases in wastewater and 1.25% in water. Despite these increases, we will remain competitive in the region and keep a goal of avoiding double digit increases in the future. The rate study also examines and proposes changes to how we charge for ready to serve fees and connection charges.

A rate study is a working document that should be used as guidance for budget and financial decision making into the future. The rate study may be adjusted in the future as projects come to fruition and other variables change.

Andy Campbell from Baker Tilly will be at the board meeting to present the rate study and its implications.

The following motion is offered for the Board's consideration:

“I move that the Delta Township Board accept the Water fund and Wastewater fund rate studies provided by Baker Tilly Municipal Advisors, LLC dated September 18, 2020 and place on file.”



bakertilly

MUNICIPAL ADVISORS

Charter Township of Delta
County of Eaton, State of Michigan

Sewer Fund – Rate Study

September 18, 2020



September 18, 2020

Charter Township of Delta
7710 W. Saginaw Highway
Lansing, MI 48917

Baker Tilly Municipal Advisors, LLC
2852 Eyde Pkwy, Suite 150
East Lansing, MI 48823
(517) 321-0110
bakertilly.com

Subject: Charter Township of Delta (Michigan) Sewer Fund – Rate Study

Dear Charter Township of Delta:

It is our pleasure to provide you this analysis of your sewer fund and the review of the rate structure. A rate study is not a historical document, it is a working document, which should be used as a reference for budget and finance decision-making. To this end, Baker Tilly is available to discuss the study at any point in the future.

Rates and charges must reflect the customer base being served. As such, the rate study found in these pages is unique to your community. The ultimate goal of every rate study is to develop a rate structure and revenue support system that meets the needs of operations, maintenance, and capital improvement and at the same time is as economical and equitable to the customers as possible, this is referred to as a “cost of service” analysis. I believe you will find the observations and recommendations meet your needs and reflect your customer base.

By acceptance of this study the Township Board understands and accepts the responsibility and liability for potential challenges to the rate structure and management of the funds. Rate studies, while often based on various methods, industry guidelines, do not follow a clear standard as does, for example, a CPA in producing an audit according to Generally Accepted Accounting Principals. Furthermore, state law and case law do not provide any reasonable or comprehensive guidance regarding methodology, rate structure or management of fund balances. Baker Tilly is reliant upon Township officials, and other sources, who have access to relevant data to provide accurate information. The Township accepts that fund management and rate adjustment recommendations are inherently subject to estimations and projections and, as such, no assurance is provided regarding the actual performance of the funds over time. The Township is advised to seek legal counsel regarding the implementation of any recommendations and their liability implications.

As always, it was a pleasure serving you and do not hesitate to call if you wish to further discuss our findings.

Sincerely,

BAKER TILLY MUNICIPAL ADVISORS, LLC

Andy Campbell, CPA, Director

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Executive Summary

1.1 Community Background

Originally built in 1965 the Charter Township of Delta (the “Township”) Wastewater treatment facility is an activated sludge treatment plant that consistently produces a high-quality effluent & “Exceptional Quality (EQ) Biosolids”. The facility underwent expansion in 1972 and again in 1985 to increase treatment capacity and incorporate odor control. The primary purpose of the Wastewater Division is to convey the sanitary sewage from the customer to the treatment plant for proper processing and to run other programs as required by state and federal agencies regarding wastewater treatment and employee safety.

The plant is currently designed to handle 6 million gallons of water each day with available equalization of an additional 5 million gallons. The treatment process operates 365 days a year without interruptions caused by weather or holidays. Currently, the sanitary sewer system has approximately 176 miles of sanitary sewer pipe that the wastewater division must maintain. The collection system includes 20 pumping stations that convey the wastewater from lower elevations into the gravity flow portions of the system.

Source: Township

1.2 Objectives

To identify the revenue support and fund management needed to fulfill the Township’s operations & maintenance, and capital improvements to the system while maintaining adequate cash reserves to be able to respond to unforeseen circumstances.

1.3 Potential Rates

Baker Tilly is recommending implementing a ready-to-serve charge as is done on the water side. A ready-to-serve charge is based on meter size and will help the Township bring in a fixed amount of revenue every year, it will not fluctuate based on usage. Along with implementing a ready-to-serve charge starting in fiscal year 2021, we are recommending annual rate increases of 7.25% to both the newly implemented ready-to-serve charge and the commodity charge. This is primarily done to support the debt service payments on the estimated nearly \$70,000,000 in projects done in two phases over the next several years to the wastewater treatment plant.

TABLE 1-1: PROPOSED RATE STRUCTURE SUMMARY

Category	Current Rates	Proposed Rates
	2020	2021
Sewer usage charge (metered)	\$ 3.438	\$ 3.69
Flat fee charge (unmetered - sewer only)	\$ 30.95	\$ 30.95
Ready-to-serve charge *	-	\$ 2.50

*5/8" meter size ready-to-serve charge

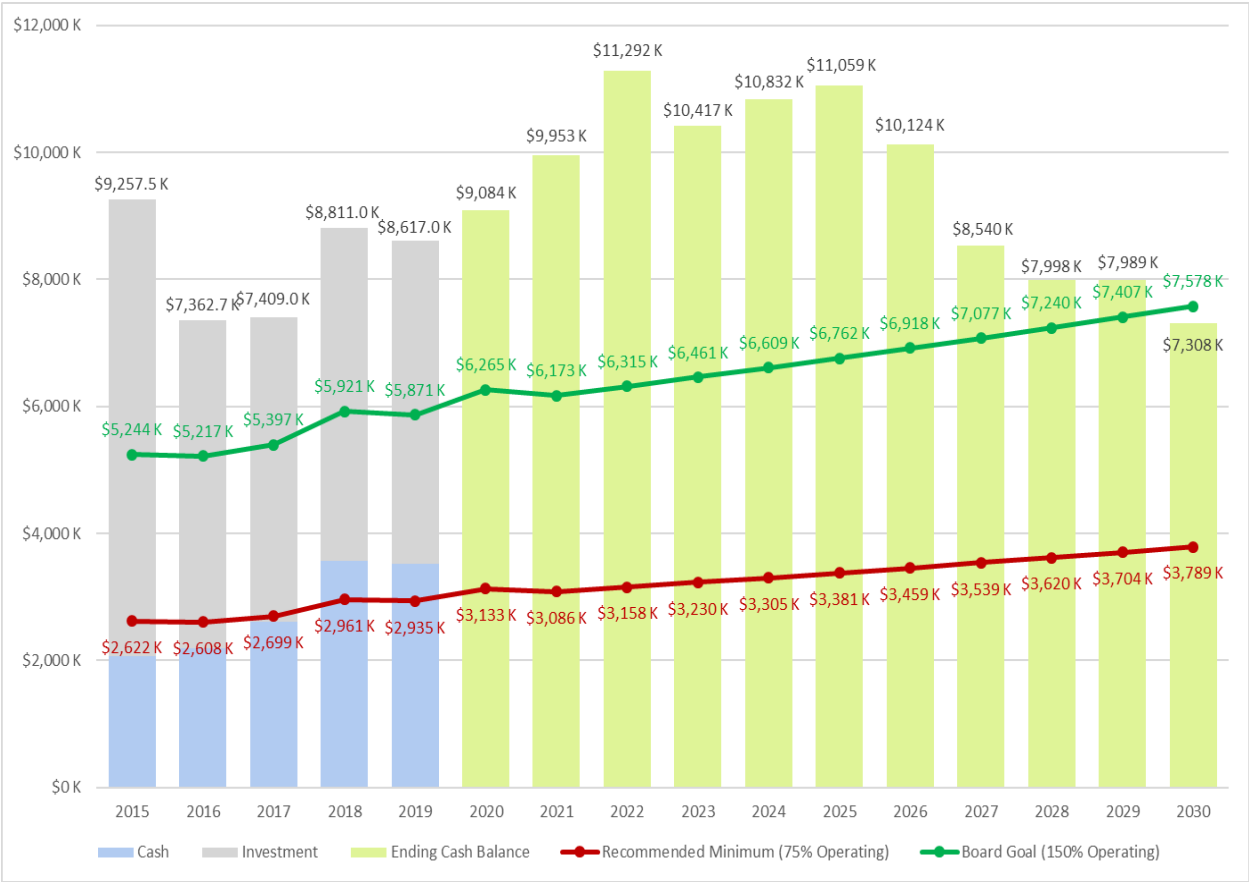
TABLE 1-2: PROPOSED READY-TO-SERVE RATE STRUCTURE

Ready-to-serve Proposed Rate Structure		
<u>Meter Size</u>	<u>Rate</u>	<u>Meter Ratios</u>
5/8"	\$2.50	1.0
3/4"	\$2.50	1.0
1"	\$6.25	2.5
1 1/2"	\$12.50	5.0
2"	\$20.00	8.0
3"	\$37.50	15.0
4"	\$62.50	25.0
6"	\$125.00	50.0
8"	\$200.00	80.0

1.4 Cash Position Summary

The cash & investments balance for the Township is currently around 18 months of operating expenses (net of depreciation). This is a very healthy cash balance as our standard minimum recommendation for operating expenses is around 6 months. Over the forecast period the cash balance increases slightly as the Township gradually increases rates to support the oncoming debt service payments of the wastewater treatment plant projects and anticipated cash-funded other capital improvements before ending right around the 18 months compared to cash operating expenses.

TABLE 1-3: SCHEDULE OF ACTUAL AND ESTIMATED ENDING CASH BALANCE



Information and Assumptions

A significant effort has been made by the Township and their consulting engineers to inventory assets, evaluate the infrastructure, and determine asset criticality. The result is the identification of asset investment cost by project and by year. The rate study covers a 10-year forecast period to take this asset evaluation into account. The rate study is a four step process: 1) historical comparison with audits and budgets, 2) test year, or normalized budget year, along with inflation assumptions for purposes of forecasting, 3) proof of rate to revenue for reliance on customer data, and 4) cash flow forecast including revenue, operating expense, capital spending, debt, and fund balance (i.e., actual cash and investment balance). The analysis is a “cash basis” approach as described in the AWWA Manual of Rate Making Practices.

Key information

- Audited comprehensive annual financial statements for FY 2017, FY 2018, FY 2019;
- Actual Revenue and Expenditure Report for FY 2018, FY 2019;
- Budgeted Revenue and Expenditure Report for FY 2020;

Key Assumptions

- Rates should not only cover the system costs, but also support future system maintenance, capital improvements, and debt service payments;
- The Township will follow AWWA guidelines;
- The Township is not anticipating significant population growth;
- The Township is anticipating Cintas will be at full capacity for FY 2021;
- The Township does not anticipate any significant decreases in billable flow going forward;
- The budgeted amount for other revenue in FY 2020 will be consistent in future years;
- The Township will conduct all capital improvement projects provided by Tetrattech.

Revenues

2.1 Customers and Usage

The Township currently bills sewer customers solely based on usage, non-metered customers are billed a flat fee. The Township currently has 9,342 metered customers and 1,062 non metered customers. The breakout of meter sizes is represented in the table below.

TABLE 2-1: CUSTOMER COUNT BY METER SIZE

Meter Size	Meter Count
5/8"	8,379
3/4"	4
1"	299
1 1/2"	450
2"	156
3"	37
4"	14
6"	2
8"	1
Total Meter Count	9,342

Over the past 5 years the Township has seen a level to slightly downward trend in usage. This has been a common theme among communities around the state as the efficiency of home appliances increases. The Township is estimating a larger decrease in usage for FY 2020 due to COVID and many major employers temporarily shutting down. Although there was a decrease in usage from major businesses, overall flows besides these businesses stayed relatively consistent with prior years.

With businesses opening back up, Cintas connecting to the system, and new customers connecting to the system, the forecast assumes a consistent flow going forward.

TABLE 2-2: VOLUME OF SEWER SOLD



2.2 Rates

The Township bills customers based on generally accepted methods. Metered customers are billed on a commodity bases for the number of cubic feet used while non-metered customers are billed a flat fee. The number of customers billed, and the commodity sold, at the current rates ties to the revenue reflected in the audit and budget, such that we can rely on these numbers for forecasting.

2.3 Billing

The Township bills customers monthly. The table below is an estimate of a typical homeowner's monthly bill based on a usage of 600 cubic feet.

TABLE 2-3: TYPICAL HOMEOWNER'S MONTHLY BILL COMPARISON

Homeowner Type	2020	2021	2022	2023	2024	2025
Metered [1]	\$ 20.63	\$ 24.62	\$ 26.41	\$ 28.32	\$ 30.38	\$ 32.58
Unmetered [2]	\$ 30.95	\$ 30.95	\$ 30.95	\$ 30.95	\$ 30.95	\$ 32.58

[1] Assumes 600 cubic feet usage per month

[2] Assumes 900 cubic feet usage per month declining to 600 cubic feet usage by 2025 to reflect change in customer usage trends

2.4 Revenue

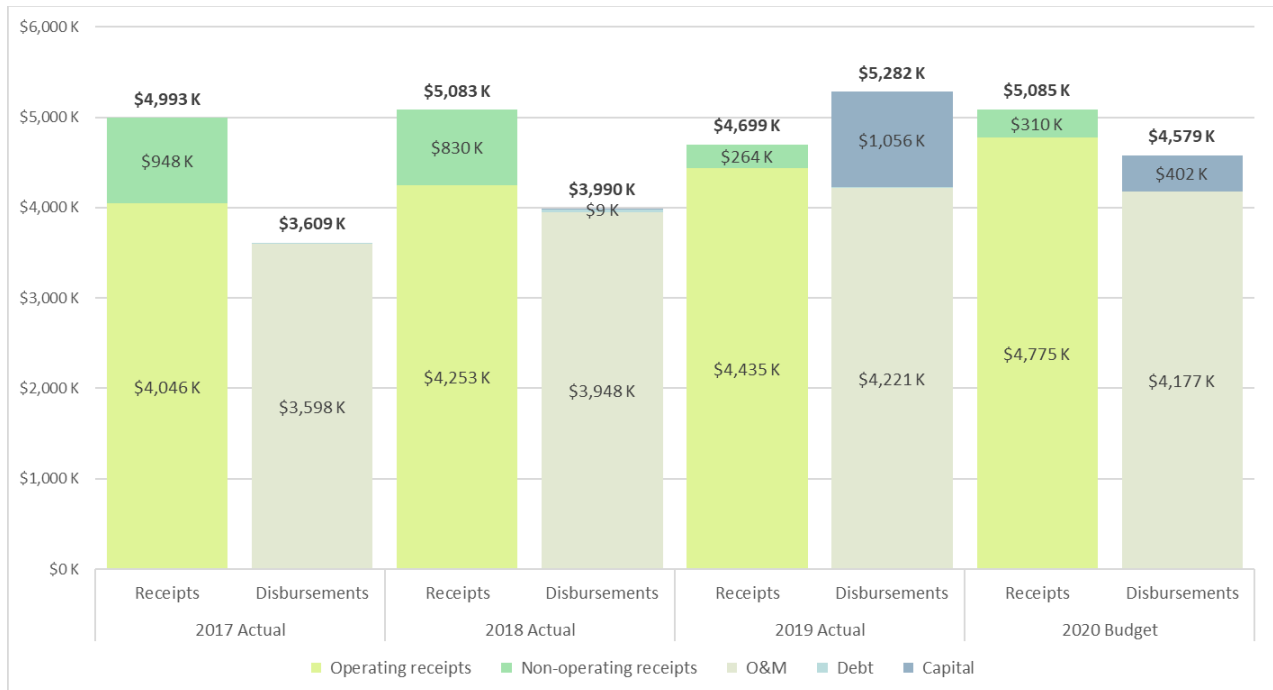
In addition to the revenues brought in by user rates, the Township is conservatively assuming \$100,000 per year in capital charge revenue. The Township is also assuming that other revenues (revenue not derived from user rates) will remain consistent in future years.

Operating & Maintenance Expenses

3.1 Historical O&M Expenses

Historical O&M expenses are analyzed in the report to help look for trends and to help identify any outlier expenses. The current year budget is consistent with previous years, with most expenses increasing slightly year over year.

Table 3-1: Receipt and Disbursement History



3.2 Test Year

A test year is a normalized year for operating and maintenance expense and becomes the base year used for forecasting future expenses.

Prior year budget actuals are analyzed for trends, outliers, or one-time expenses. Any items of concern were discussed with Township officials to determine what a particular line item expense would be in a normal year. Certain adjustments were made to a couple line items to more accurately reflect a normalized year’s expense to be used in the test year before forecasted out into future years.

3.3 Inflation Assumptions

The next step is to increase the test year expenses by an annual inflationary percentage. This is done as it is not reasonable to expect expenses to be the same as they are today over the 10 years forecasted in the report. These annual inflationary increases reflect the increases in costs over time and are used to help estimate what future operating and maintenance expenses will be. The table below summarizes the general inflationary assumptions used in the report. Based on direction from Township officials, there are a few specific budget line items that vary from the percentages listed in the table below.

TABLE 3-2: INFLATION ASSUMPTIONS

Expense Type	Inflation Assumptions
Compensation Related	2.5%
Benefits	2.5%
Operating	2.0%
Purchasing	2.0%

Capital Improvement Plan

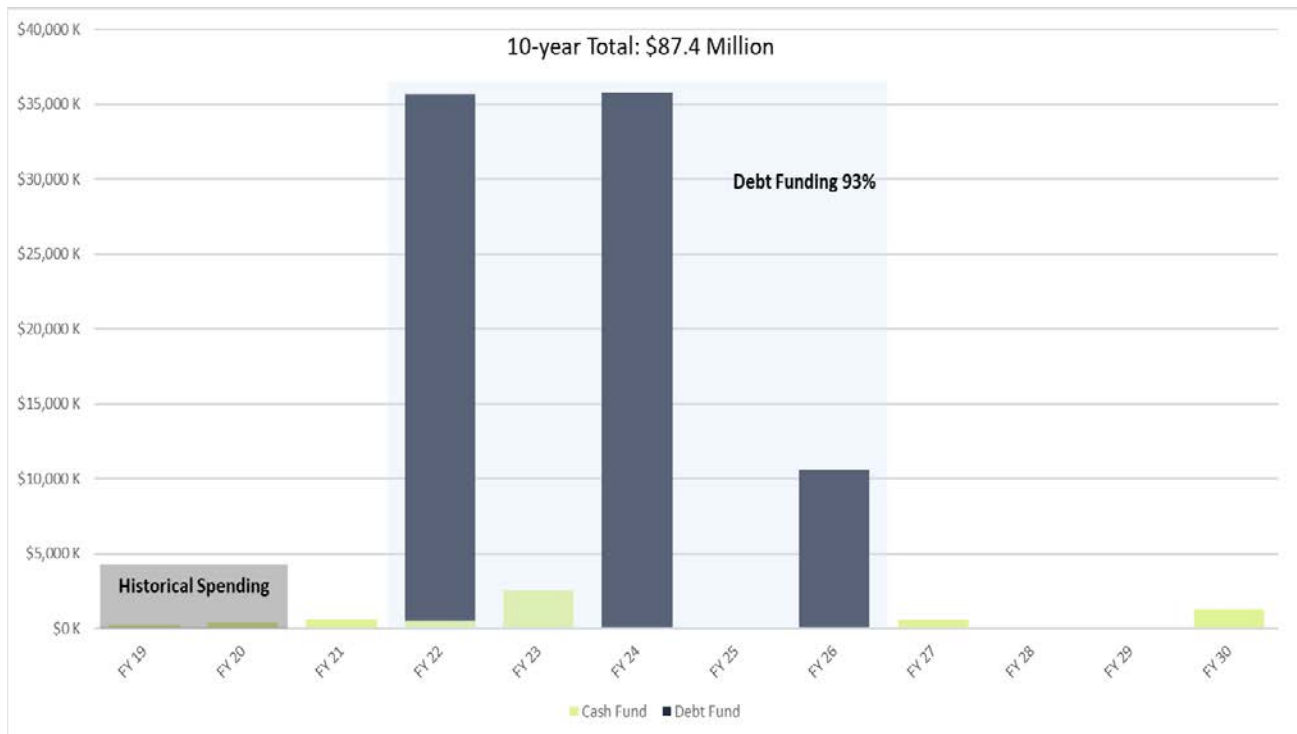
4.1 Capital Improvement Plan (CIP)

Capital improvements are larger, one-time expenses that are not included in annual operating and maintenance expenses. It is beneficial to look at potential capital improvements well in advance and develop a capital improvement plan as it will help the Township develop policy to manage rates over time in order to maintain the sewer system with an efficient use of funds. The capital improvement plan was provided by Tetrotech and vetted with Township officials.

4.2 CIP Funding

Due to the Township having a healthy cash balance, smaller projects can be paid for with cash on hand. The Township has a couple larger projects that will need to be financed as is outlined in the table below.

TABLE 4-1: CAPITAL IMPROVEMENT SPENDING SUMMARY



Debt Service

5.1 Debt Limitation

The Township is subject to the State of Michigan debt limitation of 10% of State Equalized Value (SEV). Based on the amount of debt outstanding and the Township’s current SEV, this 10% limit is not a concern at the time of this report.

Cash Flow

6.1 Methodology

The revenue needs to support operations, debt, and capital improvements while solving to cash balance. The Township has an ideal cash balance they would like to maintain which leaves adjusting rates and how capital improvements are funded as the other two variables that can be adjusted. Township officials determined that a consistent rate track with manageable annual increases was the best option for their customer base. Meeting these two requirements results in the Township needing to issue 3 bond issues in order to complete the desired capital improvement plan.

6.2 Proposed/Potential Rates

The table below demonstrates the proposed rates.

TABLE 6-1: PROPOSED RATES ADJUSTMENTS

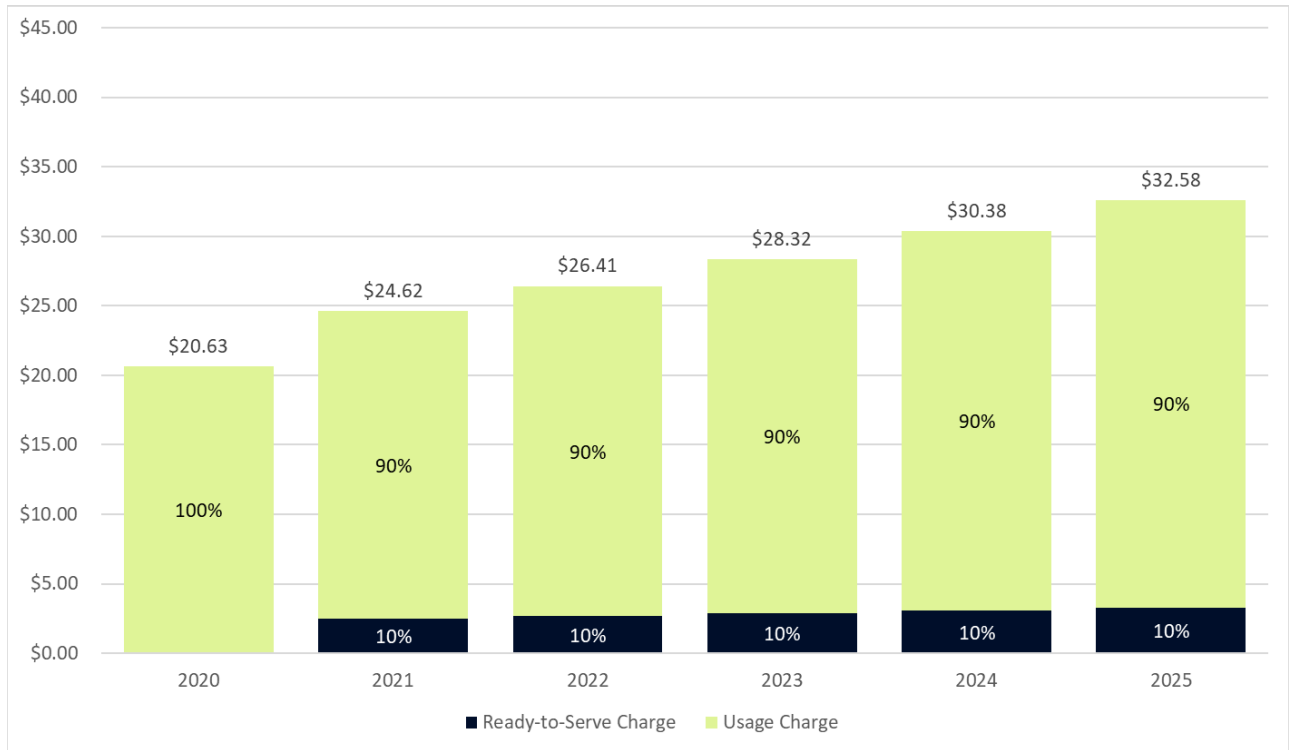
Adjustment	2020	2021	2022	2023	2024	2025
Readiness-to-serve (monthly)	-	\$ 2.50	\$ 2.68	\$ 2.88	\$ 3.08	\$ 3.31
Sewer usage charge (per 100 cu.ft.)	\$ 3.438	\$ 3.69	\$ 3.95	\$ 4.24	\$ 4.55	\$ 4.88
Flat fee charge (monthly)	\$ 30.95	\$ 30.95	\$ 30.95	\$ 30.95	\$ 30.95	\$ 32.58

6.3 Rates Impact Summary

In addition to the implementation of the ready-to-serve charge in 2021, the rate track demonstrates annual increases of 7.25%. This results in roughly a \$2.00 increase to a typical homeowner’s monthly bill per year (assuming 600 cubic feet of usage per month).

The implementation of the ready-to-serve charge will account for about 10.0% of a typical homeowner’s monthly bill.

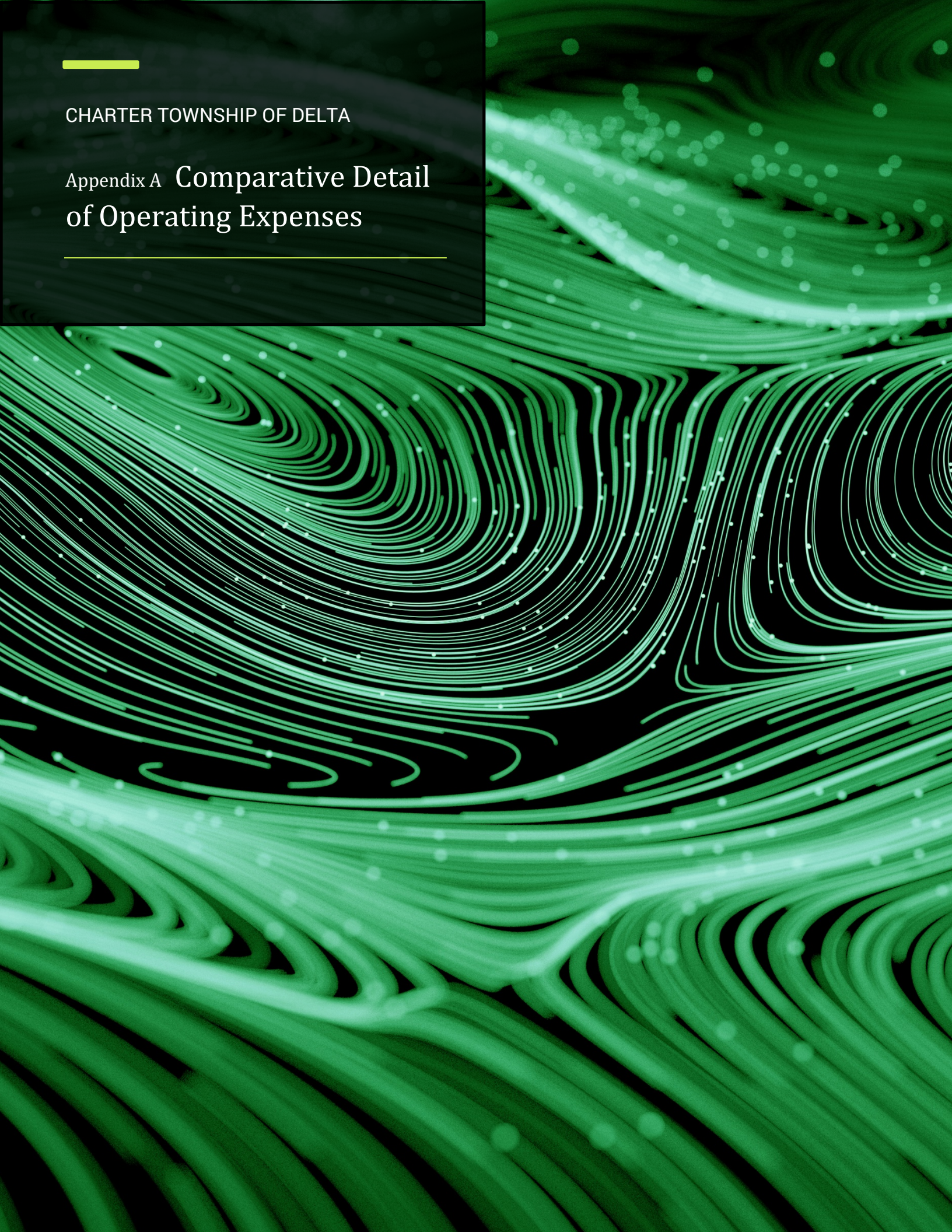
TABLE 6-2: TYPICAL HOMEOWNER MONTHLY BILL MAKEUP





CHARTER TOWNSHIP OF DELTA

Appendix A **Comparative Detail
of Operating Expenses**



CHARTER TOWNSHIP OF DELTA (MICHIGAN) SEWER FUND

COMPARATIVE DETAIL OF OPERATING EXPENSES

		Fiscal Year Ended				Test Year	Multiplier
		12/31/2017	12/31/2018	12/31/2019	12/31/2020		
		(-----Per Client-----)					
Operating Expenses							
Dept 527.000 - Sewer							
702.000	Salaries & Wages - Regular	\$1,380,063	\$1,403,977	\$1,463,212	\$1,530,000	\$1,530,000	2.5%
703.000	Salaries & Wages - Temporary	9,903	9,554	5,543	10,400	10,400	2.5%
704.000	Salaries & Wages - Overtime	10,886	13,149	18,106	10,000	10,000	2.5%
706.000	Salaries & Wages - Longevity	30,544	33,550	35,487	35,560	35,560	2.5%
715.000	F.I.C.A.	105,893	108,482	114,444	120,550	120,550	2.5%
717.000	Workers' Compensation	24,844	21,145	19,015	18,226	18,226	2.5%
719.000	Health Insurance	438,719	375,815	173,669	516,276	475,000	2.5%
720.000	Life, Dental & Disability Ins.	40,265	42,077	43,492	46,307	46,307	2.5%
721.000	Retirement	144,283	167,045	171,399	186,504	186,504	2.5%
724.000	Uniform Allowance	8,479	9,881	8,063	9,600	9,600	2.0%
728.000	Office Supplies	1,490	4,901	4,974	4,000	4,000	2.0%
729.000	Photo Copies	56	167	127	200	200	2.0%
730.000	Postage	24,216	24,140	24,348	27,500	27,500	2.0%
731.000	Publications	-	-	-	100	100	2.0%
740.000	Operating Supplies	8,779	10,317	12,037	12,000	12,000	2.0%
743.000	Chemicals	233,928	262,398	266,044	245,000	245,000	2.0%
744.000	Laboratory Supplies	10,945	11,478	11,826	12,500	12,500	2.0%
759.000	Tools	2,536	2,398	642	2,500	2,500	2.0%
776.000	Building Maintenance Supplies	10,884	8,872	7,241	12,000	12,000	2.0%
778.000	Equipment Maintenance Supplies	108,771	161,634	123,605	130,000	130,000	2.0%
780.000	Ground Maintenance Supplies	2,987	5,629	4,674	7,000	7,000	2.0%
803.000	Audit Fees	9,300	10,410	11,650	12,000	12,000	2.0%
804.000	Accounting Fees	154,926	159,059	167,766	160,000	160,000	2.0%
806.000	Contractual Services - Other	144,129	353,611	632,466	263,000	150,000	2.0%
808.000	Legal Fees	-	-	-	1,000	1,000	2.0%
812.000	Collection Fees	653	767	744	850	850	2.0%
820.000	Administration Fees	100,000	100,000	100,000	100,000	100,000	2.0%
821.000	Engineering Fees	10,050	5,298	274	15,000	15,000	2.0%
851.000	Radio Maintenance	373	-	-	-	-	0.0%
852.000	Telephone	19,670	19,946	21,636	19,000	19,000	2.0%
853.000	Miss Dig	695	880	1,124	1,000	1,000	2.0%
862.000	Gasoline & Diesel	25,957	32,790	30,429	29,000	29,000	2.0%
863.000	Vehicle Maintenance	9,012	19,365	26,951	25,000	25,000	2.0%
911.000	Fleet Insurance	12,100	11,725	13,233	13,700	13,700	2.0%
912.000	Liability Insurance	86,500	83,800	94,580	98,000	98,000	2.0%
921.000	Electricity	371,219	402,312	435,984	415,000	415,000	2.0%
922.000	Heat	5,500	3,572	4,695	10,000	10,000	2.0%
923.000	Sewer & Water	2,483	2,937	3,175	3,700	3,700	2.0%
931.000	R&M Services - Building	14,835	7,805	13,860	15,000	15,000	2.0%
933.000	R&M Services - Equipment	15,503	2,413	127,013	12,000	12,000	2.0%
934.000	R&M Services - Other	-	35,947	-	25,000	25,000	2.0%
957.000	Education & Training	1,450	2,485	920	4,300	4,300	2.0%
959.000	Membership & Dues	13,871	12,716	25,943	16,000	16,000	2.0%
960.000	Meetings,Conferences,Seminars	1,354	3,182	469	2,200	2,200	2.0%
970.000	Capital Outlay	-	-	-	- [1]	-	0.0%
995.000	Debt - Interest	-	-	-	- [2]	-	0.0%
968.000	Depreciation	-	-	-	- [3]	-	0.0%
Total Sewer Operating Expenses		<u>\$3,598,050</u>	<u>\$3,947,631</u>	<u>\$4,220,860</u>	<u>\$4,176,973</u>	<u>\$4,022,697</u>	

[1] Capital Outlay is removed from this section of the report. These items are discussed later in the report.

[2] Debt service payments are removed from this section of the report. These items are discussed later in the report.

[3] Depreciation Expense is removed from this report as this report is done on the cash basis.

CHARTER TOWNSHIP OF DELTA

Appendix B **Cash Flow Analysis**



CHARTER TOWNSHIP OF DELTA (MICHIGAN) SEWER FUND

CASH FLOW ANALYSIS

	<u>2020</u>		<u>2021</u>		<u>2022</u>	<u>2023</u>
		One Time Increase		Increase Per Year		
Assumptions						
Meter equivalents billed	-		13,714		13,714	13,714
Ready-to-serve charge (monthly)	-	\$2.50	\$2.50	7.25%	\$2.68	\$2.88
Billable flow (annual 100 cf)	1,156,533		1,216,805		1,280,847	1,280,847
Usage charge (100 cf)	\$3.438	7.25%	\$3.69	7.25%	\$3.95	\$4.24
Number of unmetered customers	1,062		1,062		1,062	1,062
Flat fee (monthly)	\$30.95	0.00%	\$30.95	0.00%	\$30.95	\$30.95
<i>Typical homeowner's monthly bill (assumes 600 cf/month)</i>	\$20.63		\$24.62		\$26.41	\$28.32
Revenues						
Ready-to-serve charge	-		\$411,405		\$441,232	\$473,221
Usage charge	\$3,976,160		4,486,670		5,065,215	5,432,443
Flat fee charge	394,427		394,427		394,427	394,427
Other	232,500		232,500		232,500	232,500
Capital charge	442,428		100,000		100,000	100,000
Total revenues	<u>5,045,514</u>		<u>5,625,002</u>		<u>6,233,373</u>	<u>6,632,591</u>
Less: Total operating expenditures	<u>(4,176,973)</u>		<u>(4,115,314)</u>		<u>(4,210,087)</u>	<u>(4,307,067)</u>
Net operating revenue	868,541		1,509,689		2,023,287	2,325,524
Less: Estimated cash funded capital improvements	(402,000)		(640,000)		(500,000)	(2,500,000)
Estimated debt service #1 2022 bonds [1]	-		-		(185,000)	(700,000)
Estimated debt service #2 2024 bonds [2]	-		-		-	-
Estimated debt service #3 2026 bonds [3]	-		-		-	-
Net cash flow	<u>\$466,541</u>		<u>\$869,689</u>		<u>\$1,338,287</u>	<u>(\$874,476)</u>
<i>Cash & investments</i>		\$8,617,024	\$9,083,565		\$11,291,540	\$10,417,064

[1] Estimated debt service payments based on a \$35,177,500 20-year SRF bond issue at 2021's interest rate (1.875%).

With anticipated principal forgiveness of \$1,658,050.

[2] Estimated debt service payments based on a \$35,796,000 20-year SRF bond issue at 2021's interest rate (1.875%).


[3] Estimated debt service payments based on a \$10,600,000 20-year open market bond issue at current market rates.

CHARTER TOWNSHIP OF DELTA (MICHIGAN) SEWER FUND

(Continued)

CASH FLOW ANALYSIS

<u>2024</u>		<u>2025</u>	<u>Increase Per Year</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>
	One Time Increase							
13,714		13,714		13,714	13,714	13,714	13,714	13,714
\$3.08	7.25%	\$3.31	7.25%	\$3.55	\$3.80	\$4.08	\$4.38	\$4.69
1,280,847		1,280,847		1,280,847	1,280,847	1,280,847	1,280,847	1,280,847
\$4.55	7.25%	\$4.88	7.25%	\$5.23	\$5.61	\$6.02	\$6.45	\$6.92
1,062		1,062		1,062	1,062	1,062	1,062	1,062
\$30.95	\$1.63	\$32.58	7.25%	\$34.94	\$37.47	\$40.19	\$43.11	\$46.23
<i>\$30.38</i>		<i>\$32.58</i>		<i>\$34.94</i>	<i>\$37.47</i>	<i>\$40.19</i>	<i>\$43.11</i>	<i>\$46.23</i>
\$507,530		\$544,326		\$583,789	\$626,114	\$671,507	\$720,191	\$772,405
5,826,295		6,248,701		6,701,732	7,187,608	7,708,709	8,267,591	8,866,991
394,427		415,188		445,290	477,573	512,197	549,331	589,158
232,500		232,500		232,500	232,500	232,500	232,500	232,500
100,000		100,000		100,000	100,000	100,000	100,000	100,000
<u>7,060,752</u>		<u>7,540,715</u>		<u>8,063,311</u>	<u>8,623,795</u>	<u>9,224,914</u>	<u>9,869,614</u>	<u>10,561,055</u>
<u>(4,406,306)</u>		<u>(4,507,858)</u>		<u>(4,611,776)</u>	<u>(4,718,116)</u>	<u>(4,826,936)</u>	<u>(4,938,294)</u>	<u>(5,052,250)</u>
2,654,445		3,032,858		3,451,535	3,905,678	4,397,977	4,931,319	5,508,805
-		-		-	(550,000)	-	-	(1,250,000)
(2,030,000)		(2,030,000)		(2,030,000)	(2,030,000)	(2,030,000)	(2,030,000)	(2,030,000)
(210,000)		(775,750)		(2,170,000)	(2,170,000)	(2,170,000)	(2,170,000)	(2,170,000)
<u>-</u>		<u>-</u>		<u>(186,000)</u>	<u>(740,000)</u>	<u>(740,000)</u>	<u>(740,000)</u>	<u>(740,000)</u>
<u>\$414,445</u>		<u>\$227,108</u>		<u>(\$934,465)</u>	<u>(\$1,584,322)</u>	<u>(\$542,023)</u>	<u>(\$8,681)</u>	<u>(\$681,195)</u>
<i>\$10,831,510</i>		<i>\$11,058,617</i>		<i>\$10,124,152</i>	<i>\$8,539,831</i>	<i>\$7,997,808</i>	<i>\$7,989,128</i>	<i>\$7,307,932</i>



CHARTER TOWNSHIP OF DELTA

Appendix C **Connection Charges**





Baker Tilly Municipal Advisors, LLC
2852 Eyde Pkwy, Suite 150
East Lansing, MI 48823
(517) 321-0110
bakertilly.com

May 19, 2020

Charter Township of Delta
Re: Connection Charges

Connection charges are intended to provide equity buy-in to a system that has been supported by existing customers:

It is common policy for government-owned utilities to recover directly from the customer the costs of installing a tap or connection to a water main, the service line to the property, and the water meter. System Development Charges (SDCs) assign the capacity cost of growth, at least in part, to those causing the growth rather than to existing customers. The objectives may include having new development pay its own way, fund major system expansion, fund a portion of capital improvements, minimize debt, recover capital costs, maintain appropriate level of retained earnings and cash reserves. [AWWA]

There are various approaches to determining the level of the connection charge which include:

The two basic methods for calculating SDCs are the equity method or system buy-in and the incremental cost method. The financial goal is to achieve a level of equity from new customers by collecting a SDC representative of the average equity attributable to existing customers. The incremental cost method is based on the concept of new development paying for the incremental cost of system capacity needed to serve new development. This approach proposes to mitigate the cost impact of new growth on existing customers' user rates. The goal is to charge a fee for new customers sufficient to allow customer user rates to be revenue-neutral with respect to growth of the system. However, in systems undergoing rapid and expensive growth, this may be difficult to achieve.

A key component of developing an equity method SDC is determining system equity. The major components include the valuation of system assets, accumulated depreciation, system liabilities, sources of equity, and system capacity. One measure of the valuation of the system assets is the original value of the total system less accumulated depreciation. This valuation may be adjusted to recognize the cost of reproducing or replacing assets.

The incremental cost method assigns to new development the incremental cost of system expansion needed to serve the new development which includes various factors, including the period of growth, growth rates, type of growth, capacity associated with the various improvements needed to serve the projected growth, and cost of these improvements. [AWWA]

The “equity method” calculation may be derived by dividing the depreciated asset value plus the cash and investments value by the number of customers.

The depreciated asset value of the water system is \$35,600,689. The cash and investments value of the water system is \$9,175,552. The number of meter equivalents on the system is 14,145. The depreciated asset value plus the cash and investments value divided by current customers results in a figure of \$3,165.

The depreciated asset value of the sewer system is \$24,736,926. The cash and investments value of the sewer system is \$8,617,024. The number of customers on the system is 13,728. The depreciated asset value plus the cash and investments value divided by current customers results in a figure of \$2,429.

The above costs are based on the Township’s smallest meter size (5/8”). These costs should be multiplied by the Township’s meter equivalent ratios for each respective utility to derive the charges for larger meters. In the case where a meter is not present (i.e. fire suppression), the service line size should be used to determine the charge to connect.

While it is recommended that the connection charge not exceed this figure, there may be policy considerations that would lead to the use of a lower figure. It is important to note that connection charges, from an accounting standpoint, are a revenue of the system under Act 94 of 1933 (the Revenue Bond Act), and as such, are “regulatory in nature” and not “revenue generating” given the operations, maintenance, and in particular, the capital improvement expenses. Hence, the connection charge is not only calculated according to industry standard, but is also intended to be consistent with State law and case law (Bolt v. Lansing).

As discussed earlier in this memo, the above calculations represent only the equity buy-in (commonly called the connection or capital charge) to the system. The cost of materials (i.e. meter, service line, etc.) and labor to install the connection (commonly called the tap fee) should be charged dollar for dollar to the new customer.

Please note that these costs and the ability to charge them need to be reviewed by your local counsel to make sure that your ordinance includes the ability to charge these fees.

Sincerely,

Andy Campbell, CPA, Senior Manager
Baker Tilly Municipal Advisors, LLC



Charter Township of Delta
County of Eaton, State of Michigan

Water Fund – Rate Study

September 18, 2020





September 18, 2020

Charter Township of Delta
7710 W. Saginaw Highway
Lansing, MI 48917

Baker Tilly Municipal Advisors, LLC
2852 Eyde Pkwy, Suite 150
East Lansing, MI 48823
(517) 321-0110
bakertilly.com

Subject: Charter Township of Delta (Michigan) Water Fund – Rate Study

Dear Charter Township of Delta:

It is our pleasure to provide you this analysis of your water fund and the review of the rate structure. A rate study is not a historical document, it is a working document, which should be used as a reference for budget and finance decision-making. To this end, Baker Tilly is available to discuss the study at any point in the future.

Rates and charges must reflect the customer base being served. As such, the rate study found in these pages is unique to your community. The ultimate goal of every rate study is to develop a rate structure and revenue support system that meets the needs of operations, maintenance, and capital improvement and at the same time is as economical and equitable to the customers as possible, this is referred to as a “cost of service” analysis. I believe you will find the observations and recommendations meet your needs and reflect your customer base.

By acceptance of this study the Township Board understands and accepts the responsibility and liability for potential challenges to the rate structure and management of the funds. Rate studies, while often based on various methods, industry guidelines, do not follow a clear standard as does, for example, a CPA in producing an audit according to Generally Accepted Accounting Principals. Furthermore, state law and case law do not provide any reasonable or comprehensive guidance regarding methodology, rate structure or management of fund balances. Baker Tilly is reliant upon Township officials, and other sources, who have access to relevant data to provide accurate information. The Township accepts that fund management and rate adjustment recommendations are inherently subject to estimations and projections and, as such, no assurance is provided regarding the actual performance of the funds over time. The Township is advised to seek legal counsel regarding the implementation of any recommendations and their liability implications.

As always, it was a pleasure serving you and do not hesitate to call if you wish to further discuss our findings.

Sincerely,

BAKER TILLY MUNICIPAL ADVISORS, LLC

Andy Campbell, CPA, Director

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Executive Summary

1.1 Community Background

The primary goal of the Water Division and the Department’s water distribution system is to maintain safe and clean drinking water for the Township’s 9,398+ customers. The Township works very closely with the Environment, Great Lakes & Energy (EGLE) to meet the weekly, monthly, quarterly and yearly sampling requirements. The water distribution system operates on a daily basis, year-round. The Township maintains 5 standby wells, 3 ground storage tanks with pump stations, 2 elevated towers, and a Water Operations facility.

The Township purchases treated water from the Lansing Board of Water and Light, so the wells are being maintained for an emergency water supply only. In addition to storage facilities, the distribution system consists of 213.5 miles of water and 2,180 fire hydrants. The Utility Department installs water services, assists customers with routine turn on/off requests, and perform repairs when necessary to fire hydrants, main breaks, service line leaks, and other various appurtenances throughout the water system.

Source: Township

1.2 Objectives

To identify the revenue support and fund management needed to fulfill the Township’s operations & maintenance, and capital improvements to the system while maintaining adequate cash reserves to be able to respond to unforeseen circumstances.

1.3 Potential Rates

Based on direction from Township officials, Baker Tilly is recommending lowering the ready-to-serve charge for the typical homeowner to \$10.00, which is partially offset by the implementation of a ready-to-serve charge in the sewer fund. After the initial reduction of the ready-to-serve charge, we are recommending annual rate increases of 1.25% to both the ready-to-serve charge and the usage charge.

TABLE 1-1: PROPOSED RATE STRUCTURE SUMMARY

Category	Current Rates	Proposed Rates
	2020	2021
Water usage charge (metered)	\$ 2.43	\$ 2.46
Ready-to-serve charge *	\$ 12.40	\$ 10.00

**5/8” meter size ready-to-serve charge*

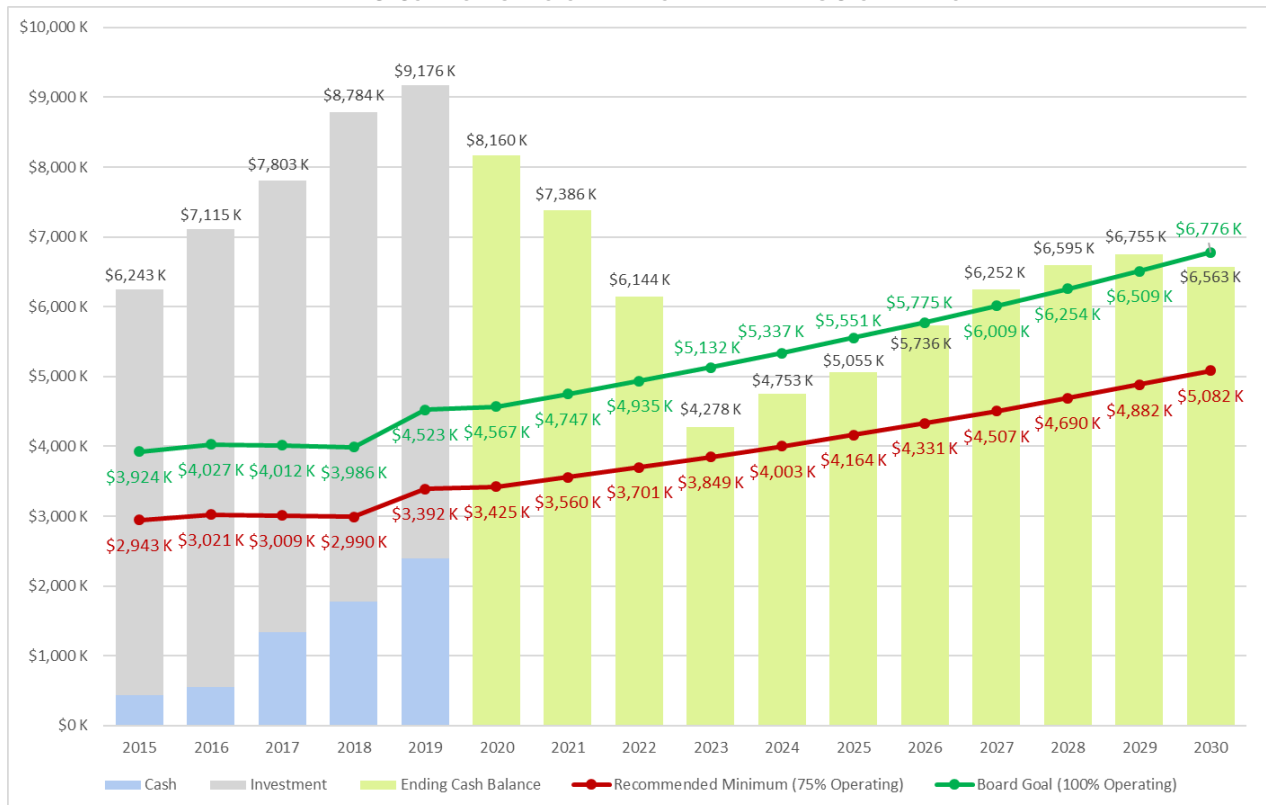
TABLE 1-2 PROPOSED RATE STRUCTURE

Ready-to-serve Proposed Rate Structure		
Meter Size	Rate	Meter Ratios
5/8"	\$10.00	1.0
3/4"	\$10.00	1.0
1"	\$25.00	2.5
1 1/2"	\$50.00	5.0
2"	\$80.00	8.0
3"	\$150.00	15.0
4"	\$250.00	25.0
6"	\$500.00	50.0
10"	\$1,150.00	115.0

1.4 Cash Position Summary

The cash & investments balance for the Township is currently around 18 months of operating expenses (net of depreciation). This is a very healthy cash balance as our standard minimum recommendation for operating expenses is around 6 months. Over the forecast period the cash balance gradually lowers as the Township intends to pay for almost \$5.7 million worth of capital improvements out of cash reserves. The forecast estimates the ending cash balance to be right around the 12 months worth of cash operating expenses.

TABLE 1-3: SCHEDULE OF ACTUAL AND ESTIMATED ENDING CASH BALANCE



Information and Assumptions

A significant effort has been made by the Township and their consulting engineers to inventory assets, evaluate the infrastructure, and determine asset criticality. The result is the identification of asset investment cost by project and by year. The rate study covers a 10-year forecast period to take this asset evaluation into account. The rate study is a four step process: 1) historical comparison with audits and budgets, 2) test year, or normalized budget year, along with inflation assumptions for purposes of forecasting, 3) proof of rate to revenue for reliance on customer data, and 4) cash flow forecast including revenue, operating expense, capital spending, debt, and fund balance (i.e., actual cash and investment balance). The analysis is a “cash basis” approach as described in the AWWA Manual of Rate Making Practices.

Key information

- Audited comprehensive annual financial statements for FY 2017, FY 2018, FY 2019;
- Actual Revenue and Expenditure Report for FY 2018, FY 2019;
- Budgeted Revenue and Expenditure Report for FY 2020;

Key Assumptions

- Rates should not only cover the system costs, but also support future system maintenance, capital improvements, and debt service payments;
- The Township will follow AWWA guidelines;
- The Township is not anticipating significant population growth;
- The Township is anticipating Cintas will be at full capacity for FY 2021;
- The Township does not anticipate any significant decreases in billable flow going forward;
- The budgeted amount for other revenue in FY 2020 will be consistent in future years;
- The Township will conduct all capital improvement projects forecasted by the Township.

Revenues

2.1 Customers and Usage

The Township bills water customers based on meter size and usage. The Township currently has 9,448 metered customers broken out in the table below. Meter counts do not include irrigation meters.

TABLE 2-1: CUSTOMER COUNTS BY METER SIZE

Meter Size	Meter Count
5/8"	8,407
3/4"	4
1"	347
1 1/2"	456
2"	179
3"	38
4"	15
6"	2
10"	1
Total Meter Count	9,448

Over the past 5 years the Township has seen a level to slightly downward trend in usage. This has been a common theme among communities around the state as the efficiency of home appliances increases. The Township is estimating a decrease in usage for FY 2020 due to COVID and many major employers temporarily shutting down. Although there was a decrease in usage from major businesses, overall flows besides these businesses stayed relatively consistent with prior years.

With businesses opening back up, Cintas connecting to the system, and new customers connecting to the system, the forecast assumes a consistent flow going forward.

TABLE 2-2: VOLUME OF WATER SOLD



2.2 Rates

The Township bills customers based on generally accepted methods. Customers are billed a ready-to-serve charge based on metered size and on a commodity bases for the number of cubic feet used. The number of customers billed at the current rates ties to the revenue reflected in the audit and budget, such that we can rely on these numbers for forecasting.

2.3 Billing

The Township bills customers monthly. The table below is an estimate of a typical homeowner's monthly bill based on a usage of 600 cubic feet.

TABLE 2-3: TYPICAL HOMEOWNER'S MONTHLY BILL COMPARISON

Adjustment	2020	2021	2022	2023	2024	2025
Typical homeowner monthly bill [1]	\$ 26.98	\$ 24.76	\$ 25.06	\$ 25.37	\$ 25.68	\$ 25.99

[1] Assumes 600 cubic feet usage per month

2.4 Revenue

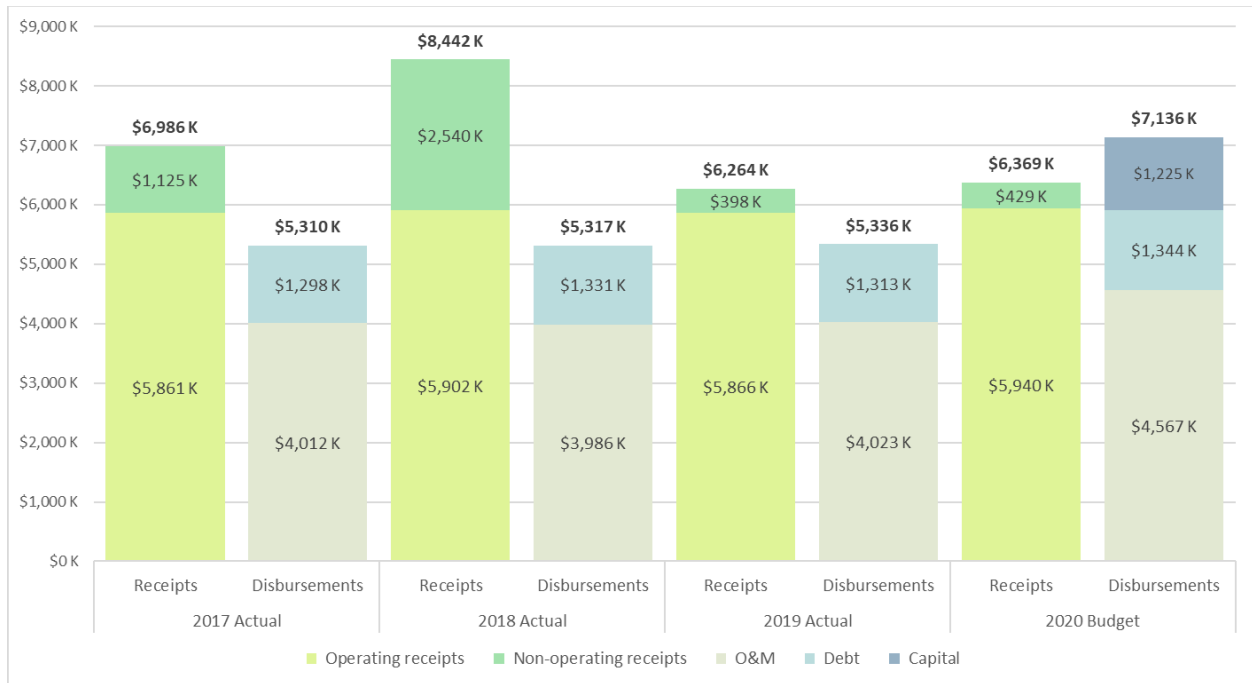
In addition to the revenues brought in by user rates, the Township is conservatively assuming \$80,000 per year in capital charge revenue. The Township is also assuming that other revenues (revenue not derived from user rates) will remain consistent in future years.

Operating & Maintenance Expenses

3.1 Historical O&M Expenses

Historical O&M expenses are analyzed in the report to help look for trends and to help identify any outlier expenses. The current year budget is consistent with previous years, with most expenses increasing slightly year over year.

Table 3-1: Receipt and Disbursement History



3.2 Test Year

A test year is a normalized year for operating and maintenance expense and becomes the base year used for forecasting future expenses.

Prior year budget actuals are analyzed for trends, outliers, or one-time expenses. Any items of concern were discussed with Township officials to determine what a particular line item expense would be in a normal year. Certain adjustments were made to a couple line items to more accurately reflect a normalized year’s expense to be used in the test year before forecasted out into future years.

3.3 Inflation Assumptions

The next step is to increase the test year expenses by an annual inflationary percentage. This is done as it is not reasonable to expect expenses to be the same as they are today over the 10 years forecasted in the report. These annual inflationary increases reflect the increases in costs over time and are used to help estimate what future operating and maintenance expenses will be. The table below summarizes the general inflationary assumptions used in the report. Based on direction from Township officials, there are a few specific budget line items that vary from the percentages listed in the table below.

TABLE 3-2: INFLATION ASSUMPTIONS

Expense Type	Inflation Assumptions
Compensation Related	2.5%
Benefits	2.5%
Operating	2.0%
Purchasing	2.0%

Capital Improvement Plan

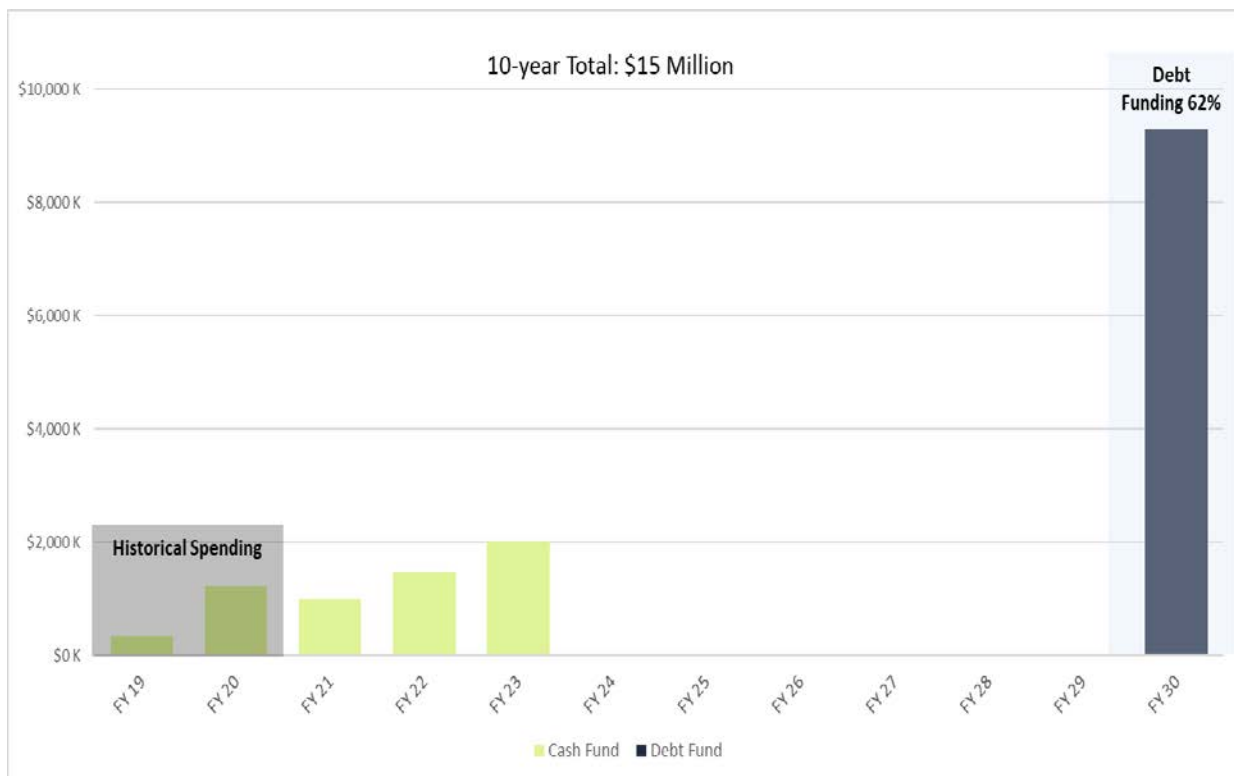
4.1 Capital Improvement Plan (CIP)

Capital improvements are larger, one-time expenses that are not included in annual operating and maintenance expenses. It is beneficial to look at potential capital improvements well in advance and develop a capital improvement plan as it will help the Township develop policy to manage rates over time in order to maintain the water system with an efficient use of funds.

4.2 CIP Funding

Due to the Township having a healthy cash balance, smaller projects can be paid for with cash on hand. The Township has a couple larger projects that will need to be financed as is outlined in the table below.

TABLE 4-1: CAPITAL IMPROVEMENT SPENDING SUMMARY



Debt Service

5.1 Debt Limitation

The Township is subject to the State of Michigan debt limitation of 10% of State Equalized Value (SEV). Based on the amount of debt outstanding and the Township’s current SEV, this 10% limit is not a concern at the time of this report.

Cash Flow

6.1 Methodology

The revenue needs to support operations, debt, and capital improvements while solving to cash balance. The Township has an ideal cash balance they would like to maintain which leaves adjusting rates and capital improvements spending as the other two variables that can be adjusted. Township officials determined that a consistent rate track with manageable annual inflationary increases was the best option for their customer base. Meeting these two requirements results in the Township needing to issue 1 bond issue in order to complete the desired capital improvement plan.

6.2 Proposed/Potential Rates

The table below demonstrates the proposed rates.

TABLE 6-1: PROPOSED RATES ADJUSTMENTS

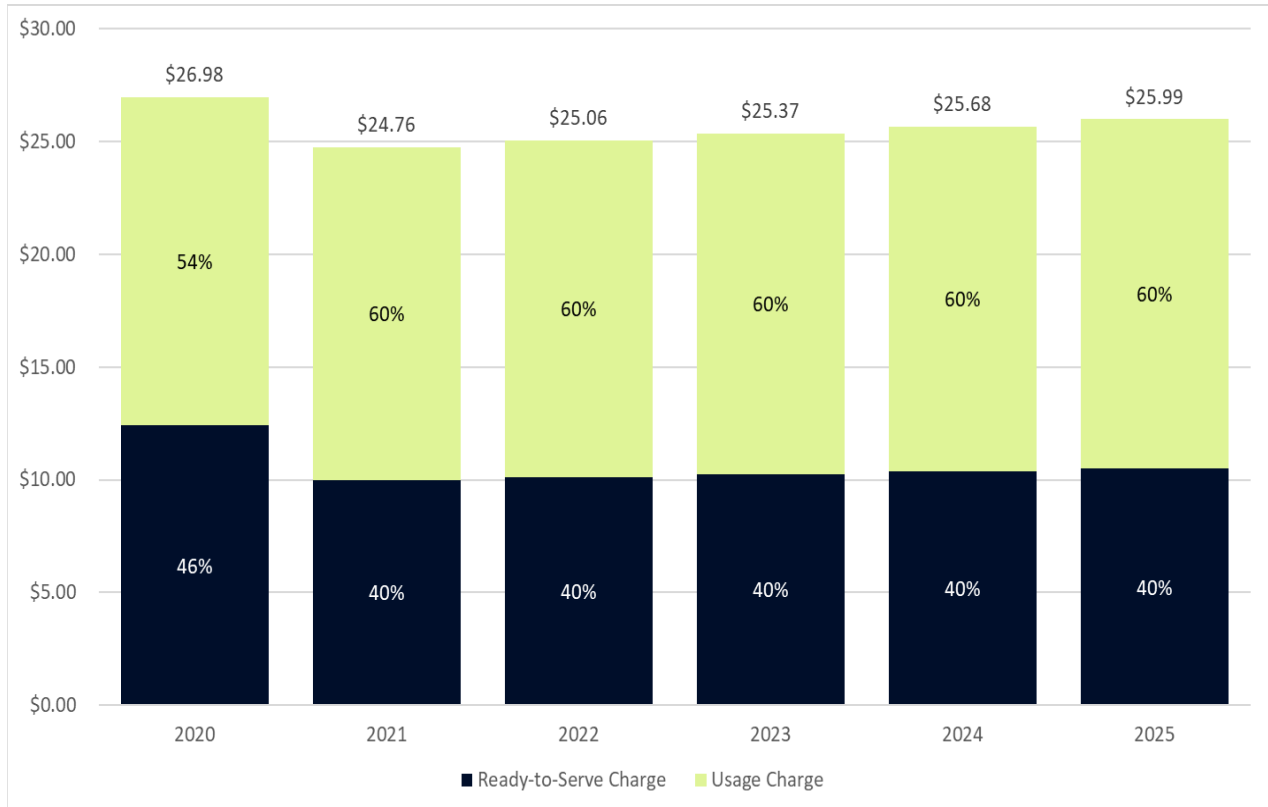
Adjustment	2020	2021	2022	2023	2024	2025
Readiness-to-serve (monthly)	\$ 12.40	\$ 10.00	\$ 10.12	\$ 10.25	\$ 10.38	\$ 10.51
Water usage charge (per 100 cu.ft.)	\$ 2.43	\$ 2.46	\$ 2.49	\$ 2.52	\$ 2.55	\$ 2.58

6.3 Rate Impact Summary

After the initial reduction to the ready-to-serve charge in 2021, the rate track demonstrates annual increases of 1.25%. This results in roughly a \$0.30 increase to a typical homeowner’s monthly bill per year (assuming 600 cubic feet of usage per month).

With the reduction of the ready-to-serve charge, the ready-to-serve charge will now account for roughly 40% of a typical homeowner’s monthly bill.

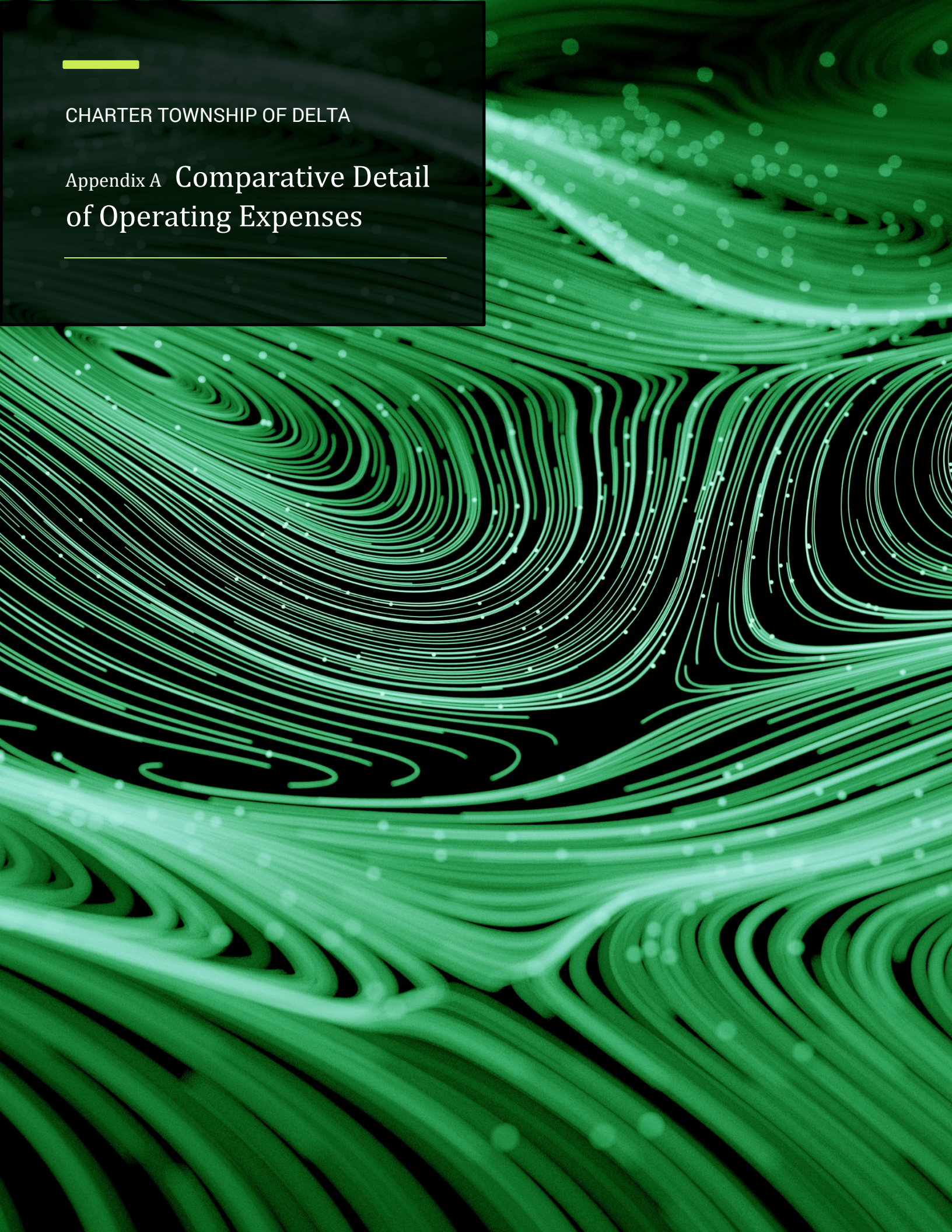
TABLE 6-2: TYPICAL HOMEOWNER MONTHLY BILL MAKEUP





CHARTER TOWNSHIP OF DELTA

Appendix A **Comparative Detail
of Operating Expenses**



CHARTER TOWNSHIP OF DELTA (MICHIGAN) WATER FUND

COMPARATIVE DETAIL OF OPERATING EXPENSES

	Fiscal Year Ended				Test Year	Multiplier
	12/31/2017	12/31/2018	12/31/2019	12/31/2020		
	(-----Per Client-----)					
Operating Expenses						
Dept 536.000 - Water						
702.000	Salaries & Wages - Regular	\$508,454	\$521,769	\$547,281	\$544,675	\$544,675 2.5%
703.000	Salaries & Wages - Temporary	4,059	5,364	4,882	4,200	4,200 2.5%
704.000	Salaries & Wages - Overtime	1,182	7,063	7,521	10,000	10,000 2.5%
706.000	Salaries & Wages - Longevity	14,437	15,816	15,152	15,530	15,530 2.5%
715.000	F.I.C.A.	38,795	41,098	42,881	43,170	43,170 2.5%
717.000	Workers' Compensation	11,500	10,029	8,648	8,090	8,090 2.5%
719.000	Health Insurance	137,836	113,815	(1,890)	160,560	160,560 2.5%
720.000	Life, Dental & Disability Ins.	14,458	14,960	14,841	15,800	15,800 2.5%
721.000	Retirement	60,745	62,296	63,648	65,650	65,650 2.5%
724.000	Uniform Allowance	2,877	3,362	3,282	3,750	3,750 2.0%
728.000	Office Supplies	928	4,607	3,542	3,000	3,000 2.0%
730.000	Postage	24,211	23,637	23,580	28,000	28,000 2.0%
740.000	Operating Supplies	121,454	92,301	69,614	85,000	85,000 2.0%
740.001	Board Of W/L Billings	2,462,009	2,413,751	2,436,746	2,820,000	2,820,000 5.0%
743.000	Chemicals	87	118	324	350	350 2.0%
759.000	Tools	912	681	1,697	1,500	1,500 2.0%
776.000	Building Maintenance Supplies	9,762	11,979	10,973	12,000	12,000 2.0%
778.000	Equipment Maintenance Supplies	9,710	3,658	5,691	18,000	18,000 2.0%
780.000	Ground Maintenance Supplies	3,017	1,684	2,194	3,000	3,000 2.0%
803.000	Audit Fees	9,300	10,410	11,650	12,000	12,000 2.0%
804.000	Accounting Fees	154,926	159,059	167,766	160,000	160,000 2.0%
806.000	Contractual Services - Other	55,958	84,495	204,629	156,000	156,000 2.0%
820.000	Administration Fees	100,000	100,000	100,000	100,000	100,000 2.0%
821.000	Engineering Fees	1,780	-	-	6,000	6,000 2.0%
852.000	Telephone	12,651	12,683	12,428	15,000	15,000 2.0%
853.000	Miss Dig	695	880	1,282	1,000	1,000 2.0%
862.000	Gasoline & Diesel	8,032	11,469	10,714	12,000	12,000 2.0%
863.000	Vehicle Maintenance	17,611	11,094	11,193	15,000	15,000 2.0%
911.000	Fleet Insurance	12,500	12,150	13,713	14,200	14,200 2.0%
912.000	Liability Insurance	21,400	20,750	23,419	24,300	24,300 2.0%
921.000	Electricity	77,457	86,623	103,319	105,000	105,000 2.0%
922.000	Heat	4,768	5,006	5,603	7,000	7,000 2.0%
923.000	Sewer & Water	1,116	1,202	1,236	1,300	1,300 2.0%
931.000	R&M Services - Building	70,217	34,107	56,836	50,000	50,000 2.0%
931.001	Well Abandonment - Drilling	9,550	8,650	2,100	10,000	10,000 2.0%
933.000	R&M Services - Equipment	9,224	57,332	14,654	15,000	15,000 2.0%
957.000	Education & Training	50	1,325	505	3,000	3,000 2.0%
959.000	Membership & Dues	17,413	20,653	21,035	16,700	16,700 2.0%
960.000	Meetings,Conferences,Seminars	657	374	371	1,000	1,000 2.0%
970.000	Capital Outlay	-	-	-	- [1]	- 0.0%
991.000	Debt - Principal	-	-	-	- [2]	- 0.0%
995.000	Debt - Interest	-	-	-	- [2]	- 0.0%
968.000	Depreciation Expense	-	-	-	- [3]	- 0.0%
994.000	Amortization Expense	-	-	-	- [3]	- 0.0%
	Total Water Operating Expenses	\$4,011,737	\$3,986,251	\$4,023,060	\$4,566,775	\$4,566,775

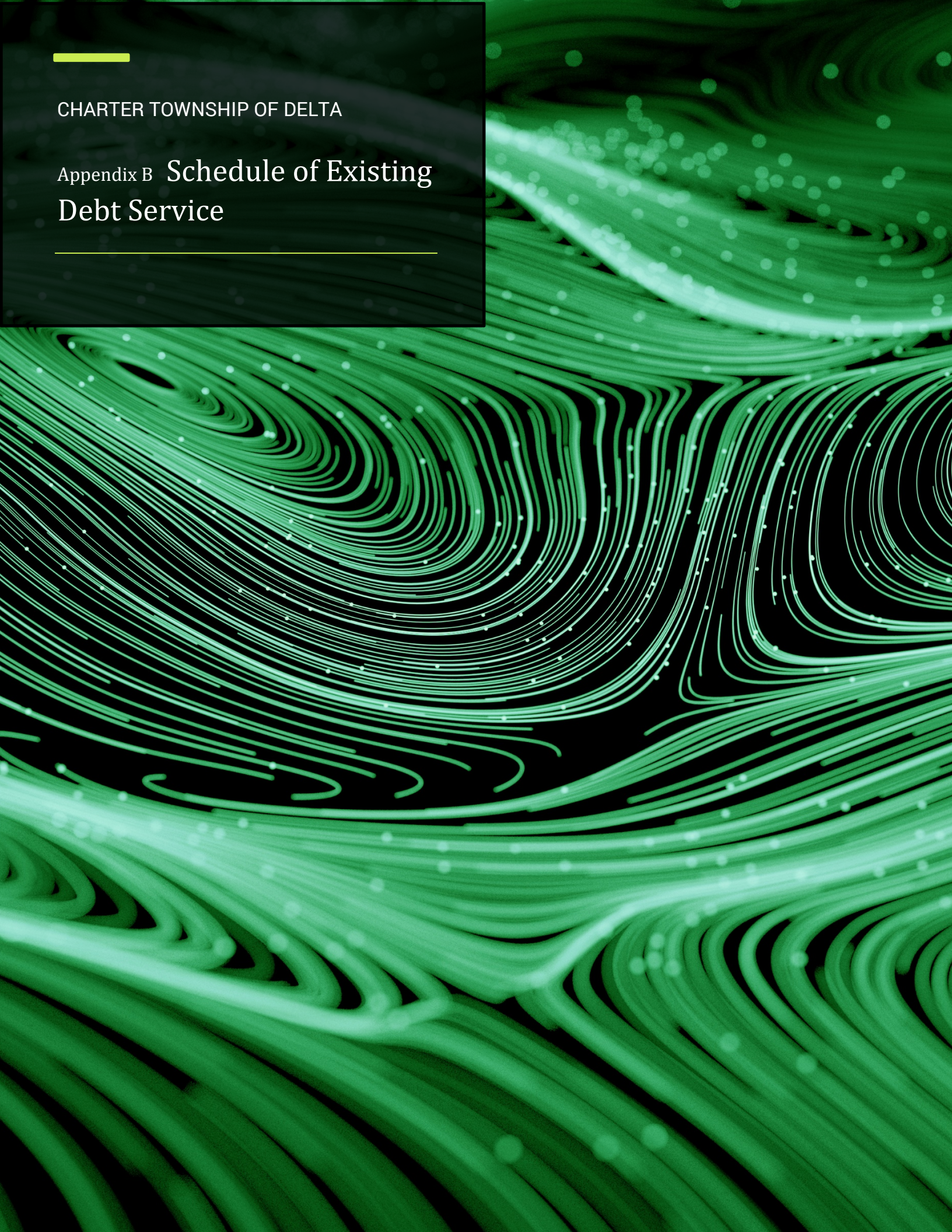
[1] Capital Outlay is removed from this section of the report. These items are discussed later in the report.

[2] Debt service payments are removed from this section of the report. These items are discussed later in the report.

[3] Depreciation and Amortization Expenses are removed from this report as this report is done on the cash basis.

CHARTER TOWNSHIP OF DELTA

Appendix B **Schedule of Existing
Debt Service**



CHARTER TOWNSHIP OF DELTA (MICHIGAN) WATER FUND

**SCHEDULE OF AMORTIZATION OF \$160,000 PRINCIPAL AMOUNT OUTSTANDING
OF 2012 WATER REVENUE REFUNDING BONDS, SERIES A**

Payment Date	Principal Balance (In Dollars)	Interest Rate (%)	Debt Service			Fiscal Year Total
			Principal	Interest	Total	
			(-----In Dollars-----)			
05/01/20	\$160,000			\$2,400.00	\$2,400.00	
11/01/20	160,000	3.00	\$160,000	2,400.00	162,400.00	\$164,800.00
	Totals		\$160,000	\$4,800.00	\$164,800.00	\$164,800.00

CHARTER TOWNSHIP OF DELTA (MICHIGAN) WATER FUND

**SCHEDULE OF AMORTIZATION OF \$210,000 PRINCIPAL AMOUNT OUTSTANDING
OF 2012 WATER REVENUE REFUNDING BONDS, SERIES B**

Payment Date	Principal Balance (In Dollars)	Interest Rate (%)	Debt Service			Fiscal Year Total
			Principal	Interest	Total	
			(-----In Dollars-----)			
05/01/20	\$210,000			\$3,412.50	\$3,412.50	
11/01/20	210,000	3.25	\$210,000	3,412.50	213,412.50	\$216,825.00
	Totals		\$210,000	\$6,825.00	\$216,825.00	\$216,825.00

CHARTER TOWNSHIP OF DELTA (MICHIGAN) WATER FUND

**SCHEDULE OF AMORTIZATION OF \$1,700,000 PRINCIPAL AMOUNT OUTSTANDING
OF 2013 GO WATER BONDS**

Payment Date	Principal Balance (In Dollars)	Interest Rate (%)	Debt Service			Fiscal Year Total
			Principal	Interest	Total	
			(-----In Dollars-----)			
04/01/20	\$1,700,000	2.00	\$400,000	\$17,000.00	\$417,000.00	
10/01/20	1,300,000			13,000.00	13,000.00	\$430,000.00
04/01/21	1,300,000	2.00	400,000	13,000.00	413,000.00	
10/01/21	900,000			9,000.00	9,000.00	422,000.00
04/01/22	900,000	2.00	450,000	9,000.00	459,000.00	
10/01/22	450,000			4,500.00	4,500.00	463,500.00
04/01/23	450,000	2.00	450,000	4,500.00	454,500.00	454,500.00
	Totals		<u>\$1,700,000</u>	<u>\$70,000.00</u>	<u>\$1,770,000.00</u>	<u>\$1,770,000.00</u>

CHARTER TOWNSHIP OF DELTA (MICHIGAN) WATER FUND

**SCHEDULE OF AMORTIZATION OF \$2,940,000 PRINCIPAL AMOUNT OUTSTANDING
OF 2015 LIMITED TAX REFUNDING BONDS**

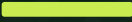
Payment Date	Principal Balance (In Dollars)	Interest Rate (%)	Debt Service			Fiscal Year Total
			Principal	Interest	Total	
			(-----In Dollars-----)			
05/01/20	\$2,940,000	2.31	\$470,000	\$33,957.00	\$503,957.00	
11/01/20	2,470,000			28,528.50	28,528.50	\$532,485.50
05/01/21	2,470,000	2.31	460,000	28,528.50	488,528.50	
11/01/21	2,010,000			23,215.50	23,215.50	511,744.00
05/01/22	2,010,000	2.31	505,000	23,215.50	528,215.50	
11/01/22	1,505,000			17,382.75	17,382.75	545,598.25
05/01/23	1,505,000	2.31	495,000	17,382.75	512,382.75	
11/01/23	1,010,000			11,665.50	11,665.50	524,048.25
05/01/24	1,010,000	2.31	485,000	11,665.50	496,665.50	
11/01/24	525,000			6,063.75	6,063.75	502,729.25
05/01/25	525,000	2.31	525,000	6,063.75	531,063.75	531,063.75
	Totals		<u>\$2,940,000</u>	<u>\$207,669.00</u>	<u>\$3,147,669.00</u>	<u>\$3,147,669.00</u>

CHARTER TOWNSHIP OF DELTA (MICHIGAN) WATER FUND

SCHEDULE OF COMBINED DEBT SERVICE

<u>Fiscal Year</u>	<u>2012 Water Rev Ser. A</u>	<u>2012 Water Rev Ser. B</u>	<u>2013 GO Water</u>	<u>2015 Limited Tax Ref.</u>	<u>Total</u>
2020	\$164,800.00	\$216,825.00	\$430,000.00	\$532,485.50	\$1,344,110.50 *
2021			422,000.00	511,744.00	933,744.00
2022			463,500.00	545,598.25	1,009,098.25
2023			454,500.00	524,048.25	978,548.25
2024				502,729.25	502,729.25
2025				531,063.75	531,063.75
Totals	<u>\$164,800.00</u>	<u>\$216,825.00</u>	<u>\$1,770,000.00</u>	<u>\$3,147,669.00</u>	<u>\$5,299,294.00</u>

* Maximum annual combined debt service



CHARTER TOWNSHIP OF DELTA

Appendix C **Cash Flow Analysis**



CHARTER TOWNSHIP OF DELTA (MICHIGAN) WATER FUND

CASH FLOW ANALYSIS

	<u>2020</u>		<u>2021</u>		<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>
		<u>One Time</u>		<u>Increase</u>									
		<u>Adjustment</u>		<u>Per Year</u>									
Assumptions													
Meter equivalents billed	14,147		14,147		14,147	14,147	14,147	14,147	14,147	14,147	14,147	14,147	14,147
Ready-to-serve charge (monthly)	\$12.40	-19.38%	\$10.00	1.25%	\$10.12	\$10.25	\$10.38	\$10.51	\$10.64	\$10.77	\$10.90	\$11.04	\$11.18
Billable flow (annual 100 cf)	1,466,673		1,532,967		1,613,649	1,613,649	1,613,649	1,613,649	1,613,649	1,613,649	1,613,649	1,613,649	1,613,649
Usage charge (100 cf)	\$2.43	1.25%	\$2.46	1.25%	\$2.49	\$2.52	\$2.55	\$2.58	\$2.61	\$2.64	\$2.67	\$2.70	\$2.73
<i>Typical homeowner's monthly bill (assumes 600 cubic feet/month)</i>	\$26.98		\$24.76		\$25.06	\$25.37	\$25.68	\$25.99	\$26.30	\$26.61	\$26.92	\$27.24	\$27.56
Revenues													
Ready-to-serve charge	\$2,105,036		\$1,697,080		\$1,718,294	\$1,740,050	\$1,762,119	\$1,784,188	\$1,806,257	\$1,828,326	\$1,850,395	\$1,874,161	\$1,897,928
Usage charge	3,564,015		3,771,674		4,017,987	4,066,397	4,114,806	4,163,216	4,211,625	4,260,035	4,308,444	4,356,854	4,405,263
Other	357,750		357,750		357,750	357,750	357,750	357,750	357,750	357,750	357,750	357,750	357,750
Capital charges	94,000		80,000		80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000
Total revenues	6,120,801		5,906,504		6,174,031	6,244,197	6,314,675	6,385,154	6,455,632	6,526,111	6,596,589	6,668,765	6,740,941
Less: Total operating expenditures	(4,566,775)		(4,747,049)		(4,935,267)	(5,131,802)	(5,337,045)	(5,551,406)	(5,775,316)	(6,009,226)	(6,253,608)	(6,508,959)	(6,775,798)
Net operating revenue	1,554,026		1,159,455		1,238,764	1,112,395	977,631	833,748	680,316	516,885	342,981	159,806	(34,857)
Less: Current debt service payments	(1,344,111)		(933,744)		(1,009,098)	(978,548)	(502,729)	(531,064)	-	-	-	-	-
Estimated cash funded capital improvements	(1,225,000)		(1,000,000)		(1,472,000)	(2,000,000)	-	-	-	-	-	-	-
Estimated debt service #1 2030 bonds [1]	-		-		-	-	-	-	-	-	-	-	(157,000)
Net cash flow	(\$1,015,084)		(\$774,289)		(\$1,242,334)	(\$1,866,153)	\$474,902	\$302,684	\$680,316	\$516,885	\$342,981	\$159,806	(\$191,857)
<i>Cash & investments</i>	\$9,175,552	\$8,160,468	\$7,386,179		\$6,143,845	\$4,277,692	\$4,752,594	\$5,055,278	\$5,735,594	\$6,252,479	\$6,595,460	\$6,755,266	\$6,563,409

[1] Estimated debt service payments based on a \$9,300,000 20-year open market bond issue at current market rates.

CHARTER TOWNSHIP OF DELTA

Appendix D **Connection Charges**





Baker Tilly Municipal Advisors, LLC
2852 Eyde Pkwy, Suite 150
East Lansing, MI 48823
(517) 321-0110
bakertilly.com

May 19, 2020

Charter Township of Delta
Re: Connection Charges

Connection charges are intended to provide equity buy-in to a system that has been supported by existing customers:

It is common policy for government-owned utilities to recover directly from the customer the costs of installing a tap or connection to a water main, the service line to the property, and the water meter. System Development Charges (SDCs) assign the capacity cost of growth, at least in part, to those causing the growth rather than to existing customers. The objectives may include having new development pay its own way, fund major system expansion, fund a portion of capital improvements, minimize debt, recover capital costs, maintain appropriate level of retained earnings and cash reserves. [AWWA]

There are various approaches to determining the level of the connection charge which include:

The two basic methods for calculating SDCs are the equity method or system buy-in and the incremental cost method. The financial goal is to achieve a level of equity from new customers by collecting a SDC representative of the average equity attributable to existing customers. The incremental cost method is based on the concept of new development paying for the incremental cost of system capacity needed to serve new development. This approach proposes to mitigate the cost impact of new growth on existing customers' user rates. The goal is to charge a fee for new customers sufficient to allow customer user rates to be revenue-neutral with respect to growth of the system. However, in systems undergoing rapid and expensive growth, this may be difficult to achieve.

A key component of developing an equity method SDC is determining system equity. The major components include the valuation of system assets, accumulated depreciation, system liabilities, sources of equity, and system capacity. One measure of the valuation of the system assets is the original value of the total system less accumulated depreciation. This valuation may be adjusted to recognize the cost of reproducing or replacing assets.

The incremental cost method assigns to new development the incremental cost of system expansion needed to serve the new development which includes various factors, including the period of growth, growth rates, type of growth, capacity associated with the various improvements needed to serve the projected growth, and cost of these improvements. [AWWA]

The “equity method” calculation may be derived by dividing the depreciated asset value plus the cash and investments value by the number of customers.

The depreciated asset value of the water system is \$35,600,689. The cash and investments value of the water system is \$9,175,552. The number of meter equivalents on the system is 14,145. The depreciated asset value plus the cash and investments value divided by current customers results in a figure of \$3,165.

The depreciated asset value of the sewer system is \$24,736,926. The cash and investments value of the sewer system is \$8,617,024. The number of customers on the system is 13,728. The depreciated asset value plus the cash and investments value divided by current customers results in a figure of \$2,429.

The above costs are based on the Township’s smallest meter size (5/8”). These costs should be multiplied by the Township’s meter equivalent ratios for each respective utility to derive the charges for larger meters. In the case where a meter is not present (i.e. fire suppression), the service line size should be used to determine the charge to connect.

While it is recommended that the connection charge not exceed this figure, there may be policy considerations that would lead to the use of a lower figure. It is important to note that connection charges, from an accounting standpoint, are a revenue of the system under Act 94 of 1933 (the Revenue Bond Act), and as such, are “regulatory in nature” and not “revenue generating” given the operations, maintenance, and in particular, the capital improvement expenses. Hence, the connection charge is not only calculated according to industry standard, but is also intended to be consistent with State law and case law (Bolt v. Lansing).

As discussed earlier in this memo, the above calculations represent only the equity buy-in (commonly called the connection or capital charge) to the system. The cost of materials (i.e. meter, service line, etc.) and labor to install the connection (commonly called the tap fee) should be charged dollar for dollar to the new customer.

Please note that these costs and the ability to charge them need to be reviewed by your local counsel to make sure that your ordinance includes the ability to charge these fees.

Sincerely,

Andy Campbell, CPA, Senior Manager
Baker Tilly Municipal Advisors, LLC



MEMORANDUM

TO: Supervisor Kenneth R. Fletcher and the Delta Township Board

FROM: Alannah Doak, Assistant Township Manager

DATE: October 5, 2020

SUBJECT: Proposed Tree Donation to Silver Bells Celebration

Each year the State of Michigan Tree Crew searches for and delivers a tree to the state capitol to be the centerpiece at the Silver Bells Celebration. Recently, staff was approached by the State Tree Crew inquiring about a tree located at the township owned well house #6 at 6325 W. Willow Hwy. Well house #6 is a part of the Delta Township water distribution system but does not operate in a daily basis.

The State Tree Crew has requested the Township Board consider donating the tree for the Annual Silver Bells Celebration. In return, it would be an advertised tree with Delta Township recognized as the donor. The requested tree stands 61 feet tall, 24 inches at the crown, and less than 30 inches in trunk diameter. The tree is in healthy condition and is not currently a hazard to utilities. However, the tree may grow into power lines as it continues to mature. If approved for donation, the State Tree Crew will bring a crane operator onsite to assess the area to ensure they can pick the tree. Below you will find photos of the proposed tree and location.

The following motion is offered for the Board's consideration:

"I move that the Delta Township Board approve the donation of the tree located at 6325 W. Willow Hwy. requested by the State of Michigan Tree Crew for the Silver Bells Celebration."



7710 West Saginaw Highway • Lansing, Michigan 48917-9712

Phone: (517) 323-8590 • Fax: (517) 327-1703

www.deltami.gov • www.facebook.com/deltatownship • www.twitter.com/deltatownship





Engineering Department

(517) 323-8540

TO: Supervisor Kenneth R. Fletcher and the Delta Township Board

**FROM: Ernest A. West, P.E., Township Engineer
Rick Kane, Utilities Director**

DATE: September 29, 2020

**SUBJECT: Creyts Road Booster Station Electrical & Controls Upgrades
Bid Results and Recommendation for Award**

On September 17, 2020, the Township received four (4) sealed bids for the Creyts Road Booster Station Electrical Controls Upgrades project. This project replaces the original electrical power system for the booster station, which dates to 1979. Minor control system upgrades are also included, as well as updating the building ventilation system. The project was also bid with an alternative to replace existing fluorescent lighting fixtures with new energy efficient LED lighting fixtures.

While not directly required for operation of the BWL southern emergency water supply connection (southern connection), this project is important in that it improves the reliability of the Creyts Road Booster Station to utilize the southern connection to provide water to the entire township, should the need arise. For this reason, the project was included in the 2017 Water System Reliability Study as a high priority project and recommended for completion in conjunction with the establishment of the southern connection.

A copy of the bid tabulation is included with this memorandum. The low bid for the project was submitted by DVT Electric, Inc. of Wyoming, Michigan, in the amount of \$471,455.00. The second low bid was submitted by Newkirk Electric Associates of Lansing, Michigan in the amount of \$497,000. The pre-bid cost estimate for the project was \$645,000.

Staff and the engineering consultant, Tetra Tech, reviewed the bids and conducted post bid interviews with the two lowest bidders on September 24 and September 25. Tetra Tech has provided the attached recommendation for award.

Staff Recommendation

Based upon their low bid, staff review of the bids, the post bid interviews and the recommendation of Tetra Tech, staff recommend award of a construction contract to DVT Electric, Inc. for the Creyts Road Booster Station Electrical and Controls Upgrades project. Staff also recommend acceptance of the bid alternate to replace the existing fluorescent lighting fixtures with new LED fixtures.



The following motion is offered for your consideration:

"I move that the Delta Township Board accept the bid from DVT Electric, Inc. for the Creyts Road Booster Station Electrical and Controls Upgrades project in the amount of \$482,130, which includes Bid Alternate No. 1 for new LED lighting, and that the Township Manager be authorized and directed to execute the necessary documents related to the aforementioned project."

Staff will attend the October 5, 2020 Township Board meeting to answer any questions or address any concerns from the Board. If there are any questions in the interim, please let us know. Thank you.




Bid Tabulation
Creyts Road Booster Station Electrical and Controls Upgrades
Delta Township Engineering Department

Item No.	Description	Estimated Quantity	Units	DVT Electric Inc. Wyoming, MI		Newkirk Electric Associates * Lansing, MI		R.M. Electric Inc ** Lansing, MI		J. Ranck Electric, Inc. Mt. Pleasant, MI		
				Bid Unit Price	Extended Price	Bid Unit Price	Extended Price	Bid Unit Price	Extended Price	Bid Unit Price	Extended Price	
General												
1	Mobilization	1	LS	\$ 5,645.00	\$ 5,645.00	\$ 49,000.00	\$ 49,000.00		\$ -	\$ 3,836.00	\$ 3,836.00	
2	Demolition	1	LS	\$ 13,390.00	\$ 13,390.00	\$ 10,941.00	\$ 10,941.00		\$ -	\$ 2,661.00	\$ 2,661.00	
Site Work												
3	Restoration	1	LS	\$ 3,625.00	\$ 3,625.00				\$ -	\$ 6,563.00	\$ 6,563.00	
4	Generator Slab	1	LS	\$ 9,620.00	\$ 9,620.00				\$ -	\$ 16,429.00	\$ 16,429.00	
5	Buried Conduit/Duct Bank	1	LS	\$ 8,940.00	\$ 8,940.00	Total for All Site Work	\$ 96,942.00		\$ -	\$ 30,881.00	\$ 30,881.00	
6	Ground Mat	1	LS	\$ 5,370.00	\$ 5,370.00				\$ -	\$ 6,379.00	\$ 6,379.00	
Building Mechanical												
7	Building Mechanical Systems	1	LS	\$ 12,330.00	\$ 12,330.00	\$ 16,965.00	\$ 16,965.00		\$ -	\$ 15,271.00	\$ 15,271.00	
Electrical & Controls												
8	Wiring Devices, Conduit, and Wire	1	LS	\$ 97,195.00	\$ 97,195.00	\$ 31,150.00	\$ 31,150.00		\$ -	\$ 252,406.00	\$ 252,406.00	
9	Main Circuit Breaker Disconnect and associated conduit and wire from the Board of Water & Light meter	1	LS	\$ 9,175.00	\$ 9,175.00	\$ 21,110.00	\$ 21,110.00		\$ -	\$ 16,665.00	\$ 16,665.00	
10	Generator and Automatic Transfer Switch	1	LS	\$ 123,485.00	\$ 123,485.00	\$ 117,126.00	\$ 117,126.00		\$ -	\$ 138,181.00	\$ 138,181.00	
11	Lighting Transformer	1	LS	\$ 2,575.00	\$ 2,575.00	\$ 6,538.00	\$ 6,538.00		\$ -	\$ 6,466.00	\$ 6,466.00	
12	Motor Control Center	1	LS	\$ 72,285.00	\$ 72,285.00	\$ 54,730.00	\$ 54,730.00		\$ -	\$ 94,753.00	\$ 94,753.00	
13	VFD Cabinets and Relocation	1	LS	\$ 49,225.00	\$ 49,225.00	\$ 41,617.00	\$ 41,617.00		\$ -	\$ 46,776.00	\$ 46,776.00	
14	Start-up and Testing	1	LS	\$ 23,190.00	\$ 23,190.00	\$ 13,628.00	\$ 13,628.00		\$ -	\$ 24,470.00	\$ 24,470.00	
15	Remove and Replace Flow Element FE-1 and Flow Transmitter FIT-1	1	LS	\$ 35,405.00	\$ 35,405.00	\$ 37,253.00	\$ 37,253.00		\$ -	\$ 33,626.00	\$ 33,626.00	
Total of all Extended Prices for the Base Bid (subject to final adjustment based on actual quantities - add 1 through 15)				\$	471,455.00	\$	497,000.00	\$	559,830.00	\$	695,363.00	
Bid Alternate No. 1 Interior Lighting Fixture Replacement												
16	Interior Lighting Fixture Demolition	1	LS	\$ 725.00	\$ 725.00	\$ 1,600.00	\$ 1,600.00	\$ 1,400.00	\$ 1,400.00	\$ 3,283.00	\$ 3,283.00	
17	Interior Lighting Systems	1	LS	\$ 9,950.00	\$ 9,950.00	\$ 15,930.00	\$ 15,930.00	\$ 15,630.00	\$ 15,630.00	\$ 17,088.00	\$ 17,088.00	
Total of all Extended Prices for the Bid Alternate No. 1 (subject to final adjustment based on selection of Bid Alternates - add items 16 and 17)				\$	10,675.00	\$	17,530.00	\$	17,030.00	\$	20,371.00	

* Did not provide individual unit prices for site work, just total

** Did not provide individual unit prices for Base Bid, just total

I certify that this is a true and correct tabulation of the bids received in Delta Township, Eaton County, State of Michigan on Monday, September 21, 2020.


 Ernie West, P.E.
 Township Engineer



September 28, 2020

Ernest (Ernie) A. West, P.E.
Township Engineer
Delta Charter Township
7710 W. Saginaw Hwy
Lansing, MI 48917

**Re: Creyts Road Booster Station Electrical and Controls Upgrades
Recommendation of Award**

Dear Mr. West,

Delta Charter Township opened bids for construction of the above referenced project on September 17, 2020. Four competitive bids were received. We have reviewed the apparent low bid submittal from DVT Electric, Inc. (DVT) and confirmed it is complete and compliant with the Township's bidding requirements. Our bid evaluation included a post-bid interview with DVT to confirm they have correctly interpreted the contract requirements. We have worked with DVT on similar infrastructure projects, and we are confident they are qualified to execute this contract.

We recommend the Township award the construction contract to DVT Electric, Inc., in the amount of four hundred eighty-two thousand, one hundred thirty dollars (\$482,130). This amount includes \$10,675 for Bid Alternate No. 1 – Interior Lighting Fixture Replacement, which is also the lowest bid amount for this line item. This amount may be deducted from the recommended contract award, should the Township decide to exclude this work from the contract.

Please call me at (616) 723-4588 if you should have any questions.

Sincerely,

A handwritten signature in black ink that reads 'Benjamin C. Whitehead'.

Benjamin C. Whitehead, PE
Sr. Process Mechanical Engineer

Supervisor Kenneth R. Fletcher
Treasurer Howard A. Pizzo
Clerk Mary R. Clark
Manager Brian T. Reed



Trustee Fonda J. Brewer
Trustee Andrea M. Cascarilla
Trustee Dennis R. Fedewa
Trustee Karen J. Mojica

Planning Department

(517) 323-8560

TO: Kenneth R. Fletcher, Supervisor and the Delta Township Board

FROM: David J. Waligora, AICP, Assistant Planning Director

DATE: September 29, 2020

SUBJECT: Transmittal of the 2021 – 2026 Capital Improvements Plan

Attached please find the 2021 - 2026 Capital Improvements Plan (CIP). The CIP was adopted by the Planning Commission by a unanimous vote of 8 to 0 (1 Absent) following a public hearing on September 14, 2020. The public hearing was held via Zoom and advertised in the local newspapers as statutorily required. No public were in attendance to comment on the CIP document; however, the Planning Commission did receive a written statement which was read aloud. Draft Meeting Minutes are attached to this information packet.

The following motion is offered for your consideration:

"I move that the Delta Township Board acknowledge receipt of the 2021-2026 Capital Improvements Plan as prepared and adopted by the Delta Township Planning Commission."

Please contact me if you have any questions regarding the contents of the document.

Summary Record of Public Hearing for the Adoption and Transmittal of the 2020-2025 Capital Improvements Program

Commissioners in attendance: Laforet, McConnell, Mudry, Kosinski, Weinfeld, Schweitzer, and Meddaugh

Commissioners absent: Bradley

Assistant Planning Director David Waligora reviewed the ranking system implemented last for the Planning Commission. He stated that it was amended this year to increase the multiplier for the Master Planning Category for 2 to 3, and this was due to comments made last year by the Planning Commission. Mr. Waligora pointed out that last year's total scoring matrix totaled 80 points whereas this year's total is 85 points. He also pointed out that Page 17 of the CIP illustrates a list of the 2021 Capital Budget and associated scores.

Mr. Schweitzer questioned if the COVID-19 pandemic has impacted the amount of monies that will be available next year.

Mr. Waligora noted that Township budget projections show less monies available for next year's budget. He felt Department Heads took a fiscally conservative approach prioritizing projects this year, which is why the list for 2021 is short.

Mr. Weinfeld inquired about the Building Facilities Study prepared in 2019 that included cost estimates for repairs to the Township's Community Center and Enrichment Center.

Mr. Waligora said he had not seen the study yet.

Mr. Weinfeld was concerned that the Planning Commission was being asked to approve the CIP without seeing a final report of the study.

Mr. McConnell questioned if the Building Facilities Study incorporated an accessibility study for all Township facilities.

Mr. Waligora said he did not have a lot of information on the building study.

Mr. McConnell said he supported the fact that it would add value to know the content of the study.

Ms. Laforet questioned who prepared the study.

Mr. Waligora indicated that he was not sure who the consultant was who had prepared the study.

Mr. Meddaugh questioned how the Township advertised when procuring consultants to assist with studies.

Mr. Waligora said he suspected the Township sent out Requests for Proposals (RFP).

**SUMMARY RECORD OF PUBLIC HEARING
2021-2026 CAPITAL IMPROVEMENTS PROGRAM
SEPTEMBER 14, 2020
PAGE 2**

Mr. Schweitzer felt the estimated costs to repair the Township's Enrichment Center could be compared to a total rebuild than a repair.

Mr. Weinfeld said it had been a few years since the Senior Council had raised concerns about the Enrichment Center since many of their programs are held at the facility. He noted that it was a very old building and probably past its life usefulness.

Ms. Laforet questioned if the Township had considered demolishing the building and constructing a new one or purchasing another building.

Ms. Weinfeld said when he served as Vice-Chairman of the Senior Council, they were told to wait until the study was complete to make whatever adjustments needed to be made at that point in time.

Mr. Meddaugh inquired about projects contained in the CIP for 2022-2026. He questioned whether the Commission was adopting the inclusion of those projects, or whether the Commission was only adopting projects for 2021-2026.

Mr. Waligora said even though all the projects were included in the CIP, the CIP Committee only scored the 2021 projects. He said in the past, the CIP gave projects a ranking of A, B, C, or D, but he didn't see an advantage of scoring projects so far out in the future.

Mr. Meddaugh said even though points had been awarded to those projects, it did not necessarily reflect the Planning Commission's top priority.

Mr. Waligora said the Commission's adoption of the CIP this evening was only a recommendation to the Township Board, who ultimately makes the final decision as to what projects are funded in 2021.

Mr. McConnell questioned whether there was evidence to support a need for additional [base]ball fields in the Township.

Mr. Waligora noted it is his understand the Parks & Recreation Director sees these fields as a needed upgrade to attract larger regional and state tournaments to the Township, which in turn would bring more new people and monies into the local economy.

Mr. Mudry pointed out that the priority alignment in the CIP had a lot to do with individual department heads and that it did not reflect priorities overall in the CIP. Mr. Mudry felt discussions this evening revealed that there may be unknown budget shortfalls next year. Mr. Mudry reiterated the fact that the Planning Commission was only making a recommendation for Capital Improvements and that the Township Board determined what projects would be funded.

Mr. Schweitzer questioned if the SCBA (Self-Contained Breathing Apparatus) was for each

**SUMMARY RECORD OF PUBLIC HEARING
2021-2026 CAPITAL IMPROVEMENTS PROGRAM
SEPTEMBER 14, 2020
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individual firefighter or a certain number per trucks.

Township Fire Chief Gregg Ginebaugh noted that the SCBA was designated per seated position in a vehicle and not per person.

Mr. Schweitzer questioned if Chief Ginebaugh had a total number of SCBA the Fire Department currently had.

Chief Ginebaugh noted that they had 54 units which included hazmat bottles of four units.

Mr. Schweitzer felt the score of 84% given to SCBA seemed low based on safety.

Mr. Waligora felt the ranking system was valid and that it was up to the Township Board to determine what projects would be funded.

Mr. Meddaugh said regardless of a project score or budget position, it was the Planning Commission's responsibility to recommend these projects move forward.

Mr. Waligora noted that the Planning Commission could alter the document before it was adopted and transmitted to the Township Board. Mr. Waligora proceeded to review the scoring method the CIP Committee used during project reviews.

Going back to Mr. Weinfeld's earlier comments, Ms. Laforet felt it would be difficult to adopt the CIP this evening without having the information contained in the Building Facilities Study to review.

Mr. McConnell asked if the 2021 projects were dependent on the building study.

Mr. McConnell asked if it would be possible to support the 2021 projects listed in the CIP and defer the 2022 projects until the building report was available.

Ms. Laforet said she would be more comfortable with that.

Mr. Kosinski expressed similar concerns and did not feel any action taken this evening by the Planning Commission should carry forward any implications beyond 2021.

Mr. Waligora indicated that the CIP lists rankings for projects that were presented to the CIP Committee for next year's budget by Township Department heads, as well as future projects.

Mr. Mudry said the CIP document should be viewed more as a general document to help guide the Township Board in identifying and prioritizing projects.

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Mr. Waligora felt one of the benefits the new scoring metrics does is brings to light how much the CIP Committee appreciates and desires some of the smaller projects. He noted that last year a couple of the smaller sidewalk connections received high scores and were able to rise to the top whereas before they were obscured by the bigger projects.

MOTION BY MCCONNELL, SECONDED BY LAFORET, THAT THE DELTA TOWNSHIP PLANNING COMMISSION ADOPT THE CAPITAL IMPROVEMENT PLAN AS PREPARED WITH THE RESERVATION NOTED ABOUT THE IMPORTANCE OF HAVING DOCUMENTATION OF THE BUILDING STUDY FOR THE 2022 AND BEYOND PROJECTS. BY THE CAPITAL IMPROVEMENTS PLAN COMMITTEE.

Mr. Waligora read an e-mail into the record from Trustee Fedewa as follows:

I wish to make two observations regarding the proposed Capital Improvement Plan (CIP) to the Planning Commission this evening. I see a couple glaring omissions pertaining to Non-Motorized Transportation Plan (NMTP) opportunities not listed in the CIP. Foremost is the absence of a pathway connector from Delta Mills Park to Willow Hwy. As you know, this is the northernmost leg of our pathways plan along Carrier Creek. It seems logical to start listing this effort in the CIP because of the extensive work to be done on reconstructing our wastewater treatment plant. We own the property from Delta Mills to Willow Hwy. so there is no issue of acquiring easements. Additionally, when we now get major development proposals from private developers, we have the ordinance authority to condition approval on the acquisition of easements for non-motorized transportation purposes. Why then, if we pursue this authority to effectuate expansion of our NMTP with private developers we wouldn't follow the same diligence with our own major construction project? How will we ever be able to start this important segment of our NMTP if we don't even contemplate the easiest segment to build?

Additionally, the proposal for a pathway along Broadbent from Saginaw Hwy. to Willow Hwy. overlooks the opportunity for a natural pathway from Lootens Park at Willow Hwy. directly south to Saginaw Hwy. utilizing land owned by the Eaton County Drain Commissioner Office (Meyers-Henderson Drainage Dist). Such a pathway plan would encourage connection with the most Northeastern portion of our residential areas along with the subdivisions to the East with Willow Ridge Elementary and Hayes Middle Schools. Interconnecting our neighborhoods with our schools is a prime objective of our NMTP. I view this as an important component of our next CIP as well. Since I will be attending the Board meeting concurrently with the Planning Commission meeting, I will not be able to comment so please share my concerns with the Commission. Thank you.

The Commission acknowledged Mr. Fedewa's concerns and that it was the consensus of the Commission to move forward with the adoption of the CIP as submitted.

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**MOTION BY MCCONNELL, SECONDED BY KOSINSKI, TO CALL FOR A VOTE.
VOICE VOTE. CARRIED 7-0.**

ROLL CALL VOTE ON MOTION TO ADOPT THE CIP. CARRIED 7-0.

Respectfully submitted,

Arnold Weinfeld, Secretary

2021 CAPITAL IMPROVEMENT PLAN
YEARS: 2021 - 2026



DELTA CHARTER TOWNSHIP
PLANNING COMMISSION
September 14, 2020

DELTA TOWNSHIP BOARD

Kenneth R. Fletcher, Supervisor
Mary Clark, Clerk
Howard Pizzo, Treasurer
Dennis R. Fedewa
Andrea M. Cascarilla
Deana M. Newman
Karen J. Mojica

DELTA TOWNSHIP PLANNING COMMISSION

Mike Meddaugh, Chair
Jim Schweitzer, Vice Chair
Arnold Weinfeld, Secretary
Wendy Bradley
Douglas Kosinski
Robert McConnell
Mark Mudry
Kim Laforet
Denise Sloan

2021 - 2026 CAPITAL IMPROVEMENTS PROGRAM COMMITTEE

Mike Meddaugh, Planning Commissioner
Mark Mudry, Planning Commissioner
Denise Sloan, Planning Commissioner
Wendy Bradley, Planning Commissioner
Rick Kane, Director of Utilities
Jeff Anderson, Finance Director
David J. Waligora, AICP, Assistant Planning Director

DELTA TOWNSHIP PLANNING DIVISION STAFF

Gary Bozek, AICP – Planning Director
David J Waligora, AICP – Assistant Planning Director
Matt McKernan, Planner

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Chapter 1

INTRODUCTION TO CAPITAL IMPROVEMENTS PROGRAMMING



INTRODUCTION

Like all municipalities, Delta Township budgets available capital to fund needed public projects and improvements to meet the needs of its residents and stakeholders, amidst typically fixed revenue streams. The Capital Improvement Plan (CIP), allows the Township to inform the public, prioritize projects, and prepare budgetary funding mechanisms for upcoming years. Finally, the plan vets projects to insure that money is being spent both wisely and efficiently.

WHAT ARE CAPITAL IMPROVEMENTS?

CAPITAL IMPROVEMENTS ARE PUBLIC IMPROVEMENTS. They are projects involving the expenditure of public funds, over and above annual operating expenses, for the purchase, construction, or replacement of the physical facilities of a community.

Examples include:

- ✓ New Public Buildings (Administration, Library, Fire and Sheriff)
- ✓ Parks
- ✓ Roads
- ✓ Water & Sanitary Sewer Lines
- ✓ Water & Sewage Treatment Plants

WHAT ARE THE GENERAL CHARACTERISTICS OF CAPITAL IMPROVEMENTS?

- ✓ They are large.
- ✓ They have a big price tag.
- ✓ They have long term usefulness and permanence (10-30 years).
- ✓ They involve expenditures of a non-recurring nature (i.e., Once it's paid for that's it! The maintenance of the facility once in place becomes part the annual operating budget).
- ✓ They usually provide a governmental facility for public service.
- ✓ They add substantially to the value of the municipality's fixed assets.

DELTA TOWNSHIP'S CAPITAL IMPROVEMENT PLAN

A capital improvement project for the purposes of Delta Township's capital improvements program is a major nonrecurring expenditure that includes one or more of the following:

- ✓ Any acquisition of land for a public purpose.
- ✓ Any construction of a new facility (e.g., a public building, water or sewer line, a playfield, or an addition to, or an extension of, such a facility)
- ✓ A nonrecurring rehabilitation (i.e., something which is infrequent and would not be considered annual or other recurrent maintenance) or major repair of all or part of a building, its grounds, or other facility, provided that the cost is \$50,000 or more and the improvement will have a useful life of ten years or more.
- ✓ The purchase of major equipment (e.g., a fire truck), provided that the cost is \$50,000 or more, which has a useful life of five years or more.
- ✓ Any planning, feasibility, engineering, or design study related to an individual capital improvement project or to a program that is implemented through individual capital improvement projects.
- ✓ Requests for funding projects that do not meet the criteria for inclusion in the capital improvements program are submitted as part of the Township's annual operational budget.

WHAT IS CAPITAL IMPROVEMENTS PROGRAMMING?

It is the preparation and updating of a proposed schedule of public works projects and related equipment to be built or purchased by local governments within a 6-year period. It covers the entire range of public facility and service requirements. The program lists all future projects in order of construction or acquisition priority, along with cost estimates and the anticipated means of financing each project by budget year.

The first year of scheduled projects is referred to as the "[Capital Budget](#)" and includes those projects scheduled to be funded in the upcoming fiscal year. These projects will be considered for inclusion in the Township's legally adopted budget. The succeeding years' schedule of projects makes up the "**Program**".

WHY DO WE USE A SIX-YEAR PROGRAMMING PERIOD?

A six-year period is most suitable. Two or three years is too little time for effective programming because planning and financing of major facilities typically takes longer. A period of seven years or more may project the program too far into the future to be of practical value as costs typically rise in that amount of time.

WHY DO WE UPDATE THE PROGRAM ANNUALLY?

The CIP is updated annually to fine tune the capital budget to reflect changing economic conditions. The Township wants to have the most accurate project costs included in the budget for the upcoming fiscal year. The program is also adjusted to reflect the need for additional projects and set different priorities if necessary.

WHAT ARE THE BENEFITS OF CAPITAL IMPROVEMENTS PROGRAMMING?

- ✓ **Focusing Attention on Community Goals, Needs, and Capabilities.** This involves bringing projects in line with community objectives, anticipated growth, and financial capabilities. This is the type of information contained in the Township's Comprehensive Plan. The CIP is a tool for implementing the goals, policies, and objectives set forth in the plan.
- ✓ **Achieving Optimum Use of the Taxpayer's Dollar.** Advance programming can help avoid costly mistakes. The program also aids the Township Board in making sound annual budget decisions. A listing of anticipated projects may encourage the purchase of land well in advance of construction at a lower present cost rather than higher future costs.
- ✓ **Serving Wider Community Interests.** Projects within the CIP are prioritized because of the greatest benefit to the greatest number of Township residents.
- ✓ **Encouraging a More Efficient Governmental Administration.** Coordination of capital improvements programming by township, county, and state agencies can reduce scheduling problems and conflicting or overlapping projects. For example, utilizing a CIP avoids paving a street one year and tearing it up the next to install a sewer.
- ✓ **Improving Intergovernmental and Regional Cooperation.** It may be possible to share needed facilities between local units of governments or between the municipality and a school district. Examples would be water and sewer plants or classroom space for recreation programs.

- ✓ **Maintaining a Sound and Stable Financial Program.** When there is ample time for planning, the most economical means of financing each project can be selected in advance. Keeping projects within the financial capacity of the community helps to preserve its credit rating and makes the area more attractive to business and industry.

- ✓ **Enhancing Opportunities for Participation in Federal and State Grant Programs.** Most grant applications require the need for the program to be well documented with a clear statement of goals and objectives. This documentation has already been developed in the CIP.

Chapter 2

CAPTIAL IMPROVEMENT PROGRAMMING PROCESS



WHAT IS THE LEGAL BASIS FOR CAPITAL IMPROVEMENTS PROGRAMMING IN DELTA TOWNSHIP?

The **Michigan Planning Enabling Act, 2008, PA 33** (MCL 125.3801 et. seq.), which became effective on September 1, 2008, mandates that the Planning Commission annually prepare a program of public improvements for the ensuing 6 years as follows:

To further the desirable future development of the local unit of government under the master plan, a planning commission, after the adoption of a master plan, shall annually prepare a capital improvements program of public structures and improvements.

The capital improvements program shall show those public structures and improvements, in the general order of their priority that in the commission's judgment will be needed or desirable and can be undertaken within the 6-year period. The capital improvements program shall be based upon the requirements of the local unit of government for all types of public structures and improvements. Consequently, agency or department of the local unit of government with authority for public structures or improvements shall upon request furnish the commission with lists, plans and estimates of time and cost of those public structures and improvements. - Sec. 65

Thus, the Delta Township Planning Commission has the primary responsibility of preparing the Township's Capital Improvements Program.

The Planning Commission annually appoints a Capital Improvements Program Committee and charges this committee with the responsibility of preparing the actual CIP document. Once prepared, the document is reviewed and approved by the full Commission at a public hearing.

The CIP Committee is typically composed of three members from the Planning Commission, a representative from the Township Manager's Office, a Township Department Head, and a Planning Department staff person. The Township Manager's representative provides information on the status of ongoing projects within the current year, along with information on the Township's current and expected financial status. The Planning Department staff person is responsible for the compilation of project requests and the preparation of the actual CIP document.

A SUMMARY OF DELTA TOWNSHIP'S CIP PROCESS

The process of preparing the Delta Township's Capital Improvements Program begins early in the year and continues into early August when the CIP document is submitted to the Township Manager for use in preparing the Township' annual budget. The Township's CIP process is as follows:

- May** A memo is sent by the planning staff on behalf of the CIP Committee to all department heads requesting the submission of projects for inclusion in the CIP. Projects are generally required to be submitted within one month of the CIP Committee's request. Standardized project status sheets, and project request forms are utilized. Information generally provided on the project requests forms includes a description of the project, the requested funding level, the years for funding and implementation, and the departmental priority of the project.
- June** Staff compiles the information received from the department heads for presentation. The projects are grouped according to their respective funds, i.e., general fund, water fund, sewer fund. The information packet presented to the CIP Committee also contains a list of the previous year's projects which have been funded or deleted and charts summarizing all project requests within their respective funds.
- CIP Committee meetings are held, at which projects are reviewed, department heads are interviewed, and project priorities are determined.
- September** The Planning Department completes the CIP document and transmits it to the Planning Commission for review and approval at a public hearing. Following the hearing, the CIP document is delivered in its final form to the Township Board and Township Manager for use in formulating the Township budget.

PREPARATION AND ADOPTION OF 2021 CIP

The preparation of the 2021 Capital Improvements Program followed the process as described above, and it was adopted by the Delta Township Planning Commission following a public hearing on September 14, 2020

Chapter 3

WHERE DOES THE MONEY COME FROM
AND WHERE DOES IT GO?



WHERE DO YOUR TAX DOLLARS GO?

Delta Township's portion funds those services which the Township provides its residents. These include police and fire protection as well as administrative services. Funding for paramedic services is provided by a voter approved tax levy which was initiated at 2 mill in 1979 and renewed in 1984. In November of 1988 the voters approved a one mill ten year tax levy for paramedic services that began in 1989. The one mill paramedic services levy was renewed for another ten years on August 4, 1998, and it was renewed once again for ten years in 2018. Taxes that are paid to Eaton County are used to fund County services such as road and storm drain maintenance and

Delta Township serves as the collecting agent for taxes earmarked for education as well as County and Township services. The local school portion goes to the appropriate school district; either Lansing, Holt, Waverly or Grand Ledge districts. The intermediate school portion provides funding to the Eaton or Ingham Intermediate school districts which provide such services as special education, vocational education, and career centers.

DELTA TOWNSHIP'S THREE OPERATIONAL FUNDS

Delta Township has three operational funds which finance the services provided to Township residents. These three funds are **the General Fund, the Sanitary Sewer Fund, and the Water Fund**. Each of these is a separate autonomous entity.

The General Fund receives most of its revenues from property taxes, state shared revenues, and fees for general public services. Revenues to the Sanitary Sewer Fund and the Water Fund are derived from customer billings, new customer connection fees, and special assessments

GENERAL FUND REVENUES & EXPENDITURES

The General Fund provides support for nearly all of the basic public services of the Township. Over twenty services and numerous miscellaneous activities operate from revenues accruing to the General Fund.

Property tax revenues are determined by the taxable value of real property (land & buildings) and personal property (machinery, equipment, etc.) multiplied by the millage rate levied each year by the Delta Township Board for General Fund operations. Property tax revenues received in 2018 were generated by a millage rate of 4.9287. A mill represents \$1.00 for each \$1,000 of property valuation. For 2020 revenues, it is expected that the millage rate will again be set at 4.9287.

It should be noted that in addition to the 4.9287 mills mentioned above, there are additional Township tax levies of 0.9896 mills for paramedic services and 1mill for the Delta Township District Library. These are separate levies that were approved by the Township's voters.

The General Fund provides for the operation of the various departments providing public services to Township residents. Additional funding is provided for the maintenance of the Township's buildings and grounds, certain street and drain expenses, and a variety of other miscellaneous activities.

SANITARY SEWER FUND REVENUES & EXPENDITURES

The principal revenue sources for the Sanitary Sewer Fund are from sales, which represent receipts from monthly billings to sanitary sewer customers; capital charges, which are a one-time only purchase of equity representing capital investments paid for by all new customers; interest income, which is gained from short-term investment of available cash at local financial institutions; and main charges are paid by those property owners outside of special assessment districts for the cost of installing sanitary sewers in front of their properties.

Sanitary Sewer Fund expenditures result from the support of all wastewater collection and treatment operations within the Township. This includes the personnel necessary to operate the Wastewater Treatment Plant; the maintenance of collector sewers, lift stations, and treatment plant, and a variety of other service functions provided to the Township's sewer customers. Capital improvements to the existing sanitary sewer related facilities are also financed via the Sanitary Sewer Fund.

WATER FUND REVENUES & EXPENDITURES

The principal revenues for the Water Fund are from water sales, which are monthly payments made by customers of the system for water consumed, service installation fees for physical connection of new customers to the system, capital charges which are for the purchase of equity, and interest received from short-term investment of cash with local financial institutions.

Water Fund expenditures arise out of the construction and maintenance of the Township's water distribution system. This includes personnel, equipment, maintenance, construction, and repair of water mains and water storage tanks.

STATUS OF 2020 CIP PROJECTS BY DEPARTMENT

Engineering

PROJECT	FUNDING LEVEL & PROJECT STATUS
Canal Rehab for Road – 2023	Unfunded, to be coordinated with ECRC road resurfacing in 2023
Community Center to Hunters Park Pathway	Unfunded, project submitted for DNR grant, awaiting determination of grant funding
Marketplace Blvd Rehab – 2022	Unfunded, to be coordinated with ECRC road resurfacing in 2022
Millet Highway Rehab – 2022	Unfunded, to be coordinated with ECRC road resurfacing in 2022
Mt. Hope Bike Lanes with road 2021	Unfunded, to be coordinated with ECRC road resurfacing in 2021
Mt. Hope Park to St. Joe/Broadbent Pathway	Unfunded, no progress
Nixon Bike Lanes with road – 2023	Unfunded, to be coordinated with ECRC road resurfacing in 2023

Fire Department

Project	Funding Level and Project Status
Driveway Repair Station 2	Funded
Two New Ambulances	Funded
Tanker 415	Not Funded, removed from 2021 Capital Budget likely 2022
Engine 431	Sold, funding in process

Parks, Recreation, & Cemeteries

Project	Funding Level and Project Status
Community Center Parking Lot Paving and Expansion	\$150,000 Building Study in 2019
Community Center Re	\$500,000 - Building Study in 2019
Delta Mills Parking Lot Pavement	\$100,000 - Deferred to 2021
Delta Mills Playground Restroom Building	\$100,000 - \$50K grand funded in 2019
Enrichment Center Rehabilitation	\$500,000 - Building Study in 2019
Grand Woods Parking Lot Paving	\$200,000- Deferred to 2021
Hawk Meadows Park Pathway Paving	\$400,000 - \$300,000 grant funded in 2019
Hunter Orchard Park Pathway Paving	\$400,00 - \$225,000 grand funded in 2019
Mount Hope Park Fields Development	\$650,000 - \$300,00 grant funded in 2019
Mount Hope park Perimeter Pathway	\$600,000 - \$300,000 grant funded in 2019
Sharp Park Renovations	\$1,200,000 - Grant not funded, but resubmitted in 2020
Vehicle and Equipment Reserve Allocation	\$1,200,000 - Annual allotment received

Utilities

Project	Funding Level and Project Status
Emergency Connection to LBWL South - water Fund	In Progress
Sanitary Sewer System Modeling	In Progress
Distribution Grid tie connection -St. Joe	Finished
10 yd Dump Truck - WWTP Fund	In Progress
2 - 3-yard Dump Truck	In Progress
Large Crane Truck	In Progress
Snow Ground Storage - Water Fund	In Progress
Willow Lift Station Upgrade - WWTP	Not Yet Started
Submersible Pumps - WWTP	In Progress
Sanitary Manhole and Sewer Main - WWTP	In Progress

Chapter 4

2021 - 2026

PROJECT RANKINGS





Introduction

This chapter contains CIP General Fund project descriptions and the priority levels set for those projects slated for funding in 2021 (i.e., the Capital Budget). The priorities have been set by the Capital Improvements Program Committee and approved by the Delta Township Planning Commission.

Ranking Criteria: This year the Committee utilized an updated methodology for analyzing project submissions. Now seven categories exist: **Master Plans, Regulatory Compliance, Infrastructure/Public Safety, Quality of Life, Impact of Operation Budget, External Funding, and Timing/Location.** Each category is weighted based on its level of importance, and the projects are assigned a score between 1 and 5. There are 85 points possible and the final score is determined by finding the percentage of the score against the possible 85 points. (A project scoring 85 points would be 100, a project scoring 40 points would be a 47).



Master Plans – Master Plans are prepared to provide Delta Township with vetted documentation identifying community goals and ideas. These plans are created holistically with community input, staff direction, and at times outside professional consultants.

- ✓ Is the proposed project contained in one or more specific Master Plan?
- ✓ Is the proposed project listed as a high priority, or over time, has it become a high priority of staff or board?
- ✓ Has the proposed project been fully developed and defined in enough detail so that the specifics are known?
- ✓ Have adequate public discussion and an appropriate level of citizen engagement around the project transpired, and does there appear to be broad community support?

1	2	3	4	5
The project is not part of any Master Plan		The project is included in a Master Plan but may not be a high priority or appropriate citizen engagement or the specific proposal has not yet transpired or is not included in the Master plan but is a high priority and has been well-vetted.		The project is included in a master plan, is a high priority, and is well-vetted.



Regulatory Compliance – This includes compliance with regulatory mandates such as Environmental Protection Agency (EPA) directives, the Americans with Disabilities Act, and other County, State and Federal laws. This also includes compliance with self-imposed Township ordinances and policies.

- ✓ Does the project address a current regulatory mandate?
- ✓ Will the project proactively address a foreseeable (within the next 6 years) regulatory mandate?
- ✓ Does the project have a lasting impact on promoting regulatory compliance over the long term (more than 10 years)?

1	2	3	4	5
The project is not addressing a regulatory compliance issue		The project provides a short-term fix for an existing regulatory compliance issue or for one anticipated in the near future.		The project resolves a pressing or long-term regulatory compliance issue.



Infrastructure / Public Safety – This item relates to infrastructure needs for the Township, as well as improves the overall safety of the community. Projects to address employee safety issues and to proactively manage risk, would also be included.

- ✓ How would the proposed project impact the safety of Delta residents and/or employees and how widespread is that potential impact?
- ✓ Is the infrastructure project needed?
- ✓ Will the project address an existing facility that is outdated or has exceeded its useful life?
- ✓ What is the degree of seriousness of the safety issue that is being addressed through the proposed project?
- ✓ Does the project help assist the Township to respond more effectively and efficiently to emergencies throughout the community?
- ✓ Is the project supported by a life cycle analysis of repair versus replacement?
- ✓ Does the project extend service to support/promote new growth?
- ✓ Does the project foster safe and accessible modes of travel?

1	2	3	4	5
The safety of infrastructure need for the project is low; or it addresses new or existing infrastructure.		The safety or infrastructure level of the project is moderate; it addresses a serious safety issue that has a limited impact or addresses a less-serious issue that serves the broader community; it addresses either new or existing infrastructure. (Maximum score for a new facility.)		The safety of infrastructure level of the project is high; it addresses a serious health/public safety issue that has a widespread impact; it addresses existing infrastructure; and the ancillary benefits are well-defined.



Quality of Life / Health & Wellness – Quality of Life / Health & Wellness are a characteristic that make Delta a favorable place to live, work, and play.

- ✓ How would the proposed project impact the quality of life for Delta residents and visitors—how widespread is that potential impact?
- ✓ Will the project attract new residents, businesses, or visitors to the Township?
- ✓ Does the project serve to preserve the integrity of the Township’s residential neighborhoods?
- ✓ Does the project help create a beautiful and clean community?

1	2	3	4	5
The project does not affect the Quality of Life/ Health and Wellness for Delta Township community members and visitors.		The project has a moderate impact of the Quality of Life / Health & Wellness for Delta Township Community members and visitors.		The project greatly impacts the Quality of Life/Health & Wellness for a wide range of Delta Township Community members and visitors.

Impact on Operational Budget – Some projects may affect the operating budget for the next few years or for the life of the facility. A new facility will need to be staffed and supplied, therefore having an impact on the operational budget for the life of the facility. Replacing a light with a more energy efficient model may decrease operational costs.

- ✓ Will the project require additional personnel to operate?
- ✓ Will the project require additional annual maintenance?
- ✓ Will the project require additional equipment not included in the project budget?
- ✓ Will the project reduce staff time and Township resources currently being devoted, and thus have a positive effect on the operational budget?
- ✓ Will the efficiency of the project save money?
- ✓ Will the project present a revenue generating opportunity?
- ✓ Will the project help grow a strong, diversified economic base to help offset any additional costs?



1	2	3	4	5
The project will have a negative effect on the budget. It will require additional money to operate.		The project will not affect the operating budget as it is cost/revenue neutral.		The project will have a positive effect on the budget. It will have significant savings in time, materials, and/or maintenance, or be revenue generating to offset some/all expenditures.

External Funding – Capital improvement projects can be funded through sources other than Township funds. Developer funding, grants through various agencies, and donations can all be sources of external funding for a project. The percentage of total cost funded by an outside source will determine the score in this category.

1	2	3	4	5
0% - 20% External Funding	21% – 40 % External Finding	41% - 60% External Funding	61% - 80% External Funding	81%-100% External Funding

Timing/Location – The timing and location of the project is an important piece of a project. If the project is not needed for many years, it would score low in this category. If the project is close in proximity to many other projects and/or if a project is urgent or may need to be completed before another one can be started, it would score high in this category. The score could be based on the answers to the following example questions:

- ✓ When is the project needed?
- ✓ Do other projects require this one to be completed first?
- ✓ Does this project require others to be completed first?
- ✓ Will it be more economical to build multiple projects together, thus reducing construction costs?
- ✓ Will it help reduce the overall number of neighborhood disruptions from year to year?
- ✓ Is this an existing facility at or near the end of its functional life?

1	2	3	4	5
The project does not have a critical timing/location component.		The project has either a timing or location factor critical to it.		Both timing and location are critical components of the project.

Scoring Matrix

Categories	Total Score	Category Weight	Weighted Score
Master Plans	5	3	15
Regulatory Compliance	5	3	15
Infrastructure / Public Safety	5	3	15
Quality of Life / Health & Wellness	5	2	10
Impact on Operation Budget	5	1	5
External Funding	5	3	15
Timing/Location	5	2	10
Total			85

2021 Capital Budget Scoring Matrix

PROJECT	DEPT	TOTAL	M-PLAN	REG	INFR	QUAL LIFE	BUDG IM	EXT FUND	TIMING	RANK
Mount Hope Rd Bike Lanes	Eng	\$1.6 Million	5	5	5	5	2	4	5	93%
Mount Hope Park Perimeter Pathway	Parks	\$442,500	5	5	5	5	3	3	4	88%
Hawk Meadows Park Pathway Paving	Parks	\$617,500	5	5	5	5	2	3	4	87%
Delta Mills Playground Restroom Building	Parks	\$135,500	5	5	5	5	2	3	4	86%
Replacement of Aerial Platform Fire Apparatus	Fire	\$1.5 Million	5	5	5	5	3	1	5	84%
SELF CONTAINED BREATHING APPARATUS-SCBA	Fire	\$400,000	5	5	5	5	3	1	5	84%
New Sidewalk on Willow from Thomas L. Parkway to Arden	Eng	\$150,000	5	2	5	5	2	3	4	79%
Mount Hope Park North Baseball Fields	Park	\$687,500	5	2	5	5	2	3	4	76%
St. Joe Highway Non-Motorized Facility	Eng	1.35 Million	5	5	4	5	1	1	3	73%
Station 1 Roof Repair	Fire	\$85,000	5	3	5	3	3	1	5	72%

2021 Capital Budget Narratives

(Note: This is the cost in 2021 with any maintenance costs included until 2026)

Mount Hope Rd Bike Lanes – 1.6 Million (\$505,400 General Budget/1.129 Million Federal Aid)

This project involves Eaton County Road Commission's widening of Mt. Hope from Nixon to I-96/69 Overpass and resurfacing of Mt. Hope from Nixon to 500' east of I-96/69 Overpass. By acting now, the Township has the opportunity to save on construction costs by supplementing the county's project to align with our Non-Motorized Plan.

Mount Hope Park Perimeter, \$442,500

The purpose of this project is to construct a ten (10) foot wide shared use pathway around the park's perimeter. The ADA accessible ten-foot path will be 3,800 feet long and connect to the existing pathway. The current pathway provides connections to the Ashford Manor and Pointe West neighborhoods. The addition will also allow future connections to other neighborhoods.

Hawk Meadow Park Pathway Paving, \$617,500

The project will include the paving of a ten (10) foot wide shared use pathway development from the trailhead located near the parking lot and will span the western portion of the trail loop to the existing paved pathway. The existing inter-loops that connect the outer pathways will also be paved which will provide wheelchair accessibility along the entire pathway system. The project will include approximately 5,954 linear feet of paved pathway. Other scope items for the project will include benches, trash & recycling receptacles, which will all be made of 100% recycled materials. The benches will be anchored into cement slabs and connected to the pathway.

Delta Mills Playground Restroom Building, \$135,000

Delta Mills is a very popular park offering access to the Grand River, softball fields, a soccer field, a large playground structure, a picnic shelter, pickleball courts, basketball courts, and nature viewing on the Grand River and Carrier Creek. One of its restroom buildings has recently been replaced with a new building that serves the west side of the park. This project would create restroom facilities on the east side, utilizing an existing structure on the property.

Replacement of Aerial Platform Fire Apparatus, \$1.5 Million

Replace the 2001 Spartan/Smeal 100' Aerial platform with a new Sutphen 100' aerial midship mount platform and sell/trade-in the two existing aerial devices.

Self-Contained Breathing Apparatus – SCBA, \$400,000

This proposed project is to replace our cache of Self-Contained Breathing Apparatus (SBCA), which will reach its end of life use in late 2021. This is a crucial part of our Personal Protective Equipment that is worn on all structure fires, hazardous materials incidents, confined space, and trench rescues. All the SCBA bottles have had their last hydrostatic test and once the expiration occurs, the bottles can no longer be filled with air.

New Sidewalk on Willow from Thomas L. Parkway to Arden, \$105,000

This project involves replacing old 4-foot-wide sidewalk on the south side of Willow Highway from Thomas L. Parkway to Arden with new 5 foot wide concrete sidewalk.

Mount Hope Park North Baseball Fields, \$687,500

This project is a future phase in the development of Mount Hope Park and includes two new baseball fields.

St. Joe Highway Non-Motorized Facility, \$1.35 Million

This project involves constructing a non-motorized facility on St. Joe Highway between Creyts Road and Waverly Road. A study was completed in 2019 in conjunction with studying the water main replacement in this same area. If water main is replaced, the pathway could easily be built on top of the water main as part of the water main restoration work. Both water main and pathway will require many easements.

Station 1 Roof Repair, \$85,000

Fire Station No. 1, located at 811 N. Canal Rd., needs further roof repair. The roof leaks have caused some damage to the roof decking, as well as some dark discoloration forming on interior roof decking panels in the SCBA compressor room.

2022 – 2026 Capital Program

Department	Project Year	Project Name	Projected Cost
Engineering	2022	Community Center to Hunters Park Pathway	\$570,000
Parks	2022	Enrichment Center Rehabilitation	\$3,018,550
Parks	2022	Community Center Rehabilitation	\$1,612,844
Engineering	2022	Shared Use Pathway Broadbent Road - East Side, Willow Hwy to Saginaw Highway	\$770,000
Parks	2022	Willow Hwy to Old River Trail Pathway and Community Center Parking Lot	\$600,000
Roads / Engineering	2022	Marketplace Blvd Road Rehab	\$585,000
Parks	2022	Hunter's Orchard Park Pathway Paving	\$456,000
Roads / Engineering	2022	Millet Highway Rehab	\$370,000
Engineering	2023	Delta Mills to Hawk Meadow Park Pathway	\$2,200,000
Engineering	2023	Mount Hope Park to St. Joe / Broadbent Pathway	\$900,000
Engineering	2023	Nixon Road Bike Lanes and Resurfacing	\$870,216
Parks	2023	East-West Pathway and Sharp Park Renovations	\$868,000
Roads / Engineering	2023	Canal Road Rehab	\$310,000
Parks	2023	Grand Woods Park Parking Lot Paving	\$200,000
Parks	2023	Delta Mills Park Parking Lot Paving	\$107,500
Parks	2023	North Canal Road Land Acquisition	\$103,000
Parks	2023	Sharp Park Shelter	\$103,000
Engineering	2024	Pathway from Saginaw / Mall Drive to Elmwood / Michigan Ave via Ivan Street	\$1,220,000

2022 – 2026 Capital Program Narratives

Community Center to Hunters Park Pathway

This project involves the addition of a 10-foot shared use path from the Community Center on Willow to Hunters Park. The length is .40 miles.

Enrichment Center Rehabilitation

The Enrichment Center has experienced deterioration over the years. Staff has responded to concerns of mold and poor air quality with testing showing that neither is a problem. Staff has also made repairs to the roof and parking lot to keep the building free from water damage and to provide accessible parking.

Community Center Rehabilitation

The Community Center has experienced some deterioration over the years. Maintenance staff has been dedicated to the facility to provide daily maintenance and project upgrades. Although staff improvements and building improvements have increased the attractiveness of the building, major maintenance is needed. Rehabilitation of the building is expected because of the 2019 buildings study.

Shared Use Pathway Broadbent Road - East Side, Willow Hwy to Saginaw Highway

Project would construct a 10-foot-wide shared use pathway on the east side of Broadbent to provide a non-motorized route between Willow Highway and Saginaw Highway. Future extension to Mt Hope Highway and Mt. Hope Park.

Willow Hwy to Old River Trail Pathway and Community Center Parking Lot

The proposed paved pathway will allow safe, non-motorized access from Willow Highway to the Old River Trail Pathway.

Marketplace Blvd Road Rehab

This project involves a road rehabilitation on Marketplace Blvd from St. Joe and Saginaw Hwy

Hunter's Orchard Park Pathway Paving

The pathways in Hunter's Orchard Park are approximately 20 years old. This project will renovate/pave the last unpaved path, which is 4,265 Linear Feet.

Millet Highway Rehab

This project involves road rehabilitation on Millet Highway from Canal to Creyts.

Delta Mills to Hawk Meadow Park Pathway

This project involves the addition of a 10-foot shared use path along Webster, Clinton Street, Delta River Drive between Delta Mills Park and Hawk Meadow Park. Total length is .75 miles. Eaton County Road Commission is applying for local bridge funding for FY2023. If successful, this project would be coordinated with the bridge replacement to widen the bridge deck. The bridge construction timeline and funding drive the rest of the project.

Mount Hope Park to St. Joe / Broadbent Pathway

This project involves the addition of a 10-foot shared use path from Mt Hope Park South (Mt Hope Hwy to Broadbent Rd, north to St Joe Hwy on West side). The length is 1.50 miles.

Nixon Road Bike Lanes and Resurfacing

This project involves the widening and resurfacing of Nixon from St. Joe Highway to Mt. Hope Highway.

East-West Pathway and Sharp Park Renovations

The proposed paving of the pathway will allow safe and accessible connection from the southern to the northern sections of the park. The proposed pathway will make a full connection to existing sidewalks and our East-West Pathway. Improvements to Existing Facilities' recognizes that Sharp Park is the most heavily used park within Delta Township and that upgrades/renovations are necessary for multiple park facilities, including the restrooms. Plans show the park is in 'High' priority of facility renovations and upgrades and safety enhancement projects

Canal Road Rehab

This project involves a road rehabilitation on Canal, 800 feet south of Saginaw Highway to St. Joe Highway.

Grand Woods Park Parking Lot Paving

The project includes the paving of the gravel lot and parking spaces in Grand Woods Park.

Delta Mills Park Parking Lot Paving

The project includes the paving of the gravel lot and parking spaces in Delta Mills Park.

North Canal Road Land Acquisition

Delta Township has recognized the importance of parks and recreation for a healthy community. The Township's current Parks and Recreation Master Plan includes goals and objectives to include preservation, protection, and to improve historic, natural, scenic, or environmentally sensitive areas for appropriate public use and enjoyment and habitat protection. This land acquisition, which is adjacent to a proposed pathway/trail, the township's Community Center, Hunter's Orchard Park, and Delta Mills Park would assist the township in achieving this goal and objective.

Sharp Park Shelter

The proposed new shelter will provide an additional site for park, family, and community events.

Pathway from Saginaw / Mall Drive to Elmwood / Michigan Ave via Ivan Street

This project involves the addition of a 10-foot shared use path from Elmwood Road (Michigan Ave to Ivan Drive). The length is approximately 1.1 miles.

Chapter 5

2021-2026

SANITARY SEWER FUND

PROJECT DESCRIPTIONS



Introduction

The Sanitary Sewer Fund is the second separate operational fund of Delta Township. Its revenue is derived from customer billings, new customer connection fees, and special assessments to property owners.

Sanitary sewer projects rely very heavily on current development patterns, citizen petitions for service, and special assessments for implementation. Projects listed for 2021 reflect the current demands for service. Projects in future years reflect the Utility Director's best guesses as to where the demand for service will be. The Board should be prepared to implement projects that, although not in the current year, may become necessary to implement due to an immediate increase in development in a particular area.

A listing of the 2021-2026 Sanitary Sewer Fund projects appears in Table 5-1. Descriptions of the projects appear following Table 5-1.

Specific priorities were not given to the various projects in that they are all considered necessary to maintain the required level of service and are implemented on an as needed basis.

**Sanitary Sewer Fund Project Priorities
Estimated Capital Requirements**

Item	2021	2022	2023	2024	2025	2026	Future
Generator to run 4 raw sewage pumps	80,000						
Rotating Biological Tower Distribution Arms & Media (1 of 2)	1,000,000						
Sanitary Manhole Lining & Sewer Main Line Repair	75,000	75,000	75,000	75,000	75,000	75,000	
Willow Lift Station upgrade	TBA						
Sanitary Sewer System Modeling (2 of 2)	100,000						
Submersible Sewer Pumps	80,000	80,000	80,000	80,000	80,000	80,000	
Cleaning and Maintenance of Carrier Creek sanitary sewer	TBA	TBA	TBA	TBA	TBA	TBA	
Wastewater Treatment Plant Expansion Plant	TBA	TBA	TBA	TBA	TBA	TBA	
Replace Jet Truck – Vehicle 1185	140,000						
Sewer Jet and Vactor Truck – Vehicle 1158		420,000					
Replace Bobcat skid steer			55,000				
Saginaw Sewer (Nixon to Oneida Township)							200,000
Willow Force Main into Upper Grit Channel							300,000
Delta Mills Sewers							1,500,000
Section 9 Sewage Pump Station							1,500,000
Equalization Basin @ Westland Lift Station							500,000
Section 1 Sewage Pump Station							500,000
Equalization Basin @ Delta Market lift station							1,500,000
St. Joe Highway Sewer - West							1,700,000

St. Joe Highway Sewer – East							1,600,000
Equalization Basin @ Willow Lift Station							3,000,000
Mt Hope Sewage Pump Station							1,700,000
Nixon Road Sewer							1,700,000
Willow Lift Station Major Upgrade							4,300,000
Willow Lift Station Force Main							3,800,000
Tammany Lift Station							500,000
Saratoga Lift Station Force Main							120/foot
River Ridge Lift Station							TBA

2021 SANITARY SEWER FUND PROJECT DESCRIPTIONS:

2021 Sanitary Sewer Fund Project Descriptions:

Generator to run 4 Raw Sewage Pumps at Wastewater Treatment Plant

Our current generator can only operate 2 raw sewage pumps. This is very minimum at best during low flow operations. However, during normal to high flow, they will not keep up with demand. For emergency operations, we need to be able to run a total of 6 pumps, which the plant was designed for.

Rotating Biological Tower Distribution Arms & Media

The distribution arms utilize one main support bearing assembly and are constructed of galvanized steel. The units are in constant contact with the liquid sewage operating in continuous operation 24/7/365 since 1986. The galvanized steel arms are deteriorating from the inside out. Failure of the distribution arm or support bearing assembly would render this equipment from operation and disrupt the treatment process. The Bio-tower media has surpassed its engineered life expectancy and needs to be replaced.

Sanitary Manhole Lining and Sewer Main Line Repair

Concrete manholes suffer from hydrogen sulfide damage corroding away concrete that eventually will impact their structural integrity. If caught in time they can be lined to prevent any further hydrogen sulfide damage and extending their life span and prevent their replacement several decades.

Performing sanitary mainline CCTV inspections, we will find broken or failing sewer main that will need repair.

Willow Lift Station Upgrade

With the growth of the Township, the Willow Lift Station is nearing capacity and needs a major upgrade in the future. This project will start with design and engineering in preparation for the needed upgrade to meet 20-year needs with expandability for build-out. This construction will be necessary before flows exceed capacity from short-term improvement.

Sanitary Sewer System Modeling

A Phased approach to Modeling our sanitary sewer system. Phase one completed in 2019 consisted of developing and inserting the metered flow data into a SWMM model.

Phase two consisted of Conceptual Engineering dependent on the findings from the system capacity assessment. A more defined scope, fee and schedule will be determined from the conclusion of phase one. A technical memorandum with recommendations for the collection system will be provided to the Township.

Phase three will consist of additional metering and modeling. OHM will identify five additional locations for metering. The additional metering will allow to further refine the sewer capacity evaluation for any branches identified as having high wet weather flows. A final report will be provided.

Submersible Sewage Pumps

Submersible pumps located in sewage pump applications such as; lift stations or WWTP Raw influent pit need to be replaced periodically to prevent failure due to their corrosive environment and constant contact with sewage.

Cleaning and Maintenance of Carrier Creek sanitary sewer

The Carrier Creek sanitary sewer has been evaluated using MSI sensing and rated by NASSCO/PACP coding. Heavy cleaning has been performed between I-496 and Gettysburg Road. A flow model has been developed. This allows us to develop asset management ranging from; replacement, lining, and other, to properly maintain this critical asset.

Wastewater Treatment Plant Expansion (On-Going)

The treatment plant has exceeded its life expectancy and needs to be re-constructed with increased capacity to accommodate future growth. This is a major project that is envisioned as a phased project starting with securing funding to start design to build engineering and working into construction phased over the next five to seven years.

Replace Jet Truck - Vehicle 1185

This vehicle's main function is wastewater collection system maintenance. We are mandated to clean all sanitary sewer lines 15 inches and less within a 2-year period keeping this truck in operation almost daily.

2022 Sanitary Sewer Fund Project Descriptions:

Submersible Sewage Pumps

Submersible pumps located in sewage pump applications such as; lift stations or WWTP Raw influent pit need to be replaced periodically to prevent failure due to their corrosive environment and constant contact with sewage.

Cleaning and Maintenance of Carrier Creek sanitary sewer

The Carrier Creek sanitary sewer has been evaluated using MSI sensing and rated by NASSCO/PACP coding. Heavy cleaning has been performed between I-496 and Gettysburg Road. A flow model has been developed. This allows us to develop asset management ranging from; replacement, lining, and other, to properly maintain this critical asset.

Wastewater Treatment Plant Expansion (On-Going)

The treatment plant has exceeded its life expectancy and needs to be re-constructed with increased capacity to accommodate future growth. This is a major project that is envisioned as a phased project starting with securing funding to start design to build engineering and working into construction phased over the next five to seven years.

Sewer Jet and Vector Truck - Vehicle 1158

This vehicle has been in service since 2001; its primary function is to maintain wastewater collection system cleaning sanitary sewers and lift station wet wells.

Sanitary Manhole Lining and Sewer Main Line Repair

Concrete manholes suffer from hydrogen sulfide damage corroding away concrete that eventually will impact their structural integrity. If caught in time they can be lined to prevent any further hydrogen sulfide damage and extending their life span and prevent their replacement several decades.

Performing sanitary mainline CCTV inspections, we will find broken or failing sewer main that will need repair.

2023 Sanitary Sewer Fund Project Descriptions:

Submersible Sewage Pumps

Submersible pumps located in sewage pump applications such as; lift stations or WWTP Raw influent pit need to be replaced periodically to prevent failure due to their corrosive environment and constant contact with sewage.

Cleaning and Maintenance of Carrier Creek sanitary sewer

The Carrier Creek sanitary sewer has been evaluated using MSI sensing and rated by NASSCO/PACP coding. Heavy cleaning has been performed between I-496 and Gettysburg Road. A flow model has been developed. This allows us to develop asset management ranging from; replacement, lining, and other, to properly maintain this critical asset.

Wastewater Treatment Plant Expansion (On-Going)

The treatment plant has exceeded its life expectancy and needs to be re-constructed with increased capacity to accommodate future growth. This is a major project that is envisioned as a phased project starting with securing funding to start design to build engineering and working into construction phased over the next five to seven years.

Replace Bobcat Skid Steer

The bobcat skid steer has been in service since 1986. This equipment is utilized throughout the WWTP year-round to provide maintenance and upkeep to facilities.

Sanitary Manhole Lining and Sewer Main Line Repair

Concrete manholes suffer from hydrogen sulfide damage corroding away concrete that eventually will impact their structural integrity. If caught in time they can be lined to prevent any further hydrogen sulfide damage and extending their life span and prevent their replacement several decades.

Performing sanitary mainline CCTV inspections, we will find broken or failing sewer main that will need repair.

2024 Sanitary Sewer Fund Project Descriptions:

Submersible Sewage Pumps

Submersible pumps located in sewage pump applications such as; lift stations or WWTP Raw influent pit need to be replaced periodically to prevent failure due to their corrosive environment and constant contact with sewage.

Cleaning and Maintenance of Carrier Creek sanitary sewer

The Carrier Creek sanitary sewer has been evaluated using MSI sensing and rated by NASSCO/PACP coding. Heavy cleaning has been performed between I-496 and Gettysburg Road. A flow model has been developed. This allows us to develop asset management ranging from; replacement, lining, and other, to properly maintain this critical asset.

Wastewater Treatment Plant Expansion (On-Going)

The treatment plant has exceeded its life expectancy and needs to be re-constructed with increased capacity to accommodate future growth. This is a major project that is envisioned as a phased project starting with securing funding to start design to build engineering and working into construction phased over the next five to seven years.

Sanitary Manhole Lining and Sewer Main Line Repair

Concrete manholes suffer from hydrogen sulfide damage corroding away concrete that eventually will impact their structural integrity. If caught in time they can be lined to prevent any further hydrogen sulfide damage and extending their life span and prevent their replacement several decades.

Performing sanitary mainline CCTV inspections, we will find broken or failing sewer main that will need repair.

2025 Sanitary Sewer Fund Project Descriptions:

Submersible Sewage Pumps

Submersible pumps located in sewage pump applications such as; lift stations or WWTP Raw influent pit need to be replaced periodically to prevent failure due to their corrosive environment and constant contact with sewage.

Cleaning and Maintenance of Carrier Creek sanitary sewer

The Carrier Creek sanitary sewer has been evaluated using MSI sensing and rated by NASSCO/PACP coding. Heavy cleaning has been performed between I-496 and Gettysburg Road. A flow model has been developed. This allows us to develop asset management ranging from; replacement, lining, and other, to properly maintain this critical asset.

Wastewater Treatment Plant Expansion (On-Going)

The treatment plant has exceeded its life expectancy and needs to be re-constructed with increased capacity to accommodate future growth. This is a major project that is envisioned as a phased project starting with securing funding to start design to build engineering and working into construction phased over the next five to seven years.

Sanitary Manhole Lining and Sewer Main Line Repair

Concrete manholes suffer from hydrogen sulfide damage corroding away concrete that eventually will impact their structural integrity. If caught in time they can be lined to prevent any further hydrogen sulfide damage and extending their life span and prevent their replacement several decades.

Performing sanitary mainline CCTV inspections, we will find broken or failing sewer main that will need repair.

2026 Sanitary Sewer Fund Project Descriptions:

Submersible Sewage Pumps

Submersible pumps located in sewage pump applications such as; lift stations or WWTP Raw influent pit need to be replaced periodically to prevent failure due to their corrosive environment and constant contact with sewage.

Cleaning and Maintenance of Carrier Creek sanitary sewer

The Carrier Creek sanitary sewer has been evaluated using MSI sensing and rated by NASSCO/PACP coding. Heavy cleaning has been performed between I-496 and Gettysburg Road. A flow model has been developed. This allows us to develop asset management ranging from; replacement, lining, and other, to properly maintain this critical asset.

Wastewater Treatment Plant Expansion (On-Going)

The treatment plant has exceeded its life expectancy and needs to be re-constructed with increased capacity to accommodate future growth. This is a major project that is envisioned as a phased project starting with securing funding to start design to build engineering and working into construction phased over the next five to seven years.

Sanitary Manhole Lining and Sewer Main Line Repair

Concrete manholes suffer from hydrogen sulfide damage corroding away concrete that eventually will impact their structural integrity. If caught in time they can be lined to prevent any further hydrogen sulfide damage and extending their life span and prevent their replacement several decades.

Performing sanitary mainline CCTV inspections, we will find broken or failing sewer main that will need repair.

Future Sanitary Sewer Fund Project Descriptions:

Saginaw Sewer (Nixon to Oneida Township)

Because of failing septic systems, the sanitary sewer should be extended from just west of Nixon Road to the Delta/Oneida Township boundary.

Willow Force Main into Upper Grit Channel

Finish installing Willow lift station force main into upper Grit channel. Currently the Willow lift station force main dead ends approximately 400 feet short of discharging into the Upper Grit channel by diverting the flow into the gravity sewer out in front of Treatment plant and then discharging into the lower level only to be pumped back up to the upper level for treatment.

Delta Mills Sewer

This project would put a pump station and gravity sewers in the Delta Mills area.

Section 9 Sewage Pump Station

This project would construct a new pumping station to handle the development west of I-96 as determined in the review of the Long-Range Sewer Plan.

Equalization Basin at Westland Park Lift Station

This area in the Township's industrial tract is experiencing rapid growth, which will necessitate equalizing peak flows at the lift station.

Section 1 Sewage Pump Station

This pump would construct a new pumping station in conjunction with development of homes north of the Grand River, immediately west of Waverly Road.

Equalization Basin at Delta Market Drive (formerly Saginaw) Lift Station

Due to rapid growth west of I-96, this station, located in Section 16 of the Township is reaching capacity and will have to be expanded or have an equalization basin added to accommodate peak flows.

St. Joe Highway Sewer - West

A new gravity sewer is needed along St. Joe Highway, west of Nixon Road, to accommodate growth in this area of the Township.

St. Joe Highway Sewer - East

The upstream 15-inch gravity sewer will reach capacity after 300 more REUs are connected and upsizing or a relief sewer will be required.

Equalization Basin at Willow Lift Station

This project would construct a flow-equalization structure west of I-96 to accommodate peak sewage flows. Wastewater would be stored in the basin during peak flow times and then be pumped to the wastewater treatment plant during off-peak hours. This will insure that wastewater flow to the plant does not exceed the capacity.

Mt. Hope Sewage Pump Station

This project would consist of a large pump station, force main, and gravity sewers to serve the area on Mt. Hope Highway that is west of I-96.

Nixon Road Sewer

This project would construct a new sewer on Nixon from St. Joe Highway to the Rockbridge lift station on west Interceptor when completed. This is needed to keep up with the growth in this area.

Willow Lift station Major Upgrade

The Willow service area is nearing capacity and will need a major upgrade. Construct a new station near the existing station. Design new station to meet 20-year needs with expandability for build-out. Construct before flows exceed capacity from short term improvements.

Willow Lift station Force Main

Existing pipe is nearing capacity and can handle about 700 more REUs. Build new parallel force main with an inside diameter of 18-inches.

Tammany Lift Station

Tammany lift station upgrade. This station nearing its expected life span and is one of the last remaining high maintenance and inefficient energy designed lift stations.

Saratoga Lift Station Force Main

Saratoga lift station force main is the original pipe build in 1985 era. The asset management of this force main has a high critically rating because of a river crossing.

River Ridge Lift Station

River Ridge lift station latest full upgrade was in 1985. This station current designed wet well is at capacity. Rebuild station of build on site storage to handle flows.

Chapter 6

2021 - 2026

WATER FUND

PROJECT DESCRIPTIONS



Introduction

The Water Fund is the third separate operational fund of Delta Township. Like the Sanitary Sewer Fund, revenue is derived from customer billings, new customer connection fees, and special assessments to property owners. **The Water Fund is used to maintain and improve water distribution mains and water storage facilities, as well as providing money for annual operating expenditures.** All projects recommended for funding from 2021 through 2026 will be paid from the Water Fund.

Specific priorities were not given to the various projects in that they are all considered necessary to maintain the required level of service and are implemented on an as needed basis.

Water Fund Project Priorities Estimated Capital Requirements

Item	2021	2022	2023	2024	2025	2026	Future
Emergency Connection to LBWL South	TBA						
Replace Old Water Mains	200,000	200,000	200,000	200,000	200,000	200,000	
Water Main Replacement – Saginaw Hwy. Crossings	125,000	125,000	125,000	125,000	125,000	125,000	
Design and Engineering of Saginaw Hwy water main replacement along Saginaw – East	225,000						
Decommissioning of Wells		50,000					
Willow Ground Storage Tank Painting Exterior Walls		50,000					
Willow Hwy Water Main (Broadbent to Nixon)							550,000
St Joe Highway Water Main							415,000

(Jerryson to the west)							
Old Lansing Road to Creyts Water Main							800,000
Purchase 5 Yard Dump Truck							70,000
Section 1 River Crossing							450,000
Well No. 10 River Crossing							800,000
Nixon Road Water Main (Willow-Saginaw)							560,000
Elevated Tower (West of I-96)							1,500,000
Nixon Road Water Main (St Joe to Mt Hope)							560,000
Mt Hope Water Main (Nixon to Guinea)							560,000
Connections at River & RR track within Lansing							TBA
Water Main Replacement along Saginaw Highway							1,950,000
Water Main Replacement along St. Joe Highway							1,750,000
I-96 and Mt. Hope Water Main Crossing							400,000
Distribution Grid Tie in connection							90,000
Cleaning and painting elevated water towers							105,000
Replace Hunter Lift							50,000

2021 Water Fund Project Descriptions:

Emergency Connection to Lansing Board of Water and Light (LBWL) South

Emergency water feed connection to the Lansing Board of Water and Light (LBWL) south Creyts to protect the Township water system in case of failure to our Michigan Avenue 30" feed line. Installing water main to connect Delta Townships distribution system at South Creyts Road to the LBWL Windsor Township booster pumping station and upgrades to our Creyts Road Ground Storage tank and Booster station we can have an emergency water feed connection to the LBWL Wise Road water treatment plant.

Keeping in conjunction with this project, Creyts Road ground storage tank building and pumps are in good condition, but the electrical system, controls, and standby power will need to be updated to extend its service life.

Replace Old Water Mains

As our infrastructure gets older, we are finding the water mains in the east end of the Township are deteriorating because of acidic soil conditions. It is recommended that we start repairing/replacing our infrastructure.

Water Main Replacement - Saginaw Highway Crossings (On-Going)

The water main crossings primarily put into service in the mid 60's and 70's and are failing due to age and excessive vibrations and frost from the roadway. The replacement schedule is to replace two crossings a year.

Design and Engineering of Saginaw Hwy water main replacement along Saginaw Hwy- East

The water main along the Eastern Saginaw Hwy is failing due to age and needs to be replaced. This will be a complicated replacement project and most probably replaced in phases. Given the complexity and cost of the water main replacement requiring it to be installed in phases; the design and engineering will need to be performed for the entire length to assure continuity and the securing of easements.

2022 Water Fund Project Descriptions:

Replace Old Water Mains

As our infrastructure gets older, we are finding the water mains in the east end of the Township are deteriorating because of acidic soil conditions. It is recommended that we start repairing/replacing our infrastructure.

Water Main Replacement - Saginaw Highway Crossings (On-Going)

The water main crossings primarily put into service in the mid 60's and 70's and are failing due to age and excessive vibrations and frost from the roadway. The replacement schedule is to replace two crossings a year.

Decommissioning of Wells

Once MDEQ grants approval of no longer requiring Delta Township to maintain our well field for back up water supply to our distribution system; we will decommission and cap our wells.

Willow Ground Storage Tank painting exterior walls

The Willow Ground storage tank exterior side walls are original coatings. As our preventive maintenance program to maintain our important infrastructure the exterior walls need to be painted.

2023 Water Fund Project Descriptions:

Replace Old Water Mains

As our infrastructure gets older, we are finding the water mains in the east end of the Township are deteriorating because of acidic soil conditions. It is recommended that we start repairing/replacing our infrastructure.

Water Main Replacement - Saginaw Highway Crossings (On-Going)

The water main crossings primarily put into service in the mid 60's and 70's and are failing due to age and excessive vibrations and frost from the roadway. The replacement schedule is to replace two crossings a year.

2024 Water Fund Project Descriptions:

Replace Old Water Mains

As our infrastructure gets older, we are finding the water mains in the east end of the Township are deteriorating because of acidic soil conditions. It is recommended that we start repairing/replacing our infrastructure.

Water Main Replacement - Saginaw Highway Crossings (On-Going)

The water main crossings primarily put into service in the mid 60's and 70's and are failing due to age and excessive vibrations and frost from the roadway. The replacement schedule is to replace two crossings a year.

2025 Water Fund Project Descriptions:

Replace Old Water Mains

As our infrastructure gets older, we are finding the water mains in the east end of the Township are deteriorating because of acidic soil conditions. It is recommended that we start repairing/replacing our infrastructure.

Water Main Replacement - Saginaw Highway Crossings (On-Going)

The water main crossings primarily put into service in the mid 60's and 70's and are failing due to age and excessive vibrations and frost from the roadway. The replacement schedule is to replace two crossings a year.

2026 Water Fund Project Descriptions:

Replace Old Water Mains

As our infrastructure gets older, we are finding the water mains in the east end of the Township are deteriorating because of acidic soil conditions. It is recommended that we start repairing/replacing our infrastructure.

Water Main Replacement - Saginaw Highway Crossings (On-Going)

The water main crossings primarily put into service in the mid 60's and 70's and are failing due to age and excessive vibrations and frost from the roadway. The replacement schedule is to replace two crossings a year.

Future Water Fund Project Descriptions:

Willow Highway Water Main (Broadbent to Nixon)

This project would extend a water main along Willow Highway from Broadbent Road west to Nixon Road.

St. Joe Highway Water Main (Jerryson to the west)

A new water main is needed on St. Joe Highway west of Jerryson Road to accommodate the development coming in this area of the Township.

Old Lansing Road to Creyts Road

This project involves the construction of water mains from Murel Drive southwest along Old Lansing Road to Lansing Road, then southwest along Lansing Road to Creyts Road.

Purchase 5 yard Dump Truck

Currently, we have a 2 cubic yard truck and then we go to 10/12 cubic yard trucks. We are looking to purchase a 5 cubic yard truck for better efficiency.

Section 1 River Crossing

This water main would run east from the entrance to Grand Woods Park on Willow Highway, crossing the Grand River, then turning north and connecting to the Delta River Drive water main immediately west of Waverly Road.

Well No. 10 River Crossing

This project would involve constructing a water main from Well No. 10 north crossing the river at a point on Delta River Drive approximately half way between Ingersoll Road and Josette Lane. It then will run east on Delta River Drive to the existing water main near White Oaks Drive.

Nixon Road Water Main (Willow to Saginaw)

This project would construct a water main along Nixon Road from Willow Highway south to Saginaw Highway.

Elevated Water Tower West of I-96

This project would provide additional storage for peak flows west of I-96. It would be a one-million-gallon water tank that would likely be located west of Nixon on St Joe Highway or Saginaw Highway.

Nixon Road Water Main (St. Joe to Mt. Hope)

This project would construct a water main along Nixon Road between St. Joe Highway and Mt. Hope Highway.

Mt. Hope Highway Water Main (Nixon to Guinea)

This project would construct a water main along Mt. Hope Highway from Nixon Road to Guinea Road.

Water Main Replacement along Saginaw Highway

The water main along the Eastern Saginaw Hwy is failing due to age and needs to be replaced. This is some of the oldest main and where the Utility Department is having significant water main breaks.

Water Main Replacement along St. Joe Highway

The water main along the Eastern St. Joe Hwy is failing due to age and needs to be replaced. This is where the Utility Department is having significant water main breaks. This line should be up sized to 12" line.

I -96 and Mt. Hope Water Main Crossing

The Mt. Hope Highway crossing represents a new crossing that would add another point of connection between the 16-inch main west of I-96/69 serving GM Lansing Delta Facility to water mains on the East side of I-69/96.

Replace Hunter Lift

The Hunter Lift has been in service since 1986. This equipment is utilized throughout the Utility Department year-round to provide maintenance and upkeep to facilities.

Distribution Grid Tie-In Connection

To fulfill our MDEQ requirement of water reliability and sustainability study we will need to be able to meet our peak water demand of 7.4 MGD. To meet this reliability and sustainability requirement we will need to make at least two Delta -Lansing Township system tie in connections located at Michigan/Waverly, and Saginaw/Waverly intersections.

Cleaning and painting elevated water towers

Cleaning and painting the interior and/or exterior surfaces of our elevated water tanks. This is to maintain distribution assets to provide high quality water and maintain reliability. The scheduling of this work is based on professional inspections performed.

Chapter 7

DELTA TOWNSHIP

CAPITAL PROJECTS FUND



Delta Township Capital Projects Fund

The Capital Projects Fund (formerly called the Township Improvement Revolving Fund or TIRF) is the "reserve account" for the general fund. The monies in this fund are the transfers from General Fund to the Capital Projects Fund over a period of years. Reserves have been established for vehicle and equipment replacements for activities in the General Fund. Amounts are annually transferred to the Capital Projects Fund for future vehicle and equipment replacements. When new vehicles or equipment are purchased within an activity (i.e., fire, engineering, or parks), money is then transferred from Capital Projects Fund back to the General Fund to cover those purchases.

According to the Township's 2019 Budget, the estimated December 31, 2018 balance of the Delta Capital Projects Fund will be \$2,240,489

The distribution of money within the fund is estimated to be as follows:

Interest & Facility Reserves

Unallocated Interest	\$ 754,452
Building Improvements	\$ 521,000
Building Replacement	\$ 1,250,000

Equipment Reserves:

Assessing	\$ 43,200
Clerk (Equipment)	\$ 129,730
Accounting	\$ 23,900
Township H & G (Equip.)	\$ 16,000
Fire	\$ 347,740
Building	\$ 79,006
Planning	\$ 15,360
Engineering (Veh. & Equip.)	\$ 42,500
Parks & Recreation (Equip.)	\$ 95,057

Estimated Balance: \$3,311,945

APPENDIX

2021-2026 CIP

PROJECT REQUEST SHEETS

Capital Improvement Plan - Project Request Sheet

Department: Engineering

Project Title: Canal Road Rehabilitation

Project # 1 of 12

Date: June 10, 2020



Section 1: Project Overview

- A. Project Narrative:** Please provide a brief description of the project. Descriptions should include the **type of project** being proposed (property acquisition, building construction, purchase/lease of equipment or vehicles, etc.), the **anticipated project timeline**, and the **location of the project** (attach map if necessary).

This project involves a road rehabilitation on Canal, 800 feet south of Saginaw Highway to St. Joe Highway.

B. Project Justification:

Why is the project necessary?

Existing pavement condition in poor/deteriorating condition

Who will benefit from the project?

Township residents, business owners, schools and visitors

What are the short and long term benefits of this project?

Less wear/tear on vehicles, quality roads are essential for growth and vitality of the Township.

Are there any alternatives to the proposed project?

None.

C. Planning Context: Is the project part of an adopted program, policy, or plan?

- Yes*
- No

*Please list the adopted program or policy, and how the project directly or indirectly meets these objectives:

D. If the CIP project request pertains to any Delta Township programs, policies, or plans, please list would benefit from the requested capital improvement:

E. Project Priority:

- Necessary
- Desirable
- Deferrable

Section 2: Budget

A. Estimated Project Costs

	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
	2021	2022	2023	2024	2025	2026
Vehicle Purchase						
Land Acquisition						
Construction			264,000			
Equipment						
Professional Services			46,000			
Other (Specify)						
Total Estimated Cost:			310,000			

B. Estimated Project Revenues

Annual Project Income \$ _____

Gain from Sale of Replaced Item \$ _____

Other (Specify in box below) \$ _____

Total Estimated Revenue: \$ _____

Other Project Revenues:

C. Effect on Operating Costs

Annual Maintenance & Repair Costs	\$ _____
Annual Cost of New Staff	\$ _____
Cost of Future Equipment	\$ _____
Annual Cost of Materials and Supplies	\$ _____
Totals:	\$ _____

D. Proposed Financing Method

(Please estimate amount from each funding source in each year)

	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
	2021	2022	2023	2024	2025	2026
General Fund			98,800			
Sewer Fund						
Water Fund						
G.O Bonds						
Revenue Bonds						
Special Assessment						
Federal Aid			211,200			
State Aid						
T.I.R.F.						
Other (Specify)						
Totals:			310,000			

Capital Improvement Plan - Project Request Sheet

Department: Engineering

Project Title: Community Center to Hunters Park Pathway

Project # 2 of 12

Date: June 10, 2020



Section 1: Project Overview

A. Project Narrative: Please provide a brief description of the project. Descriptions should include the **type of project** being proposed (property acquisition, building construction, purchase/lease of equipment or vehicles, etc.), the **anticipated project timeline**, and the **location of the project** (attach map if necessary).

This project involves the addition of a 10-foot shared use path from the Community Center on Willow to Hunters Park. The length is .40 miles.

B. Project Justification:

Why is the project necessary?

Implementation of the adopted Delta Non-Motorized Transportation Plan

Who will benefit from the project?

Township residents, visitors and the environment

What are the short and long term benefits of this project?

Pedestrian safety & better health

Are there any alternatives to the proposed project?

None

C. **Planning Context:** Is the project part of an adopted program, policy, or plan?

- Yes*
- No

*Please list the adopted program or policy, and how the project directly or indirectly meets these objectives:

Project is a high-priority project in the Non-Motorized Transportation Plan. Connects Community Center and residences on Willow to parks on Old River Trail.

D. If the CIP project request pertains to any Delta Township programs, policies, or plans, please list would benefit from the requested capital improvement:

E. **Project Priority:**

- Necessary
- Desirable
- Deferrable

Section 2: Budget

A. **Estimated Project Costs**

	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
	2021	2022	2023	2024	2025	2026
Vehicle Purchase						
Land Acquisition						
Construction		500,000				
Equipment						
Professional Services	50,000					
Other (Specify)						
Total Estimated Cost:	50,000	500,000				

B. **Estimated Project Revenues**

Annual Project Income \$ _____
Gain from Sale of Replaced Item \$ _____
Other (Specify in box below) \$ _____
Total Estimated Revenue: \$ _____

Other Project Revenues:

C. Effect on Operating Costs

Annual Maintenance & Repair Costs	\$ <u>5,000</u>
Annual Cost of New Staff	\$ _____
Cost of Future Equipment	\$ _____
Annual Cost of Materials and Supplies	\$ _____
Totals:	\$ <u>5,000</u>

D. Proposed Financing Method

(Please estimate amount from each funding source in each year)

	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
	2021	2022	2023	2024	2025	2026
General Fund	50,000	500,000				
Sewer Fund						
Water Fund						
G.O Bonds						
Revenue Bonds						
Special Assessment						
Federal Aid						
State Aid						
T.I.R.F.						
Other (Specify)						
Totals:						

Capital Improvement Plan - Project Request Sheet

Department: Engineering

Project Title: Marketplace Blvd Road Rehabilitation

Project # 3 of 12

Date: June 10, 2020



Section 1: Project Overview

- A. Project Narrative:** Please provide a brief description of the project. Descriptions should include the **type of project** being proposed (property acquisition, building construction, purchase/lease of equipment or vehicles, etc.), the **anticipated project timeline**, and the **location of the project** (attach map if necessary).

This project involves a road rehabilitation on Marketplace Blvd from St. Joe and Saginaw Hwy

B. Project Justification:

Why is the project necessary?

Existing pavement condition in poor/deteriorating condition

Who will benefit from the project?

Township residents, business owners, schools and visitors

What are the short and long term benefits of this project?

Less wear/tear on vehicles, quality roads are essential for growth and vitality of the Township

Are there any alternatives to the proposed project?

None

C. Planning Context: Is the project part of an adopted program, policy, or plan?

- Yes*
- No

*Please list the adopted program or policy, and how the project directly or indirectly meets these objectives:

D. If the CIP project request pertains to any Delta Township programs, policies, or plans, please list would benefit from the requested capital improvement:

E. Project Priority:

- Necessary
- Desirable
- Deferrable

Section 2: Budget

A. Estimated Project Costs

	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
	2021	2022	2023	2024	2025	2026
Vehicle Purchase						
Land Acquisition						
Construction		510,000				
Equipment						
Professional Services		75,000				
Other (Specify)						
Total Estimated Cost:		585,000				

B. Estimated Project Revenues

Annual Project Income	\$ _____
Gain from Sale of Replaced Item	\$ _____
Other (Specify in box below)	\$ _____
Total Estimated Revenue:	\$ _____

Other Project Revenues:

C. Effect on Operating Costs

Annual Maintenance & Repair Costs	\$ _____
Annual Cost of New Staff	\$ _____
Cost of Future Equipment	\$ _____
Annual Cost of Materials and Supplies	\$ _____
Totals:	\$ _____

D. Proposed Financing Method

(Please estimate amount from each funding source in each year)

	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
	2021	2022	2023	2024	2025	2026
General Fund		177,000				
Sewer Fund						
Water Fund						
G.O Bonds						
Revenue Bonds						
Special Assessment						
Federal Aid		408,000				
State Aid						
T.I.R.F.						
Other (Specify)						
Totals:		585,000				

Capital Improvement Plan - Project Request Sheet

Department: Engineering

Project Title: Millet Highway Rehabilitation

Project # 4 of 12

Date: June 10, 2020



Section 1: Project Overview

- A. Project Narrative:** Please provide a brief description of the project. Descriptions should include the **type of project** being proposed (property acquisition, building construction, purchase/lease of equipment or vehicles, etc.), the **anticipated project timeline**, and the **location of the project** (attach map if necessary).

This project involves road rehabilitation on Millet Highway from Canal to Creyts.

B. Project Justification:

Why is the project necessary?

Existing pavement condition in poor/deteriorating condition

Who will benefit from the project?

Township residents, business owners, schools and visitors

What are the short and long term benefits of this project?

Less wear/tear on vehicles, quality roads are essential for growth and vitality of the Township

Are there any alternatives to the proposed project?

None

C. Planning Context: Is the project part of an adopted program, policy, or plan?

- Yes*
- No

*Please list the adopted program or policy, and how the project directly or indirectly meets these objectives:

D. If the CIP project request pertains to any Delta Township programs, policies, or plans, please list would benefit from the requested capital improvement:

E. Project Priority:

- Necessary
- Desirable
- Deferrable

Section 2: Budget

A. Estimated Project Costs

	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
	2021	2022	2023	2024	2025	2026
Vehicle Purchase						
Land Acquisition						
Construction		320,000				
Equipment						
Professional Services		50,000				
Other (Specify)						
Total Estimated Cost:		370,000				

B. Estimated Project Revenues

Annual Project Income	\$ _____
Gain from Sale of Replaced Item	\$ _____
Other (Specify in box below)	\$ _____
Total Estimated Revenue:	\$ _____

Other Project Revenues:

C. Effect on Operating Costs

Annual Maintenance & Repair Costs	\$ _____
Annual Cost of New Staff	\$ _____
Cost of Future Equipment	\$ _____
Annual Cost of Materials and Supplies	\$ _____
Totals:	\$ _____

D. Proposed Financing Method

(Please estimate amount from each funding source in each year)

	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
	2021	2022	2023	2024	2025	2026
General Fund		114,000				
Sewer Fund						
Water Fund						
G.O Bonds						
Revenue Bonds						
Special Assessment						
Federal Aid		256,000				
State Aid						
T.I.R.F.						
Other (Specify)						
Totals:		370,000				

Capital Improvement Plan - Project Request Sheet

Department: Engineering

Project Title: Mt. Hope Bike Lanes & Resurfacing

Project # 5 of 12

Date: June 10, 2020



Section 1: Project Overview

- A. Project Narrative:** Please provide a brief description of the project. Descriptions should include the **type of project** being proposed (property acquisition, building construction, purchase/lease of equipment or vehicles, etc.), the **anticipated project timeline**, and the **location of the project** (attach map if necessary).

This project involves the widening of Mt. Hope from Nixon to I-96/69 Overpass and resurfacing of Mt. Hope from Nixon to 500' east of I-96/69 Overpass.

B. Project Justification:

Why is the project necessary?

Existing pavement condition in poor/deteriorating condition, addition of bike lanes in response to non-motorized plan, more traffic expected in area upon opening of Mt.

Who will benefit from the project?

Township residents, visitors, park users, bicyclists and the environment

What are the short and long term benefits of this project?

Less wear/tear on vehicles, pedestrian safety & better health

Are there any alternatives to the proposed project?

Resurface road without adding bicycle lanes

C. Planning Context: Is the project part of an adopted program, policy, or plan?

- Yes*
- No

*Please list the adopted program or policy, and how the project directly or indirectly meets these objectives:

Non-Motorized Transportation Plan
--

D. If the CIP project request pertains to any Delta Township programs, policies, or plans, please list would benefit from the requested capital improvement:

--

E. Project Priority:

- Necessary
- Desirable
- Deferrable

Section 2: Budget

A. Estimated Project Costs

	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
	2021	2022	2023	2024	2025	2026
Vehicle Purchase						
Land Acquisition						
Construction	1,413,000					
Equipment						
Professional Services	222,000					
Other (Specify)						
Total Estimated Cost:	1,635,000					

B. Estimated Project Revenues

- Annual Project Income \$ _____
- Gain from Sale of Replaced Item \$ _____
- Other (Specify in box below) \$ _____
- Total Estimated Revenue: \$ _____

Other Project Revenues:

C. Effect on Operating Costs

Annual Maintenance & Repair Costs	\$ _____
Annual Cost of New Staff	\$ _____
Cost of Future Equipment	\$ _____
Annual Cost of Materials and Supplies	\$ _____
Totals:	\$ _____

D. Proposed Financing Method

(Please estimate amount from each funding source in each year)

	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
	2021	2022	2023	2024	2025	2026
General Fund	505,400					
Sewer Fund						
Water Fund						
G.O Bonds						
Revenue Bonds						
Special Assessment						
Federal Aid	1,129,600					
State Aid						
T.I.R.F.						
Other (Specify)						
Totals:	1,635,000					

Capital Improvement Plan - Project Request Sheet

Department: Engineering

Project Title: Mt. Hope Park to St. Joe/Broadbent Pathway

Project # 6 of 12

Date: June 10, 2020



Section 1: Project Overview

- A. Project Narrative:** Please provide a brief description of the project. Descriptions should include the **type of project** being proposed (property acquisition, building construction, purchase/lease of equipment or vehicles, etc.), the **anticipated project timeline**, and the **location of the project** (attach map if necessary).

This project involves the addition of a 10-foot shared use path from Mt Hope Park South (Mt Hope Hwy to Broadbent Rd, north to St Joe Hwy on West side). The length is 1.50 miles.

B. Project Justification:

Why is the project necessary?

Implementation of the adopted Delta Non-Motorized Transportation Plan

Who will benefit from the project?

Township residents, visitors and the environment

What are the short and long term benefits of this project?

Pedestrian safety & better health

Are there any alternatives to the proposed project?

None

C. Planning Context: Is the project part of an adopted program, policy, or plan?

- Yes*
- No

*Please list the adopted program or policy, and how the project directly or indirectly meets these objectives:

Priority project on the Non-Motorized Transportation Plan

D. If the CIP project request pertains to any Delta Township programs, policies, or plans, please list would benefit from the requested capital improvement:

E. Project Priority:

- Necessary
- Desirable
- Deferrable

Section 2: Budget

A. Estimated Project Costs

	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
	2021	2022	2023	2024	2025	2026
Vehicle Purchase						
Land Acquisition						
Construction			900,000			
Equipment						
Professional Services						
Other (Specify)						
Total Estimated Cost:			900,000			

B. Estimated Project Revenues

Annual Project Income \$ _____

Gain from Sale of Replaced Item \$ _____

Other (Specify in box below) \$ _____

Total Estimated Revenue: \$ _____

Other Project Revenues:

C. Effect on Operating Costs

Annual Maintenance & Repair Costs	\$ <u>10,000</u>
Annual Cost of New Staff	\$ _____
Cost of Future Equipment	\$ _____
Annual Cost of Materials and Supplies	\$ _____
Totals:	\$ <u>10,000</u>

D. Proposed Financing Method

(Please estimate amount from each funding source in each year)

	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
	2021	2022	2023	2024	2025	2026
General Fund			900,000			
Sewer Fund						
Water Fund						
G.O Bonds						
Revenue Bonds						
Special Assessment						
Federal Aid						
State Aid						
T.I.R.F.						
Other (Specify)						
Totals:			900,000			

Capital Improvement Plan - Project Request Sheet

Department: Engineering

Project Title: Nixon Road Bike Lanes and Resurfacing

Project # 7 of 12

Date: June 10, 2020



Section 1: Project Overview

- A. Project Narrative:** Please provide a brief description of the project. Descriptions should include the **type of project** being proposed (property acquisition, building construction, purchase/lease of equipment or vehicles, etc.), the **anticipated project timeline**, and the **location of the project** (attach map if necessary).

This project involves the widening and resurfacing of Nixon from St. Joe Highway to Mt. Hope Highway.

B. Project Justification:

Why is the project necessary?

Existing pavement condition in poor/deteriorating condition, addition of bike lanes in response to non-motorized plan, more traffic expected in area upon opening of Mt. Hope Park

Who will benefit from the project?

Township residents, visitors, park users, bicyclists and the environment

What are the short and long term benefits of this project?

Less wear/tear on vehicles, pedestrian safety & better health

Are there any alternatives to the proposed project?

Resurface road without adding

C. Planning Context: Is the project part of an adopted program, policy, or plan?

- Yes*
- No

*Please list the adopted program or policy, and how the project directly or indirectly meets these objectives:

D. If the CIP project request pertains to any Delta Township programs, policies, or plans, please list would benefit from the requested capital improvement:

E. Project Priority:

- Necessary
- Desirable
- Deferrable

Section 2: Budget

A. Estimated Project Costs

	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
	2021	2022	2023	2024	2025	2026
Vehicle Purchase						
Land Acquisition						
Construction			754,216			
Equipment						
Professional Services			116,000			
Other (Specify)						
Total Estimated Cost:			870,216			

B. Estimated Project Revenues

Annual Project Income \$ _____

Gain from Sale of Replaced Item \$ _____

Other (Specify in box below) \$ _____

Total Estimated Revenue: \$ _____

Other Project Revenues:

C. Effect on Operating Costs

Annual Maintenance & Repair Costs	\$ _____
Annual Cost of New Staff	\$ _____
Cost of Future Equipment	\$ _____
Annual Cost of Materials and Supplies	\$ _____
Totals:	\$ _____

D. Proposed Financing Method

(Please estimate amount from each funding source in each year)

	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
	2021	2022	2023	2024	2025	2026
General Fund			266,843			
Sewer Fund						
Water Fund						
G.O Bonds						
Revenue Bonds						
Special Assessment						
Federal Aid			603,373			
State Aid						
T.I.R.F.						
Other (Specify)						
Totals:			870,216			

Capital Improvement Plan - Project Request Sheet

Department: Engineering

Project Title: Delta Mills to Hawk Meadow Park Pathway

Project # 8 of 12

Date: June 10, 2020



Section 1: Project Overview

- A. Project Narrative:** Please provide a brief description of the project. Descriptions should include the **type of project** being proposed (property acquisition, building construction, purchase/lease of equipment or vehicles, etc.), the **anticipated project timeline**, and the **location of the project** (attach map if necessary).

This project involves the addition of a 10-foot shared use path along Webster, Clinton Street, Delta River Drive between Delta Mills Park and Hawk Meadow Park. Total length is .75 miles.

Eaton County Road Commission is applying for local bridge funding for FY2023. If successful, this project would be coordinated with the bridge replacement to widen the bridge deck. The bridge construction timeline and funding drives the rest of the project.

- B. Project Justification:**

Why is the project necessary?

Implementation of the adopted Delta Non-Motorized Transportation Plan

Who will benefit from the project?

Township residents, park users, visitors and the environment

What are the short and long term benefits of this project?

Recreation, pedestrian safety & better health

Are there any alternatives to the proposed project?

Studying 3 options for crossing the River

C. Planning Context: Is the project part of an adopted program, policy, or plan?

- Yes*
- No

*Please list the adopted program or policy, and how the project directly or indirectly meets these objectives:

Priority project in Non-Motorized Transportation Plan

D. If the CIP project request pertains to any Delta Township programs, policies, or plans, please list would benefit from the requested capital improvement:

E. Project Priority:

- Necessary
- Desirable
- Deferrable

Section 2: Budget

A. Estimated Project Costs

	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
	2021	2022	2023	2024	2025	2026
Vehicle Purchase						
Land Acquisition						
Construction			2,000,000			
Equipment						
Professional Services		200,000				
Other (Specify)						
Total Estimated Cost:			2,000,000			

B. Estimated Project Revenues

Annual Project Income \$ _____

Gain from Sale of Replaced Item \$ _____

Other (Specify in box below) \$ _____

Total Estimated Revenue: \$ _____

Other Project Revenues:

C. Effect on Operating Costs

Annual Maintenance & Repair Costs	\$ <u>10,000</u>
Annual Cost of New Staff	\$ _____
Cost of Future Equipment	\$ _____
Annual Cost of Materials and Supplies	\$ _____
Totals:	\$ <u>10,000</u>

D. Proposed Financing Method

(Please estimate amount from each funding source in each year)

	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
	2021	2022	2023	2024	2025	2026
General Fund		200,000	2,000,000			
Sewer Fund						
Water Fund						
G.O Bonds						
Revenue Bonds						
Special Assessment						
Federal Aid						
State Aid						
T.I.R.F.						
Other (Specify)						
Totals:		200,000	2,000,000			

Capital Improvement Plan - Project Request Sheet

Department: Engineering

Project Title: Pathway from Saginaw/Mall Drive to Elmwood/Michigan Ave via Ivan Street

Project # 9 of 12

Date: June 10, 2020



Section 1: Project Overview

- A. Project Narrative:** Please provide a brief description of the project. Descriptions should include the **type of project** being proposed (property acquisition, building construction, purchase/lease of equipment or vehicles, etc.), the **anticipated project timeline**, and the **location of the project** (attach map if necessary).

This project involves the addition of a 10-foot shared use path from Elmwood Road (Michigan Ave to Ivan Drive). The length is approximately 1.1 miles.

B. Project Justification:

Why is the project necessary?

Township adopted Delta Trails (non-motorized plan)

Who will benefit from the project?

Township residents, visitors and the environment

What are the short and long term benefits of this project?

Pedestrian safety & better health

Are there any alternatives to the proposed project?

None

C. Planning Context: Is the project part of an adopted program, policy, or plan?

- Yes*
- No

*Please list the adopted program or policy, and how the project directly or indirectly meets these objectives:

Non-Motorized Transportation Plan

D. If the CIP project request pertains to any Delta Township programs, policies, or plans, please list would benefit from the requested capital improvement:

E. Project Priority:

- Necessary
- Desirable
- Deferrable

Section 2: Budget

A. Estimated Project Costs

	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
	2021	2022	2023	2024	2025	2026
Vehicle Purchase						
Land Acquisition						
Construction				1,200,000		
Equipment						
Professional Services						
Other (Specify)						
Total Estimated Cost:				1,200,000		

B. Estimated Project Revenues

Annual Project Income \$ _____

Gain from Sale of Replaced Item \$ _____

Other (Specify in box below) \$ _____

Total Estimated Revenue: \$ _____

Other Project Revenues:

C. Effect on Operating Costs

Annual Maintenance & Repair Costs	\$ <u>10,000</u>
Annual Cost of New Staff	\$ _____
Cost of Future Equipment	\$ _____
Annual Cost of Materials and Supplies	\$ _____
Totals:	\$ <u>10,000</u>

D. Proposed Financing Method

(Please estimate amount from each funding source in each year)

	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
	2021	2022	2023	2024	2025	2026
General Fund				1,200,000		
Sewer Fund						
Water Fund						
G.O Bonds						
Revenue Bonds						
Special Assessment						
Federal Aid						
State Aid						
T.I.R.F.						
Other (Specify)						
Totals:				1,200,000		

Capital Improvement Plan - Project Request Sheet



Department: Engineering
Project Title: Shared Use Pathway Broadbent Road – East Side, Willow Hwy to Saginaw Hwy
Project # 10 of 12
Date: June 10, 2020

Section 1: Project Overview

A. Project Narrative: Please provide a brief description of the project. Descriptions should include the **type of project** being proposed (property acquisition, building construction, purchase/lease of equipment or vehicles, etc.), the **anticipated project timeline**, and the **location of the project** (attach map if necessary).

Project would construct a 10 foot wide shared use pathway on the east side of Broadbent to provide a non-motorized route between Willow Highway and Saginaw Highway. Future extension to Mt Hope Highway and Mt. Hope Park.

B. Project Justification:

Why is the project necessary?

There are only some limited sections of sidewalk in this area and significant number of single family residences on the north end, near Willow Highway with no continuous non-motorized route to Saginaw Highway.

Who will benefit from the project?

Residents in the area

What are the short and long term benefits of this project?

Improve walkability, citizens overall health & safety, and potentially reduce vehicle trips.

Are there any alternatives to the proposed project?

None

C. Planning Context: Is the project part of an adopted program, policy, or plan?

- Yes*
- No

*Please list the adopted program or policy, and how the project directly or indirectly meets these objectives:

D. If the CIP project request pertains to any Delta Township programs, policies, or plans, please list would benefit from the requested capital improvement:

E. Project Priority:

- Necessary
- Desirable
- Deferrable

Section 2: Budget

A. Estimated Project Costs

	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
	2021	2022	2023	2024	2025	2026
Vehicle Purchase						
Land Acquisition						
Construction		750,000				
Equipment						
Professional Services						
Other (Specify)						
Total Estimated Cost:		750,000				

B. Estimated Project Revenues

Annual Project Income \$ _____

Gain from Sale of Replaced Item \$ _____

Other (Specify in box below) \$ _____

Total Estimated Revenue: \$ _____

Other Project Revenues:

C. Effect on Operating Costs

Annual Maintenance & Repair Costs	\$ <u>5,000</u>
Annual Cost of New Staff	\$ _____
Cost of Future Equipment	\$ _____
Annual Cost of Materials and Supplies	\$ _____
Totals:	\$ <u>5,000</u>

D. Proposed Financing Method

(Please estimate amount from each funding source in each year)

	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
	2021	2022	2023	2024	2025	2026
General Fund		750,000				
Sewer Fund						
Water Fund						
G.O Bonds						
Revenue Bonds						
Special Assessment						
Federal Aid						
State Aid						
T.I.R.F.						
Other (Specify)						
Totals:						

Capital Improvement Plan - Project Request Sheet

Department: Engineering

Project Title: New Sidewalk on Willow from Thomas L. Parkway to Arden

Project # 11 of 12

Date: June 10, 2020



Section 1: Project Overview

- A. Project Narrative:** Please provide a brief description of the project. Descriptions should include the **type of project** being proposed (property acquisition, building construction, purchase/lease of equipment or vehicles, etc.), the **anticipated project timeline**, and the **location of the project** (attach map if necessary).

This project involves replacing old 4 foot wide sidewalk on the south side of Willow Highway from Thomas L. Parkway to Arden with new 5 foot wide concrete sidewalk.

B. Project Justification:

Why is the project necessary?

Township standards for sidewalk width are now 5 foot. The existing sidewalk is only 4 foot and is in fair condition. Some ramps were replaced to ADA standards with the road resurfacing project in 2017, but main line sidewalk issues were not included in the project.

Who will benefit from the project?

Township residents

What are the short and long term benefits of this project?

Increased walkability, pedestrian safety

Are there any alternatives to the proposed project?

Do nothing

C. Planning Context: Is the project part of an adopted program, policy, or plan?

- Yes*
- No

*Please list the adopted program or policy, and how the project directly or indirectly meets these objectives:

D. If the CIP project request pertains to any Delta Township programs, policies, or plans, please list would benefit from the requested capital improvement:

E. Project Priority:

- Necessary
- Desirable
- Deferrable

Section 2: Budget

A. Estimated Project Costs

	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
	2021	2022	2023	2024	2025	2026
Vehicle Purchase						
Land Acquisition						
Construction	150,000					
Equipment						
Professional Services						
Other (Specify)						
Total Estimated Cost:	150,000					

B. Estimated Project Revenues

Annual Project Income \$ _____
 Gain from Sale of Replaced Item \$ _____
 Other (Specify in box below) \$ _____
 Total Estimated Revenue: \$ _____

Other Project Revenues:

C. Effect on Operating Costs

Annual Maintenance & Repair Costs	\$ _____
Annual Cost of New Staff	\$ _____
Cost of Future Equipment	\$ _____
Annual Cost of Materials and Supplies	\$ _____
Totals:	\$ _____

D. Proposed Financing Method

(Please estimate amount from each funding source in each year)

	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
	2021	2022	2023	2024	2025	2026
General Fund	150,000					
Sewer Fund						
Water Fund						
G.O Bonds						
Revenue Bonds						
Special Assessment						
Federal Aid						
State Aid						
T.I.R.F.						
Other (Specify)						
Totals:	150,000					

Capital Improvement Plan - Project Request Sheet

Department: Engineering

Project Title: St. Joe Highway Non-Motorized Facility

Project # 12 of 12

Date: June 10, 2020



Section 1: Project Overview

- A. Project Narrative:** Please provide a brief description of the project. Descriptions should include the **type of project** being proposed (property acquisition, building construction, purchase/lease of equipment or vehicles, etc.), the **anticipated project timeline**, and the **location of the project** (attach map if necessary).

This project involves constructing a non-motorized facility on St. Joe Highway between Creyts Road and Waverly Road.

A study was completed in 2019 in conjunction with studying the water main replacement in this same area.

If water main is replaced, the pathway could easily be built on top of the water main as part of the water main restoration work.

Both water main and pathway will require many easements.

- B. Project Justification:**

Why is the project necessary?

Implementation of non-motorized plan, connection of Waverly pathway to the pathway on Snow Road near the Waverly Schools.

Who will benefit from the project?

Township residents, school students, visitors and the environment

What are the short and long term benefits of this project?

Increased walkability, pedestrian safety, reduced vehicle trip

Are there any alternatives to the proposed project?

Do nothing, keep existing sidewalks where they currently exist.

C. Planning Context: Is the project part of an adopted program, policy, or plan?

- Yes*
- No

*Please list the adopted program or policy, and how the project directly or indirectly meets these objectives:

2019 Study completed for implementation of Non-Motorized Transportation Plan

D. If the CIP project request pertains to any Delta Township programs, policies, or plans, please list would benefit from the requested capital improvement:

E. Project Priority:

- Necessary
- Desirable
- Deferrable

Section 2: Budget

A. Estimated Project Costs

	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
	2021	2022	2023	2024	2025	2026
Vehicle Purchase						
Land Acquisition	200,000					
Construction		1,000,000				
Equipment						
Professional Services	150,000					
Other (Specify)						
Total Estimated Cost:	350,000	1,000,000				

B. Estimated Project Revenues

Annual Project Income \$ _____

Gain from Sale of Replaced Item \$ _____

Other (Specify in box below) \$ _____

Total Estimated Revenue: \$ _____

Other Project Revenues:

C. Effect on Operating Costs

Annual Maintenance & Repair Costs	\$ 5,000
Annual Cost of New Staff	\$ _____
Cost of Future Equipment	\$ _____
Annual Cost of Materials and Supplies	\$ _____
Totals:	\$ 5,000

D. Proposed Financing Method

(Please estimate amount from each funding source in each year)

	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
	2021	2022	2023	2024	2025	2026
General Fund	350,000	1,000,000				
Sewer Fund						
Water Fund						
G.O Bonds						
Revenue Bonds						
Special Assessment						
Federal Aid						
State Aid						
T.I.R.F.						
Other (Specify)						
Totals:		1,350,000				

CIP PROJECT STATUS SHEET

DEPARTMENT: Parks, Recreation & Cemeteries

DATE: June 5, 2020

1. Please list the status of those 2020 - 2025 CIP projects that were submitted for funding in 2019.

PROJECT	FUNDING LEVEL & PROJECT STATUS
Community Center Parking Lot Paving & Expansion	\$150,000 – Building study in 2019
Community Center Rehabilitation	\$500,000 – Building study in 2019
Delta Mills Parking Lot Pavement	\$100,000 – Deferred to 2021
Delta Mill Playground Restroom Building	\$100,000 – \$50,000 grant funded in 2019
Enrichment Center Rehabilitation	\$500,000 – Building study in 2019
Grand Woods Parking Lot Paving	\$200,000 – Deferred to 2021
Hawk Meadow Park Pathway Paving	\$400,000 – \$300,000 grant funded in 2019
Hunters Orchard Park Pathway Paving	\$400,000 – \$225,000 grant funded in 2019
Mount Hope Park Fields Development	\$650,000 – \$300,000 grant funded in 2019
Mount Hope Park Perimeter Pathway	\$600,000 – \$300,000 grant funded in 2019
Sharp Park Renovations	\$1,200,000 – Grant not funded, but resubmitted in 2020
Vehicle & Equipment Reserve Allocation	\$1,200,000 – Annual allotment received

2. *Withdrawal:* List the projects which you submitted for last year's CIP, were not funded, and you are withdrawing for the upcoming CIP. Please state the reasons for withdrawing the project.

N/A

3. Please list those projects which you are submitting to the CIP Committee for the first time for 2020-2025.

1. East-West Pathway & Sharp Park Renovation – Previously known at Sharp Park Renovations
2. Sharp Park Shelter
3. North Canal Road Land Acquisition

PERSON COMPLETING STATUS SHEET: Marcus Kirkpatrick

TITLE: Parks, Recreation & Cemeteries
Director



Capital Improvement Plan - Project Request Sheet

Department: PARKS & RECREATION

Project Title: Willow Hwy to ORT Pathway and CC Parking Lot

Project # 1 of 14

Date: JUNE 5, 2020

Section 1: Project Overview

- A. Project Narrative:** Please provide a brief description of the project. Descriptions should include the **type of project** being proposed (property acquisition, building construction, purchase/lease of equipment or vehicles, etc.), the **anticipated project timeline**, and the **location of the project** (attach map if necessary).

The proposed paved pathway will allow safe, non-motorized access from Willow Highway to the Old River Trail Pathway. For over 20 years, the pathway has been used by residents for a safer alternative for accessing Hunter's Orchard Park and Delta Mills Park. The pathway is a mowed clearing through the natural area that is not accessible to all. With the addition of the Old River Trail Pathway, that safe accessibility is allowed from Hunter's Orchard Park to Delta Mills Park. The proposed pathway will make a safe connection and provide full connection to existing sidewalks and our East-West Pathway. The project's description will include the following:

1. Increased accessibility to all areas and amenities of the Drolett Community Center, Hunter's Orchard Park, and Delta Mills Park. The ten-foot pathway will be 4" thick and approximately 2,700 feet long.
2. A newly established trailhead with a new park/pathway sign that will be consistent with township parks.
3. A paved parking lot established at the trailhead that will exceed the minimum number of accessible parking spots that will be striped and signed. The parking lot will also be equipped with lighting.
4. Benches, recycling bins, and trash bins will be made from 100% recycled materials. The concrete slabs will be 36" x 48" and exceed ADA minimum standards. The slabs will allow companion seating and access to trash & recycling receptacles. The benches will be anchored into the cement slabs and connected to the pathway. The bins will also be offset from the path to reduce congestion. The bench and bins will be universally accessible.
5. Safety access barricades will be placed at the trailhead. These barricades will be perceived, still allowing a minimum 10' of clearance around them for emergency access. These barricades were chosen to minimize crime and prevent any motorized vehicles but continue to provide access in case of emergency. Along this area, the pathway will be equipped with interpretive signage and provide a pedestrian crossing with a rapid flashing beacon. The locations of signage and safety equipment will be chosen due to their proximity to pathway intersections. The pathway will proceed north to Old River Trail and then east Hunter's Orchard Park.
6. The proposed pathway is located near several neighborhoods and users of our East-West Pathway, which provides a higher level of monitoring. In addition, signage will identify the location.

- B. Project Justification:**

Why is the project necessary?

Township staff has received negative feedback from residents and park users about not having safe access from the township's Drolett Community Center to the parks. As the numbers of park visitors continues to grow, more safe non-motorized options are needed and trailheads need to be established with parking.

Who will benefit from the project?

Township residents and park users.

What are the short and long term benefits of this project?

- 1. Improve the connectivity between outdoor recreational parks and pathways, while providing safe access. Residents and visitors will enjoy recreational activities along the pathway, at our Delta Mills Park, and leisure opportunities along the Grand River at our Hunter's Orchard Park.**
- 2. Provide safe access for staff and volunteers to perform maintenance and clean up in the parks and pathways along the road and river banks. Park staff has also implemented an extensive Park Audit Checklist, which is monitored daily and completed weekly.**
- 3. Contribute to the protection of Michigan's high-quality natural resources and help residents and visitors gain appreciation of the resources offered in our parks.**

Are there any alternatives to the proposed project?

No

C. Planning Context: Is the project part of an adopted program, policy, or plan?

- Yes*
 No

*Please list the adopted program or policy, and how the project directly or indirectly meets these objectives:

**Non-Motorized Transportation Plan
Parks Master Plan**

D. If the CIP project request pertains to any Delta Township programs, policies, or plans, please list would benefit from the requested capital improvement:

Township residents and park users

E. Project Priority:

- Necessary
- Desirable
- Deferrable

Section 2: Budget

A. Estimated Project Costs

	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
	2021	2022	(YEAR)	(YEAR)	(YEAR)	(YEAR)
Vehicle Purchase						
Land Acquisition						
Construction		\$540,000				
Equipment						
Professional Services		\$60,000				
Other						
Total Estimated Cost:		\$600,000				

B. Estimated Project Revenues

Annual Project Income \$ 0

Gain from Sale of Replaced Item \$ _____

Other (Specify in box below) \$ _____

Total Estimated Revenue: \$ 0

Other Project Revenues:

C. Effect on Operating Costs

Annual Maintenance & Repair Costs \$ 2,500

Annual Cost of New Staff \$ _____

Cost of Future Equipment \$ _____

Annual Cost of Materials and Supplies \$ 2,500

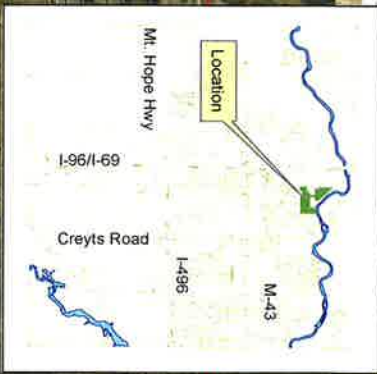
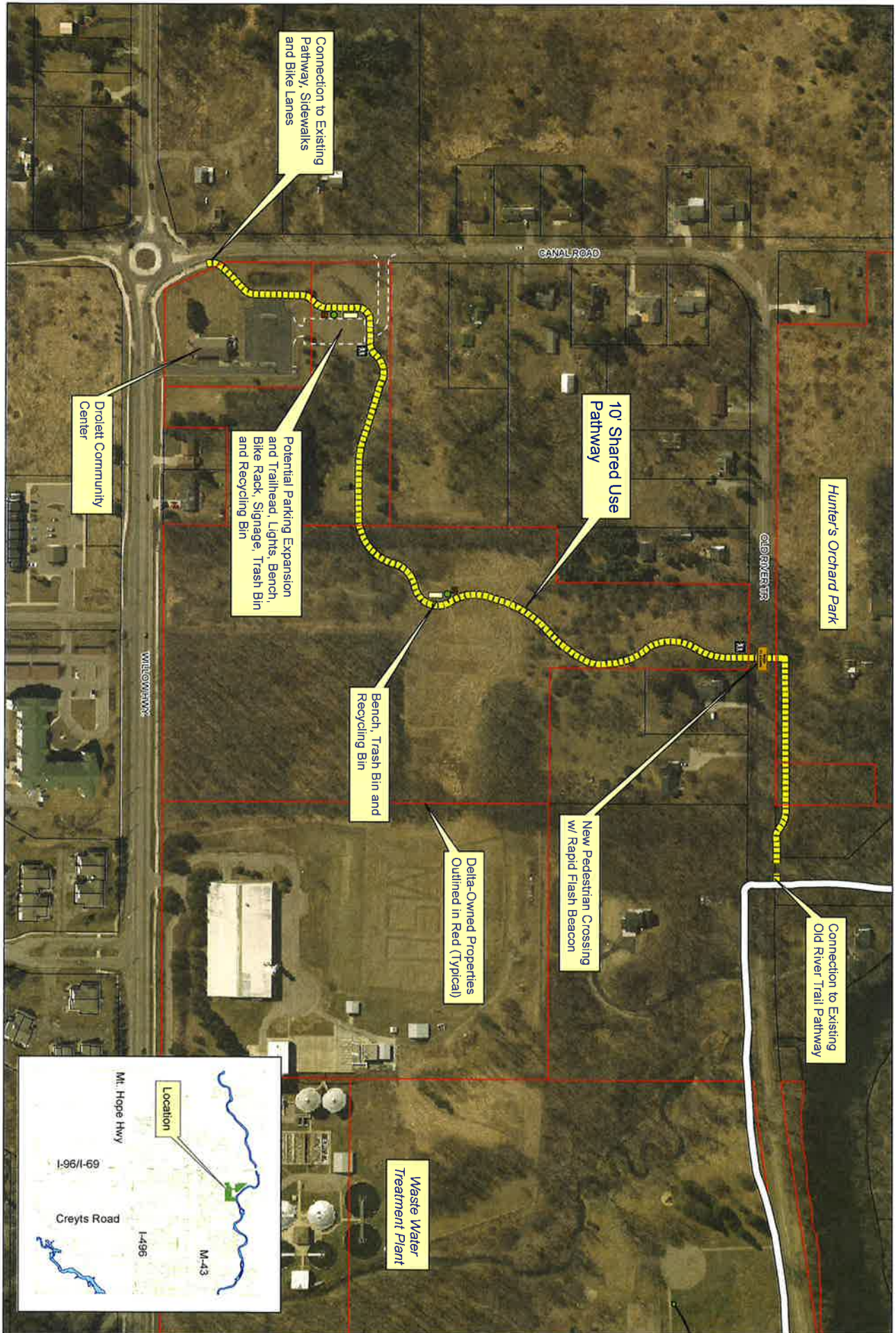
Totals: \$ 5,000

D. Proposed Financing Method

(Please estimate amount from each funding source in each year)

	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
	2021	2022	(YEAR)	(YEAR)	(YEAR)	(YEAR)
General Fund		300,000				

Sewer Fund						
Water Fund						
G.O Bonds						
Revenue Bonds						
Special Assessment						
Federal Aid						
State Aid		\$300,000				
T.I.R.F.						
Other (Specify)						
Totals:		\$600,000				



DELTA CHARTER TOWNSHIP
 770 W. SAGINAW FISHWAY
 LANSING, MI 48917
 517 323 8555



TF20-0107 & LW20-0026
Willow Highway to Old River Trail Pathway Development Plan

Date:
 04/18/2020



Capital Improvement Plan - Project Request Sheet

Department: PARKS & RECREATION

Project Title: COMMUNITY CENTER REHABILITATION

Project # 2 of 14

Date: JUNE 5, 2020

Section 1: Project Overview

- A. Project Narrative:** Please provide a brief description of the project. Descriptions should include the **type of project** being proposed (property acquisition, building construction, purchase/lease of equipment or vehicles, etc.), the **anticipated project timeline**, and the **location of the project** (attach map if necessary).

The Community Center has experienced some deterioration over the years. Maintenance staff has been dedicated to the facility to provide daily maintenance and project upgrades. Although staff improvements and building improvements have increased the attractiveness of the building, major maintenance is needed. Rehabilitation of the building is expected as a result of the 2019 buildings study.

- B. Project Justification:**

Why is the project necessary?

The Community Center is a very popular location for township programs. It serves as the main rental facility for residents and houses township programs and events. Rental events include weddings, receptions, family reunions, and open houses. As the need for exercise and enrichment programs continue to grow, the center will need to be expanded to accommodate.

Who will benefit from the project?

This project would provide the Township with expanded indoor recreation facilities to meet the current demand for recreation programs and affordable meeting space.

What are the short and long term benefits of this project?

Residents, program participants, and rental groups will benefit from the project. The benefits include improved use of valuable resources and amenities for programs and activities, while also providing safer access for all.

Are there any alternatives to the proposed project?

Staff would have to continue closely monitoring and provide short-term solutions for building and maintenance challenges. Programming, rentals, and event planning would continue as normal, while trying to provide a quality indoor facility.

C. Planning Context: Is the project part of an adopted program, policy, or plan?

- Yes*
- No

*Please list the adopted program or policy, and how the project directly or indirectly meets these objectives:

2019 Township Buildings Study

D. If the CIP project request pertains to any Delta Township programs, policies, or plans, please list would benefit from the requested capital improvement:

Township residents and participants

E. Project Priority:

- Necessary
- Desirable
- Deferrable

Section 2: Budget

A. Estimated Project Costs

	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
	2021	2022	(YEAR)	(YEAR)	(YEAR)	(YEAR)
Vehicle Purchase						
Land Acquisition						
Construction		\$1,572,844				
Equipment						
Professional Services						
Other (Specify)						
Total Estimated Cost:		\$1,572,844				

B. Estimated Project Revenues

Annual Project Income	\$ <u>\$100,000</u>
Gain from Sale of Replaced Item	\$ _____
Other (Specify in box below)	\$ _____
Total Estimated Revenue:	\$ <u>\$100,000</u>

Other Project Revenues: _____

C. Effect on Operating Costs

Annual Maintenance & Repair Costs	\$ <u>\$10,000</u>
Annual Cost of New Staff	\$ _____
Cost of Future Equipment	\$ _____
Annual Cost of Materials and Supplies	\$ _____
Totals:	\$ <u>\$10,000</u>

D. Proposed Financing Method

(Please estimate amount from each funding source in each year)

	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
	2021	2022	(YEAR)	(YEAR)	(YEAR)	(YEAR)
General Fund		\$1,572,844				
Sewer Fund						
Water Fund						
G.O Bonds						
Revenue Bonds						
Special Assessment						
Federal Aid						
State Aid						
T.I.R.F.						
Other (Specify)						
Totals:		\$1,572,844				



Capital Improvement Plan - Project Request Sheet

Department: PARKS & RECREATION

Project Title: DELTA MILLS PARK PARKING LOT PAVING

Project # 3 of 14

Date: JUNE 5, 2020

Section 1: Project Overview

- A. Project Narrative:** Please provide a brief description of the project. Descriptions should include the **type of project** being proposed (property acquisition, building construction, purchase/lease of equipment or vehicles, etc.), the **anticipated project timeline**, and the **location of the project** (attach map if necessary).

The project includes the paving of the gravel lot and parking spaces in Delta Mills Park.

B. Project Justification:

Why is the project necessary?

With the increased popularity of the park, the parking lot needs to be paved. Separate projects, restroom building & canoe launch/renovations, have produced the park's triangle area getting paved and 3 handicapped accessible parking spots being added in the main parking lot. The park's growth has continued as the parks connector pathway was installed.

Who will benefit from the project?

Residents and park users will benefit with new and improved accessible parking.

What are the short and long term benefits of this project?

The benefits include improved use of valuable resources and amenities, while also providing safer access for all. Maintenance cost will also be reduced as the gravel lots are expensive to maintain.

Are there any alternatives to the proposed project?

Continued maintenance cost and limited access for park users.

C. Planning Context: Is the project part of an adopted program, policy, or plan?

- Yes*
- No

*Please list the adopted program or policy, and how the project directly or indirectly meets these objectives:

Parks Master Plan

D. If the CIP project request pertains to any Delta Township programs, policies, or plans, please list would benefit from the requested capital improvement:

Residents and park users

E. Project Priority:

- Necessary
- Desirable
- Deferrable

Section 2: Budget

A. Estimated Project Costs

	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
	2021	2022	2023	(YEAR)	(YEAR)	(YEAR)
Vehicle Purchase						
Land Acquisition						
Construction			\$95,000			
Equipment						
Professional Services			\$5,000			
Other (Specify)						
Total Estimated Cost:			\$100,000			

B. Estimated Project Revenues

Annual Project Income \$ _____

Gain from Sale of Replaced Item \$ _____

Other (Specify in box below) \$ _____

Total Estimated Revenue: \$ _____

Other Project Revenues: _____

C. Effect on Operating Costs

Annual Maintenance & Repair Costs \$ \$2,500
 Annual Cost of New Staff \$ _____
 Cost of Future Equipment \$ _____
 Annual Cost of Materials and Supplies \$ _____
 Totals: \$ \$2,500

D. Proposed Financing Method

(Please estimate amount from each funding source in each year)

	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
	2021	2022	2023	(YEAR)	(YEAR)	(YEAR)
General Fund			\$50,000			
Sewer Fund						
Water Fund						
G.O Bonds						
Revenue Bonds						
Special Assessment						
Federal Aid						
State Aid			\$50,000			
T.I.R.F.						
Other (Specify)						
Totals:			\$100,000			



Capital Improvement Plan - Project Request Sheet

Department: PARKS & RECREATION

Project Title: Delta Mills Playground Restroom Building

Project # 4 of 14

Date: JUNE 5, 2020

Section 1: Project Overview

- A. Project Narrative:** Please provide a brief description of the project. Descriptions should include the **type of project** being proposed (property acquisition, building construction, purchase/lease of equipment or vehicles, etc.), the **anticipated project timeline**, and the **location of the project** (attach map if necessary).

Delta Mills is a very popular park offering access to the Grand River, softball fields, a soccer field, a large playground structure, a picnic shelter, pickleball courts, basketball courts, and nature viewing on the Grand River and Carrier Creek. One of its restroom buildings was recently been replaced with a new building that serves the west side of the park.

- B. Project Justification:**

Why is the project necessary?

With recent park renovations to triangle area and installation of the pathway, an additional restroom building is needed. The park is home to the township's biggest and most popular playground and sledding hill. This is the only area of the park that has year-round use. This project would renovate a 43-year-old well house into a restroom building and provide year-round access for playground users and winter activities.

Who will benefit from the project?

Residents and park users.

What are the short and long term benefits of this project?

The benefits will include year-round safe accessible restrooms.

Are there any alternatives to the proposed project?

Without improvements, porta-johns will continue to be used.

C. Planning Context: Is the project part of an adopted program, policy, or plan?

- Yes*
- No

*Please list the adopted program or policy, and how the project directly or indirectly meets these objectives:

Parks Master Plan

D. If the CIP project request pertains to any Delta Township programs, policies, or plans, please list would benefit from the requested capital improvement:

Residents and park users.

E. Project Priority:

- Necessary
- Desirable
- Deferrable

Section 2: Budget

A. Estimated Project Costs

	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
	2021	(YEAR)	(YEAR)	(YEAR)	(YEAR)	(YEAR)
Vehicle Purchase						
Land Acquisition						
Construction	\$125,000					
Equipment						
Professional Services	\$10,000					

Other (Specify)						
Total Estimated Cost:	\$100,000					

B. Estimated Project Revenues

Annual Project Income	\$ _____
Gain from Sale of Replaced Item	\$ _____
Other (Specify in box below)	\$ _____
Total Estimated Revenue:	\$ _____

Other Project Revenues:

C. Effect on Operating Costs

Annual Maintenance & Repair Costs	\$ <u>\$2,500</u>
Annual Cost of New Staff	\$ _____
Cost of Future Equipment	\$ _____
Annual Cost of Materials and Supplies	\$ _____
Totals:	\$ <u>\$2,500</u>

D. Proposed Financing Method

(Please estimate amount from each funding source in each year)

	1st Year 2021	2nd Year (YEAR)	3rd Year (YEAR)	4th Year (YEAR)	5th Year (YEAR)	6th Year (YEAR)
General Fund	\$85,000					
Sewer Fund						
Water Fund						
G.O Bonds						
Revenue Bonds						
Special Assessment						
Federal Aid						
State Aid	\$50,000					
T.I.R.F.						
Other (Specify)						
Totals:	\$135,000					



EXISTING DELTA MILLS PLAYGROUND

ADA ACCESSIBLE PARKING ONE SPOT, STRIPING & SIGNAGE (16' WIDE, 24' LENGTH)

ADA ACCESSIBLE SIDEWALK 6' WIDE

EXISTING TURN-AROUND WILL BE RESTORED TO LAWN

RENOVATE OLD WELL HOUSE TO CREATE A FOUR-SEASON, TWO-UNIT UNISEX, ADA ACCESSIBLE RESTROOM

WEBSTER RD



Capital Improvement Plan - Project Request Sheet

Department: PARKS & RECREATION

Project Title: Enrichment Center Rehabilitation

Project # 5 of 14

Date: JUNE 5, 2020

Section 1: Project Overview

- A. Project Narrative:** Please provide a brief description of the project. Descriptions should include the **type of project** being proposed (property acquisition, building construction, purchase/lease of equipment or vehicles, etc.), the **anticipated project timeline**, and the **location of the project** (attach map if necessary).

The Enrichment Center has experienced deterioration over the years. Staff has responded to concerns of mold and poor air quality with testing showing that neither is a problem. Staff has also made repairs to the roof and parking lot to keep the building free from water damage and to provide accessible parking. With a building study expected in 2019, it is in of a rehabilitation.

- B. Project Justification:**

Why is the project necessary?

The Enrichment Center is a very popular location for township programs. It serves at the Senior Center, which provides services and programs for our senior adults, an activity building for programs serving all ages, and a rental building for events such as wedding receptions, family reunions, church services.

Who will benefit from the project?

Residents, program participants, and rental groups will benefit from the project. The benefits include improved use of valuable resources and amenities, while also providing safer access for all.

What are the short and long term benefits of this project?

The benefits include improved use of valuable resources and amenities, while also providing safer access for all.

Are there any alternatives to the proposed project?

Staff would have to continue closely monitoring and provide short-term solutions for building and maintenance challenges. Programming, rentals, and event planning would continue as normal, while trying to provide a quality indoor facility.

C. Planning Context: Is the project part of an adopted program, policy, or plan?

- Yes*
- No

*Please list the adopted program or policy, and how the project directly or indirectly meets these objectives:

2019 Township Buildings Study

D. If the CIP project request pertains to any Delta Township programs, policies, or plans, please list would benefit from the requested capital improvement:

Township residents and participants

E. Project Priority:

- Necessary
- Desirable
- Deferrable

Section 2: Budget

A. Estimated Project Costs

	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
	2021	2022	(YEAR)	(YEAR)	(YEAR)	(YEAR)
Vehicle Purchase						
Land Acquisition						
Construction		\$2,968,550				
Equipment						
Professional Services		\$10,000				
Other (Specify)						
Total Estimated Cost:		\$2,978,550				

B. Estimated Project Revenues

Annual Project Income	\$ <u>100,000</u>
Gain from Sale of Replaced Item	\$ _____
Other (Specify in box below)	\$ _____
Total Estimated Revenue:	\$ <u>100,000</u>

Other Project Revenues:

C. Effect on Operating Costs

Annual Maintenance & Repair Costs	\$ 10,000
Annual Cost of New Staff	\$ _____
Cost of Future Equipment	\$ _____
Annual Cost of Materials and Supplies	\$ _____
Totals:	\$ 10,000

D. Proposed Financing Method

(Please estimate amount from each funding source in each year)

	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
	2021	2022	(YEAR)	(YEAR)	(YEAR)	(YEAR)
General Fund		\$2,978,550				
Sewer Fund						
Water Fund						
G.O Bonds						
Revenue Bonds						
Special Assessment						
Federal Aid						
State Aid						
T.I.R.F.						
Other (Specify)						
Totals:		\$2,978,550				



Capital Improvement Plan - Project Request Sheet

Department: PARKS & RECREATION

Project Title: Grand Woods Park Parking Lot Paving

Project # 6 of 14

Date: JUNE 5, 2020

Section 1: Project Overview

- A. Project Narrative:** Please provide a brief description of the project. Descriptions should include the **type of project** being proposed (property acquisition, building construction, purchase/lease of equipment or vehicles, etc.), the **anticipated project timeline**, and the **location of the project** (attach map if necessary).

The project includes the paving of the gravel lot and parking spaces in Grand Woods Park.

- B. Project Justification:**

Why is the project necessary?

Now that the township owns the park and with its increased popularity, the paving of the parking lot will improve parking and enhance events.

Who will benefit from the project?

Residents and park users will benefit with new and improved accessible parking.

What are the short and long term benefits of this project?

The benefits include improved use of valuable resources and amenities, while also providing safer access for all. Maintenance cost will also be reduced as the gravel lots are expensive to maintain.

Are there any alternatives to the proposed project?

Continued maintenance cost and limited access for park users.

C. Planning Context: Is the project part of an adopted program, policy, or plan?

- Yes*
- No

*Please list the adopted program or policy, and how the project directly or indirectly meets these objectives:

Parks Master Plan

D. If the CIP project request pertains to any Delta Township programs, policies, or plans, please list would benefit from the requested capital improvement:

Residents and park users.

E. Project Priority:

- Necessary
- Desirable
- Deferrable

Section 2: Budget

A. Estimated Project Costs

	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
	2021	2022	2023	(YEAR)	(YEAR)	(YEAR)
Vehicle Purchase						
Land Acquisition						
Construction			\$195,000			
Equipment						
Professional Services			\$5,000			
Other (Specify)						
Total Estimated Cost:			\$200,000			

B. Estimated Project Revenues

Annual Project Income \$ _____

Gain from Sale of Replaced Item \$ _____

Other (Specify in box below) \$ _____

Total Estimated Revenue: \$ _____

Other Project Revenues:

C. Effect on Operating Costs

Annual Maintenance & Repair Costs	\$ <u>\$1,000</u>
Annual Cost of New Staff	\$ _____
Cost of Future Equipment	\$ _____
Annual Cost of Materials and Supplies	\$ <u>\$1,000</u>
Totals:	\$ _____

D. Proposed Financing Method

(Please estimate amount from each funding source in each year)

	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
	2021	2022	2023	(YEAR)	(YEAR)	(YEAR)
General Fund			\$100,000			
Sewer Fund						
Water Fund						
G.O Bonds						
Revenue Bonds						
Special Assessment						
Federal Aid						
State Aid			\$100,000			
T.I.R.F.						
Other (Specify)						
Totals:			\$200,000			



Capital Improvement Plan - Project Request Sheet

Department: PARKS & RECREATION

Project Title: Hawk Meadow Park Pathway Paving

Project # 7 of 14

Date: JUNE 5, 2020

Section 1: Project Overview

- A. Project Narrative:** Please provide a brief description of the project. Descriptions should include the **type of project** being proposed (property acquisition, building construction, purchase/lease of equipment or vehicles, etc.), the **anticipated project timeline**, and the **location of the project** (attach map if necessary).

The project will include the paving of a ten (10) foot wide shared use pathway development from the trailhead located near the parking lot and will span the western portion of the trail loop to the existing paved pathway. The existing inter-loops that connect the outer pathways will also be paved which will provide wheelchair accessibility along the entire pathway system. The project will include approximately 5,954 linear feet of paved pathway. Other scope items for the project will include benches, trash & recycling receptacles, which will all be made of 100% recycled materials. The benches will be anchored into cement slabs and connected to the pathway.

- B. Project Justification:**

Why is the project necessary?

The paving of the loop will provide safer access for all park users. The paving will also allow access during rain and snow.

Who will benefit from the project?

Residents and park users, especially those requiring additional assistance, will benefit by having the entire pathway accessible.

What are the short and long term benefits of this project?

The benefits include improved use of valuable resources and amenities, while also providing safer access for all.

Are there any alternatives to the proposed project?

Continued use of current pathway which will continue to prevent ADA accessible.

C. Planning Context: Is the project part of an adopted program, policy, or plan?

- Yes*
- No

*Please list the adopted program or policy, and how the project directly or indirectly meets these objectives:

Parks Master Plan

D. If the CIP project request pertains to any Delta Township programs, policies, or plans, please list would benefit from the requested capital improvement:

Residents and park users

E. Project Priority:

- Necessary
- Desirable
- Deferrable

Section 2: Budget

A. Estimated Project Costs

	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
	2021	(YEAR)	(YEAR)	(YEAR)	(YEAR)	(YEAR)
Vehicle Purchase						
Land Acquisition						
Construction	\$540,000					
Equipment						
Professional Services	\$60,000					
Other (Specify)						
Total Estimated Cost:	\$600,000					

B. Estimated Project Revenues

Annual Project Income \$ _____

Gain from Sale of Replaced Item \$ _____

Other (Specify in box below) \$ _____

Total Estimated Revenue: \$ _____

Other Project Revenues:

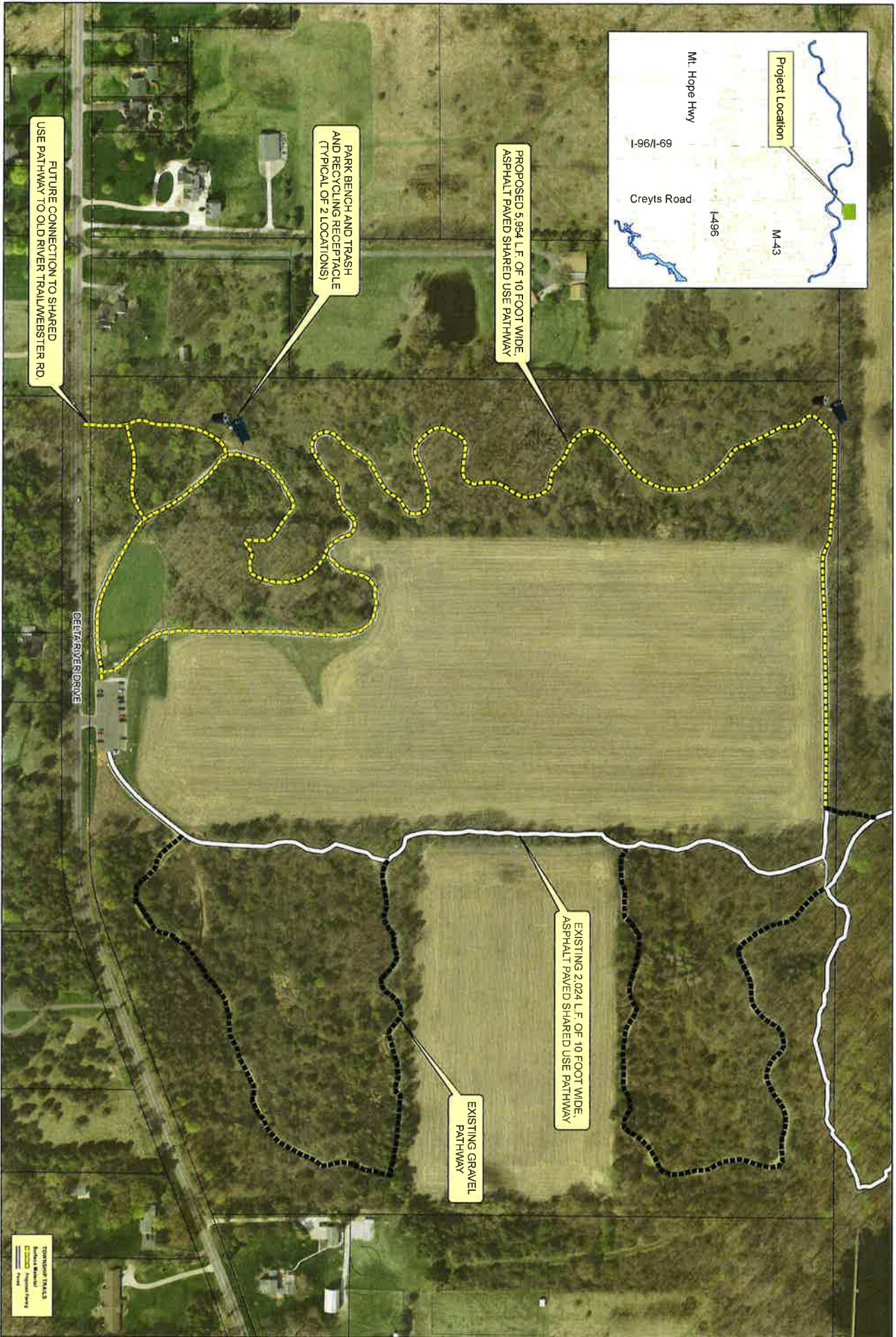
C. Effect on Operating Costs

Annual Maintenance & Repair Costs	\$ <u>\$2,500</u>
Annual Cost of New Staff	\$ _____
Cost of Future Equipment	\$ _____
Annual Cost of Materials and Supplies	\$ <u>\$1,000</u>
Totals:	\$ <u>\$3,500</u>

D. Proposed Financing Method

(Please estimate amount from each funding source in each year)

	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
	2021	(YEAR)	(YEAR)	(YEAR)	(YEAR)	(YEAR)
General Fund	\$300,000					
Sewer Fund						
Water Fund						
G.O Bonds						
Revenue Bonds						
Special Assessment						
Federal Aid	\$300,000					
State Aid						
T.I.R.F.						
Other (Specify)						
Totals:	\$600,000					



FUTURE CONNECTION TO SHARED USE PATHWAY TO OLD RIVER TRAIL WEBSTER RD

PARK BENCH AND TRASH AND RECYCLING RECEPTACLE (TYPICAL OF 2 LOCATIONS)

PROPOSED 5,954 L.F. OF 10 FOOT WIDE ASPHALT PAVED SHARED USE PATHWAY

EXISTING 2,024 L.F. OF 10 FOOT WIDE ASPHALT PAVED SHARED USE PATHWAY

EXISTING GRAVEL PATHWAY

CONVINCING TRAILS
Bridges, Paths, and
Trails
2019



DELTA CHARTER TOWNSHIP
7710 W BACHTHAW HIGHWAY
LANSING, MI 48017
517.323.8555



LW 19-0019
HAWK MEADOWS PATHWAY DEVELOPMENT PLAN

Date: 03/06/2019



Capital Improvement Plan - Project Request Sheet

Department: PARKS & RECREATION

Project Title: Hunter's Orchard Park Pathway Paving

Project # 8 of 14

Date: JUNE 5, 2020

Section 1: Project Overview

A. Project Narrative: Please provide a brief description of the project. Descriptions should include the **type of project** being proposed (property acquisition, building construction, purchase/lease of equipment or vehicles, etc.), the **anticipated project timeline**, and the **location of the project** (attach map if necessary).

The pathways in Hunter's Orchard Park are approximately 20 years old. This project will renovate/pave the last unpaved path, which is 4,265 Linear Feet.

B. Project Justification:

Why is the project necessary?

The Old River Trail Pathway provides safe and non-motorized access from Webster Road to Delta Mills Park & Hunter's Orchard Park. The pathway makes a full connection to existing sidewalks and our East-West Pathway. Township staff has received negative feedback from residents and park users about not having safe access to all the paths and trails in Hunter's Orchard parks. As the numbers of park visitors continue to grow, all paths will be paved in the park.

Who will benefit from the project?

Hunter's Orchard Park is a very popular park offering access to pathways, fishing, and nature viewing on the Grand River. Connecting to the East-West Pathway allows non-motorized connection to Delta Mills Park, Sharp Park, Grand Woods Park, the Lansing Mall, and the Delta Townships Library.

What are the short and long term benefits of this project?

The benefits include improved use of valuable resources and amenities, while also providing safer access for all such as:

1. Improved connectivity between outdoor recreational parks, while providing safe access. Residents and visitors will enjoy recreational activities at Delta Mills Park & leisure opportunities along the Grand River at Hunter's Orchard Park.
2. Provide safe access for staff and volunteers to perform maintenance and clean up in the parks and along the road and riverbanks.
3. Contribute to the protection of Michigan's high-quality natural resources and help residents and visitors gain appreciation of the resources offered in our parks.

Are there any alternatives to the proposed project?

Continued use of current pathway without ADA accessibility.

C. Planning Context: Is the project part of an adopted program, policy, or plan?

- Yes*
 No

*Please list the adopted program or policy, and how the project directly or indirectly meets these objectives:

Parks Master Plan

D. If the CIP project request pertains to any Delta Township programs, policies, or plans, please list would benefit from the requested capital improvement:

Residents and park users

E. Project Priority:

- Necessary
 Desirable
 Deferrable

Section 2: Budget

A. Estimated Project Costs

	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
	2021	2022	(YEAR)	(YEAR)	(YEAR)	(YEAR)
Vehicle Purchase						
Land Acquisition						
Construction		\$400,000				
Equipment						
Professional Services		\$50,000				
Other (Specify)						
Total Estimated Cost:		\$450,000				

B. Estimated Project Revenues

Annual Project Income \$ _____
 Gain from Sale of Replaced Item \$ _____
 Other (Specify in box below) \$ _____

Total Estimated Revenue: \$ _____

Other Project Revenues:

C. Effect on Operating Costs

Annual Maintenance & Repair Costs	\$ 1,000
Annual Cost of New Staff	\$ _____
Cost of Future Equipment	\$ _____
Annual Cost of Materials and Supplies	\$ 500
Totals:	\$ 1,500

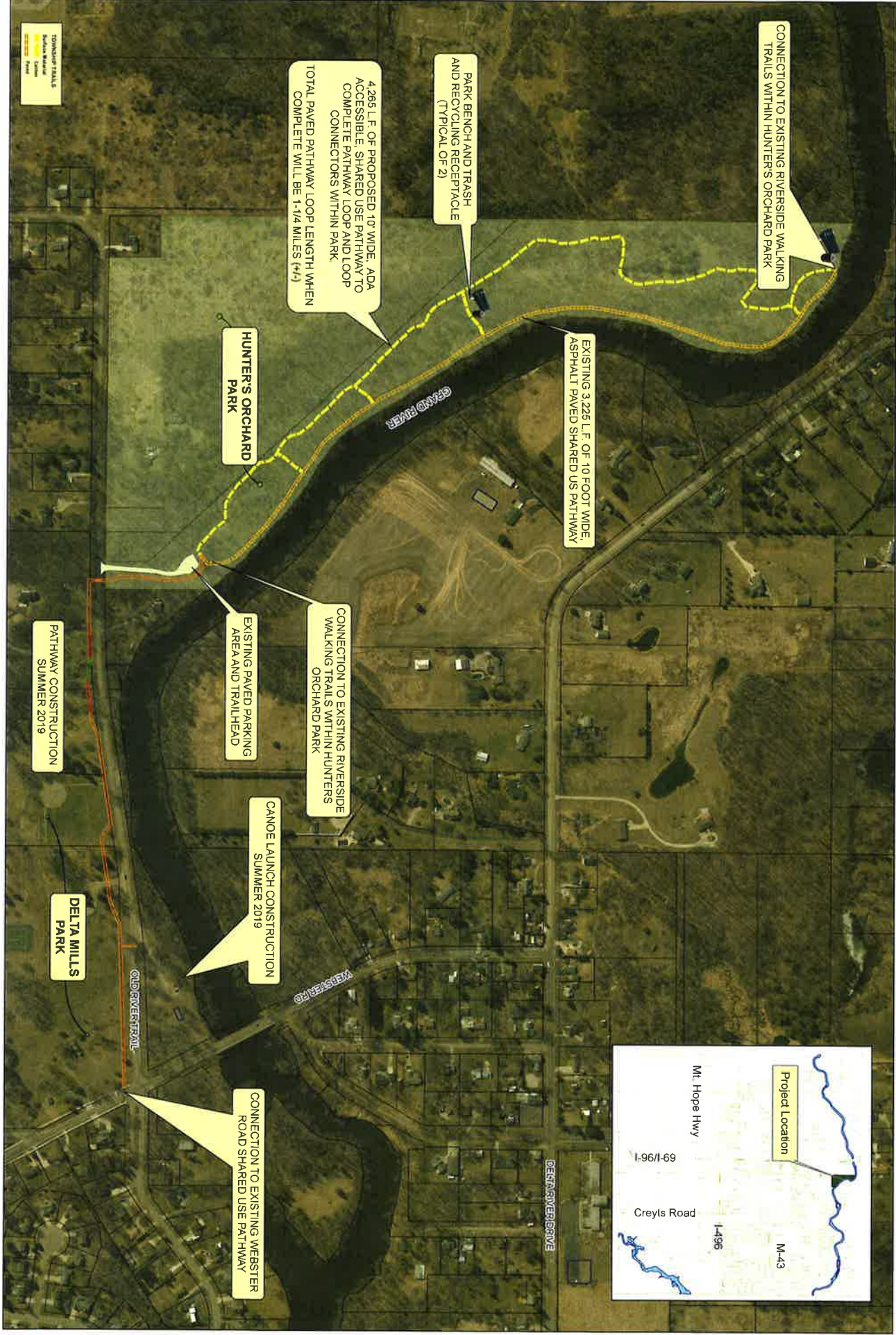
D. Proposed Financing Method

(Please estimate amount from each funding source in each year)

	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
	2021	2022	(YEAR)	(YEAR)	(YEAR)	(YEAR)
General Fund		\$225,000				
Sewer Fund						
Water Fund						
G.O Bonds						
Revenue Bonds						
Special Assessment						
Federal Aid						
State Aid		\$225,000				
T.I.R.F.						
Other (Specify)						
Totals:		\$450,000				

CONSTRUCTION STAGE

- Summer 2019
- Summer 2020
- Summer 2021



CONNECTION TO EXISTING RIVERSIDE WALKING TRAILS WITHIN HUNTER'S ORCHARD PARK

PARK BENCH AND TRASH AND RECYCLING RECEPTACLE (TYPICAL OF 2)

4,265 L.F. OF PROPOSED 10' WIDE, ADA ACCESSIBLE, SHARED USE PATHWAY TO COMPLETE PATHWAY LOOP AND LOOP CONNECTORS WITHIN PARK. TOTAL PAVED PATHWAY LOOP LENGTH WHEN COMPLETE WILL BE 1-1/4 MILES (4/5)

HUNTER'S ORCHARD PARK

EXISTING 3,226 L.F. OF 10 FOOT WIDE, ASPHALT PAVED SHARED US PATHWAY

CONNECTION TO EXISTING RIVERSIDE WALKING TRAILS WITHIN HUNTER'S ORCHARD PARK

EXISTING PAVED PARKING AREA AND TRAIL-HEAD

PATHWAY CONSTRUCTION SUMMER 2019

CANOE LAUNCH CONSTRUCTION SUMMER 2019

DELTA MILLS PARK

CONNECTION TO EXISTING WEBSTER ROAD SHARED USE PATHWAY



DELTA CHARTER TOWNSHIP
7710 W SAGINAW HIGHWAY
LANSING, MI 48917
517 323.8555



TF 19-0068
HUNTER'S PARK PATHWAY DEVELOPMENT PLAN

Date: 03/08/2019



Capital Improvement Plan - Project Request Sheet

Department: PARKS & RECREATION

Project Title: Mount Hope Park North Baseball Fields

Project # 9 of 14

Date: JUNE 5, 2020

Section 1: Project Overview

A. Project Narrative: Please provide a brief description of the project. Descriptions should include the **type of project** being proposed (property acquisition, building construction, purchase/lease of equipment or vehicles, etc.), the **anticipated project timeline**, and the **location of the project** (attach map if necessary).

This project is a future phase in the development of Mount Hope Park and includes two new baseball fields.

B. Project Justification:

Why is the project necessary?

With two fields already included in phase one of the park, this will bring the total number of fields to four. These four baseball fields will be home to and accommodate the department's youth baseball, softball, and T-ball programs.

Who will benefit from the project?

Residents, park users, and participants will benefit by having one location for youth baseball, softball, and T-ball.

What are the short and long term benefits of this project?

In addition to program benefits, the township will add valuable recreation amenities to the west side of the township.

Are there any alternatives to the proposed project?

With only two baseball fields at the park, program staff will have to rely on fields not owned by the township.

C. Planning Context: Is the project part of an adopted program, policy, or plan?

- Yes*
 No

*Please list the adopted program or policy, and how the project directly or indirectly meets these objectives:

Parks Master Plan

D. If the CIP project request pertains to any Delta Township programs, policies, or plans, please list would benefit from the requested capital improvement:

Residents and park users

E. Project Priority:

- Necessary
- Desirable
- Deferrable

Section 2: Budget

A. Estimated Project Costs

	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
	2021	(YEAR)	(YEAR)	(YEAR)	(YEAR)	(YEAR)
Vehicle Purchase						
Land Acquisition						
Construction	\$600,000					
Equipment						
Professional Services	\$50,000					
Other (Specify)						
Total Estimated Cost:	\$650,000					

B. Estimated Project Revenues

Annual Project Income	\$ 100,000
Gain from Sale of Replaced Item	\$ _____
Other (Specify in box below)	\$ _____
Total Estimated Revenue:	\$ 100,000

Other Project Revenues:

C. Effect on Operating Costs

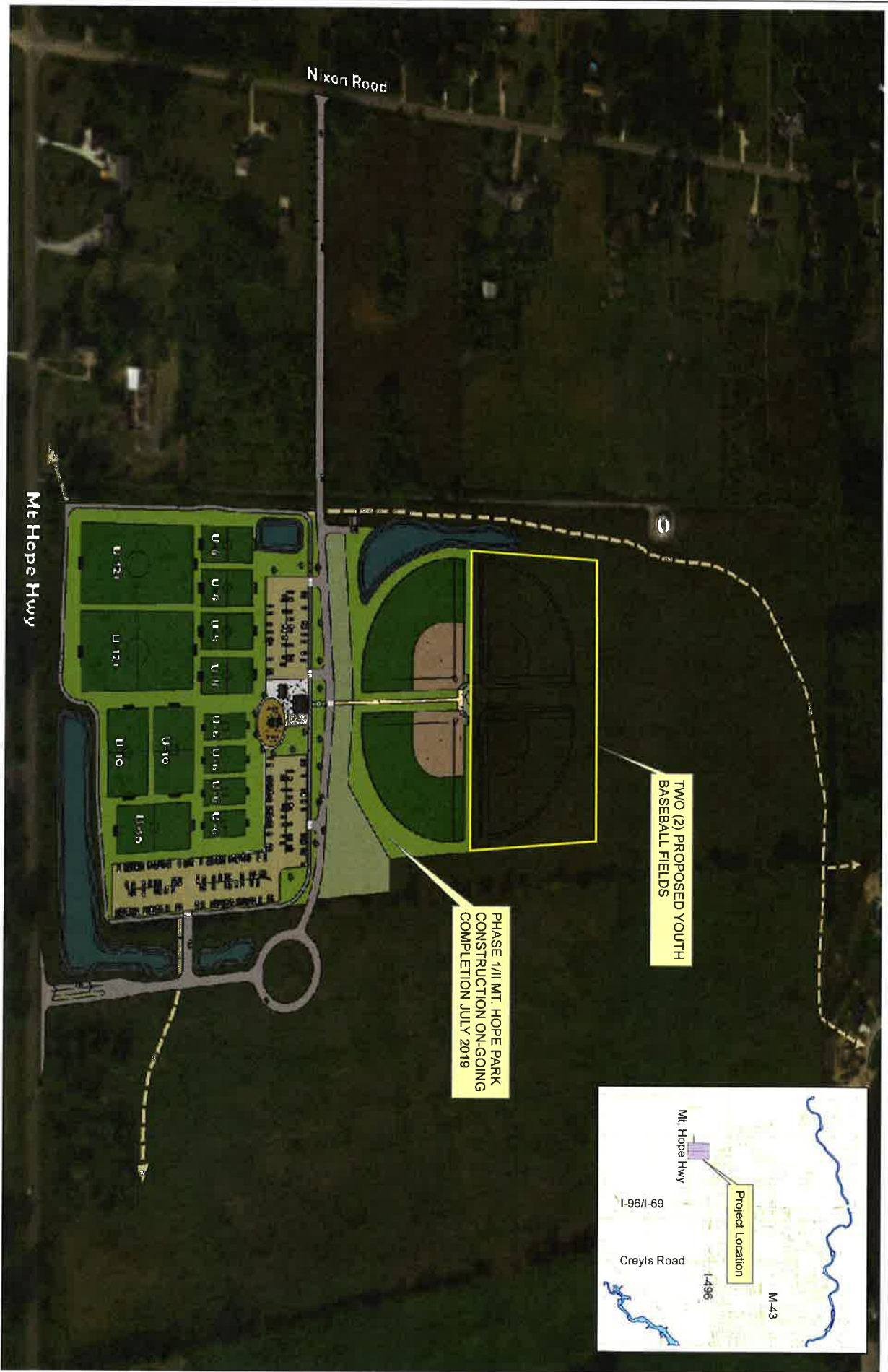
Annual Maintenance & Repair Costs	\$ 5,000
Annual Cost of New Staff	\$ _____

Cost of Future Equipment	\$	<u> </u>
Annual Cost of Materials and Supplies	\$	<u> 2,500 </u>
Totals:	\$	<u> 7,500 </u>

D. Proposed Financing Method

(Please estimate amount from each funding source in each year)

	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
	2021	(YEAR)	(YEAR)	(YEAR)	(YEAR)	(YEAR)
General Fund	\$350,000					
Sewer Fund						
Water Fund						
G.O Bonds						
Revenue Bonds						
Special Assessment						
Federal Aid	\$300,000					
State Aid						
T.I.R.F.						
Other (Specify)						
Totals:	\$650,000					



DELTA CHARTER TOWNSHIP
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 LANSING, MI 48317
 317.323.6555



LW19-0017
 MT. HOPE PARK NORTH BALL FIELDS DEVELOPMENT PLAN

Date:
 03/07/2019



Capital Improvement Plan - Project Request Sheet

Department: PARKS & RECREATION

Project Title: Mount Hope Park Perimeter Pathway

Project # 10 of 14

Date: JUNE 5, 2020

Section 1: Project Overview

- A. Project Narrative:** Please provide a brief description of the project. Descriptions should include the **type of project** being proposed (property acquisition, building construction, purchase/lease of equipment or vehicles, etc.), the **anticipated project timeline**, and the **location of the project** (attach map if necessary).

The purpose of this project is to construct a ten (10) foot wide shared use pathway development around the park's perimeter. The ADA accessible ten-foot path will be 3,800 feet long and connect to the existing pathway. The current pathway provides connections to the Ashford Manor and Pointe West neighborhoods. The addition will also allow future connections to other neighborhoods.

- B. Project Justification:**

Why is the project necessary?

Connection to the new Mount Hope Park is important for all the township. This pathway will serve as a key connector for planned future non-motorized connections in Delta Township.

Who will benefit from the project?

Residents, park users, and participants will benefit by having paved, accessible pathways at the park. The pathway will provide a 3-mile loop around the park.

What are the short and long term benefits of this project?

In addition to program and event benefits, the township will add valuable recreation amenities to the west side of the township.

Are there any alternatives to the proposed project?

A new unpaved pathway could be installed but it would not be ADA accessible.

- C. Planning Context:** Is the project part of an adopted program, policy, or plan?
 Yes*
 No

*Please list the adopted program or policy, and how the project directly or indirectly meets these objectives:

Parks Master Plan & Non-Motorized Transportation Plan

- D.** If the CIP project request pertains to any Delta Township programs, policies, or plans, please list would benefit from the requested capital improvement:

Residents and park users

- E. Project Priority:**
 Necessary
 Desirable
 Deferrable

Section 2: Budget

A. Estimated Project Costs

	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
	2021	(YEAR)	(YEAR)	(YEAR)	(YEAR)	(YEAR)
Vehicle Purchase						
Land Acquisition						
Construction	\$400,000					
Equipment						
Professional Services	\$25,000					
Other (Specify)						
Total Estimated Cost:	\$425,000					

B. Estimated Project Revenues

Annual Project Income \$ _____
 Gain from Sale of Replaced Item \$ _____
 Other (Specify in box below) \$ _____
 Total Estimated Revenue: \$ _____

Other Project Revenues:

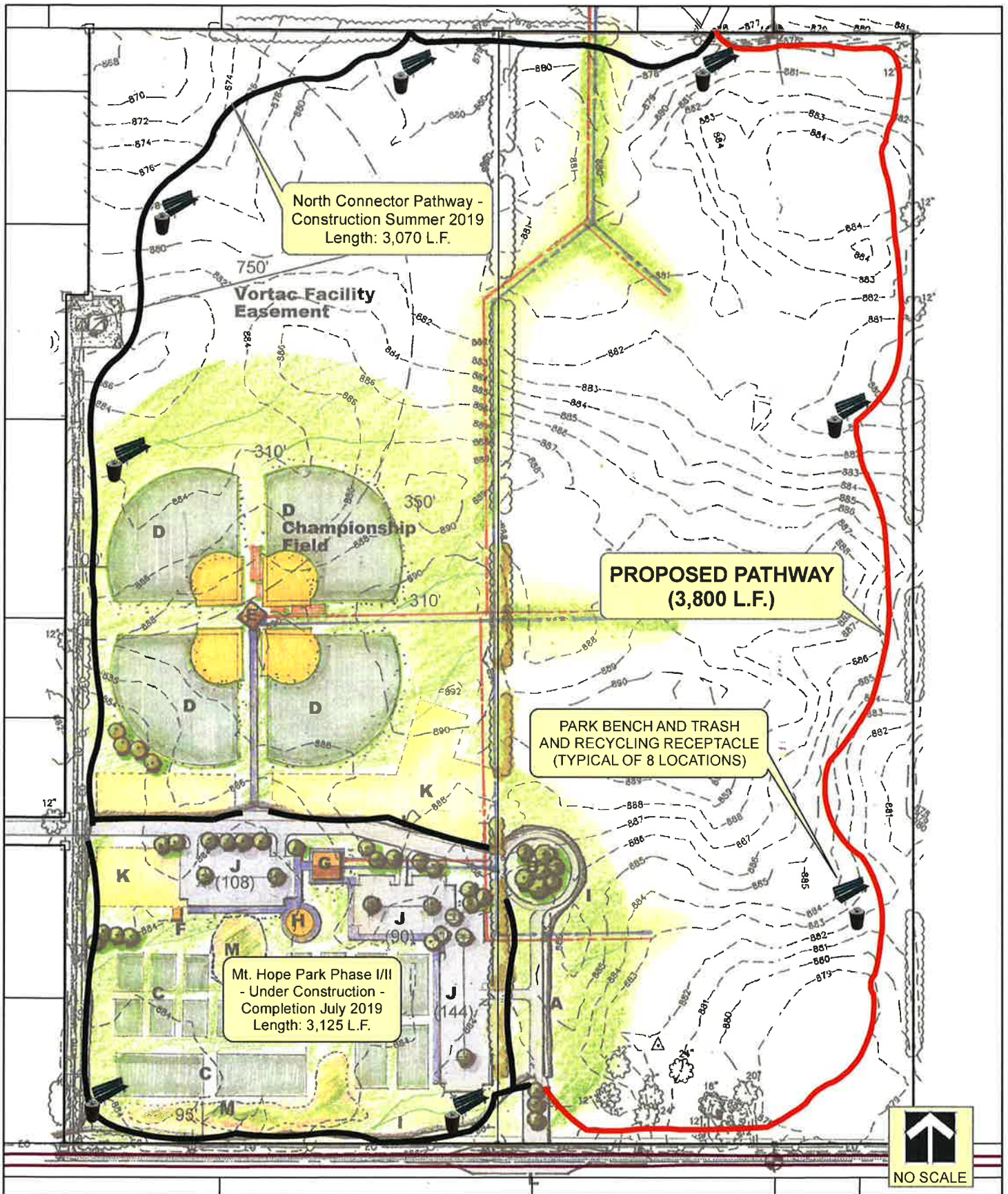
C. Effect on Operating Costs

Annual Maintenance & Repair Costs	\$	<u>2,500</u>
Annual Cost of New Staff	\$	<u> </u>
Cost of Future Equipment	\$	<u> </u>
Annual Cost of Materials and Supplies	\$	<u>1,000</u>
Totals:	\$	<u> </u>

D. Proposed Financing Method

(Please estimate amount from each funding source in each year)

	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
	2021	(YEAR)	(YEAR)	(YEAR)	(YEAR)	(YEAR)
General Fund	\$212,500					
Sewer Fund						
Water Fund						
G.O Bonds						
Revenue Bonds						
Special Assessment						
Federal Aid	\$212,500					
State Aid						
T.I.R.F.						
Other (Specify)						
Totals:	\$425,000					



DELTA CHARTER TOWNSHIP

7710 W. SAGINAW HIGHWAY
LANSING, MI 48917
517.323.8555



LW 19-0018

MT. HOPE PARK
PERIMETER PATHWAY
DEVELOPMENT PLAN



Capital Improvement Plan - Project Request Sheet

Department: PARKS & RECREATION

Project Title: East-West Pathway & Sharp Park Renovations

Project # 11 of 14

Date: JUNE 5, 2020

Section 1: Project Overview

- A. Project Narrative:** Please provide a brief description of the project. Descriptions should include the **type of project** being proposed (property acquisition, building construction, purchase/lease of equipment or vehicles, etc.), the **anticipated project timeline**, and the **location of the project** (attach map if necessary).

The project will:

- Increase accessibility to all areas and amenities within the park. The proposed pathway paving will connect the East-West Pathway to the restrooms, playground, ball fields, and other amenities in the northern portion of the park. The 10-foot wide pathway will be ADA accessible.
- Demolish the current 42-year-old shelter and construct a new shelter which can serve up to 2 rentals at a time for all activities. The proposed shelter will be 40' x 60' and accessible from the pathway and located near existing restrooms, playgrounds, softball fields, and sand volleyball courts.
- Establish a universally designed restroom building in the center of the park which will eliminate the need of a porta-john which is currently used. The proposed restroom building will be a 4-unit unisex facility with low-flow toilets, LED lighting, electric hand dryers, motion sensing faucets, a water fountain which will accommodate wheel-chair accessibility, and a trash bin made of recycled content. This building will be located near and paved accessibility to the East-West Pathway, shelter, amphitheater, outdoor exercise gym, and softball fields.
- The grills will exceed ADA requirements and will be rotating pedestal surface mount with paved access. The cooking grates have cool coil handles and can be adjusted to four different levels. Please see the attachment for an example. The two grills will be in the shelter area. Please see updated site plan for locations.
- The drinking fountain will exceed ADA requirements and will be wheelchair accessible with paved access. The unit will have a split-level design to allow multiple users and cater to a variety of heights and physical capabilities. The mounted buttons will ensure ease of operation. Please see the attachment for an example. The drinking fountain will be located outside of the restroom area. Please see updated site plan for location.
- The 12 picnic tables will provide more than the 5% of spaces needed for ADA requirements. The tabletops will be between 28 and 32 inches high, provide knee and toe clearance and clear floor space at accessible spots. Each table will be doubled-sided for ADA accessibility which provides 20% of the seating. The picnic tables will be in the shelter. Please see updated site plan for locations.
- The benches are made from 100% recycled materials. The concrete slabs will be 36" x 48" and exceed ADA minimum standards. The slabs will allow companion seating and access to trash & recycling receptacles. The benches will be anchored into the cement slabs and connected to the pathway. Please see updated site plan for locations.
- Access pathways will be added to the volleyball court and playground equipment from the proposed pathway.

B. Project Justification:

Why is the project necessary?

The proposed paving of the pathway will allow safe and accessible connection from the southern to the northern sections of the park. The proposed pathway will make a full connection to existing sidewalks and our East-West Pathway. Improvements to Existing Facilities' recognizes that Sharp Park is the most heavily used park within Delta Township and that upgrades/renovations are necessary for multiple park facilities, including the restrooms. Plans show the park is in 'High' priority of facility renovations and upgrades and safety enhancement projects

Who will benefit from the project?

Residents and park users, especially those requiring additional assistance, will benefit from the new and improved amenities.

What are the short and long term benefits of this project?

The benefits include improved use of valuable resources and amenities, while also providing safer access for all.

Are there any alternatives to the proposed project?

Continued use of outdated and inaccessible amenities.

C. Planning Context: Is the project part of an adopted program, policy, or plan?

Yes*

No

*Please list the adopted program or policy, and how the project directly or indirectly meets these objectives:

Parks Master Plan

D. If the CIP project request pertains to any Delta Township programs, policies, or plans, please list would benefit from the requested capital improvement:

Residents and park users, especially those requiring additional assistance, will benefit from the new and improved amenities.

E. Project Priority:

Necessary

Desirable

Deferrable

Section 2: Budget

A. Estimated Project Costs

	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
	2021	2022	2023	(YEAR)	(YEAR)	(YEAR)
Vehicle Purchase						
Land Acquisition						
Construction			\$765,000			
Equipment						
Professional Services			\$85,000			
Other (Specify)						
Total Estimated Cost:			\$850,000			

B. Estimated Project Revenues

Annual Project Income	\$ 30,000
Gain from Sale of Replaced Item	\$ _____
Other (Specify in box below)	\$ _____
Total Estimated Revenue:	\$ 30,000

Other Project Revenues:

C. Effect on Operating Costs

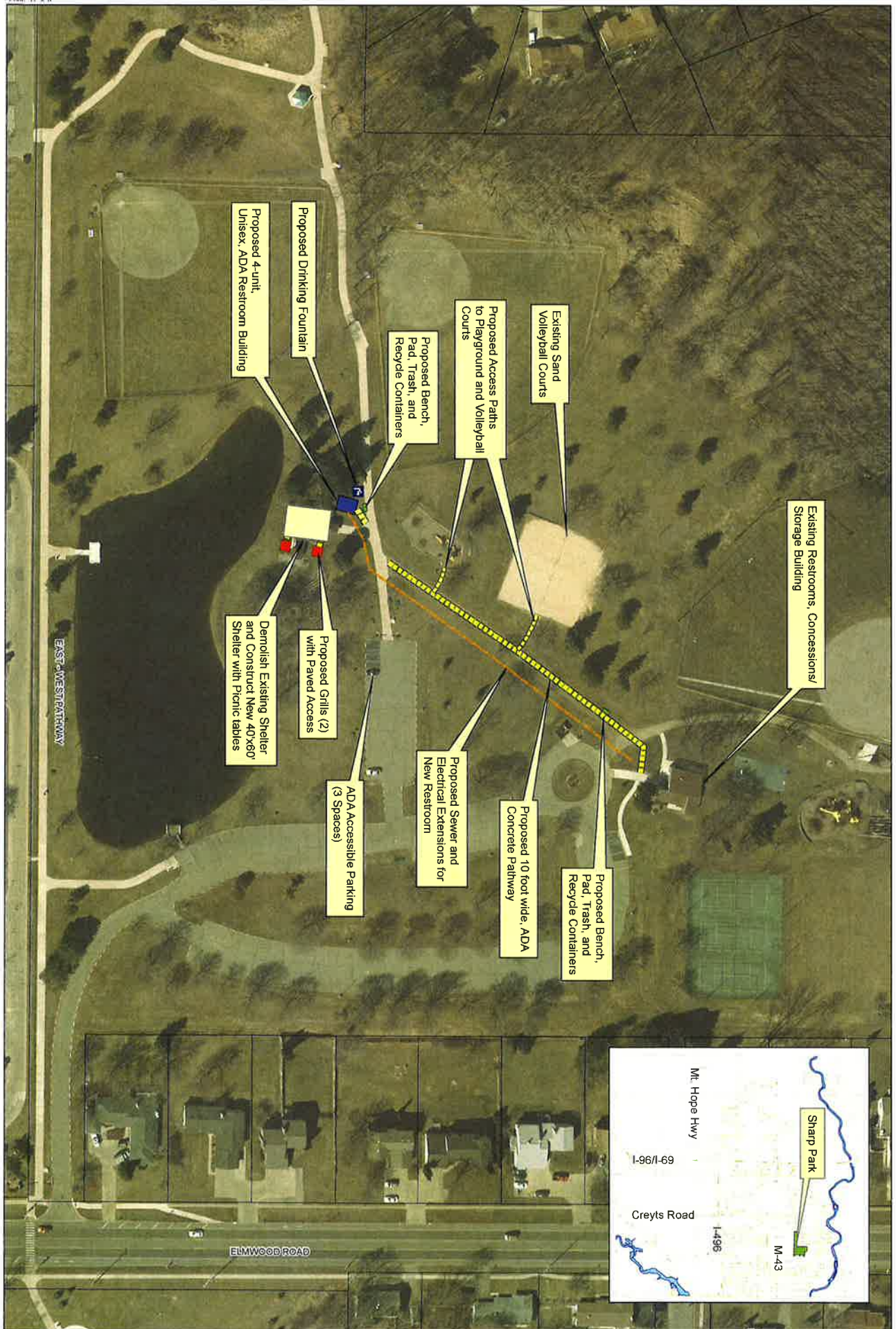
Annual Maintenance & Repair Costs	\$ 5,000
Annual Cost of New Staff	\$ _____
Cost of Future Equipment	\$ _____
Annual Cost of Materials and Supplies	\$ 1,000
Totals:	\$ 6,000

D. Proposed Financing Method

(Please estimate amount from each funding source in each year)

	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
	2021	2022	2023	(YEAR)	(YEAR)	(YEAR)
General Fund			\$550,000			
Sewer Fund						
Water Fund						
G.O Bonds						
Revenue Bonds						

Special Assessment						
Federal Aid						
State Aid			\$300,000			
T.I.R.F.						
Other (Specify)						
Totals:			\$850,000			



DELTA CHARTER TOWNSHIP
 7710 W. ROAD HIGHWAY
 LANSING, MI 48917
 517.323.8555



TF20-0023 & LW20-0104
 East West Pathway & Sharp Park Renovations Development Map

Date:
 04/18/2020



Capital Improvement Plan - Project Request Sheet

Department: PARKS & RECREATION

Project Title: Vehicle & Equipment Reserve Allocation

Project # 12 of 14

Date: JUNE 5, 2020

Section 1: Project Overview

A. Project Narrative: Please provide a brief description of the project. Descriptions should include the **type of project** being proposed (property acquisition, building construction, purchase/lease of equipment or vehicles, etc.), the **anticipated project timeline**, and the **location of the project** (attach map if necessary).

This project allows the department to reserve funds for purchases of vehicles & equipment.

B. Project Justification:

Why is the project necessary?

In addition to the need for equipment & vehicle replacement, the reserve fund must grow to provide new equipment for new parks and projects.

Who will benefit from the project?

N/A

What are the short and long term benefits of this project?

Annual replacement of vehicles and equipment is needed. Staff identifies and prepares for future needs while also providing solutions for unexpected needs.

Are there any alternatives to the proposed project?

C. Planning Context: Is the project part of an adopted program, policy, or plan?

Yes*

No

*Please list the adopted program or policy, and how the project directly or indirectly meets these objectives:

D. If the CIP project request pertains to any Delta Township programs, policies, or plans, please list would benefit from the requested capital improvement:

E. Project Priority:

- Necessary
- Desirable
- Deferrable

Section 2: Budget

A. Estimated Project Costs

	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
	2021	2022	2023	2024	2025	2026
Vehicle Purchase	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000
Land Acquisition						
Construction						
Equipment	\$140,000	\$140,000	\$140,000	\$140,000	\$140,000	\$140,000
Professional Services						
Other (Specify)						
Total Estimated Cost:	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000

B. Estimated Project Revenues

Annual Project Income \$ _____
Gain from Sale of Replaced Item \$ _____
Other (Specify in box below) \$ _____
Total Estimated Revenue: \$ _____

Other Project Revenues:

C. Effect on Operating Costs

Annual Maintenance & Repair Costs \$ _____

Annual Cost of New Staff \$ _____
 Cost of Future Equipment \$ _____
 Annual Cost of Materials and Supplies \$ _____
 Totals: \$ _____

D. Proposed Financing Method

(Please estimate amount from each funding source in each year)

	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
	2021	2022	2023	2024	2025	2026
General Fund	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
Sewer Fund						
Water Fund						
G.O Bonds						
Revenue Bonds						
Special Assessment						
Federal Aid						
State Aid						
T.I.R.F.						
Other (Specify)						
Totals:	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000



Capital Improvement Plan - Project Request Sheet

Department: PARKS & RECREATION

Project Title: North Canal Road Land Acquisition

Project # 13 of 14

Date: JUNE 5, 2020

Section 1: Project Overview

- A. Project Narrative:** Please provide a brief description of the project. Descriptions should include the **type of project** being proposed (property acquisition, building construction, purchase/lease of equipment or vehicles, etc.), the **anticipated project timeline**, and the **location of the project** (attach map if necessary).

Delta Township has recognized the importance of parks and recreation for a healthy community. The Township's current Parks and Recreation Master Plan includes goals and objectives to include preservation, protection, and to improve historic, natural, scenic, or environmentally sensitive areas for appropriate public use and enjoyment and habitat protection. This land acquisition, which is adjacent to a proposed pathway/trail, the township's Community Center, Hunter's Orchard Park, and Delta Mills Park would assist the township in achieving this goal and objective.

- B. Project Justification:**

Why is the project necessary?

The proposed pathway will connect Willow Highway, from the Community Center, to the Old River Trail Pathway. The Old River Trail Pathway provides non-motorize accessibility from Hunter's Orchard Park to Delta Mills Park. The parks are very popular parks offering access to the Grand River, trails, softball fields, a soccer field, a large playground structure, a picnic shelter, pickleball courts, basketball courts, fishing, and nature viewing on the Grand River and Carrier Creek. Connecting to the East-West Pathway allows non-motorize connection to Sharp Park, Grand Woods Park, the Lansing Mall, and the Delta Townships Library.

The 3.11 parcel is currently for sale. With its proximity to pathways and parks, it will provide future benefits to all. This parcel will allow increased accessibility to all areas and amenities within the parks.

Who will benefit from the project?

Residents and park users

What are the short and long term benefits of this project?

The benefits include purchasing an available parcel for future township use.

Are there any alternatives to the proposed project?

If the parcel is not purchased, expansion of the area will not be possible.

C. Planning Context: Is the project part of an adopted program, policy, or plan?

- Yes*
- No

*Please list the adopted program or policy, and how the project directly or indirectly meets these objectives:

Parks Master Plan

D. If the CIP project request pertains to any Delta Township programs, policies, or plans, please list would benefit from the requested capital improvement:

Residents and park users

E. Project Priority:

- Necessary
- Desirable
- Deferrable

Section 2: Budget

A. Estimated Project Costs

	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
	2021	2022	2023	(YEAR)	(YEAR)	(YEAR)
Vehicle Purchase						
Land Acquisition			\$100,000			
Construction						
Equipment						
Professional Services						

Other (Specify)						
Total Estimated Cost:			\$100,000			

B. Estimated Project Revenues

Annual Project Income	\$ _____
Gain from Sale of Replaced Item	\$ _____
Other (Specify in box below)	\$ _____
Total Estimated Revenue:	\$ _____

Other Project Revenues:

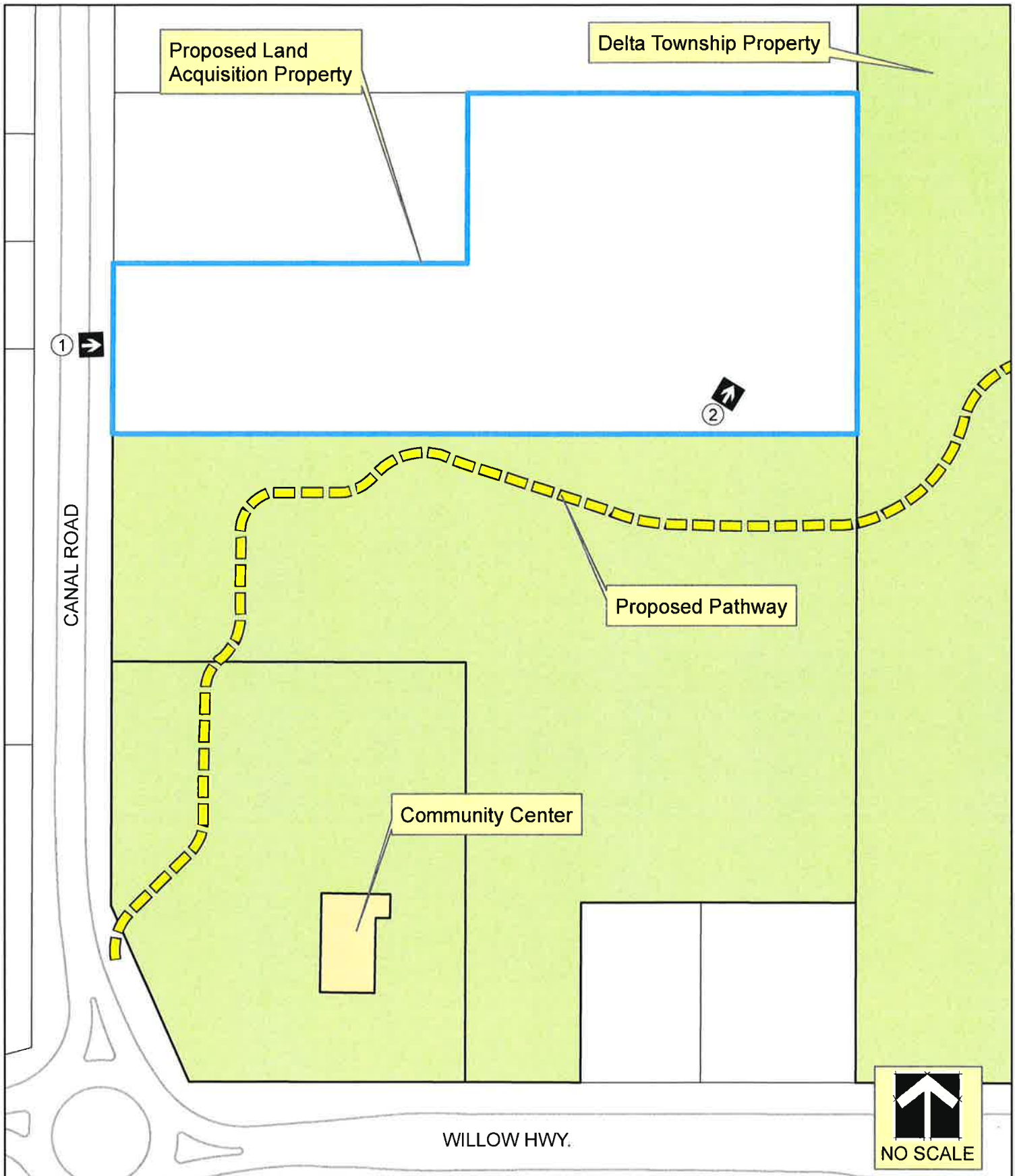
C. Effect on Operating Costs

Annual Maintenance & Repair Costs	\$ 1,000
Annual Cost of New Staff	\$ _____
Cost of Future Equipment	\$ _____
Annual Cost of Materials and Supplies	\$ _____
Totals:	\$ 1,000

D. Proposed Financing Method

(Please estimate amount from each funding source in each year)

	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
	2021	2022	2023	(YEAR)	(YEAR)	(YEAR)
General Fund			\$25,000			
Sewer Fund						
Water Fund						
G.O Bonds						
Revenue Bonds						
Special Assessment						
Federal Aid						
State Aid			\$75,000			
T.I.R.F.						
Other (Specify)						
Totals:			\$100,000			



DELTA CHARTER TOWNSHIP

7710 W. SAGINAW HIGHWAY
 LANSING, MI 48917
 517.323.8555



TF20-0108

North Canal Road
 Land Acquisition
 Site Photo Map



PHOTO NO. 1
FACING EAST FROM CANAL ROAD



PHOTO NO. 2
FACING NORTH

DELTA CHARTER TOWNSHIP

7710 W. SAGINAW HIGHWAY
LANSING, MI 48917
517.323.8555



TF20-0108

N Canal Road
Land Acquisition
Site Photo I



Capital Improvement Plan - Project Request Sheet

Department: PARKS & RECREATION

Project Title: Sharp Park Shelter

Project # 14 of 14

Date: JUNE 5, 2020

Section 1: Project Overview

A. Project Narrative: Please provide a brief description of the project. Descriptions should include the **type of project** being proposed (property acquisition, building construction, purchase/lease of equipment or vehicles, etc.), the **anticipated project timeline**, and the **location of the project** (attach map if necessary).

The proposed new shelter will provide an additional site for park, family, and community events. The project will:

- Increase accessibility to all areas and amenities within the park. The proposed shelter will provide an additional accessible site for family reunions, open-houses, and other community events.
- Develop a part of the park that can accommodate more park usage. The proposed shelter will be 40' x 60' and accessible from the pathway and located near existing restrooms, playgrounds, softball fields, and sand volleyball courts. There will also be an access pathway to the shelter.
- The grill will exceed ADA requirements and will be rotating pedestal surface mount with paved accesses. The cooking grates have cool coil handles and can be adjusted to four different levels. Please see the attachment for an example. The grill will be in the shelter area.
- The picnic tables will be having more than the 5% of spaces needed for ADA requirements (please see attachment for an example). The tabletops will be between 28 and 32 inches high, provide knee and toe clearance and clear floor space at accessible spots. Each table will be doubled-sided for ADA accessibility which provides 20% of the seating. The picnic tables will be located in the shelter.

B. Project Justification:

Why is the project necessary?

Township staff has received negative feedback from residents and park users about not having a second shelter for such events.

Who will benefit from the project?

Residents and park users

What are the short and long term benefits of this project?

The benefits include having a new ADA accessible park amenity

Are there any alternatives to the proposed project?

Continue park usage with only one deteriorating shelter.

C. Planning Context: Is the project part of an adopted program, policy, or plan?

- Yes*
- No

*Please list the adopted program or policy, and how the project directly or indirectly meets these objectives:

Parks Master Plan

D. If the CIP project request pertains to any Delta Township programs, policies, or plans, please list would benefit from the requested capital improvement:

Residents and park users

E. Project Priority:

- Necessary
- Desirable
- Deferrable

Section 2: Budget

A. Estimated Project Costs

	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
	2021	2022	2023	(YEAR)	(YEAR)	(YEAR)
Vehicle Purchase						
Land Acquisition						
Construction			\$90,000			
Equipment						
Professional Services			\$10,000			
Other (Specify)						
Total Estimated Cost:			\$100,000			

B. Estimated Project Revenues

Annual Project Income	\$ 10,000
Gain from Sale of Replaced Item	\$ _____
Other (Specify in box below)	\$ _____
Total Estimated Revenue:	\$ 10,000

Other Project Revenues: _____

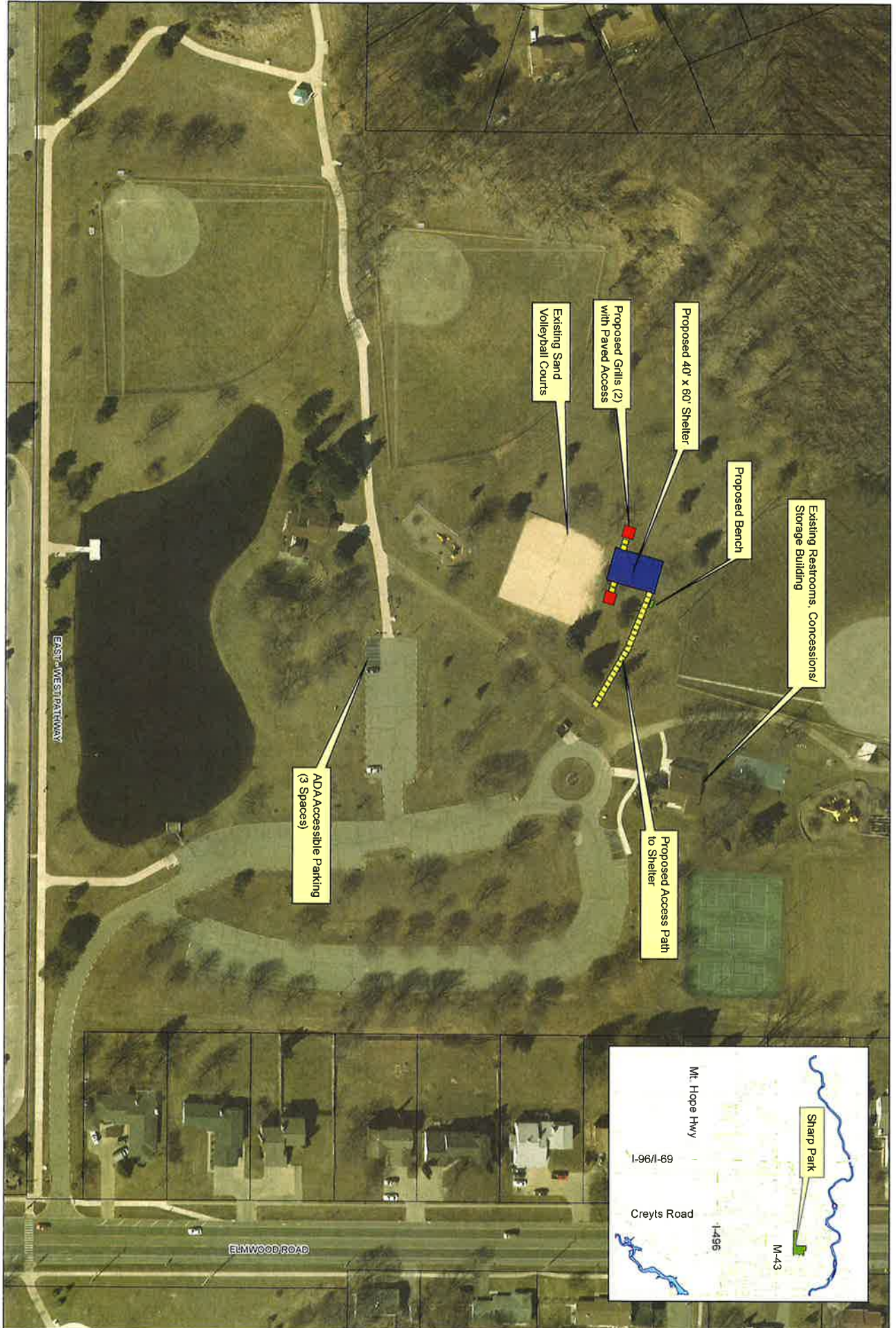
C. Effect on Operating Costs

Annual Maintenance & Repair Costs	\$ 1,000
Annual Cost of New Staff	\$ _____
Cost of Future Equipment	\$ _____
Annual Cost of Materials and Supplies	\$ _____
Totals:	\$ 1,000

D. Proposed Financing Method

(Please estimate amount from each funding source in each year)

	1st Year 2021	2nd Year 2022	3rd Year 2023	4th Year (YEAR)	5th Year (YEAR)	6th Year (YEAR)
General Fund			\$50,000			
Sewer Fund						
Water Fund						
G.O Bonds						
Revenue Bonds						
Special Assessment						
Federal Aid						
State Aid			\$50,000			
T.I.R.F.						
Other (Specify)						
Totals:			\$100,000			





Manager's Office

(517) 323-8590

MEMORANDUM

TO: Supervisor Kenneth R. Fletcher and the Delta Township Board

**FROM: Brian Reed, Township Manager
Ted Droste, Assessor**

DATE: October 5, 2020

SUBJECT: Application to the MTA/MML Legal Defense Fund

This is a case of a private developer (West St. Joseph Property LLC) leasing a property to the State of Michigan at 4125 W St. Joe. There is an option for the State of Michigan to purchase the property in the future. The developer feels the property should be tax exempt for the life of the lease. We argued and have been victorious twice in front of the tax tribunal that this property should not be tax exempt. The developer has filed a claim of appeal against the Township in the Michigan Court of Appeals (COA Docket No. 354205) specifically appealing the Michigan Tax Tribunal decision regarding the application of a tax exemption.

The Township has a membership with the Michigan Township Association and the Michigan Municipal League and both of their respective legal defense funds. The legal defense fund assists municipalities with litigation that is deemed of statewide significance. To apply, we must provide an application and it is preferred to have a resolution of support from the Board. The LDF will analyze the case and decide if it will provide assistance. Given the amount of requests, it is not a guarantee that the LDF will provide assistance. Generally the assistance comes in the form of an amicus curiae brief on the Township's behalf. Typically, the Township Association and MML partner or work together on these issues.

We feel this is a case that this is a dispute of statewide importance. I have attached the following:

1. Resolution of support
2. Copy of the Tribunal ruling
3. Application for LDF
4. MTA brochure on the legal defense fund

The following motion is offered for the Board's consideration:

"I move that the Delta Township Board approve the attached resolution for an application for assistance from the MTA/MML Legal defense fund."

RESOLUTION

Charter Township of Delta, Eaton County, Michigan (the "Township").

A _____ meeting of the Board of Trustees of the Township was held in the Township Hall, 7710 West Saginaw Highway, Lansing, Michigan on the _____ day of October, 2020, at 6:00 o'clock p.m.

The meeting was called to order at ____ o'clock, p.m., by _____.

Present: Trustees

Absent: Trustees

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

WHEREAS, West St. Joseph Property LLC has filed a claim of appeal against the Township in the Michigan Court of Appeals (COA Docket No. 354205); and

WHEREAS, West St. Joseph Property LLC is specifically appealing the Michigan Tax Tribunal decision (MTT Docket No. 19-000837) regarding the application of a tax exemption, as further described in Attachment "A" hereto; and

WHEREAS, the issue in dispute is of statewide importance, as it carries the potential for far-reaching municipal implications; and

WHEREAS, the Board believes it is in the best interest of the Township to apply to both the Michigan Townships Association's (the "MTA") and the Michigan Municipal League's (the "MML") Legal Defense Fund for assistance in defending the suit.

THEREFORE, BE IT RESOLVED THAT:

1. The Board of Trustees hereby authorizes and directs Brian Reed, the Township Manager, or his designee, to complete the appropriate MTA and MML Legal Defense Fund applications and to supply all necessary information that may be required to complete said applications, and to take any other necessary action with respect to those applications not inconsistent with this resolution and as reviewed and approved by the Township's legal counsel.

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

Ayes: Trustees

Nays: Trustees

Motion declared adopted.

Clerk, Charter Township of Delta

The undersigned, duly qualified and acting Clerk of the Charter Township of Delta, Eaton County, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board of Trustees at a regular meeting held on October ____, 2020, the original of which is a part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

Clerk, Charter Township of Delta

ATTACHMENT A

HONIGMAN

Stewart L. Mandell
Office: 313.465.7420
Mobile: 248.568.6922
smandell@honigman.com

July 15, 2020

Michigan Tax Tribunal
Ms. Samantha M. Snow, Chief Clerk
611 West Ottawa
Lansing, MI 48933

*Re: West St. Joseph Property LLC v Delta Township
19-000837*

Dear Clerk:

I enclose a copy of the Plaintiff's Claim of Appeal as e-filed with the Court of Appeals today. I also enclose our check in the amount of \$100.00 to cover the applicable filing fee.

If you have any questions, please do not hesitate to contact me.

Very truly yours,

HONIGMAN LLP

/s/ Stewart L. Mandell

Stewart L. Mandell

Enclosures

c: Mr. Gordon W. VanWieren, Jr.

STATE OF MICHIGAN
IN THE COURT OF APPEALS

WEST ST. JOSEPH PROPERTY LLC,

Petitioner/Appellant,

V

DELTA TOWNSHIP,

Respondent/Appellee.

COA No. _____

MOAHR Docket No. 19-000837

Stewart L. Mandell (P33781)
Daniel L. Stanley (P57052)
HONIGMAN LLP
Attorneys for Petitioner/Appellant
2290 First National Building
660 Woodward Avenue
Detroit, MI 48226-3506
(313) 465-7420

Gordon W. VanWieren, Jr. (P35829)
Michael D. Gresens (P52026)
Thrun Law Firm
Attorneys for Respondent/Appellee
2900 West Road
Suite 400
East Lansing, MI 48823
(517) 374-8843

PETITIONER/APPELLANT'S CLAIM OF APPEAL

Petitioner/Appellant claims an appeal from the Order Denying Petitioner's Motion for Summary Disposition, Order Granting Respondent's Motion for Summary Disposition and Final Opinion and Judgment entered on July 6 2020, in the Michigan Tax Tribunal by the Honorable Steven M. Bieda.

Respectfully submitted,
HONIGMAN LLP

By: /s/ Stewart L. Mandell
Stewart L. Mandell (P33781)
Daniel L. Stanley (P57052)
Attorneys for Petitioner/Appellant
2290 First National Building
660 Woodward Avenue
Detroit, MI 48226-3506
(313) 465-7420

CERTIFICATE OF SERVICE

The undersigned states that she is employed by Honigman LLP and that on July 15, 2020, she served a Jurisdictional Checklist, Petitioner/Appellant's Claim of Appeal, Attorney Certification Regarding Transcript, and Register of Actions as follows:

Gordon W. VanWieren, Jr.
Michael D. Gresens
Thrun Law Firm
2900 West Road
Suite 400
East Lansing, MI 48823

Ms. Samantha M. Snow
Chief Clerk
Michigan Tax Tribunal
611 W. Ottawa
Lansing, MI 48933

Via First-Class Mail (With Appeal fee)

Dated: July 15, 2020

/s/ Amanda S. Witgen

Amanda S. Witgen



STATE OF MICHIGAN

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

GRETCHEN WHITMER
GOVERNOR

ORLENE HAWKS
DIRECTOR

West St Joseph Property LLC,
Petitioner,

MICHIGAN TAX TRIBUNAL

v

MOAHR Docket No. 19-000837

Delta Township,
Respondent.

Presiding Judge
Steven M. Bieda

ORDER DENYING PETITIONER'S MOTION FOR SUMMARY DISPOSITION

ORDER GRANTING RESPONDENT'S MOTION FOR SUMMARY DISPOSITION

FINAL OPINION AND JUDGMENT

The Tribunal issued a Proposed Order Denying Petitioner's Motion for Summary Disposition, a Proposed Order Granting Respondent's Motion for Summary Disposition, and a Proposed Opinion and Judgment (POJ) on March 17, 2020. The POJ states, in pertinent part, "[t]he parties have 20 days from date of entry of this POJ to notify the Tribunal in writing, by mail or by electronic filing, if available, if they do not agree with the POJ and to state in writing why they do not agree with the POJ (i.e., exceptions)."

On April 3, 2020, Petitioner filed exceptions to the POJ. In the exceptions, Petitioner states that the POJ erred in concluding that "belonging to" as the same meaning as "owned" and that "owned" requires the state to hold legal title. Petitioner highlights certain claims and findings from the POJ, then contends that the POJ erred in properly construing the statute relative to those facts. It contends that the POJ erred in connecting "belonging to" into "owned" into a requirement to hold legal title, as contrasted with the term's use under other statutes. It contends that the State's ownership interest was satisfied by the transfer of ownership as well as the State's possession of equitable title, stating that transfer of ownership is a key consideration as supported by the *Graves* decision, which holds that land "belongs" to one with equitable title.¹ Petitioner contends that the distinction between real and personal property was not identified in prior decisions and should not be here. Further, Petitioner contends that, if the POJ is upheld, future agreements will be structures so as to require the State to pay property taxes.

On April 17, 2020, Respondent filed a response to Petitioner's exceptions, stating that Petitioner concedes that the State has no legal title to the property and also has a host

¹ *Graves v Am Acceptance Mortg Corp*, 469 Mich 608, 615; 677 NW2d 829 (2004), quoting *Bowen v Lansing*, 129 Mich 117; 88 NW 384 (1901).

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of termination rights in its contract that might result in the State not exercising its purchase option. Further, Respondent contends that Petitioner fails to cite any relevant supporting authority.

The Tribunal has considered the exceptions, response, and the case file and finds that the Administrative Law Judge (ALJ) properly considered the testimony and evidence submitted in the rendering of the POJ. The Tribunal agrees with the POJ that this is an issue of first impression for use of the key term under the General Property Tax Act. Petitioner's purportedly controlling cases are distinguishable, as correctly analyzed by the POJ. Nor does the Tribunal find *Graves* to be persuasive in support of Petitioner's argument. Further, the Tribunal finds no error in the statutory construction in the POJ and adopts that reasoning in this FOJ. Rather than support Petitioner's contentions, the Tribunal finds that the language of MCL 211.87(3) supports the POJ's determination that owning and belonging to are not necessarily synonymous. The phrase "belonging to" is used, in the General Property Tax Act, to describe a sum of money legally owed to one entity while legally in the possession of another entity. Finally, with respect to the argument that this decision would require the State to pay property taxes in future lease agreements, the Tribunal finds the argument is equitable and cannot be considered.²

Given the above, Petitioner has failed to show good cause to justify the modifying of the POJ or the granting of a rehearing.³ As such, the Tribunal adopts the POJ as the Tribunal's final decision in this case.⁴ The Tribunal also incorporates by reference the Findings of Fact and Conclusions of Law contained in the POJ in this Final Opinion and Judgment. As a result:

IT IS ORDERED that Petitioner's Motion for Summary Disposition is DENIED.

IT IS FURTHER ORDERED that Respondent's Motion for Summary Disposition is GRANTED.

IT IS FURTHER ORDERED that Parcel No. 23-040-061-500-520-00 is not entitled to an exemption, under MCL 211.71, for the 2019 tax year.

The subject property's taxable value (TV), for the tax year at issue, shall be as follows:

Parcel Number: 23-040-061-500-520-00

Year	TV
2019	\$1,208,700

IT IS FURTHER ORDERED that the officer charged with maintaining the assessment rolls for the tax year(s) at issue shall correct or cause the assessment rolls to be corrected to reflect the property's exemption within 20 days of entry of this Final Opinion

² *Electronic Data Systems Corp v Flint Twp*, 253 Mich App 538, 543; 656 NW2d 215 (2002).

³ See MCL 205.762.

⁴ See MCL 205.726.

and Judgment, subject to the processes of equalization.⁵ To the extent that the final level of assessment for a given year has not yet been determined and published, the assessment rolls shall be corrected once the final level is published or becomes known.

IT IS FURTHER ORDERED that the officer charged with collecting or refunding the affected taxes shall collect taxes and any applicable interest or issue a refund within 28 days of entry of this Final Opinion and Judgment. If a refund is warranted, it shall include a proportionate share of any property tax administration fees paid and penalty and interest paid on delinquent taxes. The refund shall also separately indicate the amount of the taxes, fees, penalties, and interest being refunded. A sum determined by the Tribunal to have been unlawfully paid shall bear interest from the date of payment to the date of judgment, and the judgment shall bear interest to the date of its payment. A sum determined by the Tribunal to have been underpaid shall not bear interest for any time period prior to 28 days after the issuance of this Final Opinion and Judgment. Pursuant to MCL 205.737, interest shall accrue (i) after December 31, 2009, at the rate of 1.23% for calendar year 2010, (ii) after December 31, 2010, at the rate of 1.12% for calendar year 2011, (iii) after December 31, 2011, through June 30, 2012, at the rate of 1.09%, (iv) after June 30, 2012, through June 30, 2016, at the rate of 4.25%, (v) after June 30, 2016, through December 31, 2016, at the rate of 4.40%, (vi) after December 31, 2016, through June 30, 2017, at the rate of 4.50%, (vii) after June 30, 2017, through December 31, 2017, at the rate of 4.70%, (viii) after December 31, 2017, through June 30, 2018, at the rate of 5.15%, (ix) after June 30, 2018, through December 31, 2018, at the rate of 5.41%, (x) after December 31, 2018 through June 30, 2019, at the rate of 5.9%, (xi) after June 30, 2019 through December 31, 2019, at the rate of 6.39%, (xii) after December 31, 2019, through June 30, 2020, at the rate of 6.40%, and (xiii) after June 30 2020, through December 31, 2020, at the rate of 5.63%.

This Final Opinion and Judgment resolves all pending claims in this matter and closes this case.

APPEAL RIGHTS

If you disagree with the final decision in this case, you may file a motion for reconsideration with the Tribunal or a claim of appeal with the Michigan Court of Appeals.


A motion for reconsideration must be filed with the Tribunal with the required filing fee within 21 days from the date of entry of the final decision.⁶ Because the final decision closes the case, the motion cannot be filed through the Tribunal's web-based e-filing system; it must be filed by mail or personal service. The fee for the filing of such motions is \$50.00 in the Entire Tribunal and \$25.00 in the Small Claims Division, unless the Small Claims decision relates to the valuation of property and the property had a principal residence exemption of at least 50% at the time the petition was filed or the

⁵ See MCL 205.755.

⁶ See TTR 261 and 257.

decision relates to the grant or denial of a poverty exemption and, if so, there is no filing fee.⁷ You are required to serve a copy of the motion on the opposing party by mail or personal service or by email if the opposing party agrees to electronic service, and proof demonstrating that service must be submitted with the motion.⁸ Responses to motions for reconsideration are prohibited and there are no oral arguments unless otherwise ordered by the Tribunal.⁹

A claim of appeal must be filed with the Michigan Court of Appeals with the appropriate filing fee. If the claim is filed within 21 days of the entry of the final decision, it is an "appeal by right." If the claim is filed more than 21 days after the entry of the final decision, it is an "appeal by leave."¹⁰ You are required to file a copy of the claim of appeal with filing fee with the Tribunal in order to certify the record on appeal.¹¹ The fee for certification is \$100.00 in both the Entire Tribunal and the Small Claims Division, unless no Small Claims fee is required.¹²

By 

Entered: July 6, 2020
bw

⁷ See TTR 217 and 267.

⁸ See TTR 261 and 225.

⁹ See TTR 261 and 257.

¹⁰ See MCL 205.753 and MCR 7.204.

¹¹ See TTR 213.

¹² See TTR 217 and 267.

STATE OF MICHIGAN
IN THE COURT OF APPEALS

WEST ST. JOSEPH PROPERTY LLC,

Petitioner/Appellant,

COA No. _____

V

MOAHR Docket No. 19-000837

DELTA TOWNSHIP,

Respondent/Appellee.

Stewart L. Mandell (P33781)
Daniel L. Stanley (P57052)
HONIGMAN LLP
Attorneys for Petitioner/Appellant
2290 First National Building
660 Woodward Avenue
Detroit, MI 48226-3506
(313) 465-7420

Gordon W. VanWieren, Jr. (P35829)
Michael D. Gresens (P52026)
Thrun Law Firm
Attorneys for Respondent/Appellee
2900 West Road
Suite 400
East Lansing, MI 48823
(517) 374-8843

ATTORNEY'S CERTIFICATION REGARDING TRANSCRIPT

Pursuant to MCR 7.204(C)(2), the undersigned certifies that there is no record to be transcribed.

Respectfully submitted,
HONIGMAN LLP

By: /s/ Stewart L. Mandell
Stewart L. Mandell (P33781)
Daniel L. Stanley (P57052)
Attorneys for Petitioner/Appellant
2290 First National Building
660 Woodward Avenue
Detroit, MI 48226-3506
(313) 465-7420



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(http://www.michigan.gov)

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Tax Docket Lookup Home (Search.aspx) | Contact MOAHR (https://www.michigan.gov/lara/0,4601,7-154-89334_10576_77559--,00.html) | MOAHR Home (https://www.michigan.gov/lara/0,4601,7-154-89334_10576--,00.html) | Tax Tribunal Home (https://www.michigan.gov/taxtrib)

Michigan Office of Administrative Hearings and Rules

Tax Docket Lookup Details

Docket Number:	19-000837-TT
Status:	Disposed
Petitioner:	West St Joseph Property LLC
Respondent:	Township Of Delta
Case Type:	ET Property
Division:	ET
County:	Eaton
Full Title:	West St Joseph Property LLC, Petitioner vs. Township Of Delta, Respondent
Judge:	Kopke, Peter M.

Parcels
Parcel
23-040-061-500-520-00

- Clicking "Document" will download the document.
- Mousing over "Document" will display the name of the document.

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Action Information						
Line #	Subject	Filer	Line Ref	Enter Date/Post Mark	Fee	Related Item
42	Proof of Service			07/06/2020		Document
41	Final Opinion and Judgment			07/06/2020		Document
40	Granted	RESP	17	07/06/2020		Document
39	Order granting Motion.		17	07/06/2020		Document
38	Denied	PET	19	07/06/2020		Document
37	Order Denying Motion		19	07/06/2020		Document
36	A response to exception was filec	RESP		04/17/2020		Document
35	Appearance	RESP		04/16/2020		Document
34	Proof of Service			04/15/2020		Document
33	Denie	PET	30	04/15/2020		Document

32	Order Denying Motion		30	04/15/2020		Document
31	Exceptions were filed.	PET		04/03/2020		Document
30	Motion for Reconsideration was received.	PET		04/03/2020	\$50.00	Document
29	Proof of Service			03/17/2020		Document
28	Proposed Opinion and Judgment			03/17/2020		Document
27	Order Denying Motion		23	03/17/2020		Document
26	Proposed Order Granting Motion		17	03/17/2020		Document
25	Proposed Order Denying Motion		19	03/17/2020		Document
24	Answer to Motion	RESP	23	01/31/2020		Document
23	Motion for Leave to . . .	PET		01/22/2020	\$50.00	Document
22	A response to motion was filed.	RESP		01/13/2020		Document
21	A response to motion was filed.	PET		01/13/2020		Document
20	Filing Fee Received	RESP	17	12/30/2019	\$50.00	Document
19	Motion for Summary Disposition was received.	PET		12/19/2019	\$100.00	Document
18	No Action Taken			12/26/2019		Document
17	Motion for Summary Disposition was received.	RESP		12/19/2019	\$50.00	Document
16	Hearing completed.		15	12/26/2019		
15	A status conference has been scheduled.			12/04/2019		
14	Partially granted	PET	9	12/04/2019		Document
13	Proof of Service			12/04/2019		Document
12	Scheduling Order			12/04/2019		Document
11	Granted	PET	9	12/04/2019		Document
10	Order granting Motion for Leave		9	12/04/2019		Document
9	Motion for Leave to . . .	PET		11/27/2019	\$50.00	Document
8	A stipulation of facts has been filed.	PET		11/27/2019		Document
7	Proof of Service			06/03/2019		Document
6	Prehearing General Call			06/03/2019		Document
5	Answer was received	RESP		05/20/2019		Document
4	Proof of service of petition was received.	PET		05/13/2019		Document
3	Petition has been verified	PET	1	05/13/2019		Document
2	Notice of Docket Number ET			05/13/2019		Document
1	A petition was received.	PET		05/06/2019	\$600.00	Document

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New Search

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Trial Court/Tribunal Name:
Michigan Tax Tribunal

Court of Appeals, State of Michigan Jurisdictional Checklist

CASE NO.
Trial Court/Tribunal:
19-000837
Court of Appeals:

Case Name: West St. Joseph Property LLC v Delta Township

INSTRUCTIONS: Please complete this checklist and file with your claim of appeal. **ALL** of the numbered items are required. Check each box as you confirm that each item is being filed.

- 1. A **signed** claim of appeal showing the correct lower court number(s). [MCR 7.204(B)(1) & (D).]
- 2. A filing fee of \$375.00 or appropriate fee substitute. [MCR 7.202(3) & 7.204(B)(2).] (Where multiple lower court or tribunal numbers are involved, an additional filing fee may be required. Appellants will be advised of any additional amount required.)
- 3. A copy of the order you are appealing. [MCR 7.204(C)(1).] (This is the order deciding the merits and not an order denying reconsideration, new trial, or other post-judgment relief.)
- 4. Evidence that the necessary transcript has been ordered. [MCR 7.204(C)(2).] (Only one item from a through g is required).
 - a. No transcript will be filed. [MCR 7.204(C)(2).]
 - b. The transcript has already been filed. [MCR 7.210(B)(1)(a).]
 - c. The complete transcript has been ordered. [MCR 7.210(B)(1)(a).]
 - d. This appeal is from a probate court proceeding which does not require a complete transcript. [MCR 7.210(B)(1)(b).]
 - e. A motion has been filed in the lower court or tribunal for submission of the appeal on less than the complete transcript. [MCR 7.210(B)(1)(c).]
 - f. The parties have stipulated to submission of the appeal on less than the complete transcript. [MCR 7.210(B)(1)(d).]
 - g. The parties have stipulated to a statement of facts. [MCR 7.210(B)(1)(e).]
- 5. Proof of service demonstrating that all other parties have been served. [MCR 7.204(C)(3).] (*Even if a party is not an appellee, they must be served.*)
- 6. A **current** register of actions from the lower court or tribunal. [MCR 7.204(C)(5).]

Finality of Order Being Appealed (Check the box that demonstrates your claim of appeal is by right. If neither applies, you do not have an appeal by right.)

- The claim of appeal is from an order defined as a final order by MCR 7.202(6) or MCR 5.801(A). [MCR 7.203(A)(1).] Please specify which category of final order applies: _____
- The claim of appeal is from an order which is designated by statute, court rule, or case law as an order appealable by right to the Court of Appeals. Please specify the authority under which you have an appeal by right: MCL 205.753(2).

7/15/2020
Date

/s/ Stewart L. Mandell
Preparer's Signature

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STATE OF MICHIGAN

MI Court of Appeals

Proof of Service

Case Title: West St. Joseph Property LLC v Delta Township	Case Number: TEMP-6HK0WJ5V
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1. Title(s) of the document(s) served:

Filing Type	Document Title
ISI_CASE_INIT_FORM_DT	Case Initiation Form
Claim of Appeal	Petitioner/Appellant's Claim of Appeal

2. On 07-15-2020, I served the document(s) described above on:

Recipient	Address	Type
Stewart Mandell HMSC P33781	smandell@honigman.com	e-Serve
Docket Litigation Honigman LLP	litdocket@honigman.com	e-Serve
Lisa Joseph HMSC	LJoseph@Honigman.com	e-Serve
Amanda Witgen Honigman Miller Schartz and Cohn LLP	Awitgen@honigman.com	e-Serve
Daniel Stanley Honigman LLP P57052	dstanley@honigman.com	e-Serve
Gordon W. VanWieren, Jr.	Thrun Law Firm, 2900 West Road, Suite 400 East Lansing, MI 48823	Mail
Michael D. Gresens	Thrun Law Firm, 2900 West Road, Suite 400 East Lansing, MI 48823	Mail

This proof of service was automatically created, submitted and signed on my behalf through my agreements with MiFILE and its contents are true to the best of my information, knowledge, and belief.

07-15-2020

Date

/s/ Stewart Mandell

Signature

HMSC

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**Michigan Townships Association
Legal Defense Fund
512 Westshire Drive, PO Box 80078
Lansing, MI 48908-0078
(517) 321-6467 * Fax (517) 321-8908**

Application for Assistance

Date: _____

Case name and docket number assigned by court or tribunal with original jurisdiction:

Case name and docket number assigned by appellant court (if applicable):

1. Township: _____ County: _____
Other (city, village, county, private party, state association, or state department)

2. Name of person applying on behalf of applicant: _____ Title: _____
Address: _____

Telephone: _____ Fax: _____

Email: _____

3. What type of assistance is requested? _____

4. Does the township board (city council or county board) concur with this request?

Yes No

Has a resolution been adopted authorizing this request for assistance?

Yes No If yes, please attach a copy of the resolution.

5. Has applicant contributed to the Legal Defense Fund within the prior two years?

Yes No

6. Population: _____ Taxable Value: _____

7. Primary attorney representing applicant. (Name, address and telephone number)

Other specialized legal counsel involved. (Name, address and telephone number)

Expert witnesses involved on behalf of applicant. (Name, address and telephone number)

Name of opposing counsel? (Name, address and telephone number)

8. Provide a concise summary of the facts of the case: _____

9. What are the legal issues involved? _____

10. Do the legal issues have a statewide importance or precedent-setting potential? Yes No
If so, please explain. _____

11. What level of court is involved and what filings have been made?

12. What court-imposed time constraints exist prior to the next required action? _____

13. In your best estimation, what are the chances that a settlement will be reached without determining the merits of the case? _____

14. Do you anticipate proceeding to a higher court? Yes No

If financial assistance is being requested, please complete the following questions.

15. Approximate annual general fund expenditures: _____
Prior year-end general fund balance: _____

16. How much is litigation expected to cost? _____
How much has been expended so far? _____

Q. What is an “amicus curiae” brief?

A. The term “amicus curiae” is Latin for “friend of the court.” In this instance, it refers to a legal brief filed in court by a person or organization who is not a party to the litigation, but who believes that the court’s decision may affect its interests.

Through such briefs, MTA is able to provide valuable legal insights for the courts to consider, which may not have been presented otherwise.

MTA’s amicus curiae briefs have come to be considered so valuable that the courts themselves are increasingly requesting them—even when the LDF has not received an assistance request from the township involved in litigation.

Q. How long does it take to find out if our request was approved?

A. Once MTA has received a request for assistance, the consideration process can take up to two months, but if time is a factor, a request will be considered more quickly.

Q. My township didn’t contribute to the Legal Defense Fund. Are we eligible to receive assistance?

A. Yes, as long as your case has the potential for significant statewide impact. However, MTA hopes that all townships recognize the value of such an important resource and would choose to contribute to ensure the LDF is available for all townships.

Q. If we aren’t guaranteed assistance, why should we continue to contribute?

A. The LDF was established to protect the authorities and responsibilities of all townships in Michigan. Your contribution is in the best interest of all townships—including yours—because it strengthens our ability to

ensure townships receive the best possible legal advice and assistance. More than 90 percent of Michigan’s townships contribute to the LDF, but the threats to townships increase with each passing year. Your contribution is needed now more than ever to ensure the effectiveness and viability of township government well into the future.

Q. Will the Legal Defense Fund pay all of our legal fees and costs?

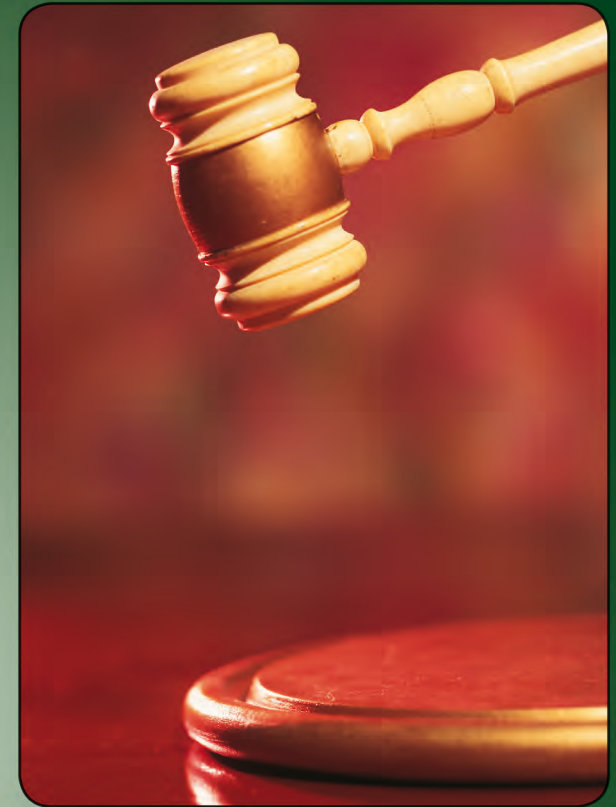
A. Most often, assistance is in the form of an amicus curiae brief filed on behalf of the Association. Due to limited funds, when financial assistance is granted, the LDF can usually offer only partial financial assistance, based on a show of financial need. In most cases, the township requesting assistance will also be required to shoulder the major share of the litigation costs.

Q. Are townships legally authorized to contribute to the Legal Defense Fund?

A. Yes. The declared purpose of the incorporation of the Michigan Townships Association states in part: “To unite township officials throughout the State of Michigan for the purpose of promoting and encouraging mutual benefit, protection and improvement.”

In *Hayes v City of Kalamazoo*, the Michigan Supreme Court upheld the legality of the dues being paid by cities to the Michigan Municipal League, which has a similar stated purpose. As such, it is MTA Legal Counsel’s opinion that all Michigan townships are authorized to use funds for membership in MTA and to contribute to the LDF.

More recently, in *Joseph M. Hess and William Wheeler v Grattan Township*, the Michigan Court of Appeals held that townships have the authority to contribute funds toward litigation of other governmental entities where they may also suffer damage.



The MTA Legal Defense Fund

A guide to what to expect after applying for assistance



www.michigantownships.org



Legal Assistance for Michigan Townships

Since 1972, the Michigan Townships Association's (MTA) Legal Defense Fund (LDF) has defended Michigan townships against

litigated threats to their authority and fiscal stability.

Originally established to assist in a lawsuit involving assessment administration, the LDF became a permanent member service when the Board of Directors recognized the profound value in establishing a permanent fund to protect against a growing number of court cases with the potential to have significant impact on the operations and authority of townships across Michigan.

Unfortunately, many townships do not have the financial resources or access to the appropriate legal expertise to effectively present to the courts the broader issues contained in some of these cases. The LDF helps townships effectively present a case by providing vital assistance and sound legal advice, protecting all Michigan townships from litigated assaults on their authorities.

Common examples of Legal Defense Fund cases include—but are not limited to—issues such as assessing, annexation, water and sewer services, governmental immunity, taxation, and zoning.

For additional information, call (517) 321-6467 or visit www.michigantownships.org/legaldefense.asp.

How Assistance is Awarded

MTA receives more than 30 requests each year for LDF assistance. Unfortunately, not all requests can be approved. Due to limited resources, only those cases deemed most deserving will be awarded assistance. In most cases, the award will come in the form of an amicus curiae brief rather than financial assistance. On a more limited basis, financial support and/or consultation is provided when appropriate.

LDF assistance is not limited to townships. Assistance may be given to state agencies, cities, counties, library authorities or other entities, if the case merits such assistance due to potential impacts on townships.

Increasingly, requests come from the courts themselves, asking MTA to lend its considerable knowledge of the workings of local government to weigh in on issues of concern through MTA filing an amicus curiae brief.

Frequently Asked Questions

Q. My township contributed to the Legal Defense Fund. Are we guaranteed to receive money if we request it?

A. The LDF is not a pre-paid legal insurance program. Regardless of whether your township contributed, assistance is not guaranteed.

The MTA LDF Committee evaluates each LDF case on various factors before deciding whether to approve assistance. Most importantly, they will decide, with advice from MTA Legal Counsel and the executive director, whether the case has the potential for substantial statewide impact.



Continued on back

Evaluation of Requests

When a request is received by MTA, the LDF Committee of the MTA Board of Directors reviews each case on a number of criteria, including the relevance to townships; statewide impact; significance of potential outcomes for townships; ethical, social or political concerns; likelihood of a successful outcome; and other concerns that may be unique to the specific request.

The LDF Committee is advised by MTA Legal Counsel and the executive director on the case's merits, concerns and other issues. Then, after weighing all the information, the committee decides whether to offer LDF assistance, and the type and extent of the assistance to be tendered. For issues in which time is not a factor, the LDF Committee may submit the request to the full Board.



Manager's Office

(517) 323-8590

TO: Supervisor Kenneth R. Fletcher and the Delta Township Board

FROM: Alannah Doak, Assistant Township Manager

DATE: October 5, 2020

SUBJECT: Consideration of the Eaton County Interlocal Agreement for County Designated Assessor

Summary:

On September 29, 2020, the Eaton County Controller/Administrator, John Fuentes sent a letter to the local assessing districts regarding Public Act 660 of 2018 that amended the General Property Tax (Public Act 206 of 1893). In the letter, Fuentes asks the Board to consider the Sample – Eaton County Interlocal Agreement for County Designated Assessor (attachment b).

Background of Matter:

Public Act 660 of 2018 was approved by Governor Snyder on December 28, 2018 which amended the General Property Tax Act to provide a statutory framework to ensure proper assessing. The Act requires each County to enter into an interlocal agreement that designates the individual who will serve as the County's Designated Assessor. The interlocal agreement must be approved by the County Board of Commissioners and a majority of the local assessing districts.

The Act requires the County to notify the State Tax Commission (STC), no later than December 31, 2020, of the individual that will serve as the County's Designated Assessor. In addition, the county must provide the STC with the interlocal agreement executed by the County Board of Commissioners, a majority of the assessing districts within the county, and the proposed Designated Assessor for the County. Failure to timely notify the STC of the County's Designated Assessor would result in the STC selecting a Designated Assessor for the County.

Eaton County Controller/Administrator John Fuentes is recommending the agreement establish Tim Vandermark, current Eaton County Equalization Director, as the County Designated Assessor. In accordance with the statute the Designated Assessor for Eaton County must be certified as a Michigan Master Assessing Officer (MMAO). Mr. Tim Vandermark is currently certified as an MMAO. The STC has final approval of the proposed individual as the County's Designated Assessor. Once approved, the designation will not be revoked for at least five years from the approval date.

Financial Impact:

Provisions in Public Act 660 of 2018 will not commence until 2022. There is no cost or other impact to the Township unless the township is found non-compliant through the Audit of Minimal Assessing Requirements (AMAR) and engages the Designated Assessor. The Township is currently 100% in compliance based on the last AMAR.



Attachments:

Attachment A: Letter from John Fuentes, Eaton County Controller/Administrator

Attachment B: Sample – Eaton County Interlocal Agreement for County Designated Assessor

Attachment C: Property Assessing Reform Process

Staff Recommendation:

The County is asking the Board to consider the attached Sample – Eaton County Interlocal Agreement for County Designated Assessor and appointment Tim Vandermark as the Designated Assessor for Eaton County. The County has requested a letter from the Township indicating the board’s support of the Sample - Eaton County Interlocal Agreement for County Designated Assessor and appointment of Tim Vandermark as the County Designated Assessor. If there is support among all the Eaton County Townships and the Eaton County Board of Commissioners, the Interlocal agreement will come back for the board’s official approval of the agreement.





EATON COUNTY CONTROLLER/ADMINISTRATOR

1045 Independence Blvd
Charlotte, MI 48813

(517) 543-2122
(517) 543-3331 Fax

John F. Fuentes, CPA
Controller/Administrator

Connie L. Sobie
*Deputy Controller/
Administrator*

September 29, 2020

Attention Township Supervisor/City Manager

Re: Designated Assessor of Record

I'm writing to you regarding Public Act 660 of 2018 that amended the General Property Tax Act (Public Act 206 of 1893), requiring the appointment of a qualified individual to serve as a designated assessor of record. An appointment must be completed no later than December 31, 2020, otherwise, the State Tax Commission (STC) will appoint an individual to serve the County and all local governments in the County.

Attached is a copy of an agreement developed by Leelanau County, vetted by their legal counsel, reviewed by the STC, and approved by the Leelanau County Board of Commissioners, that I wish to recommend we use to declare who our assessor of record will be once a qualified individual has been selected. Such an agreement is a precursor to other action steps to follow. The Eaton County Board of Commissioners will approve use of the attached agreement on October 21, 2020.

However, the agreement must also be approved by a majority of the twenty-one (21) local boards as a necessary action step in the process of appointing an assessor of record.

If the agreement is approved by a majority of the twenty-one (21) local boards, then local boards will be asked to choose one of the following options for an individual to serve as the assessor of record; 1) approve my recommendation that the County's equalization director be appointed to serve the role. Mr. Timothy Vandermark has stated he would serve in this capacity if asked to do so; or 2) recommend someone to the County Board of Commissioners that meets the minimum qualifications to be the designated assessor. It is our understanding that the designated assessor would have to have the Michigan Master Assessing Officer (MMAO) (level 4) certificate to be qualified for Eaton County.

If option 1 is chosen above, the County and local units will not incur costs associated with the new statutory requirement of an assessor of record unless the local unit fails to meet the requirements of the new assessing reform act. Audits will not start until 2022 so no action will be needed until after that. If the local unit should fail in this regard, and is required by the STC to utilize the services of

the designated assessor of record selected under this process, the costs would be paid solely by the local unit per the designated assessor's fee schedule for the purpose of correcting the assessing deficiencies of that unit.

If the preferred option is to recommend someone to the County Board of Commissioners, a majority of the twenty-one (21) local boards must approve the same person. Depending on the selected person's proposal, a retainer fee may be part of the bid and charged annually in which it would be a shared cost of the County and local units.

If the above action steps are not completed, or minimum approvals are not obtained, by December 31, 2020, the STC will appoint an individual for us. The STC has stated that counties are better served selecting a designated assessor locally.

To get started, I'm asking for your consideration of the attached agreement to be reviewed and approved during one of your upcoming board meetings. Whether the agreement is accepted or rejected, it would be very helpful to be notified no later than October 16, 2020, since we will be recommending we move forward with the agreement through the Ways & Means Committee to the full board on that date. After the Board of Commissioners approves, it we will mail it to get local unit board approval.

Please feel free to contact me if you have questions and I look forward to working with you through this multi-step process.

Sincerely,



John Fuentes,
Controller/Administrator, Eaton County

Attachment(s)

CC: Timothy Vandermark, Eaton County Equalization Director
City and Township Assessors
City and Township Clerks

**EATON COUNTY INTERLOCAL AGREEMENT
FOR COUNTY DESIGNATED ASSESSOR**

This Interlocal Agreement, by and between the COUNTY OF EATON, a political subdivision of the State of Michigan (hereinafter referred to as the “County”), and XXXX TOWNSHIP, XXXX TOWNSHIP, XXXX TOWNSHIP, XXXX TOWNSHIP, XXXX TOWNSHIP, XXXX TOWNSHIP, XXXX TOWNSHIP, XXXX TOWNSHIP, XXXX TOWNSHIP, and XXXX TOWNSHIP, each a political subdivision of the State of Michigan (each hereinafter referred to as an “Assessing District,” and collectively referred to as the “Assessing Districts”), is entered into pursuant to the Urban Cooperation Act of 1967, Public Act 7 of 1967 (Ex. Sess.), as amended, MCL 124.501 *et seq.*, and the General Property Tax Act, Public Act 206 of 1893, as amended by Public Act 660 of 2018, MCL 211.10g, for the purpose of designating an individual to serve as the County’s Designated Assessor.

WHEREAS, pursuant to MCL 211.10g(4), every County shall have a Designated Assessor on file with the State Tax Commission as of December 31, 2020; and

WHEREAS, the County Designated Assessor is designated by an Interlocal Agreement executed between the County Board of Commissioners and a majority of the Assessing Districts in the County; and

WHEREAS, the individual designated as the County’s Designated Assessor must be approved by the State Tax Commission.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. Designation of County Designated Assessor. The County and a majority of the Assessing Districts in the County designate _____, who is an individual qualified and certified by the State Tax Commission as a Michigan Master Assessing Officer, to be the County Designated Assessor for Eaton County. The Designated Assessor is not an employee or paid contractor of the County, and shall have no responsibilities as Designated Assessor during the period in which he or she is not acting as an assessor of record for an Assessing District within the County, other than to remain certified and in good standing.

2. Duties of County Designated Assessor. The County Designated Assessor shall contract with one or more Assessing Districts as necessary to serve as the Assessing District’s Assessor of record, upon request of the Assessing District or as may be required by the State Tax Commission, as a consequence of the Assessing District receiving a notice of noncompliance from the State Tax Commission after an audit, under the terms and conditions set forth in MCL 211.10g.

The County Designated Assessor shall be capable of ensuring that the contracting Assessing Districts achieve and maintain substantial compliance with the requirements in MCL 211.10g(1). The Assessing District shall provide the Designated Assessor with reasonable access to records, documents, and information. The Assessing District shall advise the Designated

Assessor of any applicable policies and procedures, including technology, equipment, and facilities.

The County Designated Assessor may charge an Assessing District that is required to contract with the County Designated Assessor a reasonable rate of compensation (e.g., periodic payment on a per parcel basis) and reimbursement of costs. The Assessing District shall pay reasonable compensation to the Designated Assessor, and be responsible to pay the reasonable costs incurred by the County Designated Assessor in serving as the Assessing District's Assessor of record, including, but not limited to, the cost of overseeing and administering the annual assessment, preparing and defending the assessment roll, costs incurred in appeals to the Michigan Tax Tribunal (i.e., appraisal costs, expert witness fees and attorney fees), and operating the assessing office (including employment of additional staff necessary to bring the Assessing District into compliance).

The services to be provided by the Designated Assessor to the contracting Assessing District include: preparation of assessment rolls, establishing a plan to correct deficiencies found in the State Tax Commission audit, timely delivery of documents and execution of forms, attendance at Board of Review meetings, handling property tax appeals filed with the Michigan Tax Tribunal (either directly or through legal counsel), timely reporting and meetings with local officials of the Assessing District, and responsibility for overseeing assessing staff members of the Assessing District.

The County Designated Assessor is a local assessing unit for purposes of the provisions in MCL 211.44 concerning the division and use of any collected property tax administration fees.

3. Term of Designation. If approved by the State Tax Commission, the County Designated Assessor shall serve for a minimum of five (5) years from the date of the approved designation. The designation shall not be revoked, and no new designation shall be made earlier than five (5) years following the date of the approved designation, except as otherwise provided in Sec. 4.

Once an Assessing District is under contract with the Designated Assessor, the Designated Assessor will remain in place for a minimum of five years. However, the Assessing District may petition the State Tax Commission to end the contract after the Designated Assessor has been in place for a minimum of three years.

4. Revocation of Designation by State Tax Commission. The State Tax Commission may designate and approve, on an interim basis and pursuant to a formal agreement, an individual to serve as a County Designated Assessor and, if applicable, revoke the approved designation of a current County Designated Assessor under the following circumstances:

- (i) if the County Designated Assessor dies or becomes incapacitated;
- (ii) if the County Designated Assessor was designated and approved based on his or her employment status, and that status materially changes; or

(iii) if it determines at any time that the County Designated Assessor is not capable of ensuring that contracting Assessing Districts achieve and maintain substantial compliance with the requirements in MCL 211.10g(1).

The State Tax Commission's designation of an interim County Designated Assessor under this Section is effective only until a new County Designated Assessor has been designated in a new Interlocal Agreement under MCL 211.10g(4)(a), and approved by the State Tax Commission.

5. Petition to State Tax Commission. Upon the execution and filing of this Interlocal Agreement, the County shall petition the State Tax Commission to approve the individual named in Section 1 of this Interlocal Agreement to serve as the County Designated Assessor. The individual shall serve as the County Designated Assessor upon approval of the State Tax Commission. If the State Tax Commission rejects the County's petition, then the parties agree to enter into additional Interlocal Agreements under MCL 211.10g(4)(a) until a suitable Assessor has been presented.

6. Nondiscrimination. The Parties shall adhere to all Federal, State, and local laws, ordinances and regulations prohibiting discrimination in the performance of this Interlocal Agreement. The Parties shall not discriminate against a person to be served or an employee or applicant for employment because of race, color, religion, national origin, age, sex, disability that is unrelated to an individual's ability to perform the duties of a particular job or position, height, weight, or marital status. Breach of this section shall be regarded as a material breach of this Interlocal Agreement.

7. Effective Date. This Interlocal Agreement shall become effective when executed by the County and a majority of the Assessing Districts in the County, and an executed copy is filed with the Eaton County Clerk and the Michigan Secretary of State.

8. Certification. The persons signing this Agreement certify by their signatures that they are duly authorized to sign this Agreement on behalf of the Parties, and that this Agreement has been authorized by the Parties.

IN WITNESS WHEREOF, the authorized representatives of the Parties hereto have fully executed this instrument.

COUNTY OF EATON

Terrance Augustine, Chairperson
County Board of Commissioners

Date

XXXX TOWNSHIP

Supervisor Date

XXXX TOWNSHIP

Supervisor Date

XXXX TOWNSHIP

Supervisor Date

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Supervisor

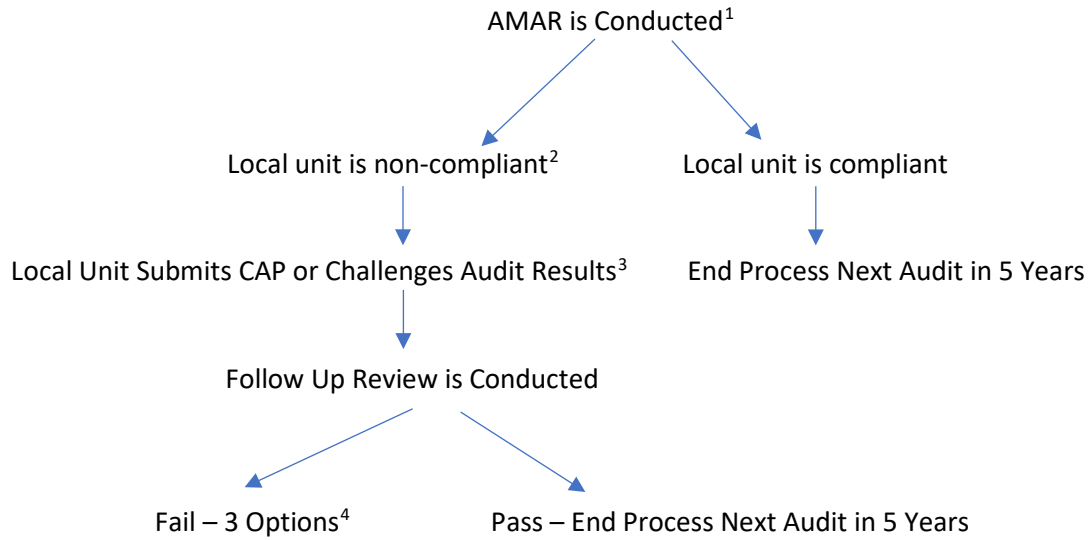
Date

DESIGNATED COUNTY ASSESSOR

Date

SAMPLE

Property Assessing Reform Process



1. Local Unit hires new assessor must be MMAO or MAAO
2. STC Assumes Jurisdiction
 - a) STC uses contractors to make corrections
 - b) Local Unit hires individual to make corrections
3. Local Unit moves to Designated Assessor⁵

Fail - Move to Designated Assessor Process⁴ Pass – End Process Next Audit in 5 Years

¹ Every 5 years. New AMAR will have 2 sections: Technical (items from statute) and Assessment Roll Analysis

² Any item that is a no in the Assessment Roll Analysis results in non-compliance

³ Form for Audit challenge will be developed. AMAR Sample CAP will be released

⁴ A local unit may follow the process to challenge the audit results

⁵ Local units that move to DA will remain in that process for 5 years. DA is the AOR for the Local Unit



Accounting Department

(517) 323-8510

MEMO

TO: Supervisor Kenneth R. Fletcher and the Delta Township Board

FROM: Jeff Anderson, Finance Director
Brian Reed, Township Manager

DATE: October 2, 2020

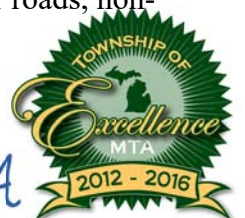
SUBJECT: 2021 Proposed Budget

At the September 14, 2020 Committee of the Whole Meeting, Staff presented the 2021 recommended budget to the Township Board. At that time, we estimated a deficit in the General Fund of \$1.05million to be paid from fund balance for grant projects and road projects carried over from 2020. Since that time, we have received our 2021 renewal rates from BCBSM for health insurance. I am happy to report that we will recognize a 2% decrease in premium costs next year. This reduces our estimated 2021 General Fund deficit to \$926,270. Below are some points that were highlighted during that presentation:

GENERAL FUND:

- Transfer of \$146,500 from the General Fund to the Capital Projects Fund for anticipated future capital improvement projects.
- No new full- time positions budgeted for 2021.
- \$150,000 for new sidewalks and pathways
- Provides grant matching funds for Delta Mills bathrooms, Mt. Hope Park baseball fields, and Mt. Hope park pathway extension. (net cost \$650,000)
- Funds retiree healthcare premiums from current operations vs. using OPEB trust monies (\$265k)
- Funds the OPEB annual required contribution.
- \$125,000 for roof replacement at Station #1.
- \$200,000 for major repairs to the East-West pathway
- Increased funding of staff training, including implicit bias training.
- Includes 1.5% cost of living increase for full time non-union employees
- Continued funding for identity/banding events like Fireworks, Community Awards, and Delta Rocks!.
- Purchase of battery- operated extrication tools for Fire Department (\$55k)
- General Fund deficit of \$926,270 to be paid from Assigned fund balance.
- Maintains board policy of 50% unassigned fund balance in the GF.

In addition to the specific items listed above, the Township maintains assigned fund balance for roads, non-motorized transportation, economic development, capital improvements, and county drains.



Maintaining these balances allows the Township Board to take advantage of opportunities that present themselves during the year to achieve our strategic goals and better the Township. We are confident we can further address strategic goals by focusing existing staffing and resources and the careful utilization of these assigned fund balance resources.

AMBULANCE FUND

Revenue in this fund consists of the paramedic millage levy and ambulance fees collected for services provided. Total revenue is projected to be \$3,386,470. Expenditures are budgeted to be \$3,585,560; nearly \$300k more than expected revenues. The primary reason for the overage is the expiration of the SAFER grant, and estimated wage and benefit increases associated with the collective bargaining agreement. After the \$300k fund balance reduction, we anticipate our fund balance to be \$1.8 million, or 51% of expenditures. The Township may realize some savings while we work to get up to full staffing, which is our foremost goal.

SEWER AND WATER FUNDS

The Sewer Fund sales projection is based on 2020 sales activity and the recently completed rate study that will be presented to the Township Board in early October. That study suggests a 7.5% rate increase for 2021. Routine expenses are extremely consistent with the 2020 budget. A sewer jet truck replacement for \$280,000 is the only major capital purchase. Overall expenditures are budgeted to increase 1.5%. Revenues are expected to outpace expenditures by \$990,000. This surplus is necessary as we continue to gather assets to help fund the wastewater plant improvement project set to break ground in 2022. We have no current debt in the Sewer Fund.

The Water Fund sales projection is based on 2020 sales activity and a 1.25% rate increase. This budget request anticipates an estimated 5% rate increase from the LBWL for our raw water purchases. On the expenditure side, the budget includes funding for the continued replacement of Saginaw Hwy. watermain crossings (150k) and funding to study future Saginaw Hwy. watermain replacement (200k). The budget also includes funds to begin seeking easements for the St. Joe watermain and pathway.

Overall, both utility funds are in strong financial shape. 2021 will continue to be a long-term visioning year for the Sewer Fund as we move forward in the design and planning of the treatment plant renovations. While it is challenging, we are confident that our efforts with infrastructure planning are the responsible and right thing to do to prepare Delta Township for the future.

COST OF LIVING

Currently, all funds contain a 1.5% cost of living increase for all employees. The CPI (Consumer Price Index) for the 12 months ending August 31, 2020 was 1.3%. Attached you will find a history of wage increases given by other MI communities:

We look forward to our continued discussion on the budget request at the Committee of the Whole meeting on October 5th. We anticipate holding the public hearing and adoption of the 2021 budget at the meeting October 19th. As always, please feel free to contact myself or Manager Reed with any questions

DELTA TOWNSHIP WAGE INFORMATION

Wages/Non-Union

	2017	2018	2019	2020	2021*
Delta Twp.	2.0%	2.0%	3.0%	2.5%	1.5%
Meridian Twp.	2.0%	2.0%	2.0%	2.0%	2.0%
Delhi Twp.	2.0%	5.0%	1.3%	2.5%	2.0%
Lansing	2.0%	2.0%	2.5%	2.0%	0.0%
East Lansing	1.0%	1.0%	1.0%	3.0%	3.0%
State of Michigan			2.0%	2.0%	1.0%
Holland Twp.	3.0%	3.0%	3.0%		
Pittsfield Twp.	2.0%	2.0%	3.0%	3.0%	3.0%
Waterford Twp.	2.0%	2.0%	2.0%	0.5%	
CPI 2020	1.7%	1.7%	2.9%	1.8%	1.3%
Social Security**	0.3%	2.0%	2.8%	1.7%	0.5%

*2021 proposed wage increase.

** Estimate based on media reports

DELTA TOWNSHIP

GENERAL FUND REVENUES

Detail of Fund Revenues

Fiscal Year Ending December 31:

<u>Acct #</u>	Actual 2019	Amended 2020	Recommend 2021
404 Current Taxes - Real	6,295,060	6,466,100	6,724,000
410 Current Taxes - Personal	922,470	908,850	940,000
426 Other Tax Related Revenue	1,052,150	945,000	940,000
427 Mobile Home Space Tax	1,137	1,100	1,200
437 Industrial Facilities Tax	56,220	53,960	62,100
445 Penalties	15,024	20,000	20,000
447 Administration Fees	692,061	692,000	721,000
454 Drain Layers Licenses	225	500	500
456 Sign Permits	3,870	4,500	3,600
465 Cable TV Fees	515,835	520,000	502,000
468 Telecommunication Act Fees	15,969	15,000	16,000
475 Other Business/License Permits	1,780	1,000	1,000
477 Building Permits	757,496	425,000	400,000
478 Burial Permits	46,200	44,000	40,000
479 Heating/Air Conditioning Permits	129,997	120,000	120,000
480 Plumbing Permits	54,605	55,000	40,000
481 Sewer Permits	5,765	5,000	5,000
482 Storm Drain Permits	650	1,000	1,000
483 Electrical Permits	163,886	130,000	110,000
486 LBWL Franchise Fees	2,336,155	2,300,000	-
490 Tent Permits	700	750	-
529 Federal Grants - Other	333,260	86,700	-
569 State Grants	482,460	16,000	582,500
574 State Revenue Sharing	2,956,567	2,961,900	2,919,000
580 Contributions - Other Local Units	358,742	475,430	656,400
607 Rental Registration	93,982	98,000	80,000
608 Rezoning Application Fees	17,825	12,000	12,000
609 Z.B.A. Fees	350	1,000	500
613 Platting Fees	230	-	-
614 Passport Fees	71,964	55,000	35,000
625 Ambulance - LGRFA	145,369	175,000	160,000
627 Photo Copying	558	600	600
628 Weed Cutting	4,490	5,000	5,000
629 Inspection Fees	88,980	20,000	20,000
641 Other Charges for Services Rendered	604,179	583,000	573,000
643 Cemetery Lots	21,528	20,000	21,000
650 Sales - Other	167	-	-

DELTA TOWNSHIP

GENERAL FUND REVENUES

Detail of Fund Revenues

Fiscal Year Ending December 31:

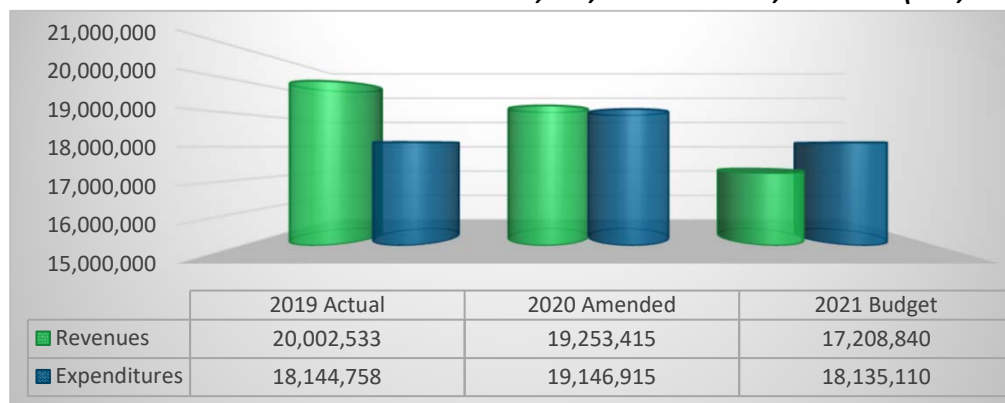
<u>Acct #</u>	Actual 2019	Amended 2020	Recommend 2021
651 Use & Admission Fees	44,502	26,000	26,000
651.001 Youth Sports Fees	52,083	50,100	53,700
651.002 Adult Sports Fees	53,482	49,700	55,100
651.003 Aquatic Fees	69,976	75,110	61,700
651.004 Special Events	17,447	14,000	14,000
652 Enrichment Center Fees	33,644	31,000	30,100
653 Recycling Fees	24,977	20,000	20,000
656 Ordinance Fines	108,299	111,000	110,000
665 Investment Income	539,393	300,000	250,000
666 Interest S/A	168	200	200
667 Rents	87,253	72,700	72,700
672 Special Assessments	579,240	611,215	645,440
673 Sale of Fixed Assets	3,277	2,000	4,000
675 Contributions - Private	23,803	21,500	21,500
675.009 Contributions - Fire	5,000	-	-
675.015 Contributions - Delta Rocks!	7,491	7,000	7,000
676 Reimbursements	1,390	-	-
677 Scholarships - P&R	572	-	-
694 Other Miscellaneous	7,030	2,000	2,000
694.001 Other Fire Revenue	37,734	35,000	20,000
694.002 Other Fire Revenue - Live Fire Training	1,560	2,000	-
699 Appropriations Transfers - In	56,306	604,500	103,000
Total General Fund Revenues	\$20,002,533	\$19,253,415	\$17,208,840

Summary			
Taxes	8,327,037	8,375,010	8,667,300
Licenses/Permits	1,165,174	786,750	721,100
State Revenue Sharing	2,956,567	2,961,900	2,919,000
Fees & Charges	5,091,223	4,994,425	2,681,840
Interest	539,561	300,200	250,200
Other Charges for Service	963,088	1,058,430	1,229,400
Miscellaneous	903,577	172,200	637,000
Transfers - In	56,306	604,500	103,000
Total General Fund Revenues	\$20,002,533	\$19,253,415	\$17,208,840

DELTA TOWNSHIP

**GENERAL FUND
2021 BUDGET SUMMARY**

	Actual 2019	Amended 2020	Recommend 2021
<u>Revenue Summary</u>			
<i>Total General Fund Revenues</i>	\$20,002,533	\$ 19,253,415	\$ 17,208,840
<u>Expenditure Summary</u>			
Township Board	100,570	105,226	106,731
Manager's Office	453,065	679,180	733,968
Clerk	477,867	592,707	421,575
Information Technology	280,166	339,716	325,920
Accounting/Treasurer	883,979	609,650	613,406
Assessing	497,634	564,700	570,747
Township Hall & Grounds	555,665	694,285	590,743
General Activity	875,912	840,960	626,050
Cemetery Activity	256,241	308,265	305,136
Police Activity	3,276,591	3,452,950	3,456,500
Fire	2,531,347	3,270,100	2,887,586
Fire - LGRFA	545,891	600,496	645,326
Emergency Operations Center (EOC)	20,593	33,820	24,680
Building	709,872	749,665	687,637
Recycling	94,376	95,829	100,275
Drains Activity	191,387	202,000	211,050
Roads Activity	1,190,911	733,000	990,000
Engineering Activity	435,259	472,737	447,439
Street Lighting Activity	694,454	701,070	730,440
Planning	310,770	421,682	421,595
Parks & Recreation	3,474,320	1,938,473	2,959,950
EDC	107,888	115,404	131,856
Capital Improvement Transfer	180,000	1,625,000	146,500
<i>Total General Fund Expenditures</i>	\$18,144,758	\$ 19,146,915	\$ 18,135,110
	1,857,775	106,500	(926,270)



DELTA TOWNSHIP

**AMBULANCE FUND
DETAIL OF REVENUES & EXPENDITURES**

Fiscal Year Ending December 31:

<u>Ambulance Fund #210</u>		Actual	Amended	Recommend
		2019	2020	2021
FUND BALANCE 1/1		2,058,215	2,559,616	2,002,386
	PLUS: Revenues	3,340,143	3,236,500	3,286,470
TOTAL AVAILABLE		5,398,358	5,796,116	5,288,856
	LESS: Expenditures	(2,838,742)	(3,793,730)	(3,585,560)
FUND BALANCE 12/31		2,559,616	2,002,386	1,703,296
<u>Acct #</u>	<u>Revenues</u>			
404	Current Tax - Real & Personal	1,452,367	1,494,000	1,539,000
437	Industrial Facilities Tax	11,288	10,800	12,470
529	Federal Grants - Other	125,140	86,700	-
625	Ambulance Fees	1,433,351	1,360,000	1,450,000
625.010	Ambulance Fees - Residential	248,137	250,000	250,000
665	Interest	69,860	35,000	35,000
	Total Ambulance Fund Revenues	\$ 3,340,143	\$ 3,236,500	\$ 3,286,470
	<u>Expenditures</u>			
702	Salaries & Wages - Regular	1,367,997	1,670,400	1,833,603
703	Salaries & Wages - Temporary	19,834	28,000	25,000
704	Salaries & Wages - Overtime	149,271	90,000	100,000
706	Salaries & Wages - Longevity	16,418	21,550	19,364
715	F.I.C.A.	118,251	134,100	139,500
717	Workers' Comp. Insurance	69,734	80,237	80,200
719	OPEB Contribution	85,000	85,000	85,000
719	Health Insurance	306,149	410,200	387,435
720	Life, Dental & LTD Insurance	43,872	52,334	54,700
721	Pension	162,221	207,700	244,643
723	Food Allowance	13,881	14,819	16,005
724	Uniform Allowance/Laundry	8,565	15,150	16,000
728	Office Supplies	1,011	2,000	2,000
729	Photo Copies	-	-	400
730	Postage	62	250	250
731	Publications	-	300	400
740	Operating Supplies	46,895	31,100	54,200
760	Medical Supplies	89,736	70,000	80,000
776	Building Maintenance Supplies	3,276	5,000	4,000
778	Equipment Maintenance Supplies	871	2,500	6,500
780	Grounds Maintenance Supplies	-	500	1,500
806	Contractual Services	50,603	34,500	40,700

DELTA TOWNSHIP

**AMBULANCE FUND
DETAIL OF REVENUES & EXPENDITURES**

Fiscal Year Ending December 31:

<u>Ambulance Fund #210</u>		Actual	Amended	Recommend
		2019	2020	2021
815.010	Ambulance Fees - Residents	248,137	250,000	250,000
851	Radio Maintenance	2,685	5,000	7,500
852	Telephone	5,551	6,000	6,000
861	Mileage	246	300	300
862	Gasoline & Diesel	20,589	17,000	18,000
863	Vehicle Maintenance	47,488	18,000	20,000
903	Printing	795	500	-
911	Fleet Insurance	7,872	8,200	8,610
912	Liability Insurance	12,246	12,700	13,350
921	Electricity	22,787	22,200	22,200
922	Heat	8,010	10,000	10,000
923	Sewer & Water	2,520	3,000	3,000
931	R & M Services - Building	13,120	5,000	7,500
933	R & M Services - Equipment	4,239	5,000	5,000
934	R & M Services - Other	-	2,500	2,500
957	Education & Training	(1,161)	22,550	14,200
959	Memberships & Dues	515	1,500	1,500
960	Meetings, Conf. & Seminars	1,370	3,000	500
970	Capital Outlay	88,086	445,640	4,000
Total Ambulance Fund Expenditures		\$ 3,038,742	\$ 3,793,730	\$ 3,585,560
Net increase (decrease) to Fund Balance		301,401	(557,230)	(299,090)
<i>Total FTEs</i>		28.5	28.5	28.5

REVENUES			
Taxes	1,463,655	1,504,800	1,551,470
Fees & Charges	1,681,488	1,610,000	1,700,000
Miscellaneous	125,140	86,700	-
Interest	69,860	35,000	35,000
Total Ambulance Fund Revenues	\$ 3,340,143	\$ 3,236,500	\$ 3,286,470
EXPENDITURES			
Personnel Services	2,267,628	2,709,340	2,900,450
Supplies	171,251	144,100	183,550
Services	405,935	361,700	374,400
Insurance	20,118	20,900	21,960
Education & Training	724	27,050	16,200
Capital Outlay	88,086	445,640	4,000
OBEB Contribution	85,000	85,000	85,000
Total Ambulance Fund Expenditures	\$ 3,038,742	\$ 3,793,730	\$ 3,585,560

DELTA TOWNSHIP

**SEWER FUND
DETAIL OF REVENUES & EXPENDITURES
Fiscal Year Ending December 31:**

<u>Sewer Fund #590</u>		Actual	Amended	Recommend
		2019	2020	2021
<u>Acct # Revenues</u>				
617	Main Charges	13,424	10,000	-
618	Capital Charges	175,345	100,000	100,000
641	Other Charges for Services	26,533	25,000	20,000
646	Sewer/Water Sales	4,392,708	4,750,000	5,292,670
662	Late Payment Penalties	47,410	50,000	45,000
665	Investment Income	208,942	140,000	140,000
666	Interest on Special Assessments	1,018	2,200	1,000
673	Sale of Fixed Assets	15,511	6,000	15,000
675	Contributions - Private	97,426	-	-
694	Other Miscellaneous	58,534	1,500	1,500
	<i>Total Sewer Revenues</i>	\$ 5,036,851	\$ 5,084,700	\$ 5,615,170
<u>Expenditures</u>				
702	Salaries & Wages - Regular	1,463,212	1,530,000	1,567,553
703	Salaries & Wages - Temporary	5,543	10,400	10,000
704	Salaries & Wages - Overtime	18,106	10,000	12,000
706	Salaries & Wages - Longevity	35,487	35,560	36,933
715	F.I.C.A.	114,444	120,550	122,743
717	Workers' Comp. Insurance	19,015	18,226	18,250
719	Health Insurance	173,669	516,276	508,209
720	Life, Dental & LTD Insurance	43,492	46,307	47,752
721	Pension	171,399	186,504	189,850
724	Uniforms/Laundry	8,063	9,600	9,600
728	Office Supplies	4,974	4,000	4,000
729	Photo Copies	127	200	200
730	Postage	24,348	27,500	27,500
731	Publications	-	100	100
740	Operating Supplies	12,037	12,000	12,000
743	Chemicals	266,044	245,000	247,000
744	Lab Supplies	11,826	12,500	13,000
759	Tools	642	2,500	2,500
776	Building Maintenance Supplies	7,241	12,000	12,000
778	Equipment Maintenance Supplies	123,605	130,000	135,000
780	Grounds Maintenance Supplies	4,674	7,000	5,000
803	Audit Fees	11,650	12,000	11,500
804	Accounting Fees	167,766	160,000	160,000
806	Contractual Services	632,466	263,000	130,000
808	Legal Fees	-	1,000	1,000
812	Collection Fees	744	850	850

DELTA TOWNSHIP

**SEWER FUND
DETAIL OF REVENUES & EXPENDITURES**

Fiscal Year Ending December 31:

<u>Sewer Fund #590</u>	Actual	Amended	Recommend
	2019	2020	2021
820 Administration Fees	100,000	100,000	100,000
821 Engineering Fees	-	15,000	15,000
851 Radio Maintenance	274	-	-
852 Telephone	21,636	19,000	20,000
853 Miss Dig	1,124	1,000	1,200
862 Gasoline & Diesel	30,429	29,000	29,000
863 Vehicle Maintenance	26,951	25,000	20,000
911 Fleet Insurance	13,233	13,700	14,400
912 Liability Insurance	94,580	98,000	102,900
921 Electricity	435,984	415,000	416,000
922 Heat	4,695	10,000	10,000
923 Sewer & Water	3,175	3,700	3,600
931 R & M Services - Building	13,860	15,000	15,000
933 R & M Services - Equipment	127,013	12,000	12,000
934 R & M Services - Other	-	25,000	25,000
957 Education & Training	920	4,300	4,300
959 Memberships & Dues	25,943	16,000	16,000
960 Meetings, Conf. & Seminars	469	2,200	2,200
968 Depreciation	1,055,629	-	-
970 Capital Outlay	-	402,000	528,000
995 Bond Interest	5,558	-	-
Total Sewer Expenditures	\$ 5,282,047	\$ 4,578,973	\$ 4,619,140
<i>Total FTEs</i>	25.0	25.0	25.0

<u>SUMMARY</u>			
<u>Revenues</u>			
Main, Capital & Other Charges	188,769	110,000	100,000
Sewer & Water Sales	4,392,708	4,750,000	5,292,670
Investment/Interest Income	209,960	142,200	141,000
Other Income	245,414	82,500	81,500
Total Sewer Revenues	\$ 5,036,851	\$ 5,084,700	\$ 5,615,170
<u>Expenditures</u>			
Personnel Services	2,044,367	2,473,823	2,513,290
Supplies	463,581	462,400	467,900
Services	1,605,099	1,129,050	992,650
Insurance	107,813	111,700	117,300
Depreciation	1,055,629	-	-
Capital Outlay	-	402,000	528,000
Debt/Bond Etc.	5,558	-	-
Total Sewer Expenditures	\$ 5,282,047	\$ 4,578,973	\$ 4,619,140

DELTA TOWNSHIP

**WATER FUND
DETAIL OF REVENUES & EXPENDITURES**

Fiscal Year Ending December 31:

<u>Water Fund #591</u>		Actual	Amended	Recommend
		2019	2020	2021
Acct #	Revenues			
617	Main Charges	15,938	-	-
618	Capital Charges	79,445	80,000	50,000
641	Other Charges for Services Rendered	90,942	90,000	90,000
646	Sewer/Water Sales	5,636,258	5,850,000	5,500,000
650	Other Operating Revenue	12,537	14,000	13,000
662	Late Payment Penalties	57,026	58,000	58,000
665	Interest Income	224,914	120,000	120,000
666	Interest on Special Assessments	3,073	1,000	-
667	Rents	154,910	155,000	156,000
670	Other Interest Income	2,098	750	1,000
673	Sales of Fixed Assets	12,640	-	-
675	Contributions - Private	764,593	-	-
698	Bond Proceeds	4,568	-	-
	Total Water Revenues	\$ 7,058,942	\$ 6,368,750	\$ 5,988,000
	Expenditures			
702	Salaries & Wages - Regular	547,281	544,675	559,230
703	Salaries & Wages - Temporary	4,882	4,200	4,600
704	Salaries & Wages - Overtime	7,521	10,000	10,000
706	Salaries & Wages - Longevity	15,152	15,530	15,764
715	F.I.C.A.	42,881	43,170	43,987
717	Workers' Comp. Insurance	8,648	8,090	8,100
719	Health Insurance	(1,890)	160,560	170,251
720	Life, Dental & LTD Insurance	14,841	15,800	16,536
721	Pension	63,648	65,650	66,924
724	Uniforms/Laundry	3,282	3,750	3,750
728	Office Supplies	3,542	3,000	3,000
730	Postage	23,580	28,000	28,000
740	Operating Supplies	69,614	85,000	85,000
740.001	Operating Supplies - BW&L	2,436,746	2,820,000	2,875,000
743	Chemicals	324	350	350
759	Tools	1,697	1,500	1,500
776	Building Maintenance Supplies	10,973	12,000	15,000
778	Equipment Maintenance Supplies	5,691	18,000	18,000
780	Grounds Maintenance Supplies	2,194	3,000	3,000
803	Audit Fees	11,650	12,000	12,500
804	Accounting Fees	167,766	160,000	160,000
806	Contractual Services	204,629	156,000	472,000
820	Administrative Fees	100,000	100,000	100,000

DELTA TOWNSHIP

**WATER FUND
DETAIL OF REVENUES & EXPENDITURES**

Fiscal Year Ending December 31:

<u>Water Fund #591</u>		Actual	Amended	Recommend
		2019	2020	2021
821	Engineering Fees	-	6,000	6,000
852	Telephone	12,428	15,000	15,000
853	Miss Dig	1,282	1,000	1,200
862	Gasoline & Diesel	10,714	12,000	10,000
863	Vehicle Maintenance	11,193	15,000	13,000
911	Fleet Insurance	13,713	14,200	15,000
912	Liability Insurance	23,419	24,300	24,800
921	Electricity	103,319	105,000	106,000
922	Heat	5,603	7,000	7,000
923	Sewer & Water	1,236	1,300	1,300
931	R & M Services - Building	56,836	50,000	50,000
931	R & M Services - Well Abandonment	2,100	10,000	-
933	R & M Services - Equipment	14,654	15,000	15,000
957	Education & Training	505	3,000	3,000
959	Memberships & Dues	21,035	16,700	21,000
960	Meetings, Conf. & Seminars	371	1,000	1,000
968	Depreciation	1,130,691	-	-
970	Capital Outlay	-	1,225,000	252,500
991	Bond Principal	-	1,240,000	860,000
994	Amortization Expense	3,122	-	-
995	Bond Interest	126,685	104,110	73,745
Total Water Expenditures		\$ 5,283,558	\$ 7,135,885	\$ 6,148,037
Total FTEs		8.0	8.0	8.0

<u>SUMMARY</u>				
<u>Revenues</u>				
	Main, Capital & Other Charges	186,325	170,000	140,000
	Water & Sewer Sales	5,636,258	5,850,000	5,500,000
	Other Revenues	1,001,706	227,000	227,000
	Investment/Interest Income	230,085	121,750	121,000
	Bond Proceeds	4,568	-	-
Total Water Revenues		\$ 7,058,942	\$ 6,368,750	\$ 5,988,000
<u>Expenditures</u>				
	Personnel Services	702,964	867,675	895,392
	Supplies	2,557,642	2,974,600	3,032,600
	Services	725,321	686,000	994,000
	Insurance	37,132	38,500	39,800
	Depreciation	1,130,691	-	-
	Capital Outlay	-	1,225,000	252,500
	Bond/Debt Etc.	129,807	1,344,110	933,745
Total Water Expenditures		\$ 5,283,558	\$ 7,135,885	\$ 6,148,037

Supervisor Kenneth R. Fletcher
Treasurer Howard A. Pizzo
Clerk Mary R. Clark
Manager Brian T. Reed



Trustee Fonda J. Brewer
Trustee Andrea M. Cascarilla
Trustee Dennis R. Fedewa
Trustee Karen J. Mojica

Manager's Office

(517) 323-8590

MEMO

DATE: October 5, 2020
TO: Supervisor Kenneth R. Fletcher and the Delta Township Board
FROM: Brian T. Reed, Township Manager
RE: Closed Session for Collective Bargaining

I am requesting that we adjourn to Closed Session to discuss the collective bargaining proceedings with the Delta Township Professional Firefighter's Union. This is allowed under the Open Meetings Act, Section 15.268(c), P.A. 267 of 1976, as amended. Therefore, the following resolution is offered for your consideration:

"I move that the Delta Township Board adjourn to Closed Session at the request of the Township Manager under the Open Meetings Act (Act 267 of 1976), Section 15.268 (c) for strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement with the Delta Township Professional Firefighter's Union."