



**This meeting will be held in person  
In Public Meeting Room A  
Delta Administration Building  
7710 West Saginaw Highway  
Lansing, MI 48917**

**TOWNSHIP BOARD REGULAR MEETING  
AGENDA**

**Monday, November 20, 2023 - 6:00 PM**

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**This meeting will be streamed live for viewing only at:**

**<https://us02web.zoom.us/j/84223763746?pwd=UIYvaC8rcm5BT2diWm5kanFKaEhyZz09>**

**Meeting ID: 842 2376 3746**

**Passcode: 674702**

**For the hearing impaired, please call 711 (TTY Support) to access the FCC's phone relaying service and provide the following phone number 1-312-626-6799.**

***Please note all public comments must be made in person.***

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- I. CALL TO ORDER**
- II. OPENING CEREMONIES**
- III. ROLL CALL** – Members: Supervisor Kenneth R. Fletcher, Clerk Mary R. Clark, Treasurer Dennis R. Fedewa, Trustee Elizabeth (Beth) S. Bowen, Trustee Fonda J. Brewer, Trustee Andrea M. Cascarilla, and Trustee Karen J. Mojica
- IV. PRESENTATIONS AND PROCLAMATIONS**
  - 1. [Small Business Saturday Resolution](#)**
- V. SET/ADJUST AGENDA**
- VI. PUBLIC HEARINGS** - Members of the public at the meeting shall not speak unless recognized by the chair. Members of the public shall be limited to speaking for a maximum of three (3) minutes during a public hearing. Prior to speaking, members of the public must also identify themselves with their name and address.
- VII. COMMUNICATIONS**
  - 2. [WRRF Update](#)**
  - 3. [Ultium Update](#)**
- VIII. PUBLIC COMMENTS (maximum three 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.

**4. Bills and Financial Transactions**

a. **\$ 5,443,405.60**

**5. Minutes**

a. **November 6, 2023**

b. **November 13, 2023**

**6. 2024 Fee Schedule**

The Accounting Department recommends that the Delta Township Board adopt the 2024 Fee Schedule as presented

**7. 2024 Schedule of Meetings**

The Clerk’s Office recommends that the Delta Township Board adopt the 2024 Meeting Schedule as presented.

**8. Echo Valley East Single-Family Residential Development Project North of West Mt. Hope Highway, East of I-69/96 Utility Agreement**

The Engineering Department recommends that the Delta Township Board approve the Municipal Utility Agreement submitted by Westview Capital, LLC for the extension of the public water and sanitary sewer mains to serve the proposed Echo Valley East Single-Family Residential Development project.

**9. Topographic Mapping along Willow Highway for the Willow Sanitary Sewer Lift Station Dual Force Main project**

The Engineering Department recommends that the Delta Township Board accept the proposal with Geodetic Design, Inc. for the purpose of providing topographic mapping services along Willow Highway for the Willow Sanitary Sewer Lift Station Dual Force Main project at a cost not to exceed \$35,400.00.

**10. Proposal from SME – Materials Testing for Sheriff Substation Project**

The Accounting Department recommends that the Delta Township Board accept the proposal from SME for geotechnical engineering services for the Delta Substation project in an amount not to exceed \$66,500

**XII. ITEMS REMOVED FROM CONSENT AGENDA FOR DISCUSSION**

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

**XIV. OLD ITEMS OF BUSINESS**

**XV. NEW ITEMS OF BUSINESS**

**11. Referral of “Cascarilla Rezoning Request”, Case No. 11-23-14**

The Planning Department recommends that the Delta Township Board refer the “Cascarilla Rezoning Request”, Case No. 11-23-14, to rezone PPN 040-010-400-038-00 from O - Office and RC – Moderate Density Residential to RM - Multi-Family Residential, and PPN 040-010-400-052-00 from O – Office to RM - Multi-Family Residential, to the Planning Commission for the purpose of holding a public hearing and recommendation to the Township Board.

**12. Resolution to Apply for the Township of Excellence Designation from MTA**

The Manager's Office recommends that the Delta Township Board authorize by resolution the Manager's Office to apply for the Township of Excellence Designation through the Michigan Townships Association.

**XVI. MANAGER'S REPORT**

**XVII. COMMITTEE OF THE WHOLE**

**XVIII. CLOSED SESSION**

**XIX. PUBLIC COMMENTS (maximum three 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](mailto: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.*



CHARTER TOWNSHIP OF DELTA  
PROCLAMATION RECOGNIZING SMALL BUSINESS SATURDAY

**WHEREAS**, Delta Township celebrates small businesses and the contributions they make to our local economy and community; according to the U.S. Small Business Administration, there are 33.2 million small businesses in the United States; and

**WHEREAS**, small businesses represent 99.7% of firms with paid employees, employ 46.4% of the employees in the private sector, and have accounted for 62.7% of net new job creation since 1995; and

**WHEREAS**, 68 cents of every dollar spent at a small business in the United States stays in the local community and every dollar spent at small businesses creates an additional 48 cents in local business activity as a result of employees and local businesses purchasing local goods and services; and

**WHEREAS**, 72% of consumers reported that Small Business Saturday 2022 made them want to shop and dine at small, independently-owned retailers and restaurants all year long; and

**WHEREAS**, 92% of companies planning promotions on Small Business Saturday said the day helps their business stand out during the busy holiday shopping season and 59% say it contributes significantly to their holiday sales each year; and

**WHEREAS**, the Delta Township Board supports our local small businesses that create jobs, boost our local economy, create a diversified workforce, and preserve our community; and

**WHEREAS**, Delta Township joins advocacy groups, as well as public and private organizations across the country to endorse the Saturday following the Thanksgiving Holiday as Small Business Saturday.

**NOW THEREFORE, BE IT HEREBY RESOLVED** that on this twentieth day of November two-thousand twenty-three the Delta Township Board does hereby proclaim and recognized November 25, 2023, as Small Business Saturday and encourages the residents of our community to support small businesses and merchants on this day and throughout the year.

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Kenneth R. Fletcher, Supervisor

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Mary R. Clark, Clerk

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Dennis R. Fedewa, Treasurer

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Elizabeth S. Bowen, Trustee

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Fonda J. Brewer, Trustee

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Andrea M. Cascarilla, Trustee

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Karen J. Mojica, Trustee





# Construction Progress

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**To:** Delta Charter Township Board

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**Cc:** Rick Kane, Jacob Kleinhenz, P.E., Jennifer Bernardin; Delta Charter Township

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**From:** Brent Bode, P.E., Melissa Hopkins, P.E., Ella Hoeffner, E.I.T.; Tetra Tech

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**Date:** November 14, 2023

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**Subject:** WRRF P1 Update No. 017

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## CONSTRUCTION PROGRESS

### 1.1 AERATION TANKS

- Subcontractor Hoffman Bros. (Hoffman) removed spoils from excavation and completed backfilling the north side of the Aeration Tanks. Hoffman backfilled the west wall and compacted the subgrade for the Influent Chamber; the east wall was partially backfilled to prepare for installation of the Effluent Chamber. Hoffman also installed a stone access road on the north side of the tanks.
- Subcontractor, RAM Construction Services (RAM), crack injected the leaks on the east and west exterior walls, and inside of tanks No 3 & 5.
- General contractor, Commercial Contracting Corporation (CCC), laid out and began installing forms for the foundation of the Influent Chamber.
- CCC received and installed the pipe bridge on the center catwalk across tanks No. 2 through 5.
- Subcontractor, Allied Mechanical Services (AMS), mobilized the fine bubble diffuser piping into tank No. 5 and installed a stair tower inside the tank for access.

### 1.2 BLOWER BUILDING

- Subcontractor, Superior Electric of Lansing (SE), cored holes through the lower-level walls and the slab on deck. SE installed a junction box and conduits to form a raceway in the Blower Building lower-level.
- Subcontractor, Leidel & Hart (L&H) installed CMU on the north and east walls of the Blower Building.
- CCC installed the monorail beam in the Blower Building lower-level.
- AMS fused and installed the 4" Drain and 16" RAS piping from the east side of the Blower Building lower-level to the Final Clarifiers. AMS worked with Hoffman to excavate and backfill the piping.
- CCC installed the reinforcements and placed concrete for the equipment pad inside the Chemical Containment Room.

### 1.3 FINAL CLARIFIERS

- Hoffman graded and compacted the subbase for Final Clarifier No. 2 and CCC placed concrete to form a mud mat under the foundation. CCC formed, installed reinforcements, and placed concrete for the southeast and northwest sections of the foundation slab. CCC is installing forms and reinforcements for the remaining sections.

- CCC placed concrete for the center column of Final Clarifier No. 3. AMS installed the 12" Drain piping under the structure. CCC concrete encased the 36" Mixed Liquor, 16" RAS, and 12" Drain piping under Final Clarifier No. 3. Hoffman backfilled the piping and center column.
- CCC placed a mud mat then installed formwork, reinforcements, and placed concrete for the center column of Final Clarifier No. 4. AMS installed the 36" ML, 16" RAS, and 12" Drain piping under Final Clarifier No. 4. CCC concrete encased all piping under the structure. Hoffman excavated the pipe trenches and backfilled to grade.
- AMS worked with Hoffman to excavate and install piping throughout the Final Clarifier area. AMS installed the 36" ML piping from each Final Clarifier to the proposed Aeration Tank Effluent Chamber. Hoffman installed the manhole south of Final Clarifiers No. 3 & 4. AMS installed the 12" Drain piping from each Final Clarifier to the manhole. AMS installed the 16" RAS piping from each Final Clarifier to the east side of the Blower Building lower-level. Hoffman backfilled the piping after successful pressure tests by AMS.
- Hoffman excavated for Junction Box No. 1 east of the Final Clarifiers. CCC placed concrete to form a mud mat in the bottom of the excavation.

## 1.4 HEADWORKS BUILDING

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- CCC installed reinforcements, PVC waterstop, and placed concrete for the east and west sections of the Headworks Building foundation slab.
- CCC then installed forms, reinforcements, and placed concrete for the east wall, west center, and southwest lower-level wall sections, and the dry well columns. Reinforcements have been installed for all exterior walls of the Headworks Building lower-level.
- AMS installed the pipe sleeves for the 48" and 24" Raw Sewage piping in lower level walls of the Headworks Building.
- Hoffman installed a stone access road on the south and east sides of the Headworks Building excavation.

## 1.5 ELECTRICAL BUILDING

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- SE worked with CCC to encase the ductbank under the generator equipment pad. SE extended the conduits to stub up above the pad. CCC installed forms, reinforcements, and placed concrete for the footing and slab of the equipment pad. Hoffman then backfilled around the pad.
- Hoffman excavated, installed, and backfilled the roof drains on the east side of the Electrical Building.
- SE installed the HVAC control panel in the Electrical Building. AMS worked with Trane to start up Air Handler No. 3.
- SE received and installed the Kohler generator on the equipment pad. AMS also installed the fuel tank.

## 1.6 OTHER

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- CCC placed concrete to infill around the existing Equalization piping in the Primary Effluent Chamber. CCC filled both sections of the chamber with water to conduct water tightness testing with Tetra Tech. RAM crack injected the leaks in the exterior of the chamber.
- SE installed conduit between the primary switches and existing transformers south of the Grit Building.
- Tetra Tech is on site full time reviewing shop drawings, addressing RFI's, managing change issues, and observing the work.
  - Submittals received as of 11/13/2023: 320
  - RFI's received as of 11/13/2023: 157

## CONTRACT

### 2.1 CHANGES

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- Original Contract Price: \$73,776,000.00
  - Change Order No. 1: (\$699,318.00)
  - Change Order No. 2: \$38,161.19
  - Change Order No. 3: \$154,743.03
  - Change Order No. 4: \$36,914.78
  - Change Order No. 5: \$44,242.00
  - Change Order No. 6: \$235,201.15
- Current Contract Price: \$73,585,944.15
- Final Completion Date: December 2, 2024

### 2.2 PAYMENT APPLICATIONS

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- Pay Application for work through October 31, 2023 = \$1,660,144.47
- Total paid to date: \$30,902,561.95

## PHOTOGRAPHS

Photo 1: Aeration Tank Overview



Photo 2: Aeration Tank 36" ML Piping



Photo 3: Final Clarifier Overview

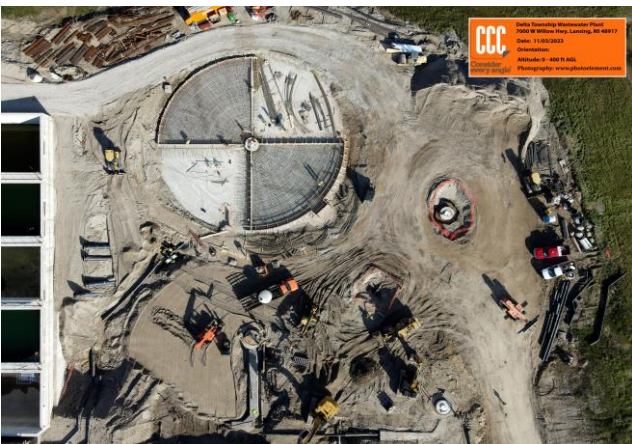


Photo 4: Final Clarifier 12" Drain Piping and Manhole



Photo 5: Electrical Building Generator and Fuel Tank



Photo 6: Blower Building CMU Installation





Photo 7: Headworks Building Wall Resteel



Photo 8: Headworks Building Interior Overview



Photo 9: Site Overview, 11/03/2023



# Construction Progress

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**To:** Delta Charter Township Board

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**Cc:** Rick Kane, Jennifer Bernardin; Delta Charter Township

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**From:** Shelby Byrne, P.E., Andy Heise & Alex Michailuk; Tetra Tech

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**Date:** October 28th, 2023

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**Subject:** Ultium 3 Battery Plant – Bid Package 1 Water Main and Sanitary Sewer Improvements Update 1

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## 1.0 CONSTRUCTION PROGRESS

### 1.1 CONSTRUCTION COMPLETED SINCE LAST STATUS COMMUNICATION

- Performed pressure test, chlorination, and Bac-T samples on water main along Mount Hope Rd in Schedule A.
- Performed water main tie-in on Mount Hope Rd to the West side of I-96/I-69 for Schedule A.
- Performed water main tie-in on Mount Hope Rd to the East side of I-96/I-69 For Schedule A.
- Regraded swale along Mount Hope Rd in front of address 7900 W. Mount Hope Rd.
- Completed restoration along Mount Hope Rd.
- Fence re-installed around the water tower area in Schedule D.

### 1.2 SCHEDULE

- Waiting to complete the remaining items on the punch list for Schedules A, B, C, D & E.

## 2.0 CONTRACT

### 2.1 PAYMENT APPLICATIONS

- Pay Application for October 2023 = \$192,569.86
- Total paid to date: \$ 7,711,665.16

### 3.0 PHOTOGRAPHS







# Construction Progress

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**To:** Delta Charter Township Board

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**Cc:** Rick Kane, Jacon Kleinhenz, Jennifer Bernardin

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**From:** Josh Righi, OHM-Advisors

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**Date:** November 16, 2023

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**Subject:** Ultium 3 Bid Package #4 Division A – Equalization Basin: Update No. 02

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## 1.0 CONSTRUCTION PROGRESS

- Excavation for the EQ basin was completed on 10/31.
- Mud mat was placed for the dry pit on 10/18.
- Plumbing and Ground Wire work completed by 10/26.
- Floor slab rebar and wall dowels placed for the dry pit area.
- Mud Mat Placed for the EQ Basin on 10/31.

## 2.0 CONTRACT

### 2.1 CHANGES

- No Change Orders pending.
- Current Contract Price: \$8,679,700.00
- Substantial Completion Date: December 6, 2024
- Final Completion Date: June 2, 2025

### 2.2 PAYMENT APPLICATIONS

- Pay application for work from Inception to October 31, 2023 = \$916,749.00
- Total to date: \$916,749.00



### 3.0 PHOTOGRAPHS



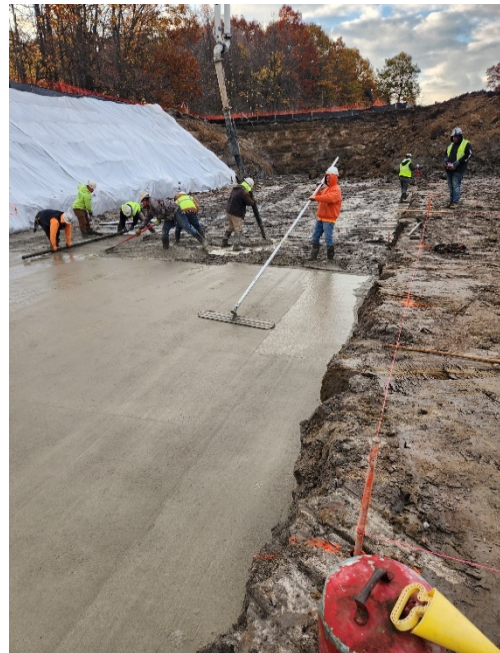
*Photo 1: Protection of slope and perimeter drain placement during EQ basin excavation.*



*Photo 2: Placement of Mud Mat for the Dry Pit area of the EQ basin.*



*Photo 3: Placement of Top Mat of Rebar and wall dowels for the Dry Pit area of the EQ Basin.*



*Photo 4: Placement of Mud Mat for the EQ Basin.*

**DELTA CHARTER TOWNSHIP  
FINANCE REPORT  
FOR TOWNSHIP BOARD MEETING  
11/20/2023**

Disbursement requests listed on the following pages, totaling \$5,443,405.60 have been received and reviewed by the Manager, Finance Director, and Clerk. It is recommended that all listed vouchers be approved for payment.

Payroll & Related	440,597.48
Refunds	5,431.09
Tax Distributions	114,102.72
Vendor Claims	<u>4,883,274.31</u>
Total	<u><u>\$ 5,443,405.60</u></u>

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Kenneth R. Fletcher, Township Supervisor

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Mary R. Clark, Township Clerk

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Dennis R. Fedewa, Township Treasurer

**PAYABLES FOR DELTA CHARTER TOWNSHIP  
BOARD AGENDA DATE  
11/20/2023**

<b>Check Date</b>	<b>Check</b>	<b>Invoice Vendor</b>	<b>Description</b>	<b>Amount</b>
10/29/2023	CCARD	AMAZON MARKETPLACE	TRICK OR TREAT TRAIL CANDY	131.81
10/29/2023	CCARD	APPLEBEES	MEALS	89.87
10/29/2023	CCARD	BEST BUY	USB POWER ADAPTER	39.00
10/29/2023	CCARD	CALL-EM-ALL	MONTHLY SUBSCR EMERGENCY NOTIFICATIONS	19.00
10/29/2023	CCARD	COBBLESTONE	SUTPHEN AERIAL APPARATUS TRAINING	1,152.12
10/29/2023	CCARD	AMAZON MARKETPLACE	OFFICE SUPPLIES	898.36
10/29/2023	CCARD	COURTYARD BY MARRIOTT	FIRE TRAINING - R.LANE	303.32
10/29/2023	CCARD	DANNER-LACROSSE	WORK BOOT	167.97
10/29/2023	CCARD	DETROIT FREE PRESS	MONTHLY SUBSCRIPTION	14.99
10/29/2023	CCARD	DETROIT NEWSPAPER AGENCY	DETROIT NEWS SUBSCRIPTION RENEWAL	9.99
10/29/2023	CCARD	EXPEDIA	COLLISION PROTECTION	36.00
10/29/2023	CCARD	FACEBOOK	ADVERTISING	211.82
10/29/2023	CCARD	FLOUR CHILD BAKERY	LEADERSHIP AND DISCIPLINE TRAINING	59.00
10/29/2023	CCARD	AMAZON MARKETPLACE	OFFICE FURNITURE	1,377.08
10/29/2023	CCARD	INSTACART	MARY WORLAND REIMBURSED	9.99
10/29/2023	CCARD	INT'L SOCIEITY OF FIRE SERVICE INST	LIVE FIRE TRAINING - J.BURNS	550.00
10/29/2023	CCARD	JET'S PIZZA	DEPT EMERGENCY INCIDENT - PIZZA	187.71
10/29/2023	CCARD	LABELVALUE.COM	LABELS	86.20
10/29/2023	CCARD	NAME TAG WIZARD	NAME TAGS	39.96
10/29/2023	CCARD	OLIVE GARDEN	METRO SHARED SERVICES - LUNCH	18.42
10/29/2023	CCARD	ONLINELABELS.COM	LABELS	428.77
10/29/2023	CCARD	PK SAFETY SUPPLY	CO MONITORS FOR AMBULANCE	636.00
10/29/2023	CCARD	AMAZON MARKETPLACE	JANITORIAL SUPPLIES	310.88
10/29/2023	CCARD	SOARING EAGLE CASINO & RESORT	FIRE INSPECTOR'S CONFERENCE - FOOD & LODGING	523.50
10/29/2023	CCARD	SWIMOUTLET.COM	AQUATICS SUPPLIES	408.52
10/29/2023	CCARD	TARGET WEST LANSING	WINDOW SHADES	46.10
10/29/2023	CCARD	UNITED AIRLINES	FLIGHT - D.TEIGLER	298.38
10/29/2023	CCARD	WALMART STORES, INC.	39ERS TRIP & LOCKS	123.81
10/29/2023	CCARD	MICHIGAN CRISIS RESPONSE ASSOC.	MCRA CONFERENCE	55.00



10/29/2023	CCARD	THE WALL STREET JOURNAL	MONTHLY SUBSCRIPTION - DIGITAL & PRINT	77.98
10/29/2023	CCARD	JERSEY MIKE'S	WELLNESS	156.68
10/29/2023	CCARD	4IMPRINT	EMPLOYEE APPRECIATION & COMM AWARDS	3,021.43
10/29/2023	CCARD	DON'S AUTO FLEET SERVICE	TRANSMISSION FOR AMBULANCE	4,000.00
10/29/2023	CCARD	ADOBE, INC.	MONTHLY SUBSCRIPTION FOR STOCK PHOTOS	29.99
10/29/2023	CCARD	AMAZON MARKETPLACE	BUSINESS PRIME MEMBERSHIP	499.00
10/29/2023	CCARD	MICHIGAN ASSOC OF FIRE CHIEFS	MBRSHP RENEWAL & WMAFC CO TRAINING DAY	225.00
10/29/2023	CCARD	BIG JOHN STEAK & ONION	RECYCLE EXPENSE	19.39
10/29/2023	CCARD	DEAN TRAILWAYS OF MICHIGAN	GRAND HOTEL TRIP - TRANSPORTATION	2,809.01
10/29/2023	CCARD	PANERA BREAD	BLUE CARD - FOOD	141.93
10/29/2023	CCARD	SHANTY CREEK RESORTS	CODE OFFICIALS CONFERENCE - LODGING	759.80
10/29/2023	CCARD	CHIPOTLE MEXICAN GRILL	EMPLOYEE APPRECIATION - FOOD	723.90
10/29/2023	CCARD	THE UPS STORE	SHIPPED SCBA PARTS TO DINGES	38.61
10/29/2023	CCARD	BUFFALO WILD WINGS	LBWL/DELTA COMMITTEE QUARTERLY MEETING	41.00
10/29/2023	CCARD	HORROCKS FARM MARKET	BLUE CARD - FRUIT/SNACKS	19.10
10/29/2023	CCARD	MENARDS	DRYWALL	159.00
10/29/2023	CCARD	QUALITY DAIRY CO.	BLUE CARD TTT COURSE - FOOD	66.26
10/29/2023	CCARD	AUTO ZONE	STATION 1 MAINTENANCE - OIL	35.96
10/29/2023	CCARD	FABIANO'S GROCERY & DELI	BLUE CARD & PERFORMANCE UNDER PRESSURE - PIZZA	217.74
10/29/2023	CCARD	AMAZON MARKETPLACE	LIVE FIRE TRAINING: PRINCIPLES AND PRACT	425.40
10/29/2023	CCARD	CROWN AWARDS	YOUTH SPORTS SUPPLIES	1,264.48
10/29/2023	CCARD	SMOKE 'N PIG	EMPLOYEE APPRECIATION - FOOD	1,437.50
10/29/2023	CCARD	AGGIE MAE'S BAKERY, LLC	BLUE CARD - FOOD	219.80
10/29/2023	CCARD	MEIJER, INC.	39ERS TRIP & EMPLOYEE APPRECIATION	203.17
10/29/2023	CCARD	COMCAST	SERVICE @ MULT LOCATIONS (SEPT - OCT 23)	203.97
10/29/2023	CCARD	MICHIGAN TOWNSHIPS ASSOCIATION	2023 PLANING & ZONING RETREAT	365.00
10/29/2023	CCARD	BASIC	ACA ELEVATE - QUALIFIED INDIVIDUAL FEE	2,026.35
10/29/2023	CCARD	BJ'S WHOLESALE	FOOD, BEVERAGES, & STORAGE TOTES	553.88
10/29/2023	CCARD	F.A. DAVIS COMPANY	TEXTBOOKS FOR PARAMEDIC STUDENTS	98.28
10/29/2023	CCARD	LUDLUM MEASUREMENTS, INC.	REPAIRS, CALIBRATION	441.10
10/29/2023	CCARD	CAFE PARADISO	SUTPHEN AERIAL TRAINING	176.33
10/29/2023	CCARD	CALL TO RECYCLE	FIRE RETARDANT	500.00
10/29/2023	CCARD	CRACK CHICKEN	BLUE CARD - FOOD	218.94
10/29/2023	CCARD	DER DUTCHMAN	SUTPHEN AERIAL TRAINING - FOOD	79.80

10/29/2023	CCARD	EL TORO MEXICAN RESTAURANT	SUTPHEN AERIAL TRAINING	71.84
10/29/2023	CCARD	EMERGENT HEALTH	PARAMEDIC CLASSES	2,700.00
10/29/2023	CCARD	FUSION	SUTPHEN AERIAL TRAINING - FOOD	144.57
10/29/2023	CCARD	HUMAN KINETICS	TRAINING BOOKS	489.11
10/29/2023	CCARD	PCSX	LAPTOP BATTERY	164.12
10/29/2023	CCARD	PSTRAXEDU	PSTRAXEDU USER GROUP & TRAINING SEMINAR	399.00
10/29/2023	CCARD	TAKING MI FORWARD	LUNCHEON TICKET - F.BREWER	75.00
10/29/2023	CCARD	URBANA BREWING CO	SUTPHEN AERIAL TRAINING - FOOD	37.33
10/29/2023	CCARD	VILLAGE ICE CREAM	BLUE CARD - FOOD	107.15
10/29/2023	CCARD	EATON COUNTY ROAD COMMISSION	PERMIT FEE	6.47
10/29/2023	CCARD	HOTBEATS ENTERTAINMENT	EMPLOYEE APPRECIATION - ENTERTAINMENT	550.00
10/29/2023	CCARD	MI GOV'T FINANCE OFFICERS ASSOC	MEMBERSHIP - C.NICHOLLS	130.00
10/29/2023	CCARD	GREAT WOLF LODGE	CEMETERY CONFERENCE LODGING - DUPLICATE	(320.88)
10/29/2023	CCARD	AMAZON MARKETPLACE	REFUND - WORK SHOE	(81.00)
10/29/2023	CCARD	GRANGER	GENERAL WASTE	169.62
11/06/2023	EFT	EATON COUNTY TREASURER	TAX DISTRIBUTIONS 10/16/23 - 10/31/23	42,404.65
11/06/2023	EFT	EATON RESA	TAX DISTRIBUTIONS 10/16/23 - 10/31/23	5,014.51
11/06/2023	EFT	GRAND LEDGE PUBLIC SCHOOLS	TAX DISTRIBUTIONS 10/16/23 - 10/31/23	36,887.77
11/06/2023	EFT	INGHAM INTERMEDIATE SCHOOLS	TAX DISTRIBUTIONS 10/16/23 - 10/31/23	6,717.35
11/06/2023	EFT	LANSING COMMUNITY COLLEGE	TAX DISTRIBUTIONS 10/16/23 - 10/31/23	14,113.11
11/06/2023	EFT	LANSING PUBLIC SCHOOLS	TAX DISTRIBUTIONS 10/16/23 - 10/31/23	940.64
11/06/2023	EFT	WAVERLY COMMUNITY SCHOOLS	TAX DISTRIBUTIONS 10/16/23 - 10/31/23	8,024.69
11/08/2023	329021	CONSUMERS ENERGY	STREET LIGHTS & GAS SERVICE TO ULTIUM - OCT 23	12,137.21
11/08/2023	329022	WEX BANK	FUEL PURCHASES FOR TWP FLEET - OCTOBER 23	15,003.86
11/08/2023	329023	ERIN INMAN	KNITTING & CROCHETING CLASSES - FALL 1ST SESSION	189.00
11/08/2023	329024	LANSING BOARD OF WATER & LIGHT	SERVICE @ MULT LOCATIONS	609.05
11/08/2023	329025	LYNN BAISLEY	REFUND P&R RENTAL DEPOSIT	300.00
11/08/2023	329026	STAPLES	CHAIRS	5,565.96
11/08/2023	329027	STATE OF MICHIGAN	FILING FEE - UNLIMITED TAX GEN OBLIGATION	1,000.00
11/08/2023	329028	CORELOGIC CENTRALIZED REFUNDS	REFUND STAX 23 040-072-860-630-00	4,112.31
11/08/2023	329029	U.S. POSTMASTER	POSTAGE FOR MACHINE	20,000.00
11/08/2023	329030	LYZENGA, THOMAS	REFUND W/S FOR ACCOUNT: 00035058	106.25
11/08/2023	329031	BELL TITLE AGENCY OF EAST LANSING	REFUND W/S FOR ACCOUNT: 00015596	12.53
11/10/2023	329045	S&P GLOBAL RATINGS	2023 ULTD TAX GEN OBLIGATION BONDS - PROF SVCS	21,000.00

11/15/2023	329047	CAROL ADADO	ELECTION WORKERS - SPECIAL ELECTION 11/7	133.00
11/15/2023	329048	SUSAN K ADSIT	ELECTION WORKERS - SPECIAL ELECTION 11/7	147.00
11/15/2023	329049	BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH INSURANCE - DECEMBER 2023	162,482.29
11/15/2023	329050	PATRICK BOHAC	ELECTION WORKERS - SPECIAL ELECTION 11/7	390.00
11/15/2023	329051	REBECCA BOUCK	ELECTION WORKERS - SPECIAL ELECTION 11/7	374.50
11/15/2023	329052	KARLA I CHAMBERLAIN	ELECTION WORKERS - SPECIAL ELECTION 11/7	262.50
11/15/2023	329053	CANDICE CHATFIELD	ELECTION WORKERS - SPECIAL ELECTION 11/7	136.50
11/15/2023	329054	CLAUDIA CHEYNE	ELECTION WORKERS - SPECIAL ELECTION 11/7	427.50
11/15/2023	329055	RODNEY CHEYNE JR.	ELECTION WORKERS - SPECIAL ELECTION 11/7	558.75
11/15/2023	329056	LOIS JANE CHILCOTE	ELECTION WORKERS - SPECIAL ELECTION 11/7	28.00
11/15/2023	329057	KATE MARIE CLARK	ELECTION WORKERS - SPECIAL ELECTION 11/7	300.00
11/15/2023	329058	DONNA JEAN CLEMENTS	ELECTION WORKERS - SPECIAL ELECTION 11/7	14.00
11/15/2023	329059	LINDA MORWAY	REFUND - CEMETERY DEPOSIT - FRANK MORWAY	300.00
11/15/2023	329060	CONSUMERS ENERGY	SERVICE @ 215 SNOW RD & 811 N CANAL	811.86
11/15/2023	329061	DAVID CORRIE	ELECTION WORKERS - SPECIAL ELECTION 11/7	255.00
11/15/2023	329062	SHANTA ELLSWORTH	ELECTION WORKERS - SPECIAL ELECTION 11/7	147.00
11/15/2023	329063	PETER W ENGEL	ELECTION WORKERS - SPECIAL ELECTION 11/7	241.50
11/15/2023	329064	JOHN FIERO	ELECTION WORKERS - SPECIAL ELECTION 11/7	259.00
11/15/2023	329065	VIRGINIA SUE FORSTOT	ELECTION WORKERS - SPECIAL ELECTION 11/7	220.50
11/15/2023	329066	SUSAN FOX	ELECTION WORKERS - SPECIAL ELECTION 11/7	258.75
11/15/2023	329067	TINK FULWILEY	ELECTION WORKERS - SPECIAL ELECTION 11/7	625.00
11/15/2023	329068	ALYSANDRA GANEM-REDD	ELECTION WORKERS - SPECIAL ELECTION 11/7	258.75
11/15/2023	329069	CULVER GANEM-REDD	ELECTION WORKERS - SPECIAL ELECTION 11/7	15.00
11/15/2023	329070	GRAND LEDGE AUTO PARTS	MISC PARTS	172.26
11/15/2023	329071	JANE GORDON	ELECTION WORKERS - SPECIAL ELECTION 11/7	258.75
11/15/2023	329072	GRANGER	CONTAINER SERVICE @ MULTIPLE LOCATIONS - OCT 23	1,914.44
11/15/2023	329073	MAE HAAN	ELECTION WORKERS - SPECIAL ELECTION 11/7	490.00
11/15/2023	329074	RUTHIE HODGE	ELECTION WORKERS - SPECIAL ELECTION 11/7	490.00
11/15/2023	329075	DOUGLAS HOEK	ELECTION WORKERS - SPECIAL ELECTION 11/7	129.50
11/15/2023	329076	ANNA JOHNS	ELECTION WORKERS - SPECIAL ELECTION 11/7	136.50
11/15/2023	329077	LANSING BOARD OF WATER & LIGHT	WHOLESALE WATER BILLING - OCTOBER 2023	208,328.70
11/15/2023	329078	DEBORAH LARKIN	ELECTION WORKERS - SPECIAL ELECTION 11/7	401.25
11/15/2023	329079	LOWES BUSINESS ACCOUNT	SUPPLIES & MATERIALS FOR MULTIPLE DEPTS	1,120.98
11/15/2023	329080	THOMAS MAILAND	ELECTION WORKERS - SPECIAL ELECTION 11/7	129.50

11/15/2023	329081	CHRISTOPHER MATTSON	ELECTION WORKERS - SPECIAL ELECTION 11/7	453.00
11/15/2023	329082	MARILYN MERRIFIELD	ELECTION WORKERS - SPECIAL ELECTION 11/7	129.50
11/15/2023	329083	JOANNE MOENING	ELECTION WORKERS - SPECIAL ELECTION 11/7	230.00
11/15/2023	329084	SUSAN BENNETT MONCADA	ELECTION WORKERS - SPECIAL ELECTION 11/7	147.00
11/15/2023	329085	NEIL O'BRIEN	ELECTION WORKERS - SPECIAL ELECTION 11/7	281.25
11/15/2023	329086	NEDRA CANNON	REFUND P&R RENTAL DEPOSIT	300.00
11/15/2023	329087	HEATHER BYWATER	REFUND P&R RENTAL DEPOSIT	300.00
11/15/2023	329088	CAROLYNN PATTERSON	ELECTION WORKERS - SPECIAL ELECTION 11/7	136.50
11/15/2023	329089	BEVERLY PILLAR	ELECTION WORKERS - SPECIAL ELECTION 11/7	425.00
11/15/2023	329090	JILL PLATE	ELECTION WORKERS - SPECIAL ELECTION 11/7	230.00
11/15/2023	329091	ADDISON PUCK	ELECTION WORKERS - SPECIAL ELECTION 11/7	305.00
11/15/2023	329092	DAVID PUCK	ELECTION WORKERS - SPECIAL ELECTION 11/7	360.00
11/15/2023	329093	HEIDI PUNG	ELECTION WORKERS - SPECIAL ELECTION 11/7	400.00
11/15/2023	329094	LINDA SCHAIBLE	ELECTION WORKERS - SPECIAL ELECTION 11/7	217.00
11/15/2023	329095	KIMBERLY SCHOBERT	ELECTION WORKERS - SPECIAL ELECTION 11/7	206.50
11/15/2023	329096	JANET SMALL	ELECTION WORKERS - SPECIAL ELECTION 11/7	247.50
11/15/2023	329097	JOSEPH E STATEN	ELECTION WORKERS - SPECIAL ELECTION 11/7	232.50
11/15/2023	329098	U.S. POSTMASTER	POSTAGE FOR 2024 WINTER DELTA MAGAZINE	4,406.22
11/15/2023	329099	JANIS VASILION	ELECTION WORKERS - SPECIAL ELECTION 11/7	220.50
11/15/2023	329100	CAROL WALKER	ELECTION WORKERS - SPECIAL ELECTION 11/7	381.50
11/15/2023	329101	KURT WARNER	ELECTION WORKERS - SPECIAL ELECTION 11/7	770.00
11/15/2023	329102	DIANE M. WELDON	ELECTION WORKERS - SPECIAL ELECTION 11/7	146.25
11/15/2023	329103	ROBERT WELDON	ELECTION WORKERS - SPECIAL ELECTION 11/7	146.25
11/15/2023	329104	ADAM WIESE	ELECTION WORKERS - SPECIAL ELECTION 11/7	220.50
11/15/2023	329105	VOYANT COMMUNICATIONS	PHONE & INTERNET SERVICE - NOVEMBER 2023	3,722.56
11/22/2023	329106	180 DESIGNS, LLC	DECALS & VEHICLE WRAPS	6,800.00
11/22/2023	329107	AIRGAS USA, LLC	OXYGEN	1,676.66
11/22/2023	329108	AMBS MESSAGE CENTER	ANSWERING SERVICE - 11/1/23 - 11/30/23	192.24
11/22/2023	329109	TELEFLEX LLC	NEEDLE SET AND STABILIZER	2,010.50
11/22/2023	329110	AUTO VALUE PARTS STORE	MISC PARTS, TOOLS, & SUPPLIES	903.09
11/22/2023	329111	BARYAMES CLEANERS, INC.	CHIEF & ASST CHIEFS UNIFORMS - LAUNDRY	157.35
11/22/2023	329112	BDN	SHERIFF SUBSTATION - ASBESTOS INSPECTION	12,794.83
11/22/2023	329113	BENDZINSKI & CO.	2023 UNLTD GEN OBLIGATION BONDS-PROF SVC	38,850.00
11/22/2023	329114	COLLIERS ENGINEERING & DESIGN	COURTYARD @ DELTA - PROF SVCS THRU 10/8/23	10,450.00

11/22/2023	329115	BEST AIRE COMPRESSOR SERVICES, INC	BOARD CONTROL FOR AIR COMPRESSOR #4	2,444.45
11/22/2023	329116	BEST BARRICADING, INC.	7330 W SAGINAW WMB	1,145.00
11/22/2023	329117	BLACKBURN MANUFACTURING CO.	MISS DIG FLAGS - BLUE & GREEN	841.00
11/22/2023	329118	BLOOM SLUGGETT, PC	FAIRFAX LAND - PROF SVCS THRU 10/25/23	1,750.00
11/22/2023	329119	BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES	2,495.86
11/22/2023	329120	ELIZABETH BOWEN	REIMBURSEMENT - MML CONFERENCE	289.50
11/22/2023	329121	CANON FINANCIAL SERVICES, INC.	MONTHLY COPIER CONTRACT CHARGE - NOVEMBER	234.00
11/22/2023	329122	CAPITAL ASPHALT LLC	COLD PATCH	2,014.65
11/22/2023	329123	CASE CREDIT UNION	MONTHLY RENT PAYMENT - DECEMBER 2023	8,701.33
11/22/2023	329124	CDW GOVERNMENT, INC.	USB MULTIPOINT ADAPTER & ADOBE CLOUD RENEWAL	3,718.43
11/22/2023	329125	CITY OF LANSING	GM SANITARY SEWER 425 AGREEMENT (9/15 - 10/18)	30,164.36
11/22/2023	329126	CSI EMERGENCY APPARATUS, LLC	INTAKE VALVE SEAL KITS	925.70
11/22/2023	329127	D & K TRUCK COMPANY	LARGE UTILITY TRUCK	84,391.00
11/22/2023	329128	D & K TRUCK COMPANY	FRONT END ALIGNMENT	272.48
11/22/2023	329129	DINGES FIRE COMPANY	CHARGER RING	23.98
11/22/2023	329130	DUNIGAN BROTHERS	ULTIUM 3 BATTERY PLANT BID PACKAGE 1 - PAY APP 11	192,569.86
11/22/2023	329131	EATON COUNTY	ORDINANCE FINES & WORK CREW SERVICES	11,743.67
11/22/2023	329132	EATON COUNTY TREASURER	DISTRIBUTION OF SPACE TAX MONIES - OCT 23	537.50
11/22/2023	329133	EATON COUNTY TREASURER	SHERIFF CONTRACTUAL - NOVEMBER 2023	340,082.00
11/22/2023	329134	EJ USA, INC.	PARTS FOR 4800 S CANAL	1,233.45
11/22/2023	329135	ELECTION SOURCE	EARLY VOTING BALLOT BAGS	124.78
11/22/2023	329136	ETNA SUPPLY COMPANY	METERS, FLANGES, & WIRE	5,086.00
11/22/2023	329137	FACILITY SOLUTIONS, INC.	JANITORIAL SUPPLIES	519.17
11/22/2023	329138	FERGUSON WATERWORKS #3386	CONCRETE & ASPHALT SAW BLADES	103.30
11/22/2023	329139	FIBERTEC ENVIRONMENTAL SERVICES	IPP MONITORING	126.00
11/22/2023	329140	FIRE SMART PROMOTIONS	FIREFIGHTER HAT	2,070.00
11/22/2023	329141	FLEETPRIDE	EXHAUST FLUID, FITTINGS, AND OIL FILTERS	530.91
11/22/2023	329142	GALLS, LLC	DANNER LOOKOUT EMS/CSA SIDE ZIP	224.54
11/22/2023	329143	USA TODAY NETWORK	NOTARIZED ADVERTISING - OCTOBER 2023	624.35
11/22/2023	329144	GRAND LEDGE AUTO PARTS	FILTERS, GASKETS, & BATTERIES	344.69
11/22/2023	329145	GORDON FOOD SERVICE, INC.	RECYCLE - FOOD	180.81
11/22/2023	329146	GRAINGER	JANITORIAL SUPPLIES	262.93
11/22/2023	329147	MORRIE'S GRAND LEDGE FORD LINCOLN	ASSEMBLY ARM, BLADE ASSEMBLY, SENSOR & BOLTS	242.17
11/22/2023	329148	GRANGER	DELEAFING - 5717 MILLETT HWY	10,865.55

11/22/2023	329149	GREAT LAKES EXPRESS SERVICE, INC.	MONTHLY MAIL SERVICE - SEPTEMBER 2023	320.00
11/22/2023	329150	HALLAHAN & ASSOCIATES	PROFESSIONAL SERVICES THROUGH 10/31/23	1,180.00
11/22/2023	329151	HAMMOND FARMS	PRO-SOIL LAWN/GARDEN	187.50
11/22/2023	329152	BRIAN HATFIELD	REIMBURSEMENT - LIFE FIRE TRAINING - SNACKS	62.26
11/22/2023	329153	HAWORTH, INC	DEMO/REBUILD FURNITURE IN TEMP SPACE	3,072.00
11/22/2023	329154	DJ'S LANDSCAPE MANAGEMENT	PARKING LOT SWEEPING FOR MS4 PERMIT	5,065.00
11/22/2023	329155	INTERNATIONAL CODE COUNCIL	18 IPC COMMENTARY	131.00
11/22/2023	329156	INGSTRUP GARAGE DOOR & CONSTRUCTION	GARAGE DOOR SERVICE/REPAIR	756.75
11/22/2023	329157	IRON HORSE EXCAVATION	MT HOPE PARK N. BALLFIELD DEV - APP 6	295,483.00
11/22/2023	329158	KAMMINGA & ROODVOETS, INC	CARRIER CREEK INTERCEPTOR - APPLICATION	325,870.11
11/22/2023	329159	KENDALL ELECTRIC INC.	ULTIUM/BID PACK 4 SEWER/LEAP, AND EL2 PARTS	17,902.40
11/22/2023	329160	KODIAK EMERGENCY VEHICLES	AUTO EJECT COVER & BACK UP LIGHT	349.23
11/22/2023	329161	ANTHONY LELO	REIMBURSEMENT - MI PERMIT LIC PLAN REV	150.00
11/22/2023	329162	LOOMIS	ARMORED SERVICE - OCTOBER 2023	782.43
11/22/2023	329163	LYDEN OIL COMPANY	SYNTHETIC OIL	867.75
11/22/2023	329164	MACALLISTER RENTALS	DIESEL COMPRESSOR RENTAL	759.00
11/22/2023	329165	MARK'S LOCK SHOP, INC.	KEYS & PADLOCKS	191.00
11/22/2023	329166	MAURER'S	UTILITIES UNIFORMS - OCT 2023	924.20
11/22/2023	329167	MCCLLOUD	PEST CONTROL - SHERIFF SUBSTATION	171.92
11/22/2023	329168	MCKEARNEY ASPHALT & SEALING, INC.	WMB - SAGINAW & THOMAS L	9,000.00
11/22/2023	329169	BRADLEY MEISTER	REIMBURSEMENT - MILESTONE 2023 - FOOTWEAR	100.00
11/22/2023	329170	MENARDS	MISC TOOLS, PARTS, & SUPPLIES	517.11
11/22/2023	329171	MICHIGAN ASSOCIATION OF PLANNING	MEMBERSHIP RENEWAL	65.00
11/22/2023	329172	MICHIGAN COMPANY, INC.	JANITORIAL SUPPLIES	319.13
11/22/2023	329173	MILLER, CANFIELD, PADDOCK AND STONE	UNLTD TAX GENERAL OBLIGATION BONDS	42,500.00
11/22/2023	329174	MICHIGAN MUNICIPAL LEAGUE	CDL CONSORTIUM DRIVERS FEE	1,620.00
11/22/2023	329175	MITCHELL1	VEHICLE REPAIR SOFTWARE ANNUAL RENEWAL	2,640.00
11/22/2023	329176	KAREN MOJICA	REIMBURSEMENT - MML CONFERENCE - MILEAGE	239.20
11/22/2023	329177	MOORE TROSPER CONSTRUCTION CO	DELTA MILLS RESTROOM - APPLICATION 5	196,345.01
11/22/2023	329178	MUNICIPAL SUPPLY CO.	SS SEAL CLAMPS - WMB W SAGINAW	1,503.42
11/22/2023	329179	MICHIGAN WATER ENVIRONMENT ASSOC.	M MCKANE MEMBERSHIP RENEWAL (#5804)	95.00
11/22/2023	329180	NYE UNIFORM	UNIFORMS & SHOES	3,372.80
11/22/2023	329181	CANON SOLUTIONS AMERICA, INC.	COPIER MAINTENANCE - NOVEMBER 2023	83.93
11/22/2023	329182	OHM ADVISORS	BP1 FORCEMAIN CONSTRUCTION - PROF SVCS	2,339.00

11/22/2023	329183	PVS TECHNOLOGIES, INC.	FERRIC CHLORIDE SOLUTION	10,518.41
11/22/2023	329184	QUALITY TIRE, INC.	TIRES FOR #1253 & SWAP STEERS	706.92
11/22/2023	329185	SPARTAN IRRIGATION, INC.	R&M ON IRRIGATION-METRO NET DAMAGE	256.67
11/22/2023	329186	SPECTRUM PRINTERS, INC.	ELECTION BALLOTS	4,463.61
11/22/2023	329187	STATE OF MICHIGAN	PUBLIC WATER SUPPLY ANNUAL FEE	7,078.43
11/22/2023	329188	SUNDANCE CHEVROLET	GASKET, PUMP KIT, & BUMPER	1,269.41
11/22/2023	329189	TETRA TECH, INC.	CARRIER CREEK & GM ULTIUM - PROF SVCS	67,649.57
11/22/2023	329190	THRUN LAW FIRM P.C.	LEGAL SERVICES - SEPT & OCT 23	1,812.00
11/22/2023	329191	TL CONTRACTING, INC.	LIMESTONE & SAND	3,298.60
11/22/2023	329192	TREETOP PRODUCTS, LLC	MT HOPE PERIMETER PATHWAY - RECEPTACLES	10,391.80
11/22/2023	329193	TRI-COUNTY REGIONAL PLANNING COMM	REIMBURSEMENT FOR GLRC BANNER	129.66
11/22/2023	329194	VIRIDIS DESIGN GROUP	DELTA MILLS & MT HOPE PATH - PROF SVCS	2,200.00
11/22/2023	329195	DAVID WALIGORA	REIMBURSEMENT - APA MI ANNUAL CONFERENCE	1,081.38
11/22/2023	329196	WITMER PUBLIC SAFETY GROUP	SMOKE DUCT SET	564.12
11/22/2023	329197	WOLVERINE BUILDING GROUP	ADMIN INTERIOR - APPLICATION 4	655.00
11/22/2023	EFT	GRAND RIVER CONSTRUCTION	ULTIUM 3 BATTERY PLANT - BID PKG 4	909,801.45
11/30/2023	EFT	COMMERCIAL CONTRACTING CORP	WWTP IMPVMTS - PHASE 1	<u>1,660,144.47</u>
			PAYABLES	\$ 5,002,808.12
			PAYROLL PAY ENDING 10/28/2023	\$ 440,597.48
				<u><u>\$ 5,443,405.60</u></u>

**CHARTER TOWNSHIP OF DELTA**  
Public Meeting Room A  
Delta Township Administration Building  
7710 West Saginaw Highway  
Lansing, MI 48917

**TOWNSHIP BOARD REGULAR MEETING MINUTES FOR  
MONDAY, NOVEMBER 6, 2023**

**I. CALL TO ORDER**

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

**II. OPENING CEREMONIES – Pledge of Allegiance**

**III. ROLL CALL**

Members Present: Supervisor Kenneth R. Fletcher, Clerk Mary R. Clark, Treasurer Dennis R. Fedewa, Trustee Elizabeth S. Bowen, and Trustee Fonda J. Brewer

Members Absent: Trustee Andrea M. Cascarilla and Trustee Karen J. Mojica

Others Present: Manager Brian T. Reed, Finance Director Courtney Nicholls, Township Engineer Jacob Kleinhenz, Fire Chief Gregg Ginebaugh, Assistant Fire Chief John Kahler, Lieutenant Preston Dahlgren, Deputy Manager Erin LaPere, Assistant to the Manager/Communications Administrator Mary Worland, Parks, Recreation and Cemeteries Director Marcus Kirkpatrick, Utilities Director Rick Kane.

TRUSTEE BOWEN MOVED TO EXCUSE TRUSTEE CASCARILLA AND TRUSTEE MOJICA FROM THE NOVEMBER 6, 2023, REGULAR BOARD MEETING.

TRUSTEE BREWER SUPPORTED THE MOTION. THE MOTION PASSED 5-0.

**IV. PRESENTATIONS AND PROCLAMATIONS**

**V. SET/ADJUST AGENDA**

TRUSTEE BREWER MOVED TO APPROVE THE AGENDA AS PRESENTED.

TRUSTEE BOWEN SUPPORTED THE MOTION. THE MOTION PASSED 5-0.

**VI. PUBLIC HEARING**

**VII. COMMUNICATIONS**



**VIII. PUBLIC COMMENTS**

**IX. INTRODUCTION OF ORDINANCES**

**X. PASSAGE OF ORDINANCES**

**XI. CONSENT AGENDA**

TRUSTEE BREWER MOVED TO APPROVE THE CONSENT AGENDA AS AMENDED REMOVING ITEM 6 FOR DISCUSSION.

CLERK CLARK SUPPORTED THE MOTION.

**ROLL CALL:**

**AYES:** SUPERVISOR FLETCHER, CLERK CLARK, TREASURER FEDEWA, TRUSTEE BOWEN, AND TRUSTEE BREWER

**NAYS:** NONE

**ABSENT:** TRUSTEE CASCARILLA AND TRUSTEE MOJICA

THE MOTION PASSED 5-0.

**1. Bills and Financial Transactions**

Bonds/Debt Payments	\$	
Payroll & Related	\$	432,395.99
Refunds	\$	18,813.75
Tax Distributions	\$	180,961.82
Vendor Claims	\$	817,117.62
Total	\$	1,114,289.18

TRUSTEE BREWER MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED.

CLERK CLARK SUPPORTED THE MOTION. THE MOTION PASSED 5-0.

**2. Minutes**

**a. Monday, October 16, 2023**

TRUSTEE BREWER MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED.

CLERK CLARK SUPPORTED THE MOTION. THE MOTION PASSED 5-0.

**3. Set Public Hearing for the CHILL Application**

TRUSTEE BREWER MOVED THAT THE DELTA TOWNSHIP BOARD RESCHEDULE A PUBLIC HEARING ON THE TOWNSHIP'S CDBG HOUSING IMPROVING LOCAL LIVABILITY (CHILL) PROGRAM APPLICATION FOR MONDAY, NOVEMBER 13, 2023 AT THE DELTA TOWNSHIP ADMINISTRATION BUILDING AT 6:00 P.M.

CLERK CLARK SUPPORTED THE MOTION. THE MOTION PASSED 5-0.

**4. Greater Lansing Regional Committee for Stormwater Management (GLRC) Memorandum of Agreement**

TRUSTEE BREWER MOVED THAT THE DELTA TOWNSHIP BOARD APPROVE THE MEMORANDUM OF AGREEMENT FOR THE GREATER LANSING REGIONAL COMMITTEE FOR STORMWATER MANAGEMENT BY ADOPTING THE PROPOSED RESOLUTION AS DRAFTED BY THE TOWNSHIP ENGINEER.

CLERK CLARK SUPPORTED THE MOTION. THE MOTION PASSED 5-0.

**5. Approval of the Operating, Paramedic/Firefighter, Public Safety and Police Sub Station Bond 2023 Tax Rates for form L-4029 for the Delta Township Winter Tax Roll and the City of Lansing Winter Tax Roll**

TRUSTEE BREWER MOVED THAT THE DELTA TOWNSHIP BOARD ADOPT THE FOLLOWING MILLAGE RATES TO BE USED ON THE 2023 TAX RATE REQUEST FORM L-4029 AND TO LEVY SAID TAX RATES ON THE 2023 DELTA TOWNSHIP WINTER TAX ROLL AND LEVY THE PARAMEDIC/FIREFIGHTER, THE PUBLIC SAFETY OPERATING AND THE POLICE SUB STATION BOND TAX RATE ON THE 2023 CITY OF LANSING 425 AREA WINTER TAX ROLL:

- 4.9287 MILLS FOR THE CHARTER TAX LEVY
- 0.9896 MILLS FOR THE PARAMEDIC/FIREFIGHTER TAX LEVY
- 1.0000 MILLS FOR PUBLIC SAFETY OPERATING
- 0.9591 MILLS FOR THE POLICE SUB STATION BOND

I FURTHER MOVE THAT THE TOWNSHIP SUPERVISOR AND CLERK ARE AUTHORIZED TO SIGN THE 2023 TAX RATE REQUEST FORM L-4029 TO BE FILED WITH EATON COUNTY CLERK.

CLERK CLARK SUPPORTED THE MOTION. THE MOTION PASSED 5-0.

**7. Surplus Property**

TRUSTEE BREWER MOVED THAT THE DELTA TOWNSHIP BOARD AUTHORIZE THE DISPOSAL OF THE SURPLUS ITEM LISTED IN THE MEMO THROUGH ONLINE AUCTION.

CLERK CLARK SUPPORTED THE MOTION. THE MOTION PASSED 5-0.

**8. November Committee of the Whole to Regular Meeting**

TRUSTEE BREWER MOVED THAT THE DELTA TOWNSHIP BOARD APPROVE THE CHANGE OF THE NOVEMBER 13TH COMMITTEE OF THE WHOLE MEETING TO A REGULAR BOARD MEETING.

CLERK CLARK SUPPORTED THE MOTION. THE MOTION PASSED 5-0.

**9. Appointments to the Tri-County Regional Planning Commission Committees and Boards**

TRUSTEE BREWER MOVED THAT THE DELTA TOWNSHIP BOARD MAKE THE FOLLOWING APPOINTMENTS TO THE TRI-COUNTY REGIONAL PLANNING COMMISSION COMMITTEES:

1. CAPITAL AREA REGIONAL TRANSPORTATION STUDY TECHNICAL COMMITTEE (CARTS), JACOB KLEINHENZ AND BRIAN REED AS DELEGATES AND ERIN LAPERE AND GARY BOZEK AS ALTERNATES.
2. GROUNDWATER MANAGEMENT BOARD (GMB) JACOB KLEINHENZ AS DELEGATE AND RICK KANE AS ALTERNATE
3. GREATER LANSING REGIONAL COMMITTEE FOR STORM WATER MANAGEMENT (GLRC) JACOB KLEINHENZ AS DELEGATE AND RICK KANE AS ALTERNATE.

CLERK CLARK SUPPORTED THE MOTION. THE MOTION PASSED 5-0.

**XII. ITEMS REMOVED FROM CONSENT AGENDA FOR DISCUSSION**

**6. Salary Schedules and Compensation Adjustments effective January 1, 2024**

AFTER DISCUSSION, TRUSTEE BOWEN MOVED THAT THE DELTA TOWNSHIP BOARD APPROVE COST-OF-LIVING ADJUSTMENT FOR THE CURRENT FULL-TIME SALARY SCHEDULE WAGES BY 5% TO BE EFFECTIVE JANUARY 1, 2024; AND

I FURTHER MOVE THAT THE DELTA TOWNSHIP BOARD APPROVE COST-OF-LIVING ADJUSTMENT FOR THE CURRENT PART-TIME SALARY SCHEDULE WAGES BY 5% TO BE EFFECTIVE JANUARY 1, 2024; AND

MONDAY, NOVEMBER 6, 2023, TOWNSHIP BOARD MINUTES – REGULAR  
MEETING CHARTER TOWNSHIP OF DELTA

I FURTHER MOVE THAT THE DELTA TOWNSHIP BOARD APPROVE COST-OF-LIVING ADJUSTMENT FOR THE ANNUAL COMPENSATION OF BRIAN REED, TOWNSHIP MANAGER, PER THE EMPLOYMENT AGREEMENT EXHIBIT 1, BY 5% TO BE EFFECTIVE JANUARY 1, 2024;  
AND

FINALLY, I FURTHER MOVE THAT THE DELTA TOWNSHIP BOARD APPROVE COST-OF-LIVING ADJUSTMENT FOR THE ANNUAL COMPENSATION OF THE TOWNSHIP BOARD, PER THE BOARD COMPENSATION AND BENEFITS POLICY, BY 5% TO BE EFFECTIVE JANUARY 1, 2024.

TREASURER FEDEWA SUPPORTED THE MOTION. THE MOTION PASSED 5-0.

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

**XIV. OLD ITEMS OF BUSINESS**

**XV. NEW ITEMS OF BUSINESS**

**10. Delta Township Sheriff Substation Project Construction Award**

TREASURER FEDEWA MOVED THAT THE DELTA TOWNSHIP BOARD APPROVE THE PROPOSED CONTRACT MODIFICATION WITH THE CHRISTMAN COMPANY FOR THE PURPOSE OF PROVIDING CONSTRUCTION SERVICES FOR THE DELTA TOWNSHIP SHERIFF SUBSTATION PROJECT AT A COST OF \$12,083,651. THE TOTAL PROJECT COST, INCLUDING OWNER DIRECT COSTS/ALLOWANCES TO BE SUPPLIED OUTSIDE OF THE CHRISTMAN CONTRACT IS NOT TO EXCEED \$14,500,000. FURTHER THE TOWNSHIP MANAGER IS HEREBY AUTHORIZED TO SIGN AND EXECUTE AN AGREEMENT FOR SAID SERVICES ON BEHALF OF DELTA TOWNSHIP.

CLERK CLARK SUPPORTED THE MOTION. THE MOTION PASSED 5-0.

**11. Citizen Participation Plan for CDBG/CHILL Grant**

TRUSTEE BREWER MOVED THAT THE DELTA TOWNSHIP BOARD ADOPTS THE CITIZEN PARTICIPATION PLAN FOR THE TOWNSHIP'S CDBG HOUSING IMPROVING LOCAL LIVABILITY (CHILL) PROGRAM GRANT APPLICATION.

TRUSTEE BOWEN SUPPORTED THE MOTION, THE MOTION PASSED 5-0.

MONDAY, NOVEMBER 6, 2023, TOWNSHIP BOARD MINUTES – REGULAR  
MEETING CHARTER TOWNSHIP OF DELTA

**XVI. MANAGER’S REPORT – Brian Reed, Township Manager**

Manager Reed presented his updates to the Township Board:

- Thank you for all the support throughout the entire sheriff substation project. Bond funds were received today.
- Waverly Road CN Railroad project will be closed again for re-repairs.
- Ribbon cuttings to be aware of: Michigan 1<sup>st</sup> Credit Union to open November 13, 2023, at 9:30am and Brix and Minifigs to open November 11, 2023, at 10:00am.
- St. Joe to open hopefully in the next 10-14 days.
- One North is honoring veterans with a free meal on Saturday for Veterans Day.
- More discussion will be had concerning the hotel ordinance previously discussed.

**XVII. COMMITTEE OF THE WHOLE**

**12. CHILL Grant Discussion**

Rawley Van Fossen, Executive Director of the Capital Area Housing Partnership gave a presentation on the Delta Township Homeowner Rehab Program and the CHILL grant process.

**XVIII. CLOSED SESSION**

**XIX. PUBLIC COMMENTS**

**XX. ADJOURNMENT –**

Supervisor Fletcher adjourned the meeting at 6:43pm.

CHARTER TOWNSHIP OF DELTA

KENNETH R. FLETCHER, SUPERVISOR

MARY R. CLARK, TOWNSHIP CLERK

**CHARTER TOWNSHIP OF DELTA**  
Public Meeting Room A  
Delta Township Administration Building  
7710 West Saginaw Highway  
Lansing, MI 48917

**TOWNSHIP BOARD REGULAR MEETING MINUTES FOR  
MONDAY, NOVEMBER 13, 2023**

**I. CALL TO ORDER**

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

**II. OPENING CEREMONIES – Pledge of Allegiance**

**III. ROLL CALL**

Members Present: Supervisor Kenneth R. Fletcher, Clerk Mary R. Clark, Treasurer Dennis R. Fedewa, Trustee Elizabeth S. Bowen, Trustee Fonda J. Brewer, and Trustee Karen J. Mojica

Members Absent: Trustee Andrea M. Cascarilla

Others Present: Manager Brian T. Reed, Finance Director Courtney Nicholls, Assistant Fire Chief John Kahler, Lieutenant Preston Dahlgren, Deputy Manager Erin LaPere, Assistant to the Manager/Communications Administrator Mary Worland, Community & Economic Development Director Peter Menser, Utilities Director Rick Kane.

TRUSTEE BOWEN MOVED TO EXCUSE TRUSTEE CASCARILLA FROM THE NOVEMBER 13, 2023, REGULAR BOARD MEETING.

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

**IV. PRESENTATIONS AND PROCLAMATIONS**

**1. Resolution of Congratulations to the UAW for the Historic Tentative Agreement with the Big 3 Auto Manufacturers**

SUPERVISOR FLETCHER MOVED THAT THE DELTA TOWNSHIP BOARD ACCEPT THE RESOLUTION OF CONGRATULATIONS TO THE UAW FOR THE HISTORIC TENTATIVE AGREEMENT WITH THE BIG 3 AUTO MANUFACTURERS.

**WHEREAS**, ON OCTOBER 30, 2023 THE UAW REACHED A HISTORIC TENTATIVE AGREEMENT WITH GENERAL MOTORS, THE LAST OF THE BIG 3 AUTO MANUFACTURERS IN CONTRACT NEGOTIATIONS WITH

THE UAW, THUS BRINGING AN END TO THE STRIKE WHICH BEGAN IN MID-SEPTEMBER; AND

**WHEREAS**, DELTA TOWNSHIP HAS A LONG HISTORY IN WORKING WITH GENERAL MOTORS TO POSITIVELY IMPACT THE MID-MICHIGAN REGION AND THE THOUSANDS OF LOCAL WORKERS WHO ARE THE LIFE BLOOD OF THE LANSING/ DELTA GM PLANT, THE AUTO-PARTS MANUFACTURING PLANTS, AS WELL AS THE NUMEROUS BUSINESSES THAT BENEFIT FROM GM AND THEIR EMPLOYEES; AND

**WHEREAS**, DELTA TOWNSHIP UNDERSTANDS THE ECONOMIC IMPACT THAT THE STRIKE HAS HAD ON LOCAL INDIVIDUALS AND THE LOCAL ECONOMY AND RECOGNIZES THE CONTRIBUTIONS AND SACRIFICES THEIR MEMBERS HAVE MADE THROUGH THE STRIKE; AND

**WHEREAS**, THE DELTA TOWNSHIP BOARD IS PROUD OF THE INTEGRAL ROLL THAT THE LOCAL UAW MEMBERS PLAYED IN HELPING FIND A RESOLUTION WHICH SECURED INCREASED WAGES, BETTER BENEFITS AND A JUST TRANSITION TO EV BATTERY WORK FOR THEIR MEMBERS.

**NOW THEREFORE, BE IT HEREBY RESOLVED** THAT ON THIS THIRTEENTH DAY OF NOVEMBER TWO-THOUSAND TWENTY-THREE THE DELTA TOWNSHIP BOARD DOES HEREBY RECOGNIZE AND CONGRATULATE THE UNITED AUTOWORKERS (UAW) UNION ON REACHING HISTORIC TENTATIVE AGREEMENTS WITH THE BIG 3 AUTO MANUFACTURERS THAT WILL HAVE A POSITIVE IMPACT LOCALLY, REGIONALLY, AND ACROSS THE ENTIRE NATION.

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

## **2. Resolution of Support for the UAW Blue Cross Blue Shield Workers**

SUPERVISOR FLETCHER MOVED THAT THE DELTA TOWNSHIP BOARD ACCEPT THE RESOLUTION OF SUPPORT FOR THE UAW BLUE CROSS BLUE SHIELD WORKERS.

**WHEREAS**, BLUE CROSS AND BLUE SHIELD (BCBS) WAS FORMED IN 1982 FROM THE MERGER OF ITS TWO NAMESAKE ORGANIZATIONS, WHERE BLUE CROSS WAS FOUNDED IN 1929 AND BLUE SHIELD EMERGED IN 1939; AND

**WHEREAS**, ON WEDNESDAY, SEPTEMBER 13, 2023 OVER 1,400 UAW BCBS WORKERS WENT ON STRIKE ACROSS MICHIGAN; AND

MONDAY, NOVEMBER 13, 2023, TOWNSHIP BOARD MINUTES – REGULAR MEETING CHARTER TOWNSHIP OF DELTA

**WHEREAS**, BCBS CUSTOMER COMMITMENT IS TO BE CLEAR AND SIMPLE, TO HELP CUSTOMERS MAKE THE RIGHT CHOICES, OFFER VALUABLE COVERAGE, AND TO HELP GET QUALITY HEALTH CARE; AND

**WHEREAS**, BCBS EMPLOYEES ARE STRIKING TO SECURE, RETIREE HEALTHCARE, ABBOLISH MULTI-TIERED PAY STRUCTURE, AND TO CEASE OUTSOURCING AND CONTRACTING OUT JOB CLASSIFICATIONS; AND

**WHEREAS**, THE DELTA TOWNSHIP BOARD UNDERSTANDS THE ECONOMIC IMPACT THE STRIKE HAS ON OUR TOWNSHIP AND THE REGION, AND STANDS ALONGSIDE THE UNION TO ENSURE FAIR WAGES, BENEFITS AND WORKING CONDITIONS.

**NOW THEREFORE, BE IT HEREBY RESOLVED** THAT ON THIS THIRTEENTH DAY OF NOVEMBER TWO-THOUSAND TWENTY-THREE THE DELTA TOWNSHIP BOARD SUPPORTS THE WORKERS EMPLOYED BY BCBS OR AFFECTED BY THE STRIKE AND URGES BCBS TO RESOLVE THIS STRIKE AS SOON AS POSSIBLE.

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

**V. SET/ADJUST AGENDA**

TRUSTEE MOJICA MOVED TO APPROVE THE AGENDA AS PRESENTED.

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

**VI. PUBLIC HEARING**

**3. MSHDA Community Development Block Grant Housing Improving Local Livability (CHILL) Program.**

TRUSTEE BREWER MOVED THAT THE DELTA TOWNSHIP BOARD ADOPTS THE AUTHORIZING RESOLUTION AND DIRECTS THE TOWNSHIP MANAGER TO SIGN AND SUBMIT THE TOWNSHIP'S CDBG HOUSING IMPROVING LOCAL LIVABILITY (CHILL) PROGRAM GRANT APPLICATION.

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

**VII. COMMUNICATIONS**

**VIII. PUBLIC COMMENTS**



MONDAY, NOVEMBER 13, 2023, TOWNSHIP BOARD MINUTES – REGULAR  
MEETING CHARTER TOWNSHIP OF DELTA

**IX. INTRODUCTION OF ORDINANCES**

**X. PASSAGE OF ORDINANCES**

**XI. CONSENT AGENDA**

**XII. ITEMS REMOVED FROM CONSENT AGENDA FOR DISCUSSION**

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

**XIV. OLD ITEMS OF BUSINESS**

**XV. NEW ITEMS OF BUSINESS**

**XVI. MANAGER’S REPORT – Brian Reed, Township Manager**

Manager Reed presented his updates to the Township Board:

- There were two fires this weekend, one was a house fire on Upton.
- Carrier Creek Update: Asphalt topcoat to be placed on Wednesday. St. Joe is likely to be open by Thanksgiving or the week after.

**XVII. COMMITTEE OF THE WHOLE**

**XVIII. CLOSED SESSION**

**XIX. PUBLIC COMMENTS**

**XX. ADJOURNMENT –**

Supervisor Fletcher adjourned the meeting at 6:14pm.

CHARTER TOWNSHIP OF DELTA

KENNETH R. FLETCHER, SUPERVISOR

MARY R. CLARK, TOWNSHIP CLERK



Accounting Department

(517) 323-8510

**To: Supervisor Kenneth R. Fletcher and the Delta Township Board**

**From: Brian Reed, Township Manager  
Courtney Nicholls, Finance Director**

**Date: November 20, 2023**

**Subject: 2024 Fee Schedule**

The Township's schedule of fees is a transparent document of all fees that is comprehensively reviewed annually by each department during the internal budget process. Any updates identified by staff are then proposed to the board during the budget approval process (and at other times of the year if needed). Fees are generally adjusted to ensure that appropriate costs are recovered by the township and that any charges and fees are reflective for the time, services, or materials required of the Township or our staff. Annual review of the comprehensive fee schedule is also a goal of the strategic plan (sustainable revenue).

Provided for the Board's consideration is the final draft of the 2024 Fee Schedule. The proposed changes are as follows:

- Parks Structure Rental Fees
  - o Parks structure fees for the rental of shelters and pavilions have been reviewed and updated. These fees are used to offset staff time, refuse removal and maintenance of the structures.
  - o Fees were reviewed and supported by the Parks, Recreation & Cemeteries Commission.
- Recycling Fees
  - o The yard waste fee was increased from \$1.25 per bag to \$2 per bag. Fees for loads of leaves from vehicles were also increased between \$1.5 to \$3 per load. These fees are used to offset the cost of disposal of the yard waste.
- Engineering Department Fees
  - o Clarified the fees for work in the right of way that were added to the fee schedule in 2023 to show a difference between a request for work on one or two parcels and a request for work involving three or more parcels.
  - o Sidewalk Installation Permit was increased to \$50 due to the staff time it takes to review the requests.
- Fire Department
  - o AccuMed, our payment processor, provides annual information on Delta's fees compared to state, federal and local insurance carrier fee schedules. There are two areas that we are suggesting an increase based on this analysis. 90% of the fees we collect for ambulance service are paid by insurance companies and/or Medicare/Medicaid.
    - ALS II Emergency Transport (highest level of care)– raised to \$900 from \$800. Suggested range by AccuMed is \$900-\$1050.



- Mileage raised to \$14.50 from \$12.50. Suggested range by AccuMed is \$14.50-\$17.00
- Utility Department Fees
  - Water meter set & inspection fee increased or decreased to reflect actual costs of materials and staff time.
  - Fire suppression inspection fee increased to cover typical staff time to review the plan and complete the inspection based on prior experience.
  - Water rates increased 2%.
  - Sewer rates increased 9%

I present the following motion for your consideration:

***“I move that the Delta Township Board adopt the 2024 Fee Schedule as presented”***

**Delta Township Fee Schedule**

**January 1, 2024**

***ACCOUNTING DEPARTMENT FEES***

<b>UTILITY BILLING</b>	
NSF [Non-Sufficient Funds]	\$10
Turn On/Off Water Services	\$25
<b>PROPERTY TAXES</b>	
Credit Card Payment	\$1.50 MIN Or 3%
E-Check	\$3
<b>CREDIT CARD PAYMENTS</b>	
Permit Fee Amount \$0-\$50	\$1.50
Permit Fee Amount \$50.01 - \$100	\$3
Each Additional \$100	\$3
<b>BULK WATER</b>	
Re-Usable Card	\$10

***BUILDING DEPARTMENT FEES***

<b>Total Valuation</b>	<b>Fee</b>
\$1 to \$3,000	\$70
\$3,001 to \$50,000	\$70 for the first \$3,000 plus \$6.50 for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001 to \$1,000,000	\$375 for the first \$50,000 plus \$5.50 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
\$1,000,000 to \$5,000,000	\$5,600 for the first \$1,000,000 plus \$4.50 for each additional \$1,000 or fraction thereof, to and including \$5,000,000
\$5,000,001 to \$10,000,000	\$23,600 for the first \$5,000,000 plus \$3.50 for each additional \$1,000 or fraction thereof, to including \$10,000,000
\$10,000,001 and up	\$41,100 for the first \$10,000,000 plus \$2.20 for each additional \$1,000 or fraction thereof

<b>ALTERNATE FEE CALCULATION METHOD - [COMPARISON TO ABOVE RATES]</b>	
<b>Residential</b>	<b>Fee</b>
Main/Upper Floors	\$100 per square foot
Unfinished Basement	\$14.30 per square foot
Finished Basement	\$37 per square foot
Garage	\$25 per square foot
Plan Review	10% of permit fee
Pole Barn	\$25 per square foot
Porch Addition	\$59 per square foot

**Commercial**

**Building Valuation Calculation/Comparison:**

Building Value shall mean the value of construction as estimated by the Contactor or Property-owner. However, for determination of building value per square foot such value may be compared to the costs contained in the latest and most current "Building Valuation Data" as published by the International Code Council:

<http://productionpullzone.umz7izwbxixtqs4tn8wkvgdckqtq5y5tafr.netdna-cdn.com/wp-content/uploads/BVD-0616.pdf>

**Delta Township Fee Schedule****January 1, 2024**

If the costs submitted by the contractor or property owner are not considered accurate, the published rates shall be used as the building value for permit purposes.

<b>PLAN REVIEW FEES</b>	
Residential/Accessory Buildings	10% of the Building Permit Fee
All Other Structures	50% of the Building Permit Fee

<b>DEMOLITION PERMIT FEES</b>	
Dwelling, Garage, Shed or Barn	\$50
Other Structures	\$100

<b>MOVED STRUCTURES PERMIT FEE</b>	
Private Garages, Sheds and Barns	\$50
Dwellings	\$100

<b>MISCELLANEOUS FEES</b>	
Decks without roofs on existing single-family homes	\$70
Fences exceeding a height of 7 ft.	\$70
Re-roof of residential buildings & residential garages	\$70
Swimming pools, spas, hot tubs	\$70
Pre-manufactured church classroom or office unit	\$100/unit
<b>Special inspections, such as, but not limited to:</b>	
State of Michigan License for Vehicle Dealers, Automotive Recyclers, Vehicle Part Dealers, etc.	\$200
Additional Inspection, per inspection	\$70
After hours Inspections	\$50/hr

<b>PRE-MANUFACTURED HOUSING UNITS (P.D.U. = Per Dwelling Unit)</b>	
One- and two-family homes, including mobile homes not located in mobile home parks	\$100 P.D.U.
Apartments and condominiums	\$200 P.D.U.
Hotels and/or Motels	\$200 P.D.U.
Mobile homes in mobile home parks	\$100 P.D.U.

<b>BOARD OF APPEAL FEES</b>	
Building, Mechanical, Plumbing, Electrical, and Sign	\$150

<b>LICENSE REGISTRATION</b>	
Electrical, Mechanical & Plumbing Contractors	\$15 every 3 years
Drain layer license fee	\$25 each year
Storm Drain permit fee	\$25 each new residence

**Delta Township Fee Schedule****January 1, 2024****REFUND OF FEES**

Permit holders upon which work has not begun, may make written application for a refund of fees paid for such permits, provided such application is made by the same person who originally applied for such permit within 3 months of issuance. Upon verifying the facts in such cases, the Township shall refund all fees in excess of the minimum fee/application fee paid on Building, Electrical, Mechanical, Plumbing and Sewer permits, and all Sign Permit fees.

<b>MECHANICAL FEES</b>	
Application Fee (Includes 1 inspection)	\$70
New Residential Heating System (Includes vent, duct, & gas pip)	\$50
Gas/Oil Burning Equipment	\$30
Residential Boiler	\$30
Water Heater	\$5
Flue/Vent Damper	\$25
Solid Fuel Equipment	\$30
Gas Burning Fireplace/Log	\$30
Gas Piping (Each Opening)	\$5
Duct (Minimum Fee up to 250ft)	\$25
Duct (Over 250' per foot)	\$0.10
Process Piping (Minimum 50ft)	\$5
Process Piping (Over 50 ft. / per ft.)	\$0.10
Residential AC/Heat Pumps	\$30
Commercial Hood (Type I)	\$60
Commercial Hood (Type II)	\$30
Roof Top Units	\$45
Exhaust Ducts (Per Outlet)	\$5
Unit Heater	\$30
Air Handler	\$30
Air Handler Residential (With Other Appliance)	\$10
Commercial AC/Refrigeration	\$50
Fire Suppression System (1-60)	\$45
Fire Suppression (Heads over 60)	\$0.75
Other Appliances or Equipment	\$30
Investigation Fee (Late Permit)	\$100
Additional Inspection	\$70
Final Inspection	\$70
Registration for Contractors License	\$15

<b>PLUMBING FEES</b>	
Application Fee (includes 1 inspection)	\$70
Sewer (Sanitary 6" and greater)	\$25
Sewer (Sanitary less than 6")	\$15
Sewer Ejectors and Sumps	\$10
Fixtures: Water Connected Appliances & Devices	\$5
Water Heater	\$5

**Delta Township Fee Schedule****January 1, 2024**

Sub Soil Drains/Storms	\$10
All Other Drains and Traps	\$10
Domestic Water Softener	\$5
Backflow Preventers	\$10
Water Service	\$10
Stacks Vents and Conductors	\$10
Water Distribution ¾"	\$15
Water Distribution 1"	\$20
Water Distribution 1 ¼"	\$25
Water Distribution 1 ½"	\$30
Water Distribution 2"	\$35
Water Distribution Over 2"	\$40
Grease Trap Oil/Sand Interceptor	\$10
Medical Gas System Base	\$50
Medical Gas (Per Outlet)	\$5
Investigation Fee (Late Permit)	\$100
Additional Inspection	\$70
Final Inspection	\$70
Registration for Contractor's License	\$15

**ELECTRICAL FEES**

Application Fee (includes 1 inspection)	\$70
Service through 200 Amps	\$25
Service Over 200 through 600 Amps	\$30
Service Over 600 Amps through 800 Amps	\$45
Service Over 800 Amps through 1000 Amps	\$60
Service Over 1,000 Amps	\$0.10/Amp
Circuits	\$7
Lighting Fixtures – per 25	\$15
Dishwasher / Disposal	\$8
Furnace – Unit Heater	\$8
Power Outlets (e.g., Range/Dryer)	\$10
Feeders (Per 50 feet)	\$15
Air-Conditioning unit	\$10
Units up to 20 KVA or HP	\$10
Units 21 - 50 KVA or HP	\$20
Units Over 50 KVA or HP	\$30
Data/Telecom Outlets 1-19 (Each)	\$5

**Delta Township Fee Schedule**

**January 1, 2024**

Data/Telecom Outlets 20-300	\$100
Signs – Unit	\$20
PV Solar Panels (Per Module)	\$5
Fire Alarms – up to 10 Devices	\$75
Fire Alarms – 11-20 Devices	\$150
Fire Alarms – Each Device over 20	\$7
Swimming Pool or Hot Tub	\$25
Conduit or Grounding Only	\$45
Energy Temperature Control	\$50
Generator	\$25
Special/Safety Inspection	\$50
Investigation Fee (Late Permit)	\$100
Additional Inspection	\$70
Final Inspection	\$70
Registration for Contractors License	\$15

<b>SIGN FEES</b>	
Wall Signs (Each Sign - Max 2 Walls), Projecting Signs, & Marquee Signs	\$30
Ground, Pole, Expressway Signs & Billboards	\$65
Temporary Sign (Only 1 at a time – Max 5 times per year for 9 days)	\$50
***Refundable Bond*** Temporary Trailer/Mobile Signs	\$150
Sign Variance Application & UBD Application	\$150

<b>RENTAL PROPERTY FEES</b>	
Rental Property per Building Fee	*\$205
Rental Property per Unit Registration Fee	\$20
Rental Property Late Fee (Plus Civil Infraction Fines)	\$45
Rental Property Re-inspection Fee (after 1 <sup>st</sup> inspection)	\$45
Trades Inspection (when deemed necessary – per inspector)	\$45
No-Show/Re-Inspection fee	\$45

*\*eligible for a 10% rebate for properties that pass with only one inspection*

<b>Drains</b>	
Storm Drain Connection Permit	\$25
<b>Sanitary Building Sewers</b>	
Sewers Application for a License (Collected only if working in Delta at time of permit)	\$25 Annually
Application fee for a permit	\$70
<b>Sewer Permit Fees</b>	
Sewer (less than 6")	\$15
Sewer (sanitary 6" and greater)	\$25

**Exception:** Sanitary sewer permits issued to State of Michigan licensed master plumbing contractors shall have fees as required under the current Michigan Plumbing Code, as amended by the State of Michigan.



**Delta Township Fee Schedule**

**January 1, 2024**

***CLERK'S OFFICE FEES***

Stationary Vendor License (includes up to <b>five</b> background investigations)	\$ 450
Door-to-door Vendor License (includes up to <b>five</b> background investigations)	\$200
Additional Background Investigations charged per person	\$20
Vendor License Renewal (if within 6 months of original license)	\$100
“Going Out of Business” sales license (Set by State Statute)	\$50
Amusement Fee – Non-Refundable Application/License Fee (set by Board but issued by Clerk) 6-33(a)	*\$500
Amusement License Fee - 6-33(b)	\$200 per day
Exotic Cabaret Fees and Expiration Date - 6-53	\$100
Non-Resident Notary Fee Per Signature (free for residents)	\$10
Passport Picture Fee	\$15

*\*Some tax-exempt organizations may be exempt from amusement fees*

***CEMETERY FEES***

<b>GRAVE OPENING &amp; CLOSING</b>			
<b>\$300 deposit required for all burials. If burial is completed by 2:30 pm the deposit will be refunded in full. If the burial time extends beyond 2:30 pm, any refund would reflect the family departure time in accordance with the fees below.</b>			
<b>Regular</b>	<b>Infant/Cremation</b>	<b>Columbarium</b>	
\$1050	\$300	\$200	Weekdays with departure before 2:30 p.m.
\$1450	\$650	\$550	Saturdays departure before 2:00 p.m.
\$150	\$50		Winter Thaw Fee (January – March)
<ul style="list-style-type: none"> <li>• Regular burial rate includes complete cemetery set up with tent and set and seal. Above ground seal vaults must make special arrangements for set and seal.</li> <li>• Cremains rate includes required standard vault unless marble or metal urn is used by family.</li> <li>• Add \$100 for infant &amp; cremains burial utilizing tent set up.</li> <li>• Departures between 2:30 p.m. and 3:30 pm shall be assessed \$100 in addition to the fees indicated in the chart above.</li> <li>• Departures after 3:30 pm shall be assessed \$300 in addition to the fees indicated in the chart above.</li> <li>• \$50 recording fee will be assessed for use of cremains bench, cremain marker, etc. as occasion requires.</li> </ul>			

**DISINTERMENTS**

Two times appropriate opening & closing fee.

**Delta Township Fee Schedule**

**January 1, 2024**

<b>PLOT FEES</b>				
<b>Regular Burial Plots</b>		<b>Designated Cremains</b>	<b>Columbarium</b>	
Resident	\$600	\$300	Row 1 & 2	\$800
			Row 3	\$700
			Row 4	\$600
Non-Resident	\$900	\$450	Row 1 & 2	\$950
			Row 3	\$850
			Row 4	\$750

**FOUNDATIONS**

\$0.50 per square inch (Minimum charge in effect of \$125).

**TRANSFER FEE – RESIDENT/NON-RESIDENT RATE**

Charge of \$50 per burial rights certificate, plus difference in rate status (resident vs. non-resident), if applicable. Family to family transfers are exempt from the fee.

<b>All sections except designated cremation &amp; columbarium</b>			
<b>No. of Plots Purchased</b>	<b>Lots (65%)</b>	<b>Cap. Projects (35%)</b>	<b>Total Sale</b>
<b>Resident of Delta Township</b>			
1 Plot	\$390	\$210	\$600
2 Plots	\$780	\$420	\$1,200
3 Plots	\$1,170	\$630	\$1,800
4 Plots	\$1,560	\$840	\$2,400
5 Plots	\$1,950	\$1,050	\$3,000
<b>Non-Resident</b>			
1 Plot	\$585	\$315	\$900
2 Plots	\$1,170	\$630	\$1,800
3 Plots	\$1,755	\$945	\$2,700
4 Plots	\$2,340	\$1,260	\$3,600
5 Plots	\$2,925	\$1,575	\$4,500
<b>Cremains Section Only (includes 2 plots per lot) – Delta Center &amp; Hillside</b>			
<b>Resident of Delta Township</b>			
1 Lot	\$195	\$105	\$300
2 Lots	\$390	\$210	\$600
3 Lots	\$585	\$315	\$900
4 Lots	\$780	\$420	\$1,200
5 Lots	\$975	\$525	\$1,500
<b>Non-Resident</b>			
1 Lot	\$292.50	\$157.50	\$450
2 Lots	\$585	\$315	\$900
3 Lots	\$877.50	\$472.50	\$1,350
4 Lots	\$1,170	\$630	\$1,800
5 Lots	\$1,462.50	\$787.50	\$2,250

**Delta Township Fee Schedule**

**January 1, 2024**

<b>Columbarium Section Only (included 2 plots per lot) – Delta Center</b>			
<b>Resident of Delta Township</b>			
Row 1	\$520	\$280	\$800
Row 2	\$520	\$280	\$800
Row 3	\$455	\$245	\$700
Row 4	\$390	\$210	\$600
<b>Non-Resident</b>			
Row 1	\$617.50	\$332.50	\$950
Row 2	\$617.50	\$332.50	\$950
Row 3	\$552.50	\$297.50	\$850
Row 4	\$487.50	\$262.50	\$750

<b>Scatter Garden Hillside Cemetery</b>	
Scatter Garden Fee (Includes a bronze plate for placement on granite memorial stone)	\$150
Optional Planting Fees:	
Rose Bush	\$100
Flowering Tree	\$200
Tree	\$500

***PARKS AND RECREATION DEPARTMENT FEES***

*Fees in this section are currently set by the Parks, Recreation and Cemeteries Commission and are subject to change.*

<b>PARKS STRUCTURE RENTAL FEES</b>	
<b>Sharp Park Shelter (72 Occ), Delta Mills Park Shelter (80 Occ), and Grand Woods Park Shelter (80 Occ) (May 1 through September 30)</b>	
Delta Resident Half Day (10 a.m. to 3 p.m. - or - 4 p.m. to 9 p.m.)	<del>\$50</del> <u>75</u>
Non-Resident Half Day (10 a.m. to 3 p.m. - or - 4 p.m. to 9 p.m.)	<del>\$60</del> <u>100</u>
Delta Resident Full Day (10 a.m. to 9 p.m.)	<del>\$80</del> <u>125</u>
Non-Resident Full Day (10 a.m. to 9 p.m.)	<del>\$100</del> <u>150</u>
<b>Grand Woods Park Pavilion (100 Occ) (May 1 through September 30)</b>	
Delta Resident Half Day (10 a.m. to 3 p.m. - or - 4 p.m. to 9 p.m.)	<del>\$75</del> <u>100</u>
Non-Resident Half Day (10 a.m. to 3 p.m. - or - 4 p.m. to 9 p.m.)	<del>\$85</del> <u>125</u>
Delta Resident Full Day (10 a.m. to 9 p.m.)	<del>\$130</del> <u>150</u>
Non-Resident Full Day (10 a.m. to 9 p.m.)	<del>\$150</del> <u>200</u>

**Civic Groups & Schools\*** (Boy & Girl Scouts, Lions Club, Jaycees, etc.)

\*Waverly and Grand Ledge District Schools Only (school events only)

- Free use on weekdays (regardless of residency)
- Resident rate on weekends (regardless of residency)

**Delta Township Fee Schedule**

**January 1, 2024**

**Church Groups**

- Free use on weekdays if the church is located within Delta Township
- Resident rate on weekdays for non-resident churches
- Normal rates apply on weekends

**Ball Diamonds**

One ball diamond may be booked along with the shelter at Delta Mills Park or Sharp Park for no additional fee. Ball diamonds are booked for a two-hour time slot on the odd hours and do not include bases, lines or any other field preparations. Time slots available for weekend rentals are 9 a.m.-11 a.m., 11 a.m.-1 p.m., 1 p.m.-3 p.m., 3 p.m.-5 p.m., 5 p.m.-7 p.m. or 7 p.m.-9 p.m. Time slots available for weekday rentals are 5 p.m.-7 p.m. or 7 p.m.-9 p.m. You may only book a ball diamond two weeks in advance for weekday rentals.

<b>COMMUNITY CENTER RENTAL FEES</b>			
<b>Day</b> (The building is in use throughout the week so it is not available on week days other than Fridays.)	<b>Session</b> (Max occupancy times allowed including set-up and take-down.)	<b>Rental Fee for Delta Resident</b>	<b>Rental Fee for Non-Resident</b>
Saturday/Holiday	8 a.m. - 1 a.m.	\$425	\$525
*Saturday extension (discounted Friday)	12 p.m. - 1 a.m.	\$195	\$270
Sunday	11 a.m. - 12 a.m.	\$335 **\$425	\$400 **\$525
Friday	12 p.m. - 1 a.m.	\$275 **\$425	\$350 **\$525

*\*When booking a Saturday, the Friday prior is offered at a discount if the date is available, unless it is a holiday. If it is a holiday, the holiday fee will be charged.*

*\*\*Holidays are any National holidays as well as dates that Delta Township offices are closed and Christmas Eve and New Year's Eve.*

<b>ENRICHMENT CENTER ACTIVITY ROOM RENTAL FEES</b>			
<b>Day</b> (The building is in use throughout the week so it is not available on week days other than Fridays.)	<b>Session</b> (Max occupancy times allowed including set-up and take-down.)	<b>Rental Fee for Delta Resident</b>	<b>Rental Fee for Non-Resident</b>
Friday	4 p.m. – 11 p.m.	\$180	\$240
Saturday	11 a.m. – 11 p.m.	\$250	\$325
Saturday Extension (discounted Friday)	4 p.m. – 11 p.m.	\$105	\$125
Sunday	11 a.m. – 11 p.m.	\$250	\$325
Holidays	11 a.m. – 11 p.m.	\$280	\$340

*Holidays are any National holidays as well as dates that Delta Township offices are closed and Christmas Eve and New Year's Eve.*

<b>RECYCLING FEES</b>	
Yard Waste	\$ <del>1.25</del> <u>2.00</u> per 30-gallon paper bag or \$8.50 per cubic yard
Vehicles	Based on Average Approximate Depth S10 Pickup – \$ <del>12</del> <u>15</u> level load (1.4 cubic yard) Full Size Pickup – \$ <del>23</del> <u>25</u> level load (2.7 cubic yard) Mini Van w/open back – \$ <del>8.50</del> <u>10.00</u> per foot (1 cubic yard)

**Delta Township Fee Schedule**

**January 1, 2024**

Trailers	4' x 6' – \$6 per foot (.9 cubic yard/foot) 4' x 8' – \$8 per foot (1.2 cubic yard/foot) 5' x 8' – \$10 per foot (1.5 cubic yard/foot) 6' x 10' – \$15 per foot (2.2 cubic yard/foot)
Electronics	\$0.50 per pound
Items Containing Freon	\$20 per item
Carbon Monoxide/Smoke Detectors	\$30 per item
Fall Deleafing	Free to Residents mid-October through early December Non-Residents yard waste fees apply

<b>Electronics Recycling</b>	
PCs, Laptops, Servers	\$0.50 per pound
Printers, Fax Machines, Scanners	\$0.50 per pound
LCD, Flat Panel, Plasma, LED TVs & Monitors	\$0.50 per pound
Household & Misc. Electronics	\$0.50 per pound
Refrigerants	\$20 flat rate/per unit
Carbon Monoxide & Smoke Detectors	\$30 flat rate/per unit
CRTs (old style, boxy shaped TVs and monitors)	
7-11"	\$10 per unit
12-16"	\$14 per unit
17-18"	\$21 per unit
19-22"	\$36 per unit
23-25"	\$42 per unit
26-30"	\$49 per unit
31-37"	\$65 per unit
38" +	\$85 per unit

***PLANNING DEPARTMENT FEES***

Rezoning Application	\$800
Special Land Use Permit Application:	
(Regular SLU Permit)	\$800
(SLUs for home occupancy & group day care)	\$125
(Extension of an existing SLU Permit)	\$200
(SLU Permit & Rezoning on 1 parcel)	\$1300
Zoning Variance Application	\$350
Sidewalk Variance Application	\$265
Zoning Ordinance Text Amendment	\$275
Appeal of Zoning Administrators decision & interpretations	\$150
Zoning Verification Letters (\$50 min plus \$25/hr. over 2 hours)	\$50
Lot Split Application (Subdivision) (parent parcel & 1 split, \$25 added splits)	\$150
Land Division Application (Metes & Bounds) (parent parcel & 1 split, \$25 added splits)	\$100
Site Plan Review Applications (sites less than 2 acres in size)	\$200
(sites 2 acres or greater in size)	\$500

**Delta Township Fee Schedule**

**January 1, 2024**

Subdivision Plat Applications:	
Tentative Primary Plat	\$300 (+\$10/lot)
Final Preliminary Plat	\$120 (+\$10/lot)
Final Plat	\$300
Tent Permit Applications:	
For Tents under 200 sqft.	\$30
For Tents 200 sqft. and greater	\$50
Special Transitory Food Units (Food Trucks) Fees:	
Annual License	\$300
Private Road Permit Application	\$150
Collection Bin Fees:	
Original Application Fee (Per Bin)	\$125
Annual Renewal Fee (Per Bin)	\$100
Sticker Replacement Fee (Per Bin)	\$10
Liquor License Application	\$500

***ENGINEERING DEPARTMENT FEES***

<b>RIGHT OF WAY FEES</b>	
Sidewalk Installation Permit	<del>\$25</del> <u>\$50</u>
Permit for Utility Work in the Right of Way ( <u>work on 3 or more parcels</u> )	<b>\$1,000/ Mile of Frontage</b> Min. Charge \$250
<u>Permit for Utility Work in the Right of Way (single parcel)</u>	<u><b>\$100</b></u>
<b>PRIVATE WELL LICENSING FEES</b>	
Original Private Well License	\$280
Renewal Private Well License	\$70
<b>SMALL CELL WIRELESS FEES</b>	
<b>Application Permit Fees</b>	
Application fee for a permit shall not exceed the lesser of the following:	
(1) For each small cell wireless facility alone	\$200
(2) For each small cell wireless facility and a new utility pole to which it will be attached	\$300
<b>Annual Rate</b>	
(1) Annually, for each existing pole unless subdivision (2) applies	\$20
(2) Annually, if a new pole or wireless support structure was erected at a new site by or on behalf of the wireless provider on or after the effective date of Act 365 of 2018.	\$125
<b>Authority Pole Rate</b>	
(1) Per year, per authority pole	\$30

***FIRE DEPARTMENT FEES***

Emergency Services and Haz-Mat incidents shall be billed in accordance with the following fee schedule, which covers personnel and apparatus.

<b>For Vehicle Accidents and Vehicle Fires the following shall apply:</b>	
Vehicle accident-basic (which may include, apparatus blocking/traffic redirection, extrication, scene safety, environment stabilization or clean-up)	\$250
Vehicle Fire – basic (fires requiring suppression by fire service, 1 hour or less in duration)	\$250
<ul style="list-style-type: none"> <li>• Auto accidents and vehicle fires that exceed 1 hour are subject to additional charges in accordance with the fee schedule</li> <li>• Incidents other than vehicle accidents and vehicle fires will be billed in accordance with the fee schedule</li> </ul>	

**PERSONNEL:** Personnel costs shall be calculated as the actual labor expenses including eligible backfill and over-time rates in accordance with the fire department's pre-existing labor contracts and pay schedules. In the event the incident requires that the Delta Township Fire Department utilize fire, police and public service or other mutual aid agreements, the Delta Township Fire Department will recover costs for other agencies. These costs will consist of the actual labor expenses including eligible backfill and overtime rates in accordance with the mutual aid agencies actual labor expenses including eligible backfill and overtime rates. Mutual aid fire equipment will be billed at the rates contained in this fee schedule. Non-fire equipment will be billed at the provider's rates.

**EMERGENCY PERSONNEL FROM OTHER DISTRICTS:** In the event emergency personnel from a mutual aid agency are utilized, the rate shall be based on the fee schedule listed below, which is subject to review as needed by the Township Board.

**APPARATUS:** Costs shall be calculated according to the following schedule: mileage and fuel rates are included in the hourly equipment rates (1 hour minimum) Costs for fire mutual aid agencies will also be calculated using this schedule. Additional non-fire department equipment shall be compensated according to that agency, department, or private contractor's schedule of charges.

<b>APPARATUS FEES</b>	
Fire Engine	\$250/hr.
Ladder Truck	\$250/hr.
Ambulance Standby	\$125/hr.
<i>In the event of an actual transport of a patient to a medical facility, the patient will be billed</i>	
Water Tenders	\$125/hr.
Brush Engines and/or All-Terrain Vehicles (ATVs)	\$225/hr.
Support Units	\$50/hr.
<i>These are supplemental units in support of the hazardous materials unit, i.e.: air unit, mobile command posts, etc.</i>	
Hazardous Materials Unit	\$225/hr.
Crash - Specialized aircraft crash unit	\$225/hr.
Rescue Unit	\$120/hr.
<i>Equipped for special rescue operations such as heavy rescue units, confined space rescue units, etc.</i>	

**Delta Township Fee Schedule**

**January 1, 2024**

**MILEAGE RATES:** Mileage is paid for vehicles which are not eligible for hourly rate compensation. Payment rates are "wet rates" - All fuel, oil, insurance, maintenance, repair and other costs are included in the rate.

<b>MILEAGE RATES</b>	
Cars	\$.68/mile
Pick-ups	\$.90/mile
Command Units	\$.68/mile

**SUPPLIES:** Consumable supplies shall be billed at the actual replacement cost. General guidelines: All costs shall be submitted utilizing Delta Township Fire Department provided forms (see attached sample). Additional documentation shall be submitted if requested.

<b>AMBULANCE FEES</b>		
<b>Service Type</b>	<b>Resident Fee</b>	<b>Non-Resident Fee</b>
ALS - Emergency	\$750	\$750
ALS - Non-Emergency	\$600	\$600
ALS2 - Emergency	<del>\$800</del> <u>900</u>	<del>\$800</del> <u>900</u>
BLS - Emergency	\$500	\$500
BLS - Non-Emergency	\$400	\$400
ALS Treat No Transport (AMA)	\$475	\$475
BLS Treat No Transport (AMA)	\$0	\$0
Mileage	<del>\$12.50</del> <u>14.50</u> per loaded mile	<del>\$12.50</del> <u>14.50</u> per loaded mile
Oxygen	\$40	\$40

<b>INSPECTION FEES</b>	
<b>New Constructions Fees: (excluding single family dwellings)</b>	
The inspection fees are calculated at construction cost, or fraction thereof, up to \$500,000.	\$1 per \$1,000
The inspection fees are calculated at construction cost in excess of \$500,000.	\$0.50 per \$1,000
<b>Remodeling Existing Occupancy Fees (excluding single family dwellings)</b>	
The inspection fees are calculated at construction cost, or fraction thereof, up to \$500,000.	\$1.50 per \$1,000
The inspection fees are calculated at construction cost in excess of \$500,000.	\$1 per \$1,000

***EATON COUNTY SHERIFF'S DEPARTMENT FEES– Delta Sub-Station***

Medical Marihuana Caregiver License Application Fee	\$100
Renewal Application	\$50

***UTILITY DEPARTMENT FEES (Water & Wastewater)***

<b>WATER CAPITAL CHARGE FEE SCHEDULED BASED ON METER SIZE</b>		
<b>Meter Size</b>	<b>Capital Charge</b>	<b>Meter Set &amp; Inspection Fee</b>
5/8"	\$3,165.00	<del>\$691.67</del> <u>706.32</u>
3/4"	\$3,165.00	<b>Consult with Utility Dept.</b>



**Delta Township Fee Schedule**

**January 1, 2024**

1"	\$7,912.50	<del>\$966.27</del> <u>994.77</u>
1.5"	\$15,825.00	<del>\$1610.93</del> <u>1691.17</u>
2"	\$25,320.00	<del>\$2179.17</del> <u>2328.51</u>
3"	\$47,475.00	<del>\$2827.08</del> <u>2821.44</u>
4"	\$79,125.00	<del>\$4402.08</del> <u>4326.12</u>
6"	\$158,250.00	<del>\$6657.30</del> <u>7084.54</u>
8"	\$253,200.00	<del>\$9062.30</del> <u>9856.54</u>
10"	\$363,975.00	<del>\$11462.30</del> <u>12496.54</u>

**Water Service Installation Charge for New Home Developments: ~~\$5285.00~~ 5,390.00\***

\*This includes the capital charge, meter set & inspection fee, and a 10% administration fee for a standard 5/8" meter. This price will be adjusted up for any other sized meter.

Cost is based on 60-foot copper service. All service lines beyond 60 feet will incur an additional charge of \$12.00 per foot.

**Water Service Installation Charge for Existing Lots: To be determined** on a case-by-case basis by calling the Utility Department.

**Fire Suppression Inspection Fee (for 2" and above): ~~\$585.00~~ 600.00**

<b>WATER SERVICE RATES</b>	
<b>Monthly Charge for Meter &amp; Service Maintenance</b>	<b>Ready-To-Serve</b>
<i>**Monthly rates based on pipe diameter</i>	
Ready-To-Serve Water 5/8"	<del>\$10.23</del> <u>10.43</u>
Ready-To-Serve Water 3/4"	<del>\$10.23</del> <u>10.43</u>
Ready-To-Serve Water 1"	<del>\$25.56</del> <u>26.07</u>
Ready-To-Serve Water 1 1/2"	<del>\$51.14</del> <u>52.16</u>
Ready-To-Serve Water 2"	<del>\$81.81</del> <u>83.45</u>
Ready-To-Serve Water 3"	<del>\$153.40</del> <u>156.47</u>
Ready-To-Serve Water 4"	<del>\$255.66</del> <u>260.77</u>
Ready-To-Serve Water 6"	<del>\$511.31</del> <u>521.54</u>
Ready-To-Serve Water 8"	<del>\$818.10</del> <u>834.46</u>
Ready-To-Serve Water 10"	<del>\$1176.02</del> <u>1199.54</u>
Ready-To-Serve Water Outside the Twp.	1.65 x current rate
Bulk Water	\$10.00/1,000 gal & \$10.00/card
Fire Hydrant Rental	\$70.00/Hydrant
Fire Hydrant Maintenance	\$70.00/Hydrant
Charge for Turn On/Off of Water Services	\$25.00
Metered Water Rates Inside the Twp.	<del>\$25.16</del> <u>25.66</u> /1,000 cubic ft.
Metered Water Rates Outside the Twp.	1.65 x current water
Past due bills	10% of current bill
Returned (NSF) checks	\$10
Water Service Deposit	\$100

<b>Utilities Violations &amp; Penalties</b>	<b>Charge</b>
Civil infraction – first offense	\$1,000
Civil infraction – second offense	\$2,500

**Delta Township Fee Schedule**

**January 1, 2024**

Civil infraction – third offense	\$5,000
Industrial waste pretreatment (IWP) Fees	On a case-by-case basis

The following surcharge rates are for pollutants that fall within the adopted surcharge range, effective August 1, 2009, as authorized by subsection (C), surcharge rates, section 40-286 rates, chapter 40, utilities of the code of ordinances of the Charter Township of Delta:

<b>Surcharge Rates:</b>	<b>Charge</b>
Per pound of Ammonia-N (Ammonia Nitrate)	\$0.45
Per pound of Biochemical Oxygen Demand-5 Day (BODS)	\$0.07
Per pound of Oil & Grease (vegetable & animal-based food sources)	\$0.23
Per pound of Total-P (Total Phosphorus)	\$4.58
Per pound of Total Suspended Solids (TSS)	\$0.35

<b>Sewer Capital Charge Fee Scheduled Based on Meter Size:</b>	
<b>Meter Size</b>	<b>Charge</b>
5/8"	\$2,429.00
3/4"	\$2,429.00
1"	\$6,072.50
1.5"	\$12,145.00
2"	\$19,432.00
3"	\$36,435.00
4"	\$60,725.00
6"	\$121,450.00
8"	\$194,320.00
10"	\$279,335.00

<b>WASTEWATER</b>	
<b>Monthly Charge for Operation &amp; Maintenance</b>	<b>Ready-To-Serve</b>
<i>**Monthly rates based on pipe diameter</i>	
Ready-To-Serve Sewer 5/8"	<del>\$2.92</del> <u>3.18</u>
Ready-To-Serve Sewer 3/4"	<del>\$2.92</del> <u>3.18</u>
Ready-To-Serve Sewer 1"	<del>\$7.30</del> <u>7.96</u>
Ready-To-Serve Sewer 1 1/2"	<del>\$14.62</del> <u>15.94</u>
Ready-To-Serve Sewer 2"	<del>\$23.38</del> <u>25.48</u>
Ready-To-Serve Sewer 3"	<del>\$43.84</del> <u>47.79</u>
Ready-To-Serve Sewer 4"	<del>\$73.06</del> <u>79.64</u>
Ready-To-Serve Sewer 6"	<del>\$146.13</del> <u>159.28</u>
Ready-To-Serve Sewer 8"	<del>\$233.81</del> <u>254.85</u>
Ready-To-Serve Sewer 10"	<del>\$336.09</del> <u>366.34</u>
Metered Sewer Rates Inside the Twp.	<del>\$43.10</del> <u>46.98</u> /1,000 cubic feet
Metered Sewer Rates Outside the Twp.	1.65 x current sewer
Unmetered Rates – Sewer Only Single Family	\$30.95 monthly flat rate
Unmetered Rates – Sewer Only Multi-Family & Commercial	Adjusted monthly flat rate based on usage
Summer Sewer Max Credit - Experience	Highest Average of 4 <sup>th</sup> & 1 <sup>st</sup> quarter
Summer Sewer Max Credit – No Experience	Current Sewer Rate x 1,000 cubic feet

**Delta Township Fee Schedule**

**January 1, 2024**

<b>Water &amp; Sewer Deferral</b>	
Capital/Installation Charge Deferral Interest Rate	3.5%

***MANAGER'S OFFICE FEES***

Waiver from Noise Ordinance Application	\$50
Non-Resident Notary Fee Per Signature (free for residents)	\$10
Block Party Use of Road Barricade Deposit (refundable)	\$50

<b>FOIA Request Fees</b>	
Thumb Drive	\$10
Per Page	\$0.10
Actual Shipping / Mailing Costs	Varies
Hourly Labor Wage (if applicable)	

*NOTE: A charge may be made for actual mailing costs, copying charges, including labor and cost of sending, examination, review, and deletion and separation of exempt and non-exempt materials. The method of calculating the cost to provide public documents shall be based upon the hourly rate of the lowest paid full time, permanent clerical employee capable of retrieving the information necessary to comply with the request*



Clerk's Office

(517) 323-8500

**To:** Supervisor Kenneth R. Fletcher and the Delta Township Board  
**From:** Mary R. Clark, Township Clerk  
**Date:** November 20, 2023  
**Subject:** 2024 Meeting Schedule

In compliance with Act 267 of 1976, the Open Meetings Act, Section 15.265 Sec. 5 (2):

*(2) For regular meetings of a public body, there shall be posted within 10 days after the first meeting of the public body in each calendar or fiscal year a public notice stating the dates, times, and places of its regular meetings.*

At the September 11, 2023, Committee of the Whole meeting the board received an update on the new election requirements for the 2024 election cycle. The proposed 2024 meeting schedule reflects adjustments in the meeting schedule to meet with compliance of the new early voting law.

The following memo is the proposed 2024 meeting schedule for your consideration.

***“I move that the Delta Township Board adopt the 2024 Meeting Schedule as presented and I further move that the Delta Township board approve and direct the Township Clerk to publish the meeting schedule as defined in the open meetings act.”***

November 20, 2023

Lansing State Journal

Please publish as follows:

Lansing State Journal – January 3, 2024

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**CHARTER TOWNSHIP OF DELTA**  
**7710 W. Saginaw Highway**  
**Lansing, Michigan 48917**  
**517-323-8500**

**2024 CALENDAR OF MEETINGS**

**Delta Township Board** regular meetings will be held at 6 p.m. in Public Meeting Room A (unless otherwise indicated) as follows:

January 2 (Tu.) and 16 (Tu.)	July 8** and 15
February 5 and 12**	August 12** and 19
March 4 and 18	September 3 (Tu.) and 16
April 1 and 15	October 7 and 21
May 6 and 20	November 11** and 18
June 3 and 17	December 2 and 16

\*\* Regular Board Meeting will be held in Meeting Room C.

**Delta Township Board Committee of the Whole** meetings will be held at 6 p.m. in Public Meeting Room C as follows:

January 8	June 10
March 11	September 9
April 8	October 14
May 13	December 9

**Corridor Improvement Authority** meetings will be held at 4 p.m. in Public Meeting Room A as follows:

January 8	July 8
February 12	August 12
March 11	September 9
April 8	October 14
May 13	November 11
June 10	December 9

**Planning Commission** will meet on the second and fourth Mondays of each month at 6 p.m. in Public Meeting Room A:

January 8 and 22	July 8 and 22
February 12	August 12 and 26
March 11 and 25**	September 9 and 23
April 8 and 22	October 14 and 28**
May 13 and 27	November 11 and 25
June 10 and 24	December 9

\*No Planning Commission meeting will be scheduled on the fourth Monday in December (December 23)

\*\* Planning Commission meeting will be held in Meeting Room C.

**Zoning Board of Appeals and Sign Board of Appeals** will meet on the second Tuesday of each month at 6:00 p.m. in Public Meeting Room A as follows:

January 9	July 9
February 13	August 13
March 12	September 10
April 9	October 8
May 14	November 12
June 11	December 10

**Parks, Recreation & Cemeteries Commission** will meet at 6:00 p.m. in Conference Room C on the first Thursday of each month on following dates:

January 4	July 11
February 1	August 1
March 7	September 5
April 4	October 3
May 2	November 7
June 6	December 5

**Economic Development Corporation** will meet once a quarter on the Third Thursday month at 4:00 p.m. in Public Meeting Room A as follows:

January 18  
April 18  
July 18  
November 21

**Township Board of Review Organizational Meeting** will meet Tuesday, (March 5th) following the first Monday in March.

**Township Board of Review** will meet at 9:00 a.m.:

Second Monday in March (March 11)

Tuesday (July 16<sup>th</sup>) following the 3<sup>rd</sup> Monday in July

Tuesday (December 10<sup>th</sup>) following the 2<sup>nd</sup> Monday in December

*The above meetings are open to the public. All meetings are held in the Delta Administration Building at 7710 West Saginaw Highway, Lansing, Michigan, unless otherwise posted. Special meetings will be posted, as required by law, at the Delta Administration Building.*

*Barrier-free access to the Delta Administration Building is available at the southwest entrance. 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](mailto: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, either in person or by phoning 323-8500 or on the Delta Township website at [www.deltami.gov](http://www.deltami.gov).*

**CHARTER TOWNSHIP OF DELTA  
MARY R. CLARK, TOWNSHIP CLERK**

Supervisor Kenneth R. Fletcher  
Clerk Mary R. Clark  
Treasurer Dennis R. Fedewa  
Manager Brian T. Reed



Trustee Elizabeth S. Bowen  
Trustee Fonda J. Brewer  
Trustee Andrea M. Cascarilla  
Trustee Karen J. Mojica

Engineering Department

(517) 323-8540

**TO: Supervisor Fletcher and the Delta Township Board**

**FROM: Jacob D. Kleinhenz, P.E., Township Engineer**

**DATE: November 15, 2023**

**SUBJECT: Echo Valley East Single-Family Residential Development Project  
North of West Mt. Hope Highway, East of I-69/96  
Utility Agreement**

Attached, please find an executed Municipal Utility Agreement for extension of public water and sanitary sewer services proposed to serve the Echo Valley East Single-Family Residential Development project located north of Mt. Hope Highway, east of I-96 on approximately 30 acres of land in Section 22 of Delta Township. The project consists of a new single-family residential subdivision, which is an extension of an existing subdivision.

This agreement is the standard form that has been drafted and is currently used by the Township Engineering Department and has been executed by the Developer. The agreement requires that all costs associated with construction of utilities are to be paid by the Developer.

The following motion is offered for your consideration:

***"I move that the Delta Township Board approve the Municipal Utility Agreement submitted by Westview Capital, LLC for the extension of the public water and sanitary sewer mains to serve the proposed Echo Valley East Single-Family Residential Development project. I further move that the Township Supervisor and Clerk be authorized and directed to sign the agreement on behalf of the Township."***

Staff will attend the November 20, 2023 Board meeting to answer any questions or address any concerns the Board may have. Thank you.



**CHARTER TOWNSHIP OF DELTA  
MUNICIPAL UTILITY AGREEMENT  
FOR  
ECHO VALLEY EAST SINGLE-FAMILY PHASE 1 AND PHASE 2  
RESIDENTIAL DEVELOPMENT PROJECT - SECTION 22**

**THIS AGREEMENT**, made this \_\_\_\_\_ day of \_\_\_\_\_, 2023, by and between **WESTVIEW CAPITAL, LLC**, whose address is 795 Clyde Court, SW, Byron Center, MI 49315, 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 Sanitary Sewer and/or 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 Sanitary Sewer and/or 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 Echo Valley East Single-Family Residential Development Project, Phase 1 and Phase 2, as prepared by Rowe Professional Services Company, dated June 30, 2023, and sealed by Aaron Wendzel, P.E., a Michigan licensed professional engineer, a Michigan licensed professional engineer; which will serve as the drawings of record as to Sanitary Sewer and/or 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 sewer and/or water permits for connecting individual buildings to the Sanitary Sewer and/or Water Main Facilities are subject to satisfactory completion of the Sanitary Sewer and/or 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 Sanitary Sewer and/or 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 Sanitary Sewer and/or 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 Sanitary Sewer and/or 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 Sanitary Sewer and/or 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 Sanitary Sewer and/or 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 Sanitary Sewer and/or Water Main Facilities, being the public sewer main and associated manholes and the public water mains and associated valves and hydrants. The sewer stubs, the building sewer main connecting the buildings to the public sewer main, and 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 sanitary sewer manhole, sanitary sewer service stub-end, 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:

**SANITARY SEWER FACILITIES:**

Spot check materials, general construction methods and procedures, subgrade and sand bedding of the mains.

Observe subgrade for each manhole.

Observe any and all concrete encasement of risers.

Check out all manholes upon completion of a substantial portion of the project.

Observe air test of system.

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

**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 an EGLE-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. If the Township Engineer uses a consultant to perform engineering services, the Developer shall pay the actual rate of the consultant. Above said work by the Township Engineer is estimated to cost \$50,000; 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). Should the Township Engineer use a consultant to perform engineering services as outlined in this Utility Agreement, the Developer shall also include the consultant as an additional insured.
- B. Bulkhead the existing sanitary sewer main at a location and in the manner approved by the Township Engineer to preclude storm water getting into the sanitary sewer system.
- C. Conducted the pre-construction meeting (See General Specifications of Municipal Utility Standards).
- D. 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 sanitary sewer and/or 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. A satisfactory air test, deflection tests and CCTV inspection of the Sanitary Sewer mains shall be completed.
- D. Developer shall complete clean-up of construction site within the road right-of-way.
- E. 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.
- F. Final construction Waivers of Lien on the project shall be filed with the Township Engineering Department.
- G. 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 or other improvements that may exist within the easements and may become damaged or destroyed in the initial construction of the utilities. Upon acceptance of the utility by the Township, the Township shall be responsible for returning all seeded surface area, driveways and parking areas to substantially the same condition 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 Sanitary Sewer and Water Main Facilities.
- H. The Developer’s Engineer shall prepare as-built drawings for the Sanitary Sewer Facilities and 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 sanitary sewage into the public sewer system and/or 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 Sanitary Sewer and/or 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 Sanitary Sewer and/or 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. 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 16. 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 16.

17. 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.

18. 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.

19. 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.

20. 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.

21. 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.

22. 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.

23. 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.

24. 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:

WESTVIEW CAPITAL LLC

Kristine Louise Andres  
Witness #1: Kristine Louise Andres  
(Printed Name)

[Signature]  
(Signature)

DAN LARABEL  
(Printed Name)

[Signature]

Its: LAND MANAGER  
(Title)

Witness #2: Shadwell Van Stelm  
(Printed Name)

STATE OF Michigan }  
  } ss  
COUNTY OF Kent }

KRISTINE LOUISE ANDRES  
Notary Public, State of Michigan  
County of Ottawa  
My Commission Expires August 11, 2028  
Acting in the County of Kent

On this 30<sup>th</sup> day of October, 2023, before me, appeared Dan Larabel, to me personally known, who being by me duly sworn did say that he was the Land Manager of Westview Capital, LLC, executed the within instrument and did acknowledge same to be free act and deed of Westview Capital, LLC.

KRISTINE LOUISE ANDRES  
Notary Public, State of Michigan  
County of Ottawa  
My Commission Expires August 11, 2028  
Acting in the County of Kent

Kristine Louise Andres  
Notary Public \_\_\_\_\_ County, \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

**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")

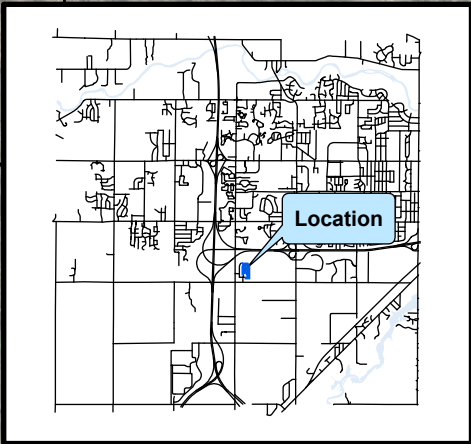
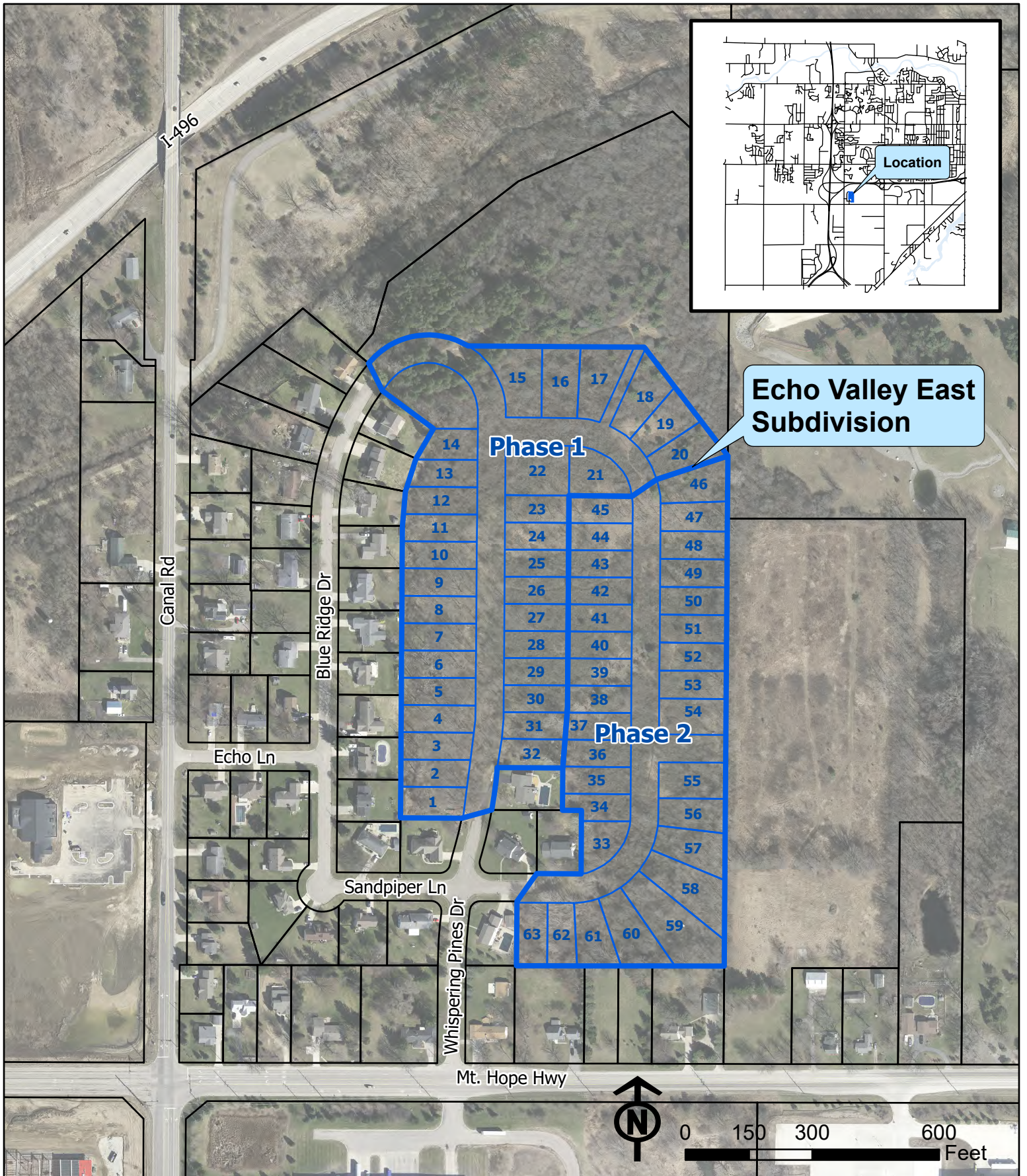
STATE OF MICHIGAN }  
                                  } ss  
COUNTY OF EATON }

On this \_\_\_\_\_ day of \_\_\_\_\_, 2023 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 Project Coordinator  
Delta Township of  
7710 West Saginaw Highway  
Lansing, Michigan 48917



**Delta Charter Township**  
 7710 W. Saginaw Highway  
 Lansing, MI 48917  
 517.323.8555



**Echo Valley East  
 (Phase 1 & 2)  
 Location Map**

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: Jacob D. Kleinhenz, P.E, Township Engineer**

**DATE: November 15, 2023**

**SUBJECT: Topographic Mapping along Willow Highway for the Willow Sanitary Sewer Lift Station Dual Force Main project**

### **Background**

In preparation for the Willow Sanitary Sewer Lift Station Dual Force Main design project, topographic mapping needs to be performed along Willow Highway for the length of the proposed force main. A proposal was requested from Geodetic Designs, Inc for the survey needs along the Willow Highway corridor (see attached).

The Township's purchasing policy allows for sole source purchasing for professional services that are superior and/or compatible with Township operations, under the Township Manager's determination. Given the purchasing policy language and the importance of receiving quality topographic mapping services in a timely and cost-efficient manner, a well-qualified firm for these types of services that the Township has previously worked with was contacted to provide a proposal for services rendered.

### **Staff Recommendation**

Staff recommend accepting the proposal from Geodetic Designs for the purpose of providing topographic mapping along Willow Highway for the Willow Sanitary Sewer Lift Station Dual Force Main Project at a cost not to exceed \$35,400.00.

The following motion is offered for your consideration:

***"I move that the Delta Township Board accept the proposal with Geodetic Design, Inc. for the purpose of providing topographic mapping services along Willow Highway for the Willow Sanitary Sewer Lift Station Dual Force Main project at a cost not to exceed \$35,400.00. Further, the Township Manager is hereby authorized to sign and execute an agreement for said professional services on behalf of Delta Township."***

Staff will attend the November 20, 2023 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.

**Geodetic Designs Inc.**  
2300 North Grand River Ave  
Lansing, MI 48906  
Ph: 517-908-0008  
Fax: 517-908-0009  
[www.geodeticdesigns.com](http://www.geodeticdesigns.com)



ALTA/Boundary Surveying  
FEMA Elevation certificates  
Subdivisions/Condominiums  
Topographic mapping  
Land Divisions/Easements  
Hazwoper Certified  
MDOT Surveying Prequalified  
Certified Federal Surveyors

**13-November-2023**

**Mr. Jacob Kleinhenz, PE**  
Delta Charter Township  
7710 W. Saginaw Hwy  
Lansing, MI 48917

**Re: Topographic mapping, 11,100 lineal feet of Willow highway from the lift station to the recovery facility.**

Jacob:

Geodetic Designs Incorporated (GDI) is pleased to provide this proposal for professional surveying services for the project referenced above. This proposal is based on a request dated 10-November-2023 for a topographic survey per the provided requirements. A proposed scope of services is attached as **Exhibit A** at the end of this document.

**Schedule**

We propose to conduct the work in the field and deliver the final drawings and reports within 25 business days of receipt of authorization to proceed via an accepted proposal.

**Compensation**

Compensation for our personnel directly engaged in the work of this proposal is based on a lump sum contract amount of \$35,400.00.

If you concur with our proposal, please sign in the space provided below and mail, fax, or email one signed copy of this proposal to indicate your authorization to proceed.

GDI will submit an invoice upon completion of the survey with payment terms of net 30 days. If payment is not received within the prescribed timeframe, Client agrees to pay all fees associated with collection of the agreed amount and an interest rate equivalent to 18% per annum on all overdue balances.

Sincerely:

  
**Gilbert M. Barish, P.S., CFedS**  
Principal

**PROPOSAL ACCEPTED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
(Authorized Representative)

**Printed Name:** \_\_\_\_\_

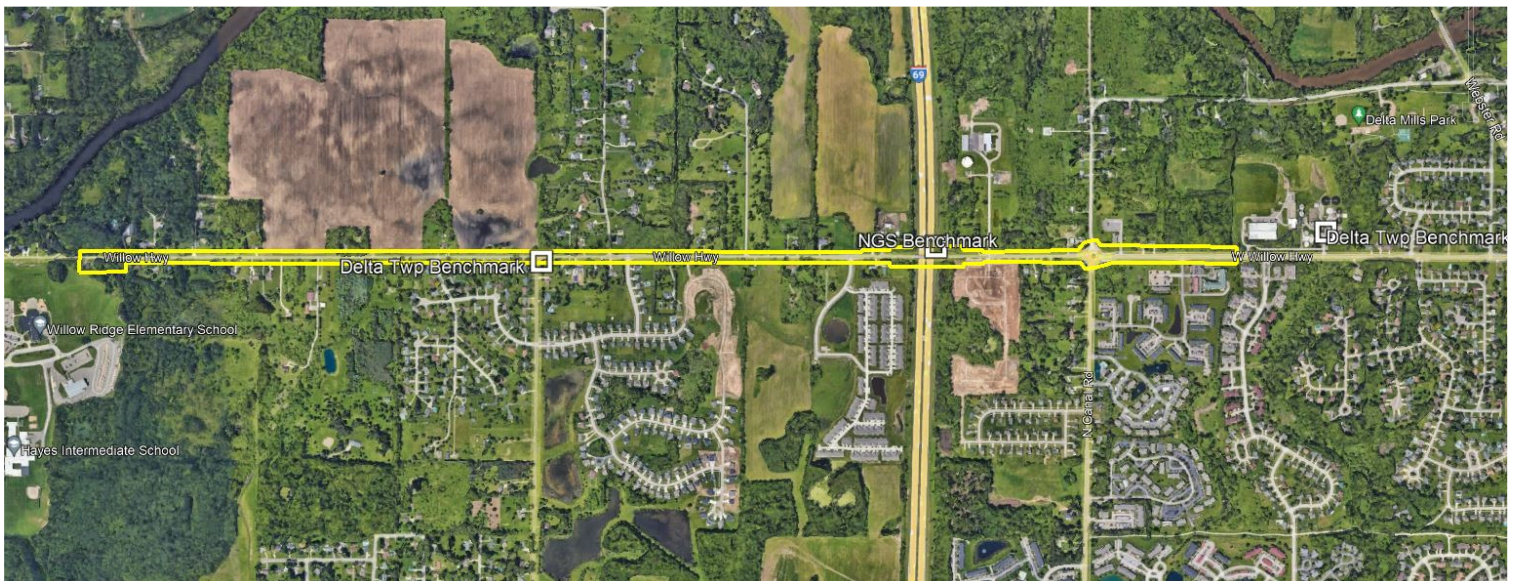
Supplemental Terms:

Limitation of Liability: The Client agrees to limit the liability of GDI for all claims related to the Project to \$50,000 or the net income realized by GDI for the Project, whichever is greater.

Indemnification: Client and Surveyor each agree to indemnify and hold the other harmless, and their respective officers, employees, agents, and representatives, from and against liability for all claims, losses, damages, and expenses, including reasonable attorney fees, to the extent such claims, losses, damages, or expenses are caused by the party's negligent acts, errors, or omissions.

## EXHIBIT A

- 1) Set intermediate horizontal control monuments consisting of 5/8"x24" steel bars and caps at nominal 1000 feet intervals along the route for future construction use. All coordinates will be published in the Michigan South Zone (2113) epoch 2010.00.
- 2) Set vertical benchmarks along the route at nominal 1,500 lineal feet for future construction use. All benchmarks will be published in the NAVD88 vertical datum to match the provided ALTA/NSPS survey. Published Delta Township benchmarks and NGS benchmarks along the route will be recovered and perpetuated as part of the project.
- 3) All control will be adjusted using Star-net least square adjustment software. Adjusted control values will be published and utilized for site mapping.
- 4) Submit a MISS DIG DEMAC ticket for utilities within the project area to show on the mapping deliverable.
- 5) Observe LiDAR and Photogrammetric mapping along the route using M300 L1 sensor with 20MP camera. Point Cloud data and photogrammetric data will be based on real time RTK observations and ground control points. All aerial data sources will be utilized to generate an existing terrain surface model.
- 6) Observe topographic mapping along the route including key breaklines, site features (buildings, utilities, signs, drives, curb and gutter, ditches, surface utilities, soil borings, guiderail, guardrail, trees 12" or greater in diameter at chest height DBH, fences, pavement markings, and pertinent features critical to the design of the project). Mapping will extend up to 10 feet past the existing right of way and incorporate delineated areas over I69/96 and the lift station abutting the Willow Ridge Elementary School.
- 7) Retrace parcel data to show the parcel lines on the final drawing including recovered monuments along the right of way for individual parcels. Section corner monuments along the route will be located and perpetuated. No monuments will be placed at the parcel corners as part of this project.
- 8) Compile an AutoCAD drawing with contours, spot elevations, provided utility information from a MISS DIG request (provided by others), surface geometry, and site features. A final signed PDF map of the project will be provided as part of the CAD deliverables. All aerial photos, XML terrain files, CAD documents, and right of way support documents will be provided as part of the project.



**Willow Highway – Lift Station to the Recovery facility (11,100 lineal feet)**



Accounting Department

(517) 323-8510

**TO:** Supervisor Kenneth R. Fletcher and the Delta Township Board  
**FROM:** Courtney Nicholls, Finance Director  
**DATE:** November 20, 2023  
**SUBJECT:** Proposal from SME – Materials Testing for Sheriff Substation Project

The Sheriff Substation project will require the use of a geotechnical consultant to provide services such as density testing, concrete testing, foundation subgrade evaluations, masonry testing and miscellaneous laboratory testing. The Township has received a proposal from SME for not to exceed \$66,500. This fee is based on the type of testing the project is likely to require and an estimate of the time it will take to perform the tests and analyze the results. This estimated amount was included in the project cost estimate to be paid for with bond funds. The Township purchasing policy allows for professional services to be awarded based on negotiated contracts.

**The following resolution is offered for your consideration:**

***“I move that the Delta Township Board accept the proposal from SME for geotechnical engineering services for the Delta Substation project in an amount not to exceed \$66,500, and that the Township Manager be authorized and directed to execute the necessary documents.”***



2663 Eaton Rapids Road  
Lansing, MI 48911-6310

T (517) 887-9181

[www.sme-usa.com](http://www.sme-usa.com)

October 26, 2023

Ms. Jennifer Bernardin  
Engineering Project Coordinator  
Delta Charter Township  
7710 West Saginaw Highway  
Lansing, Michigan 48917

Via E-mail: [jbernardin@deltami.gov](mailto:jbernardin@deltami.gov)

RE: Construction Materials Services Estimate  
New Delta Township Eaton County Sheriff Substation  
7736 Administration Drive  
Lansing, Michigan 48917  
SME Proposal No. P02981.23

Dear Ms. Bernardin:

Thank you for considering SME to be part of the construction team for this project. We look forward to helping make this a successful project. The following drawings were referenced during preparation of this proposal:

- Project Drawings prepared by C2AE (dated February 24, 2023)

## SCOPE OF SERVICE

Based on our review of the project documents referenced above, we anticipate our scope of services will include performing proofroll observations, density testing, concrete testing, foundation subgrade evaluations, masonry testing, structural review of bolted and welded connections, and miscellaneous laboratory testing.

## PROFESSIONAL SERVICES FEES

Our services will be provided on a time and material basis using the attached fee schedules. Overtime rates were not included in our fee estimate. Overtime is defined on SME Fee Schedule FS:CMS (01/23). Four-hour minimums will be applied on weekends and may be applied during the work week. We have estimated the number of visits that may be necessary to complete this work based on our review of the plans. We expect our fees will be approximately \$66,500 based on the number of visits and number and type of laboratory tests noted on the attached table. The number of visits to the site will be highly dependent on the efficiency of the contractor and the challenges that occur during construction. Please review our assumptions in the attached table and let me know if we should add or subtract visits based on your planned approach.

## SCHEDULING

Regarding scheduling, please contact Mr. Jason Frary at (517) 887-9181 by 3:00 p.m. to schedule services for the following day.



## REPORTING

SME provides reports that are distributed via our online platform, Construction Hive. You will receive an email notification with instructions to register with Construction Hive when your first set of reports is uploaded to the site. Please provide us with the contacts you wish to have included on the report distribution list for this project. Reports on Construction Hive may be conveniently accessed, viewed or printed by anyone on this distribution list at any time after setting up their free personalized account. The report links in your email will expire after 14 days if you have not registered for your free account.

As part of our improvement efforts, SME requests feedback from our clients during and/or at the end of our projects to help us understand their project experience and to show us where we can improve. When you receive an SME feedback request, please take a minute or two to respond. Doing so will help us serve you better on the next project.

We look forward to providing the testing services for you on this project. We are confident we can meet your testing needs. Please call with any questions.

Sincerely,

**SME**

**PREPARED BY:**



Todd S. Neumann  
Senior Project Consultant

**REVIEWED BY:**



Megan S. Jacobs, PE  
Senior Consultant

Attachments:    Estimated Visits Table  
                      SME Fee Schedule FS:CMS (01/23)  
                      SME General Conditions – Commercial (03/15)

## New Delta Township Eaton County Sheriff Substation

	ACTIVITY	ESTIMATED NUMBER OF HALF DAY VISITS	ESTIMATED NUMBER OF FULL DAY VISITS
<b>BUILDING PAD</b>	Foundation Subgrade Evaluation, Concrete & Resteel	3	12
	Concrete Slabs	8	
	Density Testing	5	
	Roof Truss Inspection	3	
	Masonry	3	
	<b>TOTAL VISITS</b>	<b>22</b>	<b>12</b>

	ACTIVITY	ESTIMATED NUMBER OF HALF DAY VISITS	ESTIMATED NUMBER OF FULL DAY VISITS
<b>SITWORK</b>	Proofroll	5	
	Concrete	15	
	Density Testing - Aggregate Base	3	
	Density Testing - Sand	5	
	Utility Trench Backfill	8	
	Asphalt Density Testing		4
<b>TOTAL VISITS</b>		<b>36</b>	<b>4</b>

	ACTIVITY	NUMBER OF TESTS
<b>LABORATORY TESTING</b>	Gradation - Sand	2
	Proctor - Sand	2
	Gradation - Aggregate	2
	Proctor - Aggregate Base	2
	Extraction Gradation	4
	Mortar Aggregate Ratio	3
	Sample Pick up	15
	Grout Prisms	16
	Concrete Cylinders	280

	TYPE OF EQUIPMENT	NUMBER OF DAYS
<b>EQUIPMENT</b>	Nuclear Gauge	25
	DCP	12
	<b>TOTAL</b>	<b>\$66,500.00</b>

# CONSTRUCTION MATERIALS SERVICES FEE SCHEDULE

## PERSONNEL

Technician II.....	Per Hour.....	87.00
Technician III.....	Per Hour.....	98.00
Technician IV .....	Per Hour.....	120.00
Laboratory Technician/Field Engineer .....	Per Hour.....	120.00
Certified Welding Inspector (CWI) .....	Per Hour.....	127.00
Staff Engineer/Specialist .....	Per Hour.....	135.00
Senior Staff Engineer/Specialist .....	Per Hour.....	145.00
Project Engineer/Consultant .....	Per Hour.....	165.00
Senior Project Engineer/Consultant.....	Per Hour.....	190.00
Senior Consultant.....	Per Hour.....	230.00
Project Director/Chief Consultant.....	Per Hour.....	275.00
Administrative Assistant.....	Per Hour.....	90.00
Senior Administrative Assistant .....	Per Hour.....	110.00

Minimum 4 Hours Per Day for field work.

Overtime rate (Applies to all field work in excess of 8 hours per day, before 8:00 am or after 5:00 pm Monday through Friday or anytime Saturday, Sunday, or Holiday) ..... Standard Rate x 1.5

## EQUIPMENT AND EXPENSES

Nuclear Density – Moisture Meter.....	Per Day.....	70.00
Field Maximum Density Equipment .....	Per Day.....	75.00
Penetrometer/Hand Auger .....	Per Day.....	50.00
Torque Wrench .....	Per Day.....	170.00
Ultrasonic Testing – Flaw Detector .....	Per Day.....	115.00
Ultrasonic Testing – Thickness Gauge .....	Per Day.....	100.00
Floor Flatness/Levelness Profilometer.....	Per Day.....	325.00
Vehicle Mileage Charge .....	Per Mile.....	1.30
Out-of-town Expenses (Airfare, Lodging, Subsistence, etc.) .....	At Cost + 20%	
Subcontract Expenses, Equipment Rental .....	At Cost + 20%	

## LABORATORY

Compressive Strength of Concrete Cylinders - Made by SME/Others.....	Each.....	23.00 / 35.00
Flexural Strength of Concrete Beams.....	Each.....	100.00
Compressive Strength – 2” x 2” Cubes.....	Each.....	60.00
Compressive Strength – 3” x 3” x 6” Specimen .....	Each.....	60.00
Compressive Strength of Concrete Cores .....	Each.....	105.00
Atterberg Limits (LL + PL) .....	Each.....	250.00
Proctor Test (Standard or Modified).....	Each.....	250.00
Proctor (Clay Preparation) .....	Each.....	110.00
Sieve Analysis w/ Wash by Loss .....	Each.....	240.00
Sieve Analysis w/ Wash by Loss and Crush Content .....	Each.....	335.00
Bituminous Theoretical Maximum Density (Rice Method) .....	Each.....	175.00
Bituminous Extraction/Gradation – Vacuum (with crush content).....	Each.....	475.00

Hourly rate will be invoiced for time spent in the interest of the project. Fees for laboratory tests include reporting of routine results without comments, review, recommendations or conclusions. Discussion, interpretation, and consultation are charged at appropriate hourly rates.

**Rates for units not listed on this Fee Schedule will be provide upon request**

# SME GENERAL CONDITIONS

- 1. DEFINITIONS:** In this Agreement, the party agreeing to have the services performed is the "CLIENT." The CLIENT's CLIENT shall be referred to as the "OWNER." Unless expressly stated otherwise, SME, its employees, agents, subconsultants and subcontractors, are collectively referred to as "SME." The "services" to be provided under this Agreement are defined in SME's Proposal and subsequent written amendments, change orders, or otherwise-authorized additional services.
- 2. INVOICING AND PAYMENT:** SME will submit invoices to CLIENT monthly and a final bill upon completion of services. Payment is due upon presentation of invoice to the CLIENT and is past due 30 days from date of the invoice. CLIENT agrees to pay a service charge of 1-1/2% per month, or the maximum rate allowed by law, whichever is greater, on past due accounts.
- 3. INSTRUMENTS OF SERVICE:** All reports, field data, field notes, laboratory test data, calculations, estimates, and other documents prepared by SME in connection with this Project shall be considered instruments of service, and shall remain the property of SME. SME grants CLIENT and OWNER a limited license to use such instruments of service for the purpose of designing, constructing, maintaining or repairing work that is part of this Project. Any reuse of SME's instruments of service for any purpose other than the limited license granted herein is prohibited and SME shall have no responsibility to CLIENT, OWNER or third parties for unauthorized use of its instruments of services.
- 4. RECORDS RETENTION:** SME will retain pertinent records relating to the services performed for CLIENT for a period of time consistent with SME's File Management Plan, a copy of which will be provided to CLIENT upon request. During that period, the records will be made available to the CLIENT at reasonable times. At the end of the retention period indicated in SME's File Management Plan, SME may, in its sole discretion, dispose of all such records.
- 5. SME MAKES NO WARRANTY, EXPRESS OR IMPLIED, WITH REGARDS TO ITS SERVICES.**
- 6. TERMINATION:** Either party may terminate this Agreement upon at least 7 days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof. Such termination will not be effective if that substantial failure is remedied before expiration of the period specified in the written notice. This Agreement shall also be automatically terminated upon a suspension of the Project for more than 3 months. In the event of termination, CLIENT will pay SME for services performed to the termination notice date plus reasonable termination expenses. In the event of termination, or suspension, prior to completion of all reports contemplated by this Agreement, SME may complete such analyses and records as are necessary to complete the files and may also complete a report on the services performed to the date of notice of termination or suspension. The expenses of termination or suspension include all direct costs of completing such analyses, records, and reports.
- 7. DISPUTES:** If any dispute arising out of or relating to this Agreement, or its breach, is not settled through direct discussions, the parties agree that as a condition precedent to litigation or arbitration, they will endeavor for 30 days following written notice by one party to the other of a dispute or breach, to settle the dispute by mediation with the assistance of a neutral mediator. In any litigation or arbitration, if applicable, the parties agree that the prevailing party is entitled to recover all reasonable costs incurred in defense or prosecution of the claim, including its staff time, court costs, attorney's fees, and other claim-related expenses. Notwithstanding, SME has no obligation to mediate with CLIENT prior to litigation when collecting fees owed by CLIENT.
- 8. AUTHORIZATION:** By signing these General Conditions, CLIENT agrees to accept the proposal, including these General Conditions and any Special Conditions, as the Agreement governing SME's services and the relationship between the parties. If CLIENT gives SME other-than-written authorization to proceed with services after receiving SME's written proposal, CLIENT accepts the proposal, these General Conditions, and any Special Conditions, as the Agreement governing SME's services, and the Agreement is effective, except for those provisions that CLIENT objects to in writing within 7 days following the other-than-written authorization.
- 9. SAFETY:** SME will be responsible only for the safety of SME employees. Unless otherwise explicitly described in our scope of services, the scope of services does not include job or site safety for, or supervision or direction of, the work of others. The presence of SME on the job site should not be construed to in any way relieve the CLIENT, other contractors, or other parties on the site of the obligation and responsibilities for their personal safety and the safety of their employees, consultants, and subcontractors.
- 10. INSURANCE:** SME and its staff are protected by worker's compensation insurance and SME has coverage under General Liability and Professional Liability insurance policies. SME will provide CLIENT with evidence of such policies upon written request. SME is not responsible for any loss, damage or liability arising from acts of CLIENT, its agents, staff, and other consultants employed by CLIENT.
- 11. INDEMNIFICATION:** To the fullest extent permitted by law, CLIENT shall hold harmless, defend, and indemnify SME from and against all claims, damages, losses and expense, including reasonable attorney fees, arising out of the performance of SME's services or the materials of others in connection with the Project regardless of whether or not such claim, damage, loss or expense is caused in part by SME; provided however, that this obligation shall not apply to claims, damage, loss or expense caused solely by negligence of SME.

**12. GOVERNING LAW:** The parties agree that this Agreement shall be governed in all respects by the laws of the State of Michigan.

**13. LIMITATION OF LIABILITY:** In consideration for SME's undertaking to perform services at the rates set forth on the Fee Schedule attached to SME's proposal or the lump sum fee provided, CLIENT agrees to limit all potential liability of SME to CLIENT, its employees, agents, successors and assigns, for any and all claims, losses, breaches, damages or expenses arising from, or relating to SME's performance of services on this Project, such that SME's total aggregate liability to CLIENT, its employees, agents, successors and assigns shall not exceed \$50,000 or SME's total fee for the services rendered on the Project, whichever is greater. The CLIENT understands that it may negotiate a higher limit of liability in exchange for an appropriate increase in SME's fee.

- a) CLIENT further agrees that it will require all of its contractors and consultants on this project and their respective subcontractors and subconsultants, be bound by an identical limitation of SME's aggregate liability in their agreements for work on this Project.
- b) CLIENT further agrees that it will require all of its contractors and subcontractors defend and indemnify CLIENT and SME from any and all loss or damage, including bodily injury or death, arising from contractor or subcontractors performance of work on this Project, regardless of whether or not such claim, damage, loss or expense is caused in part by SME provided however, that this obligation shall not apply to claims, damage, loss or expense caused by the sole negligence or fault of SME.

**14. PERIOD OF LIMITATION:** Notwithstanding any period of limitations that might otherwise apply, the parties agree that no action, claim or proceeding of any kind, whether in tort, contract or equity arising out of SME's services may be brought against SME more than two years after the first to occur of the following events: (i) the date of CLIENT's acceptance, use or occupancy of the Project that is the subject of this engagement, or (ii) the date of SME's last service in connection with this Project.

**15. ADDITIONAL SERVICES:** If SME provides services at the request of CLIENT, in addition to those described in the scope of work contained in SME's proposal, CLIENT agrees that these general conditions including any Special Conditions shall apply to all such additional services.

**16. AGREEMENT:** This Agreement includes SME's Proposal, these General Conditions, and any other Special Conditions, Fee Schedules, or other documents provided with SME's Proposal. This Agreement constitutes the entire contractual relationship between the parties and cannot be changed except by a written instrument signed by both parties. All preprinted Terms and Conditions on CLIENT's Purchase Order(s) or acknowledgement forms are inapplicable to this Agreement. In the event any provision of this Agreement is held invalid or unenforceable, the other provisions will remain in full force and effect, and binding upon the parties. All the terms of this Agreement, including provisions relating to limitation and allocation of liability, shall survive the completion and/or termination of this Agreement. This Agreement cannot be assigned by either party without the written consent of the other party.

Please complete and return the signed General Conditions to SME to indicate acceptance of this proposal and to initiate work on the referenced project. The CLIENT's signature or direction to proceed also indicates that he/she has read or has had the opportunity to read the General Conditions and agrees to be bound by such General Conditions.

**SME PROPOSAL**

Proposal No.: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

**CLIENT PROPOSAL AND AGREEMENT ACCEPTANCE** (Please Print or Type)

CLIENT Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

CLIENT (Company) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Email: \_\_\_\_\_

**TO:** Kenneth R Fletcher and the Delta Township Board

**FROM:** David Waligora, AICP, Assistant Planning Director

**DATE:** November 13, 2023

**SUBJECT:** Referral of "Cascarilla Rezoning Request", Case No. 11-23-14

**Overview:**

The Township Planning Department is in receipt of a rezoning application, submitted by applicant Charles Cascarilla, to rezone two vacant parcels totaling 6.25 acres:

- North Parcel, PPN 040-010-400-038-00, from O - Office and RC – Moderate Density Residential to RM-Multi-Family Residential
- South Parcel PPN 040-010-400-052-00, from O - Office to RM-Multi-Family Residential.



**General Location:**

The North and South side of the Earlington Lane and Creyts Road intersection.

**Surrounding Zoning and Land Uses:**

- North, RB – Low Density Residential, Single-Family Homes
- East, RB – Low Density Residential, Single-Family Homes
- West, RC – Moderate Density Residential, Bickford of West Lansing
- South: C – Commercial, Kroger Grocery

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

***"I move the Delta Township Board refer the "Cascarilla Rezoning Request", Case No. 11-23-14, to rezone PPN 040-010-400-038-00 from O - Office and RC – Moderate Density Residential to RM - Multi-Family Residential, and PPN 040-010-400-052-00 from O – Office to RM - Multi-Family Residential, to the Planning Commission for the purpose of holding a public hearing and recommendation to the Township Board.***

***I further move that a Public Hearing be set for December 11, 2024, Planning Commission Meeting."***



Manager's Office

(517) 323-8590

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

**FROM: Mary Worland, Assistant to the Township Manager & Communications Administrator**

**DATE: November 20, 2023**

**SUBJECT: Resolution to Apply for the Township of Excellence Award from MTA**

As part of the goals set by the Delta Township Board, the Manager's Office would like to submit an application to the Michigan Townships Association for the designation as a Township of Excellence for election cycle 2020-2024.

Delta Township has been recognized as a Township of Excellence for that past two election cycles from 2012-2016 and 2016-2020. As you can see from the attached application, there is an extraordinary amount of effort to meet and document the criteria for recognition. We commend our staff for their efforts. Further we thank the Board for your leadership and support that has elevated Delta to a Township of Excellence.

Therefore, I offer the following motion.

***"I move that the Delta Township Board authorize by resolution the Manager's Office to apply for the Township of Excellence Designation through the Michigan Townships Association."***

Thank you for your consideration and approval of this request.



**Resolution to Submit Application**  
for Michigan Townships Association  
***Township of Excellence*** Designation/*Certificate of Achievement*

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WHEREAS, the \_\_\_\_\_ Township board strives to adhere to best practices to deliver quality programs and services, and to accomplish community-driven goals; and

WHEREAS, the Michigan Townships Association *Township of Excellence* designation program recognizes townships where excellence is practiced in a broad array of township functions and operations; and

WHEREAS, as part of the application process, \_\_\_\_\_ Township submits the accompanying township documents and policies for the designation committee to review; and

WHEREAS, the township board attests that, to the best of its knowledge, all statements made in connection with the application are truthful; and

WHEREAS, the township board attests that, to the best of its knowledge, the township is in compliance with all applicable laws and regulations;

NOW, THEREFORE, BE IT RESOLVED that the \_\_\_\_\_ Township board submits this application for the Michigan Townships Association *Township of Excellence Designation*.

Motion made by: \_\_\_\_\_.

Seconded by: \_\_\_\_\_.

[*The resolution must be adopted by a majority of the township board (three members of a 5-member board or four members of a 7-member board).*]

Upon roll call vote, the following members voted:

Yes: \_\_\_\_\_

No: \_\_\_\_\_

The Supervisor declared the resolution adopted.

\_\_\_\_\_  
Signature of Clerk

\_\_\_\_\_  
Date







## GUIDELINES and APPLICATION

Recognizing strong, vibrant **communities** governed by **township boards** that adhere to **best practices** to deliver quality programs and services, and accomplish **community-driven goals.**





The Michigan Townships Association (MTA) announces a prestigious designation program exclusively for townships—“**Township of Excellence.**”

The benchmark criteria that identify a **Township of Excellence** reflect a variety of perspectives on what constitutes excellence in township government, including recommendations of township officials, state administrators and other practitioners, as well as the MTA Board of Directors and staff. Merely complying with state statutes does not qualify a township for this designation.

**The goals of the Township of Excellence program are to:**

- 1** Encourage townships to achieve objective benchmarks of excellence.
- 2** Recognize and reward truly exemplary township governments, specifically where excellence is practiced in a broad array of township functions and operations.
- 3** Enable township residents to appreciate that they live in a township recognized for a high level of excellence as identified by objective benchmarks.
- 4** Continue MTA’s tradition of encouraging townships to strive for higher levels of quality constituent services.
- 5** Create an identity and sense of community pride for residents.

To qualify as a **Township of Excellence**, an applicant township must demonstrate superior processes and outcomes in governance, along with adherence to best practices involving its statutory duties of financial stewardship, assessing, tax collection and election administration. If the township provides the following services—emergency services, land use management and economic development, transportation, utilities, and cemeteries—applicants must also demonstrate excellence in those areas.

## ELIGIBILITY

A township board member, superintendent or manager may apply on behalf of an MTA member township. Township officials may apply for the designation after the current township board has served together for a minimum of six months. The application must be accompanied by a resolution adopted by a majority of the township board attesting that, to the best of its knowledge, all statements made in connection with the application are truthful and the township is in compliance with all applicable laws and regulations. (See attached sample resolution.)

A township may apply for the full designation or for a certificate of achievement for one or more individual sections. If a township submits an application for a full designation, but does not meet the criteria for all of them, the township has the option to receive the certificate of achievement for the section(s) it has completed. A township may work toward a full designation within a township term by applying for one or more sections at a time.

Townships must reapply for each term in which they wish to receive an award. If documentation from a previous application is still current, that documentation does not need to be resubmitted.



## DOCUMENTATION REQUIREMENTS

Applicant townships must submit copies of board policies, plans and other documents demonstrating that the board has achieved specific benchmarks. (See attached checklist.) MTA will be the sole judge of whether submitted materials adequately document compliance with all benchmarks. In cases where there may be some question as to whether the township has adequately complied with a particular benchmark, MTA may submit the applicant's documents to an outside panel for an independent recommendation. *De minimus*, or token, efforts at policies or plans will not be regarded as sufficient compliance with benchmark standards.

MTA reserves the right to ask for further documentation at any time prior to or after making a determination as to whether the applicant township qualifies as a **Township of Excellence**. In addition, MTA may check the Association's database to verify attendance at MTA programs. All entries become the property of MTA and will not be returned.

## SELECTION PROCESS

A committee of MTA executive staff will evaluate whether the application meets all criteria for the designation. If staff determine that the application does not meet the requirements, a memo will be submitted to the township outlining the staff findings. The applicant may appeal. Either committee may seek the advice and assistance of outside parties in determining whether a submitted policy, plan or other documentation demonstrates compliance, or is an unacceptable, *de minimus* effort.

## NOTIFICATION AND PUBLIC ANNOUNCEMENT

MTA will review the application and notify the township of its determination within 60 days from the time the complete application is received at the MTA office. For each township designated a **Township of Excellence**, MTA will release a statement to the township's local media, and an article highlighting the township's achievement will be published in the *Township Focus* magazine. The township will also be recognized at the next upcoming MTA Annual Educational Conference & Expo.

## LENGTH OF DESIGNATION

Designation as a **Township of Excellence** continues until the end of the four-year township board term. A township may reapply for the designation in each new term, with no limit to the number of terms that a township may be recognized as a **Township of Excellence**.

## DISCLOSABLE UPON REQUEST

In the interest of transparency and to ensure accuracy, applications and any supporting documents will be disclosed to any interested party upon request.



# PART 1: MTA TOWNSHIP OF EXCELLENCE APPLICATION

ALL applicants for the full designation must complete the following sections: **Governance, Financial Stewardship, Assessment Administration, Tax Collection and Election Administration.** If the township provides the following services—**Emergency Services, Land Use Management and Economic Development, Transportation, Utilities and Cemeteries**—complete those sections as well.

Check each box as indicated to confirm compliance. When documentation is required, follow instructions for attaching and labeling the required documents. Where documentation is NOT required, the specified official must sign where indicated.

## GOVERNANCE

### ACCESSIBILITY AND COMMUNICATION

- The township publishes a newsletter (*print or electronic*) at least twice a year.

✓ **Attach the most recent township newsletter; label Exhibit G-1.**

- The township maintains a website that is updated at least quarterly.

✓ **Provide the website address:**

www. \_\_\_\_\_

- The township posts office hours for officials working at a township facility or home office either at the township hall or on the township Website, **OR** publishes them in the township newsletter or a newspaper of general circulation.

✓ **Attach the most recent posted or published officials' hours; label Exhibit G-2.**

### PROFESSIONAL DEVELOPMENT

- A majority of the township board have each participated in **ONE** TGA Foundations class and in **ONE** or more of the following MTA educational programs every year since the current township term began (*check all that apply*):

- Annual Educational Conference & Expo
- MTA On the Road Regional Meeting
- Professional Development Retreat
- Township Governance Academy (TGA) class (at any level)
- Other MTA workshop, webcast or training program [*excluding legislative and National Association of Towns and Townships (NATaT) events, which are addressed under ADVOCACY*]

✓ **Records will be verified by the MTA Knowledge Center.**

## STRATEGIC PLAN

- The township board has adopted a multi-year strategic plan that identifies township strengths, weaknesses, opportunities and threats, and identifies multi-year goals, objectives and strategies to achieve a long-range vision. (*NOTE: Information on strategic planning is available at [www.michigantownships.org](http://www.michigantownships.org).*)
- The township board reviews and updates the strategic plan at least annually.

✓ **Attach the township strategic plan; label Exhibit G-3.**

## ESSENTIAL BOARD POLICIES

- The township board has adopted written policies regarding **ALL** of the following:

- Ethics
- General administration
- Public meeting rules, including public comment and board decorum
- Public records inspection
- Freedom of Information Act requests
- Official, employee and volunteer conduct

✓ **Attach each policy; label Exhibit G-4a through f (in order as listed above).**

## POLICYMAKING

- At least three days prior to each board meeting, all township board members receive a meeting packet, including a proposed agenda and background information on agenda items.

✓ **Attach policy regarding meeting packets; label Exhibit G-5.**

- The township board has adopted written policies that delineate department head authority and clarify which matters require township board approval.

✓ **Attach each policy; label Exhibit G-6.**

- The township board routinely monitors and evaluates township functions and addresses deficiencies in those functions through policies and the appropriations process.

✓ **Attach policy regarding this practice; label Exhibit G-7.**

## ADVOCACY

- Check **AT LEAST ONE** of the following:
  - One or more of the township board members communicates with the township's state representative or state senator at least twice a year on issues affecting the township, **AND** one or more of the township board members communicates with the township's U.S. representative or U.S. senator at least once a year on issues affecting the township.
  - One or more of the township board members attended an MTA Legislative Advocacy Day in the last two years.

✓ **Attach a list of advocacy activities; label Exhibit G-8.**

## STAKEHOLDER INVOLVEMENT

- The township board creates advisory citizen task forces to provide research on issues, define alternatives and make recommendations to the board. *(Exclude statutorily required commissions and boards such as a planning commission, board of review, zoning board of appeals, etc.)*

✓ **Attach a list of advisory citizen task forces; label Exhibit G-9.**

## COMMUNITY INVOLVEMENT

- A majority of the township board members are personally involved in community organizations.

✓ **Attach a list of township board members and the community organizations in which they personally participate; label Exhibit G-10.**

## INTERGOVERNMENTAL COLLABORATION

- Check **AT LEAST ONE** of the following:
  - The township board participates in at least one organization focusing on intergovernmental or regional collaboration.
  - The township board participates in at least one intergovernmental agreement or contract.

✓ **Attach a list of township board members and the organization(s) in which they participate OR a copy of an intergovernmental agreement or contract; label Exhibit G-11.**

## BOARD ACCOMPLISHMENTS

- The township board strategically sets and implements goals to improve or protect the community's quality of life.

✓ **Attach a description of goals that have been accomplished in the last two years; label Exhibit G-12.** *(Examples include a new project, program or service, or improvements to an existing township program or service, to enhance the community's strength, correct a community weakness, or effectively address one or more community opportunities or threats.)*

x

**Signature of township supervisor attesting to compliance with all criteria in the GOVERNANCE section.**

## FINANCIAL STEWARDSHIP

### ACCESSIBILITY

- The township's financial reporting process is accessible to the public.

✓ **Attach documentation identifying how financial reports, records, audits, etc., are made available to the public; label Exhibit FS-1.**

### ACCREDITATION AND TRAINING

- The township provides education and training for township officials and other personnel involved in financial administration.

✓ **Attach policies, or describe current practices; label Exhibit FS-2.**

- In the last four years, a majority of the township personnel involved in financial administration have attended **AT LEAST TWO** training seminars or webcasts offered by MTA or other organizations on accounting procedures, investments, budgeting or fraud prevention.

### ESSENTIAL POLICIES

- The township board has adopted and regularly updates a depository and investment policy resolution that addresses **ALL** of the following:

- Allowed financial institutions
- Allowed investment instruments
- How the township minimizes various forms of risk
- Return on investments
- Targeted liquidity *(availability of cash)*

✓ **Attach depository and investment policy resolution; label Exhibit FS-3.**

- The township board and staff have adopted administrative policies regarding financial internal controls and segregation of duties.

✓ **Attach policies; label Exhibit FS-4.**

- The township board has adopted policies regarding administrative review, and approval of all current financial claims against the township.

✓ **Attach policies; label Exhibit FS-5.**

## FINANCIAL PROCESS AND PROCEDURES

- The township's financial reporting system provides useful information to board members to fulfill their fiduciary duties.

✓ **Attach at least two recent examples of periodic financial reports provided to the board; label Exhibit FS-6.**

- The township budget process is aligned with the township's multi-year strategic planning process.

✓ **Attach the most recent budget, including the narrative or public summary of budget plan, documenting alignment with the strategic planning process; label Exhibit FS-7.**

- The township utilizes benchmarks, cost/benefit analysis or other data in considering appropriations, including a periodic evaluation of the township's compensation and benefits system, to assure financial stewardship, efficiency and effectiveness of appropriations.

✓ **Attach documentation; label Exhibit FS-8.**

- The township board sets and implements policy regarding target general fund unrestricted net fund assets, and reserves are consistent with the township's strategic plan.

✓ **Attach policy regarding target general fund unrestricted net fund assets, and documentation that reserves are consistent with the strategic plan; label Exhibit FS-9.**

- The township board uses a capital improvement plan for public improvements and capital asset purchases, depreciation and replacement.

✓ **Attach the plan (or other document) that describes planning process; label Exhibit FS-10.**

- The township reduces costs by contracting, cooperating and/ or collaborating with another entity or organization to provide a township program or service.

✓ **Attach documentation; label Exhibit FS-11.**

- The township reduces costs by using technology.

✓ **Attach documentation identifying at least one township program or service where the township has or will reduce costs by using technology; label Exhibit FS-12.**

- The township board reviews the township's audit and has taken steps to address concerns and recommendations included in the management letter.

✓ **Attach documentation identifying steps taken to address any concerns or recommendations in the management letter; label Exhibit FS-13.**

- The township board reviews the Auditing Procedures Report form filed with the township's audit and has taken steps to address conditions identified in the report.

✓ **Attach the township's most recent Michigan Department of Treasury Form 496 Auditing Procedures Report (L-3147); label Exhibit FS-14. If any "No" boxes are checked, identify steps taken to address the condition(s).**

<p>x _____  <i>Signature of township clerk attesting to compliance with all criteria in the FINANCIAL STEWARDSHIP section.</i></p> <p>x _____  <i>Signature of township treasurer attesting to compliance with all criteria in the FINANCIAL STEWARDSHIP section.</i></p>
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## ASSESSMENT ADMINISTRATION

### ACCESSIBILITY

- The township provides the public with access to assessing information from a public computer or kiosk within the township hall **OR** via the Internet (*either through the township's website or other Internet service*).

✓ **Provide the website address:**

www. \_\_\_\_\_

### ACCREDITATION AND TRAINING

- All board of review members attend MTA Board of Review Training, or an equivalent program conducted by the county equalization director, every two years.
- The township supervisor has attended **AT LEAST TWO** of the following every year (*check all that apply*):
  - MTA Board of Review Training
  - MTA Annual Educational Conference & Expo
  - MTA Supervisors Professional Development Retreat
  - MTA Workshops or webcasts (*related to assessment*)
  - Michigan Assessors Association (MAA) Conference
  - MAA seminar

## CONSTITUENT SERVICES

- The township provides information to the public on poverty exemptions, including the township's poverty income guidelines and asset test.
- The township provides information to the public on the tax exemption for veterans' specially adapted housing.

## ASSESSMENT PROCESS AND PROCEDURES

- Assessing personnel conduct site visits and update assessment information for all properties at least once every five years.
- The assessor has a quality assurance program in place to identify all new buildings and additions.
- Regardless of whether a Michigan Department of Treasury Audit of Minimum Assessing Requirements (AMAR) or 14-Point Review has been conducted, the assessor is in compliance and has notified the township board of compliance with the AMAR requirements as of the date the **Township of Excellence** application is submitted.
- The township board periodically reviews assessing operations, and the assessor annually reports to the township board on assessing issues.

x \_\_\_\_\_  
*Signature of township supervisor attesting to compliance with all criteria in the ASSESSMENT ADMINISTRATION section.*

## TAX COLLECTION

### ACCESSIBILITY

- The contact information and hours the treasurer or deputy treasurer are available for tax collection purposes are either posted at the township hall or on the township website, **OR** published in the township newsletter or newspaper of general circulation.
- The township uses a system to accept tax payments after hours, such as a drop-off box, **OR** has arranged for payments to be made at a local bank or other financial institution.
- The township provides the public with access to property tax information from a public computer or kiosk within the township hall **OR** via the Internet (*either through the township's Website or other Internet service*).

✓ Provide the website address:

www. \_\_\_\_\_

## ACCREDITATION AND TRAINING

- The township treasurer has attended **AT LEAST TWO** of the following every year (*check all that apply*):
  - MTA Annual Educational Conference & Expo
  - MTA Treasurers Professional Development Retreat
  - MTA Workshops or webcasts (*related to treasurers' duties*)
  - Michigan Municipal Treasurers Association (MMTA) Conference
  - MMTA seminar

## CONSTITUENT SERVICES

- The township provides contact information on agencies that provide human services assistance to residents.
- ✓ Attach the human services agency contact information; label Exhibit TC-1.
- The township offers information on the availability of summer tax deferments.
  - The township offers information on the Homestead Property Tax Credit income tax.

## TAX PROCESS AND PROCEDURES

- The township collects the State Education Tax (SET) and the county operating millage and, if applicable, also collects school summer property taxes.
- ✓ If the township collects school summer property taxes, attach one agreement to collect; label Exhibit TC-2.

x \_\_\_\_\_  
*Signature of township treasurer attesting to compliance with all criteria in the TAX COLLECTION section.*

## ELECTION ADMINISTRATION

### ACCESSIBILITY

- **ALL** of the following informational items, or links to the information on other websites, are posted on the township's website:
  - Voter guide
  - Election results
  - Precinct map
  - Instructions for registering to vote
  - Downloadable absentee voter application
  - Office hours and contact information

✓ Provide the website address:

www. \_\_\_\_\_

## ACCREDITATION AND TRAINING

- The township clerk has completed the State of Michigan Election Officials Accreditation Program and is current with the specific continuing education requirements.
- The township clerk has attended **AT LEAST TWO** of the following every year (*check all that apply*):
  - MTA Annual Educational Conference & Expo
  - MTA Clerks Professional Development Retreat
  - MTA Workshops or webcasts (*related to clerks' duties*)
  - Michigan Association of Municipal Clerks (*MAMC*) Conference
  - MAMC election seminar

## CONSTITUENT SERVICES

- The clerk maintains a permanent absentee voter mailing list of senior citizens and other qualified voters who ask to be added to the list.
- The clerk engages in election outreach by conducting mock elections, making election equipment available for voter practice prior to elections, presenting programs in local schools, using qualified high school students as election inspectors, and/or other methods.

## ELECTION PROCESS AND PROCEDURE

- The clerk regularly updates the Qualified Voter File (QVF). Inactive voter names are purged consistent with voter laws.
- The township provides computer equipment and Internet services at the township hall or clerk's office to facilitate using the QVF, Elections e-Learning Center and other online election administration resources.

✓ **Attach documentation identifying whether the township uses QVF at the township hall or clerk's home office or at the County Clerk's office; label Exhibit EA-1.**

- The township clerk administers all elections within the township, including school elections.
- The township has developed an election emergency operations plan for election facilities, equipment, personnel and other resources necessary for the township's polling places.

✓ **Attach plan; label Exhibit EA-2.**

x \_\_\_\_\_  
**Signature of township clerk attesting to compliance with all criteria in the ELECTION ADMINISTRATION section.**

## EMERGENCY SERVICES

### FIRE PROTECTION SERVICES

- The township provides fire protection services through its own fire department **OR** a department operated jointly by written agreement with another unit **OR** under contract with a separate unit's fire department **OR** as a member of a fire authority (*NOT solely by a mutual aid agreement*).

✓ **If the township provides fire protection through an agreement, contract or as a member of a fire authority, attach documentation; label Exhibit ES-1.**

- The fire department achieves response times consistent with National Fire Protection Association (*NFPA*) Standard 1710 or 1720, as applicable.
- The fire department is either in compliance with all NFPA standards, or the township board has been informed in writing of all standards with which the fire department is not in compliance.
- As directed by the township board, the fire department provides or contracts for specialized services, such as confined space rescue, hazardous material incident response, water rescue, extrication, etc., that are appropriate to the township's specific circumstances.
- The fire department operates according to written policies or standard operating guidelines.

✓ **Attach the department's policies or standard operating guidelines; label Exhibit ES-2. If it is the township's own fire department, attach any additional board-adopted policies regarding the fire department; label Exhibit ES-2.**

- Check the box that describes your township:
  - If the township is protected by a municipal **water system** and served by a **career** department, at least one area of the township has received an ISO rating of 4 or better.
  - If the township is protected by a municipal **water system** and served by an **on-call** department, at least one area of the township has received an ISO rating of 5 or better.
  - If the township is **NOT** protected by a municipal water system, at least one area of the township has received an ISO rating of 7 or better.

✓ **Attach the township ISO rating notification; label Exhibit ES-3.**

- The township has one or more written mutual aid agreements to supplement current fire services.

✓ **Attach one mutual aid agreement; label Exhibit ES-4.**

- All **on-call** fire fighters have successfully completed the Fire Fighter I test within two years of joining the department, **OR** all **career** fire fighters have successfully completed the Fire Fighter II test.



- The fire chief has completed a command officer program recognized by the Michigan Fire Fighters Training Council.
- The fire department annually conducts community education programs on fire safety, performs fire safety inspections on commercial and industrial exposures present in the township, and reviews site plans of proposed commercial and industrial development.

x \_\_\_\_\_  
*Signature of the fire chief of department having jurisdiction attesting to compliance with all criteria in the FIRE PROTECTION SERVICES section.*

## LAW ENFORCEMENT

- Check the box that describes your township:
  - If the township does **NOT** provide law enforcement through its own police department or under contract with another governmental entity, the township board is in regular communication with entities that have responsibility for law enforcement within the township, such as the Michigan State Police (*MSP*), sheriff's department, tribal police, etc. The board is aware of typical law enforcement emergency response times, and the township's crime and accident statistics.
  - The township **DOES** provide law enforcement through its own police department **OR** under contract with another public entity **OR** as a member of an emergency services authority (*not SOLELY by county sheriff or MSP general road patrol*).

✓ **If the township provides law enforcement through an agreement, contract or as a member of an authority, attach documentation; label Exhibit ES-5.**

- The police department operates according to written policies and/or standard operating guidelines.
- ✓ **Attach the department's policies and/or guidelines; label Exhibit ES-6. If it is the township's own police department, attach any additional board-adopted policies regarding the police; label Exhibit ES-6.**
- Police department personnel are trained consistent with the requirements of a departmental plan.
- Police department personnel are deployed consistent with an analysis of community needs, including crime and emergency incident statistics.
- The police department has developed a long-term plan identifying projected resource requirements, equipment acquisition, maintenance and replacement.
- The police department conducts ongoing crime prevention activities.

- As directed by the township board, the police department provides or contracts for specialized services, such as drug enforcement, marine safety, detective bureau, special weapons and tactics, etc., that are appropriate to the township's specific circumstances.

x \_\_\_\_\_  
*Signature of police chief of department having jurisdiction attesting to compliance with all criteria in the LAW ENFORCEMENT section.*

x \_\_\_\_\_  
*Signature of township supervisor attesting that the township board is knowledgeable of available LAW ENFORCEMENT resources and needs.*

## EMERGENCY MANAGEMENT

- The township has an emergency operations plan assigning roles and responsibilities in the event of a major disaster or emergency.
- AT LEAST TWO** township board members have completed National Incident Management System (*NIMS*) 100 and 700 training.

## EMERGENCY MEDICAL SERVICES

- Check the box that describes your township:
  - The township does **NOT** provide emergency medical services.
  - The township **DOES** provide emergency medical services through a licensed first responder **OR** ambulance service offered through the township's fire department **OR** through a separate department **OR** by contract or franchise with a licensed public or private entity.

x \_\_\_\_\_  
*Signature of township supervisor attesting to compliance with all criteria in the EMERGENCY MANAGEMENT and EMERGENCY MEDICAL SERVICES sections.*

## LAND USE MANAGEMENT AND ECONOMIC DEVELOPMENT

### PLANNING

- The township has a planning commission, has adopted a master plan, and the current plan has received a full review or has been revised within the past five years.
- The planning commission has at least 90 percent member attendance during the previous three years. (*Multiply the number of planning commission meetings in the past three years by the total number of members serving, and multiply that product by 0.9 to get the target number.*)

- The township employs or contracts with a planning and zoning professional or firm.
- The township requires all planning commissioners to attend a training program within three months of their initial appointment.
- Within the past three years, all current planning commissioners have attended at least one land use seminar offered by MTA, the Michigan Association of Planning or Michigan State University, **OR** completed at least six hours of in-service training conducted by the planning commission's staff or consultants.
- Township staff offer consultation meetings for developers and other applicants before they submit land use applications.

## ZONING

- The township has **NOT** adopted a zoning ordinance, due to the absence of significant township growth, but the township has adopted a police-power blight ordinance or other ordinances to protect the health, safety and general welfare of the township.

x  
*Signature of township supervisor attesting that these criteria describe the township.*

➤ If the township has NOT adopted a zoning ordinance, skip to the next section.

- The township **HAS** adopted a zoning ordinance that is consistent with, and is updated regularly to remain consistent with, the master plan. If the ordinance includes site plan review and planned unit development (*PUD*) provisions, then it uses illustrations, in addition to text, to clearly explain the intent of the ordinance.
- The township consistently enforces zoning ordinance violations when voluntary compliance is not achieved.

x  
*Signature of planning commission chair or chief township land use administrator attesting to compliance with all criteria in the **PLANNING and ZONING** sections.*

## CONSTRUCTION CODE ENFORCEMENT

- The township does **NOT** enforce the state construction code.

x  
*Signature of township supervisor attesting that the township does NOT enforce the state construction code.*

➤ If the township does NOT enforce the state construction code, skip to the next section.

- If the township **DOES** enforce the state construction code, the township must comply with **ALL** of the following:

- The township has established performance standards for its building plan and permit approval process.
- The township has established procedures for expedited building plan and permit review, if certain criteria are met.
- The township has established policies regarding the time between when a building inspection is requested and the inspection is performed.

x  
*Signature of the construction code enforcement official attesting to compliance with all criteria in the **CONSTRUCTION CODE ENFORCEMENT** section.*

## ECONOMIC DEVELOPMENT

- The township has **NOT** included economic development as a goal of the township strategic plan or developed an industrial park.

x  
*Signature of township supervisor attesting that these criteria describe the township.*

➤ If the township has NOT included economic development as a goal of the township strategic plan or developed an industrial park, skip to the next section.

- If the township **HAS** included economic development as a goal of the township strategic plan, or the township has developed an industrial park, the township complies with **ALL** of the following:

- In its strategic plan, the township identified the barriers to economic development and has adopted strategies to overcome those barriers.
- To assist developers, the township has created a list of vacant property that is eligible to be developed or redeveloped for commercial or industrial use.
- The township maintains regular contact with local, county and regional economic development entities, such as a county or regional planning commission, chamber of commerce, metropolitan council, strategic alliance, etc.

x  
*Signature of township supervisor attesting to compliance with all criteria in the **ECONOMIC DEVELOPMENT** section.*

## TRANSPORTATION

- The township has made efforts to provide for recreational trails **OR** non-motorized and pedestrian traffic.
- The township has a private road standards ordinance.
- Complete the next two criteria **ONLY** if the township spends money on road projects:
  - The township's capital improvement or strategic plan addresses new construction and replacement of hard-surfaced local roads.
  - All road projects are performed under the terms of a written contract between the township and road commission (*or other entity*) that limits the township's financial exposure to cost overruns.

x \_\_\_\_\_  
*Signature of township supervisor attesting to compliance with all criteria in the TRANSPORTATION section.*

## UTILITIES

- If the township does NOT provide such services, please sign below and skip to the next section.

x \_\_\_\_\_  
*Signature of township supervisor attesting that the township does NOT provide these services.*

- Complete the following section **IF** the township provides water or sewer service by its own department, through a contract with another unit of government, through a joint authority or by regulating privately owned community (*multi-user*) septic systems:
  - All areas of the township currently zoned or identified in the master plan for high-density residential, commercial or industrial land uses are served by water, sewer or both, **OR** the township has identified the provision of those services to all such areas in its master plan or capital improvement plan.
  - The township utilities have surplus capacity for the growth identified in the master plan, **OR** the township has included specific steps in its capital improvement plan or strategic plan to expand capacity to meet projected future needs.
  - If the township operates a wastewater treatment facility, that facility accepts and treats septage.
  - The township has separated, or is in the process of separating, all combined sewer overflow connections.
  - The township has policies and procedures to address complaints regarding its utility services.

- The township has established utility fee structures that adequately fund bonded indebtedness, maintenance, depreciation and facility replacement.
- The township has an emergency sewer back-up plan in place.

✓ **Attach the back-up plan; label Exhibit U-1.**

x \_\_\_\_\_  
*Signature of the sewer system administrator attesting to compliance with all criteria in the UTILITIES section.*

x \_\_\_\_\_  
*Signature of the water system administrator attesting to compliance with all criteria in the UTILITIES section.*

## CEMETERIES

- If the township does NOT operate a cemetery, sign below and skip to the next page to complete the application.

x \_\_\_\_\_  
*Signature of township supervisor attesting that the township does NOT operate a cemetery.*

- Complete the following section **IF** the township operates a cemetery:
  - The township has a cemetery ordinance.
  - The township cemetery ordinance provides that burial rights are sold by permit instead of deed.
  - The township cemetery ordinance provides for forfeiture of unused lots.
  - Original (*paper*) cemetery records are protected from fire, water damage, pests and theft. Back-up copies of cemetery records are stored at an off-site location on microfilm or other stable format as recommended by the Michigan Department of Technology, Management and Budget Records Management Services ([www.michigan.gov/dtmb](http://www.michigan.gov/dtmb)).
  - Upon request, the township provides public access to cemetery records for up to four hours a day during regular business hours.

x \_\_\_\_\_  
*Signature of township cemetery administrator attesting to compliance with all criteria in the CEMETERIES section.*

Please turn to the back of the brochure to complete the application.

# PART 1: TOWNSHIP OF EXCELLENCE APPLICATION

Please type or print clearly.

 Before mailing your completed application, use the **DOCUMENTATION CHECKLIST (insert)** to make sure you have attached and clearly labeled all necessary supporting documents.

Township \_\_\_\_\_

County \_\_\_\_\_

Submitter \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Ext. \_\_\_\_\_

Township Supervisor \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Ext. \_\_\_\_\_

Township Address \_\_\_\_\_

City \_\_\_\_\_, MI Zip Code \_\_\_\_\_

Email \_\_\_\_\_

Application For:

**Township of Excellence**  
Full Designation


**Certificate of Achievement**

A township may apply for the full designation or for a certificate of achievement for one or more individual sections. If a township submits an application for a full designation, but does not meet the criteria for all of them, the township has the option to receive the certificate of achievement for the section(s) it has completed. A township may work toward a full designation within a township term by applying for one or more sections at a time.

Townships must reapply for each term in which they wish to receive an award. If documentation from a previous application is still current, that documentation does not need to be resubmitted.

List Sections:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

 Mail the complete application (PART 1) and your township's Resolution to Submit Application (PART 2) to:

**MTA Township of Excellence, P.O. Box 80078, Lansing, MI 48908-0078.**



*Thank you* for submitting your application to become a **Township of Excellence**. MTA will notify you within 60 days of receiving the complete application if your township qualifies to receive the designation or a *Certificate of Achievement*.

**The Michigan Townships Association advances local democracy by fostering township leadership and public policy essential for a strong and vibrant Michigan.**



P.O. Box 80078  
Lansing, MI 48908-0078  
Phone (517) 321-6467  
Fax (517) 321-8908  
[www.michigantownships.org](http://www.michigantownships.org)

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# MTA TOWNSHIP OF EXCELLENCE CHECKLIST

**ALL applications for full designation MUST include the following materials and documents. Label each document as indicated and organize them in the order listed below. You may wish to use a binder with section dividers to organize your documents. This checklist does not need to be turned in; it is provided to assist you in preparing your application.**

## GOVERNANCE

- G-1** The most recent township newsletter.
- G-2** The most recent posted or published officials' hours.
- G-3** The township strategic plan.
- G-4** Township board policies regarding all of the following, **in the order listed below**:
  - G-4a** Ethics
  - G-4b** General administration
  - G-4c** Public meeting rules, including public comment and board decorum
  - G-4d** Public records inspection
  - G-4e** Freedom of Information Act requests
  - G-4f** Official, employee and volunteer conduct
- G-5** Township board policy regarding meeting packets.
- G-6** Township board policies that delineate department head authority and clarify which matters require township board approval.
- G-7** Township board policy specifying how the township board routinely monitors and evaluates township functions and addresses deficiencies in those functions through policies and the appropriations process.
- G-8** A list of township board member advocacy activities.
- G-9** A list of advisory citizen task forces established by the township board.
- G-10** A list of township board members and the community organizations in which they personally participate.
- G-11** A list of township board members and intergovernmental or regional organization(s) in which they participate **OR** a copy of one intergovernmental agreement or contract.
- G-12** A description of goals that the township board has accomplished in the last two years, demonstrating that the township has improved or protected the community's quality of life. *(Examples include a new project, program or service, or improvements to an existing township program or service, to enhance the community's strength, correct a community weakness, or effectively address one or more community opportunities or threats.)*

## FINANCIAL STEWARDSHIP

- FS-1** Documentation identifying how financial reports, records, audits, etc., are made available to the public.
- FS-2** Policies, or descriptions of current practices, that identifies what financial training or professional development opportunities the township provides for township personnel.
- FS-3** The township board depository and investment policy resolution.
- FS-4** Administrative policies regarding financial internal controls and segregation of duties.
- FS-5** Township board policies regarding board and administrative review and approval of all current financial claims against the township.
- FS-6** Two recent examples of periodic financial reports provided to the board.
- FS-7** The most recent budget, including the budget narrative or public summary of budget plan.
- FS-8** Documentation that the township utilizes benchmarks, cost/benefit analysis or other data in considering appropriations, including a periodic evaluation of the township's compensation system, to assure financial stewardship, efficiency and effectiveness of appropriations.
- FS-9** Township board policy regarding target general fund unrestricted net fund assets, and documentation that reserves are consistent with the township's strategic plan.
- FS-10** The township capital improvement plan or other document that describes planning for public improvements and capital asset purchases, depreciation and replacement.
- FS-11** Documentation identifying how the township has reduced costs for one township program or service by contracting, cooperating or collaborating with another entity or organization.
- FS-12** Documentation identifying one township program or service where the township has or will reduce costs by using technology.



- FS-13** The township's most recent audit report and management letter. Identify steps taken to address any concerns or recommendations in the management letter.
- FS-14** The township's most recent Michigan Department of Treasury Form 496 Auditing Procedures Report (L-3147). If any "No" box is checked, identify steps taken to address the condition(s).

### **TAX COLLECTION**

- TC-1** The contact information the township provides on agencies that offer human services assistance to residents.
- TC-2** If the township collects school summer property taxes, attach a copy of one agreement.

### **ELECTION ADMINISTRATION**

- EA-1** Documentation identifying whether the township accesses QVF directly or through the County Clerk.
- EA-2** A copy of the township election emergency operations plan.

### **EMERGENCY SERVICES**

- ES-1** If the township provides fire protection through an agreement, contract or as a member of a fire authority, attach a copy of the documentation.
- ES-2** A copy of the fire department's policies or standard operating guidelines. If it is the township's own fire department, also attach a copy of any additional board-adopted policies regarding the fire department.
- ES-3** A copy of the township ISO rating notification.
- ES-4** A copy of one mutual aid agreement to supplement current fire protection services.
- ES-5** If the township provides law enforcement through an agreement, contract or as a member of an authority, attach a copy of the documentation.
- ES-6** A copy of the police department's policies or standard operating guidelines. If it is the township's own police department, also attach a copy of any additional board-adopted policies regarding the police department.

### **UTILITIES**

- U-1** A copy of the township emergency sewer back-up plan.

No documentation required for  
the following sections:

**ASSESSMENT ADMINISTRATION**

**LAND USE MANAGEMENT AND ECONOMIC DEVELOPMENT**

**TRANSPORTATION**

**CEMETERIES**

