

**CHARTER TOWNSHIP OF VAN BUREN BOARD OF TRUSTEES
MAY 5, 2014 WORK STUDY MEETING, TENTATIVE AGENDA**

PLEDGE OF ALLEGIANCE:

ROLL CALL:

Supervisor Combs	_____	Trustee McClanahan	_____
Clerk Wright	_____	Trustee Miller	_____
Treasurer Budd	_____	Engineer Nummer	_____
Trustee Hart	_____	Attorney McCauley	_____
Trustee Jahr	_____	Secretary Cline	_____

UNFINISHED BUSINESS:

- 1. Discussion on Begging Ordinance 58-180.
- 2. Discussion Human Resources Generalist.

NEW BUSINESS:

- 1. Discussion on Resolution for Engineering Standards Manual.
- 2. Discussion on Resolution for Water Authority Negotiations.
- 3. Discussion on Parking Lot Replacement Program (Phase II) contract extension Asphalt Specialists, Inc.
- 4. Discussion on Parking Lot Replacement Program (Phase II) Wade Trim professional services.
- 5. Discussion on Resolution for Interdepartmental Employment.
- 6. Discussion on 2014 Fireworks Show.
- 7. Discussion on amendments to Water & Sewer Commission By-Laws.
- 8. Discussion on Pump Station replacement program.
- 9. Discussion on Pump Station project administration and engineering services.
- 10. Discussion on purchase of F-150 Pick-up truck.
- 11. Discussion on Deputy Planning Director.

CLOSED SESSION:

- 1. To discuss the Attorney’s opinion letter on township Ethic Policy.
- 2. To discuss the Attorney’s recommendation regarding Grays v. Jane Tinsley, Van Buren Township – Wayne County Circuit Court Case #13-010175-CH.

ADJOURNMENT:

Charter Township of Van Buren

Agenda Item

WS# 1
BRD # 5

REQUEST FOR BOARD ACTION

WORK STUDY MEETING DATE:
2014-05-05

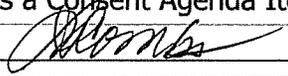
BOARD MEETING DATE:
2014-05-06

Consent Agenda New Business _____ Unfinished Business _____ Public Hearing _____

ITEM (SUBJECT)	Resolution for Engineering Standards Manual
DEPARTMENT	Public Works
PRESENTER	Director James T. Taylor
PHONE NUMBER	734-699-8947
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	
Recommend to the Township Board to approve resolution 2014-11	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
The Engineering standard manual is used as a guide for contractors and developers as project plans are reviewed for approval and construction. The existing standards, prior to our review and updating, lacked the enforcement authority of the township, as there has not been a resolution approved by the Board authorizing these standards as the official standards of the township. This resolution will provide us with a consistent and enforceable set of standards moving forward in our project plan reviews.	

BUDGET IMPLICATION	NA
IMPLEMENTATION NEXT STEP	Board of Trustees approval
DEPARTMENT RECOMMENDATION	Approval of resolution
COMMITTEE/COMMISSION RECOMMENDATION	
ATTORNEY RECOMMENDATION	
The resolution and related documents were reviewed and approved by Township attorney.	
ADDITIONAL REMARKS	
I am requesting this as a Consent Agenda Item for the May 6 th meeting.	
APPROVAL OF SUPERVISOR	



**CHARTER TOWNSHIP OF VAN BUREN
RESOLUTION 2014-11**

**RESOLUTION REGARDING APPROVAL AND ADOPTION OF
VAN BUREN TOWNSHIP ENGINEERING STANDARDS**

Resolved by _____, seconded by _____, that

WHEREAS, The Charter Township of Van Buren has established ordinances that guide the orderly development of the Township, and

WHEREAS, these ordinances make reference to Engineering Standards including design criteria, construction methods and materials specifications that should be applied to projects; and

WHEREAS, the Township desires to have consistency, standardization and uniformity in the application of engineering standards as they are applied to various development projects, and

WHEREAS, the Township has a public health, safety and welfare responsibility to require the design and construction of public infrastructure to be done in a manner that will serve the best interests of the community including but not limited to specification of long lasting, durable construction materials and methods that will incur the lowest possible maintenance costs, and

WHEREAS, the Township desires to adopt and publish engineering standards that will be applied to developers and made available to the general public, and

WHEREAS, design criteria, construction methods and materials selections may change from time to time and need to be updated and amended, and

WHEREAS, adopting these engineering standards by resolution will facilitate periodic amendment and modification of the engineering standards as necessary.

NOW THEREFORE BE IT RESOLVED that the Township Board of the Charter Township of Van Buren does hereby approve and adopt the Van Buren Engineering Standards, dated May 6, 2014.

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is a true and correct resolution adopted by the Board of Trustees of the Charter Township of Van Buren at its regular meeting of _____, 2014.

Leon Wright, Clerk
Charter Township of Van Buren

Motion

Commissioner Pederson moved, Commissioner Graf seconded; to recommend sending the Engineering Standards Manual to the Board for approval and adoption by the Township as a set standard for all construction.

Yeas: Pedersen, Rochowiak, Graf, Cook

Nays:

Absent: Trustee MC Clanahan

Motion Carried

I hereby certify the foregoing is a true and correct copy of the motion made at the special scheduled Meeting of the Water and Sewer Commission on April 22, 2014.

*Karen E Smith
Recording Secretary*

Charter Township of Van Buren

BRD #6
Agenda Item WS#2

REQUEST FOR BOARD ACTION

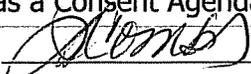
WORK STUDY MEETING DATE:
2014-05-05

BOARD MEETING DATE:
2014-05-06

Consent Agenda New Business Unfinished Business Public Hearing

ITEM (SUBJECT)	Resolution for Water Authority Negotiations
DEPARTMENT	Public Works
PRESENTER	Director James T. Taylor
PHONE NUMBER	734-699-8947
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	
Recommend to the Township Board to approve resolution	2014-12
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
<p>The SOCWA Board (representing 11 Oakland County communities) passed a similar resolution encouraging the Counties and the Emergency Manager's Office to continue negotiations regarding the formation of a regional authority. It has been suggested that other DWSD suburban customers encourage their local boards to follow suit to support the continuation of these important negotiations. At present, Oakland and Macomb Counties have halted their participation in moving the discussions forward. See attached resolution.</p>	
BUDGET IMPLICATION	NA
IMPLEMENTATION NEXT STEP	Board of Trustees approval
DEPARTMENT RECOMMENDATION	Approval of resolution
COMMITTEE/COMMISSION RECOMMENDATION	Recommended by Water & Sewer Commission
ATTORNEY RECOMMENDATION	
<p>The resolution was reviewed and approved by Township attorney.</p>	
ADDITIONAL REMARKS	
<p>I am requesting this as a Consent Agenda Item for the May 6th meeting.</p>	
APPROVAL OF SUPERVISOR	

Motion

Commissioner Cook moved, Commissioner Pedersen seconded; to recommend to the board to approve a resolution regarding the Townships interest in The Continued Negotiations towards the Formation of a Regional Water Authority

Yeas: Pedersen, Rochowiak, Graf, Cook

Nays:

Absent: Trustee McClanahan

Motion Carried

I hereby certify the foregoing is a true and correct copy of the motion made at the special scheduled Meeting of the Water and Sewer Commission on April 22, 2014.

*Karen E Smith
Recording Secretary*



**CHARTER TOWNSHIP OF VAN BUREN
RESOLUTION 2014-12**

**RESOLUTION REGARDING CONTINUED NEGOTIATIONS TOWARD THE
FORMATION OF A REGIONAL WATER AUTHORITY**

Resolved by _____, seconded by _____, that

Whereas: The Charter Township of Van Buren is a suburban water customer of the Detroit Water & Sewer Department (DWSD); and

Whereas: The future security, quality and cost of the water supply to the Charter Township of Van Buren is of critical importance to its residents and business owners; and

Whereas: The counties of Oakland, Macomb and Wayne have been involved in discussions with representatives of the City of Detroit regarding the formation of an Authority that would manage and operate the operations of DWSD going forward for at least 40 years; and

Whereas: The formation of an Authority to manage and operate DWSD would provide significant benefits to the residents and business owners of the Charter Township of Van Buren providing that certain key issues are properly addressed prior to the establishment of an Authority; and

Whereas: The key issues include addressing and resolving pension and health care for both active and retired DWSD employees, addressing and resolving deferred maintenance and capital improvement necessary to ensure continued compliance with applicable state and federal environmental regulations, addressing and resolving the affordability and sustainability mechanism to assist fiscally distressed customers, both retail and commercial, and addressing and resolving an organizational structure going forward which ensures the provisions of water and sewer services essential to the physical and economic health of the region and the State of Michigan; and

Whereas: Each community served by any new Authority should maintain sole responsibility for the local water distribution and sewerage collection systems located within each community and that each community should maintain sole responsibility for the bills for service rendered by an Authority.

Now, Therefore, It is hereby resolved that The Charter Township of Van Buren Board of Trustees recommends that the office of the Emergency Manager for Detroit and the Counties of Oakland, Macomb and Wayne immediately continue their negotiations regarding the formation of an independent Authority to manage the operations of DWSD, that those negotiations be guided and

assisted by the use of a facilitator acceptable to all parties and that the key issues identified above are addressed and resolved prior to the formation of an Authority.

Yeas: _____

Nays: _____

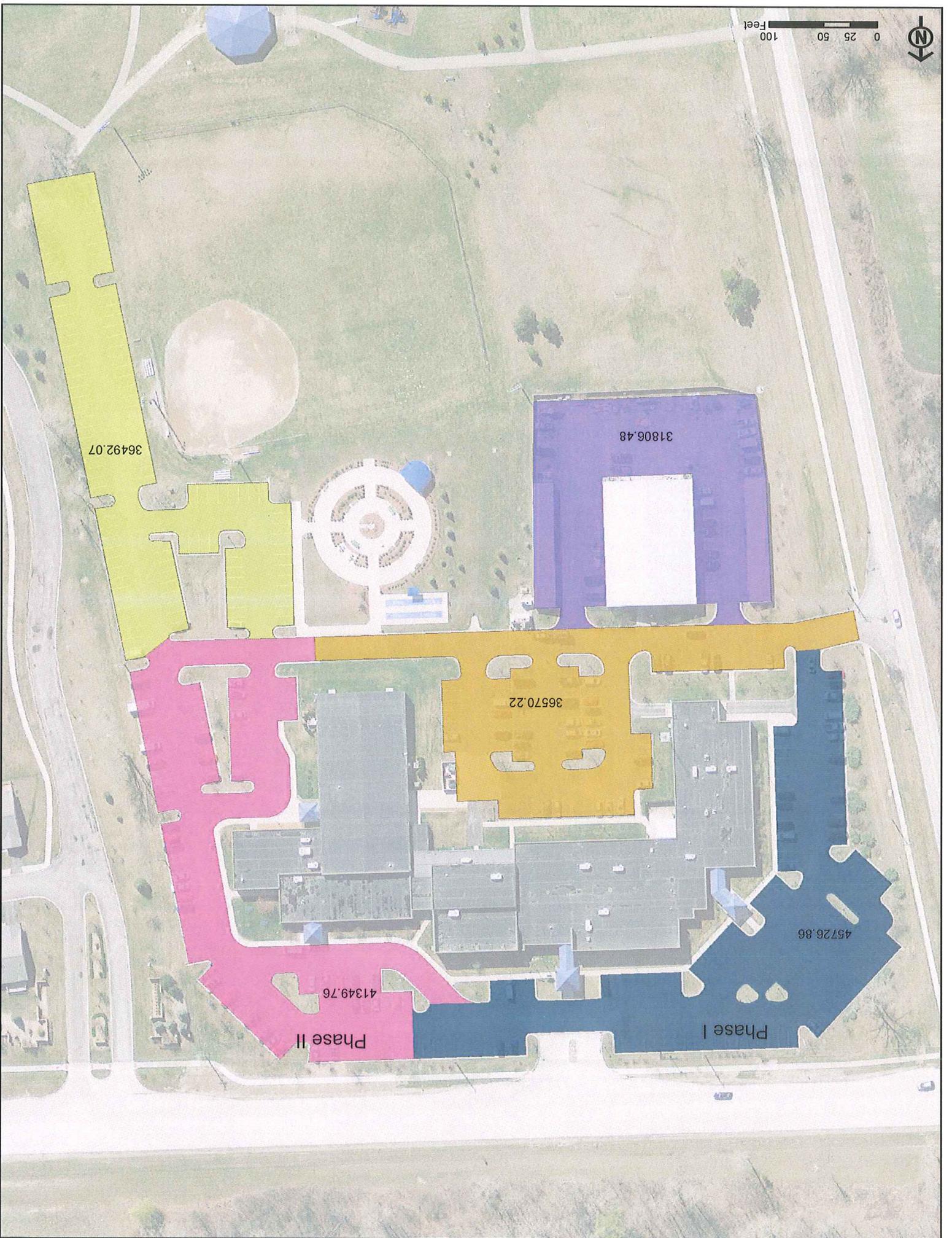
Absent: _____

I hereby certify that the foregoing is a true and correct resolution adopted by the Board of Trustees of the Charter Township of Van Buren at its regular meeting of _____, 2014.

Leon Wright, Clerk
Charter Township of Van Buren



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Feet



36492.07

31806.48

36570.22

41349.76

45726.86

Phase II

Phase I

Charter Township of Van Buren

Agenda Item WS #4

REQUEST FOR BOARD ACTION

WORK STUDY MEETING DATE:
2014-05-05

BOARD MEETING DATE:
2014-05-20

Consent Agenda _____ New Business X Unfinished Business _____ Public Hearing _____

ITEM (SUBJECT)	Parking Lot Replacement (Phase II) Project Administration & Engineering Services
DEPARTMENT	Public Works
PRESENTER	Director James T. Taylor
PHONE NUMBER	734-699-8947
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	Dave Nummer – Township Engineer

Agenda topic

ACTION REQUESTED	
Recommend to the Township Board to approve an amount of \$6,000.00 for professional services to be performed by Wade Trim.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
This proposed amount covers a scope of services including contract administration, field inspection and close-out activities.	
BUDGET IMPLICATION	This proposal is for an amount of \$6,000.00 is being funded from the Building & Grounds Capital Outlay Account 101-265-970-000
IMPLEMENTATION NEXT STEP	Approval by Township Board.
DEPARTMENT RECOMMENDATION	Approval of amount for services to be performed and authorize Supervisor and Clerk to execute.
COMMITTEE/COMMISSION RECOMMENDATION	NA
ATTORNEY RECOMMENDATION	NA
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	The Director of Public Works requests that the Board of Trustees approve this amount as an agenda item at the May 20, 2014 Board meeting.
APPROVAL OF SUPERVISOR	

Charter Township of Van Buren

#5 WS

Agenda Item #8 BRD consent

REQUEST FOR BOARD ACTION

WORK STUDY MEETING DATE:
MAY 5, 2014

BOARD MEETING DATE:
MAY 6, 2014

Consent Agenda New Business _____ Unfinished Business _____ Public Hearing _____

ITEM (SUBJECT)	Interdepartmental Employment
DEPARTMENT	Van Buren Township
PRESENTER	Supervisor Combs, Clerk Wright
PHONE NUMBER	734-699-8900
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	
Recommend to the Township Board to approve resolution 2014-13	
BACKGROUND -- (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
This policy change impacts Township personnel regarding interdepartmental employment.	

BUDGET IMPLICATION	
IMPLEMENTATION NEXT STEP	Board of Trustees approval
DEPARTMENT RECOMMENDATION	Approval of resolution
COMMITTEE/COMMISSION RECOMMENDATION	
ATTORNEY RECOMMENDATION	
The resolution was reviewed and approved by Township attorney.	
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	

**CHARTER TOWNSHIP OF VAN BUREN
COUNTY OF WAYNE, MICHIGAN
RESOLUTION 2014-13**

PROHIBITION AGAINST INTERDEPARTMENTAL EMPLOYMENT BY TOWNSHIP EMPLOYEES

Effective immediately, Township personnel will not be allowed to be employed in more than one job classification. Current Township personnel employed in more than one job classification will be allowed to continue in that capacity until such practice is phased out.

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is a true and correct resolution adopted by the Board of Trustees of the Charter Township of Van Buren at its regular meeting of _____, 2014.

Leon Wright, Clerk
Charter Township of Van Buren

Charter Township of Van Buren

REQUEST FOR BOARD ACTION

WS # 6
 Agenda Item BRP-Consent #9

WORK STUDY: MAY 5, 2014
BOARD MEETING DATE: MAY 6, 2014

New Business	Unfinished Business	Public Hearing	Consent Agenda X
ITEM (SUBJECT)	Consider approval of Zambelli Fireworks Company for the 2014 Fireworks Show and authorize the Supervisor and Clerk execute the contract; and Consider use of \$12,000 from the Waste Management "Concert Donations" Grant (revenue account 101-000-653-000) for the 2014 Fireworks Show.		
DEPARTMENT	Parks & Recreation		
PRESENTER	Director Jennifer Wright and Supervisor Combs		
PHONE NUMBER	734-699-8921		
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	N/A		

Agenda topic

ACTION REQUESTED	Consider approval of Zambelli Fireworks Company for the 2014 Fireworks Show and authorize the Supervisor and Clerk execute the contract; and Consider use of \$12,000 from the Waste Management "Concert Donations" Grant (revenue account 101-000-653-000) for the 2014 Fireworks Show.
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	The Van Buren Parks and Recreation Department has worked with Zambelli Fireworks Company for many years, and they have proven to be a professional and dedicated company. The 2014 Fireworks Show will cost \$10,000 and \$2,000 will be needed for port-a-john rentals, TruGreen spraying for pest control, and DJ services. This fireworks concert is set for Beck Ball Fields on June 28, 2014 (rain date of June 29, 2014).
BUDGET IMPLICATION	The Waste Management Grant will cover the \$10,000 fireworks display as well as \$2,000 for event supplies. Supervisor Combs will be seeking donations from corporate businesses for overtime of wages that occur with police and fire personnel.
IMPLEMENTATION NEXT STEP	Approval
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	At the April 8, 2014 Recreation Committee Meeting, the Committee approved a motion for the Township Board to approve Zambelli Fireworks for concert on June 28, 2014.
ATTORNEY RECOMMENDATION	

(May be subject to Attorney/Client Privilege and not available under FOIA)

ADDITIONAL REMARKS Additional information, including bid proposals, is attached for review.

APPROVAL OF SUPERVISOR

Monks

Charter Township of Van Buren

Agenda Item WS #7

REQUEST FOR BOARD ACTION

WORK STUDY MEETING DATE:
2014-05-05

BOARD MEETING DATE:
2014-05-20

Consent Agenda X New Business _____ Unfinished Business _____ Public Hearing _____

ITEM (SUBJECT)	Approval of Water & Sewer Commission By-Laws Recommendation
DEPARTMENT	Public Works (Water & Sewer)
PRESENTER	Director James T. Taylor
PHONE NUMBER	734-699-8947
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	
Recommend to the Township Board to approve the recommended changes to the By-Laws of the Water & Sewer Commission.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
The Water & Sewer Commission at their meeting of April 22, 2014, recommended several changes to the by-laws, identified in the attached documents. These recommendations are intended to improve the overall operation of the Commission.	
BUDGET IMPLICATION	NA
IMPLEMENTATION NEXT STEP	Approval by Township Board.
DEPARTMENT RECOMMENDATION	Board approval of recommended changes.
COMMITTEE/COMMISSION RECOMMENDATION	Water & Sewer Commission (4-0, 1 excused absentee)
ATTORNEY RECOMMENDATION	NA
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	The Director of Public Works requests that the Board of Trustees approve this recommendation as a consent agenda item at the May 20, 2014 Board meeting.
APPROVAL OF SUPERVISOR	<u><i>McCombs</i></u>

Motion

Commissioner Pedersen moved, Commissioner Cook seconded; to submit the following changes to Resolution 2005-21 Water & Sewer Commission By-Laws to the board for approval.

*ARTICLE III: OFFICERS AND THEIR ELECTIONS; Change “a majority vote at the first meeting held in **February**...” to “a majority vote at the first meeting held in **April**...” and Change “new term shall commence **March 1**” to “new term shall commence **May 1**”*

*ARTICLE V: MEETINGS; Section 2, change “except when there is a lack of agenda or quorum, the Chairman or Vice Chairman in the absence of the chairman may cancel a meeting” to “except when there is a lack of agenda or quorum the Chairman or in the absence of the Chairman the Vice Chairman may cancel a meeting. **In the absence of both the Chairman and the Vice Chairman the Director of Public Works may cancel a meeting.**”*

*ARTICLE V: MEETINGS; Section 2 change “upon written request to the **Secretary**” to “upon written request to the **Director**”*

*ARTICLE VI: PROCEDURE; change “shall be submitted in writing to the Chairman or **Secretary**...” to “shall be submitted in writing to the Chairman or **Director**...”*

Yeas: Pedersen, Rochowiak, Cook

Nays:

Absent: McClanahan

Motion Carried

I hereby certify the foregoing is a true and correct copy of the motion made at the special scheduled Meeting of the Water and Sewer Commission on April 22, 2014.

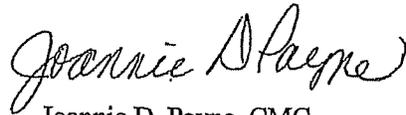
*Karen E Smith
Recording Secretary*

MOTION

Rochowiak moved, Hart seconded to adopt Resolution 2005-21 approving the Water and Sewer Commission By-laws. Carried.

Yeas: King, Payne, Budd, Hart, Herman, Jahr and Rochowiak.
Nays: None.
Absent: None.

I hereby certify the foregoing is a true and correct copy of a motion adopted by the Board of Trustees of the Charter Township of Van Buren at a regular meeting held May 17, 2005.



Joannie D. Payne, CMC
Township Clerk

VAN BUREN TOWNSHIP BOARD OF TRUSTEES
RESOLUTION 2005-21
ADOPTING THE
WATER & SEWER COMMISSION BY-LAWS

ARTICLE I: NAME

The name of the Committee shall be the Charter Township of Van Buren Water & Sewer Commission.

ARTICLE II: PURPOSE

The purpose of the Commission shall be to act as an advisory and recommending body to the Board of Trustees on all matters concerning the alteration, improvement, repair and operations of the sewer and water systems of the Township of Van Buren that may be referred to or initiated by the Van Buren Township Water & Sewer Commission.

Section 1. Citizen Members

Four (4) citizen members shall be appointed by the Township Board at the recommendation of the Township Supervisor. Members are compensated at a rate as determined by the Township Board. Members shall be appointed or reappointed to two (2) year terms.

Section 2. Board Representative

A Board Representative is to be appointed by the Board of Trustees at the recommendation of the Township Supervisor. The Board Representative shall be a voting member of the Commission.

Section 3. Department Representative

The Township Supervisor will assign the department representative, who will be a non-voting member.

Section 4. Secretary

The Secretary, a non-voting member, shall be provided to take minutes at each meeting, submitting same to the Township Clerk's office for the record.

ARTICLE III: OFFICERS AND THEIR ELECTION

The elected officers of the Commission shall be Chairman and Vice-chairman. Officers will be elected by a majority vote at the first meeting held in ~~February~~ ^{MAY} of each year, and their new term shall commence ~~March~~ ^{JUNE} 1. Such other officers as are deemed necessary, shall be elected by the Commissioners as required. The terms of all officers shall be one (1) year. No officer shall serve for more than two (2) consecutive terms in the same office.

ARTICLE IV: DUTIES OF OFFICERS

Section 1. Chairman

The Chairman shall preside at all meetings of the Commission and shall exercise the powers and duties conferred upon him/her through the By-laws. He/she shall be a citizen-Member of the Committee, and not a member of the Board of Trustees, and shall enjoy the privilege of discussing all matters before the Commission.

Section 2. Vice-Chairman

The Vice-Chairman shall be a citizen-Member of the Commission and shall preside and exercise all of the duties of the Chair in his/her absence. In the event both Chair and Vice-Chair are absent, a Chairman Pro-Tem shall be elected by a majority vote of the Commission Members Present.

ARTICLE V: MEETINGS

Section 1.

All Commission meetings shall be open to the public, and all minutes shall be made matters of public record and placed on file in the Township Clerk's Office.

Section 2.

The Van Buren Township Water & Sewer Commission shall hold at least one (1) regular meeting each month, except when there is a lack of an agenda or quorum, the Chairman or ~~Vice-Chairman~~ in the absence of the chairman, may cancel a meeting. Additional meetings may be called by the Chairperson, or by two (2) members, upon written request to the ~~Secretary~~ ^{DIRECTOR}, who shall send written

IN THE ABSENCE OF BOTH THE CHAIRMAN AND THE VICE-CHAIRMAN THE DIRECTOR OF PUBLIC WORKS MAY CANCEL A MEETING.

notice to all members at least one (1) week in advance. All meetings shall be open to the public.

Section 3.

A quorum shall consist of the majority of the voting members. Three unexcused absences will result in termination from the Commission.

ARTICLE VI: PROCEDURE

Section 1.

All agenda items, inquiries, requests, and other matters requiring action by the Commission shall be submitted in writing to the Chairman or Secretary at least (5) days prior to the meeting of the Commission at which consideration is being requested. The requirements of this section can be waived by a majority vote of the members present.

Section 2.

When the Commission is called upon to hold a public hearing, they shall do so in accordance with Public Law.

Section 3.

The commission shall submit to the Charter Township Board of Trustees, at the end of the year, a written report of its prior year activities.

ARTICLE VII: ORDER OF BUSINESS

The order of business at regular meetings shall be as follows:

-
1. Call to Order
 2. Roll Call
 3. Approval of Agenda
 4. Acceptance of Minutes of previous meeting
 5. Reports
 6. Old Business
 7. New Business
 8. Public Comment
 9. Adjournment

ARTICLE VIII: ORDER

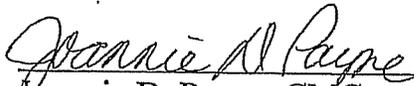
The commission shall follow Robert's Rules of order.

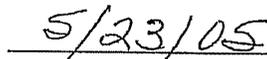
ARTICLE IX: AMENDMENTS

These By-Laws may be amended only with the approval of the Township Board of Trustees.

YEAS: King, Payne, Budd, Hart, Herman, Jahr and Rochowiak.
NAYS: None.
ABSENT: None.

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Board of Trustees of the Charter Township of Van Buren, County of Wayne, Michigan, at a meeting held on May 17, 2005; and that the said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976; and that the minutes of said meeting were kept and will be or have been made available as required by said Act.


Joannie D. Payne, CMC
Township Clerk


Date



CHARTER TOWNSHIP OF VAN BUREN
WATER & SEWER COMMISSION
Tuesday April 22, 2014
Van Buren Township Hall
46425 Tyler Road

UNOFFICIAL

The meeting was called to order at 7:05 p.m. in the Otisville/Sheldon Room by Chairman Rochowiak. Members present: Chairman Rochowiak, Vice-Chairman Cook, Commissioner Graf, Commissioner Pedersen (arrived 7:15pm), absent excused Trustee McClanahan others present, Director James Taylor, Dave Nummer Engineer Wade Trim

APPROVAL OF AGENDA: Director Taylor requested to amend the agenda by switching the order of the Reports placement moving Item # 3 Projects Report- Township Engineer Nummer to # 1.

Motion Commissioner Graf Second Commissioner Cook to approve the agenda as amended. Motion Carried.

APPROVAL OF MINUTES: Motion Commissioner Graf, Second Commissioner Cook to approve the minutes of the November 26, 2013 as is. Motion Carried

REPORTS:

1. Project Reports- Township Engineer Nummer

a. SAW Grant Update- 675 applications were submitted at the same so the state opted to do a random lottery to put them in number order. Van Buren's application number is 535. That means our application should be fundable in the fifth year. This grant is for an Asset Management Program which is now being required for all permitted communities therefore we can still move forward and submit expenses that can be retroactively reimbursable.

b. Lift Station Project-Bids were received on March 11, 2014. We received two (2). The lower bid was considerably less than the other so Wade Trim researched the company's credentials and interviewed other companies they have done work with. They also sat with the company people and went through the bid line by line and gave them the opportunity to change it. The company assured us they can complete this project for the bid amount. Requesting recommendation to send to the Township Board for action.

c. Engineering Standards Manual- The directors of the DPW and Department of Developmental Service and the Wade Trim engineers put this together as a standard for all projects done within the township. Requesting recommendation to send to the board for action

MISSION STATEMENT

"The Van Buren Public Works Department is committed to a clean and safe environment, enhanced service delivery to its customers and protection of the significant public investment in the township's buildings and grounds, and water distribution and sanitary collection systems."



CHARTER TOWNSHIP OF VAN BUREN
WATER & SEWER COMMISSION
Tuesday April 22, 2014
Van Buren Township Hall
46425 Tyler Road

UNOFFICIAL

2. Monthly Operations Report- Director Taylor

- a. **Miss Dig Laws-** Director Taylor gave the board an overview of the new Miss Dig laws and repercussions of not following them. He also gave the board a detailed explanation of department procedures to address the new regulations including taking pictures of stack outs to confirm work.
- b. **Hydrant Painting Schedule-** The Township has set a five year rotational plan to get all hydrants painted. This year we are restricting work to the NE quadrant, (Belleville to Hannan and Michigan to I 94 Expressway). Painting will begin as weather allows.
- c. **Truck Bid Opening-** Board was given a spec sheet of the bid sheet for a new Meter Service Truck. Bids are being accepted until, Wednesday April 23, 2014. We have received one so far.

3. Administrative Report- Director Taylor

- a. **SAP Update-** Board was given an outline of department goals for the next 3 to 5 years and where the Department currently stands in achieving those goals.
- b. **DWSD Water Authority Resolution-** Director Taylor gave a brief introduction of the benefits of forming a Regional Water Authority however negotiations between the three counties and the Emergency Manager of Detroit have discontinued. Board was presented with a resolution regarding continued negotiations towards the formation of Regional Water Authority that would indicate VBT support for the plan to come to fruition. Request commission recommends sending the resolution to the Board for action.
- c. **Wayne County DEP Proposal-** A brief discussion of this took place to keep the board informed of the Counties proposal to unite all the sewer systems in an attempt to eliminate some of their debt.
- d. **Hydro Design Contract-** Discussion of the new 3 year cross connection control contract between VBT and Hydro Designs that the Board just authorized.
- e. **Springbrook Utility Billing Staff Training-** The water billing software is upgrading to a newer version and our water dept. clerical staff will be in training over the next week.
- f. **Developmental Services Office Renovation-** The Office Connection has been retained to evaluate the office and present a plan to update lighting, HVAC and layout so that the office is energy efficient and worker friendly and improves the work flow.

MISSION STATEMENT

"The Van Buren Public Works Department is committed to a clean and safe environment, enhanced service delivery to its customers and protection of the significant public investment in the township's buildings and grounds, and water distribution and sanitary collection systems."



CHARTER TOWNSHIP OF VAN BUREN
WATER & SEWER COMMISSION
Tuesday April 22, 2014
Van Buren Township Hall
46425 Tyler Road

UNOFFICIAL

- g. **Senior Center Q & A Session (May 21st)** – Director Taylor is scheduled to have a Q & A in the senior center. He will be answering questions regarding infrastructure and facilities, costs and the likewise of Water & Sewer Operations.

OLD BUSINESS

1. Election of Officers

- **Chairman** Commissioner Rochowiak Nominated Commissioner Cook, Cook accepted, Commissioner Graf Seconded; Motion carried.
- **Vice Chairman-** Commissioner Pedersen nominated Commissioner Graf, Graf accepted, and Commissioner Rochowiak seconded; Motion carried.

- 2. Review of the by-laws:** Commissioner Pedersen moved, Commissioner Cook seconded; to submit the following changes to Resolution 2005-21 Water & Sewer Commission By-Laws to the board for approval.

ARTICLE III: OFFICERS AND THEIR ELECTIONS; Change “a majority vote at the first meeting held in **February...**” to “a majority vote at the first meeting held in **April...**” and Change “new term shall commence **March 1**” to “new term shall commence **May 1**”

ARTICLE V: MEETINGS; Section 2, change “except when there is a lack of agenda or quorum, the Chairman or Vice Chairman in the absence of the chairman may cancel a meeting” to “except when there is a lack of agenda or quorum the Chairman or in the absence of the Chairman the Vice Chairman may cancel a meeting. **In the absence of both the Chairman and the Vice Chairman the Director of Public Works may cancel a meeting.**”

ARTICLE V: MEETINGS; Section 2 change “upon written request to the **Secretary**” to “upon written request to the **Director**”

ARTICLE VI: PROCEDURE; change “shall be submitted in writing to the Chairman or **Secretary...**” to “shall be submitted in writing to the Chairman or **Director...**”

Motion Carried.

MISSION STATEMENT

“The Van Buren Public Works Department is committed to a clean and safe environment, enhanced service delivery to its customers and protection of the significant public investment in the township’s buildings and grounds, and water distribution and sanitary collection systems.”



CHARTER TOWNSHIP OF VAN BUREN
WATER & SEWER COMMISSION

Tuesday April 22, 2014
Van Buren Township Hall
46425 Tyler Road

UNO
K

3. **Requesting Motion to Recommend the Board of Trustees approve Engineering Standards Manual Resolution:** Commissioner Pederson moved, Commissioner Graf seconded; to recommend sending the Engineering Standards Manual to the Board for approval and adoption by the Township as a set standard for all construction. *Motion Carried*
4. **Requesting Motion to Recommend the Board of Trustees approve a resolution for a regional Water Authority:** Commissioner Cook moved, Commissioner Pedersen seconded; to recommend to the board to approve a resolution regarding the Townships interest in The Continued Negotiations towards the Formation of a Regional Water Authority. *Motion Carried.*
5. **Requesting Motion to Recommend the Board of Trustees approves the contract award for lift Station Project:** Commissioner Graf moved, Commissioner Cook seconded; to recommend to the board to accept the bid from TSP Environmental for the lift Station Project in the amount of \$ 348,292.00. *Motion Carried*

PUBLIC COMMENT: none

NON-AGENDA ITEMS: None

NEXT MEETING: May 27, 2014 at 7:30 p.m.

ADJOURNMENT: Motion to adjourn, Commissioner Pedersen, second Commissioner Cook Motion carried, meeting adjourned at 8:40 p.m.

Respectfully Submitted by Karen E Smith

Approved _____
Walt Rochowiak, Chairman

MISSION STATEMENT

"The Van Buren Public Works Department is committed to a clean and safe environment, enhanced service delivery to its customers and protection of the significant public investment in the township's buildings and grounds, and water distribution and sanitary collection systems."

Charter Township of Van Buren

Agenda Item WS #8

REQUEST FOR BOARD ACTION

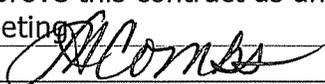
WORK STUDY MEETING DATE:
2014-05-05

BOARD MEETING DATE:
2014-05-20

Consent Agenda _____ New Business X Unfinished Business _____ Public Hearing _____

ITEM (SUBJECT)	Pump Station Replacement Program
DEPARTMENT	Public Works
PRESENTER	Director James T. Taylor
PHONE NUMBER	734-699-8947
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	Dave Nummer – Township Engineer

Agenda topic

ACTION REQUESTED	
Recommend to the Township Board to award a contract to TSP Environmental in the amount of \$348,292.00. I also recommend that a 10% contingency amount be approved for use at the direction and discretion of the Public Works Director to address changes and unforeseen conditions that may arise during construction.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
A request for bids was advertised and two bids were received. The low bidder for the lift station project is TSP Environmental. Their bid of \$348,292.00 is \$129,648.00 lower than the next bid of \$477,940.00.	
BUDGET IMPLICATION	This proposal is for an amount of \$348,292.00. I also request a 10% contingency amount be approved for use at the direction and discretion of the Public Works Director to address changes and unforeseen conditions that may arise during construction. The project is being funded from Sewer Capital Outlay Account 592-537-970-000
IMPLEMENTATION NEXT STEP	Approval by Township Board, execute contract.
DEPARTMENT RECOMMENDATION	Approval of contract with TSP Environmental and authorize Supervisor and Clerk to execute contract.
COMMITTEE/COMMISSION RECOMMENDATION	Recommended by Water & Sewer Commission
ATTORNEY RECOMMENDATION	Contract reviewed and approved by township attorney
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	The Director of Public Works requests that the Board of Trustees approve this contract as an agenda item at the May 20, 2014 Board meeting.
APPROVAL OF SUPERVISOR	



WADE TRIM

April 16, 2014

Charter Township of Van Buren
46425 Tyler Road
Van Buren Township, MI 48111

Attention: Mr. James Taylor, Director of Public Works

Re: Recommendation for Award of Construction Contract
2013 Pump Station Replacement Program

Dear Mr. Taylor:

On March 11, 2014, bids for the 2013 Pump Station Replacement Program were received, opened, and read aloud at the Township Hall. Two prospective Contractors, including one local Contractor, submitted bids for this Project as shown in the attached bid tabulation. A summary is as follows:

TSP Environmental	\$348,292
Lawrence M. Clarke	\$477,940

The Engineer's Opinion of Construction Cost for this project was \$500,000. According to the Township purchasing policy, a 5% leeway is allowed to local contractors. Since the bid submitted by the local contractor was not within 5% of the low bid amount, this policy does not change the outcome of the bidding, and TSP Environmental remains the low bidder.

We were concerned with the large difference between the two bidders on this project. A difference in bid amounts this substantial typically means that one of the contractors did not understand the scope of the work or had missed something in their bid. We have reviewed the bids and have determined that most of the individual bid items are equivalent between the two bidders with the exception of the three bid items for the pump stations themselves, where TSP Environmental is substantially lower.

We interviewed the Contractor to ensure that they fully understood the scope of the work for the pump station bid items, that they had taken into account all required work items, and that they had accounted for all associated costs. During our conversation with the Contractor, we stressed that the Township would not be willing to consider change orders or extras related to the pump stations should the Contractor discover that they had omitted something or did not have the appropriate cost included for all of the work. The Contractor indicated that they fully understood the scope of the work and that they were able to complete the project for the bid amount.

The contract documents include a performance guarantee bond that is put in place to ensure that the Contractor can complete the project. This bond is intended to provide the Township with some assurance that the project will be completed as bid.

Wade Trim Associates has not previously worked with TSP Environmental, so we requested that they complete an experience and qualifications statement. The experience provided by the Contractor shows six projects with sanitary pump station experience with a combined value of \$2,695,000. The largest of these projects was valued at \$1,300,000. Although the majority of these pump stations were built on landfill sites, the pump station construction is very similar to a typical municipal pump station.

Wade Trim Associates, Inc.	734.947.9700
25251 Northline Road	800.482.2864
P.O. Box 10	734.947.9726 fax
Taylor, MI 48180	www.wadetrिम.com



Charter Township of Van Buren
April 16, 2014
Page 2

The Contractor provided a list of equipment available for this project including excavators, bypass pumping equipment, skid steers, and similar construction equipment. It appears that they have the equipment necessary to complete this project.

We contacted several of the references to discuss the past performance of this Contractor. The references all indicated that TSP Environmental was a very capable Contractor. Comments by the references included that they would recommend TSP for projects similar to the 2013 Pump Station Replacement Program and that they completed projects on time with very few claims.

Part of investigating the qualifications of this Contractor included a review of the Dun & Bradstreet financial statement. No red flags or issues were discovered on the financial statement indicating that the Contractor is capable of financing the project and obtaining sufficient bonding as required by the contract documents.

Recommendation

The qualifications, experience, references, and financial stability of the Contractor indicates that they are capable of completing the project in accordance with the plans and specifications. Therefore, based on the technical review of the Contractor's experience, equipment, references, and financial stability, we recommend that the Township Board award the contract for the 2013 Pump Station Replacement Program to TSP Environmental in the amount of \$348,292. We also recommend that a 10% contingency amount be approved for use at the direction and discretion of the Public Works Director to address changes and unforeseen conditions that may arise during construction.

If you have any questions regarding the bidding process, please do not hesitate to contact us.

Very truly yours,

Wade Trim Associates, Inc.



David M. Nummer, PE

DMN:jel

VBV 2221-01T

pw:\Documents\Projects\WVbn2221\01T\Docs\Correspondence\rec award.docx

Attachment

**WADE TRIM
BID TABULATION**

SUBJECT 2013 Pump Station Replacement Program
JOB NO. VBN 2221-01T
CLIENT: Charter Township Charter Township of Van Buren
DATE: April 16, 2014
Bid Date: March 11, 2014

PAY ITEM NUMBER	DESCRIPTION	QUANTITY	UNIT	TSP Services	Lawrence M.
				<u>Inc.</u>	<u>Clarke, Inc</u>
1	Remove Tree, 6 to 12 inch	2	Each	\$500.00	\$500.00
				\$1,000.00	\$1,000.00
				<i>\$1,000.00</i>	<i>\$1,000.00</i>
2	Remove and Replace Concrete Riprap Wall	100	Sft	\$10.00	\$20.00
				\$1,000.00	\$2,000.00
				<i>\$1,000.00</i>	<i>\$2,000.00</i>
3	Remove and Replace Concrete Drive, 6 inch	140	Sft	\$20.00	\$15.00
				\$2,800.00	\$2,100.00
				<i>\$2,800.00</i>	<i>\$2,100.00</i>
4	Force Main, HDPE, DR-11, Two-3 inch, Directional Bored	265	Lft	\$62.00	\$50.00
				\$16,430.00	\$13,250.00
				<i>\$16,430.00</i>	<i>\$13,250.00</i>
5	Force Main, HDPE, DR-11, 1-1/4 inch Directional Bored	125	Lft	\$45.00	\$30.00
				\$5,625.00	\$3,750.00
				<i>\$5,625.00</i>	<i>\$3,750.00</i>
6	Force Main, HDPE, DR-11, 1-1/4 inch Inside Existing Force Main	970	Lft	\$7.00	\$30.00
				\$6,790.00	\$29,100.00
				<i>\$6,790.00</i>	<i>\$29,100.00</i>
7	Aggregate Shoulder, 6 inch, 23A	20	Syd	\$37.00	\$20.00
				\$740.00	\$400.00
				<i>\$740.00</i>	<i>\$400.00</i>
8	Aggregate Base Course, 21AA	26	Ton	\$27.00	\$40.00
				\$702.00	\$1,040.00
				<i>\$702.00</i>	<i>\$1,040.00</i>
9	WCDPS HMA Base Course	15	Ton	\$570.00	\$300.00
				\$8,550.00	\$4,500.00
				<i>\$8,550.00</i>	<i>\$4,500.00</i>
10	WCDEPS HMA Top F	5	Ton	\$325.00	\$300.00
				\$1,625.00	\$1,500.00
				<i>\$1,625.00</i>	<i>\$1,500.00</i>
11	Haggerty Pump Station, Complete	1	L.S.	\$122,360.00	\$150,000.00
				\$122,360.00	\$150,000.00
				<i>\$122,360.00</i>	<i>\$150,000.00</i>
12	Generator Enclosure	1	L.S.	\$13,800.00	\$10,000.00
				\$13,800.00	\$10,000.00
				<i>\$13,800.00</i>	<i>\$10,000.00</i>
13	Northshore Pump Station, Complete	1	L.S.	\$74,790.00	\$120,000.00
				\$74,790.00	\$120,000.00
				<i>\$74,790.00</i>	<i>\$120,000.00</i>
14	Spare Pump for Northshore, Complete	1	L.S.	\$5,720.00	\$5,000.00
				\$5,720.00	\$5,000.00
				<i>\$5,720.00</i>	<i>\$5,000.00</i>
15	Ryznar Pump Station, Complete	1	L.S.	\$62,200.00	\$108,000.00
				\$62,200.00	\$108,000.00
				<i>\$62,200.00</i>	<i>\$108,000.00</i>
16	Spare Pump for Ryznar, Complete	1	L.S.	\$5,720.00	\$5,000.00
				\$5,720.00	\$5,000.00
				<i>\$5,720.00</i>	<i>\$5,000.00</i>
17	Silt Fence	30	Lft	\$8.00	\$10.00
				\$240.00	\$300.00
				<i>\$240.00</i>	<i>\$300.00</i>

WADE TRIM
 BID TABULATION

SUBJECT 2013 Pump Station Replacement Program
 JOB NO. VBN 2221-01T
 CLIENT: Charter Township Charter Township of Van Buren
 DATE: April 16, 2014
 Bid Date: March 11, 2014

PAY ITEM NUMBER	DESCRIPTION	QUANTITY	UNIT	TSP Services	Lawrence M.
				<u>Inc.</u>	<u>Clarke, Inc</u>
18	Inspector Days	\$700.00	\$/Day	26 \$18,200.00 \$18,200.00	30 \$21,000.00 \$21,000.00
TOTAL CONTRACT PRICE				\$348,292.00 *	\$477,940.00
(Items 1 thru 18)				\$348,472.00	\$477,940.00

Motion

Commissioner Graf moved, Commissioner Cook seconded; to recommend to the board to accept the bid from TSP Environmental for the lift Station Project in the amount of \$ 348,292.00.

Yeas: Pedersen, Rochowiak, Graf, Cook

Nays:

Absent: Trustee McClanahan

Motion Carried

I hereby certify the foregoing is a true and correct copy of the motion made at the special scheduled Meeting of the Water and Sewer Commission on April 22, 2014.

*Karen E Smith
Recording Secretary*

Charter Township of Van Buren

Agenda Item WS #9

REQUEST FOR BOARD ACTION

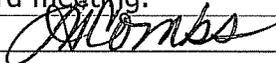
WORK STUDY MEETING DATE:
2014-05-05

BOARD MEETING DATE:
2014-05-20

Consent Agenda _____ New Business X Unfinished Business _____ Public Hearing _____

ITEM (SUBJECT)	Pump Station Project Administration & Engineering Services
DEPARTMENT	Public Works
PRESENTER	Director James T. Taylor
PHONE NUMBER	734-699-8947
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	Dave Nummer – Township Engineer

Agenda topic

ACTION REQUESTED	
Recommend to the Township Board to approve an amount of \$36,000.00 for professional services to be performed by Wade Trim.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
This proposed amount covers the replacement/upgrade of three sanitary lift stations located at Ryznar, Haggerty and North Shore. This amount covers a broader than normal scope of services including contract administration, inspection, post construction quality documents, as-builts and close out activities. A more detailed description is included in the attached memo.	
BUDGET IMPLICATION	This proposal is for an amount of \$36,000.00 which will be funded from the Sewer Capital Outlay Account 592-537-970-000
IMPLEMENTATION NEXT STEP	Approval by Township Board.
DEPARTMENT RECOMMENDATION	Approval of amount for services to be performed and authorize the Supervisor and Clerk to execute.
COMMITTEE/COMMISSION RECOMMENDATION	Recommended by Water & Sewer Commission
ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	The Director of Public Works requests that the Board of Trustees approve this proposed amount as an agenda item at the May 20, 2014 Board meeting.
APPROVAL OF SUPERVISOR	

Charter Township of Van Buren

Agenda Item WS #10

REQUEST FOR BOARD ACTION

WORK STUDY MEETING DATE:
2014-05-05

BOARD MEETING DATE:
2014-05-20

Consent Agenda _____ New Business X Unfinished Business _____ Public Hearing _____

ITEM (SUBJECT)	Purchase of F-150 Pick-up truck
DEPARTMENT	Public Works (Water & Sewer)
PRESENTER	Director James T. Taylor
PHONE NUMBER	734-699-8947
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	
Recommend to the Township Board to approve the purchase of a 2014 F-150 pick-up truck from Jack Demmer Ford in the amount of \$30,706.00	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
A request for sealed bids was advertised and one bid was received. The bidder for the 2014 F-150 pick-up truck is Jack Demmer Ford in Wayne MI. The bid of \$30,706.00 is approximately \$4,000.00 lower than the purchase price of recently purchased F-2013 F-150's.	
BUDGET IMPLICATION	This purchase is for an amount of \$30,706.00. The purchase is being funded from Water Capital Outlay Account 592-536-970-000
IMPLEMENTATION NEXT STEP	Approval by Township Board, execute purchase.
DEPARTMENT RECOMMENDATION	Approval of purchase from Jack Demmer Ford and authorize Supervisor and Clerk to execute purchase.
COMMITTEE/COMMISSION RECOMMENDATION	NA
ATTORNEY RECOMMENDATION	Bid proposal reviewed and approved by township attorney
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	The Director of Public Works requests that the Board of Trustees approve this purchase as an agenda item at the May 20, 2014 Board meeting.
APPROVAL OF SUPERVISOR	

**Charter Township of Van Buren
46425 Tyler
Van Buren Township, MI 48111**

INVITATION TO BID FOR ONE NEW 2014 FORD F-150 PICKUP TRUCK

To whom it may concern:

Sealed Bids will be received by Charter Township of Van Buren at the Clerk's office, 46425 Tyler Road, Van Buren Township, MI 48111, until 10:00 a.m., Local Time, Wednesday, April 23, 2014, at which time and place said Bids will be opened and publicly read aloud for the following purchase:

One new 2014 Ford F-150 pickup truck

Bid Documents are on file with Mr. Leon Wright, Clerk

Bid Documents (including the purchasing policy of the Township) may be examined at the following location: Charter Township of Van Buren 46425 Tyler Road, Van Buren Township, MI 48111 or at the Township web site <http://www.vanburen-mi.org/>

Send all bids to:
Office of the Clerk
Van Buren Township
46425 Tyler
Van Buren, MI 48111

Deadline for receiving bids is 10:00 a.m. Wednesday April 23, 2014. No late bids will be accepted.

***All bids should be sealed and clearly marked "2014 DPW Pickup Truck"**

Bids shall be publicly opened and read at:
10:00 a.m. (local time), Wednesday April 23, 2014
Van Buren Municipal Building
46425 Tyler
Van Buren, MI 48111

Specifications:

2014 Model year
F15N 4x4 Supercrew
N1 Blue Jeans Metallic
Equipment group 302A
 XLT Series
 XLT Convenience Package
 Power Driver Seat
 Power Adjustable Pedals
 Single CD w/LCD/Sync Basic
 Select Shift Transmission
 XLT Plus Package
 Reverse Sensing System
 Power Sliding Rear Window
 Rear Defroster/Defogger
 XLT Chrome Package
 Rear View Camera
 Integrated Trailer Brake Controller
 Sirius XM Radio
99F 5.0 Liter V8 FFV Engine
446 Electric 6-Speed Auto w/Tow Mode
XL9 3.55 Electronic Lock RR Axle
 7350# GVWR Package
 36 gallon fuel tank
47R All-weather rubber floor mats
59H HID Headlamps
63T Tailgate step
G Leather 40/console/40 black
Hard Tri-fold Tonneau Cover
Remote Start
Factory spray bed liner

Instructions/ Additional Information

All specifications must be met. Failure to meet all the specifications may result in a disqualified bid.

The Charter Township of Van Buren Board of Trustees reserves the right to accept or reject any or all bids, to waive informalities or errors in the bidding process, and to accept any bid deemed to be in the best interest of the Township, including bids that are not for the lowest amount.

- The submitted price should be all inclusive of all taxes, fees, and any and all other charges.
- The Charter Township is exempt from Michigan sales tax. Tax exempt number is 38-6007135.
- The Township has a license plate for the vehicle and one should not be included in the bid.
- Bid submittals received after the above deadline will not be accepted and will be returned to the respondent unopened.
- The bidder agrees that this bid may not be withdrawn for a period of 60 days after the bid opening date.
- Each bidder agrees to waive and hereby does waive any claim it has or may have against the Township and its agents, representatives and employees arising out of or in connection with the administration, evaluation, recommendation or award of any bid.
- Proposals submitted by bidders who have been debarred, suspended, or made ineligible by any federal, state or local agency will be rejected.

Bidder acknowledges that it has reviewed all bid documents including the purchasing policy of the Township.

Prospective bidders may contact the office of Public Works Superintendent William Turner at 734-699-8900 extension 9227 with any questions.

Total price: \$ 30,706

Delivery date: Special Order 4-6 weeks

Company Name: Jack DemmerFord
37300 Michigan Ave Wayne, Mi 48184

Signature:  Sales

Date: March 27, 2014

Charter Township of Van Buren

REQUEST FOR BOARD ACTION

Agenda Item: _____

WORK STUDY MEETING DATE:

MAY 5, 2014

BOARD MEETING DATE:

MAY 20, 2014

Consent Agenda _____

New Business x _____

Unfinished Business _____

Public Hearing _____

ITEM (SUBJECT) Deputy Planning Director

DEPARTMENT Planning

PRESENTER Supervisor Combs

PHONE NUMBER 734-699-8910

**INDIVIDUALS IN
ATTENDANCE (OTHER
THAN PRESENTER)**

Agenda topic

ACTION REQUESTED

Approve the Deputy Planning Director job description and authorize a candidate search.

BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)

The 2014 budget approved funding to support a part-time Deputy Planning Director for the Planning/Economic Development Department. The Board was provided a draft of this job description on April 16, and requests for input were welcomed by April 25 for inclusion.

BUDGET IMPLICATION

**IMPLEMENTATION
NEXT STEP**

DEPARTMENT RECOMMENDATION Approval

COMMITTEE/COMMISSION RECOMMENDATION

ATTORNEY RECOMMENDATION Attached

(May be subject to Attorney/Client Privilege and not available under FOIA)

ADDITIONAL REMARKS Please see attached documentation for additional information.

APPROVAL OF SUPERVISOR *A Combs*

VAN BUREN TOWNSHIP

POSITION DESCRIPTION

POSITION TITLE: Deputy Director of Planning & Economic Development

EXEMPT: Yes _ No <u>X</u> PART-TIME LOCATION: 46425 Tyler Road, Van Buren Twp., MI	DEPARTMENT: Planning & Economic Development UNION: Yes _ No <u>X</u> REPORTS TO: Planning & Economic Development Director
APPROVED BY:	DATE: April 29, 2014

POSITION SUMMARY

Under the general supervision of the Planning & Economic Development Director, the Deputy Director of Planning & Economic Development is responsible for assisting the Planning & Economic Development Director in all phases of planning & economic development for the Township. Employee is responsible for professional and administrative work in planning, reviewing, organizing and coordinating Township development activities. The Deputy Director of Planning & Economic Development acts as a Zoning Administrator and is responsible for the administration and enforcement of applicable local ordinances and State laws, and he/she acts as coordinator of ~~may assist with~~ the Site Plan Committee review process involving various outside agencies, departments, consultants and the Planning Commission.

See Exhibit A for complete list of Position Functions, Duties and Responsibilities

POSITION REQUIREMENTS

FACTOR	MINIMUM QUALIFICATIONS
EDUCATION:	Bachelor's Degree with major in Planning, Public Administration, Public Policy, Environmental Science or related field. Professional designation as Community Planner desired. American Institute of Certified Planners and/or Michigan Professional Certified Planner designations preferred.
EXPERIENCE:	Minimum of eight years of related work experience.

KNOWLEDGE/ABILITIES:	<ol style="list-style-type: none"> 1. Good negotiation skills required. 2. Ability to lead meetings required. 3. Strong analytical, organizational and interpersonal abilities. 4. Ability to be persuasive and persistent in reinforcing the best interest of the Township. 5. Ability to work well under pressure. 6. Strong writing skills a must.
	<ol style="list-style-type: none"> 7. Thorough knowledge and understanding of progressive planning methods, professional planning standards and related trends. 8. Thorough knowledge of the principles, practices and procedures of plan review and ordinance creation, revision and adoption. 8-9. <u>Familiarity with the terms and conditions of the Michigan Planning Enabling Act (Act 33 of 2008) and the Michigan Zoning Enabling Act ("ZEA") (Act 110 of 2006)</u> 9-10. Ability to comprehend complex issues and to identify alternative solutions and prepare appropriate recommendations.
PHYSICAL DEMANDS:	With or without accommodation, can operate personal computer. Local travel may be required. Stand and walk frequently. Occasionally required to stoop, kneel, crouch or crawl. Occasionally lift and/or move items of light to moderate weight.
MENTAL DEMANDS:	Must be able to problem solve and handle multiple tasks that can be intellectually demanding and challenging.
MACHINE EQUIPMENT:	Calculator, fax machine, personal computer and related software.
WORKING CONDITIONS:	Normally work in an office environment. May occasionally be exposed to outside weather conditions and may work near moving mechanical parts and/or machinery.
OTHER REQUIREMENTS:	Ability to work effectively and professionally with organization's personnel and the public. Ability to maintain confidential information. Must possess and maintain a valid State of Michigan Driver's License. Ability to travel to various work sites. Ability to work a flexible shift and week-ends.

VAN BUREN TOWNSHIP POSITION DESCRIPTION

POSITION TITLE: Deputy Director of Planning & Economic Development

Exhibit A

Position Duties: Under the direction of the Director of Planning and Economic Development, employee:

1. Participates in studies regarding development in the Township; prepares reports and makes recommendations to the Township Board, Planning Commission, Board Zoning Appeals, Local Development Finance Authority and Environmental Commission.
2. Reviews site plans and consults with developers and appropriate reviewing agencies to ensure quality and compliance with policies, regulations, ordinances and current planning standards.
3. Assists with implementing and administering zoning ordinances
3. Receives and processes zoning application variance requests, land division requests (in coordination with Assessing Dept.), and development plans; assists in preparing case files and is responsible for publication notices and notifying property owners, as necessary.
4. May advise the Township Board, Planning Commission, BZA, LDFA, Environmental Commission, planning consultants, architects, engineers, contractors, developers, real estate agents, property owners, and the general public on planning and zoning matters; represents Township in legal actions involving zoning ordinance violations.
5. Research and may prepare amendments to Township ordinances, as necessary.
6. Prepares special reports and studies as requested by the Planning & Economic Development Director, Township Supervisor, Township Board, Planning Commission, the BZA and the LDFA, and Environmental Commission.
9. Maintains cooperative relationships with other departments, peer agencies, private contractors, property owners, architects and other parties to coordinate planning and zoning functions; coordinates development and construction issues with Building Department, as required.
- 10: May assist with the Township's economic development strategies; serves as the Township's liaison with local, state, county and federal agencies responsible for economic growth.
12. Researches, recommends and prepares grant applications and ensures compliance with grant requirements and reporting.
13. Keeps abreast of professional developments, new administrative techniques, legal issues and other current events through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.

15. May present to Township Board and other Township meetings, as required.
 16. Ensures compliance with Open Meetings and Freedom of Information Acts.
 17. Performs related duties as assigned.
-

LaMothe, Karin

From: LaMothe, Karin
Sent: Wednesday, April 16, 2014 3:50 PM
To: A OFFICIALS; 'Reggie Miller'
Cc: LaMothe, Karin
Subject: Planning deputy job description
Attachments: 20140416153818792.pdf

As referenced in 4/16/14 Board update:

This is the draft of the planning deputy job description for May 5 work study.

Please review and provide any and all comments/changes/suggestions by Friday, April 25 to be implemented.

VAN BUREN TOWNSHIP

POSITION DESCRIPTION

POSITION TITLE: Assistant Director of Planning & Economic Development

EXEMPT: Yes __ No <u>X</u> SHIFT: <u>OURS: Part-time</u> LOCATION: 46425 Tyler Road, Van Buren Twp., MI	DEPARTMENT: Planning & Economic Development UNION: Yes __ No <u>X</u> REPORTS TO: Planning & Economic Development Director
APPROVED BY: 	DATE: March 5, 2014

POSITION SUMMARY

Under the general supervision of the Planning & Economic Development Director, the Assistant Director of Planning & Economic Development is responsible for assisting the Planning & Economic Development Director in all phases of planning & economic development for the Township. Performs responsible professional and administrative work in planning, reviewing, organizing and coordinating Township development activities. The Assistant Director of Planning & Economic Development acts as a Zoning Administrator and is responsible for the administration and enforcement of applicable local ordinances and State laws; and he/she acts as coordinator of the Site Plan Committee review process involving various outside agencies, departments, consultants and the Planning Commission.

See Exhibit A for complete list of Position Functions, Duties and Responsibilities

POSTION REQUIREMENTS

FACTOR	MINIMUM QUALIFCATIONS
EDUCATION: 	Bachelor's Degree with major in Planning, Public Administration, Public Policy, Environmental Science or related field. Professional designation as Community Planner desired. American Institute of Certified Planners and/or Michigan Professional Certified Planner designations preferred.
EXPERIENCE:	Minimum of eight years of related work experience.
KNOWLEDGE/ABILITIES: 	<ol style="list-style-type: none"> 1. Good negotiation skills required. 2. Ability to lead meetings required. 3. Strong analytical, organizational and interpersonal abilities. 4. Have the ability to be persuasive and relentless in reinforcing the best interest of the Township.

		<ul style="list-style-type: none"> 5. Ability to work well under pressure. 6. Strong writing skills a must. 7. Thorough knowledge and understanding of progressive planning methods, professional planning standards and related trends. 8. Thorough knowledge of the principles, practices and procedures of plan review and ordinance creation, revision and adoption. 9. Ability to comprehend complex issues and identify alternative solutions and prepare appropriate recommendations.
	←	
PHYSICAL DEMANDS:		With or without accommodation can operate personal computer. Local travel maybe required. Stand and walk frequently. Occasionally required to stoop, kneel, crouch or crawl. Occasionally lift and/or move items of light to moderate weight.
MENTAL DEMANDS:		Must be able to problem solve and handle multiple tasks. Intellectually demanding and challenging.
MACHINE EQUIPMENT:		Calculator, fax machine, personal computer and related software.
WORKING CONDITIONS:		Normally work in an office environment. May occasionally be exposed to outside weather conditions and may work near moving mechanical parts and/or machinery.
OTHER REQUIREMENTS:	←	Ability to work effectively and professionally with organization's personnel and the public. Ability to maintain confidential information. Must possess and maintain a valid State of Michigan Driver's License. Ability to travel to various work sites. Ability to work a flexible shift and week-ends.

VAN BUREN TOWNSHIP POSITION DESCRIPTION

POSITION TITLE: Assistant Director of Planning & Economic Development
Exhibit A

Position Duties:

Under direction of Director

1. Participates in studies regarding development in the Township; prepares reports and makes recommendations to the Township Board, Planning Commission, Board Zoning Appeals, Local Development Finance Authority and Environmental Commission.
2. Reviews site plans and consults with developers and appropriate reviewing agencies to ensure quality and compliance with policies, regulations, ordinances and current planning standards.
3. Receives and processes zoning application variance requests, land division requests (in coordination with Assessing Dept.), and development plans; assists in preparing case files and is responsible for publication notices and notifying property owners, as necessary.
4. May advise the Township Board, Planning Commission, BZA, LDFA, Environmental Commission, planning consultants, architects, engineers, contractors, developers, real estate agents, property owners, and the general public on planning and zoning matters; represents Township in legal actions involving zoning ordinance violations.
5. Research and may prepare amendments to Township ordinances, as necessary.
6. Prepares special reports and studies as requested by the Planning & Economic Development Director, Township Supervisor, Township Board, Planning Commission, the BZA and the LDFA, and Environmental Commission.
9. Maintains cooperative relationships with other departments, peer agencies, private contractors, property owners, architects and other parties to coordinate planning and zoning functions; coordinates development and construction issues with Building Department, as required.
10. May assist with the Township's economic development strategies; serves as the Township's liaison with local, state, county and federal agencies responsible for economic growth.
12. Researches, recommends and prepares grant applications and ensures compliance with grant requirements and reporting.
13. Keeps abreast of professional developments, new administrative techniques, legal issues and other current events through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
15. May present to Township Board and other Township meetings, as required.
- ~~16. Serves as staff representative to the Planning Commission, Board of Zoning Appeals, LDFA, Environmental Commission, and attends other meetings as required.~~
17. Ensures compliance with Open Meetings and Freedom of Information Acts.
18. Performs related duties as assigned.

*Chris
per
Mary
4/14/14*

*Use Quilley
form*

Charter Township of Van Buren

Agenda Item: 1

REQUEST FOR BOARD ACTION

WORK STUDY MEETING DATE:

MAY 5, 2014

BOARD MEETING DATE:

Consent Agenda

New Business

Unfinished Business

Public Hearing

ITEM (SUBJECT)	Ordinance 58-180, #
DEPARTMENT	Ordinance
PRESENTER	Supervisor Combs ; <i>Director Lawrain</i>
PHONE NUMBER	734-699-8910
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	Attorney Chris Hogg

Agenda topic

ACTION REQUESTED	
Discuss Ordinance 58-180 Begging Ordinance	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
Information from the attorney has been provided to the Board.	
BUDGET IMPLICATION	
IMPLEMENTATION NEXT STEP	
DEPARTMENT RECOMMENDATION	
COMMITTEE/COMMISSION RECOMMENDATION	
ATTORNEY RECOMMENDATION	Attached
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	Please see attached documentation for additional information.
APPROVAL OF SUPERVISOR	<i>Combs</i>

**CHARTER TOWNSHIP OF VAN BUREN
County of Wayne, State of Michigan**

Ordinance No.: _____
(Township Board Meeting Date)

AN ORDINANCE TO AMEND THE CURRENT CHAPTER 58 OF THE TOWNSHIP GENERAL CODE OF ORDINANCES, “OFFENSES AND MISCELLANEOUS PROVISIONS”, ARTICLE V, “OFFENSES AGAINST PUBLIC PEACE”, SECTION 58-180, “BEGGING”

AN ORDINANCE TO PROHIBIT AGGRESSIVE SOLICITATION, FRAUDULENT SOLICITATION, AND SOLICITATION ON CERTAIN PRIVATE PROPERTY

The Charter Township of Van Buren ordains that Chapter 58 of the Township General Code of Ordinances, Article V, Section 58-180, (titled “Begging”) is hereby amended by striking all of its former language and to now read as follows:

Sec. 58-180. – Aggressive Solicitation; Fraudulent Solicitation; Solicitation on Private Property

A. Statement of Purpose and Intent:

This Ordinance is adopted by the Charter Township of Van Buren (the “Township”) in order to protect persons from being solicited to donate money or property, or provide any other type of assistance or support to any person, entity or cause, as well as from being solicited commercially to purchase goods or services, in a manner that is fraudulent, threatening, intimidating and/or harassing, while at the same time recognizing that peaceful, non-aggressive, and non-fraudulent charitable, commercial, and other solicitation, is generally protected under the First Amendment to the United States Constitution, and therefore, is generally permitted within the Township unless restricted by this Ordinance or any other applicable law or ordinance. Restricting solicitation that is fraudulent, threatening, intimidating and/or harassing is intended to keep public places safe and attractive for use by all members of the community and to maintain and preserve public places where all of the community can interact in a peaceful manner. This Ordinance is also intended to promote tourism and business, and preserve the quality of life of Township residents and visitors. Solicitation in very close proximity to automated teller machines, where persons have a reasonable expectation of privacy in conducting financial transactions, is inherently intrusive, threatening, and intimidating and should be restricted. Finally, in order to protect the rights of private property owners and occupants within the Township, both commercial and residential, the solicitation of funds or other assistance on these properties shall be restricted if the property owner or occupant has posted a sign clearly indicating that such solicitations are prohibited or has previously advised the person seeking to Solicit that they are prohibited from doing so.

B. Definitions:

For purposes of this Section, Sec. 58-180, the following definitions apply:

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1. Charitable Organization – The term “Charitable Organization” includes any nonprofit organization or trust exempt from taxation pursuant to Internal Revenue Code Section 501(c)(3).
2. Solicitation – The term “Solicitation” (or “Solicit”, or “Soliciting”) includes all of the following:
 - a. Charitable Solicitation- Charitable Solicitation means any person who makes a request for a donation of money or property where: (1) The name of any Charitable Organization is used or referred to in any such request as inducement for making any such donation; or (2) Any statement is made to the effect that the donation of money or property, or any part thereof, will go to or be used by a Charitable Organization; or (3) An appeal is made to donate money or property for a charitable purpose, including any request for money, property, or other assistance, for oneself, for another, or for any group.
 - b. Commercial Solicitation – Commercial Solicitation means any person who, without prior specific invitation from, or appointment with, the owner or occupant of the property, travels by foot, vehicle or by any other type of conveyance from door to door, house to house, street to street, business to business, or any combination thereof, making an offer to sell any product or service, of any type, for present or future delivery of the product or service, and regardless of whether or not the person is collecting advance payment for same.
 - c. Other Solicitation - Other Solicitation means any person who makes a request for attention, assistance, or support, of any type, including but not limited to: (1) a request for money or property, a signature, or anything else of monetary or non-monetary value in support of a political candidate, organization, ballot measure, or ideology; or (2) proselytizing, advocating, or teaching, in favor of any religious belief or on behalf of any religious organization; or (3) requesting assistance or support for any other cause or belief.
3. Aggressive Solicitation – Aggressive Solicitation shall mean:
 - a. Intentionally or recklessly touching or causing physical contact with another person without that person’s consent in the course of Soliciting;
 - b. Intentionally or recklessly blocking or interfering with the safe or free passage of a pedestrian by any means, including causing a pedestrian to take evasive action to avoid physical contact before, during or after Soliciting;
 - c. Using abusive, violent, profane, and/or threatening language or gestures, or any other conduct, before, during, or after Soliciting, which is inherently likely to provoke an immediate violent reaction, or that would make a reasonable person feel intimidated, threatened, and/or compelled to donate money or property, provide any other type of assistance or support, or to purchase any good or service.

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- d. Continuing to Solicit from a person after the person has given a negative response to the Solicitation or persistently following within 5 feet behind, ahead or alongside a person who walks away after being Solicited;
- e. Rendering, or attempting to render, any service to a motor vehicle, including but not limited to any cleaning, washing, protecting, guarding, door opening/closing, or repairing of said vehicle or any portion thereof, without the prior consent of the owner, operator or occupant of such vehicle, and thereafter requesting payment for the performance of such service;
- f. Knocking on the window of an occupied vehicle before, during or after Soliciting;
- g. Soliciting within 15 feet of any automatic teller machine (ATM);
- h. Soliciting in any other manner that is likely to cause a reasonable person to:
 - i. Fear bodily harm to oneself or to another, damage to or loss of property; or
 - ii. Otherwise be intimidated into donating money or property, providing any other type of assistance or support, or purchasing any good or service;

4. Fraudulent Solicitation – Fraudulent Solicitation shall mean:

- a. Deceiving or attempting to deceive another, during the course of Soliciting, into believing that the person(s) soliciting is stranded and/or from out of town when same is not true;
- b. Deceiving or attempting to deceive another, during the course of Soliciting, into believing that the person(s) soliciting is a present or former member of the armed service when same is not true;
- c. Deceiving or attempting to deceive another, during the course of Soliciting, into believing that the person(s) soliciting has a disability when same is not true;
- d. Deceiving or attempting to deceive another, during the course of Soliciting, into believing that the person(s) is homeless when same is not true;
- e. Deceiving or attempting to deceive another, during the course of Soliciting, by representing that one is an agent or employee of a non-profit entity when same is not true.

5. Solicitation on Private Property - Solicitation on Private Property shall mean:

- a. Soliciting on private residential property if the property owner or occupant has posted a sign indicating that Soliciting is prohibited on the property, or if no sign

is posted, if the person Soliciting has previously been informed that the private property owner or occupant will not permit them to Solicit;

- b. Soliciting on private commercial property if the property owner or occupant has posted a sign indicating that Soliciting is prohibited on the property, or if no sign is posted, if the person Soliciting has previously been informed that the private property owner or occupant will not permit them to Solicit;

C. Prohibitions on Solicitation:

1. It shall be unlawful for any person to engage in Aggressive Solicitation within the Charter Township of Van Buren;
2. It shall be unlawful for any person to engage in Fraudulent Solicitation within the Charter Township of Van Buren;
3. It shall be unlawful for any person to engage in Solicitation on Private Property within the Charter Township of Van Buren;

D. Repealer

All other ordinances or resolutions, or parts of ordinances or resolutions that are in conflict herewith are hereby repealed.

E. Savings

This amendment does not affect or impair any act done, offense committed, or right accruing, accrued, or acquired or liability, penalty, forfeiture or punishment, pending or incurred prior to the amendments of this Ordinance.

F. Severability

If any provision of this ordinance or the application thereof to any person or circumstances is declared unconstitutional, void, illegal, or ineffective by any court of competent jurisdiction, and thereby ceasing to be a part of this ordinance, this shall not affect the validity of other remaining provisions of this ordinance, as a whole or in part, which may be given effect without the invalid provisions or application, and to this end, the provisions of this ordinance are hereby declared to be severable.

G. Effective Date

The provisions of this Ordinance are ordered to take effect twenty-one (21) days after publication.

H. Date and Publication

This Ordinance is hereby declared to have been adopted by the Township Board of the Charter Township of Van Buren, County of Wayne, State of Michigan, at a regular meeting, called and held

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on the _____th day of _____, 2014 and ordered to be given publication in the manner prescribed by law.

Yeas (in favor of amendment): _____

Nays (opposed to amendment): _____

Absent: _____

I hereby approve the foregoing Ordinance No. _____

Linda Combs,
Supervisor, Charter Township of Van Buren

Leon Wright,
Clerk, Charter Township of Van Buren

Date Adopted: _____

Date Published: _____

Date Effective: _____

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CHARTER TOWNSHIP OF VAN BUREN
County of Wayne, State of Michigan

Ordinance No.: _____
(Township Board Meeting Date)

AN ORDINANCE TO AMEND THE CURRENT CHAPTER 58 OF THE TOWNSHIP GENERAL CODE OF ORDINANCES, "OFFENSES AND MISCELLANEOUS PROVISIONS", ARTICLE V, "OFFENSES AGAINST PUBLIC PEACE", SECTION 58-180, "BEGGING"

AN ORDINANCE TO PROHIBIT AGGRESSIVE SOLICITATION ~~BEGGING~~, FRAUDULENT SOLICITATION ~~BEGGING~~, AND SOLICITATION ~~BEGGING~~ ON CERTAIN PRIVATE PROPERTY

The Charter Township of Van Buren ordains that Chapter 58 of the Township General Code of Ordinances, Article V, Section 58-180, (titled "Begging") is hereby amended by striking all of its former language and to now read as follows:

Sec. 58-180. – Aggressive Solicitation; Fraudulent Solicitation; Solicitation on Private Property Begging/Panhandling

A. Statement of Purpose and Intent:

This Ordinance is adopted by the Charter Township of Van Buren (the "Township") in order to protect persons from being solicited to donate for money or property funds, or provide any other type of assistance or support to any person, entity or cause, as well as from being solicited commercially to purchase goods or services, in a manner that is fraudulent, threatening, intimidating and/or harassing, while at the same time recognizing that peaceful, non-aggressive, and non-fraudulent charitable, commercial, and other solicitation of funds or other assistance, is generally protected under the First Amendment to the United States Constitution, and therefore, is generally permitted within the Township unless restricted by this Ordinance or any other applicable law or ordinance. Restricting ~~the solicitation of funds that is fraudulent, threatening, intimidating and/or harassing~~ is intended to keep public places safe and attractive for use by all members of the community and to maintain and preserve public places where all of the community can interact in a peaceful manner. This Ordinance is also intended to ~~provide for the free flow of vehicular traffic on streets within the Township, to protect the safety of motorists and pedestrians, to promote tourism and business, and preserve the quality of life of Township residents and visitors. The s~~ Solicitation of funds or other assistance in close proximity to entrances/exits of banks or automated teller machines, where persons have a reasonable expectation of privacy in conducting financial transactions, is inherently intrusive, threatening, and intimidating and should be restricted. Finally, in order to protect the rights of private property owners and occupants within the Township, both commercial and residential, the solicitation of funds or other assistance on these properties shall be restricted if the property owner or occupant has posted a sign clearly indicating that such solicitations are prohibited or has previously advised the person seeking to Solicit that they are prohibited from doing so.

B. Definitions:

1. ~~“Begging” or “Beg” means any method of panhandling or solicitation of funds or thing of value, or other assistance, for oneself, for another person, or for any entity. Purchase of an item for an amount far exceeding its value, under circumstances in which a reasonable person would understand that the purchase is, in substance, a donation, shall be considered begging. Solicitation to perform services, or to perform any act, made in person, for payment of money, gratuity, or other thing of value shall be considered begging.~~

For purposes of this Section, Sec. 58-180, the following definitions apply:

2. Charitable Organization – The term “Charitable Organization” includes any nonprofit organization or trust exempt from taxation pursuant to Internal Revenue Code Section 501(c)(3).
3. Solicitation – The term “Solicitation” (or “Solicit”, or “Soliciting”) includes all of the following:
 - a. “Charitable Solicitation”- Charitable Solicitation means any person who makes a request for a donation of money or property where: (1) The name of any Charitable Organization is used or referred to in any such request as inducement for making any such donation; or (2) Any statement is made to the effect that the donation of money or property, or any part thereof, will go to or be used by a Charitable Organization; or (3) An appeal is made to donate money or property for a charitable purpose, including any request for money, property, or other assistance, for oneself, for another, or for any group.
 - b. “Commercial Solicitation” – Commercial Solicitation means any person who, without prior specific invitation from, or appointment with, the owner or occupant of the property, travels by foot, vehicle or by any other type of conveyance from door to door, house to house, street to street, business to business, or any combination thereof, making an offer to sell any product or service, of any type, for present or future delivery of the product or service, and regardless of whether or not the person is collecting advance payment for same.
 - c. “Other Solicitation” - Other Solicitation means any person who makes a request for attention, assistance, or support, of any type, including but not limited to: (1) a request for money or property, a signature, or anything else of monetary or non-monetary value in support of a political candidate, organization, ballot measure, or ideology; or (2) proselytizing on behalf of a religious belief or organization; or (3) requesting assistance or support for any other cause or belief.

2.4. “Aggressive Solicitation-Begging” shall mean:

- a. Intentionally or recklessly touching or causing physical contact with another person without that person’s consent in the course of Soliciting-begging;

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- b. Intentionally or recklessly blocking or interfering with the safe or free passage of a pedestrian ~~or vehicle~~ by any means, including causing a pedestrian ~~or vehicle operator~~ to take evasive action to avoid physical contact before, during or after Soliciting~~begging~~;
- c. Using abusive, violent, profane, and/or threatening language or gestures, or any other conduct, before, during, or after Soliciting, which is inherently likely to provoke an immediate violent reaction, or that would make a reasonable person feel intimidated, threatened, and/or compelled to donate money or property, provide any other type of assistance or support, or to purchase any good or service ~~that would make a reasonable person feel intimidated, threatened, and/or or compelled to make a donation, before, during or after begging~~;
- ~~d. Using profane, offensive or abusive language, either before, during or after begging, which is inherently likely to provoke an immediate violent reaction, or that would make a reasonable person feel intimidated, threatened, and/or or compelled to make a donation.~~
- e.~~d.~~ Continuing to Ssolicit from a person after the person has given a negative response to the Ssolicitation or persistently following within 5 feet behind, ahead or alongside a person who walks away after being Ssolicited;
- ~~f. Begging on any roadway whenever the person begging enters the roadway or would have to do so to accept the money, thing of value, or other assistance;~~
- ~~g.e.~~ Rendering, or attempting to render, any service to a motor vehicle, including but not limited to any cleaning, washing, protecting, guarding, door opening/closing, or repairing of said vehicle or any portion thereof, without the prior consent of the owner, operator or occupant of such vehicle, and thereafter request ~~soliciting~~ ~~or begging for payment for the performance of such service~~;
- ~~h.f.~~ Knocking on the window of, ~~or physically reaching into,~~ an occupied vehicle before, during or after Soliciting~~begging~~;
- ~~i.g.~~ Soliciting ~~Begging~~ within 15 feet of any automatic teller machine (ATM) ~~or the entrance and exit doorways of any bank~~;
- ~~j.h.~~ Approaching or speaking to a person, or following a person before, during or begging, if that conduct Soliciting in any other manner that is likely to cause a reasonable person to:
 - i. Fear bodily harm to oneself or to another, damage to or loss of property; or
 - ii. Otherwise be intimidated into donating money or property, providing any other type of assistance or support, or purchasing any good or service; giving money, goods or other things of value;

3-5. "Fraudulent Solicitation~~Begging~~" shall mean:

- a. Deceiving or attempting to deceive another, during the course of Soliciting~~begging~~, into believing that the person(s) soliciting is stranded and/or from out of town when same is not true;
- b. Deceiving or attempting to deceive another, during the course of Soliciting~~begging~~, into believing that the person(s) soliciting is a present or former member of the armed service when same is not true;
- c. Deceiving or attempting to deceive another, during the course of Soliciting~~begging~~, into believing that the person(s) soliciting has a disability when same is not true;
- d. Deceiving or attempting to deceive another, during the course of Soliciting~~begging~~, into believing that the person(s) is homeless when same is not true;
- e. Deceiving or attempting to deceive another, during the course of Soliciting, by representing that one is an agent or employee of a non-profit entity when same is not true.

4-6. "Solicitation~~Begging on Private Property~~" shall mean:

- a. Soliciting~~Begging~~ on private residential property if the property owner or occupant has posted a sign clearly indicating that ~~such~~ Soliciting ~~is~~ prohibited on the property, or if no sign is posted, if the person Soliciting has previously been informed that the private property owner or occupant will not permit them to Solicit;
- b. Soliciting ~~Begging~~ on private commercial property if the property owner or occupant has posted a sign clearly indicating that ~~such~~ Soliciting ~~is~~ prohibited on the property, or if no sign is posted, if the person Soliciting has previously been informed that the private property owner or occupant will not permit them to Solicit;

C. Prohibitions on Solicitation~~Begging~~:

1. It shall be unlawful for any person to engage in Aggressive Solicitation~~Begging~~ within the Charter Township of Van Buren;
2. It shall be unlawful for any person to engage in Fraudulent Solicitation~~Begging~~ within the Charter Township of Van Buren;
3. It shall be unlawful for any person to engage in Solicitation~~Begging~~ on Private Property within the Charter Township of Van Buren;

D. Repealer

All other ordinances or resolutions, or parts of ordinances or resolutions that are in conflict herewith are hereby repealed.

E. Savings

This amendment does not affect or impair any act done, offense committed, or right accruing, accrued, or acquired or liability, penalty, forfeiture or punishment, pending or incurred prior to the amendments of this Ordinance.

F. Severability

If any provision of this ordinance or the application thereof to any person or circumstances is declared unconstitutional, void, illegal, or ineffective by any court of competent jurisdiction, and thereby ceasing to be a part of this ordinance, this shall not affect the validity of other remaining provisions of this ordinance, as a whole or in part, which may be given effect without the invalid provisions or application, and to this end, the provisions of this ordinance are hereby declared to be severable.

G. Effective Date

The provisions of this Ordinance are ordered to take effect twenty-one (21) days after publication.

H. Date and Publication

This Ordinance is hereby declared to have been adopted by the Township Board of the Charter Township of Van Buren, County of Wayne, State of Michigan, at a regular meeting, called and held on the _____th day of _____, 2014 and ordered to be given publication in the manner prescribed by law.

Yeas (in favor of amendment): _____

Nays (opposed to amendment): _____

Absent: _____

I hereby approve the foregoing Ordinance.

Linda Combs,
Supervisor, Charter Township of Van Buren

Leon Wright,
Clerk, Charter Township of Van Buren

4/7/14 DRAFT with Track Changes

Date Adopted: _____

Date Published: _____

Date Effective: _____

Charter Township of Van Buren

Agenda Item: UF #2

REQUEST FOR BOARD ACTION

WORK STUDY MEETING DATE:

MAY 5, 2014

BOARD MEETING DATE:

MAY 6, 2014

Consent Agenda _____ New Business _____ Unfinished Business x Public Hearing _____

ITEM (SUBJECT)	Human Resources Generalist
DEPARTMENT	Supervisor's Office
PRESENTER	Supervisor Combs
PHONE NUMBER	734-699-8910
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	
Approve the job description for the Human Resources Generalist and authorize a candidate search.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
The 2014 budget approved funding to support a part-time employee for human resources. From February 3 through April 25, the Township contracted HR support services through Snelling Agency. The request before you this evening is to approve the HR Generalist job description and to authorize a candidate search for an individual to fill this much needed position.	
BUDGET IMPLICATION	
IMPLEMENTATION NEXT STEP	
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	
ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	See documentation for additional information.
APPROVAL OF SUPERVISOR	<u><i>Combs</i></u>

VAN BUREN TOWNSHIP

POSITION DESCRIPTION

POSITION TITLE: Human Resources Generalist

EXEMPT: Yes __ No <u>X</u> HOURS: part-time LOCATION: 46425 Tyler Road, Van Buren Twp., MI	DEPARTMENT: Human Resources UNION: Yes __ No <u>x</u>
APPROVED BY:	DATE: April 29, 2014

POSITION SUMMARY

The Human Resources Generalist will manage the day-to-day operations of HR and will be the primary HR contact for Van Buren Township employees. The employee will be responsible for administering HR policies and procedures that span a comprehensive array of functional areas including: employment; compensation, salary administration, benefits, and leave; performance management; employee relations and labor relations. The employee administers core human resources processes including employment, labor and employee relations, compensation, benefits, performance management, and workforce planning. The employee partners closely with the Township Board and directors to facilitate their business objectives and to proactively address and resolve both routine and complex problems by applying policy knowledge and experience. This position directly reports to the Township Supervisor. The final repository of all policies is under the direction of the Township Board.

See Exhibit A for complete list of **Position Functions, Duties and Responsibilities**.

POSITION REQUIREMENTS

FACTOR	MINIMUM QUALIFICATIONS
EDUCATION:	Bachelor's Degree in Human Resources concentration, preferred.
EXPERIENCE:	5-7 years of Human Resources experience required.
KNOWLEDGE/SKILLS/ABILITIES:	1. Accountable for creating service standards/metrics for all employment offerings and ensuring all service standards are met in accordance with job descriptions and service level agreements. Strong analytical, organizational and interpersonal abilities. 2. Has the ability to be persuasive and relentless in reinforcing the best interests of the Township.

	<ol style="list-style-type: none"> 3. Ability to work well under pressure. 4. Ability in decision making and problem solving. 5. Knowledge of laws, legal codes, court procedures, government regulations, agency rules regarding employment matters. 6. Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, and personnel information systems. 7. Ability to read, analyze, and interpret complex documents. 8. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, and leadership technique
PHYSICAL DEMANDS:	With or without accommodation, can operate personal computer. Stands and walks frequently. Occasionally lifts and/or moves items of light to moderate weight. Required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
MENTAL DEMANDS:	Must be able to problem solve and prioritize and handle multiple tasks.
MACHINE EQUIPMENT:	Able to operate calculator, fax machine, personal computer and related software.
WORKING CONDITIONS:	Normally work in an office environment.
OTHER REQUIREMENTS:	Ability to work effectively and professionally with organization's personnel and the public. Ability to maintain confidential information. Local travel may be required at times.

EXHIBIT A

VAN BUREN TOWNSHIP POSITION DESCRIPTION

POSITION TITLE: Human Resources Generalist

Position Functions, Duties and Responsibilities:

1. Ensures planning, monitoring, and appraisal of employee work results through timely planning and execution of the Township's annual Performance Management process. Encourages directors to timely coach and develop employees year round; resolve employee grievances; conduct counseling with employees and supervisors.
2. Plans and conducts new employee orientation to foster positive attitude toward Township's goals.
3. Ensures legal compliance with State law by monitoring and implementing applicable human resource DOL policy requirements; conducts investigations; maintains confidential employee files and records; represents the organization at unemployment hearings.
4. Maintains past historical human resource records in accordance with State law. Custodian of Township employee's records.
5. Supports workforce structure by establishing a recruiting and interviewing program, provides counseling on candidate selection, arranging interviews, conducting and analyzing exit interviews, and recommending changes where appropriate. Develops internal communication materials regarding benefits, compensation, and other human resources policies and procedures or other internal business issues. Conducts executive, exempt, technical, non-technical and non-exempt recruiting support and counsel including sourcing, interviewing candidates, preparing correspondence, and extending employment offers. Will handle individual employee issues, as well as common employee matters.
6. Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations. Prepares reports and analyzes data from human resource information systems for information reporting and management decision making (ie. exit interviews, employee opinion surveys)
7. Responds to inquiries regarding policies, procedures, and programs. Assists in disciplinary actions. Assists staff through LOA, STD, LTD, ACA and FMLA issues. Administers approved Township-wide employee relations policies and practices.
8. Advises management in appropriate resolution of employee relations matters. Works with directors, elected officials, and employees to investigate and resolve complex employee relations issues.

9. Identifies legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance.
 10. Conducts job/careers fairs for Township, as needed.
 11. May attend Township Board and other meetings, as needed.
 12. Maintains absolute confidentiality of work-related issues, employee's records, and Township's information.
 13. Maintains the work structure by updating job requirements and job descriptions for all positions.
 14. Consults legal counsel to ensure that policies comply with Federal and State law, as needed.
 15. Prepares budget of human resources operations.
 16. Processes unemployment paperwork.
 17. Contracts with outside suppliers to provide employee services, such as temporary employees, search firms, or relocation services.
 18. Plans, directs, supervises, and coordinates work activities of subordinates and staff relating to employment, compensation, labor relations, and employee relations.
 19. Ensures legal compliance by monitoring and implementing applicable human resource Federal and State requirements. Develops employee safety programs, coordination of MIOSHA laws, federal requirements, worker's compensation, and process hazardous material procedures. Reviews Township website content to ensure it is in compliance with Federal and State laws as it relates to employment matters.
- Consults with management and labor relations attorneys to properly interpret and apply collective bargaining agreements for covered employees.
20. Performs other related duties as assigned.