

**CHARTER TOWNSHIP OF VAN BUREN BOARD OF TRUSTEES
SEPTEMBER 17, 2018 WORK STUDY MEETING 4:00 P.M.
TENTATIVE AGENDA**

Supervisor McNamara added new business item #6 to the agenda

ROLL CALL:

Supervisor McNamara	_____	Trustee Miller	_____
Clerk Wright	_____	Trustee White	_____
Treasurer Budd	_____	Engineer Potter	_____
Trustee Frazier	_____	Attorney McCauley	_____
Trustee Martin	_____	Secretary Montgomery	_____

UNFINISHED BUSINESS:

NEW BUSINESS:

1. Discussion on a memorial at Quirk Park in honor of Egypt Covington.
2. Discussion on Resolution 2018-24: 2019 Departmental Fee Schedules.
3. Discussion on the Election Inspector pay increase.
4. Discussion on Resolution 2018-23: 2019 Water and Sewer Rates and Fee Schedule.
5. Discussion on Resolution 2018-22: Reimbursement of Travel, Meal and Lodging Expenses Policy.
6. Discussion on the combination of lots 83-022-01-0003-004, 83-022-01-0004-003, 83-022-01-0005-005, 83-022-01-0006-001, 83-022-01-0007-001, 83-022-01-0009-0003, 83-021-99-0001-000 and 83-023-99-0005-000 with conditions.

PUBLIC COMMENT:

CLOSED SESSION:

ADJOURNMENT:

Charter Township of Van Buren

REQUEST FOR BOARD ACTION

Agenda Item _____

WORK STUDY DATE: SEPTEMBER 17, 2018

BOARD MEETING DATE: SEPTEMBER 18, 2018

New Business **X**

Unfinished Business

Public Hearing

Consent Agenda

ITEM (SUBJECT)	Consider approval of a memorial at Quirk Park in honor of Egypt Covington.
DEPARTMENT	Parks & Recreation
PRESENTER	Director Jennifer Wright
PHONE NUMBER	734-699-8921
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	Deputy Director Zaenglein, Mr. Chuck Covington

Agenda Topic

ACTION REQUESTED

Consider approval of a memorial at Quirk Park in honor of Egypt Covington.

BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)

Long-time resident, Mr. Chuck Covington has approached the parks and recreation department about placing a memorial at Quirk Park in honor of his daughter, Egypt Covington, who passed away June 23, 2017. Memorial contributions have been collected that will fund three-five red bud trees; which are native to the area, a bench and a plaque with an engraved message Egypt created. "So grateful for spring. Although nothing is permanent, we still must not forget to have faith that the flowers will bloom again...they always do. ~ A girl named Egypt. Mr. Covington has been working with Davey Tree Service. This company will plant, fertilize, provide water bags and maintain the trees. The location of this memorial within Quirk Park has yet to be determined as the park will be undergoing new developments next spring.

BUDGET IMPLICATION

No cost to the Township

IMPLEMENTATION NEXT STEP

Installation of the memorial

DEPARTMENT RECOMMENDATION

Approval

COMMITTEE/COMMISSION RECOMMENDATION

At the August 14, 2018 Recreation Committee Meeting the committee made a motion for the Township Board to approve a memorial at Quirk Park in honor of Egypt Covington.

ATTORNEY RECOMMENDATION

N/A

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

ADDITIONAL REMARKS

APPROVAL OF SUPERVISOR



**Van Buren Township
Commemorative
Bench and Tree Program**

*A way to celebrate the life of someone
special or commemorate a significant
moment in your life.*

Van Buren Township
Parks and Recreation

4300 W. 3rd Road
Van Buren Township, MI 49881
734-699-8921

Address: Van Buren Township, MI 49881



Commemorative Gift Order Form

Please check selected program

Commemorative Tree

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Includes:

- 2 Inch Diameter Tree
- Mulch
- Ground Plaque

Cost: \$1,500

Commemorative Bench

Payment Options:

Includes:

- 6 Foot Bench
- Bench Plaque
- Concrete Base Pad

Cost: \$1,500

Commemorative Tree & Bench

Credit Card:

Contact Parks and Recreation Office at 734-699-8921

Includes:

- Tree & Bench as listed above with choice of either Bench or Ground Plaque Cost: \$2,500

Check: Mail order form and check made payable to:

Van Buren Township
Van Buren Township Parks and Recreation

46425 Tyler Road- Van Buren Township MI 48111

* Note: type of tree and location of commemorative bench and/or tree will be determined with Park Staff and will be based on availability.

Charter Township of Van Buren

REQUEST FOR BOARD ACTION

Agenda Item: _____

WORK STUDY: SEPTEMBER 17, 2018

BOARD MEETING: SEPTEMBER 18, 2018

Consent Agenda _____

New Business_X_

Unfinished Business _____

Public Hearing _____

X New Business

Unfinished Business

Public Hearing

Consent Agenda

ITEM (SUBJECT)	2019 Fee Schedule
DEPARTMENT	Clerk's Office
PRESENTER	Clerk Wright
PHONE NUMBER	699-8909
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	Department Directors

Agenda topic

ACTION REQUESTED
Consider adoption of Resolution 2018-24, the 2019 Fee Schedule with the effective date of January 1, 2019.

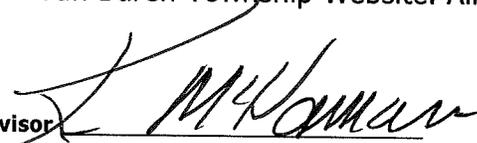
BACKGROUND - (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)

Annual adoption of fee schedules. Each year as part of the budget process departments review their fee schedule(s) to be revised as needed. The Board of Trustees discussed the 2019 Proposed Fees at the September 17, 2018 Work Study meeting and during the budget preparation meetings in August. Attached are the 2019 proposed departmental fees.

**IMPLEMENTATION
NEXT STEP**

Upon approval by Board the 2019 Fee Schedule will be updated on the Van Buren Township Website. All fees will be effective January 1, 2019.

Approval of Supervisor



CHARTER TOWNSHIP OF VAN BUREN

ASSESSING OFFICE

Supersedes all prior Fee Schedule(s) upon approval with an effective date of January 1, 2019.

Lot Splits/Combinations in accordance with Land Division Act of 1997

Non-refundable application review:

\$250 for each proposed new description.
Application fee covers initial review and one re-review, if necessary.

GIS Processing Fee

\$100 for each proposed new description (child parcel (s))

Subdivision/Condominium Plat and/or Amended Subdivision Condominium Re-Plat

Non-refundable township review fee

The number of maximum allowable divisions under the Land Division Act of 1997 (based upon acreage) @ \$250 each

GIS Processing Fee

\$100 for each proposed new description (child parcel (s))

If the development is built in phases, the processing fee for each phase must be paid prior to the issuance of any permits in the new phase.

Outside Professional Services

It is sometimes the practice of the township to use outside professional(s) as consultants for matters relating to splitting or combining property. These services would include, but not be limited to: planners, engineers, attorneys, architects and special inspectors. When such professional outside consultant(s) are used, the cost for their service(s) shall be passed to the applicant or customer whose project requires the service. Actual cost for consultant(s) plus 20% will be passed through. All such charges shall be due and payable upon receipt of Township invoice. Legal descriptions on the assessment and/or tax roll will not be changed and new parcel numbers will not be effective until all fees are paid.

Lot Split Ordinance

\$10.00 for each copy.

Address Assignment

\$25.00 for each address issued.

Industrial Facilities Tax/PA 328 Exemption Application

\$1,200 – for each application
\$ 500 – for each request to establish an Industrial Development District.

Copying Charges

\$1.00 per page

Approved:
Effective: January 1, 2019

2019 Van Buren Parks Fee Schedule

Pavilions # 1,2,3 at Van Buren Park and Riggs Park Pavilion

	All Day
Resident	\$100.00
Non-Profit Groups	\$100.00
Non-Resident	\$120.00
Commercial/Corporate Groups	\$120.00

Pavilions # 4 at Van Buren Park and Quirk Park Pavilion

	All Day
Resident	\$90.00
Non-Profit Groups	\$90.00
Non-Resident	\$110.00
Commercial/Corporate Groups	\$110.00

Pavilion reservations for school groups	
During weekends in VB Park	\$45.00
Weekdays – Needs Approval from Management	Free
Riggs and Quirk	Free

*****All pavilion patrons are still subject to the vehicle gate fees**
(Quirk and Riggs Parks have no entrance fee)**

Resident Daily Vehicle Resident Park Entry Pass	\$5.00
Non Resident Daily Vehicle Resident Park Entry Pass	\$7.00
Annual Resident Vehicle Park Entry Pass	\$15.00
Annual Non-Resident Vehicle Park Entry Pass	\$20.00
Annual Senior Vehicle Park Entry Pass	\$8.00
Deposit for pavilion rentals	\$50.00
Pavilion Date Change Fee	\$25.00

**Belleville Area Museum
Fee Schedule - 2019**

Admission Fees:

Adults Suggested donation: \$5pp

Children FREE

Guided Tours: (school classes, scout groups, etc.) \$1.00 per person

Special Events:

Children's Christmas Ornament Workshop \$2.00 per child

March Sewing Classes \$2.00 per child

Slide Conversions:

\$15 per shoebox if you provide flash drive or CD

\$20 per shoebox if we provide it for you.

Photo Copies

25 cents per copy

50 cents per copy for oversized paper

\$1.00 for a scanned copy of a photograph

2019 MUNICIPAL CENTER MEETING RATES

Residency

Resident Any person living within the geographical boundaries of the Charter Township of Van Buren.

Non-Resident All other persons not meeting the requirements for a resident.

Fee Schedule

<i>Room</i>	<i>Resident Rate</i>	<i>Non-Resident Rate</i>
<i>Denton</i>	<i>\$15</i>	<i>\$20</i>
<i>Otisville</i>	<i>\$25</i>	<i>\$30</i>
<i>Sheldon</i>	<i>\$25</i>	<i>\$25</i>
<i>Otisville-Sheldon</i>	<i>\$40</i>	<i>\$45</i>

POLICE DEPARTMENT FEES
EFFECTIVE JANUARY 1, 2019

Police Reports	\$ 5.00
Background Checks	\$ 5.00
Warrant Service Fee	\$10.00
Preliminary Breath Tests	\$10.00
Impound Vehicle Release	\$30.00

Thank you.

NOTARY FEE SCHEDULE

Supersedes all prior Fee Schedule(s) upon approval with an effective date of January 1, 2019.

The Michigan Notary Public Act provides that a notary public may charge up to \$10.00 for performing a notarial act. Van Buren Charter Township will charge the following for notary services beginning January 1, 2019.

No charge to notarize documents for a resident of Van Buren Charter Township

\$5.00 charge to notarize each document for a non-resident.

The person requesting the document to be notarized must present their ID (Driver's License, State I.D., Passport or Military I.D.) in order to have the document notarized. Please do not sign the document to be notarized until you are in the presence of the person to notarize the document.

2019 September Days Senior Center Fee Schedule

Effective January 1, 2019

Membership Dues (Annual)

Resident	\$20.00 equates to .39 cents a week
Non-resident	\$25.00 equates to .48 cents a week

Trip surcharge: \$3.00 - \$5.00 added to cost from tour company.

Transportation:

Local: (Tri-community area)	\$4.00 each way
Within 20 mile radius	\$7.00 each way
Lunch & shopping	\$3.00 round trip

Social events:

Miscellaneous social events determined by costs incurred.

Annual Christmas Party \$10.00

TREASURER'S OFFICE FEE SCHEDULE

(Effective Date: January 1, 2019)

1. Copy of Tax Database: 3.5 cents per parcel **or** \$300 minimum charge
2. Non-Sufficient Fund Fee: \$30.00 for each returned check
3. Photocopies: .25 cents per copy
4. Dog Licenses:
 - \$5.00 if issued on or before May 31, 2019*
 - \$10.00 if issued after May 31, 2019*
 - \$5.00 after May 31, 2019 for new residents or for a puppy / new pet
 - \$.50 for replacement license

*Senior Citizens 55 years or older are only charged ½ price.

CEMETERY RATES

**Supersedes all prior Fee Schedule(s) upon approval with an effective date of
January 1, 2019**

<u>GRAVE SITES (PLOTS)</u>	\$400.00
<u>TRANSFER OF BURIAL RIGHTS</u>	\$10.00
<u>OPENING & CLOSING</u>	
(Spring/Summer/Fall April 1 st -November 30 th)	
Weekdays (Standard Burial)	\$400.00
Weekdays (Cremated Remains)	\$200.00
Saturday (Standard Burial)	\$600.00
Saturday (Cremated Remains)	\$400.00
(Winter December 1 st -March 31 st)	
Weekdays (Standard Burial)	\$500.00
Weekdays (Cremated Remains)	\$300.00
Saturday (Standard Burial)	\$700.00
Saturday (Cremated Remains)	\$500.00
<u>DISINTERMENTS</u>	\$700.00
<u>FOUNDATION FEE</u> (marking and inspection)	\$50.00

NO SUNDAY OR HOLIDAY BURIALS

Cemetery Locations:

Denton Cemetery, 49780 Cross Street
Otisville Cemetery, 41875 Riggs Road
Soop Cemetery, 49250 Denton Road
Tyler Cemetery, 39820 Tyler Road

2019 Recreation Department Fee Schedule

Class Title	Van Buren Resident Fee	Non Resident Fee	
Baby Sitter CPR/Certification	\$ 50.00	\$ 65.00	
Baseball Skills Camp	\$ 55 an hour per class	\$ 55 an hour per class	
Basketball Spring Break week camp	\$ 175.00	\$ 175.00	
Camp Transportation Late Fee	\$ 25.00	\$ 25.00	
Cheerleading	\$ 55.00	\$ 65.00	
Daddy Daughter Dance (Couple)	\$ 20.00	\$ 25.00	
Daddy Daughter Dance (Additional Child)	\$ 5.00	\$ 5.00	
Daddy Daughter Dance (Additional Adult)	\$ 10.00	\$ 10.00	
Day Camp (4 weeks)	\$ 475.00	\$ 490.00	
Drop-In Drawing	\$ 10.00 per class	\$ 10.00 per class	
Friday Frog Night	\$ 2.00	\$ 2.00	
Get Up & Get Active	\$ 80.00	\$ 95.00	
Gymnastics, Ages 3-4/4-5, 30 min (10 weeks)	\$ 65.00	\$ 80.00	
Gymnastics, Ages 6 & up, 45 min (10 weeks)	\$ 70.00	\$ 85.00	
Gymnastics, Ages 6 & up, 60 min (10 weeks)	\$ 75.00	\$ 90.00	
Gymnasium Rental (Per Hour)	\$ 20.00	\$ 35.00	
Hoppin' Hullabaloo (Per Child)	\$ 5.00	\$ 5.00	
Kid Kwon Do (12 weeks)	\$ 45.00	\$ 60.00	
Kids Crafty Saturdays	\$ 5.00 per class	\$ 5.00 per class	
Kids Zumba	\$ 50.00	\$ 55.00	
Michigan Nationals Travel Baseball League (per year)	\$ 800.00	\$ 800.00	
Mother/Daughter Tea Party (Couple)	\$ 25.00	\$ 30.00	
Mother/Daughter Tea Party (Additional Child)	\$ 5.00	\$ 5.00	
Mother/Daughter Tea Party (Additional Adult)	\$ 10.00	\$ 10.00	
Mother/Son Bowl (Couple)	\$ 25.00	\$ 30.00	
Mother/Son Bowl (Additional Child)	\$ 5.00	\$ 5.00	
Mother/Son Bowl (Additional Adult)	\$ 10.00	\$ 10.00	
Open Gym Fee	\$ 3.00	\$ 5.00	
Open Gym Fee (Van Buren Public School ID)	\$ 2.00	\$ 2.00	
Open Scrapbooking	\$ 2.00	\$ 2.00	
Pickleball	\$ 2.00	\$ 2.00	
Soccer Field Rental	\$ 10.00 per player	\$ 10.00 per player	
Softball Field Rental not dragged (per hour)	\$ 20.00	\$ 25.00	
Softball Field Rental if lined and dragged (per hour)	\$ 25.00	\$ 30.00	
Softball Field Light Usage (per hour)	\$ 10.00	\$ 10.00	
Scoreboard Rentals (per game)	\$ 10.00	\$ 10.00	
Tae Kwon Do (12 weeks)	\$ 60.00	\$ 75.00	
Tae Kwon Do yearly tournament room rental	\$ 150.00		
Tot Camp (4 weeks)	\$ 475.00	\$ 490.00	Increased \$25
Tween Camp (4 weeks)	\$ 450.00	\$ 465.00	Increased \$25
Women's Self Defense	\$ 15.00	\$ 20.00	
Yoga	\$ 50.00	\$ 65.00	
Yoga (Drop-in Per Class)	\$ 7.00	\$ 9.00	
Zumba (Drop-in Per Class)	\$ 7.00	\$ 8.00	
Zumba (Punch Card)	\$ 35.00	\$ 40.00	

**Charter Township of Van Buren
2019 Building Department Fee Schedule**

Supersedes all prior Fee Schedule(s) upon approval with an effective date of January 1, 2019

Building Type		Fee
Additions - Residential	Minimum \$200.00	\$0.75 per sq.ft. + Plan Review Fee
Add on Fee		\$10.00
Archiving Fee		\$25.00 Due at time of application
Base Permit Fee		\$40.00 Due at time of application
Batch Plant Permit		\$250.00 + Removal bond (Min. \$1,000)
Business Re-Occupancy Inspection		\$250.00
Cat Walk		\$95.00
Certificate of Occupancy - Temporary		\$300.00
Commercial/Remodel/New		* Project Value X (0.0067) Minimum \$200
Decks	Minimum \$200.00	\$0.75 per sq.ft.
Demolitions:	Voluntary	\$200.00 + Plan Review Fee
	Commercial/industrial/Multi	\$350.00 + Plan Review Fee
	Notice Of Violation	\$200.00 + \$1,000 bond + Plan Review Fee
Driveway Bond		\$2,000.00
Extra Inspections	In excess of minimum	\$75.00
Finished Basement	\$200.00 Minimum	\$0.75 per Sq.ft.
Fire Damage Reconstruction	\$200.00 Minimum	\$0.52 per sq.ft. + Insurance deposit
Fire Dept. Building Review		\$65.00 per hour
Fire Dept. Inspection/General/New Business		\$50.00 per hour
Garage/Pole Barns/Accessory Structures	Incl. Sheds Over 200 s.f.	\$0.75 per sq.ft. Min \$200.00 + Plan Review Fee
Industrial/Remodel/New		* Project Value X (0.0067) Minimum \$200
Manufactured Home (Park)	\$200.00 Minimum	\$200.00 + Plan Review Fee
Modular Home		\$0.75 per sq.ft. + Plan Review Fee
New Home Completion Bond		\$1,500.00 Due at time of permit issuance
New Homes (Includes Basements)		\$0.75 per sq.ft. + Plan Review Fee
Off-site Home Inspections		\$200.00 + Travel Time (\$50/hr)
Outside/replacement inspector	2-hr Minimum	\$55.00 per hour
Penalty for Starting Work W/O Permit		2 X permit fees
Permit Renewal		50% of original permit fee (Maximum \$500.00)
Plan Review:	In House Review	20% of Permit Cost
	Outside Plan Review Services	120% of Plan Review Cost
Public Sidewalk Bond		\$500.00
Registration:	New	\$30.00
	Renewal	\$20.00
	Administration Fee	\$25.00
Re-Inspection	Not ready for inspection	\$75.00
Residential Remodel	Minimum \$200.00	\$0.75 per sq.ft. + Plan Review Fee
Roof- Commercial/Industrial/Multi-Family:	\$250.00 Minimum	* Project Value X (0.0067)
Roof- Single-Family Residential		\$150.00
Service Walk/Porch Cap Bond		\$300.00
Signs:	Monument	\$200.00 + Plan Review Fee
	Wall Mount	\$200.00 + Plan Review Fee
	Other/Temporary	\$30.00
Special Inspection	2 hour minimum	\$75.00 per hour
Non-Business Day Roof Inspection		\$200.00
Solar Panels (Up to 10)	\$200 minimum	Value X 0.0075 + Plan Review Fee
Street Tree Bond		\$350.00
Sump Line		\$95.00
Swimming Pools:	Residential	\$95.00 + Plan Review Fee
	Commercial/Industrial	* Project Value X 0.0075 (min \$200.00)
Temporary Trailer Permit		\$100.00 + \$1,000 Removal bond
Water/Sewer Lead		\$150.00
Wind Turbine	\$200 minimum	Value X 0.0075 + Plan Review Fee
Windows/ Siding/Doors/Lakeside Stairs		\$150.00

**Charter Township of Van Buren
2019 Electrical Fee Schedule**

Supersedes all prior Fee Schedule(s) upon approval with an effective date of January 1, 2019

Permit Type	Fee
Base Permit Fee	\$40.00
Archive Fee	\$25.00
Service:	Temp
	100 amp or less
	101 - 400 amp
	401 - 600 amp
	> 600 amp
Sub-Panel	\$75.00
Circuits:	1-5 Circuits
	Each RESIDENTIAL Additional Circuit over
	Each COMM/INDUS Additional Circuit over
Fixtures per 10	\$75.00
Receptacles per 25	\$15.00
Dishwasher, Garbage Dis., Range (110 v)	\$15.00
Furnace, A/C, Electric Dryer Outlet	\$75.00
220 Welder/Compressor/Range	\$30.00
Signs	\$75.00 per circuit
Mobile Home Hook Up	\$75.00
Mobile Home Pedestal (each)	\$75.00
RV Park Hooup (each)	\$75.00 per site
Modular Hook up	\$75.00
Motors/Generators/Transformers:	Up to 20 K.V.A. or H.P.
	21 to 50 KVA/HP
	51 KVA/HP and over
Fire Alarms:	Up to 10 Stations & horns
	11-20 stations & horns
	Over 20 devices (each)
Swimming Pools	\$150.00
Outdoor Pole Light/Light Pole Base	\$100.00
Interrupitble Residential A/C	\$35.00
Smoke Detector	\$5.00 each
Add on Fee	\$10.00
Carnivals, Circus, ext.	\$375.00
Counduit or Grounding only	\$75.00
Data/Telephone Outlets	\$5.00 each
Feed Bus Ducts, Raceways, Etc.:	First 100 feet
	Each additional 100 feet
Fire Alarm Review	\$25.00
Fire Department Inspection	\$200.00
Fire Dept. Circuis, Fairs, Carnival Inspect.	\$50.00 per hour
Heating Units each (i.e. baseboard)	\$200.00
Extra Inspection	\$5.00 per unit
Re-inspection	\$75.00
Outdoor Meter Cabinets	\$75.00
Outside/replacement inspector	2-hr Minimum
Penalty for work w/out permit	\$75.00 per hour
Plan Review:	2 X permit fee
	In house
	Outside Plan Review Service
Postage	\$40.00 per hour
Rebar Bond	120% of Cost
Registration:	Minimum
	or actual cost
	\$1.00
	\$25.00
	New
	Renewal
	Administration
Special Inspection	\$30.00
Transfer Switch	\$20.00
Permit Renewal	\$25.00
	2-hr Minimum
	\$55.00 per hour
	\$75.00
	50% of original permit fee (Max. \$250)

**Charter Township of Van Buren
2019 Mechanical Fee Schedule**

Supersedes all prior Fee Schedule(s) upon approval with an effective date of January 1, 2019

Permit Type	Fee	
Base Permit Fee	\$40.00	
Archival Fee	\$25.00	
Residential Single Family Duct Work	\$80.00	
Commercial/Industrial/Multi-Family Duct Work:	Up to 300 ft.	\$80.00
	> 300 ft.	\$0.10 per linear foot
Furnace, Rooftop Equip., Electric Heater:	Up to 200,000 BTU	\$80.00
	Each Addition 100,000 BTU	\$10.00
Boiler	\$80.00	
Room Heater, Stove, Portable Heater & all other gas/oil burners:	200,000 input (each)	\$30.00
	200,000 - 500,000 (each)	\$40.00
	> 500,000 (each)	\$65.00
Gas Piping Openings (new)	\$10.00 each opening	
Residential Single Family Gas or Fuel Piping	\$25.00	
Commercial/Industrial/Multi-Family Gas or Fuel Piping:	Up to 500 ft.	\$50.00
	> 500 ft.	\$0.05 per linear foot
Processing Piping- Air or Gas Piping, Hydraulic Piping, Incinerator, or Cooling	Up to 500 ft.	\$25.00
	> 500 ft.	\$0.05 per linear foot
Gas Burner	< 500,000 BTU	\$25.00
	> 500,000 BTU	\$55.00
Gas Pressure Test:	Residential	\$80.00
	Commercial / Industrial	\$80.00
Modular Installation, Gas Piping & Pressure	\$80.00	
Air Conditioning & Refrigeration:	Up to 50 Tons	\$50.00
	> 50 Tons	\$80.00
Solid Fuel Burning Device	\$50.00	
Heat Pumps	\$50.00	
Sprinkler/Fire Suppression System (# of heads):	1 - 100	\$150.00
	101 - 200	\$175.00
	201 - 300	\$200.00
	301 - 400	\$225.00
	401 - 500	\$275.00
	Over 500	\$300.00
Fire System Test	Hourly Rate: \$55.00 / hr	\$110.00 2 hour minimum
Pre-Fab Fireplace or Wood Stove	\$80.00	
Chimney Liners	\$35.00	
Fire Damper	\$50.00	
Humidifier or Air Cleaner	\$50.00	
Commercial Kitchen/Exhaust Hood	\$50.00	
Exhaust Fans:	Residential Bath & Kitchen	\$10.00
	Up to 1,000 cfm	\$25.00
	> 1,000 cfm	\$35.00
Underground Fuel Storage Tank	\$80.00 per tank	
Above Ground Fuel Storage Tank	\$80.00 per tank	
Add on Fee	\$10.00	
Chiller	\$50.00	
Commercial/Industrial Scale	\$50.00	
Compressor	\$50.00	

**Charter Township of Van Buren
2019 Mechanical Fee Schedule**

Supersedes all prior Fee Schedule(s) upon approval with an effective date of January 1, 2019

Permit Type		Fee	
Cooling Towers		\$50.00	
Evaporator Coils		\$50.00	
Extra Inspection		\$75.00	
Spray Booth		\$175.00	
Swimming Pool Boiler/Heater		\$50.00	
Fire Dept. Sprinkler System Plan Review		\$200.00	
Fire Dept. Sprinkler System Hydrostatic Test		\$200.00	
		Residential	Commercial / Industrial
Heat Recovery Units		\$10.00	\$20.00
Unit Ventilators/PTAC Units		\$10.00	\$20.00
Generator		\$35.00	\$70.00
Air Handler		\$50.00	\$75.00
V.A.V. Boxes		\$10.00	\$20.00
Hot Water Heater		\$40.00	\$65.00
Hot Water & Steam Distribution:	0" - 2"	\$40.00	
	2 1/4" - 4"	\$65.00	
	> 4"	\$85.00	
Reinspection		\$75.00	
Kitchen Exhaust Hood		\$40.00	
Lawn Sprinkler System		\$35.00	
Registration:	Registration Fee	\$15.00	
	Administrative Fee	\$25.00	
Oil Burner	<200,000	\$50.00	
	200,000 to 500,000	\$60.00	
	>500,000	\$85.00	
Permit Renewal		50% of Original permit fee Max \$250	
Postage	Minimum	\$1.00	or actual cost
Plan Review	In-House	\$40.00	per hour
	Outside Plan Review Service	120% of Cost	
Special Inspection	2-hr Minimum	\$55.00	per hour
Penalty for Work Started Without a Permit		2 X Permit Fee(s)	
Outside/replacement inspector (2hr min)	2-hr Minimum	\$75.00	per hour

**Charter Township of Van Buren
2019 Planning Fee Schedule**

Supersedes all prior Fee Schedule(s) upon approval with an effective date of January 1, 2019

Type of Application	Township Fees	Consultant Fees	Per Acre Fee	Unit/Lot/Tree Fee
Rezoning	\$600.00	\$600.00	\$10.00	
Conditional Zoning Amendment , Reviews, Rezoning Contract and Conditions	\$1,500.00	\$1,500.00	\$30.00	
<i>Additional Reviews by Consultant</i>		Cost + 20%		
Special Land Use (new developments)	\$800.00	\$500.00	\$10.00	
Special Land Use (existing building, no site changes)	\$500.00	\$500.00	\$10.00	
Concept Plan Review Only	\$350.00	\$350.00		
<i>* Additional Reviews by Consultant</i>		Cost + 20%		
Engineering Concept Plan Review Only		\$500.00	\$25.00	
Site Plan Review- NON Residential				
Commercial Development	\$2,500.00	\$1,000.00	\$150.00	
Industrial Development	\$2,500.00	\$1,000.00	\$150.00	
Public or Semi-public Development		\$675.00	\$125.00	
Administrative Review (Re-occupancy, building additions, site changes to Existing Use)	\$400.00	Cost	Minor Change	
	\$1,250.00	Cost	Major/New Structure	
<i>*Additional Reviews by Consultant</i>		Cost + 20%		
Initial Engineering Deposit		\$2,500.00	\$25.00	
Site Plan Review- Residential				
Site Condominium	\$2,500.00	\$750.00		\$15.00
Cluster Housing Development (PRD)	\$4,000.00	\$450.00		\$10.00
Multiple Family	\$3,000.00	\$400.00		\$10.00
Mobile Home Park	\$3,000.00	\$600.00		\$10.00
Condominium, PRD, Subdivision Documents		Cost + 20%		
<i>*Additional Reviews by Consultant</i>		Cost + 20%		
Initial Engineering Deposit		\$2,500.00	\$25.00	
Dev. Instigated Rev. Approved Plat, Archetechual Rev. Existing Developments	\$400.00	Cost		\$15.00
Subdivision/Plat Review				
Sketch Plan Review	\$400.00	\$350.00		\$ 30.00
Site Plan Review (Tent. Preliminary Plat)	\$2,000.00	\$700.00		\$30.00
Preliminary Plat Review	\$600.00	\$500.00		\$15.50
Final Plat Review	\$700.00	\$600.00		\$15.50
<i>*Additional Reviews by Consultant</i>		Cost + 20%		
Initial Engineering Deposit		\$2,500.00	\$25.00	
Special Meetings				
Expedited Review	150% Cost	Cost + 150%		
Planning Commission	\$560.00	Cost + 20%		
Board of Zoning Appeals (Single Family Res.)	\$400.00	\$350.00		
Board of Zoning Appeals (Non- Res./Multiple)	\$400.00	\$350.00		
Other Fees				
Variance Review - Single Family Residential & Agricultural	\$200.00	Cost		
Variance Review - Multi-Family, Commercial, & Industrial	\$350.00	Cost		
Zoning Verification	\$75.00			
Replat/Change to Master Deed	\$250.00	\$250.00		\$75.00
Woodland/Tree Removal	\$350.00	\$700.00	\$60.00	\$3.00
Tree Replacement (per-tree)				\$350.00
Lot Split Review	\$75.00	\$350.00		
Accessory Structure Modification	\$250.00			
Fire Department Site Plan Review	\$400.00			
Temporary Land Use/Special Event Permit	\$1,250.00			
Grass & Weeds Mowing / Blight / Property Maintenance Administration Fee (Ordinance)				Cost + \$100
Developer Initiated Master Plan or Zoning Amendments to Text and Maps	\$1,500.00	Cost +20%		

**Consultant review fees include the initial review. Any additional reviews shall be charged at Cost + 20%*

**Charter Township of Van Buren
2019 Plumbing Fee Schedule**

Supersedes all prior Fee Schedule(s) upon approval with an effective date of January 1, 2019

Permit Type	Fee
Base Permit Fee	\$40.00
Archive Fee	\$25.00
Fixtures, Water Connected Appliances	Each \$10.00
Stacks (soil, waste, vent & conductor)	Each \$10.00
Sewer (sanitary – storm):	Less than 6" \$40.00
	6" and over \$95.00
Sub-Soil Drains	\$10.00
Drains	\$10.00
Modular Installation	\$85.00
Mobile Home Hookup	\$75.00
Sewage Ejectors, Sumps, Manholes	Each \$30.00
Water Distributing Pipe:	Minimum \$30.00
	3/4" - 1 1/2" service \$55.00
	2" service \$100.00
	3" service \$125.00
	4" service \$150.00
	> 4" service \$150.00
Backflow	Each \$50.00
Hot Water Heater - Residential	\$40.00
Hot Water Heater - Commercial	\$65.00
Special Inspection	2-hr Minimum \$75.00 per hour
Re-Inspection	Not ready for inspection \$75.00
Lawn Sprinkler (vacuum breaker, water connection)	\$35.00
Postage	Minimum \$1.00 or actual cost
Add on Fee	\$10.00
Air Admit Valve	\$10.00
Back Water Valve	\$10.00
Extra Inspection Fee	In excess of rough & final \$55.00
Registration:	New \$30.00
	Renewal \$15.00
	Administrative Fee \$25.00 Annual
Shower Pan	Each \$15.00
Studor Vent	Each \$10.00
Sump Line	\$95.00
Water Service	\$95.00
Water/Sewer Lead	\$95.00
Vacuum Breaker Residential	\$25.00
Vacuum Breaker Commercial	\$30.00
Domestic water treatment and filtering equip.	\$25.00
Outside/replacement inspector	2-hr Minimum \$75.00 per hour
Permit Renewal	50% of original permit fee (Max. \$250)
Plan Review:	In House \$40.00 per hour
	Outside Plan Review Service 120% of cost
Fee for Work Started without permit	2 X permit fee

Amy L. Brow
Fire Chief
O: 734-699-8916 C: 734-260-7411

Van Buren Fire Department
46425 Tyler Rd
Van Buren Twp., MI48111



2019 Fee Schedule

Effective date of January 1, 2019

Site Plan & Review

Site plan reviews are traditionally performed by the department's Fire Marshal's Office and consists of the comparing plans submitted for new commercial or renovation projects with our local fire prevention code, fire department requirements, and recommendations set forth by national standards found in the National Fire Protection Association (i.e. NFPA 1 – Uniform Fire Code, NFPA 13 – Installation of Sprinkler Systems, or NFPA 101 – Life Safety Codes) code books. The Fire Marshal works hand in hand with the township's Department of Planning and Economic Development. In 2013 the Van Buren Fire Department adopted the 2012 editions of the NFPA 1 and NFPA 101 as its fire codes and, therefore, is the governing code for Van Buren Township. The fire chief or his / her designee is considered the *Authority Having Jurisdiction* for the fire prevention code in Van Buren Township.

Site plans are checked for such things as emergency vehicle approach and accesses, fire department connection points, fire hydrant location and flow calculations, sprinkler systems, and occupant loads. The fire department reserves the right to seek third party plan reviews and/ or consultation, as needed, and those fees are not included in this fee schedule. The Van Buren Fire Department strives to complete plan reviews within 10 business days. *Rush* (within 5 business days) and *Immediate* requests (within 2 business days) will be accepted at a surcharge of 50% and 150% respectively. The Van Buren Fire Department reserves the right to deny *Rush* and *Immediate* requests.

Plans submitted to the fire department for review require the following items:

- Project name and address
- Contractor (if applicable) company name and address as well as their contact person's phone number and email address.
- Project's scope of work

Our Mission: The members of the Van Buren Fire Department shall work together in a professional and caring way to protect life and property from the adverse effects of fire, trauma, illness and dangerous conditions. Our services will be provided in a fair, honest, and ethical manner with the highest respect and dignity to all.

- Required information for fire alarm or sprinkler system submittals (see page two of this document)

Fire Alarm Submittals:

- A floor plan
- Location of alarm initiating and notification appliances
- Alarm control and trouble signaling equipment
- Annunciation
- Power connection
- Battery calculations
- Conductor type and sizes
- Voltage drop calculations
- Manufacturer's, model numbers, and listing information for equipment, devices, and materials
- Details of ceiling heights and construction
- The interface of fire safety control functions

Sprinkler System Submittals:

- A floor plan
- Water supply per NFPA 13, section 6-3
- Ceiling plan, obstructions and equipment
- Joist locations and sizes
- Sprinkler locations
- Pipe locations and sizes
- Design criteria
- Occupancy
- Hydraulic calculations
- Sprinkler types
- Location of flow test hydrants
- Size and length of underground supply
- Manufacturer's equipment data sheets
- Full height building cut serious

Initial Fire Department Site Plan, 1 follow-up plan review, and our attendance at any necessary four (4) plan review staff meetings	\$ 400
Additional follow-up site plans (for corrections / additions)	\$50/hr.
Fire Alarm System Plan Review (panels, detection, control, and activation devices)	\$ 250
Fireworks Storage & Vending Review	\$ 300
Kitchen Cooking System Plan Review	\$ 300
Special Meeting; Attendance	\$ 50/hr.
Sprinkler System Plan Review (NFPA 13)	\$ 300
Storage Tank Plan Review	\$ 150

Fire Inspection Services

Fire Inspections are traditionally performed by the department's Fire Inspector or the Fire Marshal and consists of on-site inspections of commercial, industrial, or multi-family residences (i.e. apartment or condo complexes) for the compliance of previously approved plans (i.e. did what the contractor say was going to be installed get installed?) or life safety features (such as exit lighting, sprinkler maintenance, egress doors, or the function of a smoke detector) with our local fire prevention code, fire department requirements, and recommendations set forth by national standards found in the National Fire Protection Association.

Circus, Fairs, and Carnivals - Inspection	\$ 200
Circus, Fairs, and Carnivals – Stand by	Billed based on use
Fire Alarm, Smoke Detector, or Fire Pump System Test	\$ 100
Fire Drill – Inspection / Evaluation	\$ 100
Fire Watch	Billed based on use
Fireworks Show / Display / Sales – Inspection / Permit	\$ 200
Fireworks Show / Display – Stand-by	Billed based on use
Kitchen Cooking System Inspection	\$ 200
Business Inspection; General (first inspection free; second free if items are corrected)	\$ 0
Re-Inspection; General - Assembly Occupancy <10,000 sq. ft.	\$ 250
Re-Inspection; General - Assembly Occupancy >10,000 sq. ft.	\$ 300
Re-Inspection; General – High Hazard	\$ 300
Re-Inspection; General – Institutional	\$ 200

Re-Inspection; General – Mercantile & all others	\$ 100
Re-Inspection; General – Restaurant	\$ 200
Multi-family Life Safety Inspections (1 to 6 units)	\$ 100
Multi-family Life Safety Inspections (more than 6 units)	\$ 100 + \$15/ea.
Occupant Load Review, Calculations, and Posting	\$ 150
Occupant Load re-posting requests	\$ 100
Prescribed Burn Permits	\$ 100
Public Assembly – Special Event Usage	\$ 100
Sprinkler System Hydrostatic Flush (witnessed)	\$ 100
Sprinkler System Hydrostatic Test (witnessed)	\$ 200
Violation – Fire Lane	See Police Department Fine Schedule
Violation – Exit / Egress Doors Blocked	\$ 200/ea.
Violation – Overcrowding; exceed occupant load	\$ 500
Violation – Fire or life safety systems and equipment not maintained	\$ 100
Violation – Failure to submit plans and/or obtain permit	\$ 100

Cost Recovery or Non-resident User Fee Events

Multi-family Residential Fire with non-functioning smoke detectors	\$ 500
Fire in a commercial or industrial establishment	\$ 500
Motor Vehicle Crash Response & Clean-up (at-fault driver; non-resident)	\$ 350
Motor Vehicle Crash Response – Specialized extrication (at-fault; non-resident)	\$ 450
Specialized Rescue – Water, Ice, Trench, Collapse, Angle, Elevator and Search	\$ 500
Motor Vehicle Fire (passenger vehicle; non-resident)	\$ 300
Motor Vehicle Fire (commercial or industrial)	\$ 500
Incendiary Fires & Hazardous Material Incidents	all fees and costs
False Fire Alarm transmitted to the public safety department	
• First false alarm in a calendar year	No fee
• Second false alarm in a calendar year	\$ 50
• Third false alarm in a calendar year	\$ 100
• Fourth and each succeeding false alarm in a calendar year	\$ 200

Generalized Staff Fees

Fire Chief	\$ 42.50/ hr. – ST
Fire Marshal	\$ 38.56/hr. – ST \$ 55.34/hr. – OT
Fire Inspector	\$ 36.56/hr. – ST
Fire Command Officer	\$ 30.33/hr. – ST
Firefighter	\$ 23.40/hr. – ST

Generalized Apparatus Fees

Engine	\$ 100.00/ hr.
Ladder Truck	\$ 150.00/hr.
Rescue	\$ 100.00/hr.
- Specialized Rescue Equipment (i.e. Jaws of Life®/ Ice Commander®)	\$ 50.00/ tool
Staff / Utility Vehicle	\$ 50.00/hr.
EMS Bike (does not include personnel)	\$ 10.00/hr.

Western Wayne County Fire Department Mutual Aid Association's and Washtenaw County Mutual Aid Association Hazardous Incident Response Team (HIRT) and Urban Search and Rescue Team (USAR) use charges as determined by the mutual aid association.

Generalized staff and apparatus fees apply to special events and cost recovery.

Additional Services, Equipment and Manpower Fees

Fire/EMS/Accident/Haz-Mat Reports	\$ 10.00
Fire Reports – 2Years or Older	\$ 25.00
CD Pictures	\$ 20.00 per CD
Training Classes, Props, and Services	Contact Us for Pricing

Charter Township of Van Buren

Agenda Item: _____

Work Study Date: September 17, 2018
 Board Meeting Date: September 18, 2018

REQUEST FOR BOARD ACTION

<input checked="" type="checkbox"/> Consent Agenda	<input type="checkbox"/> New Business	<input type="checkbox"/> Unfinished Business	<input type="checkbox"/> Public Hearing
ITEM (SUBJECT)	Election Inspector Pay Increase		
DEPARTMENT	Clerk's Office		
PRESENTER	Clerk Leon Wright		
PHONE NUMBER	734-699-8909		
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)			

Agenda topic

ACTION REQUESTED:	
Approval of the Election Inspector Pay rate effective upon Board approval	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
<p>Election Inspectors play a vital role in the overall electoral process, providing vital services to the community during elections. Election procedures and processes have evolved significantly over the past five years requiring the recruitment of technically skilled workers and increased training time. The rate of pay has not been adjusted since April 2014. I have reviewed wages from other municipalities and it is my recommendation to increase wages as indicated on the proposed chart.</p>	
BUDGET IMPLICATION	Sufficient funds are available in the 2018/2019 budgets
IMPLEMENTATION NEXT STEP	
DEPARTMENT RECOMMENDATION	
COMMITTEE/COMMISSION RECOMMENDATION	
ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and Not available under FOIA)	
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	

Proposed Election Inspector Pay

POSITION	CURRENT RATE	PROPOSED RATE
Precinct Chairperson	\$160.00 per day	\$200.00 per day
Precinct Co-Chair/Electronic Poll Book/ICC Computer	\$150.00 per day	\$190.00 per day
Precinct Inspector	\$140.000 per day	\$165.00 per day
Training	\$24.00 per session	\$24.00 per session
AV Counting Board	\$75.00 per day	\$75.00 per day

MOTION

Hart moved, Miller seconded to approve the increase to Election Inspector wages, as presented. Carried.

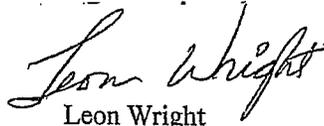
Precinct Chairperson	\$160 per day
Electronic Pollbook/Co-Chairperson	\$150 per day
Precinct Inspectors	\$140 per day
Training	\$15 per session (no change)

Yeas: Combs, Wright, Budd, Hart, Jahr, and Miller.

Nays: None.

Absent: McClanahan (excused).

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 April 1, 2014.



Leon Wright
Township Clerk

Charter Township of Van Buren

Agenda Item _____

REQUEST FOR BOARD ACTION

WORK STUDY MEETING DATE:
2018-09-17

BOARD MEETING DATE:
2018-09-18

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

ITEM (SUBJECT)	Resolution 2018-23 Water & Sewer Rates and Fee Schedule
DEPARTMENT	Public Services – Water & Sewer
PRESENTER	Water & Sewer Director James T. Taylor
PHONE NUMBER	734-699-8947
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	Sean Bellingham – Deputy Treasurer

Agenda topic

ACTION REQUESTED	
That the Township approves Resolution 2018-23 to approve the proposed water & sewer rates increase of 5.0% for the 2019 fiscal year.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
Based upon our estimated projections for this 2019 Proposed Budget, we recommend an overall 5.0% rate increase to our water and sewer customers. Aside from the proposed rate increase, no increases to fixed fees is proposed. See attached information.	

BUDGET IMPLICATION	None
IMPLEMENTATION NEXT STEP	Board approval of recommended rates and fees for FY2019.
DEPARTMENT RECOMMENDATION	Director of Public Services recommends 5.0% rate increase.
COMMITTEE/COMMISSION RECOMMENDATION	Water & Sewer Commission recommends approval.
ATTORNEY RECOMMENDATION	NA
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	

**Van Buren Township
Public Services Department - Water & Sewer
Schedule of Rates - Effective January 1, 2019
Resolution 2018 -23**

WATER CONSUMPTION CHARGES: \$4.06 per 1,000 gallons

Water Surcharge – Customers Outside Twp. \$1.39 per 1,000 gallons

WATER SERVICE CHARGES:

(Formerly meter charge)

Not charged if water is turned off at the curb by Water & Sewer Division.

Residential – \$9.60 quarterly, per residential unit (includes single family, multi-family, mobile homes, and attached condos whether occupied or not).

Commercial, Industrial & Institutional - Each service line including fire suppression

		<u>Quarterly</u>
5/8"	meter	\$6.15
3/4"	meter	\$7.18
1"	meter	\$9.60
1 1/2"	meter	\$47.77
2"	meter	\$76.39
3"	meter	\$167.08
4"	meter	\$286.41
6"	meter	\$1,193.30
8"	meter	\$2,100.14
10" & up	meter	\$3,341.16

SEWAGE DISPOSAL CHARGES: \$ 3.97 per 1,000 gallons

Sewer Surcharge – Customers outside Township \$3.36 per 1,000 gallons

Flat Rate Sewage Disposal Charge \$97.21 per quarter

Existing customers only; require water meter installation for new sewer only customers

Flat Rate Sewage Disposal Charge – Customers outside Twp. - \$104.24 per quarter

Non-Residential User Fee \$0.38 per 1,000 gallons

**Van Buren Township
Public Services Department - Water & Sewer
Schedule of Rates - Effective January 1, 2019
Resolution 2018 -23**

Domestic Water Service Line Open Trench Inspection Permit	Plumbing Permit
Domestic Water Service Tap Inspection Permit	\$150.00
(Waived if inspection is performed by Township Consulting Engineers with inspection costs charged against advance engineering fees on deposit)	
Inspection fee for abandonment of water service line	\$ 75.00
Inspection of service line for re-use (if at least 1" diameter)	\$ 50.00

SANITARY SEWER TAP PERMIT:

Capital Charge	\$4,617.00 per unit
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The minimum capital charge for a single family residence, an apartment, cooperative apartment, and any other multiple dwelling, or mobile home park where more than one residence or unit is served by one meter shall be \$4,617.00 per residence, unit or mobile home space whether occupied or not. The charges for other types of uses shall consist of the minimum capital charge \$4,617.00 multiplied by the corresponding number of units for said use listed below under "Equivalent Unit Factors".

All sanitary sewer taps shall be furnished and installed by a licensed, bonded private contractor subject to the inspection and approval of the Township. An approved site plan or plot plan must be submitted with the application for the sewer tap permit. A sanitary sewer tap inspection permit fee must be paid at the time the tap permit is paid if no wye is available. A plumbing permit is required for installation of the building sewer lead. Sewer only customers will be required to pay the cost and install a water meter at the inside water service line just after it enters the building.

Sanitary Sewer Building Lead	Plumbing Permit
Sanitary Sewer Tap Inspection Permit Fee	\$150.00
(Waived if inspection is performed by the Township Consulting Engineer with inspection costs charged against advance engineering fees on deposit)	
Sewer cap inspection	\$50.00

**Van Buren Township
Public Services Department - Water & Sewer
Schedule of Rates - Effective January 1, 2019
Resolution 2018 -23**

Sanitary Sewer Repair Inspection Permit Fee

Plumbing Permit

Sewer Re-use Inspection Fee

\$150.00

EQUIVALENT UNIT FACTORS

Residential Equivalent Units (REU)

Residential including single family, multiple family, Mobile / manufactured home	1.00 unit
Car wash (production line)	10.00 units per production line
Car wash (self-serve)	2.00 units per stall
Auto dealer (new cars)	1.00 unit plus .20 units per 1,000 square feet
Auto Repair Shop	.25 unit per service stall
Barber/Beauty shops	1.05 unit
Bowling alleys (without bar or lunch)	1.00 unit plus 0.05 units per lane (bars, restaurants at their respective unit factors)
Churches, synagogues, mosques, temples, etc.	.30 units per 1,000 square feet
Cleaners	1.00 unit per 1,000 square feet of building area plus 1.50 units per press
Facilities-Dental	.25 units per 1,000 square feet plus 0.05 units per chair
Facilities-Medical	.40 units per 1000 square feet
Facilities - Veterinary	.35 units per 1000 square feet
Facilities - Dispensary	.25 units per 1,000 square feet
Facilities - Offices	.15 units per 1,000 square feet
Country clubs	1.50 units per 1,000 square feet of general building area plus restaurant, bar, swimming pool areas, etc., at their respective unit factors
Daycare centers	.50 units per room
Fast Food Service (drive thru only)	2.00 units per 1000 square feet
Fraternal organizations	.50 units per 1,000 square feet of general building plus restaurant, bar, swimming pool area, etc., at their respective unit factors
Health Clubs w/o showers and/or pools	.25 units per 1,000 square feet
Health Clubs w/showers and/or pools	2.00 units per 1,000 square feet
Hospitals	1.00 unit plus 0.75 units per bed
Hotels and motels	1.00 unit plus 0.25 units per bed plus restaurant, bar, swimming pool are, etc. at their respective unit factors
Irrigation System serving residential platted or site condo subdivisions	1.00 unit per separate tap for platted sub or residential site condominium project irrigation
Laundry (self-serve)	.75 units per washer
Laundry-Commercial	2.00 units per washer

**Van Buren Township
Public Services Department - Water & Sewer
Schedule of Rates - Effective January 1, 2019
Resolution 2018 -23**

Manufacturing (exclusive of industrial wastes)	.75 units per 1,000 square feet (industrial wastes will be assigned such sanitary use factor units as shall be appropriate in each individual instance, upon request to the township for such assignment)
Manufacturing (light)	.15 units per 1000 square feet
Manufacturing (tool & die)	1.00 unit
Nursing/Convalescent Homes	1.00 unit plus .50 units per bed
Nursery/Green Houses	.30 units per 1,000 square feet
Restaurants/Bars/Taverns (full service, dinners/drinks)	2.00 units per 1,000 square feet
Schools without showers or pool	1.00 unit per classroom
Schools (with showers and/or pool)	1.50 units per classroom
Self-storage	.20 units per 1000 square feet
Service stations	1.00 unit plus 0.15 units per pump plus .25 units per service stall
Stores	.20 units per 1,000 square feet
Stores (pharmacies)	.25 units per 1,000 square feet
Swimming pool (net area of pool, see country clubs for building unit) (residential excluded)	3.00 units per 1,000 square feet
Theater	1.00 unit plus 0.01 units per seat
Warehouses (with fire suppression)	.35 units per 1,000 square feet
Warehouses (without fire suppression)	.15 units per 1,000 square feet

Equivalent Residential Units not listed, or for unusual circumstances, the Water & Sewer Director may either recommend an adjustment to the ERU or recommend a review by the Township Supervisor to determine if the matter should be sent to the township board for final determination. When the primary use contains other secondary uses, the total ERU factor shall be the summation of all applicable separate ERU factors (e.g., Hotel ERU factor + Restaurant REU factor + Pool REU factor = Total ERU factor).

All capital charges resulting from a change in the use of the building/premises and any corresponding unit factor change shall be paid to the township in full prior to occupancy. The Water & Sewer Director, at his/her discretion, may authorize a payment plan not to exceed one year in duration. The customer or owner shall pay the difference between the capital charge (previously called debt service charge) based upon prior use and the current capital charge upon such change in use. No credit or rebate of capital charges (or previously paid debt service charges) shall be made in the case of a lesser residential equivalent use.

**Van Buren Township
Public Services Department - Water & Sewer
Schedule of Rates - Effective January 1, 2019
Resolution 2018 -23**

HYDRANT RENTAL PERMIT

Permit Fee – Maximum 30 days per permit	\$100.00
Deposit (if customer has an existing water account and signs agreement for any damages or losses to be added to the next regular water bill)	\$500.00
Deposit (if customer does not have an existing water account)	\$2,500.00
Daily rental fee	\$10.00
Winterizing fee	\$50.00 per day
Water consumption charges	per current water rate

Hydrant rentals only permitted in accordance with rules and regulations adopted by the Water & Sewer Commission.

ENGINEERING FEES:

The Water & Sewer Division Schedule of Rates does not include Engineering Fees. Engineering fees shall be collected in accordance with the current contract with the Township’s Consulting Engineers.

All Water & Sewer permits expire one year from the date of payment. Renewals will not be issued.

Charter Township of Van Buren

Agenda Item: _____

REQUEST FOR BOARD ACTION

WORK STUDY
DATE: 9/17/2018
BOARD MEETING
DATE: 9/18/2018

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

ITEM (SUBJECT)	Resolution 2018-22: Reimbursement of Travel, Meal and Lodging Expenses Policy.
DEPARTMENT	Board of Trustees
PRESENTER	Treasurer Budd
PHONE NUMBER	734-699-8910
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	H.R. Director Sumpter

Agenda topic

ACTION REQUESTED	
To consider adoption of Resolution 2018-22: Reimbursement of Travel, Meal and Lodging Expenses Policy.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
Attached Resolution 2018-22: Reimbursement of Travel, Meal and Lodging Expenses Policy has been modified per Board direction from the 9-4-2018 Board Meeting.	
Resolution 2018-22 amends Resolution 2012-18: Purchasing Policy as a standalone Policy with revisions in red.	
BUDGET IMPLICATION	none
IMPLEMENTATION NEXT STEP	
DEPARTMENT RECOMMENDATION	
COMMITTEE/COMMISSION RECOMMENDATION	
ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	None
APPROVAL OF SUPERVISOR	

Charter Township of Van Buren Amendment to Resolution NO. 2012-18

WHEREAS, the Charter Township of Van Buren Board of Trustees recommends that the Expenditure Reimbursement currently under the Purchasing policy be removed and set apart as a standalone policy and hereby establishes **Resolution No. 2018-22: Reimbursement of Travel, Meal and Lodging Expenses Policy** effective _____ 2018 to be adopted upon review of the Board of Trustees and consultation with legal counsel;

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees as follows:

Section 1. The Board of Trustees adopts the “**Reimbursement of Travel, Meal and Lodging Expenses Policy**”.

Section 2. All ordinance, resolutions and regulations in conflict with this Resolution are hereby repealed to the extent of such conflict.

RESOLUTION NO. 2018-22:

Reimbursement of Travel, Meal and Lodging Expenses Policy

1. Expenditure Reimbursement:

A. Meals and Travel Expenses

The Charter Township of Van Buren shall reimburse all officials, directors and employees for necessary expenses incurred in the performance of their duties. **All are expected to exercise the same care in incurring expenses for Township related business as a prudent person would in spending personal funds.** ~~This includes allowable expenses incurred while attending training seminars or meetings specifically related to the performance of an elected or employment position with the Charter Township of Van Buren.~~ **This includes allowable expenses incurred while attending out-of-state and off-site pre-approved meetings, seminars, annual conferences and other educational events specifically related to the performance of an elected or employment position with the Charter Township of Van Buren. No out of state or international travel will be allowed without prior approval of the Township Supervisor, Clerk and Treasurer.**

The following items are reimbursable travel expenses:

- Mileage
- **Airfare**
- Meals and Lodging
- Parking fees
- Tolls

Mileage shall be reimbursed at the rate established annually by the Federal Government. ~~The actual and reasonable cost of meals shall be reimbursed.~~ **Mileage shall only be reimbursed for the usage of a personal vehicle when the commute to the official business-related off-site location exceeds the distance of the officials or employees normal commute to the workplace. Officials and employees are expected to use their best judgment in determining the shortest route for the roundtrip. Reimbursement is to be calculated based off the roundtrip starting location to the end destination minus the normal roundtrip commute to the workplace.** ~~Meal reimbursement vouchers are subject to review by the three full-time elected officials.~~

Airfare for officials, directors and employees should be obtained at the lowest possible rates that meets their business travel needs. Flights should be booked at a minimum of 30 days in advance to avoid premium rates. Only Economy or coach tickets will be reimbursed. If the official, directors or employees wish to go first class they shall pay for the difference between the higher cost and the economy or coach ticket at their own expense.

In determining out-of-state travel, the more cost-effective mode of travel, either driving or flight, shall be taken.

Meal reimbursement shall not take place if meals are provided as part of the training seminar.

The actual and reasonable cost of meals shall be reimbursed. Meal reimbursement vouchers are subject to review by the ~~three full-time elected officials~~. **Township Supervisor, Clerk and Treasurer.**

Lodging for the officials, directors and employees will be reimbursed for a standard single-room at locations surrounding the business activity. Cancellations must be done in accordance to the hotels cancellation policy in order not to incur fees. Cancellation charges will not be reimbursed unless it is approved by the Township Supervisor, Clerk and Treasurer.

Parking/Toll Fees incurred for business travel will be reimbursed with a receipt only.

Travel advance will be issued when requested in advance. Within ~~one week~~ **five (5) business days** of returning from an approved conference or seminar, all prepaid advances shall be documented with receipts listed on a travel voucher for either additional reimbursement or repayment.

~~No out of state travel will be allowed. If it is decided that it is vital and necessary, it needs to have prior approval from the three full-time elected officials.~~

All request for reimbursements shall be listed on a travel voucher and submitted with receipts to document the request **within five (5) business days of returning from an approve business travel to receive full reimbursement. After such time the reimbursement reduces to 50% of the cost incurred.**

Employees are expected to use their best judgment when submitting for reimbursable expenses. The following list details specific items that **are not** allowable reimbursable expenses:

- Travel related expenses incurred on behalf of a spouse, companion, etc.
- General Entertainment
- Alcoholic Beverages
- Tobacco Products
- Any other expenditure not required by and directly related to the official activity.

B. Tax Exempt Status

The Charter Township of Van Buren is a tax-exempt entity and is not required to pay tax. Occasionally, employees purchase goods and/or services with their own funds and submit for reimbursement. Whenever possible, employees should obtain a tax-exempt certificate from the Township Clerk prior to the purchase.

C. Reimbursement to Township for Cancellation of Prepaid Expenses

The Charter Township of Van Buren shall from time to time prepay expenses for elected officials, directors and employees for approved expenditures. In the event of any cancellation the elected officials, directors and employees should whenever possible adhere to the cancellation policy of the company or event for proper reimbursement to the Township. If cancellation occurs for any reason other than an unforeseeable emergency the elected officials, directors and employees shall reimburse the Township in full within five (5) business days.

Travel Expense Report

Van Buren Charter Township

Employee Name:
 Email:
 Phone:

Period
 From:
 To:

Manager Name:
 Department:

Purpose:
 Location:

Category	1/19/16 Tue	1/20/16 Wed	1/21/16 Thu	1/22/16 Fri	1/23/16 Sat	1/24/16 Sun	1/17/16 Sun	Totals
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Location / Destination:

Mileage Reimbursement and Expenses Paid by Employee

Business Miles:	0	0	0	0	0	0	0	-
Rate: 0.54	-	-	-	-	-	-	-	-
Airfare, Baggage								-
Vehicle Rental								-
Bus, Train, Taxi, Tips	-	-	-	-	-	-	-	-
Parking								-
Lodging								-
Breakfast	-	-	-	-	-	-	-	-
Lunch								-
Dinner	-	-	-	-	-	-	-	-
Other (Itemize below)								-
Subtotal	-	-	-	-	-	-	-	-

Less Advances

Total Reimbursement -

Expenses Paid by Company Credit Card

Airfare, Baggage	-							-
Vehicle Rental								-
Bus, Train, Taxi, Tips								-
Parking								-
Lodging								-
Breakfast								-
Lunch								-
Dinner								-
Other (Itemize below)								-
Subtotal	-	-	-	-	-	-	-	-

Note: Attach receipts for (1) ALL lodging and (2) expenses \$75 or more

Total All Expenses -

I certify that the above information is accurate and complete.

Note: All amounts listed in USD

Employee Signature _____ Date _____

Authorized By _____ Date _____

Print Name:

2. Processing Of Invoices

A. Vendor Invoice or Expense Voucher:

Requests for payments to vendors shall be documented in writing by a vendor invoice or, in the few instances where no invoice is forthcoming, by a written request by the department head requesting payment. Except for the rare exceptions (example: lost invoice), only original invoices shall be processed for payments, as statements or copies of invoices may result in duplicate payments.

Employee expense reimbursements shall be documented on an expense voucher prepared by the employee. Invoices and expense vouchers shall include the following:

- Vendor name and mailing address.
- Purpose of payment.
- Total amount due.
- Unit price and units delivered.
- Date of goods were delivered or services rendered.
- Attached purchase order or resolution.

B. Department Director Approval:

The Department Director that is responsible for the budgetary cost center to which the expenses will be charged shall affix the account numbers to the invoice and shall sign the document.

Department Director's signature shall indicate the following:

- The expense has complied with all Township Authorization requirements.
- All prices and units on the invoice have been properly calculated.
- The account number being charged is the appropriate budgetary allocation for this expense.

C. Payable Processing Dates:

Accounts payables are processed twice a month and checks are mailed the Friday after the Township board meeting.

Charter Township of Van Buren

Agenda Item: _____

REQUEST FOR BOARD ACTION

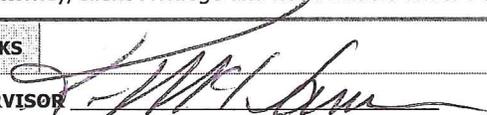
WORK STUDY DATE 09-17-18

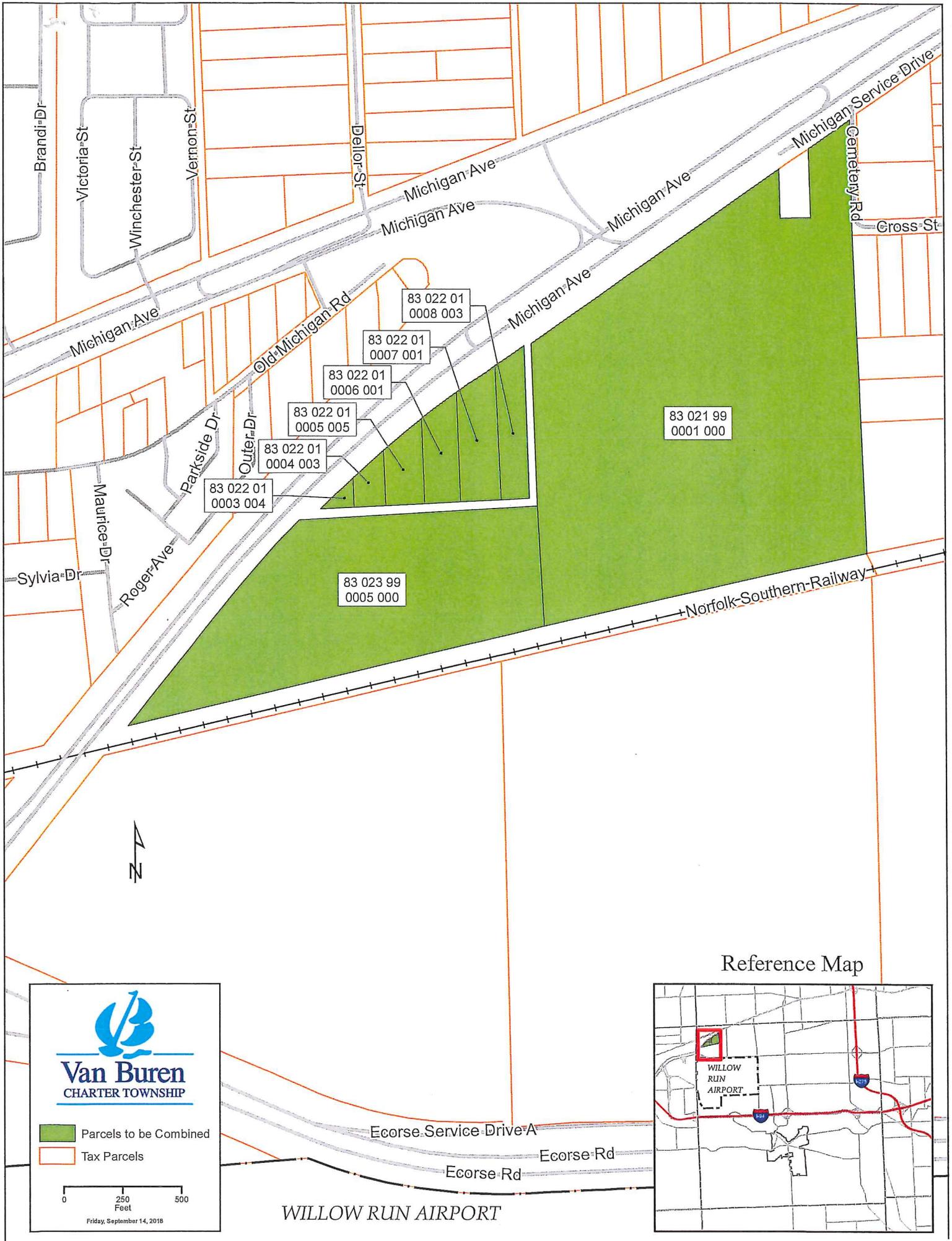
BOARD MEETING DATE: 9-18-18

Consent Agenda New Business _____ Unfinished Business _____ Public Hearing _____

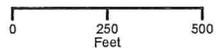
ITEM (SUBJECT)	Consider approval to combine lots 83-022-01-0003-004, 83-022-01-0004-003, 83-022-01-0005-005, 83-022-01-0006-001, 83-022-01-0007-001, 83-022-01-0008-003, 83-021-99-0001-000 and 83-023-99-0005-000
DEPARTMENT	Assessing Office
PRESENTER	Linda M. Stevenson, Assessment Coordinator Parcel Division Board
PHONE NUMBER	734-699-8946
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic: COMBINATION 75.98 acres

ACTION REQUESTED	
Township Board approval of the combination of lots: 83-022-01-0003-004, 83-022-01-0004-003, 83-022-01-0005-005, 83-022-01-0006-001, 83-022-01-0007-001, 83-022-01-0008-003 (Denton Farms), 83-021-99-0001-000 and 83-023-99-0005-000 with the following conditions:	
<ol style="list-style-type: none"> 1. The cost of any and/all utility improvements must be borne by the property owners(s). 2. Approval in no way changes requirements of zoning of the parcels. 3. Approval in no way implies or guarantees permits and/or approvals from federal, state, county or local agencies; this shall include but not be limited to roadway access point(s), natural feature requirements, utility requirements or any other valid requirement(s) from regulatory agencies. 4. We are in receipt of all fees and costs as well as a certified survey. 	
This combination is in compliance with the Township's Lot Split Ordinance and the Land Division Act. It was reviewed by the Parcel Division Board on June 12, 2018 and given preliminary approval at that time.	
BUDGET IMPLICATION	None
IMPLEMENTATION NEXT STEP	Assessing Office to Process
DEPARTMENT RECOMMENDATION	Approve
COMMITTEE/COMMISSION RECOMMENDATION	N/A
ATTORNEY RECOMMENDATION	N/A
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	

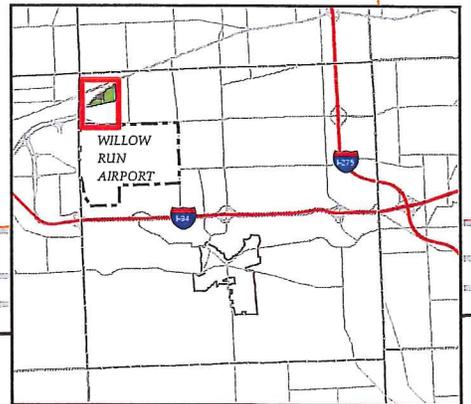


- Parcels to be Combined
- Tax Parcels



Friday, September 14, 2018

Reference Map



WILLOW RUN AIRPORT