

**CHARTER TOWNSHIP OF VAN BUREN BOARD OF TRUSTEES
DECEMBER 3, 2018 WORK STUDY MEETING 4:00 P.M.
TENTATIVE AGENDA**

ROLL CALL:

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

UNFINISHED BUSINESS:

NEW BUSINESS:

1. Discussion on the purchase of Board Access Equipment Upgrades from TEL Systems.
2. Discussion on the first reading of Ordinance 12-04-18 (1) to prohibit marihuana establishments in all geographic areas of the Charter Township of Van Buren.
3. Discussion on adopting a Public Participation Plan for use in the Township’s planning and development process.
4. Discussion on the Van Buren Police Department Policy of vehicle removal during declared snow emergencies.
5. Discussion on the purchase of a new fire engine from Spartan Fire Engine.
6. Discussion on the selection of Eaton Corporation to provide a new uninterruptable power supply for the Van Buren Township Public Safety and IT Departments on the Main Campus.

PUBLIC COMMENT:

CLOSED SESSION: The Township Board will go into closed session pursuant to MCL 15.268 (d) to consider the purchase or lease of real property.

ADJOURNMENT:

NOTICE OF CLOSED SESSIONS
OF THE
CHARTER TOWNSHIP OF VAN BUREN
BOARD OF TRUSTEES
TO BE HELD FOLLOWING
4:00 P.M.
WORK STUDY SESSION
ON MONDAY, DECEMBER 3, 2018
TOWNSHIP HALL
46425 TYLER ROAD
BELLEVILLE, MI 48111

FOR THE PURPOSE OF DISCUSSING:

- 1. The Township Board will go into closed session pursuant to MCL 15.268 (d) to consider the purchase or lease of real property.**

In accordance with the Americans with Disabilities Act, reasonable accommodations can be made with advance notice by calling the Clerk's Office 734.699.8909.

Charter Township of Van Buren

Agenda Item: _____

REQUEST FOR BOARD ACTION

WORK STUDY MEETING DATE: 12-3-18

BOARD MEETING DATE: 12-4-18

Consent Agenda _____

New Business

Unfinished Business _____

Public Hearing _____

ITEM (SUBJECT)	Board Access Equipment Upgrade
DEPARTMENT	Cable
PRESENTER	Ally McCracken, Director: Government Access Cable
PHONE NUMBER	734-699-6069
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	Matt Bizer, TEL Systems (Thalner Electronic Labs System)

Agenda topic

ACTION REQUESTED

Consider purchase approval of Board Access Equipment Upgrade from TEL Systems

BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)

Considering the uniqueness of the project, three vendors were contacted to submit a bid. Vendors contacted were by recommendation of industry professional. Cost breakdown of major pieces were also obtained via two other broadcast merchant supplier. TEL System was the only vendor to provide complete industry solution. A value for money analysis concludes that Township is not overpaying for products and service.

TEL System is an established vendor dating back to 1965. Holds a strategic contract for audio/visual design, engineering, equipment installation and maintenance with the University of Michigan. Their portfolio includes work with Michigan State and Wayne State University, The COBO Center, Belleville High School, Cities of Westland, Monroe, Wyandotte, Romulus, Michigan House and Senate Chambers. Strategic Contracts help contain costs and reduce expenses. These contracts are sourced through a rigorous process that includes spend analysis, input from staff through focus groups, and negotiations to bring a best-value product or service contract to the university community, in extension to the Township. They have APEX Certification that is industry recognition for audiovisual knowledge and skill; program requirement of proven customer satisfaction with adherence to CTS Code of Ethics and Conduct, a commitment to professional excellence. An established procurement professional that has serviced the Township as far back as 1988. They have constantly and thoroughly done the fact finding to understand the needs, critically co-examine and define functional requirements specification and constantly research and update their multiple supplier product price benchmark indexes.

BUDGET IMPLICATION \$109,611 from line item 101-715-970-000

IMPLEMENTATION NEXT STEP Equipment to be ordered and installed.

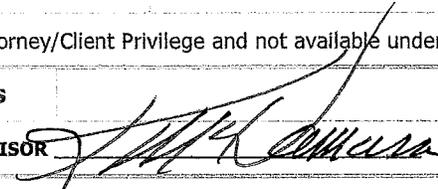
DEPARTMENT RECOMMENDATION Government Access Cable supports this proposal.

COMMITTEE/COMMISSION RECOMMENDATION

ATTORNEY RECOMMENDATION

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

ADDITIONAL REMARKS

APPROVAL OF SUPERVISOR 

Charter Township of Van Buren

REQUEST FOR BOARD ACTION

Agenda Item: _____

WORK STUDY MEETING DATE: 12/03/18

1ST READING: 12/04/18

2ND READING: 12/18/18

Consent Agenda _____

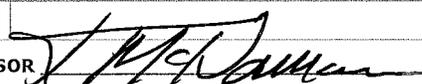
New Business _____

Unfinished Business _____

Public Hearing _____

ITEM (SUBJECT)	To consider the first and second reading of Ordinance #12-04-18 to prohibit marihuana establishments in all geographic areas of the Charter Township of Van Buren.
DEPARTMENT	Planning & Economic Development
PRESENTER	Ron Akers, AICP – Director of Planning & Economic Development
PHONE NUMBER	734-699-8913
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	N/A

Agenda topic

ACTION REQUESTED	To consider the first and second reading of Ordinance #12-04-18 to prohibit marihuana establishments in all geographic areas of the Charter Township of Van Buren.
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	Please see attached letter.
BUDGET IMPLICATION	None
IMPLEMENTATION NEXT STEP	Publication in the newspaper of record will be required.
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	N/A
ATTORNEY RECOMMENDATION	Attorney has prepared and reviewed document. (May be subject to Attorney/Client Privilege and not available under FOIA)
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	



Charter Township of Van Buren

BOARD OF TRUSTEES

SUPERVISOR Kevin McNamara	CLERK Leon Wright	TREASURER Sharry A. Budd	
TRUSTEE Sherry A. Frazier	TRUSTEE Kevin Martin	TRUSTEE Reggie Miller	TRUSTEE Paul D. White

November 26, 2018

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

RE: Ordinance to Prohibit Marihuana Establishments in Van Buren Township

Honorable Trustees,

Before you is a request to adopt an ordinance which prohibits marihuana establishments in all geographic areas of Van Buren Township. This ordinance has been proposed in response to the passage of Proposal 1 which allows for municipalities to "completely prohibit or limit the number of marihuana establishments within its boundaries." Until additional clarification is provided for this proposal and we begin to understand the implications and specifics of this new law, it would be wise to continue our policy of opting out. We can at any time retract the proposed ordinance and opt in to allowing these facilities in the community should the Board choose to do so at a later time. Township staff will work with any committee appointed by the Township Board and/or Township Supervisor to further study this issue.

Please feel free to contact me if you require any further information.

Thanks,

Ron Akers, AICP
Director of Planning and Economic Development
Charter Township of Van Buren

**CHARTER TOWNSHIP OF VAN BUREN
COUNTY OF WAYNE, STATE OF MICHIGAN
ORDINANCE # 12-04-18**

**AN ORDINANCE TO PROHIBIT MARIHUANA ESTABLISHMENTS IN ALL
GEOGRAPHIC AREAS OF THE CHARTER TOWNSHIP OF VAN BUREN.**

THE CHARTER TOWNSHIP OF VAN BUREN ("Township"), COUNTY OF WAYNE, MICHIGAN, ORDAINS:

SECTION 1. Pursuant to the *Michigan Regulation and Taxation of Marihuana Act*, _____, Section 6.1, the Township elects to completely prohibit marihuana establishments within its boundaries.

SECTION 2. SEVERABILITY. If any Section, subsection, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent portion of this ordinance, and such holding shall not affect the validity of the remaining portions of this Ordinance.

SECTION 3. SAVINGS. All proceedings pending and all rights and liabilities existing, acquired or incurred at the time this Ordinance takes effect are saved and may be consummated according to the law in force when they are commenced.

SECTION 4. REPEALER. All ordinances or parts of ordinances in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

SECTION 5. EFFECTIVE DATE. This Ordinance shall be effective upon the passage by the Van Buren Township Board of Trustees and the publication of the Ordinance in accordance with the Charter of Van Buren Township and the statutes of the State of Michigan.

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 EIGHTEENTH (18TH) day of DECEMBER, 2018.

YEAS (in favor): _____

NAYS (opposed): _____

ABSENT: _____

I hereby approve the foregoing Ordinance.

Kevin McNamara,
Supervisor, Charter Township of Van Buren

Leon Wright,
Clerk, Charter Township of Van Buren

Adopted: _____

Published: _____

Effective: _____

Charter Township of Van Buren

Agenda Item: _____

REQUEST FOR BOARD ACTION

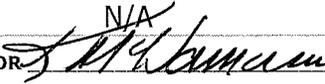
WORK STUDY MEETING DATE: 12/3/18

BOARD MTG. DATES: 12/4/18

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

ITEM (SUBJECT)	Public Participation Plan
DEPARTMENT	Planning and Economic Development
PRESENTER	Grace Stamper- Planning and Economic Development Intern
PHONE NUMBER	(734) 699-8913
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	Ron Akers, Director of Planning and Economic Development

Agenda topic

ACTION REQUESTED	
We are requesting that the Township Board adopt the plan for use in the Township's planning and development process.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
Please see attached letter.	
BUDGET IMPLICATION	none
IMPLEMENTATION NEXT STEP	The plan will be distributed across departments. Each department, but primarily Planning and Economic Development, will utilize the plan in their community engagement efforts when applicable.
DEPARTMENT RECOMMENDATION	
COMMITTEE/COMMISSION RECOMMENDATION	The Planning Commission recommended approval at their October 24, 2018 meeting.
ATTORNEY RECOMMENDATION	Approval
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	N/A
APPROVAL OF SUPERVISOR	



Charter Township of Van Buren

BOARD OF TRUSTEES

SUPERVISOR Kevin McNamara	CLERK Leon Wright	TREASURER Sharry A. Budd	
TRUSTEE Sherry A. Frazier	TRUSTEE Kevin Martin	TRUSTEE Reggie Miller	TRUSTEE Paul D. White

November 26, 2018

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

RE: Public Participation Plan Adoption

Honorable Trustees,

Before you is a request to adopt a Public Participation Plan for use in the Township's planning and development process. The plan is part of the certification process for the Redevelopment Ready Communities (RRC) program through the Michigan Economic Development Corporation. The certification shows that a community has not only streamlined its development process but also taken steps to involve community members in that process. The MEDC markets redevelopment ready sites for certified communities. This program is available to any community in Michigan at no cost.

The Public Participation Plan is a written commitment to involving the community in the Township's planning and development process. Its purpose is twofold: to be a proactive guide to choosing which community engagement tools are appropriate for specific scenarios and informing the general public how they can get involved and stay up to date with the Township's development. The plan's benefits include building trust between the public and Township government, giving opportunity for residents' concerns to be addressed early in the process, and helping to earn RRC certification.

The plan will be a resource from which Township staff can pull a variety of community engagement tools. This helps to ensure the community is being engaged in the most effective ways as the planning and development process unfolds. The plan will be updated according to its effectiveness and community feedback. Overall, it will assist in efforts to guide Van Buren Township in a direction supported by community members and make the Township an even better place to live. Because of this, we are requesting that the Township Board adopt the Public Participation Plan for use in Van Buren Township.

If you have any questions or would like to discuss this further, please contact me.

Sincerely,

Grace Stamper

Planning and Economic Development Intern

**CHARTER TOWNSHIP OF VAN BUREN
PLANNING COMMISSION
OCTOBER 24, 2018
MINUTES - DRAFT**

Chairperson Thompson called the meeting to order at 7:31 p.m.

ROLL CALL:

Present: Franzoi, Jahr, Boynton, Atchinson, Budd and Thompson.

Excused: Kelley.

Staff: Director Akers, Planning Intern Moore and Secretary Harman.

Planning Representatives: McKenna Associate, Patrick Sloan and Fishbeck Associates, David Potter.

Audience: Eight (8).

APPROVAL OF AGENDA:

Motion Boynton, Atchinson second to approve the agenda of October 24, 2018 as presented.

Motion Carried.

APPROVAL OF MINUTES:

Motion Budd, Boynton second to approve the regular meeting minutes of September 26, 2018 as presented. Motion Carried.

NEW BUSINESS:

ITEM # 1 17-018 – FINAL SITE PLAN APPROVAL

TITLE: THE APPLICANT, PARALLEL INFRASTRUCTURE, IS REQUESTING FINAL SITE PLAN APPROVAL FOR THE CONSTRUCTION OF A WIRELESS COMMUNICATION FACILITY (125-FOOT-TALL MONOPOLE CELL PHONE TOWER AND ASSOCIATED SUPPORT STRUCTURES) AT 43430 ECORSE ROAD, VAN BUREN TOWNSHIP, MI 48111.

LOCATION: PARCEL NUMBER V-125-83-012-99-0028-000 (43430 ECORSE ROAD). THE PROPERTY IS LOCATED AROUND THE NORTHWEST CORNER OF ECORSE ROAD AND MORTON TAYLOR ROAD AND IS LOCATED IN THE R-1B, SINGLE FAMILY RESIDENTIAL ZONING DISTRICT.

Civil Engineer Jonathan Crane gave the presentation for the applicant. The applicant is requesting final site plan approval to construct a 125-foot tall monopole cell tower for Verizon Wireless and other carriers. The applicant has driveway and sediment plans approved by Wayne County Soil Erosion and added arborvitae to the site plan.

Patrick Sloan of McKenna Associates presented his final site plan review letter dated 10-19-18 recommending the Planning Commission approve the final site plan for the proposed wireless communication tower, subject to the landscape maintenance agreement being acceptable to the Township Attorney.

David Potter of Fishbeck Associates presented his site plan review letter dated 10-19-18 recommending the Planning Commission grant final site plan approval subject to the following concerns and comments:

1. Sheet DA-1: The applicant must indicate the proposed bioretention area has capacity to meet the Van Buren Township requirement for flow restriction ($Q_a = 0.10Ac$).
2. Sheets DA-1 & Z3 (A, B, C): Confirm final bioretention outlet pipe size, slope and type (perforated or non-perforated).
3. Sheets DA-1 & Z3 (A, B, C): Confirm the final upstream and downstream elevations of the driveway culvert. Sheets indicate differing invert elevations.

Commissioner Boynton presented the Fire Department review letter dated 10-11-18 recommending approval.

No comments from the Commission or the audience. The applicant is willing to meet all concerns.

Motion Boynton, Franzoi second to grant Parallel Infrastructure final site plan approval to construct a 125-foot monopole cell phone tower and associated support structures, located at parcel number V-125-83-012-99-0028-000 (43430 Ecorse Road), the northwest corner of Ecorse Road and Morton Taylor Road and located in the R-1B, Single Family Residential Zoning District, subject to the recommendations in the McKenna Associates review letter dated 10-19-18, Fishbeck Associates review letter dated 10-19-18 and Fire Department review letter dated 10-11-18. Motion Carried. (Letters Attached)

ITEM # 2 18-030 – SITE PLAN APPROVAL

TITLE: THE APPLICANT, BELLEVILLE YACHT CLUB, IS REQUESTING SITE PLAN APPROVAL TO BUILD AND ACCESSORY BUILDING AND A POOL.

LOCATION: PARCEL NUMBER V-125-83-088-99-0005-000 (831 E. HURON RIVER DRIVE). THE SITE IS APPROXIMATELY 3.980 ACRES. IT IS LOCATED IN THE R1-C, SINGLE FAMILY RESIDENTIAL DISTRICT. THIS SITE IS LOCATED ON THE NORTH SIDE OF HURON RIVER DRIVE BETWEEN EDMONT AND MARTINSVILLE ROADS.

Commissioner Atchinson asked to be recused from the Belleville Yacht Club (BYC) motion, as her husband is a member.

Motion Budd, Boynton second to recuse Commissioner Atchinson from the BYC motion. Motion Carried.

Scott Jones, President of the Belleville Yacht Club gave the presentation. The applicant is requesting to construct a 24 ft. x 50 ft. pool between the existing building and the lake and to put a portable storage building on the site for chairs, cushions for the pool and back deck area. The applicant has DEQ approval for the project.

Director Akers presented his staff review letter dated 10-20-18 recommending the Planning Commission grant site plan approval for the Belleville Yacht Club at 831 E. Huron River Drive to

construct a swimming pool in accordance with the provided site plan dated 10-19-17 with the following conditions:

1. The Planning Commission authorizes the applicant to place a 12' x 40 ' prefabricated storage shed on the property subject to its location being reviewed and approved by the Director of Planning & Economic Development and the Township Fire Marshal for compliance with the Township's Zoning Ordinance and Fire Code.
2. That the applicant obtain all required permits from the County, State and/or Federal Government.

Commissioners inquired if the shed will be used year round, the pool location in relation to the tiki bar, what the ease of access is from the tiki bar to the pool. The shed will be used year round, access from the tiki bar to the pool will be a paver sidewalk, a 5-foot fence with magnetic latch gate around the pool and the pool will be covered when not in use for safety.

Motion Jahr, Budd second to grant the Belleville Yacht Club site plan approval to build an accessory building and a pool, located at parcel number V-125-83-088-99-0005-000 (831 E. Huron River Drive), subject to the recommendations in the staff review letter dated 10-20-18 and asking Director Akers and Fire Marshal McInally to review and approve the location of the storage shed on the subject property. (Letter Attached)

ITEM # 3 18-032 – TEMPORARY LAND USE APPROVAL

TITLE: THE APPLICANT, COSTCO WHOLESALE CORPORATION, IS REQUESTING TEMPORARY LAND USE APPROVAL TO CONSTRUCT TEMPORARY PARKING ON THE WEST SIDE OF THEIR EXISTING TRUCK DEPOT.

LOCATION: 5860 BELLEVILLE ROAD. THE PROPERTY IS LOCATED ON THE WEST SIDE OF BELLEVILLE ROAD BETWEEN VAN BORN ROAD AND MICHIGAN AVENUE.

Daniel Free gave the presentation. The applicant is requesting temporary land use approval for additional parking needed for the holiday season; plans for a permanent parking solution are in the works. The original request was for the additional parking to be on the east side of the building, the applicant has asked to change the location to the west side of the building, which is further from Belleville Road and would be less impactful.

Director Akers presented his staff review letter dated 10-20-18 recommending the Planning Commission approve the temporary land use permit for Costco Wholesale to construct a temporary gravel parking/storage area subject to the following conditions:

1. That the applicant provides a revised plan which depicts the access areas to the additional parking areas to be kept open and depicts what measures are going to be taken to ensure they stay open.
2. That the applicant provides a cross section of the gravel temporary parking area to be reviewed by the Township Engineer in order to verify adequate drainage of the temporary parking area.
3. That the applicant provides a dust control schedule and plan for the temporary parking area.

4. That the applicant provides an engineer's opinion of cost for the removal of the temporary parking area and restoration of the area to grass and provide a performance bond to the Township for that amount. This estimate shall be reviewed by the township Engineer for verification.
5. That the temporary gravel parking area shall be removed no later than 30 days after the completion of the proposed parking and building expansion or prior to October 24, 2019 whichever comes first.
6. The applicant shall obtain any necessary County, State or Federal permits necessary to perform the work.

Director Akers presented the Fire Department review letter dated 10-19-18 recommending approval.

Commissioners inquired about the one-year time frame for the temporary gravel parking area. The time frame will carry the applicant into their next construction cycle and will keep from leaving the land use approval open-ended.

Motion Boynton, Franzoi second to grant Costco Wholesale Corporation temporary land use approval to construct temporary parking on the west side of their existing truck depot, located at 5860 Belleville Road, subject to the recommendations in Director Akers staff review letter dated 10-20-18, Fire Department review letter dated 10-19-18 and the applicant to provide a revised plan for the west side of the building. Motion Carried. (Letters Attached)

GENERAL DISCUSSION:

ITEM # 1 PUBLIC PARTICIPATION PLAN

Planning Intern Grace Moore presented the Public Participation Plan to the Commission and the audience. The Public Participation Plan is a written commitment to involve the community in Van Buren Township's planning and development process and a guide for when and how to do so. It sets public participation standards and practices in the Township, ranging from informative and educational to involvement and partnership. Intern Moore is looking for a recommendation to the Township Board for approval of the plan.

Commissions commended Intern Moore for doing a great job on the plan and were glad to see their feedback integrated into the plan.

Motion Boynton, Jahr second to recommend the Public Participation Plan to the Township Board of Trustees for approval. Motion Carried.

ADJOURNMENT:

Motion Boynton, Franzoi second to adjourn at 8:37 p.m. Motion Carried.

Respectfully submitted,

Christina Harman
Recording Secretary

**VAN BUREN
CHARTER TOWNSHIP**

**PUBLIC
PARTICIPATION
PLAN**



CONTENTS

Purpose and Goals 2

State Regulations 3

Key Stakeholders 6

Communication Toolbox 7

 “Determining the Right Level of Public Participation” Chart7

 Guide to Choosing a Strategy8

Outreach Guidelines13

Communicating Results.....15

 Guide to Communicating Results.....15

Future Initiatives.....17

Conclusion18

Appendix19

PURPOSE AND GOALS

Van Buren Township is committed to involving the community in its planning and development process. This Public Participation Plan solidifies that commitment in writing. Its purpose is twofold: to provide a proactive guide of community engagement strategies for Township staff and to give community members an overview of how they can get involved in the planning and development process. The Township has the following goals for implementing the plan:

Goals

- Guide Van Buren Township in a direction supported by community members.
- Create a transparent environment for planning and development.
- Utilize various outreach methods to reach a diverse group of community members.
- Coordinate public participation practices across Township departments.
- Proactively select the tool(s) appropriate for specific planning and development scenarios.
- Be in constant communication with the community regarding participation results, using their feedback to update this plan.

In order to accomplish these goals, this plan must be flexible, so it includes methods to update it when needed. The Township's community engagement efforts are not limited to those outlined in this document, and new strategies may be used when appropriate. Any changes to this plan will be made to meet the needs of community members.

The State of Michigan has legislation which requires a minimum standard of public participation in the planning and development process. Van Buren Township follows these standards. The Guide to Choosing a Strategy (Table 1-1) is used to go above and beyond them. Below are descriptions of the relevant legislation.

Michigan Open Meetings Act (PA 267 of 1976)

- Van Buren Township sets the schedule for meetings in advance of the new calendar year.
- The public will be notified within ten days of the first meeting of a public body in each calendar or fiscal year; the body will publicly post a list stating the dates, times, and places of all its regular meetings at its principal office.
- Van Buren Township will hold meetings in buildings which are accessible to the general public.
- If there is a change in schedule, within three days of the meeting in which the change is made, the public body will post a notice stating the new dates, times, and places of regular meetings.
- For special and irregular meetings, public bodies will post a notice indicating the date, times, and place at least 18 hours before the meeting.
- A regular meeting of a public body which is recessed for more than 36 hours can only be reconvened if notice is posted 18 hours in advance.
- Public bodies will hold emergency sessions without a written notice or time constraints if the public health, safety, and welfare is severely threatened and if two-thirds of the body's members vote to hold the emergency meeting.
- Any citizen can request that public bodies put them on a mailing list so that they are notified in advance of all meetings by contacting the following:
 - For Planning Commission, Board of Zoning Appeals, or Local Development Finance Authority, contact the Planning and Economic Development Department.
 - For other Township meetings, contact the Township Clerk's office.

Michigan Planning Enabling Act (PA 33 of 2008)

- **Notification of Intent to Proceed:** The following parties will be notified via first class mail, personal delivery, or email by the planning commission of the intent to plan and requesting the recipient's cooperation and comment:

**Ann Arbor Transportation Authority (AATA)
Augusta Township Planning Commission
Canton Township Planning Commission
City of Belleville Planning Commission
City of Romulus Planning Commission
City of Wayne Planning Commission**

DTE Electric Company
DTE Gas Company
Huron Township Planning Commission
International Transmission Company
Michigan Department of Transportation
Norfolk Southern Railroad
Southeastern Michigan Council of Governments (SEMCOG)
Suburban Mobility Authority for Regional Transportation (SMART)
Superior Township Planning Commission
Washtenaw County Board of Commissioners
Wayne County Airport Authority
Wayne County Board of Commissioners
Wayne County Department of Public Services
Willow Run Airport
Ypsilanti Township Planning Commission

- After the draft master plan has been submitted to the Planning Commission for review and approval for distribution, the draft plan will be submitted to the above entities for review.
- Before approving a proposed master plan, the Planning Commission will hold a public hearing on the proposed master plan. The hearing will be held after the expiration of the deadline for comment as outlined in the act (42 days for an amendment, 63 days for a new master plan).
- The Planning Commission will give notice of the time and place of the public hearing not less than 15 days before the hearing by publication in the newspaper of record. The Planning Commission will also submit notice of the public hearing by first class mail, personal delivery, or email to the previously listed entities for review.
- Upon adoption by the Planning Commission, the Township Board may adopt the same version of the plan.

Michigan Zoning Enabling Act (PA 110 of 2006)

The Michigan Zoning Enabling Act legislates the following requirements for public hearings:

- **Notice distribution**
 - Public notice in the newspaper of record not less than 15 days before the date of the hearing.
 - Notice given to all persons whose real property is assessed within 300 feet of the property that is the subject of the request and to the occupants of all structures within 300 feet of the property.
- **Notice shall**
 - Describe the nature of the request.

- Indicate the property that is the subject of the request.
- List street addresses.
- Indicate the time and location when the request will be considered.
- Indicate the time and location where comments will be received concerning the request.
- **Actions requiring notice**
 - **Zoning ordinance text and map amendments**
 - Planning commission shall hold at least one public hearing prior to submitting its recommendations to the Township Board for a proposed zoning ordinance or map amendment.
 - Rezoning for 11 or more adjacent properties do not require the 300-foot notice to neighboring properties.
 - Notice of time and place of public hearing shall also be given by mail to the following:

DTE Electric Company
DTE Gas Company
International Transmission Company
Norfolk Southern Railroad
Wayne County Airport Authority
- **Special land uses decided by the Township Board**
 - A public hearing shall be held by the Planning Commission before a recommendation is made to the Township Board.
- **Planned unit development**
 - The Planning Commission shall hold at least one public hearing on the request.

KEY STAKEHOLDERS

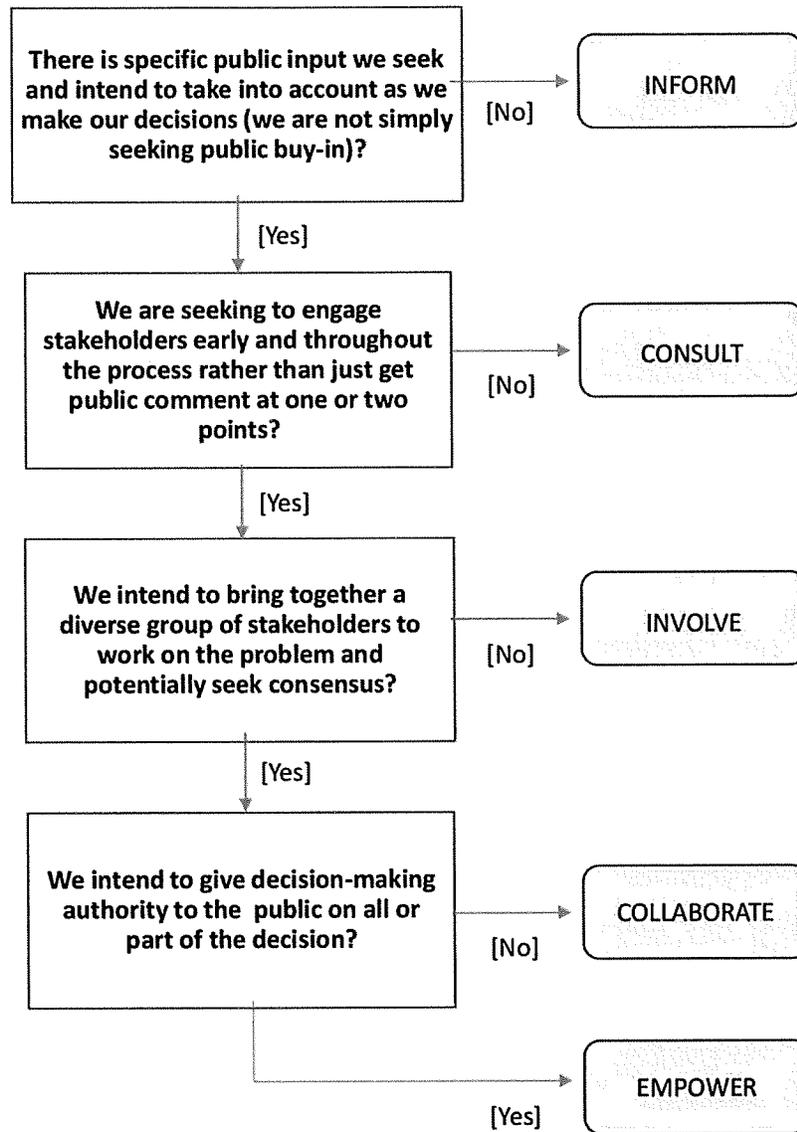
Van Buren Township is a diverse community with many different stakeholders. These can assist in the public participation process, and identifying stakeholders in this plan can help to assure that groups are not overlooked when seeking public input. The following is a list of key stakeholders in Van Buren Township's planning and development process. Though it is extensive, it is certainly not exhaustive. Groups may be added or removed when the plan is updated. Contact information for specific stakeholders is included in the appendix to this plan.

Stakeholders

- Belleville Area Chamber of Commerce
- Belleville Downtown Development Authority
- City of Belleville
- Detroit Region Aerotropolis
- Home Owners Associations
- Huron-Clinton Metro Parks
- Religious Organizations
- Service Organizations
- Sumpter Township
- The Arc of Western Wayne County
- Van Buren Public Schools
- Van Buren Township Downtown Development Authority
- Wayne County
- Wayne County Airport Authority
- Wayne County Community College District- Ted Scott Campus
- Willow Run Airport

Specific planning and development processes may require the engagement of different stakeholders. Each scenario will be assessed independently to determine which stakeholders should be included and with which level of engagement.

Van Buren Township has a wide range of public participation strategies at its disposal. These fall into five different categories: inform, consult, involve, collaborate, and empower. The categories represent varying levels of engagement, and the Township uses the following flowchart to determine which is appropriate for specific scenarios.



Source: The EPA’s “Determining the Right Level of Public Participation” flowchart

Once a category of engagement is identified, the following chart is utilized to determine which strategy is most appropriate.

Table 1-1: Guide to Choosing a Strategy

	Inform	Consult	Involve	Collaborate	Empower
Public Participation Goal*	Van Buren Township will provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities, and/or solutions.	Van Buren Township will obtain public feedback on analysis, alternatives, and/or decisions.	Van Buren Township will work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	Van Buren Township will partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	Van Buren Township will place the final decision making in the hands of the public.
Public Participation Strategies	<ul style="list-style-type: none"> -Notices -Public meetings -Mailing list notice -Cable TV programming -Monthly planning updates -Outdoor signs -Neighborhood meetings -Press releases -Citizens Academy 	<ul style="list-style-type: none"> -Public hearings -Surveys -Social media -Interviews 	<ul style="list-style-type: none"> -Town hall meetings -Pop-up engagement -Focus Groups -Public workshops -Walkabouts 	<ul style="list-style-type: none"> -Charrettes -Committees -Citizen advisory groups 	<ul style="list-style-type: none"> -Ballot measures

*IAP2's Public Participation Spectrum
Legally mandated in bold

The following is a description of each public participation strategy:

Inform

Notices

- The Township will distribute notices via mail, in the newspaper of record, and as fliers in Township Hall per all legislative requirements.
- Notices will inform residents and stakeholders of public meetings and hearings.

Public meetings

- Public bodies, such as the Township Board and Planning Commission, will hold meetings open to the general public.
- Each year, the Township will set the schedule for these meetings and make it available via the website.
- All public bodies will hold meetings in buildings accessible to the general public.
- Notices of meetings will follow all legislative requirements.

Mailing List notice

- Per the Michigan Open Meetings Act, any citizen can request that public bodies put them on a mailing list so they are notified in advance of all meetings by contacting the Township.
- Information about who to contact to be put on this list is available on the Planning webpage.

Cable TV Programming

- The Township's Cable TV department may produce informational segments about planning initiatives, such as a Master Plan update.
- These will be available on the Township's Cable TV channel and its YouTube channel.

Monthly planning updates

- The Planning Department may track the progress of development projects in the Township.
- Each month, the Planning webpage will be updated with a chart of current projects and where they are at in the development process, such as having received Planning Commission approval or been granted building permits.

Outdoor Signs

- Signage may be placed at a project site to identify a development, inform of an infrastructure project, or indicate a project's completion.

Neighborhood Meetings

- Township staff may attend the regular meetings of neighborhood organizations in the Township to provide updates on planning and development projects impacting the community.

Press Releases

- Short status updates of planning and development projects may be released to local media outlets.

Citizens Academy

- The Citizens Academy is a session of weekly classes for interested residents to learn more about the day-to-day workings of Township government.
- Participants will hear from different departments, elected and appointed officials, and directors and may participate in field trips.

Consult

Public Hearings

- These are opportunities for the public to express their opinion on a particular planning or development project.
- They are generally held toward the end of a process during public meetings of bodies such as the Township Board or Planning Commission.
- The public is informed via notices per legislative requirements.

Surveys

- These are ways for Township staff to collect information from the public on their opinions of planning and development projects and the future of the Township.
- Surveys are available on the main page of the Township website, as a link shared by specific departments' Facebook pages, and in various locations throughout Township Hall.

Social Media

- Various Township Departments may utilize their respective social media accounts to inform the public of initiatives and/or seek their comments on prospective projects.
- It is not the goal of social media to engage in prolonged two-way conversation.

Interviews

- One-on-one meetings with stakeholders may be conducted to gather information on how to better engage the public and build consensus for projects.
- These are preferably done in person and offer a chance for in-depth conversation between Township staff and stakeholders.

Involve

Focus Groups

- These are small group meetings facilitated by Township staff.
- The group may be made up of members of various stakeholder groups such as neighborhood associations, developers, or relevant board or commission members.
- Its purpose is to gather reactions from members about ideas, hear alternatives, and elicit direct feedback.

Town Hall Meetings

- These are informational meetings about specific planning and development projects.
- They are generally held much closer to the beginning of a project than at the end like public hearings.
- Community members are given the opportunity to engage in a more informal two-way conversation about the project and their input and questions.

Pop-up engagement

- This takes place when Township staff sets up a station for informal interaction with the public at community events.
- It is a chance for community members to offer comments and ask questions in a less formal setting.

Public Workshops

- These are interactive meetings that educate the community on particular development or planning projects and gather their input.
- This may be done through hands on exercises, conversations, and activities.

Walkabouts

- These are a way to elicit direct and candid feedback from stakeholders during a walking tour of a specific area.
- They offer a different perspective than driving past a site, and therefore may allow new issues to be raised or ideas brainstormed.

Collaborate

Charrettes

- These are hands on workshops during which community members are invited to share their ideas for the future of the township and to work them out in collaboration with their neighbors and Township staff.
- These are part of the visioning process for the Township, so that it can move forward in a direction supported by community members.

Citizen Advisory Groups

- These are appointed boards of volunteer members who meet regularly to discuss issues regarding a specific topic.
- They advise Township staff and officials on how to act based on their meetings.

Committees

- These are groups of community members who meet for focused discussions on a specific issue in the Township, such as a zoning ordinance update or transportation plan.
- They make policy recommendations to Township staff and officials.

Empower

Ballot Measures

- The Township may ask residents to make decisions through an official election.

Van Buren Township has proactively set guidelines for what to do in planning and development scenarios with an extensive impact. The Planning Director reserves the right to modify these guidelines as appropriate in specific situations.

Township Planning Projects

Some projects, such as Master Plan updates, have great impact on the Township as a whole. To ensure that the community is properly informed and their input considered during such projects, the Township will take the following steps as the project progresses:

- **Beginning:** Inform via mailings, website or cable notices, or public information meetings.
- **Middle:** Vet alternatives through surveys or town hall meetings.
- **End:** Build consensus.
- **Final:** Hold a public hearing per the Michigan Planning Enabling Act.

Public/Infrastructure Projects

Some projects, such as repaving roads, have great impact on the immediate and nearby area. To ensure that the affected members of the Township are properly informed about such projects, the Township will take the follow steps as the project progresses:

- Hold an initial informational meeting.
- Send notices to affected residents and businesses.
- Continue to communicate during construction.
- Update businesses and residents on access during construction, individually or with signage.
- Notify how to get questions answered on status or response to complaints.

Controversial Development Projects

Some private development projects may have great impact on the community, leading to questions or concerns from residents. To ensure community members are heard, the Township requires some developers to purposefully engage with the public regarding their potential project. A controversial development is characterized by one or more of the following factors:

- Large size relative to surrounding development
- Proximity to residential area
- Proximity to Belleville Lake
- New development in an established area

Proposed developments that are characterized by one or more of those factors, or which are determined to have substantial impact on the community per the discretion of the Planning Director, must take the following steps:

- Pre-application meeting with planning staff
- Public informational meeting
- Follow-up meeting with planning staff to address community concerns

Non-controversial Development Projects

Though some development projects may be large, they do not necessarily have an impact which will elicit many concerns or questions from community members. At the discretion of the Planning Director, development projects deemed to be non-controversial must simply follow the Township's development review process and any applicable legislative requirements for notices and public hearings.

It is important for community members to know that the Township listens to their input, as well as how it is used to guide the future of the Township. A variety of methods are used to communicate public participation results back to the community. They are described in the following table.

Table 1-2: Guide to Communicating Results

Inform	
Public Meetings	Meeting minutes will be posted on the Township website. Township Board and Planning Commission meetings will also be televised and posted on the Township’s YouTube channel.
Monthly Planning Updates	Monthly Planning Updates will be posted on the Planning Department web page.
Consult	
Public Hearings	Public hearing results will be included in the minutes from the meeting at which it took place. These minutes are posted on the Township website.
Surveys	Survey results will be posted on the Township website.
Involve	
Town Hall Meetings	A summary of the community’s comments and questions discussed during a town hall meeting will be posted on the Township website.
Pop-up engagement	A summary of the community’s comments and questions discussed during a pop-up engagement event will be posted on the Township website.
Public Workshop	A summary of the hands on exercises, activities, and conversation conducted during a public workshop will be posted on the Township website.

Collaborate	
Charrettes	A summary and/or photos of the charrette will be posted on the Township website.
Citizen Advisory Groups	Meeting minutes will be posted on the Township website.
Committees	Summaries of the committee's policy recommendations will be posted on the Township website.

Consolidate social media

Van Buren Township currently has numerous social media accounts representing various departments. In the future, the Township would like to consolidate the numerous accounts into one unified social media presence to engage with the community in a more streamlined way.

Fully implement communication toolbox

The communication toolbox in this plan contains both strategies currently in use and those which the Township would like to use. In the future, the Township would like to take advantage of the numerous tools available in this guide by fully implementing the communication toolbox.

Encourage staff training on public participation

Township staff frequently attend various professional development opportunities. The implementation of this plan should encourage staff to expand their attendance of training opportunities to those which teach how to facilitate greater public participation in Van Buren Township.

CONCLUSION

This plan is meant to be continuously evaluated and updated according to its effectiveness and community feedback. To do so, the Township utilizes two documents: An Internal Public Participation Evaluation and a Community Event Satisfaction Survey. Both are included in the appendix to this plan.

Van Buren Township strives to utilize public participation in its planning efforts in order to guide the Township in a direction supported by community members. This plan equips the Township to proactively seek public input and make Van Buren Township an even better community.

Internal Public Participation Evaluation

Type of Public Participation:

Date:

How was the event advertised?

Where was the event held?

Who facilitated/completed the event?

How many people attended? What groups did we miss?

Were our engagement techniques right for the audience? Did we get the right information?

Are there ways this could be improved for future events?

Community Event Satisfaction Survey

Date:

What event did you attend today?

How did you hear about this event?

Was this event held at a convenient location and time?

Were you able to get the information you needed?

Are you glad you came to this event? What did you like about it? Would you improve it in any way?

Contact Information for Key Stakeholders

- **Belleville Area Chamber of Commerce**
248 Main Street
Belleville, MI 48111
(734) 697-7151
info@bellevilleareachamber.org
- **Belleville Downtown Development Authority**
6 Main Street
Belleville, MI 48111
(734) 646-0504
dda@belleville.mi.us
- **City of Belleville**
6 Main Street
Belleville, MI 48111
(734) 697-9323
- **Detroit Region Aerotropolis**
11895 South Wayne Road, Suite 101A
Romulus, MI 48174
(734) 992-2286
Email through their website: www.detroitaero.org
- **Huron-Clinton Metro Parks**
13000 High Ridge Drive
Brighton, MI 48114
(810) 227-2757
Email through their website: www.metroparks.com
- **Sumpter Township**
23480 Sumpter Road
Belleville, MI 48111
(734) 461-6201
Email through their website: sumptertwp.com
- **The Arc of Western Wayne County**
2257 South Wayne Road
Westland, MI 48186
(734) 729-9100
info@thearcww.org

- **Van Buren Public Schools**
555 West Columbia Avenue
Belleville, MI 48111
(734) 697-9123
Emails for specific people available on their website: www.vanburenschools.net

- **Van Buren Township Downtown Development Authority**
46425 Tyler Road
Van Buren Township, MI 48111
(734) 699-8941
Email through their website: vanburendda.com

- **Wayne County Department of Public Services**
400 Monroe
Detroit, MI 48226
Email through their website: www.waynecounty.com
 - **Drain Maintenance**
(734) 326-4500
 - **Road Maintenance**
(734) 955-2290
 - **Wastewater and Stormwater Operations**
(734) 285-5500

- **Wayne County Airport Authority**
11050 Rogell Drive, Building 602
Detroit, MI 48242
(734) 247-7678
Email through their website: www.metroairport.com

- **Wayne County Community College District- Ted Scott Campus**
9555 Haggerty Road
Van Buren Township, MI 48111
(734) 699-7008
No email address available

- **Wayne County Land Bank**
500 Griswold, Suite 2800
Detroit, MI 48226
(313) 967-3669
wclbinquiries@waynecounty.com
- **Willow Run Airport**
801 Willow Run Airport
Ypsilanti, MI 48198
(734) 485-6666
willowrunairportinfo@wcaa.us

Charter Township of Van Buren

Agenda Item: _____

REQUEST FOR BOARD ACTION

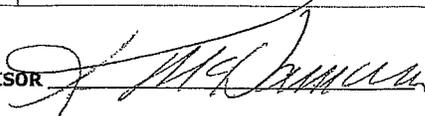
WORK STUDY

DATE: 12-3-2018

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

ITEM (SUBJECT)	Informational discussion on Van Buren Police Department Policy of vehicle removal during declared snow emergencies.
DEPARTMENT	Police Department
PRESENTER	Public Safety Director Greg Laurain
PHONE NUMBER	734-699-8930
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	
Informational discussion on VBPD Policy of vehicle removal during declared snow emergencies.	
BACKGROUND - (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
<p>The Van Buren Police Department has updated VBPD Policy 502 – Vehicle Towing, to address the clearing of streets to provide access to emergency response vehicles during declared snow emergencies. Please see attached Policy 502 - subsection 502.4 - Removal of vehicles due to declared snow emergency (marked in blue).</p> <p>Policy is consistent with State of Michigan Public Act 181 –No. 104 subsection 257.252d. See highlighted portion in attached policy.</p>	
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	

Vehicle Towing

502.1 PURPOSE AND SCOPE

Best Practice **MODIFIED**

This policy provides guidance related to vehicle towing.

502.2 POLICY

Best Practice

The Van Buren Police Department will tow vehicles when appropriate and in accordance with the law.

502.3 REMOVAL OF VEHICLES DUE TO HAZARD

Best Practice **MODIFIED**

If the owner or operator is unable to arrange for towing within a reasonable time frame and the vehicle presents a hazard, the vehicle may be towed at the direction of the department member (MCL 257.252d).

Vehicles that are not the property of the Township should not be driven by department members unless it is necessary to move the vehicle a short distance to eliminate a hazard, prevent the obstruction of a fire hydrant or comply with posted signs.

502.4 REMOVAL OF VEHICLES DUE TO DECLARED SNOW EMERGENCY

Agency Content

A snow emergency is declared for the purpose of clearing streets for snow removal and to allow accessibility for police and fire vehicles to respond to emergencies. In declaring a snow emergency, consideration must be given to the amount of snowfall and/or severity of weather, along with the ability to commit department resources to ensure compliance.

Van Buren Public Safety declares a snow emergency when snow accumulation of generally five inches or more is predicted. The following prevailing weather conditions are also taken into consideration:

- Duration of the snow event
- High winds, drifting, blizzard-like conditions
- Warming conditions
- Sleet, freezing rain, etc.

Whenever road conditions in the Township of Van Buren become hazardous or such that the free movement of fire, health, police, emergency, or vehicular traffic may become impeded by reason of snow, freezing rain, sleet, ice or other natural causes, the Township Supervisor, upon advice of the Public Safety Director, may declare the existence of a snow emergency by giving a public notice thereof at least eight (8) hours before said snow emergency is commenced.

Van Buren Police Department

LE Policy Manual

Vehicle Towing

During a snow emergency parking is prohibited on all streets in Van Buren to provide adequate access for plows and emergency vehicles. Voluntary compliance is appreciated, but the traffic order does provide for enforcement action to be taken up to and including vehicles being ticketed and/or towed. Under Public Act 104 of the Acts of 1981, 257,252,d (f). Our objective is for voluntary compliance and not enforcement action.

- (a) A snow emergency shall commence at 8:00 a.m. or 8:00 p.m. A snow emergency, once declared, shall continue for a forty-eight (48) hour period.
 - 1. Announcements will be made through notifications on radio, television, social media, VBT Cable TV as well as on the Township website at www.vanburen-mi.org.
- (b) Efforts will be made to make contact with owner of vehicle found in violation prior to ticketing and/or towing of vehicle.

After the forty-eight (48) hour time period has elapsed, from the initial designated snow emergency commencement time, the snow emergency may be extended or officially declared over.

- (a) If conditions warrant the snow emergency to be extended, it may be extended for an additional forty-eight (48) hour period.

502.5 ARREST SCENES

State **MODIFIED**

Whenever the owner or operator of a vehicle is arrested, the arresting officer should tow the vehicle when appropriate, when the vehicle presents a traffic hazard or the vehicle would be in jeopardy of theft or damage if left at the scene.

The following MICHIGAN VEHICLE CODE (EXCERPT) Act 300 of 1949 shall provide guidance concerning vehicle impounds;

257.252d Removal of vehicle from public or private property to place of safekeeping; circumstances; arrival of owner or legally entitled person; duties of police agency; release of vehicle; entry of vehicle as abandoned.

Sec. 252d.

(1) A police agency or a governmental agency designated by the police agency may provide for the immediate removal of a vehicle from public or private property to a place of safekeeping at the expense of the last-titled owner of the vehicle in any of the following circumstances:

- (a) If the vehicle is in such a condition that the continued operation of the vehicle upon the highway would constitute an immediate hazard to the public.
- (b) If the vehicle is parked or standing upon the highway in such a manner as to create an immediate public hazard or an obstruction of traffic.
- (c) If a vehicle is parked in a posted tow away zone.

(7) The registered owner of a registered abandoned scrap vehicle may contest the fact that the vehicle has been deemed abandoned or the reasonableness of the towing fees and daily storage fees by requesting a hearing. A request for a hearing shall be made by filing a petition with the court specified in the notice within 20 days after the date of the notice. If the owner requests a hearing, the matter shall be resolved after a hearing conducted pursuant to sections 252e and 252f. An owner who requests a hearing may obtain release of the vehicle by posting a towing and storage bond with the court in an amount as determined by the court. The owner of a vehicle who requests a hearing may obtain release of the vehicle by paying the towing and storage fees instead of posting the towing and storage bond. If the court finds that the vehicle was not properly deemed abandoned, the police agency shall reimburse the owner of the vehicle for the accrued towing and storage fees.

(8) If the owner does not request a hearing, he or she may obtain the release of the vehicle by paying the accrued charges to the custodian of the vehicle.

(9) If the owner does not redeem the vehicle or request a hearing within 20 days after the date of the notice, the secured party may obtain the release of the vehicle by paying the accrued charges to the custodian of the vehicle.

(10) Not less than 20 days after the disposition of the hearing described in subsection (7), or if a hearing is not requested, not less than 20 days after the date of the notice described in subsection (6)(e), the police agency shall follow the procedures established in subsections (3) to (5).

257.252c Removal of vehicle from private property; notice; duties of police agency; obtaining release of vehicle; unclaimed vehicle deemed abandoned; procedures. [M.S.A. 9.1952(3)]

Sec. 252c. (1) When a vehicle is removed from private property at the direction of a person other than the registered owner of the vehicle or a police agency, the custodian of the vehicle immediately shall notify the police agency from whose jurisdiction the vehicle was towed. The custodian shall supply that information which is necessary for the police agency to enter the vehicle into the law enforcement information network.

(2) Upon receipt of the notification described in subsection (1), the police agency immediately shall do all of the following:

(a) Determine if the vehicle has been reported stolen.

(b) Enter the vehicle into the law enforcement information network.

(3) The owner of the vehicle removed as described in subsection (1) may obtain release of the vehicle by paying the accrued towing and storage fees to the custodian of the vehicle. Upon release of the vehicle, the custodian shall notify the police agency of the disposition of the vehicle.

(4) If the vehicle described in subsection (1) is not claimed by the owner within 7 days after the police agency has been notified by the custodian that it has been taken into custody, the vehicle is deemed abandoned and the procedures prescribed in section 252a(4)(c) to (9) shall apply.

257.252d Removal of vehicle from public or private property to place of safekeeping; circumstances; duties of police agency; contest by registered owner; hearing; request; obtaining release of vehicle; public sale; inability to determine ownership of removed vehicle. [M.S.A. 9.1952(4)]

Sec. 252d. (1) A police agency or a governmental agency designated by the police agency may provide for the immediate removal of a vehicle from public or

private property to a place of safekeeping at the expense of the registered owner of the vehicle in any of the following circumstances:

(a) If the vehicle is in such a condition that the continued operation of the vehicle upon the highway would constitute an immediate hazard to the public.

(b) If the vehicle is parked or standing upon the highway in such a manner as to create an immediate public hazard or an obstruction of traffic.

(c) If a vehicle is parked in a posted tow away zone.

(d) If there is reasonable cause to believe that the vehicle or any part of the vehicle is stolen.

(e) If the vehicle must be seized to preserve evidence of a crime, or when there is reasonable cause to believe that the vehicle was used in the commission of a crime.

(f) If removal is necessary in the interest of public safety because of fire, flood, storm, snow, natural or man-made disaster, or other emergency.

(g) If the vehicle is hampering the use of private property by the owner or person in charge of that property or is parked in a manner which impedes the movement of another vehicle.

(2) A police agency which authorizes the removal of a vehicle under subsection (1) shall do all of the following:

(a) Check to determine if the vehicle has been reported stolen.

(b) Within 24 hours after removing the vehicle, enter the vehicle into the law enforcement information network if the vehicle has not been redeemed. This subdivision does not apply to a vehicle that is removed from the scene of a motor vehicle traffic accident.

(c) If the vehicle has not been redeemed within 10 days after moving the vehicle, send to the registered owner and the secured party as shown by the records of the secretary of state, by first-class mail or personal service a notice that the vehicle has been removed; however, if the police agency informs the owner or operator of the vehicle of the removal and the location of the vehicle within 24 hours after the removal, and if the vehicle has not been redeemed within 30 days and upon complaint from the towing service, the police agency shall send the notice within 30 days after the removal. The notice shall be by a form furnished by the secretary of state. The notice form shall contain the following information.

(i) The year, make, and vehicle identification number of the vehicle.

(ii) The location from which the vehicle was taken into custody.

(iii) The date on which the vehicle was taken into custody.

(iv) The name and address of the police agency which had the vehicle taken into custody.

(v) The location where the vehicle is being held.

(vi) The procedure to redeem the vehicle.

(vii) The procedure to contest the fact that the vehicle was properly removed or the reasonableness of the towing and daily storage fees.

(viii) A form petition which the owner may file in person or by mail with the specified court which requests a hearing on the police agency's action.

(ix) A warning that the failure to redeem the vehicle or to request a hearing within 20 days after the date of the notice may result in the sale of the vehicle and

Charter Township of Van Buren

REQUEST FOR BOARD ACTION

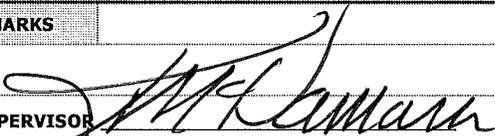
Agenda Item: _____

WORK STUDY: 12/3/18
MEETING DATE: 12/4/18

ITEM (SUBJECT)	Purchase of new fire engine
DEPARTMENT	Public Safety (Fire)
PRESENTER	Fire Chief Brow
PHONE NUMBER	734-260-7411
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	Captain Curtis Lunsford

Agenda topic

ACTION REQUESTED:	Request for Clerk, Treasurer, and Supervisor to authorize contract with Spartan, for purchase of 2018 Spartan Fire Engine in the amount of \$367,899.00
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	This model engine is comparable to existing fleet, Firefighters would be familiar with the utilization of this model. The life span for Fire Trucks is approximately 15 years. Approval to purchase this engine with the quoted 2018 price would result in a savings of \$16,000 as opposed to purchasing in 2019. Funds will be expensed out of the 2019 Equipment Replacement Fund (#101-000-389-004).

BUDGET IMPLICATION	\$367,899.00 (Equipment Replacement Fund #101-000-389-004) To be expensed from 2019 budget.
IMPLEMENTATION NEXT STEP	Authorize contract with Spartan
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	
ATTORNEY RECOMMENDATION	(May be subject to Attorney/Client Privilege and not available under FOIA)
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	



A Wholly Owned Subsidiary of Spartan Motors, Inc.
907 7th AVENUE NORTH BRANDON, SD 57005-2003
(605) 582-4000 FAX (605) 582-4001

CONTRACT

THIS CONTRACT ("Contract") is made by and between Spartan Motors USA, Inc. ("Spartan") and Charter Township of VanBuren #216104 Spartan Engine. This Contract will not become binding upon Spartan until it is executed by an officer of Spartan, and the effective date of the Contract ("Effective Date") will be the date that the Spartan officer executes the Contract. The parties hereby agree as follows:

- (1) Subject to the terms of this Contract, Spartan shall furnish, and Customer shall purchase, the apparatus and equipment ("Apparatus and Equipment") described and in accordance in all material respects with the specifications ("Original Specifications") submitted with the bid proposal (the "Bid Proposal"). In the event there is any conflict between Original Specification and the Bid Proposal, the Bid Proposal will prevail.
- (2) This Contract for Apparatus and Equipment conforms to all Federal Department of Transportation (DOT) and Environmental Protection Agency (EPA) rules and regulations and to all National Fire Protection Association (NFPA) Guidelines for Automotive Fire Apparatus in effect as of the Effective Date. Any increased cost incurred by Spartan because of future changes in or additions to such DOT, EPA or NFPA standards will be passed along to Customer as an addition to the Purchase Price set forth below.
- (3) The Apparatus and Equipment shall be ready for delivery from Spartan's factory, within 60 days. **This delivery timeframe is contingent on completion of a pre-construction meeting and corresponding signed change order returned to the factory with 75 days of the effective date of this contract. All days exceeding 75 days will be added to the above-mentioned delivery timeframe.** To meet the 75-day deadline, Spartan commits to have all information necessary for the pre-construction meeting complete within 45 days. Any further delays after the pre-construction has been completed in providing additional desired specifications, change approvals, inspection timelines, or other required information for the Apparatus and Equipment may result in an extension of the above referenced delivery timeline by the amount of time Spartan requires, in its sole but reasonable discretion, to furnish the Apparatus and Equipment following Customer's delay, but in any event by at least the duration of Customer's delay.
- (4) A competent Spartan service representative shall, upon request, be provided to demonstrate any Apparatus and Equipment and/or to give Customer's employees the necessary instructions in the operation and handling of any Apparatus or Equipment.
- (5) In exchange for the Apparatus and Equipment, Customer agrees to pay Spartan the sum of Three Hundred Sixty-Seven Thousand Eight Hundred Ninety-Nine Dollars (\$367,899) ("Purchase Price"). The Purchase Price (a) includes a discount of \$0 dollars for a \$0 dollar prepayment to be made at None (type of prepayment option chosen); OR (b) Customer reserves the right to receive a \$0 discount if, after the Effective Date, a \$0 prepayment is made at None (type of prepayment option chosen). Net payment is due upon delivery to Customer, unless otherwise specified herein. Interest at 18 percent per annum, payable monthly, shall be charged on all past due payments. If more than one item of Apparatus and Equipment is covered by this Contract, the above terms of payment shall apply to each item, and an invoice covering each item shall be rendered in the proper amount and paid upon delivery of the item. In the event the Apparatus and Equipment is placed in service prior to payment in full, Spartan reserves the right to charge a rental fee of Three Hundred Fifty Dollars (\$ 350.00) per day. Any applicable taxes not specified noted above will be paid by Customer directly, or will be added to the Purchase Price and paid by Spartan. If Customer claims exemption from any tax, Customer shall furnish applicable exemption certificate to Spartan and hold Spartan harmless from any such tax, interest or penalty which may at any time be assessed against Spartan.
- (6) Acceptance of Apparatus and Equipment shall occur immediately after completion of a final inspection by a representative of Customer at a factory location of Spartan, completion of any discrepancy list, and shipment of Apparatus and Equipment from Spartan's factory location. Upon completion of the final inspection and related discrepancy list, the Apparatus and Equipment shall be conclusively determined to be in full compliance with the terms of this Contract, including without limitation the Original Specifications. Spartan will not surrender to Customer the title to or the statement of origin for any Apparatus or Equipment or provide Customer with any other documentation regarding ownership of any Apparatus or Equipment until Spartan has received full payment of the Purchase Price and taxes.
- (7) Spartan shall not be liable to Customer or to anyone else for consequential, incidental, special, exemplary, indirect or punitive damages arising from any defect, delay, nondelivery, recall or other breach by Spartan, including but not limited to personal injury, death, property damage, lost profits, or other economic injury. Spartan shall not be liable to Customer or anyone else in tort for any negligent design or manufacture of any body or other part of Apparatus or Equipment, or for the omission of any warning with respect thereto.
- (8) Customer shall indemnify Spartan against, and hold Spartan, its agents, employees, officers and directors harmless from, any and all claims, action, suits and proceedings, costs, expenses, damages and liabilities, whether based in negligence, tort, strict liability or otherwise, including attorney's fees and costs, arising out of, connected with, or resulting from this Contract or the Apparatus or Equipment, except to the extent such claims, action, suits and proceedings, costs, expenses, damages or liabilities arise from Spartan's breach of its obligations under this Contract.
- (9) Spartan warrants that, at the time of delivery, the Apparatus and Equipment shall comply in all material respects with the Original Specifications. **THE ONLY OTHER WARRANTIES APPLICABLE TO THE APPARATUS AND EQUIPMENT ARE THOSE EXPRESSLY SET FORTH IN THE BID PROPOSAL AND IDENTIFIED AS APPLYING TO THE APPARATUS AND EQUIPMENT. SUCH**

This Contract is agreed to by the parties as of the Effective Date.

Spartan Motors USA, Inc.

Customer: Charter Township of Van Buren

By: _____
Spartan Motors USA, Inc. Officer Signature

By: _____
Customer Signature

Print Name

Print Name

Its: _____

Its: _____

Date

Date

By: _____
Customer Signature

Print Name

Its: _____

Date

By: _____
Customer Signature

Print Name

Its: _____

Date



27400 Northwestern Highway
P.O. Box 307
Southfield, MI 48037-0307
Tel: 248.352.2500
Fax: 248.352.0018
plantemoran.com

Course Title: GASB 84: Implementing The New GASB Fiduciary Activities

Standard
Sponsor: Plante & Moran, PLLC

Completion Date: 11-13-2018

Location: Virtual

National Registry of CPE Sponsors Accreditation
Instructional Delivery Method: Group Internet-Based

Total Hours: 1 of Accounting (Governmental)

In accordance with the standards of the National Registry of CPE Sponsors, CPE credits have been granted based on a 50-minute hour.

Acknowledgement: This certificate is presented to CAROL TOWLES for successfully completing this course.

Sponsor Information:

Plante & Moran, PLLC
26300 Northwestern Highway, Suite 120
Southfield, Michigan 48076
United States

Tel: (248) 223-3881
Email: olivia.patrick@plantemoran.com

National Registry of CPE Sponsors Number: 107639

Olivia Patrick
Sponsor Representative



Selman, Dan

To: Schmidtke, Casey
Subject: RE: Replacement Engine

From: Ricke Rosselle [mailto:ricke@rrfiretruck.com]
Sent: Thursday, November 08, 2018 12:33 PM
To: Lunsford, Curtis
Subject: Replacement Engine

Hi Curtis,

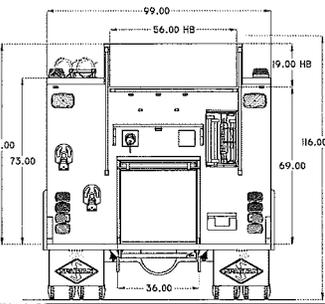
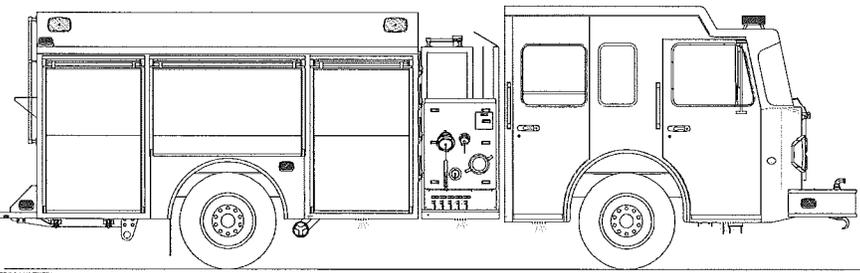
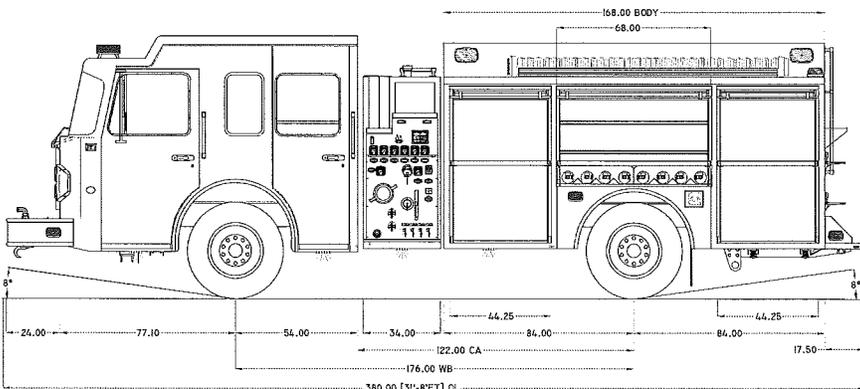
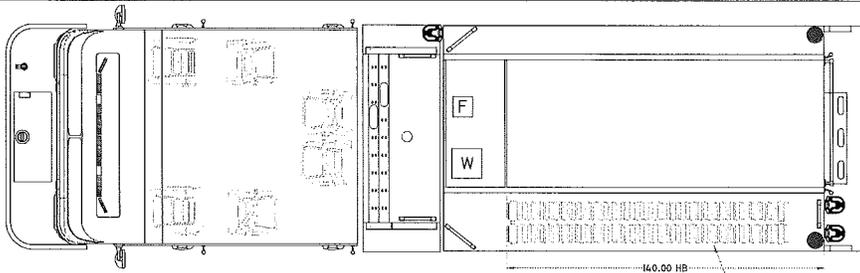
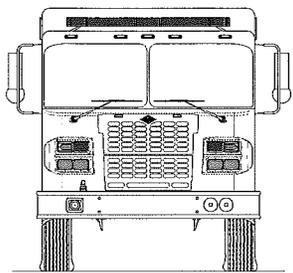
Spartan has another engine, an exact match to E-3 available. They have discounted it to sell by years end. It will have a birthday in January. With all of the modifications and additions, the price would be \$367,899 ready to go. Given the condition of E-2 and the high miles on E-1 and 2, this make be an opportunity for you to get a like kind engine so that there is no special knowledge for operation and at a discounted price. Building this apparatus today if ordered by 31 December, you would have \$410,906. There is a 4% increase 1 January that will add approximately \$16k to the cost. All products are increasing 1 January claiming tariff cost.

I know E-2 is in need of some major work. It has lived well past its expected life with the high use / miles. That truck would serve the township better in a reserve status and maintain it to be safe to operate.

Let me know if there is anything else you may need.

Thanks Curtis

Ricke Rosselle
Vice President
EVT Master
R&R Fire Truck Repair Inc
248-344-4443



CHASSIS: SPARTAN METRO MFD 10" RR
 ENGINE: CUMMINS L9 380HP
 TRANSMISSION: ALLISON 3000 EVS
 AXLES: F 18,000 LB / R 24,000 LB
 MODEL: 2108
 WATER/FOAM: 1000 GALLONS / 20 GALLONS
 PUMP: HALE DSD 1500 GPM
 FOAM SYSTEM:
 GENERATOR:

DOOR FRAMED OPENINGS

COMPARTMENT	DOOR FRAMED OPENINGS
L1	44.25-W x 68.0-H
L2	68.0-W x 43.0-H
L3	44.25-W x 68.0-H
R1	44.25-W x 58.0-H
R2	68.0-W x 43.0-H
R3	44.25-W x 68.0-H
B1	36.0-W x 37.25-H

SPECIAL NOTES:
 LADDER PACKAGE:
 (1) Duo-Safety 24 FT. - 2 SEC. 900A
 (2) Duo-Safety 16 FT. ROOF. 715A
 (3) Duo-Safety 10 FT. ATTIC. 555A

STORAGE FOR:
 (1) 10" HAND SUCTION HOSES
 (2) STANDING ROOF PUMP HOSES

CUSTOMER
 THIS DRAWING IS A CLOSE APPROXIMATION OF YOUR FIRE APPARATUS. IN ALL CASES WHERE THE DRAWING AND THE WRITTEN SPECIFICATION DIFFER, THE SPECIFICATION SHALL PREVAIL. PLEASE WORK WITH YOUR DEALER TO ASSURE THAT THE WRITTEN SPECIFICATION REPRESENTS WHAT YOU WANT IN YOUR PURCHASED PRODUCT. SPARTAN EMERGENCY RESPONSE BUILDS TO THE WRITTEN SPECIFICATION, NOT THE DRAWING TO ASSURE THAT YOUR NEEDS ARE MET.

PROPRIETARY AND CONFIDENTIAL
 THE INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF SPARTAN EMERGENCY RESPONSE. ANY REPRODUCTION IN PART OR AS A WHOLE WITHOUT THE WRITTEN PERMISSION OF SPARTAN EMERGENCY RESPONSE IS PROHIBITED. SPARTAN MOTORS USA, INC. DIV. SPARTAN EMERGENCY RESPONSE.

REV	DATE	DESCRIPTION	NAME
3	5/10/17	ADDITIONAL MARKUPS	W.C.
2	4/11/17	CHANGES FROM MARKUP	W.C.
1	01/27/16	TRUCK REVIEW	M.G.H.
0	05/15/15	INITIAL PROPOSAL	M.G.H.

SCALE: NOT TO SCALE
 CUSTOMER: _____
 TRUCK NUMBER: _____ DEALER: _____
 MODEL 2108-04

Charter Township of Van Buren

Agenda Item: _____

REQUEST FOR BOARD ACTION

Work Study Date: 12/03/18

Board Meeting: 12/04/18

Consent Agenda _____

New Business X

Unfinished Business: _____

Public Hearing _____

ITEM (SUBJECT)	To approve the selection of Eaton Corporation to provide a new uninterruptable power supply for the Van Buren Township Public Safety and IT Departments on the Main Campus.
DEPARTMENT	Planning & Economic Development
PRESENTER(S)	Matthew R. Best, Director of Public Services
PHONE NUMBER	(734) 699-8913
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	Steven Rankin, Director of Information Technology

Agenda topic

ACTION REQUESTED	
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To approve the selection of Eaton Corporation to provide a new uninterruptable power supply for the Van Buren Township Public Safety and IT Departments on the Main Campus. IT and Building and Grounds recommends Eaton Corporation in the amount of \$27,880 for an uninterruptable power supply system for Van Buren Township Public Safety and IT Departments per the scope of Service. The expense will be paid with Building and Grounds Capital Outlay (Account #101-265-970-000.)

BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
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See attachments.

BUDGET IMPLICATION	\$27,880 – Capital Outlay (B&G)
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IMPLEMENTATION NEXT STEP	If approved, the system will be scheduled for install.
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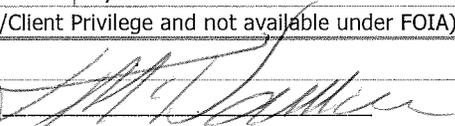
DEPARTMENT RECOMMENDATION	Approval
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COMMITTEE/COMMISSION RECOMMENDATION	
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ATTORNEY RECOMMENDATION	N/A
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(May be subject to Attorney/Client Privilege and not available under FOIA)

ADDITIONAL REMARKS	
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APPROVAL OF SUPERVISOR	
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Powering Business Worldwide



Branden Knezevich
Project Sales

(734) 229 - 9100
(800) 426 - 7575
FAX: (734) 229 - 9101
bk@servelectric.com

15424 Oakwood Drive
Romulus, Michigan 48174
www.servelectric.com

November 28, 2018

Charter Township of Van Buren 3 Phase UPS Base Bid Proposal

Regarding: New Eaton UPS 9355 15kVA/13.5kW

Quote # 112818-01-DL

Thank you for the opportunity to submit this proposal for an Eaton Corporation 9355 UPS System for your review and consideration. The following are some of the user benefits cited by our customers in selecting the Eaton Uninterruptible Power Systems from Eaton Corporation:

ISO 9001 Certification – An internationally recognized standard of world class quality. Eaton Corporation has met the ISO requirements for quality assurance in design/development, production, instillation, and service.

Eaton 93PM – The Eaton 9355 UPS Module along with their matching battery sets meet the requirements of UL 1778, CSA C22.2 NO.107.1-M91, NEMA PE-1-1983, ANSI C62.41-1980, and IEEE 587. IEC 801-2 and IEC 146.4.

Low Installation Cost -- The 9355 is shipped in fully assembled and tested cabinets. The UPS containing the rectifier/charger and inverter are normally shipped as a unit and the battery pack is connected when set in place.

Worldwide Service – Eaton Corporation has service centers staffed with factory-trained engineers located in metropolitan areas. Additionally, a technical support group is available 24 hours a day to ensure that qualified service is only a phone call away.

Maximum Serviceability – Complete modular construction minimizes downtime and allows easy access to components and subassemblies during start up and checkout which provides long term, on-line monitoring of equipment performance.

We are pleased to offer the following product in accordance with your stated load requirements and specification:

Item 1 (1) Eaton Corporation, 9355 15kVA, 3 Phase, Reverse Transfer UPS Systems

Output Rating: 15 kVA/13.5kW Capacity.
Input Voltage: 208/120 VAC 4 wire wye (Input Neutral Required)
Output Voltage: 208/120 VAC 4 wire wye
DC Link: 192 Volts

Eaton 9355-Model 15/13.5 UPS Designed for Top or Bottom Feed entry
Ergonomic User Panel with Four button graphical LCD with backlight
Single feed standard,
Wall Mounted 65 kAIC 3 Breaker Maintenance Bypass with 32 Circuit Panel Board and
120kA Surge Protection Device
Extended Battery Run Time of 23 min at 15kVA/13.5kW full load
RS232 and dedicated service port
PowerXpert Gateway Communications Card (Requires Customer Network Connection)
Advanced Battery Management System

One set of Operators and Installation Manuals

Price...\$ 20,700

Item 2 Start Up and Service Protection Plan, Standard Eaton Start Up and Testing
includes verification of installation, **7x24 startup testing**, and cut over. Standard 1-Year
Parts warranty.

Price...\$ Included

Item 3 Dock to Dock Freight, FOB Shipping Point.

Pre-paid and ADDED to Invoice

Eaton Corporation Standard Terms and Conditions of sale is an integral part of this proposal. Prices quoted herein are firm for thirty (30) days from the date of this proposal. The system is shipped via best way with freight charges included. **The price does not include any applicable taxes, and does not include rigging or installation.**

To expedite order processing, please reference the proposal number # 112818-01-DL on your purchase order and return a signed copy of the proposal with your purchase order to:

Accepted by _____

Eaton Corporation.
C/o R.C. Merchant and Co., Inc
23735 Research Drive
Farmington Hills, MI 48335

We will be in touch with you in the near future to discuss this proposal in detail. If you have any questions in the meantime, please do not hesitate to contact me by telephone at (248) 476-4600 or by Fax at (248) 476-3162.

Sincerely,

David Lowler

David Lowler



Powering Business Worldwide

Eaton UPS Service Cart: 274428
Cart Date: 11/27/2018
(Effective until 01/11/2019)

Mollie Merchant,
RC Merchant & Co., Inc.
23735 Research Drive
Farmington Hills, MI 48335
248-476-4600
Email: mmerchant@rcmerchant.com

We are pleased to provide the following services proposal for your power quality equipment. Please refer to the Scopes of Work (SOW) for descriptions of service coverage and exclusions. Eaton Corporation terms and conditions (Eaton Corp. Service Agreement T-0 attachment) govern this proposal, and any purchase order submitted to Eaton pursuant thereto. Additional or different terms proposed by Buyer, whether in its purchase order or otherwise, shall not be binding upon Eaton Corporation and are hereby rejected unless expressly agreed to in writing by Eaton Corporation.

Serial Number	New/Renewal	Model Description	Battery Type, Quantity	Coverage Type
TBD		9355-10-15_32Batt	VRLA Sealed, 12	Flexible

Quantity 1, Eaton 9355-10-15_32Batt, VRLA Sealed, 12

Coverage Start Date: 11/27/2018 Coverage End Date: 11/26/2021 Term: 3 Years

Flex: Next Day Rsp, 7x24 Cvg, PredictPulse (FLN7NEXX-0015)

- After Hours (7x24) w/ Parts&Labor
- Next Day or Business Day Response Time
- PredictPulse Remote Monitoring
- 3x per term: UPS Preventive Maintenance, Business Hours (5x8) (0006NXXX-0015)
- 3x per term: Sealed Battery Preventive Maintenance, Any Time (0005N1EBM)
- EOSL Status Active

Supporting Documents: T-0, X-1, R-2, R-5, R-30, R-32, R-10

Grand Total Price: \$7,180

Did you know? Eaton has PredictPulse remote monitoring and a suite of professional assessment and testing services (Load Bank, IR Scan, PQ Meter) that take traditional preventive maintenance to the next level by proactively identifying issues for greater peace of mind. Learn more at Eaton.com/UPSservices



Powering Business Worldwide

- Contract Payment Terms: Net 30 days, Billing Cycle: Payment Upfront
- Important Tax Notice: Tax is not included in the above purchase price. All orders will be subject to all applicable sales tax unless a current tax exemption certificate is on file covering the state shown in the ship-to address or service equipment location.
- To purchase (renew) your service contract, please sign and date below. Return all attachments with purchase order to: Eaton Corporation, 8609 Six Forks Road, Raleigh, NC 27615, Tel 800/843-9433, Fax 800/228-1899.
- Make Payments to: Eaton Corporation, 29085 Network Place, Chicago, IL 60673-1290

Accepted By:	Name	Title	Date	Purchase Order Number
--------------	------	-------	------	-----------------------

Print Name:

Did you know? Eaton has PredictPulse remote monitoring and a suite of professional assessment and testing services (Load Bank, IR Scan, PQ Meter) that take traditional preventive maintenance to the next level by proactively identifying issues for greater peace of mind. Learn more at Eaton.com/UPSservices