

**CHARTER TOWNSHIP OF VAN BUREN BOARD OF TRUSTEES
SEPTEMBER 30, 2019 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 Montgomery	_____

UNFINISHED BUSINESS:

NEW BUSINESS:

1. Discussion on the previously approved purchase of a 2019 Chevy Tahoe to be utilized by the on-duty shift Supervisor of the Fire Department in the amount of \$46,497.40 to be expensed out of the 2019 Capital Outlay (#101-366-970-000).
2. Discussion on Resolution 2019-21 the 2020 Water and Sewer Fee Schedules.
3. Discussion on Resolution 2019-20 the 2020 Departmental Fee Schedules.
4. Discussion on the re-appointment of Peter Creal to the Environmental Commission with a term to expire 10-01-2020.
5. Discussion on the re-appointment of Tony Gibson to the Environmental Commission with a term to expire 10-01-2020.
6. Discussion on the re-appointment of David Brownlee to the Environmental Commission with a term to expire 10-01-2022.
7. Discussion on the re-appointment of Norm DeBuck to the Environmental Commission with a term to expire 10-01-2022.
8. Discussion on the Personal Services Agreement for Alysha Albrecht.
9. Discussion on the Personal Service Agreement for Ryan Nichols.
10. Discussion on an update to section 3.01 Eligibility of Benefits in Policies and Procedures manual.
11. Discussion on the update in the Elected Officials and Salaried employee's manual with language to reflect the Retiree Benefits change effective September 1, 2019 to receiving a Health Care Savings account. Employees hired prior to September 1, 2019 will not be affected.
12. Discussion on the update to the Meal Reimbursement section of the Reimbursement of Travel, Meal and Lodging Expenses Policy.
13. Discussion on Resolution 2019-23 to exempt the Township from 2011 Public Act 152.
14. Discussion on the selection of Master Maintenance for the painting and flooring renovations at the Belleville Area Museum.
15. Discussion on the first reading of Ordinance 10-01-19 to modify the requirements of the Zoning Ordinance with regards to required setbacks for non-conforming single family residential zoned parcels with lake frontage.
16. Discussion on the selection of Veres Environmental Graphics and Signs (VEGAS) for the design and installation of a new sign at the Belleville Area Museum.
17. Discussion on the selection of Natural Community Services for tree and brush removal at French Landing Park.
18. Presentation of the recommended design of the Township Hall Electronic Message Sign, designed by Veres Environmental Graphics and Signs (VEGAS).

PUBLIC COMMENT:

CLOSED SESSION: Pursuant to MCL 15.268 (c) the Board will go into closed session for strategy and negotiations connected with collective bargaining agreements.

ADJOURNMENT:

**NOTICE OF CLOSED SESSION
OF THE
CHARTER TOWNSHIP OF VAN BUREN
BOARD OF TRUSTEES**

TO BE HELD AT

4:00 p.m.

**FOLLOWING THE
BOARD OF TRUSTEES WORK STUDY SESSION**

ON MONDAY, SEPTEMBER 30, 2019

**TOWNSHIP HALL
46425 TYLER ROAD
BELLEVILLE, MI 48111**

FOR THE PURPOSE OF DISCUSSING:

- 1. Pursuant to MCL 15.268(C) the Township Board will go into closed session for strategy and negotiations connected with the collective bargaining agreements..**

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.

Posted 9-27-19

Charter Township of Van Buren

Agenda Item: _____

Work Study: 9/30/19
Board Meeting Date: 10/01/19

REQUEST FOR BOARD ACTION

Consent Agenda	New Business	Unfinished Business	Public Hearing
ITEM (SUBJECT)	Purchase of New Supervisor Vehicle		
DEPARTMENT	Public Safety (Fire)		
PRESENTER	Fire Chief Brow		
PHONE NUMBER	734-260-7411		
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	Fire Department On-Duty Shift Supervisor		

Agenda topic

ACTION REQUESTED:	
Present to the Board of Trustees the previously approved purchase of a 2019 Chevy Tahoe in the amount of \$46,497.40.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
The 2019 Chevy Tahoe will be utilized by the on-duty shift supervisor of the Fire Department. Please find attached vehicle quotes from Berger Chevrolet Inc. (\$37,268.75), Priority One Emergency (\$8,553.65) and Majik Graphics, Inc. (\$675.00) for the total purchase amount of \$46,497.40. Funds will be expensed out of 2019 Capital Outlay (#101-366-970-000).	
BUDGET IMPLICATION	\$46,497.40 (Capital Outlay #101-336-970-000) to be expensed from the 2019 budget.
IMPLEMENTATION NEXT STEP	Purchase of vehicle
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	_____

QUOTE PER ENCLOSED SPECIFICATIONS

Municipal Sale

Cost per vehicle \$ \$37,268.75

Number of units 1

Total Bid Amount \$ \$37,268.75

Vehicle Description:

Year 2019

Make Chevrolet

Model Tahoe
Special Services
Victory Red

Vendor:

Berger Chevrolet Inc.

Address 2525 28th Street S.E.

Grand Rapids, MI 49512

Phone (616) 949-5200

Fax (616) 988-9178

Options

Delivery \$150

Rust Proof Under Body \$359

Rust Proof Inner Panel \$399

Electronic Rust Proof \$349

Other options please call

Municipal Sale Tax Exempt, State Title transfer included

Signature Dale R Kramer

Printed Signature DALE R. KRAMER

Date 12/4/2018





PRIORITY ONE
EMERGENCY

E info@priority1emergency.com

P (734) 398-5900

F (734) 398-5904

ADDRESS

5755 Belleville Rd
Canton, MI 48188



www.PRIORITY1EMERGENCY.COM

Quote

80372

6/26/2019 9:57AM

Expires: 7/31/2019

Station: 6

Account: 470 Code: 470

By: KB

W: 734 699-8930 F: 734 699-6575

Page 1

Terms: 30

Eric Laskowski

Bill To:

Van Buren Township Fire Department
46425 Tyler Rd.
Van Buren Twp, MI 48111

Ship To:

Van Buren Township Fire Department
46425 Tyler Rd.
Van Buren Twp, MI 48111

SKU	Description	Quantity	Price	Total
SA315P	Whelen Siren Speaker	1.0	204.99	204.99
SAK63P	SA-315 MT KIT 2017 TAHOE PASS	1.0	0.00	0.00
IONBKT7	Whelen Ion Mnt Kit	1.0	24.99	24.99
WIONR	Whelen Wide ION Red	2.0	99.99	199.98
WIONC	Whelen Wide ION White	2.0	99.99	199.98
MBCT15RR	Whelen 2015 Tahoe Mirror BeamsRR	1.0	276.99	276.99
SSFPOS16	Whelen Impala/Tahoe Flasher	1.0	79.99	79.99
WIONR	Whelen Wide ION Red	2.0	99.99	199.98
IONBKT1	Whelen ION License Plate Bracket	1.0	25.99	25.99
TLIR	Whelen TION Red For on hatch, visible when opened	2.0	94.99	189.98
OELS45	Whelen Outter Edge Tahoe/Sub R/R/R R/R/R	1.0	748.99	748.99
IX45UFX	Whelen Inner Edge All Red No Takedowns	1.0	739.99	739.99
TCRHS5	Whelen Tracer Solo 5 Lamp R/R/R/R/R	2.0	656.99	1313.98
TCRHD5	Whelen 5 Lamp Duo Tracer R/W, R/W, R/W, R/W, R/W	2.0	814.99	1629.98
TCRB45	Whelen Tracer Tahoe Install Kit	2.0	40.99	81.98
TLIR	Whelen TION Red 2 Per Side on Running Boards	4.0	94.99	379.96
CANWCT2	Whelen CANTROL Light & Siren Controller	1.0	1396.99	1396.99
CANCTL6	Whelen Control Rotary Controller	1.0	0.00	0.00

SKU	Description	Quantity	Price	Total
C-VS-2000-TAH-2	Havis Tahoe Console	1.0	509.99	509.99
C-ARM-102	Havis Shields Arm Rest	2.0	60.99	121.98
C-EB25-XTL-1P	Havis Equipment Bracket	1.0	0.00	0.00
C-EB40-CCS-1P	Havis Equipment Bracket	1.0	0.00	0.00
C-FP-2	Havis 2" Filler Plate	2.0	0.00	0.00
C-FP-25	Havis 2 1/2" Filler Plate	1.0	0.00	0.00
C-CUP2-I-A06	Havis Internal Cup Holder	1.0	36.99	36.99
C-LP2-PS1-USB	Havis Filler Plate USB 12 Volt	1.0	99.99	99.99
C-MCB	Havis Shields Mic Clip Bracket	2.0	12.99	25.98
MM1	Magnetic Mic Clip	2.0	31.99	63.98

SubTotal:	8,553.65
Exempt:	0.00
TOTAL:	8,553.65

Attention ALL Net 30 accounts: Prices quoted are contingent on your agreement to pay invoices within 30 days Please note due to many unforeseen circumstances in the production of emergency vehicles, we regret we can only estimate, not promise, a completion time. Your understanding is greatly appreciated.

McCormick, Ryan

From: Marci at Majik Graphics <majikmarci@yahoo.com>
Sent: Monday, June 24, 2019 3:05 PM
To: McCormick, Ryan
Subject: Re: New Fire Department Tahoe Graphics
Attachments: VANBURENTAHOE2019B.JPG; VANBURENTAHOE2019C.JPG;
VANBURENTAHOE2019D.JPG

Hi Ryan - see the attached options - wasn't sure what you meant exactly when you said Charcoal lettering. We have done black reflective before - we can print a charcoal grey color also - in reflective - I gave you a few options - the price, whichever way you choose to do it will be \$675.00 - installed here at the shop. If we come to you, the price will be \$820.00. Let me know if you have any other questions. Thanks!

Marci Hurst

Majik Graphics, Inc.
19751 15 Mile Rd.
Clinton Township, MI 48035
586.792.8055
fax: 586.792.8056
majikmarci@yahoo.com

find us on [facebook](#)



On Monday, June 24, 2019, 10:05:07 AM EDT, McCormick, Ryan <RMcCormick@vanburen-mi.org> wrote:

Hi Marci!

We are finally in the process of moving forward with our Tahoe project.

I would like to stick with the graphic package you designed, using the charcoal lettering.

37,268.75 - VEHICLE
~~.....~~.00 - CAMERA - PD Specs
675.00 - GRAPHICS
8553.65 - WARNING LIGHTS / EQUIPMENT / INTER EQUIP.

51,297.40

\$46,497.40

Charter Township of Van Buren

Agenda Item: _____

REQUEST FOR BOARD ACTION

WORK STUDY
SEPTEMBER 30, 2019
BOARD MEETING
OCTOBER 1, 2019

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

ITEM (SUBJECT)	Resolution 2019-21: 2020 Water & Sewer Fee Schedule
DEPARTMENT	Public Services – Water & Sewer
PRESENTER	Director Jim Taylor
PHONE NUMBER	734-699-8913
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	
To consider approval of Resolution 2019-21 2020 Water & Sewer Fee Schedule with a rate increase of 5.0% for the 2020 fiscal year.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
Based upon estimated projections for the 2020 Proposed Budget, an overall 5.0% rate increase to water & sewer customers is recommended. Aside from the proposed rate increase, no increases to fixed fees is proposed.	
BUDGET IMPLICATION	
IMPLEMENTATION NEXT STEP	
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	Water & Sewer Commission recommends approval
ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	None
APPROVAL OF SUPERVISOR	<i>Daniel Selman</i>

**Van Buren Township
Water & Sewer Department
Schedule of Rates - Effective January 1, 2020
Resolution 2019 – 21**

WATER CONSUMPTION CHARGES: \$4.26 per 1,000 gallons

Water Surcharge – Customers Outside Twp. \$1.46 per 1,000 gallons

**WATER SERVICE CHARGES:
(Formerly meter charge)**

Not charged if water is turned off at the curb by Water Department.

Residential – \$10.08 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	\$6.46
3/4"	meter	\$7.54
1"	meter	\$10.08
1 1/2"	meter	\$50.16
2"	meter	\$80.21
3"	meter	\$175.44
4"	meter	\$300.73
6"	meter	\$1,252.97
8"	meter	\$2,205.15
10" & up	meter	\$3,508.22

SEWAGE DISPOSAL CHARGES: \$ 4.17 per 1,000 gallons

Sewer Surcharge – Customers outside Township \$3.53 per 1,000 gallons

Flat Rate Sewage Disposal Charge \$102.07 per quarter
Existing customers only; require water meter installation for new sewer only customers

Flat Rate Sewage Disposal Charge – Customers outside Twp. - \$109.46 per quarter

Non-Residential User Fee \$0.40 per 1,000 gallons

**Van Buren Township
Water & Sewer Department
Schedule of Rates - Effective January 1, 2020
Resolution 2019 – 21**

SEWER SERVICE CHARGE:

(Formerly sewer maintenance fee)

Not charged if water is turned off at the curb by Water Department.

Residential – \$16.17 quarterly per residential unit – (includes single family, multifamily, mobile homes, and attached condos whether occupied or not).

Commercial, Industrial & Institutional

		<u>Quarterly</u>
5/8"	meter	\$10.36
3/4"	meter	\$12.13
1"	meter	\$16.17
1 1/2"	meter	\$80.76
2"	meter	\$129.76
3"	meter	\$282.46
4"	meter	\$484.22
6"	meter	\$2,017.53
8"	meter	\$3,550.77
10" & up	meter	\$5,648.92

MISCELLANEOUS SERVICE CHARGES:

Final Bill	\$ 25.00
No Show for Appointment	\$ 25.00
Turn on or turn off water service-After working hrs.	\$ 85.00
Service Reconnect	\$85.00 (plus all past due balance)
Inspection of water service line for re-use (If at least 1" diameter)	\$ 50.00
Returned check charge per Treasurer's Schedule	\$ 30.00
Sewer dye test	\$100.00
Pull meter / re-install meter	\$35.00

**Van Buren Township
Water & Sewer Department
Schedule of Rates - Effective January 1, 2020
Resolution 2019 – 21**

Unauthorized water use	\$100 per unit/per occurrence \$500 non-residential/per occurrence
Curb Stop Lock Box Rental (if necessary) (customer is responsible for repairs/replacement if damaged while in use on property)	\$50.00 per occurrence
Project Administration Fee	1% of total project costs
Damaged/Frozen Meters/Repairs	Per current meter charges
Manual Reading Charge (Repeated cable cut or disconnection/ non-compliance)	\$25.00 per quarter

MINIMUM BILL:

The minimum bill shall consist of the fixed water service charge, the fixed sewer service charge and consumption charges for water and sewage disposal (or flat rate sewage disposal) and non-residential user fee for all units whether occupied or unoccupied.

DELINQUENT ACCOUNTS:

Customers who fail to pay their water bill by the due date shall be charged a ten percent (10%) late penalty based on the current charges only. Failure to receive the water bill will not be reason for waiving any penalties.

Accounts delinquent for at least sixty days (60) are subject to turn off for non-payment according to Township Ordinance. Service will not be restored until all past due balances plus applicable fee are paid or until appropriate payment arrangements have been made.

Accounts delinquent for at least sixty (60) days as of June 30 of each year will be transferred to the tax roll and shall be charged a fee equal to fifteen percent (15%) of the amount being transferred. Such fee will be added to the delinquent balance, and then transferred to the tax roll.

**Van Buren Township
Water & Sewer Department
Schedule of Rates - Effective January 1, 2020
Resolution 2019 – 21**

WATER SERVICE TAP PERMIT:

Domestic Water Capital Charge: \$1,156.00 per unit

The minimum capital charge for a single family residence, or 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 \$1,156.00 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 \$1,156.00 multiplied by the corresponding number of units for said use listed below under "Equivalent Unit Factors".

Fire Suppression or Irrigation Line:

<u>Diameter</u>	<u>Fireline Fee</u>
5/8 x 3/4"	N/A
1"	\$1,156.00
1 1/2"	\$1,836.00
2"	\$2,550.00
3"	\$3,978.00
4"	\$5,508.00
6"	\$8,670.00
8"	\$12,036.00
12"	\$18,768.00
16"	\$25,908.00

Water Meter Cost:

Water meters are actual cost of meter, radio reading device, tail pieces (or flanged spool piece with test port), right angle valve, and washers, **plus 20%**. Costs are updated routinely with suppliers.

All water service 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 water tap permit. A separate tap fee per inch diameter is to be charged for a fire suppression line. The cost of the water meter, the domestic water service tap inspection permit, and the fire line permit must be paid at the time the tap permit is paid. A plumbing permit is required for installation of the domestic water service line.

If a new fire hydrant is to be installed or relocated on an existing water main, the permit fee shall be \$300.00 per hydrant plus \$309.00 inspection fee.

**Van Buren Township
Water & Sewer Department
Schedule of Rates - Effective January 1, 2020
Resolution 2019 – 21**

Domestic Water Service Line Open Trench Inspection Permit	Plumbing Permit
Domestic Water Service Tap Inspection Permit (Waived if inspection is performed by Township Consulting Engineers with inspection costs charged against advance engineering fees on deposit)	\$150.00
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 (Waived if inspection is performed by the Township Consulting Engineer with inspection costs charged against advance engineering fees on deposit)	\$150.00
Sewer cap inspection	\$50.00

**Van Buren Township
Water & Sewer Department
Schedule of Rates - Effective January 1, 2020
Resolution 2019 – 21**

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
Water & Sewer Department
Schedule of Rates - Effective January 1, 2020
Resolution 2019 – 21**

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 Public Services 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 Public Services 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
Water & Sewer Department
Schedule of Rates - Effective January 1, 2020
Resolution 2019 – 21**

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 Department 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: SEPTEMBER 30, 2019

BOARD MEETING: OCTOBER 1, 2019

Consent Agenda _____ **New Business_X_** Unfinished Business _____ Public Hearing _____

New Business Unfinished Business Public Hearing **Consent Agenda**

ITEM (SUBJECT)	2020 Departmental Fee Schedules
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 2019-20, the 2020 Departmental Fee Schedules with the effective date of January 1, 2020.

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. Each respective departments 2020 projected revenue is based on these fees. Attached are the 2020 proposed departmental fee schedules (with the exception of water and sewer which will be presented separately).

IMPLEMENTATION Upon approval by Board the 2020 Fee Schedule will be updated on the
NEXT STEP Van Buren Township Website. All fees will be effective January 1, 2020.

Approval of Supervisor _____



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

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



2020 Fee Schedule

Effective date of January 1, 2020

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 series

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-functioningsmoke 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 – 2 Years or Older	\$ 25.00
CD Pictures	\$ 20.00 per CD
Training Classes, Props, and Services	Contact Us for Pricing

CHARTER TOWNSHIP OF VAN BUREN

ASSESSING OFFICE

Supersedes all prior Fee Schedule(s) upon approval with an effective date of January 1, 2020.

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, 2020

**Charter Township of Van Buren
2020 Building Department Fee Schedule**

Supersedes all prior Fee Schedule(s) upon approval with an effective date of January 1, 2020

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
2020 Electrical Fee Schedule**

Supersedes all prior Fee Schedule(s) upon approval with an effective date of January 1, 2020

Permit Type		Fee
Base Permit Fee		\$40.00
Archive Fee		\$25.00
Service:	Temp	\$175.00
	100 amp or less	\$40.00
	101 - 400 amp	\$175.00
	401 - 600 amp	\$200.00
	> 600 amp	\$200.00
Sub-Panel		\$75.00
Circuits:	1-5 Circuits	\$75.00
	Each RESIDENTIAL Additional Circuit over	\$5.00
	Each COMM/INDUS Additional Circuit over	\$10.00
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.	\$35.00
	21 to 50 KVA/HP	\$40.00
	51 KVA/HP and over	\$45.00
Fire Alarms:	Up to 10 Stations & horns	\$150.00
	11-20 stations & horns	\$100.00
	Over 20 devices (each)	\$10.00 per device
Swimming Pools		\$75.00
Outdoor Pole Light/Light Pole Base		\$35.00
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	\$25.00
	Each additional 100 feet	\$15.00
Fire Alarm Review		\$200.00
Fire Department Inspection		\$50.00 per hour
Fire Dept. Circuis, Fairs, Carnival Inspect.		\$200.00
Heating Units each (i.e. baseboard)		\$5.00 per unit
Extra Inspection		\$75.00
Re-inspection		\$75.00
Outdoor Meter Cabinets		\$75.00
Outside/replacement inspector	2-hr Minimum	\$75.00 per hour
Penalty for work w/out permit		2 X permit fee
Plan Review:	In house	\$40.00 per hour
	Outside Plan Review Service	120% of Cost
Postage	Minimum	\$1.00 or actual cost
Rebar Bond		\$25.00
Registration:	New	\$30.00
	Renewal	\$20.00
	Administration	\$25.00
Special Inspection	2-hr Minimum	\$55.00 per hour
Transfer Switch		\$75.00
Permit Renewal		50% of original permit fee (Max. \$250)

**Charter Township of Van Buren
2020 Planning Fee Schedule**

Supersedes all prior Fee Schedule(s) upon approval with an effective date of January 1, 2020

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
2020 Plumbing Fee Schedule**

Supersedes all prior Fee Schedule(s) upon approval with an effective date of January 1, 2020

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

**Charter Township of Van Buren
2020 Mechanical Fee Schedule**

Supersedes all prior Fee Schedule(s) upon approval with an effective date of January 1, 2020

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
2020 Mechanical Fee Schedule**

Supersedes all prior Fee Schedule(s) upon approval with an effective date of January 1, 2020

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

CEMETERY RATES

**Supersedes all prior Fee Schedule(s) upon approval with an effective date of
January 1, 2020**

<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

SEPTEMBER DAYS SENIOR CENTER FEE SCHEDULE

Effective January 1, 2020

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

Belleville Area Museum
Fee Schedule - 2020

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

NOTARY FEE SCHEDULE

Supersedes all prior Fee Schedule(s) upon approval with an effective date of January 1, 2020.

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, 2020.

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.

POLICE DEPARTMENT FEES

EFFECTIVE JANUARY 1, 2020

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.

TREASURER'S OFFICE FEE SCHEDULE

(Effective Date: January 1, 2020)

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, 2020*
 - \$10.00 if issued after May 31, 2020*
 - \$5.00 after May 31, 2020 for new residents or for a puppy / new pet
 - \$.50 for replacement license

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

2020 Van Buren Parks Fee Schedule

Pavilions # 1,2,3 at Van Buren Park, Quirk Park (Large) and Riggs Park Pavilion

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

Quirk Park (Small) Pavilion

	All Day
Resident	\$50.00
Non-Profit Groups	\$50.00
Non-Resident	\$65.00
Commercial/Corporate Groups	\$65.00

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

*Have not instituted but want to have in place if needed

2020 RECREATION FEE SCHEDULE (Effective January 1, 2020)

Class Title	Van Buren Resident Fee		Non Resident Fee		
Baby Sitter CPR/Certification	\$	50.00	\$	65.00	
Basketball Spring Break week camp	\$	175.00	\$	175.00	
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	
Little League Beck Ballfields	\$	500 yearly			
Michigan Nationals Travel Baseball League (per year)	\$	800 yearly			
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 Association	\$	500 yearly			
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	

2020 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>

Charter Township of Van Buren

Agenda Item: 1

WORK STUDY

SEPTEMBER 30, 2019

REQUEST FOR BOARD ACTION

BOARD MEETING

OCTOBER 1, 2019

Consent Agenda X

New Business

Unfinished Business

Public Hearing

ITEM (SUBJECT)	Appointment of Peter Creal to the Environmental Commission
DEPARTMENT	Supervisor's Department
PRESENTER	Supervisor McNamara
PHONE NUMBER	734-699-8900
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	
To consider the re-appointment of Peter Creal to the Environmental Commission with a term to expire 10-01-2020.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
Please see attached resume and application to the Environmental Commission.	
BUDGET IMPLICATION	
IMPLEMENTATION NEXT STEP	
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	
ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	None
APPROVAL OF SUPERVISOR	

**CHARTER TOWNSHIP OF VAN BUREN
BACKGROUND AND PERSONAL DATA OUTLINE ON CANDIDATE FOR
APPOINTMENT TO COMMITTEES, COMMISSIONS AND BOARDS**

Committee, Commission or Board in which interested: Environmental Commission

Name: Peter Creal

Address: 47251 W. Shore Dr. Belleville, MI 48111

Daytime Telephone: [REDACTED] Evening Telephone: Same

Cellular Telephone: Same

Number of years you have been a Van Buren Township resident: 13 years

High School: Ann Arbor Pioneer

College: Eastern Michigan University Degree/Courses: BA Communication/Business

Presently employed by: SAP America

Job title: Sr. Director - Center of Excellence

Duties performed: Presenter support / Pipeline Development / Customer meetings

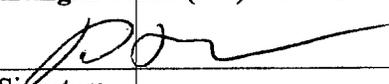
Current membership in organizations and offices held: 3rd Degree Knights of Columbus

Member BYC

Past membership in organizations and offices held: _____

Additional information and comments: _____

**RETURN COMPLETED FORM TO THE TOWNSHIP SUPERVISOR'S OFFICE,
46425 Tyler Road, Belleville, Michigan 48111 (734) 699-8910**

 9/5/17
Signature Date

Peter J. Creal
47251 N. Shore Dr
Belleville, MI 48111
[REDACTED]
peter.creal@sap.com

SUMMARY

An experienced and innovative leader in SAP Governance Risk and Compliance (GRC) and SAP Security. Proven success in sales support for both consulting services and license sales with history of growth in NA GRC business year over year. Practice Leader who leads by example and brings together the best individuals to succeed. Lead NA Competency Center team to successfully support GRC practice growth within services. Recognized as the SME for GRC across several SAP groups.

WORK HISTORY

2007-Present

Sr. Director, North America Finance Center of Excellence

A world leader in enterprise applications in terms of software and software-related services.

- Support the North America sales group of the office of the CFO.
- Program support for customer events, demand generation and pipeline growth
- Product Expert in the areas of GRC for all SAP license sales reps
- Engage with customers to run workshops, informational events and roadmap discussions

2010-2014 - GRC / Security Services Practice Manager, SAP America – Newtown Square, PA

A world leader in enterprise applications in terms of software and software-related services.

- In charge of GRC Competence Center for services in North America.
- Leading a team of SAP experts in the GRC practice area, including Access Control, Process Control, Risk Management, Global Trade Services and Security.
- Pre-sales support for SAP sales on all GRC services opportunities.
- Develop and support all GRC consultants in North America in knowledge management.
- Lead the development of best practices for Access Control and Security.
- Management responsibilities for 8 team members.
- SAP Certified in GRC Access Control 10.0 and Solution Management.
- Principal level consultant in the areas of Security and Access Control.

2007-2010 – Consultant, SAP GRC Access Control and Security

- Security / GRC Access Control consulting lead for two full ECC implementations.
- Implemented security best practices based on both user based authorizations, and position based authorizations.
- Knowledge transfer program architect / course owner for Access Control 5.3 training material for SAP Education GRC 300 course.

Please see attached Appendix for more detail.

2005-2007

Director of Operations, Governor Business Solutions – Dearborn, MI

A printer / copier dealer selling total document solutions as well as computer peripherals.

- In charge of operations for \$35 million company. Accounting, Customer Service, Purchasing, Shipping and Receiving, and Service departments.
- Developed costing, and analyzing tools for the Total Print Management program. Overseeing all aspects in relation to program.
- Quality leader for Q1 quality program.
- Responsible for accurate reporting of financials to company President/Owner.

1999-2005

MSX International – Dearborn, MI

A business outsourcing services company with annual revenue of \$800 million.

2002-Present Operations Manager – Document Services

- Promoted to oversee all aspects of the Document Services business.
- Responsible for \$12.5 million of annual revenue.
- Negotiated contract for Image Utility Program with Hewlett Packard.
- Implemented program partnership with HP for Ford Motor Company.
- Direct reporting responsibility for 9 managers and 90 employees.
- Duties included financial reporting, human resources, and day-to-day operational issues.

2002-2002 Ford Group Manager

- Promoted to oversee all aspects of the Ford Motor Company relationship.
- Partnered with all Ford Motor Company relationship managers, helping to increase overall client revenue.

2000-2002 Project Manager

- Managed training and development printing operation for Ford Motor Company.
- In charge of operations and customer issues.
- Maintained detailed financial records, implemented cost savings initiatives, and managed 25% annual revenue growth.

1999-2000 Zone Manager

1998-1999

Account Manager, Con-Way Central Express - Ann Arbor, MI

- Inside sales for a national leader in the LTL trucking industry.
- Expanded account base of 500 clients to over 650 accounts.

1994-1998

General Manager, Bill Knapps - Ann Arbor, MI

- Responsible for the day-to-day operations of a \$1.1 million restaurant.
- Duties included all aspects of operation, included payroll, staffing, financial reporting, and supply and food cost.

EDUCATION

1993

B.S. in Organizational Communication, Eastern Michigan University

REFERENCES

Furnished upon request.

Charter Township of Van Buren

Agenda Item: 2

WORK STUDY
SEPTEMBER 30, 2019

REQUEST FOR BOARD ACTION

BOARD MEETING
OCTOBER 1, 2019

Consent Agenda X New Business Unfinished Business Public Hearing

ITEM (SUBJECT)	Re-Appointment of Tony Gibson to the Environmental Commission
DEPARTMENT	Supervisor's Department
PRESENTER	Supervisor McNamara
PHONE NUMBER	734-699-8900
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	
To consider the re-appointment of Tony Gibson to the Environmental Commission with a term to expire 10-01-2022.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
BUDGET IMPLICATION	
IMPLEMENTATION NEXT STEP	
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	
ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	None
APPROVAL OF SUPERVISOR	

Charter Township of Van Buren

Agenda Item: 3

WORK STUDY
SEPTEMBER 30, 2019

REQUEST FOR BOARD ACTION

BOARD MEETING
OCTOBER 1, 2019

Consent Agenda X New Business Unfinished Business Public Hearing

ITEM (SUBJECT)	Re-Appointment of David Brownlee to the Environmental Commission
DEPARTMENT	Supervisor's Department
PRESENTER	Supervisor McNamara
PHONE NUMBER	734-699-8900
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	
To consider the re-appointment of David Brownlee to the Environmental Commission with a term to expire 10-01-2022.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
BUDGET IMPLICATION	
IMPLEMENTATION NEXT STEP	
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	
ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	None
APPROVAL OF SUPERVISOR	

Charter Township of Van Buren

Agenda Item: 4

WORK STUDY
SEPTEMBER 30, 2019

REQUEST FOR BOARD ACTION

BOARD MEETING
OCTOBER 1, 2019

Consent Agenda New Business Unfinished Business Public Hearing

ITEM (SUBJECT)	Re-Appointment of Norm DeBuck to the Environmental Commission
DEPARTMENT	Supervisor's Department
PRESENTER	Supervisor McNamara
PHONE NUMBER	734-699-8900
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	
To consider the re-appointment of Norm DeBuck to the Environmental Commission with a term to expire 10-01-2022.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
BUDGET IMPLICATION	
IMPLEMENTATION NEXT STEP	
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	
ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	None
APPROVAL OF SUPERVISOR	

Charter Township of Van Buren

Agenda Item: 5

Work Study: September 30, 2019
Board Meeting Date: October 1, 2019

REQUEST FOR BOARD ACTION

	Consent Agenda	New Business X	Unfinished Business	Public Hearing
ITEM (SUBJECT)	Personal Service Agreement for Alysha Albrecht			
DEPARTMENT	Human Resources			
PRESENTER	Nicole Sumpter, Human Resource Director, <i>DAN Selman</i>			
PHONE NUMBER	734.699.8900 ext. 9293			
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)				

Agenda topic

ACTION REQUESTED:	
To discuss the approval of Alysha Albrecht personal service agreement.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
<p>Alysha Albrecht has worked in Public Education and Government (PEG) since 2006. She started as a high school intern for Rougeview/Rockford Community TV. Afterwards she began to coordinate programming, designed websites and handled social media for Mid-Michigan Area Cable Consortium Network in Mount Pleasant. In 2011 she moved on to the City of Ann Arbor's Community Television Network (CTN) where she had the freedom to train interns, teach proper use of equipment and direct media program for the students.</p> <p>She has a Bachelor's of Applied Arts with a major in Integrative Public Relations and minor in Media, Technology, Production and Design. Her experience and education has allowed her to produce shows and create partnerships with several Ann Arbor schools and TEDX Youth@Ann Arbor to mention a few. In addition to her long list of accomplishments over the last 13 years, Alysha and the CTN team have been the winners of the prestigious Philo Festival of Media Arts from 2012-2017.</p>	

BUDGET IMPLICATION	
IMPLEMENTATION NEXT STEP	Approve PSA
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	N/A
ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	Resume is attached
APPROVAL OF SUPERVISOR	<i>[Signature]</i>

Charter Township of Van Buren

Agenda Item: 6

Work Study: September 30, 2019
Board Meeting Date: October 1, 2019

REQUEST FOR BOARD ACTION

	Consent Agenda	New Business X	Unfinished Business	Public Hearing
ITEM (SUBJECT)	Personal Service Agreement for Ryan Nichols			
DEPARTMENT	Human Resources			
PRESENTER	Nicole Sumpter, Human Resource Director, <i>DAN SELMAN</i>			
PHONE NUMBER	734.699.8900 ext. 9293			
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)				

Agenda topic

ACTION REQUESTED:	
To discuss the approval of Ryan Nichols personal service agreement.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
<p>Ryan Nichols is a professional video producer and editor with some very unique skills in graphic design. He is experienced in producing documentaries, live production and live streaming. Ryan started in his field right after he graduated from college working as the production assistant for WMTV channel 3.</p> <p>He has a Bachelors in Film, Video and Media which has allowed him to work in social media management, do travel videography for Princess Cruise lines and television production for the War Memorial.</p>	

BUDGET IMPLICATION	
IMPLEMENTATION NEXT STEP	Approve PSA
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	N/A
ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	Resume is attached
APPROVAL OF SUPERVISOR	<i>[Signature]</i>

Charter Township of Van Buren

Agenda Item: 7

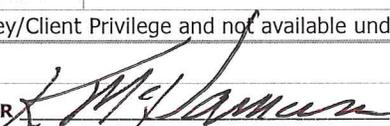
Work Study: September 30, 2019
Board Meeting Date: October 1, 2019

REQUEST FOR BOARD ACTION

	Consent Agenda <input checked="" type="checkbox"/>	New Business	Unfinished Business	Public Hearing
ITEM (SUBJECT)	Temporary Full Time Employees and In Lieu of			
DEPARTMENT	Human Resources			
PRESENTER	Nicole Sumpter, Human Resource Director			
PHONE NUMBER	734.699.8900 ext. 9293			
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)				

Agenda topic

ACTION REQUESTED:	
To discuss the update section 3.01 Eligibility of Benefits in Policies and Procedures manual	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
<p>Section 1.19 reflects full-time and part-time employees but needs to reflect Temporary full-time employees.</p> <p>Section 3.01 should also reflect the In Lieu of stipend eligibility.</p>	

BUDGET IMPLICATION	
IMPLEMENTATION NEXT STEP	Update manual
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	N/A
ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	

1.19 Full-Time Employees

An employee who has completed their first 90 days of employment and who regularly works at least 30 hours per week is considered a full-time employee. If you were a full-time employee and have been on an approved leave of absence, upon return you will be considered a full-time employee provided you return to work on a full-time basis and as agreed in the provisions of your leave.

An employee who has a limited time period, not permanent, to regularly work at least 30 hours per week is considered a Temporary Full-Time employee.

1.20 Part-Time Employees

An employee who generally is scheduled to work 29 hours per week or less is considered a part-time employee. If you are a part-time employee, please understand that you are eligible for benefits described in this Manual under other leaves, to the extent required by provision of state and federal laws or as otherwise provided herein.

1.21 Driver's License and Driving Record

At the time you are considered for employment with the Township your driving record will be reviewed as part of the background check. An employee who operates a Township vehicle must have a valid driver's license for the type of vehicle to be operated and keep the license(s) with them at all times while driving. All CDL drivers must comply with all applicable D.O.T. regulations.

Your personal driving record is a reflection of your overall driving habits. Motor Vehicle Records will be ordered periodically to assess driving. An unfavorable record will result in the loss of company vehicle driving privileges or employment depending on the type of violation.

Compensation

The goal of Van Buren Charter Township's compensation program is to attract potential employees, meet the needs of all current employees and encourage well-performing employees to stay with our organization. With this in mind, our compensation program is built to balance both employee and Van Buren Charter Township needs.

2.01 Wage and Salary Policies

2.06 Overtime Pay

Overtime pay for union employees is determined by the applicable collective bargaining agreement. In addition, if you are a non-exempt employee, you may be eligible to receive overtime pay of one and one-half (1 ½) times your regular hourly wage for approved hours actually worked over 40 hours in one (1) work week. If during that week you were away from the job because of a job-related injury, paid holiday, jury duty, vacation day, or paid sick time, those hours not worked counted as hours worked for the purpose of computing eligibility for overtime pay.

See Personal Service Agreement or Collective Bargaining Agreement

All overtime must be approved in advance by your director. Overtime hours not approved will result in disciplinary action.

Benefits

Van Buren Charter Township is committed to sponsoring a comprehensive benefits program for all eligible employees. In addition to receiving an equitable salary and having an equal opportunity for professional development and advancement, you may be eligible to enjoy other benefits. We are certain you will agree the benefits program described in this manual represents a very large investment by Van Buren Charter Township.

A good benefits program is a solid investment in Van Buren Charter Township's employees. The Township will periodically review the benefits program and will make modifications as appropriate to the Township's condition. Open Enrollment starts March 1st and ends March 31st of every year to modify, add, or delete benefits. Mid-year changes can only be completed if you have a qualifying life event. Van Buren Charter Township reserves the right to modify, add or delete the benefits it offers.

3.01 Eligibility for Benefits

If you are a full-time employee, you will enjoy all of the benefits described in this manual as soon as you meet the eligibility requirements for each particular benefit. Coverages are available to you and your dependents as defined in the benefit summary plan descriptions.

Part-time and temporary employees are not eligible for benefits, unless otherwise required by law or is otherwise provided herein. [A temporary full-time employee may opt out of healthcare coverage provided he/she has comparable coverage through his/her spouse or another source. In the event said employee elects to opt out of healthcare coverage, he/she shall receive in lieu of said coverage the sum of \\$500.00 a month. Evidence of comparable coverage must be presented to the Township Supervisor or designated representative in order to become eligible for said payment. For information regarding returning to a Township insurance plan outside of open enrollment please contact the Township Supervisor or designated representative for qualifying event criteria.](#)

Charter Township of Van Buren

Agenda Item: 8

Work Study: September 30, 2019
Board Meeting Date: October 1, 2019

REQUEST FOR BOARD ACTION

	Consent Agenda <input checked="" type="checkbox"/>	New Business	Unfinished Business	Public Hearing
ITEM (SUBJECT)	Elected Officials Manual and Salaried Employees Manual			
DEPARTMENT	Human Resources			
PRESENTER	Nicole Sumpter, Human Resource Director			
PHONE NUMBER	734.699.8900 ext. 9293			
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)				

Agenda topic

ACTION REQUESTED:	
<p>To update the manual for Elected Officials and Salaried employees the with language to reflect the Retiree Benefits changed effective September 1, 2019 to receiving a Health Care Savings account. However anyone in these groups hired prior to September 1, 2019 will not be effected by these changes.</p>	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
<p>The Township adopted Resolution 2019-16 Post Employment Medical Expense Reimbursement Plan. The updates are strictly to reflect the language for all newly elected Township Supervisor’s, Clerk’s and Treasurer’s and newly hired Salaried Employees coming in on/after September 1, 2019.</p>	

BUDGET IMPLICATION	
IMPLEMENTATION NEXT STEP	Update manuals
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	N/A
ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	

SALARIED EMPLOYEES BENEFITS MANUAL



Retiree Benefits Hired Prior to September 1, 2019

Full-time salaried employees hired prior to September 1, 2019 shall be eligible for continued medical insurance benefits providing the individual has accumulated time based on a point system which is a combination of age and years of service. This point system requires a minimum accumulation of seventy 70 points, and is based upon age (one point for each year of age) and years of service (one point for each year of service) with a minimum of ten (10) years' service required to qualify for retirement. Please contact the Township Supervisor or designated representative to verify Township records with respect to qualifications for retirement.

If the employee is retiring he/she has the option to select BCN or Community Blue PPO coverage for him/herself and spouse.

Life insurance in the amount of \$10,000 shall also be provided to the employee. Both of these are Township paid benefits.

An employee may begin withdrawing funds from his/her pension and deferred compensation plan(s) (if applicable), based upon several types of retirement options available to him/her as provided for by the insurance carrier(s). Any employee who is contemplating retirement is advised to contact the Township Supervisor or designated representative in advance of an anticipated retirement date so that pension/deferred compensation withdrawal information may be obtained.

In the event of the retiree's death, the spouse and dependents are afforded COBRA continuation coverage for a period of 18 months. The COBRA coverage is a continuation of plan coverage when it would otherwise end because of a life event. The spouse of the employee becomes a qualified beneficiary when coverage is lost under the retiree's health insurance plan. Any dependent children will also become qualified beneficiaries if they lose coverage under the retiree's plan due the death of the parent-employee. This is also called a "qualifying event."

Retiree Benefits Hired on/after September 1, 2019

Full-Time Salaried employees will receive a Township contribution of \$2500 annually into a tax-free Health Care Savings plan (HCSP) for medical expenses after retirement for each year of service. The HCSP is a tax-exempt Section 115 Governmental Trust which ensures the assets are used for reimbursement of future medical expenses only after separation from the Township. The amount will increase by the same percentage as the health care component of the US Consumer Price Index (CPI) beginning January 1, 2021 and each January 1 thereafter.

Only participants who complete a Year of Service during the Plan year shall be eligible to receive an annual employer contribution. Notwithstanding the foregoing, a participant who has completed a year of service but whose employment terminates prior to the last day of the plan year will receive an allocation of annual employer contributions if termination is a result of disability, death or retirement.

Distribution of Manual

Each salaried employee shall receive a copy of this manual and shall sign a receipt acknowledging that he or she has received a copy of this manual. The failure by a salaried employee to sign the receipt hereinabove set forth shall constitute a bar to the receipt of any benefits contained in this manual until such time as the salaried employee signs said receipt.

ELECTED OFFICIALS



Short- and Long- Term Disability Benefits

The Supervisor, Clerk and Treasurer may qualify for short-term disability benefits due to illness or injury involving time away from work in excess of five (5) working days or eight (8) calendar days. A doctor's report will be required and it is the full-time elected official's responsibility to complete and submit the requisite claim forms for benefits. Long-term disability benefits may be available for those illnesses and injuries involving time away from work in excess of thirteen (13) weeks. Said disability coverage is available through UNUM and becomes effective day one of employee's hire date. Employees on short-term disability insurance shall receive the difference between 70% of weekly earnings to a maximum benefit of \$800 per week and regular salary for a period not to exceed thirteen (13) weeks. After thirteen (13) weeks, only insurance benefits shall be paid, which currently are 60% of one's regular salary to a monthly maximum of \$5000. The Township reserves the right to determine the insurance carrier(s) or change the coverage provided. Trustees are not afforded this benefit.

Retiree Benefits Elected Prior to September 1, 2019

The Supervisor, Clerk and Treasurer shall be eligible for continued medical insurance benefits providing the individual has accumulated sixty-five (65) points based upon age and years of service, with a minimum of ten (10) years of continuous and uninterrupted service and fifty (50) years of age. Individual must be eligible to receive the benefits immediately upon leaving the service of the Township. If the Supervisor, Clerk or Treasurer is eligible for health care benefits elsewhere or becomes eligible for health care benefits either through subsequent employment or otherwise, eligibility for health care benefits for retiring officials from the Township will cease. Continuation of benefits applies only for the Supervisor, Clerk, Treasurer and his/her spouse. Other dependents may continue to be covered at the full expense of the retiring official.

The Supervisor, Clerk and Treasurer that meet the aforementioned eligibility requirements shall be entitled to \$10,000 life insurance coverage (no accidental death and dismemberment) under the terms and conditions of the current or subsequent carrier.

In the event of the retiree's death, the spouse and dependents are afforded COBRA continuation coverage for a period of 18 months. The COBRA coverage is a continuation of plan coverage when it would otherwise end because of a life event. The spouse of the employee becomes a qualified beneficiary when coverage is lost under the retiree's health insurance plan. Any dependent children will also become qualified beneficiaries if they lose coverage under the retiree's plan due the death of the parent-employee. This is also called a "qualifying event."

Retiree Benefits Elected after September 1, 2019

The Supervisor, Clerk and Treasurer will receive a Township contribution of \$2500 annually into a tax-free Health Care Savings plan (HCSP) for medical expenses after retirement for each year of service. The HCSP is a tax-exempt Section 115 Governmental Trust which ensures the assets are used for reimbursement of future medical expenses only after separation from the Township. The amount will increase by the same percentage as the health care component of the US Consumer Price Index (CPI) beginning January 1, 2021 and each January 1 thereafter.

Only participants who complete a Year of Service during the Plan year shall be eligible to receive an annual employer contribution. Notwithstanding the foregoing, a participant who has completed a year of service but whose employment terminates prior to the last day of the plan year will receive an allocation of annual employer contributions if termination is a result of disability, death or retirement.

Trustees are not afforded this benefit.

Pension/Deferred Compensation

The Township currently provided an IRS Section 401A, defined contribution pension plan for elected officials, as well as a choice between two deferred compensation plans. Participation in the pension plan is mandatory. Enrollment in the pension plan occurs thirty (30) days after employment. The Township contributes twelve (12) percent of one's base salary toward the employee's pension with the employee being required to contribute a mandatory five (5) percent of his/her base salary. Options exist for an employee to add a voluntary contribution to one's pension savings in accordance with IRS regulations. Employees are 100% vested upon the first contribution to an employee's pension. Participation in the IRS Section 457 deferred compensation plans offered by the Township are totally voluntary on the part of the employee with all contributions to deferred compensation being the responsibility of the employee.

Flexible Spending Accounts

The Township has contracted with a company to provide service and maintenance of flexible spending accounts for employees. There are two flexible accounts available to employees. One is for a dependent care reimbursement account which enables employees to set aside pretax dollars for out of pocket expenses for dependent care that allow employees and/or their spouses to work, such as day care expenses, after school care expenses for children under age 13, and care for an adult dependent incapable of caring for him- or herself. The plan also provides for a medical reimbursement account, which enables employees to set aside pretax dollars for out of pocket expenses not covered by health insurance plans. The flexible accounts help employees with deductibles and co-payments. Examples include dental, vision, health plan co-pays, prescription drug co-pays and some qualified over the counter medications. All contributions to an employee's flexible spending account are the responsibility of the employee. IRS regulations govern the setting aside of monies into a flexible spending account and how said monies may be utilized.

Charter Township of Van Buren

Agenda Item: 9

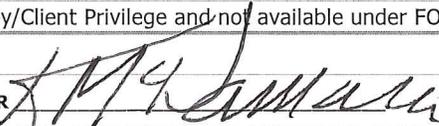
Work Study: September 30, 2019
Board Meeting Date: October 1, 2019

REQUEST FOR BOARD ACTION

	Consent Agenda x	New Business	Unfinished Business	Public Hearing
ITEM (SUBJECT)	Travel, Meal and Lodging Expenses			
DEPARTMENT	Human Resources			
PRESENTER	Nicole Sumpter, Human Resource Director			
PHONE NUMBER	734.699.8900 ext. 9293			
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)				

Agenda topic

ACTION REQUESTED:	
To discuss the update to the Meal Reimbursement section	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
<p>Update language to eliminate annual updates when the amount changes other than the memo. Outline the meal amounts per diem for breakfast, lunch, dinner and incidental expenses.</p>	

BUDGET IMPLICATION	
IMPLEMENTATION NEXT STEP	Update Policy
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	N/A
ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	

RESOLUTION NO. 2018-22:

Reimbursement of Travel, Meal and Lodging Expenses Policy

1. 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 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.

Comparisons should be completed to estimate the expenses for both driving and flying. Final calculations may change upon completion of the trip. Officials and employees should use the travel comparison form along with backup documentation to show how estimated expenses were determined.

Vehicle 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

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 Township Supervisor, Clerk and Treasurer.

~~Daily amounts are based on the Government Service Administration (GSA) meals and incidental expenses rates updated annually. Any meals exceeding the daily amounts will be at the expense of the Official and/or employee. Meals shall be at a daily rate of \$59.00. Daily amounts are based on the Government Service Administration (GSA) meals and incidental expenses rates updated annually.~~

Lodging for the officials, directors and employees will be reimbursed for a standard room rate 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 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.

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 in accordance to Michigan Compiled Laws (MCL) Sections 129.243b and 750.490a.

- 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.

Memo

To: All Department Directors
Elected Officials
Accounting Department

From: Human Resources

Date: October 1, 2019

Re: Meal Reimbursement Daily Rates for 2020

Per the Government Service Administration Meal and Incidental expenses the daily meal rate for 2020 is \$61.00

Per Diem Breakdown

Breakfast \$14

Lunch \$16

Dinner \$26

Incidentals Expenses \$5

The new rate becomes effective October 1, 2019-September 30, 2020.

Rates are updated annually

Approved:

Kevin McNamara, Supervisor

Leon Wright, Clerk

Sharry Budd, Treasurer

Charter Township of Van Buren

Agenda Item: 10

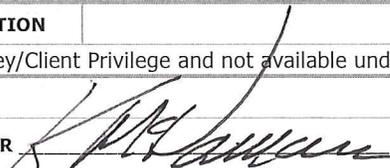
Work Study: September 30, 2019
Board Meeting Date: October 1, 2019

REQUEST FOR BOARD ACTION

	Consent Agenda <input checked="" type="checkbox"/>	New Business	Unfinished Business	Public Hearing
ITEM (SUBJECT)	Resolution 2019-23 Annual Exemption (Opt-Out)			
DEPARTMENT	Human Resources			
PRESENTER	Nicole Sumpter, Human Resource Director			
PHONE NUMBER	734.699.8900 ext. 9293			
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)				

Agenda topic

ACTION REQUESTED:	
To adopt resolution 2019-23 to exempt the Township from 2011 Public Act 152	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
<p>Annually the Township chooses Section 8- “Exemption” Option- a local unit of government, as defined in the Act, may exempt itself from the requirements of the ACT by an annual 2/3 vote of the governing body.</p>	

BUDGET IMPLICATION	
IMPLEMENTATION NEXT STEP	Approve Resolution 2019-23 to exempt the Township from 2011 Public Act 152.
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	N/A
ATTORNEY RECOMMENDATION	
(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

Resolution No- 2019-20
September XX, 2019

RESOLUTION TO ADOPT THE ANNUAL EXEMPTION OPTION AS SET FORTH IN 2011 PUBLIC ACT 152, THE PUBLICLY FUNDED HEALTH INSURANCE CONTRIBUTION ACT

WHEREAS, 2011 Public Act 152 (the “Act”) was passed by the State legislature and signed by the on September 24, 2011:

WHEREAS, the Act contains three options for complying with the requirements of the Act:

WHEREAS, the three options are as follows:

- 1) Section 3 – “Hard Caps” Option- limits a public employer’s total annual health care costs for employees based on coverage levels, as defined in the Act;
- 2) Section 4- “80%/20%” Option- limits a public employer’s share of total annual health care costs to not more than 80%. This option requires an annual majority vote of the governing body;
- 3) Section 8- “Exemption” Option- a local unit of government, as defined in the Act, may exempt itself from the requirements of the Act by an annual 2/3 vote of the governing body;

WHEREAS, the **CHARTER TOWNSHIP OF VAN BUREN** has decided to adopt the annual Exemption option as its choice of compliance under the Act;

NOW, THEREFORE, BE IT RESOLVED the **CHARTER TOWNSHIP OF VAN BUREN** of **VAN BUREN CHARTER TOWNSHIP, MICHIGAN** elects to comply with the requirements of 2011 Public Act 152, the option for the medical benefit plan coverage year **JANUARY 1, 2020** through **DECEMBER 31, 2020**.



STATE OF MICHIGAN
DEPARTMENT OF TREASURY

GRETCHEN WHITMER
GOVERNOR

RACHAEL EUBANKS
STATE TREASURER

March 25, 2019

**PUBLIC EMPLOYER CONTRIBUTIONS TO MEDICAL BENEFIT PLANS
ANNUAL COST LIMITATIONS – CALENDAR YEAR 2020**

For a medical benefit plan coverage year beginning on or after January 1, 2012, MCL 15.563, as last amended by 2018 Public Act 477, sets a limit on the amount that a public employer may contribute to a medical benefit plan.

For medical benefit plan coverage years beginning on or after January 1, 2013, MCL 15.563 provides that the dollar amounts that are multiplied by the number of employees with each coverage type be adjusted annually. Specifically, the dollar amounts shall be adjusted, by October 1 of each year after 2011 and before 2019, by the change in the medical care component of the United States consumer price index for the most recent 12-month period for which data are available. By April 1 of each year after 2018, the dollar amounts shall be adjusted by the change in the medical care component of the U.S. consumer price index for the most recent 12-month period for which data are available. For calendar year 2019, the limit on the amount that a public employer may contribute to a medical benefit plan was set to the sum of the following:

- \$ 6,685.17 times the number of employees and elected public officials with single-person coverage
- \$13,980.75 times the number of employees and elected public officials with individual-and-spouse coverage or individual-plus-1-nonspouse-dependent coverage
- \$18,232.31 times the number of employees and elected public officials with family coverage.

The limits for 2020 equal the 2019 limits increased by **2.0 percent**. The 2.0 percent is the percentage change in the medical care component from the period March 2017-February 2018 to the period March 2018-February 2019.

Thus, for medical benefit plan coverage years beginning on or after January 1, 2020, the limit on the amount that a public employer may contribute to a medical benefit plan equals the sum of the following:

- **\$ 6,818.87** times the number of employees and elected public officials with single-person coverage
- **\$14,260.37** times the number of employees and elected public officials with individual-and-spouse coverage or individual-plus-1-nonspouse-dependent coverage
- **\$18,596.96** times the number of employees and elected public officials with family coverage.


Rachael Eubanks
State Treasurer

March 25, 2019

Charter Township of Van Buren

REQUEST FOR BOARD ACTION

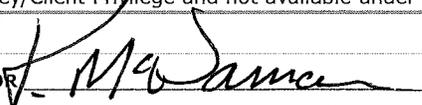
Agenda Item: _____

Work Study Date: 09/30/19
Board Meeting: 10/01/19

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

ITEM (SUBJECT)	To approve the selection of Master Maintenance for the painting and flooring renovations at Belleville Area Museum.
DEPARTMENT	Department of Public Services
PRESENTER(S)	Matthew R. Best, Director of Public Services
PHONE NUMBER	(734) 699-8913
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	Elizabeth Renaud, Executive Assistant Public Services Staff from Master Maintenance

Agenda topic

ACTION REQUESTED	
To approve the selection of Master Maintenance for the painting and flooring renovations at Belleville Area Museum for the base bid price of \$32,984. The expense will be paid with Building and Grounds Capital Outlay (Account #101-265-970-000.)	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
See attachments.	
BUDGET IMPLICATION	\$32,984 – Capital Outlay (B&G)
IMPLEMENTATION NEXT STEP	If approved, the project will be started.
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	



MEMO

TO: Board of Trustees

FROM: Matthew R. Best, M.S.
Director of Public Services

RE: Belleville Area Museum Painting & Flooring Renovations

DATE: September 20, 2019

On August 13th, 2019, Van Buren Township distributed a Request for Quotations for a firm to complete painting and flooring renovations at the Belleville Area Museum. With the construction of the new library, the timing of the renovations allow for a greater impact as foot traffic of visitors in and around the Museum will be significantly increased. The Township received two complete bids and after careful review and consideration of the proposals, the Department of Public Services recommends Master Maintenance as the provider of choice for the project for a base bid cost of \$32,984. The expense of the renovations will be paid out of Building and Grounds Capital Outlay (GL #101-265-970-000.) The scope of work includes painting throughout the first and second floors, as well as new flooring throughout the first and second floor, excluding the existing hardwood on the second floor of the Museum.

The Department of Public Services, alongside Belleville Area Museum Director Dallos, will coordinate with both the Township’s Interior Designer, American Interiors, and Master Maintenance in order to select complimentary design choices that enhance the architectural and historical aspects of the Museum. For example, the luxury vinyl tile color choice will be selected based upon the existing hardwood flooring located on the second floor of the Museum. If approved, the project will start following the below timeline, subject to change based on the contractor’s availability.

Projected Timeline:

October 1 st , 2019	Board approval establishing awardee of bid.
Early October 2019	Site Preparation / Relocation of Museum Artifacts
Mid/Late October 2019	Painting / Flooring Work Complete



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

Request for Quotations
Charter Township of Van Buren, Michigan
Belleville Area Museum – Painting & Flooring Renovations

<i>Date</i>	<i>Time</i>	<i>Firm Name</i>	<i>Base Bid</i>
8/26/19	12:00 PM	Cross Renovation	\$78,000
8/26/19	12:02 PM	Master Maintenance	\$32,984



Belleville Area Museum (BAM) Renovation

This Request for Bids is for a firm to provide renovation (flooring and painting) services for the Charter Township of Van Buren BAM Renovation Project. The Belleville Area Museum is located at 405 Main Street, Belleville, MI 48111.

Your response to this request should include the following information:

1. Name and address of firm.
2. Resumes of key personnel to be assigned to this project.
3. A one-page narrative as to firm's interest, particular abilities and qualifications related to this project. Include reference contact information.
4. A brief narrative response describing the work effort your firm would perform to complete the project.
5. Completed Bid Sheet.
6. Any other information/alternates your firm wants to provide.

The firm selected will be tasked with the renovation of the Belleville Area Museum. This work shall reflect the attached proposed scope of work.

As part of this response, you may provide an alternate quote for any additional items your firm wishes to offer to the scope of this effort.

The firm selected should anticipate participating in meetings, presenting their proposed work to the staff and Township Board.

Please contact Matthew R. Best, Director of Public Services at 734-699-8913 if you have any questions.

A mandatory pre-bid meeting will be held on August 21st 2019 at 1 pm at the Belleville Area Museum. Bids must be received Van Buren Township by 12:00 p.m. on August 26th, 2019

If you'd like to visit the site in addition to the mandatory pre-bid meeting, the Museum is open during the following hours:

August Hours

Monday: 12 pm – 4 pm

Tuesday: 3 pm – 7 pm

Wednesday through Friday: 12 pm – 4 pm

September Hours

Monday: Closed

Tuesday: 3 pm – 7 pm

Wednesday through Saturday: 12 pm – 4 pm

Predesign Description of Scope of Work

General Comments:

- Scope description below is intended as an overview of the scope and may not expressly describe all supporting scope of work necessary to achieve the overall scope of work.
- Patch all existing adjacent surfaces as necessary for scope indicated in this scope description.
- Protect all existing surfaces, furniture and equipment to remain.
- Prepare all existing surfaces to receive new finishes indicated in the scope.
- Attend one Board of Trustees Meeting for discussion of Project Design.
- A mandatory pre-bid meeting will be held on August 21st 2019 at 1 pm at the Belleville Area Museum.
- Bids must be received Van Buren Township by 12:00 p.m. on August 26th, 2019
- Bids must be in a sealed envelope and addressed to:

Elizabeth Renaud
Executive Assistant
Department of Public Services
Charter Township of Van Buren
46425 Tyler Road
Van Buren Township, MI 48111

Painting:

- Remove any existing wall coverings and prepare walls as needed.
- Paint walls throughout the first and second floors of the Museum.
- Prepare and paint doors and frames.
- Contractor will need to coordinate paint selection with Interior Designer (American Interiors.)
- Some areas will require coordination with the client to prepare (move/protect) the furnishings so that the space can be painted.

Flooring:

- Removal of tile on first floor in addition to removal of carpet on both first and second floors.
- Hardwood flooring located in second floor area will remain.
- Furnish and install luxury vinyl tile throughout areas where floor covering was removed per above scope.
- Luxury vinyl tile shall be coordinated to compliment existing hardwood flooring in second floor area. Contractor will need to coordinate all finishes with Interior Designer (American Interiors.)
- Furnish and install new cove base trim in addition to transition strips at door locations as needed.

Please format your bid proposal with the following line items:

	Cost
Flooring (First and Second floors)	
Painting of the first floor	
Painting of the second floor	
Total	



Master Maintenance

A SERVIS COMPANY

BUILD CLEAN MAINTAIN RESTORE

Elizabeth Renaud
Department of Public Services
Charter of Van Buren
46425 Tyler Road
Van Buren Township, MI 48111

August 26, 2019

Ms. Renaud:

Master Maintenance will provide labor, material, equipment and managerial supervision to complete the following Renovations for the Belleville Museum located at:

405 Main Street
Belleville, MI 48111

Demo:

- Remove and dispose of existing carpeting
- Remove and dispose of existing VCT flooring

Flooring 1st and 2nd Floor:

- Prep flooring for installation
- Provide and install LVT in the entire 1st floor
- Provide and install cove base as needed

Cost for this portion \$21,855.00

Painting 1st Floor:

- Remove items from walls
- Patch and prep walls
- Paint walls and ceilings
- Paint doors, door frames, and window trim

Cost for this portion \$6,147.00

Painting 2nd Floor:

- Remove items from walls
- Patch and prep walls
- Paint walls and ceilings
- Paint doors, door frames, and window trim

Cost for this portion \$4,982.00

Total Project Cost \$32,984.00

Service(s) to be provided and crews mobilized on a schedule to be agreed upon mutually between customer and Master Maintenance

Quotation prepared by: Travis Ekstrom

This is a quotation on the goods named, subject to the conditions noted below:

All Quotes are good for 30 days.

Payment Terms: 1/3 due upon acceptance / 1/3 due upon commencement / 1/3 due upon completion

ACCEPTED BY: _____ DATE: _____

P.O.# _____

If accepted, please return one signed copy with purchase order to Master Maintenance

Charter Township of Van Buren

REQUEST FOR BOARD ACTION

Agenda Item: _____

WORK STUDY MEETING DATE: 9/30/19

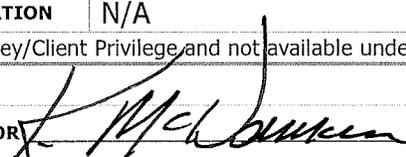
1ST READING: 10/1/19

2ND READING: 10/15/19

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

ITEM (SUBJECT)	To consider the approval of the first and second reading of Ordinance #10-01-19 to modify the requirements of the Zoning Ordinance with regard to required setbacks for non-conforming single family residential zoned parcels with lake frontage.
DEPARTMENT	Planning & Economic Development
PRESENTER	Matt Best – Director of Public Services
PHONE NUMBER	734-699-8913
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	Vidya Krishnan – Interim Director of Planning/Principal Planner Elizabeth Renaud, Executive Assistant Public Services

Agenda topic

ACTION REQUESTED	To consider the approval of the first and second reading of Ordinance #10-01-19 to modify the requirements of the Zoning Ordinance with regard to required setbacks for non-conforming single family residential zoned parcels with lake frontage.
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	Please see attached information.
BUDGET IMPLICATION	None
IMPLEMENTATION NEXT STEP	After 1 st and 2 nd reading a notice of adoption will be published in the newspaper of record.
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	Approval
ATTORNEY RECOMMENDATION	N/A
<small>(May be subject to Attorney/Client Privilege and not available under FOIA)</small>	
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	

**CHARTER TOWNSHIP OF VAN BUREN
PLANNING COMMISSION AGENDA
Wednesday, August 28, 2019 – 7:30 PM
Van Buren Township Hall
46425 Tyler Road**

CALL TO ORDER:

ROLL CALL:

APPROVAL OF AGENDA:

MINUTES:

ITEM #1: Approval of minutes from the regular meeting of July 24, 2019.

CORRESPONDENCE:

PUBLIC HEARING:

ITEM #1: ZONING ORDINANCE TEXT AMENDMENT

TITLE: PROPOSED AMENDMENT TO MODIFY REQUIRED SETBACKS FOR SINGLE FAMILY RESIDENTIAL DWELLINGS ON NON-CONFORMING LOTS WITH LAKE FRONTAGE.

ACTION ITEMS:

- A. Planning Commission Opens Public Hearing
- B. Public Comment.
- C. Planning Commission Closes Public Hearing.

NEW BUSINESS:

ITEM #1: ZONING ORDINANCE TEXT AMENDMENT

TITLE: PROPOSED AMENDMENT TO MODIFY REQUIRED SETBACKS FOR SINGLE FAMILY RESIDENTIAL DWELLINGS ON NON-CONFORMING LOTS WITH LAKE FRONTAGE.

ACTION ITEMS:

- A. Presentation by Township Staff.
- B. Planning Commission Discussion.
- C. Planning Commission considers recommendation to the Township Board.

GENERAL DISCUSSION:

ADJOURNMENT:

**CHARTER TOWNSHIP OF VAN BUREN
PLANNING COMMISSION
July 24, 2019
MINUTES - DRAFT**

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

ROLL CALL:

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

Excused: None.

Staff: Director Best, Planning Intern Renaud and Secretary Harman.

Planning Representatives: McKenna Associate, Vidya Krishnan.

Audience: Twenty-five (5).

APPROVAL OF AGENDA:

Motion Atchinson, Franozi second to approve the agenda of July 24, 2019 as presented. Motion Carried.

APPROVAL OF MINUTES:

Motion Budd, Boynton second to approve the regular meeting minutes of July 10, 2019 as presented. Motion Carried.

PUBLIC HEARING:

ITEM # 1 ZONING ORDINANCE TEXT AMENDMENT.

TITLE: PROPOSED AMENDMENT TO ADD PROVISIONS ALLOWING FOR SENIOR HOUSING DEVELOPMENTS IN THE TOWNSHIP AND SPECIFIC REGULATIONS GOVERNING THEM UNDER A NEW SECTION 15.143.

Motion Boynton, Atchinson second to open the public hearing. Motion Carried.

Vidya Krishnan of McKenna Associates presented her senior housing ordinance amendment letter dated 7-18-19, the draft section 15.143 and amendments to the current Zoning Ordinance. Mrs. Krishnan made changes based on the Planning Commissions feedback at the June 26, 2019 meeting. The draft language was revised to "senior" rather than "elderly", the term used in the current Zoning Ordinance.

Resident is interested in having appropriate senior housing available in the Township to accommodate the older population, having access to shopping and amenities at a reasonable price. The population of residents aged 60 and older in the Township is escalating.

No comments from the Commission.

Motion Boynton, Atchinson second to close the public hearing. Motion Carried.

NEW BUSINESS:

ITEM # 1 ZONING ORDINANCE TEXT AMENDMENT.

TITLE: PROPOSED AMENDMENT TO ADD PROVISIONS ALLOWING FOR SENIOR HOUSING DEVELOPMENTS IN THE TOWNSHIP AND SPECIFIC REGULATIONS GOVERNING THEM UNDER A NEW SECTION 15.143.

Vidya Krishnan of McKenna Associates noted the amendment to the ordinance would help to ensure the Township receives all senior care that can be offered.

Commissioners agreed the amendment is a good starting point for amending the Zoning Ordinance.

Motion Boynton, Franzoi second to recommend to the Township Board the proposed amendment to add provisions allowing for senior housing developments in the township and specific regulations governing them under a new section 5.143, to include the newest version submitted and referencing the McKenna Associates letter dated 7-18-19.

Roll Call:

Yeas: Atchinson, Budd, Kelley, Boynton, Jahr, Franzoi and Thompson.

Nays: None.

Absent: None.

Motion Carried. (Letter attached)

ITEM # 2 DISCUSSION ON LAKEFRONT LOT SETBACKS

TITLE: DISCUSS POTENTIAL ZONING TEXT AMENDMENT WITH REGARD TO SETBACKS FOR SINGLE FAMILY DWELLING ON NON-CONFORMING LOTS WITH LAKE FRONTAGE.

Vidya Krishnan of McKenna Associates presented her review letter dated 7-18-19 addressing lakefront lot setbacks. Township staff presented information and an analysis regarding lakefront lots two meetings ago. The potential zoning text amendment is to address smaller non-conforming lakefront lots allowing for construction of a reasonable size dwelling while providing adequate room in the side yards for maintenance and access in the event of an emergency. McKenna Associates recommends adding footnote (x) to sections 3.106 R-1A, R-2A, R-1B and R-1C Single-Family Residential Districts and 4.102 Schedule of Regulations.

- (X) **Lakefront lot setbacks.** The structures on the parcel shall comply with the required front and rear yard setbacks for the underlying zoning district. Where the lot does not comply with the minimum require lot width, the narrowest side yard shall not be less than five feet or 15 percent of the lot width, whichever is greater, and the sum of the two side yards shall not be less than 30 percent of the lot width.

Commissioners discussed how the text amendment would help planning staff with addressing non-conforming lakefront lots for the minimum lot width and setbacks. Intern Stamper previously

compiled a list of non-conforming lakefront lots. This amendment will allow staff the ability to handle requests instead of sending residents to the BZA.

Motion Kelley, Atchinson second to set the public hearing for Lakefront Lot Setbacks on August 28, 2019. Motion Carried.

GENERAL DISCUSSION:

Director Best informed the Commission that River of Life Church contacted him after the last meeting; they have pulled their application and are no longer pursuing the addition at their current location. They are looking at a new location within the Township, more information to come at a future meeting.

ADJOURNMENT:

Motion Boynton, Budd second to adjourn at 8:01 p.m. Motion Carried.

Respectfully submitted,

Christina Harman
Recording Secretary

**CHARTER TOWNSHIP OF VAN BUREN
PLANNING COMMISSION
PUBLIC HEARING**

Notice is hereby given that the Charter Township of Van Buren Planning Commission will hold a public hearing on **Wednesday, August 28th, 2019, at 7:30 p.m.** in the Board of Trustees Room, 46425 Tyler Road, Charter Township of Van Buren, Wayne County, Michigan to consider the following proposed amendments to the Charter Township of Van Buren's Zoning Ordinance:

1. Proposed amendment that would modify the requirements of the Zoning Ordinance with regard to required setbacks for non-conforming single family residential zoned parcels with lake frontage. The amendment will be to Section 3.106. Single Family Residential Districts dimensional requirements and the addition of a footnote to Section 4.102 Schedule of Regulations.

Please address any written comments to the Van Buren Township Planning Commission at, 46425 Tyler Road, Van Buren Township, MI 48111 or via e-mail at mbest@vanburen-mi.org Written comments will be accepted until 4:00 p.m. on the hearing date. All materials related to this request are available for public inspection at the Van Buren Township hall prior to the hearing.

Van Buren Township will provide necessary reasonable auxiliary aides and services to individuals with disabilities who are planning to attend. Please contact Van Buren Township hall at 734-699-8913 at least seven (7) days in advance of the meeting if you need assistance.

Published: August 8, 2019
Posted: August 8, 2019

MCKENNA



July 18, 2019

Planning Commission
Charter Township of Van Buren
46425 Tyler Road
Van Buren Township, Michigan 48111

Subject: Lakefront Lot Setbacks

Dear Commissioners:

At the June 26, 2017 Planning Commission meeting, Township Staff presented information and analysis re: lakefront lots. The minimum lot width for any zoning district in the Township is 70 feet. There are some legally nonconforming lots which are narrower than this. Section 5.114 of the Zoning Ordinance requires a minimum 24 foot width across the front and rear elevations of a home, and Section 4.102 requires the side yard setbacks to total at least 25 feet. For lots that are 50 feet wide or narrower, these requirements do not leave a viable building envelope.

The Board of Zoning Appeals had asked staff to look into the concentration of narrow lots in the Township, particularly on the lakefront, and whether the setback requirements should be amended for these lots. Staff presented a couple of options: creating a separate district with smaller setback requirements for these lots or by instituting a sliding scale of setback requirement. In my experience as a planner for another lakeside community, a similar challenge was successfully addressed by creating an overlay district for lakeside lots and subjecting lots with nonconforming widths to a percentage rule which allowed for reasonable setbacks without rendering the lot unbuildable or in the need of a variance.

A review of the Zoning Map indicates that the single family residential zoning around the Lake comprises of R-1B and R-1C parcels. We recommend an amendment as follows:

Section 3.106 R-1A, R-2A, R-1B and R-1C Single-Family Residential Districts, Sub-section (D) Dimensional Regulations, add footnote (X) in parentheses next to minimum setbacks for R-1B and R-1C as follows

(X) Lakefront lot setbacks. The structures on the parcel shall comply with the required front and rear yard setbacks for the underlying zoning district. Where the lot does not comply with the minimum required lot width, the narrowest side yard shall not be less than five feet or 15 percent of the lot width, whichever is greater, and the sum of the two side yards shall not be less than 30 percent of the lot width.

The footnote must also be added to Section 4.102 Schedule of Regulations. The above regulation will allow for the construction of a reasonable size dwelling while providing adequate room in the side yards for maintenance and access in the event of an emergency. On a 50 foot wide lot, the required side yard setbacks would be 15% of 50 = 7.5 feet. A combined side yard of 15 feet would still allow a buildable width of 35 feet. We will be present at the Planning Commission and look forward to discussing and reviewing the proposed amendment with you.

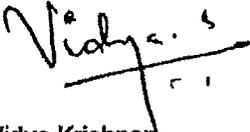
HEADQUARTERS
235 East Main Street
Suite 105
Northville, Michigan 48167

O 248.596.0920
F 248.596.0930
MCKA.COM

Communities for real life.

Respectfully submitted,

McKENNA

A handwritten signature in black ink that reads "Vidya Krishnan". The signature is written in a cursive style with a horizontal line crossing through the middle of the name.

Vidya Krishnan
Principal Planner

c: Matt Best, Van Buren Township Director of Public Services



**CHARTER TOWNSHIP OF VAN BUREN
PLANNING COMMISSION
PUBLIC HEARING**

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Published: August 8, 2019

Posted: August 8, 2019

Charter Township of Van Buren

REQUEST FOR BOARD ACTION

Agenda Item: _____

Work Study Date: 09/30/19

Board Meeting: 10/01/19

Consent Agenda _____

New Business X

Unfinished Business: _____

Public Hearing _____

ITEM (SUBJECT)	To approve the selection of Veres Environmental Graphics and Signs (VEGAS) for the design and installation of a new sign at the Belleville Area Museum.
DEPARTMENT	Department of Public Services
PRESENTER(S)	Matthew R. Best, Director of Public Services
PHONE NUMBER	(734) 699-8913
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	Elizabeth Renaud, Executive Assistant Public Services Staff from Veres Environmental Graphics and Signs

Agenda topic

ACTION REQUESTED	
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To approve the selection of Veres Environmental Graphics and Signs (VEGAS) for the design and installation of a new sign at the Belleville Area Museum for the base bid price of \$30,262. Final sign design and cost will be brought back to the Township Board for final approval. Final cost will be lower than the base bid due to the sign no longer having an electronic component. 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	\$30,262 – Capital Outlay (B&G) The cost of the finalized sign may vary depending on the design features that are selected by the Township.
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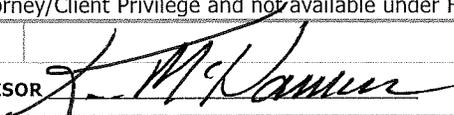
IMPLEMENTATION NEXT STEP	If approved, the project design will be started.
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DEPARTMENT RECOMMENDATION	Approval
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COMMITTEE/COMMISSION RECOMMENDATION	
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ATTORNEY RECOMMENDATION	
(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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MEMO

TO: Board of Trustees

FROM: Matthew R. Best, M.S.
Director of Public Services

RE: Belleville Area Museum Sign

DATE: September 20, 2019

On August 13th, 2019, Van Buren Township distributed a Request for Quotations for a firm to design, build, and install an Electronic Message Sign at the Belleville Area Museum. However, it was discovered through the bidding process that an electronic message sign would not meet the City of Belleville's established Zoning Ordinance. The sign will now be designed without an electronic component, which will reduce the cost from the awarded base bid. Department of Public Services staff are confident that the non-electronic sign will still meet the needs of the Museum and be an attractive addition to the property. The new Belleville Area Museum sign is part of the CIP Plus program approved by the Board in 2018, with funding for this project approved by the Board as part of the 2019 Budget Process. The Township received three complete bids and after careful review and consideration of the proposals, the Department of Public Services recommends Veres Environmental Graphics and Signs (VEGAS) as the provider of choice for the sign for a base bid cost of \$30,262. The expense of the sign will be paid out of Building and Grounds Capital Outlay (GL #101-265-970-000.)

The choice of the contractor is based on their design and installation process along with the base bid price. The Township has established a relationship with VEGAS as they are currently working on the design for both the Township Hall and DDA electronic message signs. Once approved by the Township Board, VEGAS will work alongside the Township Board and staff to establish a draft sign design along with specifications that will be complementary to the design of the Belleville Area Museum. VEGAS will then create a color rendering of the proposed sign to bring back to a Township Board meeting for final approval. The final cost of the sign may vary depending on the design features that are selected by the Township. Below is the projected timeline for the sign project at Township Hall:

October 1 st , 2019	Board approval establishing awardee of bid.
October / November 2019	Board approval for final sign design and cost.
November 2019	Installation of sign at Belleville Area Museum.



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

Request for Quotations
Charter Township of Van Buren, Michigan
Belleville Area Museum – Electronic Message Sign

<i>Date</i>	<i>Time</i>	<i>Firm Name</i>	<i>Base Bid</i>
8/29/19	12:01 PM	Veres Environmental Graphics and Signs	\$30,262
8/29/19	12:02 PM	Johnson Sign Co.	\$30,360
8/29/19	12:04 PM	MI Custom Signs	\$39,565



Belleville Area Museum (BAM) Electronic Message Sign Project

This Request for bid is for a firm to provide design/build services for the Charter Township of Van Buren Electronic Message Sign Project at the Belleville Area Museum. Base price of the bid shall be a guaranteed maximum price. The Belleville Area Museum is located at 405 Main Street, Belleville, MI 48111.

Your response to this request should include the following information:

1. Name and address of firm.
2. A brief narrative response describing the work effort your firm would perform to complete the project.
3. Completed Bid Sheet.
4. Any other information/alternates your firm wants to provide.

The firm selected will be tasked with the design and construction of an electronic message sign at the main entrance of the Belleville Area Museum. This work shall reflect the attached proposed scope of work. **Once awarded, the firm must prepare a full color rendering for proposed message sign for Township approval.**

As part of this response, you may provide an alternate price for any additional items your firm wishes to offer to the scope of this effort.

The firm selected should anticipate participating in meetings, presenting their proposed work to the staff and Township Board.

Please contact Elizabeth Renaud, Executive Assistant, at 734-699-8913 if you have any questions.

A mandatory pre-submittal meeting will be held on August 21st, 2019 at 2 pm at the Belleville Area Museum.

If you'd like to visit the site in addition to the mandatory pre-bid meeting, the Museum is open during the following hours:

August Hours

Monday: 12 pm – 4 pm

Tuesday: 3 pm – 7 pm

Wednesday through Friday: 12 pm – 4 pm

September Hours

Monday: Closed

Tuesday: 3 pm – 7 pm

Wednesday through Saturday: 12 pm – 4 pm

Pre-design description of scope of work

General Comments:

- Scope description below is intended as an overview of the scope and may not expressly describe all supporting scope of work necessary to achieve the overall scope of work.
- Protect all existing surfaces and pavement to remain.
- Coordinate all finishes with Township.
- **Once awarded, the firm must prepare a full color rendering for proposed message sign for Township approval. Sign should be designed to complement the design of the Belleville Area Museum.**
- Attend one Board of Trustees Meeting for discussion of Project Design.
- A mandatory pre-submittal meeting will be held on August 21st 2019 at 2 pm the Belleville Area Museum.
- Bids must be received Van Buren Township by 1:00 p.m. on August 26th, 2019
- Bids must be in a sealed envelope and addressed to:

Elizabeth Renaud
Executive Assistant
Department of Public Services
Charter Township of Van Buren
46425 Tyler Road
Van Buren Township, MI 48111

Message Sign

- Electronic message sign selected shall be equivalent or better than the following specifications. Specifications are based off Electro-Matic Fusion Series, Full Color LED Double sided outdoor sign (FUS-A-11D-090X0144-Y).
 - *Pixel Pitch:* 11 mm
 - *Pixel Matrix:* 90 x 11
 - *Display Dimensions:* 3' 3.37" H x 5' 2.99" W
 - *This is the maximum display size. A smaller display and cabinet size would be preferred based on sign location.*
 - *Cabinet Dimensions:* 3' 7.19" H x 5' 6.12" W x 5" D
 - *Voltage:* 120v
 - *Software:* Visions
 - *Communication:* Long Range Wireless Bridge
- If firm proposes a different model with similar specifications, the following general specifications must be met:
 - Full Color, LED, double-side, outdoor electronic message sign.
 - Must be able to connect wirelessly to sign over long range wireless bridge.
- Sign must be installed with a foundation, stone base, and a decorative brick component. The decorative component should include the following
 1. The Belleville Area Museum at Old Van Buren Township Hall

Installation

- Must fit dimensions of proposed location of sign (See attached map.)
- Must install electrical connection to provide power for electronic sign (Can be separate contractor.)

Restoration

- Any damage to site during construction shall be restored to its previous condition.

Training

- Must provide training to Township Staff on electronic message sign operations and software.

Fusion Series

Full Color LED Display

Use	Outdoor
Configuration	Double Sided
Pixel Pitch	11 mm
Pixel Matrix	80x144
Display Dimensions	3' 3.37" H x 0' 2.99" W
Cabinet Dimensions	3' 7.40" H x 0' 0.12" W x 0" D
Voltage	120v
Software	ViewOne (Web based training provided)
Communication	Long Range Wireless Bridge



FUS-A-11D-090X0144-Y



LED SPECIFICATIONS

LED Type	DIP
Brightness	10000 cd/m ² (Mts)
Viewing Angle	70° Vert, 103° Horiz.
Estimated Lifetime	100,000 Hours

ACCESSORIES

Contracts	
Software	License, Unlimited Users

Number Of Lines of Text

15 lines of 28 characters at 2.1 inches
 11 lines of 24 characters at 3.4 inches
 9 lines of 18 characters at 3.8 inches
 7 lines of 18 characters at 4.7 inches
 6 lines of 16 characters at 5 inches
 5 lines of 16 characters at 6.4 inches
 5 lines of 16 characters at 8.0 inches
 3 lines of 8 characters at 8.6 inches
 3 lines of 8 characters at 11.3 inches
 2 lines of 8 characters at 12.0 inches

ELECTRICAL SPECIFICATIONS

Watts	1300	App.	625
Max amps	11.5	App.	8
Total number of Circuits at 20 Amps:			1

Always use appropriate safety practices for all sites.

ADDITIONAL DISPLAY DETAILS

Cabinet H'	19.83	
Display H'	17.22	
Total Weight	375 Lbs	Total Weight is a total for all sides.
Surface Area	Front	
Tile Height	15.74"	
Tile Width	10.74"	
Brightness controls	Manual / Auto / Scheduled	
Gray Level	16 Bits	
Contrast Ratio	1000:1	
Refresh Rate	60	
Frame Frequency	1020	
IP Rating	Full In requirement	
Operating Temp	-20°C-50°C / 10%-90%	

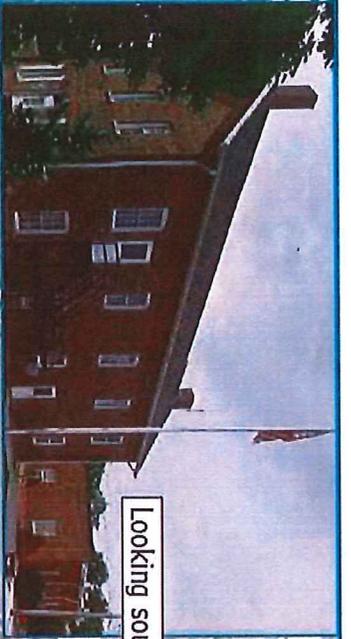
Energy Consumption Costs

* Estimated Energy Consumption Cost per Day \$0.64
*Based on 10 hours per day operation, \$0.10/kWh (2016 commercial energy cost), and based on the programing selected at 100% brightness. (These figures are based on local electricity rates.)

Bid Sheet – Message Sign

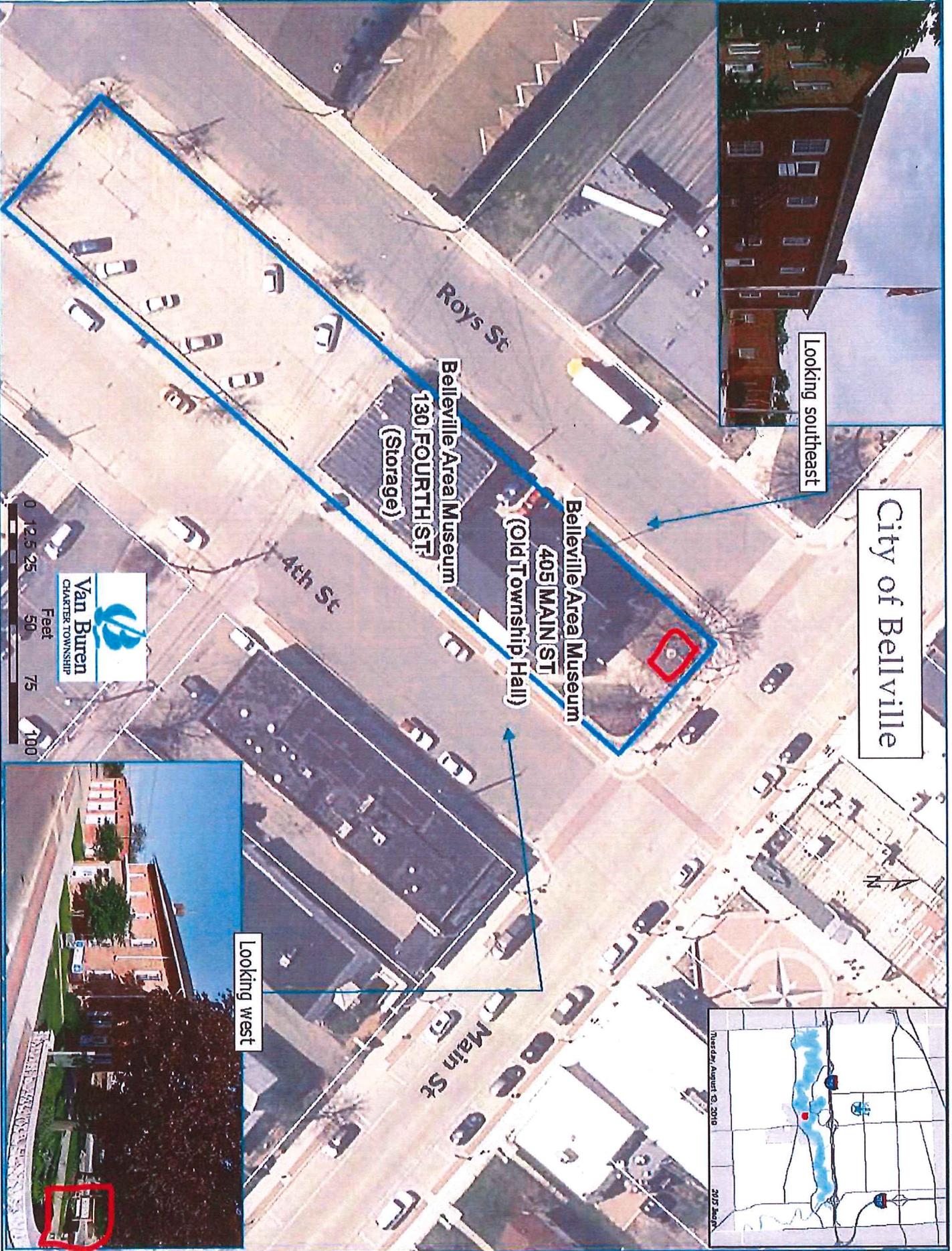
Base Bid	
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Alternate Prices



Looking southeast

City of Bellville



Thursday, August 13, 2016

2015 August

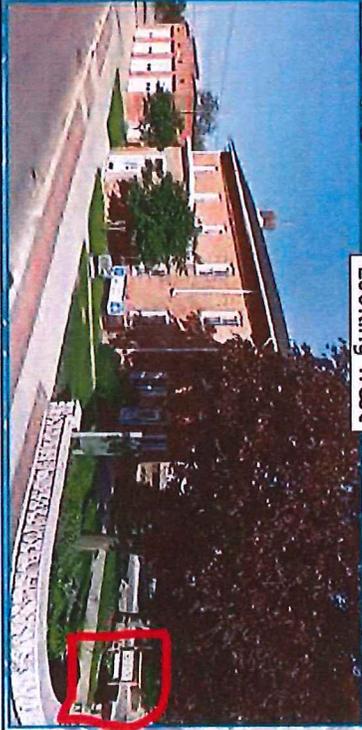
Belleville Area Museum
130 FURTH ST
(Storage)

Belleville Area Museum
405 MAIN ST
(Old Township Hall)

Looking west

Van Buren
CHARTER TOWNSHIP

0 12.5 25 50 75 100
Feet



VEGAS

VERES ENVIRONMENTAL GRAPHICS
AND SIGNS

PROPOSAL

BELLEVILLE AREA MUSEUM ELECTRONIC MESSAGE SIGN

AUGUST 29, 2019

Prepared For: Matthew Best / Elizabeth Renaud
Van Buren Township

Prepared By: Jonathan Townsend / Chuck Veres



Van Buren
CHARTER TOWNSHIP

PROPOSAL



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PROPOSAL



Introduction

To: Matthew Best / Elizabeth Renaud
Van Buren Township

From: Jonathan Townsend / Chuck Veres
Veres Environmental Graphics and Signs

RE: Belleville Area Museum (BAM) Electronic Message Sign Project

August 29, 2019

Matthew,

Veres Environmental Graphics and Signs is pleased to present our proposal to the Township of Van Buren for the Belleville Area Museum (BAM) Electronic Message Sign Project. On the attached pages we have included our company information, conceptual drawings, brief history of the key individuals that will be involved in your project as well as the required cost form with alternates.

Belleville Area Museum site offers a unique opportunity to integrate the sign base with the existing stone sitting wall. We have designed 5 sign concepts that are integrated with the existing wall. Like your other project we recommend the Cirrus 9mm that display is approximately the same size as the specified Fusion Series display but has a higher resolution at 9mm vs 11mm and 42% more pixels 12,960 vs 18,432. The higher resolution display can show much more vivid and detailed images, videos, and text. Our base bid has a smaller 2'H x 6'W 64x192 LED display (12,288 pixels) closely matching the resolution of the specified Fusion display.

For this project we are highly recommending the smaller or matching Cirrus display like the DDA and new Township Hall sign. Using this display you can integrate all 3 signs and future signs with the single web-based content creation and management system, ScreenHub. Utilizing this system, you will be able to access all your signs from anywhere, anytime, from any device (Computer, phone, tablet) giving authorized users the ability to post messages to their own displays or broadcast township wide emergency messages to all signs in the township. This system can even be expanded to include digital displays indoors as well. All our options include full onsite user training and a five-year parts and labor warranty.

In addition to our base bid concept drawing we have included additional concepts for your consideration. We look forward to working through the design process with you to determine the final design and material selection for your sign.

I would be happy to answer any questions you may have as you review our proposal. Thank you for considering VEGAS, we are excited about working with you on this project.

Sincerely,



Jonathan Townsend

Veres Environmental Graphics and Signs

PROPOSAL



About Us

About Veres Environmental Graphics and Signs (VEGAS)

VEGAS limits their core staff to a few handpicked professionals. They then build a team of fabrication and installation partners chosen specifically for their ability to best meet the requirements of each individual project. This strategy offers access to over 250,000 square feet of strategically located fabrication facilities that range in size from 5,000 to 100,000 square feet. It also creates the ability to work with a wide palette of materials and fabrication techniques, unlimited flexibility, and a direct path to value-engineering. This is achieved by utilizing the best talents in each trade.

VEGAS has established strong business relationships with sub-contractor networks in every related trade. This affords them the ability to be selective in choosing the proper fabrication and installation team for each project's needs, making VEGAS an ideal partner for any size undertaking.

The VEGAS team partners with the client while exploring resources for ideal fabrication techniques and the best value-engineered product. From concept to reality – VEGAS oversees every step of the process.

Some of our Clients and Projects Include

- Olympia Development of Michigan – The District Detroit, dynamic parking and wayfinding signs
- General Motors – Technical Center, architectural wayfinding signage
- Clinton River Trail / MDOT – Signage and Wayfinding, unique sign design and manufacturing
- Detroit Riverwalk – Signage and Wayfinding
- City of Southfield – Signage and Wayfinding
- Taubman Properties – Signage and Wayfinding for multiple high-end retail environments around the country including, Great Lakes Crossing, Dolphin Mall, Twelve Oaks, and more.
- Westland Shopping Center – Electronic Signage and Wayfinding
- City of Eastpointe – Signage and Wayfinding

We invite you to visit our website at www.vegsigns.com to see some of our recent projects.

Project Team Resumes

CHUCK VERES – President, VEGAS

Chuck Veres is a seasoned signage consultant, with over thirty years of experience. Chuck acts as a sales lead and project manager working with customers and designers to turn ideas into reality while keeping a sharp eye on budget and deadlines.

Chuck is an expert at sourcing and value engineering, successfully completing large wayfinding systems and complex landmark projects such as major league sports stadiums including Detroit River Walk, Clinton River Trail, City of Northville, and City of Southfield. His experience spans many industries including casino properties such as MGM Grand Detroit and high-end destination retail centers across the country.

Chuck is a member of Society of Experiential Graphic Designers (SEGD).

JONATHAN TOWNSEND – Project Manager

Jonathan Townsend has a background in innovative sign design, project management, material selection, value engineering, and unique construction techniques. Jonathan specializes in collaborating with architects, design firms, and end-users to develop and install strategic, high-impact custom signage.

Jonathan has been in the sign industry since 2003 and has extensive experience with on and off premise, way-finding, and dynamic digital signage. Utilizing a strong technology acumen Jonathan designs projects with complex lighting, technology integration, and interactive displays. With a focus on major projects, he has completed many large projects including managing sign programs for the Henry Ford and City of Eastpointe.

Jonathan has successfully obtained permits for large, challenging projects by negotiating with local, county, and state governments to ensure timely and accurate approvals. Jonathan is a licensed Sign Specialist in the State of Michigan and is UL 48 certified.

Jonathan is also a Van Buren Township resident.

JENNY SMITH – Project Administrator

Jenny Smith has been in the sign business for twenty years with extensive experience on large projects. Jenny works closely with the sales teams to handle project management and coordination with all parties involved. Jenny has worked on many large projects providing support for project management for Ford Field, KFC Yum! Center, Clinton River Trail, MGM Grand Detroit, Greektown Casino and Motor City.

Veres Environmental Graphics and Signs (VEGAS)
Belleville Area Museum (BAM) Electronic Message Sign Project

Bid Sheet – Message Sign

Base Bid	\$30,262.00
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Alternate Prices

Concept 1	\$30,262.00
Concept 2	\$30,667.00
Concept 3	\$35,690.00
Remove electrical if existing electrical at sign is sufficient	DEDUCT \$2,500

*Notes:

- Permit cost is additional
- Electrical run is from north-east corner of building to sign location. VBT to provide power at building exterior
- Sprinklers are the responsibility of VBT
- Base LED display is Cirrus 64x192/9mm

PROPOSAL



Primary Project Contacts

Company Information:

Veres Environmental Graphics and Signs
749 Sherbrooke
Commerce, MI 48382
Office: 248-716-9128
Fax: 248-329-1510

Project Contacts:

Chuck Veres

- Phone: 248-563-2383
- Email: chuck.veres@vegsigns.com

Jonathan Townsend

- Phone: 734-777-4152
- Email: jonathan@vegsigns.com

Jenny Smith

- Phone: 248-716-9128
- Email: jenny.smith@vegsigns.com

Proposed Project Process

Phase 1 - Design and Development

- Project kick-off meeting design discussion
- Create preliminary drawings from kick-off
- Review new drawings with stakeholders
- Modify drawings for review
- Material, finish and fabrication samples review
- Present drawings to stakeholders
- Perform final site surveys
- Prepare final shop drawings

Phase 2 - Implementation

- Acquire permits
- Final Final shop drawing approval
- Fabrication begins
- Miss Dig and VBT to locate underground utilities
- Installation kick-off meeting
- Review proposed installation plan to minimize disruption
- Install electrical run from sign to building
- Sign footing and masonry installation
- Sign installation
- Start up, power, and data connections
- In person operator training
- Initial owner review
- Final punch list review
- Project closeout documentation, as-built drawings, maintenance plan, and warranty information

PROPOSAL



References

WYANDOTTE PUBLIC SCHOOLS

PROJECT: Designed, installed, and maintain multiple LED displays including a custom professional level LED video scoreboard system.

CONTACT: Bernie Bowers
734-759-6002
bowersb@wy.k12.mi.us

WESTLAND SHOPPING CENTER

PROJECT: Retrofit new color LED into existing shopping mall signage and maintain all signs and data infrastructure. Multiple branding sign projects on property.

CONTACT: Patrick Derrig
734-425-5001
Patrick@westlandshoppingcenter.com

PESIS DENTAL GROUP

PROJECT: Installed and manage full color high resolution LED sign.

CONTACT: Solomon Pesis, DDS
248-478-1650
pesisd@gmail.com

OAKLAND COUNTY, MICHIGAN

PROJECT: Clinton River Trail, custom identification, wayfinding, and kiosk signage for a large multi-community trail system spanning Oakland County, MI

CONTACT: Kristen Wiltfang
248-975-4267
wiltfangk@oakgov.com

additional reference available upon request.

Project:
Belleville Area Museum
Van Buren Township

Project Address:
405 Main Street
Belleville, MI 48111

Date:
9/23/2019

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Townsend

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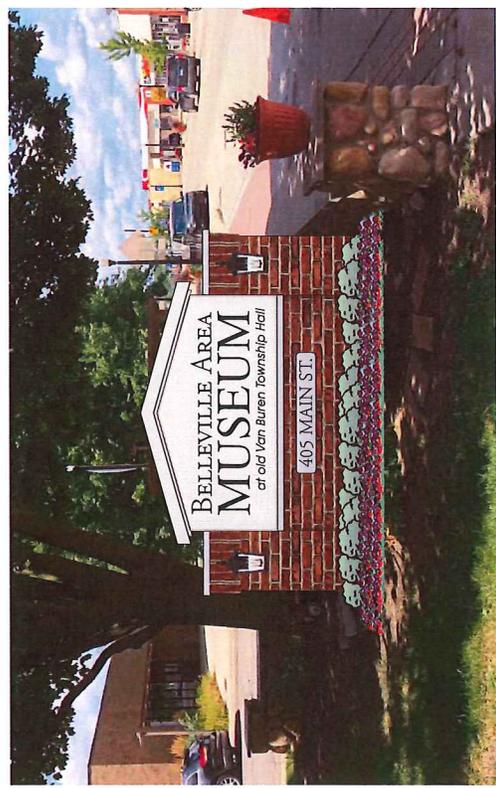
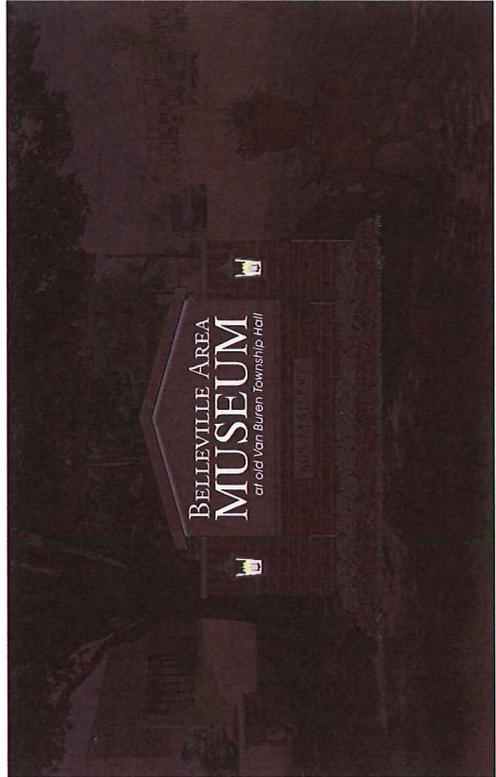
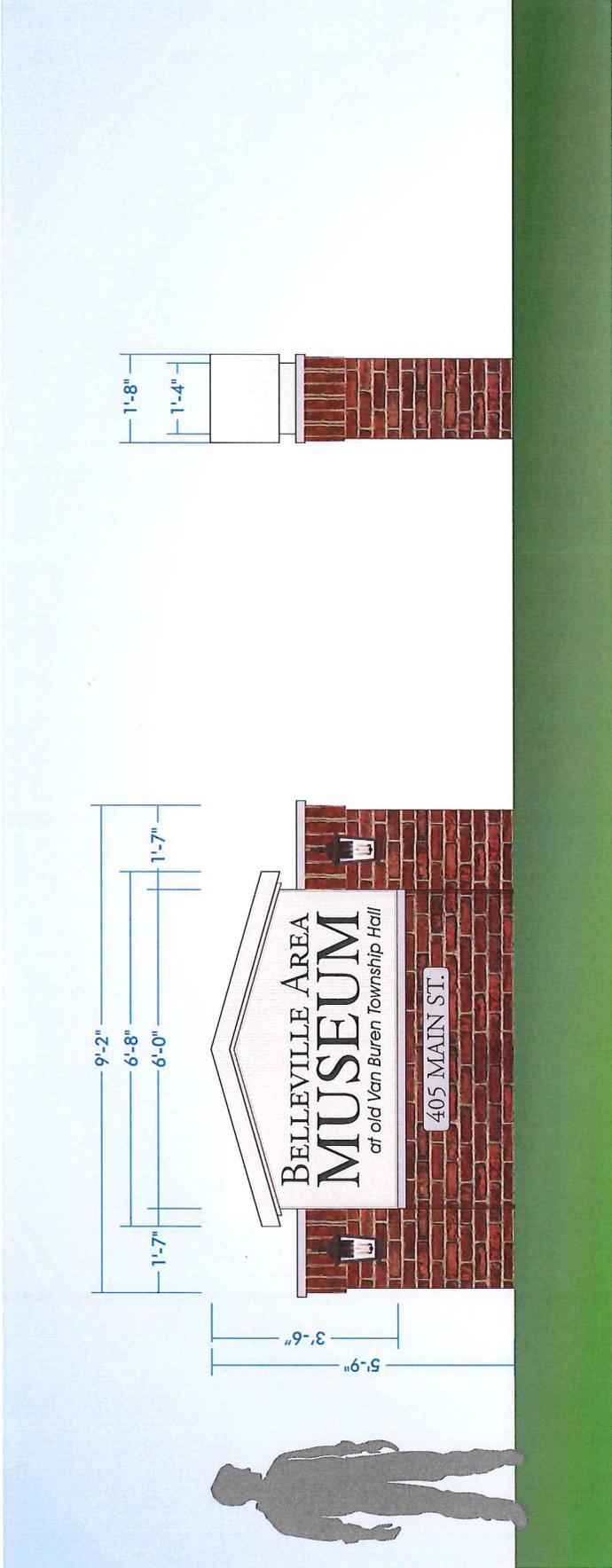
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Revisions

Sheet:
2

749 Sherbrooke
Canton, MI 48102
248.563.8383 Office



Charter Township of Van Buren

REQUEST FOR BOARD ACTION

Agenda Item: _____

Work Study Date: 09/30/19

Board Meeting: 10/01/19

Consent Agenda _____

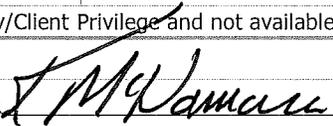
New Business X

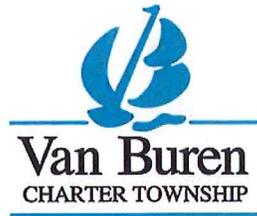
Unfinished Business: _____

Public Hearing _____

ITEM (SUBJECT)	To approve the selection of Natural Community Services for tree and brush removal at French Landing Park.
DEPARTMENT	Department of Public Services
PRESENTER(S)	Matthew R. Best, Director of Public Services
PHONE NUMBER	(734) 699-8913
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	Elizabeth Renaud, Executive Assistant Public Services Staff from Natural Community Services

Agenda topic

ACTION REQUESTED	
To approve the selection of Natural Community Services for the tree and brush removal at French Landing Park for the alternate bid price of \$24,900. The expense will be paid with monies awarded from the Wayne County Park Millage (Account #101-718-973-000.)	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
See attachments.	
BUDGET IMPLICATION	\$24,900 – Wayne County Park Millage Project (Parks & Lake)
IMPLEMENTATION NEXT STEP	If approved, the project will be started.
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	



MEMO

TO: Board of Trustees

FROM: Matthew R. Best, M.S.
Director of Public Services

RE: French Landing Park Tree and Brush Removal

DATE: September 20, 2019

On August 5th, 2019, The Board of Trustees approved the French Landing Park Improvements not to exceed \$120,000 as funded by the Wayne County Park Millage. Phase 1, the removal of the unsafe playground structure, was completed at the end of August. Phase 2 is currently in progress as Russell Design is developing the Master Plan for the park. The next step of Phase 2 is to complete the tree and brush removal at the park in order to increase visibility and safety throughout the site.

The Township received three complete bids and after careful review and consideration of the proposals, the Department of Public Services is recommending the Board approve the selection of Natural Community Services for the French Landing Park tree and brush removal for the alternate bid price of \$24,900. This expense will be paid with the Parks & Lake Budget (Wayne County Park Millage Project GL #101-718-973-000.) If approved the project will begin following the timeline below, with a projected completion date in December 2019:

October 1 st , 2019	Board approval establishing awardee of bid.
October 2019	<ul style="list-style-type: none"> • Invasive species data collection and GIS Mapping of the project site. • Poison ivy spray treatments
November 2019	First round of cutting exotic trees and shrubs, pruning, treating stumps, and biomass removal.
December 2019	Second round of cutting exotic trees and shrubs, pruning, treating stumps, and biomass removal. <ul style="list-style-type: none"> • Chipping work, soil placement, and short prairie mix & erosion blanket.



Charter Township of Van Buren

BOARD OF TRUSTEES

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TRUSTEE
Paul D. White

Request for Quotations
Charter Township of Van Buren, Michigan
French Landing Park Tree and Brush Removal Bid

<i>Date</i>	<i>Time</i>	<i>Firm Name</i>	<i>Base Bid</i>
9/17/19	12:00 PM	Davenport Brothers Construction	\$55,000
9/17/19	12:00 PM	Chop	\$18,432
9/17/19	12:00 PM	Natural Community Services	\$47,000



French Landing Park Tree & Brush Removal

This Request for Bids is for a firm to provide tree and brush removal services for the Charter Township of Van Buren's French Landing Park. The park is located 12090 Haggerty Road, Van Buren Township, MI 48111.

Your response to this request should include the following information:

1. Name and address of firm.
2. A brief description of the work effort your firm would perform to complete the project.
3. Completed Bid Sheet.
4. Any other information/alternates your firm wants to provide.
5. Proof of insurance.

The firm selected will be tasked with tree and brush removal at French Landing Park. This work shall reflect the attached proposed scope of work.

As part of this response, you may provide an alternate quote for any additional items your firm wishes to offer to the scope of this effort.

Please contact Elizabeth Renaud, Executive Assistant, at 734-699-8913 if you have any questions.

A mandatory pre-bid meeting will be held on September 9th 2019 at 1 pm at French Landing Park. Bids must be received Van Buren Township by 12:00 p.m. on September 17th, 2019

Description of Scope of Work

General Comments:

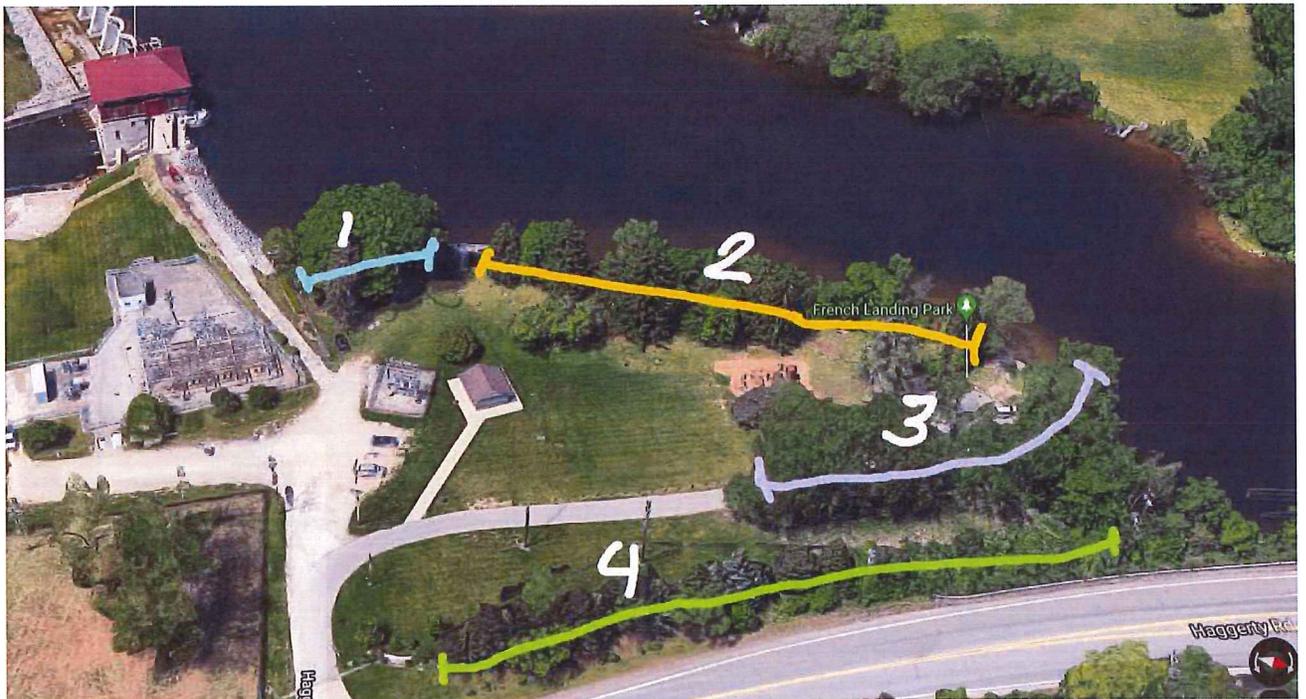
- Scope description below is intended as an overview of the scope and may not expressly describe all supporting scope of work necessary to achieve the overall scope of work.
- A mandatory pre-bid meeting will be held on September 9th 2019 at 1 pm at French Landing Park.
- Bids must be received Van Buren Township by 12:00 p.m. on September 17th, 2019
- Bids must be in a sealed envelope and addressed to:

Elizabeth Renaud
Executive Assistant
Department of Public Services
Charter Township of Van Buren
46425 Tyler Road
Van Buren Township, MI 48111

- The proposed project areas are shown on the attached map.
- Existing pine trees shall remain. Contractor shall remove understory and vines, including honeysuckle and buckthorn.
- Some areas contain poison ivy. Contractor shall eradicate all poison ivy in project areas.
- Protected trees shall not be removed. Protected trees shall mean any tree species having a diameter at breast height (DBH) of five inches or greater. DBH is defined by a tree's diameter in inches measured four and one-half feet above ground.
- Trees on shoreline slope shall be cut but not stumped in order to preserve root system.
- Contractor shall remove trees that are located in the upland and under five DBH. These trees should have stumps removed and the surrounding ground restored. Stumps should be grinded 10-12" below finished grade. Any surface roots shall be removed as well.
- Tree species on attached list can be removed at any size.
- Once awarded, the contractor will be required to tag or mark all trees to be cut for Township approval before removal begins.
- Once initial tree and brush removal is complete, contractor shall work with the Township to determine trees that need to be pruned to remove hazardous branching.
- Grindings shall be hauled off site at the conclusion of the project.
- Any areas damaged by tree and brush removal shall be restored to its previous condition.
- Provide and install sandy loam topsoil as required to conform with adjacent surfaces and elevations and spread as required to avoid ponding of water and no visible change in grade.
- Over-seed disturbed area with a perennial rye, bluegrass, fescue seed mix. Annual rye may be added to the seed mix to promote earlier germination. Contractor shall provide seed mix and source for approval prior to installation. All restored areas shall receive straw blankets stapled in place

Please format your bid proposal with the following line items:

	Cost
Section 1	
Section 2	
Section 3	
Section 4	
Cost of hauling away tree/brush grindings	
Total	



Removable Trees

- Box Elder
- Silver Maple
- Tree of Heaven
- Black Alder
- Siberian Peashrub
- Catalpa
- White Ash
- Black Ash
- Green Ash
- Blue Ash
- Russian Olive
- Kalopanax
- Osage-Orange
- White Mulberry
- White Poplar
- Cottonwood
- Large-tooth Aspen
- Lombardy Poplar
- Trembling Aspen
- Perfumed Cherry
- Common Buckthorn
- Black Locust
- White Willow
- Weeping Willow
- Crack Willow
- Black Willow
- Basket Willow
- Chinese Elm
- Siberian Elm

VEGETATION MANAGEMENT PROPOSAL

French Landing Park in Van Buren Twp.

OVERVIEW

Natural Community Services (NCS) is a local equal opportunity employer (EEO) and woman-owned small business (WBE), which prides itself on successful control rates, being communicative with our clientele, and optimizing invasive species control methods. NCS has years of experience managing large scale invasive species projects, including Woody vegetation precision mowing. Our assessment, planning, design, and ecological restoration philosophy approaches ecosystem and land manager concerns by:

- Improving water/soil and biotic health, assessing resource elements/values of terrestrial and aquatic systems.
- Incorporating Best Management Practices for storm water, land-use, and ecosystem function.
- Acknowledging the intrinsic value of biodiversity and enhancing natural system integrity by creating, restoring, and maintaining naturalized/green infrastructure and natural areas and improving their functionality, aesthetics, and connectivity.
- Strategizing cost-efficient restoration herbicide and biomass control BMPs
- Efficient map data collection
- Clear communication and reporting to stakeholders
- TOWNSHIP grant-writing and coordinator experience

Contents

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WOODY VEGETATION MANAGEMENT PROCEDURES..... 2

WOODY VEGETATION BIOMASS REMOVAL 3

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1. Work Plan

NCS will plan and implement the woody vegetation management project following specifications with proactive winter scheduling, working around weather, and communicating with TOWNSHIP representatives to facilitate effective and timely progress during this project.

WOODY VEGETATION MANAGEMENT PROCEDURES

NCS has evaluated sites in this proposal. We have devised the following proposed work plan with biomass removal BMP selected upon consideration of TOWNSHIP goals and environmental conditions. Removal by saw, chipper, brush hog, or other forestry equipment would be used as conditions deem appropriate.

Work Plan and Estimated Scheduling

In four separate zones, NCS will remove or otherwise control exotic and undesirable vegetation, and restore native plant cover. NCS Proposes the following specific methods to ensure high rates of control for each area, and according to best practices in the scope of work:

- This will include a single foliar treatment throughout for poison ivy
- Pole-prune existing trees to 8ft.
- Proposal includes physical removal of vines that detach from trees using hand-pulling and cutting to 8 ft. Material above, including attached above, this height is not included in our proposal
- NCS shall remove trees that are in the upland and under five DBH. These trees should have stumps removed and the surrounding ground restored. Stumps should be grinded 10-12" below finished grade. Any surface roots shall be removed as well.
- NCS is only proposing removal of trees <5" caliper.
- Once awarded, the NCS will be required to tag or mark all trees to be cut for Township approval before removal begins.
- Once initial tree and brush removal is complete, NCS shall work with the Township to determine trees that need to be pruned to remove hazardous branching.
- Grindings shall be hauled off site at the conclusion of the project.
- Any areas damaged by tree and brush removal shall be restored to its previous condition.
- Provide and install sandy loam topsoil as required to conform with adjacent surfaces and elevations and spread as required to avoid ponding of water and no visible change in grade.
- Over-seed disturbed area with a
- The use of equipment for herbicide application may include the use of ATV assisted application, backpack sprayers, and other means appropriate.
- Cut Stump: NCS will cut the woody stem using hand operated power equipment or hand tools within three (3) inches of ground level and apply herbicide to the cut surface of each stump greater than .25" in diameter. For safety and effective herbicide application, stumps must be cut as level as possible. All herbicide treatments would be with a sponge applicator (or similar device) to ensure no damage to adjacent non-target vegetation
- Piling Brush: Piling brush in a logical manner is integral to facilitating chipping, ensure public safety, and allow follow up treatments in work zones. NCS would cut brush/branches/logs and place basal ends facing, but 3 feet off parking lots. We would loosely pack into piles in accessible up to 15 feet tall by 10 feet in diameter.
- Chipping: NCS would stage a chipper in parking lot, and chip into truck when available. Work areas would be coned off and would only be done in winter to avoid pedestrian impacts, and lot would be cleaned off with backpack blower each PM.
- Stump herbicide Application Requirements: Use a wetland-approved herbicide with glyphosate or Triclopyr as the active ingredient. Stump treatments shall be at full strength.
- Growing season foliar treatments would be by backpack sprayer, using 5% Garlon3a.

PROJECT CONSIDERATIONS

NCS would ensure communication directly about characterization of Woody vegetation populations found, equipment and supplies mobilization, situational (methods, slopes non-targets, etc.) procedures, permissions, scheduling, and documentation of patches treated. Project manager/ecologist would spatially verify work quantity and quality at the end of each workday. Mike Sobieski – General Manager - would communicate work schedules and talk proactively with and report any concerns to TOWNSHIP. NCS would ensure equipment is maintained daily, and non-target/native species and erosive slopes are worked around with meticulous care. Restoration will include topsoiling to match existing grades and reseeded and erosion matting over a no mow-short grass mix or the following riparian wildflower mix along shoreline:

Riparian Wetland Mix

Scientific Name	Common Name	Quantity Ordered	Units
<i>Andropogon gerardi</i>	big bluestem grass	20	seed
<i>Asclepias incarnata</i>	swamp milkweed	10	seed
<i>Avena sativa</i>	oats	800	seed
<i>Calamagrostis canadensis</i>	blue joint grass	10	seed
<i>Carex vulpinoidea</i>	brown fox sedge	5	seed
<i>Coreopsis tripteris</i>	tail coreopsis	10	seed
<i>Desmodium canadense</i>	showy tick trefoil	26	seed
<i>Eleocharis acicularis</i>	needle spike rush	5	seed
<i>Elymus canadensis</i>	Canada wild rye	80	seed
<i>Elymus virginicus</i>	Virginia wild rye	80	seed
<i>Eupatorium perfoliatum</i>	common boneset	2.5	seed
<i>Euthamia graminifolia</i>	common grass-leaved goldenrod	0.5	seed
<i>Helenium autumnale</i>	snazeweed	5	seed
<i>Helianthus scaberrimus</i>	false sunflower	10	seed
<i>Juncus torreyi</i>	Torrey's rush	0.3	seed
<i>Lobelia siphilitica</i>	great blue lobelia	1.3	seed
<i>Lycopus americanus</i>	common water horehound	5	seed
<i>Monarda fistulosa</i>	wild bergamot	10	seed
<i>Oligoneuron rigidum</i>	stiff goldenrod	5	seed
<i>Panicum virgatum</i>	switch grass	40	seed
<i>Penstemon digitalis</i>	longlove beard tongue	5	seed
<i>Ratibida pinnata</i>	yellow coneflower	5	seed
<i>Rudbeckia hirta</i>	black-eyed susan	10	seed
<i>Scirpus atrovirens</i>	dark green rush	1.3	seed
<i>Silphium terebinthinaceum</i>	prairie dock	26	seed
<i>Symphotrichum laeve</i>	smooth blue aster	5	seed
<i>Symphotrichum novae-angliae</i>	New England aster	5	seed
<i>Verbena hastata</i>	blue vervain	5	seed
<i>Veronicastrum virginicum</i>	Culver's root	0.6	seed
<i>Zizia aurea</i>	golden alexanders	10	seed

WOODY VEGETATION BIOMASS REMOVAL

Management of significant areas of non-native Woody vegetation should include both herbicide application and biomass removal, with biomass removal using cut-stumping (including stump treatment) brush-hogging, chipping, topsoiling, and removing material.

SCHEDULE & DELIVERABLE ITEMS

NCS will schedule and complete the following deliverables, according to the preliminary calendar further below.

- a) NCS will carry out this project under the direction and control of the -TOWNSHIP.

- b) NCS will contact the -TOWNSHIP Coordinator or designee within five business days following award of the contract to provide an approximate schedule of work start and end dates.
- c) Once work begins on site, NCS will keep the -TOWNSHIP Coordinator informed of the progress daily.
- d) NCS will notify the -TOWNSHIP Coordinator a minimum of 48 hours prior to beginning on-site work and within 12 hours following final completion of all on-site work under this contract.
- e) NCS must follow decontamination and cleaning procedures for all equipment prior to moving from one site to the next to avoid spreading invasive species.
- f) NCS will notify the TOWNSHIP and partners as needed
- g) Provide details for alternates including seed mix spreadsheet

Item/Milestone	Lead	Date
Preliminary Meetings		
Review SOW with Twp.	Sobieski, DeLisle	9/30/2019
Evaluate existing plans	Sobieski, DeLisle	9/30/2019
Invasive Species data collection/ GIS, mapping	Sobieski, DeLisle	9/30/2019
Spray Treatments		
1-2 Poison Ivy	Sobieski, DeLisle	10/01/19
3-4 Poison Ivy	Sobieski, DeLisle	10/15/19
Biomass removals 1-2		
Cut exotic trees & shrubs, prune others	Sobieski, DeLisle	11/15/19
Treat stumps & fill	Sobieski, DeLisle	12/01/19
Biomass removals 3-4		
Cut exotic trees & shrubs, prune others	Sobieski, DeLisle	12/01/19
Treat stumps & fill	Sobieski, DeLisle	12/15/19
All chipping	Sobieski, DeLisle	12/15/19
Seed & Grading Restoration		
Soil placement	Sobieski, DeLisle	12/15/19
Short prairie mix & erosion blanket	Sobieski, DeLisle	12/15/19

2. References

NCS has controlled invasive species for many municipal clients in Southeast Michigan, including Woody vegetation services in Independence Township, Brandon Twp., Oakland Twp., Royal Oak, Wayne County, and the DNR.

Client References

- **Macomb County Department of Planning and Economic Development**

Nicholson Nature Center Hydro-axing, Wetlands Planning and Restoration
Contact: Gerry Santoro (586)469-6443 gerard.santoro@macombgov.com

- **Wayne County Parks**

Elizabeth Park Shoreline Restoration and Invasive Species Control
Contact: Dave Ries (586)469-6443 dries@waynecounty.com

- **Michigan Nature Association**

Newnan Preserve & Saginaw Wetlands, Invasive shrub mowing
Contact: Andy Bacon or Rachel Maranto (586)469-6443 abacon@michigannature.org

- **Royal Oak Nature Society/City of Royal Oak, MI**

3500 N. Marais, Royal Oak, MI 48073

Ecological Restoration, including grant design-build and invasive species control
Contact: Don Drife, President: (248) 528-0479, joyceanddon@comcast.net

• **Michigan Department of Natural Resources**

P.O. Box 30028 Lansing, MI 48909

Natural areas inventories and assessment, resource mapping, Invasive species control

Contact: Robert Clancy, Ecological Restoration Specialist (517) 241-2055

• **Brandon Township**

Ortonville, MI

Roadside Woody vegetation Mapping and Control, 2014-15

Contact: Kathy Thurman, (248) 627-4918

• **Oakland Township**

4393 Collins Road, Rochester Michigan 48306

Roadside Woody vegetation and other Invasive Species Control mapping and control

Contact: Dr. Ben Vanderweide or Jamie Moore (248) 219-6951, jmoore@oaklandtownship.org

• **City of Farmington Hills**

Native Landscape Design, Project Planning, and Management

Contact: Ashlie Smith, 248.477.1135, asmith@fhgov.com

• **Independence Twp., MI**

6483 Waldon Center Dr. Clarkston, MI 48346

Woody vegetation roadside control, GIS, planning, design, invasive species assessment/mapping

Contact: Dave McKee, Linda Richardson, DPW Manager: (248)240-2986, dmckee@indetwp.com

3. Submittal Requirements

No exceptions are taken as the NCS proposed work plan follows the specifications in the ITB document. NCS does propose alternate methods in a cost-optimized manner, as follows in the price proposal. Below we address the township's numerical submittal requirements:

- | | |
|---|--|
| <p>1. Name and address of firm –
6410 Upper Straits Blvd.
West Bloomfield, MI 48324</p> <p>2. A brief description of the work effort your firm would perform to complete the project –
See section 1.</p> | <p>3. Completed Bid Sheet–
See section 4.</p> <p>4. Any other information/alternates your firm wants to provide.</p> <p>5. Proof of insurance –
See section 5.</p> |
|---|--|

4. Qualifications & Experience

NCS is an ecological services firm, local to the greater Detroit-area and has the invasive species control equipment and staff capability of the firm to perform the work specified. We have demonstrated municipal experience with surveys, landscape architecture, forestry, GIS, large invasive species scope management, and is certified in MDARD categories 2, 3, 5 & 6. We have experience in strategizing methods for proper inspection of sites proposed for development in a timely fashion, and can present findings effectively orally and in writing. NCS is a diversified ecological services firm with demonstrated experience in working effectively with communities to resolve issues and develop invasive species control programs which meet state regulations and exceed functional expectation

Liz & John DeLisle

Owner & Principal Ecologist

Natural Community Services

naturalcommunityservices.com



Cell: 248.672.7611

Email: info@naturalcommunityservices.com

Staff Resumes

Liz DeLisle

CEO & Owner

Liz is the CEO and owner of NCS, which is an SBA certified woman-owned small business. She takes charge of finance, bidding, grants, government contracting, client communications, materials costing, procurement, human resources and is a natural leader. Liz also runs a child services non-profit with over \$500,000 in annual donations as its executive director. She has a master's in management from Davenport University.

Project Experience

- Composes plans and schedules
- Schedules and supervises staff
 - Communicates with clients and cooperators
 - Procures materials and equipment

Experience

Consultant to property managers, construction managers/general contractors, architects, and engineers. Provides facilitation roll to projects requiring special care and detail, manages human resources, project development and related insight for project and design considerations, coordination between stakeholders, achieving local review and construction phase

Education

M.S. in Management

- Concentration in Project Management
- Davenport University, MI

B.S. Grand Valley State University

Registrations/ Certifications/Training

- WBENC
- Foster Closet of MI Executive Director
- QuickBooks ProSeries

John DeLisle

Principal Ecologist, CERP

Mr. DeLisle is a botanist, entomologist and terrestrial ecologist with over 20 years of experience in entomology, ecology, habitat restoration design, site restoration, botany, bioretention, invasive species management, and permitting projects for various government agencies, residential, commercial, agricultural, and public clients. John is dedicated to restoring the diversity, vitality, integrity, and beauty of our clients' land and water resources. John manages a staff educated and experienced in planning, installing and maintaining native ecosystems, and well-versed in the range of native plants suitable to these natural habitats. Natural Community Services accomplishes restoration, consulting, and native plant movement scientific and sociological goals using survey, design and management methods proven to ameliorate disturbed soils, hydrology, wildlife, and vegetation, while establishing locally indigenous plants adapted to restoring these pre-settlement conditions.

Relevant Highlights

- Habitat Restoration Design
- Entomologist leading USDA biological control program for 5 years
- Surveys for plants and animals
- 20 years of experience
- 10 years with NCS

Education

- M.S. University of Michigan; Environmental Science; 2008
- B.S. Michigan State University, Natural Resources, 1999

Registrations/ Certifications/Training

- Natural Shoreline Professional
- Professional Wetlands Scientist
- DNR Forest Division & USDA NRCS Certified TSP
- Certified Ecological Restoration Professional

Project Experience

Mr. John DeLisle, principal ecologist of NCS, has participated in many ecological assessment, design, restoration and invasive species management projects, including seven GLRI-funded projects. He supervised an invasive species biological control research program for 5 years before starting NCS. He served as the team leader or project manager for multiple roadside Woody vegetation control programs, including some early control work on Metro Parkway in 2013 as part of the a SEMCOG and Macomb County (MI) Metro Parkway green infrastructure project. John has been following MISIN sampling procedures for roadside Woody vegetation mowing since 2012 at DNR's Sterling State Park, including the implementation of truck tank mowing, and is currently leading broadcast roadside invasive species control at Eliza Howell Park in Detroit. John will be analyzing and providing map data products as part of this project, treatment data analysis and reports, and performing applications.

Mike Sobieski

General Manager

Mr. Sobieski is an invasive species management planner, forester and team leader with 20 years of experience in business management and administration, ecology, environmental and soil science, GIS and management. Mike leads forestry operations in addition to invasive species project management. Establishes Key Performance Indicators and QA/QC deliverables for work planners. Communicates and negotiates management strategies with cooperators and internal managers through organizational and cultural processes. Coalesces cross-functional teams by streamlining information distribution and analysis.

Relevant Highlights

- CISMA manager
- Financial management
- Species inventory and mapping
- Forest management planning
- Equipment maintenance
- 20 years of experience

Education

- B.S. Oakland University; Environmental Science

**Registrations/
Certifications/Training**

- CERPIT
- DNR Forest Division & USDA NRCS Certified TSP
- MDARD applicator

Project Experience

Mr. Sobieski led the Oakland and Lake St. Clair TOWNSHIP's as their director before NCS. Here, he coordinated invasive plant surveys in three Michigan counties, composed project specifications, performed oversight of control operations and managed cooperative staff. He has led audit and assessment services for ROW contracts within Michigan and worked alongside Davey Resource Group, Environmental Consultants, Inc., and others. In doing so, he developed an auditing process for assessing vegetation management efficiency, TOWNSHIP efficiency and their contractor-generated production, quality control, and cost metrics. He has in-depth experience invasive species survey methodology, implementation, and statistical analysis. He led the TOWNSHIP, as well as the Oakland TOWNSHIP as coordinator, for several years. Mike will be leading communications with TOWNSHIP partners, surveying sites and collecting GPS data, as well as running vehicle safety, logistics, and equipment maintenance.

Liz & John DeLisle

Owner & Principal Ecologist

Natural Community Services

naturalcommunityservices.com



Cell: 248.672.7611

Email: info@naturalcommunityservices.com

Melissa Meszaros

Lead Biologist

Ms. Meszaros is an ecologist with over 5 years of experience in ecology, habitat restoration design, site restoration, bioretention. Melissa is dedicated to educating clients about biodiversity, vitality, integrity, and beauty of our clients' land and water resources. She is educated and experienced with invasive species biology, management and maintaining native ecosystems, and well-versed in the botany and physiology of common and emerging native plants

Relevant Highlights

- Habitat Restoration Design
- Biological surveys
- Native plant expert
- Field and biology team manager
- 6 years of experience
- 2 years with NCS

Education

B.S.; University of Michigan;
Environmental Science; 2011.

**Registrations/
Certifications/Training**

- Natural Shoreline Professional
- MDARD applicator

Project Experience

Melissa Meszaros has worked on hundreds of invasive species survey, assessment, and control projects for HCMA, Springfield Township, and Natural Community Services. Melissa leads invasive species survey and treatment projects, trains new staff, provides project planning and prioritization, site specific scheduling, and develops our safety procedures. She will be the lead pesticide applicator on the TOWNSHIP roads Woody vegetation control project.

4. Cost

Budget amount uses a base bid according to bid form table, and alternates (with no-stump grinding and additional topsoil, and another deduct alternate using shortgrass prairie plantings instead of turfgrass), as follows:

PROPOSAL BID FORM

NAME OF BIDDER Natural Community Services, LLC

ADDRESS 6410 Upper Straits Blvd.

West Bloomfield, MI 48324

PHONE 248-672-7611

Liz & John DeLisle

Owner & Principal Ecologist

Natural Community Services
naturalcommunityservices.com



Cell: 248.672.7611
Email: info@naturalcommunityservices.com

VAN BUREN TWP - French Landing Park brush control ESTIMATE

#	Item	Cost
1	Section 1 (cut, grind, cleanup, topsoil, seed, blanket)	\$ 5,000.00
2	Section 2	\$ 9,500.00
3	Section 3	\$ 10,500.00
4	Section 4	\$ 10,500.00
5	Cost of hauling away tree/brush grindings	\$ 11,500.00
	TOTAL	\$ 47,000.00
Alt 1	Deduct from 5 for cut-stump flush & treat w/ no stump grind	
	Section 1 Total	\$ 2,900.00
	Section 2	\$ 5,000.00
	Section 3	\$ 5,500.00
	Section 4	\$ 5,500.00
	Cost of hauling away tree/brush grindings	\$ 6,900.00
Alt 1	TOTAL	\$ 25,800.00
Alt 2	Deduct for using low-height prairie mix instead of turfgrass	\$ (900.00)
Alt 3	Combo discount for 1+2	\$ 24,900.00

5. Other Requested Information

NCS wishes to
Certificate of Insurance

Charter Township of Van Buren

REQUEST FOR BOARD ACTION

Agenda Item: _____

Work Study Date: 09/30/19

Board Meeting: 10/01/19

Consent Agenda _____

New Business X

Unfinished Business: _____

Public Hearing _____

ITEM (SUBJECT)	Presentation of recommended design of Township Hall Electronic Message Sign, designed by Veres Environmental Graphics and Signs (VEGAS).
DEPARTMENT	Department of Public Services
PRESENTER(S)	Matthew R. Best, Director of Public Services
PHONE NUMBER	(734) 699-8913
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	Elizabeth Renaud, Executive Assistant Public Services Staff from Veres Environmental Graphics and Signs

Agenda topic

ACTION REQUESTED	
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To approve the final design of the Township Hall Electronic Message Sign, designed by Veres Environmental Graphics and Signs (VEGAS) for the final cost of \$54,090.00. 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	\$54,090.00 – Capital Outlay (B&G)
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IMPLEMENTATION NEXT STEP	If approved, sign production will be initiated.
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DEPARTMENT RECOMMENDATION	Approval
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COMMITTEE/COMMISSION RECOMMENDATION	
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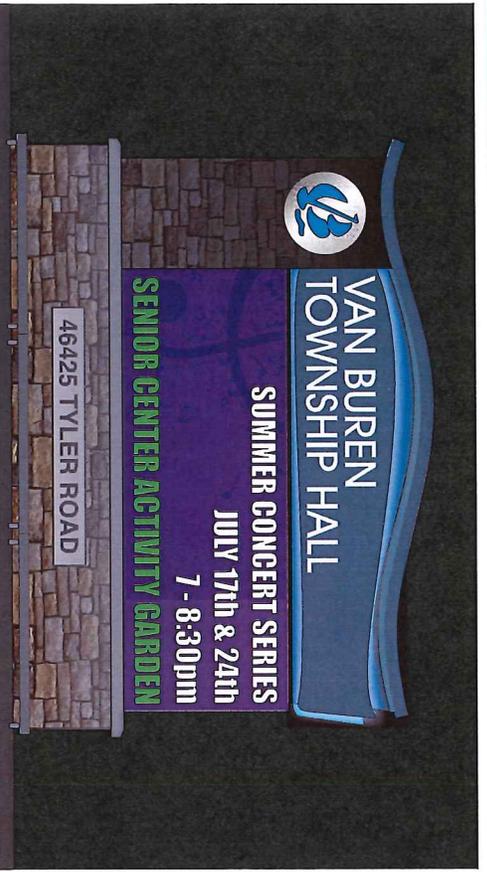
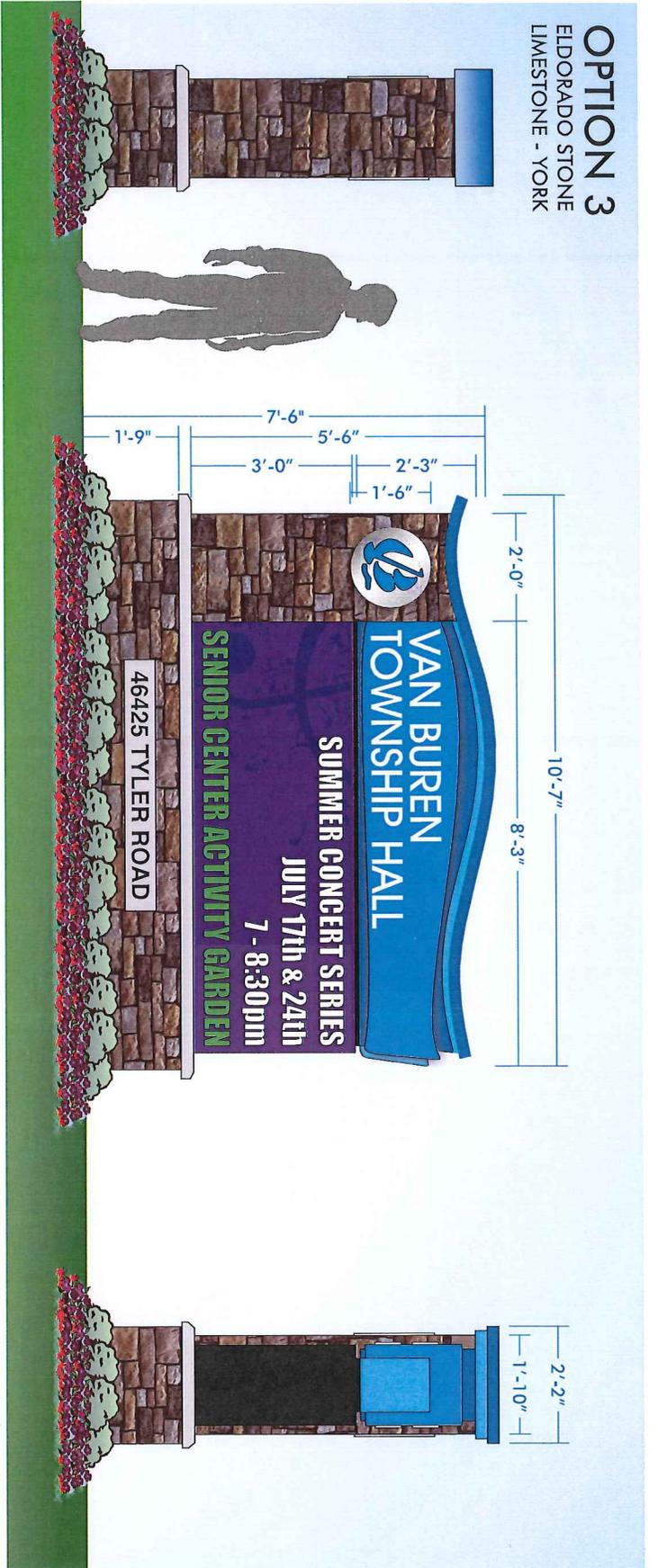
ATTORNEY RECOMMENDATION	
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(May be subject to Attorney/Client Privilege and not available under FOIA)

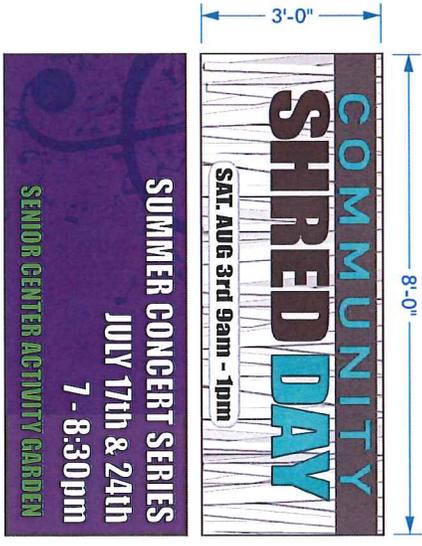
ADDITIONAL REMARKS	
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APPROVAL OF SUPERVISOR	
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OPTION 3
 ELDORADO STONE
 LIMESTONE - YORK



NIGHT SIMULATION



96x192/9mm MATRIX WITH 18,432 PIXELS
 ACTIVE AREA: 3'H x 6'W AND CABINET: 3'H x 6'W x 5.125"D
 WIRELESS COMMUNICATION WEB BASED PROGRAMMING

LED DISPLAY



Project:

Van Buren Township
 Township Hall Sign

Project Address:

46425 Tyler Road
 Van Buren Township

Date:

9/12/2019

Drawn By:

Townsend

Filename:

VanBurenTwpHall_EMCS

Scale:

1/2" = 1'

Colors:

- PMS 7640C
- PMS 298C
- PMS 2196C

Revisions

REV1 - 9/13/2019

Sheet:

2



749 Sherbrooke
 Commerce, MI 48822
 248.503.2389 Office

PROPOSAL



To: Matt Best
Van Buren Township

From: Jonathan Townsend
Veres Environmental Graphics and Signs

RE: Township Hall LED Sign

2019-09-24

Matt,

Veres Environmental Graphics and Signs is pleased to present our proposal to Van Buren Township for the Township Hall LED Sign project.

ITEM	Cost Each	QTY	Total Cost
Monument Sign <ul style="list-style-type: none">7'-6"H x 10'-7"W cultured stone monument sign with LED display.Cirrus 96x256/9mm 3'H x 8'W LED displayInternally illuminated sign cabinet with wave top and internally illuminated logo on column with push-thru lettersLimestone address panelExcavation, footing, stonework with Eldorado Stone Limestone - York	\$50,377.00	1	\$50,377.00
Electrical <ul style="list-style-type: none">Horizontal bore new electrical service from building main entrance to sign island at lot entrance.Pull 2 conduits, one for electrical 2 - 20AMP 120VAC power and one for data CAT6 Ethernet	\$3,713.00	1	\$3,713.00

Subtotal **\$54,090.00**

Total \$54,090.00

Thank you for considering VEGAS. Please let me know if you have any questions.

Sincerely,

Jonathan Townsend
Veres Environmental Graphics and Signs