



Public Meeting Room A  
Delta Administration Building  
7710 West Saginaw Highway  
Lansing, MI 48917

**TOWNSHIP BOARD REGULAR MEETING  
AGENDA  
February 4, 2019 - 6:00 PM**

- I. CALL TO ORDER**
- II. OPENING CEREMONIES – Pledge of Allegiance**
- III. ROLL CALL – Members:** Supervisor Kenneth R. Fletcher, Clerk Mary R. Clark, Treasurer Howard A. Pizzo, Trustee Fonda J. Brewer, Trustee Andrea M. Cascarilla, Trustee Dennis R. Fedewa, and Trustee Karen J. Mojica
- IV. PRESENTATIONS AND PROCLAMATIONS**
  - 1. Badge Pinnings**
    - a. Dan Bennett**
    - b. William “Grant” Krummel**
- V. SET/ADJUST AGENDA**
- VI. PUBLIC HEARINGS**
- VI. COMMUNICATIONS**
- VIII. PUBLIC COMMENTS FOR ITEMS NOT ON AGENDA (*maximum two minutes*)**
- IX. INTRODUCTION OF ORDINANCES**
- X. PASSAGE OF ORDINANCES**
- X. CONSENT AGENDA** – Anyone may request item(s) to be pulled from the consent agenda for discussion. If left on the consent agenda, the items will be voted on by a roll call vote of the Board en masse. Then, the individual item(s) will be discussed and voted upon.
  - 2. Bills and Financial Transactions**
    - a. \$ 884,998.06**
  - 3. Minutes**
    - a. January 22, 2019 Regular Board Meeting**
- XI. ITEMS REMOVED FROM CONSENT AGENDA FOR DISCUSSION**

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

**XIV. ITEMS OF BUSINESS**

**4. 2019 Eaton County Local Road Millage Program Year 5 of 12**

The Engineering Department recommends that the Delta Township Board authorize the Township Manager and/or Township Engineer to advise the Eaton County Road Commission that Delta Township takes no exception to the proposed 2019 Millage Program Projects as documented in the attached project map and that Eaton County Road Commission staff coordinate with Delta Township Engineering staff for sidewalk repairs that are located within proposed road resurfacing project areas.

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

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

**XV. MANAGER'S REPORT**

**XVI. COMMITTEE OF THE WHOLE**

**6. Waverly Road and Pathway Update**

**7. Facilities Study Plan**

**XVII. PUBLIC COMMENTS (*maximum five minutes*)**

**XVIII. ADJOURNMENT**

**CHARTER TOWNSHIP OF DELTA**

**MARY R. CLARK, TOWNSHIP CLERK**

Phone (517) 323-8500

*Individuals with disabilities attending Township meetings or hearings and requiring auxiliary aids or services should contact Township Manager and ADA Coordinator Brian T. Reed by email at [manager@deltami.gov](mailto:manager@deltami.gov) or calling (517) 323-8590 to inform him of the date of the meeting or hearing that will be attended. Copies of minutes may be purchased or viewed in the Clerk's Office from 8 a.m. to 5 p.m., Monday through Friday.*

DELTA CHARTER TOWNSHIP  
FINANCE REPORT  
FOR TOWNSHIP BOARD MEETING  
02/04/2019

Disbursement requests listed on the following pages, totaling \$884,998.06, have been received and reviewed by the Manager, Finance Director, and Clerk. It is recommended that all listed vouchers be approved for payment.

Bond/Debt Payments

Payroll & Related	335,196.23
-------------------	------------

Refunds	1,254.52
---------	----------

Tax Distributions

Vendor Claims	548,547.31
---------------	------------

Total	<u>\$ 884,998.06</u>
-------	----------------------

Investments

-----  
Kenneth R. Fletcher, Township Supervisor

-----  
Mary R. Clark, Township Clerk

-----  
Howard A. Pizzo, Township Treasurer

PAYABLES FOR DELTA CHARTER TOWNSHIP  
BOARD AGENDA DATE 02/04/2019

Check Date	Check	Vendor Name	Description	Amount
12/28/2018	CCARD	AMAZON MARKETPLACE	CHRISTMAS STICKERS, GIFT BAGS - SWEETS & TREATS W/SANTA	64.99
12/28/2018	CCARD	AMAZON MARKETPLACE	SURGE PROTECTORS, ALUMINUM SCOOP FOR SALT, BROCHURE HOLDER, LINT REMOVERS, ETC.	214.53
12/28/2018	CCARD	AMERICAN RED CROSS	CPR RE-CERTIFICATIONS FOR WATER AEROBICS INSTRUCTORS	70.00
12/28/2018	CCARD	AMERICAN WATER WORKS ASSOCIATION	PIPE DESIGN & INSTALLATION MANUAL - DIGITAL DOWNLOAD	84.00
12/28/2018	CCARD	APPLEBEES	ELECTION MEALS	101.26
12/28/2018	CCARD	B&H PHOTO	PHOTO PAPER FOR PASSPORTS	381.35
12/28/2018	CCARD	BOYNE MOUNTAIN	MFEA CONFERENCE LODGING - K SOBCZYK	237.90
12/28/2018	CCARD	BUDDIES GRILL	METRO CHIEFS MEETING - M ROMAN	10.00
12/28/2018	CCARD	CHEDDARS	ELECTION MEALS	64.65
12/28/2018	CCARD	CONSTANT CONTACT	ANNUAL SUBSCRIPTION DIGITAL MEDIA FOR NEWSLETTERS & MAGAZINES	1,116.50
12/28/2018	CCARD	COTTAGE INN PIZZA	ELECTION MEALS	68.94
12/28/2018	CCARD	CULVERS OF LANSING	ELECTION MEALS	34.30
12/28/2018	CCARD	FACEBOOK	ADVERTISING FOR BASKETBALL	2.91
12/28/2018	CCARD	FLAP JACK SHACK	METRO TRAINING CHIEFS MEETING - M ROMAN	11.85
12/28/2018	CCARD	FRANKLIN PRODUCTS	2019 WEEKLY PLANNER	32.94
12/28/2018	CCARD	HOME DEPOT	SMOKE ALARMS	399.77
12/28/2018	CCARD	HONEYBAKED HAM CO. AND CAFE	ELECTION MEALS	181.35
12/28/2018	CCARD	HORROCKS FARM MARKET	TOWNSHIP CHRISTMAS TREE	59.99
12/28/2018	CCARD	HOTSTART SALES	BLOCK HEATER FOR SNOW RD BOOSTER GENERATOR	520.11
12/28/2018	CCARD	KNOX COMPANY	KEY LOCK BOXES FOR FIRE INVESTIGATION LOCK-OUTS	312.00
12/28/2018	CCARD	LANSING REGIONAL CHAMBER	CELEBRATION OF REGIONAL GROWTH EVENT - M CLARK	55.00
12/28/2018	CCARD	LITTLE CAESARS	MEALS FOR WATER MAIN BREAK - ST JOE HWY	27.56
12/28/2018	CCARD	MARCO'S PIZZA	EMPLOYEE MEALS FOR DE-LEAFING EVENTS	211.07
12/28/2018	CCARD	MEIJER, INC.	COOKIES FOR ELECTIONS	17.96
12/28/2018	CCARD	MEIJER, INC.	WATER, TABLE COVERS, COOKIES, CANDY CANES, CRAFT SUPPLIES - SWEETS & TREATS W/SANTA	90.53
12/28/2018	CCARD	MEIJER, INC.	SNOW SHOVELS	53.97
12/28/2018	CCARD	MICHIGAN ECONOMIC DEVELOPERS ASSOC.	FALL ECONOMIC DEVELOPMENT TOOLBOX REGISTRATION - E REED	105.00
12/28/2018	CCARD	MICHIGAN FIRE INSPECTORS SOCIETY	ANNUAL MEMBERSHIP - M ROBERTS	30.00
12/28/2018	CCARD	MICHIGAN MUNICIPAL LEAGUE	ANNUAL MEMBERSHIP - E REED	135.00
12/28/2018	CCARD	PANERA BREAD	FOOD FOR COMMAND TRAINING	16.21
12/28/2018	CCARD	QUALITY DAIRY CO.	MEALS FOR WATER MAIN BREAK - ST JOE HWY	9.44
12/28/2018	CCARD	QUALITY DAIRY CO.	BUTTER FOR 39ERS LUNCHES	3.75
12/28/2018	CCARD	QUALITY DAIRY CO.	DOUGHNUTS, WATER FOR FIRE TRAINING & TESTING EVENTS	32.26
12/28/2018	CCARD	SHUBEE	WATERPROOF SHOE COVERS	61.31
12/28/2018	CCARD	SOPHIA'S HOUSE OF PANCAKES	ELECTION MEALS	61.47
12/28/2018	CCARD	STAPLES	STATIONERY FOR ANNUAL LETTERS	78.43
12/28/2018	CCARD	THE WALL STREET JOURNAL	MONTHLY SUBSCRIPTION - DIGITAL & PRINT	19.49
12/28/2018	CCARD	WAL-MART STORES, INC.	GATORADE FOR FIRE REHAB, SPRAY PAINT, DISH WAND	59.01



12/28/2018	CCARD	WAL-MART STORES, INC.	SPACE HEATER, GIFT WRAP, CRAFT SUPPLIES	63.58
12/28/2018	CCARD	ZAYTOON GRILL	MEALS FOR PARKS EMPLOYEE RETREAT	72.11
01/23/2019	311182	SYNCB/AMAZON	STANDING DESKS, DRIPLESS SPRAYER, ANTI-FATIGUE MATS, SURGE PROTECTOR POWER STRIPS	908.52
01/23/2019	311183	BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH INSURANCE - FEBRUARY 2019	137,008.30
01/23/2019	311184	BRD PRINTING, INC.	WINDOW ENVELOPES - PROPERTY TAX INFO - ASSESSING DEPT	203.55
01/23/2019	311185	CAPITAL AREA UNITED WAY	PAYROLL WITHHOLDING	25.00
01/23/2019	311186	COMCAST	SERVICE @ 811 N CANAL RD - JANUARY & FEBRUARY 2019	122.34
01/23/2019	311187	CONSUMERS ENERGY	SERVICE @ MULTIPLE LOCATIONS (12/6/18 - 1/7/19)	1,662.21
01/23/2019	311188	DEARBORN NATIONAL LIFE INSURANCE CO	LIFE, ADD, LTD & OPT'L INSURANCE - FEBRUARY 2019	6,524.24
01/23/2019	311189	DELTA DENTAL PLAN OF MICHIGAN	DENTAL INSURANCE - FEBRUARY 2019	16,391.67
01/23/2019	311190	HUMANA INSURANCE CO	RETIREES MEDICAL INSURANCE - FEBRUARY 2019	14,355.60
01/23/2019	311191	LANSING BOARD OF WATER & LIGHT	SERVICE @ 7708 ADMINISTRATION DR (11/19/18 - 12/19/18), LAB SERVICE FEES - DECEMBER 2018	1,405.22
01/23/2019	311192	LOWES BUSINESS ACCOUNT	SUPPLIES & MATERIALS FOR MULTIPLE DEPTS - DECEMBER 2018	1,736.19
01/23/2019	311193	MOTION INDUSTRIES, INC.	PRESS THUMPER REBUILD	79.89
01/23/2019	311194	ANDREA ROSAS	REFUND SECURITY DEPOSIT COMMUNITY CENTER	250.00
01/23/2019	311195	TRI COUNTY TITLE AGENCY	REFUND WINTER TAX OVERPAYMENT - 7416 GOLF GATE DR	990.66
01/23/2019	311196	BELL TITLE AGENCY	W/S REFUND FOR ACCOUNTS: 00003037 & 00034972	13.86
01/23/2019	311197	VOYANT COMMUNICATIONS	PHONE & INTERNET SERVICE - JANUARY 2019	3,913.85
01/30/2019	311204	ALRO STEEL	TOWNSHIP PATHWAY GATE HINGES	94.00
01/30/2019	311205	AT&T	PHONE SERVICE @ RECYCLING CTR (1/13/19 - 2/12/19)	59.03
01/30/2019	311206	CONSUMERS ENERGY	SERVICE @ MULTIPLE LOCATIONS (12/6/18 - 1/16/19)	8,012.92
01/30/2019	311207	ROSS JONES	YOUTH BASKETBALL STAFF PAYROLL (1/28/19)	157.50
01/30/2019	311208	LANSING BOARD OF WATER & LIGHT	SERVICE @ MULTIPLE LOCATIONS (12/14/18 - 1/17/19), LAB SERVICE FEES - DECEMBER 2018	308.05
01/30/2019	311209	MCMASTER-CARR SUPPLY CO.	THERMOMETER FOR BIG BOILER	169.89
01/30/2019	311210	UPS	SHIPPING CHARGES	74.95
01/30/2019	311211	VERIZON	MACHINE TO MACHINE SCADA SYSTEM & FIRE DEPT (12/20/18 - 1/19/19)	448.00
02/05/2019	EFT	INSIGHT INVESTMENT	INVESTMENT ADVISORY SERVICE - DECEMBER 2018	1,797.98
02/06/2019	311212	AC&E RENTALS	PROPANE BY THE GALLON	11.80
02/06/2019	311213	ADT SECURITY SERVICES INC.	MONTHLY ALARM MONITORING SERVICE - FEBRUARY 2019	70.88
02/06/2019	311214	AIRGAS USA, LLC	MEDICAL OXYGEN	764.82
02/06/2019	311215	AMERICAN RENTALS, INC.	PORTABLE TOILETS	290.00
02/06/2019	311216	AUTO VALUE PARTS STORE	ALUMINUM ELBOWS, CALIPER, SWITCHES, BATTERY, FUEL FILTER, GREASE, WASHER SOLVENT, ETC.	570.88
02/06/2019	311217	AUTO ZONE	TRANSMISSION FLUID, BRAKE CALIPER	221.93
02/06/2019	311218	BARYAMES CLEANERS INC.	UNIFORMS - LAUNDRY	243.44
02/06/2019	311219	BLACKBURN MANUFACTURING CO.	WATER LINE MARKING FLAGS	788.95
02/06/2019	311220	BOUND TREE MEDICAL, LLC	RECHARGEABLE ION BATTERIES, SUCTION CUPS, GLUCOSE TEST STRIPS, SUCTION CATHETERS	1,104.27
02/06/2019	311221	BOYNTON FIRE SAFETY SERVICE	FIRE EXTINGUISHER RECHARGE, VALVE STEM, O-RING	84.00
02/06/2019	311222	CDW GOVERNMENT, INC.	NEW PRINTERS & COPIERS, WIRELESS MODEM	3,396.09
02/06/2019	311223	CHROUCH COMMUNICATIONS, INC.	CLEANED, STRAIGHTENED BATTERY CONTACT PINS	75.00
02/06/2019	311224	CINTAS CORPORATION #725	MATS FOR SUBSTATION	60.00
02/06/2019	311225	CITY OF FARMINGTON HILLS	ANNUAL ACTIVE ASSAILANT CONFERENCE REGISTRATION - G GINEBAUGH	150.00
02/06/2019	311226	CLASSIC COFFEE CO.	COFFEE, CREAMER, SUGAR - STATIONS #1 & #3	349.50
02/06/2019	311227	COMPREENEW	E-WASTE RECYCLING	2,836.66

02/06/2019	311228	D&G EQUIPMENT INC.	RED PAINT	28.08
02/06/2019	311229	DOXIM - POSTAGE ACCOUNT	POSTAGE FOR 2019 CHANGE OF ASSESSMENT NOTICES	5,625.00
02/06/2019	311230	DAVID CHAPMAN AGENCY, INC.	MVR BACKGROUND CHECKS FOR VENDORS	55.00
02/06/2019	311231	DLT SOLUTIONS, LLC	AUTOCAD CIVIL 3D GOVERNMENT ANNUAL SUBSCRIPTION	1,152.05
02/06/2019	311232	EATON COUNTY	TRI-COUNTY REGIONAL PLANNING COMMISSION - 1ST & 2ND QUARTERS 18/19 FISCAL YEAR	10,092.50
02/06/2019	311233	EATON COUNTY TREASURER	SHERIFF CONTRACTUAL - FEBRUARY 2019	262,730.00
02/06/2019	311234	EATON COUNTY TREASURER	DISTRIBUTION OF SPACE TAX MONIES - NOVEMBER & DECEMBER 2018	935.00
02/06/2019	311235	EATON COUNTY FIRE CHIEFS ASSOC.	ANNUAL MEMBERSHIP - G GINEBAUGH	100.00
02/06/2019	311236	EATON COUNTY ROAD COMMISSION	EMERGENCY LIGHTS - CANAL RD FIRE STATION & SNOW RD WAVERLY SCHOOL CROSSING	241.62
02/06/2019	311237	ENCOMPASS, LLC	EMPLOYEE PRODUCTIVITY SERVICES - 5 SESSIONS	780.00
02/06/2019	311238	ETNA SUPPLY COMPANY	NEW METER & PARTS, B&G MOTOR MOUNT	1,150.99
02/06/2019	311239	EUROFINS EATON ANALYTICAL, INC.	WATER SAMPLING	940.00
02/06/2019	311240	FACILITY SOLUTIONS, INC.	DOG WASTE BAGS, INDUSTRIAL ICE MELT, PAPER TOWEL, BATH TISSUE	928.77
02/06/2019	311241	FIBERTEC ENVIRONMENTAL SERVICES	LOW-LEVEL MERCURY NPDES FINAL	309.00
02/06/2019	311242	FLEETPRIDE	ALUMINUM ELBOW, U-BOLT CLAMP, REDUCER, BOLTS	144.78
02/06/2019	311243	FLUID CONNECTIONS INC AUTOMATION	PTC UNIONS, WATER SUCTION HOSE	48.96
02/06/2019	311244	FORESIGHT GROUP	PERSONAL PROPERTY TAX STATEMENTS MAILING	871.63
02/06/2019	311245	FORESIGHT SUPER SIGN	WOOD BLOCK DESK HOLDER W/ENGRAVED NAME PLATE	42.50
02/06/2019	311246	USA TODAY NETWORK	NOTARIZED ADVERTISING	2,336.00
02/06/2019	311247	AARON GORDEN	REIMBURSE FOOD FOR SUNDANCE FIRE	35.96
02/06/2019	311248	GRAINGER	PRESSURE WASHER PUMP, GAS METER BATTERIES, TRASH BAGS, BLACK MARKER PAINT	1,029.05
02/06/2019	311249	GRAND LEDGE FORD	ROTOR ASSEMBLIES, BRAKE PAD, INDICATOR	230.06
02/06/2019	311250	ARON GREISINGER	REIMBURSE DRINKING WATER TREATMENT & DISTRIBUTION CERTIFICATION RENEWAL	95.00
02/06/2019	311251	TONI GRIFFIN	EDC PER DIEM (6/1/17 - 9/6/18)	130.00
02/06/2019	311252	JOHN HANIESKI	EDC PER DIEM (6/1/17 - 9/6/18)	130.00
02/06/2019	311253	ERIK HANSEN	EDC PER DIEM (6/1/17 - 9/6/18)	130.00
02/06/2019	311254	JUSTIN HIMEBAUGH	EDC PER DIEM (6/1/17 - 9/6/18)	130.00
02/06/2019	311255	HOT FLASH SELFIES	GLAM PHOTO BOOTH FOR DADDY/DAUGHTER DANCE	385.00
02/06/2019	311256	IIMC	ANNUAL MEMBERSHIP - M CLARK	210.00
02/06/2019	311257	KODIAK EMERGENCY VEHICLES	DOOR HANDLE, DOOR HANDLE ASSEMBLY, SUPER AUTO EJECT COVER	224.08
02/06/2019	311258	LANSING UNIFORM CO.	CARGO PANTS, POLO SHIRTS, PARKA, STATION WEAR SHIRTS, BELT, FLEX FIT HAT	1,343.85
02/06/2019	311259	LARRY LEATHERWOOD	EDC PER DIEM (6/1/17)	30.00
02/06/2019	311260	MATERIALS TESTING CONSULTANTS, INC.	PROFESSIONAL SERVICES - HAZARDOUS BUILDING MATERIALS SURVEY WWTP - NOV & DEC 2018	11,775.98
02/06/2019	311261	MCKENNA ASSOCIATES, INC.	PROFESSIONAL SERVICES - DELTA COMPREHENSIVE PLAN UPDATE - DECEMBER 2018	1,365.00
02/06/2019	311262	MENARDS	BUTCHER BLOCK DESK TOP, WELDING HELMET, BASEBOARD, PAINT, METRIC BALL HEX SET, ETC.	421.76
02/06/2019	311263	MECHANICAL INSPECTORS ASSOC OF MI	ANNUAL MEMBERSHIP DUES & SPRING CONFERENCE REGISTRATION - N FOLTZ	410.00
02/06/2019	311264	MICHIGAN CHAMBER SERVICES, INC.	MICHIGAN STATE & FEDERAL LABOR LAW POSTERS	257.00
02/06/2019	311265	MICHIGAN CHAPTER IAEI	2019 SPRING SEMINAR REGISTRATION - R KINSMAN	280.00
02/06/2019	311266	MORRISON INDUSTRIAL EQUIP CO.	CONTACTS FOR BOSS MOBILE	138.42
02/06/2019	311267	NCL OF WISCONSIN	FILTER PAPER, PETRI DISHES, 3-WAY PIPET BULBS, BUFFER SOLUTION, CHEMICALS, TEST STRIPS	1,153.81
02/06/2019	311268	NEWARK ELEMENT14	PARTS FOR TESCO TEST BOX	171.42
02/06/2019	311269	NORTHSIDE SERVICE	WINCH OUT & TOW AMBULANCE - A136	180.00
02/06/2019	311270	PIAM	ANNUAL MEMBERSHIP DUES & SPRING CONFERENCE REGISTRATION - N FOLTZ	425.00

02/06/2019	311271	PROVIDENCE CONSULTING COMPANY	CYBER SECURITY AWARENESS TRAINING PACKAGE, OFFICE 365 BUSINESS ESSENTIALS - FEBR 2019	5,377.20
02/06/2019	311272	PVS TECHNOLOGIES, INC.	FERRIC CHLORIDE SOLUTION DWG (LFCD) BULK	11,502.77
02/06/2019	311273	ROSE PEST SOLUTIONS	MONTHLY PEST CONTROL - STATION #1	42.00
02/06/2019	311274	SHERWIN-WILLIAMS	PAINT, BRUSHES	583.89
02/06/2019	311275	SPARROW OCCUPATIONAL HEALTH SERVICE	EMPLOYEES PHYSICAL EXAMS, BLOOD WORK, DRUG SCREEN; ONSITE TB TESTS - FIRE & EMS	1,463.00
02/06/2019	311276	STATE OF MICHIGAN	WHEEL LOAD WEIGHER CALIBRATION	435.00
02/06/2019	311277	SUNDANCE CHEVROLET	HEATER, BOWL KIT, PAD KIT	956.00
02/06/2019	311278	TERMINIX PROCESSING CENTER	ANNUAL PEST CONTROL @ 4538 ELIZABETH DR	500.52
02/06/2019	311279	BOB THELEN	EDC PER DIEM (6/1/17 - 9/6/18)	130.00
02/06/2019	311280	UPS	SHIPPING CHARGES	15.42
02/06/2019	311281	U.S. POSTMASTER	POSTAGE FOR SPRING 2019 DELTA MAGAZINE	2,932.92
02/06/2019	311282	U.S. POSTMASTER	POSTAGE FOR WINTER 2019 DELTA NOW!	3,489.30
02/06/2019	311283	WEST SHORE FIRE INC.	SCBA REPAIR	171.41
02/06/2019	311284	WHISPERING PINES MOBILE ZOO, LLC	DEPOSIT FOR MOBILE ZOO @ DELTA ROCKS	100.00
02/06/2019	311285	ROBERT WILSON	EDC PER DIEM (6/1/17)	30.00
				<hr/>
				PAYABLES 549,826.83
				PAYROLL P.E. 01/26/2019 335,171.23
				<hr/>
				\$ 884,998.06
				<hr/>

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

**TOWNSHIP BOARD REGULAR MEETING MINUTES FOR  
TUESDAY, JANUARY 22, 2019**

**I. CALL TO ORDER**

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

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

**III. ROLL CALL**

Members Present: Supervisor Kenneth R. Fletcher, Treasurer Howard A. Pizzo, Clerk Mary R. Clark, Trustee Fonda Brewer, Trustee Andrea M. Cascarilla, Trustee Dennis R. Fedewa, and Trustee Karen J. Mojica (arrived at 6:03 PM)

Members Absent: None

Others Present: Manager Brian T. Reed, Lt. Ross Tyrell, Fire Chief Gregg Ginebaugh, Assistant Fire Chief Mike Roman, Assessing Department Director Ted Droste, Planning Department Director Gary Bozek, Parks and Recreation Department Director Marcus Kirkpatrick, Economic Development Coordinator Ed Reed, Planner Stephanie Balke, Utility Department Director Rick Kane

TREASURER PIZZO MOVED TO EXCUSE TRUSTEE MOJICA FROM THE JANUARY 22, 2019 REGULAR BOARD MEETING.

TRUSTEE BREWER SUPPORTED THE MOTION. THE MOTION PASSED 7-0.

**IV. PRESENTATIONS AND PROCLAMATIONS**

1. Proclamation in Recognition of Service

a. Patricia Gabriel – Planning Commission

SUPERVISOR FLETCHER MOVED TO APPROVE THE RESOLUTION IN RECOGNITION OF PATRICIA GABRIEL.

TREASURER PIZZO SUPPORTED THE MOTION. THE MOTION PASSED 7-0.

**CHARTER TOWNSHIP OF DELTA  
RESOLUTION OF RECOGNITION  
PATRICIA GABRIEL**

**WHEREAS**, Patricia Gabriel has faithfully served on the Delta Township Planning Commission for nearly thirteen years; and

**WHEREAS**, Commissioner Gabriel's service has been exemplified by integrity, dignity, and a respect for others; and

**WHEREAS**, Commissioner Gabriel has been a passionate advocate for environmental preservation; and

**WHEREAS**, Commissioner Gabriel has long and rich history of community service and sharing with others as demonstrated by her career as a school administrator, her membership on the Boards for Habitat for Humanity and Bixby Hospital, her tenure on the Adrian City Commission, her service as coordinator of the "Relay for Life", and as a volunteer driver transporting cancer patients to doctor's appointments.

**NOW THEREFORE**, be it hereby resolved that on this twenty-second day of January two-thousand nineteen the Delta Township Board is indeed grateful to Patricia Gabriel and wishes to recognize her outstanding service to the citizens of the Township.

b. Justin Himebaugh – Economic Development Corporation

SUPERVISOR FLETCHER MOVED TO APPROVE THE RESOLUTION IN RECOGNITION OF JUSTIN HIMEBAUGH.

TRUSTEE MOJICA SUPPORTED THE MOTION. THE MOTION PASSED 7-0.

**CHARTER TOWNSHIP OF DELTA  
RESOLUTION OF RECOGNITION  
JUSTIN B. HIMEBAUGH**

**WHEREAS**, Justin B. Himebaugh has faithfully served the residents of Delta Township since April 2012 as a Trustee on the Delta Township Economic Development Corporation (EDC); and

**WHEREAS**, the last seven years have seen an increasingly active EDC, undertaking projects such as serving as the Township's Brownfield

Redevelopment Authority for its first brownfield project, purchasing banners for display along Saginaw Highway and at Township facilities, and renewing a partnership agreement with the Michigan Economic Development Corporation (MEDC); and

**WHEREAS**, Mr. Himebaugh has served as the Chief Financial Officer and Controller of several regional businesses, including the Lansing Economic Area Partnership (LEAP),

**NOW THEREFORE**, be it hereby resolved that on this twenty-second day of January two-thousand nineteen the Delta Township Board is indeed grateful to Justin B. Himebaugh and wishes to recognize his outstanding service to the citizens of the Township.

c. Lisa McCormick – Tax Board of Review

SUPERVISOR FLETCHER MOVED TO APPROVE THE RESOLUTION IN RECOGNITION OF LISA MCCORMICK.

TREASURER PIZZO SUPPORTED THE MOTION. THE MOTION PASSED 7-0.

**CHARTER TOWNSHIP OF DELTA  
RESOLUTION OF RECOGNITION  
LISA K. MCCORMICK**

**WHEREAS**, Lisa K. McCormick has faithfully served the residents of Delta Township for 10 years as a member of the Delta Township Board of Review; and

**WHEREAS**, Ms. McCormick and her husband and family have lived in Delta Township since 2005; and

**WHEREAS**, Ms. McCormick holds a Law Degree from Thomas M Cooley Law School and a Bachelor's of Arts Degree from University of Pittsburgh; and

**WHEREAS**, Ms. McCormick has worked for the Ingham County Prosecutor's Office for the last 21 years, last serving as Chief Assistant Prosecutor. Ms. McCormick will now pursue new endeavors as the recent Cabinet Appointment of Governor Gretchen Whitmer to head the Office of Children's Ombudsman.

**NOW THEREFORE**, be it resolved on this twenty-second day of January two-thousand nineteen, that the Delta Township Board is indeed grateful to Lisa K McCormick and wishes to recognize her outstanding service to the Township and its residents for the past decade of service.

**V. SET/ADJUST AGENDA**

TRUSTEE CASCARILLA MOVED TO APPROVE THE AGENDA AS PRESENTED.

TRUSTEE BREWER SUPPORTED THE MOTION. THE MOTION PASSED 7-0.

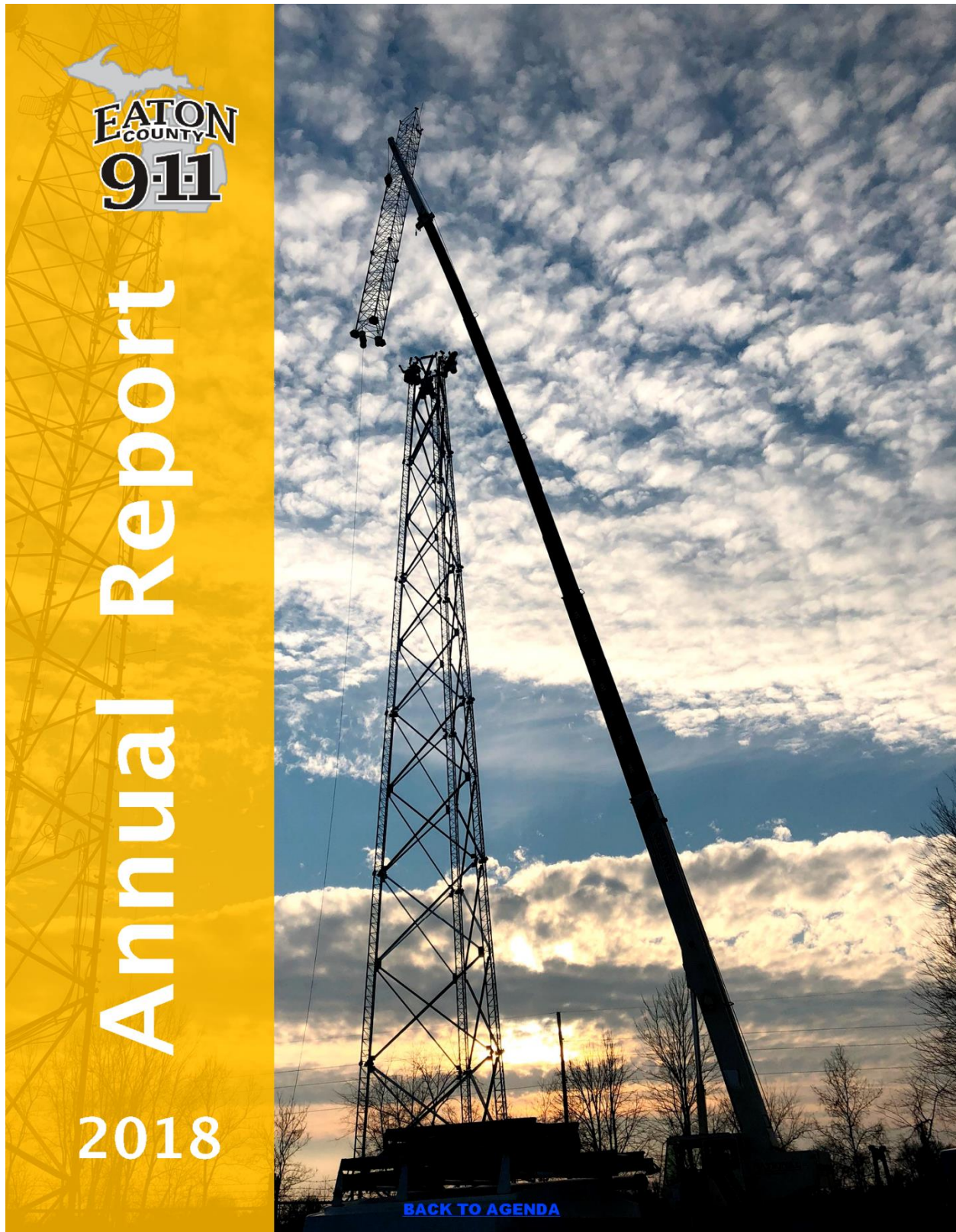
**VI. PUBLIC HEARINGS**

**VII. COMMUNICATIONS**

2. Eaton County 911 Annual Report

Michael Armitage, Executive Director of Eaton County Central Dispatch presented the annual report to the Board.







## Executive Summary

It is with great pleasure that I present the Eaton County Central Dispatch (ECCD) 2018 annual report for your information and review.

This has been an exciting year for not only central dispatch, but the entire public safety community. Significant progress has been made in the construction of the new public safety radio system, installation has begun on the Next-Generation 911 system, Rave Alerts have been successfully implemented, the Smart911 app has been made available to residents, and we are receiving better wireless 911 phone accuracy through our early adoption of RapidSOS.

I am grateful for the professional, dedicated ECCD staff who carry out our critical public safety mission 24 hours a day, 365 days a year. This year we have operated at some of our lowest staffing ever due to several variables, but they have done a remarkable job! We would like to take this opportunity to thank our Board of Commissioners, the agencies we serve, and the citizens of Eaton County for their continued support.

Yours truly,



Michael Armitage  
Director

---

### Michael Armitage, Director



Mr. Michael Armitage, ENP was named Director of Eaton County Central Dispatch in October of 2016. Mr. Armitage previously worked for the Michigan State Police in the State 911 Office. Prior to that, he has 12 years of public safety telecommunication experience, most recently at the University of Michigan. Additionally, Mr. Armitage has an M.P.A. from Northern Michigan University and a B.S. in Public Safety Administration from Eastern Michigan University. He also served as the Mayor of Milan, Michigan until January of 2018.

Mr. Armitage is married to Colleen and they have two children, Landon and Reagan.

## Overview

# 2018 Calls for Service

**94,705 Total**

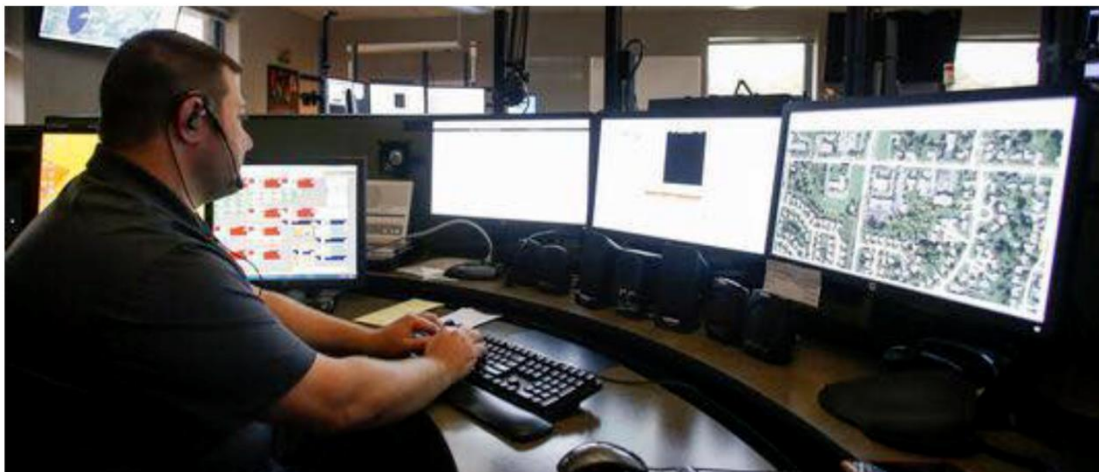
**72,965**



**15,177**



**6,563**



## Overview

**Total Phone Calls Answered**  
**138,260**



**Calls on Emergency Lines**  
**46,637**



**Calls on Non-Emergency Lines**  
**91,623**



**55 text-to-911  
sessions in 2018**



## Law Enforcement Calls for Service



Agency	Calls	Percentage
Bellevue Police	664	1.0%
Charlotte Police	9,108	12.5%
Eaton County Sheriff- Delta	21,546	29.5%
Eaton County Sheriff- County	17,328	23.7%
Eaton County Animal Control	2,036	2.7%
Eaton Rapids Police	4,594	6.3%
Grand Ledge Police	6,815	9.3%
Michigan State Police	6,476	8.9%
Olivet Police	772	1.1%
Pottersville Police	3,403	4.7%
Other Agencies	223	0.3%
<b>TOTAL</b>	<b>72,965</b>	<b>100%</b>





## EMS Calls for Service



Agency	Calls	Percentage
Benton Township EMS	634	4.2%
Delta Township EMS	5,511	36.3%
Eaton Area EMS	6,042	39.8%
Grand Ledge EMS	1,791	11.8%
Vermontville EMS	141	0.9%
Windsor Township EMS	968	6.4%
Other Agencies	90	0.6%
<b>TOTAL</b>	<b>15,177</b>	<b>100%</b>



## Fire Calls for Service



Agency	Calls	Percentage
Bellevue Fire	277	4.2%
Benton Township Fire	170	2.6%
Charlotte Fire	826	12.6%
Delta Township Fire	2,202	33.6%
Eaton Rapids Fire	540	8.2%
Eaton Rapids Township Fire	565	8.6%
Grand Ledge Fire	560	8.5%
Hamlin Township Fire	179	2.7%
Olivet Fire	271	4.1%
Pottersville Fire	91	1.4%
Roxand Township Fire	139	2.1%
Sunfield Township Fire	303	4.6%
Vermontville Township Fire	108	1.6%
Windsor Township Fire	259	4.0%
Other Agencies	73	1.2%
<b>TOTAL</b>	<b>6,563</b>	<b>100%</b>

## Radio Project

In 2017, voters approved a surcharge of up to \$1.75/month per device (63% yes) for a simulcast subsystem on the Michigan Public Safety Communications System (MPSCS). This project also includes new user radios for all public safety agencies, a battery replacement program, and communication system upgrades for outdoor warning sirens. The system is expected to be fully operational in late 2019.

Substantial progress has been made, including:

- Construction nearly complete on all four new communication towers in the City of Charlotte, Delta Township, Walton Township, and Sunfield Township.
- User radios have been delivered and are awaiting programming.
- Additional radio console installed in the dispatch center.
- Additional radios added to the MPSCS communication tower in Windsor Township.
- Lease negotiated for co-location of equipment on the WSYM-TV tower in Hamlin Township.
- Over 50% of the outdoor warning siren activation system has been installed. This will allow central dispatch to activate sirens in the county and also monitor their operational status. The system is secure and replaces haphazard systems in place across the county, several of which could not be activated remotely.



**Portable  
Radios**



**Pagers**



**Mobile  
Radios**



**Base  
Radios**



### CONSTRUCTION

DECEMBER 2018

Substantial construction on four new communication towers for the Eaton County MPSCS simulcast system was completed in December.

## Advancements



RAPIDSOS

### RapidSOS

Eaton County Central Dispatch was an early adopter of RapidSOS technology. This technology is integrated into Apple and Android phones to provide additional location information. This is another tool to help locate wireless callers. This technology uses additional sensors and many times can provide a better location than traditional 911 location technology.

---

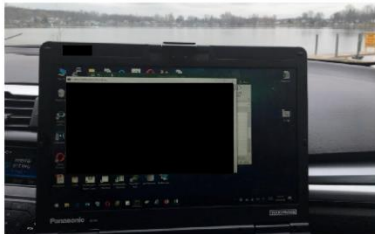
### Emergency Operations Center

The training room was updated to serve as the county's Emergency Operations Center (EOC). The updated facility can be converted easily from a training facility to the EOC. The room is now equipped with monitors, telephone lines, and data connections. Plans are in place to add radio communications, including amateur radio. This room is essential for emergency management operations in the event of a large-scale emergency or threat.



---

### Mobile Computer Updates for First Responders



Central Dispatch, through a partnership with Eaton County Technology Services, provides and maintains mobile computers for 115 emergency vehicles in Eaton County. In 2018, 25 of those computers were replaced and 100 devices were upgraded to the new Mobile One Solution software.

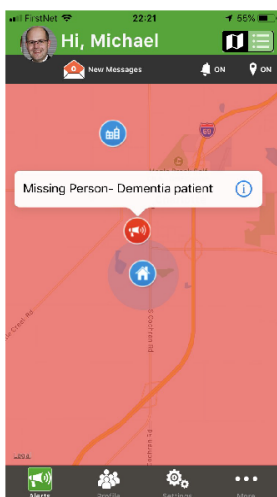
---

### FirstNet

Eaton County Central Dispatch was an early adopter of FirstNet, a dedicated wireless broadband network that gives priority and preemption on the cellular network.



## Smart911 and Rave Alert



### Introducing the Smart911 app!

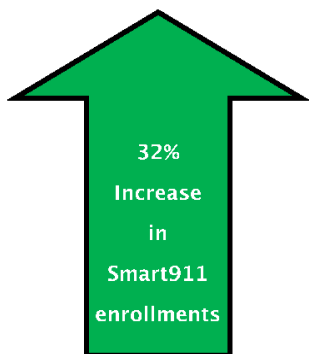
Eaton County Central Dispatch is excited to announce the release of the Smart911 app! This smartphone app not only makes sharing important information with emergency responders easier, it also integrates with our Rave Alert system to help you stay informed of alerts, even as you travel. "One exciting feature about the app is that you can receive a push notification if you are in an area with an active alert," according to 911 Director Michael Armitage. "This feature can also be useful when traveling as you will be notified if you are entering into an area with an alert." We are willing to demonstrate the app for the media, if you are interested. The app also makes it easier to keep your Smart911 profile up-to-date.

**To download the app, visit your app store or text SMART911 to 67283.**

**Smart911 participation is increasing.**  
 2018 new enrollment data:



**Smart911™**

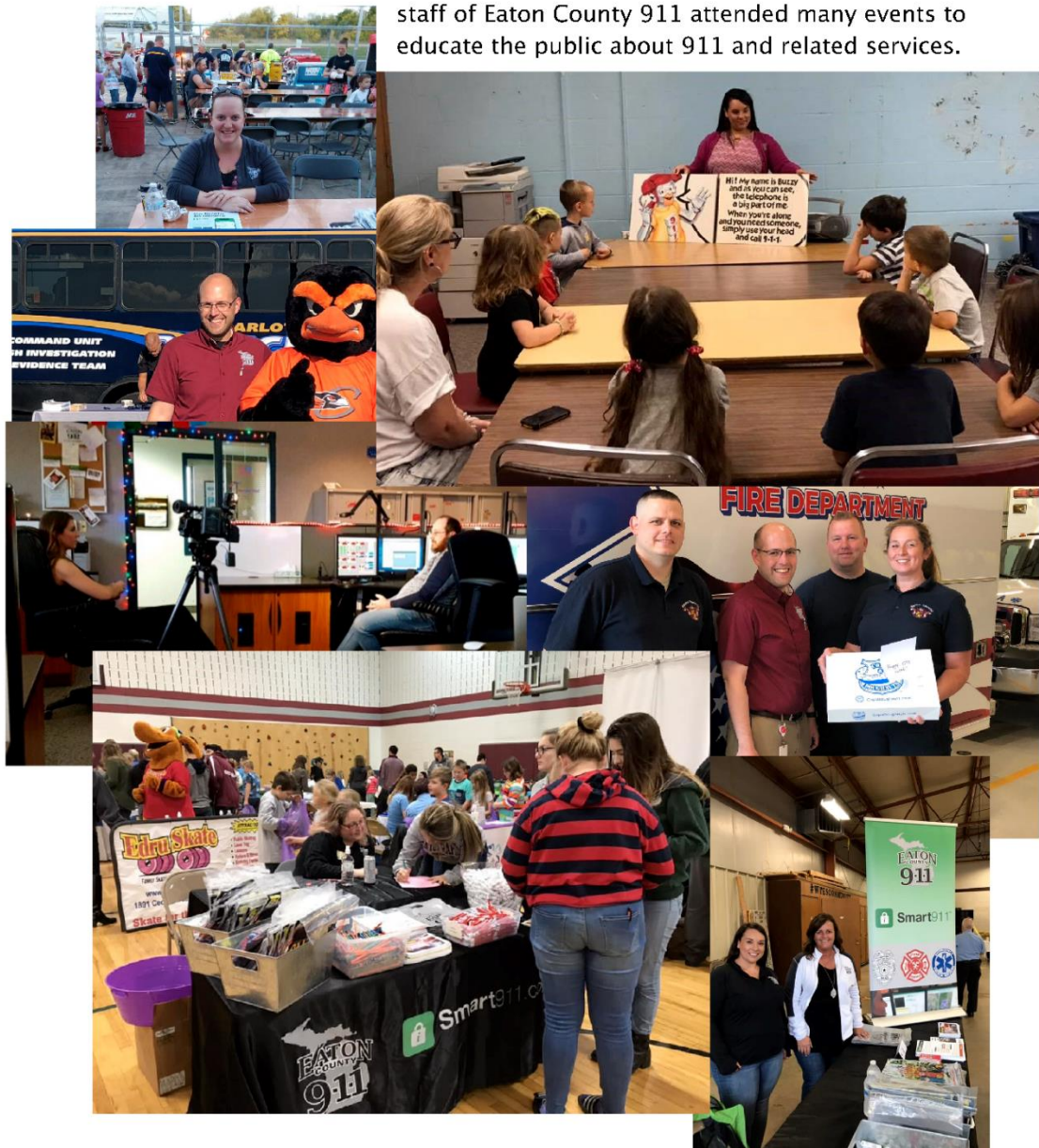


Zip Code	Web	App	Total
48813	261	103	364
48821	35	19	54
48827	132	56	188
48837	219	53	272
48842	31	12	43
48861	25	6	31
48876	59	20	79
48890	8	2	10
48897	10	1	11
48906	134	31	165
48917	182	56	238
49021	31	9	40
49073	23	4	27
49076	24	12	36
49096	22	6	28
49284	6	4	10

**Approximately  
 25% of our  
 new Smart911  
 profiles now  
 originate from  
 the Smart911  
 app.**

## Outreach

From fire department open houses to school events, the staff of Eaton County 911 attended many events to educate the public about 911 and related services.



## Recognitions



On August 12, 2017, Dispatcher Samantha Davis assisted a caller who was with an unresponsive victim. Learning that the victim likely had taken drugs, she alerted appropriate authorities and immediately began instructing the caller on proper CPR procedures. She continued to provide assistance while calming the caller until the arrival of first responders. Dispatcher Davis' ability to communicate lifesaving instructions to individuals during an extremely stressful and emotional situation directly resulted in saving the victim's life. The Eaton County Sheriff's Office recognized her efforts with a life-saving award.



ECCD implemented the use of Guardian Tracking to document performance. The system allows peers and all in the organization to recognize each other. It also allows for performance concerns to be documented and efficiently shared with the appropriate supervisory personnel.

**989**

**Recognitions**

**10**

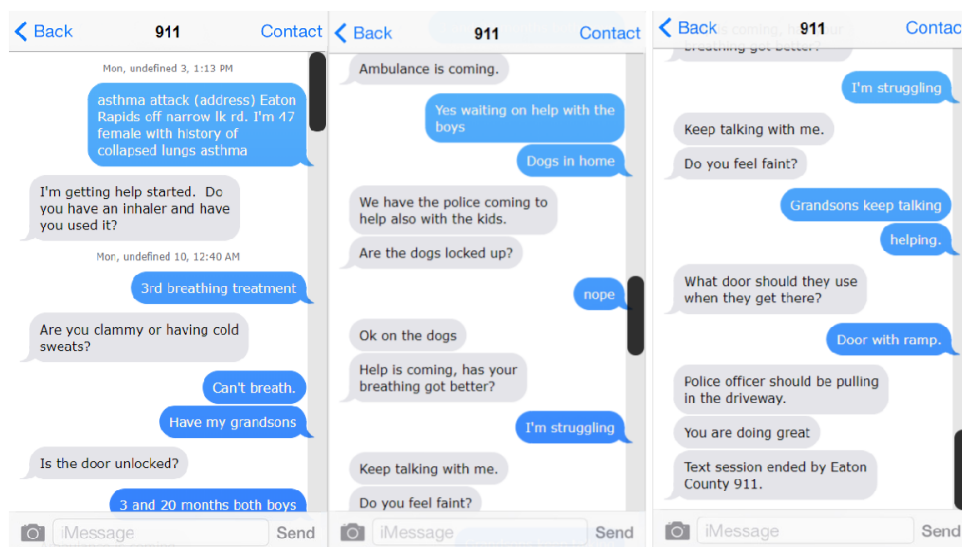
**Letters of  
Appreciation**

**2**

**Letters of  
Commendation**

## Recognitions

# Text-to-911 Save



Eaton County was the fourth agency in the state to start receiving text-to-911 messages in the spring of 2015. That service may have saved a life on Monday, December 10<sup>th</sup> when a 47 year old resident of Eaton County was having an asthma attack and breathing treatments were not working. She was unable to talk, but knew that text-to-911 was available, “I would’ve never been able to make a phone call. I was unable to talk.” As the 911 telecommunicator got an ambulance going, she also mentioned that there were children in the house. The quick thinking telecommunicator, Nolan Brown, also got law enforcement on the way to help with the children until other arrangements could be made.

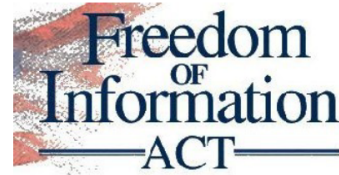
“There have been several cases where text-to-911 has been successfully used in our county to get help dispatched,” according to 911 Director Michael Armitage. According to Armitage, this case stood out as the patient reached out to the 911 center on social media to share the impact that the service had for her. Texting 911 is intended for instances where someone is unable to talk, but can safely text 911. Eaton County 911 encourages people to call if they can, but text if they can’t. “This is a prime example on why we launched the service in Eaton County,” according to Armitage. “This service opens up an avenue for help to those who can’t speak for any reason, whether it be a medical emergency, disability, intruder, human trafficking, or domestic violence as examples.”

## Administrative

ECCD enters warrants, conditional bonds, and other orders in the Law Enforcement Information Network (LEIN) for law enforcement agencies in Eaton County.

**Warrants entered in 2018**  
**7,371**

ECCD responds to requests for audio recordings, dispatch incident logs, and other documents under the Freedom of Information Act.



**FOIA requests in 2018**  
**179**

**1**  
**6**  
**2**  
**2**

ECCD is responsible for the issuance of addresses in the county. We are seeing an increase in residential and road development over the last several years.

**Addresses issued in 2018**  
**235**



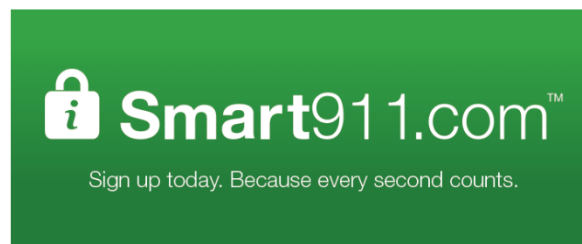


**Eaton County Central Dispatch**

911 Courthouse Drive, Charlotte MI 48813

Emergency: 911 (Call if you can, text if you can't)

Non-Emergency: 517-543-3510



**VIII. PUBLIC COMMENTS FOR ITEMS NOT ON AGENDA** *(maximum two minutes)*

**IX. INTRODUCTION OF ORDINANCES**

**X. PASSAGE OF ORDINANCES**

**XI. CONSENT AGENDA –**

TREASURER PIZZO MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED.

TRUSTEE FEDEWA SUPPORTED THE MOTION.

ROLL CALL:

AYES: SUPERVISOR FLETCHER, CLERK CLARK, TREASURER PIZZO, TRUSTEE BREWER, TRUSTEE CASCARILLA, TRUSTEE FEDEWA, AND TRUSTEE MOJICA

NAYS: NONE

ABSENT:

THE MOTION PASSED 7-0.

<b>3.</b>	Bills and Financial Transactions	\$	5,425,957.85
	Bond/Debt Payments		
	Investments		
	Payroll & Related		369,457.63
	Refunds		4,804.79
	Tax Distributions		4,405,747.31
	Vendor Claims		645,948.12
	Total	\$	5,425,957.85

TREASURER PIZZO MOVED TO APPROVE THE BILLS AND FINANCIAL TRANSACTIONS IN THE AMOUNT OF \$5,425,957.85.

TRUSTEE FEDEWA SUPPORTED THE MOTION. THE MOTION PASSED 7-0.

**4. Minutes –**

January 7, 2019 Regular Board Meeting  
January 14, 2019 Committee of the Whole

TREASURER PIZZO MOVED TO APPROVE THE JANUARY 7, 2019 REGULAR BOARD MEETING MINUTES AND THE JANUARY 14, 2019 COMMITTEE OF THE WHOLE MEETING MINUTES AS PRESENTED.

TRUSTEE FEDEWA SUPPORTED THE MOTION. THE MOTION PASSED 7-0.

**5. Purchase of a 96" Mower**

TREASURER PIZZO MOVED THAT THE DELTA TOWNSHIP BOARD ACCEPTS THE PROPOSAL FROM D&G EQUIPMENT, INC., 2 INDUSTRIAL PARK DRIVE, WILLIAMSTON, MI 48895, FOR THE PURCHASE OF AN EXMARK 96" MOWER AT A COST OF \$30,499.

TRUSTEE FEDEWA SUPPORTED THE MOTION. THE MOTION PASSED 7-0.

**6. Purchase of (2) 2019 Building Department Trucks**

TREASURER PIZZO MOVED THAT THE DELTA TOWNSHIP BOARD ACCEPTS THE PROPOSAL FROM BERGER CHEVROLET, INC. THROUGH THE MIDEAL BID PROGRAM, FOR THE PURCHASE OF TWO 2019 CHEVROLET SILVERADO 1500 4WD TRUCKS AT THE COST OF \$47,954. I FURTHER MOVE THAT THE TOWNSHIP BOARD AUTHORIZE THE TOWNSHIP MANAGER TO SIGN THE PURCHASE AUTHORIZATION FORMS.

TRUSTEE FEDEWA SUPPORTED THE MOTION. THE MOTION PASSED 7-0.

**7. Fee Schedule Update**

TREASURER PIZZO MOVED THAT THE DELTA TOWNSHIP BOARD APPROVE THE AMENDED DELTA TOWNSHIP SCHEDULE OF FEES AS PROVIDED.

TRUSTEE FEDEWA SUPPORTED THE MOTION. THE MOTION PASSED 7-0.



TUESDAY, JANUARY 22, 2019 TOWNSHIP BOARD MINUTES – REGULAR MEETING  
 CHARTER TOWNSHIP OF DELTA  
 Page 22 of 63

Delta Township  
 2019 Intermittent Update January 2019

**ACCOUNTING DEPARTMENT FEES**

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

**BUILDING DEPARTMENT FEES**

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

ALTERNATE FEE CALCULATION METHOD - [COMPARISON TO ABOVE RATES]	
Residential	Fee
Main/Upper Floors	\$66 per square foot
Unfinished Basement	\$14.30 per square foot
Finished Basement	\$17.70 per square foot
Garage	\$20 per square foot
Plan Review	10% of permit fee
Pole Barn	\$14 per square foot
Porch Addition	\$33 per square foot

TUESDAY, JANUARY 22, 2019 TOWNSHIP BOARD MINUTES – REGULAR MEETING  
 CHARTER TOWNSHIP OF DELTA  
 Page 23 of 63

**Delta Township**  
**2019 Intermittent Update January 2019**

**Commercial**

**Building Valuation Calculation/Comparison:**

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

<http://productionpullzone.umz7izwbxixtqs4tn8wkygdcktg5y5tafr.netdna-cdn.com/wp-content/uploads/BVD-0616.pdf>

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

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

DEMOLITION PERMIT FEES	
Dwelling, Garage, Shed or Barn	\$50
Other Structures	\$100

MOVED STRUCTURES PERMIT FEE	
Private Garages, Sheds and Barns	\$50
Dwellings	\$100

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

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

BOARD OF APPEAL FEES	
Building, Mechanical, Plumbing, Electrical, and Sign	\$150

TUESDAY, JANUARY 22, 2019 TOWNSHIP BOARD MINUTES – REGULAR MEETING  
 CHARTER TOWNSHIP OF DELTA  
 Page 24 of 63

**Delta Township**  
**2019 Intermittent Update January 2019**

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

**REFUND OF FEES**

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

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

TUESDAY, JANUARY 22, 2019 TOWNSHIP BOARD MINUTES – REGULAR MEETING  
 CHARTER TOWNSHIP OF DELTA  
 Page 25 of 63

**Delta Township**  
**2019 Intermittent Update January 2019**

PLUMBING FEES	
Application Fee (includes 1 inspection)	\$70
Sewer (Sanitary 6" and greater)	\$25
Sewer (Sanitary less than 6")	\$15
Sewer Ejectors and Sumps	\$10
Fixtures: Water Connected Appliances & Devices	\$5
Water Heater	\$5
Sub Soil Drains/Storms	\$10
All Other Drains and Traps	\$10
Domestic Water Softener	\$5
Backflow Preventers	\$10
Water Service	\$10
Stacks Vents and Conductors	\$10
Water Distribution 3/4"	\$15
Water Distribution 1"	\$20
Water Distribution 1 1/4"	\$25
Water Distribution 1 1/2"	\$30
Water Distribution 2"	\$35
Water Distribution Over 2"	\$40
Grease Trap Oil/Sand Interceptor	\$10
Medical Gas System Base	\$50
Medical Gas (Per Outlet)	\$5
Investigation Fee (Late Permit)	\$50
Additional Inspection	\$70
Final Inspection	\$70
Registration for Contractor's License	\$15

ELECTRICAL FEES	
Application Fee (includes 1 inspection)	\$70
Service through 200 Amps	\$25
Service Over 200 through 600 Amps	\$30
Service Over 600 Amps through 800 Amps	\$45
Service Over 800 Amps through 1000 Amps	\$60
Service Over 1,000 Amps	\$0.10/Amp
Circuits	\$7
Lighting Fixtures – per 25	\$15
Dishwasher / Disposal	\$8
Furnace – Unit Heater	\$8

TUESDAY, JANUARY 22, 2019 TOWNSHIP BOARD MINUTES – REGULAR MEETING  
 CHARTER TOWNSHIP OF DELTA  
 Page 26 of 63

Delta Township  
 2019 Intermittent Update January 2019

Electrical Heating Units – Baseboards	\$6
Power Outlets (e.g., Range/Dryer)	\$10
Feeders (Per 50 feet)	\$15
Air-Conditioning unit	\$10
Units up to 20 KVA or HP	\$10
Units 21 - 50 KVA or HP	\$20
Units Over 50 KVA or HP	\$30
Units over 100 KVA or HP	\$50
Data/Telecom Outlets 1-19 (Each)	\$5
Data/Telecom Outlets 20-300	\$100
Signs – Unit	\$20
Signs – Neon per 25 feet	\$20
PV Solar Panels (Per Module)	\$5
Fire Alarms – up to 10 Devices	\$75
Fire Alarms – 11-20 Devices	\$150
Fire Alarms – Each Device over 20	\$7
Swimming Pool or Hot Tub	\$25
Conduit or Grounding Only	\$45
Energy Temperature Control	\$50
Generator	\$25
Special/Safety Inspection	\$50
Investigation Fee (Late Permit)	\$50
Additional Inspection	\$70
Final Inspection	\$70
Registration for Contractors License	\$15

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

RENTAL PROPERTY FEES	
Rental Property per Building Fee	*\$205
Rental Property per Unit Registration Fee	\$20
Rental Property Late Fee (Plus Civil Infraction Fines)	\$45

TUESDAY, JANUARY 22, 2019 TOWNSHIP BOARD MINUTES – REGULAR MEETING  
 CHARTER TOWNSHIP OF DELTA  
 Page 27 of 63

**Delta Township**  
**2019 Intermittent Update January 2019**

Rental Property Re-inspection Fee (after 1 <sup>st</sup> inspection)	\$45
Trades Inspection (when deemed necessary – per inspector)	\$45
No-Show/Re-Inspection fee	\$45

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

**CLERK'S OFFICE FEES**

Stationary Vendor License (includes up to five background investigations)	\$350
Door-to-door Vendor License (includes up to five background investigations)	\$125
Vendor License Renewal (if within 6 months of original license)	\$75
"Going Out of Business" sales license	\$50
Amusement Fee – Non-Refundable Application/License Fee (set by Board but issued by Clerk) 6-33(a)	*\$500
Amusement License Fee - 6-33(b)	\$200 per day
Exotic Cabaret Fees and Expiration Date - 6-53	\$100
Non-Resident Notary Fee Per Signature (free for residents)	\$10

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

**CEMETERY FEES**

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

GRAVE OPENING & CLOSING			
Regular	Infant/Cremation	Columbarium	
\$950	\$200	\$100	Weekdays before 4:00 p.m.
\$1,300	\$550	\$450	Saturdays before 3:00 p.m.
<ul style="list-style-type: none"> <li>Regular burial rate includes complete cemetery set up with tent and set and seal. Above ground seal vaults must make special arrangements for set and seal.</li> <li>Cremains rate includes required cremains vault.</li> <li>Add \$60 for infant &amp; cremains burial utilizing tent set up.</li> <li>Arrival after 4:00 p.m. shall be assessed an additional \$100</li> </ul>			

**DISINTERMENTS**

Two times appropriate opening & closing fee.

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

**FOUNDATIONS**

\$35 per square inch (Minimum charge in effect of \$70).

TUESDAY, JANUARY 22, 2019 TOWNSHIP BOARD MINUTES – REGULAR MEETING  
 CHARTER TOWNSHIP OF DELTA  
 Page 28 of 63

**Delta Township**  
**2019 Intermittent Update January 2019**

**TRANSFER FEE – RESIDENT/NON-RESIDENT RATE & PERPETUAL CARE**

Charge of \$50 per burial rights certificate, plus difference in rate status (resident vs. non-resident), if applicable.  
 Perpetual Care fee also must be paid at time of transfer if plots were originally purchased prior to July 1, 1986 when Perpetual Care was established.

All sections except designated cremation & columbarium <i>These fees are currently set by the Parks, Recreation and Cemeteries Commission and are subject to change.</i>			
No. of Plots Purchased	Lots (65%) 101-000-000-6430	Perp. Care (35%) 711-276-000-6750	Total Sale
<b>Resident of Delta Township</b>			
1 Plot	\$390	\$210	\$600
2 Plots	\$780	\$420	\$1,200
3 Plots	\$1,170	\$630	\$1,800
4 Plots	\$1,560	\$840	\$2,400
5 Plots	\$1,950	\$1,050	\$3,000
<b>Non-Resident</b>			
1 Plot	\$585	\$315	\$900
2 Plots	\$1,170	\$630	\$1,800
3 Plots	\$1,755	\$945	\$2,700
4 Plots	\$2,340	\$1,260	\$3,600
5 Plots	\$2,925	\$1,575	\$4,500
<b>Cremains Section Only (includes 2 plots per lot) – Delta Center &amp; Hillside</b> <i>These fees are currently set by the Parks, Recreation and Cemeteries Commission and are subject to change.</i>			
<b>Resident of Delta Township</b>			
1 Lot	\$195	\$105	\$300
2 Lots	\$390	\$210	\$600
3 Lots	\$585	\$315	\$900
4 Lots	\$780	\$420	\$1,200
5 Lots	\$975	\$525	\$1,500
<b>Non-Resident</b>			
1 Lot	\$292.50	\$157.50	\$450
2 Lots	\$585	\$315	\$900
3 Lots	\$877.50	\$472.50	\$1,350
4 Lots	\$1,170	\$630	\$1,800
5 Lots	\$1,462.50	\$787.50	\$2,250
<b>Columbarium Section Only (included 2 plots per lot) – Delta Center</b> <i>These fees are currently set by the Parks, Recreation and Cemeteries Commission and are subject to change.</i>			
<b>Resident of Delta Township</b>			
Row 1	\$520	\$280	\$800
Row 2	\$520	\$280	\$800
Row 3	\$455	\$245	\$700
Row 4	\$390	\$210	\$600
<b>Non-Resident</b>			
Row 1	\$617.50	\$332.50	\$950

TUESDAY, JANUARY 22, 2019 TOWNSHIP BOARD MINUTES – REGULAR MEETING  
 CHARTER TOWNSHIP OF DELTA  
 Page 29 of 63

**Delta Township**  
**2019 Intermittent Update January 2019**

Row 2	\$617.50	\$332.50	\$950
Row 3	\$552.50	\$297.50	\$850
Row 4	\$487.50	\$262.50	\$750

<b>Scatter Garden Hillside Cemetery</b>	
<i>These fees are currently set by the Parks, Recreation and Cemeteries Commission and are subject to change.</i>	
Scatter Garden Fee (Includes a bronze plate for placement on granite memorial stone)	\$150
Optional Planting Fees:	
Rose Bush	\$100
Flowering Tree	\$200
Tree	\$500

***PARKS AND RECREATION DEPARTMENT FEES***

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

<b>PARKS STRUCTURE RENTAL FEES</b>	
<i>These fees are currently set by the Parks, Recreation and Cemeteries Commission and are subject to change.</i>	
<b>Sharp Park Shelter (72 Occ), Delta Mills Park Shelter (80 Occ), and Grand Woods Park Shelter (80 Occ) (May 1 through September 30)</b>	
Delta Resident Half Day (10 a.m. to 3 p.m. - or - 4 p.m. to 9 p.m.)	\$50
Non-Resident Half Day (10 a.m. to 3 p.m. - or - 4 p.m. to 9 p.m.)	\$60
Delta Resident Full Day (10 a.m. to 9 p.m.)	\$80
Non-Resident Full Day (10 a.m. to 9 p.m.)	\$100
<b>Grand Woods Park Pavilion (100 Occ) (May 1 through September 30)</b>	
Delta Resident Half Day (10 a.m. to 3 p.m. - or - 4 p.m. to 9 p.m.)	\$75
Non-Resident Half Day (10 a.m. to 3 p.m. - or - 4 p.m. to 9 p.m.)	\$85
Delta Resident Full Day (10 a.m. to 9 p.m.)	\$130
Non-Resident Full Day (10 a.m. to 9 p.m.)	\$150

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

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

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

**Church Groups**

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

**Ball Diamonds**

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



TUESDAY, JANUARY 22, 2019 TOWNSHIP BOARD MINUTES – REGULAR MEETING  
 CHARTER TOWNSHIP OF DELTA  
 Page 30 of 63

**Delta Township**  
**2019 Intermittent Update January 2019**

Time slots available for weekday rentals are 5 p.m.-7 p.m. or 7 p.m.-9 p.m. You may only book a ball diamond two weeks in advance for weekday rentals.

COMMUNITY CENTER RENTAL FEES			
<i>These fees are currently set by the Parks, Recreation and Cemeteries Commission and are subject to change.</i>			
Day (The building is in use throughout the week so it is not available on week days other than Fridays.)	Session (Max occupancy times allowed including set-up and take-down.)	Rental Fee for Delta Resident	Rental Fee for Non-Resident
Saturday/Holiday	8 a.m. - 1 a.m.	\$400	\$500
*Saturday extension (discounted Friday)	12 pm 2 p.m. - 1 a.m.	<del>\$125</del> \$145	<del>\$175</del> \$195
Sunday	11 a.m. - 12 a.m.	\$285 **\$400	\$335 **\$500
Friday	12 pm 2 p.m. - 1 a.m.	<del>\$225</del> \$265 **\$400	<del>\$275</del> \$315 **\$500

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

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

ENRICHMENT CENTER ACTIVITY ROOM RENTAL FEES			
<i>These fees are currently set by the Parks, Recreation and Cemeteries Commission and are subject to change.</i>			
Day (The building is in use throughout the week so it is not available on week days other than Fridays.)	Session (Max occupancy times allowed including set-up and take-down.)	Rental Fee for Delta Resident	Rental Fee for Non-Resident
Friday	4 p.m. – 11 p.m.	\$180	\$240
Saturday	11 a.m. – 11 p.m.	\$250	\$310
Sunday	11 a.m. – 11 p.m.	\$250	\$310
Holidays	11 a.m. – 11 p.m.	\$250	\$310

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

RECYCLING FEES	
<i>These fees are currently set by the Parks, Recreation and Cemeteries Commission and are subject to change.</i>	
2018 Rates	
Yard Waste	\$1.25 per 30-gallon paper bag or \$8.50 per cubic yard
Vehicles	Based on Average Approximate Depth \$10 Pickup – \$12 level load (1.4 cubic yard) Full Size Pickup – \$23 level load (2.7 cubic yard) Mini Van w/open back – \$8.50 per foot (1 cubic yard)
Trailers	4' x 6' – \$6 per foot (.9 cubic yard/foot) 4' x 8' – \$8 per foot (1.2 cubic yard/foot) 5' x 8' – \$10 per foot (1.5 cubic yard/foot) 6' x 10' – \$15 per foot (2.2 cubic yard/foot)
Electronics	\$0.50 per pound
Items Containing Freon	\$20 per item
Carbon Monoxide/Smoke Detectors	\$30 per item
Fall Deleafing	Free to Residents October 14 through December 2 Non-Residents yard waste fees apply

TUESDAY, JANUARY 22, 2019 TOWNSHIP BOARD MINUTES – REGULAR MEETING  
 CHARTER TOWNSHIP OF DELTA  
 Page 31 of 63

Delta Township  
 2019 Intermittent Update January 2019

***PLANNING DEPARTMENT FEES***

Rezoning Application	\$800
Special Land Use Permit Application:	
(Regular SLU Permit)	\$800
(SLUs for home occupancy & group day care)	\$125
(Extension of an existing SLU Permit)	\$200
(SLU Permit & Rezoning on 1 parcel)	\$1300
Zoning Variance Application	\$350
Sidewalk Variance Application	\$265
Zoning Ordinance Text Amendment	\$275
Appeal of Zoning Administrators decision & interpretations	\$150
Zoning Verification Letters (\$50 min plus \$25/hr. over 2 hours)	\$50
Lot Split Application (Subdivision) (parent parcel & 1 split, \$25 added splits)	\$150
Land Division Application (Metes & Bounds) (parent parcel & 1 split, \$25 added splits)	\$100
Site Plan Review Applications (sites 2 acres or less)	\$200
(sites more than 2 acres)	\$500
Subdivision Plat Applications:	
Tentative Primary Plat	\$300 (+\$10/lot)
Final Preliminary Plat	\$120 (+\$10/lot)
Final Plat	\$300
Tent Permit Applications:	
For Tents under 200 sqft.	\$30
For Tents 200 sqft. and greater	\$50
Special Transitory Food Units (Food Trucks) Fees:	
30 Day Application	\$75
120 Day Application	\$300
Private Road Permit Application	\$150
Collection Bin Fees:	
Original Application Fee (Per Bin)	\$125
Annual Renewal Fee (Per Bin)	\$100
Sticker Replacement Fee (Per Bin)	\$10

***ENGINEERING DEPARTMENT FEES***

PRIVATE WELL LICENSING FEES	
Original Private Well License	\$280
Renewal Private Well License	\$70

**Delta Township**  
**2019 Intermittent Update January 2019**

***FIRE DEPARTMENT FEES***

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

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

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

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

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

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

TUESDAY, JANUARY 22, 2019 TOWNSHIP BOARD MINUTES – REGULAR MEETING  
 CHARTER TOWNSHIP OF DELTA  
 Page 33 of 63

**Delta Township**  
**2019 Intermittent Update January 2019**

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

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

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

AMBULANCE FEES		
Service Type	Resident Fee	Non-Resident Fee
ALS - Emergency	\$700	\$700
ALS - Non-Emergency	\$600	\$600
ALS2 - Emergency	\$800	\$800
ALS2 - Non-Emergency	\$800	\$800
BLS - Emergency	\$500	\$500
BLS - Non-Emergency	\$400	\$400
Treat No Transport	\$475	\$475
Mileage	\$12.50 per loaded mile	\$12.50 per loaded mile
Oxygen	\$40	\$40

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

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

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

TUESDAY, JANUARY 22, 2019 TOWNSHIP BOARD MINUTES – REGULAR MEETING  
 CHARTER TOWNSHIP OF DELTA  
 Page 34 of 63

Delta Township  
 2019 Intermittent Update January 2019

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

Water Capital Charge Fee Scheduled Based on Peak Gallon per Minute:	
GPM	Charge
5/8" – Residential Meter	\$835
1" – Residential Meter	\$1,670
Up to 100	\$3,340
101 – 160	\$6,800
161 – 300	\$13,360
301 – 500	\$23,380
501 – 1000	\$53,440

**Installation Charge/Inspection Fee:** No Set fee. Each installation is calculated separately, based on current equipment, materials and labor costs.

WATER SERVICE RATES	
Monthly Charge for Meter & Service Maintenance	Customer Charge
<i>**Monthly rates based on pipe diameter</i>	
Customer Charge	1.65 x current customer charge
5/8"	\$12.23
1"	\$30.61
1 1/2"	\$61.18
2"	\$91.77
3"	\$208.01
4"	\$330.38
6"	\$764.70
Bulk Water	\$10 per 1,000 gal Plus \$10 per card
Fire Hydrant Rental	\$70 per Hydrant
Fire Hydrant Maintenance	\$70 per Hydrant
Charge for turn-on / turn-off of water services	\$25
Special rates for miscellaneous or special services	Service calls invoiced based on current materials, equipment, and labor costs
Water from hydrants	Invoiced current user rate plus cost of equipment and labor
Metered rates inside the township	\$23.94 per 1,000 cubic ft.
Metered rates outside the township	1.65 x current water
Past due bills	10% of current bill
Returned (NSF) checks	\$10
Water service deposit	\$90

Utilities Violations & Penalties	Charge
Civil infraction – first offense	\$1,000
Civil infraction – second offense	\$2,500
Civil infraction – third offense	\$5,000
Industrial waste pretreatment (IWP) Fees	On a case-by-case basis

Monthly charge for meter and service maintenance fees have

TUESDAY, JANUARY 22, 2019 TOWNSHIP BOARD MINUTES – REGULAR MEETING  
 CHARTER TOWNSHIP OF DELTA  
 Page 35 of 63

**Delta Township**  
**2019 Intermittent Update January 2019**

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

<b>Utilities (Wastewater)</b>	
Metered rates inside the Township	\$31.83 per 1,000 cubic feet
Metered rates outside the Township	1.65 x current sewer
Unmetered Rates – Sewer Only	\$28.67 monthly flat rate
Winter averaging	1.43 x current rate of 1,000 cubic feet
<b>Surcharge Rates:</b>	
Per pound of Ammonia-N (Ammonia Nitrate)	\$0.45
Per pound of Biochemical Oxygen Demand-5 Day (BOD5)	\$0.07
Per pound of Oil & Grease (vegetable & animal based food sources)	\$0.23
Per pound of Total-P (Total Phosphorus)	\$4.58
Per pound of Total Suspended Solids (TSS)	\$0.35

<b>CAPITAL SEWER CHARGES</b>	
Amusement/Gaming Rooms, Arcades (Minimum will not apply if structure is an addition to an existing business)	\$0.16 per square foot (Min. \$1,005)
Apartments	(See Multiples)
Auto Care Center – New & Used Auto/Truck dealers, Auto repair, Muffler & Rustproofing shops.	\$0.15 per square foot (Min \$1,005)
Bakeries/Retail (adjust after 1 year)	\$1.94 per square foot
Banquet Rooms (connected with bars and/or restaurants)	\$0.45 per square foot
Bars	\$1,005 plus \$1.56 per square foot
Beauty Shop, Barber Shop, Nail Salon	\$1,005 plus \$150.75 per sink
Bowling Alleys	\$1,005 plus \$201 per lane
Car Wash – Manual Self-Service	\$2,010
Car Wash	Agreement executed between Township and Customer, estimate provided and rate adjusted after two years per Sec. 40-512(d).
Churches	\$0.0447 per square foot (Min \$1,005)
Clinics (Vets)	\$1,005 plus \$502.50 per examining room
Community Buildings	\$0.22 per square foot (Min. \$1,005)
Condominiums / Residential	\$1,005 for the first unit in each building plus \$591.80 for each additional unit
Duplex	\$1,005 for the first unit in each building plus \$591.80 for the second unit
Fire Stations	\$0.15 per square foot (Min. \$1,005)
Gasoline Service Stations with Convenience Stores	\$2,512.50 (2 1/2 units)

TUESDAY, JANUARY 22, 2019 TOWNSHIP BOARD MINUTES – REGULAR MEETING  
 CHARTER TOWNSHIP OF DELTA  
 Page 36 of 63

**Delta Township**  
**2019 Intermittent Update January 2019**

Gasoline Service Stations without Bays or Convenience Stores	\$1,256.25
Groceries & Supermarkets	Agreement executed between Township and Customer, estimate provided and rate adjusted after two years per Sec. 40-512(d).
Health Spa (Adjust after one year)	\$0.97 per square foot (Min \$1,005)
Hospital (Typical)	\$1,005 plus \$753.75 per bed
Hospital (Convalescent Homes)	\$1,005 plus \$201 per bed
Hotels, Motels & Dormitories (Not including on-site restaurants)	\$1,005 plus \$402 per rental unit
Ice Arena	\$0.78 per sq. ft. (Min \$1,005)
Industrial Users (Factories)	Agreement executed between Township and Customer, estimate provided and rate adjusted after two years per Sec. 40-512d
Laundromats (Self-Service)	\$1,005 plus \$502.50 per washer
Multiple Family Residences	\$1,005 for the first unit in each building plus \$469 for each additional one bedroom unit, \$591.80 for each additional two bedroom unit, and \$94.11 for each unit over two bedrooms.
Office Buildings – with the Exception: Office buildings with basements and/or attics used only for service to the building and/or storage and not containing offices are not included in the sewer capital charge fee, unless converted to office use.	\$0.22 per square feet (Min. \$1,005)
Public Parks	\$1,005
Restaurants – Limited Services – Serving non-alcoholic beverages with limited menus and limited seating (under 30) such as pizza take outs, sandwich stores, donut shops, etc.	\$0.67 per sq. ft. (Min. \$1,005)
Restaurants Serving Non-alcoholic beverages	\$2.68 per sq. ft. (Min \$1,005)
Restaurants Serving Alcoholic Beverages	\$4.02 per sq. ft. (Min. \$1,005)
Schools	\$1,005 plus \$582.90 per classroom
Single Family Residence	\$1,005
Store (Retail)	\$0.11 per sq. ft. (Min \$1,005)
Theaters (Inside)	\$4.47 per seat (Min. \$1,005)
Mobile Home Parks	\$1,005 plus \$753.71 per trailer
Truck/Auto Rental & Leasing	\$0.22 per sq. ft. (Min. \$1,005)
Warehouse (offices in connection)	\$0.02791 per sq. ft. (Min. \$1,005)
<b>Drains</b>	
Storm Drain Connection Permit	\$25

TUESDAY, JANUARY 22, 2019 TOWNSHIP BOARD MINUTES – REGULAR MEETING  
 CHARTER TOWNSHIP OF DELTA  
 Page 37 of 63

**Delta Township**  
**2019 Intermittent Update January 2019**

<b>Sanitary Building Sewers</b>	
Sewers Application for a License (Collected only if working in Delta at time of permit)	\$25 Annually
Application fee for a permit	\$70

<b>Sewer Permit Fees</b>	
Sewer (less than 6")	\$15
Sewer (sanitary 6" and greater)	\$25
<b>Exception:</b> Sanitary sewer permits issued to State of Michigan licensed master plumbing contractors shall have fees as required under the current Michigan Plumbing Code, as amended by the State of Michigan.	

<b>Vendors</b>	
Non-refundable New Stationary Vendor License Application Fee	\$350
Non-refundable New Door-to-Door Vendor License Application Fee	\$125
Renewal Fee	\$75

***MANAGER'S OFFICE FEES***

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

<b>FOIA Request Fees</b>	
Per Page	\$0.10
Actual Shipping / Mailing Costs	Varies
Hourly Labor Wage (if applicable)	
<i>NOTE: A charge may be made for actual mailing costs, copying charges, including labor and cost of sending, examination, review, and deletion and separation of exempt and non-exempt materials. The method of calculating the cost to provide public documents shall be based upon the hourly rate of the lowest paid full time, permanent clerical employee capable of retrieving the information necessary to comply with the request.</i>	



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

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

**XIV. ITEMS OF BUSINESS**

**8. Review & Approval of Wind Spirit Drive Private Road Extension**

TRUSTEE MOJICA MOVED THAT THE DELTA TOWNSHIP BOARD GRANT A PRELIMINARY PRIVATE ROAD PERMIT TO MR. STEVEN WRIGHT, JR. FOR THE CONSTRUCTION OF A PRIVATE ROAD, BEING A SOUTHERLY EXTENSION OF WIND SPIRIT DRIVE, AS ILLUSTRATED ON A PLAN PREPARED BY KEBS, INC. AND DATED NOVEMBER 8, 2018 TO SERVE PARCEL NO. 040-006-300-028-00, IN SECTION 6 OF DELTA TOWNSHIP. THE GRANTING OF THE PRELIMINARY PRIVATE ROAD PERMIT IS SUBJECT TO THE FOLLOWING STIPULATIONS:

1. APPROVAL OF THE ROAD BY THE EATON COUNTY DRAIN COMMISSIONER'S OFFICE.
2. EXECUTION AND RECORDATION OF THE REQUIRED ROAD MAINTENANCE AGREEMENT.
3. FAILURE OF THE APPLICANT TO COMPLY WITH ANY OF THE PROVISIONS REQUIRED BY THE DELTA TOWNSHIP CODE OF ORDINANCES PERTAINING TO THE PRIVATE ROAD, OR ANY STIPULATIONS HEREIN REQUIRED BY THE DELTA TOWNSHIP BOARD, SHALL CONSTITUTE GROUNDS FOR TERMINATION OF THIS PRELIMINARY PRIVATE ROAD PERMIT BY THE DELTA TOWNSHIP BOARD.

TRUSTEE CASCARILLA SUPPORTED THE MOTION. THE MOTION PASSED 7-0.

**9. Grant Opportunity**

TRUSTEE CASCARILLA MOVED THAT THE DELTA TOWNSHIP BOARD AUTHORIZE THE SUBMITTAL OF AN ARTS PROJECT MINIGRANT APPLICATION TO THE GREATER LANSING ARTS COUNCIL TOTALING \$8,000, WITH 50% OF THIS AMOUNT TO BE PROVIDED VIA IN-KIND MATCHING BY THE TOWNSHIP.

TRUSTEE MOJICA SUPPORTED THE MOTION. THE MOTION PASSED 7-0.

**10. Appointment of Chief Ginebaugh as Emergency Management Coordinator**

TRUSTEE BREWER MOVED THAT THE DELTA TOWNSHIP BOARD APPOINT DELTA TOWNSHIP FIRE CHIEF GREGORY GINEBAUGH AS THE EMERGENCY MANAGEMENT COORDINATOR FOR DELTA TOWNSHIP EFFECTIVE JANUARY 22, 2019. I FURTHER MOVE THAT THE TOWNSHIP CLERK BE DIRECTED TO CERTIFY THIS APPOINTMENT.

TRUSTEE MOJICA SUPPORTED THE MOTION. THE MOTION PASSED 7-0.

**XV. MANAGER'S REPORT – Brian Reed, Township Manager**

Manager Reed presented his updates to the Township Board:

- Manager Reed attended the Martin Luther King, Jr. Luncheon on Monday, January 21, 2019.
- Auto Owners provided a tour to Board members and Manager Reed on Tuesday, January 22, 2019 of the new training facility.
- A new exhaust system is currently being installed at the Delta Township Fire Station #3 - Canal Rd.

Trustee Cascarilla asked about the Township's phone number being falsely used as a caller ID.

Manager Reed explained that a few citizens of Delta Township had received phone calls from an unknown caller, with the Township's phone number showing up on their caller ID.

**XVI. COMMITTEE OF THE WHOLE**

**11. Assessing Department 2018 Annual Report**

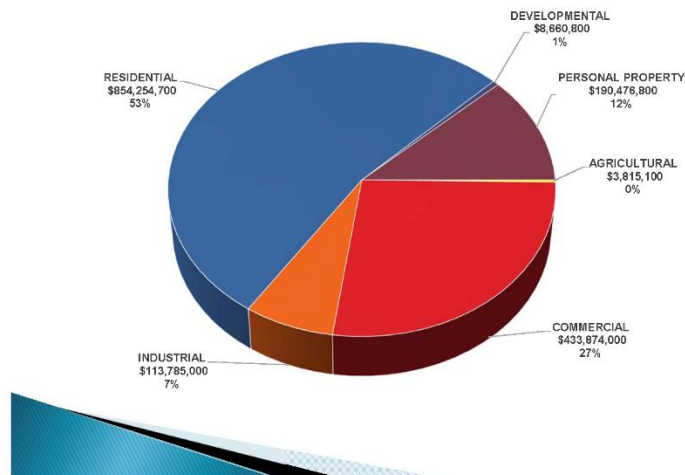
Mr. Droste presented the Assessing Department 2018 Annual Report to the Board.

1/23/2019

## ASSESSING DEPARTMENT *2018: YEAR IN REVIEW*

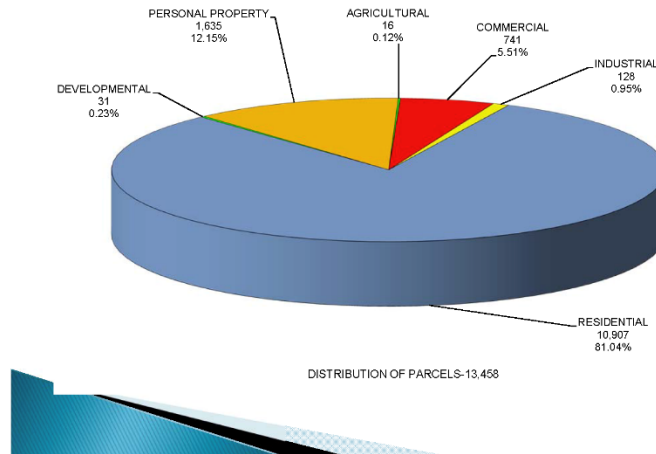
DELTA TOWNSHIP ASSESSING DEPARTMENT  
January, 2019

2018 ASSESSED VALUE BY PROPERTY CLASS - \$1,604,866,400



1/23/2019

2018 PERCENTAGE OF PARCELS BY PROPERTY CLASSIFICATION



TAXABLE VALUE COMPARISONS FOR REAL AND PERSONAL PROPERTY						
YEAR	REAL PROPERTY		PERSONAL PROPERTY		ALL PROPERTY	
	TOTAL	% CHANGE	TOTAL	% CHANGE	TOTAL	% CHANGE
2018	\$1,278,362,677	4.20%	\$190,470,907	29.75%	\$1,468,853,584	6.93%
2017	\$1,226,696,916	3.48%	\$146,799,629	9.44%	\$1,373,696,546	4.08%
2016	\$1,185,673,121	2.06%	\$134,131,100	-3.09%	\$1,319,804,221	1.51%
2015	\$1,161,726,330	3.12%	\$138,413,794	8.38%	\$1,300,140,024	3.66%
2014	\$1,126,570,381	1.16%	\$127,706,019	9.86%	\$1,254,276,400	1.96%
2013	\$1,113,637,231	-0.43%	\$116,247,887	4.14%	\$1,229,885,118	-0.02%
2012	\$1,118,446,937	-2.45%	\$111,628,534	-2.30%	\$1,230,075,471	-2.43%
2011	\$1,146,511,730	-4.96%	\$114,258,539	1.79%	\$1,260,770,269	-4.38%
2010	\$1,206,331,354	-4.80%	\$112,246,070	3.95%	\$1,318,577,424	-4.11%
2009	\$1,267,116,441	-1.96%	\$107,983,634	-2.77%	\$1,375,102,075	-1.88%
2008	\$1,287,246,565	1.09%	\$111,060,213	10.34%	\$1,398,306,778	1.77%
2007	\$1,273,353,690	4.86%	\$100,650,442	5.03%	\$1,374,004,132	4.87%
2006	\$1,214,303,690	5.16%	\$95,634,623	-2.56%	\$1,310,138,413	4.65%
2005	\$1,154,773,902	5.07%	\$96,353,621	-8.33%	\$1,253,127,523	3.88%
2004	\$1,099,066,768	4.90%	\$107,285,346	-4.97%	\$1,206,352,114	3.94%
2003	\$1,047,763,007	6.26%	\$112,897,247	0.01%	\$1,160,660,254	5.62%
2002	\$989,063,483	7.64%	\$112,886,334	-1.76%	\$1,098,949,796	6.59%
2001	\$918,070,789	8.36%	\$114,906,125	28.79%	\$1,030,976,914	10.31%
2000	\$845,383,885	7.52%	\$89,218,755	-11.24%	\$934,602,640	5.39%
1999	\$786,267,561	5.49%	\$100,521,700	5.66%	\$886,789,261	5.51%
1998	\$745,313,751	6.25%	\$95,140,100	6.93%	\$840,453,851	6.33%
1997	\$701,475,965	5.22%	\$88,975,700	8.63%	\$790,451,665	5.59%
1996	\$665,651,700	4.03%	\$81,905,150	-0.73%	\$748,556,850	3.45%
1995	\$640,806,400	1.81%	\$82,609,350	13.69%	\$723,314,750	3.03%
1994	\$629,396,700	4.17%	\$72,639,100	10.14%	\$702,035,800	4.76%
1992	\$566,972,800		\$70,923,200		\$637,896,000	

TUESDAY, JANUARY 22, 2019 TOWNSHIP BOARD MINUTES – REGULAR MEETING  
 CHARTER TOWNSHIP OF DELTA  
 Page 42 of 63

1/23/2019

CHARTER TOWNSHIP OF DELTA TOP TWENTY TAYPAYERS FOR 2018			
RANK*	TAXPAYER	TAXABLE VALUE	ASSESSED VALUE
1	MEIJER INC	\$134,066,462	\$134,629,800
2	AUTO OWNERS INSURANCE CO	\$63,112,003	\$67,240,400
3	ASHLEY DELTA LLC	\$18,433,188	\$18,591,200
4	LANSING MALL LLC	\$17,560,075	\$17,608,800
5	LIQID WEB INC	\$16,420,500	\$16,420,500
6	CONSUMERS ENERGY COMPANY	\$10,884,006	\$10,879,500
7	NORPLAS INDUSTRIES INC	\$10,469,700	\$10,469,700
8	GENERAL MOTOTRS LLC	\$8,200,841	\$8,205,000
9	DELTA 17 A LLC	\$8,195,400	\$8,195,400
10	FARM BUREAU LIFE INSURANCE CO	\$7,954,729	\$8,151,700
11	MACALLISTER RENTALS	\$7,667,400	\$7,667,400
12	PLUMTREE APARTMENT ASSOCIATES LLC	\$6,863,978	\$6,954,300
13	LEGACY FIVE LLC	\$6,839,215	\$6,261,500
14	TEG RUNAWAY BAY LLC	\$6,278,929	\$6,939,800
15	OCCIDENTAL DEVELOPMENT LTD	\$6,259,713	\$8,098,500
16	BRIKMO GA DELTA CENTER (MI) LLC	\$6,152,869	\$6,302,800
17	WAL-MART REAL ESTATE BUSINESS TRUST	\$5,167,700	\$5,167,700
18	TARBERT PROPERTIES LLC	\$5,082,327	\$5,105,700
19	VILLAGE GREEN OF LANSING LLC	\$4,543,643	\$5,601,500
20	STAG LANSING 3 LLC	\$4,287,600	\$4,287,600

\*Rank by Taxable Value (Ad Val + Special Acts)

### Percentage Change in Assessed Values

Tax Year As of BOR	Residential Class	County Avg.	Commercial Class	County Avg.	Industrial Class	County Avg.
2018	4.3%	2.9%	2.6%	1.3%	8.3%	10.9%
2017	5.1%	4.2%	4.6%	4.74%	12.6%	13.2%
2016	6.0%	3.6%	4.9%	3.2%	3.0%	7.2%
2015	5.6%	3.7%	2.5%	1.8%	14.7%	flat
2014	2.3%	1.1%	2.0%	0.4%	-2.3%	2%
2013	-1%		-1%		-8%	
2012	-2%		-3%		-3%	

1/23/2019

### Comparison of Delta Township Values to Eaton Co – 2018

CLASS	Delta Township AV	Eaton County AV	Percent of County Total
Commercial	\$433,874,000	\$661,399,381	65.6%
Industrial	\$113,785,000	\$203,942,599	55.8%
Residential	\$854,254,700	\$2,585,836,403	33%
Developmental	\$8,660,800	\$8,660,800	100%
Agricultural	\$3,815,100	\$510,899,536	.75%
Personal Property	\$190,476,800	\$322,663,579	59%



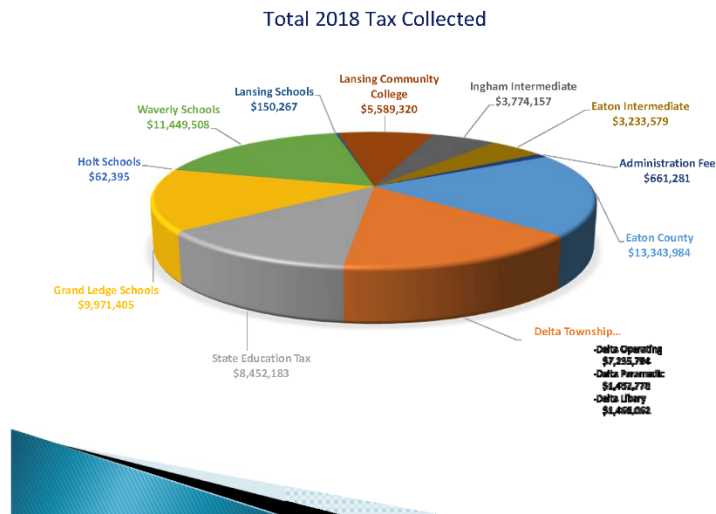
### 2018 Tax Dollar Distribution

Total Without Special Assessments: **\$66,844,713**

□ Grand Ledge Schools: <b>\$9,971,405</b>	□ Eaton County Allocated: <b>\$13,343,984</b>
□ Waverly Schools: <b>\$11,449,508</b>	□ Delta Twp Operating: <b>\$7,235,794</b>
□ Lansing Schools: <b>\$150,267</b>	□ Delta Library: <b>\$1,468,062</b>
□ Lansing Com College: <b>\$5,589,820</b>	□ Paramedic / Fire: <b>\$1,452,778</b>
□ State Education Tax: <b>\$8,452,183</b>	□ Holt Schools: <b>\$62,395</b>
□ Ingham ISD: <b>\$3,774,157</b>	□ Eaton ISD: <b>\$3,233,579</b>
	□ Admin Fee: <b>\$661,281</b>



1/23/2019



**2018 TAX COLLECTION – BREAKDOWN ALL TAXING AUTHORITIES**

Taxing Authorities	Millage Rates	2018 Tax Collected
State Education Tax	6.0000	\$8,452,183
Eaton County Operating	5.2149	\$7,655,975
Eaton County 911	0.9500	\$1,394,644
Eaton County EATRAN	0.2500	\$366,973
Eaton County Jail	0.7000	\$1,027,626
Eaton County Juvenile Program	0.3500	\$513,802
Eaton County Medical Care	0.1250	\$183,455
Eaton County Roads	1.5000	\$2,201,509
Delta Township Operating	4.9287	\$7,235,794
Delta Township Paramedic	0.9896	\$1,452,778
Delta Township Library	1.0000	\$1,468,062

TUESDAY, JANUARY 22, 2019 TOWNSHIP BOARD MINUTES – REGULAR MEETING  
 CHARTER TOWNSHIP OF DELTA  
 Page 45 of 63

1/23/2019

*2018 TAX COLLECTION BREAKDOWN ALL TAXING AUTHORITIES ( continued)*

Waverly Schools Operating	13.2124	\$3,754,862
Waverly Schools Supplemental Millage	4.7822	\$2,901,494
Waverly Schools Debt	6.9000	\$4,186,452
Waverly Schools Sinking Fund	1.0000	\$606,700
Holt Schools Operating	18.0000	\$19,616
Holt Schools Debt	10.0000	\$42,779
Grand Ledge Schools Operating	18.0000	\$5,811,790
Grand Ledge Building & Site	0.7968	\$664,482
Grand Ledge School Debt	4.1900	\$3,495,133
Lansing School Operating	17.9028	\$43,679
Lansing School Debt	4.6000	\$106,588

*2018 TAX COLLECTION BREAKDOWN ALL TAXING AUTHORITIES ( continued)*

Ingham Intermediate School Operating	0.2000	\$126,812
Ingham Intermediate School Special Education	4.5062	\$2,857,659
Ingham Intermediate Vocational Education	1.2925	\$789,686
Eaton Intermediate School District Operating	0.1843	\$153,628
Eaton Intermediate School District Special Education	2.7704	\$2,310,224
Eaton Intermediate School District Vocational Education	0.9231	\$769,727
Lansing Community College	3.8072	\$5,589,320
Total Taxes Paid		\$66,183,432
Administration Fee		\$661,281
Total		\$66,844,713
Drains		\$1,331,395
Special Assessments ( Street Lights )		\$579,220
Grand Total		<b>\$68,755,328</b>



1/23/2019

## Assessing Department Activities

Total Properties Inspected: **2,047**

Building Permits: **750** \*Inspections [new homes, additions, build-outs, remodels, etc.]  
**111** \*Inspections of partially completed permits from prior year

Board of Review: **17** Scheduled Appointments

Personal Property Canvass: **75** added, **116** removed

Delhi Township: Assessing Consulting



## DEEDS & OWNERSHIP TRANSFERS

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
• Various Deeds Processed:	1069	1076	1167	1099	1151	1102
• Warranty Deeds Processed:	583	639	701	708	736	729

### Residential Properties

• Sales Used In Study	261	336	381	423	458	431
• Average Sale Price	\$145,700	\$151,300	\$155,282	\$162,500	\$175,284	\$164,952



1/23/2019

## Michigan Tax Tribunal Cases

### [Delta Township](#)

9 Cases Settled in 2018

8 Cases Currently Pending



## Internet Services – Online Lookups

2018 Property and Land Data Hits: 61,327

2017 Property and Land Data Hits: 48,382

2016 Property and Land Data Hits: 48,555

2015 Property and Land Data Hits: 48,987



1/23/2019

## Personal Property – Form 5076

- ▶ The Affidavit to Claim Small Business Tax Exemption (form 5076) provides an exemption from personal property for commercial/industrial entities with a true cash value of less than \$80,000. The number of annual forms received:

- ▶ 2014 – 771
- ▶ 2015 – 729
- ▶ 2016 – 687
- ▶ 2017 – 866
- ▶ **2018 – 813**  
(48.6% of total accounts)



## The Disabled Veteran's Exemption

- ❖ An exemption from property taxes is available to qualified disabled veterans or their unmarried, surviving spouse who claims the home as their homestead.
- ❖ The disabled veteran or the surviving spouse must be a Michigan resident.
- ❖ The Act requires an Affidavit be filed annually, along with qualifying proof from the Department of Veteran Affairs.
- ❖ Disabled veteran exemptions are granted only by the Board of Review.
  - ❖ In 2018, Delta had 63 parcels that qualified.
- ❖ Up 14 from 2017



1/23/2019

### New Single Family Homes in Delta Township



### Preliminary 2019 Information

► **Assessed Value:**

Residential	+ 5.6%
Commercial	+ 4.9%
Industrial	+ 2.5%

► **Taxable Value:** +4.0% (+/-)

► 2019 (CPI 1.024) – or (+2.4%)

1/23/2019

## 2019 Assessment Notices

### [Delta Township Change of Assessment Notices:](#)

- Mailed on or around February 14<sup>th</sup>
- Taxpayers to receive notices 14 days prior to the Board of Review



## 2019 Board of Review

Appeal sessions are by appointment only, scheduled in 15 minute increments

### [Delta Township Board of Review](#)

Organizational Meeting (no appeals): Tuesday, March 5<sup>th</sup> at 8am

Appeal Sessions: Monday, March 11<sup>th</sup> from 9am – 5pm  
Tuesday, March 12<sup>th</sup> from 1pm– 9pm



## 12. Building Department 2018 Annual Report

### Building Department 2018 Year End Report



- ▶ Oversight and approval of pre-construction plan review documents
- ▶ Manages the permitting process for all property types, including residential, commercial, and industrial
- ▶ Development and distribution of all permit type applications
- ▶ Administration of all building and related trades, permit activity – inclusive of consultation, review, and on-site inspections.
- ▶ Site-Inspections for compliance for all permit activity – inclusive of several inspections during a typical construction process
- ▶ Site-Inspections for all code enforcement activity – inclusive of an initial inspection to cite a violation, and a follow-up visit to validate compliance.
- ▶ Administration of the follow up on expired permits
- ▶ Administration of a wide variety of Township ordinances including, signs, noise, blight, rental registration, rental inspection, sidewalk installation, and sewer
- ▶ Assist architects, engineers, code officials, and homeowners with construction related questions
- ▶ Prepares and distributes brochures and other public information on permit requirements

### PRINCIPLE RESPONSIBILITIES OF THE BUILDING DEPARTMENT

1/23/2019

## BUILDING DEPARTMENT STAFF

### ► Office Support

- Kelsey Smith - Administrative Assistant (2017)

### ► Inspectors:

- Matt Leach - Building Inspector (2003)
- Nate Foltz - Plumbing/Mechanical Inspector (2014)
- David Williams - Electrical Inspector (1994)
- Wayne Rivet - Mechanical Inspector (2018) Part-Time

### ► Code Enforcement Staff

- Kelly Figueiredo - Code Enforcement Officer (1995)
- Rick Kinsman - Code Enforcement/Elect Inspector (2006)

### ► Building Department Director

- Ted Droste

## ALL PERMITS ISSUED BY TYPE - 2,779

2017- 3079    2016- 2591  
 2015- 2204    2014- 2362

2018												Permit Type
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	
16	16	17	29	66	42	54	39	26	44	17	18	Building
26	22	38	51	44	53	62	60	65	54	61	35	Electrical
79	53	56	43	79	106	98	141	60	76	122	49	Mechanical
36	29	34	36	45	40	54	68	32	37	18	28	Plumbing
3	6	4	6	7	9	4	9	3	6	3	6	Sewer
2	2	5	8	2	5	10	9	4	7	3	3	Sign
3	2	8	2	3	8	4	4	3	2	1	1	Sidewalk
0	0	0	0	6	0	1	0	0	0	0	0	Tent
0	5	22	26	34	33	24	27	10	31	13	6	Roof
165	135	184	201	286	296	311	357	203	257	238	146	

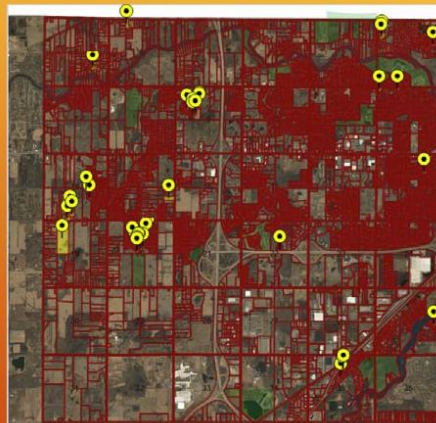


1/23/2019

## BUILDING PERMITS BY CONSTRUCTION TYPE

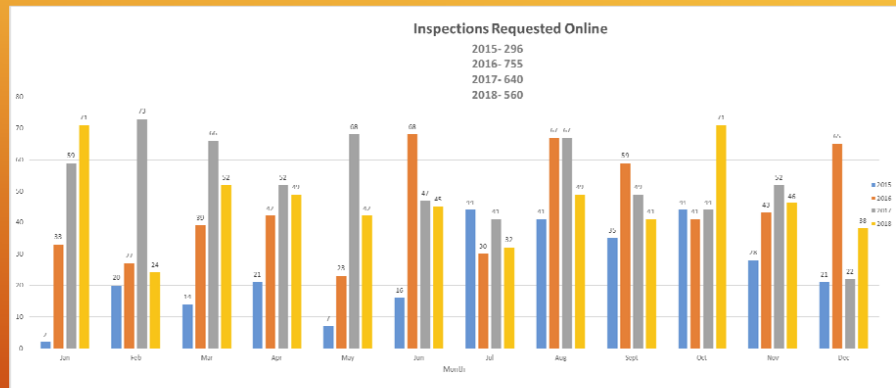
Type	Number of Permits Issued	Value of Permits Issued
Basement Remodel	43	507,937.00
Commercial Remodel	58	11,919,241.00
Condominiums	10	2,028,000.00
Decks	45	1,400.00
Demo's	9	1,000.00
Fences	4	0.00
Garages/Pole Barns	15	407,771.00
Industrial Additions/Remodel	0	0.00
Multi-Family	79	7,040,000.00
New Commercial	20	18,827,164.00
New Industrial	0	0.00
Other	0	0.00
Premanufacture Home	4	0.00
Premanufacture Steel	0	0.00
Reroof Permits	231	0.00
Residential Remodel	64	2,283,879.00
New Homes	29	6,831,112.00
Pools	4	0.00
<b>Total</b>	<b>615</b>	<b>49,847,504.00</b>

## LOCATION OF NEW HOME PERMITS

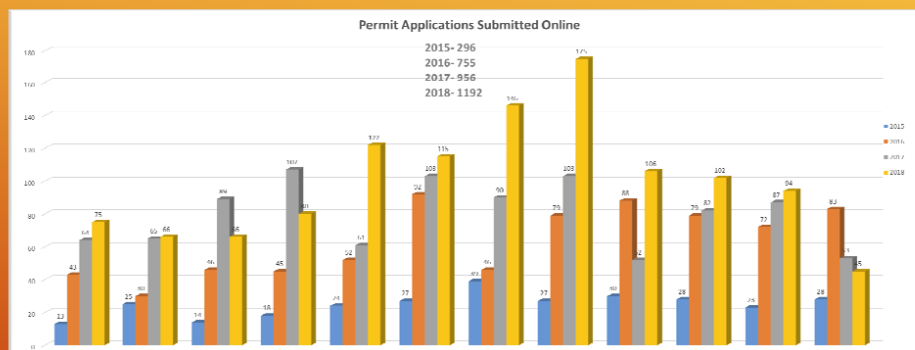


1/23/2019

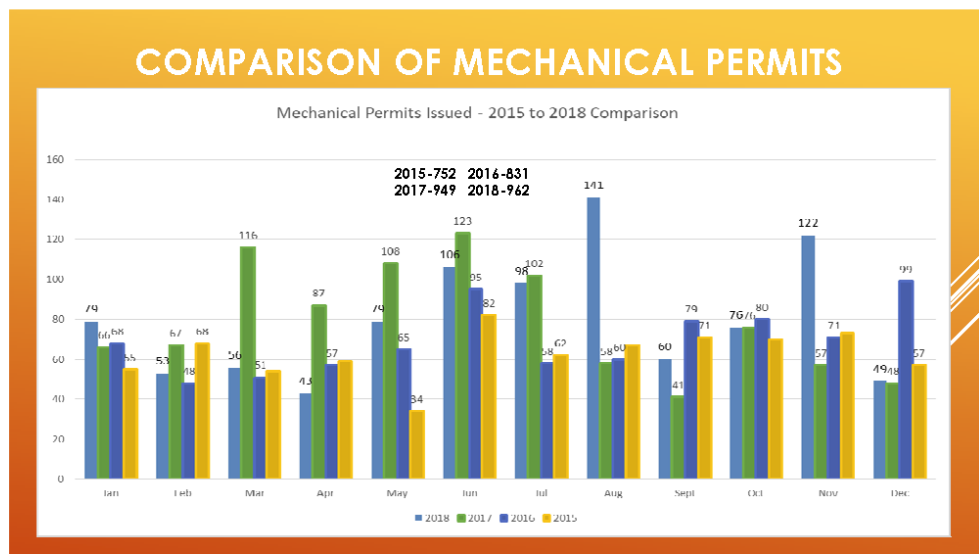
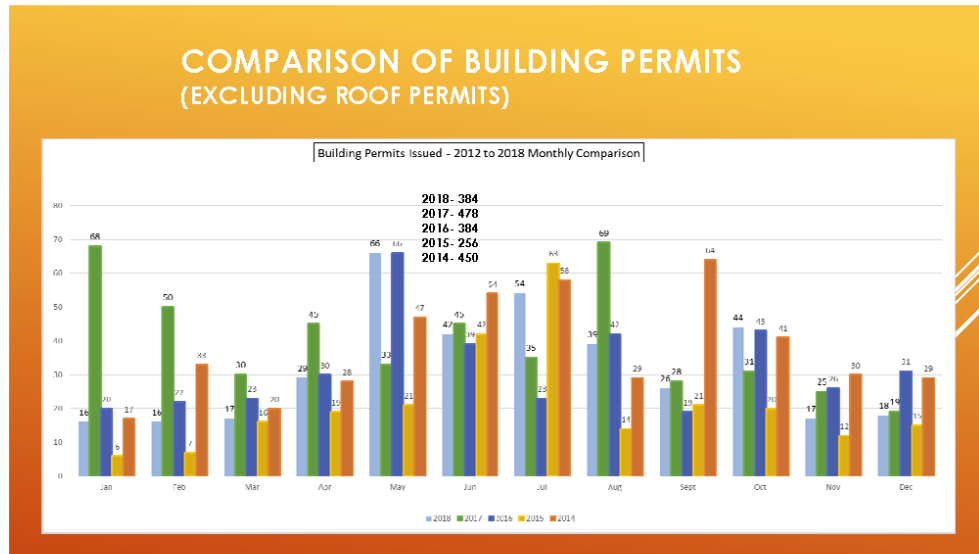
## ONLINE REQUESTS FOR INSPECTIONS



## ONLINE REQUESTS FOR PERMITS

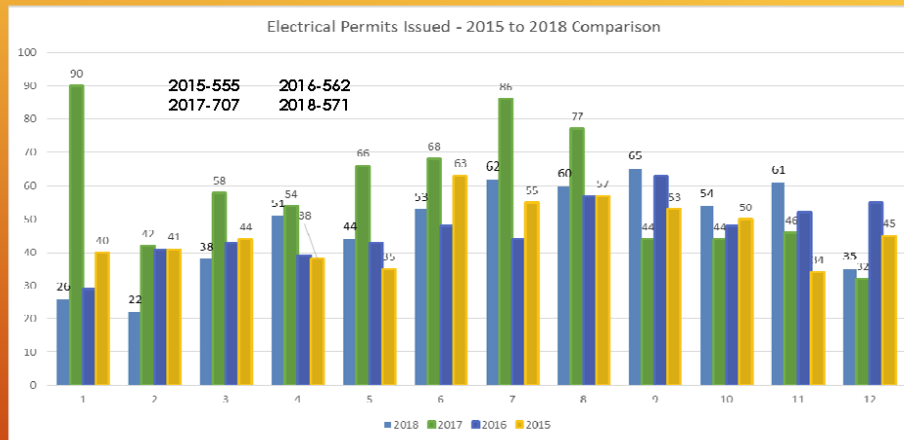


1/23/2019

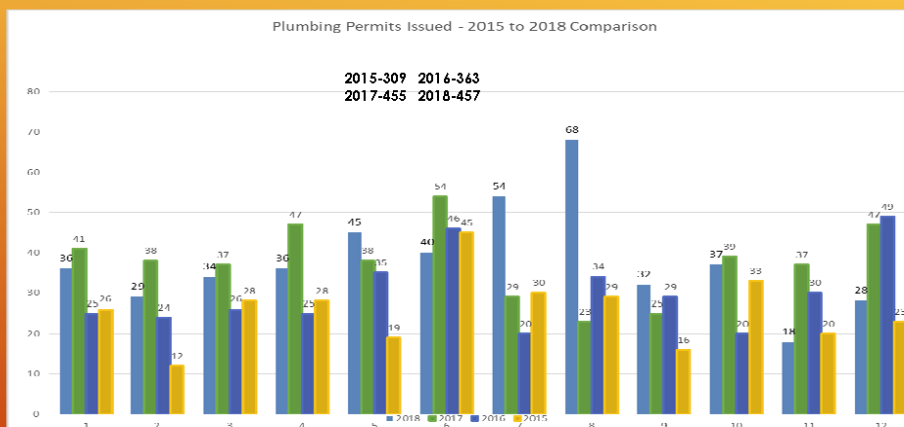


1/23/2019

## COMPARISON OF ELECTRICAL PERMITS



## COMPARISON OF PLUMBING PERMITS



1/23/2019

## ANNUAL FEES COLLECTED FOR PERMITS

	Permit Fees by Trade - Multi Year Comparison				thru 12-31-16	thru 12-31-17	thru 12-31-18
	2012	2013	2014	2015	2016	2017	2018
Building	\$ 300,722	\$ 668,527	\$ 527,449	\$ 663,991	\$ 430,196	\$ 421,483	\$ 383,720
Electrical	\$ 90,457	\$ 128,295	\$ 143,261	\$ 136,719	\$ 160,234	\$ 214,634	\$ 124,889
Mechanical	\$ 72,601	\$ 100,971	\$ 118,417	\$ 104,435	\$ 116,151	\$ 127,572	\$ 132,332
Plumbing	\$ 34,320	\$ 47,435	\$ 50,865	\$ 51,145	\$ 62,261	\$ 83,835	\$ 81,515
Sewer	\$ 4,380	\$ 7,105	\$ 6,465	\$ 5,805	\$ 8,035	\$ 7,290	\$ 5,510
Sign	\$ 5,010	\$ 5,500	\$ 3,605	\$ 4,000	\$ 4,650	\$ 5,065	\$ 4,795
Total	\$ 507,490	\$ 957,833	\$ 850,062	\$ 966,095	\$ 781,527	\$ 859,879	\$ 732,761

## COMPARISON OF TRADE INSPECTIONS COMPLETED

[illegible]

1/23/2019

### EXAMPLES OF NEW PROJECTS



### ADDITIONAL DEPARTMENTAL DUTIES

- ▶ > Rental Inspections
- ▶ > Blight Enforcement
- ▶ > Sign Ordinance

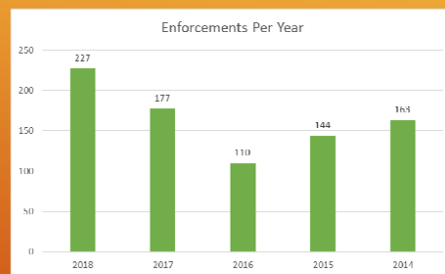
1/23/2019

## RENTAL UNITS IN PROGRAM

Rental Units in Program	
2018	6,708
2017	6,534
2016	6,550
2015	6,728
2014	6,985
2013	6,887
2012	6,630
2011	6,616

Includes: Apartments, single family homes, duplexes and hotels

## ENFORCEMENTS PER YEAR





1/23/2019

**CODE ENFORCEMENT  
BLIGHT INSPECTIONS – BEFORE & AFTER**



**CODE ENFORCEMENT  
BLIGHT INSPECTIONS – BEFORE & AFTER**



1/23/2019

**CODE ENFORCEMENT  
BLIGHT INSPECTIONS – BEFORE AND AFTER**



**CODE ENFORCEMENT  
BLIGHT INSPECTIONS – BEFORE AND AFTER**

1/23/2019

## NOXIOUS WEED COMPLAINTS/COMPLIANCE

2018- 172 Site Visits



## NOXIOUS WEED COMPLAINTS/COMPLIANCE



A brief discussion ensued among Board members and Mr. Droste regarding the information provided in the annual report.

**XVII. PUBLIC COMMENTS**

**XVIII. ADJOURNMENT –**

Supervisor Fletcher adjourned the meeting at 7:17 PM.

CHARTER TOWNSHIP OF DELTA

KENNETH R. FLETCHER, SUPERVISOR

MARY R. CLARK, TOWNSHIP CLERK



Manager's Office

(517) 323-8590

Date: January 29, 2019

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

From: Brian Reed, Township Manager; Ernest A. West, P.E., Township Engineer

Subject: 2019 Eaton County Local Road Millage Program  
Year 5 of 12

At the request of the Township Manager, the Engineering Department has driven/reviewed the street segments included in the Eaton County Road Commission's (ECRC) 2019 Millage Program and offer the observations below. A copy of the 2019 Proposed Millage Program Project Map and list of Delta Township Projects is attached for reference.

### **Residential Street Segments**

Approximately 85% of all resurfacing proposed by the ECRC for this year's program are residential streets. Resurfacing is proposed in **Sections 10, 12, 13, 14 and 16**. The project map attached has been annotated to reference the sub-division names for the proposed streets.

All of the streets included in the list reflect the PASER 2, 3 or 4 ratings indicated by the ECRC. The PASER 4 rated streets are adjacent to and located within subdivisions with PASER 2 and 3 streets. Discussions with the ECRC staff indicate that the reason for completing the PASER 4 streets in conjunction with PASER 2 and 3 streets is primarily to avoid placing heavy construction traffic on resurfaced streets in subsequent years. This approach is also reduces the number of mobilizations to the same area, which is more efficient/cost effective.

We take no exception to the proposed residential street areas proposed by the ECRC. We offer the following specific points of information or clarification:

- 6.46 of 7.58 miles of the 2019 proposed millage program work is to be completed in purely residential areas.
- The proposed work on Delta Commerce Drive and Francis Court are in Zone 4 of the Township's Sidewalk Repair Program (see project map), which is scheduled for evaluation and repairs in the summer/fall of 2019. The Engineering Department will pay special attention to the curb ramps in this area that may need repair/replacement and will coordinate work that affects pavement to be complete prior to resurfacing.
- The proposed work in Mar Moor Estates in Section 12 completes this subdivision which was begun last year.





- Similarly, all of the streets in Castle Hills, Sherwood Downs, Plum Hollow and Homestead Acres in Sections 12, 13 and 14 are proposed to be completed. Homestead Acres was recommended for review last year by this office.

### **Commercial Street Segments**

We take no exception to the proposed commercial street areas proposed by the ECRC. We offer the following specific points of information or clarification:

- 0.72 of 7.58 miles (9.5%) of the 2019 proposed millage program work is to be completed in commercial areas.
- Delta Commerce Drive was suggested for review by this office last year and is now included in this year's projects. This office is reviewing the ADA curb ramps along this street and will coordinate repairs/replacement as necessary. (Note: We are still awaiting word from MDOT regarding the traffic light for Saginaw/Delta Commerce. Repaving will intensify the questions from the public but this is out of our control. There is no road work needed by the Township or ECRC, it is strictly an MDOT decision).
- Francis Court is adjacent to the new Hilton Garden Inn hotel, which is planned for opening later this year and is in need of repair. Note that a sidewalk extension is planned for this summer to fill the last remaining gap of sidewalk in this area.

### **Industrial Street Segments**

We take no exception to the proposed commercial street areas proposed by the ECRC. We offer the following specific points of information or clarification:

- 0.40 of 7.58 miles (5.2%) of the 2019 proposed millage program work is to be completed in industrial areas.
- Lanac Street and Ena Drive, located in Delta Industrial Park, are scheduled for completion in 2019. These streets are currently a PASER 1 and are in very rough condition.

### **General**

It should be noted that the resurfacing work completed by the ECRC is typically a limited scope of a 2 inch thick mill and resurface or overlay and it can be anticipated that reflective cracking through the new overlay/surface course should be expected within 1-3 years, necessitating the need for crack sealing. Additionally, only severe drainage issues are typically addressed with limited curb and gutter replacement, or catch basins and storm drain manhole repairs, all of which can affect the overall longevity of the resurface project. Unfortunately, because federal funding is not involved, ECRC does not typically include ADA accessibility modifications to pedestrian facilities (sidewalk ramps). It should also be noted that the ECRC tries to balance paving each year so that it is approximately 1/12 of the mileage and cost and that factors into their planning on how to most efficiently accomplish the goals of the local road millage program.

With 2019 being the 5<sup>th</sup> year of the Eaton County Local Road Millage Program, this office is now receiving more inquiries from residents as to when their roads will be completed. This office advises these residents to contact the ECRC and/or take advantage of the public comment period. ECRC is accepting public comments on the proposed 2019 Millage Program Projects until February 15, 2019.

The following motion is offered for your consideration:

***“I move that the Delta Township Board authorize the Township Manager and/or Township Engineer to advise the Eaton County Road Commission that Delta Township takes no exception to the proposed 2019 Millage Program Projects as documented in the attached project map. I further request that Eaton County Road Commission staff coordinate with Delta Township Engineering staff for sidewalk repairs that are located within proposed road resurfacing project areas.”***

Staff will attend the February 4, 2019 Board meeting to answer any questions or address any concerns from the Board. If there any questions in the interim, please let us know. Thank you.

cc: Gary Bozek, Planning Director

# Eaton County Road Commission

## List of Delta Township Millage Projects

Delta	Apple Ridge - Kenway to Chanticleer	Paved Road Resurface	0.119
Delta	Applewood - Plum Hollow to Berrywood Pl	Paved Road Resurface	0.25
Delta	Austin Way - City/Twp Line to Dead End or Start	Paved Road Resurface	0.014
Delta	Barton - Dead End or Start to N Waverly	Paved Road Resurface	0.62
Delta	Bentwood - Fieldcrest to Blackberry	Paved Road Resurface	0.087
Delta	Berrywood Pl - Applewood to Dead End or Start	Paved Road Resurface	0.026
Delta	Blackberry - Sherwood to Barton	Paved Road Resurface	0.403
Delta	Blanche Ave - S Dibble St to Waverly	Paved Road Resurface	0.126
Delta	Chanticleer - Farmstead to Green Meadows	Paved Road Resurface	0.457
Delta	Delta Commerce - E Saginaw Hwy to Canal Club St	Paved Road Resurface	0.588
Delta	Dorene - Elmwood to Dead End or Start	Paved Road Resurface	0.094
Delta	Ena - Lanac St to Rickle St	Paved Road Resurface	0.122
Delta	Farmstead - E Saint Joe Hwy to Green Meadows	Paved Road Resurface	0.44
Delta	Fieldcrest - Maycroft to Bentwood	Paved Road Resurface	0.17
Delta	Francis Ct - N Canal to Dead End or Start	Paved Road Resurface	0.132
Delta	Grape Arbor - Elmwood to Lotipac Pl	Paved Road Resurface	0.219
Delta	Green Meadows - Farmstead to Kenway	Paved Road Resurface	0.373
Delta	Homestead - Kenway to Dead End or Start	Paved Road Resurface	0.033
Delta	Hume Blvd - E Saint Joe Hwy to Dead End or Start	Paved Road Resurface	0.488
Delta	Kenilworth - Fieldcrest to Blackberry	Paved Road Resurface	0.102
Delta	Kenway - E Saint Joe Hwy to Green Meadows	Paved Road Resurface	0.501
Delta	Lanac St - Ena to N Canal	Paved Road Resurface	0.275
Delta	Lotipac Pl - Palisade to Grape Arbor	Paved Road Resurface	0.058
Delta	Mar Moor - Willow Hwy to N Waverly	Paved Road Resurface	0.665
Delta	Maycroft - Plum Hollow to Sherwood	Paved Road Resurface	0.105
Delta	Otis Ave - S Dibble St to Waverly	Paved Road Resurface	0.126
Delta	Palisade - Spearberry to Lotipac Pl	Paved Road Resurface	0.102
Delta	Plum Hollow - Elmwood to Maycroft	Paved Road Resurface	0.279
Delta	Shady Hill - Willow Hwy to Barton	Paved Road Resurface	0.247
Delta	Shannon - Fieldcrest to Blackberry	Paved Road Resurface	0.111
Delta	Sherwood - Blackberry to Dead End or Start	Paved Road Resurface	0.041
Delta	Spearberry - Plum Hollow to Palisade	Paved Road Resurface	0.059
Delta	Westbury Cir - Delta Commerce to Dead End or Start	Paved Road Resurface	0.103
Delta	Windmill Ct - Chanticleer to Dead End or Start	Paved Road Resurface	0.04



# 2019 PROPOSED MILLAGE PROGRAM PROJECTS DELTA TOWNSHIP

## 2018 PAVEMENT RATINGS

## 2019 PROPOSED PROJECT

### POOR CONDITION

- PASER 1
- PASER 2
- PASER 3
- PASER 4

### FAIR CONDITION

- PASER 5
- PASER 6
- PASER 7

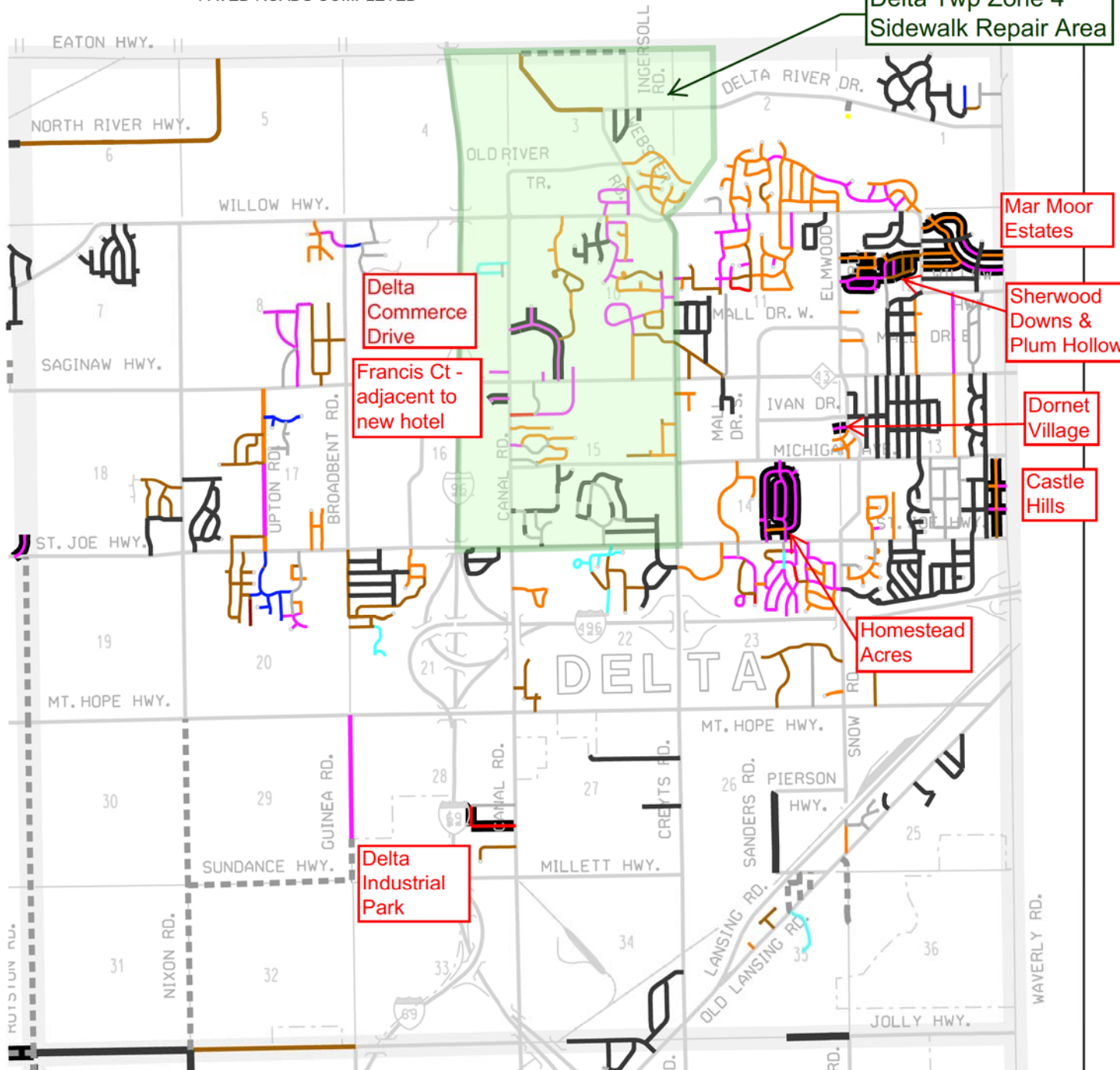
PAVED ROADS  
CENTER COLOR BY 2018 PAVEMENT RATINGS

GRAVEL ROADS

- GRAVEL ROAD TO BE COMPLETED
- GRAVEL ROAD COMPLETED
- PAVED ROADS COMPLETED

REVISION DATE: 12-12-2018

Delta Twp Zone 4  
Sidewalk Repair Area



Supervisor Kenneth R. Fletcher  
Treasurer Howard A. Pizzo  
Clerk Mary R. Clark  
Manager Brian T. Reed



Trustee Fonda J. Brewer  
Trustee Andrea M. Cascarilla  
Trustee Dennis R. Fedewa  
Trustee Karen J. Mojica

Manager's Office

(517) 323-8590

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

**FROM: Brian Reed, Township Manager**

**DATE: February 4, 2019**

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

As part of the goals set by the Delta Township Board, we are finished with the collection of information and training that is required to submit an application to be designated by the Michigan Townships Association as a Township of Excellence.

Delta Township was recognized with the Township of Excellence Award from 2012 through 2016. This designation would be for 2016 through 2020. As you can see from the attached application, there is an extraordinary effort to meet and document the criteria for recognition. I commend our staff for the work in documenting all the efforts of the Township to provide governance. Furthermore, I commend you, our board for your leadership and support to put in place policies and best practices that has elevated Delta to a Township of Excellence.

Therefore, I offer the following resolution

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

Thank you for your consideration and approval of this request.



## GUIDELINES and APPLICATION

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







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

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

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

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

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

## ELIGIBILITY

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

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

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



## DOCUMENTATION REQUIREMENTS

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

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

## SELECTION PROCESS

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



## NOTIFICATION AND PUBLIC ANNOUNCEMENT

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

## LENGTH OF DESIGNATION

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

## DISCLOSABLE UPON REQUEST

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



## PART 1: MTA TOWNSHIP OF EXCELLENCE APPLICATION

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

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

### GOVERNANCE

#### ACCESSIBILITY AND COMMUNICATION

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

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

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

✓ **Provide the website address:**

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

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

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

#### PROFESSIONAL DEVELOPMENT

- A majority of the township board have each participated in **ONE** TGA Foundations class and in **ONE** or more of the following MTA educational programs every year since the current township term began (*check all that apply*):
  - ☐ Annual Educational Conference & Expo
  - ☐ MTA On the Road Regional Meeting
  - ☐ Professional Development Retreat
  - ☐ Township Governance Academy (TGA) class (at any level)
  - ☐ Other MTA workshop, webcast or training program [*excluding legislative and National Association of Towns and Townships (NATaT) events, which are addressed under ADVOCACY*]

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

### STRATEGIC PLAN

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

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

### ESSENTIAL BOARD POLICIES

- The township board has adopted written policies regarding **ALL** of the following:
  - ☐ Ethics
  - ☐ General administration
  - ☐ Public meeting rules, including public comment and board decorum
  - ☐ Public records inspection
  - ☐ Freedom of Information Act requests
  - ☐ Official, employee and volunteer conduct

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

### POLICYMAKING

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

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

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

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

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

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



## ADVOCACY

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

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

## STAKEHOLDER INVOLVEMENT

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

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

## COMMUNITY INVOLVEMENT

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

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

## INTERGOVERNMENTAL COLLABORATION

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

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

## BOARD ACCOMPLISHMENTS

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

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

x

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

## FINANCIAL STEWARDSHIP

### ACCESSIBILITY

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

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

### ACCREDITATION AND TRAINING

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

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

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

### ESSENTIAL POLICIES

- The township board has adopted and regularly updates a depository and investment policy resolution that addresses **ALL** of the following:
  - ☐ Allowed financial institutions
  - ☐ Allowed investment instruments
  - ☐ How the township minimizes various forms of risk
  - ☐ Return on investments
  - ☐ Targeted liquidity *(availability of cash)*

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

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

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

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

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

## FINANCIAL PROCESS AND PROCEDURES

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

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

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

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

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

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

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

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

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

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

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

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

- ☐ The township reduces costs by using technology.

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

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

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

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

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

x \_\_\_\_\_  
Signature of township clerk attesting to compliance with all criteria in the FINANCIAL STEWARDSHIP section.

x \_\_\_\_\_  
Signature of township treasurer attesting to compliance with all criteria in the FINANCIAL STEWARDSHIP section.

## ASSESSMENT ADMINISTRATION

### ACCESSIBILITY

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

✓ **Provide the website address:**

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

### ACCREDITATION AND TRAINING

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



## CONSTITUENT SERVICES

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

## ASSESSMENT PROCESS AND PROCEDURES

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

x

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

## TAX COLLECTION

### ACCESSIBILITY

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

✓ **Provide the website address:**

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

## ACCREDITATION AND TRAINING

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

## CONSTITUENT SERVICES

- ☐ The township provides contact information on agencies that provide human services assistance to residents.

✓ **Attach the human services agency contact information; label Exhibit TC-1.**

- ☐ The township offers information on the availability of summer tax deferments.
- ☐ The township offers information on the Homestead Property Tax Credit income tax.

## TAX PROCESS AND PROCEDURES

- ☐ The township collects the State Education Tax (*SET*) and the county operating millage and, if applicable, also collects school summer property taxes.

✓ **If the township collects school summer property taxes, attach one agreement to collect; label Exhibit TC-2.**

x

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

## ELECTION ADMINISTRATION

### ACCESSIBILITY

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

✓ **Provide the website address:**

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

## ACCREDITATION AND TRAINING

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

## CONSTITUENT SERVICES

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

## ELECTION PROCESS AND PROCEDURE

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

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

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

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

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

## EMERGENCY SERVICES

### FIRE PROTECTION SERVICES

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

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

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

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

- Check the box that describes your township:

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

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

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

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

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

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

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

## LAW ENFORCEMENT

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

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

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

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

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

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

## EMERGENCY MANAGEMENT

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

## EMERGENCY MEDICAL SERVICES

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

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

## LAND USE MANAGEMENT AND ECONOMIC DEVELOPMENT

### PLANNING

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

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

## ZONING

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

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

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

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

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

## CONSTRUCTION CODE ENFORCEMENT

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

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

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

- If the township **DOES** enforce the state construction code, the township must comply with **ALL** of the following:
  - ☐ The township has established performance standards for its building plan and permit approval process.
  - ☐ The township has established procedures for expedited building plan and permit review, if certain criteria are met.
  - ☐ The township has established policies regarding the time between when a building inspection is requested and the inspection is performed.

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

## ECONOMIC DEVELOPMENT

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

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

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

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

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



## TRANSPORTATION

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

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

## UTILITIES

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

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

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

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

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

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

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

## CEMETERIES

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

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

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

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

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

## PART 1: TOWNSHIP OF EXCELLENCE APPLICATION

Please type or print clearly.



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

Township \_\_\_\_\_

County \_\_\_\_\_

Submitter \_\_\_\_\_

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

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

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

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

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

Email \_\_\_\_\_

Application For:

☐ **Township of Excellence**  
Full Designation

☐ **Certificate of Achievement**

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

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

List Sections:

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



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

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



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

**The Michigan Townships**

**Association advances local**

**democracy by fostering**

**township leadership and public**

**policy essential for a strong and**

**vibrant Michigan.**



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

© 2014

# MTA TOWNSHIP OF EXCELLENCE CHECKLIST

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

## GOVERNANCE

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

## FINANCIAL STEWARDSHIP

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



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

### **TAX COLLECTION**

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

### **ELECTION ADMINISTRATION**

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

### **EMERGENCY SERVICES**

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

### **UTILITIES**

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

No documentation required for  
the following sections:

**ASSESSMENT ADMINISTRATION**

**LAND USE MANAGEMENT AND ECONOMIC DEVELOPMENT**

**TRANSPORTATION**

**CEMETERIES**





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

---

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

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

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

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

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

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

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

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

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

Upon roll call vote, the following members voted:

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

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

The Supervisor declared the resolution adopted.

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

\_\_\_\_\_  
Date

