

**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  
MONDAY, OCTOBER 21, 2024**

**I. CALL TO ORDER**

Acting Supervisor Clark called the meeting to order at 6:00pm.

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

**III. ROLL CALL**

Members Present: Acting Supervisor Mary R. Clark, Acting Clerk Dennis R. Fedewa, Trustee Elizabeth S. Bowen, Trustee Fonda J. Brewer, and Trustee Andrea M. Cascarilla

Members Absent: Trustee Karen J. Mojica

Others Present: Manager Brian T. Reed, Finance Director Courtney Nicholls, Township Engineer Jacob Kleinhenz, Acting Fire Chief John Kahler, Lieutenant Preston Dahlgren, Deputy Manager Erin LaPere, Assistant to the Manager/Communications Administrator Mary Worland, Planning & Economic Development Peter Menser, Associate Planner Hope Wojack, Utilities Director Rick Kane.

TRUSTEE CASCARILLA MOVED TO EXCUSE TRUSTEE MOJICA FROM THE OCTOBER 21, 2024, REGULAR BOARD MEETING.

TRUSTEE BOWEN SUPPORTED THE MOTION. THE MOTION PASSED 5-0.

**IV. PRESENTATIONS AND PROCLAMATIONS**

**V. SET/ADJUST AGENDA**

TREASURER FEDEWA MOVED TO APPROVE THE AGENDA AS PRESENTED.

TRUSTEE CASCARILLA SUPPORTED THE MOTION. THE MOTION PASSED 5-0.

**VI. PUBLIC HEARING**

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A public hearing was held regarding the fiscal year 2025 budget. No members of the public spoke.

**1. FY 2025 Budget**

TRUSTEE CASCARILLA MOVED THAT THE DELTA TOWNSHIP BOARD ADOPT THE BUDGET FOR 2025 BY APPROPRIATING FUNDS AS FOLLOWS:

**\$23,862,900** for the general fund;  
**\$6,017,000** for the public safety fund;  
**\$142,000** for the brownfield redevelopment fund;  
**\$26,000** for the economic development corporation fund;  
**\$110,500** for the corridor improvement authority;  
**\$347,000** for the debt service fund – library bond;  
**\$1,770,500** for the debt service fund – sheriff substation bond;  
**\$9,956,440** for the sewer enterprise fund;  
**\$7,030,000** for the water enterprise fund.

Estimated revenues to support the appropriations above are:

**\$21,310,000** for the general fund;  
**\$6,017,000** for the public safety fund;  
**\$145,000** for the brownfield redevelopment fund  
**\$279,100** for the corridor improvement authority  
**\$347,000** for the debt service fund – library bond;  
**\$1,779,000** for the debt service fund – sheriff substation bond;  
**\$7,784,000** for the sewer fund,  
**\$6,360,000** for the water fund.

TREASURER FEDEWA SUPPORTED THE MOTION.

**ROLL CALL:**

**AYES:** ACTING SUPERVISOR CLARK, ACTING CLERK FEDEWA,  
TRUSTEE BOWEN, TRUSTEE BREWER, AND TRUSTEE  
CASCARILLA

**NAYS:** NONE

**ABSENT:** TRUSTEE MOJICA

THE MOTION PASSED 5-0.

**VII. COMMUNICATIONS**

- 2. WRRF Project Update**
- 3. Ultium 3 Project Update**
- 4. Public Safety Facility Project Update**
- 5. St. Joe Watermain & Pathway Project Update**

**VIII. PUBLIC COMMENTS**

Virginia DeLuca – Asked questions regarding the WRRF plant, the Redwood development and its coinciding traffic, and the Market Place road extension.

Kathy Pike, Waverly School Board Member – Spoke regarding her gratitude for assistance with safety concerns regarding the Snow Road project and children walking to school.

**IX. INTRODUCTION OF ORDINANCES**

**X. PASSAGE OF ORDINANCES**

**XI. CONSENT AGENDA**

TRUSTEE BREWER MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED.

TRUSTEE BOWEN SUPPORTED THE MOTION.

**ROLL CALL:**

**AYES:** ACTING SUPERVISOR CLARK, ACTING CLERK FEDEWA, TRUSTEE BOWEN, TRUSTEE BREWER, AND TRUSTEE CASCARILLA

**NAYS:** NONE

**ABSENT:** TRUSTEE MOJICA

THE MOTION PASSED 5-0.

**6. Bills and Financial Transactions**

Bonds/Debt Payments	\$	
Payroll & Related	\$	450,048.64
Refunds	\$	11,308.66
Tax Distributions	\$	2,739,549.75
Vendor Claims	\$	8,599,407.70
Total	\$	11,800,314.75

TRUSTEE BREWER MOVED TO APPROVE THE BILLS AND FINANCIAL TRANSACTIONS IN THE AMOUNT OF \$11,800,314.75.

TRUSTEE BOWEN SUPPORTED THE MOTION. THE MOTION PASSED 5-0.

**7. Minutes**

- a. Monday, October 7, 2024, Regular Board Meeting**
- b. Monday, October 14, 2024, Committee of the Whole Meeting**

TRUSTEE BREWER MOVED TO APPROVE THE MONDAY, OCTOBER 7, 2024, REGULAR BOARD MEETING MINUTES AND THE MONDAY OCTOBER 14, 2024, COMMITTEE OF THE WHOLE MEETING MINUTES AS PRESENTED.

TRUSTEE BOWEN SUPPORTED THE MOTION. THE MOTION PASSED 5-0.

**8. Acceptance of the Utility Agreement for 7650 Millett Highway – Michigan CAT Expansion**

TRUSTEE BREWER MOVED THAT THE DELTA TOWNSHIP BOARD APPROVE THE MUNICIPAL UTILITY AGREEMENT SUBMITTED BY TARBERT PROPERTIES LLC ALSO KNOWN AS MICHIGAN CAT, FOR THE RELOCATION OF THE PUBLIC WATER MAIN AND NEW SANITARY SEWER SERVICE LEAD TO SERVE THE PROPOSED MICHIGAN CAT EXPANSION AT 7650 MILLETT HIGHWAY, LANSING MI 48917. I FURTHER MOVE THAT THE TOWNSHIP ACTING SUPERVISOR AND TREASURER BE AUTHORIZED AND DIRECTED TO SIGN THE AGREEMENT ON BEHALF OF THE TOWNSHIP.

TRUSTEE BOWEN SUPPORTED THE MOTION. THE MOTION PASSED 5-0.

**9. Acceptance of the Utility Agreement for 4930 S Creyts Road – Tailgaters**

TRUSTEE BREWER MOVED THAT THE DELTA TOWNSHIP BOARD APPROVE THE MUNICIPAL UTILITY AGREEMENT SUBMITTED BY TAILGATERS WORLDWIDE LLC ALSO KNOWN AS TAILGATERS, FOR THE EXTENSION OF THE PUBLIC WATER MAIN AND SANITARY SEWER SERVICE LEAD TO SERVE THE PROPOSED TAILGATERS AT 4930 S. CREYTS ROAD, LANSING MI 48917. I FURTHER MOVE THAT THE TOWNSHIP ACTING SUPERVISOR AND TREASURER BE AUTHORIZED AND DIRECTED TO SIGN THE AGREEMENT ON BEHALF OF THE TOWNSHIP.

TRUSTEE BOWEN SUPPORTED THE MOTION. THE MOTION PASSED 5-0.

**10. Cargo Van Purchase Request**

TRUSTEE BREWER MOVED THAT THE DELTA TOWNSHIP BOARD APPROVE THE ORDER REQUEST FOR ONE CHEVROLET 2500 EXPRESS CARGO VAN FOR THE UTILITY DEPARTMENT THROUGH MIDEAL AND BERGER CHEVROLET, INC.

TRUSTEE BOWEN SUPPORTED THE MOTION. THE MOTION PASSED 5-0.

**11. Inner Drive Paving**

TRUSTEE BREWER MOVED THAT THE DELTA TOWNSHIP BOARD APPROVE THE WRRF INNER DRIVE PAVING PROJECT BE AWARDED TO MCKEARNEY ASPHALT, FOR THE SUM OF \$42,000.00.

I FURTHER MOVE THAT THE TOWNSHIP MANAGER BE AUTHORIZED AND DIRECTED TO SIGN THE AUTHORIZATION FORMS.

TRUSTEE BOWEN SUPPORTED THE MOTION. THE MOTION PASSED 5-0.

**12. Ultium 3 Battery Plant Water and Sanitary Sewer Service Approval of Change Items**

TRUSTEE BREWER MOVED THAT THE DELTA TOWNSHIP BOARD APPROVE THE PROPOSED CHANGE ORDER WITH GRAND RIVER CONSTRUCTION FOR THE ULTIUM 3 BATTERY PLANT WATER AND SANITARY SEWER SERVICE PROJECT, INCREASING THE CONTRACT PRICE FOR BID PACKAGE #4 DIVISION BY \$8,944.00 TO ADJUST THE TOTAL CONTRACT PRICE TO \$12,510,115.11; I FURTHER MOVE THAT

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THE TOWNSHIP MANAGER BE AUTHORIZED AND DIRECTED TO EXECUTE THE CHANGE ORDER ON BEHALF OF DELTA TOWNSHIP.

TRUSTEE BOWEN SUPPORTED THE MOTION. THE MOTION PASSED 5-0.

**13. Water Resource Recovery Facility Major Capital Improvements Phase 1 Recommendations for Approval of Change Order No 8**

TRUSTEE BREWER MOVED THAT THE DELTA TOWNSHIP BOARD APPROVE THE PROPOSED CHANGE ORDER NO. 8 WITH COMMERCIAL CONTRACTING CORPORATION, INCREASING THE CONTRACT FOR PHASE 1 OF THE WATER RESOURCE RECOVERY FACILITY MAJOR CAPITAL IMPROVEMENTS PROJECT BY \$23,342.00 FOR A TOTAL OF \$73,691,760.54; I FURTHER MOVE, THAT THE TOWNSHIP MANAGER BE AUTHORIZED AND DIRECTED TO EXECUTE THE CHANGE ORDER NO 8 ON BEHALF OF THE TOWNSHIP.

TRUSTEE BOWEN SUPPORTED THE MOTION. THE MOTION PASSED 5-0.

**14. Introduction of Delta Crossings Rezoning**

TRUSTEE BREWER MOVED THAT THE DELTA TOWNSHIP BOARD INTRODUCE THE REZONING REQUEST FROM K-2 RETAIL CONSTRUCTION & DEVELOPMENT TO REZONE 39.27 ACRES ON THE NORTH SIDE OF W. SAGINAW HWY., IMMEDIATELY WEST OF INTERSTATE 69/96 FROM AG2 (AGRICULTURAL/RESIDENTIAL) TO C (COMMERCIAL).

I FURTHER MOVE THAT THE REZONING REQUEST SHALL BE CONSIDERED FOR FINAL ACTION BY THE TOWNSHIP BOARD AT ITS REGULAR MEETING SCHEDULED FOR NOVEMBER 11, 2024.

TRUSTEE BOWEN SUPPORTED THE MOTION. THE MOTION PASSED 5-0.

**15. Substation Fitness Equipment Purchase**

TRUSTEE BREWER MOVED THAT THE DELTA TOWNSHIP BOARD APPROVE THE PURCHASE OF FITNESS EQUIPMENT FROM DIRECT FITNESS FOR THE SUBSTATION PROJECT FOR AN AMOUNT NOT TO EXCEED \$45,000; I FURTHER MOVE THAT THE TOWNSHIP MANAGER BE AUTHORIZED AND DIRECTED TO SIGN ANY NECESSARY DOCUMENTS ON BEHALF OF DELTA TOWNSHIP.

TRUSTEE BOWEN SUPPORTED THE MOTION. THE MOTION PASSED 5-0.

#### **16. Columbarium Purchase**

TRUSTEE BREWER MOVED THAT THE DELTA TOWNSHIP BOARD ACCEPTS THE PROPOSAL FROM BRUTSCHE COMPANY OUT OF BATTLE CREEK, MICHIGAN, FOR THE PURCHASE OF TWO GRANITE COLUMBARIA AT A TOTAL COST OF \$85,100.

TRUSTEE BOWEN SUPPORTED THE MOTION. THE MOTION PASSED 5-0.

#### **17. Additional Credited Service for Robert Urburtis, Fire Department**

TRUSTEE BREWER MOVED THAT THE DELTA TOWNSHIP BOARD APPROVE THE PURCHASE OF ONE (1) YEAR AND TEN (10) MONTHS ADDITIONAL CREDITED SERVICE BY ROBERT URBURTIS AS PROVIDED

BY THE MERS PLAN DOCUMENT AND ACCORDING TO THE FOLLOWING STIPULATIONS:

- IT IS UNDERSTOOD THAT CALCULATION OF THE ACTUARIAL COST IS BASED ON THE ASSUMPTIONS PROVIDED AND APPROVED BY THE MERS RETIREMENT BOARD ON THE DATE THE CALCULATION WAS PREPARED.
- ACTUAL FUTURE EVENTS AND EXPERIENCE MAY RESULT IN CHANGES DIFFERENT FROM THOSE ASSUMED, AND LIABILITY DIFFERENT FROM THAT ESTIMATED.
- THE PURCHASE OF SERVICE CREDIT DOES NOT AFFECT VESTING FOR RETIREE HEALTH INSURANCE.
- THE EMPLOYEE (ROBERT URBURTIS) WILL BE RESPONSIBLE AND IS REQUIRED TO PAY THE FULL COST OF THE PURCHASE FOR THE CREDITED SERVICE.

TRUSTEE BOWEN SUPPORTED THE MOTION. THE MOTION PASSED 5-0.

#### **18. 2025 Employee Health Insurance Plan Recommendation**

TRUSTEE BREWER MOVED THAT THE DELTA TOWNSHIP BOARD ADOPT THE BLUE CROSS BLUE SHIELD SIMPLY BLUE PPO HSA \$2,000/\$4,000 DEDUCTIBLE HEALTH INSURANCE PLAN FOR ALL NON-MEDICARE ELIGIBLE FULL-TIME EMPLOYEES AND NON-MEDICARE ELIGIBLE QUALIFYING RETIREES FOR THE 2025 PLAN YEAR BEGINNING 1/1/2025; AND I FURTHER MOVE THAT THE DELTA TOWNSHIP BOARD APPROVE A ONE-TIME DEPOSIT INTO AN ACTIVE H.S.A. BANK

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ACCOUNT FOR FULLTIME EMPLOYEES AND NON-MEDICARE ELIGIBLE RETIREES WHO ENROLL IN THE PLAN EFFECTIVE 1/1/2025 IN THE AMOUNT OF \$900 FOR A ONE-PERSON CONTRACT AND \$1,800 FOR A TWO PERSON OR FAMILY CONTRACT EFFECTIVE THE FIRST FULL PAY PERIOD IN JANUARY, 2025.

TRUSTEE BOWEN SUPPORTED THE MOTION. THE MOTION PASSED 5-0.

**19. 2025 Fee Schedule**

TRUSTEE BREWER MOVED THAT THE DELTA TOWNSHIP BOARD ADOPT THE 2025 FEE SCHEDULE AS PRESENTED.

TRUSTEE BOWEN SUPPORTED THE MOTION. THE MOTION PASSED 5-0.

**20. 2025 Holiday Schedule**

TRUSTEE BREWER MOVED THAT THE DELTA TOWNSHIP BOARD APPROVE THE 2025 HOLIDAY SCHEDULE FOR FULL-TIME, NON-UNION EMPLOYEES.

<b>Holiday</b>	<b>2025 Day/Date</b>
New Year's Day	Wednesday, January 1
Martin Luther King Day	Monday, January 20
Good Friday Floating Holiday*	*2025 pursuant to terms below
Memorial Day	Monday, May 26
Juneteenth	Thursday, June 19
Independence Day	Friday, July 4
Labor Day	Monday, September 1
Thanksgiving Day	Thursday, November 27
Day After Thanksgiving Day	Friday, November 28
Christmas Eve	Wednesday, December 24
Christmas Day	Thursday, December 25
New Years Eve	Wednesday, December 31

\*On the first pay day following January 1, an annual floating holiday in the amount of 8 hours leave will be credited to full-time, regular, non-union employees' floating leave bank. The floating holiday must be used during the calendar year in which it is accrued and shall not carry over year-to-year. There shall be no payment for unused floating holiday leave at the end of the calendar year or in the event of voluntary or involuntary termination of employment, including retirement. Scheduling of floating holiday is at the discretion of the employee's Department Director and may be taken in half-day increments.

TRUSTEE BOWEN SUPPORTED THE MOTION. THE MOTION PASSED 5-0.

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

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

**XIV. OLD ITEMS OF BUSINESS**

**XV. NEW ITEMS OF BUSINESS**

**21. Special Land Use Permit #PSL2024-0011 (Vertical Bridge): Construct  
280-foot wireless communications facility at 3888 S. Canal Road**

TRUSTEE CASCARILLA MOVED THAT THE DELTA TOWNSHIP BOARD APPROVE THE SPECIAL LAND USE PERMIT REQUEST FROM VERTICAL BRIDGE TO CONSTRUCT A 280-FOOT-TALL WIRELESS COMMUNICATION FACILITY AT 3888 S. CANAL ROAD (PARCEL #040-033-200-068-00) AS DESCRIBED IN CASE NO. PSL2024-0011, SUBJECT TO THE FOLLOWING CONDITIONS OF APPROVAL:

1. APPROVAL IS GRANTED IN ACCORDANCE WITH THE SITE PLAN PREPARED BY VERTICAL BRIDGE DATED MAY 06, 2024.
2. ANY EXPANSION OF THE APPROVED USE SHALL REQUIRE APPROVAL OF AN AMENDMENT TO THE SLUP.
3. SITE PLAN REVIEW APPROVAL SHALL BE GRANTED BY THE ZONING ADMINISTRATOR PRIOR TO THE ISSUANCE OF BUILDING PERMITS FOR THE PROJECT.
4. THE PROJECT SHALL CONTINUE TO MEET IN PERPETUITY THE STANDARDS OF THE FEDERAL AVIATION ADMINISTRATION, THE FEDERAL COMMUNICATIONS COMMISSION, AND ANY OTHER AGENCY OF THE STATE OF MICHIGAN OR FEDERAL GOVERNMENT WITH AUTHORITY TO REGULATE TOWERS AND ANTENNAS.
5. FAILURE OF THE APPLICANT TO COMPLY WITH ANY OF THE PROVISIONS REQUIRED BY THE ZONING ORDINANCE, OR ANY STIPULATIONS REQUIRED BY THE DELTA TOWNSHIP BOARD, SHALL CONSTITUTE GROUNDS FOR TERMINATION OF THE SLUP BY THE DELTA TOWNSHIP BOARD.

TRUSTEE BREWER SUPPORTED THE MOTION. THE MOTION PASSED 5-0.

**22. Chill Grant Program Guidelines**

TRUSTEE BOWEN MOVED THAT THE DELTA TOWNSHIP BOARD APPROVE THE PROGRAM GUIDELINES FOR DELTA CHARTER TOWNSHIP FOR THE MSHDA CHILL GRANT HOMEOWNER IMPROVEMENT PROGRAM.

TRUSTEE BREWER SUPPORTED THE MOTION. THE MOTION PASSED 5-0.

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**XVI. MANAGER’S REPORT – Brian Reed, Township Manager**

Manager Reed presented his updates to the Township Board:

- Thank you to the Board, Directors and staff for your work on the 2025 fiscal year budget.
- Thank you to those on the Board that came out to the two ribbon cuttings today, one for the Mt. Hope Park Pathway, and the other for the 2 northern ballfields at Mt. Hope Park.
- Policy issues for discussion at a future meeting:
  - Anderson Park
  - Short-term rentals
  - Placemaking strategic plan
  - Waverly Community Schools status
- For discussion at the next Committee of the Whole Meeting:
  - CIA Update
    - Supervisor vacancy
    - At Large vacancy

**XVII. COMMITTEE OF THE WHOLE**

**XVIII. CLOSED SESSION**

**XIX. PUBLIC COMMENTS**

**XX. ADJOURNMENT –**

Acting Supervisor Clark adjourned the meeting at 7:01pm.

CHARTER TOWNSHIP OF DELTA

MARY R. CLARK, ACTING SUPERVISOR

DENNIS R. FEDEWA, ACTING CLERK