



**This meeting will be held in person
In Public Meeting Room A
Delta Administration Building
7710 West Saginaw Highway
Lansing, MI 48917**

**TOWNSHIP BOARD REGULAR MEETING
AGENDA
Monday, July 15, 2024 - 6:00 PM**

This meeting will be streamed live for viewing only at:

<https://us02web.zoom.us/j/84223763746?pwd=UIYyaC8rcm5BT2diWm5kanFKaEhyZz09>

Meeting ID: 842 2376 3746

Passcode: 674702

For the hearing impaired, please call 711 (TTY Support) to access the FCCs phone relaying service and provide the following phone number 1-312-626-6799.

Please note all public comments must be made in person.

I. CALL TO ORDER

II. OPENING CEREMONIES

III. ROLL CALL – Members: Supervisor Kenneth R. Fletcher, Clerk Mary R. Clark, Treasurer Dennis R. Fedewa, Trustee Elizabeth (Beth) S. Bowen, Trustee Fonda J. Brewer, Trustee Andrea M. Cascarilla, and Trustee Karen J. Mojica

IV. PRESENTATIONS AND PROCLAMATIONS

1. Eaton County Drain Office – Bank Intercounty Drain Presentation

V. SET/ADJUST AGENDA

VI. PUBLIC HEARINGS - Members of the public at the meeting shall not speak unless recognized by the chair. Members of the public shall be limited to speaking for a maximum of three (3) minutes during a public hearing. Prior to speaking, members of the public must also identify themselves with their name and address.

2. Hall Noise Waiver

The Manager's Office recommends that the Delta Township Board approve the request by Vania Hall for a waiver of the Noise Ordinance between the hours of 5:00 p.m. and 11:00 p.m. on August 23, 2024, at 6704 W. St. Joe Hwy. for the purpose of holding a neighborhood concert.

VII. COMMUNICATIONS

3. WRRF Update

4. Public Safety Facility Update

5. St. Joe Hwy Watermain & Pathway Project Update

VIII. PUBLIC COMMENTS (maximum three minutes)**IX. INTRODUCTION OF ORDINANCES****X. PASSAGE OF ORDINANCES****XI. 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.**6. Bills and Financial Transactions****a. \$ 3,891,668.26****7. Minutes****a. July 8, 2024****8. Budget Amendments**

The Accounting Department recommends that the Delta Township Board amend the 2024 General Fund and Brownfield Redevelopment Fund budgets by approving the changes to the revenue and expenditure accounts per the attached summary.

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****9. Circus – Amusement & Entertainment License**

The Clerk's Office recommends that the Delta Township Board grant an Amusement & Entertainment License to Garden Brothers Circus to hold a four-day Circus event with numerous show times.

10. 5810 Cortina Trail Special Land Use Permit for Accessory Dwelling Unit

The Planning Department recommends that the Delta Township Board approve the special land use permit request from Henry L. Green to construct an accessory dwelling unit at 5810 Cortina Trail.

11. 3725 S. Canal Rd. Amendment to Special Land Use Permit for Major Essential Service

The Planning Department recommends that the Delta Township Board approve the special land use permit amendment request from Lansing Board of Water & Light to install a battery energy storage system at the Delta Energy Park located at 3725 S. Canal Road.

12. 4930 S. Creyts Rd. Sidewalk Variance

The Planning Department recommends the Delta Township Board approve the variance request from Jeff Haddad to exempt the Tailgaters development at 4930 S. Creyts Road from constructing five-foot-wide sidewalks along S. Creyts Road, Lansing Road, and Empire Way.

13. Pepper Ridge Force Main Design Proposal

The Engineering and Utility Departments recommend that the Delta Township Board accept the proposal from OHM Advisors for the Peper Ridge Lift Station and Force Main project in the amount of \$194,400 and that the Township Manager be authorized and directed to execute the necessary documents related to the aforementioned project.

XVI. MANAGER'S REPORT

XVII. COMMITTEE OF THE WHOLE

14. Fats, Oils & Greases (FOG) Presentation

XVIII. CLOSED SESSION

XIX. PUBLIC COMMENTS (maximum three minutes)

XX. 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 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.



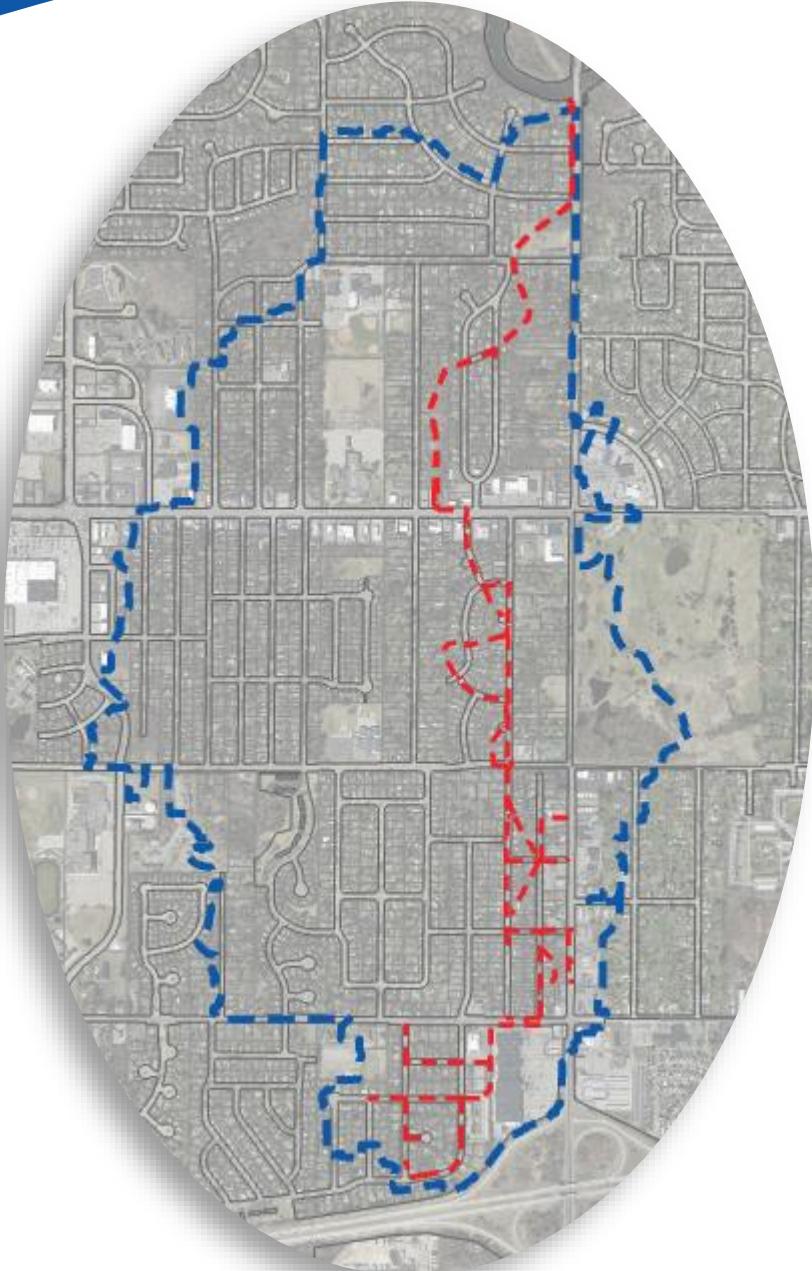
BANK INTERCOUNTY DRAIN

PROJECT UPDATE

Delta Charter Township

July 15, 2024

[Return to Agenda](#)



PROJECT UPDATE

- Project History
- Design Status
- Project Schedule
- Property Acquisition
- Utility Coordination
- Cost Estimate
- Assessment Roll



BANK INTERCOUNTY DRAINAGE BOARD

- Michigan Department of Agriculture & Rural Development
 - Brady L. Harrington, P.E.
- Special Drain Commissioner for Eaton County
 - Robert J. Rose – Ionia County Drain Commissioner
- Ingham County Drain Commissioner
 - Paul C. Pratt – Deputy Drain Commissioner



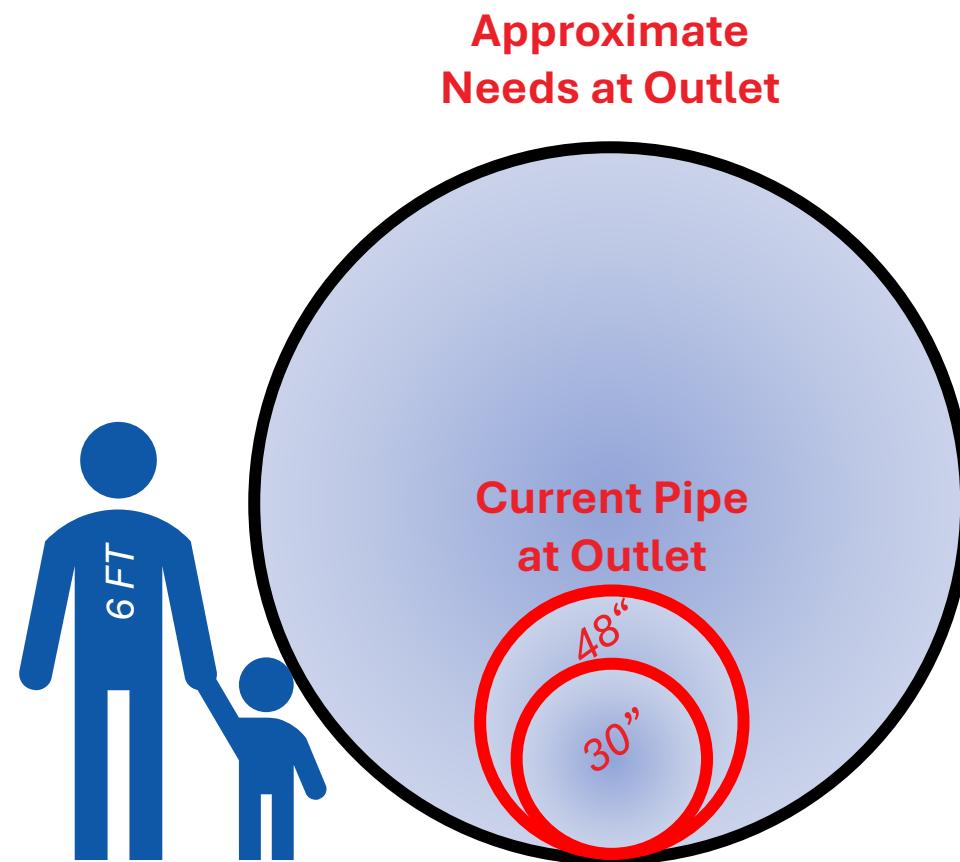
EXISTING CONDITIONS

Current system is unable to handle 1-year storm

- Need 4X more capacity to handle 1-year storm
 - (2.16 inches/24-hours)
- Need 8X more capacity to handle 10-year storm
 - (3.38 inches/24-hours)

Project Goals

- 10-Year Storm Design
- Upsize Pipes
- Regional Stormwater Detention
- Roadside Infiltration





PROJECT SCHEDULE

- Petition Received – November 2021
- Practicability Hearing – April 2022
- Necessity Hearing – March 2023
- Engineering Design & Property Acquisition Started – May 2023
- Regular Meetings with Utility Owners & Road Agencies



PROJECT SCHEDULE

- Through end of 2024 complete:
 - Engineering design
 - Permitting
 - Utility coordination
 - Easement acquisition
- Project Bid – Late 2024
- Construction – 2025 to 2027+



IMPACTS TO TIMELINE

- Utility Conflicts
- Easement Acquisition
- Permitting



DESIGN STATUS

WORK COMPLETED TO DATE

- Survey Data Collection
- Utility Information Collection
- Hydrologic and Hydraulic Modeling & Design
- Storage Modeling
- Road Agency Coordination

IN-PROCESS & UPCOMING

- Final Alternatives Analysis
- Final Plan Development
- Utility Conflict Coordination



PROPERTY ACQUISITION TO DATE

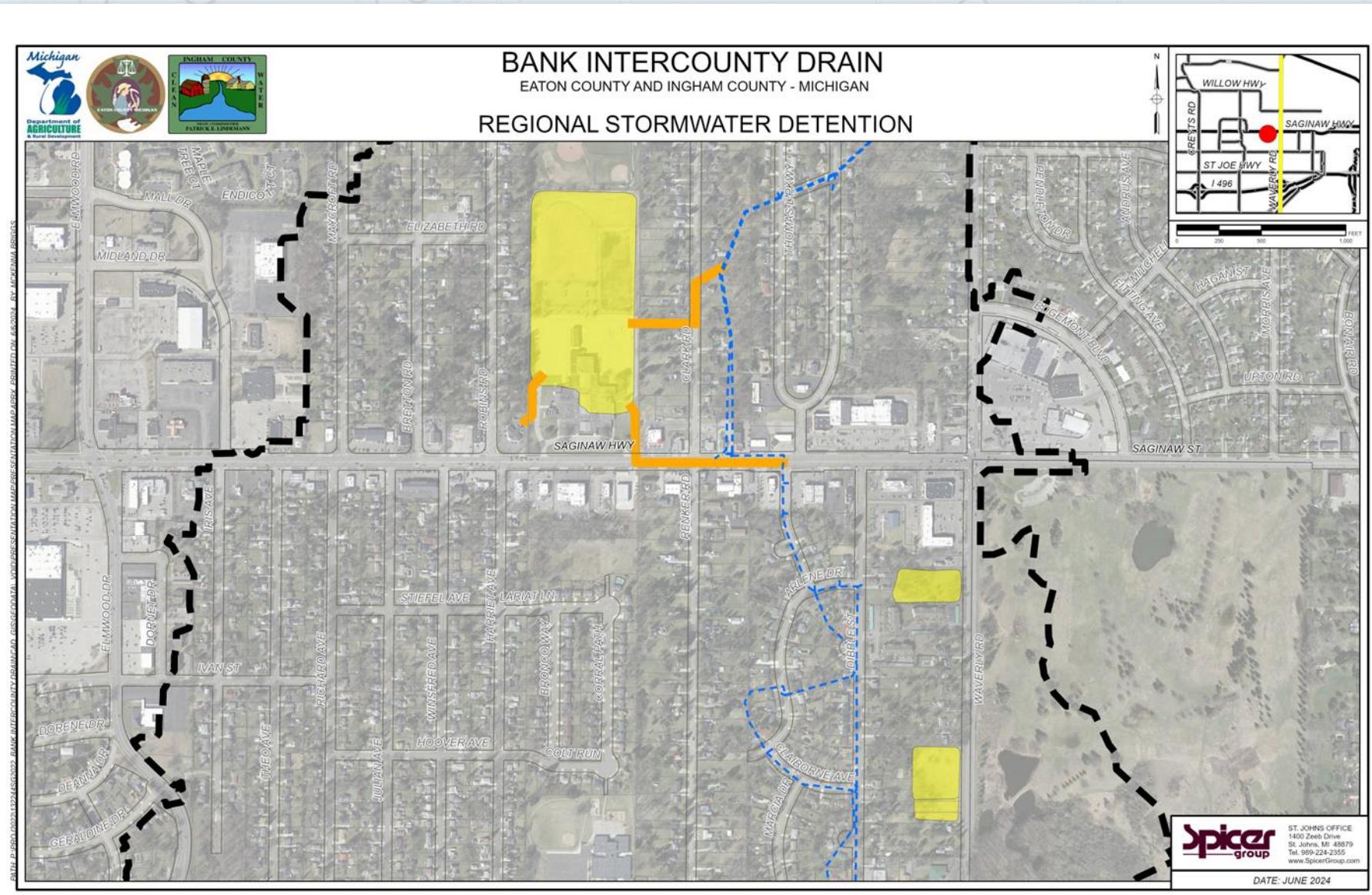
REGIONAL STORMWATER DETENTION

- 4300 W Saginaw
- 314 Dibble/219 N Waverly
- 511 N Waverly

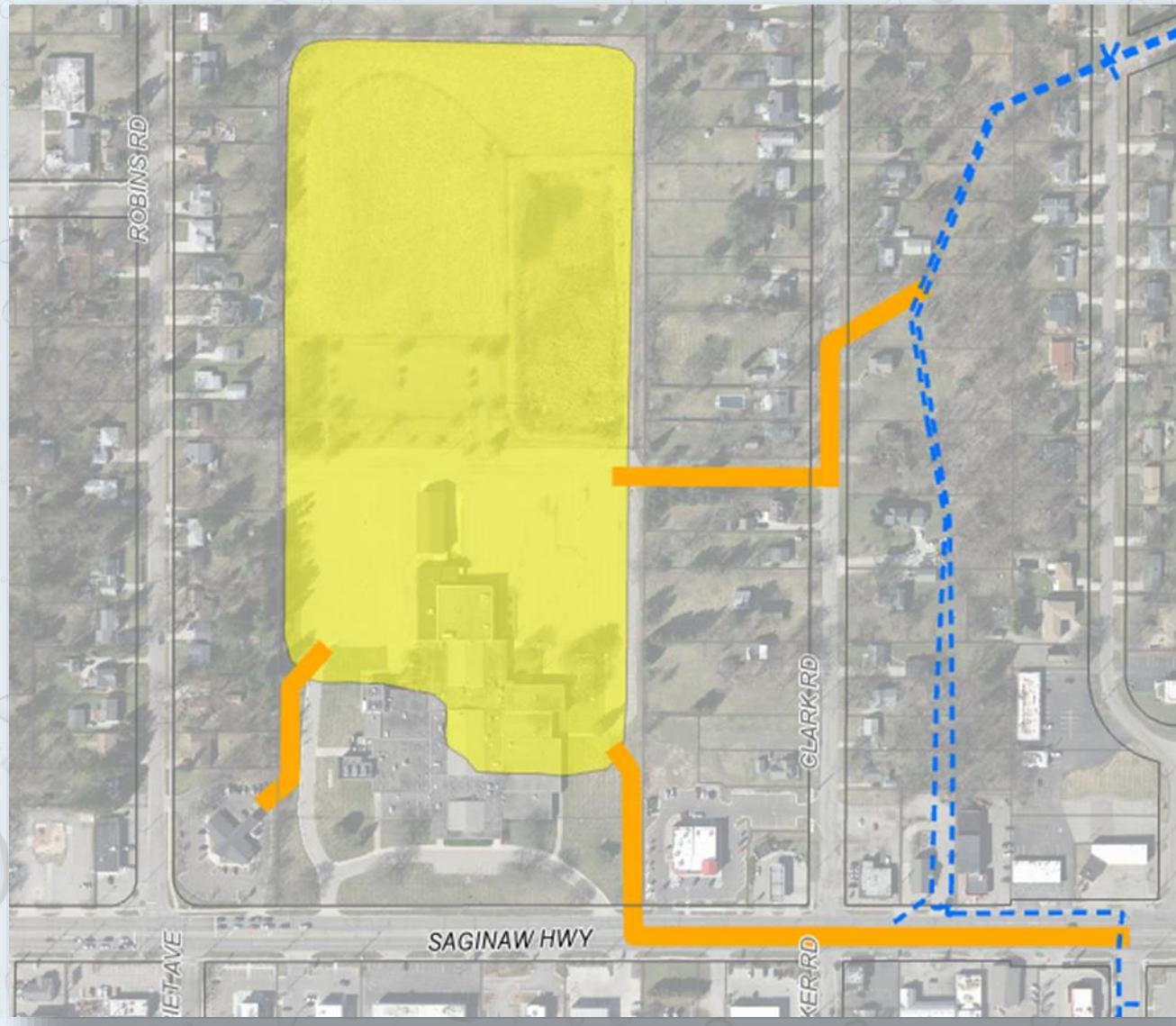
DRAIN CONSTRUCTION

- 941 W Thomas L Parkway
- 1012 E Thomas L Parkway
- 1226 Thomas L Parkway

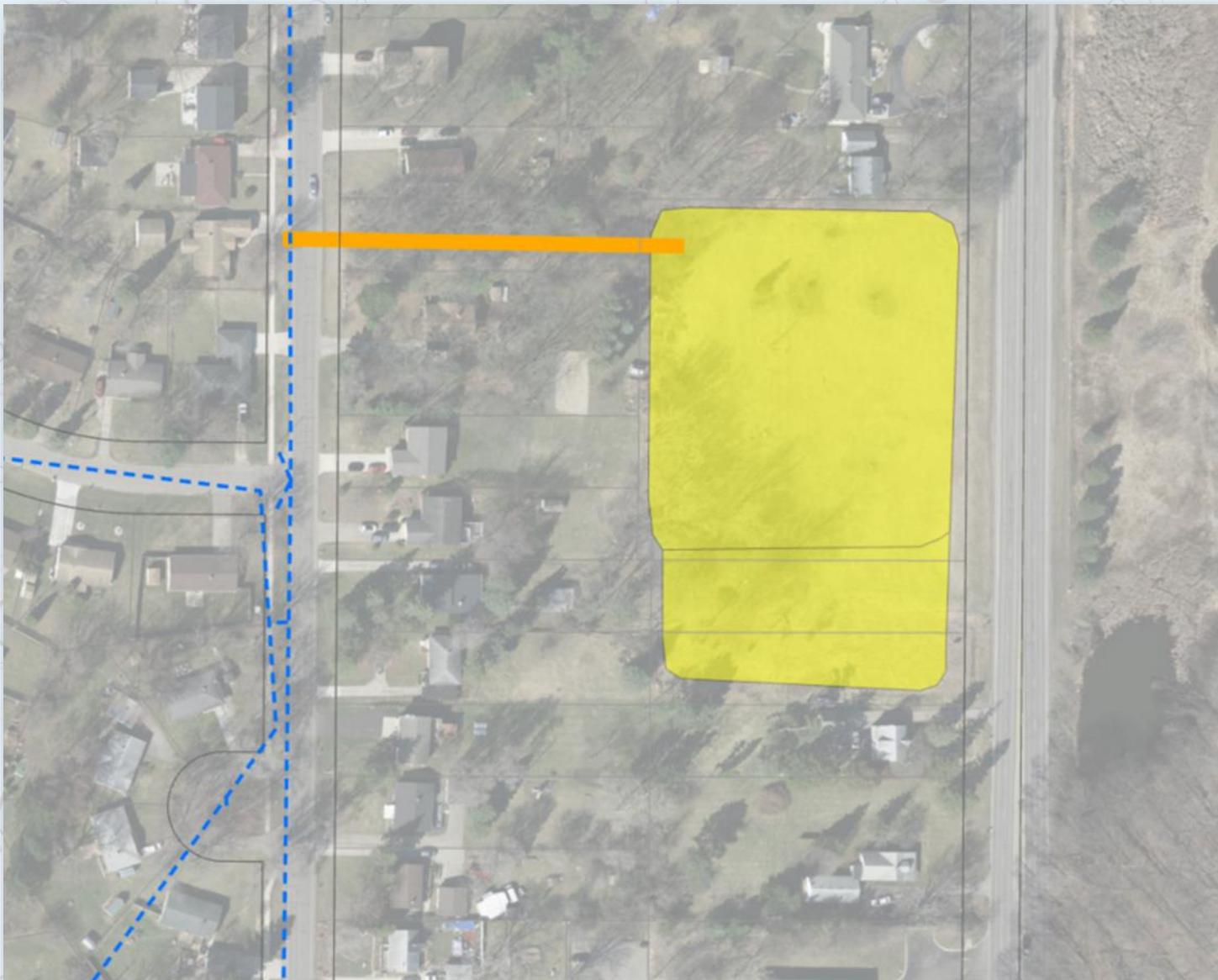
REGIONAL STORMWATER DETENTION



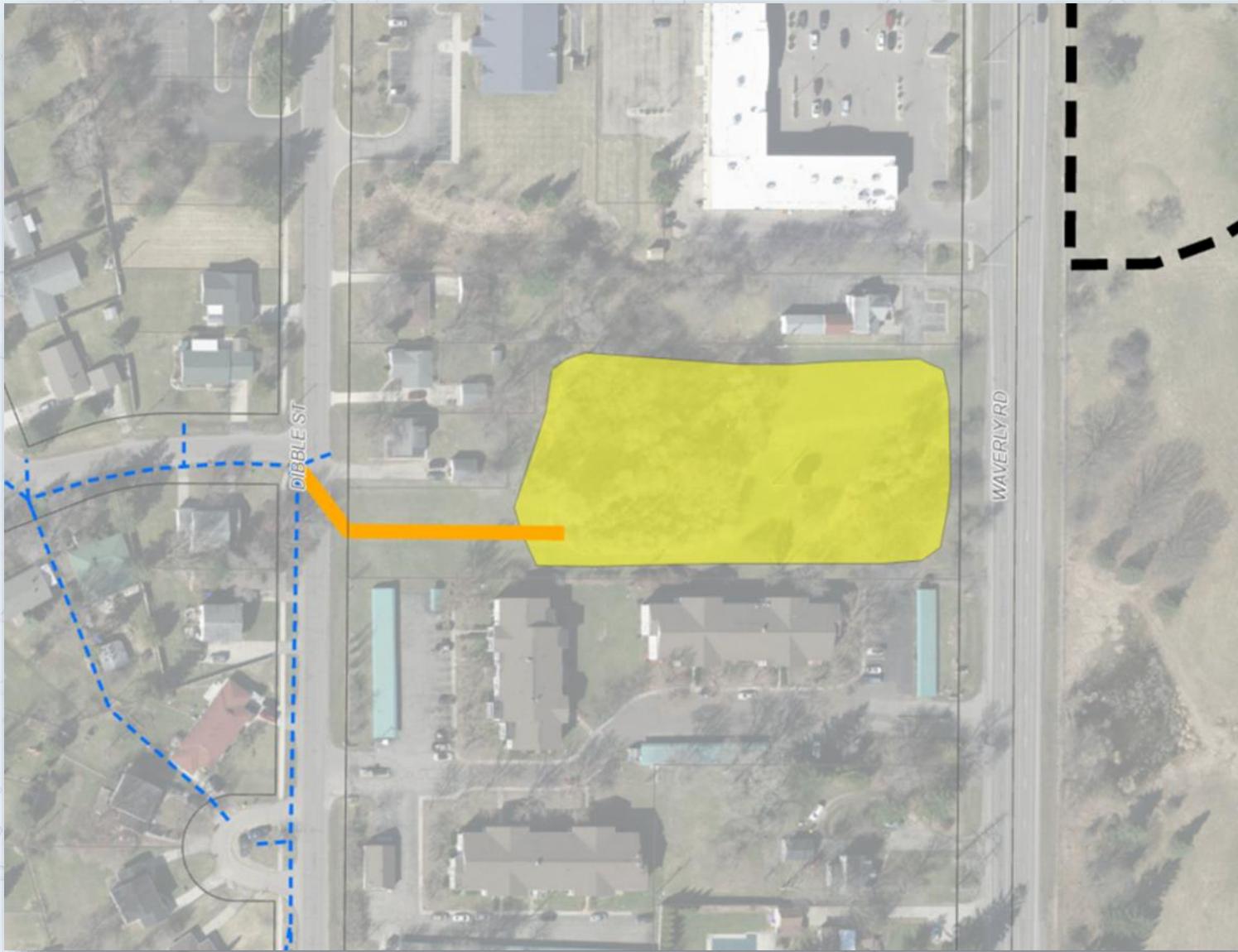
4300 W SAGINAW HWY



314 N DIBBLE AVE/219 N WAVERLY RD



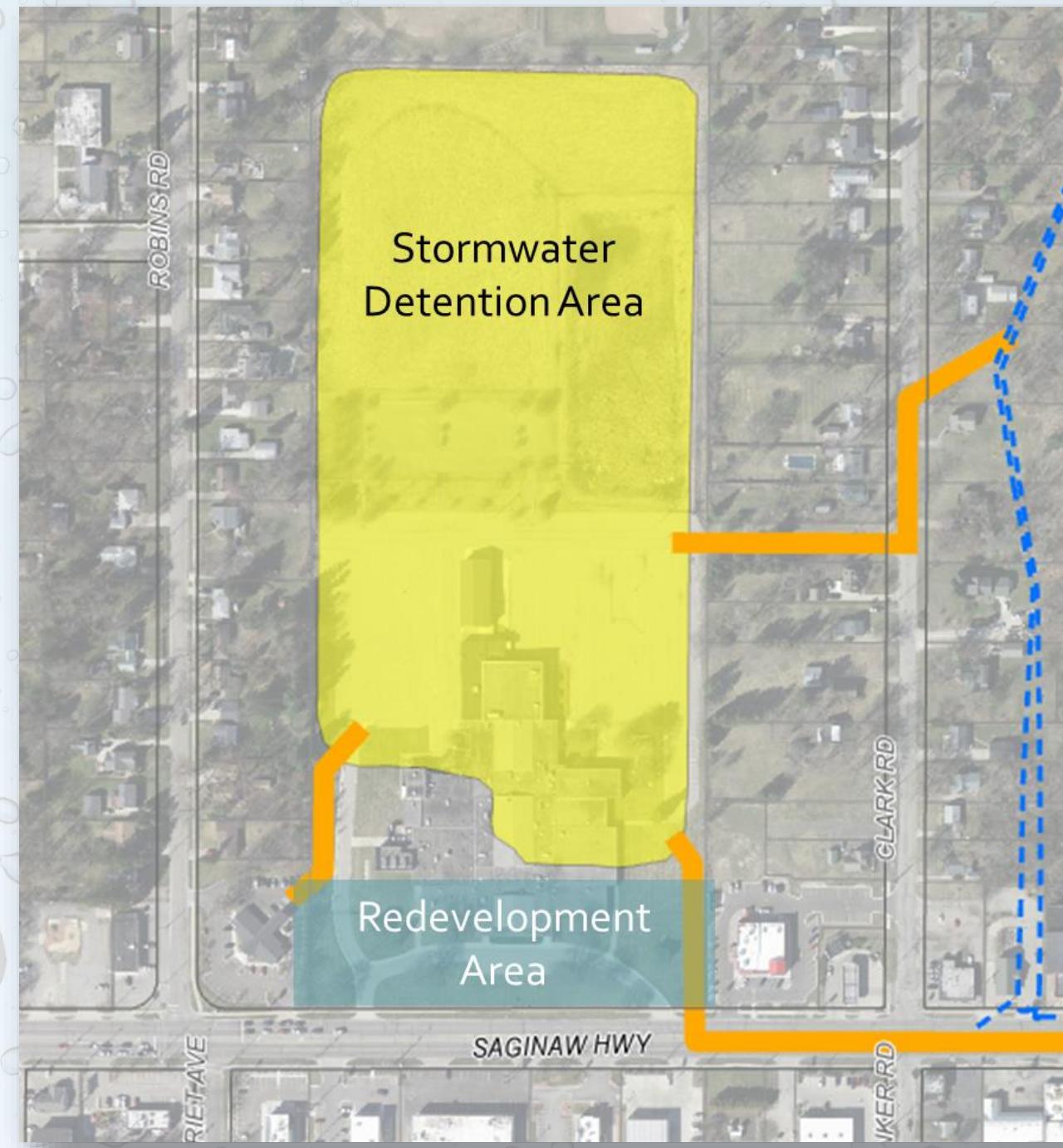
511 N WAVERLY RD





4300 W SAGINAW HWY

- Former O' Rafferty High School/LaSalle Bank
- Demolish building in 2025
- Split and sell 650 feet of frontage
- Coordinate marketing with Delta Township
- Detention saves project \$10 million +/- in pipe cost





**BANK
INTERCOUNTY
DRAIN**

UTILITY & ROAD CONSTRUCTION

- Delta Water and Sewer
- Consumers Energy Gas
- LBWL Electric & Water
- Various communications
- MDOT
- Eaton County Road Commission



**BANK
INTERCOUNTY
DRAIN**

DELTA WATER & SEWER

- Weekly Standing Meetings
- Coordinating Conflicts
- Replacing Portions of Water and Sewer



PROJECT WEBSITE – BANKDRAIN.org

- Frequently Asked Questions
- Drain History
- Project Schedule
- Construction Progress Map
- Contact Information

Welcome to the Bank Intercounty Drain Public Information Hub

This website provides comprehensive information regarding the Bank Intercounty Drain. Whether you are interested in learning about the history of the drain, an understanding of its current state and capacity, current challenges, or in-process plans, this page will help you visualize and learn more about this drain and the surrounding area.

Home Boulevard Thomas L Parkway Arlene and Dibble W Michigan Avenue



PROJECT COST

- Preliminary Estimate of Cost
 - \$60 million
- Potential Appropriations
 - State of Michigan - \$5 Million
 - Gary Peters, Senate Spending Request - \$6 Million



ASSESSMENT ROLL (EATON COUNTY)

- Apportionment Between Counties
 - Not set yet ~likely 95%+ to Eaton County
- Eaton County – benefit to county roads
 - Road Commission
- Delta Township – benefit to public health
- MDOT – benefit to state highways
- Landowners

- Finance for up to 30-years



ASSESSMENT ROLL

- Eaton County
 - 17% based on road runoff (14A calculation)
 - Road Commission receives 50% of 14A calculation
 - Supplemental benefits (Road Commission)
- MDOT
 - 2% based on road runoff
 - Supplement benefits
- Delta Township
 - 25% at-large for public health benefit
 - Supplemental benefits



ASSESSMENT ROLL

- Properties Liable for Assessment
 - Commercial (7%)
 - Residential (93%)
 - Industrial (0%)
 - Agriculture (0%)
- Church properties
- Township, County, School District properties
- First assessment on December 2025 tax bill

THANK YOU!

Website: bankdrain.org

Voicemail: (517) 662-3287

Email: info@bankdrain.org



**BANK
INTERCOUNTY
DRAIN**

Supervisor Kenneth R. Fletcher
Clerk Mary R. Clark
Treasurer Dennis R. Fedewa
Manager Brian T. Reed

Manager's Office



Trustee Elizabeth S. Bowen
Trustee Fonda J. Brewer
Trustee Andrea M. Cascarilla
Trustee Karen J. Mojica

(517) 323-8590

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

DATE: July 15, 2024

FROM: Mary Worland, Asst. to Township Manager/Communications Administrator

RE: Noise Waiver Request for Vania Hall Neighborhood Concert Event

Vania Hall has applied for a special permit to waive the requirements of the Noise Ordinance in reference to playing amplified live music for a neighborhood concert event. The proposed waiver will be from 5:00 p.m. and 11:00 p.m. on Saturday, August 23, 2024, at 6704 W. St. Joe Hwy., Lansing, MI 48917.

We have notified all property owners within 300 feet of the property line of the address listed above of this request. We have not received any objections from residents about this event. Therefore, we offer the following:

"I move that the Delta Township Board approve the request by Vania Hall for a waiver of the Noise Ordinance between the hours of 5:00 p.m. and 11:00 p.m. on August 23, 2024, at 6704 W. St. Joe Hwy. for the purpose of holding a neighborhood concert."

[Return to Agenda](#)

7710 West Saginaw Highway • Lansing, Michigan 48917-9712
Phone: (517) 323-8590 • Fax: (517) 327-1703

www.deltami.gov • www.facebook.com/deltatownship • www.twitter.com/deltatownship

I AM  * DELTA



Date Submitted: _____

APPLICATION FOR NOISE WAIVER



NOISE WAIVER REQUEST
Sound Amplifying Equipment (SAE)

Application for a waiver of relief from the noise restriction designated in Chapter 14 Article V of the Township code of ordinance which states: any noise in excess of the maximum decibel limits outlined below will be in direct violation of the Township noise ordinance:

- 7:00 a.m. to 10 p.m. maximum limitations dB(A) = 60 dB(A)
- 10:00 p.m. to 7:00 a.m. maximum limitations dB(A) = 50 dB(A)
- 7:00 a.m. to 10 p.m. maximum limitations dB(A) = 70 dB(A)
- 10:00 p.m. to 7:00 a.m. maximum limitations dB(A) = 60 dB(A)
- Zoned Residential Districts RA, RB, RC, RD and RE
- Zoned Commercial Districts O, B1 and B2

Date(s) Waiver is needed: August 23, 2024 Hours Waiver is needed: 5:00pm to 11:00pm

Contact for Application: Vania Hall

Address Where Equipment will be used: 6704 W. St. Joe Hwy
Lansing, MI 48917

Email: vaniaglgym@yahoo.com Phone: 517-703-7732 OR 517-798-1878

Mailing Address: 6704 W. St. Joe Hwy Lansing MI 49817

Reason for Noise Waiver: Neighborhood Backyard Concert - R&B, Blues, Soft Rock

Maximum amplified sound: Please see attached Date approval is needed by: 8/09/2024
including wattage and volume in decibels of sound that will be produced.

Approximate distance from which sound will be audible from SAE: Please see attached

On site (24-hour) Contact: Vania Hall Mobile #: 517-703-7732

On site (24-hour) Contact: Chris Hall Mobile #: 517-512-8630

Will the sound source be: Stationary OR Mobile *(If mobile please fill out license information)*

Driver's License # _____ Exp Date: _____ State Issued: _____

Vehicle License Plate #: _____ Make & Model: _____

Vehicle Owner: _____ Vehicle Year: _____ Vehicle Color: _____

Requests MUST be submitted to the Delta Township Manager's Office at least 30 days prior to the date of request and no more than 6-months in advance of the event.

(Additional information on reverse side.)

Date Submitted: _____

APPLICATION FOR NOISE WAIVER

Applications may be made to the Township Board or its duly authorized representatives on the basis of undue hardship. Relief may be granted as applied for if one of the following is found:

1. That additional time is necessary for the applicant to alter or modify his/her activity or operation to comply with this article; or
2. The activity, operation or noise source will be of temporary duration, and cannot be done in a manner that would comply with other subsections of this section; and
3. That no other reasonable alternative is available to the applicant.

The Township Board may prescribe any conditions or requirements deemed necessary to minimize adverse effects upon the community or the surrounding neighborhood.

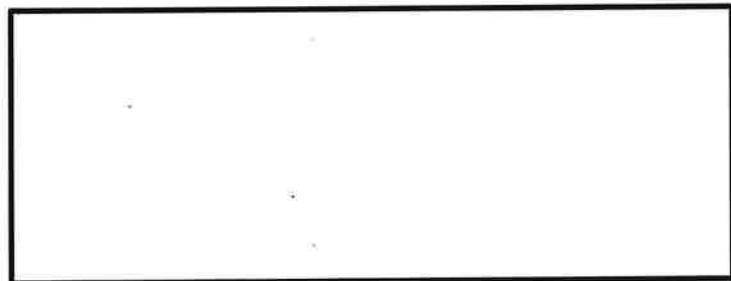
Signature of Applicant: _____ Date: _____

FOR TOWNSHIP USE ONLY

\$50 APPLICATION FEE: PAID ____ / ____ / ____ RECEIPT NO. _____

APPROVED BY THE TOWNSHIP BOARD ____ / ____ / ____

APPROVED FOR THE FOLLOWING DATES: _____



ADDENDUM TO NOISE WAVIER APPLICATION

Maximum Amplified Sound:

The band will be using four (4) amplifiers, each with a capacity of 100 watts. We will also be using a portable PA system (microphone) with a capacity of 60 watts.

We are not sure how to calculate the decibel level; any assistance you can provide to help us make an accurate assessment will be appreciated. The band includes lead guitar, bass guitar, drums, and singer. Some selections will have a secondary guitar.

Approximate Distance from Which Sound will be Audible:

We're not sure how to measure numerically, so we are estimating using the surrounding streets.

1. We estimate the sound will be heard in the block bordered by St. Joe Hwy., Meade Drive, Picketts Way, and Radian Drive. We are in the middle of the block and usually able to hear music at our house which is being played on the corner of Radian Drive and Picketts Way.
 - a. Depending on the direction of the wind, it is possible that residents on Shiloh Way may faintly hear the music.
 - b. We of course plan to keep the sound at a respectful level.

We hope to have approval by August 9, 2024 so that we have confirmation far enough in advance to finalize the date with the band and provide formal invitations to the neighbors, giving them time to plan for the evening.

Thank you in advance for your consideration.

DELTA CHARTER TOWNSHIP

Receipt: 231111682

06/28/24

7710 W. SAGINAW HWY.
LANSING, MI 48917
(517) 323-8510

Cashier: SPORT
Received Of: VANIA HALL

WWW.DELTAMI.GOVThe sum of: **50.00**

NOISE	VANIA HALL NOISE WAIVER			50.00
		101-000-475.000		50.00
			TOTAL	50.00

TENDERED:	CHECKS	1504		50.00
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Signed: _____

Supervisor Kenneth R. Fletcher
Clerk Mary R. Clark
Treasurer Dennis R. Fedewa
Manager Brian T. Reed



Manager's Office

Trustee Elizabeth S. Bowen
Trustee Fonda J. Brewer
Trustee Andrea M. Cascarilla
Trustee Karen J. Mojica

(517) 323-8590

July 2, 2024

Re: Petition by Vania Hall for the purpose of a Neighborhood Backyard Concert
To Waive the Delta Township Noise Ordinance

Dear property owner/resident:

Ms. Vania Hall has requested a special permit from the Charter Township of Delta to waive the requirements of the Noise Ordinance for the purpose of a Neighborhood backyard Concert on August 23, 2024, at 6704 W. St. Joe Hwy, Lansing, MI 48917.

The proposed waiver is requested to take place between 5:00 p.m. and 11:00 p.m. on Saturday, August 23, 2024. The Township noise ordinance currently allows the proposed noise from 7:00 a.m. to 10:00 p.m., at a decibel limit of 60dB at a distance of 50 feet from the source of the sound producing equipment. Ms. Hall has requested a special permit to allow for amplified live music that may exceed this limit and extend beyond the noise curfew.

On July 15, 2024, the Delta Township Board will consider this request for a temporary waiver of the Noise Ordinance. The meeting will be held at 6:00 p.m. in Room C of the Delta Township Administration building located at 7710 W. Saginaw Highway. The meeting room is located on the west end of the Administration Building on the second floor. Parking is also available on the west end of the building. All are welcome to attend this meeting.

If you have questions or wish to comment on this request please contact our office at (517) 323-8590, Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. or send your comments by e-mail to mwoland@deltami.gov.

Sincerely,

Brian T. Reed
Township Manager



7710 West Saginaw Highway • Lansing, Michigan 48917-9712
Phone: (517) 323-8590 • Fax: (517) 327-1703
www.deltami.gov • www.facebook.com/deltatownship • www.twitter.com/deltatownship

I AM  DELTA





Construction Progress

To: Delta Charter Township Board

Cc: Rick Kane, Jacob Kleinhenz, P.E.; Delta Charter Township

From: Brent Bode, P.E.; Ella Hoeffner, E.I.T.; Alex Michailuk

Date: July 10, 2024

Subject: WRRF P1 Update No. 025

CONSTRUCTION PROGRESS

1.1 AERATION TANKS

- General contractor Commercial Contracting Corp. (CCC) installed formwork, reinforcements, and placed concrete for the north center and south foundation walls of the Aeration Tank Influent Chamber. All concrete for the Aeration Tanks has been placed except the elevated slabs on the Influent Chamber.
- CCC completed water tightness testing the Effluent Chamber with Tetra Tech. Subcontractor RAM Construction Services (RAM) injected leaks on the exterior walls with an epoxy resin. Tetra Tech and CCC inspected and approved the leak repairs.
- CCC continued to install guardrails on the walls of the Effluent Chamber.
- Subcontractor Hoffman Bros. (Hoffman) completed backfilling the lower level of the Influent Chambers.
- Subcontractor Allied Mechanical Services (AMS) completed installation of the 20" Return Activated Sludge (RAS) and 6" Final Effluent Water (FEW) piping along the west side of the Aeration Tanks. The piping was pressure tested and witnessed by Tetra Tech before being backfilled by Hoffman.
- AMS installed membranes on the air diffusers located at the bottom of Aeration Tank Nos.1 through 5.
- Subcontractor Superior Electric (SE) continued installing conduits to form raceways from the center catwalk across the Aeration Tanks to the Effluent Chamber. The raceways will provide power and controls to the gates, valves, flowmeters, and dissolved oxygen sensors. SE installed disconnects for the motorized diaphragm control valves on the air piping.

1.2 BLOWER BUILDING

- Subcontractor Christen Detroit continued installing the metal standing seam roof on the Blower Building.
- AMS continued installation of the potable water, FEW, and ferric chloride piping in the Chemical Feed room. AMS also continued installing the chemical feed pumps. Insulation of the water and air piping throughout the building was completed.
- SE installed conduits to form ductbanks from the primary switches to the Blower Building. SE worked with CCC to concrete encase the conduits. CCC then installed formwork, reinforcements, and placed concrete for the primary switch equipment pad. The switches and transformers were then installed.
- SE continued pulling power and controls wiring to the electrical equipment inside the Blower Building. The manufacturer, Eaton, was on site to begin initial startup of the motor control centers and switches.

1.3 FINAL CLARIFIERS

- Hoffman continued backfilling the south and west sides of Final Clarifier Nos. 2 and 4. .
- CCC began assembling shoring towers for the trough slab inside Final Clarifier No. 3.
- AMS began installing the center column of the sludge collection mechanism in Final Clarifier No. 3.
- CCC completed installation of formwork, reinforcements, and placed concrete for the trough slab and wall inside Final Clarifier No. 4. CCC then disassembled and removed the shoring towers.
- AMS began installing the scum baffles and weirs inside Final Clarifier No. 4.
- Hoffman continued working with AMS to excavate and install the 6" FEW and 12" drain piping south of the Final Clarifiers towards the Headworks Building. AMS fused the HDPE piping to extend the drain into a manhole between the existing Aeration Tanks and Final Clarifiers.

1.4 HEADWORKS BUILDING

- Subcontractor Leidal & Hart (L&H) completed installation of the concrete masonry parapet wall above the Headworks Building hollow core plank roof.
- RAM began application of the vapor barrier on the exterior of the concrete masonry walls.
- SE continued to install conduits to form raceways in the lower level of the Headworks pump room. The raceways will provide power and controls to the light fixtures, raw sewage pumps, flowmeters, variable frequency drives, and other equipment.
- CCC ground and rubbed the concrete walls in the lower level of the Headworks Building Pump Room.
- AMS began installing HVAC ductwork in the lower level of the Headworks pump room.

1.5 GRIT BUILDING

- L&H continued replacing spalled bricks on the exterior of the Grit Building. L&H repaired the brick ledge at the corners of the building before grinding out the cracked mortar joints, tucking, and repointing the joints with new mortar.
- L&H installed a steel lintel beam to support the masonry wall over the proposed Grit Building influent chamber. Subcontractor 21st Century Salvage then sawcut and removed a portion of the existing grit channel wall for the new chamber to tie into the building.

1.6 OTHER

- Hoffman installed caps on the 30" and 42" HOBAS sanitary sewer pipes in the Influent Junction Box to bulkhead the openings. CCC then filled the junction box with potable water, and successfully water tested the structure with Tetra Tech.
- Hoffman completed excavating for Junction Box No. 3 north of the existing Final Clarifiers. A shoring system was installed to support the excavation. CCC installed formwork, reinforcements, and placed concrete for the foundation slab of the junction box. CCC then began installing formwork and reinforcements for the walls. AMS installed sleeves and wall pipes for the four 48" Secondary Effluent pipes in the junction box.
- Tetra Tech is on site full time reviewing shop drawings, addressing RFI's, managing change issues, and observing the work.
 - Submittals received as of 7/09/2024: 384
 - RFI's received as of 7/09/2024: 211

CONTRACT

2.1 CHANGES

- Original Contract Price: \$73,776,000.00
 - Change Order No. 1: (\$699,318.00)
 - Change Order No. 2: \$38,161.19
 - Change Order No. 3: \$154,743.03
 - Change Order No. 4: \$36,914.78
 - Change Order No. 5: \$44,242.00
 - Change Order No. 6: \$235,201.15
 - Change Order No. 7: \$82,474.39
- Current Contract Price: \$73,668,418.54
- Final Completion Date: January 8, 2025

2.2 PAYMENT APPLICATIONS

- Pay Application for work through June 30, 2024 = \$1,668,469.82
- Total paid to date: \$49,258,264.12

PHOTOGRAPHS

Photo 1: Aeration Influent Chamber Overview

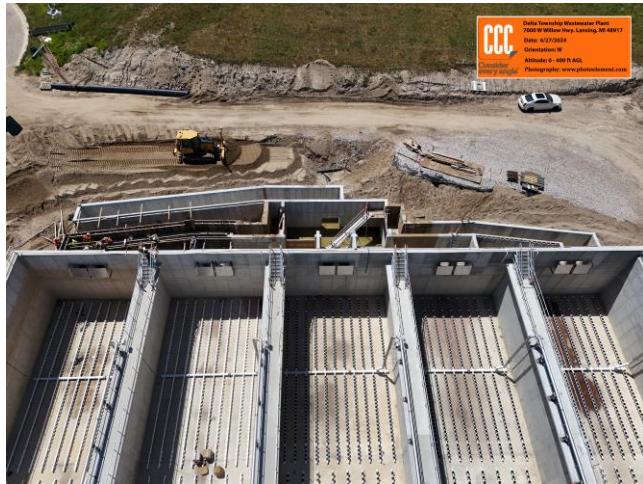


Photo 2: Aeration Tank Air Diffusers

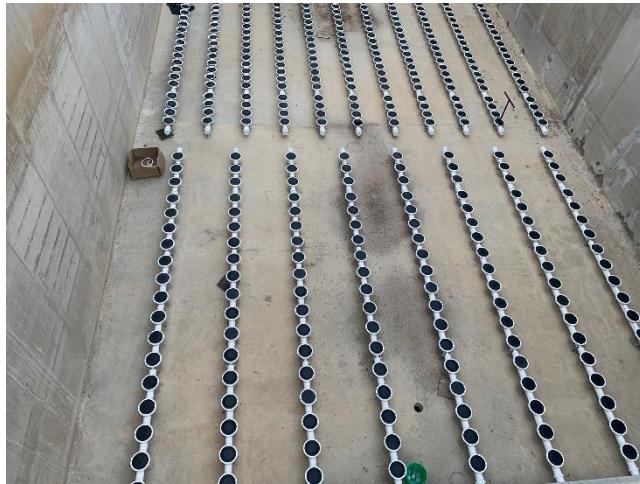


Photo 3: Blower Building Roof and Primary Switches



Photo 4: Final Clarifier No. 4 Mechanism



Photo 5: Junction Box No.3 Foundation Slab

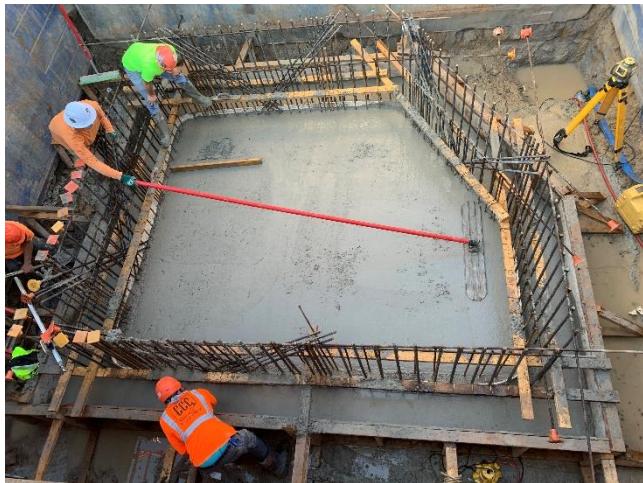


Photo 6: Influent Junction Box Overview



**Delta Charter Township
WRRF P1 – Construction Progress
July 10, 2024
Page 2**

Photo 7: Headworks Building Roof Overview



Photo 8: Headworks Building Pump Room

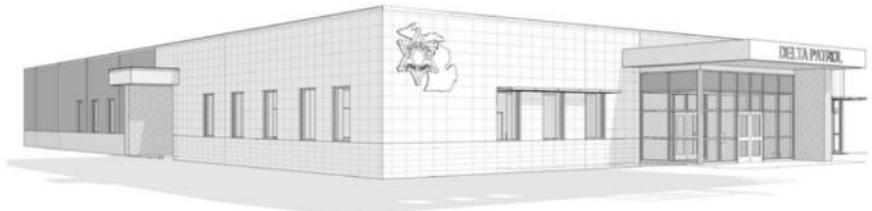


Photo 9: Site Overview, 6/27/2024





DELTA CHARTER TOWNSHIP
NEW DELTA PATROL AND COLD STORAGE BUILDINGS
7708 Administration Drive, Lansing, MI 48917



Construction Progress

- The exterior CMU block walls scope is complete.
- The spray foam insulation scope is complete.
- The structural steel, steel joists, and steel decking scopes are complete.
- The interior underground plumbing scope is in-progress.
- The interior underground electrical scope is in-progress.
- The exterior architectural block and brick veneer scope is in-progress.
- The roofing scope for the Sheriff Station building is in-progress.
- The interior slab-on-grade scope is in-progress.
- The interior masonry and metal stud walls scopes will begin once the slab-on-grade scope is complete.

Contracts

Original Contract Amount= \$12,083,651.00

Approved Changes to Date= \$294,893.00

Pending Change Orders Total= No Pending Change Orders

Current Contract Pricing= \$12,378,544.00

Substantial Completion Date: January 31, 2025

Final Completion Date: February 28, 2025

Payment Applications

Pay Applications 1-21 Total= \$5,192,816.50

Pay Applications 1-20 Status: Paid in Full

Pay Application 21 Status: Submitted

[Return to Agenda](#)



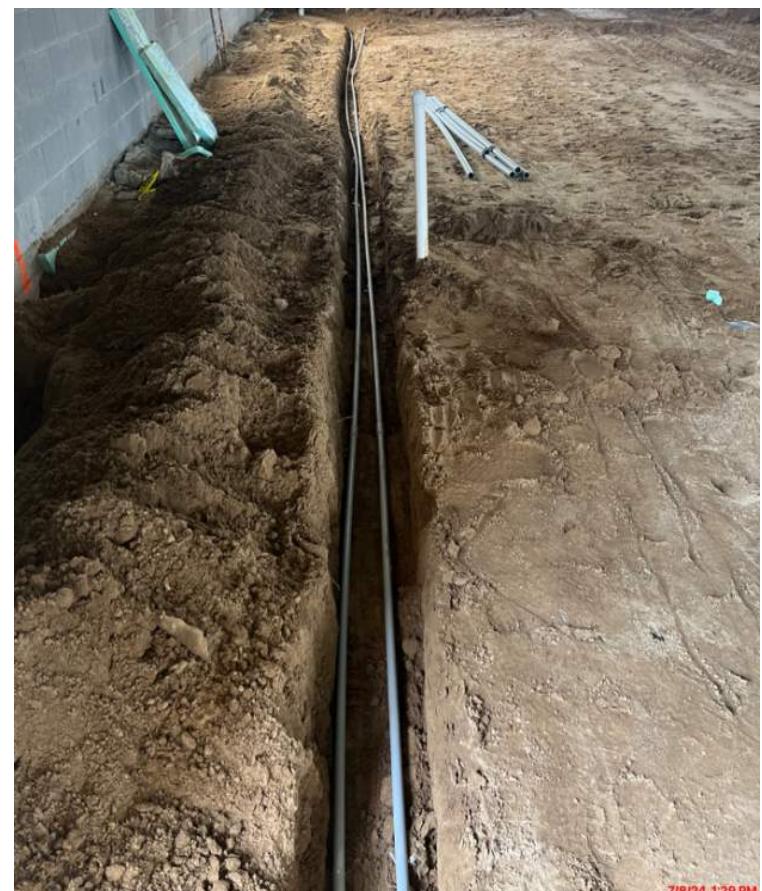
Sheriff Station -
Roofing Installation



Sheriff Station - Architectural Block
and Brick Veneer Installation



Sheriff Station - Interior
Underground Plumbing



Sheriff Station - Interior
Underground Electrical



Construction Progress

To: Delta Charter Township Board

Cc: Jake Kleinhenz, Rick Kane

From: Shelby Byrne, P.E. & Andy Heise; Tetra Tech

Date: July 2, 2024

Subject: St. Joe Water Main and Pathway Improvements, Phases 2 and 3

1.0 CONSTRUCTION PROGRESS

1.1 CONSTRUCTION COMPLETED SINCE LAST STATUS COMMUNICATION

- Material deliveries ongoing.
- Water main Installation from Creyts Rd to Kenway Dr. Approx. 2,700 Feet
- Directional Drills under St Joe Highway from Creyts to Waverly in progress
- Sidewalk removal along North side of St Joe.
- Pathway grading from Creyts to Snow Rd ongoing.

1.2 SCHEDULE

- Ongoing water main installation.
- Water main testing and connections.
- Creyts Road water main connection and shut down.
- Ongoing pathway grading.
- Begin concrete pathway installation.

2.0 CONTRACT

2.1 PAYMENT APPLICATIONS

- Pay Application for June 2024 = \$583,120.22
- Total paid to date: \$1,188,525.77

3.0 PHOTOGRAPHS



Delta Charter Township

St Joe Water Main and Pathway Improvements Phases 2 and 3 – Construction Progress

July 2, 2024

Page 3



**DELTA CHARTER TOWNSHIP
FINANCE REPORT
FOR TOWNSHIP BOARD MEETING
7/15/2024**

Disbursement requests listed on the following pages, totaling \$3,891,668.26 have been received and reviewed by the Manager, Finance Director, and Clerk. It is recommended that all listed vouchers be approved for payment.

Payroll & Related 485,937.20

Refunds 600.00

Tax Distributions -

Vendor Claims 3,405,131.06

Total \$ 3,891,668.26

Kenneth R. Fletcher, Township Supervisor

Mary R. Clark, Township Clerk

Dennis R. Fedewa, Township Treasurer

[Return to Agenda](#)

PAYABLES FOR DELTA CHARTER TOWNSHIP

BOARD AGENDA DATE

07/15/2024

Check Date	Invoice Vendor	Description	Amount
07/10/2024	AMBS MESSAGE CENTER	ANSWERING SERVICE - 06/01/24-06/30/24	136.92
07/10/2024	CLARENCE CLARK	2024 SOFTBALL SCOREKEEPER (7/1/24-7/4/24)	30.00
07/10/2024	GRANGER	TOWNSHIP TRASH HAULING	4,768.10
07/10/2024	ALECIA HARLOW	PARAMEDIC TESTING REIMBURSEMENT	440.00
07/10/2024	JOSEPHINE HEYSTEK	TENNIS INSTRUCTOR PAYROLL	315.00
07/10/2024	CURTIS JACKSON	INSTRUCTOR SHARE OF CLASS FEES	249.00
07/10/2024	KENDALL ELECTRIC INC.	FUSES	81.82
07/10/2024	RICK KINSMAN	ELECTRICAL INSPECTOR LICENSE RENEWAL	225.00
07/10/2024	LANSING BOARD OF WATER & LIGHT	SERVICE AT MULTIPLE LOCATIONS	5,314.47
07/10/2024	MI ASSOCIATION OF MUNICIPAL CLERKS	2024 MAMC CONFERENCE REGISTRATION	159.00
07/10/2024	MI ASSOCIATION OF MUNICIPAL CEMETE	CONFERENCE REGISTRATION - CLARK	159.00
07/10/2024	DAVID MILLER	2024 SOFTBALL SCOREKEEPER (7/1/24-7/4/24)	30.00
07/10/2024	JEFF MOORE	BUY BACK ONE CEMETERY PLOT	390.00
07/10/2024	FISERV/BASTOGNE	MERCHANT 112291 REVERSAL SETTLEMENT	100.00
07/10/2024	XAVIER MOYE	INSTRUCTOR FEES FOR PICKLEBALL	282.00
07/10/2024	NAPA AUTO PARTS	CLAMPS	15.66
07/10/2024	SHEILA PATTERSON	REFUND P&R RENTAL DEPOSIT	300.00
07/10/2024	AMY MCMILLEN	REFUND P&R RENTAL DEPOSIT	300.00
07/10/2024	BARBARA ROSSI	INSTRUCTOR FEES - SUMMER CLASSES	1,562.00
07/10/2024	ROUTE 23	39ERS MYSTERY TRIP	5,309.00
07/10/2024	TERESA SALISBURY	2024 SOFTBALL SCOREKEEPER (7/1/24-7/4/24)	30.00
07/10/2024	NOLAN SANDERS	TENNIS INSTRUCTOR PAYROLL	342.00
07/10/2024	SUN LIFE FINANCIAL	ACCIDENT & CRITICAL ILLNESS INSURANCE -	2,572.38
07/10/2024	GARY TACKETT	2024 SOFTBALL SCOREKEEPER (7/1/24-7/4/24)	30.00
07/10/2024	VERIZON	CELLULAR SERVICE (5/27/24-6/26/24)	2,337.75
07/10/2024	VOYANT COMMUNICATIONS	PHONE & INTERNET SERVICE	3,721.86
07/11/2024	LANSING BOARD OF WATER & LIGHT	SERVICE AT MULTIPLE LOCATIONS	1,981.80
07/15/2024	LANSING BOARD OF WATER & LIGHT	SERVICE AT MULTIPLE LOCATIONS	10,103.50

07/16/2024	LANSING BOARD OF WATER & LIGHT	SERVICE AT MULTIPLE LOCATIONS	70,209.34
07/17/2024	THE CHRISTMAN COMPANY	SUBSTATION PROJECT PAY APPLICATION 21	663,771.35
07/17/2024	DUNIGAN BROTHERS	ST JOE PROJECT	583,120.22
07/17/2024	AIRGAS USA, LLC	OXYGEN	176.58
07/17/2024	ALRO STEEL	WELDING SUPPLIES	15.43
07/17/2024	AMERICAN RENTALS, INC.	PORTABLE TOILETS	1,525.00
07/17/2024	B&D ELECTRIC, INC.	LABOR FOR LIFT STATION BREAKER	200.00
07/17/2024	BARYAMES CLEANERS, INC.	CHIEF & ASST CHIEFS UNIFORMS - LAUNDRY	142.38
07/17/2024	BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES & VIDEO LARYNGOSCOPES	20,408.02
07/17/2024	CDW GOVERNMENT, INC.	TONER	626.96
07/17/2024	COMMERCE CONTROLS, INC	EQUIPMENT FOR ULTIUM PROJECT	29,055.60
07/17/2024	CUMMINS SALES AND SERVICE	ULTIUM BP4-MILLETT TOWER GEN-WATER-LEAP	26,993.63
07/17/2024	DELL MARKETING L.P.	COMPUTER EQUIPMENT	849.41
07/17/2024	DELTA EMBROIDERY, INC.	BUILDING DEPT BRANDED CLOTHING	646.25
07/17/2024	EATON COUNTY	56A DISTRICT COURT PAYMENT	1,209.87
07/17/2024	EATON COUNTY TREASURER	1ST QUARTER CROSSING GUARD	2,360.28
07/17/2024	EATON COUNTY TREASURER	2ND QUARTER CROSSING GUARD	2,404.80
07/17/2024	EATON COUNTY TREASURER	WORK CREW 1ST & 2ND QUARTER 2024	18,450.00
07/17/2024	EATON COUNTY DRAIN COMMISSION	ST JOE PROJECT DRAIN PERMIT	1,927.75
07/17/2024	FACILITY SOLUTIONS, INC.	JANITORIAL SUPPLIES	896.94
07/17/2024	FIRE CATT, LLC	FIRE HOSE TESTING	3,493.20
07/17/2024	GALLS, LLC	BOOTS	149.99
07/17/2024	GANNETT MICHIGAN LOCALIQ	NOTARIZED ADVERTISING	674.80
07/17/2024	IMAGING SPECTRUM	PASSPORT MEDIA	294.82
07/17/2024	IRON HORSE EXCAVATION	MOUNT HOPE PARK PROJECT	5,367.50
07/17/2024	LANSING SECURITY & LOCKSMITH	KEYS	153.50
07/17/2024	LOGAN FAMILY ICE CREAM, LLC	ICE CREAM FOR FIREWORKS	1,125.00
07/17/2024	MEEKHOF TIRE OF LANSING	FIRE TRUCK AXLE ALIGNMENT	245.00
07/17/2024	MICHIGAN COMPANY, INC.	JANITORIAL SUPPLIES	754.27
07/17/2024	OHM ADVISORS	WILLOW FM DESIGN	202,160.25
07/17/2024	RYCUS FLOORING	FLOORING FOR BASEMENT PROJECT	287.96
07/17/2024	SCHINDLER ELEVATOR CORP.	BASEMENT PROJECT ELEVATOR WORK	3,159.52
07/17/2024	THRUN LAW FIRM P.C.	LEGAL SERVICES - MAY/JUNE 2024	9,962.51

07/17/2024	VIRIDIS DESIGN GROUP	HUNTERS ORCHARD PATH	10,034.00
07/17/2024	VIRIDIS DESIGN GROUP	SHARP PARK PROJECT DESGIN	14,575.00
07/17/2024	VIRIDIS DESIGN GROUP	DELTA CENTER CEMETERY PROJECT DESIGN	2,700.00
07/22/2024	WEX BANK	FUEL PURCHASES FOR TWP FLEET - JUNE 2024	15,743.39
07/22/2024	LANSING BOARD OF WATER & LIGHT	SERVICE AT MULTIPLE LOCATIONS	104.46
07/31/2024	COMMERCIAL CONTRACTING CORPORATION	WRRF PAY APPLICATION 24	1,668,469.82
		 PAYABLES	\$ 3,405,731.06
		PAYROLL PAY ENDING 06/22/2024	\$ 485,937.20
			<u><u>\$ 3,891,668.26</u></u>

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, JULY 8, 2024**

I. CALL TO ORDER

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

II. OPENING CEREMONIES – Pledge of Allegiance

III. ROLL CALL

Members Present: Supervisor Kenneth R. Fletcher, Clerk Mary R. Clark, Treasurer Dennis R. Fedewa, Trustee Elizabeth S. Bowen, Trustee Fonda J. Brewer, Trustee Andrea M. Cascarilla, and Trustee Karen J. Mojica

Members Absent:

Others Present: Manager Brian T. Reed, Finance Director Courtney Nicholls, Lieutenant Preston Dahlgren, Deputy Manager Erin LaPere, Assistant to the Manager/Communications Administrator Mary Worland, Parks, Recreation and Cemeteries Director Marcus Kirkpatrick, Utilities Director Rick Kane.

IV. PRESENTATIONS AND PROCLAMATIONS

V. SET/ADJUST AGENDA

TRUSTEE CASCARILLA MOVED TO APPROVE THE AGENDA AS PRESENTED.

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

VI. PUBLIC HEARING

1. Carter Noise Waiver

PUBLIC HEARING OPENED AT 6:01PM AND CLOSED AT 6:02PM WITH NO COMMENT.

SUPERVISOR FLETCHER MOVED THAT THE DELTA TOWNSHIP BOARD APPROVE THE REQUEST BY TANSAY CARTER FOR A WAIVER OF THE NOISE ORDINANCE BETWEEN THE HOURS OF 4:00 P.M. AND 10:00 P.M.

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MONDAY, JULY 9, 2024, TOWNSHIP BOARD MINUTES – REGULAR MEETING
CHARTER TOWNSHIP OF DELTA

ON AUGUST 31, 2024, FOR THE PURPOSE OF HOLDING A PRIVATE
PARTY.

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

VII. COMMUNICATIONS

VIII. PUBLIC COMMENTS

Sheree Ritchie, 1206 Brookside Dr – Inquired about the location for the noise waiver.

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

NAYS: NONE

ABSENT: NONE

THE MOTION PASSED 7-0.

2. Bills and Financial Transactions

Bonds/Debt Payments	\$	
Payroll & Related	\$	445,345.72
Refunds	\$	1,735.00
Tax Distributions	\$	10,664.75
Vendor Claims	\$	2,465,578.47
Total	\$	2,923,323.94

MONDAY, JULY 9, 2024, TOWNSHIP BOARD MINUTES – REGULAR MEETING
CHARTER TOWNSHIP OF DELTA

TRUSTEE BREWER MOVED TO APPROVE THE BILLS AND FINANCIAL TRANSACTIONS IN THE AMOUNT OF \$2,923,323.94.

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

3. Minutes

a. Monday, June 17, 2024, Regular Board Meeting

TRUSTEE BREWER MOVED TO APPROVE THE MONDAY, JANUARY 3, 2024, REGULAR BOARD MEETING MINUTES AS PRESENTED.

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

4. Proposal for Hillside Cemetery Paving

TRUSTEE BREWER MOVED THAT THE DELTA TOWNSHIP BOARD APPROVES THE AWARDING OF THE HILLSIDE CEMETERY PAVING PROJECT TO TOMCO ASPHALT FOR A TOTAL COST OF \$49,000 AND AUTHORIZE THE TOWNSHIP MANAGER TO SIGN CONTRACTS AUTHORIZING SUCH WORK.

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

5. Technology for Sheriff Substation

TRUSTEE BREWER MOVED THAT THE DELTA TOWNSHIP BOARD APPROVE THE PROPOSAL FROM SMART HOMES SMART OFFICES FOR THE TECHNOLOGY FOR THE SUBSTATION PROJECT IN THE AMOUNT OF \$84,152.32; I FURTHER MOVE THAT THE TOWNSHIP MANAGER BE AUTHORIZED AND DIRECTED TO SIGN THE PROPOSAL ON BEHALF OF DELTA TOWNSHIP.

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

6. Substation Project Change Order

TRUSTEE BREWER MOVED THAT THE DELTA TOWNSHIP BOARD ADOPT THE PROPOSED CHANGE ORDER WITH CHRISTMAN FOR THE SUBSTATION PROJECT IN THE AMOUNT OF \$37,166; I FURTHER MOVE THAT THE TOWNSHIP MANAGER BE AUTHORIZED AND DIRECTED TO EXECUTE THE CHANGE ORDER ON BEHALF OF DELTA TOWNSHIP.

MONDAY, JULY 9, 2024, TOWNSHIP BOARD MINUTES – REGULAR MEETING
CHARTER TOWNSHIP OF DELTA

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

7. BWL Easement and Electric Service Agreement for Sheriff Substation

TRUSTEE BREWER MOVED THAT THE DELTA TOWNSHIP BOARD APPROVE THE PROPOSED EASEMENT AND ELECTRIC SERVICE AGREEMENT IN THE AMOUNT OF \$35,974.35 WITH THE LANSING BOARD OF WATER AND LIGHT TO BRING POWER TO THE SHERIFF SUBSTATION LOCATED AT 7708 ADMINISTRATION DRIVE; I FURTHER MOVE THAT THE TOWNSHIP MANAGER BE AUTHORIZED AND DIRECTED TO EXECUTE THE DOCUMENTS ON BEHALF OF DELTA TOWNSHIP.

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

8. Delta Mills to Hawk Meadow Pathway Recommendation for Approval of Engineering Consultant

TRUSTEE BREWER MOVED THAT THE DELTA TOWNSHIP BOARD ACCEPT THE PROPOSAL FROM MOORE & BRUGGINK FOR DESIGN ENGINEERING SERVICES FOR THE DELTA MILLS TO HAWK MEADOWS PATHWAY PROJECT IN THE AMOUNT OF \$34,500, AND THAT THE TOWNSHIP MANAGER BE AUTHORIZED AND DIRECTED TO EXECUTE THE NECESSARY DOCUMENTS RELATED TO THE AFOREMENTIONED PROJECT.

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

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

9. Water Infrastructure Grant Agreement Amendment

TRUSTEE CASCARILLA MOVED THAT THE DELTA TOWNSHIP BOARD APPROVE THE WATER INFRASTRUCTURE GRANT AGREEMENT AMENDMENT BETWEEN THE MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY AND DELTA TOWNSHIP, AND AUTHORIZES THE TOWNSHIP MANAGER TO SIGN THE AGREEMENT.

MONDAY, JULY 9, 2024, TOWNSHIP BOARD MINUTES – REGULAR MEETING
CHARTER TOWNSHIP OF DELTA

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

XVI. MANAGER'S REPORT – Brian Reed, Township Manager

Manager Reed presented his updates to the Township Board:

- Congratulations to Parks Director Marcus Kirkpatrick and crew on another year of successful fireworks, as well as Fire Chief Ginebaugh and Lieutenant Dahlgren for all their efforts.
- St. Joe watermain and pathway project progress continues. The project is close to milestone where we will be paving about a half mile portion from Creyts.
- 17 applications have been turned in for the CHILL program and CAHP is determining their eligibility.
- BS&A goes down this Wednesday as we transition to BS&A Cloud. We will go live next week on Monday, July 15, 2024, with lots of new tools available to staff.

Clerk Clark brought the Board up to date about the mail larceny in the Township:

- First acknowledging Lieutenant Preston Dahlgren and his crew for a fabulous job bringing this to an end.
- The mail thefts were brought to a whole other level because there was a ballot involved, it is a federal offense to tamper with election mail, a five-year felony.
- The Prosecutor is moving forward with the election mail issue among other charges.
- The Bureau of Elections has been brought into the loop.
- The voter involved has been contacted and provided with a replacement absentee ballot.

XVII. COMMITTEE OF THE WHOLE

XVIII. CLOSED SESSION

XIX. PUBLIC COMMENTS

XX. ADJOURNMENT –

Supervisor Fletcher adjourned the meeting at 6:15pm.

CHARTER TOWNSHIP OF DELTA

KENNETH R. FLETCHER, SUPERVISOR

MONDAY, JULY 9, 2024, TOWNSHIP BOARD MINUTES – REGULAR MEETING
CHARTER TOWNSHIP OF DELTA

MARY R. CLARK, TOWNSHIP CLERK

Supervisor Kenneth R. Fletcher
Clerk Mary R. Clark
Treasurer Dennis R. Fedewa
Manager Brian T. Reed



Accounting Department

Trustee Elizabeth S. Bowen
Trustee Fonda J. Brewer
Trustee Andrea M. Cascarilla
Trustee Karen J. Mojica

(517) 323-8510

TO: Supervisor Kenneth R. Fletcher and the Delta Township Board
FROM: Courtney Nicholls, Finance Director/Deputy Treasurer
DATE: July 15, 2024
SUBJECT: 2024 2nd Quarter Budget Amendments & Investment Update

Budget Amendments

Provided for consideration by the Board are amendments to the 2024 budget. A written explanation for the requests is provided below along with a spreadsheet with the account details.

GENERAL FUND

Buildings & Grounds. Basement waterproofing project was approved after the budget was adopted.

General Activity. The Township received a \$500,000 MSHDA Grant to assist homeowners with home improvements. This is shown as a \$300,000 increase to revenue and expense, since it is unlikely that the entire grant amount will be spent this fiscal year.

Planning Dept. The Township received a \$50,000 planning grant from the State of Michigan. This is presented as an amendment to revenue and expense.

BROWNFIELD REDEVELOPMENT FUND

Tax Capture. Increase in the tax capture due to the public safety millage.

The following motion is offered for your consideration:

"I move the Delta Township Board amend the 2024 General Fund and Brownfield Redevelopment Fund budgets by approving the changes to the revenue and expenditure accounts per the attached summary.

Investment Update

Each month the accounting department puts together a summary of the township's investments. This document will be provided to the Board quarterly moving forward. It is informational only – no action is needed.

Please feel free to contact me with any questions. Thank you.

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Budget Amendments

General Fund 101

Line Number	Line Description	New Line # ?	Revenue or Expenditure?	Original Adopted Budget	Previously Amended Budget	Amendment Amount	Budget After Current Amendment
101-000-665.000	Interest	No	Revenue	\$ -	\$ -	\$ 70,000	\$ 70,000
Reason for Amendments	Higher than budgeted interest income						
101-000-569.000	State Grants	No	Revenue	\$ 375,700	\$	\$ 350,000	\$ 725,700
Reason for Amendments	Planning grant and housing grant revenue						
101-272-970.300	Housing Grant	Yes	Expenditure	\$ -	\$	\$ 300,000	\$ 300,000
Reason for Amendments	Housing grant received from MSHDA						
101-701-801.000	Planning - Contractual Services	No	Expenditure	\$ 9,000	\$	\$ 50,000	\$ 59,000
Reason for Amendments	Planning grant received from MSHDA						
101-265-970.000	Buildings & Grounds - Capital Improvements	No	Expenditure	\$ 25,000	\$	\$ 70,000	\$ 95,000
Reason for Amendments	Basement waterproofing project						

Total change in Revenue - increase / (decrease): \$ 420,000

Total change in Expenditures - increase / (decrease): \$ 420,000

Change to Overall Budget's revenue over expenditures: \$ -

Source of Reserves, if applicable: N/A

Brownfield Redevelopment Fund (243)

Line Number	Line Description	New Line # ?	Revenue or Expenditure?	Original Adopted Budget	Previously Amended Budget	Amendment Amount	Budget After Current Amendment
243-708-402.000	Current Property Taxes	No	Revenue	\$ 132,000	\$	\$ 5,000	\$ 137,000
Reason for Amendments	Capture increase due to public safety millage						
243-708-969.000	Capture Reimbursement	No	Expenditure	\$ 129,000	\$	\$ 5,000	\$ 134,000
Reason for Amendments	Capture increase due to public safety millage						

Total change in Revenue - increase / (decrease): \$ 5,000

Total change in Expenditures - increase / (decrease): \$ 5,000

Change to Overall Budget's revenue over expenditures: \$ -

Source of Reserves, if applicable: N/A

DELTA CHARTER TOWNSHIP
MONTHLY INVESTMENT SUMMARY
AS OF MAY 31, 2024

PORTFOLIO SUMMARY

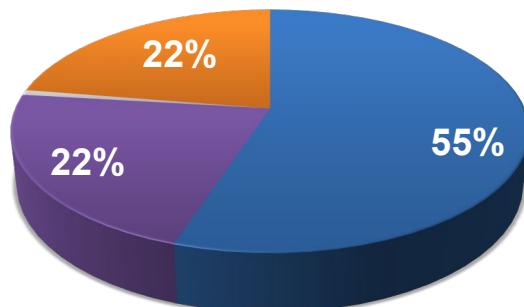
CASH/MONEY MKT FUNDS	\$ 35,711,372
COMMERCIAL PAPER	\$ -
CD'S	\$ -
GOVT BONDS	\$ 14,197,007
MUNICIPAL BONDS	\$ 439,556
U.S. GOVT AGENCY NOTES	\$ 14,550,487
TOTAL	\$ 64,898,422

INTEREST INCOME SUMMARY

RATE OF RETURN (YTD)	3.23%
TOTAL INTEREST INCOME (YTD)	\$ 906,486

ASH/MONEY MKT FUNDS ■ GOVT BONDS

MUNICIPAL BONDS ■ U.S. GOVT AGENCY NOTES



INVESTMENT DETAIL

CASH/MONEY MKT FUNDS	\$ 35,711,372	55.03%
CHASE CHK/SAVING	\$ 3,917,027	
MI CLASS POOL FUND	\$ 31,636,544	
INSIGHT INVESTMENT CASH	\$ 157,801	
COMMERCIAL PAPER	\$ -	0.00%
CERTIFICATES OF DEPOSIT	\$ -	0.00%
LONG TERM	\$ 29,187,051	44.97%
(R. JAMES & INSIGHT INVESTMENTS)		
U.S. GOVT AGENCY NOTES	\$ 14,550,487	22.42%
GOVT BONDS	\$ 14,197,007	21.88%
MUNICIPAL BONDS	\$ 439,556	0.68%
TOTAL INVESTMENTS	\$ 64,898,422	100%

Supervisor Kenneth R. Fletcher
Clerk Mary R. Clark
Treasurer Dennis R. Fedewa
Manager Brian T. Reed

Clerk's Office



Trustee Elizabeth S. Bowen
Trustee Fonda J. Brewer
Trustee Andrea M. Cascarilla
Trustee Karen J. Mojica

(517) 323-8500

TO: Supervisor Kenneth R. Fletcher and the Delta Township Board
DATE: July 11, 2024
FROM: Mary R. Clark, Township Clerk
RE: Amusement & Entertainment Permit – August 1, 2, 3, & 4, 2024

We are in receipt of an application from Garden Brothers Circus for an Amusement & Entertainment permit for August 1-4, 2024. Attached is their letter of application for an Amusement & Entertainment Permit; the diagram of the layout of the circus, the certificate of insurance, bond, and any staff comments submitted.

The applicant has complied with all information requested in the Ordinance for the permit. Garden Brothers Circus has not operated in Delta Township prior to this application. Garden Brothers has a very detailed security plan as noted in their application. No alcohol is sold and there are no cooking devices in the tent.

Therefore, I recommend the Township Board adopt the following resolution:

“THE DELTA TOWNSHIP BOARD GRANT AN AMUSEMENT AND ENTERTAINMENT LICENSE TO GARDEN BROTHERS CIRCUS TO HOLD A FOUR-DAY CIRCUS WITH NUMOURS SHOW TIMES. THE EVENT WILL RUN AUGUST 1, 2024, 3:30 P.M. TO 9:00 P.M., AUGUST 2, 2024 3:30 P.M. TO 9:00 P.M., AUGUST 3, 2024 12:30 P.M. TO 9:00 P.M., AND AUGUST 4 12:00 P.M. TO 8:30 P.M. AND FURTHER

THE PERMIT IS GRANTED SUBJECT TO THE FOLLOWING STIPULATIONS:

- 1) THAT ALL OTHER TOWNSHIP ORDINANCES AND REGULATIONS BE ADHERED TO.
- 2) THAT THE FIRE MARSHAL AND ELECTRICAL INSPECTOR WILL PERFORM INSPECTIONS AS REQUIRED AFTER CIRCUS SET UP.
- 3) APPLICANT MUST ADHERE TO THE 2015 INTERNATIONAL FIRE CODE REGARDING TENTS.
- 4) APPLICANT MUST ADHERE TO THE 2014 TENT DISPLAY ORDINANCE.

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- 5) THE REQUIRED INSURANCE CERTIFICATE AND BOND SHALL BE ON FILE WITH THE CLERK PRIOR TO ISSUANCE OF PERMITS.
- 6) SECURITY FOR THE FESTIVAL MUST BE CERTIFIED THROUGH THE MASSACHUSETTS CROWD MANAGER COURSE PER DELTA TOWNSHIP FIRE DEPARTMENT. CERTIFICATION IS VALID FOR THREE YEARS.
- 7) FURTHER, THAT THE FEE FOR THE AMUSEMENT & ENTERTAINMENT LICENSE HAS BEEN PAID IN FULL.
- 8) THE APPLICANT OF THE FESTIVAL SHALL BE RESPONSIBLE FOR ALL OPERATIONAL REQUIREMENTS STATED IN SECTION 6-16 OF THE AMUSEMENT & ENTERTAINMENT ORDINANCE.

LICENSES\Amusement-Entertainment\2024\Memo Brd Trustees-Stgerards.doc

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Phone: (517) 323-8500 • Fax: (517) 323-8599

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I AM  * DELTA



APPLICATION FOR A ENTERTAINMENT AND PERFORMANCE LICENSE

The undersigned hereby applies for a license to sponsor, operate, exhibit, perform or cause to be operated, exhibited or performed any public amusement, entertainment, bingo game, exhibition, circus, carnival, sporting event or religious service under canvas or in the open air, within the Charter Township of Delta, Michigan. This listing is illustrative only and is not meant to be all inclusive.

APPLICATION/LICENSE FEES

\$500.00 Non-Refundable Application Fee due at time of submittal of application:

License Fee set by Township Board at Township Board Meeting. \$200.00 per day.

GENERAL INFORMATION:

FULL LEGAL NAME OF APPLICANT: James Moser, Garden Bros Circus

ADDRESS OF APPLICANT: PO BOX 25777 Sarasota, FL 34277

APPLICANT PHONE NUMBER: 941 343 2378 x 201

APPLICANT(S) DATE OF BIRTH: 7/1/87

FULL LEGAL NAME OF OWNER(S): Niles Garden

ADDRESS OF OWNER(S): PO BOX 25777 Sarasota, FL 34277

OWNER(S) PHONE NUMBER: 941 343 2378

OWNER(S) DATE OF BIRTH: 7/21/73

FULL LEGAL NAME OF OPERATOR(S): James Moser

ADDRESS OF OPERATOR: PO Box 25777 Sarasota, FL 34277

OPERATOR(S) PHONE NUMBER: 941 504 3258 - cell

OPERATOR(S) DATE OF BIRTH: 7/1/87

FULL LEGAL NAME OF SPONSOR(S): N/A

ADDRESS OF SPONSOR(S): _____

SPONSOR(S) PHONE NUMBER: _____

EVENT INFORMATION:

LOCATION OF PROPOSED EVENT: Lansing Mall 5330 W Saginaw Hwy. Lansing

DATES OF PROPOSED EVENT: 8/1 - 8/4/24

PROPOSED HOURS OF OPERATION: 8/1 & 8/2: 3:30P-9P, 8/3: 12:30P-9P, 8/4: 12P-8:30P

CHARGES FOR ADMISSION: GA Adult \$55, GA Child \$25

IF NO ADMISSION CHARGE, OTHER MANNER(S) IN WHICH MONEY OR OTHER CONSIDERATION IS RECEIVED:

BRIEF DESCRIPTION OF PROPOSED TYPE OF ACTIVITY(S) INCLUDING TIMES:

1 hr prior to each showtime Kid fun Zone is open

inflatables, bungee trampoline, rockwall, face paint, pony rides

Circus Showtimes/dates are attached

BRIEF DESCRIPTION OF APPLICANT AND OPERATOR(S) EXPERIENCE WITH PROPOSED EVENT AND ACTIVITY(S):

Circus travels to a different city each week of the entire year

James has been the manager of the event for 10yrs and the

Show has been under the big top for 3yrs

BRIEF STATEMENT WHETHER APPLICANT HAS APPLIED FOR A SIMILAR LICENSE OTHER THAN DESCRIBED IN THIS APPLICATION, AND THE DISPOSITION OF SUCH APPLICATION:

No applications have been applied for in the Lansing area however we do obtain permits/License in every city we have the circus

INSURANCE INFORMATION:

INSURED BY: Kinsale Insurance Company

\$500,000.00, in the event of injury or death of any one person, and for the payment up to \$1,000,000.00 in the event of injury or death of more than one person, and for the payment up to \$500,000.00, for property damage. The Charter Township of Delta must appear as an additional insured and receive a 30-day cancellation notice.

POLICY#: 0100265349-0 DATE ISSUED: 6/19/24 EXPIRATION DATE: 10/24/24

BONDED BY: _____
(In the Penal Sum of \$10,000.)

BOND#: _____ DATE ISSUED: _____ DATE EXPIRES: _____

REQUIREMENTS:

Applicant understands full compliance with any and all Township Ordinances is required, including but not limited to, the:

Delta Township Fire Code,
Delta Township Zoning Ordinance,
Delta Township Building Code,
Delta Township Utility Ordinance,
Delta Township Traffic Ordinance,
Delta Township Sign Ordinance,
Delta Township Nuisance Ordinance,
Delta Township Noise Ordinance,
Delta Township Offenses Ordinance.
Delta Township Tent Ordinance

Applicant understands full compliance with any and all Township Ordinances, County Ordinances, State Statutes, and Federal Statutes is required.

IMPORTANT: applicant is required to provide, along with this application, items necessary to show how and where the license (if granted) is to be utilized, which shall describe adequate off-street parking, lighting, refuse disposal facilities, water facilities, restroom facilities, medical facilities, seating, trespass containment, and adequate plans for screening and noise control. This listing is illustrative only, and is not meant to be all inclusive.

Applicant understands all required fees, utility bills, and taxes must be paid in full before a license will be granted. Applicant is required to provide written permission from the property owner, of the property upon which the event or activity is intended to take place. A fee for each license shall be in an amount determined by resolution of the Township Board.

Such other information as deemed reasonably necessary and proper, for the full protection of the Charter Township, as well as the applicant in order to effectuate the purposes of the Ordinance and determine whether the terms of the Ordinance and State Statutes are being complied with, may be required to be provided by applicant.

Should your request for a license be denied by the Township Clerk, applicant may file an Appeal to the Township Board. To file an appeal, the form is available from the Township Clerk, a fee is required and set by resolution of the Township Board and applicant has five days from the date of denial in which to file such appeal.

"I, the undersigned, hereby acknowledge my understanding of this application and its requirements. I have received and read a copy of the Township Ordinance, and understand and will comply with the regulations contained within the Township Ordinance. Further, I understand that a false statement on this application may result in either a denial of this application or subsequent revocation if this license is granted."

APPLICANT SIGNATURE: 

DATE: 6/21/24

Delta Township Official use only below this line.

Reviewed and approved by the following:	Date	Initials
---	------	----------

Delta Township Clerk's Office: _____

Eaton County Sheriff Department: _____

Delta Township Fire Department: _____

Delta Township Planning Department: _____

Delta Township Building Department: _____

Delta Township Treasurer: _____

Fee Established: _____

Delta Township Board of Trustees: _____

Application Fee Paid (receipt no.): _____

License Fee Paid (receipt no.): _____

Date of Acceptance/Denial: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6-19-24

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERs NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

Specialty Insurance, LTD.
P.O. Box 16901
West Haven, CT 06516
<http://specialtyinsuranceltd.com>

CONTACT NAME:	Thomas Plouffe / Michael Plouffe
PHONE (A/C, No. Ext):	203-931-7095
FAX (A/C, No.):	203-931-0682
E-MAIL	certificates@specialtyinsuranceltd.com
ADDRESS:	
INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Kinsale Insurance Company	38920
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED

Stellar Entertainment Group, Inc., dba Garden Brothers Circus
2187 Siesta Drive
Sarasota, FL 34239

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		Y	0100265349-0	10/24/23	10/24/24	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:						\$
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						\$ EACH OCCURRENCE \$ AGGREGATE \$
	DED RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				X PER STATUTE \$ OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Kewaworks, LLC, City of Lansing, Ingham County, and Delta Township are added as an additional insured but only with respects to the operations of the named insured during the policy period.

Event location: 5330 W. Saginaw Highway, Lansing, MI 48917
Event dates: August 1 - 4, 2024

CERTIFICATE HOLDER

Lansing Mall Realty Holding, LLC
5330 W. Saginaw Highway
Lansing, MI 48917

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



6/18/2024

Dear Sir/Madam:

Garden Bros. Nuclear Circus: Humans Gone Wild has permission to obtain the permits to host a parking lot event at the Lansing Mall for the event dates of 8/1/2024 through 8/4/2024.

Please contact me with any questions as we look forward to having this wonderful event at our property then.

Best regards,

A handwritten signature in black ink that reads "Kasa Finch". The signature is fluid and cursive, with a small arrow-like mark above the "i".

General Manager

**GARDEN BROS CIRCUS @ LANSING MALL
5330 W SAGINAW HWY, LANSING, MI 48917
ONSITE CONTACT: JAMES MOSER 941-504-3258**

ESTIMATED ATTENDACE 800 – 1000 PER SHOW TIME

DOORS OPEN 1 HOUR PRIOR TO SHOW TIME. SHOW IS APPROXIMATELY 1.5 HOURS LONG.

DATES/TIMES

8/1/24: 4:30PM & 7:30PM

8/2/24: 4:30PM & 7:30PM

8/3/24: 1:30PM, 4:30PM, 7:30PM

8/4/24: 1PM, 4PM, 7PM

WE HAVE 10 CERTIFIED CROWD CONTROL MANAGERS THAT HANDLE SECURITY FOR THE EVENT. IF REQUIRED BY THE CITY WE CAN HIRE OFF DUTY OFFICERS FOR THE EVENT.

**BIG TOP TENT: 157' X 235'X 60': ENCLOSED, ASSEMBLED SEATING AND CONCESSION CARTS INSIDE.
NO COOKING.**

ENTRANCE TENT: 40' X 40': ENCLOSED

STAFF KITCHEN TENT: STAFF PERSONAL USE ONLY 20' X 50'. CHAIRS AND TABLES ONLY. NO COOKING.

10 CONCESSION CARTS ARE UNDER BIG TOP TENT. ALL COOKING WILL BE DONE IN A SEPARATE, ENCLOSED AREA UNDER A 10' X 10' CANOPY. MIN OF 20FT FROM ALL TENTS. COOKING IS DONE VIA PROPANE GRILL AND DEEP FRYERS. (15) 20LB PROPANE TANKS WILL BE STORED IN A SEMI ONSITE. PROPANE TANKS BEING USED IN COOKING AREA WILL BE SECURED IN AN UPRIGHT POSITION AND VALVES POINTED AWAY FROM ALL TENTS.

WE DO NOT SELL ALCOHOL

425KVA GENERATOR POWERS ENTIRE EVENT. WE DO HAVE A 220KVA GENERATOR ON SITE FOR BACK UP IF NEEDED. GENERATORS ARE KEPT ON FLAT BED SEMI TRAILERS AND IN AN ENCLOSED AREA AWAY FROM PUBLIC. FIRE EXTINGUISHERS ARE KEPT WITH BOTH GENERATORS.

(2) 30 YD DUMPSTERS

10 STANDARD PORTABLE TOILETS, 1 ADA PORTABLE TOILETS W/ DAILY CLEANINGS

6 HANDWASH SINKS

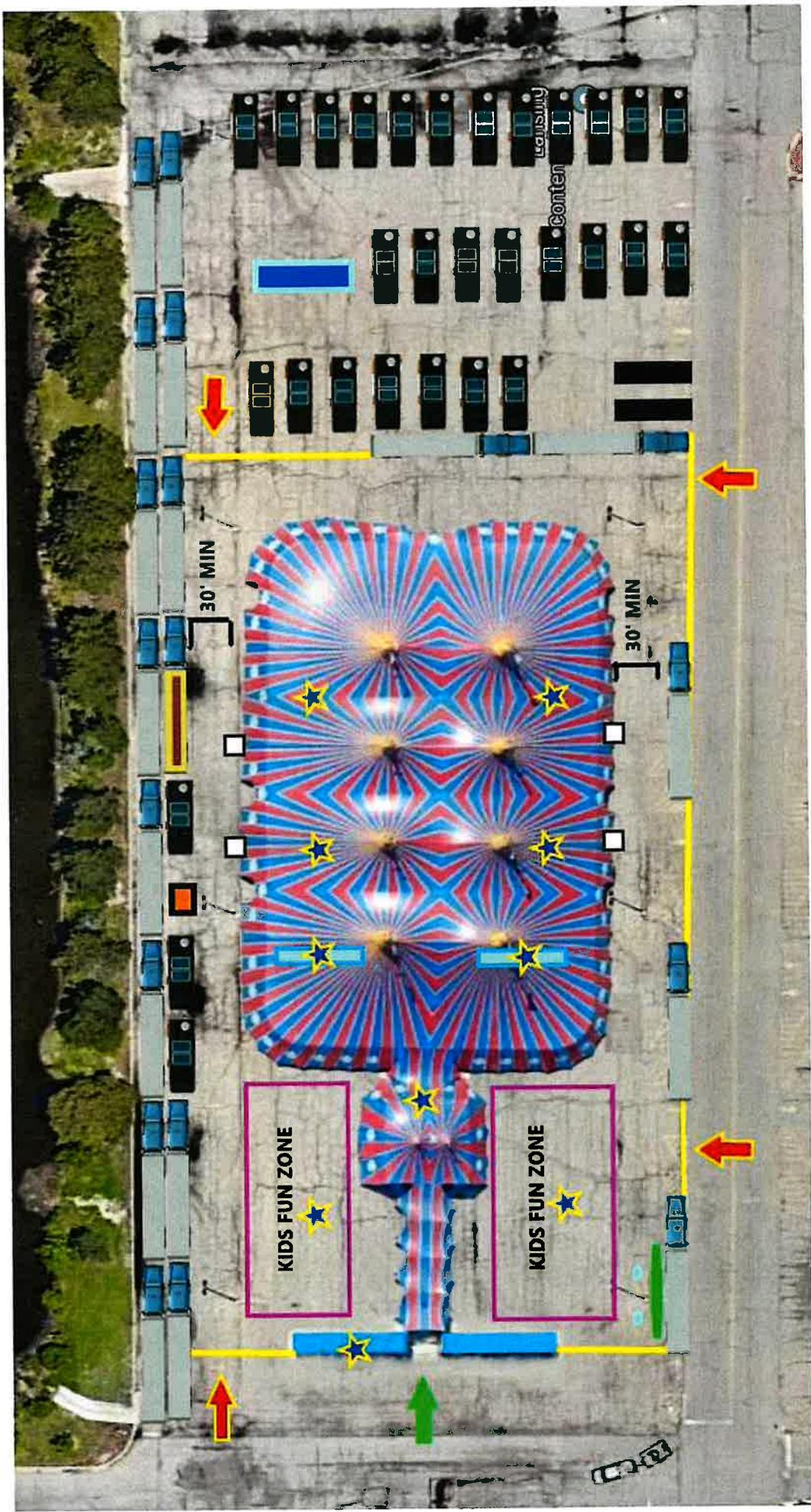
STAFF WILL STAY ONSITE IN 28 RV'S & 2 BUNKHOUSES. ELECTRICITY IS POWERED THROUGH THE GENERATOR. WATER CONNECTION IS THROUGH CITY HYDRANT. WASTE WATER/SEPTIC IS SERVICED BY PORTABLE TOILET COMPANY.

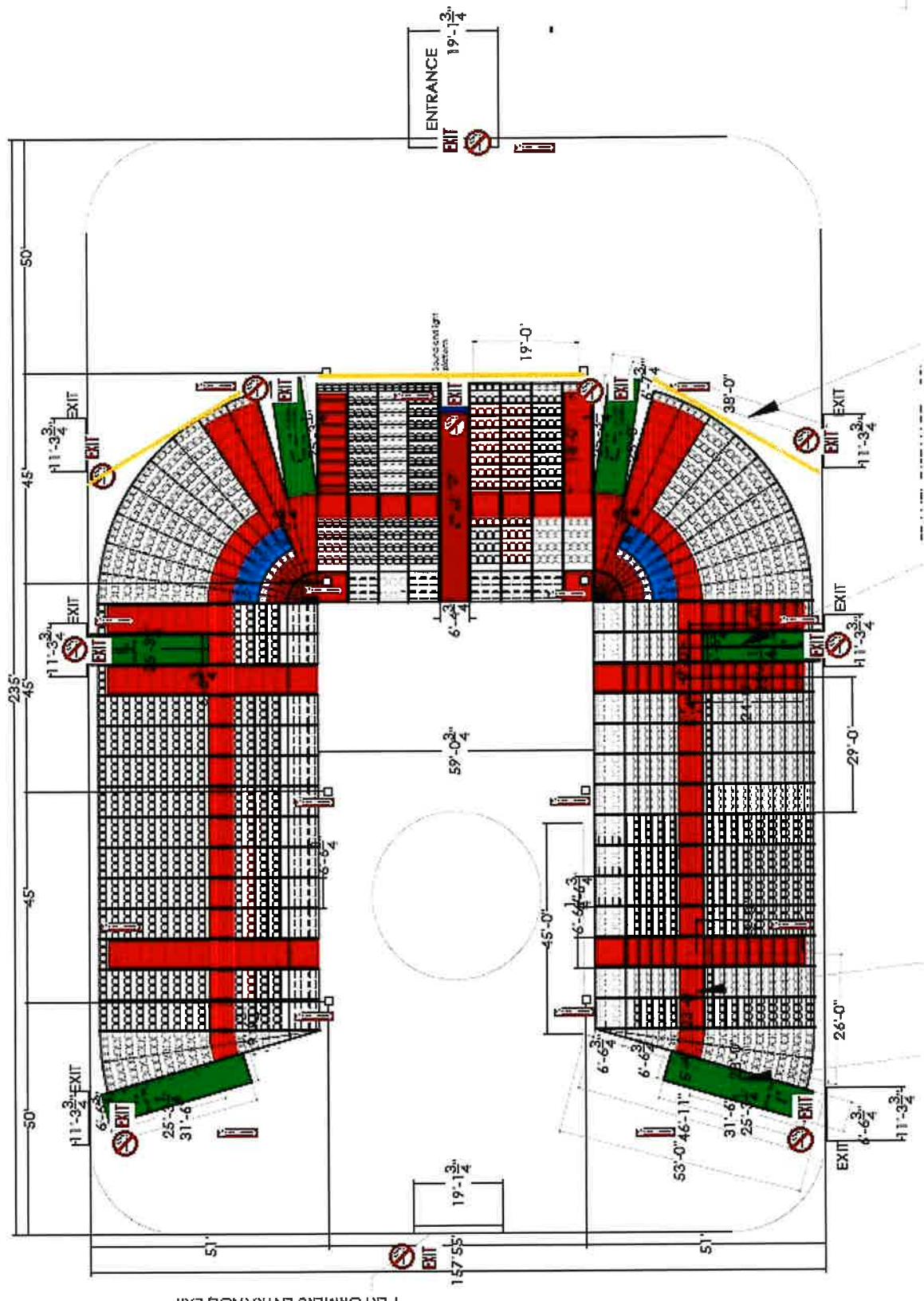
19 70' SEMIS WILL BE ON SITE STAGED AROUND BIG TOP TENT.

KIDS FUN ZONE INCLUDES FACE PAINT, PONY RIDES, BUNGEE TRAMPOLINE, ROCK CLIMBING WALL, MINI POWER WHEELS, AND INFLATABLES.

INFLATABLES INCLUDE ONE SMALL SLIDE, ONE OBSTACLE, ONE BOUNCE HOUSE, AND ONE GIANT SLIDE.







PERFORMERS ENTRANCE/EXIT

GARDEN BROS CIRCUS EMERGENCY/WEATHER PLAN

FACILITY: Big Top Tent

ADDRESS: 5330 W Saginaw Hwy, Lansing, MI

ONSITE CONTACTS:

Manager: James Moser 941-504-3258

Assistant Manager: Michelle Wiertalla 540-940-5119

Assistant: David Martin 571-201-5717

CROWD CONTROL MANAGERS WILL WEAR ORANGE VEST SO THEY ARE EASILY RECOGNIZABLE

ESTIMATED ATTENDACE: 800 – 1000 per show

NOTIFICATION PROCEDURES:

In case of emergency management will notify 911. Types of emergencies to be reported that can be included but not limited to are:

Fire	Chemical Spill/Leak
Explosion	Medical Emergency
Weather	Terrorist Activity
Bomb Threat	Active Shooter/Other Acts of Violence

NOTIFICATION OF 911 EMERGENCY TO AUTHORITIES IS VIA CELL PHONE:

Management will make the initial 911 call. Depending on the emergency either Management or a certified Crowd Control staff member will meet authorities at the front of the event by the box office.

NOTIFICATION OF 911 EMERGENCY BETWEEN STAFF IS VIA CELL PHONE AND TWO-WAY RADIO

NOTIFICATION OF 911 EMERGENCY TO PATRONS IS VIA VOICE AMPLIFYING SYSTEM

EVACUATION PLAN:

- Egress is shown on the layout provided to scale. We have crowd control managers who are designated to specific sections of the floor for the duration of the show. Special announcements are made prior to the show delegating where all exits are located and in case of emergency they will be guided to safety.
- Staff have training and clear understanding that if there is a critical evacuation all equipment should be abandoned and they should assist in evacuating customers.
- Crowd Control Managers will guide customers to the nearest exit, assisting any customers with disabilities
- In the event that a child is separated from their parents, in play areas, etc, staff will guide the child to the nearest exit and a designated staff member will oversee all children until their parents are located. Staff will inform parents of the location of their child to help prevent parents from trying to reach them against the normal direction of escape.

1. Management will notify 911 and designate a staff member to meet authorities at the Box Office located at the front of the event.
2. Management will inform the public via a voice amplifying system of the emergency and to please follow their floor manager's instructions and find the nearest exit to seek safety.

3. Crowd Control managers will usher all customers to the nearest exit, assisting anyone with disabilities
4. Crowd Control managers will notify management once their section of the tent has been evacuated
5. Once all crowd control managers have notified management their section has been evacuated, management will do a final walkthrough to confirm there are no customers in the tent.
6. Designated staff/crowd control managers will also be located outside of the tent to direct customers to a point of safety

FIRE:

- Special announcements: This is a nonsmoking facility; all exits are labeled in case of an emergency. In the event of emergency, your floor manager will guide you to safety.
- In the event of a fire, staff will follow evacuation procedures as well as:
 - Attempt to put the fire out with fire extinguishers
 - After evacuation management will not only confirm no customers are inside of the tent but also scan the property to make sure all customers have evacuated the premises of the event
 - Crowd control and staff will provide first aid and medical assistance where needed
 - Any injured customers will be assisted to the entrance to await medical treatment/ambulance

ACTIVE SHOOTER/ACTS OF VIOLENCE:

- Staff search customers/belongings upon entry to the event for any weapons or contraband
- Crowd control managers monitor customers for any pre-attack signs
- In the event of an active shooter/acts of violence staff will follow evacuation procedures as quickly as possible
- If possible management will turn off all lighting other than emergency exit lights.
- If evacuation of specific customers becomes impossible crowd control will notify customers to attempt to hide or take cover.
- As a last resort crowd control managers will fight
 - attempt to disrupt and/or incapacitate the active shooter by:
 - Acting as aggressively as possible against him/her.
 - Throwing items and improvising weapons.
 - Yelling.
 - Committing to your actions.

Crowd control and staff will attempt to help any wounded customers with first aid as much as possible until authorities arrive

WEATHER EMERGENCY:

- Management will monitor the weather for all days event is open to the public to decide whether to proceed with the event and open doors.
- If any storms are predicted the weather will be monitored closely before opening for each show time.
- It is mandatory the tent be evacuated if winds reach 65mph. If wind speed reaches 40mph or any nearby weather advisories/alarms take place management will begin evacuation procedures.
- The tent is not to be used as a shelter from weather. In the event of a weather emergency evacuation, all customers will be notified immediately via voice amplifying

system that it is unsafe to stay under the tent and they must evacuate to the designated shelter.

- In the case that a weather emergency takes place and customers need to seek shelter they will be guided to the nearest building.
- After each crowd control manager reports to management their section of the tent has been evacuated, management will do a final walkthrough of the tent and the premises to confirm all customers have been evacuated to safety.
- After the storm, the tent must be inspected before resuming the event.

Certificate of Achievement

This is to certify that

Michael Carucci

has completed the course

Crowd Management Training

Crowd Manager Training 2024



SJ8wS1ojR0

Date Issued: May 20, 2024

Certificate is valid for two years from date issued.



FIRE MARSHAL
SUPPORT SERVICES, LLC

Certificate of Achievement

This is to certify that

Mayka Moser

has completed the course

Crowd Management Training

Crowd Manager Training 2024



FIRE MARSHAL
SUPPORT SERVICES, LLC

SOE8cCNFr

Date Issued: May 21, 2024

Certificate is valid for two years from date issued.

Certificate of Achievement

This is to certify that

Caesar Revolledo

has completed the course

Crowd Management Training

Crowd Manager Training 2024



ZxGGOfHFKr
Date Issued: May 21, 2024
Certificate is valid for two years from date issued.



FIRE MARSHAL
SUPPORT SERVICES, LLC

Certificate of Achievement

This is to certify that

Hector Frias

has completed the course

Crowd Management Training

Crowd Manager Training 2024



9WWellf8KZ

Date Issued: May 21, 2024
Certificate is valid for two years from date issued.

Certificate of Achievement

This is to certify that

Michelle Wiertalla

has completed the course

Crowd Management Training

Crowd Manager Training 2024



5PXwVA7kyG
Date Issued: May 21, 2024
Certificate is valid for two years from date issued.



FIRE MARSHAL
SUPPORT SERVICES, LLC

Certificate of Achievement

This is to certify that

James Moser

has completed the course

Crowd Management Training

Crowd Manager Training 2024



FIRE MARSHAL
SUPPORT SERVICES, LLC

ddbJBrfGaV

Date Issued: May 21, 2024
Certificate is valid for two years from date issued.

Certificate of Achievement

This is to certify that

Raul Robles

has completed the course

Crowd Management Training

Crowd Manager Training 2024



Ry1HpxKD6c

Date Issued: May 21, 2024

Certificate is valid for two years from date issued.

Certificate of Achievement

This is to certify that

Stephen Oakley

Has completed the course

Crowd Management Training

Crowd Manager Training 2024



NIWBh1UUnZ

Date Issued: May 21, 2024

Certificate is valid for two years from date issued.



FIRE MARSHAL
SUPPORT SERVICES, LLC

Certificate of Achievement

This is to certify that

Barrett Evans

Has completed the course

Crowd Management Training

Crowd Manager Training 2024



FIRE MARSHAL
SUPPORT SERVICES LLC

MbKrg3oFiy

Date Issued: May 21, 2024

Certificate is valid for two years from date issued.

Certificate of Achievement

This is to certify that

Marianna Licea

has completed the course

Crowd Management Training

Crowd Manager Training 2024



ZTApNuCL8E

Date Issued: May 21, 2024

Certificate is valid for two years from date issued.



FIRE MARSHAL
SUPPORT SERVICES LLC

From: [Mary Clark](#)
To: [Mary Worland](#)
Subject: FW: Circus Application Packet
Date: Thursday, July 11, 2024 9:34:51 AM
Attachments: [image002.png](#)
[image004.png](#)
[image001.png](#)
[image008.png](#)
[image006.png](#)

From: Gregg Ginebaugh <GGinebaugh@deltami.gov>
Sent: Thursday, July 11, 2024 9:32 AM
To: Mary Clark <mclark@deltami.gov>; Brian Reed <BReed@deltami.gov>; pdahlgren@eatoncounty.org; Peter Menser <pmenser@deltami.gov>; Matthew Leach <MLeach@deltami.gov>; Dennis Fedewa <DFedewa@deltami.gov>
Cc: Courtney Nicholls <CNicholls@deltami.gov>; John Kahler <JKahler@deltami.gov>; Michael Ruster <MRuster@deltami.gov>
Subject: RE: Circus Application Packet

Good morning,

Having dealt first-hand with this type of circus before, I have some questions/concerns that are not shown in any of the drawings:

1. The NE driveway is currently blocked off by the mall – will this be open?

2. Emergency Lights must be placed – none shown on drawing.
 - a. Suggesting on tent poles (unless incorporated with Exit signs).
3. Fire extinguishers shall be mounted/hung per code.
4. We will contact the NWS for incoming weather updates/emergency notifications.
 - a. Lightning within 30 minutes/30 miles
 - b. Wind conditions
5. Fire Department personnel will do walk-throughs daily.
6. Tent must be FM/UL rated – please provide certificate.
7. We will put together an IAP for this event.
8. I'm checking with ECCD on using the same RAVE code to alert event attendees in the event of an emergency.

g

Gregory S. Ginebaugh, BS PEM

Fire Chief/Emergency Manager
Delta Township Fire Department
811 N. Canal Rd.
Lansing MI 48917

Office: 517-816-8161
Cell: 616-340-2101



www.deltami.gov

From: Mary Clark <mclark@deltami.gov>
Sent: Friday, June 28, 2024 1:44 PM
To: Brian Reed <BReed@deltami.gov>; pdahlgren@eatoncounty.org; Gregg Ginebaugh <GGinebaugh@deltami.gov>; Peter Menser <pmenser@deltami.gov>; Matthew Leach <MLeach@deltami.gov>; Dennis Fedewa <DFedewa@deltami.gov>
Cc: Courtney Nicholls <CNicholls@deltami.gov>
Subject: Circus Application Packet
Importance: High

Garden Family Circus has applied to have a big top circus at the Lansing Mall on August 1, 2, 3, and 4, 2024.

They have paid the non-refundable application fee (\$500) and the \$200 per day fee for the 4 days (\$800)

Please have your review and response to me by July 10th.

Mary R Clark, MiPMC

Delta Township Clerk
Michigan Association of Municipal Clerks Board of Directors (MAMC) – Past President
2020 MAMC Township Clerk of the Year
Capitol Area Municipal Clerks (CAMC) – Past President
7710 West Saginaw
Lansing, MI 48917
517-323-8500



*"Do the best you can until you know better.
Then when you know better, do better."*
Maya Angelou

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

From: Peter Menser, Director of Community & Economic Development/Acting Planning Director

Date: July 11, 2024

Subject: Special Use Permit #PSL2024-0007 (Henry L. Green), construct 580 square foot accessory dwelling unit attached to primary dwelling at 5810 Cortina Trail (Parcel #040-080-600-050-00).

Henry L. Green has requested a special land use permit (SLUP) to construct a 580 square foot accessory dwelling unit (ADU) attached to the primary dwelling at 5810 Cortina Trail. The .310 acre subject parcel is zoned RB (Low Density Residential). The property is in the Verndale Lakes subdivision and located immediately south of the Seventh-day Adventist Church at 5801 W. Michigan Ave. A 2,943 square foot single family home was constructed on the site in 1993.

The Planning Commission held a public hearing and recommended approval of the SLUP at its meeting on July 8, 2024, citing the following reasons for its decision:

1. The Special Land Use standards set forth in Section 7.03 of the zoning ordinance have been met.
2. The specific use standards for accessory dwelling units in Section 8.02 of the zoning ordinance have been met.
3. The property is appropriately located in the RB zoning district, which allows for accessory dwelling units by approval of a special land use permit.

A staff memorandum outlining the SLUP request is attached for the Board's review, along with minutes from the Planning Commission meeting at which the request was discussed. Staff suggests the following motion for the Township Board to grant approval of the SLUP:

“I move that the Delta Township Board approve the Special Land Use Permit request from Henry L. Green to construct a 580 square foot accessory dwelling unit attached to the primary dwelling at 5810 Cortina Trail (Parcel #040-080-600-050-00) as described in Case No. PSL2024-0007, subject to the following conditions of approval:

With the following Conditions of Approval:

1. Approval is granted in accordance with the statements and materials provided by the applicant.
2. Approval is granted in accordance with the plot plan provided by the applicant and floor plan and elevations prepared by Gibbs Design Group dated March 22, 2024.

 Additional conditions on Pg 2

7710 West Saginaw Highway • Lansing, Michigan 48917-9712

Phone: (517) 323-8500 • Fax: (517) 323-8599

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[Return to Agenda](#)

3. Prior to a certificate of occupancy, the applicant shall add a restriction to the deed for the property reflecting the restrictions of the ADU as identified in Section 8.02(b) of the zoning ordinance to inform future owners. The language of the deed restriction is subject to final approval by the Zoning Administrator.
4. Any expansion of the ADU shall require approval of an amendment to the SLUP.
5. The accessory dwelling unit shall be occupied by not more than three (3) persons or by the number of persons permitted under the building code, whichever is fewer.
6. The accessory dwelling unit shall only be occupied by those persons related to the owners/occupants of the principal residence by blood, marriage, adoption, or guardianship.
7. 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 this permit by the Delta Township Board.

Supervisor Kenneth R. Fletcher
Clerk Mary R. Clark
Treasurer Dennis R. Fedewa
Manager Brian T. Reed

Planning Department



Trustee Elizabeth S. Bowen
Trustee Fonda J. Brewer
Trustee Andrea M. Cascarilla
Trustee Karen J. Mojica

(517) 323-8560

To: Delta Township Planning Commission
From: Peter Menser, Director of Community & Economic Development/Acting Planning Director
Date: July 1, 2024
Subject: Special Use Permit #PSL2024-0007 (Henry L. Green), construct 580 square foot accessory dwelling unit attached to primary dwelling at 5810 Cortina Trail (Parcel #040-080-600-050-00).

Henry L. Green has requested a special land use permit (SLUP) to construct a 580 square foot accessory dwelling unit (ADU) attached to the primary dwelling at 5810 Cortina Trail. The .310 acre subject parcel is zoned RB (Low Density Residential). The property is in the Verndale Lakes subdivision and located immediately south of the Seventh-day Adventist Church at 5801 W. Michigan Ave. A 2,943 square foot single family home was constructed on the site in 1993.

Accessory dwelling units are allowed in the RB, RA, RC, AG1, and AG2 zoning districts by approval of a SLUP. The zoning ordinance defines an ADU as a dwelling unit attached to a principal dwelling unit which provides complete independent living facilities for one or more persons and includes permanent provisions for living, sleeping, eating, cooking, and sanitation. Detached ADUs, such as a converted accessory building not attached to the principal dwelling, are not permitted. The ADU proposed by the applicant is an approximate 20' by 24' addition to the west side of the primary dwelling that will include a living area, bathroom, and kitchen. It is connected to the principal dwelling by means of an enclosed breezeway. The ADU addition is designed with gable end roof that fronts on Cortina Trail, a feature that helps it blend into the existing home, making it mostly unrecognizable as a second dwelling.

The zoning ordinance, in Section 8.02(a) provides five statements in establishing the intent of the ADU regulations, which are as follows:

1. Provide older homeowners with an opportunity to stay more comfortably in homes and neighborhoods they might otherwise be forced to leave.
2. Add moderately-priced rental units to the housing stock to meet the needs of smaller households and make housing units available to moderate income households.
3. Develop housing units in single-family neighborhoods that are appropriate for households at a variety of stages in their life cycle.
4. Provide housing units for persons with disabilities.
5. Protect stability, property values, and the residential character of a neighborhood.

The nine general special use permit criteria listed in Section 7.03 of the zoning ordinance and specific standards for accessory dwelling units found in Section 8.02 should be used for consideration of the request. For a SLUP, the Planning Commission holds the public hearing and makes a recommendation on the request and then the Township Board will take final action at a subsequent meeting.

The following provides a summary of the proposal's consistency with the special use permit criteria and ordinance standards for an accessory dwelling unit.

SLUP Standards of Approval (Section 7.03)

1. *Compatibility with the Comprehensive Plan. The proposed Special Land Use shall be compatible and in accordance with the goals, objectives and policies of the Delta Charter Township Comprehensive Plan and any associated sub-area and corridor plans.*

Staff comment: The proposed project aligns with the overall housing goal stated in the Comprehensive Plan to provide for residential development that will address the needs of all segments of the population while preserving existing neighborhoods and providing adequate room for growth. The project also aligns with the specific housing objective from the Plan to provide regulations permitting a range of housing types accommodating various income and age groups.

2. *Compatibility with Adjacent Uses. The proposed Special Land Use shall be constructed, operated and maintained so as to be compatible with the existing or intended character of the general vicinity and so as not to change the essential character of the area in which it is proposed. A Special Land Use shall be designed and constructed so as to not create a significant detrimental impact, as compared to the impacts of permitted uses.*

Staff comment: The subject property is located in the Verndale Lakes subdivision, a neighborhood of clustered single family dwellings, and shares a property line with the Seventh-day Adventist Church site to the north. The project is designed to blend into the principal dwelling and should not impact the overall character of the neighborhood.

3. *Impact on Public Services. The proposed Special Land Use shall be served adequately by essential public facilities and services, such as highways, streets, police and fire protection, drainage, water and sewage facilities. Such services shall be provided and accommodated without an unreasonable public burden.*

Staff comment: The ADU addition will utilize the same facilities and services as the existing home on the site and will not place an unreasonable burden on those systems.

4. *Impact on the Overall Environment. The proposed Special Land Use shall not involve uses, activities, processes, materials and equipment, or conditions of operation that will be detrimental to the natural environment, public health, safety, or welfare by reason of excessive production of traffic, noise, smoke, odors, or other such nuisance in comparison to the impacts associated with typical permitted uses.*

Staff comment: The proposed ADU will not negatively impact the natural environment, public health, safety, or welfare.

5. *Traffic Impact. The proposed Special Land Use shall be located and designed in a manner which will minimize the impact of traffic, taking into consideration: pedestrian access and safety; vehicle trip generation (i.e. volumes); types of traffic, access location and design, circulation and parking design; street and bridge capacity; and traffic operations at nearby intersections and access points. Efforts shall be made to ensure that multiple transportation modes are safely and effectively accommodated in an effort to provide alternate modes of access and alleviate vehicular traffic congestion. The applicant shall comply with the Township's Complete Street Ordinance.*

Staff comment: No significant traffic impacts are anticipated.

6. *Operational Characteristics. The nature and character of the activities, processes, materials, equipment, or conditions of operation, either specifically or typically associated with the use shall be reviewed.*

Staff comment: The project is a single family dwelling and is expected to operate as such.

7. *Outdoor Operations. Measures shall be taken to ensure that outdoor activity, storage, and work areas will be compatible with adjacent land uses.*

Staff comment: Any outdoor activities will be similar to those occurring at surrounding properties.

8. *Compliance with Zoning Ordinance Standards. The proposed Special Land Use shall be designed, constructed, operated, and maintained to meet the stated intent of the zoning district and shall comply with all applicable ordinance standards.*

Staff comment: The proposed project meets the stated intent of the RB zoning district, which is to provide for low density residential development consisting primarily of single-family detached dwellings.

9. *Special Land Use Approval Specific Requirements. The general standards and requirements of this Section are basic to all uses authorized by Special Land Use approval. The specific and detailed requirements relating to particular uses and area requirements must also be satisfied for those uses.*

Staff comment: The proposed project meets the nine general special use permit criteria listed in Section 7.03 of the zoning ordinance and the specific standards for accessory dwelling units found in Section 8.02(a).

ADU Standards of Approval (Section 8.02.B)

1. *The units shall be a separate housekeeping unit and shall not exceed fifty percent (50%) of the floor area of the principal residence.*

Staff comment: The proposed ADU will be connected to the primary dwelling via a breezeway that serves as a separation from the rest of the home. At 580 square feet in size, the proposed ADU is approximately 20% of the total floor area of the primary dwelling.

2. *Only one (1) accessory dwelling unit shall be permitted on each lot or parcel.*

Staff comment: One ADU is proposed on the subject property and depicted on the submitted site plan.

3. *The owners of the principal residence shall continue to occupy the principal residence.*

Staff comment: The owner has indicated to staff that his family will continue to occupy the principal residence. Staff are not aware of any pending sale of the property.

4. *The accessory dwelling unit shall be occupied by not more than three (3) persons. These persons must be related to the owners/occupants of the principal residence by blood, marriage, adoption, or guardianship.*

The SLUP application indicates that one person, a related mother-in-law, will occupy the ADU.

5. *All setback and lot coverage requirements of the district shall be met.*

The following table illustrates the required setbacks for the RB zoning district:

RB zoning standard	Required	Proposed
Front yard setback	30 feet	31+ feet
Side yard setback	8 feet	15+ feet
Rear yard setback	30 feet	30+ feet
Maximum lot coverage	30%	26%

6. *A minimum of one (1) additional off-street parking space shall be provided for the accessory dwelling unit.*

One off-street parking space is provided on the property for the ADU.

Planning Commission Options

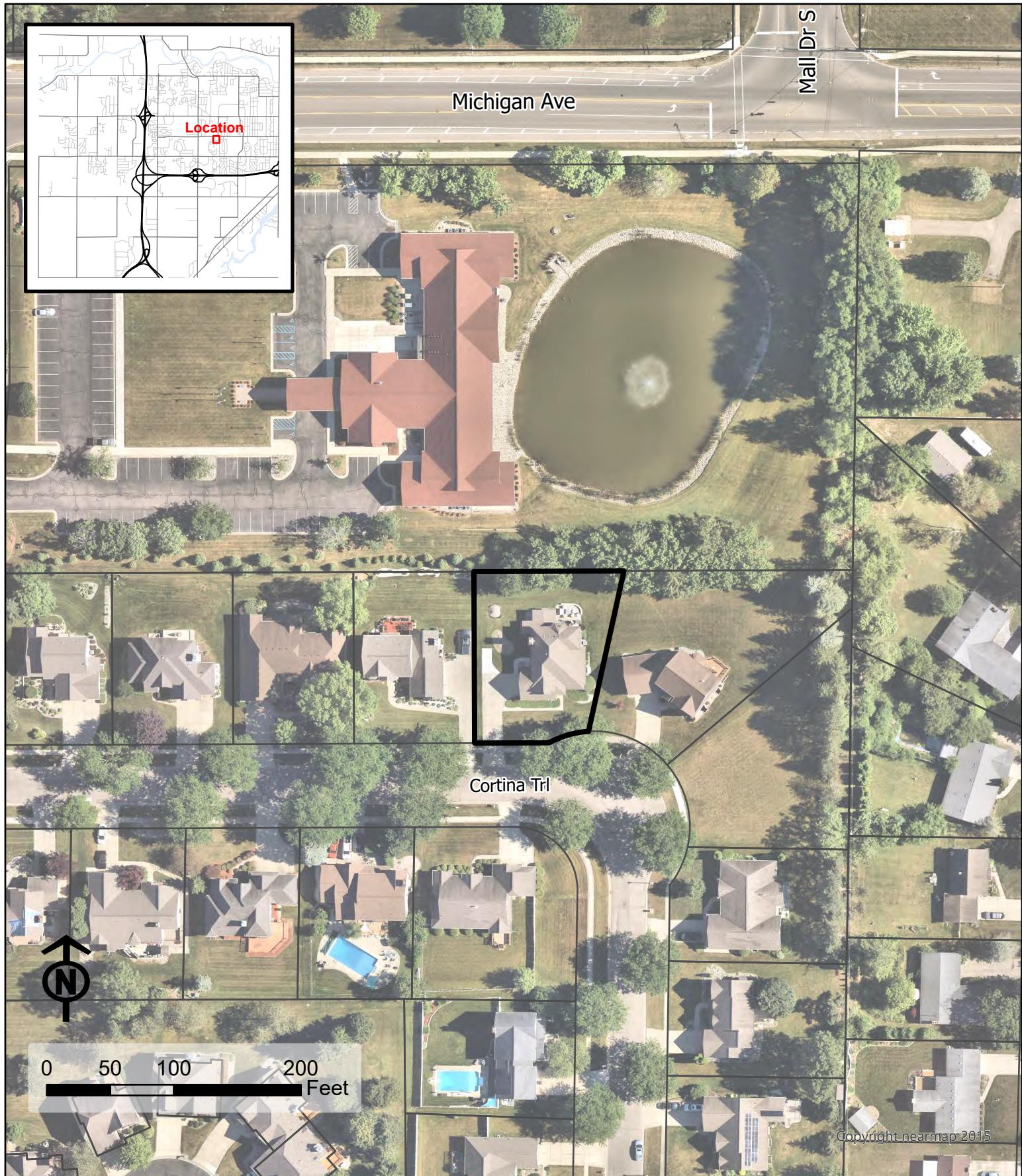
The Planning Commission may recommend approval, approval with conditions, or denial of the SLUP. Staff suggests the following motion to grant approval of the SLUP with conditions:

"I move that the Planning Commission recommend to the Delta Township Board of Trustees approval of the Special Land Use Permit request from Henry L. Green to construct a 580 square foot accessory dwelling unit attached to the primary dwelling at 5810 Cortina Trail (Parcel #040-080-600-050-00) as described in Case No. PSL2024-0007 for the following reasons:

1. The Special Land Use standards set forth in Section 7.03 of the zoning ordinance have been met.
2. The specific use standards for accessory dwelling units in Section 8.02 of the zoning ordinance have been met.
3. The property is appropriately located in the RB zoning district, which allows for accessory dwelling units by approval of a special land use permit.

With the following Conditions of Approval:

1. Approval is granted in accordance with the statements and materials provided by the applicant.
2. Approval is granted in accordance with the plot plan provided by the applicant and floor plan and elevations prepared by Gibbs Design Group dated March 22, 2024.
3. Prior to a certificate of occupancy, the applicant shall add a restriction to the deed for the property reflecting the restrictions of the ADU as identified in Section 8.02(b) of the zoning ordinance to inform future owners. The language of the deed restriction is subject to final approval by the Zoning Administrator.
4. Any expansion of the ADU shall require approval of an amendment to the SLUP.
5. The accessory dwelling unit shall be occupied by not more than three (3) persons or by the number of persons permitted under the building code, whichever is fewer.
6. The accessory dwelling unit shall only be occupied by those persons related to the owners/occupants of the principal residence by blood, marriage, adoption, or guardianship.
7. 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 this permit by the Delta Township Board.



Delta Charter Township
7710 W. Saginaw Highway
Lansing, MI 48917
517.323.8500



**5810 Cortina Trail
Location Map**

**Planning Department**7710 W Saginaw Hwy, Lansing, MI 48917 - www.deltami.gov - 517.323.8560 - planning@deltami.gov

Property/Site Information			
Parcel ID	040-080-600-050-00		
Site Address (if applicable) (Street/City/State/ZIP)	5810 Cortina Trail, Lansing, MI 48917		
Current Use(s)	Residential	Proposed Use(s)	Residential
Briefly Describe Project	construct addition - mother in law suite		
• Please include 5 paper copies and 1 digital copy (PDF format) of site plan			
• Site plan must meet all criteria enumerated in Section 6.02 A.2			
Applicant Information			
Company Name			
Primary Contact Name	Henry L. Green		
Address (Street/City/State/ZIP)	5810 Cortina Trail, Lansing, MI 48917		
Primary Phone	517/230-5937	Alternate Phone	517/886-3795
Email	greenhawj@comcast.net		
Legal Interest	<input checked="" type="radio"/> Own <input type="radio"/> Lease <input type="radio"/> Offer to Purchase (copy attached) <input checked="" type="radio"/> Contractor/Architect/Attorney/etc (specify): _____		
	Do other persons, firms, corporations, or other legal entities have a legal interest in the property? <input type="radio"/> Yes (list on separate sheet) <input checked="" type="radio"/> No		
Owner Information (if different than applicant)			
Owner Name	Henry L. and Angela M. Green		
Company Name (if applicable)			
Address (Street/City/State/ZIP)	5810 Cortina Trail, Lansing, MI 48917		
Primary Phone	517/230-5937	Alternate Phone	517/886-3795
Primary Contact Email	greenhawj@comcast.net		
Owner's Signature (if not applicant)			
Applicant's Signature			
Date			

Please indicate whether you grant permission for Township Staff or elected/appointed officials to visit the property.

 Yes No

DELTA TOWNSHIP REZONING & SPECIAL LAND USE PERMIT APPLICATION & REVIEW PROCESS **GENERAL INFORMATION**

I. Application Fees

--- Rezoning Application	\$ 800
--- Special Land Use Permit (SLUP) Application	\$ 800
--- Combination Rezoning & SLUP Application	\$1,300
--- Extension of Existing SLUP	\$ 200
--- Home Occupation and Group Day Care SLUP=s	\$ 125

The application fees cover the cost of advertising the rezoning or special land use permit, mailing notices to property owners and/or occupants of properties within 300 feet of the applicant's property, and holding a public hearing. These public notification procedures are required by State of Michigan law. Delta Township normally advertises public notices in the Grand Ledge Independent and Delta Waverly News Herald newspapers.

II. Meeting Dates

The Delta Township Board normally meets on the first and third Mondays of each month at 6:00 p.m. in Public Meeting Room A of the Delta Township Administration Building.

The Delta Township Planning Commission normally meets on the second and fourth Mondays of each month at 7:00 p.m. in Public Meeting Room A of the Delta Township Administration Building.

III. Processing Period

Rezoning and special land use permit applications usually take from 60 to 90 days to process. Applications should be submitted at least 30 days prior to the meeting at which the Planning Commission first considers the application.

IV. Application Procedures

Whenever an application is filed to rezone property or obtain a special land use permit, the following steps are followed in processing the application. In many cases, an application for a rezoning and special land use permit for the same property may be processed simultaneously.

- (1) An application for a rezoning or special land use permit is submitted to the Planning Department along with the required fee. The application must be signed by the owner(s) of the property for which the application has been submitted. Applications for special land use permits must also be accompanied by a detailed digital version (pdf) of the site plan drawing, along with 5 paper copies, complying with the requirements of Section 6.02 A. 2. of the 2017 Delta Township Zoning Ordinance.
- (2) If the application is for a rezoning, the Delta Township Board formally introduces and accepts the application, and refers the case to the Planning Commission for a public hearing.
- (3) The Planning Commission sets a date for a public hearing on the rezoning or special land use permit request.
- (4) Notice of the public hearing is advertised in local newspapers.
- (5) Written notices of the public hearing are mailed to all property owners and/or occupants within 300 feet of the subject property. This mailing list derived from the most recent Township tax roll.

5810 Cortina Trail

Dimensional Requirements (Table 4.10-C.1)

Lot Area (12,000 sf Min) - 13,509sf

Lot Frontage (80 ft Min) - 95'

Lot Coverage (30% max) - 26%

Existing 2943 sf

Proposed Addition 580 sf

Total floor area 3523 sf

Minimum Required Yard

Front (30 ft) - 31' ±

Side (8 ft) – West 15'± East 11'±

Rear (30 ft) – 40'±

Max Building Height (40 ft) ≤40'

Minimum Floor Area 2 story (700 sf at grade) – 1993 sf

Minimum Residential Density – Existing Residential Structure

Standards for Approval (8.02)

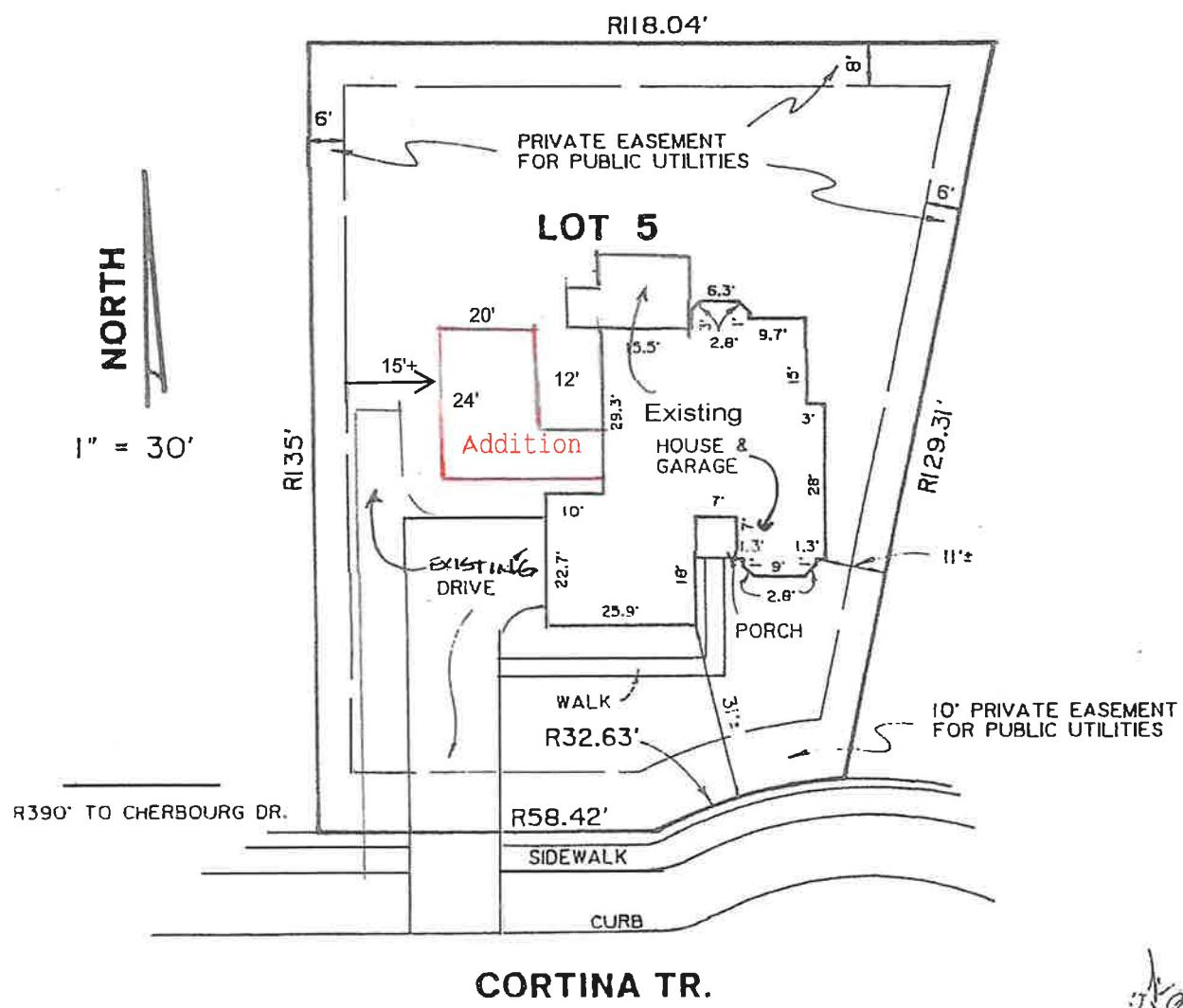
1. ADU is 12% of total existing building floor area
2. Only 1 ADU is proposed for this property
3. Henry and Angela Green are the sole owners of this residence
4. 1 person will occupy the ADU and is related to the owners
5. As noted above the ADU is within the setback and lot coverage requirements
6. 1 off-street parking space is provided for the ADU

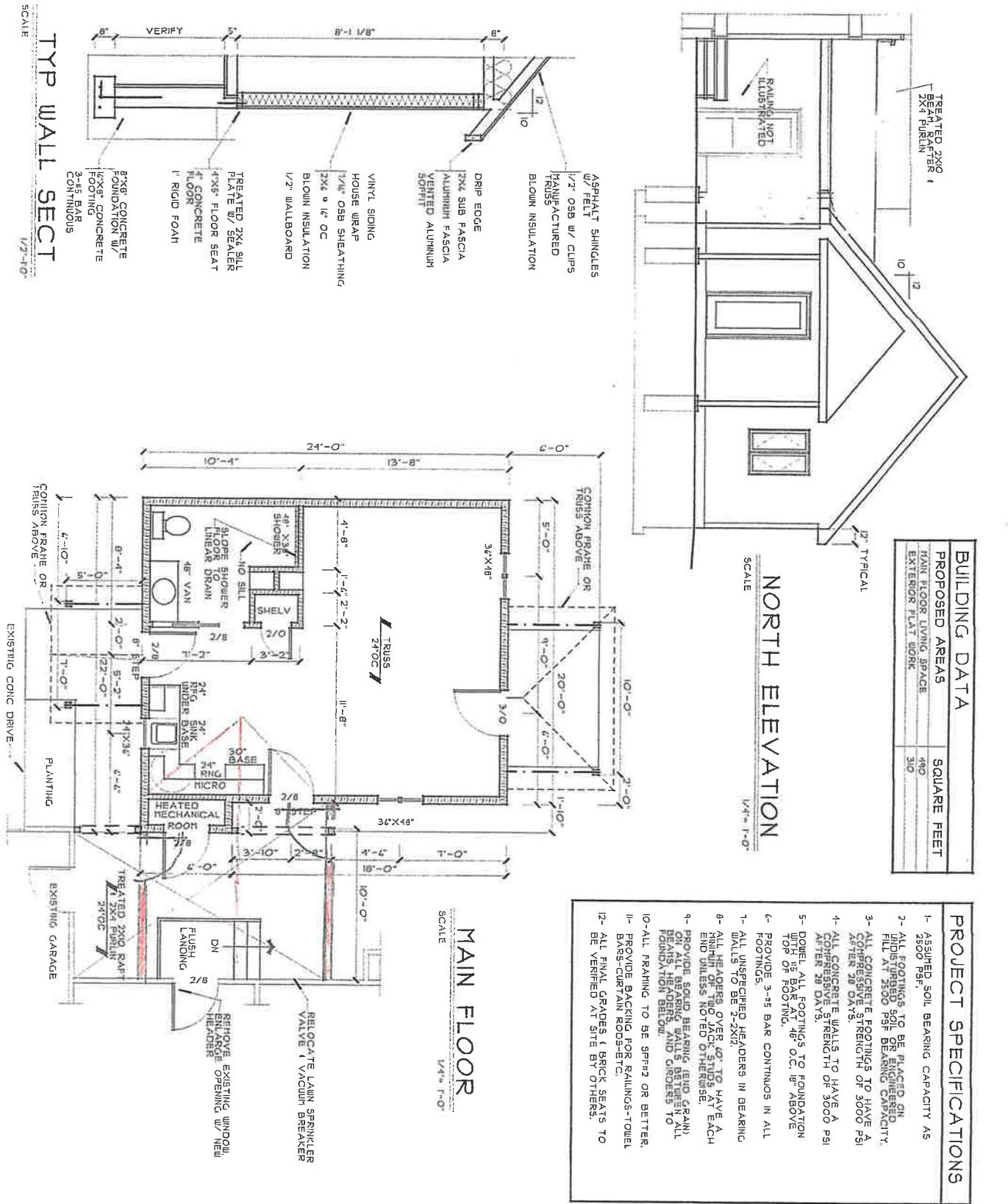
PLOT PLAN

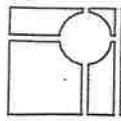
FOR:
Schertzing Builders

LEGAL DESCRIPTION (as provided): Lot 5, Verndale Lakes, a part of the East 1/2 of the Southwest 1/4 of Section 14, T4N, R3W, Delta Township, Eaton County, Michigan.

note: This plan was made at the direction of the parties named hereon and is intended solely for their immediate use and no survey has been made and no property lines were monumented, unless otherwise specifically noted, and no dimensions are intended for use in establishing property lines.







GIBBS

DESIGN
GROUP

2527 ARROWHEAD

CHEMOS, MI 49004

517-471-0310

FAX: 517-471-0310

www.gibbsdg.com

REVISION DATE

Q DESCRIPTION

2014
THIS SHEET IS
A RESIDENTIAL
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TO THE
INFORMATION
ON THE
CROSS SECTION
DRAWING. THIS
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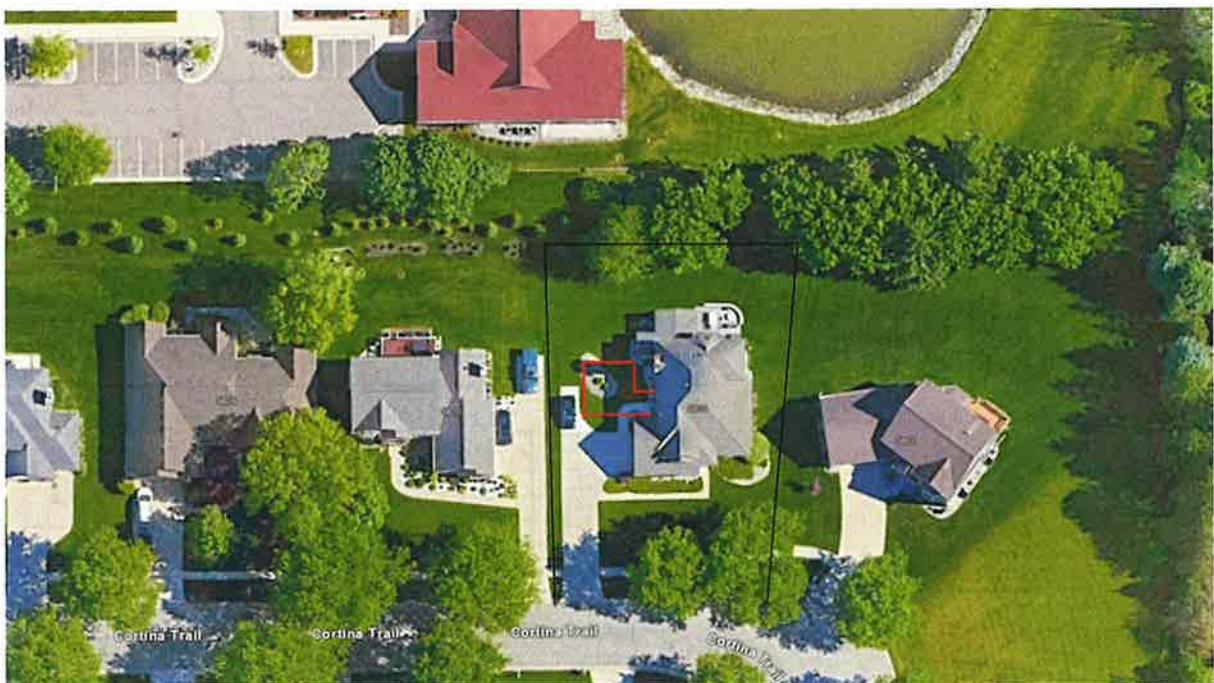
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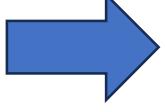


— Property Line

— Addition



IX. PUBLIC HEARINGS



- **Case No. PSL24-07:** 5810 Cortina Trail, Henry L. Green; Special Land Use Permit request to construct a 580 square foot accessory dwelling unit attached to the primary dwelling.

Mr. Menser reviewed the staff report and standards for SLUP approval. He informed the Planning Commission an updated recommended motion has been provided for this request that amends one of the conditions of approval to align with a final certificate of occupancy for the building addition.

He stated the current resident, Mr. Green, intends to stay in the residence long-term and at this time wishes to construct the ADU to house his mother-in-law.

MOTION BY MCCONNELL SECONDED BY HUNT-PROCTOR TO OPEN THE PUBLIC HEARING.

VOICE VOTE: CARRIED 6-0

Henry L. Green, 5810 Cortina Trail, spoke about and described the need for his request.

The Planning Commission commended Mr. Greene for taking care of his family member.

MOTION BY SCHWEITZER SECONDED BY MCCONNELL TO CLOSE THE PUBLIC HEARING

VOICE VOTE: CARRIED 6-0

MOTION BY WEINFELD SECONDED BY MCCONNELL,

"I move that the Planning Commission recommend to the Delta Township Board of Trustees approval of the Special Land Use Permit request from Henry L. Green to construct a 580 square foot accessory dwelling unit attached to the primary dwelling at 5810 Cortina Trail (Parcel #040-080-600-050-00) as described in Case No. PSL2024-0007 for the following reasons:

1. The Special Land Use standards set forth in Section 7.03 of the zoning ordinance have been met.
2. The specific use standards for accessory dwelling units in Section 8.02 of the zoning ordinance have been met.
3. The property is appropriately located in the RB zoning district, which allows for accessory dwelling units by approval of a special land use permit.

With the following Conditions of Approval:

**CHARTER TOWNSHIP OF DELTA
PLANNING COMMISSION MINUTES: JULY 8, 2024
Page 3**

1. Approval is granted in accordance with the statements and materials provided by the applicant.
2. Approval is granted in accordance with the plot plan provided by the applicant and floor plan and elevations prepared by Gibbs Design Group dated March 22, 2024.
3. Prior to a certificate of occupancy, the applicant shall add a restriction to the deed for the property reflecting the restrictions of the ADU as identified in Section 8.02(b) of the zoning ordinance to inform future owners. The language of the deed restriction is subject to final approval by the Zoning Administrator.
4. Any expansion of the ADU shall require approval of an amendment to the SLUP.
5. The accessory dwelling unit shall be occupied by not more than three (3) persons or by the number of persons permitted under the building code, whichever is fewer.
6. The accessory dwelling unit shall only be occupied by those persons related to the owners/occupants of the principal residence by blood, marriage, adoption, or guardianship.
7. 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 this permit by the Delta Township Board.

ROLL CALL VOTE: CARRIED 6-0.

- Case No. PSL24-06: 3725 S Canal Road, Lansing Board of Water & Light; Special Land Use Permit amendment request for a Major Essential Service, to construct a Battery Energy Storage System (BESS) at the Delta Energy Park.

Mr. Waligora introduced the request and reviewed the staff report, noting that this is part 2 of a 3-part SLUP Amendment, where the last phase is a solar panel installation.

MOTION BY WEINFELD SECONDED BY HUNT-PROCTOR TO OPEN THE PUBLIC HEARING

VOICE VOTE: CARRIED 6-0

Will Curry, Director of Development, Convergent Energy and Power, 25615 York Rd, Royal Oak, MI; Spoke on behalf of LBWL and explained the contract for the BESS project is for 20 years. He stated Convergent builds, owns, and maintains the infrastructure and that LBWL leases it from them.

Mr. Weinfeld inquired about fencing and site security. Mr. Curry stated there will be barbed wire around the BESS area. Mr. Curry stated the batteries are kept in waterproof cabinets.

Supervisor Kenneth R. Fletcher
Clerk Mary R. Clark
Treasurer Dennis R. Fedewa
Manager Brian T. Reed

Planning Department



Trustee Elizabeth S. Bowen
Trustee Fonda J. Brewer
Trustee Andrea M. Cascarilla
Trustee Karen J. Mojica

(517) 323-8560

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

From: Peter Menser, Director of Community & Economic Development/Acting Planning Director

Date: July 12, 2024

Subject: Amendment to Special Land Use Permit - 3725 S. Canal (Lansing Board of Water & Light)

An application has been submitted to amend the existing special land use permit (SLUP) for a Major Essential Service to install a battery energy storage system (BESS) at the Delta Energy Park located at 3725 S. Canal Road. The BESS system is designed to store excess energy created to utilize back into the grid during peak needs. This project is the 2nd SLUP amendment in the past year; a SLUP was issued for the construction of three new buildings featuring reciprocating internal combustion engines (RICE) and a third amendment for the installation of a solar array is expected to be submitted in the future.

The Planning Commission held a public hearing and recommended approval of the SLUP amendment at its meeting on July 8, 2024, citing the following reasons for its decision:

1. The Special Land Use standards in Section 7.03 of the Delta Township Zoning Ordinance have been met.
2. The specific use standards for Major Essential Service in Section 8.24 have been met.

A staff memorandum outlining the SLUP amendment request is attached for the Board's review, along with minutes from the Planning Commission meeting at which the SLUP was discussed. Staff suggests the following motion for the Township Board to grant approval of the SLUP with conditions:

"I move that the Delta Township Board approve the Special Land Use Permit amendment request from the Lansing Board of Water and Light to install a battery energy storage system at the Delta Energy Park located at 3725 S. Canal Road, subject to the following conditions of approval:

1. Approval is granted in accordance with the submitted Tetra Tech Preliminary Site Layout, dated May 21, 2024.
2. 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 this permit by the Delta Township Board.
3. Special Land Use Permit approval is subject to the applicant granting the Township an easement for a public shared-use pathway.
4. The applicant shall receive final site plan approval prior to establishing the use allowed by the special land use permit.

Planning Commission

Delta Energy Park - Major Essential Service SLUP Amendment: Phase 2 – Battery Energy Storage System (BESS)

Meeting Date:

July 8, 2024

Report Date:

June 25, 2024

Case No: PSL24-06

Applicant:

Patti McCall, Tetra Tech,
1136 Oak Valley Dr, Suite 100
Ann Arbor, MI 48108

Location:

3725 S Canal Road

Parcel Number:

040-034-300-013-00

Current Zoning District

I-Industrial

Proposed Request

SLUP: Major Essential
Service Amendment

Report Prepared By:

David Waligora, Assistant
Planning Director



Request Summary

A SLUP amendment for a 43-megawatt Battery Energy Storage System (BESS) to capture energy generated by a future Solar Energy System and/or from the Reciprocating Internal Combustion Engine (RICE) plant.



Related Documents

- SLUP Application
- SLUP Narrative
- Location Map
- BESS pamphlet

Overview:

The applicant is before the Planning Commission on behalf of the Lansing Board of Water & Light for the second phase of a three-phase round of SLUP amendments. The first phase was the RICE plant, which received SLUP approval on March 4 and is presently going through the site plan review process. The third phase will be a solar array to the north of the proposed BESS installation.

The proposed BESS are essentially just large rechargeable batteries. The applicant has provided some information from the manufacturer regarding the “Fluence Gridstack” BESS, which is what they are proposing to install.

The narrative states the installation area will be enclosed with a fence.



Standards of Review

Section 7.03 General Review Standards for all Special Land Uses

1. The proposed Special Land Use shall be compatible and in accordance with the goals, objectives and policies of the Delta Charter Township Comprehensive Plan and any associated sub-area and corridor plans.

The subject property, 3725 S Canal Rd, is in the I-Industrial Zoning district and is designated for Industrial development in the 2013 Future Land Use Plan. The current request is an expansion of an existing Major Essential Service and is consistent with the Township Zoning Ordinance and Master Plan so long as the Planning Commission determines the request is consistent with the Special land Use standards of Sections 7.03 & 8.24 of the Zoning Ordinance.

2. Be constructed, operated, and maintained to be compatible with the existing or intended character of the general vicinity and so as not to change the essential character of the area in which it is proposed. A Special Land Use shall be designed and constructed to not create a significant detrimental impact, as compared to the impacts of permitted uses.

The subject property is in a 283-acre Industrial tract. The requested expansion is proposed to be centrally located within the parcel and is not anticipated to create any adverse impacts to surrounding properties.

3. Be served adequately by essential public facilities and services, such as highways, streets, police and fire protection, drainage structures, water, and sewage facilities. Such services shall be provided and accommodated without an unreasonable public burden.

The current facility is located along a Primary Arterial Road and is adequately served by Township utilities. A full review of utility plans will not be conducted until site plan review, the proposed facility appears to meet this requirement.

4. Not involve uses, activities, processes, materials and equipment or condition of operation that will be detrimental to the natural environment, public health, safety or welfare by reason of excessive production of traffic, noise, smoke, odors, or other such nuisance in comparison to the impacts associated with typical permitted uses.

The proposed expansion is not anticipated to increase the existing operation's impact on the natural environment, public health, safety or welfare by reason of excessive production of traffic, noise, smoke, odors, or other such nuisances.

5. The proposed Special Land Use shall be located and designed in a manner which will minimize the impact of traffic, taking into consideration: pedestrian access and safety; vehicle trip generation (i.e. volumes); types of traffic, access location and design, circulation and parking design; street and bridge capacity; and traffic operations at nearby intersections and access points. Efforts shall be made to ensure that multiple transportation modes are safely and effectively accommodated to provide alternate modes of access and alleviate vehicular traffic congestion. The applicant shall comply with the Township's Complete Street Ordinance.

The proposed expansion to Delta Energy Park is not anticipated to significantly increase the current operation's impact on the vehicular traffic to the site, once constructed. A nonmotorized pathway easement is an ongoing condition from March of 2019 for the natural gas plant.

6. The nature and character of the activities, processes, materials, equipment, or conditions of operation, either specifically or typically associated with the use shall be reviewed.

Onsite energy storage is consistent with the historical use of the property as a power plant. This project is part of BWL's commitment to green and or renewable energy for its customers.

7. Measures shall be taken to ensure that outdoor activity, storage, and work areas will be compatible with adjacent land uses.

The BESS infrastructure will be installed outside and surrounded by chain link fencing. Staff sees no compatibility concerns with adjacent land uses.

8. The proposed Special Land Use shall be designed, constructed, operated, and maintained to meet the stated intent of the zoning district and shall comply with all applicable ordinance standards.

The proposed project will meet the intent of the zoning district and with all applicable ordinance standards.

9. The general standards and requirements of this Section are basic to all uses authorized by Special Land Use approval. The specific and detailed requirements relating to uses and area requirements must also be satisfied for those uses.

The specific standards for Major Essential Services are found in Section 8.24 of the zoning ordinance and are reviewed below.

Section 8.24 Major Essential Services

1. Major essential service installations shall be exempt from compliance with the minimum setback, height, lot area, and lot coverage standards for the zoning district in which they are located; however, no portion of any building or structure servicing a major essential service installation shall be located within twenty (20) feet of a property line.

Staff estimates the setback of the BESS equipment to be approximately ±730 feet from the western property line.

2. The Zoning Administrator may require screening of above ground equipment and structures for major essential service installations.

The BESS will not require additional screening, given its internal location on the property and the character of the surrounding industrial section.

3. Landscaping shall be required for major essential service installations by the Zoning Administrator.

Section 8.24(C) of the Delta Township Zoning Ordinance grants the Zoning Administrator the discretion to determine the appropriate amount of landscaping for Major Essential Services. The applicant proposed a brick during the Special Land Use Amendment for the RICE buildings.

At that time, the Zoning Administrator used their discretion under the standards of Section 8.24 (C) to recommend no further landscaping be required of the applicant. Staff recommends requiring the brick wall as a stipulation of approval for the BESS equipment to be compatible with earlier approvals.

Staff Recommendation

The following motion is offered if the Planning Commission is inclined to recommend approval for the Major Essential Service Special Land Use Permit for the Lansing Board of Water and Light:

"I move that the Planning Commission recommend to the Delta Township Board of Trustees, approval of the Special Land Use Permit for a Major Essential Service as requested by the Lansing Board of Water and Light as described in Case No. PSL24-06 for the following reasons:

1. The specific use standards for Major Essential Services in Section 8.24 have been met.
2. The Special Land Use standards set forth in Section 7.03 of the Delta Township Zoning Ordinance have been met.

With the following Conditions of Approval:

1. Approval is granted in accordance with the submitted Tetra Tech Preliminary Site Layout, dated 5/21/24.
2. 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 this permit by the Delta Township Board.

3. The applicant shall construct the brick wall as was previously proposed during the previous SLUP Amendment for the RICE buildings.
4. Special Land Use Permit approval is subject to the applicant granting the Township an easement for the agreed upon location of a public shared-use pathway.

Delta Township Special Land Use Permit Application
3725 S. Canal Road, Lansing, MI 48917
Battery Energy Storage System

Attachment A: Additional Information

The proposed project is a 43-megawatt Battery Energy Storage System (BESS), which will consist of battery storage containers on concrete pads, transformers, converters, an access road, and a chain link fence. The BESS will store energy from the Solar Energy Systems (SES) proposed on other portions of the Lansing Board of Water and Light (LBWL) property and potentially energy from other sources on the site, such as the reciprocating internal combustion engine (RICE) plant. The proposed SES is not a part of this project, and the RICE plant SLUP application was submitted separately.

Municipal water is supplied by the LBWL to Delta Township. Municipal water is supplied to the potable water system and service water system on the site from S. Canal Rd. Delta Township provides sanitary sewer service. There is also an existing sanitary sewer in the southeast corner of the proposed BESS site. An existing storm sewer lies along the eastern edge of the BESS site and there are several underground electric lines and a fiber optic line on the site. The BESS project is not anticipated to impact existing sites. The project is within the jurisdiction of Delta Township and must adhere to all local building codes and the requirements of the authority.

The BESS site consists primarily of existing gravel. Desktop review of the National Wetlands Inventory (NWI), National Hydrography Dataset (NHD), and Federal Emergency Management Agency (FEMA) did not identify wetlands, streams, or 100-year floodplains within the BESS site, and a site visit by a wetland biologist corroborated this data. Tetra Tech's biologist also verified that habitat for state and federally listed threatened and endangered species is not present on the BESS site. The proposed project is anticipated to have a positive effect on the environment because it is part of LBWL's goal to build over 650 megawatts of clean energy. The BESS will support proposed SES on the property as well as the RICE gas plant. A similar use operated by the Applicant, Convergent Energy + Power, is a BESS project that was developed at Ford's Essex Engine Plant in Windsor, Ontario.

Access to the site will be from S Canal Road, which is the existing main ingress and egress for the LBWL property. Traffic volumes and patterns are not expected to change with the development of the BESS. During construction, traffic will not generate over 1,000 trips in an average day; therefore, a traffic impact study will not be required. While we do not yet have estimates for the exact logistics, major equipment deliveries are scheduled to take place over a two-month period. This will generate the most traffic. We can expect a construction crew between 10 and 30, reducing significantly to remotely accessed during normal business hours with occasional site visits by an operator as needed.



P:\Projects\Tetra Tech CES\Convergent\LBW\LGIS\MXD\Figure 1_Site Map_REV.mxd

Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community

Notes:

1. BESS location is approximate.

0 300 600 Feet 



ORIGINAL BY: ADR

DATE: 6/11/2024

CHECKED BY: PJM

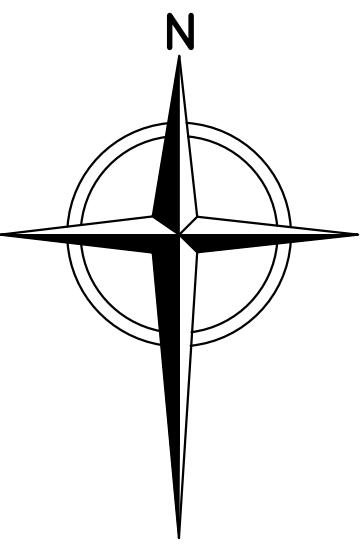
DATE: 6/11/2024

3725 S. CANAL ROAD
EATON COUNTY, MICHIGAN

SITE MAP

FIGURE

1



1 2 3 4 5 6

CONVERGENT

TETRA TECH ENGINEERING CORPORATION,
P.C. CERT #08815
3136 SOUTH WINTON ROAD, SUITE 303
ROCHESTER, NY 14623

STAMP:

4.3 MW/172 MHW BATTERY ENERGY STORAGE

3725 S CANAL ROAD
LANSING, MI 48917PROJECT NUMBER:
117-309831-24006SHEET TITLE:
PRELIMINARY
SITE LAYOUTSHEET SIZE:
ARCH D
24" X 36"

THIS DOCUMENT IS THE PROPERTY OF TETRA TECH WHO
HAS UNLIMITED RIGHTS. THIS DOCUMENT IS PROVIDED
UPON CONDITION THAT IT WILL NEITHER BE
REPRODUCED, COPIED, OR ISSUED TO A THIRD PARTY
AND WILL BE USED SOLELY FOR THE ORIGINAL INTENDED
PURPOSE.

NO.	REVISION	DATE	INIT.
A	PRELIM LAYOUT	05/21/2024	JRD

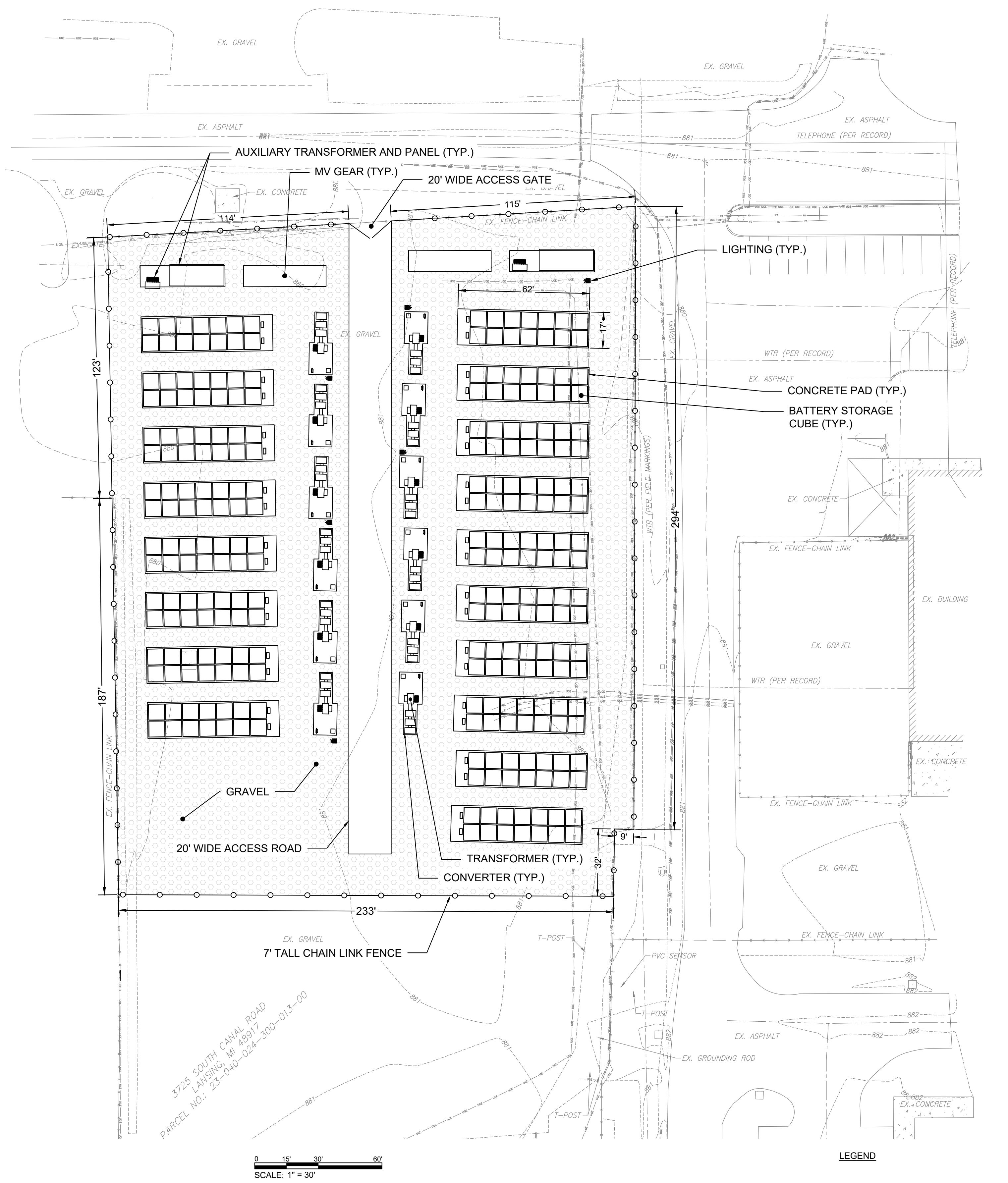
NOT FOR
CONSTRUCTION

DATE:	5/21/2024
DRAWN BY:	J. DRISCOLL
ENGINEER:	J. DRISCOLL
APPROVED BY:	

PROJECT PHASE:
30% DESIGN

SCALE:
1" = 30'

SHEET NO.:

FIG. 1

NOTES

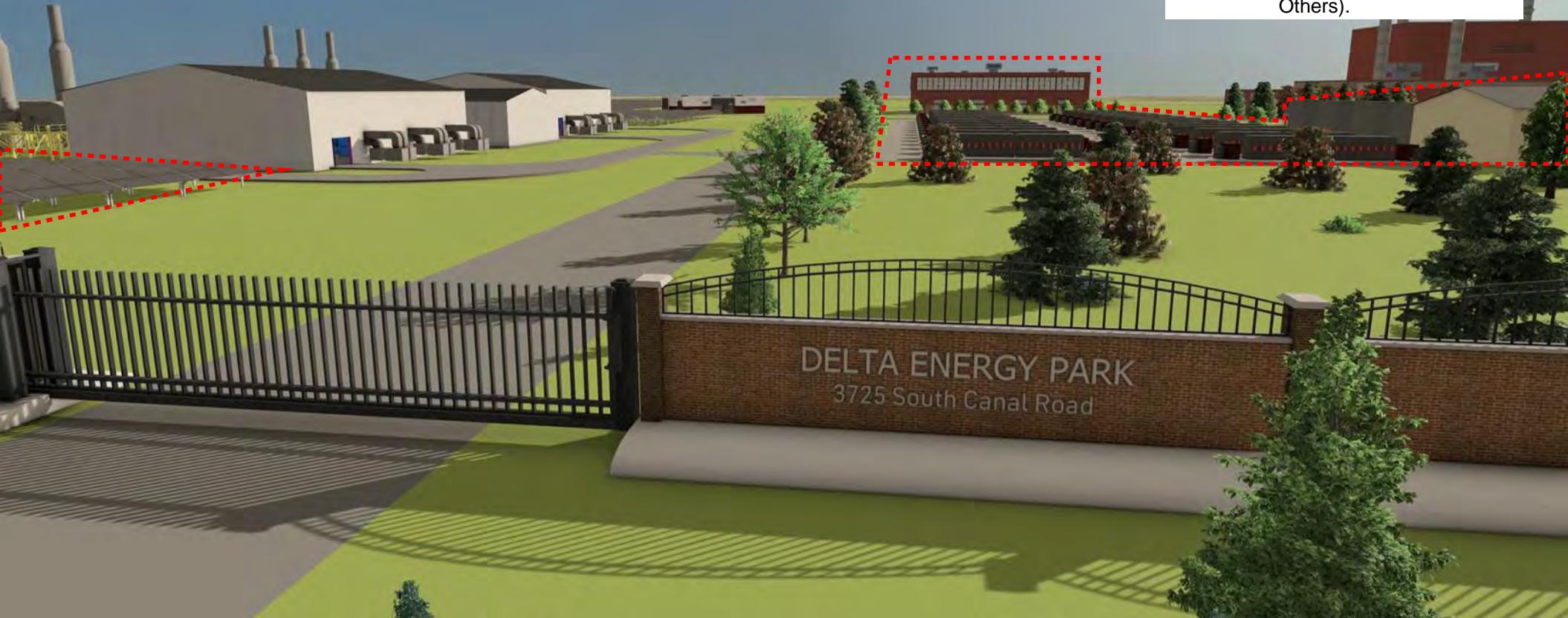
1. REFER TO ELECTRICAL DRAWINGS FOR DETAILS.
2. EXISTING CONDITIONS INFORMATION OBTAINED FROM SURVEY BY SME, DATED MAY 13, 2024. THIS DATA IS REFERENCED HORIZONTALLY TO THE NORTH AMERICAN DATUM OF 1983 (NAD83)(2011) MICHIGAN STATE PLANE SOUTH ZONE INTERNATIONAL FOOT.



DEP2 Barton Malow Company 4D Rendering: Facility Entrance

Key / Legend

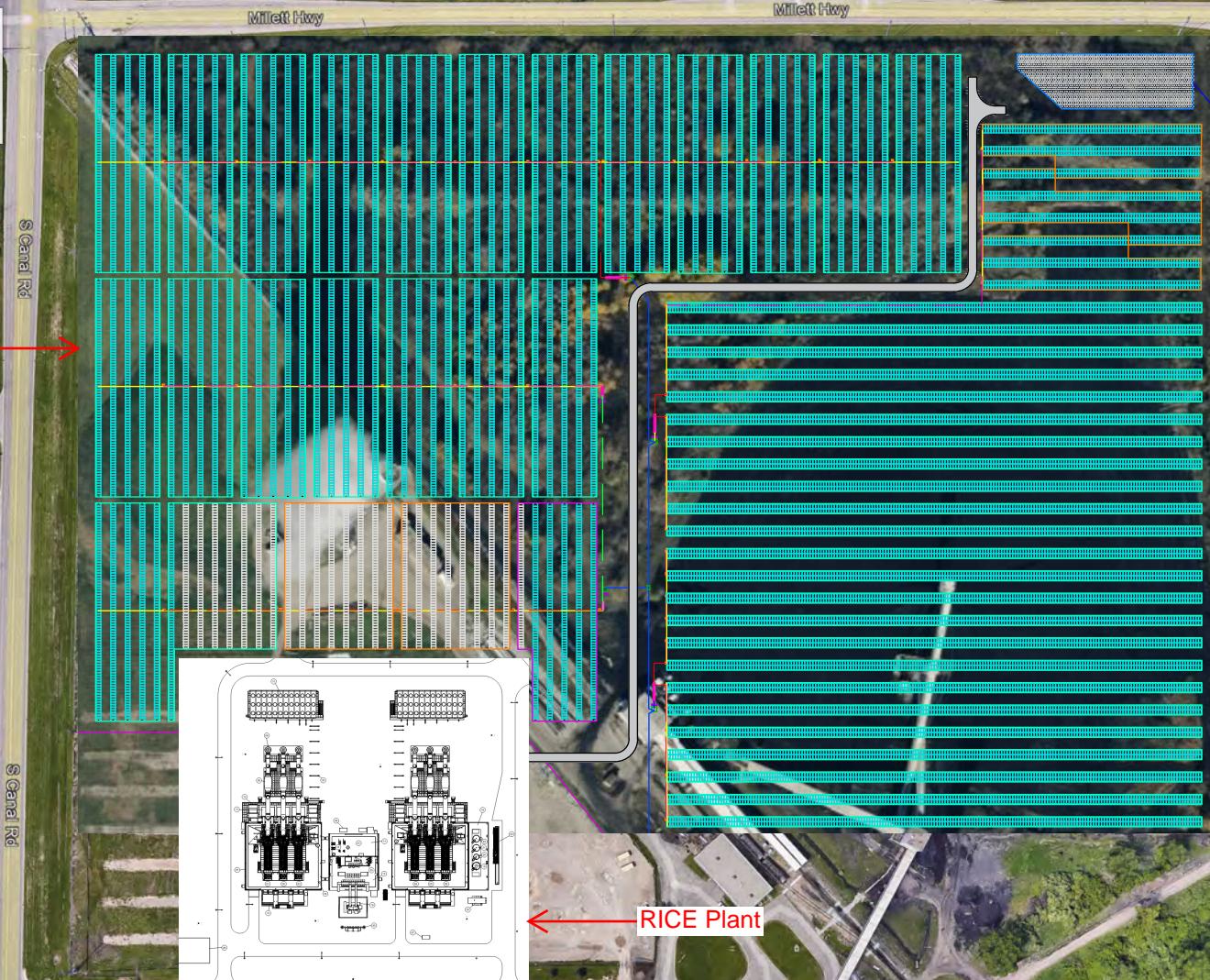
Denotes Scopes of Work
excluded from this Site
Plan Application (By
Others).



BWL DEP2x

RICE + BESS + Solar

DEP2x Project Overlay
(Approximate Scale)



Legend

3725 S Canal Rd



Google Earth

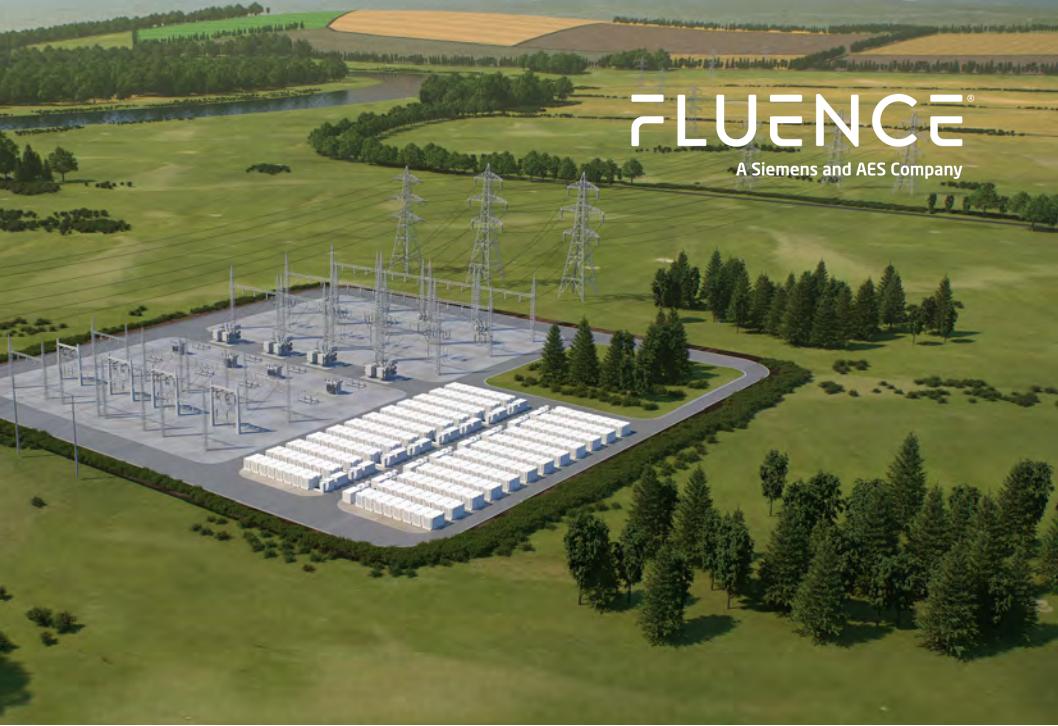
Image: Landsat / Copernicus

1000 ft

Fluence Gridstack™

Grid-scale, industrial-strength energy storage product designed for the most demanding market applications with industry-leading reliability, scalability, and safety.

FLUENCE
A Siemens and AES Company



About Gridstack

Gridstack's industrial-strength design is built for the most demanding applications including Flexible Peaking Capacity, Frequency Regulation, Renewable Integration, T&D Enhancement, and more. The system is highly configurable to meet your specific operational requirements and can be cost-effectively augmented over time to maximize asset value.

Gridstack is built using our 6th generation technology stack, which incorporates more than 3 years of design and deployment experience.

Features



Easily Configurable: Gridstack's flexible architecture lets you configure key components from pre-qualified Tier 1 suppliers to best meet your deployment requirements. Enhance your system for specific market applications with a range of optimized dispatch algorithms.



Highly Scalable: Gridstack brings repeatability to large energy storage deployments. The scale-out design drives efficiencies in project permitting and delivery to reduce your implementation risk, while consistency across project locations simplifies training, operations, and maintenance.



Total System Safety: Gridstack comes equipped with comprehensive safety features throughout the integrated technology stack. The factory-built design brings consistent quality control to your storage system for the highest level of safety.

Fluence Cube
is your building
block for better
energy storage.

The Fluence Cube is a factory built, modular storage building block for safe, cost-effective systems configurable with the latest component technologies, delivering:

- Cost-effective systems with maximum quality control
- Fast procurement and contracting process
- Simple system design, engineering, and permitting
- Rapid delivery, construction, and commissioning
- Latest safety features and storage components



Gridstack™ Specifications

Gridstack System

Rated AC Power (50°C)	2 MW – 500+ MW	Availability	>97.0%
Discharge Duration	1 – 6+ hours	Altitude	De-rated over 1,000 meters
Grid Frequency	50Hz and 60Hz	Seismic Rating	Seismic options available
Reactive Power	Four-quadrant control, 0.9 leading to 0.9 lagging at rated power (reactive capability available over full real power range)*	System Response Time	Max capacity change in 1,000 ms
		Standard Temperature Range	-30°C to 45°C **

Fluence Cube

Cube Dimensions (H x W x D)

Long Duration: 2,549 x 2,578 x 2,160 mm

Short Duration: 2,549 x 2,578 x 2,257 mm

Cube Weight (total) lb/kg

Long Duration: 18,078 / 8,200

Short Duration: 18,850 / 8,550

Enclosure Rating

NEMA Type 3R

IP Rating

IP55

Cooling

Liquid Cooled

Battery Supplier / Module

CATL / LFP-280LC

Safety Features

Fast stop, fire detection and suppression system (solid aerosol), gas detection (carbon monoxide), deflagration panels, lockable disconnect switch, open door sensor, gas spring damper, sliding door lock

Installation

Forkliftable from all 4 sides. Crane compatible and includes vertical stabilization.

Fluence OS

Fully-integrated operating system for comprehensive control, asset management, and system visibility.

Operation Modes

Automatic Resource Control, Manual Dispatch, Idle, Disconnect, Reset

System KPIs

Real and reactive power dispatch, state of charge, cell voltage and temperature, auxiliary system details, core and node status, fire system and F-Stop status, and more

External Control Interface

SCADA and EMS integration available via common protocols including DNP3 and Native Modbus TCP/IP

Market Dispatch Applications

Primary and secondary frequency control, peak shaving, power factor regulation, AGC, SOC management, and more

Fluence IQ

The Fluence IQ Bidding Application automates wholesale market participation to maximize asset value in the NEM and CAISO markets.

Forecasting

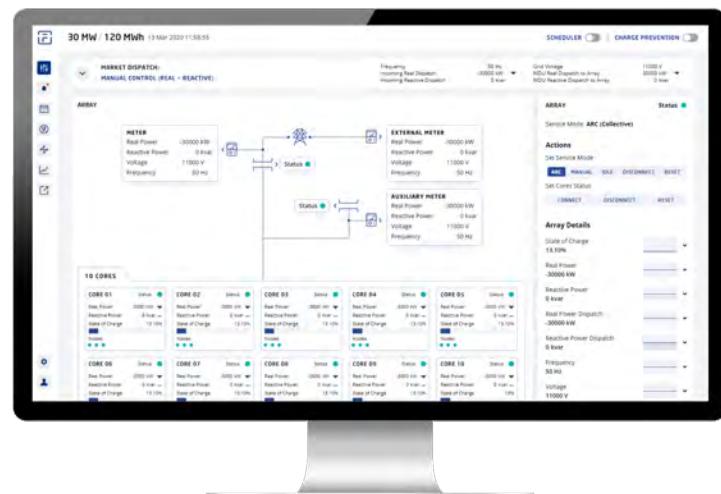
Analyze thousands of variables to predict future market prices

Optimization

Automatically generate optimal bids for wind, solar, and storage assets

Bidding

Incorporate organizational risk tolerance levels into bidding strategy



* Additional reactive capability upon request **Can vary depending on cooling system, low temperature kits required below -10 degrees



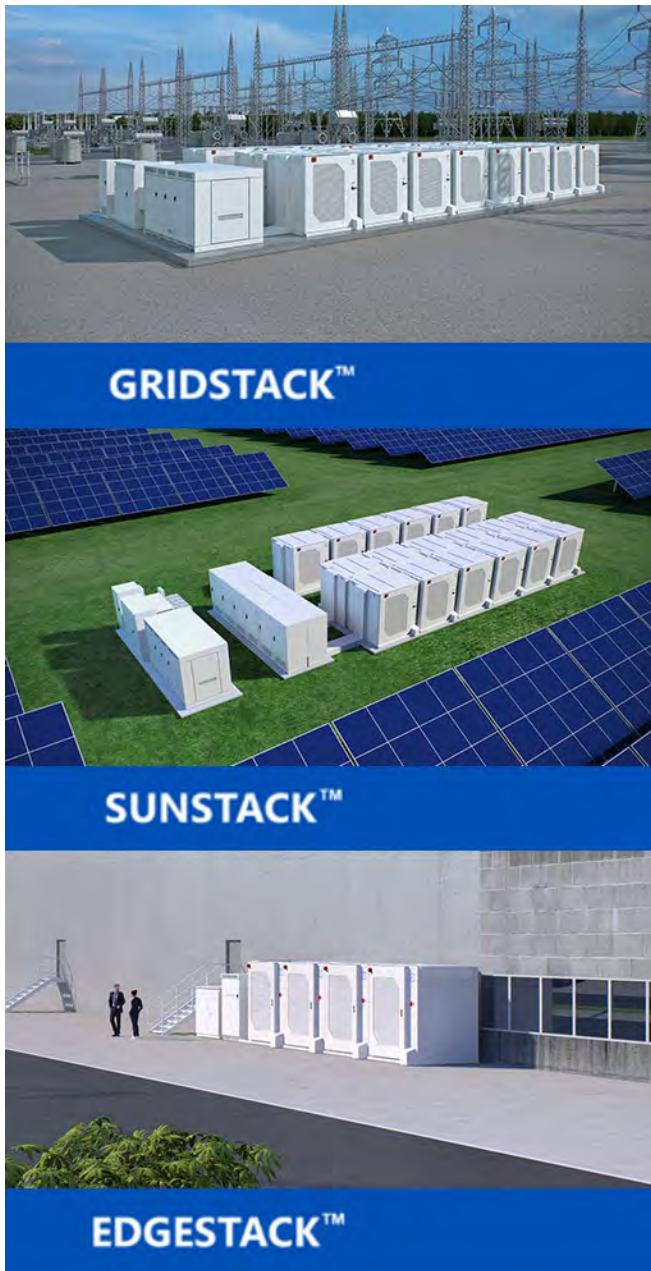
About Fluence™

Fluence (Nasdaq: FLNC) is a global market leader in energy storage products and services, and digital applications for renewables and storage. With a presence in 30 global markets, Fluence provides an ecosystem of offerings to drive the clean energy transition, including modular, scalable energy storage products, comprehensive service offerings, and the Fluence IQ Platform, which delivers AI-enabled digital applications for managing and optimizing renewables and storage from any provider. The company is transforming the way we power our world by helping customers create more resilient and sustainable electric grids.

Technology Description

FLUENCE SOLUTIONS

Fluence offers three purpose-built energy storage systems that are optimized for common customer applications but can be configured for specific use cases and project requirements.



Gridstack™, described in detail below, is a grid-scale, industrial-strength energy storage system designed for the most demanding market applications, with industry-leading reliability, scalability, and safety.

Sunstack™ is a PV-optimized, co-located energy storage system designed to improve and expand the capabilities of solar generation and simplify the interconnection process.

Edgestack™ is a connection-ready commercial and industrial energy storage system designed to support 500+ kW applications with rapid deployment and minimum footprint.





FLUENCE GRIDSTACK™

For this proposal we have selected Fluence Gridstack™ as the ideal solution.

Gridstack™ is a grid-scale, industrial-strength energy storage system designed for the most demanding market applications, including capacity peak power, frequency regulation, renewable integration, and T&D enhancement. It is built on 14 years of experience and has a highly scalable system architecture that delivers industry-leading reliability, scalability, and safety. The system is highly configurable with a range of components from preselected, tier-one manufacturers depending on your specific use case or application.

Gridstack™ features include:



EASILY CONFIGURABLE

Multiple components can be configured to meet your specific requirements with technology from preselected, tier-one manufacturers. Optimize your system for specific market applications with patented algorithms and a suite of dispatch operation modes. Configure the system to meet your needs while still leveraging the Cube's (Sec. 0) simplified procurement, design, engineering, and maintenance.



HIGHLY SCALABLE

Gridstack™ brings repeatability to large energy storage deployments so you can turn systems into revenue generating assets faster than ever before. The scale-out design drives efficiencies in project permitting and delivery to reduce your implementation risk, while consistency across cores and project locations simplifies training, operations, and maintenance.



DESIGNED FOR TOTAL SYSTEM SAFETY

Gridstack™ comes equipped with comprehensive safety features throughout the integrated hardware, software, and intelligence technology stack. A standardized design brings consistency to your storage system with the highest level of safety capability developed and tested in a factory setting.



The illustrations below show typical Gridstack™ layouts for a 3.5 MW/4hr “Core” and a 10 MW2hr “Array.”

3.5 MW / 4-hr CORE



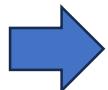
10 MW / 2-hr ARRAY



**CHARTER TOWNSHIP OF DELTA
PLANNING COMMISSION MINUTES: JULY 8, 2024
Page 3**

1. Approval is granted in accordance with the statements and materials provided by the applicant.
2. Approval is granted in accordance with the plot plan provided by the applicant and floor plan and elevations prepared by Gibbs Design Group dated March 22, 2024.
3. Prior to a certificate of occupancy, the applicant shall add a restriction to the deed for the property reflecting the restrictions of the ADU as identified in Section 8.02(b) of the zoning ordinance to inform future owners. The language of the deed restriction is subject to final approval by the Zoning Administrator.
4. Any expansion of the ADU shall require approval of an amendment to the SLUP.
5. The accessory dwelling unit shall be occupied by not more than three (3) persons or by the number of persons permitted under the building code, whichever is fewer.
6. The accessory dwelling unit shall only be occupied by those persons related to the owners/occupants of the principal residence by blood, marriage, adoption, or guardianship.
7. 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 this permit by the Delta Township Board.

ROLL CALL VOTE: CARRIED 6-0.



- Case No. PSL24-06: 3725 S Canal Road, Lansing Board of Water & Light; Special Land Use Permit amendment request for a Major Essential Service, to construct a Battery Energy Storage System (BESS) at the Delta Energy Park.

Mr. Waligora introduced the request and reviewed the staff report, noting that this is part 2 of a 3-part SLUP Amendment, where the last phase is a solar panel installation.

MOTION BY WEINFELD SECONDED BY HUNT-PROCTOR TO OPEN THE PUBLIC HEARING

VOICE VOTE: CARRIED 6-0

Will Curry, Director of Development, Convergent Energy and Power, 25615 York Rd, Royal Oak, MI; Spoke on behalf of LBWL and explained the contract for the BESS project is for 20 years. He stated Convergent builds, owns, and maintains the infrastructure and that LBWL leases it from them.

Mr. Weinfeld inquired about fencing and site security. Mr. Curry stated there will be barbed wire around the BESS area. Mr. Curry stated the batteries are kept in waterproof cabinets.

CHARTER TOWNSHIP OF DELTA
PLANNING COMMISSION MINUTES: JULY 8, 2024
Page 4

Mr. Weinfeld asked about the battery capabilities in cold weather. Mr. Curry stated he was unaware. Mr. Weinfeld asked if the company has had other projects like this. Mr. Curry stated there are many projects around North American Convergent has constructed.

Mr. Curry spoke about the use of the BESS, stating they allow for flexibility in the grid, and can charge during low demand and deliver power during high demand.

Mr. Meddaugh asked about the type of battery and their life span. Mr. Curry answered they are lithium ion but was not able to answer the battery anticipated battery lifespan.

Mr. McConnell asked about decommissioning. Mr. Curry stated there will be a decommissioning plan in place, however he does not have information about it at this time. He stated that LBWL may be able to expand the contract after 20 years if they wish.

MOTION BY KOSINSKI, SECONDED BY SCHWEITZER TO CLOSE THE PUBLIC HEARING

VOICE VOTE: CARRIED 6-0

MOTION BY SCHWEITZER SECONDED BY WIENFELD,

"I move that the Planning Commission recommend to the Delta Township Board of Trustees, approval of the Special Land Use Permit for a Major Essential Service as requested by the Lansing Board of Water and Light as described in Case No. PSL24-06 for the following reasons:

1. The specific use standards for Major Essential Services in Section 8.24 have been met.
2. The Special Land Use standards set forth in Section 7.03 of the Delta Township Zoning Ordinance have been met.

With the following Conditions of Approval:

1. Approval is granted in accordance with the submitted Tetra Tech Preliminary Site Layout, dated 5/21/24.
2. 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 this permit by the Delta Township Board.
3. The applicant shall construct the brick wall as was previously proposed during the previous SLUP Amendment for the RICE buildings.

CHARTER TOWNSHIP OF DELTA
PLANNING COMMISSION MINUTES: JULY 8, 2024
Page 5

4. Special Land Use Permit approval is subject to the applicant granting the Township an easement for the agreed upon location of a public shared-use pathway.

ROLL CALL VOTE: CARRIED 6-0.

X. **OTHER BUSINESS** - None

XI. **PUBLIC COMMENTS** - None

XII. **PLANNING DIRECTOR COMMENTS**

Mr. Menser stated that the July 22, 2024, meeting will be cancelled due to lack of applications.

XIII. **PLANNING COMMISSIONER COMMENTS**

XIV. **ADJOURNMENT**

MOTION BY MCCONNELL, SECONDED BY MEDDAUGH TO ADJOURN THE MEETING.

VOICE VOTE: CARRIED 6-0.

Chair Hunt-Proctor adjourned the meeting at 6:26 p.m.

Respectfully Submitted,

Robert McConnell, Secretary

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

From: Peter Menser, Director of Community & Economic Development/Acting Planning Director

Date: July 11, 2024

Subject: Sidewalk variance request - 4930 S. Creyts Road (Tailgaters)

The Township Board approved a special land use permit to establish a gasoline station with a drive-through restaurant at its meeting on December 4, 2024. Subsequently, the Planning Commission granted Site Plan Review approval for the construction of an 8,410 square foot Tailgaters convenience store with a gas station and drive-through Dunkin' restaurant on June 24, 2024. The project is currently under review by Township staff.

Section 34.21 of the Code of Ordinances requires the installation of five-foot-wide sidewalks along the road frontages surrounding the proposed development. The project site has approximately 878 feet of frontage along S. Creyts Road/Lansing Road and 550 feet of frontage along Empire Way, resulting in approximately 1,428 linear feet of required sidewalks. The applicant is requesting a variance in accordance with Section 34.22 of the Code of Ordinances, which allows the Township Board to grant relief from the sidewalk requirement under the following circumstances:

1. The Township Board shall determine that the proposed variance will not impair the public health, safety, or general welfare of the inhabitants of the Township.
2. The Township Board shall determine that a strict application of such requirements would result in practical difficulties to, or undue hardship upon, the owners of such lots or parcels. Practical difficulties may include, but shall not be limited to, severe variations in topography, unsuitable soils, or difficulty in providing safe separation between pedestrian and vehicular traffic due to site location, layout, or existing building arrangements. The cost of installing a sidewalk shall not constitute the sole basis for an undue hardship.
3. A variance may be granted by the Board when the preponderance of lots or parcels of land on the street in question are already developed with no sidewalks existing, and accordingly that a sidewalk would not likely connect to any other walk, and thus not serve the purpose of a pedestrian system.

The subject site is unique in that it is zoned Commercial and the surrounding properties are zoned Industrial, which are exempt from the sidewalk requirement. There are currently no sidewalk facilities in the vicinity of the Tailgaters project. A map is attached to this staff memorandum showing the plans for non-motorized facilities as envisioned in both the Non-Motorized Transportation Plan and Draft 2024 Non-Motorized Transportation Plan.

The following motion is provided for the Board's consideration of the sidewalk variance request:

"I move the Delta Township Board approve the sidewalk variance request for the project at 4930 S. Creyts Road in accordance with the criteria established in Section 34.22 of the Code of Ordinances."



July 10th, 2024

ATTN: Delta Township Board Members
7710 W. Saginaw Highway
Lansing, MI 48917

Request for Sidewalk Variance at 4930 S Creyts Rd

Tailgaters loves sidewalks! Except when they will not be utilized. The idea of inviting more guests onto our site is always a good thing. At our other locations, we encourage all types of pedestrian, bicycle, and other non motorized transport. This site is a little different. We are situated smack dab in the middle of Delta Township's industrial center. Zooming out on Google maps, you won't see a sidewalk in any direction for over 1 mile.

Lansing road is a limited access highway with a speed limit of 55mph. Walking within close proximity to vehicles traveling at these speeds is never comfortable. Any sidewalk required to be installed here would also lead nowhere. Looking out into the future, I do not foresee this changing with the planned uses of surrounding land.

Creyts road has a speed limit of 50mph. Just north of our site, you can see the ROW area shrink dramatically. If sidewalks were ever extended to the North, they would need to be placed right along the roadway making for an unpleasant and dangerous walk. Looking into the future again, I do not ever see the properties to the North ever making these arrangements.

Empire way consists of mostly industrial users. This roadway carries very little traffic and it services only a few businesses that sit within the business center. It is 36' wide. In the rare event a pedestrian does find themselves walking down this road, I don't see much of a safety concern. This would once again be a sidewalk leading to a dead end as no other users have this provided.

Sidewalks are typically great for business like I said. But it would take a lot of donuts to pay for a sidewalk over even one of these roadways.

I appreciate your consideration of my request,

JEFF HADDAD
Tailgaters, Dunkin', Sunoco
Okemos, DeWitt, Holt, MI
c | 517-927-3849
e | Jeff@mytailgaters.com



Sec. 34-22. - Variances.

(1) The board shall determine that the proposed variance will not impair the public health, safety or general welfare of township residents. **Pedestrian traffic is non-existent in this area of the township. No homes are located within walking distance.**

(2) The board shall determine that a strict application of such requirements would result in practical difficulties to, or undue hardship upon, the owners of such lots or parcels. Practical difficulties may include, but shall not be limited to, severe variations in topography, unsuitable soils or difficulty in providing safe separation between pedestrian and vehicular traffic due to site location, layout or existing building arrangements. The cost of installing a sidewalk shall not constitute the sole basis for an undue hardship. **Both Creyts and Lansing Road carry speeds at 50mph or higher. Lansing road is a limited access highway and Creyts road offers little to no right of way just to the north of our site.**

(3) A variance may be granted by the board when the preponderance of lots or parcels of land on the street in question are already developed with no sidewalks existing, and accordingly that a sidewalk would not likely connect to any other walk, and thus not serve the purpose of a non-motorized transportation system.

We are situated smack dab in the middle of Delta Townships industrial center. Zooming out on Google maps, you won't see a sidewalk in any direction for over 1 mile.

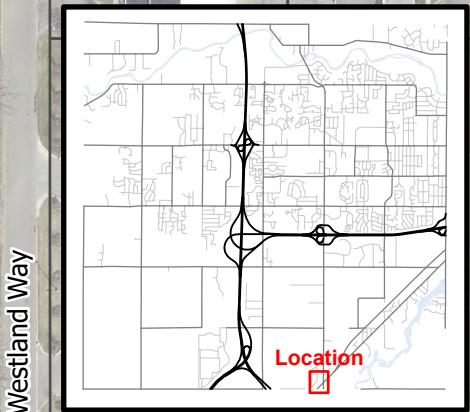
Legend

Tailgaters Parcel

Parcel

Non-Motorized Transportation Plan

Proposed Route



2018 Non-Motorized
Transportation Plan
Future Bike Path

DRAFT 2024 Non-Motorized
Transportation Plan
Conceptual Route

4930 S. Creyts Rd

2018 Non-Motorized
Transportation Plan
Future Shared Use Path

DRAFT 2024 Non-Motorized
Transportation Plan
Conceptual Route

Westland Way

Empire Way

Lansing Rd

Davis Hwy

Creyts Rd

DRAFT 2024 Non-Motorized
Transportation Plan
Conceptual Route

0 100 200

400
Feet



Delta Charter Township
7710 W. Saginaw Highway
Lansing, MI 48917
517.323.8500



**Tailgaters
Location Map**

Supervisor Kenneth R. Fletcher
Clerk Mary R. Clark
Treasurer Dennis R. Fedewa
Manager Brian T. Reed



Engineering Department

Trustee Elizabeth S. Bowen
Trustee Fonda J. Brewer
Trustee Andrea M. Cascarilla
Trustee Karen J. Mojica

(517) 323-8540

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

FROM: Jacob Kleinhenz, P.E., Township Engineer
Rick Kane, Utilities Director

DATE: July 15, 2024

SUBJECT: Pepper Ridge
Professional Engineering Services
Contract Award

Background

Since 2017, Delta Township has been engaged with OHM Advisors for professional assistance with the evaluation and subsequent upgrades to the system capacity of the Willow Lift Station and Sanitary Sewer Service Area, which included condition assessments, flow metering, hydraulic modeling, and identification of options for upgrades to the system to address capacity and condition issues. Through extensive modeling the Township has identified that the overall health of the system would be greatly improved with a project to separate the Pepper Ridge lift Station from the Marketplace Lift Station with its own force Main across the freeway that would feed into the Willow Gravity Sewer Main. This would provide significant improvement and optimal reliability for the sewer collection system and several sewer service areas.

On July 8, 2024, the Township Board approved an amendment to the existing \$10 million grant from the State to incorporate those system improvements into the grant funded project scope. There were a number of benefits outlined in that proposal, including the opportunity for maximizing efficiency in designing, bidding, and constructing the Willow and Pepper Ridge system upgrades concurrently.

This memo serves a recommendation by Township Staff to award the Design Engineering services to a qualified Engineering Consultant for the following services and tasks for the Pepper Ridge Lift Station and Force Main to meet the deadline for awarding the construction contract outlined by the funding source:

- Prepare a Basis of Design
- Hydraulic verification of the lift station and force main
- Topographic Survey
- Geotechnical Engineering with soil borings, soils report, and recommendations
- Preliminary design efforts
- Final detailed construction plans and specifications
- Engineer's opinion of probable construction costs

We expect this project to be constructed in 2025 and last several months.

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These services are all critical items to a successful project of this nature and necessary to obtain in a timely manner to maintain the project timeline. These services are covered under the allocated funds from the State earmark received.

OHM has completed several important wastewater infrastructure projects for the Township in recent years, including the sewer modeling efforts for lift stations west of I-96. OHM was the consulting firm that assisted the Township in identifying the infrastructure upgrades needed for these service districts to address existing constraints on systems to ensure developments can be adequately supported as well as providing resiliency to the sewer system. These efforts included the Pepper Ridge Lift Station. Staff are familiar with and confident in OHM's ability to complete the design for this project. Their prior experience with the Township and sewer modeling efforts are highly beneficial to the future success of the Pepper Ridge Lift Station and Force Main project.

Staff Recommendation

On the basis of the technical proposal, past project experience with the firm, and as the current firm assigned to the related Willow Lift Station and Dual Force Main project, Township Staff recommend that an Engineering Services contract for this project be awarded to OHM Advisors.

The following motion is offered for your consideration:

"I move that the Delta Township Board accept the proposal from OHM Advisors for the Peper Ridge Lift Station and Force Main project in the amount of \$194,400 and that the Township Manager be authorized and directed to execute the necessary documents related to the aforementioned project."

Staff will attend the July 15, 2024 Township Board meeting to answer questions or address any concerns from the Board.

Thank you.



July 9, 2024
Mr. Rick Kane
Utility Director
Delta Charter Township
7710 West Saginaw Hwy
Lansing, MI 48917

RE: Pepper Ridge Lift Station Force Main
Proposal for Professional Engineering Services

Dear Mr. Kane:

OHM Advisors is pleased to submit this proposal for design engineering and bid services for the hydraulic analysis/modifications of the Pepper Ridge Lift Station and the new force main from the Lift Station to the existing Manhole 744, an 8-inch gravity sewer east of I-69/I-96 along Willow Hwy. We have prepared our project understanding and scope of services based on information received from Delta Township.

PROJECT UNDERSTANDING

The scope for this project will include hydraulic model verification, design, and bidding services for the construction of approximately 1,900 feet of force main and lift station upgrades at the Pepper Ridge Lift Station. Currently, the Pepper Ridge Lift Station and Delta Market Drive Pump Station are connected to the same 10-inch force main that was originally constructed as part of the Delta Market Drive Pump Station. The Market Drive pump station was originally constructed with dual force mains, one 10-inch, and the second 8-inch. Both force mains discharge to a 15-inch gravity sewer on the east side of I-69/I-96 which ultimately discharges into the Carrier Creek Interceptor.

The 10-inch force main that is conveying flow from Pepper Ridge is used as a backup for the Delta Market Drive (DMD) PS. However, due to future growth within both service areas, both stations require dedicated force mains, independent of each other. From previous studies, a dedicated 6-inch force main for the Pepper Ridge Lift Station re-routed to connect to an 8-inch gravity main on Willow Hwy is anticipated to service the expected capacity of this sewer district. This proposal will verify the diameter pipe necessary to support the demands of the sewer district. Re-routing the Pepper Ridge force main discharge to Willow Hwy with having an independent main provides the capacity needed at the Delta Market Drive Lift Station.

A portion of the existing 6-inch force main from Pepper Ridge to the bend along Redwood Boulevard will be reused, and the new force main connected downstream of the existing air relief structure. The new force main would cross under I-69/I-96 heading east and then be redirected north to Willow Hwy and discharged into manhole, MH-744. The existing 6-inch force main from the lift station along Redwood Boulevard to the air relief station would be reused to minimize capital costs as well as keep the station operational during construction. Discharging the sanitary sewer flow to the 8-inch gravity sewer will reduce the flow to the existing 15-inch gravity sewer and also reduce demands on the Carrier Creek Interceptor as future development continues in the Carrier Creek Interceptor service area.



SCOPE OF SERVICE

Anticipated Meetings

- A project kickoff meeting will be held with representatives of OHM and Delta Township. The purpose of the meeting will be to review project goals, schedule, scope of work, Delta Township concerns, coordination with other parties, preferences and project team roles and responsibilities. It is anticipated this meeting would primarily be in person with a virtual attendee option.
- Five (5) monthly progress meetings with Delta Township. These meetings will be primarily virtual meetings.
- Two meetings (2) to coordinate with Eaton County Road Commission and Michigan Department of Transportation (MDOT). These meetings are assumed to be virtual meetings.
- One (1) meeting to review 100% plans with Delta Township. This meeting is anticipated to be in person.

Task 1: Basis of Design

a. Pepper Ridge Lift Station

- i. Obtain record documents for the existing station and force main, including record drawings, submittals, basis of design documents, etc.
- ii. Obtain influent sewer, average day and peak flows.
- iii. Collect required data to properly size the force main carrying capacity.
- iv. Perform system curve analysis for the proposed force main route at design capacity requirements to meet the desired capacity.
- v. Determine pump size and horsepower necessary to support force main design.
- vi. Evaluate electrical power requirements for pumps and review cycle time requirements for the pump motors on the existing 6'-0" diameter manhole.
- vii. Review existing generator equipment (60 kW).
- viii. Identify configuration of lift station, force main and appurtenances.

b. Pepper Ridge Force Main

- i. Force Main will be HDPE.
- ii. Evaluate alternatives for the force main alignment and review existing ground profile.
- iii. Identify force main appurtenances (valves, air/vacuum relief, and maintenance access).

c. Common Basis of Design Tasks

- i. Coordinate with local/state agencies (i.e. Board of Water and Light, MDOT, Eaton County, and EGLE) on key issues that will impact their review of the Pepper Ridge Lift Station/force main design.
- ii. Meet with Township to discuss the alternatives and recommendations.
- iii. Finalize the Basis of Design Report.



Task 2: Preliminary Design and Data Collection

a. Pepper Ridge Lift Station

- i. Verify the hydraulics of the pump station with the design of the new force main.
- ii. The pumping capacity reusing the existing pumps will be confirmed as the new force main alignment and routing are established.
- iii. Verify model of 8-inch gravity main on Willow Highway for available capacity.

b. Pepper Ridge Force main

- i. Review available record plans, aerial imagery, and GIS data provided by Delta Township along the force main alignment.
- ii. Investigate tax/parcel maps to determine right of way. If right of way limits are still unclear, obtaining title work may be necessary.
- iii. Prepare preliminary plans and profile drawings for the force main.
- iv. Approximately 900 feet of 6-inch HDPE DR11 (DIPS) force main along Redwood Boulevard would be reused.

c. Common Preliminary Engineering Tasks

- i. OHM will perform a base topographic survey for the preparation of existing conditions for both plan and profile sheets. Survey data will be collected primarily with a drone to produce an aerial image and topographic map for the force main and lift station planning. The data from the drone will be processed for a 60-foot-wide swath based on the preliminary alignment of the proposed force main.
- ii. A permanent access easement will be required to gain access to the new force main proposed on the east side of Interstate 69/96. This will be defined during the design phase.
- iii. Collect existing features visible without excavation and obtain ground elevations at intervals no greater than 50 ft. along the alignment of the force main (i.e. driveways, culverts, utility poles). Ensure that the width of this surveyed path will account for possible alignment adjustments, particularly east of I-96.
- iv. Coordinate system based on State Plane Coordinates NAD83 and NAVD88 vertical datum.
- v. Three days of a two-person survey crew is included to set horizontal and vertical control and perform traditional field survey data collection to supplement the drone survey.
- vi. Convert the topographical survey information into base drawings. The construction plans will show construction items in plan view and profile view as needed (critical crossings, etc.). A scale of 1" = 40' for horizontal and 1" = 5' for vertical will be used.
- vii. Request franchise utility information in the areas where the force main construction will be located and gather all known utility information to create base plans.
- viii. Research record drawings and other documents necessary to complete the survey effort.
- ix. A project walk-through will be completed to verify site conditions, topographic survey completeness and document any existing unique features or landscaping.
- x. Create a base plan in AutoCAD. The base plan will incorporate the topographic survey, available GIS data, aerial imagery, Miss Dig utilities, right of way, and record plans.
- xi. OHM will work with a geotechnical firm to perform soil borings and geotechnical evaluation for the force main and lift station.
- xii. The geotechnical services will include up to (20) soil borings a minimum 10' below existing grade and a geotechnical report with recommendations. Verify that soil borings for the MDOT crossing meet or exceed the requirements as defined by MDOT.
- xiii. Perform wetland delineation. A field investigation will be conducted during the growing season where formal data collection and analysis of vegetation types, hydrology indicators,



and soils data will be performed based on the methods described in the Northcentral Northeast Regional Supplement to the 1987 USACE Wetlands Delineation Manual. If it is determined that wetlands are located within the project boundary, pink flagging marked “Wetland Boundary” will be hung to indicate where the boundary is located. Survey of the wetland flags utilizing GPS equipment with sub-foot accuracy will be used to provide the data in a format that can be utilized in CAD or specified software.

- xiv. OHM will perform a half-day field reconnaissance to review field constraints related to the pump station, force main and control panel, verify written information, obtain information related to bypass pumping and other possible construction related constraints. Photo images will be taken to document the existing conditions and to be used for demolition where existing documentation is lacking.
- xv. Prepare a preliminary opinion of probable construction costs for Delta Township’s review.
- xvi. Submit the preliminary design to agencies having jurisdiction for their review and comment, such as MDOT and EGLE.
- xvii. Submit preliminary design documents to Delta Township for review.
- xviii. Perform QAQC at the 30% level.

Task 3: Final Engineering Design

a. Pepper Ridge Lift Station

- i. The final hydraulics of the pump station will be calculated, and the basis of design report updated with the final hydraulic calculations needed for submittal to EGLE.
- ii. We note that since the existing pump station will be reused, there is no anticipated work for architectural, structural, landscaping, process, mechanical or electrical disciplines on the project.

b. Pepper Ridge Force main

- i. Prepare construction plans for the force main from the Pepper Ridge Lift Station. This will include the construction of approximately 1,900 feet of new force main from the existing 6-inch force main to Willow Hwy, temporary measures, and surface restoration.
- ii. Quantify pay items for the proposed work associated with the force main, including force main, appurtenances, removals, replacements, temporary measures, and restoration.
- iii. Develop a proposed “sequence of construction” including constraints to maintain flow of sanitary sewerage during construction and tie-in of the force main.
- iv. The Pepper Ridge 6-inch force main from Redwood Blvd running south to the 10-inch force main will be abandoned. The existing 10-inch force main will return to full operation for Delta Market Drive Pump Station.
- v. Prepare final design plans and specifications for the force main including appurtenances, piping and valves, electrical components, and appropriate notes, details, and sequencing required.
- vi. Coordinate bidding package.

c. Common Engineering Tasks

- i. Incorporate feedback from the Preliminary Design phase.
- ii. Permitting; Prepare pre-permit applications for review and feedback from local or State authorities having jurisdiction of the proposed construction. Payment of permit fees shall be by Delta Township or the selected contractor. Final permit submission and approval will be the responsibility of the selected contractor. Permit applications are anticipated to be:
 - i. Local building/electrical permits.
 - ii. MDOT permit for force main crossing under I-96/I-69
 - iii. EGLE Part 41 permit for sewer system construction.
 - iv. EGLE/USACE Joint Permit Application (JPA).
 - v. Eaton County Drain Commission for SESC.



- vi. Eaton County Road Commission for work within right of way and temporary traffic control in Willow Hwy
- iii. Prepare a design review package, including design drawings, project manual, and cost opinions. OHM will seek Delta Township's review and approval of the final design package prior to commencing permitting and bidding services.
- vii. Prepare a soil erosion and sedimentation control plan to meet local permitting requirements.
- viii. Prepare a final engineer's opinion of probable construction cost for Delta Township.
- ix. Incorporate comments from the review meeting.
- x. Perform QAQC at 30%, 60% and 90%.

Task 5: Optional Task for Tree Survey

- a. Tree tagging/locating in the wooded area on the east side of Interstate 69/96.

CLARIFICATIONS & ASSUMPTIONS

The above fee is based on the following assumptions:

- The hydraulics of the pump station will be verified with the design of the new force main. It is assumed that the current pumps, panel and generator will stay in place.
- Force main will be installed by means of open trench and directional drill construction including crossings under Eaton County and MDOT roadways. Construction methods and design for jack and bore with steel casing pipe or micro-tunneling is not included.
- Force main is assumed to be placed within existing or proposed easements or public right of way.
- Boundary survey, title work/research, obtaining title documents, easement document preparation, or easement acquisitions are not required for this project.
- Delta Township will obtain any necessary easements for the work. OHM can assist with easement document preparation at an estimated cost of \$900 - \$1,500, each.
- Construction phase services such as, but not limited to, preconstruction meeting, notice to proceed, progress meetings, construction management, construction engineering, construction administration, construction observation, and construction layout are not provided herein. OHM can provide a proposal for these services at Delta Township's request.
- This proposal does not include any submittal fees associated with plan review and permitting by agencies having jurisdiction. The Township will pay these required submittal fees.
- This proposal does not include services related to any road design, drainage study, drainage design, drain improvements, or environmental impact statement.
- This proposal does not include electrical modifications at the station. OHM has assumed that the existing incoming power and generator are sufficient to accommodate the increase in horsepower and replacement of the pump control panel and instrumentation can be coordinated with the Township.
- This proposal does not include administration of grants or loans.

DELIVERABLES

OHM will provide Delta Township with a Basis of Design Report, preliminary plans, detailed construction plans and specifications, and a final engineer's opinion of probable construction costs. Paper and electronic copies will be provided.



SCHEDULE

OHM Advisors intends to start work immediately after the approval of the proposal. The schedule for the Pepper Ridge Lift Station and new force main is as follows:

Design Authorization	zero/agreement w/ private development
Preliminary Design Complete	3 months
Final Design and Permitting	5 months

OHM Advisors should be notified as soon as possible of any deadline changes in order to satisfy Delta Township's needs, as significant changes in the final project schedule or coordination delays/changes with permitting agencies, could affect total cost and schedule.

FEESCHEDULE

OHM proposes to provide the above outlined professional services on a Time and Materials basis for a total not to exceed \$194,400 for Tasks 1 through 6. A breakdown of this fee by task is provided for informational and tracking purposes. It is possible that some tasks may be higher and some may be lower than this estimate, but we will not exceed the total for all tasks of \$194,400. Task 5 is on an as needed basis for a tree survey on the east side of I-69/96, if directed by Township. Services for engineering design will be performed on an hourly basis. The following budgets are presented for your consideration:

SCOPE OF SERVICES	FEE
Task 1: Basis of Design	\$29,600
Task 2: Preliminary Design and Data Collection	\$71,100
Task 3: Final Engineering Design	\$46,000
Task 4: Bidding Assistance	\$7,900
Task 5: Optional Task for Tree Survey	\$9,800
Task 6: Subconsultant for Geotech	\$30,000
TOTAL OHM FEE	\$194,400

BASIS OF PAYMENT

OHM will invoice Delta Township monthly and include a summary of staff hours and associated hourly rates.

Should you find this proposal acceptable, please execute the proposal at the bottom of this page and return one copy to my attention. We appreciate this opportunity and look forward to continuing to provide professional services to Delta Township on this important project. If you have any questions, please do not hesitate to contact me at 734-522-6711.

Work will be completed under the revised OHM Terms of Service which include modifications made by the Township. These Terms of Service are included and are incorporated into this proposal by reference.

Sincerely,
OHM Advisors



Robert Cz 7/10/24

Robert Czachorski, P.E.
Principal

Billy L Wilk 7/10/24

Billy Wilkins
Project Manager

Encl: Standard Terms and Conditions
2024 Hourly Rate Schedule



DELTA TOWNSHIP AUTHORIZATION
Pepper Ridge Lift Station Force main and Station Modifications

Accepted By: _____

Printed Name: _____

Title: _____

Date: _____

STANDARD TERMS and CONDITIONS

1. THE AGREEMENT – These Standard Terms and Conditions and the attached Proposal or Scope of Services, upon their acceptance by the Owner, shall constitute the entire Agreement between Orchard, Hiltz & McCliment, Inc. (OHM ADVISORS), a registered Michigan Corporation, and the Owner. The Agreement shall supersede all prior negotiations or agreements, whether written or oral, with respect to the subject matter herein. The Agreement may be amended only by mutual agreement between OHM ADVISORS and the Owner and said amendments must be in written form. Incorporated by reference is are the RFP, and OHM's Proposal.

2. SERVICES TO BE PROVIDED – OHM ADVISORS will perform the services as set forth in the attached proposal or scope of services which is hereby made a part of the Agreement.

3. SERVICES TO BE PROVIDED BY OWNER – The Owner shall at no cost to OHM ADVISORS: a) Provide OHM ADVISORS personnel with access to the work site to allow timely performance of the work required under this Agreement.
b) Provide to OHM ADVISORS within a reasonable time frame, any and all data and information in the Owners possession as may be required and specifically requested in writing by OHM ADVISORS to perform the services under this Agreement.
c) Designate a person to act as Owners representative who shall have the authority to transmit instructions, receive information, and define Owner policies and decisions as they relate to services under this Agreement.

4. PERIOD OF SERVICE – The services called for in this Agreement shall be completed within the time frame stipulated in the Proposal or Scope of Services, or if not stipulated shall be completed within a time frame which may reasonably be

required for completion of the work. OHM ADVISORS shall not be liable for any loss or damage due to failure or delay in rendering any service called for under this agreement resulting from any cause beyond OHM ADVISORS reasonable control.

5. COMPENSATION – The Owner shall pay OHM ADVISORS for services performed in accordance with the method of payment as stated in the Proposal or Scope of Services. Method of compensation may be lump sum, hourly; based on a rate schedule, percentage of the construction cost, or cost plus a fixed fee. The Owner shall pay OHM ADVISORS for reimbursable expenses for subconsultant services, equipment rental or other special project related items at a rate of 1.15 times the invoice amount.

6. TERMS OF PAYMENT – Invoices shall be submitted to the Owner not more often than monthly for services performed during the preceding period. Owner shall pay the full amount of the invoice within thirty days of the invoice date Owner's receipt of the invoice, except and to the extent disputed by the Owner in good faith. If payment is not made within thirty days of the due date, the amount due to OHM ADVISORS shall include a charge at the rate of 5% per annum per MCL 438.31 one percent per month from said thirtieth day.

7. LIMIT OF LIABILITY – OHM ADVISORS shall perform professional services under this Agreement in a manner consistent with the degree of care and skill in accordance with applicable professional standards of services of this type of work. To the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, the total liability in the aggregate, of OHM ADVISORS and its Officers, Directors, Partners, employees, agents, and

STANDARD TERMS and CONDITIONS

~~subconsultants, and any of them, to the Owner and anyone claiming by, through or under the Owner, for any and all claims, losses, costs or damages of any nature whatsoever arises out of, resulting from or in any way related to the project or the Agreement from any cause or causes, including but not limited to the negligence, professional errors or omissions, strict liability, breach of contract or warranty, express or implied, of OHM ADVISORS or OHM ADVISORS' Officers, Directors, employees, agents or subconsultants, or any of them shall not exceed the amount of \$25,000 or OHM ADVISORS fee, whichever is greater.~~

8. ASSIGNMENT – Neither party to this Agreement shall transfer, sublet, or assign any duties, rights under or interest in this Agreement without the prior written consent of the other party.

9. NO WAIVER – Failure of either party to enforce, at any time, the provisions of this Agreement shall not constitute a waiver of such provisions or the right of either party at any time to avail themselves of such remedies as either may have for any breach or breaches of such provisions.

10. GOVERNING LAW – The laws of the State of Michigan will govern the validity of this Agreement, its interpretation and performance.

11. DOCUMENTS OF SERVICE – The Owner acknowledge OHM ADVISORS' reports, plans and construction documents as instruments of professional services. Nevertheless, the plans and specifications prepared under this Agreement shall become the property of the Owner upon completion of the work and payment in full of all monies due OHM ADVISORS, however, OHM ADVISORS shall have the unlimited right to use such drawings,

specifications and reports and the intellectual property therein. The Owner shall not reuse or make any modifications to the plans and specifications without prior written authorization by OHM ADVISORS. In accepting and utilizing any drawings or other data on any electronic media provided by OHM ADVISORS, the Owner agrees that they will perform acceptance tests or procedures on the data within 30 days of receipt of the file. Any defects the Owner discovers during this period will be reported to OHM ADVISORS and will be corrected as part of OHM ADVISORS' basic Scope of Services. Without eliminating or reducing the Owner's right to ownership of the instruments of professional services, the Owner shall have an irrevocable, nonexclusive right to use and reproduce the instruments of professional service upon execution of this Agreement.

12. TERMINATION – Either party may at any time terminate this Agreement upon giving the other party 7 calendar days prior written notice. The Owner shall within 45 days of termination, pay OHM ADVISORS for all services properly rendered and all costs actually incurred up to the date of termination in accordance with compensation provisions in this Agreement.

13. OHM ADVISORS' RIGHT TO SUSPEND ITS SERVICES – In the event that the Owner fails to pay OHM ADVISORS the amount due shown on any invoice within 60 days of the date of the invoice, OHM ADVISORS may, after giving 7 days' notice to the Owner, suspend its services until payment in full for all services and expenses due is received.

14. OPINIONS OF PROBABLE COST – OHM ADVISORS preparation of Opinions of Probable Cost represents OHM ADVISORS' best judgment as a design professional familiar with the industry. The Owner must recognize that OHM

STANDARD TERMS and CONDITIONS

ADVISORS has no control over costs or the prices of labor, equipment or materials, or over the contractor's method of pricing. OHM ADVISORS makes no warranty, expressed or implied, as to the accuracy of such opinions as compared to bid or actual cost. OHM Advisors acknowledges that it is bound by the 'not to exceed' cost for the scope of services provided as stated in our proposal to the Owner.

the parties mutually agree otherwise.

15. JOB SITE SAFETY – Neither the professional activities of OHM ADVISORS, nor the presence of OHM ADVISORS or our employees and subconsultants at a construction site shall relieve the General Contractor or any other entity of their obligations, duties, and responsibilities including, but not limited to, construction means, methods, sequences, techniques or procedures necessary for performing, superintending or coordinating all portions of the work of construction in accordance with the contract documents and the health or safety precautions required by any regulatory agency. OHM ADVISORS has no authority to exercise any control over any construction contractor or any other entity or their employees in connection with their work or any health or safety precautions. The Owner agrees that the General Contractor is solely responsible for jobsite safety and warrants that this intent shall be made clear in the Owners agreement with the General Contractor. The Owner also agrees that OHM ADVISORS shall be indemnified and shall be made additional insureds under the General Contractors general liability insurance policy.

16. DISPUTE RESOLUTION – In an effort to resolve any conflicts that arise during the design or construction of the project or following the completion of the project, the Owner and OHM ADVISORS agree that all disputes between them arising out of or relating to this Agreement shall be submitted to nonbinding mediation, unless



OHM ADVISORS
2024 HOURLY RATE SCHEDULE

Professional Engineer IV / Architect IV / Senior Interior Designer IV	\$200.00
Professional Engineer III / Architect III / Senior Interior Designer III	\$182.00
Professional Engineer II / Architect II / Senior Interior Designer II	\$168.00
Professional Engineer I / Architect I / Senior Interior Designer I	\$156.00
Project Specialist III	\$185.00
Project Specialist II	\$165.00
Project Specialist I	\$135.00
Graduate Engineer IV	\$158.00
Graduate Engineer III	\$150.00
Graduate Engineer II	\$145.00
Graduate Engineer I	\$135.00
Graduate Architect III / Landscape Architect III / Interior Designer III	\$145.00
Graduate Architect II / Landscape Architect II / Interior Designer II	\$128.00
Graduate Architect I / Landscape Architect I / Interior Designer I	\$118.00
Technician IV	\$153.00
Technician III	\$135.00
Technician II	\$120.00
Technician I	\$102.00
Engineering / Architectural / Interior Design Aide	\$80.00
Professional Surveyor III	\$175.00
Professional Surveyor II	\$162.00
Professional Surveyor I	\$146.00
Graduate Surveyor	\$132.00
Surveyor III	\$135.00
Surveyor II	\$120.00
Surveyor I	\$105.00
Surveyor Aide	\$80.00
Planner IV	\$170.00
Planner III	\$153.00
Planner II	\$129.00
Planner I	\$110.00
Planner Aide	\$75.00
Graphic Designer	\$125.00
Administrative Support	\$95.00
Clerical Aide	\$80.00
Principal	\$235.00
Sr. Associate	\$215.00
Associate	\$205.00

Rates as reflected subject to review and adjustment on an annual basis.
2024 Public Rates 23-1219

FATS, OILS & Greases

- ◆ Fats, Oils & Greases aka FOG is classified as either Polar FOG or Non-Polar FOG
- ◆ Polar FOG is derived from animal and/or plant sources that contain multiple carbon triglyceride molecules (typically from food sources)
- ◆ Non-Polar FOG materials are the portion of oils and greases that derive from petroleum products (motor oil, automotive greases, etc.)

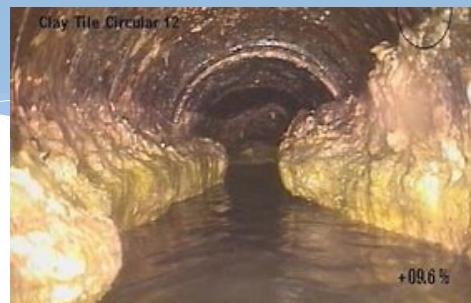
BOTH TYPES OF FOG ARE DETRIMENTAL TO OUR COLLECTION SYSTEM AND WATER RESOURCE RECOVERY FACILITY



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Why is controlling FOG so important?

- ◆ FOG is insoluble in water and can accumulate into hardened masses that adhere to sewer pipes and equipment creating sewer backups and equipment failures
- ◆ Controlling FOG reduces the potential for SSO's
- ◆ Controlling FOG reduces PM costs, man power hours and potential emergency repairs
- ◆ Controlling FOG reduces the Township's liability and exposure to lawsuits and insurance claims



Current FOG Control

- ◆ The Township utilizes FOG local limits to help control the amount of oil and grease entering the collection system, however, this type of control has many limitations. (No discrete manhole for sampling and limited hours to collect grab samples & usually not when most FOG is being discharged)
- ◆ FOG is also controlled by Township ordinance. Unfortunately, existing language is inadequate in addressing many aspects of FOG control.
- ◆ Cleaning problem FOG sewer line areas is very labor intensive

Current FOG Control Costs

- ◆ Costs of Biobugs?
 - Enzymes - \$14,118.30/year
 - Application - \$51,388.48/year
- ◆ Cost of cleaning problem sewer lines?
 - \$10,799.02/year
- ◆ Cost of FOG analytical tests?
 - \$74.00/sample
- ◆ Cost of labor for FOG issues (detected in sanitary) inspection & sampling?
 - \$5,348.40/year

Why Change Existing Ordinance Language for FOG

- ◆ Will allow Township more flexibility in recuperating costs associated with FOG control
- ◆ New language will mandate new facilities install a control manhole for sampling. An existing facility that does not have a control manhole will need to install one if significant changes are made
- ◆ Will include specific language for size and type of interceptor
- ◆ Better defines grease generators responsibilities for controlling the discharge of FOG
- ◆ Gives both Building & Utility Departments more authority in regulating FOG generators

Additional Ordinance Changes

- ◆ IPP streamlining
- ◆ Various Utility Department adjustments to ordinance language
- ◆ Additional ordinance language adjustments from other departments during this process

Next Steps

August/September

- ◆ Send ordinance language to attorney for review
- ◆ Streamlining part of the ordinance will go to EGLE for a 30-day review/public comment
- ◆ Return to the Board for discussion/ordinance introduction
- ◆ Return to the Board again for approval/adoption