

**CHARTER TOWNSHIP OF VAN BUREN BOARD OF TRUSTEES
OCTOBER 19, 2015 WORK STUDY MEETING, TENTATIVE AGENDA**

ROLL CALL:

Supervisor Combs _____
Clerk Wright _____
Treasurer Budd _____
Trustee Hart _____
Trustee Jahr _____

Trustee McClanahan _____
Trustee Miller _____
Engineer Nummer _____
Attorney McCauley _____
Secretary Montgomery _____

UNFINISHED BUSINESS:

NEW BUSINESS:

1. Discussion on the re-appointment of Kiz Ahamiojie and Ronald Merritt II to the Environmental Commission with a term to expire on October 1, 2018.
2. Discussion on the 2015 amended and 2016 proposed Downtown Development Authority (DDA) Budget and DDA overview.
3. Discussion on adoption of Resolution 2015-38 the 2016 Fee Schedules with an effective date of January 1, 2016.
4. Discussion on the proposal from Wade Trim in the amount of \$39,500 to provide professional engineering services relating to the construction of the Walden Woods Paving Repairs Project.

PUBLIC COMMENT:

ADJOURNMENT:

CLOSED SESSION:

1. To discuss attorney client written opinion dated September 25, 2015 regarding storm water management.

ADJOURNMENT:

Charter Township of Van Buren

REQUEST FOR BOARD ACTION

Agenda Item: _____

WORK STUDY MEETING

DATE: 10-19-15

BOARD MEETING DATE: 10-20-15

Consent Agenda_X_

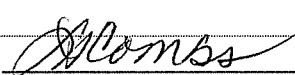
New Business_____

Unfinished Business_____

Public Hearing_____

ITEM (SUBJECT)	Consider re-appointment to the Environmental Commission
DEPARTMENT	Supervisor's Office
PRESENTER	Supervisor Combs
PHONE NUMBER	734-699-8910
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	
Approve the re-appointment of Kiz Ahamiojie and Ronald Merritt II to the Environmental Commission with a term to expire on October 1, 2018.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
I am recommending the re-appointment of Kiz Ahamiojie and Ronald Merritt II to the Environmental Commission with a term expiring on October 1, 2018. They have expressed interest in continuing on with the Environment Commission. Both have been an asset to the Commission. Thank you for your consideration in this matter.	
BUDGET IMPLICATION	NA
IMPLEMENTATION NEXT STEP	
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	N/A
ATTORNEY RECOMMENDATION	N/A
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	

Charter Township of Van Buren

BOARD OF TRUSTEES

Agenda Item: #1

WORK STUDY MEETING DATE: 10-19-15

BOARD MEETING DATE: 12-1-2015

Consent Agenda_____

New Business_____


Unfinished Business_____

Public Hearing_____

ITEM (SUBJECT)	2015 Amended and 2016 Proposed Budget and DDA Overview
DEPARTMENT	
PRESENTER	DDA Executive Director Ireland
PHONE NUMBER	
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	Deputy Director Lothringer

Agenda topic

ACTION REQUESTED	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
Budget and Overview Presentation will be presented at the Work Study	

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

Charter Township of Van Buren

Agenda Item: _____

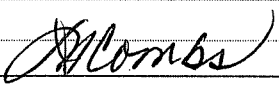
Work Study: 10-19-2015
Board Meeting Date: 11-17-2015

REQUEST FOR BOARD ACTION

<input checked="" type="checkbox"/> Consent Agenda	<input type="checkbox"/> New Business	<input type="checkbox"/> Unfinished Business	<input type="checkbox"/> Public Hearing
ITEM (SUBJECT)	2016 Fee Schedules		
DEPARTMENT	Clerk's Office		
PRESENTER	Clerk Wright		
PHONE NUMBER	734-699-8909		
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)			

Agenda topic:

ACTION REQUESTED:	
To consider adoption of Resolution 2015-38 the 2016 Fee Schedules with the effective date of January 1, 2016	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
<p>Each year as part of the budget process department review their fee schedule(s) to be revised as needed and attached are the 2016 Fee schedules with the exception of Water and Sewer which will be adopted separately. Due to changes in technology and the Freedom of Information Act the Clerk's Office has eliminated the Voter Registration Information fee schedule. All fee schedules remained the same as in 2015 with the exception of those indicated below:</p> <p>Freedom of Information Wage Schedule: Increase in wage information to reflect a 1.5% wage increase negotiated in the current collective bargaining agreements.</p> <p>Recreation: Five dollar (\$5.00) increases were added to the following classes for both resident and non-residents: Cheerleading, Gymnastics (all age levels), Kid Kwon Do and Tae Kwon Do. The increases were based on Instructional cost increases.</p> <p>Municipal Room Rental: A Five dollar (\$5.00) increase in all room rental rates due to increased maintenance and utility costs. These fees have remained unchanged for the past 10+ years.</p>	

BUDGET IMPLICATION	
IMPLEMENTATION NEXT STEP	Upon approval by the Board the 2016 Fee Schedules will be updated on the Township website and distributed to each Department.
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	
ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	

2016 MUNICIPAL CENTER MEETING RATES

Residency

Resident Any person living within the geographical boundaries of the Charter Township of Van Buren.

Non-Resident All other persons not meeting the requirements for a resident.

Fee Schedule

<i>Room</i>	<i>Resident Rate</i>	<i>Non-Resident Rate</i>
<i>Denton</i>	<i>\$15</i>	<i>\$20</i>
<i>Otisville</i>	<i>\$25</i>	<i>\$30</i>
<i>Sheldon</i>	<i>\$25</i>	<i>\$25</i>
<i>Otisville-Sheldon</i>	<i>\$40</i>	<i>\$45</i>

NOTARY FEE SCHEDULE

Effective January 1, 2016

Resolution 2015-38

The Michigan Notary Public Act provides that a notary public may charge up to \$10.00 for performing a notarial act. Van Buren Charter Township will charge the following for notary services beginning January 1, 2016.

No charge to notarize documents for a resident of Van Buren Charter Township

\$5.00 charge to notarize each document for a non-resident.

The person requesting the document to be notarized must present their ID (Driver's License, State I.D., Passport or Military I.D.) in order to have the document notarized. Please do not sign the document to be notarized until you are in the presence of the person to notarize the document.

Resolution 2015-38

CEMETERY RATES

Supersedes all prior Fee Schedule(s) upon approval with an
Effective date of January 1, 2016.

GRAVE SITES (PLOTS) \$400.00

TRANSFER OF BURIAL RIGHTS \$10.00

OPENING & CLOSING

(Spring/Summer/Fall April 1st-November 30th)

Weekdays (Standard Burial) \$400.00

Weekdays (Cremated Remains) \$200.00

Saturday (Standard Burial) \$600.00

Saturday (Cremated Remains) \$400.00

(Winter December 1st-March 31st)

Weekdays (Standard Burial) \$500.00

Weekdays (Cremated Remains) \$300.00

Saturday (Standard Burial) \$700.00

Saturday (Cremated Remains) \$500.00

DISINTERMENTS \$700.00

FOUNDATION FEE \$50.00

(marking and inspection)

NO SUNDAY OR HOLIDAY BURIALS

Cemetery Locations:

Denton Cemetery, 49780 Cross Street

Otisville Cemetery, 41875 Riggs Road

Soop Cemetery, 49250 Denton Road

Tyler Cemetery, 39820 Tyler Road

**FOIA PROCEDURES AND GUIDELINES
VAN BUREN CHARTER TOWNSHIP
FIXED COST FEE SCHEDULE
Adopted by Resolution 2015-38 (effective 1-1-2016)**

PAPER COPIES:

8 ½ X 11-Black and White	\$0.02 per page
8 ½ X 14-Black and White	\$0.02 per page
11 X 17-Black and White	\$0.02 per page
Sheets exceeding 11X17	\$0.18 per page

NON-PAPER PHYSICAL MEDIA:

CD/DVD w/sleeve	\$0.28 each
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ELECTRONIC COPIES:

There will be no charge for copies of documents that are already available electronically or can be scanned in without first printing off a copy from another source or software system.

MAILING COST:

Actual cost of mailing records in a reasonable and economical manner. The Township may charge for the least expensive form of postal delivery confirmation.

The Township will charge for costs associated with expedited shipping or insurance if specifically stipulated by the requestor.

WAVIERS AND REDUCTIONS:

\$20.00 for indigency or nonprofit organizations as further described in the Procedures and Guidelines document.

**VAN BUREN TOWNSHIP
FOIA PROCEDURES AND GUIDELINES
WAGE INFORMATION
Adopted by Resolution 2015-38 (effective 1-1-2016)**

<u>Department</u>	<u>Job Title</u>	<u>Hourly Wage</u>
Senior Department	Senior Specialist	\$10.00
Police Department	Administrative Assistant	\$22.17
Police Department	Deputy Director	\$36.46
Recreation Department	Front Desk Attendant	\$8.50
Cable Department	Cable Staff	\$10.00
Museum	Director	\$18.04
D.D.A.	Deputy Director	\$27.39
D.D.A.	Director	\$35.09
Clerk's Office	Administrative Assistant	\$23.33
Clerk's Office	Account Clerk	\$16.72
Public Services	Account Clerk	\$21.49
Treasurers	Account Clerk	\$16.72
Assessing	Clerk	\$13.39
Developmental Services	Account Clerk	\$21.49
Supervisors	Executive Secretary	\$13.39
Fire Department	Fire Fighter	\$12.95
Fire Department	Battalion Chief	\$30.82
Information Technology	I.T. Coordinator	\$27.84
Ordinance	Ordinance Officer	\$21.03

SEPTEMBER DAYS-SENIOR CENTER 2016 FEE SCHEDULE

Membership Dues (Annual)

Resident	\$20.00 equates to .39 cents a week
Non-resident	\$25.00 equates to .48 cents a week

Trip surcharge: \$3.00 - \$5.00 added to cost from tour company.

Transportation:

Local: (Tri-community area)	\$4.00 each way
Within 20 mile radius	\$7.00 each way
Lunch & shopping	\$3.00 round trip

Social events:

Miscellaneous social events determined by costs incurred.

Annual Christmas Party \$10.00

TREASURER'S OFFICE FEE SCHEDULE

(Effective Date: January 1, 2016)

1. Copy of Tax Database: 3.5 cents per parcel or \$300 minimum charge
2. Non-Sufficient Fund Fee: \$30.00 for each returned check
3. Photocopies: .25 cents per copy
4. Dog Licenses:
 - \$5.00 if issued on or before May 31, 2016*
 - \$10.00 if issued after May 31, 2016*
 - \$5.00 after May 31, 2016 for new residents or for a puppy / new pet
 - \$.50 for replacement license

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

CHARTER TOWNSHIP OF VAN BUREN

ASSESSING OFFICE

Supersedes all prior Fee Schedule(s) upon approval with an effective date of January 1, 2016.

Lot Splits/Combinations in accordance with Land Division Act of 1997

Non-refundable application review:

\$250 for each proposed new description.

Application fee covers initial review and one re-review, if necessary.

GIS Processing Fee

\$100 for each proposed new description (child parcel (s))

Subdivision/Condominium Plat and/or Amended Subdivision Condominium Re-Plat

Non-refundable township review fee

The number of maximum allowable divisions under the Land Division Act of 1997 (based upon acreage) @ \$250 each

GIS Processing Fee

\$100 for each proposed new description (child parcel (s))

If the development is built in phases, the processing fee for each phase must be paid prior to the issuance of any permits in the new phase.

Outside Professional Services

It is sometimes the practice of the township to use outside professional(s) as consultants for matters relating to splitting or combining property. These services would include, but not be limited to: planners, engineers, attorneys, architects and special inspectors. When such professional outside consultant(s) are used, the cost for their service(s) shall be passed to the applicant or customer whose project requires the service. Actual cost for consultant(s) plus 20% will be passed through. All such charges shall be due and payable upon receipt of Township invoice. No description shall be recorded until all fees are paid. The Assessing Department shall be responsible for billing all appropriate costs.

Wayne County GIS/Engineering Consulting Fee

\$150* per hour for any Wayne County research or consulting required by property owner(s). A minimum deposit for two hours of time (\$300*) shall be provided to the Township in advance. Upon presentation of an invoice from Wayne County to Van Buren Township, payment will be made from that deposit. Any amounts owed will be billed to the property owner or any amounts due the property owner will be refunded in accordance with regular Van Buren Township policy. A 20% township administrative fee will be assessed in addition to all Wayne County Charges

Lot Split Ordinance

\$10.00 for each copy.

Address Assignment

\$25.00 for each address issued.

Industrial Facilities Tax/PA 328 Exemption Application

\$1,200 – for each application

\$ 500 – for each request to establish an Industrial Development District.

Copying Charges

\$1.00 per page

Approved:

Effective: January 1, 2016

**Belleville Area Museum
Fee Schedule - 2016**

Admission Fees:

Adults \$2.00

Children (6 to 17 years old) \$1.00

Guided Tours: (school classes, scout groups, etc.) \$1.00 per person

Special Events:

Children's Christmas Ornament Workshop \$2.00 per child

March Quilt Exhibit Admission Fee \$2.00 per visitor

March Sewing Classes \$1.00 per child

Photo Copies

25 cents per copy

50 cents per copy for oversized paper

\$1.00 for a scanned copy of a photograph

Class Title	Van Buren Resident Fee	Non Resident Fee
Baby Sitter CPR/Certification	\$ 50.00	\$ 65.00
Baseball Skills Camp	\$ 55 an hour per class	\$ 55 an hour per class
Basketball Clinic (6 weeks)	\$ 45.00	\$ 60.00
Beachbody Fit Club (4 weeks)	\$ 25.00	\$ 35.00
Card Making	\$ 12.00	\$ 14.00
Cheerleading	\$ 55.00	\$ 65.00
Daddy Daughter Dance (Couple)	\$ 20.00	\$ 25.00
Daddy Daughter Dance (Additional Child)	\$ 5.00	\$ 5.00
Daddy Daughter Dance (Additional Adult)	\$ 10.00	\$ 10.00
Day Camp (4 weeks)	\$ 450.00	\$ 465.00
Get Up & Get Active	\$ 80.00	\$ 95.00
Girls Fastpitch Softball 12u Travel Ball field Rental (2 days)	\$ 200.00	
Gymnastics, Ages 3-4/4-5, 30 min (10 weeks)	\$ 65.00	\$ 80.00
Gymnastics, Ages 6 & up, 45 min (10 weeks)	\$ 70.00	\$ 85.00
Gymnastics, Ages 6 & up, 60 min (10 weeks)	\$ 75.00	\$ 90.00
Gymnasium Rental (Per Hour)	\$ 20.00	\$ 35.00
Hoppin' Hullabaloo (Per Child)	\$ 5.00	\$ 5.00
Kid Kwon Do (12 weeks)	\$ 45.00	\$ 60.00
Michigan Nationals Travel Baseball League (per year)	\$ 800.00	\$ 800.00
Mother/Daughter Tea Party (Couple)	\$ 25.00	\$ 30.00
Mother/Daughter Tea Party (Additional Child)	\$ 5.00	\$ 5.00
Mother/Daughter Tea Party (Additional Adult)	\$ 10.00	\$ 10.00
Mother/Son Bowl (Couple)	\$ 25.00	\$ 30.00
Mother/Son Bowl (Additional Child)	\$ 5.00	\$ 5.00
Mother/Son Bowl (Additional Adult)	\$ 10.00	\$ 10.00
Multi-Purpose Room Rental (3.5 hours) Deposit	\$ 50.00	\$ 50.00
Multi-Purpose Room Rental (3.5 hours)	\$ 90.00	\$ 105.00
Open Gym Fee	\$ 3.00	\$ 5.00
Open Gym Fee (Van Buren Public School ID)	\$ 2.00	\$ 2.00
Pickleball	\$ 2.00	\$ 2.00
Soccer Field Rental	\$ 10.00 per player	\$ 10.00 per player
Softball Field Rental not dragged (per hour)	\$ 20.00	\$ 25.00
Softball Field Rental if lined and dragged (per hour)	\$ 25.00	\$ 30.00
Softball Field Light Usage (per hour)	\$ 10.00	\$ 10.00
Scoreboard Rentals (per game)	\$ 10.00	\$ 10.00
Tae Kwon Do (12 weeks)	\$ 60.00	\$ 75.00
Tae Kwon Do yearly tournament room rental	\$ 150.00	
Tot Camp (4 weeks)	\$ 450.00	\$ 465.00
Tween Camp (4 weeks)	\$ 450.00	\$ 465.00
Urban Ballroom (10 weeks)	\$ 50.00	\$ 60.00
Urban Ballroom (Drop-in Per Class)	\$ 6.00	\$ 7.00
Yoga	\$ 50.00	\$ 65.00
Yoga (Drop-in Per Class)	\$ 7.00	\$ 9.00
Zumba (Drop-in Per Class)	\$ 7.00	\$ 8.00
Zumba (Punch Card)	\$ 35.00	\$ 40.00

2016 Van Buren Parks Fee Schedule

Pavilions # 1,2,3 at Van Buren Park and Riggs Park Pavilion

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

Pavilions # 4 at Van Buren Park and Quirk Park Pavilion

	All Day
Resident	\$90.00
Non-Profit Groups	\$90.00
Non-Resident	\$110.00
Commercial/Corporate Groups	\$110.00

Pavilion reservations for school groups

During weekends in VB Park	\$45.00
Weekdays – Needs Approval from Management	Free
Riggs and Quirk	Free

*****All pavilion patrons are still subject to the vehicle gate fees**
(Quirk and Riggs Parks have no entrance fee)**

Resident Daily Vehicle Resident Park Entry Pass	\$5.00
Non Resident Daily Vehicle Resident Park Entry Pass	\$7.00
Annual Resident Vehicle Park Entry Pass	\$15.00
Annual Non-Resident Vehicle Park Entry Pass	\$20.00
Annual Senior Vehicle Park Entry Pass	\$8.00

*Deposit for pavilion rentals	\$50.00
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Daniel C. Besson
Deputy Director of Public Safety – Fire Division
O: 734-699-8916 C: 734-673-1019

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



2016 Fee Schedule

Effective date of January 1, 2016

Site Plan & Review

Site plan reviews are traditionally performed by the department's Fire Marshal's Office and consists of the comparing plans submitted for new commercial or renovation projects with our local fire prevention code, fire department requirements, and recommendations set forth by national standards found in the National Fire Protection Association (i.e. NFPA 1 – Uniform Fire Code, NFPA 13 – Installation of Sprinkler Systems, or NFPA 101 – Life Safety Codes) code books. The Fire Marshal works hand in hand with the township's Department of Planning and Economic Development. In 2013 the Van Buren Fire Department adopted the 2012 editions of the NFPA 1 and NFPA 101 as its fire codes.

Site plans are checked for such things as emergency vehicle approach and accesses, fire department connection points, fire hydrant location and flow calculations, sprinkler systems, and occupant loads. The fire department reserves the right to seek third party plan reviews and/ or consultation, as needed, and those fees are not included in this fee schedule. The Van Buren Fire Department strives to complete plan reviews within 10 business days. *Rush* (within 5 business days) and *Immediate* requests (within 2 business days) will be accepted at a surcharge of 50% and 150% respectively. The Van Buren Fire Department reserves the right to deny *Rush* and *Immediate* requests.

Plans submitted to the fire department for review require the following items:

- Project name and address
- Contractor (if applicable) company name and address as well as their contact person's phone number and email address.
- Project's scope of work
- Required information for fire alarm or sprinkler system submittals (see page two of this document)

Our Mission: The members of the Van Buren Fire Department shall work together in a professional and caring way to protect life and property from the adverse effects of fire, trauma, illness and dangerous conditions. Our services will be provided in a fair, honest, and ethical manner with the highest respect and dignity to all.

Fire Alarm Submittals:

- A floor plan
- Location of alarm initiating and notification appliances
- Alarm control and trouble signaling equipment
- Annunciation
- Power connection
- Battery calculations
- Conductor type and sizes
- Voltage drop calculations
- Manufacturer's, model numbers, and listing information for equipment, devices, and materials
- Details of ceiling heights and construction
- The interface of fire safety control functions

Sprinkler System Submittals:

- A floor plan
- Water supply per NFPA 13, section 6-3
- Ceiling plan, obstructions and equipment
- Joist locations and sizes
- Sprinkler locations
- Pipe locations and sizes
- Design criteria
- Occupancy
- Hydraulic calculations
- Sprinkler types
- Location of flow test hydrants
- Size and length of underground supply
- Manufacturer's equipment data sheets
- Full height building cut serious

Initial Fire Department Site Plan, 1 follow-up plan review, and our attendance at any necessary four (4) plan review staff meetings	\$ 400
Additional follow-up site plans (for corrections / additions)	\$50/hr.
Fire Alarm System Plan Review (panels, detection, control, and activation devices)	\$ 250
Fireworks Storage & Vending Review	\$ 300
Kitchen Cooking System Plan Review	\$ 300
Special Meeting; Attendance	\$ 50/hr.
Sprinkler System Plan Review (NFPA 13)	\$ 300
Storage Tank Plan Review	\$ 150

Fire Inspection Services

Fire Inspections are traditionally performed by the department's Fire Inspector or the Fire Marshal and consists of on-site inspections of commercial, industrial, or multi-family residences (i.e. apartment or condo complexes) for the compliance of previously approved plans (i.e. did what the contractor say was going to be installed get installed?) or life safety features (such as exit lighting, sprinkler maintenance, egress doors, or the function of a smoke detector) with our local fire prevention code, fire department requirements, and recommendations set forth by national standards found in the National Fire Protection Association.

Circus, Fairs, and Carnivals - Inspection	\$ 200
Circus, Fairs, and Carnivals – Stand by	Billed based on use
Fire Alarm / Fire Pump System Test	\$ 100
Fire Drill – Inspection / Evaluation	\$ 100
Fire Watch	Billed based on use
Fireworks Show / Display / Sales – Inspection / Permit	\$ 200
Fireworks Show / Display – Stand-by	Billed based on use
Kitchen Cooking System Inspection	\$ 200
Business Inspection; General (first inspection free; second free if items are corrected)	\$ 0
Re-Inspection; General - Assembly Occupancy <10,000 sq. ft.	\$ 250
Re-Inspection; General - Assembly Occupancy >10,000 sq. ft.	\$ 300
Re-Inspection; General – High Hazard	\$ 300
Re-Inspection; General – Institutional	\$ 200

Re-Inspection; General – Mercantile & all others	\$ 100
Re-Inspection; General – Restaurant	\$ 200
Multi-family Life Safety Inspections (1 to 6 units)	\$ 100
Multi-family Life Safety Inspections (more than 6 units)	\$ 100 + \$15/ea.
Occupant Load Review, Calculations, and Posting	\$ 150
Occupant Load re-posting requests	\$ 100
Prescribed Burn Permits	\$ 100
Public Assembly – Special Event Usage	\$ 100
Smoke Detector Test	\$ 100
Sprinkler System Hydrostatic Flush (witnessed)	\$ 100
Sprinkler System Hydrostatic Test (witnessed)	\$ 200
Violation – Fire Lane	See Police Department Fine Schedule
Violation – Exit / Egress Doors Blocked	\$ 200/ea.
Violation – Overcrowding; exceed occupant load	\$ 500
Violation – Fire or life safety systems and equipment not maintained	\$ 100
Violation – Failure to submit plans and/or obtain permit	\$ 100

Cost Recovery or Non-resident User Fee Events

Multi-family Residential Fire with non-functioning smoke detectors	\$ 500
Fire in a commercial or industrial establishment	\$ 500
Motor Vehicle Crash Response & Clean-up (at-fault driver; non-resident)	\$ 350
Motor Vehicle Crash Response – Specialized extrication (at-fault; non-resident)	\$ 450
Specialized Rescue – Water, Ice, Trench, Collapse, Angle, Elevator and Search	\$ 500
Motor Vehicle Fire (passenger vehicle; non-resident)	\$ 300
Motor Vehicle Fire (commercial or industrial)	\$ 500
Incendiary Fires & Hazardous Material Incidents	all fees and costs
False Alarm transmitted to the public safety department	
• First false alarm in a calendar year	No fee
• Second false alarm in a calendar year	\$ 50
• Third false alarm in a calendar year	\$ 100
• Fourth and each succeeding false alarm in a calendar year	\$ 200

Generalized Staff Fees

Fire Chief	\$ 53.14/ hr. – ST \$ 74. 93/hr. – OT
Battalion Chief	\$ 35.56/hr. – ST \$ 53.34/hr. – OT
Captain	\$ 30.33/hr. – ST \$ 45.49/hr. – OT
Lieutenant	\$ 24.51/hr. – ST \$ 36.77/hr. – OT
Sergeant	\$ 23.40/hr. – ST \$ 34.05/hr. – OT
Fire Inspector / Fire Marshal	\$ 40.51/hr. – ST \$ 56.68/hr. – OT
Fire Fighter	\$ 22.26/hr. – ST \$ 33.38/hr. – OT
Engine	\$ 100.00/ hr.
Ladder Truck	\$ 150.00/hr.
Rescue	\$ 100.00/hr.
- Specialized Rescue Equipment (i.e. Jaws of Life®/ Ice Commander®)	\$ 50.00/ tool
Staff / Utility Vehicle	\$ 50.00/hr.
EMS Bike (does not include personnel)	\$ 10.00/hr.

Western Wayne County Fire Department Mutual Aid Association's and Washtenaw County Mutual Aid Association Hazardous Incident Response Team (HIRT) and Urban Search and Rescue Team (USAR) use charges as determined by the mutual aid association.

These fees apply to special events and cost recovery.

Additional Services, Equipment and Manpower Fees

Fire/EMS/Accident/HazMat Reports	\$ 10.00
Fire Reports – 2 Years or Older	\$ 25.00
Freedom of Information Requests	\$ 40.51/hr
CD Pictures	\$ 20.00 per CD
Training Classes, Props, and Services	Contact Us for Pricing

**FOIA PROCEDURES AND GUIDELINES
VAN BUREN CHARTER TOWNSHIP
FIXED COST-2016 FEE SCHEDULE**

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WAVIERS AND REDUCTIONS:

\$20.00 for indigency or nonprofit organizations as further described in the Procedures and Guidelines document.

POLICE DEPARTMENT FEES

EFFECTIVE JANUARY 1, 2016

Police Reports	\$ 5.00
Background Checks	\$ 5.00
Warrant Service Fee	\$10.00
Preliminary Breath Tests	\$10.00
Impound Vehicle Release	\$30.00

Thank you.



Charter Township of Van Buren

BOARD OF TRUSTEES

SUPERVISOR Linda H. Combs	CLERK Leon Wright	TREASURER Sha'ry A. Budd	
TRUSTEE Phillip C. Hart	TRUSTEE Jeffrey L. Jahr	TRUSTEE Brenda J. McClanahan	TRUSTEE Reggie Miller

October 13, 2015

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

Subject: 2016 Planning & Economic Development Department Fees

Honorable Trustees,

Please find attached to this letter the following proposed fee schedules:

- 2016 Planning Fee Schedule
- 2016 Building Permit Fee Schedule
- 2016 Electrical Permit Fee Schedule
- 2016 Mechanical Permit Fee Schedule
- 2016 Plumbing Permit Fee Schedule

There are no proposed changes to the fee schedules from fiscal year 2015. The main reason for this is that we are projecting that in 2015 our revenue will exceed our expenses for the first time in the past few fiscal years. As of October 13, 2015 our current revenue from licenses and permits (accounts 101-000-477-000 to 101-000-486-000) is \$996,935.58. Our projected departmental expenses for the 2015 fiscal year (accounts 101-370-702-000 to 101-370-970-000) are approximately \$780,000. One of the main reasons why our revenue has been so high this year is due to a few large commercial projects. For example the Costco Warehouse development paid \$356,574 in building permit fees, a project at the Chase Bank building paid \$178,377.82 in building permit fees, and a project at the Contractor's Steel building paid \$30,893 in building permit fees. These specified projects account for \$565,844.82 or 56.8% of total revenue. Based on one approved large project (Menards) which is tentatively scheduled to apply for building permits in early 2016 and our estimate that commercial development will continue to occur in 2016, it is my belief we can anticipate similar revenue from large commercial projects in the coming fiscal year.

In April of 2015 the department asked McKenna & Associates to review our permit fees schedules. The report came back with several recommendations which would raise the permit fees to be in line with the State of Michigan Building Permit Fee schedule. As state law only allows the department to generate sufficient fees to cover department expenses and does not allow for the department to generate a "profit", I do not believe that raising building permit fees would be appropriate after a year where we are projecting a large surplus. We will continue to monitor our revenues to determine if these fees are sufficient to cover department expenses and reevaluate those fees for the next fiscal year. Should any members of the Board like to see a copy of the McKenna report I will be more than happy to provide it and if there are any questions please feel free to contact me.

Respectfully submitted,

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

**Charter Township of Van Buren
2016 Planning Fee Schedule**

Supersedes all prior Fee Schedule(s) upon approval with an effective date of January 1, 2016

Type of Application	Township Fees	Consultant Fees	Per Acre Fee	Unit/Lot/Tree Fee
Rezoning	\$600.00	\$700.00	\$30.00	
Conditional Zoning Amendment , Reviews, Rezoning Contract and Conditions	\$1,500.00	\$1,500.00	\$30.00	
<i>Additional Reviews by Consultant</i>		Cost + 20%		
Special Land Use (new developments)	\$800.00	\$700.00	\$30.00	
Special Land Use (existing building, no site changes)	\$500.00	\$500.00	\$30.00	
Concept Plan Review Only	\$350.00	\$350.00		
<i>* Additional Reviews by Consultant</i>		Cost + 20%		
Engineering Concept Plan Review Only		\$500.00	\$25.00	
Site Plan Review- NON Residential				
Commercial Development	\$2,500.00	\$500.00	\$150.00	
Industrial Development	\$2,500.00	\$500.00	\$150.00	
Public or Semi-public Development			\$450.00	\$ 150.00
Administrative Review (Re-occupancy, building additions, site changes to Existing Use)	\$400.00 \$1,250.00	 \$500.00	Minor Change Major/New Structure	
<i>*Additional Reviews by Consultant</i>		Cost + 20%		
Initial Engineering Deposit		\$4,000.00	\$25.00	
Site Plan Review- Residential				
Site Condominium	\$2,500.00	\$455.00		\$30.00
Cluster Housing Development (PRD)	\$4,000.00	\$465.00		\$30.00
Multiple Family	\$3,000.00	\$400.00		\$10.50
Mobile Home Park	\$3,000.00	\$600.00		\$10.50
Condominium, PRD, Subdivision Documents		Cost + 20%		
<i>*Additional Reviews by Consultant</i>		Cost + 20%		
Initial Engineering Deposit		\$4,000.00	\$25.00	
Dev. Instigated Rev. Approved Plat, Architectural Rev. Existing Developments	\$750.00	\$750.00		\$15.00
Subdivision/Plat Review				
Sketch Plan Review	\$400.00	\$350.00		\$ 30.00
Site Plan Review (Tent. Preliminary Plat)	\$2,000.00	\$700.00		\$30.00
Preliminary Plat Review	\$600.00	\$500.00		\$15.50
Final Plat Review	\$700.00	\$600.00		\$15.50
<i>*Additional Reviews by Consultant</i>		Cost + 20%		
Initial Engineering Deposit		\$4,000.00	\$25.00	
Special Meetings				
Expedited Review	150% Cost	Cost + 150%		
Planning Commission	\$560.00	Cost + 20%		
Board of Zoning Appeals (Single Family Res.)	\$400.00	\$350.00		
Board of Zoning Appeals (Non- Res./Multiple)	\$400.00	\$350.00		
Other Fees				
Variance Review	\$500.00	\$500.00		
Zoning Verification	\$75.00			
Replat/Change to Master Deed	\$250.00	\$250.00		\$75.00
Woodland/Tree Removal	\$350.00	\$700.00	\$65.00	\$3.00
Tree Replacement (per-tree)				\$350.00
Lot Split Review	\$75.00	\$350.00		
Accessory Structure Modification	\$250.00			
Fire Department Site Plan Review	\$400.00			
Temporary Land Use/Special Event Permit	\$1,250.00			
Grass & Weeds Mowing / Blight / Property Maintenance Administration Fee (Ordinance)				Cost + \$100
Developer Initiated Master Plan or Zoning Amendments to Text and Maps	\$1,500.00	Cost +20%		

**Consultant review fees include the initial review. Any additional reviews shall be charged at Cost + 20%*

**Charter Township of Van Buren
2016 Building Department Fee Schedule**

Supersedes all prior Fee Schedule(s) upon approval with an effective date of January 1, 2016

Building Type		Fee
Additions		\$0.52 per sq.ft. Minimum \$200.00
Add on Fee		\$10.00
Base Permit Fee		\$40.00 Due at time of application
Batch Plant Permit		\$250.00 + Removal bond (Min. \$1,000)
Business Re-Occupancy Inspection		\$250.00
Cat Walk		\$95.00
Commercial/Remodel/New		* Project Value X (0.0067) Minimum \$200
Decks		\$95.00
Demolitions:	Voluntary	\$95.00
	Notice Of Violation	\$200.00 + \$1,000 bond
Driveway Bond		\$2,000.00
Extra Inspections	In excess of minimum	\$55.00
Finished Basement	\$200.00 Minimum	\$0.52 per Sq.ft.
Fire Damage Reconstruction	\$200.00 Minimum	\$0.52 per sq.ft. + Insurance deposit
Fire Dept. Building Review		\$50.00 per hour
Fire Dept. Inspection/General/New Business		\$50.00 per hour
Garage/Pole Barns/Accessory Structures	Incl. Sheds Over 200 s.f.	\$0.52 per sq.ft. Minimum \$200.00
Industrial/Remodel/New		* Project Value X (0.0067) Minimum \$200
Manufactured Home (Park)		\$125.00
Modular Home		\$0.52 per sq.ft.
New Home Completion Bond		\$1,500.00 Due at time of permit issuance
New Homes (Includes Basements)		\$0.52 per sq.ft.
Off-site Home Inspections		\$200.00 + Travel Time
Outside/replacement inspector	2-hr Minimum	\$55.00 per hour
Penalty for Starting Work W/O Permit		2 X permit fees
Permit Renewal		50% of original permit fee (Maximum \$500.00)
Plan Review:	Commercial/Industrial/Multi	20% of Permit Cost
	Outside Plan Review Services	120% of cost
Public Sidewalk Bond		\$500.00
Registration:	New	\$30.00
	Renewal	\$20.00
Re-Inspection	Not ready for inspection	\$65.00
Residential Remodel		\$0.52 per sq.ft. Minimum \$200.00
Roof- Commercial/Industrial/Multi-Family:		* Project Value X (0.0067)
		\$250.00 Minimum
Roof- Single-Family Residential		\$95.00
Service Walk/Porch Cap Bond		\$300.00
Signs:	Monument	\$150.00
	Wall Mount	\$95.00
	Other/Temporary	\$25.00
Special Inspection	2 hour minimum	\$55.00 per hour
Street Tree Bond		\$350.00
Sump Line		\$95.00
Swimming Pools:	Residential	\$95.00
	Commercial/Industrial	* Project Value X (0.0067)
Temporary Trailer Permit		\$100.00 + \$1,000 Removal bond
Water/Sewer Lead		\$95.00
Windows/ Siding/Doors/Lakeside Stairs		\$95.00

**Charter Township of Van Buren
2016 Electrical Fee Schedule**

Supersedes all prior Fee Schedule(s) upon approval with an effective date of January 1, 2016

Permit Type		Fee
Base Permit Fee		\$40.00
Service:	Temp	\$35.00
	100 amp or less	\$35.00
	101 - 400 amp	\$45.00
	401 - 600 amp	\$110.00
	> 600 amp	\$165.00
Sub-Panel		\$35.00
Circuits:	1-5 Circuits	\$35.00
	Each Additional Circuit	\$5.00
Fixtures per 10		\$10.00
Receptacles per 25		\$10.00
Dishwasher, Garbage Dis., Range (110 v)		\$10.00
Furnace, A/C, Electric Dryer Outlet		\$30.00
220 Welder/Compressor/Range		\$30.00
Signs		\$35.00 per circuit
Mobile Home Hook Up		\$50.00
Mobile Home Pedestal (each)		\$25.00
RV Park Hooup (each)		\$15.00 per site
Modular Hook up		\$85.00
Motors/Generators/Transformers:	Up to 20 K.V.A. or H.P.	\$20.00
	21 to 50 KVA/HP	\$25.00
	51 KVA/HP and over	\$35.00
Fire Alarms:	Up to 10 Stations & horns	\$150.00
	11-20 stations & horns	\$100.00
	Over 20 devices (each)	\$5.00 per device
Swimming Pools		\$50.00
Outdoor Pole Light/Light Pole Base		\$15.00
Interrupitble Residential A/C		\$35.00
Smoke Detector		\$5.00 each
Add on Fee		\$10.00
Carnivals, Circus, ext.		\$250.00
Counduit or Grounding only		\$35.00
Data/Telephone Outlets		\$5.00 each
Feed Bus Ducts, Raceways, Etc.:	per 50 ft.	\$10.00
Fire Alarm Review		\$200.00
Fire Department Inspection		\$50.00 per hour
Fire Dept. Circuis, Fairs, Carnival Inspect.		\$200.00
Heating Units each (i.e. baseboard)		\$5.00 per unit
Extra Inspection		\$55.00
Re-inspection		\$65.00
Outdoor Meter Cabinets		\$20.00
Outside/replacement inspector	2-hr Minimum	\$55.00 per hour
Penalty for work w/out permit		2 X permit fee
Plan Review:	In house	\$25.00 per hour
	Outside Plan Review Service	120% of Cost
Postage	Minimum	\$1.00 or actual cost
Rebar Bond		\$25.00
Registration:	New	\$30.00
	Renew	\$20.00
Special Inspection	2-hr Minimum	\$55.00 per hour
Transfer Switch		\$35.00
Permit Renewal		50% of original permit fee (Max. \$250)

**Charter Township of Van Buren
2016 Plumbing Fee Schedule**

Supersedes all prior Fee Schedule(s) upon approval with an effective date of January 1, 2016

Permit Type		Fee
Base Permit Fee		\$40.00
Fixtures, Water Connected Appliances	Each	\$8.00
Stacks (soil, waste, vent & conductor)	Each	\$8.00
Sewer (sanitary – storm):	Less than 6"	\$40.00
	6" and over	\$95.00
Sub-Soil Drains		\$10.00
Drains		\$10.00
Modular Installation		\$85.00
Mobile Home Hookup		\$55.00
Sewage Ejectors, Sumps, Manholes	Each	\$10.00
Water Distributing Pipe:	Minimum	\$20.00
	3/4" - 1 1/2" service	\$30.00
	2" service	\$40.00
	3" service	\$60.00
	4" service	\$75.00
	> 4" service	\$100.00
Backflow	Each	\$20.00
Hot Water Heater		\$25.00
Special Inspection	2-hr Minimum	\$55.00 per hour
Re-Inspection	Not ready for inspection	\$65.00
Lawn Sprinkler (vacuum breaker, water connection)		\$25.00
Postage	Minimum	\$1.00 or actual cost
Add on Fee		\$10.00
Air Admit Valve		\$8.00
Back Water Valve		\$8.00
Extra Inspection Fee	In excess of rough & final	\$55.00
Registration:	New	\$30.00
	Renewal	\$20.00
Shower Pan	Each	\$15.00
Studor Vent	Each	\$8.00
Sump Line		\$95.00
Water Service		\$95.00
Water/Sewer Lead		\$95.00
Vacuum Breaker Residential		\$25.00
Vacuum Breaker Commercial		\$30.00
Domestic water treatment and filtering equip.		\$25.00
Outside/replacement inspector	2-hr Minimum	\$55.00 per hour
Permit Renewal		50% of original permit fee (Max. \$250)
Plan Review:	In House	\$25.00 per hour
	Outside Plan Review Service	120% of cost
Fee for Work Started without permit		2 X permit fee

**Charter Township of Van Buren
2016 Mechanical Fee Schedule**

Supersedes all prior Fee Schedule(s) upon approval with an effective date of January 1, 2016

Permit Type		Fee
Base Permit Fee		\$40.00
Residential Single Family Duct Work		\$30.00
Commercial/Industrial/Multi-Family Duct Work:	Up to 300 ft.	\$30.00
	> 300 ft.	\$0.10 per linear foot
Furnace, Rooftop Equip., Electric Heater:	Up to 200,000 BTU	\$30.00
	Each Addition 100,000 BTU	\$10.00
Boiler		\$30.00
Room Heater, Stove, Portable Heater & all other gas/oil burners:	200,000 input (each)	\$30.00
	200,000 - 500,000 (each)	\$40.00
	> 500,000 (each)	\$65.00
Gas Piping Openings (new)		\$5.00 each opening
Residential Single Family Gas or Fuel Piping		\$25.00
Commercial/Industrial/Multi-Family Gas or Fuel Piping:	Up to 500 ft.	\$25.00
	> 500 ft.	\$0.05 per linear foot
Processing Piping- Air or Gas Piping, Hydraulic Piping, Incinerator, or Cooling	Up to 500 ft.	\$25.00
	> 500 ft.	\$0.05 per linear foot
Gas Burner	< 500,000 BTU	\$25.00
	> 500,000 BTU	\$55.00
Gas Pressure Test:	Residential	\$30.00
	Commercial / Industrial	\$45.00
Modular Installation, Gas Piping & Pressure		\$65.00
Air Conditioning & Refrigeration:	Up to 3 Tons	\$30.00
	4 Tons - 50 Tons	\$45.00
	> 50 Tons	\$65.00
Solid Fuel Burning Device		\$25.00
Heat Pumps		\$30.00
Sprinkler/Fire Suppression System (# of heads):	1 - 100	\$150.00
	101 - 200	\$175.00
	201 - 300	\$200.00
	301 - 400	\$225.00
	401 - 500	\$275.00
	Over 500	\$300.00
Fire System Test	Hourly Rate: \$55.00 / hr	\$110.00 2 hour minimum
Pre-Fab Fireplace or Wood Stove		\$35.00
Chimney Liners		\$35.00
Fire Damper		\$20.00
Humidifier or Air Cleaner		\$35.00
Commercial Kitchen/Exhaust Hood		\$40.00
Exhaust Fans:	Residential Bath & Kitchen	\$10.00
	Up to 1,000 cfm	\$25.00
	> 1,000 cfm	\$35.00
Underground Fuel Storage Tank		\$45.00 per tank
Above Ground Fuel Storage Tank		\$35.00 per tank
Add on Fee		\$10.00
Chiller		\$30.00

2016 Mechanical Fee Schedule

Commercial/Industrial Scale		\$30.00	
Compressor		\$30.00	
Cooling Towers		\$30.00	
Evaporator Coils		\$30.00	
Extra Inspection		\$55.00	
Fire Dept. Sprinkler System Plan Review		\$200.00	
Fire Dept. Sprinkler System Hydrostatic Test		\$200.00	
		Residential	Commercial / Industrial
Heat Recovery Units		\$10.00	\$20.00
Unit Ventilators/PTAC Units		\$10.00	\$20.00
Generator		\$35.00	\$70.00
Air Handler		\$30.00	\$60.00
V.A.V. Boxes		\$10.00	\$20.00
Hot Water Heater		\$25.00	\$60.00
Hot Water & Steam Distribution:	0" - 2"	\$30.00	
	2 1/4" - 4"	\$55.00	
	> 4"	\$75.00	
Reinspection		\$65.00	
Kitchen Exhaust Hood		\$40.00	
Lawn Sprinkler System		\$25.00	
Registration:		\$15.00	
Oil Burner	<200,000	\$30.00	
	200,000 to 500,000	\$40.00	
	>500,000	\$65.00	
Permit Renewal		50% of Original permit fee	Max \$250
Postage	Minimum	\$1.00	or actual cost
Plan Review	In-House	\$25.00	per hour
	Outside Plan Review Service	120% of Cost	
Special Inspection	2-hr Minimum	\$55.00	per hour
Penalty for Work Started Without a Permit		2 X Permit Fee(s)	
Outside/replacement inspector (2hr min)	2-hr Minimum	\$55.00	per hour

Charter Township of Van Buren

REQUEST FOR BOARD ACTION

Agenda Item: _____

WORK STUDY MIG DATE: 10/19/15

BOARD MTG. DATES: 10/20/15

Consent Agenda _____

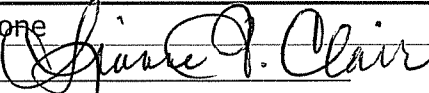
New Business X

Unfinished Business _____

Public Hearing _____

ITEM (SUBJECT)	Walden Woods Paving Repairs Project – Approval of Contract with Wade Trim to Provide Professional Services for Construction
DEPARTMENT	Planning and Economic Development
PRESENTER	David Nummer, Wade Trim
PHONE NUMBER	734-947-9700
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	
To consider the proposal from Wade Trim for \$39,500 in order to provide professional services relating to the construction of the Walden Woods Paving Repairs Project.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
<p>The Township is participating in Wayne County's Local Road Initiative program. The County will reimburse 80% of the construction costs of rehabilitating and improving certain local Township roads. This project entails making certain repairs to the roads in the Walden Woods subdivision as specified in the preliminary engineering review and agreed upon by the Homeowners Association for Walden Woods. The Homeowners Association for Walden Woods has contributed the 20% funds and Wayne County will reimburse the Township for the additional 80%.</p> <p>This proposal is for Wade Trim to provide construction administration and inspection which includes construction staking, construction inspection, field engineering, contract administration, materials testing and quality assurance, conducting project meetings, and conducting project closeout activities. This is a similar proposal to what had been considered with the Jeanette, Venetian, and Dewitt project.</p>	
BUDGET IMPLICATION	None, HOA funds and Wayne County funds will be used for this project.
IMPLEMENTATION NEXT STEP	None, if approval is granted a community meeting with the residents of Walden Woods will be scheduled.
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	N/A
ATTORNEY RECOMMENDATION	N/A
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	None
APPROVAL OF SUPERVISOR	



WADE TRIM

October 8, 2015

Van Buren Township
46425 Tyler Road
Van Buren Township, MI 48111

Attention: Mr. Ron Akers, Planning and Economic Development Director

Re: Proposal to Provide Professional Services for Construction
Walden Woods Subdivision Paving Repairs Project

Dear Mr. Akers:

We are pleased to present this Proposal to provide professional services relating to the construction of the Walden Woods Subdivision Paving Repairs Project. This project includes numerous locations for panel replacement, joint replacement, sidewalk ramp improvement for compliance with ADA standards, and some intersection replacement.

The Township has previously engaged Wade Trim for planning and design engineering services; those efforts concluded with the end of the bidding period and our recommendation letter. The design of this project is based on a "log job" format meaning that necessary improvements are located and marked in the field rather than being specified on plans. The log job approach allows for project bidding documents to be prepared at a lower cost and in an expedited timeframe. While the design costs for the log job are lower, the field effort necessary during construction tends to be slightly more than traditional design projects. The intent is that the combination of lower design costs and slightly higher construction costs will still result in a lower overall cost to the residents. This Proposal is for services to be rendered during and shortly after construction, including conducting a resident information meeting, construction contract administration, inspection, and preparing post construction quality documents and project close out. A detailed description of services is given below:

SERVICES TO BE PROVIDED

Construction Administration and Inspection

Construction Staking

- Construction staking will be done on an as-needed basis. The majority of the work will involve removal and replacement of discrete pavement section that will not require staking. Staking may be required for those locations where intersection replacement is proposed, depending on the extent of the work. This staking will be provided once; any restaking necessary to replace lost or disturbed stakes will be charged back to the Contractor.
- Cut sheets with the vertical control information will be provided to the Wade Trim inspector who will make that information available to the Contractor.

Wade Trim Associates, Inc.
25251 Northline Road
P.O. Box 10
Taylor, MI 48180

734.947.9700
800.482.2864
734.947.9726 fax
www.wadetrim.com



Construction Inspection

- A construction inspector will be present at the site whenever construction operations are in progress. The inspector will note the materials being used and methods of construction. Inspectors will also check line and grade on the road and the thickness of aggregate base and paving materials to ensure the proper amount of material is being used. Any irregularities noted during these processes will be noted on the daily inspection reports and brought to the attention of the Field Engineer and the Township.
- Construction inspectors will keep track of payment quantities and compile daily reports that will be used as the basis for payment to the Contractor.
- The inspectors will be the day-to-day representatives on the project and will be working closely with residents to ensure that they have access and that their concerns are addressed in a timely and appropriate manner.

Field Engineering

- A Field Engineer will be assigned to work as the liaison between the field inspector, the Wade Trim office staff and the Township. The Field Engineer is an experienced construction specialist who provides contract administration to the Project. The Field Engineer will consult with the Township and provide direction to the Contractor on any issues that are not within specifications and any field changes that may be proposed by the Contractor. The Field Engineer is the first respondent to any conflicts which may arise.
- The Field Engineer will be responsible for locating and marking necessary improvements in the field. The scope and quantity of work to be done will be adjusted to take full advantage of the matching funds being provided by Wayne County.
- The Field Engineer will review the daily inspection reports and make note of any unresolved issues for follow-up.
- The Field Engineer will be responsible for the review and approval of the shop drawings and material certifications.

Contract Administration

- The Field Engineer and Project Manager will provide contract administrative duties such as request for information responses, review and recommendation of Contractor requests for payment, progress meetings and minutes, and responses to conflicts regarding changes in conditions. Progress meetings will be attended by the Project Manager.
- Coordination of the Contractor's efforts will be monitored and communicated by the Field Engineer so that the DDA personnel and residents near the construction are aware of on-going construction activities. Operations may impact traffic and may temporarily block driveway access.

Materials Testing and Quality Assurance

- Materials testing will be performed by Somat Engineering as a subconsultant to Wade Trim. Concrete slump and air content will be tested and monitored throughout construction to ensure compliance with contract documents and specifications. Concrete test cylinders will be cast periodically throughout the project. These cylinders will then be tested for total compressive strength at three, seven and 28 days to ensure the concrete meets or exceeds contract requirements. Testing reports will be made part of the project documentation.

Project Meetings

- An informational meeting will be held with the residents to discuss details of the construction methods and schedule. This meeting will be attended by the Project Manager, Field Engineer, Construction Inspector and the Contractor so the residents will be familiar with the Township representatives they may encounter on the project site. We find that these informational meetings are very helpful to both the residents and the Contractor. We are able to hear and respond to resident concerns and the Contractor also learns of details of the project that they might not otherwise have known.
- Weekly progress meetings will be held on site with the Contractor, Wade Trim and the Township to discuss any upcoming issues and to monitor project cost and schedule. Meeting minutes will be provided to the Township and all meeting attendees.

Project Closeout Activities

- Project close out will include final measurement of quantities, preparation of a final change order to reconcile all project quantities and costs, and obtaining waivers of lien, consent of surety and release of permits from the Contractor.

Compensation

The scope of services outlined above will be provided by Wade Trim Associates for an estimated amount of \$39,500. Included in this figure are the "inspector days" costs and bid by the Contractor. The total cost of these services equates to 16.5% of the construction contract amount and can be broken down into two components – 10.2% for Inspection Services and 6.3% for Field Engineering, surveying, project management and materials testing. The Field Engineering component will be a not-to-exceed cost of \$15,000 and will include all the scope of services outlined above, with the exception of construction inspection. This work will be billed hourly based on the actual number of hours required to complete the scope of services.

The cost for the inspection component is determined by the low bidder through their construction bid. In this case, the Contractor included \$24,500 for construction inspection. Actual inspection costs will be deducted from the monies due to the Contractor. Since the inspection costs are dependent upon the performance of the Contractors and may vary, the cost of these services is estimated at \$24,500. Should the construction inspection costs exceed the amount bid, the Contractor will be responsible for the additional cost.

Van Buren Township
October 8, 2015
Page 4

If you have any questions about this Proposal, please feel free to contact our office.

Very truly yours,

Wade Trim Associates, Inc.

A handwritten signature in black ink, appearing to read "David M. Nummer". The signature is fluid and cursive, with the first name "David" being more prominent.

David M. Nummer, PE
Senior Project Manager

DMN:ka
AAA 8140-15
20150828Akers.doc

Charter Township of Van Buren Capital Budget Request

Project Title:	Sewer Cleaning & Lining Project					Control:	
Project Description:							
This CIP is for the cleaning of the 30" sanitary main near and under Ecorse & I-275, S I-94 Service Dr, E of Beckley and to install culverts and hydrants for improved future access by township staff.							
Responsible Department:	Public Works: Water & Sewer						
Submitted by:	James T. Taylor					Date:	10/13/2015
Equipment Required:							
Related Project(s)							
Related Plan(s):							
Project Status:			Previous Funds Committed:				
Capital Requested:							
Fiscal Year:	2015	2016	2017	2018	2019	2020	Total
Internal Funds							
External Funds							
Total Amount Requested:		\$350,000					\$350,000
Funding Source(s) \$:							
General Fund							
Direct Fees							
Special Assessment							
Tax Increment Capture							
Bond							
Revolving Fund							
<u>Other Internal (explain):</u>							
Water & Sewer Fund	\$350,000						\$350,000
<u>External (explain):</u>							
Total Capital Costs:	\$350,000						\$350,000
Additional Operations/Maintenance							
	2015	2016	2017	2018	2019	2020	
Yearly Revenue:							
Yearly Expense:							
Net Cash Flow:							
Comments							
The 30" sanitary that runs under I-275 is in need of cleaning to prevent possible back-ups further upstream. We do not have the access, equipment or manpower to perform adequate cleaning. Within the scope of this project will be the installation of additional culverts and hydrants to allow township equipment access to the manholes for future cleaning and inspection.							