

**CHARTER TOWNSHIP OF VAN BUREN BOARD OF TRUSTEES
FEBRUARY 5, 2018 WORK STUDY MEETING 4:00 P.M.
REVISED TENTATIVE AGENDA**

ROLL CALL:

Supervisor McNamara _____
Clerk Wright _____
Treasurer Budd _____
Trustee Frazier _____
Trustee Martin _____

Trustee Miller _____
Trustee White _____
Engineer Potter _____
Attorney McCauley _____
Secretary Montgomery _____

UNFINISHED BUSINESS:

NEW BUSINESS:

1. Discussion on the personal leave of absence request for Firefighter Chris Roy.
2. Discussion on the Donation Agreement to Schoolcraft College and Schoolcraft Institutional Scholarship.
3. Discussion on the re-appointment of Harlan Davenport to the Construction Code Appeals Board with a term to expire February 28, 2020.
4. Discussion on the appointment of Aaron Sellers to the Board of Zoning Appeals with a term to expire December 1, 2018.
5. Discussion on the split/combination of lots 83-110-01-0137-301 and 83-110-01-0137-302.
6. Discussion on the proposed revision to the Endowment Committee bylaws.
7. Discussion on the 2017 Planning Commission annual report.
8. Discussion on Resolution 2018-1 authorizing the submission of the Michigan Township Association application for the Township of Excellence Certificate of Achievement in Election Administration.

PUBLIC COMMENT:

ADJOURNMENT:

Charter Township of Van Buren

Agenda Item: _____

REQUEST FOR BOARD ACTION

WORK STUDY MEETING

DATE: 2-05-2018

BOARD MEETING

DATE: 2-06-2018

Consent Agenda X

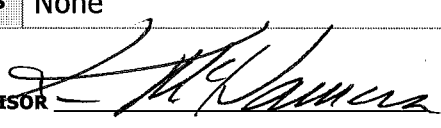
New Business _____

Unfinished Business _____

Public Hearing _____

ITEM (SUBJECT)	Leave of Absence - Personal
DEPARTMENT	Public Safety - Fire Department
PRESENTER	Deputy Director of Fire Amy Brow
PHONE NUMBER	734-699-8916
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	
To consider request to grant Firefighter Chris Roy a Personal Leave of Absence as outlined in Article XII of the collective bargaining agreement.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
Firefighter Chris Roy was formally offered full-time employment on January 8, 2018. As a result, Firefighter Roy is formally requesting a Personal Leave of Absence, as outlined in Article XII of the collective bargaining agreement, six months from the date of board approval: 02/06/18 – 08-06/18. Article XII indicates that his request requires the approval of the Director of Public Safety and the Board of Trustees.	
BUDGET IMPLICATION	none
IMPLEMENTATION NEXT STEP	n/a
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	

January 15, 2018

Van Buren Township Fire Department

Leave of Absence Request:

I would like to request a leave of absence from the Van Buren Township Fire Department for 6 months. I have recently had a change in my schedule and will not be able to fulfill the requirements of the job for 6 months. I would like to start this leave of absence on January 30th, 2018 returning July 30th, 2018. Thank you for your consideration.

Sincerely,

Christopher Roy

A handwritten signature in black ink, appearing to read 'CHRISTOPHER ROY', with a long, sweeping horizontal line extending to the right.

January 15, 2018

enumerated or referred to in this Agreement. No further agreement shall be binding on either the Employer or the Association until it has been put in writing and signed by both the Employer and the Association as either an amendment to this Agreement or a letter of understanding signed by both parties.

The Association agrees that at no time will it solicit or collect monies of any kind on Employer time without permission of the Director of Public Safety or his or her designee.

Fire Fighters may ask for a review of any department policy or procedure by submitting said request in writing through the proper chain of command.

All non-full-time and permanent part-time employees covered under this Agreement are considered "paid-on-call" or auxiliary fire fighters. There is a reasonable expectation for paid-on-call fire fighters to respond to incidents outside of the scope of the Duty Crew's abilities and provide assistance as needed. In the interest of incident stabilization paid-on-call fire fighters hired after ratification may not maintain a primary residence greater than ten (10) miles from the border of Van Buren Township.

ARTICLE XII

LEAVES OF ABSENCE

SECTION 1 - GENERAL INFORMATION Employees under this agreement may be granted a leave of absence, as specified herein, upon prior request. It shall be recommended by the Director of Public Safety, approved by the Township Board of Trustees, and be subject to the following regulations:

- A. Such leaves shall not be granted for more than six (6) months unless otherwise specified.
- B. An employee granted a leave of absence shall be restored to his/her position on the expiration of the leave, or, if approved by the Employer before the expiration thereof, without loss of seniority.

- C. In the event such employee's position shall have been abolished in the meantime he/she shall be returned in the following manner:

If there is a probationary employee serving in a position of the same job classification in the department in which the individual was formerly employed, the probationary employee shall be separated and the returning employee appointed to the position.

If there is no probationary employee in that job classification or position in the department in which the individual was formerly employed, the name of the returning employee shall be put at the head of the re-employment list for that class. Should the names of two (2) or more employees returning from leave be placed on the re-employment list, the names shall be arranged in order of seniority.

- D. All leave requests shall state the exact date on which the leave begins and the exact date on which the employee is to return to work. Requests shall be filed at least fourteen (14) days prior to the requested starting date, except in cases of emergency.
- E. If an employee obtains a leave of absence for a reason other than stated at the time the request is made, the employee will be subject to disciplinary action up to and including termination.
- F. Failure to return to work on the exact date scheduled may be cause for disciplinary action up to and including termination.
- G. No employee will be granted a leave of absence for the

purpose of obtaining employment elsewhere. However, for purposes of obtaining full-time employment wherein an employee is unavailable due to training or other similar requirements, the Employer may grant a leave not to exceed six (6) months.

- H. At its expense, the Employer may cause any employee who requests any type of medical or sick leave to be examined by a medical doctor of the Employer's choosing. The Employer also reserves the right to have an employee examined by a physician of the Employer's choice during a medical leave and/or after said leave of absence. Employees returning from a leave of absence may also be subjected to a drug screen prior to return to full status work.
- I. Before returning to work, the employee must be certified by his/her attending physician as ready and able to return to his/her full work assignment if the leave of absence was granted for medical reasons.
- J. In the event that there is a difference of opinion between the Employer's physician and the physician of the employee as to the employee's fitness for duty, the physicians from each party shall select an impartial third physician whose opinion shall be binding upon the parties. The cost for the third physician's services shall be shared equally by the Employer and the employee.
- K. All Duty Crew eligible Association members shall work four (4) duty crew shifts every calendar month unless on approved leave of absence.

SECTION 2 - LEAVE DEFINITIONS AND TERMS

ASSOCIATION LEAVE Members of the Association elected to local Association positions or selected by the Association to do work which takes them from their employment with the Employer may at the written request of the Association, receive a non-paid leave of absence and, upon their return, shall be re-employed at work with accumulated seniority. No more than one (1) employee shall be off on leave under this section at any time. Association leave shall be subject to the provisions of Article XII, Section 1, A, B and C.

GOVERNMENTAL APPOINTMENT LEAVE Any member of the Association may, at the sole discretion of the Employer, be given a non-paid leave of absence to accept an appointed governmental job. Said leave shall be renewable at the sole discretion of the Employer.

MILITARY/RESERVE LEAVE Any employee active in the Military Service of the United States of America (at the time of appointment) shall be granted a non-paid leave of absence for training or other military related special occurrences.

PERSONAL LEAVE Employees under this contract may be granted a personal leave of absence without pay. Such leaves may not be granted for more than six (6) months unless otherwise specified. Personal leaves shall be subject to the provisions of Article XII, Section 1, A, B and C.

SICK LEAVE Any employee who is ill and whose illness is supported by satisfactory medical evidence will be granted a sick leave of absence for an appropriate period of time, not to exceed six (6) months. Sick leaves must be requested before the leave commences, unless there is an emergency situation which prevents the employee from contacting the Employer, in which case the employee will submit medical evidence as soon as the employee is able. Where supported by medical proof, sick leaves may be extended for additional days as necessary but not to exceed two (2) years. In event the leave of absence is extended beyond six (6) months, the employee shall be responsible for contacting the Director of Public Safety or his designee not less than every thirty (30) days during the term of the leave for the purpose of a status report on the medical condition.

OUTSIDE EMPLOYMENT RELATED LEAVE Any employee requesting a leave of absence as a direct result of his/her full-time outside employment, shall be granted such leave upon documentation of need from said outside employer.

WORKER'S COMPENSATION LEAVE A worker's compensation leave shall be defined as a leave required as the result of the employee incurring a compensable illness or injury related to or during the course of his/her employment as a township fire fighter. An employee, upon becoming aware of injury or illness, shall report any illness or injury to a supervisor.

MATERNITY LEAVES Said leave will be granted in accordance with Federal and State Regulations. When an employee learns that she is pregnant, she shall furnish the Director of Public Safety or his designee with a certificate from her physician stating confirmation of the pregnancy and the approximate date of delivery. Beginning with the fifth month of pregnancy, and every month thereafter prior to delivery, the employee shall provide a written statement from her physician to reflect her current physical condition and also her ability to continue her employment during pregnancy. The Employer will grant a leave of absence for maternity reasons upon written request and proper certification from the employee's physician. Leave may be extended if such request is made and supported by the employee's physician statement that the employee is unable to return to work due to illness.

SICK AND ACCIDENT BENEFITS – PAID-ON-CALL The Employer will provide eligible paid-on-call employees with Fifty Dollars (\$50.00) of weekly benefits for a period of twenty-six (26) weeks providing the employee does not receive sickness and accident benefits from another source. Employees will be eligible for benefits on the first day of disability due to an injury; the first day of hospitalization; and on the eighth day of disability due to sickness.

After three (3) days absence due to such illness or injury, upon the Employer's request, an employee shall provide to the Employer a statement from a Doctor verifying illness. At its expense, the Employer may cause any employee receiving benefits under this Section, to be examined by a medical doctor of the Employer's choice during said period of benefit.

Charter Township of Van Buren

Agenda Item: _____

REQUEST FOR BOARD ACTION

WORK STUDY MEETING

DATE: 2-05-2018

BOARD MEETING

DATE: 2-06-2018

Consent Agenda _____

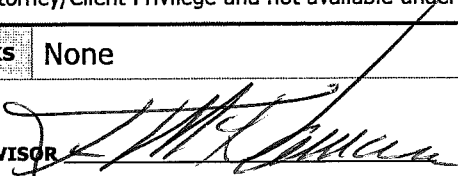
New Business X

Unfinished Business _____

Public Hearing _____

ITEM (SUBJECT)	Donation Agreement to Schoolcraft Community College and Schoolcraft Institutional Scholarship
DEPARTMENT	Supervisor's Department
PRESENTER	Supervisor McNamara
PHONE NUMBER	734-699-8910
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	Patrick McCauley, Chief Brow, Director Laurain

Agenda topic

ACTION REQUESTED	
To consider approval for Supervisor McNamara to authorize a Donation Agreement to Schoolcraft Community College and Schoolcraft Institutional Scholarship.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
Please see attached agreements.	
BUDGET IMPLICATION	none
IMPLEMENTATION NEXT STEP	
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	
ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	None
APPROVAL OF SUPERVISOR	

DONATION AGREEMENT
(Vehicle)

This Donation Agreement ("**Agreement**") is entered into as of the 3rd day of January, 2018 (the "**Effective Date**"), by and between Charter Township of Van Buren, a Michigan Municipal Corporation, whose address is 46425 Tyler Road, Van Buren Township, Michigan 48111 (the "**Donator**"), and Schoolcraft Community College District, a Michigan community college district, whose address is 18600 Haggerty Road, Livonia, Michigan 48152 ((the "**Grantee**"). Collectively, Donator and Grantee may be referred to as "Parties" and individually as "Party".

RECITALS:

A. Grantee is a Michigan community college district that maintains a campus in Livonia, Michigan, as well as other locations.

B. Donator owns a 1986 Pierce Arrow, 95' Straight Stick Fire Truck (VIN: 1P9CA01J9GA040427 (the "**Fire Truck**")).

C. Grantee offers, among other programs of study at its campuses, fire-training at the Schoolcraft College Fire Academy Regional Training Center (the "**Fire Academy**").

D. Donator desires to donate the Fire Truck to Grantee for academic use at the Fire Academy, pursuant to the terms and conditions set forth in this Agreement.

THEREFORE, for valid consideration received, including the Schoolcraft Institutional Scholarship provided to the Donator (set forth in Exhibit "A" to this agreement), the Donator and Grantee agree as follows:

1. **Donation.** Donator agrees to convey/donate/gift the Fire Truck, together with any and all accessories thereon, to Grantee, free and clear of all liens and encumbrances, for educational purposes at the Fire Academy.

2. **Value of Donated Property.** The Donator and Grantee agree that the Fire Truck has no monetary value in the open market due to its obsolete condition and inability to meet State compliance requirements as an operational fire truck; however, the Parties acknowledge that the Fire Truck has intrinsic value as an educational tool and training vehicle.

3. **Delivery.** Donator agrees to deliver the Fire Truck to Grantee with a current registration and a clear title within thirty (30) days of the Effective Date to the following address: 31777 Industrial Road, Livonia, MI. Donator warrants that it is the legal owner of the Fire Truck and that the Fire Truck is free of all legal claims, liens, and encumbrances. Donator further warrants that it has obtained all necessary township approval to make the donation memorialized herein.

4. **As-Is Condition.** The Fire Truck is donated, and accepted by Grantee, in "as is" condition and the Donator makes no express or implied warranties as to the condition or performance of the Fire Truck.

5. **Registration.** Grantee agrees to register the Fire Truck in its own name within ten (10) business days of the Effective Date.

6. **Assignment.** This Agreement and the rights and benefits hereunder may not be assigned or delegated by Grantee without the prior written consent of the Donator. Subject to the foregoing, the obligations under this Agreement shall be binding upon and the rights shall inure to the parties and their respective successors and assigns.

7. **Miscellaneous Provisions.** This Agreement constitutes the entire agreement of the parties with regard to the subject matter hereof, and supersedes all prior oral and written agreement, if any, of the parties in respect hereto. This Agreement may not be modified or amended except by written agreement executed by both parties. This Agreement will be governed by and construed in accordance with the laws of the State of Michigan without regard to any conflict of laws rule or principle. This Agreement may be executed in counterparts and facsimile and electronic copies of signatures shall have the same force and effect as original signatures.

The parties have entered into this Donation Agreement as of the date provided above.

**Charter Township of Van Buren, a
Michigan Municipal Corporation**

By: _____

Its: _____

**Schoolcraft Community College District,
A Michigan community college district**

By: _____

Its: _____



**Schoolcraft
College**

18600 Haggerty Road
Livonia, MI 48152-2696
734-462-4400
www.schoolcraft.edu

Schoolcraft Institutional Scholarship

Intent: It is the College's intent to provide and shall provide two (2) scholarships to qualified candidates who reside in Van Buren Township, Michigan and who are nominated as scholarship candidates by the Van Buren Township Department of Public Safety ("Department"). Scholarships will be provided for enrollees in either the Schoolcraft College Fire Academy or the Wayne County Regional Police Training Academy at Schoolcraft College.

Award Criteria: Proposed candidates for the scholarship shall be nominated by the Department; however, any such candidate must otherwise qualify for admission to the respective academy for which enrollment is sought. Upon being nominated as a candidate to receive one of the two available scholarships, it shall be the candidate's responsibility to timely apply for admission to his or her chosen academy and to otherwise satisfy any other requirements of such academy including, but not limited to, any physical and background requirements of either academy.

Scholarships will be awarded on a per semester basis and shall be made available for no more than three (3) academic years. The scholarship shall cover the cost of full tuition, fees and required books. The two (2) scholarship recipients must be making satisfactory progress toward obtaining certification in their respective field of study in order to be eligible for scholarship assistance in the following semester.

Application: The Department shall provide the names of its two (2) candidates to the College in sufficient time for the candidates to meet any application deadlines and other requirements for the respective academy. If a candidate is determined to not qualify for admission to the chosen academy, the Department shall have the right to provide the name of an alternative candidate if there remains sufficient time for that candidate to meet any applicable deadlines for admission; otherwise, the alternate qualified candidate will be admitted to attend at the next available semester for enrollment.

Scholarship Supervision: Schoolcraft College will monitor the academic progress of the candidates to determine continued eligibility to receive the scholarship provided hereunder and will notify the candidate and the Department if the candidate is deemed no longer eligible to receive the scholarship. Both of the student awards provided hereunder shall be made in compliance with the College's procedures.

Charter Township of Van Buren

Schoolcraft College

By: _____
Its: _____
Dated: _____

By: _____
Its: _____
Effective Date: _____

Charter Township of Van Buren

Agenda Item: _____

REQUEST FOR BOARD ACTION

WORK STUDY MEETING DATE:

2-5-2018

BOARD MEETING DATE: 2-6-2018

Consent Agenda X

New Business

Unfinished Business

Public Hearing

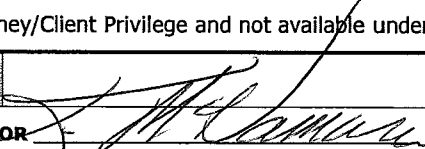
ITEM (SUBJECT)	Consider the re-appointment of Harlan Davenport to the Construction Code Appeals Board with terms to expire February 28, 2020.
DEPARTMENT	Supervisor
PRESENTER	Supervisor McNamara
PHONE NUMBER	734-699-8910
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	
Consider the re-appointment of Harlan Davenport to the Construction Code Appeals Board with terms to expire February 28, 2020.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
<p>Because the Township enforces the State Construction Code or a part of its local its local building code that has not been pre-empted by the State Construction Code, the local community must maintain a Construction Board of Appeals.</p> <p>Harlan Davenport has been serving on the Appeals Board and meet all the requirements as mandated by Michigan Compiled Laws (MCL) 125.1514.</p> <p>They have confirmed with staff in the Supervisor's office, their desire to continue serving in their existing capacity.</p> <p>I am pleased to recommend their re-appointment. Thank you for your consideration.</p>	

BUDGET IMPLICATION	NA
IMPLEMENTATION NEXT STEP	

DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	

ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	

Charter Township of Van Buren

Agenda Item: _____

REQUEST FOR BOARD ACTION

WORK STUDY MEETING

DATE: 2-05-2018

BOARD MEETING

DATE: 2-06-2018

Consent Agenda ☒

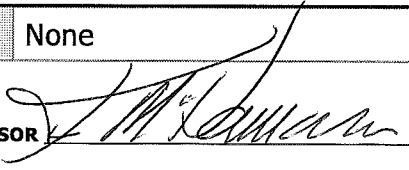
New Business ☐

Unfinished Business ☐

Public Hearing ☐

ITEM (SUBJECT)	Appointment of Aaron Sellers to the Board of Zoning Appeals
DEPARTMENT	Supervisor's Department
PRESENTER	Supervisor McNamara
PHONE NUMBER	734-699-8910
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED	
To consider appointment of Aaron Sellers to the Board of Zoning Appeals for a term to expire: 12-01-2018	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
Aaron Sellers has been serving as an Alternate on the Board of Zoning Appeals. He will replace Edward Miller as a full-time member. His term will expire on 12-01-2018	
BUDGET IMPLICATION	none
IMPLEMENTATION NEXT STEP	
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	
ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	None
APPROVAL OF SUPERVISOR	

Charter Township of Van Buren

REQUEST FOR BOARD ACTION

Agenda Item: _____

WORK STUDY DATE 02-05-18

BOARD MEETING DATE: 02-06-18

Consent Agenda X

New Business

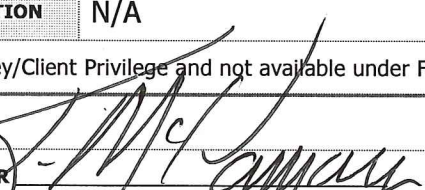
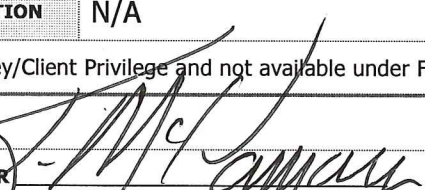
Unfinished Business

Public Hearing

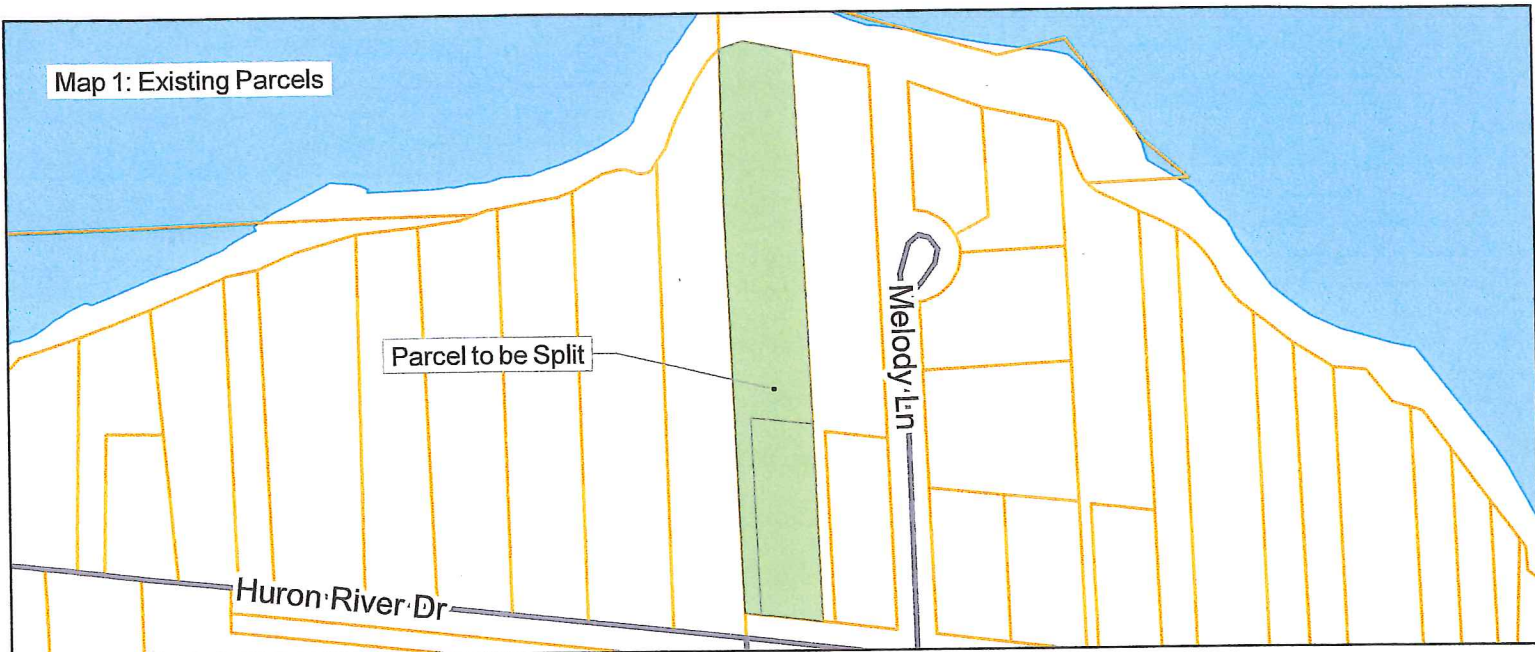
ITEM (SUBJECT)	Consider approval to split/combine lots 83-110-01-0137-301 and 83-110-01-0137-302,
DEPARTMENT	Assessing Office
PRESENTER	Linda M. Stevenson, Assessment Coordinator Parcel Division Board
PHONE NUMBER	734-699-8946
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic: LOT SPLIT/COMBINATION (CORRECTION OF 20 FT ENCROACHMENT)

ACTION REQUESTED	
Township Board approval of the split/combination of lots: 83-110-01-0137-301 and 83-110-01-0137-302 (Supervisor's Van Buren Plat #4) with the following conditions: <ol style="list-style-type: none">1. The cost of any and/all utility improvements must be borne by the property owners(s).2. Approval in no way changes requirements of zoning of the parcels.3. Approval in no way implies or guarantees permits and/or approvals from federal, state, county or local agencies; this shall include but not be limited to roadway access point(s), natural feature requirements, utility requirements or any other valid requirement(s) from regulatory agencies.4. We are in receipt of all fees and costs as well as a certified survey.	
This lot split/combination is in compliance with the Township's Lot Split Ordinance and the Land Division Act. It was reviewed by the Parcel Division Board on December 19, 2017 and given preliminary approval at that time. This split/combination is necessary to correct a 20 ft. encroachment on 83-110-01-0137-301 from parcel 83-110-01-0137-302.	

BUDGET IMPLICATION	None
IMPLEMENTATION NEXT STEP	Assessing Office to Process
DEPARTMENT RECOMMENDATION	Approve
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	

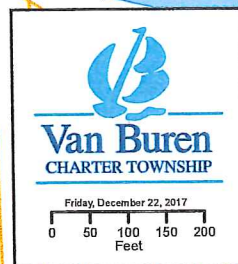
Map 1: Existing Parcels



Map 2: Parcels After Split

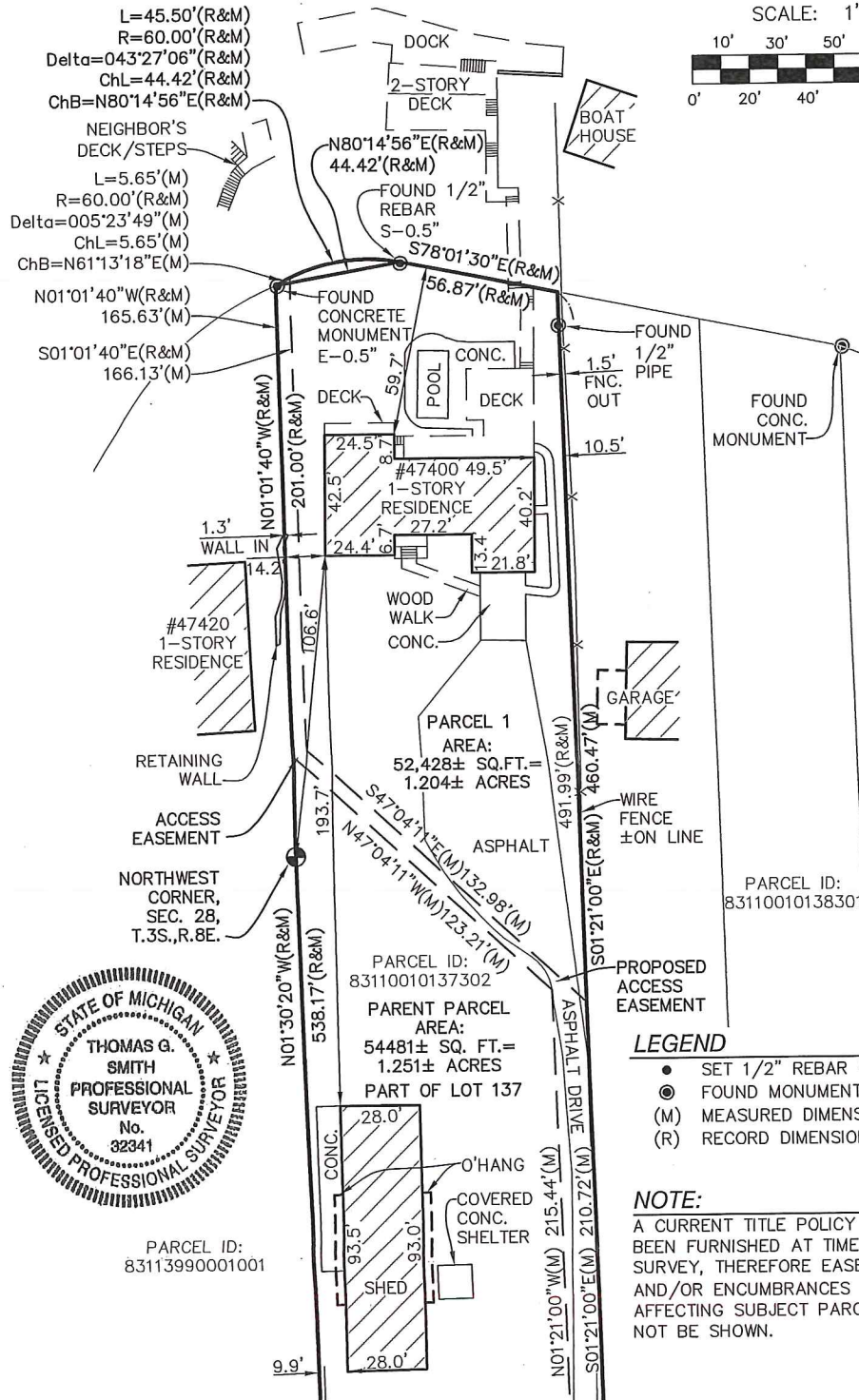


Map 3: Parcels After Combine



BELLEVILLE LAKE

A horizontal scale bar representing 100 feet. The bar is divided into 10-foot segments. The first 40 feet (from 0' to 40') are marked with alternating black and white segments. The remaining 60 feet (from 40' to 100') are solid black. Labels are provided at 0', 20', 40', and 100' along the bottom, and 10', 30', and 50' along the top.



I HEREBY CERTIFY THAT I HAVE SURVEYED THE LAND
HEREIN PLATTED AND DESCRIBED AND THAT THE RATIO
OF CLOSURE MEETS THE REQUIREMENTS OF PUBLIC ACT
132 OF 1970.

Thomas B. Smith

22556 GRATIOT AVE. EASTPOINTE, MI 48021
PROFESSIONAL SURVEYORS - PROFESSIONAL ENGINEERS
(586)772-2222 * FAX (586)772-4048

JOB NO.: 17-04585

CERTIFIED SURVEY

PROPERTY DESCRIPTION:
SEE SHEET 3 AND 4 OF 4

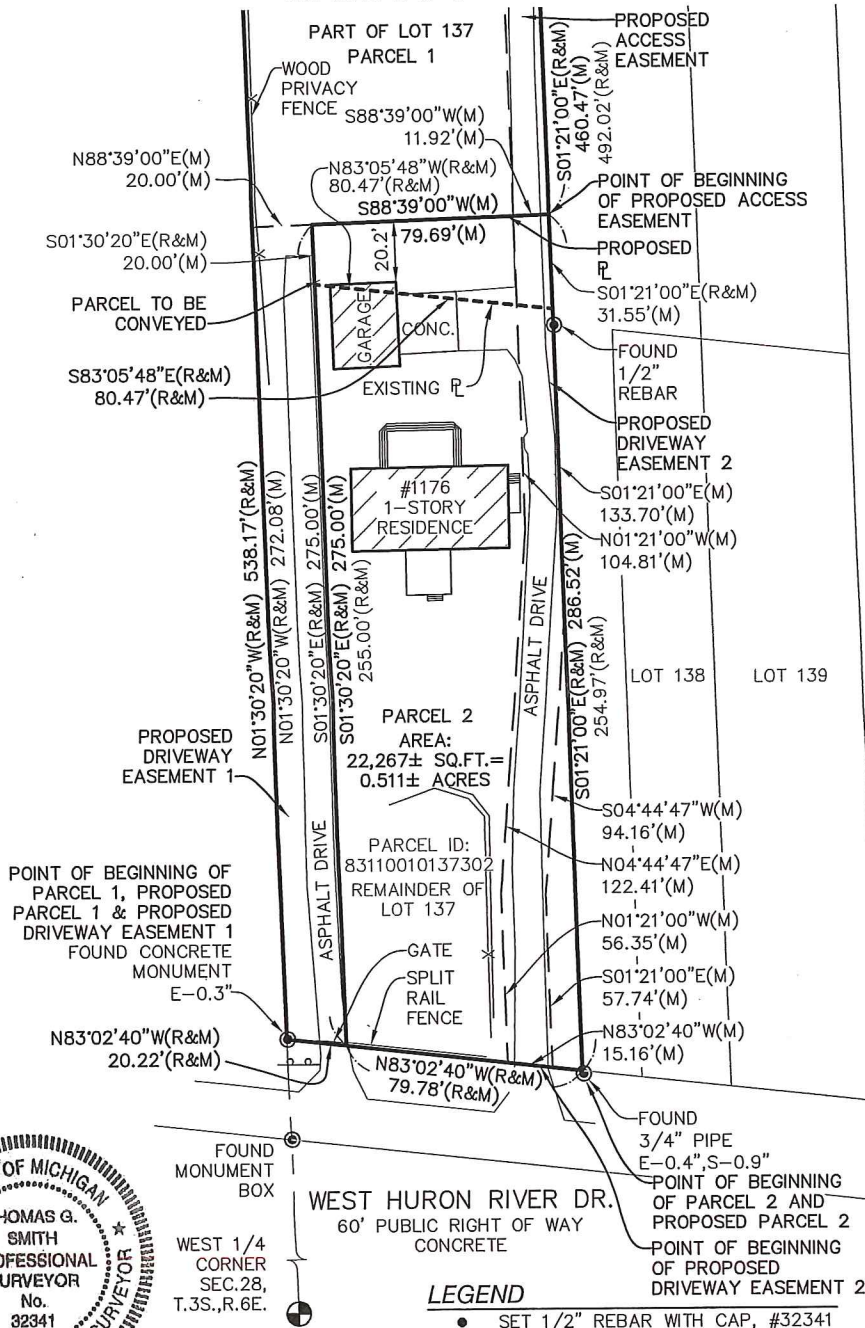
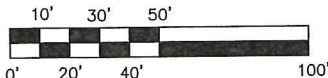
NOTE:

A CURRENT TITLE POLICY HAS NOT BEEN
FURNISHED AT TIME OF SURVEY, THEREFORE
EASEMENTS AND/OR ENCUMBRANCES AFFECTING
SUBJECT PARCEL MAY NOT BE SHOWN.

SEE SHEET 2 OF 3



SCALE: 1"=50'



I HEREBY CERTIFY THAT I HAVE SURVEYED THE LAND
HEREIN PLATTED AND DESCRIBED AND THAT THE RATIO
OF CLOSURE MEETS THE REQUIREMENTS OF PUBLIC ACT
132 OF 1970.

Thomas G. Smith

THOMAS G. SMITH, P.S. NO. 32341

LEGEND

- SET 1/2" REBAR WITH CAP, #32341
- ⊙ FOUND MONUMENT (AS NOTED)
- (M) MEASURED DIMENSION
- (R) RECORD DIMENSION



KEM-TEC & ASSOCIATES

22556 GRATIOT AVE. EASTPOINTE, MI 48021
PROFESSIONAL SURVEYORS - PROFESSIONAL ENGINEERS
(586)772-2222 * FAX (586)772-4048

CERTIFIED TO: ALEXANDERA OLIVER

FIELD SURVEY: TS PM

DATE: DECEMBER 8, 2017

DRAWN BY: DB

SHEET: 1 OF 4

SCALE: 1" = 100'

JOB NO.: 17-04585

CERTIFIED SURVEY

PROPERTY DESCRIPTION:

PARCEL 1:

PART OF LOT 137 OF SUPERVISOR'S VAN BLAT No 4, RECORDED IN LIBER 70, PAGE 28 BEING FURTHER DESCRIBED AS FOLLOWS:

POINT OF BEGINNING BEING THE SOUTHWEST CORNER OF SAID LOT 137; THENCE NORTH 01 DEGREES 30 MINUTES 20 SECONDS WEST, A DISTANCE OF 538.17 FEET; THENCE NORTH 01 DEGREES 01 SECONDS 40 MINUTES WEST, A DISTANCE OF 201.00 FEET; THENCE ALONG THE ARC OF A CURVE TO THE RIGHT, SAID CURVE HAVING A RADIUS OF 60.00 FEET, ARC LENGTH OF 45.50 FEET, CENTRAL ANGLE OF 043 DEGREES 27 MINUTES 06 SECONDS, A CHORD BEARING OF NORTH 80 DEGREES 14 MINUTES 56 SECONDS EAST, AND A CHORD LENGTH OF 44.42 FEET; THENCE SOUTH 78 DEGREES 01 MINUTES 30 SECONDS EAST, A DISTANCE OF 56.87 FEET; THENCE SOUTH 01 DEGREES 21 MINUTES 00 SECONDS EAST, A DISTANCE OF 492.02 FEET; THENCE NORTH 83 DEGREES 05 MINUTES 48 SECONDS WEST, A DISTANCE OF 80.47 FEET; THENCE SOUTH 01 DEGREES 30 MINUTES 20 SECONDS EAST, A DISTANCE OF 255.00 FEET; THENCE NORTH 83 DEGREES 02 MINUTES 40 SECONDS WEST, A DISTANCE OF 20.22 FEET TO THE TRUE POINT OF BEGINNING.

PARCEL 2:

PART OF LOT 137 OF SUPERVISOR'S VAN BLAT NO 4, RECORDED IN LIBER 70, PAGE 28 BEING FURTHER DESCRIBED AS FOLLOWS:

POINT OF BEGINNING BEING THE SOUTHEAST CORNER OF SAID LOT 137; THENCE NORTH 83 DEGREES 02 MINUTES 40 SECONDS WEST, A DISTANCE OF 79.78 FEET; THENCE NORTH 01 DEGREES 30 MINUTES 20 SECONDS WEST, A DISTANCE OF 255.00 FEET; THENCE SOUTH 83 DEGREES 05 MINUTES 48 SECONDS EAST, A DISTANCE OF 80.47 FEET; THENCE SOUTH 01 DEGREES 21 MINUTES 00 SECONDS EAST, A DISTANCE OF 254.97 FEET TO THE POINT OF BEGINNING.

PARCEL TO BE CONVEYED:

PART OF LOT 137 OF SUPERVISOR'S VAN BLAT NO 4, RECORDED IN LIBER 70, PAGE 28 BEING FURTHER DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF SAID LOT 137; THENCE NORTH 01 DEGREES 21 MINUTES 00 SECONDS WEST, A DISTANCE OF 254.97 FEET TO THE POINT OF BEGINNING; THENCE NORTH 83 DEGREES 05 MINUTES 48 SECONDS WEST, A DISTANCE OF 80.47 FEET; THENCE NORTH 01 DEGREES 30 MINUTES 20 SECONDS WEST, A DISTANCE OF 20.00 FEET; THENCE NORTH 88 DEGREES 39 MINUTES 00 SECONDS EAST, A DISTANCE OF 79.69 FEET; THENCE SOUTH 01 DEGREES 21 MINUTES 00 SECONDS EAST, A DISTANCE OF 31.55 FEET TO THE POINT OF BEGINNING.

PROPOSED PARCEL 1:

PART OF LOT 137 OF SUPERVISOR'S VAN BLAT NO 4, RECORDED IN LIBER 70, PAGE 28 BEING FURTHER DESCRIBED AS FOLLOWS:

POINT OF BEGINNING BEING THE SOUTHWEST CORNER OF SAID LOT 137; THENCE NORTH 01 DEGREES 30 MINUTES 20 SECONDS WEST, A DISTANCE OF 538.17 FEET; THENCE NORTH 01 DEGREES 01 SECONDS 40 MINUTES WEST, A DISTANCE OF 201.00 FEET; THENCE ALONG THE ARC OF A CURVE TO THE RIGHT, SAID CURVE HAVING A RADIUS OF 60.00 FEET, ARC LENGTH OF 45.50 FEET, CENTRAL ANGLE OF 043 DEGREES 27 MINUTES 06 SECONDS, A CHORD BEARING OF NORTH 80 DEGREES 14 MINUTES 56 SECONDS EAST, AND A CHORD LENGTH OF 44.42 FEET; THENCE SOUTH 78 DEGREES 01 MINUTES 30 SECONDS EAST, A DISTANCE OF 56.87 FEET; THENCE SOUTH 01 DEGREES 21 MINUTES 00 SECONDS EAST, A DISTANCE OF 460.47 FEET; THENCE SOUTH 88 DEGREES 39 MINUTES 00 SECONDS WEST, A DISTANCE OF 79.69 FEET; THENCE SOUTH 01 DEGREES 30 MINUTES 20 SECONDS EAST, A DISTANCE OF 275.00 FEET; THENCE NORTH 83 DEGREES 02 MINUTES 40 SECONDS WEST, A DISTANCE OF 20.22 FEET TO THE TRUE POINT OF BEGINNING.

PROPOSED PARCEL 2:

PART OF LOT 137 OF SUPERVISOR'S VAN BLAT NO 4, RECORDED IN LIBER 70, PAGE 28 BEING FURTHER DESCRIBED AS FOLLOWS:

POINT OF BEGINNING BEING THE SOUTHEAST CORNER OF SAID LOT 137; THENCE NORTH 83 DEGREES 02 MINUTES 40 SECONDS WEST, A DISTANCE OF 79.78 FEET; THENCE NORTH 01 DEGREES 30 MINUTES 20 SECONDS WEST, A DISTANCE OF 275.00 FEET; THENCE NORTH 88 DEGREES 39 MINUTES 00 SECONDS EAST, A DISTANCE OF 79.69 FEET; THENCE SOUTH 01 DEGREES 21 MINUTES 00 SECONDS EAST, A DISTANCE OF 286.52 FEET TO THE POINT OF BEGINNING.



NOTE:

A CURRENT TITLE POLICY HAS NOT BEEN FURNISHED AT TIME OF SURVEY, THEREFORE EASEMENTS AND/OR ENCUMBRANCES AFFECTING SUBJECT PARCEL MAY NOT BE SHOWN.

I HEREBY CERTIFY THAT I HAVE SURVEYED THE LAND HEREIN PLATTED AND DESCRIBED AND THAT THE RATIO OF CLOSURE MEETS THE REQUIREMENTS OF PUBLIC ACT 132 OF 1970.

Thomas G. Smith

THOMAS G. SMITH, P.S. NO. 32341



KEM-TEC & ASSOCIATES

22556 GRATIOT AVE. EASTPOINT, MI 48021
PROFESSIONAL SURVEYORS - PROFESSIONAL ENGINEERS
(586)772-2222 * FAX (586)772-4048

CERTIFIED TO: ALEXANDERA OLIVER

FIELD SURVEY: TS PM

DATE: DECEMBER 8, 2017

DRAWN BY: DB

SHEET: 3 OF 4

SCALE: N/A

JOB NO.: 17-04585

Charter Township of Van Buren

Agenda Item: _____

REQUEST FOR BOARD ACTION

WORK STUDY MEETING

DATE: 2-05-2018

BOARD MEETING

DATE: 2-06-2018

Consent Agenda X

New Business _____

Unfinished Business _____

Public Hearing _____

ITEM (SUBJECT)	Endowment Committee Bylaw Revision
DEPARTMENT	September Days Senior Center
PRESENTER	Lynette Jordan
PHONE NUMBER	734-699-8918
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

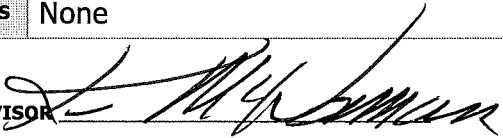
Agenda topic

ACTION REQUESTED	
To consider request to approve the new Endowment Committee meeting time from 1:00 p.m. to 11 a.m. shown in Article III, Section 2 of the Endowment Bylaws and allow Township Clerk Wright to authorize new Bylaws.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
Please see attached Bylaws with revisions in red.	

BUDGET IMPLICATION	none
IMPLEMENTATION NEXT STEP	

DEPARTMENT RECOMMENDATION	na
COMMITTEE/COMMISSION RECOMMENDATION	

ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and not available under FOIA)	

ADDITIONAL REMARKS	None
APPROVAL OF SUPERVISOR	

VAN BUREN CHARTER TOWNSHIP

ENDOWMENT COMMITTEE

BYLAWS

Article I

Purpose. The purpose of the Committee shall be to act as an advisory and recommending body to the Van Buren Township Board of Trustees, on matters pertaining to the expensing of endowment funds for the September Days Senior Center.

Article II

Section 1. Five (5) senior citizen members shall be appointed for two (2) year terms by the Van Buren Township Board of Trustees at the recommendation of the Township Supervisor. Membership is non-compensated.

Section 2. A Board representative is to be appointed by the Van Buren Township Board of Trustees at the recommendation of the Township Supervisor.

Section 3. The Van Buren Township September Days Senior Director or delegated alternative shall be the department representative, who will be a non-voting member and the corresponding secretary.

Article III

Section 1. All regular meetings shall be held at the September Days Senior Center, Van Buren Township Wayne County, Michigan. All committee meetings shall be open to record and placed on file in the Clerk's Office.

Section 2. One regular meeting of the committee will be held at ~~1:00 p.m.~~ 11:00 a.m. on the second Tuesday of each month.

Section 3. Special meetings may be called by the Chair. It shall be the duty of the Chair to call such a meeting when requested to do so by a majority of the committee members, on eighteen (18) hours written notice of the time and place of the meeting.

Section 4. A majority of the total membership of the committee must be present or constitute a quorum.

Section 5. Three unexcused absences, by any member, will result in automatic resignation from the Endowment Committee.

Section 6. At meetings of the Endowment Committee, business shall be conducted in accordance with Roberts Rules of Order.

Section 7. The order of business at regular meetings shall be as follows:

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes
5. Correspondence
6. Old Business
7. New Business
8. Adjournment

Article IV

Section 1. Officers will be elected for one year term, by a majority vote, at the first meeting held in February of each year. Their term shall commence March 1, which will consist of a chairperson, vice-chairperson and corresponding secretary.

Section 2. The Chairperson shall preside at all meetings of the Committee and shall exercise the powers and duties conferred upon him/her through the bylaws. He/she shall be a senior citizen member of the Committee and not a member of the Board of Trustees, and shall enjoy the privilege of discussing all matters before the Committee, and voting thereon. The Chair shall appoint such committees as are deemed necessary and authorized by the Committee and shall be an ex officio member of all such committees.

Section 3. The Vice-Chair shall be a senior citizen member of the Committee and shall preside and exercise all of the duties of the Chair in his/her absence. In the event both the Chairperson and Vice-Chair are absent, a Chair Pro-Tem shall be elected by a majority of vote of the Committee members present.

Section 4. The Corresponding Secretary shall maintain Endowment Committee Minutes as approved and copies of Endowment Committee Correspondence. The Recording Secretary shall maintain accurate minutes of each meeting and shall submit same to the Township Clerk's Office for record within five (5) business days.

Article V

Section 5. The Committee shall submit to the Van Buren Township Board of Trustees, at the end of the year, a written report of its prior year activities.

Article VI

Section 1. All recommendations to the Township Board for purchasing shall be in compliance with the Van Buren Township Purchasing Policy.

Section 2. All disbursements of monies will be made by the Township Treasurer after recommendation of the Endowment Committee and approval of the Township Board. All expenditures made by the Committee shall be accounted for in the annual written report.

Article VII

Section 1. The Committee shall have power to make, alter or amend the bylaws in whole or in part, to be effective upon the approval of the Van Buren Charter Township Board of Trustees, with written copies of the proposed changes having been given at the next regular or special meeting.

Section 2. These bylaws shall become effective upon approval of the Board of Trustees of the Charter Township of Van Buren. Until such approval, the bylaws shall be temporary by-laws for the Committee.

I, Leon Wright, Clerk of the Charter Township of Van Buren, do hereby certify that the foregoing is a true copy of the bylaws of the Charter Township of Van Buren Endowment Committee, adopted by the Charter Township of Van Buren Board of Trustees at the regular meeting held on _____, 2018.

Charter Township of Van Buren

Leon Wright, Clerk

Charter Township of Van Buren

REQUEST FOR BOARD ACTION

Agenda Item: _____

WORK STUDY MEETING DATE: 2/5/18

BOARD MTG. DATES: 2/6/18

Consent Agenda X

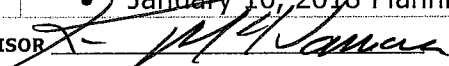
New Business _____

Unfinished Business _____

Public Hearing _____

ITEM (SUBJECT)	Planning Commission Annual Report for 2017
DEPARTMENT	Planning & Economic Development
PRESENTER	Ron Akers, Director of Planning & Economic Development
PHONE NUMBER	734-699-8913
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	N/A

Agenda topic

ACTION REQUESTED	
To consider adopting the Planning Commission Annual Report for 2017, as required by the Michigan Planning Enabling Act.	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
In accordance with P.A. 33 of 2008, as amended, MCL 125.3801 et seq, Michigan Planning Enabling Act, please find the attached annual report regarding Planning Commission activities for 2017. One of the statutory duties of the Planning Commission is to provide an annual report of their activities to the legislative body of the municipality. I have provided a table of the decision and public hearing agenda items the Planning Commission has considered in 2017 and a cover letter which summarizes those agenda items. Please feel free to contact me with any further questions.	
BUDGET IMPLICATION	None
IMPLEMENTATION NEXT STEP	After adoption the report will be filed with the Clerk's office.
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	Approval
ATTORNEY RECOMMENDATION	N/A
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	Items Included: <ul style="list-style-type: none">• Planning Commission Annual Report for 2017• January 10, 2018 Planning Commission Meeting Minutes
APPROVAL OF SUPERVISOR	



Charter Township of Van Buren

BOARD OF TRUSTEES

SUPERVISOR Kevin McNamara		CLERK Leon Wright	TREASURER Sharry A. Budd
TRUSTEE Sherry A. Frazier	TRUSTEE Kevin Martin	TRUSTEE Reggie Miller	TRUSTEE Paul D. White

December 19, 2017

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

Subject: Planning Commission Annual Report for 2017

In accordance with P.A. 33 of 2008, as amended, MCL 125.3801 et seq, Michigan Planning Enabling Act, please find the attached annual report regarding Planning Commission activities for 2017. The report is summarized as follows:

Public Hearings: The Planning Commission held ten (10) public hearings.

Preliminary Site Plan Approvals: The Planning Commission granted five (5) preliminary site plan approvals.

Final Site Plan Approvals: The Planning Commission granted four (4) final site plan approvals.

Special Use Recommendations: The Planning Commission recommended two (2) special use approvals to the Township Board.

Site Plan Amendments: The Planning Commission granted seven (7) site plan amendments.

Temporary Land Use Approvals: The Planning Commission granted four (4) temporary land use permits.

Rezoning Recommendations: The Planning Commission made two (2) rezoning recommendations to the Township Board.

Zoning Text Amendment Recommendations: The Planning Commission made three (3) zoning text amendment recommendation to the Township Board.

Tree Removal Permits: The Planning Commission granted one (1) tree removal permit.

Harold Smith Master Plan Amendment: The Planning Commission approved the distribution of the notice of intent to plan for the Master Plan Amendment and they recommended the distribution of the Master Plan Amendment to the Township Board of Trustees. The amendment is to change the future land use designation of the property from single family residential to light industrial.

2017 Zoning Ordinance Adoption: The Planning Commission has been working on a comprehensive update to the Township's Zoning Ordinance since 2014. The final document was drafted and public hearings were conducted in 2017 and the Planning Commission recommended the final document to the Township Board of Trustees for final approval. The new Zoning Ordinance went into effect in June 2017.



Charter Township of Van Buren

BOARD OF TRUSTEES

SUPERVISOR Kevin McNamara	CLERK Leon Wright	TREASURER Sharry A. Budd	
TRUSTEE Sherry A. Frazier	TRUSTEE Kevin Martin	TRUSTEE Reggie Miller	TRUSTEE Paul D. White

Other Items of Note: In addition to the above mentioned items, the Planning Commission has worked on a few other items which are worthy of note. The Township also adopted, for the first time, an ordinance which regulates the placement of structures on the Township owned property adjacent to Belleville Lake. This topic has been under discussion for over twenty (20) years and was only possible due to the work of the residents who live on the lake who volunteered many hours on a workgroup to discuss this issue. Lastly, on November 29, 2017 the Van Buren Township Planning Commission and the City of Belleville Planning Commission conducted a joint meeting to discuss common issues and opportunities. This has provided an opportunity for future dialogue between the Planning Commissions of our two (2) communities.

If there are any additional comments or questions with regards to this report please feel free to contact me.

Respectfully submitted,

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

2017 Planning Commission Activities

Meeting Date	Case #	Project Name	Action Type	Action
January 25, 2017	N/A	Zoning Ordinance Amendment - Belleville Lake Shoreline District	Public Hearing	N/A
February 8, 2017	N/A	Zoning Ordinance Amendment - Belleville Lake Shoreline District	Recommend to Township Board	Approved
February 22, 2017	14-007	Menards Store - 10010 Belleville Road	Public Hearing	N/A
February 22, 2017	14-007	Menards Store - 10010 Belleville Road	Recommend Special Use to Township Board	Approved
February 22, 2017	14-007	Menards Store - 10010 Belleville Road	Tree Removal Permit	Approved
February 22, 2017	14-007	Menards Store - 10010 Belleville Road	Final Site Plan	Approved
February 22, 2017	17-004	Phantom Fireworks - 2095 Rawsonville Road (Lakewood Shopping Center)	Temporary Land Use	Approved
February 22, 2017	17-005	Allen Edwin Homes - Country Walk Architectural Elevations	Site Plan Amendment	Approved
March 22, 2017	14-022	Townplace Suites Hotel Elevation Modification - 46418 N. I-94 Service Drive	Site Plan Amendment	Approved
March 22, 2017	17-008	Planet Fitness Façade Improvement - 10900 Belleville Road	Site Plan Amendment	Approved
March 22, 2017	17-010	TNT Fireworks - 10562 Belleville Road (Walmart)	Temporary Land Use	Approved
March 22, 2017	17-011	USA Fireworks - 6020 Denton Road (Faith United Methodist)	Temporary Land Use	Approved
April 12, 2017	N/A	2017 New Zoning Ordinance	Public Hearing	N/A
April 12, 2017	17-006	Rezoning - 40631 Alden Drive (C-1 to R1-C)	Public Hearing	N/A
April 12, 2017	17-006	Rezoning - 40631 Alden Drive (C-1 to R1-C)	Recommend Rezoning to Township Board	Approved
April 26, 2017	N/A	2017 New Zoning Ordinance	Recommend to Township Board	Approved
April 26, 2017	16-037	Speedway - Belleville Road	Preliminary Site Plan	Approved
April 26, 2017	17-013	Hampton Inn Exterior Renovation - 46280 N. I 94 Service Drive	Site Plan Amendment	Approved
May 10, 2017	17-007	Continental Canteen Addition - 7850 Haggerty Road	Preliminary Site Plan	Approved
May 24, 2017	17-016	Belleville Yacht Club Accessory Building - 831 E. Huron River Drive	Public Hearing	N/A
May 24, 2017	17-014	Rezoning - 49412 Michigan Avenue (C & C-2 to C-1)	Public Hearing	N/A
May 24, 2017	17-016	Belleville Yacht Club Accessory Building - 831 E. Huron River Drive	Recommend Special Use to Township Board	Approved
May 24, 2017	17-014	Rezoning - 49412 Michigan Avenue (C & C-2 to C-1)	Recommend Rezoning to Township Board	Approved
June 14, 2017	17-020	Angry Tiger Fireworks - 41001 E. Huron River Drive	Temporary Land Use	Approved
June 28, 2017	17-016	Belleville Yacht Club Accessory Building - 831 E. Huron River Drive	Final Site Plan	Approved
July 26, 2017	17-023	Grace Lake Corporate Center New Building - 1 Village Center Drive	Preliminary Site Plan	Approved
July 26, 2017	17-022	Infinity Homes - Country Walk Architectural Elevations	Site Plan Amendment	Approved
September 13, 2017	17-018	Parallel Infrastructure New Cell Tower - 43430 Ecorse Road	Public Hearing	N/A
September 13, 2017	17-018	Parallel Infrastructure New Cell Tower - 43430 Ecorse Road	Preliminary Site Plan	Approved
October 4, 2017	17-007	Continental Canteen Addition - 7850 Haggerty Road	Final Site Plan	Approved
October 25, 2017	N/A	Zoning Ordinance Amendment - Repeal of Medical Marijuana Cultivation Facilities	Public Hearing	N/A
October 25, 2017	N/A	Zoning Ordinance Amendment - Detention Pond Location, Distribution Pavement Setback	Public Hearing	N/A
October 25, 2017	17-031	Upland Homes - Country Walk Architectural Elevations	Site Plan Amendment	Approved
October 25, 2017	17-024	Harold Smith Farm Master Plan Amendment - 50015 Michigan Avenue	Distribute Notice of Intent to Plan	Approved
October 25, 2017	17-029	DDA Placemaking Project - 10151 Belleville Road	Preliminary Site Plan	Approved
October 25, 2017	N/A	Zoning Ordinance Amendment - Repeal of Medical Marijuana Cultivation Facilities	Recommend to Township Board	Approved
October 25, 2017	N/A	Zoning Ordinance Amendment - Detention Pond Location, Distribution Pavement Setback	Recommend to Township Board	Approved
November 8, 2017	17-030	Ashley Capital Crossroads North - Ecorse Road	Public Hearing	N/A
November 8, 2017	16-037	Speedway - Belleville Road	Final Site Plan	Approved
November 8, 2017	17-024	Harold Smith Farm Master Plan Amendment - 50015 Michigan Avenue	Recommend Distribution to Township Board	Approved
November 8, 2017	17-034	Gilbert Homes - Arlene Arbors Architectural Elevations	Site Plan Amendment	Approved

**CHARTER TOWNSHIP OF VAN BUREN
PLANNING COMMISSION
JANUARY 10, 2018
MINUTES**

Chairperson Thompson called the meeting to order at 7:30 p.m.

ROLL CALL:

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

Excused: Boynton.

Staff: Director Akers and Secretary Harman.

Planning Representatives: McKenna Associate, Patrick Sloan.

Audience: Two (2).

APPROVAL OF AGENDA:

Motion Kelley, Budd second to approve the agenda of January 10, 2018 as presented.

Motion Carried.

ELECTION OF OFFICERS:

Motion Franzoi, Atchinson second to keep the same officers in place, nominating Carol Thompson as Chairperson, Donald Boynton as Vice-Chairperson and Bryon Kelley as Secretary. Motion Carried.

APPROVAL OF MINUTES:

Motion Kelley, Budd second to approve the regular meeting minutes of November 8, 2017 as amended at the table and the special meeting minutes of November 29, 2017 as presented. Motion Carried.

NEW BUSINESS:

ITEM # 1 17-018 – SPECIAL LAND USE APPROVAL

TITLE: THE APPLICANT, PARALLEL INFRASTRUCTURE, IS REQUESTING SPECIAL LAND USE APPROVAL FOR THE CONSTRUCTION OF A WIRELESS COMMUNICATION FACILITY (125 FOOT MONOPOLE CELL TOWER AND ASSOCIATED STRUCTURES) AT 43430 ECORSE ROAD, VAN BUREN TOWNSHIP, MI 48111.

LOCATION: PARCEL TAX ID NUMBER V-125-83-012-99-0028-000 (43430 ECORSE ROAD). THIS PROPERTY IS LOCATED AROUND THE NORTHWEST CORNER OF ECORSE ROAD AND MORTON TAYLOR ROAD AND IS LOCATED IN THE R-1B, SINGLE FAMILY RESIDENTIAL ZONING DISTRICT.

Civil Engineer John Crain gave the presentation. Parallel Infrastructure is requesting special land use approval to construct a 125-foot monopole cell tower for the use of Verizon Wireless to improve service. The applicant is in the final engineering review process, has received Airport Authority approval and has attempted to contact the pastor of the church located to the south.

Patrick Sloan of McKenna Associates presented his review letter dated 12-8-17, recommending special land use approval provided the applicant satisfactorily demonstrates that locating the tower further

west is not feasible due to FAA regulations and that they made bona fide attempts to contact the pastor at the church located to the south of the site and subject to the following conditions:

1. The landscape maintenance agreement be reviewed and approved by the Township Attorney.
2. That the light fixture on Sheet 4 be replaced with a full cutoff fixture only.
3. That the site plan comply with all requirements of the Township Engineer and Fire Department.

Commissioners discussed screening and buffering in the event of future land development to the neighboring vacant land and the contact efforts made by the applicant to the pastor of the church. The applicant agreed to correct the light fixture on sheet 4 to a full cutoff fixture and inquired if the planning department had a standard maintenance agreement. Director Akers will follow up with the applicant regarding the maintenance plan.

Motion Kelley, Atchinson second to grant special land use approval to Parallel Infrastructure to construct a wireless communication facility located at 43430 Ecorse Road, based on the analysis and subject to the conditions in the McKenna Associates review letter dated 12-8-17. Motion Carried. (Letter attached)

GENERAL DISCUSSION:

1. POTENTIAL ACCESSORY STRUCTURE ZONING ORDINANCE CHANGES:

Director Akers presented changes to the potential Accessory Structure Zoning Ordinance that included minimum setback requirements, the approval process for accessory buildings that exceed the lot coverage requirements in non-residential districts, concrete floor and rat wall requirements in agricultural districts and detached shed exemptions.

No comments from the Commission or the audience. Director Akers with the Commission's approval will schedule a public hearing for the Accessory Structure Zoning Ordinance.

2. 2017 PLANNING COMMISSION ANNUAL REPORT:

Director Akers presented the 2017 Planning Commission Annual Report highlighting the 2017 Zoning Ordinance adoption and the Belleville Lakeshore Ordinance.

Motion Kelley, Atchinson second to send the 2017 Planning Commission Annual Report to the Township Board of Trustees to be received and filed. Motion Carried.

ADJOURNMENT:

Motion Kelley, Jahr second to adjourn at 8:05 p.m. Motion Carried.

Respectfully submitted,

Christina Harman
Recording Secretary

Charter Township of Van Buren

REQUEST FOR BOARD ACTION

Agenda Item: _____

WORK STUDY: FEBRUARY 5, 2018

BOARD MEETING: FEBRUARY 6, 2018

Consent Agenda X

New Business _____

Unfinished Business _____

Public Hearing _____

ITEM (SUBJECT)	MTA Certification of Achievement-Election Administration
DEPARTMENT	Clerk's Office
PRESENTER	Clerk Wright
PHONE NUMBER	699-8909
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	

Agenda topic

ACTION REQUESTED

Adoption of Resolution 2018-1 authorizing the submittal of the Michigan Township Association (MTA) Application for the Township of Excellence Certificate of Achievement in Election Administration.

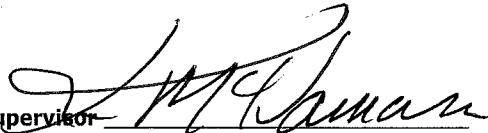
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)

The Michigan Township Association (MTA) has developed guidelines to receive certification in areas of Governance. The Clerk's Office (Clerk Wright) has met all the criteria required for the Certificate of Achievement in Election Administration. The application process requires the Township Board to approve the attached Resolution prior to submittal. Clerk Wright is requesting approval of Resolution 2018-1.

IMPLEMENTATION NEXT STEP

Upon approval by Board the application will be submitted to The Michigan Township Association for review.

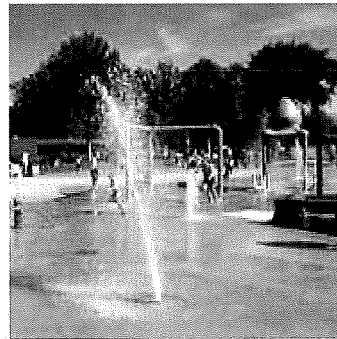
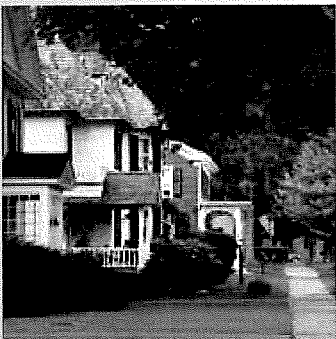
Approval of Supervisor





GUIDELINES and APPLICATION

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





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

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

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

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

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

ELGIBILITY

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

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

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



DOCUMENTATION REQUIREMENTS

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

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

SELECTION PROCESS

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

NOTIFICATION AND PUBLIC ANNOUNCEMENT

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

LENGTH OF DESIGNATION

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

DISCLOSABLE UPON REQUEST

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



PART 1: MTA TOWNSHIP OF EXCELLENCE APPLICATION

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

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

GOVERNANCE

ACCESSIBILITY AND COMMUNICATION

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

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

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

✓ Provide the website address:

www. _____

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

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

PROFESSIONAL DEVELOPMENT

- A majority of the township board have each participated in **ONE** TGA Foundations class and in **ONE** or more of the following MTA educational programs every year since the current township term began (*check all that apply*):

- ☐ Annual Educational Conference & Expo
- ☐ MTA On the Road Regional Meeting
- ☐ Professional Development Retreat
- ☐ Township Governance Academy (TGA) class (at any level)
- ☐ Other MTA workshop, webcast or training program
[excluding legislative and National Association of Towns and Townships (NATaT) events, which are addressed under ADVOCACY]

✓ Records will be verified by the MTA Knowledge Center.

STRATEGIC PLAN

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

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

ESSENTIAL BOARD POLICIES

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

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

POLICYMAKING

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

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

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

✓ Attach each policy; label Exhibit G-6.

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

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

ADVOCACY

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

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

STAKEHOLDER INVOLVEMENT

- ☐ The township board creates advisory citizen task forces to provide research on issues, define alternatives and make recommendations to the board. *(Exclude statutorily required commissions and boards such as a planning commission, board of review, zoning board of appeals, etc.)*
- ✓ Attach a list of advisory citizen task forces; label Exhibit G-9.

COMMUNITY INVOLVEMENT

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

INTERGOVERNMENTAL COLLABORATION

- Check **AT LEAST ONE** of the following:
 - ☐ The township board participates in at least one organization focusing on intergovernmental or regional collaboration.
 - ☐ The township board participates in at least one intergovernmental agreement or contract.
- ✓ Attach a list of township board members and the organization(s) in which they participate OR a copy of an intergovernmental agreement or contract; label Exhibit G-11.

BOARD ACCOMPLISHMENTS

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

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

FINANCIAL STEWARDSHIP

ACCESSIBILITY

- ☐ The township's financial reporting process is accessible to the public.
- ✓ Attach documentation identifying how financial reports, records, audits, etc., are made available to the public; label Exhibit FS-1.

ACCREDITATION AND TRAINING

- ☐ The township provides education and training for township officials and other personnel involved in financial administration.
- ✓ Attach policies, or describe current practices; label Exhibit FS-2.
- ☐ In the last four years, a majority of the township personnel involved in financial administration have attended **AT LEAST TWO** training seminars or webcasts offered by MTA or other organizations on accounting procedures, investments, budgeting or fraud prevention.

ESSENTIAL POLICIES

- The township board has adopted and regularly updates a depository and investment policy resolution that addresses **ALL** of the following:
 - ☐ Allowed financial institutions
 - ☐ Allowed investment instruments
 - ☐ How the township minimizes various forms of risk
 - ☐ Return on investments
 - ☐ Targeted liquidity *(availability of cash)*
- ✓ Attach depository and investment policy resolution; label Exhibit FS-3.

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

✓ Attach policies; label Exhibit FS-4.

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

✓ Attach policies; label Exhibit FS-5.

FINANCIAL PROCESS AND PROCEDURES

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

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

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

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

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

✓ Attach documentation; label Exhibit FS-8.

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

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

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

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

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

✓ Attach documentation; label Exhibit FS-11.

- ☐ The township reduces costs by using technology.

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

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

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

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

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

X _____
Signature of township clerk attesting to compliance with all criteria in the FINANCIAL STEWARDSHIP section.

X _____
Signature of township treasurer attesting to compliance with all criteria in the FINANCIAL STEWARDSHIP section.

ASSESSMENT ADMINISTRATION

ACCESSIBILITY

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

✓ Provide the website address:

www. _____

ACCREDITATION AND TRAINING

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

CONSTITUENT SERVICES

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

ASSESSMENT PROCESS AND PROCEDURES

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

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

TAX COLLECTION

ACCESSIBILITY

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

✓ Provide the website address:

www. _____

ACCREDITATION AND TRAINING

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

CONSTITUENT SERVICES

- ☐ The township provides contact information on agencies that provide human services assistance to residents.
- ✓ Attach the human services agency contact information; label Exhibit TC-1.
- ☐ The township offers information on the availability of summer tax deferments.
- ☐ The township offers information on the Homestead Property Tax Credit income tax.

TAX PROCESS AND PROCEDURES

- ☐ The township collects the State Education Tax (SET) and the county operating millage and, if applicable, also collects school summer property taxes.
- ✓ If the township collects school summer property taxes, attach one agreement to collect; label Exhibit TC-2.

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

ELECTION ADMINISTRATION

ACCESSIBILITY

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

✓ Provide the website address:

www. VANBUREN-MI.ORG/OFFICIALS/CLERK/

ACCREDITATION AND TRAINING

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

CONSTITUENT SERVICES

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

ELECTION PROCESS AND PROCEDURE

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

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

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

✓ Attach plan; label Exhibit EA-2.

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

EMERGENCY SERVICES

FIRE PROTECTION SERVICES

- ☐ The township provides fire protection services through its own fire department **OR** a department operated jointly by written agreement with another unit **OR** under contract with a separate unit's fire department **OR** as a member of a fire authority (*NOT solely by a mutual aid agreement*).
- ✓ If the township provides fire protection through an agreement, contract or as a member of a fire authority, attach documentation; label Exhibit ES-1.
- ☐ The fire department achieves response times consistent with National Fire Protection Association (NFPA) Standard 1710 or 1720, as applicable.
- ☐ The fire department is either in compliance with all NFPA standards, or the township board has been informed in writing of all standards with which the fire department is not in compliance.
- ☐ As directed by the township board, the fire department provides or contracts for specialized services, such as confined space rescue, hazardous material incident response, water rescue, extrication, etc., that are appropriate to the township's specific circumstances.
- ☐ The fire department operates according to written policies or standard operating guidelines.
- ✓ Attach the department's policies or standard operating guidelines; label Exhibit ES-2. If it is the township's own fire department, attach any additional board-adopted policies regarding the fire department; label Exhibit ES-2.
- ☒ Check the box that describes your township:
 - ☐ If the township is protected by a municipal **water system** and served by a **career** department, at least one area of the township has received an ISO rating of 4 or better.
 - ☐ If the township is protected by a municipal **water system** and served by an **on-call** department, at least one area of the township has received an ISO rating of 5 or better.
 - ☐ If the township is **NOT** protected by a municipal water system, at least one area of the township has received an ISO rating of 7 or better.
- ✓ Attach the township ISO rating notification; label Exhibit ES-3.
- ☐ The township has one or more written mutual aid agreements to supplement current fire services.
- ✓ Attach one mutual aid agreement; label Exhibit ES-4.
- ☐ All **on-call** fire fighters have successfully completed the Fire Fighter I test within two years of joining the department, **OR** all **career** fire fighters have successfully completed the Fire Fighter II test.

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

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

LAW ENFORCEMENT

- Check the box that describes your township:
 - ☐ If the township does **NOT** provide law enforcement through its own police department or under contract with another governmental entity, the township board is in regular communication with entities that have responsibility for law enforcement within the township, such as the Michigan State Police (MSP), sheriff's department, tribal police, etc. The board is aware of typical law enforcement emergency response times, and the township's crime and accident statistics.
 - ☐ The township **DOES** provide law enforcement through its own police department **OR** under contract with another public entity **OR** as a member of an emergency services authority (not **SOLELY** by county sheriff or MSP general road patrol).
- ✓ If the township provides law enforcement through an agreement, contract or as a member of an authority, attach documentation; label Exhibit ES-5.
- ☐ The police department operates according to written policies and/or standard operating guidelines.
- ✓ Attach the department's policies and/or guidelines; label Exhibit ES-6. If it is the township's own police department, attach any additional board-adopted policies regarding the police; label Exhibit ES-6.
- ☐ Police department personnel are trained consistent with the requirements of a departmental plan.
- ☐ Police department personnel are deployed consistent with an analysis of community needs, including crime and emergency incident statistics.
- ☐ The police department has developed a long-term plan identifying projected resource requirements, equipment acquisition, maintenance and replacement.
- ☐ The police department conducts ongoing crime prevention activities.

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

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

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

EMERGENCY MANAGEMENT

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

EMERGENCY MEDICAL SERVICES

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

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

LAND USE MANAGEMENT AND ECONOMIC DEVELOPMENT

PLANNING

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

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

ZONING

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

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

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

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

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

CONSTRUCTION CODE ENFORCEMENT

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

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

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

- If the township **DOES** enforce the state construction code, the township must comply with **ALL** of the following:

- ☐ The township has established performance standards for its building plan and permit approval process.
- ☐ The township has established procedures for expedited building plan and permit review, if certain criteria are met.
- ☐ The township has established policies regarding the time between when a building inspection is requested and the inspection is performed.

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

ECONOMIC DEVELOPMENT

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

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

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

- If the township **HAS** included economic development as a goal of the township strategic plan, or the township has developed an industrial park, the township complies with **ALL** of the following:

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

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

TRANSPORTATION

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

X

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

UTILITIES

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

X

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

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

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

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

X

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

X

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

CEMETERIES

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

X

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

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

X

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

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

PART 2: MTA TOWNSHIP OF EXCELLENCE RESOLUTION TO APPLY

RESOLUTION 2018-1

Resolution to Submit Application

for Michigan Townships Association

Township of Excellence Designation/Certificate of Achievement

WHEREAS, the VAN BUREN CHARTER Township board strives to adhere to best practices to deliver quality programs and services, and to accomplish community-driven goals; and

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the VAN BUREN CHARTER Township board submits this application for the Michigan Townships Association *Township of Excellence* (insert "Designation" or "Certificate of Achievement") CERTIFICATE OF ACHIEVEMENT (ELECTION ADMINISTRATION).

Motion made by: _____.

Seconded by: _____.

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

Upon roll call vote, the following members voted:

Yes: _____

No: _____

The Supervisor declared the resolution adopted.

Signature of Clerk

Date



PART 1: TOWNSHIP OF EXCELLENCE APPLICATION

Please type or print clearly.



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

Township VAN BUREN CHARTER TOWNSHIP

County WAYNE

Submitter LEON WRIGHT

Phone (734) 699 - 8909 Ext.

Township Supervisor KEVIN MCNAMARA

Phone (734) 699 - 8900 Ext. 9200

Township Address 46425 TYLER RD.

City VAN BUREN TOWNSHIP , MI Zip Code 48111

Email KMCNAMARA@VANBUREN-MI.ORG

Application For:

☐ **Township of Excellence**
Full Designation

☒ **Certificate of Achievement**

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

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

List Sections:

ELECTION ADMINISTRATION



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

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



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

The Michigan Townships

Association advances local

democracy by fostering

township leadership and public

policy essential for a strong and

vibrant Michigan.



P.O. Box 80078
Lansing, MI 48908-0078
Phone (517) 321-6467
Fax (517) 321-8908
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Montgomery, Joanne

From: ElectionData <ElectionData@michigan.gov>
Sent: Tuesday, December 12, 2017 12:55 PM
Subject: QVF Refresh Replica Site Questionnaire
Importance: High

Please complete the [QVF Refresh Replica Site Questionnaire](#) to confirm that your jurisdiction will remain a replica site.

Dear Replica Users,

The Bureau of Elections is currently developing a new version of the Qualified Voter File (QVF) referred to as QVF Refresh (to make the distinction). QVF Refresh is being developed in a new language and will be available via a web platform. All jurisdictions and counties in the state will be replacing the existing QVF software and Election Management Portal (EMP) with the QVF Refresh. We expect the required state-wide training and roll out of the new QVF Refresh to occur beginning in early 2018 for about 3 months.

As a part of this upgrade, the development team has been looking at replicas as they currently exist and determining the best process moving forward. Due to the maintenance required to support replicas, we have decided to reduce the number of replica sites in the state by selecting only all counties and the largest jurisdictions to remain replicas. You received this letter because we recommend that your county/jurisdiction remain a replica site.

The QVF Refresh replica model is different than the current one in that all replica (and non-replica) users will access and update the software application globally via the web address. The local replica will be used only as a safety net should the Internet go down. This means that your data will be updated in real time to the central database on a regular basis. When it is necessary to use the local replica, your updated data is saved locally and pushed nightly via a server process until the web connection is restored. Changing this replica model simplifies the current daily technical support process while allowing each of you to have real time data updates.

Remaining a replica site makes sense for your county/jurisdiction because the number of registered voters that you maintain is large, making it important for you to have continuous access to the software even when the Internet is not accessible. The main benefit to remaining a replica user is that you would have this continuous access which will be especially important during critical election season times. As a user, you will not notice any difference in the way you interact with the software during this time.

Replica sites will be required to perform the following items before the new replica can be installed:

1. Purchase and install "Windows 10 Pro Anniversary Edition" (Version 1607) or newer version (Creators Update (Version 1703) or Fall Creators Update (Version 1709)). **Important Note: The specific Windows software edition is critical due to the added features we need for your replica package.* This software can be purchased at most office supply stores or online.
2. Enable the Bitlocker Feature that is bundled with the Windows 10 Pro Anniversary Edition or newer version. All replica sites will be required to use Bitlocker for its added security measures and necessary features for the replica installer.
3. Install anti-virus software on the replica workstation. (The version of Symantec Endpoint Protection (12.1.4013) currently used on your replica computer is not compatible with Windows 10 and will need to be removed as a part of the Windows 10 installation process.)

We highly recommend that you utilize your IT Department or IT contractor to perform the technical functions listed above.

To confirm that you will remain a replica site, please respond to the QVF Refresh Replica Site Questionnaire (found here and in the top of this email) by January 2, 2018.

Once you complete the QVF Refresh Training next year, we will provide you with the replica installation package with complete installation instructions electronically. The replica package will look for the proper Windows 10 version update, verify that Bitlocker is enabled, and make certain that antivirus software is installed before it will successfully complete the installation process.

Please look for additional details about the QVF Refresh rollout in the News Update in the next couple of weeks. As always, if you have additional questions regarding the system requirements for replica users, please contact David Tarrant at electiondata@michigan.gov or by calling him at 517-373-2543.

We look forward to bringing you the new QVF Refresh very soon!

Montgomery, Joanne

From: electionselearning@michigan.gov
Sent: Tuesday, December 12, 2017 1:24 PM
To: Montgomery, Joanne
Subject: Confirmation of QVF Replica User Questionnaire

1. Thank you for replying to the QVF Refresh Replica Questionnaire. If you selected to remain a replica site, we will provide you with your replica package immediately following your QVF Refresh Training early next year. At that time your user name and password, along with detailed instructions, will be provided.
1. If you have questions, please contact David Tarrant, 517-373-2543, ElectionData@michigan.gov

County Name	Wayne
Jurisdiction Name	Van Buren
Type: County, City, Township	Township
Contact Name	Joanne Montgomery
Contact Email	jmontgomery@vanburen-mi.org
Contact Telephone Number	734-699-8909
Do you wish to remain a replica site?	Yes
a. Purchase and install "Windows 10 Pro Anniversary Edition" or newer version with 4 GB of memory	Agree
b. Turn on the Bitlocker Feature that is bundled with the Windows 10 Pro Anniversary Edition or newer version	Agree
c. Ensure that antivirus software is installed on computer	Agree
Optional Comments	

ELECTION DAY EMERGENCY PROCEDURES

I. Purpose:

The purpose of this procedure is to provide election staff with procedures should an emergency situation occur during Election Day. This procedure should be followed by all election workers. Election workers are responsible for the integrity and safekeeping of the election process.

II. General procedures:

1. Prior to the polls opening, election workers will thoroughly check the polling place and make sure they are aware of what is physically in the room. Election workers should pay special attention to random bags, packages, etc. In the room. If possible, have a facility representative walk the property with you to look for suspicious items/activities.
2. Election workers will be visually alert all day as to what is coming into your polling place, making sure that no suspicious package or bag are left behind. If something is found, follow the procedures outlined below.
3. If the election site is a school setting, every effort should be made to separate the students from the area. Secure the area so students cannot enter the area where voters are allowed and vice versa, secure the area so voters cannot enter the area where the students are. Closing the school on Election Day would be the best case scenario.
4. Use signage to mark where voters are to enter and exit the building. Ingress and egress to and from the election site should be closely monitored. Any suspicious activity should be reported to the election worker in charge.
- 5 Signs will be posted to prohibit cell phone use in the polling place by voters. Cell phones can be used by election workers only to contact township officials or the police department.
6. An order to evacuate can only be ordered by a police or fire official, township clerk, deputy clerk or facility manager in charge. An order to evacuate will be a last resort measure. The facility manager should be kept up to date on any unusual situation. Safety of elections workers and other people in the facility is first and foremost. If election site is located at a school, a lockdown may be ordered instead of evacuation. If so, follow the lockdown procedures outlined below.
7. If there is an actual bomb or person with a weapon sighted, (or any other kind of immediate danger) leave the building immediately and get to a safe area. Your own personal safety along with those around you is most important.

III. Suspicious or Disruptive Persons

1. Assess the situation.
2. Approach the subject and determine the nature of their business with the building.
3. Contact the facility manager.

4. If you determine it is an emergency, call 9-1-1, from a discreet location if possible.
5. State that you are an election official and the location of the polling site.
6. Provide your name and phone number.
7. Give a detailed description of the person and describe the suspicious/disruptive behavior.
8. After you have called 9-1-1, continue to monitor the subject.
9. Stay calm and maintain a helpful attitude. Never attempt to restrain the subject.
10. Identify yourself to the police when they arrive. If possible, meet the police officer(s) outside to provide them with updated information and to direct them inside of the building.

IV. Suspicious or Unattended Packages

1. All attempts to maintain the public polling place area free from clutter is important when watching for this kind of potential emergency. Without some sort of threat identified in advance, most suspicious or unattended packages tend to be simply lost, forgotten or misplaced items.
2. If a package, purse, briefcase, backpack etc. Appears unattended, do the following:
 - a. Do not touch the item.
 - b. Make sure that the item does not belong to a member of the staff.
 - c. Check to see if the owner may still be present to reclaim the item.

If the owner cannot be identified:

- a. Call 9-1-1 from a regular corded phone; do not use a cell phone or a two way radio. (Note: you may use a payphone to call 9-1-1 without inserting any money into the phone.)
- b. State that you are an election official and the location of the polling site.
- c. Provide your name and phone number that you are calling from.
- d. Provide the 9-1-1 operator with a description of the package and the length of time it has been unattended.
- e. Contact the facility manager immediately.
- f. Remain calm, and continue to conduct election business.
- g. Meet with police when they arrive and wait for directions.

V. Bomb Threats

1. Most bomb threats are made by telephone. The general public (most likely) will not have access to the cell phone numbers of the election workers. More than likely, if a bomb threat is called in it will be made to the school office or

main office where the election site is located. If a bomb threat is received, remain calm and try to obtain as much information from the caller as possible. Let someone know to call 9-1-1 and see if they can trace the call.

Information to collect and questions to ask:

- a. If caller id appears on the telephone display, write down the number immediately.
- b. When is the bomb going to explode?
- c. Where is the bomb located?
- d. What does the bomb look like?
- e. What kind of bomb is it?
- f. What will cause it to explode?
- g. Did you place the bomb?
- h. Why?
- i. What is your name and address?

The person receiving the call (bomb threat) should copy down the exact words the caller uses in making the threat. Attention should be paid to as many details about the caller as possible, including:

- a. Are there any specific voice characteristics such as accent, speech impediment, and/or demeanor (well-spoken, irrational, taped voice, incoherent, scripted etc.)
 - b. How old does the caller sound?
 - c. Is the caller male or female?
 - d. Back ground noise: street noises, house noises, local, motor, animal noises, in a phone booth, long distance, other voices, office setting, clear factory setting
2. Immediately after receiving such a threat, do the following:
- a. In the rare event that an actual bomb is on the premises, do not use a cell phone or two way radio. Call 9-1-1 from a regular office phone. Note: you may use a payphone to call 9-1-1 without inserting any money into the phone.
 - b. State that you are an election official and the location of the polling site.
 - c. Provide your name and phone number where you are calling from.
 - d. Provide the 9-1-1 operator with the information collected above.
 - e. Contact the facility manager immediately and tell them that you have called 9-1-1.
 - f. Remain calm, and continue to conduct election business. Do not attempt to evacuate.
 - g. The person taking the call should speak with police upon arrival. Wait for further instructions from the police, fire or clerk's office.

VI. Severe Weather

1. Each polling location should have a designated tornado shelter. If one is not designated, then use the following criteria to determine the best place for election workers and voters to go should a tornado warning be issued.

- Load bearing walls near the center of the basement or lowest level generally provide the greatest protection.
- Go to the basement or lowest floor of a permanent structure. If no basement is available, go to an interior part of the home on the lowest level.
- A good rule of thumb is to put as many walls between you and the tornado as possible.
- In schools and public places move to designated shelter areas. Interior hallways on the lowest floors are generally best.
- Stay away from windows, doors and outside walls. Broken glass and wind blown projectiles cause more injuries and deaths than collapsed buildings. Protect your head with a pillow, blanket or mattress. Rooms designed like gymnasiums with high walls and ceilings are not a good place to shelter – high winds lift off roofs and the walls can collapse.

2. Each facility has its own procedures on how it announces a tornado warning, (alarm system, pa announcement, etc.) Election workers should make sure they are familiar with that facility's warning system. Outdoor warning sirens will be set off when a tornado warning is issued however, the sirens may not be heard inside. They are designed to warn people that are outdoors.

3. When a tornado warning is issued, proceed immediately to the designated shelter area. Once in the shelter, account for all election workers. Notify police, fire and/or City Clerk or Deputy Clerk of anyone missing.

VII. Fire Procedures

1. Each facility should have fire evacuation procedures. Election workers should make sure they are familiar with the facility's fire warning system and procedures and know where the fire exits are located.

2. If you discover a fire, activate the nearest fire alarm. If possible, close the door to the fire scene as you exit. All 9-1-1.

3. Upon the sound of the fire alarm, election workers should proceed immediately to the fire exit and gather at the pre-planned meeting spot and account for one another. Inform the fire dept. If anyone is missing.

4. Re-entry to the facility will be at the order of the police or fire official or facility manager.

5. If the facility cannot be used, the evacuation procedures will be followed.

VIII. Evacuation Procedures

1. The evacuation procedures outlined below will be used for any emergency situation calling for evacuation of the building, such as fire, water main break,

utility failure, severe weather, bomb threat, terrorist event, etc. remember, an order to evacuate will come only from a police, fire, city clerk, deputy clerk or facility manger. Voting should continue until a direct order to evacuate is given by an authorized person above. The integrity of the election is the responsibility of the election personnel and shall be maintained at all times, even in an emergency situation. Should an evacuation be ordered, the following procedures should take place:

a. Remain calm. Make sure all election workers are accounted for. Leave together as a group. Gather the items you are responsible for (see below) and meet at your designated spot. Do not leave until all election workers are present and all items are accounted for.

- The precinct chairperson or vice chairperson will get the attention of all persons in the precinct. Make the announcement that the polling site is being evacuated and the location where you are moving to. Anyone who has been issued a ballot shall surrender the ballot (in its secrecy sleeve) along with their application to vote to the chair or vice-chair. All ballots must be accounted for! Anyone who was issued a ballot should report to the new polling location to retrieve their ballot and resume the voting process. All voters should be asked to leave using the designated emergency exit.

- The precinct inspector(s) working the registration books are responsible to get the books out of the building. Gather up registration books and supply box and take with you.

- The precinct inspector(s) working the ballot distribution table are responsible to get all of the un-voted ballots out of the building. The bulk unused ballots will remain on a portable cart throughout the day which will facilitate getting them out of the building quickly. All unused ballots on the table should be gathered up and taken with you out of the building.

- The person(s) working the poll book table should take the poll book and spindle of applications to vote, as well as any unrecorded applications to vote.

- The precinct inspector(s) in charge of the tabulator is responsible to get the tabulator and black ballot box out of the building. Unplug from its electrical source and roll out the entire unit with you.

- The precinct vice chairperson is responsible to get the grey or blue ballot boxes out of the building if they contain voted ballots that have been removed from the black ballot box through the day. Also, remember to take any spoiled ballots and/or provisional ballots out with you.

- Do a visual sweep of the room to determine if there is anything else that need to be removed.

b. Evacuate together to the designated place. The following township vehicles will be dispatched to assist with moving election equipment: DPW, public safety, Clerk, clerk staff and precinct Chairperson. The election inspector will be

responsible for moving per evacuation plan. c. Staff will be posted outside the polling site entrance directing voters to the new polling location.

d. Essential election equipment (per evacuation plan) should be loaded into the Chairperson's vehicle and transported to the new polling location. The chairperson and vice chairperson will remain with the election equipment at all times to protect the integrity of the election.

e. All election workers will immediately report to the temporary polling place designated for your precinct and unload the election equipment and get set up to continue with the voting process. No provisions will be made to take voting booths along in the emergency situation. Township staff and vehicles will transport remaining equipment as safe conditions allow.

IX. Lockdown Procedures

1. Schools have safety procedures in place that may mandate a school lockdown instead of an evacuation. Hallways are cleared and students, visitors are locked into classrooms, gymnasiums etc. Only proper authorities will have keys to unlock the doors. If a lockdown occurs, you will be locked in the polling room. Proceed with evacuation procedures and evacuate as soon as public safety or official in charge releases you. Do not respond to fire alarm during a lockdown unless a public safety official or facility manager makes a supporting announcement. Once you have been released by public safety proceed with essential election equipment to new polling location.

Bomb Threat Checklist

Tips

- Remain calm - take the caller seriously & assume the threat is real.
- Don't hang up - it may make the caller angry.
- Keep the caller on the line as long as possible, and if possible have someone call

911 immediately and see if they can trace the call.

- Statistics show that normally a person(s) serious about actual bombing or a terrorist attack will not typically give warning.

Questions to ask the caller

1. When is the bomb going to explode?
2. Where is the bomb now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place it?
7. Why did you place it?

8. Where are you calling from?

9. What is your name?

10. What is your address?

Questions for the recipient of the call

- Exact time and date of call:
- Exact wording of the threat:
- Was the voice familiar?
- Was there any background noises?
- Number from which call originated?
- Name of person receiving the call?
- Was the caller familiar with the facility?
- Male or Female
- Approximate age
- Voice tone: calm angry loud soft sad other
- Accent: local foreign
- Race:
- Other information:

Chairperson:

1. Announce that the precinct is being evacuated and that the precinct is being relocated to_____.
2. Ask all voters who are in the polling location and have not deposited their voted ballots into the tabulator; to place their ballots into the secrecy sleeve with their applications to vote in the front pocket. The chairperson should collect these and place them in the blue ballot container. Have the voter immediately evacuate the building.

Vice Chairperson:

3. Vice chairperson will be responsible for removing the tabulator from the gray ballot box, placing it in the case ready for transport to the substitute polling location.

Other Inspectors:

4. One precinct inspector places the voted ballots inside the grey metal ballot box into the blue ballot container. All spoiled, un-used, provisional envelope ballots and collected secrecy sleeves from the voters in the precinct also go into the blue ballot container.
5. One precinct inspector gathers up the poll book, red registration book,

applications to vote and place in blue ballot container. Get seals from the supply box and reseal the blue ballot box(s) for transportation to the substitute location.

Secure all workers and exit the building with the following items only:

- Tabulator in the case
- Sealed blue ballot container(s) containing:
 - Voted ballots
 - Un-voted ballots
 - Retrieved voter ballots in the secrecy sleeve
 - Applications to vote
 - Spoiled ballots
 - Provisional envelope ballots
 - Black supply bag
 - EPB Laptop Computer

Precinct chairperson and vice chair will transport supplies and equipment to the new location. All other precinct inspectors will report to the substitute location.