

**CHARTER TOWNSHIP OF VAN BUREN BOARD OF TRUSTEES
OCTOBER 17, 2023 BOARD MEETING 6:00 P.M.
TENTATIVE AGENDA**

Per guidance provided by the Wayne County Local Public Health Department for meetings of governmental bodies held under public act 228 of 2020, effective January 1, 2022, the following Zoom link is provided to enable remote participation in a meeting of the public body by the general public. Please click the link below to join the webinar:

<https://us06web.zoom.us/j/89427654392>

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Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 929 436 2866 or +1 301 715 8592 or +1 346 248 7799 or +1 669 900 6833 or +1 253 215 8782

Webinar ID: 894 2765 4392

International numbers available: <https://us06web.zoom.us/j/89427654392>

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

ROLL CALL:

Supervisor McNamara____ Treasurer Budd____ Clerk Wright____

Trustee Frazier____ Trustee Martin____ Trustee Boynton____ Trustee Kelley____

EXECUTIVE SUMMARY OF THE AGENDA:

ADOPTION OF THE AGENDA:

CONSENT AGENDA:

1. Board Meeting Minutes of October 3, 2023.
2. Special Meeting Minutes of October 10, 2023.
3. Prepaid List of October 5, 2023.
4. Prepaid List of October 12, 2023.
5. Voucher List of October 17, 2023.
6. Approval of the Van Buren Township Support Emergency Operations Plan.

PUBLIC HEARING:

CORRESPONDENCE/ANNOUNCEMENTS/PRESENTATIONS:

PUBLIC COMMENT (Unfinished and New Business):

UNFINISHED BUSINESS:

NEW BUSINESS:

1. To consider approval Resolution 2023-27: 2023 Amended and 2024 Proposed General Fund Budgets and Resolution 2023-24: Salary Schedule.
2. To consider approval of Resolution 2023-28: 2023 Amended and 2024 Proposed Water and Sewer Budgets and Water Rate Fee Schedule.
3. To consider approval of Resolution 2023-29: 2023 Amended and 2024 Proposed Special Revenue Funds Budgets.
4. To consider approval of the Community Services Job Descriptions for Recreation Programmer and Facilities Coordinator.
5. To consider approval of the first reading of Ordinance 10-17-23: To allow the Board of Trustees to modify the required minimum separations distance between group child care home uses.

6. To consider approval of Special Land Use for a distribution center by Crossroads Distribution Center North 11, LLC (Planning Case 23-031), to be located west of Haggerty Road, South of Van Born Road.

REPORTS:

PUBLIC COMMENT NON-AGENDA ITEMS:

BOARD COMMENT NON-AGENDA ITEMS:

ADJOURNMENT:

**CHARTER TOWNSHIP OF VAN BUREN
BOARD OF TRUSTEES MEETING MINUTES
OCTOBER 3, 2023**

Supervisor McNamara called the meeting to order at 6:00 p.m. in the Board Room. Zoom Meeting ID for public participation: 894 2765 4392. Present: Supervisor McNamara, Treasurer Budd, Clerk, Trustee Frazier and Trustee Kelley. Absent/Excused: Clerk Wright, Trustee Boynton and Trustee Martin. Others in attendance: Deputy Supervisor Selman, Recording Assistant Beaudry, Director of Community Services Renaud, Deputy Director of Community Services Dohring, Director of Parks Locke, Director of Recreation Zaenglien, Fire Chief McNally, Director of Water and Sewer Lawrence, Director of Municipal Services Akers, DDA Director Coburn, Director of Planning and Economic Development Power, Director of Public Services Luckett and an audience of six.

EXECUTIVE SUMMARY OF THE AGENDA: Supervisor McNamara outlined the items appearing on the agenda.

ADOPTION OF THE AGENDA: Kelley moved, Budd seconded to approve the agenda. Motion Carried.

ADOPTION OF THE CONSENT AGENDA: Frazier moved, Kelley seconded to approve the Consent Agenda: Board Meeting Minutes of September 5, 2023, Prepaid List of September 7, 2023, Prepaid List of September 14, 2023, Prepaid List of September 21, 2023, Prepaid List of September 28, 2023, Voucher List of September 19, 2023 and Voucher List of October 3, 2023. Motion Carried.

PUBLIC HEARING: Frazier moved, Kelly seconded to open the public hearing to receive comments on the 2023 Amended and 2024 Proposed General Fund Budget, the 2023 Amended and 2024 Proposed Water/Sewer Budget and the 2023 Amended and 2024 Proposed Special Revenue Budgets at 6:03 p.m. Motion Carried.

There were no public comments.

Budd moved, Kelley seconded to close the public hearing at 6:05 p.m.

CORRESPONDENCE/ANNOUNCEMENTS/PRESENTATIONS: None.

PUBLIC COMMENT (Unfinished and New Business): None.

UNFINISHED BUSINESS: None.

NEW BUSINESS: Kelley moved, Frazier seconded to approve the selection of Praise Sign Company for the Community Center Signage project for \$61,140. Motion Carried.

Kelly moved, Budd seconded to approve releasing the remaining funds for the Denton Road Bridge Preliminary Engineering. Motion Carried.

Frazier moved, Kelley seconded to the Fishbeck hourly annual rate adjustment which will be in effect from now until June 2024. Motion Carried.

Kelley moved, Budd seconded to approve Resolution 2023-25: 2024 Departmental Fee Schedule. Motion Carried.

REPORTS: None.

PUBLIC COMMENT ON NON-AGENDA ITEMS: None.

BOARD COMMENT ON NON-AGENDA ITEMS: Supervisor McNamara thanked Dave Booher for all the work he has put into cataloging and archiving historical items at the Belleville Area Museum.

ADJOURNMENT: Budd moved, Frazier seconded to adjourn the meeting at 6:30 p.m. Motion Carried.

Leon Wright, Township Clerk

Date

Kevin McNamara, Supervisor

Date

**CHARTER TOWNSHIP OF VAN BUREN
BOARD OF TRUSTEES SPECIAL MEETING MINUTES
OCTOBER 10, 2023**

Supervisor McNamara called the meeting to order at 5:00 p.m. in the Board Room. Zoom Meeting ID for public participation: 894 2765 4392. Present: Supervisor McNamara, Treasurer Budd, Clerk Wright, Trustee Martin, Trustee Frazier and Trustee Kelley. Absent/Excused: Trustee Boynton. Others in attendance: Deputy Supervisor Selman, Recording Assistant Beaudry, Director of Community Services Renaud, Deputy Director of Community Services Dohring, Director of Parks Locke, Director of Planning and Economic Development Power, Director of Human Resources Sumpter, Communications Specialist Japowicz and an audience of two.

EXECUTIVE SUMMARY OF THE AGENDA: Supervisor McNamara outlined the items appearing on the agenda.

ADOPTION OF THE AGENDA: Kelley moved, Frazier seconded to approve the agenda: Motion Carried.

ADOPTION OF THE CONSENT AGENDA: Budd moved, Frazier seconded to approve the Consent Agenda: Approval of the reappointments of Jackson Pahle and Medina Atchinson to the Planning Commission with terms to expire October 1, 2026. Motion Carried.

PUBLIC HEARING: None

CORRESPONDENCE/ANNOUNCEMENTS/PRESENTATIONS: The Township Communications Team presented the State of the Township video.

PUBLIC COMMENT (Unfinished and New Business): None.

UNFINISHED BUSINESS: None.

NEW BUSINESS: Budd moved, Frazier seconded to approve awarding the contract for the Belleville Area Museum Exhibit Project to Niche Design for \$224,000. Motion Carried.

REPORTS: None.

PUBLIC COMMENT ON NON-AGENDA ITEMS: None.

BOARD COMMENT ON NON-AGENDA ITEMS: None.

ADJOURNMENT: Budd moved; Martin seconded to adjourn the meeting at 5:23 p.m. Motion Carried.

Leon Wright, Township Clerk

Date

Kevin McNamara, Supervisor

Date

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DB: Van Buren Twp

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date	PO Number
Vendor ATT2 - AT&T:								
6290703800 114795	AT&T SEPT 831-001-1392 101-265-850-000	09/19/2023 KTYLER SEPT 831-001-1392	10/05/2023	600.16 600.16	600.16	Open	N 10/05/2023	
Total for vendor ATT2 - AT&T:				600.16	600.16			
Vendor ATTGLO - AT&T:								
MI692653 114829	AT&T OCT 911 DISPATCH EQUIP MAINT 101-325-819-000	09/28/2023 KTYLER OCT 911 DISPATCH EQUIP MAINT	10/05/2023	1,093.60 1,093.60	1,093.60	Open	N 10/05/2023	
Total for vendor ATTGLO - AT&T:				1,093.60	1,093.60			
Vendor BADL - BELLEVILLE AREA DISTRICT LIBRARY:								
TAXES 114835	BELLEVILLE AREA DISTRICT LIBRARY Q2/Q3 DLQ PERS PROP 702-000-411-000	10/04/2023 KTYLER Q2/Q3 DLQ PERS PROP	10/05/2023	2,119.63 2,119.63	2,119.63	Open	N 10/05/2023	
Total for vendor BADL - BELLEVILLE AREA DISTRICT LIBRARY:				2,119.63	2,119.63			
Vendor COMCAST - COMCAST:								
0365876 114796	COMCAST 9.25-10.24 INTERNET-PHONE FRENCH 101-755-920-000	09/21/2023 KTYLER 9.25-10.24 INTERNET-PHONE FRENCH LAND	10/05/2023	133.84 133.84	133.84	Open	N 10/05/2023	
0372450 114797	COMCAST 9.26-10.25 INTERNET HAGGERTY SEN 101-675-935-000	09/22/2023 KTYLER 9.26-10.25 INTERNET HAGGERTY SENIORS	10/05/2023	299.85 299.85	299.85	Open	N 10/05/2023	
0245565 114798	COMCAST 10.7-11.6 CABLE-INTERNET FS1 101-265-920-000 101-336-920-000	09/24/2023 KTYLER 10.7-11.6 CABLE-INTERNET FS1 10.7-11.6 CABLE-INTERNET FS1	10/05/2023	373.30 186.65 186.65	373.30	Open	N 10/05/2023	
0080558 114823	COMCAST 9.26-10.25 CABLE BOX FS2 101-336-920-000	09/17/2023 KTYLER 9.26-10.25 CABLE BOX FS2	10/05/2023	31.77 31.77	31.77	Open	N 10/05/2023	

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date	PO Number
0065387 114824	COMCAST 10.2-11.1 VIDEO ARRAIGNMENT 101-301-850-000	09/19/2023 KTYLER 10.2-11.1 VIDEO ARRAIGNMENT	10/05/2023	253.05 253.05	253.05	Open	N 10/05/2023	
0092084 114825	COMCAST 9.23-10.22 EMERGENCY BUTTON DISP 227-000-001-000	09/19/2023 KTYLER 9.23-10.22 EMERGENCY BUTTON DISPATCH	10/05/2023	199.90 199.90	199.90	Open	N 10/05/2023	
	Total for vendor COMCAST - COMCAST:			1,291.71	1,291.71			

Vendor DTE - DTE ENERGY:

910016828386 114805	DTE ENERGY 8.24-9.26 10200 BECK 101-755-920-000	09/27/2023 KTYLER 8.24-9.26 10200 BECK	10/05/2023	168.89 168.89	168.89	Open	N 10/05/2023	
910016815557 114806	DTE ENERGY 8.26-9.26 11972 BECKLEY 592-536-920-000	09/27/2023 KTYLER 8.26-9.26 11972 BECKLEY	10/05/2023	293.06 293.06	293.06	Open	N 10/05/2023	
910022836571 114807	DTE ENERGY 8.26-9.26 45400 HARMONY 592-536-920-000	09/27/2023 KTYLER 8.26-9.26 45400 HARMONY	10/05/2023	53.71 53.71	53.71	Open	N 10/05/2023	
910016815664 114808	DTE ENERGY 8.26-9.26 45400 HARMONY 592-536-920-000	09/27/2023 KTYLER 8.26-9.26 45400 HARMONY	10/05/2023	196.80 196.80	196.80	Open	N 10/05/2023	
910015586928 114809	DTE ENERGY 8.18-9.18 45400 HULL 101-336-920-000	09/20/2023 KTYLER 8.18-9.18 45400 HULL	10/05/2023	1,173.85 1,173.85	1,173.85	Open	N 10/05/2023	
910022836712 114810	DTE ENERGY 8.26-9.26 47555 N SHORE 592-536-920-000	09/27/2023 KTYLER 8.26-9.26 47555 N SHORE	10/05/2023	53.71 53.71	53.71	Open	N 10/05/2023	
910016815185 114811	DTE ENERGY 8.26-9.26 47555 N SHORE 592-536-920-000	09/27/2023 KTYLER 8.26-9.26 47555 N SHORE	10/05/2023	111.13 111.13	111.13	Open	N 10/05/2023	

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date	PO Number
920017301341 114812	DTE ENERGY 8.26-9.26 51372 OLD RAWSONVILLE 592-536-920-000	09/27/2023 KTYLER	10/05/2023	53.98	53.98	Open	N 10/05/2023	
	8.26-9.26 51372 OLD RAWSONVILLE			53.98				
920017301333 114813	DTE ENERGY 7.28-9.26 51372 OLD RAWSONVILLE 592-536-920-000	09/27/2023 KTYLER	10/05/2023	39.49	39.49	Open	N 10/05/2023	
	7.28-8.25 51372 OLD RAWSONVILLE			18.92				
	8.26-9.26 51372 OLD RAWSONVILLE			20.57				
910022836324 114814	DTE ENERGY 8.26-9.26 12095 QUIRK 248-000-920-000	09/27/2023 KTYLER	10/05/2023	32.80	32.80	Open	N 10/03/2023	
	8.26-9.26 12095 QUIRK			32.80				
910016815904 114815	DTE ENERGY 8.26-9.26 12302 RYZNAR 592-536-920-000	09/27/2023 KTYLER	10/05/2023	124.87	124.87	Open	N 10/05/2023	
	8.26-9.26 12302 RYZNAR			124.87				
920029695821 114816	DTE ENERGY 8.26-9.26 6187 SCHOONER 592-536-920-000	09/27/2023 KTYLER	10/05/2023	38.56	38.56	Open	N 10/05/2023	
	8.26-9.26 6187 SCHOONER			38.56				
910013927108 114817	DTE ENERGY 8.26-9.26 46293 TYLER 592-536-920-000	09/27/2023 KTYLER	10/05/2023	20.03	20.03	Open	N 10/05/2023	
	8.26-9.26 46293 TYLER			20.03				
910013924766 114818	DTE ENERGY 8.26-9.26 46421 TYLER 101-755-920-000	09/27/2023 KTYLER	10/05/2023	57.08	57.08	Open	N 10/05/2023	
	8.26-9.26 46421 TYLER			57.08				
910016829640 114819	DTE ENERGY 8.26-9.26 46425 TYLER 592-536-920-000	09/27/2023 KTYLER	10/05/2023	526.49	526.49	Open	N 10/05/2023	
	8.26-9.26 46425 TYLER			526.49				
910013925276 114820	DTE ENERGY 8.26-9.26 46805 TYLER 592-536-920-000	09/27/2023 KTYLER	10/05/2023	50.06	50.06	Open	N 10/05/2023	
	8.26-9.26 46805 TYLER			50.06				
910013926241 114821	DTE ENERGY 8.26-9.26 46805 TYLER 592-536-920-000	09/27/2023 KTYLER	10/05/2023	656.47	656.47	Open	N 10/05/2023	
	8.26-9.26 46805 TYLER			656.47				

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date	PO Number
930001988474 114822	DTE ENERGY 8.25-9.25 SIRENS 101-265-920-000	09/25/2023 KTYLER 8.25-9.25 SIRENS	10/05/2023	418.86 418.86	418.86 418.86	Open	N 10/05/2023	
Total for vendor DTE - DTE ENERGY:				4,069.84	4,069.84			
Vendor GOFOSE - GORDON FOOD SERVICE:								
287290012 114794	GORDON FOOD SERVICE SEPT STMT 101-171-739-000	10/01/2023 KTYLER 9.11-12 EMPLOYEE OSHA TRAININGS	10/05/2023	203.98 203.98	203.98 203.98	Open	N 10/05/2023	
Total for vendor GOFOSE - GORDON FOOD SERVICE:				203.98	203.98			
Vendor LICOSC - LINCOLN CONSOLIDATED SCHOOLS:								
TAXES 114832	LINCOLN CONSOLIDATED SCHOOLS SUM 23 TAX DIST 703-000-225-003 703-000-225-004 703-000-225-009 703-000-225-010 703-000-246-000 703-000-246-001	10/04/2023 KTYLER SUM 23 TAX DIST SUM 23 TAX DIST SUM 23 TAX DIST SUM 23 TAX DIST SUM 23 TAX DIST SUM 23 TAX DIST	10/05/2023	15,721.09 8,537.76 85.38 6,948.63 59.43 89.12 0.77	15,721.09 15,721.09	Open	N 10/05/2023	
Total for vendor LICOSC - LINCOLN CONSOLIDATED SCHOOLS:				15,721.09	15,721.09			
Vendor ORKIN - ORKIN :								
246452997 114799	ORKIN PEST SVCS @ VB PARK 101-265-931-000	06/21/2023 KTYLER PEST SVCS @ VB PARK	10/05/2023	62.99 62.99	62.99 62.99	Open	N 10/05/2023	
249116698 114800	ORKIN PEST SVCS @ VB PARK 101-265-931-000	08/29/2023 KTYLER PEST SVCS @ VB PARK	10/05/2023	62.99 62.99	62.99 62.99	Open	N 10/05/2023	
252046798 114801	ORKIN OCT PEST SVCS FS2 101-265-931-000	10/01/2023 KTYLER OCT PEST SVCS FS2	10/05/2023	111.99 111.99	111.99 111.99	Open	N 10/05/2023	
252046602 114802	ORKIN OCT PEST SVCS TWP HALL 101-265-931-000	10/01/2023 KTYLER OCT PEST SVCS TWP HALL	10/05/2023	252.99 252.99	252.99 252.99	Open	N 10/05/2023	

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252048517 114803	ORKIN OCT PEST SVCS HAGGERTY SENIORS 101-675-935-000	10/01/2023 KTYLER	10/05/2023	75.00 75.00	75.00	Open	N 10/05/2023	
252047160 114804	ORKIN OCT PEST SVCS MUSEUM 101-265-931-000	10/01/2023 KTYLER	10/05/2023	94.99 94.99	94.99	Open	N 10/05/2023	
252046369 114826	ORKIN OCT PEST SVCS FS1 101-265-931-000	10/01/2023 KTYLER	10/05/2023	81.99 81.99	81.99	Open	N 10/05/2023	
Total for vendor ORKIN - ORKIN :				742.94	742.94			

Vendor PETCAS - PETTY CASH:

FIRE 114828	PETTY CASH CHANGE FOR FS2 PANCAKE BREAKFAST 101-336-750-000	10/03/2023 KTYLER	10/05/2023	200.00 200.00	200.00	Open	N 10/05/2023	
Total for vendor PETCAS - PETTY CASH:				200.00	200.00			

Vendor MISC - RAWSONVILLE HURON DEVELOPMENT LLC:

REFUND 114831	RAWSONVILLE HURON DEVELOPMENT LLC MTT 23-001606 SUM 23 TAX 703-000-275-000	10/03/2023 KTYLER	10/05/2023	7,052.85 7,052.85	7,052.85	Open	N 10/05/2023	
Total for vendor MISC - RAWSONVILLE HURON DEVELOPMENT LLC:				7,052.85	7,052.85			

Vendor VBPUSC - VAN BUREN PUBLIC SCHOOL:

TAXES 114834	VAN BUREN PUBLIC SCHOOL SUM 23 TAX DIST 703-000-225-001 703-000-225-002 703-000-225-005 703-000-225-006 703-000-225-007 703-000-225-008	10/04/2023 KTYLER	10/05/2023	275,448.07 155,914.54 840.94 43,657.54 256.00 74,343.19 435.86	275,448.07	Open	N 10/05/2023	
TAXES 114836	VAN BUREN PUBLIC SCHOOL Q2/Q3 DLQ PERS PROP 702-000-411-000	10/04/2023 KTYLER	10/05/2023	12,260.95 12,260.95	12,260.95	Open	N 10/05/2023	

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized	PO Number
Inv Ref#	Description	Entered By					Post Date	
	GL Distribution							
5-500-400005-01								
114827	YPSILANTI COMMUNITY UTIL AUTH	09/30/2023	10/05/2023	2,042.28	2,042.28	Open	N	23-0777
	SEPT SEWAGE CHARGE	KTYLER					10/05/2023	
592-537-924-000	SEPT SEWAGE CHARGE			2,042.28				
Total for vendor YCUA - YPSILANTI COMMUNITY UTIL AUTH:				2,042.28	2,042.28			

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized	PO Number
Inv Ref#	Description	Entered By					Post Date	
	GL Distribution							
# of Invoices:	46	# Due:	46	Totals:	771,662.22	771,662.22		
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00		
Net of Invoices and Credit Memos:					771,662.22	771,662.22		

--- TOTALS BY GL DISTRIBUTION ---

101-171-739-000	9.11-12 EMPLOYEE OSHA TRAININGS	203.98
101-265-850-000	SEPT 831-001-1392	600.16
101-265-920-000	10.7-11.6 CABLE-INTERNET FS1	605.51
101-265-931-000	PEST SVCS @ VB PARK	667.94
101-301-850-000	10.2-11.1 VIDEO ARRAIGNMENT	253.05
101-325-819-000	OCT 911 DISPATCH EQUIP MAINT	1,093.60
101-336-750-000	CHANGE FOR FS2 PANCAKE BREAKFAST	200.00
101-336-920-000	10.7-11.6 CABLE-INTERNET FS1	1,392.27
101-675-935-000	9.26-10.25 INTERNET HAGGERTY SENIORS	374.85
101-755-920-000	9.25-10.24 INTERNET-PHONE FRENCH LAND	359.81
227-000-001-000	9.23-10.22 EMERGENCY BUTTON DISPATCH	199.90
248-000-920-000	8.26-9.26 12095 QUIRK	32.80
592-536-920-000	8.26-9.26 11972 BECKLEY	2,218.36
592-537-924-000	SEPT SEWAGE CHARGE	2,042.28
702-000-411-000	Q2/Q3 MOBILE HOME FEES	69,187.86
703-000-222-000	SUM 23 TAX DIST	145,256.88
703-000-222-001	SUM 23 TAX DIST	866.05
703-000-222-019	SUM 23 TAX DIST	155,296.44
703-000-222-020	SUM 23 TAX DIST	988.69
703-000-225-001	SUM 23 TAX DIST	155,914.54
703-000-225-002	SUM 23 TAX DIST	840.94
703-000-225-003	SUM 23 TAX DIST	8,537.76
703-000-225-004	SUM 23 TAX DIST	85.38
703-000-225-005	SUM 23 TAX DIST	43,657.54
703-000-225-006	SUM 23 TAX DIST	256.00
703-000-225-007	SUM 23 TAX DIST	74,343.19
703-000-225-008	SUM 23 TAX DIST	435.86
703-000-225-009	SUM 23 TAX DIST	6,948.63
703-000-225-010	SUM 23 TAX DIST	59.43
703-000-234-000	SUM 23 TAX DIST	5,236.41
703-000-234-001	SUM 23 TAX DIST	44.78
703-000-236-000	SUM 23 TAX DIST	83,431.66
703-000-236-001	SUM 23 TAX DIST	489.20
703-000-236-002	SUM 23 TAX DIST	2,383.81
703-000-236-003	SUM 23 TAX DIST	13.92
703-000-246-000	SUM 23 TAX DIST	89.12
703-000-246-001	SUM 23 TAX DIST	0.77
703-000-275-000	MTT 23-001606 SUM 23 TAX	7,052.85

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized	PO Number
Inv Ref#	Description	Entered By					Post Date	
--- TOTALS BY FUND ---								
	101 - General Fund			5,751.17	5,751.17			
	227 - SANITARY LANDFILL FUND			199.90	199.90			
	248 - Downtown Development Author			32.80	32.80			
	592 - Water/Sewer Fund			4,260.64	4,260.64			
	702 - Delinquent Tax Fund			69,187.86	69,187.86			
	703 - Current Tax Fund			692,229.85	692,229.85			
--- TOTALS BY DEPT/ACTIVITY ---								
	000 -			761,650.41	761,650.41			
	171 - Supervisor Department			203.98	203.98			
	265 - Building & Grounds			1,873.61	1,873.61			
	301 - Police Department			253.05	253.05			
	325 - Dispatch			1,093.60	1,093.60			
	336 - Fire Department			1,592.27	1,592.27			
	536 - Water Department			2,218.36	2,218.36			
	537 - Sewer Department			2,042.28	2,042.28			
	675 - Seniors Dept			374.85	374.85			
	755 - Park & Lake Dept			359.81	359.81			

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date	PO Number
Vendor 7ELEVEN - 7-ELEVEN MASTERCARD:								
3-DDQ 114888*	7-ELEVEN MASTERCARD FUEL	10/01/2023 KTYLER	10/12/2023	13,614.71	13,614.71	Open	N 10/12/2023	
	101-265-860-000 FUEL			2,366.72				
	101-301-860-001 FUEL			8,126.96				
	101-336-860-001 FUEL			2,552.82				
	101-301-860-001 REBATE			(22.00)				
	101-675-860-000 FUEL			590.21				
	Total for vendor 7ELEVEN - 7-ELEVEN MASTERCARD:			13,614.71	13,614.71			
Vendor COMCAST - COMCAST:								
0249435 114840	COMCAST 10.9-11.8 CAMERA CONNECTION FS2	09/26/2023 KTYLER	10/12/2023	146.85	146.85	Open	N 10/12/2023	
	101-336-920-000 10.9-11.8 CAMERA CONNECTION FS2			146.85				
0288565 114894	COMCAST 10.4-11.3 CABLE-INTERNET P-R GAR	10/01/2023 KTYLER	10/12/2023	199.90	199.90	Open	N 10/12/2023	
	101-755-920-000 10.4-11.3 CABLE-INTERNET P-R GARAGE			199.90				
0064356 114895	COMCAST 10.14-11.13 INTERNET-PHONE WABAS	10/01/2023 KTYLER	10/12/2023	182.12	182.12	Open	N 10/12/2023	
	592-536-920-000 10.14-11.13 INTERNET-PHONE WABASH			182.12				
0293938 114896	COMCAST 10.6-11.5 INTERNET EQ LIFT STATI	10/02/2023 KTYLER	10/12/2023	274.50	274.50	Open	N 10/12/2023	
	592-536-920-000 10.6-11.5 INTERNET EQ LIFT STATION			274.50				
0070064 114897	COMCAST 10.7-11.6 BACKUP INTERNET-PHONE	10/03/2023 KTYLER	10/12/2023	326.04	326.04	Open	N 10/12/2023	
	101-228-817-000 10.7-11.6 BACKUP INTERNET-PHONE			326.04				
	Total for vendor COMCAST - COMCAST:			1,129.41	1,129.41			
Vendor DTE - DTE ENERGY:								
910016828139 114841	DTE ENERGY 8.24-9.22 130 4TH	09/25/2023 KTYLER	10/12/2023	48.93	48.93	Open	N 10/12/2023	
	101-265-920-000 8.24-9.22 130 4TH			48.93				

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910013925151 114842	DTE ENERGY 8.24-9.21 405 MAIN 270-000-920-000	09/25/2023 KTYLER	10/12/2023	50.06	50.06	Open	N 10/12/2023	
	8.24-9.21 405 MAIN			50.06				
910016828261 114843	DTE ENERGY 8.24-9.22 405 MAIN 270-000-920-000	09/25/2023 KTYLER	10/12/2023	57.91	57.91	Open	N 10/12/2023	
	8.24-9.22 405 MAIN			57.91				
910013924881 114844	DTE ENERGY 8.24-9.22 128 4TH 101-265-920-000	09/25/2023 KTYLER	10/12/2023	100.85	100.85	Open	N 10/12/2023	
	8.24-9.22 128 4TH			100.85				
910022836324 114845	DTE ENERGY 8.26-9.26 12095 QUIRK 248-000-920-000	09/27/2023 KTYLER	10/12/2023	32.80	32.80	Open	N 10/12/2023	
	8.26-9.26 12095 QUIRK			32.80				
910016814931 114846	DTE ENERGY 8.30-9.28 14200 HAGGERTY 592-536-920-000	09/29/2023 KTYLER	10/12/2023	149.73	149.73	Open	N 10/12/2023	
	8.30-9.28 14200 HAGGERTY			149.73				
910013925862 114847	DTE ENERGY 8.30-9.28 39895 S I-94 SVC DR 592-536-920-000	09/29/2023 KTYLER	10/12/2023	22.27	22.27	Open	N 10/12/2023	
	8.30-9.28 39895 S I-94 SVC DR			22.27				
910013926118 114848	DTE ENERGY 8.30-9.28 39605 WABASH 592-536-920-000	09/29/2023 KTYLER	10/12/2023	615.08	615.08	Open	N 10/12/2023	
	8.30-9.28 39605 WABASH			615.08				
910013925425 114849	DTE ENERGY 8.31-9.29 50655 EDISON PKWY 101-755-920-000	10/02/2023 KTYLER	10/12/2023	16.08	16.08	Open	N 10/12/2023	
	8.31-9.29 50655 EDISON PKWY			16.08				
910013925581 114850	DTE ENERGY 8.31-9.29 50901 S I-94 SVC DR 101-755-920-000	10/02/2023 KTYLER	10/12/2023	207.54	207.54	Open	N 10/12/2023	
	8.31-9.29 50901 S I-94 SVC DR			207.54				
920044345071 114851	DTE ENERGY 8.31-9.29 50901 S I-94 SVC DR 101-755-920-000	10/02/2023 KTYLER	10/12/2023	22.69	22.69	Open	N 10/12/2023	
	8.31-9.29 50901 S I-94 SVC DR			22.69				

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920018573112 114852	DTE ENERGY 8.31-9.29 50335 EDISON 101-755-920-000	10/02/2023 KTYLER 8.31-9.29 50335 EDISON	10/12/2023	53.78 53.78	53.78	Open	N 10/12/2023	
910016815425 114853	DTE ENERGY 8.31-9.29 2457 RAWSONVILLE 592-536-920-000	10/02/2023 KTYLER 8.31-9.29 2457 RAWSONVILLE	10/12/2023	216.52 216.52	216.52	Open	N 10/12/2023	
910015587074 114854	DTE ENERGY 8.31-9.29 49475 EDISON 101-755-920-000	10/02/2023 KTYLER 8.31-9.29 49475 EDISON	10/12/2023	47.51 47.51	47.51	Open	N 10/12/2023	
910016828014 114855	DTE ENERGY 8.31-9.29 50075 EDISON 101-755-920-000	10/02/2023 KTYLER 8.31-9.29 50075 EDISON	10/12/2023	14.87 14.87	14.87	Open	N 10/12/2023	
910016828493 114856	DTE ENERGY 8.31-9.29 50745 EDISON 101-755-920-000	10/02/2023 KTYLER 8.31-9.29 50745 EDISON	10/12/2023	15.79 15.79	15.79	Open	N 10/12/2023	
910022836431 114857	DTE ENERGY 8.31-9.29 46270 AYRES 101-755-920-000	10/02/2023 KTYLER 8.31-9.29 46270 AYRES	10/12/2023	171.35 171.35	171.35	Open	N 10/12/2023	
	Total for vendor DTE - DTE ENERGY:			<u>1,843.76</u>	<u>1,843.76</u>			

Vendor WRILEO - LEON WRIGHT:

REIMBURSE 114890	LEON WRIGHT 9.30-10.4 MMRMA CONF MEAL-TRANSP 101-215-860-000 101-215-965-000	10/10/2023 KTYLER 9.30-10.4 MMRMA CONF TRANSP 9.30 MMRMA CONF MEAL	10/12/2023	115.68 74.65 41.03	115.68	Open	N 10/12/2023	
	Total for vendor WRILEO - LEON WRIGHT:			<u>115.68</u>	<u>115.68</u>			

Vendor METWIR - METRO WIRELESS:

20231025817 114891	METRO WIRELESS OCT INTERNET BOATHOUSE VB PARK 101-755-920-000	10/02/2023 KTYLER OCT INTERNET BOATHOUSE VB PARK	10/12/2023	294.35 294.35	294.35	Open	N 10/12/2023	
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20231025832 114892	METRO WIRELESS NOV INTERNET BOATHOUSE VB PARK 101-755-920-000	10/04/2023 KTYLER	10/12/2023	304.00	304.00	Open	N 10/12/2023	
	NOV INTERNET BOATHOUSE VB PARK			304.00				
	Total for vendor METWIR - METRO WIRELESS:			598.35	598.35			

# of Invoices:	26	# Due:	26	Totals:	17,301.91	17,301.91
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:					17,301.91	17,301.91

* 1 Net Invoices have Credits Totalling: (22.00)

--- TOTALS BY GL DISTRIBUTION ---

101-215-860-000	9.30-10.4 MMRMA CONF TRANSP	74.65
101-215-965-000	9.30 MMRMA CONF MEAL	41.03
101-228-817-000	10.7-11.6 BACKUP INTERNET-PHONE	326.04
101-265-860-000	FUEL	2,366.72
101-265-920-000	8.24-9.22 130 4TH	149.78
101-301-860-001	FUEL	8,104.96
101-336-860-001	FUEL	2,552.82
101-336-920-000	10.9-11.8 CAMERA CONNECTION FS2	146.85
101-675-860-000	FUEL	590.21
101-755-920-000	8.31-9.29 50655 EDISON PKWY	1,347.86
248-000-920-000	8.26-9.26 12095 QUIRK	32.80
270-000-920-000	8.24-9.21 405 MAIN	107.97
592-536-920-000	8.30-9.28 14200 HAGGERTY	1,460.22

--- TOTALS BY FUND ---

101 - General Fund	15,700.92	15,700.92
248 - Downtown Development Author	32.80	32.80
270 - Museum Fund	107.97	107.97
592 - Water/Sewer Fund	1,460.22	1,460.22

--- TOTALS BY DEPT/ACTIVITY ---

000 -	140.77	140.77
215 - Clerk Department	115.68	115.68
228 - IT Department	326.04	326.04
265 - Building & Grounds	2,516.50	2,516.50
301 - Police Department	8,104.96	8,104.96
336 - Fire Department	2,699.67	2,699.67
536 - Water Department	1,460.22	1,460.22
675 - Seniors Dept	590.21	590.21
755 - Park & Lake Dept	1,347.86	1,347.86

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date	PO Number
Vendor DELIEM - A DESIGN LINE EMBROIDERY:								
36062 115002	A DESIGN LINE EMBROIDERY K.HOOD UNIFORMS 101-265-740-000	09/14/2023 KTYLER K.HOOD UNIFORMS	10/17/2023	74.94 74.94	74.94	Open	N 10/17/2023	
36137 115003	A DESIGN LINE EMBROIDERY G.BRICE UNIFORMS 592-536-741-000 592-537-741-000	09/25/2023 KTYLER G.BRICE UNIFORMS G.BRICE UNIFORMS	10/17/2023	54.00 27.00 27.00	54.00	Open	N 10/17/2023	
36181 115004	A DESIGN LINE EMBROIDERY PATTON UNIFORMS 592-536-741-000 592-537-741-000	09/28/2023 KTYLER PATTON UNIFORMS PATTON UNIFORMS	10/17/2023	284.85 142.42 142.43	284.85	Open	N 10/17/2023	
36182 115005	A DESIGN LINE EMBROIDERY G.BRICE UNIFORMS 592-536-741-000 592-537-741-000	09/28/2023 KTYLER G.BRICE UNIFORMS G.BRICE UNIFORMS	10/17/2023	54.00 27.00 27.00	54.00	Open	N 10/17/2023	
38183 115006	A DESIGN LINE EMBROIDERY E.MILLER UNIFORMS 592-536-741-000 592-537-741-000	09/28/2023 KTYLER E.MILLER UNIFORMS E.MILLER UNIFORMS	10/17/2023	165.25 82.62 82.63	165.25	Open	N 10/17/2023	
36184 115007	A DESIGN LINE EMBROIDERY NESLER UNIFORMS 592-536-741-000 592-537-741-000	09/28/2023 KTYLER NESLER UNIFORMS NESLER UNIFORMS	10/17/2023	54.00 27.00 27.00	54.00	Open	N 10/17/2023	
36185 115008	A DESIGN LINE EMBROIDERY VONDRAK UNIFORMS 592-536-741-000 592-537-741-000	09/28/2023 KTYLER VONDRAK UNIFORMS VONDRAK UNIFORMS	10/17/2023	54.00 27.00 27.00	54.00	Open	N 10/17/2023	
36186 115009	A DESIGN LINE EMBROIDERY ZYSK UNIFORMS 592-536-741-000 592-537-741-000	09/28/2023 KTYLER ZYSK UNIFORMS ZYSK UNIFORMS	10/17/2023	104.98 52.49 52.49	104.98	Open	N 10/17/2023	

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date	PO Number
36187 115010	A DESIGN LINE EMBROIDERY HAZLETT UNIFORMS 592-536-741-000 592-537-741-000 Total for vendor DELIEM - A DESIGN LINE EMBROIDERY:	09/28/2023 KTYLER HAZLETT UNIFORMS HAZLETT UNIFORMS	10/17/2023	25.96 12.98 12.98 871.98	25.96 12.98 12.98 871.98	Open	N 10/17/2023	
Vendor BYRADA - ADAM BYRD:								
TRAVEL 114998	ADAM BYRD 9.26-27 MACP MEALS-MILEAGE 101-301-965-000 101-301-860-001 Total for vendor BYRADA - ADAM BYRD:	09/28/2023 KTYLER 9.26-27 MACP MEALS 9.26-27 MACP MILEAGE	10/17/2023	275.46 80.92 194.54 275.46	275.46 80.92 194.54 275.46	Open	N 10/17/2023	
Vendor MISC - AIR TEMPERATURE CONTROL:								
REFUND 115000	AIR TEMPERATURE CONTROL PM23-0405 REDUCTION @ 10680 HAGG 101-000-479-000 Total for vendor MISC - AIR TEMPERATURE CONTROL:	10/03/2023 KTYLER PM23-0405 REDUCTION @ 10680 HAGGERTY	10/17/2023	130.00 130.00 130.00	130.00 130.00 130.00	Open	N 10/17/2023	
Vendor VERALM - ALMA VERA :								
INSTRUCTOR 114995	ALMA VERA SEPT AFEP CLASS 101-675-742-000 Total for vendor VERALM - ALMA VERA :	10/02/2023 KTYLER SEPT AFEP CLASS	10/17/2023	180.00 180.00 180.00	180.00 180.00 180.00	Open	N 10/17/2023	
Vendor AMAZON - AMAZON CAPITAL SERVICES:								
164D-K3N9-C1L9 115014	AMAZON CAPITAL SERVICES OFFICE SUPPLIES 101-301-727-000	09/12/2023 KTYLER OFFICE SUPPLIES	10/17/2023	424.66 424.66	424.66	Open	N 10/17/2023	
1VJW-XKT6-CV7M 115015	AMAZON CAPITAL SERVICES SUPPLIES 101-301-743-000	09/12/2023 KTYLER SUPPLIES	10/17/2023	427.24 427.24	427.24	Open	N 10/17/2023	
1J1C-KQFL-31YD 115016	AMAZON CAPITAL SERVICES PRINTER	09/14/2023 KTYLER	10/17/2023	449.00	449.00	Open	N 10/17/2023	

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	101-301-817-000	PRINTER		449.00				
1W77-JTHF-KFLC 115017	AMAZON CAPITAL SERVICES I-PAD HEADPHONES 101-228-956-000	09/21/2023 KTYLER	10/17/2023	13.85 13.85	13.85	Open	N 10/17/2023	
1G6Q-7X77-RRMH 115018	AMAZON CAPITAL SERVICES K.ADAMS-SHEVROVICH WIRELESS KEYB 101-253-971-000	09/23/2023 KTYLER	10/17/2023	55.98 55.98	55.98	Open	N 10/17/2023	
1QGT-9GWW-9NFM 115019	AMAZON CAPITAL SERVICES HAZLETT COLD WEATHER-RAIN GEAR 592-536-741-000 592-537-741-000 592-536-741-000	09/27/2023 KTYLER	10/17/2023	401.92 196.98 196.99 7.95	401.92	Open	N 10/17/2023	23-0755
1HXW-4NJX-DTCF 115020	AMAZON CAPITAL SERVICES ETHERNET SWITCH 101-228-956-000	09/27/2023 KTYLER	10/17/2023	79.99 79.99	79.99	Open	N 10/17/2023	
16JD-D66T-K1CG 115021	AMAZON CAPITAL SERVICES MARINE SUPPLIES 101-301-865-000	09/28/2023 KTYLER	10/17/2023	249.10 249.10	249.10	Open	N 10/17/2023	
1P6P-LT7R-JCTN 115022	AMAZON CAPITAL SERVICES PROGRAM SUPPLIES 101-673-742-000	10/02/2023 KTYLER	10/17/2023	34.50 34.50	34.50	Open	N 10/17/2023	
19YT-MG63-NKVP 115023	AMAZON CAPITAL SERVICES ADJUSTABLE LANYARDS 101-171-739-000 101-171-739-000	10/03/2023 KTYLER	10/17/2023	27.57 11.59 15.98	27.57	Open	N 10/17/2023	23-0789
1YRJ-PRKH-RM9X 115024	AMAZON CAPITAL SERVICES OFFICE SUPPLIES 101-301-727-000	10/04/2023 KTYLER	10/17/2023	256.16 256.16	256.16	Open	N 10/17/2023	
16GT-Q4GY-XMXR 115025	AMAZON CAPITAL SERVICES DDA BUILDING SUPPLIES & OFFICE I 248-000-740-000 248-000-740-000 248-000-727-000	10/04/2023 KTYLER	10/17/2023	64.68 5.71 6.99 13.99	64.68	Open	N 10/17/2023	23-0782

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	248-000-740-000	ADJUSTABLE DIRECTION SIGN INDOOR DISP		37.99				
1GN3-PGPM-C6QK 115026	AMAZON CAPITAL SERVICES OFFICE SUPPLIES 101-248-727-000 101-248-727-000	10/06/2023 KTYLER HP 454 PRINTER HEAVY DUTY COMMERCIAL CALCULATOR	10/17/2023	626.72 511.97 114.75	626.72	Open	N 10/17/2023	23-0785
1NFQ-76FY-6MMW 115027	AMAZON CAPITAL SERVICES CEMETERY SUPPLIES 101-567-932-000 101-567-932-000	10/10/2023 KTYLER VETERAN FLAGS SHIPPING	10/17/2023	642.14 618.90 23.24	642.14	Open	N 10/17/2023	23-0794
1T9L-WCQW-CNNJ 115028	AMAZON CAPITAL SERVICES CEMETERY FLAGS 101-567-932-000	10/10/2023 KTYLER 12X8 FLAGS	10/17/2023	710.20 710.20	710.20	Open	N 10/17/2023	23-0805
Total for vendor AMAZON - AMAZON CAPITAL SERVICES:				4,463.71	4,463.71			

Vendor FEDAND - ANDREW FEDEL:

TRAVEL 114999	ANDREW FEDEL 9.13-15 WWSOT FUEL-MEAL 101-301-860-001 101-301-965-000	09/21/2023 KTYLER 9.13-15 WWSOT FUEL 9.13-15 WWSOT MEAL	10/17/2023	79.91 54.54 25.37	79.91	Open	N 10/17/2023	
Total for vendor FEDAND - ANDREW FEDEL:				79.91	79.91			

Vendor ATCFOR - ATCHINSON FORD SALES INC:

317746 114996	ATCHINSON FORD SALES INC 215 REPAIRS 101-301-860-000	09/24/2023 KTYLER 215 REPAIRS	10/17/2023	79.66 79.66	79.66	Open	N 10/17/2023	
315274 114997	ATCHINSON FORD SALES INC 714 REPAIRS 101-265-860-000	09/28/2023 KTYLER 714 REPAIRS	10/17/2023	865.16 865.16	865.16	Open	N 10/17/2023	
Total for vendor ATCFOR - ATCHINSON FORD SALES INC:				944.82	944.82			

Vendor BEARIN - BELLEVILLE AREA INDEPENDENT:

55851 115012	BELLEVILLE AREA INDEPENDENT MARCH 2024 QUILT SHOW 270-000-900-000	09/20/2023 KTYLER MARCH 2024 QUILT SHOW	10/17/2023	792.00 792.00	792.00	Open	N 10/17/2023	
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55853 115013	BELLEVILLE AREA INDEPENDENT BIDS-2023 MUSEUM EXHIBIT PROJECT KTYLER 270-000-900-000 BIDS-2023 MUSEUM EXHIBIT PROJECT Total for vendor BEARIN - BELLEVILLE AREA INDEPENDENT:	09/20/2023	10/17/2023	63.00 63.00 855.00	63.00 855.00	Open	N 10/17/2023	
Vendor GRABER - BERNARD GRANT:								
PLNG 114860	BERNARD GRANT 9.13/9.27 PLNG MTGS KTYLER 101-371-818-000 9.13/9.27 PLNG MTGS Total for vendor GRABER - BERNARD GRANT:	09/28/2023	10/17/2023	150.00 150.00 150.00	150.00 150.00	Open	N 10/17/2023	
Vendor BKDEVEL - BK DEVELOPMENT GROUP:								
REFUND 115001	BK DEVELOPMENT GROUP 012572-000 FINAL @ 13508 COBBLES KTYLER 101-000-283-000 012572-000 FINAL @ 13508 COBBLESTONE Total for vendor BKDEVEL - BK DEVELOPMENT GROUP:	10/04/2023	10/17/2023	735.86 735.86 735.86	735.86 735.86	Open	N 10/17/2023	
Vendor BOTRME - BOUND TREE MEDICAL :								
85097088 114916	BOUND TREE MEDICAL MEDICAL SUPPLIES KTYLER 101-336-740-000 MEDICAL SUPPLIES Total for vendor BOTRME - BOUND TREE MEDICAL :	09/21/2023	10/17/2023	396.63 396.63 396.63	396.63 396.63	Open	N 10/17/2023	
Vendor STEBRE - BRENDA STEWART:								
INSTRUCTOR 114994	BRENDA STEWART SEPT TAI CHI CLASS KTYLER 101-675-742-000 SEPT TAI CHI CLASS Total for vendor STEBRE - BRENDA STEWART:	10/02/2023	10/17/2023	50.00 50.00 50.00	50.00 50.00	Open	N 10/17/2023	
Vendor CULBRI - BRIAN CULLIN:								
PLNG 114858	BRIAN CULLIN 9.13/9.27 PLNG MTGS KTYLER 101-371-818-000 9.13/9.27 PLNG MTGS Total for vendor CULBRI - BRIAN CULLIN:	09/28/2023	10/17/2023	170.00 170.00 170.00	170.00 170.00	Open	N 10/17/2023	

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Vendor CBTS - CBTS:								
MS-0018798 114932	CBTS ANNUAL CBTS AVAYA MAINTENANCE FO KTYLER 101-228-939-000	08/25/2023	10/17/2023	3,614.00	3,614.00	Open	N 10/17/2023	23-0673
	ANNUAL CBTS AVAYA MAINTENANCE 2023-24			3,614.00				
	Total for vendor CBTS - CBTS:			3,614.00	3,614.00			
Vendor CDWGOV - CDW GOVERNMENT:								
LS98909 114935	CDW GOVERNMENT ROUTER/MODEM FOR POLICE VEHICLES KTYLER 101-301-817-000	09/06/2023	10/17/2023	1,080.00	1,080.00	Open	N 10/17/2023	23-0674
	PANORAMA SHARKFIN ANTENNA			1,080.00				
	Total for vendor CDWGOV - CDW GOVERNMENT:			1,080.00	1,080.00			
Vendor CHABUS - CHAPP & BUSHEY OIL CO:								
2443522 114990	CHAPP & BUSHEY OIL CO DIESEL FUEL 101-336-860-001 592-536-862-000 592-537-862-000 101-265-860-000	10/05/2023 KTYLER	10/17/2023	3,176.89 2,535.16 282.75 282.74 76.24	3,176.89	Open	N 10/17/2023	
251808 114991	CHAPP & BUSHEY OIL CO CLEANING-DESCALING FUEL TANK; PR KTYLER 101-265-931-000 101-265-931-000 101-265-931-000	09/23/2023	10/17/2023	2,594.31 2,104.31 325.00 165.00	2,594.31	Open	N 10/17/2023	23-0753
246240 114992	CHAPP & BUSHEY OIL CO FUEL 101-301-860-001 101-336-860-001 592-536-862-000 592-537-862-000 101-265-860-000 101-675-860-000 101-265-860-000 101-265-860-000 101-171-860-000	09/26/2023 KTYLER	10/17/2023	5,153.88 3,391.25 149.46 353.04 353.04 149.46 154.62 82.46 458.70 61.85	5,153.88	Open	N 10/17/2023	
244355 114993	CHAPP & BUSHEY OIL CO FUEL	10/05/2023 KTYLER	10/17/2023	3,013.62	3,013.62	Open	N 10/17/2023	

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	GL Distribution							
	101-301-860-001	FUEL		1,949.81				
	101-336-860-001	FUEL		189.86				
	592-536-862-000	FUEL		254.65				
	592-537-862-000	FUEL		254.65				
	101-265-860-000	FUEL		57.26				
	101-675-860-000	FUEL		114.52				
	101-265-860-000	FUEL 755 PARK		162.74				
	101-171-860-000	FUEL		30.13				
	Total for vendor CHABUS - CHAPP & BUSHEY OIL CO:			13,938.70	13,938.70			

Vendor CNM - COMPETITIVE NETWORK MANAGEMENT:

1105357217								
114863	COMPETITIVE NETWORK MANAGEMENT	09/28/2023	10/17/2023	3,247.43	3,247.43	Open	N	23-0576
	JAIL CELL CAMERA REPLACEMENTS	KTYLER					10/17/2023	
	101-301-817-000	WINSENET NETWORK INDOOR CAMERA		2,288.00				
	101-301-817-000	WAVE PROFESSIONAL LICENSE		362.23				
	101-301-817-000	INSTALLATION AND LABOR		438.75				
	101-301-817-000	CABLES, WIRES, CLAMPS		144.92				
	101-301-817-000	SHIPPING		13.53				
1105357215								
114864	COMPETITIVE NETWORK MANAGEMENT	09/28/2023	10/17/2023	2,009.18	2,009.18	Open	N	23-0730
	50% DEP-MUSEUM CABLING FOR ACCES	KTYLER					10/17/2023	
	101-265-971-000	50% DEP-MUSEUM CABLING FOR ACCESS CON		2,009.18				
1105357216								
114865	COMPETITIVE NETWORK MANAGEMENT	09/28/2023	10/17/2023	707.65	707.65	Open	N	23-0731
	SECURITY CAMERA FOR NEW BALLOT B	KTYLER					10/17/2023	
	101-265-933-000	HANWHA WAVE PROFESSIONAL CAMERA		707.65				
	Total for vendor CNM - COMPETITIVE NETWORK MANAGEMENT:			5,964.26	5,964.26			

Vendor CONSTANT - CONSTANT CONTACT:

10-OCT-23								
114893	CONSTANT CONTACT	10/10/2023	10/17/2023	462.00	462.00	Open	N	23-0792
	APPLICATION E-MAILING LARGE GRP	KTYLER					10/17/2023	
	101-228-817-000	APPLICATION E-MAILING LARGE GRP ADDRE		462.00				
	Total for vendor CONSTANT - CONSTANT CONTACT:			462.00	462.00			

Vendor CUMCDA - CUMMINGS, MCCLOREY, DAVIS & ACHO:

357800								
114933	CUMMINGS, MCCLOREY, DAVIS & ACHO	09/20/2023	10/17/2023	6,882.76	6,882.76	Open	N	
	AUG LEGAL SVCS	KTYLER					10/17/2023	
	101-266-801-002	AUG LEGAL SVCS		4,886.76				
	592-536-801-002	AUG LEGAL SVCS		998.00				
	592-537-801-002	AUG LEGAL SVCS		998.00				

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146453-146486 114985	DRC CLEANING SOLUTIONS SEPTEMBER CLEANING SERVICES AND 101-675-935-000 INV 146453 CLEANING SVS 101-675-935-000 INV 146486 CLEANING SUPPLIES Total for vendor DRC - DRC CLEANING SOLUTIONS:	09/20/2023 KTYLER	10/17/2023	2,439.79 1,970.00 469.79 2,439.79	2,439.79	Open	N 10/17/2023	23-0758
<hr/>								
Vendor ELCYTE - ELDEN CYLINDER TESTING INC:								
10906 114976	ELDEN CYLINDER TESTING INC MEDICAL CYLINDER TEST FD 101-336-933-000 MEDICAL CYLINDER TEST FD Total for vendor ELCYTE - ELDEN CYLINDER TESTING INC:	09/19/2023 KTYLER	10/17/2023	127.50 127.50 127.50	127.50	Open	N 10/17/2023	
<hr/>								
Vendor EXPTIR - EXPRESS TIRE:								
1033 114977	EXPRESS TIRE SEPT STMT 101-265-860-000 S-80 SERPENTINE BELT 101-265-860-000 S-77 RTR TIRE PLUG PATCH 101-301-865-000 DIVE 2 BEARINGS-SPARE RIM 101-301-860-000 205 LTR TIRE PLUG PATCH 101-329-860-000 637 A/C REPAIRS-SERPENTINE BELT 101-301-860-000 206 (2) TIRES INSTALL 101-301-865-000 DIVE 2 BRAKE REPAIRS Total for vendor EXPTIR - EXPRESS TIRE:	10/06/2023 KTYLER	10/17/2023	2,942.04 177.19 19.82 254.45 19.82 2,128.32 30.00 312.44 2,942.04	2,942.04	Open	N 10/17/2023	
<hr/>								
Vendor FERWAT - FERGUSON ENTERPRISES:								
0169662 114974	FERGUSON ENTERPRISES (3) 2-INCH METERS 592-536-971-003 (3) 2-INCH METERS Total for vendor FERWAT - FERGUSON ENTERPRISES:	08/11/2023 KTYLER	10/17/2023	2,549.10 2,549.10 2,549.10	2,549.10	Open	N 10/17/2023	23-0775
<hr/>								
Vendor FTCH - FISHBECK:								
428975 114980	FISHBECK WAY FINDING SIGNAGE 101-371-820-000 WAY FINDING SIGNAGE	10/09/2023 KTYLER	10/17/2023	1,142.50 1,142.50	1,142.50	Open	N 10/17/2023	
427523 114981	FISHBECK DENTON RD BRIDGE	09/07/2023 KTYLER	10/17/2023	17,150.00	17,150.00	Open	N 10/17/2023	

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	227-000-971-008	DENTON RD BRIDGE		17,150.00				
428073 114982	FISHBECK BVL-TYLER SITE GRADING 101-265-829-000	09/11/2023 KTYLER	10/17/2023	6,680.15	6,680.15	Open	N 10/17/2023	
		BVL-TYLER SITE GRADING		6,680.15				
428352 114983	FISHBECK WILDBROOK PS REPLACEMENT 592-537-820-000	10/04/2023 KTYLER	10/17/2023	1,312.50	1,312.50	Open	N 10/17/2023	23-0790
		WILDBROOK PS REPLACEMENT		1,312.50				
	Total for vendor FTCH - FISHBECK:			26,285.15	26,285.15			
Vendor JANRIC - FRONTLINE CONSULTING :								
VBFD23.3 114975	FRONTLINE CONSULTING CADY-M.STEVENS PSYCH EVAL 101-336-956-000	09/18/2023 KTYLER	10/17/2023	1,200.00	1,200.00	Open	N 10/17/2023	
		CADY-M.STEVENS PSYCH EVAL		1,200.00				
	Total for vendor JANRIC - FRONTLINE CONSULTING :			1,200.00	1,200.00			
Vendor GEORGIES - GEORGIES TOWING & WRECKER SERVICE:								
23-11223 114934	GEORGIES TOWING & WRECKER SERVICE 182 TOW TO ALPENA CITY PD 101-301-860-000	09/11/2023 KTYLER	10/17/2023	75.00	75.00	Open	N 10/17/2023	
		182 TOW TO ALPENA CITY PD		75.00				
	Total for vendor GEORGIES - GEORGIES TOWING & WRECKER SERVICE:			75.00	75.00			
Vendor HARGER - GERALD HARDER, JR.:								
INSPECTOR 114924	GERALD HARDER, JR. 9.3-16 BLDG INSP 101-371-819-000	10/03/2023 KTYLER	10/17/2023	2,970.00	2,970.00	Open	N 10/17/2023	
		9.3-16 BLDG INSP		2,970.00				
	Total for vendor HARGER - GERALD HARDER, JR.:			2,970.00	2,970.00			
Vendor GRAINGER - GRAINGER:								
9837268698 114928	GRAINGER BATTERIES 101-265-931-000	09/14/2023 KTYLER	10/17/2023	71.04	71.04	Open	N 10/17/2023	
		BATTERIES		71.04				
9837268706 114929	GRAINGER TAGS-CLOCK-A/C UNIT-BACK SUPPORT 101-265-931-000	09/14/2023 KTYLER	10/17/2023	661.25	661.25	Open	N 10/17/2023	
		TAGS-CLOCK-A/C UNIT-BACK SUPPORT		661.25				

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9844391244 114930	GRAINGER FIRE EXTINGUISHER W/ BRACKET 101-336-741-000	09/20/2023 KTYLER	10/17/2023	150.87	150.87	Open	N 10/17/2023	
	FIRE EXTINGUISHER W/ BRACKET			150.87				
	Total for vendor GRAINGER - GRAINGER:			883.16	883.16			
Vendor GREENOAK - GREEN OAK TIRE :								
93342 114923	GREEN OAK TIRE 505 (2) TIRES 592-536-933-000	09/01/2023 KTYLER	10/17/2023	921.00	921.00	Open	N 10/17/2023	23-0767
	505 (2) TIRES			921.00				
	Total for vendor GREENOAK - GREEN OAK TIRE :			921.00	921.00			
Vendor GROCON - GROUND CONTROL:								
1593 114925	GROUND CONTROL 2023 HARRIS PARK LANDSCAPING 248-000-979-002	09/30/2023 KTYLER	10/17/2023	220.00	220.00	Open	N 10/17/2023	23-0284
	TURF MOWING			220.00				
	Total for vendor GROCON - GROUND CONTROL:			220.00	220.00			
Vendor GUAULU - GULF AUTO LUBE:								
125808 114917	GULF AUTO LUBE 214 OIL CHANGE 101-301-860-000	09/16/2023 KTYLER	10/17/2023	80.98	80.98	Open	N 10/17/2023	
	214 OIL CHANGE			80.98				
125850 114918	GULF AUTO LUBE 202 OIL CHANGE 101-301-860-000	09/17/2023 KTYLER	10/17/2023	68.98	68.98	Open	N 10/17/2023	
	202 OIL CHANGE			68.98				
125920 114919	GULF AUTO LUBE 206 OIL CHANGE 101-301-860-000	09/19/2023 KTYLER	10/17/2023	68.98	68.98	Open	N 10/17/2023	
	206 OIL CHANGE			68.98				
126026 114920	GULF AUTO LUBE 213 OIL CHANGE 101-301-860-000	09/21/2023 KTYLER	10/17/2023	80.98	80.98	Open	N 10/17/2023	
	213 OIL CHANGE			80.98				
126177 114921	GULF AUTO LUBE 90 OIL CHANGE 101-301-860-000	09/25/2023 KTYLER	10/17/2023	68.98	68.98	Open	N 10/17/2023	
	90 OIL CHANGE			68.98				

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126247 114922	GULF AUTO LUBE 191 OIL CHANGE 101-301-860-000	09/27/2023 KTYLER	10/17/2023	68.98 68.98	68.98	Open	N 10/17/2023	
Total for vendor GUAULU - GULF AUTO LUBE:				437.88	437.88			

Vendor MISC - HEALY HOMES LLC:

REFUND 114978	HEALY HOMES LLC 262595 SIDEWALK @ 46782 TIMBERLA 101-000-283-000	10/03/2023 KTYLER	10/17/2023	500.00 500.00	500.00	Open	N 10/17/2023	
Total for vendor MISC - HEALY HOMES LLC:				500.00	500.00			

Vendor HURGLA - HURON GLASS:

54446 114970	HURON GLASS 230 REPAIRS 101-301-860-000	09/13/2023 KTYLER	10/17/2023	447.12 447.12	447.12	Open	N 10/17/2023	
54447 114971	HURON GLASS 200 REPAIRS 101-301-860-000	09/13/2023 KTYLER	10/17/2023	65.00 65.00	65.00	Open	N 10/17/2023	
Total for vendor HURGLA - HURON GLASS:				512.12	512.12			

Vendor HYDCOR - HYDROCORP:

0074252-IN 114972	HYDROCORP SEPT 29 OF 60 CROSS CONNECT CONT 592-536-819-000	09/29/2023 KTYLER	10/17/2023	4,158.75 4,158.75	4,158.75	Open	N 10/17/2023	23-0778
Total for vendor HYDCOR - HYDROCORP:				4,158.75	4,158.75			

Vendor IMEG - IMEG CORP:

23000925.00-4 114882	IMEG CORP PROFESSIONAL FEES-COMMUNITY CENT 101-673-971-001	09/25/2023 KTYLER	10/17/2023	3,000.00 3,000.00	3,000.00	Open	N 10/17/2023	
Total for vendor IMEG - IMEG CORP:				3,000.00	3,000.00			

Vendor IPS - IPS DRUG TESTING:

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20231006156513774								
114961	IPS DRUG TESTING	10/06/2023	10/17/2023	90.00	90.00	Open	N	
	RANDOM DRUG SCREEN SVCS FOR EMPL KTYLER						10/17/2023	
	101-171-739-000			90.00				
	Total for vendor IPS - IPS DRUG TESTING:			90.00	90.00			
Vendor PAHJAC - JACKSON PAHLE:								
PLNG								
114862	JACKSON PAHLE	09/28/2023	10/17/2023	150.00	150.00	Open	N	
	9.13/9.27 PLNG MTGS KTYLER						10/17/2023	
	101-371-818-000			150.00				
	Total for vendor PAHJAC - JACKSON PAHLE:			150.00	150.00			
Vendor JABEON - JAM BEST ONE FLEET SERVICE:								
1530015680								
114967	JAM BEST ONE FLEET SERVICE	07/24/2023	10/17/2023	2,906.95	2,906.95	Open	N	23-0776
	504 NEW TIRES KTYLER						10/17/2023	
	592-536-932-000			1,453.48				
	592-537-932-000			1,453.47				
	Total for vendor JABEON - JAM BEST ONE FLEET SERVICE:			2,906.95	2,906.95			
Vendor JAHJEF - JEFF JAHR:								
PLNG								
114859	JEFF JAHR	09/28/2023	10/17/2023	75.00	75.00	Open	N	
	9.27 PLNG MTG KTYLER						10/17/2023	
	101-371-818-000			75.00				
	Total for vendor JAHJEF - JEFF JAHR:			75.00	75.00			
Vendor DOMJEF - JEFFREY DOMMER:								
INSPECTOR								
114965	JEFFREY DOMMER	10/03/2023	10/17/2023	1,842.50	1,842.50	Open	N	
	9.3-16 ELEC INSP KTYLER						10/17/2023	
	101-371-819-000			1,842.50				
	Total for vendor DOMJEF - JEFFREY DOMMER:			1,842.50	1,842.50			
Vendor JOHCON - JOHNSON CONTROLS SECURITY SOLUTIONS:								
39169604								
114962	JOHNSON CONTROLS SECURITY SOLUTION	08/12/2023	10/17/2023	82.23	82.23	Open	N	
	9.1-11.30 SECURITY W-S DEPT KTYLER						10/17/2023	
	101-265-819-000			82.23				
	Total for vendor JOHCON - JOHNSON CONTROLS SECURITY SOLUTIONS:			82.23	82.23			

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Vendor SHOJOR - JORDAN SHORT:								
TRAVEL 114964	JORDAN SHORT 9.11-15 SOT MILEAGE 101-301-860-001	09/27/2023 KTYLER 9.11-15 SOT MILEAGE	10/17/2023	275.10 275.10	275.10	Open	N 10/17/2023	
Total for vendor SHOJOR - JORDAN SHORT:				275.10	275.10			
Vendor HALJOS - JOSHUA HALL:								
TRAVEL 114963	JOSHUA HALL 9.13 MFF MEAL 101-301-965-000	09/13/2023 KTYLER 9.13 MFF MEAL	10/17/2023	23.00 23.00	23.00	Open	N 10/17/2023	
Total for vendor HALJOS - JOSHUA HALL:				23.00	23.00			
Vendor KESOTR - KELLEY AND SONS TRAILERS:								
1693 114931	KELLEY AND SONS TRAILERS DIVE TEAM TRLR REPAIRS 101-301-865-000	07/27/2023 KTYLER DIVE TEAM TRLR REPAIRS	10/17/2023	2,622.45 2,622.45	2,622.45	Open	N 10/17/2023	
Total for vendor KESOTR - KELLEY AND SONS TRAILERS:				2,622.45	2,622.45			
Vendor KIPOSU - KIESLER POLICE SUPPLY:								
IN223732 114926	KIESLER POLICE SUPPLY HOLLOW POINT AMMO FOR PEPPERBALL 101-301-744-001	09/22/2023 KTYLER HOLLOW POINT AMMO FOR PEPPERBALL-RANG	10/17/2023	890.00 890.00	890.00	Open	N 10/17/2023	
Total for vendor KIPOSU - KIESLER POLICE SUPPLY:				890.00	890.00			
Vendor KSMM - KSPRINGER MEDIA MANAGEMENT:								
9/30/2023 114957	KSPRINGER MEDIA MANAGEMENT SEPT CONSULT-SOCIAL MEDIA 101-677-819-000 248-000-819-000	09/30/2023 KTYLER SEPT CONSULT-SOCIAL MEDIA SEPT CONSULT-SOCIAL MEDIA	10/17/2023	600.00 400.00 200.00	600.00	Open	N 10/17/2023	23-0780
Total for vendor KSMM - KSPRINGER MEDIA MANAGEMENT:				600.00	600.00			
Vendor LAKEFRONT - LAKEFRONT WINDOW CLEANING:								
1529 114958	LAKEFRONT WINDOW CLEANING SEPT WEEKLY OFFICE CLEANING DDA 248-000-819-000	10/07/2023 KTYLER SEPT WEEKLY OFFICE CLEANING DDA BLDG	10/17/2023	320.00 320.00	320.00	Open	N 10/17/2023	23-0145

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Inv Ref#	Description	Entered By					Post Date	
	GL Distribution							
	Total for vendor LAKEFRONT - LAKEFRONT WINDOW CLEANING:			320.00	320.00			

Vendor KEELOU - LOUIS KEELE:

TRAVEL								
114959	LOUIS KEELE	09/28/2023	10/17/2023	80.24	80.24	Open	N	
	9.26-27 MACP CONF MEALS	KTYLER					10/17/2023	
	101-301-965-000	9.26-27 MACP CONF MEALS		80.24				
	Total for vendor KEELOU - LOUIS KEELE:			80.24	80.24			

Vendor LOHUSU - LOWER HURON SUPPLY:

478929								
114960	LOWER HURON SUPPLY	09/18/2023	10/17/2023	3,778.45	3,778.45	Open	N	23-0728
	SUPPLY ORDER	KTYLER					10/17/2023	
	101-265-740-000	SCOTTFOLD TOWELS KC01980		1,078.56				
	101-265-740-000	LINERS H-7 LINER		511.44				
	101-265-740-000	GL-N105FX-CASE		95.26				
	101-265-740-000	SCOTT SEAT COVERS		105.34				
	101-265-740-000	MED DUTY SCOUR PADS		20.88				
	101-265-740-000	POWERIZED FORMULA GLASS		103.64				
	101-265-740-000	HARD SURFACE DISINFECTING WIPE		208.00				
	101-265-740-000	HARD SURFACE DISINFECTING WIPES LEMON		316.32				
	101-265-740-000	STERIPHENE CLEAN FRESH ALOE CAN		138.72				
	101-265-740-000	7805 SCOTT JRT 2 PLY BATH		340.50				
	101-265-740-000	LINERS BAGS		235.04				
	101-265-740-000	41455 WYPALL WIPER WHITE		612.25				
	101-265-740-000	SHIPPING AND HANDLING		12.50				
	Total for vendor LOHUSU - LOWER HURON SUPPLY:			3,778.45	3,778.45			

Vendor MACQUEEN - MACQUEEN EMERGENCY :

P19691								
114927	MACQUEEN EMERGENCY	09/12/2023	10/17/2023	1,866.68	1,866.68	Open	N	
	(2) ICE COMMANDER RESCUE SUITS	KTYLER					10/17/2023	
	101-336-741-000	(2) ICE COMMANDER RESCUE SUITS		1,866.68				
	Total for vendor MACQUEEN - MACQUEEN EMERGENCY :			1,866.68	1,866.68			

Vendor MAJGRA - MAJIK GRAPHICS:

24287								
114952	MAJIK GRAPHICS	09/20/2023	10/17/2023	355.00	355.00	Open	N	
	215-181-230-231 NEW GRAPHICS	KTYLER					10/17/2023	
	101-301-860-000	215-181-230-231 NEW GRAPHICS		355.00				

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24288 114953	MAJIK GRAPHICS 222 NEW GRAPHICS 101-301-860-000	09/20/2023 KTYLER	10/17/2023	635.00 635.00	635.00 <u>635.00</u>	Open	N 10/17/2023	
Total for vendor MAJGRA - MAJIK GRAPHICS:				<u>990.00</u>	<u>990.00</u>			
Vendor ZYSMAR - MARCUS ZYSK:								
2023 114955	MARCUS ZYSK WORK BOOTS 592-536-741-000 592-537-741-000	10/04/2023 KTYLER	10/17/2023	200.00 100.00 100.00	200.00 <u>100.00</u> <u>100.00</u>	Open	N 10/17/2023	
Total for vendor ZYSMAR - MARCUS ZYSK:				<u>200.00</u>	<u>200.00</u>			
Vendor MAMAAK - MARIA MARZOUQ:								
INSTRUCTOR 114951	MARIA MARZOUQ SEPT CARDIO DRUMMING CLASS 101-675-742-000	10/02/2023 KTYLER	10/17/2023	60.00 60.00	60.00 <u>60.00</u>	Open	N 10/17/2023	
Total for vendor MAMAAK - MARIA MARZOUQ:				<u>60.00</u>	<u>60.00</u>			
Vendor BUCMAR - MARK BUCKBERRY:								
TRAVEL 114956	MARK BUCKBERRY 9.10-15 SOT FUEL-MEALS 101-301-965-000 101-301-860-001	09/27/2023 KTYLER	10/17/2023	194.11 82.73 111.38	194.11 <u>82.73</u> <u>111.38</u>	Open	N 10/17/2023	
Total for vendor BUCMAR - MARK BUCKBERRY:				<u>194.11</u>	<u>194.11</u>			
Vendor ATCMED - MEDINA ATCHINSON:								
PLNG 114861	MEDINA ATCHINSON 9.13/9.27 PLNG MTGS 101-371-818-000	09/28/2023 KTYLER	10/17/2023	150.00 150.00	150.00 <u>150.00</u>	Open	N 10/17/2023	
Total for vendor ATCMED - MEDINA ATCHINSON:				<u>150.00</u>	<u>150.00</u>			
Vendor MMTA - MI MUNICIPAL TREASURERS ASSOC:								
8829 114954	MI MUNICIPAL TREASURERS ASSOC BUDD/BELLINGHAM 2024 MEMBERSHIP 101-000-123-000	10/01/2023 KTYLER	10/17/2023	198.00 198.00	198.00 <u>198.00</u>	Open	N 10/17/2023	

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3374912 114950	NFPA E.SMITH 2023 MEMBERSHIP DUES 101-336-810-000	10/03/2023 KTYLER E.SMITH 2023 MEMBERSHIP DUES	10/17/2023	175.00 175.00	175.00 175.00	Open	N 10/17/2023	
Total for vendor NFPA - NFPA:				175.00	175.00			

Vendor OREILL - O'REILLY AUTOMOTIVE INC:

858052 115011*	O'REILLY AUTOMOTIVE INC AUG-SEPT STMT	09/28/2023 KTYLER	10/17/2023	508.08	508.08	Open	N 10/17/2023	
	592-537-932-000	532 FOG CAPSULE-(2) VENT CLIPS		29.57				
	101-301-860-000	WIPER FLD-MOTOROIL-PROTECT		65.51				
	101-336-860-000	SPRAY-WHEEL F/B-SQUEEGE		51.46				
	592-536-933-000	AIR HOSE-GAUGE-MANIFOLD		31.97				
	101-265-740-000	PORTABLE AIR COMPRESSOR		103.69				
	101-336-860-000	BATTERIES		13.99				
	101-265-740-000	BAT TERMINAL		22.92				
	592-537-932-000	535 SEAT COVERS		59.99				
	592-537-932-000	CREDIT TO ACCOUNT		(59.99)				
	101-301-865-000	FLOOR JACK FOR DIVE TRAILER		188.97				
Total for vendor OREILL - O'REILLY AUTOMOTIVE INC:				508.08	508.08			

Vendor PARSE - PARKWAY SERVICES:

A-156441 114944	PARKWAY SERVICES PORTAJON RENTAL @ QUIRK PK	10/02/2023 KTYLER	10/17/2023	300.00 300.00	300.00 300.00	Open	N 10/17/2023	
	101-673-742-000	PORTAJON RENTAL @ QUIRK PK						
Total for vendor PARSE - PARKWAY SERVICES:				300.00	300.00			

Vendor PIOLAN - PIONEER LANDSCAPING:

2799 114945	PIONEER LANDSCAPING JULY CUT & WHIP AS PER CONTRACT	08/01/2023 KTYLER	10/17/2023	19,398.00 19,398.00	19,398.00 19,398.00	Open	N 10/17/2023	23-0746
	101-265-819-000	JULY CUT & WHIP AS PER CONTRACT MINUS						
Total for vendor PIOLAN - PIONEER LANDSCAPING:				19,398.00	19,398.00			

Vendor PLANTE - PLANTE MORAN REALPOINT LLC:

10073912 114883	PLANTE MORAN REALPOINT LLC OWNERS REP FEE-REIMBURSABLES	09/28/2023 KTYLER	10/17/2023	14,234.79 14,000.00	14,234.79 14,000.00	Open	N 10/17/2023	
	101-673-971-001	OWNERS REP FEE		234.79				
	101-673-971-001	OWNERS REP REIMBURSABLES						

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	Total for vendor PLANTE - PLANTE MORAN REALPOINT LLC:			14,234.79	14,234.79			
Vendor PRISYS - PRINTING SYSTEMS INC:								
229233 114941	PRINTING SYSTEMS INC ELECTION SUPPLIES 101-262-727-000 101-262-727-000	10/03/2023 KTYLER SECREC Y SLEEVES, SPECIAL SHIPPING	10/17/2023	143.44 127.20 16.24	143.44	Open	N 10/17/2023	23-0786
	Total for vendor PRISYS - PRINTING SYSTEMS INC:			143.44	143.44			
Vendor PEA - PROFESSIONAL ENGINEERING:								
99677 114942	PROFESSIONAL ENGINEERING 23-0010.00 FRENCH LANDING-VBT 101-755-971-000	06/20/2023 KTYLER 23-0010.00 FRENCH LANDING-VBT	10/17/2023	1,897.00 1,897.00	1,897.00	Open	N 10/17/2023	
100224 114943	PROFESSIONAL ENGINEERING 23-0010.00 FRENCH LANDING-VBT 101-755-971-000	07/19/2023 KTYLER 23-0010.00 FRENCH LANDING-VBT	10/17/2023	1,837.50 1,837.50	1,837.50	Open	N 10/17/2023	
	Total for vendor PEA - PROFESSIONAL ENGINEERING:			3,734.50	3,734.50			
Vendor QUILL - QUILL CORPORATION:								
34561412 114936	QUILL CORPORATION OFFICE SUPPLIES 101-248-727-000 101-248-727-000 101-248-727-000 101-248-727-000 101-248-727-000 101-248-727-000 101-248-727-000	09/13/2023 KTYLER GOLD RUBBER BANDS INDEX CARDS, LINED INDEX CARDS, BLANK HEAVY-DUTY STAPLE REMOVER MAGNETIC STAPLER REMOVER POCKET CALCULATOR PENCIL CUP HOLDER	10/17/2023	67.06 16.99 9.17 9.85 14.44 4.84 7.10 4.67	67.06	Open	N 10/17/2023	23-0711
34669520 114937	QUILL CORPORATION OFFICE SUPPLIES 101-248-727-000 101-248-727-000 101-248-727-000 101-248-727-000 101-248-727-000 101-248-727-000 101-248-727-000	09/19/2023 KTYLER CD MAILERS 2024 WALL REFILL 2024 8.5X11 MONTHLY APPT BOOK 2024 NAVY PLANNER 2024 PURPLE PLANNER 2024 DAILY WALL CALENDAR 2024 PINK CALENDAR	10/17/2023	193.72 25.99 20.22 11.89 37.39 25.49 57.79 14.95	193.72	Open	N 10/17/2023	23-0734

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34673367 114938	QUILL CORPORATION OFFICE SUPPLIES 101-248-727-000	09/19/2023 KTYLER 2024 WALL CALENDAR	10/17/2023	9.34 9.34	9.34	Open	N 10/17/2023	23-0734
34799245 114939	QUILL CORPORATION OFFICE SUPPLIES 101-248-727-000	09/26/2023 KTYLER 2024 BLUE SKY CALENDAR	10/17/2023	9.34 9.34	9.34	Open	N 10/17/2023	23-0761
34853953 114940	QUILL CORPORATION OFFICE SUPPLIES 101-673-742-000 101-673-742-000	09/28/2023 KTYLER ORANGE CARDSTOCK ROUND AVERY LABELS	10/17/2023	141.03 18.69 122.34	141.03	Open	N 10/17/2023	23-0771
Total for vendor QUILL - QUILL CORPORATION:				420.49	420.49			

Vendor RRFITR - R&R FIRE TRUCK REPAIR :

66281 114911	R&R FIRE TRUCK REPAIR E-2 REPAIRS 101-336-860-000	09/13/2023 KTYLER E-2 REPAIRS	10/17/2023	696.38 696.38	696.38	Open	N 10/17/2023	
66295 114912	R&R FIRE TRUCK REPAIR T-2 REPAIRS 101-336-860-000	09/13/2023 KTYLER T-2 REPAIRS	10/17/2023	2,242.93 2,242.93	2,242.93	Open	N 10/17/2023	
66341 114913	R&R FIRE TRUCK REPAIR E-4 REPAIRS 101-336-860-000	09/14/2023 KTYLER E-4 REPAIRS	10/17/2023	1,777.47 1,777.47	1,777.47	Open	N 10/17/2023	
66342 114914	R&R FIRE TRUCK REPAIR E-3 REPAIRS 101-336-860-000	09/14/2023 KTYLER E-3 REPAIRS	10/17/2023	1,098.88 1,098.88	1,098.88	Open	N 10/17/2023	
66373 114915	R&R FIRE TRUCK REPAIR E-2 REPAIRS 101-336-860-000	09/20/2023 KTYLER E-2 REPAIRS	10/17/2023	1,764.74 1,764.74	1,764.74	Open	N 10/17/2023	
Total for vendor RRFITR - R&R FIRE TRUCK REPAIR :				7,580.40	7,580.40			

Vendor BRORAN - RANDY BROWN LANDSCAPE:

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Inv Ref#	Description	Entered By					Post Date	
	GL Distribution							
9302023								
114910	RANDY BROWN LANDSCAPE	09/30/2023	10/17/2023	1,910.00	1,910.00	Open	N	23-0287
	2023 SEASON BELLEVILLE & ECORSE	KTYLER					10/17/2023	
	248-000-979-001	TURF MOWING		1,560.00				
	248-000-979-001	BI-WEEKLY WEEDING		350.00				
	Total for vendor BRORAN - RANDY BROWN LANDSCAPE:			<u>1,910.00</u>	<u>1,910.00</u>			

Vendor REVIZE - REVIZE:

16432									
114907	REVIZE	07/17/2023	10/17/2023	2,300.00	2,300.00	Open	N	23-0763	
	2023 ANNUAL SOFTWARE FEE	KTYLER					10/17/2023		
	248-000-819-000	2023 ANNUAL SOFTWARE FEE		2,300.00					
		Total for vendor REVIZE - REVIZE:		<u>2,300.00</u>	<u>2,300.00</u>				

Vendor RITTERGIS - RITTER GIS :

21602									
114909	RITTER GIS	10/01/2023	10/17/2023	4,025.00	4,025.00	Open	N	23-0783	
	SEPTEMBER GIS/CITY WORKS AMS SER KTYLER						10/17/2023		
	592-537-816-000 INVOICE 21602			4,025.00					
21552									
114968	RITTER GIS	08/02/2023	10/17/2023	1,850.00	1,850.00	Open	N	23-0779	
	JULY GIS/CITYWORKS AMS SERVICES KTYLER						10/17/2023		
	592-536-816-000 JULY GIS/CITYWORKS AMS SERVICES			363.00					
	592-537-816-000 JULY GIS/CITYWORKS AMS SERVICES			612.00					
	101-265-819-000 JULY GIS/CITYWORKS AMS SERVICES			875.00					
21564									
114969	RITTER GIS	09/01/2023	10/17/2023	3,450.00	3,450.00	Open	N	23-0784	
	AUG GIS/CITYWORKS AMS SERVICES KTYLER						10/17/2023		
	592-537-816-000 AUG GIS/CITYWORKS AMS SERVICES			1,850.00					
	592-536-816-000 AUG GIS/CITYWORKS AMS SERVICES			1,600.00					
	Total for vendor RITTERGIS - RITTER GIS :			<u>9,325.00</u>	<u>9,325.00</u>				

Vendor BARRYA - RYAN BARRY:

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Vendor GRISCO - SCOTT GRIGGS:

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4637 115029*	SUMPTER ACE HARDWARE SEPT STMT KTYLER	09/30/2023	10/17/2023	922.91	922.91	Open	N 10/17/2023	
	592-536-933-000	EQUIP MAINT SUPPLIES		164.89				
	101-755-740-000	GRILL CLNR-HORNET SPRAY		52.79				
	592-536-933-000	SHARPEN (10) CHAINSAW BLADES		80.00				
	592-536-933-000	CABLE TIES-SLEDGE		45.88				
	101-265-931-000	(2) COMPRESSION CAPS		8.26				
	592-536-933-000	MINI WIRE BRUSH		4.13				
	592-536-933-000	GLOVES		36.88				
	592-536-740-000	HORNET-WASP SPRAY-RAWSONVILLE DIKE		21.75				
	101-265-740-000	(6) COMPRESSION CAPS-DRILL BIT SET		51.78				
	101-755-740-000	HARDWARE TO INSTALL SIGN		33.98				
	101-755-740-000	HARDWARE TO INSTALL SIGN		6.74				
	101-301-743-000	SUPPLIES		5.37				
	101-265-740-000	INSECT SPRAY-KEY & RING		29.84				
	592-536-933-000	EQUIP MAINT SUPPLIES		71.97				
	101-265-860-000	MODEL-T TIRE REPAIR @ MUSEUM		42.43				
	101-265-740-000	MISSING CREDIT RECEIPT		(1.62)				
	592-536-740-000	BUG SPRAY @ RAWSONVILLE DIKE		7.19				
	101-301-743-000	SUPPLIES		41.38				
	592-536-933-000	PAINT		8.99				
	592-536-933-000	EQUIP MAINT SUPPLIES		72.87				
	592-536-933-000	EQUIP MAINT SUPPLIES		11.69				
	592-536-933-000	EQUIP MAINT SUPPLIES		42.26				
	101-301-743-000	SUPPLIES		47.88				
	592-537-933-000	EQUIP MAINT SUPPLIES		35.58				
	Total for vendor SUACHA - SUMPTER ACE HARDWARE:			922.91	922.91			

Vendor SUMCOL - SUMPTER COLLISION:

4866 114905	SUMPTER COLLISION 215 REPAIRS MMRMA CLAIM 2302821 KTYLER	10/03/2023	10/17/2023	6,417.21	6,417.21	Open	N 10/17/2023	
	101-301-860-000	215 REPAIRS MMRMA CLAIM 2302821		6,417.21				
	Total for vendor SUMCOL - SUMPTER COLLISION:			6,417.21	6,417.21			

Vendor TELSIS - TEL SYSTEMS:

PAY APP 5 114879	TEL SYSTEMS PROFESSIONAL FEES-COMMUNITY CENT KTYLER	07/14/2023	10/17/2023	11,094.45	11,094.45	Open	N 10/17/2023	
	101-673-971-001	PROFESSIONAL FEES-COMMUNITY CENTER		11,094.45				
	Total for vendor TELSIS - TEL SYSTEMS:			11,094.45	11,094.45			

Vendor TERRYBERRY - TERRYBERRY COMPANY:

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145276-34819 114875	TERRYBERRY COMPANY SEPT EMPLOYEE SERVICE AWARDS 101-171-739-000	09/30/2023 KTYLER	10/17/2023	378.50	378.50	Open	N 10/17/2023	
	SEPT EMPLOYEE SERVICE AWARDS Total for vendor TERRYBERRY - TERRYBERRY COMPANY:			378.50	378.50			
Vendor GOCOTI - THE GOODYEAR TIRE & RUBBER CO:								
154-1069863 114878	THE GOODYEAR TIRE & RUBBER CO T-508 (8) NEW TIRES 592-536-933-000	08/01/2023 KTYLER	10/17/2023	2,489.48	2,489.48	Open	N 10/17/2023	23-0766
	T-508 (8) NEW TIRES Total for vendor GOCOTI - THE GOODYEAR TIRE & RUBBER CO:			2,489.48	2,489.48			
Vendor FOOTHE - THERESA FOOTE:								
INSTRUCTOR 114876	THERESA FOOTE SEPT YOGA INST CLASS 101-675-742-000	10/02/2023 KTYLER	10/17/2023	400.00	400.00	Open	N 10/17/2023	
	SEPT YOGA INST CLASS Total for vendor FOOTHE - THERESA FOOTE:			400.00	400.00			
Vendor THOTIM - TIMOTHY THOMPSON:								
INSPECTOR 114966	TIMOTHY THOMPSON 9.3-16 MECH/PLBG INSP 101-371-819-000	10/03/2023 KTYLER	10/17/2023	1,595.00	1,595.00	Open	N 10/17/2023	
	9.3-16 MECH/PLBG INSP Total for vendor THOTIM - TIMOTHY THOMPSON:			1,595.00	1,595.00			
Vendor MISC - TURNER CONSTRUCTION COMPANY:								
REFUND 114880	TURNER CONSTRUCTION COMPANY 202541 BALANCE DUE FOR PROJECT S 592-000-284-000	10/09/2023 KTYLER	10/17/2023	28,978.20	28,978.20	Open	N 10/17/2023	
	202541 BALANCE DUE FOR PROJECT SYCAMO Total for vendor MISC - TURNER CONSTRUCTION COMPANY:			28,978.20	28,978.20			
Vendor MISC - TURNING POINT COMPANIES LLC:								
REFUND 114979	TURNING POINT COMPANIES LLC 270921 283 HOLLY LN-273189 46 PO 101-000-283-000	10/03/2023 KTYLER	10/17/2023	3,000.00	3,000.00	Open	N 10/17/2023	
	270921 CONCRETE @ 283 HOLLY LN 101-000-283-000			1,000.00				
	273189 CONCRETE @ 46 PONDEROSA 101-000-283-000			1,000.00				
	273189 CONCRETE @ 287 HOLLY LN			1,000.00				

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Total for vendor MISC - TURNING POINT COMPANIES LLC:				3,000.00	3,000.00			
Vendor TURNOUT - TURNOUT MANAGEMENT:								
28164 114877	TURNOUT MANAGEMENT TURNOUT GEAR CLEANING/REPAIR 101-336-741-000	09/21/2023 KTYLER	10/17/2023	786.50	786.50	Open	N 10/17/2023	
Total for vendor TURNOUT - TURNOUT MANAGEMENT:				786.50	786.50			
Vendor ULINE - ULINE:								
168497090 114872	ULINE MUSEUM CLEANING SUPPLIES 270-000-727-000	09/15/2023 KTYLER	10/17/2023	351.14	351.14	Open	N 10/17/2023	
Total for vendor ULINE - ULINE:				351.14	351.14			
Vendor UNIFIR - UNIFIRST CORPORATION:								
1600185473 114884	UNIFIRST CORPORATION SEPT MATS DDA 248-000-956-000	09/11/2023 KTYLER	10/17/2023	38.09	38.09	Open	N 10/17/2023	
				38.09				
1600185476 114885	UNIFIRST CORPORATION SEPT MATS FS1 101-265-740-000	09/11/2023 KTYLER	10/17/2023	52.06	52.06	Open	N 10/17/2023	
				52.06				
1600186596 114886	UNIFIRST CORPORATION SEPT MATS FS2 101-265-740-000	09/15/2023 KTYLER	10/17/2023	49.77	49.77	Open	N 10/17/2023	
				49.77				
1600186824 114887	UNIFIRST CORPORATION SEPT MATS TWP HALL 101-265-740-000	09/18/2023 KTYLER	10/17/2023	37.83	37.83	Open	N 10/17/2023	
Total for vendor UNIFIR - UNIFIRST CORPORATION:				37.83				
				177.75	177.75			
Vendor UNILAB - UNITED LABORATORIES:								
496814 114873	UNITED LABORATORIES SEWER DEGREASER 592-537-740-000 592-537-740-000	09/27/2023 KTYLER	10/17/2023	1,530.00	1,530.00	Open	N 10/17/2023	23-0774
				430.00				
				1,075.00				

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	592-537-740-000	HANDLING FEE		25.00				
	Total for vendor UNILAB - UNITED LABORATORIES:			1,530.00	1,530.00			

Vendor VIZI - VIZIRECRUITER:

4794								
114874	VIZIRECRUITER	09/30/2023	10/17/2023	500.00	500.00	Open	N	
	SEPT JOB POSTINGS FOR VBT SITE	KTYLER					10/17/2023	
	101-171-739-000	SEPT JOB POSTINGS FOR VBT SITE		500.00				
	Total for vendor VIZI - VIZIRECRUITER:			500.00	500.00			

Vendor WJONEIL - W.J. O'NEIL COMPANY:

17168-2								
114973	W.J. O'NEIL COMPANY	03/01/2023	10/17/2023	405.00	405.00	Open	N	
	BAL DUE-A/C REPAIR I.T. OFFICE	KTYLER					10/17/2023	
	101-265-931-000	BAL DUE-A/C REPAIR I.T. OFFICE		405.00				
	Total for vendor WJONEIL - W.J. O'NEIL COMPANY:			405.00	405.00			

Vendor WADTRI - WADE TRIM :

2027610								
114870	WADE TRIM	06/08/2023	10/17/2023	561.60	561.60	Open	N	23-0153
	FUNDING SCOUT SERVICES FOR THE D	KTYLER					10/17/2023	
	248-000-821-000	FUNDING SCOUT SERVICES (DDA 5.24.22)		561.60				
	Total for vendor WADTRI - WADE TRIM :			561.60	561.60			

Vendor WASMAN - WASTE MANAGEMENT:

8681732-1717-5								
114898	WASTE MANAGEMENT	09/01/2023	10/17/2023	104,126.58	104,126.58	Open	N	
	AUGUST SOLID WASTE REMOVAL	KTYLER					10/17/2023	
	227-000-919-000	AUGUST SOLID WASTE REMOVAL		104,126.58				
8692317-1717-2								
114899	WASTE MANAGEMENT	10/02/2023	10/17/2023	104,126.58	104,126.58	Open	N	
	SEPTEMBER SOLID WASTE REMOVAL	KTYLER					10/17/2023	
	227-000-919-000	SEPTEMBER SOLID WASTE REMOVAL		104,126.58				
	Total for vendor WASMAN - WASTE MANAGEMENT:			208,253.16	208,253.16			

Vendor WATWOR - WATER WORKS AUTO WASH:

OCT 2 2023								
114869	WATER WORKS AUTO WASH	10/02/2023	10/17/2023	1,935.00	1,935.00	Open	N	
	Q3 (JUL-AUG-SEP) CAR WASHES	KTYLER					10/17/2023	
	101-301-860-004	Q3 (JUL-AUG-SEP) CAR WASHES		1,455.00				
	101-336-860-004	Q3 (JUL-AUG-SEP) CAR WASHES		100.00				

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	GL Distribution							
	101-371-860-000	Q3 (JUL-AUG-SEP)	CAR WASHES	50.00				
	101-329-860-000	Q3 (JUL-AUG-SEP)	CAR WASHES	65.00				
	101-675-860-000	Q3 (JUL-AUG-SEP)	CAR WASHES	65.00				
	592-536-932-000	Q3 (JUL-AUG-SEP)	CAR WASHES	75.00				
	592-537-932-000	Q3 (JUL-AUG-SEP)	CAR WASHES	75.00				
	101-265-860-000	Q3 (JUL-AUG-SEP)	CAR WASHES	50.00				
	Total for vendor WATWOR - WATER WORKS AUTO WASH:			1,935.00	1,935.00			
Vendor WCAR - WAYNE COUNTY ACCTS RECEIV:								
1011755								
114866	WAYNE COUNTY ACCTS RECEIV	09/18/2023	10/17/2023	25.89	25.89	Open	N	
	8/23 WALMART TRAF SIG MAINT	KTYLER					10/17/2023	
	101-448-926-000	8/23 WALMART TRAF SIG MAINT		25.89				
1011796								
114867	WAYNE COUNTY ACCTS RECEIV	09/26/2023	10/17/2023	25.89	25.89	Open	N	
	9/23 WALMART TRAF SIG MAINT	KTYLER					10/17/2023	
	101-448-926-000	9/23 WALMART TRAF SIG MAINT		25.89				
	Total for vendor WCAR - WAYNE COUNTY ACCTS RECEIV:			51.78	51.78			
Vendor WCA - WCA ASSESSING:								
AUG 10N2023								
114868	WCA ASSESSING	08/10/2023	10/17/2023	6,760.00	6,760.00	Open	N	23-0772
	SEPT CONTRACT ASSESSING SERVICES	KTYLER					10/17/2023	
	101-257-819-000	SEPT CONTRACT ASSESSING SERVICES		6,760.00				
	Total for vendor WCA - WCA ASSESSING:			6,760.00	6,760.00			
Vendor WYALCO - WYANDOTTE ALARM COMPANY:								
220318								
114871	WYANDOTTE ALARM COMPANY	10/01/2023	10/17/2023	632.22	632.22	Open	N	
	OCT-NOV-DEC BOAT HOUSE ALARM	KTYLER					10/17/2023	
	101-301-819-000	OCT-NOV-DEC BOAT HOUSE ALARM		632.22				
	Total for vendor WYALCO - WYANDOTTE ALARM COMPANY:			632.22	632.22			
# of Invoices:	164	# Due:	164	Totals:	473,511.79	473,511.79		
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00		
Net of Invoices and Credit Memos:					473,511.79	473,511.79		
* 2 Net Invoices have Credits Totalling:					(61.61)			
--- TOTALS BY GL DISTRIBUTION ---								
	101-000-123-000	BELLINGHAM 2024 MCAO CERT FEE		373.00				
	101-000-283-000	262595 SIDEWALK @ 46782 TIMBERLAND		4,235.86				

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	101-000-479-000	PM23-0405 REDUCTION @ 10680 HAGGERTY		130.00				
	101-101-819-000	SEPT CONSULT SERVICES		2,000.00				
	101-171-739-000	SEPT JOB POSTINGS FOR VBT SITE		996.07				
	101-171-860-000	FUEL		91.98				
	101-228-817-000	APPLICATION E-MAILING LARGE GRP ADDRE		462.00				
	101-228-939-000	ANNUAL CBTS AVAYA MAINTENANCE 2023-24		3,614.00				
	101-228-956-000	I-PAD HEADPHONES		93.84				
	101-248-727-000	GOLD RUBBER BANDS		906.18				
	101-253-971-000	K.ADAMS-SHEVROVICH WIRELESS KEYBOARD-		55.98				
	101-257-819-000	SEPT CONTRACT ASSESSING SERVICES		6,760.00				
	101-262-727-000	SECREC Y SLEEVES, SPECIAL		143.44				
	101-265-740-000	SEPT MATS FS1		4,199.66				
	101-265-819-000	JULY CUT & WHIP AS PER CONTRACT MINUS		35,790.23				
	101-265-829-000	BVL-TYLER SITE GRADING		6,680.15				
	101-265-860-000	Q3 (JUL-AUG-SEP) CAR WASHES		2,141.46				
	101-265-931-000	BATTERIES		3,739.86				
	101-265-933-000	HANWHA WAVE PROFESSIONAL CAMERA		707.65				
	101-265-971-000	50% DEP-MUSEUM CABLING FOR ACCESS CON		2,009.18				
	101-266-801-002	AUG LEGAL SVCS		4,886.76				
	101-301-727-000	OFFICE SUPPLIES		680.82				
	101-301-743-000	SUPPLIES		521.87				
	101-301-744-001	HOLLOW POINT AMMO FOR PEPPERBALL-RANG		890.00				
	101-301-817-000	WINSENET NETWORK INDOOR CAMERA		7,506.37				
	101-301-819-000	OCT-NOV-DEC BOAT HOUSE ALARM		632.22				
	101-301-860-000	215 REPAIRS MMRMA CLAIM 2302821		8,627.20				
	101-301-860-001	9.10-15 HONOR GUARD MILEAGE		6,327.05				
	101-301-860-004	Q3 (JUL-AUG-SEP) CAR WASHES		1,455.00				
	101-301-865-000	DIVE TEAM TRLR REPAIRS		4,157.06				
	101-301-965-000	9.13-15 SOT MEALS		812.86				
	101-329-860-000	Q3 (JUL-AUG-SEP) CAR WASHES		2,193.32				
	101-336-740-000	MEDICAL SUPPLIES		396.63				
	101-336-741-000	TURNOUT GEAR CLEANING/REPAIR		2,804.05				
	101-336-810-000	E.SMITH 2023 MEMBERSHIP DUES		175.00				
	101-336-860-000	E-2 REPAIRS		7,663.31				
	101-336-860-001	DIESEL FUEL		2,874.48				
	101-336-860-004	Q3 (JUL-AUG-SEP) CAR WASHES		100.00				
	101-336-933-000	MEDICAL CYLINDER TEST FD		127.50				
	101-336-956-000	CADY-M.STEVENS PSYCH EVAL		1,200.00				
	101-371-818-000	9.13/9.27 PLNG MTGS		695.00				
	101-371-819-000	9.3-16 BLDG INSP		6,407.50				
	101-371-820-000	WAY FINDING SIGNAGE		1,142.50				
	101-371-860-000	Q3 (JUL-AUG-SEP) CAR WASHES		50.00				
	101-448-926-000	8/23 WALMART TRAF SIG MAINT		51.78				
	101-567-932-000	VETERAN FLAGS		1,352.34				
	101-673-742-000	10.21 CANDY LOOP EVENT		675.53				
	101-673-971-001	PROFESSIONAL FEES-COMMUNITY CENTER		31,819.86				
	101-675-742-000	SEPT YOGA INST CLASS		1,042.20				

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	GL Distribution							
101-675-860-000	Q3 (JUL-AUG-SEP) CAR WASHES			334.14				
101-675-935-000	INV 146453 CLEANING SVS			2,439.79				
101-677-819-000	SEPT CONSULT-SOCIAL MEDIA			400.00				
101-755-740-000	GRILL CLNR-HORNET SPRAY			93.51				
101-755-960-000	PHOTO DOC-REPORT @ RIGGS PK GRANT			600.00				
101-755-971-000	23-0010.00 FRENCH LANDING-VBT			3,734.50				
227-000-919-000	AUGUST SOLID WASTE REMOVAL			208,253.16				
227-000-971-008	DENTON RD BRIDGE			17,150.00				
248-000-727-000	MULTI PORT USB HUB			13.99				
248-000-740-000	6 PACK GLADE SOLID AIR FRESHENER			50.69				
248-000-819-000	2023 ANNUAL SOFTWARE FEE			3,820.00				
248-000-821-000	FUNDING SCOUT SERVICES (DDA 5.24.22)			561.60				
248-000-956-000	SEPT MATS DDA			38.09				
248-000-979-001	TURF MOWING			1,910.00				
248-000-979-002	TURF MOWING			220.00				
270-000-727-000	MUSEUM CLEANING SUPPLIES			351.14				
270-000-900-000	MARCH 2024 QUILT SHOW			855.00				
592-000-284-000	202541 BALANCE DUE FOR PROJECT SYCAMO			28,978.20				
592-536-740-000	HORNET-WASP SPRAY-RAWSONVILLE DIKE			28.94				
592-536-741-000	WORK BOOTS			703.44				
592-536-801-002	AUG LEGAL SVCS			998.00				
592-536-816-000	JULY GIS/CITYWORKS AMS SERVICES			1,963.00				
592-536-819-000	SEPT 29 OF 60 CROSS CONNECT CONTROL P			4,658.75				
592-536-862-000	DIESEL FUEL			890.44				
592-536-932-000	Q3 (JUL-AUG-SEP) CAR WASHES			1,528.48				
592-536-933-000	T-508 (8) NEW TIRES			3,982.01				
592-536-971-003	(3) 2-INCH METERS			2,549.10				
592-537-740-000	(2) 987 COLD-BAC BLOCK			1,530.00				
592-537-741-000	WORK BOOTS			695.52				
592-537-801-002	AUG LEGAL SVCS			998.00				
592-537-816-000	INVOICE 21602			6,487.00				
592-537-819-000	SEPT CONSULT SERVICES			500.00				
592-537-820-000	WILDBROOK PS REPLACEMENT			1,312.50				
592-537-862-000	DIESEL FUEL			890.43				
592-537-932-000	Q3 (JUL-AUG-SEP) CAR WASHES			1,558.04				
592-537-933-000	EQUIP MAINT SUPPLIES			35.58				

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--- TOTALS BY FUND ---								
	101 - General Fund			180,000.69	180,000.69			
	227 - SANITARY LANDFILL FUND			225,403.16	225,403.16			
	248 - Downtown Development Author			6,614.37	6,614.37			
	270 - Museum Fund			1,206.14	1,206.14			
	592 - Water/Sewer Fund			60,287.43	60,287.43			
--- TOTALS BY DEPT/ACTIVITY ---								
	000 -			266,940.73	266,940.73			
	101 - Township Board			2,000.00	2,000.00			
	171 - Supervisor Department			1,088.05	1,088.05			
	228 - IT Department			4,169.84	4,169.84			
	248 - General Office			906.18	906.18			
	253 - Treasurer Department			55.98	55.98			
	257 - Assessing Department			6,760.00	6,760.00			
	262 - Election Department			143.44	143.44			
	265 - Building & Grounds			55,268.19	55,268.19			
	266 - Attorney Fees			4,886.76	4,886.76			
	301 - Police Department			31,610.45	31,610.45			
	329 - Ordinance Enforcement			2,193.32	2,193.32			
	336 - Fire Department			15,340.97	15,340.97			
	371 - Building/Planning Dept.			8,295.00	8,295.00			
	448 - Public Services			51.78	51.78			
	536 - Water Department			17,302.16	17,302.16			
	537 - Sewer Department			14,007.07	14,007.07			
	567 - Cemetery			1,352.34	1,352.34			
	673 - Recreation Dept			32,495.39	32,495.39			
	675 - Seniors Dept			3,816.13	3,816.13			
	677 - Communications Dept			400.00	400.00			
	755 - Park & Lake Dept			4,428.01	4,428.01			



Charter Township of Van Buren

Request for Board Action

Agenda Item #:
Work Study Meeting Date:
Board Meeting Date: 10/17/23

Consent Agenda ☒ New Business ☐ Unfinished Business ☐ Public Hearing ☐ Presentation ☐

Item (Subject)	Van Buren Township - Support Emergency Operations Plan
Department	Van Buren Fire Department
Presenter(s)	David C. McNally II
Phone Number	(734) 699-8916
Individuals in Attendance (Other than presenter)	

Agenda topic

Action Requested	
To consider approval of the Van Buren Township Support Emergency Operations Plan.	
Background – (Supporting and reference Data, Include attachments)	
The Van Buren Township Support Emergency Operations Plan has been updated to reflect personnel changes, titles and contact information.	
Budget Implication	None.
Implementation Next Step	Approval from Township Board of Trustees.
Department Recommendation	
Committee/Commission Recommendation	
Attorney Recommendation	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
Additional Remarks	
Approval of Supervisor	<u>Kevin McNamara</u>

Van Buren Township

SUPPORT EMERGENCY OPERATIONS PLAN

An all-hazards plan supporting the **Wayne County Emergency Operations Plan**, for use in the event of disaster or severe emergency of natural, human, wartime, technological or terrorism origin.

September 7, 2023

The information contained in this template, developed by the Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD), should be used to assist in developing a Support Emergency Operations Plan which must then be reviewed by the Local Planning Team (LPT) and modified based on the community's emergency response capabilities.

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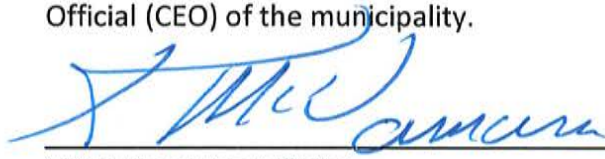
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Promulgation Document

Officials of Van Buren Township, in conjunction with County and State Emergency Management (EM) agencies, have developed this Support Emergency Operations Plan that will enhance the local emergency response capability.

This plan, when used properly and updated, will assist local government officials to accomplish their primary responsibilities of protecting lives and property in their community. This plan and its provisions will become official when it has been signed and dated below by the Chief Executive Official (CEO) of the municipality.



Chief Executive Official
Van Buren Township

10/2/2023

Date

Approval and Implementation

The Support Emergency Operations Plan, referred to in this document as the Support EOP, describes how **Van Buren Township** will handle emergency situations in cooperation with the **Wayne County** Emergency Management Program. The Support EOP assigns responsibilities to agencies for coordinating emergency response activities before, during, and after any type of emergency or disaster. The Support EOP does not contain specific instructions as to how each department will respond to an emergency; these can be found in the plan annexes or separate Standard Operating Procedures (SOP).

The goal of the Support EOP is to coordinate emergency response efforts to save lives, reduce injuries, and preserve property. The Support EOP addresses emergency issues before and after an emergency, but its primary goals are to assemble, mobilize and coordinate a team of responders that can respond to any emergency, and describe response procedures in relation to the county response procedures.

The Support EOP will use a graduated response strategy that is in proportion to the scope and severity of an emergency. **Van Buren Township** will plan, prepare and activate resources for local emergencies that affect the local area (or a specific site) and/or widespread disasters that affect the entire state and/or nation.

The Support EOP was developed by a Local Planning Team (LPT). The LPT consists of key departments covering emergency functions such as law enforcement, fire, public works, and public health. The team works to establish and monitor programs, reduce the potential for hazard events in the community through planning, review, and training, and assist the **Wayne County** Emergency Management Program in developing and maintaining the County EOP.

The Support EOP must be signed by the current CEO each time it is updated, with the exception of the following activities:

1. Minor updates e.g., changing system names, grammar, spelling or layout changes
2. Updates to the annexes

These activities may be updated in the plan without the CEO signature by the following individuals:

1. Emergency Management Liaison
2. Department head responsible for an annex

Homeland Security Presidential Directive (HSPD) 5 facilitates a standard management approach to major incidents, the National Incident Management System (**NIMS**). **NIMS** is administered as part of the National Response Framework (NRF) which integrates the federal government into a single, all discipline, and all-hazards plan. NIMS will provide a nationwide approach that enables federal, state, tribal and local government agencies to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity." This Support EOP has integrated NIMS concepts, including the Incident Command System (ICS), and language to help incident management operate in accordance to the **NIMS** using the guidance provided by the Department of Homeland Security (OHS).

During an emergency, all response personnel will use the ICS to manage the incident and employ emergency resources at the site. The Emergency Operation Center (EOC) will coordinate additional resources when needed. This EOP will be used during community recovery after an emergency.

This plan supersedes all previous plans.

Record Revisions

The following is a list of revisions made to the support EOP. This chart tracks the date that changes were made, reason for changes, updated pages, and who made the revision.

Date	Reason for Revision	Page Numbers	Revised By

Record of Distribution

The following is a list of the individuals and facilities that have been provided a copy of the Support EOP in order to conduct the assigned tasks addressed in this plan.

Title of Recipient	Name of Recipient	Agency	Date	Number of Copies
Chief Executive Official	Kevin McNamara	VB		1
Township Board of Trustees	L. Wright, S. Budd, S. Frazier, K. Martin, D. Boynton Jr., B. Kelley	VB		6 (one each)
Wayne County Emergency Management Coordinator	Samer Jaafar	Wayne County		1
Van Buren Township Emergency Management Liaison	D. McNally	VB		1
Communications and Warning Official	Sgt. Keele	VB		1
Damage Assessment Official	Jennifer Stamper	VB		1
Fire Services Official	D. McNally	VB		1
Mass Care, Emergency Assistance, Housing, and Human Services Official	D. McNally	VB		1
Public Health and Medical Services Staff	D. McNally	VB		1
Public Information Official	D. McNally	VB		1
Van Buren Township Public Information Center	K. McNamara	VB		1
Van Buren Township Emergency Operations Center	J. Wright	VB		1

Basic Plan

Purpose

Van Buren Township has elected to incorporate into the Wayne County Emergency Management Program. As partners in the five phases of emergency management, mitigation, preparedness, prevention, response and recovery, Van Buren Township and the Wayne County Emergency Management Program share joint responsibilities. The Van Buren Township Support EOP has been developed to identify these responsibilities. It is to be used in concurrence with the County EOP. In accordance with Section 19 of the Michigan Emergency Management Act (1976 PA 390, as amended), activation of this plan at the beginning of a disaster or emergency also establishes eligibility to receive state assistance for disaster related expenses incurred during a State of Emergency or Disaster declared by the Governor, for which federal assistance is unavailable.

Scope

The Van Buren Township Support EOP is an adaptable document that can be applied to all hazards. Due to the unique nature of emergencies, it may become necessary to deviate from the contents of the plan when responding to an incident. Agencies that have been assigned supporting roles in this plan have developed and will maintain SOPs that provide systematic instructions for accomplishing their assigned functions. The local government conducts additional activities, such as personnel training, participation in exercises, public information, land-use planning, etc., to support emergency preparedness, mitigation, and response efforts. To facilitate efficient emergency management operations, Van Buren Township continues to implement the NIMS.

Authorities and References

A. Authority of local officials during an emergency:

1. 1976 PA 390, as amended,
2. Van Buren Township, local Emergency Management resolution,
3. Van Buren Township, adoption of the Support EOP,
4. Executive Directive No. 2005-09, the state adoption of the NIMS,
5. The Robert T. Stafford Disaster Relief and Emergency Assistance Act,
6. Emergency Planning and Community Right to Know Act of 1986 (EPCRA)
also known as the Superfund Amendments and Reauthorizations Act
(SARA), Title 111,
7. Good Samaritan Law and Know Act of 1986.

B. References used to develop the Support EOP:

1. **NIMS**,
2. **NRF**,
3. Michigan Emergency Management Plan (MEMP), Michigan State
Police, Emergency Management and Homeland Security Division
(MSP/EMSHD),
4. Pub 204, MSP/EMHSD.

Plan Development and Maintenance

To ensure that this Support EOP addresses the needs of the community and is consistent with the Wayne County EOP, this document was developed in a cooperative, whole community effort between municipal government, local community, and the County Emergency Management Program. The Support EOP is updated after every change of the municipal CEO or update to the County EOP. After the plan is adopted by resolution of the Van Buren Township Board of Trustees, it is forwarded to the County Emergency Management Program. The plan will be implemented, tested through exercises in concurrence with county officials, and maintained in accordance with the standards of the Wayne County EOP.

This plan has been provided to all municipal departments, local elected officials, the County Emergency Management Program and all agencies tasked within the document. It includes this Basic Plan, which provides an overview of the municipality's preparedness and response strategies, and functional annexes that describe the actions, roles and responsibilities of participating organizations.

Situation Overview

- B. **Van Buren Township** has taken various preparedness and incident management steps to enhance capabilities in responding to incidents including:
1. The mitigation of potential hazards.
 2. Identification of emergency response agencies and mechanisms that will protect life and property before, during and after an emergency.
 3. Tasking agencies, organizations, and individuals with specific functions and responsibilities relative to emergency operations. Assigned tasks are explained in further detail under "Organization and Assignment of Responsibilities."
 4. Integration with the Wayne County EOP, Wayne County hazard mitigation plan, MEMP,
etc.

- C. Community profile:

Van Buren Township is located in the Southwestern portion of Wayne County. The community has a population of 29,000 residents. Approximately 13% of residents have been recognized as individuals with Access and Functional Needs. Many of the residents that require Functional Needs Support Services (FNSS) reside in congregate care centers, while others reside in non-group homes where support is provided as needed or on-call.

- D. Hazard and threat analysis:

According to the Wayne County Hazard Mitigation Plan/Hazard Analysis (2013), communities in the county are most vulnerable to: Flooding - Urban, Hazmat Incidents, Fixed, Public Health Emergency, Infrastructure Failure - Communications & Electrical, Infrastructure Failure - Water Systems, Severe Weather - Summer, and Severe Weather - Winter. Areas within Van Buren Township that are especially vulnerable to these hazards are: Tornados, winter weather hazards, thunderstorms, and accompanying high winds and ice storms. Additional hazards that have been identified as unique to Van Buren Township include: major transportation routes / means and hazardous material incidents.

42 sites that contain extremely hazardous materials are located in **Van Buren Township**. Facility owners have reported the types of hazardous materials that are stored on-site, as required by the Emergency Planning and Community Right-To-Know Act (EPCRA). Pursuant to SARA Title III requirements, off-site emergency response plans have been developed by the Local Emergency Planning Committee (LEPC) to prepare fire departments for responding to the release of the specific hazardous materials on these sites.

E. Relationship between municipality and County Emergency Management Program:

Emergency management and response are primarily local responsibilities. However, disasters and emergencies might exhaust the resources and capabilities of local governments. Therefore, **Van Buren Township** has chosen to incorporate into the **Wayne County Emergency Management Program**. To coordinate emergency management related matters with the County Emergency Management Program, the **Van Buren Township** has appointed the **Fire Chief** to serve as the Emergency Management Liaison. The Emergency Management Liaison facilitates communication and coordination between **Van Buren Township** and county, and is the local point of contact for the County Emergency Management Coordinator (EMC).

Planning Assumptions

- A. The proper implementation of this plan will result in saved lives, incident stabilization, and property protection in **Van Buren Township**.
- B. Some incidents occur with enough warning that necessary notification can be issued to ensure the appropriate level of preparation. Other incidents occur with no advanced warning.
- C. Depending upon the severity and magnitude of the situation, local resources may not be adequate to deal with an incident. It may be necessary to request assistance through volunteer organizations, the private sector, mutual aid agreements (MAAs)/memorandums of understanding (MOUs), and/or county, state and federal sources. When provided, these will supplement, not substitute for, relief provided by local jurisdictions.
- D. All emergency response agencies within **Van Buren Township** that have been tasked in the plan are considered to be available to respond to emergency incidents. Agencies will work to save lives, protect property, relieve human suffering, sustain survivors, stabilize the incident, repair essential facilities, restore services and protect the environment.
- E. When a jurisdiction receives a request to assist another jurisdiction, reasonable actions will be taken to provide the assistance as requested.
- F. Emergency planning is a work-in-progress; the Support EOP is consistently reviewed and updated.
- G. During an emergency or disaster, parts of the plan may need to be improvised or modified, if necessary, based on the situation.

Concept of Operations

- A. Activation of the Support EOP and declaration of a local state of emergency:

When a threat is perceived, the Emergency Management Liaison activates this Support EOP and the local Emergency Operations Center (EOC) to facilitate activities that ensure the safety of people, property and environment. Pursuant to 1976 PA 390, as amended, the **township supervisor** may declare a local state of emergency for **Van Buren Township** if circumstances indicate that the occurrence or threat of widespread or severe damage, injury, or loss of life or

property exist. In the absence of the township supervisor, pursuant to local legislation, the township clerk or township treasurer is authorized to declare a local state of emergency. Upon a local declaration, PA 390 authorizes the township supervisor to issue directives as to travel restrictions on local roads. To facilitate activities that ensure the safety of people, property and environment, a local declaration also activates this Support EOP and the municipal Emergency Operations Center (EOC). A local state of emergency shall not be continued or renewed for a period in excess of seven days except with the consent of the governing body of the municipality.

1. The Emergency Management Liaison will perceive the threat, assess the hazard and ensure that municipal emergency response agencies, elected officials and County EMC are notified of the situation.
2. Municipal agencies assess the nature and scope of the emergency or disaster.
3. If the situation can be handled locally, the following guidelines are used:
 - a. The Emergency Management Liaison advises the CEO and coordinates all local emergency response actions.
 - b. The Emergency Management liaison activates the EOC. The EOC is located at 46425 Tyler Road: Van Buren Township, MI 48111. If this location is unavailable, the alternate EOC location is 7981 Belleville Road: Van Buren Township, MI 48111
 - c. The CEO declares a local state of emergency. The Emergency Management Liaison notifies the County EMC and forwards the declaration to the County Emergency Management Program.
 - d. Emergency Response Agencies are notified by the Emergency Management Liaison to report to the EOC through cell phone notification and email.
 - e. The CEO directs departments/agencies to respond to the emergency in accordance with the guidelines outlined in this plan and its annexes, and issues directives as to protective actions and travel restrictions on local roads.
 - f. The Emergency Management Liaison keeps the County EMC informed of the situation and actions taken.
4. If the emergency is beyond local control, municipal resources become exhausted, or special resources are needed, county assistance is requested through the County EMC.
5. If county assistance is requested, the County EMC assesses the situation and makes recommendations on the type and level of assistance. The county will also take the following steps:
 - a. Activate County EOC and EOP
 - b. Respond with county resources
 - c. Activate MAA/MOUs to supplement county resources
 - d. Notify MSP/EMSHD District Coordinator

- e. Make available incident information to MSP/EMSHD and statewide agencies via the Michigan Critical Incident Management System (MI CIMS) online platform, by submitting and maintaining applicable MI CIMS boards and logs.
6. If county resources and capabilities are exhausted, the county requests the Governor to declare a State of Emergency or State of Disaster in accordance with procedures set forth in 1976 PA 390, as amended. If the emergency occurs solely within the confines of the municipality, the county shall not request state assistance or the Declaration of a State of Disaster or Emergency unless requested to do so by the municipal CEO.

Organization and Assignment of Responsibilities

A. Emergency Management Organization:

1. The **Van Buren Township** emergency management organization is comprised of agencies and departments that are responsible for conducting activities in response to emergencies within the community. To facilitate an effective emergency response, these departments have been assigned to nine specific emergency functions. All agencies are responsible for implementing pre-Disaster activities to prevent, mitigate and prepare for the various hazards that the community is vulnerable to. These activities include awareness training and public education, exercising, preparing Standard Operating Procedures (SOPs) and job aides, hygienic practices to prevent spreading of infectious diseases, stockpiling equipment regulating land-use, etc.
2. The following table lists the established emergency support functions, assigned agencies, primary points of contact, and phone numbers.

Function	Agency	Primary Contact	Phone
Direction, Control and Coordination	VBТ Supervisor's Office	Kevin McNamara	734-699-8910
Communications and Warning	Van Buren Public Safety	Louis Keele	734-699-8930
Damage Assessment	VBТ Assessing Office	Jennifer Stamper	734-699-8946
Fire Services	Van Buren Public Safety	D. McNally	734-699-8930
Mass Care, Emergency Assistance, Housing, and Human Services	Van Buren Public Safety	D. McNally	734-699-8930
Public Health and Medical Services	Van Buren Public Safety	D. McNally	734-699-8930
Public Information	VBТ Supervisor's Office	Kevin McNamara	734-699-8910
Public Safety	Van Buren Public Safety	J. Wright	734-699-8930
Public Works	VBТ Public Services	Larry Luckett	734-699-8925

3. The following table lists the alternates designated to represent the emergency functions.

Agency	1 st Alternate	2 nd Alternate

4. **Van Buren Township** maintains 2 fulltime departments. All departments contribute to the safety and welfare of the community. Each department employs qualified emergency personnel and maintains equipment that can be used in emergency response. A list of resources available for utilization during incidents can be requested through the Emergency Management Liaison. If resource needs exceed the capabilities of the community, the CEO may activate MAA/MOUs and pre-disaster contracts, or it may become necessary to request county assistance.

B. Responsibilities:

1. The following responsibilities have been assigned to each organization that has been assigned responsibility in this plan:
 - a. Assist in the development, review and maintenance of Support EOP and County EOP.
 - b. Report to the local EOC when activated for scheduled exercises or emergencies.
 - c. Build capabilities and develop/maintain SOPs for specific functions or actions identified in the plan. Continuously review and update procedures.
 - d. Maintain a list of resources available through the departments.
 - e. Establish MAA/MOUs and contracts with other jurisdictions and organizations to supplement municipal resources.
 - f. Activate MAA/MOUs and contracts with other organizations to supplement response activities when local resources become exhausted.
 - g. Train personnel in emergency management functions and NIMS/ICS concepts.
 - h. Protect vital records and other resources deemed essential for continuing government functions and each agency's emergency operations in accordance to procedures and policies.
 - i. Ensure compliance with this plan and the County EOP, and any pertinent procedures and documents that impact the provision of emergency services in the municipality.
2. The annexes attached to this plan further describe nine emergency support functions and their associated responsibilities in mitigation, preparedness, prevention, response and recovery. Annexes include the organizations that are responsible for carrying out the emergency functions, and assign tasks associated with each function.

ANNEXES

The annexes attached to the Basic Plan describe all-hazard functions and include the roles and responsibilities that each responsible agency should consider during an emergency for which the Support EOP has been activated. Each annex contains: the agencies responsible for carrying out a function, their assigned tasks, and the concept of operations.

The annexes attached to this plan include the following functions:

Annex A, Direction, Control, and Coordination

Annex B, Damage Assessment

Annex C, Communications and Warning

Annex D, Fire Services

Annex E, Mass Care, Emergency Assistance, Housing, and Human Services

Annex F, Public Health and Medical Services

Annex G, Public Information

Annex H, Public Safety

Annex I, Public Works

ANNEX A

DIRECTION, CONTROL, AND COORDINATION

The Direction, Control, and Coordination function is responsible for the activation, organization and operation of the local EOC, the facilitation of incident management, response, and recovery efforts, and coordination with the County Emergency Management Program.

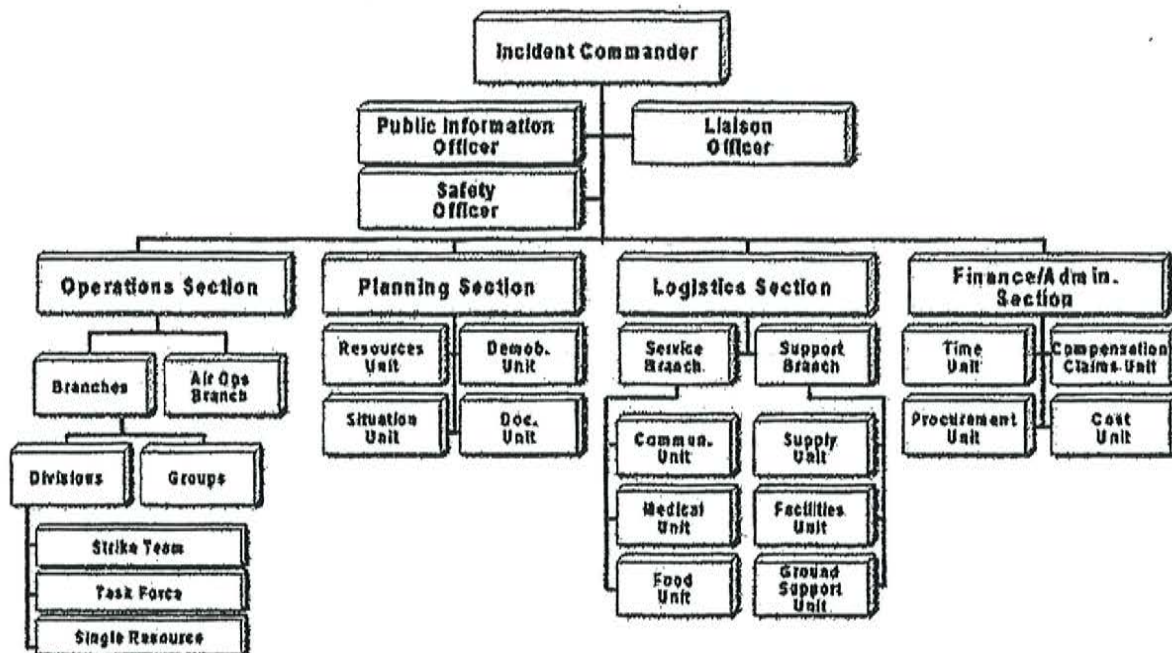
Direction, Control, and Coordination officials will maintain liaison and coordinate emergency management and response activities with the Direction, Control and Coordination function at the county level. This annex relates to the annex(es) in the Wayne County EOP/EAG.

Responsible Agency: Executive Office

Direction, Control, and Coordination Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the agency to staff the EOC and implement the plan.
	EOC Operations
	Activate the EOC and ensure that appropriate staff is notified.
	Establish a system of coordination, such as ICS (see Figure 1) within the EOC. (Field operations at the ICP are required to utilize ICS.)
	Maintain administrative materials for the EOC, i.e., pencils, paper, maps, and status boards.
	Ensure copies of the Support EOP and EOC SOPs are available to EOC staff.
	Coordinate with law enforcement officials for EOC security.
	Local Authority
	Direct and coordinate response activities in accordance with this plan, including prioritizing allocation of scarce resources.
	Relieve jurisdiction employees of normal duties and temporarily reassign them to emergency duties, and employ temporary workers, as necessary.
	Declare a local state of emergency.
	Issue directives as to travel restrictions on municipal roads.
	Recommend appropriate protective measures to ensure the health and safety of people and property.
	Assistance to Other Agencies
	Advise the County Emergency Management Coordinator of the situation and maintain liaison with the County Emergency Management Program.
	Establish communications with and provide support to the Incident Command Post (ICP).
	Provide frequent staff briefings and ensure all groups function as planned.
	Inform legislative body of measures taken.
	Review and authorize the release of information to the public through the Public Information Officer (PIO).
	Logistics
	Ensure all resources are made available for response.
	Formulate specific assistance requests to adjacent jurisdictions and the County.
	Activate MAA/MOUs and contracts with other jurisdictions and organizations.
	Provide aid to other communities as provided for in MAA/MOUs.
	Ensure staff maintains logs of actions taken and financial records.

Figure 1. ICS Incident Management Structure



DIRECTION, CONTROL AND COORDINATION

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT
Van Bure Township	Township Supervisor

The line of succession for the EOC for representing the Direction, Control, and Coordination function during a response to an emergency or disaster is:

TITLE	AGENCY
Township Supervisor	Van Buren Township
Fire Chief	Van Buren Fire Department
Deputy Fire Chief	Van Buren Fire Department

The line of succession for the Emergency Management Liaison for representing the Direction, Control, and Coordination function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Township Supervisor	Van Buren Township
Fire Chief	Van Buren Fire Department
Deputy Fire Chief	Van Buren Fire Department

The CEO and Emergency Management Liaison are responsible for reporting or delegating an individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Direction, Control, and Coordination function.

SIGNATURE OF CHIEF EXECUTIVE OFFICIAL	DATE
	10/3/2023

SIGNATURE OF EMERGENCY MANAGEMENT LIAISON	DATE
	10-3-23

ANNEX B

COMMUNICATIONS AND WARNING

The Communications and Warning function is responsible for alerting and notification of key officials, receiving and disseminating warning and critical emergency information to the public, and the establishment, maintenance, and coordination of communication protocols and links between the EOC and other incident facilities.

The Communications and Warning Official will maintain liaison and coordinate emergency management and response activities with the Communications and Warning functions at the county level. This annex relates to the annex(es) in the Wayne County EOP/EAG.

Responsible Agency: **Van Buren Township 911 Dispatch Center**

Communications and Warning Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the agency to staff the EOC and implement the plan.
	Communication Links
	Ensure lines of communication have been established between all agencies represented in the local EOC, their department offices and their staff at the incident site. Available channels for establishing communications includes 800 MHz: 82VBPD1, 82VBFD1, 82VBCOM, State Event Channels.
	Coordinate communications between municipal and County EOC. Available channels for establishing communications include 800 MHz: 82VBPD1, 82VBFD1, 82VBCOM, State Event Channels.
	Establish communications links with the adjacent communities and higher levels of government.
	Coordinate warning frequencies and procedures with adjacent communities and other government agencies.
	Disaster Warning and Information
	Activate public warning systems when instructed to do so by the CEO or Emergency Management Liaison. Warning methods include Emergency Alert Sirens, Cable Access Channel VB12, NIXLE system, Township Website & Social Media sites, and local media outlets.
	Ensure that warning messages received through the Law Enforcement Information Network (LEIN), National Warning System (NAWAS), Emergency Alert System (EAS), local weather spotters, or other verifiable means are issued in a timely manner.
	Determine which facilities are endangered by the incident and contact those facilities. Ensure they are contacted when protective actions are rescinded.
	Notify special locations (e.g., schools, hospitals, nursing homes, major industries, institutions, and places of public assembly).
	Ensure that public warning systems provide notification to residents with Access and Functional Needs, such as the elderly, hearing impaired, non-English speakers, individuals with mobility limitations, etc.
	Official Notification
	Ensure that all necessary officials have been notified and/or updated about the incident.
	Notify neighboring jurisdictions of impending hazard or hazardous situations when instructed to do so by Chief Executive Official or Emergency Management Liaison.

COMMUNICATIONS AND WARNING

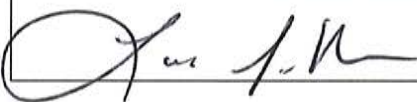
The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT
Van Buren Public Safety	Supervisor of 911 Communications

The list of succession for representing the Communications and Warning function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Police Chief	Van Buren Public Safety
Deputy Police Chief	Van Buren Public Safety
Sgt. Keele	Van Buren Public Safety

The **Police Chief** is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Communications and Warning Function.

SIGNATURE OF COMMUNICATIONS AND WARNING OFFICIAL	DATE
	10-4-23

ANNEX C

DAMAGE ASSESSMENT

The Damage Assessment (DA) function is concerned with the process of documenting damage from emergencies in the community. Information gathered may be used to determine the extent of damage and impact on the community resulting from an incident to justify future federal funding, declarations of emergency, and disaster proclamations. An accurate damage assessment is a necessary part of the recovery phase and determines qualification for state and federal disaster aid.

The Damage Assessment Official will maintain liaison and coordinate emergency management and response activities with the DA function at the county level. This annex relates to the annex(es) in the (Wayne County EOP/EAG).

Responsible Agency: Assessing Office

Damage Assessment Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the agency to staff the EOC and implement the plan.
	Damage Assessment
	Maintain current list of DA field team members.
	Maintain damage assessment field team supplies for contingency purposes, i.e., MSP/EMSHD Pub 901 Michigan Damage Assessment Handbook, blank forms, flashlights, cameras, pencils paper, maps, etc.
	Activate DA field teams.
	Collect both public and private damage assessment information.
	Record initial information on damages from first responders.
	Augment DA field teams, as the situation dictates.
	Dissemination of DA Information
	Provide an initial DA to EOC staff.
	Provide and verify DA information to the CEO and, if necessary, assist in preparation of a local state of emergency declaration.
	Prominently display DA information in the EOC, including maps, situation updates and assessment data.
	Provide the PIO with current DA information for release to the public.
	Provide DA data to the Emergency Management Liaison. The Emergency Management Liaison will forward information to the County Emergency Management Program for submission in MI CIMS.
	Logistics
	Maintain a status list of requested resources.
	Compile and maintain a record of expenditures for personnel, equipment, supplies, etc.

DAMAGE ASSESSMENT

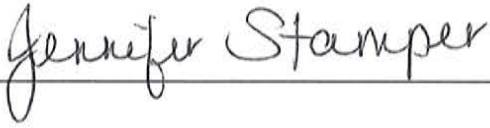
The following agency is responsible for this annex:

AGENCY	TITLE
Van Buren Township	Assessing Director

The line of succession for representing the DA function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Assessing Director	Van Buren Township
Residential Appraiser	Van Buren Township
Assessor/Appraiser	Van Buren Township

Assessing Director is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the DA function.

SIGNATURE OF DAMAGE ASSESSMENT OFFICIAL	DATE
	10-4-23

ANNEX D

FIRE SERVICES

The Fire Services function is concerned with detecting and suppressing wild land, rural, and urban fires and any of these that result from, or occur coincidentally with, an incident response.

The Fire Services Official will maintain liaison and coordinate emergency management and response activities with the Fire Services function at the county level. This annex relates to the annex(es) in the Wayne County EOP/EAG.

Responsible Agency: Van Buren Fire Department

Fire Services Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the agency to staff the EOC and implement the plan.
	Response Activities
	Coordinate fire response and search and rescue activities with appropriate personnel at the County Emergency Management Program, including assistance to regional special teams such as Regional Response Teams, Michigan Urban Search and Rescue (MUSAR), bomb squads, etc.
	Respond to hazardous materials spills.
	Coordinate with the County EMC and the State of Michigan in the decontamination of affected citizens and emergency workers after exposure to CBRNE hazards.
	Assist in searching for bombs and explosive devices in connection with terrorism or weapons of mass destruction (WMD) events.
	Assistance to Other Agencies
	Advise EOC staff about fire and rescue activities.
	Provide communications and other logistical supplies, as needed.
	Assist with evacuations.
	Assist in damage assessment operations.
	Assist in warning the population. Loud speakers on fire vehicles or door-to-door warning may be utilized.
	Assist in salvage operations and debris clearance.

FIRE SERVICES


The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT
Van Buren Public Safety	Fire Chief

The line of succession for representing the Fire Services function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Fire Chief	Van Buren Public Safety
Deputy Fire Chief	Van Buren Public Safety
Full-time Captain	Van Buren Public Safety

The **Fire Chief** is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Fire Services functions.

SIGNATURE OF FIRE SERVICES OFFICIAL	DATE
	10-3-23

ANNEX E

MASS CARE, EMERGENCY ASSISTANCE, HOUSING, AND HUMAN SERVICES

This function is concerned with issues related to the provision of mass care, emergency assistance, housing, and human services to disaster survivors, including those that require FNSS, throughout the prevention, preparedness, mitigation, response, and recovery phases of disasters and emergencies.

The Mass Care, Emergency Assistance, Housing, and Human Services Official will maintain liaison and coordinate emergency management and response activities with the Mass Care functions at the county level. This annex relates to the annex(es) in the Wayne County EOP/ EAG.

Responsible Agency: Department of Public Safety

Mass Care, Emergency Assistance, Housing, and Human Services Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the agency to staff the EOC and implement the plan.
	Disaster-related Needs
	Coordinate activities of municipal departments that provide mass care and human services.
	Coordinate with the County Emergency Management Program, the American Red Cross (ARC) and other agencies to distribute food, water, and clothing, and meet other basic needs of disaster survivors and emergency responders.
	Coordinate to provide transportation for disaster survivors and emergency responders.
	Arrange for the provision of crisis counseling to disaster survivors and emergency responders.
	Coordinate procedures for the tracking of family members and reunification of families.
	Identify and account for personal property that may be lost during a disaster.
	Coordinate with the County EOC to establish procedures for the registration and management of volunteers and donations.
	Coordinate with agencies in the community that work with individuals with access and functional needs to ensure disaster related needs are met.
	Protective Action
	Coordinate the provision of transportation for evacuation.
	Provide staff and resources to manage open shelters.
	Coordinate care for individuals at shelters and for those who have been sheltered-in-place.
	Determine whether shelters must be opened long or short-term.
	Provide guidance/policies for the care of household pets that are brought to shelters by evacuees (only service animals are allowed into ARC shelters).
	Pre-identified shelter locations include: <u>Van Buren Public Schools and Buren Township Recreation Center</u> .

MASS CARE, EMERGENCY ASSISTANCE, HOUSING, AND HUMAN SERVICES


The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT
Van Buren Public Safety	Fire Chief

The line of succession for representing the Mass Care, Emergency Assistance, Housing, and Human Services function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Fire Chief	Van Buren Public Safety
Deputy Fire Chief	Van Buren Public Safety
Police Chief	Van Buren Public Safety

Department of Public Safety is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Mass Care, Emergency Assistance, Housing, and Humane Services function.

SIGNATURE OF MASS CARE, EMERGENCY ASSISTANCE, HOUSING, AND HUMAN SERVICES OFFICIAL	DATE
 David M. Kelly TB	10-3-23

ANNEX F

PUBLIC HEALTH AND MEDICAL SERVICES

The Public Health and Medical Services function is responsible for assessing public health and medical needs, health surveillance, and provision of medical care personnel, supplies and equipment.

The Public Health and Medical Services Official will maintain liaison and coordinate emergency management and response activities with the Public Health and Medical Services function at the county level. This annex relates to the annex(es) in the Wayne County EOP/ EAG.

Responsible Agency: **Van Buren Fire Department**

Public Health and Medical Services Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the agency to staff the EOC and implement the plan.
	Patient Care
	Coordinate with medical providers and shelter managers to staff medical personnel at shelters.
	Identify the transportation resources and personnel needs to transport disaster survivors to temporary care shelters.
	Provide transportation of patients and assist hospitals with transfer of patients.
	Ensure identification and notification of disaster survivors and emergency responders in need of crisis counseling and/or debriefing.
	Coordinate the monitoring of disaster survivors and emergency responders for exposure to chemical, radiological, or biological contaminants, and assist in their documentation.
	Public Health
	If necessary, identify a site for a temporary morgue. NOTE: The medical examiner is responsible for identifying the deceased. Law enforcement and EMS may provide additional support in collecting and transporting.
	Assist with animal and pet control and support the County Animal Control Unit in the quarantine and disposal of diseased animals.

PUBLIC HEALTH AND MEDICAL SERVICES


The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT
Van Buren Public Safety	Fire Chief

The line of succession for representing the Public Health and Medical Services function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Fire Chief	Van Buren Public Safety
Deputy Fire Chief	Van Buren Public Safety
FF. Walter	Van Buren Public Safety

Department of Public Safety – Fire Chief is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Public Health and Medical Services function.

SIGNATURE OF HEALTH AND MEDICAL OFFICIAL	DATE
	10-3-23

ANNEX G

PUBLIC INFORMATION

The Public Information function ensures accurate, coordinated, timely, and accessible information is disseminated to governments, media, the general public, and the private sector throughout the prevention, preparedness, mitigation, response, and recovery phases of disasters and emergencies.

The Public Information Official will maintain liaison and coordinate emergency management and response activities with the Public Information function at the county level. This annex relates to the annex(es) in the Wayne County EOP/ EAG.

Responsible Agency: **Van Buren Township Supervisor's Office**

Public Information Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the agency to staff the EOC and implement the plan.
	Pre-disaster Public Education
	Assist the Emergency Management Liaison in developing educational materials on the hazards facing the community and explaining what people can do to protect themselves to recover from incidents.
	Ensure that written materials are developed for non-English speaking individuals or other who require FNSS.
	Disaster Warning and Information
	Develop and release updated EAS messages based on incoming information.
	Document which EAS messages have been delivered over radio and television.
	Ensure that accurate information is disseminated describing such items as the locations of shelters, missing persons information hotline, volunteer hotline, rumor control hotline, etc.
	Distribute prepared public educational materials.
	Media Coordination
	Establish and maintain contact with the EOC and/or the ICP.
	Prepare press releases and ensure that all press releases and official information is reviewed by the Police Chief and Township Supervisor .
	Verify that information is accurate before releasing it to the media.
	Schedule media briefings.
	Establish a Public Information Center as the central point from which municipal news releases are issued at Van Buren Township Hall .
	Assist the County in establishing a Joint Information Center (JIC, the JIC can be used by agency representatives for releasing information to the news media).
	Coordinate public information activities with the County PIO and the JIC.
	Schedule interviews between the CEO and media agencies.
	Monitor all forms of media, both traditional and social, for rumors, and address the rumors as soon as possible.

PUBLIC INFORMATION


The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT
Van Buren Township	Township Supervisor

The line of succession for representing the Public Information function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Township Supervisor	Van Buren Township
Fire Chief	Van Buren Public Safety
Police Chief	Van Buren Public Safety

The Township Supervisor is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Public Information function.

SIGNATURE OF PUBLIC INFORMATION OFFICIAL	DATE
	10/3/2023

ANNEX H

PUBLIC SAFETY

The Public Safety function is concerned to ensuring the safety of all citizens, maintaining law and order, protecting public and private property and providing protection for essential industries, supplies and facilities.

The Public Safety Official will maintain liaison and coordinate emergency management and response activities with the Public Safety function at the county level. This annex relates to the annex(es) in the Wayne County EOP/ EAG.

Responsible Agency: Van Buren Police Department

Public Safety Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the agency to staff the EOC and implement the plan.
	Response Activities
	Provide security and access control at critical facilities and incident sites.
	Implement any curfews ordered by the governor or CEO.
	Enforce evacuation orders and assist in evacuations.
	Ensure prisons and jails are notified of potential threat and determine whether proper safety and security precautions are being taken.
	Implement urban search and rescue capabilities, including animals.
	Investigate incident and provide intelligence information to county, state and federal officials.
	Transportation
	Secure unusable roads. (Use Fire Services and Public Works for support, if necessary).
	Identify routes that need barricades and signs. Request necessary assistance from Public Works.
	Ensure vehicles on evacuation routes are removed. If necessary, request that Public Works agencies move vehicles off the road. Maintain record of where vehicles are being taken.
	Coordinate with the Road Commission or Public Works in rerouting traffic and putting the appropriate signs in place.
	Assistance to Other Agencies
	Assist Warning function in warning the public, when necessary.
	Assist the medical examiner with mortuary services.
	Assist families isolated by the effects of the disaster.

PUBLIC SAFETY


The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT
Van Buren Public Safety	Police Chief

The line of succession for representing the Public Safety function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Police Chief	Van Buren Public Safety
Deputy Police Chief	Van Buren Public Safety
Lieutenant	Van Buren Public Safety

The Chief of Police is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Public Safety function.

SIGNATURE OF PUBLIC SAFETY OFFICIAL	DATE
	10-03-2023

ANNEX I

PUBLIC WORKS

The Public Works function is responsible for conducting pre- and post-incident assessments, ensuring critical services are met through existing contracts, providing technical assistance and engineering expertise and construction management, providing emergency repair of damaged public infrastructure and critical facilities, and the clearing of debris from public roads.

The Public Works Official will maintain liaison and coordinate emergency management and response activities with the Public Works function at the county level. This annex relates to the annex(es) in the Wayne County EOP/ EAG.

Responsible Agency: Van Buren Department of Public Works

Public Works Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the agency to staff the EOC and implement the plan.
	Response Activities
	Coordinate debris removal activities.
	Coordinate activities designed to control the flow of floodwater.
	Damage Assessment
	Provide engineering expertise to inspect public structures and determine if they are safe to use.
	Provide DA information for roads, bridges, buildings, infrastructure, etc. to DA function.
	Transportation
	Provide barricades and signs for road closures and boundary identification (to include activating MAA/MOUs if additional barricades are needed).
	Provide technical expertise in road weight limits, road capacity, etc., to determine whether evacuation routes are adequate for traffic flow.
	Notify law enforcement of the location(s) of disable vehicles.
	Contact appropriate Michigan Department of Transportation (MDOT) and county transportation officials to request travel restrictions on state and county roads, if necessary.
	Assistance to Other Agencies
	Assist in identifying access control areas.
	Assist with urban search and rescue activities, if necessary.
	Maintain contact with local utilities to determine the extent and cause of damage and outages. Report this information and restoration schedules to EOC staff.
	Coordinate with utility companies in the restoration of essential services.
	Logistics
	Provide vehicles and personnel to transport essential goods, such as food and medical supplies, when directed by the EOC staff.
	In conjunction with public health, help identify sources of potable water.
	Assist in identifying and obtaining the appropriate construction equipment to support disaster response and recovery operations.
	Provide emergency generators and lighting.

PUBLIC WORKS


The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT
VB T Public Services	Director

The line of succession for representing the Public Works function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Director of Public Services	VB T Public Services
Water & Sewer Superintendent	VB T Public Services
Building & Grounds superintendent	VB T Public Services

Director of Public Services is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Public Works function.

SIGNATURE OF PUBLIC WORKS OFFICIAL	DATE
	10/3/23



Charter Township of Van Buren

Request for Board Action

Agenda Item #: 1
Public Hearing Date: 10/3/23
Board Meeting Date: 10/17/23

Consent Agenda ☐ New Business ☒ Unfinished Business ☐ Public Hearing ☒ Presentation ☐

Item (Subject)	Adoption of the Annual Budget Resolution 2023-27: 2023 Amended & 2024 Proposed General Fund Budget and Resolution 2023-24:Salary Schedule
Department	Supervisor's Office
Presenter(s)	Supervisor McNamara, Deputy Supervisor Selman
Phone Number	734-699-8910
Individuals in Attendance (Other than presenter)	

Agenda topic

Action Requested	
To consider approval Adoption of the Annual Budget:	
1. Resolution 2023-27: 2023 Amended & 2024 Proposed General Fund Budget	
2. Resolution 2023-24:Salary Schedule	
Background – (Supporting and reference Data, Include attachments)	
Attached is the Annual Budget Resolution 2023-27: 2023 Amended & 2024 Proposed General Fund Budget and Resolution 2023-24:Salary Schedule.	
As is customary. budget approval is in sequence with the attached directives.	
Budget Implication	
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	<u>Kevin McNamara</u>



VAN BUREN CHARTER TOWNSHIP

46425 Tyler Road,
Van Buren Twp, MI 48111

September 26, 2023

From: Kevin McNamara, Supervisor
To: Board of Trustees

RE: Final 2023 Amended/2024 Proposed General Fund Budget & 2024 Salary Schedule

Attached for your review is the 2023 Amended/2024 Proposed General Fund Budget.
Includes Appendices

1. Resolution 2023-24: 2024 Salary Schedule

As you consider the 2023 Amended/2024 Proposed General Fund Budget. Please note the customary budget directives which states:

- A. Revenue in excess of those noted shall be dedicated to fund balance.
- B. Fiscal year line items, which are not expensed, shall revert to net income.
- C. Approval of appendices noted above as part of the General Fund Budget.
- D. Revenue as "Tax Administration Fee" is to continue as in past practice. The allocated millage for Township Operations 7.2463 represents .8935 for Township Operations and 6.3528 for Public Safety.
- E. Adoption by department total.
- F. Approval of Resolution 2023-27: General Fund 2023 Amended Budget supersedes any prior Resolution.

2024 Salary Schedule

	DUE 1/1/2024
Supervisor	\$ 107,329.00
Clerk	\$ 103,095.00
Treasurer	\$ 103,095.00
Trustees	\$ 19,733.00
Deputy Supervisor	\$ 94,083.00
Confidential Admin Assistant, Supervisor/Assessing	\$ 65,000.00
Director of Community Services	\$ 100,940.00
Residential Appraiser	\$ 72,100.00
Deputy Clerk	\$ 94,083.00
Deputy Treasurer	\$ 100,083.00
HR Director	\$ 90,125.00
Deputy Police Chief	\$ 109,273.00
Police Chief	\$ 120,200.00
Fire Chief	\$ 109,273.00
Public Safety Administrator	\$ 66,950.00
Director of Public Services	\$ 92,881.00
Director of Parks	\$ 68,841.00
Director of Municipal Services	\$ 100,940.00
Planning/Economic Dev. Director	\$ 95,481.00
W/S Director	\$ 103,000.00
W/S Superintendent	\$ 79,768.00
B & G Superintendent	\$ 79,768.00
Acct. Coordinator	\$ 82,615.00
Recreation Director	\$ 68,841.00
IT Director	\$ 94,303.00
PS IT Coordinator	\$ 77,367.00
W/S GIS Coordinator	\$ 76,490.00
Community Services Programmer (2) Seniors, Recreation (proposed)	\$ 57,142.00
Communications Specialist (2)	\$ 71,026.00
Elections Specialist	\$ 59,432.00
Treasury Specialist	\$ 59,432.00
Network Administrator	\$ 82,750.00
Desktop Technician	\$ 53,045.00
Dept. Fire Chief / Fire Marshal	\$ 98,345.00
Deputy Director of Community Services	\$ 79,768.00
DDA Director	\$ 82,400.00
Community Center Facility Coordinator (proposed)	\$ 57,142.00

Charter Township of Van Buren						
General Fund Budget						
				2023	2023	2024
		2021	2022	ORIGINAL	AMENDED	Requested
		<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>
101-000-403-000	Current Property Tax	901,727.53	926,023.79	990,000.00	990,000.00	1,065,500.00
101-000-412-000	Delinquent Per. Property Tax	1,603.94	3,419.74	3,500.00	3,500.00	3,500.00
101-000-428-000	Public Safety Revenue	6,406,873.09	6,609,062.77	7,050,000.00	7,050,000.00	7,577,000.00
101-000-434-000	Trailer Fees	8,871.00	8,614.00	8,500.00	8,500.00	8,500.00
101-000-445-000	Interest & Penalties	6,378.22	7,697.41	6,500.00	6,500.00	6,500.00
101-000-447-000	Property Tax Admin Fee	534,752.01	561,360.66	530,000.00	560,000.00	575,000.00
101-000-451-000	Special Assessments	183,488.66	188,977.78	180,000.00	190,000.00	195,000.00
101-000-478-000	Electrical Permits	249,618.00	231,692.00	175,000.00	200,000.00	175,000.00
101-000-479-000	Heating Permits	155,512.00	144,861.89	110,000.00	110,000.00	110,000.00
101-000-480-000	Plumbing Permits	73,206.00	67,780.00	50,000.00	80,000.00	50,000.00
101-000-481-001	Water/Sewer Line Inspections	95.00				
101-000-482-000	Tree Removal Permits	41,300.00				
101-000-483-000	Other Non-Bus. Lic. & Permits	5,580.00	4,955.00	7,500.00	6,000.00	6,000.00
101-000-484-000	Charges For Services & Fees	10,497.26	2,071.00	5,000.00	20,000.00	5,000.00
101-000-485-000	Planning/Engineering - Revenue	30,952.25	58,407.33	45,000.00	25,000.00	30,000.00
101-000-486-000	Sales Other, Zoning Books/maps	0.00	0.00	0.00	500.00	500.00
101-000-487-000	Building Permits	1,063,517.71	860,198.54	650,000.00	1,050,000.00	775,000.00
101-000-488-000	GIS Mapping Fee	1,300.00	900.00	1,000.00	1,000.00	1,000.00
101-000-489-000	PTA-Late Filing Fees	15,245.00	21,725.00	15,000.00	15,000.00	15,000.00
101-000-491-000	Tax Abatement App. Fees		2,400.00	1,500.00	1,500.00	1,500.00
101-000-528-000	Other Federal Grants				2,984,099.00	0.00
101-000-556-000	State Shared Rev.-Liquor Lic.	16,172.75	16,512.65	15,000.00	16,500.00	17,000.00
101-000-557-000	State Of Mi - Metro Authority	20,908.78	21,622.45	21,500.00	23,700.00	24,000.00
101-000-558-000	State Of MI - CVT	151,435.00	157,521.00	168,000.00	169,000.00	176,500.00
101-000-559-000	State of MI - Local Comm Stab Authority	228,439.46	203,197.24	200,000.00	200,000.00	200,000.00
101-000-560-000	State of MI - Coronavirus Relief Funds	204,083.43				
101-000-574-001	Srs-Sales Tax Constitutional	2,963,935.00	3,499,623.00	3,200,000.00	3,300,000.00	3,400,000.00
101-000-581-000	Recreation	200.00	700.00	1,000.00	1,000.00	
101-000-581-002	Recreation Summer Camp					70,000.00
101-000-582-000	Senior Citizens	7,437.00	10,330.35	8,000.00	10,000.00	
101-000-582-001	Senior Gift Shop	441.75	921.00	200.00	1,000.00	3,000.00
101-000-582-002	Senior Donations	2,461.46	688.30	1,000.00	1,000.00	1,000.00
101-000-583-000	911 Memorial Funds	107.64				

Charter Township of Van Buren						
General Fund Budget						
				2023	2023	2024
		2021	2022	ORIGINAL	AMENDED	Requested
		<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>
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101-000-584-000	Community Center Program Revenue					200,000.00
101-000-585000	Rental Revenue					15,000.00
101-000-586-000	Child Watch Revenue					5,000.00
101-000-587-000	Membership Revenue					20,000.00
101-000-601-000	Dog Licenses	2,986.00	3,348.00	2,750.00	3,000.00	3,000.00
101-000-602-000	U.S. Ecology Tipping Fees	932,104.94	776,537.93	750,000.00	800,000.00	800,000.00
101-000-603-000	Lake Maintenance-STs	95,556.57	25,129.53	75,000.00	20,000.00	54,000.00
101-000-620-000	FOIA & Copying Svs	3,299.60	3,015.00	3,000.00	3,000.00	3,000.00
101-000-628-000	Fire Department			500.00	0.00	0.00
101-000-628-001	Fire Dept. - Plan Review	1,994.00	4,800.00	5,000.00	6,000.00	6,000.00
101-000-629-000	Police Department	16,063.59	12,509.69	14,000.00	14,000.00	14,000.00
101-000-629-001	Police Department - Admin Fees	65.00	40.00	200.00	100.00	100.00
101-000-629-002	Police Dept. - Sex Offend Reg.	1,300.00	1,250.00	1,500.00	1,500.00	1,500.00
101-000-629-003	Police-Belleville Dispatch	188,860.36	193,581.84	198,421.00	198,421.00	203,382.00
101-000-629-004	Police - Gun Range	16,800.00	9,272.00	10,000.00	10,000.00	10,000.00
101-000-631-000	Grass Cutting/Weeds	16,557.24	19,748.61	15,000.00	15,000.00	15,000.00
101-000-642-000	Cemetery Lot Use	19,290.00	12,450.00	10,000.00	10,000.00	10,000.00
101-000-651-000	Park Use & Admissions	28,626.00	56,004.00	50,000.00	50,000.00	55,000.00
101-000-653-000	Cable TV "PEG" Fees	13,972.73	14,391.72	13,000.00	14,000.00	14,000.00
101-000-657-000	Fines & Costs	232,963.13	187,926.86	175,000.00	225,000.00	225,000.00
101-000-659-000	Telecommunication	70,606.96	58,223.34	75,000.00	70,000.00	70,000.00
101-000-660-000	Cable TV Franchise Fees	358,022.96	349,147.59	350,000.00	350,000.00	350,000.00
101-000-665-000	Interest Earned On Deposits	49,847.44	210,819.36	125,000.00	500,000.00	400,000.00
101-000-673-000	Sale Of Fixed Assets	56,122.40	12,152.00	10,000.00	220,000.00	10,000.00
101-000-674-001	WM Cultural Donation	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
101-000-675-000	Transfer From Landfill Fund	2,300,000.00	2,300,000.00	2,300,000.00	2,300,000.00	6,050,000.00
101-000-675-001	Transfer From 911 Fund	160,000.00	160,000.00	160,000.00	160,000.00	160,000.00

Charter Township of Van Buren						
General Fund Budget						
				2023	2023	2024
		2021	2022	ORIGINAL	AMENDED	Requested
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET
101-000-676-000	Administrative Fees, Water	625,667.00	625,667.00	625,667.00	625,667.00	625,667.00
101-000-677-000	Opioid Settlement Proceeds		34,411.21		10,000.00	10,000.00
101-000-680-000	Miscellaneous	8,576.93	4,941.42	7,500.00	7,500.00	7,500.00
101-000-681-000	Lot Splits/Address Changes	4,435.00	2,700.00	2,500.00	2,500.00	2,500.00
101-000-686-000	MMRMA Insurance Rebate				420,000.00	420,000.00
101-000-696-000	Proceeds From Issuance Of Debt			6,809,201.00	6,900,000.00	0.00
101-000-697-000	Bond Premium				159,657.15	0.00
TOTAL REVENUES		18,504,857.79	18,704,330.00	25,246,439.00	30,134,144.15	24,266,149.00
TOTAL EXPENDITURES		18,222,997.19	23,621,947.36	29,890,433.96	32,580,153.52	24,246,045.27
NET CHANGE IN FUND BALANCE		281,860.60	(4,917,617.36)	(4,643,994.96)	(2,446,009.37)	20,103.73
General Fund Balance:						
Beginning Fund Balance		8,533,188.21	8,815,048.81	3,897,431.45	3,897,431.45	1,451,422.08
Net Change in Fund Balance		281,860.60	(4,917,617.36)	(4,643,994.96)	(2,446,009.37)	20,103.73
Ending Fund Balance		8,815,048.81	3,897,431.45	(746,563.51)	1,451,422.08	1,471,525.81
% of Operating Expenses		48%	16%	-2%	4%	6%
Combined General and Landfill Fund Balances:						
General Fund Balance		8,815,048.81	3,897,431.45	(746,563.51)	1,451,422.08	1,471,525.81
Landfill Fund Balance		9,466,674.00	11,184,545.00	12,104,045.00	11,153,308.00	12,258,402.00
Combined Fund Balances		18,281,722.81	15,081,976.45	11,357,481.49	12,604,730.08	13,729,927.81
% of General Fund Operating Expenses		100%	64%	38%	39%	57%

Charter Township of Van Buren						
General Fund Budget						
				2023	2023	2024
		2021	2022	ORIGINAL	AMENDED	Requested
		<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>
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<u>EXPENDITURES:</u>						
Dept 000						
101-000-998-001	Loss on Investment		413,619.90			
TOTAL		-	413,619.90	-	-	-
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Dept 101 - Township Board						
101-101-702-000	Township Board Salaries	72,571.66	70,731.24	74,400.00	74,400.00	78,932.00
101-101-719-000	Allocated Fringes	35,123.76	40,426.18	41,367.00	41,367.00	42,717.00
101-101-810-000	Memberships & Dues	13,462.00	14,592.59	13,000.00	15,135.00	14,000.00
101-101-819-000	Contracted Services				24,000.00	24,000.00
101-101-860-000	Transportation		270.16	2,000.00	2,000.00	2,000.00
101-101-955-000	COVID-19 Expenses	47,725.01	14,516.78			
101-101-955-001	COVID-19 Grant		(41,047.02)			
101-101-956-000	Other	48,178.44	68,500.84	50,000.00	50,000.00	50,000.00
101-101-956-001	Donations - Employees/Volunteers	1,752.77	304.68			
101-101-957-000	Museum Contribution	33,645.00	66,663.00	66,663.00	66,663.00	66,663.00
101-101-958-000	Transfer, Retiree Health Care	125,000.00	125,000.00	125,000.00	125,000.00	125,000.00
TOTAL - Township Board		377,458.64	359,958.45	372,430.00	398,565.00	403,312.00
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Dept 171 - Supervisor Department						
101-171-702-000	Salary Of The Supervisor	96,459.62	98,222.02	101,168.00	104,203.00	107,329.00
101-171-703-000	Salary - Deputy Supervisor	80,630.43	90,239.46	88,683.00	95,658.00	94,083.00
101-171-703-003	LDFA Reimbursement	(2,000.00)	(2,000.00)	(2,000.00)	(2,000.00)	(2,000.00)
101-171-705-000	HR Director	81,096.94	81,538.38	87,500.00	91,706.00	90,125.00
101-171-705-001	HR Assistant Wages				6,000.00	35,800.00
101-171-706-000	Salary- Confidential Administrative Asst	23,798.20	27,800.82	30,000.00	31,442.00	32,500.00
101-171-707-000	REAL Wages	29,179.00	30,420.00			
101-171-707-001	REAL Wage Reimbursement	(31,411.21)	(34,207.78)			
101-171-719-000	Allocated Fringes	108,411.85	112,041.12	118,196.00	112,041.00	106,599.00
101-171-739-000	Human Resources Expenses		39,712.49	70,350.00	55,000.00	40,000.00
101-171-810-000	Memberships & Dues	503.00	687.00	700.00	724.00	1,000.00
101-171-860-000	Transportation	1,858.46	2,372.58	1,800.00	1,800.00	2,000.00

Charter Township of Van Buren						
General Fund Budget						
				2023	2023	2024
		2021	2022	ORIGINAL	AMENDED	Requested
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET
101-171-956-000	Other	4,888.83	4,388.50	5,000.00	5,000.00	5,000.00
101-171-956-001	REAL Expenses	10,372.87	10,865.31			
101-171-956-002	REAL Expense Reimbursement	(11,459.12)	(9,036.95)			
101-171-965-000	Training	3,025.00	215.00	10,000.00	10,000.00	6,000.00
101-171-971-000	Capital Outlay	1,748.82	2,293.48	3,000.00	3,000.00	3,000.00
TOTAL - Supervisor Department		397,102.69	455,551.43	514,397.00	514,574.00	521,436.00
Dept 215 - Clerk Department						
101-215-702-000	Salary Of The Clerk	92,653.92	94,346.98	97,177.00	100,092.00	103,095.00
101-215-703-000	Salary Of The Deputy Clerk	85,669.15	108,153.11	88,683.00	91,343.00	94,083.00
101-215-705-000	Employees Wages	130,954.08	134,940.33	132,810.00	151,737.00	149,223.00
101-215-705-001	DDA Wage/Fringe Reimb	(9,888.00)	(9,888.00)	(10,085.76)	(10,086.00)	(10,228.64)
101-215-719-000	Allocated Fringes	125,454.91	161,846.06	180,000.00	155,333.00	159,735.00
101-215-810-000	Memberships & Dues	1,020.00	930.00	1,500.00	1,600.00	2,000.00
101-215-836-000	Community Outreach	6,143.90			505.96	
101-215-836-001	Community Outreach - Donations	(6,143.90)			(2,529.26)	
101-215-860-000	Transportation	841.48	2,375.91	3,800.00	3,800.00	3,800.00
101-215-956-000	Other	1,994.76	1,831.32	2,000.00	2,000.00	2,000.00
101-215-965-000	Training	552.42	6,001.32	8,500.00	8,500.00	8,500.00
101-215-971-000	Capital Outlay	7,080.51	3,335.92	12,500.00	19,000.00	10,000.00
TOTAL - Clerk Department		436,333.23	503,872.95	516,884.24	521,295.70	522,207.36
Dept 223 - Independent Accounting/audit						
101-223-801-001	Independent Accounting/Audit	66,985.00	55,305.00	67,000.00	67,000.00	67,000.00
TOTAL - Independent Accounting/audit		66,985.00	55,305.00	67,000.00	67,000.00	67,000.00
Dept 228 - IT Department						
101-228-702-000	I.T. Director	88,559.13	90,450.11	88,890.00	95,958.00	94,303.00
101-228-702-001	DDA Reimbursement	(3,104.00)	(3,104.00)	(3,166.08)	(3,166.08)	(3,166.08)
101-228-703-000	Public Safety IT Coordinator	72,739.30	74,206.93	72,927.00	78,725.00	77,367.00
101-228-704-000	GIS Technician Salary	60,610.12	3,230.81	13,502.00	13,952.00	14,371.00
101-228-704-001	GIS Technician - SAW Grant Reimburse					

Charter Township of Van Buren						
General Fund Budget						
				2023	2023	2024
		2021	2022	ORIGINAL	AMENDED	Requested
		<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>
101-228-705-000	Network Administrator	11,494.24	67,182.75	78,000.00	80,340.00	82,750.00
101-228-706-000	Desktop Technician		8,413.48	51,500.00	53,045.00	54,636.00
101-228-719-000	Allocated Fringes	81,883.82	97,950.71	152,000.00	152,000.00	160,000.00
101-228-810-000	Memberships & Dues	200.00	100.00	600.00	600.00	600.00
101-228-816-000	GIS Technology	10,244.11	21,262.10	21,500.00	14,000.00	14,000.00
101-228-817-000	Technology	34,637.45	72,133.20	65,000.00	119,000.00	40,000.00
101-228-817-001	Technology Grant				(50,438.00)	
101-228-860-000	Transportation	248.64	443.87	300.00	750.00	600.00
101-228-939-000	Computer Maintenance	56,766.79	76,437.85	70,000.00	74,000.00	75,000.00
101-228-939-001	DDA Reimb-Computer Maintenance	(4,500.00)	(4,500.00)	(6,400.00)	(6,400.00)	(6,400.00)
101-228-956-000	Other	4,873.47	5,492.67	3,500.00	3,500.00	3,500.00
101-228-965-000	Training	510.56	6,927.41	5,000.00	5,000.00	5,000.00
101-228-971-000	Capital Outlay	14,135.15	60,962.06	41,500.00	26,500.00	20,000.00
Total - IT Department		429,298.78	577,589.95	654,652.92	657,365.92	632,560.92
Dept 248 - General Office						
101-248-727-000	Office Supplies	23,801.99	25,187.64	25,000.00	25,000.00	27,000.00
101-248-728-000	Postage	30,753.94	27,810.30	35,000.00	25,000.00	50,000.00
101-248-819-000	Contracted Services	1,988.20	8,501.80	16,000.00	16,000.00	16,000.00
101-248-900-000	Printing & Publishing	7,760.27	10,793.26	15,000.00	15,000.00	15,000.00
101-248-933-000	Equipment Maintenance	7,257.67	4,462.62	6,800.00	5,500.00	5,500.00
101-248-940-000	Equipment Rental		2,897.46	4,800.00	4,000.00	4,000.00
101-248-956-000	Other	230.00	1,241.10	3,000.00	3,000.00	3,000.00
101-248-958-000	Handling Fees	7,048.75	7,432.38	8,500.00	8,500.00	8,500.00
101-248-971-000	Capital Outlay	22,597.08				
TOTAL - General Office		101,437.90	88,326.56	114,100.00	102,000.00	129,000.00

Charter Township of Van Buren						
General Fund Budget						
				2023	2023	2024
		2021	2022	ORIGINAL	AMENDED	Requested
		<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>
Dept 253 - Treasurer Department						
101-253-702-000	Salary Of The Treasurer	92,653.92	94,346.98	97,177.00	100,092.00	103,095.00
101-253-703-000	Salary Deputy Treasurer	89,906.09	95,479.91	94,683.00	102,022.00	100,083.00
101-253-703-001	DDA Reimbursement	(8,988.00)	(8,988.00)	(9,168.00)	(9,168.00)	(9,297.65)
101-253-703-002	SHVUA Reimbursement	(20,000.00)	(20,000.00)	(30,000.00)	(30,000.00)	(31,200.00)
101-253-703-003	LDFA Reimbursement	(4,000.00)	(4,000.00)	(4,000.00)	(4,000.00)	(4,000.00)
101-253-703-004	Water/Sewer Reimbursement	(5,000.00)				
101-253-704-000	Treasury Specialist	2,091.92	54,389.92	56,021.00	57,701.00	59,432.00
101-253-705-000	Employees Wages	107,689.10	52,847.06	52,510.00	55,000.00	56,202.00
101-253-719-000	Allocated Fringes	125,035.07	134,254.87	146,000.00	146,000.00	148,616.00
101-253-810-000	Memberships & Dues	893.00	1,068.00	1,300.00	1,300.00	1,300.00
101-253-817-000	Tax Roll Preparation	3,977.90	4,296.62	5,000.00	5,000.00	5,000.00
101-253-860-000	Transportation	164.98	308.32	600.00	600.00	600.00
101-253-956-000	Other	292.44	665.96	3,000.00	3,000.00	3,000.00
101-253-965-000	Training	623.00	1,046.00	2,000.00	2,000.00	2,000.00
101-253-971-000	Capital Outlay	4,183.90	176.24	3,500.00	3,500.00	3,500.00
Total - Treasurer Department		389,523.32	405,891.88	418,623.00	433,047.00	438,330.35
Dept 257 - Assessing Department						
101-257-703-000	Salary - Residential Appraiser	46,578.44	4,615.38		73,365.00	72,100.00
101-257-705-000	Salary- Confidential Administrative Asst	80,054.60	84,518.36	100,000.00	31,143.00	32,500.00
101-257-706-000	Board Of Review	1,216.40	1,440.00	3,000.00	3,000.00	3,000.00
101-257-719-000	Allocated Fringes	61,630.59	49,711.84	61,862.00	61,862.00	62,107.00
101-257-727-000	Office Supplies	656.83		600.00	600.00	1,000.00
101-257-810-000	Memberships & Dues	890.00	804.50	1,000.00	1,000.00	1,000.00
101-257-818-001	GIS Processing Fees			500.00	0.00	0.00
101-257-818-002	DDA Parcel Maintenance Reimb	(17,176.00)	(17,176.00)	(17,176.00)	(21,000.00)	(21,000.00)
101-257-819-000	Contracted Services	64,871.12	76,658.29	95,000.00	95,000.00	95,000.00
101-257-860-000	Transportation	15.00	103.12	1,000.00	1,400.00	1,000.00
101-257-956-000	Other	8.99	178.98	200.00	200.00	600.00
101-257-965-000	Training	849.00	1,540.29	3,000.00	3,000.00	3,000.00
101-257-971-000	Capital Outlay	830.39		1,700.00	1,700.00	900.00
TOTAL - Assessing Department		240,425.36	202,394.76	250,686.00	251,270.00	251,207.00

Charter Township of Van Buren						
General Fund Budget						
				2023	2023	2024
		2021	2022	ORIGINAL	AMENDED	Requested
		<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>
Dept 262 - Election Department						
101-262-704-000	Election Specialist	55,230.64	55,435.87	56,021.00	63,701.00	65,432.00
101-262-705-000	Election Office Wages	36,137.17	99,206.67	105,000.00	45,000.00	105,000.00
101-262-719-000	Allocated Fringes	43,917.60	32,436.35	47,900.00	33,100.00	34,000.00
101-262-727-000	Office Supplies	24,651.56	25,655.06	25,000.00	25,000.00	35,000.00
101-262-727-001	Election Reimbursement	(29,839.11)				
101-262-900-000	Printing & Publishing		2,909.66	5,000.00	5,000.00	6,000.00
101-262-933-000	Equipment Maintenance	866.25		30,000.00	20,000.00	20,000.00
101-262-956-000	Other		387.17	1,500.00	1,500.00	1,500.00
101-262-965-000	Training	626.18	27.93	1,500.00	2,000.00	2,000.00
101-262-971-000	Capital Outlay	13,637.65	11,741.00			
101-262-971-001	Capital Outlay-Reimbursement		(11,741.00)		48,616.55	
101-262-971-002	Civic Fund Reimbursement	(15,894.75)				
TOTAL - Election Department		129,333.19	216,058.71	271,921.00	243,917.55	268,932.00
Dept 265 - Building & Grounds						
101-265-702-000	Salary - Director of Municipal Services		9,328.83	87,550.00	32,667.00	33,647.00
101-265-703-000	B&G Maintenance Super.	53,061.81	69,209.57	75,190.00	39,000.00	79,769.00
101-265-704-000	Salary - Director of Public Services	18,805.25	6,538.46		90,176.00	92,881.00
101-265-705-000	Office Wages					56,202.00
101-265-705-001	Solid Waste Reimbursement					(100,000.00)
101-265-706-000	Maintenance Wages	321,600.61	354,277.01	354,031.80	322,941.00	281,320.00
101-265-706-001	DDA Rebate	(37,086.00)	(37,086.00)	(27,950.00)	(27,950.00)	(27,950.00)
101-265-707-000	Overtime Wages	36,207.85	33,242.25	52,063.00	52,063.00	45,000.00
101-265-719-000	Allocated Fringes	184,906.82	215,875.11	236,000.00	283,516.00	292,355.00
101-265-740-000	Operating Supplies	62,107.24	77,957.42	70,000.00	70,000.00	70,000.00
101-265-819-000	Contracted Services	160,875.09	263,662.42	400,000.00	350,000.00	320,000.00
101-265-829-000	Ford Land Expenses	7,397.40	43,527.01	35,000.00	100,000.00	15,000.00

Charter Township of Van Buren						
General Fund Budget						
				2023	2023	2024
		2021	2022	ORIGINAL	AMENDED	Requested
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET
101-265-850-000	Telephone	131,290.63	129,538.29	110,000.00	120,000.00	120,000.00
101-265-860-000	Fleet Maintenance	55,010.49	47,824.49	55,000.00	55,000.00	55,000.00
101-265-920-000	Utilities	86,305.34	104,758.52	100,000.00	100,000.00	100,000.00
101-265-931-000	Building Maintenance	121,817.30	190,303.18	100,000.00	100,000.00	100,000.00
101-265-932-000	Maintenance-Belleville Museum	1,361.21	2,370.63	3,000.00	3,000.00	3,000.00
101-265-933-000	Equipment Maintenance	27,512.04	8,433.98	30,000.00	30,000.00	30,000.00
101-265-956-000	Other	1,453.11	65,296.75	63,000.00	20,000.00	70,000.00
101-265-965-000	Training	2,663.39	4,541.91	10,000.00	10,000.00	10,000.00
101-265-971-000	Capital Outlay	599,706.18	994,619.69	1,070,000.00	1,070,000.00	950,000.00
101-265-971-003	MMRMA Reimbursement					
101-265-971-004	Civic Fund Reimbursement	(43,230.40)				
TOTAL - Building & Grounds		1,791,765.36	2,584,219.52	2,822,884.80	2,820,413.00	2,596,224.00
Dept 266 - Attorney Fees						
101-266-801-002	Attorney Fees	114,494.20	119,556.75	150,000.00	150,000.00	145,000.00
TOTAL - Attorney Fees		114,494.20	119,556.75	150,000.00	150,000.00	145,000.00
Dept 272 - Insurance						
101-272-719-000	Retiree & Cobra Benefits	345,655.33	429,637.36	400,000.00	600,000.00	600,000.00
101-272-720-000	Workers' Compensation	49,010.40	51,809.40	143,000.00	95,000.00	95,000.00
101-272-721-000	UIA Benefits Paid		5.17	10,500.00	25,500.00	25,500.00
101-272-960-000	Insurance & Bonds	412,694.00	237,907.16	420,000.00	420,000.00	420,000.00
TOTAL - Insurance		807,359.73	719,359.09	973,500.00	1,140,500.00	1,140,500.00

Charter Township of Van Buren						
General Fund Budget						
				2023	2023	2024
		2021	2022	ORIGINAL	AMENDED	Requested
		<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>

Dept 301 - Police Department						
101-301-702-000	Police Chief Salary	123,674.19	129,187.09	117,660.00	122,310.00	120,200.00
101-301-703-000	Deputy Police Chief Salary	92,084.82	81,299.58	108,660.00	111,191.00	109,273.00
101-301-704-000	Public Safety Administrator Wages		4,615.38		68,125.00	66,300.00
101-301-705-000	Office Wages	152,311.48	133,876.98	147,737.00	82,737.00	84,000.00
101-301-706-000	Police Wages-Full Time	3,247,080.10	3,535,227.33	3,750,000.00	3,750,000.00	3,880,000.00
101-301-707-000	Police Wages-Overtime	431,165.63	474,676.92	480,725.00	480,725.00	497,000.00
101-301-719-000	Allocated Fringes	1,768,192.61	1,957,242.34	2,113,000.00	2,196,000.00	2,463,480.00
101-301-727-000	Office Supplies	5,305.51	8,121.25	7,500.00	7,500.00	7,500.00
101-301-740-000	Film/Photo/Batteries	4,163.53	6,459.81	7,000.00	4,000.00	7,000.00
101-301-741-000	Uniforms & Equipment	37,919.31	43,634.57	50,000.00	50,000.00	61,000.00
101-301-743-000	Supplies-Other	3,786.80	7,656.85	9,000.00	9,000.00	9,000.00
101-301-744-000	Gun Range	12,127.46	9,213.03	12,000.00	12,000.00	12,000.00
101-301-744-001	Gun Range Ammo	20,985.80	19,852.16	22,000.00	23,000.00	25,000.00
101-301-745-000	Special Operations Team	8,350.69	10,461.72	11,000.00	12,000.00	13,500.00
101-301-750-000	Crime Prevention	3,825.71	8,210.62	8,500.00	8,500.00	8,500.00
101-301-755-000	Detention Supplies	11,372.63	12,341.23	14,000.00	14,000.00	14,000.00
101-301-810-000	Memberships & Dues	1,935.00	2,560.00	3,000.00	3,000.00	3,000.00
101-301-817-000	Technology Purchases	38,421.58	34,314.63	80,300.00	80,300.00	90,400.00
101-301-819-000	Contracted Services	79,601.31	183,418.21	221,300.00	298,438.00	422,137.00
101-301-850-000	Cellular Phones	15,340.15	16,098.82	16,000.00	16,000.00	16,000.00
101-301-860-000	Vehicle Maintenance	89,676.47	113,578.06	120,000.00	120,000.00	128,000.00
101-301-860-001	Fuel	74,160.82	101,368.87	115,000.00	114,000.00	115,000.00
101-301-860-002	Tires	5,480.20	7,067.28	7,200.00	8,000.00	7,200.00
101-301-860-004	Car Washes	6,897.00	6,640.00	7,100.00	7,100.00	7,100.00
101-301-865-000	Marine Division	12,401.65	13,812.92	14,000.00	14,000.00	14,000.00
101-301-933-000	Equipment Maintenance	8,140.82	4,311.53	8,500.00	8,500.00	8,500.00
101-301-956-000	Other	8,115.61	8,270.52	9,500.00	11,500.00	9,500.00
101-301-965-000	Training Expense	24,684.56	41,073.67	56,500.00	56,500.00	50,000.00

Charter Township of Van Buren						
General Fund Budget						
				2023	2023	2024
		2021	2022	ORIGINAL	AMENDED	Requested
		<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>
101-301-965-001	M-Coles Training	8,090.00	13,336.99	7,500.00	7,500.00	7,500.00
101-301-965-002	M-Coles Training Reimbursement	(4,873.44)	(2,383.68)	(8,000.00)	(8,000.00)	(8,000.00)
101-301-971-000	Capital Outlay	287,754.85	196,681.26	225,600.00	175,600.00	250,600.00
101-301-971-001	Reimbursements	0.00	0.00	0.00	(87,780.00)	(90,319.36)
101-301-971-002	Grant Reimbursements	(750.00)			(28,688.00)	(113,976.00)
TOTAL - Police Department		6,577,422.85	7,182,225.94	7,742,282.00	7,747,058.00	8,294,394.64
Dept 325 - Dispatch						
101-325-705-000	Dispatch Wages	550,972.84	614,626.08	656,000.00	656,000.00	683,000.00
101-325-707-000	Overtime Wages	45,278.93	22,651.16	52,000.00	52,000.00	52,000.00
101-325-719-000	Allocated Fringes	252,747.02	293,262.97	321,000.00	321,000.00	390,000.00
101-325-740-000	Supplies	801.91	2,200.33	2,500.00	2,500.00	2,500.00
101-325-741-000	Uniforms & Equipment	4,427.52	1,114.00	4,000.00	4,000.00	4,000.00
101-325-819-000	Contracted Services	21,659.00	25,384.00	30,126.00	30,126.00	30,126.00
101-325-933-000	Equipment Maintenance		315.00	2,000.00	2,000.00	2,000.00
101-325-956-000	Other	768.08		2,000.00	2,000.00	2,000.00
101-325-965-000	Training Expense	6,157.41	5,960.51	9,500.00	9,500.00	9,500.00
101-325-965-002	PSAP Training Reimbursement	(10,374.00)	(17,935.00)	(5,000.00)	(5,000.00)	(5,000.00)
101-325-971-000	Capital Outlay		705,585.39			
101-325-971-003	Equip Replacement - Transfer to Reserve					20,000.00
TOTAL - Dispatch		872,438.71	1,653,164.44	1,074,126.00	1,074,126.00	1,190,126.00
Dept 329 - Ordinance Enforcement						
101-329-706-000	Ordinance/Animal Control Wages	109,069.29	113,528.05	114,100.00	120,000.00	124,000.00
101-329-707-000	Ord/Anim Cont OT	13,111.03	16,731.41	23,000.00	23,000.00	23,000.00
101-329-719-000	Allocated Fringes	70,646.35	78,241.94	90,000.00	90,000.00	95,000.00
101-329-740-000	Supplies	2,983.17	2,617.70	4,000.00	4,000.00	4,000.00
101-329-741-000	Uniforms & Equipment	1,479.86	125.98	2,000.00	2,000.00	2,000.00
101-329-810-000	Membership & Dues	31.00	144.99	500.00	500.00	500.00
101-329-819-000	Contracted Services	33,923.50	22,110.00	45,000.00	45,000.00	45,000.00
101-329-860-000	Transportation	5,317.44	2,740.41	6,000.00	6,000.00	6,000.00
101-329-965-000	Training	404.87	592.78	1,500.00	1,500.00	1,500.00
TOTAL - Ordinance Enforcement		236,966.51	236,833.26	286,100.00	292,000.00	301,000.00

Charter Township of Van Buren						
General Fund Budget						
				2023	2023	2024
		2021	2022	ORIGINAL	AMENDED	Requested
		<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>
Dept 336 - Fire Department						
101-336-702-000	Fire Chief Wages	95,066.66	103,492.69	103,000.00	111,190.00	109,273.00
101-336-703-000	Deputy Fire Chief / Fire Marshal	63,227.90	88,461.59	92,700.00	95,481.00	98,346.00
101-336-704-000	Office Wages	17,334.10	22,067.12	22,000.00	23,000.00	25,000.00
101-336-705-000	Fire Inspector Wages	69.89	28,802.77	32,100.00	32,100.00	32,100.00
101-336-706-000	Firefighter Wages-On Call	631,039.60	848,169.29	817,000.00	817,000.00	341,344.00
101-336-707-000	Firefighter Wages - Full Time	483,791.00	773,934.69	818,000.00	818,000.00	898,000.00
101-336-707-001	Firefighter Wages - Overtime		9,720.14	150,000.00	155,000.00	155,000.00
101-336-719-000	Allocated Fringes	316,451.47	396,792.62	570,000.00	560,000.00	643,000.00
101-336-740-000	Operating Supplies	14,897.80	11,778.85	20,000.00	20,000.00	20,000.00
101-336-741-000	Uniforms & Equipment	33,062.62	47,229.52		60,000.00	60,000.00
101-336-745-000	Special Operations			5,000.00	5,000.00	5,000.00
101-336-750-000	Fire Prevention	10,113.12	9,645.14	10,000.00	10,000.00	10,000.00
101-336-810-000	Memberships & Dues	8,721.36	20,910.56		35,000.00	25,000.00
101-336-817-000	Technology Purchases	2,169.99	17,373.59	10,000.00	10,000.00	10,000.00
101-336-819-000	Contracted Services	36,619.40	54,128.01	41,000.00	51,000.00	51,000.00
101-336-850-000	Telephone	4,582.39	4,671.18	11,000.00	11,000.00	11,000.00
101-336-860-000	Transportation	65,950.62	79,509.67	85,000.00	75,000.00	75,000.00
101-336-860-001	Fuel	24,839.51	37,594.67	37,000.00	37,000.00	37,000.00
101-336-860-004	Car Washes	275.00	275.00	400.00	400.00	400.00
101-336-920-000	Utilities	40,190.58	48,398.09	42,000.00	62,000.00	62,000.00
101-336-931-000	Building Maintenance	7,902.06	25,681.98	25,000.00	25,000.00	25,000.00
101-336-933-000	Equipment Maintenance	8,394.72	14,549.71	20,000.00	10,000.00	10,000.00
101-336-956-000	Other	5,793.54	23,370.27	14,000.00	14,000.00	14,000.00
101-336-965-000	Training Expense	17,559.43	26,821.84	45,000.00	45,000.00	45,000.00
101-336-971-003	Equip Replace - Transfer to Capital Fund			100,000.00	100,000.00	100,000.00
101-336-971-005	Capital Outlay	555,110.14	28,819.16	85,000.00	85,000.00	55,000.00
TOTAL - Fire Department		2,443,162.90	2,722,198.15	3,155,200.00	3,267,171.00	2,917,463.00

Charter Township of Van Buren						
General Fund Budget						
				2023	2023	2024
		2021	2022	ORIGINAL	AMENDED	Requested
		<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>
Dept 371 - Building/Planning Dept.						
101-371-702-000	Salary - Director of Public Services	53,414.21	80,949.20		32,667.00	33,647.00
101-371-702-001	LDFA Reimbursement	(2,000.00)	(2,000.00)	(2,000.00)	(2,000.00)	(2,000.00)
101-371-703-000	Salary-Dir Plan & Econ Dev	79,870.65	89,086.52	90,000.00	97,200.00	95,481.00
101-371-703-002	Salary-Dep Dir Plan & Econ Dev		6,841.12	65,334.00	0.00	
101-371-704-000	Exec Asst to Public Svs Director	19,737.59				
101-371-705-000	Office Wages	130,152.62	135,482.19	201,500.00	140,171.00	153,360.00
101-371-705-001	Solid Waste Reimbursement		(150,000.00)	(150,000.00)	(150,000.00)	0.00
101-371-706-000	Inspector Wages	76,925.85	16,038.45	108,292.00	92,414.00	97,390.00
101-371-719-000	Allocated Fringes	160,424.94	161,794.08	248,000.00	224,325.00	231,910.00
101-371-740-000	Operating Supplies	15,603.17	9,062.74	10,000.00	10,000.00	10,000.00
101-371-810-000	Memberships & Dues	2,194.00	1,564.00	5,000.00	5,000.00	5,000.00
101-371-818-000	Commissions	4,684.44	11,251.75	14,000.00	14,000.00	14,000.00
101-371-819-000	Contracted Services	320,805.07	410,889.62	240,000.00	350,000.00	310,000.00
101-371-820-000	Engineers	26,725.00	85,506.93	160,000.00	90,000.00	15,000.00
101-371-821-000	Consultants	89,953.63	72,518.95	80,000.00	80,000.00	80,000.00
101-371-822-000	Master Plan	18,350.00	1,630.00	20,000.00	15,000.00	15,000.00
101-371-822-001	Master Plan - Grant Reimbursement				(11,250.00)	
101-371-860-000	Transportation	433.66	1,665.57	2,000.00	2,000.00	2,000.00
101-371-880-000	Building Demolition	17,899.00	14,450.00	50,000.00	50,000.00	25,000.00
101-371-900-000	Printing & Publishing	2,819.25	8,040.25	3,000.00	5,500.00	3,000.00
101-371-956-000	Other	1,608.01	1,289.82	7,000.00	7,000.00	5,000.00
101-371-965-000	Training	7,827.50	6,218.24	10,000.00	10,000.00	10,000.00
101-371-971-000	Capital Outlay	1,177.04	7,529.29	10,000.00	10,000.00	10,000.00
TOTAL - Building/Planning Dept.		1,028,605.63	969,808.72	1,172,126.00	1,072,027.00	1,113,788.00
Dept 445 - Public Works Drains						
101-445-960-000	Drain Assessments	46,022.44	40,129.38	46,000.00	46,000.00	46,000.00
TOTAL - Public Works Drains		46,022.44	40,129.38	46,000.00	46,000.00	46,000.00

Charter Township of Van Buren						
General Fund Budget						
				2023	2023	2024
		2021	2022	ORIGINAL	AMENDED	Requested
		<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>

Dept 446 - Public Services						
101-446-830-000	Dust Prevention Services	21,140.00	20,600.00	26,000.00	26,000.00	26,000.00
TOTAL - Public Services		21,140.00	20,600.00	26,000.00	26,000.00	26,000.00
Dept 448 - Public Services						
101-448-926-000	Street Lighting	225,580.00	230,674.60	220,000.00	230,000.00	230,000.00
TOTAL - Public Services		225,580.00	230,674.60	220,000.00	230,000.00	230,000.00
Dept 567 - Cemetery						
101-567-706-000	Cemetery Wages	1,704.70	1,995.13	15,000.00	5,000.00	5,000.00
101-567-719-000	Allocated Fringes	127.84	149.58	2,440.00	2,440.00	2,440.00
101-567-932-000	Cemetery Maintenance	1,253.99	16,045.18	20,000.00	20,000.00	20,000.00
101-567-940-000	Equipment Rentals			5,000.00	5,000.00	5,000.00
101-567-971-000	Capital Outlay	41,000.00	23,953.00	45,000.00	45,000.00	20,000.00
TOTAL - Cemetery		44,086.53	42,142.89	87,440.00	77,440.00	52,440.00
Dept 622 - Community Services						
101-622-702-000	Salary - Director of Community Services	53,026.76	89,903.79	98,000.00	102,715.00	100,940.00
101-622-702-001	CDBG Wage Reimburse					(20,000.00)
101-622-703-000	Salary - Deputy Director of Comm Serv		60,346.09	75,190.00	77,445.00	79,768.00
101-622-703-001	Salary - Director of Recreation					68,841.00
101-622-703-002	Salary - Senior Programmer					57,142.00
101-622-703-003	Salary - Recreation Programmer					57,142.00
101-622-703-004	Salary - Community Center Coordinator					57,142.00
101-622-704-000	Employee Wages		52,992.84	103,000.00	103,000.00	103,000.00
101-622-704-001	Employee Wages - Overtime					3,000.00
101-622-705-000	Employee Wages - Part Time					394,305.00
101-622-706-000	Senior Alliance Grant					(14,905.00)
101-622-707-000	REAL Wages				34,750.00	39,572.00
101-622-707-001	REAL Wage Reimbursement				(34,750.00)	(39,572.00)
101-622-719-000	Allocated Fringes	16,865.07	80,386.80	116,000.00	116,000.00	221,153.00
101-622-727-000	Supplies					25,000.00

Charter Township of Van Buren						
General Fund Budget						
				2023	2023	2024
		2021	2022	ORIGINAL	AMENDED	Requested
		<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>
101-622-740-000	Operating Supplies					60,000.00
101-622-742-000	Program Expense					202,000.00
101-622-742-001	Program Expense - Summer Camp					15,000.00
101-622-743-000	Trip Expenses					10,000.00
101-622-810-000	Memberships & Dues					3,200.00
101-622-818-000	Recreation Committee					500.00
101-622-819-000	Contracted Services					148,804.00
101-622-860-000	Transportation					12,000.00
101-622-860-001	Transportation Rebate					(45,000.00)
101-622-900-000	Printing & Publishing					25,000.00
101-622-920-000	Utilities					176,470.00
101-622-931-000	Building Maintenance					10,000.00
101-622-933-000	Equipment Maintenance					6,500.00
101-622-935-000	Haggerty School Senior Center Exp					20,000.00
101-622-956-000	Other					2,500.00
101-622-956-001	REAL Expenses				14,463.00	10,428.00
101-622-956-002	REAL Expense Reimbursement				(14,463.00)	(10,428.00)
101-622-965-000	Training					16,000.00
101-622-971-000	Capital Outlay					10,000.00
TOTAL - Community Services		69,891.83	283,629.52	392,190.00	399,160.00	1,805,502.00
Dept 673 - Recreation Dept						
101-673-702-000	Director of Recreation	67,767.07	66,028.93	64,890.00	70,050.00	
101-673-703-000	Deputy Dir Parks & Recreation	229.88				
101-673-704-000	Recreation Wages	89,485.80	18,042.87	23,000.00	16,000.00	
101-673-719-000	Allocated Fringes	74,585.81	40,344.97	43,855.00	43,855.00	
101-673-740-000	Operating Supplies	2,510.60	3,426.32	5,000.00	6,000.00	
101-673-742-000	Program Expense	13,383.89	20,923.02	20,000.00	20,000.00	
101-673-742-001	Program Exp-Summer Camp	5,638.40	(4,727.16)			
101-673-810-000	Memberships & Dues		2,200.00	1,650.00	1,650.00	
101-673-818-000	Recreation Commission	327.19	86.63	500.00	500.00	
101-673-819-000	Contracted Services	3,975.00	2,650.00	2,650.00	2,650.00	

Charter Township of Van Buren						
General Fund Budget						
				2023	2023	2024
		2021	2022	ORIGINAL	AMENDED	Requested
		<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>
101-673-860-000	Transportation		533.62	500.00	1,000.00	
101-673-900-000	Printing & Publishing	6,474.60	8,444.03	12,000.00	12,000.00	
101-673-920-000	Utilities	2,096.79	10.02			
101-673-933-000	Equipment Maintenance	2,101.62	61.29	4,000.00	1,000.00	
101-673-956-000	Other	8.97	85.85	2,500.00	2,500.00	
101-673-965-000	Training	2,304.03	3,017.13	4,000.00	4,000.00	
101-673-971-000	Capital Outlay	12,811.80	2,033.89	6,000.00	6,000.00	
101-673-971-001	Capital Outlay-Community Center	259,724.24	2,525,284.28	16,282,224.00	14,203,013.48	
101-673-971-002	Reimbursement - DDA/Civic Fund		(838,564.78)	(4,973,023.00)	(1,137,000.00)	
101-673-971-003	Reimbursement - Wayne County			(4,500,000.00)	(4,500,000.00)	
101-673-992-000	Bond Issuance Costs				145,353.76	
TOTAL - Recreation Dept		543,425.69	1,849,880.91	6,999,746.00	8,898,572.24	0.00
Dept 675 - Seniors Dept						
101-675-702-000	Senior Director Wages	61,057.75	37,466.87			
101-675-702-001	CDBG Reimbursement	(20,000.00)		(20,000.00)	(40,000.00)	
101-675-703-000	Salary - Senior Programmer	43,412.71	43,950.04	55,478.00	55,478.00	
101-675-704-000	Employee Wages	49,129.87	71,957.14	94,001.00	94,001.00	
101-675-704-001	Senior Alliance Grant	(11,330.00)	(9,538.00)	(14,905.00)	(14,905.00)	
101-675-719-000	Allocated Fringes	60,805.06	55,720.96	44,695.00	21,000.00	
101-675-740-000	Operating Supplies	2,486.64	4,292.05	2,000.00	2,500.00	
101-675-742-000	Program Expense	5,905.40	20,898.74	26,000.00	30,000.00	
101-675-743-000	Trips Expense			10,000.00	5,000.00	
101-675-810-000	Memberships & Dues	821.00	721.00	1,000.00	1,000.00	
101-675-819-000	Contracted Services	2,460.00	5,110.00	5,200.00	5,110.00	
101-675-860-000	Transportation	3,732.02	7,034.90	11,100.00	11,100.00	
101-675-860-001	Transportation Rebate	(585.10)	(51,534.79)	(28,348.00)	(38,065.62)	
101-675-900-000	Printing & Publishing	3,331.73	4,944.65	5,000.00	5,600.00	
101-675-933-000	Equipment Maintenance	2,280.12	1,438.45	4,500.00	2,000.00	
101-675-935-000	Haggerty School Senior Center Expenses		66,373.60	118,200.00	118,200.00	
101-675-956-000	Other	2,551.01	1,977.03	2,500.00	2,618.73	
101-675-965-000	Training	1,234.14	629.02	3,000.00	3,000.00	
101-675-971-000	Capital Outlay	4,934.65	1,550.56	4,000.00	4,000.00	

Charter Township of Van Buren						
General Fund Budget						
				2023	2023	2024
		2021	2022	ORIGINAL	AMENDED	Requested
		<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>
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TOTAL - Seniors Dept		212,227.00	262,992.22	323,421.00	267,637.11	0.00
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Dept 677 - Communications Dept						
101-677-702-000	Communications Specialists	104,296.81	83,740.42	133,900.00	141,261.00	142,053.00
101-677-702-001	DDA Reimbursement		(7,500.00)	(7,500.00)	(10,500.00)	(14,200.00)
101-677-703-000	Employee Wages	1,014.29	3,478.67	44,200.00	38,000.00	34,000.00
101-677-719-000	Allocated Fringes	44,272.98	28,076.13	78,033.00	78,033.00	57,410.00
101-677-740-000	Operating Supplies	5,420.39	5,434.99	4,000.00	5,500.00	5,500.00
101-677-810-000	Memberships And Dues	330.00	225.00	500.00	700.00	700.00
101-677-819-000	Contracted Services	16,658.00	18,978.00	20,000.00	17,000.00	20,000.00
101-677-860-000	Transportation		166.73	500.00	500.00	500.00
101-677-900-000	Public Relations	8,400.00	8,175.00	15,000.00	13,000.00	15,000.00
101-677-933-000	Equipment Maintenance	779.00	6,582.50	5,000.00	5,000.00	6,000.00
101-677-956-000	Other	644.74	1,105.87	3,000.00	3,000.00	3,000.00
101-677-965-000	Training	60.00	2,681.26	2,500.00	2,500.00	2,500.00
101-677-971-000	Capital Outlay	6,277.12	24,971.34	15,000.00	15,266.00	9,000.00
TOTAL - Communications Dept		188,153.33	176,115.91	314,133.00	309,260.00	281,463.00
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Dept 719 - French Landing Dam						
101-719-819-000	Contracted Services-Dam					
TOTAL - French Landing Dam		0.00	0.00	0.00	0.00	0.00
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Dept 755 - Park & Lake Dept						
101-755-702-000	Director of Parks		19,384.64	64,890.00	66,842.00	68,847.00
101-755-703-000	Park Wages	75,490.44	92,577.43	250,368.00	267,259.00	267,259.00
101-755-719-000	Allocated Fringes	5,775.01	11,803.65	96,653.00	96,653.00	101,053.00
101-755-740-000	Operating Supplies	9,214.73	9,656.03	15,000.00	18,000.00	25,000.00
101-755-819-000	Contracted Services	28,996.09	45,305.08	63,180.00	70,000.00	81,500.00
101-755-850-000	Telephone					
101-755-860-000	Transportation	710.42	526.18	500.00	500.00	1,000.00
101-755-900-000	Printing & Publishing	2,525.30	1,945.50	5,000.00	5,000.00	5,000.00
101-755-920-000	Utilities	13,706.69	17,506.92	19,500.00	19,500.00	25,000.00

Charter Township of Van Buren						
General Fund Budget						
				2023	2023	2024
		2021	2022	ORIGINAL	AMENDED	Requested
		<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>
101-755-931-000	Building Maintenance		198.16		3,000.00	10,000.00
101-755-933-000	Equipment Maintenance		175.97	5,000.00	5,000.00	5,000.00
101-755-956-000	Other	860.07	394.78	2,500.00	2,500.00	2,500.00
101-755-960-000	Grant Expenses		5,000.00	100,000.00	100,000.00	
101-755-960-001	Grant Proceeds			(100,000.00)	(100,000.00)	
101-755-965-000	Training	1,295.99	335.00	2,000.00	3,500.00	5,000.00
101-755-967-000	Environmental Grant Project	12,708.54	229,433.88		1,078,000.00	2,050,000.00
101-755-967-001	Environ Grant Project Proceeds		(137,097.64)		(987,000.00)	(1,975,000.00)
101-755-971-000	Capital Outlay	264,081.09	952,700.89	400,000.00	925,000.00	200,000.00
101-755-973-000	Wayne Co Park Millage Project	138,000.00		34,984.00	125,000.00	36,000.00
101-755-973-001	Wayne Co Park Millage Grant	(121,008.00)		(34,984.00)	(125,000.00)	(36,000.00)
TOTAL - Park & Lake Dept		432,356.37	1,249,846.47	924,591.00	1,573,754.00	872,159.00
TOTAL EXPENDITURES		18,222,997.19	23,621,947.36	29,890,433.96	32,580,153.52	24,246,045.27



Charter Township of Van Buren

Request for Board Action

Agenda Item #:
Public Hearing Date: 10/3/23
Board Meeting Date: 10/17/23

Consent Agenda ☐ New Business ☒ Unfinished Business ☐ Public Hearing ☒ Presentation ☐

Item (Subject)	Adoption of Resolution 2023-28: 2023 Amended & 2024 Proposed Water & Sewer Budget & water rate fee schedule
Department	Water & Sewer Department
Presenter(s)	Director Lawrence
Phone Number	734-699-8925
Individuals in Attendance (Other than presenter)	

Agenda topic

Action Requested	
To consider approval of Resolution 2023-28: 2023 Amended & 2024 Proposed Water & Sewer Budget.	
Background – (Supporting and reference Data, Include attachments)	
Please see attached Water & Sewer Budget	
Budget Implication	
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	<i>Kevin McNamara</i>

**Van Buren Township
Water & Sewer Department
Schedule of Rates -Effective January 1, 2024
Resolution 2023-28**

WATER CONSUMPTION CHARGES: \$4.45 per 1,000

Water Surcharge – Customers Outside Twp. gallons \$1.34 per

WATER SERVICE CHARGES: 1,000 gallons

{Formerly meter charge}

Not charged if water is turned off at the curb by Water Department.

Residential – \$18.25 quarterly, per residential unit (includes single family, multi-family, mobile homes, and attached condos whether occupied or not).

Commercial, Industrial & Institutional - Each service line including fire suppression

		<u>Quarterly</u>
5/8"	meter	\$12.00
3/4"	meter	\$14.50
1"	meter	\$18.50
1 1/2"	meter	\$83.50
2"	meter	\$126.00
3"	meter	\$270.00
4"	meter	\$438.00
6"	meter	\$1,650.00
8"	meter	\$2,880.00
10" & up	meter	\$4,440.00

SEWAGE DISPOSAL CHARGES: \$ 4.30 per 1,000

Sewer Surcharge – Customers outside Township gallons \$3.50 per 1,000

Flat Rate Sewage Disposal Charge gallons \$111.75 per

Existing customers only; require

water meter installation for new sewer only customers quarter

Flat Rate Sewage Disposal Charge – Customers outside Twp. - \$118.45 per quarter

Non-Residential User Fee \$0.40 per 1,000 gallons

**Van Buren Township
Water & Sewer Department
Schedule of Rates - Effective January 1, 2024
Resolution 2023-28**

SEWER SERVICE CHARGE:

(Formerly sewer maintenance fee)

Not charged if water is turned off at the curb by Water Department.

Residential – \$21.48 quarterly per residential unit -- (includes single family, multifamily, mobile homes, and attached condos whether occupied or not).

Commercial, Industrial & Institutional

		<u>Quarterly</u>
5/8"	meter	\$14.58
3/4"	meter	\$16.78
1"	meter	\$21.48
1 1/2"	meter	\$105.60
2"	meter	\$166.10
3"	meter	\$363.00
4"	meter	\$616.00
6"	meter	\$2,219.80
8"	meter	\$3,905.00
10" & up	meter	\$6,215.00

MISCELLANEOUS SERVICE CHARGES:

Final Bill	\$ 25.00
No Show for Appointment	\$ 25.00
Turn on or turn off water service-After working hrs.	\$ 85.00
Service Reconnect	\$85.00 (plus all past due balance)
Inspection of water service line for re-use (If at least 1" diameter)	\$ 50.00
Returned check charge per Treasurer's Schedule	\$ 30.00
Sewer dye test	\$100.00
Pull meter / re-install meter	\$35.00

**Van Buren Township
Water & Sewer Department
Schedule of Rates -Effective January 1, 2024
Resolution 2023-28**

Unauthorized water use	\$100 per unit/per occurrence \$500 non-residential/per occurrence
Curb Stop Lock Box Rental (if necessary) (customer is responsible for repairs/replacement if damaged while in use on property)	\$50.00 per occurrence
Project Administration Fee	1% of total project costs
Damaged/Frozen Meters/Repairs	Per current meter charges
Manual Reading Charge (Repeated cable cut or disconnection/ non-compliance)	\$25.00 per quarter

MINIMUM BILL:

The minimum bill shall consist of the fixed water service charge, the fixed sewer service charge and consumption charges for water and sewage disposal (or flat rate sewage disposal) and non-residential user fee for all units whether occupied or unoccupied.

DELINQUENT ACCOUNTS:

Customers who fail to pay their water bill by the due date shall be charged a ten percent (10%) late penalty based on the current charges only. Failure to receive the water bill will not be reason for waiving any penalties.

Accounts delinquent for at least sixty days (60) are subject to turn off for non-payment according to Township Ordinance. Service will not be restored until all past due balances plus applicable fee are paid or until appropriate payment arrangements have been made.

Accounts delinquent for at least sixty (60) days as of June 30 of each year will be transferred to the tax roll and shall be charged a fee equal to fifteen percent (15%) of the amount being transferred. Such fee will be added to the delinquent balance, and then transferred to the tax roll.

**Van Buren Township
Water & Sewer Department
Schedule of Rates - Effective January 1,
2024 Resolution 2023-28**

WATER SERVICE TAP PERMIT:

Domestic Water Capital Charge: \$1,156.00 per unit

The minimum capital charge for a single-family residence, or an apartment, cooperative apartment, and any other multiple dwelling, or mobile home park where more than one residence or unit is served by one meter shall be \$1,156.00 per residence, unit or mobile home space, whether occupied or not. The charges for other types of uses shall consist of the minimum capital charge \$1,156.00 multiplied by the corresponding number of units for said use listed below under "Equivalent Unit Factors".

Fire Suppression or Irrigation Line:

<u>Diameter</u>	<u>Fireline Fee</u>
5/8 x 3/4"	N/A
1"	\$1,156.00
1 1/2"	\$1,836.00
2"	\$2,550.00
3"	\$3,978.00
4"	\$5,508.00
6"	\$8,670.00
8"	\$12,036.00
12"	\$18,768.00
16"	\$25,908.00

Water Meter Cost:

Water meters are actual cost of meter, radio reading device, tail pieces (or flanged spool piece with test port), right angle valve, and washers, plus 20%. Costs are updated routinely with suppliers.

All water service taps shall be furnished and installed by a licensed, bonded private contractor subject to the inspection and approval of the Township. An approved site plan or plot plan must be submitted with the application for the water tap permit. A separate tap fee per inch diameter is to be charged for a fire suppression line. The cost of the water meter, the domestic water service tap inspection permit, and the fire line permit must be paid at the time the tap permit is paid. A plumbing permit is required for installation of the domestic water service line.

If a new fire hydrant is to be installed or relocated on an existing water main, the permit fee shall be \$300.00 per hydrant plus \$309.00 inspection fee.

**Van Buren Township
Water & Sewer Department
Schedule of Rates -Effective January 1,
2024 Resolution 2023-28**

Domestic Water Service Line Open Trench Inspection Permit	Plumbing Permit
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Domestic Water Service Tap Inspection Permit (Waived if inspection is performed by Township Consulting Engineers with inspection costs charged against advance engineering fees on deposit)	\$150.00
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Inspection fee for abandonment of water service line	\$ 75.00
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Inspection of service line for re-use (if at least 1" diameter)	\$ 50.00
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SANITARY SEWER TAP PERMIT:

Capital Charge	\$4,617.00 per unit
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The minimum capital charge for a single family residence, an apartment, cooperative apartment, and any other multiple dwelling, or mobile home park where more than one residence or unit is served by one meter shall be \$4,617.00 per residence, unit or mobile home space whether occupied or not. The charges for other types of uses shall consist of the minimum capital charge \$4,617.00 multiplied by the corresponding number of units for said use listed below under "Equivalent Unit Factors".

All sanitary sewer taps shall be furnished and installed by a licensed, bonded private contractor subject to the inspection and approval of the Township. An approved site plan or plot plan must be submitted with the application for the sewer tap permit. A sanitary sewer tap inspection permit fee must be paid at the time the tap permit is paid if no wye is available. A plumbing permit is required for installation of the building sewer lead. Sewer only customers will be required to pay the cost and install a water meter at the inside water service line just after it enters the building.

Sanitary Sewer Building Lead	Plumbing Permit
-------------------------------------	------------------------

Sanitary Sewer Tap Inspection Permit Fee (Waived if inspection is performed by the Township Consulting Engineer with inspection costs charged against advance engineering fees on deposit)	\$150.00
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Sewer cap inspection	\$50.00
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**Van Buren Township
Water & Sewer Department
Schedule of Rates - Effective January 1,
2024 Resolution 2023-28**

Sanitary Sewer Repair Inspection Permit Fee

Plumbing Permit

Sewer Re-use Inspection Fee

\$150.00

EQUIVALENT UNIT FACTORS

Residential Equivalent Units (REU)

Residential including single family, multiple family, Mobile / manufactured home	1.00 unit
Car wash (production line)	10.00 units per production line
Car wash (self-serve)	2.00 units per stall
Auto dealer (new cars)	1.00 unit plus .20 units per 1,000 square feet
Auto Repair Shop	.15 unit per service stall
Barber/Beauty shops	1.05 unit
Bowling alleys (without bar or lunch)	1.00 unit plus 0.05 units per lane (bars, restaurants at their respective unit factors)
Churches, synagogues, mosques, temples, etc.	.30 units per 1,000 square feet
Cleaners	1.00 unit per 1,000 square feet of building area plus 1.25 units per press
Facilities-Dental	.20 units per 1,000 square feet plus 0.05 units per chair
Facilities-Medical	.35 units per 1000 square feet
Facilities - Veterinary	.30 units per 1000 square feet
Facilities - Dispensary	.20 units per 1,000 square feet
Facilities - Offices	.10 units per 1,000 square feet
Country clubs	1.25 units per 1,000 square feet of general building area plus restaurant, bar, swimming pool areas, etc., at their respective unit factors
Daycare centers	.40 units per room
Fast Food Service (drive thru only)	2.00 units per 1000 square feet
Fraternal organizations	.50 units per 1,000 square feet of general building plus restaurant, bar, swimming pool area, etc., at their respective unit factors
Health Clubs w/o showers and/or pools	.25 units per 1,000 square feet
Health Clubs w/showers and/or pools	2.00 units per 1,000 square feet
Hospitals	1.00 unit plus 0.75 units per bed
Hotels and motels	1.00 unit plus 0.25 units per bed plus restaurant, bar, swimming pool are, etc. at their respective unit factors
Irrigation System serving residential platted or site condo subdivisions	1.00 unit per separate tap for platted sub or residential site condominium project irrigation
Laundry (self-serve)	.75 units per washer
Laundry-Commercial	1.75 units per washer

**Van Buren Township
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Manufacturing (exclusive of industrial wastes)	.75 units per 1,000 square feet (industrial wastes will be assigned such sanitary use factor units as shall be appropriate in each individual instance, upon request to the township for such assignment)
Manufacturing (light)	.15 units per 1000 square feet
Manufacturing (tool & die)	1.00 unit
Nursing/Convalescent Homes	1.00 unit plus .50 units per bed
Nursery/Green Houses	.25 units per 1,000 square feet
Restaurants/Bars/Taverns (full service, dinners/drinks)	2.00 units per 1,000 square feet
Schools without showers or pool	1.00 unit per classroom
Schools (with showers and/or pool)	1.50 units per classroom
Self-storage	.15 units per 1000 square feet
Service stations	1.00 unit plus 0.15 units per pump plus .25 units per service stall
Stores	.15 units per 1,000 square feet
Stores (pharmacies)	.20 units per 1,000 square feet
Swimming pool (net area of pool, see country clubs for building unit) (residential excluded)	3.00 units per 1,000 square feet
Theater	1.00 unit plus 0.01 units per seat
Warehouses (with fire suppression)	.35 units per 1,000 square feet
Warehouses (without fire suppression)	.15 units per 1,000 square feet

Equivalent Residential Units not listed, or for unusual circumstances, the Public Services Director may either recommend an adjustment to the ERU or recommend a review by the Township Supervisor to determine if the matter should be sent to the township board for final determination. When the primary use contains other secondary uses, the total ERU factor shall be the summation of all applicable separate ERU factors (e.g., Hotel ERU factor + Restaurant REU factor + Pool REU factor = Total ERU factor).

All capital charges resulting from a change in the use of the building/premises and any corresponding unit factor change shall be paid to the township in full prior to occupancy, unless otherwise authorized by the Water & Sewer Director. The Water & Sewer Director, at his/her discretion, may authorize a payment plan not to exceed one year in duration. The customer or owner shall pay the difference between the capital charge (previously called debt service charge) based upon prior use and the current capital charge upon such change in use. No credit or rebate of capital charges (or previously paid debt service charges) shall be made in the case of a lesser residential equivalent use.

**Van Buren Township
Water & Sewer Department
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2024 Resolution 2023-28**

HYDRANT RENTAL PERMIT

Permit Fee – Maximum 30 days per permit	\$100.00
Deposit (if customer has an existing water account and signs agreement for any damages or losses to be added to the next regular water bill)	\$500.00
Deposit (if customer does not have an existing water account)	\$2,500.00
Daily rental fee	\$10.00
Winterizing fee	\$50.00 per day
Water consumption charges	per current water rate

Hydrant rentals only permitted in accordance with rules and regulations adopted by the Water & Sewer Commission.

ENGINEERING FEES:

The Water & Sewer Department Schedule of Rates does not include Engineering Fees. Engineering fees shall be collected in accordance with the current contract with the Township's Consulting Engineers.

All Water & Sewer permits expire one year from the date of payment. Renewals will not be issued.

Van Buren Charter Township, MI

Water Financial Projection Study

August 17, 2023



Submitted Respectfully by:

Dawn Lund, Vice President
Utility Financial Solutions, LLC
dlund@ufsweb.com
(231) 218-9664



August 17, 2023

Mr. Kevin J. Lawrence
Water & Sewer Director
Van Buren Charter Township

Dear Mr. Lawrence,

We are pleased to present this executive summary report for a long-term financial projection in the Water Department completed for Van Buren Charter Township. This report was prepared to provide the utility with a comprehensive examination of its existing financials by an outside party.

The specific purposes of this long-term financial projection study are:

- 1) Determine Water utility's revenue requirements for fiscal year 2023.
- 2) Project rate adjustments needed to meet or work toward targeted revenue requirements.

This report includes results of the long-term financial projection.

- 1) Projected rate tracks are based on the utilities ability to meet or work toward three factors listed below:
 - a. Debt Coverage Ratio
 - b. Minimum Cash Reserves
 - c. Operating Income

This report is intended for information and use by management and the Board of Directors for purposes stated above and is not intended to be used by anyone except the specified parties.

Sincerely,

Dawn Lund

Utility Financial Solutions, LLC
Dawn Lund
Vice-President

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INTRODUCTION

This report was prepared to provide Van Buren Charter Township water utility with a long-term financial projection and rate track. The specific purposes of the financial plan are identified below:

- 1) ***Determine Water Utility's revenue requirements for fiscal year 2023.*** The Water Utility's revenue requirements were projected for the period from 2023 – 2027 and included adjustments for the following:
 - a. Anticipated operating cost changes
 - b. Capital improvements currently underway and scheduled over next five years. The Township provided capital improvement information.
- 2) ***Proposed rate adjustments needed to meet targeted revenue requirements.*** The primary purpose of this study is to identify appropriate revenue requirements and the rate adjustments projected to meet or work toward targeted revenue requirements. The report includes a long-term rate track to help ensure the financial stability of the utility in future years.

The Township retained Utility Financial Solutions, LLC to review the above items and make suggestions on the appropriate course of action. This report includes results of the long-term financial projection.

UTILITY REVENUE REQUIREMENTS

Revenue requirements for the Van Buren Charter Township were projected for 2023 based on fiscal year 2022 actual expenses and Budget 2023. Revenues and expenses were analyzed with adjustments made to actual expenses to reflect projected operating characteristics. The table below summarizes the significant assumptions used in the projection:

	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027
Growth	2.0%	2.0%	2.0%	2.0%	2.0%
Inflation	4.90%	3.50%	2.90%	2.90%	2.90%
Interest Income	1.0%	1.0%	1.0%	1.0%	1.0%
Water Purchases	2.26%	2.97%	2.97%	2.97%	2.97%

Table Two below is a summary of the financial projection for the period 2023-2027. In 2023 the Township is projected to have an operating loss of (\$1.3) million and losses increase to (\$1.9) million without rate adjustments. The cash balance is projected at \$11.7 million in 2023. The water department was allocated 80% of the combined fund cash balance in the beginning of the projection period. The cash balance drops to \$3.0 million in 2027 with the current capital improvement program. The water utility should hold \$3.7 million at a minimum. The debt coverage ratio does not meet the targeted minimum throughout the projection period. However, the utility has a restricted cash account to pay debt service payments through 2028.

Table Two – Projected Financial Summary – (Without Rate Adjustments)

Fiscal Year	Projected Rate Adjustments	Projected Revenues	Projected Expenses	Adjusted Operating Income	Operating Cash Balance	Restricted Cash	Capital Improvements	Bond Issues	DWRF Debt Coverage Ratio	DWRF Debt Coverage Ratio with Restricted
2023	0.0%	5,106,563	6,672,003	(1,328,945)	11,667,753	2,579,159	1,400,000	-	(1.14)	(0.14)
2024	0.0%	5,201,907	6,894,684	(1,456,281)	9,674,646	2,151,535	1,400,000	-	(1.38)	(0.38)
2025	0.0%	5,275,596	7,111,334	(1,599,242)	7,561,071	1,722,909	1,400,000	-	(1.68)	(0.68)
2026	0.0%	5,344,659	7,333,120	(1,751,965)	5,316,061	1,298,535	1,400,000	-	(1.99)	(0.99)
2027	0.0%	5,444,765	7,560,192	(1,878,931)	2,964,060	873,535	1,400,000	-	(2.24)	(1.24)
Target 2023				\$ 1,271,537	\$ 3,553,889				1.0/1.25	1.0/1.25
Target 2027				\$ 1,501,844	\$ 3,751,138				1.0/1.25	1.0/1.25

Projected Operating Income and Debt Coverage Ratio are below the targeted minimum throughout the projection period.
Cash Balance does not meet the targeted minimum starting in 2027.

PROJECTED CASH FLOW

Table Three is the projected cash flow for 2023-2027, including projections of capital improvements as provided by the Utility. Changes in the capital improvement plan can greatly affect the cash balance and minimum cash reserve target. The cash balance for 2023 is projected at \$11.7 million and declines to \$3.0 million in 2027.

Table Three - Projected Cash Flows (Without Rate Adjustments)

Projected Cash Flows	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027
Add Net Income	\$ (1,497,494)	\$ (1,634,725)	\$ (1,788,366)	\$ (1,952,850)	\$ (2,092,642)
Add Back Depreciation Expense	940,568	982,992	1,025,417	1,067,841	1,110,265
Subtract Debt Principal	360,000	370,000	375,000	385,000	395,000
Add Bond Sale Proceeds	-	-	-	-	-
Cash from Restricted Debt Payment Account	427,624	428,626	424,374	425,000	425,376
Cash Available from Operations	\$ (489,302)	\$ (593,107)	\$ (713,575)	\$ (845,010)	\$ (952,001)
Estimated Annual Capital Additions	1,400,000	1,400,000	1,400,000	1,400,000	1,400,000
Net Cash From Operations	\$ (1,889,302)	\$ (1,993,107)	\$ (2,113,575)	\$ (2,245,010)	\$ (2,352,001)
Beginning Cash Balance	13,557,054	11,667,753	9,674,646	7,561,071	5,316,061
Ending Cash Balance	\$ 11,667,753	\$ 9,674,646	\$ 7,561,071	\$ 5,316,061	\$ 2,964,060
Total Cash Available	11,667,753	9,674,646	7,561,071	5,316,061	2,964,060
Targeted Minimum	3,553,889	3,599,809	3,649,865	3,700,302	3,751,138

Projected Cash Balances fall below targeted minimums starting in 2027.

DEVELOPMENT OF FINANCIAL TARGETS

When evaluating rates to charge customers, three key factors must be considered:

1. Debt Coverage Ratio
2. Minimum Cash Reserves
3. Optimal Net Income

Each of these factors is discussed below:

Debt Coverage Ratio - Table Four is the projected debt coverage ratios. The utility currently holds a restricted cash account for bonds payments through 2028. Current operations would not have sufficient cash flow to meet debt coverage ratios. The current bonds are revenue bonds with a 1.0 requirement ratio. However, the minimum targeted debt coverage ratio was established at 1.25 for financial planning purposes and would help to achieve the following:

- a. Helps to ensure adequate funds are available to meet debt service payments in years when sales are low due to cold or wet summers or loss of a major customer(s).
- b. Obtain higher bond rating, if revenue bonds are sold in the future, to lower interest cost.

Table Four – Projected Debt Coverage Ratios (Without Rate Adjustments)

Debt Coverage Ratio	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027
Add Net Income	\$ (1,497,494)	\$ (1,634,725)	\$ (1,788,366)	\$ (1,952,850)	\$ (2,092,642)
Add Depreciation Expense	940,568	982,992	1,025,417	1,067,841	1,110,265
Add Interest Expense	67,624	58,626	49,374	40,000	30,376
Cash Available for Debt Service	\$ (489,302)	\$ (593,107)	\$ (713,575)	\$ (845,010)	\$ (952,001)
Debt Principal and Interest	\$ 427,624	\$ 428,626	\$ 424,374	\$ 425,000	\$ 425,376
Projected Debt Coverage Ratio (Covenants)	(1.14)	(1.38)	(1.68)	(1.99)	(2.24)
Minimum Debt Coverage Ratio	1.45	1.45	1.45	1.45	1.45

The Debt Coverage Ratio is not sufficient throughout the projection period; however, the utility has a restricted cash account to pay debt service payments through 2028.

Minimum Cash Reserve - Table Five is the minimum level of cash reserves required to help ensure timely replacement of assets and to provide financial stability of the water utility. The methodology used to establish this minimum is based on certain assumptions related to a percentage of operating expense, historical investment, capital improvements, and debt service to be kept in cash reserves. Minimum cash reserve attempts to quantify the minimum amount of cash the utility should keep in reserve and is considered at critical levels if cash approaches this minimum.

Actual cash reserves may vary substantially above the minimum and is dependent on the life cycle of assets that are currently in service. If a minimum cash reserve policy is established, and the utility's cash balance falls below the established amount, it should require the Board to take action to rebuild cash. The typical action includes a rate increase or the consideration of a bond issuance. Based on these assumptions, the Township should maintain a minimum of \$3.7 million in cash reserves.

Table Five – Minimum Cash Reserves

	Percent Allocated	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027
Operation & Maintenance Less Depreciation Expense	12.3%	\$ 704,967	\$ 727,138	\$ 748,568	\$ 770,629	\$ 793,341
Historical Rate Base	2%	1,020,297	1,048,297	1,076,297	1,104,297	1,132,297
Current Portion of Debt Service Reserve	100%	428,626	424,374	425,000	425,376	425,500
Five Year Capital Improvements - Net of bond proceeds	20%	1,400,000	1,400,000	1,400,000	1,400,000	1,400,000
Targeted Minimum Cash Reserve		\$ 3,553,889	\$ 3,599,809	\$ 3,649,865	\$ 3,700,302	\$ 3,751,138
Projected Cash Reserves		\$ 11,667,753	\$ 9,674,646	\$ 7,561,071	\$ 5,316,061	\$ 2,964,060

Projected Cash Balances fall below targeted minimum starting in 2027.

Notes:

1. Rate base is historical investment in plant and equipment
2. Five-year capital includes budgeted capital improvements for the next six years and excludes capital improvements funded through debt issuances

Operating income targets - The optimal target for setting rates is the establishment of a target operating income to help ensure the following:

- 1) Funding of Interest Expense on the outstanding principal on debt. Interest expense is below the operating income line and needs to be recouped through the operating income balance.
- 2) Funding of the inflationary increase on the assets invested in the system. The inflation on the replacement of assets invested in the utility should be recouped through the Operating Income
- 3) Adequate rate of return on investment to help ensure current customers are paying their fair share of the use of the infrastructure and not deferring the charge to future generations.

As improvements are made to the system, the optimal operating income target will increase unless annual depreciation expense is greater than yearly capital improvements. The target established for 2023 is \$1.3 million and increases to \$1.5 million in 2027. This equates to approximately a 5.6% rate of return. The system is currently operating at losses.

Table Six - Optimal Operating Income Targets Compared to Projected

	Percent Allocated	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027
Effective Interest Expense	3.0%	\$ 67,624	\$ 58,626	\$ 49,374	\$ 40,000	\$ 30,376
Contributed Capital Estimated	3.4%	268,766	271,417	274,449	277,859	281,651
Inflationary Increase on Assets	6.9%	935,147	998,530	1,061,843	1,125,561	1,189,817
Target Operating Income		\$ 1,271,537	\$ 1,328,573	\$ 1,385,665	\$ 1,443,420	\$ 1,501,844
Projected Adjusted Operating Income		\$ (1,328,945)	\$ (1,456,281)	\$ (1,599,242)	\$ (1,751,965)	\$ (1,878,931)
Rate of Return in %		5.3%	5.5%	5.6%	5.8%	5.9%

Rate of Return falls below targeted minimum throughout the projection period.

PROPOSED RATE TRACK

Increasing rates requires balancing the financial health of the utility with the financial impact on customers and cost of service results. Table Seven below is the financial summary with projected rate increases of 5.9% every year from 2024 through 2027. This rate track needs to be updated on a yearly basis to ensure the capital improvement program is on track. Cash is projected to spend down significantly due to capital spending; and if the program is delayed for any reason, rate increases could be mitigated or lowered.

The rate track was developed to move toward the operating income and cash balance, while maintaining debt coverage ratios targets. The water and sewer utilities currently are shown combined on the financial statement. Table Eight reflects the results of the combined projection. The rate track should be reviewed annually as changes in revenues, expenses and capital can impact the rate track.

Table Seven – Financial Projection Summary (With Proposed Rates)

Fiscal Year	Projected Rate Adjustments	Projected Revenues	Projected Expenses	Adjusted Operating Income	Operating Cash Balance	Restricted Cash	Capital Improvements	Bond Issues	DWRF Debt Coverage Ratio	DWRF Debt Coverage Ratio with Restricted
2023	0.0%	5,106,563	6,672,003	(1,328,945)	11,667,753	2,579,159	1,400,000	-	(1.14)	(0.14)
2024	5.9%	5,490,783	6,894,684	(1,167,405)	9,963,522	2,151,535	1,400,000	-	(0.71)	0.29
2025	5.9%	5,880,033	7,111,334	(994,806)	8,457,272	1,722,909	1,400,000	-	(0.25)	0.75
2026	5.9%	6,293,504	7,333,120	(803,121)	7,170,069	1,298,535	1,400,000	-	0.27	1.27
2027	5.9%	6,769,203	7,560,192	(554,493)	6,161,046	873,535	1,400,000	-	0.92	1.92
Target 2023				\$ 1,271,537	\$ 3,553,889				1.0/1.25	1.0/1.25
Target 2027				\$ 1,501,844	\$ 3,751,138				1.0/1.25	1.0/1.25

Operating Income, Projected Cash Balance, and Debt Coverage Ratio improve throughout the projection period.

Table Eight – COMBINED Water and Wastewater Financial Projection with Proposed Rates

Fiscal Year	Projected Rate Adjustments (Water)	Projected Rate Adjustments (Wastewater)	Projected Revenues	Projected Expenses	Adjusted Operating Income	Operating Cash Balance	Restricted Cash	Capital Improvements	Bond Issues	Debt Coverage Ratio	Debt Coverage Ratio with Restricted Reserves
2023	0.0%	0.0%	10,590,944	12,086,823	(1,190,724)	15,689,699	9,201,382	1,954,400	-	0.44	1.44
2024	5.9%	3.9%	11,247,282	12,482,975	(930,537)	14,370,664	7,626,700	2,326,153	-	0.64	1.64
2025	5.9%	3.9%	11,880,834	12,860,041	(674,051)	13,179,975	6,050,342	2,512,513	-	0.84	1.84
2026	5.9%	3.9%	12,553,212	13,248,071	(389,703)	12,385,087	4,479,886	2,462,985	-	1.06	2.06
2027	5.9%	3.9%	13,303,296	13,642,910	(34,458)	12,113,220	2,908,585	2,357,866	-	1.27	2.27
Combined MINIMUM Target 2023					\$ 2,465,014	\$ 6,832,897				1.25/1.45	
Combined MINIMUM Target 2027					\$ 2,890,518	\$ 7,090,143				1.25/1.45	1.25/1.45

SIGNIFICANT ASSUMPTIONS

This section outlines the significant assumptions for the Water Utility Study.

Forecasted Operating Expenses

Forecasted expenses were based on actual fiscal year 2022 and Budget 2023 adjusted for known cost changes and inflation.

Sales Forecast

A forecast of 2% growth rate was used throughout the projection period.

Capital Improvement Program

The capital improvement program was provided by the Township and is listed below. Any changes from the numbers provided can greatly affect the cash balance.

Fiscal Year	Projected Capital Improvement
2023	1,400,000
2024	1,400,000
2025	1,400,000
2026	1,400,000
2027	1,400,000

WATER OPERATION FINDINGS

1. For the Van Buren Charter Township to maintain long-term financial targets of the water utility, rate increases should be considered. Below is a summary of the financial projection with proposed rate increases of 5.9% in 2024-2027. The rate track should improve targeted operating income and use cash balances on hand to support the capital improvement program. The rate track should be reviewed annually to ensure it is sufficient as changes in revenues, expenses and capital can affect the rate track and bonding requirements.

Fiscal Year	Projected Rate Adjustments	Projected Revenues	Projected Expenses	Adjusted Operating Income	Operating Cash Balance	Restricted Cash	Capital Improvements	Bond Issues	DWRF Debt Coverage Ratio	DWRF Debt Coverage Ratio with Restricted
2023	0.0%	5,106,563	6,672,003	(1,328,945)	11,667,753	2,579,159	1,400,000	-	(1.14)	(0.14)
2024	5.9%	5,490,783	6,894,684	(1,167,405)	9,963,522	2,151,535	1,400,000	-	(0.71)	0.29
2025	5.9%	5,880,033	7,111,334	(994,806)	8,457,272	1,722,909	1,400,000	-	(0.25)	0.75
2026	5.9%	6,293,504	7,333,120	(803,121)	7,170,069	1,298,535	1,400,000	-	0.27	1.27
2027	5.9%	6,769,203	7,560,192	(554,493)	6,161,046	873,535	1,400,000	-	0.92	1.92
Target 2023				\$ 1,271,537	\$ 3,553,889				1.0/1.25	1.0/1.25
Target 2027				\$ 1,501,844	\$ 3,751,138				1.0/1.25	1.0/1.25

2. The financial projection revenue, expenses and cash flow should be updated annually with the budget process to determine if rate track is on target. Any changes in revenues, expenses and capital improvements can greatly affect the rate track and bonding requirements. Cash is projected to spend down significantly due to capital spending; and if the program is delayed for any reason, rate increases could be mitigated or lowered.

APPENDIX – RATE DESIGN AND IMPACTS

	Meter Size	Current Rates	2024 Proposed Rates
Commodity Rate:			
Total Usage - Inside		\$ 4.35	\$ 4.45
Total Usage - Outside (with Water Surcharge)		\$ 5.65	\$ 5.79
	5/8"	\$ 10.00	\$ 12.00
	3/4"	12.00	14.50
	1"	15.25	18.50
	1.5"	69.50	83.50
	2"	105.00	126.00
	3"	225.00	270.00
	4"	365.00	438.00
	6"	1,375.00	1,650.00
	8"	2,400.00	2,880.00
	10"	3,700.00	4,440.00
	Overall Increase		5.9%

APPENDIX – RATE DESIGN AND IMPACTS

Inside City				
	Current Rates	Proposed Rates		
<u>5/8"</u>				
Customer Service Charge	\$ 10.00	\$ 12.00		
Total Usage - Inside	\$ 4.35	\$ 4.45		
Quarterly Usage Level in 1000 Gallons	Current Rates	Proposed Rates	Dollar Impact	Percent Change
9	\$ 49.15	\$ 52.05	\$ 2.90	5.90%
15	\$ 75.25	\$ 78.75	3.50	4.65%
20	\$ 97.00	\$ 101.00	4.00	4.12%
30	\$ 140.50	\$ 145.50	5.00	3.56%
35	\$ 162.25	\$ 167.75	5.50	3.39%
	Current Rates	Proposed Rates		
<u>3/4"</u>				
Customer Service Charge	\$ 12.00	\$ 14.50		
Total Usage - Inside	\$ 4.35	\$ 4.45		
Quarterly Usage Level in 1000 Gallons	Current Rates	Proposed Rates	Dollar Impact	Percent Change
12	\$ 64.20	\$ 67.90	\$ 3.70	5.76%
15	\$ 77.25	\$ 81.25	4.00	5.18%
20	\$ 99.00	\$ 103.50	4.50	4.55%
30	\$ 142.50	\$ 148.00	5.50	3.86%
40	\$ 186.00	\$ 192.50	6.50	3.49%
	Current Rates	Proposed Rates		
<u>1"</u>				
Customer Service Charge	\$ 15.25	\$ 18.50		
Total Usage - Inside	\$ 4.35	\$ 4.45		
Quarterly Usage Level in 1000 Gallons	Current Rates	Proposed Rates	Dollar Impact	Percent Change
12	\$ 67.45	\$ 71.90	\$ 4.45	6.60%
15	\$ 80.50	\$ 85.25	4.75	5.90%
20	\$ 102.25	\$ 107.50	5.25	5.13%
30	\$ 145.75	\$ 152.00	6.25	4.29%
40	\$ 189.25	\$ 196.50	7.25	3.83%

Van Buren Charter Township, MI

Sewer Financial Projection Study

August 17, 2023



Submitted Respectfully by:

Dawn Lund, Vice President
Utility Financial Solutions, LLC
dlund@ufswest.com
(231) 218-9664



August 17, 2023

Mr. Kevin J. Lawrence
Water & Sewer Director
Van Buren Charter Township

Dear Mr. Lawrence,

We are pleased to present this executive summary report for a long-term financial projection in the Sewer Department completed for Van Buren Charter Township. This report was prepared to provide the utility with a comprehensive examination of its existing financials by an outside party.

The specific purposes of this long-term financial projection study are:

- 1) Determine the Sewer Utility's revenue requirements for fiscal year 2023.
- 2) Project rate adjustments needed to meet or work toward targeted revenue requirements.

This report includes results of the long-term financial projection.

- 1) Projected rate tracks are based on the utilities ability to meet or work toward three factors listed below:
 - a. Debt Coverage Ratio
 - b. Minimum Cash Reserves
 - c. Operating Income

This report is intended for information and use by management and the Board of Directors for purposes stated above and is not intended to be used by anyone except the specified parties.

Sincerely,

Dawn Lund

Utility Financial Solutions, LLC
Dawn Lund
Vice-President

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INTRODUCTION

This report was prepared to provide Van Buren Charter Township's sewer utility with a long-term financial projection and rate track. The specific purposes of the financial plan are identified below:

- 1) ***Determine the Sewer Utility's revenue requirements for fiscal year 2023.*** The Sewer Utility's revenue requirements were projected for the period from 2023 – 2027 and included adjustments for the following:
 - a. Anticipated operating cost changes
 - b. Capital improvements currently underway and scheduled over next five years. The Township provided capital improvement information.
- 2) ***Proposed rate adjustments needed to meet targeted revenue requirements.*** The primary purpose of this study is to identify appropriate revenue requirements and the rate adjustments projected to meet or work toward targeted revenue requirements. This report includes a long-term rate track to help ensure the financial stability of the utility in future years.

The Township retained Utility Financial Solutions to review the above items and make suggestions on the appropriate course of action. This report includes results of the long-term financial projection.

UTILITY REVENUE REQUIREMENTS

Revenue requirements for Van Buren Charter Township were projected for 2023 based on fiscal year 2022 actual expenses and Budget 2023. Revenues and expenses were analyzed with adjustments made to actual expenses to reflect projected operating characteristics. The table below summarizes the significant assumptions used in the projection:

	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027
Inflation Rate	4.90%	3.50%	2.90%	2.90%	2.90%
Sewer Inflation Increases	4.90%	3.50%	2.90%	2.90%	2.90%
Growth	2.0%	2.0%	2.0%	2.0%	2.0%
Investment Income	0.5%	0.5%	0.5%	0.5%	0.5%

Table Two is the projected financial statement for the sewer operation from 2023-2027 without any rate changes; with 2023 being the test year. The projected operating income in 2023 is \$138,221 and finishes the projection period at an operating loss of (\$221,804) in 2027. The cash balance is projected at \$4.0 million in 2023. The sewer department was allocated 20% of the combined fund cash balance in the beginning of the projection period. The cash balance remains steady at \$4.1 million in 2027 with the current capital improvement program. The sewer utility should hold \$3.4 million at a minimum. The debt coverage ratio does not meet the targeted minimum throughout the projection period. However, the utility has a restricted cash account to pay debt service payments through 2028 and the ratio is met with those funds included in the cash flow from operations.

Table Two – Financial Projection Summary (Without Rate Adjustments)

Fiscal Year	Projected Rate Adjustments	Projected Revenues	Projected Expenses	Adjusted Operating Income	Projected Cash Balances	Restricted Cash	Capital Improvements	Fixed Cost Obligations	Fixed Cost Obligation Ratio	Fixed Cost Obligation Ratio With Restricted Fund
2023	0.0%	5,484,381	5,414,820	138,221	4,021,946	6,622,223	554,400	-	1.03	2.03
2024	0.0%	5,561,504	5,588,291	41,873	4,212,148	5,475,165	926,153	-	0.97	1.97
2025	0.0%	5,640,170	5,748,706	(39,876)	4,166,102	4,327,432	1,112,513	-	0.93	1.93
2026	0.0%	5,720,409	5,914,951	(125,882)	4,116,335	3,181,351	1,062,985	-	0.88	1.88
2027	0.0%	5,802,253	6,082,717	(211,804)	4,116,159	2,035,049	957,866	-	0.78	1.78
Target in 2024				\$ 1,235,352						
Target in 2025				\$ 1,287,563						
Target in 2031				\$ 1,379,533						
Minimum Target 2024					\$ 3,254,368				1.25/1.45	
Minimum Target 2031					\$ 3,398,343				1.25/1.45	

PROJECTED CASH FLOW

Table Three is the projected cash flow for 2023-2027, including projections of capital improvements as provided by the Utility. Changes in the capital improvement plan can greatly affect the cash balance and minimum cash reserve target. Cash balances remains steady throughout the projection period with the current capital improvement program.

Table Three – Projected Cash Flows (Without Rate Adjustments)

<u>Projected Cash Flows</u>	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027
Add Net Income	\$ (227,814)	\$ (304,171)	\$ (367,476)	\$ (435,417)	\$ (500,194)
Add Back Depreciation Expense	1,099,436	1,121,869	1,152,757	1,185,720	1,216,339
Subtract Debt Principal	831,598	849,076	864,895	883,386	979,730
Add Bond Sale Proceeds	-	-	-	-	-
Cash from Restricted Debt Payment Account	1,147,058	1,147,732	1,146,081	1,146,302	1,221,275
Cash Available from Operations	\$ 1,187,083	\$ 1,116,354	\$ 1,066,468	\$ 1,013,218	\$ 957,690
Estimated Annual Capital Additions	554,400	926,153	1,112,513	1,062,985	957,866
Net Cash From Operations	\$ 632,683	\$ 190,201	\$ (46,045)	\$ (49,767)	\$ (176)
Beginning Cash Balance	3,389,264	4,021,946	4,212,148	4,166,102	4,116,335
Ending Cash Balance	\$ 4,021,946	\$ 4,212,148	\$ 4,166,102	\$ 4,116,335	\$ 4,116,159
Total Cash Available	\$ 4,021,946	\$ 4,212,148	\$ 4,166,102	\$ 4,116,335	\$ 4,116,159
Targeted Minimum	\$ 3,279,008	\$ 3,254,368	\$ 3,194,865	\$ 3,992,596	\$ 3,339,005

Projected Cash Balances meet the targeted minimums throughout the projection period.

DEVELOPMENT OF FINANCIAL TARGETS

When evaluating rates to charge customers, three key factors must be considered:

1. Debt Coverage Ratio
2. Minimum Cash Reserves
3. Operating Income

Each of these factors is discussed below:

Debt Coverage Ratio - Table Four is the projected debt coverage ratios. Current operations would not have sufficient cash flow to meet debt coverage ratios, however, the utility currently holds a restricted cash account for bonds payments through 2028. The current bonds are revenue bonds with a 1.0 requirement ratio. The minimum targeted debt coverage ratio for financial planning purposes was established at 1.25 and would help to achieve the following:

- a. Helps to ensure adequate funds are available to meet debt service payments in years when sales are low due to cold or wet summers or loss of a major customer(s).
- b. Obtain higher bond rating, if revenue bonds are sold in the future, to lower interest cost.

Table Four - Current Debt Coverage Ratio (Without Rate Adjustments)

<u>Debt Coverage Ratio</u>	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027
Add Net Income	\$ (227,814)	\$ (304,171)	\$ (367,476)	\$ (435,417)	\$ (500,194)
Add Depreciation Expense	1,099,436	1,121,869	1,152,757	1,185,720	1,216,339
Add Interest Expense	315,460	298,657	281,186	262,916	241,545
Cash Available for Debt Service	<u>\$ 1,187,083</u>	<u>\$ 1,116,354</u>	<u>\$ 1,066,468</u>	<u>\$ 1,013,218</u>	<u>\$ 957,690</u>
Debt Principal and Interest	\$ 1,147,058	\$ 1,147,732	\$ 1,146,081	\$ 1,146,302	\$ 1,221,275
Projected Debt Coverage Ratio (Covenants)	1.03	0.97	0.93	0.88	0.78
Minimum Debt Coverage Ratio	1.45	1.45	1.45	1.45	1.45

Debt Coverage Ratio is not sufficient throughout the projection period; however the ratio is met when restricted funds for the bonds payments are added to cash flow from operations.

Minimum Cash Reserve Target – Table Five is the minimum level of cash reserves required to help ensure timely replacement of assets and to provide financial stability of the sewer utility. The methodology used to establish this minimum is based on certain assumptions related to a percentage of operating expense, historical investment, capital improvements, and debt service to be kept in cash reserves. Minimum cash reserve attempts to quantify the minimum amount of cash the utility should keep in reserve and is considered at critical levels if cash approaches this minimum.

Actual cash reserves may vary substantially above the minimum and is dependent on the life cycle of assets that are currently in service. If a minimum cash reserve policy is established, and the utility's cash balance falls below the established amount, it should require the Board to take action to rebuild cash. The typical action includes a rate increase or the consideration of a bond issuance. Based on these assumptions, the Township should maintain a minimum of \$3.4 million in cash reserves.

Table Five – Minimum Cash Reserves

	Percent Allocated	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027
Operation & Maintenance Less Depreciation Expense	12.3%	\$ 530,792	\$ 549,370	\$ 565,302	\$ 581,695	\$ 598,565
Historical Rate Base	1%	664,718	673,979	685,105	1,391,469	1,410,626
Current Portion of Debt Service Reserve	100%	1,147,732	1,146,081	1,146,302	1,221,275	531,657
Five Year Capital Improvements - Net of bond proceeds	20%	935,765	884,937	798,157	798,157	798,157
Targeted Minimum Cash Reserve Levels		\$ 3,279,008	\$ 3,254,368	\$ 3,194,865	\$ 3,992,596	\$ 3,339,005
Projected Cash Reserves		\$ 4,021,946	\$ 4,212,148	\$ 4,166,102	\$ 4,116,335	\$ 4,116,159

Cash reserves are below targeted minimums throughout the projection period.

Notes:

1. Rate base is historical investment in plant and equipment
2. Five-year capital includes budgeted capital improvements for the next six years and excludes capital improvements funded through debt issuances

Optimal operating income targets - The optimal target for setting rates is the establishment of a target operating income to help ensure the following:

- 1) Funding of Interest Expense on the outstanding principal on debt. Interest expense is below the operating income line and needs to be recouped through the operating income balance.
- 2) Funding of the inflationary increase on the assets invested in the system. The inflation on the replacement of assets invested in the utility should be recouped through the Operating Income
- 3) Adequate rate of return on investment to help ensure current customers are paying their fair share of the use of the infrastructure and not deferring the charge to future generations.

As improvements are made to the system, the optimal operating income target will increase unless annual depreciation expense is greater than yearly capital improvements. The target established is \$1.2 million in 2023; with a projected operating income of \$138,221. The 2027 targeted operating income is \$1.4 million; with a projected operating loss of (\$211,804).

Table Six - Optimal Operating Income Targets Compared to Projected

	Percent Allocated	Projected 2023	Projected 2024	Projected 2025	Projected 2026	Projected 2027
Outstanding Principal on Debt	3.9%	315,460	298,657	281,186	262,916	241,545
Contributed Capital Estimated	3.2%	716,193	730,341	743,274	757,537	773,862
System Equity	6.3%	161,824	206,355	263,103	318,065	373,268
Target Operating Income		\$ 1,193,477	\$ 1,235,352	\$ 1,287,563	\$ 1,338,518	\$ 1,388,675
Projected Adjusted Operating Income		\$ 138,221	\$ 41,873	\$ (39,876)	\$ (125,882)	\$ (211,804)
Rate of Return in %		3.5%	3.6%	3.8%	3.9%	4.1%

Rate of Return meets targeted minimum throughout the projection period.

PROPOSED RATE TRACK

Increasing rates requires balancing the financial health of the utility with the financial impact on customers and cost of service results. Table Seven below is the financial projection summary with projected rate increases of 3.9% in 2024 through 2027.

The rate track was developed to move toward minimum targets. Operating income, cash balances, and debt coverage ratio stabilize and work toward the minimum targets. The water and sewer utilities currently are shown combined on the financial statement. Table Eight reflects the results of the combined projection. The rate track should be reviewed annually as changes in revenues, expenses and capital can impact the rate track.

Table Seven – Projected Financial Summary (With Proposed Rates)

Fiscal Year	Projected Rate Adjustments	Projected Revenues	Projected Expenses	Adjusted Operating Income	Projected Cash Balances	Restricted Cash	Capital Improvements	Fixed Cost Obligations	Fixed Cost Obligation Ratio	Fixed Cost Obligation Ratio With Restricted Fund
2023	0.0%	5,484,381	5,414,820	138,221	4,021,946	6,622,223	554,400	-	1.03	2.03
2024	3.9%	5,756,499	5,588,291	236,868	4,407,142	5,475,165	926,153	-	1.14	2.14
2025	3.9%	6,000,801	5,748,706	320,755	4,722,703	4,327,432	1,112,513	-	1.25	2.25
2026	3.9%	6,259,708	5,914,951	413,417	5,215,017	3,181,351	1,062,985	-	1.36	2.36
2027	3.9%	6,534,093	6,082,717	520,035	5,952,174	2,035,049	957,866	-	1.39	2.39
Target in 2024				\$ 1,235,352						
Target in 2025				\$ 1,287,563						
Target in 2031				\$ 1,379,533						
Minimum Target 2024					\$ 3,254,368				1.25/1.45	
Minimum Target 2031					\$ 3,398,343				1.25/1.45	

Operating Income, Projected Cash Balance, and Debt Coverage Ratio improve and are within an acceptable range by the end of the projection period.

Table Eight – COMBINED Water and Wastewater Financial Projection with Proposed Rates

Fiscal Year	Projected Rate Adjustments (Water)	Projected Rate Adjustments (Wastewater)	Projected Revenues	Projected Expenses	Adjusted Operating Income	Operating Cash Balance	Restricted Cash	Capital Improvements	Bond Issues	Debt Coverage Ratio	Debt Coverage with Restricted Reserves
2023	0.0%	0.0%	10,590,944	12,086,823	(1,190,724)	15,689,699	9,201,382	1,954,400	-	0.44	1.44
2024	5.9%	3.9%	11,247,282	12,482,975	(930,537)	14,370,664	7,626,700	2,326,153	-	0.64	1.64
2025	5.9%	3.9%	11,880,834	12,860,041	(674,051)	13,179,975	6,050,342	2,512,513	-	0.84	1.84
2026	5.9%	3.9%	12,553,212	13,248,071	(389,703)	12,385,087	4,479,886	2,462,985	-	1.06	2.06
2027	5.9%	3.9%	13,303,296	13,642,910	(34,458)	12,113,220	2,908,585	2,357,866	-	1.27	2.27
Combined MINIMUM Target 2023					\$ 2,465,014	\$ 6,832,897				1.25/1.45	
Combined MINIMUM Target 2027					\$ 2,890,518	\$ 7,090,143				1.25/1.45	1.25/1.45

SIGNIFICANT ASSUMPTIONS

This section outlines the significant assumptions for the Sewer Utility Study.

Forecasted Operating Expenses

Forecasted expenses were based on actual fiscal year 2022 and Budget 2023 adjusted for known cost changes and inflation.

Sales Forecast

A forecast of 2% growth rate was provided used throughout the projection period.

Capital Improvement Program

The capital improvement program was provided by the Township and is listed below. Any changes from the numbers provided can greatly affect the cash balance.

Year	Projected Capital Improvement
2023	554,400
2024	926,153
2025	1,112,513
2026	1,062,985
2027	957,866

SEWER OPERATION FINDINGS

1. For the Van Buren Charter Township to maintain long-term financial targets of the sewer utility, rate increases should be considered. Below is a summary of the financial projection summary with proposed rate increases of 3.9% in 2024 through 2027. The rate track was developed to move toward projected minimum targets. Operating income stabilize but do not reach targets throughout the projection period. The cash balance meets the targeted minimum balances. The debt coverage ratio is under required targets at the beginning of the period but stabilize and meet the coverage targets. The rate track should be reviewed annually as changes in revenues, expenses and capital can affect the rate track and bonding requirements.

Fiscal Year	Projected Rate Adjustments	Projected Revenues	Projected Expenses	Adjusted Operating Income	Projected Cash Balances	Restricted Cash	Capital Improvements	Fixed Cost Obligations	Fixed Cost Obligation Ratio
2023	0.0%	5,484,381	5,414,820	138,221	4,021,946	6,622,223	554,400	-	1.03
2024	3.9%	5,756,499	5,588,291	236,868	4,407,142	5,475,165	926,153	-	1.14
2025	3.9%	6,000,801	5,748,706	320,755	4,722,703	4,327,432	1,112,513	-	1.25
2026	3.9%	6,259,708	5,914,951	413,417	5,215,017	3,181,351	1,062,985	-	1.36
2027	3.9%	6,534,093	6,082,717	520,035	5,952,174	2,035,049	957,866	-	1.39
Target in 2023				\$ 1,193,477					
Target in 2027				\$ 1,388,675					
Minimum Target 2023					\$ 3,279,008		1.25/1.45		
Minimum Target 2027					\$ 3,339,005		1.25/1.45		

2. The financial projection revenue, expenses and cash flow should be updated annually with the budget process to determine if the rate track is on target. Any changes in revenues, expenses and capital improvements can greatly affect the rate track and bonding requirements. Cash is projected to spend down significantly due to capital spending; and if the program is delayed for any reason, rate increases could be mitigated or lowered.

APPENDIX - PROPOSED RATE DESIGN AND IMPACTS

Meter Size	Current Rate	2024 Proposed Rate
5/8"	13.25	14.58
3/4"	15.25	16.78
1"	19.50	21.45
1.5"	96.00	105.60
2"	151.00	166.10
3"	330.00	363.00
4"	560.00	616.00
6"	2,018.00	2,219.80
8"	3,550.00	3,905.00
10"	5,650.00	6,215.00
Flat Sewer Disposal - Inside	107.70	111.75
Flat Sewer Disposal - Outside	116.50	118.45
Commodity Rate:		
Total Usage - Inside	4.200	4.300
Total Usage - Outside (with Surcharge)	9.700	9.700
Non- Residential User Fee	0.400	0.400
Overall Increase		3.9%

APPENDIX - PROPOSED RATE DESIGN AND IMPACTS

Inside City				
5/8"	Current Rates	Proposed Rates		
Customer Service Charge	\$ 13.25	\$ 14.58		
Commodity Rate (1000 Gallons)	4.200	4.300		
Quarterly Usage Level in 1000 Gallons	Current Rates	Proposed Rates	Dollar Impact	Percent Change
9	\$ 51.05	\$ 53.28	\$ 2.22	4.36%
15	76.25	79.08	2.83	3.70%
20	97.25	100.58	3.33	3.42%
30	139.25	143.58	4.32	3.11%
35	160.25	165.08	4.82	3.01%
3/4"	Current Rates	Proposed Rates		
Customer Service Charge	\$ 15.25	\$ 16.78		
Commodity Rate (1000 Gallons)	4.200	4.300		
Quarterly Usage Level in 1000 Gallons	Current Rates	Proposed Rates	Dollar Impact	Percent Change
12	\$ 65.65	\$ 68.38	\$ 2.72	4.15%
15	78.25	81.28	3.03	3.87%
20	99.25	102.78	3.53	3.55%
30	141.25	145.78	4.53	3.20%
40	183.25	188.78	5.53	3.02%
1"	Current Rates	Proposed Rates		
Customer Service Charge	\$ 19.50	\$ 21.45		
Commodity Rate (1000 Gallons)	4.200	4.300		
Quarterly Usage Level in 1000 Gallons	Current Rates	Proposed Rates	Dollar Impact	Percent Change
12	\$ 69.90	\$ 73.05	\$ 3.15	4.51%
15	82.50	85.95	3.45	4.18%
20	103.50	107.45	3.95	3.82%
30	145.50	150.45	4.95	3.40%
40	187.50	193.45	5.95	3.17%

BUDGET REPORT FOR VAN BUREN TOWNSHIP

Fund: 592 Water/Sewer Fund

2022 Proposed Budget

GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2023 ORIGINAL BUDGET	2023 PROJECTED ACTIVITY	2024 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 536 - Water Department						
592-536-602-000	Tap Fees	143,836.92	479,906.04	150,000.00	57,300.00	100,000.00
592-536-603-000	Hydrant Rental Permits	14,110.00	14,990.00	10,000.00	10,000.00	10,000.00
592-536-604-000	Water Meter Charges	909,936.51	926,249.87	910,000.00	926,000.00	981,560.00
592-536-605-000	Construction Administration	3,431.69	4,741.16	5,000.00	10,000.00	10,000.00
592-536-606-000	Finals, Turn On/Off, Other	10,360.00	19,300.00	21,000.00	13,000.00	13,000.00
592-536-607-000	Inspection Fees	9,375.00	7,659.00	6,000.00	8,000.00	8,000.00
592-536-613-000	Water Sales	3,782,170.79	3,880,775.82	3,843,000.00	3,881,000.00	4,113,860.00
592-536-614-000	Meter/Materials Sales	74,993.45	47,790.55	60,000.00	50,000.00	50,000.00
592-536-615-000	Late Penalties	15,330.71	80,889.39	30,000.00	69,000.00	60,000.00
592-536-665-000	Interest Income	149,247.42	145,278.50	75,000.00	377,000.00	250,000.00
592-536-680-000	Miscellaneous Revenue	4,642.10	1,824.37	5,000.00	5,000.00	5,000.00
Totals for dept 536 - Water Department		5,117,434.59	5,609,404.70	5,115,000.00	5,406,300.00	5,601,420.00
Dept 537 - Sewer Department						
592-537-411-000	Sewer Assessments	24.57				
592-537-602-000	Tap Fees	390,374.28	1,513,406.43	450,000.00	250,000.00	300,000.00
592-537-604-000	Sewer Maintenance Charges	1,054,628.33	1,066,113.99	1,055,000.00	1,066,000.00	1,130,080.00
592-537-605-000	Construction Administration	3,270.58	6,662.16	3,000.00	30,000.00	1,000.00
592-537-607-000	Debt Service	18.27	26.00	20.00	20.00	20.00
592-537-615-000	Late Penalties		75,468.60		75,000.00	60,000.00
592-537-627-000	Inspection Fees	1,350.00	500.00	1,000.00	1,000.00	1,000.00
592-537-643-000	Sewage Disposal	3,748,196.49	3,746,038.52	3,750,000.00	3,746,000.00	3,970,760.00
592-537-643-001	Non-Res. User Fees	89,609.32	92,041.34	90,000.00	90,000.00	90,000.00
592-537-662-000	Late Penalties	14,031.31		30,000.00		
592-537-665-000	Interest Income		145,278.49	75,000.00	250,000.00	250,000.00
592-537-680-000	Miscellaneous Revenue	297.82	324.13	1,500.00	200.00	200.00
592-537-696-000	Bond Sale Premium	56,939.00	37,959.00			
Totals for dept 537 - Sewer Department		5,358,739.97	6,683,818.66	5,455,520.00	5,508,220.00	5,803,060.00
Dept 538 - W/S Tax Levy						
592-538-403-000	Property Tax	(2,366.05)	92.48			
592-538-445-000	Interest/Penalty Del Pers Prop	644.58	1,025.15			
Totals for dept 538 - W/S Tax Levy		(1,721.47)	1,117.63			
TOTAL ESTIMATED REVENUES		10,474,453.09	12,294,340.99	10,570,520.00	10,914,520.00	11,404,480.00

BUDGET REPORT FOR VAN BUREN TOWNSHIP

Fund: 592 Water/Sewer Fund

2022 Proposed Budget

GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2023 ORIGINAL BUDGET	2023 PROJECTED ACTIVITY	2024 REQUESTED BUDGET
APPROPRIATIONS						
Dept 000						
592-000-998-001	Loss on investment		1,394,433.60			
Totals for dept 000 -			1,394,433.60			
Dept 536 - Water Department						
592-536-702-000	Salary - Director of Municipal Ser	43,173.64				
592-536-703-000 *	Salary-Director of Water/Sewer	101,537.70	52,944.05	50,000.00	50,000.00	51,500.00
592-536-704-000 *	Salary-Superintendent	52,741.97	27,340.03	37,595.00	18,800.00	39,884.18
592-536-704-001	Salary - Deputy Treasurer	5,000.00				
592-536-704-002 *	GIS Technician Salary	5,149.39	35,323.45	28,840.00	37,132.00	38,245.45
592-536-705-000 *	Salary - Director of Municipal Ser	20,784.99	4,805.82	16,333.00	16,333.00	16,823.33
592-536-706-000 *	Wages-Office	93,221.15	51,781.82	51,020.00	51,020.00	53,497.60
592-536-707-000 *	Wages-Field Operations	383,912.81	234,961.34	244,207.00	181,133.00	228,020.00
592-536-707-001	Wages - Field Ops Overtime	113,085.32	48,921.76	46,000.00	46,000.00	46,000.00
592-536-719-000 *	Allocated Fringes	331,011.32	259,130.23	251,500.00	251,500.00	258,416.13
592-536-719-001	Fringes-Retiree/Cobra	(134,222.91)	(315,141.94)	75,000.00	75,000.00	75,000.00
592-536-719-002	Compensated Absences	1,080.48	143.07	1,000.00	1,000.00	1,000.00
592-536-720-000	Workers Comp	32,673.60	33,777.20	25,000.00	25,000.00	25,000.00
592-536-727-000	Office Supplies	1,671.68	926.29	1,500.00	1,500.00	1,500.00
592-536-728-000	Postage	11,668.80	20,319.85	15,000.00	25,000.00	15,000.00
592-536-740-000	Operating Supplies	47,769.03	46,229.34	30,000.00	30,000.00	30,000.00
592-536-741-000	Uniforms	4,296.24	6,830.95	2,500.00	15,000.00	2,500.00
592-536-801-001	Accounting & Auditing	33,340.00	28,667.50	16,000.00	16,500.00	16,000.00
592-536-801-002 *	Attorney	46,764.96	47,011.92	21,000.00	30,000.00	24,000.00
592-536-802-000 *	Administrative Fee	625,667.00	312,833.50	312,834.00	312,834.00	312,834.00
592-536-810-000 *	Membership & Dues	28,718.77	25,965.67	15,000.00	35,000.00	15,000.00
592-536-816-000 *	GIS Implementation	18,903.56	10,053.83	15,000.00	15,000.00	15,000.00
592-536-818-000	Commissions	307.68	488.26	200.00	1,000.00	500.00
592-536-819-000	Contracted Services	194,071.30	154,375.33	78,000.00	130,000.00	80,000.00
592-536-820-000	Engineering Fees	128,166.27	35,246.38	132,000.00	132,000.00	130,000.00
592-536-820-003	Engineering Fees - SAW Grant Reim	0.01				
592-536-860-000	Transportation	172.64	284.07	325.00	500.00	500.00
592-536-862-000	Gas & Diesel Fuel	16,671.88	20,942.71	20,000.00	25,000.00	20,000.00
592-536-900-000	Printing & Publishing	5,426.30	5,658.80	4,000.00	7,500.00	4,000.00
592-536-920-000	Utilities	77,410.85	85,743.44	40,000.00	47,500.00	45,000.00
592-536-927-000 *	Water Purchases	3,715,743.33	3,745,123.78	3,980,000.00	3,980,000.00	3,991,782.00
592-536-931-000	Building Maintenance		2,105.41	800.00	800.00	500.00
592-536-931-001	Building Mainte - Water Tower	519.53	1,941.90	2,000.00	5,500.00	2,000.00
592-536-932-000	Vehicle Maintenance	20,169.39	26,712.68	20,000.00	20,000.00	25,000.00
592-536-933-000	Equipment Maintenance	8,331.68	11,125.53	12,000.00	12,000.00	12,000.00
592-536-936-000	Water System Repair	43,415.99	62,898.37	25,000.00	100,000.00	40,000.00
592-536-937-000	Office Equipment Maint	2,925.69	4,939.23	3,200.00	5,000.00	3,500.00
592-536-940-000	Rental	1,747.50		2,000.00	2,000.00	2,000.00
592-536-956-000	Other	19,470.41	21,162.36	15,000.00	25,000.00	15,000.00
592-536-958-000	Handling Fees	4,105.90	4,024.96	4,000.00	4,000.00	4,000.00
592-536-960-000	Insurance & Bonds	93,572.00	44,708.69	74,000.00	88,000.00	88,000.00
592-536-965-000 *	Training	5,269.00	9,469.40	10,000.00	10,000.00	15,000.00
592-536-968-000	Depreciation	2,095,980.96	1,385,420.89	2,000,000.00	2,000,000.00	2,000,000.00
592-536-968-001	Amortization Expense	8,329.00	49,698.53		50,000.00	50,000.00
592-536-971-000	Wtr Capital Outlay-Veh & Equip	(517.65)	(40,500.00)	306,000.00	225,000.00	150,000.00
592-536-971-001 *	Capital Outlay-System Improve			908,500.00	1,716,000.00	1,048,000.00
592-536-971-002	Capital Outlay-Off Equip/Comp	(5,694.15)	6,211.80		7,000.00	
592-536-971-003 *	Capital Outlay-Metering System			200,000.00	500,000.00	500,000.00
592-536-971-004	Capital Outlay-Facilities Impr			150,000.00	120,000.00	
592-536-993-000	Interest Expense	84,106.41	74,187.50		76,000.00	85,000.00
Totals for dept 536 - Water Department		8,387,651.42	6,644,795.70	9,242,354.00	10,523,552.00	9,577,002.69

BUDGET REPORT FOR VAN BUREN TOWNSHIP

Fund: 592 Water/Sewer Fund

2022 Proposed Budget

GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2023 ORIGINAL BUDGET	2023 PROJECTED ACTIVITY	2024 REQUESTED BUDGET
APPROPRIATIONS						
Dept 537 - Sewer Department						
592-537-703-000 *	Salary-Directorof Water/Sewer		46,366.06	50,000.00	50,000.00	51,500.00
592-537-704-000 *	Salary-Superintendent		22,285.06	37,595.00	18,800.00	39,884.18
592-537-704-002 *	GIS Technician Salary	1,287.39	31,445.80	28,840.00	37,132.00	38,245.45
592-537-705-000 *	Salary - Director of Public Service		4,805.78	16,333.00	16,333.00	16,823.33
592-537-706-000 *	Wages-Office		44,687.85	51,020.00	51,020.00	53,497.60
592-537-707-000 *	Wages-Field Operations		201,905.33	244,207.00	181,133.00	228,020.00
592-537-707-001	Wages - Field Ops Overtime		43,273.73	46,000.00	46,000.00	46,000.00
592-537-719-000 *	Allocated Fringes	97.02	141,317.59	251,500.00	251,000.00	258,416.13
592-537-719-001	Fringes-Retiree/Cobra		49,601.84	75,000.00	75,000.00	75,000.00
592-537-719-002	Compensated Absences		143.06	1,000.00	1,000.00	1,000.00
592-537-720-000	Workers Comp		762.40	25,000.00	25,000.00	25,000.00
592-537-727-000	Office Supplies		633.49	1,500.00	1,500.00	1,500.00
592-537-728-000	Postage			15,000.00	15,000.00	15,000.00
592-537-740-000	Operating Supplies	3,238.57	21,752.74	30,000.00	30,000.00	30,000.00
592-537-741-000	Uniforms		757.08	2,500.00	12,000.00	2,500.00
592-537-801-001	Accounting & Auditing		2,302.50	16,000.00	16,500.00	16,000.00
592-537-801-002 *	Attorney			21,000.00	30,000.00	24,000.00
592-537-802-000 *	Administrative Fee		312,833.50	312,834.00	312,834.00	312,834.00
592-537-810-000	Membership & Dues		6,106.00	15,000.00	15,000.00	15,000.00
592-537-816-000	Gis Implementation		3,732.75	15,000.00	15,000.00	15,000.00
592-537-818-000	Commissions			200.00	200.00	500.00
592-537-819-000	Contracted Services		40,457.93	78,000.00	84,000.00	80,000.00
592-537-820-000	Engineering Fees	65,453.84	13,199.83	132,000.00	132,000.00	130,000.00
592-537-860-000	Transportation		85.09	325.00	325.00	500.00
592-537-862-000	Gas & Diesel Fuel		10,131.57	20,000.00	20,000.00	20,000.00
592-537-900-000	Printing & Publishing		27.33	4,000.00	4,000.00	4,000.00
592-537-920-000	Utilities		936.40	40,000.00	47,500.00	40,000.00
592-537-924-000 *	Sewage Treatment	2,452,802.75	2,556,570.33	2,810,000.00	2,810,000.00	3,015,820.00
592-537-925-000	Infiltration	171,114.00	184,488.00	200,000.00	200,000.00	205,000.00
592-537-930-000	Maintenance - Lift Station	31,747.98	49,183.97	30,000.00	50,000.00	35,000.00
592-537-931-000	Building Maintenance		673.84	200.00	200.00	500.00
592-537-931-001	Maintenance- Eq Basin	463.00	2,332.37	5,000.00	5,000.00	5,000.00
592-537-931-002 *	Maintenance - Sanitary Lines	142,338.90	31,982.00	93,000.00	93,000.00	95,000.00
592-537-932-000	Vehicle Maintenance	(3,910.98)	17,514.14	10,000.00	15,000.00	15,000.00
592-537-933-000	Equipment Maintenance		1,319.52	3,000.00	3,000.00	5,000.00
592-537-935-000 *	Sewer Line Maintenance			86,667.00	86,667.00	85,000.00
592-537-940-000	Rentals			200.00	200.00	500.00
592-537-956-000	Other	8,381.00	622.35	1,000.00	1,000.00	1,000.00
592-537-960-000	Insurance & Bonds			74,000.00	88,000.00	88,000.00
592-537-965-000	Training		2,450.00	10,000.00	10,000.00	15,000.00
592-537-968-000	Depreciation		561,342.52	475,000.00	475,000.00	575,000.00
592-537-971-000 *	Capital Outlay		40,500.00	200,000.00	200,000.00	281,000.00
592-537-971-002	Capital Outlay - Eq Basin	10,925.00		200,000.00	75,000.00	
592-537-971-003 *	Capital-Sewer Clean/Relline			515,000.00	515,000.00	515,000.00
592-537-971-004 *	Capital Outlay - Lift Station	13,139.14	3,048.00	50,000.00	280,000.00	336,050.00
592-537-993-000	Interest Expense	296,344.16	282,985.24		200,000.00	
592-537-993-001	Excess Downriver Bond Interest	10,787.95				
Totals for dept 537 - Sewer Department		3,204,209.72	4,734,562.99	6,292,921.00	6,595,344.00	6,813,090.69
TOTAL APPROPRIATIONS		11,591,861.14	12,773,792.29	15,535,275.00	17,118,896.00	16,390,093.38
NET OF REVENUES/APPROPRIATIONS - FUND 592		(1,117,408.05) -10.67%	(479,451.30) -3.90%	(4,964,755.00) -46.97%	(6,204,376.00) -56.85%	(4,985,613.38) -43.72%
BEGINNING FUND BALANCE		53,317,872.77	50,531,024.72	50,867,697.42	50,867,697.42	44,663,321.42
FUND BALANCE ADJUSTMENTS		(1,669,440.00)	816,124.00			

BUDGET REPORT FOR VAN BUREN TOWNSHIP
Fund: 592 Water/Sewer Fund

2022 Proposed Budget

GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2023 ORIGINAL BUDGET	2023 PROJECTED ACTIVITY	2024 REQUESTED BUDGET
ENDING FUND BALANCE		50,531,024.72	50,867,697.42	45,902,942.42	44,663,321.42	39,677,708.04
DEPARTMENT 536 Water Department						
703-000	Salary-Director of Water/Sewer					
	50% Salary @ 3% increase					
704-000	Salary-Superintendent					
	50% Salary @ 3% increase					
704-002	GIS Technician Salary					
	50% Salary @ 3% increase					
705-000	Salary - Director of Municipal Services					
	50% Salary @ 3% increase					
706-000	Wages-Office					
	50% Salary water & sewer office staff @ 3% increase					
707-000	Wages-Field Operations					
	50% Salary water & sewer field staff @ 3% increase					
719-000	Allocated Fringes					
	Fringe costs estimated @ 3% increase					
801-002	Attorney					
	Covers 29% of Township's Attorney bills					
802-000	Administrative Fee					
	W&S administrative fee to general fund					
810-000	Membership & Dues					
	Covers membership/subscription fees relating to Alliance of Rouge Communities, MISS DIG, EGLE, SCADA, HRWC, & MI Rural Water Association					
816-000	GIS Implementation					
	Covers fees related to CityWorks, ESRI, & Ritter GIS					
927-000	Water Purchases					
	4% GLWA Increase effective 7/1/23. Estimated 3% Increase 7/1/24					
965-000	Training					
	Estimated training increase due to new staff					
971-001	Capital Outlay-System Improve					

BUDGET REPORT FOR VAN BUREN TOWNSHIP

Fund: 592 Water/Sewer Fund

2022 Proposed Budget

		2021	2022	2023	2023	2024
GL NUMBER	DESCRIPTION	ACTIVITY	ACTIVITY	ORIGINAL BUDGET	PROJECTED ACTIVITY	REQUESTED BUDGET
	2024 Captial Projects Include: Connect existing dead end mains along Belleville from Jeannett to Sunrise; replace mains along Sunrise and Harbor, construction engineering for the project, Install six (6) new sampling stations, Repairs to meter vault VB-07, Design Engineering for Belleville Road WM construction project.					
971-003	Capital Outlay-Metering System					
	Approximately \$900k remaining on meter project which will start back up in 8/2023. 400k projected 2023 & 500k projected 2024.					
DEPARTMENT 537	Sewer Department					
703-000	Salary-Directorof Water/Sewer					
	50% of salary, estimated 3% increase.					
704-000	Salary-Superintendent					
	50% of salary, estimated 3% increase.					
704-002	GIS Technician Salary					
	50% of salary, estimated 3% increase.					
705-000	Salary - Director of Public Services					
	50% of 1/3 of salary, estimated 3% increase.					
706-000	Wages-Office					
	50% of salary for office staff in water & sewer, estimated 3% increase.					
707-000	Wages-Field Operations					
	50% of salary of water & sewer field staff, estimated 3% increase.					
719-000	Allocated Fringes					
	50% of fringes estimated at 3% cost increase					
801-002	Attorney					
	29% of Township attorney costs					
802-000	Administrative Fee					
	Administrative fee credtied to the general fund.					
924-000	Sewage Treatment					
	Rouge Valley increases estimated at 6% starting 7/1/23, estimated 6% starting 7/1/24 DUWA 7/1/23 increase 13.41 variable 3.86% fixes, estimated 13% starting 7/1/24, SHUVA 1/1/23 5.88% increase, 1/1/24 est. increase 6%					
931-002	Maintenance - Sanitary Lines					
	Annual CCTV by Advanced Underground					
935-000	Sewer Line Maintenance					

BUDGET REPORT FOR VAN BUREN TOWNSHIP

Fund: 592 Water/Sewer Fund

2022 Proposed Budget

GL NUMBER	DESCRIPTION	2021	2022	2023	2023	2024
		ACTIVITY	ACTIVITY	ORIGINAL BUDGET	PROJECTED ACTIVITY	REQUESTED BUDGET
	Sewer Televising					
971-000	Capital Outlay					
	Manhole repair rehab \$206,000, Engineering study to diver wet weather flows from RV to SHUVA \$75,000					
971-003	Capital-Sewer Clean/Relline					
	2024: Sewer Relining/Rehab per Sanitary Asset Management Plan.					
971-004	Capital Outlay - Lift Station					
	Vertical Asset Rehab/Repair per Asset Management Plan \$36,050, Beckley Road Pump Station Rebuild \$300,000					



Charter Township of Van Buren

Request for Board Action

Agenda Item #:
Public Hearing Date: 10/3/23
Board Meeting Date: 10/17/23

Consent Agenda ☐ New Business ☒ Unfinished Business ☐ Public Hearing ☒ Presentation ☐

Item (Subject)	Adoption of Resolution 2023-29: Special Revenue Funds Budget 2023 Amended & Proposed Special Revenue Fund Budgets
Department	Supervisor, DDA
Presenter(s)	Supervisor McNamara, Deputy Supervisor Selman, DDA Executive Director Coburn
Phone Number	734-699-8925
Individuals in Attendance (Other than presenter)	

Agenda topic

Action Requested	
To consider approval of Resolution 2023-29: Special Revenue Funds Budget 2023 Amended & Proposed Special Revenue Fund Budgets	
Background – (Supporting and reference Data, Include attachments)	
Please see attached memo statement of Special Revenues and Special Revenue Fund Budgets, include the DDA.	
Budget Implication	
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	<u>Kevin McNamara</u>



VAN BUREN CHARTER TOWNSHIP

46425 Tyler Road,
Van Buren Twp, MI 48111

September 26, 2023

From: Kevin McNamara, Supervisor

To: Board of Trustees

RE: Statement of Special Revenues

Please consider approval of Resolution 2023-29: 2023 Amended/2024 Proposed Special Revenue Fund Budgets

The attached Special Revenue Funds generally reflect their purpose by their title. The Board may make separate motions for each fund or name them as a group, "Special Revenue Funds", with separate motions for each fiscal year.

The attached Special Revenue Funds are:

1. Downtown Development Authority (DDA)
2. Belleville Area Museum
3. Local Development Finance authority (LDFA)
4. Federal Forfeiture Fund
5. State Forfeiture Fund
6. E-911 Service Fund
7. Landfill Fund
8. Long Term Debt Fund
9. Capital Improvement Fund

In your consideration of approval of these funds, the following is also respectfully requested:

- A. Revenue in excess of those noted shall be dedicated to fund balance.
- B. Items not expensed shall revert to net income.

BUDGET REPORT FOR VAN BUREN TOWNSHIP
Fund: 248 Downtown Development Authority

		2022 Proposed Budget				
GL NUMBER	DESCRIPTION	2021	2022	2023	2023	2024
		ACTIVITY	ACTIVITY	ORIGINAL BUDGET	PROJECTED ACTIVITY	REQUESTED BUDGET
<hr/>						
ESTIMATED REVENUES						
Dept 000						
248-000-403-000 *	Property Tax-(Tax Capture)	2,012,425.31	2,063,126.78	1,975,000.00	2,218,342.00	2,252,218.00
248-000-665-000	Interest Income	49,225.03	85,822.90	38,950.00	93,947.00	38,950.00
Totals for dept 000 -		2,061,650.34	2,148,949.68	2,013,950.00	2,312,289.00	2,291,168.00
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL ESTIMATED REVENUES		2,061,650.34	2,148,949.68	2,013,950.00	2,312,289.00	2,291,168.00

BUDGET REPORT FOR VAN BUREN TOWNSHIP
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY

		2022 Proposed Budget				
GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2023 ORIGINAL BUDGET	2023 PROJECTED ACTIVITY	2024 REQUESTED BUDGET
APPROPRIATIONS						
Dept 000						
248-000-702-000 *	Director Wages	89,308.70	91,220.46	89,647.00	109,714.00	89,400.00
248-000-703-000 *	Deputy Director Wages	63,773.57	52,490.03	63,877.00		
248-000-705-000 *	Employee Wages-Administrative	15,618.00	15,618.00	15,931.00	24,555.36	28,073.97
248-000-706-000 *	Employee Wages-Maintenance	26,269.00	26,269.00	20,000.00	20,000.00	20,000.00
248-000-719-000 *	Fringe Benefits	83,609.20	88,575.99	95,500.00	51,056.46	46,814.24
248-000-719-001 *	Fringes-Retiree/cobra				6,000.00	6,000.00
248-000-720-000 *	Workers Compensation Insurance	591.00	525.00	1,000.00	520.00	1,000.00
248-000-727-000 *	Office Supplies	832.03	393.36	3,200.00	3,200.00	3,500.00
248-000-740-000 *	Operating Supplies	11,906.21	11,655.34	22,000.00	20,071.74	22,105.00
248-000-801-001 *	Auditing/Accounting	6,200.00	5,550.00	8,000.00	5,050.00	8,000.00
248-000-801-002 *	Legal Fees	259.60	204.00	5,000.00	5,000.00	5,000.00
248-000-805-000 *	Settlement			30,000.00		30,000.00
248-000-806-000 *	Parcel Maintenance Fee	17,176.00	17,176.00	17,176.00	17,176.00	21,000.00
248-000-810-000 *	Membership & Dues	30,444.00	29,844.00	32,000.00	29,816.00	30,415.00
248-000-819-000 *	Contracted Services	27,561.92	26,703.70	26,000.00	57,063.00	89,200.00
248-000-820-000 *	Engineering	8,032.50		40,000.00	160,000.00	120,000.00
248-000-821-000 *	Consultant	100.00	12,745.67	40,000.00	60,000.00	231,000.00
248-000-822-000 *	Public Relations	30,845.30	9,817.48	25,000.00	15,900.00	21,300.00
248-000-860-000 *	Transportation	489.87	338.39	2,500.00	2,500.00	2,500.00
248-000-900-000 *	Printing & Publishing	8,100.00	7,204.00	15,000.00	15,000.00	15,000.00
248-000-920-000 *	Utilities	41,774.37	61,032.42	80,000.00	71,920.00	80,420.00
248-000-926-000 *	Street Lighting		(13,847.19)		65,274.00	75,000.00
248-000-955-000	COVID-19 Expenses	2,687.25	600.00			
248-000-956-000 *	Other	1,836.84	73,601.93	18,000.00	5,880.00	13,920.00
248-000-958-000 *	Bank Chgs/Bond Handling Fees	1,929.22	2,651.88	3,500.00	3,500.00	3,500.00
248-000-960-000 *	Insurance	5,000.00	5,000.00	5,000.00	5,000.00	13,000.00
248-000-965-000 *	Training	1,359.70	1,450.00	2,500.00	2,500.00	3,500.00
248-000-971-000 *	Capital Outlay			1,137,000.00	1,137,000.00	1,100,000.00
248-000-974-000 *	Amenities Fund	9,000.00	11,993.50	22,500.00	20,500.00	22,500.00
248-000-975-000	Pedestrian Bridge	168.77				
248-000-976-000 *	Sidewalks	133,789.93			50,000.00	50,000.00
248-000-977-002 *	Belleville Rd. Right Of Way				914,228.00	
248-000-979-000 *	Belleville Streetscape	(8,543.34)	(1,374.49)	20,000.00	20,000.00	20,000.00
248-000-979-001 *	Streetscape Maintenance	72,151.50	62,202.50	70,000.00	69,220.00	70,000.00
248-000-979-002 *	Harris Park Maintenance	27,101.25	14,130.00	35,000.00	10,000.00	35,000.00
248-000-991-001 *	Bond Principal Pmt-2012	225,000.00	230,000.00	240,000.00	240,000.00	245,000.00
248-000-991-002 *	Bond Principal Pmt - 2014	120,000.00	125,000.00	130,000.00	130,000.00	135,000.00
248-000-991-003 *	Bond Principal Pmt - 2018	80,000.00	80,000.00	80,000.00	80,000.00	85,000.00
248-000-993-001 *	Bond Interest Exp-2012	114,225.00	107,475.00	100,575.00	100,575.00	92,475.00
248-000-993-002 *	Bond Interest Exp - 2014	63,462.50	59,862.50	56,113.00	56,113.00	52,213.00
248-000-993-003 *	Bond Interest Exp - 2018	60,243.76	57,843.76	55,444.00	55,444.00	54,188.00
248-000-998-001	Loss on investment		190,640.44			
Totals for dept 000 -		1,372,303.65	1,464,592.67	2,607,463.00	3,639,776.56	2,941,024.21
TOTAL APPROPRIATIONS		1,372,303.65	1,464,592.67	2,607,463.00	3,639,776.56	2,941,024.21
NET OF REVENUES/APPROPRIATIONS - FUND 248		689,346.69 33.44%	684,357.01 31.85%	(593,513.00) -29.47%	(1,327,487.56) -57.41%	(649,856.21) -28.36%
BEGINNING FUND BALANCE		4,871,241.68	5,560,587.37	6,244,946.38	6,244,946.38	4,917,458.82
FUND BALANCE ADJUSTMENTS		(1.00)	2.00			
ENDING FUND BALANCE		5,560,587.37	6,244,946.38	5,651,433.38	4,917,458.82	4,267,602.61
DEPARTMENT 000						
403-000	Property Tax-(Tax Capture)					

BUDGET REPORT FOR VAN BUREN TOWNSHIP
Fund: 248 Downtown Development Authority

2022 Proposed Budget

GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2023 ORIGINAL BUDGET	2023 PROJECTED ACTIVITY	2024 REQUESTED BUDGET
	FOOTNOTE AMOUNTS:				1,559,532.00	
	Winter 2022 Capture					
	FOOTNOTE AMOUNTS:				658,810.00	
	Summer 2023 Capture					
	FOOTNOTE AMOUNTS:					1,593,408.00
	Winter 2023 Capture					
	FOOTNOTE AMOUNTS:					658,810.00
	Summer 2024 Capture					
	ACCOUNT '403-000' TOTAL				2,218,342.00	2,252,218.00
702-000	Director Wages					
	FOOTNOTE AMOUNTS:				38,213.00	
	Former Director Ireland Jan & February 2023 wages					
	FOOTNOTE AMOUNTS:				71,501.00	82,400.00
	Director Coburn					
	FOOTNOTE AMOUNTS:					7,000.00
	100 PTO Cash out					
	ACCOUNT '702-000' TOTAL				109,714.00	89,400.00
703-000	Deputy Director Wages					
	Administrative Assistant to the Executive Director					
705-000	Employee Wages-Administrative					
	FOOTNOTE AMOUNTS:				6,494.34	6,624.23
	Treasurer					
	FOOTNOTE AMOUNTS:				7,144.08	7,286.96
	Bookkeeping					
	FOOTNOTE AMOUNTS:				2,291.94	2,337.78
	IT					
	FOOTNOTE AMOUNTS:				8,625.00	11,825.00
	Communications					
	ACCOUNT '705-000' TOTAL				24,555.36	28,073.97
706-000	Employee Wages-Maintenance					
	FOOTNOTE AMOUNTS:				20,000.00	20,000.00
	DPW					
719-000	Fringe Benefits					
	FOOTNOTE AMOUNTS:				2,673.42	2,673.42
	Treasurer					
	FOOTNOTE AMOUNTS:				2,941.68	2,941.68
	Bookkeeping					
	FOOTNOTE AMOUNTS:				874.14	874.14
	IT					
	FOOTNOTE AMOUNTS:				1,875.00	2,375.00
	Communications					
	FOOTNOTE AMOUNTS:				7,950.00	7,950.00
	DPW					
	FOOTNOTE AMOUNTS:				13,197.22	
	Director Ireland					
	FOOTNOTE AMOUNTS:				21,545.00	30,000.00
	Director Coburn					

BUDGET REPORT FOR VAN BUREN TOWNSHIP
Fund: 248 Downtown Development Authority

GL NUMBER	DESCRIPTION	2022 Proposed Budget		2023 ORIGINAL BUDGET	2023 PROJECTED ACTIVITY	2024 REQUESTED BUDGET
		2021 ACTIVITY	2022 ACTIVITY			
	ACCOUNT '719-000' TOTAL				51,056.46	46,814.24
719-001	Fringes-Retiree/cobra					
	FOOTNOTE AMOUNTS: Susan Ireland Retiree Health Care				6,000.00	6,000.00
720-000	Workers Compensation Insurance					
	FOOTNOTE AMOUNTS: W/C insurance policy for DDA staff				520.00	1,000.00
727-000	Office Supplies					
	FOOTNOTE AMOUNTS: General office items, paper, pens etc				3,200.00	3,500.00
740-000	Operating Supplies					
	FOOTNOTE AMOUNTS:				6,400.00	6,400.00
	Computer					
	FOOTNOTE AMOUNTS:				422.62	445.00
	Adobe Pro and Creative					
	FOOTNOTE AMOUNTS:				967.92	970.00
	Wireless services					
	FOOTNOTE AMOUNTS:				281.20	290.00
	Camera services					
	FOOTNOTE AMOUNTS:				12,000.00	14,000.00
	Misc Building Supplies					
	ACCOUNT '740-000' TOTAL				20,071.74	22,105.00
801-001	Auditing/Accounting					
	FOOTNOTE AMOUNTS: Plante Moran Audit Services				5,050.00	8,000.00
801-002	Legal Fees					
	FOOTNOTE AMOUNTS: Legal Services for the DDA				5,000.00	5,000.00
805-000	Settlement					
	FOOTNOTE AMOUNTS: Tax Tribunal Cases					30,000.00
806-000	Parcel Maintenance Fee					
	FOOTNOTE AMOUNTS: Assessor services for maintaining DDA tax roll				17,176.00	21,000.00
810-000	Membership & Dues					
	FOOTNOTE AMOUNTS:				3,681.00	3,700.00
	SEMCOG Dues					
	FOOTNOTE AMOUNTS:				25,000.00	25,000.00
	Aerotropolis Dues					
	FOOTNOTE AMOUNTS:				200.00	220.00

BUDGET REPORT FOR VAN BUREN TOWNSHIP
Fund: 248 Downtown Development Authority

2022 Proposed Budget

GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2023 ORIGINAL BUDGET	2023 PROJECTED ACTIVITY	2024 REQUESTED BUDGET
	MML Dues				700.00	720.00
	MTA Dues				40.00	50.00
	SEMCA Dues					205.00
	SWCRC Dues					325.00
	MEDA Dues				195.00	195.00
	BACC Dues					
	ACCOUNT '810-000' TOTAL				29,816.00	30,415.00
819-000	Contracted Services					
	FOOTNOTE AMOUNTS:				2,400.00	2,400.00
	Social Media Consulting \$200 per month				3,720.00	3,720.00
	FOOTNOTE AMOUNTS:					
	Security Monitoring \$620 every 2 months				11,000.00	12,000.00
	FOOTNOTE AMOUNTS:					
	Legislative Consulting \$1000 per month				702.00	720.00
	FOOTNOTE AMOUNTS:					
	Pest Control				4,160.00	4,160.00
	FOOTNOTE AMOUNTS:					
	Office Cleaning				3,000.00	
	FOOTNOTE AMOUNTS:					
	Management Support - Ireland				570.00	600.00
	FOOTNOTE AMOUNTS:					
	Camera Support				511.00	600.00
	FOOTNOTE AMOUNTS:					
	Generator Support					
	FOOTNOTE AMOUNTS:					35,000.00
	FUSUS				16,000.00	12,000.00
	FOOTNOTE AMOUNTS:					
	Holiday Lighting				15,000.00	18,000.00
	FOOTNOTE AMOUNTS:					
	FLOCK Cameras					
	ACCOUNT '819-000' TOTAL				57,063.00	89,200.00
820-000	Engineering					
	FOOTNOTE AMOUNTS:				160,000.00	80,000.00
	Belleville Road Widening Design					
	FOOTNOTE AMOUNTS:					40,000.00
	Misc CIP Projects					
	ACCOUNT '820-000' TOTAL				160,000.00	120,000.00
821-000	Consultant					
	FOOTNOTE AMOUNTS:				20,000.00	20,000.00
	Funding Scout Services - Grant Services					
	FOOTNOTE AMOUNTS:					97,000.00
	SS4A Technical Assistance				20,000.00	40,000.00
	FOOTNOTE AMOUNTS:					
	Misc Studies					
	FOOTNOTE AMOUNTS:					54,000.00
	SEMOG Planning Assistance Grant \$10,800 is our 20% match				20,000.00	20,000.00
	FOOTNOTE AMOUNTS:					

BUDGET REPORT FOR VAN BUREN TOWNSHIP
Fund: 248 Downtown Development Authority

2022 Proposed Budget

GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2023 ORIGINAL BUDGET	2023 PROJECTED ACTIVITY	2024 REQUESTED BUDGET
	Technical Assistance Training Consultant ACCOUNT '821-000' TOTAL				60,000.00	231,000.00
822-000	Public Relations					
	FOOTNOTE AMOUNTS:				3,600.00	6,000.00
	Mid-Week Music					
	FOOTNOTE AMOUNTS:				3,000.00	3,000.00
	Advertising at Music Lakeside					
	FOOTNOTE AMOUNTS:				2,000.00	2,000.00
	Networking Events					
	FOOTNOTE AMOUNTS:				300.00	300.00
	Graphic Design & website maint.					
	FOOTNOTE AMOUNTS:				2,000.00	2,000.00
	DDA Video Highlight Reels					
	FOOTNOTE AMOUNTS:				5,000.00	8,000.00
	Misc events					
	ACCOUNT '822-000' TOTAL				15,900.00	21,300.00
860-000	Transportation					
	FOOTNOTE AMOUNTS:				2,500.00	2,500.00
	reimbursement for mileage					
900-000	Printing & Publishing					
	FOOTNOTE AMOUNTS:				2,750.00	2,750.00
	Relocation Guide					
	FOOTNOTE AMOUNTS:				50.00	50.00
	Chamber Coloring Book					
	FOOTNOTE AMOUNTS:				5,600.00	5,600.00
	VBT TODAY Magazine					
	FOOTNOTE AMOUNTS:				2,000.00	2,000.00
	Newspaper Publications					
	FOOTNOTE AMOUNTS:				2,000.00	2,000.00
	Digital Media					
	FOOTNOTE AMOUNTS:				2,600.00	2,600.00
	Misc prinitng and publishing					
	ACCOUNT '900-000' TOTAL				15,000.00	15,000.00
920-000	Utilities					
	FOOTNOTE AMOUNTS:				36,000.00	40,000.00
	Streetlighting					
	FOOTNOTE AMOUNTS:				1,800.00	2,000.00
	10151 Belleville Rd water bill					
	FOOTNOTE AMOUNTS:				240.00	300.00
	45385 Ecorse - DTE					
	FOOTNOTE AMOUNTS:				8,400.00	8,600.00
	10151 Belleville - DTE					
	FOOTNOTE AMOUNTS:				480.00	520.00
	12095 Quirk					
	FOOTNOTE AMOUNTS:				12,000.00	13,000.00
	Sprinkler System - water bill ecorse and belleville					
	FOOTNOTE AMOUNTS:				5,000.00	6,000.00
	Sprinkler System - water bill Harris Park					
	FOOTNOTE AMOUNTS:				8,000.00	10,000.00
	45385 Ecorse - water bill					

BUDGET REPORT FOR VAN BUREN TOWNSHIP
Fund: 248 Downtown Development Authority

2022 Proposed Budget

GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2023 ORIGINAL BUDGET	2023 PROJECTED ACTIVITY	2024 REQUESTED BUDGET
	ACCOUNT '920-000' TOTAL				71,920.00	80,420.00
926-000	Street Lighting					
	FOOTNOTE AMOUNTS:				45,000.00	50,000.00
	6 replacement poles for Belleville Road					
	FOOTNOTE AMOUNTS:				20,274.00	25,000.00
	20 sets of banner arm replacement parts					
	ACCOUNT '926-000' TOTAL				65,274.00	75,000.00
956-000	Other					
	FOOTNOTE AMOUNTS:				2,160.00	3,000.00
	Porta Johns at Harris Park					
	FOOTNOTE AMOUNTS:				800.00	
	Ireland retirement luncheon & gift					
	FOOTNOTE AMOUNTS:				500.00	500.00
	Coburn credit card purchases - meetings and office supplies					
	FOOTNOTE AMOUNTS:				2,000.00	10,000.00
	Misc items that don't fall into a line item					
	FOOTNOTE AMOUNTS:				420.00	420.00
	Monthly floor matt service					
	ACCOUNT '956-000' TOTAL				5,880.00	13,920.00
958-000	Bank Chgs/Bond Handling Fees					
	FOOTNOTE AMOUNTS:				3,500.00	3,500.00
	fees associated with DDA bonds					
960-000	Insurance					
	FOOTNOTE AMOUNTS:				5,000.00	13,000.00
	DDA's portion of the annual MMRMA Risk Mgt Policy					
965-000	Training					
	FOOTNOTE AMOUNTS:				1,500.00	1,500.00
	MDA Conferences Spring and Summer workshops and Annual Conference					
	FOOTNOTE AMOUNTS:				1,000.00	1,000.00
	MAP Annual Conference					
	FOOTNOTE AMOUNTS:					1,000.00
	Misc Conference					
	ACCOUNT '965-000' TOTAL				2,500.00	3,500.00
971-000	Capital Outlay					
	FOOTNOTE AMOUNTS:				1,137,000.00	
	Auditorium allocations for the Townships Community Center					
	FOOTNOTE AMOUNTS:					700,000.00
	Belleville Road Widening Construction					
	FOOTNOTE AMOUNTS:					400,000.00
	Tyler Road Sidewalk (east of Belleville Road)					
	ACCOUNT '971-000' TOTAL				1,137,000.00	1,100,000.00
974-000	Amenities Fund					
	FOOTNOTE AMOUNTS:				10,500.00	12,500.00
	Mid-West Sculptures					

BUDGET REPORT FOR VAN BUREN TOWNSHIP
Fund: 248 Downtown Development Authority

2022 Proposed Budget

GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2023 ORIGINAL BUDGET	2023 PROJECTED ACTIVITY	2024 REQUESTED BUDGET
	FOOTNOTE AMOUNTS:					10,000.00
	Misc DDA site furnishings				10,000.00	
	FOOTNOTE AMOUNTS:					
	Clean and seal the stamped concrete at Harris Park				20,500.00	22,500.00
	ACCOUNT '974-000' TOTAL					
976-000	Sidewalks					
	FOOTNOTE AMOUNTS:				50,000.00	
	I-94 Service Drive Sidewalk repair					50,000.00
	FOOTNOTE AMOUNTS:					
	Misc sidewalk repairs				50,000.00	50,000.00
	ACCOUNT '976-000' TOTAL					
977-002	Belleville Rd. Right Of Way					
	FOOTNOTE AMOUNTS:				114,228.00	
	ROW aquisition consultant ORC				800,000.00	
	FOOTNOTE AMOUNTS:					
	ROW acquistions costs				914,228.00	
	ACCOUNT '977-002' TOTAL					
979-000	Belleville Streetscape					
	FOOTNOTE AMOUNTS:				10,000.00	10,000.00
	seasonal decor at the triangle				10,000.00	
	FOOTNOTE AMOUNTS:					
	new winter banners for light poles					10,000.00
	FOOTNOTE AMOUNTS:					
	new spring/summer banners for light poles				20,000.00	20,000.00
	ACCOUNT '979-000' TOTAL					
979-001	Streetscape Maintenance					
	FOOTNOTE AMOUNTS:				12,720.00	13,000.00
	Banner swaps 3@4240				25,000.00	25,000.00
	FOOTNOTE AMOUNTS:					
	Belleville and Ecorse Intersection Landscape Maint.				8,500.00	9,000.00
	FOOTNOTE AMOUNTS:					
	Belleville Road bridge to Tyler Landscape Maint.				7,500.00	23,000.00
	FOOTNOTE AMOUNTS:					
	Misc, Maint. & repairs in the DDA District				15,500.00	
	FOOTNOTE AMOUNTS:					
	Labor to change out the banner arm replacement parts				69,220.00	70,000.00
	ACCOUNT '979-001' TOTAL					
979-002	Harris Park Maintenance					
	FOOTNOTE AMOUNTS:				10,000.00	35,000.00
	Harris Park Landscape Maint.					
991-001	Bond Principal Pmt-2012					
	FOOTNOTE AMOUNTS:				240,000.00	
	Principal payment 11 of 20 - Belleville/Ecorse Intersection					245,000.00
	FOOTNOTE AMOUNTS:					
	Principal payment 12 of 20 - Belleville/Ecorse Intersection				240,000.00	245,000.00
	ACCOUNT '991-001' TOTAL					

BUDGET REPORT FOR VAN BUREN TOWNSHIP
Fund: 248 Downtown Development Authority

GL NUMBER	DESCRIPTION	2022 Proposed Budget				
		2021 ACTIVITY	2022 ACTIVITY	2023 ORIGINAL BUDGET	2023 PROJECTED ACTIVITY	2024 REQUESTED BUDGET
991-002	Bond Principal Pmt - 2014					
	FOOTNOTE AMOUNTS:				130,000.00	
	Principal payment 10 of 19 - Belleville Road Signal Improvement					
	FOOTNOTE AMOUNTS:					135,000.00
	Principal payment 11 of 19 - Belleville Road Signal Improvement					
	ACCOUNT '991-002' TOTAL				130,000.00	135,000.00
991-003	Bond Principal Pmt - 2018					
	FOOTNOTE AMOUNTS:				80,000.00	
	Principal Payment 5 of 20 - Pedestrian Bridge					
	FOOTNOTE AMOUNTS:					85,000.00
	Principal Payment 6 of 20 -Pedestrian Bridge					
	ACCOUNT '991-003' TOTAL				80,000.00	85,000.00
993-001	Bond Interest Exp-2012					
	FOOTNOTE AMOUNTS:				100,575.00	
	Interest payment 11 of 20					
	FOOTNOTE AMOUNTS:					92,475.00
	Interest payment 12 of 20					
	ACCOUNT '993-001' TOTAL				100,575.00	92,475.00
993-002	Bond Interest Exp - 2014					
	FOOTNOTE AMOUNTS:				56,113.00	
	Interest payment 10 of 19					
	FOOTNOTE AMOUNTS:					52,213.00
	Interest paymnet 11 of 19					
	ACCOUNT '993-002' TOTAL				56,113.00	52,213.00
993-003	Bond Interest Exp - 2018					
	FOOTNOTE AMOUNTS:				55,444.00	
	Interest payment 5 of 20					
	FOOTNOTE AMOUNTS:					54,188.00
	Interest payment 6 of 20					
	ACCOUNT '993-003' TOTAL				55,444.00	54,188.00
	DEPT. '000' TOTAL				5,858,118.56	5,193,242.21

BUDGET REPORT FOR VAN BUREN TOWNSHIP

Fund: 227 SANITARY LANDFILL FUND

2022 Proposed Budget

		2021	2022	2023	2023	2024
GL NUMBER	DESCRIPTION	ACTIVITY	ACTIVITY	ORIGINAL BUDGET	PROJECTED ACTIVITY	REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
227-000-402-000	Current Property Tax	7,946.53	6,017.85		2,500.00	
227-000-402-001	Property Tax Rev - Greenbriar Pavi			150,000.00	150,000.00	150,000.00
227-000-403-002	Property Tax Rev - Sidewalk Asses:			91,000.00	91,000.00	91,000.00
227-000-403-003	Property Tax Revenue-Homestead Pav				340,000.00	340,000.00
227-000-451-000	Rubbish Fee				693,000.00	1,449,000.00
227-000-643-000	Public Safety	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00
227-000-644-000	Recreation	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00
227-000-645-000	Environmental	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00
227-000-646-000	Gate Yard Fees	6,562,641.31	6,689,067.70	6,500,000.00	6,200,000.00	6,300,000.00
227-000-665-000	Interest	38,057.50	121,742.10	40,000.00	200,000.00	150,000.00
227-000-665-001	Interest Income-Special Assess	(15.88)	100.44			
227-000-674-000	Senior Citizens	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
Totals for dept 000 -		6,983,629.46	7,191,928.09	7,156,000.00	8,051,500.00	8,855,000.00
TOTAL ESTIMATED REVENUES		6,983,629.46	7,191,928.09	7,156,000.00	8,051,500.00	8,855,000.00

BUDGET REPORT FOR VAN BUREN TOWNSHIP
Fund: 227 SANITARY LANDFILL FUND

		2022 Proposed Budget			
GL NUMBER	DESCRIPTION	2021	2022	2023	2023
		ACTIVITY	ACTIVITY	ORIGINAL BUDGET	PROJECTED ACTIVITY
					2024 REQUESTED BUDGET
APPROPRIATIONS					
Dept 000					
227-000-919-000	Rubbish Disposal Expense				1,349,000.00
227-000-919-001	Rubbish Disposal Expense - Twp				19,000.00
227-000-958-000	Handling Fees	1,800.36	2,020.59	1,500.00	2,000.00
227-000-970-001	Capital Outlay-Paving Reimburse			750,000.00	
227-000-970-003	Capital Outlay- Sidewalks			200,000.00	
227-000-971-001	Capital Outlay - Haggerty Road Pav			460,000.00	
227-000-971-002	Capital Outlay - Greenbriar Paving			750,000.00	
227-000-971-003	Capital Outlay-Sidewalks		90,882.75	200,000.00	
227-000-971-005	Capital Outlay-Road Initiative		518,553.23		
227-000-971-006	Capital Outlay-Road Initiative Rei		(90,787.79)	(436,123.00)	
227-000-971-007	Capital Outlay - Homestead Paving			1,700,000.00	
227-000-971-008	Denton Road Bridge			400,000.00	(400,000.00)
227-000-991-000	Bond Principal Pmt	415,000.00	425,000.00	400,000.00	375,000.00
227-000-993-000	Bond Interest Exp	19,957.50	10,412.50	225,000.00	254,906.00
227-000-995-000	Other-Transfer To General Fund	1,950,000.00	2,100,000.00	2,100,000.00	5,800,000.00
227-000-995-001	Transfer to Long Term Debt	1,750,000.00	1,750,000.00	1,750,000.00	
227-000-998-001	Loss on investment		317,975.50		
Totals for dept 000 -		4,136,757.86	5,124,056.78	5,886,500.00	7,399,906.00
Dept 301 - Police Department					
227-301-956-000	G.f. Police And Dispatch	200,000.00	200,000.00	200,000.00	200,000.00
Totals for dept 301 - Police Department		200,000.00	200,000.00	200,000.00	200,000.00
Dept 622 - Community Services					
227-622-956-000	G.f. Environmental	50,000.00	50,000.00	50,000.00	50,000.00
Totals for dept 622 - Community Services		50,000.00	50,000.00	50,000.00	50,000.00
Dept 755 - Park & Lake Dept					
227-755-956-000	GF Parks/Rec/Lake Env.	100,000.00	100,000.00	100,000.00	100,000.00
Totals for dept 755 - Park & Lake Dept		100,000.00	100,000.00	100,000.00	100,000.00
TOTAL APPROPRIATIONS		4,486,757.86	5,474,056.78	6,236,500.00	7,749,906.00
NET OF REVENUES/APPROPRIATIONS - FUND 227		2,496,871.60	1,717,871.31	919,500.00	1,105,094.00
		35.75%	23.89%	12.85%	12.48%
BEGINNING FUND BALANCE		6,969,802.25	9,466,673.85	11,184,544.16	11,153,307.16
FUND BALANCE ADJUSTMENTS			(1.00)		
ENDING FUND BALANCE		9,466,673.85	11,184,544.16	11,153,307.16	12,258,401.16

BUDGET REPORT FOR VAN BUREN TOWNSHIP

Fund: 250 LDFA Fund

2022 Proposed Budget

		2021	2022	2023	2023	2024
GL NUMBER	DESCRIPTION	ACTIVITY	ACTIVITY	ORIGINAL BUDGET	PROJECTED ACTIVITY	REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
250-000-403-000	Property Tax Capture	690,149.71	694,481.51	705,000.00	686,000.00	700,000.00
250-000-573-000	Local Comm Stabilization Share Apr	100,277.72	103,118.68	103,000.00	108,000.00	108,000.00
250-000-665-000	Interest Income	53.09	566.48		125,000.00	400,000.00
250-000-673-000	Sale Of Fixed Assets		115,000.00			
250-000-680-000 *	Miscellaneous				6,000,000.00	6,000,000.00
Totals for dept 000 -		790,480.52	913,166.67	808,000.00	6,919,000.00	7,208,000.00
TOTAL ESTIMATED REVENUES		790,480.52	913,166.67	808,000.00	6,919,000.00	7,208,000.00

BUDGET REPORT FOR VAN BUREN TOWNSHIP

Fund: 250 LDFA Fund

2022 Proposed Budget

GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2023 ORIGINAL BUDGET	2023 PROJECTED ACTIVITY	2024 REQUESTED BUDGET
APPROPRIATIONS						
Dept 000						
250-000-702-000	Director Salary	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
250-000-703-000	Secretary	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
250-000-705-000	Employee Wage - Administrative	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
250-000-719-000	Fringes	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
250-000-801-001	Auditing/Accounting	4,450.00	4,800.00	5,000.00	5,050.00	5,000.00
250-000-801-002	Attorney Fees	120,816.89	595,731.40	600,000.00	400,000.00	50,000.00
250-000-803-000	Consultant	1,100.00	1,100.00	1,500.00	12,000.00	1,500.00
250-000-956-000	Other	120.00	175.00	4,000.00	2,000.00	2,000.00
250-000-958-000	Paying Agent Fees	500.00	500.00	500.00	500.00	500.00
250-000-991-000	Bond Principal Payment	2,085,000.00	2,275,000.00	1,015,859.00	1,015,859.00	1,110,231.00
250-000-993-000	Interest Expense	333,852.10	312,912.61	1,060,997.00	1,060,997.00	1,371,425.00
250-000-993-001	Interest Expense on "Advanced Func				350,000.00	350,000.00
Totals for dept 000 -		2,553,838.99	3,198,219.01	2,695,856.00	2,854,406.00	2,898,656.00
TOTAL APPROPRIATIONS		2,553,838.99	3,198,219.01	2,695,856.00	2,854,406.00	2,898,656.00
NET OF REVENUES/APPROPRIATIONS - FUND 250		(1,763,358.47)	(2,285,052.34)	(1,887,856.00)	4,064,594.00	4,309,344.00
		-223.07%	-250.23%	-233.65%	58.75%	59.79%
BEGINNING FUND BALANCE		(2,282,506.39)	(4,045,865.86)	(6,330,918.20)	(6,330,918.20)	(2,266,324.20)
FUND BALANCE ADJUSTMENTS		(1.00)				
ENDING FUND BALANCE		(4,045,865.86)	(6,330,918.20)	(8,218,774.20)	(2,266,324.20)	2,043,019.80
DEPARTMENT 000						
680-000	Miscellaneous					
	Visteon Lawsuit settlement payments					

BUDGET REPORT FOR VAN BUREN TOWNSHIP

Fund: 261 911 Fund

2022 Proposed Budget

		2021	2022	2023	2023	2024
GL NUMBER	DESCRIPTION	ACTIVITY	ACTIVITY	ORIGINAL BUDGET	PROJECTED ACTIVITY	REQUESTED BUDGET
<hr/>						
ESTIMATED REVENUES						
Dept 000						
261-000-640-000	Wireline 911 Revenue	220,098.48	161,122.08	135,000.00	135,000.00	135,000.00
261-000-665-000	Interest Income	126.66	1,370.19	300.00		
Totals for dept 000 -		220,225.14	162,492.27	135,300.00	135,000.00	135,000.00
TOTAL ESTIMATED REVENUES		220,225.14	162,492.27	135,300.00	135,000.00	135,000.00

BUDGET REPORT FOR VAN BUREN TOWNSHIP

Fund: 261 911 Fund

2022 Proposed Budget

GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2023 ORIGINAL BUDGET	2023 PROJECTED ACTIVITY	2024 REQUESTED BUDGET
APPROPRIATIONS						
Dept 000						
261-000-958-000	Handling Fees	69.66	70.98			
261-000-959-000	Transfer To General Fund	160,000.00	160,000.00	160,000.00	160,000.00	160,000.00
Totals for dept 000 -		160,069.66	160,070.98	160,000.00	160,000.00	160,000.00
TOTAL APPROPRIATIONS		160,069.66	160,070.98	160,000.00	160,000.00	160,000.00
NET OF REVENUES/APPROPRIATIONS - FUND 261		60,155.48	2,421.29	(24,700.00)	(25,000.00)	(25,000.00)
		27.32%	1.49%	-18.26%	-18.52%	-18.52%
BEGINNING FUND BALANCE		69,548.44	129,703.92	132,125.21	132,125.21	107,125.21
ENDING FUND BALANCE		129,703.92	132,125.21	107,425.21	107,125.21	82,125.21

BUDGET REPORT FOR VAN BUREN TOWNSHIP

Fund: 270 Museum Fund

2022 Proposed Budget

		2021	2022	2023	2023	2024
GL NUMBER	DESCRIPTION	ACTIVITY	ACTIVITY	ORIGINAL BUDGET	PROJECTED ACTIVITY	REQUESTED BUDGET
<hr/>						
ESTIMATED REVENUES						
Dept 000						
270-000-651-000 *	Museum Revenue		187.94	4,500.00	1,000.00	4,500.00
270-000-665-000	Interest	124.52	1,279.35	1,500.00	1,500.00	1,500.00
270-000-674-000 *	Donation		15.90	6,000.00		6,000.00
270-000-675-000 *	Museum, Communities	53,645.00	66,663.00	94,750.00	77,185.00	121,837.00
Totals for dept 000 -		53,769.52	68,146.19	106,750.00	79,685.00	133,837.00
TOTAL ESTIMATED REVENUES		53,769.52	68,146.19	106,750.00	79,685.00	133,837.00

BUDGET REPORT FOR VAN BUREN TOWNSHIP

Fund: 270 Museum Fund

2022 Proposed Budget

GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2023 ORIGINAL BUDGET	2023 PROJECTED ACTIVITY	2024 REQUESTED BUDGET
APPROPRIATIONS						
Dept 000						
270-000-702-000 *	Museum Wages	37,396.56		33,475.00	5,000.00	41,000.00
270-000-719-000 *	Allocated Fringes	13,621.29	322.00	2,500.00	385.00	3,137.00
270-000-727-000 *	Office Supplies	1,632.61	1,961.78	2,500.00	2,500.00	2,500.00
270-000-740-000 *	Archival/Catalog Supplies	79.95	203.57	200.00	2,000.00	2,000.00
270-000-742-000 *	Gift Shop		256.68	2,000.00	2,000.00	2,000.00
270-000-743-000 *	Exhibits	111.27	1,674.90	35,000.00	35,000.00	50,000.00
270-000-743-001 *	Workshops		160.31	400.00	400.00	400.00
270-000-744-000 *	Trips Expense			500.00	500.00	500.00
270-000-810-000 *	Membership & Dues	323.00	218.00	1,200.00	1,200.00	1,200.00
270-000-821-000 *	Consultant	4,680.00	6,110.00	6,500.00	6,500.00	6,500.00
270-000-850-000 *	Telephone	6,555.16	8,074.03	6,200.00	6,200.00	6,200.00
270-000-860-000 *	Transportation		127.01	150.00	300.00	300.00
270-000-881-000	Historical Society			500.00		
270-000-900-000 *	Printing & Publishing		1,068.00	4,000.00	4,000.00	4,000.00
270-000-920-000 *	Utilities	4,707.36	4,340.87	5,300.00	6,000.00	6,000.00
270-000-931-000 *	Building Maintenance	997.56	2,683.88	1,600.00	2,000.00	2,000.00
270-000-956-000 *	Other	733.16	10,101.10	1,000.00	1,000.00	1,000.00
270-000-958-000	Handling Fees	65.31	64.05	100.00	100.00	100.00
270-000-965-000 *	Training	227.75	280.00	2,000.00	2,000.00	2,000.00
270-000-971-000 *	Capital Outlay	2,086.67	1,946.69	2,600.00	2,600.00	3,000.00
Totals for dept 000 -		73,217.65	39,592.87	107,725.00	79,685.00	133,837.00
TOTAL APPROPRIATIONS		73,217.65	39,592.87	107,725.00	79,685.00	133,837.00
NET OF REVENUES/APPROPRIATIONS - FUND 270		(19,448.13)	28,553.32	(975.00)		
		-36.17%	41.90%	-0.91%	0.00%	0.00%
BEGINNING FUND BALANCE		72,185.79	52,737.66	81,290.98	81,290.98	81,290.98
ENDING FUND BALANCE		52,737.66	81,290.98	80,315.98	81,290.98	81,290.98

DEPARTMENT 000

651-000	Museum Revenue
	Revenue from Museum Admission, Gift Shop, Events, Book Sales.
674-000	Donation
	Midge Artley Endowment Donation.
675-000	Museum, Communities
	Contributions from Communities. 2023 & 2024 only reflects VBT contributions.
702-000	Museum Wages
	(2) PT Employees @ 25 Hrs / Week @ 15.77
719-000	Allocated Fringes
	Fringes for PT Staff.
727-000	Office Supplies
	Office supplies.

BUDGET REPORT FOR VAN BUREN TOWNSHIP

Fund: 270 Museum Fund

2022 Proposed Budget

GL NUMBER	DESCRIPTION	2021	2022	2023	2023	2024
		ACTIVITY	ACTIVITY	ORIGINAL BUDGET	PROJECTED ACTIVITY	REQUESTED BUDGET
740-000	Archival/Catalog Supplies					
	Supplies for archival operations.					
742-000	Gift Shop					
	Museum gift shop inventory.					
743-000	Exhibits					
	Exhibit expenses (Exhibit Project in 2023 & 2024)					
743-001	Workshops					
	Holiday ornament workshop materials.					
744-000	Trips Expense					
	Expense for trips.					
810-000	Membership & Dues					
	Membership to AASLH, MMA, AMA, Chamber of Commerce, DDA.					
821-000	Consultant					
	Part-time archivist compensation.					
850-000	Telephone					
	Telephone contract.					
860-000	Transportation					
	Staff mileage.					
900-000	Printing & Publishing					
	Van Buren Today articles, calendars, flyers.					
920-000	Utilities					
	Internet, water, and electricity.					
931-000	Building Maintenance					
	Building maintenance items not covered by Building & Grounds.					
956-000	Other					
	Misc. expenses.					
965-000	Training					
	Staff training.					
971-000	Capital Outlay					

BUDGET REPORT FOR VAN BUREN TOWNSHIP
Fund: 270 Museum Fund

2022 Proposed Budget

GL NUMBER	DESCRIPTION	2021	2022	2023	2023	2024
		ACTIVITY	ACTIVITY	ORIGINAL BUDGET	PROJECTED ACTIVITY	REQUESTED BUDGET
	Technology upgrades.					

BUDGET REPORT FOR VAN BUREN TOWNSHIP

Fund: 272 State Forfeiture Fund

2022 Proposed Budget

GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2023 ORIGINAL BUDGET	2023 PROJECTED ACTIVITY	2024 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
272-000-658-000	Revenue-State Forfeiture	22,130.00	40,000.00	1,500.00	40,000.00	50,000.00
272-000-665-000	Interest	233.41	3,490.05	2,000.00	2,000.00	2,000.00
Totals for dept 000 -		22,363.41	43,490.05	3,500.00	42,000.00	52,000.00
TOTAL ESTIMATED REVENUES		22,363.41	43,490.05	3,500.00	42,000.00	52,000.00

BUDGET REPORT FOR VAN BUREN TOWNSHIP

Fund: 272 State Forfeiture Fund

2022 Proposed Budget

		2021	2022	2023	2023	2024
GL NUMBER	DESCRIPTION	ACTIVITY	ACTIVITY	ORIGINAL BUDGET	PROJECTED ACTIVITY	REQUESTED BUDGET
APPROPRIATIONS						
Dept 000						
272-000-762-000	K-9 Fees	4,297.91	4,550.15	5,000.00	5,000.00	5,000.00
272-000-831-000	Wayne Co Prosecutor	3,000.00		1,500.00	1,500.00	1,500.00
272-000-956-000	Other-Undercover Operations		60.00	1,000.00		
272-000-958-000	Handling Fees	128.47	141.77	284.00	284.00	300.00
272-000-971-000	Capital Outlay	28,050.00		46,750.00	77,000.00	65,000.00
Totals for dept 000 -		35,476.38	4,751.92	54,534.00	83,784.00	71,800.00
TOTAL APPROPRIATIONS		35,476.38	4,751.92	54,534.00	83,784.00	71,800.00
NET OF REVENUES/APPROPRIATIONS - FUND 272		(13,112.97)	38,738.13	(51,034.00)	(41,784.00)	(19,800.00)
		-58.64%	89.07%	-1,458.11%	-99.49%	-38.08%
BEGINNING FUND BALANCE		231,085.61	217,972.64	256,710.77	256,710.77	214,926.77
ENDING FUND BALANCE		217,972.64	256,710.77	205,676.77	214,926.77	195,126.77

BUDGET REPORT FOR VAN BUREN TOWNSHIP

Fund: 301 Long Term Debt Fund

2022 Proposed Budget

		2021	2022	2023	2023	2024
GL NUMBER	DESCRIPTION	ACTIVITY	ACTIVITY	ORIGINAL BUDGET	PROJECTED ACTIVITY	REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
301-000-665-000	Interest Earned On Deposits	98,724.58	254,311.36	100,000.00	350,000.00	500,000.00
301-000-699-000	Transfer In	1,750,000.00	1,750,000.00	1,750,000.00	1,750,000.00	
Totals for dept 000 -		1,848,724.58	2,004,311.36	1,850,000.00	2,100,000.00	500,000.00
TOTAL ESTIMATED REVENUES		1,848,724.58	2,004,311.36	1,850,000.00	2,100,000.00	500,000.00

BUDGET REPORT FOR VAN BUREN TOWNSHIP

Fund: 301 Long Term Debt Fund

2022 Proposed Budget

GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 ACTIVITY	2023 ORIGINAL BUDGET	2023 PROJECTED ACTIVITY	2024 REQUESTED BUDGET
APPROPRIATIONS						
Dept 000						
301-000-958-000	Bank Chgs/bond Handling Fees	3,096.72	2,417.36	3,000.00	3,000.00	3,000.00
301-000-998-001	Loss on investment		862,224.00			
	Totals for dept 000 -	3,096.72	864,641.36	3,000.00	3,000.00	3,000.00
TOTAL APPROPRIATIONS						
		3,096.72	864,641.36	3,000.00	3,000.00	3,000.00
NET OF REVENUES/APPROPRIATIONS - FUND 301						
		1,845,627.86	1,139,670.00	1,847,000.00	2,097,000.00	497,000.00
		99.83%	56.86%	99.84%	99.86%	99.40%
BEGINNING FUND BALANCE						
		16,503,844.84	18,349,473.70	19,489,143.70	19,489,143.70	21,586,143.70
FUND BALANCE ADJUSTMENTS						
		1.00				
ENDING FUND BALANCE						
		18,349,473.70	19,489,143.70	21,336,143.70	21,586,143.70	22,083,143.70

BUDGET REPORT FOR VAN BUREN TOWNSHIP
Fund: 401 Capital Improvement Fund

		2022 Proposed Budget				
GL NUMBER	DESCRIPTION	2021	2022	2023	2023	2024
		ACTIVITY	ACTIVITY	ORIGINAL BUDGET	PROJECTED ACTIVITY	REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
401-000-665-000	Interest	1,270.96	24,038.22	1,500.00	50,000.00	50,000.00
401-000-677-000	Waste Mgt. - Capital Contribution	250,000.00	250,000.00	250,000.00	250,000.00	250,000.00
401-000-678-000	Wayne Disposal (EQ)-Capital Contri	135,000.00	135,000.00	135,000.00	135,000.00	135,000.00
Totals for dept 000 -		386,270.96	409,038.22	386,500.00	435,000.00	435,000.00
TOTAL ESTIMATED REVENUES		386,270.96	409,038.22	386,500.00	435,000.00	435,000.00

BUDGET REPORT FOR VAN BUREN TOWNSHIP
Fund: 401 Capital Improvement Fund

		2022 Proposed Budget				
		2021	2022	2023	2023	2024
GL NUMBER	DESCRIPTION	ACTIVITY	ACTIVITY	ORIGINAL BUDGET	PROJECTED ACTIVITY	REQUESTED BUDGET
APPROPRIATIONS						
Dept 000						
401-000-958-000	Handling Fees	692.58	933.54	750.00	750.00	750.00
Totals for dept 000 -		692.58	933.54	750.00	750.00	750.00
TOTAL APPROPRIATIONS		692.58	933.54	750.00	750.00	750.00
NET OF REVENUES/APPROPRIATIONS - FUND 401		385,578.38	408,104.68	385,750.00	434,250.00	434,250.00
		99.82%	99.77%	99.81%	99.83%	99.83%
BEGINNING FUND BALANCE		917,179.49	1,302,757.87	1,710,862.55	1,710,862.55	2,145,112.55
ENDING FUND BALANCE		1,302,757.87	1,710,862.55	2,096,612.55	2,145,112.55	2,579,362.55
ESTIMATED REVENUES - ALL FUNDS		10,305,463.59	10,792,572.85	10,446,050.00	17,762,185.00	17,318,837.00
APPROPRIATIONS - ALL FUNDS		7,313,149.84	9,742,266.46	9,258,365.00	11,264,362.00	11,017,949.00
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS		2,992,313.75	1,050,306.39	1,187,685.00	6,497,823.00	6,300,888.00
		29.04%	9.73%	11.37%	36.58%	36.38%
BEGINNING FUND BALANCE - ALL FUNDS		22,481,140.03	25,473,453.78	26,523,759.17	26,523,759.17	33,021,582.17
FUND BALANCE ADJUSTMENTS - ALL FUNDS			(1.00)			
ENDING FUND BALANCE - ALL FUNDS		25,473,453.78	26,523,759.17	27,711,444.17	33,021,582.17	39,322,470.17



Charter Township of Van Buren

Request for Board Action

Agenda Item #:
Work Study Meeting Date:
Board Meeting Date: 10/17/23

Consent Agenda ☐ New Business ☒ Unfinished Business ☐ Public Hearing ☐ Presentation ☐

Item (Subject)	Job Description Approvals for Community Services, Recreation Programmer & Facilities Coordinator
Department	Community Services
Presenter(s)	HR Director Sumpter, Director Renaud
Phone Number	
Individuals in Attendance (Other than presenter)	

Agenda topic

Action Requested	
To consider approval of the Community Services Job Descriptions for Recreation Programmer and Facilities Coordinator.	
Background – (Supporting and reference Data, Include attachments)	
See Attached	
Budget Implication	
Implementation Next Step	
Department Recommendation	
Committee/Commission Recommendation	
Attorney Recommendation	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
Additional Remarks	
Approval of Supervisor	<u>Kevin McNamara</u>



VAN BUREN

CHARTER TOWNSHIP

Community Services -Recreation Programmer

Industry- Local Government

Position Summary

Under the general supervision of the Director of Recreation and his/her designee, the Recreation Programmer serves the Township as the administrator of services for all program oversight including identifying and procuring community resources and developing community partnerships. The employee will implement a variety of programs that meet the educational, recreational and social needs of the community center participants. Responsibilities extend to training; maintaining records, reporting and supervising Van Buren Community Center (VBC) staff/volunteers.

Essential Job Functions, Duties, & Responsibilities

An employee in this position may be called upon to perform any of all of the following essential job functions, duties, and responsibilities. The following describe the general nature and level of work to be performed and is not construed as an exhaustive list of all job duties performed in this position:

- Responsible for conducting program evaluations, strategic planning and developing process improvement on an ongoing basis.
- Responsible for the oversight, organization and supervision of all special events, activities, parks and other recreation programs/events as necessary.
- Responsible for providing general supervision of facility participants, employees and volunteers while managing concerns of the general public.

- Responsible for managing all volunteer activities for services/events such as fireworks, summer concert series, summer camps, etc.
- Responsible for coordinating with the Director on promotions of programs through monthly and quarterly media/ publications, newsletters and social media as required.
- Maintains positive public relations and prepares correspondence in order to keep Township residents informed of the activities that are available.
- Responsible for following safety rules, policies, regulations and procedures of the Township.
- Assists in procurement, project tracking, customer contact, scheduling and returning calls.
- Assists in the preparation and presentation of verbal and written reports to the Township Board, Commissions, governmental agencies and community groups as needed. Must ensure collaboration with other agencies and/or local organizations for efficient utilization of resources.
- Coordinates with Senior Programmer and all Community Services staff on program development and implementation as required by the Director and/or Deputy.

Required Knowledge, Skills, Abilities and Minimum Qualifications

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions, duties and responsibilities of the position.

- Must possess a Bachelor's degree, strong equivalence of three-year prior work experience and considerable experience with community-based recreation programs and special events with a strong background in supervisory.
- Must have organizational, interpersonal skills and a strong attention to detail.
- Must possess a current, valid Michigan Driver's License with a clean driving history.
- Ability to prepare report and financial data.

- Must have the ability to recruit volunteers and instructors for new creative and energetic recreation activities for participants.
- Must have some knowledge with willingness to learn various software (RecDesk.)
- Efficient in Microsoft office and Google Docs.
- Competence in basic mathematical calculations including algebra and geometry.
- Ability to use deductive reasoning and logic in job related problem solving and to deal with problems involving several variables.
- Skill in communicating verbally and in writing and interacting with customers in a professional and ethical manner.
- Must maintain compliance with Township Employee Manual, Township Ethics Policy, Township Policies Manual, Collective Bargaining Agreement, and all other policies as adopted.
- Must be reliable, demonstrate regular and predictable attendance and work cooperatively as part of a team.
- Ability to establish and maintain effective working relationships with staff, supervisors and the general public.
- Ability to use various job-related modern electronic office equipment.
- Ability to perform job duties and complete assignments with minimal need for direct supervision.
- Ability to establish and maintain effective working relationships with staff, supervisors and the general public.
- Must have the ability to prepare for and attend after-hours meetings as needed by the Director of Community Services or Recreation.
- Must be willing to work evenings, and/or weekends to accommodate the needs of the Township.
- Must have a current C.P.R. and First Aid Certification

Physical Abilities and Work Environment

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment with some travel to different sites; when visiting parks or construction sites the incumbent may be required to walk on uneven and slippery surfaces, be exposed to all weather conditions, dust and pollen, and mechanical hazards such as construction equipment; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside Township boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction

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VAN BUREN

CHARTER TOWNSHIP

Community Services - Facilities Coordinator

Industry: Local Government

Position Summary

Under the Direct supervision of the Director of Recreation and his/her designee, the Facilities Coordinator maintains an efficient and smooth operation of the jobsite and supports the daily duties of the community center. The employee will ensure building safety and security inspections, building and equipment maintenance and optimal supervision of the cleaning crews.

Essential Job Functions, Duties, & Responsibilities

An Employee in this position may be called upon to perform any of all of the following essential job functions, duties, and responsibilities. The following describe the general nature and level of work to be performed is not construed as an exhaustive list of all job duties performed in this position:

- Must have strong supervision skills for cleaning crews and maintenance workers.
- Must have the ability to manage the building and equipment maintenance schedules.
- Responds to urgent maintenance calls.
- Manages equipment and supply needs, including furniture, telecommunications, exercise equipment office equipment and supplies and climate control.
- Supports all inquiries internally and externally for the department responding in a timely manner.
- Must have strong written communications skills to ensure proper documentation and maintenance records.
- Recommends new policies to improve efficiency.
- Communicates matters involving personnel and facilities in a timely manner with the Director.
- Evaluates operational needs of manpower, parts, materials and equipment to perform day to day activities.

- Required to be available to perform duties for operations problems, equipment emergencies, storms, power outages and other emergencies deemed necessary by management after normal working hours, weekends and holidays.
- Required to work in and adapt to office and field environments such as construction sites with all the associated hazards as needed. The Superintendent is expected to adhere to common safety practices, wear proper personal protection gear and work during inclement weather conditions.
- Maintains an excellent working relationship with Elected Officials, Directors, all departments' employees and Retirees.
- Attends all board meetings as needed by the Director.
- All other assignments as given.

Required Knowledge, Skills, Abilities and Minimum Qualifications

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions, duties and responsibilities of the position.

- Bachelor's degree in Project or Facility Management or related fields that would be necessary to professionally maintain a large municipal community center. A facilities management area background is desirable.
- Progressive professional leadership roles with five to ten-year experience.
- Excellent written, proofreading and verbal communication skills.
- Excellent organizational, meticulous attention to detail and time management skills.
- Works well under pressure to meet tight deadlines when needed.
- Ability to operate an automobile or pick-up truck and obey all motor vehicle laws and safety requirements as well as Township regulations.
- Competence in basic mathematical calculations including algebra and geometry.
- Ability to use deductive reasoning and logic in job related problem solving and to deal with problems involving several variables.
- Highly computer literate with capability in email, MS Office and related business and communications tools.
- Ability to accurately follow directives given.
- Playground Equipment Safety Certification.

Physical Abilities and Work Environment

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in the community center with some travel to different sites; when visiting parks or construction sites the incumbent may be required to walk on uneven and slippery surfaces, be exposed to all weather conditions, dust and pollen, and mechanical hazards such as construction equipment; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside Township boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction

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Charter Township of Van Buren

Request for Board Action

Agenda Item #:
Work Study Meeting Date:
Board Meeting Date: 10/17/23

Consent Agenda ☐ New Business ☒ Unfinished Business ☐ Public Hearing ☐ Presentation ☐

Item (Subject)	First and second reading of ordinance 10-17-23 to allow the Board of Trustees to modify the required separation distance between group child care home uses.
Department	Planning and Economic Development
Presenter(s)	Dan Power
Phone Number	734-699-8913
Individuals in Attendance (Other than presenter)	None

Agenda topic

Action Requested	
First and second readings on a set of proposed Zoning Ordinance text amendments that will grant the Board of Trustees the ability to modify minimum required separation requirements between licensed group day care homes upon recommendation from the Planning Commission, based upon certain findings regarding traffic management, and will define the measurement used for minimum required separation distances. The amendments will include updates to Section 5.111 of the Van Buren Township Zoning Ordinance (Development Standards for Specific Uses - Day Care or Child Care, Group Home).	
Background – (Supporting and reference Data, Include attachments)	
A public hearing was held by the Planning Commission regarding this requested set of ordinance amendments on September 27, 2023. The set of draft zoning ordinance amendments was developed over the course of several regular Planning Commission meetings prior to the public hearing and recommendation for approval on September 27th. This packet includes the staff memo, draft ordinance changes, public notice for the 9/27/23 meeting, and minutes from the 9/27/23 meeting.	
Budget Implication	None
Implementation Next Step	Adoption
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	N/A
Approval of Supervisor	<u>Kevin McNamara</u>

**CHARTER TOWNSHIP OF VAN BUREN
COUNTY OF WAYNE, STATE OF MICHIGAN
ORDINANCE NO. 10-17-23**

AN ORDINANCE TO AMEND THE ZONING ORDINANCE 5-2-17(2) AS AMENDED OF THE CHARTER TOWNSHIP OF VAN BUREN TO AMEND THE LANGUAGE OF SECTION 5.111 DAY CARE OR CHILD CARE, GROUP HOME TO REMOVE SEPARATION DISTANCE REQUIREMENTS FROM ANOTHER SIMILAR USE. THE CHARTER TOWNSHIP OF VAN BUREN ORDAINS:

SECTION 1- ORDINANCE AMENDMENT

Pursuant to this Ordinance, the following sections of the Charter Township of Van Buren Zoning Ordinance shall be amended in accordance with the below text upon the effective date of this Amendment:

Section 5.111 Day Care or Child Care, Group Home

- A. Group day care homes shall not be located closer than one thousand five hundred (1,500) feet to any of the following:
 1. Another licensed group day care home, except that the Board of Trustees may modify this requirement upon recommendation from the Planning Commission, if the Planning Commission finds that traffic, drop-off, pick-up times and other issues that may impact the adjacent neighborhood have been considered and have found not to be of concern based upon the specific circumstances of the request. If the minimum separation distance between licensed group day care homes is modified, the Planning Commission may require additional measures to mitigate any adverse impacts.
 2. Adult foster care, small group home or large group home as defined in this Ordinance and by the State of Michigan.
 3. A facility offering substance abuse treatment and rehabilitation service to seven (7) or more people licensed by the State of Michigan.
 4. A community correction center, residence home, halfway house or other similar facility which houses an inmate population under the jurisdiction of the Federal or State Department of Corrections.
 5. Child care centers, subject to the requirements of [Section 5.108](#).
 6. Adult day care centers, subject to the requirements of [Section 5.110](#).
- B. It has appropriate fencing for the safety of the children in the group day care home as determined by the Planning Commission.
- C. It maintains the property consistent with the visible characteristics of the neighborhood.
- D. It does not exceed sixteen (16) hours of operation during a twenty-four (24) hour period.
- E. The group day care home operator shall provide off-street parking for his or her employees in accordance with [Article 9](#), in the ratio of one (1) parking space for each employee.

- F. The distances required under this section shall be measured along a road, street, or place maintained by the State, County or a local unit of government and generally open to the public as a matter of right for the purpose of vehicular traffic, not including an alley.

SECTION 2 - SEVERABILITY

Should any provision or part of this Ordinance be declared by any court of competent jurisdiction to be invalid or unenforceable, the same shall not affect the validity or enforceability of the balance of this Ordinance, which shall remain in full force and effect.

SECTION 3 - REPEALER

All other provisions of the Zoning Ordinance, or Ordinances or parts of Ordinances, in conflict with this Ordinance are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

SECTION 4 - SAVINGS CLAUSE

Nothing in this Ordinance shall be construed to affect any suit or proceeding pending in any court or any rights acquired or any liability incurred, or any cause or causes of action acquired or existing, under the Zoning Ordinance, or any act or Ordinance hereby repealed as cited in Section 3 of this Ordinance; nor shall any just or legal right or remedy of any character be lost, impaired, or affected by this Ordinance.

SECTION 5 - EFFECTIVE DATE

The provisions of this Ordinance are hereby ordered to take effect seven (7) days after publication of the notice of adoption in a newspaper of general circulation within the Township. This Ordinance shall be immediately recorded by the Township Clerk in the Township Ordinance Book as soon as it is adopted, which record shall be authenticated by the signatures of the Supervisor and Clerk and shall be published in a newspaper of general circulation in the Township within fifteen (15) days of passage. A copy of this Ordinance may be purchased or inspected at the Clerk's Office, 46425 Tyler Road, Van Buren Township, MI 48111 during normal business hours.

SECTION 6 - ADOPTION

This Ordinance is hereby declared to have been adopted by the Township Board of the Charter Township of Van Buren at a meeting duly called and held on the --- day of -----, 2023, and ordered to be given publication in the manner prescribed by law.

I hereby approve the foregoing Ordinance,

Leon Wright, Clerk

Kevin McNamara, Supervisor

Adopted:

Published:

Effective:

OFFSTREET PARKING SPACES IN A DESIGNATED DEFERRED PARKING AREA AND
OTHER MINOR PARKING, LANDSCAPING AND STRIPING IMPROVEMENTS BY
SINGLETON CONSTRUCTION ON BEHALF OF WALMART.

Director Power gave the presentation by providing a broad overview of several projects that are reviewed administratively. Projects at the Willow Run Airport are governed by the Wayne County Airport Authority (WCAA), a higher level of government reviews their site plans and Township staff performs an administrative review. The following projects are also administratively reviewed: single family home sites, permitted use changes or re-occupancy with minor site changes and remodeling or reconstruction of an existing building or use, as long as it does not increase the floor area by more than 25% or 1,000 square feet. Director power provided brief updates on the following projects:

- **49910 Tyler Road** – Kalitta Charters recently added 777 flight simulator and training building by using existing office space and adding an addition.
- **8001 Haggerty Road** – DTE Energy completely renovated their entire interior space to accommodate a relocated Merchant Services Center.
- **11511 Belleville Road** – Mikes Kitchen obtained a new variance in 2022 to add restrooms, storage spaces and a patio. The building permit application is currently under review.
- **49345 S. Interstate 94 Service Drive** – Remodeling of an existing an event facility, bar and food service use (Diamondback Saloon). The use is not changing, the facility will still have a bar, some food and line dancing. The event facility is to host smaller concerts, shows and have rental availability for showers and weddings. There are only minor changes to the exterior including additional landscaping.
- **45520 Tyler Road** – Previously the Belleville Exchange is being remodeled and converted into a new dental office, Purpose Dental.
- **10562 Belleville Road** – Walmart is undergoing interior renovations and installing off-street parking spaces in a designated deferred parking area for pickup order fulfillment.

Commissioners had the following questions and comments:

- Commissioner commented that Camping World is finally moving forward. Director Power commented that he has a special inspection scheduled with the Building Official and Fire Marshal.
- Commissioner commented that he met with Our Next Energy (ONE), they plan to have their prototype building up and running by December.
- Commissioner inquired if the Diamondback event facility is going to be a public venue? Commissioner had heard it may be by appointment only. Director Power informed that they have not made a formal distinction, he will follow-up and provide feedback.

No questions or comments from the audience.

ITEM #3: ZONING ORDINANCE AMENDMENT DISCUSSION – CHILD CARE USES.

DESCRIPTION: THE PLANNING COMMISSION WILL REVIEW A PROPOSED ZONING ORDINANCE TEXT AMENDMENT TO MODIFY THE REQUIREMENT UNDER SECTION 5.111 OF THE VAN BUREN TOWNSHIP ZONING ORDINANCE THAT REQUIRES A MINIMUM

SEPARATION DISTANCE OF 1,500 SQUARE FEET BETWEEN TWO LICENSED GROUP DAY CARE HOME USES.

Director Power gave the presentation. There has been a significant interest in family daycare uses in Van Buren Township. The Township has received several recent inquiries by existing proprietors of family day care home facilities accommodating 1-6 children, to increase their capacity to become group day care homes which can accommodate 7-12 children. Group day care homes require special land use approval and an associated site plan be reviewed by the Planning Commission, as well as a procedural requirement of a public hearing. Group day care homes are also required to meet certain dimensional requirements, including minimum separation distance of 1,500 feet from other group child care providers. At the May 24, 2023 Planning Commission meeting, staff and the Planning Consultant were asked to proceed with researching the specific regulations regarding the 1,500-foot separation distance between group child care home providers. The Planning Consultant has completed a preliminary review and provided a first draft of a potential Zoning Ordinance amendment for the Planning Commissions consideration. Director Power opened the meeting for discussion and feedback.

Commissioners had the following questions and comments:

- Commissioner has concerns with parking, if the homes are right next to each other, they would be too close and it could cause a traffic problem.
- Commissioner commented this change basically allows for them to be next to each other, side by side or in a string of houses. The Planning Commission needs to be able to evaluate each of them to determine if its viable.
- Commissioner commented the way the change is proposed, it would allow them to be within 1,500 feet of each other and the Commission may impose additional measures to mitigate any impacts. Commissioner thinks wording should be the Planning Commission may relax the 1,500-foot minimum separation if after reviewing the traffic impact and other considerations, not to just allow it by right, then it grants the Commission the power to review them.
- Commissioner inquired if the State of Michigan changed the law to allow for up to 12 children and if there is a staffing requirement? Director Power confirmed, yes. There are two different uses, family day care homes that accommodate 1-6 children and group day care homes that accommodate 7-12 children and after operating for a certain number of years they are allowed up to 7 in family day care homes and 14 in group day care homes. There is a staffing ratio requirement and parking spaces are required for employees. Commissioner commented that from a parking standpoint there are more drop off and pickup than actual parking.
- Commissioner commented maybe consider a lowering the 1,500 feet to a lower more acceptable number, if there is one.
- Commissioner inquired where the 1,500 feet requirement came from at the State level. Director Power informed that he does not know. Commissioner is willing to look at dropping the number down.
- Commissioner inquired if the 1,500-foot separation distance is measure by vehicular distance or by how the crow flies. Director Power will confirm and bring information back to the Commission.

- Commissioners agree with allowing flexibility with the separation and want to have the ability to put the additional measures on the business requirements, giving the Planning Commission the power to police the use.
- Commissioner inquired how many times in recent memory are there two (2) homes within the 1,500 feet? Director Power informed this is the only time it has come up with the resident in attendance.
- Commissioner thinks we should also take into consideration, residences that back up to each other, that might be within the separation distance.
- Commissioner commented to add the distance to be measured by the road for clarification. Director Power will confirm the measurement method for the next meeting.
- Commissioner inquired if we know the benchmark in other municipalities? Director Power informed in Canton Township there was a case with an applicant with less than 1,500 feet and they went through a similar exercise. Canton's ordinance did not have the 1,500-foot requirement, it was measured by the Zoning and Enabling Act.

Resident and licensed daycare provider for 14-15 years in Van Buren Township commented there is a desperate need for more childcare centers. She already has someone in her subdivision, their backyards are close but they are not located on the same street.

Director Power will make revisions to the draft ordinance to bring back to a future meeting.

ITEM #4: DISCUSSION ON INDUSTRIAL AND OFFICE FUTURE LAND USE, ZONING AND DEVELOPMENT.

DESCRIPTION: THE PLANNING COMMISSION WILL DISCUSS THE SCOPE OF A STUDY OF INDUSTRIAL AND OFFICE FUTURE LAND USE, ZONING AND DEVELOPMENTAL TRENDS.

Director Power gave the presentation. Commissioners were requested to consider efforts to research industrial and office future land use, zoning, and potential development. The request is driven by observations of development trends that increasingly highlight Van Buren Township as a center for manufacturing. This brings interest by emerging manufacturing businesses, including those in the automotive industry to locate within the Township. The variety of technologies and processes used in these businesses challenge the conventional "light" and "heavy" zoning categorization of assembly, fabrication, manufacturing, compounding, processing, packaging or treatment activities. This trend prompts a study of the geographic sorting of light, heavy and transportation/trucking-focused industrial land uses in the Township and may also compliment some key office and industrial outcomes of the Township's adopted 2020 Master Plan including the creation of a new blended light industrial/office zoning district and the phasing out of trucking and transportation-focused industrial zoning. Director Power inquired if the Planning Commission is interested in staff taking a more in depth look at potential automotive light industrial uses.

Commissioners had the following questions and comments:

- Commissioner agreed with fellow Commissioners comments, wants the business to be able to move forward and to make the pole sign removal a condition of occupancy.

No questions or comments from the audience or remote viewers.

Motion Jahr, Creal second to grant the applicant Stonefield Engineering and Design on behalf of owner I.S. Real Estate LLC / Belleville Oil Company, Inc. final site plan approval for the Mobile Gas Station redevelopment and drive thru, located at 11250 Haggerty Road, based on the analysis and subject to the conditions in the McKenna Associates review letter dated 8-16-23, Fishbeck Associates review letter dated 8-17-23, Fire Department review letter dated 8-16-23 and the staff letter dated 8-17-23.

Roll Call:

Yeas: Pahle, Atchinson, Creal, Grant, Budd, Jahr and Cullin.

Nays: None.

Excused: None.

Motion Carried. (Letters Attached)

ITEM #3: ZONING ORDINANCE AMENDMENT DISCUSSION – CHILD CARE USES.

DESCRIPTION: THE PLANNING COMMISSION WILL REVIEW A PROPOSED ZONING ORDINANCE TEXT AMENDMENT TO MODIFY THE REQUIREMENT UNDER SECTION 5.111 OF THE VAN BUREN TOWNSHIP ZONING ORDINANCE THAT REQUIRES A MINIMUM SEPARATION DISTANCE OF 1,500 SQUARE FEET BETWEEN TWO LICENSED GROUP DAY CARE HOME USES.

Director Power gave the presentation. The Planning Commission first reviewed the proposed draft Zoning Ordinance amendment at their 8-9-23 meeting. The proposed draft language is to provide flexibility within the Zoning Ordinance requirements for daycare and/or childcare uses where the Zoning Ordinance had imposed separation distance requirements between group daycare homes and other licensed uses under State of Michigan law which corresponds to the language in Michigan Zoning Enabling Act (MZEA), except that the MZEA also allows for the Township Planning Commission to have the flexibility to grant special land uses despite the separation requirements. The amendment specifically focuses on the following language in Section 5.111(A)(1) and Section 5.111(F):

Section 5.111 Day Care or Child Care, Group Home

- (A) Group day care homes shall not be located closer than 1,500 feet to another license group day care home, except that the Board of Trustees may modify this requirement upon recommendation from the Planning Commission, if the Planning Commission find that traffic, drop-off, pick-up times and other issues that may impact the adjacent neighborhood have been considered and have found not to be of concern based upon the specific circumstances of the request. If the minimum separation distance between

licensed group day care homes is modified, the Planning Commission may require additional measures to mitigate any adverse impacts.

- (F) The distances required under this this section shall be measured along a road, street, or place maintained by the State, County or local unit of government and generally open to the public as a matter of right for the purpose of vehicular traffic, not including an ally.

Director Power invited the Planning commission to review the draft Zoning Ordinance amendment presented and proceed with requesting staff to either schedule a public hearing for consideration of the Zoning Ordinance amendment and recommendation to the Board of Trustees, or request staff to complete additional research on the topic or revisions to the draft language prior to proceeding to the next step.

Commissioners had the following questions and comments:

- Commissioner commented that his previous concerns have been addressed.
- Commission inquired how does this impact subdivisions with HOA's? Director Power informed staff will look into guidance from the State of Michigan, he is unsure of their ability to supersede. Vidya Krishnan commented that typically the Township does not enforce HOA rules.
- Commissioner inquired what if someone wants to put in a daycare and it is against the HOA guidelines and/or bylaws, does the State supersede the HOA? Director Power is unsure of the answer, however the Townships role in a typical review process is to administer what review is required and will make sure there is an HOA approval that is associated with it. If there is an HOA, their approval is already set before the Planning Commissions review.
- Commissioner inquired if the second proposal in Section 5.111(F) would need language added for who maintains the roads in HOA's. Vidya Krishnan commented that in a quick look up, HOA rules do not supersede State law and she will look into the matter further to confirm.
- Commissioner commented that solar panels are allowed to be blocked by an HOA.
- Commissioner commented that someone in her neighborhood tried to start a business and was denied by the HOA.

No comments from the audience or remote viewers.

Director Power asked the Commission if they were ready to schedule a public hearing and continue research. The public hearing would be scheduled for the second meeting in September. Commissioners agreed to schedule the public hearing.

Motion Jahr, Budd second to direct staff to schedule the public hearing. Motion Carried.

ITEM #4: ADMINISTRATIVE DEVELOPMENT PROJECT REVIEWS.

DESCRIPTION: STAFF WILL PROVIDE UPDATES ON CASE 22-055 – ADMINISTRATIVE REVIEW OF DTE GAS COMPANY PROJECTS. CONSTRUCTION OF VALVES AND MINOR ACCESS, FENCING AND LANDSCAPING IMPROVEMENTS ASSOCIATED WITH AN

**CHARTER TOWNSHIP OF VAN BUREN PLANNING COMMISSION
NOTICE OF PUBLIC HEARINGS**

Notice is hereby given that the Charter Township of Van Buren Planning Commission will hold public hearings on **September 27, 2023 at 5:30 p.m.** The meeting will be held in person at Van Buren Township Hall, located at **46425 Tyler Road, Van Buren Township, MI 48111**, in the Board Room. Instructions for attending the meeting electronically are provided in this notice. The Planning Commission will consider the following items:

Zoning Ordinance Text Amendments: Proposed amendments that will grant the Board of Trustees the ability to modify minimum required separation requirements between licensed group day care homes upon recommendation from the Planning Commission, based upon certain findings regarding traffic management, and will define the measurement used for minimum required separation distances. The amendments will include updates to Section 5.111 of the Van Buren Township Zoning Ordinance (Development Standards for Specific Uses - Day Care or Child Care, Group Home).

Case 23-031: A request by Crossroads Distribution Center North 11, LLC to construct a Distribution Center. This Distribution Center consists of one (1) building with a ground area of approximately 630,417 square feet of space and affiliated site improvements, along with grading and earthwork on property surrounding the building site. The distribution center and auxiliary improvements will be constructed on the south side of Van Born Road, west of Haggerty Road, including parcel ID 83-005-99-0009-701, 42065 Van Born Road (parcel ID 83-005-99-0010-000), 42033 (parcel ID 83-005-99-0007-000), 41941 Van Born Road (parcel ID 83-005-99-0006-000), 41861 Van Born Road (parcel ID 83-005-99-0005-000) and 42333 Van Born Road (parcel ID 83-005-99-0009-002) in property zoned M-T – Industrial Transportation District. The grading and earthwork will also involve parcels 83-005-99-0004-000, 83-005-99-0008-000, 83-005-01-0019-000, 83-005-01-0020-300, 83-005-01-0021-300, -0023-300, -0024-300, -0025-300, -0026-300, -0027-300, -0028-300, -0029-300, -0030-300, -0031-300, -0032-300, -0033-300, and -0034-300. The total affected area will be approximately 175.0 acres.

On the agenda for the meeting, a unique Zoom weblink and dial-in phone number with a meeting ID for meeting videoconference or teleconference access will be provided. The meeting will be available to view live on the Van Buren Township YouTube Channel. A complete procedure for public comment by electronic means is provided on a guide which is accessible on the Van Buren Township website (www.vanburen-mi.org). Participants may also choose to submit written comments that will be read into record during public comment by the Chairperson. Submit any written comments or questions about the meeting via e-mail to dpower@vanburen-mi.org. To comply with the Americans with Disabilities Act (ADA), any citizen requesting accommodation to attend a meeting, and/or to obtain this notice in alternate formats, please contact the Clerk's Office at 734.699.8900, extension 9205.

Posted: September 12, 2023

Published: September 13, 2023



MEMO

TO:	Van Buren Township Planning Commission
FROM:	Dan Power– Director of Planning and Economic Development
RE:	Child Care Zoning Ordinance Amendments / Adjustments
DATE:	September 15, 2023

Planning Commission Members:

The State of Michigan has recently promoted efforts to increase child care capacity in communities including Van Buren Charter Township. The Township has received several recent inquiries by existing proprietors of *family day care home* facilities which accommodate 1-6 children* to increase their capacity to become *group day care homes*, which accommodate 7-12 children*. The State of Michigan's office of Licensing and Regulatory Affairs (LARA) has recently played a direct supporting role with increasing the capacity of existing day care home facilities in and near Van Buren Township.

The *group day care home* designation requires special land use approval and an associated site plan that is reviewed by the Township's Planning Commission, as well as a procedural requirement for a public hearing. Reflective of rules included in the Michigan Zoning Enabling Act (MZEA) (PA 110 of 2006), Section 5.111 of the Van Buren Township Zoning Ordinance also requires *group day care homes* to meet certain dimensional requirements, including minimum separation distances from other group child care providers.

At their regular meeting on May 24, 2023, the Planning Commission recommended Staff and the Planning Consultant to proceed with researching this topic and exploring the foundation of the specific regulations regarding separation distance between group child care home providers. Our Planning Consultant has completed a preliminary review of this topic and has reviewed the MZEA and other ordinances to make sure there were no unintended consequences in the event of an amended and more flexible zoning ordinance. Based on this research, the planning consultant provided a first draft of a potential Zoning Ordinance amendment for the Planning Commission's consideration at the regular meeting on August 9, 2023. Based on feedback received at that meeting, the draft language was revised, and a second draft of the Zoning Ordinance amendment was discussed at the regular meeting held August 23, 2023. At that meeting, the Planning Commission recommended to proceed with posting the draft text amendment for a public hearing.

The Planning Commission is now invited to host a public hearing for the draft Zoning Ordinance amendment as presented in this packet. They may also make a recommendation on adoption to the Board of Trustees, or the Planning Commission may request staff to complete additional research on this topic or revisions to the draft ordinance language before proceeding to this step. I look forward to participating in this discussion.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dan Power'.

Dan Power, AICP
Planning and Economic Development Director
Municipal Services Department
Charter Township of Van Buren

CC: Vidya Krishnan, Senior Principal Planner, McKenna Associates / Van Buren Charter
Township Planning Consultant

* Under a recent policy change from the State of Michigan, *family day care home* providers may increase their capacity from six (6) to seven (7) maximum children after 29 months of operation, and *group day care home* providers may increase their capacity from twelve (12) to fourteen (14).

**CHARTER TOWNSHIP OF VAN BUREN
PLANNING COMMISSION
September 27, 2023
MINUTES - DRAFT**

Chairperson Cullin called the meeting to order at 5:31 p.m.

ROLL CALL:

Present: Atchinson, Grant, Budd, Pahle, Jahr and Cullin.

Excused: Creal.

Staff: Director Power and Secretary Harman.

Planning Representatives: Vidya Krishnan, McKenna Associates and Paul Kammer, Fishbeck Associates.

Applicant(s) in Attendance: Case 23-031 – Crossroads Distribution Center North 11, LLC: Kyle Morton and Joseph Webb, Case 19-037 – Hampton Manor: Sam Martin.

Audience: Ten (10).

APPROVAL OF AGENDA:

Motion Jahr, Budd second to approve the agenda of September 27, 2023 as presented. **Motion Carried.**

APPROVAL OF MINUTES:

Motion Grant, Budd second to approve the regular meeting minutes of September 13, 2023 as presented. **Motion Carried.**

PUBLIC HEARING:

ITEM #1: ZONING ORDINANCE TEXT AMENDMENT: CHILD CARE USES.

TITLE: PROPOSED AMENDMENTS THAT WILL GRANT THE BOARD OF TRUSTEES THE ABILITY TO MODIFY MINIMUM REQUIRED SEPARATION REQUIREMENTS BETWEEN LICENSED GROUP DAY CARE HOMES UPON RECOMMENDATION FROM THE PLANNING COMMISSION, BASED UPON CERTAIN FINDINGS REGARDING TRAFFIC MANAGEMENT AND WILL DEFINE THE MEASUREMENT USED FOR MINIMUM REQUIRED SEPARATION DISTANCES. THE AMENDMENTS WILL INCLUDE UPDATES TO SECTION 5.111 OF THE VAN BUREN TOWNSHIP ZONING ORDINANCE (DEVELOPMENT STANDARDS FOR SPECIFIC USES – DAY CARE OR CHILD CARE, GROUP HOME).

Motion Jahr, Budd second to open the public hearing. Motion Carried.

Director Power gave a brief summary of the Zoning Ordinance text amendment. The Township Zoning Ordinance contains language requiring a 1,500-foot minimum separation distance for group day care facilities among other uses. Township staff and the Planning Commission have looked at ways to allow for some flexibility to the required separation distance. The text amendment distinguishes that the Board of Trustees may modify the distance between group day care homes.

Resident in Country Walk subdivision has a licensed home day care that she would like to expand into a group day care home, however there is already another group day care in her neighborhood. The text amendment will benefit her.

Motion Jahr, Grant second to close the public hearing. Motion Carried.

ITEM #2: CASE 23-031 – CROSSROADS DISTRIBUTION CENTER NORTH 11, LLC – SPECIAL LAND USE.

TITLE: A REQUEST BY CROSSROADS DISTRIBUTION CENTER NORTH 11, LLC TO CONSTRUCT A DISTRIBUTION CENTER. THIS DISTRIBUTION CENTER CONSISTS OF ONE (1) BUILDING WITH A GROUND AREA OF APPROXIMATELY 630,417 SQUARE FEET OF SPACE AND AFFILIATED SITE IMPROVEMENTS, ALONG WITH GRADING AND EARTHWORK ON PROPERTY SURROUNDING THE BUILDING SITE. THE TOTAL AFFECTED AREA WILL BE APPROXIMATELY 175.0 ACRES. THE PROPERTY IS ZONED M-T – INDUSTRIAL TRANSPORTATION DISTRICT.

THE DISTRIBUTION CENTER AND AUXILIARY IMPROVEMENTS WILL BE CONSTRUCTED ON THE SOUTH SIDE OF VAN BORN ROAD, WEST OF HAGGERTY ROAD, INCLUDING PARCEL ID 83-005-99-0009-701, 42065 VAN BORN ROAD (PARCEL ID 83-005-99-0010-000), 42033 VAN BORN ROAD (PARCEL ID 83-005-99-0007-000), 41941 VAN BORN ROAD (PARCEL ID 83-005-99-0005-000) AND 42333 VAN BORN ROAD (PARCEL ID 83-005-99-0009-002).

Motion Budd, Jahr second to open the public hearing. Motion Carried.

Resident has lived on Haggerty Road for 43 years and has been fighting with Ashley Capital, she doesn't care if they build, they need to fix Haggerty Road. Resident commented people don't want to travel on Haggerty Road, the dangerous conditions are damaging their vehicles and causing accidents, a semi-truck lost a tire almost killing her husband, the area floods in the winter creating thick ice causing many vehicles to go off the road. Resident asked for the Commission to do something to make them fix the road. Resident has a group on Facebook 48111 and invited the Commission and the audience to look it up to see other resident's comments.

No further comments from the audience.

Motion Jahr, Grant second to close the public hearing. Motion Carried.

NEW BUSINESS:

ITEM #1: ZONING ORDINANCE TEXT AMENDMENT: CHILD CARE USES.

TITLE: PROPOSED AMENDMENTS THAT WILL GRANT THE BOARD OF TRUSTEES THE ABILITY TO MODIFY MINIMUM REQUIRED SEPARATION REQUIREMENTS BETWEEN LICENSED GROUP DAY CARE HOMES UPON RECOMMENDATION

FROM THE PLANNING COMMISSION, BASED UPON CERTAIN FINDINGS REGARDING TRAFFIC MANAGEMENT AND WILL DEFINE THE MEASUREMENT USED FOR MINIMUM REQUIRED SEPARATION DISTANCES. THE AMENDMENTS WILL INCLUDE UPDATES TO SECTION 5.111 OF THE VAN BUREN TOWNSHIP ZONING ORDINANCE (DEVELOPMENT STANDARDS FOR SPECIFIC USES – DAY CARE OR CHILD CARE, GROUP HOME).

Director Power gave the presentation. The Zoning Ordinance text amendment was reviewed and discussed at two (2) previous work sessions. The standard minimum separation distances are 1,500 feet for day care home uses, a use meant to be applied in a residential setting, permitted by right with group day care homes as special uses. The text amendment distinguishes that the Board of Trustees may modify with respect to other group day care homes the minimum separation distance with the following text amendments to Section 5.111 (A)(1) and (F) of the Township Zoning Ordinance:

Section 5.111 – Day Care or Child Care, Group Home

- (A) Group day care homes shall not be located closer than one thousand five hundred (1,500) feet to any of the following:
 - (1) Another licensed group day care home, except that the Board of Trustees may modify this requirement upon recommendation from the Planning Commission, if the Planning Commission finds that the traffic, drop-off, pick-up times and other issues that may impact the adjacent neighborhood have been considered and have found not to be of concern based upon the specific circumstances of the request. If the minimum separation distance between licensed group day care homes is modified, the Planning Commission may require additional measures to mitigate any adverse impacts.
- (F) The distances required under this section shall be measured along a road, street, or place maintained by the State, County or a local unit of government and generally open to the public as a matter of right for the purpose of vehicular traffic, not including an alley.

Director Power informed that staff recommends the Planning Commission forward approval to the Township Board of Trustees.

Commissioners agreed the amendment is ready to recommend to the Township Board of Trustees and it is a benefit for everyone in the Township.

No comments from the audience.

Motion Jahr, Grant second to recommend the Township Board of Trustees adopt the proposed zoning ordinance text amendment to grant the Board of Trustees the ability to modify the minimum required separation requirements between licensed group day care homes upon recommendation from the Planning Commission, based upon certain findings regarding traffic management and defining the measurement for minimum required separation distances, these amendments are to be found in Section 5.111 of the Van Buren Township Zoning



Charter Township of Van Buren

Request for Board Action

Agenda Item #:
Work Study Meeting Date:
Board Meeting Date: 1/17/23

Consent Agenda ☐ New Business ☒ Unfinished Business ☐ Public Hearing ☐ Presentation ☐

Item (Subject)	Special land use approval request for a distribution center by Crossroads Distribution Center North 11, LLC (Planning Case 23-031), to be located west of Haggerty Road, south of Van Born Road.
Department	Planning and Economic Development
Presenter(s)	Dan Power
Phone Number	734-699-8913
Individuals in Attendance (Other than presenter)	

Agenda topic

Action Requested	
A request by Crossroads Distribution Center North 11, LLC to construct a Distribution Center. This Distribution Center consists of one (1) building with a ground area of approximately 630,417 square feet of space and affiliated site improvements, along with grading and earthwork on property surrounding the building site. The property is zoned M-T – Industrial Transportation District. The distribution center and auxiliary improvements will be constructed on the south side of Van Born Road, west of Haggerty Road on six parcels (parcel IDs 83-005-99-0009-701, 83-005-99-0010-000, 83-005-99-0007-000, 83-005-99-0006-000, 83-005-99-0005-000, and 83-005-99-0009-002).	
Background – (Supporting and reference Data, Include attachments)	
See the attached application form, staff reports, select plans, and minutes from the Planning Commission's review of the project on September 27, 2023. The Planning Commission held a public hearing recommended special land use approval and approved the preliminary site plan on September 27, 2023. If the project's special land use approval is granted by the Board of Trustees, the project will move into an engineering review phase. The applicant is also seeking a limited tree clearing permit through the Planning Commission. Additional plans are posted to the Township website.	
Budget Implication	None
Implementation Next Step	The project will move into engineering review.
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	
Approval of Supervisor	<u>Kevin McNamara</u>



VAN BUREN

CHARTER TOWNSHIP

DEPARTMENT OF PLANNING & ECONOMIC DEVELOPMENT

46425 TYLER ROAD, VAN BUREN TOWNSHIP, MI 48111

PHONE (734) 699-8913 FAX (734) 699-8958

RECEIVED
Initial: JUL 06 2023

PLANNING & ZONING APPLICATION

CASE INFORMATION

CASE NUMBER: 23-031	DATE SUBMITTED: 7/6/23
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APPLICANT INFORMATION

NAME: Ashley Capital (Acting Agent Dennis Schultz)	PHONE: 734-394-1900
ADDRESS: 2575 S. Haggerty Road	CELL PHONE: 734-637-4763
CITY, STATE & ZIP: Canton, MI 48188	FAX: 734-436-0256
EMAIL: dschultz@ashleycapital.com	

PROPERTY OWNER INFORMATION (If different than the applicant)

NAME: Crossroads Distribution Center 11, LLC	PHONE: 734-394-1900
ADDRESS: 2575 S. Haggerty Road	CELL PHONE: 734-637-4763
CITY, STATE & ZIP: Canton, MI 48188	FAX: 734-436-0256
EMAIL: dschultz@ashleycapital.com	

BILLING CONTACT

NAME: Dennis Schultz	PHONE: 734-394-1900
ADDRESS: 2575 S. Haggerty Road	CELL PHONE: 734-637-4763
CITY, STATE & ZIP: Canton, MI 48188	FAX: 734-436-0256
EMAIL:	

SITE/PROJECT INFORMATION

NAME OF PROJECT: Crossroads Distribution Center North 11, LLC			
PARCEL ID NO: V125-83- Pending Lot Combination		PROJECT ADDRESS: Pending Lot Combination	
*APPLICANT MUST ATTACH LEGAL DESCRIPTION OF PROPERTY			
PROPERTY LOCATION: On the West Side of Haggerty Road; Between Ecorse Road and Van Born Road.			
SIZE OF LOT WIDTH: 1438 FT on Vanborn Rd. & 1992 FT on Haggerty Rd.	SIZE OF LOT DEPTH: 2870 FT.	ACREAGE OF SITE: 175	TOTAL ACRES OF SITE TO REVIEW: 69
CURRENT ZONING: MT, M1 & R1-A	IS A REZONING OF THIS PARCEL BEING REQUESTED? Y / N NO		REQUESTED ZONING:
PROJECT DESCRIPTION: We will build 630,417 SF building for a speculative tenant.			

SPECIAL PERMIT INFORMATION

DOES THE PROPOSED USE REQUIRE SPECIAL APPROVAL? Y / N YES	
IF YES, SECTION OF ZONING ORDINANCE FOR WHICH YOU ARE APPLYING FOR SPECIAL APPROVAL: Per section 5.112	
IS THERE AN OFFICIAL WOODLAND WITHIN THE PARCEL? Y / N NO	IF YES, WOODLAND ACREAGE:
TOTAL NUMBER OF REGULATED TREES OUTSIDE THE WOODLAND AREA: Please see drawings for tree removal.	TOTAL NUMBER OF TREES: Please see drawings for tree removal.
DETAILED DESCRIPTION FOR CUTTING TREES: Trees will only be removed in the areas of construction.	
IF APPLICABLE, APPLICATION MUST BE ACCOMPANIED WITH A TREE SURVEY OR STATEMENT OF NO TREES, WHICH INCORPORATES ALL THE REQUIREMENTS LISTED IN SECTION 4.45 OF THE TOWNSHIP'S ZONING ORDINANCE 6-2-92, AS AMENDED.	

OWNER'S AFFIDAVIT

Dennis Schultz (Acting Agent for Ashley Capital)
PRINT PROPERTY OWNER'S NAME



SIGNATURE OF PROPERTY OWNER

7/6/2023
DATE

STATE OF MICHIGAN
COUNTY OF WAYNE

The undersigned, being duly sworn, deposes and says that the foregoing statements and answers herein contained and accompanied information and date are in all respects true and correct.

Subscribed and sworn before me this 6th day of July, 2023

Julia Anne Gibbs Notary Public, Wayne County, Michigan My Commission expires 12/27, 2023

JULIA ANNE GIBBS
NOTARY PUBLIC, STATE OF MICHIGAN
COUNTY OF WAYNE
My Commission Expires December 20, 2027
Acting in the County of Wayne



MEMO

TO:	Van Buren Township Planning Commission
FROM:	Dan Power– Director of Planning and Economic Development
RE:	Case 23-031 / Ashley Crossroads North Phase 2 Project Preliminary Site Plan and Special Land Use Review
DATE:	September 15, 2023

Planning Commission Members:

Crossroads Distribution Center North 11, LLC has applied seeking approval to construct a Distribution Center. This Distribution Center consists of one (1) building with a ground area of approximately 630,417 square feet of space and affiliated site improvements, along with grading and earthwork on property surrounding the building site. The distribution center and auxiliary improvements will be constructed on the south side of Van Born Road, west of Haggerty Road, including approximately 175.0 acres of property. The property is zoned M-T – Industrial Transportation.

To assist with your review, your packet contains reports from the Township's reviewing staff including the Planning Consultant and Township Engineer, as well as civil and architectural plans from the applicant.

If the request is granted, the applicant will be considered for special land use approval by the Board of Trustees. The applicant will also undergo Wayne County engineering review and final site plan and engineering review by Van Buren Township.

Please feel free to reach out with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dan Power', is written over a large red diagonal watermark that says 'FOR REFERENCE COMMISSION 9/27/2023 PLANNING COMMISSION PACKET MATERIALS'.

Dan Power, AICP
Planning and Economic Development Director
Municipal Services Department
Charter Township of Van Buren

CC: Vidya Krishnan, Senior Principal Planner, McKenna Associates / Van Buren Charter Township Planning Consultant
Ron Akers, AICP – Van Buren Charter Township Municipal Services Director



September 19, 2023

Planning Commission
Charter Township of Van Buren
46425 Tyler Road
Belleville, Michigan 48111

**Subject: VBT-23-031 Ashley Capital Crossroads Distribution Center North – Building 11
Special Land Use Review #1**

Plans Dated August 17, 2023; Received on August 29, 2023

Dear Commissioners:

The applicant, Ashley Capital (acting agent: Dennis Schultz) is seeking preliminary site plan approval for a proposed 630,417 sq. ft. distribution center (Crossroads Distribution Center North, Building 11 or CRN11), just north of CRN6, south of Van Born Road, and west of Haggerty Road. The overall CRN site is 175 acres, while the development area for this proposal involving the building and mass grading is approximately 118 acres, pending a lot combination.

Most of the development area is zoned M-T (Industrial Transportation) and is composed of several parcels; some of these parcels are zoned M-1 (Light Industrial) as a result of recent rezoning, or R-1B (Single-Family Residential) per original zoning. The site plan and application describe the development as a speculative building for multiple future tenants, to be used for warehousing, light manufacturing, and distribution. In the M-T district, warehousing and light manufacturing are permitted uses by-right; distribution centers are considered a special land use, requiring additional review standards and action by the Board of Trustees, per Section 3.116 and Chapter 12 of the Zoning Ordinance.

SPECIAL LAND USE REVIEW COMMENTS

Section 12.306 of the Zoning Ordinance sets forth criteria for the Planning Commission to consider when reviewing special land use proposals. We have reviewed the special land use request based on Zoning Ordinance standards and sound planning and design principles. Our comments are as follows (items requiring changes or additional information are underlined):

- 1. Will promote the use of land in a socially and economically desirable manner for those persons who will use the proposed land use or activity; for those landowners and residents who are adjacent; and for the Township as a whole.**

This standard has been met. The use of the site for the proposed distribution center is in an area with similar uses and is zoned for industrial transportation uses. The land for the proposed CRN11 is currently undeveloped and is largely non-adjacent to any existing residential uses, and, where it does abut an existing residential use to the northeast, a significant greenbelt and stormwater detention basin is proposed to adequately buffer the industrial use. The addition of the distribution center will serve the region, providing a socially and economically desirable use as planned for the area. Any impacts resulting from the proposed development will be mitigated through setbacks, landscaping, screening, and architectural requirements, which are reviewed in our site plan review letter under separate cover.



2. Is necessary for the public convenience at that location.

This standard has been met. The proposed use is located along the northern edge of the Township off Van Born Road, is in close proximity to Ecorse Road and Haggerty Road, and near the I-275 interchange. This makes it a convenient trucking route for the proposed use, provided that the improvements noted in the associated traffic impact study and site plan are implemented.

3. Is compatible with adjacent uses of land.

This standard has been met. The site is adjacent to existing industrial uses to the south under common ownership with the project site. A 350-foot utility easement exists to the west and is buffered by undeveloped land and one of three proposed conservation easements within the site. A landfill and other industrial uses are under Canton Township jurisdiction to the north. Some residential uses exist to the site's northeast, but are buffered by one of the conservation easements, greenbelt, and detention pond. The remaining land to the east of the site is under common ownership with the project site, slated for future development.

4. Is so designed, located and proposed to be operated that the public health, safety, and welfare will be protected.

This standard has been met. The proposed site changes involve dedicated conservation easements and site improvements to accommodate the distribution center. Significant setbacks provide adequate screening for the site. As with any trucking use, traffic impact remains a concern, with an anticipated increase in truck traffic to the east and south of the site. This has been evaluated in an associated traffic impact study, which found that the existing infrastructure can generally support the increase in traffic. In addition, the applicant has stated that the planned reconstruction of Haggerty Road includes a new traffic light at the intersection of a proposed new access drive from the subject site onto Haggerty. Comments addressing the site layout, circulation and access are discussed in our attached site plan review letter.

5. Can be adequately served by public services and facilities without diminishing or adversely effecting public services and facilities to existing land uses in the area.

This standard has been met. This proposal is considered Phase II of the much larger Crossroads North development. As such, significant improvements to utilities and services have already been implemented, are currently proposed, or slated for future phases. We do not anticipate that the proposed site plan will affect the area's public service capacity. The applicant is working with the Township Engineer to meet all utility requirements.

6. Will not cause injury to other property in the neighborhood in which it is to be located.

This standard has been met. The proposed site improvements will not cause injury to other properties in the neighborhood in which it is located. Much of the surrounding area has been planned and zoned for industrial uses, and many of these projects have been constructed in recent years. Any adverse impacts resulting from the use on the site are mitigated through the use of conservation easements, wide greenbelts, extensive plantings and the use of sound planning and design principles.

7. Will consider the natural environment and help conserve natural resources and energy.

This standard has been met. Per agreements with EGLE, the applicant proposes significant preservation easements to conserve existing wetlands and wooded areas, as well as buffer the use from surrounding properties. The applicant is actively working with the Planning Department to provide the required tree replacement and meet extensive landscaping requirements. Any stormwater related concerns will be addressed to the satisfaction of Wayne County and the Township Engineer.



8. **Is within the provisions of uses requiring special approval as set forth in the various zoning districts herein, is in harmony with the purposes and conforms to the applicable regulations of the zoning district in which it is to be located and meets applicable site design standard for special approval uses.**

This standard has been met. A distribution center is within the provisions of uses requiring special approval and is in harmony with the purposes and conforms to the applicable regulations of the M-T zoning district. The proposed development largely meets the applicable site design standards for distribution centers; however, a variance will be required for a reduced setback from the truck staging area in the southwest corner of the site to the ITC corridor which is zoned residential.

9. **Is related to the valid exercise of the Township's police power and purposes which are affected by the proposed use or activity.**

This standard has been met. The proposed use as a distribution center is related to the valid exercise of the Township's police power and those purposes which are affected by the proposed use or activity.

Specific Approval Criteria for Distribution Centers [Section 5.112]:

1. **A building containing a distribution center shall be located not less than two hundred fifty (250) feet from any residential zoning district and five hundred (500) feet from any residential dwelling.** The site plan demonstrates compliance with minimum setbacks to residential zones at 402 feet (west) and 683 feet (east) as well as setbacks from a residential dwelling at 907 feet (northeast).
2. **Any building containing a distribution center shall be located not less than four hundred fifty (450) feet from any public right-of-way, with all buildings conforming to all other minimum requirements. Off-street parking and loading shall be located relative to the building as otherwise required in this Ordinance.** The site plan demonstrates compliance with the proposed building set back 450 feet from Van Born Road right-of-way.
3. **Truck docks, overhead doors and trailer staging areas accessory to a distribution center shall be located not less than three hundred fifty (350) feet from a residential district. They shall be oriented away from or shall be reduced in number and sufficiently screened where oriented toward, all residential districts and public rights-of-way. Where building layouts incorporate multiple buildings, buildings shall be designed and oriented such that truck docks, overhead doors and trailer staging areas in adjacent buildings face one another. The proposed staging area on the southwest corner of the site is shown at a setback of 207 feet from the residentially zoned ITC corridor to the west. The setback area is heavily wooded and part of a proposed conservation easement, with the closest residential unit being located at a minimum distance of 800+ feet. However, as the proposed setback does not meet the letter of the Ordinance, a variance must be obtained from the Zoning Board of Appeals.**
4. **All other off-street parking and loading areas, access drives, and paved surfaces accessory to such a use shall be located not less than sixty (60) feet from any residential district, which must include a greenbelt buffer required in Section 10.103(E).** The site plan demonstrates compliance with a 60-foot setback between the eastern Van Born access drive and the neighboring residential zone, accompanied by the required buffer landscaping. Additional details are noted in our site plan review letter.

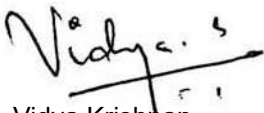


RECOMMENDATION

The proposed distribution center meets the general standards for consideration of special land use approval in the M-T District, and most of the standards specific to distribution centers. Therefore, we recommend the Planning Commission recommend approval of the requested special land use to the Township Board of Trustees, subject to the following conditions:

1. Approval of a variance for the staging area from the Zoning Board of Appeals.
2. Final site plan approval.

Respectfully,
McKENNA



Vidya Krishnan
Senior Principal Planner



Gage Belko, AICP
Associate Planner

cc: Dan Power, Director of Planning and Economic Development

FOR REFERENCE
9/27/2023 PLANNING COMMISSION
PACKET MATERIALS



September 19, 2023

Planning Commission
Charter Township of Van Buren
46425 Tyler Road
Van Buren, Michigan 48111

**Subject: VBT-23-031 Ashley Capital Crossroads Distribution Center North – Building 11
Site Plan Review #2 (Preliminary)**

Revised Plans Dated August 17, 2023; Received on August 29, 2023

Dear Commissioners:

The applicant, Ashley Capital (acting agent: Dennis Schultz) is seeking preliminary site plan approval for a proposed 630,417 sq. ft. warehouse and distribution facility (Crossroads Distribution Center North, Building 11 or CRN11), just north of CRN6, south of Van Born Road, and west of Haggerty Road. The overall CRN site is 175 acres, while the development area for this proposal involving the building and mass grading is approximately 118 acres, pending a lot combination.

COMMENTS

We have reviewed the proposed site plan based on Zoning Ordinance standards and sound planning and design principles. Our comments are as follows (items requiring changes or additional information are underlined):

1. **Zoning and Use.** Most of the development area is zoned M-T (Industrial Transportation) and is composed of several parcels; some of these parcels are zoned M-1 (Light Industrial) as a result of recent rezoning, or R-1B (Single-Family Residential) per original zoning. Parcels must be legally combined and recorded with Wayne County Register of Deeds prior to site construction.

The site plan and application describe the development as a speculative building for multiple future tenants, to be used for warehousing, light manufacturing, and distribution. In the M-T district, warehousing and light manufacturing are permitted uses by-right; distribution centers are considered a special land use, requiring additional review standards and action by the Board of Trustees, per Section 3.116 and Chapter 12 of the Zoning Ordinance. We provide comments regarding the special land use under separate cover.

2. **Required Information.** Section 12.203 of the Zoning Ordinance includes requirements for information on a site plan. The applicant has provided the required information.

3. **Phased Development.** CRN11 is proposed to be completed in a single phase (Phase II of the larger Crossroads North development) by the end of 2024. Sheet C2.0 states the proposed development schedule for CRN11. Grading, utilities, landscaping, flatwork, and stormwater systems are proposed to begin in fall/winter of 2023. Vertical construction, landscaping, and Haggerty Road improvements are slated for completion in the spring/summer/fall of 2024.

The plan indicates 'future' buildings CRN8, CRN9, and CRN10 for which the applicant is mass-grading at this time. The applicant is aware that at a future date when those building sites are



developed, each of them will have to go through the site plan and conditional land use approvals, if applicable. Construction may not commence until such approvals are granted.

- 4. Dimensional Requirements.** There are no minimum lot area, width, or depth requirements in the M-T, Industrial Transportation District.

Maximum lot coverage is 35%; the site plan shows calculations for the entire Ashley Capital site, noting building coverage at only 8%. The Ashley Capital site is not a single lot, but a collection of several lots. Previously, we requested clarification as to which buildings and lots are being used for lot coverage calculations. The “Limits of CRN11 Development Area” is noted as 69 acres – lot coverage of this development area would be approximately 21%; however, this development area is likely not the resulting ‘lot’ from an anticipated (required) lot combination. We recommend that lot coverage calculations be noted based on the lot area after the assorted parcels are combined, for a more accurate representation.

The minimum required front, rear, and side yard setbacks for the M-T District are 50 feet each. The maximum building height in the M-T District is 35 feet. However, Section 4.102(S) allows for one (1) foot of additional height for every two (2) feet of additional setback. With a proposed building height of 49'-3", the required setbacks are 79 feet each. The proposed front yard setback is 450 feet, which complies. The west side setback is noted at 351 feet; however, the development area tapers to the south. The site appears to comply, with estimated side setbacks of 140 feet and a rear setback far exceeding that.

The ordinance requires a 350-foot setback for all truck docks, overhead doors and trailer staging areas. The proposed staging area on the southwest corner of the site is shown at a setback of 207 feet from the residentially zoned ITC corridor to the west. The setback area is heavily wooded and part of a proposed conservation easement, with the closest residential unit being located at a minimum distance of 800+ feet. However, as the proposed setback does not meet the letter of the Ordinance, a variance must be obtained from the Zoning Board of Appeals

5. Access and Circulation.

- a. Location of Curb Cuts.** The site can be accessed via two 36-foot-wide access drives proposed off Van Born Road which generally run north-south along the east and west sides of the building, connecting the surrounding parking lots. Per our previous comments, the plan has been revised to align the western Van Born access drive with Lilley Road across the street, which provides access to a landfill in Canton Township. A third access drive is proposed along the southern edge of the development area, running east-west, and connecting both the proposed CRN11 site and existing CRN6 site to Haggerty Road.
- b. Vehicle Circulation.** A truck turning diagram has been submitted, showing adequate truck access throughout the site, connecting to the existing CRN6 site to the south. The proposed drives create an emergency access lane around the site. Vehicle circulation and site access is subject to further review and approval by the Fire Marshal and Township Engineer.

The applicant has submitted a traffic impact study for the proposed development, prepared by Fleis & VandenBrink Engineering in November 2021, which examines future conditions related to warehousing and distribution centers and anticipated improvements. The conclusion of the report states the levels of service in the area will be similar to existing conditions, with a few delays



predicted at Ecorse intersections. Recommendations from the report include signal optimization and a center left turn lane along Haggerty at future driveway locations. The plans show proposed acceleration/deceleration lanes and a 3-way signal at the Haggerty entrance. With the proposed reconstruction of Haggerty Road and the improvements noted, traffic concerns will be alleviated. However, we defer to Wayne County and the Township Engineer on the adequacy of all improvements proposed to address current and future needs of buildings CRN 8, 9 and 10.

- c. **Sidewalks.** Several interior sidewalks are proposed to connect the parking areas to the building. Additionally, a sidewalk is proposed along Haggerty Road, adjacent to the proposed landscape berm. Per our previous comments, a 5-foot concrete sidewalk is being proposed along the site's Van Born frontage. To create a cohesive industrial complex, interior sidewalks must be provided with connections to all current and proposed Ashley Capital sites.

6. Parking and Loading.

- a. **Layout.** All parking spaces are proposed to be double-striped and most spaces are dimensioned at 9.5 x 20 ft. with a 24-foot maneuvering lane, compliant with ordinance standards. Spaces abutting sidewalks and sodded areas are dimensioned at 9.5 x 18 ft., which is permitted per Section 9.104. Per our previous comments, all sidewalks abutting parking have been increased to 8-feet wide to avoid vehicle-pedestrian conflicts.
- b. **Number of Parking Spaces.** Section 9.102 enumerates the minimum parking requirements for specific uses. Because this is a speculative development, it is difficult to understand the full extent of parking needs for the site. The developer has included a revised series of calculations for the proposed distribution center and accessory office uses. Depending on the end mix of uses, revised calculations and parking arrangements may be required.

The table below shows what is required and what is being proposed.

Land Use	Measurement	Required
Distribution Center	5 + 1 per 1,500 sq ft. of GFA (550,617 sq ft.)	372
Office (Distribution Center cont'd)	1 per 350 sq ft. Of UFA (79,800 sq ft.)	228
Loading (Commercial/Industrial buildings over 50,000 sq ft.)	3 + 1 per 50,000 sq. ft. over initial 50,000 sq ft. (630,417 sq ft. total)	15
Total Parking Required: 600 (372 + 228) Maximum Allowed: 720 (600 x 0.2) Parking Provided: 470, including 40 deferred parking spaces. Loading Provided: 136 docks, incl. 8 trash compactor docks, and 277 staging areas – <u>clarify 14-foot overhead clearance</u>		

Since our last review, the applicant has reduced the parking provided which is now below the required minimum, whereas previously, excessive car parking was a point of concern. The developer has explained that a single prospective tenant would utilize over half of the building area, requiring additional staging areas but only 75 car parking spaces. The developer further explains that, in addition to the deferred parking, the site's staging areas could be converted into car parking, if needed. The Planning Commission has the flexibility to determine if the developer's explanation is sufficient to permit the



deferred parking and staging area conversion in lieu of the required minimum car parking required by Ordinance. An agreement stating the conditions of deferred/converted parking is subject to review and approval by the Township Attorney.

The plan has also been revised to state that the entire building will be used for distribution, with “just in time product staging” for off-site manufacturing.

- c. Barrier Free Spaces.** With 470 car parking spaces provided, 9 barrier-free spaces are required. 14 barrier-free spaces are shown on the plan. For sites requiring between 501-1,000 parking spaces, 2% is required to be barrier-free. Should the site eventually include any stated deferred/converted parking, such parking shall be limited to a maximum of 720 spaces, unless additional barrier-free spaces are provided.

- d. EV Parking Spaces.** It is the intent of the Township to support the reduction of carbon emissions by encouraging the provision of electric vehicle charging stations within private development. Given the scale of the CRN site and its improvements, it is highly unusual that there are no EV parking spaces proposed for CRN11. The applicant had previously stated that EV spaces will be provided based on tenant needs and the potential location of such spaces would be identified on the site plan. The site plan does not show any locations at this time. It is our recommendation that such locations be shown at this time to ensure there is no conflict with barrier free parking location and that the site is prepped with required conduits and infrastructure in the future to allow for easy installation of the ports.

- 7. Mechanical Equipment.** Four exterior “tenant-dependent” transformer pad locations are shown, two each at the north and south ends of the building. Per the applicant all mechanical units for the overall building will be roof mounted and appropriately placed to be screened from view of adjacent properties and public rights-of-way.

- 8. Landscaping and Screening.** Landscaping is subject to the provisions of Section 10.103 of the Zoning Ordinance. All sites are strongly encouraged to exceed Zoning Ordinance minimums for landscaping, site design, and building appearance among others, and our comments on these are as follows:

- a. Landscaping Adjacent to the Right-of-Way.** Section 10.103(A) requires lot frontage must be screened from view from the right-of-way with a continuous landscape screen comprising of 1 deciduous tree per 40 linear feet + 1 ornamental tree per 100 linear feet + 8 shrubs per 40 linear feet.

- **Van Born Frontage:** With frontage of 1,365 feet along Van Born, the required landscaping is 34 deciduous or evergreen trees + 14 ornamental trees + 273 shrubs. Sheet LS-1 states that there will be 36 evergreen trees + 14 ornamental trees + 115 shrubs – the shrubs fall short of the required minimum due to a calculation error; this remains to be corrected from our first review.
- **Haggerty Frontage.** With 1,810 feet of frontage, the required landscaping along Haggerty is 45 deciduous/evergreen trees + 18 ornamental trees + 360 shrubs. Sheet LS-1 states that there will be 46 evergreen trees + 19 ornamental trees + 232 shrubs – The shrubs fall short of the required minimum due to a calculation error; this must be corrected.



b. Parking Lot Landscaping. Section 10.103(B)(1) requires all parking lots to be landscaped and screened from adjoining public or private rights-of-way. Most of the CRN11 parking lots are screened by existing buildings and preserved foliage. The only parking lot with potential to be viewed from the right of way is the north lot.

- **North Lot.** Though not explicitly noted in the landscape plans, the proposed topography of the site indicates a 3-foot berm extending from the proposed detention pond across the northern edge of the parking lot, sufficiently screening the view of the parking lot from the right of way.

The site plan clearly shows intent to provide screening for future parking lots adjacent to Haggerty. At such time when the site plans for CRN 8, 9 or 10 are reviewed, the proposed landscaping will be reviewed for compliance again.

c. Interior Parking Lot Landscaping. Section 10.103(B)(2) requires the provision of landscaping within islands in a parking lot. At a minimum one (1) tree per landscape island is required; landscape islands must be a minimum of 360 sq ft. The Zoning Ordinance requires interior landscaping to be a minimum of 5% of all interior paved areas and 1 tree per 300 square feet of interior landscaping area.

- **North Car Lot.** At 140,707 sq ft., 7,035 sq ft. of interior landscape islands and 23 trees must be provided. The landscape plan notes within a table that 8,000 sq ft. of interior landscaping and 24 trees are provided. Per our previous comments, plants have been labeled for their intended location; only 20 trees are labeled for the north parking lot – 2 of which are designated replacement trees, which cannot count towards other landscaping requirements. Additional information is required. The landscape islands must also be shown to meet the minimum area of 360 sq ft; a label for square footage should be included next to each island.
- **South Car Lot.** The landscape plan combines the car parking lot and staging area for a total of 166,743 sq ft. Based on this calculation, it requires 8,337 sq ft. of interior landscape islands and 28 trees. Again, the plan is inconsistent with the table, labeling only 18 trees for the south parking lot. While many other trees surround the lot, these are designated as replacement trees, which must remain separate from other landscape requirements. The landscape islands must also be shown to meet the minimum area of 360 sq ft.
- **West and East Lots.** The landscape plan combines the car parking lots and staging areas, for a total of 208,548 square feet and 224,782 square feet, respectively. Using this calculation, both areas are noted as having 11,300 square feet of landscaped islands each, and 35 and 38 trees, respectively. A sufficient number of trees are provided for in their intended location, though they differ from the data tables. The landscape islands must be shown to meet the minimum area of 360 sq ft. (see above).

d. Loading Area Landscaping. Section 10.103(C) requires loading/staging areas that can be viewed from residential zones or public rights of way to have perimeter landscaping of staggered 8-foot evergreen trees, planted 15 feet on center. The east and west loading and staging areas are an integral part of the site, which are primarily screened from view by dedicated preservation easements. An existing stand of vegetation and natural berm covers a gap along the edge of the eastern loading area,



- e. **Greenbelt Buffering.** Section 10.103(E) has specific requirements for greenbelts abutting M-T, M-1, M-2, and R-1 zoning.
- **Abutting M-1.** A 20-foot-wide buffer planted with one tree per 30 linear feet is required. In lieu of a landscaped buffer, the landscape plan shows an extensive preservation area (including tree stands and wetlands) along the northwest edge of the development area, effectively buffering the site from the adjacent M-1 lot, which is acceptable.
 - **Abutting M-2 and M-T Zoning Districts.** A 10-foot-wide buffer with one tree per 30 linear feet is required. In lieu of a landscaped buffer, the landscape plan shows the preservation area extending along the eastern edge of the development area abutting the easterly CRN M-T site.
 - **Abutting the R-1 Zoning Districts.** A 60-foot-wide buffer with staggered evergreens planted 15 feet on-center atop a 6-foot berm is required. The landscape plan shows a 60-foot greenbelt along the eastern edge of the development area where it abuts the neighboring R-1 lots, featuring berms along with the required plantings. In lieu of a landscaped berm along the western edge of the site which abuts an R-1B zone (ITC corridor), the applicant is proposing an extensive preservation area extending the length of the western edge. We recommend approval of the preservation proposal by the Planning Commission.
- f. **Open Space Landscaping.** Section 10.103(G) of the Zoning Ordinance requires 1 tree per 3,000 square feet of open space area not occupied by buildings or parking. The area must also be provided with ground cover. Sheet LS-1 notes general open space of 356,095 sq. ft. after excluding the buffer and detention basin areas. At the above standard, that would result in a requirement of 119 trees. The landscape plan notes the proposed preservation areas to meet this standard, in addition to any remaining open space being proposed with lawn/sod. We recommend approval of the preservation proposal by the Planning Commission.
- g. **Mechanical and Utility Equipment Screening.** The outdoor transformer pads are proposed to be screened on three sides with 6-foot-tall Arborvitae in a dense hedge. This screening must remain whether a tenant requires a transformer to be placed on the pad or not.
- h. **Stormwater Basin Landscaping (Section 10.103(K)).** The proposed detention pond and associated landscaping is subject to review and approval by Wayne County. Any planting around drainage areas is under Wayne County's jurisdiction. In addition to the required landscaping, the applicant must agree to a 2-year landscape performance guarantee associated with the stormwater basin plantings. No mechanical equipment is proposed in or around the ponds.
9. **Tree Removal Permit.** A tree removal permit is required if the applicant proposes to remove any trees of 5-inch caliper or larger. A tree inventory by Webb Engineering shows the removal of 440 regulated trees and 354 non-regulated trees within the development area; with 2,772 regulated trees remaining (86%), the applicant is seeking approval for the proposed preservation plan to satisfy the requirements of Section 8.106(F)(2)(b). Tree preservation is an additional requirement for large lots and does **not** preclude the developer from replacing regulated trees that are removed from the site; while the landscape plan shows replacement trees provided at a 1:1 ratio, it appears that many of these trees are double counted toward other landscaping requirements. This must be clarified and corrected.
10. **Lighting.** The applicant has submitted a detailed photometric plan which complies with Ordinance standards.



- 11. Architecture and Building Details.** The applicant has submitted preliminary floor plans and colored elevations for the building. The building façade is primarily comprised of pre-cast concrete panels in a light gray, with darker gray accent panels as well as a small amount of blue paneling. Metal coping, gray glazing, and spandrels provide visual relief to the large building. The façade incorporates vertical and horizontal banding and slight height differences across the parapet. The proposed elevations are consistent with the other buildings constructed in Crossroads North and in keeping with the industrial park development of the area. Material and color samples must be presented to the Planning Commission for approval. Any roof mounted mechanical equipment must be screened and must be noted on the plans.
- 12. Dumpster.** The site plan proposes 8 compactors in lieu of dumpster enclosures, enclosed within the east and west facades of the building. The site plan notes that no hazardous materials will be used, stored, or processed on-site.
- 13. Signs.** A monument sign is detailed on Sheet C8.1. The proposed building is part of a larger site which will accommodate 3 future buildings and as such qualifies as a multi-business development or industrial park. The following regulations apply to monument signs for multi-business industrial parks in the M-T District:
- Maximum number is 1 per industrial park; the applicant proposes two signs, one each at the Van Born and Haggerty entrances. This must be limited to one sign; up to two interior monument signs may be allowed, located 50 feet from all other signs.
 - Maximum height is 5 feet; the proposed sign is over 9 feet tall and must be shortened.
 - Maximum sign area is 80 sq ft.; the proposed sign is approximately 53 sq ft.
 - Minimum setback is 10 feet from the lot line; the proposed sign is 15 feet from the lot line.

RECOMMENDATION

Many of our comments from the initial staff review have been addressed on the revised plan set; however, some issues remain to be addressed or corrected, though these are not likely to materially impact the layout of the site. Items that are either missing or require additional information can be included for the final site plan review. Therefore, we recommend that the Planning Commission grant preliminary site plan approval only for a new "Building 11 (CRN11)" at Ashley Capital Crossroads Distribution Center North, subject to the following conditions:

1. Approval of the special land use by the Township Board of Trustees.
2. Approval of lot combination prior to commencement of construction.
3. Clarification regarding lot coverage pursuant to future lot combination.
4. Approval of a variance for trailer staging area setback on the southwest corner of the site.
5. Provision of interior sidewalks to connect all existing and proposed CRN sites.
6. Planning Commission approval of the deferred/converted parking plan.
7. Notation of potential locations of EV charging spaces and provision of infrastructure to support future installations.
8. Planning Commission approval of landscape plan with additions and deviations as noted in Comment 8, a through h, above.
9. Clarification regarding tree replacement counts, as noted in Comment 9, above.
10. Planning Commission approval of building colors and material samples.
11. Submission of a signage package in compliance with Ordinance standards.
12. Wayne County and Township Engineer approval of proposed stormwater detention system.



13. Wayne County approval of proposed detention basin landscaping.

Respectfully,
McKENNA

Vidya Krishnan
Senior Principal Planner

Gage Belko, AICP
Associate Planner

cc: Dan Power, Director of Planning and Economic Development
Paul Kammer, FTCH, Township Engineers
Andrew Lenaghan, Fire Marshal

FOR REFERENCE
9/27/2023 PLANNING COMMISSION
PACKET MATERIALS

September 20, 2023
Fishbeck Project No. 231310
Van Buren Township Project No. 23-031

Dan Power
Director of Planning and Economic Development
Van Buren Township
46425 Tyler Road
Van Buren Township, MI 48311

Crossroads Distribution Center North – Building No. 11 Preliminary Site Plan Review

Dear Director Power:

At the request of Van Buren Township (Township), Fishbeck has reviewed the Preliminary Site Plan dated August 17, 2023, submitted to the Township for Planning Staff approval, for the proposed Crossroads Distribution Center North – Building No. 11 located on Haggerty Road, south of Van Born Road, in Van Buren Township (Township), Wayne County (County), Michigan.

This project entails construction of a 630,417 sft distribution center with both bituminous and concrete pavement parking lots, access drives and truck routes. Surface improvements will include 778 parking spaces, 136 truck docks, and new landscaping. The site plan also includes a new water main loop with water services and fire hydrants, a sanitary service and an enclosed stormwater collection and management system.

At this time, Fishbeck examines and reviews the feasibility of the engineering aspects of the site design but will not conduct a full engineering review until the engineering review submittal.

Our review comments are as follows:

General

The following items are general requirements established as part of the *Engineering Standards Manual, Charter Township of Van Buren (April 2014)*. The applicant must include the following items as part of the construction plans:

1. In general, all engineering design and plan creation shall be done in accordance with the requirements set forth in the Township Engineering Standards Manual. That includes all details for water main, sanitary, and storm utilities. The Township can provide full size Standard Detail sheets if requested, otherwise, the singular detail sheets can be found at the back of the standards manual.
2. Any soil boring information, including the ground water elevations, must be provided. Soil boring logs should be shown on the plans.
3. Plans must include the following required notes:
 - a. The Developer is responsible for resolving and drainage problems on adjacent properties which are the result of the Developer's actions.
4. All elevations shall be on NGVD 29 datum. A conversion factor may be provided to convert provided elevations to NGVD 29. Benchmarks should be shown and labeled, with elevations, on each plan view they appear on.

Water Main Service

Existing: The Township's Geographic Information System (GIS) records and the Applicant's plan indicates there is an existing 12-inch asbestos cement (AC) water main running east-west along the south side of Van Born Rd and a 12-inch AC water main running north-south along the west side of Haggerty Rd. The existing 12-inch water main in Haggerty Rd is proposed to be replaced with a 16-inch ductile iron water main and construction is anticipated to begin soon (Fall 2023/Winter 2024). There is also an existing 12-inch watermain loop around the existing Crossroads North Buildings 4-6 development to the south. There are three existing hydrants and one valve along Van Born Rd.

Proposed: The Applicant's plan shows new 12-inch water main around the proposed building with connections to the existing water main in Van Born Rd and the existing water main loop to the south. There is also a dead-end branch being proposed to the east for a future connection. 4-inch water service and 12-inch fire service connections are proposed on the north and south sides of the building. A private high-pressure fire main is also being proposed connecting to the south side of the proposed building and an existing high-pressure fire main from Crossroads North Building No. 6.

Comments:

1. All existing and proposed water main must be labeled with material.
2. Profiles will be required during final site plan and engineering review for all proposed water main per EGLE standards and requirements.
3. Additional details and information as listed in the Township Engineering Standards Manual will be required for final site plan and engineering approval including profiles, materials, etc.
4. Hydrant placement will be subject to review by the Township Fire Marshall and valve placement will get final approval from the Water and Sewer Director.
5. It is understood that future connections to the proposed 16-inch water main along the west side of Haggerty Rd. have shifted locations slightly. The adjustment appears to be acceptable and the Township Engineer will update the Haggerty Rd water main plans accordingly.
6. The existing water main stub and hydrant by the northeast corner of building 6 should be extended across the proposed driveway and terminated for the future connection for building 10. The plans currently show a new future connection for the building 10 water main loop to the west of the existing water main stub that was provided as part of the CRN Building 6 project. This connection should be eliminated and handled with the existing stub and extension.

Sanitary Sewer

Existing: The Township's GIS records indicate a public 21-inch reinforced concrete pipe (RCP) sanitary sewer running east-west along the south side of Van Born Rd and a 21-inch RCP sanitary sewer running north-south along the east side of Haggerty Rd. The existing sewer in Van Born Rd flows east towards Haggerty where it then flows south.

Proposed: The Applicant's plan indicates a public 10-inch sanitary sewer running north along the west side of the proposed building and connecting to the existing sanitary sewer main in Van Born Rd. Two sewer branches are proposed on the north and south sides of the proposed building with three sanitary sewer leads servicing each side of the building. A separate connection is also proposed to the existing 21-inch sewer in Haggerty Rd where it will tie into the existing sewer.

Comments:

1. The Applicant must provide a design and details for the proposed public sanitary sewer crossing Haggerty Rd. by the south end of future building 8. The design must be submitted and approved by the Township before it can be constructed. The Applicant should indicate if this sanitary sewer crossing is proposed to be built as part of the building 11 project.
2. Based on the previous submittal, it appears that the full extent of the proposed sanitary sewer and sewer easement may not be shown properly. Did the sanitary sewer along the west side of the building and the

south side get removed from the project? The sanitary sewer is not shown, however there are still notes for a 10-inch public sanitary sewer still on the plans. The Applicant should make sure that all proposed work is shown on the plans or delete any previous notes that no longer correlate.

3. The sanitary sewer is too close to the water main as they run south from Van Born Rd. The Applicant should relocate the sanitary sewer or the water main so that the sanitary easement and water easement do not overlap, this will allow the Township to conduct maintenance and repairs on the sewer or water main without the concern of disrupting both services.
4. All existing sanitary sewers shown on the plans should be labeled with size and material. Sanitary sewers should also clearly be labeled as future, proposed or existing.
5. All proposed easements shall be shown on the plans. It is currently indicated that there is a 20-foot easement but is not visually represented.
6. Profiles of the proposed sanitary sewer will be required for final site plan and engineering review.
7. The basis of design flow computations for sanitary shall be submitted for both phase and total development. Calculations for total development shall include all development phases, present and future, and existing and future off-site areas tributary to the system.
8. Has the Applicant verified there is enough depth in the sanitary sewer along Van Born Rd. for the proposed sewer to connect by gravity? If there is proposed sanitary serving the south side of building 11, there may not be enough depth available.

Storm Water Management

Existing: The existing site is currently a mix of farmland, wetlands and wooded areas and contains no existing stormwater sewer systems. There are existing stormwater management facilities to the south for the previously developed Crossroads North buildings 4 – 6. The Bell Creek Drain, an existing County drain, runs through the northern part of the site and crosses under Haggerty Rd to the east.

Proposed: The Applicants plan proposes a fully enclosed stormwater sewer system to collect site runoff and convey it to a stormwater detention basin in northeast corner of the site. Catch basins are provided throughout the proposed parking areas to collect stormwater. The Applicant's plan also shows modifications to the existing basin to the south for the previously developed Crossroads North Buildings 4 – 6.

Comments:

1. The abandoning of Bell Creek Drain must be reviewed and approved by the Wayne County Drain Commissioner's office. We understand that this is in progress.
2. The Applicant must provide a clear stormwater management plan for the entire site. This should include a narrative that clearly details the management plan for the entirety of the development area including the changes to and use of the existing development area to the south (Phase 1). The stormwater management plan and details (sheets and calculations) for the existing CRN buildings 4, 5 and 6, including ponds A and B, should be included in the plans with notes and redlines on how the pond(s) and system functionality will change. Provide detailed information for the calculated discharge rates for each basin. It is unclear how the Q_p was calculated or why it is labeled as prorated discharge.
3. **The maximum allowable discharge rate per the Township Engineering standards is 0.1 cfs/acre.** The provided detention volume must meet the volume requirements of the Township and the County with an outlet release rate of 0.1 cfs/acre.
4. Additional details will be required for final engineering review including all required stormwater details, outlet control calculations and structure details, pond cross sections, emergency overflow routes, storm sewer calculations, sewer profiles, and all other detailed information for the Township to review in full.
5. If it has not already begun, it is recommended that the Applicant begin discussions with the County regarding the proposed stormwater management of the site. Prior to moving to the final engineering review stage of the Township process, the Applicant must receive all approvals and permits from the County and submit them to the Township.

Paving and Grading

1. All geometrics will be subject to review by the Township Fire Marshal for emergency accessibility for fire trucks and other equipment
2. Detail grading will be required as part of the final site plan and engineering review. Detail grades for Americans with Disabilities Act (ADA) parking areas and walkways must also be provided.
3. Proposed driveway approaches shall be designed per Wayne County design standards and details and approved by the County ROW department.
4. Has a traffic study been conducted for this site? A traffic impact study must be completed and submitted to the Township and the County for review. The traffic impact study should include the impact to Van Born Rd. and Haggerty Rd. as well as the previously developed CRN buildings to the south.
5. Roadway profiles will be required as part of the final engineering review plans.


Soil Erosion and Sedimentation Control (SESC)

1. SESC Wayne County Permit (Permit #23-222) has been obtained by the Applicant. The approved plans are shown in the Construction set. The Contractor will be required to install and maintain SESC measures throughout construction and in accordance with the Township *Engineering Standards Manual*, Chapter II, Plan Requirements, Paragraph D, SESC Plan Requirements, and in accordance with the County SESC standards.

Recommendation

Fishbeck recommends the Planning Commission grant the Crossroads Distribution Center North – Building No. 11, Preliminary Site Plan approval, based on the engineering feasibility of the plans and subject to the comments listed above. The Applicant should begin discussions with the County for stormwater management if they haven't done so already. County permits should be obtained prior to the Applicant moving to Final Engineering review with the Township. If you have any questions regarding this project or our comments listed above, please contact me at 248.324.4796 or mtleppek@fishbeck.com.

Sincerely


Mike Leppek, PE
Civil Engineer


Paul J. Kammer, PE
Senior Civil Engineer

By email

Copy: Brittney Williams – Township
Kevin Lawrence – Township
Vidya Krishnan – McKenna



VAN BUREN TOWNSHIP FIRE DEPARTMENT

46425 Tyler Road, Van Buren Township, MI 48111

David C. McNally II, Fire Chief: (734) 699-8900 x 8916

Andrew Lenaghan, Deputy Chief/Fire Marshal: (734) 699-8900 x 9416

August 31, 2023

Dan Power
Director of Planning and Economic Development
46425 Tyler Road
Van Buren Township, MI 48111

Ashely Crossroads North Building 11—Phase II
Van Buren Township, Michigan 48111
VBT23-031

A preliminary site plan review was performed for Ashley Capital Crossroads Distribution Center North Building 11. The focus of this review was Water Supply, and Fire Department Access. The Code used in the review is the Van Buren Township adopted fire code IFC 2021.

Project Overview:

Type of Construction: IIB
Use group: Warehouse, Light Manufacturing, Distribution Center. The Building is speculative and being designed for use by multiple tenants.
Roof Height: 49' 3"
Square Footage: 630,417 ft²
Fire Flow Info: 8000 gpm for 8 hours Per IFC 2021 Table B105.1(2)
Water Supply: The building has 10 fire hydrants spaced around the structure.

Water Supply:

~~The plans show a 12" High Pressure Fire service water main coming into the south end of Building 11 from Building 6. The Public water main does not completely loop the building. A 12" water main runs along the South, West and North sides while the East side of the building has 2 dead end 8" mains.~~

~~The minimum water pressure at the dead end of the main shall be 20 psi (residual) with a minimum flow of 1,500 gpm. Calculations must be provided to verify adequate pressure and flow.~~

The 8" inch water main Shown on sheets C3.1 and C3.2 now run down the length of the building, eliminating the dead ends.

Fire Department Access:

If a security gate is to be installed at the entrance to the complex, and approved access control device will be required. The device for Van Buren Township gate access is a Knox gate and key switch Model 3501

Tenant improvement, addressed here for future reference.

Knox boxes will be required at the riser rooms, and at entrances determined by the Van Buren Township Fire Department. The boxes can be obtained at www.knoxbox.com

~~An emergency vehicle access plan showing vehicle movement around the entire development, shall be submitted using the dimensions of the Van Buren Township Fire Department Ladder Truck.~~

Length: 49 Feet 7 inches

Turning Radius: 44 Feet

Height: 12 feet 8 inches

An emergency vehicle access plan utilizing the Van Buren Township Ladder Truck is shown on sheet C7.0

General Comments:

An Emergency Responder Radio Coverage test will need to be completed.

510.2 Emergency responder radio cover in existing buildings. Existing buildings that do not have approved radio coverage for emergency responders within the building, based upon the existing coverage levels of the public safety communication system of the jurisdiction at the exterior of the building, shall be equipped with such coverage according with one of the following:

Exception: Where it is determined by the Fire Code Official that a radio coverage system is not needed.

If you have any questions regarding this review, please contact me at alenaghan@vanburen-mi.org or 734-699-9416.

Andrew Lenaghan
Deputy Fire Chief/Fire Marshal
Van Buren Township

**CHARTER TOWNSHIP OF VAN BUREN PLANNING COMMISSION
NOTICE OF PUBLIC HEARINGS**

Notice is hereby given that the Charter Township of Van Buren Planning Commission will hold public hearings on **September 27, 2023 at 5:30 p.m.** The meeting will be held in person at Van Buren Township Hall, located at **46425 Tyler Road, Van Buren Township, MI 48111**, in the Board Room. Instructions for attending the meeting electronically are provided in this notice. The Planning Commission will consider the following items:

Zoning Ordinance Text Amendments: Proposed amendments that will grant the Board of Trustees the ability to modify minimum required separation requirements between licensed group day care homes upon recommendation from the Planning Commission, based upon certain findings regarding traffic management, and will define the measurement used for minimum required separation distances. The amendments will include updates to Section 5.111 of the Van Buren Township Zoning Ordinance (Development Standards for Specific Uses - Day Care or Child Care, Group Home).

Case 23-031: A request by Crossroads Distribution Center North 11, LLC to construct a Distribution Center. This Distribution Center consists of one (1) building with a ground area of approximately 630,417 square feet of space and affiliated site improvements, along with grading and earthwork on property surrounding the building site. The development is proposed to be located on the south side of Van Born Road, west of Haggerty Road at parcels 83-005-99-0009-701, 83-005-99-~~0004-000~~, ~~-0005-000~~, ~~-0006-000~~, ~~-0007-000~~, and ~~0010-000~~, 83-005-99-0009-002, 83-005-99-0008-000, 83-005-01-0019-000, 83-005-01-0020-300, 83-005-01-~~0021-300~~, ~~-0023-300~~, ~~-0024-300~~, ~~-0025-300~~, ~~-0026-300~~, ~~-0027-300~~, ~~-0028-300~~, ~~-0029-300~~, ~~-0030-300~~, ~~-0031-300~~, ~~-0032-300~~, ~~-0033-300~~, and ~~-0034-300~~ (approximately 175.0 acres).

On the agenda for the meeting, a unique Zoom weblink and dial-in phone number with a meeting ID for meeting videoconference or teleconference access will be provided. The meeting will be available to view live on the Van Buren Township YouTube Channel. A complete procedure for public comment by electronic means is provided on a guide which is accessible on the Van Buren Township website (www.vanburen-mi.org). Participants may also choose to submit written comments that will be read into record during public comment by the Chairperson. Submit any written comments or questions about the meeting via e-mail to dpower@vanburen-mi.org. To comply with the Americans with Disabilities Act (ADA), any citizen requesting accommodation to attend a meeting, and/or to obtain this notice in alternate formats, please contact the Clerk's Office at 734.699.8900, extension 9205.

Posted: August 31, 2023

Published: September 6, 2023

Resident in Country Walk subdivision has a licensed home day care that she would like to expand into a group day care home, however there is already another group day care in her neighborhood. The text amendment will benefit her.

Motion Jahr, Grant second to close the public hearing. Motion Carried.

ITEM #2: CASE 23-031 – CROSSROADS DISTRIBUTION CENTER NORTH 11, LLC – SPECIAL LAND USE.

TITLE: A REQUEST BY CROSSROADS DISTRIBUTION CENTER NORTH 11, LLC TO CONSTRUCT A DISTRIBUTION CENTER. THIS DISTRIBUTION CENTER CONSISTS OF ONE (1) BUILDING WITH A GROUND AREA OF APPROXIMATELY 630,417 SQUARE FEET OF SPACE AND AFFILIATED SITE IMPROVEMENTS, ALONG WITH GRADING AND EARTHWORK ON PROPERTY SURROUNDING THE BUILDING SITE. THE TOTAL AFFECTED AREA WILL BE APPROXIMATELY 175.0 ACRES. THE PROPERTY IS ZONED M-T – INDUSTRIAL TRANSPORTATION DISTRICT.

THE DISTRIBUTION CENTER AND AUXILIARY IMPROVEMENTS WILL BE CONSTRUCTED ON THE SOUTH SIDE OF VAN BORN ROAD, WEST OF HAGGERTY ROAD, INCLUDING PARCEL ID 83-005-99-0009-701, 42065 VAN BORN ROAD (PARCEL ID 83-005-99-0010-000), 42033 VAN BORN ROAD (PARCEL ID 83-005-99-0007-000), 41941 VAN BORN ROAD (PARCEL ID 83-005-99-0005-000) AND 42333 VAN BORN ROAD (PARCEL ID 83-005-99-0009-002).

Motion Budd, Jahr second to open the public hearing. Motion Carried.

Resident has lived on Haggerty Road for 43 years and has been fighting with Ashley Capital, she doesn't care if they build, they need to fix Haggerty Road. Resident commented people don't want to travel on Haggerty Road, the dangerous conditions are damaging their vehicles and causing accidents, a semi-truck lost a tire almost killing her husband, the area floods in the winter creating thick ice causing many vehicles to go off the road. Resident asked for the Commission to do something to make them fix the road. Resident has a group on Facebook 48111 and invited the Commission and the audience to look it up to see other resident's comments.

No further comments from the audience.

Motion Jahr, Grant second to close the public hearing. Motion Carried.

NEW BUSINESS:

ITEM #1: ZONING ORDINANCE TEXT AMENDMENT: CHILD CARE USES.

TITLE: PROPOSED AMENDMENTS THAT WILL GRANT THE BOARD OF TRUSTEES THE ABILITY TO MODIFY MINIMUM REQUIRED SEPARATION REQUIREMENTS BETWEEN LICENSED GROUP DAY CARE HOMES UPON RECOMMENDATION

Ordinance, standards for specific uses day care or child care, as was described in the staff letter dated 9-15-23.

Roll Call:

Yeas: Budd, Grant, Atchinson, Pahle, Jahr and Cullin.

Nays: None.

Excused: Creal.

Motion Carried. (Letter Attached)

ITEM #2: CASE 23-031 – CROSSROADS DISTRIBUTION CENTER NORTH 11, LLC – SPECIAL LAND USE.

TITLE: A REQUEST BY CROSSROADS DISTRIBUTION CENTER NORTH 11, LLC TO CONSTRUCT A DISTRIBUTION CENTER. THIS DISTRIBUTION CENTER CONSISTS OF ONE (1) BUILDING WITH A GROUND AREA OF APPROXIMATELY 630,417 SQUARE FEET OF SPACE AND AFFILIATED SITE IMPROVEMENTS, ALONG WITH GRADING AND EARTHWORK ON PROPERTY SURROUNDING THE BUILDING SITE. THE TOTAL AFFECTED AREA WILL BE APPROXIMATELY 175.0 ACRES. THE PROPERTY IS ZONED M-T – INDUSTRIAL TRANSPORTATION DISTRICT.

THE DISTRIBUTION CENTER AND AUXILIARY IMPROVEMENTS WILL BE CONSTRUCTED ON THE SOUTH SIDE OF VAN BORN ROAD, WEST OF HAGGERTY ROAD, INCLUDING PARCEL ID 83-005-99-0009-701, 42065 VAN BORN ROAD (PARCEL ID 83-005-99-0010-000), 42033 VAN BORN ROAD (PARCEL ID 83-005-99-0007-000), 41941 VAN BORN ROAD (PARCEL ID 83-005-99-0005-000) AND 42333 VAN BORN ROAD (PARCEL ID 83-005-99-0009-002).

Director Power informed that he has additional comments after the Planning Consultants review and deferred to Vidya Krishnan for presentation of her review.

Vidya Krishnan of McKenna Associates presented her review letter dated 9-19-23. The proposed distribution center meets the general standards for consideration of special land use approval in the M-T District and most of the standards specific to distribution centers. Therefore, McKenna Associates recommends the Planning Commission recommend approval of the requested special land use to the Township Board of Trustees, subject to the following conditions:

1. Approval of a variance for the staging area from the Board of Zoning Appeals.
2. Final site plan approval.

Applicant, Kyle Morton provided a PowerPoint presentation, displaying the conceptual site and building renderings. Ashley Capital specializes in developing bulk warehouse buildings. The overall site for Crossroads Distribution Center North is 290 acres. Building 11 is very similar to buildings 5 and 6, architecturally they are the same. The plan is for the building to have up to eight (8) tenants and the applicant is currently speaking with a tenant that would take up two thirds of the building. That tenant is currently located in Romulus and wants to be in Van Buren Township. Mr. Morton displayed aerial photos of the site as it currently sits. The applicant spent

a lot of time working with EGLE to keep trees in place and took two (2) years on wetland preservation and development. The applicant acquired four (4) neighboring parcels in June, all 76 acres will be under a conservation easement. Mr. Morton displayed the areas covered by the conservation easement. The variance request is based upon unique site constraints, they have a very small area to fit the building, they lost about a third of the building after working with EGLE. The building is currently 350 feet away from the ITC corridor. The applicant had three (3) options, make the building smaller, rezone, or put in a conservation easement and file for a variance. The applicant has been working with Wayne County for the past five (5) years in an effort to accelerate the time frame for the reconstruction of Haggerty Road, they fronted \$300,000 for the engineering costs and received a grant from Our Next Energy (ONE). As of August 2nd, the state gave the County the notice to proceed with the project. The project is fully funded, will start with the water main and begin road reconstruction in 2024.

Commissioners had the following questions and comments:

- Commissioner commented that Haggerty Road has been a problem for at least 5 years, he has seen full semis on the wrong side of the road avoiding potholes. Knowing construction will not happen until mid to late 2024, when is it scheduled to be complete? Director Power informed the road should be complete in 2025. Commissioner inquired if there is someone that can provide a safety solution in the meantime on behalf of the residents, such as temporary paving over the road to make it safe for the interim.
- Commissioner inquired to the applicant, how does the plan for the Haggerty Road reconstruction line up with the timeline for the building and when will the building be ready for occupancy? Kyle Morton informed that the grant was originally received from MDOT in 2022 for the road and he anticipates the building to be complete in the end of 2024. The road may not be fully complete, in an urgent case scenario they will still be able to get traffic through.
- Commissioner inquired if the traffic light is also through Wayne County and dependent upon the road?
- Commissioner inquired to the applicant, if the tenant they are working with falls through, would the applicant still continue? Kyle Morton informed if the applicant went away, it may slow things down, the applicant needs the building by November 1st, 2024. The applicant didn't want to submit 3-4 buildings at the same time.
- Commissioner commented regarding the variance, normally with a special land use, we don't like to make a recommendation. This isn't really the right forum. Commissioner understands the reasoning for pursuing the variance through the Zoning Board. If the Commission considers making a recommendation, it needs to be made clear that it is conditional upon the variance and if it was denied they would have to modify the site plan. Vidya Krishnan informed they can condition the recommendation on the variance; however, the special land use will still stand, it is only approving the use. The preliminary site plan would have to go back to the drawing board.
- Commissioner inquired about the building numbering and the lack of a building number 7. Mr. Morton informed that number 7 is a placeholder in the numbering system.
- Commissioner inquired about the possibility of resurfacing the road, is that efficient or a waste of money? Paul Kammer of Fishbeck Associates informed that you could either rehab the road or fully reconstruct it. The base structurally can't hold the weight, if you

grind off the top 3 inches, mill and fill, the road will look like it does now within a month. It is an economically feasible waste. Wayne County can fill potholes and regrade the shoulders to add safety.

- Commissioner commented that there still needs to be some type of maintenance plan for the road. These are not typical potholes and its not going to be a good enough repair until the job is complete. It needs to be brought up with Wayne County, its not just a few potholes its craters in the road and they will need to maintain the road for the workers safety as well. Vidya Krishnan asked the applicant to speak with Wayne County to have them patch the roads. Director Power provided information on the Wayne County Hazard Reporting System online. Mr. Morton encouraged everyone to use the reporting system. Director Power will share the link with Commissioners and residents.
- Commissioner inquired when tenants sign the lease and are told what roads to take, who do we contact when they don't use the correct roads? Mr. Morton informed that typically his tenants have to stay on class-A roads. Vidya Krishnan informed that the only business that is currently restricted is Costco.

No questions or comments from the audience or remote viewers.

Motion Jahr, Grant second to recommend the Township Board grant the applicant Crossroads Distribution Center North 11, LLC special land use approval to permit construction of a distribution center, consisting of one (1) building with a ground area of approximately 630,417 square feet of space and affiliated site improvements, along with grading and earthwork on property surrounding the building site, located on the south side of Van Born Road, west of Haggerty Road, including parcel ID number 83-005-99-0009-701, 42065 Van Born Road (parcel ID number 83-005-99-0010-000), 42033 Van Born Road (parcel ID number 83-005-99-0007-000), 41941 Van Born Road (parcel ID number 83-005-99-0006-000), 41861 Van Born Road (parcel ID number 83-005-99-0005-000) and 42333 Van Born Road (parcel ID number 83-005-99-0009-000), based on the analysis and subject to the conditions in the McKenna Associates review letter dated 9-19-23 and staff letter dated 9-15-23 specifically noting the feedback and concerns presented by the public and the Commission regarding the urgency for the Haggerty Road improvements to be completed as planned.

Roll Call:

Yeas: Budd, Grant, Atchinson, Pahle, Jahr and Cullin.

Nays: None.

Excused: Creal.

Motion Carried. (Letters Attached)

ITEM #3: CASE 23-031 – CROSSROADS DISTRIBUTION CENTER NORTH 11, LLC – PRELIMINARY SITE PLAN.

TITLE: A REQUEST BY CROSSROADS DISTRIBUTION CENTER NORTH 11, LLC TO CONSTRUCT A DISTRIBUTION CENTER. THIS DISTRIBUTION CENTER CONSISTS OF ONE (1) BUILDING WITH A GROUND AREA OF APPROXIMATELY 630,417 SQUARE

FEET OF SPACE AND AFFILIATED SITE IMPROVEMENTS, ALONG WITH GRADING AND EARTHWORK ON PROPERTY SURROUNDING THE BUILDING SITE. THE TOTAL AFFECTED AREA WILL BE APPROXIMATELY 175.0 ACRES. THE PROPERTY IS ZONED M-T – INDUSTRIAL TRANSPORTATION DISTRICT.

THE DISTRIBUTION CENT AND AUXILIARY IMPROVEMENTS WILL BE CONSTRUCTED ON THE SOUTH SIDE OF VAN BORN ROAD, WEST OF HAGGERTY ROAD, INCLUDING PARCEL ID 83-005-99-0009-701, 42065 VAN BORN ROAD (PARCEL ID 83-005-99-0010-000), 42033 VAN BORN ROAD (PARCEL ID 83-005-99-0007-000), 41941 VAN BORN ROAD (PARCEL ID 83-005-99-0005-000) AND 42333 VAN BORN ROAD (PARCEL ID 83-005-99-0009-002). THE GRADING AND EARTHWORK WILL ALSO INVOLVE PARCELS 83-005-99-0004-000, 83-005-99-0008-000, 83-005-01-0019-000, 83-005-01-0020-300, -0023-300, -0024-300, -0025-300, -0026-300, -0027-300, -0028-300, -0029-300, -0030-300, -0031-300, -0032-300, -0033-300 and -0034-300.

Director Power deferred the discussion to Planning Consultant Vidya Krishan for presentation of her review.

Vidya Krishnan of McKenna Associates presented her review letter dated 9-19-23. Many of the comments from the initial staff review have been addressed on the revised plan set; however, some issues remain to be addressed or corrected, though these are not likely to materially impact the layout of the site. Items that are either missing or require additional information can be included for the final site plan review. Therefore, McKenna Associates recommends the Planning Commission grant preliminary site plan approval only for a new “Building 11 (CRN11)” at Ashley Capital Crossroads Distribution Center North, subject to the following conditions:

1. Approval of the special land use by the Township Board of Trustees.
2. Approval of lot combinations prior to commencement of construction.
3. Clarification regarding lot coverage pursuant to future lot combination.
4. Approval of a variance for trailer staging area setback on the southwest corner of the site.
5. Provision of interior sidewalks to connect all existing and proposed CRN sites.
6. Planning Commission approval of the deferred/converted parking plan.
7. Notation of potential locations of EV charging spaces and provision of infrastructure to support future installations.
8. Planning Commission approval of landscape plan with additions and deviations.
9. Clarification regarding tree replacement counts.
10. Planning Commission approval of building colors and material samples.
11. Submission of a signage package in compliance with Ordinance standards.
12. Wayne County and Township Engineer approval of proposed stormwater detention system.
13. Wayne County approval of proposed detention basin landscaping.

Paul Kammer of Fishbeck Associates presented his review letter dated 9-20-23. Fishbeck Associates recommends the Planning Commission grant the Crossroads Distribution Center North – Building No. 11, preliminary site plan approval, based on the engineering feasibility of the plans

and subject to the comments in the review letter. The applicant should begin discussions with the County for stormwater management if they haven't done so already. County permits should be obtained prior to the applicant moving to Final Engineering review with the Township.

Director Power presented the Fire Department review letter dated 8-31-23. The 8" water main now runs down the length of the building, eliminating dead ends. If a security gate is to be installed at the entrance to the complex, an approved access control service will be required. The device for Van Buren Township gate access is a Knox gate and key switch Model 3501. An Emergency Responder Radio Coverage test will need to be completed.

Director Power also provided a link to the completed 2021 traffic Impact Study for the project, informed that the applicant has started the application process for the required parcel combination and the Municipal Services Department will seek updates on the start of the Haggerty Road project. Wayne County anticipates the project to start in the fall with an anticipated completing date of spring 2025. Director Power also provided a link for public updates on the project.

Mr. Morton gave a presentation and confirmed that the parcel consolidation application has been submitted. In regard to EV parking spaces, they have additional spaces prepped, they prefer to have them in the greenbelt, they will be located on the next site plan. The trailer lot is easier to convert from a trailer lot to an auto lot in the event of parking changes. The applicant has reviewed the landscape requirements in the McKenna Associates review letter and agrees to all. The new DTE Morton station will be going in on Ecorse Road. The County has been talking about drain abandonment for about 3 years, have to do stream mitigation offsite. The tenant is a global supplier for the big 3, not contract based work and they may come back with the need for fencing. If preliminary site plan is received, hoping they will sign the lease. They are distribution and warehousing, not manufacturing and are mostly auto related.

Joe Webb of Webb Engineering informed that the applicant has started conversation with Wayne County drain abandonment. The applicant has submitted to Wayne County for stormwater and curb cuts. The sanitary sewer is on the east side of buildings 8, 9 and 10, they are putting in 90% new water going into the north basin and the east side of building 11 is prepped for stormwater with retention.

Commissioners had the following questions and comments:

- Commissioner inquired when the parcels are merged, what is the overall zoning? Vidya Krishnan informed when they are merged there will still be different zoning.
- Commissioner inquired if the sidewalk network is to make a more unified campus? Vidya Krishnan informed yes, and that may be modified to include a security fence.
- Commissioner inquired with the new north basin, is there fencing along the road? Joe Webb informed, no there is a 6-foot shelf. Vidya Krishnan confirmed the 6-foot shelf meets the requirements.
- Commissioner inquired about the sign conditions, there needed to some additional language about the sign, was that called out in the McKenna letter? Vidya Krishnan

informed, yes, the proposed sign must be reviewed administratively for compliance with ordinance standards.

- Commissioner commented on the deviation to the parking standard, normally we do so when knowing what the use will be. Commissioner is not in favor of granting a parking deviation. Vidya Krishnan commented that if the tenant has already signed the lease prior to the final site plan approval, they can propose the same project. If the building is still speculated it could be built to trailer grade and striped for parking spaces.
- Commissioner commented on the site being located near regulated wetlands and preserving some of the natural areas, could this be an application for a potential pollen garden? Vidya Krishnan informed, yes, for a bioswale or rain garden.
- Commissioner inquired where does the Belle Drain exist? Mr. Morton displayed where the drain is located along Haggerty and jogging into the property, they are basically just cutting of the tail which currently sits in the middle of the field.
- Commissioner inquired to the Township Engineer is it typical for Wayne County to abandon a drain? Paul Kammer informed that he believed the Subaru development had a similar situation, had very old drain. It is very difficult, you are moving from one watershed and taking a completely different path. Mr. Morton commented that the applicant petitioned Wayne County two (2) years ago to have a plan to do some comprehensive work to the McClarey Drain.

No comments from the audience or remote viewers.

Motion Jahr, Grant second to grant the applicant, Crossroads Distribution North 11, LLC preliminary site plan approval to construct a distribution center consisting of one (1) building with a ground area of approximately 630,417 square feet and affiliated site improvements, along with grading and earthwork on property surrounding the site located on the south side of Van Born Road, west of Haggerty Road, including parcel ID 83-005-99-0009-701, 42065 Van Born Road (PARCEL ID 83-005-99-0010-000), 42033 Van Born Road (PARCEL ID 83-005-99-0007-000), 41941 Van Born Road (PARCEL ID 83-005-99-0005-000) and 42333 Van Born Road (PARCEL ID 83-005-99-0009-002). The grading and earthwork will also involve parcels 83-005-99-0004-000, 83-005-99-0008-000, 83-005-01-0019-000, 83-005-01-0020-300, -0023-300, -0024-300, -0025-300, -0026-300, -0027-300, -0028-300, -0029-300, -0030-300, -0031-300, -0032-300, -0033-300 and -0034-300, based on the analysis and subject to the conditions detailed in the McKenna Associates review letter dated 9-19-23, Fishbeck Associates review letter dated 9-20-23, Fire Department review letter dated 8-31-23 and staff letter dated 9-15-23, along with the additional conditions that the proposed sign must undergo further administrative review and with the understanding that the issue of the parking deferment shall be addressed before final site plan is to be granted and also that the variance is required on this plan before final site plan review, the issue of the variance shall be resolved, additionally, the interior sidewalk network plan must be finalized and discussed before final site plan approval may be granted.

Roll Call:

Yeas: Budd, Grant, Atchinson, Pahle, Jahr and Cullin.

Nays: None.

Excused: Creal.

PRELIMINARY SITE PLANS FOR CROSSROADS DISTRIBUTION CENTER NORTH - BUILDING No. 11

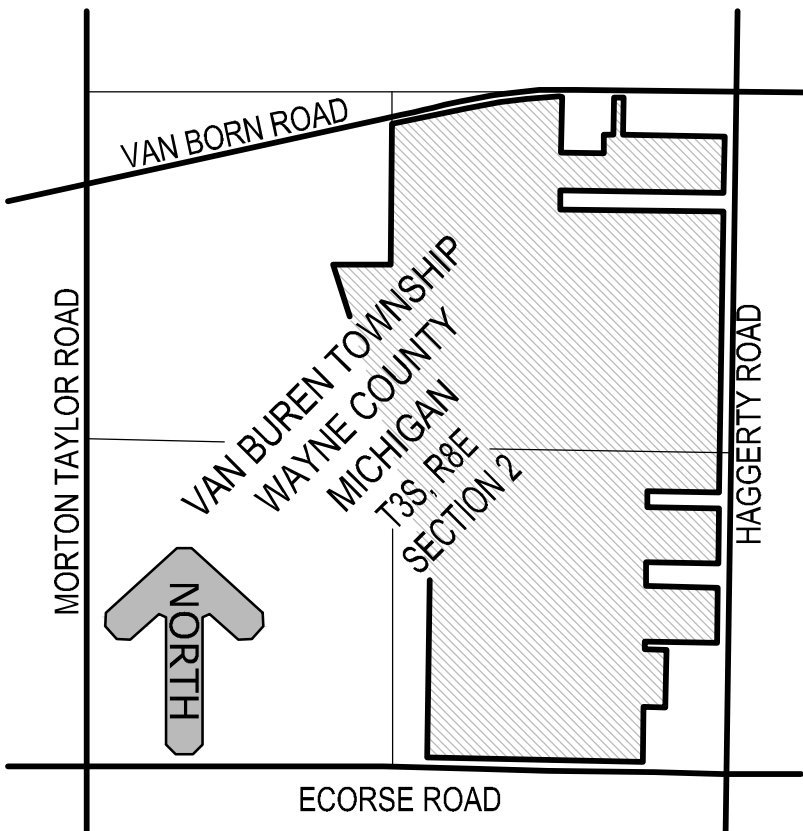
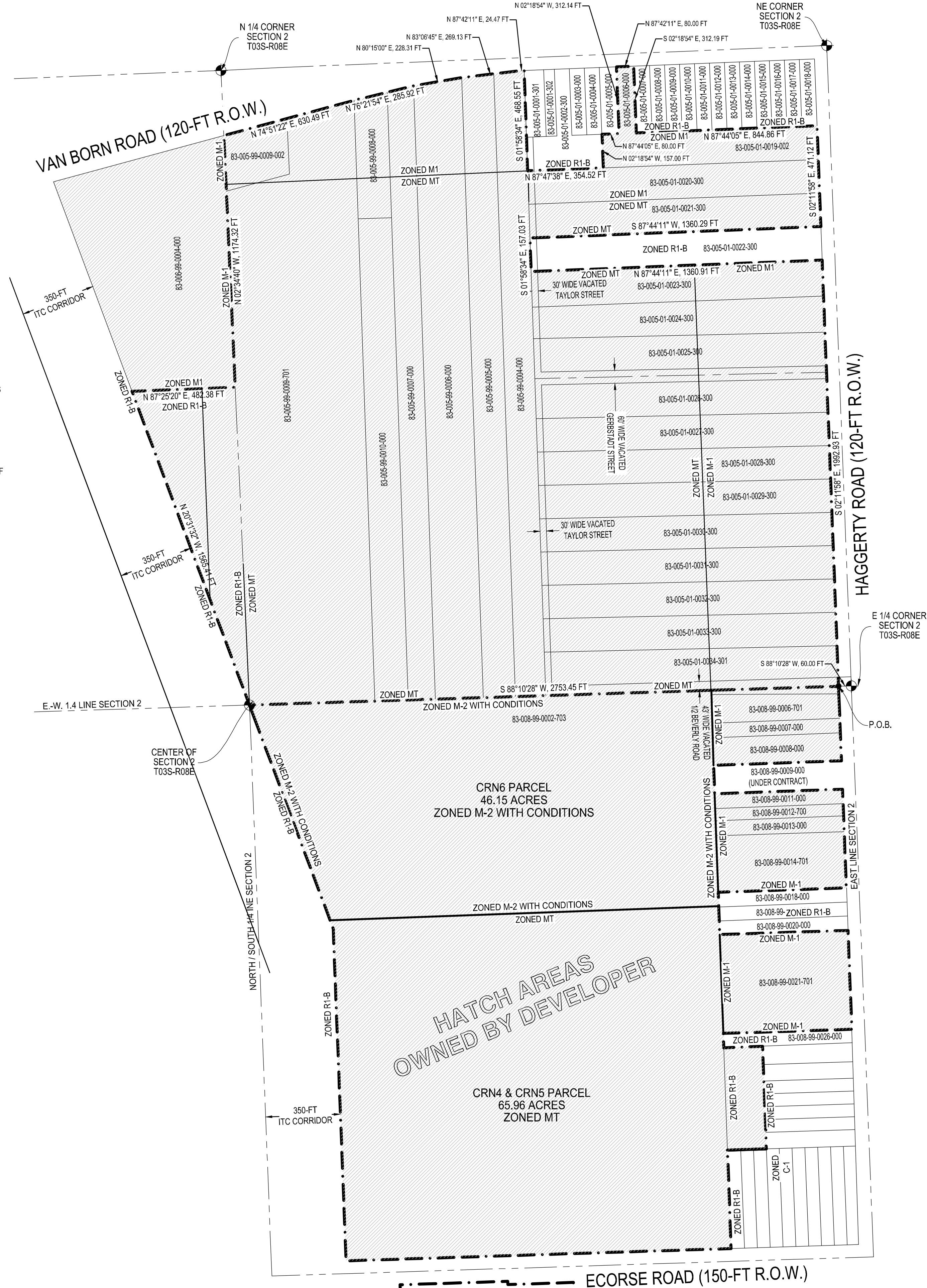
WEST SIDE OF HAGGERTY ROAD, SOUTH SIDE OF VAN BORN ROAD, VAN BUREN TOWNSHIP, WAYNE COUNTY, MICHIGAN

PROPERTY DESCRIPTION (PENDING LOT COMBINATIONS / SPLITS)

A PARCEL OF LAND LOCATED IN THE NORTHEAST 1/4 OF SECTION 2, TOWN 03 SOUTH, RANGE 08 EAST, VAN BUREN TOWNSHIP, WAYNE COUNTY, MICHIGAN, BEING MORE PARTICULARLY DESCRIBED AS: COMMENCING AT THE EAST 1/4 CORNER OF SAID SECTION 2; THENCE SOUTH 88°10'28" WEST 60.00 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING SOUTH 88°10'28" WEST 2753.45 FEET; THENCE NORTH 20°31'32" WEST 1565.41 FEET; THENCE NORTH 87°25'20" EAST 482.38 FEET; THENCE NORTH 02°34'40" WEST 1174.32 FEET; THENCE NORTH 74°51'22" EAST 630.49 FEET; THENCE NORTH 76°21'54" EAST 285.92 FEET; THENCE NORTH 80°15'00" EAST 228.31 FEET; THENCE NORTH 83°06'45" EAST 269.13 FEET; THENCE NORTH 87°42'11" EAST 24.47 FEET; THENCE SOUTH 01°58'34" EAST 468.55 FEET; THENCE NORTH 87°47'38" EAST 354.52 FEET; THENCE NORTH 02°18'54" WEST 157.00 FEET; THENCE NORTH 87°44'05" EAST 80.00 FEET; THENCE NORTH 02°18'54" WEST 312.14 FEET; THENCE NORTH 87°42'11" EAST 80.00 FEET; THENCE SOUTH 02°18'54" EAST 312.19 FEET; THENCE NORTH 87°44'05" EAST 844.86 FEET; THENCE SOUTH 02°11'58" EAST 471.12 FEET; THENCE SOUTH 87°44'11" WEST 1360.29 FEET; THENCE SOUTH 01°58'34" EAST 157.03 FEET; THENCE NORTH 87°44'11" EAST 1360.91 FEET; THENCE SOUTH 02°11'58" EAST 1992.93 FEET TO THE POINT OF BEGINNING. CONTAINING 7,622,884 SQUARE FEET OR 175.00 ACRES OF LAND, MORE OR LESS.

GENERAL CONSTRUCTION NOTES:

- ALL WORKMANSHIP AND MATERIALS SHALL BE IN ACCORDANCE WITH THE CURRENT STANDARDS AND SPECIFICATIONS OF VAN BUREN TOWNSHIP AND ANY OTHER APPLICABLE AUTHORITY.
- NO WORK IS TO OCCUR WITHIN THE HAGGERTY / VAN BORN ROAD RIGHT-OF-WAYS PRIOR TO A PERMIT BEING ISSUED BY THE WAYNE COUNTY DEPARTMENT OF PUBLIC SERVICES (W.C.D.P.S.).
- AS AN AID TO THE CONTRACTOR VARIOUS UTILITIES AND UNDERGROUND STRUCTURES ARE SHOWN ON PLAN & PROFILE VIEWS:
 - ALL INFORMATION CONCERNING UTILITIES SHOWN ON THESE PLANS IS TAKEN FROM FIELD TOPOGRAPHY AND AVAILABLE RECORDS.
 - THE OWNER AND ENGINEER DO NOT GUARANTEE THE EXACT LOCATIONS, ELEVATIONS, OR THAT ADDITIONAL UNDERGROUND UTILITIES MAY BE ENCOUNTERED.
 - THE CONTRACTOR SHALL BE EXCLUSIVELY RESPONSIBLE FOR DETERMINING THE EXACT LOCATION AND ELEVATION OF EXISTING UTILITIES IN THE FIELD PRIOR TO CONSTRUCTION.
 - THE CONTRACTOR SHALL NOTIFY THE OWNER & ENGINEER IF ANY CONFLICTS ARE APPARENT OR IF THE LOCATION OR DEPTH DIFFERS SIGNIFICANTLY FROM THE PLAN.
- THE CONTRACTOR IS TO BE RESPONSIBLE FOR THE DAMAGE AND REPAIR OF EXISTING UTILITIES, PAVEMENT, SIDEWALKS, LIGHTING, LANDSCAPING, IRRIGATION SYSTEM, ETC. THAT ARE TO REMAIN.
- NEITHER THE ENGINEERS NOR THE OWNER SHALL NOT BE RESPONSIBLE FOR MEANS, METHODS, PROCEDURES, TECHNIQUES, OR SEQUENCE OF CONSTRUCTION.
- NEITHER THE ENGINEERS NOR THE OWNER SHALL NOT BE RESPONSIBLE FOR SAFETY ON THE JOB SITE.
- THE CONTRACTOR SHALL INDEMNIFY AND HOLD HARMLESS; THE OWNER AND ENGINEER FROM ALL LIABILITIES FOR INJURY TO PERSON OR DAMAGE OR LOSS TO PROPERTY, OR ANY OTHER LOSS, COST OR EXPENSE, AS A RESULT OF THE ACTIONS OF THE CONTRACTOR, THEIR EMPLOYEES, AGENTS, OR SUBCONTRACTORS.
- THE CONTRACTOR SHALL SECURE ACCESS TO THE SITE DURING NON-WORKING HOURS/DAYS.
- ANY GREENBELT AREAS THAT MAY BE DISTURBED DURING CONSTRUCTION ARE TO BE RESTORED TO PRE-CONSTRUCTION CONDITION OR BETTER.
- PROPOSED GRADES THAT MEET EXISTING PAVEMENT WERE INTERPOLATED FROM TOPOGRAPHIC SURVEY DATA. DURING CONSTRUCTION STAKING, SURVEYOR TO VERIFY GRADES AND INFORM DESIGN ENGINEER IF PROPOSED DRAINAGE PATTERN WILL NOT FUNCTION AS INTENDED.
- TOPOGRAPHIC SURVEY COMPLETED BY THE UNILOR GROUP, INC.
- WETLAND DELINEATION COMPLETED BY ASTI CONSULTANTS & BARR ENGINEERING, INC.
- GEO-TECHNICAL INVESTIGATION COMPLETED BY SME.
- TRAFFIC IMPACT STUDY COMPLETED BY FLEIS & VANDENBRINK.



LOCATION MAP
1 INCH = 2,000 FEET

PERMITS / APPROVALS REQUIRED

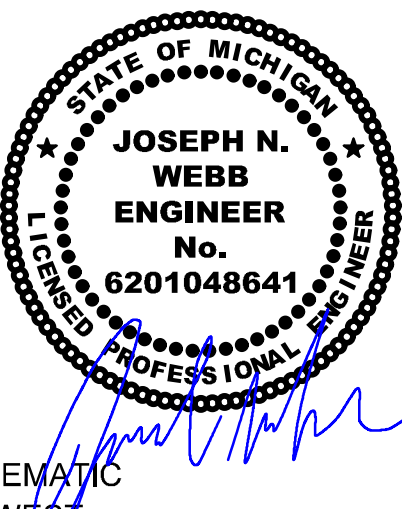
- SOIL EROSION PERMIT - W.C.D.O.E.
- N.D.P.E.S. PERMIT (CONSTRUCTION ACTIVITY) - M.D.E.Q.
- WATERMAIN PERMIT - M.D.E.Q.
- SANITARY SEWER PERMIT - M.D.E.Q.
- PART 31 WATER RESOURCES PROTECTION PERMIT - M.D.E.Q.
- STORM WATER DISCHARGE PERMIT - W.C.D.P.S.
- WAYNE COUNTY ROAD RIGHT-OF-WAY PERMIT - W.C.D.P.S.
- VAN BUREN TOWNSHIP DOMESTIC WATER TAP PERMITS
- VAN BUREN TOWNSHIP BUILDING PERMIT
- VAN BUREN TOWNSHIP MECHANICAL PERMIT
- VAN BUREN TOWNSHIP ELECTRICAL PERMIT

PROJECT CONTACT

MR. DENNIS SCHULTZ
CROSSROADS DISTRIBUTION CENTER NORTH, LLC
2575 HAGGERTY ROAD, SUITE 500
CANTON, MICHIGAN 48188
T (734) 394-1900
F (734) 394-1925
E dschultz@ashleycapital.com

SHEET INDEX

- | | |
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| C1.0 | COVER SHEET |
| C2.0 | OVERALL SITE PLAN |
| C2.1 | GENERAL PLAN - NORTHWEST |
| C2.2 | GENERAL PLAN - WEST |
| C2.3 | GENERAL PLAN - SOUTHWEST |
| C2.4 | GENERAL PLAN - NORTHEAST |
| C2.5 | GENERAL PLAN - SOUTHEAST |
| C3.0 | OVERALL PARK'S WATERMAIN SCHEMATIC |
| C3.1 | GRADING & UTILITY PLAN - NORTHWEST |
| C3.2 | GRADING & UTILITY PLAN - WEST |
| C3.3 | GRADING & UTILITY PLAN - SOUTHWEST |
| C3.4 | GRADING & UTILITY PLAN - NORTHEAST |
| C3.5 | GRADING & UTILITY PLAN - SOUTHEAST |
| C4.1 | NATURAL FEATURES / TREES REMOVAL PLAN - NORTHWEST |
| C4.2 | NATURAL FEATURES / TREES REMOVAL PLAN - WEST |
| C4.3 | NATURAL FEATURES / TREES REMOVAL PLAN - SOUTHWEST |
| C4.4 | NATURAL FEATURES / TREES REMOVAL PLAN - NORTHEAST |
| C4.5 | NATURAL FEATURES / TREES REMOVAL PLAN - SOUTHEAST |
| C5.0 | PRELIMINARY STORM WATER MAINTENANCE PLAN |
| C6.0 | PRELIMINARY SOIL EROSION & SOIL CONTROL PLAN |
| C7.0 | TRUCK MANEUVERING PLAN |
| C8.1 | SITE / PAVING DETAILS |



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Webb Engineering

314 Pauline Boulevard
Ann Arbor, Michigan 48103
office 248.783.1105
fax 248.783.1109
email info@webbeng.com



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THE CONTRACTOR WILL BE RESPONSIBLE FOR ALL DAMAGE TO EXISTING UTILITIES. NOTIFY "888 DIO" TOLL FREE @ 800.482.2173 OR CALL THREE (3) DAYS PRIOR TO THE START OF ANY CONSTRUCTION.

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CROSSROADS DISTRIBUTION CENTER NORTH, LLC

2575 Haggerty Road, Suite 500
Canton, Michigan 48188
office 734.394.1900
fax 734.394.1925
email dschultz@ashleycapital.com

SUBMITTALS & REVISIONS	
07/03/23	FOR SITE PLAN SUBMITTAL TO VAN BUREN TOWNSHIP
08/17/23	REVISED PER VBT PLANNING #1

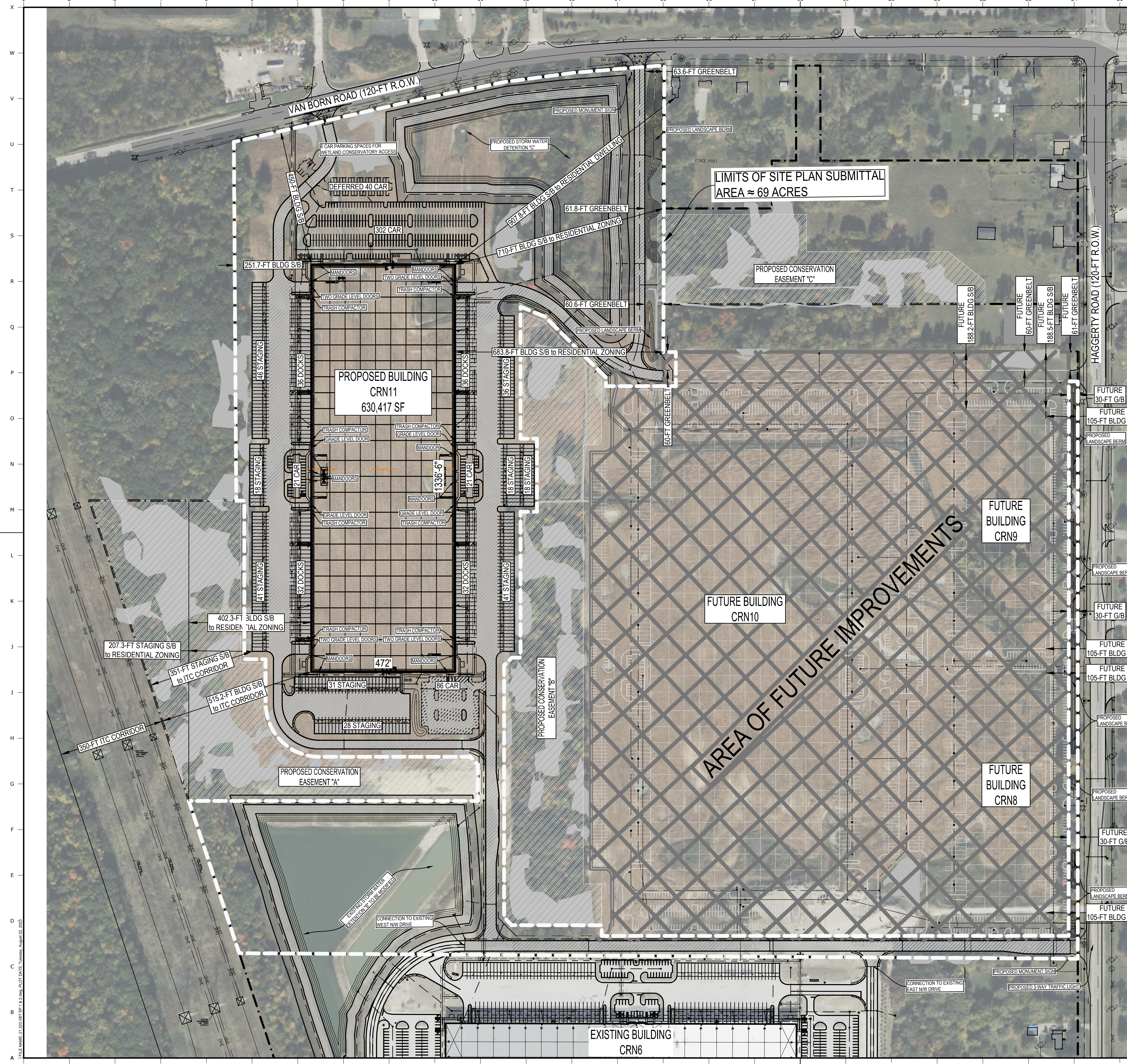
COVER SHEET

CROSSROADS DISTRIBUTION CENTER NORTH - PHASE 2
WEST OF HAGGERTY, SOUTH OF VAN BORN, VAN BUREN TWP. MI

1 INCH = 300 FEET

WEI PROJECT No. 21-323
VBT CASE # 23-477
WCOPS R21-095
EGLE #301 & #303 HPC-44MN-YHGBY

C1.0
PRELIMINARY SITE PLAN



SITE PLAN NOTES

- 1. ZONING OF PARCEL IS MT (DISTRIBUTION), M1 (LIGHT INDUSTRIAL) AND R1-B (RESIDENTIAL)
 - 2. PROPERTY I.D. NUMBERS: SEE COVER SHEET
 - 3. PROPOSED USE OF CROSSROADS BUILDING No. 11 (CRN11) IS A DISTRIBUTION CENTER. THE BUILDING IS SPECULATIVE AND IS BEING CONSTRUCTED IN PREPARATION FOR MULTIPLE TENANTS. TENANTS ARE TYPICALLY "JUST IN TIME" PRODUCT STAGING FOR MANUFACTURING LOCATED OFF-SITE.
 - 4. HOURS OF OPERATION: 24-HOURS A DAY, SEVEN DAYS A WEEK
 - 5. SETBACKS FOR CRN11 "DISTRIBUTION CENTERS"
- | LOCATION | REQUIRED (FEET) | PROVIDED (FEET) |
|--|-----------------|-----------------|
| BUILDING (RIGHT-OF-WAY) | 450 | 450 |
| BUILDING (RESIDENTIAL ZONING) | 250 | 402* |
| BUILDING (RESIDENTIAL DWELLING) | 500 | 907* |
| TRUCK DOCKS / STAGING / GRADE DOORS (RESIDENTIAL ZONING) | 350 | 207* |
| PAVEMENT (RESIDENTIAL DISTRICT) | 60 | 60 |
- * DIMENSIONS ARE TO DEVELOPER OWNED PROPERTY*
6. SITE & BUILDING AREAS:
- | | REQUIRED | PROVIDED |
|--|--------------|----------|
| A. SITE GROSS & NET | 175.00 ACRES | |
| B. LIMITS OF CRN11 DEVELOPMENT AREA | 69.0 ACRES | |
| C. BUILDING FOOTPRINT | 630,417 SF | |
| D. OFFICE AREA = D5 + D6 | 79,800 SF | |
| D1. CORNER OFFICE AREA | 5,327 SF | |
| D2. CORNER OFFICES / BUILDING | 4 | |
| D3. CENTER OFFICE AREA | 4,048 SF | |
| D4. CENTER OFFICES / BUILDING | 4 | |
| D5. FLOOR AREA / BUILDING = D1 x D2 + D3 x D4 | 39,990 SF | |
| D6. FLOORS / OFFICE | 2 | |
| E. SITE WAREHOUSE AREA = C - D5 | 550,617 SF | |
| F. IMPERVIOUS (PAVEMENTS) | 919,453 SF | |
| G. BUILDING (CRN11) COVERAGE RATIO = C / A | 8.3% | |
| H. IMPERVIOUS (CRN11) COVERAGE RATIO = (C - F) / A | 20.3% | |
7. PARKING REQUIREMENTS
- | | REQUIRED | PROVIDED |
|---|--|----------|
| I. ZONING ORDINANCE OFFICE PARKING REQ'T | 1 SPACE / 350 SF | |
| J. OFFICE PARKING REQUIRED = D x I | 228 SPACES | |
| K. ZONING ORDINANCE DISTRIBUTION PARKING REQ'T | 5 + 1 SPACE / 1,500 SF | |
| L. DISTRIBUTION CENTER PARKING REQUIRED = D + E x K | 372 SPACES | |
| M. PARKING REQUIRED PER ORDINANCE = J + L | 600 SPACES | |
| N. TOTAL PARKING PROVIDED FOR CRN11 | 416 + 14 ADA = 430 SPACES** | |
| O. PARKING REQUIREMENTS - PERSPECTIVE TENANT | | |
| - PARKING REQUIRED BY TENANT | 75 SPACES | |
| - SPACES PROVIDED (INCLUDE IN "N" ABOVE) | 82 + 4 ADA = 86 SPACES @ SE CORNER OF BUILDING** | |
| ** IF ADDITIONAL CAR PARKING IS REQUIRED FOR A SPECIFIC TENANT, TRUCK DOCKS AND/OR TRAILER STAGING WILL BE CONVERTED TO CAR PARKING; RESTRIPTED, LANDSCAPE ISLANDS ADDED, ETC. ** | | |
9. TRUCK LOADING DOCK REQUIREMENTS
- | | REQUIRED | PROVIDED |
|--------------------------------------|-------------------------|----------|
| Q. TRUCK DOCKS ALLOWED PER ORDINANCE | 1 TRUCK DOCK / 4,000 SF | |
| R. TRUCK DOCKS ALLOWED = C x U | 157 TRUCK DOCKS | |
| S. TRUCK DOCKS PROVIDED | 136 TRUCK DOCKS*** | |
- *** TRUCK DOCK COUNT INCLUDES THE TRASH COMPACTOR LOCATIONS. IN-CASE TENANT DOES NOT REQUIRE A TRASH COMPACTOR BUT WILL UTILIZE OPENING AS TRUCK DOCK ***
10. BARRIER-FREE RESERVED PARKING WILL MEET A.D.A. & VAN BUREN TOWNSHIP REQUIREMENTS.
11. BARRIER-FREE RESERVED PARKING SIGNS TO BE PLACED IN FRONT OF ALL HANDICAP PARKING SPACES.
12. ALL PARKING SPACES TO BE DOUBLE STRIPED
13. "NO PARKING, FIRE LANE" TWO SIDED SIGNS TO BE PLACED @ 200 FT CENTERS OR AS DIRECTED BY FIRE CHIEF.
14. LOADING AND UNLOADING WILL OCCUR AT LOADING (TRUCK) DOCKS.
15. GRADE LEVEL DOORS ARE NOT TO BE USED FOR THE LOADING / UNLOADING OF TRUCKS.
16. ALL SITE LIGHTING SHALL BE SHIELDED OR DIRECTED TO REMAIN WITHIN THE SITE BOUNDARIES, THIS SHALL INCLUDE SHIELDING FROM VIEW FROM OFF SITE THE HOT SPOT OF ALL LIGHTS. SEE PHOTOGRAPHIC PLAN BY OTHERS.
17. OWNER AGREES TO PICK UP DEBRIS ON PROPERTY AND KEEP DEBRIS FROM BLOWING OFF PROPERTY WEEKLY OR AS NEEDED.
18. OWNER AGREES TO SEASONAL MAINTENANCE PROGRAM AND WILL REPLACE ALL DISEASED, DEAD, OR DAMAGED PLANTS, REPLENISH MULCH, CONTROL WEEDS, FERTILIZE AND PRUNE BEGINNING UPON COMPLETION OF CONSTRUCTION OF LANDSCAPING.
19. OWNER AGREES TO PAVED SURFACES, WALKWAYS, SIGNS, LIGHTING AND OTHER STRUCTURES AND SURFACES SHALL BE MAINTAINED IN A SAFE, ATTRACTIVE CONDITION AS ORIGINALLY DESIGNED AND CONSTRUCTED. PARKING LOT STRIPING AND MARKING SHALL BE MAINTAINED IN A CLEARLY VISIBLE CONDITION.
20. NO HAZARDOUS MATERIALS ARE PROPOSED TO BE USED, STORED, OR PROCESSED ON SITE BY THIS SITE PLAN.
21. NO OUTDOOR STORAGE AREAS ARE PROPOSED BY THIS SITE PLAN.
22. NO UNDERGROUND STORAGE TANKS ARE PROPOSED BY THIS SITE PLAN.
23. PROPOSED SIGNS SHALL BE LOCATED WITHIN THE SITE ACCORDING TO SETBACK STANDARDS.
24. SIGNS SHALL CONFORM TO VAN BUREN TOWNSHIP SIGN REGULATIONS.
25. TRASH COMPACTORS (JUMPMISTERS) ARE TO BE LOCATED IN TRUCK DOCK AREA.
26. BOLLARDS SHALL BE PLACED WHERE ANY BUILDING OR UTILITY NEEDS PROTECTION FROM VEHICLE TRAFFIC.
27. ALL CONSTRUCTION STANDARDS SHALL CONFORM TO THE REQUIREMENTS OF VAN BUREN TOWNSHIP OR OTHER GOVERNING AGENCY.
28. THE DEVELOPER WILL BE RESPONSIBLE FOR RESOLVING ANY DRAINAGE PROBLEMS ON ADJACENT PROPERTIES THAT ARE A RESULT OF THE PROPOSED IMPROVEMENTS. THE DEVELOPER WILL NOT BE RESPONSIBLE FOR EXISTING DRAINAGE PROBLEMS THAT WERE DOCUMENTED PRIOR TO THE START OF CONSTRUCTION.
29. NO FLOODPLAIN ON SITE PER F.E.M.A. F.I.R.M. PANELS 26163C0215E & 26163C0352E.
30. ACCESS DRIVE & PAVEMENT AREAS (CAR PARKING, STAGING, ETC.) ARE TO BE CURBED
31. A PERMIT WILL BE REQUIRED FROM THE WAYNE COUNTY DEPARTMENT OF PUBLIC SERVICES, LAND RESOURCE MANAGEMENT FOR SOIL EROSION.
32. A PERMIT WILL BE REQUIRED FROM THE WAYNE COUNTY DEPARTMENT OF PUBLIC SERVICES FOR WORK WITHIN THE VAN BORN & HAGGERTY ROAD RIGHT-OF-WAYS & STORM WATER MANAGEMENT.
33. A PERMIT WILL BE REQUIRED FOR THE WAYNE COUNTY DRAIN COMMISSIONER'S OFFICE FOR THE COMBINATION OF THE BELL CREEK DRAINAGE DISTRICT TO THE MCLAUGHEY DRAINAGE DISTRICT.
34. A PERMIT WILL BE REQUIRED FROM THE THE MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES & ENERGY (EGLE) FOR PUBLIC WATERMAIN & PUBLIC SANITARY SEWER.
35. THE GENERAL CONTRACTOR IS TO COORDINATE THE UNDERGROUND INSTALLATION OF TELEPHONE, INTERNET, AND CABLE TV SERVICES WITH THEIR RESPECTIVE UTILITY COMPANY. VERIFY PROPOSED INSTALLATION LOCATION AND SERVICE PROVIDERS WITH OWNER'S REPRESENTATIVE.
36. TOPOGRAPHIC & TREE SURVEYS COMPLETED BY THE UMLOR GROUP (PROJECT NO. 200926).
- HORIZONTAL DATUM BASED ON MICHIGAN STATE PLANE COORDINATES, SOUTH ZONE.
- VERTICAL DATUM BASED ON NORTH AMERICAN DATUM, 1983 (NAD '83).
37. SEE WETLAND DELINEATION COMPLETED BY ASTI ENVIRONMENTAL (FILE NO. 12-9371).
38. SEE GEO-TECHNICAL INVESTIGATION COMPLETED BY SME (PROJECT NO. 092451.00).
39. SEE TRAFFIC IMPACT STUDY COMPLETED BY FLEIS & VANDENBRINK (PROJECT NO. 852030).

CROSSROADS NORTH DEVELOPMENT SCHEDULE

- FALL / WINTER 2023
- START OF MASS GRADING OF SITE
 - STRIP TOPSOIL OVER SITE
 - START OF BUILDING PADS FOR CRN8, CRN9 & CRN10
 - COMPLETION OF BUILDING PAD, START OF FOUNDATIONS FOR CRN11
 - START & COMPLETION OF BERM FRONTING HAGGERTY ROAD
 - START OF LANDSCAPING OF BERM FRONTING HAGGERTY ROAD
 - MODIFICATION AND COMPLETION OF EXISTING DETENTION BASIN "B"
 - START & COMPLETION OF PROPOSED DETENTION BASINS "C"
 - START & COMPLETION OF UTILITY INSTALLATION
 - STORM SEWER FOR CRN11 AND PROPOSED EAST / WEST ACCESS DRIVE
 - SANITARY SEWER EXTENDED FROM VAN BORN ROAD & SERVICES FOR CRN11
 - WATERMAIN COMPLETE LOOP FROM EXISTING WATERMAIN AT CRN6 TO VAN BORN ROAD & SERVICES FOR CRN11
 - INSTALLATION OF PRIVATE HIGH PRESSURE FIRE LOOP FROM CRN6 TO CRN11 AND STUBBED FOR FUTURE CRN10
 - START OF HARD SURFACES
 - GRID & STONING OF PARKING LOTS / DOCKS / ACCESS DRIVES / STAGING
 - START OF SOUTHERN EAST / WEST ROAD FROM EXISTING WESTERN NORTH / SOUTH DRIVE TO HAGGERTY
- SPRING / SUMMER / FALL 2024
- START OF VERTICAL CONSTRUCTION OF CRN11
 - COMPLETION / PAVING OF HARD SURFACES FOR CRN11
 - VEGETATION ESTABLISHED OVER DETENTION BASINS "B" & "C"
 - LANDSCAPING COMPLETED ALONG BERM FRONTING HAGGERTY ROAD
 - COMPLETION OF BUILDING PADS FOR CRN8 & CRN9. IF PROJECT IS DELAYED, PADS WILL BE TREATED WITH STATE APPROVED WEED CONTROL DURING "GROWING MONTHS" (MAY - SEPTEMBER)
 - AS PART OF HAGGERTY ROAD IMPROVEMENT PROJECT
 - SANITARY SEWER TO SERVICE CRN8, CRN9, & CRN10 STUBBED ACROSS HAGGERTY
 - THREE-WAY TRAFFIC LIGHT INSTALLED AT SOUTHERN EAST / WEST DRIVE INTERSECTION OF HAGGERTY ROAD
- CONTINGENT UPON DEMAND
- FOUNDATIONS / VERTICAL CONSTRUCTION FOR CRN8 AND/OR CRN9
 - UTILITIES (STORM, WATER, & SANITARY) TO SERVICE CRN8 AND/OR CRN9
 - PAVEMENTS (PARKING, DOCKS, STAGING, NORTHERN EAST / WEST DRIVE) FOR CRN8 AND/OR CRN9
 - REVISED SITE PLAN SUBMITTAL FOR CRN10

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Call before you dig.

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2576 South Haggerty Road, Suite 500
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office 734-384-1900
fax 734-384-1902
email detroit.office@ashleycapital.com

SUBMITTALS & REVISIONS	
DATE	DESCRIPTION
08/17/23	FOR SITE PLAN SUBMITTAL TO VAN BUREN TOWNSHIP
08/17/23	REVISED PER VBT PLANNING #1

OVERALL SITE PLAN

CROSSROADS DISTRIBUTION CENTER NORTH - PHASE 2
WEST OF HAGGERTY, SOUTH OF VAN BORN, VAN BUREN TWP, MI

OVERALL SITE PLAN

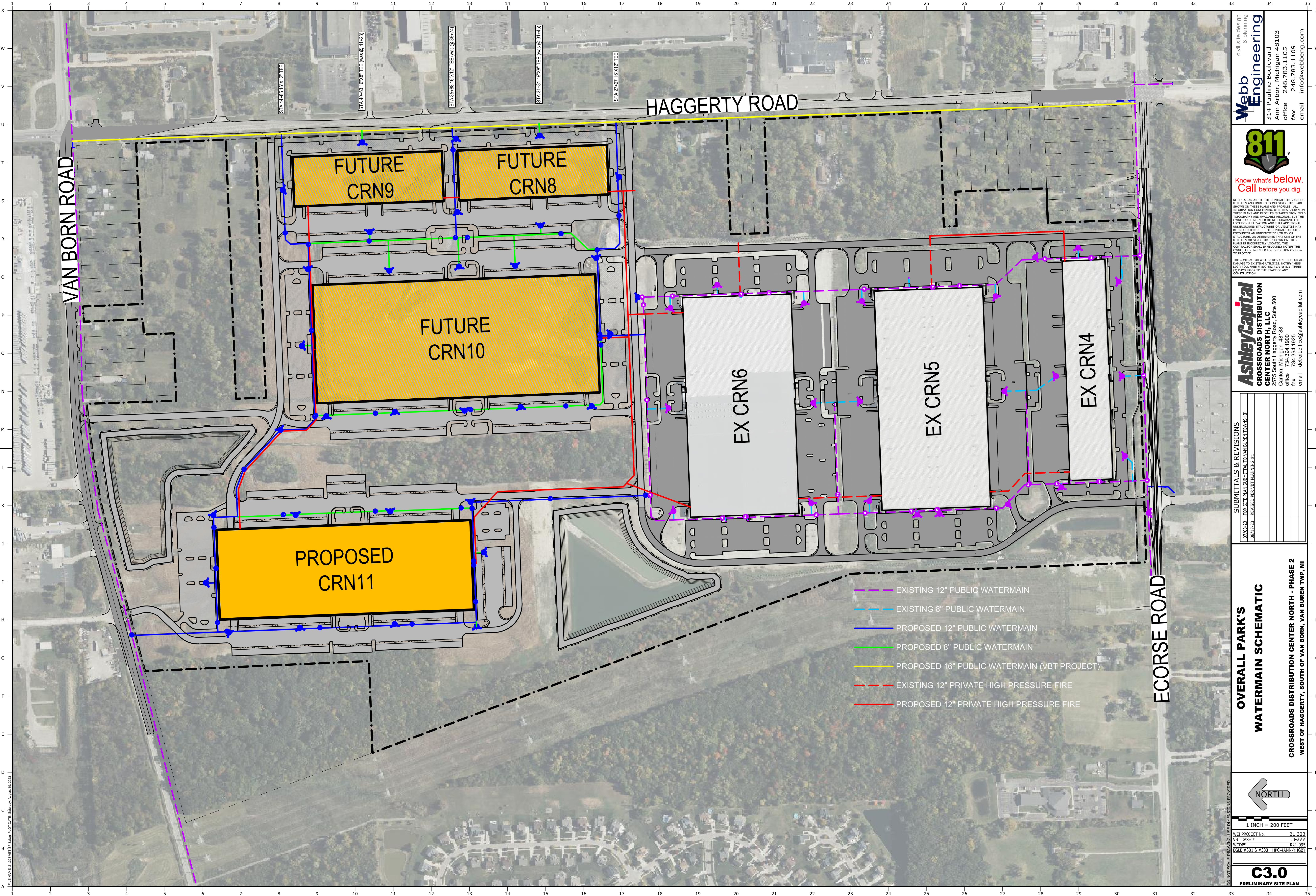
1 INCH = 150 FEET

WEI PROJECT No. 21-323
VBT CASE # 23-4#1#
WCDS R21-095
EGLE #301 & #303 HPC-4AMN-YHGBY

C2.0

PRELIMINARY SITE PLAN

DO NOT SCALE DRAWINGS, USE DIMENSIONS PROVIDED



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**OVERALL PARK'S
WATERMAIN SCHEMATIC**

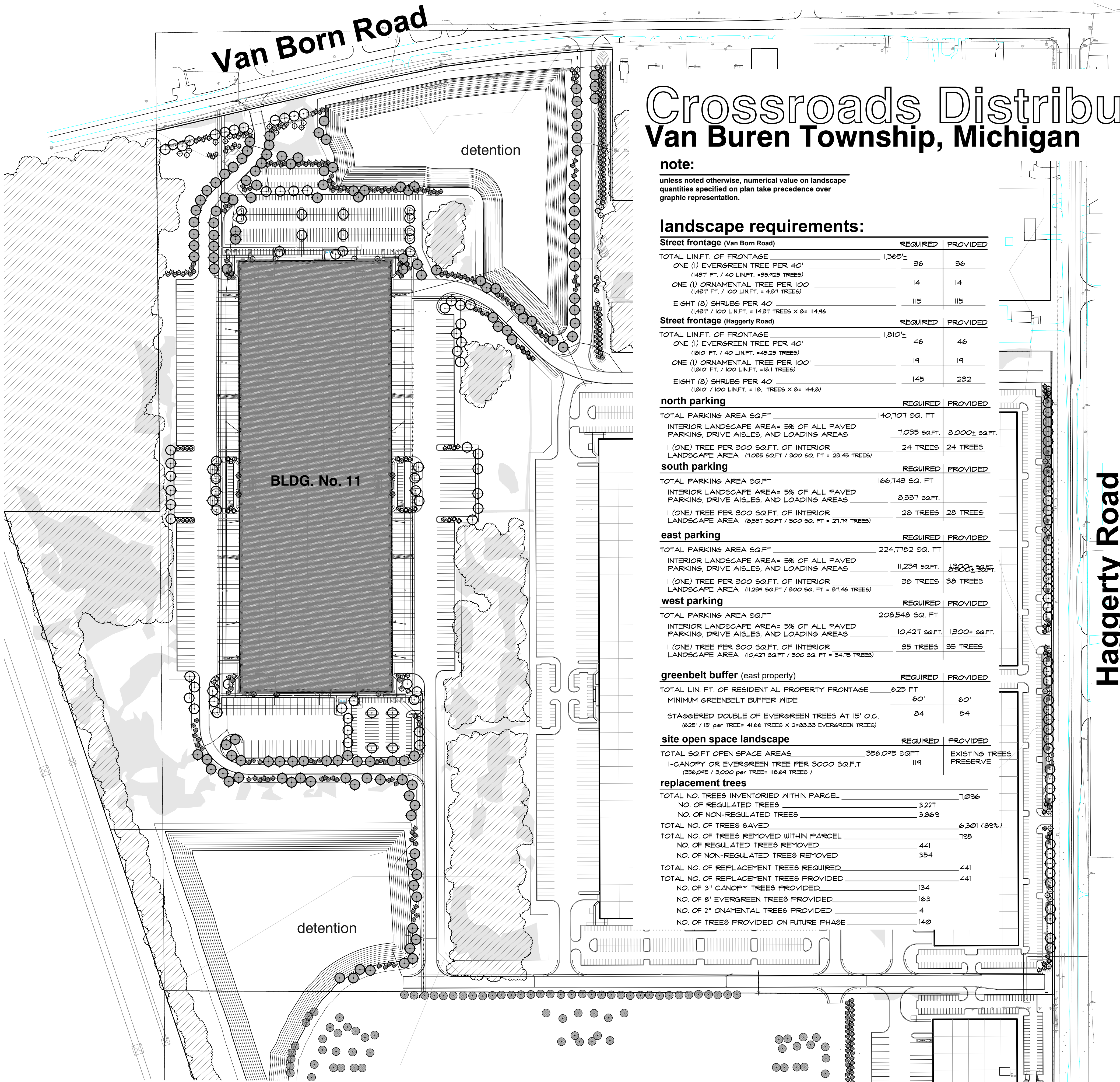
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1 INCH = 200 FEET

WEI PROJECT No. 21-323
VBT CASE # 23-4-#
WCOPS R21-095
EGLE #301 & #303 HPC-4AMN-YHGBY

C3.0
PRELIMINARY SITE PLAN

FILE NAME: 21-323-WB-Site-Plan-Submittal-08-15-2023



Crossroads Distribution Center North

Van Buren Township, Michigan

note:

unless noted otherwise, numerical value on landscape quantities specified on plan take precedence over graphic representation.

landscape requirements:

Street frontage (Van Born Road)			
TOTAL LIN.FT. OF FRONTAGE		REQUIRED	PROVIDED
ONE (1) EVERGREEN TREE PER 40'		1,365±	36
(149T FT. / 40 LIN.FT. = 35.925 TREES)			
ONE (1) ORNAMENTAL TREE PER 100'		14	14
(1,49T FT. / 100 LIN.FT. = 14.9T TREES)			
EIGHT (8) SHRUBS PER 40'		115	115
(1,49T / 100 LIN.FT. = 14.9T TREES X 8 = 119.6)			
Street frontage (Haggerty Road)			
TOTAL LIN.FT. OF FRONTAGE		REQUIRED	PROVIDED
ONE (1) EVERGREEN TREE PER 40'		1,810±	46
(1,810 FT. / 40 LIN.FT. = 45.25 TREES)			
ONE (1) ORNAMENTAL TREE PER 100'		19	19
(1,810 FT. / 100 LIN.FT. = 18.1 TREES)			
EIGHT (8) SHRUBS PER 40'		145	232
(1,810 / 100 LIN.FT. = 18.1 TREES X 8 = 144.8)			

north parking			
TOTAL PARKING AREA SQ.FT		REQUIRED	PROVIDED
INTERIOR LANDSCAPE AREA= 5% OF ALL PAVED PARKING, DRIVE AISLES, AND LOADING AREAS		7,035 sq.ft.	8,000± sq.ft.
1 (ONE) TREE PER 300 SQ.FT. OF INTERIOR LANDSCAPE AREA (7,035 sq.ft. / 300 sq. ft. = 23.45 TREES)		24 TREES	24 TREES

south parking			
TOTAL PARKING AREA SQ.FT		REQUIRED	PROVIDED
INTERIOR LANDSCAPE AREA= 5% OF ALL PAVED PARKING, DRIVE AISLES, AND LOADING AREAS		8,337 sq.ft.	
1 (ONE) TREE PER 300 SQ.FT. OF INTERIOR LANDSCAPE AREA (8,337 sq.ft. / 300 sq. ft. = 27.79 TREES)		28 TREES	28 TREES

east parking			
TOTAL PARKING AREA SQ.FT		REQUIRED	PROVIDED
INTERIOR LANDSCAPE AREA= 5% OF ALL PAVED PARKING, DRIVE AISLES, AND LOADING AREAS		11,234 sq.ft.	13,300± sq.ft.
1 (ONE) TREE PER 300 SQ.FT. OF INTERIOR LANDSCAPE AREA (11,234 sq.ft. / 300 sq. ft. = 37.45 TREES)		38 TREES	38 TREES

west parking			
TOTAL PARKING AREA SQ.FT		REQUIRED	PROVIDED
INTERIOR LANDSCAPE AREA= 5% OF ALL PAVED PARKING, DRIVE AISLES, AND LOADING AREAS		10,427 sq.ft.	11,300± sq.ft.
1 (ONE) TREE PER 300 SQ.FT. OF INTERIOR LANDSCAPE AREA (10,427 sq.ft. / 300 sq. ft. = 34.76 TREES)		35 TREES	35 TREES

greenbelt buffer (east property)			
TOTAL LIN. FT. OF RESIDENTIAL PROPERTY FRONTAGE		REQUIRED	PROVIDED
MINIMUM GREENBELT BUFFER WIDE		60'	60'
STAGGERED DOUBLE OF EVERGREEN TREES AT 15' O.C. (625' / 15' per TREE = 41.66 TREES X 2 = 83.33 EVERGREEN TREES)		84	84

site open space landscape			
TOTAL SQ.FT OPEN SPACE AREAS		REQUIRED	PROVIDED
1-CANOPY OR EVERGREEN TREE PER 3000 SQ.FT (356,045 / 3,000 per TREE = 118.68 TREES)		119	EXISTING TREES PRESERVE

replacement trees			
TOTAL NO. TREES INVENTORIED WITHIN PARCEL			1,096
NO. OF REGULATED TREES		3,227	
NO. OF NON-REGULATED TREES		3,863	
TOTAL NO. OF TREES SAVED			6,301 (83%)
TOTAL NO. OF TREES REMOVED WITHIN PARCEL			795
NO. OF REGULATED TREES REMOVED		441	
NO. OF NON-REGULATED TREES REMOVED		354	
TOTAL NO. OF REPLACEMENT TREES REQUIRED			441
TOTAL NO. OF REPLACEMENT TREES PROVIDED			441
NO. OF 3" CANOPY TREES PROVIDED		134	
NO. OF 8" EVERGREEN TREES PROVIDED		163	
NO. OF 2" ONAMENTAL TREES PROVIDED		4	
NO. OF TREES PROVIDED ON FUTURE PHASE		140	

general landscape notes:

1. LANDSCAPE CONTRACTOR SHALL VISIT THE SITE, INSPECT EXISTING CONDITIONS, REVIEW PROPOSED PLANTINGS AND RELATED WORK, CONTACT THE OWNER AND/OR LANDSCAPE ARCHITECT WITH ANY CONCERNS OR DISCREPANCY BETWEEN THE PLAN, PLANT MATERIAL LIST, AND/OR SITE CONDITIONS.
2. PRIOR TO BEGINNING OF CONSTRUCTION ON ANY WORK, CONTRACTORS SHALL VERIFY LOCATIONS OF ALL ON SITE UTILITIES, GAS, ELECTRIC, TELEPHONE, CABLE TO BE LOCATED BY CONTACTING 1188 DGS 1-800-482-1111. ANY DAMAGE OR INTERRUPTION OF SERVICES SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. COORDINATE ALL RELATED WORK ACTIVITIES WITH OTHER TRADES AND REPORT ANY UNACCEPTABLE JOB CONDITIONS TO OWNER PRIOR TO COMMENCING.
3. NUMERICAL VALUE ON THE LANDSCAPE QUANTITIES SPECIFIED ON THE PLAN TAKE PRECEDENCE OVER GRAPHIC REPRESENTATION. VERIFY ANY CONCERN DISCREPANCY WITH LANDSCAPE ARCHITECT.
4. ALL CONSTRUCTION AND PLANT MATERIAL LOCATION TO BE ADJUSTED ON SITE IF NECESSARY.
5. ALL SUBSTITUTIONS OR DEVIATIONS FROM THE LANDSCAPE PLAN MUST BE APPROVED BY VAN BUREN TOWNSHIP AND LANDSCAPE ARCHITECT.
6. ALL LARGE TREES AND EVERGREENS TO BE STAKED, GUYED AND WRAPPED AS DETAIL SHOWN ON PLAN.
7. PLANT BEDS TO BE DRESSED WITH MIN. 4" OF FINELY DOUBLE SHREDDED HARBARK MULCH.
8. DIG SHRUB FITS 1" LARGER THAN SHRUB ROOT BALLS AND TREE FITS 2" LARGER THAN ROOT BALL. BACK FILL WITH ONE PART TOP SOIL AND ONE PART SOIL FROM EXCAVATED PLANTING HOLE.
9. NATURAL COLOR, FINELY SHREDDED HARDWOOD BARK MULCH REQUIRED FOR ALL PLANTINGS.
10. REMOVE ALL TWINE, WIRE AND BURLAP FROM TREE AND SHRUB EARTH BALLS, AND FROM TREE TRUNKS. 4" THICK BARK MULCH FOR TREES IN 4" DIA. CIRCLE WITH 3" FILLED AWAY FROM TRUNK. 4" THICK BARK MULCH FOR SHRUBS AND 4" THICK BARK MULCH FOR PERENNIALS.
11. PLANT MATERIAL QUALITY & INSTALLATION SHALL BE IN ACCORDANCE WITH THE CURRENT AMERICAN ASSOCIATION OF NURSEMTEN LANDSCAPE STANDARDS.
12. PROVIDE PEAT SOD FOR ALL NEW AND DISTURBED LAWN AREAS UNLESS NOTED OTHERWISE.
13. ALL PLANTING AREAS TO BE PREPARED WITH APPROPRIATE SOIL MIXTURES AND FERTILIZER BEFORE PLANT INSTALLATION.
14. PLANT TREES AND SHRUBS GENERALLY NO CLOSER THEN THE FOLLOWING DISTANCES FROM SIDEWALKS, CURBS AND PARKING STALLS:
 - a. SHADE TREES 5 FT.
 - b. ORNAMENTAL AND EVERGREEN TREES (CRAB, PINE, SPRUCE, ETC.) 10 FT.
 - c. SHRUBS THAT ARE LESS THAN 1 FOOT TALL AND WIDE AT MATURITY 2 FT.
15. NO TREES OR EVERGREENS TO BE INSTALLED OVER ANY PROPOSED OR EXISTING UTILITY LINES AS SHOWN ON THE OVERALL LANDSCAPE PLAN. SEE ENGINEERING PLANS FOR LOCATION AND DETAILS.
16. SEE SHEET LS-5 FOR PROPOSED LIMITS IRRIGATED. IRRIGATION TO BE A AUTOMATIC UNDERGROUND SYSTEMS. IRRIGATION SYSTEM TO HAVE SEPARATE ZONES FOR LAWN AREAS, PARKING ISLANDS, AND SHRUB BEDS WITH DIFFERENT CONTROL. MOISTURE LEVEL ADJUSTMENT PER ZONE AS REQUIRED.
17. ALL LANDSCAPE BEDS ADJACENT TO LAWN TO BE SPADE EDGE.
18. ALL NEW PARKING ISLANDS AND LANDSCAPE BEDS ADJACENT AND NEXT TO BUILDING SHALL BE EXCAVATED OF ALL BUILDING MATERIALS AND POOR SOILS A MIN. OF 16"-18" DEPTH. BACK FILL WITH GOOD, MEDIUM TEXTURED PLANTING SOILS. ADD A MIN. 4" OF TOPSOIL OVERFILL TO FINISH GRADE. PROVIDE POSITIVE DRAINAGE.
19. WATERING OF ALL PLANTS AND TREES TO BE PROVIDED IMMEDIATELY AND MULCHING WITHIN 24 HOURS AFTER INSTALLATION.
20. ALL TREE FITS TO BE TESTED FOR PROPER DRAINAGE PRIOR TO TREE PLANTING. PROVIDE APPROPRIATES DRAINAGE SYSTEM AS REQUIRED IF THE TREE FIT DOES NOT DRAIN SUFFICIENTLY.
21. THE LANDSCAPE CONTRACTOR SHALL GUARANTEE ALL LANDSCAPE PLANT MATERIALS AND IRRIGATION INSTALLATION FOR A PERIOD OF TWO YEAR BEGINNING AFTER THE COMPLETION OF LANDSCAPE INSTALLTION DATE APPROVED BY THE CITY OR LANDSCAPE ARCHITECT. THE CONTRACTOR SHALL REPLACE DURING AND AT THE END OF THE GUARANTEE PERIOD, ANY DEAD OR UNACCEPTABLE PLANTS, AS DETERMINED BY THE TOWNSHIP OR LANDSCAPE ARCHITECT, WITHOUT COST TO THE OWNER.

sheet index

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- LS-5 LANDSCAPE PLANTING DETAIL PLAN
- LS-6 LANDSCAPE PLANTING DETAIL PLAN
- LS-7 SOD, SEEDING & IRRIGATION REFERENCE PLAN
- LS-8 BUILDING FOUNDATION PLANTINGS AND PLANT DETAILS



FP

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FELINO A. PASCUAL
and ASSOCIATES

Community Land Planner and
registered Landscape Architect
24333 Orchard Lake Rd, Suite G
Farmington Hills, MI 48336
ph. (248) 557-5588
fax. (248) 557-5416

811

Know what's below.
Call before you dig.

NOTE: AS AN AID TO THE CONTRACTOR, VARIOUS UTILITIES AND UNDERGROUND STRUCTURES ARE SHOWN ON THESE PLANS AND PROFILES. ALL INFORMATION CONCERNING UTILITIES SHOWN ON THESE PLANS AND PROFILES IS TAKEN FROM FIELD TOPOGRAPHY AND AVAILABLE RECORDS, BUT THE OWNER AND ENGINEER DO NOT GUARANTEE THE LOCATION & ELEVATION AND THAT ADDITIONAL UNDERGROUND STRUCTURES OR UTILITIES MAY BE ENCOUNTERED. IF THE CONTRACTOR DOES ENCOUNTER AN UNIDENTIFIED UTILITY OR STRUCTURE, OR DETERMINES THAT ONE OF THE UTILITIES OR STRUCTURES SHOWN ON THESE PLANS IS INCORRECTLY LOCATED, THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE OWNER AND ENGINEER FOR DIRECTION ON HOW TO PROCEED.

THE CONTRACTOR WILL BE RESPONSIBLE FOR ALL DAMAGE TO EXISTING UTILITIES. NOTIFY "811" PRIOR TO ANY EXCAVATION. TOTAL FEE @ 800.482.7171, BY 811, THREE (3) DAYS PRIOR TO THE START OF ANY CONSTRUCTION.

AshleyCapital

CROSSROADS DISTRIBUTION
CENTER NORTH, LLC
2575 South Haggerty Road, Suite 500
Farmington Hills, MI 48336
office 734.384.1086
fax 734.384.1925
email detroit.office@ashleycapital.com

SUBMITTALS & REVISIONS			
6/28/2023	LS23.073.06	REVIEW	
7/1/2023	LS23.073.06	SPAWN	
8/18/2023	LS23.073.06	SITE PLAN UPDATE	

OVERALL LANDSCAPE
PLAN VIEW

CROSSROADS DISTRIBUTION CENTER NORTH
VAN BORN ROAD AND HAGGERTY ROAD
* VAN BUREN TOWNSHIP * MICHIGAN

north

1 INCH = 120 FEET
FPA NO. LS23.073.06

Contractor:
OLIVER/HATCHER
27333 Meadow Brook Rd.
Suite 100
Novi, Michigan 48377
(248) 374-1100
(248) 374-1110 fax

Project
**Crossroads Distribution
Center - North Building #11**
Client
ASHLEY CAPITAL
2575 South Haggerty Road, Ste. 500
Canton, Michigan 48188

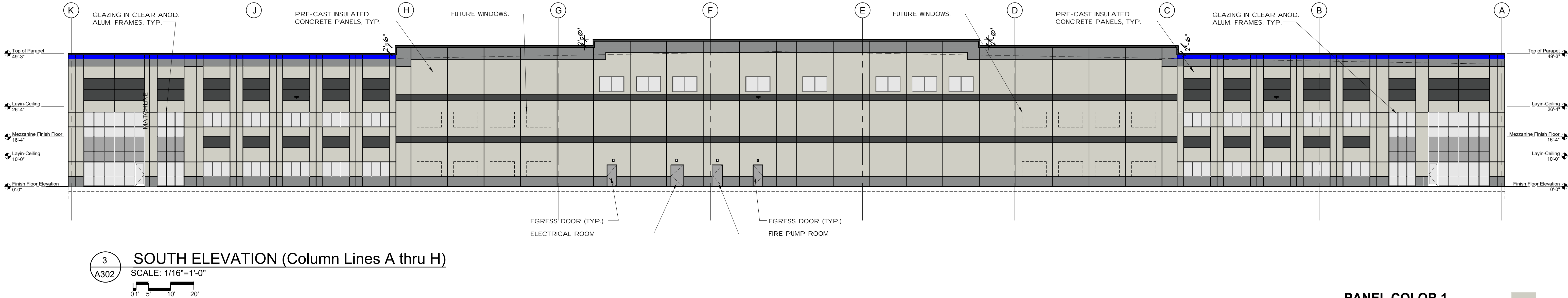
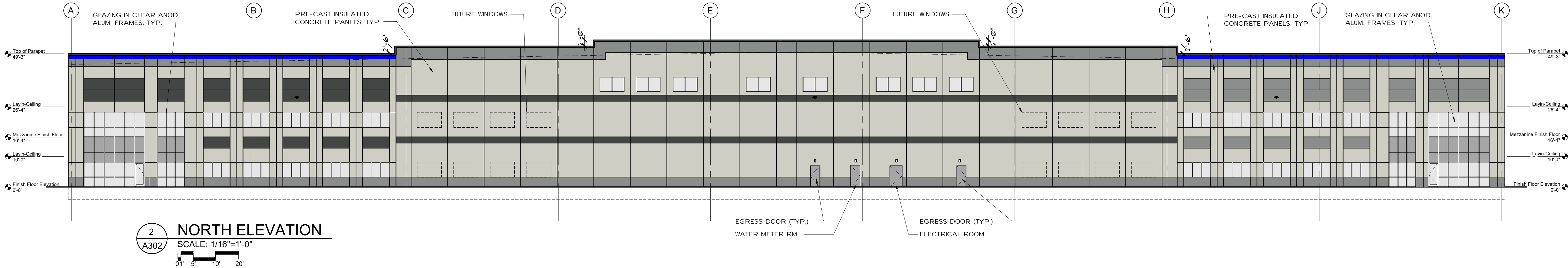
Revision Schedule	
Date	Description
7/3/2023	SITE PLAN APPROVAL
8/17/2023	revised per van bur en comments for spa comments 1



Dr awn By: MDT
Checked By: BSG

Drawing Title
**BUILDING
ELEVATIONS**
Project Number
23-297
Drawing Number
A 302

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- PANEL COLOR 1**
PAINTED POPULAR GRAY,
SHERWIN WILLIAMS SW 6071

PANEL COLOR 2
PAINTED CITYSCAPES,
SHERWIN WILLIAMS SW 7067

PANEL ACCENT COLOR 1
PAINTED IRON ORE
SHERWIN WILLIAMS SW 7069

PANEL ACCENT COLOR 2
PAINTED INDIGO BLUE,
SHERMIN WILLIAMS SW-6531

METAL COPING
PAC CLAD GRAPHITE

GLAZING
TINTED GREY (TO MATCH EXISTING BLDG'S)

GLAZING
SPANDREL - PAINTED OPAQUE GREY
(TO MATCH EXISTING BLDG'S)

HOLLOW METAL DOORS
PAINTED IRON ORE
SHERWIN WILLIAMS SW 7069
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