



**MONDAY, MAY 20, 2024**  
**BOARD OF TRUSTEES REGULAR MEETING AGENDA**  
**7:00 PM SOUTH ROOM**

*Electronic packet file format: Hover over agenda item and select or click to take you to the corresponding page. Use RETURN TO AGENDA button to take you back to top*

	Resp. Party	Action	Attachment Number
<b>1. MEETING OPENING</b> A. Call to Order B. Pledge of Allegiance C. Roll Call	JM JM CB		
<b>2. PUBLIC COMMENT</b> (3 minutes per comment may be enforced. If your comment is related to an agenda item, there will be an opportunity to make comment after the board has discussed, but before a vote is taken)			
<b>3. CONSENT AGENDA</b> A. <b>Correspondence</b> (Receive & Place on File): 1. Order of the Eastern Star Thank You Letter 2. 2024 Township Memorial Day Events 3. Grand Ledge Army Aviation Support Facility Environmental Investigation Update  B. <b>Routine Bills – Bill List</b> (Approval)  C. <b>Board Reports</b> (Receive & Place on File): 1. Planning Director, April 2024 2. Permitting Activities, April 2024 3. Treasurer Memo, April 2024 4. Investment Report, April 2024 5. Treasurer Financial Status Report, April 2024 6. Township Manager, April 2024  D. <b>Reports</b> (Receive & Place on File): 1. Clinton County Sheriff Department Report - April 2. Commissioner Ken Mitchell April (2) Report 3. Planning Commission Draft Minutes – May 1, 2024 4. SCCMUA Directors Report – April 5. Looking Glass Regional Fire Authority Meeting Minutes (January, February, March 2024)	JM	Motion to approve all items on the consent agenda, minus items pulled from consent	3-A-1 3-A-2 3-A-3  3-B  3-C-1 3-C-2 3-C-3 3-C-4 3-C-5 3-C-6  3-D-1 3-D-2 3-D-3 3-D-4 3-D-5, 6, 7
<b>4. AGENDA APPROVAL</b>	JM	Motion	Agenda
<b>5. APPROVAL OF MINUTES</b> A. April 15, 2024, Regular Meeting	JM	Motion	5-A
<b>6. APPROVAL OF ADDITIONAL BILL LIST</b>	JM	Motion	On Table



12803 S. Wacousta Rd., Grand Ledge, MI 48837

517-626-6593

www.watertownmi.gov

<b>7. PUBLIC HEARING</b> <i>(5 Minute limit on comments may be enforced)</i>	N/A	None	None
<b>8. PENDING BUSINESS</b>	N/A	None	None
<b>9. NEW BUSINESS</b> A. Zoning Board of Appeals Appointment B. 2024 Citizen of the Year Resolution Honoring Cindy Zerbe C. Outdoor Assembly License-Case 24-06-Wacousta Block Party D. Cemetery Mill & Fill Contract with Clinton County Road Comm E. Building Inspector Contract – Municipal Inspection Services	CB JM AP JT JT	Motion Motion Motion Motion Motion	9-A 9-B 9-C 9-D 9-E
<b>10. BOARD MEMBER AND PUBLIC COMMENT</b>			
<b>11. ADJOURNMENT</b>			

Watertown Charter Township will provide reasonable accommodations and services to individuals with disabilities which are needed to fully participate in any Township meeting. Please provide 72 hours' notice. Contact Watertown Charter Township Clerk, Carolyn Brokob via email: [clerk@watertownmi.gov](mailto:clerk@watertownmi.gov) or phone (517) 626-6593 to request the necessary assistance.



## *WACOUSTA CHAPTER #133, O. E. S.*

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DeAnn Openlander, Sec'y  
8101 Clark Rd. Grand Ledge, MI 48837  
(517) 626-6355

April 30, 2024

Watertown Charter Township Board members,

On behalf of the Wacousta Chapter #133, Order of the Eastern Star in MI, I would like to convey my sincerest gratitude to you for allowing us to use the gym for our fund raiser, without cost. We had a beautiful day for the event and the crowd was enthusiastic in their bidding to help raise funds.

By the time you read this, we will have chosen two graduating seniors for scholarships. Also in progress is a donation of bags for foster children, who often have little or nothing to transport their belongings in. A check to the Wacousta PTIA for teacher and staff supplies at the new school has already been presented in conjunction with a check from the Masonic Lodge.

In conclusion, thank you again for you kind and generous support of local community groups.

Sincerely,

A handwritten signature in cursive script that reads "DeAnn Openlander". The signature is enclosed in a thin black rectangular border.

DeAnn Openlander  
Wacousta Chapter #133, Secretary



# Grand Ledge Army Aviation Support Facility Environmental Investigation Update

APRIL 22, 2024



Unclassified

# ARNG UPDATE

PAUL BUCHOLTZ

MICHIGAN DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

COMPLIANCE MANAGER

[BUCHOLTZP@MICHIGAN.GOV](mailto:BUCHOLTZP@MICHIGAN.GOV)

(517) 290-4991

# ARMY National Guard Priorities for CERCLA work at Grand Ledge AASF

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- ▶ ARNG Top Priority: Human Health
- ▶ Work cooperatively (MI Department of Health, EGLE, Department of Military and Veterans Affairs, ARNG-G9) and communicate PFAS CERCLA progress with community
- ▶ Move deliberately through Remedial Investigations while taking interim actions to protect human health

CERCLA= Comprehensive Environmental Response, Compensation and Liability Act, sometimes called “Superfund Act”

PFAS = per- and polyfluoroalkyl substances (a class of materials of which there are hundreds of individual compounds)

# CERCLA Process

## Cleanup Steps:

- ▶ Preliminary Assessment: step 1.
- ▶ Site Inspection: step 2.
- ▶ Remedial Investigation: step 3.
- ▶ Feasibility Study (engineering analysis of alternatives: step 4.
- ▶ Proposed Plan (outcome of Feasibility Study.
- ▶ Record of Decision.
- ▶ Remedial Design.
- ▶ Remedial Action.
- ▶ Monitoring (if necessary).
- ▶ Remedy complete/five-year reviews

← "You are here"

At any point

TCRA- Interim action to remove risk (less than 6 months), e.g., test for impacted drinking water and provide bottled water

NTCRA- Interim action to remove risk (taking > 6 months; includes engineering analysis), e.g., test for impacted drinking water and provide alternative water supply

TCRA: Time Critical Removal Action



# PFAS and Drinking Water Sampling

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- ▶ Drinking Water Sampling 2020:
  - 25 locations sampled
  - Not detected at 23 locations
  - 1 Location: PFOS detection of 3.38 parts per trillion
  - 1 location: PFHxA 2.37 parts per trillion
- ▶ Drinking Water Sampling 2023:
  - 6 new locations sampled
  - PFOS up to 1.2 parts per trillion (3 locations)
  - PFOA at 1.4 parts per trillion (1 location)
  - PFBA up to 4 parts per trillion (2 locations)

# Drinking Water Results versus Maximum Contaminant Levels

Analyte	2024 Final EPA Maximum Contaminant
Perfluorooctanesulfonic acid (PFOS)	4
Perfluorooctanoic acid (PFOA)	4
Hexafluoropropylene oxide dimer acid (HFPO-DA) (GENX)	10 (HI)
Perfluorobutanesulfonic acid (PFBS)	(HI 2000)
Perfluorohexanesulfonic acid (PFHxS)	10 (HI)
Perfluorononanoic acid (PFNA)	10 (HI)

- ▶ Drinking Water Sampling are below EPA's Final MCL, released April 10, 2024

# Agricultural Notifications

PFAS Compound	PFOS	PFOA	PFBS
Notification Level <sup>1</sup>	70 ppt	70 ppt	40 ppb
Range Detected at Grand Ledge Army Aviation Support Facility	ND – 3880 ppt	ND – 630 ppt	Not detected above notification level (181 ppt maximum)

ppt = parts per trillion  
 ppb = parts per billion  
 ND = not detected

UNCLASSIFIED

NETCOM ADOC-Secure. This system will be quarantined on 26 APR. Please remediate immediately.

ARNG-IEE-D Internal - SHRR AG

US Department of Agriculture

7484adda1a540ee89a422ed#

DCS, G9 IGI&S

GRAND LEDGE MI Double-click to complete

Grand Ledge

Grand River

Roxand Twp

Province of Ontario, ecgis, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NP...

POWERED BY esri

57°F Cloudy 12:08 PM 3/23/2023

PFAS = per- and polyfluoroalkyl substances  
 PFBS = perfluorobutanesulfonic acid  
 PFOA = perfluorooctanoic acid  
 PFOS = perfluorooctane sulfonic acid

Where ARNG notified agricultural owners (registered with Department of Agriculture) Per United States Congressional Law

360 degrees around the outside perimeter of the Aviation Support Facility

Letters mailed Fall 2023

Remedial Investigation (Step 3):  
How far have concentrations  
traveled and is there a risk?

► Zoomed in view of PFOA concentrations and sample locations (dots)

► Dots are groundwater wells of various sorts

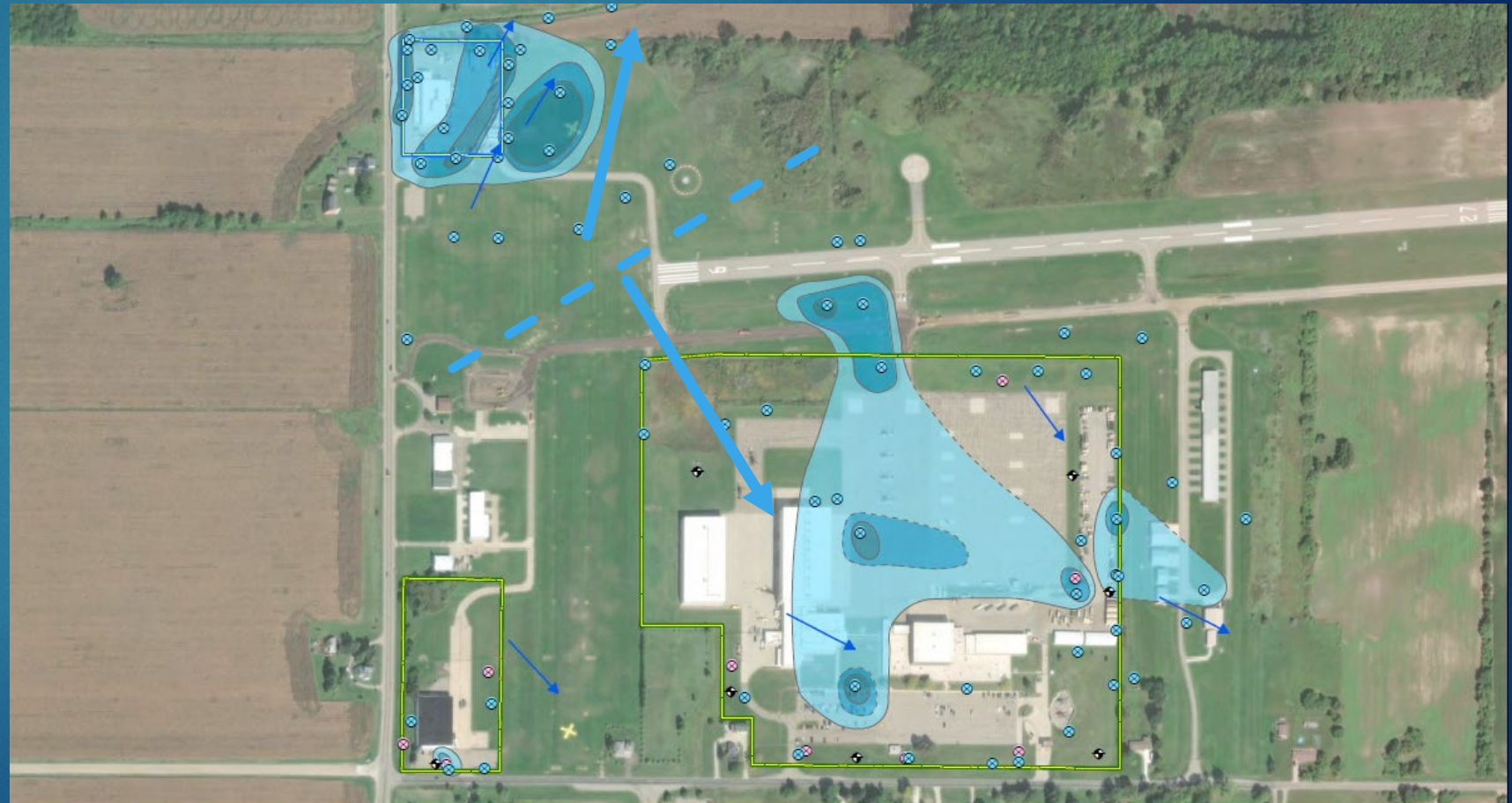


PFOA Plumes

**AECOM** 12420 Milestone Center Drive  
Germantown, MD 20876

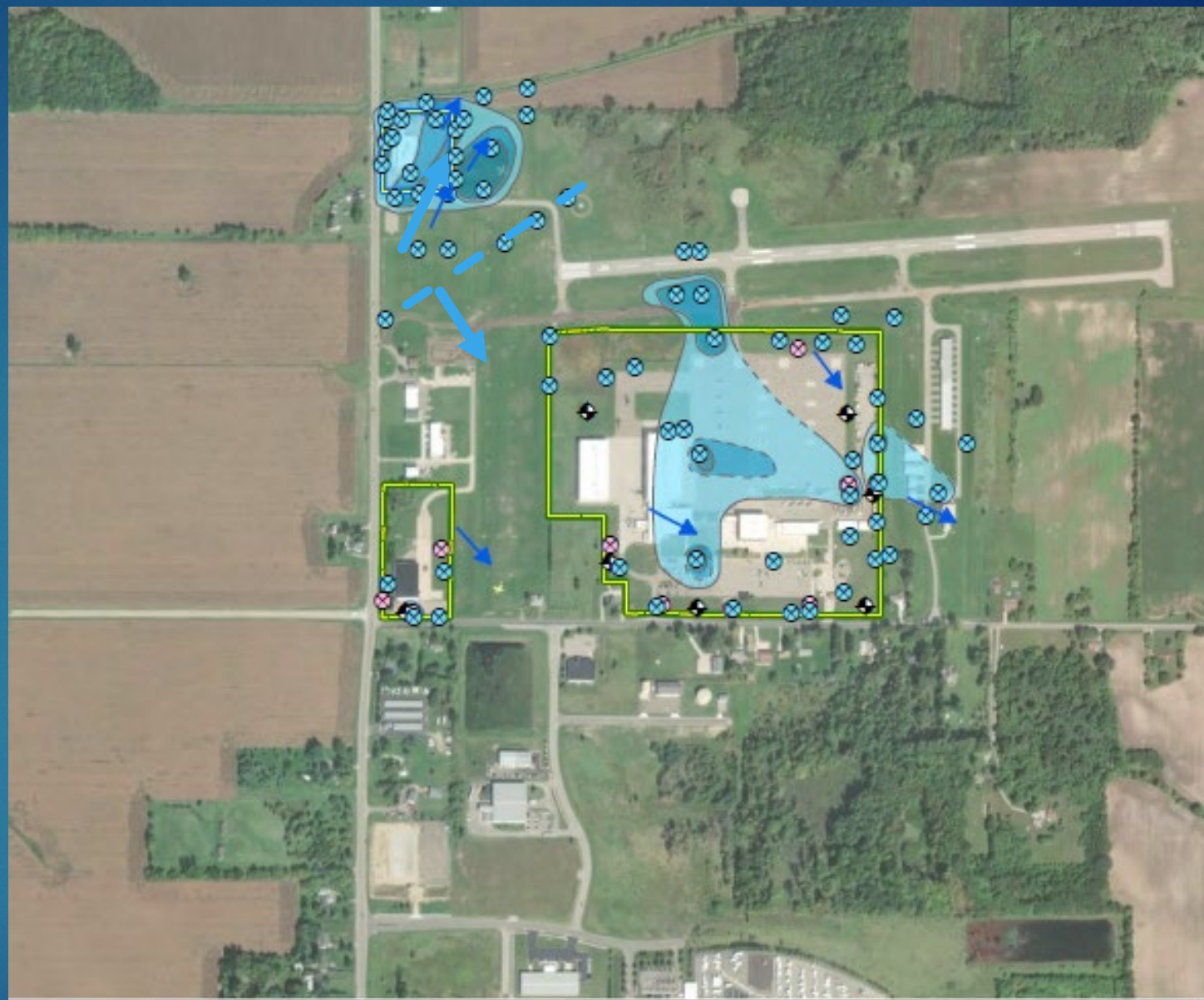
# Remedial Investigation (how far and how much PFAS?)

- ▶ Zoomed in view of PFOS concentrations and sample locations (dots)



<b>Remedial Investigation</b> ⓧ Temporary Monitoring Well <b>Site Inspection</b> Ⓧ DPT Boring/Temporary Well ⚡ SI Monitoring Well	ⓧ Approximate Transfast Trucking Parcel Boundary Ⓧ Facility Boundary → Groundwater Flow Direction	<b>PFOS Concentration Intervals</b> 70+ ppt 16-70 ppt 4-16 ppt	0 175 350 700 Feet 	<b>PFOS Plumes</b> AECOM 12420 Milestone Center Drive Germantown, MD 20676	Figure 1
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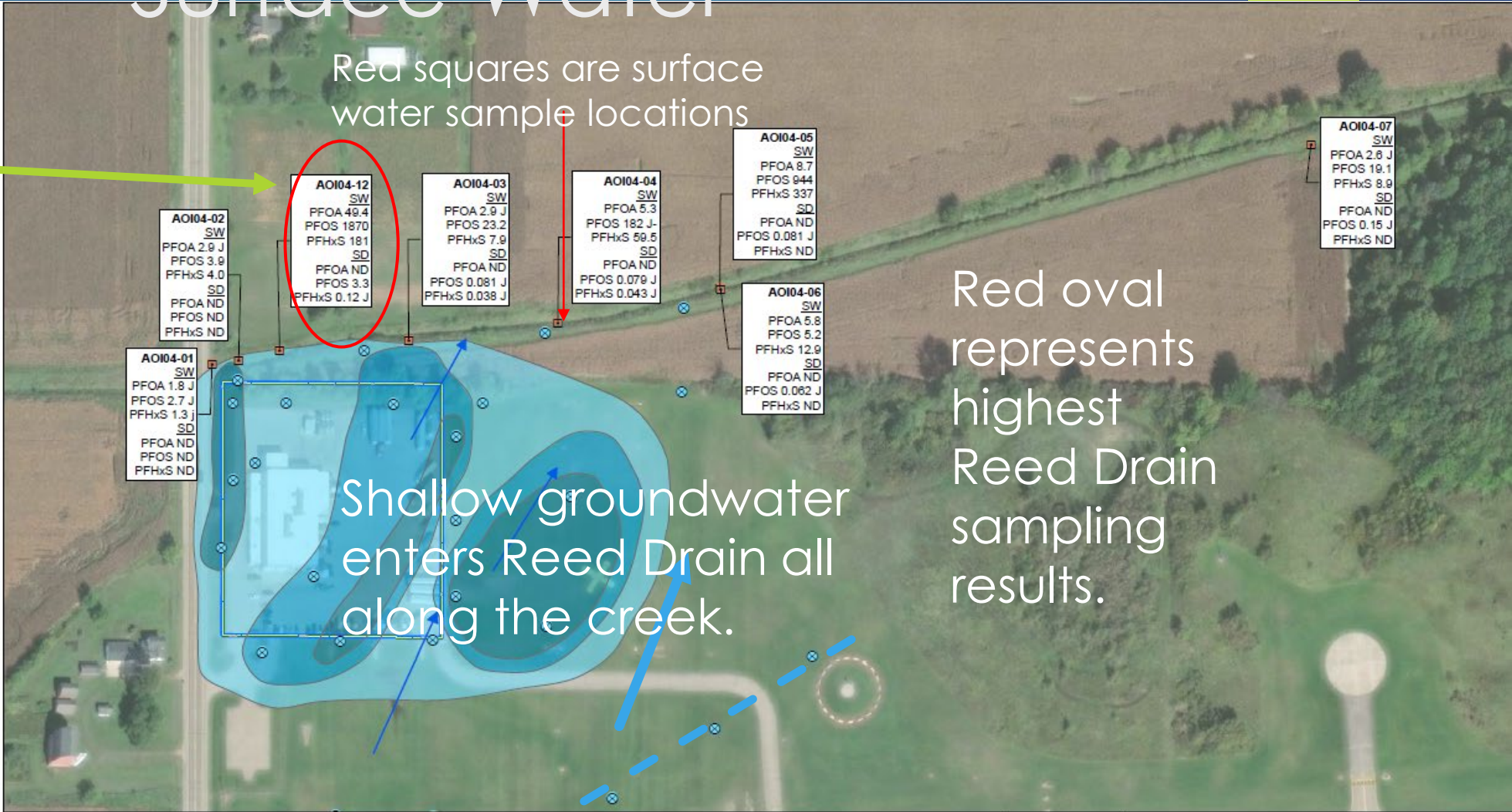
- ▶ Zoomed out view of PFOS concentrations and sample locations (dots)
- ▶ Note that there are dots with no concentration colors, which means concentrations are below 4 ppt or not detectable



# PFOS: shallow groundwater and Surface Water

Maximum Concentrations:  
 PFOS: 1870 ppt  
 PFOA: 49.4 ppt  
 PFHXS: 181 ppt

The surface water (Reed Drain) acts as a barrier for concentrations in groundwater moving North



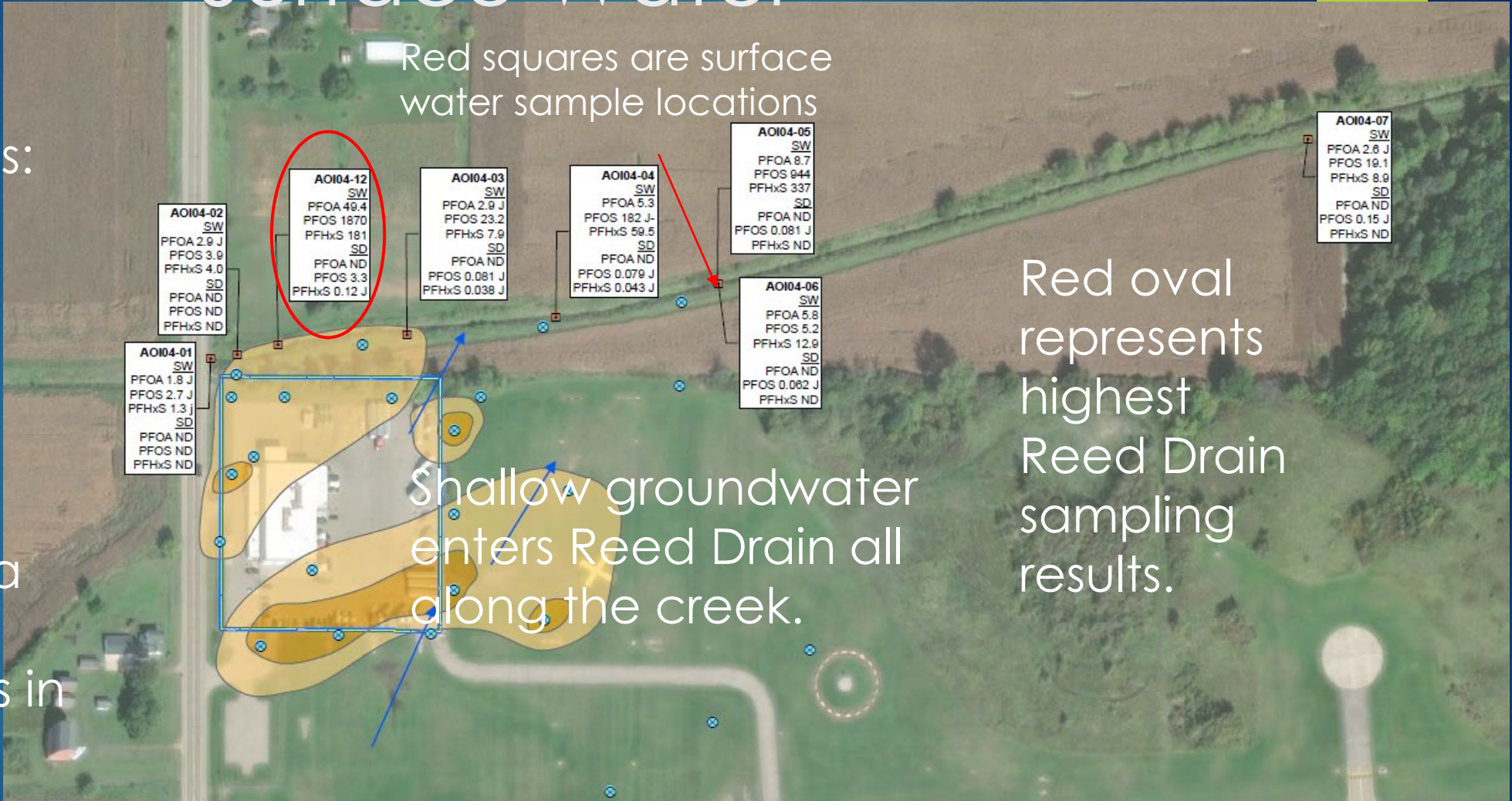
<p>Remedial Investigation</p> <ul style="list-style-type: none"> <li>Temporary Monitoring Well</li> <li>Surface Water/Sediment</li> <li>Approximate Transfast Trucking Parcel Boundary</li> </ul>	<p>Groundwater Flow Direction</p> <p>PFOS Concentration Intervals</p> <ul style="list-style-type: none"> <li>70+ ppt</li> <li>16-70 ppt</li> <li>4-16 ppt</li> </ul>	<p>0 80 160 320 Feet</p>	<p>N</p>	<p>Reed Drain Results + PFOS Plumes</p>
<p>UNCLASS</p>			<p><b>AECOM</b> 13420 Milestone Center Drive Cermantown, MD 20876</p>	<p>Figure 7</p>



# PFOA: shallow groundwater and Surface Water

Maximum Concentrations:  
 PFOS: 1870 ppt  
 PFOA: 49.4 ppt  
 PFHXS: 181 ppt

The surface water (Reed Drain) acts as a barrier for concentrations in groundwater moving North



<b>Remedial Investigation</b> ● Temporary Monitoring Well ■ Surface Water/Sediment □ Approximate Transfast Trucking Parcel Boundary	→ Groundwater Flow Direction <b>PFOA Concentration Intervals</b> ■ 70+ ppt ■ 16-70 ppt ■ 4-16 ppt	0 80 160 320 Feet 	N 	<b>Reed Drain Results + PFOA Plumes</b> <b>AECOM</b> 12420 Milestone Center Drive Germantown, MD 20875	Figure 8
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# Next Steps

- ▶ Complete the Remedial Investigation
  - ▶ Collect additional soil and groundwater samples
  - ▶ Determine the full extent of PFAS in the environment
  - ▶ Prepare a risk assessment
- ▶ Prepare a Feasibility Study
  - ▶ Select the best methods to remediate PFAS

# Restoration Advisory Board

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- ▶ Community-based group: provides input and advice on environmental cleanup activities
- ▶ Sign up sheet in the back of the room
- ▶ Requirements:
  - ▶ Representatives from broad swath of community to include residents, business owners, local government and environmental organizations (typically 5-15 members)
  - ▶ Hold regular meetings (e.g. quarterly) to review ongoing cleanup activities and provide feedback to ARNG
  - ▶ Transparency: RAB meeting are open and provide information to the public about progress and RAB decisions
  - ▶ Must have a community chairperson
  - ▶ Need a group of community members interested in keeping informed and meeting regularly
  - ▶ MI ARNG provides a co-chair for the RAB
- ▶ If the community indicates interest, then an initial meeting is held, members are selected, Chairperson elected, bylaws determined, charter developed

# Questions and Answers

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WATERTOWN CHARTER TOWNSHIP  
 BILL LIST FOR MEETING  
 MAY 20, 2024

VENDOR	PURPOSE	AMOUNT
<b>***PAYROLL PAID 04-30-24 ***</b>		
ELECTRONIC FEDERAL DEPOSIT	GF TWP SHARE SOCIAL SECURITY & MEDICARE	\$2,805.59
PAYROLL	GF PAYROLL FOR STAFF, BOARDS AND COMMITTEES	\$36,674.79
MERS	GF TWP SHARE PENSION COSTS	\$10,513.06
TOTAL		\$49,993.44
GENERAL FUND TOTAL		\$49,993.44
<b>***BILLS PAID 05-01-24***</b>		
BROWN, MARIE	GF DEPOSIT REFUND	50.00
BS & A SOFTWARE	GF UB AND ANNUAL SUPPORT	4,622.00
BUSINESS CREDIT CARD	GF POLVERENTO - EDUCATION AND TRAINING	375.00
	GF MINTON - LANDSCAPING SUPPLIES	348.02
	GF CASE - OFFICE SUPLIES, CEMETERY	342.28
	GF BIERGANS - CLERK ACCREDITATION APPLICATION	100.00
	GF TUBBS - LSJ SUBSCRIPTION	11.99
	GF BROKOB - CONFERENCE	577.50
CHRISTY SOCHAY	GF MILEAGE AND EXPENSE REIMBURSEMENT	53.47
CLINTON COUNTY TREASURER	TF MOBILE HOME TAX - MAY JUNE	375.00
COMCAST OF MICHIGAN LLC	TF 2023 Win Tax Refund 150-900-003-067-00	34.04
FRONTIER	GF INTERNET	80.98
GOVERNMENT FORMS & SUPPLIES	GF ELECTION STICKERS	75.12
HOLLY MADILL	GF MEDICAL REIMBURSEMENT	126.46
JEFFREY S. MACKENZIE	GF ASSESSOR 04/16-30/2024	3,589.75
JOHN E. MAAHS	GF MEDICAL REIMBURSEMENT	126.00
LOOKING GLASS REGIONAL FIRE	FF MONTHLY BUDGET	51,991.71
MANER COSTERISAN	GF AUDIT, NOTTINGHAM	12,710.00
MCGINTY HITCH	GF FEBRUARY & MARCH LEGAL FEES	2,275.00
NORTHWESTERN MUTUAL LIFE	GF DISABILITY INSURANCE	966.17
PRINTING SYSTEMS, INC.	GF ELECTION INSTRUCTIONS AND ENVELOPES	1,108.05
PROVIDENCE	GF MONTHLY TECHCARE	2,009.60
RICOH USA, INC	GF ADDITIONAL COPIES	137.35
ROSE PEST SOLUTIONS	GF PEST CONTROL	69.00
S.C.C.M.U.A.	SF MONTHLY PAYMENT	43,923.04
SEIBOLD, AMY	GF CANCELED RENTAL	410.00
STANDARD INSURANCE COMPANY	GF LIFE INSURANCE	209.29
THE PLANT PROFESSIONALS	GF COLUMBARIUM PROJECT	981.10
TODD HUFNAGEL	GF MEDICAL REIMBURSEMENT	1,493.14
UNITED STATES POSTAL SERVICE	GF ELECTION RETURN FORWARDING FEE	185.08
USA TODAY NETWORK	GF LEGAL POSTINGS	599.25

WATERTOWN CHARTER TOWNSHIP  
 BILL LIST FOR MEETING  
 MAY 20, 2024

VENDOR	PURPOSE	AMOUNT
TOTAL		\$129,955.39
GENERAL FUND TOTAL		\$339,631.60
TAX FUND		\$409.04
FIRE FUND		\$51,991.71
SEWER FUND TOTAL		\$43,923.04
<b>***PAYROLL PAID 05-15-24 ***</b>		
ELECTRONIC FEDERAL DEPOSIT	GF TWP SHARE SOCIAL SECURITY & MEDICARE	\$2,670.85
PAYROLL	GF PAYROLL FOR STAFF, BOARDS AND COMMITTEES	\$34,912.81
MERS	GF TWP SHARE PENSION COSTS	\$5,192.61
TOTAL		\$42,776.27
GENERAL FUND TOTAL		\$42,776.27
<b>***BILLS PAID 05-15-24***</b>		
ACD.NET	GF TELEPHONE EQUIPMENT	234.48
CAROLYN BROKOB	GF MEDICAL REIMBURSEMENT	413.35
CIVICPLUS	GF WEBSITE SUPPORT	3,990.24
CONSUMERS ENERGY	GF WATERTOWN CHARTER TOWNSHIP	300.02
	GF TOWNSHIP OFFICE AND GYM	882.78
	GF LOOKING GLASS PARK	28.77
	GF HERITAGE PARK	36.78
	GF CEMETERY	52.50
	GF PARK AND RIDE LOT	50.72
	GF STREETLIGHTS	3,156.76
CULLIGAN OF LANSING MICHIGAN	GF BOTTLED WATER	92.75
DONNA C. MINTON	GF MEDICAL & MILEAGE REIMBURSEMENT	316.31
GOVERNMENT FORMS & SUPPLIES	GF STICKERS	48.62
GRANGER	GF DUMP YOUR JUNK DAY, TRASH REMOVAL	1,211.82
JEFFREY S. MACKENZIE	GF ASSESSOR 05/01-15/2024	3,589.75
MENARD'S	GF TOOLS	72.92
MICHIGAN FLEET FUELING	GF FUEL	253.97
MICHIGAN MUNICIPAL LEAGUE	GF POLICY PREMIUM 7/1/24 - 7/1/25	5,112.00
MICHIGAN TOWNSHIPS ASSOCIATION	GF BIERGANS WEBINAR	25.00
MUNICIPAL INSPECTION SERVICES	GF PERMITS	23,904.50
POSTMASTER	SF UB STAMPS 2ND QTR	392.00
VERIZON WIRELESS	GF CELL PHONES	206.00
TOTAL		\$44,372.04
GENERAL FUND TOTAL		\$43,980.04
SEWER FUND TOTAL		\$392.00

WATERTOWN CHARTER TOWNSHIP  
 BILL LIST FOR MEETING  
 MAY 20, 2024

VENDOR	PURPOSE	AMOUNT
<b>***BILLS TO BE PAID 05-31-24***</b>		
JEFFREY S. MACKENZIE	GF ASSESSING SERVICES	\$3,589.75
LOOKING GLASS REGIONAL FIRE	FF BUDGET PAYMENT	\$51,991.71
S.C.C.M.U.A.	SF MONTHLY SEWER	\$43,923.04
TODD HUFNAGEL	GF MEDICAL REIMBURSEMENT	\$263.96
TOTAL		\$99,768.46
GENERAL FUND TOTAL		\$3,853.71
FIRE FUND		\$51,991.71
SEWER FUND TOTAL		\$43,923.04
<b>***BILLS TO BE PAID AFTER BOARD APPROVAL***</b>		
MCGINTY HITCH	GF APRIL LEGAL FEES	\$840.00
PROVIDENCE	GF LAPTOP AND WORKSTATIONS	\$7,440.00
TOTAL		
GENERAL FUND TOTAL		\$8,280.00

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**MEMORANDUM**

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**TO:** WATERTOWN TOWNSHIP PLANNING COMMISSION  
**FROM:** ANDREA Z. POLVERENTO, PLANNING DIRECTOR  
**SUBJECT:** MONTHLY REPORT: APRIL 2024  
**DATE:** APRIL 22, 2024

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**Meetings & Events**

4/3 – Groundwater Management Board Executive Committee Meeting  
4/3 – Planning Commission Regular Meeting  
4/5 – Michigan Public Service Commission Webinar re: state preemption of wind/solar  
4/10 – Groundwater Management Board Meeting  
4/15 – Board of Trustees Regular Meeting  
4/29 – EGLE Webinar

**Enforcement**

Wacousta Road – junk & junk vehicles – follow-up hearing scheduled 5/6  
Wacousta Road – junk & junk vehicles – civil infraction ticket issued; will offer Dump Your Junk Day disposal as option before scheduling hearing  
Cutler Road – Red tag – working with company on compliance issues, additional progress pending  
Grove Road – setback infringement – first notice sent  
Wacousta Road – junk – first notice and Dump Your Junk Day opportunity pending  
Hummingbird Lane – junk vehicle – second notice sent  
Wacousta Road – keeping of animals – first notice sent  
Grand River – Pitchford Automotive – notice pending, will copy attorney

**Development**

Lakeside Preserve Phase 10 is filling up, 2/3 of the lots are under construction.  
Plumbers & Pipefitters plan review complete, expecting building permit issuance soon.  
Working with the House of Promise on permitting for campus expansion.  
Site Plan Review application received for expansion at Myers Plumbing on Industrial Pkwy.  
Site Plan Review application received for expansion at Northern Pump & Well on Grand River.  
Draft site plan on Grove Road reviewed w/comments. No application at this time.  
Nottingham issues still unresolved, applicant may seek to work with Clinton County Road Commission regarding bonding issues.  
Property owner on Herbison Road expected to seek approval for land divisions for 6-7 new residential lots.

**ZBA**

The ZBA did not meet in April and is not expected to meet in May.



### **Master Plan Update**

Master Plan update has been uploaded to the township's website, adoption notice sent to neighboring municipalities and utilities on April 11, 2024.

### **Other**

Staff is working to draft bylaw amendments to the Zoning Board of Appeals bylaws. Notices for Dump Your Junk Day were sent to all current and recent zoning violations. Staff ordered updated Zoning Board of Appeals training materials, working to copy and distribute to new and current members.

GMB/TCRPC has received a grant to study the potential for a regional lime calciner – several regional water utilities soften water with quick lime. Inconsistencies in quality and supply are concerning and an RFP was developed to study the possibility of a lime kiln to convert byproduct residuals into a continuous recycling loop of quality quick lime and eliminate many disposal issues.

Staff continues to monitor the action at the state level related to renewable energy. Recent webinars addressed decommissioning provisions. MPSC expects to have draft rules by mid-June.

**Planning & Zoning Monthly Report Report- April 2024**

<b>Residential</b>	<b>Current Month</b>	<b>Year to Date</b>
New Residences	4	10
Residential Additions		
Accessory Buildings/Garages		2
Decks and Porches		4
Pools/Ponds/Hot Tubs	1	4
Home Occupations		1
Residential Solar		
<b>Commercial/Industrial</b>		<b>Year to Date</b>
New /Remodel/Additions		
Sign Permits		
Cell Towers and Related		
<b>Agricultural</b>		
Agricultural Buildings		1

***Certificates of Occupancy Issued:***

	<b>Current Month</b>	<b>Year to Date</b>
Residential	2	3
Commercial/Industrial		

## TREASURER'S INVESTMENT MEMO

To: Supervisor Maahs, Clerk Brokob, Trustees Cooley, Overton, Madill, and Hufnagel

From: Sue Biergans, Treasurer

RE: March Investment Activity

Date: May 3, 2024

During the month of April 2024, the following interest received:

MI-Class	Total Interest added	\$14,194.77
MI-Class Edge	Total Interest added	\$ 10111.35
Multi-Bank Securities	Total Interest added	\$12,362.04
Mercantile Bank	Total Interest added	\$ 5,916.28
Horizon Bank	Total Interest added	\$ 1,829.45
CIBC Bank	Total Interest added	\$ 7,765.08

Percent of investment portfolio per financial institution is:

CIBC	Consumers CU	Dart	Flagstar	Horizon	MI CLASS	MI CLASS EDGE	MBS	Mercantile
\$150,000.00	\$250,000.00	\$122,500.00	\$101,699.93	\$103,449.83	\$1,523,736.17	\$343,479.80	\$133,434.00	\$100,000.00
\$156,300.21		\$100,000.00		\$128,834.37	\$13,051.16	\$978,265.33	\$133,324.50	\$100,000.00
		\$122,500.00		\$130,137.56	\$5,303.96	\$10,869.66	\$145,515.00	\$250,000.00
					\$478,779.75	\$978,265.33	\$195,994.00	
					\$55,323.61		\$195,498.00	
					\$207,330.75		\$201,494.00	
					\$5,499.50		\$250,000.00	
					\$76,887.19		\$200,000.00	
					\$850,881.55		\$247,685.00	
							\$249,000.00	
							\$250,000.00	
							\$250,000.00	
							\$250,000.00	
							\$248,000.00	
							\$249,000.00	
							\$249,000.00	
							\$247,000.00	
							\$223,510.00	
							\$87,661.00	
							\$197,894.00	
							\$247,442.50	
							\$250,000.00	
							\$250,000.00	
							\$250,000.00	
							\$250,415.00	
							\$250,000.00	
							\$178,314.00	
							\$176,618.00	
							\$248,000.00	
\$306,300.21	\$250,000.00	\$345,000.00	\$101,699.93	\$362,421.76	\$3,216,793.64	\$2,310,880.12	\$6,304,799.00	\$450,000.00
\$13,647,894.66								
2.24%	1.83%	2.53%	0.75%	2.66%	23.57%	16.93%	46.20%	3.30%

**SCHEDULE OF INVESTMENTS FOR APRIL 2024**

ITEM #	Year	Fund or Investment Description	Purchase Amount	Purchase Date	Maturity Date	Interest %	Interest Earned	Value at Maturity	Market Value
<b>GENERAL FUND</b>									
24	2001	MI-Class	\$1,822,821.68	1-Oct-07	PMMA	5.40%	\$217,957.54	\$1,523,736.17	
19	2021	MI-Class EDGE	\$900,000.00	23-Dec-21	PMMA	5.36%	\$79,116.11	\$978,265.33	\$913,918.05
26	2020	MBS 5yr	\$150,000.00	30-Nov-20	28-Nov-25	0.50%	\$2,250.00	\$133,434.00	\$133,434.00
11	2021	MBS 5 yr Gov Bond	\$150,000.00	18-Aug-21	18-May-26	0.88%	\$2,953.13	\$133,324.50	\$133,324.50
1	2022	Mercantile 2 yr	\$100,000.00	10-Feb-22	10-Feb-24	0.30%	\$610.94	Matured	
4	2022	MBS 3 yr.	\$150,000.00	6-Sep-22	8-Sep-25	3.40%	\$7,209.87	\$145,515.00	\$145,515.00
5	2022	MBS 2 yr.	\$200,000.00	2-Sep-22	20-Sep-24	3.40%	\$9,613.08	\$195,994.00	\$195,994.00
6	2022	MBS 3 yr.	\$200,000.00	20-Sep-22	20-Sep-25	3.70%	\$10,461.35	\$195,498.00	\$195,498.00
11	2022	CIBC 18 months	\$150,000.00	3-Nov-22	3-May-24	4.20%		\$150,000.00	
12	2022	Horizon 2 yr	\$103,449.83	8-Dec-22	2-Dec-24	4.35%	\$3,408.26	\$103,449.83	
13	2022	MBS 2 yr.	\$200,000.00	15-Dec-22	16-Dec-24	5.00%	\$11,658.29	\$201,494.00	\$201,494.00
1	2023	MBS 5 yr.	\$250,000.00	20-Jan-23	20-Jan-26	4.75%	\$13,827.05	\$250,000.00	
3	2023	Consumers Credit Union	\$200,000.00	6-Mar-23	6-Mar-24	4.85%	\$9,870.57	Matured	
4	2023	MBS 3 yr.	\$200,000.00	2-Mar-23	23-Mar-26	4.80%	\$8,863.54	\$200,000.00	
6	2023	Horizon 1 yr	\$128,834.37	18-Apr-23	18-Apr-24	4.53%	\$5,765.38	Matured	
7	2023	Dart Bank	\$122,500.00	16-Apr-23	16-May-24	4.90%		\$122,500.00	
8	2023	MBS 3 yr.	\$250,000.00	16-May-23	15-May-26	4.60%	\$5,806.67	\$247,685.00	
10	2023	MBS 3 yr.	\$249,000.00	30-Jun-23	30-Jun-26	4.70%	\$7,823.36	\$249,000.00	
11	2023	MBS 3 yr.	\$250,000.00	27-Jul-23	27-Jul-26	4.75%	\$6,994.86	\$250,000.00	
12	2023	Mercantile 1 yr	\$250,000.00	31-Aug-23	30-Aug-24	5.05%		\$250,000.00	
14	2023	Dart 13 month	\$100,000.00	11-Aug-23	11-Sep-24	4.90%		\$100,000.00	
16	2023	MBS 5 yr.	\$250,000.00	27-Sep-23	27-Sep-28	5.00%	\$6,232.87	\$250,000.00	
18	2023	Dart 13 month	\$122,500.00	27-Oct-23	27-Nov-24	5.25%		\$122,500.00	
19	2023	MBS 3 yr.	\$250,000.00	14-Nov-23	14-Aug-26	5.10%	\$4,226.72	\$250,000.00	
20	2023	MBS 5 yr.	\$248,000.00	14-Nov-23	14-Feb-28	4.90%	\$4,031.26	\$248,000.00	
21	2023	Horizon 1 yr	\$130,137.56	2-Dec-23	2-Dec-24	4.64%		\$130,137.56	
22	2023	MBS 4 yr.	\$249,000.00	12-Dec-23	12-Dec-27	4.55%	\$2,824.61	\$249,000.00	
23	2023	FlagStar 17 months	\$101,699.93	13-Dec-23	13-May-25	5.08%		\$101,699.93	
2	2024	Mercantile 18 month	\$100,000.00	12-Feb-24	12-Aug-25	4.00%		\$100,000.00	
3	2024	MBS 2 yr.	\$249,000.00	21-Feb-24	23-Feb-26	4.00%	\$791.34	\$249,000.00	
4	2024	MBS 3 yr.	\$247,000.00	16-Feb-24	16-Feb-27	4.55%	\$762.74	\$247,000.00	
5	2024	Consumers Credit Union	\$50,000.00	15-Feb-24	6-Mar-24			Matured	
6	2024	Consumers Credit Union	\$250,000.00	6-Mar-24	6-Mar-25	4.89%		\$250,000.00	
8	2024	MBS 1 yr.	\$248,000.00	12-Apr-24	12-May-25	4.90%		\$248,000.00	
9	2024	Horizon 1 yr.	\$128,834.37	18-Apr-24	18-Apr-25	4.94%		\$128,834.37	
<b>GENERAL FUND TOTAL</b>			<b>\$5,776,605.88</b>			<b>46.08%</b>	<b>\$299,323.65</b>	<b>\$8,004,067.69</b>	<b>\$1,180,676.55</b>
<b>CURRENT TAX</b>									
24	2001	MI-Class		Dec 2010	PMMA	5.40%	\$4,720.62	\$5,303.96	
<b>CURRENT TAX TOTAL</b>							<b>\$4,720.62</b>	<b>\$5,303.96</b>	
<b>SEWER RECEIVING FUND</b>									
24	2001	MI-Class	\$115,000.00	1-Oct-07	PMMA	5.40%	\$145,388.76	\$850,881.55	
19	2021	MI-Class EDGE	\$900,000.00	23-Dec-21	PMMA	5.36%	\$79,116.09	\$978,265.33	\$913,918.05
2	2021	MBS 5 yr Gov Bond	\$250,000.00	28-Apr-21	28-Apr-26	1.00%	\$6,250.00	\$223,510.00	\$223,510.00
18	2021	MBS 5 yr	\$100,000.00	17-Dec-21	17-Dec-26	1.15%	\$2,300.01	\$87,661.00	\$87,661.00
7	2022	MBS 3 yr.	\$200,000.00	28-Sep-22	28-Mar-25	4.10%	\$11,628.38	\$197,894.00	\$197,894.00
10	2022	MBS 2 yr.	\$250,000.00	3-Oct-22	24-Sep-24	4.00%	\$12,547.95	\$247,442.50	\$247,442.50
5	2023	MBS 3 yr.	\$250,000.00	3-Apr-23	3-Apr-26	5.10%	\$11,702.09	\$250,000.00	
9	2023	CIBC 1 yr	\$156,300.21	2-May-23	1-May-24	4.90%	\$7,765.08	\$156,300.21	
13	2023	MBS 1 yr.	\$250,000.00	2-Aug-23	1-Aug-24	5.25%		\$250,000.00	
15	2023	MBS 1 yr.	\$250,000.00	13-Sep-23	12-Sep-24	5.60%	\$6,179.12	\$250,000.00	
17	2023	Mercantile Bank 1 yr.	\$100,000.00	8-Oct-23	7-Oct-24	4.93%		\$100,000.00	
1	2024	MBS 5 yr.	\$250,000.00	17-Jan-24	17-Jan-29	4.05%	\$1,664.38	\$250,415.00	
7	2024	MBS 3 Yr.	\$250,000.00	19-Mar-24	19-Mar-27	4.60%		\$250,000.00	
<b>SEWER REC TOTAL</b>			<b>\$3,321,300.21</b>			<b>12.91%</b>	<b>\$224,504.85</b>	<b>\$4,092,369.59</b>	<b>\$913,918.05</b>
<b>WATER FUND</b>									
24	2001	MI-Class	\$237,776.20	3-Apr-06	PMMA	5.40%	\$66,757.82	\$478,779.75	
19	2021	MI-Class EDGE	\$316,000.00	23-Dec-21	PMMA	5.39%	\$27,778.50	\$343,479.80	\$320,886.77
1	2021	MBS 5 yr GOV BOND	\$200,000.00	21-Apr-21	21-Apr-26	0.90%	\$4,500.00	\$178,314.00	\$178,314.00
<b>WATER FUND TOTAL</b>			<b>\$753,776.20</b>			<b>11.69%</b>	<b>\$94,536.32</b>	<b>\$1,000,573.55</b>	<b>\$320,886.77</b>
<b>T.I.R.F.</b>									
24	2001	MI-Class	\$102,000.00	21-May-01	PMMA	5.40%	\$26,909.03	\$13,051.16	
19	2021	MI-Class EDGE	\$10,000.00	23-Dec-21	PMMA	5.36%	\$879.10	\$10,869.66	\$10,154.66
13	2021	MBS 5yr	\$200,000.00	28-Jan-21	26-Jan-26	0.50%	\$3,774.31	\$176,618.00	\$176,618.00
<b>T.I.R.F TOTAL</b>			<b>\$312,000.00</b>			<b>11.26%</b>	<b>\$31,562.44</b>	<b>\$200,538.82</b>	
<b>STOLL ROAD PAVING</b> Bond paid in full 2021									
24	2001	MI-Class	\$528,136.10	29-Nov-06	PMMA	5.40%	\$62,769.81	\$207,330.75	
<b>STOLL RD PAVING TOTAL</b>			<b>\$528,136.10</b>				<b>\$62,769.81</b>	<b>\$207,330.75</b>	
<b>STOLL RD WATER</b> Bond paid in full 2021									
24	2001	MI-Class	\$410,483.63	29-Nov-06	PMMA	5.40%	\$12,735.77	\$5,499.50	
<b>STOLL RD WATER TOTAL</b>			<b>\$410,483.63</b>				<b>\$12,735.77</b>	<b>\$5,499.50</b>	
<b>STOLL RD SEWER</b> Bond paid in full 2021									
24	2001	MI-Class	\$1,942,691.91	29-Nov-06	PMMA	5.40%	\$67,864.51	\$55,323.61	
<b>STOLL RD SEWER TOTAL</b>			<b>\$1,942,691.91</b>				<b>\$67,864.51</b>	<b>\$55,323.61</b>	
<b>WACOUSTA RD PAVING</b> Bond paid in full 2021									
24	2001	MI-Class	\$50,848.01	13-Apr-07	PMMA	5.40%	\$43,224.23	\$76,887.19	
<b>WACOUSTA RD PAVING TOTAL</b>			<b>\$50,848.01</b>				<b>\$43,224.23</b>	<b>\$76,887.19</b>	
								<b>\$13,647,894.66</b>	<b>Total of principal</b>

SUE BIERGANS, TREASURER  
 PMMA - Pooled Money Market Account, liquid funds  
 MMA - Money Market Account  
 GOV BOND - United States Government Bonds, full faith and credit of US Government  
 APRIL 2024

**Financial Status Report**

**APRIL 2024**

<b>ACCOUNTS</b>	<b>BEGINNING BALANCE</b>	<b>FUNDS RECEIVED</b>	<b>FUNDS DISBURSED</b>	<b>ENDING BALANCE</b>
<b>GENERAL FUND</b>				
CHECKING	\$ 30,452.88	\$ 255,561.05	\$ 267,306.78	\$ 18,707.15
SAVINGS ACCOUNT	\$ 2,138,250.61	\$ 87,796.03	\$ 453,563.73	\$ 1,772,482.91
INVESTMENTS	\$ 7,745,059.17	\$ 259,008.52		\$ 8,004,067.69
<b>TOTAL</b>	<b>\$ 9,913,762.66</b>	<b>\$ 602,365.60</b>	<b>\$ 720,870.51</b>	<b>\$ 9,795,257.75</b>
<b>TAX</b>				
SAVINGS ACCOUNT	\$ 100,040.32	\$ 3,974.84	\$ 84,586.52	\$ 19,428.64
INVESTMENTS	\$ 5,280.55	\$ 23.41		\$ 5,303.96
<b>TOTAL</b>	<b>\$ 105,320.87</b>	<b>\$ 3,998.25</b>	<b>\$ 84,586.52</b>	<b>\$ 24,732.60</b>
<b>TIRF</b>				
SAVINGS ACCOUNT	\$ 87,298.99	\$ 79.45		\$ 87,378.44
INVESTMENTS	\$ 200,433.65	\$ 105.17		\$ 200,538.82
<b>TOTAL</b>	<b>\$ 287,732.64</b>	<b>\$ 184.62</b>	<b>\$ -</b>	<b>\$ 287,917.26</b>
<b>WATER DISTRICT #1</b>				
SAVINGS ACCOUNT	\$ 112,909.62	\$ 2,200.00		\$ 115,109.62
INVESTMENTS	\$ 996,957.93	\$ 3,615.62		\$ 1,000,573.55
<b>TOTAL</b>	<b>\$ 1,109,867.55</b>	<b>\$ 5,815.62</b>	<b>\$ -</b>	<b>\$ 1,115,683.17</b>
<b>SEWER RECEIVING FUND</b>				
SAVINGS ACCOUNT	\$ 347,144.55	\$ 54,914.37	\$ 44,131.04	\$ 357,927.88
INVESTMENTS	\$ 4,084,334.47	\$ 8,035.12		\$ 4,092,369.59
<b>TOTAL</b>	<b>\$ 4,431,479.02</b>	<b>\$ 62,949.49</b>	<b>\$ 44,131.04</b>	<b>\$ 4,450,297.47</b>
<b>WACOUSTA RD PAVING</b>				
INVESTMENTS	\$ 76,547.88	\$ 339.31	\$ -	\$ 76,887.19
<b>TOTAL</b>	<b>\$ 76,547.88</b>	<b>\$ 339.31</b>	<b>\$ -</b>	<b>\$ 76,887.19</b>
<b>STOLL ROAD PAVING</b>				
INVESTMENTS	\$ 206,415.85	\$ 914.90		\$ 207,330.75
<b>TOTAL</b>	<b>\$ 206,415.85</b>	<b>\$ 914.90</b>	<b>\$ -</b>	<b>\$ 207,330.75</b>
<b>STOLL ROAD WATER</b>				
INVESTMENTS	\$ 5,475.22	\$ 24.28		\$ 5,499.50
<b>TOTAL</b>	<b>\$ 5,475.22</b>	<b>\$ 24.28</b>	<b>\$ -</b>	<b>\$ 5,499.50</b>
<b>STOLL ROAD SEWER</b>				
INVESTMENTS	\$ 55,079.50	\$ 244.11		\$ 55,323.61
<b>TOTAL</b>		<b>\$ 244.11</b>	<b>\$ -</b>	<b>\$ 244.11</b>
<b>GRAND TOTAL</b>	<b>\$ 16,136,601.69</b>	<b>\$ 676,836.18</b>	<b>\$ 849,588.07</b>	<b>\$ 15,963,849.80</b>

## Memorandum

To: Watertown Township Board  
From: Jennifer Tubbs, Watertown Township Manager  
Date: May 15, 2024

RE: Township Manager's monthly report

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### **Committees/Meetings:**

- Attended Looking Glass Regional Fire Authority Board Meeting
- Attended Southern Clinton County Authority Board Meeting
- Attended Transportation Asset Management Council Meeting
- Attended TAMC Data Committee Meeting
- Attended Bylaw Review Committee Meeting
- Met with Grand Ledge School Administration
- Attended SCCMUA Budget and Finance Committee meeting

### **Economic Development:**

- Site Searches – two
- Related Correspondence – one
- Meetings – zero

### **Office Operation:**

- Staff related assistance – eight

Staff are preparing for the budget preparation, summer project season, summer taxes and the primary election.

### **Resident Relations:**

- Road complaints – zero
- Resident questions/interactions/meetings – eight

### **Township Board Relations:**

- Board member related assistance – eleven
- Board member meetings – eight

### **Miscellaneous:**

Wacousta School Update –  
A purchase agreement is expected to be presented at the June Board meeting.



## CLINTON COUNTY SHERIFF'S OFFICE

1347 E. Townsend Rd  
St. Johns, MI 48879

SEAN DUSH  
Sheriff

Phone (989) 224-5200  
Fax (989) 224-1382

**TO: CLINTON COUNTY BOARD OF COMMISSIONERS,  
TOWNSHIP SUPERVISORS AND VILLAGE MAYORS**

**FROM: SEAN DUSH, SHERIFF**

**DATE: April 10, 2024**

**SUBJECT: March 2024 JAIL BILLING**

**The average daily population of inmates for the month of FEBRUARY 2024 was 111 inmates. This total includes a daily average of 108 County Inmates and a daily average of 3 Inmates Housed for Other Jurisdictions.**

**Revenue for the month of MARCH 2024 was \$11105.48**

**MONTHLY JAIL COUNT  
MARCH 2024**

<b>DATE</b>	<b>MALE</b>	<b>FEMALE</b>	<b>TOTAL</b>	<b>BOARDER</b>	<b>CCSO</b>
1	89	32	121	4	117
2	87	31	118	4	114
3	85	32	117	4	113
4	86	36	122	4	118
5	85	33	118	4	114
6	86	33	119	4	115
7	90	32	122	3	119
8	86	32	118	3	115
9	84	33	117	3	114
10	86	33	119	2	117
11	86	32	118	2	116
12	85	31	116	2	114
13	81	29	110	2	108
14	83	30	113	2	111
15	84	32	116	2	114
16	84	32	116	2	114
17	85	31	116	2	114
18	83	31	114	2	112
19	85	29	114	2	112
20	86	28	114	2	112
21	84	28	112	2	110
22	83	29	112	2	110
23	84	29	113	2	111
24	83	30	113	2	111
25	83	31	114	2	112
26	81	32	113	2	111
27	83	29	112	2	110
28	84	34	118	2	116
29	81	31	112	2	110
30	80	30	110	2	108
31	80	31	111	2	109
<b>TOTALS</b>	<b>2612</b>	<b>966</b>	<b>3578</b>	<b>77</b>	<b>3501</b>
<b>DAILY AVERAGE</b>	<b>84</b>	<b>31</b>	<b>115</b>	<b>2</b>	<b>113</b>



## RECEIVABLES TOTALS AND PAYMENTS RECEIVED 2024

JANUARY BILLING					
	DAYS	DATE BILLED	AMOUNT BILLED	DATE RECEIVED	AMOUNT RECEIVED
CJRP - GROUP I	33	2/6/2024	\$ 1,815.00	2/14/2024	\$ 1,815.00
CJRP - GROUP II	93	2/6/2024	\$ 3,720.00	2/14/2024	\$ 3,720.00
MDOC-DETAINEES	30	2/6/2024	\$ 1,050.00	2/9/2024	\$ 1,050.00
US FED MARSHALS - WEST					
COMBINED PUBLIC COMMUNICATIONS				2/5/2024	\$ 8,940.40
CANTEEN				2/2/2024	\$ 2,873.69
Totals	156		\$ 6,585.00		\$ 18,399.09
FEBRUARY BILLING					
	DAYS	DATE BILLED	AMOUNT BILLED	DATE RECEIVED	AMOUNT RECEIVED
CJRP - GROUP I	29	3/6/2024	\$ 1,595.00	3/15/2024	\$ 1,595.00
CJRP - GROUP II	63	3/6/2024	\$ 2,520.00	3/15/2024	\$ 2,520.00
MDOC-DETAINEES	22	3/6/2024	\$ 770.00	3/11/2024	\$ 770.00
US FED MARSHALS - WEST					
COMBINED PUBLIC COMMUNICATIONS				3/4/2024	\$ 8,147.30
CANTEEN				3/4/2024	\$ 2,909.93
Totals	114		\$ 4,885.00		\$ 15,942.23
MARCH BILLING					
	DAYS	DATE BILLED	AMOUNT BILLED	DATE RECEIVED	AMOUNT RECEIVED
CJRP - GROUP I	89	4/8/2024	\$ 4,895.00		
CJRP - GROUP II	62	4/8/2024	\$ 2,480.00		
MDOC-DETAINEES					
US FED MARSHALS - WEST					
COMBINED PUBLIC COMMUNICATIONS				4/2/2024	\$ 8,363.60
CANTEEN				4/2/2024	\$ 2,741.88
Totals	151		\$ 7,375.00		\$ 11,105.48

**JAIL REVENUE COMPARISONS**  
**2019-2024**  
**JANUARY - DECEMBER**

<b>MONTH</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
<i>JANUARY</i>	\$ 66,134.00	\$ 52,251.00	\$ 3,255.00	\$ -	\$ 6,440.00	\$ 18,399.09
<i>FEBRUARY</i>	\$ 60,711.00	\$ 51,775.00	\$ 1,435.00	\$ -	\$ 4,888.00	\$ 15,942.23
<i>MARCH</i>	\$ 84,443.00	\$ 40,849.00	\$ 1,730.00	\$ -	\$ 9,780.00	\$ 11,105.48
<i>APRIL</i>	\$ 63,550.00	\$ 12,730.00	\$ 215.00	\$ -	\$ 8,505.00	\$ -
<i>MAY</i>	\$ 70,941.00	\$ 15,041.00	\$ 175.00	\$ 1,050.00	\$ 7,465.00	\$ -
<i>JUNE</i>	\$ 58,269.00	\$ 22,295.00	\$ 105.00	\$ 665.00	\$ 8,475.00	\$ -
<i>JULY</i>	\$ 47,829.00	\$ 27,835.00	\$ 525.00	\$ 2,900.00	\$ 6,970.00	\$ -
<i>AUGUST</i>	\$ 53,162.00	\$ 13,800.00	\$ 1,365.00	\$ 4,715.00	\$ 11,935.00	\$ -
<i>SEPTEMBER</i>	\$ 51,121.00	\$ 9,445.00	\$ 2,450.00	\$ 7,567.00	\$ 10,850.00	\$ -
<i>OCTOBER</i>	\$ 56,752.00	\$ 11,455.00	\$ 1,505.00	\$ 9,703.00	\$ 9,855.00	\$ -
<i>NOVEMBER</i>	\$ 59,685.00	\$ 6,005.00	\$ 1,225.00	\$ 8,347.00	\$ 9,830.00	\$ -
<i>DECEMBER</i>	\$ 59,529.00	\$ 5,575.00	\$ 1,085.00	\$ 7,356.00	\$ 8,895.00	\$ -
<b>TOTAL</b>	<b>\$ 732,126.00</b>	<b>\$ 269,056.00</b>	<b>\$ 15,070.00</b>	<b>\$ 42,303.00</b>	<b>\$ 103,888.00</b>	<b>\$ 45,446.80</b>
<b>AVERAGE</b>	<b>\$ 61,010.50</b>	<b>\$ 22,421.33</b>	<b>\$ 1,255.83</b>	<b>\$ 3,525.25</b>	<b>\$ 8,657.33</b>	<b>\$ 3,787.23</b>
<b>ACTUAL</b>	<b>\$ 732,126.00</b>	<b>\$ 269,056.00</b>	<b>\$ 15,070.00</b>	<b>\$ 42,303.00</b>	<b>\$ 103,888.00</b>	<b>\$ 45,446.80</b>
<b>Captain Tom Wirth</b>						

**CLINTON COUNTY**



**SHERIFF'S OFFICE**

**MONTH: March of 2024**

**TRAFFIC CRASHES**

	<b>March 2024</b>	<b>YEAR TO DATE</b>	<b>2023</b>
<b>Fatal Crashes</b>	<b>0</b>	<b>0</b>	<b>8</b>
<b>Deaths</b>	<b>0</b>	<b>0</b>	<b>11</b>
<b>Personal Injury</b>	<b>6</b>	<b>22</b>	<b>81</b>
<b>Property Damage Crash</b>	<b>30</b>	<b>100</b>	<b>483</b>
<b>Car/Deer</b>	<b>41</b>	<b>154</b>	<b>1030</b>
<b>TOTAL</b>	<b>77</b>	<b>276</b>	<b>1602</b>

**TRAFFIC ENFORCEMENT**

	<b>March 2024</b>	<b>YEAR TO DATE</b>	<b>2023</b>
<b>OUIL</b>	<b>17</b>	<b>33</b>	<b>91</b>
<b>Seatbelt</b>	<b>0</b>	<b>0</b>	<b>23</b>
<b>Total Traffic Citations</b>	<b>481</b>	<b>1261</b>	<b>4384</b>
<b>VCSA(Drugs)</b>	<b>1</b>	<b>9</b>	<b>40</b>

**COMPLAINT ACTIVITY**

	<b>March 2024</b>	<b>YEAR TO DATE</b>	<b>2023</b>
<b>Self-Initiated Calls</b>	<b>1554</b>	<b>4537</b>	<b>16530</b>
<b>Calls for Service</b>	<b>517</b>	<b>1589</b>	<b>7352</b>
<b>Total Calls</b>	<b>2071</b>	<b>6126</b>	<b>23889</b>
<b>Written Reports</b>	<b>236</b>	<b>767</b>	<b>3190</b>

**MARCH 2024  
TICKET TOTALS**

Township, City, Village	Handwritten Tickets	In Car Tickets	TOTAL TICKETS
BATH	0	2	2
BENGAL	0	17	17
BINGHAM	0	56	56
DALLAS	0	5	5
DEWITT	0	79	79
DUPLAIN	0	7	7
EAGLE	0	35	35
ESSEX	0	6	6
GREENBUSH	0	76	76
LEBANON	0	1	1
OLIVE	0	59	59
OVID	0	20	20
RILEY	0	5	5
VICTOR	0	9	9
WATERTOWN	0	84	84
WESTPHALIA	0	3	3
VILLAGE OF ELSIE	0	0	0
VILLAGE OF MAPLE RAPIDS	0	0	0
VILLAGE OF WESTPHALIA	0	0	0
VILLAGE OF FOWLER	0	0	0
CITY OF ST. JOHNS	0	0	0
CITY OF DEWITT	0	0	0
CITY OF OVID	0	1	1
<b>MARCH TOTAL</b>	<b>0</b>	<b>465</b>	<b>465</b>

# COMMUNICATIONS

## Number of Events by Nature

WATERTOWN TWP - 03/2024

Nature	# Events
9-1-1 HANG UP/OPEN LINE	1
ABANDONED VEHICLE	4
ALARM	10
ANIMAL COMPLAINTS/BITES	12
ASSAULT & BATTERY	1
ASSIST OTHER AGENCY	4
BREAKING & ENTERING	1
BUSINESS CONTACT/CHECK	14
CAR/DEER ACCIDENT	7
CHECK SUBJECT(S)	6
CHECK VEHICLE	2
COMMUNITY POLICING	2
CRIMINAL SEXUAL CONDUCT	1
DNR/HUNTING TYPE	3
DOMESTIC SITUATION	1
DRIVERS LICENSE VIOLATION	4
FAMILY DISPUTE	2
FOLLOW UP	1
FRAUD AND FRAUDULENT ACTIVITY	1
HARASSMENT AND THREATS	3
LARCENY	1
MESSAGE DELIVERY	1
MOTORIST ASSIST	7
NOISE/LOUD PARTY	1
OPERATING WHILE INTOXICATED	2
PEACE OFFICER	3
PROPERTY CHECK	72
PROPERTY DAMAGE ACCIDENT	12
REQUEST FOR SERVICE	5

<b>Nature</b>	<b># Events</b>
SUSPICIOUS SITUATION	6
TRAFFIC ENFORCEMENT	2
TRAFFIC HAZARD	9
TRAFFIC STOP	89
TRESPASSING	1
UNKNOWN ACCIDENT	1
VEHICLE IN DITCH	4
WARRANT ARREST/PICKUP	4
WELFARE CHECK	4
<hr/>	
<b>Total</b>	<b>304</b>

Clinton County Ken Mitchell Monthly Report  
April #2, 2024

1. Central Dispatch 911
  - a. National Telecommunicator Week April 14-20, 2024
  - b. New Facebook Page: [www.facebook.com/CCCC.MI.911](http://www.facebook.com/CCCC.MI.911)
    - i. Modernized
    - ii. Being used to share with the public information
  - c. Change made to 911 employee support.
    - i. Back the Badge, support, debriefing etc
  - d. Retirements
  - e. Procedures for crashes on busy roads updated
  - f. Smart 911
    - i. This needs to be explained to citizens so we have more use.
  - g. What 3 Words App
    - i. App that can direct people to your location within 10 feet using 3 words.
    - ii. 3 words must be in correct order
    - iii. Free App on Apple App Store



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**PLANNING COMMISSION REGULAR MEETING MINUTES - DRAFT**  
**Wednesday, May 1, 2024 | 7:00 pm**

**CALL TO ORDER:** The meeting was called to order at 7:00 pm by Chair Rick Adams with the Pledge of Allegiance.

**PLANNING COMMISSIONERS PRESENT:** Chair Rick Adams, Secretary Andrew Powers, Beth Ball, Charles Openlander, Ron Overton, Richard Turcotte, and John Wiesner. Absent were Vice-Chair Ulrika Zay, and Joe Davis.

**STAFF PRESENT:** Planning Director Andrea Polverento.

**COMMUNICATIONS RECEIVED:** Polverento outlined the communications received.

**AGENDA APPROVAL:**

Motion by Openlander, seconded by Wiesner, to approve the May 1, 2024 regular meeting agenda as presented. Motion carried.

**PUBLIC COMMENT, NON-AGENDA ITEMS:** None.

**APPROVAL OF MINUTES:**

**1. April 3, 2024 Regular Meeting**

Motion by Turcotte, seconded by Overton, to approve the regular meeting minutes of April 3, 2024 as presented. Motion carried.

**PUBLIC HEARINGS:** None.

**NEW BUSINESS:**

**1. Case No. 24-04 SPR – Myers Plumbing & Heating – 16285 Industrial Parkway**

Polverento reviewed the facts of the case, a request for final site plan review for a proposed 8,400 square foot cold storage building at 16285 Industrial Parkway.

The following standards are taken from Article 6 of the Zoning Ordinance, and are the basis for review by both Township staff and the Planning Commission. The Planning Commission reviewed each standard, and made the following conclusions:

- (1) *Master plan.* The general purposes and spirit of this chapter and the comprehensive development plan of the township shall be maintained.

**Complies**      Does not Comply      Condition of Approval      Not Applicable



**Comments:** The proposed use is consistent with goals, objectives, and implementation strategies of the master plan. This is an expansion of an existing use.

- (2) *Health, safety and welfare.* The uses proposed will not adversely affect the public health, safety, or welfare. The site shall be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this chapter.

**Complies**      Does not Comply      Condition of Approval      Not Applicable

**Comments:** The proposed use will not adversely affect the public health, safety, or welfare, nor will it impede the orderly development of surrounding properties.

- (3) *Access.* Safe, convenient, uncontested, efficient and well-defined vehicular and pedestrian circulation shall be provided for ingress/egress points and within the site. All streets and driveways shall be developed in accordance with the township subdivision control ordinance, the county road commission, and the state department of transportation specifications, as applicable. The proposed development shall be serviced by an adequate road system, and shall not adversely impact the level of service on adjacent roads.

**Complies**      Does not Comply      **Condition of Approval**      Not Applicable

**Comments:** Safe and efficient onsite traffic flow is provided. No new ingress/egress points are proposed. The applicant shall meet the requirements of the Clinton County Road Commission and install a culvert under the existing drive.

- (4) *Emergency vehicle access.* All buildings and groups of buildings shall be arranged so as to permit reasonable necessary emergency vehicle access as requested by the fire department serving the township.

**Complies**      Does not Comply      Condition of Approval      Not Applicable

**Comments:** The existing and proposed buildings and uses have adequate access by the fire department serving the township.

- (5) *Pedestrian circulation.* A pedestrian circulation system which is separated from the vehicular circulation system may be required. In order to ensure public safety, pedestrian measures such as sidewalks, crosswalks, crossing signals and other such facilities may be required in the vicinity of schools, playgrounds, shopping areas, or other uses which generate a considerable amount of pedestrian traffic.

**Complies**      Does not Comply      Condition of Approval      **Not Applicable**

**Comments:** The proposed use is not expected to cause any adverse impacts to pedestrians.

- (6) *Natural features.* Removal or alteration of significant natural features shall be restricted to

those areas which are reasonably necessary to develop the site in accordance with the requirements of this chapter.

**Complies**      Does not Comply      **Condition of Approval**      Not Applicable

**Comments:**      There is no proposed removal or alteration of significant natural features.

- (7) *Topography.* The landscape shall be preserved in its natural state, insofar as practical, by removing only those areas of vegetation or making those alterations to the topography which are reasonably necessary to develop the site in accordance with the requirements of this chapter.

**Complies**      Does not Comply      **Condition of Approval**      Not Applicable

**Comments:**      The applicant shall obtain a Soil Erosion and Sedimentation Control permit from the Clinton County Building Department.

- (8) *Drainage.* To provide areas for natural habitat, preserve natural drainage patterns and maintain the natural characteristics of the land, areas of natural drainage such as swales, wetlands, ponds, or swamps shall be protected and preserved insofar as practical in their natural state.

**Complies**      Does not Comply      **Condition of Approval**      Not Applicable

**Comments:**      The applicant shall meet the requirements of the Clinton County Drain Commissioner.

- (9) *Stormwater management.* Appropriate measures shall be taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Provisions shall be made to accommodate stormwater, prevent erosion and the formation of dust.

**Complies**      Does not Comply      **Condition of Approval**      Not Applicable

**Comments:**      The applicant shall meet the requirements of the Clinton County Drain Commissioner.

- (10) *Landscaping.* Landscaping, landscape buffers and greenbelts shall be provided and designed in accordance with Article VIII of this chapter.

**Complies**      Does not Comply      **Condition of Approval**      Not Applicable

**Comments:**      Staff recommended utilizing the existing vegetation to meet requirements in compliance with Sec. 28-5.23.3.K.

- (11) *Privacy.* To minimize or prevent trespassing or other adverse effects of adjacent lands, the site plan shall provide reasonable visual and sound privacy for all uses located therein, and adjacent thereto.

**Complies** Does not Comply Condition of Approval Not Applicable

**Comments:** Existing fencing meets district requirements. Any future gates which will be locked shall have a lock box approved by the fire department.

- (12) *Lighting.* To reduce artificial light pollution, avoid light trespass on to adjacent property and improve travel conditions by reducing glare and excessively lit surfaces, exterior lighting shall be in accordance with Sec. 28-5.18, Outdoor lighting.

**Complies** Does not Comply Condition of Approval Not Applicable

**Comments:** The proposed use shall comply with Sec. 28-5.18, Outdoor Lighting.

- (13) *Outside approvals.* Site plans shall conform to all applicable requirements of county, state, federal, and township statutes and ordinances. Approval may be conditioned on the applicant receiving necessary county, state, federal, and township permits before final site plan approval is granted.

**Complies** Does not Comply Condition of Approval Not Applicable

**Comments:** This is a regular requirement of all applicants.

Motion by Overton, seconded by Turcotte, that the Planning Commission approve Case No. 24-04 SPR for Myers Plumbing and Heating, for final site plan review for construction of a 8,400 square foot cold storage building at 16825 Industrial Parkway, in Section 35 of Watertown Charter Township, provided that conformance to conditions 1-11, as noted below, are achieved to the satisfaction of the Township Zoning Administrator as being in accordance with the requirements of the Watertown Charter Township Zoning Ordinance.

Applicant tasks to receive **Final Site Plan Approval:**

1. The applicant shall comply with the requirements of the Clinton County Drain Commissioner. The applicant shall amend the site plan to reference the drainage features and submit updated plans prior to issuance of a building permit.
2. The applicant shall comply with the requirements of the Clinton County Road Commission.
4. The applicant shall obtain a Soil Erosion and Sedimentation Control permit from the Clinton County Building Department and maintain compliance with all requirements.
5. The applicant shall comply with the requirements of the Township Building Official and obtain any required building and trade permits, if applicable.
6. The applicant shall file FAA Form 7460.
7. Outdoor lighting shall comply with Section 28-5.18 of the Watertown Charter Township Zoning Ordinance.
8. Any signage shall meet the requirements of the township's sign ordinance and permits shall be obtained.
9. Applicant must comply with all applicable State, Federal and Township laws.
10. Applicant shall retain existing vegetation on the south side of parcel in accordance with Sec. 28-5.23-3.3K.

11. Any fencing shall meet the requirements of Sec. 28-5.9, and any gates which may be locked after hours shall have a lock box approved by the fire department.

Motion carried.

## **2. 2024-2025 Proposed Committee Appointments**

Motion by Turcotte, seconded by Openlander, that the Planning Commission approves the 2024-2025 committee assignments as amended. Motion carried.

### **UNFINISHED BUSINESS:**

#### **1. Proposed Bylaw Amendment**

Motion by Turcotte, seconded by Powers, that the Planning Commission adopts the proposed amendments to Bylaw 1.5, Duties of the Secretary, as amended. Motion carried.

#### **2. Staff Recommendations on Site Plan Review Committee Meetings**

Polverento presented proposed criteria for site plan review committee meetings, and a draft bylaw to codify those recommendations. The Planning Commission accepted the criteria, and Polverento will present a formal bylaw amendment at the next regular meeting.

No action taken.

### **COMMITTEE AND STAFF REPORTS:**

1. Executive Committee Report – None.
2. Ordinance Review Committee Report – None.
3. Site Plan Review Committee Report – None.
4. Board of Trustees Report – Overton provided the Board of Trustees report.
5. Zoning Board of Appeals Report – None.
6. Capital Improvements Committee Report – None.
7. Staff Reports: Assistant & Director’s Reports – Polverento provided the staff reports.

**COMMENTS AND QUESTIONS FROM AUDIENCE, STAFF, AND COMMISSIONERS:** None.

### **ADJOURNMENT:**

Motion by Openlander, seconded by Turcotte, to adjourn the meeting. The meeting was adjourned at 8:00pm.

Date approved: 6/5/24

\_\_\_\_\_  
Rick Adams, Chair

\_\_\_\_\_  
Andrew Powers, Secretary



April 18, 2023

## Southern Clinton County Municipal Utilities Authority

Volume 17 Issue 4

### Inside this issue:

Process—Making it Clean 2

Inspections—The Scoop on the Poop 2



Southern Clinton County Municipal Utilities Authority  
"The Clean Water People"

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### Maintenance—Keeping Things Humming

Rodent repellent is a constant task for our operators at the lift stations. As one can imagine, rodents build homes and destroy electrical circuitry, which is very costly. Our team is spending a lot of time ensuring this doesn't occur by screening off large openings in the generator enclosures to try to make it harder for the rodents to get in.

The warmer weather has given us a jump on spring cleanup. The team has been picking up and repairing any damage to the landscape around the stations caused by snow removal. With as many stations that we have, it is challenging to place snow in a location that won't affect the landscape during the removal process, especially early in the season. Then, due to the unpredictable weather and heavier snowfall, we are forced to move snow further off of the hard surfaces, which increases the risk of minor grass damage and overall landscape damage. But, now that the snow is gone, we can focus on cleaning up any areas affected by snow removal this winter.

We are also progressing steadily with the check valve cleaning. This has been an excellent exercise, allowing us to fix and repair problems before they arise. It is impressive to see how many rags and other debris one

check valve can hold and still function properly! This new preventative maintenance program will be an annual event at a minimum to help mitigate poor flow due to unwanted debris.

The rebuild kit for the pump that failed last month at LS 113 has arrived. The team will be working on the repairs to the faulty pump and this pump will be put back in rotation as part of our backup list.

The team has also been assessing different panels and generators that need painting. This helps ensure the product's longevity and improves the station's overall appearance.



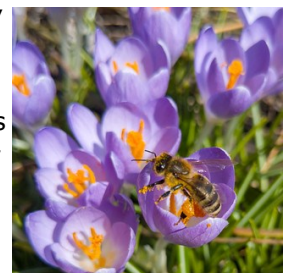
### Administration

This month, the team finished the 2025 draft budget and it will be presented at the committee level at the end of the month. This budget is unique in SCCMUA's history, as it is the most significant project since SCCMUA's inception! We will now start to see the financial impacts of the expansion project. Additionally, the transition from old to new processes will further impact the budget due to the overlap in new vs old electrical and chemical costs.

Our newest operators are still in training but doing well. The on-the-job training will continue for many years. Getting new members up to speed to be sufficient to operate and make sound decisions takes at least two years. Our field is unique, and the main and most effective

option for building knowledge is on-the-job training, along with some academic time sprinkled in.

The team is preparing for the big push of the expansion project, which will start in June. In order to get most of the significant operational equipment online, it will be all hands on deck from the contractor and the SCCMUA team. This collaboration is critical in order to achieve the operational goal by the end of the fall.



## **Process—Making it Clean**

NPDES Permit: All parameters of the NPDES permit were met. The total precipitation for the month was 2.572

Spring biosolids hauling is complete. Biotech Environmental sub-surface injected 960,500 gallons of biosolids into farmland in DeWitt Twp. This provides nutrients and microbiology to the soils, acting as a fertilizer. Land application of biosolids takes place generally twice a year, once in the spring and once in the fall.

The team has been keeping up with routine maintenance and any other unscheduled maintenance items that arise. Recently, rebuilding the east primary sludge pump and changing out the seal (the previous one was leaking) and stator (the previous stator had heavy wear) to try and get the most efficiency possible from the pump. New refrigeration control

boards were purchased and installed to repair our primary and secondary samplers in the lab. It was noticed that the samplers were struggling to maintain temperature and after digging into the issue, it was determined that restoring the samplers was the answer. This fix allows the samplers to continuously maintain a required temperature of 4 degrees Celsius.

The team has looked into create more storage while still maintaining a clean look. One solution that has been implemented is converting an empty room under a stairwell near the pipe galley into a storage room. This will be organized and easy to access by adding storage racks and shelving. Another spot that has been converted to organized storage is in the RBCs on the wall in the B train area.

The storage includes an organized rack for holding brooms, squeegees, water and air hose sections. This space allows for easy access and a cleaner look for storage purposes.

Our team has also serviced and placed the west secondary clarifier back into service, allowing the east clarifier to be sprayed down and kept empty for contractors to access for the start of the secondary clarifier rehabbing work.



## **Inspections—The Scoop on the Poop**

### **Miss Dig Totals:**

Miss Dig Requests: 389

Miss Digs Marked: 40

Inspection Services: 18

### **Projects:**

Staff continues reviewing the CCTV data from Plummer's Environmental. A total of 273 defects were observed. Many of the defects are minor and require only continued observation. Others will require a repair, usually in the form of a spot liner. Staff is working on a list of repairs for this year and a long-term repair schedule. A tentative cleaning and televising plan for 2024 and 2025 has been sent to Plummer's Environmental. The staff has begun work on a 2026 and 2027 cleaning and televising plan.

Bath Township master plan work continues. Pre-in and Newoff is working to create a flow model for entire Bath Township sanitary system. The model will allow for better planning and prediction of future growth. The model has proven

tricky due to the complex nature of the Bath collection system.

Team members will begin inspecting manholes in the road project areas for 2024. SCCMUA works with the Road Commission to make repairs and external wrap manhole adjustment rings. As collection systems tighten up over the years, adjustment rings have become the primary source of infiltration. By repairing damaged rings and externally sealing the rings, we can reduce infiltration.

The team continues to work on the GIS and Lucity databases improvements. This project will improve the accuracy of the GIS and Lucity systems. Staff will continue to make improvements as time allows. Improvements include updating attribute data, rectifying the GIS with air photos, creation of layers for tracking backups, past repairs, and future repairs.



**LOOKING GLASS REGIONAL FIRE AUTHORITY  
7720 W. Grand River Hwy.  
Grand Ledge MI 48837**

**Minutes of Looking Glass Regional Fire Authority Meeting  
January 17, 2024  
6 pm**

**CALL TO ORDER-**The meeting was called to order at 6:00 pm

**ROLL CALL-Board Members Present: Tubbs, Clark, Crego, Hufnagel, Strahle, and Hill.**

**PUBLIC COMMENT-** None

**CORRESPONDENCE-** None

**AGENDA APPROVAL- Motion by Strahle**, seconded by **Crego** to approve the agenda as amended. - **Motion passed.**

**APPROVAL OF MINUTES- Motion by Strahle**, seconded by **Tubbs** to approve the minutes of December 20, 2023 as presented. - **Motion passed.**

**APPROVAL OF BILL PAYMENTS- Motion by Strahle**, seconded by **Hufnagel** to approve the bill lists dated January 17, 2024 - **Motion passed.**

## **REPORTS**

**Chief's Report-** Chief  **Ginnebaugh** provided a report and explanation of the information.

Noted that there were a few fires in the past few days. The staffing process is proceeding with 18 people tested last Thursday and Friday. Only one Paramedic in the group, mostly FF/EMT candidates. Will try to conduct both training Firefighters to be Paramedics and train the Paramedic to be a Firefighter. Everyone tested has passed now they will be in the process of selecting the best candidates. People we have hired in the past we have lost to other agencies.

Working on the annual report. The reporting system is going to be changing. There will be individual numbers instead of combining. So, the run numbers will look higher than in the past. Each vehicle will be getting a run number.

Vehicle maintenance new contract with CSI out of Greenville. Friday will get part numbers from the tanker and engine. They will probably pick up the vehicle and take it there if they cannot do the work here at the station. As soon as the estimates arrive, they will forward the information to the board.

There are very few companies that are doing this type of work and they are all busy.

**Chair's Report** - LGRFA will be in the black for the year. Close to \$30,000 for the year ending 2023.

Firefighters did some good work when we had the power outage and the generator had to supply the station. There were some small issues which they took care of, low oil and coolant. They added what was required and kept the unit going. PM Technologies was called and did some maintenance checks on it and it is now operating correctly. PM Technologies will be doing some testing to make sure it continues to operate correctly and then provide a report on the unit. We did have an issue with the electrical people that we normally call as they were unable to respond to the need. We will need to investigate

**EXEC/FINANCIAL**- Covered in Chairs report.

**FACILITY/EQUIPMENT COMMITTEE REPORT** - Covered by Chief with hi report on the vehicles that are in need of some repair that CSI will be looking into and providing estimates for repair.

Len's Cleaning Service still needs to complete the remaining sections of the station for cleaning and polishing.

### **DISCUSSION/ACTION ITEMS**

1. Discussion/Action to nominate/select officers for 2024. **Tubbs** motion to nominate and select **Clark** for Chair, **Hufnagel** for Vice Chair, and **Hill** for Secretary for LGRFA 2024. Second by **Crego**. - **Motion Passed**.
2. Discussion regarding Disposal of Surplus Equipment. - No action at this time. **Tubbs** will put together a policy and bring it to the next meeting.
3. Discussion/Action regarding replacement of A/V equipment in the training room. Current equipment is obsolete. **Motion by Strahle**, seconded by **Hufnagel** to purchase required equipment to replace existing not to exceed \$1500. - **Motion passed**.
4. Discussion/Action to reconcile 2023 budget with 2023 costs. Motion by **Strahle** to accept the proposed budget amendments as presented. Seconded by **Hufnagel**. - **Motion Passed**.
5. Discussion/Action to renew bookkeeping contract with Countryside Accounting. Motion by **Hufnagel** to approve a contract with Countryside Accounting for one (1) year. Seconded by **Strahle**. - **Motion Passed**.
6. Discussion/Action to allow Firefighters to use LGRFA conference/training room for Firefighters discussions. No Action to be taken at this time. **Clark** will have a discussion with Brian Reed at Delta Township regarding the subject.



7. Discussion/Action regarding historical percentages for the townships for determination of funding percentages. Based on the reports and calls calculations show the same percentages for the townships as last year. Motion by **Strahle**, seconded by **Tubbs** to accept the report and present to the townships. (Watertown & Eagle) - **Motion Passed.**

**PUBLIC COMMENT**-None

**ADJOURNMENT**- Meeting adjourned at 6:50 PM

**February 21, 2024**

*P. E. Hill*

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
, Secretary

**LOOKING GLASS REGIONAL FIRE AUTHORITY**  
**7720 W. Grand River Hwy.**  
**Grand Ledge MI 48837**

**Minutes of Looking Glass Regional Fire Authority Meeting**  
**February 21, 2024**  
**6 pm**

**CALL TO ORDER-**The meeting was called to order at 6:00 pm

**ROLL CALL-Board Members Present: Crego, Clark, Strahle, Hill.**  
**Absent with notice: Hufnagel and Tubbs**

**PUBLIC COMMENT-** None

**CORRESPONDENCE-** None

**AGENDA APPROVAL- Motion by Strahle,** seconded by **Crego** to approve the agenda as presented. - **Motion passed.**

**APPROVAL OF MINUTES- Motion by Strahle,** seconded by **Clark** to approve the minutes of January 17, 2024 as amended. - **Motion passed.**

**APPROVAL OF BILL PAYMENTS- Motion by Strahle,** seconded by **Hill** to approve the bill lists dated February 20, 2024. There was a large bill from PM Technologies but the generator is now fixed. - **Motion passed.**

## **REPORTS**

**Chief's Report-** Report discussion. Numbers will look a bit different now with stations occupied more often. 83 calls for the month. 31 for Eagle Township and 52 for Watertown Township.

Provided some information to **Clark** regarding some questions that came from Eagle Township's clerk.

**Chair's Report** - Early in the year so we should have budget to actual numbers after we get further into the year. About 33k that will accrue to our fund balance. Maintaining budget. Will have more info as we get further into the year.

**EXEC/FINANCIAL-** Covered in Chairs report.

**FACILITY/EQUIPMENT COMMITTEE REPORT** - Getting quotes on various items related to building and equipment for an updated CapEx planning. Committee met to review and update the plan. Need to work with both chiefs to better understand the needs for hose replacement



**LOOKING GLASS REGIONAL FIRE AUTHORITY  
7720 W. Grand River Hwy.  
Grand Ledge MI 48837**

**Minutes of Looking Glass Regional Fire Authority Meeting  
March 20, 2024,  
6 p.m.**

**CALL TO ORDER-**The meeting was called to order at 6 p.m.

**ROLL CALL-Board Members Present: Hufnagel, Crego, Clark, Strahle, Hill and Tubbs.**

**PUBLIC COMMENT-**Patti Schafer stated that the audit will begin at the end of April with new auditors. She also provided a couple of journal entry budget amendments. There was a bill presented from Lens Cleaning that is ok to pay in April. The billing situations with PM Technologies and RM Electric have been taken care of.

**CORRESPONDENCE-**There was much correspondence primarily dealing with the cost estimates of a new fire truck and potential cost for a grant writer.

**AGENDA APPROVAL- Motion by Strahle,** seconded by **Crego** to approve the agenda as amended. **Motion passed.** The payment of the ambulance is to be added as well as adding the two journal entries.

**APPROVAL OF MINUTES-Motion by Strahle,** seconded by **Hufnagel** to approve the minutes of February 21, 2024, as presented. **Motion passed.**

**APPROVAL OF BILL PAYMENTS- Motion by Strahle,** seconded by **Tubbs** to approve the bill list dated March 20, 2024. **Motion passed.**

## **REPORTS**

**Chief's Report-**The Chief reported the runs went up slightly over the last month. They brought on three more full timers, though there will be a couple of retirements coming up. There is a new heat map that shows where the calls originate from, and it is a live feed. It would be nice to have it live on the website showing response times, calls per day, per hour, etc. The Chief mentioned that a McLaren emergency room will be at the corner of Nixon and Saginaw in Grand Ledge.

**Chair's Report-** John Clark stated that the new ambulance arrived and is in the building and he would like to go over ambulance graphics to determine graphics need to be on the vehicle. He will discuss the ambulance payment in discussion/action items. Billy Crego was a founding member of LGRFA and has decided to retire-this will be his last meeting. Clark thanked him for his twenty-two plus years of service.

**EXEC/FINANCIAL-** Covered in Chair's report-Billy Crego retiring.

**FACILITY/EQUIPMENT COMMITTEE REPORT**-There was truck information provided regarding different facilities that purchased similar vehicles and the pricing on them. They have contacted the Spark Group about helping apply for grants and for grant writing.

### **DISCUSSION/ACTION ITEMS**

1. Discussion/Action on policy for disposal of surplus equipment-A sample policy was provided for review. It was decided to review this over the next few weeks and bring it back in April.
2. Discuss and Act on review 2024 Capital Expenditure document-The document was provided, and no action needed.
3. Discussion/Action on proposed pumper tanker unit and the means of funding a grant writer-**Motion by Strahle**, seconded by **Tubbs** to engage Spark Group as a grant writer assistant and propose to use the middle figure option of \$4500, with the option not to exceed \$7,000 which would include option three. **Motion passed.**
4. Discussion/Action on emergency repair-There was discussion on the aging equipment and building. There needs to be a policy that authorizes emergency repairs without having a special meeting to approve them. **Tubbs** will bring a sample policy for discussion to the next meeting.
5. Ambulance payment-It will need to be paid in the next few weeks. The quote was almost \$340,000 for it. **Motion by Tubbs**, seconded by **Strahle** to authorize payment for the new ambulance for LGRFA and the additional equipment and decals required not to exceed \$345,000. **Motion passed.**
6. Journal entries-**Motion by Tubbs**, seconded by **Strahle** to approve the budget amendments as presented dated March 20, 2024, for 2023 and 2024. **Motion passed.**

**PUBLIC COMMENT**-**Tubbs** expressed her personal and professional appreciation to Billy Crego for his many, many years of service, wisdom, humor, guidance, and his leadership to not only LGRFA but for all his guidance in supporting Watertown Township and herself. She will miss seeing him every month.

**ADJOURNMENT**- Meeting adjourned at 7:05 p.m.

April 17, 2024

*P. E. Hill*

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
, Secretary

**Watertown Charter Township**  
**April 15, 2024, Board of Trustees Regular Meeting Minutes - DRAFT**

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1. **CALL TO ORDER:** The meeting was called to order at 7:02PM by Supervisor Maahs with the Pledge of Allegiance to the Flag of the United States of America.

**BOARD MEMBERS PRESENT:** Supervisor John Maahs, Treasurer Sue Biergans, Clerk Carolyn Brokob, Trustee Chad Cooley, Trustee Todd Hufnagel, Trustee Holly Madill, and Trustee Ron Overton.

**BOARD MEMBERS ABSENT:** None.

**STAFF PRESENT:** Township Manager Jennifer Tubbs and Township Planning Director Andrea Polverento.

**PUBLIC SIGNED-IN:** Shari Montgomery, Jim Shirey, Ken Mitchell, Jake Pearson, Peg McLeod, and Martha Hoffman.

2. **PUBLIC COMMENT:**

Commissioner Mitchell provided an update. Clinton County Dispatch is in desperate need of staff. The county has raised the rate of pay and sign-on bonuses. The Commissioner also encouraged use of Smart 9-1-1 and the app “What Three Words” for people who may become lost. He will send a link to the Clerk to share.

Trustee Overton commended Clerk Brokob and her Deputy on their attention to detail.

3. **CONSENT AGENDA:**

Motion by Trustee Cooley, seconded by Trustee Madill, to approve the consent agenda as amended. Motion carried unanimously.

4. **AGENDA APPROVAL:**

Addition of Clinton County Road Commission contracts (New Business 9E).

Motion by Trustee Madill, seconded by Trustee Cooley, to approve the agenda as amended. Motion carried unanimously.

5. **APPROVAL OF MINUTES:**

**A. March 18, 2024 – Regular Meeting**

Motion by Clerk Brokob, seconded by Trustee Madill, to approve the regular meeting minutes of March 18, 2024, as presented. Motion carried unanimously.

6. **APPROVAL OF BILLS:**

The additional bill list was added to the consent agenda.

**Watertown Charter Township**  
**April 15, 2024, Board of Trustees Regular Meeting Minutes - DRAFT**

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Motion by Treasurer Biergans, seconded by Trustee Madill, to approve the additional bill list placed on the table dated April 15, 2024. Motion carried unanimously.

7. **PUBLIC HEARING:** None.

8. **PENDING BUSINESS:** None.

9. **NEW BUSINESS:**

**A. Reappointment of Richard Turcotte to Construction Board of Review**

Motion by Trustee Madill, seconded by Trustee Cooley, to re-appoint Richard Turcotte to the Construction Board of Appeals with a term of May 1, 2024 – April 30, 2027. Motion carried.

**B. Planning Commission Appointment to Zoning Board of Appeals**

Motion by Trustee Hufnagel, seconded by Treasurer Biergans, to concur with the recommendation of the Planning Commission and appoint Richard Adams as the Planning Commission's representative to the Zoning Board of Appeals for a one-year term. Motion carried.

**C. Resolution 4-15-2024-1 Partial Termination of a Farmland Development Rights Agreement – James Lonier**

Motion by Trustee Madill, seconded by Trustee Hufnagel, to waive the reading of Resolution 4-15-2024-1 for Partial Termination of a Farmland Development Rights Agreement (with a pre-existing structure). Motion carried.

Motion by Clerk Brokob, seconded by Trustee Hufnagel, to adopt Resolution 4-15-2024-1 for Partial Termination of a Farmland Development Rights Agreement (with a pre-existing structure).

Roll Call Vote: Those voting AYE were Cooley, Madill, Brokob, Hufnagel, Maahs, Biergans, Overton.

Absent: None.

Seven AYES, zero NAYS. Motion carried unanimously. Resolution adopted.

**D. Case No. 24-03 Special Land Use – House of Promise, 15275 Francis Road**

Planning Director Polverento provided a summary of the request and Planning Commission public hearing. Polverento and Shari Montgomery answered questions related to the request.

Motion by Clerk Brokob, seconded by Trustee Hufnagel, that the Board of Trustees **concur** with the recommendation of the Planning Commission and **approve** Case No. 24-03 SLU for Shari Montgomery of the House of Promise, for an amendment to Special Land Use Permit No. 17-02, to authorize expansion of the campus of the House of Promise, in a phased approach, with Phase 1 of construction to include a 4,323 square foot boarding facility, and future phases to include two additional boarding facilities and a community center of similar size, in accordance with their existing permit to operate a private boarding school at 15275 Francis Road, in Section 27 of Watertown Charter Township, provided that conformance to conditions **1-10**, as noted in the staff report, are

**Watertown Charter Township**  
**April 15, 2024, Board of Trustees Regular Meeting Minutes - DRAFT**

---

achieved to the satisfaction of the Township Zoning Administrator as being in accordance with the requirements of the Watertown Charter Township Zoning Ordinance.

Roll Call Vote: Those voting AYE were Overton, Madill, Brokob, Hufnagel, Maahs, Cooley, Biergans.

Absent: None.

Seven AYES, zero NAYS. Motion carried unanimously.

**E. 2024 Additional Contracts with Clinton County Road Commission**

Two additional 2024 contracts with Clinton County Road Commission were distributed at the meeting. Contract 497.015.150373 in the amount of \$10,000 is for mowing the roadsides of the local roads throughout the township. Contract 497.015.150474 in the amount of \$3,360.30 is for the replacement of a damaged culvert in Gloria Miller Looking Glass Valley Park.

Motion by Trustee Madill, seconded by Trustee Cooley to approve contract number 497.015.150373 and 497.015.15474 with Clinton County Road Commission in an amount not to exceed \$13,360.30. Motion carried unanimously.

**F. BOARD MEMBER AND PUBLIC COMMENT:**

The Dump Your Junk collection event is this Saturday, April 20, 2024. Volunteers are needed.

The Looking Glass Garden Club Native Plant Sale is Saturday, May 11, 2024. The location has changed to Tractor Supply Company on Grand River.

**G. ADJOURNMENT: 7:39PM**

Date approved:

\_\_\_\_\_  
John Maahs, Supervisor

\_\_\_\_\_  
Carolyn Brokob, Clerk





APPLICATION FOR TOWNSHIP COMMITTEES, BOARDS, AND COMMISSIONS

Name of Committee/Board/Commission Zoning Board of Appeals

Name Mark Zarkovich

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Business Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Length of Residence in Watertown Charter Township 50 yrs.

Occupation Manufacturers Representative

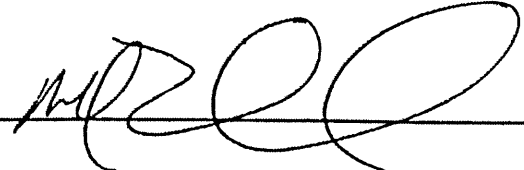
Employer Self Employed

Business Address 0

Education High School diploma, some college @ LCC

Relevant Organizations/Affiliations Former Lansing Jaycee Member

Please explain your interest in serving on this Committee/Commission/Board:  
I'd like to be involved in giving back to the community, and fulfilling community service.

Signature:  Date: 5/11/24

Please Return Completed Application To: **Watertown Charter Township Clerk  
12803 S. Wacousta Road  
Grand Ledge, MI 48837**

For additional information regarding the duties and responsibilities of any committee, board, or commission, please contact the Township Clerk's Office. (517) 626-6593 or clerk@watertownmi.gov

**SUBMIT FORM**





*LET IT BE KNOWN, that it is a privilege to extend our sincerest praise and commendation to*

***Cindy Zerbe***

*in acknowledgement of her attaining the distinct honor of being named the Watertown Charter Township "2024 CITIZEN OF THE YEAR".*

*Commitment, reliability, and integrity have been reflected in all of Cindy's work in the community that enhances the quality of life in Watertown Charter Township. Cindy is highly active at the St. Michaels Catholic Church, Grand Ledge Public Schools, and in the local community.*

*Cindy and her husband Dave have been married for almost 42 years. They have lived on Clark Rd. in Watertown Township for over 30 years raising their two children. Cindy has been the secretary at Wacousta Elementary for 28 years and is retiring at the end of this school year. She will be extremely missed by the students, parents, coworkers, and the community. She is well loved and respected by the students as well as the parents and school staff. Cindy has volunteered for more than 15 years for the local Relay for Life coordinating teams and events. She has volunteered for many years at St. Michaels and the Knights of Columbus. Cindy has volunteered and organized Blessings in a Backpack which benefits local school kids. She hosts local pool parties and continually lends a hand in the community wherever there is a need. She has also made sure that local school kids have the clothing they need, food to eat, care they might need, and always a hug and a smile. Cindy was instrumental in fundraising and coordinating efforts for the new Dream Depot at Wacousta Elementary. She has been a Weight Watchers leader and coach for many years. Cindy recently created a Memorial Fund for the little boy that went missing in the community. She was an integral part of the search and the liaison with the family during and after that tragic event. This is only a small synopsis of the ways Cindy enriches the community.*

*In her free time, Cindy can be found cheering on her grandchildren, Will and Madi, who are the loves of her life. She enjoys swimming, gardening, loving her grandchildren, spending time with her kids and husband, and greeting people with a smile and a chat. In everything she does, Cindy exudes kindness and a willingness to help everyone in need, always with a smile on her face.*

*IN SPECIAL TRIBUTE, therefore, this document is adopted on May 20, 2024, by the Watertown Charter Township Board of Trustees to commend and congratulate Cindy Zerbe as Watertown Charter Township's "2024 CITIZEN OF THE YEAR."*

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**MEMORANDUM**

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**TO:** WATERTOWN TOWNSHIP BOARD OF TRUSTEES  
**FROM:** ANDREA Z. POLVERENTO, PLANNING DIRECTOR  
**SUBJECT:** CASE NO. 24-06 OAL – OUTDOOR ASSEMBLY LICENSE, WACOUSTA BLOCK PARTY  
**DATE:** MAY 6, 2024

---

Please see the attached materials for the upcoming Wacousta Block Party, organized by the Wacousta Cooperative Preschool, to be held on Saturday, June 1, 2024.

This event is proposed to take place from 3pm – 7pm, and will include food trucks, sales booths, and live bands. This is a family friendly event, there are no alcohol sales associated. The event is to support the Wacousta Cooperative Preschool Scholarship Fund.

The event will take place predominantly on the Wacousta Methodist Church property, but they will also have a shuttle to transport those who may need to park at any one of the alternate parking sites. Details are included with their application and are attached to this report. They have been notified that Heritage Park has been rented that day, and that parking in Heritage Park is not permitted.

**Suggested motion:**

Motion to approve the Outdoor Assembly License for the Wacousta Cooperative Preschool, for their Block Party event to take place on June 1, 2024.

\$100



12803 S. Wacousta Rd., Grand Ledge, MI 48837  
517-626-6593  
517-626-6405 Fax  
www.watertownmi.gov

RECEIVED

MAY - 4 2024

WATERTOWN CHARTER TWP

Outdoor Assembly License Application

Page 1 of 2

Applicant Name Rachael Therrian (Wacousta Cooperative Preschool)  
Applicant Address 9180 W. Herbison Rd  
City/State/Zip Eagle MI 48822  
Office Phone 517-626-2746 Cell Phone [REDACTED]  
E-mail wacoustablockparty@gmail.com  
Contact Person Rachael Therrian

(If applicant is a corporation)

Owner's Name Rachael Therrian  
Address 9180 W. Herbison Rd  
City/State/Zip Eagle MI 48822  
Phone \_\_\_\_\_ E-mail See above  
Relationship to applicant Self

Parcel Number 19-150-  
Zoning District \_\_\_\_\_

All questions must be answered completely.  
Number and attach additional sheets. Number of attached sheets: 8

Please describe the proposed outdoor assembly.  
Wacousta Community Block Party - Community event held to raise money for the Wacousta Cooperative Preschool scholarship fund. Local craftspeople, farms, artists, & makers have sales booths, live bands, food trucks, and community partners.  
Date and hours of proposed outdoor assembly June 1, 2024 3pm-7pm  
Maximum number of attendees expected 2,500

Provide a detailed explanation on a separate sheet of paper (including drawings and diagrams, where applicable) of the following:

- 1. Police and fire protection;
- 2. Food and water supply and facilities;
- 3. Health and sanitation facilities;

Staff use only:  
Case Number 24-06 OAL Date Filed 5/10/24 Fee \$100 Receipt # 57108





# OUTDOOR ASSEMBLY APPLICATION

## ABSTRACT

Wacousta Cooperative Preschool Outdoor Assembly Application for the 2024 Wacousta Block Party

*Rachael Therrian*

Director, Wacousta Cooperative Preschool

Wacousta Community

# BLOCK PARTY



**SATURDAY**  
**JUNE 1**      **3-7PM**

**FOOD TRUCKS**

**LIVE MUSIC**

**WITH PERFORMANCES BY**

• Ron St. Germain Music •

The Neptunes • The Further

Adventures of FatBoy & JiveTurkey

**LOCAL ARTISANS**

Wacousta Cooperative Preschool

9180 W. HERBISON RD. EAGLE, MI 48822

Presented By



WACOUSTA COOPERATIVE PRESCHOOL

Thank You Sponsors







# BLOCK PARTY



Wacousta  
Cooperative  
Preschool



Township  
Hall

Heritage  
Park

HERBISON RD



Wacousta  
Elementary

Wacousta  
General Store



WACOUSTA RD

## MAP KEY



Block Party



Parking



Shuttle Stop



Restrooms



ATM

Gloria Miller  
Park



# 2024 WACOUSTA BLOCK PARTY

JUNE 1 2024, 3-7 PM

## OUTDOOR ASSEMBLY LICENSE APPLICATION ATTACHMENT

The Wacousta Block Party is a community block party sponsored by Wacousta Cooperative Preschool. The event is held to raise money for the Wacousta Cooperative Preschool's scholarship fund. This fund is used to help families struggling financially, to pay for their child's early childhood education. It is open to any family regardless of income. WCP has been able to provide over \$6,000 in tuition assistance to families since the start of the Wacousta Block Party 3 years ago. This is not a ticketed event. However, we anticipate 1,000-2,000 people attending. This will include guests, volunteers, vendors, band members, and food truck workers. No alcohol will be served.

## POLICE AND FIRE PROTECTION

Sheriff's department and fire department have been notified of the event.

There will not be security personnel on site, but there will be many volunteers from Wacousta Cooperative Preschool, Wacousta Community United Methodist Church, and the greater community roaming and monitoring. Staff of Wacousta Cooperative Preschool will also be in attendance to help monitor as well.

The parking lots will be used for vendor space, food trucks, and bands. These spaces will be natural barriers for attendees. Please see attached layout.

## FOOD AND WATER SUPPLY AND FACILITIES

Food and drinks will be available for purchase from one of our 7 food trucks on site. Food will be available throughout the event.

## HEALTH AND SANITATION FACILITIES

Four port-a-potties will be available outside. At least two have handwashing stations. One additional port-a-potty will be available that is accessible.

Inside restrooms, easily accessible are handicap accessible, and will be open during entire event for volunteers and vendors, but not open to the general public.

Volunteers will be onsite to change out trash cans throughout the event. There is a large dumpster onsite that will be available for disposal of waste.

## MEDICAL FACILITIES AND SERVICES, INCLUDING EMERGENCY VEHICLES AND EQUIPMENT

Wacousta Cooperative Preschool has first aid supplies, and multiple employees have medical experience with CPR training, and will be onsite for the first aid tent and will be overseeing the first aid tent. There will signage indicating the first aid area.

Fire lanes will be kept open and blocked off with traffic cones.

## VEHICLE ACCESS AND PARKING FACILITIES

In addition, we have established a partnership with Clinton Transit to provide shuttle service from Gloria Miller Park, Heritage Park, and Watertown Township Hall to provide added parking and safety for guests. Parking will also be available across the street for guests at Wacousta Elementary School. Vendors will be able to park in the lot of the Masonic Lodge. We will have volunteers stationed at traffic areas to serve as parking attendants and crossing guards.

The parking lots on site will be used for the festival.

There will be directional signage for parking.

Parking is not permitted along Herbison Road or Wacousta Road.

## **CAMPING AND TRAILER FACILITIES**

Attendees will not be permitted to bring campers or trailers.

## **ILLUMINATION FACILITIES**

The event is being held during the day so additional lighting will not be necessary.

## **COMMUNICATIONS FACILITIES**

Our staff & volunteers will use walkies to communicate throughout the event.

General management of the event will be by Rachael Therian and Chelsea Schafer.

## **NOISE CONTROL AND ABATEMENT**

Amplified sound will be used for Saturday only. The event ends at 7pm.

## **FACILITIES FOR CLEANUP AND WASTE DISPOSAL**

Trash must be kept on the premises and not permitted to blow into the street or to adjacent properties.

As noted above, volunteers & staff are providing trash and recycling assistance and will monitor and change bags as needed.

## **INSURANCE AND BONDING ARRANGEMENTS**

Our insurance agent has noted that we will be covered under our existing policies and we have noted that this is an annual event. We have increased our insurance to be sure that this event will be covered every year it is held. The full event will take place on our property.

## MEMORANDUM

To: Township Board  
From: Jennifer Tubbs, Township Manager  
Date: May 15, 2024

Re: Wacousta Cemetery Drive Resurfacing

---

Attached is the proposed contract with the Clinton County Road Commission to resurface the drive in the Wacousta Cemetery. This project was originally budgeted for before the columbarium construction and was postponed due to the heavy nature of the equipment needed for that project. The columbarium project is now complete and the cemetery drive can be resurfaced.

**Recommended Action:**

**Approval of the contract 497.015.150574 with the Clinton County Road Commission for the Mill and Fill of the Wacousta Cemetery Drive with a project cost of \$59,493.**

05/01/2024

# **AGREEMENT FOR IMPROVEMENTS ON CLINTON COUNTY ROADS**

**PROJECT NO.: 497.015.150574**

This agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2024 by and between the Township Board of Watertown Charter Township, Clinton County Michigan, parties of the first part, and the Board of Clinton County Road Commissioners, parties of the second part.

**WHEREAS**, the parties of the first part desire that certain improvements be made on the road listed below, a county local road, and

**WHEREAS**, Section 14 and 20 of Act 51 of the Public Acts of 1951 provide proper authority to the parties of this agreement;

**IT IS NOW THEREFORE AGREED** that the parties of the second part will accomplish the improvements as specified herein:

Watertown Cemetery – off Wacousta Rd – HMA Mill & Fill at 220 lbs/syd

**ESTIMATED PROJECT COST                      \$59,492.80**

## **COST SHARE DOES APPLY TO THIS PROJECT DEPENDENT UPON COST SHARE BALANCE**

**NOTE: This is an estimate and cost may vary**

The parties of the first part shall, in consideration of the completion of any portion of the above specified improvements, deposit into the County Road Fund of Clinton County, Michigan, upon demand of the parties of the second part, the costs of the completed portions of the improvements less any County Road Commission participation.

**IN WITNESS WHEREOF**, the parties have hereunto set their hands and seals the day and year above written.

FOR THE \_\_\_\_\_ TOWNSHIP BOARD

\_\_\_\_\_ SUPERVISOR

\_\_\_\_\_ CLERK

\_\_\_\_\_ TREASURER

FOR THE BOARD OF CLINTON COUNTY ROAD COMMISSIONERS:

\_\_\_\_\_ MANAGER

\_\_\_\_\_ CLERK

# CLINTON COUNTY ROAD COMMISSION

## CONSTRUCTION ESTIMATE

TOWNSHIP: Watertown

CONTRACT NEEDED?

DATE: 5/1/2024

ROAD: Watertown Cemetery

LOCATION: Off Wacousta Road

ROAD TYPE: Asphalt

MILES: N/A

PROJECT NUMBER: 497.015.150574

DESCRIPTION OF WORK: HMA Mill and Fill at 220 lbs/syd

ITEM:	QTY:	TOTALS:
100000 Chloride	0 Gal	\$ -
109010 Cold Milling, HMA	2920 Syd	\$ 8,292.80
109001 HMA, 13A	375 Tons	\$ 45,000.00
Monument Preservation	0 Ea	\$ -
109004 Chip Seal	Emulsion 0 Gal	\$ -
	Stone 0 Tons	\$ -
109004 Fog Seal	0 Gal	\$ -
109011 Micro Surfacing	0 Syd	\$ -
109001 Tree Removal	0 Ea	\$ -
109005 Grading	0 Days	\$ -
109006 Grading - Add'l Lane/Elev Chg.	0 Days	\$ -
109007 Sub Base	Sand 0 Tons	\$ -
	Gravel 0 Tons	\$ -
122000 Drive Tubes - 12"	0 Ft.	\$ -
Drive Tubes - 15"	0 Ft.	\$ -
Cross Tubes - 12"	0 Ft.	\$ -
Cross Tubes - 15"	0 Ft.	\$ -
Cross Tubes - 24"	0 Ft.	\$ -
119002 Shoulder Gravel	0 Tons	\$ -
128001 Curb Removal	0 Ft.	\$ -
128001 Curb, Conc, F4	0 Ft.	\$ -
128001 Curb Sloped, HMA	0 Ft.	\$ -
109001 HMA Hand Patching	0 Tons	\$ -
122001 Ditching	0 Days	\$ -
123000 Slope Restoration	0 Syd	\$ -
109001 Manhole Adjust	0 Ea.	\$ -
109001 Manhole Wrap	0 Ea.	\$ -
128002 Driveway Removal / Replacement	0 Ea.	\$ -
160000 Pavement Marking	0 LSUM	\$ -
160000 Traffic Control	0 LSUM	\$ -
180000 Engineering	1.5 Days	\$ 1,200.00
185000 Field Supervision	0 Days	\$ -
109007 Pulverizing	0 Syd	\$ -
109007 Base Stabilizing	0 Gal	\$ -
0	0 0	\$ -
0	0 0	\$ -
Contingency - If needed	1 LSUM	\$ 5,000.00
<b>Total:</b>		<b>\$ 59,492.80</b>

**COST SHARE APPLIES TO THIS PROJECT  
DEPENDENT UPON THE COST SHARE AVAILABLE**

NOTE: This is an estimate and cost may vary

## MEMORANDUM

To: Township Board  
From: Jennifer Tubbs, Township Manager  
Date: May 15, 2024

Re: Building Inspection Services Contract Renewal

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Attached is a copy of the renewal contract for building inspection services with Municipal Inspection Services Inc and a comparison of the fee schedule (Exhibit A). The proposed contract is for an additional three-year period ending May 31, 2027. There are minor changes to the contract other than the dates.

Fees for special inspections, additional services and per diem were increased from \$50 to \$65 to bring the cost closer to neighboring municipalities. The cost for a finished basement was set at \$65 per sq ft of finished space and the unfinished basement portion increased from \$21 sq ft to \$27 a sq ft.

The contract has no increase for the building permit formula.

**Recommended Action:**

To approve the contract with Municipal Inspection Services Inc. from June 1, 2024 through May 31, 2027 as presented.

## WATERTOWN CHARTER TOWNSHIP CONTRACT FOR BUILDING INSPECTOR SERVICES

THIS CONTRACT is made between Watertown Charter Township, a municipal corporation of the State of Michigan, hereinafter referred to as "Watertown" and Municipal Inspection Services, Inc., a Michigan corporation authorized to do business in Michigan, hereinafter referred to as "M.I.S." and sets forth the mutual agreement of the parties as follows:

1. TERM: Watertown hereby contracts for and M.I.S. hereby agrees to perform the building inspection activities included in this contract for the term beginning June 1, 2024 and ending May 31, 2027. Either party may request a review of the terms and conditions of this contract prior to commencement of the second year of this agreement (April 30, 2026). At the end of the initial term of this contract, the contract will continue month to month until either party has given a 30-day notice of termination or a new contract is approved.
2. DUTIES: M.I.S. will provide the township's clerk with evidence of the necessary Michigan license/certification to perform building inspections and related duties for Watertown. It shall also provide proof of general liability insurance for its employees naming Watertown as an additional insured. M.I.S. shall conduct Watertown's building inspections in accordance with the township's Building Ordinance, Michigan's Codes, and all other applicable laws and requirements.
3. EXTENT OF SERVICE: M.I.S. agrees to provide the following services:
  - A. To discharge in a timely manner all duties of municipal building inspector as described in Watertown's Building Ordinance. This includes, but is not limited to, a review of applications for building permits, record keeping, inspections, issuance of "Certificates of Occupancy" in coordination with the Planning Director on enforcement of building code violations, and oversees the permitting and enforcement of the Electrical, Mechanical, and Plumbing Codes as approved by the State of Michigan and Watertown Charter Township.
  - B. Provide monthly and annual reports of building inspection activities for Watertown's Board of Trustees. It is agreed that such reports will include the following:

### MONTHLY

- The number of new permits issued;
- Building permit receipts for period of reports;
- Recommendations: For more effective building inspections; Policy issues encountered; and/or ordinance revisions.



## ANNUALLY

- Information/data required by Michigan Building Codes, State Law, and the Township Building Ordinance;
  - The number of final inspections and Certificates of Occupancy issued;
  - The number of open building files;
  - Recommendations: For more effective building inspections; Policy issues encountered; and/or ordinance revisions.
- C. Provide contact phone numbers to Watertown where M.I.S. may be reached or where messages may be left for contact during normal business hours by township staff only. M.I.S. shall provide the township's clerk with contact information for all inspectors and administrators who work on behalf of M.I.S for use by township staff only. All messages left by township staff shall be returned within one business day.
- D. Will provide the Construction Board of Appeals with guidelines of duties and responsibilities to be kept on file at Watertown. Periodic meetings may be called to update guidelines and responsibilities of committee members.
- E. Make written recommendations, as needed, for updating and/or improving township building inspections or its Building Ordinance. Also, include written recommendations for either adoption or modification of Michigan Building Codes.
- F. Provide the basic tools and transportation necessary to perform the duties included herein except as noted in Section 4 of the contract. Additionally, M.I.S. will provide for all other expenses, including federal, state, and local taxes.
- G. As part of the required duties, M.I.S. may be requested to appear at meetings to explain decisions regarding conduct of the building inspection services, including township Board meetings and Construction Board of Appeals meetings. If attendance is required at such meetings, M.I.S. will be paid a per diem as identified in Exhibit A. It is understood that a minimum of a 72 hour notice will be given to M.I.S., including details of the situation requiring an explanation.
- H. Submit written itemized vouchers for payment to Watertown's bookkeeper at least two (2) working days prior to designated dates for township disbursement of funds in payment of its financial obligations.
- I. M.I.S. shall provide the township's clerk with copies of the licenses for all employees or subcontractors who work on behalf of M.I.S.

- J. Messages left for M.I.S. by contactors, residents or other applicants for permits shall be returned within one business day.
  - K. M.I.S. shall inform Watertown, in writing, of any extended absences (three business days or more) from conducting inspections. Such notification shall include the dates of the duration of the absence, a contact number where M.I.S. can be reached if necessary, and an estimated time of return.
  - L. All effort shall be made to inform Watertown of pending permits to be issued and/or certificates of occupancy to be issued so township zoning inspections can be conducted with efficiency.
  - M. Permits that have been finalized and/or cancelled shall be delivered to Watertown on a monthly basis.
  - N. M.I.S. shall update and maintain computer software compatible with Watertown. Such software shall be updated as needed, no less than once every six months.
  - O. M.I.S. shall provide two set hours per week, during which the building official shall be available to answer calls.
4. WATERTOWN'S SUPPORT: It is agreed that Watertown will:
- A. Provide M.I.S. with Township office space and materials necessary to keep all the required records at the township office.
  - B. Provide any forms required by governmental agencies for the purpose of reporting the activities of independent contracts, i.e. form 1099.
  - C. Continue memberships in International Code Council at Watertown's own cost and make all materials provided by ICC available to M.I.S.
  - D. Watertown shall be responsible for informing applicants of the status of their permit applications and certificates of occupancy, and dispensing said documents provided payment has been made in full. M.I.S. shall provide all contact information necessary on the permits and/or certificates of occupancy so that Watertown may carry out these duties in a timely manner.
  - E. Watertown shall provide digital copies of all applications, receipts and correspondence when possible. It is understood that oversized prints cannot be provided digitally.
5. FEES: M.I.S. will be compensated by Watertown according to the schedule in attached Exhibit A. The fee schedule may be amended from time to time by resolution of the Watertown Charter Township Board, subject to the mutual approval of both parties to this contract.

M.I.S. will be paid its fee upon issuance of the building permit and will be responsible for closeout of the permit and issuance of the occupancy certificate.

6. ADDITIONAL SERVICES: In some instances, Watertown's Board supervisor or Watertown's planning director may authorize services to be performed by M.I.S., in addition to the duties outlined herein. In this event, M.I.S. will be paid at the hourly rate designated in Exhibit A for Additional Services." Such services, may include, but are not limited to, attendance at township board meetings for consultation purposes on matters other than issued building permits or occupancy permits.
  
7. TERMINATION OF CONTRACT: This contract may be terminated for the following reasons:
  - A. This contract may be terminated at will by either party upon a 30 day notice. M.I.S. will complete any outstanding inspections for permits that were issued before the date of termination and M.I.S. will officially close out any outstanding permits. M.I.S.'s method of payment will remain the same.
  - B. This contract may also be terminated at any time for just cause with immediate discharge of M.I.S.'s services. If M.I.S.'s services should be terminated immediately, M.I.S. shall be solely responsible for arrangements to complete any outstanding permits already compensated for, which may include additional inspections and issuance of the Certificate of Occupancy. Such arrangements may entail compensation to a third party by M.I.S. Termination by just cause shall include and be limited to the following actions either by M.I.S. or its agents/employees conducting building inspection activities for Watertown:
    1. Revocation or suspension of any required licenses or certification to lawfully perform the duties described in this contract;
    2. Continuing inattention to, or neglect of, the duties to be performed by M.I.S. under this contract; Dishonesty detrimental to the best interest of Watertown;
    3. Physical incapacity of the agents or employees of M.I.S. to the extent that the requirements of this contract cannot be fulfilled;
    4. Conviction for any theft, fraud, or felony;
    6. Imparting any information regarding Watertown to the general public which is not subject to the Freedom of Information Act or is otherwise confidential;
    7. Unethical or unprofessional conduct;
    8. The failure of M.I.S., for any reason, within twenty (20) days after receipt of notice from Watertown, to correct, cease, or otherwise alter any failure to comply with this contract or other action or omission to act that in the opinion of Watertown does materially or adversely affect Watertown 's operation.

8. NON-EXCLUSIVE CONTRACT: It is agreed that this is a non- exclusive contract consistent with the need of Watertown Charter Township, and does not preclude M.I.S. from performing building inspection and other business activities outside of Watertown. M.I.S. shall control the means and methods of its performance and duties. However, it is understood that the scope and extent of outside activities shall not interfere with M.I.S.'s performance under this contract.
9. RELATIONSHIP AS INDEPENDENT CONTRACTOR: The parties understand and agree that the relationship created by this contract is that of an independent contractor, and that M.I.S. will not be considered an employee of the Township for any purpose, nor will it be entitled to any of the usual benefits provided by the municipality to its employees, including but not limited to worker's compensation, unemployment benefits, FICA, FUTA, retirement, or the like.
10. PROHIBITION AGAINST ASSIGNMENT: M.I.S. agrees on behalf of its executors, administrators , heirs, legatees, distributes, and any other party or parties claiming any benefit to them by virtue of this contract, that this contract and the rights, interests, and benefits hereunder shall not be assigned, transferred, or pledged in any way.
11. NO THIRD-PARTY RIGHTS: It is not intended that this contract create any rights in any party other than M.I.S. In the event that M.I.S. engages other individuals or professionals to assist them in performing the services required by this contract, such individuals shall be considered solely the agents or employees of M.I.S., and not agents or employees of Watertown. M.I.S. further agrees to indemnify and hold the Township harmless from any claim by third parties on account of services rendered in performance under this contract, including claims for wages, expenses, withholding, workers' compensation, unemployment insurance benefits, and all other statutory or common law benefits and insurance, except for services provided for commercial plan review.
12. INDEMNIFICATION OF TOWNSHIP: M.I.S. shall be solely and entirely responsible for its own willful acts or omissions during the performance of services required under this contract and shall indemnify, defend and hold the Township harmless from any liability asserted against the Township or its boards, agents, or employees, on account of any negligent act or omission by M.I.S. or any individual or professional engaged by it to provide services required under this contract.
13. HOLD HARMLESS: Watertown agrees to indemnify and hold M.I.S. harmless for proper and good faith performance under this contract in the consistent execution of the building ordinance and Michigan Building Codes, which nonetheless results in legal action brought against M.I.S. M.I.S. may request to be named as an additional insured on Watertown's liability policy, subject to the limits of said policy, and reimburse Watertown for any additional costs of the policy.

14. SEVERABILITY OF INVALID PROVISION: The provisions of this contract shall be deemed severable, the invalidity or unenforceability of any one or more of the provisions of this contract shall not affect the validity and enforceability of other provisions. This contract shall be construed in all respects as if such invalid or unenforceable provisions were omitted.
15. GOVERNING LAW: In view of the fact that Watertown is a municipal corporation of the State of Michigan, it is understood and agreed that the construction and interpretation of this contract shall, at all times and in all respects, be governed by the laws of the State of Michigan.
16. ENTIRE AGREEMENT: This contract contains the entire agreement and understanding by and between Watertown and M.I.S. with respect to this Contract for Building Inspection Services, and no representations, promises, contracts or understandings, written or oral, not contained herein, shall be of any force or effect. No change or modification of this contract shall be valid unless it is agreed to by both parties in writing. No waiver by any party of any condition, or of any breach of any term, covenant, representation, or warranty contained in this contract, in any one or more instances, shall be deemed to be or construed as a further or continuing waiver of any condition or of any breach of any term, covenant, representation, or warranty.
17. CONFLICT OF INTEREST: In instances where M.I.S. is engaged in construction activity within the Township and a building inspector is required, the inspection will be performed by a party designated by the Township, independent of and having no affiliation with M.I.S.

Watertown hereby contracts with M.I.S. and M.I.S. hereby accepts the terms of this contract herein set forth.

IN TESTIMONY WHEREOF, the parties hereto have executed this instrument in duplicate originals upon this \_\_\_\_ day of \_\_\_\_\_, 2024.

**Municipal Inspection Services, Inc.**

By: \_\_\_\_\_  
Jeffrey L. Cranson

**Watertown Charter Township**

By: \_\_\_\_\_  
John Maahs, Supervisor

By: \_\_\_\_\_  
Carolyn Brokob, Clerk

EXHIBIT A  
FEE SCHEDULE

VALUATION AMOUNT

FEE RATE

1 <sup>st</sup> \$1,000.00	\$25.00
Each Additional \$1,000 or Any Part of	\$ 8.50 (\$7.00 to M.I.S.)
Special Inspections/Additional Inspections	\$ 65.00 each
Additional Services	
\$ 65.00 per hour Meetings	
\$50.00 per hour township meetings	
Per Diem	\$ 65.00
Minimum Demolition Permit - Residential	\$ 75.00
Minimum Demolition Permit - Non-Residential	\$125.00
Minimum Residential Building Permit	\$ 75.00
Minimum Non-Residential Building Permit	\$ 100.00
Administration Fee-Residential	\$ 10.00
Administration Fee-Non-Residential	\$ 25.00
Commercial Plan Review Fee	15% of building Permit Fee (Due upon submission of plans.)
Annual Permit for Non-Residential Buildings	\$250.00 per trade

Formula to Determine Valuation of Construction: \_

The valuation of all construction will be determined by the International Code Council data which is updated every six months. (Note: Values may go up or down according to national average building costs.)

Unfinished Basements, Decks, & Porches: \$27.00 per square foot, or actual cost  
Finished Basements \$65 per square foot of finished space.

(Note: Decks that are less than 30" off the ground measured from the surface of the deck to the ground level at all points of the deck, do not require a building permit, unless they are the required exit from the building.)