



**MONDAY, AUGUST 21, 2023**  
**BOARD OF TRUSTEES REGULAR MEETING AGENDA**  
**7:00 PM SOUTH ROOM**

*Electronic file format: Hover over agenda item to take you to the corresponding page.*

	Resp. Party	Action	Attachment
<b>1. MEETING OPENING</b>			
a. Call to order	JM		
b. Pledge of Allegiance	JM		
c. Roll Call	CB		
<b>2. PUBLIC COMMENT</b> (limit of 3 minutes per comment may be enforced)			
<b>3. CONSENT AGENDA</b>	JM	Motion to approve all items on the consent agenda, minus items pulled from consent	
a. Correspondence:			
i. Free for Fall Collection Event 10/7/23 in DeWitt Twp			1
b. Routine Bills – Bill List			2
c. Board Reports			
i. Planning Director July 2023			3
ii. Permitting Activities, July 2023			4
iii. Treasurer Memo, July 2023			5
iv. Investment Report, July 2023			6
v. Treasurer Financial Status Report, July 2023			7
vi. Township Manager, July 2023			8
d. Reports:			
i. Clinton County Sheriff- July 2023			9
ii. Clinton County Solid Waste Planning Committee 7/25/23			10
iii. SCCMUA Director’s Report – July 2023			11
<b>4. AGENDA APPROVAL</b>	JM	Motion	Agenda
<b>5. APPROVAL OF MINUTES</b>			
a. July 17, 2023 Regular Meeting	JM	Motion	12
<b>6. APPROVAL OF BILLS</b>			
a. Additional Bill List	JM	Motion	On Table
<b>7. PUBLIC HEARING</b>	N/A	N/A	N/A
<b>8. PENDING BUSINESS</b>	N/A	N/A	N/A
<b>9. NEW BUSINESS</b>			
a. 2023 SCCMUA Budget Presentation – Brad Gurski	JT	Motion	13
b. First Reading of Ordinance 52 – Revisions to Cemetery Ordinance	CB	Motion (RC)	14
c. Special Assessments – 2023 Winter Tax Rolls	SB	Motion	15
d. 2023 Tax Rate -L-4029	CB	Motion	16
e. Case No. 23-05 Outdoor Assembly License Royal Scot Battle of the Food Trucks	AP	Motion	17
f. Cemetery Improvement Account	JT	Information	18
g. Cremains Garden Project Overview	CB	Motion	19
h. Cemetery Tree Removal Quotes	JT	Motion	20
<b>10. BOARD MEMBER AND PUBLIC COMMENT</b>			
<b>11. ADJOURNMENT</b>			



# 2023 CLINTON COUNTY FREE FOR FALL COLLECTION EVENT

*Clinton County Residents Only*

**ABOUT:** The Free for Fall Collection event is being offered as a service to residents of Clinton County to assist in the safe disposal of household hazardous waste and to encourage the proper recycling of electronics. Minimal fees apply - see back side of this flier.

**October 7<sup>th</sup> –  
Lansing (DeWitt Twp)  
9:00am to 1:00pm**

**MATERIALS ACCEPTED:**

- Hazardous Waste - including unwanted medications
- Farm & Landscaping Chemicals
- Motor Oil & Anti-freeze
- Electronic Waste

**TO PARTICIPATE:** Contact the Department of Waste Management to make an appointment no later than Friday, September 29<sup>th</sup>. Residents must schedule an appointment to participate. Please create an account and register online here:

[www.clinton-county.org/314/Current-Events](http://www.clinton-county.org/314/Current-Events)

**FOR MORE INFORMATION & TO MAKE AN APPOINTMENT:**

Clinton County residents can create an account and register online at [www.clinton-county.org](http://www.clinton-county.org) (search for the Department of Waste Management’s Current Events webpage), send questions through email [recycle@clinton-county.org](mailto:recycle@clinton-county.org), or call (989) 224-5186.



## **Clinton County Department of Waste Management 2023 Free for Fall Collection Event**

**Registration will begin August 1<sup>st</sup>.  
Residents must schedule an appointment to participate.  
Participants must remain in their vehicles at all times.**

### **FEE SCHEDULE**

**Electronics:                   \$10.00 per Television and Computer Monitor;  
cash or check only accepted on the day of the event.**

#### **All Other Items FREE of Charge:**

- Most Computer Equipment
- CD players, VCRs, Telephones,
- Cell phones, Other Household Electronics
- Household Hazardous Wastes
  - Pesticides, Herbicides
- Cleaners, Adhesives, Oil Based Paint
- Unwanted & Expired Medications
  - Motor oil & Antifreeze

WATERTOWN CHARTER TOWNSHIP  
 BILL LIST FOR MEETING  
 AUGUST 21, 2023

ATTACHMENT 2

VENDOR		PURPOSE	AMOUNT
<b>***PAYROLL PAID 07-31-23 ***</b>			
ELECTRONIC FEDERAL DEPOSIT	GF	TWP SHARE SOCIAL SECURITY & MEDICARE	\$2,575.44
PAYROLL	GF	PAYROLL FOR STAFF, BOARDS AND COMMITTEES	\$33,665.76
MERS	GF	TWP SHARE RETIREMENT CONTRIBUTION COSTS	\$4,854.10
TOTAL			\$41,095.30
GENERAL FUND TOTAL		\$41,095.30	
<b>***BILLS PAID 08-01-23***</b>			
BONNEY, LISA	GF	DEPOSIT REFUND	\$150.00
BUSINESS CREDIT CARD	GF	MINTON - CEMETERY SUBSCRIPTION	\$7.00
	GF	CASE - TRAILER, TOOLS	\$218.83
	GF	TUBBS - CONFERENCE, LUNCHEON, PUBLICATION	\$353.49
	GF	POLVERENTO - MEMBERSHIP, CONFERENCE	\$600.00
CAROLYN BROKOB	GF	MEDICAL REIMBURSEMENT	\$134.47
CLINTON COUNTY ROAD COMMISSION	GF	CHLORIDE	\$26,183.95
CROWNER, CINDY	GF	DEPOSIT REFUND	\$50.00
DIVERSIFIED NATIONAL TITLE AGENCY	TF	2023 SUM TAX REFUND 150-211-002-013-00	\$1,346.05
GIFFELS WEBSTER	GF	MASTER PLAN UPDATE	\$750.00
JEFFREY S. MACKENZIE	GF	ASSESSOR 07/16-31/23	\$3,589.75
JOHN E. MAAHS	GF	MEDICAL REMIBURSEMENT	\$167.15
JUBECK, CINDY	GF	DEPOSIT REFUND	\$50.00
LOOKING GLASS GARDEN CLUB	GF	PLANTS AND PLANTERS	\$1,085.00
LOOKING GLASS REGIONAL FIRE	GF	MONTHLY PAYMENT	\$50,153.27
MAJESTIC TREE	GF	BROKEN LIMB CLEANUP	\$500.00
MANER COSTERISAN	GF	F-65 PREPERATION	\$2,100.00
MI DEPT OF ENVIRONMENTAL QUALITY	WF	WATER TESTING	\$3,932.00
NORTHWESTERN MUTUAL LIFE	GF	DISABILITY INSURANCE	\$974.02
OCKERT, STACEY	GF	DEPOSIT REFUND	\$50.00
PRICE, JOEL	GF	DEPOSIT REFUND	\$130.00
PROVIDENCE	GF	ELECTION LAPTOPS X3, MONTHLY TECHCARE	\$5,902.97
ROSE PEST SOLUTIONS	GF	PEST CONTROL	\$69.00
S.C.C.M.U.A.	SF	MONTHLY PAYMENTS	\$38,122.47
STANDARD INSURANCE COMPANY	GF	LIFE INSURANCE	\$209.64
THE PLANT PROFESSIONALS	CF	COLUMBARIUM WALKWAY & GARDEN	\$7,719.72
WATERTOWN CHARTER TOWNSHIP	GF	TRANSFER OUT OF HUNTINGTON BANK	\$7,115.02
ZISCHKE, MARY	GF	DEPOSIT REFUND	\$50.00
TOTAL			\$151,713.80
GENERAL FUND TOTAL		\$101,193.56	
TAX FUND TOTAL		\$1,346.05	
WATER FUND TOTAL		\$3,932.00	
CEMETERY FUND TOTAL		\$7,719.72	
SEWER FUND		\$38,122.47	

WATERTOWN CHARTER TOWNSHIP  
 BILL LIST FOR MEETING  
 AUGUST 21, 2023

VENDOR	PURPOSE	AMOUNT
<b>***PAYROLL PAID 08-15-23 ***</b>		
ELECTRONIC FEDERAL DEPOSIT	GF TWP SHARE SOCIAL SECURITY & MEDICARE	\$2,401.56
PAYROLL	GF PAYROLL FOR STAFF, BOARDS AND COMMITTEES	\$31,392.86
MERS	GF TWP SHARE RETIREMENT CONTRIBUTION COSTS	\$4,700.28
TOTAL		\$38,494.70
GENERAL FUND TOTAL	\$38,494.70	
<b>***BILLS PAID 08-15-23***</b>		
ACD.NET	GF TELEPHONE EQUIPMENT	\$234.36
CONSUMERS ENERGY	GF PARK & RIDE LOT	\$37.35
	GF WATERTOWN CHARTER TOWNSHIP	\$227.96
	GF STREETLIGHTS	\$2,499.71
	GF TOWNSHIP OFFICE & GYM	\$846.02
	GF LOOKING GLASS PARK	\$28.81
	GF HERITAGE PARK	\$37.74
	GF CEMETERY	\$50.35
FRONTIER	GF BROADBAND	\$80.98
GRANGER	GF TRASH REMOVAL	\$42.39
JEFFREY S. MACKENZIE	GF ASSESSOR 08/01-15/2023	\$3,589.75
JOHN A. ISZLER	CF CEMETERY COLUMBARIUM CONCRETE	\$4,880.00
JOHN E. MAAHS	GF MEDICAL REIMBURSEMENT	\$52.16
MENARD'S	GF TOOLS, CLEANSERS	\$222.16
MICHIGAN FLEET FUELING	GF FUEL	\$136.88
MUNICIPAL INSPECTION SERVICES	GF PERMITS	\$15,906.50
POSTMASTER	SF 3RD QTR UB STAMPS	\$357.00
PRINTING SYSTEMS, INC.	GF ELECTION ENVELOPES	\$324.63
PROVIDENCE	GF NEW SERVER INSTALLATION LABOR	\$1,904.17
QUILL CORPORATION	GF OFFICE SUPPLIES, PRINTER	\$867.37
SOHN LINEN SERVICE, INC.	GF FLOOR MATS	\$80.56
SUE BIERGANS	GF MILEAGE REIMBURSEMENT	\$171.61
VERIZON WIRELESS	GF CELL PHONES	\$235.54
WOW! BUSINESS	GF INTERNET	\$176.47
TOTAL		\$32,990.47
GENERAL FUND TOTAL	\$27,753.47	
SEWER FUND TOTAL	\$357.00	
CEMETERY FUND	\$4,880.00	

WATERTOWN CHARTER TOWNSHIP  
 BILL LIST FOR MEETING  
 AUGUST 21, 2023

VENDOR	PURPOSE	AMOUNT
<b>***BILLS TO BE PAID 09-01-23***</b>		
JEFFREY S. MACKENZIE	GF ASSESSING SERVICES	\$3,589.75
LOOKING GLASS FIRE REGIONAL	GF MONTHLY PAYMENT	\$50,153.27
S.C.C.M.U.A.	SF MONTHLY SEWER	\$38,122.47
TOTAL		\$91,865.49
GENERAL FUND TOTAL		\$53,743.02
SEWER FUND TOTAL		\$38,122.47

**\*\*\*BILLS TO BE PAID AFTER BOARD APPROVAL \*\*\***

MCGINTY HITCH	JUNE LEGAL FEES	\$245.00
MCGINTY HITCH	JULY LEGAL FEES	\$1,330.00
TOTAL		\$1,575.00
GENERAL FUND TOTAL		

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**MEMORANDUM**

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**TO:** WATERTOWN TOWNSHIP PLANNING COMMISSION  
**FROM:** ANDREA Z. POLVERENTO, PLANNING DIRECTOR  
**SUBJECT:** MONTHLY REPORT: JULY 2023  
**DATE:** JULY 27, 2023

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**Meetings & Events**

7/12 – Regular Planning Commission Meeting  
7/17 – Board of Trustees Regular Meeting  
7/20 – Master Plan Committee Meeting

**Enforcement**

Grand River – compliance achieved  
Grand River – met with property owner, compliance minimal, second notice pending  
Wacousta Road – junk & junk vehicles, second notice sent 7/17  
Wacousta Road – junk, some compliance, final notice pending

**Development**

Staff received an incomplete application for a potential development at the NE corner of Francis and Grand River. When a complete set of plans are received, that will be sent to the Planning Commission for consideration. Still no update on this.  
Required corrections for the Nottingham Fields Phase 2 expansion are underway. Staff was on site during road density testing, manhole coring and wrapping still pending. SCCMUA met with the developer and their engineer to go over the remaining requirements, hopefully these can be addressed in the next few weeks. The Road Commission has accepted the new roadway, and is prepared to issue a limited number of driveway permits while the developer works on the secondary access road requirements.

**ZBA**

The ZBA did not meet in July, and is not expected to meet in August.

**Master Plan Update**

The Master Plan Committee met on July 20, and discussed the corrections that were made, and additional corrections that still need to be addressed. Staff has discussed this with Giffels Webster, and will meet with them in person to complete the edits.

**Other**

Preliminary results from the groundwater testing project have been coming in, staff will have a verbal update at the meeting.  
Communication regarding the school construction has been great, site work is going well so far.  
Annual budget proposals and capital improvements discussions for 2024 are underway.

## Planning & Zoning Monthly Report - July 2023

<b>Residential</b>	<b>Current Month</b>	<b>Year to Date</b>
New Residences	1	11
Residential Additions	1	6
Accessory Buildings/Garages	1	8
Decks and Porches		8
Pools/Ponds/Hot Tubs		3
Home Occupations		1
Sign Permits		
<b>Commercial/Industrial</b>	<b>Current Month</b>	<b>Year to Date</b>
New /Remodel/Additions		2
Sign Permits	2	
Cell Towers and Related		
Residential Solar		1
<b>Agricultural</b>	<b>Current Month</b>	
AG Buildings	1	3

### *Certificates of Occupancy Issued:*

	<b>Current Month</b>	<b>Year to Date</b>
Residential	2	8
Commercial/Industrial		3



**TREASURER'S INVESTMENT MEMO**

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

From: Sue Biergans, Treasurer

RE: July Investment Activity

Date: August 11, 2023

During the month of July 2023, the following interest received:

MI-Class	Total Interest added	\$17,116.32
MI-Class Edge	Total Interest added	\$ 9,479.46
Multi-Bank Securities	Total Interest added	\$ 7,769.24
Horizon Bank	Total Interest added	\$ 473.01

Percent of investment portfolio per financial institution is:

CIBC	Consumers CU	Dart	Flagstar	Horizon	MI CLASS	MI CLASS EDGE	MBS	Mercantile
\$150,000.00	\$200,000.00	\$122,500.00	\$101,699.93	\$130,137.56	\$1,927,232.54	\$938,863.30	\$133,434.00	\$100,000.00
\$156,300.21		\$100,000.00		\$128,834.37	\$28,833.75	\$26,079.54	\$133,324.50	\$100,000.00
		\$122,500.00		\$103,449.83	\$5,090.55	\$938,863.30	\$145,515.00	\$200,000.00
					\$1,065,233.77	\$329,645.32	\$195,994.00	
					\$459,516.80	\$10,431.83	\$195,498.00	
					\$12,526.00		\$201,494.00	
					\$198,989.17		\$250,000.00	
					\$5,278.18		\$200,000.00	
					\$53,097.76		\$247,685.00	
					\$73,793.65		\$249,000.00	
							\$250,000.00	
							\$223,510.00	
							\$87,661.00	
							\$197,894.00	
							\$247,442.50	
							\$250,415.00	
							\$250,000.00	
							\$178,314.00	
							\$176,618.00	
\$306,300.21	\$200,000.00	\$345,000.00	\$101,699.93	\$362,421.76	\$3,829,592.17	\$2,243,883.29	\$3,813,799.00	\$400,000.00
\$11,602,696.36								
2.64%	1.72%	2.97%	0.88%	3.12%	33.01%	19.34%	32.87%	3.45%

SCHEDULE OF INVESTMENTS FOR JULY 2023

ITEM #	Year	Fund or Investment Description	Purchase Amount	Adjustment + OR -	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	5.27%	\$148,250.02	\$1,927,232.54	
19	2021	MI-Class EDGE	\$900,000.00		23-Dec-21	PMMA	4.99%	\$39,714.08	\$938,863.30	\$913,918.05
22	2019	MBS 4.5yrs	\$250,000.00		12-Nov-19	12-May-23	1.65%	\$12,002.00	Matured	\$247,685.00
24	2020	Horizon 3 yr	\$130,137.56		2-Dec-20	2-Dec-23	0.38%		\$130,137.56	
26	2020	MBS 5yr	\$150,000.00		30-Nov-20	28-Nov-25	0.50%	\$1,871.92	\$133,434.00	\$133,434.00
3	2021	Dart 2 yr	\$122,500.00		16-Apr-21	16-Apr-23	0.30%	\$966.14	Matured	
9	2021	Dart Bank	\$100,000.00		6-Aug-21	6-Aug-23	0.25%		\$100,000.00	
11	2021	MBS 5 yr Gov Bond	\$150,000.00		18-Aug-21	18-May-26	0.88%	\$2,296.88	\$133,324.50	\$133,324.50
1	2022	Mercantile 2 yr	\$100,000.00		10-Feb-22	10-Feb-24	0.30%		\$100,000.00	
3	2022	Horizon 1 yr	\$128,834.37		18-Apr-22	18-Apr-23	1.60%	\$2,061.35	Matured	
4	2022	MBS 3 yr.	\$150,000.00		6-Sep-22	8-Sep-25	3.40%	\$3,381.37	\$145,515.00	\$145,515.00
5	2022	MBS 2 yr.	\$200,000.00		2-Sep-22	20-Sep-24	3.40%	\$4,508.46	\$195,994.00	\$195,994.00
6	2022	MBS 3 yr.	\$200,000.00		20-Sep-22	20-Sep-25	3.70%	\$4,906.29	\$195,498.00	\$195,498.00
9	2022	Dart 13 months	\$122,500.00		25-Oct-22	25-Nov-23	3.75%		\$122,500.00	
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%		\$103,449.83	
13	2022	MBS 2 yr.	\$200,000.00		15-Dec-22	16-Dec-24	5.00%	\$4,137.00	\$201,494.00	\$201,494.00
15	2022	FlagStar 1 yr	\$101,699.93		13-Dec-22	13-Dec-23	4.28%		\$101,699.93	
1	2023	MBS 5 yr.	\$250,000.00		20-Jan-23	20-Jan-26	4.75%	\$4,912.67	\$250,000.00	
2	2023	Mercantile 6 months	\$200,000.00		3-Mar-23	30-Aug-23	4.00%		\$200,000.00	
3	2023	Consumers Credit Union	\$200,000.00		6-Mar-23	6-Mar-23	4.85%		\$200,000.00	
4	2023	MBS 3 yr.	\$200,000.00		2-Mar-23	23-Mar-26	4.80%	\$2,419.72	\$200,000.00	
6	2023	Horizon 1 yr	\$128,834.37		18-Apr-23	18-Apr-24	4.53%	\$473.01	\$128,834.37	
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%		\$247,685.00	
10	2023	MBS 3 yr.	\$249,000.00		30-Jun-23	30-Jun-26	4.70%		\$249,000.00	
11	2023	MBS 3 yr.	\$250,000.00		27-Jul-23	27-Jul-26	4.75%		\$250,000.00	
		<b>GENERAL FUND TOTAL</b>	<b>\$5,109,456.06</b>	<b>\$1,822,821.68</b>			<b>61.80%</b>	<b>\$201,838.02</b>	<b>\$6,527,162.03</b>	<b>\$1,428,361.55</b>
<b>CEMETERY IMP.</b>										
24	2001	MI-Class		\$49,000.00	1-Oct-07	PMMA	5.27%	\$4,833.75	\$28,833.75	
19	2021	MI-Class EDGE	\$25,000.00		23-Dec-21	PMMA	4.99%	\$1,154.81	\$26,079.54	25386.63
		<b>CEMETERY IMP. TOTAL</b>		<b>\$49,000.00</b>				<b>\$4,833.75</b>	<b>\$54,913.29</b>	
<b>CURRENT TAX</b>										
24	2001	MI-Class		-\$6,151.51	Dec 2010	PMMA	5.27%	\$4,507.21	\$5,090.55	
		<b>CURRENT TAX TOTAL</b>		<b>-\$6,151.51</b>				<b>\$4,507.21</b>	<b>\$5,090.55</b>	
<b>SEWER RECEIVING FUND</b>										
24	2001	MI-Class	\$115,000.00	\$1,740,492.48	1-Oct-07	PMMA	5.27%	\$109,741.29	\$1,065,233.77	
19	2021	MI-Class EDGE	\$900,000.00		23-Dec-21	PMMA	4.99%	\$39,714.06	\$938,863.30	\$913,918.05
2	2021	MBS 5 yr Gov Bond	\$250,000.00		28-Apr-21	28-Apr-26	1.00%	\$5,000.00	\$223,510.00	\$223,510.00
16	2021	CIBC 18 months	\$156,300.21		1-Nov-21	2-May-23	0.30%	\$712.47	Matured	
18	2021	MBS 5 yr	\$100,000.00		17-Dec-21	17-Dec-26	1.15%	\$1,723.43	\$87,661.00	\$87,661.00
7	2022	MBS 3 yr.	\$200,000.00		28-Sep-22	28-Mar-25	4.10%	\$5,436.71	\$197,894.00	\$197,894.00
8	2022	Mercantile 1 yr	\$100,000.00		8-Oct-22	8-Oct-23	2.01%		\$100,000.00	
10	2022	MBS 2 yr.	\$250,000.00		3-Oct-22	24-Sep-24	4.00%	\$5,013.70	\$247,442.50	\$247,442.50
14	2022	MBS 1 yr.	\$250,000.00		16-Dec-22	15-Dec-23	4.80%	\$4,964.39	\$250,415.00	\$250,415.00
5	2023	MBS 3 yr.	\$250,000.00		3-Apr-23	3-Apr-26	5.10%	\$2,130.83	\$250,000.00	
9	2023	CIBC 1 yr	\$156,300.21		2-May-23	1-May-24	4.90%		\$156,300.21	
		<b>SEWER REC TOTAL</b>	<b>\$2,727,600.42</b>	<b>\$1,740,492.48</b>			<b>12.71%</b>	<b>\$149,455.35</b>	<b>\$3,517,319.78</b>	<b>\$913,918.05</b>
<b>WATER FUND</b>										
24	2001	MI-Class	\$237,776.20	\$365,245.73	3-Apr-06	PMMA	5.27%	\$47,494.87	\$459,516.80	
19	2021	MI-Class EDGE	\$316,000.00		23-Dec-21	PMMA	4.99%	\$13,944.02	\$329,645.32	\$320,886.77
1	2021	MBS 5 yr GOV BOND	\$200,000.00		21-Apr-21	21-Apr-26	0.90%	\$3,600.00	\$178,314.00	\$178,314.00
		<b>WATER FUND TOTAL</b>	<b>\$753,776.20</b>	<b>\$365,245.73</b>			<b>11.16%</b>	<b>\$61,438.89</b>	<b>\$967,476.12</b>	<b>\$320,886.77</b>
<b>T.I.R.F.</b>										
24	2001	MI-Class	\$102,000.00	-\$105,857.87	21-May-01	PMMA	5.27%	\$26,383.87	\$12,526.00	
19	2021	MI-Class EDGE	\$10,000.00		23-Dec-21	PMMA	4.99%	\$441.27	\$10,431.83	\$10,154.66
13	2020	MBS 5yr	\$200,000.00		28-Jan-21	26-Jan-26	0.50%	\$3,023.64	\$176,618.00	\$176,618.00
		<b>T.I.R.F TOTAL</b>	<b>\$312,000.00</b>	<b>-\$105,857.87</b>			<b>10.76%</b>	<b>\$29,848.78</b>	<b>\$199,575.83</b>	
<b>STOLL ROAD PAVING</b> Bond paid in full 2021										
24	2001	MI-Class	\$528,136.10	-\$383,775.16	29-Nov-06	PMMA	5.27%	\$54,428.23	\$198,989.17	
		<b>STOLL RD PAVING TOTAL</b>	<b>\$528,136.10</b>	<b>-\$383,775.16</b>				<b>\$54,428.23</b>	<b>\$198,989.17</b>	
<b>STOLL RD WATER</b> Bond paid in full 2021										
24	2001	MI-Class	\$410,483.63	-\$417,919.90	29-Nov-06	PMMA	5.27%	\$12,514.45	\$5,278.18	
		<b>STOLL RD WATER TOTAL</b>	<b>\$410,483.63</b>	<b>-\$417,919.90</b>				<b>\$12,514.45</b>	<b>\$5,278.18</b>	
<b>STOLL RD SEWER</b> Bond paid in full 2021										
24	2001	MI-Class	\$1,942,691.91	-\$1,950,232.81	29-Nov-06	PMMA	5.27%	\$65,638.66	\$53,097.76	
		<b>STOLL RD SEWER TOTAL</b>	<b>\$1,942,691.91</b>	<b>-\$1,950,232.81</b>				<b>\$65,638.66</b>	<b>\$53,097.76</b>	
<b>WACOUSTA RD PAVING</b> Bond paid in full 2021										
24	2001	MI-Class	\$50,848.01	-\$16,528.36	13-Apr-07	PMMA	5.27%	\$39,788.74	\$73,793.65	
		<b>WACOUSTA RD PAVING TOTAL</b>	<b>\$50,848.01</b>	<b>-\$16,528.36</b>				<b>\$39,788.74</b>	<b>\$73,793.65</b>	
								<b>\$11,602,696.36</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

JULY 2023

## Financial Status Report

JULY 2023

ACCOUNTS	BEGINNING BALANCE	FUNDS RECEIVED	FUNDS DISBURSED	ENDING BALANCE
<b>GENERAL FUND</b>				
CHECKING	\$ 261,590.73	\$ 2,654,420.46	\$ 2,890,857.42	\$ 25,153.77
SAVINGS ACCOUNT	\$ 2,612,622.84	\$ 2,573,456.45	\$ 2,983,000.15	\$ 2,203,079.14
INVESTMENTS	\$ 6,015,581.99	\$ 511,580.04		\$ 6,527,162.03
<b>TOTAL</b>	<b>\$ 8,889,795.56</b>	<b>\$ 5,739,456.95</b>	<b>\$ 5,873,857.57</b>	<b>\$ 8,755,394.94</b>
<b>CEMETERY IMPROVEMENT FUND</b>				
SAVINGS ACCOUNT	\$ 28,546.14	\$ 5,891.09	\$ 17,760.47	\$ 16,676.76
INVESTMENTS	\$ 54,674.24	\$ 239.05		\$ 54,913.29
<b>TOTAL</b>	<b>\$ 83,220.38</b>	<b>\$ 6,130.14</b>	<b>\$ 17,760.47</b>	<b>\$ 71,590.05</b>
<b>TAX</b>				
SAVINGS ACCOUNT	\$ 10,748.67	\$ 519,339.78	\$ 296,315.37	\$ 233,773.08
INVESTMENTS	\$ 5,067.82	\$ 22.73		\$ 5,090.55
<b>TOTAL</b>	<b>\$ 15,816.49</b>	<b>\$ 519,362.51</b>	<b>\$ 296,315.37</b>	<b>\$ 238,863.63</b>
<b>TIRF</b>				
SAVINGS ACCOUNT	\$ 66,913.63	\$ 12,104.63	\$ 10,018.63	\$ 68,999.63
INVESTMENTS	\$ 199,475.77	\$ 100.06		\$ 199,575.83
<b>TOTAL</b>	<b>\$ 266,389.40</b>	<b>\$ 12,204.69</b>	<b>\$ 10,018.63</b>	<b>\$ 268,575.46</b>
<b>WATER DISTRICT #1</b>				
SAVINGS ACCOUNT	\$ 99,680.52	\$ 29,683.69	\$ 29,680.52	\$ 99,683.69
INVESTMENTS	\$ 964,029.70	\$ 3,446.42		\$ 967,476.12
<b>TOTAL</b>	<b>\$ 1,063,710.22</b>	<b>\$ 33,130.11</b>	<b>\$ 29,680.52</b>	<b>\$ 1,126,520.85</b>
<b>SEWER RECEIVING FUND</b>				
SAVINGS ACCOUNT	\$ 678,030.69	\$ 315,500.24	\$ 338,820.16	\$ 654,710.77
INVESTMENTS	\$ 3,508,592.42	\$ 8,727.36		\$ 3,517,319.78
<b>TOTAL</b>	<b>\$ 4,186,623.11</b>	<b>\$ 324,227.60</b>	<b>\$ 338,820.16</b>	<b>\$ 4,172,030.55</b>
<b>WACOUSTA RD PAVING</b>				
INVESTMENTS	\$ 73,463.83	\$ 329.82	\$ -	\$ 73,793.65
<b>TOTAL</b>	<b>\$ 73,463.83</b>	<b>\$ 329.82</b>	<b>\$ -</b>	<b>\$ 73,793.65</b>
<b>STOLL ROAD PAVING</b>				
INVESTMENTS	\$ 198,099.78	\$ 889.39		\$ 198,989.17
<b>TOTAL</b>	<b>\$ 198,099.78</b>	<b>\$ 889.39</b>	<b>\$ -</b>	<b>\$ 198,989.17</b>
<b>STOLL ROAD WATER</b>				
INVESTMENTS	\$ 5,254.58	\$ 23.60		\$ 5,278.18
<b>TOTAL</b>	<b>\$ 5,254.58</b>	<b>\$ 23.60</b>	<b>\$ -</b>	<b>\$ 5,278.18</b>
<b>STOLL ROAD SEWER</b>				
INVESTMENTS	\$ 52,860.45	\$ 237.31		\$ 53,097.76
<b>TOTAL</b>	<b>\$ 52,860.45</b>	<b>\$ 237.31</b>	<b>\$ -</b>	<b>\$ 53,097.76</b>
<b>GRAND TOTAL</b>	<b>\$ 14,835,233.80</b>	<b>\$ 6,635,992.12</b>	<b>\$ 6,566,452.72</b>	<b>\$ 14,964,134.24</b>

## Memorandum

To: Watertown Township Board  
From: Jennifer Tubbs, Watertown Township Manager  
Date: August 17, 2023

RE: Township Manager's monthly report

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## Boards and Committees:

- Attended Transportation Asset Management Council meeting
- Attended TAMC Data Committee Meeting
- Attended LGRFA Executive Committee Meeting

## Economic Development:

- Site Searches – three
- Related Calls – one

Site and sewer work are taking place on the State/Stoll Road property. Building permits for new homes may be issues within the next few months.

## Office Operation:

- Staff related assistance – nine

## Resident Relations:

- Road complaints – one regarding the chip seal project on Riverside
- Resident interactions – eight

## Township Board Relations:

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

## Miscellaneous:

## Township Budget:

The township budget draft is in the final stages of development and will be ready by September 1<sup>st</sup>.

## Wacousta School:

Spicer Engineering is in its final stages of building review of the Wacousta School. There should be a report on the building and a recommendation by the September 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**

A handwritten signature in black ink, appearing to read "Sean Dush", is written over the printed name.

**DATE: AUGUST 7, 2023**

**SUBJECT: JULY 2023 JAIL BILLING**

**The average daily population of inmates for the month of JULY 2023 was 119 inmates. This total includes a daily average of 114 County Inmates and a daily average of 4 Inmates Housed for Other Jurisdictions.**

**Revenue for the month of JULY 2023 was \$6970.00**

**MONTHLY JAIL COUNT**  
**JULY 2023**

<b>DATE</b>	<b>MALE</b>	<b>FEMALE</b>	<b>TOTAL</b>	<b>BOARDER</b>	<b>CCSO</b>
1	89	23	112	5	107
2	88	24	112	5	107
3	90	25	115	5	110
4	89	25	114	5	109
5	89	25	114	5	109
6	94	23	117	5	112
7	94	25	119	5	114
8	95	23	118	5	113
9	96	24	120	5	115
10	97	23	120	5	115
11	92	22	114	5	109
12	93	22	115	5	110
13	94	23	117	5	112
14	91	21	112	5	107
15	97	21	118	5	113
16	98	21	119	5	114
17	96	23	119	5	114
18	91	24	115	5	110
19	95	24	119	5	114
20	96	24	120	4	116
21	98	22	120	4	116
22	96	21	117	4	113
23	98	22	120	4	116
24	99	22	121	4	117
25	98	25	123	3	120
26	98	24	122	3	119
27	101	24	125	3	122
28	98	24	122	3	119
29	102	24	126	3	123
30	103	23	126	3	123
31	102	25	127	3	124
<b>TOTALS</b>	<b>2957</b>	<b>721</b>	<b>3678</b>	<b>136</b>	<b>3542</b>
<b>DAILY AVERAGE</b>	<b>95</b>	<b>23</b>	<b>119</b>	<b>4</b>	<b>114</b>

## HOUSING TOTALS AND PAYMENTS RECEIVED 2023

HOUSING TOTALS AND PAYMENTS RECEIVED 2023					
JANUARY BILLING	DAYS	DATE BILLED	AMOUNT BILLED	DATE RECEIVED	AMOUNT RECEIVED
CJRP - GROUP I	62	2/1/2023	\$ 3,410.00	2/7/2023	\$ 3,410.00
CJRP - GROUP II	23	2/1/2023	\$ 920.00	2/7/2023	\$ 920.00
MDOC-DETAINEES	26	2/1/2023	\$ 910.00	2/6/2023	\$ 910.00
US FED MARSHALS - WEST	25	2/1/2023	\$ 1,200.00	2/8/2023	\$ 1,200.00
Totals	136		\$ 6,440.00		\$ 6,440.00
FEBRUARY BILLING	DAYS	DATE BILLED	AMOUNT BILLED	DATE RECEIVED	AMOUNT RECEIVED
CJRP - GROUP I	64	3/1/2023	\$ 3,520.00	3/7/2023	\$ 3,520.00
CJRP - GROUP II	15	3/8/2023	\$ 760.00	4/11/2023	\$ 760.00
MDOC-DETAINEES	16	3/1/2023	\$ 560.00	3/6/2023	\$ 560.00
US FED MARSHALS - WEST	1	3/1/2023	\$ 48.00	3/17/2023	\$ 48.00
Totals	96		\$ 4,888.00		\$ 4,888.00
MARCH BILLING	DAYS	DATE BILLED	AMOUNT BILLED	DATE RECEIVED	AMOUNT RECEIVED
CJRP - GROUP I	93	4/4/2023	\$ 5,115.00	4/12/2023	\$ 5,115.00
CJRP - GROUP II	114	4/4/2023	\$ 4,560.00	4/11/2023	\$ 4,560.00
MDOC-DETAINEES	3	4/5/2023	\$ 105.00	4/11/2023	\$ 105.00
US FED MARSHALS - WEST	0				
Totals	210		\$ 9,780.00		\$ 9,780.00
APRIL BILLING	DAYS	DATE BILLED	AMOUNT BILLED	DATE RECEIVED	AMOUNT RECEIVED
CJRP - GROUP I	90	5/2/2023	\$ 4,950.00	5/8/2023	\$ 4,950.00
CJRP - GROUP II	74	5/2/2023	\$ 2,960.00	5/8/2023	\$ 2,960.00
MDOC-DETAINEES	17	5/2/2023	\$ 595.00	5/5/2023	\$ 595.00
US FED MARSHALS - WEST	0				
Totals	181		\$ 8,505.00		\$ 8,505.00
MAY BILLING	DAYS	DATE BILLED	AMOUNT BILLED	DATE RECEIVED	AMOUNT RECEIVED
CJRP - GROUP I	90	6/6/2023	\$ 4,950.00	6/20/2023	\$ 4,950.00
CJRP - GROUP II	62	6/6/2023	\$ 2,480.00	6/20/2023	\$ 2,480.00
MDOC-DETAINEES	1	6/6/2023	\$ 35.00	6/12/2023	\$ 35.00
US FED MARSHALS - WEST	0				
Totals	153		\$ 7,465.00		\$ 7,465.00
JUNE BILLING	DAYS	DATE BILLED	AMOUNT BILLED	DATE RECEIVED	AMOUNT RECEIVED
CJRP - GROUP I	60	7/5/2023	\$ 3,300.00	7/12/2023	\$ 3,300.00
CJRP - GROUP II	60	7/5/2023	\$ 2,400.00	7/12/2023	\$ 2,400.00
CJRP - PRIS. PRESUMP.	26	7/5/2023	\$ 1,690.00	7/12/2023	\$ 1,690.00
MDOC-DETAINEES	31	7/5/2023	\$ 1,085.00	7/12/2023	\$ 1,085.00
Totals	177		\$ 8,475.00		\$ 8,475.00
JULY BILLING	DAYS	DATE BILLED	AMOUNT BILLED	DATE RECEIVED	AMOUNT RECEIVED
CJRP - GROUP I	62	8/1/2023	\$ 3,410.00		
CJRP - GROUP II	50	8/1/2023	\$ 2,000.00		
CJRP - PRIS. PRESUMP.	24	8/1/2023	\$ 1,560.00		
US FED MARSHALS - WEST					
Totals	136		\$ 6,970.00		\$ -

**OUT COUNTY REVENUE COMPARISONS****2019-2023****JANUARY - DECEMBER**

<b>MONTH</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
<b>JANUARY</b>	\$ 66,134.00	\$ 52,251.00	\$ 3,255.00	\$ -	\$ 6,440.00
<b>FEBRUARY</b>	\$ 60,711.00	\$ 51,775.00	\$ 1,435.00	\$ -	\$ 4,888.00
<b>MARCH</b>	\$ 84,443.00	\$ 40,849.00	\$ 1,730.00	\$ -	\$ 9,780.00
<b>APRIL</b>	\$ 63,550.00	\$ 12,730.00	\$ 215.00	\$ -	\$ 8,505.00
<b>MAY</b>	\$ 70,941.00	\$ 15,041.00	\$ 175.00	\$ 1,050.00	\$ 7,465.00
<b>JUNE</b>	\$ 58,269.00	\$ 22,295.00	\$ 105.00	\$ 665.00	\$ 8,475.00
<b>JULY</b>	\$ 47,829.00	\$ 27,835.00	\$ 525.00	\$ 2,900.00	\$ 6,970.00
<b>AUGUST</b>	\$ 53,162.00	\$ 13,800.00	\$ 1,365.00	\$ 4,715.00	\$ -
<b>SEPTEMBER</b>	\$ 51,121.00	\$ 9,445.00	\$ 2,450.00	\$ 7,567.00	\$ -
<b>OCTOBER</b>	\$ 56,752.00	\$ 11,455.00	\$ 1,505.00	\$ 9,703.00	\$ -
<b>NOVEMBER</b>	\$ 59,685.00	\$ 6,005.00	\$ 1,225.00	\$ 8,347.00	\$ -
<b>DECEMBER</b>	\$ 59,529.00	\$ 5,575.00	\$ 1,085.00	\$ 7,356.00	\$ -
<b>TOTAL</b>	\$ 732,126.00	\$ 269,056.00	\$ 15,070.00	\$ 42,303.00	\$ 52,523.00
<b>AVERAGE</b>	\$ 61,010.50	\$ 22,421.33	\$ 1,255.83	\$ 3,525.25	\$ 4,376.92
<b>ACTUAL</b>	\$ 732,126.00	\$ 269,056.00	\$ 15,070.00	\$ 42,303.00	\$ 52,523.00
<b>Captain Tom Wirth</b>					



**CLINTON COUNTY**



**SHERIFF'S OFFICE**

**MONTH: July of 2023**

**TRAFFIC CRASHES**

	<b>July 2023</b>	<b>YEAR TO DATE</b>	<b>2022 TOTALS</b>
<b>Fatal Crashes</b>	<b>1</b>	<b>5</b>	<b>4</b>
<b>Deaths</b>	<b>4</b>	<b>8</b>	<b>4</b>
<b>Personal Injury</b>	<b>3</b>	<b>51</b>	<b>110</b>
<b>Property Damage Crash</b>	<b>40</b>	<b>301</b>	<b>531</b>
<b>Car/Deer</b>	<b>45</b>	<b>444</b>	<b>1026</b>
<b>TOTAL</b>	<b>93</b>	<b>809</b>	<b>1677</b>

**TRAFFIC ENFORCEMENT**

	<b>July 2023</b>	<b>YEAR TO DATE</b>	<b>2022 TOTALS</b>
<b>OUIL</b>	<b>8</b>	<b>49</b>	<b>118</b>
<b>Seatbelt</b>	<b>5</b>	<b>22</b>	<b>34</b>
<b>Total Traffic Citations</b>	<b>383</b>	<b>2794</b>	<b>5117</b>
<b>VCSA(Drugs)</b>	<b>7</b>	<b>28</b>	<b>52</b>

**COMPLAINT ACTIVITY**

	<b>July 2023</b>	<b>YEAR TO DATE</b>	<b>2022 TOTALS</b>
<b>Self-Initiated Calls</b>	<b>1319</b>	<b>9753</b>	<b>16612</b>
<b>Calls for Service</b>	<b>663</b>	<b>4167</b>	<b>7812</b>
<b>Total Calls</b>	<b>1985</b>	<b>13940</b>	<b>24496</b>
<b>Written Reports</b>	<b>192</b>	<b>1574</b>	<b>3160</b>

**JULY 2023 TOWNSHIP TICKET  
TOTALS**

<b>BATH</b>	<b>0</b>
<b>BENGAL</b>	<b>12</b>
<b>BINGHAM</b>	<b>41</b>
<b>DALLAS</b>	<b>6</b>
<b>DEWITT</b>	<b>32</b>
<b>DUPLAIN</b>	<b>5</b>
<b>EAGLE</b>	<b>40</b>
<b>ESSEX</b>	<b>2</b>
<b>GREENBUSH</b>	<b>59</b>
<b>LEBANON</b>	<b>0</b>
<b>OLIVE</b>	<b>52</b>
<b>OVID</b>	<b>28</b>
<b>RILEY</b>	<b>4</b>
<b>VICTOR</b>	<b>14</b>
<b>WATERTOWN</b>	<b>45</b>
<b>WESTPHALIA</b>	<b>1</b>
<b>VILLAGE OF ELSIE</b>	<b>1</b>
<b>VILLAGE OF MAPLE RAPIDS</b>	<b>0</b>
<b>VILLAGE OF WESTPHALIA</b>	<b>3</b>
<b>VILLAGE OF FOWLER</b>	<b>1</b>
<b>CITY OF ST. JOHNS</b>	<b>5</b>
<b>CITY OF DEWITT</b>	<b>0</b>

# COMMUNICATIONS

## Number of Events by Nature

WATERTOWN TWP - 07/2023

Nature	# Events
9-1-1 HANG UP/OPEN LINE	1
ABANDONED VEHICLE	2
ALARM	9
ANIMAL COMPLAINTS/BITES	6
ASSIST OTHER AGENCY	7
BE ON THE LOOKOUT	3
BUSINESS CONTACT/CHECK	3
CAR/DEER ACCIDENT	4
CARELESS DRIVING	1
CHECK SUBJECT(S)	4
CHECK VEHICLE	5
CIVIL /NEIGHBOR DISPUTE	3
CONTEMPT OF COURT	2
DRIVERS LICENSE VIOLATION	1
FAMILY DISPUTE	2
FIREWORKS	3
FLEEING AND ELUDING	1
FOLLOW UP	1
FRAUD AND FRAUDULENT ACTIVITY	4
HARASSMENT AND THREATS	1
HIT AND RUN PDA	2
INSURANCE VIOLATIONS	1
LARCENY	1
LITTERING	1
MALICIOUS DESTRUCTION OF PROPE	1
MOTORIST ASSIST	5
PARKING COMPLAINT/PERMISSION	1
PROPERTY CHECK	52
PROPERTY DAMAGE ACCIDENT	9

<b>Nature</b>	<b># Events</b>
PSYCHIATRIC PERSON	4
REQUEST FOR SERVICE	6
SUSPICIOUS SITUATION	5
TRAFFIC CONTROL	1
TRAFFIC HAZARD	7
TRAFFIC STOP	72
TRESPASSING	4
UNKNOWN ACCIDENT	1
VIOL CONTROLLED SUBSTANCE ACT	1
WARRANT ARREST/PICKUP	6
WELFARE CHECK	4
<b>Total</b>	<b>247</b>

**MINUTES OF THE CLINTON COUNTY MEETING OF THE SOLID WASTE PLANNING COMMITTEE (SWPC) – PUBLIC COMMENT MEETING HELD TUESDAY JULY 25, 2023, AT THE CLINTON COUNTY COURT HOUSE, 100 E. STATE STREET, ST JOHNS, MICHIGAN 48879.**

**MEMBERS PRESENT:** CHARLES HAUSER, JOEL CONN, KRIS JOLLEY, TERRY LINK, BRUCE DELONG, CAROLYN BROKOB, GERRIT BANCROFT, TIM FAIR, JULIE POWERS, KATIE FOURNIER, DAN COSS, JIM SNELL

**MEMBERS ABSENT:** THERESA LARK, JILL BROWN

**GUESTS:** JIM BRANT, CHRISTINA MILLER, TIFFANY JOHNSON, TIM KRAUSE, TAYLOR REUTTER, ERIN MAGUIRE, CHRISTINE MATLOCK

**1. CALL MEETING TO ORDER:**

Chairperson Delong called the meeting to order at 6:02 p.m.

**2. APPROVAL OF THE AGENDA:**

**Member Fair moved and Member Coss supported the approval of the agenda as written. Motion carried.**

**3. APPROVAL OF PER DIEMS/MILAGE VOUCHERS**

**Member Coss moved to approve vouchers and member Jolley supported approval of the vouchers. Motion to approve vouchers carried.**

**4. APPROVAL OF APRIL 11TH MEETING MINUTES**

**Member Coss moved to approve the meeting minutes as presented and Member Fair supported the approval of the April 11th meeting minutes. Motion to approve the April 11th meeting minutes carried.**

**5. PUBLIC COMMENT**

**Member Fair made a motion to open public comment and Member Powers supported the motion. Roll call vote was called to open public comment. Motion carried – 12 yays, 0 nays.**

- Jim Grant, PE of Middle M Management, LLC 2654 Loon Lane, Okemos 48864 gave public comment in person at the public meeting. Mr. Grant (consultant for Granger) gave positive and favorable comments about his time working with Granger and their demonstration of good business practices. Mr. Grant spoke about his work with other waste management companies in the past and some of those companies weren't as transparent as Granger. Granger is working towards utilizing this property in the best way in regard to the new regulations.
- The Department of Waste Management Coordinator, Kate Neese presented three public comments she had received during the public comment period via mail and email: Ms. Neese read the letters aloud to the committee in the order in which they were received. The public comment letters are attached to these minutes (Attachment 1).

**Member Fair made a motion to close public comment and Member Coss supported the motion. Roll call vote was called to close public comments. Motion carried – 12 yays, 0 nays.**

**6. OTHER BUSINESS**

- 
- Ms. Neese reminded the committee that they requested EGLE representation at this meeting to answer questions.
- Committee member Brokob spoke about how Granger had recently hosted an open-forum meeting in Watertown Township. Member Brokob described the event as very successful and well received by the community. She thanked Granger for their time and effort in hosting the event.
  - Ms. Neese shared the updated FAQ's from Granger. These are attached to the minutes (Attachment 2).
- Committee member Powers asked what the cap on the amount of waste was per year. Tim Krause with Granger stated that the specific amounts are clearly defined in the current Solid Waste Plan.
- Committee Fair echoed the public letters of support from the Lansing Regional Chamber and Hedlund Plumbing.
- Committee Member Coss asked the EGLE representatives that were present in the meeting if there is a public comment period during the EGLE processing of Granger's request. EGLE Representative stated yes, once the permit has been approved there is a time frame for public comment.
- Member Coss asked Ms. Neese to clarify who the letter of support was from and Ms. Neese stated it was on behalf of the Lansing Regional Chamber.
- Committee Member Fournier asked the EGLE representatives who were present in the meeting, "Has building on top of a closed landfill ever happened before in the state of Michigan?" EGLE representatives stated that it had only been attempted once before but that project was never completed. This closed landfill will always be regulated as a hazardous waste landfill.
- Committee Member Fournier asked for some clarification on current monitoring of the closed landfill. EGLE representative explained the well monitoring and that there will be technical hurdles to be worked through as this has never been done before in Michigan. The closed landfill is being regulated by Part 111 RCRA program. The post closure operating license requires financial assurance, monitoring of cap and landfill, and maintenance of this site. The state performs regular inspections of this site. The 30 years post closure has expired, but the state allows post closure requirements until the landfill is no longer a threat to human health and environment.
- Committee Member Link stated that he appreciated the process that Granger is going through. He discussed upcoming recycling goals and changes in waste reduction. Christina Miller with EGLE briefly explained upcoming changes per the new law and Material Management Plan updates including goals and capacities. Landfills moving forward will no longer be able to develop green space on a new site unless they can demonstrate a need for it, after working through all the resource reduction activities. Statewide, Michigan has about 26 years' worth of landfill capacity. The new management plans will be developed over the next three to five years. Ms. Miller explained the differences between amending the current management plan versus waiting to do changes within the new management plan. Ms. Miller explained import/export waste differences in the plans. The current plan will remain as the main operating document until the new plan is finished.
- Committee Member Hauser thanked everyone for attending and for answering the import/export questions.
- Tiffany Johnson with EGLE explained that if this amendment passes, it will then have to come back to the SWPC for the siting process.
- Committee Member Brokob asked about current setbacks and if there would be any issues with building on top of the current location? Ms. Miller with EGLE explained that the County's plan

currently states what the setbacks are and this may impact the footprint of the proposed area sited for use. Ms. Neese then discussed next steps and timeline. Ms. Miller with EGLE explained that if the proposed amendment is approved, Granger will need to submit a site use plan for review and approval. She stated that this process could get very complicated with developing the new management plan while working through the site use request as each plan requires different committees. Ms. Neese stated that she doesn't have the experience to determine which is the best route to move forward for the county and for Granger. Ms. Miller explained the new management plan timeline. She has concerns about the county and state being able to balance both the amendment as well as developing the new management plan.

- Jim Grant stated that this is a ten-to-fourteen-year process (for Granger to develop) and there is no way of knowing what the new management plan process will look like. We understand the current process, which is why Granger chose to move forward now instead of waiting. Waiting could put Granger into violation of the new plan's requirement for space (capacity). Ms. Miller with EGLE explained that the new plan process is in law and has begun.
- Committee Member Hauser asked for clarification on the new plan's timeline. Ms. Miller stated that the county has three years to complete the process once they file their Notice of Intent. Ms. Miller explained that the current proposed amendments are worth doing at this time because these mechanisms aren't changing in the new plan. Discussion held.
- Ms. Neese stated the next meeting is scheduled for Tuesday, August 8<sup>th</sup> at 6:00pm to review and vote on the proposed amendments. Ms. Neese asked the committee if they wished to split the amendment into two resolutions or keep it as one per our attorney. Discussion held.

## 7. ADJOURNMENT

**Member Coss moved to adjourn the meeting at 6:48p.m and Member Snell seconded the motion. Motion to adjourn carried.**

---

Bruce DeLong, Chairperson

---

Kate Neese, Waste Management Coordinator

Thursday, July 13, 2023

Clinton County Solid Waste Planning Committee  
100 S. State Rd.  
St. Johns, MI

Dear Members of the Clinton County Solid Waste Planning Committee,

On behalf of the Lansing Regional Chamber of Commerce, I am writing today to express our support for the addition of the amendment stated in the recent public hearing notice to the Clinton County Solid Waste Plan. We work with many businesses and elected officials in Clinton County and beyond. For many years, we have worked closely with Granger Waste Services and know from experience that they are an exceptional company.

While we represent many different industries, there is one that is often overlooked and often taken for granted. The solid waste industry as we know, is an essential piece of our communities. Granger Waste Services provides an important service to our residents and for several decades has managed to keep our community clean. In addition, they've managed to maintain solid waste facilities with the utmost professionalism and responsibility. While providing community outreach, education and focusing on being responsible environmental stewards. On top of this they provide well-paying jobs to more than 350 people throughout the Lansing region.

After understanding more about the amendment request, we've learned there will be a rigorous research and regulatory process should anything occur following inclusion to the plan. For this reason and those mentioned above, we have complete trust in Granger's leadership to manage solid waste safely and responsibly in Clinton County.

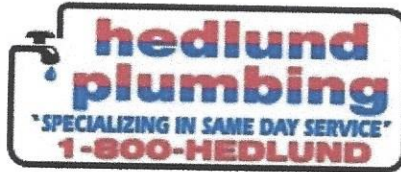
Should the committee have any questions for me, please feel free to contact me.

Sincerely,



Tim Daman  
President & CEO





HEDLUND PLUMBING  
Robert N. Hedlund  
7974 W. Grand River  
Grand Ledge, Mi 48837

July 11, 2023

Clinton County Department of Solid Waste  
100 E. State Rd.  
St. Johns, Mi 48879

Re: Clinton County Solid Waste Amendment Public Comment Letter.

To the members of the solid Waste Planning Committee:

As president of Hedlund Plumbing and the next-door neighbor to Granger's Grand River Facility for over 40 years, I am writing in support of the amendments at hand.

I 100% support the business model of Granger and the stewards they give the area. They are always spot on with the maintenance of the roads and land around our building.

If you have any more questions, please feel free to call me anytime by email or cell phone.

Thank you,

A handwritten signature in black ink that reads 'Robert Hedlund'. The signature is written in a cursive style with a large, looping 'R' at the beginning.

Robert Hedlund  
Hedlund Plumbing  
bob@hedlundplumbing.com  
(517) 202-3801 (cell)

## Neese, Katherine

---

**From:** Barbara Mackie <barbaramackie1616@gmail.com>  
**Sent:** Friday, April 21, 2023 2:54 PM  
**To:** Neese, Katherine  
**Subject:** Re: Waste Management Amendments

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Barbara Mackie  
13210 Wacousta Rd  
Grand Ledge MI 48837

On Fri, Apr 21, 2023, 2:38 PM Neese, Katherine <[NeeseK@clinton-county.org](mailto:NeeseK@clinton-county.org)> wrote:

Hi and thanks for reaching out,

Could you please reply to this email with your name and mailing address? We need that information for the record.

Thanks again,  
Kate Neese – Recycling & Waste Management Coordinator  
Clinton County Department of Waste Management  
100 E. State Street \*Suite 1500  
St Johns, MI 48879  
(989) 224-5186  
Fax (989) 224-5102  
[recycle@clinton-county.org](mailto:recycle@clinton-county.org)

Like us on Facebook! <https://www.facebook.com/ClintonCountyMI>

Do you have something that needs to be recycled? Check out our Waste Wizard [www.clinton-county.org/WasteWizard](http://www.clinton-county.org/WasteWizard)

This message has been prepared on resources owned by Clinton County, MI. It is subject to the Internet and Online Services Use Policy of Clinton County.

-----Original Message-----

**From:** Barbara Mackie <[barbaramackie1616@gmail.com](mailto:barbaramackie1616@gmail.com)>  
**Sent:** Friday, April 21, 2023 2:34 PM  
**To:** Neese, Katherine <[NeeseK@clinton-county.org](mailto:NeeseK@clinton-county.org)>  
**Subject:** Waste Management Amendments

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I am not in favor of any changes regarding the Grand River landfill.  
Keep it as it is now. Thank you!



# Frequently Asked Questions

## Clinton County Solid Waste Amendment Request

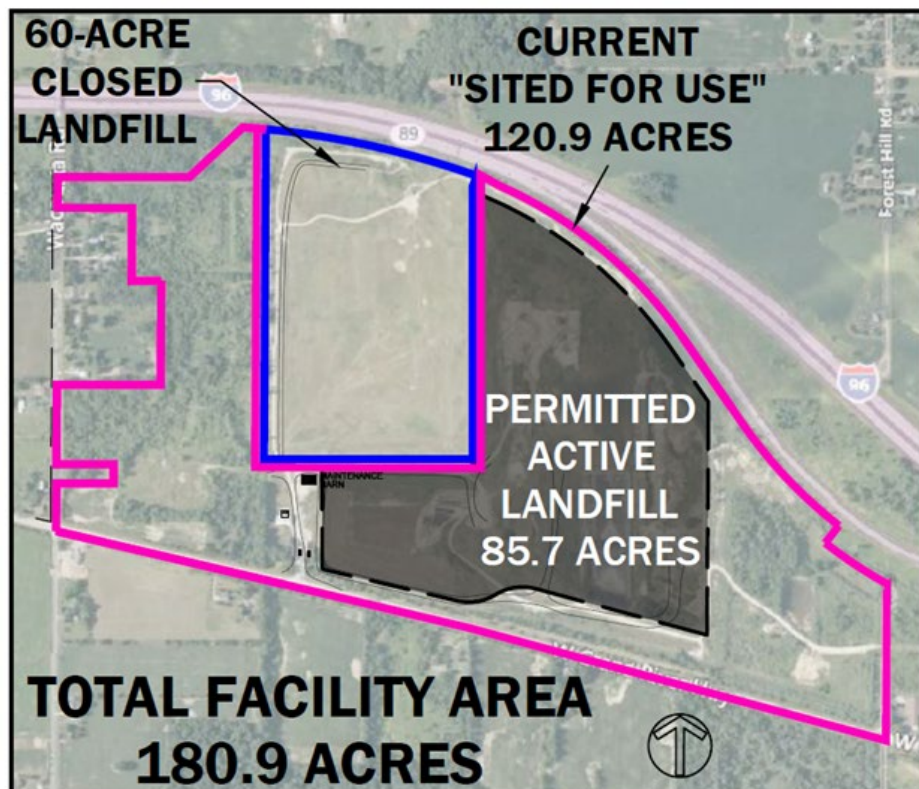
Granger Waste Services is providing this FAQ document to help further transparency and education related to the current request to amend the Solid Waste Plan. In addition to recent presentations and community meetings, we hope this document will help bring more clarity to the requests at hand.

The first proposed amendment aims to designate a 60-acre parcel, located within the current boundary of the Grand River Avenue Landfill, as a designated area for usage ("Sited for Use").

The second amendment being requested involves the addition of Branch County to the solid waste import/export list for Clinton County. This amendment would enable the inclusion of waste management activities between Clinton County and Branch County.

On the next page, you can find further details and answers to frequently asked questions regarding these specific requests. Granger Waste Services takes pride in being a family-owned business that has responsibly managed solid waste in Clinton County for more than 40 years.

*If you have additional questions, please contact Taylor Bass at [tbass@grangernet.com](mailto:tbass@grangernet.com).*



## Frequently Asked Questions

### **Why is Granger seeking to designate 60 acres at the Grand River Avenue Landfill as "Sited for Use" in the Clinton County Solid Waste Plan?**

Granger is seeking to designate the 60-acre area as "Sited for Use" to allow for potential development within that space. Currently, 120.9 acres of the total 180.9-acre facility are already classified as "Sited for Use" in the Clinton County Solid Waste Plan. The 60-acre area contains a landfill that was closed in the 1980s and is adjacent to the active landfill.

### **Is this a request for a new landfill?**

No. This is not a request for a new landfill. The approval and development of landfills or landfill expansions must go through a lengthy process with the Michigan Department of Environment, Great Lakes and Energy (EGLE). The 60-acre area is still in the conceptual phase, and any potential development would be considered contiguous to the existing Granger Grand River Avenue Landfill.

### **What does "Sited for Use" mean?**

"Sited for Use" is a term used in the Clinton County Solid Waste Plan to describe property that has the potential for waste management activities. However, not all areas designated as "Sited for Use" are developed. The Granger Grand River Avenue Landfill currently has 120.9 acres classified as "Sited for Use," with just 85.7 acres permitted for active landfill use. To utilize the 60-acre area, Granger needs it to be classified as "Sited for Use," which would enable further discussions with EGLE and feasibility studies for the proposed development.

### **What does Granger plan to develop on the 60-acre area?**

Current plans are in the early planning stages, and they include a potential landfill overlay on top of the 60-acre area. This overlay would increase the capacity of the existing permitted landfill by utilizing the space in the lower elevation 60-acre area. However, approval from EGLE and the completion of the necessary processes described earlier are required before any development can take place.

### **What is the siting and approval process of a proposed landfill expansion?**

Granger estimates that the permitting process for this proposed landfill expansion could take approximately six to 10 years. Once approved by the state, additional time, around 3-4 years, is needed for the construction of the landfill. In total, it could take up to 14 years from the start of the process to the first waste disposal. The process involves several steps, including amending the Clinton County Solid Waste Plan, discussions with EGLE, feasibility studies, the siting process through Clinton County, and finally, the construction permit application through EGLE.

*An estimated timeline, including the relationship between the regulatory body (EGLE) and the county follows.*

*Siting and Approval Process Chart*

<u>Step</u>	<u>Description</u>	<u>Years for Step</u>	<u>Cumulative Years</u>
1	Amend Clinton County Solid Waste Plan <i>Current step</i>	1 YEAR	1 YEAR
2	Discussions with EGLE and Feasibility Studies Also known as “Advisory Analysis” between EGLE, Granger, and 3 <sup>rd</sup> Party Engineers.	1 – 2 YEARS	2 – 3 YEARS
3	Siting Process through Clinton County This step documents that the proposed development is consistent with the Clinton County Solid Waste Plan.	1 – 2 YEARS	3 – 5 YEARS
4	Construction Permit Application through EGLE This is the step where the engineering of the site takes place. Development must be consistent with regulations. Construction drawings are produced and sealed by a Professional Engineer.	3 – 5 YEARS	6 – 10 YEARS
5	Landfill Construction It will take additional time to prepare the site and construct the landfill. This will happen before any waste is placed in the new area.	3 – 4 YEARS	9 – 14 YEARS

**Will there be additional opportunities for public participation, public hearings and informational sessions?**

Yes. During the siting process through Clinton County and construction permit application process (Steps 3 and 4 of the landfill expansion process), there will be a public hearing and informational session. This allows for public participation and provides an opportunity for the community to gather information and provide insight.

**What is the benefit of designating the 60-acre area as "Sited for Use"?**

Designating the 60-acre area as "Sited for Use" allows for the potential use of that space for waste management activities. Utilizing this area instead of using greenspace or developing a new landfill elsewhere helps preserve land and is more efficient in terms of development. Since there is already an active landfill on the property, there is existing infrastructure to support the proposed development. Moreover, recent legislation in Michigan encourages using land contiguous to existing landfills for capacity extension, making the proposed development consistent with industry practices and regulations.

**What is the history of the 60-acre area, and why was the landfill closed?**

The landfill at the 60-acre area began operations in 1970 and accepted certain approved industrial wastes in the 1970s. However, in 1979, new federal regulations classified some of these industrial wastes as hazardous. From 1980 to 1983, while industries were attempting to understand the new requirements, the landfill continued to take some of the previously approved industrial wastes that were deemed hazardous. Operations at the landfill ceased in 1984, and closure activities began. Less than 3.9% of the total volume of waste accepted in the 60-acre area was determined to be hazardous, with most of it being paint products. Since the initial hazardous waste regulations in the 1980s, new regulations have been published and many of the products disposed of in the 60-acre area are no longer recognized as hazardous waste. The site is currently maintained by Granger and is compliant with environmental regulations. Regular groundwater quality reports are submitted to EGLE, and the site is closely monitored and inspected by the state.

Year	Event
1970	Landfill operations began.
1970s	Industrial wastes were approved by the State using letters permitting industries disposal at select landfills.
1974	Granger began operating the site, site owned by others.
1979	Federal Regulations designated some previously approved industrial wastes as hazardous.
1980-1983	60-acre area accepted some hazardous waste.
1980	Granger purchased site.
1984	Operations stopped and closure began.
1992-Present	Site is in "post-closure"; Granger conducts ongoing maintenance and regular reporting to EGLE.

**Is the hazardous waste landfill reopening?**

No. The hazardous waste landfill will remain closed. The proposed development includes an overlay that would provide additional capacity for the active Grand River Avenue Landfill while incorporating multiple liners on top of the closed area, effectively providing further encapsulation of the waste below.

This would provide a state-of-the-art cap and improve the current 60-acre site.

**How would a proposed development on the closed landfill impact the environment?**

The site has been maintained and monitored for more than 30 years, complying with environmental regulations. Additionally, a third-party groundwater quality study conducted by Watertown Township indicates that the water in the community is not affected by the closed landfill.

A proposed development would undergo approval from EGLE and include controls and monitoring to protect the environment. Feasibility studies conducted by third-party engineering firms will determine the necessary environmental controls. Before approval, EGLE will evaluate the controls to ensure they are protective and compliant with regulations.

**What type of waste would the proposed development accept?**

The proposed development would accept non-hazardous municipal solid waste, which is consistent with the waste currently accepted at the active Granger Grand River Avenue Landfill.

**Would the potential expansion increase the height of the landfill?**

No. The proposed development would not exceed the height of the permitted active landfill. The 60-acre closed site is situated in a lower elevation area or "valley." The proposed development would match the existing permitted height of the active Grand River Avenue Landfill.

**How many more years of space would the proposed overlay provide?**

The projected capacity of a landfill is challenging to estimate due to changing regulations and market conditions. However, taking into account current and projected landfill receipts, as well as waste compaction, this development could potentially add 10 to 15 years of additional capacity at the Grand River Avenue Landfill. The exact number may vary depending on societal and community needs.

**Is this proposed development related to the "Mega-site" in Eagle?**

No. The proposed development by Granger is completely unrelated to the mega-site in Eagle.

**Why is Granger seeking to add Branch County?**

Granger is seeking to add Branch County to the Clinton County Solid Waste Plan to improve route efficiency and reduce the distance traveled within Granger’s current market. Granger already provides waste hauling services in Branch County, which does not have a landfill. Currently, waste from Branch County is sent to a third-party landfill in another county. Adding Branch County to the Clinton County Solid Waste Plan would allow the waste to be serviced through Granger’s transfer station in Jackson. Waste from the transfer station would then be consolidated and transported to Granger’s landfill. Including Branch County in the plan ensures efficient and cost-effective operations while maintaining current standards.

**How would adding Branch County impact Granger’s carbon footprint?**

The addition of Branch County would help reduce the number of miles traveled by Granger trucks, since waste from Branch County would no longer need to be transported to another county for disposal. Additionally, If Branch County were added, this waste would be used along with other waste collected by Granger to generate renewable energy, which contributes positively to reducing greenhouse gas emissions and offsets the use of non-renewable resources.

**Is Branch County the only county Granger has requested to add in the amendment?**

Yes. Branch County is the only county requested in the proposed amendment. The language of the amendment is specific to this request. The current Clinton County Solid Waste Management Plan already allows waste import/export with 24 counties. The proposed amendment would expand the number of authorized counties to 25.

**Can you provide background information on waste transport, particularly regarding out-of-state waste?**

The Clinton County Solid Waste Management Plan restricts the disposal of out-of-state and out-of-country solid waste at Granger’s Grand River Avenue Landfill and Wood Street Landfill. Granger Waste Services does not accept out-of-state or Canadian waste at their facilities.

In Clinton County, no out-of-state or out-of-country waste has been disposed of:		
<u>County</u>	<u>- Waste Origin</u>	<u>- Waste Volume</u>
Clinton	- Out-of-State Waste	- 0
Clinton	- Out-of-Country Waste	- 0

**Are my tax dollars being used to pay for this amendment request and process?**

No. The costs associated with the amendment process are billed directly to Granger by the Clinton County Department of Waste Management. The organization requesting the amendment is responsible for covering all associated costs.



# Director's Report

July 18, 2023

## Southern Clinton County Municipal Utilities Authority

Volume 16 Issue 8

### Inside this issue:

Process—Making it Clean 2

Inspections—The Scoop  
on the Poop 2

### Maintenance—Keeping Things Humming

Generator repairs continue in the system, with the most significant at station 501 in DeWitt Twp. Testing ahead of storms revealed a no-start issue. The staff got a temporary generator set and diagnosed the failed generator. Ultimately, a local vendor was called to help and with their help, a faulty board was found. Luckily, we had a board on hand to make the replacement and get things going ahead of the storm.

This month had some unplanned excitement when a contractor working in Bath Twp inadvertently bored through a force main. This required an emergency repair conducted swiftly by SCCMUA staff and a local vendor. The process disrupted no services and the contractor has taken responsibility.

During the heavy rains this month, crews responded to multiple water issues, including a construction site in DeWitt Twp where poor site upkeep led to a significant amount of surface water getting into the sanitary system. This resulted in our crews working late into the night to try to stop the water and sediment from getting

into our system. The contractor made the appropriate changes after the event had subsided and cleaned the system to remove sediment or debris that got into the system.

Some collection-related repairs related to flow channels in the system have been repaired, along with making plans to repair more this year to help prevent debris from building up in the manholes and benches. These issues have caused back-ups in the past.



### Administration

This month, the team has been working through filling positions made available within our operations. We have seen an excellent response to our posting, which is encouraging. Staff have also been working through the submittal for the project, which is planned to start this month.

With many changes in the works, SCCMUA is opening its eyes to some new staff structuring within the group, as retirements will be very impactful moving forward.

There has been lots of exciting news within our municipal service area, prompting additional meetings and coordination to react appropriately if and when projects

begin.

With the retirement of our Maintenance Supervisor, multiple internal candidates expressed interest in the position. With all having capabilities, an internal candidate was chosen and we will now need to fill the operator position.

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

3671 W. Herbison Rd.  
DeWitt, MI 48820  
517-669-8311  
[www.sccmua.com](http://www.sccmua.com)  
[www.facebook.com/sccmua](http://www.facebook.com/sccmua)



## **Process—Making it Clean**

NPDES Permit: All permit requirements were met. Total precipitation for the month was .87".

The Sandhill pump was removed, repaired, and reinstalled back into operation. The staff took time thoroughly prepping and fixing the crack along the upper portion of the volute. The repair was ground, sanded, and filled with a 2-part composite for metal repair and resurfacing, based on solvent-free epoxy resin reinforced with silicon steel alloy.

Operationally, the plant has been running great; operators have been keeping up with routine maintenance throughout the facility and any unsched-

uled maintenance that may arise. Flows have been steadily lower due to the lack of rain this summer, but staff have been staying on their toes attending to power outages throughout our service area, mainly caused by small pop up storms moving through.

The staff has replaced the sump pump at Sandhill lift station as it was found not to be pumping by an operator making rounds on his weekend. This pump receives seal water from all three pumps and pumps it into the wet well. Staff also rebuilt one of our hot water recirculation pumps as it was found to

have a seal leaking. This particular pump recirculates hot water throughout the heating and cooling system of the facility. Staff will soon be making their way into the RBCs to rebuild shaft stub ends.

All required DMRQA Study 43 tests have been run and will be submitted within the next few days. It generally takes a couple of weeks to receive the results of our tests. The DMRQA Study not only measures the accuracy of our in-house laboratory but also the accuracy of all outsourced labs SCCMUA uses for parameters not tested for onsite.

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

### **Miss Dig Totals:**

Miss Dig Requests: 407

Miss Digs Marked: 57

Inspection Services: 10

The staff has continued attempting to identify potential infiltration sources into the DeWitt collection system when time allows.

Shadybrook Phase III is underway. The contractor finished most of the site work and has started installing sanitary sewer piping. Sanitary sewer piping installation will be completed in early August. Air pressure testing will be completed a week after installation.

DeWitt Township and Bath Township master plan work continues but finally draws near the end. Staff has continued to gather the requested information for engineers. They have been working on feasibility studies for future system expansion.

Draw down tests have continued at all of the stations. Testing will be completed in August. Drawdown tests are another method

to check the effectiveness of the pumps. Crews time how long it takes to fill and pump down a certain amount in the wet well, typically one foot. Each pump is tested three times and then averaged to get the best representation of the effectiveness of the pump.

As Clinton County Road Commission contractors begin working on the 2023 road projects, SCCMUA crews are checking the manholes in the project areas for debris that may have fallen into the manhole.

Nottingham Fields' development has remained at a standstill for the past few months. The developer is working on a plan to correct all the deficiencies. Work should be completed by the end of July or first week of August.

The staff has completed several additional Miss Dig training modules

**Watertown Charter Township**  
**July 17, 2023, Board of Trustees Regular Meeting Minutes - DRAFT**

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**1. CALL TO ORDER:** The meeting was called to order at 7:00PM 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 Holly Madill, and Trustee Ron Overton.

**BOARD MEMBERS ABSENT:** Trustee Todd Hufnagel (with notice).

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

**PUBLIC PRESENT:** Peg McCleod, Brian Hurtekant, and Ken Mitchell

**2. PUBLIC COMMENT:**

Clinton County Commissioner Ken Mitchell provided an update on the \$3M in funding that was received to do road upgrades to assist large trucks traveling to/from the Milk Plan. He also updated the board on the BCBS insurance for jail incarcerations, the recent Prosecutors Office study, and the Giffels Webster study (provided an written overview).

Brian Hurtekant provided a handout with an overview of some of the expenses the Clinton County Board of Commissioners have approved to contract with LEAP and Guide House.

**3. CONSENT AGENDA:**

Addition to correspondence – Written response from Commissioner Mitchell regarding the follow-up on the scope of services of the Giffels Webster study.

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

**4. AGENDA APPROVAL:**

Motion by Clerk Brokob, seconded by Trustee Cooley, to approve the agenda as presented. Motion carried.

**5. APPROVAL OF MINUTES: June 20, 2023 – Regular Meeting**

Motion by Trustee Madill, seconded by Treasurer Biergans, to approve the regular meeting minutes of June 20, 2023. Motion carried.

**6. APPROVAL OF BILLS:**

Motion by Trustee Cooley, seconded by Treasurer Biergans, to approve the additional bill list on the table dated July 17, 2023. Motion carried.

**7. PUBLIC HEARING:** None

**8. PENDING BUSINESS:** None

**Watertown Charter Township**  
**July 17, 2023, Board of Trustees Regular Meeting Minutes - DRAFT**

---

**9. NEW BUSINESS:**

**a. Assessor Contract**

Motion by Trustee Cooley, seconded by Trustee Madill, to approve of the two-year contract beginning August 1, 2023-July 31, 2025 with MacKenzie Assessing, LLC as presented. Motion carried.

**b. Pathway & Cremains Garden Bid for Wacousta Cemetery**

After discussion on the scoring and bidded amounts, the board decided to proceed with the recommendation to award the bid to local Plant Professionals.

Motion by Clerk Brokob, seconded by Trustee Madill, to authorize the bid for the Wacousta Cemetery cremains pathways and garden be awarded to Plant Professionals for \$15,439 with a \$561 contingency for a total of \$16,000 from the cemetery account 462 277 000 958 000. Motion carried.

**c. Increased Compensation for Temporary Election Staff**

Motion by Trustee Cooley, seconded by Trustee Madill, to authorize the compensation to temporary Watertown Charter Township election inspectors at \$17.00 per hour and \$19.00 per hour for Chairpersons. Motion carried.

**10. BOARD MEMBER AND PUBLIC COMMENT: None**

**11. ADJOURNMENT: 7:41PM**

Date approved:

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

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

# Southern Clinton County Municipal Utilities Authority



3671 W Herbison Road • DeWitt, Michigan 48820

(517) 669-8311 • FAX: (517) 669-9335

## MEMORANDUM

Date: August 11, 2023

To: Carolyn Brokob, Watertown Township Clerk

From: Brad Gurski, Director of Operations

Subject: 2024 SCCMUA Operating Budget & 5-Year Capital Improvements Plan (CIP)

The 2024 Operating Budget and 5-Year CIP was presented at the June 20, 2023, Southern Clinton County Municipal Utilities Authority Board of Commissioners meeting. A copy of the proposed 2024 Operating Budget and 5-Year CIP is provided to place on your agenda for acceptance.

A public hearing for the 2024 Budget will be held at the regular monthly SCCMUA Board meeting on September 19, 2023, with adoption by resolution anticipated at the next monthly SCCMUA Board meeting.

Upon request, I will make myself available to meet with the Watertown Township Manager to discuss any portion of this budget and attend any public session required for adoption of this budget for your community.

CC: Jennifer Tubbs, Watertown Township, Manger

# **SOUTHERN CLINTON COUNTY MUNICIPAL UTILITIES AUTHORITY**



## **2024 OPERATING BUDGET**

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# Letter to the Board

The proposed 2024 Operating Budget has a projected increase of 8.5% from the 2023 budget. This does not reflect the capital outlay portion of the budget.

The 2024 collection system accounts have an increase of 5% from the 2023 amended budget. There has been an aggressive TV/Clean schedule budgeted to minimize potential problems in the future. The increase in the collection accounts is primarily due to the increase in utility costs and the rising cost of general parts. Utility costs are up significantly but appear to be plateauing a bit based on future projection.

SCCMUA has made additional contributions to MERS in the last five budgets, which has held unfunded liability reasonably stable. The actuarial indicates SCCMUA is near the plateau, where we will see costs decrease after the fiscal year 2025. For the 2024 budget, our payment was based on a 6.5% assumption. SCCMUA will be paying an additional \$46,500 over what is required for the 2024 fiscal year. This amount is similar to other payments SCCMUA has made in the past. These efforts will likely smooth the rate of incline for payments in the future. This is also important considering market volatility under current economic times.

The costs that most impacted this budget are easy to identify. Salaries have increased due to the planned retirement of some staff requiring additional staff to be brought in for training. The large contributor is chemical costs associated with the process. These costs have escalated at an unfathomable pace; the increase is 75% from the prior year. Utilities continue to outpace inflationary predictions as well.

Overall, the proposed 2024 budget achieves goals set to maintain the funds to operate the collection systems and plant.



# Fund Structure

The financial structure of SCCMUA is similar to other governments with the use of funds except that it only uses one fund. Funds are the control structure that ensures that public money is spent only for those purposes authorized and within amounts authorized. Funds are established to account for different types of activities and legal restrictions that are associated with a particular government function. The Governmental Accounting Standards Board (GASB) defines a fund as:

*A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and charges therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.*

SCCMUA is a Proprietary Fund. It is not required to adopt an annual budget; however, the Authority Board does adopt an annual Operating Budget and a 5-year Capital Improvement Plan following a public hearing. The Operating Budget includes proposed expenses and the means to finance them. The Authority operating budget remains in effect but can be revised with Board approval prior to the December 31 year end.

Proprietary funds – are used to account for a government’s business-type activities (ie: activities supported, at least in part, by fees or charges). These funds are also known as *enterprise funds*.

SCCMUA further breaks down this fund into departments. These departments represent each community’s collection system, the plant, process, and Industrial Pretreatment. Following is an explanation of each account:

**101 – DeWitt Township Collection System:** This account represents all of the expenses related to the repair and maintenance of the collection system including lift stations, pipe, and manholes.

**102 – Bath Township Collection System:** This account represents all of the expenses related to the repair and maintenance of the collection system including lift stations, pipe, and manholes.

**103 – City of DeWitt Collection System:** This account represents all of the expenses related to the repair and maintenance of the collection system including lift stations, pipe, and manholes.

**104 – Watertown Township Collection System:** This account represents all of the expenses related to the repair and maintenance of the collection system including lift stations, pipe, and manholes.

**105 – Joint Collection System:** This account represents all of the expenses related to the repair and maintenance of the collection system including lift stations, pipe, and manholes. This includes Lift Station 501 and 504 and all of the pipe and manholes from Twinbrook in DeWitt Twp to the Plant. This account is jointly owned by Bath and DeWitt Twp and is solely funded based on an average percentage of flow for the last three years of flow data.

**200 – Plant:** This account represents all of the expenses for the plant. Plant is defined as all of the buildings, trucks, grounds, electrical, furniture, etc. It is funded based on ownership. Ownership percentages are as follows: DeWitt Twp – 55.7576%, Bath Twp – 16.7273%, City of DeWitt – 11.3131%, and Watertown Twp – 16.2020%.

**201 – Process:** This account represents all of the expenses for the process. Process is defined as all of the equipment, labor, chemicals, etc that are used to “treat” the flow coming through the plant. The account is funded based on the last three years of data related to the flows coming into the plant from each of the communities.

**666 – Industrial Pretreatment (IPP):** This is a self-funding account. It is for the administration of the Industrial Pretreatment program and is funded based on the number of users in each community.

# Budget and Financial Policies

**Investment Policy:** The goal of this policy is to enhance the economic status of the Authority while protecting its funds. The Authority is to invest its funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow needs of the Authority and comply with all State statutes governing the investment of public funds.

**Capital Assets:** The Authority uses a \$5,000 benchmark to report acquisition of capital assets.

**Long Term Capital Planning:** The purpose of the Long-Term Capital Plan is to forecast capital and funding requirements to meet long term (30 year) and short term (5 year) needs. Capital expenses are those that are less than \$30,000. Capital outlays are those that are more than \$30,000.

**Collection System Reserve Funding:** it is recommended that the municipalities make a contribution of 7% of the last three years annual collection system operating budget to their collection system reserves. A minimum reserve balance of \$75,000 is also recommended.

**Industrial Pretreatment Fund Balance:** After the fiscal yearend audit, all funds in the IPP fund balance over \$100,000 will be returned to the municipalities based on their number of commercial and industrial users.

# Financial History

The Clean Water Facility was constructed under a Federal Grant. The plant opened January 1, 1980. A decision was made that all of the buildings, equipment, furniture, etc. that was in place prior to January 1, 1980 would be on the financial statements of the four municipalities based on ownership. All assets after that date would be on the financial statements of the Authority.

The Federal grant required that the municipalities put funds into reserves to replace the assets as needed. Periodic wastewater rate studies were performed and as a part of that study, replacement reserves were calculated. In the early years, reserves were not fully funded based on these studies. These reserves were fully funded beginning in the early 1990's. These reserve funds only funded assets obtained prior to January 1, 1980. The municipalities also needed to set funds aside for assets purchased after January 1, 1980. Those assets were depreciated on a straight-line depreciation method and depreciation was fully funded.

In 2008/2009, the Authority Board authorized funds for C2AE to perform a complete Long-Term Asset Replacement Study. This process identified all assets within the facility and the estimated replacement date and replacement cost. The replacement costs were only equipment costs, not total project costs, however, C2AE updated the five-year plan to include engineering, contingency, administration, and overhead. This information was then incorporated into a Rate Study model. In March 2011, the Authority Board adopted the model (Long Term Capital Cost Analysis). As part of adopting the model, reserves and depreciation would no longer be funded beginning with the 2012 budget. Reserves are funded based on the model and the adopted funding level for both the process and plant. Each year the Board may make adjustments to that funding level when the budget is adopted. Although depreciation is no longer funded, it is still an expense to the Authority.

# DeWitt Twp Payment Breakdown

<b>2024 PAYMENT BREAKDOWN</b>						
<b>ACCOUNT #101</b>						
<b>DEWITT TOWNSHIP SEWER</b>						
<b>Acct.#</b>	<b>2024</b>	<b>%</b>	<b>2023 Budget</b>	<b>%</b>	<b>2022</b>	<b>%</b>
101	291,242.56	100%	276,089.43	100%	271,921.15	100%
105	77,401.56	62.12%	72,832.44	62.97%	74,082.61	64.35%
200	839,426.62	55.7576%	783,008.75	55.7576%	765,438.07	55.7576%
201	531,896.49	51.65%	478,288.12	52.30%	445,171.26	52.63%
666	7,228.94		7,373.89		7,373.89	
<b>TOTAL</b>	<b>1,747,196.17</b>		<b>1,617,592.63</b>		<b>1,563,986.98</b>	
	15,375.17	101 EQUIP REPAIR/REPLACE RESERVE				
	4,281.28	105 EQUIP REPAIR/REPLACE RESERVE				
	214,006.09	201 EQUIP REPAIR/REPLACE RESERVE				
	141,518.92	200 EQUIP REPAIR/REPLACE RESERVE				
	244,692.00	BOND PAYMENT				
<b>TOTAL</b>	<b>2,367,069.63</b>					
<b>DEWITT TOWNSHIP MONTHLY PAYMENT AMOUNT</b>						
	<b>2024</b>	<b>2023</b>	<b>2022</b>			
	<b>197,255.80</b>	<b>165,839.01</b>	<b>156,283.62</b>			
<b>Acct.#</b>						
101	DeWitt Township Collection System Account			666	Industrial Pretreatment	
105	DeWitt / Bath Township Collection System Account					
200	Cleanwater Plant - Authority					
201	Cleanwater Process - Authority					

# Bath Twp Payment Breakdown

2024 PAYMENT BREAKDOWN						
ACCOUNT #102						
BATH TOWNSHIP SEWER						
	2024	%	2023 Budget	%	2022	%
102	465,577.45	100%	\$454,168.79	100%	448,332.61	100%
105	47,210.96	37.89%	42,829.68	37.03%	41,041.88	35.65%
200	251,828.29	16.7273%	234,902.91	16.7273%	229,631.70	16.7273%
201	290,406.21	28.20%	252,770.24	27.64%	230,155.99	27.21%
666	2,293.32		2,339.30		2,339.30	
<b>TOTAL</b>	<b>1,057,316.23</b>		<b>\$987,010.92</b>		<b>951,501.48</b>	
	23,939.67	102 EQUIP REPAIR/REPLACE RESERVE				
	2,611.36	105 EQUIP REPAIR/REPLACE RESERVE				
	116,843.60	201 EQUIP REPAIR/REPLACE RESERVE				
	42,455.73	200 EQUIP REPAIR/REPLACE RESERVE				
	112,242.00	BOND PAYMENT				
<b>TOTAL</b>	<b>1,355,408.59</b>					
BATH TOWNSHIP MONTHLY PAYMENT AMOUNT						
	2024	2023	2022			
	<b>112,950.72</b>	<b>96,540.76</b>	<b>91,925.94</b>			
Acct. #						
102	Bath Township Collection System		666 Industrial Pretreatment			
105	Bath / DeWitt Townships Collection System					
200	Cleanwater Plant - Authority					
201	Cleanwater Process - Authority					

# City of DeWitt Payment Breakdown

<b>2024 PAYMENT BREAKDOWN</b>						
<b>ACCOUNT #103</b>						
<b>CITY OF DEWITT SEWER</b>						
<b>Acct. #</b>	<b>2024</b>	<b>%</b>	<b>2023 Budget</b>	<b>%</b>	<b>2022</b>	<b>%</b>
103	98,974.62	100%	\$88,604.69	100%	86,161.20	100%
200	170,317.90	11.3131%	158,870.83	11.3131%	155,305.78	11.3131%
201	134,081.17	13.02%	119,892.11	13.11%	112,667.32	13.32%
666	1,894.48		1,932.47		1,932.47	
<b>TOTAL</b>	<b>405,268.17</b>		<b>\$369,300.10</b>		<b>356,066.77</b>	
	5,562.04	103 EQUIP REPAIR/REPLACE RESERVE				
	53,946.94	201 EQUIP REPAIR/REPLACE RESERVE				
	28,713.89	200 EQUIP REPAIR/REPLACE RESERVE				
	57,767.00	BOND PAYMENT				
<b>TOTAL</b>	<b>551,258.04</b>					
<b>CITY OF DEWITT MONTHLY PAYMENT AMOUNT</b>						
	<b>2024</b>	<b>2023</b>	<b>2022</b>			
	<b>45,938.17</b>	<b>37,849.58</b>	<b>35,676.79</b>			
<b>Acct.#</b>						
103	City of DeWitt Collection System					
200	Cleanwater Plant - Authority					
201	Cleanwater Process - Authority					
666	Industrial Pretreatment					

# Watertown Twp Payment Breakdown

2024 PAYMENT BREAKDOWN						
ACCOUNT #104						
WATERTOWN TOWNSHIP SEWER						
Acct. #	2024	%	2023	%	2022	%
104	87,370.64	100%	\$80,731.14	100%	\$77,014.39	100%
200	243,919.94	16.2020%	227,526.07	16.2020%	222,420.40	16.2020%
201	73,425.40	7.13%	63,558.36	6.95%	57,856.19	6.84%
666	1,869.55		1,907.04		1,907.04	
<b>TOTAL</b>	<b>406,585.53</b>		<b>\$373,722.61</b>		<b>\$359,198.02</b>	
	5,525.17	104 EQUIP REPAIR/REPLACE RESERVE				
	29,542.37	201 EQUIP REPAIR/REPLACE RESERVE				
	41,122.46	200 EQUIP REPAIR/REPLACE RESERVE				
	44,301.00	BOND PAYMENT				
<b>TOTAL</b>	<b>527,076.53</b>					
WATERTOWN TOWNSHIP MONTHLY PAYMENT AMOUNT						
	2024	2023	2022			
	<b>43,923.04</b>	<b>38,122.47</b>	<b>35,394.72</b>			
Acct. #						
104	Watertown Township Collection System					
200	Cleanwater Plant - Authority					
201	Cleanwater Process - Authority					
666	Industrial Pretreatment					



# DeWitt Twp Collection Revenue – 101 Account

	<b>2023 BUDGET</b>	<b>2024 PROPOSED</b>	<b>\$ CHANGE</b>
ACCT# 101			
584 PAYMENTS	276,089	291,243	15,154
585 RESERVE PAYMENTS	17,017	15,375	(1,642)
<b>TOTAL</b>	293,106	306,618	13,512

# DeWitt Twp Collection Expenditures – 101 Account

100% DeWitt Township									
		<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2023</b>	<b>2024</b>	<b>\$</b>	<b>%</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>EST YR END</b>	<b>PROPOSED</b>	<b>CHANGE</b>	<b>CHANGE</b>
ACCT# 101									
702	SALARIES	59,906	59,583	57,498	86,978	86,978	88,427	1,449	1.67
715	FICA	4,644	4,527	4,368	6,599	6,599	6,765	166	2.52
751	VEHICLE & MILEAGE	7,467	5,661	7,080	7,673	7,600	7,581	(92)	(1.20)
911	HOSPITALIZATION	6,440	7,330	11,385	14,310	14,310	16,387	2,077	14.51
913	DENTAL	1,025	1,196	1,420	1,626	1,626	1,663	37	2.28
920	UTILITIES	42,601	36,092	39,659	49,000	49,000	55,000	6,000	12.24
930	REPAIR & MAINTENANCE	31,239	27,180	30,098	35,000	35,000	38,000	3,000	8.57
931	COLL. SYST. INS. & REHAB.	74,021	71,678	50,376	72,103	72,103	75,200	3,097	4.30
935	MISS DIG	1,564	1,907	2,284	2,800	2,108	2,220	(580)	(20.71)
969	DEPRECIATION	5,620	8,589	9,542	9,542	9,542	9,146	(396)	(4.15)
971	CAPITAL OUTLAY	36,034	40,699	-			-	-	
	<b>Sub Total</b>	270,561	264,442	213,708	285,631	284,866	300,389	14,758	5.17
	<b>Less Unfunded Depreciation</b>	5,620	8,589	9,542	9,542	9,542	9,146	(396)	(4.15)
	<b>Less Reserve Transfers</b>							-	
	<b>Total</b>	264,941	255,853	204,167	276,089	275,324	291,243	15,154	5.49

# Bath Twp Collection Revenue – 102 Account

100% Bath Township				
		<b>2023</b>	<b>2024</b>	<b>\$</b>
		<b>BUDGET</b>	<b>PROPOSED</b>	<b>CHANGE</b>
ACCT# 102				
584	PAYMENTS	454,169	465,577	11,408
585	RESERVE PAYMENTS	28,394	23,940	(4,454)
	<b>TOTAL</b>	482,563	489,517	6,954

# Bath Twp Collection Expenditures – 102 Account

100% Bath Township									
		2020	2021	2022	2023	2023	2024	\$	%
		ACTUAL	ACTUAL	ACTUAL	BUDGET	EST YR END	PROPOSED	CHANGE	CHANGE
ACCT# 102									
702	SALARIES	97,104	97,626	82,274	134,816	134,816	136,758	1,942	1.44
715	FICA	7,485	7,440	6,231	10,229	10,229	10,462	233	2.28
751	VEHICLE & MILEAGE	13,509	13,039	16,306	17,674	17,600	15,842	(1,832)	(10.37)
911	HOSPITALIZATION	11,650	14,244	15,383	22,180	22,180	25,343	3,163	14.26
913	DENTAL	1,779	2,100	2,060	2,521	2,521	2,572	51	2.02
920	UTILITIES	102,771	103,511	103,889	119,000	119,000	126,000	7,000	5.88
930	REPAIR & MAINTENANCE	47,516	48,395	50,840	53,000	53,000	58,000	5,000	9.43
931	COLL. SYST. INS. & REHAB.	33,518	36,974	28,423	41,250	41,250	40,650	(600)	(1.45)
932	ODOR & CORROSION CONTROL	22,395	29,568	31,538	50,500	50,000	48,000	(2,500)	(4.95)
935	MISS DIG	1,699	2,062	2,462	3,000	1,826	1,950	(1,050)	(35.00)
969	DEPRECIATION	16,495	16,299	16,221	7,417	7,417	11,901	4,484	60.46
971	CAPITAL OUTLAY	-	-	22,995				-	-
	<b>Sub Total</b>	355,921	371,258	378,622	461,587	459,839	477,478	15,891	3.44
	<b>Less Unfunded Depreciation</b>	16,495	16,299	16,221	7,417	7,417	11,901	4,484	60.46
	<b>Less Reserve Transfers</b>							-	
	<b>Total</b>	339,426	354,959	362,401	454,170	452,422	465,577	11,407	2.51

# City of DeWitt Collection Revenue – 103 Account

		<b>2023</b>	<b>2024</b>	<b>\$</b>
		<b>BUDGET</b>	<b>PROPOSED</b>	<b>CHANGE</b>
ACCT#103				
584	PAYMENTS	88,605	98,975	10,370
585	RESERVE PAYMENTS	6,236	5,562	(674)
	<b>TOTAL</b>	94,841	104,537	9,696

## City of DeWitt Collection Expenditures – 103 Account

	2020	2021	2022	2023	2023	2024	\$	%
	ACTUAL	ACTUAL	ACTUAL	BUDGET	EST YR END	PROPOSED	CHANGE	CHANGE
ACCT#103								
702 SALARIES	12,137	13,376	17,940	16,308	16,308	19,790	3,482	21.35
715 FICA	1,009	982	1,393	1,237	1,237	1,514	277	22.39
751 VEHICLE & MILEAGE	1,049	1,177	1,473	1,596	1,550	1,781	185.00	11.59
911 HOSPITALIZATION	1,432	1,876	4,274	2,683	2,683	3,667	984.00	36.68
913 DENTAL	217	256	490	305	305	373	68.00	22.30
920 UTILITIES	26,925	27,035	27,030	34,000	34,000	39,000	5,000.00	14.71
930 REPAIR & MAINTENANCE	8,735	6,856	4,276	8,300	8,300	9,700	1,400.00	16.87
931 COLL. SYST. INS. & REHAB.	12,593	44,019	15,129	22,000	22,000	21,500	(500.00)	(2.27)
935 MISS DIG	1,161	1,549	1,811	2,175	1,546	1,650	(525.00)	(24.14)
969 DEPRECIATION	1,993	3,986	3,986	3,986	3,986	3,986	-	-
971 CAPITAL OUTLAY	27,905	-			-		-	
<b>Sub Total</b>	95,156	101,112	77,803	92,590	91,915	102,961	10,371.00	11.20
<b>Less Unfunded Depreciation</b>	1,993	3,986	3,986	3,986	3,986	3,986	-	-
<b>Less Reserve Transfers</b>							-	
<b>Total</b>	93,163	97,126	73,816	88,604	87,929	98,975	10,371.00	11.70

# Watertown Twp Collection Revenue – 104 Account

		<b>2023</b>	<b>2024</b>	<b>\$</b>
		<b>BUDGET</b>	<b>PROPOSED</b>	<b>CHANGE</b>
ACCT# 104				
584	PAYMENTS	80,731	87,371	6,640
585	RESERVE PAYMENTS	5,989	5,525	(464)
	<b>TOTAL</b>	86,720	92,896	6,176

# Watertown Twp Collection Expenditures – 104 Account

		2020	2021	2022	2023	2023	2024	\$	%
		ACTUAL	ACTUAL	ACTUAL	BUDGET	EST YR END	PROPOSED	CHANGE	CHANGE
ACCT# 104									
702	SALARIES	21,582	18,593	20,586	20,657	20,657	22,709	2,052	9.93
715	FICA	1,644	1,398	1,555	1,567	1,567	1,737	170	10.85
751	VEHICLE & MILEAGE	2,834	2,801	3,503	3,797	3,775	3,339	(458)	(12.06)
911	HOSPITALIZATION	2,553	2,726	4,472	3,399	3,399	4,208	809	23.80
913	DENTAL	377	334	537	386	386	428	42	10.88
920	UTILITIES	22,833	20,460	23,434	27,000	27,000	33,000	6,000	22.22
930	REPAIR & MAINTENANCE	7,856	8,726	7,149	8,900	8,900	9,700	800	8.99
931	COLL. SYST. INS. & REHAB.	13,390	12,374	11,871	13,250	13,250	11,000	(2,250)	(16.98)
935	MISS DIG	906	1,105	1,473	1,775	1,159	1,250	(525)	(29.58)
969	DEPRECIATION	7,787	9,350	11,147	9,855	9,855	10,233	378	3.84
971	CAPITAL OUTLAY	16,754	196,062	12,837				-	-
	<b>Sub Total</b>	98,516	273,929	98,566	90,586	89,948	97,604	7,018	7.75
	<b>Less Unfunded Depreciation</b>	7,787	9,350	11,147	9,855	9,855	10,233	378	3.84
	<b>Less Reserve Transfers</b>							-	-
	<b>Total</b>	90,729	264,579	87,419	80,731	80,093	87,371	6,640	8.22



# Joint Revenue – 105 Account

62.12% DeWitt Township				
37.89% Bath Township		<b>2023</b>	<b>2024</b>	<b>\$</b>
		<b>BUDGET</b>	<b>PROPOSED</b>	<b>CHANGE</b>
584	PAYMENTS	115,662	124,600	8,938
585	RESERVE PAYMENTS	6,533	6,892	359
<b>TOTAL</b>		122,195	131,492	9,297

# Joint Expenditures – 105 Account

DEWITT TOWNSHIP / BATH TOWNSHIP LIFT STATIONS									
	62.12% DeWitt Township								
	37.89% Bath Township	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2023</b>	<b>2024</b>	<b>\$</b>	<b>%</b>
		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>EST YR END</b>	<b>PROPOSED</b>	<b>CHANGE</b>	<b>CHANGE</b>
ACCT#	105								
702	SALARIES	17,565	16,494	17,731	18,483	18,483	19,559	1,076.00	5.82
715	FICA	1,364	1,218	1,378	1,402	1,402	1,496	94.00	6.70
751	VEHICLE & MILEAGE	926	1,063	1,329	1,441	1,400	1,302	(139.00)	(9.65)
911	HOSPITALIZATION	1,598	2,902	3,906	3,041	3,041	3,625	584.00	19.20
913	DENTAL	380	383	450	346	346	368	22.00	6.36
920	UTILITIES	58,808	52,245	52,609	66,500	66,500	70,000	3,500.00	5.26
930	REPAIR & MAINTENANCE	12,371	11,718	16,258	16,000	16,000	20,000	4,000.00	25.00
931	COLL. SYST. INS. & REHAB.		41	6,018	8,450	8,450	8,250	(200.00)	(2.37)
932	ODOR & CORROSION CONTROL	73	-		-		-	-	
969	DEPRECIATION	749	749	749	375	375		(375.00)	(100.00)
971	CAPITAL OUTLAY		-					-	
	<b>Sub Total</b>	93,834	86,813	100,429	116,038	115,997	124,600	8,562.00	7.38
	<b>Less Unfunded Depreciation</b>	749	749	749	375	375	-	(375.00)	(100.00)
	<b>Less Reserve Transfers</b>								
	<b>Total</b>	93,085	86,064	99,680	115,663	115,622	124,600	8,937.00	7.73

## Plant Revenue – 200 Account

	55.7576% DeWitt Township			
	16.7273% Bath Township	<b>2023</b>	<b>2024</b>	<b>\$</b>
	11.3131% City of DeWitt	<b>BUDGET</b>	<b>PROPOSED</b>	<b>CHANGE</b>
	16.2020% Watertown Township			
584	PAYMENTS	1,404,309	1,505,493	101,184
585	RESERVE PAYMENTS	353,350	253,811	(99,539)
	<b>TOTAL</b>	1,757,659	1,759,304	1,645

# Plant Expenditures – 200 Account

	2020	2021	2022	2023	2023	2024	\$	%
	ACTUAL	ACTUAL	ACTUAL	BUDGET	EST YR END	PROPOSED	CHANGE	CHANGE
55.7576% DeWitt Township								
16.7273% Bath Township								
11.3131% City of DeWitt								
16.2020% Watertown Township								
702 SALARIES	565,871	582,355	614,846	616,092	616,092	669,553	53,461.00	8.68
703 SALARIES - (NON EMPLOYEE)	7,905	7,805	8,855	13,000	12,000	13,000		
710 UNIFORMS	8,242	8,806	8,410	8,475	8,475	8,475	-	-
712 LICENSE	1,800	1,500	1,400	2,400	2,400	2,500	100.00	4.17
715 FICA	46,023	48,622	48,097	47,923	47,500	52,407	4,484.00	9.36
716 BANK FEES	-	-	-	750	750	750		
725 SAFETY SUPPLIES	6,308	6,696	5,149	7,000	7,000	7,000	-	-
727 OFFICE SUPPLIES	4,837	6,107	4,390	6,500	6,000	6,500	-	-
751 VEHICLE & MILEAGE	5,935	5,971	7,467	8,093	8,000	9,988	1,895.00	23.42
801 PROFESSIONAL SERVICES	89,367	33,496	36,040	40,500	40,500	55,000	14,500.00	35.80
815 EDUCATION & TRAINING	400	1,264	1,892	7,500	7,000	7,500	-	-
900 LEGAL ADS	164	112	530	1,000	1,000	1,000		
910 INSURANCE	47,700	36,777	49,173	52,000	52,000	52,000	-	-
911 HOSPITALIZATION	98,283	102,155	100,309	107,081	107,081	129,857	22,776.00	21.27
912 WORKERS COMP	4,882	4,236	4,341	10,000	8,000	8,000	(2,000.00)	(20.00)
913 DENTAL	9,206	10,466	10,598	11,519	11,519	12,592	1,073.00	9.32
914 LIFE & LONG TERM DISAB	6,008	6,180	6,124	7,000	7,000	7,500	500.00	7.14
916 EMPLOYEE APPRECIATION	296	893	136	1,000	1,000	1,000	-	-
917 MERS RETIREMENT	181,136	180,520	215,308	251,975	251,975	246,372	(5,603.00)	(2.22)
919 PUBLIC RELATIONS	186	2,566	3,925	5,000	4,000	5,000	-	-
920 UTILITIES	63,097	64,697	71,175	80,000	80,000	90,000	10,000.00	12.50
930 REPAIR & MAINTENANCE	105,459	101,315	104,153	115,000	115,000	115,000	-	-
935 MISS DIG	1,721	2,390	3,155	4,000	3,000	4,000	-	-
956 MISCELLANEOUS	47	94	65	500	200	500	-	-
969 PLANT & EQUIP DEPRECIATION	216,933	205,967	208,066	198,806	198,806	216,340	17,534.00	8.82
970 CAPITAL EXPENSE		-					-	
971 CAPITAL OUTLAY	-	133,445	545,878	675,000	675,000		(675,000.00)	(100.00)
993 BOND INTEREST EXPENSE					54,356	134,028		
<b>Sub Total</b>	1,471,806	1,554,435	2,059,483	2,278,114	2,325,654	1,855,862	(422,252.00)	15.77
<b>Less Unfunded Depreciation</b>	216,933	205,967	208,066	198,806	198,806	216,340	17,534.00	8.82
<b>Less Reserve Transfers</b>	-	133,445	545,878	675,000	675,000	-		
<b>Less Bond Interest Transfer</b>					54,356	134,028		
<b>Total</b>	1,254,873	1,215,023	1,305,540	1,404,308	1,397,492	1,505,494	101,186.00	7.21

# Process Revenue – 201 Account

	51.65% DeWitt Township			
	28.2% Bath Township	<b>2023</b>	<b>2024</b>	<b>\$</b>
	13.02% City of DeWitt	<b>BUDGET</b>	<b>PROPOSED</b>	<b>CHANGE</b>
	7.13% Watertown Township			
584	PAYMENTS	914,509	1,029,809	115,300
585	RESERVE PAYMENTS	295,077	414,339	119,262
674	SAL REVENUE	27,000	27,000	
	<b>TOTAL</b>	1,236,586	1,471,148	234,562

# Process Expenditures – 201 Account

	51.65% DeWitt Township								
	28.2% Bath Township	2020	2021	2022	2023	2023	2024	\$	%
	13.02% City of DeWitt	ACTUAL	ACTUAL	ACTUAL	BUDGET	EST YR END	PROPOSED	CHANGE	CHANGE
	7.13% Watertown Township								
ACCT. #201									
702 SALARIES		191,473	183,277	207,859	221,008	221,008	238,293	17,285.00	7.82
715 FICA		14,801	13,814	15,548	16,769	16,769	18,229	1,460.41	8.71
727 OFFICE SUPPLIES		1,344	3,246	1,636	3,500	3,000	3,500	-	-
729 PROCESS CHEMICALS		64,510	65,669	95,062	105,000	135,000	180,000	75,000.00	71.43
730 LABORATORY SUPPLIES		13,979	13,356	12,684	16,000	15,000	16,000	-	-
751 VEHICLE & MILEAGE		1,139	914	1,143	1,239	1,200	1,646	407.00	32.85
801 PROFESSIONAL SERVICES		46,867	124,593	572,202	16,000	16,000	16,000	-	-
815 EDUCATION & TRAINING		1,414	5,206	11,962	13,000	13,000	13,000	-	-
911 HOSPITALIZATION		22,069	17,155	24,016	36,361	36,361	44,159	7,798.00	21.45
913 DENTAL		3,468	3,603	3,840	4,132	4,132	4,482	350.00	8.47
920 UTILITIES		238,359	219,782	223,176	290,000	290,000	290,000	-	-
921 REGULATORY FEES		8,179	9,493	10,611	13,000	10,860	13,000	-	-
923 SOLIDS HANDLING		62,939	42,479	93,577	82,000	82,000	95,000	13,000.00	15.85
930 REPAIR & MAINTENANCE		79,171	43,455	54,356	96,000	66,000	96,000	-	-
956 MISCELLANEOUS		-	-	-	500	250	500	-	-
969 DEPRECIATION		177,982	172,143	153,082	148,592	148,592	138,538	(10,054.00)	(6.77)
971 CAPITAL OUTLAY		68,095	62,745	48,588	-	-	65,000	65,000.00	#DIV/0!
993 BOND INTEREST EXPENSE						131,794	324,972		
<b>Sub Total</b>		995,789	980,930	1,529,344	1,063,101	1,190,966	1,558,319	495,218.41	40.47
<b>Less Unfunded Depreciation</b>		177,982	172,143	153,082	148,592	148,592	138,538	(10,054.00)	(6.77)
<b>Less Reserve Funding</b>					-	-	65,000		
<b>Less Bond Interest Transfer</b>						131,794	324,972		
<b>Total</b>		817,807	808,787	1,376,262	914,509	910,580	1,029,809	115,300.41	12.61

# Industrial Pretreatment Plan Revenue – 666 Account

Self Funded Account				
		<b>2022</b>	<b>2023</b>	<b>\$</b>
		<b>BUDGET</b>	<b>PROPOSED</b>	<b>CHANGE</b>
584	PAYMENTS	13,553	58,286	44,733
601	FEE FOR SERVICE			
	<b>TOTAL</b>	13,553	58,286	44,733

# Industrial Pretreatment Plan Expenditures – 666 Account

Self Funded Account									
Billed based on user count		2020	2021	2022	2023	2023	2024	\$	%
		ACTUAL	ACTUAL	ACTUAL	BUDGET	EST YR END	PROPOSED	CHANGE	CHANGE
ACCT #666									
702	SALARIES	4,217	4,008	3,523	7,000	7,000	7,000	-	-
715	FICA	309	316	269	536	536	536	(0.50)	(0.09)
726	INSPECTION SUPPLIES	2	-	-	300	200	300	-	-
727	OFFICE SUPPLIES	161	200	-	200	200	200	-	-
751	VEHICLE & MILEAGE	446	359	450	487	485	520	33.00	6.78
801	PROFESSIONAL SERVICES	1,344	1,862	1,763	3,000	1,500	3,000	-	-
815	EDUCATION & TRAINING	-	-	160	500	300	500	-	-
900	LEGAL ADS	-	-	-	100	-	100	-	-
911	HOSPITALIZATION	47	9	333	1,300	350	1,000	(300.00)	(23.08)
913	DENTAL	81	89	76	130	100	130	-	-
971	CAPITAL OUTLAY						45,000		
<b>SUB TOTAL</b>		6,607	6,843	6,572	13,553	10,671	58,286	44,733	330.06
<b>Less Reserve Funding</b>							45,000		
<b>TOTAL</b>							13,286		



# Expenditure Justification

## **702 - SALARIES**

**Purpose & Justification:** To cover operator, clerical, and administrative salaries. This value was calculated from historical data and represents actual hours worked in each budget during this time period as well as those additional hours we anticipate will be necessary to perform scheduled work. See Appendix "A" for an itemized salary list.

## **703 - SALARIES (non-employees)**

**Purpose & Justification:** To pay the per diem of the members of the Board of Commissioners at the rate of \$35 per for all meetings attended in addition to \$600 annually.

## **710-UNIFORMS**

**Purpose & Justification:** to cover a uniform allowance to include pants, shirts, coats, and boots for union employees, maintenance supervisor, process control supervisor, collections supervisor.

## **712-LICENSE**

**Purpose & Justification:** Union employees are compensated for achieving various levels of wastewater certification per the bargaining unit agreement.

## **715 - FICA**

**Purpose & Justification:** This line item is 7.65% of salaries for FICA.

### **725 - SAFETY SUPPLIES**

**Purpose & Justification:** Funding to pay for safety related supplies such as gloves, personal protective equipment, confined space entry equipment, lockout/tag out equipment, and hazard communication training. This line item is identified separately in order to demonstrate and document SCCMUA's continuing commitment to a safe work environment.

### **727 - OFFICE SUPPLIES**

**Purpose & Justification:** Supplies include items such as pens, pencils, note pads, staples, file folders, copy/computer paper, postage, and other necessary supplies to support the administration, operation, and maintenance of the Plant.

### **729 - PROCESS CHEMICALS**

**Purpose & Justification:** To provide the necessary chemicals for treating all process flow. The total cost for Process chemicals includes the purchase of Ferric Chloride for the removal of phosphorous, Chlorine for disinfecting the effluent, Sulfur Dioxide for dechlorinating the effluent (odor control in the equalization system and the chlorinating of tertiary filter backwash water), and Lime for odor control of grit.

### **730 - LABORATORY SUPPLIES**

**Purpose & Justification:** To purchase all necessary laboratory reagents, glassware, and materials to analyze the clean water production processes. This line item also includes those pieces of laboratory equipment costing less than \$5,000. The total cost for supplies includes the following: glassware and general supplies, distilled water, electrodes, and miscellaneous items.

### **751 - VEHICLE & MILEAGE**

**Purpose & Justification:** To cover repairs and fuel for service vehicles, vector, and camera truck. This line item includes transportation and miscellaneous travel expenses associated with the O & M administration of the sewage pumping stations, collection systems (transmission lines and manhole structures), and plant. See Appendix "C" for vehicle usage percentage chart.

This figure was calculated on actual usage based on vehicle mileage logs.

### **801 – PROFESSIONAL SERVICES**

**Purpose & Justification:** This includes anticipated compliance testing which is required by EGLE but outside of routine laboratory analysis performed at SCCMUA, engineering fees, and legal fees. It also provides consulting services for the Authority.

### **815 - EDUCATION AND TRAINING**

**Purpose & Justification:** This line item will provide the funds necessary to keep operators, administrative staff, and supervisors abreast of the changing regulations and technologies through planned seminars, workshops, conferences, and courses appropriate to the work they perform.

### **900 - LEGAL ADS**

**Purpose & Justification:** This line item is intended to purchase space in local newspapers for publishing Authority legal ads as required (such as meeting dates and times, public hearings, and employment ads).

### **910 - INSURANCE**

**Purpose & Justification:** Insurance coverage for comprehensive general liability, property, boiler, and machinery.

### **911 – HOSPITALIZATION**

**Purpose & Justification:** It is the proportional share of the hospitalization cost based on salaries.

**912 - WORKERS COMP**

**Purpose & Justification:** This line item is for the worker's compensation insurance premium for the Authority and is paid based on ownership.

**913 - DENTAL**

**Purpose & Justification:** It is the proportional share of the dental insurance cost based on salaries.

**914 - LIFE AND LONG-TERM DISABILITY**

**Purpose & Justification:** To provide employees with group term life insurance benefits and long-term disability coverage.

**916-EMPLOYEE APRECIATION**

**Purpose & Justification:** This represents the cost of an employee appreciation event once per year for all employees.

**917-MERS RETIREMENT**

**Purpose & Justification:** This represents the employer's share of the MERS retirement.

**919-PUBLIC RELATIONS**

**Purpose & Justification:** This represents funds for public relations.

**920 - UTILITIES**

**Purpose & Justification:** This includes utility bills from Consumers Energy and BWL for Lift Stations, the communication tower,

and the plant. This value also includes fuel oil, LP gas, or natural gas expenditures for use in standby generators. This is based on the historical consumption and demand for utilities during the previous 24 months of operation.

### **921-REGULATORY FEES**

**Purpose & Justification:** This line item is to pay the costs of State of Michigan mandated fees. This includes the annual NPDES permit fee and annual fees for land application.

### **923- SOLIDS HANDLING**

**Purpose & Justification:** To cover all expenses associated with the safe and ultimate disposal of biosolids onto agricultural land. This includes all testing, transportation, and land application as well as necessary disposal fees by signed contract.

### **930 - REPAIR & MAINTENANCE**

**Purpose & Justification:** For parts, materials, tools, lubricants, as well as all electrical and mechanical maintenance supplies associated with the operation and maintenance of the sewage pumping stations, collection systems, and the plant.

### **931 - COLLECTION SYSTEM INSPECTION & REHABILITATION**

**Purpose & Justification:** This line item is for the purpose of identification and correction of sources of inflow and infiltration (I/I) and potential failure points in the collection systems. Funds pay for service contract cleaning, televising, and performing repairs to the wastewater collection system.

### **932 – ODOR & CORROSION CONTROL**

**Purpose & Justification:** This line item is for the purpose of controlling odors with canisters at various lift stations and ferric chloride in Bath Twp.

### **935 - MISS DIG**

**Purpose & Justification:** To cover costs associated with the MISS DIG program. SCCMUA is responsible (contractually) for protecting and identifying the wastewater utilities of the constituent Municipalities.

### **956 - MISCELLANEOUS**

**Purpose & Justification:** For miscellaneous minor expenditures not covered in any other line item.

### **969 - DEPRECIATION**

**Purpose & Justification:** This line item is an expenditure line only and will no longer be funded. Funding for reserves is calculated on another basis. Estimated depreciation numbers were calculated. The actual depreciation values may be slightly higher.

### **970 - C.I.P. EXPENDITURES (FROM PAYMENTS)**

**Purpose & Justification:** This line item is for those capital purchases in excess of \$10,000 that are included in the published Capital Improvement Plan. The Capital Improvement Program was reviewed by Committee and published to the constituent Municipalities and the full Board of Commissioners at SCCMUA. Funding for these C.I.P. projects is obtained from monthly payments to the Authority. See CIP document for breakdown.

### **971 - C.I.P. EXPENDITURES (FROM RESERVES)**

**Purpose & Justification:** This line item is for those capital purchases in excess of \$10,000 that are included in the published Capital Improvement Plan. The Capital Improvement Plan was reviewed by Committee and published to the constituent Municipalities and the full Board of Commissioners at SCCMUA. Funding for these C.I.P. projects is obtained from reserves. See CIP document for breakdown.



# Capital Improvement Plan-Continued

SUMMARY OF CIP PROJECT REQUESTS 2023 - 2027							
ACCT#	PROJECT NAME		2024	2025	2026	2027	2028
200	I/O Rack #2	Filters					35,000
200	2018 GMC	Vehicles					45,000
200	2018 GMC	Vehicles					45,000
200	Potable Water	Siteworks					50,000
201	E Digested Sludge Pump	Digester					50,000
201	Digester Gas Meter	Digester					10,000
201	Supernatant VFD's	Digester					15,000
201	Digester Gas Handling Equip	Digester					40,000
201	Digester Roof	Digester					28,000
201	Sludge Pump #1 & #2	Primary Clarifier					100,000
201	Primary Clarifier Gates	Primary Clarifier					15,000
			65,000.00	770,000.00	220,000.00	200,000.00	433,000.00
		Moved					
		Cost decrease					
		Cost increase					



# Capital Improvement Plan Justification

**2024**

## **East & West Supernate Pumps**

The supernate system is a crucial process in the production of biosolids. The supernate that is created by digestion is pumped back to the headworks of the plant. The original pumps that are still in operation are costly and not well suited for the process. The replacement pumps will be centrifugal and will come with less cost and maintenance. \$20,000.00

## **Effluent Pump System 1,2,3**

The effluent system carries the effluent water to different parts of the plant for various uses such as chemical feed, building heat, seal cooling and flushing along with maintenance needs. This system runs 24/7 and is vital to the operations of the plant. The system has had many repairs and replacement along the way. \$45,000

**2025**

## **2015 Ford F 350 utility**

This truck is used as a larger service truck and is typically on the road daily. Typical service indicators show that in 2025 the truck is likely to need replacement. \$50,000

**Plant Air Compressor:** This piece of equipment is very crucial to our operation as air pressure is our means of valve operations. This pressure allows us to remotely operate valves for the sequencing of operations. \$50,000

## **East and West Primary Clarifier Mechanisms and Reducers.**

The primary clarifiers mechanisms have been refurbished multiple times and the metal is deteriorated to the point where holes and patching are needed. The mechanisms are essential to the function and process of the clarifiers. The drives have already been replaced and this replacement will get us through another 30 plus years. \$660,000

### **Ferric Feed Pumps**

The ferric feed system is our only tool to meeting our discharge permit for phosphorus. The pumps are responsible for introducing a dosage selected by operators to meet the reduction needs to effectively remove phosphorus. \$10,000

## **2026**

### **2018 Ram 3500**

This truck is one of the two service trucks in the fleet and is crucial to our response to daily maintenance and emergency response capabilities as it also has one of the few cranes for pump removal in our fleet. \$120,000

### **Digester Gas Blowers**

The digester gas blowers are responsible for compressing and mixing the digester gas back into the digester helping with mixing and additional digestive benefits. \$15,000

### **Sludge Valves**

The sludge valves, both primary and secondary, are used to isolate tanks and equipment for maintenance but also a part of the synchronizing of the pumps. These valves have been rebuilt many times and parts are becoming more costly and difficult to find. \$85,000

## **2027**

### **2015 Ford Explorer**

This vehicle is used for a variety of different application from simple transportation to working on miss dig/inspections or any other needs as vehicle availability gets limited during certain times of the year. \$40,000

### **2017 Electrical van**

This van is used by our electrician to house tools and misc. equipment and material for the duties of electrical repair. This vehicle does not have another backup in the fleet and is critical to our operation being able to respond appropriately to electrical issues in the system. \$45,000

### **Storage Building**

As SCCMUA has grown, the amount of equipment to maintain the plant and system has grown with it. Additional storage is needed for equipment which needs to remain out of the elements when not in use. The best location identified is behind the new digester where it can be out of sight and easily heated by the digester system.

\$75,000

### **Potable Water System**

The potable system supplies clean water throughout the plant and also serves as a backup to our non-potable system. This system eliminates the need to be tied to the public water system. \$40,000

## **2028**

### **Tertiary Filter System I/O Rack Communications**

The rack controls input and output signals to the SCADA system that monitors and controls the system remotely. \$35,000

### **Half Ton Trucks – (2)**

These two trucks are used for misc. repairs and general transportation for staff. The price in the CIP reflects an electric option as these trucks would be well suited for an electric vehicle. \$45,000 each

### **Potable Water System**

This is currently an onsite well system, however a public water line has been stubbed into the facility. The potable water system not only serves as our domestic water but a back up to the process water needs as well. \$50,000

### **East Digested Sludge pump**

These pumps are used to pump digested solids from the digesters to the storage tank and are used weekly at a minimum. The west pump was replaced in 2018 as it failed prematurely. \$50,000

### **Digester Gas Metering Equipment**

This equipment is necessary to ensure a safe workspace and to declassify a confined workspace due to the nature of the potential leaks in the system of explosive gas. \$10,000

### **Supernatant VFDS SC-765**

These allow for precise control of the supernatant pump rates. \$15,000

### **Digester Gas Handling Equipment**

This equipment transports digester gas to be compressed and or flared off. This system may change pending the partnership with bioworks energy. \$40,000

### **Digester Roof**

The roof is a ballasted system with stone which in time negatively impacts the roof membrane and can begin to leak. \$28,000

### **Primary Sludge Pumps (2)**

These pump a certain amount of primary sludge every hour of every day. It is critical in our process both for removal and reuse. This is the settled mass that is the first line of our treatment process. \$50,000 each

### **Primary Clarifier Grates**

These are isolation gates for the primary clarifiers to allow flow to be diverted from one clarifier to the other. \$15,000

## Appendix A – Salary Table

<b>Position</b>	<b>Anticipated Salary</b>
Administration	\$ 536,459.03
Director	
Process Control Super	
Maint Super.	
Collection Super.	
Admin Super	
Admin Secretary	
Operators	\$ 589,932.62
11 operators	
Summer Laborers	\$ 16,000.00
2 Laborers	
Commissioner Per diem	\$ 13,000.00
Anticipated OT (3%)	\$ 35,697.98
Potential Position Chgs	\$ 4,000.00
Retirement payout	\$ -
Sick Bank payout	\$ 10,000.00
<b>Total</b>	<b>\$ 1,205,089.63</b>

## Appendix B – Benefit Table

The following is the list of benefits used to determine the 52% benefit rate for 2024

	<b><u>2024</u></b>
Employer Contribution to MERS	\$246,371.84
Dental Plan	22,474.75
Health Care Plan	219,288.93
Vision Plan	2,177.91
FICA	93,145.61
Employee Health Contribution	
Workers Compensation	\$8,000.00
Life & Disability Insurance	\$7,394.94
Professional Licenses	<u>2,500.00</u>
TOTAL	\$601,353.98

# Appendix C – Vehicle & Mileage Table

The following is a percentage breakdown of vehicle usage for 2024:

101 - DeWitt Township	18.05%
102 - Bath Township	37.72%
105 - DeWitt/Bath LS	3.10%
103 - City of DeWitt	4.24%
104 - Watertown Township	7.95%
200 - WWTP-Plant	23.78%
201 - WWTP-Process	3.92%
666 – IPP	1.24%



*Clerk's Office*

ATTACHMENT 14

**Carolyn A. Brokob, Clerk**

[cbrokob@watertownmi.gov](mailto:cbrokob@watertownmi.gov)

[www.watertownmi.gov](http://www.watertownmi.gov)

12803 S. Wacousta Rd, Grand Ledge MI 48837 | 517-626-6593

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**MEMORANDUM**

**TO:** Watertown Charter Township Board of Trustees

**FROM:** Carolyn Brokob, Clerk

**DATE:** August 4, 2023

**SUBJECT:** **First Reading of Ordinance 58 – Revised Cemetery Ordinance**

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The redline version of proposed changes to the Wacousta Cemetery Ordinance are attached. A general summary of changes include:

- Addition of regulations of the new Columbarium
- Limits of the number of lots purchased
- Assignment clarifications
- Transfer of ownership clarifications
- Additional non-permitted items at grave sites

The proposed amendments have been reviewed by the Cemetery Board and by Township legal counsel.

**Suggested Motion:**

Motion to have Ordinance No. 58 considered read, Ordinance Amending Chapter 8 – Cemeteries, that the Clerk be directed to publish and post the proposed ordinance in accordance with state law and further, that Ordinance No. 58 be placed on the agenda for the September 2023 regular meeting for final reading and vote.



## Chapter 8

### CEMETERIES

#### Sec. 8-1. Cemetery board.

(a) The township board, as the legislative body owning and controlling a cemetery or burial grounds, may by resolution or ordinance provide for the perpetual care and maintenance of a cemetery or burial ~~space~~~~lot~~ upon payment by the owner of the ~~lot~~~~space~~ or another person of the agreed upon sum, and in consideration may bind itself to perpetually care for and maintain the lot.

(b) The township board has assigned ~~the~~ advisory duties ~~of oversight and management of their cemetery~~ to the cemetery board. The cemetery board shall consist of three members appointed by the board of trustees. Each member shall be appointed to a three-year term with one term expiring on December 31 of each year. The cemetery board shall be responsible for ~~advisement~~ ~~the development~~ of policy and operating procedures which shall be carried out by the sexton under the general management and supervision of the clerk and/or township manager.

#### Sec. 8-2. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Board* means the cemetery board.

*Burial Rights (formally known as deed).* Burial rights grant a right of burial only to a space (earth or columbarium) within the cemetery and does not convey any other title to the lot or burial space sold.

*Cemetery* means a burial ground for earth or columbarium interments.

*Cemetery services* means all services offered to the public, including grave opening, closings, and foundation installation.

*Cenotaph* means a memorialization of deceased individuals. A monument or marker is placed in honor of a person whose remains are elsewhere.

*Columbarium* means a structure with individual space for holding urns containing the ashes of deceased persons.

*Cremains* means the container and incinerated body of the deceased person.

*Grave/lot owner* means the owner of burial rights. Such rights are limited to a burial privilege as evidenced by a burial rights certificate. The interest created by purchase or transfer of any plot is a personal contract right and not an interest or estate in real property. Spouses or no more than two unrelated persons may be joint owners with rights of survivorship to any burial space.

*Fee Schedule* means charges set by the township board by resolution, outside of ordinance.

*Immediate family* means as follows: spouse, parent, stepparent, grandparent, child, stepchild, grandchild and spouse of the aforementioned, of the owner, and shall include “great-” to the above where applicable.

*Interment* means the disposition of the remains of a deceased human by earth or columbarium interment.

*Lot* means a lot consisting of numbered divisions as shown on the recorded plat sufficient to accommodate ~~from one-two~~ to ten burial spaces/plots.

*Lot marker* means any method used by the cemetery to locate and mark corners of the lot.

*Management* means the person or persons duly designated by the township board for the purpose of managing the cemetery.

*Marker or monument* means a stone or plaque either flush or above the ground indicating the given and/or family name and must be located on the west side (head) of the plot, except ~~in the Old Section,~~ where precedent requires there is no other option, otherwise. Only one marker is allowed per burial space or may be centered over two spaces. A marker may be shaped as a bench, provided that all other requirements are followed.

*Niche* means a space in columbarium designated for placement of one or two urns containing human cremains.

*Plot or Space* means a burial space consisting of a land area 42 inches wide and nine feet in length, sufficient in size to accommodate one adult interment.

*Resident* means any person who has legal or official ownership, individually or jointly with another, of any real property which is subject to assessment by the township for ad valorem property taxes or has established domicile with a mailing address within the township at the time of purchase.

*Township* means Watertown Charter Township.

*Trustees* means the township board of trustees.

### **Sec. 8-3. Rights of residents and nonresidents of township; transactions regarding plots.**

(a) *Purchase of burial rights.* Residents and nonresidents of the township may purchase burial rights at a cost to be determined from time to time by resolution of the township board of trustees. All such sales shall be recorded on an official form ~~approved by the township board of trustees~~, which grants a right of burial only and does not convey any other title to the lot or burial space sold. Such ~~form rights~~ shall be executed by the township clerk. Purchase of burial rights are limited to five spaces. All spaces must officially be assigned by the owner at the time of purchase.

(b) *Assignments.* Each burial space sold should be designated with a specific person's name for burial at the time of sale. If assignment changes are to be made, the owner or assignee (if the owner is deceased or incompetent) must contact the township and make the assignment change to the official record. If the assignee no longer wishes to use space/niche, then they may waive assignment by signing a waiver form with the township if a marker has not been placed on the space. If the assignee is interred elsewhere, the assignment

is terminated. In both these instances of transfer, burial authority is returned to the owner.

(bc) *Transfer of burial rights.* Burial rights may be transferred to those persons defined as an immediate family member or a resident upon payment to the township of a transfer fee, ~~as provided in section 8-4(b).~~ Burial rights may be transferred to a nonresident upon payment to the township of the transfer fee ~~as provided in section 8-4(b)~~ plus the difference, at the time of the transfer, between the current cost of a resident plot and the current cost of a nonresident plot. A transfer of burial rights must be endorsed by and filed with the township clerk. Upon such transfer, the clerk shall issue a new burial certificate ~~to the assignee and shall shall~~ cancel the original certificate thus issued. In addition, all transfers of burial rights are subject to the applicable transfer fee ~~as stated in section 8-4(b).~~ Burial rights may not be sold between private individuals, funeral homes, or for speculative purposes.

(d) *Transfer requested when original purchaser is deceased.* If the original purchaser is deceased or cannot be found, a transfer or reassignment is to be by order of probate court or upon the written direction of an estate's personal representative acting with letters of authority issued by probate court. Burial rights purchased prior to date of the ordinance may sign a written affidavit of last known heir giving ownership to burial rights to that heir. The township has no authority to determine heirs, personal representatives, or next of kin.

(ce) *Methods of payment.* All burial rights ~~Single gravesites~~ must be paid in full at the time of purchase. Payment can be made by cash, check, or credit card to the township office.

(f) *Correction of errors.* The township shall have the right to correct any errors that may be made concerning interment, disinterment, or in the description, transfer, or conveyance of any burial space, either by canceling the permit for a particular vacant burial space or spaces and substituting and conveying in lieu thereof another vacant burial space or spaces in a similar location within the cemetery at issue or by refunding the money paid for the burial space to the purchaser or the successor of the purchaser. If an error involves the interment of the remains of any person, the township shall have the right to remove and transfer the remains so interred to another burial space in a similar location in the same township cemetery in accordance with law.

#### **Sec. 8-4. Purchase price and transfer fees.**

(a) *Resident and nonresident fees.* The township board of trustees shall establish ~~the~~ fee for the purchase of a burial space by a resident and a separate fee for the purchase of a burial space by a nonresident. ~~These fees may be revised from time to time by resolution of the township board of trustees.~~

(b) *Transfer fees.* The transfer of one or more burial rights from the original purchaser to a qualified resident or family assignee shall require payment of a per ~~space-plot~~ transfer fee to the township. The transfer of one or more burial rights from an original purchaser to a nonresident assignee shall require payment of a nonresident per ~~space-plot~~ transfer fee plus payment of the difference in costs as required in section 8-3(b). ~~These transfer fees may be revised from time to time by resolution of the township board of trustees.~~

(c) *Deposit of cemetery revenue.* The cemetery fees and charges shall be submitted to the township treasurer and shall be deposited in the cemetery fund as determined by the township board of trustees.

(d) *Authority to increase fees.* The township board of trustees, by resolution, may periodically alter the foregoing fees to accommodate increased costs and needed reserve funds for cemetery maintenance and acquisition.

## Sec. 8-5. Grave opening charges.

- (a) *Authority to establish grave opening/closing fees.* The opening and closing of any burial space or niche, prior to and following a burial therein, and including the interment of ashes shall be at a cost to be determined from time to time by resolution of the township board of trustees, payable to the township.
- (b) *Authority of sexton or his/her designee to open/close graves.*
- (1) *Sexton to control.* No burial spaces shall be opened and closed except under the direction and control of the cemetery sexton or his/her designee.
- (2) *Exceptions; control over removal, reinterment.* This provision shall not apply to proceedings for the removal and reinterment of bodies and remains, which matters are under the supervision of the local health department, or other properly constituted public authorities.

## Sec. 8-6. Markers, ~~memorials~~memorials, and monument regulations.

(a) *Permitted materials and styles.* All markers, memorials, and monuments must be of quality granite or standard bronze. Marble may be permitted if it is of durable quality and finish. All other grades of marble, sandstone, slate, artificial stone, fieldstone, terra cotta, wood, ~~iron~~, or glass, in any form, shall not be permitted. ~~Unsightly and ill-proportioned monuments or stone work are prohibited.~~ Appendages such as books, photos, or glasswork are prohibited unless cast in bronze and used as a plate in the die of a marker, memorial, or monument. The board may cause a marker, memorial, or monument to be removed, rebuilt, or remodeled, at the owner's expense, where and when such is desirable for the proper and orderly development of the cemetery and to preserve the aesthetic value thereof. In the event that a marker, memorial, or monument must be removed, rebuilt, or remodeled, the township will not be responsible for any loss thereof either to the lot owner or dealer. The township retains the right to regulate the requirements for markers, memorials, and monuments placed in the cemetery.

(b) *Township's liability.* The township assumes no responsibility for ensuring that ordered markers, memorials, or monuments are proper for the area and for name placement on the marker. Markers, memorials, or monuments are private property. The township assumes no responsibility for acts of nature, deterioration, vandalism, etc. In addition, the township is not responsible for care, cleaning or repair of markers, memorials, or monuments.

(c) *Monument companies liable for damage.* Monument companies are responsible for all damages to cemetery grounds and surrounding markers, memorials, or monuments that occurs during their installation of a marker, memorial, or monument. The township is not responsible for marker, monument, or memorials incorrectly placed. Installers are responsible for all damages. The township is not responsible for moving markers.

(d) *Marker, monument, and memorial regulations.*

(1) Only one marker, monument, or memorial shall be permitted per burial space or may be centered over two spaces. All markers, monuments, and memorials shall be located on the west side of the space, except ~~in the Old Section~~, where precedent requires otherwise. A Veterans Plaque can be added to an existing marker by affixing it to the front or back.

(2) The marker or monument base, as well as the widest portion of the monument, may not be more

than 36 inches long, the width of a single burial space, and 14 inches in depth. The marker or monument base, as well as the widest portion of the monument, ~~for multiple on spaces~~ two or more adjoining spaces may not be more than 54 inches long and 14 inches wide. All monuments must face the east or west direction. ~~The cemetery board must approve any variations in size and/or location.~~

(3) A temporary marker or monument indicating the name of the deceased person may be placed on a grave for up to six months after a burial.

(4) It is not the responsibility of the township for receipt of delivery or placement markers, monument, or memorials ordered from online vendors.

(e) *Foundations.* The foundation upon which any marker, memorial, or monument must be placed, shall be constructed by the sexton of the cemetery, per specifications ~~from the clerk's office,~~ and shall be billed to the plot owner or the deceased member's family at the rate set by resolution of the board of trustees. Orders for foundations shall be placed a minimum of 30 days in advance of delivery of the marker/memorial or monument. Foundations shall not be poured during the winter months nor for a period of 60 days from the date of the burial to allow sufficient time for the ground to settle.

(f) *Payment of foundation fees.* No foundation shall be poured unless payment in full has been made. No marker, memorial, or monument may be placed upon any foundation for which there is a balance due nor may any marker, memorial, or monument be placed upon a gravesite for which payment has not been made.

(g) *Variances from requirements.* Any variance from the preceding requirements in Sec. 8-6 must be approved by the board. ~~No variance may be granted to alter the rule of one marker per burial space.~~

(h) *Cenotaph.* The purchase of a burial space or niche is required for the placement of a marker, memorial, or monument on cenotaph spaces. All regulations for foundations and markers apply to burial spaces.

### **Sec. 8-7. Interment regulations.**

~~(b)~~ a ~~(a)~~ *Interments per grave site.* Only one person may be buried in a burial space, except for a parent and infant or two children buried at the same time. The ash remains of one person may be interred in a grave wherein lie the remains of only one other person who was an immediate family member or joint owner at the time of initial purchase.

(b) *Advance notice required.* Not less than 36 business hours' notice shall be given in advance of the time of a funeral to allow for the opening of the burial space. Business hours shall be defined as all weekdays from 9AM to 5PM excluding holidays when the township office is closed.

(c) *Burial transit permit and fee required.* No burial shall proceed until a burial transit permit has been issued, and the sexton has received payment of the interment fee.

(d) *Method of ordering grave opening.* The township will not assume responsibility for errors in opening graves when orders are given by any means of communication other than in writing or in person. Orders submitted by funeral directors for the opening of graves will be considered as if coming from the plot owner.

(e) *Removal of flowers and emblems.* Following an interment, all flowers or emblems used at the

interment that have become unsightly or remain beyond 60 days from burial will be removed. ~~M and the~~ management assumes no responsibility for their return to the owners.

(f) *Interments not permitted on Sundays and holidays.* Interments shall not be permitted on Sundays, the Saturday before Memorial Day, or holidays, except as ordered by the county or state health department. The term ‘holiday’ shall mean all weekdays that the township offices are closed, as determined by the township yearly calendar.

~~(g) *Township Official Authority.* The opening and closing of burials spaces or niches shall only be done by the sexton or his/her designee. The sexton or his/her designee must be present for all burials.~~

## Sec. 8-8. Ground maintenance.

(a) *Unauthorized groundwork.* No grading, leveling, or excavating upon a burial space shall be allowed without the permission of the cemetery sexton ~~or the township clerk.~~

~~(b) *Plantings.* The board reserves the right to direct the planting of trees and shrubs in the cemetery. Plot owners may obtain permission to plant dwarf evergreens on a plot and must be planted in line on either side of a marker, memorial, or monument. All requests must be submitted to the township clerk.~~

(c) *Board authority regarding plantings.* The board reserves the right to direct the removal or trimming of any tree, plant, bush, or shrub located within the cemetery in the interest of maintaining proper appearance and the use of the cemetery. The sexton has the discretionary authority to trim and/or remove all trees, bushes, shrubs, and plantings, which have become unsightly or overgrown. No unauthorized trimming, pruning, or removing of a branch from any tree or shrub in the cemetery is permitted except under the supervision of the sexton.

(d) *Mounds are prohibited.* Mounds, which hinder the free use of a lawn mower or other gardening apparatus, are prohibited.

(e) *Cemetery sexton authority.* The cemetery sexton shall have the right and authority to remove and dispose of any and all growth, emblems, displays, or containers that are in violation of ordinance or therefore have become unsightly, source of litter, or maintenance problem ~~that~~ through decay, deterioration, damage, ~~or otherwise become unsightly, a source of litter or a maintenance problem.~~

(f) ~~*Required Surface Requirements.*~~ Surfaces other than earth or sod are prohibited.

(g) *Proper disposal of refuse.* All refuse of any kind or nature including, among others, dried flowers, wreaths, papers, and flower containers must be removed or deposited in containers located within the cemetery.

(h) *Urn regulations.* An urn, defined as an open top, concrete or stone container for planting flowers, is permitted on lots which consist of two plots (63 square feet). An urn must be set in line with the marker, memorial, or monument on a lot. Urns not in use by June 1 may be marked and removed without notice.

(i) *Location of flower beds.* Flower beds must be located directly in front of and adjacent to the marker, memorial, or monument and extend not more than eight inches from the base of the marker, memorial,

or monument. Potted flowers placed above the ground are not allowed. Beds or urns set contrary to this chapter may be removed without notice.

(j) *Cut flower regulations.* Cut flowers may be placed in a depressed metal vase set adjacent to and/or in line with a marker, memorial, or monument and extend not more than eight inches from the base of the marker, memorial, or monument.

(k) *Artificial flowers and wreath regulations.* Artificial flowers, grave blankets, and artificial wreaths are permitted at ground level on lots only during fall and winter from November 1 to April 1. They may be placed adjacent to the marker, memorial, or monument or in urn. ~~s or they may be placed in lieu of a marker, memorial, or monument.~~ The sexton shall remove all artificial flowers, wreaths, and blankets remaining on the grave after April 1. During the summer season (April 2 to October 31) artificial flowers and/or wreaths are permitted only if placed in urns that meet these regulations or affixed to the marker in such manner so as not to interfere with general maintenance practices.

(l) *Veteran Flag.* The township will place the United States of America flag on all graves when notified of military service. Veteran flags and flag holders shall be governed by the Veteran's Administration rules and guidelines.

(m) *Lighting.* Solar lighting is permitted if it is part of the original purchased marker. Additional solar lights placed in the ground or on the grave are prohibited.

~~(n) *Items not permitted.* Only a marker, memorial, or monument shall be permitted on the gravesite.~~ The following items shall not be permitted: chairs, settees, benches (unless marker is shaped as a bench), hanging baskets, flowerpots, glass containers, glass covered boxes, photos, and boxes for the preservation of flowers, wreaths, statues, ornaments, ~~and flowerpots~~ trellis, wind chimes, shepherd hooks, bricks, mulch, cloth, alcohol, fire or open flames. Other questionable items are subject to the discretion of the sexton and/or the board.

~~(Ord. No. 13.2(1), § 8, 4-19-2004; Ord. No. 13.2(2), § 8, 10-16-2006)~~

### **Sec. 8-9. Forfeiture of vacant cemetery lots or burial spaces.**

Cemetery lots or burial spaces sold after the effective date of the ordinance ~~from which this chapter is derived~~ and remaining vacant 40 years from the date of their sale or last transfer shall automatically revert to the township upon occurrence of the following events:

- (1) Notice shall be sent by the township ~~clerk~~ by first class mail to the last known address of the last owner of record informing him of the expiration of the 40-year period and that all rights with respect to said lots or spaces will be forfeited if he does not affirmatively indicate in writing to the township clerk within 60 days from the date of mailing the notice, his or her desire to retain said burial rights.
- (2) No written response to said notice indicating a desire to retain the cemetery lots or burial spaces in question is received by the township ~~clerk~~ from the last owner of record of said lots or spaces or his heirs or legal representative within 60 days from the date of mailing of said notice.

~~(Ord. No. 13.2(1), § 9, 4-19-2004)~~

### **Sec. 8-10. Repurchase of lots or burial spaces.**

The township will repurchase the burial rights to any cemetery lot or burial space from the owner for the original price paid the township, upon request of said owner or his legal heirs or representative.  
~~(Ord. No. 13.2(1), § 10, 4-19-2004)~~

### **Sec. 8-11. Records.**

(a) The township ~~clerk~~ shall maintain records concerning sales of all burial rights, all burials, issuance of burial permits, and transfers of burial rights, and shall have access to all cemetery funds, separate and apart from any other records of the township, and the same shall be open to public inspection at all reasonable business hours.  
~~(Ord. No. 13.2(1), § 11, 4-19-2004)~~

(b) Owners of burials rights must keep the township updated with their current address and contact information.

### **Sec. 8-12. Vaults.**

(a) All burials shall be contained within a standard concrete or steel vault (or vaults made of other materials when standardized and accepted) constructed in each burial space before interment with the exception of infant burials and cremains. Burial vaults over four feet in length shall be considered ~~as~~ adult size.

~~(b) The cemetery requires that all burials shall be contained within a standard concrete or steel vault (or vaults made of other materials when standardized and accepted) constructed in each burial space before interment with the exception of infant burials and cremains. Cremains must be enclosed within in a non-biodegradable container.~~  
~~(Ord. No. 13.2(1), § 12, 4-19-2004)~~

### **~~Sec. 8-13. Burial vaults or receptacles.~~**

~~————(a)—— The purchase of a vault or similar receptacle designed or intended to enclose or receive a casket, coffin, or other similar container from a particular individual, partnership, association, or corporation shall not be required as a condition to burial in a cemetery in this state. There shall not be a discrimination by price, burial fee, or otherwise by reason of a failure to purchase the vault or similar receptacle from or under the direction of the cemetery or the owner of the cemetery.~~

~~————(b)—— This section shall not limit the right of a cemetery to require the use of a vault in a burial in the cemetery.~~  
~~(Ord. No. 13.2(1), § 12.1, 4-19-2004)~~

### **Sec. 8-13 Columbarium Rules and Regulations.**

(a) General Information. The township is responsible for the sale and maintenance of columbarium niches. The township will establish records regarding the columbarium. These records will include the names of those who have reserved a niche, copies of Columbarium Rights Agreement, assignments, and Niche Maintenance Reports.

1. A columbarium niche is for the interment of human cremains only.



2. The township will be responsible for repairs to the columbarium. The township will not be held responsible for the loss or destruction of interred remains due to vandalism, acts of nature or any unforeseen circumstances.

(b) Niches. A single niche is 12"x12"x12". The township will allow up to two cremains per niche if the total dimensions of the urn(s) does not exceed 11"x11"x11".

1) The urn must be made of non-biodegradable material suitable for interment (no cardboard). The township shall have full authority to refuse any cremains receptacle deemed unsuitable. Leaving the cremains in the urn sent by crematorium is allowed if it meets the above requirements.

(c) Niche Purchase. Residents and nonresidents of the township may purchase committal rights to a columbarium niche. The cost of niches is determined from time to time by resolution of the township board of trustees. All such sales shall be recorded on a Columbarium Rights Certificate, which grants rights to the niche. This is the owner's proof of purchase and should be kept in a safe place that is known to family members or friends. The owner will receive a copy of the Cemetery Ordinance

1) Purchases of niches are limited to two niches in one purchase.

2) All niches must officially be assigned by the owner at the time of purchase. If assignment changes are to be made, the owner or transferee must contact the township and make the assignment change to the official record. If the assignee no longer wishes to use space/niche, then they may waive assignment by signing a waiver form with the township. If the assignee is interred elsewhere, the assignment is terminated. In both these instances of transfer, burial authority is returned to the owner.

3) The holder of the Columbarium Rights Certificate acquires no property rights in the columbarium or any of its niches. Legal title to the columbarium and niches always remains with the township. The certificate attests only to the right of interment of cremains of the person(s) named on the certificate in the specific niche. In the event of a discrepancy between the certificate and the administrative records, the latter shall take preference.

4) Columbarium Rights Certificates for a niche can only be made through the township. A niche must be paid in full before interment. There will be no exceptions to this rule. The township will buy back a niche from the owner for the original price paid upon written request of said owner or his/her legal heirs or representatives.

5) Niche transfers are permitted to those persons defined as an immediate family member or a resident upon payment to the township of a transfer fee. Burial rights may be transferred to a nonresident upon payment to the township of the transfer fee plus the difference, at the time of the transfer, between the current cost of a resident niche and the current cost of a nonresident niche. A transfer must be completed, endorsed by, and filed with the township. Upon such transfer, the township shall issue a new Columbarium Rights Certificate to the transferee and shall void the original certificate issued. Niches may not be sold between private individuals, funeral homes, or for speculative purposes.

(d) Interment. Interment arrangements shall be made through the funeral home or the owner's family.

1) Niche openings can only be performed by township employees. Anyone other than a township employee who attempts to open a niche will be prosecuted under state and local laws.

2) Any funeral home costs are the responsibility of the owner or the owner's family. The township will assess and collect an opening and closing fee before the niche is accessed.

(e) Engraving of niche cover. To maintain the columbarium in a uniform manner, only first and last name, date of birth, and death date will be allowed. Military brass badge/emblem is allowed on Veterans niche covers. The specific font and size of the engraving is set by township and must be adhered to. Engraving of the niche fronts is allowed before interment of the cremains. Niche covers are not required to be engraved. The township is not responsible for engraving errors. Corrections to engraving errors are at the owner's expense.

(f) Tribute Items. No flower arrangements, plants, wreaths, toys, flags, or mementoes will be allowed to be placed near the Columbarium at any time, except at the time of interment.

(g) Disinterment of niche cremains. If cremains must be removed from the columbarium by the family or an authorized person, a written request must be made to the township. This request must explain the reason for the removal, who is making the request, their relationship to the deceased, the day and time requested for the removal, and who will take possession of the cremains. Additional information or documentation may be required.

1) An opening and closing fee will be assessed and collected at the time of the opening at the current rate. The township assumes no liability for damage to any urn in the process of making a removal.

2) The original price paid for the vacated niche will be refunded to the owner or the owner's family.

3) If a niche's cover has already been engraved, the cost of replacement cover is the responsibility of the vacating owner, not the responsibility of the township. Replacement covers can be obtained from the township with prepayment at the current rate.

4) If the columbarium requires repairs to maintain its integrity, the owner agrees to permit the temporary removal of any cremains until those repairs are completed. The cremains will be returned to the proper niche by the township.

#### **Sec. 8-14. Cemetery hours.**

(a) *Public visitation hours.* The cemetery shall be open between 8:00 a.m. to 5:00 p.m. between November 1 and April 30. Between May 1 and October 31 the cemetery shall be open the same hours as the township parks, from 8:00 a.m. until dusk, except when inclement weather conditions necessitate an earlier closing time.

(b) *Visitation during ~~nonvisitation~~non-visitaton hours.* No person shall be permitted in the township cemetery at any time other than the foregoing hours, except upon permission of the trustees, the board, or the sexton of the cemetery.

~~(Ord. No. 13.2(1), § 13, 4-19-2004)~~

#### **Sec. 8-15. Perpetual care and maintenance.**

The purchase price of every plot includes perpetual care and ~~maintenance~~maintenance, and such care is made a part and condition of each sale in order to provide for the essential services and requirements of a cemetery without further expense to the owner. Perpetual care and maintenance shall consist of mowing, reseeding, and leveling all sunken graves at reasonable intervals. Anything other than the essential features of lot maintenance as herein outlined is not included, such as the repair, maintenance, or replacement of any

marker, memorial, monument, or urn. Nor does it include the watering of plants, flower beds or cut flowers, except as such work is done ~~on~~in the normal care incidental to regular maintenance.

~~(Ord. No. 13.2(1), § 17, 4-19-2004)~~

#### **Sec. 8-16. Disinterments and reinterments.**

(a) *Disinterment regulations.* Disinterment of a body once properly interred shall not be made without ~~approval~~the approval of the board and is subject to the orders and laws of the properly constituted public authorities. Graves shall not be opened for inspection except for official investigation.

- (1) A permit for disinterment and reinterment is required before disinterment of a dead body. The local health department in whose jurisdiction the body is interred shall issue the permit.
- (2) The department shall prepare and furnish to the local health department the forms for permits and applications there~~for~~of, which shall be used in the procedures prescribed by this section. The local health department shall retain an application for a disinterment and reinterment permit for not less than five years. A duplicate copy of the permit shall be maintained in permanent records of the cemetery from which the body was disinterred.
- (3) If a required consent cannot be obtained, a person may petition the circuit court of the county in which the cemetery is located for a disinterment order.

(b) *Notice and fees required.* At least one week's notice is required prior to any disinterment or removal. All fees for disinterment and reinterment shall be prepaid.

(c) *Fees for resetting markers.* Any marker or monument designating the location of an interment shall be removed at the time a disinterment is made. If the body is reinterred, there will be a charge for resetting the marker or monument, the same as for a newly placed marker, memorial, or monument and must be prepaid.

~~(Ord. No. 13.2(1), § 18, 4-19-2004)~~

#### **Sec. 8-17. Damage to cemetery properties.**

The township shall not be responsible for any kinds of damage by the elements, vandals, and thieves or by other causes beyond its control. The defacement of markers, memorials, monuments, graves, or cemetery appurtenances, whether intentional or otherwise, and the removal of flowers, urns, or any of the cemetery equipment without proper authority will be considered a misdemeanor and the individual will be liable for the damages. The operator of any vehicle will be liable for any damage caused by said vehicle, whether intentional or unintentional. The speed limit established on cemetery roads is ten miles per hour.

~~(Ord. No. 13.2(1), § 19, 4-19-2004)~~

**State Law References:** Malicious mischief generally, MCL 750.377a et seq.

# MEMO FROM THE TREASURER

**TO:** Watertown Charter Township Board of Trustees, Supervisor Maahs, Clerk Brokob, Trustees, Overton, Madill, Cooley and Hufnagel.  
**FROM:** Sue Biergans, Treasurer  
**RE:** **Approval of Special Assessment Amounts to be placed on the 2023 Winter Tax Roll**  
**DATE:** August 11, 2023

## Streetlights

028	Westwinds	\$ 2,847.00
029	Waterfront Farms	\$ 1,846.00
030	Watertown on the Meadow	\$ 1,407.00
031	Hidden Lakes	\$ 2,352.00
032	Klein Farms	\$ 714.00
033	Rosewood Hills	\$ 1,888.00
034	Lakeside Preserve	\$22,933.00
036	Nottingham Fields	\$ 1,410.00
037	Summer Lane	\$ 268.00
		<u>\$ 35,665.00</u>

Fire Hydrants District 81, 82, 83, and 84 \$114,531.00

## Arcadian Special Assessment

115 Principal and Interest \$15,442.59

Delinquent Utility Bills and Drain Assessments on behalf of Clinton County Drain Commissioners Office will be in November

**Suggested Motion: To approve the 2023 special assessment installment totals, to be placed on the 2023 Watertown Charter Township winter tax statement, in the total amount of \$165,638.59.**

Michigan Department of Treasury  
614 (Rev. 01-23)

ORIGINAL TO: County Clerk(s)  
COPY TO: Equalization Department(s)  
COPY TO: Each township or city clerk

**L-4029**

**2023 Tax Rate Request** (This form must be completed and submitted on or before September 30, 2023)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes <b>Clinton</b>	2023 Taxable Value of ALL Properties in the Unit as of 5-22-2023 <b>381,048,644</b>
Local Government Unit Requesting Millage Levy <b>Watertown Charter Township</b>	For LOCAL School Districts: 2023 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2023 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2022 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2023 Current Year "Headlee" Millage Reduction Fraction	(7) 2023 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Charter	Operating	1966	5.0000	4.3814	1.0000	4.3814	1.0000	4.3814		4.3814	none
Voted	Fire & EMS	11/3/2020	3.0000	2.9739	1.0000	2.9739	1.0000	2.9739		1.5000	2030

Prepared by <b>Jeffrey S MacKenzie</b>	Telephone Number <b>(517) 626-6593</b>	Title of Preparer <b>Assessor</b>	Date
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**CERTIFICATION:** As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<b>Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2023 for instructions on completing this section.</b>	
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

<input checked="" type="checkbox"/> Clerk	Signature	Print Name	Date
<input type="checkbox"/> Secretary		<b>Carolyn Brokob</b>	
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input type="checkbox"/> President		<b>John E Maahs</b>	

\* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

**\*\* IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

# Instructions For Completing Form 614 (L-4029) 2023 Tax Rate Request, Millage Request Report To County Board Of Commissioners

These instructions are provided under MCL Sections 211.24e (truth in taxation), 211.34 (truth in county equalization and truth in assessing), 211.34d (Headlee), and 211.36 and 211.37 (apportionment).

**Column 1: Source.** Enter the source of each millage. For example, allocated millage, separate millage limitations voted, charter, approved extra-voted millage, public act number, etc. Do not include taxes levied on the Industrial Facilities Tax Roll.

**Column 2:** Purpose of millage. Examples are: operating, debt service, special assessments, school enhancement millage, sinking fund millage, etc. A local school district must separately list operating millages by whether they are levied against ALL PROPERTIES in the school district or against the NON-HOME group of properties. (See State Tax Commission Bulletin 2 of 2023 for more explanation.) A local school district may use the following abbreviations when completing Column 2: "Operating ALL" and "Operating NON-HOME". "Operating ALL" is short for "Operating millage to be levied on ALL PROPERTIES in the local school district" such as Supplemental (Hold Harmless) Millages and Building and Site Sinking Fund Millages. "Operating NON-HOME" is short for "Operating millage to be levied on ALL PROPERTIES EXCLUDING PRINCIPAL RESIDENCE, QUALIFIED AGRICULTURAL, QUALIFIED FOREST AND INDUSTRIAL PERSONAL PROPERTIES in the local school district" such as the 18 mills in a district which does not levy a Supplemental (Hold Harmless) Millage.

**Column 3: Date of Election.** Enter the month and year of the election for each millage authorized by direct voter approval.

**Column 4: Millage Authorized.** List the allocated rate, charter aggregate rate, extra-voted authorized before 1979, each separate rate authorized by voters after 1978, debt service rate, etc. (This rate is the rate before any reductions.)

**Column 5: 2022 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback.** Starting with taxes levied in 1994, the "Headlee" rollback permanently reduces the maximum rate or rates authorized by law or charter. The 2022 permanently reduced rate can be found in column 7 of the 2022 Form L-4029. For operating millage approved by the voters after April 30, 2022, enter the millage approved by the voters. For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

**Column 6: Current Year Millage Reduction Fraction.** List the millage reduction fraction certified by the county treasurer for the current year as calculated on Form 2166 (L-4034), *2023 Millage Reduction Fraction Calculations Worksheet*. The millage reduction fraction shall be rounded to four (4) decimal places. The current year millage reduction fraction shall not exceed 1.0000 for 2023 and future years. This prevents any increase or "roll up" of millage rates. Use

1.0000 for new millage approved by the voters after April 30, 2023. For debt service or special assessments not subject to a millage reduction fraction, enter 1.0000.

**Column 7: 2023 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback.** The number in column 7 is found by multiplying column 5 by column 6 on this 2023 Form L-4029. This rate must be rounded DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

**Column 8: Section 211.34 Millage Rollback Fraction (Truth in Assessing or Truth in Equalization).** List the millage rollback fraction for 2023 for each millage which is an operating rate. Round this millage rollback fraction to 4 decimal places. Use 1.0000 for school districts, for special assessments and for bonded debt retirement levies. For counties, villages and authorities, enter the Truth in Equalization Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON CEV FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. Use 1.0000 for an authority located in more than one county. For further information, see State Tax Commission Bulletin 2 of 2023. For townships and cities, enter the Truth in Assessing Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON ASSESSED VALUE FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. The Section 211.34 Millage Rollback Fraction shall not exceed 1.0000.

**Column 9: Maximum Allowable Millage Levy.** Multiply column 7 (2023 Millage Rate Permanently Reduced by MCL 211.34d) by column 8 (Section 211.34 millage rollback fraction). Round the rate DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter millage from Column 4.

**Column 10/Column 11: Millage Requested to be Levied.** Enter the tax rate approved by the unit of local government provided that the rate does not exceed the maximum allowable millage levy (column 9). A millage rate that exceeds the base tax rate (Truth in Taxation) cannot be requested unless the requirements of MCL 211.24e have been met. For further information, see State Tax Commission Bulletin 2 of 2023. A LOCAL School District which levies a Supplemental (Hold Harmless) Millage shall not levy a Supplemental Millage in excess of that allowed by MCL 380.1211(3). Please see the memo to assessors dated October 26, 2004, regarding the change in the collection date of certain county taxes.

**Column 12: Expiration Date of Millage.** Enter the month and year on which the millage will expire.

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**MEMORANDUM**

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**TO:** WATERTOWN TOWNSHIP BOARD OF TRUSTEES  
**FROM:** ANDREA Z. POLVERENTO, PLANNING DIRECTOR  
**SUBJECT:** ROYAL SCOT OUTDOOR ASSEMBLY LICENSE APPLICATION - FOOD TRUCK WAR

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Please see the attached materials for Royal Scot's upcoming Food Truck War activities on September 16, 2023.

This event is proposed to take place from noon-8pm and will utilize wristbands for those over 21. IDs will be checked on entry. They will have a beer tent outdoors which will also serve soft drinks, served by Royal Scot staff. Licensed food trucks will serve the food. This event is intended to benefit the Stronger Warriors Foundation.

Other activities include cornhole, face painting, balloon art, and music provided by Q106. Access to their main building will be available. Details are included with their application and are attached to this report.

**Suggested motion:**

Motion to approve the Outdoor Assembly License for Royal Scot Golf & Bowl for their Food Truck War event to take place on Sept. 16, 2023.



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

**Outdoor Assembly License Application**

Page 1 of 2

Applicant Name Royal Scot Golf & Bowl  
 Applicant Address 4722 W. Grand River Ave  
 City/State/Zip Lansing, MI 48906  
 Office Phone 517.321.3071 Cell Phone 517.331.4545  
 E-mail joanie@royalscot.net  
 Contact Person Joanie Kiichermann

*(If applicant is a corporation)*

Owner's Name Todd A. Kwiecien  
 Address 925 E. Thomas L. Parkway  
 City/State/Zip Lansing, MI 48917  
 Phone 517.321.3071 E-mail toddk@royalscot.net  
 Relationship to applicant Owner

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

*All questions must be answered completely.*  
 Number and attach additional sheets. Number of attached sheets: \_\_\_\_\_

Please describe the proposed outdoor assembly.  
 Please see attached  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date and hours of proposed outdoor assembly September 16, 2023 noon-8:00 pm

Maximum number of attendees expected 300

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 22-06002 Date Filed 8/10/23 Fee \$100 - Receipt # \_\_\_\_\_



**Outdoor Assembly License Application**

Page 2 of 2

- 4. Medical facilities and services, including emergency vehicles and equipment;
- 5. Vehicle access and parking facilities;
- 6. Camping and trailer facilities;
- 7. Illumination facilities;
- 8. Communications facilities;
- 9. Noise control and abatement;
- 10. Facilities for cleanup and waste disposal;
- 11. Insurance and bonding arrangements.

**Required Attachment:** Provide a map of the overall site for the proposed assembly.

State of Michigan)  
 ) SS  
 County of Clinton)

**Affidavit**

The affiant is the Director of Business (owner, lessee, specify other), agrees the statements made above are true, and if found not true this application and approval will be void. Further, I agree to comply with the conditions and regulations provided with this application for an outdoor assembly. Further, I agree to give permission for officials of the municipality, county and the State of Michigan to enter the subject property for purposes of inspection to verify accuracy of the information contained in this application.

Jamie Kilpatrick  
 Applicant's Signature

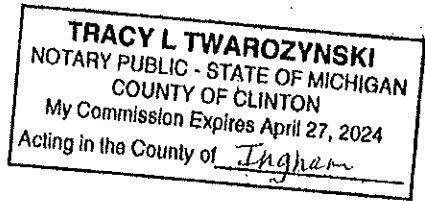
7.28.2023  
 Date

Tracy L Swarzynski  
 Notary Signature

7-28-23  
 Date

Subscribed and sworn to me this 28<sup>th</sup> day of July 2023

My Commission Expires 04/27/2024





**Royal Scot Food Truck War Bag Bash benefiting the Stronger Warriors Foundation**

**September 16, 2023, 12 PM- 8 PM**

**An outdoor event featuring Food Trucks, Cornhole Tournament, music played by Q106, kids' zone with face painting, balloon art, beer tent.**

Total number of tickets available: 300 +/- people will come and go throughout the day

**Police and fire protection**

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

Number of security personnel on site: 5

Security will be present during the entire event

Expected duties of security personnel: check-in, metal detecting, generally having a presence around the event throughout the day, one will monitor beer tent area, others will be positioned throughout the event.

All barriers are removable so there will be easy access by police and fire if need be. No parking will be allowed in front of the area where the festival will be taking place.

**Food and water supply and facilities**

Licensed Food Trucks will supply the food for the event.

Hours of food availability 4-8 PM

The outside beer tent will be serving beer and pop only. All alcoholic beverages will be served by Royal Scot staff.

Everyone will be carded at the gate, those over 21 will receive wrist bands.

Water will be available throughout the entire event, there will be multiple water stations available.

**Health and sanitation facilities**

Four porta-potties will be available outside.

Inside restrooms, easily accessible near the beer tent area are handicap accessible and will be open during the entire event.

We will have plenty of trash and recycling receptacles available and will be closely monitored by staff.

The festival will be non-smoking

### **Medical facilities and services, including emergency vehicles and equipment**

Sparrow has donated first aid supplies; multiple employees have medical experience with CPR training and will be onsite in the first aid tent. There will be signage indicating the first aid area.

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

### **Vehicle access and parking facilities**

The large parking lot on the West side of the facility will be used for the festival. There are approximately 350 parking spaces throughout our other lots that can be used. There is also hard-surfaced overflow and grass overflow to the east of the existing parking areas. All handicap parking will be along the building to the east of the festival area.

There will be parking attendants directing traffic and parking.

There will be directional signage for parking.

Parking is not permitted along Grand River Ave.

### **Communications facilities**

Our staff uses walkie-talkies to communicate.

Joanie Kilchermann-Efting will be managing the event and will be on-site for the entire event.

Q106 radio staff will be emceeing the event. The emcee will have instructions on how to direct people inside in the event of inclement weather or another issue. There is also a golf siren that goes off if there is lightning in the area.

### **Facilities for cleanup and waste disposal**

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

### **Insurance**

A copy of our insurance has been provided.



Michigan Department of Licensing and Regulatory Affairs
Finance and Administrative Services
Revenue Services

LARA Revenue Services is not a part of the Michigan Liquor Control Commission (see note below).

Credit Card Authorization Form

\*\* FAX COMPLETED FORM TO SECURE FAX LINE: 517-284-8557 \*\*

\*\* DO NOT EMAIL OR MAIL THIS FORM \*\*

Requests with credit card payments that are not faxed to the above secure fax line will be destroyed along with the credit card authorization in order to ensure the security of applicants' personal credit card numbers.

\*\*IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED\*\*

Name on Card: Joanie Kilchermann

Payment Amount: \$70.00

Billing Address: 4722 W. Grand River Ave

Card Number: [Redacted]

City: Lansing State: Mi Zip Code: 48906

Check One:

Phone: 517.321.3071

MasterCard Visa Discover

Email: joanie@royalscot.net

Security Code/CVV Code: [Redacted]

Applicant/Licensee Name: Request or Business ID #:

Expiration Date: [Redacted]

Royal Scot Golf & Bowl

Payment is for:

Temporary Outdoor License Permit

Signature

IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED.

Credit Card Payment Itemization:

Table with 3 columns: Fee Type, Fee Amount, MLCC Fee Code. Includes items like Inspection Fee(s), Special License Fee(s), Temporary Authorization Fee (\$70.00), License Renewal Fee(s), etc.

LARA Revenue Services is not a part of the Michigan Liquor Control Commission (MLCC). Receipt of payment and application forms by LARA Revenue Services does not constitute receipt of an application by the MLCC. Applications submitted through LARA Revenue Services may take up to two (2) additional business days to be received by the MLCC after receipt by LARA Revenue Services.

For requests that require a timely receipt of an application by the MLCC to be processed, such as Special Licenses and temporary requests, please ensure that your application will be received in adequate time to be processed by the MLCC after the payment is received and processed by LARA Revenue Services.



Michigan Department of Licensing and Regulatory Affairs  
Liquor Control Commission (MLCC)  
Toll-Free: 866-813-0011 - [www.michigan.gov/lcc](http://www.michigan.gov/lcc)

Business ID: \_\_\_\_\_  
Request ID: \_\_\_\_\_  
(For MLCC Use Only)

### Temporary Authorization Application

(Authorized by R 436.1023(2),(3), R 436.1403(2), R 436.1407, and R 436.1419)

**\*\*\*This application, all required documents, and a \$70.00 inspection fee must be submitted at least ten (10) days in advance of your event for your request to be considered by the Commission.\*\*\***

#### Part 1 - Licensee Information

Individuals, please state your legal name. Corporations or Limited Liability Companies, please state your name as it is filed with the State of Michigan Corporation Division.

Licensee name(s): Mr. K Enterprises DBA Royal Scot Golf & Bowl		
Address: 4722 W Grand River Ave		
City: Lansing	Zip Code: 48906	
Contact name: Joanie Kilchermann	Phone: 517.331.4545	Email: joanie@royalscot.net

\$70.00 Inspection Fee - Make Check Payable to **State of Michigan** *MLCC Use - Fee Code 4037*

#### Part 2 - Temporary Authorizations Available

A licensee may request up to twelve (12) daily authorizations for each type of temporary authorization in a calendar year. A conditional licensee **is not** eligible for a temporary permit pursuant to MCL 436.1525(6). Select all that apply to this application:

<input checked="" type="checkbox"/> Temporary Outdoor Service Permit - Complete Parts 3, 8, and 9	<input type="checkbox"/> Temporary Extended Hours Permit - Complete Parts 6 and 9
<input type="checkbox"/> Temporary Dance Permit - Complete Parts 4 and 9	<input type="checkbox"/> Temporary Specific Purpose Permit - Complete Parts 7, 8, and 9
<input type="checkbox"/> Temporary Entertainment Permit - Complete Parts 5 and 9	

#### Part 3 - Temporary Outdoor Service Permit Information

A Temporary Outdoor Service Permit requires a recommendation from the local law enforcement agency that has primary jurisdiction over the licensed premises. **The local law enforcement agency must complete Part 8 of this application.**

Date(s) of event: 9.16.23	Describe event: Food Truck Event/Cornhole Tournament
Date(s) of event:	Describe event:
Date(s) of event:	Describe event:
1. Check below if the event(s) listed above will include any of the following: <input type="checkbox"/> Dancing <input type="checkbox"/> Contests <input checked="" type="checkbox"/> Tournaments <input type="checkbox"/> Classic Cars <input type="checkbox"/> Motorcycles <input type="checkbox"/> Concerts <input type="checkbox"/> Festivals	
2. List the exact dimensions of the proposed area: <input type="text" value="300"/> feet X <input type="text" value="300"/> feet = <input type="text" value="90,000"/> square feet <i>*Submit a diagram of the outdoor area with application*</i> <div style="display: flex; justify-content: space-around; width: 100%;"> <span>Width</span> <span>Length</span> </div>	
3. Describe type and height of the barrier that will be used to enclose the area: Road Cones/Caution Tape/10x4 Gate	
4. Will the proposed outdoor service area be connected to the licensed premises? <input checked="" type="radio"/> Yes <input type="radio"/> No If No, what is the distance from the licensed premises to the proposed area? <input type="text" value="0"/> feet	
5. Is the entrance/exit point(s) for the proposed area through the licensed premises? <input type="radio"/> Yes <input checked="" type="radio"/> No	
6. Are there any dedicated streets or intervening property between proposed area and the licensed premises? <input type="radio"/> Yes <input checked="" type="radio"/> No	
7. Describe type of security that will be used for event(s) and how it will be utilized to secure and monitor to prevent sales to minors and visibly intoxicated persons: We have hired Total Security to work the gate, do the ID'ing, giving out color coded wristbands and will monitor the event overall	

**Part 3 Continued - Temporary Outdoor Service Permit Information**

8. Is the location of the proposed area owned, rented, or leased by the licensee?	<input checked="" type="radio"/> Yes <input type="radio"/> No
If No, submit a lease or written permission which grants the licensee the use of the proposed area. <b>*Submit written permission from a city, township, or village if the proposed area is located on municipally-owned property*</b>	
9. Is the proposed area located in the same local governmental unit as the licensed premises?	<input checked="" type="radio"/> Yes <input type="radio"/> No
If No, please explain:	
10. Does the licensee currently hold an Additional Bar Permit that will be utilized in the proposed area?	<input checked="" type="radio"/> Yes <input type="radio"/> No
If No, the licensee will be restricted to providing only table service in the proposed area unless a new Additional Bar Permit has been requested by the licensee and approved by the Commission. <i>This requirement applies only to Class C or B-Hotel licenses.</i>	

**Part 4 - Temporary Dance Permit Information**

<ul style="list-style-type: none"><li>• Licensees that currently hold a Dance Permit at the licensed premises <u>do not</u> need to request a Temporary Dance Permit for dancing in a Temporary Outdoor Service area.</li><li>• The dance floor must be at least 100 square feet, be clearly marked, and shall not have tables, chairs, or other obstacles on the dance floor while customers are dancing.</li></ul>
1. List the dates requested for a Temporary Dance Permit:

**Part 5 - Temporary Entertainment Permit Information**

<ul style="list-style-type: none"><li>• Licensees that currently hold a Entertainment Permit at the licensed premises <u>do not</u> need to request a Temporary Entertainment Permit for entertainment in a Temporary Outdoor Service area.</li><li>• A Temporary Entertainment Permit does not allow for topless activity on the licensed premises.</li></ul>	
1. List the dates requested for a Temporary Entertainment Permit:	
2. Describe the type of entertainment provided:	
3. Will the entertainment provided under the Temporary Entertainment Permit include a contest with prizes totalling over \$250.00 in retail value? <input type="radio"/> Yes <input type="radio"/> No	
If Yes, the licensee must complete Form LCC-207 and submit with this application. <i>No alcoholic beverages may be used as part of any contest or as a prize for a contest. No licensee may provide anything of value from another licensee without prior Commission approval.</i>	

**Part 6 - Temporary Extended Hours Permit Information**

<ul style="list-style-type: none"><li>• Licensees that currently hold an Extended Hours Permit in conjunction with a Dance or Entertainment Permit at the licensed premises <u>do not</u> need to request a Temporary Extended Hours Permit for use with a Temporary Outdoor Service area.</li></ul>
1. Select the permit type that requires a Temporary Extended Hours Permit*: <input type="checkbox"/> Dance Permit <input type="checkbox"/> Entertainment Permit
2. List the dates and hours requested for a Temporary Extended Hours Permit:

**Part 7 - Temporary Specific Purpose Permit Information**


<ul style="list-style-type: none"><li>• Licensees that currently hold a Specific Purpose Permit for an approved purpose at the licensed premises <u>do not</u> need to request a Temporary Specific Purpose Permit for the same purpose for use with a Temporary Outdoor Service Permit.</li><li>• A Temporary Specific Purpose Permit requires a recommendation from the local law enforcement agency that has primary jurisdiction over the licensed premises. <b>The local law enforcement agency must complete Part 8 of this application.</b></li></ul>
1. Indicate the activity that requires extended hours* (e.g. food service):
2. List the dates and hours requested for a Temporary Specific Purpose Permit:

**\*Hours of Operation**

**Weekdays and Saturdays** - Beer, wine, and spirits may be sold from 7:00 a.m. to 2:00 a.m. of the next day, provided that the sale of spirits is legal in the governmental unit where the license is desired.

**Sundays** - Legal hours of sale on Sundays are from 7:00 a.m. until 2:00 a.m. of the next day, provided the sale of alcoholic beverages on Sunday is legal in the governmental unit and the appropriate permit has been approved by the Commission and the permit has been issued.

**Part 8 - Local Law Enforcement Recommendation for Temporary Outdoor Service Permit and Temporary Specific Purpose Permit**  
 The local law enforcement agency with primary jurisdiction over the event location must complete this section.

Name of law enforcement agency: <u>CLINTON CO. SHERIFF'S OFFICE</u>	
Address of law enforcement agency: <u>1347 E. TOWNSEND RD. ST. JOHNS, MI. 48879</u>	
Phone number of officer: <u>989.224-5206</u>	Email of officer: <u>GUTEM@CLINTON-COUNTY.ORG</u>
I certify that I have reviewed this application and recommend the approval of the Temporary Outdoor Service Permit or Temporary Specific Purpose Permit by the Michigan Liquor Control Commission.	
Print Name & Title of Reviewing Officer: <u>MICHAEL R. GUTEM - UNCLERK SHERIFF</u>	Signature of Reviewing Officer: 
	Date: <u>8/1/23</u>

**Part 9 - Signature of Licensee**

If approved, the license shall not sell, or allow the consumption of alcoholic beverage outdoors, except in the defined area, under administrative rule R 436.1419.

If approved, the licensee shall provide service of alcoholic beverages in the outdoor area only by wait staff servicing the tables, unless the licensee uses an approved additional bar in the area where customers may obtain their alcoholic beverages from a bartender using a currently authorized additional bar or receiving approval by the Commission for a new Additional Bar Permit. This requirement applies only to Class C or B-Hotel licenses.

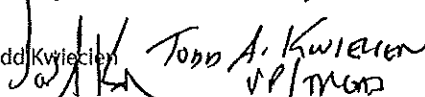
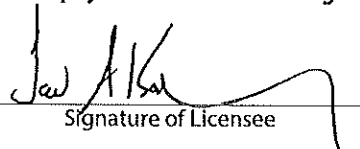
Refrigeration trucks and/or trailers cannot include an alcoholic beverage logo and must be rented by the licensee from a non-wholesale company. If the refrigeration truck/trailer allows customer access to obtain alcoholic beverages, an Additional Bar Permit must be obtained unless an existing Additional Bar Permit will be utilized.

Pursuant to MCL 436.1525(6), a conditional license must only include any existing permits and approvals held in connection with the seller's existing license. A conditional licensee **is not** eligible for a temporary permit pursuant to MCL 436.1525(6).

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. Approval of this application by the Michigan Liquor Control Commission does not waive any of these requirements. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing **false or fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

**Submit this application, all required documents, and a \$70.00 inspection fee at least ten (10) days in advance of your event for your request to be considered by the Commission. Make check payable to State of Michigan.**

Todd Kwiecien  Todd A. Kwiecien VP/MGR		7.5.2023
Print Name of Licensee & Title	Signature of Licensee	Date

Please return this completed form along with corresponding documents and fees to:  
 Michigan Liquor Control Commission  
 Mailing address: P.O. Box 30005, Lansing, MI 48909  
 Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933  
 Fax to: 517-284-8557



MEMORANDUM

To: Township Board  
From: Jennifer Tubbs, Township Manager  
Date: August 16, 2023  
Re: Cemetery Improvement Fund

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The township budget contains an account called the Cemetery Improvement Fund. This fund is commonly referred to as the perpetual care fund for the Wacousta Cemetery. Currently a portion of each lot sale goes into the Cemetery Improvement Fund for the purposes of ongoing maintenance of the cemetery.

The Cemetery Improvement Fund currently has approximately \$58,000. At the time the perpetual care fund was established, it was to ensure the ongoing maintenance of the cemetery. The township currently spends approximately \$40,000 a year on the maintenance and upkeep of the cemetery. This perpetual care fund will never receive enough funds to take care of the actual ongoing maintenance of the cemetery. The township general fund is actually the account that pays for the maintenance and upkeep of the cemetery.

For accounting purposes, it is cleaner to budget and maintain the account out of the general fund. After speaking with the township auditors, once the funds from the Cemetery Improvement Fund have been depleted, the fund can simply be closed and all future budgeted items for the cemetery will be accounted for as they are now in the township general fund budget.

The columbarium project in the Wacousta Cemetery will most likely deplete the Cemetery Improvement Fund.

There is no action necessary, but for posterity and history a simple motion for record keeping purposes will assist in keeping a good history.

Recommended Action:

To close the Cemetery Improvement Fund once the funds have been depleted from the account and to budget for all future cemetery improvements in the general fund and Capital Improvement Plan.



*Clerk's Office*

**Carolyn A. Brokob, Clerk**  
cbrokob@watertownmi.gov  
www.watertownmi.gov

12803 S. Wacousta Rd, Grand Ledge MI 48837 | 517-626-6593

**MEMORANDUM**

**TO:** Watertown Charter Township Board of Trustees  
**FROM:** Carolyn Brokob, Clerk  
**DATE:** August 16, 2023  
**SUBJECT:** Wacousta Cemetery Cremains Garden Project Overview

Initially the Wacousta Cemetery Cremains Garden Project was slated to begin in 2023 with completion in Spring of 2024 due to budgeting over a two-year period. After discussion with the Township Manager, it was suggested that the project wrap up this year due to the expected reduction in my availability in 2024 (Presidential election year). The project is moving along and an attempt to complete it in 2023 is now the goal. As the project progresses it has been determined that there are a few more items that require Board of Trustees approval. Below is a list of project areas, costs, and the status of approvals.

I'm happy to report the foundation has been poured for the Columbarium and shipment is currently being scheduled for installation.

	Approved by BOT	Amount	Paid	Remainder of payment
Columbarium	6/20/2023	\$25,000	\$11,920	\$13,080
Foundation	6/20/2023	\$5,500	\$4,880	\$ 0
Garden and Pathway	7/17/2023	\$16,000	\$ 7,720	\$8,280
Benches-2 granite in mahogany finish (inc shipping)	No	\$3,700	\$ 0	\$3,700
Flagpole-20 ft commercial pole with components	No	\$2,500	Estimate	\$2,500
Plantings-flowering shrubs, dwarf evergreens, ornamental grass, flowering perennials, flagstone	No	\$ 4,500	Estimate	\$4,500
Boulders	Donation		\$ -	
New Certificates, customization to software, etc.	No	\$2,500	Estimate	\$500
<b>TOTAL</b>		<b>\$59,700</b>		<b>\$34,560</b>
Remaining Costs not yet approved		<b>\$13,200</b>		

**Suggested Motion:**

Motion to approve the remaining project costs of \$13,200 as outlined in this memo for the Wacousta Cemetery Cremains Garden from the Cemetery Improvement Fund.

## MEMORANDUM

To: Township Board  
From: Jennifer Tubbs, Township Manager  
Date: August 16, 2023  
Re: Tree Removal

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Attached are three bids for the removal of 6 large trees in the cemetery. The bids include grinding of the stumps. The cemetery trees were inspected by an arborist, and it was determined that these trees are in danger of causing damage. There is a \$5000 contract services line in the cemetery budget. The lowest bid received has a total cost of \$8820. The remaining amount will be covered by a budget adjustment from the buildings and grounds project reserve as necessary.

**Recommended Action:**

Move approval of the bid from Monster Tree Service of Greater Lansing in an amount not to exceed \$10,020 which includes a \$1200 contingency.



Monster Tree Service of Greater Lansing  
 10849 Riverside Drive  
 Dimondale, MI 48821

Proposal #1533  
 Created: 07/18/2023  
 From: Tom Schultz

Proposal For

Watertown Twp Cemetary Andy)

13471 Wacousta  
 Grand Ledge, MI

mobile: 517 490 1383  
 acase@watertownmi.gov

Location

13471 Wacousta Rd  
 Grand Ledge, MI 48837

8820 W. Wacousta

13471 Wacousta Rd 48837

Terms  
 Due on receipt

ACCEPT	ITEM DESCRIPTION	AMOUNT
✓	Tree Take Down (with Recycling) <b>Included</b> Number: 1 Species: Spruce Location: number 4 see pic Notes: aerial platform lift required Method: Trees listed will be dismantled and taken down to ground level as close to grade as possible, all wood will be removed from site.	\$ 1,155.00
✓	Tree Take Down (with Recycling) <b>Included</b> Number: 1 Species: catalpa Location: number 6 see pic Notes: see attached pic Method: Trees listed will be dismantled and taken down to ground level as close to grade as possible, all wood will be removed from site.	\$ 770.00
✓	Tree Take Down (with Recycling) <b>Included</b> Number: 1 Species: spruce Location: number 5 see pic Notes: see pic aerial platform required Method: Trees listed will be dismantled and taken down to ground level as close to grade as possible, all wood will be removed from site.	\$ 1,430.00
✓	Tree Take Down (with Recycling) <b>Included</b> Number: 1 Species: spruce Location: see pic Notes: Method: Trees listed will be dismantled and taken down to ground level as close to grade as possible, all wood will be removed from site.	\$ 1,320.00
✓	Tree Take Down (with Recycling) <b>Included</b>	\$ 1,485.00



Number: 1  
 Species:  
 Location: see pic number  
 Notes:  
 Method: Trees listed will be dismantled and taken down to ground level as close to grade as possible, all wood will be removed from site.



**Tree Take Down (with Recycling) Included**

**\$ 1,760.00**

Number: 1  
 Species: silver maple  
 Location: #2  
 Notes: see pic  
 Method: Trees listed will be dismantled and taken down to ground level as close to grade as possible, all wood will be removed from site.

*7920*



**Stump Grinding Optional**

**\$ 900.00**

Number: 6  
 Location: removed trees  
 Notes: 210"

NOTE: will grind 10-12". Also will level and remove excess millings

Visible stump and root flare will be ground to 4"-6" below grade, grindings will be raked into a pile and left onsite unless noted below. Additional surface roots can be ground at an additional cost. Monster Tree Service is not responsible for damage to low voltage lighting wires, irrigation systems, electric fences, drainage pipes, or any unmarked underground utilities during the stump grinding process. Stump grinding is performed by a separate crew than the general tree work crew.

*802 8821*

*Please use the checkbox to mark items as accepted.*

*All work will be completed in accordance with these plans unless subsequent changes are agreed upon in writing. Balances not paid by the due date are subject to late fees.*

**Signature**

x \_\_\_\_\_ Date: \_\_\_\_\_

Please sign here to accept the terms and conditions

**Assigned To**

**Sales Reps**

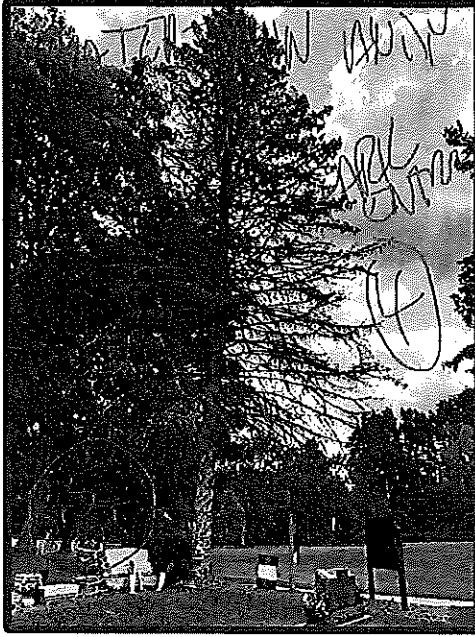
Tom Schultz  
 Mobile: 517-243-8963  
 tschultz@whymonster.com

Tom Schultz  
 Mobile: 517-243-8963  
 tschultz@whymonster.com



Photos

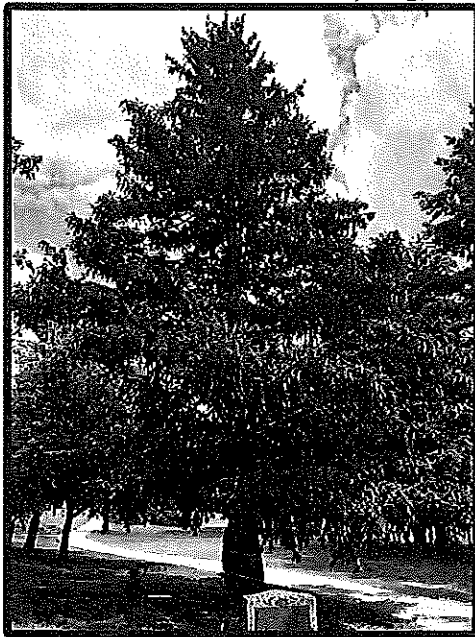
*Tree Take Down (with Recycling)*



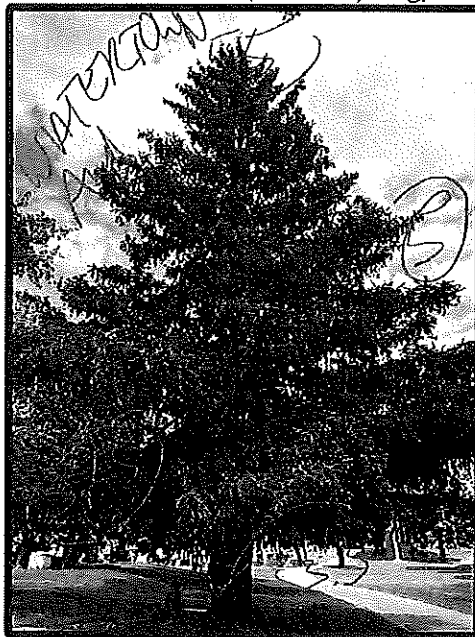
*Tree Take Down (with Recycling)*



*Tree Take Down (with Recycling)*

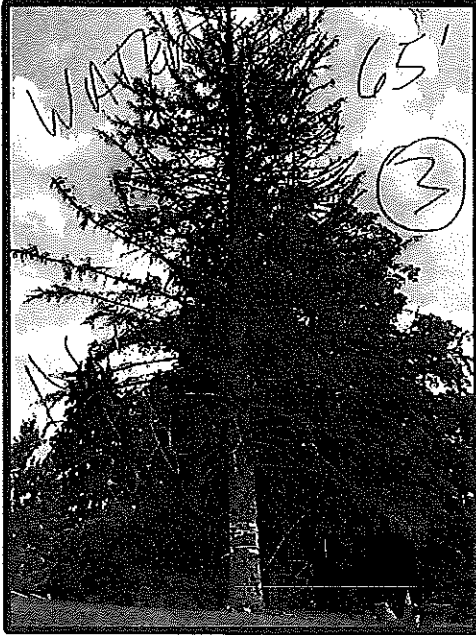


*Tree Take Down (with Recycling)*





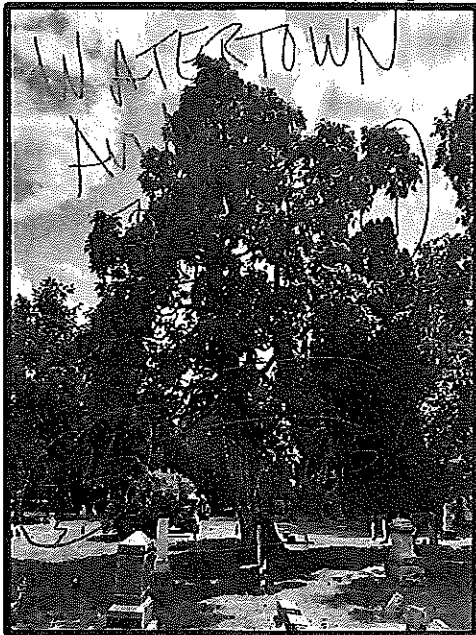
*Tree Take Down (with Recycling)*



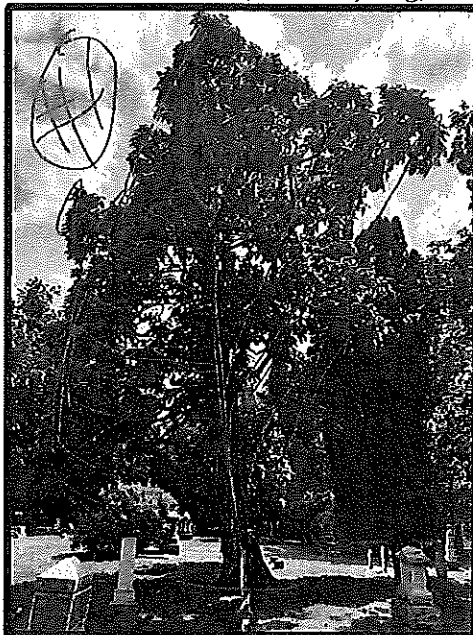
*Tree Take Down (with Recycling)*



*Tree Take Down (with Recycling)*



*Tree Take Down (with Recycling)*

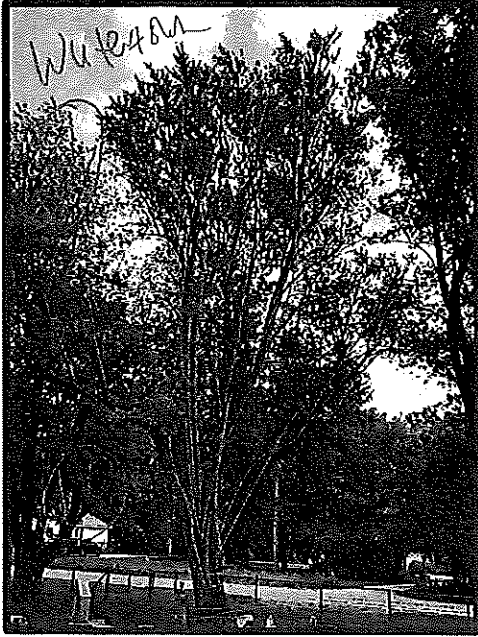




Monster Tree Service of Greater Lansing  
10849 Riverside Drive  
Dimondale, MI 48821

Proposal #1533  
Created: 07/18/2023  
From: Tom Schultz

*Tree Take Down (with Recycling)*







# Certified Tree Service LLC

517-927-8143 | certifiedtreeservice20@gmail.com | www.certifiedtreepros.com

**RECIPIENT:**

**Watertown Township**  
 13471 Wacousta Road  
 Grand Ledge, Michigan 48837

**Estimate #1107**

Sent on Jul 15, 2023

**Total \$7,200.00**

*9050 w. grinder*

PRODUCT / SERVICE	DESCRIPTION	QTY.	TOTAL
Tree Removal	Complete removal and disposal of 1st pine tree	1	\$500.00
			Not included
Stump Removal	Stump grinding for pine tree	1	\$150.00
Tree Removal	Complete removal and disposal of 2nd pine tree	1	\$800.00
			Not included
Stump Removal	Stump grinding for pine tree	1	\$400.00
Tree Removal	Complete removal and disposal of 3rd pine tree	1	\$800.00
			Not included
Stump Removal	Stump grinding for pine tree	1	\$200.00
Tree Removal	Complete removal and disposal of magnolia tree	1	\$300.00
			Not included
Stump Removal	Stump grinding for magnolia tree	1	\$200.00
Tree Removal	Complete removal and disposal of large magnolia tree	1	\$1,800.00
			Not included
Stump Removal	Stump grinding for large magnolia tree	1	\$400.00
Tree Removal	Complete removal and disposal of large tree by fence	1	\$3,000.00
			Not included
Stump Removal	Stump grinding for large tree by fence	1	\$500.00

**A deposit of \$100.00 will be required to begin.**



# Certified Tree Service LLC

517-927-8143 | certifiedtreeservice20@gmail.com | www.certifiedtreepros.com

Total

**\$7,200.00**

+ 1850 stump grinding

9050

This quote is valid for the next 30 days, after which values may be subject to change.

There will be a 3% processing fee on all debit or credit card transactions.

### Terms & Conditions:

Payment will be due in full upon project completion unless explicitly agreed otherwise. If an estimate has been provided, the full amount, minus any already made payments, must be paid at this time.

If you accept the terms of this estimate, Certified Tree Service will perform the services as described in this estimate. If you would like Certified Tree Service to perform additional work not covered in this estimate, these services will incur additional charges.

A late fee of \$50 will be charged if payment is not received within 14 days. A late fee of \$100 will be charged if payment is not received after 30 days.

If stump grinding is included in job description payment must be made before stump grinding is completed.

Work crews shall arrive at the job site unannounced unless otherwise noted herein. Certified Tree Service shall attempt to meet all performance dates, but shall not be liable for delays from inclement weather or other causes beyond our control.

Certified Tree Service is insured for liability resulting from injury to persons or property, and all its employees are covered by Workers Compensation Insurance.

The customer warrants that all trees, plant material and property upon which work is to be performed are either owned by him/her or that permission for the work has been obtained from the owner. If use of surrounding properties is needed for safely removing trees, customer is responsible for obtaining written permission before Certified Tree Service's arrival. Certified Tree Service is to be held harmless from all claims for damages resulting from the customer's failure to obtain such permission.

Certified Tree Service is not responsible for property damaged in surrounding drop zone unless stated.

Certified Tree Service will attempt to minimize all disturbances to the customer's lawn and surfaces. It is normal to have some dents in the yard during tree work as a result of falling wood.

Certified Tree Service reserves the right to revoke discounts at any time for any reason. Price given at time of estimate takes into consideration any promotions or discounts being ran at that time by Certified Tree Service, price is final. No refunds will be made after initial deposit is made.

If excessive animal feces are present in yard, services will be stopped until problem is resolved and excess charges may apply to reinstate services. Yard clean-up, raking and leaf blowing will be done at a minimum for yards with animal feces.

### Pricing & Definitions:

Complete removal projects are quoted without stump grinding. Stumps will be cut and left at 6" or higher than surrounding grade unless otherwise specified in description. If stump grinding is requested a separate price will be given for the stump grinding. The stump grinding estimate does not include removal of wood chips once ground.

If chop & drop is discussed upon estimate date this means Certified Tree Service will safely drop your trees and walk away, eliminating the full cost of clean-up and removal. The entirety of the tree will be left on customers property. No clean up or removal will be done.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

7/14/2023

Proposal #: WC061423-1

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



Contact: Andy Case  
Cell Phone: (517) 490-1383  
Email Address: acase@watertownmi.gov

**Tree and Stump Removals**

Pure Green Smith Tree & Landscape, shall provide all labor, materials and equipment to perform the work described below.

Description of work to be performed

Tree removal and stump grinding: (See map)

Work to consist of removal of 3 large Spruce trees, 2 Catalpa trees and 1 Silver Maple to grade and grinding out of stumps. (Trees marked with red tape and caution tape)

Total cost (removals) = \$7,500.00

Total cost (stumping) = \$2,000.00

Grand Total = \$9,500.00 *w/ty*

All generated debris will be chipped and removed from the site.

**PROPERTY DAMAGE WAIVER**

While it is unlikely that there will be a problem, Pure Green Smith Tree & Landscape assumes NO responsibility for damages caused to ANY surface we drive on.

X \_\_\_\_\_ Client Acknowledgement

Please circle approved amount and return copy to our office.

TERMS: NET 30 ANNUAL PERCENTAGE RATE OF 18%. 1 1/2% INTEREST PER MONTH CHARGED AFTER 30 DAYS, ON THE UNPAID BALANCE.  
THIS IS YOUR COPY OF THE CONTRACT FOR THE SERVICES OF SMITH TREE AND LANDSCAPE SERVICE, INC. PLEASE LOOK IT OVER, SIGN AND RETURN

Representative: Dave Steiniger

Client's Authorization: X \_\_\_\_\_ Date: \_\_\_\_\_

Complete Insurance Coverage For Your Protection

MAKE CHECKS PAYABLE TO: PURE GREEN

Phone: 517-703-1111  
Email: service@puregreenlawn.com



Pure Green Smith Tree  
6270 W Grand River Ave. Lansing MI  
48906

- ① SPRUCE
- ② SPRUCE
- ③ SPRUCE
- ④ CATALPA
- ⑤ SILVER MAPLE
- ⑥ CATALPA

**Wacousta Cemetery**  
Tree removal locations

N42°49'19.2"

W 84°41'49.92"

S Wacousta Rd

Gloria Miller Looking Glass Valley Park

Wacousta Cemetery

Corrison Rd

Corrison Rd

Corrison Rd

Wacousta Rd

# WACOUSTA CEMETERY

## TREE INSPECTION REPORT

March 21, 2023

### Introduction

On March 21, 2023, Paul Dykema of The Visiting Arborists met with Donna Minton, and Carolyn at Wacousta Cemetery for the purpose of inspecting the trees at the cemetery. The adopted work proposal is attached. Nine trees were found that need major work up to and including whole tree removal within the next three years. The trees species, diameter, the type of defect, and work priority were recorded. The trees were marked at the base of the tree on its north side with a bright pink dot.

### Trees Identified

Tree Number	Tree Species	Tree Diameter	Defect	Work Priority
1	Silver Maple	36 inch	Rot 10 ft. up – remove tree	3
2	Norway Spruce – Dual Stem	49 inch	Cable and Brace	3
3	Catalpa	39 inch	Remove due to rot	1
Re	Catalpa	29 inch	Remove due to rot	1
5	Spruce	23 inch	Remove dead tree	1
6	Spruce	33 inch	Remove due to rot	1
7	Silver Maple	16 inch	Remove due to deadwood	3
8	White Pine	36 inch	Remove western section only	2
9	Silver Maple	48 inch	Remove due to rot at base	1

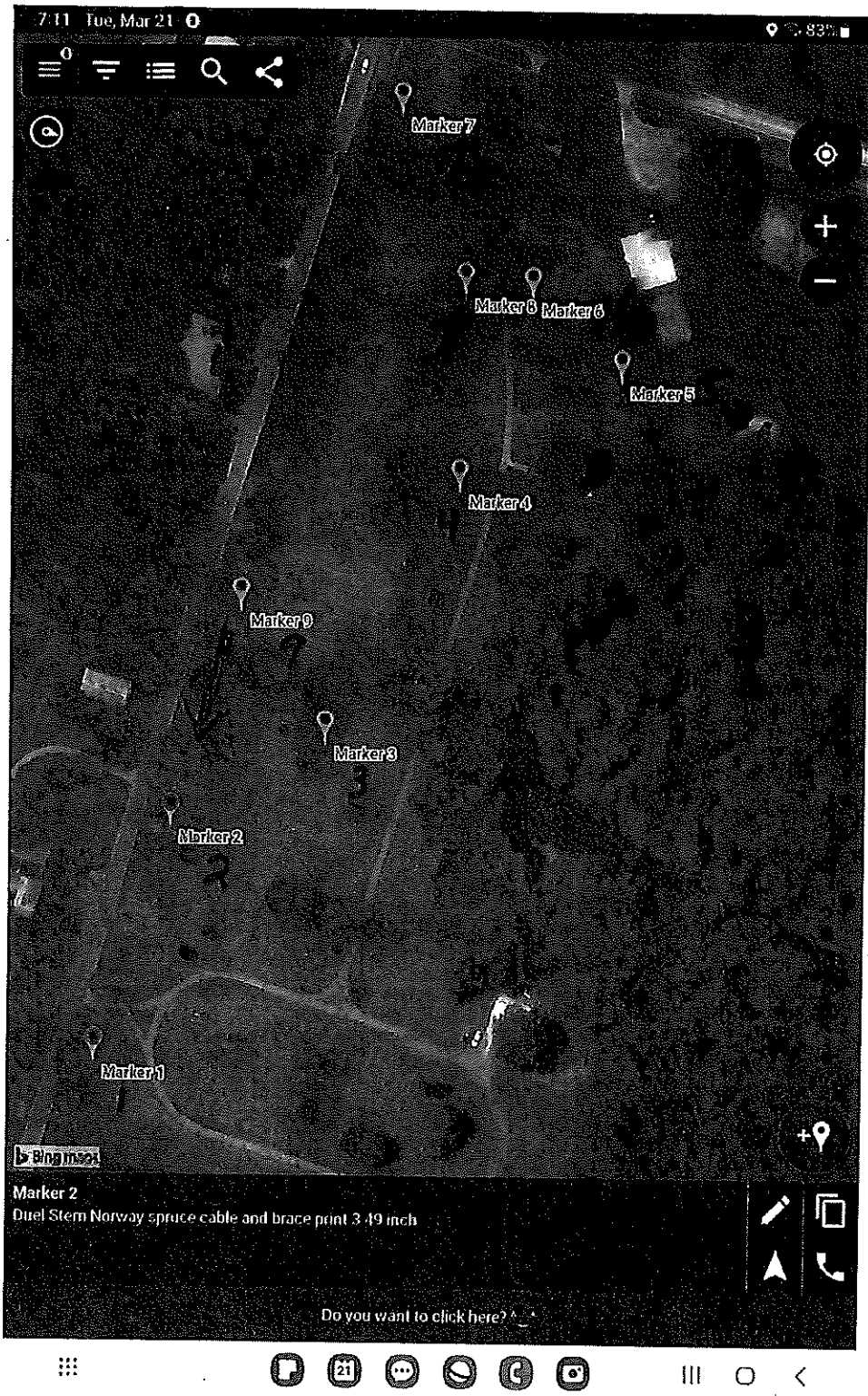


Figure 1 Tree Map - Locations are Approximate