

COVERT TOWNSHIP

REGULAR BOARD MEETING

Tuesday, December 10, 2024 at 6:00 PM

Covert Township Hall

73943 Lake St, Covert, MI 49043

COVERT TOWNSHIP REGULAR BOARD MEETING

Tuesday, December 10, 2024 at 6:00 PM
Covert Township Hall, 73943 Lake St, Covert, MI 49043

AS A COURTESY TO OTHERS PLEASE SILENCE ALL CELL PHONES.
THERE WILL BE TWO PERIODS FOR PUBLIC COMMENT – ONCE AT THE
BEGINNING AND AGAIN AT THE END OF THE MEETING.
PLEASE REFRAIN FROM QUESTIONS AND COMMENTS UNTIL THOSE
DESIGNATED TIMES.

AGENDA

1. Call to Order/Pledge of Allegiance

2. Roll Call

3. Approval of Agenda

Motion by _____, seconded by _____ to
approve/deny/table the agenda as presented.

ROLL CALL VOTE: Rose: _____, Rendell: _____, Pritchard: _____,
Taylor: _____, Cook: _____

4. Commissioner Updates

5. Public Comment – *please keep comments to three (3) minutes.*

6. INFORMATIONAL UPDATES

- a. Holiday Lighting Event Recap
- b. Covert Community Park Project
- c. Web Site Status
- d. Covert Park Beach & Campground
- e. USDA Grant/Loan Offer & Sewer Feasibility Study Status, Jeff Wingard (F&V) to present.

7. CONSENT AGENDA

- a. Draft Minutes of the November 12, 2024 Regular Board Meeting
- b. Clerk's Invoice Register Report and Payroll Report
- c. Treasurer's Revenue Receipt Distribution, Banking and Budget Report *pending*

- d. Fire & Police Department Report
- e. Department of Public Works Report
- f. FOIA Request Report
- g. Senior Services Report
- h. Safebuilt Permits Report

Motion by _____, seconded by _____ to approve/deny/table the Consent Agenda as presented.

ROLL CALL VOTE: Rose: _____, Rendell: _____, Pritchard: _____, Taylor: _____, Cook: _____

8. BOARD AND COMMISSION MEETING MINUTES

Senior Advisory, Ordinance Review, Community Garden Advisory, and Zoning Board of Appeals did not meet in November.

- a. DRAFT Historical Museum 11/18/2024
- b. DRAFT Planning Commission 11/20/2024
- c. DRAFT SH Airport Authority 11/20/2024
- d. DRAFT Park Advisory Committee 11/21/2024

9. Public Comment – please keep comments to three (3) minutes.

10. OLD BUSINESS

a. Van Buren Road Commission – Boom Mowing

The board tabled approving Project # 497.3072 with the additional \$5,500 to boom mow along 48th Ave and 78th St. Questions remained on how the estimates are calculated and why these stretches were not already covered in the original \$7,000, as they were featured on the initial map. Director Bret Witkowksi investigated and explained that the initial map was a suggestion of where to boom mow, and was not meant to represent all roads that would be boom mowed with the \$7,000. A new map shows what has been mowed with the initial \$7,000 and what will be mowed with the additional \$5,500. A representative from the Road Commission will be present to field questions.

Motion by _____, seconded by _____ to approve/deny/table Project Sheet #497.3072 for an additional \$5,500 to boom mow 48th Avenue and 78th Street, as presented.

ROLL CALL VOTE: Rose: _____, Rendell: _____, Pritchard: _____,

Taylor: _____, Cook: _____

b. Covert Park Beach & Campground – South Boardwalk Prime Professional Agreement

On 9/24/24, an RFP to hire a Prime Professional for the South Boardwalk Project, funded by ARPA and MDNRTF was sent to six engineer firms with two responses. We received a proposal from DLZ for \$68,500 and another from Wightman and Assoc. for \$73,600 including reimbursables. The board moved to table this and reopen the bid window to give engineers another opportunity to bid on the project. The RFP was resent to the engineers on 11/24/24 and given until 12/6/24 to submit proposals. These will be forwarded once received. Supervisor Cook has provided a timeline of Wightman's projects with Covert Township.

Motion by _____, seconded by _____ to approve/deny/table the proposal from _____ to serve as the Prime Professional for the South Boardwalk project, in the amount of \$ _____, as presented.

ROLL CALL VOTE: Rose: _____, Rendell: _____, Pritchard: _____, Taylor: _____, Cook: _____

11.New Business

a. Department of Public Works – Salt Spreader Replacement

The salt spreader attachment to the DPW truck is in need of repair. A new salt spreader from Wolf Kubota is quoted at \$2,557.56 and a repair is quoted at \$1,761.97.

Motion by _____, seconded by _____ to approve/deny/table purchasing a salt spreader from _____, in the amount of \$ _____, as presented.

ROLL CALL VOTE: Rose: _____, Rendell: _____, Pritchard: _____, Taylor: _____, Cook: _____

b. Covert Fire Department - Knox Box Program

The Covert Fire Department has proposed a program for the deployment of Knox Boxes to properties to allow for easy access from first responders. A Knox Box is a wall mounted safe that holds building keys for first responders to gain access. A

policy has been drafted with feedback from the Township Attorney.

Motion by _____, seconded by _____ to approve/deny/table the Knox Box program, as presented.

ROLL CALL VOTE: Rose: _____, Rendell: _____, Pritchard: _____, Taylor: _____, Cook: _____

c. Covert Fire Department – Emergency IT Services Invoice

The Fire Chief and Township Supervisor authorized an emergency expenditure on 11/18/2024 to restore internet service to the Fire Department over the weekend so as not to disrupt operations. Services that were scheduled for the following Tuesday were also completed with no extra charge. The cost came to \$2,755 and requires post approval.

Motion by _____, seconded by _____ to approve/deny/table paying invoice #1313 in the amount of \$2,755 for emergency services from Black Rock Technologies, as presented.

ROLL CALL VOTE: Rose: _____, Rendell: _____, Pritchard: _____, Taylor: _____, Cook: _____

d. Senior/Museum & Post Office Parking Lot Drawings

Ben Baker of DLZ is our new engineer on this project. Plans from the previous engineer were transferred and drawings completed and ready for review. A soil and erosion permit application with the Drain Commission is needed to address the water management plan.

Motion by _____, seconded by _____ to approve/deny/table the plans for the Senior/Museum and Post Office Parking Lot, as presented.

ROLL CALL VOTE: Rose: _____, Rendell: _____, Pritchard: _____, Taylor: _____, Cook: _____

e. Covert Park Beach & Campground – North Boardwalk Bid Recommendation

Bids for the construction of the North Boardwalk project were due to be received 12/5/2024. Due to inclement weather, this has been postponed to 12/6/2024. A subcommittee will meet to discuss options and a recommendation will be provided by Suzannah Deneau of Wightman & Associates.

Motion by _____, seconded by _____ to approve/deny/table the proposal from _____, in the amount of \$ _____, as presented.

ROLL CALL VOTE: Rose: _____, Rendell: _____, Pritchard: _____, Taylor: _____, Cook: _____

f. Covert Park Beach & Campground – South Boardwalk MDNRTF Resolution

In November, the Covert Township Board approved the agreement with the DNR to receive a \$300,000 grant toward building an ADA accessible boardwalk on the south end of the Covert Park Beach and Campground. The 32% match of \$142,300 will be funded via remaining ARPA funds to be obligated by the end of this year. The board must also pass a resolution to secure the loan agreement.

Motion by _____, seconded by _____ to approve/deny/table the Resolution No _____ to Accept a Grant from the Michigan Department of Natural Resources, as presented.

ROLL CALL VOTE: Rose: _____, Rendell: _____, Pritchard: _____, Taylor: _____, Cook: _____

g. Request for Proposals to Update Park Plan

The DNR requires an updated Park Plan to be eligible for future grants through their programs. The current plan expires at the end of this year. On 11/19/24, RFPs were sent to the same six consultants for the South Boardwalk Prime Professional, as well as SW Michigan Planning Commission, for consideration. They were given until 12/6/2024 to respond and will be forwarded when received.

Motion by _____, seconded by _____ to approve/deny/table the proposal from _____ to serve as the consultant to update the 5-Year Park Plan, in the amount of \$ _____, as presented.

ROLL CALL VOTE: Rose: _____, Rendell: _____, Pritchard: _____, Taylor: _____, Cook: _____

h. Park Advisory Committee – Board Liaison Appointment

A board liaison needs to be appointed to the Park Advisory Committee to replace previous Trustee Jean Hartmann. Clerk Pritchard has expressed interest in filling

this position.

Motion by _____, seconded by _____ to approve/deny/table appointing Clerk Pritchard to the Park Advisory Committee as Board Liaison.

ROLL CALL VOTE: Rose: _____, Rendell: _____, Pritchard: _____, Taylor: _____, Cook: _____

i. Board of Review – Re-Appoint Members

Dawn Alspaugh, Jesse Walter and Keith Gleiss have all expressed interest in continuing to serve on the Board of Review.

Motion by _____, seconded by _____ to approve/deny/table re-appointing Dawn Alspaugh, Jesse Walter and Keith Gleiss to Board of Review for another two year term, to expire 12/31/2026.

ROLL CALL VOTE: Rose: _____, Rendell: _____, Pritchard: _____, Taylor: _____, Cook: _____

j. Board of Review – Alternate Member Appointment

We do not have an alternate member for Board of Review. This member serves when there is lack of a full board. Training is provided every two years and is scheduled for this January. An application was received and interview conducted. Supervisor Cook is recommending Anthony McNair serve as the alternate member to this board.

Motion by _____, seconded by _____ to approve/deny/table appointing Anthony McNair to Board of Review for a two year term, to expire 12/31/2026.

ROLL CALL VOTE: Rose: _____, Rendell: _____, Pritchard: _____, Taylor: _____, Cook: _____

k. Zoning Board of Appeal – Re-Appointments

John Snow and Darrin Rice are both due to be re-appointed. Supervisor Cook has not yet heard back from Mr. Rice. Mr. Snow would like to continue his service.

Motion by _____, seconded by _____ to approve/deny/table re-appointing John Snow to Zoning Board of Review for another three year term, to expire 9/14/2027.

ROLL CALL VOTE: Rose: _____, Rendell: _____, Pritchard: _____,
Taylor: _____, Cook: _____

l. Van Buren County Invoice – NCG Tax Litigation Cost Share

Van Buren County has presented the board with invoice #901 in the amount of \$10,767 to cover 50% of expenses for attorney services rendered through 9/30/2024, per our agreement.

Motion by _____, seconded by _____ to
approve/deny/table to pay invoice #901 in the amount of \$10,767 to Van Buren
County, as presented.

ROLL CALL VOTE: Rose: _____, Rendell: _____, Pritchard: _____,
Taylor: _____, Cook: _____

m. NCG Litigation – Engagement Letter

In an effort to consolidate efforts and decrease attorney fees, the board asked to see an engagement letter to consider being represented by the same attorney as the county for this ongoing litigation. A draft is pending.

Motion by _____, seconded by _____ to
approve/deny/table authorizing Supervisor Cook to sign the engagement agreement
with Foster, Swift, as presented.

ROLL CALL VOTE: Rose: _____, Rendell: _____, Pritchard: _____,
Taylor: _____, Cook: _____

n. American Tower Proposal

American Tower is currently the Township's tenant under a ground lease dated August 1, 1992. A proposal to convert this ground lease into a perpetual easement in exchange for a one-time lump sum payment of \$59,000 has been received.

Motion by _____, seconded by _____ to
approve/deny/table authorizing Supervisor Cook to execute a perpetual easement
with American Tower in exchange for a one time lump sum payment of \$59,000, as
presented.

ROLL CALL VOTE: Rose: _____, Rendell: _____, Pritchard: _____,
Taylor: _____, Cook: _____

12.Public Comment – *please keep comments to three (3) minutes.*

13.Any Other Business

14.Adjourn

Motion by _____, to adjourn at _____PM.

Next Regular Township Board Meeting is scheduled for Tuesday, January 14, 2025 at 6:00 PM at the Covert Township Hall, 73943 Lake Street.

CONSENT AGENDA

COVERT TOWNSHIP

REGULAR BOARD MEETING

Tuesday, November 12, 2024 at 6:00 PM

Covert Township Hall, 73943 Lake St, Covert, MI 49043

DRAFT Meeting Minutes

Call to Order/Pledge of Allegiance

Present: Cook, Taylor, Hartmann, Pritchard, Rendell

*Motion by Cook, seconded by Taylor to approve the agenda with the removal of point “d” re:
Fire loan, as presented.

ROLL CALL VOTE: Hartmann: Y, Rendell: Y, Pritchard: Y, Taylor: Y, Cook: Y

*Motion by Cook, seconded by Hartmann to approve the Consent Agenda as presented.

ROLL CALL VOTE: Hartmann: Y, Rendell: Y, Pritchard: Y, Taylor: Y, Cook: Y

*Motion by Pritchard, seconded by Cook to approve the Ordinance for Outdoor Assemblies, as presented.

ROLL CALL VOTE: Hartmann: Y, Rendell: Y, Pritchard: Y, Taylor: Y, Cook: Y

*Motion by Pritchard, seconded by Hartmann to approve the Township sponsoring Chief Allen’s attendance to the Michigan Association of Chief’s of Police as presented.

ROLL CALL VOTE: Hartmann: Y, Rendell: Y, Pritchard: Y, Taylor: Y, Cook: Y

*Motion by Cook, seconded by Pritchard to approve Article 13 Departmental Vehicles and Equipment, as presented.

ROLL CALL VOTE: Hartmann: Y, Rendell: Y, Pritchard: Y, Taylor: Y, Cook: Y

*Motion by Cook, seconded by Pritchard to approve hiring Mr. Ferrell at the 3rd year wage rate, as presented in the IAFF Covert Professional Firefighters Union letter.

ROLL CALL VOTE: Hartmann: Y, Rendell: N, Pritchard: Y, Taylor: N, Cook: Y

*Motion by Taylor, seconded by Hartmann to approve a Resolution to Support of the Michigan Township Participating Plan Grant Application to purchase cameras at the Covert Community Park, as presented.

ROLL CALL VOTE: Hartmann: Y, Rendell: Y, Pritchard: Y, Taylor: Y, Cook: Y

*Motion by Taylor, seconded by Cook to approve the quotes from Black Rock to install cameras at the Township Hall, Transfer Station and Police/Fire Complex, for a total amount of \$26,931.00, as presented.

ROLL CALL VOTE: Hartmann: Y, Rendell: Y, Pritchard: Y, Taylor: Y, Cook: Y

*Motion by Cook, seconded by Hartmann to approve authorizing Supervisor Cook to sign the MDNR Trust Fund Agreement for the South Boardwalk at the Covert Park Beach & Campground, as presented.

ROLL CALL VOTE: Hartmann: Y, Rendell: Y, Pritchard: Y, Taylor: Y, Cook: Y

*Motion by Cook, seconded by Pritchard to table the proposal(s) to serve as the Prime Professional for the South Boardwalk project, as presented.

ROLL CALL VOTE: Hartmann: Y, Rendell: Y, Pritchard: Y, Taylor: Y, Cook: Y

*Motion by Cook, seconded by Taylor to approve opting-out of the Van Buren County ORV Ordinance, as presented.

ROLL CALL VOTE: Hartmann: Y, Rendell: Y, Pritchard: Y, Taylor: Y, Cook: Y

*Motion by Taylor, seconded by Rendell to approve purchasing eight recycling receptacles from Recycle Away in the amount of \$10,992, plus shipping, as presented.

ROLL CALL VOTE: Hartmann: Y, Rendell: Y, Pritchard: Y, Taylor: Y, Cook: Y

*Motion by Cook, seconded by Pritchard to approve a resolution to establish application fee of \$25 for outdoor assembly licenses, as presented.

ROLL CALL VOTE: Hartmann: Y, Rendell: Y, Pritchard: Y, Taylor: Y, Cook: Y

*Motion by Pritchard, seconded by Taylor to approve the Application for License to Conduct an Outdoor Assembly, as presented.

ROLL CALL VOTE: Hartmann: Y, Rendell: Y, Pritchard: Y, Taylor: Y, Cook: Y

*Motion by Cook, seconded by Taylor to table the Resolution to Apply for the Revitalization and Placemaking Grant for the Senior Pathway project, as presented.

ROLL CALL VOTE: Hartmann: Y, Rendell: Y, Pritchard: Y, Taylor: Y, Cook: Y

*Motion by Taylor, seconded by Pritchard to approve the quote #237596 for \$469.70 and quote #237597 for \$1797.18 from KCI for the printing of tax assessment notices, as presented.

ROLL CALL VOTE: Hartmann: Y, Rendell: Y, Pritchard: Y, Taylor: Y, Cook: Y

Public Comment- None

*Motion by Cook, to adjourn at 8:04PM.

Next Regular Township Board Meeting is scheduled for Tuesday, December 10, 2024 at 6:00 PM at the Covert Township Hall, 73943 Lake Street.

CLERK'S REPORT

		11/13/2024-12/11/2024		To be paid when due:	
		<u>INVOICE REGISTER</u>	<u>PAYROLL AMOUNTS</u>	<u>INVOICES ON HOLD FOR</u>	
		<u>AMOUNTS</u>		<u>REVIEW</u>	
101	GENERAL FUND	92,601.57	33,111.77	\$	150,000.00
204	MUNICIPAL STREET FUND	500.00		\$	43,646.90
260	WATER			\$	18,195.00
207	POLICE FUND	24,171.45	52,956.01	\$	3,575.00
208	DRUG ENFORCEMENT			\$	1,500.00
210	FIRE/AMBULANCE FUND	22,651.92	52,217.72		
249	BUILDING FUND	1,704.02			
250	COVERT COM. GARDEN				
260	WATER				
270	MUSEUM	124.53			
280	CAMPGROUND	24,917.09			
290	SENIOR SERVICES FUND	3,505.66			
403	POLICE/FIRE				
590	WASTE WATER FUND	8,704.63			
591	WATER BOND FUND				
592	DUNESWOOD				
593	WATER REPLACEMENT				
701	TRUST & AGENCY				
703	CURRENT TAX COLL'N FUND	17,758.92			
750	PAYROLL	653.92			
SUBTOTAL		\$ 197,293.71	\$ 138,285.50	\$	216,916.90
TOTAL TO APPROVE FOR PAYMENT:			\$552,496.11		

BOARD REPORT**PAYROLL PERIOD: 11.03.2024 TO 11.16.2024.2024**

Row Labels	Sum of HOURS	Sum of DEBIT
1-GENERAL FUND	437.29	13344.41
CLERK	45	2125.74
ER TAX EXPENSE	0	140.34
Hourly Wages	45	866.25
Salary Wages	0	1119.15
SENIORS	2	41.45
ER TAX EXPENSE	0	2.95
Hourly Wages	2	38.5
STREETS AND SIDEWALKS	261.31	7901.44
DPW Hourly	218.04	5068.35
ER TAX EXPENSE	0	541.17
Overtime	5.49	193.26
Paid Time Off	8	214.56
Sick	5.78	130.34
Holiday	24	553.76
Longevity	0	1200
TOWNSHIP BOARD	83.41	2362.45
ER TAX EXPENSE	0	157.22
Hourly Wages	14.98	288.37
Salary Wages	60.93	1706.77
Holiday	7.5	210.09
TRANSFER STATION	15.57	291.65
DPW Hourly	15.57	270.92
ER TAX EXPENSE	0	20.73
TREASURER	30	621.68
ER TAX EXPENSE	0	44.18
Hourly Wages	30	577.5
2-POLICE DEPARTMENT	773.08	25681.53
ER TAX EXPENSE	0	1791
Hourly	577	16700.54
Hourly-Pd Clerical	28.08	533.42
Overtime	10	413.95
Paid Time Off	10	294.4
Salary Wages	83	3867.6
Sick	33	1002.57
Comp Time Used	20	524.08
Holiday	8	372.78
Meeting	4	181.19
3-FIRE DEPARTMENT	957.75	25866.59
ER TAX EXPENSE	0	1819.73
Hourly	488	10586.96
Hourly-Fd Clerical	19.25	363.44
Hourly-Fd Part-Time	81.5	1663.38
Overtime	321	10323.8

Comp Time Used	24	554.64
Kelly Day Off	24	554.64
Grand Total	2168.12	64892.53

BOARD REPORT**PAYROLL PERIOD: 10.20.2024 TO 11.02.2024.2024**

Row Labels	Sum of HOURS	Sum of DEBIT
1-GENERAL FUND	444.86	19767.36
DPW Hourly	228.96	5237.36
ER TAX EXPENSE	0	1422.07
Hourly Wages	108.28	2084.39
Overtime	3.59	118.75
Paid Time Off	18.08	429.15
Salary Wages	75.4	8486.01
Sick	10.55	237.9
Ins Opt Out	0	1751.73
2-POLICE DEPARTME	800	27274.48
ER TAX EXPENSE	0	1874.69
Hourly	606	17500.81
Hourly-Pd Clerical	30.5	578.99
Overtime	45.5	1915.14
Salary Wages	84	4240.38
Sick	20	640.98
Comp Time Used	14	379.8
Hourly-Pd Part-Tim	0	143.69
3-FIRE DEPARTMENT	1056	26351.13
ER TAX EXPENSE	0	1828.16
Hourly	504	10969.68
Hourly-Fd Clerical	22	415.36
Hourly-Fd Part-Tim	62.5	1411.55
Overtime	156	4886
Sold Sick Time	72	1326.24
Sold Vacation	228	5193.36
Stipend	0	150
On Call	11.5	170.78
Grand Total	2300.86	73392.97

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
66859	ACCUMED GROUP	10/31/2024	11/13/2024	546.55	0.00	Paid	Y
66864	ACD ADVANCE COMMUNICATION	11/05/2024	11/13/2024	918.61	0.00	Paid	Y
66878	ALESIA WEBB	11/13/2024	11/14/2024	245.00	0.00	Paid	Y
66920	AT&T MOBILITY	10/11/2024	11/18/2024	282.00	0.00	Paid	Y
66975	AT&T MOBILITY	11/06/2024	11/25/2024	797.28	0.00	Paid	Y
Total for vendor 001345 - AT&T MOBILITY:				1,079.28	0.00		
66966	AUTO VALUE PARTS STORE	11/20/2024	11/21/2024	37.98	0.00	Paid	Y
67007	AUTO-WARES GROUP	11/25/2024	12/04/2024	37.98	37.98	Open	Y
66874	BEST WAY DISPOSAL	10/31/2024	11/13/2024	130.72	0.00	Paid	Y
66910	BEST WAY DISPOSAL	10/31/2024	11/14/2024	5,173.86	0.00	Paid	Y
Total for vendor 002395 - BEST WAY DISPOSAL:				5,304.58	0.00		
66946	BLACK ROCK TECHNOLOGIES	11/18/2024	11/18/2024	2,755.00	0.00	Paid	Y
66980	BLUE CARE NETWORK	11/08/2024	11/27/2024	28,038.86	0.00	Paid	Y
66919	BOUND TREE MEDICAL	11/07/2024	11/18/2024	301.43	0.00	Paid	Y
66921	BOUND TREE MEDICAL	09/11/2024	11/18/2024	114.50	0.00	Paid	Y
66924	BOUND TREE MEDICAL	11/07/2024	11/18/2024	2.90	0.00	Paid	Y
66955	BOUND TREE MEDICAL	09/10/2024	11/18/2024	200.58	0.00	Paid	Y
Total for vendor 002620 - BOUND TREE MEDICAL:				619.41	0.00		
66862	BRONSON SOUTH HAVEN HOSPITAL	11/07/2024	11/13/2024	75.00	0.00	Paid	Y
66879	CAROL GAGE-STEWART	11/13/2024	11/14/2024	245.00	0.00	Paid	Y
66855	CASH	11/07/2024	11/13/2024	107.40	0.00	Paid	Y
66988	CASH	11/26/2024	11/27/2024	32.00	0.00	Paid	Y
Total for vendor 203608 - CASH:				139.40	0.00		
66932	CITY OF SOUTH HAVEN	11/09/2024	11/18/2024	58.65	0.00	Paid	Y
66933	CITY OF SOUTH HAVEN	11/09/2024	11/18/2024	39.53	0.00	Paid	Y
66934	CITY OF SOUTH HAVEN	11/09/2024	11/18/2024	219.41	0.00	Paid	Y
66935	CITY OF SOUTH HAVEN	11/09/2024	11/18/2024	41.59	0.00	Paid	Y
66936	CITY OF SOUTH HAVEN	11/09/2024	11/18/2024	702.15	0.00	Paid	Y
66937	CITY OF SOUTH HAVEN	11/09/2024	11/18/2024	39.38	0.00	Paid	Y
66938	CITY OF SOUTH HAVEN	11/09/2024	11/18/2024	65.10	0.00	Paid	Y
66939	CITY OF SOUTH HAVEN	11/09/2024	11/18/2024	40.65	0.00	Paid	Y
Total for vendor 003256 - CITY OF SOUTH HAVEN:				1,206.46	0.00		
66965	COASTAL CLEAN	11/15/2024	11/21/2024	456.00	0.00	Paid	Y
66967	COASTAL CLEAN	11/15/2024	11/21/2024	495.00	0.00	Paid	Y
67013	COASTAL CLEAN	11/27/2024	12/04/2024	412.50	412.50	Open	Y
Total for vendor 203792 - COASTAL CLEAN:				1,363.50	412.50		
66872	COMCAST	10/24/2024	11/13/2024	164.85	0.00	Paid	Y
66951	COMCAST	11/05/2024	11/18/2024	165.89	0.00	Paid	Y
Total for vendor 003765 - COMCAST:				330.74	0.00		
66962	COMPTON, INC.	11/18/2024	11/21/2024	2,645.00	0.00	Paid	Y

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
66857	COVERT PROFESSIONAL FIREFIGHTERS	11/01/2024	11/13/2024	180.00	0.00	Paid	Y
66989	COVERT PUBLIC SCHOOLS	11/25/2024	11/27/2024	7,780.31	0.00	Paid	Y
66990	COVERT TWP- GENERAL FUND	11/25/2024	11/27/2024	213.97	0.00	Paid	Y
66860	CRYSTAL FLASH ENERGY	10/31/2024	11/13/2024	4,836.49	0.00	Paid	Y
66930	DAN'S AUTOMOTIVE	11/06/2024	11/18/2024	50.00	0.00	Paid	Y
66958	DAN'S AUTOMOTIVE	10/15/2024	11/21/2024	40.54	0.00	Paid	Y
66959	DAN'S AUTOMOTIVE	10/15/2024	11/21/2024	30.00	0.00	Paid	Y
66964	DAN'S AUTOMOTIVE	09/30/2024	11/21/2024	40.54	0.00	Paid	Y
66970	DAN'S AUTOMOTIVE	11/18/2024	11/25/2024	246.43	0.00	Paid	Y
66973	DAN'S AUTOMOTIVE	11/13/2024	11/25/2024	295.00	0.00	Paid	Y
Total for vendor 004250 - DAN'S AUTOMOTIVE:				702.51	0.00		
66877	DAWN ALSPAUGH	11/13/2024	11/14/2024	291.84	0.00	Paid	Y
66882	DEBORAH A. HINMAN	11/13/2024	11/14/2024	269.50	0.00	Paid	Y
66885	DEBRA WRIGHT	11/13/2024	11/14/2024	250.00	0.00	Paid	Y
66867	DIEGO AVALOS	11/07/2024	11/13/2024	2,962.91	0.00	Paid	Y
66995	DIG-IT & PUMP THAT SEPTIC	11/06/2024	11/27/2024	13,820.00	0.00	Paid	Y
66912	DLZ ARCHITECTURE	11/11/2024	11/18/2024	3,575.00	3,575.00	Open	Y
66886	ELECTION SOURCE	11/12/2024	11/14/2024	354.36	0.00	Paid	Y
66875	F&V OPERATIONS & RESOURCE	11/06/2024	11/14/2024	90.00	0.00	Paid	Y
66903	F&V OPERATIONS & RESOURCE	11/01/2024	11/14/2024	2,491.62	0.00	Paid	Y
66904	F&V OPERATIONS & RESOURCE	10/01/2024	11/14/2024	2,491.62	0.00	Paid	Y
67006	F&V OPERATIONS & RESOURCE	12/01/2024	12/04/2024	2,491.62	2,491.62	Open	Y
Total for vendor 006030 - F&V OPERATIONS & RESOURCE:				7,564.86	2,491.62		
66993*	FAHEY SCHULTZ BURZYCH RHODES PLC	11/01/2024	11/27/2024	1,065.00	0.00	Paid	Y
66994	FAHEY SCHULTZ BURZYCH RHODES PLC	11/01/2024	11/27/2024	135.00	0.00	Paid	Y
67002	FAHEY SCHULTZ BURZYCH RHODES PLC	11/27/2024	12/04/2024	45.00	45.00	Open	Y
Total for vendor 006385 - FAHEY SCHULTZ BURZYCH RHODES PLC:				1,245.00	45.00		
66891	FRONTIER	11/07/2024	11/14/2024	104.31	0.00	Paid	Y
66892	FRONTIER	11/07/2024	11/14/2024	102.13	0.00	Paid	Y
66893	FRONTIER	11/07/2024	11/14/2024	104.13	0.00	Paid	Y
66894	FRONTIER	11/07/2024	11/14/2024	364.87	0.00	Paid	Y
66895	FRONTIER	11/07/2024	11/14/2024	123.06	0.00	Paid	Y
66896	FRONTIER	11/07/2024	11/14/2024	348.81	0.00	Paid	Y
Total for vendor 006400 - FRONTIER:				1,147.31	0.00		
66931	GALLS, LLC	10/18/2024	11/18/2024	149.10	0.00	Paid	Y
66996	GALLS, LLC	11/04/2024	12/04/2024	77.44	77.44	Open	Y
67011	GALLS, LLC	11/22/2024	12/04/2024	77.45	77.45	Open	Y
Total for vendor 203628 - GALLS, LLC:				303.99	154.89		
66914	GENEVA RENDELL	11/12/2024	11/18/2024	500.00	0.00	Paid	Y
66871	GENEVA TOWNSHIP	11/11/2024	11/13/2024	0.00	0.00	Void	Y
66940	GENEVA TOWNSHIP	11/05/2024	11/18/2024	400.12	0.00	Paid	Y
Total for vendor 007126 - GENEVA TOWNSHIP:				400.12	0.00		

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66907	GRACE NORRIS	11/13/2024	11/14/2024	318.01	0.00	Paid	Y
66869	GRATEFUL OUTDOOR SOLUTIONS, LLC	11/06/2024	11/13/2024	2,024.60	0.00	Paid	Y
66978	GRATEFUL OUTDOOR SOLUTIONS, LLC	12/01/2024	11/25/2024	6,666.67	0.00	Paid	Y
Total for vendor 204460 - GRATEFUL OUTDOOR SOLUTIONS, LLC:				8,691.27	0.00		
66950	HAVEN HEATING & AIR	11/12/2024	11/18/2024	972.97	0.00	Paid	Y
66969	HAVEN HEATING & AIR	11/20/2024	11/25/2024	85.00	0.00	Paid	Y
Total for vendor 008295 - HAVEN HEATING & AIR:				1,057.97	0.00		
67008	HERALD PALLADIUM	12/01/2024	12/04/2024	871.50	871.50	Open	Y
66887	INDIANA MICHIGAN POWER	11/04/2024	11/14/2024	124.52	0.00	Paid	Y
66888	INDIANA MICHIGAN POWER	11/04/2024	11/14/2024	158.89	0.00	Paid	Y
66889	INDIANA MICHIGAN POWER	11/04/2024	11/14/2024	25.25	0.00	Paid	Y
66890	INDIANA MICHIGAN POWER	11/04/2024	11/14/2024	459.09	0.00	Paid	Y
66911	INDIANA MICHIGAN POWER	11/04/2024	11/14/2024	353.29	0.00	Paid	Y
Total for vendor 009000 - INDIANA MICHIGAN POWER:				1,121.04	0.00		
66972	JASON DANIELS	11/20/2024	11/25/2024	204.00	0.00	Paid	Y
66884	JIM WILSON	11/13/2024	11/14/2024	170.00	0.00	Paid	Y
66941	JOHN DEERE FINANCIAL	11/01/2024	11/18/2024	341.66	0.00	Paid	Y
66856	JOHN HANCOCK LIFE INS USA	10/01/2024	11/13/2024	2,163.72	0.00	Paid	Y
66971	JOHN HANCOCK LIFE INS USA	11/01/2024	11/25/2024	2,240.16	0.00	Paid	Y
Total for vendor 013060 - JOHN HANCOCK LIFE INS USA:				4,403.88	0.00		
66899	KSS ENTERPRISES	10/23/2024	11/14/2024	58.60	0.00	Paid	Y
66900	KSS ENTERPRISES	10/16/2024	11/14/2024	131.35	0.00	Paid	Y
66901	KSS ENTERPRISES	10/23/2024	11/14/2024	142.23	0.00	Paid	Y
66902	KSS ENTERPRISES	10/23/2024	11/14/2024	174.49	0.00	Paid	Y
Total for vendor 204102 - KSS ENTERPRISES :				506.67	0.00		
66992	LAKE MICHIGAN COLLEGE	11/25/2024	11/27/2024	1,706.98	0.00	Paid	Y
66983	LATRELL JACKSON	11/26/2024	11/27/2024	660.00	0.00	Paid	Y
66881	LAURA FOGARTY	11/13/2024	11/14/2024	355.00	0.00	Paid	Y
66949	LAUREEN A. BIRDSALL	12/01/2024	12/01/2024	5,333.33	0.00	Paid	Y
66915	L-FLASH LAWN CARE	11/14/2024	11/18/2024	575.00	0.00	Paid	Y
67014	LINDE	11/22/2024	12/04/2024	327.64	327.64	Open	Y
66917	MERCEDES LLERENA	11/14/2024	11/18/2024	572.69	0.00	Paid	Y
66908	MIA BENNETT	11/13/2024	11/14/2024	294.30	0.00	Paid	Y
66943	MICHIGAN GAS UTILITIES	11/06/2024	11/18/2024	52.04	0.00	Paid	Y
66944	MICHIGAN GAS UTILITIES	11/06/2024	11/18/2024	66.25	0.00	Paid	Y
66945	MICHIGAN GAS UTILITIES	11/06/2024	11/18/2024	86.91	0.00	Paid	Y
Total for vendor 013015 - MICHIGAN GAS UTILITIES:				205.20	0.00		
66922	MICHIGAN STATE POLICE	07/25/2024	11/18/2024	350.00	0.00	Paid	Y
66999	MICHIGAN STATE POLICE	12/03/2024	12/04/2024	33.00	33.00	Open	Y
67012	MICHIGAN STATE POLICE	10/23/2024	12/04/2024	1,800.00	1,800.00	Open	Y
Total for vendor 203871 - MICHIGAN STATE POLICE:				2,183.00	1,833.00		

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66873	MIDLAND TRUST COMPANY	11/07/2024	11/13/2024	94.00	0.00	Paid	Y
66897	MIDWEST ENERGY & COMMUNICATIONS	11/07/2024	11/14/2024	201.27	0.00	Paid	Y
66898	MIDWEST ENERGY & COMMUNICATIONS	11/07/2024	11/14/2024	19.73	0.00	Paid	Y
Total for vendor 006000 - MIDWEST ENERGY & COMMUNICATIONS:				221.00	0.00		
66906	NANCY ROGALLA	11/13/2024	11/14/2024	271.84	0.00	Paid	Y
66963	ON DUTY GEAR, LLC	10/08/2024	11/21/2024	535.96	0.00	Paid	Y
66865	PALISADES NUCLEAR POWER, LLC	11/07/2024	11/13/2024	88.00	0.00	Paid	Y
66957	PARRETT COMPANY	11/18/2024	11/21/2024	322.99	0.00	Paid	Y
66968	PARRETT COMPANY	11/18/2024	11/21/2024	212.24	0.00	Paid	Y
Total for vendor 016015 - PARRETT COMPANY:				535.23	0.00		
66880	PATRICE JACKSON	11/30/2024	11/14/2024	115.00	0.00	Paid	Y
67005	PAT'S PRONTO PRINT	11/26/2024	12/04/2024	2,537.48	2,537.48	Open	Y
66961	PENN CARE, INC.	10/23/2024	11/21/2024	225.00	0.00	Paid	Y
66858	POLICE OFFICERS ASSOC MI	11/05/2024	11/13/2024	473.92	0.00	Paid	Y
66918	QUINN ELECTRICAL CONTRACTORS	10/21/2024	11/18/2024	2,600.00	0.00	Paid	Y
66883	REGINA HOOVER	11/13/2024	11/14/2024	385.00	0.00	Paid	Y
66913	SAFEBUILT, LLC LOCKBOX #88135	10/31/2024	11/18/2024	5,208.12	0.00	Paid	Y
66916	SAMUEL TURMAN	11/14/2024	11/18/2024	800.00	0.00	Paid	Y
66905	SCOTT KLINE	11/13/2024	11/14/2024	274.52	0.00	Paid	Y
66952	SHARE CORP	11/13/2024	11/18/2024	165.82	0.00	Paid	Y
66956	SHARE CORP	09/09/2024	11/18/2024	391.76	0.00	Paid	Y
66997	SHARE CORP	11/21/2024	12/04/2024	492.00	492.00	Open	Y
Total for vendor 019905 - SHARE CORP:				1,049.58	492.00		
66979	SHEPHARD BODY SHOP	10/16/2024	11/27/2024	8,886.39	0.00	Paid	Y
66948	SOUTH HAVEN REG AIRPORT	11/28/2024	11/18/2024	22,798.71	22,798.71	Open	Y
66987	SPECTRUM PRINTERS, INC	11/19/2024	11/27/2024	563.61	0.00	Paid	Y
66953	SPENCER MANUFACTURING	09/11/2024	11/18/2024	954.12	0.00	Paid	Y
66954	SPENCER MANUFACTURING	09/11/2024	11/18/2024	1,098.97	0.00	Paid	Y
Total for vendor 019430 - SPENCER MANUFACTURING:				2,053.09	0.00		
66947	STAPLES	10/22/2024	11/18/2024	97.48	0.00	Paid	Y
66928	STREICHER'S	11/06/2024	11/18/2024	272.98	0.00	Paid	Y
66929	STRYKER SALES, LLC	11/06/2024	11/18/2024	1,500.00	1,500.00	Open	Y
66960	STRYKER SALES, LLC	10/18/2024	11/21/2024	803.92	0.00	Paid	Y
Total for vendor 019445 - STRYKER SALES, LLC:				2,303.92	1,500.00		
66861	TANIR MCJILTON	11/04/2024	11/13/2024	207.78	0.00	Paid	Y
66982	TANIR MCJILTON	11/26/2024	11/27/2024	13.96	0.00	Paid	Y
66984	TANIR MCJILTON	11/25/2024	11/27/2024	124.15	0.00	Paid	Y
Total for vendor 204280 - TANIR MCJILTON:				345.89	0.00		
66868	TELEFLEX LLC	11/07/2024	11/13/2024	665.00	0.00	Paid	Y
67004	THRYV	11/23/2024	12/04/2024	158.00	158.00	Open	Y
67001	TRACE ANALYTICAL LABORATORIES, IN	11/22/2024	12/04/2024	829.20	829.20	Open	Y

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66923	TRANS UNION	11/01/2024	11/18/2024	75.00	0.00	Paid	Y
66976	UNUM LIFE INS CO OF AMERI	11/25/2024	11/25/2024	478.77	0.00	Paid	Y
66981	USA BLUEBOOK	11/07/2024	11/27/2024	398.13	0.00	Paid	Y
66876	VALERIE BURY	11/13/2024	11/14/2024	244.92	0.00	Paid	Y
66942	VAN BUREN COUNTY DRAIN COMMISSIONE	11/10/2024	11/18/2024	7,507.50	0.00	Paid	Y
66977	VAN BUREN COUNTY ROAD COMMISSION	10/16/2024	11/25/2024	500.00	0.00	Paid	Y
66991	VAN BUREN COUNTY TREASURER	11/25/2024	11/27/2024	8,057.66	0.00	Paid	Y
66985	VC3 INC	10/07/2024	11/27/2024	180.20	0.00	Paid	Y
66986	VC3 INC	11/07/2024	11/27/2024	125.00	0.00	Paid	Y
Total for vendor 204282 - VC3 INC:				305.20	0.00		
66870	VESTIS	10/31/2024	11/13/2024	143.00	0.00	Paid	Y
66974	VESTIS	11/25/2024	11/25/2024	71.50	0.00	Paid	Y
Total for vendor 001505 - VESTIS:				214.50	0.00		
66925	VITAL RECORDS CONTROL	08/31/2024	11/18/2024	95.00	0.00	Paid	Y
66926	VITAL RECORDS CONTROL	09/30/2024	11/18/2024	95.00	0.00	Paid	Y
66927	VITAL RECORDS CONTROL	10/31/2024	11/18/2024	96.43	0.00	Paid	Y
67000	VITAL RECORDS CONTROL	08/31/2024	12/04/2024	95.00	95.00	Open	Y
Total for vendor 203975 - VITAL RECORDS CONTROL:				381.43	95.00		
67003	WATERVLIET FRUIT EXCHANGE	11/29/2024	12/04/2024	185.00	185.00	Open	Y
66863	WEST SHORE FIRE INC	10/29/2024	11/13/2024	560.50	0.00	Paid	Y
66866	WEST SHORE FIRE INC	11/08/2024	11/13/2024	380.94	0.00	Paid	Y
67009	WEST SHORE FIRE INC	12/03/2024	12/04/2024	130.25	130.25	Open	Y
67010	WEST SHORE FIRE INC	12/02/2024	12/04/2024	389.33	389.33	Open	Y
Total for vendor 023085 - WEST SHORE FIRE INC:				1,461.02	519.58		
66998	WILLIAM FEATHERSTONE	11/27/2024	12/04/2024	990.00	990.00	Open	Y
66909	YVONNE HORTON	11/13/2024	11/14/2024	220.00	0.00	Paid	Y
# of Invoices:		160	# Due: 22	Totals:	197,293.71	39,854.10	
# of Credit Memos:		0	# Due: 0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:				197,293.71	39,854.10		

* 1 Net Invoices have Credits Totalling: (300.00)

--- TOTALS BY GL DISTRIBUTION ---

101.0-000.00-241.000	PLAN/ZBA PRIVATE ESCROW	3,144.91
101.0-101.00-703.000	WAGES - CLERICAL	200.98
101.0-101.00-716.000	HEALTH INSURANCE	2,783.83
101.0-101.00-717.100	DISABILITY	27.00
101.0-101.00-719.000	PENSION	690.07
101.0-101.00-727.000	OFFICE SUPPLIES	97.48
101.0-101.00-850.000	COMMUNICATIONS	205.86
101.0-101.00-900.000	PRINTING/PUBLISHING	1,029.50
101.0-101.00-934.000	OFFICE EQUIP/MAINT	71.20

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	101.0-101.00-979.000	CAPITAL OUTLAY		3,575.00			
	101.0-171.00-717.100	DISABILITY		19.28			
	101.0-171.00-719.000	PENSION		544.54			
	101.0-171.00-850.000	COMMUNICATIONS		80.70			
	101.0-171.00-934.000	OFFICE EQUIPMENT		25.00			
	101.0-191.00-702.000	SALARIES/WAGES		3,949.93			
	101.0-191.00-727.000	OFFICE SUPPLIES		354.36			
	101.0-191.00-900.000	PRINTING/PUBLISHING		969.69			
	101.0-191.00-956.000	MISCELLANEOUS		133.44			
	101.0-209.00-801.000	CONTRACTUAL SERVICES		5,333.33			
	101.0-215.00-702.000	SALARIES/WAGES		163.78			
	101.0-215.00-716.000	HEALTH INSURANCE		2,277.88			
	101.0-215.00-717.100	DISABILITY		15.45			
	101.0-215.00-719.000	PENSION		436.46			
	101.0-215.00-850.000	COMMUNICATIONS		44.46			
	101.0-215.00-934.000	OFFICE EQUIPMENT		24.00			
	101.0-253.00-717.100	DISABILITY		15.45			
	101.0-253.00-719.000	PENSION		436.46			
	101.0-253.00-900.000	PRINTING/PUBLISHING		2,537.48			
	101.0-253.00-934.000	OFFICE EQUIP/MAINTENANCE		16.00			
	101.0-265.00-740.000	OPERATING SUPPLIES/SERVICES		398.13			
	101.0-265.00-801.000	CONTRACTUAL SERVICES		9.99			
	101.0-265.00-850.000	COMMUNICATIONS		391.73			
	101.0-265.00-920.000	UTILITIES		124.90			
	101.0-265.00-930.000	REPAIRS/MAINTENANCE		772.72			
	101.0-276.00-920.000	UTILITIES		80.03			
	101.0-276.00-930.000	REPAIRS/MAINTENANCE		185.00			
	101.0-390.00-801.000	CONTRACTUAL SERVICE		3,504.10			
	101.0-444.00-702.000	SALARIES/WAGES		421.30			
	101.0-444.00-716.000	HEALTH INSURANCE		5,847.88			
	101.0-444.00-717.100	DISABILITY		77.59			
	101.0-444.00-719.000	PENSION		2,296.35			
	101.0-444.00-740.000	OPERATING SUPPLIES		165.82			
	101.0-444.00-751.000	GASOLINE		1,489.38			
	101.0-444.00-850.000	COMMUNICATIONS		133.38			
	101.0-444.00-920.000	UTILITIES		65.10			
	101.0-444.00-929.000	STREET LIGHTS		2,821.00			
	101.0-444.00-931.000	EQUIPMENT MAINT/REPAIR		341.66			
	101.0-444.00-934.000	OFFICE EQUIP/MAINTENANCE		8.00			
	101.0-444.00-939.000	VEHICLE/TRUCK MAINT		9,427.82			
	101.0-445.00-969.000	CONTRIB TO DRAIN COMM		7,507.50			
	101.0-526.00-801.000	CONTRACTED SERVICES		4,488.37			
	101.0-526.00-920.000	UTILITIES		41.59			
	101.0-901.00-969.200	AIRPORT AUTHORITY		22,798.71			
	204.0-000.00-969.000	ROAD MAINT PROJECTS-SHARED COSTS		500.00			
	207.0-000.00-702.000	SALARIES/WAGES		860.90			
	207.0-000.00-716.000	HEALTH INSURANCE		13,257.39			

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	207.0-000.00-717.100	DISABILITY		243.00			
	207.0-000.00-740.000	OPERATING SUPPLIES		108.00			
	207.0-000.00-751.000	GASOLINE & OIL		1,972.05			
	207.0-000.00-768.000	UNIFORMS		963.83			
	207.0-000.00-801.000	CONTRACTUAL SERVICES		1,852.56			
	207.0-000.00-826.000	LEGAL SERVICES		1,305.00			
	207.0-000.00-850.000	COMMUNICATIONS		1,067.83			
	207.0-000.00-920.000	UTILITIES		157.81			
	207.0-000.00-934.000	OFFICE EQUIP & MAINTENANCE		1,872.00			
	207.0-000.00-939.000	VEHICLE MAINTENANCE		161.08			
	207.0-000.00-956.000	MISCELLANEOUS		350.00			
	210.0-000.00-702.000	SALARIES/WAGES		359.10			
	210.0-000.00-716.000	HEALTH INSURANCE		3,075.71			
	210.0-000.00-717.100	DISABILITY		81.00			
	210.0-000.00-740.000	OPERATING SUPPLIES/BUILDING		581.71			
	210.0-000.00-740.100	OPERATING SUPPLIES - AMB		2,640.97			
	210.0-000.00-751.000	GASOLINE & OIL		1,375.06			
	210.0-000.00-768.000	UNIFORMS		1,610.12			
	210.0-000.00-801.000	CONTRACT SERVICES-ACCUMED		938.37			
	210.0-000.00-826.000	LEGAL		(60.00)			
	210.0-000.00-850.000	COMMUNICATIONS		2,351.58			
	210.0-000.00-920.000	UTILITIES		631.25			
	210.0-000.00-930.000	MAINTENANTE/BUILDING		2,645.00			
	210.0-000.00-934.000	OFFICE EQUIP/MAINTENANCE		2,811.00			
	210.0-000.00-939.000	MAINTENANCE AMB VEHICLES		37.98			
	210.0-000.00-939.100	MAINTENANCE/ FIRE VEHICLES		2,583.07			
	210.0-000.00-957.000	EDUCATION FIRE		990.00			
	249.0-360.00-801.000	CONTRACTUAL SERVICES-MECHANICAL		180.00			
	249.0-370.00-801.000	CONTRACTUAL SERVICE-ELECTRICAL		901.00			
	249.0-380.00-801.000	CONTRACTUAL SERVICES-BUILDING		623.02			
	270.0-265.00-850.000	COMMUNICATIONS		32.96			
	270.0-265.00-920.000	UTILITIES		91.57			
	280.0-000.00-801.000	CONTRACTUAL SERVICES		7,342.17			
	280.0-000.00-802.000	PARK COMMISSION		2,024.60			
	280.0-000.00-850.000	COMMUNICATIONS		364.87			
	280.0-000.00-920.000	UTILITIES		1,340.45			
	280.0-000.00-934.000	OFFICE EQUIP/MAINTENANCE		25.00			
	280.0-000.00-970.000	CAPITAL OUTLAY		13,820.00			
	290.0-000.00-943.500	CHORE		500.00			
	290.0-000.00-943.600	HOME REPAIR		3,005.66			
	590.0-000.00-802.000	CONTRACTED SERVICES		8,304.06			
	590.0-000.00-920.000	UTILITIES		310.57			
	590.0-000.00-930.000	REPAIRS/MAINTENANCE		90.00			
	703.0-000.00-214.100	DUE TO GENERAL FUND		213.97			
	703.0-000.00-222.000	DUE TO VAN BUREN CO TREASURER		8,057.66			
	703.0-000.00-225.300	DUE TO COVERT SCHOOLS		7,780.31			
	703.0-000.00-235.000	DUE TO LAKE MICH COLLEGE		1,706.98			

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
	750.0-000.00-235.000	DUE TO UNION DUES		653.92			
	--- TOTALS BY FUND ---						
	101.0 - GENERAL FUND			92,601.57	30,125.69		
	204.0 - MUNICIPAL STREET FUND			500.00	0.00		
	207.0 - POLICE FUND			24,171.45	2,495.39		
	210.0 - AMBULANCE FUND			22,651.92	3,912.20		
	249.0 - BUILDING FUND			1,704.02	0.00		
	270.0 - MUSEUM			124.53	0.00		
	280.0 - COVERT TWP PARK CAMPGROUND			24,917.09	0.00		
	290.0 - SENIOR SERVICES FUND			3,505.66	0.00		
	590.0 - WASTE WATER FUND			8,704.63	3,320.82		
	703.0 - CURRENT TAX COLLECTION FUN			17,758.92	0.00		
	750.0 - PAYROLL			653.92	0.00		
	--- TOTALS BY DEPT/ACTIVITY ---						
	000.00 -			106,008.50	9,728.41		
	101.00 - TWP BOARD			8,680.92	4,604.50		
	171.00 - SUPERVISOR			669.52	0.00		
	191.00 - ELECTIONS			5,407.42	0.00		
	209.00 - ASSESSING			5,333.33	0.00		
	215.00 - CLERK			2,962.03	0.00		
	253.00 - TREASURER			3,005.39	2,537.48		
	265.00 - TWP HALL			1,822.00	0.00		
	276.00 - CEMETERY			265.03	185.00		
	360.00 - MECH PERMIT			180.00	0.00		
	370.00 - ELECTRICAL INSPECT			901.00	0.00		
	380.00 - BLDG INSPECT			623.02	0.00		
	390.00 - ORD ENFORCE			3,504.10	0.00		
	444.00 - STREETS/SIDEWALK			23,095.28	0.00		
	445.00 - DRAINS			7,507.50	0.00		
	526.00 - TRANSFER STATION			4,529.96	0.00		
	901.00 - APPROPRIATIONS			22,798.71	22,798.71		

COVERT TOWNSHIP POLICE DEPARTMENT



Julian Allen
Chief of Police

33805 M-140
PO BOX 6
Covert, MI 49043

Phone: (269)764-8100
Fax: (269)764-8925
email: policechief@coverttwp.com

December 03, 2024

TO: Covert Township Board

FR: Chief Allen

RE: CTPD Report for November 2024

Covert TWP Board,
Totals for CTPD

Complaints: 105

Arrests: 6

Tickets: 18

Thank You,

Chief Allen

COVERT TOWNSHIP POLICE DEPARTMENT



Julian Allen
Chief of Police

33805 M-140
PO BOX 6
Covert, MI 49043

Phone: (269)764-8100
Fax: (269)764-8925
email: policechief@coverttwp.com

December 03, 2024

TO: Covert Township Board

FR: Chief Allen

RE: Fire, EMS for November 2024

Covert TWP Board,

The Totals for the following CTFD and EMS responses for November 2024 are:

Fire Dispatch: 8

Ambulance EMS: N/A

Thank You,

Chief Allen

COVERT TOWNSHIP PUBLIC WORKS REPORT December 10, 2024

1. Ongoing projects
 - 1.1. Marking and clearing Miss Dig tickets – None to report
 - 1.2. Tickets placed with VBC Road Commission – None to report
2. New Business
 - 2.1. Purchase new or repair salt spreader
 - Wolf Kubota – Quote for new: \$2,557.56
 - Wolf Kubota – Quote for repair: \$1,761.97
3. Completed projects
 - 3.1. Repaired catch basin at Fire Department
4. Special projects
5. Van Buren Countr report
 - 5.1. VB County Road Commission worked in Covert Township on the following
 - 11/5/24 – Gradall Crew
 - 11/6/24 – roadside mowing
 - 11/7/24 – roadside mowing
 - 11/11/24 & 11/14/24 – working on 72nd St.
 - 11/18/24 & 11/21/24 – plow route, prep shoulder & trimming
6. VB Drain Commission – No update
7. General maintenance
 - 7.1. Maintaining all Township Properties
8. Assisting Citizens – No update
9. Projects in Progress – No update
10. Additional Information
 - 10.1. DPW spent a lot of time preparing for the Christmas tree lighting in November

George Piggee
Manager
Public Works

COVERT TOWNSHIP

CLERK
WEDNESDAY PRITCHARD

P.O. BOX 35
COVERT, MICHIGAN 49043
(269) 764-8986 • Fax (269) 764- 1771

TREASURER
MARILYN RENDELL

TRUSTEE
BARBARA ROSE

SUPERVISOR
DAYWI COOK

TRUSTEE
LONZEY TAYLOR

FOIA Requests **Monthly Totals** November 2024

	<u>Police</u>	<u>Township</u>	<u>Total Requests</u>
January	14	0	14
February	15	3	18
March	4	0	4
April	10	3	13
May	10	2	12
June	12	0	12
July	19	2	21
September	12	0	12
October	12	1	13
November	14.5	0.5	15

Respectfully Submitted:
Debbie Hinman
FOIA Coordinator
December 4, 2024

COVERT TOWNSHIP

CLERK
WEDNESDAY PRITCHARD

P.O. BOX 35
COVERT, MICHIGAN 49043
(269) 764-8986 • Fax (269) 764- 1771

TREASURER
MARILYN RENDELL

TRUSTEE
BARBARA ROSE

SUPERVISOR
DAYWI COOK

TRUSTEE
LONZEY TAYLOR

Senior Millage Expenses

2024-2025 Fiscal Year

	Chore		Home Repair	
	Amount Billed	Amount Remaining	Amount Billed	Amount Remaining
July	\$5,577.01	\$24,422.99	\$3,091.64	\$26,908.36
August	\$5,220.00	\$19,202.99	\$2,000.00	\$24,908.36
Sept.	\$3,930.00	\$15,272.99	\$1,000.00	\$23,908.36
Oct.	\$3,183.25	\$12,089.74	\$1,648.99	\$22,259.37
November	\$ 903.50	\$11,186.24	\$ 3,530.66	\$18,728.71
December				
January				
February				
March				
April				
May				
June				

Respectfully Submitted:
Debbie Hinman
Chore & Home Repair Coordinator
December 4, 2024

All Permits Accepted (9/1/24 - 12/5/24)

SafeBuilt - Community Core

Permit number	Address	Permit Type	Status	Acceptance date
24-COV-LDLS00007	71140 County Road 376, Covert	Land Division/Land Split	On Hold	11/26/2024
24-COV-Z00031	30501 Blue Star Highway, Covert	Zoning Permit	Site Plan or Statement of New Use: Pending*	11/26/2024
24-COV-MR00027	75460 30th Avenue, Covert	Mechanical - Residential	Completed	11/26/2024
24-COV-BR00043	25098 72nd Street, South Haven	Interior/Exterior Remodel/Alteration - Residential	Proof of ownership and address: Pending*	11/25/2024
24-COV-BR00042	32680 Michigan 140, Covert	Roofing & Siding - Residential	Application Received by Safebuilt: Pending	11/21/2024
24-COV-REN00012STR	42950 Blue Star Highway, Covert	Rental Inspections	Rental: Ready to send Reminder Letter*	11/21/2024
24-COV-REN00013	29160 Michigan 140 (2 Units), Covert	Rental Inspections	Rental: Ready to send Reminder Letter*	11/21/2024
24-COV-REN00014	29430 Michigan 140, Covert	Rental Inspections	Rental: Inspection Scheduled*	11/21/2024
24-COV-REN00015	80336 46th Avenue, Coloma	Rental Inspections	Rental: Entered*	11/21/2024
24-COV-ORD00023	47580 Blue Star Highway, Covert	Ordinance Violation/Property Maintenance	Inspections: In Progress	11/21/2024
24-COV-ORD00024	72375 28th Avenue, Covert	Ordinance Violation/Property Maintenance	Inspections: In Progress	11/21/2024
24-COV-MR00026	29361 75th Street, Covert	Mechanical - Residential	Building Inspections: In Progress	11/21/2024
24-COV-Z00029	33852 72nd Street, Covert	Zoning Permit	Zoning Inspection/Permit Issuance: In Progress	11/20/2024
24-COV-Z00030	72126 34th Avenue, Covert	Zoning Permit	Zoning Inspection/Permit Issuance: In Progress	11/20/2024
24-COV-MC00002	27780 Blue Star Highway, South Haven	Mechanical - Commercial	Application Received by Safebuilt: Pending	11/19/2024
24-COV-Z00028	25098 72nd Street, South Haven	Zoning Permit	Completed	11/18/2024
24-COV-ER00037	28440 Shorewood Drive, Covert	Electrical - Residential	Building Inspections: In Progress	11/14/2024
24-COV-LDLS00006	25098 72nd Street, South Haven	Land Division/Land Split	Email Results to Appropriate Individuals: Pending	11/14/2024
TEST-24-COV-REN00001	111 South Capitol Street, Pekin	Rental Inspections	Rental: Entered*	11/14/2024
24-COV-REN00009	74523 County Road 378, Covert	Rental Inspections	Rental: Awaiting Reschedule*	11/13/2024
24-COV-REN00010	32602 Michigan 140, Covert	Rental Inspections	Rental: Inspection Scheduled*	11/13/2024
24-COV-REN00011	74760 County Road 376, Covert	Rental Inspections	Rental: Awaiting Reschedule*	11/13/2024
24-COV-Z00027	26000 77th Street, Covert	Zoning Permit	Voided	11/13/2024
24-COV-ER00036	77265 County Road 376, Covert	Electrical - Residential	Building Inspections: In Progress	11/7/2024
24-COV-BC00006	28563 Blue Star Highway, Covert	Accessory Structure Addition - Commercial	Plan Review Fee Paid: Pending*	11/7/2024
24-COV-REN00008	72542 34th Avenue, Covert	Rental Inspections	Rental: Reminder Letter*	11/5/2024
24-COV-Z00024	77265 County Road 376, Covert	Zoning Permit	Completed	11/2/2024
24-COV-Z00025	77265 County Road 376, Covert	Zoning Permit	Completed	11/2/2024
24-COV-Z00026	77265 County Road 376, Covert	Zoning Permit	Completed	11/2/2024
24-COV-REN00006	37870 76th Street, Covert	Rental Inspections	Rental: Under Investigation*	10/31/2024
24-COV-BR00041	40568 76th Street, Covert	Residential New SFR w/Slab & Garage	Address card: Pending*	10/31/2024
24-COV-REN00007	33361 Blue Star Highway, Covert	Rental Inspections	Rental: Ready to send Reminder Letter*	10/31/2024
24-COV-Z00023	40568 76th Street, Covert	Zoning Permit	Completed	10/29/2024
24-COV-MR00025	80136 Linden Hills Street, Covert	Mechanical - Residential	Completed	10/24/2024
24-COV-REN00005	73788 Maple Street, Covert	Rental Inspections	Rental: Ready to send RIRP*	10/24/2024
24-COV-ER00035	44622 County Road 703, Coloma	Electrical - Residential	Building Inspections: Pending	10/24/2024
24-COV-Z00022	77265 County Road 376, Covert	Zoning Permit	Completed	10/22/2024
24-COV-BC00005	33851 Michigan 140, Covert	Interior Remodel/Alteration - Commercial	Request Valuation Calculation/Pricing: Pending*	10/17/2024
24-COV-ER00034	76408 County Road 378, Covert	Electrical - Residential	Building Inspections: Pending	10/16/2024
24-COV-BWOP00007	77400 28th Avenue, Covert	Building Without a Permit	Inspections: In Progress	10/12/2024
24-COV-MR00024	44633 76th Street, Covert	Mechanical - Residential	Completed	10/11/2024
24-COV-ER00033	47815 Michigan 140, Covert	Electrical - Residential	Completed	10/8/2024

24-COV-ER00032	38865 76th Street, Covert	Electrical - Residential	Building Inspections: In Progress	10/8/2024
24-COV-Z00021	33465 Orchard Place P.O. Box 33, Covert	Zoning Permit	Zoning Inspection/Permit Issuance: In Progress	10/8/2024
24-COV-BR00040	28440 Shorewood Drive, Covert	Interior/Exterior Remodel/Alteration - Residential	Building Inspections: In Progress	10/3/2024
24-COV-ER00031	71199 24th Avenue, South Haven	Electrical - Residential	Building Inspections: In Progress	10/2/2024
24-COV-MR00023	37788 Blue Star Highway, Covert	Mechanical - Residential	Trade Permit Fee Paid: Pending*	9/27/2024
24-COV-INF00004	28758 Blue Star Highway, Covert	Informational	Information Uploaded - Permit Issuance: Information Uploaded	9/26/2024
24-COV-Z00020	76916 County Road 376, Covert	Zoning Permit	Zoning Inspection/Permit Issuance: In Progress	9/25/2024
24-COV-Z00019	24th Ave, South Haven	Zoning Permit	Zoning Inspection/Permit Issuance: In Progress	9/24/2024
24-COV-ORD00022	76842 48th Avenue, Covert	Ordinance Violation/Property Maintenance	Inspections: In Progress	9/24/2024
24-COV-Z00018	74440 County Road 378, Covert	Zoning Permit	Notify Applicant of Fees (Do not assess fees): Pending*	9/20/2024
24-COV-BR00039	29070 76th Street, Covert	Window Replacement - Residential	Building Permit Fee Paid: Pending*	9/19/2024
24-COV-MR00022	40110 Wilderness Dunes Lane, Covert	Mechanical - Residential	Building Inspections: Pending	9/18/2024
24-COV-MR00021	28848 77 1/2 Street, Covert	Mechanical - Residential	Building Inspections: Pending	9/16/2024
24-COV-ORD00021	32515 Blue Star Highway, Covert	Ordinance Violation/Property Maintenance	Inspections: In Progress	9/13/2024
24-COV-ER00030	80136 Linden Hills Street, Covert	Electrical - Residential	Building Inspections: In Progress	9/13/2024
24-COV-ORD00020	25566 Michigan 140, South Haven	Ordinance Violation/Property Maintenance	Inspections: In Progress	9/11/2024
24-COV-ORD00019	30066 Lake Bluff Drive, Covert	Ordinance Violation/Property Maintenance	Inspections: In Progress	9/9/2024
24-COV-ER00029	74719 County Road 376, Covert	Electrical - Residential	Building Inspections: In Progress	9/9/2024
24-COV-LDLS00005	33465 Orchard Place P.O. Box 33, Covert	Land Division/Land Split	Completed	9/3/2024
24-COV-ER00028	47311 72nd Street, Watervliet	Electrical - Residential	Completed	9/3/2024

BOARD & COMMITTEE MINUTES

Covert Township, Michigan
Historical Museum Advisory Committee
Monday, November 18, 2024 @ Noon
Covert Township Hall: 73943 E. Lake Street, Covert, MI 49043

MEETING MINUTES

Meeting was called to order by Chair Marjorie Clayton at 12:05 pm.

Present: M. Clayton, D. Cook, M. Bennett, L. Brigham

Absent: P. Jackson

Motion by D. Cook, supported by L. Brigham, to appoint D. Cook as secretary for the meeting.
CARRIED

Motion by D. Cook, supported by M. Bennett, to approve the agenda with no changes.
CARRIED

Motion by M. Clayton, supported by M. Bennett, to approve the draft minutes from the September 23, 2024 meeting, as presented. CARRIED

PUBLIC COMMENT

Jean Robinson asked about where to place Miguel Llerena's picture in the museum. Consensus was to place it with the Llerena family display. Ms. Robinson also asked if there were options to safely display the glass vintage fire extinguisher grenade. D. Cook will reach out to Fire Chief Allen for advice on draining the liquid chemical. Scott Club in South Haven will be hosting an informational presentation on the local Pokagon community and history.

ONGOING BUSINESS

Chair Upholstery - Motion by L. Brigham, supported by D. Cook, to approve permitting Michelina Dominguez to re-upholster two chairs at the museum by the next season at no cost, with the fabric presented. CARRIED

Museum Manager – The search for a museum manager is still underway. It was suggested we discuss this volunteer position with other museums to see if we can identify a person to take on this role. It was also suggested that we schedule a visioning session in the spring to help move exhibit improvements forward. D. Cook shared that Kiwanis is a volunteer organization that may be able to help. Expectations of the manager were discussed and consensus was that the individual would be expected to attend all advisory committee meetings, volunteer time at the museum when it is open and at special events, and complete tasks as assigned by the advisory committee in a timely manner.

Floor Refinishing – D. Cook shared that the Township Board tabled any improvements until a full walk through and budget is formulated. D. Cook, M. Bennett and DPW Manager will do a walkthrough to begin that process.

Informational Frames – not yet purchased. D. Cook to follow up with office staff.

Donation Application – D. Cook is working on a policy for the Township Board to consider based on their feedback. The board prefers the Museum Advisory Committee make decisions on donations. Discussion ensued on record keeping and cataloging all artifacts as an ongoing project for volunteers. M. Bennett gave an update on the Green Book locations and may have located La Maison Hotel.

NEW BUSINESS

Museum By-Laws – Office staff had difficulty finding the adoption of the by-laws in previous minutes. J. Robinson recalls the motion and volunteered to locate the minutes.

Next Meeting - December meeting is cancelled. Next meeting will be Tuesday, January 21st at 1pm.

ADJOURN

Motion to adjourn by M. Clayton at 1:15pm.

Respectfully Submitted by Daywi Cook, Secretary and Board Liaison

COVERT TOWNSHIP

PLANNING COMMISSION

MINUTES OF THE November 20, 2024 REGULAR MEETING

6:30 P.M., COVERT TOWNSHP HALL

Call to Order / Roll Call / Pledge of Allegiance

Chair Rendell called the meeting to order at 6:30 p.m.

Members Present: Robert Brown, Tom Bury, Luke Dennison, Austin Harding, Jena Johnson, Wayne Rendell, Lonzey Taylor

Members Absent: None

Others Present: Rebecca Harvey, Township Planning Consultant

Approval of Agenda

Motion by Taylor, seconded by Dennison, to approve the agenda of the November 20, 2024 regular meeting, as presented. Motion carried unanimously.

Approval of Minutes – *October 16, 2024 Regular Meeting*

Motion by Bury, seconded by Harding, to approve the minutes of the October 16, 2024 regular meeting, as presented. Motion carried unanimously.

Public Comment

No public comment was offered.

New Business

Chair Rendell stated that no New Business is scheduled for consideration.

Ongoing Business

Text Amendment: Shipping/Storage Containers

Chair Rendell reminded that the Commission reviewed/discussed Draft #3 - 'Shipping Containers as Accessory Structures' in September. He noted that the desired approach to regulating the use of shipping containers in the Township had been reconsidered, and there had been agreement that the primary objective is to provide regulations for the use of shipping containers as accessory structures in residential areas to address potential negative impacts on the character of the Township's residential areas. To that end, Harvey was requested to revise the draft text to 'allow/regulate the use of shipping containers as accessory structures for residential uses; prohibit same for commercial uses; and allow without limitation use of same for agricultural business and industrial uses.'

Harvey provided an overview of Draft #4, highlighting the revisions made in response to Planning Commission review comments.

Chair Rendell noted that the 'waiver provision' added in Draft #3 uses the special land use approach in considering and granting waivers to the proposed regulations. He expressed concern with the related costs and delays inherent in the special land use approach, noting the site plan content requirements would be excessive and the process would require Township Board involvement. He questioned if this was appropriate as it relates to 'shipping containers'.

Planning Commission discussion ensued regarding the concerns expressed and the following observations were noted:

- Structural modifications to the container, such as adding a door or windows, are not proposed to be allowed. As such, a desire to make such a modification would require a waiver and trigger the special land use process.
- Taylor – the modification standard was proposed in recognition that structural modifications are often connected to use of the container for purposes other than storage.
- Dennison, Harding, Bury – there is merit in allowing some modifications, such as an additional door for improved access, windows, or even a lean-to.
- Taylor – allowing modifications will encourage unapproved use of the containers, as is currently occurring in the Township. Use as living quarters is a major concern.

- Chair Rendell, Dennison – use violations and enforcement practices are a concern across the board and not necessarily limited to shipping containers.

Planning Commission discussion continued wherein there was general consensus to remove the modification standard either wholly or in part, and to address unlawful use of a shipping container through enforcement. Taylor opined that quality modifications are hard to dictate and that the Township should be concerned that the structural integrity of shipping container is maintained. Chair Rendell suggested limiting allowed modifications to those that do not increase the footprint of the container.

Harvey noted that most of the proposed shipping container standards are designed to ensure compatibility with the surrounding area and reduce negative impacts on adjacent properties . . which is why the special land use process for waivers is appropriate. However, the modification standard is a common approach used to increase the probability of use compliance and may not be appropriate for waiver under such a process. She advised that an alternative approach would be simply granting the Planning Commission authority to consider waivers under the Ordinance.

Chair Rendell, Johnson and Bury expressed interest in the option allowing the Planning Commission to grant deviations under certain circumstances and without public hearing. It was suggested that the deviation option could apply only to the modifications/additions provision . . and could include criteria for review of such requests.

Following continued debate over the value of allowing structural modifications and whether the Ordinance should be designed to allow for deviations, there was Commission consensus to 1) allow structural modifications of a shipping container that do not expand the footprint of the container, and 2) retain the special land use waiver option for application to the remaining standards. It was agreed that this approach could be amended in the future if it was found to be unworkable.

Harvey was requested to revise the draft text per the Planning Commission's discussion and to notice same for public hearing at the January, 2025 meeting.

Communications

Harvey advised that the first draft of the Updated Master Plan/Coastal Management Plan will be distributed to the Commission in December. It was agreed to place review/discussion of the draft Plan on the January meeting agenda.

Public Comment

No public comment was offered.

Adjournment

There being no further business to come before the Commission, the meeting was adjourned at 7:56 p.m.

Respectfully Submitted,
Rebecca Harvey, AICP, PCP
(McKenna)Township Planning Consultant

SOUTH HAVEN AREA REGIONAL AIRPORT AUTHORITY MINUTES

NOVEMBER 20, 2024

Pursuant to Act 267 of 1976, as amended (Open Meetings Act), the Board Members of the South Haven Area Regional Airport Authority (SHARAA) met at the South Haven Area Regional Airport, 73020 C.R. 380, South Haven, Michigan on Wednesday, NOVEMBER 20, 2024.

Brent Nichols Called a regular meeting of the South Haven Area Regional Airport Authority Board to order at 7:30 pm.

BOARD MEMBERS PRESENT:

Jon Woodhams, Geneva Township, Vice Chair
Ron Christy, Covert Township
Mary Hosley, City of South Haven
Jim Sankofski, Casco Township
Todd Jensen, South Haven Township
Brent Nichols-Chair

BOARD MEMBERS ABSENT:

Fred Bower, Covert Township
Ross Woodhams, alternate for City of South Haven

- I. **Agenda:** Brent Nichols motioned to amend the agenda under Old Business and add an item regarding the City of Bangor for the NOVEMBER 20, 2024, Airport Board Meeting. Todd Jensen seconded this motion. **All voted in favor. The motion to amend the agenda carries.** YEA 6 / NA 0

Agenda: Mary Hosley motioned to approve the agenda AS AMENDED for the NOVEMBER 20, 2024, Airport Board Meeting. Brent Nichols seconded this motion. **All voted in favor. The motion to approve the amended agenda carries.** YEA 6 / NA 0

II. Public Comments:

Mr. Torp commented on the status of the court case titled: "SOUTH HAVEN AREA REG V CITY OF BANGOR, Van Buren Circuit Court Case Number 2024-0000073832-CZ"- MCL15.268(e), and asked if South Haven Area Regional Airport Authority was successful in the case. Chairman Brent Nichols responded that the case is still open, and the next step of action is to file a motion for summary disposition.

Mr. Torp expressed dissatisfaction with the Authority's consulting firm, Mead and Hunt and questioned clear cutting rather than selectively removing obstructions.

Mrs. Goldner stated she and neighbors object to the clear-cut rather than selective removal of obstruction trees.

Mr. Goldner commented that taxpayers should have a say in the matter and their best interest is as important as the Airport's best interest.

Todd Jensen motioned to approve the consent agenda, and Mary Hosley seconded this motion:

Consent Agenda:

Expenses from:

- SEPTEMBER 2024 Totaling: \$47,015.72
- OCTOBER 2024 Totaling: \$31,335.75
- Manager's reports dated: OCTOBER 16, 2024 & November 20, 2024
- Minutes of SEPTEMBER 18, 2024

A roll call vote to approve the consent agenda was taken and **all voted in favor. The motion carries.**
YEA 6 / NA 0

III. **Committee Reports:**
NONE

IV. **Old Business:**

Mary Hosley made a motion to support a "Brief In Support of Motion for Summary Disposition" regarding "SOUTH HAVEN AREA REG V CITY OF BANGOR, Van Buren Circuit Court Case Number 2024-0000073832-CZ"- MCL15.268(e), as presented in open session. Brent Nichols seconded this motion. A roll call vote was taken on the motion. **All voted in favor.**

YEA 6 / NA 0

Brent Nichols presented Resolution 2024/01 titled 'A Resolution of Necessity, Authorizing The Acquisition of Property by Negotiation or Eminent Domain if Necessary' and read aloud its entirety in open session. Mary Hosley made a motion to adopt Resolution 2024/01 as presented. Ron Christy seconded this motion. A rollcall vote was taken. Board member Jim Sankofski abstained himself from voting. Upon voting, Chairman Brent Nichols signed the resolution into certification.

YEA 5 / NA 0 /Abstain: 1

V. **New Business:**
NONE

VI. Member Comments:

Members of the Board and Authority thanked Ron Christy for his tenure as a representative for Covert Township. He will be unanimously missed. The Authority is in communication with Covert Township regarding new representation.

Mary Hosley moved to adjourn the meeting at: 8:04pm. Brent Nichols seconded this motion. Meeting is adjourned.

SOUTH HAVEN AREA REGIONAL AIRPORT AUTHORITY

Brent Nichols, Chairman
Jon Woodhams, Geneva Township, Vice Chair
Todd Jensen, South Haven Township
Mary Hosley, City of South Haven
Ross Woodhams, alternate for City of South Haven

Ron Christy, Covert Township
Fred Bower, Covert Township
Jim Sankofski, Casco Township
Nancy Kelley, Treasurer
John Carlson, Secretary

Covert Township Park Advisory Committee

Thursday November 21, 2024

Meeting Minutes

Meeting called to order by Chair C. Zwenger at 5:30 PM

Present: W. Rendell, C. Zwenger, J. Hartmann, and J Snow

Absent: E. Wilborn

Others Present: None

Agenda:

Motion by J Hartmann seconded by J. Snow to approve the agenda as presented.

Motion Carried.

Public Comment:

None.

Secretary's Report:

Motion by J. Hartmann seconded by C. Zwenger to approve the September 19, 2024 meeting minutes as presented.

Motion Carried.

Old Business:

Ropes:

We discussed our findings on the request from Supervisor D. Cook, requesting the Park Advisory Committee to research alternatives to using ropes that might last longer and have long-term savings.

Motion by J Hartmann seconded by J. Snow to recommend to continue using the polypropylene rope (Poly Manila / Pro Malina) that is currently being used. It is the most cost effective option.

Motion Carried.

Doggie Bag Stations:

Aubre'anna has told us that the doggie bag stations will be installed by next season.

New Business:

None.

Other Business:

Motion by J. Hartmann seconded by J. Snow to cancel our December meeting unless something important comes up.
Motion Carried.

Next meeting date:

Next regular Meeting – January, 16 2025 at 5:30 PM

Adjournment:

Motion to adjourn at 6:30 PM

Respectfully Submitted:

Wayne Rendell, Secretary

OLD BUSINESS

VAN BUREN COUNTY ROAD COMMISSION

2024 MAINTENANCE PROJECT PROGRAM SHEET

Project #: 497.3072 - REVISED

Township: Covert		Local Road System		
Locations as Specified on the Attached Map				
Type of Work: Boom Mowing				
ITEM OF WORK	QUANTITY	UNIT	UNIT PRICE	AMOUNT
Boom Mowing				\$ 6,000.00
Additional Locations as ID'd by VBCRC				\$ 1,000.00
Mowing on 48th Ave & 78th St as ID'd by Covert DPW				\$ 5,500.00

ESTIMATE TOTAL: \$ 12,500.00

This program sheet is based on estimated funding from the 2024 Road Planning Form. Work will not be completed until this program sheet is received signed from the Township. The Township will be billed at cost up to the amount shown on this program sheet.

FUNDING		
Township Funds	\$	11,500.00
Road Commission Funds	\$	1,000.00
Total	\$	12,500.00

Township Supervisor or Liaison

Date

Van Buren County Road Commission

Date

Blue = Complete
Yellow = To Do

COVERT TOWNSHIP



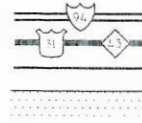
0' 2640' 5280'
1-1/4" = 5280'

TOWNSHIP: COVERT, T. 2S, R. 17W
COUNTY: VAN BUREN

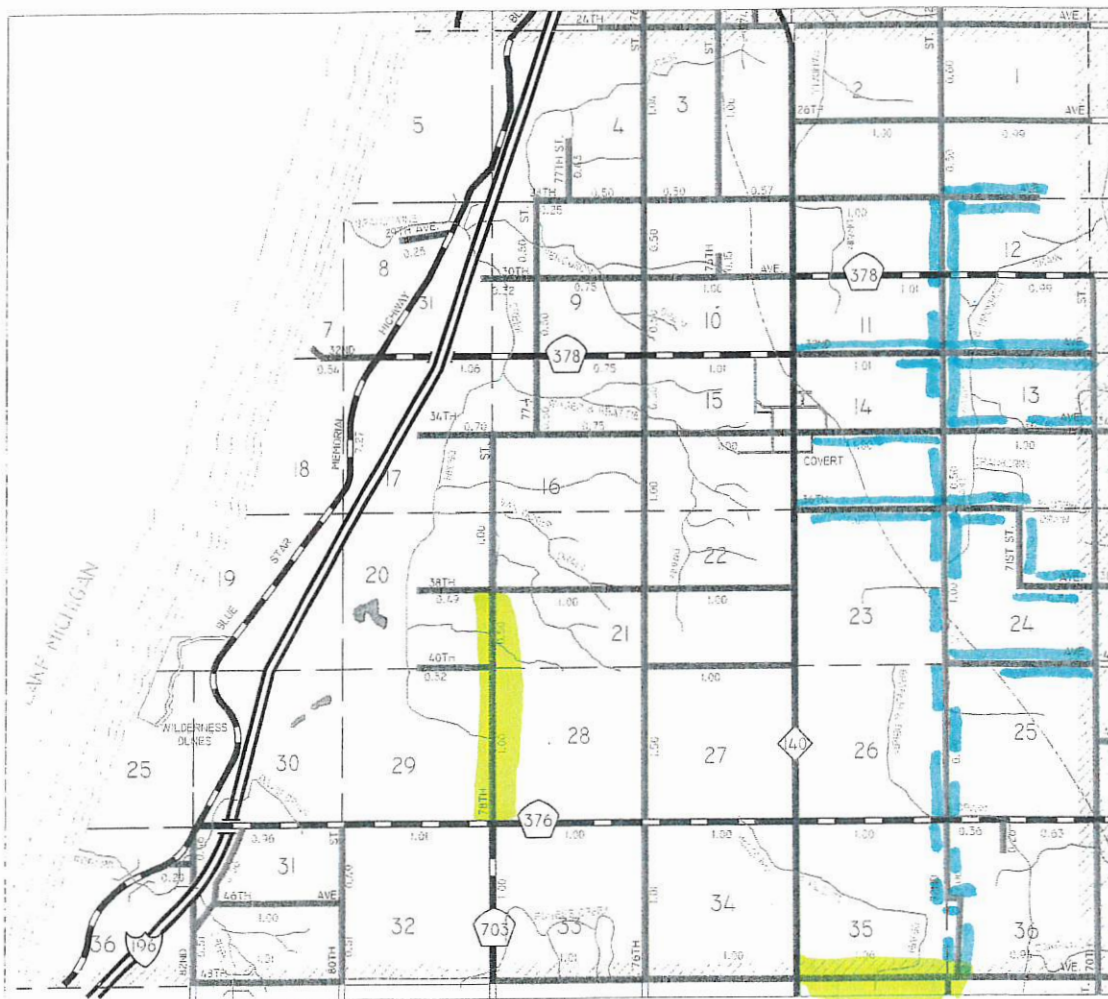
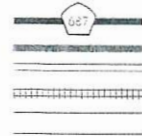
PRIMARY: 19.05 MILES
LOCAL: 49.17 MILES

LEGEND

INTERSTATE
STATE TRUNKLINE
CITY OR VILLAGE STREET
CORPORATE LIMITS



COUNTY PRIMARY
COUNTY LOCAL (PAID)
COUNTY LOCAL (GRANT)
ADJACENT COUNTY
RAILROAD
TRAIL



COVERT TOWNSHIP

DATE CERTIFIED:	DRAFTSMAN: D.S. KASSEL
NOTES:	DRAFTSMAN: S.H. JONES
REVISED:	DRAWING NUMBER
10/2006	80-10

2024 Boom mowing.

■ - INVASIVE SPECIE.

■ - Boom mow.

■ - POLE SAW.

5-6 DAYS.

INITIAL SUGGESTION

COVERT TOWNSHIP



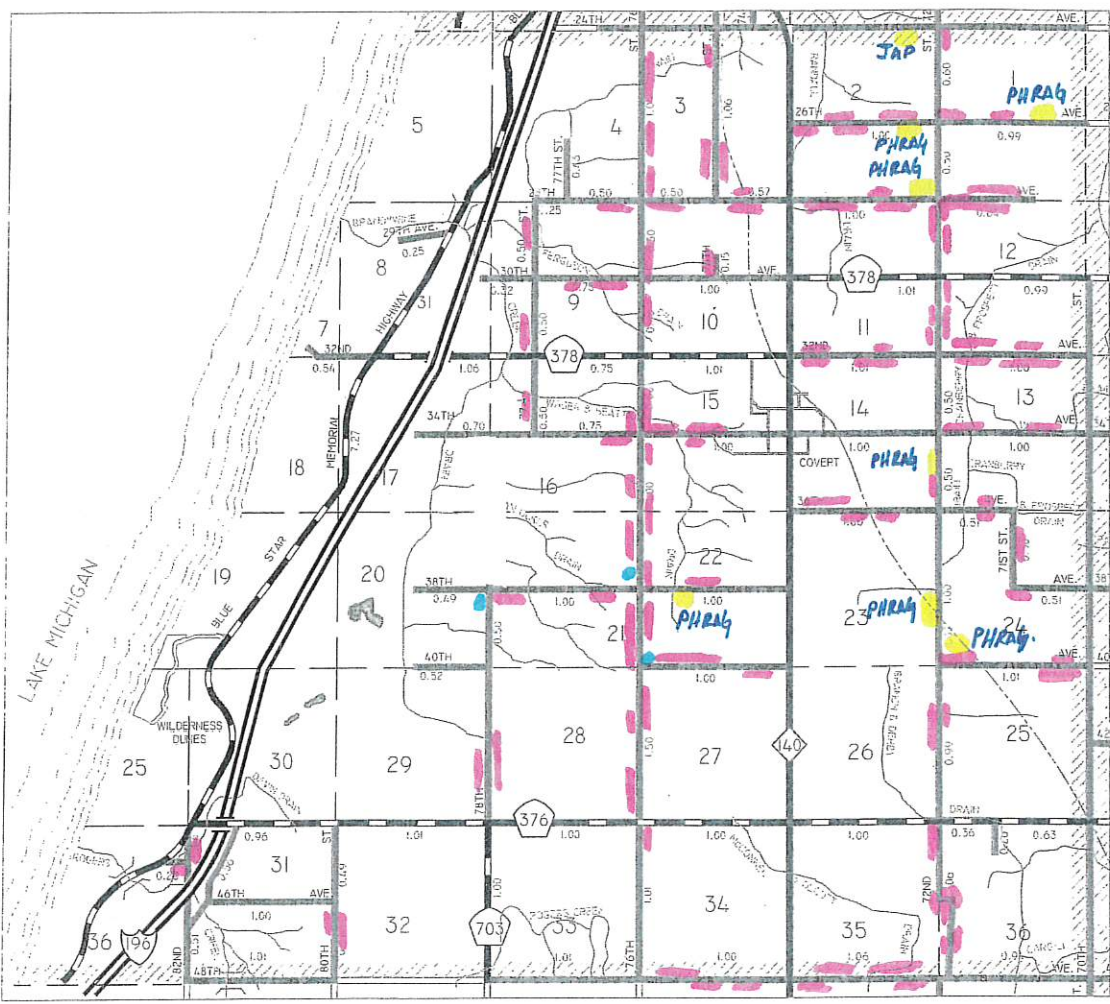
0' 2640' 5280'
1" = 5280'

TOWNSHIP: COVERT, T. 2S, R. 17W
COUNTY: VAN BUREN

PRIMARY: 19.05 MILES
LOCAL: 49.17 MILES

LEGEND

- INTERSTATE
- STATE TRUNKLINE
- CITY OR VILLAGE STREET
- CORPORATE LIMITS
- COUNTY PRIMARY
- COUNTY LOCAL (PAVED)
- COUNTY LOCAL (GRAVEL)
- ADJACENT COUNTY
- RAILROAD
- TRAIL



	COVERT TOWNSHIP	
	DATE CERTIFIED:	DRAFTSMAN: D. STICKELS
	NOTES:	DRAFTSMAN: E.M. JONES
	REVISED: 10/2006	DRAWING NUMBER: 80-10

VAN BUREN COUNTY ROAD COMMISSION

2024 MAINTENANCE PROJECT PROGRAM SHEET

Project #: 497.3072

Township: Covert Local Road System

Locations as Specified on the Attached Map

Type of Work: Boom Mowing

ITEM OF WORK	QUANTITY	UNIT	UNIT PRICE	AMOUNT
Boom Mowing				\$ 6,000.00
Additional Locations as ID'd by VBCRC				\$ 1,000.00

ESTIMATE TOTAL: \$ 7,000.00

This program sheet is based on estimated funding from the 2024 Road Planning Form. Work will not be completed until this program sheet is received signed from the Township. The Township will be billed at cost up to the amount shown on this program sheet.

FUNDING

Township Funds	\$	6,000.00
Road Commission Funds	\$	1,000.00
RevShare Allocation	\$	-
Total	\$	7,000.00



Township Supervisor or Liaison

3/13/2024

Date

Van Buren County Road Commission

Date

Prime Professional - South Boardwalk RFP

	Company	Email Address	RFP Sent	Notes
1	ProCompCo	eric@procompco.com	11/18/2024	Responded 12/2/2024 declining providing a proposal due to the scope of work being beyond their abilities
2	DLZ	bbaker@dlz.com	11/18/2024	Submitted in first round.
3	Wightman & Associates	sdeneau@gowightman.com	11/18/2024	Submitted in first round.
4	Fiskars Inc	ericf@fiskarsinc.com	11/18/2024	Response pending.
5	Abonmarche	rroots@abonmarche.com / bford@abonmarche.com	11/18/2024	Told via third party - too busy to accept work at this time.
6	AR Engineering LLC	andrew@arengineeringllc.com	11/18/2024	Response pending.



Covert Township

Van Buren County, Michigan

P.O. Box 35, Covert, MI 49043 | Phone (269) 764-8986 • Fax (269) 764-1771

REQUEST FOR PROPOSAL

Engineering and Project Management for Covert Park Beach and Campground South Boardwalk Improvement Project

Re-Issue Date: November 18, 2024

NEW Proposal Due Date: December 6, 2024

Location: Covert Township, Van Buren County, Michigan

Engineering & Project Management Budget: \$73,600

Grant Funding: Michigan Natural Resources Trust Fund (MNRTF)

Contact: Daywi Cook, Supervisor

Email: Supervisor@coverttwp.com

Phone: (269) 764-8986 ext. 2

1. PROJECT DESCRIPTION

Covert Township is seeking proposals for the design and project management of improvements to the South Boardwalk at Covert Park Beach and Campground, located at 80559 32nd Avenue, Covert, MI 49043. The purpose of this project is to replace the existing wooden staircase with ADA compliant ramps and overlooks to improve accessibility to Lake Michigan, and enhance the visitor experience. The work will be funded by the Michigan Natural Resources Trust Fund (MNRTF), with a total budget of \$442,300. The MNRTF grant provides \$300,000, and Covert Township will cover the remaining \$142,300.

Key features of the project include:

- **Replacement of the existing wooden staircase** with ADA-compliant ramps and accessible overlooks with benches.
- **Installation of a beach access mat** for ease of access to the water's edge for all users.
- **Improvements to the day-use area**, including new picnic tables and accessible pathways.
- **New signage** for trailhead and beach access information.
- **Compliant with MNRTF requirements**, the project must be delivered on time and within budget.

2. SCOPE OF SERVICES

The selected firm will be responsible for the following:

Phase 1: Design and Grant Administration



Covert Township

Van Buren County, Michigan

P.O. Box 35, Covert, MI 49043 | Phone (269) 764-8986 • Fax (269) 764-1771

- Conduct a pre-design site visit and coordinate with the Michigan Department of Environment, Great Lakes, and Energy (EGLE) for necessary permits.
- Host a public meeting to gather feedback on ADA ramp design.
- Prepare detailed plans, specifications, cost estimates, and bid documents.
- Obtain necessary permits for soil erosion and sedimentation control, as well as vegetation assurance.
- Assist in contractor selection and bid reviews.

Phase 2: Construction Management

- Manage construction oversight, including attending progress meetings, reviewing contractor submittals, and handling change orders.
- Conduct site inspections, review pay applications, and ensure timely completion.
- Provide closeout services, including final inspections and reporting to MNRTF.

3. PROPOSAL REQUIREMENTS

Interested firms must submit a proposal that includes:

- **Company background** and relevant project experience, particularly in ADA-compliant designs and similar boardwalk or park improvement projects.
- **Team composition**, including resumes of key personnel.
- **Detailed work plan** outlining the approach to design, permitting, and construction oversight.
- **Project schedule** that aligns with the proposed timeline for construction completion by early 2026.
- **Fee structure**, including a detailed breakdown of costs associated with each phase.

4. PROJECT TIMELINE

- RFP Release: November 18, 2024
- Proposals Due: December 6, 2024
- Anticipated Start of Design: December 11, 2024
- Construction Period: Late 2025 – Early 2026
- Completion: April 15, 2026, before the campground opening in 2026



Covert Township

Van Buren County, Michigan

P.O. Box 35, Covert, MI 49043 | Phone (269) 764-8986 • Fax (269) 764-1771

5. SELECTION CRITERIA

Proposals will be evaluated based on the following criteria:

- Qualifications and experience in similar projects.
- Demonstrated understanding of ADA accessibility standards.
- Ability to meet the project schedule.
- Proposed fee structure and cost control measures.
- Experience with grant-funded projects, particularly with MNRTF or similar programs.

6. SUBMISSION INSTRUCTIONS

Please submit your proposal electronically to:

Daywi Cook, Supervisor

Supervisor@coverttwp.com

Covert Township, Van Buren County, MI

Proposals must be received by December 6, 2024. Late submissions will not be accepted.

TIMELINE OF WIGHTMAN & ASSOCIATES PROJECTS w/COVERT TOWNSHIP

Project #	Project	Date	Professional(s)	Details	Notes
1	5-Year Park Plan (2017 - 2020)	2017	Jorden T. Parker, Jimen Yoo, Suzannah Deneau	Updated Park Plan per DNR standards	A long-expired park plan is updated to be eligible for DNR funding.
2	5-Year Park Plan (2020-2024)	2019	McKenna & Associates	Minor assistance - did not exceed \$850 in assistance	
3	Campground Washroom	2020	Christopher Brayak	Architect on campground washroom project	2019-2020
4	Sidewalk Reconstruction	2020	Christopher Brayak	Consulted on reconstruction of Public Housing Pathway	2019-2020
5	Covert Park Beach & Campground Capital Improvement Plan	Jan-22	Ben Baker	Development of Campground CIP	Concepts, funding planning and preliminary estimates for capital improvement projects at the campground are developed.
6	Covert Community Park	May-22	Laura Fredrickson	MEDC RAP Grant Application - Awarded \$146,462	The application was turned around in less than one month due to Wightman having previous concepts, preliminary estimates, and other information from the development of this park concept when the 5-Year Park Plan was updated.
6	Covert Community Park	Apr-23	Laura Fredrickson	\$300,000 Awarded, Wightman hired as Prime Professional	Elements of the concepts were slow to determine due to IT Solutions being slow to respond. Eventually, a new IT company was onboarded in August 2024. This was important to the electrical configuration, including lighting and conduit.
6	Covert Community Park	Feb-24	Laura Fredrickson	Development of Design and Bid Documents	Laura Fredrickson changes firms, a new engineer is assigned to our project and documents are out to bid. Suzannah Deneau is introduced to the project. Electrical details are figured with the new IT company, Black Rock Tech.
6	Covert Community Park	Aug-24	Suzannah Deneau	Bid Documents Presented to Board	Final details with IT company allow completion of bid docs.
6	Covert Community Park	Oct-24	Suzannah Deneau	Bids Awarded	Estimated Completion Date of April 15, 2025
7	North Boardwalk	Dec-22	Ben Baker	DNR Spark Grant Round #1 - Application Submission	Used existing "shovel ready" plans to complete this application.
7	North Boardwalk	Apr-23	Ben Baker	\$475,000 Awarded, Wightman hired as Prime Professional	This project was prioritized secondary to the Covert Community Park as we attempt to complete in tandem with the South Boardwalk to save costs.
7	North Boardwalk	Mar-24	Suzannah Deneau	Ben Baker changes firms.	Alternative engineer assigned to this project via Wightman & Associates
7	North Boardwalk	Aug-24	Suzannah Deneau	A proposal to do be Prime Professional on the South Boardwalk in tandem with the North Boardwalk is submitted to the board.	North/South Boardwalk Projects diverge. Bid documents are accelerated under direction of the board as the South Boardwalk grant agreement has not yet been received. It is determined they can not be completed in tandem.
7	North Boardwalk	Oct-24	Suzannah Deneau	Drawings presented and approved.	Subcommittee meetings to discuss details were conducted prior.
7	North Boardwalk	Nov-24	Suzannah Deneau	Project out to Bid	DNR review completed, then sent out to bid
7	North Boardwalk	Dec-24	Suzannah Deneau	Award Bid with substantial completion of 3/20/2025	
8	South Boardwalk	Apr-23	Laura Fredrickson	MNRTF Grant Application Submission	Used existing "shovel ready" plans to complete this application.

8	South Boardwalk	Sep-23	Laura Fredrickson	Preliminary Score & Opportunity to Submit Addtl Information	Scoring is strong and an award is promising.
8	South Boardwalk	Dec-23	TBD	\$300,000 Awarded, Await Agreement from DNR	
8	South Boardwalk	Sep-24	TBD	Seek Prime Professional	RFPs sent out, and resent again in November
8	South Boardwalk	Dec-24	TBD	DNR Agreement Signed	The agreement takes 10 months to be delivered.
9	Reading Garden	Jan-24	Ben Baker	Spark Grant Round #3 - Application Submission	This new program required a technical assistant and was turned around in less than one month. Existing concepts and preliminary budgets were utilized from Wightman.
9	Reading Garden	Mar-24	Ben Baker	Spark Grant Round #3 - Not Awarded	The council decided not to award those who were previous Spark Award recipients
10	Parking Lot Projects	Aug-24	Ben Baker	Agreement with Wightman to take over project	Pervious engineer was non responsive halfway through the project. It was difficult to obtain work completed so far to transition to new engineer.
10	Parking Lot Projects	Dec-24	Ben Baker	Drawings presented for approval	

July 10, 2024

Revised: December 2, 2024

Covert Township
73943 Lake St
Covert, MI 49043

Attention: Ms. Daywi Cook, Supervisor

RE: COVERT PARK BEACH AND CAMPGROUND SOUTH BOARDWALK IMPROVEMENT PROJECT

Dear Daywi:

Congratulations on being awarded a MNRTF grant through the Michigan Department of Natural Resources. We are excited for the opportunity to bring the master plan for Covert Park Beach and Campground into fruition. We have enjoyed our partnership with the Township and hope to continue to work with you on this and future projects.

Wightman is a full-service consulting firm that exists to serve people and the communities we live in. Our dynamic team of over 200+ professionals works to analyze, advise, design, and deliver successful projects in partnership with governments, businesses, and institutions in our communities. Becoming trusted advisors and true partners guides our actions.

Section I – Project Goals

We understand the goals for this project are to:

- Extend the useful life and reduce maintenance cost – Replace decking with composite material
- Provide safe ADA access to the beach – New ramp to the beach and improved railings
- Expand and Improve Experience for Visitors – New overlook areas and furnishings and improvements to day use area
- Comply with MNRTF Requirements, deliver within budget and complete on time

We understand that application for the South Boardwalk Improvement Project has been awarded for MNRTF funding through the Michigan Department of Natural Resources (MDNR) for a \$300,000 grant with a total project amount of \$442,300.00. You are seeking a prime professional to design and administer the project with a budget of \$73,600.00 as outlined in the grant application.

Section II – Scope of Services

We are very familiar with the requirements of grant projects through MDNR and the requirements for submittals and approvals. Below you will find a scope of services will provide for the project. This project will be designed and constructed similarly to the North boardwalk project while meeting the DNR requirements for plans and specifications. For example, the North boardwalk will not require an EGLE permit but the new ADA ramp will and so permitting is included in this portion of the project.

Phase 1: Design and Grant Administration

Step 1 – Project Agreement

- Step one includes assisting with the project agreement, uploading the boundary map and legal description of the project area, and resolution. Wightman will assist in the boundary map and legal description and the Township will upload the other items.

Serving the Great Lakes Region with offices in Michigan and Indiana

Step 2 - Plans, Specifications, Bid Documents and Bidding:

- Attend a pre-design site visit to gather site photos, review existing site grades, and meet with EGLE to discuss the project, ramp options, and permitting. The site visit will include a review of the condition and layout of the existing boardwalk.
- Coordinate one public meeting to gather public opinion for the options for the ADA ramp layouts.
- Prepare plan sheets including a Cover Sheet, Layout Sheets, and Typical Details. The Layout sheets will be created with an aerial image and on-site measurements. We will complete a survey of the area for the proposed ramp for the design and permitting requirements.
- Submit for Van Buren County Soil Erosion and Sedimentation Control permit, Vegetation Assurance, and Michigan Department of Environment, Great Lakes, and Energy Joint Permit for construction.
- Prepare cost estimate(s), specifications, and bid documents
- Meeting with the Township to review and approve the plans and budget
- Submit plans, specifications, and bid documents, to be uploaded to MI Rec Grants
- Submit cost estimate, to be uploaded to MI Rec Grants
- Project implementation schedule, to be uploaded to MI Rec Grants
- Post bid documents on Wightman's bidding website
- Host and attend one pre-bid meeting
- Prepare addenda and answer bidder questions

Step 3 - Contractor or Vendor Selection:

- Review and tabulate bids and provide recommendation to award
- Meeting with Township to review bids and recommendation
- Prepare contract for awarded bidder
- Award for Construction including contractor selection, entering of contract amount, entering project scope items, entering bid information including the bid tab and the bid proposal (Required Upload - MI Rec Grants System)

Phase 2: Construction & Closeout

Step 4 - Reimbursement Requests and Closeout :

- Host and attend a pre-construction meeting
- Inspection and testing service hours for project oversight of 80 hours
- Host and attend site visits, we anticipate 6 engineering site visits and progress meetings with the contractor and owner during construction.
- Prepare change order(s) and review submittals
- Review monthly pay applications. We anticipate 3-4 pay applications for this project
- Development of reimbursement requests details page in MI Rec Grants. We have allotted two reimbursement requests for the project, one at approximately 50% of the budget and one final application. The Township will keep records of all cashed checks and provide the backup for invoices and payments for reimbursement.
- As Constructed Site Plan 11x17
- Final Compliance Onsite Inspection Report, to be uploaded to MI Rec Grants
- Pictures of acknowledgement plaque & all scope items, to be uploaded to MI Rec Grants
- DNR Progress Reporting, we will assist the Township with the quarterly reporting and anticipate the Township submitting the reports.

Section III - Fees

We propose to complete the above Scope of Services for a fixed fee of **\$73,600 including reimbursables.**

Section IV– Schedule

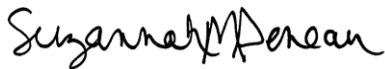
The MDNR has a schedule required for the project to be completed within two years of the project agreement approval. We understand the project agreement has been submitted. Once the agreement has been sent, we will work with the Township to submit the boundary map and other items for execution. This step will be followed by survey work to collect field data and a pre application meeting with EGLE. Working with the Township and EGLE, we plan to design and bid the project to be constructed in the off season of late 2025 and early 2026 with completion prior to opening the campground in 2026.

Section VI – Terms and Conditions

Our standard terms and conditions are attached. We are excited by the opportunity to partner with you on this project. If our proposal is acceptable to you, please sign below to authorize us to begin work and return a copy to our office.

If you have any questions, please feel free to contact me.

Respectfully,



Suzannah M. Deneau, Project Manger
sdeneau@gowightman.com
(269) 214-7015



Matt A. Davis, Principal
mdavis@gowightman.com
(269) 449-6817

Enclosure

This proposal is approved and accepted by:

By: _____
Signature

Date: _____

By: _____
Printed Name

Title: _____

Client/Company Name and Address (Billing)

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Standard Terms and Conditions

Updated 4/1/2024

1. Agreement. Wightman & Associates, Inc. (hereinafter "Consultant") shall provide to the Client the scope of services described in Consultant's Proposal attached hereto. These Standard Terms and Conditions are incorporated into Consultant's Proposal, and together may be referred to as the "Agreement" and shall reflect the professional services (or "Project") for which Consultant is responsible. This Agreement shall be the full extent of the Consultant's obligations. The Consultant shall not be responsible for any obligations or costs except as contained in the Agreement.
2. Authorization. Client shall provide Consultant written authorization to proceed, provided that this signed Agreement by Client shall give the Consultant the right to proceed with the Project.
3. Standard of Care. The Consultant's standard of care for the purposes of this Agreement shall be consistent with the level of care and skill ordinarily exercised by members of its profession currently practicing under similar conditions in similar locations.
4. Terms of Payment/Late Payment Actions/Fees. Payment is due upon presentation of invoice and is past due thirty (30) days from invoice date. Client agrees to pay a finance charge of one and one-half percent (1 ½ %) per month, or the maximum rate allowed by law, whichever is less, on past due accounts.
5. Scope of Services/Additional Services/Changes. If the services covered by this Agreement have not been completed within twelve (12) months of the date of this Agreement (unless otherwise stipulated in the proposal), through no fault of Consultant, extension of Consultant's services beyond that time shall be compensated as "Additional Services." All Additional Services shall be billed separately, and the scope of the services and compensation shall be mutually agreed between the parties, but in any case, not less than Consultant's then-standard hourly rate, and all of Consultant's reimbursable expenses shall also be paid by Client to Consultant, in the amounts set forth below.
6. Hidden Conditions. Consultant is not responsible for latent deficiencies or hidden or concealed conditions not discovered by Consultant within the scope of its services. If Consultant has reason to believe that such a condition may exist, it will advise Client as to the nature of the suspected condition and its significance. Client will be responsible for all risks associated with this condition and for undertaking, at its sole cost and expense, additional investigation and corrective work, if required. If Consultant repairs or corrects any such deficiencies or conditions, Consultant shall be compensated for the same, as Additional Services.
7. Betterment. If, due to Consultant's negligence, error or omission, a required item or component of the project is not provided in the Consultant's construction documents, Consultant shall not be responsible for paying the cost required to add such item or component to the extent that such item or component should have been included in the original construction documents. Consultant shall not be responsible or liable for any cost or expense that provides betterment or upgrades or enhances the value of the Project.
8. Opinions of Cost. Consultant's opinions or estimates of probable construction cost are prepared on the basis of Consultant's experience and qualifications and represent Consultant's judgment as a professional generally familiar with the industry. However, since Consultant has no control over the cost of labor, materials, equipment, or services furnished by others, other contractor's methods of determining prices, or over competitive bidding or market conditions, Consultant cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from Client's budget or from Consultant's opinions or estimates of probable construction cost.
9. Code Interpretations. The Client acknowledges that the requirements of the Americans with Disabilities Act, as amended ("ADA") (as well as all state and local laws, codes, or ordinances), will be subject to various and possibly contradictory interpretations. Consultant will endeavor to use reasonable professional efforts to interpret applicable ADA and other building code requirements as they may apply to Consultant's services. Consultant cannot and does not promise, warrant, or guarantee that its services will comply with interpretations of building code requirements as they apply currently or in the future and unless the Consultant is negligent, the Client shall pay for any additional costs or expenses which are necessary to keep the Project in compliance with the ADA and all other laws, codes, or ordinances. Any changes made by Consultant shall be billed as Additional Services.
10. Use of Drawings, Specifications, and Other Documents. The drawings, specifications and other documents prepared by Consultant for this project are instruments of Consultant's services for use solely with respect to this Project and, unless otherwise provided, Consultant shall be deemed the author of these documents and shall retain all common law, statutory, and other reserved rights, including the copyright.
11. Retaining Records. Consultant will retain pertinent records relating to the services performed for a period of five years following submission of the report, during which period the records will be made available to Client at reasonable times.
12. Insurance Coverage. Consultant shall maintain the following types of insurance: (a) Professional Liability; (b) Commercial General Liability; (c) Workers' Compensation; (d) Employers' Liability; (e) Hired and non-owned automobiles. Client shall be responsible for purchasing and maintaining its own commercial liability and property insurance, including an all-risk policy covering all damages or casualty which occurred to the Project in an amount not less than the then full replacement cost of the Project. The Client's commercial liability insurance policy shall be written for an amount of not less than \$1 million, single-limit coverage. The Client's commercial liability and property insurance policy shall not be cancelled or modified without Consultant having received not less than thirty (30) days prior written notice. Consultant shall be named an additional insured on the Client's insurance policies. Client and Consultant waive rights against each other for loss, damage and/or liability to the extent covered by the insurance policies required to be maintained hereunder and each insurance policy hereunder shall contain a waiver of the insurer's rights of subrogation.
13. Limitations/Exclusions. Client agrees that Consultant's and Consultant's subconsultants' total, aggregate liability to Client and any third parties arising from Consultant's professional acts, errors or omissions, shall not exceed Consultant's total fee received for the Project.
14. The Law/Suspension/Termination/Non-Severability. All obligations arising prior to termination of this Agreement shall survive the completion of the services and termination of this Agreement. This Agreement shall be governed in all respects by the laws of the State of Michigan.
15. Indemnity. Except for the limitations set forth herein, Consultant agrees to indemnify and hold the Client harmless from all damage, liability or cost (including reasonable attorney fees and costs of defense) to the extent caused by Consultant's negligent acts, errors, or omissions in the performance of professional services under this

Agreement and those of its subconsultants or anyone for whom the Consultant is legally liable. The Client agrees to indemnify and hold Consultant harmless, from all damage, liability or cost (including reasonable attorney fees and costs of defense) to the extent caused by the Client's negligent acts, errors or omissions and by those for whom the Client is legally liable.

16. **Force Majeure Clause.** Neither party will be liable or responsible to the other party, or be deemed to have breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement, when and to the extent such failure or delay is caused by any: (i) flood, fire, or explosion; (ii) war, terrorism, invasion, riot, or other civil unrest; (iii) embargoes or blockades in effect on or after the date of this Agreement; (iv) national or regional emergency – including, but not limited to, pandemic, uncontrollable, and/or imminent spread of contagious disease; or (v) strikes, labor stoppages or slowdowns, or other industrial disturbances (each of the foregoing, a "Force Majeure").
17. **Certificate of Merit Requirement.** Client shall make no claim for professional negligence, either directly or by way of a cross complaint against Consultant, unless Client has first provided Consultant with a written certification executed by an independent consultant currently practicing in the same discipline as Consultant and licensed in the state where the Project issue is located. This certification shall: (a) contain the name and license number of the certifier; (b) specify the acts or omissions that the certifier contends are not in conformance with the Standard of Care for a consultant performing professional services under similar circumstances; and (c) state in detail the basis for the certifier's opinion that such acts or omissions do not conform to the Standard of Care. This certificate shall be provided to Consultant not less than thirty (30) calendar days prior to the filing of any claim. This Certificate of Merit clause will take precedence over any existing state law in force at the time of any claim.
18. **Jurisdiction and Venue.** Notwithstanding anything in this Agreement to the contrary, Client agrees that any suit related to any dispute related to this Agreement shall be heard in the appropriate Court in the county of the Project. Client agrees that the appropriate County court shall have the subject matter jurisdiction and will be the appropriate venue for any interpretation or dispute related to this Agreement.
19. **Termination.** Consultant may terminate this Agreement for convenience by written notice to Client and in such event, the Consultant shall be paid only for all work under this Agreement that Consultant has completed to the date of termination on a prorated, equitable basis as reasonably determined by Consultant and which shall include Consultant's prorated profits, general conditions, and overhead.
20. **Billing Rates. Below are Consultant's applicable hourly fees, which are subject to change at Consultant's sole discretion upon written notice to Client.***

Principal	\$275.00/hour
Licensed Staff VII	\$250.00/hour
Licensed Staff VI	\$230.00/hour
Licensed Staff V	\$210.00/hour
Licensed Staff IV.	\$195.00/hour
Licensed Staff III..	\$170.00/hour
Licensed Staff II.	\$155.00/hour
Licensed Staff I.....	\$140.00/hour
Professional Staff VI	\$200.00/hour
Professional Staff V	\$175.00/hour
Professional Staff IV	\$150.00/hour
Professional Staff III	\$125.00/hour
Professional Staff II	\$110.00/hour
Professional Staff I	\$100.00/hour
Technician VI	\$130.00/hour
Technician V	\$120.00/hour

Technician IV	\$110.00/hour
Technician III	\$100.00/hour
Technician II	\$90.00/hour
Technician I	\$75.00/hour
Administrative	\$85.00/hour
2-Person Survey Crew	\$200.00/hour
1-Person Survey Crew	\$160.00/hour
2-Person Survey Crew (Construction Staking)	\$220.00/hour
1-Person Survey Crew (Construction Staking)	\$180.00/hour
Expert Witness/Testimony	\$440.00/hour
Drone Pilot/Technician	\$165.00/hour
High-Definition Laser Scanning Technician	\$165.00/hour
High-Definition Laser Scanner Fee	\$165.00/hour
Aerial Drone Equipment.....	\$165.00/hour

21. **Reimbursable Expenses.*** Compensation for reimbursable expenses shall be computed as a multiple of 1.1 times the expense incurred for the following: Outside Consultants, Travel, Lodging, Postage, UPS, FedEx, Messenger, and Outside Reproduction. Compensation for mileage expenses shall be computed as a multiple of 1.1 times the Federal Rate. In-House Prints/Copies/Plots shall be charged as follows:

• Black & White Prints/Copies	
○ 8 ½ x 11	\$0.19/sheet
○ 8 ½ x 14	\$0.19/sheet
○ 11 x 17	\$0.19/sheet
• Color Prints/Copies	
○ 8 ½ x 11	\$0.85/sheet
○ 8 ½ x 14	\$0.85/sheet
○ 11 x 17	\$1.25/sheet
• Black & White Plots	
○ 12 x 18	\$1.50/sheet
○ 18 x 24	\$2.75/sheet
○ 24 x 36	\$5.00/sheet
○ 30 x 42+	\$7.50/sheet
• Color Plots	
○ 12 x 18	\$9.00/sheet
○ 18 x 24	\$18.00/sheet
○ 24 x 36	\$30.00/sheet
○ 30 x 42+	\$42.00/sheet

**Rates subject to change.*

October 25, 2024

Daywi Cook, Supervisor
Covert Township
73943 E. Lake Street, PO BOX 35
Covert, MI 49043

Re: Proposal for Engineering and Project Management for Covert Park Beach and Campground South Boardwalk Improvement Project

Dear Covert Township:

DLZ Michigan, Inc. (DLZ) is pleased to submit this proposal to Covert Township (Township) to perform Engineering and Project Management for the Covert Park Beach and Campground South Boardwalk. Thank you for your consideration in DLZ for this work.

PROJECT UNDERSTANDING

DLZ will provide the services of Prime Professional for the project. We are very familiar with the project and grant as Ben Baker from our firm worked with the Township on the Park Master Plan, developed the grant for the North Boardwalk, and oversaw the preparation of the grant for the South Boardwalk. The project will replace the existing wooden staircase with ADA-compliant ramps and overlooks to improve accessibility to the beach and Lake Michigan, and enhance visitor experiences. A Michigan Department of Natural Resources Trust Fund (MNRTF) grant of \$300,000 will be matched with \$142,300 of local funds for a project budget of \$442,300. Key features of the project include the replacement of the wooden staircase with ramps/overlooks and benches; installation of a beach access mat for access to the water's edge; improvements to the day-use area with picnic tables and pathways; and new signage. We understand there are several site-specific items that will need to be considered, including critical dune, beach erosion, campground season, and others.

SCOPE OF SERVICES

We understand the project is broken into two phases. Phase 1 is Design and Grant Administration and Phase 2 is Construction Management. We will provide the scope items listed in the RFP as well as other items listed.

Phase 1: Design and Grant Management

- Pre-design visit and coordination with EGLE for critical dune and beach-related concerns.
- Conduct a Topographic survey of the area including the access path from the parking lot to the ramp/overlook and from the ramp to the beach. Establish horizontal and vertical controls. This will pick up walkways, retaining walls, outline of wooded areas, and trees greater than 6" in the planned working area. We will then create a topographic base map from the survey data to use as our base map for design.

- Host a public meeting either on-site or at the Township Hall to gather feedback on the ADA ramp and accessibility. We propose to conduct this meeting early in the process, possibly in January (to avoid holiday schedules) before we begin construction documents.
- Prepare plans, specifications, cost estimates, and bid documents. We plan to prepare 50%, and 95% plans for the Township Review. We will then submit the PSB (plans, specifications, and bid documents) to the DNR for their approval. After which, we will assist the Township in bidding the project, by posting on our website.
- We will assist the Township in applying for required permits, such as Soil Erosion and Sedimentation Control, EGLE permits for the work in the critical dunes, and vegetation assurance. We will fill out the permit forms and submit them on the Township's behalf.
- During the bid phase, we will answer bidder questions, review the bids, and provide a letter of recommendation to the Township for awarding the project.

Phase 2: Construction Management

- We will serve as the Prime Professional and Owner's Representative. We will attend a kickoff meeting for the project, attend bi-weekly progress meetings on-site, review contractor submittals, and issue any change orders required.
- We are assuming this project can be completed in 10 weeks and have included 5 bi-weekly meetings.
- In addition, we will review pay applications (we are assuming three pay applications for the project) and review contractor progress to verify it aligns with the project schedule.
- We will conduct a punch list visit, issue a punch list, and provide a final punch list follow-up visit.
- We will assist the Township in submitting progress reports to the DNR and assisting with reimbursement requests. Due to the size of the project, we are anticipating two reimbursement requests.

RESPONSIBILITIES OF THE TOWNSHIP

- The Township will add DLZ as a consultant on the MiGrants' website, so we are able to administer the project.
- The Township will provide DLZ a copy of the North Boardwalk Construction documents so that we are able to match materials as the project allows, create a congruent project, and make maintenance easier for the Township in the future.
- The Township will provide a review of all documentation produced during the project in a timely manner.

ADDITIONAL SERVICES

If authorized in writing by the Township, DLZ shall furnish or obtain Additional Services from other types listed below. These services are not included as part of the Basic Services scope except to the extent provided as described herein. DLZ will not proceed with any services deemed as Additional Services until written authorization is received from the Client and a separate Work Order or amendment to this agreement is executed. Additional Services may include, but are not limited to, the following:

- Preparation of applications and supporting documents for private or governmental grants, loans, or advances in connection with the project.
- Providing animated fly-through renderings, or other specialized graphics.
- Investigations and studies involving, but not limited to, detailed consideration of operations, maintenance and overhead expenses; cash flow and economic evaluations, rate schedules and appraisals; assistance in obtaining financing for the project; evaluating processes available for licensing and assisting the Township in obtaining process licensing; detailed quantity surveys of material, equipment, and labor; and audits or inventories required in connection with construction performed by the Township.
- Furnishing services of independent professional associates and consultants other than as noted herein.
- Services requiring out-of-town travel beyond the identified scope of work.
- Environmental Assessments, beyond the EGLE discussions listed above.
- Hydraulic modeling.
- Preparing to serve or serve as a consultant or witness for the City in any litigation, arbitration, or other legal or administrative proceeding involving the project.
- Section 106 (Historic Property) Consultation or Investigations.
- Additional Bid Packages.
- Construction materials testing.
- Services resulting from significant changes in the general scope, extent, or character of the Project or its design. This could include changes in size or complexity of the project, the Township's schedule, character of construction, and method of financing.
- Additional Services in connection with the project, including services which are to be furnished by the Township and services not otherwise provided for in this Agreement.

SCHEDULE

All work by DLZ under this Agreement shall be completed and delivered to the Township as described below, exclusive of the Township's review. We understand the Township would like the design to begin in mid-November. We propose holding the public meeting in January and completing the design by the spring of 2025. We would then propose issuing the project for bid in late spring for construction from mid-October 2025 to early spring 2026 before the campground opens. We are committed to meeting this schedule.

SERVICES FEE

For the tasks above we propose the following fee.

Phase 1:	\$42,500
Phase 2:	\$25,500
Reimbursable Expenses	<u>\$500</u>
Total:	\$68,500

Invoices will be submitted monthly.

Upon approval and acceptance of this Proposal, please sign, date, and return one copy for our records. Should you prefer to issue a Purchase Order as your official acceptance, we request that you reference this Proposal in your paperwork.

DLZ is sincerely grateful for this opportunity and looks forward to the opportunity to collaborate with the Covert Township. If you should have questions, please do not hesitate to call Ben Baker (269) 247-6468. This offer will remain open for acceptance for 60 days.

Sincerely,
DLZ MICHIGAN, INC.



Manoj Sethi, P.E.
President

Attachments:

- Firm Overview
- Resumes
- Relevant Projects
- References

Approved and Accepted

Signature	_____
Printed Name	_____
Title	_____
Date	_____

COMPANY OVERVIEW

DLZ Michigan, Inc., (DLZ) is a full-service, multidisciplinary, Minority-Owned Business Enterprise (MBE) that has been providing complete engineering, architectural, environmental, planning, construction, and survey services to both public and private sector clients since 1916. Since then, DLZ has grown to be one of the most reliable nationally-recognized consulting firms in the Midwest. DLZ's architects and engineers have developed a reputation for providing thorough, concise investigative reports; practical, cost-effective engineering designs; clear, detailed drawings and specifications; and realistic cost and quantity estimates.

Our communities are the heart of all we do. We believe it's essential to give back to the communities in which we work and live. Our employees contribute their time and talent to a variety of organizations that help to improve the daily lives and health of individuals throughout the states where we do business. Our designs have featured individual sports fields and courts, multi-field athletic complexes, playgrounds, aquatic features, skate parks, campgrounds, dog parks, recreational trails, greenways, and interpretive features. We offer innovative solutions that are context-sensitive and sustainable.

AMERICANS WITH DISABILITIES ACT (ADA) SERVICES

DLZ provides a wide variety of ADA compliance and design services for both public- and private-sector clients. From curb ramp design to facility compliance assessments to complete Title II Self-Evaluation and Transition Plans, we have the experienced staff to assist on projects of any size. Our staff maintains updates on the ever-changing landscape of ADA regulations by regularly attending workshops and webinars and the annual ADA National Symposium.

HISTORY

As proud descendants of a long and rich heritage, we have been providing superior client service, improving our nation's infrastructure and solving architecture, engineering and design challenges for decades. In 2016, DLZ National, Inc. celebrated 100 years of providing architectural and engineering services. DLZ has grown to be a nationally-recognized firm.

DLZ's reputation of providing excellent client service remains consistent. We are proud of our record of repeat business. **Our client base says it all – 85% of our work is from repeat business.** We view relationships with our clients as a long-term engagement and take the time to invest ourselves in developing a professional relationship that will be beneficial to our clients and to DLZ throughout the project and on future projects. It's a standard that DLZ is extremely proud about.

REFERENCES

Jill Adams

Berrien County Parks and Recreation
jadams@berriencounty.org
269.983.7111, ext. 8234

Susan Franklin

Ottawa County
circuitcourt@miottawa.org
616.786.4123

DLZ MICHIGAN, INC.

ADDRESS

505 Pleasant Street, Suite 303
St Joseph, MI 49085

PRIMARY CONTACT

Ben Baker, PLA, Project Manager
bbaker@dlz.com
269.247.6468

AUTHORIZED NEGOTIATOR

Manoj Sethi, PE, President
msethi@dlz.com
517.393.6800

108

Years In Business

900+

Employees Corporate-wide

125+

Employees in Michigan

AWARD-WINNING FIRM

#11 Midwest Top Design Firms
#139 Top 500 Design Firm

OFFICE LOCATIONS

10 offices in Michigan - Lansing,
Detroit, Grand Rapids, Flint,
Kalamazoo, Melvindale,
Muskegon, Port Huron Township,
Saint Joseph, Waterford

Frank Hardester

Van Buren County
hardesterf@vanburencountymi.gov
269.657.8253

RESUMES



EDUCATION

Bachelor of Landscape Architecture,
Michigan State University

REGISTRATIONS

Registered Landscape Architect: Michigan:
#3901001536; Illinois: #150071228; Indiana:
#LA21000135

CERTIFICATIONS

LEED Accredited Professional, US Green
Building Council

AFFILIATIONS

American Society of Landscape Architects
(ASLA)



BEN BAKER, RLA, ASLA, LEED AP

PROJECT MANAGER/LANDSCAPE ARCHITECT

Mr. Baker is a Licensed Landscape Architect and LEED Accredited Professional with over 20 years of experience. He has worked through all phases of projects including project management, planning, design, construction documentation, specifications, and construction administration. He is a proven leader in the landscape architecture field and is heavily involved in his community. He has worked on a broad range of projects over his career, including parks and recreation, trails, grants, planning, urban design, green infrastructure and more.

- » Waterford Oaks Park Planning, Oakland County, Michigan. Project Landscape Architect. Master Planning and site development for a 199-acre park with a diverse range of activities, and natural features.
- » Master Planning for 6 Community Parks, Pontiac, Michigan. Project Manager and Landscape Architect.
- » Silver Beach County Park Renovation, Berrien County, Michigan. QA/QC. Planning and design for new Universally Accessible Playground funded by State of MI SPARK Grant.
- » Covert Park North Boardwalk Renovation, Covert, Michigan. Project Manager and Landscape Architect.*
- » Covert Park and Campground Master Plan, Covert, Michigan. Project Manager and Landscape Architect.*
- » Covert Library Reading Garden Master Plan, Covert, Michigan. Project Manager and Landscape Architect.*
- » Red Arrow Highway Trail and Streetscape, Union Pier, Michigan*
- » Indiana Michigan River Valley Trail, Phase 1 and 2, Niles Charter Township, Michigan*
- » Indiana Michigan River Valley Trail, Phase 3 Planning, Niles and Berrien Springs, Michigan*
- » Bacon School Road Park Nature Trail, Royalton Township, Michigan*
- » Celery Flats Trailhead, Portage, Michigan*
- » River 2 River Trail Planning (Kalamazoo to Grand Rapids), Wayland, Michigan*
- » Trail Feasibility Study, Sister Lakes Corridor Improvement Authority, Keeler Township, Michigan*
- » Middle Crossing Pathway, Dowagiac, Michigan*
- » Elks Trail Planning, Dowagiac, Michigan*
- » Eau Claire Trail, Eau Claire, Michigan*
- » Leslie Trail Rehabilitation, Leslie, Michigan*
- » Bicentennial Park Renovation, Royalton Township, Michigan*
- » Disbrow Beach, Cassopolis, Michigan*
- » Riverside Park Overlook, Dowagiac, Michigan*
- » Silver Beach Pavilion and Dune Walkway, Saint Joseph, Michigan*

**Work performed with previous employer*



EDUCATION

Master of Architecture, Georgia Institute of Technology, 1998

B.S. Architecture, University of Maryland, 1994

REGISTRATIONS

Registered Architect Michigan, 2003, #1301050742

CERTIFICATIONS

LEED Accredited Professional, US Green Building Council

AFFILIATIONS

American Institute of Architects (AIA)



JASON VETNE, AIA, LEED AP

QUALITY MANAGEMENT/PRINCIPAL ARCHITECT

Mr. Vetne is a Registered Architect and LEED Accredited Professional with over 25 years of experience in all phases of architectural practice including project management, programming, design, construction documentation, specifications, and construction administration. Mr. Vetne has a broad range of experience in public sector projects of various size and complexity.

- » Berrien County Parks – Silver Beach Playground Project, St. Joseph, Michigan. Project Manager and Architect.
- » Berrien County Parks – Silver Beach Master Plan, St. Joseph, Michigan. Project Manager and Architect.
- » Krasl Art Center ‘Sculpting Community Project’ Plaza Renovation.
- » Central Park, Mishawaka, Indiana. Project Manager and Architect.
- » Festival Park Community Center, Hobart Indiana. Project Manager.
- » Battell Park Band Shelter, Masonry Restoration, Mishawaka, Indiana. Project Manager and Architect.
- » West Bloomfield Township Recreation Activities Center (RAC) Center, West Bloomfield Michigan. Project Manager and Architect.
- » Hammond Historic Railroad Park, Switchgear Tower Relocation, Hammond, Indiana. Project Manager and Architect.
- » Gary Ballpark, The Steel Yard, New Minor League Baseball Stadium, Gary, Indiana. Project Manager and Architect.



STEPHEN METZER, AICP, SPWS

ADA SPECIALIST

Mr. Metzger is responsible for managing planning, biological, ecological, and site civil/ landscape architecture projects. One of his specialties is ADA compliance studies. Mr. Metzger has been involved with ADA accessibility tasks for many travel routes (sidewalks, trails, etc.), parking lots, buildings, businesses, and transit stops. He has managed or been involved in nearly every ADA project at DLZ, which includes evaluations of over 100 parks, hundreds of miles of sidewalks, thousands of curb ramps, and hundreds of buildings and parking lots. Mr. Metzger is DLZ’s lead ADA Specialist and trains our staff as well as clients on the various ADA requirements and design standards. His experience and expertise includes extensive knowledge of the 2010 ADA Standards for Accessible Design and the Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (ROW) (dated July 11, 2011), which will be the enforceable standard for ROW facilities upon adoption.

- » Downtown Business District Crosswalks and Accessibility Review, City of Downers Grove, Downers Grove, Illinois.
- » Safe-Routes-to-Schools Accessibility Review, City of Lansing, Lansing, Michigan.
- » Bennett Park Trail Improvement Project, City of Charlotte, Michigan.
- » City of Columbus Recreation & Parks Department ADA Self-Evaluation and Transition Plan, Columbus, Ohio.
- » City of Lakewood ADA Self-Evaluation and Transition Plan, Lakewood, Ohio.
- » Henry County ADA Self-Evaluation and Transition Plan, New Castle, Indiana.
- » City of New Haven ADA Self-Evaluation and Transition Plan, New Haven, Indiana.
- » Glen Una Apartments ADA Compliance Evaluation, Athens, Ohio.
- » Snow View Plaza ADA Compliance Review, Nv5 Corporation, Farmington, Michigan.

EDUCATION

B.S. Biology, Central Michigan University

CERTIFICATIONS

American Institute of Certified Planners: #017270

Senior Professional Wetland Scientist Society of Wetland Scientists: #000473



EDUCATION

B.S. Civil Engineering,
Michigan State University

REGISTRATIONS

Professional Engineer
Michigan #6201061025, 2014

» LEIGH MERRILL, PE

CIVIL ENGINEER

Mr. Merrill has more than 16 years of experience in designing roads, water mains, and bridges. Mr. Merrill is responsible for engineering, coordination, and quality oversight on projects primarily in Transportation areas. Completed projects have ranged from local municipal road projects to MDOT administered bridge reconstruction projects. Mr. Merrill's duties include project planning, project design in accordance with MDOT standards, troubleshooting during construction, meeting and coordination schedules with the Contractor, and oversight of both design and field personnel.

- » Joe Louis Greenway Construction, City of Detroit, Detroit, Michigan
- » Clinton River Trail Extension, Waterford Township, Waterford, Michigan
- » Highland Road (M-59) Sidewalk Replacement, Waterford Township, Waterford, Michigan
- » Howard Street Sidewalk, Port Huron Township, Michigan
- » Clinton River Trail Segment, Sylvan Lake, Michigan
- » CDBG Pathway Improvements, West Bloomfield, Michigan
- » Elizabeth Lake Road Reconstruction, White Lake Township, White Lake, Michigan
- » Howard Street Resurfacing, City of Kalamazoo, Kalamazoo, Michigan
- » E. Medical Center Dr. Bridge Widening, City of Ann Arbor, Ann Arbor, Michigan
- » Williams Lake Rd. HAWK Pedestrian Signal, Waterford Township, Waterford, Michigan
- » Estes Court Special Assessment District (SAD), Waterford Township, Waterford, Michigan
- » Wayne Rd. / Ecorse Rd. Intersection Reconstruction, Wayne County, Romulus, Michigan
- » W. Jefferson Road Resurfacing, Wayne County, Wyandotte, Michigan



EDUCATION

Bachelor of Science, Civil Engineering,
Ohio State University

REGISTRATIONS

Professional Engineer
Michigan #62010447474

AFFILIATIONS

American Water Works Association

» RANDY PARRETT, PE

CIVIL ENGINEER

Mr. Parrett has more than 31 years of experience in municipal water and wastewater systems, stormwater drainage systems, and construction engineering. As DLZ Michigan, Inc. Department Manager he manages the Muskegon office operations and oversees services to many municipal clients including the Muskegon County Department of Public Works, Muskegon Charter Township, Laketon Township, Egelston Township, and the City of Muskegon. He is intimately familiar with the necessary requirements and standards of the Michigan Department of Environment, Great Lakes and Energy, the Michigan Department of Transportation, the Muskegon County Department of Public Works, and the Muskegon County Road Commission.

- » Muskegon Charter Township M-120 Non-Motorized Pathway, Muskegon Township, Michigan.
- » Berry Junction Trail Commission Pathway Phase I, Fruitland and Dalton Townships, Michigan.
- » Laketon Township Bear Lake Road Non-Motorized Pathway, Laketon Township, Michigan.
- » Reeths Puffer School District/Laketon Township, Safe Routes 2 School (SR2S) Sidewalk, Laketon Township, Michigan.
- » Village of Fruitport Third Avenue Bridge over Norris Creek, Fruitport, Michigan.
- » Muskegon County Mona Lake Celery Flats – Water Level Control Structures (with EGLE Permitting), Muskegon, Michigan. Project Manager.
- » Sunnyside Drive and Pine Knob Trail, Independence Township, Michigan.

RELEVANT PROJECTS



WATERFORD RIVERWALK EXTENSION

WATERFORD TOWNSHIP, MICHIGAN

***Key Elements:** HMA Pathway | Boardwalk | Pedestrian Bridge | Planning and Design | Non-Motorized Pathway*

DLZ was selected by the Charter Township of Waterford to provide professional engineering and surveying services related to the planning and design of an extension to their existing Riverwalk pathway network. The proposed pathway extension includes a non-motorized HMA pathway, a timber and composite boardwalk, and a prefabricated pedestrian bridge. The pathway consists of approximately 885 feet of 10-foot-wide HMA pathway with 2-foot aggregate shoulders, approximately 419 feet of 10-foot-wide composite surface boardwalk with a timber superstructure on helical piles, and a 100-foot-long prefabricated pedestrian truss bridge. The design incorporates several design components to limit the footprint in the wetland area under the boardwalk. The design of the pathway extension will be complete in Fall 2024.

OWNER

Charter Township of Waterford
5200 Civic Center Dr.
Waterford, MI 48329

CONTACT

Gary Wall
Supervisor
(248) 674-6201
gwall@waterfordmi.gov

PROJECT COST

\$186,000 (Engineering)
\$1,750,000 (Construction)

COMPLETION DATE

Present – Fall 2024



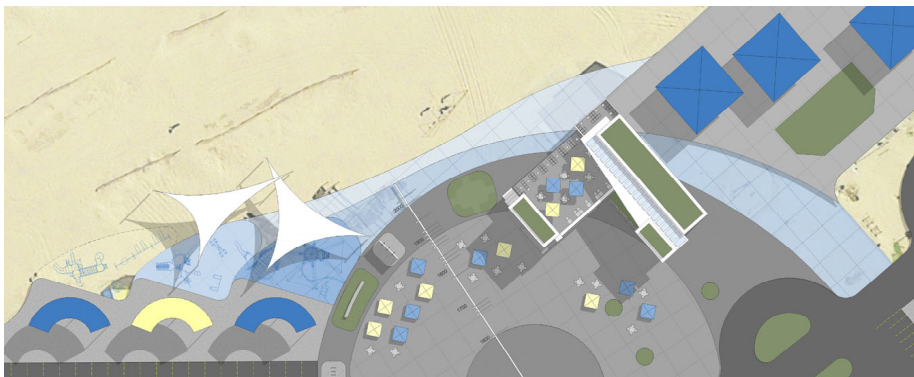
SILVER BEACH COUNTY PARK

SAINT JOSEPH, MICHIGAN

Key Elements: Park Masterplan | Concessions | Playground | Parking

DLZ provided site, civil, architectural, and engineering design services for the new Silver Beach County Park Masterplan in Saint Joseph, Michigan.

The proposed new park project includes the development of a new concessions and retail facility, playground structures, parking, and ticketing entrance for the popular county park along the Lake Michigan shoreline. The masterplan is the first phase of development to initiate fundraising efforts and develop public support. The project anticipates breaking ground in 2023 and completion in 2024.



OWNER

Berrien County
Parks Department
701 Main St.
St. Joseph, MI 49085

CONTACT

Jill Adams, Director
Berrien County Parks
269.983.7111
jadams@berriencounty.org

PROJECT COST

\$7,250,000 (Estimated)

COMPLETION DATE

2021 – Masterplan
2024 – Construction (Est.)



NON-MOTORIZED PATHWAY PROGRAM

WEST BLOOMFIELD TOWNSHIP, MICHIGAN

Key Elements: Non-Motorized Pathway | ADA Compliance

DLZ has been contracted by West Bloomfield Township (Township) Planning & Development Services Department to prepare plans and perform the construction administration to upgrade and complete various segments of safety paths identified in the Township Master Safety Path program on a yearly basis since 2009. DLZ has facilitated construction and redesign on several difficult segments. As part of the design process, DLZ worked closely with representatives from the Road Commission for Oakland County and property owners to address topographic issues while maintaining compliance with ADA standards. DLZ developed project plans and specifications in accordance with the requirements of the Michigan Department of Transportation and the American Association of State Highway and Transportation Officials for pathways and to ADA design standards. Over the years, safety paths have been completed at the following locations:

- 14 Mile Road east of Farmington Road;
- 14 Mile Road east of Halstead;
- Hosner Cemetery across property frontage;
- Maple Road Safety Path (West of Drake);
- Orchard Lake Road Path Repair at West Bloomfield High School;
- Westwind Subdivision Pathway Repair;
- Willow Road from Hiller Road to North Shore;
- 14 Mile Road from Finnegan Drive to Gate House Drive;
- Lochaven Road from Willow Road to Hunt Road;
- Willow Road from Alden Road to Canal Court;
- Boardwalk at Turnberry Condos;
- Haggerty Rd at Turnberry;
- Westwind Subdivision Entrance Repair; and
- Drake Road Segment 19.

OWNER

Planning & Development Services
4550 Walnut Lake Road
West Bloomfield, Michigan 48325

CONTACT

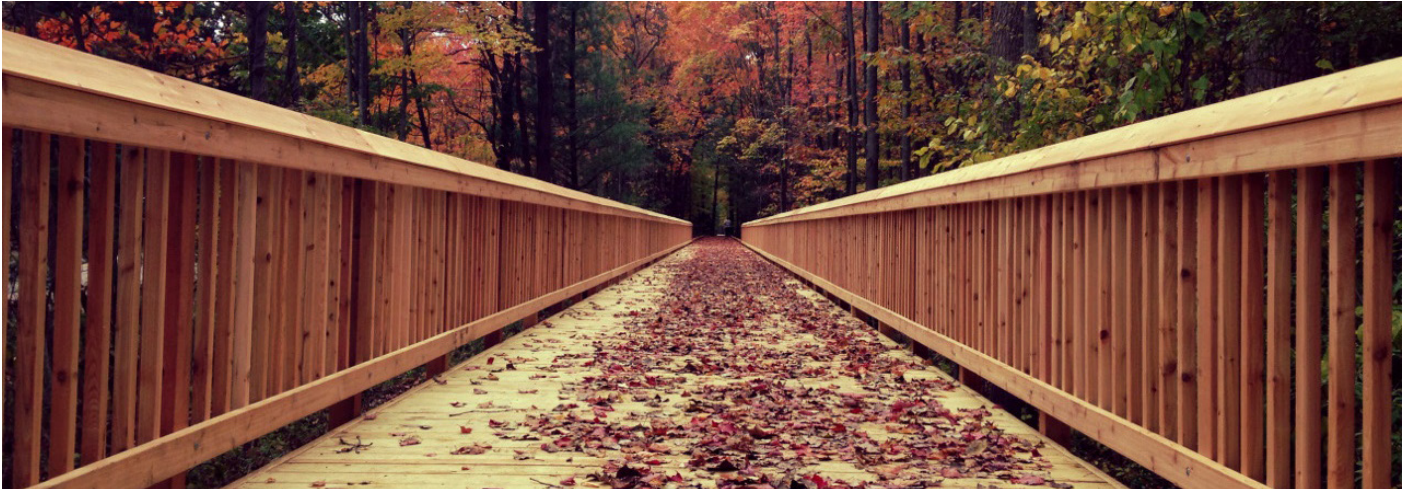
Ms. Amy Neary, AICP
Director of Planning & Development Services
248.451.4833
aneary@wbtownship.org

PROJECT COST

\$9,000-\$160,000 (Construction Cost)
\$990-\$17,600 (Design Fee)

COMPLETION DATE

Ongoing



BEAR LAKE ROAD NON-MOTORIZED PATHWAY

LAKETON TOWNSHIP, MICHIGAN

Key Elements: Design | Surveying | Easements | Drainage | Construction Engineering | ADA Requirements | Boardwalks | MNTRF Grant Assistance

DLZ was selected by Laketon Township to perform planning, surveying, design, and construction engineering services on the installation of a non-motorized bituminous pathway along Bear Lake Road located in Laketon Township, Muskegon County, Michigan. **This project was funded through a Michigan Department of Natural Resources Trust Fund Grant.**

The pathway consists of approximately 5,200 lineal feet of bituminous pathway, 8 feet in width. The pathway is located in a rural-residential area and includes a large section on a 35-foot easement through a wooded area. Three sections of elevated wooden walkways, approximately 865 feet in length and 8 feet wide, were designed and constructed. One elevated walkway, approximately 125 feet in length, traverses a drainage ditch. The other two elevated walkways are lower profile and traverse areas that experience standing water in seasonally wet times. Also designed and constructed as part of this project was a 325-foot long segmented retaining wall. The pathway was designed in accordance with current ADA requirements and the AASHTO Guide for Development of Bicycle Facilities.

DLZ handled all aspects of construction engineering to include: topographic mapping, development of easement descriptions, construction staking of the bituminous pathway, coordination with the material testing subconsultant, resolution of citizen complaints, utility coordination with the various utilities encountered during construction, attending a preconstruction meeting, documentation of project record quantities, and development of contract punch lists.

OWNER

Laketon Township
2735 West Giles Road
North Muskegon, Michigan 49445

CONTACT

Ms. Kim Arter
Township Supervisor
231.744.2454
karter@laketon.org

PROJECT COST

\$89,050 (Construction Engineering)
\$78,175 (Design Engineering)

COMPLETION DATE

2013



CLINTON RIVER TRAIL – SYLVAN LAKE SEGMENT PEDESTRIAN CROSSINGS

SYLVAN LAKE, MICHIGAN

Key Elements: Design Engineering | Surveying | ADA Compliance

In fall of 2018, DLZ Michigan, Inc. was retained by the Friends of the Clinton River Trail to perform professional design engineering services for the Sylvan Lake Segment of the Clinton River Trail. The project required a complete set of design plans and specifications to allow for the successful improvement of two (2) trail crossings, one (1) at Inverness Street and one (1) at Pontiac Drive, as well as the installation of non-illuminated overhead signs on the Pedestrian Hybrid Beacon mast arm at the Orchard Lake Road crossing, located in the City of Sylvan Lake.

DLZ completed topological surveys, ROW/title searches, easement legal description preparation, design engineering, kick-off and progress meetings with the Owner and stakeholders, and provided Owner support at Council Meetings.

All installations accommodated the Road Commission for Oakland County (RCOC) and Americans with Disabilities Act (ADA) design and construction standards. Every pathway DLZ designs is with those standards and universal accessibility in mind with regard to slope, width, and features, such as detectable warning plates at road crossings. These standards are considered on all projects regardless of the project requirements.

DLZ has expertise and experience in all areas of planning, design and construction of trail way and pathway projects throughout the State of Michigan.

OWNER

Friends of the Clinton River Trail
P.O. Box 81971
Rochester, Michigan 48308-1971

CONTACT

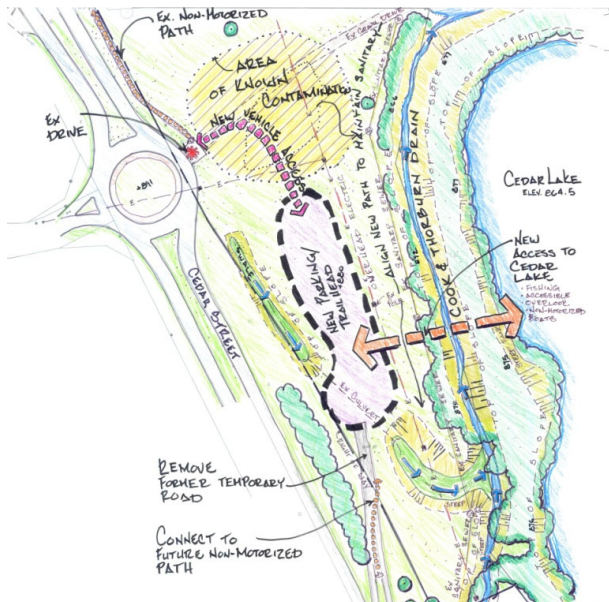
Mr. Fred Phillips
Vice President of FCRT
248.625.8222
fredphillips@wowway.com

PROJECT COST

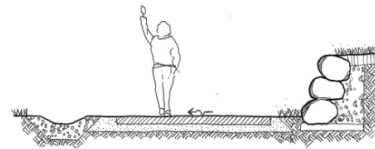
Construction Cost: \$60,000.00
DLZ Fees: \$7,789.00

COMPLETION DATE

2019



Typical Seat Wall Section-Elevation



Typical Path Section with Wall

CEDAR LAKE TRAILHEAD PARK

HOLT, MICHIGAN

Key Elements: Planning | Design | Document Environmental Conditions | Non-motorized Trail | Floating Fishing Pier | Restroom | Parking | Landscaping Restrooms | Local Agency Coordination

DLZ was retained by the Delhi Township Downtown Development Authority (DDA) to prepare a Master Plan for the former Nyeholt Steel and Iron Guard property which comprised of 16 acres of vacant land in Holt, Michigan. The Cedar Lake Trailhead Park was planned to serve as a trailhead/staging area to access the future Ingham County non-motorized trail segment connecting Holt to Mason. The site is unique in that it provides public access to the waterfront on Cedar Lake, including small boat/hand-launch access. A critical element of this project was to design the improvements to minimize the removal of buried debris and cap with suitable soil in an effort to lower costs to remediate contaminated soils.

A schematic concept plan was prepared for the Cedar Lake Trailhead Park, which depicts a ½ mile multi-use trail, restroom building, vehicle parking, site lighting, picnic areas, landscaping, signage, seatwalls, and retaining walls. A portion of the trail crosses the existing Cook and Thorburn Ingham County Drain.

Planning participants included Delhi Township DDA, Community Development, Parks and Recreation Department, as well as county representatives from the Ingham County Road Department and Ingham County Drain Commissioner's office. This project was envisioned to be funded in part by the MDNR Trust Fund.

OWNER

Delhi Charter Township Downtown Development Authority
2045 N. Cedar Street, Suite 2
Holt, Michigan 48842-1405

CONTACT

Mr. Howard Haas
Executive Director
517.699.3863
howard.haas@delhitownship.com

PROJECT COST

\$54,000 (Feasibility Study and Schematic Design)
\$1.5 million (Construction Cost)

COMPLETION DATE

Summer 2016

ADDITIONAL PROJECT EXPERIENCE

Project Name/Completion	Relevant Key Items
CRADLE OF FORESTRY INTERPRETIVE TRAIL HIGGINS LAKE, MICHIGAN	Non-Motorized Trail, Survey, Vertical Realignment, ADA Compliance, EGLE Permit Application
MARQUETTE GREENWAY/CALUMET TRAIL PORTER COUNTY, INDIANA	Design, Construction Inspection, New Trailhead, New Informative Signage, Conformance to INDOT/FHWA Guidelines
M-120 NON-MOTORIZED PATHWAY MUSKEGON CHARTER TOWNSHIP, MICHIGAN	ADA Compliance, Construction Engineering, According to MDOT, Design, Survey, Grant Compliance
PENNSY GREENWAY TRAIL, PHASES I-IV SCHERERVILLE, INDIANA	Design, Construction Inspection, New Trailhead, New Informative Signage, Conformance to INDOT/FHWA Guidelines, Decorative Fencing
KRASL ART CENTER SAINT JOSEPH, MICHIGAN	Entry Gateway, Civil Engineering, Structural Engineering, Benches, Shaded Plaza, Civic Space
PINHOOK PARK IMPROVEMENTS SOUTH BEND, INDIANA	Nature Park, Pedestrian Trail, Trailhead, Parking Improvements, Boat Launch, Playground, Inclusive Play, Architectural Design
CRAWFORD PARK MASTER PLAN & PHASE 1 IMPROVEMENTS, MISHAWAKA, INDIANA	Infrastructure Coordination, Public Participation, Pavilions, Park Infrastructure
LITTLE RIVER TRAIL ENHANCEMENTS HUNTINGTON, INDIANA	Field Survey, Multi-Purpose Trail Design, Landscape Architecture, Lighting Design, Trailhead, New Informative Signage
ALTHERR NATURE PARK MONTICELLO, INDIANA	Multi-modal Trail, Wooden Observation Deck, Rain Garden, Sidewalk, Site Furnishings, Landscape Plantings
SEMCOG GREEN INFRASTRUCTURE GRANT IMPLEMENTATION PROGRAM CITY OF MADISON HEIGHTS, MICHIGAN	Grant Administration, Green Infrastructure, Engineering Services
KENSINGTON NATURE CENTER ADA COMPLIANCE EVALUATION, HURON-CLINTON METROPARKS AUTHORITY, BRIGHTON, MI	ADA Compliance Evaluation of the Nature Center
WATERFALL STREETSCAPE & RIVERWALK EXTENSION, ELKHART, INDIANA	New Walkway, Design, Engineering
POTATO CREEK CROSSING PARK NORTH LIBERTY, INDIANA	Interpretive Signage, Picnic Shelter, Walking Paths, Native Plantings
CENTRAL PARK & PICNIC PLAZA MISHAWAKA, INDIANA	Gateway, Pavilion, Shelters, Comfort Station, Park Plaza, Landscape Architecture, Site Lighting
WATER STREET PATHWAY PORT HURON TOWNSHIP, MICHIGAN	Non-Motorized Pathway, ADA Compliance, Construction Engineering



NEW BUSINESS

Mattawan

24561 Red Arrow Hwy
Mattawan, MI 49071
Phone: (269) 668-7800
Email: info@wolfkubota.com
www.wolfkubota.com



Byron Center
430 100th ST. SW
Byron Center, MI 49315
Phone: (616) 877-0800

Lakeview
8968 State Rte 46
Lakeview, MI 48850
Phone: (989) 352-7206

Invoice #	MAT-0
Date	
Time	11:28

PO#	
Terms	Net 30
Due Date	1/1/2025

RO#	MAT-31680		
RO Date	12/2/2024		
Miles	In 0.0	Out 0.0	
Hours	In 0.0	Out 0.0	
Service Writer	Justin King		
Stock#	(38469)		
Serial#			
Yr Make Model			
Description	REAR MOUNTED SPREADER		
License			
Fleet#			
In Service Date	12/31/9999		

COVERT PUBLIC WORKS (ADD-M05)
73943 EAST LAKE ST

Repair Order

COVERT MI 49043
Contact PIGGEE, GEORGE (269) 906-7012

Customer

Memo

Customer Service Issue # 1

Com: Unit is not powering up.

Cause:

Fix:

Note:

Mech	Type	Description					Total
21189	Labor	SERVICE LABOR	2.0000	115.00	0.00%		\$230.00
	Item	TGS05889	1.0000	345.62	0.00%		\$345.62
	Item	TGS05898	1.0000	715.12	0.00%		\$715.12
	Item	TGS05811	1.0000	446.23	0.00%		\$446.23
	Misc.	MSC	1.0000	25.00	0.00%		\$25.00

Customer Name	Invoice#	RO#	Date
COVERT PUBLIC WORKS	0	31680	12/02/2024

Cash	Check	Check #	CC	CC Type	On Acct.	Mfg Credit	CIT	Deposit	Other
\$0.00	\$0.00		\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

While the manufacturer may warrant the goods sold to the customer, we make no warranties, express or implied, including any implied warranties of merchantability or fitness, with respect to such goods. Not responsible for loss or damage in case of fire or any other cause beyond our control. I hereby authorize the above repair work to be done along with the necessary material and hereby grant you and/or your employees permission to operate the unit as necessary for the purpose of testing and/or inspection. An express mechanic's lien is hereby acknowledged on above unit to secure the amount of the repairs thereto.

Thank you for your business.

Summary of Charges

\$0.00	Taxable
\$1,761.97	Non-Taxable
\$1,761.97	Subtotal
\$0.00	Sales Tax
\$1,761.97	PAY THIS AMOUNT
\$0.00	Amount Tendered
\$0.00	Change Due

Customer Signature	Date
--------------------	------

Exempt Tax Cert #:

Expiration Date: 01/01/1900

Printed: 12/2/2024 11:35 AM

Page 2 of 2 Pages

Wolf Kubota - Mattawan

24561 Red Arrow Hwy, Mattawan, MI, 49071, US

Phone: 269-668-7800

Fax: 269-668-7800

Quote

Customer
TOWNSHIP OF COVERT US

Quote Dates
Quote Date: 12/2/2024 Expiration Date: 1/1/2025

Qty	Part	Description	Price	Total
0	Vehicle	3 8' 04	\$0.00	\$0.00
1	TGS06000	TAILGATE SPREADER ASM, 6 CU FT	\$2060.00	\$2060.00
1	TGS11080	SLIDE-IN ATTACHMENT, TGS600, 800, 1100, 18+	\$330.00	\$330.00
1	TGS11087	KIT-CONTROL DIGITAL, TGS300, TGS600, TGS110	\$380.00	\$380.00

Subtotal	\$2770.00
Discount	\$512.45
Sales Tax	\$0.00
Labor / Install	\$300.00
Labor Tax	\$0.00
Freight	\$0.00
Deposit	\$0.00
Total	\$2557.55

Key Safety Box Policy and Registration Process

Purpose

To ensure safe and efficient emergency access to properties, the Covert Township Fire Department (CTFD) has established a policy for the installation, registration, and maintenance of Key Safety Boxes (commonly referred to as Knox Boxes).

Authority

As per the adopted Fire Code:

- **16.3.4.3:** The Authority Having Jurisdiction (AHJ) may require a Key Safety Box where access to or within a structure is unduly difficult due to secured openings, or where immediate access is necessary for life-saving or fire-fighting purposes.
- **16.3.4.4:** Key Safety Boxes must be an approved type and contain keys as required by the AHJ.

General Policy

1. Installation Requirements:

- Key Safety Boxes are mandatory for properties where secured access could delay emergency response.
- Boxes must be installed in accessible, approved locations as designated by the CTFD.

2. Approval and Inspection:

- All Key Safety Boxes must be approved by the CTFD before installation.
- Annual inspections by the CTFD are required to ensure proper function and compliance.

3. Registration:

- Property owners or tenants must register their Key Safety Box with the CTFD annually.
- A reasonable fee will be charged to cover inspection and administrative costs.
- If ownership or occupancy changes, notice must be given to the CTFD, and the registration must be updated.

Special Programs

1. Senior Citizen Program:

- Residents aged 60 or older may request a Key Safety Box provided and installed at no cost.
- Ownership of the box remains with the CTFD, which will perform annual inspections.
- Upon relocation or vacancy, the CTFD will retrieve the box.

2. Financial Hardship Exemption:

- Residents demonstrating financial hardship can apply for a subsidized Key Safety Box.
- Eligibility will follow the poverty income guidelines and asset tests set by the Covert Township Board for Property Tax exemptions.
- The Township retains ownership and performs annual inspections.

Applicant Responsibilities

- **Proof of Ownership/Occupancy:**
 - Applicants must provide proof of property ownership or a valid lease agreement.
 - Consent from the property owner is required if the applicant is a tenant.
- **Authorization:**
 - Applicants must authorize CTFD personnel to access the property with reasonable notice for inspections or box retrieval.
- **Notice of Change:**
 - Applicants must inform the CTFD if they move, sell, or transfer property ownership.
 - The CTFD will remove or transfer the Key Safety Box to the new owner, if applicable.

Liability Considerations

- **Box Placement:**
 - Boxes should be installed in non-conspicuous yet accessible locations to minimize property damage and visibility.
 - Portable or alternative devices may be considered to avoid structural damage.
- **Transition of Ownership:**
 - Notice of a Key Safety Box may be recorded in property records or the BS&A software for tracking purposes.
 - New owners can opt to keep the box or request its removal, with any associated costs borne by the Township.

**TOWNSHIP OF COVERT
COUNTY OF VAN BUREN, STATE OF MICHIGAN**

Adopt Poverty Exemption Income Guidelines and Asset Test

**Resolution 2024 - 02
Effective: January 1, 2024**

WHEREAS, the General Property Tax Act, MCL 211.7u, states that the homestead of persons who, in the judgment of the supervisor and board of review, by reason of poverty, are unable to contribute to the public charges is eligible for exemption in whole or part from taxation under the General Property Tax Act; and

WHEREAS a township board is required by MCL 211.7u to adopt guidelines for the poverty exemption.

NOW, THEREFORE, BE IT HEREBY RESOLVED, pursuant to MCL 211.7u, that Covert Township, Van Buren County, adopts the following guidelines for the supervisor and board of review to implement.

The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household.

To be eligible for exemption under this section, a person must do all of the following on an annual basis:

1. Own and occupy as a principal residence the property for which an exemption is requested. The person shall affirm this ownership and occupancy status in writing by filing a form prescribed by the state tax commission with the local assessing unit.
2. File a claim with the board of review on a form prescribed by the state tax commission and provided by the local assessing unit, accompanied by federal and state income tax returns for all persons residing in the principal residence. Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return in the tax year in which the exemption under this section is claimed or in the immediately preceding tax year, and an affidavit in a form prescribed by the state tax commission may be accepted in place of the federal or state income tax return.
3. Produce a valid driver license or other form of identification if requested by the supervisor or board of review.
4. Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested if required by the supervisor or board of review.

5. Meet the current poverty income guidelines adopted by the township board.

<u># of persons residing in home</u>	<u>Annual allowable income</u>
1 person	\$16,475
2 persons	\$20,706
3 persons	\$25,357
4 persons	\$30,000
5 persons	\$35,140
6 persons	\$40,280
7 persons	\$45,420

8 persons\$50,560
For each additional person 9+, add\$ 5,140

6. Meet additional eligibility requirements as determined by the township board, including:

Asset Test

- a. The value of property in excess of what is considered part of the original homestead (principal resident) shall be considered an asset.
- b. Assets included, but not limited to: real estate other than principal residence, motor vehicles, recreational vehicles and equipment, certificates of deposits, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc. For purposes of this paragraph, the Board of Review shall consider the value of the assets, or indebtedness otherwise owed by the applicant(s).
- c. Assets, (except the original principal residence, essential household goods and the first \$5,000 of market value of a motor vehicle), shall not exceed \$4,000 for individual applicant and/or \$6,000 per household if more than one financial contributor.

BE IT ALSO RESOLVED that the board of review shall follow the above stated policy and federal guidelines in granting or denying an exemption.

The foregoing resolution offered by Board Member M. Rendell and supported by Board Member D. Cook.

Upon roll call vote, the following voted

"Aye:" Taylor, Pritchard, Hartmann, Cook, Rendell

"Nay:" N/A

The Supervisor declared the resolution adopted.

Wednesday Pritchard

Wednesday Pritchard
Covert Township Clerk

I, Wednesday Pritchard, the duly elected and acting Clerk of Covert Township, hereby certify that the foregoing resolution was adopted by the township board of said township at the regular meeting of said board held on January 9, 2024, at which meeting a quorum was present by a roll call vote of said members as hereinbefore set forth; that said resolution was ordered to take immediate effect.

Wednesday Pritchard

Wednesday Pritchard
Covert Township Clerk

Black Rock Technologies

6175 Jackson Rd
Ann Arbor, MI 48103 USA
+17343388658
invoices@black rock tech



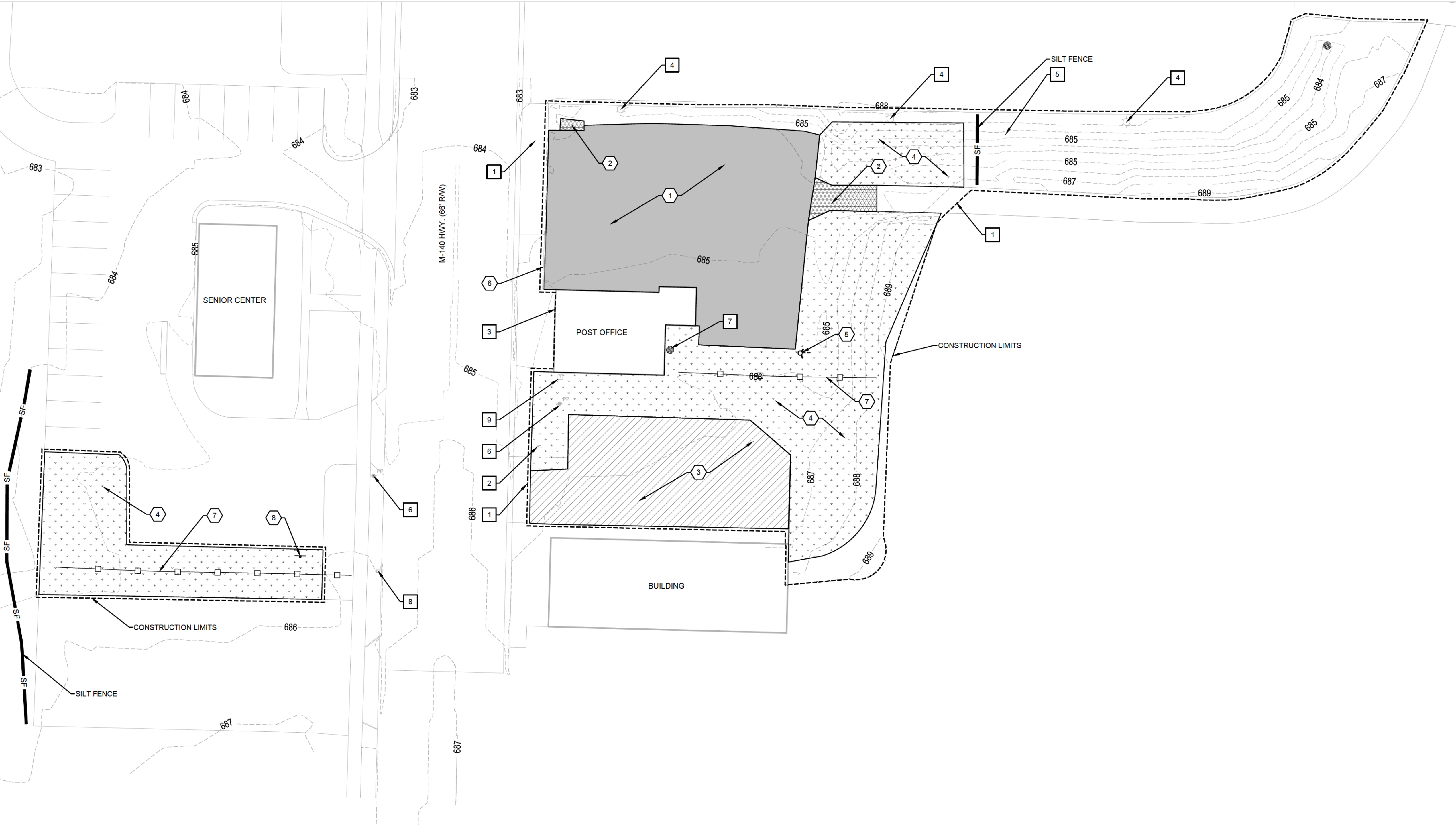
INVOICE

BILL TO	SHIP TO	INVOICE	1313
Covert Township	Covert Township	DAT	11/18/2024
73943 E. Lake St.	73943 E. Lake St.	TERMS	Due on receipt
PO BOX 35	PO BOX 35	DUE DATE	11/18/2024
Covert, MI 49043	Covert, MI 49043		

	DESCRIPTION	QTY	RATE	AMOUNT
PoE Switch	16 port PoE Switch for Covert Fire Department.	1	1,105.00	1,105.00
Managed IT Services	Weekend emergency support to replace failed network switch for Fire Covert Department.	6	275.00	1,650.00

For checks, please mail payments to:	SUBTOTAL	2,755.00
Black Rock Technologies	TAX	0.00
20901 Bowens Rd.	TOTAL	2,755.00
Manchester, MI 48158		
	BALANCE DUE	\$2,755.00

1 SITE REMOVALS AND PROTECTION PLAN
SCALE: 1" = 20'



GENERAL NOTES

- A. THIS PLAN IS PROVIDED FOR INFORMATION AS TO THE EXISTING SITE CONDITIONS.
- B. EXISTING SITE IMPROVEMENTS SHOWN HEREIN HAVE BEEN IDENTIFIED FOR GENERAL INFORMATION. UNLESS OTHERWISE NOTED, IT IS THE INTENT THAT ALL EXISTING IMPROVEMENTS WITHIN THE REMOVAL LIMITS NOT INDICATED TO REMAIN, OR OTHERWISE PROTECTED, BE DEMOLISHED AND REMOVED FROM THE SITE. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY AND ACCOUNT FOR ALL EXISTING IMPROVEMENTS TO BE REMOVED AND INCLUDE ALL SUCH ITEMS IN THEIR RESPECTIVE BIDS.
- C. FIELD VERIFY LOCATIONS OF ALL UTILITIES SHOWN AND NOT SHOWN ON DRAWING PRIOR TO COMMENCEMENT OF REMOVAL ACTIVITIES.
- D. REMOVAL LIMITS SHOWN ARE APPROXIMATE. ADJUSTMENTS TO THE LIMITS INCIDENTAL TO REMOVAL ACTIVITIES MAY BE PERMITTED WITH APPROVAL OF THE ARCHITECT. CONTRACTOR SHALL FIELD MARK REMOVAL LIMITS AND VERIFY WITH ARCHITECT 72 HOURS PRIOR TO COMMENCEMENT OF REMOVAL ACTIVITIES.
- E. REMOVE TOPSOIL IN ITS ENTIRETY, WITHIN REMOVAL LIMITS AS NOTED ON DRAWING. IF LIMIT IS NOT SPECIFICALLY IDENTIFIED, STRIP TOPSOIL AS NECESSARY TO INSTALL PROPOSED IMPROVEMENTS. EXISTING TOPSOIL MAY BE RE-USED PROVIDED IT MEETS SPECIFICATIONS.
- F. SAW CUT PAVEMENT AT REMOVAL LIMITS WHERE REQUIRED. PROTECT ADJOINING PAVEMENT TO REMAIN.
- G. EXISTING IMPROVEMENTS TO REMAIN WHICH ARE DAMAGED OR DESTROYED AS A RESULT OF CONTRACTOR ACTIVITIES SHALL BE REPAIRED OR REPLACED IN ACCORDANCE WITH SPECIFICATION SECTION 311000, SITE CLEARING.
- H. FENCING SHALL BE REMOVED AS PART OF PROJECT

REMOVAL KEY

- 1 REMOVE EXISTING ASPHALT PAVEMENT, COMPLETE.
- 2 REMOVE EXISTING CONCRETE PAVEMENT, COMPLETE.
- 3 REMOVE EXISTING GRAVEL PAVEMENT, COMPLETE.
- 4 STRIP EXISTING TURF AND TOPSOIL.
- 5 SALVAGE EXISTING FIRE HYDRANT. TO BE RELOCATED ON SITE.
- 6 REMOVE EXISTING PARTIAL CURB, COMPLETE.
- 7 REMOVE EXISTING FENCE, COMPLETE
- 8 SALVAGE EXISTING ADA SIGN, COMPLETE

PROTECTION KEY

- 1 PROTECT EXISTING PAVEMENT TO REMAIN.
- 2 PROTECT EXISTING SIGN TO REMAIN.
- 3 PROTECT EXISTING BUILDING TO REMAIN.
- 4 PROTECT EXISTING LIGHT TO REMAIN.
- 5 PROTECT EXISTING SWALE TO REMAIN.
- 6 PROTECT EXISTING UTILITY POLE TO REMAIN.
- 7 PROTECT EXISTING DRAIN TO REMAIN.
- 8 PROTECT EXISTING MAILBOX TO REMAIN.
- 9 PROTECT EXISTING TELEPHONE PEDESTAL TO REMAIN.

LEGEND

- REMOVE EX. ASPHALT PAVEMENT, COMPLETE.
- REMOVE EX. CONCRETE PAVEMENT, COMPLETE.
- REMOVE EX. GRAVEL PAVEMENT, COMPLETE.
- STRIP EX. TURF AND TOPSOIL.
- INLET FILTER
- SF SILT FENCE
- CONSTRUCTION LIMITS
- UTILITY POLE
- PHONE PEDESTAL
- FENCING



90% CD
NOT FOR
CONSTRUCTION

NO.	REVISION	DATE
1	ISSUED FOR 90% CD	12/22/2024

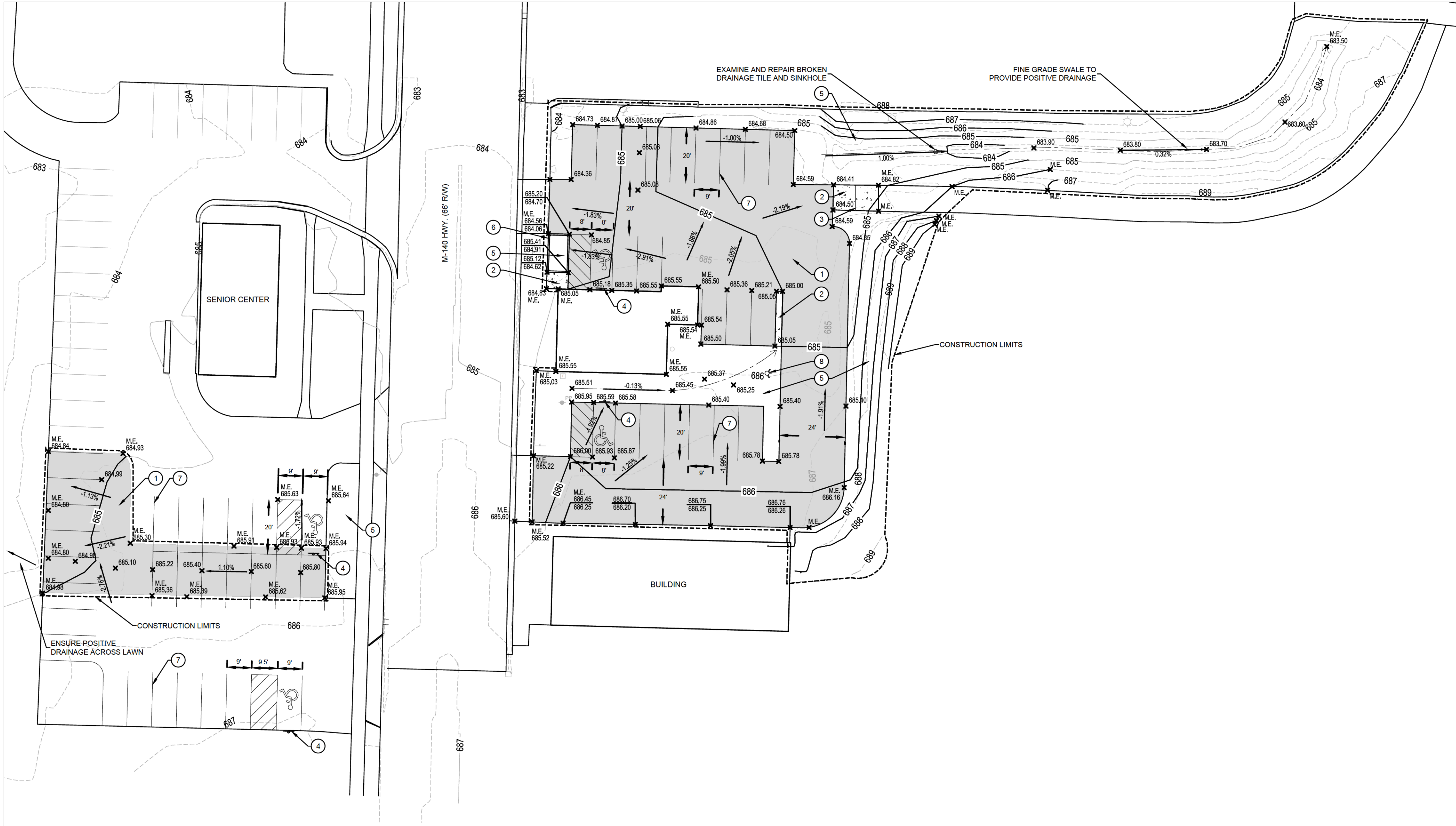
DRAWN	MAP	CHK'D
DESIGNED	MAP	
APPRV'D	BCB	
DATE	NOVEMBER 22, 2024	
PROJECT NUMBER	2448-7805-00	

33845 M-140	COVERT TOWNSHIP MICHIGAN	COVERT TOWNSHIP MICHIGAN
POST OFFICE AND SENIOR CENTER PARKING IMPROVEMENTS	2448-7805-00	2448-7805-00
SITE REMOVALS AND PROTECTION PLAN		

DRAWING NUMBER	C1.0	SITE DEVELOPMENT
----------------	------	------------------

1 SITE LAYOUT AND GEOMETRICS PLAN
SCALE: 1" = 20'

NORTH



GENERAL IMPROVEMENTS NOTES

- A. UTILITIES SHOWN ARE APPROXIMATE, FIELD VERIFY PRIOR TO CONSTRUCTION.
- B. DIMENSIONS AND COORDINATES ARE TAKEN FROM THE FACE OF CURBS, WALLS, AND/OR BUILDINGS UNLESS OTHERWISE NOTED.
- C. CONSTRUCTION LIMITS SHOWN ARE APPROXIMATE. ADJUSTMENTS TO THE LIMITS INCIDENTAL TO CONSTRUCTION ACTIVITIES MAY BE PERMITTED WITH THE APPROVAL OF THE ARCHITECT. CONTRACTOR SHALL FIELD MARK ANY PROPOSED CHANGES TO THE CONSTRUCTION LIMITS FOR ARCHITECT APPROVAL PRIOR TO BEGINNING CONSTRUCTION.
- D. ALL AREAS DISTURBED, NOT BUILT, PAVED OR OTHERWISE COVERED BY CONSTRUCTION, SHALL BE SEEDED PER THE REQUIREMENTS OF SPEC. SECTION 328200. REFER TO SPECIFICATION SECTION 323300 FOR PLANTING/TOPSOIL MIX.
- E. CONTRACTOR IS RESPONSIBLE FOR ALL NECESSARY TRAFFIC MAINTENANCE PLANS, PERMITS, AND COORDINATION WITH APPROPRIATE JURISDICTIONS REGARDING PUBLIC R.O.W. WORK.
- F. CONCRETE JOINTING SHOWN TO IDENTIFY DESIGN INTENT. CONTRACTOR SHALL SUBMIT SHOP DRAWINGS IDENTIFYING ALL EXPANSION, CONTROL & CONSTRUCTION JOINTS FOR ARCHITECTS APPROVAL PRIOR TO CONSTRUCTION.

SITE IMPROVEMENT KEY

- | | | |
|---------------------|--------------------------|------------------|
| 1 ASPHALT PAVEMENT | 2 CONCRETE PAVEMENT | 3 CONCRETE JOINT |
| 4 ADA SIGN | 5 LAWN | 6 STRAIGHT CURB |
| 7 PAVEMENT MARKINGS | 8 RELOCATED FIRE HYDRANT | |

LEGEND

- | | |
|--|-------------------------|
| | CONCRETE PAVEMENT |
| | ASPHALT PAVEMENT |
| | CONSTRUCTION LIMITS |
| | EXISTING UTILITY POLE |
| | EXISTING PHONE PEDESTAL |



90% CD
NOT FOR
CONSTRUCTION

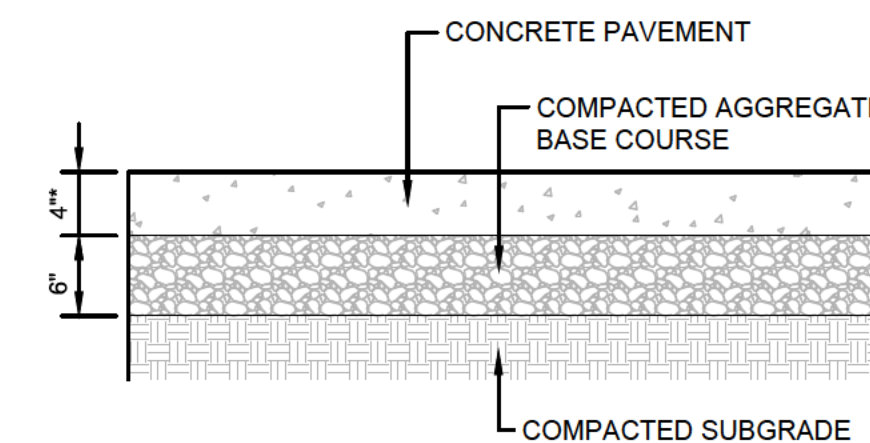
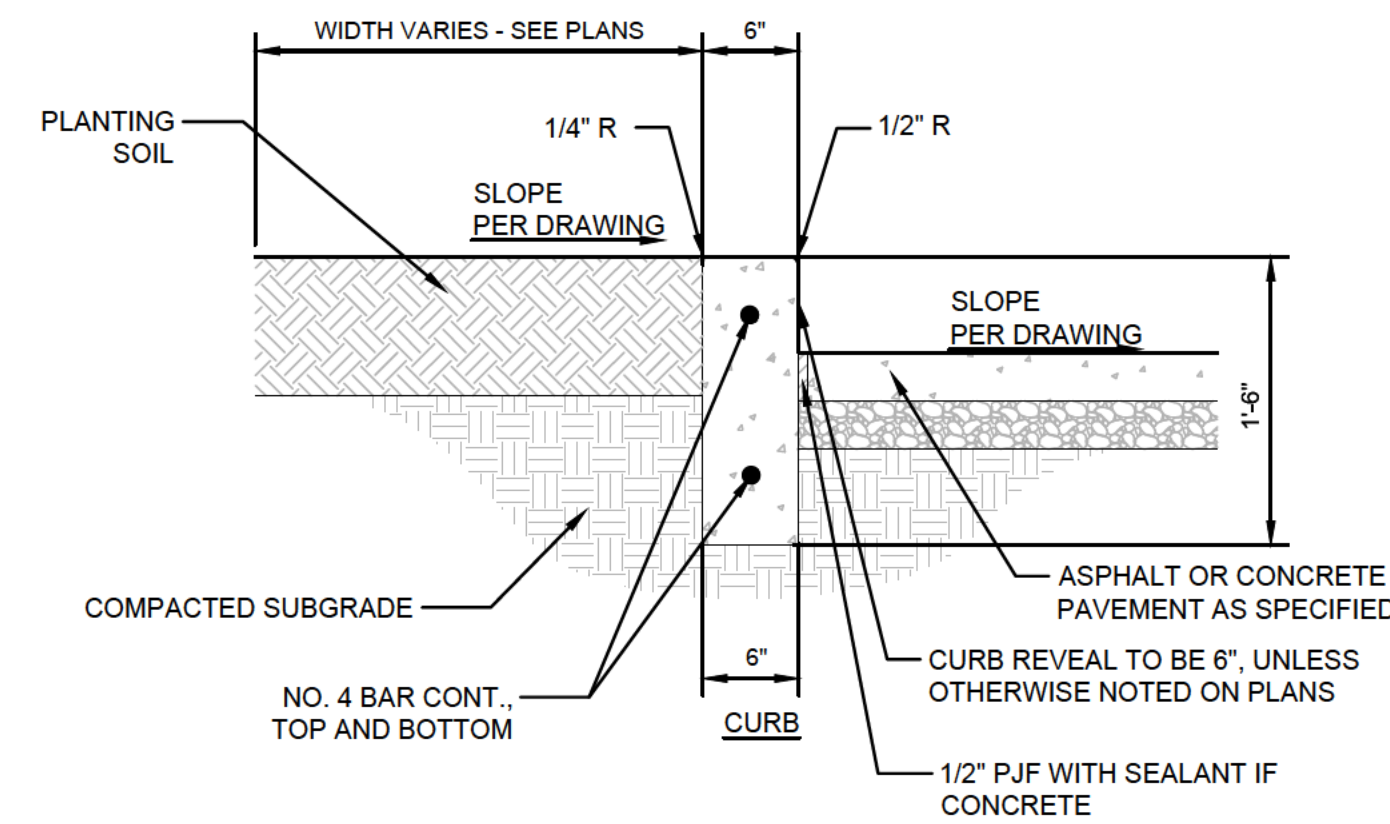
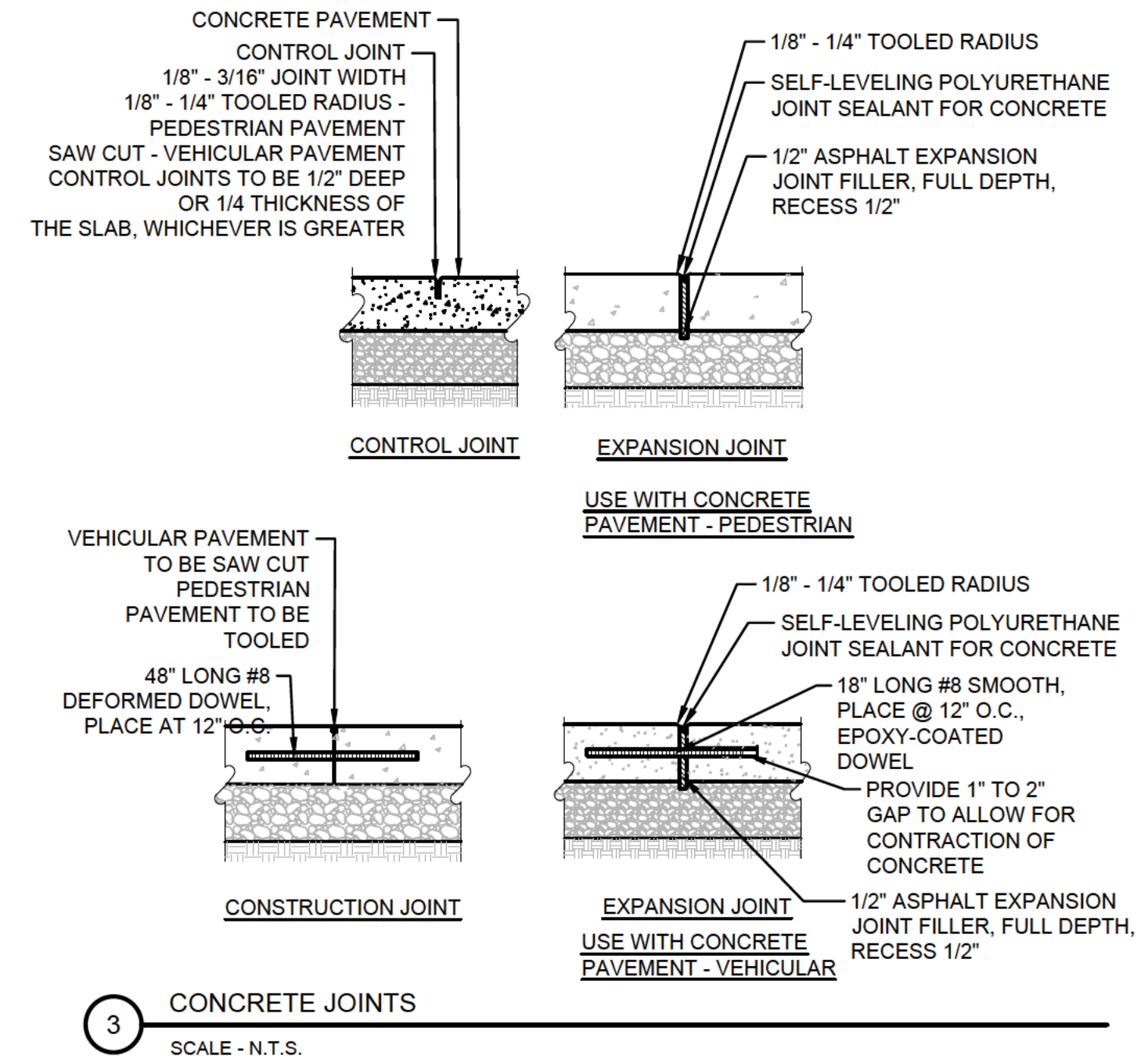
NO.	REVISION	DATE
1	ISSUED FOR 90% CD	12/22/2024

DRAWN	MAP	CHK'D
DESIGNED	MAP	
APPROV'D	BCB	
DATE	NOVEMBER 22, 2024	
PROJECT NUMBER	2448-7805-00	

COVERT, MICHIGAN	COVERT TOWNSHIP
POST OFFICE AND SENIOR CENTER PARKING IMPROVEMENTS	
SITE LAYOUT AND GEOMETRICS	

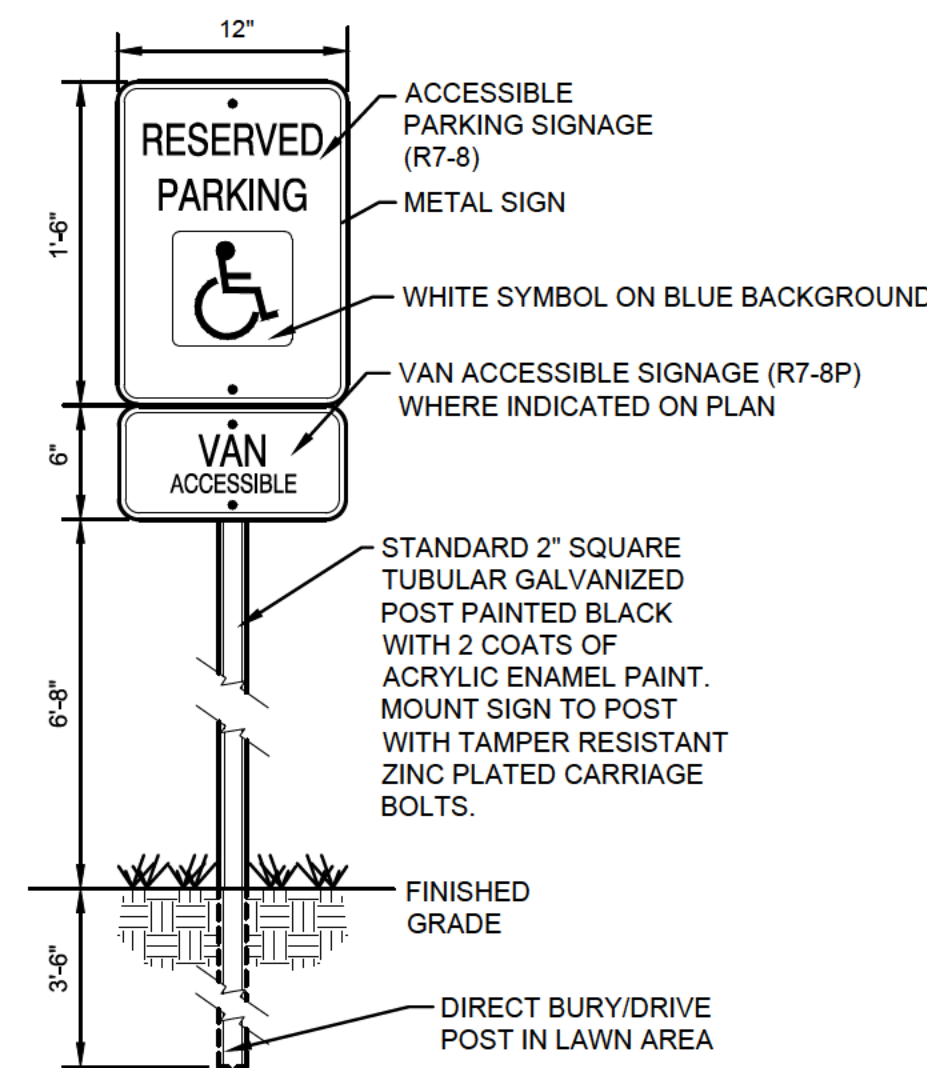
DRAWING NUMBER	3384.5 M-140
C2.0	
SITE DEVELOPMENT	





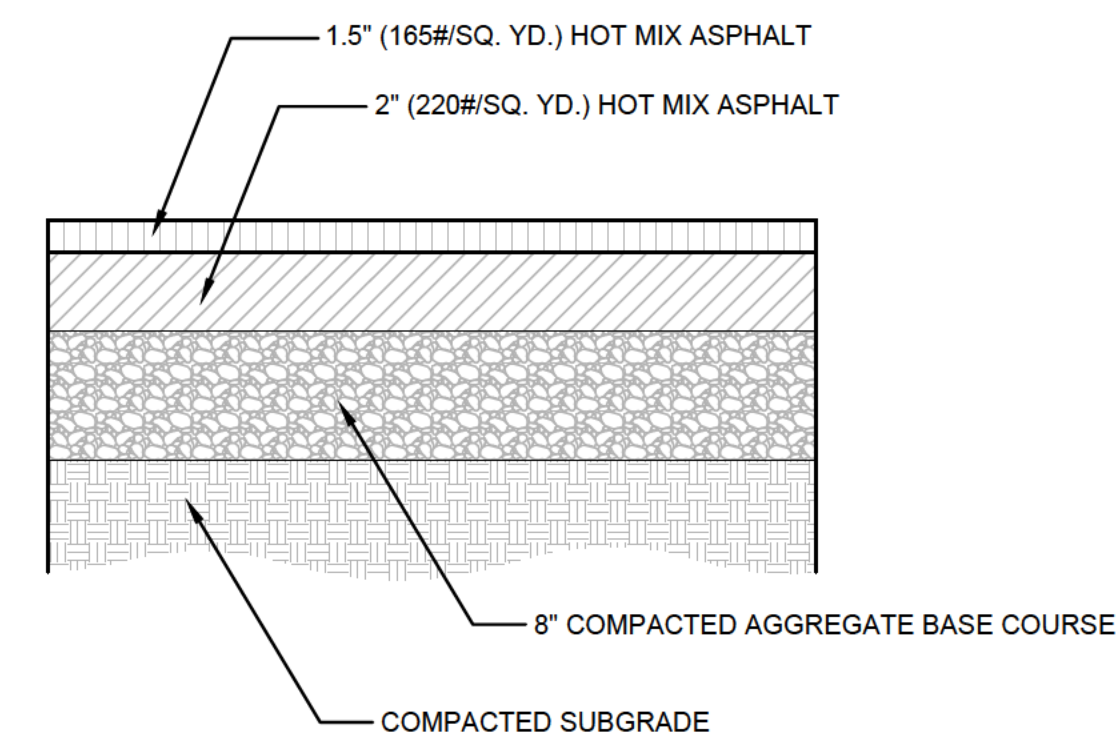
NOTES:
*4" DEPTH IS TYPICAL EXCEPT WHERE SHOWN TO BE THICKENED FOR
INSTALLATION OF SITE FURNISHINGS.

5 STRAIGHT CONCRETE CURB
SCALE - N.T.S.



NOTES:
1. SHEET SIGN TO BE HEAVY GAUGE 0.080 RUST FREE ALUMINUM WITH LAMINATED PRISMATIC REFLECTIVE SIGN FACE WITH ANTI-GRAFFITI AND ANTI-WEATHER PROTECTION.

4 ACCESSIBLE PARKING SIGNAGE
SCALE - N.T.S.



NOTES:
1. CONTRACTOR TO COMPACT SUBGRADE MECHANICALLY. PLACE AND COMPACT BASE STONE. SEE SPECIFICATIONS FOR MINIMUM STANDARD PROCTOR FOR SUBGRADE AND BASE MATERIALS.

1 ASPHALT PAVEMENT
SCALE - N.T.S.

90% CD
NOT FOR
CONSTRUCTION

DRAWING NUMBER	33845 M-140	COVERT, MICHIGAN	DRAWN	MAP	CHK'D	NO.	REVISION	DATE
			DESIGNED		1	ISSUED FOR 90% CD	12/22/2024	
C2.1	POST OFFICE AND SENIOR CENTER PARKING IMPROVEMENTS		APPROVD	BCB				
			DATE	NOVEMBER 22, 2024				
			PROJECT NUMBER					
			2448-7805-00					
SITE DEVELOPMENT		DETAILS						

Seeking Prime Professional for
Covert Park Beach & Campground North Boardwalk
Improvement Project 2023

INVITATION TO BID

OWNER – The OWNER of the project is Covert Township, 73943 Lake St, PO BOX 35, Covert, MI 49043, (269) 764-8986.

PRIME PROFESSIONAL – Covert Township is seeking a professional architect, landscape architect, or engineer registered in the State of Michigan to serve as a Prime Professional for the Covert Park Beach & Campground North Boardwalk Improvement Project per the guidelines of the Michigan Spark Grant Program. Registration and experience with MiGrants.gov preferred. The Prime Professional shall prepare the plans, specifications and bid documents, review and award bids, oversee project construction, submit documentation for reimbursement and secure all permits for the project. The Prime Professional shall also oversee the closeout and produce an ‘as built’ map upon completion.

TIMELINE - Plans, specs and bid documents must be completed within 180 days of executing the project agreement, which will be submitted no later than May 21, 2023. Contractor and vendor contracts must be executed no later than December 31, 2024 and project must be completed by October 31, 2026.

IMPROVEMENT PROJECT – The Covert Park Beach & Campground is located at 80559 32nd Ave, in Covert, Michigan. The park sits on 50 acres of dunes along the shores of Lake Michigan and has served the community as a beach and a campground for decades. A 600 linear foot timber boardwalk connects the park with the Lake Michigan beach, and is comprised of two flights of stairs that connect either end of a boardwalk through classified critical dunes. The current structure is nearing the end of its useful life and has been damaged by high water levels. The improvement project has a \$475,000 budget.

The new boardwalk will be constructed of composite material and be 5-6’ width so that two people can walk side by side or pass. There will be edge treatment along the walkway to prevent accidental stepping off the edge. The current railing is rope, to keep users on the boardwalk. A similar railing will be utilized where no fall protection is required. This will prevent clear viewing of the natural dune for all users. Where a drop off on the side of the boardwalk requires a safety railing, viewing areas will have clear spaces between 32” and 51” for easy viewing. Interpretative signage along the trail will be provided in a variety of formats, including large print and pictures. Benches will be provided at regular intervals, and adjacent to all stairs, to provide resting areas for families and all users. Trash bins will have easily identifiable symbols, with high contrast images that are clear and easy to understand for use.

FUNDING SOURCE: The Michigan Department of Natural Resources announced Covert Township as a recipient of \$475,000 to improve the north boardwalk at the Covert Park Beach and Campground via the Michigan Spark Grant. The grant is expected to cover all costs associated with the Covert Park Beach & Campground North Boardwalk Improvement Project, including those incurred by the Prime Professional.

PLEASE SUBMIT PROPOSALS NO LATER THAN APRIL 7, 2023 VIA EMAIL TO:

Daywi Cook, Covert Township Supervisor, Supervisor@covertwp.com

COVERT TOWNSHIP
VAN BUREN COUNTY, MICHIGAN

RESOLUTION NO. _____

DATE: December 10, 2024

RESOLUTION TO ACCEPT TERMS OF MI DNR GRANT AGREEMENT FOR COVERT PARK BEACH SOUTH
BOARDWALK DEVELOPMENT

Without other grants or donated Funds Upon motion made by _____,
seconded by _____, the following Resolution was adopted:

“RESOLVED, that the Township of Covert, Michigan, does hereby accept the terms of the Agreement for **The Development of Covert Park Beach (TF23-0034)** as received from the Michigan Department of Natural Resources (DEPARTMENT), and that the Township of Covert does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide one hundred forty-two thousand three hundred dollars (\$142,300) dollars to match the grant authorized by the DEPARTMENT.
2. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times.
3. To construct the project and provide such funds, services and materials as may be necessary to satisfy the terms of said Agreement.
4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.
5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution.”

The following aye votes were recorded: _____

The following nay votes were recorded: _____

I, _____, Clerk of the Township of Covert, Michigan, do hereby certify that the above is a true and correct copy of the Resolution relative to the Agreement with the Michigan Department of Natural Resources, which Resolution was adopted by the _____ at a meeting held _____.

Signature _____



P.O. Box 35, Covert, MI 49043 | Phone (269) 764-8986 • Fax (269) 764-1771 | Website: coverttwp.com

Request for Proposals (RFP)

Facilitation and Development of Covert Township's 5-Year Park and Recreation Plan Update

Issued by: Covert Township, Michigan

Submission Deadline: December 6, 2024

I. Purpose of RFP

Covert Township is seeking a qualified planning consultant or firm to assist in updating its 5-Year Park and Recreation Plan. This plan must meet the requirements set forth by the Michigan Department of Natural Resources (MDNR) to maintain eligibility for state and federal recreation grant funding.

II. Background Information

Covert Township is a vibrant community located in Van Buren County, Michigan, with a strong commitment to preserving its parks and recreational spaces. The Township's current 5-Year Park and Recreation Plan expires in 2024. An updated plan is essential to reflect community needs, prioritize development projects, and comply with MDNR standards.

III. Scope of Work

The selected consultant will be responsible for:

1. Plan Review and Assessment:

- Review the existing 5-Year Plan and relevant Township documentation.
- Identify gaps and areas requiring updates to align with MDNR requirements.

2. Community Engagement:

- Design and facilitate public engagement sessions, including public meetings, surveys, and stakeholder workshops.
- Ensure diverse participation, including historically underserved populations.

3. Needs Assessment and Analysis:

- Conduct a detailed assessment of existing park facilities and recreational programs.
- Analyze community recreational trends and future needs.

4. Plan Development:

- Draft a comprehensive 5-Year Park and Recreation Plan following MDNR guidelines.
- Include a vision statement, goals, and a prioritized action plan for future projects.



P.O. Box 35, Covert, MI 49043 | Phone (269) 764-8986 • Fax (269) 764-1771 | Website: coverttwp.com

- Incorporate maps, charts, and other supporting visuals.

5. Regulatory Compliance:

- Ensure the plan meets MDNR requirements and deadlines for review and submission.

6. Public Presentation and Finalization:

- Present the draft plan to the Township Board and the public for feedback.
- Finalize the plan and assist with its submission to MDNR.

IV. Project Timeline

The project is expected to begin on January 6, 2025 and conclude with the submission of the final plan to MDNR by February 1, 2026.

V. Proposal Submission Requirements

Interested firms should submit a proposal that includes:

1. Cover Letter:

- Introduce the firm and summarize relevant experience.

2. Qualifications and Experience:

- Details of previous experience with park and recreation planning, especially in Michigan.
- Familiarity with MDNR regulations.

3. Proposed Approach:

- Describe your methodology for completing the scope of work.

4. Team Composition:

- List key personnel and their qualifications.

5. Timeline:

- Provide a detailed project schedule.

6. Cost Proposal:

- Include a not-to-exceed fee structure with itemized costs.



P.O. Box 35, Covert, MI 49043 | Phone (269) 764-8986 • Fax (269) 764-1771 | Website: coverttwp.com

7. References:

- Provide three references from similar projects.

VI. Evaluation Criteria

Proposals will be evaluated based on:

1. Experience and qualifications.
2. Understanding of the scope of work and approach.
3. Ability to meet the timeline.
4. Cost-effectiveness.
5. References and past performance.

VII. Submission Instructions

Submit proposals electronically to supervisor@coverttwp.com. Proposals may also be mailed or hand delivered to the Covert Township Hall:

Covert Township Hall
73943 Lake St
PO BOX 35
Covert Township, MI 49043

All proposals must be received by December 6, 2024. Late submissions will not be considered.

VIII. Contact Information

For questions or additional information, contact:

Daywi Cook
Covert Township Supervisor
supervisor@coverttwp.com
(269) 767-6800

Covert Township reserves the right to accept or reject any or all proposals and to negotiate the terms and conditions of the contract with the selected consultant.

5-Year Park Plan Update RFP

	Company	Email Address	RFP Sent	Notes
1	ProCompCo	eric@procompco.com	11/19/2024	Responded 12/2/2024 declining providing a proposal due to the scope of work being beyond their abilities
2	DLZ	bbaker@dlz.com	11/19/2024	Response pending.
3	Wightman & Associates	sdeneau@gowightman.com	11/19/2024	Declined to provide proposal due to lack of staff available.
4	Fiskars Inc	ericf@fiskarsinc.com	11/19/2024	Response pending.
5	Abonmarche	rroots@abonmarche.com / bford@abonmarche.com	11/19/2024	Told via third party - too busy to accept work at this time.
6	AR Engineering LLC	andrew@arengineeringllc.com	11/19/2024	Response pending.
7	SW MI Planning Commission	hamiltonm@swmpc.org	11/19/2024	Does not respond to RFPs, but may be able to assist (pending availability) if a consultant is needed.
8	McKenna & Associates	rebeccaharveyaicp@gmail.com	12/5/2024	Submitted in first round (3/2023), sent follow-up email to confirm whether any modifications were needed. Response pending.



MCKENNA

March 7, 2023

Daywi Cook
Supervisor
Covert Township
73943 E. Lake Street
Covert, MI 49043

**Subject: Proposal to Prepare the 2023 Parks and Recreation Plan
Covert Township, Michigan**

Dear Supervisor Cook:

We are pleased to propose to assist Covert Township leaders in preparing the Township Parks and Recreation Plan. Our team is excited about the opportunity to partner with the Township to address future parks and recreation needs and desires, to the benefit of your residents and visitors. We will work with the Township to develop a Parks and Recreation Plan that is community-informed, is graphically compelling, and complies with the State's requirements for adoption, thus enabling grant applications and implementation resources.

McKenna professionals have worked in more than 200 varied municipalities across the Midwest for more than four decades and bring that breadth of successful capability to the Covert Township's recreation and parks planning processes. We've created dozens of Parks Master Plans, working often with communities confronting similar issues to Covert Township. McKenna continues to maintain a 100% success rate in obtaining MDNR certification.

The final Covert Township Parks and Recreation Master Plan will be an action-oriented, graphically rich document that will support the Township's desire to fulfill the social, educational, and recreational needs of children, adults, and families.

PROPOSED SCOPE OF WORK

Step 1. Project Initiation

McKenna will conduct an initial meeting with designated Township and area recreation representatives to receive input and direction on the work plan and to finalize a structure for review and management of the plan process. We will:

- 1) Reach an understanding of expectations and answer questions;
- 2) Make mutually agreed upon adjustments to the work plan;
- 3) Review goals and objectives from the Township's current Plan or other policy documents, if available.

During the project initiation meeting, we will also finalize procedures for public input and the framework for communications. Further, during this initial phase, we will begin the parks and recreation inventory update by photographing and touring parks and recreation amenities.

HEADQUARTERS
235 East Main Street
Suite 105
Northville, Michigan 48167

☎ 248.596.0920
✉ 248.596.0930
MCKA.COM

Communities for real life.



- **Optional Scope 4: “Field Day” / Broad-Based Input Session.** We will administer activities to collect community preferences and opinions regarding parks and recreation at a broad-based public input session. This event will be publicized in advance and will have a compelling reason for people to come. McKenna will assist the Township in developing the “Field Day” methods and materials, scheduling the event, and other necessary elements to make it a success.

At the Township’s behest and according to the scope and fees described below, McKenna will create a public input strategy and employ additional methods (as requested) to gain a comprehensive understanding of the desires and demands of Township parks and recreation users.

Results of all public engagement activities undertaken by this plan will be documented, tabulated and presented in a graphically pleasing manner in the Parks Master Plan. The Plan will also include a detailed overview of the process undertaken for the plan update and will include documentation of all the public input methods hosted by the Township, and as required by the MDNR.

Step 4. Synthesize Input and Finalize Goals

McKenna will review the Township’s existing goals and objectives with designated staff and modify them as necessary based upon the community snapshot, public engagement results, and other input received. Using that as a foundation, we will refine the goals and objectives for the Township’s Parks Master Plan, which will collectively set the direction for its implementation. The goals and objectives will be rooted in overarching themes of inclusiveness, (including age inclusivity) sustainability, resiliency, and health.

McKenna will then work closely with the Township to evaluate the range of desired recreational uses at the parks and recreational programming needs. Uses will be evaluated based on a series of criteria that will balance the desire for the facilities with the feasibility of developing those facilities. Criteria will include the relationship with existing facilities, permitting requirements, the ability to finance and construct facilities and other factors.

Step 5. Draft Parks and Recreation Action Plan

Strategic Action Plan. McKenna will work with Township administration to develop a chronology of projects to be implemented over the next five years (and beyond). The Action Plan will describe and prioritize anticipated recreation developments through year five of the plan, with longer phases included (i.e. years five-10, etc.). The Action Plan will include, at a minimum, specific recommendations for changes to existing programs and facilities, any acquisition of new properties (or preliminary thoughts about feasibility), and maintenance of all parks and recreation assets. The Action Plan will be represented in table form and will include the following information, at a minimum:

- Project description
- Project location
- Budget with cost estimates and method of funding
- Year(s) to be implemented
- Any recommendations for improving the visual appearance of all recreation facilities and parks
- Any recommendations for the maintenance and renovations of facilities
- Any program considerations.

Step 6. Public Review and Adoption

The final Covert Township Parks and Recreation Plan will be prepared as a highly visual written report covering the process from goal development through implementation recommendations. The report will include text and



high-quality graphics, maps, charts, and tables explaining planning work. All detailed background material will be included in an appendix.

Public Review: McKenna will finalize the draft Plan to be made available to the public for the required MDNR 30-day review period. We recommend that copies be made available at Township Hall, recreation facilities, and other community facilities. We will present the draft final plan at a public hearing and attend a final adoption meeting with Township Board.

Lastly, McKenna will prepare the final plan to meet all required elements of the MDNR, including a completed checklist, to be submitted to the MDNR by the Township.

TIMELINE

We anticipate the completion of the Parks and Recreation within 6-8 months after authorization by the Township to proceed. We will work on the Parks and Recreation in tandem with the Township Master Plan.

MEETINGS

Included in our proposal is our attendance at four meetings with the Township:

- *Meeting 1:* Project initiation with Township Administration and members of the Parks Advisory Board (or other representatives, as designated by the Township)
- *Meeting 2:* Working Meeting with the applicable Township Administration, Parks Advisory Board, and other applicable entities.
- *Meeting 3:* Public Hearing
- *Meeting 4:* Adoption meeting with Township Board

FEE AND DELIVERABLES

McKenna will prepare the Covert Township Park and Recreation Master Plan, as described in the **Proposed Scope of Work** above, for a fee of **\$10,000** to be invoiced monthly on percent complete with a description of services.

For the **Optional Scope** described above, McKenna's fees are as follows:

1. Online Public Survey: **\$600**
2. Online Engagement and 'Passive' Input Collection: **\$1,800**
3. Roundtable Discussions with Key Stakeholders (per half-day): **\$2,000**
4. "Field Day" / Broad-Based Input Session: **\$3,250**



If additional services or meetings beyond those included in the above fee are deemed by the Township as desirable or necessary, they shall be compensated hourly per the following fee schedule. The Township shall not incur any further charges for additional services by McKenna without the Township's approval.

Professional Classification	Rate Per Hour*
President	\$150
Executive or Senior Vice President	\$140
Vice President	\$135
Director	\$125
Senior Principal or Manager	\$120
Principal	\$115
Senior	\$100
Associate	\$90
GIS Specialist	\$85
Assistant	\$85
Intern	\$75
Administrative Assistant	\$75
Consultation, preparation for, and sitting as expert witness in legal matters.	\$200

* Rates include the following overhead: Accounting, Advertising and Promotion, Books, Publications and Maps, Business Entertainment, Charitable Contributions, Computers, Furniture and Fixtures, Graphics Supplies and General Insurance, Interest, Legal, Licenses, Meals, Memberships and Subscriptions, Office Equipment, Office Space and Parking, Office Supplies, Postage (Except Overnight), Professional Dues, Software, Taxes and Telephone.

These rates do not include photography, outside reproduction, document or materials purchases, which are invoiced additionally. Rates also do not include reimbursable costs for travel, courier, overnight mail, etc. Mileage will be invoiced at the Federal mileage rate.

These hourly rates are valid through December 31, 2023, after which they may change per classification by a percentage equal to the increase in the Consumer Price Index for the prior 12 months per U.S. Department of Labor, Bureau of Labor Statistics.

We believe this is the best approach to produce the Parks and Recreation plan. **We are always willing to adapt our scope and fees in a manner that is mutually agreeable, to best meet the Township's needs.** If you consider the terms to be acceptable, please sign a copy of this agreement and return one copy to us. Thank you for the opportunity to work with you on this exciting project. We are ready to start work immediately upon authorization.

Respectfully submitted,

McKENNA

Danielle Bouchard, AICP, Principal Planner



AUTHORIZATION BY:

COVERT TOWNSHIP, MICHIGAN

Daywi Cook, Township Supervisor

Date

RECEIVED

DEC 02 2024

[Handwritten signature]

COVERT TOWNSHIP

73943 E. LAKE STREET


P.O. BOX 35

COVERT, MICHIGAN 49043

PHONE: (269) 764-8986 • FAX: (269) 764-1771

website: www.coverttwp.com

The Covert Township Board is presently accepting applications for voluntary appointment as needed to the following Covert Township Local Boards and Commissions. **(Place an "X" on the line next to each committee you are interested in appointment.)**

NAME: Anthony McNair PHONE: 

BOARD OR COMMISSION

MEMBERS

MEETINGS

<input type="checkbox"/> Board of Review	3	Yearly
<input type="checkbox"/> Construction Board of Appeals	3	As Needed
<input type="checkbox"/> Covert Community Garden Advisory Committee	5	As Needed
<input checked="" type="checkbox"/> Covert Public Housing Commission	5	Monthly
<input type="checkbox"/> Historical Museum Advisory Committee	5	As Needed
<input checked="" type="checkbox"/> Ordinance Review Board	5	Monthly
<input type="checkbox"/> Park Advisory Committee	5	As Needed
<input type="checkbox"/> Planning Commission	7	Monthly
<input checked="" type="checkbox"/> Salary Compensation Committee	5	As Needed
<input type="checkbox"/> Senior Advisory Committee	5	As Needed
<input type="checkbox"/> South Haven Airport Authority	1	Monthly
<input type="checkbox"/> Van Buren District Library Board	1	Monthly
<input checked="" type="checkbox"/> Zoning Board of Appeals	5	As Needed
<input type="checkbox"/> Election Inspectors	10	As Needed

If you are interested in serving on any of the above committees, please complete the application provided here for your convenience. If you have any questions, please contact Covert Township at 269-764-8986.

Return completed application via email to officemanager@coverttwp.com or by mail to:

Township of Covert
Attn: Laura Fogarty
P.O. Box 35
Covert, MI 49043

COVERT TOWNSHIP
BOARD/COMMISSION APPLICATION

NAME: Anthony McNair DATE: 11-20-24

ADDRESS: [REDACTED]

PHONE: [REDACTED] EMAIL: [REDACTED]

PRESENT OCCUPATION: C.E.O Kingdom investment network Group

CURRENT/PREVIOUS EXPERIENCE IN CIVIC/PRIVATE ORGANIZATION:
on the Board for the youth Development Company
for a year

EDUCATION BACKGROUND:
Graduated From South Haven went to LMC
for 2 years

BENEFICIAL EXPERIENCE:
I have been managing for over 15 year, I
coach and involve with my church

OTHER:

Anthony McNair
SIGNATURE

NOTE: This application will remain on file for two (2) years. If applicant does not update at the end of two (2) years, it will be removed from the applicant consideration list.

ACTION TAKEN: _____ DATE: _____



**Van Buren County
Administration**

Suite 302
219 Paw Paw Street
Paw Paw, Michigan 49079

Covert Township
73943 Lake Street
Covert, MI 49043

INVOICE

Invoice Nbr:	0000000901
Invoice Date:	11/26/2024
Customer ID:	COVERT TOWNSHIP
Service Date:	09/30/2024
Invoice Amt:	\$10,767.00
Due Date:	12/26/2024
Amt. Remitted:	\$



*** RETURN UPPER PORTION WITH YOUR PAYMENT ***

TYPE OF COVERAGE:	AMOUNT:
NCG Tax Appeal 50% Share	\$10,767.00

For all NCG tax appeals cost sharing invoices received to date since prior invoice 24-00000394 (paid by township), for services provided through 09/30/2024. Detail included in email to Township.

INVOICE TOTAL:	\$10,767.00
CREDITS APPLIED:	\$0.00
PAYMENTS APPLIED:	\$0.00
INVOICE BALANCE:	\$10,767.00

Make check payable to VAN BUREN COUNTY

Mail payment to:
Van Buren County Administration
219 Paw Paw Street, Suite 302
Paw Paw, Michigan 49079

New Covert Generating Cost Sharing Group
Executive Summary of Costs, Payments and Unit Obligations & Summary of Invoices
 Prepared as of September 30, 2024

For Periods Through April 2019							
For Periods After April 2019							
For All Periods							
Item	Total	Covert Public Schools	Covert Township	Lake Michigan College	Van Buren County	Van Buren District Library	Van Buren ISD
Allocated % for cost periods thru April-2019	100.0000%	44.5300%	15.5700%	4.4200%	18.0000%	2.7000%	14.7800%
Effective Percentage thru April 2019 (due to CPS Cap)	100.0000%	17.8400%	15.5700%	4.4200%	44.6900%	2.7000%	14.7800%
Reallocated % for cost periods after April-2019	100.0000%	0.0000%	50.0000%	0.0000%	50.0000%	0.0000%	0.0000%
Effective Percentage after April 2019	100.0000%	0.0000%	50.0000%	0.0000%	50.0000%	0.0000%	0.0000%
Total Effective Percentage--All Periods	100.0000%	14.0560%	30.9198%	3.0615%	39.8555%	1.8701%	10.2372%
Total Shared Net Costs through April 2019	\$ 2,522,718.09	\$ 450,000.00	\$ 650,508.10	\$ 98,012.18	\$ 936,584.04	\$ 59,871.69	\$ 327,742.08
Total Shared Net Costs after April 2019	678,771.61	-	339,385.80	-	339,385.81	-	-
Total Shared Costs Net of Covert Admin Fee--All Periods	\$ 3,201,489.70	\$ 450,000.00	\$ 989,893.90	\$ 98,012.18	\$ 1,275,969.85	\$ 59,871.69	\$ 327,742.08
Less: Direct Vendor Payments by Unit	64,391.68	-	64,391.68	-	-	-	-
Less: County General Fund share of paid costs Note1	928,622.88	-	-	-	928,622.88	-	-
Less: Payments to County from Taxing Units	2,130,036.94	450,000.00	847,064.02	98,012.18	347,346.97	59,871.69	327,742.08
Total Current Shared Cost Obligation Balance	\$ 78,438.20	\$ -	\$ 78,438.20	\$ -	\$ -	\$ -	\$ -
Current billed and unpaid invoices to Units	-	-	-	-	-	-	-
Current unbilled to Units	78,438.20	-	78,438.20	-	-	-	-
Current due from Units	\$ 78,438.20	\$ -	\$ 78,438.20	\$ -	\$ -	\$ -	\$ -
Estimated Additional Costs of Continuing Appeal Note 2	120,000.00	-	60,000.00	-	60,000.00	-	-
Current due from Units for current PLUS estimated future costs	\$ 198,438.20	\$ -	\$ 138,438.20	\$ -	\$ 60,000.00	\$ -	\$ -

Notes:

1. Since May 31, 2019, the county pays all costs directly from its General Funds and no longer bills itself.
2. The actual costs of continuing the appeal may be higher or lower than the current \$3,321,490 estimated costs. This estimate is the higher of the Board of Commissioners approved ceiling (currently less than already incurred costs) or the administrative estimate of \$120,000.

Summary of Invoices by Period			
Posting Period	Invoiced	Paid	Balance
Pre-FY 2022	2,932,874.81	2,932,874.81	-
2022-10	10,838.50	10,838.50	-
2022-11	12,625.00	12,625.00	-
2022-12	35,694.57	35,694.57	-
2023-01	12,490.00	12,490.00	-
2023-02	-	-	-
2023-03	9,387.50	9,387.50	-
2023-04	14,922.50	14,922.50	-
2023-05	252.00	252.00	-
2023-06	15,528.42	15,528.42	-
2023-07	4,822.50	4,822.50	-
2023-08	12,810.00	12,810.00	-
2023-09	21,974.00	21,974.00	-
2023-10	30,180.00	30,180.00	-
2023-11	11,358.60	11,358.60	-
2023-12	802.50	802.50	-
2024-01	870.00	870.00	-
2024-02	725.00	725.00	-
2024-03	1,057.50	1,057.50	-
2024-04	2,125.00	2,125.00	-
2024-05	8,317.50	8,317.50	-
2024-06	40,299.80	40,299.80	-
2024-07	8,924.00	8,924.00	-
2024-08	-	-	-
2024-09	12,610.00	12,610.00	-
Totals	\$ 3,201,489.70	\$ 3,201,489.70	\$ -

Summary of Invoices by County Fiscal Year Ending Sept 30			
Fiscal Year	Invoiced	Paid	Balance
2016	57,512.77	57,512.77	-
2017	477,882.95	477,882.95	-
2018	1,839,758.71	1,839,758.71	-
2019	229,971.38	229,971.38	-
2020	41,225.20	41,225.20	-
2021	66,508.73	66,508.73	-
2022	220,015.07	220,015.07	-
2023	151,344.99	151,344.99	-
2024	117,269.90	117,269.90	-
2025	-	-	-
Totals	\$ 3,201,489.70	\$ 3,201,489.70	\$ -

OCTOBER 18, 2024

BILLING ATTORNEY
INVOICE #
CLIENT #

JACK L. VAN COEVERING
897608
83645

JOHN FAUL
COUNTY OF VAN BUREN
ADMIN@VANBURENCOUNTYMI.GOV

COUNTY OF VAN BUREN

BILLING SUMMARY

MATTER #	DESCRIPTION	TOTAL
00010	NCG V COVERT (MTT 2017-2021)	2,970.00
00011	NCG V COVERT (MTT APPEAL 2022)	9,640.00
TOTAL CURRENT AMOUNT DUE		12,610.00
TOTAL AMOUNT DUE		12,610.00

**** PAYMENT DUE UPON RECEIPT ****

Past due balances over 30 days will be subject to interest charges at a rate of 7% annually.

Page 2

BILLING ATTORNEY
INVOICE #
CLIENT #

JACK L. VAN COEVERING
897608
83645

OCTOBER 18, 2024

COUNTY OF VAN BUREN
RE: NCG V COVERT (MTT 2017-2021)

MATTER # 00010

FOR PROFESSIONAL SERVICES RENDERED THROUGH SEPTEMBER 30, 2024:

DATE	TKPR	DESCRIPTION OF SERVICES	HOURS	AMOUNT
08/05/24	TKD	EMAIL COMMUNITION TO COUNTY ADMINISTRATOR RE CASE STATUSES AND UPDATE	0.30	90.00
08/22/24	TKD	EMAIL COMMUNICATION TO CLIENT RE COVERT TOWNSHIP REPRESENTATION	0.30	90.00
08/23/24	TKD	TELEPHONE DISCUSSION WITH COUNTY ADMINISTRATOR RE REPRESENTATION QUESTIONS	0.30	90.00
08/26/24	TKD	REVIEW COST SHARING AGREEMENT; EMAIL COMMUNICATION TO COUNTY ADMINISTRATOR RE COVERT TWP QUESTIONS	0.30	90.00
08/30/24	TKD	EMAIL COMMUNICATION TO OPPOSING COUNSEL RE UPDATE TO TRIBUNAL AND STIPULATED MOTION; REVIEW MOTION TO REMOVE CASES FROM ABEYANCE	0.40	120.00
09/09/24	TKD	EMAIL COMMUNICATIONS TO J. FAUL RE UPCOMING BOARD MEETING	0.20	60.00
09/18/24	TKD	EMAIL COMMUNICATION TO J. FAUL RE MEMO TO COUNTY BOARD	0.20	60.00
09/20/24	TKD	DRAFT MEMO TO COUNTY BOARD; REVIEW FILE AND EXISTING COST SHARING AGREEMENT; REVIEW OF COURT FILINGS AND FILE DATA FOR MEMO;	2.60	780.00
09/23/24	TKD	COMMUNICATION OF SAME TO J. FAUL REVIEW LETTER PREPARED BY OPPOSING COUNSEL; EMAIL COMMUNICATIONS RE SAME	0.30	90.00

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BILLING ATTORNEY
INVOICE #
CLIENT #

JACK L. VAN COEVERING
897608
83645

OCTOBER 18, 2024

DATE	TKPR	DESCRIPTION OF SERVICES	HOURS	AMOUNT
09/23/24	TKD	PREPARATION FOR COUNTY BOARD MEETING	1.20	360.00
09/23/24	TKD	TRAVEL TO AND ATTENDANCE AT COUNTY BOARD MEETING	3.80	1,140.00
TOTAL PROFESSIONAL SERVICES			9.90	2,970.00

TIMEKEEPER SUMMARY

TIMEKEEPER		HOURS	RATE	AMOUNT
TKD	THOMAS K. DILLON	9.90	\$300.00	2,970.00
TOTAL		9.90		2,970.00

CURRENT MATTER TOTAL 2,970.00

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BILLING ATTORNEY JACK L. VAN COEVERING
INVOICE # 897608
CLIENT # 83645

OCTOBER 18, 2024

COUNTY OF VAN BUREN
RE: NCG V COVERT (MTT APPEAL 2022)

MATTER # 00011

FOR PROFESSIONAL SERVICES RENDERED THROUGH SEPTEMBER 30, 2024:

DATE	TKPR	DESCRIPTION OF SERVICES	HOURS	AMOUNT
08/01/24	TKD	DRAFT AND REVISE MOTION FOR SUMMARY RE INTEREST CASE; FINALIZE MOTION AND EXHIBITS FOR FILING	4.20	1,260.00
08/01/24	TKD	COMMUNICATIONS WITH OPPOSING COUNSEL AND TOWNSHIP ATTORNEY RE REQUEST TO ADJOURN DATES FOR MOTIONS FOR SUMMARY DISPOSITION; TELEPHONE AND EMAIL COMMUNICATIONS WITH ALL PARTIES; INTERNAL DISCUSSIONS RE FILING PROCEDURE; REVIEW JOINT MOTION TO ADJOURN DEADLINES	2.40	720.00
08/05/24	TKD	REVISE MOTION FOR SUMMARY DISPOSITION AND EXHIBITS FOR FILING	1.30	390.00
08/05/24	TKD	EMAIL COMMUNICATION WITH OPPOSING COUNSEL AND TOWNSHIP ATTORNEY RE MOTIONS FOR SUMMARY	0.30	90.00
08/14/24	TKD	REVIEW NCG MSD AND OUTLINE RESPONSE TO SAME	2.20	660.00
08/19/24	TKD	LEGAL RESEARCH RE RESPONSE TO NCG MSD; REVIEW CASE FILES OF 2016 AND 2010-2011 CASES	2.70	810.00
08/20/24	TKD	DRAFT AND REVISE RESPONSE TO NCG MSD	2.50	750.00
08/22/24	TKD	LEGAL RESEARCH OF APPLICABLE CASELAW FOR RESPONSE TO NCG MSD	1.90	570.00
08/26/24	TKD	DRAFT AND REVISE RESPONSE TO NCG MSD	3.20	960.00
08/27/24	TKD	REVISE RESPONSE TO NCG MSD; REVIEW EXHIBITS TO SAME	2.70	810.00
08/29/24	TKD	REVISE RESPONSE TO NCG MSD; LEGAL	6.80	2,040.00

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BILLING ATTORNEY
INVOICE #
CLIENT #

JACK L. VAN COEVERING
897608
83645

OCTOBER 18, 2024

DATE	TKPR	DESCRIPTION OF SERVICES	HOURS	AMOUNT
08/30/24	TKD	RESEARCH AND RELEVANT CASE HISTORIES; STATUTORY INTERPRETATION RESEARCH FINALIZE RESPONSE TO MSD AND EXHIBITS TO SAME; INTERNAL COMMUNICATIONS RE FILING PROCEDURES	1.60	480.00
TOTAL PROFESSIONAL SERVICES			31.80	9,540.00

TIMEKEEPER SUMMARY

TIMEKEEPER		HOURS	RATE	AMOUNT
TKD	THOMAS K. DILLON	31.80	\$300.00	9,540.00
TOTAL		31.80		9,540.00

DATE	DESCRIPTION OF COSTS	AMOUNT
08/05/24	PAYEE: MICHIGAN TAX TRIBUNAL; REQUEST#: 529619; DATE: 8/5/24	100.00
TOTAL COSTS ADVANCED		100.00
CURRENT MATTER TOTAL		9,640.00

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BILLING ATTORNEY	JACK L. VAN COEVERING
INVOICE #	897608
CLIENT #	83645

OCTOBER 18, 2024

COUNTY OF VAN BUREN

B I L L I N G S U M M A R Y

CURRENT INVOICE TOTAL	12,610.00
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TOTAL AMOUNT DUE	12,610.00
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AMOUNT PAID	
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PLEASE RETURN THIS PAGE WITH YOUR CHECK MADE PAYABLE TO:

FOSTER, SWIFT, COLLINS & SMITH, P.C.
313 SOUTH WASHINGTON SQUARE
LANSING, MI 48933

**** PAYMENT DUE UPON RECEIPT ****

Past due balances over 30 days will be subject to interest charges at a rate of 7% annually.

details3e

AUGUST 13, 2024

BILLING ATTORNEY JACK L. VAN COEVERING
INVOICE # 892096
CLIENT # 83645

JOHN FAUL
COUNTY OF VAN BUREN
ADMIN@VANBURENCOUNTYMI.GOV

COUNTY OF VAN BUREN

BILLING SUMMARY

MATTER #	DESCRIPTION	TOTAL
00010	NCG V COVERT (MTT 2017-2021)	2,760.00
00011	NCG V COVERT (MTT APPEAL 2022)	5,370.00
TOTAL CURRENT AMOUNT DUE		8,130.00
TOTAL AMOUNT DUE		8,130.00

*** * PAYMENT DUE UPON RECEIPT * ***

Past due balances over 30 days will be subject to interest charges at a rate of 7% annually.

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BILLING ATTORNEY
INVOICE #
CLIENT #

JACK L. VAN COEVERING
892096
83645

AUGUST 13, 2024

COUNTY OF VAN BUREN
RE: NCG V COVERT (MTT 2017-2021)

MATTER # 00010

FOR PROFESSIONAL SERVICES RENDERED THROUGH JULY 31, 2024:

DATE	TKPR	DESCRIPTION OF SERVICES	HOURS	AMOUNT
07/01/24	TKD	LEGAL RESEARCH RE TURBINE AND NON-TURBINE PARCEL ISSUES FOR VALUATION EXPERTS	1.80	540.00
07/02/24	TKD	REVIEW FILES AND COMMUNICATIONS WITH TOWNSHIP ASSESSOR RE ASSESSMENT RECORDS AND PERSONAL PROPERTY STATEMENTS FILED; UPDATE TURBINE AND NON-TURBINE PARCEL INFORMATION IN PREPARATION FOR MTT CASES TO BE REMOVED FROM ABEYANCE	2.10	630.00
07/03/24	TKD	COMPILE ALL TURBINE AND NON-TURBINE PROPERTY DATA; DRAFT SPREADSHEET OF EACH PARCEL CONTAINING AVAILABLE INFORMATION FOR EACH TAX YEAR UNDER APPEAL IN PREPARATION FOR REMOVING MTT VALUATION CASE FROM ABEYANCE	1.50	450.00
07/29/24	TKD	DRAFT AND REVISE MOTION FOR SUMMARY DISPOSITION ON INTEREST ISSUE IN MTT	3.80	1,140.00
TOTAL PROFESSIONAL SERVICES			9.20	2,760.00

Page 3

BILLING ATTORNEY	JACK L. VAN COEVERING
INVOICE #	892096
CLIENT #	83645

AUGUST 13, 2024

TIMEKEEPER SUMMARY

TIMEKEEPER		HOURS	RATE	AMOUNT
TKD	THOMAS K. DILLON	9.20	\$300.00	2,760.00
TOTAL		9.20		2,760.00

CURRENT MATTER TOTAL	2,760.00
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BILLING ATTORNEY JACK L. VAN COEVERING
INVOICE # 892096
CLIENT # 83645

AUGUST 13, 2024

COUNTY OF VAN BUREN
RE: NCG V COVERT (MTT APPEAL 2022)

MATTER # 00011

FOR PROFESSIONAL SERVICES RENDERED THROUGH JULY 31, 2024:

DATE	TKPR	DESCRIPTION OF SERVICES	HOURS	AMOUNT
07/01/24	TKD	REVIEW OF COA OPINION AND DISCUSSIONS WITH CLIENT AND MTA REGARDING PUBLICATION; COMMUNICATIONS TO CLIENT RE SAME	1.70	510.00
07/02/24	TKD	REVIEW MTT SCHEDULING ORDER AND DRAFT OUTLINE OF MSD ARGUMENTS; REVIEW CIRCUIT COURT FILINGS AND EXHIBITS	1.50	450.00
07/03/24	TKD	DRAFT MSD AND LEGAL RESEARCH RE SAME	1.50	450.00
07/12/24	TKD	REVIEW CIRCUIT COURT FILINGS AND DRAFT MOTION FOR SUMMARY DISPOSITION; UPDATE LEGAL RESEARCH RE INTEREST AND TURBINE VS NON-TURBINE ISSUES	2.50	750.00
07/15/24	TKD	DRAFT MOTION FOR SUMMARY DISPOSITION RE INTEREST ISSUE; REVIEW PLEADINGS AND LEGAL RESEARCH	2.40	720.00
07/18/24	TKD	DRAFT AND REVISE MOTION FOR SUMMARY DISPOSITION	1.20	360.00
07/19/24	TKD	DRAFT AND REVISE PORTIONS OF MOTION FOR SUMMARY DISPOSITION	1.90	570.00
07/30/24	TKD	REVISE MSD ON INTEREST ISSUE; LEGAL RESEARCH RE DIFFERENCES BETWEEN TURBINE AND NON-TURBINE PARCELS FOR DELINQUENCY PURPOSES	1.70	510.00
07/31/24	TKD	REVISE MOTION FOR SUMMARY DISPOSITION; COMMUNICATIONS WITH J. VAN COEVERING RE SAME	3.50	1,050.00

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BILLING ATTORNEY JACK L. VAN COEVERING
INVOICE # 892096
CLIENT # 83645

AUGUST 13, 2024

DATE	TKPR	DESCRIPTION OF SERVICES	HOURS	AMOUNT
		TOTAL PROFESSIONAL SERVICES	17.90	5,370.00

TIMEKEEPER SUMMARY

	TIMEKEEPER	HOURS	RATE	AMOUNT
TKD	THOMAS K. DILLON	17.90	\$300.00	5,370.00
	TOTAL	17.90		5,370.00

CURRENT MATTER TOTAL 5,370.00

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BILLING ATTORNEY
INVOICE #
CLIENT #

JACK L. VAN COEVERING
892096
83645

AUGUST 13, 2024

COUNTY OF VAN BUREN

B I L L I N G S U M M A R Y

CURRENT INVOICE TOTAL 8,130.00

TOTAL AMOUNT DUE 8,130.00

AMOUNT PAID

PLEASE RETURN THIS PAGE WITH YOUR CHECK MADE PAYABLE TO:

FOSTER, SWIFT, COLLINS & SMITH, P.C.
313 SOUTH WASHINGTON SQUARE
LANSING, MI 48933

*** * PAYMENT DUE UPON RECEIPT * ***

Past due balances over 30 days will be subject to interest charges at a rate of 7% annually.

details3e

Knotek Law Office, PLC
50744 25th Street
P.O. Box 717
Mattawan, MI 49071
United States
(269)290-2300

Knotek Law Office, PLC

Covert Township
P.O. Box 35
73943 Lake Street
Covert, MI 49043

Balance \$794.00
Invoice # 240230
Invoice Date August 15, 2024
Payment Terms
Due Date

Covert Township

For services rendered between
July 01, 2024 and August 15, 2024

Time Entries

Date	EE	Activity	Description	Rate	Hours	Line Total
07/18/2024	MK	Communications	Email communications with attorneys for NCG and County re: taking 2017-2022 cases out of abeyance.	\$220.00	0.2	\$44.00
08/01/2024	MK	Communications	Phone call with Judge Halm's legal secretary; email and phone communications with attorneys for NCG and County.	\$220.00	0.7	\$154.00
08/01/2024	MK	Document Preparation	Stipulated Motion to Extend Briefing Schedule and For Immediate Consideration; e-file same and serve via email.	\$220.00	0.5	\$110.00
08/02/2024	MK	Receipt and review	Tribunal Order Extending Briefing Schedule	\$220.00	0.1	\$22.00
08/05/2024	MK	Document Preparation	Motion and Brief in Support of Motion for Summary Disposition (adopting County motion and brief); e-file same and serve via email.	\$220.00	0.5	\$110.00
08/05/2024	MK	Receipt and review	Motions for Summary Disposition filed by County and NCG	\$220.00	0.7	\$154.00

Totals: **2.7** **\$594.00**

Expenses

Date	Activity	Description	Cost	Quantity	Line Total
08/01/2024	Filing Fee (Tax Tribunal)	Stipulated Motion to Extend Briefing Schedule and for Immediate Consideration.	\$100.00	1.0	\$100.00
08/05/2024	Filing Fee (Tax Tribunal)	Motion for Summary Disposition	\$100.00	1.0	\$100.00

Expense Total: **\$200.00**

Time Entry Sub-Total:	\$594.00
Expense Sub-Total:	\$200.00
Sub-Total:	\$794.00
Total:	\$794.00
Amount Paid:	\$0.00
Balance Due:	\$794.00

Fw: ATC # 305479 / ARGENTINE - PROPOSAL TO PURCHASE EASEMENT FROM COVERT TOWNSHIP

From Daywi Cook <Supervisor@coverttwp.com>

Date Wed 11/13/2024 1:05 PM

To Wende Pritchard <Clerk@coverttwp.com>; Marilyn Rendell <Treasurer@coverttwp.com>; Jean Hartmann <Trustee1@coverttwp.com>; Lonze Taylor <Trustee2@coverttwp.com>

Good afternoon,

This proposal was presented to me and did not make the November meeting due to the length of the agenda.

I ask the board to respond directly to me with any questions and I will field those questions with Rob and our attorney ahead of December's meeting.

American Tower has confirmed that no details are expected to change to deliberate this in December's meeting.

Thank you,

Daywi Cook
Covert Township Supervisor
O: (269) 764 5137 | C: (269) 767 6800
Covert Township, 73943 Lake St, PO BOX 35, Covert, MI 49043
Coverttwp.com

From: Rob Korman <Rob.Korman@americantower.com>

Sent: Tuesday, October 15, 2024 5:51 PM

To: Daywi Cook <Supervisor@coverttwp.com>

Subject: ATC # 305479 / ARGENTINE - PROPOSAL TO PURCHASE EASEMENT FROM COVERT TOWNSHIP

Hi Daywi,

It was a pleasure speaking with you two weeks ago, and I look forward to the opportunity to work with you. I apologize for the delay in getting this back to you, if you could please socialize this internally and provide feedback I'd appreciate it.

As you know, American Tower is currently the Township's tenant under a ground lease dated August 1, 1992. We are proposing to convert this ground lease into a perpetual easement in exchange for a one-time lump sum payment of \$59,000. The proposed easement would mirror the existing footprint of as defined in the current lease, with no additional rights to any property beyond what is already specified.

Here are the basic details of the current lease:

- Current Ground Rent - \$800 monthly

- Escalator - \$50 per month increase with each five (5) year renewal
- Expiration Date – Including all available renewals the lease is set to expire on July 31, 2077
- Tenant Termination Right – Section 18.1 allows the tenant to terminate with 30 days written notice and fee equal to six months' rent.

Right of First Refusal – Section 6 of the 2nd amendment provides ATC a right of first refusal to match any competing offers the Township may choose to accept.

Why should the Township consider this proposal?

- Telecom leases give the tenant (ATC) the unilateral right to terminate, meaning future rent is not guaranteed. In contrast, the proposed lump sum is non-recourse.
- After granting the easement, ATC assumes all risk associated with customers terminating early, a primary risk in this industry due to mergers, consolidation, and evolving technology.
- This provides the Township with an opportunity to convert a terminable rental agreement into immediate capital, which can be allocated for other purposes.

In exchange for the perpetual easement, and subject to site due diligence, American Tower is prepared to pay Covert Township a lump sum of \$59,000.

Please review the proposal and feel free to reach out if you have any questions. I will follow up by phone in a few days to confirm receipt and discuss whether this might be of mutual interest to the Township. In the meantime, please don't hesitate to contact me if you need any further information.

Thank you for your time and consideration.

Kind regards,

Rob Korman

Manager Mergers and Acquisitions

American Tower Corporation

4370 La Jolla Village Dr. Suite 620

San Diego, CA 92122

(619) 202-1194 office

(858) 531-6872 mobile

rob.korman@americantower.com

[Click here to Watch our Ground Lease Video](#)

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