

MARION TOWNSHIP  
BOARD OF TRUSTEES  
REGULAR MEETING  
Thursday, June 10, 2021  
7:30 p.m.

**THIS MEETING WILL BE HELD IN PERSON WITH  
ON LINE PARTICIPATION OPTIONS**

Call to Order  
Pledge of Allegiance  
Members Present/Members Absent  
Call to the Public

- 1) Approval of Agenda
- 2) Consent Agenda
  - a. Approval of May 27, 2021 Regular Meeting Minutes
  - b. DPW Report
  - c. Financial Report
  - d. Zoning Report
  - e. MTA Dues (\$6229.65)
- 3) Brockway Final Review
- 4) Gravel/Paved Parking Lots
- 5) 2021-2022 Salary Discussion
- 6) Corona Virus Fiscal Recovery Fund Letter
- 7) Updated Covid Policy

Correspondence and Updates

Call to the Public  
Adjournment

Reminder: Next Board Packet will be ready after 3pm on Thursday, June 17, 2021

**DRAFT**

**MARION TOWNSHIP  
BOARD OF TRUSTEES  
REGULAR MEETING  
MAY 27, 2021**

**MEMBERS PRESENT:** Scott Lloyd, Greg Durbin, Bob Hanvey, Tammy Beal, Les Andersen, and Dan Lowe

**MEMBERS ABSENT:** Sandy Donovan

**OTHERS PRESENT:** Christopher Johnson; Phil Westmoreland; Dave Hamann

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**CALL TO ORDER**

Bob Hanvey called the meeting to order at 7:30 pm. The meeting is also available to attend online.

**PLEDGE OF ALLEGIANCE**

**BOARD MEMBERS PRESENT**

The board members introduced themselves.

**CALL TO THE PUBLIC**

No response.

**APPROVAL OF AGENDA**

Greg Durbin motioned to approve the agenda as presented. Les Andersen seconded. **Motion carried.**

**CONSENT AGENDA**

Les Andersen motioned to approve the consent agenda. Scott Lloyd seconded. **Motion carried.**

**COVID POLICY DISCUSSION**

Based on new guidance from the CDC, MDHHS, and MIOSHA, the township's policy needs to be updated. The main change is that staff who are fully-vaccinated no longer need to wear a mask. There is also no longer a requirement to keep a record of temperature, etc. for fully-vaccinated employees.

Les Andersen motioned to adopt a resolution to change the township's COVID policy to conform with CDC, MDHHS and MIOSHA guidelines. Tammy Beal seconded. Roll call vote: Lowe, Lloyd, Beal, Hanvey, Durbin, Andersen—all yes. **Resolution passed 6-0.**

**SCHROEDER MOTION RESOLUTION**

Don Parent on behalf of Matt Schroeder was present online. Bob Hanvey said the township board made a motion at the April 22, 2021 meeting that the property owner would provide the township with an updated plan with grades for the parking lot. Since then, the Drain Commissioner's office has advised the owner that he could put in a swale to remedy the situation. Les Andersen asked who would be responsible, the township or the Drain Commissioner? Christopher Johnson said it seems like the Drain Commissioner is saying that it's NOT their responsibility. Phil Westmoreland said there is no stone filter and the swirl

T E A R O

chamber is not the correct size, based on the county's rules. Mr. Westmoreland said that a stone filter at the end of the basin would help.

Les Andersen motioned to have the swale redesigned to create a sediment basin on the south side per the engineer's specifications. Scott Lloyd seconded. **Motion carried 5-1 (Lowe—no.)**

Bob Hanvey said he received the easement agreement from the attorney; it has not been signed yet.

### LINKS OF MARION OAKS ADJUSTED SITE PLAN

Rick Elkow was present with a modified plan to remove six (6) units from the site plan and add additional parking. Les Andersen said he feels it's an improvement. Dan Lowe suggested moving some of the parking.

Regarding the sewer issue, Mr. Elkow would like the board to consider allowing two (2) houses on one (1) 6" lead because Gilder Drive is already paved and the sewer lines are installed for duplex units. One concern is that when something may need repair, it could create a problem between the two homeowners. Mr. Elkow said it's a common element and shouldn't be a problem to clean out. Phil Westmoreland said a four (4) foot manhole would be better than a clean-out. Mr. Westmoreland also said he feels this would be bending the rules and doesn't agree with this proposal. Mr. Westmoreland suggested that perhaps an agreement could be included in the Master Deed that makes the HOA responsible, not the township.

Les Andersen motioned to accept the proposal with four (4) foot manholes. Tammy Beal seconded. **Motion carried.**

### SEWER CONNECTION CONTRACTORS

Phil Westmoreland updated the board members on a recent sewer back-up in Marion Creek. He is recommending that he have a camera used to help determine the problem. He has someone who can do this immediately; they charge \$395 per hour with an eight-hour minimum. He said he's not sure what's causing the problem. He also said it's important to educate people to not put "flushable wipes" into the system. Bob Hanvey said it could be a structural problem.

Ray Nouhan from Allen Edwin Homes said they could send something to all of the residents, and he will work with Mr. Westmoreland on this.

Les Andersen motioned to authorize the engineer to have the camera work done at Marion Creek. Greg Durbin seconded. Roll call vote: Beal, Andersen, Durbin, Lowe, Hanvey, Lloyd—all yes. **Motion carried 6-0.**

### Sewer Connection Concerns

Rick Haslock, 5275 W. Coon Lake Road, said he was appointed to a committee to work on a sewer connection policy. The committee met recently, but one of those appointed wasn't even invited to the meeting. Mr. Haslock has concerns about Dan Lowe trespassing on job sites when he's not an inspector. He also said Mr. Lowe didn't identify himself and was yelling at his employees. In a prior meeting, Mr. Lowe made comments about Mr. Haslock's work on a specific lot. Mr. Haslock said if Mr. Lowe had called him, he would have explained the situation and that the work wasn't finished. Mr. Haslock would like to know why a board member is voting on work that he is involved in financially, such as the township parking lot.

Jim Rowell, Livingston County Building Department, was present to let the township board know that they can call for assistance any time. He also wanted to clarify some things that were discussed at a previous meeting. He said the drain slope requirements are different for different pipes. He also said that the

statement that they only inspect up to five (5) feet from the house is incorrect. With regard to the comment that the permit is \$180, that is also not true. He said the township and the county have a common goal and should work together.

Ray Nouhan from Allen Edwin said this should be a partnership between the township, county and the developer.

Brandon Rowe, 1272 Weatherstone, said he works for Allen Edwin Homes and also lives in Marion Creek. He was not happy about the statement made in a previous meeting that Allen Edwin is a "production builder who slaps homes together." He also doesn't think a board member should be on job sites pretending to be an inspector.

Dan Lowe said he had nothing to do with the township parking lot. With regard to the sewer connections, he said this has been an ongoing issue for developments with high water tables, and his goal is to prevent sand in the sewer lines and he's trying to protect the township's investment. He said the correct procedure wasn't followed by having someone from the township see the pipe being cut.

Jim Rowell, LCBD, said the township should make developers aware of lots that have high water tables.

Ray Nouhan said plumbers are now capping all underground plumbing.

Rick Haslock said he would like it clarified that the situation wasn't his fault.

Deanna Holbrook, 4469 Mason Road, asked if it is common practice for the township to have board members on job sites doing inspections. Bob Hanvey said it is not part of the normal procedure.

Concerned Citizen (online) said the township has no authority to be on job sites and why is Dan Lowe inspecting sewer taps.

Bob Hanvey said the sewer permit specifically states that someone needs to observe the process.

Patrick Esper asked if the township is looking for just anyone to witness the process. He said a picture should be sufficient.

Tammy Beal said the township needs to have a procedure in place that is followed and Mr. Lowe should not be involved.

Bob Hanvey said the goal is to protect the integrity of the system.

Ray Nouhan said everyone can agree that the procedure is in place for a reason, but this looks like power for personal gain.

Kim Manson, 3875 W. Coon Lake Road, said that one excavating company shouldn't be overseeing the work of another excavator, and this is a conflict of interest.

Dave Hamann, Zoning Administrator, said the township has a general ordinance for sewer/water that was presented to the board last August, but hasn't been approved. The procedure belongs in this general ordinance.

Greg Durbin motioned to have Phil Westmoreland, Greg Durbin, Dave Hamann, and Tammy Beal work on modifications to the sewer general ordinance and present to the attorney for review. Les Andersen seconded. **Motion carried.**

Luke Stamper, 1039 County Farm, asked if any board members, other than Dan Lowe, know anything about sewers and what authority does Mr. Lowe have to be on job sites and yelling at employees. If there is a problem, it should be discussed with the owner of the company, not the employees.



**BUDGET DISCUSSION**

The budget and millage rate public hearings are scheduled for the June 24, 2021 board meeting.

**TOWNSHIP WAGON EXCHANGE**

Les Andersen motioned to have the attorney provide a resolution to proceed with the sale of the wagon to HAPRA for \$1. Tammy Beal seconded. **Motion carried.**

**CORRESPONDENCE & UPDATES**

The Livingston County update and County Planning Connections are included in the packet.

**CALL TO THE PUBLIC**

Jim Rowell, LCBD, said the county can also look at sewer taps if the township needs someone in a pinch. Les Andersen asked what the fee would be; Mr. Rowell said no charge.

**ADJOURNMENT**

Les Andersen motioned to adjourn at 9:33 pm. Greg Durbin seconded. **Motion carried.**

Submitted by: S. Longstreet

\_\_\_\_\_  
Tammy L. Beal, Township Clerk      Date

\_\_\_\_\_  
Robert W. Hanvey, Township Supervisor      Date



**#101 General Fund**  
**Transactions by Account**  
**As of May 31, 2021**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
<b>001 · CASH - GENERAL - FNB</b>			
05/01/2021	11422	ShredCorp	-750.00
05/03/2021	11426	Renee Hocking	-410.00
05/03/2021	11427	RICH GORSKI	-3,010.00
05/04/2021	11428	BS & A SOFTWARE, INC	-2,734.00
05/04/2021	11429	DAVID HAMANN	-143.36
05/04/2021	11430	AT&T -General	-341.48
05/05/2021	11432	Culligan of Ann Arbor	-48.60
05/05/2021	11433	FIRST IMPRESSION	-107.40
05/05/2021	11437	Marion Township Flex Fund	-1,870.00
05/10/2021	11434	Marion Township Flex Fund	-1,643.33
05/10/2021	11435	VOYA Institutional Trust	-300.00
05/10/2021	11436	ALERUS PAYMENT SOLUTIONS	-3,468.06
05/10/2021	0009179	LESLIE D. ANDERSEN	-322.24
05/10/2021	0009180	JAMES L. ANDERSON JR.	-88.10
05/10/2021	0009181	SCOTT R. LLOYD	-150.30
05/10/2021	0009182	DANIEL F. LOWE	-460.83
05/10/2021	0009183	BRUCE V. POWELSON	-92.35
05/10/2021	0009184	CHERYL A. RANGE	-92.35
05/10/2021	E64131	TAMMY L. BEAL	-2,551.81
05/10/2021	E64132	GAIL A. BURLINGAME	-2,687.96
05/10/2021	E64133	SANDY DONOVAN	-3,279.70
05/10/2021	E64134	GREGORY L. DURBIN	-1,077.86
05/10/2021	E64135	LAWRENCE W GRUNN	-132.14
05/10/2021	E64136	DAVE HAMANN	-2,566.32
05/10/2021	E64137	ROBERT W. HANVEY	-3,677.48
05/10/2021	E64139	LOREEN B. JUDSON	-3,115.97
05/10/2021	E64140	THOMAS A. LLOYD	-501.37
05/10/2021	E64141	SANDRA J. LONGSTREET	-2,113.66
05/10/2021	E64143	KITSEY A. RENNELLS	-2,376.54
05/10/2021	E64144	JESSICA S. TIMBERLAKE	-2,156.64
05/13/2021	11438	GORMLEY AND JOHNSON LAW OFFICES, PL	-1,284.00
05/13/2021	11439	DTE ENERGY	-435.32
05/13/2021	11440	APEX SOFTWARE	-150.00
05/13/2021	11441	AT&T -General	-16.00
05/13/2021	11442	Charter Communications	-429.59
05/13/2021	11443	MTA	-33.00
05/13/2021	11444	FOWLerville NEWS & VIEWS	-95.00
05/13/2021	11445	Spicer Group Inc	-998.00
05/13/2021	11446	CUMMINGS, MCCLOREYC DAVIS & ACHO	-60.00
05/13/2021	11447	CARLISLE/WORTMAN, Inc.	-367.50
05/18/2021	11448	LIV CO CLERKS ASSOC	-20.00
05/20/2021	11449	B&L Services	-555.00
05/24/2021	11450	LIVINGSTON COUNTY TREASURER	-57.25
05/26/2021	11452	KEARNS MECHANICAL LLC	-695.00

**#101 General Fund**  
**Transactions by Account**  
**As of May 31, 2021**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
05/26/2021	11451	VOID	0.00
05/26/2021	11453	Blue Cross Blue Shield of Michigan	-19,831.90
05/26/2021	11454	DTE ENERGY	-326.95
05/27/2021	11455	KEARNS MECHANICAL LLC	0.00
05/27/2021	11456	KEARNS MECHANICAL LLC	-505.00
05/27/2021	11457	Colonial Life	-452.74
05/27/2021	11458	STAPLES	-200.66
05/27/2021	11459	CONSUMERS ENERGY	-105.35
05/27/2021	11460	LIV CO CLERKS ASSOC	-40.00
05/27/2021	11461	Tammy Beal	-279.14
05/27/2021	11462	Gail Ann Burlingame	-31.36
05/27/2021	11463	DAVID HAMANN	-114.24

FISCAL YEAR 2020-21 MARION TOWNSHIP FINANCIAL REPORT

May-21

GENERAL FUND CHECKING

Previous Balance	\$	1,912,084.29
Receipts	\$	164,105.13
Interest	\$	385.94
	\$	<u>2,076,575.36</u>
Expenditures	\$	102,052.54
Balance	\$	<u>1,974,522.82</u>

CEMETERY FUND

Previous Balance	\$	30,514.39
Receipts	\$	6,500.00
Interest		
	\$	<u>37,014.39</u>
Expenditures	\$	459.99
Balance	\$	<u>36,554.40</u>

PARKS & RECREATION FUND

Previous Balance	\$	21,661.44
Receipts	\$	100.00
Interest		
	\$	<u>21,761.44</u>
Expenditures	\$	588.89
Balance	\$	<u>21,172.55</u>

WATER - NEW USER

Previous Balance	\$	497,579.67
Receipts	\$	512.27
Interest	\$	-
	\$	<u>498,091.94</u>
Expenditures	\$	29,272.00
Balance	\$	<u>468,819.94</u>

**SEWER OPERATING & MANAGEMT**

Previous Balance	\$	154,456.64
Receipts	\$	30,724.42
Interest		
	\$	<u>185,181.06</u>
Expenditures	\$	2,711.33
Balance	\$	<u>182,469.73</u>

**SEWER - NEW USER**

Previous Balance	\$	642,060.89
Receipts	\$	9,500.00
Interest		
	\$	<u>651,560.89</u>
Expenditures	\$	-
Balance	\$	<u>651,560.89</u>

**SPEC ASSESS. FUND**

Previous Balance	\$	202,373.55
Receipts	\$	-
	\$	<u>202,373.55</u>
Expenditures	\$	200.00
Balance	\$	<u>202,173.55</u>

**ESCROW FUND**

Previous Balance	\$	104,156.28
Receipts	\$	-
	\$	<u>104,156.28</u>
Expenditures	\$	4,450.00
Balance	\$	<u>99,706.28</u>

**SUMMARY TOTALS**

General Fund	\$	1,974,522.82
Cemetery Fund	\$	36,554.40

<b>Parks &amp; Rec Capital Chk</b>	<b>\$</b>	<b>21,172.55</b>
<b>Water - New User</b>	<b>\$</b>	<b>468,819.94</b>
<b>Sewer Operating &amp; Mana</b>	<b>\$</b>	<b>182,469.73</b>
<b>Sewer - New User</b>	<b>\$</b>	<b>651,560.89</b>
<b>Special Assess. Fund</b>	<b>\$</b>	<b>202,173.55</b>
<b>Escrow Fund</b>	<b>\$</b>	<b>99,706.28</b>
<b>TOTAL</b>	<b>\$</b>	<b>3,636,980.16</b>







May 15, 2021

Dear Colleagues,

You and your township board have led your community through a period of uncertainty and challenges. Your dues payment made it possible for MTA to provide key resources to you. Nearly every township called or emailed our experts or used the *Community Connection* forum to get information related to the pandemic and its many impacts on operations. MTA's daily updates to our COVID resources and in-depth articles provided key guidance during each stage of the changes and for each new state order.

Last year, the legislative challenges over local authority were many. Your MTA Government Relations team was able to successfully stop or mitigate 95% of the legislation that had potentially harmful measures to township government and was able to successfully achieve objectives from the MTA Policy Platform. Your engagement was critical and we thank each of you who personally engaged with your legislators to help educate them on the MTA positions and secure favorable votes.

Not by choice, this year we learned to meet remotely and to get our education online. We are grateful for your support of, and participation in, our educational opportunities and honored at the trust you convey by turning to us for guidance. The revenue generated by your participation allows us to continue bringing this knowledge to you, even in a year when no in-person learning was permitted. Thousands of you participated in MTA's *New Officials*, *Tax Collection*, and *Board of Review* training or were among the hundreds who joined for the virtual Conference. *MTA Online*—our township-wide annual subscription program—continues to be a cost-effective way for every member of your township team to access online learning at the time and place of their choosing, without travel and lodging expense. In addition to the recorded content, members who subscribe at the Premium Pass level get free access to our live monthly webinar series, *Now You Know*, and a 20% discount on in-person and online events, including next year's Annual Conference and Expo.

Over the coming year, the MTA Legal Defense Fund will continue to track and pursue cases with statewide importance to townships. The "dark stores" and other tax issues, planning and zoning, right-of-way, financial and other emerging issues continue as priorities. Your township's contribution to the fund helps us argue on behalf of townships' interests and to participate in major cases each year. The current cases and results are reported regularly in *Township Focus* and our online communications.

Your membership allows township government to have an effective voice in Lansing and Washington. Your membership provides the financial resources to protect strong township government and gives MTA a level of credibility with the Legislature that is envied by other associations.

As we enter a new membership year, we thank you for supporting strong township government.

*Neil Sheridan*

Sincerely,  
Neil Sheridan  
Executive Director

**Advancing local democracy by fostering township leadership and  
public policy essential for a strong and vibrant Michigan.**



**MTA Dues Invoice**  
May 15, 2021

Michigan Townships Association  
PO Box 80078  
Lansing, MI 48908-0078

Due Date: **July 1, 2021**

Township ID: 44548

County: Livingston

ATTN: Tammy Beal

Marion Township  
2877 W Coon Lake Rd  
Howell, MI 48843-8937

**IMPORTANT**  
*Please make a photocopy of this page  
and send it with your check.*

**1. Annual Dues**

1. Your annual dues payment for July 1, 2021 to June 30, 2022 is:

\$6,048.20

2. Your Legal Defense Fund contribution for the year is (optional):

\$181.45

Your dues and LDF total:

**\$6,229.65**

**2. Choose Your MTA Online Learning Subscription (optional)**

*All members of your township team, including volunteers, will have access to the courses included in the package you choose. Please see the enclosed flyer and the back of this page for more details. Premium Pass now includes 20% discount off all in-person and online events, including 2022 Annual Conference and Expo in Lansing.*

- |        |                          |                                     |          |
|--------|--------------------------|-------------------------------------|----------|
| Please | <input type="checkbox"/> | Premium Pass (ALL courses included) | \$ 1,900 |
| Choose | <input type="checkbox"/> | Plus                                | \$ 1,000 |
| One    | <input type="checkbox"/> | Essentials                          | \$ 750   |

Please enter the selected package PRICE here:

\$

**3. Please total the green and gold boxes above and enter the amount enclosed:**

\$

**Notes:**

- Please make a photocopy of this page and send it with your check.*
- Your dues were calculated using method 3 as described on the reverse side of this sheet.*
- MTA Online subscription prices are discounted for 2021 - 2022 to help ensure members have access to education.*
- MTA's EIN number is: 38-1536994. IRS Disclosure: MTA dues payments are not deductible as a charitable contribution for federal income tax purposes.*
- If you have any questions, please email service@michigantownships.org or call us at (517) 321-6467.*



**Thank you very much for supporting strong township government!**

















1388 LUCY ROAD  
AERIAL VIEW



AERIAL NOTE

AERIAL COURTESY FROM USGS

NOTE

THIS HAS BEEN BEEN OBTAINED FROM THE OFFICE BUILDING SHOWN

	<p><b>CLIENT :</b> VERNI BROCKMEYER 4833 PARK CREST ROAD HUNTSVILLE, MI 48830</p>	<p><b>DATE:</b> 10/12/2020 11/17/2020 11/17/2020 11/17/2020 11/17/2020 1/12/2021 11/22/2021 11/22/2021</p>	<p><b>PLAN SUBMITTALS/REVISIONS</b></p>
	<p><b>SCALE:</b> 1" = 40'</p>	<p><b>PROJECT:</b> 1388-102</p>	<p><b>DATE:</b> 10/12/2020 11/17/2020 11/17/2020 11/17/2020 11/17/2020 1/12/2021 11/22/2021 11/22/2021</p>





**TREE INVENTORY**



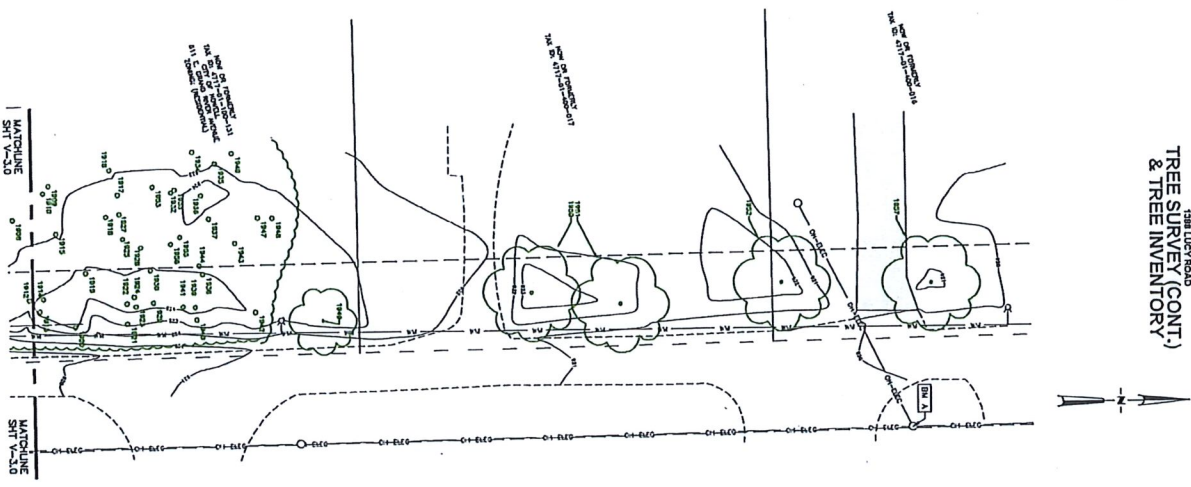
Michigan Environmental Consultants, Inc.  
240 University Drive, Farmington Hills, MI 48334  
Phone: (248) 853-2200  
Fax: (248) 853-2201  
www.mecinc.com

**Tree Survey**

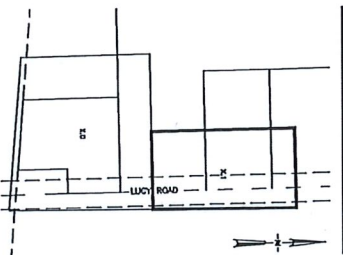
Project No./Name: 1388 LUCY ROAD Date: 2/17/2011

TREE No.	Species	D.B.H. (inches)	Condition	Notes
1870	E. LOCUST	12.1	GOOD	
1871	E. LOCUST	12.1	GOOD	
1872	E. LOCUST	12.1	GOOD	
1873	E. LOCUST	12.1	GOOD	
1874	E. LOCUST	12.1	GOOD	
1875	E. LOCUST	12.1	GOOD	
1876	E. LOCUST	12.1	GOOD	
1877	E. LOCUST	12.1	GOOD	
1878	E. LOCUST	12.1	GOOD	
1879	E. LOCUST	12.1	GOOD	
1880	E. LOCUST	12.1	GOOD	
1881	E. LOCUST	12.1	GOOD	
1882	E. LOCUST	12.1	GOOD	
1883	E. LOCUST	12.1	GOOD	
1884	E. LOCUST	12.1	GOOD	
1885	E. LOCUST	12.1	GOOD	
1886	E. LOCUST	12.1	GOOD	
1887	E. LOCUST	12.1	GOOD	
1888	E. LOCUST	12.1	GOOD	
1889	E. LOCUST	12.1	GOOD	
1890	E. LOCUST	12.1	GOOD	
1891	E. LOCUST	12.1	GOOD	
1892	E. LOCUST	12.1	GOOD	
1893	E. LOCUST	12.1	GOOD	
1894	E. LOCUST	12.1	GOOD	
1895	E. LOCUST	12.1	GOOD	
1896	E. LOCUST	12.1	GOOD	
1897	E. LOCUST	12.1	GOOD	
1898	E. LOCUST	12.1	GOOD	
1899	E. LOCUST	12.1	GOOD	
1900	E. LOCUST	12.1	GOOD	
1901	E. LOCUST	12.1	GOOD	
1902	E. LOCUST	12.1	GOOD	
1903	E. LOCUST	12.1	GOOD	
1904	E. LOCUST	12.1	GOOD	
1905	E. LOCUST	12.1	GOOD	
1906	E. LOCUST	12.1	GOOD	
1907	E. LOCUST	12.1	GOOD	
1908	E. LOCUST	12.1	GOOD	
1909	E. LOCUST	12.1	GOOD	
1910	E. LOCUST	12.1	GOOD	
1911	E. LOCUST	12.1	GOOD	
1912	E. LOCUST	12.1	GOOD	
1913	E. LOCUST	12.1	GOOD	
1914	E. LOCUST	12.1	GOOD	
1915	E. LOCUST	12.1	GOOD	
1916	E. LOCUST	12.1	GOOD	
1917	E. LOCUST	12.1	GOOD	
1918	E. LOCUST	12.1	GOOD	
1919	E. LOCUST	12.1	GOOD	
1920	E. LOCUST	12.1	GOOD	
1921	E. LOCUST	12.1	GOOD	
1922	E. LOCUST	12.1	GOOD	
1923	E. LOCUST	12.1	GOOD	
1924	E. LOCUST	12.1	GOOD	
1925	E. LOCUST	12.1	GOOD	
1926	E. LOCUST	12.1	GOOD	
1927	E. LOCUST	12.1	GOOD	
1928	E. LOCUST	12.1	GOOD	
1929	E. LOCUST	12.1	GOOD	
1930	E. LOCUST	12.1	GOOD	
1931	E. LOCUST	12.1	GOOD	
1932	E. LOCUST	12.1	GOOD	
1933	E. LOCUST	12.1	GOOD	
1934	E. LOCUST	12.1	GOOD	
1935	E. LOCUST	12.1	GOOD	
1936	E. LOCUST	12.1	GOOD	
1937	E. LOCUST	12.1	GOOD	
1938	E. LOCUST	12.1	GOOD	
1939	E. LOCUST	12.1	GOOD	
1940	E. LOCUST	12.1	GOOD	
1941	E. LOCUST	12.1	GOOD	
1942	E. LOCUST	12.1	GOOD	
1943	E. LOCUST	12.1	GOOD	
1944	E. LOCUST	12.1	GOOD	
1945	E. LOCUST	12.1	GOOD	
1946	E. LOCUST	12.1	GOOD	
1947	E. LOCUST	12.1	GOOD	
1948	E. LOCUST	12.1	GOOD	
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1991	E. LOCUST	12.1	GOOD	
1992	E. LOCUST	12.1	GOOD	
1993	E. LOCUST	12.1	GOOD	
1994	E. LOCUST	12.1	GOOD	
1995	E. LOCUST	12.1	GOOD	
1996	E. LOCUST	12.1	GOOD	
1997	E. LOCUST	12.1	GOOD	
1998	E. LOCUST	12.1	GOOD	
1999	E. LOCUST	12.1	GOOD	
2000	E. LOCUST	12.1	GOOD	

**TREE SURVEY (CONT.) & TREE INVENTORY**



**SHEET KEY**



**TREE SURVEY LEGEND**

- OCCASIONAL TREE
- CHARISMATIC TREE
- TREE TO BE REMOVED
- TREE TO BE PRESERVED

**TREE PRESERVATION NOTE**

ANY TREE NOT MARKED OR DESIGNATED BY PLAN IS TO BE PROTECTED & MAINTAINED DURING CONSTRUCTION.

**DRAFT**

Michigan Environmental Consultants, Inc.  
240 University Drive, Farmington Hills, MI 48334  
Phone: (248) 853-2200  
Fax: (248) 853-2201  
www.mecinc.com

**CLIENT:**  
VERN BROCKWAY  
8333 DAY DRIVE  
HOWELL, MI 48843

**DATE:**  
11/18/2010  
11/18/2010  
11/18/2010  
11/23/2010  
1/12/2011  
1/12/2011  
2/18/2011

**TREE SURVEY & TREE INVENTORY**

1388 LUCY ROAD  
PART OF SE 1/4 OF SEC. 1, T2N-R4E  
MARION TOWNSHIP, LIVINGSTON COUNTY, MICHIGAN

**SCALE:** N/A

**PROJECT:** 10220-102

**DATE:** 2/17/2011

**BY:** [Name]

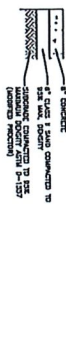
**CHECKED BY:** [Name]

**APPROVED BY:** [Name]





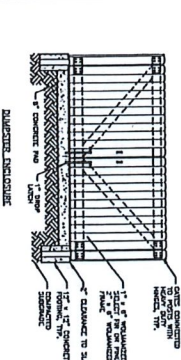
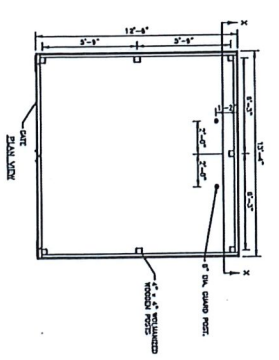
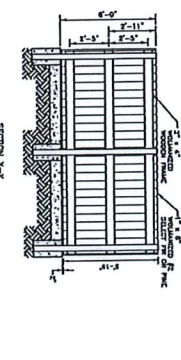
**CONCRETE PAVEMENT SECTION**  
 APPLICABLE TO DUMPSTER AND LANDSCAPE



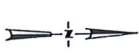
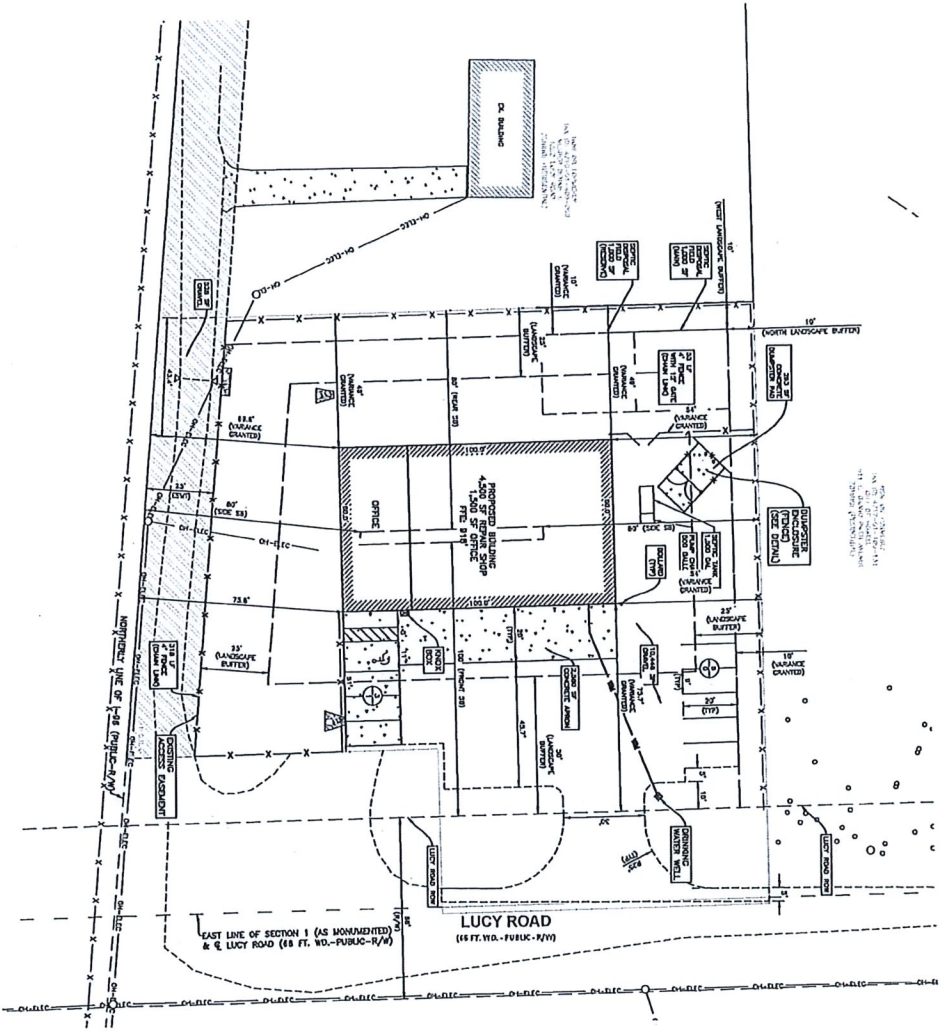
**GRAVEL PAVEMENT SECTION**  
 APPLICABLE TO DRIVEWAY AND PARKING LOT



**DUMPSTER ENCLOSURE DETAIL**



**DIMENSION AND PAVING PLAN**



**NOTES**

- DUMPSTER ENCLOSURE SHALL BE CONSTRUCTED OF BRICKWORK.
- EXISTING SHALL BE PROTECTED FOR ALL ADJACENT PROPERTIES.
- PAVING FOR DRIVEWAY SHALL BE PROTECTED IN CASES WHERE CONCRETE IS REQUIRED.

**PAVEMENT LEGEND**



**ZONING INFORMATION**

THE ZONING INFORMATION IS TAKEN FROM THE MARION TOWNSHIP ZONING ORDINANCE, ADOPTED MARCH 14, 1996.

PROPOSED ZONING CLASSIFICATION	PERMITTED USES	PERMITTED	PROHIBITED
RESIDENTIAL	RESIDENTIAL	YES	NO
INDUSTRIAL	INDUSTRIAL	NO	YES
COMMERCIAL	COMMERCIAL	NO	YES

**PROPOSED PARKING**

TYPE OF DRIVEWAY	PERCENTAGE REQUIRED
RESIDENTIAL	15%
INDUSTRIAL	40%
COMMERCIAL	40%

**GRANTED VARIANCES**

- FRONT SETBACK VARIANCE FOR DRIVEWAY AND LANDSCAPE.
- SETBACK VARIANCE FOR DRIVEWAY AND LANDSCAPE.
- LANDSCAPE BUFFER TO 10' PER SECTION 4.11.1.1 OF THE MARION TOWNSHIP ZONING ORDINANCE.

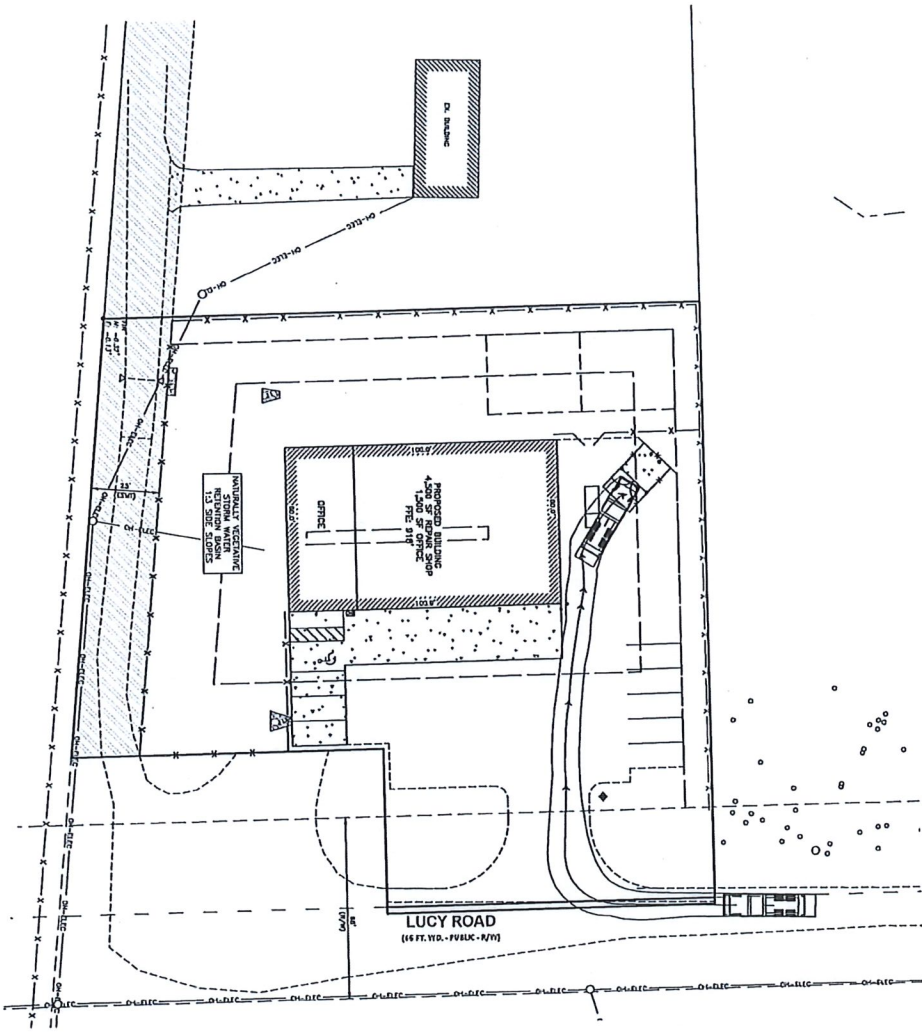
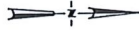
<p><b>VERNI BROCKWAY</b>                  8225 DICK CREEK ROAD                  HUNTSVILLE, IN 47531</p>		<p><b>CLIENT :</b></p>	
<p><b>DATE:</b></p>		<p><b>SCALE:</b> 1" = 20'</p>	
<p><b>PROJECT:</b> 1023-102</p>		<p><b>DATE:</b></p>	
<p><b>DATE:</b></p>		<p><b>DATE:</b></p>	
<p><b>DATE:</b></p>		<p><b>DATE:</b></p>	
<p><b>DATE:</b></p>		<p><b>DATE:</b></p>	
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<p><b>DATE:</b></p>		<p><b>DATE:</b></p>	
<p><b>DATE:</b></p>		<p><b>DATE:</b></p>	

**C-10**

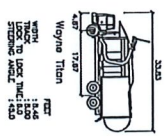
NOT FOR CONSTRUCTION



1388 LUCY ROAD  
REFUSE VEHICLE  
CIRCULATION PLAN



REFUSE VEHICLE



DATE	DESCRIPTION
11/14/2022	PLAN SUBMITTALS/REVISIONS
11/16/2022	SITE PLAN SUBMITTAL
11/16/2022	SITE PLAN PERMITS
11/29/2022	SITE PLAN PERMITS
11/29/2022	SITE PLAN PERMITS
11/29/2022	SITE PLAN PERMITS
1/11/2023	SITE PLAN PERMITS
1/11/2023	SITE PLAN PERMITS

**VEHICLE CIRCULATION PLAN**  
1388 LUCY ROAD  
PART OF SE 1/4 OF SEC. 1, T2N-R4E  
MARION TOWNSHIP, LIVINGSTON COUNTY, MICHIGAN

VERNI BROCKMANN  
8333 OAK CREEK ROAD  
HUNTSVILLE, AL 35893

CLIENT :



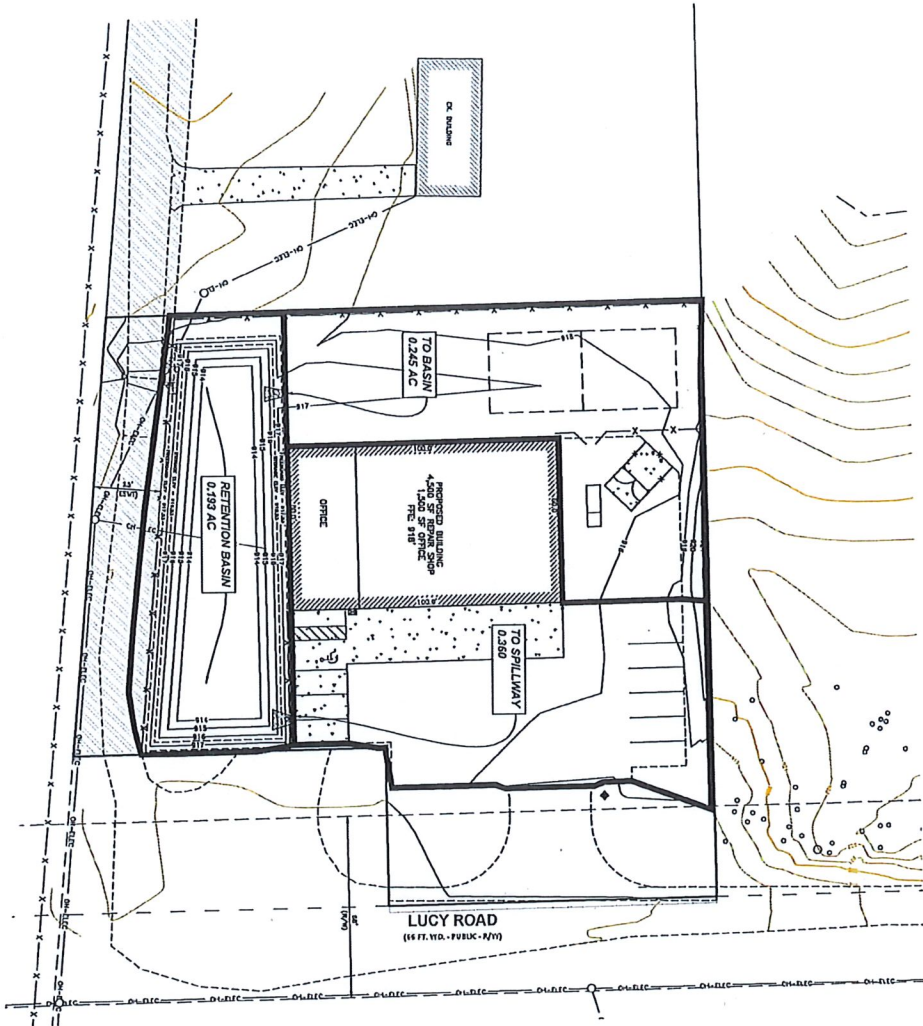
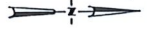








STORM WATER MANAGEMENT  
DRAINAGE AREA



PLAN SUBMITTALS/REVISIONS	DATE
SITE PLAN SUBMITTAL	10/19/2020
SITE PLAN REVISION	11/18/2020
SITE PLAN REVISION	11/23/2020
SITE PLAN REVISION	11/23/2020
SITE PLAN REVISION	12/23/2020
SITE PLAN REVISION	1/22/2021
SITE PLAN REVISION	1/11/2021
SITE PLAN REVISION	2/18/2021

**STORM WATER MANAGEMENT**  
1388 LUCY ROAD  
PART OF SE 1/4 OF SEC. 1, T2N-R4E  
MARION TOWNSHIP, LIVINGSTON COUNTY, MICHIGAN

CLIENT:  
VENN BROCKOVAN  
5833 2ND CROSS ROAD  
HOWELL, MI 48843

DATE OF DESIGN:  
11/18/2020  
11/23/2020  
12/23/2020  
1/22/2021  
1/11/2021  
2/18/2021



NOT FOR CONSTRUCTION

1388 Lucy Road, Marion Township, Livingston County, Michigan  
10/19/2020, 11/18/2020, 11/23/2020, 12/23/2020, 1/22/2021, 1/11/2021, 2/18/2021











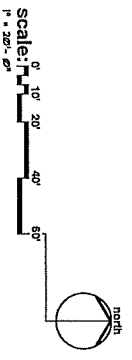








# landscape plan for: Repair Facility Marion Township, Michigan

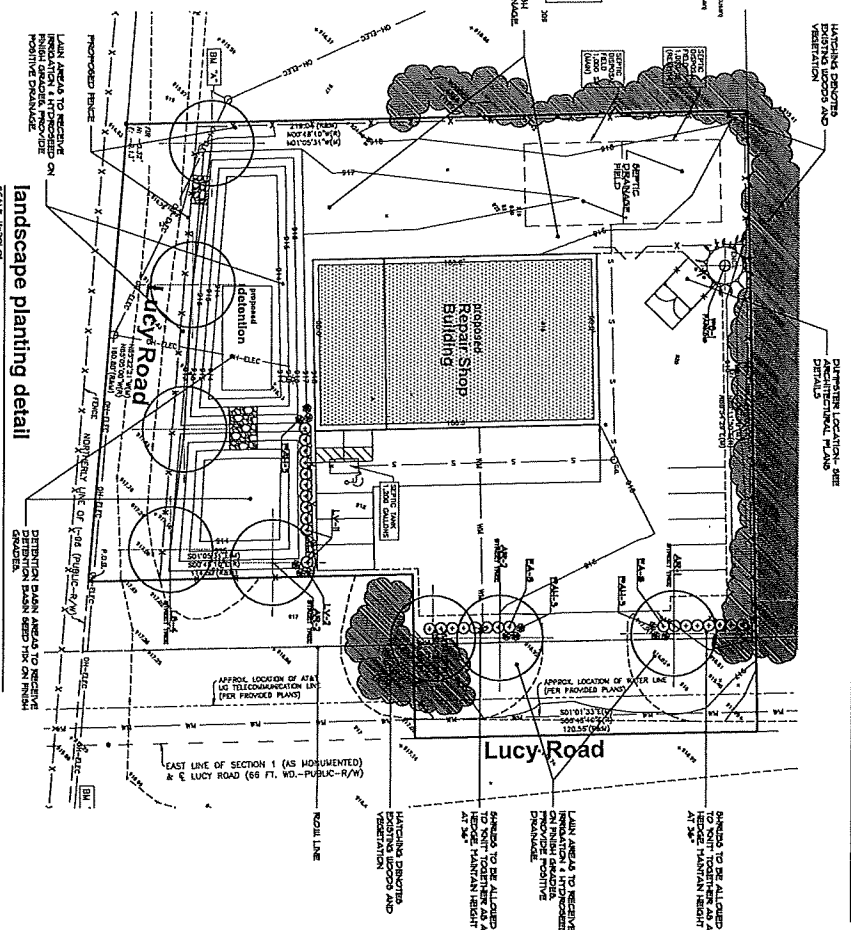
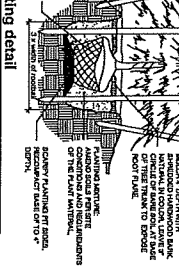
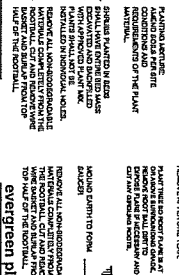
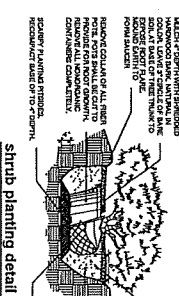
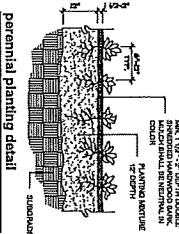


## general landscape notes:

1. LANDSCAPE CONTRACTOR SHALL VERIFY THE SITE, EXISTING CONDITIONS, AND ALL UTILITIES PRIOR TO COMMENCING WORK. CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES.
2. CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES.
3. CONTRACTOR SHALL PROTECT ALL EXISTING UTILITIES AND STRUCTURES.
4. CONTRACTOR SHALL MAINTAIN ALL NECESSARY RECORDS AND DOCUMENTATION.
5. CONTRACTOR SHALL MAINTAIN ALL NECESSARY RECORDS AND DOCUMENTATION.
6. CONTRACTOR SHALL MAINTAIN ALL NECESSARY RECORDS AND DOCUMENTATION.
7. CONTRACTOR SHALL MAINTAIN ALL NECESSARY RECORDS AND DOCUMENTATION.
8. CONTRACTOR SHALL MAINTAIN ALL NECESSARY RECORDS AND DOCUMENTATION.
9. CONTRACTOR SHALL MAINTAIN ALL NECESSARY RECORDS AND DOCUMENTATION.
10. CONTRACTOR SHALL MAINTAIN ALL NECESSARY RECORDS AND DOCUMENTATION.

## plant material list

Key	Botanical Name	Common Name	Size	Comments
1	...	...	...	...
2	...	...	...	...
3	...	...	...	...
4	...	...	...	...
5	...	...	...	...
6	...	...	...	...
7	...	...	...	...
8	...	...	...	...
9	...	...	...	...
10	...	...	...	...



**FPA**  
LANDSCAPE ARCHITECTS  
1388 LUCY ROAD  
MADISON TWP., MICHIGAN  
PH: (313) 557-5232  
FX: (313) 557-9410

PROJECT: REPAIR FACILITY  
DATE: 10-24-2020  
SCALE: 1/8"=1'-0"

PROJECT LOCATION: 1388 LUCY ROAD, MADISON TWP., MICHIGAN

DESIGNED BY: [Name]  
DATE: 10-24-2020

SCALE: 1/8"=1'-0"

**OLD BUSINESS**

**1. REVIEW SPR#02-20 VERN BROCKWAY 1388 LUCY ROAD FINAL SITE PLAN**

Allan Pruss is with *Monument Engineering*, and is working with Vern Brockway on his 1388 Lucy Road project. Allan is requesting final approval for the 1388 Lucy Road site plan. He has already requested a few variances from the ZBA and received approval for all of them.

Larry Grunn asked about the trees on the south side of the road.

Allan explained that new trees and landscaping were planted on the south side of the retention basin.

Larry Grunn also asked about the location of the septic tank.

Allan explained that the septic tank was moved and is now located underneath the parking lot, which was approved by the Health Department.

Cheryl Range motioned to recommend approval of SPR# 02-20 Vern Brockway-1388 Lucy Road to the Board of Trustees. Larry Grunn seconded. **MOTION CARRIED**





**Carlisle | Wortman**  
ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

**Site Plan Review  
For  
Marion Township, Michigan**

<b>Applicant:</b>	Vern Brockway
<b>Project Name:</b>	1388 Lucy Road
<b>Plan Date:</b>	September 25, 2020
<b>Revision Date:</b>	February 26, 2021
<b>Location:</b>	Lucy Road (Approximately .99 acres)
<b>Zoning:</b>	LI: Light Industrial
<b>Action Requested:</b>	Site Plan Approval
<b>Required Information:</b>	Noted in Review

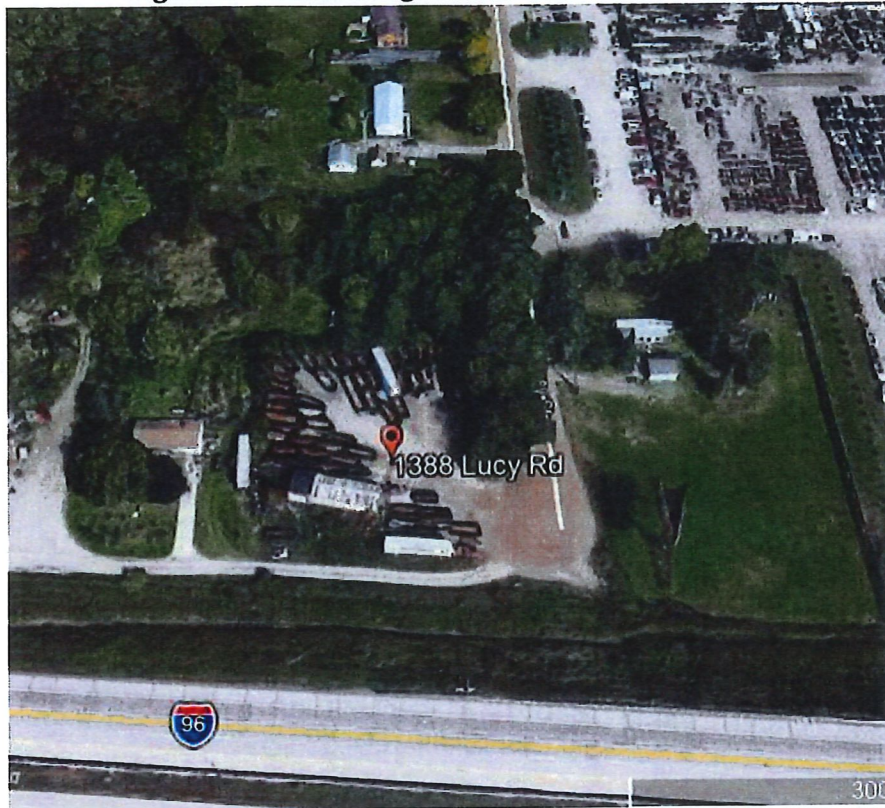
**PROJECT AND SITE DESCRIPTION**

The applicant, Vern Brockway is planning a major renovation to their site located at 1388 Lucy Road. Specifically, an approximately 1,354 square foot building will be removed and replaced with a larger 6,000 square foot repair shop and office building. Storage containers (Based on the latest aerial photo), mature trees, gravel parking and the existing poor condition building make up most of the site. As part of the project, access will be more clearly defined with a new drive on Lucy Road, stormwater basins will be constructed, and a drain field for septic service will be installed. No building elevations, landscaping, screening, lighting or signage have been provided.

This latest revision does not significantly change the building and parking layout of the site. However, the location of the stormwater facilities and septic locations have switched places. We actually prefer this location as it allows a better natural greenbelt between the site and I-96.

APR 15 2021 10:11 AM  
1388 Lucy Road

Figure 1 – Aerial Image of Site and Surroundings



Items to be addressed: *None.*



**SURROUNDING ZONING AND LAND USE**

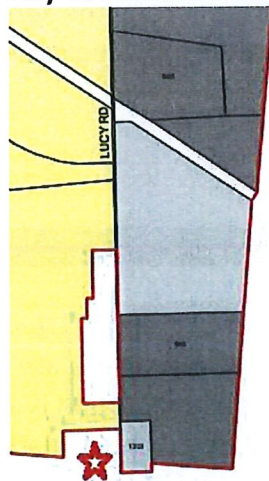
**Table 1 – Surrounding Zoning and Land Use**

Direction	Zoning	Use
North	City of Howell - Residential	Wooded
South	I-96 MDOT	Highway
East	City of Howell - Industrial	Salvage Yard
West	Residential	Home

**Marion Township Zoning Map**



**City of Howell Zoning Map**



*Items to be addressed: None.*

**AREA, WIDTH, HEIGHT, SETBACKS**

The proposed use is a permitted use in the Light Industrial District. The applicant is proposing to dress up the site with a new repair shop, office and other improvements.

**Table 2 – Required and Provided Dimensions of the Proposed Building**

	<b>Required</b>	<b>Provided</b>	<b>Compliance</b>
<b>Minimum Lot Area</b>	4 acres	.99 acres*	✓
<b>Minimum Frontage</b>	330 feet	120 feet*	✓
<b>Setbacks:</b>			
<b>Front Yard (Building)</b>	100 feet	76 feet	Variance Granted
<b>Side Yard (North)</b>	80 feet	54 feet	Variance Granted
<b>Side Yard (South)</b>	80 feet	70 feet	Variance Granted
<b>Rear Yard</b>	80 feet	49 feet	Variance Granted
<b>Lot Coverage</b>	40%	15%	✓
<b>Maximum Height</b>	40 feet	<40 feet	✓

We note that legally non-conforming uses and locations exist on the site, however all bulk regulation and landscape items have been granted variances by the ZBA.

*Items to be addressed:* The site was granted all required by the Zoning Ordinance by the Zoning Board of Appeals (ZBA) meeting on 1-4-21.

**NATURAL RESOURCES**

Significant natural features are shown on the plan and the aerial photo indicates mature trees on the northern boundary. These are shown on the provided preliminary plan and they are proposed to be removed.

*Items to be addressed:* None.

**PARKING AND LOADING**

A large gravel parking area exists on site and will remain. The plan indicates that the use for the new building will be repair and eight (8) parking spaces are proposed along with one (1) ADA accessible space located on concrete. A dumpster location is also shown in the northwest corner of the site. The dumpster will be enclosed. Based on the square footages of office and repair shop space we find this amount reasonable based on Ordinance requirements.

*Items to be addressed:* None.

## **SITE ACCESS AND CIRCULATION**

No sidewalks exist within the site, or along its perimeter. Due to the site's location and lack of "walkable" parcels within proximity, visitation is likely achieved using a vehicle and sidewalks are not necessary. A proposed new driveway has been reviewed and approved by the Livingston County Road Commission approval. The Fire Department should review access to the proposed new building along with their ability to fight a fire on site. Truck turning templates have been provided on the plan indicating the ability of a large truck to circulate on site.

*Items to be addressed: Fire Department review and approval.*

## **LANDSCAPING AND SCREENING**

No landscaping plan is provided. The plan indicates that landscaping will consist of grass, ground cover and mulch. This should be provided and includes and not limited to screening of adjacent uses. The applicant should review Section 6.13 of the Ordinance for direction on required landscaping. The Planning Commission may wish to consider waiving or modifying landscape requirements for this site due to the location and adjacent land uses. We are of the opinion the applicant is significantly improving the site and significant landscaping is not necessary due to the location and area. The proposed stormwater basins will be natural vegetative covers.

*Items to be addressed: Clarify whether any landscaping will be installed besides grass.*

## **ESSENTIAL FACILITIES AND SERVICES**

A well is shown just south of the driveway access. A septic tank and drain field are also shown on the plan and will be located behind the building. Livingston County Environmental Health has reviewed and approved the location of the well and septic system. The Livingston County Drain Commissioner will be required to review and approve the stormwater system. Retention/Sedimentation basins are proposed on the south side. The Township Engineer will do a detailed review of infrastructure during the final site plan review phase.

*Items to be addressed: Livingston County Drain Commission review and approval of stormwater system.*

## **LIGHTING**

The applicant should indicate any existing or proposed lighting within the site. Any proposed lighting can be provided during final site plan review.

*Items to be addressed: Provide at final site plan review information regarding existing or proposed lighting.*

## **RECOMMENDATIONS**

We would recommend approval of the preliminary site plan as submitted conditional upon the following issues being addressed at Final Site Plan. We look forward to clean up and improvement of the site.

1. Provide at final site plan review information such as lighting, building elevations and landscaping.
2. Township Engineer review and approval of all proposed infrastructure.
3. Clarify whether any landscaping will be installed besides grass.
4. Livingston County Drain Commission review and approval of stormwater system.
5. Fire Department review and approval.



April 12, 2021

Allan W. Pruss  
Monument Engineering Group Associates, Inc  
298 Veterans Drive  
Fowlerville, MI 48836

RE: 1382 Lucy Road  
Final Completion Notification

Mr. Pruss,

We have reviewed the Construction Plans for 1382 Lucy Road in Marion Township, MI., dated 4/07/2021. Based on our review, we feel that these plans are in conformance with applicable standards and requirements. Please consider the following next steps:

1. The Township may require an escrow be created to cover the cost of inspection.
2. A pre-construction meeting should be held prior to start of any construction activity.
3. The selected contractor should submit an insurance certificate listing Marion Township and Spicer Group, Inc. as additional insured.

If you have any questions or require anything further, please contact Kevin Wilks at the phone number listed below.

Sincerely,

**Brian Han**  
Design Engineer  
Cell: (708) 846-3470  
Mailto: [brian.han@spicergroup.com](mailto:brian.han@spicergroup.com)

**Kevin J Wilks, P.E.**  
Project Manager  
Cell: (616) 550-7837  
mailto: [kevinw@spicergroup.com](mailto:kevinw@spicergroup.com)

**SPICER GROUP, INC.**  
125 Helle Dr, Suite 2  
Dundee, MI 48131

CC: SGI File  
Dave Hamann, Zoning Administrator



## Howell Area Fire Department Fire Marshal Division

1211 W Grand River Ave Howell, MI 48843

office: 517-546-0560 fax: 517-546-6011

[firemarshal@howellfire.net](mailto:firemarshal@howellfire.net)

**DATE:** November 3, 2020

**TO:** Dave Hamann, Marion Twp Zoning Administrator

**FROM:** Jamil Czubenko, Fire Marshal

**PROJECT:** 1388 Lucy Rd Site Plan, **Marion Township**

**REF:** Site Plan Review - **Approved w/concerns noted**

**CONCERNS:**

I have reviewed the above listed site plan and find that it is **satisfactory** as presented as long as the **following conditions** are met:

1. Building(s) shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property.
  - a. These numbers/letters shall be at least 6" high and shall contrast with their background.
2. The fire department access drive shall meet the following conditions:
  - a. The minimum unobstructed width shall be 20 feet.
  - b. The minimum unobstructed height shall be 13 feet
  - c. The access drive shall be accessible at all times (i.e. snow removal, parked equipment).
  - d. The use of the Knox Rapid Entry system padlock or Knox key switch will be required for any entry gate that is going to be installed.
  - e. The access drive shall be constructed so it can support up to 100,000 pound fire apparatus.
3. A Knox Box is required for this building. Purchase can be completed on-line at [www.knoxbox.com](http://www.knoxbox.com).
4. A final inspection of the buildings, gates and site shall be performed by the fire department before C of O is issued.

Any changes in this site plan shall be submitted to the Howell Area Fire Department for additional approval. If there is anything further that you need, please feel free to give me a call.



**Dave Hamann**

---

**From:** Rod Soos <RSoos@livgov.com>  
**Sent:** Friday, April 16, 2021 1:59 PM  
**To:** Al Pruss; Ken Recker  
**Cc:** Dave Hamann; 'Michelle Pilaske'; David Davis  
**Subject:** RE: 20-102 1388 Lucy Road

Hi Al,

Once we receive the Bond, Land Use permit, and the remaining \$570.00 in fees we can issue the permit.

Thanks,

*Rod*

**Rod Soos, CSWO, CSESC**  
SESC Inspector,  
Dam Operator  
Livingston County Drain Commissioner's Office  
Phone (517) 546-0040

---

**From:** Al Pruss <apruss@monumentengineering.com>  
**Sent:** Wednesday, April 7, 2021 1:23 PM  
**To:** Rod Soos <RSoos@livgov.com>; Ken Recker <KRecker@livgov.com>  
**Cc:** Dave Hamann <za@mariontownship.com>; 'Michelle Pilaske' <michellep.regal@gmail.com>; David Davis <ddavis@monumentengineering.com>  
**Subject:** [EXT] RE: 20-102 1388 Lucy Road

"The e-mail below is from an external source. Please do not open attachments or click links from an unknown or suspicious origin."

---

Rod,

Here is the latest review letter from the engineer. Do you need more than this for this project? Do you still need hard copies? I can't remember if we dropped them off or not.

I'll follow up on the bond and land use permit.  
Do you need anything else to issue the erosion control permit?

Dave,

I'll send the land use application over once it's completed and signed.

Thanks



Allan W Pruss, PE, PS  
President  
Monument Engineering Group Associates, Inc. (MEGA)  
A Service Disabled Veteran Owned Small Business (SDVOSB)  
298 Veterans Drive  
Fowlerville, MI 48836  
☎ (517) 223-3512      C: (248) 240-0242  
www.monumentengineering.com



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---

**From:** Rod Soos <[RSoos@livgov.com](mailto:RSoos@livgov.com)>  
**Sent:** Friday, February 5, 2021 1:37 PM  
**To:** Ken Recker <[KRecker@livgov.com](mailto:KRecker@livgov.com)>; Al Pruss <[apruss@monumentengineering.com](mailto:apruss@monumentengineering.com)>  
**Cc:** Michelle Pilaske <[michellep.regal@gmail.com](mailto:michellep.regal@gmail.com)>; David Davis <[ddavis@monumentengineering.com](mailto:ddavis@monumentengineering.com)>; Dave Hamann <[za@mariontownship.com](mailto:za@mariontownship.com)>  
**Subject:** RE: 20-102 1388 Lucy Road

Al,

Once we have a full size hard copy of the final plans, and the remaining outstanding items from our last review, we can issue the permit.

Thanks,

*Rod*

Rod Soos, CSWO, CSESC  
SESC Inspector,  
Dam Operator  
Livingston County Drain Commissioner's Office  
Phone (517) 546-0040

---

**From:** Ken Recker <[KRecker@livgov.com](mailto:KRecker@livgov.com)>  
**Sent:** Friday, February 5, 2021 1:17 PM  
**To:** Al Pruss <[apruss@monumentengineering.com](mailto:apruss@monumentengineering.com)>  
**Cc:** Michelle Pilaske <[michellep.regal@gmail.com](mailto:michellep.regal@gmail.com)>; David Davis <[ddavis@monumentengineering.com](mailto:ddavis@monumentengineering.com)>; Dave Hamann <[za@mariontownship.com](mailto:za@mariontownship.com)>; Rod Soos <[RSoos@livgov.com](mailto:RSoos@livgov.com)>  
**Subject:** RE: 20-102 1388 Lucy Road

Al,  
We're good with the revised plan as you've submitted it.

Ken

---

**From:** Al Pruss <[apruss@monumentengineering.com](mailto:apruss@monumentengineering.com)>

**Sent:** Thursday, February 4, 2021 9:07 AM

**To:** Ken Recker <[KRecker@livgov.com](mailto:KRecker@livgov.com)>

**Cc:** Michelle Pilaske <[michellep.regal@gmail.com](mailto:michellep.regal@gmail.com)>; David Davis <[ddavis@monumentengineering.com](mailto:ddavis@monumentengineering.com)>; Dave Hamann <[za@mariontownship.com](mailto:za@mariontownship.com)>; Rod Soos <[RSoos@livgov.com](mailto:RSoos@livgov.com)>

**Subject:** [EXT] RE: 20-102 1388 Lucy Road

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Ken

We resubmitted plans for erosion control adding a culvert under the drive to accommodate the spillway.

Do you know the status of review/approval?

Thanks



Allan W Pruss, PE, PS

President

Monument Engineering Group Associates, Inc. (MEGA)

A Service Disabled Veteran Owned Small Business (SDVOSB)

298 Veterans Drive

Fowlerville, MI 48836

☎ (517) 223-3512

C: (248) 240-0242

[www.monumentengineering.com](http://www.monumentengineering.com)



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**From:** Ken Recker <[KRecker@livgov.com](mailto:KRecker@livgov.com)>

**Sent:** Thursday, January 14, 2021 9:21 AM

**To:** Al Pruss <[apruss@monumentengineering.com](mailto:apruss@monumentengineering.com)>

**Cc:** Michelle Pilaske <[michellep.regal@gmail.com](mailto:michellep.regal@gmail.com)>; David Davis <[ddavis@monumentengineering.com](mailto:ddavis@monumentengineering.com)>; Dave Hamann <[za@mariontownship.com](mailto:za@mariontownship.com)>; Phil Westmoreland ([philaw@spicergroup.com](mailto:philaw@spicergroup.com)) <[philaw@spicergroup.com](mailto:philaw@spicergroup.com)>; Rod Soos <[RSoos@livgov.com](mailto:RSoos@livgov.com)>

**Subject:** RE: 20-102 1388 Lucy Road

Al,

While a spillway is a normal requirement, I'm not sure it makes much sense given the current basin location. There's no culvert under the private drive to the south, and there's no relief to the west. The best location for emergency overflow appears to be the NW property corner which abuts wetlands extending offsite.

Ken

---

**From:** Al Pruss <[apruss@monumentengineering.com](mailto:apruss@monumentengineering.com)>  
**Sent:** Thursday, January 14, 2021 6:00 AM  
**To:** Rod Soos <[RSoos@livgov.com](mailto:RSoos@livgov.com)>  
**Cc:** Ken Recker <[KRecker@livgov.com](mailto:KRecker@livgov.com)>; Michelle Pilaske <[michellep.regal@gmail.com](mailto:michellep.regal@gmail.com)>; David Davis <[ddavis@monumentengineering.com](mailto:ddavis@monumentengineering.com)>; Dave Hamann <[za@mariontownship.com](mailto:za@mariontownship.com)>  
**Subject:** [EXT] RE: 20-102 1388 Lucy Road

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Rod,

Any update on where LCDC wants the spillway to point?  
We'd like to get this wrapped up and the erosion control permit in place.

Thanks



Allan W Pruss, PE, PS  
President  
Monument Engineering Group Associates, Inc. (MEGA)  
A Service Disabled Veteran Owned Small Business (SDVOSB)  
298 Veterans Drive  
Fowlerville, MI 48836  
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**From:** Rod Soos <[RSoos@livgov.com](mailto:RSoos@livgov.com)>  
**Sent:** Monday, January 4, 2021 11:20 AM  
**To:** Al Pruss <[apruss@monumentengineering.com](mailto:apruss@monumentengineering.com)>  
**Cc:** Ken Recker <[KRecker@livgov.com](mailto:KRecker@livgov.com)>; Michelle Pilaske <[michellep.regal@gmail.com](mailto:michellep.regal@gmail.com)>; David Davis <[ddavis@monumentengineering.com](mailto:ddavis@monumentengineering.com)>  
**Subject:** RE: 20-102 1388 Lucy Road

Morning Al,

The only SESC item that I have is that on sheet 9.2 the Emergency Spillway tag is pointing to the wrong location.

Ken will be following up on the emergency spillway location.

Thanks,

*Rod*

Rod Soos, CSWO, CSESC  
SESC Inspector,  
Dam Operator  
Livingston County Drain Commissioner's Office  
Phone (517) 546-0040

---

**From:** Al Pruss <[apruss@monumentengineering.com](mailto:apruss@monumentengineering.com)>  
**Sent:** Thursday, December 31, 2020 6:34 AM  
**To:** Rod Soos <[RSoos@livgov.com](mailto:RSoos@livgov.com)>  
**Cc:** Ken Recker <[KRecker@livgov.com](mailto:KRecker@livgov.com)>; Michelle Pilaske <[michellep.regal@gmail.com](mailto:michellep.regal@gmail.com)>; David Davis <[ddavis@monumentengineering.com](mailto:ddavis@monumentengineering.com)>  
**Subject:** [EXT] 20-102 1388 Lucy Road

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Rod,

Attached are revised plan set, response letter, right of entry agreement, and commercial application. Was hoping you could review and let me know if you still have comments prior to us resubmitting hard copies. Once you've looked at it let me know how many hard copies you'll need.

Ken,

Do you have jurisdiction for storm water review?

Thanks



Allan W Pruss, PE, PS  
President  
Monument Engineering Group Associates, Inc. (MEGA)  
A Service Disabled Veteran Owned Small Business (SDVOSB)  
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## Livingston County Road Commission

3535 Grand Oaks Drive • Howell, Michigan 48843-8575  
Telephone: (517) 546-4250 • Facsimile: (517) 546-9628  
Internet Address: [www.livingstonroads.org](http://www.livingstonroads.org)

March 4, 2021

Al Pruss, P.E.  
Monument Engineering Group Associates, Inc.  
298 Veterans Drive  
Fowlerville, MI 48836

Re: 1388 Lucy Road, Marion Township, Section 1  
LCRC# C-20-10

Dear Mr. Pruss:

I have completed the review of the revised plans for a commercial driveway approach off Lucy Road for a repair shop, dated February 26, 2021, for the above-referenced project and have determined the plans to be in substantial compliance with our specifications.

Before a commercial approach permit can be issued, the following items need to be completed.

1. A contractor needs to be selected and the selected contractor must submit a certificate of insurance to the LCRC with the following language: "The Board of Livingston County Road Commissioners, the Livingston County Road Commission, and their officers, agents, and employees are listed additional insured parties with respects to General Liability."
2. Written approval from the adjacent property owner(s) needs to be submitted for the removal of any obstructions located within the clear vision area.
3. Two (2) sets of the approved plans need to be submitted.
4. The additional permit fees (\$60.00) need to be paid.

If you have any questions, please do not hesitate to contact me.

Sincerely,



Kim Hiller, P.E.  
Utilities and Permits Engineer

Cc: File

Dave Hamann, Marion Township (via email)  
Phil Westmorland, Rowe (via email)  
Ken Recker, Livingston County Drain Commissioner's Office (via email)



Marion Township - Wages and Benefits for FY 2021-2022 Proposed at Board meeting 6-10-2021

EMPLOYEE NAME	Hourly	Monthly	Annual	Retirement	Health Insurance	FICA Medicare	Total	Monthly Insurance	Township Pays
TAMMY BEAL	21.05	4,076.23	48,915	3,913	25,301	3,742	81,871	1,842.70	1,658.43
GAIL BURLINGAME	21.05	2,918.79	35,026	2,802	7,200	3,230	48,258	1,528.00	1,375.20
SANDRA DONOVAN		4,076.23	48,915	3,913	21,902	3,742	78,472	1,528.00	1,375.20
ROBERT JABER	22.74	3,153.13	37,838	3,027	7,517	2,895	51,276	446.00	401.40
LORI JUDSON	37.91	5,256.60	63,079	5,046	22,504	4,826	95,455	1,583.70	1,425.33
DAVID HAMANN	24.41	3,384.69	40,616	3,249	25,518	3,107	72,491	1,862.80	1,676.52
ROBERT HANVEY		4,076.23	48,915	3,913	7,200	4,293	64,321		
SANDRA LONGSTREET	22.28	3,089.34	37,072	2,966	24,148	2,836	67,022	1,735.90	1,562.31
KITSEY RENNELS	20.48	2,839.76	34,077	2,726	7,200	3,158	47,161		
JESSICA TIMBERLAKE	21.72	3,011.70	36,140	2,891	16,562	2,765	58,358	1,033.50	930.15
Total							664,684		
Trustees									
LES ANDERSEN		669.43	8,033	643	24,586	615	33,877	1,776.50	1,598.85
GREG DURBIN		669.43	8,033	643	7,200	1,165	17,041		
SCOTT LLOYD		669.43	8,033	643	23,826	615	33,116	1,706.10	1,535.49
DAN LOWE		669.43	8,033	643	13,062	615	22,352	959.40	863.46
Total				37,018	233,726		106,386		13,027.14



UPDATED: 05/13/2021

	Hartland Twp	Green Oak Twp	Hamburg Twp	Oceola Twp	Genoa Twp	Brighton Twp	Marion Twp	Milford Twp	Highland Twp
<b>BOARD OF TRUSTEES</b>									
Population	16000	18807	21661	14358	20316	18667	10972	16905	20172
Township Supervisor	\$ 33,383.61	\$ 78,060.00	\$ 67,587.00	\$ 65,344.00		\$ 42,360.00	\$ 47,490.00	\$ 85,694.00	\$ 78,799.00
Township Clerk	\$ 66,767.22	\$ 78,060.00	\$ 67,587.00	\$ 65,344.00		\$ 61,420.00	\$ 47,490.00	\$ 85,694.00	\$ 74,855.00
Township Treasurer	\$ 66,767.22	\$ 78,060.00	\$ 63,003.00	\$ 65,344.00		\$ 76,770.00	\$ 47,490.00	\$ 85,694.00	\$ 74,855.00
Township Trustees (4)	\$ 6,461.34	\$ 6,293.00	\$ 6,992.25	\$ 11,035.00		\$ 7,867.50	\$ 7,799.00	\$ 13,600.00	\$ 6,045.00
Special Meetings	\$ 100.00						n/a		\$ 50.00
<b>PLANNING COMMISSION (7 total)</b>									
Chair/Presiding Officer	\$ 4,452.17	\$ 110.00	\$ 80.00	\$ 65.00		\$ 100.00	\$ 150.00	\$ 8,460.00	\$ 70.00
Special Meetings	\$ 70.00	\$ 105.00	\$ 80.00	\$ 65.00		\$ 100.00	\$ 100.00	n/a	\$ 70.00
Secretary	\$ 107.69	\$ 105.00	\$ 150.00	\$ 65.00		\$ 80.00	\$ 100.00	\$ 1,212.00	\$ 95.00
Special Meetings	\$ 67.84	\$ 105.00	\$ 75.00	\$ 65.00		\$ 80.00	\$ 100.00	n/a	\$ 95.00
All other members	\$ 96.92	\$ 105.00	\$ 65.00	\$ 65.00		\$ 80.00	\$ 100.00	\$ 8,460.00	\$ 50.00
Special Meetings	\$ 56.54	\$ 105.00	\$ 65.00	\$ 65.00		\$ 80.00	\$ 100.00	n/a	\$ 50.00
<b>ZONING BOARD OF APPEALS (5)</b>									
Chair/Presiding Officer	\$ 100.00	\$ 110.00	\$ 25/case or \$75	\$ 65.00		\$ 80.00	\$ 100.00	\$ 6,660.00	\$ 70.00
All other members	\$ 80.00	\$ 105.00	\$ 20/case or \$65	\$ 65.00		\$ 80.00	\$ 100.00	\$ 6,660.00	\$ 50.00
Additional per site visit	\$ 10.50	n/a	n/a	n/a		\$ 80.00	\$ 100.00	n/a	\$ 50.00
<b>BOARD OF REVIEW</b>									
All members (6)	\$ 75.38					\$ 105.00	\$ 75.00	\$ 4,000.00	\$ 50.00

\*WAGE COMPENSATION STUDY PREPARED BY: Hartland Township Secretary, Casey Louis

\*Still waiting for information from certain jurisdictions.



**CORONAVIRUS LOCAL FISCAL RECOVERY FUND:  
GUIDANCE ON DISTRIBUTION OF FUNDS TO NON-ENTITLEMENT UNITS OF LOCAL GOVERNMENT**

**U.S. DEPARTMENT OF THE TREASURY**

The American Rescue Plan Act of 2021 (ARPA) appropriates \$19.53 billion to States for distribution to tens of thousands of “non-entitlement units of local government” (NEUs). ARPA directs the Department of the Treasury (Treasury) to make payments to each State for distribution to NEUs within the State. Treasury is providing the following guidance to assist States with their distribution of these funds to NEUs.

**Statutory Overview**

Sections 602 and 603 of the Social Security Act (the Act), as added by section 9901 of ARPA, establish the Coronavirus State Fiscal Recovery Fund (State Fiscal Recovery Fund) and Coronavirus Local Fiscal Recovery Fund (Local Fiscal Recovery Fund), respectively, which provide significant funding to help states and localities address the economic and health consequences of the pandemic. Sections 602 and 603 of the Act provide for Treasury to make payments directly to States, territories, Tribal governments, and various local governments, including counties and cities designated as metropolitan cities. In recognition of the significant differences across States in the ways that local governments are organized and the extent of the services they provide to their populations, Congress also provided for Treasury to make payments to the States to allocate and make this funding available to smaller units of general local governments, NEUs.

A State is required to allocate and distribute the Local Fiscal Recovery Fund payment received from Treasury to each NEU in the State an amount that bears the same proportion to the amount of such payment as the population of the NEU bears to the total population of all the NEUs in the State.<sup>1</sup> However, the total amount to be distributed to an NEU may not exceed the amount equal to 75 percent of its most recent budget as of January 27, 2020.<sup>2</sup> Each State has 30 days to distribute these funds to NEUs, but Treasury may provide extensions of this deadline, as outlined below.

Treasury will make payments to States from the Local Fiscal Recovery Fund for distribution to NEUs in two tranches, with the Second Tranche payment to be made no earlier than 12 months after the date on which the First Tranche payment is paid to the State.<sup>3</sup>

**Prior to Distribution**

Before distributing funds to NEUs, States will need to request payment from Treasury, identify eligible NEUs within their State, calculate allocations, and collect certain documents from NEUs.

- Request the State’s payment from Treasury. A State’s submission of a request for payment from the State Fiscal Recovery Fund under section 602 of the Act will suffice for Treasury to initiate payment to the State from the Local Fiscal Recovery Fund for distribution to the State’s NEUs. Payment of this amount will be made to the bank account designated by the State with respect to the State Fiscal Recovery Fund.

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<sup>1</sup> See Section 603(b)(2)(C)(i) of the Act.

<sup>2</sup> See Section 603(b)(2)(C)(iii) of the Act.

<sup>3</sup> See Section 603(b)(7) of the Act.

Aggregate NEU allocations to each State can be found on [treasury.gov/SLFRP](https://www.treasury.gov/SLFRP), along with the allocation methodology.

- Identify eligible NEUs. States should identify eligible NEUs by following these guidelines:
  - Treasury has provided on its website a list with names and population estimates for each local government (List), categorized by State, based on data from the Bureau of the Census (Census Bureau) with some clarifications by Treasury.<sup>4</sup>
  - The List includes both “incorporated places” and “minor civil divisions” (MCDs).
  - All incorporated places on the List are eligible for payment.
  - MCDs serve as the primary subdivisions of a county in some States and are commonly known as towns (in New England, New York, and Wisconsin), townships, and districts.<sup>5</sup> In 12 States—referred to by the Census Bureau as “strong-MCD” States—these MCDs generally perform a wide set of general purpose local government functions. In eight other States—referred to by the Census Bureau as “weak-MCD” States—the MCDs generally play less of a governmental role but are still active governmental units. The other 30 States do not have governmentally functioning MCDs.
  - States should approach the eligibility of their incorporated places and MCDs on the List as follows:
    - For the 12 strong-MCD States<sup>6</sup> and 30 States without governmentally functioning MCDs, a State should consider all the local governments on the List as eligible for payment.
    - For the eight weak-MCD States,<sup>7</sup> a State should consider all incorporated places on the List as eligible for payment.

In order to determine the eligibility of its MCDs, the State should undertake a facts-and-circumstances test to determine whether the MCD has the legal and operational capacity to accept ARPA funds and provides a broad range of services that would constitute eligible uses under ARPA. States should consider specific authorities and the size and composition of the budgets of these MCDs in making

---

<sup>4</sup> Treasury’s compilation of the List, along with its broader definitional and data methodology, can be found on the Treasury website. For ease of use, Treasury is also providing a list of local governments excluding weak MCDs for the eight weak-MCD States.

<sup>5</sup> The MCDs function as active governmentally functioning units in all or part of 20 States: Connecticut, Illinois, Indiana, Kansas, Maine, Massachusetts, Michigan, Minnesota, Missouri, Nebraska, New Hampshire, New Jersey, New York, North Dakota, Ohio, Pennsylvania, Rhode Island, South Dakota, Vermont, and Wisconsin.

<sup>6</sup> These States are Connecticut, Maine, Massachusetts, Michigan, Minnesota, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, and Wisconsin.

<sup>7</sup> These States are Illinois, Indiana, Kansas, Missouri, Nebraska, North Dakota, Ohio, and South Dakota.

this determination. MCDs in these States that lack the capacity or do not provide the broad range of services that would constitute eligible uses under ARPA should not be eligible for a NEU distribution. States may categorically exclude all weak MCDs if none of them provide the relevant types of services. Treasury will defer to the States' determination in this regard given their superior understanding of the particularities of their local governments' authorities and operations.

Before making initial distributions to NEUs, each weak-MCD State should identify on the State's website the names of MCDs that the State removed, accompanied by an explanation of the State's determination.

As stated above, strong-MCD States and States without governmentally functioning MCDs should not undergo this facts-and-circumstance test. In addition, weak-MCD States should not undergo a facts-and-circumstances test with respect to their incorporated places.

- Calculate initial allocations.
  - As stated above, ARPA requires States' allocations to NEUs to be based on the proportion of the population in the NEU as a share of the total population of all NEUs in the State. This requirement can be represented by the following formula:

$$\frac{\textit{Total population of the NEU}}{\textit{Total population of all eligible NEUs}} \times \textit{Aggregate state NEU payment}$$

- States must use the population counts in the List, since these reflect the most recent data available from the Census Bureau.<sup>8</sup>
- In some States, the boundaries of some NEUs overlap with or encompass other NEUs within the State, typically resulting in overlapping populations between the larger "parent" NEU and the subsidiary NEU.<sup>9</sup> An example is a township that encompasses a city. States have the discretion to divide the population of overlapping NEUs in a number of ways for the purpose of the allocation, but Treasury suggests consideration of the following:

- The default approach is for the subsidiary NEU's population to be subtracted from the larger "parent" NEU for purposes of this allocation. For ease of use, the

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<sup>8</sup> See Section 603(b)(6) of the Act. For the few entities with no population data provided by the Census Bureau, States should use data as a State determines appropriate.

<sup>9</sup> These overlapping jurisdictions generally occur in the 20 States with active governmentally functioning incorporated places and MCDs.



List reflects this default approach by providing the net population of the “parent” NEU excluding the population of all its subsidiary components.<sup>10</sup>

- Alternatively, States may decide to allocate a different split of the overlapping population between NEUs (e.g., 50-50 split for two overlapping NEUs). This decision should be made based on a facts-and-circumstances test that considers the extent to which the NEU provides services that would constitute eligible uses under the Local Fiscal Recovery Fund, including considering the size and composition of the NEU’s budget. States should not allocate the entire overlapping population to the larger “parent” NEU.<sup>11</sup>
  - Double counting when determining NEU allocations is inadvisable.
- Establish a process for NEUs to submit requests for payment. States should establish a process that will allow NEUs to provide information and documentation necessary to disburse funds to NEUs. The information and documentation collected by the State prior to initiating payment must include the following:
    - Local government name, Entity’s Taxpayer Identification Number, DUNS number, and address
    - Authorized representative name, title, and email
    - Contact person name, title, phone, and email
    - Financial institution information (e.g., routing and account number, financial institution name and contact information)
    - Total NEU budget (defined as the annual total operating budget, including general fund and other funds, in effect as of January 27, 2020) or top-line expenditure total (in exceptional cases in which the NEU does not adopt a formal budget)
    - Award terms and conditions agreement (as provided by Treasury to be signed)
    - Assurances of compliance with Title VI of the Civil Rights Act of 1964 (as provided by Treasury to be signed)
  - Receive requests for payment from NEUs. States should receive and process requests for distribution from NEUs that include the information and documentation indicated above. The State must confirm the NEU is not excluded or disqualified in compliance with 2 C.F.R. Part 180 and Treasury’s implementing regulation at 31 C.F.R. Part 19. States should advise the NEU to retain a copy of its award agreements for upload with the NEU’s first report to Treasury due October 31, 2021. Pursuant to 2 C.F.R. Part 25, States should advise the NEU to register in SAM.gov as soon as possible after receiving the award if the NEU is not already registered.

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<sup>10</sup> For consolidated NEU governments, the full populations of the local government may be listed twice. However, States are advised not to double count the population but rather to allocate a split between the two governments based on the facts-and-circumstances test outlined. For consolidated NEU-metropolitan city governments, States similarly may exercise discretion with respect to the population to allocate to the NEU. As a reminder, metropolitan cities are paid directly by Treasury through a different allocation.

<sup>11</sup> See section 603(b)(4) of the Act.

As part of this process, States should assign each NEU a unique “NEU Recipient Number” starting with the two letter State abbreviation followed by four numeric digits (e.g., AZ0231). States should advise the NEU to retain this NEU Recipient Number as an identifying number for the lifecycle of the program, including for reporting purposes.

- Determine whether the “75 percent cap” applies. Section 603(b)(2)(C)(iii) of the Act and the Interim Final Rule (IFR) provide that each NEU’s total award (i.e., the total of distributions under both the First and Second Tranche) is capped at 75 percent of its annual total operating budget, including the general fund and other funds, in effect as of January 27, 2020 (“reference budget”). This involves several steps:
  - Receive a budget total. As part of the request for payment, NEUs should submit a top-line total of the NEU’s reference budget, certified by an authorized representative of the NEU. If a NEU does not adopt a formal budget, States should allow the NEU to certify its most recent annual total expenditures as of January 27, 2020 in lieu of the NEU’s budget total. States should advise the NEU that these numbers may be verified against a copy of the appropriate budget documents submitted in the NEU’s first report to Treasury.
  - Compare budget total with allocation. States should compare the total allocation to the NEU (across distributions under both the First and Second Tranches) against the NEU’s reference budget.
  - Return funds to Treasury, if applicable. If an NEU’s total allocation is found to be more than 75 percent of the NEU’s reference budget, the State must return the amount of the allocation in excess of the NEU’s reference budget to Treasury. For example, if Town A is allocated \$100,000 and its reference budget totaled \$100,000, Town A would be entitled to a total distribution of \$75,000. ARPA requires the State to return \$25,000 in total to Treasury. Because payments are made by Treasury in two tranches and distributed by States in at least two distributions, the State would pay \$37,500 to Town A in the first distribution and the State would return \$12,500 to Treasury from the First Tranche amount. States should wait to return these funds to Treasury until after submitting their interim report due August 31, 2021 (detailed below).
- Process requests to transfer to the State. If a State receives notification from an NEU that it would like to decline its funding allocation and transfer funds to the State under Section 603(c)(4) of the Act, Treasury will consider this action as a cancellation of the award on the part of the eligible NEU and a modification of the award to the State. A State will not be required to transfer the amount of the payment to the NEU just for the NEU to transfer it back to the State. As part of this process, the NEU must provide a signed notice to the State, which the State must transmit to Treasury as part of its interim report due August 31, 2021 (or as part of a subsequent report, if applicable). If the NEU does not provide such notice, it will remain legally obligated under the award with respect to accounting for the uses of the funds and the reporting on such uses. Treasury will provide a standard notice form that will be required for this use.

#### Initial Distribution from First Tranche Amount

ARPA provides that States must make an initial distribution of funds to NEUs no later than 30 days after receiving a payment from Treasury for purpose of distribution to NEUs, unless the State requests and receives an extension. There are several steps that States should take in this phase:

- Disburse the initial distribution of payments. States should disburse the initial distribution of payments to the NEUs based on the allocations calculated in accordance with the process outlined above.

Under the IFR, States may not impose additional conditions or requirements on distributions to NEUs, beyond those permitted by ARPA, the IFR, and Treasury’s guidance. For example, States may not impose stricter limitations than permitted by statute or Treasury regulations or guidance on an NEU’s use of funds based on the NEU’s proposed spending plan or other policies. States are also not permitted to offset any debt owed by the NEU against the NEU’s distribution. Further, States may not provide funding to NEUs on a reimbursement basis.

- Record key information for reporting purposes. States should keep records of amounts allocated and, separately, amounts paid to each NEU. States will be required to submit information on their NEU disbursements with their interim report on the State Fiscal Recovery Fund program.
- Provide guidance to NEUs on their requirements to Treasury. States should direct NEUs to section 603 of the Act, the IFR, and this guidance, along with documents on the Treasury website, which include fact sheets and regularly updated FAQs.
- Apply for extensions, if necessary. If a State submits a certification in writing that it faces an excessive administrative burden in distributing funds to an NEU and requests an extension, in accordance with Section 603(b)(2)(C)(ii)(I) of the Act, Treasury will grant the State a 30-day extension of the deadline for distributing funds. Treasury may grant requests from States for further extensions. More information will be forthcoming on the extensions process.

### Subsequent Distribution from First Tranche Amount

If a State has made reasonable efforts to contact an NEU that remains unresponsive (i.e., the NEU has neither requested funding nor declined its allocation and requested a transfer to the State), the State may issue a subsequent distribution of the funds that had been allocated to such non-responsive NEUs among the NEUs that have requested funding. If a State provides for such a subsequent distribution, the State should follow the steps below:

- Gather required information. States should identify the amount of remaining funds, which is the amounts allocated to NEUs that have been non-responsive (“remaining funds”). States should also identify NEUs that have received an initial distribution and whose initial allocation was below the 75 percent cap (“residual NEUs”).
- Allocate remaining funds. States should allocate remaining funds among residual NEUs according to the formula below.

$$\frac{\text{Total population of the residual NEU}}{\text{Total population of all residual NEUs}} \times \text{Remaining state aggregate NEU allocation}$$

- Apply the 75 percent budget cap. Residual NEUs may only receive payments (across both First and Second Tranches, inclusive of distributions from remaining funds) up to the 75 percent budget cap, as described above. Amounts allocated to residual NEUs in excess of their 75 percent budget cap must be returned to Treasury. The excess amounts from the First Tranche should be returned in the post-distribution phase (as detailed below).
- Disburse the subsequent distribution. States should make the subsequent distribution to NEUs after allocating the remaining funds. As discussed above, States are prohibited from putting conditions or requirements on these distributions beyond those permitted by ARPA, the IFR, and Treasury's guidance.
- Record key information for reporting purposes. States should keep records of which residual NEUs received a subsequent allocation and distribution, and the amount of the subsequent allocation and distribution. States will be required to submit information on their subsequent distribution with their periodic reports to Treasury on the State Fiscal Recovery Fund program.

## Post-Distribution

States will be asked to submit information on their allocations and distributions to NEUs with their periodic reports to Treasury under the State Fiscal Recovery Fund program, including the interim report on August 31, 2021. NEUs are also required to submit periodic reports to Treasury on their use of funds.

- Submit an interim report (August 2021). As part of the interim report required to be submitted to Treasury by August 31, 2021, which is a requirement under ARPA and the IFR, each State will be asked to provide an update on distributions to individual NEUs, including whether the NEU has (1) received funding; (2) declined funding and requested a transfer to the State under Section 603(c)(4) of the Act; and (3) not taken action on its funding. States should be prepared to report on their information, including the following:
  - NEU name
  - NEU DUNS number
  - NEU address
  - NEU email address
  - NEU Recipient Number (a unique identification code for each NEU assigned by the State to the NEU as part of the request for funding)
  - Initial allocation and, if applicable, subsequent allocation to the NEU (before application of the 75 percent cap)
  - Total NEU budget, defined as the annual total operating budget, including general fund and other funds, in effect as of January 27, 2020 (as submitted by the NEU to the State as part of the request for funding)
  - Amount of the initial and, if applicable, subsequent allocation above 75 percent of the NEU's reference budget which will be returned to Treasury
  - Payment amount(s)
  - Payment date(s)

For each eligible NEU that declined funding and requested a transfer to the State under Section 603(c)(4) of the Act, the State must also attach a form signed by the NEU, as detailed above.



Weak-MCD States should also list NEUs that the State deemed ineligible.

- Submit a first quarterly report (October 2021). As part of the first quarterly report required to be submitted to Treasury by October 31, 2021, which is a requirement under ARPA and the IFR, each State will be asked to provide information on subsequent distributions to NEUs, if applicable.
- Return excess amounts (August-October 2021). States should arrange with Treasury to return excess amounts that were not distributed to the NEUs. Treasury will provide instructions to States on the return of funds.
- Provide guidance to NEUs on their reporting requirements to Treasury (October 2021). As prime recipients of a Federal award, NEUs are required to report to Treasury on the use of funds. States should ensure each NEU has the reporting guidance provided by Treasury, which is forthcoming. NEUs' first report is due to Treasury by October 31, 2021. In addition to other reporting requirements, NEUs will be asked to provide:
  - NEU Recipient Number (a unique identification code for each NEU assigned by the State to the NEU as part of the request for funding)
  - Copy of signed award terms and conditions agreement
  - Copy of signed assurances of compliance with Title VI of the Civil Rights Act of 1964
  - Copy of actual budget documents validating the top-line budget total provided to the State as part of the request for funding
- Await Second Tranche amount (Spring-Summer 2022). Treasury will distribute the Second Tranche of payments to States for distribution to NEUs no earlier than 12 months after the date on which the First Tranche of payments is paid to the State. More information will be forthcoming closer to the date.

Additionally, States may be asked to facilitate Treasury's communications with NEUs, particularly distributing information on NEUs' use of funds and reporting requirements.

Marion Township COVID-19 Preparedness and Response Plan  
Revised by the Marion Township Board on May 27, 2021  
Effective June 1, 2021

The document has been created in response to orders and directives issued by the governor of the State of Michigan. The purpose of this document is to apply the orders and directives to Marion Township offices consistent with the perceived intent of the orders and directives in a way that is appropriate for the Marion Township offices.

- A. The Township Board appointed worksite supervisors to implement this plan.
- B. Installed a physical barrier between the lobby area and the office area.
- C. Visitors who enter the area behind the barrier must have their temperature taken and if it is over the CDC guidelines of 100.4 degrees, they must leave the building. A face covering must be worn when they cannot consistently maintain six feet of separation from other individuals in the workplace, or when in shared spaces, including during in-person meetings and in restrooms and hallways. Visitors who come in to the office, must fill out the COVID-19 Survey, sign, date and deposit it in the COVID Survey Box.
- D. Employees that are not fully vaccinated must maintain the daily health log and submit it to the Supervisor at the end of the month.
- E. Everybody should consider face shields when they cannot consistently maintain three feet of separation from other individuals in the workplace.
- F. Make this plan available to Township Staff and visitors to the Township Offices.
- G. Employees will review the list of COVID-19 symptoms. If they have any of the symptoms, they will notify the Clerk's office and stay at home until the symptoms are gone or test negative for Covid-19.
- H. Employees who develop COVID-19 symptoms while in the office will notify the Clerk's office and go home.
- I. Face coverings will be provided by the Township or staff may use face coverings that they provide.
- J. To the extent reasonable, Staff will use only the telephone at their workstation or their own personal wireless phone.
- K. The Township will provide hand sanitizer, wipes, and other cleaning materials as necessary.
- L. If a staff member is confirmed COVID-19 positive, they will follow medical advice from their primary care provider and inform the Township Clerk.
- M. Sanitizing of surfaces will be conducted as appropriate.
- N. This plan will be modified as conditions require.