



**SCHOOLCRAFT TOWNSHIP BOARD MEETING  
01-09-24**

- 1.) Call to Order**
- 2.) Pledge of Allegiance**
- 3.) Roll Call**
- 4.) Approval of Agenda**
- 5.) Approval of Meeting Minutes 12-12-2023**
- 6.) Approve List of Bills**
- 7.) Acceptance of Treasurers Report**
- 8.) Public Comment \*\***
- 9.) New Business**
  - a.) Barton Lake Weed Control Contract**
  - b.) Award 2024 Mowing Contracts**
  - c.) US-131 Water Supply Discussion (Lockport Township)  
Presentation/Discussion Frank LaPierre/Ken Jones**
  - d.) Acceptance of Trustee Resignation**
  - e.) Appointment of New Trustee**
- 10.) Planning Commission Report**
- 11.) ZBA Report**
- 12.) Township Park Report**
- 13.) SKCFA Report**
- 14.) SCS&WA Report**
- 15.) Members Time**
- 16.) Adjourn**

**\*\* Public Comment Limited to 3 Minutes**



PROPOSED

December 12, 2023

Including Zoom

Call to Order: 6:00 p.m.

Members Present: Supervisor Ulsh, Clerk Mongreig, Treasurer Scott, Trustee Stafford.

Member Absent: Trustee Fryling

Motion by Stafford with second by Scott to approve the **Agenda** as presented. **Unanimously carried.**

Motion by Stafford to amend a portion of the minutes as written with no support. Motion by Scott to change the language in reference to Zoom Video, and correction of Kalamazoo County Road Commission member name to Mark Warden. Motion by Stafford with second by Scott to approve the minutes of the November 14, 2023, Regular Board Minutes. **Unanimously carried.**

Motion by Scott with second by Stafford to approve the **List of Bills** as presented. **Unanimously carried.**

**Treasurer Scott reported:**

Income for month of November 2023	\$ 115,892.85
Expenditures	\$ 88,543.34
Balance October 31, 2023,	\$ 351,411.25
Balance November 30, 2023,	\$ 378,760.76
Total ARPA Funds	\$ 500,117.21

Motion by Mongreig with second by Stafford to approve the **Treasurer's Report** as presented. **Unanimously carried.**

**Citizen's Time:**

**Kalamazoo County Commissioner, Wendy Mazer** reported that the Judge Charles A. Pratt Justice Center is now open.

Motion by Scott with second by Ulsh to approve the Draft Proposal of the **South Kalamazoo County Fire Authority**. **Unanimously carried.**

**Schoolcraft Township 2024-2025 Budget Workshop** has been scheduled for Tuesday, January 9, 2024, at 12 Noon.

**Planning Commission:** Trustee Stafford reported the conditional approval of the Site Plan presented by TM Asphalt. Conditions to be submitted to Zoning Administrator, Christine Hamilton of SCMCCI.

The Planning Commission also discussed the Schoolcraft Master Plan draft, and short-term rentals. Due to an error in mapping by the representative of the WE Upjohn Institute the Planning Commission anticipates receiving corrected mapping prior to their January 8, 2024, meeting for consideration of approval of the Master Plan.

**Zoning Board of Appeals:** Schoolcraft Township Attorney Michael Homier recommended the Zoning Board of Appeals agree to the agreement between the neighbors. Attorney Homier dropped the Clapp Ordinance Violation citation without prejudice.

**Swan Park Report:** More dug outs are under construction.

**South Kalamazoo County Fire Authority: Above**

**South County Sewer & Water:** Continued study on the US 131 Lockport Waste Water System Feasibility Study and the potential of the expansion of the Lockport Municipal Water system to provide water service along the US 131 Corridor and including Schoolcraft Township. Supervisor Ulsh gave an estimate of \$7K to \$10K for the study, with a Letter of Intent with Lockport Township expected at the January 9, 2024, Regular Meeting of the Schoolcraft Township Board. Supervisor Ulsh told of the owner of property just south of Schoolcraft Township who is investing \$250mm to the project and a future steel plant coming to the Township.

**Member Time:**

Treasurer Scott: SCMCCI is seeking a building inspector to replace current building inspector, Christine Hamilton.

Attorney Homier has informed Treasurer Scott that Schoolcraft Township is listed as an interested party of the Plainsman Motel which is again in foreclosure.

Scott has received two bids for the automated signage.

Clerk Mongreig: Dugouts are going up at the Schoolcraft Little League fields – volunteers.

Consumers Sand and Gravel has donated \$1,000.00 to the Little League.

The South Kalamazoo County Fire Authority will be burning brush at the Schoolcraft Township Cemetery on US131, and Dustin Barrett, DJL Dirtworks, LLC will be removing soil from the cemetery.

Supervisor Ulsh: Circulated a Kalamazoo County map reflecting the boundary lines of surrounding townships, noting that Schoolcraft Township is the remaining township with an open border to the City of Portage. A discussion of Charter Township pros and cons with constituents commenced, along with best steps to get information to the voters rather than inaccurate comments on social media. Town hall meetings and/or direct mailings detailing the needs necessary to become a Charter Township.

Meeting adjourned at 7:15

  
Virginia M. Mongreig, Clerk  
Township of Schoolcraft

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT CHG	BALANCE	AVAILABLE
Fund 101 GENERAL FUND								
12/13/2023			<b>101-101-702.000 TRUSTEE WAGES</b>		BEG. BALANCE		2,750.00	1,950.00
12/28/2023	PR	CHK	SUMMARY PR 12/28/2023		125.00		2,875.00	1,825.00
01/09/2024			101-101-702.000 TRUSTEE WAGES		END BALANCE		2,875.00	1,825.00
12/13/2023			<b>101-101-715.000 TRUSTEE PAYROLL TAXES</b>		BEG. BALANCE		210.36	164.64
12/28/2023	PR	CHK	SUMMARY PR 12/28/2023		9.56		219.92	155.08
01/09/2024			101-101-715.000 TRUSTEE PAYROLL TAXES		END BALANCE		219.92	155.08
12/13/2023			<b>101-171-702.000 SUPERVISOR WAGES</b>		BEG. BALANCE		33,333.36	16,666.64
12/28/2023	PR	CHK	SUMMARY PR 12/28/2023		4,166.67		37,500.03	12,499.97
01/09/2024			101-171-702.000 SUPERVISOR WAGES		END BALANCE		37,500.03	12,499.97
12/13/2023			<b>101-171-715.000 SUPERVISOR PAYROLL TAXES</b>		BEG. BALANCE		543.75	181.25
12/28/2023	PR	CHK	SUMMARY PR 12/28/2023		67.97		611.72	113.28
01/09/2024			101-171-715.000 SUPERVISOR PAYROLL TAXES		END BALANCE		611.72	113.28
12/13/2023			<b>101-171-716.000 SUPERVISOR PENSION</b>		BEG. BALANCE		3,333.28	1,666.72
12/28/2023	PR	CHK	SUMMARY PR 12/28/2023		416.66		3,749.94	1,250.06
01/09/2024			101-171-716.000 SUPERVISOR PENSION		END BALANCE		3,749.94	1,250.06
12/13/2023			<b>101-171-720.000 SUPERVISOR HEALTH INSURANCE</b>		BEG. BALANCE		4,166.64	2,083.36
12/28/2023	PR	CHK	SUMMARY PR 12/28/2023		520.83		4,687.47	1,562.53
01/09/2024			101-171-720.000 SUPERVISOR HEALTH INSURANCE		END BALANCE		4,687.47	1,562.53
12/13/2023			<b>101-171-961.000 SUPERVISOR EDUCATION/TRAINING</b>		BEG. BALANCE		16.75	983.25
01/03/2024	GJ	JE	MFA CONFERENCE	2997	334.50		351.25	648.75
01/09/2024			101-171-961.000 SUPERVISOR EDUCATION/TRAINING		END BALANCE		351.25	648.75
12/13/2023			<b>101-215-702.000 CLERK WAGES</b>		BEG. BALANCE		35,133.36	17,566.64
12/28/2023	PR	CHK	SUMMARY PR 12/28/2023		4,391.67		39,525.03	13,174.97
01/09/2024			101-215-702.000 CLERK WAGES		END BALANCE		39,525.03	13,174.97
12/13/2023			<b>101-215-715.000 CLERK PAYROLL TAXES</b>		BEG. BALANCE		573.13	196.87
12/28/2023	PR	CHK	SUMMARY PR 12/28/2023		71.64		644.77	125.23
01/09/2024			101-215-715.000 CLERK PAYROLL TAXES		END BALANCE		644.77	125.23
12/13/2023			<b>101-215-716.000 CLERK PENSION</b>		BEG. BALANCE		3,513.28	1,756.72
12/28/2023	PR	CHK	SUMMARY PR 12/28/2023		439.16		3,952.44	1,317.56
01/09/2024			101-215-716.000 CLERK PENSION		END BALANCE		3,952.44	1,317.56

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT CHG	BALANCE	AVAILABLE
12/13/2023			<b>101-215-720.000 CLERK HEALTH INSURANCE</b>		BEG. BALANCE		4,393.28	2,196.72
12/28/2023	PR	CHK	SUMMARY PR 12/28/2023		549.16		4,942.44	1,647.56
01/09/2024			101-215-720.000 CLERK HEALTH INSURANCE		END BALANCE		4,942.44	1,647.56
12/13/2023			<b>101-247-702.000 BOARD OF REVIEW WAGES</b>		BEG. BALANCE		150.00	1,350.00
12/28/2023	PR	CHK	SUMMARY PR 12/28/2023		100.00		250.00	1,250.00
01/09/2024			101-247-702.000 BOARD OF REVIEW WAGES		END BALANCE		250.00	1,250.00
12/13/2023			<b>101-247-715.000 BOARD OF REVIEW PAYROLL TAXES</b>		BEG. BALANCE		11.47	38.53
12/28/2023	PR	CHK	SUMMARY PR 12/28/2023		7.64		19.11	30.89
01/09/2024			101-247-715.000 BOARD OF REVIEW PAYROLL TAXES		END BALANCE		19.11	30.89
12/13/2023			<b>101-253-702.000 TREASURER WAGES</b>		BEG. BALANCE		35,133.36	17,566.64
12/28/2023	PR	CHK	SUMMARY PR 12/28/2023		4,391.67		39,525.03	13,174.97
01/09/2024			101-253-702.000 TREASURER WAGES		END BALANCE		39,525.03	13,174.97
12/13/2023			<b>101-253-715.000 TREASURER PAYROLL TAXES</b>		BEG. BALANCE		573.13	196.87
12/28/2023	PR	CHK	SUMMARY PR 12/28/2023		71.64		644.77	125.23
01/09/2024			101-253-715.000 TREASURER PAYROLL TAXES		END BALANCE		644.77	125.23
12/13/2023			<b>101-253-716.000 TREASURER PENSION</b>		BEG. BALANCE		3,513.28	1,756.72
12/28/2023	PR	CHK	SUMMARY PR 12/28/2023		439.16		3,952.44	1,317.56
01/09/2024			101-253-716.000 TREASURER PENSION		END BALANCE		3,952.44	1,317.56
12/13/2023			<b>101-253-720.000 TREASURER HEALTH INSURANCE</b>		BEG. BALANCE		4,393.28	2,196.72
12/28/2023	PR	CHK	SUMMARY PR 12/28/2023		549.16		4,942.44	1,647.56
01/09/2024			101-253-720.000 TREASURER HEALTH INSURANCE		END BALANCE		4,942.44	1,647.56
12/13/2023			<b>101-257-702.000 ASSESSOR WAGES</b>		BEG. BALANCE		12,000.00	6,000.00
12/28/2023	PR	CHK	SUMMARY PR 12/28/2023		1,500.00		13,500.00	4,500.00
01/09/2024			101-257-702.000 ASSESSOR WAGES		END BALANCE		13,500.00	4,500.00
12/13/2023			<b>101-257-715.000 ASSESSOR PAYROLL TAXES</b>		BEG. BALANCE		918.00	457.00
12/28/2023	PR	CHK	SUMMARY PR 12/28/2023		114.75		1,032.75	342.25
01/09/2024			101-257-715.000 ASSESSOR PAYROLL TAXES		END BALANCE		1,032.75	342.25
12/13/2023			<b>101-257-801.000 ASSESSOR CONTRACTED SERVICES</b>		BEG. BALANCE		34,984.00	17,762.00
12/31/2023	AP	INV	DECEMBER 2023 ASSESSING SERVICES	122023	4,373.00		39,357.00	13,389.00
01/09/2024			101-257-801.000 ASSESSOR CONTRACTED SERVICES		END BALANCE		39,357.00	13,389.00
12/13/2023			<b>101-262-727.000 ELECTIONS SUPPLIES</b>		BEG. BALANCE		1,485.26	1,514.74

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DB: Schoolcraft Twp
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FROM 101-101-702.000 TO 223-000-801.000  
TRANSACTIONS FROM 12/13/2023 TO 01/09/2024

[illegible]



Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT CHG	BALANCE	AVAILABLE
01/09/2024			<b>101-272-901.000 ADMINISTRATION PRINTING/PUBLICATION</b>	(Continued)				
			101-272-901.000 ADMINISTRATION PRINTING/PUBLICATION		END BALANCE		3,301.23	(301.23)
12/13/2023			<b>101-272-958.000 ADMINISTRATION BANK FEES</b>		BEG. BALANCE			
12/20/2023	GJ	JE	CHASE MONTHLY		39.00		100.96	399.04
12/20/2023	GJ	JE	CHASE MONTHLY		2986		139.96	360.04
12/29/2023	GJ	JE	ACCOUNT SERVICE FEE		2973		146.09	353.91
01/09/2024			101-272-958.000 ADMINISTRATION BANK FEES		END BALANCE		156.09	343.91
12/13/2023			<b>101-272-970.000 ADMINISTRATION CAPITAL OUTLAY</b>		BEG. BALANCE			
12/21/2023	GJ	JE	SHIPPING HANDLING-BIZHUBC3501	2981	54.00		12,019.26	2,980.74
01/09/2024			101-272-970.000 ADMINISTRATION CAPITAL OUTLAY		END BALANCE		12,073.26	2,926.74
12/13/2023			<b>101-336-801.000 FIRE PROTECTION CONTRACT SERVICES</b>		BEG. BALANCE			
01/04/2024	AP	INV	JANUARY FIRE PROTECTION	2023-34	16,809.38		151,284.42	44,715.58
01/09/2024			101-336-801.000 FIRE PROTECTION CONTRACT SERVICES		END BALANCE		168,093.80	27,906.20
12/13/2023			<b>101-372-702.000 COMPLIANCE WAGES</b>		BEG. BALANCE			
12/15/2023	PR	CHK	SUMMARY PR 12/15/2023		432.00		7,308.00	4,192.00
12/28/2023	PR	CHK	SUMMARY PR 12/28/2023		405.00		7,740.00	3,760.00
01/09/2024			101-372-702.000 COMPLIANCE WAGES		END BALANCE		8,145.00	3,355.00
12/13/2023			<b>101-372-715.000 COMPLIANCE PAYROLL TAXES</b>		BEG. BALANCE			
12/15/2023	PR	CHK	SUMMARY PR 12/15/2023		33.04		559.07	320.93
12/28/2023	PR	CHK	SUMMARY PR 12/28/2023		30.98		592.11	287.89
01/09/2024			101-372-715.000 COMPLIANCE PAYROLL TAXES		END BALANCE		623.09	256.91
12/13/2023			<b>101-372-801.000 COMPLIANCE CONTRACT SERVICES</b>		BEG. BALANCE			
12/15/2023	AP	INV	NOVEMBER 2023 SERVICE	4217	50.00		500.00	3,500.00
01/09/2024			101-372-801.000 COMPLIANCE CONTRACT SERVICES		END BALANCE		550.00	3,450.00
12/13/2023			<b>101-372-860.000 COMPLIANCE MILEAGE</b>		BEG. BALANCE			
12/15/2023	PR	CHK	SUMMARY PR 12/15/2023		125.63		1,874.39	825.61
12/28/2023	PR	CHK	SUMMARY PR 12/28/2023		113.13		2,000.02	699.98
01/09/2024			101-372-860.000 COMPLIANCE MILEAGE		END BALANCE		2,113.15	586.85
12/13/2023			<b>101-445-801.000 DRAIN PUBLIC BENEFIT CONTRACT SERVICES</b>		BEG. BALANCE			
12/15/2023	AP	INV	COLONIAL VILLAGE AND GREENVIEW MEADOWS 4399		500.00		0.00	2,000.00
01/09/2024			101-445-801.000 DRAIN PUBLIC BENEFIT CONTRACT SERVICES		END BALANCE		500.00	1,500.00
12/13/2023			<b>101-446-801.000 ROADS CONTRACT SERVICES</b>		BEG. BALANCE			
12/15/2023	AP	INV	JIMMY DR-MELISSA CT	54291	1,369.25		247,699.50	52,300.50
							249,068.75	50,931.25



Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT CHG	BALANCE	AVAILABLE
01/09/2024			<b>101-446-801.000 ROADS CONTRACT SERVICES</b>		(continued)			
			101-446-801.000 ROADS CONTRACT SERVICES		END BALANCE		249,068.75	50,931.25
12/13/2023			<b>101-448-920.110 STREET LIGHTS CANAL ZONE</b>		BEG. BALANCE		881.66	618.34
12/20/2023	GJ	JE	CONSUMERS	2984	113.70		995.36	504.64
01/09/2024			101-448-920.110 STREET LIGHTS CANAL ZONE		END BALANCE		995.36	504.64
12/13/2023			<b>101-448-920.130 STREET LIGHTS PRAIRIE EDGE 3</b>		BEG. BALANCE		448.88	251.12
12/20/2023	GJ	JE	IMP	2995	56.46		505.34	194.66
01/09/2024			101-448-920.130 STREET LIGHTS PRAIRIE EDGE 3		END BALANCE		505.34	194.66
12/13/2023			<b>101-448-920.140 STREET LIGHTS STONECREST</b>		BEG. BALANCE		440.78	259.22
12/20/2023	GJ	JE	CONSUMERS	2984	56.84		497.62	202.38
01/09/2024			101-448-920.140 STREET LIGHTS STONECREST		END BALANCE		497.62	202.38
12/13/2023			<b>101-448-920.150 STREET LIGHTS SUGAR ISLAND</b>		BEG. BALANCE		874.15	325.85
12/20/2023	GJ	JE	IMP	2994	113.12		987.27	212.73
01/09/2024			101-448-920.150 STREET LIGHTS SUGAR ISLAND		END BALANCE		987.27	212.73
12/13/2023			<b>101-448-920.160 STREET LIGHTS OTHER</b>		BEG. BALANCE		2,012.38	487.62
12/20/2023	GJ	JE	STREET LIGHTS	2983	197.37		2,209.75	290.25
12/20/2023	GJ	JE	IMP	2994	56.55		2,266.30	233.70
01/09/2024			101-448-920.160 STREET LIGHTS OTHER		END BALANCE		2,266.30	233.70
12/13/2023			<b>101-525-960.000 HAZARDOUS WASTE MISCELLANEOUS</b>		BEG. BALANCE		4,890.41	109.59
12/21/2023	AP	INV	HAZARDOUS WASTE	4141	241.67		5,132.08	(132.08)
01/04/2024	AP	INV	HHW FEE NOVEMBER 2023	4547	219.81		5,351.89	(351.89)
01/09/2024			101-525-960.000 HAZARDOUS WASTE MISCELLANEOUS		END BALANCE		5,351.89	(351.89)
12/13/2023			<b>101-567-801.000 CEMETERY LAWN CARE</b>		BEG. BALANCE		58,632.02	(932.02)
01/09/2024			101-567-801.000 CEMETERY LAWN CARE		END BALANCE		58,632.02	(932.02)
12/13/2023			<b>101-567-802.000 CEMETERY GRAVE OPENINGS</b>		BEG. BALANCE		19,200.00	5,800.00
12/31/2023	AP	INV	DECEMBER 2023 BURIALS	12282023	4,800.00		24,000.00	1,000.00
12/31/2023	AP	INV	CREMATION BURIAL	12312023	200.00		24,200.00	800.00
01/09/2024			101-567-802.000 CEMETERY GRAVE OPENINGS		END BALANCE		24,200.00	800.00
12/13/2023			<b>101-567-920.000 CEMETERY ELECTRIC</b>		BEG. BALANCE		633.72	866.28
12/19/2023	GJ	JE	131 BARN	2987	6.49		640.21	859.79
12/19/2023	GJ	JE	HIRAY CEMETERY	2988	11.22		651.43	848.57
12/19/2023	GJ	JE	PORTAGE ROAD CEMETERY	2989	6.49		657.92	842.08
12/20/2023	GJ	JE	US 131 CEMETERY	2991	17.02		674.94	825.06

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT	CHG	BALANCE	AVAILABLE
(Continued)									
12/20/2023	GJ	JE	<b>101-567-920.000 CEMETERY ELECTRIC</b>						
			CEMETERY ELECTRIC-131 CEMETERY		22.42			697.36	802.64
01/09/2024			101-567-920.000 CEMETERY ELECTRIC		END BALANCE			697.36	802.64
12/13/2023			<b>101-567-929.000 CEMETERY GARBAGE</b>						
12/21/2023	AP	INV	MONTHLY SERVICE		BEG. BALANCE			461.88	338.12
					58.56			520.44	279.56
01/09/2024			101-567-929.000 CEMETERY GARBAGE		END BALANCE			520.44	279.56
12/13/2023			<b>101-567-970.000 CEMETERY CAPITAL OUTLAY</b>						
12/28/2023	AP	INV	VETERAN'S WREATHS FOR CHRISTMAS-REIMBU	HOMEDEPOT2785	BEG. BALANCE			1,638.81	8,361.19
					95.29			1,734.10	8,265.90
01/09/2024			101-567-970.000 CEMETERY CAPITAL OUTLAY		END BALANCE			1,734.10	8,265.90
12/13/2023			<b>101-701-702.000 PLANNING WAGES</b>						
12/28/2023	PR	CHK	SUMMARY PR 12/28/2023		BEG. BALANCE			3,030.00	7,970.00
					375.00			3,405.00	7,595.00
01/09/2024			101-701-702.000 PLANNING WAGES		END BALANCE			3,405.00	7,595.00
12/13/2023			<b>101-701-715.000 PLANNING PAYROLL TAXES</b>						
12/28/2023	PR	CHK	SUMMARY PR 12/28/2023		BEG. BALANCE			231.81	618.19
					28.70			260.51	589.49
01/09/2024			101-701-715.000 PLANNING PAYROLL TAXES		END BALANCE			260.51	589.49
12/13/2023			<b>101-702-801.000 ZONING CONTRACT SERVICES</b>						
12/15/2023	AP	INV	NOVEMBER 2023 SERVICE		BEG. BALANCE			500.00	0.00
					50.00			550.00	(50.00)
01/09/2024			101-702-801.000 ZONING CONTRACT SERVICES		END BALANCE			550.00	(50.00)
12/13/2023			<b>101-751-801.000 PARK CONTRACT SERVICES</b>						
01/09/2024			101-751-801.000 PARK CONTRACT SERVICES		BEG. BALANCE			26,960.00	(7,960.00)
					END BALANCE			26,960.00	(7,960.00)
12/13/2023			<b>101-751-920.000 PARK ELECTRIC</b>						
12/20/2023	GJ	JE	PARK RESTROOM		BEG. BALANCE			1,301.59	398.41
					2992			1,324.90	375.10
01/09/2024			101-751-920.000 PARK ELECTRIC		END BALANCE			1,324.90	375.10
12/13/2023			<b>101-751-929.000 PARK GARBAGE</b>						
12/21/2023	AP	INV	MONTHLY SERVICE		BEG. BALANCE			954.53	295.47
					120.90			1,075.43	174.57
01/09/2024			101-751-929.000 PARK GARBAGE		END BALANCE			1,075.43	174.57
12/13/2023			<b>101-754-920.000 CONCESSION ELECTRIC</b>						
12/20/2023	GJ	JE	CONCESSIONS		BEG. BALANCE			654.20	345.80
					2990			679.81	320.19
01/09/2024			101-754-920.000 CONCESSION ELECTRIC		END BALANCE			679.81	320.19
TOTAL FOR FUND 101 GENERAL FUND						56,065.33	0.00	891,835.03	0.00

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT CHG	BALANCE	AVAILABLE
Fund 220 BARTON LAKE WEED FUND								
12/13/2023			220-000-001.000 KCSB-GF CHECKING BARTON LK		BEG. BALANCE		23,923.65	
12/28/2023	GJ	JE	DEPOSIT	2978	6,693.32		30,616.97	
01/09/2024			220-000-001.000 KCSB-GF CHECKING BARTON LK		END BALANCE		30,616.97	
12/13/2023			220-000-451.000 BARTON LAKE SPECIAL ASSESSMENT REVENUE		BEG. BALANCE		0.00	38,750.00
12/28/2023	GJ	JE	DEPOSIT	2978	6,693.32		6,693.32	32,056.68
01/09/2024			220-000-451.000 BARTON LAKE SPECIAL ASSESSMENT REVENUE		END BALANCE		6,693.32	32,056.68
TOTAL FOR FUND 220 BARTON LAKE WEED FUND					0.00	0.00	(23,923.65)	0.00

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT CHG	BALANCE	AVAILABLE
Fund 223 SUNSET LAKE WEED FUND								
12/13/2023			<b>223-000-001.000 KCSB-GF CHECKING SUNSET LAKE</b>		BEG. BALANCE		7,361.58	
12/28/2023	GJ	JE	DEPOSIT	2978	3,564.72		10,926.30	
01/09/2024			223-000-001.000 KCSB-GF CHECKING SUNSET LAKE		END BALANCE		10,926.30	
12/13/2023			<b>223-000-202.000 SUNSET LAKE SAD ACCOUNTS PAYABLE</b>		BEG. BALANCE		0.00	
01/09/2024			223-000-202.000 SUNSET LAKE SAD ACCOUNTS PAYABLE		END BALANCE		0.00	
12/13/2023			<b>223-000-451.000 SUNSET LAKE SPECIAL ASSESSMENT REVENUE</b>		BEG. BALANCE		1,188.24	19,011.76
12/28/2023	GJ	JE	DEPOSIT	2978	3,564.72		4,752.96	15,447.04
01/09/2024			223-000-451.000 SUNSET LAKE SPECIAL ASSESSMENT REVENUE		END BALANCE		4,752.96	15,447.04
12/13/2023			<b>223-000-801.000 SUNSET LAKE SAD CONTRACTED SERVICES</b>		BEG. BALANCE		20,071.75	128.25
01/09/2024			223-000-801.000 SUNSET LAKE SAD CONTRACTED SERVICES		END BALANCE		20,071.75	128.25

TOTAL FOR FUND 223 SUNSET LAKE WEED FUND	0.00	0.00	26,245.09	0.00
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CASH SUMMARY BY ACCOUNT FOR SCHOOLCRAFT TOWNSHIP  
FROM 12/01/2023 TO 12/31/2023  
FUND: 101 220 223  
CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 12/01/2023	Total Debits	Total Credits	Ending Balance 12/31/2023
Fund 101 GENERAL FUND					
001.000	KCSB-GF Checking	\$185,476.02	\$59,966.72	\$66,807.82	\$178,634.92
001.500	SOUTHERN MICHIGAN BANK & TRUST	\$2,302.85	\$214.33	\$10.00	\$2,507.18
002.000	Chase GF Savings 90605	\$149,938.54	\$1.17	\$0.00	\$149,939.71
002.400	CONSUMERS CREDIT UNION SAVINGS	\$25.00	\$0.00	\$0.00	\$25.00
003.000	CERTIFICATES OF DEPOSIT @ CONSUMERS CU	\$8,858.12	\$938.47	\$0.00	\$9,796.59
	GENERAL FUND	\$346,600.53	\$61,120.69	\$66,817.82	\$340,903.40
Fund 220 BARTON LAKE WEED FUND					
001.000	KCSB-GF CHECKING BARTON LK	\$23,923.65	\$6,693.32	\$0.00	\$30,616.97
Fund 223 SUNSET LAKE WEED FUND					
001.000	KCSB-GF CHECKING SUNSET LAKE	\$8,236.58	\$3,564.72	\$875.00	\$10,926.30
	GENERAL FUND TOTAL - ALL FUNDS	\$378,760.76	\$71,378.73	\$67,692.82	\$382,446.67
ARPA Funds***					
	SOUTHERN MICHIGAN BANK & TRUST	\$250,061.45			\$250,061.45
	CERTIFICATES OF DEPOSIT @ CONSUMERS CU	\$250,055.76			\$250,055.76
	TOTAL ARPA FUNDS RECEIVED	\$500,117.21			\$500,117.21

\*\*\* ARPA Funds not recognized until funds are spent.

December 19, 2023

Schoolcraft Township Board  
50 East VW Avenue  
Vicksburg, MI 49097

Re: Proposal for Professional Aquatic Plant Control and Water Quality Monitoring Services for Barton Lake Aquatic Plant Control Program

Dear Authorized Representative,

Progressive AE, Inc. (Progressive AE) is pleased to present this proposal for Aquatic Plant Control and Water Quality Monitoring services for Barton Lake Aquatic Plant Control Program. Following is our understanding of the project, our scope of services, proposed schedule, and compensation for your consideration.

#### UNDERSTANDING OF PROJECT

The project, as we understand it, is Progressive AE will provide the following services related to the implementation of the Barton Lake Aquatic Plant Control Program.

#### SCOPE OF BASIC SERVICES

Based upon the above project understanding, we will provide the following scope of services.

##### Aquatic Plant Control:

1. Prepare bid documents or contract extensions for the nuisance aquatic plant control project, as necessary.
2. Provide support data and documentation to assist with the acquisition of Department of Environmental, Great Lakes, and Energy (EGLE) permits for the plant control project.
3. Conduct global positioning system (GPS)-guided surveys of Barton Lake (Lake) to determine the scope of work to be performed by the plant control contractor(s).
4. Conduct surveys of the Lake to evaluate contractor performance.
5. Coordinate plant control activities to ensure work proceeds in an environmentally sound and cost-effective manner.
6. Confer with an authorized Lake resident representative regarding nuisance aquatic plant growth and contractor performance.
7. Report findings to the Schoolcraft Township Board (Board) and Barton Lake Association and guide the Board in making payments to the contractor(s).
8. Maintain a written record of the date, scope, and cost of plant control activities.

##### Water Quality Sampling:

1. Collect water quality samples to evaluate the present condition of the Lake. At a minimum, samples would be collected during spring and late summer at 10-foot intervals over the deepest portion of the Lake to measure temperature, dissolved oxygen, and total phosphorus. In addition, surface water chlorophyll-*a* levels and water transparency would be measured during each of the aforementioned sampling periods.
2. Prepare a written summary of sampling results.

#### SCHEDULE

Services will be provided for calendar year 2024.

Progressive AE, Inc.

Corporate Office: | 1811 4 Mile Road NE | Grand Rapids, MI 49525 | 616.361.2664 | [progressiveae.com](http://progressiveae.com)  
Regional Office: | 330 South Tryon Street, Suite 500 | Charlotte, NC 28202 | 704.731.8080 | [progressiveae.com](http://progressiveae.com)

## PROFESSIONAL COMPENSATION

Based upon the above identified scope of services, Progressive AE proposes the following compensation:

The annual cost of the Aquatic Plant Control services will be \$8,500.

The annual cost of the Water Quality Sampling services will be \$3,000.

The total annual cost of the services is \$11,500 (eleven thousand five hundred dollars) for one year (2024). Compensation will be billed as a stipulated sum at a quarterly sum of \$2,875 (two thousand eight hundred seventy-five dollars) per quarter.

Progressive AE has prepared this proposal for Schoolcraft Township Board and we request that it be treated as confidential and not copied or distributed for any reason other than evaluation for hire.

The terms of this proposal defining project understanding, scope, schedule, and professional compensation are incorporated into the Standard Agreement Provisions for Professional Services which are attached. If this proposal meets with your approval, please sign below and return a copy of the signed proposal. Your signature will be our authorization to begin the work and place the project in the firm's schedule. If you do not sign and return this proposal, and after receipt of this proposal you request or accept services from Progressive AE in connection with this or any other engagement, your request or acceptance of such services will be deemed to be an acquiescence or agreement with the terms provided in this proposal.

We look forward to working on this project with you and your team.

Sincerely,

Paul Hausler

Digitally signed by  
Paul Hausler  
Date: 2023.12.19  
16:35:07-05'00'

Paul J. Hausler  
Water Resources Practice Leader



Digitally signed by Jeffrey M Roman  
DN: C=US,  
E=jroman@progressiveae.com,  
O=ProgressiveAE, OU=Engineering,  
CN=Jeffrey M Roman  
Reason: I have reviewed this  
document  
Date: 2023.12.19 16:36:53-05'00'

Jeffrey Roman, PE, LEED AP  
Director of Engineering

Accepted By: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**SCHOOLCRAFT TOWNSHIP BOARD**

PJH/ecy

P:\61030101\WIP DOCUMENTS\Contract\2023 12 19 Barton Lake 2024 Proposal.docx

Progressive AE, Inc.

Corporate Office: | 1811 4 Mile Road NE | Grand Rapids, MI 49525 | 616.361.2664 | progressiveae.com  
Regional Office: | 330 South Tryon Street, Suite 500 | Charlotte, NC 28202 | 704.731.8080 | progressiveae.com

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**Standard Agreement Provisions  
Environmental Consulting Services**

The parties to this Agreement, Progressive AE, Inc., Grand Rapids, Michigan, USA, hereinafter called the CONSULTANT and Schoolcraft Township Board, Vicksburg, Michigan, USA, hereinafter called the OWNER, hereby agree to the following conditions:

1. Limit of Scope: The services provided by the CONSULTANT shall be limited to those described in the proposal dated December 19, 2023. The parties agree that the terms of the proposal are incorporated herein by reference, and are part of this agreement as if fully set forth herein. If any terms set forth in the proposal are expressly in conflict with the terms hereof, the terms of the proposal shall govern.
2. Term: If services covered by this Agreement have not been completed within the time specified within this agreement, through no fault of the CONSULTANT, extension of the CONSULTANT's services beyond that time shall be compensated as additional services.
3. Additional Services: Additional services not specifically identified in the Scope of Services shall be paid for by the OWNER in addition to the fees previously stated, provided the OWNER authorizes such additional services in writing. Special services will be billed monthly as work progresses and invoices are due upon receipt.
4. Code of Ethics and Professional Conduct: Professional Services provided by the CONSULTANT will be conducted in a manner consistent with ordinarily and normally exercised by CONSULTANTS practicing in the State where the Project resides.
5. Schedule for Rendering Services: The CONSULTANT shall prepare and submit for OWNER approval a schedule for the performance of the CONSULTANT's services. This schedule shall include reasonable allowances for review and approval times required by the OWNER, performance of services by the OWNER's consultants, and review and approval times required by public authorities having jurisdiction over the project. This schedule shall be equitably adjusted as the project progresses, allowing for changes in scope, character or size of the project requested by the OWNER, or for delays or other causes beyond the CONSULTANT's reasonable control.
6. Payment Terms: Invoices submitted by the CONSULTANT are due upon presentation and shall be considered past due if not paid within thirty (30) calendar days of the date of invoice. Invoices past due shall accrue interest at one percent (1%) per month from the original invoice date. If past due invoices cause the CONSULTANT to proceed with legal action or collection services, the OWNER agrees to pay all of the CONSULTANT's collection expenses including reasonable attorney fees.
7. Ownership of Reports, Drawings and Other Materials: The OWNER agrees that all reports, drawings, letters, worksheets, plans, preliminary material tables, supportive data, documents and other materials produced by the CONSULTANT in the course of and for the purpose of meeting this contract are the property of the CONSULTANT, shall remain in the possession of the CONSULTANT and the CONSULTANT has and retains all copyrights in such material. Upon execution of this Agreement, the CONSULTANT grants to the OWNER a nonexclusive license to reproduce the CONSULTANT's Instrument of Service solely for the purposes of constructing, using and maintaining the Project provided that the OWNER shall comply with all obligations including the prompt payment of all sums when due, under this Agreement.
8. Dispute Resolution: In an effort to resolve any conflict, the duly authorized representatives of each party will meet together in good faith in an attempt to resolve the conflict. If this attempted resolution fails to resolve the claim or dispute, the parties agree that all claims, disputes, and other matters in question between the parties arising out of or relating to this Agreement or breach thereof first shall be submitted for non-binding mediation to any one of the following, as agreed to by the parties: American Arbitration Association, American Intermediation Service, Americord, Dispute Resolution, Inc., Endispute, or Judicate. The parties hereto agree to fully



cooperate and participate in good faith to resolve the dispute(s). The cost of mediation shall be shared equally by the parties hereto. Any time expended in mediation shall not be included in calculating the time for filing arbitration.

If mediation fails to resolve the claim or dispute, the matter shall be submitted to arbitration with the American Arbitration Association under the Construction Industry rules, unless the parties agree otherwise or unless a plaintiff not a party hereto institutes litigation in a court of competent jurisdiction and said court takes personal jurisdiction over one of the parties hereto regarding the same subject matter as in dispute between the parties hereto.

No arbitration arising out of or relating to this Agreement shall include, by consolidation, joinder, or in any other manner, any additional person not a party to this Agreement except by written consent of the parties and such consent to arbitration involving an additional person(s) shall not constitute consent to arbitration of any dispute not described therein. This Agreement to arbitrate and any agreement to arbitrate with an additional person(s) shall be specifically enforceable under the prevailing arbitration law.

The demand for arbitration shall be made within one (1) year of the date the claimant knew or should have known of the existence of the claim, dispute, or other matter but in no event later than 3 years after the date of substantial completion of the project. If the demand for arbitration is not effectuated within such times, the claim, dispute, or other matter shall be forever barred.

The decision rendered by the arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof. In the event either party makes a claim or brings an arbitration action or lawsuit against the other party for any act arising out of the performance of the services hereunder, and the claimant fails to prove such claim or action, then the claimant shall pay all legal and other costs (including attorneys' fees) incurred by the other party in defense of such claim or action.

9. Termination: If the OWNER fails to make payments in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the CONSULTANT's option, cause for suspension of services. The CONSULTANT shall provide seven days' written notice. If the OWNER or CONSULTANT suspends the Project, the CONSULTANT shall be compensated for services performed prior to notice of suspension. The CONSULTANT's fees for the remaining services and the time schedule shall be equitably adjusted. Either party may terminate this Agreement upon not less than seven days' written notice to the other party for convenience and without cause. If the Agreement is terminated, the CONSULTANT shall be compensated by the OWNER for services performed prior to termination and reimbursable expenses including costs attributable to termination, including the costs attributable to the CONSULTANT's termination of consultant Agreements.
10. Professional Liability Insurance and Limitation of Liability: The CONSULTANT maintains professional liability insurance as part of its normal business practice. The OWNER agrees to limit the CONSULTANT's liability to the OWNER and to all Consultants on the project due to the CONSULTANT's negligent acts, errors, or omissions, such that the total aggregate liability of the CONSULTANT to all those named shall not exceed the amount of the CONSULTANT's compensation for the Project.
11. Indemnification: Subject to the limitation in paragraph 12 above, the CONSULTANT agrees to the fullest extent permitted by law, to indemnify and hold harmless the OWNER against damages, liabilities and costs arising from the negligent acts of the CONSULTANT in the performance of professional services under this Agreement, to the extent that the CONSULTANT is responsible for such damages, liabilities and costs. The CONSULTANT shall not be obligated to indemnify the OWNER for the OWNER's own negligence.

12. **Consequential Damages:** Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the OWNER nor the CONSULTANT, their respective officers, directors, partners, employees, contractors or sub-consultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the project or to this Agreement. This mutual waiver of incidental, indirect and consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation or any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both the OWNER and the CONSULTANT shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project.
13. **Delays:** The OWNER agrees that the CONSULTANT is not responsible for any damages arising directly or indirectly from any delays for causes beyond the CONSULTANT's control. For purposes of this Agreement, such causes include, but are not limited to, strikes or other labor disputes; severe weather disruptions, epidemics, pandemics or other natural disasters or acts of God; fires, riots, war or other emergencies; failure of any government agency to act in a timely manner; failure of performance by OWNER or the OWNER's contractors or consultants; or discovery of any hazardous substance or differing site conditions.
- In addition, if the delays resulting from any such causes increase the cost or time required by the CONSULTANT to perform its services in an orderly and efficient manner, the CONSULTANT shall be entitled to a reasonable adjustment in schedule and compensation.
14. **Disputed Invoices:** If the OWNER objects to any portion of an invoice, the OWNER shall so notify the CONSULTANT in writing within ten (10) calendar days of receipt of the invoice. The OWNER shall identify in writing the specific cause of the disagreement and the amount in dispute and shall pay that portion of the invoice not in dispute in accordance with other payment terms of this Agreement. Any dispute over invoiced amounts due which cannot be resolved within ten (10) calendar days after presentation of invoice by direct negotiation between the parties shall be resolved within thirty (30) calendar days in accordance with the Dispute Resolution provision of this Agreement. Interest at one percent (1%) per month shall be paid by the OWNER on all disputed invoice amounts that are subsequently resolved in the CONSULTANT's favor and shall be calculated on the unpaid balance from the due date of the invoice.
15. **Hazardous Materials:** The CONSULTANT shall have no responsibility for the discovery, presence, handling, removal, or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site. The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.
16. **Abandonment of Work:** If any work is abandoned or suspended, the CONSULTANT shall be paid for services performed prior to receipt of written notice from the OWNER of abandonment or suspension.
17. **Hiring of Personnel:** OWNER may not directly hire any employee of the CONSULTANT. OWNER agrees that it shall not, directly or indirectly solicit any employee of the CONSULTANT from accepting employment with OWNER, affiliate companies, or competitors of CONSULTANT.
18. **Timeliness of Performance:** The OWNER and CONSULTANT are aware that many factors outside the Agreement control may affect the CONSULTANT's ability to complete the services to be provide under Agreement. The CONSULTANT will perform these services with reasonable diligence and expediency consistent with sound professional practices.

2024 MOWING SEASON

ON AGENDA

<u>COMPANY NAME</u>	<u>CEMETERIES</u>	<u>SWAN PARK</u>	<u>STORM CLEANUP (PER HOUR)</u>
<u>FOCUS LAWN</u>	<u>\$101,160</u>	<u>\$44,040</u>	<u>\$75 -- EMERGENCY \$125</u>
<u>PERSONAL TOUCH</u>	<u>\$57,640</u>	<u>\$26,000 *</u>	<u>\$50</u>
<u>POORTENGA LAWN</u>	<u>56,115</u>	<u>NO BID</u>	<u>TBD **</u>
<u>B.E.I. LANDSCAPING</u>	<u>NO BID</u>	<u>33000***</u>	<u>\$85 ***</u>
<u>* \$20,000 IF USING TOWNSHIP EQUIPMENT</u>			
<u>** NEGOTIATE AT SIGNING OF CONTRACT</u>			
<u>*** FALL AND SPRING CLEANUP , ETC. \$ 24,115</u>			

## **LETTER OF INTENT**

ON AGENDA

This Letter of Intent is entered into by the Township of Lockport, St. Joseph County, Michigan whose address is 58982 Holtom Rd., Three Rivers, MI 49093 and the Township of Schoolcraft, the address of which is 50 East VW Avenue Vicksburg, Michigan 49097 and represents the parties' understanding as to exploring the potential co-development of Water services along 131 and into Schoolcraft Township.

WHEREAS Schoolcraft Township, located in Kalamazoo County, and Lockport Township located in St. Joe County desire to expand the existing Lockport infrastructure to provide municipal water services along the 131 corridor and to businesses in Schoolcraft Township.

WHEREAS the parties hereto wish to explore the possibility of co-developing and extending water service via various potential access points, and wells, to service 131 and Schoolcraft Township in order to take advantage of a potential cost savings and cost sharing for the installation and improvement of necessary infrastructure in a collaborative framework through the execution of a Water system feasibility study.

NOW THEREFORE, it is hereby agreed by and between the parties hereto as follows:

1. The parties will cooperate with the intention of the investigation for the establishment of the development of water service along 131 and into Schoolcraft Township. Consideration will be towards the evaluation and collaboration for establishing water services into Schoolcraft Township in areas where development exists or may be anticipated, but has been hindered by the lack of water services therein.

2. The parties will cooperate to allow for the collaboration for the co-development of projects to facilitate the extension of Water Services along 131 and into Schoolcraft Township.

4. Both parties will cooperate with the investigation of the extension, implementation and provision of water services and will consider the execution of such necessary documents and adopt such ordinances and resolutions as may be necessary to effectuate said collaboration in a timely manner.

5. Both parties will undertake their best efforts to ensure that water infrastructure is developed and implemented and agree to execute such necessary documents and applications as may be required in order to effectuate such development in a timely manner.

6. The Parties agree to exchange contact information and to coordinate efforts and communications such that the intentions of this Letter can be fulfilled.

7. This agreement to cooperate acknowledges the need and potential availability of public water south of Kalamazoo County and into an adjoining municipality in St. Joseph County, along 131 and including Schoolcraft Township, in Kalamazoo County. This agreement will enable the exploration of possible water expansion; through the execution of a Water system feasibility study. This agreement is non-binding and does not create a contractual relationship or requirement for either party to participate, financially or otherwise, in any undertaking. Any future undertaking resulting from this agreement to cooperate which may result in commitments by one or both parties will require further written arrangements.

8. The undersigned signators to this Letter indicate that they have the authority of their respective legislative/directing authorities to sign on behalf of the party.

Lockport Township

Schoolcraft Township



By: Mark Major, Supervisor

By: Don Ulsh, Supervisor

12-11-23

Date

Date



## ON AGENDA

Land Surveying · Civil Engineering · Planning · Architecture · Project Funding · GIS · Environmental · Renewable Energy · Landscape Architecture

November 28, 2022

Lockport Township  
58982 Holtom Rd.  
Three Rivers, MI 49093

Attention: Mr. Mark Major, Supervisor

**RE: PROPOSAL FOR LOCKPORT TOWNSHIP – WATER SUPPLY PROJECT ADD-ON**

Dear Mr. Major,

As you know, our team is currently engaged on a preliminary engineering report that's being prepared for a possible wastewater treatment facility ("WWTF") and collection system designed to serve multiple areas within St. Joseph County as well as Kalamazoo County.

Recently, the concept of adding a small, relative to the overall study mentioned above, study and/or analysis specific to the possibility of extending a public water supply system with the goal of providing access and/or service to a combination of presently existing as well as possible future developments.

This proposal is being provided accordingly, so that this additional effort can be added to our overall scope of work that is already ongoing.

### **Statement of Understanding**

The Authority is requesting that JPR perform the necessary analysis and prepare a resulting report that is specific to expanding an existing public water supply system, which is currently owned and operated by Lockport Township, in order to provide public potable water access to an area that's contained within Study Area 7, and Study Area 9, as both are shown on the attached graphic.

We further understand, similar to our already ongoing work, that the SCSWA will continue to serve as our primary contact as the efforts progress.

### **Scope of Services**

This proposal includes the following anticipated services/activities:

#### **Task 1: Data Accumulation**

- Gather all historical data that is within JPR's own records, specific to the existing Lockport Township Water system, including but not limited to:
  - Locations
  - Capacities
  - Logical expansion locations
  - System configuration, looping, etc.
- Make contact directly with Lockport Township and collect operational data from the last couple calendar years, in order to get a sense of daily volumes produced vs. used vs. lost

#### **Task 2: Data Analysis / Preliminary Design**

- Coordinate with you as well as any private interested parties specific to this topic, so that we can learn as much as possible about possible future development scenarios within the study areas
- Establish a logical overall layout configuration for water system expansion
- Prepare a preliminary construction cost estimate using relatively recent bid values for similar public works type projects and pursuant to other specific qualifying assumptions
- Provide a preliminary monthly rate calculation given the various funding scenarios available to the project combined with anticipated future user types & volumes – *this aspect of the work will require some involvement of whatever financial advisor the Lockport Township or SCSWA works with*
- Attend several meetings, in person or virtually, during the course of the effort so that productive discussions can take place and any needed decisions can be made to help guide the overall study to a result that is as reasonable & helpful as possible

#### **Task 3: Final Report Preparation**

- JPR will prepare a multi-page report that summarizes the data collected, assumptions made, and the recommended project, if any, that's identified by the study effort.
  - *Multiple alternates will not be possible, given that this is a study specific to the expansion of an already existing system, and future O&M will be therefore much more logical and reasonable if the system's specifics and established standards are followed as it relates to any expansion of the same*

### **Assumptions of Understanding**

Our proposal is based on the following assumptions and understanding:

- The exact scope and extent of environmental services is not known at this time. A budget for environmental services can be provided after the draft report is completed. Environmental documentation is not included.
- Final Design or Engineering Plan preparation services are not included in this scope of work. After the initial study effort is complete, and if requested, JPR can prepare an engineering services agreement for the Authority's consideration for design and construction administration services.
- The estimated fees herein are based on presenting the draft PER to the Authority in March-April of 2023.

### **Estimated Fees:**

JPR's fee for the above-described professional services will be for a lump sum fee of \$27,200.00 for JPR performed services and reimbursable costs, broken down as follows:

<b>Professional Services:</b>	
<u>Water System Study</u>	<u>\$26,000.00</u>
Sub-Total:	\$26,000.00
 <b>Reimbursable Expenses:</b>	
<u>Printing, Shipping, Etc.</u>	<u>\$ 1,200.00</u>
Sub-Total:	\$ 1,200.00
 <b>Adjustment*</b>	 <b>(\$7,200.00)</b>
<b>Total</b>	<b>\$20,000.00</b>

*Note: Above expenses are typically considered reimbursable components within most non-local Project funding models and can be returned to the Authority and partners upon issuance of project funds and/or bonds.*

*\*JPR is willing to provide these services at a reduced cost, in order to be able to do what we can to help bring the project to fruition.*

### **Schedule**

JPR will work with the Authority on a mutually agreeable schedule, with the expectation that we will achieve draft status within 180 days from notice to proceed.



**Billing Notes:**

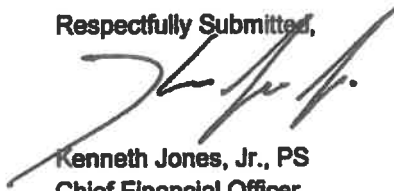
If the Project is ongoing, our services will be billed monthly. Payment is due upon receipt of our invoice. Work can be suspended on any account which is 30 days past due until the account is paid in full. Should you have any questions or comments concerning our services or charges during the work, please bring them to our attention immediately so that any problem can be resolved quickly.

**Conclusion:**

JPR is pleased to submit this proposal and we look forward to working with you. Should you have any questions regarding this proposal, please do not hesitate to contact me at (574) 232-4388.

If acceptable, please execute the Proposal by signature where indicated, and return a copy by email to [kennethjones@jpr1source.com](mailto:kennethjones@jpr1source.com).

Respectfully Submitted,



Kenneth Jones, Jr., PS  
Chief Financial Officer

H:\2022 Projects\2022-0197\Contract\2022-12-14 water system  
proposal.docx

**PROPOSAL ACCEPTANCE:**

This proposal for **LOCKPORT TOWNSHIP** is hereby accepted and authorization to proceed hereby granted:

Accepted By:  Date: 12-12-23

Lockport Township; Printed Name & Title: Matt Major, Supervisor

Billing address: 58982 Holton Rd Three Rivers MI 49093

Phone No.: 269-816-0904

E-mail: LOCKPORTmajor1@gmail.com

