



REGULAR BOARD MEETING

June 10, 2025 at 7:00 PM

Madison Township Hall – 3804 South Adrian Hwy.

AGENDA

Zoom Notification

Call To Order (Cell Phone Reminder - Silent Prayer – Pledge)

Roll Call of Township Board

Public Hearings (If Applicable)

Amendments to Regular or Consent Agenda

Petitions and Communications of Township Board

1. LISD Resolution -Individual Property District Change

Introduction of Special Guests

1. Audit Presentation - Calkins, Heil & Rafko

Public Comment (any agenda item – 3 minutes)

Department Head Communications

Approval of Consent Agenda

1. Approval of Previous Meeting Minutes
2. Treasurer's Report
3. Presentation of Bills
4. Police Department Report
5. Fire Report
6. Building Official's Report
7. Electrical Inspector's Report
8. Mechanical Inspector's Report

[9.](#) Plumbing Inspector's Report

[10.](#) DPW Report

11. Advisory Committee Reports/Minutes

12. Statutory Board Reports/ Minutes (BOR, Planning, ZBA)

Old Business/Unfinished Business

New Business

[1.](#) EAP Vendor Change - Ulliance EAP Program

[2.](#) Blue Care Network Insurance Rate Renewal

[3.](#) Lightning Protection Policy

[4.](#) Sidewalk Inspection and Maintenance Policy

Elected Official Comment (any topic – 2 minutes)

Public Comment (any topic – 3 minutes)

Announcements

Adjournment/Recess



RESOLUTION

LENAWEE INTERMEDIATE SCHOOL DISTRICT BOARD OF EDUCATION

WHEREAS, Randall and Doreen Abling own and reside on real property located at 2775 Whig Highway, Adrian, Lenawee County, Michigan with parcel ID # MD0-107-3200-00, which is part of the Adrian Public Schools district; and

WHEREAS, Randall and Doreen Abling own a separate parcel of real property with parcel ID # MD0-107-3125-00 that abuts parcel ID # MD0-107-3200-00 and is part of the Sand Creek Community Schools district; and

WHEREAS, on February 17, 2025, Randall and Doreen Abling submitted a petition to the Lenawee Intermediate School District requesting that the Board of Education detach the property that they own and reside upon with parcel ID # MD0-107-3200-00 from the Adrian Public Schools district and attach it to the Sand Creek Community Schools district; and

WHEREAS, parcel ID # MD0-107-3200-00-00 is contiguous to the Sand Creek Community Schools district; and

WHEREAS, the LISD Superintendent has provided 10 days' notice of the time and place of the LISD Board of Education meeting and the proposed alterations in school district boundaries to be considered in a newspaper of general circulation in both the Adrian Public Schools and Sand Creek Community Schools districts; and

WHEREAS, the LISD Board of Education has considered the welfare of the affected pupil(s), if any, including, but not limited to, the length of the pupil's commute to and from school, on a school bus or otherwise.

NOW, THEREFORE, BE IT RESOLVED that the Lenawee Intermediate School District hereby detaches parcel ID # MD0-107-3200-00-00, which is owned and resided on by Randall and Doreen Abling from the Adrian Public Schools district and attaches parcel ID # MD0-107-3200-00-00 to the Sand Creek Community Schools district.

BE IT FURTHER RESOLVED that the effective date of the transfer shall be May 1, 2025.


BE IT FURTHER RESOLVED that the Lenawee Intermediate School District Board of Education directs the Superintendent to prepare a map showing in detail the boundaries of the affected school districts both before and after the transfer and provide a copy of that map to the secretaries of the affected school districts board of education and with the affected township supervisor.

Ayes: Members: James Hartley, Richard Germond, Dale Wingerd, Paula Holtz

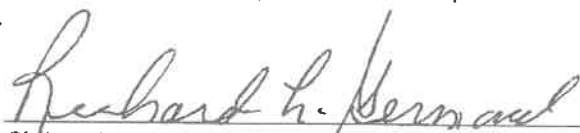
Nays: Members: None

Absent: Kathryn Mohr

Resolution declared adopted.


Richard Germond, Secretary, Board of Education

The undersigned, duly qualified and acting Board Secretary, certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Lenawee Intermediate School District Board of Education at a regular meeting held on April 7, 2025, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, PA 1976, as amended).


Richard Germond, Secretary, Board of Education



CHARTER TOWNSHIP OF MADISON

Ryan Rank
Supervisor
Janet Moden
Clerk
Harold Gregg
Treasurer

3804 S. ADRIAN HIGHWAY
ADRIAN, MI 49221
517-263-9313 Fax: 517-263-4569

TRUSTEES
Howard Bales
Ralph Benschoter
Chad Rodgers
Norman Schutte

Madison Township Board Meeting Held in Person and Electronically (Zoom) Minutes of May 13, 2025

7:00 p.m. Board Meeting called to order, with a silent prayer, and pledge to the flag said by all.

ROLL CALL:

Present in person: Bales, Gregg, Moden, Rank, and Schutte. Benschoter and Rodgers were absent.

AMENDMENTS TO THE AGENDA: None

PETITIONS & COMMUNICATIONS: None

INTRODUCTION OF SPECIAL GUESTS: Mr. Goudy, from Eden East was present his position of need for a change to the ordinance for marijuana regarding the time that the dispensary can be open for business.

LIMITED PUBLIC COMMENT ON AGENDA ITEMS: None

3-MINUTE DEPT. HEAD UPDATES:

Fire: Chief Wilson stated that he was down one ambulance, Medic 4 for mechanical problems. He stated he had 4 new EMT's working with them to get their certifications.

Police: Chief Gentner stated that Officer Loren Solis will be off probation next week.

Water/Sewer: Watterson stated they have started to order the parts for the water project, Hydrant flushing is almost finished.

Inspection: Building Official, Rincon reported the following:

- Collected \$16,000 in Building Permit fees
- Adrian Twp. – the third story is going up on the apts. on Corporate Drive.
- Ross's is on schedule to get an inspection tomorrow



CHARTER TOWNSHIP OF MADISON

- WalMart has a 10,000 square foot renovation planned for their interior, and 4,000 square foot renovation outside.

Legal: None

APPROVAL OF CONSENT AGENDA: Motion by Bales, supported by Schutte to approve the consent agenda. Roll call vote: Bales, Yes; Gregg, Yes; Moden, Yes; Rank, and Schutte, Yes. Motion carried 5-0.

OLD BUSINESS/UNFINISHED BUSINESS: None

NEW BUSINESS:

Police Appreciation Resolution:

Supervisor Rank read a resolution recognizing our police for the work that they do during the May police appreciation week. Motion by Moden supported by Bales to accept the resolution. Motion passed 5-0. Supervisor Rank presented Police Chief Gentner a copy of the resolution at that time.

2396 E. US 223 Conditional Use – Vet Clinic:

Supervisor Rank explained that this conditional use request had gone to the Planning Commission on April 24, 2025 a had been approved, now it needs the board to vote on it. Motion by Rodgers, supported by Bales to approve the requested conditional use as provided. Motion passed 5-0.

PA 116 for Neuroth Farms:

Clerk Moden presented an application from Neuroth Farms for certification of their land in the PA 116, the application has been approved at the County level Planning Commission. Motion by Moden, seconded by Bales to approve the application. Motion passed 5-0

Cemetery Lawn Maintenance:

Clerk Moden presented that the lawn service personnel that had been doing the cemetery's called and stated that their business is closing, due to the timing of the this notice the second bidder that had submitted bids in 2024 was Bundy's Lawn Service. They agreed to take the contract under the 2024 bid and sign the contract until 2027. A motion to accept this bid and company as our



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new cemetery maintenance company, was made by Bales and supported by Schutte. Motion passed 5-0.

Resolution 2025-1 – Water Connection Fees

A resolution was presented that stated that Resolution 2023 was being rescinded and that water connections fees for property owners who have paid the initial water assessment will be amended. Motion by Bales, supported by Schutte to approve the submitted resolution to be rescinded and amendment to be made. Vote: Bales, Yes; Gregg, Yes; Moden, Yes; Rank, Yes; and Schutte, Yes. Motion passed 5-0

ELECTED OFFICIALS' COMMENTS:

Rank: Stated that a resident asked that the board recognize Clerk Moden for her work at the Spring Clean Up day.

He announced that there will be signs put up at Ghost Tressel for “No Dumping”

Bales: Discussed the hours that the marijuana dispensary’s can be open. A motion was made by Bales seconded by Schutte that Eden East will be allowed to stay open until midnight on a temporary basis, until the board amends the current ordinance. Motion passed 5-0

AUDIENCE COMMENTS:

Mr. Gouty, of Eden East: Thanked the board for looking into making an amendment to the ordinance that would allow them to have longer hours of operation in their dispensary.

Resident Deb Hickman: Explained that the smell from the marijuana plants nearby is bad in the mornings.

Resident Bill Gira: Voice concern about the two houses that were built recently on Cadmus road that they were built on a wetland. Rincon explained that he had done his due diligence on that property before he allowed them to build. According to FEMA and EGLE that property is not deemed a wetland. There was an engineered footing, and the township does not give permits for ponds. The builder had the approval from the Road Commission.

ANNOUNCEMENTS: None

ADJOURNMENT/RECESS: Motion by Rodgers, seconded by Schutte, to adjourn the meeting. Motion carried 7-Yes; 0-No. Meeting adjourned at 7:23 p.m.

Typed and Submitted by:

Janet Moden
Township Clerk



May Board Report

Due to the Administrative Assistant being out of the office I was not able to obtain the normal stats I provide.

As of June 1st, 2025 we have handled 1,413 calls for service.

Officer Bailey has Completed EFC Training which is Defensive Tactics and is now an instructor. He will be attending Taser Instructor Training and Fire Arms Instructor Training, which will then make him our use of force expert for our department.

Last week was the first time the county conducted Active Shooter Training as a whole. 75 officers attended this training.

Officer Solis is off of FTO and now working the road on her own.

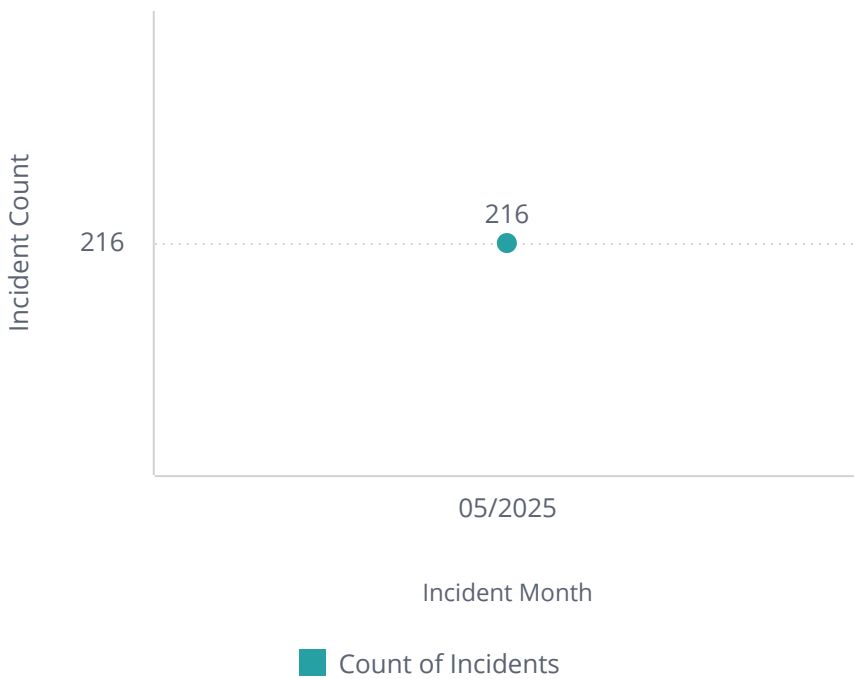
Total Number of Incidents



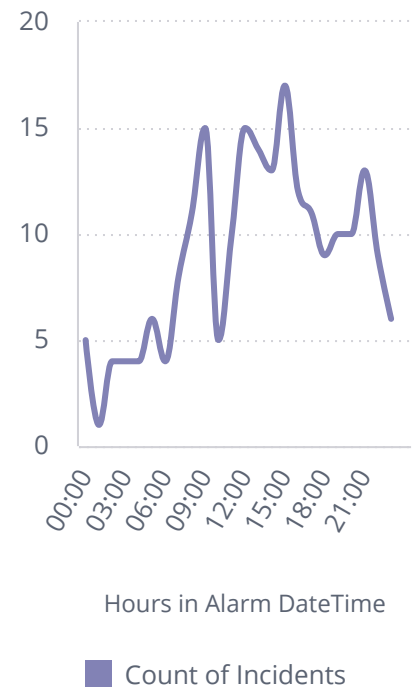
Average Time on Scene



Incident Trend



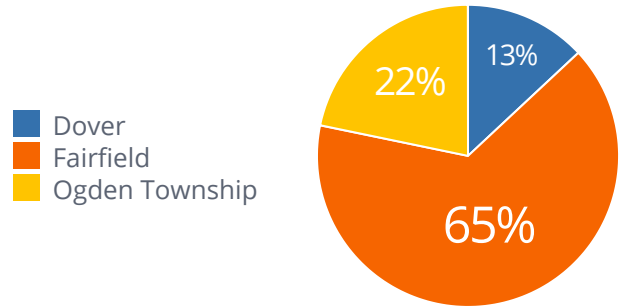
Time of Incidents



Percent of Incident Responses by Incident Type



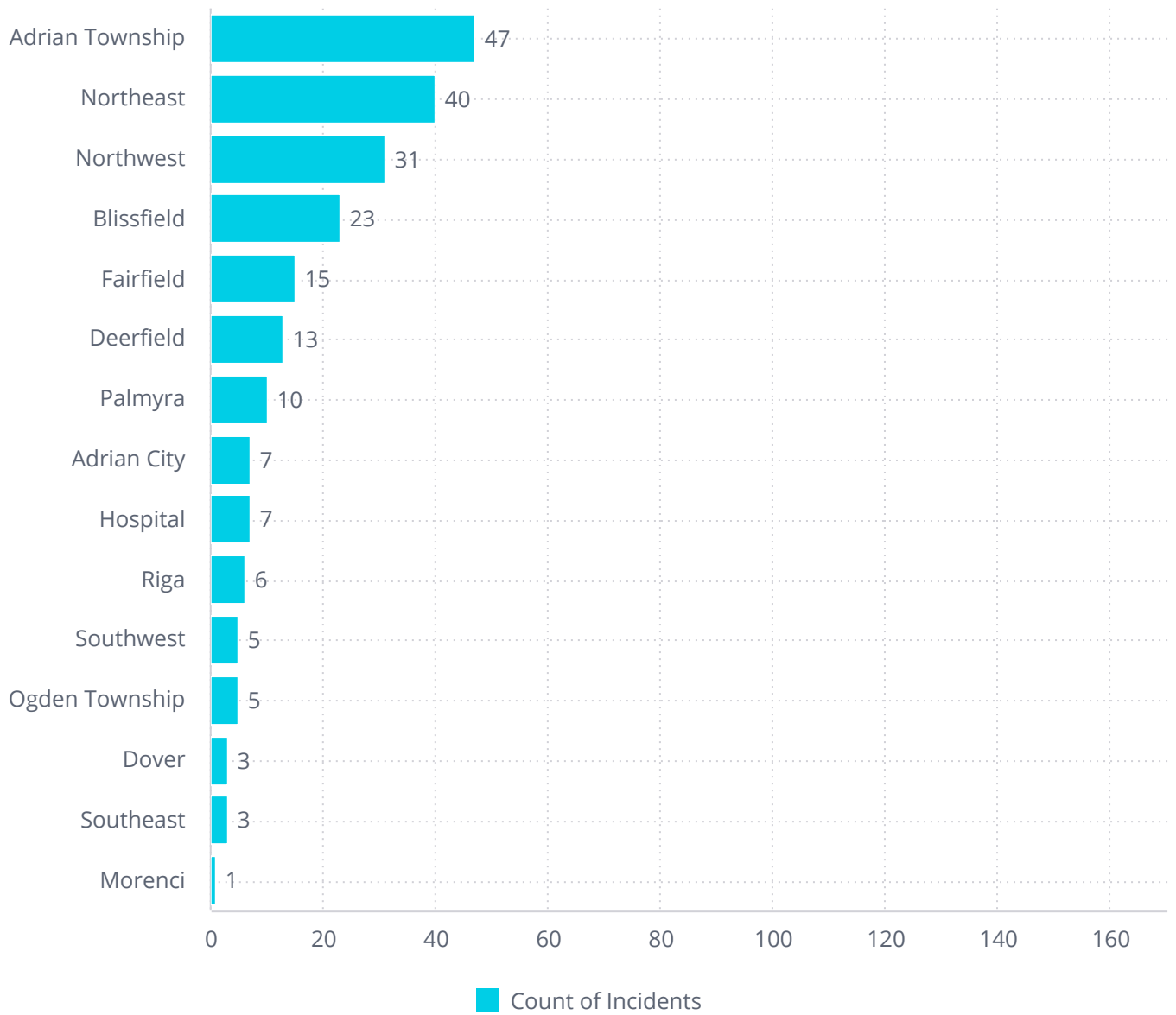
Contract Area Count



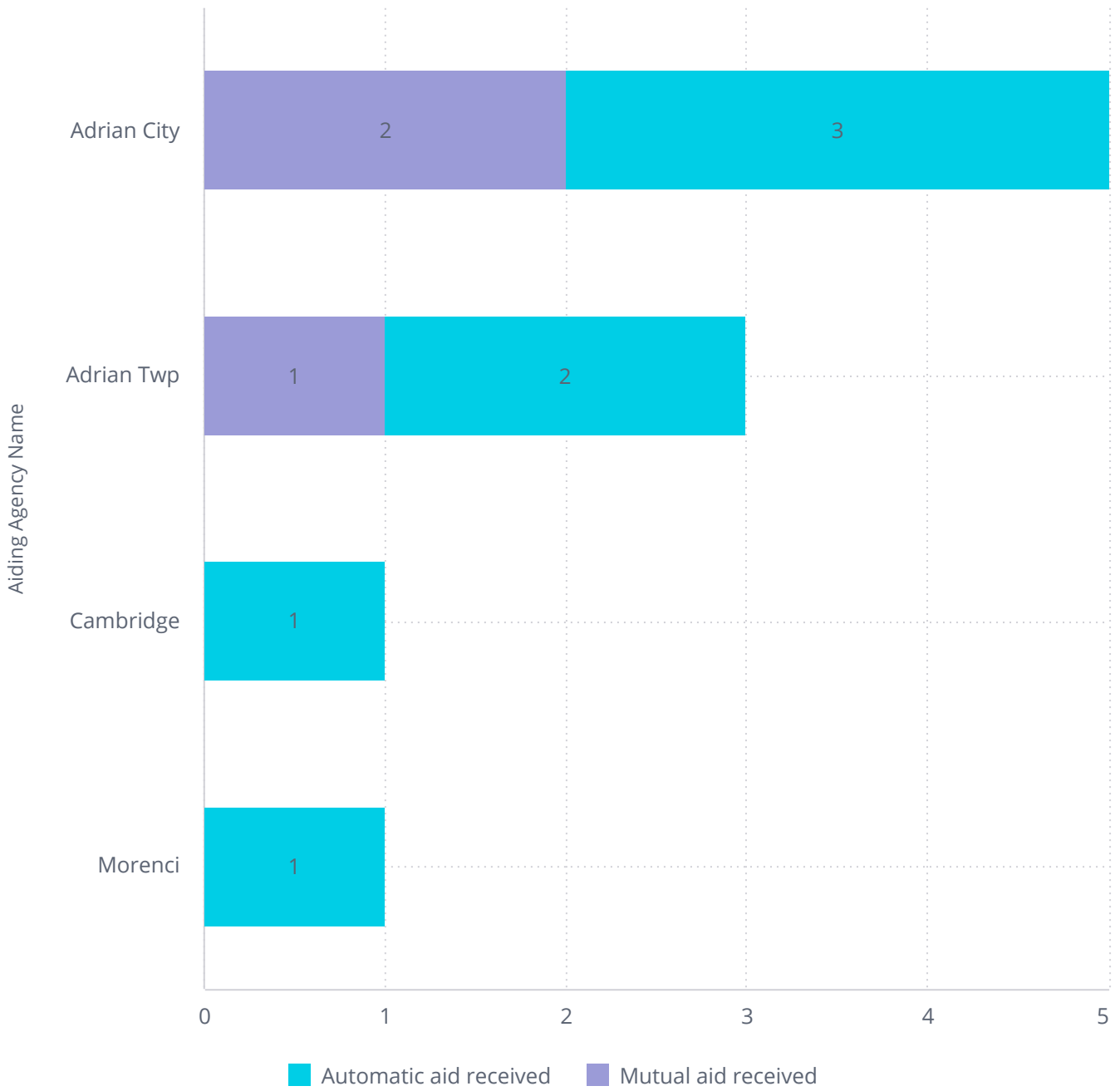
Incident Type

Incident Type	Incident Count
BLS Transfer	1
Citizen Assist	3
EMS call, excluding vehicle accident with injury	72
Medical Alarm	3
Motor vehicle accident with injuries	5
Paramedic Assessment- BLS agency	27
Paramedic transport- BLS agency	28

Count of Incidents by District



Mutual Aid Recieved



Mutual Aid

Aid Given Or Received	Incident Type	Incident Count
Automatic aid given	Dispatched and Cancelled- Mutual Aid Fire	4
	Engine Assist	2
	Full Assist	1
Automatic aid received	Building fire	1
	Motor vehicle accident with injuries	1
	Smoke scare, odor of smoke	1
Mutual aid given	Manpower Assist	1
Mutual aid received	EMS call, excluding vehicle accident with injury	2

Calls By Unit

Unit Name	Percentage of Calls	AVG Time on Scene
E88	45.89%	32m:27s
M6	24.15%	40m:04s
M4	17.87%	34m:41s
E3	5.31%	27m:00s
M7	4.83%	46m:53s
E1	3.38%	34m:00s
B9	3.38%	35m:20s
Echo 1	2.42%	51m:15s
T5	1.45%	12m:20s
U6	0.97%	22m:30s

CHARTER TOWNSHIP OF MADISON

Ryan Rank
Supervisor
Janet Moden
Clerk
Harold Gregg
Treasurer

3804 S. Adrian Highway
517-263-9313 Fax 517-263-4569



TRUSTEES
Chad Rodgers
Howard Bales
Norm Schutte
Ralph R. Benschoter

Monthly Building Inspector Report For the Month of May , 2025

42	Inspections Completed
4	Plan Reviews Finalized
3	Plan Reviews in Progress
\$6,020.00	Amount of Fees Collected
\$4,896.96	Adrian Twp. - Payment for Inspections
44	Adrian Twp. - Number of Inspections

Violations and Complaint Types Handled

	Township ordinance #
	Nuisance ordinance #
3	Life Safety inspections
	Zoning Issues 35
\$455.00	Zoning fee collected
\$11,371.96	Total Income Madison / Adrian Twp

Activitie

Other Activities

- Numerous Building Code Questions from Residents
- Meetings with the Residents and Contractors On-Site
- Written Correspondence and Follow-Up
- Research on Issues and Laws
- Coordination of Tasks with Other Departments
- Administrative Documentation and Input

Permit Revenue by Type

06/05/2025

Permit	Entry Type	Entries	Amount
	Building	40	6,020.00
	Electrical	20	780.00
	Mechanical	21	870.00
	PLUMBING	39	1,501.00
	Zoning	9	455.00
	Totals For Permit:	129	9,626.00
Grand Totals		129	9,626.00

Population: All Records

Transaction.DateToPostOn Between 5/9/2025
12:00:00 AM AND 6/5/2025 11:59:59 PM



Madison Charter Township
Monthly Inspection Report
 2025
 Mechanical

Signature: _____

Jim West

- Type of Inspection
1. Service
 2. Final
 3. Rough
 4. Re-Inspection
 5. Fuel Piping
 6. Site
 7. Underground
 8. Specialty

- Result of Inspection
1. Approved
 2. Partial
 3. Disapproved
 4. Not Ready
 5. Cancelled
 6. Needs Reinspection
 7. Inspection Length
 8. Other/Unique Circumstance

Total Permits: _____ Cost: _____
 Total Inspections: _____ Cost: _____
 Plan Reviews: _____ Cost: _____
 Total Charges: _____

Date	Permit Number	Address	Insp	Result	Comments/Details
5/8	250043	2821 Sunrise Cr.	3	1	
5/8	250042	2819 Sunrise Cr.	3	1	
5/13	250048	2019 Green Acres Dr.	3	1	
5/13	250035	2005 " "	2	1	
5/13	250021	2013 " "	2	1	
5/13	250014	2013 " "	2	1	
5/13	250013	2002 " "	2	1	
5/13	250020	2002 " "	2	1	
5/13	250011	2912 Airport Rd.	3	1	AP2025 C+D

Charter Township of Madison

Department of Public works

May 2025

- Water usage for the month of May was 10.6 million gallons.
- Sewer usage for the month of May was 11.3 million gallons.
- Water usage for Fairfield Twp. for the month of May was 1.4 million gallons.

Operations

- Work orders for the month of May were (35).
- Miss Digs for the month of May was (74). All Miss Digs were reviewed and serviced as needed.
- Water meters were read, and all work orders were completed.
- All sewer reads for the month of May were submitted to the City of Adrian.
- Lift stations and generators were inspected for the month of May.
- Monthly operating report submitted to EGLE.
- Backwashing of iron filter as necessary.
- Monthly Drinking water sampling has been completed.
- Wastewater discharge sampling at water treatment plant.
- The Annual Drinking Water Sampling has been completed.

Communications

- Hydrant and water main flushing has been completed for Madison and Fairfield Townships.
- The Public Works Department had a Watermain Break on Taylor Dr off Baldwin Hwy in May that occurred in the overnight hours. The Break was isolated and related repairs were made the following morning.
- A sanitary sewer manhole off Taylor drive in a wooded area was repaired and was brought up to grade to prevent any groundwater infiltration that may have been occurring.
- Water Tower cleaning and painting will begin on June 12th, 2025. The Water tower will most likely be taken out of service the beginning on the 16th.

Submitted by Tim Watterson
Department of public works Superintendent



Fees & Billing

	Proven Results	Flexible Visit Resolution EAP Model®
Your Return on Investment	94%	✓
Dedicated Account Manager	✓	✓
Discount Program	✓	✓
Legal Support	✓	✓
Promotional Materials	✓	✓
Orientations	✓	✓
Resource Portal	✓	✓
Coaching	✓	✓
Mobile App	✓	✓
Credit Debt Management	✓	✓
Custom Explainer Video	✓	✓
Service Reports	Quarterly	✓
CISD	Unlimited	✓
Fees	\$7,500 Per Year	✓

*Quote is based on under 250 employees

Once fees are quoted, they are valid for the next sixty days.

Created 04-23-2025



RESOLUTION

LENAWEE INTERMEDIATE SCHOOL DISTRICT BOARD OF EDUCATION

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BE IT FURTHER RESOLVED that the effective date of the transfer shall be May 1, 2025.


BE IT FURTHER RESOLVED that the Lenawee Intermediate School District Board of Education directs the Superintendent to prepare a map showing in detail the boundaries of the affected school districts both before and after the transfer and provide a copy of that map to the secretaries of the affected school districts board of education and with the affected township supervisor.

Ayes: Members: James Hartley, Richard Germond, Dale Wingerd, Paula Holtz

Nays: Members: None

Absent: Kathryn Mohr

Resolution declared adopted.


Richard Germond, Secretary, Board of Education

The undersigned, duly qualified and acting Board Secretary, certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Lenawee Intermediate School District Board of Education at a regular meeting held on April 7, 2025, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, PA 1976, as amended).


Richard Germond, Secretary, Board of Education



MADISON TOWNSHIP

Lightning Protection Policy

Adopted: 5/14/2025

Review Date: 5/1/2026

Responsible Department: Building Official

Approved By: Ryan G Rank, Township Supervisor

1. Policy Statement

Madison Charter Township is committed to minimizing property damage caused by lightning and ensuring the safety of municipal structures. This policy establishes a systematic approach to lightning protection based on recommendations from NFPA 780.

2. Purpose

The purpose of this policy is to:

- Evaluate municipal structures for lightning protection needs.
- Install lightning protection systems where necessary.
- Ensure regular inspection and maintenance of lightning protection systems.
- Comply with NFPA 780 standards.

3. Scope

This policy applies to all municipal structures within Madison Charter Township.

4. Definitions

- Lightning Protection System: A system designed to protect structures from lightning damage, consisting of air terminals, conductors, and grounding.
- Risk Index: A numerical value assigned based on the potential impact of lightning on a structure.

5. Risk Assessment

5.1 Assessment Criteria

- Evaluate all municipal structures using the NFPA 780 Risk Assessment Guide.
- Install lightning protection systems for structures with a risk index of four or greater.

5.2 Documentation

- Maintain detailed records of risk assessments and corresponding risk indices.

6. Lightning Protection System Components

- Air Terminals: Devices installed at the highest points of a structure to intercept lightning strikes.
- Conductors: Paths that direct the lightning current safely to the ground.
- Grounding: Systems that dissipate the lightning current into the earth.

7. Inspection Schedule

- After Installation: Comprehensive inspection to ensure proper setup.
- Annually: Visual inspection, including points and grounding connections.
- Every Five Years: Thorough inspection to assess system integrity.
- After Structural Alterations: Inspection following any changes to the structure.
- After Lightning Discharge: Inspection after a known lightning strike to the system.

8. Implementation

Madison Charter Township will ensure compliance with this policy by:

- Consulting NFPA 780 guidelines for risk assessment and system design. **APPENDIX A**
- Hiring qualified contractors for system installation and maintenance.
- Maintaining detailed inspection records for all municipal structures.

Appendix A: NFPA 780 Risk Assessment Guide

Purpose:

To provide a detailed framework for evaluating the lightning protection needs of municipal structures in Madison Charter Township.

Risk Assessment Criteria:

Structure Height and Dimensions:

Height (m)

Width (m)

Length (m)

Lightning Ground Flash Density:

Flashes per km² per year

Flash density map

Surroundings:

Structures/trees of greater height within collection area

Structures/trees of equal or lesser height within collection area

No other structures or trees within collection area

On hilltop with no other structures or trees within collection area

Structure Material Type:

Metallic

Nonmetallic

Combustible

Roof Material Type:

Metallic

Nonmetallic

Combustible

Structure Contents:

Low value and noncombustible

Standard value and noncombustible

High value, moderate combustibility

Exceptional value, flammable liquids, computer or electronics

Exceptional value, irreplaceable cultural items

Structure Occupancy:

Unoccupied

Normally occupied
Difficult to evacuate or risk of panic

Item 3.

Lightning Consequence:

Continuity of facility services not required, no environmental impact

Continuity of facility services required, no environmental impact

Consequences to the environment

Risk Index Calculation:

Each criterion will be assigned a risk value based on its potential impact. The total risk index will be calculated by summing the individual risk values. Structures with a risk index of four or greater will require lightning protection systems.

Implementation:

- **Assessment:** Conduct a thorough risk assessment for each municipal structure using the criteria outlined above.
- **Documentation:** Maintain detailed records of the risk assessment results and the corresponding risk index for each structure.
- **Action:** Install lightning protection systems for structures with a risk index of four or greater.

Review and Update:

This appendix will be reviewed annually and updated as necessary to ensure continued compliance with NFPA 780 standards.



MADISON TOWNSHIP

Sidewalk Inspection and Maintenance Policy

Adopted: 5/14/2025

Review Date: 5/1/2026

Responsible Department: Building Official

Approved By: Ryan G Rank, Township Supervisor

1. Policy Statement

Madison Township is committed to providing and maintaining a safe pedestrian infrastructure. This policy establishes a systematic sidewalk inspection and maintenance program designed to mitigate risk, enhance pedestrian safety, and reduce the Township’s liability exposure by identifying and addressing sidewalk hazards in a timely and effective manner.

2. Purpose

The purpose of this policy is to:

- Establish a regular inspection schedule for sidewalks throughout Madison Township
- Define hazard criteria and response timelines
- Document inspection findings and maintenance activities
- Comply with applicable standards including the Americans with Disabilities Act (ADA)
- Provide a defensible framework for managing liability claims related to sidewalk conditions

3. Scope

This policy applies to all public sidewalks within the jurisdiction of Madison Township, including those in residential, commercial, institutional, and government zones.

4. Definitions

- **Sidewalk:** A public pedestrian pathway, typically located adjacent to a roadway.
- **Hazard:** Any physical defect in a sidewalk that poses a safety risk to pedestrians.
- **Major Hazard:** Vertical displacement greater than 1 inch, missing concrete, or other dangerous conditions.
- **Moderate Hazard:** Displacement between ½ inch and 1 inch, or surface deterioration.
- **Minor Hazard:** Cracks less than ½ inch, surface wear, or non-critical obstructions.

5. Inspection Program

5.1 Inspection Frequency

Inspection Type	Frequency
Routine Inspections	Every 12 months
Post-Complaint Inspections	Within 3 business days of notice
Post-Severe Weather Events	As soon as safely possible
Construction Acceptance	Upon project completion

5.2 Inspection Procedure

- Utilize the approved Sidewalk Inspection Checklist and Form
- Inspect all sidewalk segments systematically
- Document hazards with written notes and photographs
- Rate the severity based on the Township’s hazard classification system
- Submit findings to the Public Works Supervisor for review and action

6. Hazard Classification and Response Timeline

Hazard Level	Description	Required Response Time
Major	Vertical displacement > 1 inch, missing slab	Repair within 30 days
Moderate	Displacement 1/2 - 1 inch, surface deterioration	Repair within 90 days
Minor	Cracks < 1/2 inch, mild ponding	Monitor for deterioration

7. Documentation and Records Management

All inspection and maintenance activities must be documented and retained for a minimum of **7 years**.

Records to be maintained include:

- Completed inspection forms
- Photos of defects
- Public complaints
- Work orders and completion dates
- Correspondence related to claims or notices

8. Maintenance and Repairs

The Township shall:

- Assign Public Works staff for minor sidewalk repairs (e.g., grinding, patching)
- Contract licensed vendors for slab replacement or significant repairs
- Prioritize high-risk and high-use pedestrian areas
- Include sidewalk maintenance in capital improvement planning

9. ADA Compliance

Sidewalks must comply with ADA accessibility requirements. This includes:

- Installing compliant curb ramps
 - Ensuring cross-slopes and widths meet ADA guidelines
 - Removing obstructions and hazards that impede access
-

10. Public Reporting and Communication

Madison Township shall:

- Provide a public sidewalk issue reporting tool via the Township website
 - Publish an annual reminder for residents to report sidewalk hazards
 - Maintain a log of all public complaints and responses
-

11. Training

The Township shall provide annual training to relevant staff on:

- Sidewalk hazard identification
 - ADA compliance standards
 - Documentation practices
 - Proper communication with the public
-

12. Claims and Liability Management

The Township will maintain a standardized protocol for responding to sidewalk-related claims. All claims will be reviewed in coordination with legal counsel and/or the Township's liability insurance carrier. Inspection records will be used to assist in the defense of claims.

13. Policy Review

This policy shall be reviewed annually by the Township Supervisor and Building Official. Revisions may be proposed based on legal developments, best practices, and operational feedback.

Attachments:

- Appendix A: Sidewalk Inspection Form (PDF)
- Appendix B: Hazard Classification Chart
- Appendix C: ADA Sidewalk Compliance Quick Reference
- Appendix D: Work Order Request Template

Madison Township Sidewalk Inspection Form

Inspector Information

Inspector Name	
Department	
Date of Inspection	
Time	

Weather Conditions

Clear
 Rain
 Snow
 Ice
 Other

Sidewalk Location

Street Name	
From (cross street/landmark)	
To (cross street/landmark)	
Segment/Block ID	

Side of Street

North
 South
 East
 West

Sidewalk Condition Checklist

Surface Cracks (> 1/2 inch wide)	
Vertical Displacement	
Spalling (surface flaking)	
Ponding/Standing Water	
Vegetation Obstruction	
Tree Root Uplift	
Trip Hazards Present	
ADA Curb Ramps Present	
Detectable Warnings Intact	
Obstructions (utility poles, signs, etc.)	
Sidewalk Width Adequate (>=36 in clear path)	

Hazard Classification

Major	Vertical displacement > 1 inch, missing slab	
--------------	--	--

Madison Township Sidewalk Inspection Form

Moderate	Displacement 1/2 - 1 inch, surface deterioration	
Minor	Cracks < 1/2 inch, mild ponding	

Photos Taken

Photos Taken

Yes No

Photo Numbers/Descriptions	
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Immediate Actions Taken

Actions

Temporary patching Warning sign/cone Barricaded Urgent repair No action

Repair Work Order Created?

Work Order Created

Yes No

Work Order #	
Date Created	

Inspector Comments

Inspector Signature	
Date	

Appendix B: Hazard Classification Chart

Hazard Level	Description	Example Conditions
Major	Safety risk requiring immediate action	>1 inch displacement, missing sections
Moderate	Moderate concern; repair in reasonable time frame	½ – 1 inch gaps, deep cracks, surface decay
Minor	Minor condition to monitor	< ½ inch cracks, minor surface wear

Appendix C: ADA Sidewalk Compliance Quick Reference

Requirement	Standard
Minimum Sidewalk Width	36 inches (preferably 48 inches)
Maximum Cross Slope	2% (1:48)
Curb Ramp Slope	Max 1:12
Landing Area	Minimum 48"x48" at top/bottom
Vertical Surface Change	≤ ¼ inch without bevel; ≤ ½ inch with bevel

Madison Township Sidewalk Work Order Request Template

Date Submitted: _____

Submitted By: _____

Location of Issue: _____

Type of Work Requested:

- Grinding/Uplift
- Panel Replacement
- Crack Sealing
- Obstruction Removal
- Curb Ramp Adjustment
- Other: _____

Description of Issue:

Priority Level:

- Emergency
- High
- Medium
- Low

Assigned To: _____

Estimated Completion Date: _____

Date Completed: _____