



March 25, 2026

Baroda Township  
9091 First Street  
Baroda, MI 49101

Attention: Mr. Dennis Krotzer, Township Supervisor

**RE: VILLAGE OF BARODA DISINCORPORATION STUDY**

Dear Dennis:

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

The Village of Baroda and Baroda Township have established a Disincorporation Commission to evaluate the potential implications of disincorporating the Village. Wightman understands that this process is intended to provide objective information to assist local officials and residents in understanding how municipal infrastructure and services could be managed if disincorporation were to occur. At this stage, the Commission is seeking a high-level summary of infrastructure systems and potential service delivery options so that informed discussions can occur within the community.

Wightman's role in this effort is not to advocate for or against disincorporation, but rather to provide clear, objective information regarding the Village's infrastructure systems and potential service delivery options so that the community can make informed decisions.

Consistent with the Commission's interest in limiting costs during this exploration phase, the proposed scope focuses on compiling and summarizing existing information and identifying potential service delivery pathways rather than conducting detailed engineering or financial studies.

**Section I – Project Goals**

Based on discussions with Village and Township representatives, Wightman understands the goals of this effort are to provide clear and objective information regarding infrastructure systems currently owned or maintained by the Village and to identify potential pathways for how those systems could be managed if disincorporation were to occur.

Specifically, the goals of this project include:

- Compile and summarize existing information regarding Village infrastructure systems including sanitary sewer, wastewater treatment lagoons, water distribution and storage facilities, roads, storm sewer systems, and sidewalks.
- Identify potential future service providers or responsible agencies for these infrastructure systems, which may include Baroda Township, the Berrien County Road Department, the Berrien County Drain Commissioner, or other applicable entities.
- Identify key operational, regulatory, and governance considerations associated with transferring responsibility for municipal infrastructure systems.

- Highlight potential infrastructure risks, responsibilities, and unknowns that may require additional analysis should disincorporation move forward.
- Provide guidance to the Disincorporation Commission regarding potential next steps and additional information that may be necessary to support future decision-making.

## **Section II – Scope of Services**

Wightman proposes to provide the following services to assist the Disincorporation Commission.

### Task 1 – Infrastructure Data Compilation and Summary

Wightman will compile and review available information related to Village infrastructure systems. This effort will primarily rely on existing data available through Wightman project files, Village records, and publicly available information.

Infrastructure systems anticipated to be summarized include:

- Sanitary sewer collection system
- Wastewater treatment lagoons
- Water distribution system and water tower
- Village streets and public rights-of-way
- Storm sewer infrastructure
- Sidewalks and pedestrian facilities
- Other related public works infrastructure

The intent of this task is to provide a high-level summary of existing infrastructure assets and the responsibilities currently associated with those systems.

This task will not include field inspections, detailed condition assessments, or engineering analysis.

### Task 2 – Service Delivery and Governance Options

Wightman will evaluate potential service delivery options that could apply if the Village were to disincorporate. This effort may include identifying possible roles and responsibilities of:

- Baroda Township
- Lake Township
- Berrien County Road Department
- Berrien County Drain Commissioner
- Other regulatory or operational entities

The purpose of this task is to identify potential pathways for ownership, operation, and maintenance of Village infrastructure systems, recognizing that additional analysis may be required if disincorporation proceeds.

### Task 3 – Key Considerations and Risk Identification

Based on available information, Wightman will prepare a summary of key considerations associated with disincorporation as it relates to infrastructure and public services.

Topics may include:

- Regulatory responsibilities associated with water and wastewater systems
- Maintenance obligations for roads, storm sewer systems, and sidewalks
- Operational considerations for sanitary sewer and wastewater treatment systems
- Potential capital improvement needs
- Infrastructure ownership and long-term responsibilities (incl. long-term debt)
- Known data gaps or areas where further study may be warranted

### Task 4 – Summary Memorandum and Meeting Support

Wightman will prepare a concise summary memorandum describing:

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- Existing infrastructure systems
- Potential service providers or responsible agencies
- Key operational considerations
- Potential risks and unknowns
- Suggested next steps should disincorporation move forward

Wightman will also attend and present the findings at two meetings of the Disincorporation Commission or a joint meeting of Village and Township officials. The initial meeting is anticipated to occur after the data gathering to review preliminary findings, and one meeting to present the final report.

### **Section III - Fees**

We propose to complete the above Scope of Services for an **Estimated fee of \$16,000**. Work will proceed on an hourly basis according to our Standard Billing Rates and Reimbursable Expenses.

### **Section IV – Deliverables**

Wightman will provide the following deliverables:

- Summary memorandum describing infrastructure systems and potential service delivery options
- Identification of key considerations and infrastructure risks
- Participation in two meetings with the Disincorporation Commission or Village/Township officials to review findings

### **Section V – Schedule**

Wightman can begin work immediately upon authorization. Based on the scope described above, the work can typically be completed within six weeks, depending on coordination with Village and Township representatives and availability of relevant data.

### **Section VI – Terms and Conditions**

Our standard terms and conditions are attached.

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

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

Respectfully,



Matt A. Davis, PE, Project Manager  
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(269) 487-9715

Steve C. Carlisle, PE, Client Representative  
scarlisle@gowightman.com  
(269) 487-9712

Enclosure

cc:

**This proposal is approved and accepted by:**

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Signature

**By:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Client/Company Name and Address (Billing)