



**BOARD OF TRUSTEES**  
**Regular Meeting**  
**September 26, 2018**  
**7:00 p.m.**

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
6. PUBLIC HEARINGS
  - A. Consider Adoption of Rezoning Ordinance 2018-05 (997 E. Remus Rd.)
7. PUBLIC COMMENT: Restricted to three minutes regarding items on this agenda
8. REPORTS/BOARD COMMENTS
  - A. Current List of Boards and Commissions – Appointments as needed
  - B. Board of Trustees Update
  - C. PC/ZBA updates by Township Planner
9. CONSENT AGENDA
  - A. Communications
    - Planning Commission Minutes 8/21/18
    - ZBA Minutes 8/1/18
  - B. Minutes – September 12, 2018- regular meeting
  - C. Accounts Payable
  - D. Payroll
  - E. Meeting Pay
  - F. Fire Reports
  - G. Policy Governance 2.10
  - H. Policy Governance 2.5.10
10. NEW BUSINESS
  - A. Discussion/Action: (Gallinat) Consider Adoption of Rezoning Ordinance 2018-05 and to publish notice of adoption of Rezoning Ordinance 2018-05 (Roll Call Vote)
  - B. Discussion/Action: (DePriest) Approval of Land Division #37-14-026-10-005-08, located at 4445 E. Bluegrass Rd., Owner MP Note, LLC

C. Discussion/Action: (DePriest) Approval of Land Division #37-14-018-040-002-00, located at 997 E. Remus Rd.

D. Discussion/Action: (Stuhldreher) Policy Governance 4.1 Unity of Control

11. EXTENDED PUBLIC COMMENT: Restricted to 5 minutes regarding any issue

12. MANAGER COMMENTS

13. FINAL BOARD MEMBER COMMENT

14. CLOSED SESSION

15. ADJOURNMENT

## Board Expiration Dates

Planning Commission Board Members (9 Members) 3 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	Lisa	Cody	11/20/2020
2-Chair	Phil	Squatrito	2/15/2020
3- Vice Chair	Bryan	Mielke	2/15/2021
4-Secretary	Alex	Fuller	2/15/2020
5 - Vice Secretary	Mike	Darin	2/15/2019
6	Stan	Shingles	2/15/2021
7	Ryan	Buckley	2/15/2019
8	Denise	Webster	2/15/2020
9	Doug	LaBelle II	2/15/2019
Zoning Board of Appeals Members (5 Members, 2 Alternates) 3 year term			
#	F Name	L Name	Expiration Date
1-Chair	Tim	Warner	12/31/2019
2-PC Rep / Vice Chair	Bryan	Mielke	2/18/2021
3-Secretary	Jake	Hunter	12/31/2019
4	Andy	Theisen	12/31/2019
5 - Vice Secretary	Paul	Gross	12/31/2018
Alt. #1	John	Zerbe	12/31/2019
Alt. #2	Taylor	Sheahan-Stahl	2/15/2021
Board of Review (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Doug	LaBelle II	12/31/2018
2	James	Thering	12/31/2018
3	Bryan	Neyer	12/31/2018
Alt #1	Mary Beth	Orr	1/25/2019
Citizens Task Force on Sustainability (4 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Laura	Coffee	12/31/2018
2	Mike	Lyon	12/31/2018
3	Jay	Kahn	12/31/2018
4	Phil	Mikus	11/20/2020
Construction Board of Appeals (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Colin	Herron	12/31/2019
2	Richard	Jakubiec	12/31/2019
3	Andy	Theisen	12/31/2019
Hannah's Bark Park Advisory Board (2 Members from Township) 2 year term			
1	Mark	Stuhldreher	12/31/2018
2	John	Dinse	12/31/2019
Chippewa River District Library Board 4 year term			
1	Ruth	Helwig	12/31/2019
2	Lynn	Laskowsky	12/31/2021



## Board Expiration Dates

EDA Board Members (11 Members) 4 year term			
#	F Name	L Name	Expiration Date
1	Thomas	Kequom	4/14/2019
2	James	Zalud	4/14/2019
3	Richard	Barz	2/13/2021
4	Robert	Bacon	1/13/2019
5	Ben	Gunning	11/20/2020
6	Marty	Figg	6/22/2022
7	Sarvjit	Chowdhary	1/20/2022
8	Cheryl	Hunter	6/22/2019
9	Vance	Johnson	2/13/2021
10	Michael	Smith	2/13/2021
11	David	Coyne	3/26/2022
Mid Michigan Area Cable Consortium (2 Members)			
#	F Name	L Name	Expiration Date
1	Kim	Smith	12/31/2020
2	Vacant		
Cultural and Recreational Commission (1 seat from Township) 3 year term			
#	F Name	L Name	Expiration Date
1	Brian	Smith	12/31/2019
Sidewalks and Pathways Prioritization Committee (2 year term)			
#	F Name	L Name	Expiration Date
1 BOT Representative	Phil	Mikus	7/26/2019
2 PC Representative	Denise	Webster	8/15/2020
3 Township Resident	Sherrie	Teall	8/15/2019
4 Township Resident	Jeremy	MacDonald	10/17/2018
5 Member at large	Connie	Bills	8/15/2019

# Charter Township of Union

To: Board of Trustees  
From: Mark Stuhldreher, Township Manager/*MDS*  
Date: September 20, 2018  
Re: September Monthly Activity Report

Attached is the monthly activity report for September.

The intent of the report is to provide the Board, the organization and the community with a more complete understanding of what the organization does throughout the month. It contains both routine and non-routine activities. The format is intended to reflect activities completed from the prior month and activities planned for the current month and to tie those activities to the “Ends” that are articulated in the Policy Governance Document. It is segregated by department.

I hope you find the report informative.

Continued feedback is appreciated regarding format, content, etc, to help ensure it remains useful to you, the reader.

# Charter Township of Union



## Monthly Activity Report

**From:** Township Manager

**To:** Board of Trustees

**Month/Year:** September, 2018

## Global Ends

- 1.1 Community well-being and the common good
- 1.2 Prosperity through economic diversity, cultural diversity, and social diversity
- 1.3 Safety
- 1.4 Health
- 1.5 Natural environment
- 1.6 Commerce

## Prior Month Activities

### Township Manager

- Provided direction, support and advice to the organization as the activities listed below, which advance the accomplishment of the Ends, were executed
- Continued discussions regarding Fire Service Agreement extension with City of Mt Pleasant
- Participated in the community wide branding initiative activities as a member of the Steering Committee
- Held several recurring 1:1 meetings with staff
- Continued construction of recommended FY 2019 budget
- Attended meetings regarding new Joint Airport Operations Agreement
- Attended the monthly Middle Michigan Development Corp Board, Emergency Operation Center and several internal Board/Commission/Authority meetings during the month
- Attend City/County/Township Intergovernmental Liaison Meeting
- Annual Joint Meeting-Board of Trustees, Planning Commission, Zoning Board of Appeals, Economic Development Authority and Sustainability Committee. Also on the agenda will be the Zoning Code project rewrite kick off meeting
- Met with several citizens regarding a variety of issues
- Meeting with Township Attorney regarding a variety of issues

## Finance Department

### 1.1 Community well-being and the common good

- Disburse funds for the summer taxes collected July 16-August 16 totaling over \$820,000
- Prepare check registers and financial reports required for the monthly EDA board and Trustee meeting
- Posted FY 2018 budget amendment to BSA and worked on FY 2019 budget recommendation
- Annual Workers' Comp audit completed
- Calculate utility employees new hourly wage and benefit for the Water/Sewer Asset Management System
- Calculate and send tax abatement distributions to the RESD for the schools required accounting reports to comply with GASB 77
- Continue working with BS&A support to help Building Department set up process to more efficiently handle billing items for building permit, construction plan review and zoning compliance letters
- Reconciled Water/Sewer fund receivables in the subsidiary ledger to the general ledger.
- Reviewed (20) election workers time sheets, calculated payment, and entered in accounts payable system
- Made trips to the bank to make deposits as needed during tax collection season, either when we have large amounts of cash collected that day or when one of the cashiers has the day off.
- Oversee the process of electronic tax payment files the Township receives from the mortgage companies
- Cross trained Amy how to enter the Corelogic tax payment file while Jennifer is on vacation
- Post any online payments made to the general ledger: tax and/or utility billing
- AP check run for DDA's – 12 invoices reviewed, entered and scanned in the BS&A system for payment totaling over \$36,000; AP check run for all other funds – approx 175 invoices totaling over \$850,000; submitted on bank's website for Positive Pay fraud prevention
- Reconciled 11 bank statements and scanned in BS&A for future reference
- Monitored Tax Fund to ensure receipts and disbursements reconciled to the Fund.
- Updated each BS&A software module mid-month and at the end of the month: PR, CR, AP, GL, TAX, DPP, SA, UB, BD, ASG,PO,FI
- Consumers Invoices – 52 Consumers invoices reviewed, coded to correct Township departments, including the East DDA, entered and scanned in BS&A system for payment,
- Review receipts daily, post receipts by cashier and create the (4) daily bank deposits in the system for tax account deposits and pooled account deposits for each cashier
- Record monthly CD interest earned , money market interest earned and interest earned on checking accounts and record said interest earned in the BS&A financial software.
- Received Water/Sewer bill ACH payment rejections from Isabella Bank for closed accounts, reversed in utility billing and notified Water department.
- MasterCard Pmt – 13 MasterCard invoices reviewed, entered and scanned in the BS&A system for payment, for over \$8,700
- Handle all meeting pay requests submitted by the Board of Trustees
- Payroll – 88 Payroll checks and checks to pay for benefits issued during Aug
- Created 10 Year Forecast for General Fund

## Building, Rental Housing Departments

### 1.3 Safety

- Building Office conducted 57 inspections, 1 plan reviews, issued 22 building permits and 6 certificates of occupancy permits
- Completed inspections on two apartment complexes (approx. 272 units) and various single-family units and performed follow up re-inspections as needed
- When doing field work, items in need of being addressed by other departments are noted and information turned over to the respective department. Examples include unkempt lawns and construction sites without an apparent building permit.
- Building and Rental Inspector worked together regarding deck replacement project at Springbrook Townhomes

### 1.6 Commerce

- Continued inspections on Citizens for Health, Messenger, Aldi and TJ Maxx, Holiday Inn and Aspen Dental commercial projects
- Fielded question, concerns and questions about the rental program in the Township from community and potential/current landlords
- Facilitated opening of Mitchell's Deli

## Assessing Department

### 1.1 Community well-being and the common good

- Processed 22 deeds and 32 Principal Residence Exemptions

### 1.6 Commerce

- Inspected 58 properties. All the record cards have been updated. Department is on target to have the annual 20% of parcels inspected has required by the State Tax Commission done by the middle of October. The canvas of Personal Property is accomplished as visits are made to the industrial and commercial businesses.
- YTD 341 record cards updated
- Assisted in collection of ~\$3,000 in delinquent personal property taxes

## Public Services Department

### 1.1 Community well-being and the common good

- Isabella Well Site structural engineer design meeting
- 21 final reads and bills processed in August
- Meeting with attorney (Lux vs. Union Township)
- Set Up (3) new water and sewer accounts
- Provided Admin Support for 8 Cross Connection Re-Inspections: sent Letters, scheduled inspections
- Progress Meeting August 21, information gathering and assistance to engineers for Joint Water Study
- Met with Little League Re: 2019 tournament
- Painted walking bridge at Mc Donald Park
- Painted doors at Jameson Park



- Prepared/mailed 253 shut off notices for water/sewer billings
- Jameson Hall Rental – 6 days August

#### 1.1 Community well-being and the common good; 1.3 Safety, 1.4 Health, 1.5 Natural Environment

- WWTP - Installation of new emergency bypass pumping equipment for screw pumps
- Pickard Street/Summerton Road Water Main Looping Project - project bid award and Participation Agreement approvals
- Approval of Metro Act Permit
- WWTP –install pump and piping for tertiary filter backwash pump upgrade
- WWTP – Install emergency screw bypass
- WWTP – completed quarterly mercury sampling requirements
- WWTP-continued work on screw pump #1 rehabilitation project
- WWTP – drained/cleaned clarifier #3 and other preventative maintenance
- Received/Tracked/ (47) backflow reports
- Responded to (125+) phone calls/inquiries regarding water and sewer bills
- Responded to (25+) email requests for service/support regarding water and sewer bills
- Flow test – Messenger and Mercantile bank
- Weekly sewer & pump station maintenance
- Weekly water system maintenance including repairs of water shut off boxes, fire hydrants, and water valves
- 137 miss digs throughout Township
- Received and reviewed resumes/applications for wastewater operator position
- Misc. water service turn on / off throughout Township (customer request)
- PFAS meeting with community partners, MDEQ, EPA, Tribe
- Completed punch list on 39,000+ feet of sewer cleaning and video project – project complete
- Meetings with Goudreau and Associates regarding Isabella Treatment Plant remodel plans and specifications, hvac system, and interior finishes
- Reviewed resubmitted plans for Aspen Dental proposed water and sewer plans and calculated connection charges
- Coyne Franchise Agreement preparation & board approval
- Citizens for Health water and sewer plan review (second review) submitted plans to MDEQ for construction permit
- Verify/Follow Up on Certified Backflow Inspectors Certifications (letters sent to inspectors to obtain certification credentials)
- Mailed 140 Residential Backflow Inspection Reminders
- Updated Residential Backflow Inspection data base
- Financial information gathering and submittal for Joint Water Study
- Ordered four barrier free picnic tables McDonald Park (2018 Budget Item)
- 32 Cross Connections Inspections conducted
- 33 Cross Connections Re- Inspections conducted
- Five lead and copper samples completed – 1 test result and customer notification outstanding
- Site cleanup and restoration of two new service installation locations
- Cleaned check valves at pump station #15
- Installed new emergency power receptacle at pump station #17
- Repaired water main and replaced curb stop hit by contractor at 2300 Cornerstone Drive
- Pulled pump #1 at pump station #8 and repaired seal (confined space entry)

- Performed two confined space entries on sewer trunk line to WWTP to complete repairs
- Maintenance on all trailer generators (oil, coolant, battery charged, block heaters and voltage output)
- Power outages/generator hookup and/or monitoring of generators at pump stations 7, 8, 14, 15, 10, 17
- Turned off portion of EDA sprinkler due to line break
- Installed new water service at 811 East Remus Road
- Moved and picked up election equipment for clerk
- Vacuumed out sludge chamber at WWTP
- Vacuumed out lift station at Isabella Well Site
- Tapped 8" sewer line, cored manhole, installed 2" force main and installed new sludge pump at WWTP
- Met with representatives from Kerr Pump to download information on pilot deragger system at pump station #19
- Routine lead and copper sampling
- Submitted revised Sanitary Sewer Asset Management Plan to MDEQ via MI Waters
- Truck Purchase Bid Review & Approval

## Planning & Zoning Department

### 1.1 Community well-being and the common good; 1.6 Commerce

- Planning Commission
  - Special Use for 3 self storage units located at 5353 S. Mission Rd for DeShano Development. Property is currently split zoned B-4 and AG. There are existing 6 units located on existing B-4 portion. The 3 proposed would be located entirely on the B-4 zoned portion of the property.
  - Rezoning of AG (Agricultural) to R-2A One and Two Family Low Density Residential on E. Remus.
  - Conducted a Kick-off meeting with McKenna Associates for the Zoning Ordinance update held at the Commission on Aging Building. The scheduled annual joint meeting for the PC, BOT, ZBA, EDA, and Sustainability Committee was used. Members of various other boards and committees at the Township were invited to participate in the kick off as well. These boards and committees of the Township were deemed as community stakeholders in the zoning update process by the Township.
- ZBA
  - Minutes were approved from July 10<sup>th</sup> meeting. The decision of the Holiday Inn Variance from July became final 8-1-18. There is a 21 day appeal window that starts August 1, 2018. After which the decision would not be able to be appealed.
- Sidewalk Committee
  - The committee met August 27, 2018. The committee considered input from the PC. The committee voted to recommend to the Board of Trustees that certain parcels which have received sidewalk waivers be called in simultaneously in accordance with the Township Sidewalk Policy.
  - Discussed potential sidewalk implementation study for Isabella Rd. The Committee decided to meet with members of the Mid Michigan Pathways Committee in September before further discussing sidewalks on Isabella Rd. The Committee felt there may be a shared interest with the Township and the Pathways group for Isabella Rd.

- 2 yard sale permits
- 4 Zoning approval letters
- Issued Zoning Compliance Letter involving a restaurant/brewery operation in a B-5 District.
- Issued Zoning Compliance letter for sale of ownership (Bob Evans Restaurant)
- Meet with building official twice per week for communication.
- Met with Tim Bebee from CMS&D about possible future projects in the Township on behalf of his clients.
- Met with Public Works coordinator and Twp Manager regarding a Condominium project involving new construction on Broomfield Rd.
- Met with Building Official and Twp Manager involving zoning and building issues at 1982 E. Remus Rd. Sent letter of notice to owner involving issues at 1982 E Remus Rd.
- Met with Bob Dykstra representing Mid Michigan College about possible future uses at 5805 E. Pickard Rd.

### **Current Month Anticipated Activities**

#### Township Manager

- Provide direction, support and advice to the organization as the activities listed below, which advance the accomplishment of the Ends, are executed
- Continue negotiations regarding Fire Service Agreement extension with City of Mt Pleasant
- Continue with the community wide branding initiative activities as a member of the Steering Committee
- Continue construction of recommended FY 2019 budget
- Put wage/compensation RFP out for bid
- Joint meeting with two areas little leagues and city regarding 2019 host tournament and 2% application
- Attend the monthly Middle Michigan Development Corp Board, Emergency Operation Center and several internal Board/Commission/Authority meetings during the month
- Attend meeting of the Airport Partners Committee - the goal of which is to explore opportunities to enhance the usage of and financial stability of the Mt Pleasant Municipal Airport
- Attend PFAS meeting with representatives from MDEQ, EDA, City, Tribe and Township
- Attend first Citizen Planner class (weekly for next 6 weeks) sponsored by MSU

#### Finance Department

##### 1.1 Community well-being and the common good

- Fall Conference-Michigan Government Finance Officers Association-Training and Networking
- Run updates on each BS&A software module twice per month: PR, CR, AP, GL, TAX, DPP, SA, UB BD, ASG, PO, FI
- Prepare check registers and financial reports required for the monthly EDA board meeting
- Prepare monthly financial reports for the Board of Trustees
- Issue accounts payable and payroll checks
- Mail delinquent tax notices for Summer tax
- Post any online payments made to the general ledger
- Issue refunds for Summer tax overpayments
- Planning to work with BS&A to clean up the expired or paid Building Dept invoices that are still outstanding in the system that were researched in June

- Post 2018 Amended Budget on website
- Purchase new Folder Inserter machine for tax bill, assessment notice mailings, and other miscellaneous mailings needed by Township departments.
- Continue work on FY 2019 budget recommendations

#### Building, Rental Housing Departments

##### 1.3 Safety

- Investigate and follow up on any rental complaints as needed
- Follow-up inspections to verify compliance with violations found on previous inspections
- Final inspections for multiple single and double wide manufactured homes going in mobile home parks
- Plan review for remodeling project at Isabella Water Administration building

##### 1.6 Commerce

- Continued inspections on Citizens for Health, Messenger, Aldi and TJ Maxx, Holiday Inn and Aspen Dental commercial projects

#### Assessing Department

##### 1.1 Community well-being and the common good

- When doing field work, items in need of being addressed by other departments are noted and information turned over to the respective department. Examples include unlicensed vehicles and unkempt lawns and construction sites without an apparent building permit.

##### 1.6 Commerce

- Anticipate inspecting 225 parcels in the month of September
- Management of approximately 7 MTT docket cases
- Expect to hear from the State Tax Commission and Tax Management Associates regarding any follow up to AMAR corrective action plan submitted in April.
- Continued the research 16 properties owned by the City of Mt. Pleasant to ensure correct jurisdiction is indicated on respective government assessment rolls

#### Public Services Department

##### 1.1 Community well-being and the common good; 1.3 Safety, 1.4 Health, 1.5 Natural Environment

- Installation of natural gas at Lincoln Road Water Tower for generator
- McDonald Park parking lot repair/seal coating bids –Bids received – adding to September of 2018 2% request
- Lincoln Road Water Tower warranty inspection
- WWTP = 2018 Biosolids land application
- Messenger 8" x 12" water tap/road bore –
- Chlorine Equipment Bids/ Purchase – 2018 Budget Item
- Prep Handheld for Meter Readings & conduct meter readings
- Quarterly Billing
- Water shut-off for non payments
- Upgrade Opto Scada System at #10 Pump Station
- Opto programming for Pump Station #7 generator run time

- Isabella Well Site Remodel Project Bidding/Bid Opening
- Aspen Dental 12" x 8" water tap (Bluegrass Road)
- Aspen Dental sanitary sewer tap into existing manhole on Bluegrass Road
- Water and Sewer installation inspections – Citizens for Health project
- WWTP – replace exhaust louver in head works building screen room
- Clean and televise McDonald Park storm sewer
- Heavy clean/jet two runs of 24" trunk line sewer to WWTP
- Replace Opto antenna and cable at pump stations 10 and 7

## Planning & Zoning Department

### 1.1 Community well-being and the common good; 1.6 Commerce

- Planning Commission
  - Site Plan Review application for SUP 2018-04 involving the expansion of self storage business at 5353 S. Mission Rd.
  - SPA 2018-01 Amending SPR 2017-08 application for the Riverwood Accessory building. Amended site plan shows new access location to the accessory building. The applicant is also asking for relief from sidewalk construction.
  - SUP 2018-05 Park and Sell operation located at 5450 S. Mission Rd. for the retail sale of new or used cars, trucks, boats, farm equipment, mobile homes, travel trailers, and motor homes.
- ZBA
  - The Scheduled meeting of 9/5/18 was canceled. There were no items for the agenda and no quorum was reached to hold the meeting.
  - A special meeting requested by Jim Holton of Mountain Town Brewing Co. will be held on Wednesday September 19<sup>th</sup> at 7pm. Mr. Holton has requested a TXT interpretation from Sections 23.2.B-C of the Zoning Ordinance.
- Sidewalk Committee
  - Meeting with members of the Mid Michigan Pathways Committee 9/26 at 6:30pm

### **Future Board of Trustee Meeting Agenda Items**

- Several land divisions likely in September and October
- Amendment to the township Land Division Ordinance. The current Ordinance No. 1997-8 requires the Land Divisions to be approved by the Board of Trustees. The State Land Division Act allows the approval by the Assessor
- Special Use Permit for DeShano self storage on S. Mission Rd.
- Zoning Map amendment request 811 E. Remus (AG) to (R-2A) on Remus Rd.
- Special Use Permit for Mak enterprises LLC, Mike Klump Park and Sell Operation.
- Communication antenna lease with ATT (located on top of water tower)
- Approval of Fire Service Contract with Mt Pleasant
- Coyne Water Franchise Agreements approval (revised agreements)
- New chlorine equipment generation equipment purchase
- Pump Station #7 Service Area Study Report Out -presentations
- Isabella water administration building remodel construction contract award
- Sidewalk Committee recommendation on calling in existing waivers
- Final FY '18 budget amendment (November)
- Board set date for FY '19 budget public hearing (November)

- Board hold FY '19 budget public hearing and adopt budget (December)
- Integration Software purchase
- Broomfield Road Condominium Project Franchise Agreements

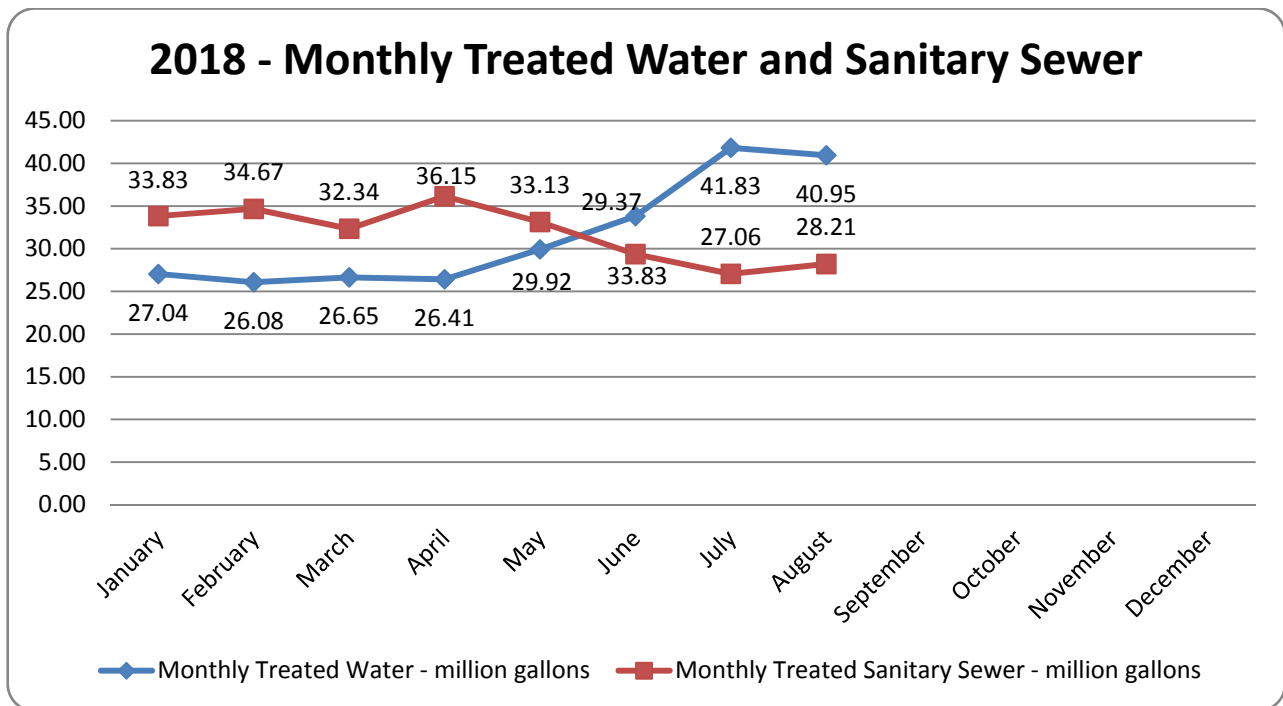
### **Significant Items of Interest Longer Term**

- FY 2019 budget development, recommendation, review, adoption
- Planning Commission review/update of zoning ordinance
- Fire millage renewal on November ballot
- Working on new Joint Airport Operations Agreement with several units of government
- Implement BS&A Purchase Orders
- Implement Positive Pay on the Payroll Account for fraud protection
- Analyze annual costs to Township for Invoice Cloud use in lieu of Point and Pay and possibly enroll if justified
- Cross train Building Dept Clerk and Head Cashier/Receptionist
- Collect delinquent personal property taxes outstanding
- Complete the General Ledger migration to the new chart of accounts required by the State of Michigan
- Create new Finance Department position job description
- Create new Community and Economic Development Department Director position job description
- Review Building Dept fee schedule
- Review building permit application form
- Review fees and income for zoning
- Department of Treasury introduced an assessing reform bill that has been assigned to the taxation committee -will track progress of the bill
- Winter tax billing in December which includes 34 special assessment district billings
- New special assessment district under consideration for street lighting (Cornerstone) and paying (St Andrews Dr)
- PFAS Testing (Being conducted by State of Michigan – expected within 4 – 6 weeks)
- Five locations - sanitary sewer leak point repairs found by 2018 cleaning and televising program
- Design and upgrade of lift station # 14 in the WDDA (Summer/Fall 2018 )
- Design and upgrade /replace lift station # 1 in the EDDA (Summer/Fall 2018 – Spring 2019 )
- Monitor PFAS issue
- Integration of SCADA from Opto 22 software to Ignition Software (2019/20)
- Bypass manhole rebuild pump station # 7 (2019)
- Bypass manhole rehab pump station #9 (2019)
- Bypass manhole rehab pump station #12 (2020)
- Purchase of new sewer vector truck (2020)
- WWTP - installation of third screw pump (2019)
- WWTP - sludge storage tank installation (2023)
- Pathway & Sidewalk Committee: Sidewalk study for Isabella Rd.(possible others), cost sharing sidewalk plan where easements are needed
- Develop soil erosion control process to more seamlessly integrate with site plan review process
- Develop process to ensure storm water management plan approved as part of site plan approval process is what is actually constructed
- Develop monitoring system for approved Home Occupation permits, Special use permits, and Site Plans

- Rental department would like to provide a meth/drug training opportunity for rental owners/managements
- Rental Inspector to attend training in 4<sup>th</sup> quarter

**Other**

- Enforcement Activities
  - Follow-up inspections to verify compliance with violations found on previous inspections
  - Issued 1 stop work order 2300 Cornerstone (Lot didn't legally exist)
  - Letter sent to 2148 McDonald as no occupancy permit exists
  - Follow up on expired Temporary Certificates of Occupancy permits
  - Dangerous Letter sent to property owner on corner of Bertshire and Isabella regarding the "red barn"
- Monthly Water Operating Report submitted to MDEQ – no violations
- Monthly Discharge Monitoring Sanitary Sewer report submitted – no violations
- July 2018 – Treated Potable Water
  - Total Month: 40.946 mg
  - Average Day: 1.321 mgd
  - Max Day: 1.579 mgd
- July 2018 – Treated Sanitary Sewer
  - Total Month: 28.21 mg
  - Average Day: .91 mgd
  - Max Day: 1.58 mgd



- Legal Matters
  - Michigan Tax Tribunal open cases – Attorney Revore updates board during August in closed session
  - Lux Matter-replacement judge assigned; new case calendar posted; agreed to mediation instead of case evaluation process; discovery ends in October; continued implementation of Board approved defense strategy
  - Brad Wood – Bilbrael and E Pickard properties- Seeking court order regarding clean up



**CHARTER TOWNSHIP OF UNION**  
**Planning Commission**  
**Regular Meeting**

A regular meeting of the Charter Township of Union Planning Commission was held on August 21, 2018 at the Township Hall.

**Meeting was called to order at 7:00 p.m.**

**Roll Call**

Present: Buckley, Clerk Cody, Darin, Fuller, LaBelle II, Squattrito, & Webster  
Excused: Shingles & Mielke

**Others Present**

Township Planner, Peter Gallinat and Secretary, Jennifer Loveberry

**Approval of Minutes**

**LaBelle** moved **Cody** supported the approval of the July 17, 2018 regular meeting minutes as presented. **Vote: Ayes: 7 Nays: 0. Motion carried.**

**Correspondence / Reports**

- Board of Trustees updates by Clerk Cody
- Township Planner stated that the following items were not ready to be Agenda items, per the requirements of the applications
  - SPA 2018-01 Amending SPR 2017 08 Riverwood Accessory Building amended location of access drive and relief from sidewalk construction located at 1239 E. Broomfield Rd.(Not ready for review at time of packet distribution 8/16/18)
  - SPR 2018-07 Mission Rd. Mini Storage located at 5353 S. Mission Rd. Owner: DeShano Development LLC. (Not ready for review at time of packet distribution 8/16/18)

**Approval of Agenda**

**Cody** moved **Darin** supported approval of the agenda as presented. **Vote: Ayes: 7 Nays 0. Motion carried.**

**Public Comment**

Open 7:17 p.m.

Mike Hackett, Attorney representing Riverwood, commented on the approval of their access drive and requirement of sidewalks of his client's site plan application.

Closed 7:23 p.m.

**New Business**

- A. REZ 2018-04 Rezone from AG to R2A 132'x330' located at 997 E. Remus Rd.**  
**Owner: Richard Beltinck, Teresa Clark, and Martha A. Clark**

Introduction by Gallinat

Public Hearing – Open 7:28 p.m.

Richard Beltinck, 811 E. Remus Rd. – Stated that he is in favor of the rezone, also commented on She four’s survey

Tony Martinez 965 E. Remus Rd. – Commented on SchaFour’s survey – disputing property lines  
Public Hearing – Closed 7:35 p.m.

Gallinat, Township Planner stated as a reminder that any civil matters are between the property owners not the Township.

Webster moved Cody supported to recommend approval of REZ 2018-02 to the Board of Trustees, as this rezone is consistent with the Master Plan Future Land Use Map and would make the parcel conforming to dimensional requirements. **Vote: Ayes: 7 Nays 0. Motion carried.**

**B. SUP 2018-04 Mission Rd. Mini Storage located at 5353 S. Mission Rd.**  
**Owner: DeShano Development LLC.**

Prior to discussion Commissioner Fuller stated that the company that he works for sells and constructs mini storage units and asked if the Commissioners felt there may be a conflict of interest. Chair Squattrito proposed the question to the Commissioners; they all felt that there was no reasonable conflict of interest.

Introduction by Gallinat, Township Planner, he stated that the applicant is requesting to construct three additional self storage units in the currently owned B4 section of the property.

Public Hearing – Open 7:58 p.m.

Gary DeShano, Owner of property, stated that he would like to be able to build more storage units

No written correspondence was received.

Public Hearing – Closed 7:59 p.m.

The Commissioners discussed the general requirements for all special uses in section 30.3 1-10 of the Zoning Ordinance. Requirements of self storage units, Section 30-14.U 1-10 was also discussed by the Planning Commissioners.

Webster moved LaBelle supported to recommend approval of SUP 2018-04 to the Board of Trustees, contingent to the approval of SPR 2018-07. **Vote: Ayes: 7 Nays 0. Motion carried.**

**C. Sidewalks and Pathways Prioritization Committee Recommendation Review**

Gallinat, Township Planner stated that the Sidewalks and Pathways Prioritization Committee have a recommendation they are ready to present to the Board of Trustees; however, as a courtesy to the Planning Commission, they are asking for the Planning Commission’s review and input. The Sidewalk and Pathways Prioritization Committee have recommended calling in waivers with existing waivers of sidewalk construction that are located on priority streets, which are labeled on the Union Township: Sidewalk Implementation and Prioritization map dated April 4, 2018.

**Other Business**

**Extended Public Comment**

Open 8:36 p.m.

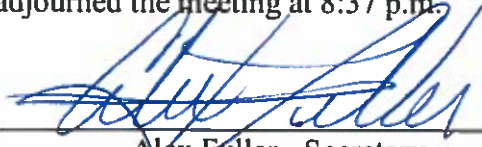
No comments were offered.

**Final Board Comment**

Squattrito mentioned the Annual Joint Meeting will be held at the Commission on Aging on August 29, 2018 starting at 6:30 p.m.

**Adjournment** – Chairman Squattrito adjourned the meeting at 8:37 p.m.

**APPROVED BY:**

  
\_\_\_\_\_  
Alex Fuller - Secretary  
Mike Darin – Vice Secretary

*(Recorded by Jennifer Loveberry)*

**CHARTER TOWNSHIP OF UNION**  
**Zoning Board of Appeals**  
**Regular Meeting**

A regular meeting of the Charter Township of Zoning Board of Appeals was held on August 1, 2018 at 7:00 p.m. at Union Township Hall.

**Meeting was called to order at 7:00 p.m.**

**Roll Call**

Present: Jake Hunter, Bryan Mielke, Andy Theisen, and Tim Warner

Excused: Paul Gross

**Others Present**

Peter Gallinat & Jennifer Loveberry

Alternates: John Zerbe and Taylor Sheahan-Stahl

**Approval of Minutes**

Mielke moved Hunter supported the approval of the July 10, 2018 minutes as amended. **Vote: Ayes: 4 Nays 0. Motion carried.**

**Correspondence / Board Reports**

Township Planner shared that the Board of Trustees approved McKenna as the consultant for the Zoning Ordinance rewrite.

**Approval of Agenda**

Theisen moved Hunter supported to approve the agenda as presented. **Vote: Ayes: 4 Nays 0. Motion carried.**

**Public Comment: Restricted to (3) minutes regarding issues not on this Agenda**

Open – 7:03 p.m.

No comments were offered.

- Chair Warner called Alternate Zerbe to the table in the absence of Gross.

**Public Hearings**

**New Business**

**Other Business**

**Extended Public Comment**

Open 7:05 p.m.

No comments were offered.

**Final Board Comment**

Zerbe commented on County Zoning Boards.


Mielke stated that he is in favor of townships having their own zoning/planning boards.

Theisen questioned the Open Meeting Act regarding approving minutes when there are no Agenda Items on the Agenda.

**Adjournment**

Chair Warner adjourned the meeting at 7:12 p.m.

**APPROVED BY:**

  
\_\_\_\_\_  
**Jake Hunter – Secretary**  
**Paul Gross – Vice Secretary**

*(Recorded by Jennifer Loveberry)*

**2018 CHARTER TOWNSHIP OF UNION**  
**Board of Trustees**  
**Regular Meeting**

A regular meeting of the Charter Township of Union Board of Trustees was held on September 12, 2018 at 7:00 p.m. at Union Township Hall.

**Meeting was called to order at 7:01 p.m.**

**Roll Call**

Present: Supervisor Gunning, Treasurer Rice, Clerk Cody, Trustees B. Hauck, Lannen, and Woerle

Excused: Trustee Mikus

**Approval of Agenda**

**Rice** moved **Cody** supported to approve the agenda as presented. **Vote: Ayes: 6 Nays: 0.**  
**Motion carried.**

**Presentations**

**Public Hearings**

**Public Comment** - open 7:02 p.m.  
No comments were offered.

**Reports/Board Comments**

Cody- Planning Commission Updates

Hauck- Isabella County Road Commission updates

Lannen- Commented on Annual Joint meeting with Township Boards & Commissions and mentioned the Zoning Rewrite Kick Off

Rice – Taxes are due September 14, 2018

Woerle- Attended the Intergovernmental Liaison meeting, planning meeting as Host Community of the 2019 Major Baseball Little League State Tournament, and round table discussion with the Saginaw Chippewa Indian Tribe.

**Consent Agenda**

- A. Communications
- B. Minutes August 22, 2018 – Regular Meeting
- C. Accounts Payable
- D. Payroll
- E. Meeting Pay
- F. Fire Reports

**Rice** moved **Cody** supported to approve the consent agenda as presented. **Vote: Ayes: 6 Nays: 0. Motion carried.**

## **BOARD AGENDA**

### **A. Discussion/Action: (Gallinat) Introduce Rezoning Ordinance 2018-05, conduct a first reading. Publish a notice of a public hearing to consider adoption/rejection of Rezoning Ordinance 2018-05 on 9/26/18**

Woerle moved Cody supported to approve the introduction of the rezoning Ordinance 2018-05 and to publish a notice of public hearing to consider adoption/rejection of Rezoning Ordinance 2018-05. **Roll Call Vote: Ayes: Gunning, Rice, Cody, Hauck, Lannen, and Woerle Nays: 0. Motion carried.**

### **B. Discussion/Action: (Gallinat) Approve Special Use Permit 2018-04 for the construction of 3 additional self storage**

Cody moved Hauck supported to approve special use permit 2018-04 for the construction of three (3) additional self storage buildings on the condition that a site plan is approved by the Planning Commission.

The Board of Trustees discussed the general requirements for all special uses in section 30.3 1-10 of the Zoning Ordinance. The majority of the questions were favorable with 3 questions resulting in a tie. Township Planner, Gallinat was called upon to further discuss requirements of self storage units, Section 20-14.U 1-10, which cleared up some uncertainty with the Board. The Board of Trustees expressed their desire for the Planning Commission to review the tape of this meeting to hear all their concerns regarding this special use prior to the Planning Commission meeting next week. Additional screening was mentioned; however, not included in the motion by the Board of Trustees.

**Roll Call Vote: Ayes: Rice, Cody, Hauck, Lannen, and Woerle Nays: Gunning. Motion carried.**

### **EXTENDED PUBLIC COMMENT** - Open 8:37 p.m.

Richard Beltinck, 811 E. Remus Rd. – Commented that he would like to have both his rezone and parcel split on the September 26<sup>th</sup> Board of Trustees meeting.

### **MANAGER COMMENTS**

- Commented on PFAS issue – testing will take place mid/late October in Isabella County (City/Township/Saginaw Chippewa Indian Tribe) regarding chemicals that exist in our everyday lives.
- Update on assessing reform specifying on the minimum quality standards that assessors would have to meet for state requirements. Mentioned that our Assessor is drafting a memo with her recommendation on whether Union Township should take a position on the legislation regarding this reform issue.
- 9-18-18 Special ZBA meeting for Mountain Town Brewery TXT interpretation
- Isabella Remodel update Bids came back higher than original estimates mentioned that Administration will be working out details of this project
- Contacted by the Clerk of Deerfield Township regarding interest in cost sharing with possibly installing rumble strips and solar powered blinking lights on stop signs on Meridian Rd. /River Rd. told him there is an interest possible future Board action.
- Sidewalks have been installed in front of ICCU on a waiver that was called in.

- Announcement that Kim Smith has been appointed to the position of Public Services Department Director. Excited to have her join the executive team.
- Shared interest in replacing public comment/presentation table and chair with a podium; with the intent for the Board to be addressed more formally
- Informed the Board that he is a member of the Rotary in part both personally and that it would be beneficial to the Township, request for Board approve payment of annual dues of membership which is \$150 and ½ of the lunches \$286
- Taxes due 9/14/18, any unpaid taxes will have additional penalties will be applied.

**FINAL BOARD MEMBER COMMENTS**

Gunning – Mentioned the south and east corner of Bluegrass Rd. /Mission Rd. and possibly reproaching the land owners along Bluegrass Rd. about installing sidewalks.

Rice – Reminder that she is at the end of her pregnancy

Hauck – Asked about wage study, mentioned that he would still like to see a hired Building Official, asked about O’Connor Dr. update, and mentioned Meridian/Baseline being a bad corner asked how to possible go about installing rumble strips and/or solar lights.

Lannen – Congratulations to Kim Smith and mentioned his support in the Township Manager being part of the Rotary

Woerle – Mentioned the great discussion by the Board regarding the Special Use Permit

**Closed Session**

**ADJOURNMENT**

**Rice** moved **Cody** supported to adjourn the meeting at 9:03 p.m. **Vote: Ayes: 6 Nays: 0.**  
**Motion carried.**

**APPROVED BY:**

\_\_\_\_\_  
**Lisa Cody, Clerk**

\_\_\_\_\_  
**Ben Gunning, Supervisor**

*(Recorded by Jennifer Loveberry)*



Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
09/20/2018	101	207 (E)	00527	PITNEY BOWES GLOBAL FINANCIAL LLC	LEASE POSTAGE METER 3RD Q 2018	454.14
09/20/2018	101	208 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	2010 S LINCOLN RD #GUL	55.85
					STREET LGIHTS	1,857.57
					2270 NORTHWAY	27.50
					2055 ENTERPRISE	270.79
					5525 E REMUS	67.58
					5337 E BROADWAY	56.55
					1933 S ISABELLA	448.62
					5144 BUDD	30.13
					5142 BUDD	90.89
					1660 BELMONT	45.25
					2188 E PICKARD	159.18
					2495 E DEERFIELD	72.11
					1876 E PICKARD	32.63
					2180 S LINCOLN	27.50
					2424 W MAY	323.37
					4795 S MISSION	2,239.07
					4797 S MISSION BARN	198.68
					5076 S MISSION	858.07
					5228 S ISABELLA	6,628.73
					4822 ENCORE	98.34
					4244 E BLUEGRASS	58.53
					3998 E DEERFIELD	63.23
					5369 S CRAWFORD	45.25
					3248 S CONCOURSE	139.85
					5240 E BROOMFIELD	917.22
					900 MULBERRY	61.67
					800 CRAIG HILL	43.60
					4520 E RIVER	131.89
					1633 S LINCOLN	207.71
					5319 E AIRPORT	40.78
					1046 S MISSION	108.33
					1605 SCULLY	35.26
						<u>15,441.73</u>
09/20/2018	101	209 (E)	00146	VOID		
				Void Reason: Created From Check Run Process		V
09/20/2018	101	210 (E)	00146	VOID		
				Void Reason: Created From Check Run Process		V
09/26/2018	101	20463	01358	21ST CENTURY MEDIA-MICHIGAN	ELECTIONS/ZONING/BOT ADS & WATER BID	1,002.37
09/26/2018	101	20464	01433	ALL SEASONS SNOW REMOVAL & LAWN CARE	5243 JONATHAN LANE 2ND MOWING	81.00
09/26/2018	101	20465	01549	BAUCKHAM, SPARKS, THALL, SEEBER & K	MTT CASE LEGAL FEES - AUG 2018	2,359.44
09/26/2018	101	20466	00072	BLOCK ELECTRIC	MCDONALD PARK PAVILION	575.00
					MC DONALD PARK OUTLET LABELING	100.00
						<u>675.00</u>
09/26/2018	101	20467	01240	BRAUN KENDRICK FINKBEINER PLC	GEN LEGAL FEES - AUG 2018	2,415.00
					LUX FAMILY PROP - AUG 2018	2,485.00
						<u>4,900.00</u>
09/26/2018	101	20468	00095	C & C ENTERPRISES, INC.	JANITORIAL SUPPLIES - WWTP	83.00
					JANITORIAL SUPPLIES - TWP HALL	111.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
						194.00
09/26/2018	101	20469	00129	CMS INTERNET, LLC	MANAGED IT, EMAIL & PHONE SERVICE - OCT	4,984.75
09/26/2018	101	20470	00155	COYNE OIL CORPORATION	FUEL IN TOWNSHIP VEHICLES - AUG 2018 FUEL IN TOWNSHIP VEHICLES - SEPT 2018	1,456.11 953.90
						2,410.01
09/26/2018	101	20471	01242	CULLIGAN WATER	WATER - PARKS AUG 2018 WATER - SHOP AUG 2018 WATER - WWTP AUG 2018 WATER - TWP HALL AUG 2018 WATER - MCDONALD PARK SEPT 2018	9.00 9.00 43.03 1.00 6.50
						68.53
09/26/2018	101	20472	01171	DBI BUSINESS INTERIORS	ENVELOPES & FILE FOLDERS - BLDG TWP COPY PAPER & PENS	45.89 195.28
						241.17
09/26/2018	101	20473	00176	PATRICIA DEPRIEST	FLEX MEDICAL REIMBURSEMENT 9/20/18	277.00
09/26/2018	101	20474	00209	ETNA SUPPLY COMPANY	METER & FLAG SET FOR ASPEN DENTAL METERS FOR "CITIZENS FOR HEALTH"	3,320.00 1,660.00
						4,980.00
09/26/2018	101	20475	01353	EVOQUA WATER TECHNOLOGIES LLC	BIOXIDE	9,690.84
09/26/2018	101	20476	00231	FOUR SEASON'S EXTERMINATING	TWP HALL EXT TREATMENT - SEPT 2018	40.00
09/26/2018	101	20477	01583	GOUDREAU & ASSOCIATES INC.	PROF SERVICES FOR WTR BLDG RENOVATIONS	4,842.36
09/26/2018	101	20478	00266	HACH COMPANY	AMMONIA, TNT+, HR PK/25 AMMONIA TNT+/PHOSPHORUS TNT+	219.16 841.33
						1,060.49
09/26/2018	101	20479	00324	ISABELLA CORPORATION	6" & 2" ADJUSTING RINGS	480.00
09/26/2018	101	20480	01540	ISABELLA COUNTY COMMISSION ON AGING	ANNUAL JOINT MEETING ZONING	14.00
09/26/2018	101	20481	00359	KERR PUMP & SUPPLY	REPAIR OF PUMP SEALING FLANGE ON PUMP #2	884.40
09/26/2018	101	20482	01506	MCKENNA ASSOCIATES	BLDG OFFICIAL & INSP. SERV - AUGUST 2018	11,220.00
09/26/2018	101	20483	00420	MICHIGAN MUNICIPAL LEAGUE	MEMBER DUES 7/1/18 THRU 6/30/19	175.00
09/26/2018	101	20484	00425	MICHIGAN SECTION, AWWA	FALL REGIONAL MEETING - K SMITH	115.00
09/26/2018	101	20485	00128	CITY OF MT. PLEASANT	3RD QUARTER 2018 FIRE CONTRACT PAYMENT COMMUNITY BRANDING PROJECT CONTRIBUTION	174,750.00 2,500.00
						177,250.00
09/26/2018	101	20486	00506	MEEKHOF TIRE SALES & SERVICE INC	15X600-6 CARLISLE RIB LRB/VALVE/MOUNT &	46.94
09/26/2018	101	20487	00131	PERCEPTIVE CONTROLS, INC	PLC PROGRAMMING - WATER & WWTP LINCOLN ROAD WATER TOWER PANEL	6,630.00 3,085.00
						9,715.00
09/26/2018	101	20488	01598	POWDER COAT OF CENTRAL MICHIGAN	SCREW PUMP BELT GUARD & MOTOR MT	525.00
09/26/2018	101	20489	00559	RENT-RITE	SNAKE, SEWER 3/4" X 100'	71.68
09/26/2018	101	20490	01595	ROMANOW BUILDING SERVICES	AUG JANITORIAL SERV - TWP HALL AUG JANITORIAL SERV - WWTP AUG JANITORIAL SERV - WATER PLANT	511.58 306.96 204.64

09/20/2018 01:40 PM  
 User: SHERRIE  
 DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION  
 CHECK DATE FROM 09/13/2018 - 09/26/2018

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
						1,023.18
09/26/2018	101	20491	01542	SHRED-IT US JV LLC	PAPER SHREDDING 9/7/18	54.65
09/26/2018	101	20492	00668	UNITED PARCEL SERVICE	LATE PAYMENT FEE	3.28
					PACKAGE TO DETECTION INSTRUMENT	13.13
						<u>16.41</u>
09/26/2018	101	20493	00703	WASTE MANAGEMENT OF MICHIGAN, INC	DUMPSTER SERVICE - ISABELLA SEPTEMBER 20	73.60
					DUMPSTER SERVICE - WWTP SEPTEMBER 2018	849.68
					DUMPSTER SERVICE - SHOP SEPTEMBER 2018	47.93
					DUMPSTER SERVICE - JAMESON AUGUST 2018	122.31
					DUMPSTER SERVICE - MCDONALD SEPTEMBER 20	182.04
					DUMPSTER SERVICE - TWP HALL SEPTEMBER 20	62.47
						<u>1,338.03</u>
09/26/2018	101	20494	01483	XEROX FINANCIAL SERVICES	LEASE PAYMENT - AUGUST 2018	1,500.76
						<u><u>1,500.76</u></u>
101 TOTALS:						
Total of 36 Checks:						258,132.88
Less 2 Void Checks:						0.00
Total of 34 Disbursements:						<u><u>258,132.88</u></u>

<b>Charter Township of Union</b> <b>Payroll</b>
--

**CHECK DATE: September 6, 2018**

**PPE: September 1, 2018**

**NOTE: CHECK TOTAL FOR TRANSFER**

Gross Payroll	\$	53,431.40
Employer Share Med		741.02
Employer Share SS		3,168.61
SUI		102.09
Pension-Employer Portion		3,403.98
Workers' Comp		577.89
Life/LTD		516.25
Dental		989.23
Health Care		15,674.00
Vision		311.12
Vision Contribution		(155.56)
Health Care Contribution		(1,964.37)
Cobra/Flex Administration		-
PCORI Fee		-
<b>Total Transfer to Payroll Checking</b>	<b>\$</b>	<b><u><u>76,795.66</u></u></b>

**NOTE: PAYROLL TRANSFER NEEDED**

General Fund	\$	28,630.29
EDDA		-
WDDA		-
Sewer Fund		26,766.11
Water Fund		21,399.26
<b>Total To Transfer from Pooled Savings</b>	<b>\$</b>	<b><u><u>76,795.66</u></u></b>

CHARTER TOWNSHIP OF UNION  
MEETING PAY REQUEST FORM  
2018

BOARD MEMBER: Bill Hawk

MONTH: 8-2018

Date	Meeting	Time Attended		Total
		1hr or less	More than Hr	
8-23	ICRC	X		\$50.00

SIGNATURE: Bill Hawk Date: 9-12-18

1. This form is filled out by the board member monthly and turned into the Finance Director. Completed requests will be added to the consent agenda for approval at the next regular board meeting. After board approval, payment will be added to the next regular payroll process.
2. Only list those meetings that you have attended. You are required to list the amount of meeting time you were in attendance. The amount paid is subject to the time you spent during the actual meeting. 1 to 60 minutes is reimbursed at \$50. Anything greater than 60 minutes is reimbursed at \$75.
3. Attendances at all day conferences/sessions are reimbursed as one meeting at \$75.

CHARTER TOWNSHIP OF UNION  
MEETING PAY REQUEST FORM  
2018

BOARD MEMBER: Tim Lannen

MONTH: August

Date	Meeting	Time Attended		Total
		1hr or less	More than Hr	
8.21.18	Isabella County BOC	-1		\$50

SIGNATURE: Tim Lannen Date: 9.12.18

1. This form is filled out by the board member monthly and turned into the Finance Director. Completed requests will be added to the consent agenda for approval at the next regular board meeting. After board approval, payment will be added to the next regular payroll process.
2. Only list those meetings that you have attended. You are required to list the amount of meeting time you were in attendance. The amount paid is subject to the time you spent during the actual meeting. 1 to 60 minutes is reimbursed at \$50. Anything greater than 60 minutes is reimbursed at \$75.
3. Attendances at all day conferences/sessions are reimbursed as one meeting at \$75.

## Mount Pleasant Fire Department

**Fire Experience Report For Union Township/City of Mt. Pleasant  
Period - September 3, 2018 through September 9, 2018**

Category	Code	Description	Twp	Resp	City	
Fire	100	Fire, Other				
	111	Building Fire			1	
	112	Fires in Structures other than a Building				
	113	Cooking Fire				
	114	Chimney or Flue Fire				
	116	Fuel Burner/Boiler Malfunction				
	130	Mobile Property Fire, Other				
	131	Passenger Vehicle Fire				
	132	Road freight or transport vehicle fire				
	136	Self-propelled Motor Home/Recreational				
	137	Camper or Recreational Vehicle (RV) Fire				
	138	Off-road vehicle of heavy equipment fire				
	140	Natural Vegetation Fire				
	143	Grass/Brush fire				
	150	Outside Rubbish Fire, other				
	151	Outside Rubbish Fire, trash or waste fire				
	154	Dumpster Fire				
	160	Special Outside Fire, Other				
	Overpressure Rupture, (No Fire)	200	Overpressure rupture, explosion, overheat			
		251	Excessive heat, scorch burns with no fire			
231		Chemical reaction rupture of process vessel				
Rescue & EMS Incident	300	Rescue, EMS incident, other				
	311	Medical Assist to EMS Crew			8	
	321	EMS Call excluding Veh. Accident			1	
	322	Motor Vehicle Acc. W/ Injuries				
	323	Motor Vehicle Acc/Pedestrian				
	324	Motor Vehicle Acc. W/no Injuries				
	331	Lock-In (If lock out use 551)				
	342	Search for Person in Water				
	352	Extrication of Victim (s) from vehicle				
	353	Remove Victim from Stalled Elevator				
	360	Water & Ice-related Rescue, Other				
	361	Swimming /recreational water area rescue				
	363	Swift Water Rescue				
	3811	Technical rescue standby				
Hazardous Condition (No Fire)	400	Hazard condition other				
	410	Combustible/Flammable Gas Condition				
	411	Gasoline or Other Flammable Spill				
	412	Gas Leak (natural gas or LPG)	1	2		
	413	Oil of Combustible Liquid Spill				
	420	Toxic Condition, Other				
	421	Chemical Hazard (No Spill or Leak)				
	422	Chemical Spill or Leak				

	423	Refrigeration Leak			
	424	Carbon Monoxide Incident			
	440	Electric Wiring/Equipment Problem			
	441	Heat from Short Circuit			
	442	Overheated Motor			
	443	Breakdown of Light Ballast			
	444	Power Line Down			3
	445	Arcing, shorted electrical equipment			
	451	Biological hazard, confirmed or suspected			
	461	Building or Structure Weakened or Collapsed			
	462	Aircraft Standby			
	463	Vehicle Accident, general cleanup			
	480	Attempted burning, illegal action, other			
	4441	Utility Line Down			3
Service Call					
	500	Service Call - Other			
	510	Person in Distress			
	511	Lock-out			
	512	Ring or Jewelry removal			
	520	Water Problem, Other			
	521	Water Evacuation			
	522	Water of Steam Leak			
	531	Smoke or Odor Removal	2	4	
	542	Animal Rescue			
	552	Police Matter			
	553	Public Service			
	555	Defective Elevator, No Occupants			
	561	Unauthorized Burning			
	571	Cover assignment, standby, moveup			
Good Intent Call					
	600	Good Intent Call, Other			
	611	Dispatched and Cancelled en route			
	622	No Incident Found on Arrival			
	631	Authorized controlled burning			
	650	Steam, gas mistaken for smoke,			
	651	Smoke Scare, Odor of Smoke			
	653	Smoke from Barbecue, Tar Kettle			
	661	EMS call, party already transported			
	671	HazMat Investigation, no HazMat			
False Alarm & False Call					
	700	False Alarm, Other			
	710	Malicious, mischievous false call, other			1
	715	Local Alarm System, Malicious False Alarm			
	721	Bomb Scare - No Bomb			
	730	System Malfunction			
	731	Sprinkler activation due to malfunction			
	732	Extinguishing System Activation - Malfunction			
	733	Smoke Det. Activation - Malfunction	2	4	1
	734	Heat Detector Activation - Malfunction			
	735	Alarm system sounded due to malfunction	1	3	1
	736	CO detector activation due to malfunction			
	740	Unintentional transmission of alarm, other			



	741	Sprinkler activation, no fire			
	743	Smoke Det. Activation - Unintentional			
	744	Detector activation, no fire			1
	745	Alarm System Act. - Unintentional			
	746	Carbon Monoxide Activation, NO CO			
Severe Weather					
	812	Flood Assessment			
Special Incident Type	813	Wind Storm, Tornado/Hurricane Assessment			
	911	Citizen Complaint			
	9002	Civil Infraction Issued			1
	9003	Affidavit Issued			
		Total Response for Union Twp/City	6	13	21

	Emergency - MPFD
	Emergency - MPFD Secondary to MMR
	Non - Emergency

# Charter Township of Union



To: Township Board of Trustees  
From: Mark Stuhldreher, Township Manager  
Subject: Policy Governance Review  
Date: September 20, 2018

Policy Review: 2.10 Communications and Support to the Board  
Type of Review: Internal  
Review Interval: Annual  
Review Month: September, 2018

## **Policy Wording**

The Township Manager shall not permit the board to be uninformed or unsupported in its work.

Further, without limiting the scope of the foregoing by this enumeration, the Manager shall not:

2.10.1 Neglect to submit monitoring data required by the board (see policy on Monitoring Township Manager Performance) in a timely, accurate and understandable fashion, directly addressing provisions of board policies being monitored.

2.10.2 Let the board be unaware of relevant trends, anticipated adverse media coverage, threatened or pending lawsuits, collective bargaining strategies, significant external and internal situations, particularly changes in the assumptions upon which any board policy or decision has previously been established.

2.10.3 Fail to advise the board if, in the Township Manager's opinion, the board is not in compliance with its own policies on Governance Process and Board-Township Management Linkage, particularly in the case of board behavior which is detrimental to the work relationship between the board and the Township Manager.

2.10.4 Fail to marshal for the board as many staff and external points of view, issues and options as needed for fully informed board choices.

2.10.5 Present information in unnecessarily complex or lengthy form or in a form that fails to differentiate among information of three types: monitoring, decision preparation, and everything else for information only.

2.10.6 Fail to provide a mechanism for official board, officer or committee communications.

2.10.7 Fail to deal with the board as a whole except when (a) fulfilling individual requests for information or (b) responding to officers or committees duly charged by the board.

2.10.8 Fail to report in a timely manner an actual or anticipated noncompliance with any policy of the board.

2.10.9 Fail to supply for the consent agenda all items delegated to the Township Manager yet required by law or contract to be board-approved, along with the monitoring assurance pertaining thereto.

2.10.10 Fail to provide monthly financial statements to keep the Board informed, as well as quarterly ROI report on water and sewer usage.

#### **Manager Interpretation**

The Township Manager interprets this policy to mean the Board of Trustees in its entirety, shall be made aware of any material information that would impact the policy making role of the board. The manager shall also gather all relevant information and present it to the board in a concise way that will assist the board in its policy making capacity. The manager shall also prepare and submit monitoring reports according to the approved schedule and include data that the board deems important. The manager shall also advise the board if, in the manager's opinion, the board is not in compliance with its own governance process. The manager shall also deal with the board as a whole.

#### **Justification for reasonability**

The Township Manager has determined that the interpretation is reasonable based on the wording reflected in the policy itself.

#### **Data**

- Monitoring reports are presented as called for in the Governing Policy schedule
- The Township Manager, whether by email, copies of emails, or personal conversations, tries to ensure that all members of the board are kept up to date concerning policy or adverse actions concerning the township
- Strategic direction meetings regarding the negotiating strategy for the collective bargaining agreement were held in closed session with the board
- Monthly Activity Report created to help the board stay informed regarding operations
- The Township Manager through the use of the agenda item materials submits all information that would be relevant to assisting the Board of Trustees when making a policy decision

#### **Compliance**

In compliance with policy as indicated.

**Policy: 2.5.10 Cash Flow Ratio**  
**Type: Internal**  
**Occurrence: Monthly**  
**Date: September 2018**

**Policy Wording**

He or she shall not fail to maintain an adequate level of cash flow.

**Manager Interpretation**

Manager interprets this policy to indicate that cash availability for the major funds (not including debt retirement) should not fall below a certain threshold. The threshold amount used for the data and compliance sections of this policy is as follows:

**General Fund** – 4 months of budgeted expenditures for the current fiscal year

**Fire Fund** – 3 of the quarterly contract payments due to the City of Mt. Pleasant for fire protection services

**East and West DDA Funds** – 2 months of normal operational expenditures

**Water and Sewer Funds** – 2 months of budgeted expenses for the current fiscal year

**Justification for reasonability**

Cash flow for this report is defined as “liquid cash reserves held by a bank or credit union that can be accessed and utilized on an as needed basis.”

The Township Manager has determined that 4 months of cash reserves is needed for the General Fund because property taxes are collected in December, January, and February, and that accounts for 23% of the revenues for the General Fund. State Revenue Sharing (56% of GF revenues) is received semi monthly thereby giving the township an influx of cash for operations.

For the Fire Fund, 3 quarterly contract payments are required to meet the obligations of the July, October, and January payments prior to the collection of the property tax in the first quarter of each year

For the East and West DDA districts 2 months of cash reserves are needed to meet the normal operations of the East and West Districts. Project costs are not included because they are not reoccurring and will be based on the tax capture amount that will be deposited in the respective funds during the second quarter of each year.

For the Water and Sewer Funds 2 months of cash reserves are needed because 80% of the water and sewer bills are paid in the first two months of each quarter. Bills are sent in January, April, July, and October of each year.

Data used from this report is gathered from the BS&A General Ledger system – report- “Cash Summary by Account for the Charter Township of Union” and is based on the reconciled cash at the end of the previous month.

*Policy 2.5.10 continued*

**Data**

<u>Fund</u>	<u>Current cash</u>	<u>Amount required for compliance</u>	<u>Compliant?</u>
GF Total	\$ 3,657,147		
<b>GF Unrestricted</b>	<b>\$ 3,657,147</b>	<b>\$ 619,541</b>	<b>Yes</b>
Fire Fund	\$ 1,336,043		
(Fire Truck Reserve)	\$ (400,000)		
<b>FF Unrestricted</b>	<b>\$ 936,043</b>	<b>\$ 524,250</b>	<b>Yes</b>
EDDA	\$ 1,361,127		
Projects	\$ (660,000)		
<b>EDDA Unrestricted</b>	<b>\$ 701,127</b>	<b>\$ 31,253</b>	<b>Yes</b>
WDDA	\$ 1,018,365		
Projects	\$ (600,000)		
<b>WDDA Unrestricted</b>	<b>\$ 418,365</b>	<b>\$ 53,187</b>	<b>Yes</b>
Sewer Fund	\$ 3,488,813		
2011 Bond Reserve	\$ (40,000)		
2011 Bond RRI Reserve	\$ (81,640)		
2013 Bond Reserve	\$ (100,000)		
2013 Bond RRI Reserve	\$ (17,535)		
<b>Sewer Fund Net</b>	<b>\$ 3,249,638</b>	<b>\$ 570,450</b>	<b>Yes</b>
<b>Water Fund</b>	<b>\$ 3,431,419</b>	<b>\$ 281,439</b>	<b>Yes</b>

**Compliance**

All funds are found to be in compliance.



# REQUEST FOR TOWNSHIP BOARD ACTION

<b>To:</b> Board of Trustees	<b>DATE:</b> 09/19/2018
<b>FROM:</b> Township Planner Peter Gallinat	<b>DATE FOR BOARD CONSIDERATION:</b> 09/26/2018
<b>ACTION REQUESTED:</b> Conduct a public hearing to consider adoption of Rezoning Ordinance 2018-05 and to publish notice of adoption of Rezoning Ordinance 2018-05. (By roll call vote)	

Current Action \_\_\_\_\_ Emergency \_\_\_\_\_

Funds Budgeted: If Yes \_\_\_\_\_ Account # \_\_\_\_\_ No \_\_\_\_\_ N/A  X

Finance Approval \_\_\_\_\_

### BACKGROUND INFORMATION

There is currently an existing one family dwelling located at 997 E. Remus Rd. zoned AG (Agricultural District). The applicant intends to split a portion of the property where the one family dwelling is located from the remaining AG parcel.) Applicant has requested to rezone a portion of the parcel 132' x 330' from AG to R-2A (One and Two Family Low Density Residential District) If the parcel were to be split and remain zoned AG the parcel would become dimensionally non-conforming. The required width of an AG parcel is 165' which is greater than the 132' proposed.

The Charter Township of Union Planning Commission held a public hearing for the rezoning request on August 21, 2018. After receiving input from the applicant and public the Planning Commission carefully reviewed the request. The Planning Commission voted to recommend approval of the rezone as the request is consistent with the Township's Master Plan Future Land Use Map and would allow the parcel to conform to dimensional requirements.

On September 12, 2018 the board conducted a first reading of the rezoning request. The board determined a public hearing to consider adoption of the Rezoning Ordinance 2018-05 would be held on September 26, 2018. The Isabella County Planning Commission reviewed Rezoning Ordinance 2018-05 on September 13, 2018 with no comments offered

### SCOPE OF SERVICES

N/A

### JUSTIFICATION

The rezoning request has been reviewed by Isabella County Planning Commission with no comments offered, recommended for approval by the Township Planning Commission, and had been previously introduced and reviewed by the Board of Trustees.

### PROJECT IMPROVEMENTS

The following Board of Trustees goal is addressed with this request.

1. Community well-being and common good.

### COSTS

N/A

**PROJECT TIME TABLE**

This is done in a 3 step process. The First step is to introduce the Ordinance at a board meeting to hold a 1<sup>st</sup> reading. At this first meeting the board votes to publish for a public hearing on the adoption of said Ordinance. The second step is to hold that public hearing for the adoption of the Ordinance at the next Township board meeting. At the next Township board meeting the board votes to adopt the Ordinance and publish a notice of the adoption. The publishing of a notice of adoption is the third and final step of the Ordinance process for the Township Board.

**RESOLUTION**

It is further resolved that Ordinance 2018-05 has been adopted pending with the effective date being seven (7) days after publication of adoption.

Resolved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Yes:

No:

Absent:

<b>To:</b> Board of Trustees	<b>DATE:</b> August 8, 2018
<b>FROM:</b> Twp Planner/Assessor Peter Gallinat, Patricia DePriest	<b>DATE FOR BOARD CONSIDERATION:</b> 09/26/2018
<b>ACTION REQUESTED:</b> Approval of Land Division for parcel # 37-14-026-10-005-08 located at 4445 E Bluegrass Rd. owner MP Note, LLC	

Current Action  X  Emergency \_\_\_\_\_

Funds Budgeted: If Yes \_\_\_\_\_ Account # \_\_\_\_\_ No \_\_\_\_\_ N/A  X

Finance Approval \_\_\_\_\_

**BACKGROUND INFORMATION**

On July 23, 2018 MP Note, LLC of 200 W Michigan Avenue, STE 201, Kalamazoo filed a land division application to split their current parcel into two (2) separate parcels. A fee of One Hundred Dollars (\$100.) was paid. The reason for the request is to market the new vacant parcel. The 1.95 acre new parcel is on the west end of the strip mall containing Bigbee Coffee, Image Sun, One Main Financial, Azteca's Mexican Restaurant.

**SCOPE OF SERVICES**

The division of land permits MP Note, LLC to split off a section of their parcel. This will create two separate legal conforming parcels.

**JUSTIFICATION**

The application has been filled out correctly and completely in accordance with Ordinance No. 1997-8 and the State Land Division Act which together regulate the division of parcels. The request has been reviewed and is recommended for approval by the Township Assessor, Township Planner and the Township Clerk. The request meets requirements per state statute and local zoning.

**PROJECT IMPROVEMENTS**

The following Board of Trustees goal(s) is addressed with this request

1. Community well-being and common good
2. Prosperity through economic diversity, cultural diversity, and social diversity
3. Commerce



**COSTS**

N/A

**PROJECT TIME TABLE**

Action by the Board is required within forty-five (45) days of the application being filed.

**RESOLUTION**

It is hereby resolved that the land division so described and attached is approved.

Resolved by \_\_\_\_\_

Seconded by \_\_\_\_\_

Yes:

No:

Absent:

CHARTER TOWNSHIP OF UNION, ISABELLA COUNTY, MICHIGAN  
Land Division Approval

Parent LEGAL ATTACHED

37-14-026-10-005-08

ASSESSOR: RECOMMENDATION approve

SIGNATURE: Patricia M. DePriest  
Patricia M. DePriest

ZONING: RECOMMENDATION approve

SIGNATURE: Peter Gallinat  
Peter Gallinat

CLERK: RECOMMENDATION approve

SIGNATURE: Lisa Cody  
Lisa Cody

FEE PAID: DATE: 8-1-18 RECEIPT # 92716

**CHARTER TOWNSHIP OF UNION  
LAND DIVISION APPLICATION**

**1. Applicant/Ownership Detail**

A. Name: MP Note, LLC  
 B. Mailing Address: 200 W. MICHIGAN, SUITE 201, Kalamazoo, MI 49007  
Street Address City State Zip  
 C. Telephone: 269.383.5775  
 D. Fax: 269.383.5774  
 E. Parent Tract Includes Parcel #'s: 37-14-02C-10-005-08

**F. Exemption:**

- |   |   |  |
|---|---|--|
| 1. All resulting parcels are 40 acres or the equivalent (or more)                                   | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| 2. All resulting parcels are on an existing public road or have existing easements to public roads. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 3. All resulting parcels have direct or easement access to public utilities                         | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |

**G. Split Calculations:**

- |  |          |
|--|----------|
| 1. Size of parent parcel or tract (acres) as of March 31, 1997 .....                     | _____    |
| 2. First 10 acres or less (4 splits) <i>Given more than 10 years</i> .....               | <u>4</u> |
| 3. Each additional 10 acres, up to 120 acres (1 split/10 acres) .....                    | _____    |
| 4. Each 40 acres above 120 acres (1 split/ 40 acres) up to 520 acres .....               | _____    |
| 5. Bonus splits <40% of parcel or 1 access drive add 2 splits (Parcels > 20 acres) ..... | _____    |
| 6. Less prior parcels split (since March 31, 1997) .....                                 | _____    |
| <b>Total</b> .....   | <u>4</u> |

\*More splits may be available after 10 years

**H. Names, addresses and ownership interest – Provide the names, mailing addresses, and type of ownership interest of all parties having an interest in the land to be divided. Use additional sheet if needed.**

Check here if an additional sheet is attached. *Please label it Exhibit 1.*

MP NOTE, LLC

**I. Zoning: Current Zoning** Commercial **as of** 12/30/1999 or before

	With Sewer	Without Sewer
1. Minimum Lot Width .....	<u>100</u>	<u>100</u>
2. Minimum Lot Depth .....	<u>-</u>	<u>-</u>
3. Minimum Lot Size (Area).....	<u>16,000</u>	<u>16,000</u>
4. Minimum Width to Depth Ratio .....	<u>-</u>	<u>-</u>
5. Sewer required prior to building permit .....	<u>yes</u>	<u>yes</u>

**J. Public Road Ordinance Compliance**

Date

Initials

- |   |       |       |
|---|-------|-------|
| 1. Complies with ordinance for 1-2 Parcels.....       | _____ | _____ |
| 2. Complies with ordinance for 3 -12 Parcels.....     | _____ | _____ |
| 3. Complies with ordinance of 13 or more Parcels..... | _____ | _____ |

2. Property Detail

A. Address of Property 4445<sup>2</sup> 4459 Bluegrass Rd, Mt. Pleasant, MI 48858  
Street Address City State Zip

B. Tax Identification Number of Property to be Divided: 14-026-10-005-08

C. Legal Description of Property to be Divided (include existing easements and covenants.) Use additional sheet if necessary.

Check here if an additional sheet is attached. *Please label it Exhibit 2.*

D. Legal Description of Parcels to be Created (Including all remnant parcels, including all easements and covenant.)

Check here if an additional sheet is attached. *Please label it Exhibit 3.*

E. Option 1

Attach a copy of survey showing items listed in option 2 below. (See Ordinance 1997-8 Section V.C)

Option 2

See Ordinance 1997-8 Section V.C. paragraph 2.

In place of survey of resulting parcels, I am submitting a land sketch of resulting parcels with items listed below. By doing this, I waive any right to notification within 45 days of submittal. I also agree to resubmit a survey by a licensed land surveyor if the sketch provided fails to clearly and accurately show sufficient details to determine the descriptions of resulting parcels and to demonstrate conformity to all ordinance requirements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

F. Attach 3 copies of Tentative Parcel Map to Include:

- Date, north arrow, scale, and name and address of individual or firm responsible for completion of the parcel map.
- Name and address of applicant.
- Proposed lot lines and their dimensions. Square footage of each parcel. Location & distance from point of beginning to nearest corner of parent parcel.
- Location and nature of proposed ingress and egress locations to any existing public or private roads. Include a single copy of driveway permit from the Road Commission.
- Location and nature of any public or private street, driveway, lake or stream, access, or utility easements to be located within any proposed lot or parcel to benefit the same.
- Any existing buildings, wells and septic fields, public or private streets, and driveways within 100 feet of all proposed lots or parcels.
- Zoning designation of all proposed lots or parcels. *remain. Commercial*
- Proposed method of storm drainage. "B" and "I" Zoning only.
- Previous splits made after March 31, 1997.
- Unbuildable lots marked as such.
- Proposed Driveways

G. Registered deed showing ownership and number of divisions transferred (for property bought after March 31, 1997)

**3. Additional Information**

A. Proved a map and written description of any previous land divisions from the parent parcel, including the size, number, and date of such divisions. Use additional sheets as necessary.

Check here if an additional sheet is attached. *Please label it Exhibit 4.*

N/A.

B. Does the project involve easements, restrictive covenants, or other such attachments to the land? If so, provide copies of the instruments describing and granting same.

Check here if an additional sheet is attached. *Please label it Exhibit 5.*

yes. see attached instruments L1335 P 637, L1391 P 726, and L1371 P 612.

**4. Applicant Certification**

By the signature attached hereto, the applicant certifies that the information included with this application is, to the best of his/her knowledge, true and accurate. The applicant also understands and acknowledges that the Township, the Township staff, and professional consultants retained by the Township to review and approve this request, make no expressed or implied warranty as to the marketability of the property subject to this request does not warrant that prior land divisions associated with the subject property have been made consistent with local, state, and federal law, nor is any guarantee being made or implied concerning any rights to future land divisions.

By:  Date: July 23, 2018

**LOCAL GOVERNMENT USE ONLY:**

Mapinfo:		Homestead Letters:	
PARENT.TAB	_____	Qualified Ag	_____
REGION.TAB	_____	Hstd. Aff. For new parcel	_____
Boundary	_____	Rescind old parcels	_____
Dimensions	_____	Equalizer:	
PID	_____	Enter public imp & topo	_____
Easements	_____	Enter land division info	_____
Text	_____	Create new parcels	_____
Maps:		Copy data from parent	_____
Boundary	_____	Class ___90 New ___99 Old ___97 DDA	_____
Dimensions	_____	Name & Address (Prop Add)	_____
PID	_____	** Inactive Parcel	_____
Scan Surveys	_____	Legal changed & Add date of split	_____
List:		ECF & land dimensions	_____
Check wat & sew specials	_____	AV & TV Split	_____
Update master list for splits	_____	Property Record Cards:	
Application sent:	_____	PID	_____
Send to County:		Split map & calculations	_____
Map with labels	_____	Property Address	_____
Legals w/parcel numbers	_____	Print Labels	_____

DATE: 08/01/2018

RECEIPT #: 92716

RECEIVED OF: MP NOTE, LLC

CASHIER: JENNIFER

TOTAL RECEIVED: 100.00

COMMENTS:

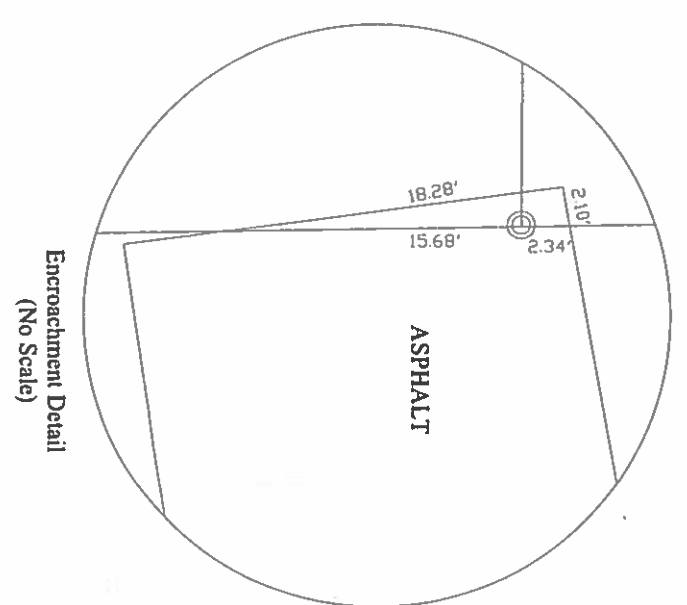
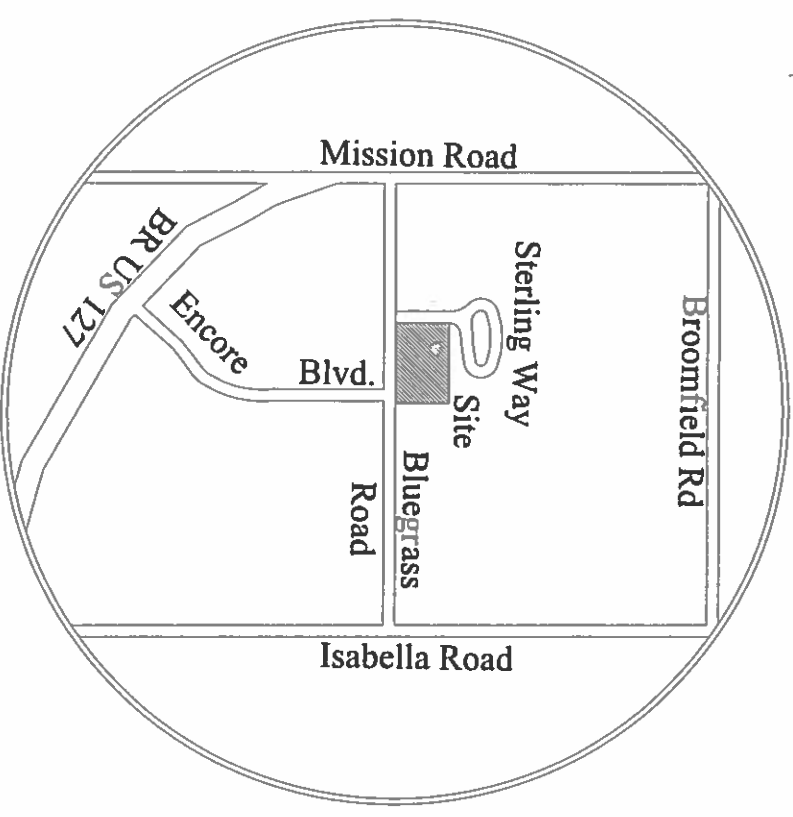
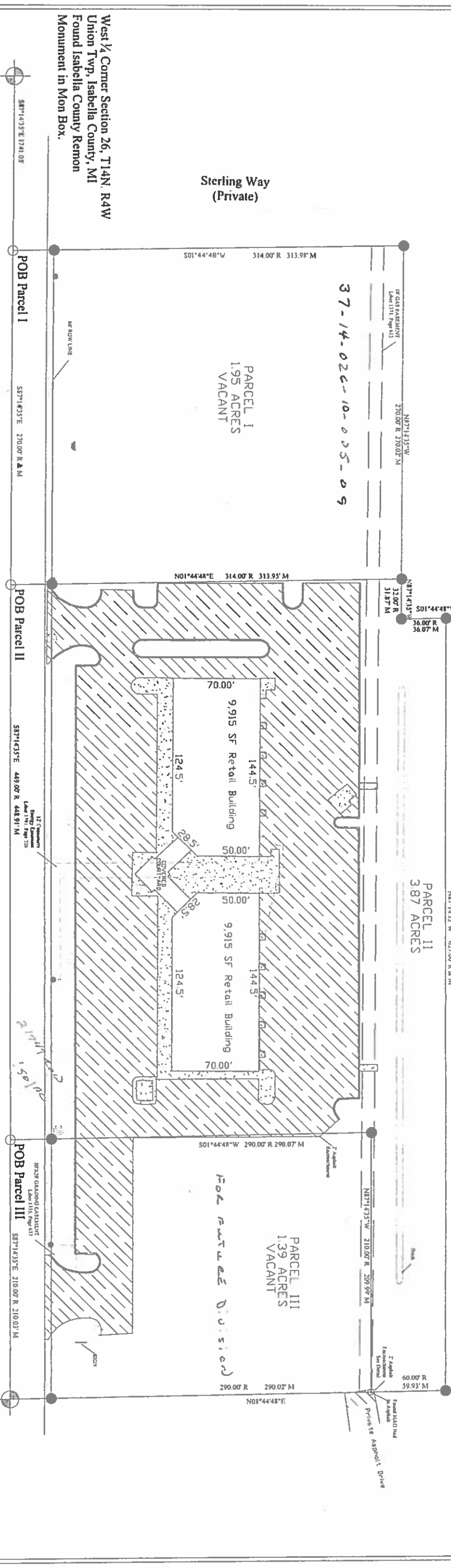
LAND DIVISION  
14--02610-005-08

	DESCRIPTION	AMOUNT
LAND	LAND DIVISION	100.00
	Tendered: Checks 2341	100.00

Signed: \_\_\_\_\_

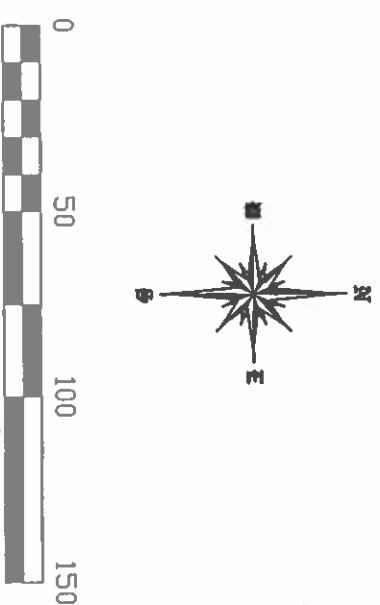
# ALTA/VACCSM Land Title Survey

North 1/4 Corner Section 26,  
T14N, R4W  
Union Twp, Isabella County,  
Michigan.  
Found Isabella County Remon  
Monument in Mon Box.



Bluegrass Road 66' ROW  
(PUBLIC)

Center of Section 26, T14N, R4W  
Union Twp, Isabella County, MI  
Found Isabella County Remon  
Monument in Mon Box.



Legend	
	Property Line
	Concrete
	Asphalt
	Gas Line Marker
	Catch Basin
	PLSS Section Corner
	Hydrant
	Light Pole
	Manhole
	Easement Line
	Found 1/2" Rebar with Cap 49107

ALTA/VACCSM Land Title Survey	
Of : MP Note Strip Retail Center For : Commercial Bank, Inc.	
By : Geospatial Professionals Inc. 10760 N Crosswell Rd St. Louis, MI 48880 (989) 763-5712	
Scale: 1"=80'	Date: 12/02/11
Drawn: DAB	Checked: GMB
Page 1 of 2	Job: 105

# COMMERCIAL MORTGAGE INSPECTION REPORT

SECTION 26, T.14N.-R.4W., UNION TOWNSHIP, ISABELLA COUNTY, MI

*Allen* 37-14-026-10-005-08

## OVERALL DESCRIPTION:

Part of the Southeast One-quarter of the Northwest One-quarter of Section 26, T14N, R4W, Union Township, Isabella County, State of Michigan, described as: Beginning S 87° 14' 35" E, along the East-West One-quarter line, 1741.05 feet from the West One-quarter Corner of said Section 26; thence continuing S 87° 14' 35" E, along said East-West One-quarter line, 929.00 feet to the Interior One-quarter Corner of said Section 26; thence N 01° 44' 48" E, along the North-South One-quarter line, 350.00 feet; thence N 87° 14' 35" W, parallel to said East-West One-quarter line, 627.00 feet; thence S 01° 44' 48" W, parallel to said North-South One-quarter line, 36.00 feet; thence N 87° 14' 35" W, parallel to said East-West One-quarter line, 314.00 feet back to the place of beginning. This property is subject to an easement for the installation and maintenance of public utilities within the right-of-way of Bluegrass Road. Containing 7.21 acres and being subject to restrictions, reservations, easements, rights-of-way, zoning, governmental regulations, and matters visible, if any, upon or affecting said lands.

## WEST PARCEL: 37-14-026-10-005-09

Part of the Southeast One-quarter of the Northwest One-quarter of Section 26, T14N, R4W, Union Township, Isabella County, State of Michigan, described as: Beginning S 87° 14' 35" E, along the East-West One-quarter line, 1741.05 feet from the West One-quarter Corner of said Section 26, said point lying N 87° 14' 35" W, along said East-West One-quarter line, 929.00 feet from the Interior One-quarter Corner of said Section 26; thence continuing S 87° 14' 35" E, along said East-West One-quarter line, 449.00 feet; thence N 01° 44' 48" E, parallel to the North-South One-quarter line, 290.00 feet; thence S 87° 14' 35" E, parallel to said East-West One-quarter line, 210.00 feet to the North-South One-quarter line; thence N 01° 44' 48" E, along said North-South One-quarter line, 60.00 feet; thence N 87° 14' 35" W, parallel to said East-West One-quarter line, 36.00 feet; thence N 87° 14' 35" W, parallel to said East-West One-quarter line, 314.00 feet back to the place of beginning. This property is subject to an easement for the installation and maintenance of public utilities within the right-of-way of Bluegrass Road. Containing 1.95 acres and being subject to restrictions, reservations, easements, rights-of-way, zoning, governmental regulations, and matters visible, if any, upon or affecting said lands.

## SHOPPING CENTER PARCEL: 37-14-026-10-005-10

Part of the Southeast One-quarter of the Northwest One-quarter of Section 26, T14N, R4W, Union Township, Isabella County, State of Michigan, described as: Beginning S 87° 14' 35" E, along the East-West One-quarter line, 2011.05 feet from the West One-quarter Corner of said Section 26, said point lying N 87° 14' 35" W, along said East-West One-quarter line, 659.00 feet from the Interior One-quarter Corner of said Section 26; thence continuing S 87° 14' 35" E, along said East-West One-quarter line, 449.00 feet; thence N 01° 44' 48" E, parallel to the North-South One-quarter line, 290.00 feet; thence S 87° 14' 35" E, parallel to said East-West One-quarter line, 210.00 feet to the North-South One-quarter line; thence N 01° 44' 48" E, along said North-South One-quarter line, 60.00 feet; thence N 87° 14' 35" W, parallel to said East-West One-quarter line, 314.00 feet back to the place of beginning. This property is subject to an easement for the installation and maintenance of public utilities within the right-of-way of Bluegrass Road. Containing 3.87 acres and being subject to restrictions, reservations, easements, rights-of-way, zoning, governmental regulations, and matters visible, if any, upon or affecting said lands.

**EAST PARCEL: NOT BEING SPLIT AT THIS TIME THIS LEGAL WILL BE INCLUDED!**  
 Part of the Southeast One-quarter of the Northwest One-quarter of Section 26, T14N, R4W, Union Township, Isabella County, State of Michigan, described as: Beginning S 87° 14' 35" E, along the East-West One-quarter line, 2460.05 feet from the West One-quarter Corner of said Section 26, said point lying N 87° 14' 35" W, along said East-West One-quarter line, 210.00 feet from the Interior One-quarter Corner of said Section 26; thence continuing S 87° 14' 35" E, along said East-West One-quarter line, 210.00 feet to Interior One-quarter Corner of said Section 26; thence N 01° 44' 48" E, along the North-South One-quarter line, 290.00 feet; thence N 87° 14' 35" W, parallel to said East-West One-quarter line, 210.00 feet; thence S 01° 44' 48" W, parallel to said North-South One-quarter line, 290.00 feet back to the place of beginning. This property is subject to an easement for the installation and maintenance of public utilities within the right-of-way of Bluegrass Road. Containing 1.39 acres and being subject to restrictions, reservations, easements, rights-of-way, zoning, governmental regulations, and matters visible, if any, upon or affecting said lands.



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 Clare, Michigan 48617  
 Ph. (989) 386-7774  
 Fax. (989) 386-7152

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Date: 07-14-10

Scale: 1" = 150'

Drawn by: RLL

Field: IS

Checked:

Revised:

Job No. C-100141

Sheet: 2 of 2

Scott O. Graham, P.S. No. 49107



# REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees	DATE: 09/18/2018
FROM: Twp Planner/Assessor Peter Gallinat, Patricia DePriest	DATE FOR BOARD CONSIDERATION: 09/26/2018
ACTION REQUESTED: Approval of Land Division for parcel #37-14-018-040-002-00 located at 997 E Remus Rd owner Richard Beltinck 811 E Remus Rd Mt Pleasant, Teresa A. Clark 6785 Michael Dr. Troy, MI 48098, and Martha A. Clare 10106 Herbison Rd. Eagle, MI 48822	

Current Action \_\_\_\_\_ Emergency \_\_\_\_\_

Funds Budgeted: If Yes \_\_\_\_\_ Account # \_\_\_\_\_ No \_\_\_\_\_ N/A X

Finance Approval \_\_\_\_\_

### BACKGROUND INFORMATION

On May 28, 2018 Richard J. Beltinck, Teresa A Clark and Martha A Clark of Mt. Pleasant filed a land division application to split their current parcel into to two (2) separate parcels. There will be one (1) new parcels and the residual of the parent parcel. A fee of One Hundred Dollars (\$100.) was paid. The reason for the request is to split the home and one (1) acre and the remaining thirty plus acres (30.09) of agricultural property are being purchased by Mark McDonald. This split is required to settle the parents' estate. The home is being sold to a daughter and the agricultural property is being acquired by Mark McDonald.

### SCOPE OF SERVICES

The division of land permits the Ethel Beltinck Estate to be settled and the property to be sold. The agricultural portion will continue to stay agricultural as Mr. McDonald will file a PA 260 affidavit. This will create one residential parcel and one agricultural parcel with separate legal conforming parcels

### JUSTIFICATION

The application has been filled out correctly and completely in accordance with Ordinance No.1997w8 and the State Land Division Act which together regulate the division of parcels. The request has been reviewed and is recommended for approval by the Township Assessor, Township Planner and the Township Clerk. The request meets requirements per state statute and local zoning.

### PROJECT IMPROVEMENTS

The following Board of Trustees goal(s) is addressed with this request

1. Community well-being and common good
2. Prosperity through economic diversity, cultural diversity, and social diversity
3. Commerce

**COSTS**

N/A

**PROJECT TIME TABLE**

The effective date of the land split shall be on Saturday October 6, 2018. One week after the publication of adoption of Rezoning Ordinance 2018-05.

**RESOLUTION**

It is hereby resolved that the land division so described and attached is approved.

Resolved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Yes:  
No:  
Absent:

**CHARTER TOWNSHIP OF UNION  
LAND DIVISION APPLICATION**

**1. Applicant/Ownership Detail**

A. Name: RICHARD J. BELTINCK, TERESA A CLARK, MARTHA A CLARK

B. Mailing Address: 811 EREMUS RD MT PLEASANT ME 48858  
Street Address City State Zip

C. Telephone: 989 621 5059

D. Fax: \_\_\_\_\_

E. Parent Tract Includes Parcel #s: 37-14-018-40-002-00

**F. Exemption:**

- 1. All resulting parcels are 40 acres or the equivalent (or more)  Yes  No
- 2. All resulting parcels are on an existing public road or have existing easements to public roads.  Yes  No
- 3. All resulting parcels have direct or easement access to public utilities  Yes  No

**G. Split Calculations:**

- 1. Size of parent parcel or tract (acres) as of March 31, 1997 ..... 30.615
- 2. First 10 acres or less (4 splits) ..... 6
- 3. Each additional 10 acres, up to 120 acres (1 split/10 acres)..... \_\_\_\_\_
- 4. Each 40 acres above 120 acres (1 split/ 40 acres) up to 520 acres ..... \_\_\_\_\_
- 5. Bonus splits <40% of parcel or 1 access drive add 2 splits (Parcels > 20 acres) ..... \_\_\_\_\_
- 6. Less prior parcels split (since March 31, 1997) ..... -0-
- Total**..... 6

\*More splits may be available after 10 years

H. Names, addresses and ownership interest – Provide the names, mailing addresses, and type of ownership interest of all parties having an interest in the land to be divided. Use additional sheet if needed.

Check here if an additional sheet is attached. Please label it Exhibit 1.

<u>TERESA<sup>A</sup> CLARK</u>	<u>MARTHA A CLARK</u>
<u>6785 MICHAEL DR</u>	<u>10106 HERBISON RD</u>
<u>TROY MI 48098</u>	<u>EAGLE MI 48822</u>
<u>RICHARD BELTINCK</u>	
<u>811 EREMUS RD</u>	
<u>MT PLEASANT MI 48858</u>	

I. Zoning: Current Zoning R-2A/AG as of October 6, 2008

	With Sewer	Without Sewer
1. Minimum Lot Width .....	<u>90/165</u>	<u>100/165</u>
2. Minimum Lot Depth .....	<u>N/A/4X</u>	<u>N/A/4X</u>
3. Minimum Lot Size (Area).....	<u>4,000/43,560</u>	<u>14,000/43,560</u>
4. Minimum Width to Depth Ratio .....	_____	_____
5. Sewer required prior to building permit .....	<u>No/No</u>	<u>No/No</u>

**J. Public Road Ordinance Compliance**

Date

Initials

- 1. Complies with ordinance for 1-2 Parcels..... \_\_\_\_\_
- 2. Complies with ordinance for 3 -12 Parcels..... \_\_\_\_\_
- 3. Complies with ordinance of 13 or more Parcels..... \_\_\_\_\_

2. Property Detail

A. Address of Property 997 E REMUS RD MT PLEASANT ME 48858  
Street Address City State Zip

B. Tax Identification Number of Property to be Divided: 37-14-018-46-002-00

C. Legal Description of Property to be Divided (include existing easements and covenants.) Use additional sheet if necessary.

Check here if an additional sheet is attached. Please label it Exhibit 2.

ATTACHED

Tax Description
T14N R4W, SEC 18; SE 1/4 OF SE 1/4 EXC W 773 FT OF E 918 FT OF S 20 RDS, EXC W 374 FT OF S 20 RDS. OF SEC 18. EXC N 50 OF S 380 OF W 132 OF E 486 FT, EXC N 50 FT OF S 380 FT OF W 99 FT OF E 688 FT.

D. Legal Description of Parcels to be Created (Including all remnant parcels, including all easements and covenant.)

Check here if an additional sheet is attached. Please label it Exhibit 3.

ATTACHED

E. Option 1

Attach a copy of survey showing items listed in option 2 below. (See Ordinance 1997-8 Section V.C)

Option 2

See Ordinance 1997-8 Section V.C. paragraph 2.

In place of survey of resulting parcels, I am submitting a land sketch of resulting parcels with items listed below. By doing this, I waive any right to notification within 45 days of submittal. I also agree to resubmit a survey by a licensed land surveyor if the sketch provided fails to clearly and accurately show sufficient details to determine the descriptions of resulting parcels and to demonstrate conformity to all ordinance requirements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

F. Attach 3 copies of Tentative Parcel Map to Include:

- Date, north arrow, scale, and name and address of individual or firm responsible for completion of the parcel map.
- Name and address of applicant.
- Proposed lot lines and their dimensions. Square footage of each parcel. Location & distance from point of beginning to nearest corner of parent parcel.
- Location and nature of proposed ingress and egress locations to any existing public or private roads. Include a single copy of driveway permit from the Road Commission.
- Location and nature of any public or private street, driveway, lake or stream, access, or utility easements to be located within any proposed lot or parcel to benefit the same.
- Any existing buildings, wells and septic fields, public or private streets, and driveways within 100 feet of all proposed lots or parcels.
- Zoning designation of all proposed lots or parcels.
- Proposed method of storm drainage. "B" and "I" Zoning only.
- Previous splits made after March 31, 1997.
- Unbuildable lots marked as such.
- Proposed Driveways

G. Registered deed showing ownership and number of divisions transferred (for property bought after March 31, 1997)

**3. Additional Information**

A. Proved a map and written description of any previous land divisions from the parent parcel, including the size, number, and date of such divisions. Use additional sheets as necessary.

Check here if an additional sheet is attached. *Please label it Exhibit 4.*

*No Prior Divisions*

B. Does the project involve easements, restrictive covenants, or other such attachments to the land? If so, provide copies of the instruments describing and granting same.

Check here if an additional sheet is attached. *Please label it Exhibit 5.*

**4. Applicant Certification**

By the signature attached hereto, the applicant certifies that the information included with this application is, to the best of his/her knowledge, true and accurate. The applicant also understands and acknowledges that the Township, the Township staff, and professional consultants retained by the Township to review and approve this request, make no expressed or implied warranty as to the marketability of the property subject to this request does not warrant that prior land divisions associated with the subject property have been made consistent with local, state, and federal law, nor is any guarantee being made or implied concerning any rights to future land divisions.

By: *Richard J. Belink, Texas A&M* Date: *5/28/18*  
*J. Yvette A. Chase*

**LOCAL GOVERNMENT USE ONLY:**

Mapinfo:

PARENT.TAB \_\_\_\_\_  
 REGION.TAB \_\_\_\_\_  
 Boundary \_\_\_\_\_  
 Dimensions \_\_\_\_\_  
 PID \_\_\_\_\_  
 Easements \_\_\_\_\_  
 Text \_\_\_\_\_

Maps:

Boundary \_\_\_\_\_  
 Dimensions \_\_\_\_\_  
 PID \_\_\_\_\_

Scan Surveys

\_\_\_\_\_

List:

Check wat & sew specials \_\_\_\_\_  
 Update master list for splits \_\_\_\_\_

Application sent:

\_\_\_\_\_

Send to County:

Map with labels \_\_\_\_\_  
 Legals w/parcel numbers \_\_\_\_\_

Homestead Letters:

Qualified Ag \_\_\_\_\_  
 Hstd. Aff. For new parcel \_\_\_\_\_  
 Rescind old parcels \_\_\_\_\_

Equalizer:

Enter public imp & topo \_\_\_\_\_  
 Enter land division info \_\_\_\_\_  
 Create new parcels \_\_\_\_\_  
 Copy data from parent \_\_\_\_\_  
 Class \_\_\_90 New \_\_\_99 Old \_\_\_97 DDA \_\_\_\_\_  
 Name & Address (Prop Add) \_\_\_\_\_  
 \*\* Inactive Parcel \_\_\_\_\_  
 Legal changed & Add date of split \_\_\_\_\_  
 ECF & land dimensions \_\_\_\_\_  
 AV & TV Split \_\_\_\_\_

Property Record Cards:

PID \_\_\_\_\_  
 Split map & calculations \_\_\_\_\_  
 Property Address \_\_\_\_\_  
 Print Labels \_\_\_\_\_

CHARTER TOWNSHIP OF UNION, ISABELLA COUNTY, MICHIGAN  
Land Division Approval

Parent  
LEGAL

ATTACHED

37-14-018-40-02-00

ASSESSOR: RECOMMENDATION approve

SIGNATURE: Patricia M. DePriest  
Patricia M. DePriest

ZONING: RECOMMENDATION 432 Rural Pending Rezone

SIGNATURE: Peter Gallinat  
Peter Gallinat

CLERK: RECOMMENDATION approve

SIGNATURE: Lisa Cody  
Lisa Cody

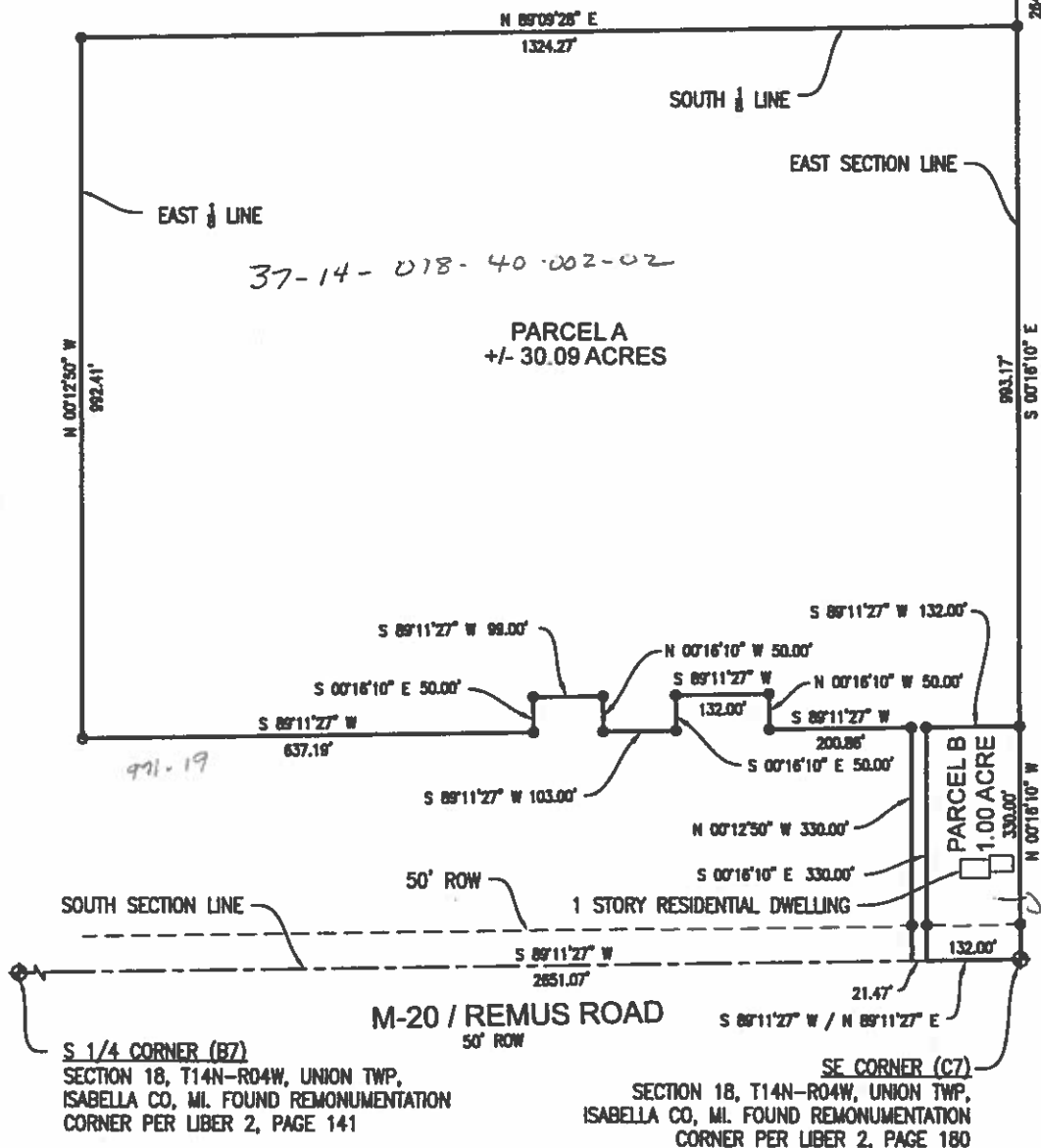
FEE PAID: DATE: 5/29/18 RECEIPT # 91142 \$ 100

# CERTIFICATE OF SURVEY



I CHRIS SCHAFER, HEREBY CERTIFY THAT ON MAY 16, 2018 I SURVEYED THE LAND DESCRIBED HEREON AND THAT ALL THE REQUIREMENTS OF P.A. 132 OF 1970 AS AMENDED, HAVE BEEN MET.

E 1/4 CORNER (C6)  
SECTION 18, T14N-R04W, UNION TWP,  
ISABELLA CO, MI. FOUND REMONUMENTATION  
CORNER PER LIBER 3, PAGE 118



**LEGEND**

- ◆ PUBLIC LAND CORNER
- FOUND IRON
- SET IRON WITH PS CAP #63460

BASIS OF BEARINGS: WGS 84

<h2 style="margin: 0;">SchaFour</h2> <p style="margin: 0;">SURVEYING &amp; ENGINEERING</p> <p style="margin: 0;">1750 Plainfield Road   Mt. Pleasant, MI 48858</p>	<p><b>SECTION 18, T14N, R04W</b> <b>UNION TOWNSHIP</b> <b>ISABELLA COUNTY, MICHIGAN</b></p>	
	<p>SCALE: 1" = 200'</p>	
CLIENT: DICK BELTINCK	DRAWN BY: CJS	
DATE: 5-19-18	REVISED: -	
SCALE: 1" = 200'	SHEET: 1 OF 2	

# DESCRIPTIONS

*Parcel* 37-14-018-40-002-00

DESCRIPTION AS PROVIDED: WARRANTY DEED LIBER 1710, PAGE 152-153



THE SOUTHEAST  $\frac{1}{4}$  OF THE SOUTHEAST  $\frac{1}{4}$  OF SECTION 18, TOWNSHIP 14 NORTH, RANGE 4 WEST, EXCEPT THE 1172 FEET OF THE SOUTH 20 RODS, AND EXCEPT THE NORTH 50 FEET OF THE SOUTH 380 FEET OF THE WEST 132 FEET OF THE EAST 486 FEET, AND EXCEPT THE NORTH 50 FEET OF THE SOUTH 380 FEET OF THE WEST 99 FEET OF THE EAST 688 FEET.

PARCEL A AS SURVEYED 37-14-018-40-002-02

PART OF THE SOUTHEAST  $\frac{1}{4}$  OF THE SOUTHEAST  $\frac{1}{4}$  OF SECTION 18, TOWNSHIP 14 NORTH, RANGE 4 WEST MORE PARTICULARLY DESCRIBED AS COMMENCING AT THE SOUTHEAST CORNER OF SAID SECTION THENCE S 89° 11' 27" W ALONG THE SOUTH SECTION LINE, 132.00 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING S 89° 11' 27" W ALONG THE SOUTH SECTION LINE, 21.47 FEET; THENCE N 00° 12' 50" W, 330.00 FEET; THENCE S 89° 11' 27" W PARALLEL WITH THE SOUTH SECTION LINE, 200.86 FEET; THENCE N 00° 16' 00" W, 50.00 FEET; THENCE S 89° 11' 27" W PARALLEL WITH THE SOUTH SECTION LINE, 132.00 FEET; THENCE S 00° 16' 10" W, 50.00 FEET; THENCE S 89° 11' 27" W PARALLEL WITH THE SOUTH SECTION LINE, 103.00 FEET; THENCE N 00° 16' 00" W, 50.00 FEET; THENCE S 89° 11' 27" W PARALLEL WITH THE SOUTH SECTION LINE, 99.00 FEET; THENCE S 00° 16' 10" E, 50.00 FEET; THENCE S 89° 11' 27" W PARALLEL WITH THE SOUTH SECTION LINE, 637.19 FEET; THENCE N 00° 12' 50" W ALONG THE EAST  $\frac{1}{4}$  LINE, 992.41 FEET; THENCE N 89° 09' 28" E ALONG THE SOUTH  $\frac{1}{4}$  LINE, 1324.27 FEET TO THE EAST SECTION LINE; THENCE S 00° 16' 10" E ALONG THE EAST SECTION LINE, 993.17 FEET; THENCE S 89° 11' 27" W PARALLEL WITH THE SOUTH SECTION LINE, 132.00 FEET; THENCE S 00° 16' 10" E 330.00 FEET TO THE POINT OF BEGINNING. CONTAINING 30.09 ACRES MORE OR LESS. SUBJECT TO ANY EASEMENTS AND RIGHT OF WAYS OF RECORD.

PARCEL B AS SURVEYED 37-14-018-40-002-01

PART OF THE SOUTHEAST  $\frac{1}{4}$  OF THE SOUTHEAST  $\frac{1}{4}$  OF SECTION 18, TOWNSHIP 14 NORTH, RANGE 4 WEST MORE PARTICULARLY DESCRIBED AS BEGINNING AT THE SOUTHEAST CORNER OF SAID SECTION THENCE N 00° 16' 10" W ALONG THE EAST SECTION LINE, 330.00 FEET; THENCE S 89° 11' 27" W PARALLEL WITH THE SOUTH SECTION LINE, 132.00 FEET; THENCE S 00° 16' 10" E, 330.00 PARALLEL WITH THE EAST SECTION LINE 330.00 FEET; THENCE N 89° 11' 27" E ALONG THE SOUTH SECTION LINE, 132.00 FEET TO THE POINT OF BEGINNING. CONTAINING 1.00 ACRES MORE OR LESS. SUBJECT TO ANY EASEMENTS AND RIGHT OF WAYS OF RECORD.

 <p style="font-size: 24pt; font-weight: bold; margin: 0;">SchaFour</p> <p style="font-weight: bold; margin: 0;">SURVEYING &amp; ENGINEERING</p> <p style="font-size: 10pt; margin: 0;">1750 Plainfield Road   Mt. Pleasant, MI 48858</p>	<p>SECTION 18, T14N, R04W UNION TOWNSHIP ISABELLA COUNTY, MICHIGAN</p>	
	 <p>SCALE: 1" = 200'</p>	
CLIENT: DICK BELTACK	DRAWN BY: CJS	
DATE: 5-19-18	REVISED: -	
SCALE: 1" = 200'	SHEET: 2 OF 2	



CHARTER TOWNSHIP OF UNION  
2010 S LINCOLN  
MT. PLEASANT, MI 48858  
Phone : (989) 772-4600

Received From: BENFORD LAND SERVICES  
Date: 06/20/2018 Time: 11:52:35 AM  
Receipt: 91336 \*\*\* REPRINT \*\*\*  
Cashier: AMY

ITEM REFERENCE	AMOUNT
LAND LAND DIVISION	\$100.00
LAND DIVISION	\$100.00
TOTAL	\$100.00
CASH	\$100.00
Total Tendered:	\$100.00
Change:	\$0.00



# REQUEST FOR TOWNSHIP BOARD ACTION

<b>TO:</b> Board of Trustees	<b>DATE:</b> September 20, 2018
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR BOARD CONSIDERATION:</b> 09/26/2018
<b>ACTION REQUESTED:</b> Board of Trustees annual review of Board Governance Policy No. 4.1 – Unity of Control	

Current Action  Emergency

Funds Budgeted: If Yes  Account # \_\_\_\_\_ No  N/A

Finance Approval \_\_\_\_\_ *MDS* \_\_\_\_\_

### BACKGROUND INFORMATION

The Board Governance Policy was originally adopted in 2010 with subsequent amendments in 2013, 2014 and the spring of 2018. The purpose of the Policy is to assist the Board of Trustees in the execution of their duties as a policy making body. Through the articulation of various policies within the totality of the document, the Board of Trustees is encouraged to focus on long term organizational outputs and the discharge of its fiduciary responsibilities.

Certain policies, such as Policy 4.1 (Unity of Control), are to be reviewed and monitored for compliance on an annual basis.

### Board Policy 4.1 – Unity of Control

The Policy states: “Only officially passed motions of the board are binding on Township Management Team”.

Accordingly:

4.1.1 Decisions or instructions of individual board members, officers, or committees are not binding on the Township Manager except in rare instances when the board has specifically authorized such exercise of authority.

4.1.2 In the case of board members or committees requesting information or assistance without board authorization, the Township Manager can refuse such requests that require, in the Township Manager’s opinion, a material amount of staff time, or funds, or is disruptive.

Attached is an evaluation section that can be used for the review/discussion of Policy No. 4.1.

### SCOPE OF SERVICES

Not applicable

### JUSTIFICATION

An annual review of Board Policies allows for the Board of Trustees to monitor itself regarding adherence to policies that apply to the Board of Trustees.

### **PROJECT IMPROVEMENTS**

The following Board of Trustees goals are addressed in this review (From Policy 1.0: Global End)

- Community well-being and common good
- Prosperity through economic diversity, cultural diversity , and social diversity
- Safety
- Health
- Natural environment
- Commerce

### **COSTS**

Not applicable

### **PROJECT TIME TABLE**

Not applicable

### **RESOLUTION**

Not applicable

**Use this evaluation form for discussion at the Board of Trustees Meeting on September 26, 2018.**

**Review all sections of the policy listed and evaluate our compliance with policy.**

1. Indicate item by item if you believe **Yes** or **No** are we in strict compliance with the policy as stated?
  
2. If you indicated that the Board is not in strict compliance with the policy as stated, please indicate what you notice that gives evidence that we are not in compliance?
  
3. How do you think we could improve our process to be in full compliance?
  
4. What do we need to learn or discuss in order to live by our policies more completely?